



**CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY (CRA)
6:00 PM, Tuesday, July 23, 2024
685 W. Montrose Street**

CALL TO ORDER

NEW BUSINESS

- | | |
|--|---|
| Item No. 1 - Meeting Minutes | Consider approval of the April 23, 2024, CRA meeting minutes. |
| Item No. 2 - Grant Extension Request | Consider the request for grant extension 639 8th Street. |
| Item No. 3 - Contract Approval | Consider approval of the annual contract with Clermont Main Street in the budgeted amount of \$70,000. |
| Item No. 4 - Community Redevelopment Agency Budget Reallocation & Approval to Construct Parking Lot. | Consider approval of reallocation of the CRA budget and constructing a new parking lot on city property at Desoto and West. |

ADJOURN

PUBLIC NOTICE

Meeting agendas are available on the city website and are posted within the first floor of City Hall.

Should any person desire to appeal any decision of the City Council with respect to any matter to be considered at this meeting, that person shall ensure that a verbatim record of the proceedings is made including all testimony and evidence upon which any appeal may be based (F.S. 286.0105).

In accordance with the Americans with Disabilities Act (ADA), if any person with a disability defined by the ADA needs special accommodation to participate in this proceeding, then not later than two business days prior to the proceeding he/she should contact Clermont, City Clerk's Office, 352-241-7331.

Please be advised that if you intend to show any document, picture, video or items to the Council or Board in support or opposition to any item on the agenda; a copy of the document, picture, video or item must be provided to the City Clerk for the City's records.

City of Clermont
MINUTES
COMMUNITY REDEVELOPMENT AGENCY (CRA)
MEETING MINUTES
April 23, 2024

CALL TO ORDER

The Community Redevelopment Agency met on Tuesday, April 23, 2024 in the Clermont City Council Chambers. Chair Murry called the meeting to order at 6:00pm with the following Board Members present: Board Members Merrick, Gonzalez, Myers, Pines, and Murry.

Other City officials present were Development Services Director Henschel and City Clerk Howe.

Board Member Crawford was absent.

AGENDA ITEMS

Item No. 1 – Meeting Minutes

Board Member Pines moved to approve the meeting minutes from October 10, 2024. Seconded by Board Member Myers. Passed unanimously 6-0 with all members present voicing aye.

Item No. 2 – Parking Study Task Order

City Manager Bulthuis stated that the city conducted a downtown parking study in 2019. The downtown area has since redeveloped and city staff feels it is important to do another study in order to make sure there is adequate parking on regular days as well as enhance the parking for special events. The study will review the current public parking in place and confirm the parking for downtown is within a walkable distance. City staff is asking the Community Redevelopment Agency to fund the parking study, estimated at \$50,000. There are over \$700,000 in funds budgeted for land, a portion of those funds can be moved to fund the parking study.

Chair Murry opened the public hearing.

Samii Taylor Yakovetik, Hartwood Reserve - Expressed concern with performing another parking study.

Chair Murry closed the public hearing.

Board Member Pines moved to approve Parking Study Task Order. Seconded by Board Member Gonzalez. Passed unanimously 6-0 with all members present voicing aye.

Item No. 3 – Community Redevelopment Agency Budget Reallocation

City Manager Bulthuis spoke about the growth and larger crowds at the First Friday events. City staff met with Clermont Main Street regarding the number of police officers needed for the event. Police Chief Broadway recommended ten officers for the First Friday events. There are currently four officers, the city pays for two and Clermont Main Street pays for two. The cost for the overtime is \$55.00 per hour per officer, which would be \$2,200 per event for the additional eight officers. There are five more First Friday events for this fiscal year and Clermont Main Street has requested the Community Redevelopment Agency cover the additional officers pay. Staff recommended a budget amendment of \$15,000.

City of Clermont
MINUTES
COMMUNITY REDEVELOPMENT AGENCY (CRA)
MEETING MINUTES
April 23, 2024

City Manager Bulthuis stated that staff added security cameras, lighting and sidewalks to the parking lot downtown that was not budgeted. An additional \$100,000 is needed to complete the project. The funds would come from the Community Redevelopment Agency, where taxes are from businesses in the Community Redevelopment Agency boundary.

Board Member Merrick clarified that the funds for the police officers would be through the end of the Community Redevelopment Agencies fiscal year and then would be reassessed for the next fiscal year.

City Manager Bulthuis confirmed that it is for the current fiscal year and would reassess for next fiscal year.

Chair Murry asked if any of the security cameras would cover Victory Pointe.

Information Technology Director Fountain stated that there are cameras facing the shoreline. The cameras at the Historic village are facing the parking lot.

Board Member Merrick inquired who monitors the cameras.

City Manager Bulthuis stated that the cameras are not monitored.

Chair Murry opened the public hearing.

Charlene Forth, 939 W. Desoto Street – Expressed concern regarding monitoring the cameras.

Chair Murry closed the public hearing.

Board Member Gonzalez moved to approve Item # 3, Community Redevelopment Agency Budget Reallocation. Seconded by Board Member Pines. Passed unanimously 6-0 with all members present voicing aye.

Christine Dalton and Natalie Kahler presented an update on the Historic Resource Survey project they are working on for Clermont Main Street. The purpose of the project is to inventory and evaluate historic properties within the survey area that are 50 years and older. This is the first survey being done in Clermont and establishing a baseline of historical history. This project will provide in-depth research and study the history and development of Clermont. Once completed, the long-term impact exists in the potential for future projects and funding.

