MOUNT DORA CITY COUNCIL MEETING  
January 6, 2015, 6:00 p.m.  
City Hall Board Room, 510 N. Baker Street

**AGENDA**

**CALL TO ORDER:**  
**INVOCATION & PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**PUBLIC APPEARANCES (6:00 - 6:30 p.m.)**

**ADJUSTMENTS TO AGENDA**

**PRESENTATIONS**

<table>
<thead>
<tr>
<th>Presentation</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Presentation of Honorary Canine Mayor of Mount Dora</td>
<td>3</td>
</tr>
</tbody>
</table>

**CONSENT AGENDA**

<table>
<thead>
<tr>
<th>Approval</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approval for Sewer Pipe Lining at First Avenue and Grandview Street</td>
<td>4</td>
</tr>
<tr>
<td>2. Lien Foreclosure – 1426 Orange Street</td>
<td>11</td>
</tr>
<tr>
<td>3. Approval of City Council Meeting Minutes dated December 2, 2014</td>
<td>17</td>
</tr>
<tr>
<td>4. Approval of City Council Meeting Minutes dated December 16, 2014</td>
<td>30</td>
</tr>
</tbody>
</table>

**PUBLIC HEARINGS**

**ORDINANCES**

<table>
<thead>
<tr>
<th>Ordinance</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approval of First Reading of Ordinance 2014-07</td>
<td>38</td>
</tr>
</tbody>
</table>

PUD Amendment (1st) to the Wolf Creek Ridge Master Plan Conditions; 2) Approval and Authorization of Mayor’s Execution of the Proposed Developer’s Agreement
RESOLUTIONS

1. Approval of Resolution 2015-01

   International City Manager’s Association (ICMA) Fellowship Program

PROCLAMATIONS

1. Arbor Day 2015

COUNCIL CONSIDERATION/DISCUSSION OF DEPARTMENTAL TOPICS

CITY MANAGER

1. First Quarterly Work Plan Update

PLANNING AND DEVELOPMENT

1. Downtown Streetscapes Phase III Outreach and Promotion

PUBLIC WORKS

1. Approval to Modify Mittauer and Associates Engineering Service Agreement for Wekiva Parkway Intersection Utility Relocation

BOARD APPOINTMENTS

Board Vacancies Have Been advertised and applications are Being accepted.

CITY ATTORNEY/CITY MANAGEMENT INFORMATION/REPORTS

COMMITTEE REPORTS

OTHER BUSINESS


MEETING NOTICES

ADJOURNMENT

NOTICE: If any person decides to appeal any decisions 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 Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact Gwen Johns, City Clerk, no later than seven (7) days 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.

City Council meetings will be recorded and under the State of Florida General Records Schedule, Audio Recordings are retained on file for two (2) anniversary years after adoption of the official minutes. Recent audio recordings available at http://www.ci.mount-dora.fl.us/Archive.aspx?AMID=70

NOTICE: In accordance with a policy placed by the City Council of the City of Mount Dora, citizens are advised that the City Council may take action on any matter that is brought to its attention at a City Council Meeting.
DATE: December 23, 2014

TO: Mayor and City Council

FROM: John O’Grady, Chief of Police

Via: Michael Quinn, City Manager

RE: Honorary Canine Mayor Program

---

**Issue:**

In the fiscal year 2013/14 the Police Department (PD) added two new police canine. The PD also retired a police canine. A private donor purchased the two new canines for the department. The donor also contributed to the Mount Dora Heroes Foundation, canine fund. This fund has been established to ensure the MDPD canine program will continue to have funds to purchase new canine in the future as well as pay for medical expenses of retired canine.

**Background:**

Currently the PD does not have a replacement fund for its canine program. In the past when police canine were retired their owners were expected to cover all medical bills.

**Recommendation:**

The Mount Dora Heroes Foundation started a fund to pay for future new police canine as well as pay for the medical bills of retired police canine. To meet this goal several fundraisers will occur throughout the year. One fundraiser is the Mount Dora Honorary Canine Mayor Program. This program allows citizens of Mount Dora to enter their pet canine into a contest. It allows people to contribute $10 per a vote to help ‘elect’ their favorite canine to Honorary Canine Mayor.

The Honorary Canine Mayor will be recognized at the January 6, 2015 City Council Meeting. I am requesting that City Council fully support this program.
DATE: January 6, 2015

TO: Mayor and City Council

FROM: John Peters, Public Works & Utilities Director

VIA: Michael Quinn, City Manager

RE: Approval for Sewer Pipe Lining at First Ave and Grandview St

Recommendation:
Recommend approval of the attached proposal from Layne Inliner in the amount of 37,120.00.

References/Support:
Pricing is based on the City of Titusville Contract #CN12-B-003.

Budgetary Impact:
$200,000 was budgeted this year for wastewater collection improvements (SR0704). There is currently a balance in this account of $182,509. The only other associated cost would be point repairs if required, and we do not foresee any such projects.

Background/Information:
On September 26, 2014 we had an unusually hard rain in town causing high infiltration to Waste Water Treatment Plant #1. Investigation revealed a damaged sewer main in the area of 1st Ave and Grandview St. The waste water collections department did a point repair and noticed another break in the main allowing storm water to enter the sewer system. On October 23, 2014, Professional Dirt Services came in and did another point repair but we continued to notice a large volume of ground water entering the sewer system. Further investigation revealed many hairline cracks in the old clay sewer main allowing ground water to enter the system. Lining the pipe will save the city money by not pumping and treating ground water at the waste water treatment plant and eliminating the possibility of more point repairs.

Attachments: Quote-Layne Inliner
Quote-Miller Pipeline
Quote-LMR Construction
PROPOSAL

DATE: November 7, 2014

SUBMITTED TO: City of Mt. Dora
1850 SR 46
Mt. Dora, FL
Attn: Chip Ouellette

PROJECT: City of Mt. Dora 2014

We propose hereby to furnish material and labor - complete in accordance with specifications below, for the sum of

Thirty Seven Thousand One Hundred Twenty dollars and no cents ($37,120.00)

Payment terms - 100% within thirty (30) days upon completion and acceptance.
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman’s Compensation insurance. Note: This proposal may be withdrawn by us if not accepted within thirty (30) days.

We hereby submit specifications and estimates as follows:
Layne Inliner, LLC shall supply all equipment, materials and labor to perform the work as follows:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item #1 - Mobilization</td>
<td>1</td>
<td>LS</td>
<td>$6,100.00</td>
<td>$6,100.00</td>
</tr>
<tr>
<td>Item #3 - 10” Pipe Lining Includes Bypass Pumping &amp; MOT</td>
<td>793</td>
<td>LF</td>
<td>$30.00</td>
<td>$23,790.00</td>
</tr>
<tr>
<td>Item #8 - Reinstall &amp; Grout Sewer Laterals</td>
<td>5</td>
<td>EA</td>
<td>$300.00</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

*ALTERNATE:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item #3 - 10” Pipe Lining Includes Bypass Pumping &amp; MOT</td>
<td>181</td>
<td>LF</td>
<td>$30.00</td>
<td>$5,430.00</td>
</tr>
<tr>
<td>Item #8 - Reinstall &amp; Grout Sewer Laterals</td>
<td>1</td>
<td>EA</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

**TOTAL** $37,120.00

NOTES:
1. Proposal based on pricing contained in a contract between Layne Inliner, LLC and the City of Titusville Contract No. CN12-B-003.
2. This proposal is subject to pre-TV inspection by Layne Inliner, LLC indicating the line conditions are acceptable for installation of Inliner.
3. Price quoted does not include point repairs if required prior to installing Inliner.
4. Final payment based on actual quantities. Inliner to be installed as per ASTM & manufacturer’s specifications.
5. Proposal does not include bonds or permit fees. Bond, if required will be invoiced at 1% of total. Permit fees, if any, will be invoiced at cost.

Signature: Tommy Robertson, Project Manager

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: ___________________________  Authorized Signature: ___________________________
November 21, 2014

Quote No: 201411210001

To: Chip Ouellette  
City of Mount Dora  
1850 S 46  
Mount Dora, FL 32756  
Phone: 352-516-4322

RE: Quote – CIPP Liner – 10" x 6.0 MM, 794 LF

Scope of Service

To meet the requirements of this project, we propose to furnish the following items:
1. Mobilize and demobilize our lining crew, equipment, and materials to the specified project location.
2. Furnish and Install CIPP liner at specified diameter and mil thickness.
3. Reinstall active lateral connections with robotic cutter.
4. Post-televise the installed pipe.
5. Bypass pumping up to 4" trash pump.
6. Provide traffic control using normal cones.

Proposal

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>UM</th>
<th>Bid $/Unit</th>
<th>Bid $ Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobilization</td>
<td>1</td>
<td>EA</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>2</td>
<td>10&quot; CIPP Lining - 794 LF Line</td>
<td>794</td>
<td>LF</td>
<td>$27.00</td>
<td>$21,438.00</td>
</tr>
<tr>
<td>3</td>
<td>Lateral Reinstatement</td>
<td>6</td>
<td>EA</td>
<td>$150.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>4</td>
<td>Bypass Pumping</td>
<td>1</td>
<td>LS</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>5</td>
<td>Light Clearing</td>
<td>794</td>
<td>LF</td>
<td>$1.50</td>
<td>$1,191.00</td>
</tr>
<tr>
<td>6</td>
<td>Turbulation Removal - DIP</td>
<td>20</td>
<td>LF</td>
<td>$50.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Subtotal - 794 LF CIPP 10&quot;</td>
<td>1</td>
<td>EA</td>
<td>$0.00</td>
<td>$30,529.00</td>
</tr>
</tbody>
</table>

Responsibilities of Others

We will expect that the following will be furnished to Miller Pipeline Corporation at no cost to us:
1. Free and legal access to the project site.
2. Coordinate timing of install based on seasonal flow of traffic in area.
3. All approvals and permits as applicable, including MOT permit from FDOT.
4. Any required Point Repairs of the pipe.
5. Access to a fire hydrant or other source of water near the project location. All hydrants are across street, which is not usable for Miller Pipeline.
6. All surface restoration as needed.
7. Bypass pumping beyond a 4" trash pump, if needed.
8. Pre-televise the pipeline section to determine its condition.
9. Clean the existing pipe immediately before liner installation.
10. MOT beyond normal cones; i.e. flaggers, arrowboard or detours.

General Conditions

1. The project does not contain hazardous materials.
2. Payment should be made within thirty (30) days after date of invoice from Miller Pipeline Corporation.
3. The submitted pricing does not include any taxes. All applicable taxes should be added to the pricing unless we are provided with tax-exempt statement from the buyer.

Closing

We thank you for the opportunity to offer this firm proposal and look forward to providing this service. If you have any need for further assistance, please call me at (317) 617-0547.

Sincerely,

Jeffrey Newman
Miller Pipeline

Accepted by

Company

Authorized Agent

Date

8850 Crawfordsville - Indianapolis, IN 46234 - Phone (317) 293-0278 - Fax (317) 293-8502
November 21, 2014

Quote No: 201411210001

To: Chip Ouellette
City of Mount Dora
1850 S 46
Mount Dora, FL 32756
Phone: 352-516-4322

RE: Quote – CIPP Liner – 10' x 6.0 MM, 183 LF

Scope of Service

To meet the requirements of this project, we propose to furnish the following items:
1. Mobilize and demobilize our lining crew, equipment, and materials to the specified project location.
2. Furnish and Install CIPP liner at specified diameter and mil thickness.
3. Reinstall active lateral connections with robotic cutter.
4. Post-televise the installed pipe.
5. Bypass pumping up to 4" trash pump.
6. Provide traffic control using normal cones.

Proposal

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>UM</th>
<th>Bid $/Unit</th>
<th>Bid $ Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Mobilization</td>
<td>1</td>
<td>EA</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>9</td>
<td>10' CIPP Lining - 183 LF Line</td>
<td>183</td>
<td>LF</td>
<td>$47.00</td>
<td>$8,601.00</td>
</tr>
<tr>
<td>10</td>
<td>Lateral Reinstatement</td>
<td>1</td>
<td>EA</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>11</td>
<td>Light Cleaning</td>
<td>1</td>
<td>EA</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>12</td>
<td>Subtotal - 183 LF CIPP 10''</td>
<td>1</td>
<td>EA</td>
<td>$0.00</td>
<td>$12,252.50</td>
</tr>
</tbody>
</table>

Responsibilities of Others

We will expect that the following will be furnished to Miller Pipeline Corporation at no cost to us:

1. Free and legal access to the project site.
2. Coordinate timing of install based on seasonal flow of traffic in area.
3. All approvals and permits as applicable, including MOT permit from FDOT.
4. Any required Point Repairs of the pipe.
5. Access to a fire hydrant or other source of water near the project location. All hydrants are across street, which is not usable for Miller Pipeline.
6. All surface restoration as needed.
7. Bypass pumping beyond a 4" trash pump, if needed.
8. Pre-televise the pipeline section to determine its condition.
9. Clean the existing pipe immediately before liner installation.
10. MOT beyond normal cones; i.e. flaggers, arrowboard or detours.

**General Conditions**

1. The project does not contain hazardous materials.
2. Payment should be made within thirty (30) days after date of invoice from Miller Pipeline Corporation.
3. The submitted pricing does not include any taxes. All applicable taxes should be added to the pricing unless we are provided with tax-exempt statement from the buyer.

**Closing**

We thank you for the opportunity to offer this firm proposal and look forward to providing this service. If you have any need for further assistance, please call me at (317) 617-0547.

Sincerely,

Jeffrey Newman
Miller Pipeline

Accepted by

_____________________________
Company

_____________________________
Authorized Agent

_____________________________
Date
PROPOSAL

<table>
<thead>
<tr>
<th>TODAY'S DATE</th>
<th>PROPOSAL SUBMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/17/2014</td>
<td>City of Mount Dora</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAGE #’S</th>
<th>JOB LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mount Dora, FL</td>
</tr>
</tbody>
</table>

We propose hereby to furnish labor, material and equipment for completion of:

<table>
<thead>
<tr>
<th>Line #</th>
<th>Description</th>
<th>QTY</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Furnish and Install 10&quot; CIPP Liner</td>
<td>975 LF</td>
<td>$50.00 per LF</td>
<td>$48,750.00</td>
</tr>
<tr>
<td>2</td>
<td>Reinstatement of laterals</td>
<td>6</td>
<td>$150.00 Each</td>
<td>$900.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL  | $49,650.00 |

WE ARE PLEASED TO PRESENT THIS PROPOSAL AND LOOK FORWARD TO THE OPPORTUNITY TO BE OF SERVICE.
LMR Construction, Inc. will provide all necessary labor, material and equipment. All work to be completed in a substantial workman like manner according to specifications submitted, per standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Payment within 30 DAYS of job completion. Finance charges of 1.5% per month and any costs incurred to collect balances due will be added to original invoice amount.

Authenticated
Signature ____________________________ Luis Montanez

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature ____________________________
Date of Acceptance _________________
DATE: January 6, 2015

TO: City Council

FROM: Michael Quinn

RE: Lien Foreclosures

Recommendation: City Council to authorize the City Attorney to file foreclosure action on 1426 Orange Street, Mount Dora, Florida.

References/Support: See Magistrate Findings.

Background/Information: This address of 1426 Orange Street is currently a vacant property owned by Willie Mae Sims. This property is vacant due to the prior structure being demolished on January 10, 2010 by the City for code violations. There is an administrative lien for the demolition costs filed on the property in the amount of $3,425. Last year, the City offered a payment plan to Mr. Sims to satisfy this administrative lien, but no action was pursued by Mr. Sims. A recent Ownership & Encumbrance Report on the property also notes an Orange County Code Enforcement Lien for another property address filed after the City’s filing. We would feel comfortable that our filing is superior and proper. No other encumbrances showed on the report, so we also feel that a clean title will likely be realized on this property after correcting the junior lien issue with Orange County.

There are attorney fees associated with such foreclosure filings; and they vary in cost as to whether a legal challenge is entered by a defendant. The cost could vary from a low of $2,000 without a challenge to approaching $10,000 depending upon the complexity of legal challenge. If the City prevails in its foreclosure action, there are also certain court costs and other fees that would have to be paid as well approaching $1,000. While we can collect attorney fees and costs as the prevailing party in theory, the reality is that if no one bids the value on this property, the City has to pay the costs anyway. In the end, we feel this property would be a worthy candidate for redevelopment as a residential property in the NECRA District provided we can entice a developer with the offer of this property. This is the current strategy in NECRA to offer these parcels acquired by the City for such redevelopment purpose.

Attachments:
1. Property Location Map
2. Real Estate Record.
City Council Agenda Packet - January 6, 2015

2014 Roll Details — Real Estate Account At 1426 ORANGE ST

Real Estate Account #2919270900-000-00100

<table>
<thead>
<tr>
<th>2014</th>
<th>2013</th>
<th>2012</th>
<th>2011</th>
<th>...</th>
<th>1998</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Paid</td>
</tr>
</tbody>
</table>


Bills with a * are due but not payable online.

**Owner:** SIMS WILLIE MAE  
2102 ORCHARD DR  
APOPKA, FL 32712  

**Situs:** 1426 ORANGE ST

**Account number:** 2919270900-000-00100

**Alternate Key:** 1805457  
**Millage code:** 0MD2  
**Millage rate:** 20.8233

**Assessed value:** 10,810  
**School assessed value:** 10,810

**2014 annual bill**

- **Ad valorem:** $225.10  
- **Non-ad valorem:** $0.00  
- **Total Discountable:** 225.10  
- **No Discount NAVA:** 0.00

**Total tax:** Tax Deed (see 2011)

---

**Property Appraiser - GIS**

- **Book, page, item:** --  
  - Geo number: 271929090  
    - 000-00100
  - **Range:** 27  
  - **Township:** 19  
  - **Section:** 29  
  - **Use code:** 00  
  - **Total acres:** 0.00

---

**Tax Deed Application #11547**


**Applicant:** Bidder number 50  
COUNTY OF LAKE  
315 WEST MAIN STREET  
TAVARES, FL 32778

**Application date:** 11/21/2014
Property Record Card
General Information

<table>
<thead>
<tr>
<th>Owner Name:</th>
<th>SIMS WILLIE MAE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate Key:</td>
<td>1805457</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>2102 ORCHARD DR</td>
</tr>
<tr>
<td>APOPKA, FL 32712</td>
<td></td>
</tr>
<tr>
<td>Parcel Number:</td>
<td>29-19-27-09000000100</td>
</tr>
<tr>
<td>Millage Group and City:</td>
<td>0MD2 (Mount Dora)</td>
</tr>
<tr>
<td>Total Millage Rate:</td>
<td>19.7286</td>
</tr>
<tr>
<td>Trash/Recycling/Water/Info:</td>
<td>My Public Services Map</td>
</tr>
</tbody>
</table>

Property Location: 1426 ORANGE ST MOUNT DORA FL 32757

<table>
<thead>
<tr>
<th>Property Name:</th>
<th>Submit Property Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Locator:</td>
<td>School and Bus Map</td>
</tr>
</tbody>
</table>

Property Description:  MOUNT DORA, EAST TOWN LOT 1 PB 4 PG 50 | ORB 3752 PG 635 |

Land Data

<table>
<thead>
<tr>
<th>Line</th>
<th>Land Use</th>
<th>Frontage Depth</th>
<th>No. Units</th>
<th>Type</th>
<th>Class Value</th>
<th>Just Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VACANT RESIDENTIAL   (0000)</td>
<td>56</td>
<td>85</td>
<td>56</td>
<td>FF</td>
<td>$10,810.00</td>
</tr>
</tbody>
</table>

Miscellaneous Improvements
There is no improvement information to display.

Sales History

<table>
<thead>
<tr>
<th>O.R. Book / Page</th>
<th>Sale Date</th>
<th>Instrument</th>
<th>Q/U</th>
<th>Vac./Imp.</th>
<th>Sale Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>967 / 1738</td>
<td>6/1/1988</td>
<td>QC</td>
<td>U</td>
<td>V</td>
<td>$0.00</td>
</tr>
<tr>
<td>2866 / 333</td>
<td>6/7/2005</td>
<td>QC</td>
<td>U</td>
<td>I</td>
<td>$0.00</td>
</tr>
<tr>
<td>3720 / 2089</td>
<td>4/23/2008</td>
<td>QC</td>
<td>U</td>
<td>!</td>
<td>$100.00</td>
</tr>
<tr>
<td>3752 / 635</td>
<td>4/1/2009</td>
<td>QC</td>
<td>U</td>
<td>I</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Values and Estimated Taxes

<table>
<thead>
<tr>
<th>Tax Authority</th>
<th>Just Value</th>
<th>Assessed Value</th>
<th>Taxable Value</th>
<th>Millage</th>
<th>Estimated Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAKE COUNTY BCC</td>
<td>$10,810</td>
<td>$10,810</td>
<td>$10,810</td>
<td>5.38560</td>
<td>$58.22</td>
</tr>
<tr>
<td>LAKE COUNTY MSTU AMBULANCE</td>
<td>$10,810</td>
<td>$10,810</td>
<td>$10,910</td>
<td>0.46290</td>
<td>$5.00</td>
</tr>
<tr>
<td>SCHOOL BOARD STATE</td>
<td>$10,810</td>
<td>$10,810</td>
<td>$10,810</td>
<td>5.74600</td>
<td>$62.11</td>
</tr>
<tr>
<td>SCHOOL BOARD LOCAL</td>
<td>$10,810</td>
<td>$10,810</td>
<td>$10,810</td>
<td>1.50000</td>
<td>$16.22</td>
</tr>
<tr>
<td>CITY OF MOUNT DORA</td>
<td>$10,810</td>
<td>$10,810</td>
<td>$10,810</td>
<td>5.99700</td>
<td>$64.83</td>
</tr>
<tr>
<td>ST JOHNS RIVER FL WATER MGMT DIST</td>
<td>$10,810</td>
<td>$10,810</td>
<td>$10,810</td>
<td>0.31640</td>
<td>$3.42</td>
</tr>
<tr>
<td>LAKE COUNTY VOTED DEBT SERVICE</td>
<td>$10,810</td>
<td>$10,810</td>
<td>$10,810</td>
<td>0.16000</td>
<td>$1.73</td>
</tr>
<tr>
<td>LAKE COUNTY WATER AUTHORITY</td>
<td>$10,810</td>
<td>$10,810</td>
<td>$10,810</td>
<td>0.25540</td>
<td>$2.76</td>
</tr>
</tbody>
</table>
NORTH LAKE HOSPITAL DIST

$10,810 $10,810 $10,810 1.00000 $10.81

Total: 20.8233 Total: $225.10

The values displayed above may NOT reflect certified values and therefore are subject to change before being finalized for ad valorem assessment purposes. The estimated tax totals are based on prior year adopted millage rates until each taxing authority certifies proposed rates (annually in mid-August) and adopts final millage rates (late September) of each year. Estimated tax totals do not reflect non-ad valorem assessments. (Fire Fees, Solid Waste, etc.) Please consult the Tax Collector for actual taxation amounts.

