CITY OF CLERMONT
COUNCIL MEETING AGENDA
7:00 PM, Tuesday, January 14, 2014

Welcome to our Council meeting. In the interest of time efficiency and ensuring that everyone who wishes to address the Council is given the opportunity to do so, the following will apply to all comments made by the public. For items listed on the agenda, each speaker will be permitted 5 minutes to address the Council. For non-agenda items, each speaker will be permitted 3 minutes to address the Council. These time limits may be extended by the Mayor. Thank you for participating in your City Government.

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

PROCLAMATION

Arbor Day

PRESENTATIONS

Employee Wellness Program

Florida Government Finance Officers Association

Police Department Presentation

PUBLIC COMMENTS

REPORTS

CONSENT AGENDA

Item No. 1 - Council Meeting Minutes	Consider approval of the Regular Council Meeting Minutes for September 24, 2013, November 12, 2013 and December 10, 2013
Item No. 2 - Purchase Approval and Budget Amendment, *Permitting System Software*	Consider approval of purchase from CRW Systems, Inc. for Permitting System Software in the amount of \$267,525 and a budget amendment of \$167,525.
Item No. 3 - Contract Approval and Budget Amendment, *Employee Physical Examination and Drug Screening Services*	Consider approval of term contracts with Life Scan and Centra Care for the provision of employee physical examination and drug screening services and a budget amendment in the amount of \$10,390.
Item No. 4 - Board Appointment, *Firefighter Pension Board*	Consider appointment of Adam Watkins to the Firefighter Pension Board

Item No. 5 - Grant Acceptance - U.S. Department of Justice and Budget Amendment	Consider approval of acceptance of Edward Byrne Memorial grant funds from the U.S. Department of Justice for computer software and hardware equipment in the amount of $9,719 and a budget amendment of $9,719.
Item No. 6 - Reimbursement Request	Consider approval of reimbursement to owner for sewer damages not covered by City insurance in the amount of $7,689.33

UNFINISHED BUSINESS

Item No. 7 - Kankoo Code Enforcement Fines Reduction	Consider approval of request to reduce code enforcement fines from $22,750 to $700.
Item No. 8 - Resolution No. 2013-15	Consider approval of Conditional Use Permit for a restaurant at 101 East Highway 50 within the Advanced Watershapesoffice building
Item No. 9 - Police Station	Discussion

NEW BUSINESS

Item No. 10 - Community Development Block Grant (CDBG) *First Public Hearing*	Consider approval to apply for a Community Development Block Grant up to $700,000.00.
Item No. 11 - Selection of Mayor Pro Tem	Selection of Mayor Pro Tem as provided by City Charter
Item No. 12 - Ordinance No. 2014-01; Introduction	Consider introduction of Ordinance 2014-01 to amend current impact fees.
Item No. 13 - Ordinance No. 2014-03; Introduction Table Introduction to February 11, 2014	Consider request to table Introduction of Ordinance No. 2014-03 - Citrus Tower Apartments and Professional Office - Small Scale Comprehensive Plan Amendment

ADJOURN

Any person wishing to appeal any decision made by the City Council at this meeting will need a record of the proceedings. For that purpose, such 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 based. 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, 352-241-7330.

CITY OF CLERMONT
COUNCIL MEETING AGENDA
7:00 PM, Tuesday, January 14, 2014

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
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 a million trees in Nebraska; and

WHEREAS, Arbor Day 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 in our City increase property values, enhance the economic vitality of business areas, and beautify our community;

NOW, THEREFORE, I, Harold S. Turville, Jr., Mayor of the City of Clermont, Lake County, Florida, do hereby proclaim January 18, 2014 as

ARBOR DAY

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clermont to be affixed this 14th day of January, two thousand and fourteen.

____
Harold S. Turville, Jr., Mayor

ATTEST:

____
Tracy Ackroyd, MMC
City Clerk

City of Clermon*t***
MINUTES
REGULAR COUNCIL MEETING
September 24, 2013

The Clermont City Council met in a regular meeting on Tuesday, September 24, 2013 in the Council Chambers at City Hall. Mayor Turville called the meeting to order at 7:00 pm with the following Council Members present: Council Members Mullins, Goodgame, Bates and VanWagner. Other City officials present were: Assistant City Manager Blankenship, City Attorney Mantzaris and City Clerk Ackroyd.

INVOCATION

Council Member Van Wagner gave the invocation followed by the Pledge of Allegiance.

Mayor Turville reported Ordinance 2013-17 has been withdrawn.

PUBLIC COMMENTS

Jim Purvis commented on the aesthetics of the new car wash on Highway 27.

Ginger Martin expressed concern regarding an incorrect statement made by Council Member Goodgame.

Michael Corradino thanked the City for the lights on the trees in the Downtown Clermont district.

Hugo Salvatore thanked the Council and Code Enforcement Officer O'Shea for taking care of a situation next to his home.

Gustave Ortiz thanked staff for the lights in downtown. He commented he attended the Lynx bus meeting and expressed his disappointment of the meeting forum. Mr. Ortiz requested the City to assist in funding Lynx route 204.

REPORTS

Assistant City Manager Blankenship reported the Final Budget Public Hearing will be held on September 26 at 6:00pm.

City Attorney Mantzaris – No report.

Council Member Bates – No report.

Council Member Goodgame reported the Historical society will have a Singing Tree concert on October 16 at 4:00pm at the Community Center. Tickets are available at Historic Village for $10. On October 31, the Historic Village will become a 'spooksville' and invited the children to attend.

Council Member Mullins reported the Moonlight Players were currently performing "Spamalot", on October 19 there will be a Downtown Music Festival, and the Clermont Downtown Art Festival will be held on November 2nd and 3rd.

Council Member Van Wagner – No report.

Mayor Turville – No report.

CONSENT AGENDA

Mayor Turville advised the next item on the Agenda for consideration was the Consent Agenda and requested anyone wishing to have any item pulled for discussion to please come forward at this time.

Item No. 1 - Meeting Minutes — Consider approval of the First Budget Public Hearing of September 12, 2013

Item No. 2 - Bid Award — Consider approval of bid award to Allstate Paving to provide pavement resurfacing to City maintained streets in the amount of $200, 672.00

Item No. 3 - Event Request — Consider approval of the Clermont Downtown Partnership to continue holding the monthly Family Food Truck events through November 2014

Council Member Goodgame moved to approve the consent agenda as written; seconded by Council Member Mullins. The motion passed with all members present voting aye.

UNFINISHED BUSINESS

The next two items were heard concurrently and voted on separately.

Item No. 4 Resolution No. 2013-15 *Poolside Grill*

Mayor Turville read Resolution 2013-15 aloud by title only.

> A Resolution of the City Council of the City of Clermont, Lake County, Florida, granting a Conditional Use Permit to allow for a restaurant in the C-1 Light Commercial Zoning District.

Item No. 5 Variance *Poolside Grill*

Senior Planner Henschel presented the Conditional Use Permit and Variance request. The property is located at 101 East Highway 50 and the proposed restaurant will occupy half of the existing business; Advanced Water Shapes, in addition to the area around the display pool. The overall parking requirement is a total of sixteen spaces and the applicant is requesting a variance to allow for a total of ten parking spaces. Staff recommended denial of the Conditional Use Permit and Variance request. It was voted unanimously by the Planning and Zoning Board to recommend denial of the Conditional Use Permit.

Applicant, John Wetzel, was present to request approval.

Mayor Turville opened the public hearing.

Jim Purvis expressed concern with the property.

Judy Proli recommended denial.

Mayor Turville closed the public hearing.

Applicant John Wetzel responded as it relates to signage and noted it complied with City Code. He further commented the proposed parking exceeds the parking conditions of other buildings in the surrounding area.

Council discussed and expressed concerns with the number of parking spaces, long-term use affecting future property owners; and the need for layout plans, hours of operation, seating area plan, dining area plan, and kitchen area plan.

Mr. Wetzel requested a list of what Council is looking for and requested 30 days to produce the requested items.

Council commented the need for a layout plan covering items such as the kitchen area, seating, dumpster location, and parking; for example, in addition to the days and hours of operation for the various businesses at the location.

Council inquired if denying without prejudice was an option in the best interest of Mr. Wetzel. City Attorney Mantzaris stated the City Code does not have a provision for denial without prejudice. A denial cannot be re-heard for a year. Council can continue indefinitely or allow Mr. Wetzel to withdraw and bring back to Council.

> <u>Council Member Goodgame moved to table to November 12; seconded by Council Member VanWagner. The motion passed with all members present voting aye.</u>
>
> <u>Council Member Goodgame moved for Item 5, the Variance for this Resolution be tabled to November 12; seconded by Council Member Mullins. The motion passed with all members present voting aye.</u>

Item No. 6 Ordinance No. 2013-17 *Final*

This item was withdrawn.

Item No. 7 Ordinance No. 2013-18 *Final*

Mayor Turville read Ordinance 2013-18 aloud by title only.

> An Ordinance of the City Council of the City of Clermont, Lake County, Florida, closing and permanently abandoning that portion (0.5646 acres) of right-of-way of Steve's Road lying north of Lots 1 and 9, Clermont Crossings at Lost Lake, Plat Book 63, Page 69, and Lot 8A, Clermont Crossings at Steve's Road, Plat Book 64, Page 9, Public Records of Lake County, Florida, in the southwest ¼ of Section 29, Township 22 South, Range 26 East; repealing all ordinances in conflict herewith, providing for severability, publication, and for an effective date.

Planning and Zoning Director Hollerand reported on the request to close rights-of-way once dedicated to Lake County for the widening of Steve's Road. Excess rights-of-way remained after the road construction completed and the remaining rights-of-way are within the corporate boundaries of the City. The property is located on Steve's Road, north of Clermont Crossing commercial center. Staff supported the request to close the rights-of-way.

Randolph Rush, Esquire, was present on behalf of the applicant requesting approval to vacate the parcels.

Mayor Turville opened the public hearing. There were no public comments. Mayor Turville closed the public hearing.

> Council Member Mullins moved to return the unused property to them; seconded by Council Member Goodgame. The motion passed 5 to 0 on a roll call vote with all members present voting aye.

NEW BUSINESS

Item No. 8 Resolution No. 2013-23 *South Lake Church of Christ*

Mayor Turville read Resolution 2013-23 aloud by title only.

> A Resolution of the City Council of the City of Clermont, Lake County, Florida, granting a Conditional Use Permit to allow a daycare facility in the C-2 General Commercial Zoning District.

Senior Planner Henschel reported on the Conditional Use Permit to allow a Daycare Facility located at 100 East Grand Highway. The building will handle 50 to 60 children and the hours of operation are expected to be from 7am to 7pm, Monday through Friday. The drop-off area is on-site. The Planning and Zoning Commission recommended approval. Staff recommended approval.

Applicant Ken Schulte was present on behalf of South Lake Church of Christ.

Mayor Turville opened the public hearing. There were no public comments. Mayor Turville closed the public hearing.

> Council Member Goodgame moved for approval; seconded by Council Member Mullins. The motion passed with all members present voting aye.

Item No. 9 Resolution No. 2013-24 *House of Deliverance*

Mayor Turville read Resolution 2013-24 aloud by title only.

> A Resolution of the City Council of the City of Clermont, Lake County, Florida, granting an amendment to a Conditional Use Permit (Resolution No. 2012-18) to operate a House of Worship in the C-2 General Commercial Zoning District and to allow monthly outdoor fundraising events.

Senior Planner Henschel presented the Conditional Use Permit amendment request to allow for monthly outdoor fund raising events within the parking lot at 309 East Highway 50. The event will occupy several parking spaces for a tent and portable grill. The Planning and Zoning Commission recommended approval. Staff recommended approval.
Applicant, Samuel Arthur, was present to request approval.

Mayor Turville opened the public hearing. There were no public comments. Mayor Turville closed the public hearing.

Council inquired if there was a parking agreement to occupy the parking spaces. Senior Planner Henschel responded the owner signed the Conditional Use Permit application. City Attorney Mantzaris commented that the owner of the property was participating in the application and the proposed Conditional Use Permit also contains a provision where if parking becomes an issue, Council can direct for parking changes or revoke the Conditional Use Permit.

Council inquired if the Health Department becomes involved when the event is monthly. City Attorney Mantzaris commented they would have to meet the required fire inspections related to outdoor cooking and possibly have to deal with the Health Department at some point.

> Council Member Mullins moved to approve Resolution 2013-24; seconded by Council Member Van Wagner. The motion passed with all members present voting aye.

Mayor Turville recessed at 8:09pm; the meeting reconvened at 8:21pm.

Item No. 10 Resolution No. 2013-17 *Black West*

Mayor Turville read Ordinance 2013-17 aloud by title only.

> A Resolution of the City Council of the City of Clermont, Lake County, Florida, granting a Conditional Use Permit to allow a Planned Unit Development in the UE Urban Estate Zoning District.

Planning and Zoning Director Hollerand presented the request for a Conditional Use Permit for a Planned Unit Development on 579 acres located north of Old Highway 50, east of Hancock Road, west and east of Blackstill Lake Road, and abuts the Florida Turnpike. A five-acre parcel is being retained by the property owner. The future land use designation is Master Planned Development and the current zoning is Urban Estate.

The proposal is for a mixed-use development consisting of up to 1,200 residential units; including up to 1,000 age-restricted units, and up to 100,000 square feet of commercial use. The project contains significant open space and recreational improvements, including an integrated trail system which will connect to the South Lake Trail system. The proposal contains two entrances on Blackstill Lake Road and one on Hancock Road.

The Florida Department of Transportation is committed to opening an interchange just north of the property. The interchange is scheduled to open in 2016. Lake County is extending Hancock Road from its existing connection at Old Highway 50 to the proposed interchange. A segment of the Hancock Road improvements will extend through the property and provide additional access to the proposed project.

The applicant requested waivers to sections in the Code which address lot sizes and standards for new street construction and grading. The specific considerations and variances include, (1) allow private streets with gates, (2) allow up to twenty-five feet of cut and fill, (3) allow grading between multifamily developments to be a four to one slope, (4) allow ten foot high retaining walls, (5) allow lot sizes smaller than one acre, (6) allow sidewalks located five feet off the back of the right-of-way line, (7) increase total impervious surface coverage areas for individual lots to seventy-five percent, and sixty-five percent for the principal structure, (8) reduce front yard setbacks to fifteen feet, (9) reduce side yard setbacks to five feet, (10) reduce rear yard setback to twenty feet, (11) reduce side yard utility easements to match side yard setbacks, and (12) allow existing billboards to remain on a temporary basis.

Staff proposed a condition to be included regarding residential structures meeting the National Fire Protection Associations standards for sprinkler systems.

Planning and Zoning Director Hollerand read a statement from Bill Manuel, provided information on school concurrency, projected area growth, access roads, Lake-Sumter Metropolitan Planning Organization approval of the project traffic study.

The Planning and Zoning Commission recommended denial on a 4 to 2 vote. Staff recommended approval of the proposed request.

Council Members VanWagner, Mullins, Goodgame and Bates disclosed they each had met individually with the applicant and discussing setbacks, hill cuts, school impact, traffic impact, Old Highway 50, trails, acreage donation, parks and recreation fee donations, green space, play area for children, age-restricted properties, resident amenities, and cut and fills. Mayor Turville stated he did not meet with the developer.

Mrs. Cecelia Bonifay, Esquire, Akerman Senterfitt, was present on behalf of applicant Taylor Morrison. She recognized President Maurice Johnson; Greg Clark, Vice President; and Chris Tyree, Director of Land Development and Planning.

Division President of Taylor Morrison Homes, Maurice Johnson, provided background information on developing communities. Taylor Morrison Homes has over seventeen communities in Central Florida.

Ms. Bonifay provided history of the project.

Chris Tyree, Director of Land Development and Planning, commented the project began ten months ago with a plan to integrate with the hills and slopes. He stated there were originally nineteen waivers requested, which have been reduced down to nine waiver requests. Additionally, he expressed support of the traffic signalization on North Hancock Road and Diamond Players Club Boulevard as long as it is warranted by Lake County and the City of Clermont.

Jeff Raffson, Core Street Partners, provided an overview of the project. The project integrates open space, internal and external trail systems, signature amenities and parks. The proposed park trail network connects the amenities of the project. There is a primary home area and an active adult community area. Environmental Florida-friendly native landscaping will be used for the project and the backside of the property will be preserved. The canopy trees overhanging the existing trail and on Old Highway 50 will remain and a trailhead will be incorporated into the project. The area along Blackstill Lake Road will remain undisturbed. The overall design plan of the project was presented; including signage, monuments, use of stone material, and fencing.

Cecelia Bonifay, Esquire, was available to answer questions.

Mayor Turville opened the public hearing.

Gail Ash, Linda Killoran, William Manuel, Pam Sweat, Gary Webster, Donald Hood, Charles Lacey, and Ginger Martin expressed concerns regarding increased impervious surface areas, setbacks, larger homes on smaller lots, aquifer recharge, twenty-five foot cut and fills, retaining wall heights, Home Owner Association demands, density, use of commercial property, adjoining property access, existing railroad trestle, landscape buffer, stormwater runoff, effect on wildlife, the bike trail, placing sidewalks in rights-of-way, and green space.

Jim Purvis, Judi Proli, Frank Niemi, James Watson, Carlos Solis, Mike Blaise, Robert Paul, Meagan Duncan, Glenn Butt, Nick Jones commented on the good reputation of Taylor Morrison Homes, the positive aesthetics of the project, developers willingness to address concerns, and supported the project.

Mayor Turville closed the public hearing.

Council expressed concerns regarding setbacks, the distance between the sidewalks and the garage door, the number of fifty-foot lots, and residential canopy trees. Staff stated the distance between the sidewalk and the house would be twenty feet. Scott Sterns; Dewberry/Bower-Singleton, stated the minimum setback was five feet. There are varying setbacks and not all homes would be ten foot apart. There are lot size options which provide diversity and approximately thirty-five percent are fifty-foot lots. The fifty-foot lots are mainly in the age restricted community. Jeff Raffson, Core Street Partners, addressed the landscape trees and commented the trees in the front yard would not be root invasive trees with shade trees in the rear yard.

Council discussed avoiding the twenty-five foot cut and fill and the ten foot retaining wall. Scott Stern responded cutting down the hills are not part of the plan; however there are points and valleys which will need to be addressed. Less than two percent of the area will require more than the Code allows for cut and fill. There is a twenty foot buffer from where the retaining wall will be placed and stated they will meet with the neighbors.

Council requested information on home elevations, density, and the commitment for open space. Maurice Johnson; Taylor Morrison Homes President, provided renditions of home elevations for the primary area and the age restricted area. Economic Development Director Hitt commented the density would be 2.48 units per acre. Scott Sterns provided the exhibit showing the areas of cut and fill which could exceed City Code. Regarding the open space, Cecelia Bonifay stated this is tied to the Conditional Use Permit and would require an amendment for any changes; including density calculations.

There was further discussion regarding the retaining wall. The proposal included a waiver for a ten foot retaining wall with a twenty-five foot buffer. Greg Clark, Taylor Morrison Homes, stated they would remove the waiver request regarding the retaining wall.

Council expressed concern regarding the number of amenities in the age restricted area. Maurice Johnson stated the interior clubhouse in the age restricted area is larger. The majority of the site is primary housing with the northeast side consisting of the age-restricted community.

Council member Goodgame noted; for the eventual motion, if the percentages change by more than ten percent then adjustments will need to be made.

Council questioned the traffic study relating to Highway 27, Grassy Lake Road, and Hancock Road. Brent Lacy, Little John Engineering, stated the study accounts for existing traffic, growth, and all approved development

Council discussed the railroad and questioned if the railroad would become a road. Cecelia Bonifay, Esquire, responded the extension of the railroad right-of-way is a potential multi-modal connector. Lake County was pushing the developer to look at this as a second entrance. There are no plans to develop a road. It could be used for bikes, trails or a number of options. It is not included as a road in the traffic study or shown as an access. If the applicant wanted to develop a road at that location, it would be necessary to return to Council to request a change to the number of entrances and put in a road.

Council Member VanWagner moved to approve the project; seconded by Council Member Mullins.

During discussion, Council requested amendments to the motion to include residential fire sprinklers, removing one ten-foot wall from the edge of the property, removing condition 18, limit cut and fill at twenty-five feet to two percent of the entire 580 acres, and the development is limited to seven hundred non-age restricted homes and 500 age-restricted homes and plans to deviate by ten percent would require a proportional amenity adjustment.

Council Member VanWagner amended the motion to reflect Council requests, seconded by Council Member Mullins. The motion passed with those present voting aye.

ADJOURN: With no further comments, this meeting was adjourned at 11:10pm.

APPROVED:

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Harold S. Turville, Mayor

ATTEST:

____
Tracy Ackroyd, City Clerk

***City of Clermon**t*

MINUTES

REGULAR COUNCIL MEETING

November 12, 2013

The Clermont City Council met in a regular meeting on Tuesday, November 12, 2013 in the Council Chambers at City Hall. Mayor Turville called the meeting to order at 7:07pm with the following Council Members present: Council Members Mullins, Goodgame, Bates and VanWagner. Other City officials present were: City Manager Gray, City Attorney Mantzaris, City Clerk Ackroyd, and Deputy City Clerk Noak.

INVOCATION

Council Member Goodgame gave the invocation followed by the Pledge of Allegiance.

ELECTION RESULTS

City Clerk Ackroyd read the election results aloud. Keith E. Mullins received 684 votes and Frank J. Niemi received 642 votes for Clermont City Council Seat 4. Staff requested acceptance of the election results.

> Council Member Goodgame so moved; seconded by Council Member VanWagner. The motion passed with all members present voting aye.

OATH OF OFFICE

City Clerk Ackroyd administered the Oath of Office to Council Member Goodgame, Seat 2 and Council Member Mullins, Seat 4.

PRESENTATIONS

Fire Chief Bishop presented Brian Hawthorne with the Life Safety Achievement Award and the Fire PUP Program Award for fire prevention.

PUBLIC COMMENTS

Charlene Forth mentioned continuing situations with the Montessori School and also commented on recent legal matters.

Wally Herda inquired on the status of the red light camera activation and yellow light sequence timing. City Manager Gray stated camera installation was in progress and beginning December 3, 2013 warning tickets will be issued. Ticketing for violations will begin on January 3, 2014. City Manager Gray commented the City is working with the Department of Transportation and Lake County regarding traffic signal timing.

Jim Purvis thanked Council for their decision regarding the Kings Ridge tree variance request.

Tim Murry invited everyone to attend the Third Annual Battle of the Badges basketball game at 6:30pm on December 4, 2013 at the Clermont Elementary School. He requested those attending bring an unwrapped toy. The Christian Men in Action will distribute the toys on Christmas Eve.

REPORTS

City Manager Gray announced the November 26, 2013 Regular Council Meeting had been cancelled. There will be a City Council workshop on December 3, 3013 at 6:00pm regarding impact fees and the Celebration of Praise property. A Community Redevelopment Agency meeting will be held on December 10, 2013 at 6:00pm, followed by a City Council workshop at 6:15pm regarding the Splash Park and the Interlocal Service Boundary Area Agreement. City Manager Gray stated the new interchange is open and a new traffic study will be conducted regarding the Lakeshore Drive Speed Limit request. The request will be placed on the January 14, 2014 Council Meeting agenda. He congratulated Council Member VanWagner on his twenty years in ministry.

City Attorney Mantzaris – No report.

Council Member Bates – No report.

Council Member Goodgame reported the Food Providers group requested permission to place toy collection containers at the Police Station and Fire Stations. Council consensus agreed to allow the collection containers. He stated the Board of County Commissioners will hear the sand mine request on November 19, 2013 and announced the Historic Village will hold a 5k Race on November 23, 2013.

Council Member Mullins commented the Downtown Art Festival was a success and provided the dates for the Light Up Clermont events.

Council Member Van Wagner congratulated Council Member Mullins and Council Member Goodgame on their re-election.

Mayor Turville presented Council Member Bates with a Certificate of Completion for his participation in the Elected Municipal Officials Program sponsored by the Florida League of Cities.

CONSENT AGENDA

Mayor Turville advised the next item on the Agenda for consideration was the Consent Agenda and requested anyone wishing to have any item pulled for discussion to please come forward at this time.

Item No. 1 - Council Meeting Minutes	Consider approval of the Regular Council Meeting Minutes for September 10, 2013 and October 8, 2013
Item No. 2 - Resolution No. 2013-32	Consider approval of Fiscal Year 2012/2013 Budget Amendments
Item No. 3 - Surplus Approval	Consider approval for Fire Department to surplus 2001 Dodge 3500 truck
Item No. 4 - Purchase Approval	Consider approval for Fire Department to purchase two defibrillators for $54,082.72

Item No. 5 - Contract Approval and Budget Amendment Consider approval to piggyback contract with Orange County for purchase of a Class A Pumper through Hall-Mark Fire Apparatus, Inc. and a budget amendment in the amount of $10,000

Item No. 6 - Agreement Approval Consider approval of amended agreement with American Traffic Solutions

Item No. 7 - Event and Sponsorship Request Consider approval of the Caribbean Club request for sponsorship, serving alcohol, and South Lake Trail closure for annual Taste of the Caribbean & Jerk Festival on June 14, 2014

Item No. 8 - Sponsorship Request and Budget Amendment Consider approval of the Florida Symphony Orchestra request for sponsorship for a concert at Waterfront Pavilion on December 5, 2013 and a budget amendment to transfer $25,000.00 from the Economic Development Department to the Recreation and Events Department

Item No. 9 - Contract Approval Consider approval to piggyback contract with Lake County for ADAAG Consulting Services, LLC for Americans with Disabilities Act accessibility auditing services

Item No. 10 - Approval Request Consider approval of Employee Holiday Bonus and budget amendment of $32,736.00

Item No. 11 - Budget Amendment Consider approval of Web Designer/User Support position effective December 2, 2013 and budget amendment in the amount of $3,997.89

Item No. 12 - Appointment Consider approval to appoint Planning and Zoning Director Hollerand to the Lake County School District's Educational Concurrency Review Committee

Mayor Turville stated the Web Designer/User Support position; Item No. 11, was amended for a total amount of $6,857.00.

Council Member Mullins moved to approve the Consent Agenda as written and amended on 11; seconded by Council Member Goodgame. The motion passed with all members present voting aye.

UNFINISHED BUSINESS

Mayor Turville announced Items 15, 16, and 17 were requested by the applicant to be tabled to the December 10, 2013 Council Meeting. Council considered the request as the first order of business for Unfinished Business.

Item No. 13 - Resolution No. 2013-15*; Poolside Grill*

City Clerk Ackroyd read Resolution No. 2013-15 aloud by title only.

A Resolution of the City Council of the City of Clermont, Lake County, Florida, granting a Conditional Use Permit to allow for a restaurant in the C-1 Light Commercial Zoning District.

City Manager Gray stated the Resolution had been tabled on several occasions. John Wentzel; the applicant, was not present. Council heard the matter at the end of the meeting.

City Attorney Mantzaris commented since the issue came before Council on several occasions, Council could deny the request without prejudice and the applicant could re-file.

Council Member Bates moved to table to January 14, 2014; seconded by Council Member Mullins. The motion passed with all members present voting aye.

Item No. 14 - Variance Request*; Withdrawn*

Mayor Turville announced Item No. 14 was withdrawn.

Item No. 15 - Ordinance No. 2013-19*; Final*

City Clerk Ackroyd read Ordinance No. 2013-19 aloud by title only.

An Ordinance of the City Council of the City of Clermont, Lake County, Florida, providing for the annexation of a certain parcel of land contiguous to the present City boundaries; providing for an effective date, severability, recording, and publication.

Council Member Mullins moved to table the item until December 10th; seconded by Council Member Bates. The motion passed 5 to 0 on a roll call vote, with all members present voting aye.

Item No. 16 - Ordinance No. 2013-20*; Final*

City Clerk Ackroyd read Ordinance No. 2013-20 aloud by title only.

> An Ordinance of the City Council of the City of Clermont, Lake County, Florida, adopting a Comprehensive Plan Amendment for the City of Clermont, Florida, pursuant to the Local Government Comprehensive Planning Act, Chapter 163, Part II, Florida Statutes; setting forth the purpose and intent of the Comprehensive Plan Amendment; establishing the legal status of the Comprehensive Plan Amendment; providing for severability, conflict and an effective date.

> <u>Council Member Mullins moved Ordinance 2013-20 be tabled to December 10th; seconded by Council Member Bates. The motion passed 5 to 0 on a roll call vote, with all members present voting aye.</u>

Item No. 17 - Resolution No. 2013-25

City Clerk Ackroyd read Resolution No. 2013-25 aloud by title only.

> A Resolution of the City Council of the City of Clermont, Lake County, Florida, granting a Conditional Use Permit to allow a Planned Unit Development.

> <u>Council Member Mullins moved to table Resolution 2013-25 to December 10th; seconded by Council Member Bates. The motion passed with all members present voting aye.</u>

Item No. 18 - Ordinance No. 2013-22*; Final*

City Clerk Ackroyd read Ordinance No. 2013-22 aloud by title only.

> An Ordinance of the City Council of the City of Clermont, Lake County, Florida, closing and permanently abandoning the 60 foot utility easement north of State Road 50, east of lot 1, west of lots 19 and 20; repealing all Ordinances in conflict herewith, providing for severability, publication, recording, and for an effective date.

Senior Planner Henschel presented the request to vacate the utility easement on Third Street at the Highlands Mobile Home Park to prepare the site for future development. The owner will abandon the sanitary sewer main and laterals extending north into the property as a condition. The Environmental Services Department will not need the easement in the future. Staff recommended approval.

A representative for the applicant was present to answer any questions.

Mayor Turville opened the public hearing. There were no public comments. Mayor Turville closed the public hearing.

> <u>Council Member Mullins moved to adopt Ordinance 2013-22; seconded by Council Member Bates. The motion passed 5 to 0 on a roll call vote, with all members present voting aye.</u>

Item No. 19 - Ordinance No. 2013-23*; Final*

City Clerk Ackroyd read Ordinance No. 2013-23 aloud by title only.

> An Ordinance of the City Council of the City of Clermont, Lake County, Florida, closing and permanently abandoning the platted roadway lying south of tracts 56 and west 470 feet of tract 55a and north of Clarence Lake; and the platted roadway lying between tracts 41 and 56; and the platted roadway lying south of Old Highway 50, west of tracts 41 and 56 and north of Clarence Lake; repealing all Ordinances in conflict herewith, providing for severability, publication, recording, and for an effective date.

Planning and Zoning Director Hollerand presented the request to close and permanently abandon right-of-ways within The Crossings Church vacant land located south of Verde Ridge and on the south side of Old Highway 50. The owner would like to prepare a site plan for development and the right-of-ways need to be vacated. Staff recommended approval.

Kendal Anderson; The Crossings Church Pastor, and Alex Busto; Gatorsktch Architects, were present to answer any questions.

Mayor Turville opened the public hearing. There were no public comments. Mayor Turville closed the public hearing.

> Council Member VanWagner moved to approve; seconded by Council Member Mullins. The motion passed 5 to 0 on a roll call vote, with all members present voting aye.

NEW BUSINESS

Item No. 20 - Variance Request*; Tower Medical Center*

Council Member VanWagner stated he received a letter from the applicant regarding the variance request. City Manager Gray commented the letter was sent to all Council Members. City Attorney Mantzaris requested a copy of the letter be provided for the record.

Senior Planner Henschel presented the request to replace the current canopy trees in the landscape buffer at 210 North Highway 27 with canopy trees not listed in the City Land Development Code. The applicant was issued a code enforcement violation for excessive pruning and fines are accruing until the trees are replaced with approved canopy trees. Staff recommended denial.

Dr. David Allyn; applicant, was present.

Paul Verlander; Verlander Landscape Architects, LLC., provided information, photographs, and a landscape plan for Tower Medical Center using Little Jem Magnolia trees.

Mayor Turville opened the public hearing.

Jim Purvis spoke in opposition of the request.

Mayor Turville closed the public hearing.

Council discussed applicant's prior variance requests, use of Little Gem Magnolia trees, water consumption and root system of the requested tree, under-tree plantings, and the location of the trees.

Council Member Mullins moved to grant the variance; seconded by Council Member Goodgame. The motion passed 4 to 1, with Mayor Turville opposing.

Item No. 21 - Utility Services Agreement*; Victoria Estates*

Economic Development Director Hitt presented the request for water and sewer service to property located north of State Road 50 on County Road 455. The site conforms with City Code, with the exception of the front landscape buffer. The applicant has requested a waiver for the required landscape buffer. The agreement will be conditioned on future annexation.

Darcy Unroe; Civil Engineer, was available to answer any questions.

Mayor Turville opened the public hearing. There were no public comments. Mayor Turville closed the public hearing.

Council inquired the proximity of the old Tower Chemical site in relationship to the project. Economic Development Director Hitt responded the site is approximately 1,200 feet from the project.

Council Member Goodgame moved for approval; seconded by Council Member Mullins. The motion passed with all members present voting aye.

Item No. 22 - Letter of Request

City Manager Gray stated Council; at the October 29, 2013 workshop, discussed writing a letter to the Lake County Board of County Commissioners requesting postponement of a Conditional Use Permit request from a sand mine operation located within the Wellness Way Sector Plan until the plan is complete. The request is scheduled to be on the November 19, 2013 Lake County Board of County Commission meeting.

After discussion, Council was in agreement to write a letter requesting postponement of the Conditional Use Permit request.

Mayor Turville requested a motion to write a letter.

Council Member Mullins so moved; seconded by Council Member Bates. The motion passed with all members present voting aye.

ADJOURN: With no further comments, this meeting was adjourned at 8:34pm.

ATTEST:	**APPROVED:**
_______________________________	_______________________________
Tracy Ackroyd, City Clerk	Harold S. Turville, Mayor

City of Clermon*t***
MINUTES
REGULAR COUNCIL MEETING
December 10, 2013

The Clermont City Council met in a regular meeting on Tuesday, December 10, 2013 in the Council Chambers at City Hall. Mayor Turville called the meeting to order at 7:05 pm with the following Council Members present: Council Members Mullins, Goodgame, Bates and VanWagner. Other City officials present were: City Manager Gray, City Attorney Mantzaris and City Clerk Ackroyd.

INVOCATION

Council Member Goodgame gave the invocation followed by the Pledge of Allegiance.

PROCLAMATION

Mayor Turville presented a proclamation to Max Sulsenti in recognition for a Community service project in the Oak Hill Cemetery.

Mayor Turville noted Consent Agenda Item No. 8 and a presentation by Lake County have been removed from the agenda.

PRESENTATIONS

Police Chief Broadway announced Michael McMaster has been promoted from Lieutenant to Captain. He invited all to attend the promotional ceremony at the Highlander building at 6:30pm on December 11, 2013.

Police Chief Broadway gave an update on the crime statistics in the last year of being the City's Police Chief. He also reported on the Intelligence Lead Policing Against Crime program which will be effective in reducing crime.

Council Member Goodgame commended the Police Department staff for having a Kings Ridge Community meeting on Monday.

PUBLIC COMMENTS

Jim Purvis, 4206 Hammersmith Drive, commended the Police Department staff on the Kings Ridge community meeting. He also thanked the city for the Symphony Orchestra performance held last Thursday.

Helmut Michelson, 2351 Fenton Avenue, thanked the Council for the symphony event.

Terrie Reitz, 734 S. Grand Highway, expressed opposition to the red light cameras.

Vanessa Mitchell, 304 Giovani Boulevard, commented on a code enforcement matter in regards to receiving a $100 fine for an oak tree.

City Attorney Mantzaris stated the case was presented to the Code Enforcement Board and found the oak tree was improperly pruned and in violation of the code. The fine is $100 however there is a 90 day grace period. The fines are often waived once compliance is met.

Council Member Mullins suggested using funds from the Tree Fund to assist with hardship situations. The Council concurred and discussed establishing an application process.

Mayor Turville asked Ms. Mitchell to contact staff.

Tim Murry, 574 E. Desoto Street, requested a change to the tree ordinance throughout the city.

City Manager Gray noted this discussion was previously tabled by the Council to the Retreat agenda.

Jim Purvis, 4206 Hammersmith Drive, expressed concerns with the definition of hat racking a tree and the fines are not being applied equally.

Tim Murry, 574 E. Desoto Street, reported on the Battle of the Badges 3rd annual Basketball game between the City of Clermont and Lake County Sheriff's Office. It was held last Wednesday, December 4. The Clermont Police Department won the game. He recognized City Manager Gray for his support of the event and presented a Certificate of Appreciation to Police Chief Broadway for his participation and support of organizing the event.

Ann Dupee, 389 Division Street, thanked the city for the symphony orchestra event. She thanked the Council for allowing her the opportunity to serve on the Lake Apopka Natural Gas Board and is the current President.

REPORTS

City Manager Gray reported the St. Johns River Water Management District is holding a Water Summit this Thursday, December 12 at 4:00pm. The second meeting in December has been canceled. He thanked all who attended the Light up Clermont events over the weekend.

City Attorney Mantzaris – No report

Council Member Bates thanked staff for their hard work in coordinating the Light up Clermont events.

Council Member Goodgame reported on Historic Village events in December. He thanked the city for the beautiful decorations in downtown Clermont.

Council Member Mullins commended Recreation and Events Director Dave Teske for his hard work with Light up Clermont. He also reported the Farmers Market added a Merchants Fair.

Council Member Van Wagner thanked staff and Council for supporting the events downtown.

Mayor Turville commended Recreation and Events Director Dave Teske for the event and expressed concern with the mulch access at City Hall Park for those with disabilities.

CONSENT AGENDA

Mayor Turville advised the next item on the Agenda for consideration was the Consent Agenda and requested anyone wishing to have any item pulled for discussion to please come forward at this time.

Item No. 1 - Council Meeting Minutes Consider approval of the Council Meeting Minutes for October 22, 2013

Item No. 2 - Calendar
Consider approval of the City Council Meeting Calendar for 2014

Item No. 3 - Bid Award
Consider approval of bid award to Pillar Construction Group, LLC for the Lake Hiawatha Preserve Phase 1 A construction in the amount of $2,274,000.00

Item No. 4 - Bid Award
Consider approval of bid award to Price Construction, Inc. for reclaimed supplemental supply well and installation of submersible well pump in the amount of $202,900.00

Item No. 5 - Contract Approval
Consider approval to piggyback contract with Clay County for Musco Lighting to install field lighting for Hancock Park Soccer Field #2 in the amount of $59,809.00

Item No. 6 - Event Request
Consider approval of Downtown Clermont Merchants request for a Vintage Market event on March 1, 2014

Item No. 7 - Resolution No. 2013-33
Consider approval of Red Light Camera Administration Fee Schedule

Item No. 8 - Collective Bargaining Agreement
Consider approval of the Collective Bargaining Agreement with the International Association of Fire Fighters, AFL-CIO, Clermont Professional Firefighters, Local 4350

Item No. 9 - Budget Amendment
Police Department Position
Consider approval of adding a full-time Police Officer position to patrol the Waterfront Park and Downtown District and a budget amendment in the amount of $105,925.00

Item No. 10 - Budget Amendment
Finance Department Reclassification
Consider approval of a position reclassification from a part-time Accounting Specialist to full-time and a budget amendment in the amount of $16,681.00

Council Member Mullins pulled item 10; Council Member Goodgame pulled item 5 and Jim Purvis pulled item 7.

Council Member Goodgame moved for approval of the consent agenda excluding items 5, 7, 8 and 10; seconded by Council Member Mullins. The motion passed with all members present voting aye.

Item No. 5 Council Member Goodgame suggested staff investigate LED lights.

Item No. 7 Jim Purvis questioned the administrative fee. City Attorney Mantzaris responded the fee recommended is $150.

Item No. 10 Council Member Mullins commented on the additional expenses related to red light cameras.

Council Member Bates expressed disappointment and will reevaluate in 3 years.

Council Member Goodgame commented on the amber lights.

Council Member Goodgame moved to approve items 5, 7 and 10 of the consent agenda; seconded by Council Member Mullins. The motion passed 4 to 1 with Mayor Turville opposing.

UNFINISHED BUSINESS

The next two items were presented concurrently and voted on separately.

Item No. 11 – Resolution No. 2013-34

City Clerk Ackroyd read Resolution 2013-34 aloud by title only.

> A Resolution of the City Council of the City of Clermont, Florida, amending and supplementing Resolution No. 1258 adopted by the City Council on June 6, 2002, as amended and supplemented by Resolution No. 2012-33 adopted by the City Council on October 9, 2012, which Resolution authorized the issuance by the City of Public Improvement Revenue Bonds as provided therein; for the purposes of amending certain provisions of such Resolution to provide that the Local Government Half-Cent Sales Tax pledged to secure the payment of the Public Improvement Revenue Bonds issued pursuant to such Resolution shall only secure the payment of the Public Improvement Refunding Revenue Note, Series 2012 issued there under and shall not secure the payment of any other additional bonds hereafter issued there under; and providing an effective date.

Item No. 12 – Resolution No. 2013-35

City Clerk Ackroyd read Resolution 2013-35 aloud by title only.