City of Clermont
MINUTES
COMMUNITY REDEVELOPMENT AGENCY (CRA)
MEETING MINUTES
April 23, 2024

ADJOURN: With no further comments, this meeting adjourned at 6:28pm.

APPROVED:

Tim Murry, Chair

ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, July 23, 2024		
Agenda Item Name		
Grant Extension Request		
Requested Action		
Staff Report		
The applicant, (Mr. Curtis Evans) had applied for a \$15,000 building code assistance grant on September 13th 2023 for a building at 792 West Montrose Street. The project is to reconstruct the dilapidated upstairs living quarters and turn them into updated and code-compliant apartments. Mr. Evans signed the grant agreement on Sept 13, 2023 (attached). Highlighted in the agreement, the board will note that the project was to be completed by January 11, 2024. Mr. Evans did not meet the January 11, 2024, completion date. On February 27, 2024 Mr. Evans was granted an extension until April 11, 2024. Due to other circumstances, Mr. Evans was granted an additional extension until June 11, 2024. Mr. Evans has been talking via telephone with staff about his inability to get the project completed, but the city only received his formal request for an additional extension on July 18, 2024. Staff does not have the authority to approve another extension. Note, the entire project was scheduled to be completed in 4 months. It is now 6 months past the original completion date and the project is still not complete, total 10 months.. The CRA Board is being asked to give Mr. Evans an additional extension. Please note, staff is simply enforcing CRA board approved policies for the Building Code Grant program. The granting of an extension of this magnitude may set a precedent for future applicants to exceed the grant guidelines they agreed to when they applied. In that case, the timelines of the grant program become null.		
Additional Analysis		
Fiscal Impact Summary		
None.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Grant Agreement with 2nd Extension Term	Grant Agreement with 2nd Extension Term.pdf	
2. Evans	Evans.pdf	



City of Clermont
Community Redevelopment Agency
BUILDING CODE GRANT PROGRAM

GRANT AGREEMENT

Grant No. 2023-03BCAG

THIS GRANT AGREEMENT, is entered into this 13th day of September, 2023 between the City of Clermont and the Clermont Community Redevelopment Agency (GRANTOR) and The Downtown Exchange (GRANTEE). This Grant Agreement is Grant Number 2023-03BCAG with the purpose of providing funds for commercial redevelopment in accordance with the criteria of the Building Code Assistant Grant Program (BCAG) and the associated application for funds from the Clermont Community Redevelopment Agency (CRA) and the City of Clermont.

1.0 PARTIES:

The parties and their respective addresses for the purposes of this Agreement are:

- (a) City of Clermont
Community Redevelopment Agency
685 W. Montrose Street
Clermont, Florida 34711
- (b) Curtis Evans (The Downtown Exchange) Alternate Key #:1614554
2000 S Lakeshore Dr. Site Address: 639 8th St.
Clermont, FL 34711 Clermont, FL. 34711

GENERAL CONDITIONS:

A. LIABILITY

- 1. The GRANTOR shall not assume any liability for the acts, omissions to act or negligence of the GRANTEE, its agents, servants or employees; nor shall the GRANTEE exclude liability for its own acts, omissions to act or negligence to the GRANTOR. In addition, the GRANTEE hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the GRANTEE or its agent.
- 2. The GRANTEE shall be responsible for all work performed and all expenses incurred in connection with the project which are over and above the Grant amounts. The GRANTEE may subcontract with vendors for services as set forth in this agreement, the Criteria, and the Application requirements.

B. GOVERNING LAW. This Agreement shall be governed by laws of the State of Florida. Any and all litigation arising under this Agreement shall be brought exclusively in the appropriate court in Orange County, Florida.

C. MODIFICATION. This writing contains the entire Agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set

forth. No agent, employee, or other representative of either party is authorized to alter any of the terms of this Agreement, unless done in writing and signed by the GRANTEE or their designee and the GRANTOR's designee.

D. APPLICABLE LAWS. GRANTEE agrees to comply with all applicable federal, state and local laws related to the execution of the program described in this Agreement including "Exhibit A" and "Exhibit B".

E. ENFORCEABILITY. If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder of the Agreement will remain in full force and effect.

F. ATTORNEY FEES. Unless authorized by law and agreed to in writing by the GRANTOR, the GRANTOR will not be liable to pay attorney fees, interest, or cost of collection associated with any building code improvements undertaken per this agreement.

The grant manager of the GRANTOR is Curt Henschel, Development Services Director, telephone 352-241-7308. The grant manager for the GRANTEE is Curtis Evans telephone 352/255-9981. All approvals referenced in this Agreement must be obtained in writing from the grant managers or their respective designees. Either party may change its grant manager at any time by written notice to the other pursuant to section 2.0.

2.0 NOTICES:

All notices between the parties shall be by either confirmed fax, e-mail or certified mail, return receipt requested, delivered to the address of the parties as set forth in section 1.0 above.

3.0 TERM:

The term of this Agreement shall commence upon execution and continue 120 days until January 11, 2024. Requests for extension of the grant period must be in writing and for a period not to exceed 3 months. Extensions are subject to the same terms and conditions set forth in the initial Agreement. Only one extension of the grant period will be permitted, unless failure to satisfy the Agreement is due to events beyond the control of the GRANTEE. Only project costs incurred on or after the effective date of the Agreement and on or prior to the termination date of the Agreement are eligible for grant funds.

