



**CITY OF CLERMONT  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
6:00 PM, Tuesday, July 12, 2022  
685 W. Montrose Street**

**CALL TO ORDER**

Item No. 1 - Minutes Approval

Consider approval of the June 14, 2022  
CRA minutes.

Item No. 2 - Resolution No. 26

Consider approval of Fiscal Year 2022  
CRA budget amendment.

**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  
JUNE 14, 2022

**CALL TO ORDER**

The Community Redevelopment Agency met on Tuesday, June 14, 2022 in the Clermont City Council Chambers. Chair Murry called the meeting to order at 6:00pm with the following Board Members present: Board Members Pines, Entsuah, Bates, and Purvis.

Other City officials present were City Manager Bulthuis and City Clerk Howe.

**AGENDA ITEMS**

**Item No. 1 – Meeting Minutes**

*Board Member Bates moved to approve the meeting minutes from March 22, 2022. Seconded by Board Member Purvis. Passed unanimously 5-0 with all members present voicing aye.*

**Item No. 2 – Resolution No. 25, FY 2022 CRA Budget Amendment**

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE  
CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING THE BUDGET  
AMENDMENT FOR THE 2021-2022 FISCAL YEAR.

Barbara Hollerand, Clermont Main Street – Would like more transparency with what is happening within the CRA district including the CRA funds. Ms. Hollerand expressed concern over the CRA plan, they feel that an update of the plan is needed with the changes within the downtown area in the last seven years. She suggested hiring a consultant and stated that Clermont Main Street would like to be part of that effort as well.

City Manager Bulthuis explained that staff has brought forward a budget amendment. Staff looked at current budget and where it is projected to be on September 30. Presented a breakdown of amendments to the budget. Added overtime salaries to fund Police Officers at Waterfront Park on the weekends, showed \$75,000 in capital outlay for the removal of the boat ramp and added funds for the planning of the Meet me in the Middle Park at the Marina. Reduced the funds for parking as CRA has to have a zero balance budget at the end of the fiscal year.

Mr. Bulthuis stated the city has spoken with the Main Street Board and is open to working together for next year's budget. They city has always been open and transparent regarding the budget and projects within the CRA.

Chair Murry opened the public hearing. There were no comments. Chair Murry closed the public hearing.

Board Member Purvis inquired about Council being copied on any information regarding the CRA and requested frequent updates.

Board Member Bates added that Council needs to understand what is happening in real time, not updated at meetings.

*Board Member Bates moved to approve Resolution No. 25, FY 2022 CRA Budget Amendment. Seconded by Board Member Purvis. Passed unanimously 5-0 with all members present voicing aye.*

*City of Clermont*  
MINUTES  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
MEETING MINUTES  
JUNE 14, 2022

**Item No. 3 – Contract Approval**

City Manager Bulthuis stated that the contract is regarding an allocation of funds for a contribution to Clermont Main Street program. The CRA approved a contribution and then determined that there was not a contract with the CRA to legally transfer the funds to Main Street. Going forward if there are more contributions, a new contract will be written annually.

Chair Murry opened the public hearing. There were no comments. Chair Murry closed the public hearing.

*Board Member Bates moved to approve the contract agreement. Seconded by Board Member Purvis. Passed unanimously 5-0 with all members present voicing aye.*

City Manager Bulthuis stated that the next CRA meeting will likely be in September or October after City Council adopts the budget.

**ADJOURN:** With no further comments, this meeting adjourned at 6:15pm.

**APPROVED:**

\_\_\_\_\_  
Tim Murry, Chair

**ATTEST:**

\_\_\_\_\_  
Tracy Ackroyd Howe, MMC  
City Clerk



**CITY OF CLERMONT  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
6:00 PM, Tuesday, July 12, 2022  
685 W. Montrose Street**