> A Resolution of the City Council of the City of Clermont, Florida, amending the supplementing Resolution No. 1258 adopted by the City Council on June 6, 2002, as heretofore amended and supplemented, which Resolution authorized the issuance by the City of Public Improvement Revenue Bonds as provided therein; for the purposes of accepting the proposal of Branch Banking and Trust Company to provide the City with a loan in a principal amount not to exceed $6,000,000 for the purposes of (I) Financing all

or a part of the costs of the acquisition, improvement, renovation and equipping of the existing facilities, including the site therefore, located at 3700 Highway 27 South, in the City of Clermont, Florida, to be used for Recreational Facilities, parks and other governmental purposes, and (II) paying the related closing costs; authorizing the project to include the acquisition of the property and improvements located at 3700 Highway 27 South; authorizing the execution and delivery of a loan agreement with said bank and a related Public Improvement Revenue Note, series 2013in a principal amount equal to the principal amount of such loan; providing that such series 2013 note shall constitute and be secured as "additional bond" under Resolution No. 1258, as heretofore amended and supplemented; designating such series 2013 Note for the exception to the provisions contained in the Internal Revenue Code of 1986 which deny Financial Institutions any deductions for interest expense allocable to tax-exempt obligations; authorizing the execution and delivery of other documents in connection with said loan; and providing an effective date.

City Manager Gray provided an overview, purchase agreement and property description. Assistant City Manager Blankenship reported on the inspection of the property and highlighted the roof, pool and air conditioning. Furthermore, he reviewed the cost to build a theater, pool, gym and the cost to run fiber network to the site. Finance Director Van Zile reviewed the purchase financing. Staff is recommending the loan from BB&T. It is a 15 year tax exempt loan that can be prepaid in whole or in part without a prepayment penalty. This allows the city to be flexible with the loan. Furthermore, he reviewed the operating budget projections. Staff recommended approval of Resolution 2013-34 which will amend Resolution 2012-33 to allow the city's local government infrastructure half cent sales tax to be pledged to secure payment of the property loan debt service. Staff is also requesting approval of Resolution 2013-35 which authorizes the acceptance of the proposal from BB&T for a 15 year tax exempt fixed rate loan of 3.05 percent.

Mayor Turville opened the public hearing.

The following spoke in support: Jim Purvis, 4206 Hammersmith Drive; Stephen Perry, 3655 Liberty Hill Drive, supported and expressed concern with noise at night; Kerry Creedy; Jim and Jenny Harrison; Jack Hogan; Ann Dupee, 389 Division Street; and Mary Lou Willazinski.

Mayor Turville closed the public hearing.

The Council Members expressed support.

Council Member Mullins noted churches are exempt from ADA requirements so it may cost the city more to bring the facility into ADA compliance.

The Council suggested a tree barrier. City Manager Gray stated staff will take care of that issue.

Mayor Turville suggested the funds allocated for the Police Station go to this project as a potential location for a future Police Station. City Manager Gray noted the current location has been put on hold and is scheduled to place on the January 14 agenda. Council Member Van Wagner requested a review to be conducted by an architect.

<u>Council Member Bates moved to adopt Resolution 2013-34; seconded by Council Member Van Wagner. The motion passed with all members present voting aye.</u>

Council Member Goodgame moved to adopt Resolution 2013-35; seconded by Council Member Mullins. The motion passed with all members present voting aye.

Mayor Turville recessed at 8:58pm; the meeting reconvened at 9:10pm.

The next two items were presented concurrently and voted on separately.

Item No. 13 – Ordinance No. 2012-14M; Final

City Clerk Ackroyd read Ordinance 2012-14M aloud by title only.

> An Ordinance under the Code of Ordinances of the City of Clermont, Lake County, Florida amending the official zoning map of the City of Clermont referred to in Chapter 122 of Ordinance No. 289-C, Code of Ordinances; rezoning the real properties described herein as shown below; providing for severability, effective date and publication.

Item No. 14 – Ordinance No. 2013-01; Final

City Clerk Ackroyd read Ordinance 2013-01 aloud by title only.

> An Ordinance of the City Council of the City of Clermont, Lake County, Florida, adopting a Comprehensive Plan Amendment for the City of Clermont, Florida, pursuant to the Local Government Comprehensive Planning Act, Chapter 163, Part II, Florida Statutes; setting forth the purpose and intent of the Comprehensive Plan Amendment; establishing the legal status of the Comprehensive Plan Amendment; providing for severability, conflict and an effective date.

Planning and Zoning Director Hollerand presented the Large-Scale Comprehensive Plan Amendment and Rezoning Request. The requests are for property owned by Hartwood Properties, LLC. The applicant is Jim Hall. The property, a combined 82.46 acres east of U.S. 27 and south of Hartwood Marsh Road, is being considered for a future land use change and a rezoning. This property was annexed into the City in November 2012.

The owners are asking that portions of the property be considered for both a commercial designation and a residential designation. Parcel 1 (16.4 acres) requested to be rezoned from Urban Estate and Urban Transition to C-2 General Commercial and have its future land use changed from Regional Office in the County to Commercial in the City.

For Parcel 2 (66.06 acres), the rezoning request is from Urban Estate and Urban Transition to R3-A Residential/Professional. The future land use change for Parcel 2 is from Regional Office in the County to High Density Residential in the City.

In November 2012, the Planning and Zoning Commission voted unanimously to recommend approval of the requests for rezoning and the comprehensive plan amendment. Also in November 2012, the City Council approved the transmittal of the large-scale amendment but tabled its adoption and the rezoning request until May 2013. The Florida Department of Economic Opportunity (DEO) reviewed the proposed amendment and raised no objections.

The comprehensive plan amendment and rezoning were then scheduled for hearings in May 2013, but the City Council tabled the requests again to December 2013 to allow the Sector Plan to move forward.

The Lake County Sector Plan has not progressed as expected. The DEO extension for adopting the comprehensive plan amendment expires December 15. Staff recommended approval of Ordinance 2013-01 adopting the comprehensive plan amendment to change the future land use from Regional Office to Commercial and High Density Residential and recommends approval of Ordinance 2012-14 to rezone the properties to General Commercial and R3A Residential Professional.

Applicant, Jim Hall, was present to request approval. The Lake County Commission will hear this again on January 28, 2014. He requested the Council adopt the future land use map amendments and zoning changes and noted this is consistent with the sector plan.

Mayor Turville opened the public hearing.

Jim Purvis, 4206 Hammersmith Drive, supported the commercial but not the high density residential until the sector plan is approved.

Mayor Turville closed the public hearing.

The Council expressed concern with high density residential.

Mr. Hall changed the residential from high density to medium residential.

After further discussion between Jim Hall, the applicant, and the City Council, Mr. Hall suggested amending the residential again to low density and amend the commercial from 16 acres to 20 acres.

> <u>Council Member Mullins moved to approve Ordinance 2012-14 with 20 acres of commercial and 62 acres of low density residential; seconded by Council Member Van Wagner. The motion failed 3 to 2 with Mayor Turville and Council Members Goodgame and Bates opposing.</u>
>
> <u>Council Member Goodgame moved to deny Ordinance 2013-01; seconded by Council Member Bates. The motion passed 4 to 1 with Council Member Van Wagner opposing.</u>

The next three items were presented concurrently and voted on separately.

Item No. 15 – Ordinance No. 2013-19; Final

City Clerk Ackroyd read Ordinance 2013-19 aloud by title only.

> An Ordinance of the City Council of the City of Clermont, Lake County, Florida, providing for the annexation of a certain parcel of land contiguous to the present city boundaries; providing for an effective date, severability, recording, and publication.

Item No. 16 – Resolution No. 2013-25

City Clerk Ackroyd read Resolution 2013-25 aloud by title only.

> A Resolution of the City Council of the City of Clermont, Lake County, Florida, granting a Conditional Use Permit to allow a Planned Unit Development

Item No. 17 – Ordinance No. 2013-20; Final

City Clerk Ackroyd read Ordinance 2013-20 aloud by title only.

> An Ordinance of the City Council of the City of Clermont, Lake County, Florida, adopting a Comprehensive Plan Amendment for the City of Clermont, Florida, pursuant to the Local Government Comprehensive Planning Act, Chapter 163, Part II, Florida Statutes; setting for the purpose and intent of the Comprehensive Plan Amendment; establishing the legal status of the Comprehensive Plan Amendment; providing for severability, conflict and an effective date.

Council Member Van Wagner disclosed meeting with the applicant to discuss the variances, reviewed the property and communicated with the staff of Real Life; Council Member Mullins disclosed meeting with the Applicant's Attorney; Council Member Goodgame disclosed meeting with the Architect; and Council Member Bates disclosed meeting with the applicant and walked the property.

Planning and Zoning Hollerand reported on the annexation and Comprehensive Plan amendment. Staff recommended approval. The property owner is Homer N. Allen, Trustee. The applicant, Beazer Homes, is requesting an annexation of 33.3 acres along the north side of Steve's Road, east of U.S. 27 and west of Citrus Tower Boulevard. Real Life Church is to its south, Epic Theatre/Clermont Landing is to its west and Tuscany Ridge residential subdivision is to its east. To its north is Wilma Lake in unincorporated Lake County. The property is proposed as a single-family residential development.

This request is being processed concurrently with a comprehensive plan amendment to change the future land use from Lake County Urban to Medium-Density Residential in the City and a conditional use permit for a planned unit development.

The property is within the City's Joint Planning Area and is contiguous to the City on three sides. Water and sewer are available to serve the site. Annexation of this site is consistent with the Goals, Objectives and Policies of the Comprehensive Plan.

This comprehensive plan amendment adoption was tabled from the November 12, 2013 Council meeting to allow the Florida Department of Economic Opportunity time to review the large-scale comprehensive plan amendment. DEO notified the City in late November that it had no objections to the future land use change.

As defined in the City's comprehensive plan, Policy 1.6.2 allows the following:

> Medium-Density Residential - Areas delineated on the Future Land Use Map for medium-density residential development shall accommodate a maximum density of up to eight units per acre. Permitted housing types include single-family detached homes, including zero-lot-line and cluster developments, duplexes, townhomes, condominiums and apartments.

A future land use designation of Medium-Density Residential is appropriate for this transitional area between commercial and residential uses.

The Planning and Zoning Commission recommended unanimous approval of the comprehensive plan amendment to assign a City future land use of Medium-Density Residential.

Staff recommended approval of the annexation and staff recommended approval of the Future Land Use Map amendment from Lake County Urban to Medium-Density Residential.

Senior Planner Henschel reviewed the Conditional Use Permit request. This is a Planned Unit Development and is allowed in the UE Urban Estate District. The applicant's proposal is to construct 104 single family homes. The proposed density is 3.1 units to the acre. Mr. Henschel reviewed the requested waivers. Staff recommended denial of the Planned Unit Development request. The Planning and Zoning Commission voted to recommend denial. Should this request be approved, the proposal has been updated to 104 single family units instead of the original request of 97 single family units.

Applicant, Jimmy Crawford, Esquire, was present on behalf of Beazer Homes, contract purchaser.

Richard Langley, Esquire, spoke on behalf of Mr. Allen, owner of the property, and requested approval.

Jimmy Crawford reviewed the proposed plan of the property. He met with the neighbors and made changes to the proposal. Furthermore, he requested Council approval.

Mayor Turville opened the public hearing.

Jim Purvis, 4206 Hammersmith Drive, expressed support.

Jimmy Crawford remarked a geotechnical analysis was conducted on the property and there were no sinkholes found. He also reviewed the annual tax benefit to the city and requested support.

Mayor Turville closed the public hearing.

The Council questioned whether additional land is needed to four-lane Steve's Road. Senior Planner Henschel clarified Lake County has right-of-ways in place and no additional land is required.

Council Member Mullins stated he met with Mr. Crawford to review the drawings and spoke in support of the proposal.

Council Member Van Wagner expressed support and thanked the applicant for working with the neighbors.

Council Member Bates questioned the lot sizes. Jeremy Camp, Land Development Director with Beazer Homes, remarked they conducted a study and the preference is a smaller size lot.

Council Member Bates inquired about a decision regarding a buffer between Tuscany Ridge and these homes. Mr. Crawford replied the type of barrier will be decided at site review.

<u>Council Member Goodgame moved to approve Ordinance 2013-19; seconded by Council Member Mullins. The motion passed 5 to 0 on a roll call vote.</u>

<u>Council Member Goodgame moved to approve Resolution 2013-25; seconded by Council Member Mullins. The motion passed with all members present voting aye.</u>

Council Member Goodgame moved to approve Ordinance 2013-20; seconded by Council Member Mullins. The motion passed 5 to 0 on a roll call vote.

NEW BUSINESS

Item No. 18 – Resolution No. 2013-31

City Clerk Ackroyd read Resolution 2013-31 aloud by title only.

> A Resolution of the City Council of the City of Clermont, Lake County, Florida, granting a Conditional Use Permit to allow a daycare facility in the C-2 General Commercial Zoning District.

Senior Planner Henschel presented the Conditional Use Permit request for a daycare center. The Planning and Zoning Commission voted unanimously to recommend approval. Staff also recommended approval.

Jimmy Crawford, Esquire, was present on behalf of the applicant and available to answer questions.

Council Member Mullins moved to approve Resolution 2013-31; seconded by Council Member Van Wagner. The motion passed with all members present voting aye.

***Item No. 19 – Variance Request** Lilly's on the Lake*

Planner Kruse presented the variance request to have the landscape buffer requirement pertaining to the west side of the property line eliminated. Staff recommended denial of the variance request. He reviewed a letter from a concerned Homeowners Association regarding the parking requirement however that was voted and approved in July 2012.

City Attorney Mantzaris clarified needing direction on how to proceed on two issues in regards to the use of the storm water pond and the access point across city property.

Mayor Turville expressed concern with the design capacity of the retention pond and noted the Historic Village drains into it.

Eric Strom, 11021 Bronson Road, requested approval to eliminate the landscape barrier to keep it as an open park area setting.

Mayor Turville opened the public hearing.

Jim Purvis, 4206 Hammersmith Drive, expressed opposition.

Mayor Turville closed the public hearing.

The City Council expressed concern with the request to eliminate the landscape buffer.

Mr. Strom would like to have the open area as green space for entertainment to do outdoor activities.

Darren Asdel, Architect for the project, clarified the idea for this project is to provide a city park. The owner and operator would like to see the park extend to the facility.

Council Member Van Wagner suggested a parking agreement with another business.

There was discussion about expanding the retention pond at the applicant's expense.

City Attorney Mantzaris noted if the pond is moved, the applicant would have to pay for their proportionate share of the new pond or build their own pond. Staff has reviewed and it does need to be expanded. Furthermore, the way staff has calculated the request, they have sufficient parking. If the applicant expands the use to generate more cars then they have expanded their approved use and will have code issues associated with it.

The Council questioned the number of seats. Chris Germano, Engineer, responded there are 151 seats.

Mayor Turville would like a boundary that delineates their property. Also, suggested talking to the city about buying land for a driveway.

Council Member Mullins recommended leasing driveway for a fee and they take care of the maintenance.

City Attorney Mantzaris stated this is not public right of way; it is fee simple property owned by the city. If the city allows a private entity use of public property, there has to be an agreement to compensate the tax payers for use of the tax payer's property for private industry. An option would be a permit access easement.

The applicant expressed interest in a cross access easement.

> Council Member Mullins moved to deny the request to eliminate the western landscape buffer; seconded by Council Member Goodgame. The motion passed 4 to 1 with Council Member Bates opposed.

Council Member Mullins made a motion to write an agreement to expand the retention pond and let them pay their proportionate share and another agreement to use the city driveway to access their property; seconded by Council Member Van Wagner.

The consensus is not to vote on the motion and staff will coordinate with the applicant on the specifics.

Council Member Mullins withdrew the motion.

City Attorney Mantzaris will negotiate use or acquisition of a right to use city property for a fee and have documents approved to give them a right in perpetuity to use it under certain circumstances such as a cross access easement. There will be an easement that will have to be granted from the city to these individuals to have their pipe run across the property which is approved by the City Council.

Staff will begin the permitting process.

City Attorney Mantzaris clarified the action of the Council is directing staff to move forward on the permitting process. Council is committed to allowing them access to the pond and those documents would have to return to Council.

Staff will apply for a permit and City Attorney Mantzaris will draft documents to place on the next Council meeting agenda. The applicant can move forward with the project.

Item No. 20 – Variance Request *Advance Auto/Christian Brothers*

Senior Planner Henschel presented the variance request to allow for the right-of-way landscape buffer to be planted with palm trees rather than approved canopy trees.

The applicant was present requesting approval of the variance.

Mayor Turville opened the public hearing.

There were no comments.

Mayor Turville closed the public hearing.

Council Member Goodgame moved for approval of the variance request; seconded by Council Member Van Wagner. The motion passed with all members present voting aye.

Item No. 21 – Board Appointments

Council Member Bates moved to appoint Council Member Van Wagner to the South Lake Chamber of Commerce; seconded by Council Member Mullins. The motion passed with all members present voting aye.

Council Member Goodgame moved to reappoint Ann Dupee to the Lake Apopka Natural Gas Board and to the leave the others as is; seconded by Council Member Mullins. The motion passed with all members present voting aye.

Council Member Goodgame moved for the reappointment of John Baker and James Wynns to the Police Officers Pension Board of Trustees; seconded by Council Member Mullins. The motion passed with all members present voting aye.

Council Member Mullins moved to reappoint Sy Holzman and appoint Jim Purvis to the Firefighters Pension Board; seconded by Council Member Goodgame. The motion passed with all members present voting aye.

Council Member Goodgame moved to reappoint Alfred Mannella and Larry Seidler and appoint Harvey Rosenberg to the Code Enforcement Board; seconded by Council Member Van Wagner. The motion passed with all members present voting aye.

Council Member Van Wagner moved to appoint Herb Smith for a 1 year term; Thomas Spencer to a 2 year term; and reappointment of Nick Jones and Judy Proli to the Planning and Zoning Board; seconded by Council Member Goodgame. The motion passed with all members present voting aye.

Item No. 22 – Splash Park

Recreation Director Teske presented two proposed sites for the installation of a Splash Park. The first proposed site is the Downtown Trailhead located at the corner of 8th Street and Minneola Avenue. The second proposed site is the Waterfront Beach area located next to the current swim area at the end of Third Street.
He also reviewed costs associated with the splash park.

Council Member Van Wagner declared he spoke with Mary Jo Pfeiffer about this item.

Mayor Turville opened the public hearing.

Kerry Creedy preferred the waterfront area.

Melinda Gill preferred the downtown location.

Mayor Turville closed the public hearing.

The consensus of the Council is to place the Splash Park at Waterfront Park.

City Attorney Mantzaris requested authority for the City Manager to sign the closing documents for the church property in the event the Mayor is unavailable to sign.

> <u>Council Member Goodgame moved to authorize City Manager Gray to sign the closing documents; seconded by Council Member Van Wagner. The motion passed with all members present voting aye.</u>

ADJOURN: With no further comments, this meeting was adjourned at 12:13a.m.

APPROVED:

____
Harold S. Turville, Mayor

ATTEST:

____
Tracy Ackroyd, City Clerk

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
MOTION TO APPROVE: 1) Contract between CRW Systems, Inc. and the City of Clermont to purchase a permitting software in the amount of $267,525 and; 2) Approve budget amendment in the amount of $167,525.	
Staff Report	

THE EVALUATION COMMITTEE RECOMMENDS APPROVAL OF THE ABOVE ACTION.

The Planning and Zoning Department contacted the Purchasing Division to determine the most cost effective manner to procure permitting system software. The Purchasing Division issued a Request for Proposal (RFP) number 13-021 on July 12, 2013 to solicit qualified respondents to provide a permitting software solution to replace existing software. The RFP was sully competed, advertised, and complies with the City of Clermont Purchasing Policy. There were six (6) responses to the RFP.

A selection/evaluation committee composed of seven (7) City staff members reviewed, scored and ranked the proposals. The highest ranked proposal by the selection/evaluation committee was CRW Systems, Inc. for their TRAKiT software. The Purchasing Manager entered into negotiations with the highest ranked respondent, CRW Systems, which resulted in a ten percent (10%) software and license reduction from an initial cost of $297,250 to $267,525 without affecting the scope of work. A savings of $29,725.

In addition, the ongoing software maintenance was negotiated from a five (5) year to a ten year (10) period, and the bi-annual increase rate of six percent (6%) was reduced to five percent (5%) resulting in total savings of $4,261 over the ten (10) year maintenance contract period. The first year annual maintenance cost is included in the above noted purchase price.

The award recommendation is being made to the most qualified respondent, CRW Systems, Inc. for the TRAKiT software.

Legal Impact	
Additional Analysis	
Fiscal Impact Summary	
Total amount included in the current year budget for this purchase is $100,000 (General Fund - $25,000 and Building Services Fund - $75,000). Based on the above noted purchase cost, a budget amendment in the amount of $167,525 (General Fund - $41,881 and Building Services Fund - $125,644) is requested	

Fiscal Impact	Fund Number and Description	Available Budget Amount
$66,881.00	10515-66404 – Capital Outlay –	$25,000.00

$200,644.00	Software 11524-66404 – Capital Outlay - Software	$75,000.00

Exhibits Attached (copies of original agreements)	
1. Response Tabulation	RFP 13-021 Response Tabulation.pdf
2. Evaluation Summary	RFP 13-021 Evaluation Summary.pdf

City of Clermont

PURCHASING DIVISION

RESPONSE TABULATION

RFP 13-021, PERMITTING SOFTWARE SOLUTION
DUE DATE/TIME: AUGUST 29, 2013 AT 2:00 P.M. (EST)

COMPANY NAME	1-ORIGINAL, 6-COPIES	ADDENDUM 1
CRW Systems, Inc. – Carlsbad, CA	Y	Y
Calvin, Giordano & Associates, Inc. – Fort Lauderdale, FL	Y	Y
Timmons Group – Richmond, VA	Y	Y
Tyler Technologies, Inc. – Yarmouth, ME	Y	Y
CityView d.b.a. Harris Computer Corporation – Victoria, BC	Y	Y
RedMark Technologies, LLC. – Boca Raton, FL	Y	N

* Addendum 1 was not a mandatory submittal with response.

City of Clermont RFP Evaluation Summary

RFP No. 13-021   PROJECT TITLE: Permitting Software Solution
Meeting Location and Time:
September 19, 2013 at 2:00p.m. 2nd Floor Conference Room

Selection Committee Members:
Barbara Hollerand
Don Dennis
Lisa Widican
Rae Chidlow
Regina Frazier
William Harrison
Freddy Suarez (non voting member)

Shortlisted Firms: **CRW Systems, CityView, Tyler Technologies**

	Points Received	Points Received	Points Received	Points Received	Points Received	Points Received	Total Points
CRW Systems	87	79	71	85	75	75	**472**
Calvin, Giordano & Assc.	78	61	52	69	74	64	**398**
Timmons Group	81	64	61	84	74	65	**429**
Tyler Technologies	83	85	64	69	74	80	**455**
CityView	80	74	81	76	71	74	**456**
RedMark Technologies	67	0	36	46	0	52	**201**
NOTES:							

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
MOTION TO APPROVE: 1) Contract between Life Extension Clinics, Inc. d.b.a Life Scan Wellness Centers (Life Scan), Adventist Health System/Sunbelt, Inc. d.b.a Florida Hospital Centra Care (Centra Care), and the City of Clermont to provide employee physical examination and drug screening services; and 2) Approve budget amendment for the Police Department of $10,390.	
Staff Report	
THE EVALUATION COMMITTEE RECOMMENDS APPROVAL OF THE ABOVE ACTION. It is recommended that the City Council approve and execute contracts with Life Scan and Centra Care to provide employee physical examination and drug screen services. Specifically, Life Scan will provide annual physical examinations and drug screening services for all police officers and firefighters. The annual physical examinations will include health assessment, job related exposures/injuries, and other related health conditions that could impact job performance. Centra Care will be responsible to provide pre-employment physical examinations and drug screens for all new employees. The Purchasing Division issued a Request for Proposal (RFP) number 14-006 on October 3, 2013 to solicit qualified providers for public safety annual physicals and other employment related examinations and screenings. There were two (2) responses to the RFP, Life Scan and Centra Care. An evaluation committee composed of four (4) City staff members reviewed and ranked the proposals and recommended award to both respondents. The initial contract term is three (3) years with up to four (4) additional one (1) year renewals at the option of the City. The RFP was fully competed, advertised and complied with the City of Clermont Purchasing Policy.	
Legal Impact	
Additional Analysis	
Fiscal Impact Summary	
The annual fiscal impact of this contract for the Fire Department is projected to be within the amount budgeted. The annual fiscal impact of this contract for the Police Department is projected to be $24,420, whereas only $14,030 is budgeted. A budget amendment of $10,390 is requested for the Police Department.	

Fiscal Impact	Fund Number and Description	Available Budget Amount
$18,500.00 $24,420.00	10522-53130 Fire Medical Services 10521-53130 Police Medical Services	$20,000.00 $14,030.00

Exhibits Attached (copies of original agreements)	

1.	Response Tabulation	RFP 14-006 Response Tabulation.pdf
2.	Evaluation Summary	RFP 14-006 Evaluation Summary.pdf

City of Clermont

PURCHASING DIVISION

RESPONSE TABULATION

RFP 14-006, PUBLIC SAFETY PHYSICAL EXAMINATION SERVICES
DUE DATE/TIME: NOVEMBER 7, 2013 AT 2:00 P.M. (EST)

COMPANY NAME	1-ORIGINAL, 3-COPIES
Florida Hospital Centra Care – Maitland, FL	Y
Life Scan – Tampa, FL	Y

City of Clermont RFP Evaluation Summary

RFP No. 14-006   PROJECT TITLE: Public Safety Physical Examination Services
Meeting Location and Time:
November 26, 2013 at 9:00 A.M. 2nd Floor Conference Room

Selection Committee Members:
Carles Bishop
Charles Broadway
Susan Irby
Freddy Suarez (non voting member)

	Points Received	Points Received	Points Received	Total Points
CentraCAre	61	63	75	**199**
LifeScan	95	96	80	**271**
NOTES:				

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
Move to approve appointment of Adam Watkins to the Firefighter Pension Board	
Staff Report	
Florida Statute requires the fifth member of the Firefighters Pension Board to be selected by the majority of the current pension boards' members and as a "ministerial duty", be appointed by the City Council. The current board members of the Firefighter's Pension Board have selected Adam Watkins; firefighter, to serve as the fifth member.	
Legal Impact	
Additional Analysis	
Fiscal Impact Summary	
No fiscal impact.	

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)	

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
Move to accept funds from the U.S. Department of Justice in the amount of $9,719.00 to purchase computer equipment and software	
Staff Report	
Acceptance of an Edward Byrne Memorial Justice Assistance Grant in the amount of $9,719.00. The funds will be utilized to purchase software and computer equipment that will assist in the preparation, facilitation, accountability and inter-operability of agency policies, general orders and accreditation standards. The Power DMS software to be purchased will be an expansion of the software module currently utilized by the agency to comply with reporting requirements to the Commission for Florida Law Enforcement Accreditation. It will allow for seamless integration of agency policy and directives into the accreditation standards. It will also allow for creation, tracking, formatting and testing of policies and general orders. The computer equipment will be portable tablets that will allow for auditing and evaluation while in the field. This is a sub-grant which has already been processed through Florida Department of Law Enforcement and Lake County for acceptance.	
Legal Impact	
Additional Analysis	
Fiscal Impact Summary	
This grant has no requirements for any matching funds. Only fiscal impact is the purchase of computer equipment and software to be reimbursed by grant funds. Budget amendment to the Police Department budget in the amount of $9,719 is necessary.	

Fiscal Impact	Fund Number and Description	Available Budget Amount
$9,719.00	10521-66401	$0.00

Exhibits Attached (copies of original agreements)

1.	2014-JAGC-Lake Subgrant Award Certificate Package	2014-JAG-C-Lake.pdf
2.	Certificate of Acceptance of Subgrant Award JAG 2014	SFN-copy13121116340.pdf

SUBGRANT AWARD CERTIFICATE

Subgrantee: City Of Clermont

Date of Award: 12/3/2013

Grant Period: From: 10/01/2013 TO: 09/30/2014

Project Title: DOCUMENT MANAGEMENT INITIATIVE

Grant Number: 2014-JAGC-LAKE-11-E5-174

Federal Funds: $ 9,719.00

State Agency Match:

Local Agency Match: $ 0.00

Total Project Cost: $ 9,719.00

CFDA Number: 16.738

Award is hereby made in the amount and for the period shown above of a subgrant under Title I of the Omnibus Crime Control and Safe Streets Act of 1968, P.L. 90-351, as amended, and the Anti-Drug Abuse Act of 1988, P.L. 100-690, to the above mentioned subgrantee and subject to any attached or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the Financial and Administrative Guide for Grants, Guideline Manual 7100 1D, Office of Justice Programs, Common Rule for State and Local Governments and A-87, or OMB Circulars A-110 or A-102, as applicable, and A-21, in their entirety. It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of P.L. 90-351, as amended, and P.L. 100-690.

This grant shall become effective on the beginning date of the grant period provided that within 30 days from the date of award, a properly executed Certificate of Acceptance of Subgrant Award is returned to the Department.

Petrina T. Herring

Authorized Official
Petrina Tuttle Herring
Administrator

12/3/2013

Date

( ) This award is subject to special conditions (attached).

FDLE

Florida Department of Law Enforcement

Gerald M. Bailey
Commissioner

Business Support
Office of Criminal Justice Grants
Post Office Box 1489
Tallahassee, FL 32302-1489
(850) 617-1250
www.fdle.state.fl.us

Rick Scott, *Governor*
Pam Bondi, *Attorney General*
Jeff Atwater, *Chief Financial Officer*
Adam Putnam, *Commissioner of Agriculture*

DEC 3 2013

The Honorable Hal Turville
Mayor
City Of Clermont
685 West Montrose Street
Clermont, FL 34711-2119

Re: Contract No. 2014-JAGC-LAKE-11-E5-174

Dear Mayor Turville:

The Florida Department of Law Enforcement is pleased to award an Edward Byrne Memorial Justice Assistance Grant to your unit of government in the amount of $ 9,719.00 for the project entitled, DOCUMENT MANAGEMENT INITIATIVE. These funds shall be utilized for the purpose of reducing crime and improving public safety. A copy of the approved subgrant application with the referenced contract number is enclosed for your file. All correspondence with the Department should always refer to the project number and title.

As you may be aware, information from subgrants and performance reports are currently provided to the Department of Justice under the Performance Measurement Tool (PMT) and Federal Funding Accountability and Transparency Act (FFATA) to meet current federal transparency requirements. However, the State of Florida recently passed legislation requiring all contracts, including grants for state or federal financial assistance, be provided to the Department of Financial Services via the Florida Accountability Contract Tracking System (FACTS). This grant contract and all subsequent correlating information including performance reports, expenditure reports, grant amendments, etc. are provided to FACTS to meet requirements under Chapter 2013-54 and 2013-154 Laws of Florida for transparency in government spending. If this grant agreement contains confidential or exempt information not subject to disclosure under the public records law, Chapter 119, F.S., (such as the names of personnel and disclosure of equipment for certain undercover operations, etc. that may result in officer names or other sensitive information on grant documents and expenditure reports) please contact the Office of Criminal Justice Grants for information on requesting exemption from public records disclosure.

Please complete and return the enclosed Certification of Acceptance to the Office of Criminal Justice Grants within 30 calendar days from the date of award. This certificate constitutes official acceptance of the award and must be received by the Department prior to the reimbursement of any project expenditures. We look forward to working with you on this project. Please contact Planning Manager Annamarie Whatley at (850) 617-1250 if you have any questions or we can be of further assistance.

Sincerely,

Petrina T. Herring

Petrina Tuttle Herring
Administrator

PTH/al

Enclosures

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1: Administration

Subgrant Recipient

Organization Name: City Of Clermont
County: Lake

Chief Official

Name:	Hal Turville		
Title:	Mayor		
Address:	685 West Montrose Street		
City:	Clermont		
State:	FL	**Zip:**	34711-2119
Phone:	352-394-4081	**Ext:**	
Fax:	352-394-1452		
Email:	TurvilleH@Clermont.org		

Chief Financial Officer

Name:	Joe VanZile		
Title:	Administrative Services Director		
Address:	Post Office Box 120219		
City:	Clermont		
State:	FL	**Zip:**	32808
Phone:	352-394-4081	**Ext:**	
Fax:	353-394-1452		
Email:	jvanzile@clermontfl.org		

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1: Administration

Implementing Agency

Organization Name: City Of Clermont Police Department
County: Lake

Chief Official

Name: Charles Broadway
Title: Chief
Address: 865 West Montrose Street
City: Clermont
State: FL **Zip:** 34711-2123
Phone: 352-394-5588 **Ext:** 186
Fax: 352-394-1644
Email: cbroadway@clermontfl.org

Project Director

Name: Steven Strickland
Title: Administrative Sergeant
Address: 865 W Montrose St
City: Clermont
State: FL **Zip:** 34711-2123
Phone: 352-394-5588 **Ext:** 157
Fax: 352-394-1644
Email: sstrickland@clermontfl.org

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2: Project Overview

General Project Information

Project Title:	DOCUMENT MANAGEMENT INITIATIVE
Subgrant Recipient:	City Of Clermont
Implementing Agency:	City Of Clermont Police Department
Project Start Date:	10/1/2013 **End Date:** 9/30/2014

Problem Identification

The Clermont Police Department is a professional, accredited agency. As such, proper document review, storage, and tracking is mandatory. As technology advances and awareness of natural resources usage is increased, it becomes increasingly necessary to implement and utilize a document tracking system that relies less on printed paper and more on electronic storage. This tracking system will be used to disseminate and keep accountability for general orders as well as policy and procedures. In addition, the Clermont Police Department is a role model to the law enforcement community and every effort to go green is looked upon by our peers as possible avenues they themselves would like to follow. We also have two trained accreditation assessors on our staff that visit other agencies and help guide them on their path to accreditation. Convenient and instant access to various documents is important and helps them be more efficient in their tasks.

Project Summary (Scope of Work)

The Clermont Police Department would use the awarded JAG funds to purchase a document management solution. This software service would allow us to disperse policy changes instantly to our personnel, track changes, and capture employee's signatures electronically, all while ensuring our organization maintains compliance with regulatory and accreditation standards. The Clermont Police Department would also use the awarded JAG funds to purchase two(2)tablets. These tablets can be utilized in the field by command staff as well as by the assessors to instantly access any documents managed by the system, to include policies, standard operating procedures, memo?s, etc.

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2: Project Overview

Section Questions:

Question: Does the Subgrantee receive a single grant in the amount of $500,000 or more from the U.S. Department of Justice?
Answer: No

Question: Does the Implementing Agency receive a single grant in the amount of $500,000 or more from the U.S. Department of Justice?
Answer: No

Question: Part 1: In your business or organization's preceding completed fiscal year, did your business or organization (the subgrantee) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? If yes, answer "yes" or "no" to Part 2, below.

Answer: No

Question: Part 2: Does the public have access to information about the compensation of the executives in your business or organization (the subgrantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.
Answer: N/A

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 001 - Law Enforcement Programs

State Purpose Area: A - Accomplishments: Includes any accomplishments during the reporting period.

Activity Description

Activity: Criminal Justice Records Improvement
Target Group: Law Enforcement
Geographic Area: Urban
Location Type: Police Department

Activity Description

Activity: Computer Equipment
Target Group: Law Enforcement
Geographic Area: Urban
Location Type: Police Department

Objectives and Measures

Objective: A1 - Report on program accomplishments

Measure: Part 1

Please briefly describe what your program's accomplishments will be. Please include any benefits or changes to be observed as a result of JAG-funded activities, such as program completion, or changes in attitudes, skills, knowledge, or conditions. [500-character limit]

Goal: This program will allow us to digitize our general orders, policies, and procedures.

Objective: A2 - Report on usage of crimesolutions.gov Website

Measure: Part 1

Will you be using the crimesolutions.gov website?

Goal: No

Objective: A3 - Report on subgrants from grantees other than FDLE

Measure: Part 2

If yes, enter grantee organization or agency name.

Goal: N/A

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

Measure: Part 1

Are you a subrecipient of a JAG award from another JAG grantee (other than FDLE)? An agency can be a primary recipient of a JAG award from BJA and a subrecipient of a JAG award from another JAG award primary recipient. Do not consider awards that you receive directly from USDOJ.

Goal: No

State Purpose Area: E - Equipment Purchases and/or Technology Investments: Includes activities where equipment purchases or technology investments were made that improve efficiency and/or cost savings.

Activity Description

Activity: Equipment Purchases and/or Technology Investments
Target Group: Equipment Purchases and/or Technology Investments
Geographic Area: Urban
Location Type: Police Department

Objectives and Measures

Objective: E1 - Report on JAG funding allocated for equipment and/or technology investments

Measure: Part 1

How much JAG funding has been allocated for equipment and/or technology investments? Please report in dollars ($)

Goal: 9719.00

Objective: E2 - Make equipment purchases and/or technology investments

Measure: Part 1

What types of equipment purchases and/or technology investments will be made with JAG funds? In your response, please list all that apply from the following choices:
Computer-aided Dispatch (CAD),
Computers/Mobile Data Terminals,
Computer Software,
Emergency Medical Services (EMS),
Equipment for Police Cruisers (including in-car radios and laptops),
In-car/On-person Camera Systems,
Less-lethal Weapons, Impact Weapons (batons, bean bag shotgun rounds, etc.),
Chemical Weapons (CS gas, pepper spray), Energy Devices (tasers)
Lethal Weapons (firearms);
License Plate Readers;
Mobile Access Equipment (for example, aircards for Verizon, Sprint, AT&T, etc.);
Radios,

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

Security Systems (station or evidence room),
Tactical Vests/Body Armor,
Undercover Surveillance Equipment (microphones, video),
Vehicles,
Video Observation (station, community, pole cams),
Other. Do not select other if your item fits into any of the categories above. If other, state "other" and specify.

Goal: Computers/Mobile Data Terminals, Computer Software

Objective: E3 - Achieve efficiencies or cost savings as a result of equipment purchases and/or technology investments

Measure: Part 1

Describe any efficiencies or cost savings that will be achieved as a result of an equipment purchase and/or technology investment.

Goal: We anticipate an increase in efficiency with regard to our accreditation process by allowing us to disperse policy changes instantly to our personnel, track changes and provide a testing procedure to validate agency compliance. By purchasing the equipment requested this will allow accreditation personnel to work from the field to access documents also validating agency compliance.

Section 3: Performance

Section Questions:

Question: If "other" was selected for the geographic area, please describe.

Answer: N/A

Question: If "other" was selected for location type, please describe.

Answer: N/A

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4: Financial

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000290

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	$0.00	$0.00	$0.00
Contractual Services	$7,500.00	$0.00	$7,500.00
Expenses	$0.00	$0.00	$0.00
Operating Capital Outlay	$2,219.00	$0.00	$2,219.00
Indirect Costs	$0.00	$0.00	$0.00
-- Totals --	**$9,719.00**	**$0.00**	**$9,719.00**
Percentage	**100.0**	**0.0**	**100.0**

Project Generated Income:

Will the project earn project generated income (PGI) ? No

Section 4: Financial (cont.)

Budget Narrative:

Budget Category of Contractual Services and OCO:

The Contractual Service is $7500 for the software service.

The Operating Capital Outlay is $2219 for the 2 tablets.

The total budget is $9719.00

The City of Clermont will cover any costs above and beyond the listed budget.

Section 4: Financial

Section Questions:

Question: If salaries and benefits are included in the budget as actual costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the previous Byrne program?

Answer: N/A

Question: If benefits are to be included, are they reflected in the budget narrative?

Answer: N/A

Question: Indicate the Operating Capital Outlay threshold established by the subgrantee or implementing agency, if it is the sheriff's office.

Answer: $1000.00

Question: If indirect cost is included in the budget, indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.

Answer: N/A

Question: If the budget includes services based on unit costs, provide a definition and cost for each service as part of the budget narrative for contractual services. Include the basis for the unit costs and how recently the basis was established or updated.

Answer: N/A

Florida Department of Law Enforcement
Office of Criminal Justice Grants
Post Office Box 1489 Tallahassee, Florida 32302-1489 (850) 617-1250 criminaljustice@fdle.state.fl.us

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

STANDARD CONDITIONS

Conditions of agreement requiring compliance by units of local government (subgrant recipients), implementing agencies, and state agencies upon signed acceptance of the subgrant award appear in this section. Upon approval of this subgrant, the approved application and the following terms of conditions will become binding. Failure to comply with provisions of this agreement will result in required corrective action up to and including project costs being disallowed and termination of the project, as specified in item 18 of this section.