4.0 GRANT REQUIREMENTS & SCOPE OF WORK:

A. PERFORMANCE MEASURES/MEASURABLE OUTCOMES

All funds awarded by the GRANTOR for the proposed Improvement shall be for completed work, according to the approved project application designated as "Exhibit A". Grant funds shall be used in accordance with the proposed application, City Codes, Building codes and Architectural Standards. Grant funds may not be used for city, county or state permits where required.

Specific grant requirements shall include the following, incorporated as "Exhibit B": Criteria information sheets;

B. CONTRACTOR, BUILDING & ZONING REQUIREMENTS

The GRANTEE and/or any contractor hired by the GRANTEE, shall be required to provide information to the GRANTOR, in accordance with the application requirements. All work shall be completed according to the City of Clermont building and zoning requirements. In addition, all work shall adhere to the City of Clermont's Architectural Standards.

C. AWNINGS AND SIGNAGE

For any canvas awning signage cited as a component of the project within the application for funds, in the event a tenant vacates the unit, a similar sign shall be installed for any tenant or a blank canvas awning of similar design shall be installed in its place within 60 days, (in the event another tenant does not fill the unit). The GRANTEE shall be required to replace or remove any lettering, logo or other advertising material from the awning which is not associated with a new tenant. All signage must be approved according to the Clermont Land Development Code, Chapter 102, Signs, and the Architectural Standards.

This provision shall be applicable for a minimum of five (5) years or until such time that the City of Clermont approves a revised master sign plan, whichever occurs later.

D. MAINTENANCE OF RENOVATIONS AND IMPROVEMENTS

For the term of this Agreement, the GRANTEE shall be responsible to maintain all renovations and improvements associated with this Agreement, which shall include but is not limited to cleaning and repair in the event of normal wear and tear or damage. Nothing in this Agreement shall be construed to relieve the GRANTEE or his/her successors from complying with any and all city codes related to property maintenance either during or following the term of this Agreement.

E. INCOMPLETE RENOVATIONS OR IMPROVEMENTS

The GRANTEE shall be responsible for any and all costs for renovations or improvements in the event they are not completed by the designated date shown in section 5.0 Payments.

In the event that any CRA funds are advanced and the required work is not completed, the property owner shall be responsible for repayment of funds advanced for the incomplete work. Required work shall be described as being that work funded by the CRA, and that work being funded by the applicant as leverage according to the application and approvals by the CRA. Repayment must be made in full within 90 days of the completion date shown in section 5.0 Payments. In the event repayment is not accomplished, the property will be liened for the amount in question. The GRANTOR shall have the sole authority to determine what portion of the grant monies will be required for repayment and what components of the project shall be designated as incomplete. Repayment amounts will be based on remaining costs after GRANTEE contribution has been credited towards the completed work.

F. CHANGE OF OWNERSHIP

In the event the GRANTEE completes improvements using CRA funds and subsequently sells the unit or building to a nonprofit and/or religious entity within five (5) years from the completion of this Agreement, the GRANTEE must reimburse the CITY that amount or a proportionate share of the improvements completed to that unit or building. This Agreement shall be considered binding

to any heirs, successors and/or assigns.

G. AUDIT AND RECORDS

The GRANTEE shall retain and maintain all records associated with the facade improvements, including records of all payments made by the GRANTEE in connection with the Grant for a period of one year after termination of the grant period. Records shall include, but are not limited to, vouchers, bills, invoices, requests for payment and other supporting documentation which sufficiently and properly reflect all program costs expended in the performance of this Grant Agreement. Copies of these documents must be submitted to the GRANTOR during the renovation or improvement period upon request. All changes must be consistent with the original quotes submitted by the GRANTEE in the application process in order to receive final payment for the Grant. These quotes are on file with the GRANTOR.

5.0 PAYMENTS:

This Grant Agreement shall be for the total amount of \$15,000. All payments shall be in accordance with the Building Code Improvement Grant Program application in "Exhibit A" submitted by the GRANTEE. All renovation or improvement work, according to the application, shall be completed by the 11th day of January, 2024.

Payment of the remainder of the Grant shall be completed after the following:

- (1) Submittal of all bills or invoices which have been paid in advance by the GRANTEE which are required as proof of payments to the contractor by the GRANTEE;
- (2) Activities and inspections related to any building permits issued by the City of Clermont must be completed;
- (3) All renovations or improvements must be completed in accordance with the GRANTOR's application as approved.

6.0 TERMINATION:

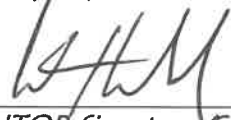
The GRANTOR may terminate the Agreement due to the failure of the GRANTEE to fulfill its obligation under the Agreement in a timely or satisfactory manner. Satisfaction of obligation by the GRANTEE will be determined solely by the GRANTOR. The GRANTOR must provide the GRANTEE a written notice of default. The GRANTEE will have fifteen (15) calendar days to cure the default, unless it is determined by the GRANTOR that it is necessary that the default be cured immediately. If the default is not cured by the GRANTEE within the stated period of time, the GRANTOR has the option to terminate this Agreement. The termination shall be effective upon no less than 24 hours' notice delivered in the manner set forth in Section 2.0. In the event of termination of this Agreement, the GRANTEE will be compensated for any work satisfactorily completed prior to notification of termination. Determination of work satisfactorily completed shall be at the sole discretion of the GRANTOR. If any payment is due the GRANTEE, said payment shall be made by the GRANTOR within 90 days of such determination.