<b>Meeting Date</b>		
Tuesday, July 12, 2022		
<b>Agenda Item Name</b>		
Resolution No. 26		
<b>Requested Action</b>		
Request approval of CRA Resolution No. 26 to amend the Fiscal Year 2022 budget.		
<b>Staff Report</b>		
Resolution No. 26 is proposed to amend the CRA Fiscal Year 2022 budget. This resolution formally amends the annual budget for a task order with Halff Engineering to work with the Water Management District to remove the sub-basins in the basin for Victory Pointe. This would allow impervious allocations to be used throughout the main Victory Pointe Basin and not split among the sub-basins. This would expand out downtown development opportunities for more businesses to use Victory Pointe as a regional Stormwater basin as intended. The total amount is \$73,720.		
<b>Additional Analysis</b>		
<b>Fiscal Impact Summary</b>		
The net change to ending fund balance is 0.		
<b>Fiscal Impact</b>	<b>Fund Number and Description</b>	<b>Available Budget Amount</b>
<b>Exhibits Attached</b> (copies of original agreements)		
1.	Res. 2022-26 CRA DRAFT (07.05.2022 X2)	Res. 2022-26 CRA DRAFT (07.05.2022 X2).pdf
2.	Victory Pointe basin Halff proposal	Victory Pointe basin Halff proposal.pdf

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*CITY OF CLERMONT*  
**Community Redevelopment Agency**  
**RESOLUTION NO. 26**

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY  
OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING  
THE BUDGET AMENDMENT FOR THE 2021-2022 FISCAL YEAR.**

**WHEREAS**, it is hereby found and determined by the Community Redevelopment Agency Board of the City of Clermont, Lake County, Florida that the following budget amendments are necessary for the Fiscal Year of October 1, 2021 to September 30, 2022.

<b>Expense Account Description</b>	<b>2022 Current Budget</b>	<b>Proposed Budget Amendment</b>	<b>Total 2022 Revised Budget</b>
Capital Outlay-Land	\$256,875.37	(\$73,720)	\$183,155.37
Professional Services	\$0	\$73,720	\$73,720

**Net Impact to CRA Fund Balance \$0**

**NOW, THEREFORE, BE IT RESOLVED**, that the above said budget amendments for the City of Clermont Community Redevelopment Agency for the 2021-2022 Fiscal Year and appropriations therefore are hereby adopted.

**DONE AND RESOLVED** by the Community Redevelopment Agency Board of the City of Clermont, Lake County, Florida, this 12<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
Tim Murry, CRA Chairman

Attest:

\_\_\_\_\_  
Tracy Ackroyd Howe, MMC  
City Clerk



VIA EMAIL [jmaiworm@clermontfl.org](mailto:jmaiworm@clermontfl.org)

May 3, 2022, revised May 11, 2022

James Maiworm  
Assistant Director Public Services  
City of Clermont  
3335 Hancock Road  
Clermont, FL 34711

**RE: REVISED AGREEMENT/PROPOSAL FOR VICTORY POINTE ANALYSIS,  
CLERMONT, FLORIDA, LAKE COUNTY (AVO 043826.264)**

Dear Mr. Maiworm:

Scope of Services – Halff Associates, Inc.

**PHASE 100 SITE INSPECTION**

Halff will conduct a thorough site inspection of the Victory Pointe project to ensure that the project appears to have been constructed in substantial conformance with the plans prepared by GAI. Inspection will be visual in nature and will not include formal surveying services unless requested by client under separate task. If portions of the Victory Pointe project appear to be unmaintained, constructed incorrectly, or otherwise not functioning as intended, Halff will alert client so that client may take remedial action.

**FEE: \$4,000.00**

**PHASE 200 STORMWATER MODELING**

Halff will recreate the stormwater calculations and model for the Victory Pointe basin for use in SJRWMD permitting. Halff will verify the basin input parameters, as well as work to fix errors (both known and unknown) within the Victory Pointe Basin model. Work will include the redrawing of basin lines, recalculation of pervious and impervious areas, inclusion of known permit modifications, and will seek to combine all of the sub-basins that drain to west lake into one overall basin. Model will recheck original pre/post parameters from original permit. In discussions with City staff, only SJRWMD criteria will be used for stormwater modeling purposes.