1. **All Subgrant Recipients must comply with the financial and administrative requirements set forth in the current edition of the U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide (Financial Guide) (www.ojp.usdoj.gov/financialguide/index.htm) and the Edward Byrne Memorial Justice Assistance Grant (JAG) program guidance (www.bja.gov/ProgramDetails.aspx?Program_ID=59) as well as Federal statutes, regulations, policies, guidelines and requirements and Florida laws and regulations including but not limited to:**

   - **Florida Administrative Code, Chapter 11D-9, "Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program": www.flrules.org/**

   - **Office of Management and Budget (OMB) Circulars: www.whitehouse.gov/omb/circulars**
     - **A-21 (2 CFR 220), "Cost Principles for Educational Institutions"**
     - **A-87 (2 CFR 225), "Cost Principles for State, Local and Indian Tribal Governments"**
     - **A-102, "Grants and Cooperative Agreements with State and Local Governments"**
     - **A-110 (2 CFR 215), "Uniform Administrative Requirements for Grants and Cooperative Agreements"**
     - **A-122 (2 CFR 230), "Cost Principles for Non-Profit Organizations"**
     - **A-133, "Audits of States, Local Governments, and Non-Profit Organizations"**

   - **Code of Federal Regulations: www.gpo.gov/fdsys/**
     - **2 CFR 175.15(b), "Award Term for Trafficking in Persons"**
     - **28 CFR 38, "Equal Treatment for Faith-Based Organizations"**
     - **28 CFR 66, "U.S. Department of Justice Common Rule for State And Local Governments" (Common Rule)**
     - **28 CFR 83, "Government-Wide Requirements for Drug-Free Workplace (Grants)"**
     - **28 CFR 18, 22, 23, 30, 35, 42, 61, and 63**

   - **Public Law 109-162, Title XI—Department of Justice Reauthorization, Subtitle B—Improving the Department of Justice's Grant Programs, Chapter 1—Assisting Law Enforcement and Criminal Justice Agencies, Sec. 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program: www.bja.gov/ProgramDetails.aspx?Program_ID=59.**

   - **United States Code: www.gpo.gov/fdsys/**
     - **42 U.S.C. 3711 et seq., "Omnibus Crime Control and Safe Streets Act of 1968"**

   - **State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: dlis.dos.state.fl.us/barm/genschedules/GS1-SL.pdf.**

2. **Requirements for Contractors of Subgrant Recipients**

   The subgrant recipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3711 et seq. at www.gpo.gov/fdsys/); the provisions of the current edition of the Office of Justice Programs Financial Guide (www.ojp.usdoj.gov/financialguide/index.htm); and all other applicable federal and state laws, orders, circulars, or regulations.

3. Allowable Costs

a. Allowance for costs incurred under the subgrant shall be determined according to the general principles and standards for selected cost items set forth in the Office of Justice Programs Financial Guide, U.S. Department of Justice Common Rule for State And Local Governments and federal OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments," or OMB Circular A-21, "Cost Principles for Educational Institutions."

b. All procedures employed in the use of federal funds for any procurement shall be according to U.S. Department of Justice Common Rule for State and Local Governments, or OMB Circular A-110, or OMB Circular A-102, and Florida law to be eligible for reimbursement.

4. Reports

a. Project Performance Reports

(1) Reporting Time Frames: The subgrant recipient shall submit Quarterly Project Performance Reports to the Florida Department of Law Enforcement, hereafter known as the Department, within fifteen (15) days after the end of the reporting period. In addition, if the subgrant award period is extended beyond the "original" project period, additional Quarterly Project Performance Reports shall be submitted.

Failure to submit Quarterly Performance Reports that are complete, accurate, and timely may result in sanctions, as specified in item 18, Performance of Agreement Provisions.

(2) Report Contents: Performance Reports must include a response to all objectives included in your subgrant. A detailed response is required in the narrative portion for yes/no performance objectives. The narrative must also reflect on accomplishments for the quarter and identify problems with project implementation and address actions being taken to resolve the problems. Additional information may be required if necessary to comply with federal reporting requirements.

(3) Submission: Performance Reports may be submitted by the Project Director, Application Manager, or Performance Contacts.

b. Financial Reports

(1) Project Expenditure Reports

(a) The subgrant recipient shall have a choice of submitting either a Monthly or a Quarterly Project Expenditure Report to the Department. Project Expenditure Reports are due thirty (30) days after the end of the reporting period. In addition, if the subgrant award period is extended, additional Project Expenditure Reports shall be submitted.

(b) All project expenditures for reimbursement of subgrant recipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the Subgrant Information Management ON-line (SIMON) system.

(c) All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

(d) Before the "final" Project Expenditure Report will be processed, the subgrant recipient must submit to the Department all outstanding project reports and must have satisfied all special conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

(e) Reports are to be submitted even when no reimbursement is being requested.

(f) The report must be electronically signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

(2) Financial Closeout Audit

(a) The Financial Closeout Audit shall be submitted to the Department within forty-five (45) days of the subgrant expiration date.

(b) The Financial Closeout Audit must be electronically signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

(3) Project Generated Income (PGI)

(a) If applicable, the subgrant recipient shall submit Quarterly PGI Earnings and Expenditures Reports to the Department within thirty (30) days after the end of the reporting period covering subgrant project generated income and expenditures during the previous quarter. If any PGI remains unspent after the subgrant ends, the subgrant recipient must continue submitting quarterly PGI reports until all funds are expended. (See Item 11, Program Income.)

(b) PGI Earnings and Expenditures reports must be electronically signed by the subgrant recipient or implementing agency's chief financial officer or the chief financial officer's designee.

c. Other Reports

The subgrant recipient shall report to the Uniform Crime Report and other reports as may be reasonably required by the Department.

5. Fiscal Control and Fund Accounting Procedures

a. All expenditures and cost accounting of funds shall conform to the Office of Justice Programs Financial Guide, the Common Rule, and OMB Circulars A-21, A-87, and A-110, or A-102 as applicable, in their entirety.

b. The subgrant recipient is required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. As a subgrant recipient, you must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. An adequate accounting system for a subgrant recipient must be able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and subgrant recipients.

c. All funds spent on this project shall be disbursed according to provisions of the project budget as approved by the Department.

d. All funds not spent in accordance with this agreement shall be subject to repayment by the subgrant recipient.

6. Payment Contingent on Appropriation and Available Funds

The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse subgrant recipients for incurred costs is subject to available federal funds.

7. **Obligation of Subgrant Recipient Funds**

Subgrant funds shall not under any circumstances be obligated prior to the effective date, or subsequent to the termination date, of the subgrant award period. Only project costs incurred on or after the effective date, and on or prior to the termination date of the subgrant recipient's project are eligible for reimbursement. All payments must be completed within thirty (30) days of the end of the subgrant period.

8. **Advance Funding**

Advance funding may be provided to a subgrant recipient upon a written request to the Department. The request must be electronically signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

9. **Trust Funds**

a. The unit of local government must establish a trust fund in which to deposit JAG funds. The trust fund may or may not be an interest bearing account.

b. The account may earn interest, but any earned interest must be used for program purposes and expended before the federal grant period end date. Any unexpended interest remaining at the end of the federal grant period must be submitted to the Office of Criminal Justice Grants for transmittal to the Bureau of Justice Assistance.

10. **Travel and Training**

The cost of all travel shall be reimbursed according to the subgrant recipient's written travel policy. If the subgrant recipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines § 112.061, Fla. Stat.

11. **Program Income (also known as Project Generated Income)**

a. All income generated as a direct result of a subgrant project shall be deemed program income.

b. Any project that will potentially earn PGI must submit an Earnings and Expenditures Report to report how much PGI was earned during each quarter. A report must be submitted each quarter even if no PGI was earned or expended. PGI Earnings and Expenditures reports must be electronically signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

c. PGI expenditures require prior written approval from the Office of Criminal Justice Grants. Program income must be used for the purposes of and under the conditions applicable to the award. If the cost is allowable under the federal grant program, then the cost would be allowable using program income. PGI budget requests must be signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

d. Program income should be used as earned and expended as soon as possible. Any unexpended PGI remaining at the end of the federal grant period must be submitted to OCJG for transmittal to the Bureau of Justice Assistance.

12. **Approval of Consultant Contracts**

The Department shall review and approve in writing all consultant contracts prior to employment of a consultant when the consultant's rate exceeds $450 (excluding travel and subsistence costs) per eight-hour day. A detailed justification must be submitted to and approved by FDLE prior to obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide, the Common Rule, and in applicable state statutes. The Department's approval of the subgrant recipient agreement does not constitute approval of consultant contracts. If consultants are hired through a competitive bidding process (not sole source), the $450 threshold does not apply.

13. Property Accountability

a. The subgrant recipient agrees to use all non-expendable property for criminal justice purposes during its useful life or dispose of it pursuant to § 274, Fla. Stat.

b. The subgrant recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the Office of Justice Programs Financial Guide, U.S. Department of Justice Common Rule for State and Local Governments or the federal OMB Circular A-110 or A-102, as applicable. This obligation continues as long as the subgrant recipient retains the property, notwithstanding expiration of this agreement.

14. Ownership of Data and Creative Material

Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the Office of Justice Programs Financial Guide (as amended), and the U.S. Department of Justice Common Rule for State and Local Governments, or the federal OMB Circular A-110 or A-102, as applicable.

15. Copyright

The awarding agency reserves a royalty-free non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for federal government purposes:

a. The copyright in any work developed under an award or subaward, and

b. Any rights of copyright to which a subgrant recipient or subrecipient purchases ownership with support funded under this grant agreement.

16. Patents

If any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored by the federal award or subaward funds, such facts must be promptly and fully reported to the awarding agency.

a. Unless there is a prior agreement between the subgrant recipient and the Department on disposition of such items, the Department may determine whether protection on the invention or discovery will be sought.

b. The Department will also determine how rights in the invention or discovery (including rights under any patents issued) will be allocated and administered in order to protect the public interest consistent with "Government Patent Policy" ("President's Memorandum for Heads of Executive Departments and Agencies," dated August 23, 1971, and statement of Government patent policy, as printed in 36 Federal Register 16839).

c. Government regulations have been issued in Title 37 CFR Part 401 by the U.S. Department of Commerce.

17. Publication or Printing of Reports

The subgrant recipient shall submit for review and approval one copy of any curricula, training materials, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) days prior to the targeted dissemination date The subgrantee understands and agrees that any training materials developed or delivered with grant funding must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees available at

www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm

All materials publicizing or resulting from award activities shall contain the following statements:

- "This project was supported by Grant No. [*contact the Office of Criminal Justice Grants for award number*] awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

18. Audit

a. Subgrant recipients that expend $500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year. The audit shall be performed in accordance with the federal OMB Circular A-133 and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the subgrant recipient shall submit an annual financial audit that meets the requirements of § 11.45, Fla. Stat. , "Definitions; duties; authorities; reports; rules."; § 215.97, Fla. Stat., "Florida Single Audit Act"; and Rules of the Auditor General, Chapter 10.550, "Local Governmental Entity Audits" and Chapter 10.650, "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

b. A complete audit report that covers any portion of the effective dates of this agreement must be submitted within 30 days after its completion, but no later than nine (9) months after the audit period. In order to be complete, the submitted report shall include any management letters issued separately and management's written response to all findings, both audit report and management letter findings. Incomplete audit reports will not be accepted by the Department.

c. The subgrant recipient shall have all audits completed by an Independent Public Accountant (IPA). The IPA shall be either a Certified Public Accountant or a Licensed Public Accountant.

d. The subgrant recipient shall take appropriate corrective action within six (6) months of the issue date of the audit report in instances of noncompliance with federal laws and regulations.

e. The subgrant recipient shall ensure that audit working papers are made available to the Department, or its designee, upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.

f. Subgrant recipients that expend less than $500,000 in federal awards during a fiscal year are exempt from the audit requirements of OMB Circular A-133 for that fiscal year. In this case, written notification, which can be in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the subgrant recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

g. If this agreement is closed out without an audit, the Department reserves the right to recover any disallowed costs identified in an audit completed after such closeout.

h. A scanned copy of the completed audit reports or a link to the electronic audit report should be sent via email to criminaljustice@fdle.state.fl.us or mailed to the following address:

Florida Department of Law Enforcement
Office of Criminal Justice Grants
Post Office Box 1489

Tallahassee, Florida 32302-1489

19. Performance of Agreement Provisions

In the event of default, non-compliance or violation of any provision of this agreement by the subgrant recipient, the subgrant recipient's consultants and suppliers, or both, the Department shall impose sanctions it deems appropriate including withholding payments and cancellation, termination, or suspension of the agreement in whole or in part. In such event, the Department shall notify the subgrant recipient of its decision thirty (30) days in advance of the effective date of such sanction. The subgrant recipient shall be paid only for those services satisfactorily performed prior to the effective date of such sanction.

20. Commencement of Project

a. If a project is not operational within 60 days of the original start date of the award period, the subgrant recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.

b. If a project is not operational within 90 days of the original start date of the award period, the subgrant recipient must submit a second statement to the Department explaining the implementation delay.

c. Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate subgrant funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

21. Excusable Delays

a. Except with respect to defaults of consultants, the subgrant recipient shall not be in default by reason of any failure in performance of this agreement according to its terms (including any failure by the subgrant recipient to make progress in the execution of work hereunder which endangers such performance) if such failure arises out of causes beyond the control and without the fault or negligence of the subgrant recipient. Such causes include, but are not limited to, acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case, the failure to perform shall be beyond the control and without the fault or negligence of the subgrant recipient.

b. If failure to perform is caused by failure of a consultant to perform or make progress, and if such failure arises out of causes beyond the control of subgrant recipient and consultant, and without fault or negligence of either of them, the subgrant recipient shall not be deemed in default, unless:

(1) Supplies or services to be furnished by the consultant were obtainable from other sources,

(2) The Department ordered the subgrant recipient in writing to procure such supplies or services from other sources, and

(3) The subgrant recipient failed to reasonably comply with such order.

c. Upon request of the subgrant recipient, the Department shall ascertain the facts and the extent of such failure, and if the Department determines that any failure to perform was occasioned by one or more said causes, the delivery schedule shall be revised accordingly.

22. Written Approval of Changes in this Approved Agreement (Grant Adjustments)

a. Subgrant recipients must obtain prior approval from the Department for major substantive changes such as changes in project activities, target populations, service providers, implementation schedules, project director, and designs or research plans set forth in the approved agreement and for any budget changes that will transfer more than 10% of the total budget between budget categories.

b. Subgrant recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

c. Under no circumstances can transfers of funds increase the total budgeted award.

d. Requests for changes to the subgrant agreement must be electronically signed by the subgrant recipient or implementing agency's chief official or the chief official's designee.

e. Any certifications required for the requested changes, such as Sole Source, ADP Justification, Privacy Certification forms, and Confidential Funds certifications, must be signed by the subgrant recipient or implementing agency chief official or someone with formal, written signature authority for the chief official.

23. Disputes and Appeals

a. The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The subgrant recipient shall proceed diligently with the performance of this agreement according to the Department's decision.

b. If the subgrant recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The subgrant recipient's right to appeal the Department's decision is contained in § 120, Fla. Stat., and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under § 120, Fla. Stat.

24. Conferences and Inspection of Work

Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.

25. Access to Records

a. The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the subgrant recipient, implementing agency and contractors for the purpose of audit and examination according to the Financial Guide and the Common Rule.

b. The Department reserves the right to unilaterally terminate this agreement if the subgrant recipient, implementing agency, or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of § 119, Fla. Stat., and made or received by the subgrant recipient or its contractor in conjunction with this agreement.

c. The subgrant recipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

26. Retention of Records

The subgrant recipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The subgrant recipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: dlis.dos.state.fl.us/barm/genschedules/GS1-SL.pdf.

27. Personnel Changes

Upon implementation of the project, in the event there is a change in Chief Officials for the Subgrant recipient or Implementing Agency, project staff must notify the help desk for FDLE's online grants management system, SIMON (Subgrant Information Management Online) so that the organization can be updated in SIMON. If the project director changes, a grant adjustment must be entered in SIMON to reflect the change.

28. Background Check

Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of § 435, Fla. Stat. shall apply.

a. All positions in programs providing care to children, the developmentally disabled, or vulnerable adults for 15 hours or more per week; all permanent and temporary employee positions of the central abuse hotline; and all persons working under contract who have access to abuse records are deemed to be persons and positions of special trust or responsibility and require employment screening pursuant to § 435, Fla. Stat., using the level 2 standards set forth in that chapter.

b. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

   (1) Any person who is required to undergo such a security background investigation and who refuses to cooperate in such investigation or refuses to submit fingerprints shall be disqualified for employment in such position or, if employed, shall be dismissed.

   (2) Such background investigations shall be conducted at the expense of the employing agency or employee. When fingerprinting is required, the fingerprints of the employee or applicant for employment shall be taken by the employing agency or by an authorized law enforcement officer and submitted to the Department of Law Enforcement for processing and forwarding, when requested by the employing agency, to the United States Department of Justice for processing. The employing agency shall reimburse the Department of Law Enforcement for any costs incurred by it in the processing of the fingerprints.

29. Drug Court Projects

A Drug Court Project must comply with § 397.334, Fla. Stat., "Treatment-Based Drug Court Programs."

30. Overtime for Law Enforcement Personnel

Prior to obligating funds from this award to support overtime by law enforcement officers, the U.S. Department of Justice encourages consultation with all allied components of the criminal justice system in the affected jurisdiction. The purpose of this consultation is to anticipate and plan for systemic impacts such as increased court dockets and the need for detention space.

31. Criminal Intelligence System

a. The subgrant recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. Part 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. 23.20(g). Should any violation of 28 C.F.R. Part 23 occur, the subgrant recipient may be fined as per 42 U.S.C. 3789g(c)-(d). The subgrant recipient may not satisfy such a fine with federal funds.

b. The subgrantee understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the subgrantee agrees the these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

32. Confidential Funds

A signed certification that the project director or the head of the Implementing Agency has read, understands, and agrees to abide by all of the conditions for confidential funds as set forth in the effective edition of the Office of Justice Programs Financial Guide is required from all projects that are involved with confidential funds. The signed certification must be submitted at the time of grant application.

33. Civil Rights Compliance

a. Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subgrant recipients, implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and Department of Justice Non-Discrimination Regulations 28 CFR Part 42; see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

b. FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in the delivery of services or benefits or in employment. The subgrant recipient must notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services or benefits or in employment practices.

c. Subgrant recipients are responsible for ensuring that contractors, vendors, and agencies to whom they pass-through funds are in compliance with all Civil Rights requirements and that the contractors, vendors, and agencies are aware that they may file a discrimination complaint with the subgrant recipient, with FDLE, or with the Office for Civil Rights and how to do so.

d. Equal Employment Opportunity Plans

(1) A subgrant recipient or implementing agency must develop an EEO Plan if it has 50 or more employees and it has received any single award of $25,000 or more from the Department of Justice. The plan must be prepared using the on-line short form at www.ojp.usdoj.gov/about/ocr/eeop_comply.htm, must be retained by the subgrant recipient or implementing agency, and must be available for review or audit. The organization must also submit an EEO Certification to FDLE.

(2) If the subgrant recipient or implementing agency is required to prepare an EEO Plan and has received any single award of $500,000 or more from the Department of Justice, it must submit its plan to the Department of Justice for approval. A copy of the Department of Justice approval letter must be submitted to FDLE. The approval letter expires two years from the date of the letter.

(3) A subgrant recipient or implementing agency is exempt from the EEO Plan requirement if it is has fewer than 50 employees or if it does not receive any single award of $25,000 or more from the Department of Justice or if it is a nonprofit organization, a medical or educational institution, or an Indian Tribe. If an organization is exempt from the EEO Plan requirement, it must submit an EEO Certification to FDLE.

(4) The subgrant recipient and implementing agency acknowledge that failure to comply with EEO Requirements within 60 days of the project start date may result in suspension or termination of funding, until such time as it is in compliance.

e. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs.

f. In accordance with federal civil rights laws, the subgrant recipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

g. Subgrant recipients must include comprehensive Civil Rights/Nondiscrimination Provisions in all contracts funded by the subgrant recipient.

h. If the subgrant recipient or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the subgrant recipient, with FDLE or with the Office for Civil Rights. Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489 or on-line at www.fdle.state.fl.us/contacts/comment_form.html. Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.

i. The subgrant recipient must have procedures in place for responding to discrimination complaints that employees and clients, customers, and program participants file directly with the subgrant recipient.

j. The subgrant recipient must have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the subgrantee/implementing agency with FDLE or the OCR.

k. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

l. Americans with Disabilities Act

Subgrant recipients must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination by public and private entities on the basis of disability and requires certain accommodations be made with regard to employment (Title I), state and local government services and transportation (Title II), public accommodations (Title III), and telecommunications (Title IV).

m. Rehabilitation Act of 1973 (28 C.F.R. Part 42, Subpart G)

If the subgrant recipient has 50 or more employees and receives DOJ funding of $25,000 or more, the subgrant recipient must take the following actions:

(1) Adopt grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which prohibit discrimination on the basis of a disability in employment practices and the delivery of services.

(2) Designate a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G.

(3) Notify participants, beneficiaries, employees, applicants, and others that the subgrantee/implementing agency does not discriminate on the basis of disability.

n. Limited English Proficiency (LEP)

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at www.lep.gov. FDLE strongly encourages subgrant recipients to have a written LEP Language Access Plan.

o. Title IX of the Education Amendments of 1972 (28 C.F.R. Part 54)

If the subgrant recipient operates an education program or activity, the subgrant recipient must take the following actions:

(1) Adopt grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. Part 54, which prohibit discrimination on the basis of sex.

(2) Designate a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. Part 54.

(3) Notify applicants for admission and employment, employees, students, parents, and others that the subgrantee/implementing agency does not discriminate on the basis of sex in its educational programs or activities.

p. Equal Treatment for Faith Based Organizations

The subgrant recipient agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. The subgrantee also understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from the award, or the parent or legal guardian of such students. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See www.ojp.gov/about/ocr/equal_fbo.htm.

34. Immigration and Nationality Act

No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e), Section 274A(e) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the subgrant recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

35. National Environmental Policy Act (NEPA)

a. The subgrant recipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of subgrant funds by the subgrant recipient. This applies to the following new activities whether or not they are being specifically funded with these subgrant funds. That is, it applies as long as the activity is being conducted by the subgrant recipient or any third party and the activity needs to be undertaken in order to use these subgrant funds,

(1) New construction;

(2) Minor renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain;

(3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; and

(4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.

(5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

b. The subgrant recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The subgrant recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at www.bja.gov/Funding/nepa.html, for programs relating to methamphetamine laboratory operations.

c. For any of a subgrant recipient's existing programs or activities that will be funded by these subgrants, the subgrant recipient, upon specific request from the Department and the U.S. Department of Justice, agrees to cooperate with the Department of Justice in any preparation by Department of Justice of a national or program environmental assessment of that funded program or activity.

36. Mitigation of Health, Safety and Environmental risks dealing with Clandestine Methamphetamine Laboratories

If an award is made to support methamphetamine laboratory operations the subgrant recipient must comply with this condition, which provides for individual site environmental assessment/impact statements as required under the National Environmental Policy Act.

a. General Requirement: The subgrant recipient agrees to comply with federal, state, and local environmental, health and safety laws and regulations applicable to the investigation and closure of clandestine methamphetamine laboratories and the removal and disposal of the chemicals, equipment, and wastes used in or resulting from the operation of these laboratories.

b. Specific Requirements: The subgrant recipient understands and agrees that any program or initiative involving the identification, seizure, or closure of clandestine methamphetamine laboratories can result in adverse health, safety and environmental impacts to (1) the law enforcement and other governmental personnel involved; (2) any residents, occupants, users, and neighbors of the site of a seized clandestine laboratory; (3) the seized laboratory site's immediate and surrounding environment of the site(s) where any remaining chemicals, equipment, and waste from a seized laboratory's operations are placed or come to rest. Therefore, the subgrant recipient further agrees that in order to avoid or mitigate the possible adverse health, safety and environmental impacts from any of clandestine methamphetamine operations funded under this award, it will (1) include the nine, below listed protective measures or components; (2) provide for their adequate funding to include funding, as necessary, beyond that provided by this award; and (3) implement these protective measures directly throughout the life of the subgrant. In so doing, the subgrant recipient understands that it may implement these protective measures directly through the use of its own resources and staff or may secure the qualified services of other agencies, contractor or other qualified third party.

(1) Provide medical screening of personnel assigned or to be assigned by the subgrant recipient to the seizure or closure if of clandestine methamphetamine laboratories;

(2) Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and other personnel assigned by the subgrant recipient to either the seizure or closure of clandestine methamphetamine laboratories;

(3) As determined by their specific duties, equip personnel assigned to the project with OSHA required protective wear and other required safety equipment;

(4) Assign properly trained personnel to prepare a comprehensive contamination report on each closed laboratory;

(5) Employ qualified disposal contractors to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized clandestine laboratory;

(6) Dispose of the chemicals, equipment, and contaminated materials and wastes removed from the sites of seized laboratories at properly licensed disposal facilities or, when allowable, properly licensed recycling facilities;

(7) Monitor the transport, disposal, and recycling components of subparagraphs 5 and 6 immediately above in order to ensure proper compliance;

(8) Have in place and implement an inter-agency agreement or other form of commitment with a responsible State environmental agency that provides for that agency's (i) timely

evaluation of the environmental conditions at and around the site of a closed clandestine laboratory and (ii) coordination with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if necessary, and in accordance with existing federal and state requirements; and

(9) Have in place and implement a written agreement with the responsible state or local service agencies to properly respond to any minor, as defined by state law, at the site. This agreement must ensure immediate response by qualified personnel who can (i) respond to the potential health needs of any minor at the site; (ii) take that minor into protective custody unless the minor is criminally involved in the meth lab activities or is subject to arrest for other criminal violations; (iii) ensure immediate medical testing for methamphetamine toxicity; and (iv) arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.

37. Non-Procurement, Debarment and Suspension

The subgrant recipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 CFR 180, "OMB Guidelines To Agencies On Governmentwide Debarment And Suspension (Nonprocurement)" These procedures require the subgrant recipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the subgrant is $100,000 or more, the subgrant recipient and implementing agency certify that they and their principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

38. Federal Restrictions on Lobbying

a. Each subgrant recipient agrees to comply with 28 CFR Part 69, "New Restrictions on Lobbying" and shall file the most current edition of the Certification And Disclosure Form, if applicable, with each submission that initiates consideration of such subgrant recipient for award of federal contract, grant, or cooperative agreement of $100,000 or more.

b. This certification is a material representation of fact upon which reliance was placed when this agreement was made. Submission of this certification is a prerequisite to entering into this agreement subject to conditions and penalties imposed by 31 USC 1352. Any person who fails to file the required certification is subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure to file.

c. As required by 31 USC 1352, and implemented at 28 CFR 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR 69, the applicant certifies that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subgrant recipients shall certify and disclose accordingly.

39. State Restrictions on Lobbying

In addition to the provisions contained in Item 36, above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this contract.

40. Additional Restrictions on Lobbying

The subgrant recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

41. "Pay – to – Stay"

Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail," as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon as offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

42. The Coastal Barrier Resources Act

The subgrant recipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.

43. Enhancement of Security

If funds are used for enhancing security, the subgrant recipient agrees to:

a. Have an adequate process to assess the impact of any enhancement of a school security measure that is undertaken on the incidence of crime in the geographic area where the enhancement is undertaken.

b. Conduct such an assessment with respect to each such enhancement; and, submit to the Department the aforementioned assessment in its Final Program Report.

44. Environmental Protection Agency's (EPA) list of Violating Facilities

The subgrant recipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

45. Flood Disaster Protection Act

The subgrant recipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.

46. National Historic Preservation Act

It will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

47. Human Research Subjects

Subgrant recipient agrees to comply with the requirements of 28 C.F.R. part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

48. Global Standards Package

In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: www.it.ojp.gov/gsp_grantcondition. Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

49. Reporting, Data Collection and Evaluation

The subgrant recipient agrees to comply with all reporting, data collection and evaluation requirements, as prescribed by the Bureau of Justice Assistance in the program guidance for the Justice Assistance Grant (JAG). Compliance with these requirements will be monitored by FDLE.

50. Privacy Certification

The subgrant recipient agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Subgrant recipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.

51. State Information Technology Point of Contact

The subgrant recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the subgrant recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046.

52. Interstate Connectivity

To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the subgrant recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

53. Supplanting

The subgrant recipient agrees that funds received under this award will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.

54. Conflict of Interest

The subgrant recipient and implementing agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

55. Uniform Relocation Assistance and Real Property Acquisitions Act

The subgrant recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.

56. Limitations on Government Employees Financed by Federal Assistance

The subgrant recipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

57. Certification for Employees Working Solely on a Single Federal Award

For any position that works 100% of its time on a single federal award, the employee must certify that 100% of his or her time was spent working on that federal award. This requirement applies to both full time and part time positions regardless of the percentage of the position's salary that is charged to the grant. The certification must be signed by both the employee and the employee's direct supervisor having firsthand knowledge of the work performed by the employee. The forms must be submitted semi-annually and may not be signed prior to the end of the reporting period. Certifications must be provided to cover the entire grant period.

58. Timesheets

Timesheets must be kept for all project staff whose hours will be charged to the project. The timesheets must be signed by the supervisor and clearly indicate hours spent on project activities.

59. Additional Documentation of Personnel for Department of Financial Services

In accordance with Section 215.971, Florida Statutes, the Florida Department of Financial Services may require documentation validation that personnel services were performed on project-related activities in accordance with the contract agreement.

60. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The subgrant recipient must promptly refer to the Florida Department of Law Enforcement, Office of Criminal Justice Grants any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a false claim for grant funds under the

False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds

61. Task Force Training Requirement

The subgrant recipient agrees that within 120 days of award, each member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When FDLE award funds to support a task force, the subgrant recipient must compile and maintain a task force personnel roster along with course completion certificates. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

62. Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable

Subgrant recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

63. High Risk Subgrant Recipients

The subgrant recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the U.S. Department of Justice determines that the subgrant recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

64. Text Messaging While Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the subgrant recipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this subgrant and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

65. System for Award Management (SAM)

The subgrant recipient must maintain current information in SAM until it submits the final financial report required under this award or receives the final payment, whichever is later. This requires that the subgrant recipient review and update the information at least annually after the initial registration, and more frequently if required by changes in its information or another award term.

66. Maximum Allowable Salary

No portion of these federal grant funds shall be used towards any part of the annual cash compensation of any employee of the subgrant recipient whose total annual cash compensation exceeds 110% of the maximum salary payable to a member of the Federal government's Senior Executive Service at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at http://www.opm.gov/oca/payrates/index.asp. A subgrant recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

67. DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database

If JAG program funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. For more information, refer to the NIJ FY 2012 DNA Backlog Reduction Program, available at ncjrs.gov/pdffiles1/nij/sl000989.pdf.

68. Interoperable Communications Guidance

Subgrant recipients that are using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at www.safecomprogram.gov/library/lists/library/DispForm.aspx?ID=334.

Subgrant recipients Grantees interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The subgrant recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Subgrant recipients must provide a listing of all communications equipment purchased with grant award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

69. Ballistic-Resistant and Stab Resistant Body Armor

Subgrant recipients that wish to purchase armor with JAG funds **must certify** that law enforcement agencies receiving vests have a written "mandatory wear" policy in effect. This policy must be in place for at least all uniformed officers before funding can be used by the agency for vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. FAQs related to the mandatory wear policy and certifications can be found at www.bja.gov/Funding/JAGFAQ.pdf.

JAG funds may be used to purchase armor for an agency, but may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.
Body armor purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (http://nij.gov). In addition, body armor purchased must be American-made. The latest NIJ standard information can be found at: www.nij.gov/topics/technology/body-armor/safety-initiative.htm.

70. BJA or FDLE Sponsored Events

The subgrant recipient agrees to participate in BJA- or FDLE-sponsored training events, technical assistance events, or conference held by FDLE or BJA or their designees, upon FDLE's or BJA's request.

71. Expenses Related to Conferences, Meetings, Trainings, and Other Events

The subgrant recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.

72. Environmental Requirements and Energy

For subgrants in excess of $100,000, the subgrant recipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

The subgrant recipient must comply with Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.

73. Other Federal Funds

The subgrantee agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the subgrantee will promptly notify, in writing the grant manager for this award, and, if so requested by OCJG seek a budget modification or change of project scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

74. Monitoring

The recipient agrees to comply with FDLE's grant monitoring guidelines, protocols, and procedures, and to cooperate with FDLE on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and /or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with FDLE grant monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Rick grantee, or termination of an award(s).

75. Unmanned Aerial Vehicles

The recipient agrees that awarded funds may not be expended on unmanned aircraft, unmanned aircraft systems, or aerial vehicles (US, UAS, or UAV) unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order. Additionally, any funding approved for this purpose would be subject to additional reporting, which would be stipulated by FDLE post award.

SOLE SOURCE JUSTIFICATION FOR SERVICES AND EQUIPMENT REQUEST FOR APPROVAL FORM

Florida Department of Law Enforcement
Edward Byrne Memorial Justice Assistance Grant Program

Name of Subgrant Recipient: City of Clermont
Authorized Official for Subgrant Recipient or Implementing Agency
Typed Name of Authorized Official: Charles Broadway
Typed Title: Chief of Police
Signature: Charles Broadway
Telephone Number (352)394-5588
Date: 10/02/2013
1.Briefly describe the proposed contractual services and/or equipment and how it relates to your program. ***PowerDMS (consisting of Policy, Standards, Test, Survey, and Training) provides an all-inclusive solution for the electronic maintenance and administration of policies, certification, and other document-based elements. Administrators can distribute policies, train personnel, and manage the holistic accreditation process, as well as testing and surveying.***
2.Explain your reasons for proposing to contract with, or purchase from, a non-competitive sole source. Address the expertise of the contractor, management, responsiveness, program knowledge and experience of contract personnel. Also provide the results of a market survey to determine competition availability or address why a market survey was not conducted. ***This product is unique to its seamless integration, in application, as well as with the unique processes of accreditation by that of the Florida Commission on Accreditation (all programs), CALEA (all programs) and the Commission on Accreditation for Rehabilitation Facilities (select programs), to name a few. PowerDMS is the only integrated product of its kind on the market today.***
3.Indicate the contract period and explain the potential impact on contract deliverables if due dates are not met. Relate this information to the approval period for your grant award. Estimate the time and cost to hire a competent replacement should the current contractor default. ***The contract period is for one year. I do not anticipate contractor defaults.***
4.Describe what is unique about the project and the proposed sole source contractor that would warrant a sole source contract. ***Based on my research this entity was the only one that could provide a product that could be both cost effective and cost efficient for our citizens and our agency.***
5.Explain any other points you believe should be covered to support your request for a sole source contract. ***No other points to consider.***
6.Make a declaration that the action to be taken is in the "best interest" of the subgrant recipient and the implementing agency. ***The purchase of this product from the company PowerDMS is absolutely in the best interest of all concerned based on program cost, program effectiveness and customer support. We will continue with the use of this product at our own cost.***
7.Address the Conflict of Interest Review (i.e. proposed contractor is not excluded or debarred and was not involved in development of the procurement) ***PowerDMS is not involved in the development of the procurement.***

SOLE SOURCE JUSTIFICATION FOR SERVICES AND EQUIPMENT REQUEST FOR APPROVAL FORM

Florida Department of Law Enforcement
Edward Byrne Memorial Justice Assistance Grant Program

NOTE:

- *If sole source procurement of contractual services and/or equipment is $100,000 or more, justification for sole source procurement must be submitted to the Department of Law Enforcement for approval.*
- *All the foregoing components must be addressed. Start on the next page and use continuation pages as necessary.*
- *If the sole source procurement is less than $100,000, the applicant should complete this form and maintain it in the program files available for monitoring and for audit.*

(Continuation Page ____.)

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

*Please read carefully the Instructions (see below) and then complete Section A **or** Section B **or** Section C, not all three.* 937993855

Recipient's Name: City of Clermont		DUNS Number:
Address: 685 W Montrose St Clermont. FL 34711		
Grant Title: Document Management Initiative	Grant Number: 2014-JAGC-2262	Award Amount: $9719.00
Name and Title of Contact Person: Jon R. Johnson Captain		
Telephone Number: 352-394-5588 ext 168	E-Mail Address: jjohnson@clermontfl.org	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- ☐ Recipient has less than fifty employees.
- ☐ Recipient is a nonprofit organization.
- ☐ Recipient is an Indian tribe.
- ☐ Recipient is an educational institution.
- ☐ Recipient is a medical institution.
- ☒ Recipient is receiving an award less than $25,000.

I, Susan Irby [*responsible official*], certify that The City of Clermont [*recipient*] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302. I further certify that The City of Clermont [*recipient*] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Susan Irby Human Resources Director — 7/24/13

Print or Type Name and Title | *Signature* | *Date*

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of $25,000 or more, but less than $500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, ______________________ [*responsible official*], certify that ______________________ [*recipient*], which has fifty or more employees and is receiving a single award or subaward for $25,000 or more, but less than $500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

______________________ [*organization*],
______________________ [*address*].

Print or Type Name and Title | *Signature* | *Date*

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of $500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, ______________________ [*responsible official*], certify that ______________________ [*recipient*], which has fifty or more employees and is receiving a single award of $500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on ______________ [*date*] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title | *Signature* | *Date*

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 6: Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duty authorized officers on the date, month and year set out below.

Corrections on this page, including Strikeovers, whiteout, etc. are not acceptable.

State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants

Signature: Petrina T. Herring

Typed Name and Title: Petrina T. Herring, Administrator

Date: 12/3/2013

Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)

Typed Name of Subgrant Recipient: City of Clermont

Signature:

Typed Name and Title: Hal Turville, Mayor

Date: July 23, 2013

Implementing Agency
Official, Administrator or Designated Representative

Typed Name of Implementing Agency: City of Clermont Police Department

Signature: Charles Broadway

Typed Name and Title: Charles Broadway, Chief of Police

Date: 7-23-13

State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

CERTIFICATE OF ACCEPTANCE OF SUBGRANT AWARD

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2014-JAGC-LAKE-11-E5-174, in the amount of $ 9,719.00, for a project entitled, DOCUMENT MANAGEMENT INITIATIVE, for the period of 10/01/2013 through 09/30/2014, to be implemented in accordance with the approved subgrant application, and subject to the Florida Department of Law Enforcement's Standard Conditions and any special conditions governing this subgrant.

____
(Signature of Subgrantee's Authorized Official)

____
(Typed Name and Title of Official)

____
(Name of Subgrantee)

____
(Date of Acceptance)

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
Move to approve reimbursement to owner for sewer damages not coverd by City Insurance in the amount of $7,689.33.	
Staff Report	
Staff recommends approval of reimbursement of owner of the property located at 1126 10th Street for damages caused by a sewer blockage in the City lateral. Based on applicable case law, the City's insurance company determined the City is not liable for damages caused by the blockage in the City lateral. Reimbursement is for repairs to floors, walls and cabinets in the amount of $7,689.33.	
Legal Impact	
Additional Analysis	
Fiscal Impact Summary	
Fiscal impact is $7,689.33. Sufficient funds are available in the Environmental Services Department budget, therefore, a budget amendment is not necessary.	

Fiscal Impact	Fund Number and Description	Available Budget Amount
$7,689.33	42535-54501	$0.00

Exhibits Attached (copies of original agreements)	

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
Motion to approve the reduction of the fines and release of the lien.	
Staff Report	

Kankoo Lien Release

This request, presented at the August 13, 2013 City Council meeting, was withdrawn at that meeting to allow the property owner or representative to be present to address the City Council.

The Respondent has complied with Code Cases 12-882 and 12-791, both for Unlawful Maintenance of Nuisances on the property near the southeast corner of Highway 50 and Hancock Road.

Kankoo Enterprises is requesting a reduction in fines and release of both liens. The fines accrued to $10,000 and $12,750, respectively, while not in compliance. Kankoo Enterprises is requesting to reduce each fine to $350, for a total of $700. This amount will cover administration costs incurred by the City in pursing this matter. Once payment of fines has been met, the liens will be released from the property.

Legal Impact	
Additional Analysis	
Fiscal Impact Summary	
Reduction to code enforcement fines of $22,050.	

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)		
1.	Exhibit 1 - Map	Kankoo Exhibit 1.doc
2.	Attorney Letter	Kankoo Attorney Letter.pdf

Exhibit 1


E HIGHWAY 50
N HANCOCK RD
LEGENDS WAY
HOOKS ST
HOLLY BERRY CIR
LOBLOLLY LN
SUNBURY ST
BOND ST
0
370
740 Feet

DE BEAUBIEN, KNIGHT, SIMMONS, MANTZARIS & NEAL, LLP
ATTORNEYS AND COUNSELORS AT LAW
A LIMITED LIABILITY PARTNERSHIP INCLUDING PROFESSIONAL ASSOCIATIONS
Post Office Box 87
332 North Magnolia Avenue
Orlando, Florida 32802-0087
(407) 422-2454
Telefax (407) 992-3541
Writer's e-Mail: dfm14@dbksmn.com

MEMORANDUM

TO : Darren Gray, City Manager

FROM : Daniel F. Mantzaris, City Attorney

DATE : August 6, 2013

RE : Code Enforcement Lien Settlement
Property Owner: Kankoo Enterprises, Inc.
Property Location; Near Corner of Hwy 50 & Hancock Rd.

The subject property is a vacant lot near the above-referenced intersection. In 2012 the City initiated a code enforcement case related to the property for violation of Section 34-61 of the City Code, (excessive weeds and grass). The property owner brought the property into compliance, however, did not do so in the time afforded by the Board. As a result a fine accrued in the amount of $12,750. In 2013, the violation was repeated and the City initiated another case against the owner for the same violation. The owner again corrected the violation, but once again, not until a fine had accrued in the amount of $10,000. In each case the fine was $250 per day.

In May of this year, the staff presented the matter to the code enforcement board for consideration of imposition of a lien on the property. At that time, staff intended to afford the owner of the property the opportunity to address the fine amount. The owner did not appear at the hearing and therefore, staff requested the CEB create a lien on the property. As a result two orders were entered creating liens on the property in the total amount of $22,750. After the liens were recorded, the undersigned was contacted by legal counsel for the owner who advised that the property owner had taken steps to ensure that the property would be maintained and requested that staff consider a reduction of the lien. After discussion with staff, our office advised that the City staff would recommend release of both liens for the payment of $700. This amount was a suggested by the code enforcement officer on the case to cover the City's administrative cost and because the property has been kept in compliance since May. Legal counsel for the owner has advised that his client is agreeable to paying this amount.