For ALL CRA grants:

X 
GRANTEE Signature (property owner, recipient)

9/13/2023
Date

Curtis Evans
Print (property owner, recipient)

X 
GRANTOR Signature (City Representative)

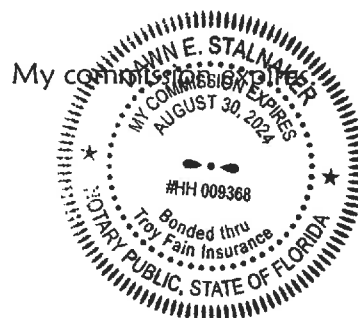
9/13/2023
Date

Curt Henschel
Print (City Representative)
Development Services Director
Title (City Representative)

STATE OF FLORIDA; COUNTY OF LAKE:

The foregoing instrument was acknowledged before me, this 13th day of September, 2023, by Curtis Evans who is personally known to me or who has produced _____ as identification, and who executed the foregoing instrument, and who did take an oath.


Signature of Notary Public – State of Florida



From: [Curt Henschel](#)
To: [Kathy Heard](#)
Subject: FW: Building Code Grant Extension
Date: Tuesday, February 27, 2024 4:34:48 PM

From: Curtis Evans <curtis@envirosafetanks.com>
Sent: Tuesday, February 27, 2024 4:32 PM
To: Curt Henschel <CHenschel@clermontfl.org>
Subject: Building Code Grant Extension

I'd like to extend the building code grant until April 11th 2024. Thank you!

Curtis 352-255-9981

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: [Curt Henschel](#)
To: [Kathy Heard](#)
Subject: FW: ****DOWNTOWN EXCHANGE LETTER****
Date: Wednesday, April 10, 2024 3:29:02 PM
Attachments: [BCFP-LETTER_CURTIS.pdf](#)

Kathy,

Per the attach document, it does appear this circumstance was not controlled by the owner/grant recipient. This will allow him one final extension that will run until June 11th, 2024.

Thank you,



Curt Henschel
Planning & Development Services Director
685 W. Montrose St., Clermont, FL 34711
Tel 352-241-7308
chenschel@clermontfl.org
www.clermontfl.gov

From: Curtis Evans <curtis@envirosafetanks.com>
Sent: Wednesday, April 10, 2024 2:32 PM
To: Curt Henschel <CHenschel@clermontfl.org>
Subject: Fwd: ****DOWNTOWN EXCHANGE LETTER****

See attached letter, will this work?

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Matthew Bristoll <mattb@bigcountryfireprotection.com>
Sent: Wednesday, April 10, 2024 2:16:26 PM
To: Curtis Evans <curtis@envirosafetanks.com>
Subject: ****DOWNTOWN EXCHANGE LETTER****

Hello Curtis-

Please see attached.

Thank you,

Matthew Bristoll
Big Country Fire Protection, Inc.
110 Jumper Drive N.
Bushnell, FL 33513



110 Jumper Drive N. Bushnell, FL 33513 (352)-404-5990
EF20001155, FPC18-000001

April 10, 2024

Curt Henschel
Planning and Development Director
City of Clermont
685 West Montrose Street
Clermont, FL 34711

**RE: Downtown Exchange
639 8th. Street
Clermont, FL. 34711**

This letter is to inform you that the scope of work regarding Fire Sprinkler permit #23-4874 and Fire Underground permit #23-4073 is complete. At this time we are unable to schedule final inspections to close out these permits.

The final fire inspection requires the additional fire riser devices to be tied into the fire alarm system to test and send signals to central station monitoring. The previous fire alarm service provider did not inform Curtis of these requirements. The existing fire alarm system will not accommodate these new devices. The previous alarm company knowing the fire sprinkler system was going to be installed did not make Curtis aware of the potential upgrade.

Big Country Fire Protection is now working with Curtis to design build the new fire alarm system that will allow these additional devices to be added to the new system. This work will be performed under a new fire alarm permit.

Best Regards,

Matthew Bristoll

Brian Bulthuis

From: Curtis Evans <curtis@envirosafetanks.com>
Sent: Thursday, July 18, 2024 10:39 AM
To: Curt Henschel; Brian Bulthuis
Subject: Fwd: Grant extension request

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: The Downtown Exchange <thedowntownexchange2020@gmail.com>
Sent: Thursday, July 18, 2024 10:29:23 AM
To: Curtis Evans <curtis@envirosafetanks.com>
Subject: Fwd: Grant extension request

----- Forwarded message -----

From: **The Downtown Exchange** <thedowntownexchange2020@gmail.com>
Date: Wed, Jul 17, 2024, 2:37 PM
Subject: Grant extension request
To: Curt Henschel <chenschel@clermontfl.org>, <BBulthuis@clermontfl.org>

Hi I'm looking to get my grant extended to August 23 2024. My fire contractor failed to meet the original grant deadlines due staffing issues. He has confirmed everything with this scope will be complete this week and ready for inspections. Please let me know if you have any questions. Thank you!