Copyright © 2014 Lake County Property Appraiser. All rights reserved. Property data last updated on 19 December 2014.
Having been duly advertised as required by law, Mayor Cathy Hoechst called the Regular City Council meeting to order at 6:00 p.m.

Chaplain Gordon Robinson gave the invocation and led the Pledge of Allegiance to the Flag.

PRESENT: Mayor Cathy Hoechst, Vice-Mayor Ryan Donovan; Council Members Cal Rolfson, Michael Tedder; Ed Rowlett, Marie Rich and Denny Wood; City Manager Michael Quinn; City Attorney Cliff Shepard and City Clerk Gwen Keough-Johns

OTHERS PRESENT: Finance Director Mike Sheppard, Park & Recreation Director Roy Hughes, Public Works Director John Peters, Police Chief John O’Grady, Deputy Police Chief Robert Bell, Fire Chief Skip Kerkhof, Library Director Stephanie Haines, Electric Division Manager Charles Revell, Deputy City Clerk Misty Elder and Public Communications Officer Kelda Senior

ADJUSTMENTS TO THE AGENDA

Mayor Hoechst said the CRA Board will convene after the City Council meeting.

ELECTION BUSINESS

1. Drawing of Lots for Election At-Large Seat Even between Nick Girone and Marie Rich

The City Council and those attending the Council meeting moved outdoors to the front steps of City Hall. The drawing commenced and Marie Rich was named City Council Member At-Large Even, as defined in the City Charter.

2. Administration of Oath of Office to Incoming Elected Official

The meeting moved back into the Board Room and City Attorney Cliff Shepard administered the Oath of Office to Councilwoman Rich.

Ms. Rich thanked those who voted for her and stated her intent to serve Mount Dora to the best of her ability.
CONSENT AGENDA

1. Approval of Contractor Ranking for Britt Road and SR 44 Utilities
2. Approval of Officials Credit Card Services Provider under BS&A
3. Approval of 2014 Food for Fines Program
4. Approval to Rebuild Traffic Signal at 5th Avenue and Highland Street

Mr. Wood pulled item #2.

Mr. Tedder moved to approve items 1, 3 and 4. Mr. Donovan seconded the motion. The motion was approved by unanimous vote.

Mr. Wood asked Mr. Mike Sheppard why new credit card company is roughly half the cost. Mr. Sheppard said the current software provider only integrated with Automated Merchants which limited the City’s options. BS&A integrates with two providers which extends an option to the City in addition to official payment being a flat rate fee.

Mr. Wood moved to approve item #2. Mr. Donovan seconded the motion. The motion was approved by unanimous vote.

PUBLIC HEARINGS

ORDINANCES

1. First Reading of Ordinance 2014-14

Mr. Cliff Shepard read Ordinance 2014-14 by title only:

ORDINANCE 2014-14

AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, REINSTATING THE GATES OF MOUNT DORA PLANNED UNIT DEVELOPMENT (PUD) FINAL DEVELOPMENT PLAN ADOPTED BY ORDINANCE NO. 846 ON APRIL 20, 2004; PROVIDING FOR THE TERMS AND CONDITIONS OF SUCH PUD FINAL DEVELOPMENT PLAN; PROVIDING FOR CONFLICTS; SEVERABILITY; AND AN EFFECTIVE DATE.
Mr. Reggentin, Planning and Development Director and Acting City Manager, advised City Council it would be best to discuss all upcoming ordinances on this agenda that are related to Gates of Mount Dora in a single presentation.

The applicant is requesting to reinstate the PUD for the Gates of Mount Dora development. Any time a PUD project does not progress within one year, the PUD expires and that is what happened with Gates of Mount Dora.

Staff recommends reinstating and reactivating the PUD. As staff reviewed the process for this Ordinance, some inconsistencies were noted on the current land use map. Even though this request is identical to the 2004 proposal, the property was identified as low density residential, 2.5 units per acre, but when originally submitted, it was designated medium density residential, 6 units per acre. During further exploration, staff realized that when a electronic conversion was done to a new computer system, some of the data was corrupted. This property was not properly designated as low density residential. The only way to correct this error is to change the land use map through the normal process.

Ms. Marie Rich asked if the community could be approved but not as a gated community. She raised some concerns about gated developments. Mr. Reggentin said this PUD was previously approved as a gated community. He explained subsequent action by City Council to limit gated communities in the City. He also mentioned the community is not completely fenced; there is only a front gate.

Mr. Wood made a motion to approve the first reading of Ordinance 2014-14.

Mr. Rolfson stated his major concern with gated communities is during election season when it is difficult for all political candidates to gain access to those communities so residents can get acquainted with all candidates.

Ms. Marie Rich seconded the motion to approve the first reading of Ordinance 2014-14. The motion was approved by a roll call vote.

| Mr. Donovan | No | Mr. Wood | Yes |
| Ms. Rich    | Yes| Mr. Rowlett | Yes |
| Mr. Tedder  | No | Mayor Hoechst | Yes |
| Mr. Rolfson | Yes| | |

2. First Reading of Ordinance 2014-17

Mr. Cliff Shepard read Ordinance 2014-17 by title only.
ORDINANCE 2014-17

AN ORDINANCE OF THE CITY OF MOUNT DORA, LAKE COUNTY, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE CITY OF MOUNT DORA COMPREHENSIVE PLAN; SMALL SCALE LAND USE MAP AMENDMENT FOR PROPERTY OWNED BY THE CITY OF MOUNT DORA; BY APPLYING FUTURE LAND USE DESIGNATION OF CONSERVATION TO A 6.77 ACRES PARCEL GENERALLY LOCATED WEST OF CLAYTON STREET AT THE CITY AND ORANGE COUNTY BOUNDARY; PROVIDING FOR FINDINGS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Mr. Donovan made a motion to approve the first reading of Ordinance 2014-17. Mr. Wood seconded the motion. The motion was approved by roll call vote.

| Mr. Rolfson | Yes | Mr. Rowlett | Yes |
| Ms. Rich    | Yes | Mr. Donovan | Yes |
| Mr. Tedder  | Yes | Mayor Hoechst | Yes |
| Mr. Wood    | Yes |

3. First Reading of Ordinance 2014-16

Mr. Cliff Shepard read Ordinance 2014-16 by title only.

ORDINANCE 2014-16

AN ORDINANCE OF THE CITY OF MOUNT DORA, LAKE COUNTY, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE CITY OF MOUNT DORA COMPREHENSIVE PLAN; BY CORRECTING A MAP CODING BY APPLYING A FUTURE LAND USE DESIGNATION OF MEDIUM DENSITY RESIDENTIAL TO A 13.93 ACRES PARCEL GENERALLY LOCATED WEST OF CLAYTON STREET AT THE CITY AND ORANGE COUNTY BOUNDARY; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Mr. Reggentin noted this ordinance is the corrective action pertaining to Gates of Mount Dora, discussed earlier in the meeting.

Mr. Wood made a motion to approve the first reading of Ordinance 2014-16. Mr. Tedder seconded the motion. The motion was approved by roll call vote.

| Mr. Tedder | Yes | Mr. Rolfson | Yes |
| Mr. Wood   | Yes | Ms. Rich    | Yes |
| Mr. Rowlett| Yes | Mayor Hoechst | Yes |
| Mr. Donovan| Yes |
4. First Reading of Ordinance 2014-12

Mr. Cliff Shepard read Ordinance 2014-12 by title only.

**ORDINANCE 2014-12**

AN ORDINANCE OF THE CITY OF MOUNT DORA, LAKE COUNTY, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE CITY OF MOUNT DORA COMPREHENSIVE PLAN, BY APPLYING THE FUTURE LAND USE DESIGNATION OF COMMERCIAL TO A 17.33 ACRE PARCEL GENERALLY LOCATED SOUTH OF U.S. HIGHWAY 441 AT SPRING HARBOR BOULEVARD; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Mr. Reggentin said the next four items on the agenda are inter-related and he requested to discuss all four items in a single presentation.

A Comprehensive Plan is the long range general plan, State mandated to set forth how land will be developed and how the City will plan for utilities, parks etc. within the City. The next step is set forth in the Land Development Code which gives very specific criteria as for how land is developed. Everything in the Land Development Code MUST be consistent with the Comprehensive Plan. If at any point in the next four agenda items, any item is denied, all four items will fail because each item is dependent on another for consistency.

Mr. Reggentin gave an overview of how legislative documents work together and how such documents are developed. The property annexed into the City through Ordinance 2014-10 in October, is a site for Epic Theaters. In order to allow development of a movie theater, an amendment to the FLU map is necessary along with the property being rezoned to commercial. The applicant is requesting amendment to the City’s comprehensive plan and land use map for a 17.33 +/- acre lot development. The applicant intends to develop a 12 screen movie theater with two commercial out parcels. The land use is consistent with the surrounding land use pattern in the general area. General Direction from City Council to staff has always been that when a use is requested and is a desired use, obstacles should be identified and the request presented to City Council for action. This request is in compliance with general direction from City Council over many years.

The property ingress/egress to the proposed site would be located off Spring Harbor Boulevard, which will be improved to complete the loop roadway from US Highway 441 (Urban Principal Arterial) to Eudora Road (Urban Collector). This roadway improvement will be a condition of the development plat/plan.

The proposed Commercial Future Land Use designation is consistent with existing surrounding land use patterns and character of the surrounding area. The Commercial designation is an appropriate land use category with supporting City services, transportation, utilities and will foster economic growth.
The proposed theater use will require movie screen sizes with minimum floor clearance of 50 feet in height. Building height is a function of the zoning performance standards restricted by each zoning district. Building restrictions such as height are typically not listed as a growth management policy mandate. The inclusion of the height definition within the Commercial Land Use is an outdated policy format. Policy 4.g(6) Future Land Use Element is recommended to be revised accordingly as a separate text amendment. This will enable flexibility in each zoning districts.

The subject parcel is located adjacent to Target, Wal-Mart and general commercial users to the north and west. The proposed Commercial Future Land Use is a compatible designation with the surrounding land use patterns. This site is located within a planned commercial center, which is consistent with the Commercial Future Land Use Designation set forth in Policy 4.g(6).

In February 2013, the City adopted Ordinance 2012-13 which included new Policy 4.c restricting applicants from using adjacent land uses which differ from theirs as justification for a change. The applicant’s justification for this change from residential to commercial use is based upon the adjacent land use pattern. The policy is inconsistent with the request by Epic Theaters and must be amended to allow the request to move forward.

At the November 19, 2014 Planning and Zoning Commission meeting the members discussed, with input from the public, the initial staff’s recommendation to delete in its entirety Policy 4.c (Land Use Justification) and to delete 35 feet height from Policy 4.g(6) (Commercial Land Use Category). The P&Z members felt with the discussion that the land use justification policy should remain, but recommended modification to address concerns with newly developed lands. The express concern was the possible land use changes (perceived changes), in the downtown area. The P&Z Commission recommended excepting C-3 zoning for the height and keeping 35 feet height restriction in this policy, given input from the public pertaining to sensitivity on height changes. There are no C-3 zoning districts in the downtown corridor.

Zoning issues become a little more complicated but staff is requesting a rezoning of the subject property from R-1 to C-3. If the comprehensive plan amendment is approved, the property would be commercial. In addition, staff recommends the following Administrative Land Development Code Sections be amended in concert with the EPIC Theater rezoning request: 1) Amend the US Hwy 441 Commercial Location Criteria; and 2) Amend the C-3 zoning district building height site development standards.

On November 19, 2014, the P&Z Commission recommended approval of the change in zoning from R-1 to C-3 as contained in this staff report.

Staff recommends approval of Land Development Code amendments pertaining to C-3 District Building Height, C-3 District Day Care Center Uses, and Land Use Justification.

The P&Z Commission recommended staff prepare necessary Land Development Code Amendments to clarify code inconsistencies and address regulatory zoning issues pertaining to the EPIC Theater land use and zoning requests.
Mr. Reggentin addressed questions that were raised via e-mail about how the changes will impact downtown. He said if the proposed changes are approved, particularly an amendment to the C-3 area along the highway, the concern is that a downtown property owner could rezone their property and build according to C-3 guidelines. Mr. Reggentin said under the current comprehensive plan that would be impossible. He then proceeded to explain exactly what would have to be done to change the existing comprehensive plan.

Discussion

Mr. Rowlett asked why some other means of reaching approval of the EPIC Theater project could not be used such as a PUD or variance, rather than exposing the entire City to C-3 zoning.

Mr. Reggentin said the whole City is not at risk. The Variance process is a zoning process. Building height limitations are defined in the comprehensive plan and there are no zoning guidelines by which to process or exempt a property from those requirements. The process being used is the same process that was used for the Target (big box store) construction.

Mr. Reggentin said if policy is changed, it would apply to annexations from this point forward.

Mr. Wood said 1,000 ft. seems to be what was done for Publix, and asked why it could not be adjusted to 1,500 ft. to accommodate the theater as an exception and then they could do a PUD. Mr. Reggentin said a PUD is not possible because a PUD has to include a residential component. In addition, the property still would not meet criteria because they are not adjacent to an intersection. There has to be frontage along US 441 and adjacency to an intersection.

Mr. Rolfson agrees with Planning & Zoning Commission and Staff recommendations. He also referred to the Envision Mount Dora process as a guideline and said there are ample protections for the rest of the City. He added while the policy of this council has been to encourage responsible development, when developers try to respond, the perception is that City Council is putting the brakes on which sends a negative message to developers.

Mr. Wood is okay with the building height on this property but would not want the additional building height for other properties.

Mr. Reggentin said all property in the same zoning district has to be protected equally. That can be done with a PUD but a PUD is a different zoning altogether. The reason a PUD was not suggested is because to get to the PUD stage, commercial zoning would be required in advance and also a PUD has to be a certain percentage residential.

Mr. Sheppard affirmed Mr. Reggentin’s comments.

Mr. Herbert Green, Professional Engineer (PE), Cadjazz, LLC, was present on behalf of EPIC Theaters. He requested approval and said he concurs with staff recommendations. He explained the modern technology requires the height being proposed for the building in order to add some elegance to the structure.
Public Input

Ms. Lori Tillett, Grandview Avenue resident, spoke against building heights. Ms. Tillett noted that she represents several citizens who do not want to see Mount Dora become “just another Florida City”.

Several other residents shared input with regard to building heights and removal of the language in proposed ordinance amendments.

Mr. Wood believes the concern is that the City could be opening itself up to having the court system get involved in land use.

Mr. Reggentin responded the Code is the Code and every time Planning and Zoning Commission or the City Council makes a decision about property, there is potential for legal action to be taken. He also said C-3 districts exist and there will not be a sprawl situation.

Mr. Cliff Shepard explained that both local government officials and citizens have to trust legislative officials to make the right decisions. With regard up zoning from C-2, when Mr. Reggentin talks about a comprehensive plan change, it is important to understand that the legislative officials are the ones who have to be trusted to get it right. The courts must be the most differential to whether an issue is fairly debatable.

Mr. Rowlett made a motion to table the first reading of Ordinance 2014-12 with direction to Mr. Reggentin to recommend another option that will not change Mount Dora.

Mr. Donovan asked if this item were actually tabled, what could be done to would make this work for everyone. Mr. Reggentin said nothing else can be done. The information has been presented and explained, and the process has to happen as set forth approve this project. He said the proposal before City Council is not staff’s original proposal. The original proposal was discussed by Planning and Zoning and approved by consensus. There was collaboration between the Planning and Zoning Commission and staff.

Ms. Rich seconded the motion to table this item.

Mr. Herb Green said in reference to the motion to table, his company is under a very tight time constraint and he asked for a time certain this item would be re-presented to City Council.

Mr. Donovan asked Mr. Wood and Ms. Rich to explain their intent to table.

Mr. Rolfson said he has to trust what the Planning & Zoning Commission has done and what Mr. Reggentin has reported has to be done.
Ms. Rich asked if she could withdraw her second and she was told her option at this point is to vote “no”. Mayor Hoechst asked for a roll call vote to table Ordinance 2014-12.

<table>
<thead>
<tr>
<th>Mr. Tedder</th>
<th>No</th>
<th>Mr. Rolfson</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Wood</td>
<td>Yes</td>
<td>Ms. Rich</td>
<td>No</td>
</tr>
<tr>
<td>Mr. Rowlett</td>
<td>Yes</td>
<td>Mayor Hoechst</td>
<td>No</td>
</tr>
<tr>
<td>Mr. Donovan</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mr. Rolfson made a motion to approve the first reading of Ordinance 2014-12. Mr. Tedder seconded the motion. The motion was approved by roll call vote.

Mr. Reggentin reminded City Council the approval is conditioned upon amendment to the comprehensive plan. If either of those fails, this request also fails.

<table>
<thead>
<tr>
<th>Mr. Donovan</th>
<th>Yes</th>
<th>Mr. Wood</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Rolfson</td>
<td>Yes</td>
<td>Mr. Rowlett</td>
<td>No</td>
</tr>
<tr>
<td>Ms. Rich</td>
<td>Yes</td>
<td>Mayor Hoechst</td>
<td>Yes</td>
</tr>
<tr>
<td>Mr. Tedder</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. First Reading of Ordinance 2014-15

Mr. Cliff Shepard read Ordinance 2014-15 by title only.

ORDINANCE 2014-15

AN ORDINANCE OF THE CITY OF MOUNT DORA, LAKE COUNTY, FLORIDA, AMENDING THE GOALS, OBJECTIVES AND POLICIES OF THE FUTURE LAND USE ELEMENT OF THE CITY OF MOUNT DORA COMPREHENSIVE PLAN, BY AMENDING POLICY 4.c LAND USE JUSTIFICATION; AMENDING POLICY 4.g(6) COMMERCIAL LAND USE CATEGORY BUILDING HEIGHT; PROVIDING TRANSMITTAL TO THE FLORIDA STATE LAND PLANNING AGENCY (DEPARTMENT OF ECONOMIC OPPORTUNITY); PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Having already discussed this issue, Mr. Rolfson made a motion to approve the first reading of Ordinance 2014-15. Mr. Tedder seconded the motion. The motion was approved by roll call vote.

<table>
<thead>
<tr>
<th>Mr. Wood</th>
<th>No</th>
<th>Mr. Rolfson</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Rowlett</td>
<td>No</td>
<td>Mr. Tedder</td>
<td>Yes</td>
</tr>
<tr>
<td>Mr. Donovan</td>
<td>Yes</td>
<td>Mayor Hoechst</td>
<td>Yes</td>
</tr>
<tr>
<td>Ms. Rich</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. First Reading of Ordinance 2014-13

Mr. Cliff Shepard read ordinance 2014-13 by title only.

**ORDINANCE 2014-13**

AN ORDINANCE OF THE CITY OF MOUNT DORA, LAKE COUNTY, FLORIDA, ASSIGNING THE C-3 (HIGHWAY COMMERCIAL) ZONING CLASSIFICATION TO PROPERTY LOCATED SOUTH OF US HWY 441 AT SPRING HARBOR BOULEVARD; PROVIDING THAT THE OFFICIAL ZONING MAP BE MODIFIED ACCORDINGLY; PROVIDING FOR CONFLICTS, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.

Mr. Tedder moved to approve the first reading of Ordinance 2014-13. Mr. Rolfson seconded the motion. The motion was approved by roll call vote.

<table>
<thead>
<tr>
<th>Mr. Rowlett</th>
<th>No</th>
<th>Mr. Tedder</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Donovan</td>
<td>Yes</td>
<td>Mr. Wood</td>
<td>Yes</td>
</tr>
<tr>
<td>Mr. Rolfson</td>
<td>Yes</td>
<td>Mayor Hoechst</td>
<td>Yes</td>
</tr>
<tr>
<td>Ms. Rich</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. First Reading of Ordinance 2014-18

Mr. Cliff Shepard read Ordinance 2014-18 by title only.

**ORDINANCE 2014-18**

AN ORDINANCE OF THE CITY OF MOUNT DORA, LAKE COUNTY, FLORIDA AMENDING THE LAND DEVELOPMENT CODE BY REVISING SUBSECTION 3.4.8.1 C-3 HIGHWAY COMMERCIAL “DESCRIPTION OF DISTRICT”; REVISING PERMITTED USES OF THE C-3 DISTRICT; REVISING SUBSECTION 3.4.8.3 C-3 ZONING DISTRICT MAXIMUM BUILDING HEIGHT FROM 35 FEET TO 65 FEET; REVISING SECTION 3.5.6 SUPPLEMENTAL REGULATIONS TO INCLUDE C-3 MAXIMUM BUILDING HEIGHT; REVISING CHAPTER VIII DEFINITIONS FOR “ABUTTING PROPERTY”; PROVIDING FOR CONFLICTS; SEVERABILITY; CODIFICATION; AND SETTING AN EFFECTIVE DATE

Mr. Wood confirmed there are no C-3 zoned properties within 100’ of Lake Dora and Mr. Reggentin acknowledged that is correct.

Mr. Green explained that the theater business is tough and if the theater does not keep up with technology, it will not survive. The screen itself is almost 50’ high to give the feeling of
immersion of being in a cinema. It is very important to have the scale, sound and visual effects of a theater. It is important to sustain a theater that will be a long standing part of Mount Dora.

Mr. Rolfson made a motion to approve the first reading of ordinance 2014-18. Mr. Tedder seconded the motion.

Mr. Wood said the language and the 1,000 ft. have to be deleted and nothing else can be put in there that would make it more palatable to everyone. Mr. Reggentin reiterated that he, his staff, Planning and Zoning Commissioners and the City Attorneys have all reviewed this issue very closely.

The motion was approved by roll call vote.

<table>
<thead>
<tr>
<th>Mr. Donovan</th>
<th>Yes</th>
<th>Mr. Wood</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Rolfson</td>
<td>Yes</td>
<td>Mr. Rowlett</td>
<td>No</td>
</tr>
<tr>
<td>Ms. Rich</td>
<td>Yes</td>
<td>Mayor Hoechst</td>
<td>Yes</td>
</tr>
<tr>
<td>Mr. Tedder</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COUNCIL CONSIDERATION/DISCUSSION OF DEPARTMENTAL TOPICS
CITY MANAGER INFORMATION/REPORTS

1. Work Plan Priorities

Mr. Reggentin said a work plan priority list was developed and provided to City Council.

2. Authorization for Staff to Move Forward with Repairs to Fire Station #35

Mr. Reggentin said there have been some issues with Fire Station #35. There were mold issues and Mr. Quinn informed him that firefighters had to be vacated and an evaluation of the building conducted. Staff believes the issue has been identified. The method of construction used for the facility is not stick built but is several portable units put together. A lot of the problem has to do with lack of air handling and air movement. Analysis has been done to determine the best remediation methods. The staff report outlines how the project needs to move forward to get the building up to livable standards. He went over the proposed improvements.