As a result, since the property is in compliance and the City has minimal administrative expense, staff recommends that the Council approve releasing the liens upon payment of $700.

If you have any questions, please do not hesitate to contact me.

cc: Barbara Hollerland

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
Motion to Approve Resolution No. 2013-15	
Staff Report	

Poolside Grill Conditional Use Permit

The applicant is proposing to open a new restaurant at 101 East Highway 50 within the Advanced Water Shapes office building. Restaurants are required to obtain a Conditional Use Permit within the C-1 zoning district.
The proposed restaurant will occupy one half of the overall building. The grill will be located outside in an existing area already set up for demonstration purposes, and a small kitchen will be set up inside the office building.
The applicant has revised his plan with a new layout that will not utilize any outdoor area for patron use. The restaurant alone will require 7 parking spaces, and the remaining office space requires 3 parking spaces. This will meet the current parking total on site with 10 parking spaces. The previous CUP request proposed outdoor seating that required additional parking that was not available on site.
Staff believes this development is consistent with the uses in the area; however, staff is concerned with the size of the restaurant quickly outgrowing its proposed dimensions. Provided the applicant remains within the existing building with patron use area not exceeding 300 square feet, staff recommends approval of the Conditional Use Permit request for a restaurant use on this C-1 zoned parcel.

At the City Council meeting Nov. 13, 2013, the Council was to consider the request after it had been previously tabled to allow the applicant to provide additional information. At the Nov. 13 meeting, the applicant was not present, so the Council voted unanimously to table to Jan. 14, 2014. To date, the applicant has provided no new information.

Under the previous site plan that included outdoor seating, the Planning & Zoning Commission's vote was unanimous to recommend denial for the Conditional Use Permit to City Council.

Legal Impact	
Additional Analysis	
Fiscal Impact Summary	
No fiscal impact.	

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)	
1. Exhibit 1 - Resolution	2013-15 Poolside Grill.doc

2.	Exhibits 2 throught 4	Pool Side Grill Exhibits.pdf
3.	Application	Pool Side Grill App.pdf
4.	Legal Ad	Poolside Grill CUP P&Z6-4-13,CC6-25-13.doc

CITY OF CLERMONT
RESOLUTION NO. 2013-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, GRANTING A CONDITIONAL USE PERMIT TO ALLOW FOR A RESTAURANT IN THE C-1 LIGHT COMMERCIAL ZONING DISTRICT

WHEREAS, the Planning and Zoning Commission of the City of Clermont, Lake County, Florida at a meeting held July 2, 2013 recommended denial of this Conditional Use Permit to allow for a restaurant in the C-1 Light Commercial Zoning District; at the following location:

LOCATION:

101 East Highway 50

The City Council deems it advisable in the interest of the general welfare of the City of Clermont, Lake County, Florida to grant this Conditional Use Permit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clermont, Lake County, Florida that:

This application for a Conditional Use Permit to allow for a restaurant in the C-1 Light Commercial Zoning District; be granted subject to the following conditions:

CONDITIONAL USE PERMIT CONDITIONS:

Section 1 - General Conditions

1. The conditions as set forth in this Conditional Use Permit shall be legally binding upon any heirs, assigns and successors in title or interest.

2. No further expansion of the use or additions to the facility shall be permitted except as approved by the Site Review Committee. An amendment to the Conditional Use Permit may be required.

3. No person, firm, corporation or entity shall erect, construct, enlarge, alter, repair, remove, improve, move, convert, or demolish any building or structure, or alter the land in any manner within the boundary of the project without first submitting necessary plans, obtaining necessary approvals, and obtaining necessary permits in accordance with the City of Clermont Land Development Code and those of other appropriate jurisdictional entities.

4. No business can occupy any portion of the building unless the proposed business has applied for and obtained a Local Business Tax Receipt from the Planning and Zoning Department.

5. The Conditional Use Permit must be executed and processed through the office of the City Clerk within 90 days of its date of approval by the City Council or the permit shall become null and void.

6. The Applicant shall record in the Public Records of Lake County within 90 days of its date of approval by the City Council, a short-form version of this Conditional Use Permit in the form set forth in Exhibit “A” to provide notice to all interested parties, the assigns, successors and heirs of the developer/applicant and all future owners of the above-referenced property that the real property described above is subject to the terms and conditions of the Conditional Use Permit.

7. The restaurant use shall be required to install and maintain any required grease trap for food services in accordance with the Clermont Code of Ordinances and other local or state regulations. Installation and size are to be determined by the Environmental Services Director.

8. The final Certificate of Occupancy shall not be issued until each of the stated conditions has been met. If any of the stated conditions are violated, the applicant understands and agrees that the City Council may open the Conditional Use Permit for further conditions or revoke this Conditional Use Permit by resolution.

9. Should the restaurant use cease operations for a period greater than one year, a new Conditional Use Permit shall be required.

10. In the event that the noise levels create a nuisance to the surrounding property owners, the City reserves the right to open the Conditional Use Permit for further review and additional conditions. Recurring documented complainants related to noise or other disturbances emanating from the operation shall be considered prima facie evidence of a violation of this provision. The owner shall be given written notice of such violations and shall have seven (7) days after receipt of such notice within which to demonstrate that adequate measures have been taken to alleviate the source of the disturbance which gave rise to the recurring complaints. If in the opinion of the Planning and Zoning Director, the disturbances have not been corrected, the owner will be scheduled for the next available City Council meeting to determine the appropriate action necessary to alleviate the disturbance, including any additional restrictions on the operation of the business deemed necessary to alleviate the complaints.

11. The structure shall be inspected by the Fire Marshall for life safety requirements. All requirements must be met prior to any Certificate of Occupancy being issued.

12. The structure shall be inspected by the City Building Inspector and all building code violations must be corrected prior to a Certificate of Occupancy being issued.

13. If any of the stated conditions are violated, the applicant understands and agrees that the City Council may revoke this Conditional Use Permit by resolution.

Section 2 – Land Use

1. Permitted uses shall include a restaurant and permitted C-1 uses at 101 East Highway 50.
2. There shall not be any patron use areas outside the building.
3. The existing display pool shall not be used for patron use in association with the restaurant.
4. No outdoor storage or display shall be permitted without obtaining City approvals in accordance with the Land Development Code.

Section 3 - Architectural Design and signage:

All structures shall be designed and constructed in accordance with the Architectural Standards of the City of Clermont. In addition, the following shall be required:

1. All fencing within public view shall be ornamental metal or brick, as approved by the City's Site Review Committee. Chain link fencing shall be prohibited.

2. Direct exposed view neon tubing and scrolling text message boards are prohibited. Neon tubing shall not be utilized for building trim or accent areas.

3. All other signage shall comply with applicable codes.

CITY OF CLERMONT
RESOLUTION NO. 2013-15

DONE AND RESOLVED by the City Council of the City of Clermont, Lake County, Florida, this 14th day of January, 2014.

CITY OF CLERMONT

____
Harold S. Turville, Jr., Mayor

ATTEST:

____
Tracy Ackroyd, City Clerk

Approved as to form and legality:

____
Daniel F. Mantzaris, City Attorney

Exhibit 2

DEVELOPMENT NAME:	Poolside Grill
OWNER/APPLICANT:	John Wetzel
REQUESTED ACTION:	A CUP Request to allow a restaurant in the C-1 Light Commercial Zoning District
SIZE OF PARCEL:	.3 +/- acre
GENERAL LOCATION:	101 East Highway 50
EXISTING ZONING:	C-1, Light Commercial
EXISTING LAND USE:	Office/ Retail
FUTURE LAND USE:	Commercial

SURROUNDING CONDITIONS:

	ZONING	EXISTING LAND USE	FUTURE LAND USE DISTRICT
NORTH:	R-3-A Residential/Professional	Office	Office
SOUTH:	R-3 Residential/Professional	Office	Office
EAST:	R-2 Medium Density Residential	Residential	Medium Density Residential
WEST:	C-1 Commercial	Vacant	Commercial

Road Classification:	Highway 50 – Arterial
Utility Area:	City of Clermont Water / Sewer
Site Utilities:	City of Clermont Water / Sewer
Site Visit:	4-10-13
Signs Posted:	By applicant

Exhibit 3

CUP CONDITIONS:

<u>Section 1 - General Conditions</u>

1. The conditions as set forth in this Conditional Use Permit shall be legally binding upon any heirs, assigns and successors in title or interest.

2. No further expansion of the use or additions to the facility shall be permitted except as approved by the Site Review Committee. An amendment to the Conditional Use Permit may be required.

3. No person, firm, corporation or entity shall erect, construct, enlarge, alter, repair, remove, improve, move, convert, or demolish any building or structure, or alter the land in any manner within the boundary of the project without first submitting necessary plans, obtaining necessary approvals, and obtaining necessary permits in accordance with the City of Clermont Land Development Code and those of other appropriate jurisdictional entities.

4. No business can occupy any portion of the building unless the proposed business has applied for and obtained a <u>*Local Business Tax Receipt*</u> from the Planning and Zoning Department.

5. The Conditional Use Permit must be <u>*executed and processed through the office of the City Clerk within 90 days of its date of approval by the City Council*</u> or the permit shall become null and void.

6. <u>*The Applicant shall record in the Public Records of Lake County within 90 days of its date of approval by the City Council, a short-form version of this Conditional Use Permit in the form set forth in Exhibit "A"*</u> to provide notice to all interested parties, the assigns, successors and heirs of the developer/applicant and all future owners of the above-referenced property that the real property described above is subject to the terms and conditions of the Conditional Use Permit.

7. The Restaurant use shall be required to install and maintain any required grease trap for food services in accordance with the Clermont Code of Ordinances and other local or state regulations. Installation and size are to be determined by the Environmental Services Director.

8. The final Certificate of Occupancy shall not be issued until each of the stated conditions has been met. If any of the stated conditions are violated, the applicant understands and agrees that the City Council may open the Conditional Use Permit for further conditions or revoke this Conditional Use Permit by resolution.

9. Should the restaurant use cease operations for a period greater than one year, a new Conditional Use Permit shall be required.

10. In the event that the noise levels create a nuisance to the surrounding property owners, the City reserves the right to open the CUP for further review and additional conditions. Recurring documented complainants related to noise or other disturbances emanating from the operation shall be considered prima facie evidence of a violation of this provision. The owner shall be given written notice of such violations and shall have seven (7) days after receipt of such notice within which to demonstrate that adequate measures have been taken to alleviate the source of the disturbance which gave rise to the recurring complaints. If in the opinion of the Planning and Zoning Director, the disturbances have not been corrected, the owner will be scheduled for the next available City Council meeting to determine the appropriate action necessary to alleviate the disturbance, including any additional restrictions on the operation of the business deemed necessary to alleviate the complaints.

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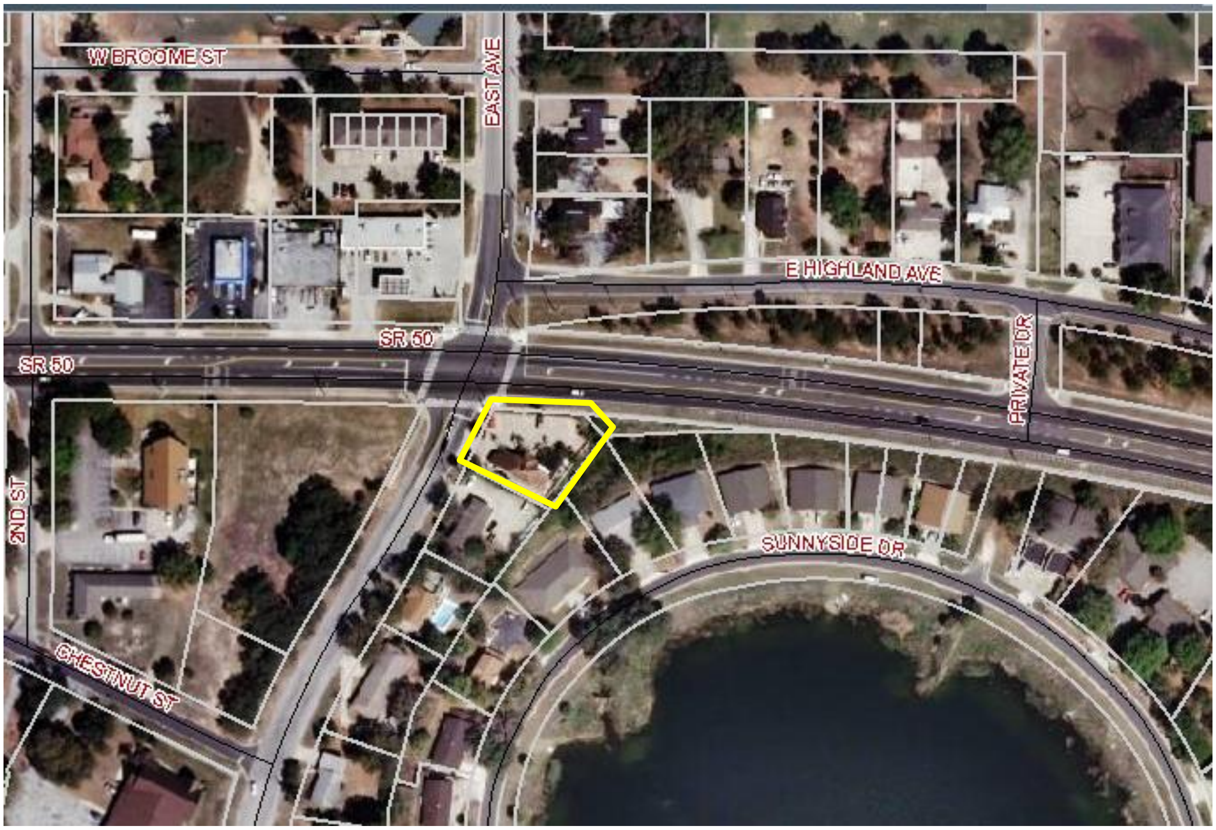
2. Direct exposed view neon tubing and scrolling text message boards are prohibited. Neon tubing shall not be utilized for building trim or accent areas.

3. All other signage shall comply with applicable codes.

Exhibit 4


W BROOME ST
EAST AVE
E HIGHLAND AVE
SR 50
SR 50
PRIVATE DR
2ND ST
SUNNYSIDE DR
CHESTNUT ST

CITY OF CLERMONT
CONDITIONAL USE PERMIT (CUP)
APPLICATION

DATE: 7/17/13 FEE:

PROJECT NAME (if applicable): Poolside [illegible]

APPLICANT: John Wetzel

CONTACT PERSON: John

Address: 101 E. Highway 50

City: Clermont State: Florida Zip: 34711

Phone: 3523942015 Fax: 3523942276

E-Mail: JohnWetzel@live.com

OWNER: Same

Address: 17648 CR 455

City: Montverde State: Fl Zip: 34756

Phone: 3523942015 Fax:

Address of Subject Property: 101 E. Highway 50 Clermont

General Location: Corner of East Ave + Highway 50

Legal Description (include copy of survey): Lot 12+13 Block 9
[illegible] unit Southerly SR 50

Land Use (City verification required):

Zoning (City verification required):

CITY OF CLERMONT
CONDITIONAL USE PERMIT (CUP)
APPLICATION
Page 2

Detailed Description of request (What are you proposing to do and why is it appropriate for this location? Attach additional page is necessary.

We are planning to add a smoker + grill outside by our display pool small area inside the building. [illegible] For seating with a small counter for Beer + Wine. The area is surrounded by restaurants + delis. This is a great opportunity to use a great looking pool area w/ waterfall for meat, great + a good addition to the area for steaks + burgers. The community would be served by a new small quaint local owned + operated business to serve top quality food + spirits.

John Webb
Applicant Name (print)

X [signature]
Applicant Name (*signature*)

Same
Owner Name (print)

X [signature]
Owner Name (*signature*)

****** **NOTICE** ******
IF THIS APPLICATION IS SUBMITTED INCOMPLETE OR INACCURATE, IT WILL BE SUBJECT TO A DELAY ON PROCESSING AND WILL NOT BE SCHEDULED UNTIL CORRECTIONS ARE MADE.

City of Clermont
Planning & Zoning Department
685 W. Montrose St.
P.O. Box 120219
Clermont, FL. 34712-0219
(352) 394-4083 Fax: (352) 394-3542

LEGAL NOTICE

Notice is hereby given that the City of Clermont will consider a request for a Conditional Use Permit to allow a restaurant in a C-1 Light Commercial zoning district at the following location:

LOCATION
101 East Highway 50

A complete legal description may be obtained in the Planning & Zoning Department located at 685 W. Montrose Street, Clermont, FL 34711.

This request will be considered by the Planning & Zoning Commission on Tuesday, June 4, 2013 at 7:00pm.

A public meeting to consider the request will be held before the City Council on Tuesday, June 25, 2013 at 7:00pm.

All meetings will be held in City Hall located at 685 West Montrose Street.

All interested parties will be given an opportunity to express their views on this matter.

Please be advised that, under State law, if you should decide to appeal a decision made with respect to this matter, you will need a record of the proceedings, and may need to ensure that a verbatim record is made.

Tracy Ackroyd, MMC
City Clerk

Daily Commercial
May 28, 2013 and June 18, 2013

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
Approve staff to begin planning for locating the new Police Station to the recently purchased property on Hwy 27.	
Staff Report	
Clermont purchased property on Highway 27 in December 2013. There were discussions about the possibility and advantages of moving the location of the new Police Station to this site.	
Legal Impact	
Additional Analysis	
Fiscal Impact Summary	

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)	

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
Move to approval applying for a Community Development Block Grant up to $700,000.00.	
Staff Report	

The City of Clermont is considering applying to the Florida Department of Economic Opportunity (DEO) for a FFY 2013 Small Cities Community Development Block Grant (CDBG) of up to Seven Hundred Thousand Dollars ($700,000.00). These funds must be used for one of the following purposes:

1. To benefit low and moderate income persons;
2. To aid in the prevention or elimination of slums or blight; or
3. To meet other community development needs of recent origin having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

The categories of activities for which these funds may be used are in the areas of housing, neighborhood revitalization, commercial revitalization, or economic development and include such improvement activities as acquisition of real property, loans to private-for-profit business, purchase of machinery and equipment, construction of infrastructure, rehabilitation of houses and commercial buildings, and energy conservation. Additional information regarding the range of activities that may be undertaken will be provided at the public hearing. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons.

Staff recommends approval to apply to the Florida Department of Economic Opportunity (DEO) for a FFY 2013 Small Cities Community Development Block Grant (CDBG) of up to Seven Hundred Thousand Dollars ($700,000.00).

Legal Impact	
Additional Analysis	
Fiscal Impact Summary	
The grant requires a city matching amount of $125,000.	

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)		

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
Staff Report	
The City Charter provides for the selection of Mayor Pro Tem each January.	
Legal Impact	
Additional Analysis	
Fiscal Impact Summary	

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)	

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
Motion to Approve: Introduction of Ordinance No. 2014-01 - Impact Fee Schedule Update	
Staff Report	

Ordinance No. 2014-01 is proposed in order to amend the city's current impact fee schedule. The current impact fee schedule has been in effect based on a study performed in 2005. The current study was performed by the firm Public Resources Management Group, Inc. and was presented to the City Council at a workshop on December 3.

The study is proposing the water and fire impact fees be increased, while the wastewater, police and recreation impact fees are proposed to decrease. Currently, the total amount of impact fees charged for a single-family residential classification is $9,284. If the proposed rate schedule is approved, the total amount will be $8,395, resulting in an approximate reduction of 9.58%.

The study is also proposing the application method for the water and wastewater impact fees be changed. Currently, the water and wastewater fees are caculated based on certain business attributes of the customer (the "attribute method"). The proposed method is to determine the water and wastewater fees based on the required water meter size of the customer.

In order to be in compliance with Section 163.31801, Florida Statutes, the proposed effective date for the increased water and fire impact fees will be May 1, 2014. The effective date for the decreased wastewater, police and recreation impact fees will be February 17, 2014.

Legal Impact	
Additional Analysis	
Fiscal Impact Summary	

Fiscal impact is difficult to quantify due to growth, but the combination of the single-family residential classification decrease and the change in application method for water and wastewater fees is expected to result in an overall decrease in total impact fees collected.

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)

1.	Ordinance No. 2014-01 - Impact Fee Schedule Update	Ordinance 2014-01 - Impact Fee Schedule Update - 1-14-14 - .pdf
2.	Impact Fee Draft Study Summary	Impact Fee Draft Study Summary - 12-20-13.pdf

3.	Impact Fee Draft Study	Impact Fee Draft Study - 12-20-13.pdf
4.	Impact Fee Draft Study Fee Schedule	Impact Fee Draft Study Fee Schedule - 12-20-13.pdf

CITY OF CLERMONT
ORDINANCE NO. 2014-01

AN ORDINANCE OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA AMENDING CODE OF ORDINANCES CHAPTER 2, "ADMINISTRATION" ARTICLE VI, "FINANCIAL MATTERS" DIVISION 2 "IMPACT FEES"; AMENDING SECTION 2-264 "IMPACT FEE SCHEDULE" PROVIDING FOR A NEW IMPACT FEE SCHEDULE; PROVIDING FOR LIBERAL CONSTRUCTION; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE TO THE EXTENT OF SUCH CONFLICT; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

The City Council of the City of Clermont, Lake County, Florida, hereby ordains that:

SECTION 1.

The City of Clermont Code of Ordinances Chapter 2, "Administration", Article VI, "Financial Matters". Division 2, "Impact Fees", Section 2-264 "Impact Fees Schedule" is hereby amended to read as follows: (note strikethrough indicates removed words and underlined indicates added)

Section 2-264. - Impact fee schedule.

(a) The Council hereby adopts and incorporates by reference the Utility and Municipal Impact Fee Study, dated December 20, 2013~~September 19, 2005~~, and the fee schedule incorporated therein, a copy of which is attached hereto and incorporated herein as appendix A and is available from the City Clerk.

(b) If a development approval is requested for a development with mixed unit type, then the fee shall be computed by calculating the number of units of each type and multiplying the results by the appropriate fees on the schedule. When a question arises about which types on the schedule shall apply to the development, the City Manager shall determine which comparable land use type shall apply, or if there is not a comparable land use, then a special study shall be required.

(c) The schedule shall be reviewed periodically and revised as necessary to reflect new data and technical information that substantially affect the calculation of the proportionate fair share of capital costs represented by the schedule.

(d) All impact fees set forth in the Ordinance from which this section derives shall be increased annually due to inflation or other such factors, in order to ensure adequate capital recovery of facility costs. Unless the City Council approves otherwise, the adjustment shall be effective as of October 1 of each year and shall be equal to the then current index pursuant to the Engineering News Record (ENR) Construction Cost Index.

SECTION 2.

The provisions of this Ordinance shall be liberally construed to effectively carry out its purposes in the interest of the public health, safety, welfare and convenience.

SECTION 3.

All ordinances or parts of ordinances of the City of Clermont in conflict with the provisions of this are hereby repealed to the extent of such conflict.

SECTION 4.

The provisions of this Ordinance are severable, and if any section, sentence, clause or phrase hereof is for any reason held to be unconstitutional, invalid or ineffective, such holding shall not affect the validity of the remaining portions of this Ordinance, it being expressly declared to be the City Council's intent that it would have passed the valid portions of this Ordinance without the inclusion therein of any invalid portion or portions.

SECTION 5.

In accordance with the Notice provisions of Section 163.31801, *Florida Statutes*, this Ordinance shall take effect as set forth below:

(a) For Water and Fire and Rescue Services Impact Fees, the newly adopted Utility and Municipal Impact Fee Study shall be effective and applicable May 1, 2014.

(b) For Wastewater, Police, and Recreational Services Impact Fees, the newly adopted Utility and Municipal Impact Fee Study shall be effective and applicable February 17, 2014.

SECTION 6.

This Ordinance has been published as provided by law and it shall become law and take effect as set forth above.

PASSED AND ADOPTED by the City Council of the City of Clermont, Lake County, Florida, this 28th day of January 2014.

CITY OF CLERMONT

____
Mayor Harold S. Turville, Jr.

Attest:

____
Tracy Ackroyd, City Clerk

Approved as to form and legality:

____
Daniel F. Mantzaris, City Attorney

City of Clermont
Gem of the Hills

UTILITY AND MUNICIPAL IMPACT FEE STUDY

Prepared on December 20, 2013

Presented By

Public Resources Management Group, Inc.

PURPOSE OF THE STUDY

- Update the Impact Fee Basis and Develop Proposed Impact Fees for Utility and Municipal Services based on Existing & Planned Improvements
- Existing and Planned Improvements to serve both Existing and Future Populations of the City equal $228 million
  - Water & Wastewater - $156 million
  - Police - $13 million
  - Fire / Rescue - $14 million
  - Recreation - $45 million

MAJOR OBJECTIVES AND CRITERIA

The Basis for Impact Fees and Related Criteria have been Developed under Florida Case Law

- **Dual Rational Nexus**
  - **Relate Capital Needs to Growth**
  - **Relate Capital Expenditures to Growth**
- **Revenue Producing Ordinance**
- **Maintain Separate Accounting**

RECENT STUDY PRESENTATIONS

- Workshop held December 3, 2013 to review:
  - Service Area Forecast
  - Proposed Water and Wastewater Service Level Changes
  - Water and Wastewater Fee Application Methods
  - Capital Needs Required to Serve Future Growth
  - Preliminary Changes to Existing Fees
- The City then authorized the purchase of the Celebration of Praise Property to be financed over 15 years at 3.05% annual interest costs
  - The proposed agreement resulted in a slightly lower Recreation Impact Fee than previously calculated since lower financing costs are expected over the term of the loan

EXISTING AND PROPOSED RESIDENTIAL IMPACT FEES [*]

	Water / Sewer	Police	Fire	Recreation	Total
Existing	$5,743	$562	$395	$2,584	$9,284
Proposed	5,564	381	462	1,988	8,395
Increase / (Decrease)	($179)	($181)	$67	($596)	($889)

[*] Amounts reflect the typical residential fees per dwelling unit. Fees for water, sewer, police and fire services also apply to non-residential & commercial properties, and such fees are unique to the service requirements for each property. Please refer to the study report for a complete listing of fees for non-residential and commercial properties.

RECOMMENDATIONS

- The City should consider adopting the Proposed Impact Fees as Presented
  - Recommendation lowers the single family water and wastewater levels of service to 480 GPD for water and 220 GPD for wastewater
  - The City should also consider applying the water and wastewater fees per unit for residential and per meter size for commercial development
- The City should continue to Review Fees Periodically
  - Development Trends
  - Capital Needs
  - Cost Allocation Process
- The City should continue to Maintain Separate Accounting for Receipts and Use of Fees

CITY OF CLERMONT, FLORIDA

UTILITY AND MUNICIPAL IMPACT FEE STUDY

DRAFT

December 20, 2013

Public Resources Management Group, Inc.
Utility, Rate, Financial and Management Consultants

Public Resources Management Group, Inc.
Utility, Rate, Financial and Management Consultants

December 20, 2013

PRMG #1179-02

Honorable Mayor and Members of the
City Council
City of Clermont
685 W. Montrose Street
Clermont, FL 34711

Subject: **Utility and Municipal Services Impact Fee Study**

Ladies and Gentlemen:

We have completed our study of the utility and municipal impact fees for water and wastewater services, police services, fire and rescue services, and recreational services for the City of Clermont (the "City") and have summarized the results of our analysis, assumptions, and conclusions in this report, which is submitted for your consideration. This report summarizes the basis for the proposed impact fees in order to provide funds to meet the City's capital expenditure requirements for such services allocable to growth.

During the course of the study, it was determined that the proposed impact fees should meet a number of goals and objectives. These goals and objectives primarily deal with fee sufficiency and level. Specifically, the major objectives considered in this study include:

- The Impact Fees should be sufficient to fund the projected capital requirements associated with providing service to new growth and development;

- The Impact Fees should not be used to fund deficiencies in capital needs of the City, if any; and

- The Impact Fees should be based upon reasonable level of service standards which meet the needs of the City and are similar to industry standards.

The proposed municipal and utility services impact fees presented in this report should meet the above objectives, as identified by the City during this study. As such, based on information provided by the City and the assumptions and considerations reflected in this report, Public Resources Management Group, Inc. considers the proposed fees to be cost-based, reasonable, and representative of the funding requirements of the City.

341 NORTH MAITLAND AVENUE - SUITE 300 - MAITLAND, FL 32751
TELEPHONE: (407) 628-2600 • FAX: (407) 628-2610 • EMAIL: PRMG@PRMGinc.com

We appreciate the cooperation and assistance given to us by the City and its staff in the completion of the study.

Very truly yours,

Public Resources Management Group, Inc.

Henry L. Thomas
Vice President

Murray M. Hamilton, Jr.
Rate Consultant

HLT/dlc

CITY OF CLERMONT, FLORIDA
UTILITY AND MUNICIPAL SERVICES IMPACT FEE STUDY

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EXECUTIVE SUMMARY AND RECOMMENDATIONS

CITY OF CLERMONT, FLORIDA
UTILITY AND MUNICIPAL SERVICES IMPACT FEE STUDY

EXECUTIVE SUMMARY AND RECOMMENDATIONS

EXECUTIVE SUMMARY

The purpose of an impact fee is to assign, to the extent practical, growth-related capital costs to those new customers responsible for such costs. To the extent new population growth and associated development imposes identifiable capital costs to municipal services, equity and modern capital funding practices suggest the assignment of such cost to those residents or system users responsible for such costs. The City of Clermont (the "City") has recognized this capital funding strategy as being an appropriate method of funding the certain future capital requirements of the City. The City has, in the past, adopted impact fees for the following municipal and utility services:

- Water and Wastewater Services
- Police Services
- Fire Rescue Services
- Recreation Services

This report addresses the impact fees associated with water and wastewater service, police services, fire and rescue services, and recreational services (collectively, the "Utility and Municipal Services Impact Fees"). The City currently has impact fees for all of these services as noted above. Public Resources Management Group, Inc. (PRMG) was retained to review and develop proposed fees, as appropriate.

Based on the subsequent discussions in this section, the following table summarizes the City's existing to proposed impact fees for the single-family residential classification as follows:

Proposed Residential Impact Fees

	Existing	Proposed
Water and Wastewater	$5,743	$5,564
Police Protection	562	381
Fire and Rescue Protection	395	462
Recreation	2,584	1,988
Total	$9,284	$8,395

The existing and proposed fees shown above for recreation are only charged to residential properties, while fees for water, wastewater, police and fire rescue services are also charged to non-residential properties. The non-residential fees are unique to the service requirements of each property. A detailed discussion on impact fees for both residential and non-residential properties is provided for in subsequent sections of this study report. The following discussion is a summary of the findings and conclusions developed during our investigation, analyses, and preparation of the proposed fees:

1. The permanent residential population of the City based on estimates developed using Census data and growth estimates provided by City staff is estimated at 30,201 in 2013 and is projected to be approximately 42,100 by the end of 2020, for an average annual growth rate of 4.90%. The estimated total number of households is expected to increase from 11,890 (based on 2.54 persons per household today) to 17,516 for a net gain of 5,626 households during the forecast period from 2013 through 2020.

2. Based on discussions with the City's planning department, it is estimated that an additional 2,974,750 square feet of non-residential development is projected to be constructed during the forecast period reflected in this study. Future non-residential development is assumed to be approximately 250 square feet per resident based on historical relationships.

3. The method of impact fee application recommended to the City for the water and wastewater systems is different than the current method utilized for such systems. The City's current method of fee application attempts to differentiate the capacity characteristics of a customer based on certain demographics or business attributes of the customer (the "attribute method"). This approach relies upon specific customer characteristics to estimate each individual customer's capacity needs. For example, the capacity of a restaurant may be based on the number of square feet of the restaurant. Another example of using this method is to estimate the capacity needs for a hotel based on the number of rooms. This method is often used in conjunction with other methods that rely upon specific business attributes for calculating the capacity needs of certain types of customers. Following discussions with City staff, several weakness within the current method were identified including:

   - Customer's ability to estimate his/her expenses to connect to the system;

   - Availability and accuracy of business attribute information before, during and subsequent to development; and

   - Accounting for changes in property use over time.

   Based on these weakness and other considerations discussed in Section 3 of this report, we recommend the City revise its fee application method to a per meter / per unit based approach. With the exception of residential use, which is recommended to be applied on a per unit basis, the meter approach for commercial and other non-residential uses is based on the meter size issued for the development. Essentially, the size of the meter is assumed to be linked to the capacity requirements of a user whereby the higher the usage needs of a customer, the larger the meter size that needs to be installed. This method generally incorporates information published by the American Water Works Association (the M22 manual entitled Sizing Water Service Lines and Meters) and is based on the instantaneous demand capability of each meter. A more thorough discussion related to this fee application is presented in Section 3.

4. The level of service (LOS) standard used for the development of the water and wastewater services impact fee is based on the gallons per day (GPD) required for each equivalent residential unit (ERU). The City's currently adopted LOS for water services is 520.8 GPD (217 gallons per person x 2.4 persons per average ERU) while the LOS for the wastewater system is 350 GPD. However, PRMG recommends reducing the LOS per ERU based on current usage patterns within the City's existing water and wastewater service territory. The proposed LOS per ERU is based on residential water use, excluding irrigation uses, which is proposed to equal 220 GPD per ERU. The LOS is intended to approximate the indoor water use for a typical residential connection and all commercial / non-residential connections expressed on a per meter size basis (the "meter approach" previously defined). For single family properties (except All-Adult Communities), an allowance of 260 GPD is added to the water fee (only) based upon customer irrigation patterns within this class of service.

   In summary, customers of the system are using less water and the proposed reduction in LOS is intended to account for the reduced service level. Because service levels by meter size and property class vary, please refer to Section 3 for a full listing of service levels by class and meter size.

   The proposed standards are consistent with current residential customer usage patterns and were used as the basis for the proposed water and wastewater impact fees. Based on capital costs attributable to growth as outlined in Section 3, the following summarizes the existing and proposed water and wastewater impact fees:

Water and Wastewater Impact Fee [*]

	Per Single Family Dwelling Unit	
	Existing	Proposed
Water	$1,991	$2,125
Wastewater	3,752	3,439
Total	$5,743	$5,564

[*]Derived from Table 3-10.

5. The police and fire impact fees are charged to both residential and non-residential properties. The current application method applies the fees per dwelling unit for the residential class and per 1,000 square feet for most of the non-residential classes (referred to in this report as the Equivalent Impact Fee Units). There are a few, unique non-residential properties where police and fire impact fees are applied on a different basis (i.e., per room, per student, per acre). The recreation impact fee is charged to residential properties only, because the benefit is, generally, ascribed only to the resident. The current application of the recreation impact fee is based on the number of bedrooms per dwelling unit. The utilization of these units for the application of police, fire and recreation fees is common and is used to some degree by all local governments surveyed. No changes to this application method are proposed for the police, fire and recreation fees.

6. The level of service standard used for the development of the police services impact fee is the number of full-time patrol officers per 1,000 population. This standard is commonly used in the establishment of police services impact fees and, for the City, the target level is 2.0 full-time officers per 1,000 residents. This standard is generally consistent with the standards referenced in published state and national guidelines (e.g., Florida Department of Law Enforcement), and is comparable to staffing level ratios for other Florida communities. Based on costs attributable to growth as outlined in Section 4, the following summarizes the proposed police services impact fees:

Police Services Impact Fee [*]

Residential	Measurement	Single Family	Multi-family	Mobile Home
Existing Fee	Dwelling	$562.00	$480.00	$562.00
Proposed Fee	Dwelling	381.00	381.00	381.00

Non-residential	Measurement	Existing	Proposed
General Office	1,000 Sq. Ft.	$410.00	$245.00
Convenience Market	1,000 Sq. Ft.	2,646.00	1,679.00
Restaurant (W/ Drive Through)	1,000 Sq. Ft.	6,688.00	2,471.00
Industrial Park	1,000 Sq. Ft.	197.00	140.00
Manufacturing	1,000 Sq. Ft.	192.00	118.00

[*] Derived from Table 4-5 in this report.

7. The level of service standard used for the development of the fire rescue services impact fee is the maintenance of first response time of four (4) minutes or less per fire and rescue alarm. The resources required to achieve this standard are the City's personnel and firefighting equipment. The City currently has a staffing plan that results in an LOS standard of 1.28 firefighter/rescue personnel per 1,000 population. This standard is generally comparable to staffing level ratios for other Florida communities. Based on costs attributable to growth as outlined in Section 5, the following summarizes the proposed fire and rescue services impact fees:

Fire Services Impact Fee [*]

Residential	Measurement	Single Family	Multi-family	Mobile Home
Existing Fee	Dwelling	$395.00	$335.00	$395.00
Proposed Fee	Dwelling	462.00	462.00	462.00

Non-residential	Measurement	Existing	Proposed
General Office	1,000 Sq. Ft.	$269.00	$371.00
Convenience Market	1,000 Sq. Ft.	1,749.00	2,537.00
Restaurant (W/ Drive Through)	1,000 Sq. Ft.	4,421.00	3,733.00
Industrial Park	1,000 Sq. Ft.	129.00	212.00
Manufacturing	1,000 Sq. Ft.	125.00	178.00

[*] Derived from Table 5-5 in this report.

8. Municipalities typically adopt recreation facilities standards for recreation planning purposes as part of the comprehensive planning process. These standards deal with the types of facilities the City desires for its residents. The City's adopted level of service is currently 10.0 acres per 1,000 population, and the City has various population standards for recreation activities and facilities. The recreation services impact fee proposed herein was predicated on the estimated cost of parkland, facilities, and activities (ball fields, basketball courts, picnic facilities, etc.) required to meet the recreational standards as adopted by the City. These standards and their costs are outlined in Section 6 of this report. Based on the expected costs of these facilities and activities, and the population of the City for which they are constructed to serve, the following summarizes the proposed recreational impact fees:

Recreation Services Impact Fee [*]	
Existing Impact Fee	$2,584
Proposed Impact Fee	$1,988

[*] Derived from Table 6-7 and reflects the fee for a three bedroom single family dwelling unit.

9. The proposed recreation impact fee includes the City's planned purchase of the Celebration of Praise property totaling $6.3 million, which is assumed to be financed over fifteen (15) years at a 3.05% annual interest cost. A portion of the projected annual debt service costs on this loan may be paid with recreation impact fees to the extent the facilities will serve future growth. As of the date of this report, approximately 44% of the proposed facility is estimated to be allocable to existing residents and should be funded with sources other than impact fees, while 56% of the proposed facility is estimated to be available to serve growth and should be funded with impact fees.

The subsequent sections of this report provide a detailed discussions of the existing and proposed impact fees for water, wastewater, police, fire, and recreation services.

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INTRODUCTION

SECTION 1

INTRODUCTION

INTRODUCTION

The City of Clermont (the "City") is located in Lake County (the "County") 25 miles west of the City of Orlando, a major metropolitan area. The City, incorporated in 1916, now comprises 14.44 square miles and provides an array of services to year-round and seasonal residents. The municipal services in demand include water and wastewater management, police and fire protection services, and parks and recreational services. Based on the published Census in 2010, the City's permanent population was 28,742. Based on historical growth trends and discussions with the City's Planning Department, the current estimated population is 30,201 as of 2013. It is anticipated that the City will have significant growth over the next 7-8 years with the City's population reaching 42,100 with approximately 17,516 housing units by 2020 (the "Forecast Period"). In addition to housing, the City anticipates commercial development to continue to support new residents. In order to meet this anticipated growth and development and to maintain current levels of service, the City will need to fund capital improvements to serve such development.

The City's Municipal Services Impact Fees were last updated in 2005. Although the City has indexed such rates annually thereafter, rates need to be reviewed periodically to ensure that such fees reflect current actual investments made to serve growth, and to adequately reflect additional needs required to service new developments. Therefore, the City authorized Public Resources Management Group, Inc. (PRMG) to evaluate the water, wastewater, police, fire, and recreational impact fees.

AUTHORIZATION

PRMG was authorized by the City to evaluate and develop water and wastewater services, police services, fire services, and recreational services impact fees pursuant to a letter agreement between the City and PRMG. The scope of work for this project, as defined in the letter agreement, was to:

1. For each service, review and analyze the capital requirements of the City that are needed to meet the level of service standards for the municipal function. This analysis includes a review of: i) the existing and future facility and equipment inventory of each specific municipal function; ii) service area population and development demographics and future needs; and iii) services provided by class of customers.

2. Where appropriate, develop a fee to be charged to new development in order to recover the capital costs associated with providing municipal services. This analysis includes the apportionment of costs among customer/development classifications, and the development of the fee per equivalent billing unit.

3. Develop a comparison of the impact fees and associated billing attributes for similar charges imposed by other neighboring jurisdictions.

4. Prepare a report that documents our analyses, assumptions, and conclusions for consideration by the City Manager and City Council.

CRITERIA FOR IMPACT FEES

The purpose of an impact fee is to assign, to the extent practical, growth-related capital costs to those new customers that benefit from the facilities funded by such expenditures. To the extent new population growth and associated development imposes identifiable capital costs to municipal services, equity and modern capital funding practices suggest the assignment of such costs to those residents or system users responsible for such costs rather than the existing population base. Generally, this practice has been labeled as "growth paying its own way."