Curtis Evans 352-255-9981



CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY (CRA)
6:00 PM, Tuesday, July 23, 2024
685 W. Montrose Street

Meeting Date			
Tuesday, July 23, 2024			
Agenda Item Name			
Contract Approval			
Requested Action			
Recommend approval of contract			
Staff Report			
In the 2023/2024 CRA Budget, the board budgeted \$70,000 for the Clermont Main Street program. In order for staff to release the money, the CRA Board must approve a contract with the Main Street Board. Attached is the contract the city has used in previous years. This contract provides annual budgeted funding to Main Street to provide projects, initiatives, marketing and special events that promote downtown Clermont within the CRA District.			
Additional Analysis			
Fiscal Impact Summary			
The funding of \$70,000 is included in the current year's CRA budget.			
Fiscal Impact	Fund Number and Description	Available Budget Amount	
\$70,000	60552-88202	\$70,000	
Exhibits Attached (copies of original agreements)			
1.	Main Street Agreement 2024	Main Street Agreement 2024.pdf	

PUBLIC NOTICE

Meeting agendas are available on the city website and are posted within the first floor of City Hall.

Should any person desire to appeal any decision of the City Council with respect to any matter to be considered at this meeting, that person shall ensure that a verbatim record of the proceedings is made including all testimony and evidence upon which any appeal may be based (F.S. 286.0105).

In accordance with the Americans with Disabilities Act (ADA), if any person with a disability defined by the ADA needs special accommodation to participate in this proceeding, then not later than two business days prior to the proceeding he/she should contact Clermont, City Clerk's Office, 352-241-7331.

Please be advised that if you intend to show any document, picture, video or items to the Council or Board in support or opposition to any item on the agenda; a copy of the document, picture, video or item must be provided to the City Clerk for the City's records.

AGREEMENT FOR SERVICES

THIS AGREEMENT is by and between the THE CITY OF CLERMONT COMMUNITY REDEVELOPMENT AGENCY, hereinafter referred to as “CRA” and CLERMONT MAIN STREET II, INC., a non-profit Florida Corporation, herein referred to as "Main Street".

WITNESSETH:

WHEREAS, the purposes of the Main Street, which include revitalization, stabilization and development of downtown Clermont and the CRA area are viable, legitimate public interests; and

WHEREAS, the Main Street Program is a program designed to promote a business development area within the City of Clermont in accordance with the CRA Redevelopment Plan; and

WHEREAS, the CRA has determined that the services to be provided hereunder are consistent with the CRA Redevelopment Plan and can best be implemented by Main Street and its professional staff; and

WHEREAS, the Board of the CRA has determined that the entering into of this Agreement is in the best interest of the CRA.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereto agree as follows:

1. At the discretion of Main Street, with guidance from the State Main Street Office, their work may include, but not be limited to the following activities, as recommended in the National Main Street Four Point Approach:

- a) to promote the historic preservation, protection, and use of CITY's traditional downtown area, including that area's commercial and civic enterprises and residences;
- b) to participate in, aid and support, CRA and City of Clermont downtown programs, policies, projects, initiatives and marketing activities as may be established by the CRA or the City of Clermont as deemed appropriate by the Main Street board of directors in accordance with the CRA Redevelopment Plan; and
- c) to aid, work with and participate in the activities of other organizations, individual and public and private entities located within the Main Street footprint and overlapping the CRA District and engaged in similar purposes.

In consideration of the services rendered by Main Street in Fiscal Year 2023, the CRA shall pay SEVENTY THOUSAND DOLLARS (\$70,000) to Main Street by September 30, 2024.

2. All funds provided by the CRA shall be obligated to be expended by Main Street by the end of the fiscal year. On an annual basis and no later than September 30th of each year, Main Street shall provide to the CRA an audit review of the Main Street Program, year-end financial reports, detailed budget, and annual work plans.

3. Notice may be provided by e-mail or United States mail to:

Main Street: Patrick Bianchi
Clermont Main Street
P.O. Box 120734
Clermont, FL 34712
E-mail: clermontdowntown@gmail.com

CRA: Brian Bulthuis
Clermont City Manager
City Hall
685 W. Montrose Street
Clermont, FL

4. PUBLIC RECORDS:

A. IF THE "MAIN STREET" HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MAIN STREET'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

City Clerk, City of Clermont
685 West Montrose Street
Clermont, FL
Tel: 352-241-7330
E-mail: Cityclerk@clermontfl.org

B. Main Street understands that by virtue of this Agreement all of its documents, records and materials of any kind, relating to the relationship created hereby, shall be open to the public for inspection in accordance with Florida law. If Main Street will act on behalf of the CRA, as provided under section 119.011(2), Florida Statutes, the Main Street, subject to the terms of section 287.058(1)(c), Florida Statutes, and any other applicable legal and equitable remedies, shall:

1. Keep and maintain public records required by the CRA to perform the service.
2. Upon request from the CRA's custodian of public records, provide the CRA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Florida law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Main Street does not transfer the records to the CRA.
4. Upon completion of the contract, transfer, at no cost, to the CRA all public records in possession of Main Street or keep and maintain public records required by the CRA to perform the service. If Main Street transfers all public records to the CRA upon completion of the contract, Main Street shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Main Street keeps and maintains public records upon completion of the contract, Main Street shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA, upon request from the CRA's custodian of public records, in a format that is compatible with the information technology systems of the CRA.
5. If Main Street does not comply with a public records request, the CRA shall enforce the contract provisions in accordance with the Agreement.