Mr. Reggentin said information presented is the worst case scenario.

Mr. Wood asked how old the facility is and Mr. Reggentin said 8 years. Mr. Wood asked if the buildings are checked out on a regular/annual basis. Mr. Reggentin said what Mr. Quinn requested before he left was to get together a maintenance schedule to see how building and ground maintenance is being handled, so as to allow getting a handle on how building maintenance duties are being carried out by staff.

Mr. Wood moved to approve the request to move forward with Fire Station #35 repairs. Mr. Tedder seconded the motion.
Mr. Rowlett asked if this is going to be a permanent station and Mr. Reggentin said it is a permanent structure, a modular building.

_The motion was approved unanimously._

**PUBLIC WORKS**

1. **Program Overview for Backflow Prevention**

Mr. John Peters, Public Works Director, gave an overview of the backflow prevention report. The deadline for installing backflow prevention devices has been extended. Staff has also looked at the entire prevention program and there will be a change to the priorities given the critical nature of backflow prevention. In early January, an ordinance to address the Backflow Prevention program will be brought forward for approval by City Council. Staff is looking into contracting backflow prevention services.

Mr. Rolfson thanked Mr. Peters for taking the time to visit the CCMD HOA.

Mr. Wood asked Mr. Peters if he is confident that backflow devices will not be missed again and Mr. Peters said it is now part of the permitting process.

Mr. Wood also asked Mr. Peters if he has covered the entire City that is eligible and should have the backflow issue taken care of and Mr. Peters said no, the entire City has not been covered and that is part of the reason the program is being reviewed and corrections being made.

**BOARD APPOINTMENTS**

1. **Appointment of Lake-Sumter MPO Bicycle and Pedestrian Advisory Committee due to term expirations – Currently Serving: Mr. Wood**

Mayor Hoechst appointed Mr. Joe Runnels to serve on the MPO BPAC Committee. Mr. Runnels’ appointment was approved unanimously.

2. **Board/Committee Rosters for upcoming Appointments/Reappointments**

Mayor Hoechst said staff has provided Advisory Committees/Board rosters to allow City Council members and opportunity to review appointments and make reappointments. Board appointments will be acted upon by City Council in late December and January.

**OTHER BUSINESS**

Mr. Reggentin said the downtown CRA Advisory Committee will be discussing Phase III on December 3, 2014.
COMMITTEE REPORTS

Mr. Tedder reported the Mount Dora Community Trust has distributed over $28,000 in scholarship and grant funds. Among those were awarded funds to Sonnentag Theatre for their Youth Program and Mount Dora High School for a new football field scoreboard.

ADJOURNMENT

The meeting was adjourned at approximately 8:40 p.m.

__________________________
Catherine T. Hoechst, Mayor

__________________________
Gwen Keough-Johns, MMC
City Clerk
Having been duly advertised as required by law, Mayor Cathy Hoechst called the Regular City Council meeting to order at 6:00 p.m.

Rabbi Geoffrey Solomon gave the invocation and led the Pledge of Allegiance to the Flag.

PRESENT: Mayor Cathy Hoechst, Vice-Mayor Ryan Donovan; Council Members Cal Rolfson, Michael Tedder; Ed Rowlett, Marie Rich and Denny Wood; City Manager Michael Quinn; City Attorney Cliff Shepard and City Clerk Gwen Keough-Johns

OTHERS PRESENT: Finance Director Mike Sheppard, Park & Recreation Director Roy Hughes, Public Works Director John Peters, Deputy Police Chief Robert Bell, Fire Chief Skip Kerkhof, Library Director Stephanie Haimes, Electric Division Manager Charles Revell, Special Events Coordinator Chris Carson, City Planner Vince Sandersfeld, Assistant Planning and Development Director Gus Gianikas, Deputy City Clerk Misty Elder and Public Communications Officer Kelda Senior

PUBLIC APPEARANCES

Allison Chambers, American Cancer Society, invited the City to participate with the Relay for Life event. The event will be on May 2, 2015 at the Mount Dora Christian Home and Bible School. Ms. Chambers is recruiting leadership for the event and she left flyers with her contact information.

Mayor Hoechst adjourned the City Council meeting at approximately 6:05 p.m. to reconvene as the CRA Board.

ADJUSTMENTS TO THE AGENDA

Mayor Hoechst announced the CRA Board will meet at the end of the City Council meeting.

CONSENT AGENDA

1. Special Request to Extend Noise Ordinance for New Year’s Eve Event

2. Approval of Scope of Services from CH2MHiIl for Wastewater Treatment Plants 1 & 2
3. Commercial Improvement Incentive Grant Program (discussed as CRA Board)

4. Approval of City Council meeting minutes dated November 18, 2014

Mayor Hoechst pulled item #1 for discussion and Mr. Wood pulled item #2 for discussion.

Mayor Hoechst voiced her concern with receiving a request for extension of the noise ordinance for midnight on New Year’s Eve at such a late date. She said the event is only two weeks away and there is no time for discussion or negotiations on the time. She pointed out even though it is typical to celebrate New Year’s Eve, she is sure there are some people who would have liked the opportunity to negotiate the event time. Moving into 2015, mayor Hoechst hopes the small details of events and event applications will be submitted in a timelier manner.

Mr. Wood supports the event. However, he would like to see the event applications.

Mr. Quinn said the special event applications go through an administrative process in house and that is why in this case the event application as not attached. This particular request is for a waiver of the noise ordinance.

Mr. Wood said the event includes the Pedestrian Mall, Sunset Park and other public facilities and he feels the event should have been approved by City Council.

Mr. Tedder moved to approve consent agenda item #1. Mr. Rolfson seconded the motion.

Mr. Jim Gunderson, owner of Lakeside Inn, expressed his dissatisfaction with the planned New Year’s Eve event. He said he did not know until he looked at the agenda and he has not prepared his guests for midnight fireworks. He would appreciate consideration given to his and other local overnight facilities in the future on issues such as this one.

Mr. Donovan requested post-event critique information be presented back to City Council.

The motion was approved by a vote of six to one. Mr. Wood opposed.

Mr. Wood asked for clarification for the purpose of spending $72,500. Mr. Peters explained the funding is to evaluate the re-rating of the plants. Improvements can be made that would ensure maximum capacity available for future growth.

Mr. Wood moved to approve consent agenda item #2. Mr. Donovan seconded the motion. The motion was approved unanimously.

PUBLIC HEARINGS
ORDINANCES

1. First Reading of Ordinance 2014-17

Mr. Cliff Shepard read Ordinance 2014-17 by title only.
ORDINANCE 2014-17

AN ORDINANCE OF THE CITY OF MOUNT DORA, LAKE COUNTY, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE CITY OF MOUNT DORA COMPREHENSIVE PLAN; SMALL SCALE LAND USE MAP AMENDMENT FOR PROPERTY OWNED BY THE CITY OF MOUNT DORA; BY APPLYING FUTURE LAND USE DESIGNATION OF CONSERVATION TO A 6.77 ACRES PARCEL GENERALLY LOCATED WEST OF CLAYTON STREET AT THE CITY AND ORANGE COUNTY BOUNDARY; PROVIDING FOR FINDINGS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Mr. Rolfson made a motion to approve the final reading and adoption of Ordinance 2014-17. Mr. Wood seconded the motion. The motion was approved by roll call vote.

| Mr. Rolfson | Yes | Mr. Rowlett | Yes |
| Ms. Rich    | Yes | Mr. Donovan | Yes |
| Mr. Tedder  | Yes | Mayor Hoechst | Yes |
| Mr. Wood    | Yes | |

RESOLUTIONS

1. Approval of Resolution 2014-39

Mr. Cliff Shepard read Resolution 2014-39 by title only.

RESOLUTION 2014-39

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON AD-VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE INCORPORATED AREA OF THE CITY; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Mike Sheppard said this resolution allows for flexibility and serves as a placeholder to allow the City to review and further explore a fire assessment fee for Mount Dora. Staff will be providing more specific information to City Council in the future but this resolution does not commit the City to do anything. It puts the City in a position to hold a workshop to better understand fire assessment fees, and allows an option for collecting of those fees.

Mr. Quinn said this Resolution of Intent will provide a place holder that would allow collection of fire assessment fees through the collection of property taxes.

Mr. Rolfson said it would be a value to the City to have the flexibility for further consideration.

Mr. Wood said he asked the consultant and Mr. Mike Sheppard to give him one reason this fee would be good for the residents of Mount Dora. He said he has not gotten an answer. Mr. Mike Sheppard said this type of fee would fund fire services, new equipment and additional fire station for the Innovation District area.

Mr. Wood articulated his feelings that a fire assessment fee would be another tax. He said he would prefer to see millage raised than imposing another fine.

Mayor Hoechst reiterated through approval of the proposed Resolution, citizens would have an opportunity to voice their concerns and City Council and staff will have opportunity to answer those concerns and to look closer at the benefits and/or negatives of a fire assessment fee.

Mr. Mike Sheppard said that even if millage rate were increased, that amount is spread between all funds in the City where a fire assessment fee would benefit fire services both inside and outside the City limits and those funds would be reserved for fire services, equipment and stations as needed.

Mayor Hoechst reminded City Council that Mount Dora was one of the first agencies to have all fire fighters be EMT certified and the City committed to the level of service provided by the Mount Dora department. There is an expectation for prompt and efficient services are an expectation in Mount Dora and fire service is an area that comes with a price. This should be considered during the education process to explore funding the services.

The motion was approved by roll call vote.

| Mr. Rolfson | Yes | Mr. Rowlett | No |
| Ms. Rich    | Yes | Mr. Donovan | yes |
| Mr. Tedder  | Yes | Mayor Hoechst | Yes |
| Mr. Wood    | No  |             |     |

2. Approval of Resolution 2014-40

Mr. Cliff Shepard Read Resolution 2014-40 by title only.

RESOLUTION 2014-40

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, RESPONDING TO LAKE COUNTY RESOLUTION 2014-128, WHEREIN LAKE COUNTY INITIATED THE PROCESS SPECIFIED IN 171.203, FLORIDA STATUTES, TO NEGOTIATE AN INTERLOCAL SERVICE BOUNDARY AGREEMENT WITH THE CITY OF MOUNT DORA AND ANY OTHER INTERESTED MUNICIPALITY OR SPECIAL DISTRICT; AND PROVIDING AN EFFECTIVE DATE.
Mr. Quinn explained Resolution 2014-40. This resolution of intent is in accordance with State Statutes which provides a process to follow for joint planning agreement areas. Lake County and the City had negotiated an agreement to focus on the JPA concern last year. However, late in the negotiations, Lake County required that several other issues, not included in the initial agreement, must be addressed in order to move forward with an agreement. Among other issues, of primary concern were the issue of fire service and the structure of any future fire agreement for joint service. Additionally the county’s position on the term of the agreement was concerning.

City Staff members are currently aware of the County’s position regarding fire issues. During last negotiations, the county indicated that they were reluctant to alter the terms of the agreement because they were striving for identical agreements with all cities within the structure of an ISBA. Based upon this stated position, Chief Kerkhof has prepared a position paper regarding fire service in the context of the ISBA the county is using as its model. As staff has stated, the City is willing to discuss options for an ISBA, however, there must be a willingness to negotiate an agreement that is in the best interests of both parties in order for this process to be a success.

Mayor Hoechst asked how many Cities in Lake County are in an agreement with the County. Chief Kerkhof said Clermont is working on finalizing a third agreement, Mascotte, Groveland and Minneola have entered into an agreement. Chief Kerkhof said he received word that Leesburg has signed an agreement with the county.

*Mr. Donovan moved to approve Resolution 2014-40. Mr. Tedder seconded the motion. The motion was approved by roll call vote.*

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Rich</td>
<td>Yes</td>
<td>Mr. Donovan</td>
<td>Yes</td>
</tr>
<tr>
<td>Mr. Tedder</td>
<td>Yes</td>
<td>Mr. Rolfson</td>
<td>Yes</td>
</tr>
<tr>
<td>Mr. Wood</td>
<td>Yes</td>
<td>Mayor Hoechst</td>
<td>Yes</td>
</tr>
<tr>
<td>Mr. Rowlett</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COUNCIL CONSIDERATION/DISCUSSION OF DEPARTMENTAL TOPICS**

**CITY MANAGER INFORMATION/REPORTS**

Mr. Quinn distributed information from the Actuarial Report for General Employees’ Pension. He pointed out that for Mount Dora; the City’s required contribution for 2016 is less than the contribution for 2015 which is good news. The funded ratio is 87.8% this year compared to 85% last year. Again, the City is moving into the right direction.

**BOARD APPOINTMENTS**

1. Library Advisory Board

   Mr. Rolfson reappointed Ms. Jane Trimble to continue service on the Library Advisory Board.
   Mayor Hoechst reappointed Ms. June Atkinson
   Mr. Rowlett reappointed Ms. Mary Burley
Mr. Donovan moved to approve the reappointments. Mr. Tedder seconded the motion and the motion was approved unanimously.

Mayor Hoechst pointed out open/vacant positions on the Library Advisory Board. She asked staff to advertise all board and committee vacancies in an effort to collect volunteer board/committee applicants for consideration.

2. Parks and Recreation Advisory Board

Mr. Donovan reappointed Ms. Pat Price.
Ms. Rich appointed Mr. David Cohea.
Mr. Rowlett reappointed Mr. Edward Tillett.
Mr. Wood appointed Mr. Morris Pellum
Mr. Tedder did not have an applicant to appoint at this time.

Mr. Wood moved to approve the appointments and reappointments. Mr. Donovan seconded the motion and the motion was approved unanimously.

3. NECRA Advisory Committee

Mayor Hoechst asked that the position be advertised. However, she has spoken with Ms. Amy Bolt and will make her decision at the next City Council meeting.

Mr. Rolfson reappointed Ms. Rosa Hickson
Mr. Wood reappointed Mr. J.T. Williams
Ms. Rich appointed Mr. Ozell Ward to replace Mr. John McNally.

Mr. Donovan moved to approve the appointments and reappointments. Mr. Rolfson seconded the motion and the motion was approved unanimously.

4. CRA Advisory Committee

Mr. Donovan reappointed Ms. Janet Coffman.
Mr. Rolfson appointed Mr. Bob Maraiio.
Mr. Wood appointed Ms. Lisa Perry.
Ms. Rich appointed Mr. Dave Berndt.

Mayor Hoechst said she would like to wait and see if additional applications are received as she will not be appointing Ms. Bootie Pearson.

Mr. Donovan moved to approve the appointments and reappointments. Mr. Tedder seconded the motion and the motion was approved unanimously.

5. Public Arts Commission
Mr. Tedder reappointed Ms. Kathleen Dennis.

Mr. Donovan will make his appointment when additional applications are received.

*Mr. Rolfson moved to approve the appointments and reappointments. Mr. Tedder seconded the motion and the motion was approved unanimously.*

6. Historic Preservation Board

Mr. Wood appointed Mr. Michael Moecker.
Ms. Rich appointed Mr. Drew Hall.
Mr. Tedder appointed Mr. Jack Voller.
Mr. Rolfson appointed Ms. MaryLou Preston.
Mr. Rowlett appointed Mr. Charles Kennedy.

*Mr. Rowlett moved to approve appointments and reappointments. Mr. Wood seconded the motion and the motion was approved unanimously.*

7. Planning and Zoning Commission

Mr. Donovan reappointed Mr. Carroll Jaskulski.
Mr. Wood appointed Mr. John Ried.
Ms. Rich appointed Mr. Joe Runnels.

*Mr. Rolfson moved to approve appointments and reappointments. Mr. Wood seconded the motion and the motion was approved unanimously.*

**OTHER BUSINESS**

Mayor Hoechst announced distribution of the City Council Policies and Code of Conduct. She asked City Council members to read the document and bring back any items for discussion where change may be necessary. The final action of accepting the document will take place in January.

**COMMITTEE REPORTS**

Mayor Hoechst gave an update from the Lake County League of Cities. The luncheon location will move from the Elks Club to Lake Receptions in January. She said the league is discussing discretionary sales tax. They are also planning for some workshops to assist Cities with making sure elected officials comply with the required annual ethics training.
MEETING NOTICES

Mayor Hoechst announced the Chamber of Commerce Event on January 29, 2015 and asked that city Council members let Gwen Keough-Johns know if they would like to attend so that RSVP’s can be taken care of and fees paid.

Mr. Donovan gave a brief update of business being conducted at the Lake-Sumter MPO and Bicycle and Pedestrian Advisory Committee.

ADDITIONAL OTHER BUSINESS

Ms. Rich said she would like for City Council to revisit the trees in Phase 3 of the downtown streetscape project. She has heard complaints about the Crepe Myrtle and Palm species of trees being proposed. City Council recommended Ms. Rich meet with the Arborist and Landscape Architect, Michael Pape, so he can explain the reason behind the tree choices that have been approved.

Mayor Hoechst reminded City Council there are people on both sides with regard to the trees, some residents are already asking for trees to be removed.

Mr. Wood complemented Police and Fire on a great job with the Santa Tour.

ADJOURNMENT

The meeting was adjourned at approximately 7:30 p.m.

______________________________
Catherine T. Hoechst, Mayor

______________________________
Gwen Keough-Johns, MMC
City Clerk
DATE: January 6, 2015
TO: Mayor and City Council
FROM: Mark Reggentin, AICP, Planning and Development Director
VIA: Michael Quinn, City Manager
RE: Request for: 1) First Reading Ordinance No. 2014-07 PUD Amendment (1st) to the Wolf Creek Ridge Master Plan Conditions; 2) Approval and Authorization for Mayor's Execution of the Proposed Developer's Agreement; and Hold Hearing for Second Reading and Adoption.

Recommendation:

Staff recommends approval of the above-referenced request for the proposed Wolf Creek Ridge PUD Amendment (1st) and the attached Developer's Agreement.

At the request of the applicant on August 19, 2014, City Council postponed the First Reading of Ordinance No. 2014-07 along with action on the proposed Developer's Agreement.

On July 16, 2014, the Planning and Zoning Commission recommended approval of the PUD Amendment (1st) to the Wolf Creek Ridge PUD Master Plan with the condition that a Developer's Agreement be prepared for commitments to the park site improvements.

Reference/Support:

Sections 3.4.5 of the City's Land Development Code
PUD Ordinance No. 838 Adopted February 17, 2004

Background:

SITE SUMMARY:
Existing Use: Single-Family Platted Lots (110), City Water Plant, and Vacant Land
Proposed Use: Single-Family Residential
Future Land Use: Low/Medium Density Residential (4 DU/AC or Less)
Zoning: PUD
JPA: City/County Joint Planning Area
Overlay Zones: None
Site Area: Total PUD: 78.70 acres
The original Wolf Creek Ridge PUD Master Plan was approved by the City on February 17, 2004, by Ordinance No. 838. The Master Plan included a total of 291 single-family units. Currently, there are a total of 110 lots platted under Phase 1, and there are a total of 12 home sites currently built. The proposed PUD Amendment will decrease the total units from 291 to 254 (37 less units).

The applicant's request is to update the PUD Master Plan to reflect zoning performance standards of the adjacent Summerbrooke community to the south. The builder, Park Square Enterprises, LLC, is pursuing lots within the Wolf Creek Ridge and wishes to activate this development with similar housing products. Other PUD changes include amending setbacks requirements consistent with the Summerbrooke development. The original PUD included site specific setbacks tailored to the project at that time.

The PUD Master Plan is designed with a southern roadway connection to Summerbrooke for future cross-connection between the two developments. Currently, the main ingress and egress to Wolf Creek Ridge development is off Niles Road via Wolf Branch Road. A secondary access to Niles Road was planned during Phase 3 of the Master Plan with connection directly across the planned park site.

In January 2009, the City of Mount Dora purchased 20+/- acres of the property on the east side of Niles Road for the Eastern Service Area Water Treatment Plant, which was part of the Wolf Creek Ridge PUD. This parcel included a 10.91 acres park site. Under the original Master Plan the HOA would have been required to maintain the park site amenities. This component has been revised in the proposed PUD Amendment and now eliminates the HOA for the future park maintenance responsibilities, as the City is the owner of this parcel. The park site amenities and improvements will be constructed by the developer (developer's expense), and then turned over to the City. The PUD conditions are being updated to reflect the current status of the park site property and timing of the park site amenities. The park improvements and timing for installation will be ratified through a Developer's Agreement between Hallmark Equity Partners, LLC (the Developer) and the City (see attached).

The proposed ordinance (see attached) incorporates the terms and conditions of the updated Master Plan accordingly.

Notifications:
P&Z Meeting Notice and Notification to Surrounding Owners - July 4, 2014
CC Meeting Notice - August 8, 2014
CC Meeting Notice - December 5, 2014
CC Meeting Notice - December 26, 2014

<table>
<thead>
<tr>
<th>Direction</th>
<th>City/County</th>
<th>FLU</th>
<th>Zoning</th>
<th>Existing Use(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>County</td>
<td>Res. Med</td>
<td>Ag</td>
<td>SFR and Vacant Land</td>
</tr>
<tr>
<td>South</td>
<td>City</td>
<td>Res. L/M</td>
<td>PUD</td>
<td>Summerbrooke</td>
</tr>
<tr>
<td>South</td>
<td>County</td>
<td>Res. Med</td>
<td>AG</td>
<td>SFR and Vacant Land</td>
</tr>
<tr>
<td>East</td>
<td>City</td>
<td>Res. Low</td>
<td>R-1</td>
<td>Vacant Land</td>
</tr>
<tr>
<td>East</td>
<td>County</td>
<td>Res. Med</td>
<td>AG</td>
<td>SFR, Greenhouse, Vacant Land</td>
</tr>
<tr>
<td>West</td>
<td>City</td>
<td>Res. L/M</td>
<td>PUD</td>
<td>Summerbrooke</td>
</tr>
</tbody>
</table>
Attachments:

Ordinance No. 2014-07
Developer's Agreement
Vicinity Map
Ownership Map
Proposed Master Plan Site Data Section
Proposed Master Plan Amendment (1st)
Original Master Plan (3 pages - for information purposes only)
Application
ORDINANCE NO. 2014-07

AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, AMENDING THE MASTER PLAN CONDITIONS OF THE WOLF CREEK RIDGE PLANNED UNIT DEVELOPMENT; REVISING THE PUD DEVELOPMENT PERFORMANCE STANDARDS; AND UPDATING THE SITE CONDITIONS; PROVIDING FOR CONFLICTS, SEVERABILITY; AND AN EFFECTIVE DATE.