Within the State of Florida, a recently adopted statute authorizes the use of impact fees. The statute was generally developed based on case law before the Florida courts and broad grants of power including the home rule power of Florida counties and municipalities. Section 163.31801 of the Florida Statutes was created on June 14, 2006, and amended in 2009 and 2011. This section is referred to as the "Florida Impact Fee Act." Within this section, the Legislature finds that impact fees are an important source of revenue for local government to use in funding the infrastructure necessitated by new growth. Section 163.31801 of the Florida Statutes, as amended, further provides that an impact fee adopted by ordinance of a county or municipality or by resolution of a special district must, at a minimum:

1. Require that the calculation of the impact fee be based on the most recent and localized data;

2. Provide for accounting and reporting of impact fee revenues and expenditures in a separate accounting fund;

3. Limit administrative charges for the collection of impact fees to actual costs;

4. Require that notice be provided no less than ninety (90) days before the effective date of an ordinance or resolution imposing a new or increased impact fee; and

5. Requires an affidavit addressed to the Auditor General that the utility has complied with this statute.

This section is further reinforced through existing Florida case law and the Municipal Home Rule Powers Act that grants Florida municipalities the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, as limited by legislation or as prohibited by state constitution or general law. Florida courts have ruled that the Municipal Home Rule Powers Act grants the requisite power and authority to establish valid impact fees. The authority for Florida governments to implement valid system impact fees is further granted in the Florida Growth Management Act of 1985[1].

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[1] The Act allows for impact fees under land use regulation by stating:

"This section shall be construed to encourage the use of innovative land development regulations which include provisions such as the transfer of development right, incentive and inclusionary zoning, planned unit development, capital charges, and performance zoning."—Florida Statutes, Sec. 163.3202(3).

The initial precedent for impact fees in Florida was set in the Florida Supreme Court decision, *Contractors and Builders Association of Pinellas Authority v. The City of Dunedin, Florida*. In this case, the Court's ruling found that an equitable cost recovery mechanism, such as impact fees, could be levied for a specific purpose by a Florida municipality as a capital charge for services. An impact fee should not be considered as a special assessment or an additional tax. A special assessment is predicated upon an estimated increase in property value as a result of an improvement being constructed in the vicinity of the property. Further, the assessment must be directly and reasonably related to the benefit which the property receives. Conversely, impact fees are not related to the value of the improvement to the property, but rather to the property's use of the public facility and the capital cost thereof.

Until property is put to use and developed, there is no burden upon servicing facilities and the land use may be entirely unrelated to the value or assessment basis of the underlying land. Impact fees are distinguishable from taxes primarily in the direct relationship between amount charged and the measurable quantity of public facilities or service capacity required. In the case of taxation, there is no requirement that the payment be in proportion to the quantity of public services consumed since tax revenue can be expended for any legitimate public purpose.

Based on Section 163.31801 of the Florida Statutes and existing Florida case law, certain conditions are required to develop a valid impact fee. Generally, it is our understanding that these conditions involve the following issues:

1. The impact fee must meet the "dual rational nexus" test. First, impact fees are valid when a reasonable impact or rationale exists between the anticipated need for additional capital facilities and the growth in population. Second, impact fees are valid when a reasonable association, or rational nexus, exists between the expenditure of the impact fee proceeds and the benefits accruing to the growth from those proceeds.

2. The system of fees and charges should be set up so that there is not an intentional windfall to existing users.

3. The impact fee should only cover the capital cost of construction and related costs thereto (engineering, legal, financing, administrative, etc.) for capacity expansions or other additional capital requirements that are required solely due to growth. Therefore, expenses due to rehabilitation or replacement of a facility serving existing customers (e.g., replacement of a capital asset) or an increase in the level of service should be borne by all users of the facility (i.e., existing and future users). Likewise, increased expenses due to operation and maintenance of that facility should be borne by all users of the facility.

4. The City should maintain an impact fee resolution that explicitly restricts the use of impact fees collected. Therefore, impact fee revenue should be set aside in a separate account, and separate accounting must be made for those funds to ensure that they are used only for the lawful purposes described above.

Based on the criteria above, impact fees which will be developed in subsequent sections herein: i) will include only the cost of the capital facilities necessary to serve new customer growth;

ii) will not reflect renewal and replacement costs associated with existing capital assets of the City; and iii) will not include any costs of operation and maintenance of the facilities.

IMPACT FEE METHODS

There are several different methods for the calculation of an impact fee. The calculation is dependent on the type of fee being calculated (e.g., water, police services, recreational services, transportation, etc.), cost and engineering data available, and the availability of other local data such as household and population projections, current levels of service, and other related items. The proposed Municipal Services Impact Fees reflected in this report are predominately based on two separate methods. These two methods are: i) the improvements-driven method; and ii) the standards-driven approach plus some recoupment for existing assets. These methods have been utilized in the development of impact fees for local governments in Florida.

The improvements-driven method is an approach that utilizes a specific list of planned capital improvements over a period of time. For example, the fee may correspond to the level of capital improvements that have been identified in the capital improvements element of the Comprehensive Plan or capital improvement budget of the local government. The standards-driven method does not utilize the cost of improvements based on specific capital budget needs but rather on the theoretical cost of the improvements to the City's capital facilities for incremental development. For example, the standards-driven method for a transportation impact fee would consider the theoretical cost of a mile of a new road by the trip capacity of a mile of road to establish the cost per trip. The primary difference between the two methodologies is how the capital costs, which must be recovered from the application of the fee, are calculated.

Both methodologies have their advantages and disadvantages. The advantages associated with the improvements-driven method include the following:

i. Based solely on budgeted capital improvements, thus providing a definite relationship between the level of fee and need.

ii. The use of fees can be shown to be attributable to growth based on the capital improvement plan utilized in the analysis as opposed to capital deficiencies in the system.

There are several disadvantages associated with the improvements-driven method. Some of the disadvantages include the following:

i. Fee may be based on an intermediate range forecast of capital improvements (e.g., five years) which may not reflect the true level of needs since major capital improvements may be beyond the time frame of the capital forecast.

ii. The fee does not take into account unused capacity at existing facilities which should be allocated to the users of the facilities.

iii. The forecast of capital improvements required for new development is still an estimate of cost and is subject to revisions and updates.

iv. It may be difficult to apportion to cost of specific improvements among present deficiencies, growth, and excess capacity.

With respect to the standards-driven method of determining impact fees, there also exist certain advantages and disadvantages. The advantages include the following:

i. Fee is based on a defined level of service and type of facility and it may be easier to determine the standard cost of the capital facilities associated with such level.

ii. Provides governments with more flexibility in the use of the collected fees in that they can identify future capital needs in advance of establishing the specific capital budget.

iii. The development of the fee does not require a detailed projection of future capital improvements and associated costs and is more applicable to the needs of a small municipality due to constraints of staff and resources.

As one would expect, there are also disadvantages associated with the standards-driven method. The disadvantages include:

i. The capital costs for the impact fee are not associated with anticipated or current capital needs as identified by the City's capital budget, thus increasing the potential of not providing a clear relationship between the fee and its use.

ii. The development of the standard cost for capital facilities is based primarily on engineering, planning, and financial judgment, although this may be somewhat mitigated by the level of service standards included in the Comprehensive Planning Process.

The proposed impact fees herein for the municipal services include the application of both the standards-driven and improvement-driven methods based on the capital facilities required to provide services and meet the City's service level standards. Where appropriate, the blending of both methods occurred and a more complete discussion of the methods used for the determination of the impact fees are presented in Sections 3 through 6.

SUMMARY OF REPORT

In addition to Section 1, this report has been subdivided into five (5) other sections. The following is a brief discussion of the remaining sections included in this report.

Section 2 – Service Area. This section of the report provides a general discussion of the residential and non-residential land use characteristics. Also presented in this section is the forecast of the residential dwelling units and non-residential development that is necessary in the design of the impact fees for the municipal services.

Section 3 – Water and Wastewater Services Impact Fee. This section discusses the development of the proposed connection/impact fee for water and wastewater services, including the capital cost requirements associated with providing these services, the methodology for the determination of the proposed fees, assumptions utilized in the design of the fees, and other factors associated with the fee determination.

Section 4 – Police Services Impact Fee. This section discusses the development of the proposed impact fee for police services, including the capital requirements associated with providing police services, the methodology for the determination of the proposed fees, assumptions utilized in the design of the fees, and other factors associated with the fee determination.

Section 5 – Fire Rescue Services Impact Fee. This section discusses the development of the proposed impact fee for fire protection services, including the capital requirements associated with providing fire protection services, the methodology for the determination of the proposed fees, assumptions utilized in the design of the fees, and other factors associated with the fee determination.

Section 6 – Recreation Impact Fee. This section discusses the development of the recreation impact fee, including the capital requirements associated with providing parks and recreation facilities to the City's residents, the methodology for the determination of the proposed fees, assumptions utilized in the design of the fees, and other factors associated with the fee determination.

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SERVICE AREA

SECTION 2

SERVICE AREA

GENERAL

This section provides a general discussion of the current service area, including population and housing statistics and other demographic information related to land use. Additionally, a discussion of the anticipated growth in population and associated growth in residential dwelling units and non-residential development is also contained in this section.

POPULATION AND DEVELOPMENT FORECAST

Regardless of the approach taken to formulate impact fees, it is necessary to develop a forecast of the population of the City in order to: i) have an appropriate planning horizon to ensure that capital improvement needs and costs are apportioned over a suitable growth segment; ii) link LOS requirements to the capital facility plan; and iii) identify any deficiencies in existing capital facilities related to the LOS standards and current population served.

As shown in Table 2-1 at the end of this section, the City's estimated total population as of 2013 was 30,201. Based on information provided by the City, it is estimated that the total population will approach approximately 42,100 residents by the year 2020. Thus, the population growth anticipated by the City is expected to be significant, approximately 4.90% on an average annual basis through the year 2020.

Historical and Projected Population and Dwelling Units

Year	Total Population	Total Dwelling Units	Average Persons Per Occupied Dwelling Unit
2000 [1]	9,333	4,675	2.29
2010	28,742	11,316	2.54
2013	30,201	11,890	2.54
2020 [2]	42,100	17,516	2.40

[1] Amounts derived from the 2000 and 2010 Census.
[2] Amounts estimated based on information provided by the City's Planning Department.

Based on the assumption of continued commercial development and discussions with the City's Planning Department, the following estimates of future non-residential development were assumed for the purposes of this report:

Estimated Growth in Non-Residential Development (Sq.Ft.)

	Projected 2020 [1]
Sq.Ft. of Building Space	
Commercial	2,974,750

[1] Based on discussion with the City's Planning Department, commercial development has historically averaged 250 square feet per person, and the City expects this trend to continue through 2020.

The anticipated non-residential development reflected above, is based upon the existing non-residential square feet of approximately 7,550,250 or 250 square feet per existing resident. By 2020 it is estimated that the City's population will grow to 42,100 and require commercial and industrial services of approximately 10,525,000 square feet or an increase of 2,974,750 square feet over the forecast period.

To the extent the projections of future development materially changes, it would then be appropriate for the City to re-evaluate the impact fees developed in this report.

PERSONS PER HOUSEHOLD

In order to develop recreational impact fees based on the size of residential properties to estimate the impact on recreational facilities, PRMG evaluated the existing residential units within the City. Table 2-2 at the end of this section provides the detail analyses to estimate the persons per household based on the number of bedrooms for each residential dwelling unit. The following table summarizes the results:

Average Person per Residential Household[*]

Residential Unit	Persons per Unit
0-1 Bedrooms	1.27
2 Bedrooms	1.90
3 Bedrooms	2.54
4 Bedrooms	3.17
5+ Bedrooms	3.80

[*] Derived from Table 2-2.

FUNCTIONAL POPULATION ALLOCATION

In order to update police and fire impact fees by land use, the capital costs needs to be apportioned between residential and non-residential properties. The apportionment is accomplished through a functional population allocation method.

The use of functional population[2] to develop more equitable impact fees has widely been used in Florida since the 1980s and remains a vital tool in estimating service demands between customer classes. Specifically, this methodology is applied to apportion capital costs associated with public facilities, police protection, fire rescue and other municipal services allocable to the non-residential classes.

The concept of functional population is incorporated in order to spread capital costs more equitably between residential and non-residential land-uses. Businesses place demands upon public services in exactly the same manner as residents do, and it is equitable to spread these costs based on the average number of people expected to be present. For residential use, the allocation is calculated per resident based on the average amount of time spent at the residence. The resident's remaining time is then allocated as either an employee and/or visitor to the

[2] Nicholas, Nelson, and Juergensmeyer. A Practitioner's Guide to Development Impact Fees. American Planning Association, 1991.

remaining non-residential classes as determined using traffic generations, estimated employment data, and anticipated operations. The net result is the total number of person hours per location.

Table 2-3 provides the details used to estimate the functional population coefficients. Generally, the following results were observed:

- Residential costs are based on the average amount of time spent at home or approximately 65% for each citizen on average.

- Non-residential costs are based on the remaining time (35%) that each citizen serves as a visitor or employee within the community.

The functional population results were used to update the police and fire services impact fees provided for in Sections 4 and 5 of this report.

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Section 2
City of Clermont
Utility and Municipal Impact Fee Study

List of Tables

Table 2-1
City of Clermont
Utility and Municipal Impact Fee Study

Population Detail and Housing Elements

Line No.	Fiscal Year	Annual Average Rate	Total Population [1] [2]	Total Units	Avg. Pop. per Unit
1	2000		9,333	4,675	2.29
2	2010	11.9%	28,742	11,316	2.54
3	2013	1.7%	30,201	11,890	2.54
4	2015	9.85%	36,441	14,743	2.47
5	2020	2.93%	42,100	17,516	2.40
6	2025	5.12%	54,037	23,140	2.34
7	2030	4.73%	68,099	30,039	2.27
8	Overall 2013 - 2030	4.90%			

Footnotes

[1] As provided by the City within its adopted Comprehensive Plan.

[2] Based on the 2010 U.S. Census and estimates for 2013 as obtained from the U.S. Census Bureau.

Table 2-2
City of Clermont
Utility and Municipal Impact Fee Study

Average Persons Per Household

Line No.	Housing Type	Existing Units [1]	Persons Per Unit	Weighted Units	Weighted Units - %	Population Per Unit	Est. Persons Per Unit
1	Residential Units						
2	0 - 1 Bedroom	733	2.00	1,466	3.1%	930	1.27
3	2 Bedrooms	3,724	3.00	11,172	23.5%	7,084	1.90
4	3 Bedrooms	3,425	4.00	13,700	28.8%	8,687	2.54
5	4 Bedrooms	2,760	5.00	13,800	29.0%	8,751	3.17
6	5+ Bedrooms	1,248	6.00	7,489	15.7%	4,749	3.80
7	Total	11,890	N/A	47,627	100.0%	30,201 [1]	2.54 [1]

Footnotes

[1] Based on the 2010 U.S. Census and estimates for 2013 as obtained from the U.S. Census Bureau.

Table 2-3
City of Clermont
Utility and Municipal Impact Fee Study

Functional Population and Employment Data [1]

Line No.	Land Use Category	Impact Unit	Trip Rate	One-way Trip factor	Average Persons per Vehicle [2]	Persons	Business Operations: Hours Operation	Business Operations: Shift Coverage	Business Operations: Hours per Employee	Number per Day: Employees	Number per Day: Visitors	Hours per Visitor	Days per Week	Total Available Person Hours	Person Hours on Site	Percent of Total Hours	Functional Pop. Factor
			[a]	[b]	[c]	[d]	[e]	[e]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]	[m]
1	**Residential - per person [3]**	Resident	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.648375
	Non-Residential																
2	Water Port / Marine Terminal	Acre	11.93	50%	1.43	8.51	8.00	1.00	8.00	1.00	7.51	1.00	7.00	1,429.68	108.57	7.59%	0.646250
3	Commercial Airport	Flight per Day	104.73	50%	1.43	75.09	4.00	7.82	4.00	7.82	67.27	1.00	7.00	12,615.12	689.85	5.47%	4.106250
4	General Aviation Airport	Flight per Day	1.97	50%	1.44	1.42	2.00	0.14	2.00	0.14	1.28	2.00	7.00	238.56	19.88	8.33%	0.118333
5	Truck Terminal	Acre	81.90	50%	1.37	56.24	8.00	11.72	8.00	11.72	44.52	1.00	7.00	9,448.32	967.96	10.24%	5.761667
6	General Light Industrial	1,000 sf	6.97	50%	1.21	4.21	8.00	2.31	8.00	2.31	1.90	0.25	5.00	707.28	94.78	13.40%	0.564137
7	General Heavy Industrial	1,000 sf	1.50	50%	2.44	1.83	8.00	1.83	8.00	1.83	0.00	0.25	5.00	307.44	73.20	23.81%	0.435714
8	Industrial Park	1,000 sf	6.96	50%	1.24	4.30	8.00	2.08	8.00	2.08	2.22	0.25	5.00	722.40	85.98	11.90%	0.511756
9	Manufacturing	1,000 sf	3.82	50%	1.08	2.07	8.00	1.79	8.00	1.79	0.28	0.25	5.00	347.76	71.95	20.69%	0.428274
10	Warehousing	1,000 sf	3.56	50%	1.27	2.26	8.00	0.92	8.00	0.92	1.34	0.25	5.00	379.68	38.48	10.13%	0.229018
11	Mini-warehousing	1,000 sf	2.50	50%	1.49	1.86	8.00	0.04	8.00	0.04	1.82	0.25	5.00	312.48	3.88	1.24%	0.023065
12	Hotel	Room	8.17	50%	1.31	5.37	24.00	0.57	8.00	1.71	3.66	10.00	7.00	902.16	351.96	39.01%	2.095000
13	All Suites Hotel	Room	4.90	50%	1.23	3.01	24.00	0.50	8.00	1.50	1.51	10.00	7.00	505.68	189.70	37.51%	1.129167
14	Motel	Room	5.63	50%	1.29	3.64	24.00	0.44	8.00	1.32	2.32	10.00	7.00	611.52	236.32	38.64%	1.406667
15	Water Slide Park	Parking Space	2.27	50%	1.45	1.65	8.00	0.10	6.00	0.13	1.52	4.00	7.00	277.20	48.02	17.32%	0.285833
16	Marina	Acre	20.93	50%	1.46	15.26	8.00	1.00	8.00	1.00	14.26	1.00	7.00	2,563.68	155.82	6.08%	0.927500
17	Golf Course	Hole	35.74	50%	1.44	25.65	12.00	1.74	8.00	2.61	23.04	4.00	7.00	4,309.20	791.28	18.36%	4.710000
18	Golf Driving Range	Tee	13.65	50%	1.47	10.05	10.00	0.25	6.00	0.42	9.63	1.50	7.00	1,688.40	118.76	7.03%	0.706875
19	Multipurpose Recreational Facility	Acre	90.38	50%	1.40	63.07	16.00	4.00	6.00	10.67	52.40	2.00	7.00	10,595.76	1,181.74	11.15%	7.034167
20	Bowling Alley	1,000 sf	33.33	50%	1.47	24.44	10.00	1.00	8.00	1.25	23.19	2.00	7.00	4,105.92	394.66	9.61%	2.349167
21	Movie Theater	1,000 sf	78.06	50%	1.47	57.46	10.00	1.47	6.00	2.45	55.01	2.00	7.00	9,653.28	873.04	9.04%	5.196667
22	Tennis Courts	Court	31.04	50%	1.49	23.07	8.00	0.47	8.00	0.47	22.60	2.00	7.00	3,875.76	342.72	8.84%	2.040000
23	Racquet / Tennis Club	Court	38.70	50%	1.48	28.65	8.00	0.85	8.00	0.85	27.80	2.00	7.00	4,813.20	436.80	9.08%	2.600000
24	Health / Fitness Club	1,000 sf	32.93	50%	1.48	24.44	10.00	0.46	8.00	0.58	23.86	1.00	7.00	4,105.92	199.50	4.86%	1.187500
25	Athletic Club	1,000 sf	43.00	50%	1.49	31.99	10.00	0.46	8.00	0.58	31.41	1.00	7.00	5,374.32	252.35	4.70%	1.502083
26	Recreational Community Center	1,000 sf	22.88	50%	1.46	16.70	10.00	0.84	8.00	1.05	15.65	1.00	7.00	2,805.60	168.35	6.00%	1.002083
27	Private School (K-12)	Student	2.48	50%	1.44	1.79	8.00	0.15	8.00	0.15	1.64	8.00	5.00	300.72	71.60	23.81%	0.426190
28	Junior / Community College	Student	1.20	50%	1.43	0.86	8.00	0.08	8.00	0.08	0.78	8.00	5.00	144.48	34.40	23.81%	0.204762
29	University / College	Student	2.38	50%	1.40	1.67	8.00	0.26	8.00	0.26	1.41	8.00	5.00	280.56	66.80	23.81%	0.397619
30	Place of Worship	1,000 sf	9.11	50%	1.45	6.60	8.00	0.52	8.00	0.52	6.08	1.00	7.00	1,108.80	71.68	6.46%	0.426667
31	Day Care Center	1,000 sf	79.26	25%	1.44	28.48	10.00	2.82	10.00	2.82	25.66	8.00	5.00	4,784.64	1,167.40	24.40%	6.948810
32	Cemetery	Acre	4.73	50%	1.48	3.51	8.00	0.08	8.00	0.08	3.43	1.00	5.00	589.68	20.35	3.45%	0.121131
33	Lodge / Fraternal Organization	Member	0.29	50%	1.45	0.21	8.00	0.01	8.00	0.01	0.20	1.00	5.00	35.28	1.40	3.97%	0.008333
34	Hospital	1,000 sf	16.50	50%	1.15	9.51	24.00	3.17	8.00	9.51	0.00	2.00	7.00	1,597.68	532.56	33.33%	3.170000
35	Nursing Home	1,000 sf	7.58	50%	1.09	4.15	24.00	1.16	8.00	3.48	0.67	2.00	7.00	697.20	204.26	29.30%	1.215833
36	Clinic	1,000 sf	31.45	50%	1.33	20.89	12.00	4.06	8.00	6.09	14.80	2.00	7.00	3,509.52	548.24	15.62%	3.263333
37	General Office Building	1,000 sf	11.01	50%	1.23	6.79	8.00	3.32	8.00	3.32	3.47	1.00	5.00	1,140.72	150.15	13.16%	0.893750
38	Corporate Headquarters Building	1,000 sf	7.98	50%	1.12	4.47	8.00	3.42	8.00	3.42	1.05	1.00	5.00	750.96	142.05	18.92%	0.845536
39	Single Tenant Office Building	1,000 sf	11.57	50%	1.25	7.26	8.00	3.20	8.00	3.20	4.06	1.00	5.00	1,219.68	148.30	12.16%	0.882738
40	Medical / Dental Office Building	1,000 sf	36.13	50%	1.40	25.31	8.00	4.05	8.00	4.05	21.26	1.00	5.00	4,252.08	268.30	6.31%	1.597024

Table 2-3
City of Clermont
Utility and Municipal Impact Fee Study

Functional Population and Employment Data [1]

Line No.	Land Use Category	Impact Unit	Trip Rate	One-way Trip factor	Average Persons per Vehicle [2]	Persons	Business Operations: Hours Operation	Business Operations: Shift Coverage	Business Operations: Hours per Employee	Number per Day: Employees	Number per Day: Visitors	Hours per Visitor	Days per Week	Total Available Person Hours	Person Hours on Site	Percent of Total Hours	Functional Pop. Factor
			[a]	[b]	[c]	[d]	[e]	[e]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]	[m]
41	Office Park	1,000 sf	11.42	50%	1.25	7.12	8.00	3.26	8.00	3.26	3.86	1.00	5.00	1,196.16	149.70	12.52%	0.891071
42	Research and Development Center	1,000 sf	8.11	50%	1.18	4.79	8.00	2.93	8.00	2.93	1.86	1.00	5.00	804.72	126.50	15.72%	0.752976
43	Business Park	1,000 sf	12.76	50%	1.28	8.17	8.00	3.16	8.00	3.16	5.01	1.00	5.00	1,372.56	151.45	11.03%	0.901488
44	Building Materials and Lumber Store	1,000 sf	45.16	50%	1.44	32.62	12.00	1.41	6.00	2.82	29.80	0.75	7.00	5,480.16	274.89	5.02%	1.636250
45	Free-Standing Discount Superstore	1,000 sf	53.13	50%	1.43	38.10	12.00	1.98	6.00	3.96	34.14	0.75	7.00	6,400.80	345.56	5.40%	2.056875
46	Specialty Retail Center	1,000 sf	44.32	50%	1.42	31.49	12.00	1.98	6.00	3.96	27.53	0.75	7.00	5,290.32	310.85	5.88%	1.850313
47	Free-Standing Discount Store	1,000 sf	57.24	50%	1.44	41.18	12.00	1.98	6.00	3.96	37.22	0.75	7.00	6,918.24	361.73	5.23%	2.153125
48	Hardware / Paint Store	1,000 sf	51.29	50%	1.47	37.62	12.00	0.96	6.00	1.92	35.70	0.75	7.00	6,320.16	268.07	4.24%	1.595625
49	Nursery / Garden Center	Acre	96.21	50%	1.46	70.23	8.00	4.35	8.00	4.35	65.88	0.75	7.00	11,798.64	589.47	5.00%	3.508750
50	Nursery Wholesale	Acre	19.50	50%	1.46	14.26	8.00	0.83	8.00	0.83	13.43	0.75	7.00	2,395.68	116.99	4.88%	0.696354
51	Shopping Center [4]	1,000 sf	42.94	50%	1.47	31.49	12.00	0.80	6.00	1.61	29.88	0.75	7.00	5,290.32	224.49	4.24%	1.336250
52	Factory Outlet Center [4]	1,000 sf	26.59	50%	1.45	19.23	12.00	0.80	6.00	1.61	17.62	0.75	7.00	3,230.64	160.13	4.96%	0.953125
53	New Car Sales	1,000 sf	33.34	50%	1.46	24.31	8.00	1.58	8.00	1.58	22.73	1.00	6.00	4,084.08	212.22	5.20%	1.263214
54	Automobile Parts Sales	1,000 sf	61.91	50%	1.44	44.68	12.00	1.98	6.00	3.96	40.72	1.00	7.00	7,506.24	451.36	6.01%	2.686667
55	Tire Store	1,000 sf	24.87	50%	1.47	18.24	12.00	0.47	6.00	0.94	17.30	1.00	7.00	3,064.32	160.58	5.24%	0.955833
56	Tire Superstore	1,000 sf	20.36	50%	1.46	14.85	12.00	0.47	6.00	0.94	13.91	1.00	7.00	2,494.80	136.85	5.49%	0.814583
57	Supermarket	1,000 sf	102.24	50%	1.48	75.65	12.00	1.16	6.00	2.32	73.33	0.75	7.00	12,709.20	482.42	3.80%	2.871563
58	Convenience Market	1,000 sf	737.99	50%	1.50	552.83	18.00	0.50	6.00	1.50	551.33	0.25	7.00	92,875.44	1,027.83	1.11%	6.118021
59	Convenience Market with Gasoline Pumps	1,000 sf	845.60	50%	1.50	633.54	18.00	0.50	6.00	1.50	632.04	0.25	7.00	106,434.72	1,169.07	1.10%	6.958750
60	Discount Supermarket	1,000 sf	96.82	50%	1.48	71.59	12.00	1.16	6.00	2.32	69.27	0.75	7.00	12,027.12	461.11	3.83%	2.744688
61	Wholesale Market	1,000 sf	6.73	50%	1.28	4.32	12.00	0.82	6.00	1.64	2.68	0.75	7.00	725.76	82.95	11.43%	0.493750
62	Discount Club	1,000 sf	41.80	50%	1.44	30.20	12.00	1.30	6.00	2.60	27.60	0.75	7.00	5,073.60	254.10	5.01%	1.512500
63	Home Improvement Superstore	1,000 sf	29.80	50%	1.44	21.50	12.00	0.96	6.00	1.92	19.58	0.75	7.00	3,612.00	183.44	5.08%	1.091875
64	Electronic Superstore	1,000 sf	45.04	50%	1.42	32.03	12.00	1.98	6.00	3.96	28.07	0.75	7.00	5,381.04	313.69	5.83%	1.867188
65	Discount Home Furnishings Superstore	1,000 sf	20.00	50%	1.33	13.25	12.00	1.98	6.00	3.96	9.29	0.75	7.00	2,226.00	215.09	9.66%	1.280313
66	Apparel Store	1,000 sf	66.40	50%	1.45	48.05	12.00	1.98	6.00	3.96	44.09	0.75	7.00	8,072.40	397.79	4.93%	2.367813
67	Arts and Crafts Store	1,000 sf	56.55	50%	1.44	40.66	12.00	1.98	6.00	3.96	36.70	0.75	7.00	6,830.88	359.00	5.26%	2.136875
68	Pharmacy / Drugstore (No Drive Through)	1,000 sf	90.06	50%	1.45	65.21	16.00	1.98	6.00	5.28	59.93	0.25	7.00	10,955.28	326.64	2.98%	1.944271
69	Pharmacy / Drugstore (With Drive Through)	1,000 sf	88.16	50%	1.45	63.78	16.00	1.98	6.00	5.28	58.50	0.25	7.00	10,715.04	324.14	3.03%	1.929375
70	Furniture Store	1,000 sf	5.06	50%	1.35	3.42	12.00	0.42	6.00	0.84	2.58	0.75	7.00	574.56	48.83	8.50%	0.290625
71	Walk-in Bank	1,000 sf	148.15	50%	1.47	108.99	8.00	4.79	8.00	4.79	104.20	0.25	5.00	18,310.32	321.85	1.76%	1.915774
72	Drive-in Bank	1,000 sf	148.15	50%	1.47	108.99	8.00	4.79	8.00	4.79	104.20	0.25	5.00	18,310.32	321.85	1.76%	1.915774
73	Quality Restaurant [4]	1,000 sf	89.95	50%	1.44	64.95	18.00	1.89	6.00	5.68	59.27	1.00	7.00	10,911.60	653.45	5.99%	3.889583
74	High-Turnover Restaurant (Sit-down) [4]	1,000 sf	127.15	50%	1.46	92.85	18.00	1.89	6.00	5.68	87.17	0.75	7.00	15,598.80	696.20	4.46%	4.144063
75	Fast-food Restaurant without Drive Through [4]	1,000 sf	716.00	50%	1.49	534.49	18.00	1.89	6.00	5.68	528.81	0.50	7.00	89,794.32	2,089.40	2.33%	12.436875
76	Fast-food Restaurant with Drive Through [4]	1,000 sf	496.12	50%	1.49	369.58	18.00	1.89	6.00	5.68	363.90	0.50	7.00	62,089.44	1,512.21	2.44%	9.001250
77	Quick Lubrication Vehicle Shop	Service Position	40.00	50%	1.49	29.89	10.00	0.15	6.00	0.25	29.64	0.50	7.00	5,021.52	114.24	2.28%	0.680000
78	Gasoline / Service Station	Pump Position	168.56	50%	1.50	126.22	18.00	0.15	6.00	0.45	125.77	0.25	7.00	21,204.96	239.00	1.13%	1.422604
79	Gasoline / Service Station w/ Convenience Market	Pump Position	162.78	50%	1.50	121.89	18.00	0.15	6.00	0.45	121.44	0.25	7.00	20,477.52	231.42	1.13%	1.377500
80	Gasoline / Service Station w/ Convenience Market & Car Wash	Pump Position	152.84	50%	1.50	114.43	18.00	0.15	6.00	0.45	113.98	0.25	7.00	19,224.24	218.37	1.14%	1.299792
81	Self-serve Car Wash	Wash Stall	108.00	50%	1.50	81.00	8.00	0.00	8.00	0.00	81.00	0.50	7.00	13,608.00	283.50	2.08%	1.687500

Table 2-3
City of Clermont
Utility and Municipal Impact Fee Study

Functional Population and Employment Data [1]

Line No.	Land Use Category	Impact Unit	Trip Rate	One-way Trip factor	Average Persons per Vehicle [2]	Persons	Business Operations: Hours Operation	Business Operations: Shift Coverage	Business Operations: Hours per Employee	Number per Day: Employees	Number per Day: Visitors	Hours per Visitor	Days per Week	Total Available Person Hours	Person Hours on Site	Percent of Total Hours	Functional Pop. Factor
			[a]	[b]	[c]	[d]	[e]	[e]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]	[m]

[1] Source: "A Practitioner's Guide to Development Impact Fees", Nicholas, Nelson, and Juergensmeyer, 1991, p. 114

[a] ITE Manual
[b] This factor is used to divide the trip rate in half which provides the basis for estimating persons per day per impact unit.
[c] As calculated below.
[d] Estimated person = [a] x [b] x [c]
[e] Shift coverage estimated based on trips per employee. Hours of operation and employee shifts assumed based on typical operating conditions.
[f] Calculated based upon the estimated operations of the entity.
[g] Estimated visitors = [d] - [e]
[h] Estimated hours per visitor per trip.
[i] Average days per week per employee.
[j] Total available person hours = [d] x 7days x 24hours
[k] Estimated person hours on site = ([e] x [g] x [i]) + ([f] x [h] x [i])
[l] Percent of Total Hours = [k] / [j]
[m] Functional Population = [l] x [d]

[2] Estimated Occupants per Vehicle based on recent census data:

Total Workers	16,559
Percent Carpooling	8.0%
Workers Carpooled	1,325
Workers Not Carpooled	15,234
Total Vehicles	15,897
Estimated Workers per Vehicle	1.04
Estimated Visitors per Vehicle	1.50

[3] Residential population converted to Functional Population based upon the following assumptions related to recent census data:

Estimated Population (2011)	29,126
Percent of Eligible Workers	62.0%
Available Workforce	18,058
Percent Unemployed	8.3%
Total Workers	16,559
Hours Available per Day	24.00
Total Hours	699,024
Hours per Day at Residence - Workday	12.00
Average Hours per Day at Residence - Workforce	13.71
Total Workforce Hours at Residence	227,024
Average Hours per Day at Residence - Non-workforce	18.00
Total Non-workforce Hours at Residence	226,206
Total Hours at Residence	453,230
Total Hours as Employee and/or Visitor	245,794
Percent of Total Hours at Residence	0.6484

[4] Trip data per employee not available. Shift coverage based on "2003 Commercial Buildings Energy Consumption Survey", Energy Information Administration, Table B-1.

WATER AND WASTEWATER IMPACT FEES

SECTION 3

WATER AND WASTEWATER IMPACT FEES

GENERAL

This section of the report summarizes the basis for the development of the City's proposed water and wastewater impact fees. Included in this section is a discussion of the design and calculation of the proposed water and wastewater impact fees for consideration by the City.

DESIGN OF IMPACT FEES

The review of the water and wastewater impact fees is based on the improvements-driven approach. In calculating the proposed fees there are two significant components that are addressed. These two components include: i) the level of service to be assigned to the applicants that request system capacity; and ii) the level or amount of capital cost to be recovered from a new applicant requesting service. Both of these components influence the level of the impact fee charged expressed on an equivalent residential unit (ERU) basis, excluding irrigation services. As will be discussed later in this section, a separate allowance for outdoor irrigation is recommended for single family residential water use.

Generally, there are two different methods of developing water and wastewater impact fees. The "average" method is based on total system assets and capabilities available to serve new growth (including existing and future expansion), while the "incremental" method is based upon the cost of the next increment of capacity including only additional assets or expansion capacity needed to serve new growth. The incremental method takes into consideration future capital investment and capacity additions as identified in the City's water and wastewater capital improvements plan. Since the water and wastewater systems contain existing assets and capabilities that also have capacity available to serve future growth and the City has also prepared a Master Plan to further improve and expand such systems to serve new customers, it was determined that the average method is the appropriate method to calculate the cost of water and wastewater treatment capacity required to serve new growth.

EXISTING IMPACT FEES

The City currently charges a water impact fee equal to $1,991 per single family ERU based on the capital costs of the utility system's capacity for treatment and transmission/distribution of potable water. The City also charges a wastewater impact fee equal to $3,752 per single family ERU based on the capital costs of the utility system's capacity for wastewater treatment and collection of wastewater. The reasons for using impact fees as a source of utility capital funding include the following:

1. To defray the capital cost of constructing new utility facilities necessitated by growth;

2. To shift the financial burden of constructing new utility facilities to the new residents for whose benefit the facilities will be built; and

3. To maintain, to the extent possible, existing utility rates while funding a portion of capital costs associated with growth.

The existing water and wastewater impact fees were adopted in 2005 pursuant to City Ordinance which sets forth the purpose of the fees, the level of fees charged to new applicants requesting water and wastewater service, and other parameters related to the administration of impact fees. The water and wastewater impact fees are currently applied on an ERU basis, which reflects a unit of measure that approximates the average demand or capacity requirements of a single-family residential customer. The ERU concept defines all other types of customers as a percentage or a multiple of a single-family residence on the basis of the estimated water consumption (and/or wastewater flow) of such customers relative to residential service levels. The City has indexed such fees annually since adoption in 2005 based on the Engineering News Record Construction Cost Index.

LEVEL OF SERVICE REQUIREMENTS

In the evaluation of the capital facility needs for providing water and wastewater utility services, it is important that a level of service (LOS) standard be developed. Pursuant to Section 163.3164, Florida Statutes, the "level of service" means an indicator of the extent or degree of service provided by, or proposed to be provided by a facility based on and related to the operational characteristics of the facility. Level of service shall indicate the capacity per unit of demand for each public facility or service. Essentially, the level of service standards are established in order to ensure that adequate capacity will be provided for future development and for purposes of issuing development orders or permits, pursuant to Section 163.3202(2)(g) of the Florida Statutes. As further stated in the Statutes, each local government shall establish a LOS standard for each public facility located within the boundary for which such local government has authority to issue development orders or permits. Such LOS standards are set for each individual facility or facility type and not necessarily on a system-wide basis.

For water and wastewater service, the level of service that is commonly used in the industry is the amount of capacity allocable to an equivalent residential unit (ERU) expressed as the amount of usage (gallons) allocated on an average daily basis. This allocation of capacity represents the amount of capacity allocable to an ERU, whether or not such capacity is actually used (commonly referred to as "readiness to serve"). As previously mentioned, an ERU is representative of the average capacity required to serve a typical individually-metered residential account. In considering the City's water service, a separate distinction is made between an ERU excluding outdoor irrigation and a single-family ERU, which is proposed to include an allowance for irrigation use. The single family residential class represents the largest group of customers served by the City, and it represents the single largest group of irrigation accounts within the service territory.

The City's existing LOS for water and wastewater service per single family ERU is 520.8 and 350.0 GPD, respectively. Based upon a review of actual customer billing requirements and discussions with staff, it is currently recommended that the LOS per single family ERU be reduced to 480 and 220 GPD for water and wastewater service, respectively. Specifically, the 480 GPD of water allowance is estimated to provide up to 220 GPD for indoor residential water use and an additional 260 GPD for irrigation purposes. This allowance for irrigation is important, because when developing the water impact fees for other property types (non-single family developments) no such allowance or charge for irrigation is appropriate. Based on discussions with the City staff, non-single family properties are generally required to develop a local well for irrigation purposes; therefore, only the 220 GPD LOS for indoor use is ascribed to those properties since such irrigation use is not probable. To the extent the City requires a second (2nd) water meter for irrigation for non-single family accounts, a separate water only impact fee should then be collected. The application of this approach is described in detail later in this section.

INVESTMENT IN EXISTING CAPITAL FACILITIES

The City maintains a significant investment in the existing water and wastewater systems. Such assets are used to produce, treat, and distribute potable water to customers and to collect, treat, and dispose of wastewater. As discussed previously, the existing investment in facilities currently has some capacity available to serve future customers; therefore, an allocated portion of the cost of these assets is included in the impact fees.

The City constructed and currently maintains a number of water and wastewater treatment plants and has a significant investment in transmission and distribution lines. As shown in Table 3-1, the following reflects the City's existing investment in the water and wastewater systems:

	Water System	Wastewater System
Treatment Plants	$21,071,474	$37,823,202
Disposal Facilities	0	2,850,223
Lift Stations	0	6,822,309
Transmission/Collection	4,075,118	2,950,324
Investment in Existing Facilities [*]	$25,146,592	$50,446,058

[*] Reflects gross assets allocable for impact fee determination derived from Table 3-1.

The amounts shown above total $75.6 million and comprise approximately 86% of the total utility system assets currently in service. Such assets which were excluded from fee determination include contributed assets such as on-site facilities, certain vehicles and equipment funded from rates, and meter services paid by customer fees. The assets assumed to be contributed total approximately $9.9 million and were estimated based on a review of utility lines by line size shown in Tables 3-2 and 3-3 at the end of this section. It was assumed that all distribution and collection lines less than 10 inches in diameter should be excluded from the transmission system costs, and thus, reflect credit for any contributed assets that may occur.