5. This Agreement may be terminated at any time by either party with cause or without cause upon thirty (30) days written notice to the other party. If terminated by Main Street any funds not previously expended by Main Street shall be returned to the CRA.

6. This Agreement may not be modified or amended except by an Agreement in writing signed by all parties.

7. This Agreement including the documents incorporated by reference contains the entire understanding of the parties hereto and supersedes all prior and contemporaneous agreements between the parties with respect to the performance of services by Main Street.

8. This Agreement is personal to the parties hereto and may not be assigned by Main Street, in whole or in part, without the prior written consent of CRA.

9. The parties agree that the sole and exclusive venue for any cause of action arising out of this Agreement shall be Lake County, Florida.

10. This Agreement and any amendments hereto are executed and delivered in the State of Florida and shall be governed, interpreted, construed and enforced in accordance with the laws of the State of Florida.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year set forth below.

Attest:

CITY OF CLERMONT COMMUNITY
REDEVELOPMENT AGENCY

Tracy Ackroyd Howe, MMC
City Clerk

Tim Murry, Chairman

Date: _____
As approved by the CRA Board at its regular
meeting of July 23, 2024

CLERMONT MAIN STREET II, INC., a
non-profit Florida corporation

By: Patrick Bianchi

Printed Name/Title

Date: _____



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, July 23, 2024		
Agenda Item Name		
Community Redevelopment Agency Budget Reallocation & Approval to Construct Parking Lot.		
Requested Action		
Staff Report		
The CRA only has operating expenses with line items. As the fiscal year continues, expenditures need to be reallocated from different line items to make sure they are recorded appropriately. City staff is requesting a reallocation of the existing Community Redevelopment Agency ("CRA") budgeted funds. Two areas of budget reallocation are requested. One, a reallocation of budget in the revenue area as follows: • Moving \$351,500 in revenue received from "Ad Valorem Taxes" to the "Transferred In" revenue line. These funds are received from the City of Clermont as a transfer and not directly from the Lake County Tax Collector. Two, a reallocation of budget in the expenditure area as follows: • A second audit fee - \$4,000 • Commercial insurance - \$1,000 • Operating supplies - \$5,500 In addition, staff is recommending allocating \$600,000 to capital outlay parking Desoto to construct a new parking lot on city property. This is the city lot at the corner of Desoto and West Ave. By adding this parking lot, the city will be able to add an additional 46 parking spots in the downtown. The approval would be an amendment to the current downtown streetscape project budget. CRA Funds would pay for the parking.		
Additional Analysis		
Fiscal Impact Summary		
Funds are available within the existing CRA budget.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. CRA 23-24 budget	CRA 23-24 budget.pdf	
2. Parking Desoto & West	Parking Desoto & West.pdf	

**FY 2024-2025 PROPOSED BUDGET
FUND 600 - CRA FUND**

Net		108,292	(383,902)
		Actuals-Unaudited FY2023	REVISED BUDGET FY2024
Starting Fund Balance		506,320	614,612
Revenues	310 - TAXES	653,261	405,433
	330 - INTERGOVERNMENTAL		-
	360 - MISCELLANEOUS	14,044	28,000
	380 - OTHER FINANCING SOURCES		351,500
Total Revenue		667,305	784,933
Expenses	550 - ECONOMIC DEVELOPMENT	559,012	1,168,835
	580 - OTHER FINANCING USES		-
	590 - OTHER NON OPERATING		-
Total Expenditures		559,012	1,168,835
Ending Fund Balance		614,612	230,710

REVENUES

60311 - AD VALOREM TAXES		653,261	405,433
60311 - AD VALOREM TAXES	31101 - AD VALOREM TAXES	653,261	405,433
60331 - FEDERAL GRANTS		-	-
60331 - FEDERAL GRANTS	33150 - FEDERAL GRANTS - FEMA	-	-
60337 - LOCAL GRANTS		-	-
60337 - LOCAL GRANTS	33772 - COMM FOUNDATION SL COUNTY GRAN	-	-

60361 - INTEREST		14,044	28,000
60361 - INTEREST	36100 - INTEREST EARNINGS	12,833	28,000
60361 - INTEREST	36130 - NET INCR/DECR IN FV OF INVEST	1,211	-
60361 - INTEREST	38100 - TRANSFER FR GENERAL FUND	-	-
60366 - CONTRIBUTIONS & REIMBURSEMENTS		-	-
60366 - CONTRIBUTIONS & REIMBURSEMENT	36650 - REIMBURSEMENTS	-	-
60381 - TRANSFERS-IN		-	351,500
60381 - TRANSFERS-IN	38100 - TRANSFER FR GENERAL FUND	-	351,500
60381 - TRANSFERS-IN	38114 - TRANS FR INSURANCE FUND	-	-
Total Revenue		667,305	784,933