WHEREAS, the Wolf Creek Ridge Planned Unit Development (PUD) was approved by City Council on February 17, 2004, by Ordinance No. 838; and

WHEREAS, Park Square Enterprises, LLC and Hallmark Equity Partners, LLC, property owners have requested Amendment to Wolf Creek Ridge Planned Unit Development (PUD) Master Plan terms and conditions; and

WHEREAS, the Wolf Creek Ridge PUD Master Plan, was developed as single-family residential project with unique design and zoning performance standards along with a community park and trail system; and

WHEREAS, the developer has requested revisions to certain PUD conditions in keeping with current housing trends; and

WHEREAS, the Wolf Creek Ridge Planned Unit Development (PUD) Master Plan conditions are consistent with the City's Comprehensive Plan and the underlying Residential Low-Medium Density (4 du/acre or less) Future Land Use designation; and

WHEREAS, the Planning and Zoning Commission, sitting as the local planning agency, has found this ordinance to be consistent with the City's Comprehensive Development Plan; and

WHEREAS, the amendments to the Wolf Creek Ridge PUD Master Plan are consistent with the City's Land Development Code.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Mount Dora, Florida, as follows:

SECTION 1. The recitals set forth above are hereby adopted as findings of the City Council of the City of Mount Dora.

SECTION 2. That certain parcel of property described below is hereby was rezoned from R-1 (Single Family Residential) to PUD (Planned Unit Development) by Ordinance No. 838 on February 17, 2014, and is subject to the conditions set forth in this ordinance. The PUD Master Plan entitled "Wolf Creek Ridge 1st Amendment" and shall hereby be incorporated by reference. The property is more particularly described as:
The North 1/2 of the Southwest 1/4 of the Northwest 1/4 of Section 27, Township 19 South, Range 27 East, Lake County, Florida; AND The East 1/2 of the Northeast 1/4 of the Southeast 1/4 of Section 28, Township 19 South, Range 27 East, Lake County, Florida; AND The Northwest 1/4 of the Northeast 1/4 of the Southeast 1/4 of Section 28, Township 19 South, Range 27 East, Lake County, Florida; AND The Southwest 1/4 of the Northeast 1/4, and the Southeast 1/4 of the Northeast 1/4 of Section 28, Township 19 South, Range 27 East, Lake County, Florida.

SECTION 3. Conditions. The conditions within "Section 4" of the Wolf Creek Ridge Planned Unit Development (PUD) created by Ordinance No. 857 adopted on August 3, 2004, and as recently amended by Ordinance No. 2012-06 adopted on April 3, 2012, are hereby amended as follows:

NOTE: Underlined words constitute the additions to the existing text of the PUD Ordinance No. 838 adopted on February 17, 2004, strikeouts constitute deletions to the existing text of the PUD Ordinance No. 838, the entire PUD Ordinance and the subsequent amending ordinance sections and conditions are contained in its entirety herein.

SECTION 4. The parcel of property rezoned PUD hereby shall be subject to all conditions set forth in the Land Development Regulations for a parcel of property zoned R-1 except as set forth conditions below:

A. The developer shall be allowed to construct 254 single-family homes on the property described in Section 2.

B. The minimum lot size shall be 60 feet wide by 115 feet deep.

C. The minimum setbacks shall be as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Minimum Setback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front to open air porch (optional)</td>
<td>16 feet</td>
</tr>
<tr>
<td>Front to primary structure</td>
<td>24 feet - 20 feet</td>
</tr>
<tr>
<td>Side</td>
<td>7 feet - 5 feet</td>
</tr>
<tr>
<td>Side adjacent to right of way</td>
<td>15 feet</td>
</tr>
<tr>
<td>Rear</td>
<td>25 feet - 20 feet</td>
</tr>
</tbody>
</table>

D. Reserved Prior to any building permits being issued, the developer shall present to Planning and Zoning the models that it will offer at a minimum. There shall be no fewer than 6 floor plans with 3 facades for each floor plan.
E. **Reserved** Each house shall have an open-air front porch meeting the following requirements:

1. The porch will extend along the entire front portion of the house not occupied by the garage.
2. The roofing material of the porch will match the roofing material of the house.
3. The porch will not be screened.
4. The porch will be a minimum of 8 feet in depth.

F. **Reserved** The garage for each house shall be setback a minimum of eight feet from the front building line.

G. Access to the site shall be provided at Niles Road. Additional access shall be provided to the Stephens property - Summerbrooke development to the west and the Simpson property to the east to promote neighborhood interconnectivity.

H. The developer shall be required to construct a left turn lane on Wolf Branch Road for the left turning movement onto Niles Road.

I. Trail: The developer shall be required to construct a trail that connects with the trail system on the Stephens property Summerbrooke development. The location and extent of the trail shall be shown on the Final PUD Plan and shall be subject to City approval. The trail location may be adjusted by the developer with City approval.

J. Creek to Sink Connections: The developer shall provide educational brochures informing property owners within the property of the necessity of, and the methods for, protecting the Wolf Branch creek to sink connection. A reference to this restriction shall be placed in the restrictive covenants for the project.

K. Park Site: The developer shall provide a 10.91 acre park site for use by the public. The park will be dedicated to, and maintained by, a homeowners association. This park must be completed prior to any development of Phase IV. This 10.91 acre park shall have at least a 200 foot contiguous boundary with the Simpson property to the east. This contiguity may be achieved by either placing the park at the eastern end of the portion of the property located east of Niles road and placing Kittansett Court at the western end of the property located east of Niles road, or, at the developer's option, by placing a maximum of nine 9) lots on Kittansett Court. In addition, the developer shall develop a linear park of a minimum of 50 feet in width running north and south from the north right of way of Bethpage Loop to the south right of way of Bethpage Loop and a linear park of a minimum of 50 feet in width running east and west from the east right of way of Aronimink Drive to the easternmost west right of way of Merion Drive. The park inside Bethpage Loop must be completed in conjunction with the construction of Bethpage Loop. The park between Aronimink Drive and Merion Drive must be completed in conjunction with the construction of Merion Drive. These parks shall be maintained by the home
owners' association, but shall be dedicated to public use. The developer shall provide a 10.91 acre park site for use by the public located on a portion of the City owned tract east side of Niles Road (Alt. Key 1124298). The park site boundary, amenities, and configuration shall generally follow the layout of the original Wolf Creek Ridge PUD Amended Master Plan adopted under Ordinance No. 2014-07. The park site amenities and improvements shall be provided and constructed by the developer consistent with the Final Engineering Plans. In addition, the developer shall include park site landscaping and perimeter landscaping buffering ("Buffer Type b") per City's Land Development Code. A site plan showing the proposed park site improvements shall be submitted to the City for review and approval prior to construction through the City's normal site plan review process. The park site improvements shall be installed and available to the public on or before the duly plat recording of Phase 2B as depicted on Wolf Creek Ridge Amended PUD Master Plan. Upon completion and City's final acceptance of the park site amenities and improvements the City shall own and control the park site for public use. The Developer's commitments to the park site improvements and timing as contained within this Condition shall be in accordance with Developer's Agreement, OR Book ______ and Pages _______.

L. Stormwater: The stormwater system must be designed to meet Outstanding Florida Water standards or the 100 year storm event standards.

M. Groundwater Recharge: A groundwater recharge analysis shall be conducted to ensure that post development recharge is at least equal to pre-development recharge. This must be provided with the submittal of the Final Plat.

N. Florida Friendly Landscape Requirements: All individual building lots and common landscape areas must meet the Florida Friendly Landscape Requirements designed by the University of Florida. These requirements shall be developed prior to the issuance of any building permits.

O. Energy Efficiency: Individual dwelling units shall be constructed to meet or exceed Energy Star standards for efficient and economical energy consumption.

P. Exterior Lighting: The developer shall install downward directed exterior lighting to meet the requirements of the Dark Sky Society.

Q. Restrictive Covenants: The restrictive covenants of the development must include:

1. a requirement that no less than three (3) canopy trees of a City of Mount Dora approved species be maintained on each individual lot at all times;
2. a prohibition against overnight on street parking;
3. a prohibition against chain link fencing;
4. a prohibition against car repair, except in emergency situations; and,
5. a provision granting the City of Mount Dora the right to enforce by all legal means the restrictive covenants set forth in subparagraphs 1, 2, 3 and 4 above.
Q. Lot Trees: A minimum of three (3) canopy type trees, per the City approved plant species listing, shall be required on each lot. Tree size shall be minimum 2 inch (DAB), minimum 8 feet in height, and Florida Number One Grade or Better.

SECTION 5: Conflicts. All ordinances that are in conflict with this Ordinance are hereby repealed.

SECTION 6. Severability. Should any section or part of this Ordinance be declared invalid by any court of competent jurisdiction, such adjudication shall not apply or affect any other provision of this Ordinance, except to the effect that the entire section or part of the section may be inseparable in meaning and effect from section to which such holding shall apply.

SECTION 7. Effective Date. This ordinance shall take effect immediately upon its final adoption by the City Council of the City of Mount Dora, Florida.

PASSED AND ORDAINED this ___ day of ___ 2015 by the City Council of the City of Mount Dora, Florida.

Attest:

__________________________  ____________________________
Gwen Johns, City Clerk      Catherine T. Hoechst, Mayor
City of Mount Dora          City of Mount Dora

Date of First Reading:
Date of Second Reading:
Duly Advertised:

Approved as to form:

__________________________
Clifford B. Shepard, City Attorney
City of Mount Dora
DEVELOPER'S AGREEMENT REGARDING
WOLF CREEK RIDGE PUD PARK-SITE

THIS AGREEMENT ("Agreement") made and entered into as of this ____ day of ______
2014 by and between HALLMARK EQUITY PARTNERS, LLC, a Florida limited liability
company (herein referred to as "Developer"), and the CITY OF MOUNT DORA, a municipal
corporation existing under the laws of the State of Florida (herein referred to as "City").

RECITALS

WHEREAS, Developer has requested and City has approved a Planned Unit Development
known as Wolf Creek Ridge Planned Unit Development to be developed by Developer on
property more particularly described as:

THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION
27, TOWNSHIP 19 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA; AND THE
EAST 1/2 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 28,
TOWNSHIP 19 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA; AND THE
NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION
28, TOWNSHIP 19 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA; AND THE
SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, AND THE
SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 28, TOWNSHIP 19
SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA; and

WHEREAS, Ordinance No. 838, which was duly adopted by the City Council of the City of
Mount Dora on February 17, 2004, established the Master Plan Conditions of the Wolf Creek
Ridge Planned Unit Development ("Wolf Creek Ridge PUD"); and

WHEREAS, the Developer has proposed an amendment to the PUD Master Plan,
Ordinance No. 2014-07, to update the terms and conditions of the Wolf Creek Ridge Master
Plan; and

WHEREAS, as a condition of the Wolf Creek Ridge PUD, Developer agreed to provide
property for and develop a 10.91 acre park site for use by the public; and
WHEREAS, the City has since acquired the necessary property for development of the park site contemplated in Ordinance No. 838 and the subsequent PUD Amendment Ordinance No. 2014-07; and

WHEREAS, the Wolf Creek Ridge PUD was amended by Ordinance No. 2014-07, which was duly adopted by the City Council of the City of Mount Dora and is attached hereto and incorporated herein, in part to recognize that the City has acquired the necessary property for the 10.91 acre park site and that Developer will develop the park on the City owned property; and

WHEREAS, the parties hereto enter this Agreement to formalize and memorialize their agreement related to the development of the 10.91 acre park site; and

WHEREAS, the parties hereto intend that this document shall be recorded in the Official Records of Lake County, Florida and shall run with the land described above included within the Wolf Creek Ridge PUD and be binding upon the heirs, successors and assigns of the parties.

NOW THEREFORE, in consideration of the terms and conditions set forth in this Agreement, and other good and valuable consideration, the receipt of which is hereby acknowledged by the parties, City and Developer agree to the following:

I. **Incorporation of Recitals.**

The foregoing recitals are true and correct and are hereby fully incorporated herein by this reference as a material part of this Agreement.

II. **City's Obligations.**

a) The City relieves the Developer of its obligation to acquire property for the 10.91 acre park site.
b) The City shall make available to and grant any necessary access rights to Developer on, under, across and through property more particularly described as:

THE NORTH ½ OF THE SOUTHWEST ¼ OF THE NORTHWEST ¼ OF SECTION 27, TOWNSHIP 19 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA, LESS: THE WEST 25.00 FEET THEREOF. ALSO LESS AND EXCEPT: A PARCEL OF LAND LYING IN THE NORTHWEST ¼ OF SECTION 27, TOWNSHIP 19 SOUTH, RANGE 27 EAST, LAKE COUNTY, FLORIDA. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF THE NORTHWEST ¼ OF AFORESAID SECTION 27; THENCE RUN SOUTH 00'00'09 WEST ALONG THE WEST LINE OF SAID NORTHWEST ¼ FOR A DISTANCE OF 1332.33 FEET TO THE SOUTHWEST CORNER OF THE NORTHWEST ¼ OF SAID NORTHWEST ¼ OF SECTION 27; THENCE DEPARTING SAID WEST LINE RUN SOUTH 89°24'28" EAST ALONG THE SOUTH LINE OF SAID NORTHWEST ¼ OF THE NORTHWEST ¼ OF SECTION 27 FOR A DISTANCE OF 25.00 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF NILES ROAD, ALSO BEING THE POINT OF BEGINNING; THENCE DEPARTING SAID EASTERLY RIGHT-OF-WAY LINE CONTINUING ALONG SAID SOUTH LINE RUN SOUTH 89°24'28" EAST FOR A DISTANCE OF 60.00 FEET; THENCE DEPARTING SAID SOUTH LINE RUN SOUTH 00'00'09 WEST FOR A DISTANCE OF 40.00 FEET; THENCE RUN NORTH 89°24'28" WEST FOR A DISTANCE OF 60.00 FEET TO A POINT ON AFORESAID EASTERLY RIGHT-OF-WAY LINE; THENCE RUN NORTH 00'00'09" EAST ALONG SAID EASTERLY RIGHT-OF-WAY LINE FOR A DISTANCE OF 40.00 FEET TO AFORESAID POINT OF BEGINNING.

(the “City Property”) for the sole purpose of Developer constructing the 10.91 acre park site. This obligation to grant access rights to Developer for the purpose of constructing the 10.91 acre park site shall expire upon the completion and acceptance by the City of the park site.

III. Developer Obligations.

Developer shall construct upon the City Property a 10.91 acre park site consistent with the following:

a) The park site boundary, amenities, and configuration shall generally follow the layout of the amended PUD Master Plan.
b) The park site amenities and improvements shall be provided and constructed by Developer consistent with the Final Engineering Plans and the conditions of PUD Ordinance No. 2014-07.

c) Developer shall include on the park site landscaping and perimeter landscaping buffer (Buffer type "b") per the City's Land Development Code.

d) Prior to commencement of construction of the park site described herein, Developer shall submit to the City a site plan for review and approval in accordance with all applicable provisions of the City's Code of Ordinances and Land Development Code.

e) Prior to commencement of construction of the park site described herein, Developer shall execute and record in the Official Records of Lake County, Florida a Payment and Performance Bond satisfying all applicable requirements of Section 255.05, Florida Statutes.

f) The park site improvements shall be installed and available to public on or before the duly plat recording of Phase 2B as depicted on the Wolf Creek Ridge PUD Amended Master Plan.

g) Upon completion of the park site improvements by Developer and acceptance of same by City, City shall take ownership and control of the park site improvements. Developer shall execute any necessary documents to perfect the City's interest in the park site improvements.
IV. Cooperation.

Developer and City shall cooperate fully with each other to achieve the terms, conditions, and intentions of this Agreement. In connection with City development permits and approvals necessary to construct the improvements indicated described herein, City agrees to process Developer’s development permit applications in good faith and in a prompt and diligent manner.

IV. Authority.

Each party hereby represents and warrants to the other that each has full power and authority to enter into this Agreement. City further represents that all requirements and procedures, including public hearings, have been properly conducted so that the execution hereof by City shall constitute the final action of City and this Agreement shall be binding and enforceable against City and Developer.

V. Notices.

Any notice required or allowed to be delivered hereunder shall be in writing and shall be deemed to be delivered when: (a) hand delivered to the official hereinafter designated, or (b) upon receipt of such notice, when deposited in the United States mail, postage prepaid, certified or registered mail, return receipt requested, or (c) one day after deposit with a nationally recognized overnight courier service, e.g., Federal Express, Purolator, Airborne, Express Mail, etc., addressed to a party at the address specified below or such other address as from time to time may be provided by written notice:

City: Mr. Michael Quinn, City Manager
City of Mount Dora
510 North Baker Street
Mount Dora, Florida 32757

Developer: Varun Mittal, Manager
Hallmark Equity Partners, LLC
Wills, Texas 77378

-5-
VI. **Defaults.**

Failure by either party to perform any of its obligations hereunder shall constitute a default, entitling the non-defaulting party to pursue such remedies as may be available to it under Florida law or equity including, without limitation, an action for specific performance and/or injunctive relief. Prior to any party filing any action as a result of a default under this Agreement, the non-defaulting party shall first provide the defaulting party with written notice of said default. Upon receipt of said notice, the defaulting party shall be provided a fifteen (15) day opportunity in which to cure the default prior to filing said action. The prevailing party in any litigation arising under this Agreement shall be entitled to recover its reasonable attorney’s fees and costs, whether incurred at trial or on appeal.

VII. **Applicable Law.**

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

VIII. **Relationship of the Parties.**

The relationship of the parties to this Agreement is contractual and Developer is an independent contractor and not an agent of City. Nothing herein shall be deemed to create a joint venture or principal-agent relationship between the parties, and neither party is authorized to, nor shall either party act toward third persons or the public in any manner that would, indicate any such relationship or conflict of interest with the other. City and Developer shall maintain an arms-length relationship throughout the development of the Project.
IX. **Sovereign Immunity.**

Nothing contained in this Agreement shall be construed as a waiver of City’s right to sovereign immunity for tort claims under Section 768.28, Florida Statutes, or any other limitation on City’s potential liability under state and federal law.

X. **Insurance and Indemnification**

a. Developer shall obtain a comprehensive, general liability insurance policy naming the City as an additional named insured for claims arising out of Developer’s construction activities on the City Property with minimum coverage limits of $1,000,000 per occurrence. Said policy shall not be cancelable without thirty days prior written notice to the City.

b. Developer agrees to the fullest extent permitted by law to at all times indemnify, defend and hold the City harmless from and against any and all liability, loss, claim, suit, damage, charge or expense which the City may suffer, sustain, incur, or in any way be subjected to, on account of death of or injury to any person whomsoever and damage to or loss of or destruction of any property whatsoever, arising from, or in any way connected to Developer or its employees, contractors, subcontractors, agents, or invitees’ actions on the City Property or related to the construction of the 10.91 acre park site on the City Property, or occasioned wholly or in part by any act or commission of Developer, its employees, contractors, subcontractors, agents or invitees or guests. Should the City be made a party to any claim or litigation for death or injury to person or damage to or loss of property commenced by anyone against the City arising out of Developer or its employees, contractors, subcontractors, agents, or invitees’ activities related to the City Property, Developer shall defend, indemnify and hold the City harmless and shall pay all costs,
expenses and reasonable attorney’s fees of the City’s attorneys incurred or paid by the City in connection with such claim or litigation within thirty (30) days of receipt of any invoice pertaining thereto. The obligation provided in this paragraph shall survive any termination of this agreement.

XI. **City’s Police Power.**

City hereby reserves all police powers granted to City by law. In no way shall this Agreement be construed as City’s bargaining away or surrendering its police powers.

XII. **Interpretation.**

The parties hereby acknowledge and agree that they have both participated equally in the drafting of the Agreement and no party shall be favored or disfavored regarding the interpretation of this Agreement in the event of a dispute between the parties.

XIII. **Third-Party Rights.**

This Agreement is not a third-party beneficiary contract and shall not in any way whatsoever create any rights on behalf of any third-party.

XIV. **Counterparts.**

This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be considered an original agreement, but such counterparts shall together constitute but one and the same instrument.

XV. **No Liability or Monetary Remedy.**

Developer hereby acknowledges and agrees that it is sophisticated and prudent in business transactions and proceeds at its own risk under advice of its own counsel and advisors and without reliance on City, and that City bears no liability for direct, indirect or consequential damages. The
only remedy available to Developer for any breach by City is one of mandamus to require City’s specific performance under the terms and conditions of this Agreement.

XVI. Force Majeure

This contract is subject to force majeure and contingent on strikes, acts of God, weather conditions, limitational restrictions imposed by any governmental agency, delays caused by the City or its representatives, legal delays derived from contamination of land or any other governmental or political processes outside of Developer’s control or other delays beyond the control of the Developer. If Developer is delayed or frustrated in performing its obligations within contract time limits, under this Agreement by virtue of such force majeure, then at the option of the Developer, the contract time limits either may be extended for the period of such force majeure or this Agreement is subject to being voided by Developer without penalty.

XVII. Declaration of the City Council of Mount Dora.

The City Council of the City of Mount Dora hereby finds that this Agreement is consistent with the City’s Comprehensive Development Plan and other Governing Documents and is a legislative act of the City Council of City. The City Council further finds that this Agreement promotes the public health, safety, and welfare and is consistent with, and a proper exercise of, City’s powers under the Municipal Home Rule Powers Act, as provided in s.2(b), Article VIII of the Florida Constitution, Chapter 166.021, Florida Statutes, and City’s police powers.

XVIII. Obligation to Adhere to Requirements of Law.

Developer agrees that it and its successors and assigns will be bound by the provisions of this Agreement, as well as all federal, state and local laws, as the same may be amended or

-9-
created from time to time. No clause or provision of this Agreement shall be construed to excuse the observance of any requirement of any law by Developer.

**XIX. Covenants and Term.**

The terms, conditions and covenants set forth herein shall be construed as covenants running with the land, and shall be binding upon and inure to the benefit of Developer and its assigns and successors in interest, and City and its assigns and successors in interest. This Agreement shall not be assignable by the Developer without City’s approval, which approval shall not be unreasonably withheld. This Agreement shall be effective for a period of ten (10) years from the Effective Date unless sooner terminated by Developer or City pursuant to a specific right of termination set forth in this Agreement. The parties specifically recognize that venue will be located properly in Lake County, Florida, for any action regarding this Agreement. The failure of any party to this Agreement to enforce any provision contained herein shall in no event be deemed a waiver of its rights to thereafter enforce the same, nor shall any liability attach to said party for failure to enforce this Agreement. Once the Project has been completed and all provisions herein satisfied, City and Developer shall terminate the Agreement by mutual consent.

**XX. Amendments.**

This Agreement shall not be amended except by an instrument in writing executed by the parties hereto or their successors and assigns.

**XX. Gender, Number and Subtitles.**

As used in this Agreement, the plural includes the singular, and the singular includes the plural. Use of one gender includes all genders. Captions and subtitles for paragraphs herein
are used for ease in reading this Agreement, and the captions and subtitles do not form a substantive part of this Agreement.

XXI. Severability.

Invalidation of any word, clause, sentence, or paragraph contained herein due to illegality, unconstitutionality, or for any other reason as determined by a court of competent jurisdiction shall not act to cause this entire Agreement to be found to be invalid, illegal or unconstitutional, and this Agreement shall be read without such invalid, illegal or unconstitutional word, clause, sentence or paragraph.