PROJECTED CAPITAL NEEDS

The City maintains a long-range capital improvement program (CIP) for its water and wastewater systems as shown in Table 3-4, which totals $61.9 million. In addition, the City completed a master plan that looks at project needs beyond the initial five (5) year horizon contained in Table 3-4. These additional projects must be considered when evaluating the average existing and future costs to serve new growth. The five (5) year capital plan and the long range master plan projects are shown in Tables 3-5 and 3-6 for the water and wastewater systems, respectively. The following improvements were considered:

- Water System Capital Improvement
  - Water Main Extensions
  - West Side Water Treatment Plant Construction
  - Expansion of Water Reclamation Mains

- Wastewater System Capital Improvement
  - Expansion of Water Reclamation Facility (Wastewater Treatment)
  - Construction Reclaimed Water Reservoir
  - Construction of Lift Stations and Force Mains

The City will also incur significant expenditures for renewals and replacements; however, no such costs are included in the proposed impact fees, which is consistent with impact fee criteria as established by Florida case law. As shown in Table 3-5, the City is projected to invest approximately $20.9 million in the water system. Table 3-6 reflects the City's projected investment in the wastewater system of approximately $53.1 million, which will expand wastewater treatment capacity by 4.0 MGD.

DESIGN OF WATER IMPACT FEE

The development of the proposed water impact fee per gallon of water capacity is presented in Table 3-7. As shown in Table 3-9, the proposed water impact fee for each single family ERU, including irrigation, is $2,125. This represents an increase in the fee of $134 or 6.7% above the current fee per single family ERU. The reason for this decrease is due to the decrease in level of service assumed from 520.8 GPD to 480 GPD, which includes 260 GPD for single family irrigation uses. The proposed fees reflect system costs to serve growth based on actual service requirements, including irrigation needs for single family service.

In the development of the proposed water impact fees, several assumptions were utilized or incorporated in the analysis. The major assumptions utilized in the design of the proposed water impact fees are:

1. The level of service for a single family ERU was estimated based on actual customer billings and discussions with City staff. The LOS per single family ERU (excluding All-Adult Communities) is proposed to be 480 GPD, which includes 220 GPD for indoor use and 260 GPD for single family irrigation uses. As shown in Table 3-9, only the indoor use allowance of 220 GPD was considered when evaluating other property types since such developments are not generally allowed a separate irrigation meter. Instead, such developments are required to put in a well for irrigation use.

2. The existing water production and treatment facilities have capacity available to serve new customer growth and are essential in providing such service. Table 3-7 presents the historical cost of existing production and treatment facilities plus planned improvements needed to serve growth. Based upon the recommended LOS for the water system of 480 GPD per single family ERU with irrigation and 220 GPD per ERU without irrigation ERU, the existing facilities have approximately 44.4% of total capacity available to serve new growth.

3. The water transmission system capacity is difficult to ascertain except at "build out" conditions; therefore, the total assets including planned expansions were evaluated against the current capacity levels or 10.983 MGD, expressed on an average daily flow (ADF) basis.

4. For calculation of the impact fee, no existing or planned capital facility costs associated with onsite facilities were included in the fee.

As shown on Table 3-7, the proposed water impact fee was calculated on a blend of historical and future capital costs for the water production and treatment facilities and historical and future costs of the transmission system facilities. By designing the water system impact fee to recover certain costs on a prospective basis, an attempt is made to design a charge that will provide funds to help meet the future capital needs of the water system. It should be noted that in the event the construction costs, capacity requirements, or utility service area materially change, the water impact fee may need to be adjusted accordingly.

As shown on Tables 3-7 and 3-9, the proposed water impact fee is $974 per ERU, excluding irrigation and $2,125 for all single family ERUs with irrigation.

DESIGN OF WASTEWATER IMPACT FEE

As shown in Table 3-8, the proposed impact fee for the wastewater system is $3,439 per ERU. For wastewater service, all use is deemed to be returned to the wastewater plants; therefore, no distinction between irrigation needs is necessary. The proposed fee of $3,439 per ERU represents a $313 decrease in the existing fee or 8.3%. The reason for the decrease is due to the reduction in level of service assumed from 350 GPD to 220 GPD, which reflects current water use for indoor purposes based on a review of actual customer billings.

In the development of the proposed wastewater impact fee, several assumptions were utilized or incorporated in the analysis. The major assumptions utilized in the design of the proposed wastewater impact fees are:

1. The level of service for a wastewater ERU was assumed to be 220 gallons per day (gpd) expressed on an average daily flow basis based on a review of actual customer bills and discussions with staff.

2. The existing wastewater treatment facilities have capacity available to serve new customer growth and are essential in providing such service. Table 3-8 presents the historical cost of existing treatment facilities plus planned improvements. Based upon the proposed LOS for the wastewater system of 220 GPD per ERU, the existing facilities which are expandable to 8.0 MGD, have approximately 72.57% of total capacity available to serve new growth.

3. The capital improvements identified previously and reflected in Table 3-6 will provide an expansion capacity of approximately 4.0 MGD, which will expand the current plant from 4.0 MGD to 8.0 MGD. The costs associated with this expansion are estimated at $30.5 million as shown in Table 3-6 and included in the fee determination on Table 3-8.

4. The wastewater collection system capacity is difficult to ascertain except under "build-out" conditions. Based on the current infrastructure in place and improvements within the next five (5) years, such investment was compared against the existing wastewater service capacity or 4.0 MGD.

5. For calculation of the impact fee, no existing or planned capital facility costs associated with onsite facilities were included in the fee.

As shown on Table 3-8, the proposed impact fee was calculated on a blend of historical and future costs for wastewater treatment facilities and historical and future costs of the disposal and collection system available to serve future growth. By designing the system impact fee to recover costs on this basis, an attempt is made to design a charge that will provide funds on a reasonable basis in order to meet the future capacity needs of the wastewater system. It should be noted that in the event the capacity requirements or costs materially change from what was reflected, the wastewater impact fee may need to be adjusted accordingly.

As shown on Tables 3-8 and 3-9, the proposed wastewater impact fee is recommended to be $3,439 per ERU.

FEE APPLICATION

With respect to the application of impact fees a variety of methods are used by Florida utilities; meter-based, attribute-based, and fixture-based. Based on our experience in working with utilities in Florida and throughout the State, the following is a summary of impact fee application procedures.

1. For impact fees charged to individually-metered residential accounts (single-family), such accounts are generally considered as one (1) equivalent residential unit (ERU). An equivalent residential unit represents the average water or wastewater demand expressed on an average gallons per day basis utilized by a typical single-family residence. Generally due to administrative concerns, all individually-metered residential customers are considered to be one (1) ERU. However, some utilities further differentiate the single family residential class by square footage, number of bedrooms within the residence or meter size serving the account recognizing the trade-off between a higher degree of equity in fee application versus the administrative cost. It should be noted that this class of customers represents the majority of connections made to most utility systems.

2. The impact fees charged for master metered residential customers (connections which serve a multiple of residential dwelling units with the usage measured through a single meter), institutional, and commercial or general service customers generally are structured to vary in order to recognize differences in the usage/capacity characteristics of such customers. Essentially, those customers that require a higher level of plant capacity (i.e., have greater usage requirements) will pay a higher impact fee. The specific method for calculating the fee to be charged to such non-single family residential connections varies based on the practices and policies of each utility. The various practices with respect to determining non-single family residential ERUs include:

a. For the master metered residential connections, many utilities consider these customers as residential use and base impact fees on the number of dwelling units served behind the meter. Generally, the ERU factor applied to each multi-family dwelling unit is expressed as a multiple of single-family ERU (e.g., 0.7 ERCs per dwelling unit) with such factor not being greater than 1.0 ERU per dwelling unit. In some instances, however, no differentiation is made between master metered residential accounts or commercial accounts with the size of the service (e.g., meter size) dictating the implied capacity requirements and impact fee level.

b. For commercial and institutional customers, many utilities, including the City, attempt to differentiate the capacity characteristics of a customer based on certain demographics or business attributes of the customer. This approach relies upon specific customer characteristics to estimate each individual customer's capacity needs. For example, the capacity of a restaurant may be based on the number of square feet of the restaurant. Another example of using this method is to estimate the capacity needs for a hotel based on the number of rooms. Also, a number of utilities base the estimate of individual customer capacity needs on a fixture count of the physical number of taps and drains located in the customer's premises and estimated flow per fixture based on amounts published in the Standard Plumbing Code. This method is often used in conjunction with other methods that rely upon specific business attributes for calculating the capacity needs of certain types of customers.

c. Another approach for the determination of the impact fees for the various service connections is the use of meter or service size equivalents in the determination of customer capacity needs. Essentially the size of the meter is assumed to be linked to the capacity requirements of a user whereby the higher the usage needs of a customer, the larger the size of the meter that needs to be installed for service. This method generally incorporates information published by the American Water Works Association (the M22 manual entitled Sizing Water Service Lines and Meters) and is usually based on the instantaneous demands capable of such meter. This methodology, while easy to administer, does not account for the potential usage diversity among customers being served by larger meters (e.g., two different customers with the same meter size often have significant differences in capacity needs).

The method of impact fee application recommended to the City for the water and wastewater systems is different than the current method utilized for such systems. The City's current method of fee application attempts to differentiate the capacity characteristics of a customer based on certain demographics or business attributes of the customer; the Attribute Method as was describe above. This approach relies upon specific customer characteristics to estimate each individual customer's capacity needs. This method is often used in conjunction with other methods that rely upon specific business attributes for calculating the capacity needs of certain types of customers. Following discussions with City staff, several weaknesses within the current method were identified including:

- Customer's ability to estimate his/her expenses to connect to the system;

- Availability and accuracy of business attribute information before, during and subsequent to development; and

- Accounting for changes in property use over time.

Based on these weakness and other considerations, PRMG recommends the City revise its fee application method to a per meter / per unit based approach. With the exception of residential use, which is recommended to be applied on a per unit basis, the Meter Approach for commercial and other non-residential uses is based on the meter size issued for the development. Essentially, the size of the meter is assumed to be linked to the capacity requirements of a user whereby the higher the usage needs of a customer, the larger the meter size that needs to be installed. This method generally incorporates information published by the American Water Works Association (the M22 manual entitled Sizing Water Service Lines and Meters) and is based on the instantaneous demands of each meter. The following table summarizes the proposed fees as shown in Table 3-9:

Proposed Impact Fees for Water and Wastewater Service

	Water Impact Fees		Wastewater Impact Fees		
Description	Service Level (gpd)	Amount Charged	Service Level (gpd)	Amount Charged	Total Impact Fees Charged
Existing Impact Fee per Gallon		$3.829		$10.720	$14.549
Proposed Impact Fee per Gallon		$4.427		$15.632	$20.059
Increase (Decrease) – $		$0.598		$4.912	$5.510
Increase (Decrease) – %		15.6%		45.8%	37.9%
<u>Single Family (Except All-Adult Communities)</u>					
All Meters [1]	480	$2,125	220	$3,439	$5,564
<u>Qualified All-Adult Community</u>					
Up to 3 Bedrooms – All Meters [1]	322	$1,424	147	$2,304	$3,728
4 or More Bedrooms – All Meters [1]	480	$2,125	220	$3,439	$5,564
<u>Multi-family</u>					
Per Unit [2]	154	$682	154	$2,407	$3,089
<u>Commercial [2]</u>					
3/4" Meter	220	$974	220	$3,439	$4,413
1" Meter	550	$2,435	550	$8,598	$11,033
1.5" Meter	1,100	$4,870	1,100	$17,195	$22,065
2" Meter	1,760	$7,792	1,760	$27,512	$35,304
3" Meter	3,300	$14,610	3,300	$51,585	$66,195
4" Meter	5,500	$24,350	5,500	$85,975	$110,325
6" Meter	11,000	$48,700	11,000	$171,950	$220,650
8" Meter	17,600	$77,920	17,600	$275,120	$353,040
10" Meter	25,300	$112,010	25,300	$395,485	$507,495

[1] The proposed water fee includes an allowance for irrigation use; therefore, no fee is required when a separate irrigation meter is issued.
[2] Amounts for the water fee do not include an allowance for irrigation use. Based on discussions with City staff, the City generally requires that a well be constructed for common area irrigation. To the extent a separate meter is issued, a second water impact fee should be collected based on the meter size. No additional wastewater impact fee is collected for the 2nd meter used for irrigation purposes.

COMPARISON WITH OTHER UTILITIES

In order to provide additional information regarding the competitiveness of the proposed impact fees, a comparison of the recommended fees with similar fees charged by neighboring jurisdictions was prepared. This comparison is summarized on Tables 3-10 for the water and wastewater systems. The comparison reflects a standard equivalent residential unit (ERU) which is typical for the fees charged to an individually-metered single-family residential connection, and comprises the majority of connections, served by both the City and the surveyed public utilities included in the comparison.

It is important to note that no in-depth analysis has been performed to determine the methods used in the development of the impact fees imposed by others, nor has any analysis been made to determine whether 100% of the cost of new facilities is recovered from capital facility charges, or some percentage less than 100% with the balance being recovered through user charges. Additionally, no analysis was conducted as to the type of utility plant facilities (treatment process, level of service, etc.) currently in service or planned for the surveyed utility. For example, the costs of wastewater effluent disposal utilizing a deep injection well system or reclaimed water distribution system generally have a higher capital cost per unit of capacity than surface water discharge. Additionally, utilities that have a poor quality water supply (which is contrary to the City) generally will have increased capital costs associated with higher levels or degrees of water treatment (e.g., reverse osmosis).

As shown on Tables 3-10, the proposed water and wastewater impact fees for the City are comparable with similar fees charged by other neighboring utilities.

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Section 3
City of Clermont
Water and Wastewater Impact Fee Analysis

List of Tables

Table 3-1
City of Clermont
Water and Wastewater Impact Fee Analysis

Summary of Water and Wastewater Fixed Assets [1]

Line No.	Function	Fixed Assets at Original Cost: Water	Fixed Assets at Original Cost: Wastewater
	Assets Included in the Impact Fee		
1	Treatment Plant	$21,071,474	$37,823,202
2	Transmission Lines [2] [3]	4,075,118	2,950,324
3	Disposal Facilities	0	2,850,223
4	Lift Stations	0	6,822,309
5	Total Embedded Costs Included in the Impact Fee Analysis	$25,146,592	$50,446,058
	Assets Excluded from the Impact Fee		
6	Meter Services	$2,095,402	$0
7	Distribution / Collection Lines [2] [3]	4,520,354	5,397,578
8	Vehicles & Equipment	402,949	295,534
9	Total Embedded Costs Excluded from the Impact Fee Analysis	$7,018,705	$5,693,112
10	**Total Fixed Assets**	$32,165,297	$56,139,170
11	**Total System Assets**	$88,304,467	

Footnotes:

[1] Estimated Assets as reported by the City as of September 30, 2013.

[2] For the purposes of allocating reclaimed water resource costs, all costs associated with reclaimed water transmission & distribution are reflected in the water assets. All reclaimed water assets associated with treatment and storage remain in the wastewater treatment costs.

[3] Based on the existing asset records of the City, information on specific distribution and collection lines that should be excluded from impact fee determination was not available. Therefore the following adjustments were made to segregate the total transmission costs from the distribution and collection related costs:

	Fixed Assets at Original Cost: Water	Fixed Assets at Original Cost: Wastewater
Transmission & Distribution/Collection System	$8,595,472	$8,347,902
Percent Allocable to Back-bone Transmission [*]	47%	35%
Amount Allocable to Back-bone Transmission	$4,075,118	$2,950,324
Amount Allocable to Distribution/Collection	$4,520,354	$5,397,578

[*] The water and wastewater transmission system was estimated based on mains greater than 8 inches in diameter as derived from Tables 3-2 and 3-3.

Table 3-2
City of Clermont
Water and Wastewater Impact Fee Analysis

Distribution/Transmission Main Allocator - Water System

Line No.	Size of Pipe (diameter)	Weighted Allocation [1] Total Length (ft.)	Percent of Total
	Distribution Mains [2]		
1	1 "	9,335	
2	1 1/2 "	6,335	
3	2 "	195,964	
4	4 "	84,518	
5	6 "	2,820,591	
6	8 "	2,310,857	
7	Total Distribution	5,427,599	52.6%
	Transmission Mains		
8	10 "	1,061,115	
9	12 "	2,015,177	
10	16 "	1,511,777	
11	20 "	239,448	
12	24 "	65,488	
13	Total Transmission	4,893,005	47.4%
14	Total T/D Mains	10,320,604	100.0%

Footnotes:

[1] Amounts shown reflect the product of the linear miles of line and each line size or diameter.

[2] Distribution System assumed to include all service lines less than 10 inches in diameter.

Table 3-3
City of Clermont
Water and Wastewater Impact Fee Analysis

Collection/Transmission Main Allocator - Wastewater System

Line No.	Size of Pipe (diameter)	Gravity Mains Weighted Length (ft.in.)	Gravity Mains Percent of Total	Force Mains Weighted Length (ft.in.)	Force Mains Percent of Total	Total Mains [1] Weighted Length (ft.in.)	Total Mains [1] Percent of Total
	Collection Mains [2]						
1	6 "	45,230		0		45,230	
2	8 "	6,035,767		0		6,035,767	
3	Total Collection Mains	6,080,996	89.54%	0	0.00%	6,080,996	64.7%
	Transmission Mains						
4	2 "	0		743		743	
5	3 "	0		52,916		52,916	
6	4 "	0		103,243		103,243	
7	6 "	0		305,721		305,721	
8	8 "	0		375,504		375,504	
9	10 "	140,931		194,167		335,098	
10	12 "	178,042		642,492		820,533	
11	15 "	170,967		0		170,967	
12	16 "	0		327,303		327,303	
13	18 "	78,823		0		78,823	
14	24 "	0		219,143		219,143	
15	30 "	141,968		0		141,968	
16	36 "	0		122,286		122,286	
17	42 "	0		269,634		269,634	
18	Total Transmission	710,730	10.46%	2,613,152	100.00%	3,323,882	35.3%
19	Total Mains	6,791,726	100.00%	2,613,152	100.00%	9,404,878	100.0%

Footnotes:

[1] Amounts shown reflect the product of the linear miles of line and each line size or diameter.

[2] Collection System assumed to include all service lines less than 10 inches in diameter.

Table 3-4
City of Clermont
Water and Wastewater Impact Fee Analysis

Summary of Capital Improvement Program

Line No.	Description	Allocation Water	Allocation Wastewater	Funding Source	Projected Fiscal Year Ending September 30, 2014	2015	2016	2017	2018	Total
	CAPITAL IMPROVEMENT PROGRAM									
	WATER									
1	East and West Water Interconnect	100%	0%	WFOB	$500,000	$0	$0	$0	$0	$500,000
2	Water System Improvements	100%	0%	WFOB	100,000	100,000	100,000	100,000	100,000	500,000
3	West Elevated Storage Tank Rehabilitation	100%	0%	WFOB	525,000	0	0	0	0	525,000
4	West Water Main Replacement	100%	0%	WFOB	1,360,000	500,000	500,000	500,000	500,000	3,360,000
5	Additional Vehicles	100%	0%	WFOB	17,000	0	0	0	0	17,000
6	Replacement Vehicles	100%	0%	WFOB	82,000	40,000	40,000	40,000	40,000	242,000
7	Water Extension to the Sector Plan	100%	0%	WFOB	1,475,000	0	0	0	0	1,475,000
8	East Water Main Looping	100%	0%	WIF	0	600,000	0	0	0	600,000
9	East Water Main Looping	100%	0%	WFOB	0	0	550,000	500,000	500,000	1,550,000
10	West WTP Construction	100%	0%	WFOB	0	0	0	0	11,000,000	11,000,000
11	Sunburst WTP Expansion	100%	0%	WFOB	0	0	0	0	1,500,000	1,500,000
12	TOTAL WATER				$4,059,000	$1,240,000	$1,190,000	$1,140,000	$13,640,000	$21,269,000
	WASTEWATER									
13	Force Main Replacement and Renewal	0%	100%	SFOB	0	300,000	300,000	300,000	300,000	$1,200,000
14	Replacement Vehicles	0%	100%	SFOB	26,000	40,000	40,000	40,000	40,000	186,000
15	Sewer Extension to the Sector Plan	0%	100%	SFOB	1,500,000	0	0	0	0	1,500,000
16	Sewer System Construction Improvements	0%	100%	SFOB	50,000	50,000	50,000	500,000	50,000	700,000
17	Pump Replacements	0%	100%	SFOB	50,000	50,000	50,000	500,000	50,000	700,000
18	Manhole Repair and Rehabilitation	0%	100%	SFOB	50,000	50,000	50,000	500,000	50,000	700,000
19	Lining of Mains and Laterels	0%	100%	SFOB	120,000	120,000	120,000	120,000	120,000	600,000
20	Reclaimed Main Installation	0%	100%	SFOB	0	500,000	1,500,000	500,000	500,000	3,000,000
21	Reclaimed Main Installation	0%	100%	SIF	200,000	0	0	0	0	200,000
22	Lift Station Upgrades	0%	100%	SFOB	400,000	100,000	500,000	0	0	1,000,000
23	Lift Station Upgrades	0%	100%	SFOB	0	0	0	700,000	500,000	1,200,000
24	WWTF Expansion	0%	100%	SIF	0	100,000	100,000	0	0	200,000
25	WWTF Expansion - 2.0 MGD AADF Expansion	0%	100%	SFOB	0	0	0	14,000,000	0	14,000,000
26	Regional Lift Station and Force Main	0%	100%	SFOB	0	2,500,000	0	0	0	2,500,000
27	Regional Lift Station and Force Main	0%	100%	SFOB	0	0	0	2,000,000	0	2,000,000
28	Reuse Storage Pond/Pumps	0%	100%	SFOB	0	0	0	0	11,000,000	11,000,000
29	TOTAL WASTEWATER				$2,396,000	$3,810,000	$2,710,000	$19,160,000	$12,610,000	$40,686,000
30	**TOTAL CAPITAL IMPROVEMENT PROGRAM**				$6,455,000	$5,050,000	$3,900,000	$20,300,000	$26,250,000	$61,955,000
	FUNDING SOURCES									
31	Water Impact Fees			WIF	$0	$600,000	$0	$0	$0	$600,000
32	Sewer Impact Fees			SIF	200,000	100,000	100,000	0	0	400,000
33	Utility Fees			UF	0	0	0	0	0	0
34	Utility Fees and Water Impact Fees			UF-WIF	0	0	0	0	0	0
35	Utility Fees and Sewer Impact Fees			UF-SIF	0	0	0	0	0	0
36	Water Fund Operating Budget			WFOB	4,059,000	640,000	1,190,000	1,140,000	13,640,000	20,669,000
37	**TOTAL FUNDING SOURCES**				$4,259,000	$1,340,000	$1,290,000	$1,140,000	$13,640,000	$21,669,000

Table 3-4
City of Clermont
Water and Wastewater Impact Fee Analysis

Summary of Capital Improvement Program

Line No.	Description	Allocation Water	Allocation Wastewater	Funding Source	Projected Fiscal Year Ending September 30, 2014	2015	2016	2017	2018	Total
	ALLOCATION BY UTILITY SYSTEM									
	WATER SYSTEM ALLOCATED COSTS									
	Capital Improvement Projects									
38	East and West Water Interconnect	100%	0%	WFOB	$500,000	$0	$0	$0	$0	$500,000
39	Water System Improvements	100%	0%	WFOB	100,000	100,000	100,000	100,000	100,000	500,000
40	West Elevated Storage Tank Rehabilitation	100%	0%	WFOB	525,000	0	0	0	0	525,000
41	West Water Main Replacement	100%	0%	WFOB	1,360,000	500,000	500,000	500,000	500,000	3,360,000
42	Additional Vehicles	100%	0%	WFOB	17,000	0	0	0	0	17,000
43	Replacement Vehicles	100%	0%	WFOB	82,000	40,000	40,000	40,000	40,000	242,000
44	Water Extension to the Sector Plan	100%	0%	WFOB	1,475,000	0	0	0	0	1,475,000
45	East Water Main Looping	100%	0%	WIF	0	600,000	0	0	0	600,000
46	East Water Main Looping	100%	0%	WFOB	0	0	550,000	500,000	500,000	1,550,000
47	West WTP Construction	100%	0%	WFOB	0	0	0	0	11,000,000	11,000,000
48	Sunburst WTP Expansion	100%	0%	WFOB	0	0	0	0	1,500,000	1,500,000
49	**Total Community Investment Projects**				$4,059,000	$1,240,000	$1,190,000	$1,140,000	$13,640,000	$21,269,000
50	**TOTAL WATER SYSTEM ALLOCATED COSTS**				$4,059,000	$1,240,000	$1,190,000	$1,140,000	$13,640,000	$21,269,000
	WASTEWATER SYSTEM ALLOCATED COSTS									
	Capital Improvement Projects									
51	Force Main Replacement and Renewal	0%	100%	SFOB	$0	$300,000	$300,000	$300,000	$300,000	$1,200,000
52	Replacement Vehicles	0%	100%	SFOB	26,000	40,000	40,000	40,000	40,000	186,000
53	Sewer Extension to the Sector Plan	0%	100%	SFOB	1,500,000	0	0	0	0	1,500,000
54	Sewer System Construction Improvements	0%	100%	SFOB	50,000	50,000	50,000	500,000	50,000	700,000
55	Pump Replacements	0%	100%	SFOB	50,000	50,000	50,000	500,000	50,000	700,000
56	Manhole Repair and Rehabilitation	0%	100%	SFOB	50,000	50,000	50,000	500,000	50,000	700,000
57	Lining of Mains and Laterels	0%	100%	SFOB	120,000	120,000	120,000	120,000	120,000	600,000
58	Reclaimed Main Installation	0%	100%	SFOB	0	500,000	1,500,000	500,000	500,000	3,000,000
59	Reclaimed Main Installation	0%	100%	SIF	200,000	0	0	0	0	200,000
60	Lift Station Upgrades	0%	100%	SFOB	400,000	100,000	500,000	0	0	1,000,000
61	Lift Station Upgrades	0%	100%	SFOB	0	0	0	700,000	500,000	1,200,000
62	WWTF Expansion	0%	100%	SIF	0	100,000	100,000	0	0	200,000
63	WWTF Expansion - 2.0 MGD AADF Expansion	0%	100%	SFOB	0	0	0	14,000,000	0	14,000,000
64	Regional Lift Station and Force Main	0%	100%	SFOB	0	2,500,000	0	0	0	2,500,000
65	Regional Lift Station and Force Main	0%	100%	SFOB	0	0	0	2,000,000	0	2,000,000
66	Reuse Storage Pond/Pumps	0%	100%	SFOB	0	0	0	0	11,000,000	11,000,000
67	**Total Capital Improvement Projects**				$2,396,000	$3,810,000	$2,710,000	$19,160,000	$12,610,000	$40,686,000
68	**TOTAL WASTEWATER SYSTEM ALLOCATED COSTS**				$2,396,000	$3,810,000	$2,710,000	$19,160,000	$12,610,000	$40,686,000
69	**TOTAL WATER AND WASTEWATER SYSTEMS**				$6,455,000	$5,050,000	$3,900,000	$20,300,000	$26,250,000	$61,955,000

Table 3-4
City of Clermont
Water and Wastewater Impact Fee Analysis

Summary of Capital Improvement Program

Line No.	Description	Allocation Water	Allocation Wastewater	Funding Source	Projected Fiscal Year Ending September 30, 2014	2015	2016	2017	2018	Total
	FUNDING SOURCES									
	Funding Sources - Water System									
70	Water Impact Fees			WIF	$0	$600,000	$0	$0	$0	$600,000
71	Utility Fees			UF	0	0	0	0	0	0
72	Utility Fees and Water Impact Fees			UF-WIF	0	0	0	0	0	0
73	Water Fund Operating Budget			WFOB	4,059,000	640,000	1,190,000	1,140,000	13,640,000	20,669,000
74	Total				$4,059,000	$1,240,000	$1,190,000	$1,140,000	$13,640,000	$21,269,000
	Funding Sources - Wastewater System									
75	Sewer Impact Fees			SIF	$200,000	$100,000	$100,000	$0	$0	$400,000
76	Utility Fees			UF	0	0	0	0	0	0
77	Utility Fees and Sewer Impact Fees			UF-SIF	0	0	0	0	0	0
78	Sewer Fund Operating Budget			SFOB	2,196,000	3,710,000	2,610,000	19,160,000	12,610,000	40,286,000
79	Total				$2,396,000	$3,810,000	$2,710,000	$19,160,000	$12,610,000	$40,686,000
	Funding Sources - Combined Systems									
80	Water Impact Fees			WIF	$0	$600,000	$0	$0	$0	$600,000
81	Sewer Impact Fees			SIF	200,000	100,000	100,000	0	0	400,000
82	Utility Fees			UF	0	0	0	0	0	0
83	Utility Fees and Water Impact Fees			UF-WIF	0	0	0	0	0	0
84	Utility Fees and Sewer Impact Fees			UF-SIF	0	0	0	0	0	0
85	Water & Sewer Fund Operating Budget			W/SFOB	6,255,000	4,350,000	3,800,000	20,300,000	26,250,000	60,955,000
86	**TOTAL FUNDING SOURCES**				$6,455,000	$5,050,000	$3,900,000	$20,300,000	$26,250,000	$61,955,000

Table 3-5
City of Clermont
Water and Wastewater Impact Fee Analysis

Allocation of Planned Water Capital Improvements

Line No.	Project Description	Estimated Capital Cost [1]	Additions	Total Estimated Capital Cost	Adjustments	Net Amount For Future Expenditures	Cost Allocation Existing	Cost Allocation Future	Existing - Functional Category Supply and Treatment	Existing - Functional Category Storage, Pumping & Transmission	Future - Functional Category Supply and Treatment	Future - Functional Category Storage, Pumping & Transmission
	Water System											
	Capital Improvement Program [1]											
1	East and West Water Interconnect	$500,000	$0	$500,000	$0	$500,000	100.00%	0.00%	$0	$500,000	$0	$0
2	Water System Improvements	500,000	0	500,000	0	500,000	100.00%	0.00%	0	500,000	0	0
3	West Elevated Storage Tank Rehabilitation	525,000	0	525,000	0	525,000	100.00%	0.00%	525,000	0	0	0
4	West Water Main Replacement	3,360,000	0	3,360,000	(3,360,000) [2]	0	100.00%	0.00%	0	0	0	0
5	Additional Vehicles	17,000	0	17,000	(17,000) [2]	0	100.00%	0.00%	0	0	0	0
6	Replacement Vehicles	242,000	0	242,000	(242,000) [2]	0	100.00%	0.00%	0	0	0	0
7	Water Extension to the Sector Plan	1,475,000	0	1,475,000	0	1,475,000	0.00%	100.00%	0	0	0	1,475,000
8	East Water Main Looping	600,000	0	600,000	0	600,000	0.00%	100.00%	0	0	0	600,000
9	East Water Main Looping	1,550,000	0	1,550,000	0	1,550,000	100.00%	0.00%	0	1,550,000	0	0
10	West WTP Construction	11,000,000	0	11,000,000	0	11,000,000	100.00%	0.00%	11,000,000	0	0	0
11	Sunburst WTP Expansion	1,500,000	0	1,500,000	0	1,500,000	100.00%	0.00%	1,500,000	0	0	0
12	**Total Water System**	$21,269,000	$0	$21,269,000	($3,619,000)	$17,650,000			$13,025,000	$2,550,000	$0	$2,075,000
13	**Reclaimed Water Projects**											
14	**Capital Improvement Program [3]**											
15	Reclaimed Main Installation	$0	$3,000,000	$3,000,000	$0	$3,000,000	100.00%	0.00%	$0	$3,000,000	$0	$0
16	Reclaimed Main Installation	0	200,000	200,000	0	200,000	0.00%	100.00%	0	0	0	200,000
17	**Total Reclaimed Water System**	$0	$3,200,000	$3,200,000	$0	$3,200,000			$0	$3,000,000	$0	$200,000
18	**Total Capital Projects**	$21,269,000	$3,200,000	$24,469,000	($3,619,000)	$20,850,000			$13,025,000	$5,550,000	$0	$2,275,000

Footnotes:

[1] Amounts derived from Table 3-4.

[2] Amounts reflect relacements of existing infrastructure or small equipment needs which were excluded from the impact fee calculation.

[3] Amounts derived from Table 3-6 as previously allocated to the wastewater system by the City.

Table 3-6
City of Clermont
Water and Wastewater Impact Fee Analysis

Allocation of Planned Wastewater Capital Improvements

Line No.	Project Description	Estimated Capital Cost to Build-out	Additions	Total Estimated Capital Cost	Adjustments	Net Amount For Future Expenditures	Cost Allocation Existing	Cost Allocation Future	Existing - Functional Category Treatment/ Disposal	Existing - Functional Category Transmission	Future - Functional Category Treatment/ Disposal	Future - Functional Category Transmission
	Wastewater Projects											
	Capital Improvement Program [1]											
1	Force Main Replacement and Renewal	$1,200,000	$0	$1,200,000	($1,200,000) [2]	$0	100.00%	0.00%	$0	$0	$0	$0
2	Replacement Vehicles	186,000	0	186,000	(186,000) [2]	0	100.00%	0.00%	0	0	0	0
3	Sewer Extension to the Sector Plan	1,500,000	0	1,500,000	0	1,500,000	0.00%	100.00%	0	0	0	1,500,000
4	Sewer System Construction Improvements	700,000	0	700,000	0	700,000	100.00%	0.00%	700,000	0	0	0
5	Pump Replacements	700,000	0	700,000	(700,000) [2]	0	100.00%	0.00%	0	0	0	0
6	Manhole Repair and Rehabilitation	700,000	0	700,000	(700,000) [2]	0	100.00%	0.00%	0	0	0	0
7	Lining of Mains and Laterels	600,000	0	600,000	(600,000) [2]	0	100.00%	0.00%	0	0	0	0
8	Reclaimed Main Installation	3,000,000	0	3,000,000	(3,000,000) [3]	0	100.00%	0.00%	0	0	0	0
9	Reclaimed Main Installation	200,000	0	200,000	(200,000) [3]	0	0.00%	100.00%	0	0	0	0
10	Lift Station Upgrades	1,000,000	0	1,000,000	0	1,000,000	100.00%	0.00%	0	1,000,000	0	0
11	Lift Station Upgrades	1,200,000	0	1,200,000	0	1,200,000	0.00%	100.00%	0	0	0	1,200,000
12	WWTF Expansion	200,000	0	200,000	0	200,000	100.00%	0.00%	200,000	0	0	0
13	WWTF Expansion - 2.0 MGD AADF Expansion	14,000,000	0	14,000,000	0	14,000,000	100.00%	0.00%	14,000,000	0	0	0
14	Regional Lift Station and Force Main	2,500,000	0	2,500,000	0	2,500,000	100.00%	0.00%	0	2,500,000	0	0
15	Regional Lift Station and Force Main	2,000,000	0	2,000,000	0	2,000,000	100.00%	0.00%	0	2,000,000	0	0
16	Reuse Storage Pond/Pumps	11,000,000	0	11,000,000	0	11,000,000	100.00%	0.00%	11,000,000	0	0	0
17	**Total Wastewater System**	$40,686,000	$0	$40,686,000	($6,586,000)	$34,100,000			$25,900,000	$5,500,000	$0	$2,700,000
18	**Conceptual Projects [4]**											
19	2.0 MGD AADF Expansion	16,490,000	2,473,500 [5]	18,963,500	0	18,963,500	100.00%	0.00%	18,963,500	0	0	0
22	**Total Wastewater System**	$16,490,000	$2,473,500	$18,963,500	$0	$18,963,500			$18,963,500	$0	$0	$0
23	**Total Capital Projects**	$57,176,000	$2,473,500	$59,649,500	($6,586,000)	$53,063,500			$44,863,500	$5,500,000	$0	$2,700,000

Footnotes:

[1] Amounts derived from Table 3-4.

[2] Amounts reflect relacements of existing infrastructure or small equipment needs which were excluded from the impact fee calculation.

[3] Amounts allocated to the water system in Table 3-5.

[4] Amounts derived from the City's Master Plan. The existing wastewater treatment plant is expandable to 8.0 MGD.

[5] Based on the City's Master Plan, 15% was assumed for engineering and administrative costs associated with the plant expansion.

Table 3-7
City of Clermont
Water and Wastewater Impact Fee Analysis

Development of Water System Impact Fee

Line No.	Description	Amount
	Total Estimated Cost of Existing & Future Water Production and Treatment Facilities:	
1	Cost of Existing Facilities [1]	$21,071,474
2	Additional Borrowing Costs - Existing [2]	2,945,965
3	Additional Costs Capitalized - CIP [3]	13,025,000
4	Less Receipt of Grant Funds [4]	0
5	Subtotal Water Production and Treatment Facilities	$37,042,439
6	Existing Capacity of Plant Facilities (MGD) (ADF) [5]	10.983
7	Existing Average Daily Flow (MGD) (ADF) [6]	6.105
8	ERC Factor - (GPD) (ADF) [7]	220.0
9	Estimated ERUs Permitted to be Served by Future Facilities	49,923
10	Percent of Capacity Available for Growth	44.41%
11	Allocation of Existing & Future Facilities to Incremental Growth	$16,451,302
12	Rate per ERU of Treatment Facilities	$742.00
	Primary Transmission System:	
13	Existing Facilities [8]	$4,075,118
14	Additional Costs Capitalized - CIP [9]	7,825,000
15	Less Receipt of Grant Funds [4]	(340,000)
16	Total Primary Transmission Facility Costs	$11,560,118
17	Total Estimated ERUs served by Transmission Facilities [10]	49,923
18	Net Rate per ERU of Primary Transmission Facilities	$231.56
19	Total Combined Rate per ERU After Rate Adjustment	$973.55
20	**Rounded Rate per ERU**	$974.00
21	Cost Per Gallon	$4.427

ADF = Average Daily Flow
MDF = Maximum Daily Flow
ERU = Equivalent Residential Unit
GPD = Gallons per Day

Footnotes continued on the following page.

Table 3-7
City of Clermont
Water and Wastewater Impact Fee Analysis

Development of Water System Impact Fee

Footnotes:

[1] Amount based on Table 3-1 and reflects water production and treatment assets currently in service.

[2] Amount reflects interest costs associated with the issuance of existing debt as derived as follows:

Total Financing Costs - Series 2009 Water and Sewer Bonds	$8,183,236
Percent Allocable to Water System	36%
Amount Allocable to Water System	$2,945,965

[3] Amount derived from Table 3-5 and reflects the planned upgrades to the existing water production and treatment facilities.

[4] Total cost of facilities is reduced by grants and other outside funding sources, if any, as provided by the City.

[5] Amount reflects the design capacity of the existing and planned facilities expressed on an average daily flow basis (ADF) estimated as follows:

	Plant Capacity
East Side	
Greater Hills Facility - MGD (MDF)	8.842
Sunburst Well Facility - MGD (MDF)	9.500
Sub-total East Side - MGD (MDF)	18.342
West Side	
West Side WTP (Consolidated) - MGD (MDF)	4.756
Sub-total West Side - MGD (MDF)	4.756
Total Existing Water Treatment Capacity - MDG (MDF)	23.098
Historical Peak to Average Ratio	2.10
Water Treatment Capacity - MDG (ADF)	10.983

[6] Amount estimated based on discussions from staff and actual water production data for Fiscal Year 2011.

[7] Amount reflects the City's current level of service for each ERU, Equivalent Residential Connection, on an average daily flow basis.

[8] Amount based on Table 3-1 and reflects existing water transmission assets currently in service.

[9] Amount derived from Table 3-5 and reflects the recognized upgrades to the water transmission system.

[10] Amount assumes transmission capacity is consistent with the existing and estimated future water treatment capacity.

Table 3-8
City of Clermont
Water and Wastewater Impact Fee Analysis

Development of Wastewater System Impact Fee

Line No.	Description	Amount
	Total Estimated Cost of Existing & Future Wastewater Treatment & Disposal Facilities:	
1	Cost of Existing & Future Facilities [1]	$40,673,425
2	Additional Borrowing Costs [2]	5,237,271
3	Additional Costs Capitalized - CIP [3]	44,863,500
4	Less Receipt of Grant Funds [4]	(1,664,926)
5	Subtotal Wastewater Treatment and Disposal Facilities	$89,109,270
6	Future Plant Capacity (MGD) (AADF) [5]	8.000
7	Projected Average Daily Flow (MGD) (AADF) [6]	2.195
8	ERC Factor - (GPD) (ADF) [7]	220.0
9	Estimated ERUs to be Served by Facilities	36,364
10	Percent Remaining Capacity of Facilities	72.57%
11	Allocation of Facilities to Incremental Growth	$64,665,148
12	Rate per ERC Associated with Existing & Future Facilities	$2,450.50
	Primary Transmission System and Pump Stations:	
13	Existing Facilities [9]	$9,772,633
14	Additional Costs Capitalized - CIP [10]	8,200,000
15	Less Receipt of Grant Funds [4]	0
16	Total Primary Transmission Facility Costs	$17,972,633
17	Estimated ERUs Served by Existing Facilities [11]	18,182
18	Estimated Future ERUs served by Collection Facilities [11]	0
19	Total Estimated ERUs served by Collection Facilities [11]	18,182
20	Net Rate per ERU of Primary Transmission Facilities	$988.49
21	Total Combined Rate per ERU After Rate Adjustment	$3,438.99
22	**Rounded Rate per ERU**	$3,439.00
23	Cost Per Gallon	$15.632

MDF = Maximum Daily Flow
ADF = Average Daily Flow
ERU = Equivalent Residential Unit
GPD = Gallons per Day

Footnotes continued on the following page.

Table 3-8
City of Clermont
Water and Wastewater Impact Fee Analysis

Development of Wastewater System Impact Fee

Footnotes:

[1] Amount based on Table 3-1 and reflects wastewater treatment assets currently in service.