EXPENDITURES

60552 - COMMUNITY REDEVELOPMENT AGENCY		559,012	1,168,835
60552 - COMMUNITY REDEVELOPMENT AGENCY	12100 - REGULAR SALARIES	61,061	-
60552 - COMMUNITY REDEVELOPMENT AGENCY	12120 - OVERTIME SALARIES	1,447	2,600
60552 - COMMUNITY REDEVELOPMENT AGENCY	12220 - FICA	4,621	200
60552 - COMMUNITY REDEVELOPMENT AGENCY	12240 - DEFINED CONTRIBUTION PENSION	6,042	-
60552 - COMMUNITY REDEVELOPMENT AGENCY	12245 - DEFINED BENEFIT PENSION	-	-
60552 - COMMUNITY REDEVELOPMENT AGENCY	12300 - GROUP INSURANCE	20,340	-
60552 - COMMUNITY REDEVELOPMENT AGENCY	12305 - LIFE INSURANCE	162	-
60552 - COMMUNITY REDEVELOPMENT AGENCY	12315 - EMPLOYEE ASSISTANCE PLAN	29	-
60552 - COMMUNITY REDEVELOPMENT AGENCY	12400 - WORKERS COMPENSATION	28	-
60552 - COMMUNITY REDEVELOPMENT AGENCY	12999 - SAL/BEN-NEW PERSONNEL CHANGES	-	-
60552 - COMMUNITY REDEVELOPMENT AGENCY	53100 - PRO SVC-GENERAL	62,045	50,000
	53100 - PRO SVC- POLICE		14,000
60552 - COMMUNITY REDEVELOPMENT AGENCY	53128 - BACKGROUND INVESTIGATIONS	19	-
60552 - COMMUNITY REDEVELOPMENT AGENCY	53129 - DRUG SCREENS	18	-

60552 - COMMUNITY REDEVELOPMENT AGEN 53130 - MEDICAL SERVICES	39	-
60552 - COMMUNITY REDEVELOPMENT AGEN 53154 - PRO SVC-INVESTMENT ADVISOR	118	160
60552 - COMMUNITY REDEVELOPMENT AGEN 53198 - PROF SVS-ART	3,600	-
60552 - COMMUNITY REDEVELOPMENT AGEN 53200 - AUDIT FEE	4,000	8,000
60552 - COMMUNITY REDEVELOPMENT AGEN 53401 - CONTRACT SVCS-GENERAL	-	
60552 - COMMUNITY REDEVELOPMENT AGEN 53402 - CONTRACT SVCS-CLEANING	16,571	33,940
60552 - COMMUNITY REDEVELOPMENT AGEN 53403 - CONTRACT SVCS-MOWING	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN 53404 - CONTRACT SVCS-PEST CONT	238	275
60552 - COMMUNITY REDEVELOPMENT AGEN 53406 - CONTRACT SVCS-SIGNAGE	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN 53412 - CONTRACT SVCS-ELEVATOR MAINT	711	2,540
60552 - COMMUNITY REDEVELOPMENT AGEN 54001 - TRAVEL & PER DIEM	-	480
60552 - COMMUNITY REDEVELOPMENT AGEN 54101 - TELEPHONE	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN 54200 - POSTAGE & FREIGHT	-	50
60552 - COMMUNITY REDEVELOPMENT AGEN 54300 - ELECTRIC & GAS SERVICE	16,200	18,600
60552 - COMMUNITY REDEVELOPMENT AGEN 54301 - WATER & SEWER SERVICE	894	1,200
60552 - COMMUNITY REDEVELOPMENT AGEN 54304 - SOLID WASTE DISPOSAL FEES	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN 54400 - RENTALS-EQUIPMENT	24,295	24,300
60552 - COMMUNITY REDEVELOPMENT AGEN 54404 - RENTALS-LAND	30,622	36,000
60552 - COMMUNITY REDEVELOPMENT AGEN 54500 - COMMERCIAL INSURANCE	5,648	11,730
60552 - COMMUNITY REDEVELOPMENT AGEN 54501 - SELF-INSURANCE LIAB CLAIMS	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN 54600 - REPAIR & MAINT-BUILDINGS	516	1,000
60552 - COMMUNITY REDEVELOPMENT AGEN 54601 - REPAIR & MAINT-VEHICLES	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN 54606 - REPAIR & MAINT-GROUNDS	441	500
60552 - COMMUNITY REDEVELOPMENT AGEN 54607 - REPAIR & MAINT-SOD	-	470
60552 - COMMUNITY REDEVELOPMENT AGEN 54614 - REPAIR & MAINT-EQUIPMENT	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN 54617 - REPAIR & MAINT-FISHING PIERS	6	500
60552 - COMMUNITY REDEVELOPMENT AGEN 54630 - REPAIR & MAINT-OTHER	-	5,000
60552 - COMMUNITY REDEVELOPMENT AGEN 54700 - PRINTING	309	320
60552 - COMMUNITY REDEVELOPMENT AGEN 54800 - ADVERTISING	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN 54801 - PROMOTION	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN 54810 - SPECIAL EVENTS	25,985	27,000
60552 - COMMUNITY REDEVELOPMENT AGEN 54900 - OTHER CURRENT CHARGES	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN 54904 - AQUATIC WEED CONTROL	-	1,600
60552 - COMMUNITY REDEVELOPMENT AGEN 54909 - BANK SERVICE CHARGES	56	100