XXII. Recording in Public Records.

The Agreement shall be recorded in the Public Records of Lake County, Florida (“Public Records”). The City Clerk or designee shall ensure the proper recording is accomplished within fourteen (14) days after this Agreement is signed by Developer and City.

IN WITNESS WHEREOF, Developer and City have executed this Agreement in form sufficient to bind them as of the day and year first above written.

WITNESSES:

[Signature]

Print Name: YUDHISHTHA SHARMA

[Signature]

Print Name: VARUN SHARMA

[Signature]

By: Varun Mittal, Manager

HALLMARK EQUITY PARTNERS, LLC
a Florida limited liability company
STATE OF TEXAS
COUNTY OF MONTGOMERY
The foregoing instrument was acknowledged before me this 20th day of November 2014 by VARUN MITTAL, as Manager of Developer, HALLMARK EQUITY PARTNERS, LLC, a Florida limited liability company, who executed the foregoing instrument and acknowledged before me that he executed the same for the uses and purposes therein expressed and who is presently known to me or who has produced Drivers License as identification and who did not take an oath.

[Signature]

Notary Public Signature
(YUDHLISHTHA SHARMA)

Typed or Printed Notary Name
Notary Public-State of Texas
Commission No.: 12959712-2
My commission expires: Oct 17, 2017

Notary Signature

STATE OF FLORIDA
COUNTY OF LAKE
The foregoing instrument was acknowledged before me this day of , 2014 by CATHERINE T. HOECHST and GWEN KEOUGH-JOHNS, respectively, the and City Clerk, of the CITY OF MOUNT DORA, FLORIDA who are personally known to me or have produced as identification and who did not take an oath.

[Signature]

Notary Public Signature

Typed or Printed Notary Name
Notary Public-State of Florida
Commission No.: 
My commission expires: 

Notary Signature
PROPOSED

Wolf Creek Ridge
PUD Master Plan Amendment (1st)
Ordinance No. 2014-07
MASTER PLAN
PUD AMENDMENT

WOLF CREEK RIDGE
HALLMARK EQUITY PARTNERS, LLC

USE STATEMENT:
ALLOWABLE USES FOR THE CITY OWNED PARCEL SHALL BE COMMEMORATE TO THE PERMITTED USES OF PUBLIC LANDS/INSITUTIONAL (PL-I) ZONING DISTRICT INCLUDING PUBLIC UTILITIES AND SERVICE FACILITIES.

SITE DATA:
1. SECTION 33; TOWNSHIP 19 SOUTH; RANGE 27 EAST.
2. OVERALL SITE CONSISTS 78.74 GROSS ACRES (3,430,729 SQFT)
3. SUBJECT PROPERTY IS UNDER CONTROL OR OWNED BY APPLICANT.
4. TOTAL NUMBER OF LOTS: 254
5. PROPOSED DEVELOPMENT: SINGLE FAMILY RESIDENTIAL
6. RESIDENTIAL DENSITY = 254 UNITS/78.7 AC. = 3.22 U.U/ACRE
7. PROJECTED SCHOOL AGE POPULATION = 0.65 X 254 = 166
8. MAXIMUM BUILD HEIGHT = 35 FEET.
9. SETBACKS:
   FRONT: 16" FOR FRONT PORCH (NOT UNDER A/C) OPTIMAL
   FRONT: 20" FOR HOUSE UNDER A/C / GARAGE
   REAR: 20" FOR HOUSE AND 5" FOR POOL ENCLOSURE
   SIDE: 8'
   SIDE: 19" FOR SIDE ROAD
10. BOUNDARY PROVIDED BY ALLEN AND COMPANY - PROFESSIONAL SURVEYING & MAPPERS.
11. WATER AND SEWER TO BE PROVIDED BY THE CITY OF MT. DORA.
12. UTILITY EASEMENTS TO BE DEDICATED TO THE CITY OF MT. DORA.
13. DRAINAGE EASEMENTS TO BE DEDICATED TO THE HOME OWNERS ASSOCIATION.
14. THE HOME OWNERS ASSOCIATION WILL OWN AND MAINTAIN ALL COMMON AREAS AND WALLS.
15. SIDEWALKS TO BE CONSTRUCTED THROUGHOUT THE ENTIRE PROJECT IN COMPLIANCE WITH THE CITY OF MT. DORA LAND DEVELOPMENT CODE.
16. OPEN SPACE
   PARK AREA = 10.91 AC.
   WETLAND NO. 1 = 1.73 AC.
   BIKE PATH EASEMENT = 0.13 AC.
   POND 1 & 3 TRACT = 11.20 AC.
   POND 2 TRACT = 3.07 AC.
   LINEMAN PARKS = 1.41 AC.
   TOTAL OPEN SPACE = 18.92 AC. (23.55%)
17. LEFT TURN LANES TO BE PROVIDED ON WOLF BRANCH ROAD AT INTERSECTION OF MILES ROAD.
18. MILES ROAD TO BE IMPROVED TO 24" WIDE PAVEMENT WITH CURB AND GUTTER. IMPROVEMENTS FROM HIGH POINT ON MILES ROAD TO WOLF BRANCH ROAD SHALL BE MINI CURB ONLY.
19. ZONING: PUD
   FUTURE LAND USE: LOW/ MEDIUM DENSITY RESIDENTIAL (4 DU/AC OR LESS)
20. IRRIGATION AND LANDSCAPING TO COMPLY WITH THE CITY OF MT. DORA LAND DEVELOPMENT CODE.
21. PHASE 1 INCLUDES WATER & SEWER MAIN EXTENSIONS, TURN LANES ON WOLF BRANCH ROAD AND MILES ROAD IMPROVEMENTS.
22. WOLF BRANCH ROAD & MILES ROAD ARE MAINTAINED BY LAKE COUNTY.
23. STREET LIGHTING WILL BE DOWNWARD DIRECTED AND MEET DARK SKY SOCIETY STANDARDS.
24. INDIVIDUAL LOT LANDSCAPING WILL MEET FLORIDA FRIENDLY LANDSCAPING REQUIREMENTS INCLUDING 3 TREES ON EACH LOT.
25. STORMWATER TREATMENT WILL MEET OR EXCEED OFW (OUTSTANDING FLORIDA WATERS) STANDARDS.
26. BUILDING RADS SHOWN ON THIS PLAN DO NOT INCLUDE POOL DECK AREAS.
27. THE CITY OF MT. DORA WILL REIMBURSE THE DEVELOPER FOR UPGRADE POTABLE WATER AND RECLAIMED WATER UTILITY MAINS GREATEST THAN 10 INCHES IN DIA.
ORIGINAL

Adopted PUD Master Plan
Ordinance No. 838
February 17, 2004

* For Information Purposes Only *
### FINAL ENGINEERING PLANS

**WOLF CREEK RIDGE**

SECTION 28, TOWNSHIP 19 SOUTH, RANGE 27 EAST
CITY OF MT. DORA, FLORIDA

FOR

SANTRUST, LTD.
738 RUGBY STREET
ORLANDO, FL. 32804
540-1500

---

**INDEX OF SHEETS**

<table>
<thead>
<tr>
<th>COV-1</th>
<th>COVER SHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST-1</td>
<td>SYMBOLS &amp; ABBREVIATIONS</td>
</tr>
<tr>
<td>NT-1</td>
<td>GENERAL NOTES</td>
</tr>
<tr>
<td>L-1</td>
<td>BOUNDARY SURVEY</td>
</tr>
<tr>
<td>ST-1 - ST-2</td>
<td>SITE PLAN</td>
</tr>
<tr>
<td>UT-1 - UT-2</td>
<td>UTILITY PLAN</td>
</tr>
<tr>
<td>GR-1 - GR-2</td>
<td>DRAINAGE PLAN</td>
</tr>
<tr>
<td>GR-1 - GR-4</td>
<td>GRADING PLAN</td>
</tr>
<tr>
<td>PP-1 - PP-13</td>
<td>PLAN &amp; PROFILES</td>
</tr>
<tr>
<td>OF-1 - OF-6</td>
<td>OFFSET UTILITIES</td>
</tr>
<tr>
<td>DT-1 - DT-3</td>
<td>CONSTRUCTION DETAILS</td>
</tr>
<tr>
<td>CD-1 - CD-3</td>
<td>UTILITY DETAILS</td>
</tr>
<tr>
<td>LS-1</td>
<td>LEFT STATION</td>
</tr>
</tbody>
</table>

---

**MADDEN Engineering, Inc.**

CIVIL ENGINEERS

431 E. HORATIO AVENUE, SUITE 260
MAITLAND, FLORIDA 32751
PHONE (407) 629-8330
FAX (407) 629-8336

---

**VICINITY MAP**
AMENDMENT TO FINAL PLANNED UNIT DEVELOPMENT APPLICATION

1. Applicant's Name: Hallmark Equity Partners, LLC  
   Address: 200 S Danville St  
   City, State & Zip: Wills, TX 77378  
   Phone:  
   Fax: 

2. Owner's Name: Hallmark Equity Partners, LLC  
   Address: 200 S Danville St  
   City, State & Zip: Wills, TX 77378  
   Phone:  
   Fax: 

3. Contractor's Name:  
   Address:  
   City, State & Zip:  
   Phone:  
   License Number:  

4. Architect's Name:  
   Address:  
   City, State & Zip:  
   Phone:  
   Registration Number:  

5. Engineer's Name: Askey Hughey, Inc. (James F. Askey, P.E.)  
   Address: PO Box 420639  
   City, State & Zip: Kissimmee, FL 34742  
   Phone: 407-957-3308  
   Fax: 407-957-1019  
   Registration Number: 45134  

6. Landscape Architect:  
   Address:  
   City, State & Zip:  
   Phone:  
   Registration Number:  

7. The property is located in the vicinity of the following streets or the following addresses:  
   Along Niles Road, north of SR 46 and south of Wolf Branch Road
8. Area of property       Square Feet:           Acres:  98.3 +/-  

9. Briefly describe the proposed project:  
Amend certain development standards in the PUD (Ordinance 838) to broaden the appeal to a 
 wider range of buyers  

10. Has any previous application been filed within the last year in connection with 
    this property?  
None that we are aware of  

11. Describe changed condition justifying amendment:  
Allowing for housing products consistent with adjacent developments will appeal to a broader range 
    of buyers  

12. The exact legal description of the property is as follows: 
See Attached  

Owner/Applicant Signature  

Date  

Amendment to Final Planned Unit Development  

Page 2 of 4
To Whom It May Concern:

With this letter, I hereby authorize Askey Hughey, Inc. to act as agent for the purpose of submitting plans, obtaining approvals, and applying for permits for the project known as WOLF CREEK RIDGE.

Sincerely,

[Signature]
Varun Mittal, Manager
Hallmark Equity Partners, LLC

4/18/14
Date

State of Florida
County of Orange

Sworn to and subscribed before me on this 8th day of April, 2014, by Varun Mittal, on behalf of Hallmark Equity Partners, who is [✓] personally known to me or [X] who presented as identification.

[Signature]
Notary Public, State of Florida
My Commission Expires: 5/10/17
RESOLUTION NO. 2015-01


WHEREAS, ICMA with funding from the U.S. State Department, Bureau of Educational and Cultural Affairs, is offering the above PFP for thirty-nine (39) fellows each from various Asian/Pacific nations, including: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar (Burma), Philippines, Singapore, Thailand and Vietnam; and

WHEREAS, the focus of this PFP is to learn practical skills in local governance, civic engagement, transparency and other governmental responsibilities; and

WHEREAS, the PFP will promote local government partnerships, establish networks and international relationships that will lead to engaged communities focused on improving their community’s quality of life; and

WHEREAS, as a host community we are committed to providing a professional and cultural fellowship experience for two international fellows for three weeks and related in-kind support for the exchange;

NOW, THEREFORE, BE IT RESOLVED BY THE Mount Dora City Council, Lake County, Florida, to support the City of Mount Dora application to participate as a host community in the “Legislative Process and Governance Professional Fellows Program (PFP)” sponsored by the International City/County Management Association (ICMA).

The Resolution adopted this ___ day of ______________, 2015 after motion, second and majority vote favoring same.

Attest: Mount Dora City Council

______________________________
Gwen Keough-Johns, MMC, City Clerk

______________________________
Catherine T. Hoechst, Mayor
INTRODUCTION TO THE PROGRAM

ICMA, with funding from the U.S. State Department, Bureau of Educational and Cultural Affairs, will bring professionals to the United States from ten East Asian/Pacific countries: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar (Burma), Philippines, Singapore, Thailand, and Vietnam. The countries are members of the Association of Southeast Asian Nations (ASEAN).

The Fellowship focuses on the themes of legislative processes and governance practices, accountability, and transparency. Fellows will learn practical skills focusing on local governments’ role and responsibility in civic engagement, promoting transparency while also fostering interaction with leaders from the federal, state, and local organizations.

Over the course of the next 18 months, thirty-nine (39) international Fellows, in two cohorts, will spend four weeks working with a local government in the United States in addition to a week and a half enrichment and debriefing program in Washington, DC. In return, eleven (11) U.S. Fellows will travel for two weeks to their international counterparts’ communities to deliver technical assistance and consultation in meaningful Fellowships with local governments to help them engage citizens and civil society organizations in addressing community challenges to adapt quickly to create more resilient communities.

The questions below are designed to help us better understand your community’s level of commitment to the program and the kind of experience you and your community can provide for an international Fellow. As part of this program your community will be expected to provide a professional fellowship experience for two international Fellows. Additionally, your local government has an opportunity to identify a Fellow from your jurisdiction to engage in a reciprocal experience.

INSTRUCTIONS FOR FILLING OUT THE APPLICATION

You can use this Word file to send us your answers or you can use a separate file if you would like, but please make sure you answer all of the questions as fully as you can. For those questions that may cause some confusion or “writer’s block” we have provided some sample information to help guide your response. Please return the application by January 16, 2015, to Lindsay Kuhn at lkuhn@icma.org and Lauren Crawford at lcrawford@icma.org. For questions, please call or Lindsay Kuhn at 202-962-3540 or Lauren Crawford at 202-962-3532.

TIMING OF THE INTERNATIONAL FELLOWS VISITS

The international Fellows will travel to the U.S. on the following dates:

• Fellows will be in your community from *May 2, 2015 – May 30, 2015*
  
• Cohort 2 International Fellows: October 7, 2015 – November 13, 2015
  
  o Fellows will be in your community from *October 10, 2015 – November 7, 2015*

In addition, U.S. Fellows (nominated by your community within this application) may travel abroad in either of the two cohorts below. See the U.S. Fellows application (page 7) for further information:

• Cohort 1 U.S. Fellows: July 25, 2015 – August 8, 2015
• Cohort 2 U.S. Fellows: February 20, 2016 – March 5, 2016
Please indicate what cohort you would be interested in hosting by placing an “X” in front of your choice:

__ __ 1st Cohort (May 2, 2015 – May 30, 2015)

__X__ 2nd Cohort (October 10, 2015 – November 7, 2015)

_____ We would like to host twice (both cohorts)

Describe your city/county:

In this section, please provide basic information about your community. This information will help us match the international Fellows with local governments in the United States. Briefly describe the structure of your local government and community, including form of government, numbers and types of elected officials, number of local government employees, and local and regional population (200 words or less). This information will be provided to your fellows should you be selected.

The City of Mount Dora, Florida is located in central Florida approximately 25 miles northwest of Orlando. We are a quaint, historic lakefront community with a population of over 13,000, known for our Southern charm, historic downtown district, and special events/festivals, which attract hundreds of thousands of national and international visitors annually. We have been recognized as one of the best small towns in the South by various publications, and are a full-service city passionate about our service and reputation which leads to our great community success. We have 206 employees assigned to eight major departments operating under a Council-Manager form of government with seven Council-Members. Being a Florida city, our Sunshine Laws require public transparency, and we have initiated several projects that have engaged our community in strategic planning and implementation which will provide a great foundation and project continuance for this Fellowship experience.

We are experienced with international exchanges through our Sister City program, and believe we would make a great host community for this program. The city of Mount Dora was fortunate to have been selected as a host community in the 2014 ICMA Professional Fellows Program. We hope to be able to participate in the program again to again share best practices, and continue the exchange of cultural enrichment experiences with our international counterparts.

Describe your vision for an international Fellows fellowship:

...
It is expected that the international Fellows assigned to your community will work with you and others on your staff on a project or initiative related to your work to make your community a more engaged and resilient place to live, work and play. Additionally, we would like the international Fellows to be provided with cultural enrichment experiences including activities such as spending time with a host family for at least a portion of the Fellowship, participating in field trips to local museums or community wide events, and interacting and meeting with prominent private sector and non-governmental organizations and institutions in your community that are supporting your citizen engagement efforts. We encourage creativity in your vision for a well-rounded professional and cultural experience. As mentioned above, we expect that the international Fellows will be in your community for four weeks.

In this section, please describe for us your vision and plan for (1) a Fellowship working on citizen engagement, accountability and transparency issues and projects with your community and (2) cultural experiences that you propose for the international Fellow. We recommend you also propose efforts to include the media and your elected bodies when possible. (500 words or less)

The City of Mount Dora is very involved in promoting civic involvement and informing our citizens of local government projects. This comes from a commitment to improve such transparency via our strategic visioning process completed in 2012 and our phased construction of the Downtown Streetscape commenced in 2013; and our adherence to Florida Sunshine Laws which require transparency, making public records accessible, and promoting public accountability.

Our main project initiative for involvement by our International Fellows will be assistance with our public relations as we head into our busy tourism and special events season. In October, the City hosts two major events, including the annual Bicycle Festival and Craft Fair. From October through the spring months, Mount Dora hosts a number of other events and activities including art gallery strolls downtown, concerts and performances in our entertainment venues, and family-friendly holiday events throughout town. During this tourist season, we will coordinate activities to service visitors and residents, and will actively involve the Professional Fellows in related event management and marketing.

Aside from assisting with the communication and marketing related to communications and marketing of our special events, City staff will engage the International Fellows in sessions with top management and local field trips to our facilities to learn more intently how the City practices local governance and civic engagement, as well as project management for capital improvements. Depending on the Fellows’ specific interests, we will arrange a field trip to an area facility or project if outside our current operational scope, since we are closely associated to the Orlando metro area.

We have recently initiated measures which will offer a great foundation for a fellowship experience such as (1) approving implementation projects as part of our “Envision Mount Dora” strategic plan; (2) expanding the citizen outreach program for our Public Communications Officer; (3) establishing community directives in our operating and capital budgets, and (4) assuring that accountability and professionalism are key components of our program results.

Another major element of our international fellowship program is to create the opportunity to share our knowledge and culture with the international fellows and customize part of this experience into meeting their individual needs for their respective community. During the Fellows’ stay, we will have host families provide each fellow two weekend stays of a three night and two night stay in-home to experience American family life and activities. Because of our proximity to the theme parks in Orlando, we will also arrange for a visit to one of the major theme parks as a recreational outing with hosts. To view our emphasis on preserving the natural environment of Florida, we will tour...
our lakefront and aquatic restoration efforts and take a boat tour through the Dora Canal, which is symbolic of Old Florida waterways. We will wrap up the experience with a staff/Council Dinner where we will debrief and share our fellowship highlights with the International Fellows, have some fun, and hopefully create some long-lasting associations. Press releases on the program, video excerpts and photos of our activities will periodically be posted on our website for public review.

PROJECT MANAGEMENT

We need to know a few things about how you will manage this project. Please identify the staff member who will be the project manager for this effort. Briefly describe their qualifications. Additionally, please tell us about the availability of other staff to support this effort, including the city/county manager. (150 words or less)

The International Fellows will be directly supervised by our Director of Planning and Community Development, Mark Reggentin (our City’s 2014 reciprocal Indonesia Fellow participant) and Public Communications Officer, Kelda Senior. Mark has served the City for over 20 years, and was designated as our City’s reciprocal Indonesia Fellow participant in October 2014. The 2015 Fellows will work closely with Kelda to assist with integrating public information and community relations. Other key staffers will include our City Manager, City Clerk, Gwen Johns and Deputy City Clerk Misty Elder. Department managers and other support staff will share in support tasks and logistics to assure that the International Fellows will have a meaningful experience in Mount Dora.

Please describe the availability of office space and IT equipment for Fellows. You should expect two Fellows for four weeks. (100 words or less)

The International Fellows will have access to iPads to maintain their notes, track schedules and prepare their work for the program tasks. With much of their time in the field, we believe this is a more practical application. City-issued iPhones will also be provided to the Fellows, to allow them to easily contact City staff as needed. Office space will be provided with use of a shared office, and access to a laptop computer can be made available for more detailed work if necessary. The International Fellows will be located in City Hall and have availability of our normal array of office support. Private space is also available in the office area to allow observance of appropriate prayer time.

LONG TERM ENGAGEMENT

One of the purposes of ICMA’s new Fellowship program is to create opportunities for long term engagement on the topic of creating more engaged communities between local governments in the United States and overseas. With this fellowship program, ICMA is committed to creating engagement opportunities through our International programming, the Knowledge Network and more. How do you propose staying engaged with the international Fellows who come to your community as well as with the international community that someone from your staff will work with? (200 words or less)

We plan on staying in contact with our International Fellows through various electronic platforms. Staff has used Facebook and the mobile app “WhatsApp” to keep in contact with the City’s 2014 Fellows from Indonesia. Part of our work program with the Fellows is to identify a special need of particular interest to them in their community to give us a long-term opportunity for professional input and sharing of ideas. Our participation in the Professional Fellows
Program in 2014 helped to form the foundation of continued correspondence and interaction as we share information. We hope to continue the exchange of ideas and information with two new international Fellows. Additionally, the City of Mount Dora has had a Sister City relationship since 1991 and has experience in hosting international visitors and creating a memorable experience for our honored guests. Depending upon the Fellow’s selection of a capital project or operational program for follow-up, we will forward additional information and staff comments for their reference.

## COST SHARE

As part of this project, each U.S. host community is being asked to provide in-kind and other types of cost share in support of this program. Cost share can include in-kind labor hours by your local government staff to plan, manage, and implement this program. It is anticipated that a range of administrative, human resources, IT and public relations staff, department heads and staff, as well as appointed and elected leaders will be engaged in this project. In addition to labor hours, you can also capture cost share through direct expenses such as office space and computer usage; transportation expenses, and other costs associated with this project. Other possibilities include the donation of housing and meals provided for a Fellow over a number of days by a family in your community. ICMA will need you and your community to identify at least $4,700 in eligible cost share in order to participate in this program.

In this section, please briefly describe your plan for capturing cost share. ICMA will provide you with all the necessary templates to track hours and any expenditure that your local government may commit in support of this project.