[2] Amount reflects interest costs associated with the issuance of existing debt as derived as follows:

Total Financing Costs - Series 2009 Water and Sewer Bonds	$8,183,236
Percent Allocable to Wastewater System	64%
Amount Allocable to Wastewater System	$5,237,271

[3] Amount derived from Table 3-6 and reflects the planned upgrades to the existing wastewater treatment facilities.

[4] Total cost of facilities is reduced by grants and other outside funding sources, if any, as provided by the City.

[5] Amount reflects the design capacity of the expanded facilities (up to 8.0 MGD) on an annual average daily flow basis (AADF).

[6] Amount estimated based on discussions from staff and actual treatment flow data for Fiscal Year 2011.

[7] Amount reflects the City's current level of service for each ERU, Equivalent Residential Connection, on an average daily flow basis.

[8] Amount derived from Table 3-6 and reflects expansion related additions to the wastewater treatment facilities.

[9] Amount based on Table 3-1 and reflects existing wastewater transmission and pump station assets currently in service.

[10] Amount derived from Table 3-6 and reflects the recognized upgrades to the wastewater transmission system and pump stations.

[11] Amount assumes transmission capacity is consistent with the existing wastewater treatment capacity or 4.0 MGD (AADF).

Table 3-9
City of Clermont
Water and Wastewater Impact Fee Analysis

Proposed Impact Fees for Water and Wastewater Service

Line No.	Description	Water Impact Fees: Service Level (gpd)	Water Impact Fees: Amount Charged	Wastewater Impact Fees: Service Level (gpd)	Wastewater Impact Fees: Amount Charged	Total Impact Fees Charged
1	Existing Impact Fee per Gallon		$3.829		$10.720	$14.549
2	Proposed Impact Fee per Gallon		$4.427		$15.632	$20.059
3	Increase (Decrease) - $		$0.598		$4.912	$5.510
4	Increase (Decrease) - %		15.6%		45.8%	37.9%
	Single Family (Except All-Adult Communities)					
5	All Meters [1]	480	$2,125	220	$3,439	$5,564
	Qualified All-Adult Community					
6	Up to 3 bedrooms - All Meters [1]	322	$1,424	147	$2,304	$3,728
7	4 or more bedrooms - All Meters [1]	480	$2,125	220	$3,439	$5,564
	Multi-family					
8	Per Unit [2]	154	$682	154	$2,407	$3,089
	Commercial [2]					
9	3/4" Meter	220	$974	220	$3,439	$4,413
10	1" Meter	550	$2,435	550	$8,598	$11,033
11	1.5" Meter	1,100	$4,870	1,100	$17,195	$22,065
12	2" Meter	1,760	$7,792	1,760	$27,512	$35,304
13	3" Meter	3,300	$14,610	3,300	$51,585	$66,195
14	4" Meter	5,500	$24,350	5,500	$85,975	$110,325
15	6" Meter	11,000	$48,700	11,000	$171,950	$220,650
16	8" Meter	17,600	$77,920	17,600	$275,120	$353,040
17	10" Meter	25,300	$112,010	25,300	$395,485	$507,495

Footnotes:

[1] The proposed water fee includes an allowance for irrigation use; therefore, no fee is required when a separate irrigation meter is issued.

[2] Amounts for the water fee do not include an allowance for irrigation use. Based on discussions with City staff, the City generally requires that a well be constructed for common area irrigation. To the extent a separate meter is issued, a second water impact fee should be collected based on the meter size. No additional wastewater impact fee is collected for the 2nd meter used for irrigation purposes.

Table 3-10
City of Clermont
Water and Wastewater Impact Fee Analysis

Comparison of Impact Fees for Water and Wastewater Service [1]

Line No.	Description	Residential 5/8" x 3/4" Meter Water	Wastewater	Combined
	City of Clermont			
1	Existing Impact Fees	$1,991	$3,752	$5,743
2	Proposed Impact Fees	2,125	3,439	5,564
	Other Florida Utilities:			
3	City of Apopka	$2,694	$4,235	$6,929
4	City of Edgewater	1,612	2,227	3,839
5	City of Eustis	854	2,668	3,522
6	Toho Water Authority (Kissimmee System)	2,847	3,406	6,253
7	City of Lakeland	1,050	1,916	2,966
8	City of Lake Mary	1,010	2,664	3,674
9	City of Lake Wales	1,901	3,117	5,018
10	City of Leesburg	1,006	2,379	3,385
11	City of Minneola	2,429	4,600	7,029
12	City of Mount Dora	2,403	3,617	6,020
13	City of Ocoee	1,804	5,350	7,154
14	City of St. Cloud	2,559	2,885	5,444
15	City of Tavares [3]	1,670	3,130	4,800
16	City of Winter Garden	1,086	1,767	2,853
17	City of Winter Haven	946	3,068	4,014
18	Other Utilities' Average	$1,725	$3,135	$4,860

Footnotes:

[1] Unless otherwise noted, amounts shown reflect residential rates in effect October 2013 and are exclusive of taxes or franchise fees, if any, and reflect rates charged for inside the city service. All rates are as reported by the respective utility. This comparison is intended to show comparable charges for similar service for comparison purposes only and is not intended to be a complete listing of all rates and charges offered by each listed utility.

[2] Utility currently has a rate study in progress.

[3] Impact fees were waived until June 30, 2013. Beginning July 1, 2013, they are set to increase in six month increments until July 1, 2014, when the full impact fees will become effective again.

POLICE SERVICES IMPACT FEE

SECTION 4

POLICE SERVICES IMPACT FEE

GENERAL

This section provides a discussion of the development and design of the impact fee for police protection services. Included in this section is a discussion of the level of service requirements, capital costs included in the fee determination, and the design of the impact fee for police services to be applied to new growth within the City.

LEVEL OF SERVICE REQUIREMENTS

In the evaluation of the capital facility needs for providing municipal services such as police protection, a level of service (LOS) standard should be developed. Pursuant to Section 163.3164, Florida Statutes, the "level of service" means an indicator of the extent or degrees of service provided by, or proposed to be provided by a facility based on and related to the operational characteristics of the facility. Level of service shall indicate the capacity per unit of demand for each public facility or service. Essentially, the level of service standards are established in order to ensure that adequate facility capacity will be provided for future development and for purposes of issuing development orders or permits, pursuant to Section 163.3202(2)(g) of the Florida Statutes. As further stated in the Administrative Code, each local government shall establish a LOS standard for each public facility located within the boundary for which such local government has authority to issue development orders or permits. Such LOS standards are set for each individual facility or facility type and not on a system-wide basis.

Based on information provided by the City's Police Department, there currently are 13 administrative officers and 44 patrols officers to serve a total population of 30,201 permanent residents as shown in Table 4-1. Based upon current staffing plans, there are three (3) additional staffing needs at this time. The current level of service is 2.0 full-time sworn officers per 1,000 population served. Based on discussions with the Police Department, the targeted level of service is 2.0, which is considered an appropriate LOS for police services. The City's targeted level of service is comparable with police staffing guidelines as published by state and national law enforcement agencies as follows:

- The Federal Bureau of Investigation, U.S. Department of Justice, Uniform Crime Report that indicated an average achieved standard of 2.4 police officers and 1 support personnel per 1,000 inhabitants for population areas in the Southern United States.

- The Florida Department of Law Enforcement recognizes a state average of 2.35 officers and 0.8 support personnel per 1,000 population.

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Each full time patrol officer requires a complement of personnel equipment, vehicles and other equipment, and base facilities, as follows:

Personnel Equipment:

- Each sworn officer must be equipped with uniforms, weapons, and other relevant personal equipment to perform his/her duties. A few of the basic issue items include:

  1. Service weapon;
  2. Ballistic (protective) vest;
  3. Handcuffs and baton; and
  4. Portable radio.

Vehicles and Other Equipment:

- The department maintains a fleet of patrol and administrative vehicles to provide police protection services to the City. The City anticipates having to add twenty-four (24) police officers by 2020 to keep pace with projected population growth while maintaining service levels. Generally, each vehicle must be equipped with relevant communications, detection/surveillance, and defense equipment. Other mission essential equipment used in operations include communication, detection/surveillance and defense equipment and also include radar units, crime prevention trailer, generators, and special weapons. These vehicles and equipment needs have been included in the impact fee calculation which will allow the City to accrue a portion of costs over time from new growth.

Base Facilities:

- The City's existing police headquarters currently accommodates 60 officers. The existing facility is considered built-out and will need to be expanded to accommodate new patrol officers. The expansion which is already underway will accommodate up to 150 officers to meet needs and serve new growth.

As discussed above, the City has made existing investments in police protection services, and plans to make future improvements that will serve new growth. Tables 4-2 and 4-3 at the end of this section provide a detailed listing of the existing and planned equipment, vehicles, and facilities, respectively. Before consideration of grant revenues, the combined investment totals approximately $13.3 million as shown in Table 4-4.

RESOURCE NEEDS ANALYSIS

Currently, the Police Department's level of service standard requires sixty (60) full-time patrol officers as adjusted for any minor staff deficiencies. Based on the assumed level of service standards (2.0 officers per 1,000 population) and population projections for the City, it is anticipated that the City will need a police force of 84 sworn full-time patrol officers to provide police protection services by 2020. This represents an increase of twenty-four (24) patrol officers over the existing staffing level needs as shown below:

Personnel Description	Number of Employees: Current LOS	Anticipated [*]
Full-Time Patrol Officers	60	84

[*] Derived from Table 4-4. Personnel assumed at a population of 42,100 based on a level of service of 2.0 full-time patrol officers per 1,000 population.

The standards-driven method with recoupment, described in Section 1, was used to develop the police services impact fees. The standards-driven method was used to determine the direct capital cost to equip and provide a portion of vehicle, headquarter, and other equipment costs for a full-time patrol officer. In the development of the capital cost required to serve new development, several capital cost parameters were recognized as shown in Table 4-4. The parameters include the costs of directly equipping the next increment of police protection services (i.e., a full-time patrol officer). These capital costs would include personnel equipment, vehicles, communication equipment, and other support related equipment and machinery. A final parameter deals with the cost recovery of the headquarters required to house the new patrol officers and support staff and includes investment in the land, buildings, and furnishings allocable to the police service function.

Tables 4-2 and 4-3 provide a breakdown of the individual cost items. Table 4-4 summarizes the estimated capital costs to equip a full-time patrol officer for the City recognizing the parameters described above. In addition to the $13.3 million in existing and planned equipment, vehicles, and facilities, this study further considered cost free capital, or grants received by the police department in consideration of the net costs. As shown in Table 4-4, the City has received approximately $232,166 in grant revenues for capital (operating grant revenues do not apply in this case) resulting in a lower projected cost per officer. The estimated capital cost including credit for cost free capital of an additional full-time patrol officer is $124,449, including the cost of vehicles, other related equipment, and allocated headquarters costs. The following is a summary of the estimated capital cost required to equip and support a full-time patrol officer:

Summary of Capital Costs [1]

	Average Cost per Officer	Total Projected Cost [2]
Machinery and Equipment	$10,016	$841,344
Major Vehicles	40,002	3,360,168
Office Equipment, Furniture, and Computers	16,588	1,393,392
Existing Facilities	61,712	5,183,808
Subtotal	$128,318	$10,778,712
Grant Adjustments	($3,869)	($324,996)
Total Allocated Costs	$124,449	$10,453,716

[1] Derived from Table 4-4.
[2] Total projected costs assuming 84 officers total.

DESIGN OF POLICE SERVICES IMPACT FEE

The method used to determine the police services impact fee was based upon a four-step process. Table 4-5 helps to illustrate the results of the approach. The following is a brief description of the method used in this study.

- Development of Total Capital Need – Based on population projections, level of service standards, and allocated incremental capital costs per patrol officer. This amount is the total allocated capital cost to serve the projected population growth.

- Allocation of Base Capital Costs to Customer Classes – This step allocates the base capital costs, the reserved service capacity allocable to all customer classes irrespective of call demand. The base costs are calculated on a per person basis and then allocated between residential and non-residential land-uses based on "functional population" estimates.

- Allocation of Variable Costs to Customer Classes – This step allocates the remaining capital costs to equip a new patrol officer between the resident and non-residential land-uses based upon call demand. Therefore, some classes of land-use, which may incur few or no service calls, will carry a lower cost than other high-demand sectors such as convenience stores, bars, and restaurants.

- Calculation of Cost per Equivalent Impact Fee Unit – Once the allocated base and variable costs are identified per land-use, they are summarized and presented as a unit of measure basis; per dwelling unit, per 1,000 square feet, or per acre. Table 4-5 provides a detailed listing of the proposed impact fees and their appropriate land-use and measures.

Police Services Impact Fee Assumptions

The development of the police services impact fees required a number of assumptions. The major assumptions used in the development of the proposed impact fees are as follows:

1. In the development of the capital costs required to equip a full-time patrol officer, the capital costs of providing police protection services were allocated to establish the cost of serving the next incremental full-time patrol officer. The costs were allocated to the next increment of service (one full-time patrol officer) based on the following allocation parameters:

    a. The direct cost of equipping one full-time patrol officer (e.g., personnel equipment) was allocated based on actual investments made by the City shown in Table 4-2. The new officers are not required to contribute a cost recovery to basic issue equipment, and it is the City's current policy to capitalize those costs greater than $1,000.

    b. Based on discussions with the police department, the current service level of patrol and administrative vehicles to a full-time patrol officer is considered reasonable for the purpose of this study. Based on discussions with the City's Police Chief, it is assumed that other mission-essential equipment, including radar units, generators, and special weapons, although not easily assignable per patrol officer, would be acquired in relation to the number of new patrol officers. The existing inventory levels for these items per patrol officer are therefore projected to remain constant. As illustrated in Table 4-4, the following represents the estimated costs for existing and future equipment needs as allocated per full-time patrol officer:

Machinery and Equipment per Officer	$10,016
Major Vehicles per Officer	40,002
Officer Equipment per Officer	16,588
Grants	(3,869)
Total	$62,737

c. The City's existing police headquarters comprises 9,921 square feet or a current level of service of 165 square feet per existing patrol officer. Based on discussions with the Police Chief and City staff, the existing facility is considered built-out and is being replaced to accommodate new patrol officers as shown in Table 4-3. The new facility is estimated to serve up to 150 officers. The current facility will remain as part of the department's training and storage facilities.

The total facility costs per new patrol officer are presented in Table 4-4 and are summarized as follows:

Police Facilities Cost	
Existing Facilities Cost per Patrol Officer	$16,649
Proposed Facilities Cost per Patrol Officer	45,063
Total Facilities Cost per Patrol Officer	$61,712

2. In the development of the capital costs per patrol officer, it was assumed that the targeted level of service be achieved by the City through the entire forecast period. This level of service includes only the amount of full-time patrol officers to serve the general population of the City. As previously mentioned, the level of service assumed in this study is 2.0 full-time patrol officers per 1,000 of population.

3. The estimated capital base costs or reserved service capacity, allocable to all customer classes were allocated between the residential and non-residential customer classes based on "functional population" estimates. The concept of functional population is incorporated in order to spread capital costs more equitably between residential and non-residential land-uses. Businesses place demands on police services in exactly the same manner as residents do, and it is equitable to spread these costs based on the average number of people expected to be present. For the residential uses, the allocation is calculated per resident based on the average amount of time spent at the residence. The resident's remaining time is then allocated as either an employee and/or visitor to the remaining non-residential classes as determined using traffic generations, estimated employment data, and operational details. The net result is the total number of person hours per location as derived from Table 2-3 in Section 2. The base costs are calculated on a per person basis

and then applied to the residential and non-residential land-uses based upon the respective functional population coefficient.

4. The estimated variable capital cost of providing for a full-time patrol officer was allocated between the residential and non-residential customer classifications based on the number of service calls made by the Police Department per land-use for 2012 and is projected through 2020.

   Based on the average number of service calls provided by staff, the number of calls allocated to each class of customer was assumed for the forecast period as follows:

Residential	50%
Non-Residential	50%

Impact Fee Calculation

Based on the above-referenced assumptions, the allocated capital facilities, and the population and land use projections of the City, the police services impact fees for the residential and non-residential customer classifications were developed. As shown in Table 4-6 at the end of this section, the cost per equivalent impact fee unit by customer classification was determined. The following summarizes the proposed changes to the residential police protection impact fees:

	Existing	Proposed
Single-Family (per Dwelling Unit) [*]	$562	$381
Multi-Family (per Dwelling Unit)	480	381

[*] Includes mobile homes.

Taking into account the methodology used for the determination of the fee and the estimates of the capital requirements, it is concluded that the proposed impact fee based on the City's LOS standard is reasonable. It should be noted that in the development of the fee per equivalent impact fee unit that no credits associated with developer land dedication or other similar activities have been recognized. Also, it should be noted that the proposed incremental capital improvements do not include any inflationary allowances.

In the development of the cost per equivalent impact fee unit, it was determined that the rate should be applied on a "per dwelling unit" basis for the residential class and primarily on a "per square footage" of commercial development for the non-residential class. As shown in Table 4-5, some non-residential land-uses are measured by units other than square feet. These factors are common throughout the state as the equivalent impact fee unit for fee determination. The use of these equivalency factors was based on discussions with the City, comparisons of fee applicability provisions of neighboring jurisdictions, and promotion of administrative simplicity.

IMPACT FEE COMPARISONS

In order to provide the City additional information about the proposed impact fees, a comparison of the proposed fees for the City and those charged by other neighboring jurisdictions was prepared. Table 4-6 at the end of this section summarizes the impact fees for police protection services charged by other communities with the proposed rates of the City.

Also, as shown in Table 4-6 for other communities, the fees charged to the residential class are applied using a "per dwelling unit" basis, which is consistent with the recommended fee applicability provisions of the City's proposed fees. For the non-residential class and, as previously discussed, the fees are applied on the basis of the amount of square foot of facility development. (This was consistent for all of the local governments surveyed.)

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Section 4
City of Clermont
Police Services Impact Fee Analysis

List of Tables

Table 4-1
City of Clermont
Police Services Impact Fee Analysis

Summary of Existing Personnel

Line No.	Description	Current Staff [1]	Total Staff Planned [2]	Allocation to Future Officers: Allocation Basis	Allocation to Future Officers: Achieved LOS
	Personnel				
1	Administrative Officers	13.0	13.0		
2	Patrol Officers	44.0	47.0		
3	**Total Sworn Officers**	57.0	60.0	Per 1,000 Population	2.0
4	Civilian and Administrative [3]	8.0	8.0		
5	**Total Personnel**	65.0	68.0		

Footnotes:

[1] As provided by the City's Police Chief.

[2] As provided by the Police Chief requiring three (3) additional staff at this time.

[3] Civilian and Administrative Personnel at a full-time equivalency as provided by the City.

Table 4-2
City of Clermont
Police Services Impact Fee Analysis

Inventory of Existing Capital Equipment, Vehicles and Facilities

Line No.	Description	Historical Cost [1]
1	**Machinery and Equipment**	$336,697
2	**Major Vehicles**	
3	2000 Chev Truck #3534	$21,262
4	2001 Chevy Impala #8820	20,449
5	2001 Dodge Ram #1418	25,726
6	2002 Chevy Tahoe #7535	27,500
7	2003 Chevy Impala #3972	16,554
8	2003 Chevy Impala #8436	15,035
9	2003 Chevy Trailblazer	23,504
10	2004 Chevy Blazer #1968	18,161
11	2004 Chevy Impala #3439	15,069
12	2004 Ford Crown Vic #9563	22,771
13	2005 Ford Crown Vic #3888	23,839
14	2005 Ford Crown Vic #3897	23,839
15	2005 Gmc Savana Van #1058	16,595
16	2006 Chevy Impala #7905	17,449
17	2006 Chevy Impala #8868	17,449
18	2006 Ford Crown Vic #8307	30,791
19	2006 Ford Crown Vic #8308	28,769
20	2006 Ford Crown Vic #8309	28,769
21	2006 Ford Crown Vic #8310	28,769
22	2006 Ford Crown Vic #8982	31,367
23	2007 Chevy Van #8345	33,153
24	2007 Dodge Charger #8640	32,169
25	2007 Dodge Charger #8641	30,713
26	2007 Dodge Charger #8642	32,169
27	2007 Ford Crown Vic #0992	31,273
28	2007 Ford Crown Vic #4950	29,290
29	2007 Ford Crown Vic #4951	31,333
30	2007 Harley Motorcycle #2170	17,963
31	2007 Harley Motorcycle #2349	17,966
32	2008 Dodge Charger #6111	28,773
33	2008 Dodge Charger #6112	29,048
34	2008 Ford Interceptor #5230	24,502
35	2008 Ford Interceptor #5231	24,371
36	2009 Chevy Malibu #7170	21,134
37	2009 Chevy Malibu #8392	19,164
38	2009 Dodge Charger #7157	33,364
39	2009 Dodge Charger #7158	34,949
40	2009 Dodge Charger #7159	33,766
41	2009 Dodge Charger #7160	33,364
42	2009 Dodge Charger #7161	33,274
43	2010 Dodge Charger #0624	37,913
44	2010 Dodge Charger #0625	37,913

Table 4-2
City of Clermont
Police Services Impact Fee Analysis

Inventory of Existing Capital Equipment, Vehicles and Facilities

Line No.	Description	Historical Cost [1]
45	2010 Dodge Charger #0972	23,130
46	2010 Dodge Charger #6741	28,703
47	2010 Dodge Charger #6742	28,649
48	2011 Dodge Charger #0635	32,743
49	2011 Dodge Charger #0636	32,743
50	2011 Dodge Charger #0637	32,743
51	2011 Dodge Charger #0638	32,743
52	2012 Dodge Charger #0162	30,660
53	2012 Dodge Charger #0163	30,660
54	2012 Ford Fusion SE #5028	19,473
55	2012 Ford Fusion Hybrid #5029	26,889
56	2013 Police Interceptor - Sedan	38,149
57	2013 Police Interceptor - Sedan	38,149
58	2013 Police Interceptor - SUV K9	42,497
59	2013 Police Interceptor - SUV Investigations	35,691
60	Total Vehicles	$1,574,854
61	**Other Capital Equipment and Facilities**	
62	Land, Buildings & Furnishing	Historical Cost [1]
63	Land	$1,384,277
64	Building	1,113,127
65	Office Equipment and Furniture	11,511
66	Computer Systems and Software	983,740
67	Total Other Police Department Equipment and Facilities	$3,492,655
68	**Total Existing Capital Equipment, Vehicles and Facilities**	$5,404,206

Footnotes:
[1] Amounts reflected as provided by the City as of September 30, 2013.

Table 4-3
City of Clermont
Police Services Impact Fee Analysis

Inventory of Proposed Capital Equipment, Vehicles and Facilities

Line No.	Description	Current Cost [1]
1	**Machinery and Equipment**	$264,223
2	**Major Vehicles**	
3	Replacement Vehicles	
4	Replacement Vehicles	$771,000
5	Retirement - 2 Motorcycles 2170 / 2349 [2]	(35,928)
6	Retirement - 21 Patrol Cars [3]	(486,819)
7	Net Amount Included in Fee	$248,253
8	Additional Vehicles to Expand Fleet & Serve Budgeted Positions	352,000
9	Mobile Command Center Vehicle	225,000
10	Total Vehicles	$825,253
11	**Other Capital Equipment and Facilities**	
12	Land, Buildings & Furnishing	Current Cost [1]
13	Land (Included in Assets)	$0
14	Building & Engineering	6,759,387
15	Total Other Police Department Equipment and Facilities	$6,759,387
16	**Total Proposed Capital Equipment, Vehicles and Facilities**	$7,848,863

Footnotes:

[1] Amounts as provided by City staff.

[2] Amount reflects an adjustment for motorcycles derived from Table 4-2 which are expected to be replaced.

[2] Amount reflects an adjustment for vehicles derived from Table 4-2 which are expected to be replaced based on a fisrt-in first-out replacement approach.

Table 4-4
City of Clermont
Police Services Impact Fee Analysis

Summary of Capital Costs to Provide Police Protection Services

Line No.	Description	Total Existing & Planned Costs [1]	Amount of Officers Served [2]	Average Cost per Officer	Total Officer Requirements [3]	Total Projected Investment
	Recoupment Costs [4]					
1	Machinery & Equipment	$336,697	60	$5,612	84	$471,408
2	Major Vehicles	1,574,854	60	26,248	84	2,204,832
3	Office Equipment, Furniture & Computers	995,250	60	16,588	84	1,393,392
4	Existing Facilities [5]	2,497,404	150	16,649	84	1,398,516
5	Total Recoupment Costs	$5,404,206		$65,097		$5,468,148
	Proposed Capital Additions [6]					
6	Machinery & Equipment	$264,223	60	$4,404	84	$369,936
7	Major Vehicles	825,253	60	13,754	84	1,155,336
8	Future Facilities [5]	6,759,387	150	45,063	84	3,785,292
9	Total Proposed Costs	$7,848,863		$63,221		$5,310,564
	Additional Cost or Adjustments [7]					
10	Borrowing Costs	$0	60	$0	84	$0
11	Less Historical Capital Grants Received for Equipmer	(232,166)	60	(3,869)	84	(324,996)
12	Less Proposed Future Capital Grants	0	60	0	84	0
13	Total Additional Costs or Adjustments	($232,166)		($3,869)		($324,996)
14	Total Allocated Costs	$13,020,903		$124,449		$10,453,716

Footnotes:

[1] Total estimated capital costs in Tables 4-2 and 4-3.

[2] Existing vehicles and equipment assumed to serve the current required number of officers of 58 as calculated below. For the purposes of allocating facility costs, both existing and future facilities estimated to serve 150 officers.

[3] Future Patrol Officer Requirements based on level of Service Standards adopted by the City.
Future Patrol Officer needs are calculated as follows:

Projected Population at 2020	42,100
Targeted LOS per 1,000 population	2.00
Total Patrol Officers Required in 2020	84
Total Patrol Officers Required based on LOS	60
Total Additional Officers Required to Serve Growth	24

[4] Amounts derived from Table 4-2.

[5] Amounts reflect existing and future facilities estimated to serve 150 officers. Existing facilities anticipated to be used as a substation or training facility.

[6] Amounts derived from Table 4-3.

[7] Amounts reflect credit for historical grants received for equipment needs. No future grants currently anticipated by staff.

Table 4-5
City of Clermont
Police Services Impact Fee Analysis

Impact Fee Allocation - Base Capacity / Variable

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost Per Unit	Variable Cost Per Unit [2]	Proposed Impact Fee (Rounded)	Existing Impact Fee (Rounded)	Increase / (Decrease)
1	**Residential**	RS	Dwelling Unit	0.648375	2.54	$186.23	$306.70	$74.60	$381.00	$562.00	($181.00)
	Non-Residential										
2	All Suites Hotel	H/M	Room	1.129167	N/A	$186.23	$210.28	$99.68	$310.00	$416.00	($106.00)
3	Apparel Store	GR	1,000 sf	2.367813	N/A	186.23	440.96	209.03	650.00	921.00	(271.00)
4	Arts and Crafts Store	GR	1,000 sf	2.136875	N/A	186.23	397.95	188.64	587.00	797.00	(210.00)
5	Athletic Club	REC	1,000 sf	1.502083	N/A	186.23	279.73	132.60	412.00	616.00	(204.00)
6	Automobile Parts Sales	SS	1,000 sf	2.686667	N/A	186.23	500.34	237.18	738.00	866.00	(128.00)
7	Bowling Alley	REC	1,000 sf	2.349167	N/A	186.23	437.49	207.38	645.00	951.00	(306.00)
8	Building Materials and Lumber Store	GR	1,000 sf	1.636250	N/A	186.23	304.72	144.45	449.00	651.00	(202.00)
9	Business Park	OFF	1,000 sf	0.901488	N/A	186.23	167.88	79.58	247.00	347.00	(100.00)
10	Cemetery	INST	Acre	0.121131	N/A	186.23	22.56	10.69	33.00	195.00	(162.00)
11	Clinic	INST	1,000 sf	3.263333	N/A	186.23	607.73	288.09	896.00	1,046.00	(150.00)
12	Commercial Airport	OTH	Flight per Day	4.106250	N/A	186.23	764.71	362.50	1,127.00	1,542.00	(415.00)
13	Convenience Market	GR	1,000 sf	6.118021	N/A	186.23	1,139.36	540.10	1,679.00	2,646.00	(967.00)
14	Convenience Market with Gasoline Pumps	SS	1,000 sf	6.958750	N/A	186.23	1,295.93	614.32	1,910.00	2,992.00	(1,082.00)
15	Corporate Headquarters Building	OFF	1,000 sf	0.845536	N/A	186.23	157.46	74.64	232.00	303.00	(71.00)
16	Day Care Center	INST	1,000 sf	6.948810	N/A	186.23	1,294.08	613.44	1,908.00	2,752.00	(844.00)
17	Discount Club	GR	1,000 sf	1.512500	N/A	186.23	281.67	133.52	415.00	607.00	(192.00)
18	Discount Home Furnishings Superstore	GR	1,000 sf	1.280313	N/A	186.23	238.43	113.03	351.00	684.00	(333.00)
19	Discount Supermarket	GR	1,000 sf	2.744688	N/A	186.23	511.14	242.30	753.00	1,311.00	(558.00)
20	Drive-in Bank	F/I	1,000 sf	1.915774	N/A	186.23	356.77	169.12	526.00	932.00	(406.00)
21	Electronic Superstore	GR	1,000 sf	1.867188	N/A	186.23	347.73	164.84	513.00	647.00	(134.00)
22	Factory Outlet Center	GR	1,000 sf	0.953125	N/A	186.23	177.50	84.14	262.00	412.00	(150.00)
23	Fast-food Restaurant with Drive Through	ED	1,000 sf	9.001250	N/A	186.23	1,676.30	794.63	2,471.00	6,688.00	(4,217.00)
24	Fast-food Restaurant without Drive Through	ED	1,000 sf	12.436875	N/A	186.23	2,316.12	1,097.93	3,414.00	9,503.00	(6,089.00)
25	Free-Standing Discount Store	GR	1,000 sf	2.153125	N/A	186.23	400.98	190.08	591.00	790.00	(199.00)
26	Free-Standing Discount Superstore	GR	1,000 sf	2.056875	N/A	186.23	383.05	181.58	565.00	702.00	(137.00)
27	Furniture Store	GR	1,000 sf	0.290625	N/A	186.23	54.12	25.66	80.00	137.00	(57.00)
28	Gasoline / Service Station	SS	Pump Position	1.422604	N/A	186.23	264.93	125.59	391.00	579.00	(188.00)
29	Gasoline / Service Station w/ Convenience Market	SS	Pump Position	1.377500	N/A	186.23	256.53	121.61	378.00	560.00	(182.00)
30	Gasoline / Service Station w/ Convenience Market & Car Wash	SS	Pump Position	1.299792	N/A	186.23	242.06	114.75	357.00	528.00	(171.00)
31	General Aviation Airport	OTH	Flight per Day	0.118333	N/A	186.23	22.04	10.45	32.00	38.00	(6.00)
32	General Heavy Industrial	IND	1,000 sf	0.435714	N/A	186.23	81.14	38.46	120.00	192.00	(72.00)
33	General Light Industrial	IND	1,000 sf	0.564137	N/A	186.23	105.06	49.80	155.00	197.00	(42.00)
34	General Office Building	OFF	1,000 sf	0.893750	N/A	186.23	166.44	78.90	245.00	410.00	(165.00)
35	Golf Course	REC	Hole	4.710000	N/A	186.23	877.14	415.80	1,293.00	1,847.00	(554.00)
36	Golf Driving Range	REC	Tee	0.706875	N/A	186.23	131.64	62.40	194.00	269.00	(75.00)
37	Hardware / Paint Store	GR	1,000 sf	1.595625	N/A	186.23	297.15	140.86	438.00	730.00	(292.00)
38	Health / Fitness Club	REC	1,000 sf	1.187500	N/A	186.23	221.15	104.83	326.00	487.00	(161.00)
39	High-Turnover Restaurant (Sit-down)	ED	1,000 sf	4.144063	N/A	186.23	771.75	365.84	1,138.00	1,963.00	(825.00)
40	Home Improvement Superstore	GR	1,000 sf	1.091875	N/A	186.23	203.34	96.39	300.00	453.00	(153.00)
41	Hospital	INST	1,000 sf	3.170000	N/A	186.23	590.35	279.85	870.00	935.00	(65.00)
42	Hotel	H/M	Room	2.095000	N/A	186.23	390.15	184.95	575.00	835.00	(260.00)
43	Industrial Park	IND	1,000 sf	0.511756	N/A	186.23	95.30	45.18	140.00	197.00	(57.00)
44	Junior / Community College	INST	Student	0.204762	N/A	186.23	38.13	18.08	56.00	82.00	(26.00)

Table 4-5
City of Clermont
Police Services Impact Fee Analysis

Impact Fee Allocation - Base Capacity / Variable

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost Per Unit	Variable Cost Per Unit [2]	Proposed Impact Fee (Rounded)	Existing Impact Fee (Rounded)	Increase / (Decrease)
45	Lodge / Fraternal Organization	INST	Member	0.008333	N/A	186.23	1.55	0.74	2.00	9.00	(7.00)
46	Manufacturing	IND	1,000 sf	0.428274	N/A	186.23	79.76	37.81	118.00	192.00	(74.00)
47	Marina	REC	Acre	0.927500	N/A	186.23	172.73	81.88	255.00	374.00	(119.00)
48	Medical / Dental Office Building	OFF	1,000 sf	1.597024	N/A	186.23	297.41	140.99	438.00	639.00	(201.00)
49	Mini-warehousing	WH	1,000 sf	0.023065	N/A	186.23	4.30	2.04	6.00	94.00	(88.00)
50	Motel	H/M	Room	1.406667	N/A	186.23	261.96	124.18	386.00	507.00	(121.00)
51	Movie Theater	REC	1,000 sf	5.196667	N/A	186.23	967.78	458.76	1,427.00	2,015.00	(588.00)
52	Multipurpose Recreational Facility	REC	Acre	7.034167	N/A	186.23	1,309.97	620.98	1,931.00	2,815.00	(884.00)
53	New Car Sales	MV	1,000 sf	1.263214	N/A	186.23	235.25	111.52	347.00	550.00	(203.00)
54	Nursery / Garden Center	GR	Acre	3.508750	N/A	186.23	653.43	309.75	963.00	1,105.00	(142.00)
55	Nursery Wholesale	GR	Acre	0.696354	N/A	186.23	129.68	61.47	191.00	682.00	(491.00)
56	Nursing Home	INST	1,000 sf	1.215833	N/A	186.23	226.42	107.33	334.00	817.00	(483.00)
57	Office Park	OFF	1,000 sf	0.891071	N/A	186.23	165.94	78.66	245.00	334.00	(89.00)
58	Pharmacy / Drugstore (No Drive Through)	GR	1,000 sf	1.944271	N/A	186.23	362.08	171.64	534.00	413.00	121.00
59	Pharmacy / Drugstore (With Drive Through)	GR	1,000 sf	1.929375	N/A	186.23	359.31	170.33	530.00	406.00	124.00
60	Place of Worship	INST	1,000 sf	0.426667	N/A	186.23	79.46	37.67	117.00	222.00	(105.00)
61	Private School (K-12)	INST	Student	0.426190	N/A	186.23	79.37	37.62	117.00	175.00	(58.00)
62	Quality Restaurant	ED	1,000 sf	3.889583	N/A	186.23	724.36	343.37	1,068.00	1,486.00	(418.00)
63	Quick Lubrication Vehicle Shop	SS	Service Position	0.680000	N/A	186.23	126.64	60.03	187.00	695.00	(508.00)
64	Racquet / Tennis Club	REC	Court	2.600000	N/A	186.23	484.20	229.53	714.00	1,008.00	(294.00)
65	Recreational Community Center	REC	1,000 sf	1.002083	N/A	186.23	186.62	88.46	275.00	358.00	(83.00)
66	Research and Development Center	OFF	1,000 sf	0.752976	N/A	186.23	140.23	66.47	207.00	304.00	(97.00)
67	Self-serve Car Wash	SS	Wash Stall	1.687500	N/A	186.23	314.26	148.97	463.00	688.00	(225.00)
68	Shopping Center	GR	1,000 sf	1.336250	N/A	186.23	248.85	117.96	367.00	621.00	(254.00)
69	Single Tenant Office Building	OFF	1,000 sf	0.882738	N/A	186.23	164.39	77.93	242.00	414.00	(172.00)
70	Specialty Retail Center	GR	1,000 sf	1.850313	N/A	186.23	344.58	163.35	508.00	639.00	(131.00)
71	Supermarket	GR	1,000 sf	2.871563	N/A	186.23	534.77	253.50	788.00	1,381.00	(593.00)
72	Tennis Courts	REC	Court	2.040000	N/A	186.23	379.91	180.09	560.00	812.00	(252.00)
73	Tire Store	SS	1,000 sf	0.955833	N/A	186.23	178.00	84.38	262.00	391.00	(129.00)
74	Tire Superstore	SS	1,000 sf	0.814583	N/A	186.23	151.70	71.91	224.00	332.00	(108.00)
75	Truck Terminal	WH	Acre	5.761667	N/A	186.23	1,073.00	508.64	1,582.00	1,263.00	319.00
76	University / College	INST	Student	0.397619	N/A	186.23	74.05	35.10	109.00	167.00	(58.00)
77	Walk-in Bank	F/I	1,000 sf	1.915774	N/A	186.23	356.77	169.12	526.00	724.00	(198.00)
78	Warehousing	WH	1,000 sf	0.229018	N/A	186.23	42.65	20.22	63.00	100.00	(37.00)
79	Water Slide Park	REC	Parking Space	0.285833	N/A	186.23	53.23	25.23	78.00	82.00	(4.00)
80	Wholesale Market	GR	1,000 sf	0.493750	N/A	186.23	91.95	43.59	136.00	158.00	(22.00)

Table 4-5
City of Clermont
Police Services Impact Fee Analysis

Impact Fee Allocation - Base Capacity / Variable

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost Per Unit	Variable Cost Per Unit [2]	Proposed Impact Fee (Rounded)	Existing Impact Fee (Rounded)	Increase / (Decrease)

81 Should none of the above land uses adequately define a proposed non-residential development as determined by the City Manager, at the Manager's discretion the following average charge per non-residential development is considered appropriate:

	Non-residential
Total Cost per Person [Base] [1]	$186.23
Percent Allocable to Resident	64.84%
Amount Allocable to the Resident	$120.75
Amount Allocable to Non-residential	$65.48
Plus Cost per Person [Variable] [2]	88.28
Amount Allocable to Non-residential	$153.76
Square Feet of Non-residential Development per Person	250.00
Persons per 1,000 Square Feet	4.00
Average Cost per 1,000 Square Feet of Non-residential Development	$615.04

Footnotes

[1] Base Capacity estimated as follows:

Existing Population	30,201	
Existing LOS per 1,000 population	2.00	
Total Patrol Officers Required - LOS	60	
Minimum Service Level per 1,000 population	1.50	
Total Minimum Officers	45	
Percent Base Capacity - LOS	75%	

Total Base capacity estimated as follows:

Total Estimated Capital Costs - Investment in Police Services		$10,453,716
Percent Base Capacity		75%
Total Estimated Base Capacity Costs		$7,840,287
Total in Population 2020		42,100
Total Cost per Person		$186.23

Table 4-5
City of Clermont
Police Services Impact Fee Analysis

Impact Fee Allocation - Base Capacity / Variable

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost Per Unit	Variable Cost Per Unit [2]	Proposed Impact Fee (Rounded)	Existing Impact Fee (Rounded)	Increase / (Decrease)

[2] Variable Cost per Unit estimated as follows:

Total Estimated Capital Costs - Investment in Police Services	$10,453,716
Less Amount allocated to Base Capacity	7,840,287
Total Variable Cost	$2,613,429
Percent Residential (Historical Calls)	50%
Total Residential Costs	$1,306,715
Total Non-residential Costs	$1,306,714

Residential Variable Allocation

	Assumed Calls	Costs per Class	Estimated Units 2020	Variable Cost per Unit
Residential	100.00%	$1,306,715	17,516	$74.60

Non-residential Variable Allocation

Total Estimated Capital Costs - Investment in Police Services	$1,306,714
Total Functional (Non-residential) Population 2020	14,802
Total Cost per Person [*]	$88.28

[*] Applied on a functional population basis.

