



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: January 22, 2026

RE: Resolution Number 26-13: Approval of a Memorandum of Understanding (MOU) with Habitat for Humanity of Lake-Sumter, Florida, Inc. for the City of Eustis Home Repair Program

Introduction

The City Commission has identified preservation and rehabilitation of existing owner-occupied housing as a valid municipal public purpose, supporting neighborhood stability, code compliance, and public health and safety. The Home Repair Program is intended to address health, safety, accessibility, and building code deficiencies for income-eligible households, subject to available funding and Commission-adopted guidelines.

Habitat for Humanity of Lake-Sumter, Florida, Inc. is a Florida not-for-profit organization with demonstrated experience in residential rehabilitation and repair services for income-qualified homeowners. The MOU provides a structured mechanism for HFHLS to assist the City in program delivery while maintaining City oversight, budgetary control, and legal compliance.

Analysis (MOU)

The proposed MOU establishes a formal framework for the City's Home Repair Program, under which Habitat for Humanity of Lake-Sumter will assist the City with intake, eligibility screening, project development, construction oversight, and compliance monitoring for income-eligible, owner-occupied residential properties within the City limits. The MOU preserves full City discretion over funding, eligibility criteria, and program guidelines, and includes strong fiscal controls, insurance, indemnification, public records compliance, and termination protections. Approval of the accompanying resolution authorizes execution of the MOU and delegation of administrative authority to the City Manager or designee.

Key MOU Provisions (Summary)

Program Scope: Owner-occupied residential properties within City limits, income eligibility up to 80% AMI, with priority below 50% AMI.

Financial Controls:

\$25,000 per-unit cap

Annual not-to-exceed amount subject to Commission appropriation

Reimbursement-only; no advance payments

Risk Management: Insurance, indemnification, licensed subcontractors, and workmanship warranty

Oversight & Compliance: Permitting, inspections, audits, and City suspension/termination rights

Public Records: Full compliance with Chapter 119, Florida Statutes

Policy Considerations: The MOU provides flexibility to suspend projects or the program based on funding availability, compliance, or public interest considerations, while minimizing disruption to participating homeowners.

The MOU expressly states that it does not create an entitlement, joint venture, or agency relationship, and preserves the City's sovereign immunity under section 768.28, Florida Statutes.

Strategic Plan/CRA Impact: The Program supports housing preservation and may be coordinated with Community Redevelopment Area (CRA) initiatives to prevent duplication of benefits and further CRA redevelopment objectives, where applicable.

Recommendation

Staff recommends approval of Resolution Number 26-13 authorizing the City Manager to execute a Memorandum of Understanding with Habitat for Humanity of Lake-Sumter, Florida, Inc. for administration and delivery of the City Home Repair Program, subject to annual appropriation and City Commission-adopted Program Guidelines.

Fiscal Impact

Approval of the MOU does not obligate the City to expend funds beyond those annually appropriated by the City Commission. Any expenditures under the Home Repair Program will be subject to:

- The per-unit cap of \$25,000
- Annual budget approval
- Reimbursement for eligible, compliant costs only
- No multi-year financial obligation is created

Business Impact Estimate

Not applicable.

Attachments

Resolution Number 26-13

Memorandum of Understanding between City of Eustis and Habitat for Humanity of Lake-Sumter, Florida, Inc. for the City Home Repair Program.

Prepared By

Sasha Garcia, City Attorney

Reviewed By

Miranda Burrowes, Assistant City Manager