The City of Mount Dora will provide in-kind support as a contribution to the indirect costs of the International Fellowship Program and enhance the learning experience through the following:

1. Program planning, logistics, participation and management support for the program activities.
   a. Director of Planning & Community Development  50 hours  $2,350
   b. Public Communications Officer  60 hours  $1,200
   c. City Manager  20 hours  $1,260
   d. City Clerk  30 hours  $810
   e. IT assistance for set-up, phone, office  3 hours  $75
   f. Other Management and Staff Support for field trips, etc.  40 hours  $2,000
   g. Sub-Total for In-Kind Labor  203 hours  $7,695
2. Support of Program Costs that directly impact Budgeted Expense.
   
a. Estimated In-Home Stays for 5 nights at $135/day/per diem $1,350
b. iPad and iPhone technical support, office supplies, etc. $200
c. Transportation Support provided by arranged staff pick-up at Fellows’ lodging site for commute and meetings. $100
d. Estimated Meal Support for various activities $110
g. Sub-Total Direct Cost Support $1,760

3. Total Support $9,455
APPLICATION FOR U.S. FELLOW

This section is to be filled out by the individual your community is nominating to go abroad for the exchange.

This is to be turned in with the host community application.

ABOUT THE PERSON FROM YOUR STAFF YOU ARE NOMINATING TO TRAVEL ABROAD

As part of this exchange program, one person from your local government may be given the opportunity to participate in a reciprocal Fellowship experience in one of the participating countries. Our goal is to provide mid-level to senior ICMA members in active service an opportunity to provide technical assistance to an international community who may be responding to the challenges of creating more engaged, resilient communities. We also want to provide an opportunity for a Fellow to live and work in an international community and to learn more about local government practice and management abroad. The U.S. Fellow will be an ambassador not only for your community but also for the United States of America. Please note that the U.S. Fellow may share a room abroad with another U.S. Fellow. This means that the person you nominate will need to be flexible and will be comfortable sharing a room with someone of the same gender. If the U.S. Fellows are of different genders, ICMA will provide separate rooms. Special Note: Not all nominated staff will be able to travel abroad. There will be 11 U.S. Fellows (out of 20 host communities) selected to participate in the exchange. The selection of a host community does not guarantee that a U.S. Fellow from that community will also be selected.

PLACE AN “X” BY YOUR PREFERRED DATES OF TRAVEL

Special note: Although every effort will be made to accommodate these preferred date, we will need to split the group of U.S. Fellows into two even groups.

_____ 1st Cohort (July 25, 2015 – August 8, 2015)
_____ 2nd Cohort (February 20, 2016 – March 5, 2016)
_X_ I am flexible with both dates

<table>
<thead>
<tr>
<th>I. Personal Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Senior, Deanna, Kelda</td>
</tr>
<tr>
<td>Gender: Female</td>
</tr>
<tr>
<td>Citizenship: United States</td>
</tr>
<tr>
<td>City of Birth: Jacksonville, FL</td>
</tr>
<tr>
<td>Passport Number: 438215997</td>
</tr>
<tr>
<td>Current Employer: City of Mount Dora, Florida</td>
</tr>
</tbody>
</table>
II. Employment Experience (Start with current and work backwards)

<table>
<thead>
<tr>
<th>Date To:</th>
<th>Present</th>
<th>Date From:</th>
<th>May 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>City of Mount Dora</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position and Duties:</td>
<td>Public Communications Officer:</td>
<td>Develops and implements public information programs, public relations and marketing plans to promote the City; Coordinates emergency communication to the public through the City's mass notification database; Prepares and disseminates press releases and online/visual content; Responds to public inquiries and public records requests; Collaborates with media to respond to inquiries and assists in developing news stories on deadline; Maintains the city's web presence (website, social media, blogs, etc.); Develops employee and resident newsletters, email correspondence and other related publications</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date To:</th>
<th>May 2009</th>
<th>Date From:</th>
<th>May 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>U.S. Senator Bill Nelson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position and Duties:</td>
<td>Staff Assistant:</td>
<td>Worked to intercede with the bureaucracies handling constituents’ veterans benefits, social security checks, military status, civil service pension and immigration proceedings; Contacted and sent inquiries to federal agencies to check case statuses to resolve conflicts with these agencies on behalf of constituents; Compiled and emailed legislative updates and grant opportunities to constituents; Provided scheduling information and correspondence from the Senator to his constituents; Assisted applicants with the federal grant application process;</td>
<td></td>
</tr>
</tbody>
</table>
III. Higher Education

<table>
<thead>
<tr>
<th>Date To:</th>
<th>Date From:</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2009</td>
<td>May 2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution &amp; Location:</th>
<th>Degree Earned:</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Central Florida, Orlando, FL</td>
<td>Master of Public Administration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date To:</th>
<th>Date From:</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2005</td>
<td>May 2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution &amp; Location:</th>
<th>Degree Earned:</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Central Florida, Orlando, FL</td>
<td>Bachelor of Arts – Journalism</td>
</tr>
</tbody>
</table>

IV. International Experience

Have you been to Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar (Burma), Philippines, Singapore, Thailand, or Vietnam?

Yes [ ] No [X]

If yes, please indicate how many times and where:

[Type number of times here]

Briefly describe any overseas work or travel:

[Describe travel here]

V. Language Skills

What languages do you speak other than English: [Type here]

VI. Brief Biography

“Let the public service be a proud and lively career.” – President John F. Kennedy

Before my time with the City of Mount Dora, I had the opportunity to serve as a staff assistant for U.S. Senator Bill Nelson of Florida. For three years, I assisted the Senator’s constituents with various federal matters, including veterans’ affairs, immigration services and Social Security benefits.

I have a bachelor’s degree in journalism and a master’s degree in public administration, both from the University of Central Florida in Orlando, Florida. The combination of a degree in journalism and public administration has served me well in my role as a communications professional in the public sector, integrating my multimedia-media experience with my knowledge of public sector principles and best practices.

As the City’s Public Communications Officer, I connect with every department in the City, gathering and analyzing information that will be useful to the City’s residents, business owners and community leaders, utilizing both electronic and print platforms. Technology
continues to advance and change the way we interact and communicate with each other. Thus, citizens increasingly demand and expect up-to-the-minute information, particularly during an emergency. As a communications specialist on the local level, I’m tasked with facilitating the dissemination of reliable information, and ensuring that the City’s programs and initiatives are communicated to its stakeholders. Through my position, I am also fortunate to be able to interact with various civic groups, collaborating on projects and promoting the City and all that it has to offer.

Public agencies provide essential services, and are core components of what makes communities great. I look forward to continuing to tackle the challenges, while enjoying the vast rewards of a career in public service as I advance professionally.

VII. Personal Motivation Statement

A unique feature of the Professional Fellows Program is to provide outstanding professional people opportunities for studying legislative process and governance in another country.

The City of Mount Dora appreciated the opportunity to host two dynamic public professional from Indonesia during the summer of 2014. First, we engaged in substantive dialogue in order to gain a better understanding of each other’s governmental structures and systems. We quickly discovered that although there are some vast differences, our countries actually face similar challenges related to economic development, infrastructure improvements and fiscal policy. It was an honor to be able to share experiences and best practices with our counterparts from the developing democratic country of Indonesia.

Through the ICMA Professional Fellows Program, we have the opportunity to continue these important discussions and provide an introduction into our country’s legislative and governance processes. By participating in this program, I would be afforded the opportunity to learn how other countries are tackling the challenges and responding to the demands of their citizenry.

Establishing and maintaining a viable democracy is a complex and continuous endeavor. The chance to learn more about the how these countries are dealing with such challenges would be a rare and rewarding opportunity. East Asian/Pacific countries are uniquely positioned to advance quickly, both economically and socially, on the world stage. It would be an honor to learn more about these countries’ unique challenges and promising futures.

Please tell us what you hope to gain professionally by participation in the program. Please keep your response to 250 words or less:

By participating in this program, the City of Mount Dora would focus on mentoring the Professional Fellows in local government functions, transparency, community development and other responsibilities. We would take full advantage of the ample opportunities for sharing our cultures and providing glimpses into our American family life and activities.

Please tell us how you will use this experience to benefit or improve your community and enhance your long term career path. Please keep your essay to 500 words or less:

For every issue that we address on a daily basis there are always many ways to
approach, define and resolve the matter. Unfortunately, we sometimes become reliant on the same processes to address these issues. By having a foreign Fellow visit, and interact with representatives of the city, it is our hope that there is a potential for addressing our issues with a completely different perspective on the problem. There can sometimes be a tendency to approach problems in a repetitious manner simply because it has worked before or we are familiar with the process. “Fresh eyes” and fresh perspectives on daily issues can often reveal solutions never considered. This is what we are hoping to gain by participating in this program.

We are hopeful that this can work for both communities. Our Fellows will be traveling to a community in the United States, unaware of what may be awaiting them. We will be able to provide a learning opportunity for our visitors to shed some light on how we can accomplish civic goals, but we can also learn that there are different ways to approach problems. Conversely, if the opportunity is granted to travel overseas it is anticipated that we will provide that same outside perspective on the issues that are being dealt with on a day-to-day basis in a community in one of the participating countries. The beauty of this program is that sharing different ideas from a different cultural, political and historical perspective may create a spark that can lead to greater change for the betterment of each community.

Professionally, gaining perspective on how our international counterparts address the day-to-day challenges of providing services to their citizens would help me develop my professional skill set to assist Mount Dora, or future communities which I may have the opportunity to assist. Connecting with public service professionals internationally guarantees that new perspectives will be gained by both sides. In 2011, I had the opportunity to participate in a one-week study abroad program in Seoul, South Korea. Although my time there was brief, I learned that South Korea is facing some of the same public policy challenges our nation faces. With its focus on economic competitiveness, citizen engagement and technological advancement, the City of Seoul will continue to advance and become more of an economic competitor on the world stage. Other East Asian and Pacific countries are progressing in the same manner. The chance to continue this learning experience through ICMA’s Professional Fellows Program would be an opportunity of a lifetime.

VIII. Validating Application

I understand that by applying to the Professional Fellows Program, I will be expected to be a diplomatic representative of my country. I commit to fulfilling all requirements of the program.

Kelda Deanna Senior

December 29, 2014

Print Name

Date
ICMA Professional Fellows Program
May 2014 Highlights
with Yudi Saptono and Putut Purwandono of Indonesia
DATE: January 06, 2015

TO: Mayor and City Council

FROM: John Peters, Public Works & Utilities Director

VIA: Michael Quinn, City Manager

RE: Arbor Day Proclamation

Recommendation: Staff recommends approval of the Arbor Day Proclamation declaring January 16, 2015 as Arbor Day for the City of Mount Dora.

References/Support: None

Budgetary Impact: None

Background/Information: See attached Proclamation

Attachment: Proclamation
PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday called Arbor Day was first observed with the planting of more than one million trees in Nebraska, and is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas and beautify our community, and are a source of joy and spiritual renewal, and

WHEREAS, Mount Dora has been recognized as a Tree City USA by The National Arbor Day Foundation since 1989, and desires to continue its tree-planting efforts,

NOW, THEREFORE, I, Catherine T. Hoechst, Mayor of the City of Mount Dora, Florida, do hereby declare Friday, January 16, 2015, as

ARBOR DAY

Within the City of Mount Dora and hereby urge all citizens to support efforts to care for our trees and woodlands and to support the City’s Tree Replacement Program. I further urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Mount Dora to be affixed this 6th day of January 2015.

________________________________
Catherine T. Hoechst, Mayor

ATTEST:

_____________________________
Gwen Johns, City Clerk
CITY OF MOUNT DORA: 2014/15 PROJECT WORK PLAN

This Project Work Plan is intended to give the City Council an update, throughout the year, for various work projects and programs that are considered new or special applications to our normal operations. These are project-oriented rather than service-oriented tasks, and they are not normally an on-going element of operations and service until completed. These work items were incorporated as part of the 2014/15 Budget preparation process; and they also include carry-over projects from last year’s Work Plan. These work items will also receive modification and prioritization from Council review to determine their adequacy and allow for any adjustments to the Project Work Plan. In some cases, the project will be completed such as a construction project. In other cases, the program will be established and eventually incorporated into our normal operations. The successful completion of these projects will depend upon the continued commitment to fund and support these efforts as they are coordinated and accomplished through City staff and resources.

It is important to emphasize that the City of Mount Dora has established a Vision Statement, Mission Statement and Core Values to guide our progress as a community that desires to provide excellent service to our citizens. These statements guide our Budget development and the direction of this Project Work Plan. With the Council’s review and support of this Project Work Plan, we hope to provide excellent public services; promote the physical and cultural connectivity of our neighborhoods; support a sustainable economy balanced with responsible stewardship of our natural resources; enhance the safety and livability of our community; preserve our unique downtown and waterfront location; and engage our citizens as partners in making Mount Dora “Someplace Special”.
## Project Name

### A – Finance and Administration

1. **Finalize Labor Contracts**
   - Description: Re-open and negotiate each of the three Labor Agreements in their entirety for 2015-16. No activity necessary in this first quarter, but we have scheduled our first round of negotiations with IAFF for the Firefighters in late January. Other contract negotiations will follow.
   - Percentage Complete: 5%
   - Project Budget: Operations

2. **Lake Wekiva Trail Phase 1**
   - Description: Support this trail corridor as part of the Wekiva Parkway and Regional Trail System with emphasis on securing right of way. Discussions are progressing with DOT to assume a larger role in the management of this regional trail as part of the transportation network. Acquisition of the necessary right-of-way is a critical element to secure for the near future before our FCRR agreement expires in 2017.
   - Project Budget: Multi-Agency Control
   - Project Budget: Operations
<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>PROJECT DESCRIPTION AND STATUS</th>
<th>PERCENTAGE COMPLETE</th>
<th>PROJECT BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Community Video Promotion</td>
<td>Develop and Distribute remaining Community Videos on Economic Development, Downtown, Arts and Culture, Quality of Life, and Festivals and Events. The script and edits are almost complete for the remaining video productions. We are awaiting final edits.</td>
<td>90%</td>
<td>$6,000</td>
</tr>
<tr>
<td>4. Financial Software Upgrade, Phase 2</td>
<td>Assist BS&amp;A in the data conversion and transfer to the new software programs for remaining operations. Staff training continues for the financial modules with the first implementation being the Building Permits in January and the rest of the financial modules in March.</td>
<td>75%</td>
<td>$347,995</td>
</tr>
<tr>
<td>5. Streetlight Cost Recovery</td>
<td>Analyze options for City-wide cost recovery and assessment for street lights. GIS data from the electric providers of the City and SECO have been analyzed for pole inventory with identification for Duke Energy facilities being manually entered. The data is currently under review.</td>
<td>50%</td>
<td>$15,000</td>
</tr>
<tr>
<td>6. City Manager Selection</td>
<td>Provide support and information to consultant for marketing materials and recruitment functions. The position advertisement has been selectively placed and the consultant should be receiving.</td>
<td>50%</td>
<td>$22,770</td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION AND STATUS</td>
<td>PERCENTAGE COMPLETE</td>
<td>PROJECT BUDGET</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------</td>
<td>---------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>applications. The community profile has been prepared for review by the City Council.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Fire Assessment Fee</td>
<td>Determine feasibility of a special fire assessment for operational support The Council has adopted the Resolution of Intent to preserve the ability to place this fee on the tax statement. A preliminary proposal with options has been developed with expected dates for a Council Workshop in late January or early February being reviewed with our consultant.</td>
<td>80%</td>
<td>$40,000</td>
</tr>
<tr>
<td>B - PLANNING &amp; DEVELOPMENT OPERATIONAL SUPPORT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Wolf Branch Innovation District</td>
<td>Coordinate marketing and promotional efforts to stimulate interest in the district This project was completed with the approval of the marketing program. This project will convert to operations as necessary to respond to customer interest as the infrastructure gets closer to design. COMPLETE</td>
<td>100%</td>
<td>Operations</td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION AND STATUS</td>
<td>PERCENTAGE COMPLETE</td>
<td>PROJECT BUDGET</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>2. US 441 Alternatives Study</td>
<td>Coordinate with other agencies, the Corridor Alternatives Analysis for transportation options. The analysis has been done with a local recommendation for a No Build Option. We are awaiting final review by FTA.</td>
<td>Multi-Agency Control</td>
<td>Operations</td>
</tr>
<tr>
<td>3. ISBA Contract – Lake County</td>
<td>Negotiate final recommendations on City/County Service Impacts. Council adopted Res. 2014-40 to begin the process of negotiating the ISBA. Notices have been sent to the surrounding agencies.</td>
<td>15%</td>
<td>Operations</td>
</tr>
<tr>
<td>4. Economic Development Program</td>
<td>Develop strategy and recommendations to enhance services in Economic Development. Staff is reviewing data and experience from other agencies to gauge the success of various economic development approaches.</td>
<td>10%</td>
<td>Operations</td>
</tr>
<tr>
<td>5. EPIC Theater Project</td>
<td>Coordinate the planning, permitting and development issues related to this project for successful construction. Local recommendations have been submitted to the State for Comp Plan Amendment review.</td>
<td>50%</td>
<td>Operations</td>
</tr>
<tr>
<td>6. E/W Connector from</td>
<td>Coordinate transportation study with other agencies.</td>
<td>25%</td>
<td>Operations</td>
</tr>
<tr>
<td><strong>PROJECT NAME</strong></td>
<td><strong>PROJECT DESCRIPTION AND STATUS</strong></td>
<td><strong>PERCENTAGE COMPLETE</strong></td>
<td><strong>PROJECT BUDGET</strong></td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------</td>
<td>-------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Round Lake Road to CR435</td>
<td>This project concept entails several alternative road connections that pass through the area served by our Innovation District. Discussions to support project design are being formulated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CAPITAL SUPPORT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Downtown Streetscape Design – Phase 3</td>
<td>Complete the design and construction for phase 3 downtown improvements Design is complete and construction is scheduled for April 6.</td>
<td>30%</td>
<td>$3,010,000</td>
</tr>
<tr>
<td>8. Affordable Housing</td>
<td>Enhance efforts to provide lots for new construction and increased support for weatherization to existing homes Weatherization efforts are being supplemented through City funding, and we are selectively pursuing lots for foreclosure acquisition in NECRA.</td>
<td>20%</td>
<td>$250,000</td>
</tr>
<tr>
<td>9. Downtown Promotion Campaign</td>
<td>Expand merchant support and promotions for the streetscapes – Phase 3 This program proposal is on the current agenda.</td>
<td>40%</td>
<td>Operations</td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION AND STATUS</td>
<td>PERCENTAGE COMPLETE</td>
<td>PROJECT BUDGET</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>C - PUBLIC WORKS / UTILITIES OPERATIONAL SUPPORT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1. Thrill Hill Site Plan                                                                                  | Obtain County approval of site plan design and basin grading  
Site Plan has been submitted and preliminary review indicates repair work to the sedimentation basin is needed. Cost estimates to follow. | 85%                 | Operations    |
| 2. WWTP Re-Rate Study for Plant Capacity                                                                  | Study and evaluate options to increase plant capacity and efficiency  
Conceptual ideas have been discussed that will make our operations more efficient, and we will be seeking consultant selection for the study. | 10%                 | $62,000       |
| 3. Back Flow Check Valve Enforcement                                                                    | Accelerate program for inspection and installation of these devices per our DEP permit and policy requirements  
The program impacting the Mount Dora Country Club subdivision has been deferred to February 28th for compliance with additional information and meetings to be scheduled. Other areas in the City will be inspected for compliance. | 20%                 | Operations    |
<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>PROJECT DESCRIPTION AND STATUS</th>
<th>PERCENTAGE COMPLETE</th>
<th>PROJECT BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Seventh Avenue Stormwater Improvement</td>
<td>Install new line, manholes, inlets and other improvements to area drainage The construction is now finished with the only remaining items being administrative close-out of the grant and reimbursement request to the State. COMPLETE.</td>
<td>100%</td>
<td>$1,285,012</td>
</tr>
<tr>
<td>5. Bio-Solids Facility Project</td>
<td>Design and Construct a Bio-Solids processing facility utilizing solar drying and pasteurization to effectively dispose of waste sludge Preliminary design concepts have been adjusted with review of at least five options for potential viability. The final recommendation is being reviewed for Council presentation.</td>
<td>40%</td>
<td>$1,112,000</td>
</tr>
<tr>
<td>6. Highland Street Public Works Complex</td>
<td>Repair roof, convert main building into Storage Facility and phase-in plan for Facility construction Progress has been delayed due to other project funding considerations.</td>
<td>20%</td>
<td>$200,000</td>
</tr>
<tr>
<td>7. Downtown Streetscapes Phase 3 Utilities</td>
<td>Coordinate the construction and utility connections to assist Burkhardt Construction Project is scheduled for construction starting April 6.</td>
<td></td>
<td>B-6</td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION AND STATUS</td>
<td>PERCENTAGE COMPLETE</td>
<td>PROJECT BUDGET</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------</td>
<td>---------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>8. Hampton Villa Electric</td>
<td>Design and construct underground electric components</td>
<td></td>
<td>$30,600</td>
</tr>
<tr>
<td>9. WWTP#1 and Dora Pines Well Abandonment</td>
<td>Coordinate and complete the well abandonment</td>
<td></td>
<td>$102,350</td>
</tr>
<tr>
<td>10. WWTP#1 Clarifier Mechanism Replacement</td>
<td>Coordinate construction of this replacement equipment</td>
<td></td>
<td>$575,000</td>
</tr>
<tr>
<td>11. US 441 Utility Relocation</td>
<td>Coordinate design with FDOT and relocate utilities accordingly FDOT has expanded the scope of the project to Lincoln Avenue. This increases the amount of utility relocation as we coordinate this construction to connect to the Wekiva Parkway Interchange improvements as well.</td>
<td>20%</td>
<td>$3,800,000</td>
</tr>
<tr>
<td>12. SR 44 Utility Relocation</td>
<td>Coordinate design with FDOT and relocate utilities accordingly Design plans are 90% complete and selection of 3 contractors for proposal review as part of the bid process is being coordinated.</td>
<td>20%</td>
<td>$1,800,000</td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION AND STATUS</td>
<td>PERCENTAGE COMPLETE</td>
<td>PROJECT BUDGET</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>3. WWTP#2 Access Relocation</td>
<td>Relocate ingress/egress due to widening impacts of US 441 and SR 46</td>
<td>40%</td>
<td>FDOT Reimbursement</td>
</tr>
</tbody>
</table>
| 14. Britt Road Utility Improvements              | Construct water, sewer and reclaim utilities to provide redundancy and minimize service disruptions  
We are following the same bid process as the SR44 process and are in the midst of this value engineering concept as part of the bid process. | 20%                 | $2,000,000             |

| D - LEISURE SERVICES                              |                                                                                                 |                     |                        |
| OPERATIONAL SUPPORT                              |                                                                                                 |                     |                        |
| 1. Clear Title for Cemetery Platting             | Implement legal processes and provide documentation to clear title for platting the second phase of the front section  
Title company is researching the data for clearance. | 20%                 | Operations            |
<p>| 2. Recreational Needs and Facility Assessment    | Inventory and assess the needs of youth and adult recreational facilities and programs for phased strategy of improvement | 50%                 | Operations            |</p>
<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>PROJECT DESCRIPTION AND STATUS</th>
<th>PERCENTAGE COMPLETE</th>
<th>PROJECT BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Enhance the use at Certain Parks for Event Venues</td>
<td>20%</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td>Develop a strategy for implementation to increase the venue use of Donnelly Park, Sunset Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and Evans Park to benefit downtown business activity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Venue Bookings have increased over that last year and we are meeting with promoters to</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>determine the best combination of marketing and improvements to enhance these efforts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Museum on Main Street Exhibit</td>
<td>35%</td>
<td>$15,135</td>
</tr>
<tr>
<td></td>
<td>Host traveling exhibit from Smithsonian Institution on “The Way We Worked” with grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>assistance from Florida Humanities Council.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff has attended the workshops on logistics to present this exhibit which is scheduled for</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>May. We are the first Florida exhibit in the rotation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Sensory Story Time</td>
<td>20%</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td>Institute a special story time program for children on the autism spectrum</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The program details are formulated and our next challenge is securing the adult volunteers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Butterfly Garden - Phase 2</td>
<td></td>
<td>Donations</td>
</tr>
<tr>
<td></td>
<td>Coordinate improvements for a learning pavilion and butterfly house</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The concrete foundation for the pavilion is scheduled for January.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION AND STATUS</td>
<td>PERCENTAGE COMPLETE</td>
<td>PROJECT BUDGET</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>E - PUBLIC SAFETY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPERATIONAL SUPPORT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Participate in Regional Fire/EMS Coordination</td>
<td>Review and Coordinate with the other local agencies on service efficiencies through functional consolidation and coordination of services. Next phase to concentrate on formation of a public service corporation for fire services with Tavares. This element is on hold pending our determination of whether we proceed with a Fire Assessment Fee for supplemental financing.</td>
<td>Regional</td>
<td>Operations</td>
</tr>
<tr>
<td>2. Internal Assessment for Organizational Efficiency</td>
<td>Review all police service functions and operations to maximize efficiency and effectiveness. Assessment of the Patrol Operations Bureau has commenced. We expect to additionally assess the Special Investigations and Motor Pool sections later this year.</td>
<td>20%</td>
<td>Operations</td>
</tr>
<tr>
<td>3. Expand School Resource Officers – Phase 2</td>
<td>Coordinate services with the Sheriff’s Office to transition into SRO Program at the Mount Dora High and Middle Schools. The High School transition is now complete and we are working on the Middle School transition with the</td>
<td>90%</td>
<td>COPS Grant</td>
</tr>
</tbody>
</table>