60552 - COMMUNITY REDEVELOPMENT AGEN	54910 - DEMOLITIONS	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	54912 - SECURITY/MONITORING SERVICE	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	55100 - OFFICE SUPPLIES	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	55200 - OPERATING SUPPLIES	363	6,370
60552 - COMMUNITY REDEVELOPMENT AGEN	55201 - GAS & OIL	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	55202 - TIRES & BATTERIES	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	55203 - UNIFORMS	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	55204 - MINOR EQUIPMENT	31,091	33,500
60552 - COMMUNITY REDEVELOPMENT AGEN	55205 - SAFETY EQUIPMENT	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	55209 - SAFETY SHOES	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	55400 - SUBSCRIPTIONS & DUES	920	1,000
60552 - COMMUNITY REDEVELOPMENT AGEN	55401 - TRAINING & EDUCATION	-	1,400
60552 - COMMUNITY REDEVELOPMENT AGEN	55999 - OPER-NEW PERSONNEL OR CAPITAL	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	66101 - CAP OUT-LAND	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	66201 - CAP OUT-BUILDINGS	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	66300 - CAP OUT-OTHER IMPROVEMENT	-	-
	66300 - CAP OUT - PARKING - Osceola St.		100,000
	66300 - CAP OUT - PARKING - Desoto		600,000
60552 - COMMUNITY REDEVELOPMENT AGEN	66401 - CAP OUT-EQUIPMENT	-	15,000
60552 - COMMUNITY REDEVELOPMENT AGEN	66900 - CAP OUT-PRO SVC	81,587	1,000
60552 - COMMUNITY REDEVELOPMENT AGEN	66999 - CAPITAL-NEW PERS& EQPT CHANGES	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	88201 - CONTRIBUTIONS-GENERAL	-	-
60552 - COMMUNITY REDEVELOPMENT AGEN	88202 - CONTRIBUTION-MAIN STREET PROG	70,000	70,000
	88202 - CONTIBUTION- MAIN ST PROGAMS		
60552 - COMMUNITY REDEVELOPMENT AGEN	88215 - CRA GRANTS	88,988	100,000
60552 - COMMUNITY REDEVELOPMENT AGEN	88228 - FOOD RELATED SERVICES GRANT	-	-
60581 - TRANSFERS-OUT		-	-
60581 - TRANSFERS-OUT	99101 - TRANS TO GENERAL FUND	-	-
60581 - TRANSFERS-OUT	99114 - TRANSFER TO CAPITAL PROJ FUND	-	-
60581 - TRANSFERS-OUT	99120 - TRANS TO SELF INSURANCE FUND	-	-
	77120 - DEBT SVC-2017 LOAN PRINCIPAL		
60599 - CRA FUND RESERVES	77220 - DEBT SVC-2017 LOAN INTEREST	-	-
60599 - CRA FUND RESERVES	59900 - ENDING RESERVES	-	-

60599 - CRA FUND RESERVES	99900 - NONSPENDABLE RESERVES	-	-
60599 - CRA FUND RESERVES	99910 - RESTRICTED RESERVES	-	-
Total Expenditures		559,012	1,168,835

TRAVERSE GROUP, INC.
PO BOX 121754
CLERMONT, FL 34712

Estimate

Date	Estimate #
6/9/2024	2024COC5A

Name / Address
CITY OF CLERMONT 685 W MONTROSE ST CLERMONT FL 34711

Project				
WEST AND DESOTO PARKIN...				
Description	Qty	Units	Rate	Total
WEST AND DESOTO PARKING LOT				
WEST ENTRANCE				
Mobilization	1	LS	7,500.00	7,500.00
Demo, Clear, Grub and Removals	1	LS	25,000.00	25,000.00
Grading	2,700	SY	3.25	8,775.00
Construction Entrance	1	LS	1,500.00	1,500.00
Construction Fence	650	LF	11.00	7,150.00
Export to 12th Street	10	LDS	150.00	1,500.00
Stake and Layout	1	LS	5,500.00	5,500.00
Silt Fence	650	LF	2.70	1,755.00
Testing	1	LS	4,950.00	4,950.00
MOT	1	LS	2,000.00	2,000.00
NPDES	1	LS	2,750.00	2,750.00
30" Perforated HDPE Storm Drain	220	LF	120.00	26,400.00
Type 6 Mod Storm Inlets	3	EA	5,500.00	16,500.00
Type C Inlet Mod Over Flow	1	EA	3,500.00	3,500.00
Type F Curb	1,220	SY	29.00	35,380.00
6' Concrete Sidewalk	3,360	SF	7.95	26,712.00
9" Limerock Base	2,700	SY	19.95	53,865.00
1 1/2" SP 9.5 Asphalt	2,700	SY	19.75	53,325.00
30" Retaining Wall	700	SF	40.00	28,000.00
Sign and Stripe	1	LS	6,500.00	6,500.00
Wheel Stops	50	EA	90.00	4,500.00
Final Dress	1	LS	3,500.00	3,500.00
Landscape, Irrigation and Sod	1	LS	51,950.00	51,950.00
Lighting and Electrical	1	EA	137,720.00	137,720.00
Conduit Raceways	2,400	LF	23.00	55,200.00
As Builts	1	LS	2,900.00	2,900.00
Total			\$574,332.00	

e



West Ave

To Montrose St

46 Proposed Parking Spaces

18" F Curb

- (5) 40' tall trees to be removed
- Connect to existing Clermont fiber network
- 2% drainage

Inlet

30" Under Drain

Inlet

C Box Out Fall

2% Grade

2% Grade

2 to 2.5' Wall

6' Sidewalk

5' Sidewalk

New Parking

W Desoto St



Legend

- Proposed 30' Pole with camera
- Proposed Tag Reader
- Proposed Light Pole
- Proposed Fiber
- Proposed Parking