**FEE: \$38,720.00**

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**PHASE 300 TEMPLATE FOR EQUIVALENT IMPERVIOUS AREA/ATTENUATION OVER 75% IMPERVIOUS**

Halff will create a template for use by the city to easily calculate equivalent impervious area when alternate stormwater attenuation is provided on development sites within the Victory Pointe Basin. Halff will use the 7th street parking project as an example. A template will also be provided to determine the amount of attenuation that must be provided to mitigate impervious acreages over 75% impervious to protect the stormwater conveyance system.

**FEE: \$8,000.00**

**PHASE 400 SJRWMD PERMITTING**

Halff will prepare and submit a SJRWMD permit implementing the changes created in the stormwater model and calculations. Halff will meet with WMD as needed, answer RAI questions and coordinate the permitting process.

**FEE: \$8,000.00**

**PHASE 500 MISCELLANEOUS SURVEYING SERVICES (BUDGET)**

Halff will perform miscellaneous surveying services as needed for project support, and only if directed by the city. Services will be performed on hourly basis. If Budget number is exceeded, a change order will be required for extra work.

**FEE: \$10,000.00**

**PHASE 600 PROJECT ADMINISTRATION**

The scope of services shall include administrative services necessary to coordinate all aspects of the project through the planning, design and permitting phase. These services shall include project scheduling with all regulatory agencies and public utility companies during the design and permitting phase of the project.

**FEE: \$4,000.00**

**PHASE 9999 REIMBURSABLES**

Costs for reimbursables, including printing, copying, blueprints, binding, mileage, etc., shall be billed at the rates shown in the below Rate Schedule, or at cost.

**FEE: \$1,000.00 (BUDGET, TO BE BILLED AT COST)**

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## FEE SUMMARY

TASK	AMOUNT
PHASE 100	\$4,000.00
PHASE 200	\$38,720.00
PHASE 300	\$8,000.00
PHASE 400	\$8,000.00
PHASE 500	\$10,000.00
PHASE 600	\$4,000.00
PHASE 9999	\$1,000.00
<b>TOTAL</b>	<b>\$73,720.00</b>

### THIS PROPOSAL DOES NOT INCLUDE THE FOLLOWING ITEMS:

1. Boundary Survey
2. Topography Survey
3. Soil Boring Location and Elevation Survey
4. Monumentation of wetlands for Conservation Easement
5. Platting
6. Sketch and Descriptions for Conservation Easements
7. Offsite Right-of-Way survey for utilities.
8. Tree Survey
9. As-built Survey
10. Off-site Utilities Design
11. Off-site Roadway or Transportation Improvements
12. Boat Dock and Ramp Design/Permitting
13. CADD support for environmentalist.
14. FEMA CLOMR
15. FEMA Map Amendment
16. NPDES Permitting
17. Bid Documents & Bidding
18. Conditional Use Permit
19. Earthwork Calculations
20. Construction Administration
21. Rezoning
22. Land Use Changes
23. Franchise Utility Coordination
24. Conversion of AutoCad Files to any other format

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25. Signing and Pavement Marking Plans
26. Written Specifications
27. Cost Estimating
28. Environmental Assessments
29. Army Corp. of Engineers Dredge and Fill
30. Florida Fish and Wildlife Conservation Commission Permit
31. Wetland Flagging/Delineation
32. Landscape/Irrigation Plans
33. Hardscape, Walls, Entry Features
34. Lighting/Photometric Design
35. Electrical Controls for Lift Stations
36. Geotechnical Investigations
37. Traffic Study / Impact Analysis
38. Retaining Wall Structural Design
39. Noise Study
40. Reimbursables to be billed based upon direct expense incurred by Booth, Ern, Straughan & Hiott, Inc., for blueprints, copies, mylars, reproductions, postage, etc.
41. Advance of permit fees, impact fees, title search fees, recording or advertising fees.
42. The above prices allow for up to two (2) response submittals for any request for additional information letters from referenced agencies. Any additional request's will be billed on an hourly basis based on the attached hourly rate schedule.

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