Work Plan Project FY 2014-15

Updated 11/24/2014 – Page 12

City Council Agenda Packet - January 6, 2015

Page 98 of 139
<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>PROJECT DESCRIPTION AND STATUS</th>
<th>PERCENTAGE COMPLETE</th>
<th>PROJECT BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff’s Office and School District</td>
<td>The contract proposal to the School District has been submitted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Body Cameras for Police Officers</td>
<td>Study and incorporate into operations the use of body cameras for patrol functions</td>
<td>60%</td>
<td>Grant Funds</td>
</tr>
<tr>
<td></td>
<td>Research into the various types of cameras is being conducted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Automated External Defibrillators (AED)</td>
<td>Install and train use of AED in patrol vehicles</td>
<td></td>
<td>Grant Funds</td>
</tr>
<tr>
<td>6. Fire Station #35</td>
<td>Identify building moisture problem and complete improvements to re-staff facility</td>
<td>40%</td>
<td>Emergency Reserve of $100,000</td>
</tr>
<tr>
<td></td>
<td>The drainage has been connected from the roof, the driveway apron has been repaired and the foundation foam insulation is currently scheduled for installation. The roof bids are being completed for review, the AC calculations are in and the bids for the unit are due January 9th.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F - OTHER PROJECTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Water &amp; Sewer Impact Fee Study</td>
<td>During the year, Staff and City Council may add projects and adjust resources accordingly.</td>
<td>10%</td>
<td>$20,000</td>
</tr>
<tr>
<td></td>
<td>Select consultant and perform analysis for adjusting Impact Fees and their application to development.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT NAME</td>
<td>PROJECT DESCRIPTION AND STATUS</td>
<td>PERCENTAGE COMPLETE</td>
<td>PROJECT BUDGET</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------</td>
<td>---------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>RFQ’s for consultant qualifications have been received for 5 firms and are currently under review by staff.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G - PROJECT PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Projects: 43</td>
</tr>
<tr>
<td>2. Significant Activity &gt;20%: 29</td>
</tr>
<tr>
<td>3. Projects Completed: 2</td>
</tr>
<tr>
<td>4. Projects Cancelled:</td>
</tr>
<tr>
<td>5. Projects Continued:</td>
</tr>
</tbody>
</table>
DATE: January 6, 2015
TO: Mayor and City Council
FROM: Kelda Senior, Public Communications Officer
VIA: Michael Quinn, City Manager
RE: Phase 3 – Outreach and Promotion

As we prepare for the next phase of downtown infrastructure and streetscape improvements, beginning April 6, 2015, one of the most important factors will be communicating that our downtown will continue to be open and accessible during the five months of construction. Several businesses are located in the heart of the construction project area, and will be directly impacted during the improvement period. In addition to those businesses directly impacted, the entire downtown will see the impacts of this third phase of streetscape work.

Our collective goal should be to do everything possible to mitigate the impact several downtown merchants will likely experience during construction. Together, we should work to ensure that downtown businesses continue to thrive during construction, and that downtown Mount Dora remains the gem of central Florida it has grown to be over the years.

This next phase of streetscape improvements is destined for success simply because of Burkhardt Construction is the contractor. They have a proven track record in several downtown retail construction environments, including the first two phases of our streetscape project. Burkhardt has earned the confidence of the City and Mount Dora’s downtown merchants.

Our next steps will be to continue outreach and promotional efforts to spread awareness about this next phase of the streetscape work. Our goal is to support impacted merchants, while informing Mount Dora residents and visitors that downtown will remain open for business during the improvement phase. The only way to achieve this goal is to ensure that all stakeholders (downtown merchants, residents, and City officials) focus on the positive and repeat the message of downtown Mount Dora being open and accessible during the improvement period.

A resounding success from phase two was everyone’s ability to stay on message and remain positive during the entire improvement project. This lead to a summer of only positive press about downtown construction, which served as an effective (and free) method of getting our “Open for Business” message out to our visitors. Other lessons were learned from the first two phases, which will aid us in
creating an outreach plan for phase three.

Here’s what we’ve done in the previous two phases and will continue to do into phase three:

A. Messaging/Themes
   a. Reiterating overall positive messages, which leads to positive press
   b. Creating and distributing the “How to Thrive” brochure
   c. Coordinating with VisitMountDora™ and Chamber on “Open for Business” marketing/advertising
   d. Continuing use of all communication platforms (local newspapers, magazines, websites, etc)

B. Electronic communication / updates
   a. Creating construction updates webpage on city’s website (overview of project, maps/detours, photos of progress, road closures, parking locations, FAQs)
   b. Utilizing email blasts and social media
   c. Offering individual assistance to merchants who request it (email databases, social media)

C. Signage and ‘Beautifying’ the improvement area
   a. Installing banners and flags to make downtown more inviting to pedestrians
   b. Utilizing bold, easy-to-read blue parking signs directing to parking lots

Additionally, our efforts will continue to include merchant meetings leading up to the construction with merchants and Burkhardt Construction, one-on-one contact with merchants to address needs and concerns, and Coffee with the Crew, held once a month during the improvement period.

We will continue what into phase three what has worked well in the previous two phases. As we move toward phase three of utility and streetscape work, continued coordination with downtown merchants will be essential.

On Tuesday, November 18, 2014 city staff held a brainstorming workshop with several downtown merchants to discuss ideas for promoting the downtown during the Phase 3 improvement period. Participating merchants included:

- Marsha Goodale, Owner of Windsor Tea Room
- Karen Monte, Owner of Kay Dee Kay Gourmet Kitchen
- Judy Owens, Owner of Cupcake Delights
- Crissy Stile, Owner of Barrel of Books and Games

During this meeting, merchants helped to critique ideas and offered new ideas and concepts to build upon for phase three. The common theme of the meeting was that attracting locals should be our primary objective during the improvement period. Thus, the outreach and promotional efforts for phase three will be geared to (but not limited) to locals.
In addition to continuing the things that worked well in phases one and two, we will work to attract locals by:

1. Offering Incentives (RAFFLES)
   - Monthly Raffles (6 total)
   - Sponsored by Burkhardt Construction
   - New winner each month from April through September
   - Make a purchase downtown to receive raffle ticket
   - Additional raffle tickets for more purchases
   - Proof of purchase submitted to the city
   - Prizes valued up to $750

2. Creating Experiences (EVENTS)
   - Celebrate National Days (i.e. Talk Like a Pirate Day)
   - Naming Contest for the Pedestrian Mall
   - Playing off existing, established events (Art Strolls, Food Trucks, Wine Tastings, etc)
   - EVENTS @Sunset Park
     - Phase 3 Groundbreaking / Kick-off Party
     - 4th of July (Half-way There) Celebration w/ free food and drinks
     - Themed-Parties each month from April through September

Other notable points from the brainstorming meeting include:
   - Increase public awareness on the benefits of supporting small businesses
   - Target marketing to larger subdivisions in town and to The Villages
   - Use links to promote existing business listing websites, instead of creating and maintaining new websites to promote downtown businesses
   - Focus more on creating experiences for downtown shoppers and less on discounts

The underlying message from the previous two phases has been focusing on the positive. Merchants effectively carried this message through the entire improvement period last summer, verbally informing their regular customers about construction, incorporating the ‘open for business’ and ‘support the zone’ messaging in their normal communication channels, and overall presented a positive disposition during the improvement period. We’re hopeful that this same underlying theme of positivity will carry over into phase three.

With early planning, creative thinking, consistent communication and positive attitudes, we can ensure that our downtown not simply survives this next phase of streetscape construction, but that our downtown thrives.

Budgetary Impact:
The estimated cost for fund the Phase 3 outreach and promotional efforts is $22,750. This estimate includes the cost of hosting one event per month during the improvement period (six events), plus the costs of new banners and flags to make the downtown area more inviting during the improvement period.

Attachments:
Downtown Streetscape Phase 3 Promotion presentation
Cost estimates
Phase 3 Event dates
Downtown Streetscape Phase 3
Outreach and Promotion

A Focus on Locals
ATTRACT LOCALS DOWNTOWN BY:

1. Offering Incentives - Raffles
2. Creating Experiences - Events
3. Continuing efforts from phases 1 and 2
1. Offering Incentives - Raffles

Offer substantial prizes from the downtown each month

- Monthly Raffles (6 total)
- Sponsored by Burkhardt Construction and the City
- New winner each month from April through September
- Make a purchase downtown to receive raffle ticket
- Additional raffle tickets for more purchases
- Proof of purchase submitted to the city
- Prizes valued up to $750
2. Creating Experiences - Events

*Host events and contests to create memorable experiences for locals*

- Celebrate National Days (i.e. Talk Like a Pirate Day)
- Naming Contest for the Pedestrian Mall and 4th Avenue Boat Docks
- Playing off existing, established events (Art Strolls, Food Trucks, Wine Tastings, etc)
- EVENTS @Sunset Park
  - Phase 3 Groundbreaking / Kick Off Party
  - 4th of July (Half-way There) Celebration w/ free food and drinks
  - Themed-Parties each month from April through September
3. Continue work from phases 1 and 2

Messaging/Themes
• Positive messages > Positive press
• Themes: “Open for Businesses”; “Get in the Zone”
• “How to Thrive” brochure
• Coordinating with VisitMountDora™ and Chamber
• Using all communication/marketing platforms (local newspapers, magazines, websites, etc)

Electronic communication / updates
• Construction updates webpage on city’s website (overview of project, maps/detours, photos of progress, road closures, parking locations)
• Email blasts/ social media
• Offering individual assistance to merchants (email databases, social media)

Signage and ‘Beautifying’ the Improvement Zone
• Installing colorful banners and flags AND bold parking signs
Downtown Streetscape Phase 3 Outreach/Promotion
‘A Focus on Locals’

Phase 3 Outreach/Promotion Cost Estimates

RAFFLES
Monthly Raffles (6 prizes, $750 value each, with Burkhardt contributing $3,000).............................$1,500
Sponsored by the City and Burkhardt Construction, Inc.

BANNERS/FLAGS
Vinyl, colorful “Zone” banner @ Intersection of 4th and Donnelly.........................................................$250
Colorful, vertical flags through improvement zones...............................................................................$600

EVENTS
Cook Out and Street Party cost estimates (Cost estimates per month; one event for 6 months of construction)

Food and Drink Catering............................................................................................................................$1,500
Entertainment................................................................................................................................................$500
Outdoor tent rental....................................................................................................................................$500
Advertising..................................................................................................................................................$500

Events Total..............................................................................................................................................$18,000

Phase 3 Outreach/Promotion Total Cost Estimate...............................................................................$20,350

Proposed Phase 3 Event Dates

April 6 – Groundbreaking Ceremony @ Intersection of 4th and Donnelly
April 10 – 2nd Friday Art Stroll AND Phase 3 Kick Off Party @ Sunset Park/Pedestrian Mall
April 21 – April Raffle Drawing @ City Council Meeting

May 19 – May Raffle Drawing @ City Council Meeting
May 25 – Memorial Day Cook Out @ Sunset Park

June 12 – 2nd Friday Art Stroll AND Summer Cook Out @ Sunset Park/Pedestrian Mall
June 16 – June Raffle Drawing @ City Council Meeting

July 4 – Independence Day Parade AND Cook Out @ Sunset Park/Pedestrian Mall
July 21 – July Raffle Drawing @ City Council Meeting

August 14 – 2nd Friday Art Stroll AND Cook Out @ Sunset Park/Pedestrian Mall
August 18 – August Raffle Drawing @ City Council Meeting

September 11 – 2nd Friday Art Stroll AND Cook Out @ Sunset Park/Pedestrian Mall
September 15 – September Raffle Drawing @ City Council Meeting

October 2 – Ribbon Cutting/ Phase 3 Completion Street Party
DATE: January 6, 2015

TO: Mayor and City Council

FROM: John Peters, Public Works & Utilities Director

VIA: Michael Quinn, City Manager

RE: Modification to Mittauer & Associates Engineering Service Agreement for Wekiva Parkway Intersection Utility Relocation

**Recommendation:** Staff recommends that modification #1 be approved for Mittauer & Associates in the amount of $115,000.00.

**Budgetary Impact:** Funding will come from the water and sewer impact fund.

**References/Support:** N/A

**Background/Information:** Mittauer & Associates was hired to do the engineering design for the relocation of the utilities at the Wekiva Parkway Intersection with US Highway 441. As the work has progressed and the extent of FDOT’s work plan was expanded to Lincoln Avenue on SR 441, additional design services will be required to relocate utilities from Lincoln Avenue to the SR 46 intersection. The additional work includes new and modified storm water structures along US 441 which will be in conflict with the City’s utility lines resulting in substantial relocations. Based on recent estimates from Mittauer & Associates, the City share for utility relocations is increasing from approximately $2,000,000 to $3,800,000 inclusive of easements. Because of the dramatic impact of the expanded SR 441 / 46 Interchange and the SR 44 Project, staff is meeting with Senator Hays to see if the City of Mount Dora can obtain State Funds under a hardship.

Previously City Council approved an additional easement services contract with BESH to identify the easements needed to relocate the utilities into. This modification will cover the additional design costs with moving the utility lines.

**Attachments:** Contract Modification #1 Attachments A & B
December 22, 2014

The Honorable Catherine T. Hoechst, Mayor
City of Mount Dora
1250 N. Highland St.
Mount Dora, FL 32756

RE: Engineering Services Agreement - Contract Modification No. 1
   Mount Dora Purchase Order No. 045055
   Wekiva Parkway Utility Relocations
   City of Mount Dora, Florida
   Mittauer & Associates, Inc. Project No. 0502-04-1

Dear Mayor Hoechst:

Mittauer & Associates, Inc. has been coordinating with the Florida Department of Transportation (FDOT) and the City of Mount Dora (City) since receiving our initial authorization to begin work on the subject project. As you may know from other projects within the City that require FDOT coordination, the project scope can be fluid as designs progress and needs change based on a variety of events. Our original scope of work and the City’s original approach was to relocate utilities that were in conflict with the FDOT’s design within the US 441 and State Road 46 interchange associated with the Wekiva Parkway improvements. The intersection was slated to include a ‘fly-over’ with pileings and other associated drainage improvements that were known to conflict with the City’s existing infrastructure. As the FDOT design got underway and after detailed coordination with the FDOT’s design engineer, the City determined that additional conflicts existed north and south of the interchange that would require additional utility relocations not previously contemplated. As a result, the City and Mittauer & Associates, Inc. have been developing concepts in concert with FDOT’s design engineer to address these future conflicts while also considering what would be best for the City’s future utility management.

Following months of discussions, design reviews, and meetings, the City and Mittauer & Associates, Inc. have developed a concept to relocate the City’s existing water, sewer, and force main utilities from Lincoln Avenue on the project’s northern boundary to the City’s Wastewater Treatment Plant No. 2 (WWTP No. 2) on the southerly boundary. All of the utilities, except for the portion through the original intersection at US 441 and SR 46, will be placed in utility easements outside of the FDOT right of way along the project’s easterly boundary. This will ensure future FDOT widening will not impact the City’s infrastructure or if it is impacted then FDOT will be required to pay for
the utility relocation as part of the right-of-way acquisition process. Attachment A provides an overview of the original design approach while Attachment B provides the updated design limits.

As a result of the project’s modified scope, Mittauer & Associates, Inc., hereafter referred as the Engineer, respectfully requests the following modifications to our contract:

**SCOPE OF SERVICES (CONTRACT MODIFICATION NO. 1)**

**A. BASIC ENGINEERING SERVICES - MODIFIED DESIGN**

Line Item No. 1 shall be modified as follows:

“1. Preparation of plans and specifications to relocate the City’s existing 16-inch force main, 16-inch water main, and 16-inch reclaimed water main from Lincoln Avenue to the City’s WWTP No. 2. The estimated project limits include the following approximate utility relocation needs:

- 6,200 lineal feet (LF) of 16-inch force main;
- 6,200 LF of 16-inch water main;
- 6,200 LF of 16-inch reclaimed water main;
- 300 LF of 8-inch reclaimed water main directionally drilled to an area near Lake Franklin; and
- 1,000 LF of respective relocations for 10-inch water main, 8-inch force main, and 10-inch reclaimed water main to the Veranda Apartment complex along SR 46.

The proposed work will occur within the Florida Department of Transportation (FDOT) right of way along/within SR 46 and U.S. Highway 441 interchange and separate utility easements north and south of this location. The proposed utility relocations shall be designed with consideration of FDOT’s realignment plans to ensure the utility relocations do not impact the FDOT work and also existing roadway improvements so they can be constructed in advance of FDOT’s work.”

No modifications to Line Items No. 2 through No. 4.

**B. FDOT COORDINATION**

No modification requested to this subsection.
C. ADDITIONAL ENGINEERING SERVICES

No modifications to Line Items No. 1 through No. 4. Line Item No. 5 is added as follows:

"5. Utility Easement Coordination. The Engineer shall assist the City in determining easement acquisition needs and limits; coordinate and review sketch and legal descriptions prepared by the City’s surveyor; and coordinate and review documents prepared by the City’s easement acquisition consultant. The Engineer shall attend up to three (3) review meeting during completion of this task."

D. BASIC ENGINEERING SERVICES - BIDDING & CONSTRUCTION PHASE

No modifications to Line Item No. 1.

Compensation related to the larger scope of work is modified for Line Item No. 2. See information provided further herein.

E. PART-TIME RESIDENT PROJECT REPRESENTATIVE SERVICES

Compensation related to the larger scope of work and additional time to construct the improvements is modified for Line Item No. 1. See information provided further herein.

F. PROJECT CORRIDOR SURVEYING SERVICES - OPTIONAL

This item was not exercised by the City. No modification necessary or requested.

ITEMS FURNISHED BY CLIENT AT NO EXPENSE TO THE ENGINEER

The Client shall provide copies of all available Client records as may be required for the Engineer to complete these services such as record drawings of the Client’s utilities, testing data, overall base maps, etc. It is the Engineer’s understanding that FDOT will provide topographical and right-of-way survey(s), which will be utilized in this project. The Client shall provide all regulatory agency permit application fees and related items required by the agencies.

EXCLUSIONS

The Engineer’s scope of services does not include zoning related tasks, wetlands surveys, wetlands mitigation, boundary or easement surveys, or other items related to the purchase or leasing of additional land which maybe required. If easements are required for construction of the project, then a separate proposal can be provided for engineering services related to the easement acquisition process.
SCHEDULE OF FEES (CONTRACT MODIFICATION NO. 1)

The Engineer shall be paid as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Original Scope Fees</th>
<th>Contract Mod No. 1 Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Basic Engineering Services - Design</td>
<td>$105,800</td>
<td>$75,000</td>
</tr>
<tr>
<td>B</td>
<td>FDOT Coordination</td>
<td>$9,500</td>
<td>$0</td>
</tr>
<tr>
<td>C</td>
<td>Additional Engineering Services</td>
<td>$40,600</td>
<td>$5,000</td>
</tr>
<tr>
<td>D</td>
<td>Basic Engineering Services - Bidding &amp; Construction</td>
<td>$35,300</td>
<td>$25,000</td>
</tr>
<tr>
<td>E</td>
<td>Part-time RPR Services</td>
<td>$22,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>F</td>
<td>Project Corridor Surveying Services (not included)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$213,200</strong></td>
<td><strong>$115,000</strong></td>
</tr>
</tbody>
</table>

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act as well as collection fees and may cause the Engineer to stop work on the Client’s projects. The fees listed above do not include state sales tax, federal sales tax, or value added tax (VAT), should it be required by law.
City of Mount Dora
Engineering Services Agreement
December 22, 2014
Page 5

ACCEPTANCE

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of the proposal returned to the Engineer shall serve as Notice to Proceed. Should this proposal not be accepted within a period of thirty (30) days, it shall become null and void.

Thank you for giving us the opportunity to serve the City of Mount Dora.

Sincerely,
Mittauer & Associates, Inc.

Accepted by
City of Mount Dora, Florida

Joseph A. Mittauer, P.E.
President

By: __________________________
The Honorable Cathy Hoechst, Mayor

JAM/JRS/pj/mw

Date: __________________________

Encl: Attachment A and B
ATTACHMENT A - ORIGINAL DESIGN APPROACH

CITY OF MOUNT DORA
RFP No. 13-11-001
Proposed Utilities Plan
Lake County, Florida

NOTE:
THE CITY MAY DESIRE TO UPSIZE
MAINS WITHIN CASED LIMITS
DATE: January 6, 2015

TO: Mayor and City Council

FROM: Gwen Keough-Johns, MMC, City Clerk

RE: City Council Policies, Procedures and Code of Conduct

References/Support:
City Council Policies

Background/Information:
As directed by City Council, the City Council Policies and Code of Conduct has been placed on this agenda to evaluate and make any changes that may be necessary to the manual. If any changes are made, the revisions will be placed on the January 20th agenda.

Attachments:
City Council Policies
CITY OF MOUNT DORA

CITY COUNCIL

POLICIES AND CODE OF CONDUCT

Catherine T. Hoechst, Mayor
Ryan Donovan, District 1, Vice-Mayor
Marie Rich, At-Large
Cal Rolfson, District 2
Ed Rowlett, District 3
Denny Wood, District 4
Michael Tedder, At-Large

Approved by City Council – December 2014
City of Mount Dora
Legislative Policies and Procedures

CITY COUNCIL
CODE OF CONDUCT

Background

City Council Members and Board/Committee Members acting as “City Officials” are covered by existing statutes that deal with ethics and public records disclosure. These are referenced in Chapter 112 (Part III) of the Florida Statutes concerning the Code of Ethics for Public Officers and Employees; and as the Sunshine Amendment setting standards for conducting government business in the open under Chapter 119 of the Florida Statutes. This Code of Conduct is intended to further address the behavioral conduct of government officials in their working relationships and representation to the public, other agencies and staff.

Purpose

The purpose of this Code is to assist the Council Members to (1) Understand the standards of conduct expected of them; (2) enable them to fulfill their statutory duty to act honestly and with a reasonable degree of care and diligence; (3) act in a way that enhances public confidence in the integrity of local government; (4) serve as a model of leadership and civility to the community; and (5) create a productive work environment where the business of government is conducted in an efficient and effective manner for the good of the community.

Key Behaviors

1. Integrity – refrain from placing yourself in any financial, legal or other obligation that may reasonably be thought to influence you in the performance of your duties.

2. Leadership – consider it your duty to set an ethical example of conduct to strengthen the public’s trust and confidence in the integrity of the City Council.

3. ProActive – apply knowledge and expertise in a consistent and competent manner that is attuned to the needs of the community and delivered in a positive way.

4. Responsible – make decisions in a financially prudent manner consistent with the long-term goals of the City and consider the most efficient use of City resources.
5. Innovative – Exhibit a thoughtful approach that is progressive and forward-thinking toward accomplishing the City’s long-range goals.

6. Dedication – convey care and commitment to citizens, and be willing to participate in a constructive dialogue that will build consensus toward City solutions.

7. Objectivity – make decisions on merit and fairness considering the relevant matters in the public’s interest and never related to personal gain or pleasure.

8. Honesty – always obey the law and follow the letter and spirit of policies and procedures established to facilitate the orderly and proper functioning of governance.

9. Fairness – consider issues in a consistent manner with relevance to the purpose of established procedures in the intent of such policies.

10. Respect – observe the rights of others and treat them with courtesy, and recognize the different perspectives that others bring to the governance process.

A. Conduct Amongst Officials

1. Practice civility and decorum in discussion and debate where differing opinions are just part of our democratic system of governance. However, this does not allow disparaging comments toward others or other behavior that is disruptive to the progress of the Council meeting.

2. Demonstrate effective problem-solving approaches to find common-sense solutions that benefit the community as a whole.

3. Honor the role of the Mayor as Chair of the meeting in his/her duty to maintain order and decorum, and to focus efforts of the City Council on the agenda at hand. Recognized parliamentary procedure should be adhered to with an emphasis upon being polite and courteous toward others.

4. Avoid personal comments that could offend other City Council Members and Officials. If you are offended by such remarks from another Council Member, then it is appropriate to call for a “point of personal privilege” that challenges the other Official to justify or apologize for said comments. The Mayor shall maintain control of such discussion.

5. When representing the City, Officials shall conduct themselves in a dignified manner and in accordance with all legal obligations of the position so as to project a positive image for the City and maintain public trust in the City.

6. Officials shall make it clear whether their comments are representative of the official Council or Board position or whether it is strictly a personal opinion.

7. Officials shall exercise their best efforts to avoid the appearance of impropriety in the performance of their official duties.

8. Treat colleagues with courtesy and respect to foster a positive workplace environment.
B. Conduct with the Public

1. Be welcoming to speakers and treat them courteously, be attentive to their comments and presentations, and insure that responses and non-verbal expressions should be appropriate and professional.

2. Ask for clarification but avoid debate and argument with the public. Only the Chair should be able to interrupt the speaker during their presentation; however, any Official may request a point of order to address the speaker’s inappropriate behavior or language.

3. Make no promises on behalf of the City Council in unofficial settings unless so authorized by the City Council is as a whole as their representative and only for their official position on the subject.

C. Conduct With Staff

1. Treat staff as professionals with respect for their professional expertise and abilities as individuals and as employees of the City dedicated toward public service.

2. Limit contact with staff to respect the authority of the City Manager or his/her designee (Department Managers) to manage the employee workforce and provide information or clarification to Officials’ requests.

3. Refrain from directing or influencing staff, other than through appropriate direction to the City Manager. Officials shall not attempt to reorganize an employee’s priorities or influence the manner by which City staff perform their assigned functions or duties toward operations or approved projects. [see related policy “City Council Requests of Staff Resources”]

4. Officials shall not be abusive or threaten employees as a result of disagreement over policy recommendations, job performance or other bona fide actions.

5. Officials shall support the maintenance of a positive and constructive workplace environment for the City and have respect for the operational process and procedures in effect to allow the effective use of staff resources.

6. Officials should never publically criticize individual employees. If there are performance concerns then appropriate notification of the City Manager should be instituted.

C. Conduct With Staff Continued

7. Refrain from attending meetings with City Staff unless so requested because the presence of City Officials changes the dynamic of the staff meeting and leads to perceptions of support or other observations that complicate the meeting.

8. It is inappropriate to solicit political support from staff even if presented in a low-key fashion.

9. Coordinate correspondence on City issues with City staff so that duplication or clarification can be handled appropriately.
10. While one of the key functions of staff is to assist the City Council in providing information for decision-making, we must all recognize that it takes a team effort to properly govern the City.

**COMPLIANCE**

A. Due Process

1. **Filing.** Anyone alleging a violation of this Code of Conduct shall file a written complaint with the city Manager or with the Mayor in the case of allegations against the City Manager. All alleged violations shall be forwarded to the City Attorney.

2. **Jurisdiction.** The City Manager, in consultation with the City Attorney, shall determine the appropriate forum or agency for processing the complaint. For example, the State Ethics Commission may be the more appropriate agency for processing the complaint; or the State Attorney General for processing potential criminal violations. If the jurisdiction remains with the City, then it moves to the investigation phase.

3. **Investigation.** The alleged offending City Official shall be notified in writing by the City Attorney of the allegations and the potential sanctions. The City Official shall be afforded the option and reasonable opportunity to make a statement in regard to the allegations. The City Attorney shall conduct the investigation and issue a written report of finding as to the substance and sufficiency of the alleged violation, and recommendation as to the appropriate sanction(s) to be imposed. This report shall be given to the City Council and to the alleged offending City Official.

4. **Disposition.** Unless the offending City Official files a written appeal of the Investigatory Determination by the City Attorney within 10 calendar days of the receipt of the Report, the recommended sanctions will be implemented. If an appeal is filed, said appeal shall be heard by the City Council. If an appeal is filed, said appeal shall be heard by the City Council. If the allegations are filed against a Council Member, that individual must be excused from Council Review.

B. Council Review

1. City Officials themselves have the primary responsibility to assure that the Ethical standards are understood and met to assure the public of their trust and integrity in their local government.

2. In case of review of an alleged breach of the Code of Conduct, the Standard of Proof shall be that of a civil case based upon a preponderance of evidence.

3. The goal of compliance and enforcement of this Code of Conduct is Corrective rather than penal; and a progressive approach to curing violations is the preferred approach depending upon circumstances.
4. The City Council shall review the case in public hearing and make a final determination. There is no appeal from the Council’s determination of Findings and Imposition of Sanction(s).

5. A vote of four of the seven Council Members at a regular Council Meeting will be required for a Final Determination and Imposition of Sanction(s).

C. Sanctions

1. Sanctions may include, but not limited, to the following:

   i. Require the Official to apologize to any person adversely affected by breach of conduct
   ii. Censure of the Official for misbehavior
   iii. Require professional counseling or training
   iv. Loss of committee assignment or representation on an outside Agency Board
   v. Suspension and loss of compensation for Council Meeting(s)
   vi. Referral to prosecution for any breach of law
   vii. Other sanction as deemed appropriate
Background

The Mayor of the City of Mount Dora will have an office space in the City Hall Building, and he/she will need access to that building.

Purpose

The purpose of this policy is to make sure Mayor has proper access to City Hall.

Policy

The City Clerk will complete a Cardkey Request Form to have a key card issued to the Mayor. When the Mayor’s term is complete the Cardkey will be deactivated or returned to the City Clerk.

Any request for key cards must be approved by the City Manager and a signature will be required by the keyholder. The affidavit will be retained until the time the key is returned and appropriate documentation will be provided to the Building Maintenance Services Supervisor.

Any use of City buildings for any purpose other than during normal business hours will be approved by the City Manager in advance.

When City Council has scheduled meetings, the front doors of City Hall will be unlocked approximately thirty (30) minutes prior to the scheduled meeting time.
City of Mount Dora

Legislative Policies and Procedures

CITY COUNCIL/LEGISLATIVE POSITION

Background

The City Council may find it necessary to communicate with regard to legislation and with other governmental agencies.

Purpose

The purpose of this policy is to establish guidelines to be followed by City Council Members, officers and employees of the City of Mount Dora with regard to legislation and other operating policies proposed by other governmental agencies.

Policy

The official position on any legislative matter shall be developed in accordance with the parameters described below:

1) City Council approval is required prior to the City of Mount Dora taking an official position on any legislative matter.

2) The Mayor or designee may state the City of Mount Dora official position on legislative matters when an immediate response is required or when the City Council position is known

3) The City Manager or designee may state the City of Mount Dora official position on legislative matters and on administrative matters such as budget issues, administrative regulations and procedures, grant applications, etc.

Except as provided, no individual City Council Member or employee of the City of Mount Dora shall take a position on legislation that conveys the impression of an official position of the City. The policy is not intended to preclude individuals from taking an individual position on legislation so long as it does not appear to represent official City business.
Background

The City Council may have occasion to name or rename City parks and other facilities consisting of buildings, streets, facilities, places, or natural features within the corporate City limits or owned by the City of Mount Dora.

Purpose

The purpose of this policy is to make sure that the City Council has a formal policy in place establishing procedure and criteria for the selection of place names. The policy will also ensure that naming of City facilities appear in the best interest of the City of Mount Dora to establish an official City policy on place names and name changes.

Policy

Facilities may be named for persons, living or deceased, provided they have made a significant contribution of land or money and the donor stipulates naming of the facility as a condition of the donation; or when the individual has made an unusually outstanding public service contribution.

1) If the City Council determines that a City park or other City facility should be named or renamed, the City shall solicit suggestions for names. All suggestions, whether solicited or independently offered, shall be acknowledged and recorded by the City. The City Council may authorize the Parks and Recreation Advisory Board to take public input and make a recommendation.

2) Following a review of recommendations, suggestions and public comments, the City Council shall determine, by majority vote, the name for City parks and other City facilities.
3) The provisions of this procedure shall not apply to the application of donor recognition for such minor items as benches, trees, refuse cans, flagpoles, water fountains, or similar items.

The naming of any facility within the City of Mount Dora will take into consideration the following:

- Neighborhood or geographical identification
- Natural or geological features
- Historical or cultural significance
- Articulated preference of residents in the neighborhood surrounding public facility
Background

The City Council Members and City Staff shall work to preserve appropriate order and decorum during all meetings.

Purpose

The purpose of this policy is to make sure that the City Council has a formal policy in place to establish decorum that will be followed at City Council meetings.

Policy

Professionalism

All members of the City Council shall accord the utmost professionalism and courtesy to each other, the City employees, and public citizens appearing before their legislative body and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statement as to motives and personalities. Council members shall confine their remarks to the issues before City Council.

City Staff Addressing City Council Members

Members of City Staff shall observe the same rules of procedures and decorum applicable to members of City Council. While the presiding officer shall have the authority to preserve decorum in meetings as far as staff members and City employees are concerned, the City Manager shall be responsible for the orderly conduct and decorum of all City employees under his/her direction. The City Manager shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by City employees attending City Council meetings.

All remarks and questions shall be addressed to the City Council as a whole and not to any individual member thereof.
Interruption of Meeting

Persons demonstrating disruptive behavior at meetings or violating established rules of order will be called to order by the presiding officer. If such conduct continues, the presiding officer may call a recess, request the removal of such person(s) from the meeting upon a finding of “disorder”, adjourn the meeting if determined to be the appropriate action, or take such other appropriate action as permitted by law.

Defining Disorder and Disruption

A speaker who is disorderly at a meeting may be removed upon finding by the presiding officer that such disorder causes a “disruption”. Disorder at public meetings usually takes one of three forms:

1. Refusal to confine speech to the subject matter being addressed

2. Refusal to conform to the time limits on speaking:
   - Courts have held that a valid removal order for time limit or subject limitation violations should include advising the speaker of available, alternative methods of presenting his or her views such as: a) leaving a written transcript of the speech for the record; b) mailing the speech to each member of the City Council; and/or c) appearing at future meetings to discuss the subject

3. The speaker’s demeanor and conduct during the meeting.

Disruption includes any conduct that significantly violates generally or specifically established rules of order and truly disrupts the meeting. Examples are:

1. Violent or tumultuous conduct threatening the safety of another

2. Conduct creating danger to another’s property

3. Provoking or engaging in a fight

4. Use of words that may threaten or outrage others

5. Not speaking on subject matter being addressed and refusal to do so when requested by presiding officer

6. Using obscene, profane or vulgar language

A speaker may not be removed merely because the content of the speech is not politically pleasing or acceptable.
Enforcement of Order

Any City Council Member may request the presiding officer to enforce the rules of decorum upon a motion and majority vote by Council.

Removal from Meeting

Upon instruction of the presiding officer, it shall be the duty of the Police Chief and/or Police Department Staff to escort and/or remove any person who disrupts the meeting. If the individual refuses or resists removal, he or she may be placed under arrest.

Re-Entry to Meeting

The length of time a removed offender must remain outside a meeting, or whether he or she may re-enter during the same meeting shall be decided by a majority vote of City Council.
CITY COUNCIL

PLACEMENT OF ITEMS ON CITY COUNCIL AGENDA

Background

The City Council Agenda must be prepared in a timely manner, complete with all required back-up information to accompany each agenda item. The item must also include a routing slip approved by all departments impacted.

Purpose

The City Manager, City Clerk and Mayor shall prepare agendas for all formal and informal meetings.

Policy

All reports, communications, ordinances, resolutions, contract documents or other matters to be considered at a City Council meeting must be delivered to the City Manager’s Office within the time frame determined by him or her. The office of the City Clerk shall arrange an agenda list, with all attachments and back-up information that will typically be submitted to the City Council on Thursday, the week before a scheduled City Council meeting.

Councilmembers

Any Councilmember may request an item be placed on a future agenda by bringing up the item under Other Business and obtaining consensus from the entire City Council for the item to be placed on a future agenda.

Public

A member of the public may make a written request to an Elected Official or to the city Manager for a future agenda. Should such request be made to a City Council member, that request will be presented to the City Manager or City Clerk for consideration and preparation for an agenda as appropriate.
Modification of Agenda

The Mayor may make changes to the order of the agenda. Such changes shall be announced after Public Appearances and must be listed in the minutes under *Adjustments to the Agenda*.

The following adjustments to the agenda may be made by majority vote or general consensus of City Council:

1) Removing an agenda item per the request of City Council or the City Manager
Background
The Proclamation is that which is proclaimed or announced officially by the Mayor.

Purpose
The purpose of a Proclamation is to officially recognize a specific person, event or period of time in a public forum.

Policy
Proclamations are used in a variety of ways.

The Mayor may proclaim almost anything that is requested of him/her.

The City Manager reserves the right to prepare Proclamations recognizing recurring Public Services and any other subject deemed appropriate for public recognition.

Each Proclamation will be written specifically addressing the subject for which the document is being prepared.

A Proclamation will consist of “Whereas” clauses and will be signed by the Mayor. The Proclamation will be attested and sealed by the City Clerk.

To create a Proclamation, the person requesting the Proclamation will be asked to provide a few pertinent facts about the subject and the applicable dates. The facts will be organized in chronological order in the “Whereas” section; with the insertion of what is being proclaimed; finishing the document with “In Witness Whereof”; and will be read or issued by the Mayor and/or City Council.

When a Proclamation is required, information may be provided to the City Clerk and/or City Manager’s Office where the Proclamation will be prepared and placed on a City Council Agenda.
City of Mount Dora
Legislative Policies and Procedures

CITY COUNCIL
RECOGNITION OF OUTGOING COUNCILMEMBERS

Background

When Mayor and City Council members are elected, they are elected to serve for a term of two (2) years. Sometimes, service is extended beyond the two-year term based on re-election.

Purpose

The purpose of this policy is to ensure that Mayor and City Council Members are recognized for their years of service.

Policy

The City of Mount Dora recognizes that there are many “volunteer” hours that are spent when elected to office to serve the City of Mount Dora residents.

When a Mayor or City Council member chooses to step down from their position or is not re-elected to serve an additional term, it is appropriate to recognize that person for their years of dedicated service to the City of Mount Dora.

Upon expiration or termination of a single term, a Certificate of Recognition in the form of a Proclamation will be written and presented to the outgoing City Council member by Mayor and City Council. Should the Mayor be the officer leaving, the Proclamation will be presented by the Vice-Mayor and City Council Members.

The City Council, at its discretion, may provide a plaque or other form of recognition for years of service as deemed appropriate.
City of Mount Dora
Legislative Policies and Procedures

CITY COUNCIL REQUESTS OF STAFF RESOURCES

Background
This Policy is to establish relationship and conduct between City Council members and City Staff.

Purpose
The purpose of this policy is to make sure the City Council retains full power, as a legislative body, to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, departmental priorities and conducting of City business with the exceptions delineated below. The City Council should recognize the primary function of staff as executing Council policy and actions taken by the City Council and in keeping the Council informed.

Policy

A. Interference with Administration
Individual Council Members are discouraged from directing, interfering, or otherwise dealing with City Officers and employees on an “individual” basis as City Officers and employees are subject to the direction and supervision of the City Manager. Any direction to City Officers or employees should be relayed through the City Manager. Neither the City Council nor its members shall give orders or direction to any such officer or employee.

B. Appointment and Removals
No member of the City Council shall, in any manner, dictate the appointment of or removal of a City Administrative Officer or employee whom the City Manager or any of his/her subordinates are empowered to appoint.

C. Undue Influence
Individual members of the City Council shall make no attempt to pressure or influence staff decisions, recommendations, workload, schedules and/or departmental priorities.
City staff, through the City Manager, is obligated to take guidance and direction from the City Council only as a whole. Staff is directed to reject any attempts by individual members of the City Council to unduly influence or otherwise pressure them into making, changing or otherwise suppressing staff decisions or recommendations, or changing department work schedules and priorities.

D. Requests for Information

After reasonable notice to the City Manager, individual members of the City Council may closely scrutinize, by question and observation, all aspects of City Governmental Operations, solely for the purpose of obtaining information to assist the City Council in formation of sound policies to be considered. All recommendations for improvement in City Governmental Operations by any individual City Council member shall be made to and through the City Manager.

E. Response to City Council Requests

City Staff, through the City manager, will make every effort to respond in a timely and professional manner to all requests made by individual Council members for information or assistance, provided that, in the judgment of the City Manager the request is not of a magnitude, either in terms of workload or policy, which would require that it more appropriately be assigned to staff through a collective direction of the City Council. In terms of making this judgment, the following guidelines should be considered:

1) The request should be specific and limited in scope so that staff can respond without altering other priorities and with only minimal delay to other assignments.

2) The request should only impose a “one time” work requirement, as opposed to an ongoing work requirement.

3) The response to a request should not require a significant allocation of staff resources (generally defined as consisting of more than one staff person, or a single staff person working on the issue in excess of 1-2 hours).

An exception to the above guidelines will be staff work required to support a Council Member who has been designated by the City Council to represent the City in an intergovernmental role or relative to a special assignment.

In cases where staff response to an individual Council Member request involves written material which may be of interest to other Council Members, the City Manager and/or Staff will provide copies of the materials to all other City Council Members. In making this judgment, the City Manager will consider whether the information is significant or new or otherwise not available to the City Council or of interest to the City Council.
Background

The City expressly acknowledges its responsibility to administer limited public resources wisely and to expend them only when there will be a substantial benefit to the City and its residents. It is the intent of this policy to establish rules and guidelines to govern reimbursement to City Council members based on actual and necessary expenses incurred in performance of official duties.

Purpose

The purpose of this policy is to make sure that City Council Members are reimbursed expenses that occur due to travel and expenses incurred on behalf of the City of Mount Dora.

Policy

The City of Mount Dora pays or reimburses the cost of certain meeting and travel expenses for employees and City Council/Board Members who incur such qualified expenses in the course of their employment with or service to the City. In order to be considered reimbursable, expenses must be related to the conduct of official business or attendance at professional meetings, conferences or training sessions which promote overall job knowledge.

The following guidelines will apply when traveling on City business or attending professional conferences and/or seminars:

- The City Council has set a guideline that only one City Council member will attend events outside of Lake County unless majority consensus of Council is to alter the policy (i.e. Lake County Days and Legislative Action Days will only have one Mount Dora elected representative present)
- For any educational travel such as conferences and/or seminars, Form A (see attached) should be used to report all related expenses. Expenses shall include meals, lodging, auto mileage, parking and tolls, and other itemized expenses as appropriate. For any such
educational travel incurred within a fifty (50) mile radius of the attendees’ primary office location, overnight accommodations will not be permitted.

- Allowable auto mileage will be reimbursed at the rate allowed per mile based on City Finance Department policy.
- Meal allowances will be provided for breakfast, lunch and dinner.
- Receipts must be provided for all business related expenses incurred while traveling. Receipts must be originals. The City’s Visa “P” Card receipt is preferred for all fare, auto, lodging and meal expenses wherever the card is accepted. If for any reason a valid receipt is lost, photo copies of your Visa “P” Card charges and/or a written explanation must be provided with the appropriate Form A or Form B.

Any expense incurred over and above the maximums will be the responsibility of the employee.