Table 4-6
City of Clermont
Police Services Impact Fee Analysis

Police Services Impact Fee Comparison [1]

Line No.	Description		Residential: Single Family	Residential: Multi-Family	Residential: Mobile Home	Non-Residential ($ per square foot)
	City of Clermont					
1	Existing		$562.00	$480.00	$562.00 [2]	$0.964 per sq. ft.
2	Proposed		381.00	381.00	381.00 [2]	
	Other Florida Government Agencies:					
3	City of Apopka		N/A	N/A	N/A	N/A
4	City of Edgewater		150.66	100.10	82.55	$0.1197 - $0.3354 per sq. ft. [3]
5	City of Eustis		137.98	98.64	90.03	$0.01523 - $1.53667 per sq. ft. [3]
6	City of Kissimmee		N/A	N/A	N/A	N/A
7	City of Lakeland		591.00	445.00	275.00	$0.024 - $0.832 per sq. ft. [3]
8	City of Lake Mary		165.00	N/A	N/A	$0.082 per gross sq. ft.
9	City of Lake Wales		463.00	406.00	N/A	$0.020 - $0.190 per sq. ft. [3]
10	City of Leesburg		186.00	186.00	186.00	$0.155 per sq. ft.
11	City of Minneola		N/A	N/A	N/A	N/A
12	City of Mount Dora		289.89	753.71	N/A	$0.06957 - $1.00303 per sq. ft. [3]
13	City of Ocoee	[4]	501.04	N/A	N/A	$0.330 per sq. ft.
14	City of St. Cloud		715.00	565.00	N/A	$1.384 per sq. ft.
15	City of Tavares	[5]	215.37	163.87	108.86	$0.00819 - $1.02419 per sq. ft. [3]
16	City of Winter Garden		260.00	260.00	260.00	$0.50 per sq. ft.
17	City of Winter Haven		300.97	N/A	N/A	$0.3887 per sq. ft.
18	Other Florida Governmental Agencies' Average		$331.33	$330.92	$167.07	

Footnotes:

[1] Unless otherwise noted, amounts shown reflect impact fees in effect October 2013. This comparison is intended to show comparable charges for similar service for comparison purposes only and is not intended to be a complete listing of all rates and charges offered by each listed municipality.

[2] Based upon the City's existing ordinance and procedures, one new mobile home is charged as one single family dwelling unit.

[3] Reflects the lowest and highest rate per square feet.

[4] Impact fees temporarily reduced to 50% of the amounts shown from January 3, 2013 until January 1, 2014.

[5] Impact fees were waived until June 30, 2013. Beginning July 1, 2013, they are set to increase in six month increments until July 1, 2014, when the full impact fees will become effective again.

FIRE RESCUE SERVICES IMPACT FEE

SECTION 5

FIRE RESCUE SERVICES IMPACT FEE

GENERAL

This section provides a discussion of the development and design of the impact fee for fire rescue services. Included in this section is a discussion of the level of service requirements and capital costs included as the basis for the determination of the fee level and the design of the fee to be applied to new growth within the City.

LEVEL OF SERVICE REQUIREMENTS

There is currently no formally adopted level of service for the City's fire rescue services; however, it is the City's intent to maintain staffing levels that provide services to all developed areas in order to be able to respond to service calls within a specified time period to maintain Insurance Service Organization (ISO) property insurance ratings in the community. As a practical matter, this response time standard (4 minutes or less) is based upon recognized industry standards not only having to do with property protection, but also in providing Emergency Medical Support services (EMS). The department will continue to set appropriate goals related to service standards.

Another important criterion related to the response capability of a municipal Fire Department such as the City's is related to the type of service area in terms of occupancy and structures to be protected. The National Fire Protection Association (NFPA) has developed certain guidelines for the evaluation of a Fire Department's response capability, which are summarized as follows:

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Evaluation of Response Capability

High Hazard Occupancies (Schools, hospitals, nursing homes, explosive plants, refineries, high-rise buildings, and other high-life hazard or large fire potential occupancies)

At least 4 pumpers, 2 ladder trucks, 2 chief officers, and other specialized apparatus, as may be needed to cope with the combustible involved; not less than 24 firefighters and 2 chief officers.

Medium Hazard Occupancies (Apartments, offices, mercantile and industrial occupancies not normally requiring extensive rescue or firefighting forces)

At least 3 pumpers, 1 ladder truck, 1 chief officer, and other specialized apparatus, as may be needed or available; not less than 16 firefighters and 1 chief officer.

Low Hazard Occupancies (One, two, or three family dwellings and scattered small businesses and industrial occupancies.

At least 2 pumpers, 1 ladder truck, 1 chief officer, and other specialized apparatus, as may be needed or available; not less than 12 firefighters and 1 chief officer.

Rural Operations (Scattered dwellings, small businesses and farm buildings)

At least 1 pumper with a large water tank (500 or more gallons), one mobile water supply apparatus (1,000 gallons or larger) and such other specialized apparatus, as may be necessary to perform effective, initial firefighting operations; at least 6 firefighters and 1 chief officer.

Additional Alarms

At least the equivalent of that required for Rural Operations for second alarms; equipment, as may be needed according to the type of emergency and capabilities of the Fire Department. This may involve the immediate use of mutual aid companies until local forces can be supplemented with additional off-duty personnel.

Based on the occupancies described above, recognizing that the City has a number of multi-story buildings (e.g., condominiums) hospitals, or large fire potential occupancies such as schools located within the City, it appears that the City should plan its firefighting capabilities towards a medium to high hazard occupancy level. In order to meet the service standards required of the community for responding to fire and rescue alarms, the City has entered into several mutual aid agreements with other parties, including Lake County (the "County"), to provide mutual assistance in emergencies, as deemed feasible (the "Mutual Agreement"). The purpose of the Mutual Agreements are to initiate action leading to a first-response program for fire and rescue services and provide additional service support at the request of either party. The benefit of these agreements is a cost savings by all parties due to reduced staffing and equipment requirements needed in emergency situations. Also, the City further enhances its services and reduces its operational costs through the use of volunteers, citizen firefighters.

Generally, the level of service standard for fire rescue services and emergency medical services is based on response times in a first alarm situation. The City is committed to maintaining an average response time of four (4) minutes or less. The most vital resource to meeting this standard is the City's personnel. The existing number of personnel and projected staffing needs have been identified by the City. Presently, the City has 50 full-time personnel of whom 30.0 are full-time firefighter/rescue personnel, as shown in Table 5-1 and below:

	Summary of Existing Personnel
Fire Chief	1.0
Assistant Fire Chiefs – Admin & Operations	2.0
Captain – Fire Prevention & EMS	2.0
Fire Fighter/Inspector	1.0
Administrative Assistant	2.0
Battalion Chief	3.0
Fire Lieutenant	9.0
Firefighter/Paramedic or EMT	30.0
Total Current Full-Time Personnel	50.0

The City also pools volunteer, citizen firefighters, which allows the City to keep operating costs low.

Based on the needs of the City and as discussed with the Fire Chief, current staffing needs have been identified through 2020 and includes the staffing of a new fire station, Number 4. These include the following:

<u>Firefighter/Rescue Personnel</u> – The Fire Chief has identified the need for twelve (12) additional firefighter/rescue personnel to serve Station 4 plus an additional fire inspector for a total of thirteen (13) new positions. Thus, the staffing requirements for the existing LOS through 2020 are as follows:

	Summary of Personnel Required Level of Service
Fire Chief	1.0
Assistant Fire Chiefs – Admin & Operations	2.0
Captain – Fire Prevention & EMS	2.0
Fire Fighter/Inspector	2.0
Administrative Assistant	2.0
Battalion Chief	3.0
Fire Lieutenant	12.0
Firefighter/Paramedic or EMT	39.0
Total Required Personnel for Existing Level of Service	63.0

Based on planned staffing levels above, the level of service relative to the future population of 42,100 residents is 54 firefighter/rescue personnel or 1.28 personnel per 1,000 population. The personnel include battalion chiefs, lieutenants, and all firefighter/paramedics. Based on the current staffing levels for the existing population and with respect to anticipated development, this would seem to be a reasonable LOS (in terms of firefighter/rescue personnel per 1,000 population).

RESOURCE NEEDS ANALYSIS

The method used to determine the fire rescue services impact fees is the standards-driven method with recoupment. The standards-driven method was utilized in the allocation of costs associated with major capital facilities that service the City's first alarm service area. The capital cost parameters include allocations for personnel equipment, vehicles, other direct firefighting and emergency medical equipment, and fire station and headquarter facilities. Personnel protection equipment such as helmets and bunker coats and trousers are mission-essential, a portion of these costs is included in fee determination since the City does capitalize equipment charges greater than $1,000.

Table 5-2 reflects the existing facilities and equipment required to maintain the City's level of service and Table 5-3 provides the proposed facilities and equipment to maintain such standards through 2020. In addition to the $14.4 million in existing and planned equipment, vehicles, and facilities, this study further considered: i) borrowing costs for capital; and ii) cost free capital, or grants received by the fire department in consideration of the net costs. Based on a review of the Series 2002 Bonds, which a portion was allocated to the fire department, the interest costs of $54,674 were included in the City's overall investment in current equipment, vehicles and facilities. As further shown in Table 4-4, the City has received approximately $349,204 in grant revenues and expects to receive approximately $95,000 in further grants for capital (operating grant revenues do not apply in this case) resulting in a lower projected cost per firefighter/rescue personnel.

Table 5-4 summarizes the net costs on a per rescue personnel basis. As shown on Table 5-4, and summarized below, approximately $13,996,158 in total capital investments will have been made in order to provide fire services within the City's emergency management response area through 2020:

	Estimated Capital Costs Amount [*]
Capital Recoupment Costs – Existing Facilities	$8,801,199
Capital Costs – Proposed Facilities	5,584,489
Additional Costs or Adjustments	(389,530)
Total Capital Costs Recognized	$13,996,158

[*] Derived from Table 5-4.

DESIGN OF FIRE RESCUE SERVICES IMPACT FEE

The method used to determine the fire rescue services impact fee was based upon the same four step process as was described for the determination of the police impact fee. Table 5-5 helps to illustrate the results of the approach. The following is a brief description of the method used in this study.

- Development of Total Capital Need – Based on discussions with the City and the Fire Department and the level of service requirements related to the maintenance of first response time, the incremental facilities and related costs to serve the population through the forecast period reflected in the analysis was developed.

- Allocation of Base Capital Costs to Customer Classes – This step allocates the base capital costs, the reserved service capacity allocable to all customer classes irrespective of call demand. The base costs are calculated on a per person basis and then allocated between residential and non-residential land-uses based on "functional population" estimates.

- Allocation of Variable Costs to Customer Classes – This step allocates the remaining capital costs to provide fire rescue services between the residential and non-residential land-uses based upon call demand. Therefore, some classes of land-use, which may incur few or no service calls, will carry a lower cost than other high-demand sectors such as bars and restaurants.

- Calculation of Cost per Equivalent Impact Fee Unit – Once the allocated base and variable costs are identified per land-use, they are summarized and presented as a unit of measure basis; per dwelling unit, per 1,000 square feet, or per acre. Table 5-5 provides a detailed listing of the proposed impact fees and their appropriate land-use and measures.

Fire Rescue Services Impact Fee Assumptions

The development of the fire rescue services impact fees required several assumptions. The major assumptions used in the development of the proposed impact fees are as follows:

1. In the development of the capital costs allocable to serve the projected fire rescue needs of the City, the City addressed its facility needs and staffing requirements through 2020. As previously mentioned, the level of service assumed in this report was to maintain a four-minute response time within the response zone of the City. This level of service is generally related to the location and proximity of available fire stations and the number of firefighters/rescue personnel and vehicles such that the response times can be achieved. Based on prospective demands and a need for another fire station, the City will require 54 firefighters/rescue personnel by 2020. Based on staffing needs for firefighting/rescue personnel, the relationship appears to be adequate to maintain the first response LOS for medium to high hazard occupancies. The staffing level of service as previously discussed was calculated at 1.28 firefighter/rescue personnel per 1,000 population.

2. In the development of the total capital costs of providing fire rescue services through the forecast period, an estimate of the total capital costs required for such service was developed. The total capital costs were based on information provided by and discussions with the City's Fire Department and the following summarizes the significant assumptions used in the fee determination:

    a. The direct cost of equipping one full-time firefighter/rescue personnel (e.g., personnel equipment) was allocated based on actual investments made by the City shown in

Table 5-2. The new personnel are not required to contribute to basic equipment issued, and it is the City's current policy to capitalize those costs greater than $1,000.

b. The City maintains a fleet of emergency vehicles, equipment, and facilities to support existing and future fire rescue services. Table 5-2 provides the existing inventory of such resources in current dollars to derive the "buy-in" or "recoupment" cost per rescue personnel, since such capital assets along with future assets required will support the total population and staffing base in 2020. The capital costs associated with existing assets are allocated against the total planned rescue personnel of 54.

c. The City addressed its needs based on future demand for vehicles, equipment, and facilities. Table 5-3 itemizes the planned improvements and purchases to maintain the service standards discussed earlier. Specifically, the City plans to construct, staff, and equip a new fire station, Number 4. Table 5-3 lists the equipment and vehicle needs over the Forecast Period and estimated construction costs for Station No. 4. The construction costs for Station No. 4 are currently estimated at $3,500,000. A total of $5,584,489 in planned purchases, expansions, and improvements is anticipated through 2020.

3. The estimated capital base costs or reserved service capacity, allocable to all customer classes were allocated between the residential and non-residential customer classes based on "functional population" estimates. The concept of functional population is incorporated in order to spread capital costs more equitably between residential and non-residential land-uses. Businesses place demands on fire rescue services in exactly the same manner as residents do, and it is equitable to spread these costs based on the average number of people expected to be present. For the residential uses, the allocation is calculated per resident based on the average amount of time spent at the residence. The resident's remaining time is then allocated as either an employee and/or visitor to the remaining non-residential classes is determined using traffic generations, estimated employment data, and operational details. The net result is the total number of person hours per location as derived from Table 2-3 in Section 2. The base costs are calculated on a per person basis and then applied to the residential and non-residential land-uses based upon the respective functional population coefficient.

4. The estimated variable cost of providing fire rescue services was allocated between the residential and non-residential customer classifications based on the estimated number of service calls made by the Fire Department per land-use for 2012 and is projected through 2020.

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Impact Fee Calculation

Based on the above-referenced assumptions, the allocated capital facilities considered necessary to maintain the level of service requirements, and the population and land use projections of the City, the fire rescue services impact fees for the residential and non-residential customer classifications were estimated. As shown in Table 5-6 at the end of this section, the cost per equivalent impact fee unit by customer classification was calculated. The following summarizes the proposed changes to the residential fire rescue impact fees:

	Existing	Proposed
Single-Family per Dwelling Unit [*]	$395	$462
Multi-Family per Dwelling Unit	335	462

[*] Includes mobile homes.

Taking into account the methodology used for the determination of the fee and the estimates associated with determining the fire rescue capital needs of the City, it is concluded that the proposed impact fee utilizing the City's LOS standard are reasonable.

In the development of the cost per equivalent impact fee unit, it was determined that the rate should be applied on a "per dwelling unit" basis for the residential class and primarily on a "per square footage" of commercial development for the non-residential class. As shown in Table 5-5, some non-residential land-uses are measured by units other than square feet. These factors are common throughout the state as the equivalent impact fee unit for fee determination. The use of these equivalency factors was based on discussions with the City, comparisons of fee applicability provisions of neighboring jurisdictions, and promotion of administrative simplicity.

IMPACT FEE COMPARISONS

In order to provide the City additional information about the proposed impact fees, a comparison of the proposed fees for the City and those charged by other neighboring jurisdictions was prepared. Table 5-6 at the end of this section summarizes the impact fees for fire protection services charged by other communities with the proposed rates of the City.

Also, as shown in Table 5-6 for other communities, the fees charged to the residential class are applied using a "per dwelling unit" basis, which is consistent with the recommended fee applicability provisions of the City's proposed fees. For the non-residential class and, as previously discussed, the fees are applied on the basis of the amount of square foot of facility development.

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Section 5
City of Clermont
Fire Rescue Services Impact Fee Analysis

List of Tables

Table 5-1
City of Clermont
Fire Rescue Services Impact Fee Analysis

Summary of Existing Personnel

Line No.		Appropriated Quantity [1]	Actual Quantity [2]	Current Needs [3]	Needs Station 4 [4]	Planned Staffing
	Personnel					
1	Fire Chief	1.0	1.0	0.0	0.0	1.0
2	Assistant Fire Chiefs - Admin & Operations	2.0	2.0	0.0	0.0	2.0
3	Captain - Fire Prevention & EMS	2.0	2.0	0.0	0.0	2.0
4	Firefighter/ Inspector	1.0	1.0	1.0	0.0	2.0
5	Administrative Assistant & Staff Assistant	2.0	2.0	0.0	0.0	2.0
6	Battalion Chief	3.0	3.0	0.0	0.0	3.0
7	Fire Lieutenant	9.0	9.0	0.0	3.0	12.0
8	Firefighter / Paramedic or EMT	30.0	30.0	0.0	9.0	39.0
9	**Total Personnel**	50.0	50.0	1.0	12.0	63.0
	Support					
10	Dispatchers (Police Department Employees)	0.0	0.0	0.0	0.0	0.0
11	Volunteers	6.0	2.0	4.0	0.0	6.0
12	**Total Support**	56.0	52.0	5.0	12.0	69.0
	Level of Service					
13	Firefighter/Rescue Division	42.0	42.0	0.0	12.0	54.0

Footnotes:

[1] As obtained form the City's preliminary FY 2013 Budget.

[2] As provided by the City's Fire Chief.

[3] In addition to exiting personnel, these members have been identified as current deficiencies in terms of level of service based on information provided by the Fire Chief.

[4] Thirteen (13) Firefighters required for Station 4 as provided by the City.

Table 5-2
City of Clermont
Fire Rescue Services Impact Fee Analysis

Inventory of Existing Capital Equipment, Vehicles & Facilities

Line No.	Description	Asset Number	Historical Cost [1]
1	**Machinery and Equipment**	N/A	$876,482
2	**Major Vehicles and Firefighting Equipment**		
3	Chevrolet Suburban - 1998	3103	$23,243
4	Dodge 3500 Truck - 2001	3104	20,975
5	Ford F-350 Red and White - 2003	3105	37,374
6	Ford Explorer - 2005	3107	22,532
7	E - One Quint - 2005	3108	466,023
8	Chevrolet Suburban - 2007	3109	31,639
9	Chevy Malibu SD Red - 2007	C-103	15,973
10	Spartan Heavy Rescue - 1995	3214	157,609
11	Freightliner / Ferrera - 2002	3226	153,515
12	First Out/Int Pumper - 1997	3256	69,617
13	Grumman Tower Truck - 1989	3258	261,816
14	E-One Fire Engine - 2008	3259	262,450
15	Chevy Impala - 2001	3261	20,449
16	Ford Crown Victoria - 2006	3262	30,791
17	Ford Explorer - 2001	3102	23,803
18	F-450 Ford Attack - 2012	3263	83,138
19	E-One Ladder Truck - 2012	3264	604,800
20	Total Vehicles and Firefighting Equipment		$2,285,746
21	**Other Capital Equipment and Required Facilities**		
22	Land, Buildings & Furnishing		Historical Cost [1]
23	Land	N/A	$700,555
24	Building - Station #1	N/A	1,937,516
25	Building - Station #2	N/A	1,017,436
26	Building - Station #3	N/A	1,802,409
27	Office Equipment and Furniture	N/A	61,854
28	Computer Systems and Software	N/A	119,200
29	Total Other Fire Department Equipment and Required Facilities		$5,638,972
30	**Total Existing Capital Equipment, Vehicles & Facilities**		$8,801,199

Footnotes:
[1] Amounts reflected as provided by the City as of September 30, 2013.

Table 5-3
City of Clermont
Fire Rescue Services Impact Fee Analysis

Inventory of Proposed Capital Equipment, Vehicles & Facilities

Line No.	Description	Current Cost [1]
	Machinery and Equipment	
1	Diesel Exhaust Capture System	$18,000
2	Repl Physio-Control Life -Pac 15 Defibulator/Cardiac Pacers (2)	204,000
3	Repl Delf Contained Breathing Apparatus & Compressor	93,500
4	Repl Delf Contained Breathing Apparatus & Compressor	75,000
5	Thermal Imaging Camera	27,000
6	20' Technical Rescue Trailer	20,000
7	Less Assets Replacements [2]	(260,750)
8	Total Machinery and Equipment	$176,750
9	**Major Vehicles and Firefighting Equipment**	
10	Fire / Rescue Boat	$150,000
11	Replacement Vehicles	
12	Replacement Vehicles	$167,000
13	Retirement - 3104 [3]	(20,975)
14	Retirement - 3102 [3]	(23,803)
15	Retirement - 3107 [3]	(22,532)
16	Retirement - 3105 [3]	(37,374)
17	Retirement - 3109 [3]	(31,639)
18	Net Amount Included in Fee	$30,678
19	Replacement Pumpers	
20	Replacement Class A Pumper	$1,600,000
21	Retirement - 3214 [3]	(157,609)
22	Retirement - 3226 [3]	(153,515)
23	Net Amount Included in Fee	$1,288,876
24	Replacement Tower	
25	Replacement Aerial Quint	$700,000
26	Retirement - 3258 [3]	(261,816)
27	Net Amount Included in Fee	$438,184
28	Total Vehicles and Firefighting Equipment	$1,907,738
29	**Other Capital Equipment and Required Facilities**	
30	Land, Buildings & Furnishing	Current Cost [1]
31	Fire Station #4	$3,500,000
32	Total Other Fire Department Equipment and Required Facilities	$3,500,000
33	**Total Proposed Capital Equipment, Vehicles & Facilities**	$5,584,488

Table 5-3
City of Clermont
Fire Rescue Services Impact Fee Analysis

Inventory of Proposed Capital Equipment, Vehicles & Facilities

Footnotes:

[1] Amounts reflected as provided by the City unless otherwise indicated.

[2] Original equipment costs assumed to be approximately 70% of the replacement costs based on an average ten (10) year life.

[3] Amount reflects an adjustment for vehicles derived from Table 5-2 which are expected to be replaced.

Table 5-4
City of Clermont
Fire Rescue Services Impact Fee Analysis

Summary of Capital Costs to Provide Fire Rescue Services

Line No.	Description	Total Cost [1]	Total Personnel Requirements [2]	Average Cost per Personnel
	Recoupment Costs [3]			
1	Machinery & Equipment	$876,482	54	$16,231
2	Major Vehicles & Fire Fighting Equipment	2,285,746	54	42,329
3	Other Capital Equipment & Facilities	5,638,972	54	104,425
4	Total Recoupment Costs	$8,801,199		$162,985
	Proposed Capital Additions [4]			
5	Machinery & Equipment	$176,750	54	$3,273
6	Major Vehicles & Fire Fighting Equipment	1,907,738	54	35,328
7	Other Capital Equipment & Facilities	3,500,000	54	64,815
8	Total Proposed Costs	$5,584,488		$103,416
	Additional Cost or Adjustments			
9	Borrowing Costs - Series 2002 Bonds [5]	$54,674	54	$1,012
10	Less Historical Capital Grants Received	(349,204)	54	(6,467)
11	Less Proposed Future Capital Grants	(95,000)	54	(1,759)
12	Total Additional Costs or Adjustments	($389,530)		($7,214)
13	Total Capital Costs	$13,996,158		$259,187

Footnotes:

[1] Total estimated capital costs in Tables 5-2 and 5-3.

[2] Future Requirements based on Level of Service Standards adopted by the City. Future needs are calculated as follows:

Projected Population at 2020	42,100
Existing LOS per 1,000 population	1.28
Total Rescue Personnel Required in 2020	54

[3] Amounts derived from Table 5-2.

[4] Amounts derived from Table 5-3.

[5] Amount represents the borrowing costs associated with the 2002 Bonds calculated as follows:

Total Interest Cost on 2002 Bonds	$2,485,191
Percent Allocable to Fire Department	2.2%
Total Amount Allocable to Fire Department	$54,674

Table 5-5
City of Clermont
Fire Rescue Services Impact Fee Analysis

Impact Fee Allocation - Base Capacity / Variable

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost per Unit	Variable Cost Per Unit	Proposed Impact Fee (Rounded)	Existing Impact Fee (Rounded)	Increase / (Decrease)
1	**Residential**	RS	Dwelling Unit	0.648375	2.54	$156.45	$257.65	$204.78	$462.00	$395.00	$67.00
	Non-Residential										
2	All Suites Hotel	H/M	Room	1.129167	N/A	$156.45	$176.66	$291.61	$468.00	$274.00	$194.00
3	Apparel Store	GR	1,000 sf	2.367813	N/A	156.45	370.44	611.49	982.00	609.00	373.00
4	Arts and Crafts Store	GR	1,000 sf	2.136875	N/A	156.45	334.31	551.85	886.00	525.00	361.00
5	Athletic Club	REC	1,000 sf	1.502083	N/A	156.45	235.00	387.91	623.00	406.00	217.00
6	Automobile Parts Sales	SS	1,000 sf	2.686667	N/A	156.45	420.33	693.83	1,114.00	570.00	544.00
7	Bowling Alley	REC	1,000 sf	2.349167	N/A	156.45	367.53	606.67	974.00	628.00	346.00
8	Building Materials and Lumber Store	GR	1,000 sf	1.636250	N/A	156.45	255.99	422.56	679.00	429.00	250.00
9	Business Park	OFF	1,000 sf	0.901488	N/A	156.45	141.04	232.81	374.00	227.00	147.00
10	Cemetery	INST	Acre	0.121131	N/A	156.45	18.95	31.28	50.00	128.00	(78.00)
11	Clinic	INST	1,000 sf	3.263333	N/A	156.45	510.55	842.76	1,353.00	690.00	663.00
12	Commercial Airport	OTH	Flight per Day	4.106250	N/A	156.45	642.42	1,060.44	1,703.00	1,017.00	686.00
13	Convenience Market	GR	1,000 sf	6.118021	N/A	156.45	957.16	1,579.98	2,537.00	1,749.00	788.00
14	Convenience Market with Gasoline Pumps	SS	1,000 sf	6.958750	N/A	156.45	1,088.70	1,797.10	2,886.00	1,976.00	910.00
15	Corporate Headquarters Building	OFF	1,000 sf	0.845536	N/A	156.45	132.28	218.36	351.00	199.00	152.00
16	Day Care Center	INST	1,000 sf	6.948810	N/A	156.45	1,087.14	1,794.53	2,882.00	1,818.00	1,064.00
17	Discount Club	GR	1,000 sf	1.512500	N/A	156.45	236.63	390.60	627.00	401.00	226.00
18	Discount Home Furnishings Superstore	GR	1,000 sf	1.280313	N/A	156.45	200.30	330.64	531.00	451.00	80.00
19	Discount Supermarket	GR	1,000 sf	2.744688	N/A	156.45	429.41	708.82	1,138.00	867.00	271.00
20	Drive-in Bank	F/I	1,000 sf	1.915774	N/A	156.45	299.72	494.75	794.00	614.00	180.00
21	Electronic Superstore	GR	1,000 sf	1.867188	N/A	156.45	292.12	482.20	774.00	428.00	346.00
22	Factory Outlet Center	GR	1,000 sf	0.953125	N/A	156.45	149.12	246.14	395.00	271.00	124.00
23	Fast-food Restaurant with Drive Through	ED	1,000 sf	9.001250	N/A	156.45	1,408.25	2,324.57	3,733.00	4,421.00	(688.00)
24	Fast-food Restaurant without Drive Through	ED	1,000 sf	12.436875	N/A	156.45	1,945.75	3,211.82	5,158.00	6,283.00	(1,125.00)
25	Free-Standing Discount Store	GR	1,000 sf	2.153125	N/A	156.45	336.86	556.04	893.00	521.00	372.00
26	Free-Standing Discount Superstore	GR	1,000 sf	2.056875	N/A	156.45	321.80	531.19	853.00	563.00	290.00
27	Furniture Store	GR	1,000 sf	0.290625	N/A	156.45	45.47	75.05	121.00	89.00	32.00
28	Gasoline / Service Station	SS	Pump Position	1.422604	N/A	156.45	222.57	367.39	590.00	382.00	208.00
29	Gasoline / Service Station w/ Convenience Market	SS	Pump Position	1.377500	N/A	156.45	215.51	355.74	571.00	371.00	200.00
30	Gasoline / Service Station w/ Convenience Market & Car Wash	SS	Pump Position	1.299792	N/A	156.45	203.35	335.67	539.00	348.00	191.00
31	General Aviation Airport	OTH	Flight per Day	0.118333	N/A	156.45	18.51	30.56	49.00	24.00	25.00
32	General Heavy Industrial	IND	1,000 sf	0.435714	N/A	156.45	68.17	112.52	181.00	125.00	56.00
33	General Light Industrial	IND	1,000 sf	0.564137	N/A	156.45	88.26	145.69	234.00	129.00	105.00
34	General Office Building	OFF	1,000 sf	0.893750	N/A	156.45	139.83	230.81	371.00	269.00	102.00
35	Golf Course	REC	Hole	4.710000	N/A	156.45	736.88	1,216.36	1,953.00	1,220.00	733.00
36	Golf Driving Range	REC	Tee	0.706875	N/A	156.45	110.59	182.55	293.00	178.00	115.00
37	Hardware / Paint Store	GR	1,000 sf	1.595625	N/A	156.45	249.64	412.07	662.00	481.00	181.00
38	Health / Fitness Club	REC	1,000 sf	1.187500	N/A	156.45	185.78	306.67	492.00	321.00	171.00
39	High-Turnover Restaurant (Sit-down)	ED	1,000 sf	4.144063	N/A	156.45	648.34	1,070.20	1,719.00	1,296.00	423.00
40	Home Improvement Superstore	GR	1,000 sf	1.091875	N/A	156.45	170.82	281.98	453.00	297.00	156.00
41	Hospital	INST	1,000 sf	3.170000	N/A	156.45	495.95	818.65	1,315.00	617.00	698.00
42	Hotel	H/M	Room	2.095000	N/A	156.45	327.76	541.03	869.00	551.00	318.00
43	Industrial Park	IND	1,000 sf	0.511756	N/A	156.45	80.06	132.16	212.00	129.00	83.00
44	Junior / Community College	INST	Student	0.204762	N/A	156.45	32.04	52.88	85.00	53.00	32.00
45	Lodge / Fraternal Organization	INST	Member	0.008333	N/A	156.45	1.30	2.15	3.00	6.00	(3.00)

Table 5-5
City of Clermont
Fire Rescue Services Impact Fee Analysis

Impact Fee Allocation - Base Capacity / Variable

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost per Unit	Variable Cost Per Unit	Proposed Impact Fee (Rounded)	Existing Impact Fee (Rounded)	Increase / (Decrease)
46	Manufacturing	IND	1,000 sf	0.428274	N/A	156.45	67.00	110.60	178.00	125.00	53.00
47	Marina	REC	Acre	0.927500	N/A	156.45	145.11	239.53	385.00	246.00	139.00
48	Medical / Dental Office Building	OFF	1,000 sf	1.597024	N/A	156.45	249.85	412.43	662.00	421.00	241.00
49	Mini-warehousing	WH	1,000 sf	0.023065	N/A	156.45	3.61	5.96	10.00	61.00	(51.00)
50	Motel	H/M	Room	1.406667	N/A	156.45	220.07	363.27	583.00	334.00	249.00
51	Movie Theater	REC	1,000 sf	5.196667	N/A	156.45	813.02	1,342.04	2,155.00	1,332.00	823.00
52	Multipurpose Recreational Facility	REC	Acre	7.034167	N/A	156.45	1,100.50	1,816.57	2,917.00	1,861.00	1,056.00
53	New Car Sales	MV	1,000 sf	1.263214	N/A	156.45	197.63	326.23	524.00	361.00	163.00
54	Nursery / Garden Center	GR	Acre	3.508750	N/A	156.45	548.94	906.13	1,455.00	730.00	725.00
55	Nursery Wholesale	GR	Acre	0.696354	N/A	156.45	108.94	179.83	289.00	451.00	(162.00)
56	Nursing Home	INST	1,000 sf	1.215833	N/A	156.45	190.22	313.99	504.00	539.00	(35.00)
57	Office Park	OFF	1,000 sf	0.891071	N/A	156.45	139.41	230.12	370.00	220.00	150.00
58	Pharmacy / Drugstore (No Drive Through)	GR	1,000 sf	1.944271	N/A	156.45	304.18	502.11	806.00	271.00	535.00
59	Pharmacy / Drugstore (With Drive Through)	GR	1,000 sf	1.929375	N/A	156.45	301.85	498.26	800.00	267.00	533.00
60	Place of Worship	INST	1,000 sf	0.426667	N/A	156.45	66.75	110.19	177.00	146.00	31.00
61	Private School (K-12)	INST	Student	0.426190	N/A	156.45	66.68	110.06	177.00	115.00	62.00
62	Quality Restaurant	ED	1,000 sf	3.889583	N/A	156.45	608.53	1,004.48	1,613.00	980.00	633.00
63	Quick Lubrication Vehicle Shop	SS	Service Position	0.680000	N/A	156.45	106.39	175.61	282.00	458.00	(176.00)
64	Racquet / Tennis Club	REC	Court	2.600000	N/A	156.45	406.77	671.45	1,078.00	665.00	413.00
65	Recreational Community Center	REC	1,000 sf	1.002083	N/A	156.45	156.78	258.79	416.00	236.00	180.00
66	Research and Development Center	OFF	1,000 sf	0.752976	N/A	156.45	117.80	194.46	312.00	200.00	112.00
67	Self-serve Car Wash	SS	Wash Stall	1.687500	N/A	156.45	264.01	435.80	700.00	454.00	246.00
68	Shopping Center	GR	1,000 sf	1.336250	N/A	156.45	209.06	345.09	554.00	410.00	144.00
69	Single Tenant Office Building	OFF	1,000 sf	0.882738	N/A	156.45	138.10	227.97	366.00	273.00	93.00
70	Specialty Retail Center	GR	1,000 sf	1.850313	N/A	156.45	289.48	477.84	767.00	422.00	345.00
71	Supermarket	GR	1,000 sf	2.871563	N/A	156.45	449.26	741.58	1,191.00	912.00	279.00
72	Tennis Courts	REC	Court	2.040000	N/A	156.45	319.16	526.83	846.00	536.00	310.00
73	Tire Store	SS	1,000 sf	0.955833	N/A	156.45	149.54	246.84	396.00	256.00	140.00
74	Tire Superstore	SS	1,000 sf	0.814583	N/A	156.45	127.44	210.37	338.00	219.00	119.00
75	Truck Terminal	WH	Acre	5.761667	N/A	156.45	901.41	1,487.95	2,389.00	835.00	1,554.00
76	University / College	INST	Student	0.397619	N/A	156.45	62.21	102.69	165.00	111.00	54.00
77	Walk-in Bank	F/I	1,000 sf	1.915774	N/A	156.45	299.72	494.75	794.00	479.00	315.00
78	Warehousing	WH	1,000 sf	0.229018	N/A	156.45	35.83	59.14	95.00	64.00	31.00
79	Water Slide Park	REC	Parking Space	0.285833	N/A	156.45	44.72	73.82	119.00	53.00	66.00
80	Wholesale Market	GR	1,000 sf	0.493750	N/A	156.45	77.25	127.51	205.00	104.00	101.00

Table 5-5
City of Clermont
Fire Rescue Services Impact Fee Analysis

Impact Fee Allocation - Base Capacity / Variable

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost per Unit	Variable Cost Per Unit	Proposed Impact Fee (Rounded)	Existing Impact Fee (Rounded)	Increase / (Decrease)

81 Should none of the above land uses adequately define a proposed non-residential development as determined by the City Manager, at the Manager's discretion the following average charge per non-residential development is considered appropriate:

	Non-residential
Total Cost per Person [Base] (1)	$156.45
Percent Allocable to Resident	64.84%
Amount Allocable to the Resident	$101.44
Amount Allocable to Non-residential	$55.01
Plus Cost per Person [Variable] (2)	258.25
Amount Allocable to Non-residential	$313.26
Square Feet of Non-residential Development per Person	250.00
Persons per 1,000 Square Feet	4.00
Average Cost per 1,000 Square Feet of Non-residential Development	$1,253.04

Table 5-5
City of Clermont
Fire Rescue Services Impact Fee Analysis

Impact Fee Allocation - Base Capacity / Variable

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost per Unit	Variable Cost Per Unit	Proposed Impact Fee (Rounded)	Existing Impact Fee (Rounded)	Increase / (Decrease)

Footnotes

[1] Total Base Capacity estimated as follows:

Hazard Levels as provided by NFPA (National Fire Protection Association):

	LOS	Hazards: Low	Medium	High
Engines	4	2	3	4
Ladder Trucks	3	1	1	2
Chief Officer	3	1	1	2
Fire Fighters	51	12	16	24
Percent LOS		24%	31%	47%
Equivalency		0.5	0.7	1.0

Total Estimated Capital Costs - Investment in Fire Services	$13,996,158
Percent Base Capacity for High Hazard Occupancies	47%
Total Estimated Base Capacity Costs	$6,586,592
Total Population 2020	42,100
Total Cost per Person	$156.45

[2] Variable Cost per Unit estimated as follows:

Total Estimated Capital Costs - Investment in Fire Services	$13,996,158
Less Amount allocated to Base Capacity	6,586,592
Total Variable Cost	$7,409,566
Percent Residential (Historical)	48.41%
Total Residential Costs	$3,586,971
Total Non-residential Costs	$3,822,595

Residential Variable Allocation

	Historical Calls	Costs per Class	Estimated Units 2020	Variable Cost per Unit
Residential	100.00%	$3,586,971	17,516	$204.78

Non-residential Variable Allocation

Total Estimated Capital Costs - Investment in Police Services	$3,822,595
Total Functional (Non-residential) Population 2020	14,802
Total Cost per Person [*]	$258.25

[*] Applied on a functional population basis.

Table 5-6
City of Clermont
Fire Rescue Services Impact Fee Analysis

Fire Rescue Services Impact Fee Comparison [1]

Line No.	Description		Residential: Single Family	Multi-Family	Mobile Home	Non-Residential ($ per square foot)	
	City of Clermont						
1	Existing		$395.00	$335.00	$395.00 [2]	$0.781 per sq. ft.	
2	Proposed		462.00	462.00	462.00 [2]		
	Other Florida Government Agencies:						
3	City of Apopka		N/A	N/A	N/A	N/A	
4	City of Edgewater		330.51	143.77	330.51	$0.0116 - $0.241 per sq. ft.	[3]
5	City of Eustis		146.72	104.88	95.73	$0.01619 - $1.634 per sq. ft.	[3]
6	City of Kissimmee		N/A	N/A	N/A	N/A	
7	City of Lakeland		349.00	263.00	163.00	$0.014 - $0.491 per sq. ft.	[3]
8	City of Lake Mary		175.00	N/A	N/A	$0.129 per gross sq. ft.	
9	City of Lake Wales		593.00	520.00	N/A	$0.010 - 1.01 per sq. ft.	[3]
10	City of Leesburg		207.00	207.00	207.00	$0.1174 per sq. ft.	
11	City of Minneola		257.57	139.03	105.56	$0.023 - $0.025 per sq. ft.	[3]
12	City of Mount Dora		430.99	222.02	N/A	$0.026 - $2.20717 per sq. ft.	[3]
13	City of Ocoee	[4]	636.00	N/A	N/A	$0.470 per sq. ft.	
14	City of St. Cloud		549.00	359.00	N/A	$0.719 per sq. ft.	
15	City of Tavares	[5]	402.78	306.46	203.58	$0.01532 - $1.91538 per sq. ft.	[3]
16	City of Winter Garden		340.00	340.00	340.00	$0.61 per sq. ft.	
17	City of Winter Haven		483.90	N/A	N/A	$0.1588 per sq.ft.	
18	Other Florida Governmental Agencies' Average		$377.04	$260.52	$206.48		

Footnotes:

[1] Unless otherwise noted, amounts shown reflect impact fees in effect October 2013. This comparison is intended to show comparable charges for similar service for comparison purposes only and is not intended to be a complete listing of all rates and charges offered by each listed municipality.

[2] Based upon the City's existing ordinance and procedures, one new mobile home is charged as one single family dwelling unit.

[3] Reflects the lowest and highest rate per square feet.

[4] Impact fees temporarily reduced to 50% of the amounts shown from January 3, 2013 until January 1, 2014.

[5] Impact fees were waived until June 30, 2013. Beginning July 1, 2013, they are set to increase in six month increments until July 1, 2014, when the full impact fees will become effective again.

RECREATION IMPACT FEE

SECTION 6

PARKS AND RECREATION IMPACT FEE

GENERAL

This section provides a discussion of the development and design of the proposed impact fee for recreational services. Included in this section is a discussion of the City's adopted level of service (LOS) standards, facility requirements, and related capital costs included as the basis for the fee determination, and the design of the fee to be applied to new growth within the City.

DEFINITION OF RECREATIONAL FACILITIES

The Department of Natural Resources ("DNR") has identified seven classifications or categories of parks. The seven classifications are: i) equipped play area and tot lot; ii) neighborhood park; iii) community park; iv) urban open space; v) urban-district park; vi) regional park; and vii) beach access site. There are specific site guidelines for the recreational classifications that are basically directed towards size, accessibility, and population requirements. Urban-District parks, regional parks, and beach access sites are not normally applicable to every City. As illustrated in the summary of existing City-owned and operated parks, Table 6-1, the City maintains an extensive inventory of recreational facilities and activities. The following is a discussion of the site guidelines as identified by the DNR:

- <u>Equipped Play Area and Tot Lot</u> – These recreational areas generally consist of open areas with play apparatus for school age or preschool children. Usually, these areas range in size from 1/4 to one acre and serve neighborhoods of between 500 and 2,500 people. Recommended facilities include playground equipment, benches and picnic tables, landscaping and open space.

- <u>Neighborhood Park</u> – These recreational areas generally consist of a variety of facilities designed for the specific needs of the neighborhood. This park is usually considered as a "walk-to" park where access is directed towards the local residents of the neighborhood. The park is usually designed to serve a radius of up to 1/2 mile and has a size ranging from five to ten acres (i.e., approximately two acres per 1,000 people). Recommended facilities include playground equipment, recreational buildings, multipurpose courts, sports fields, picnic areas, and open space.

- <u>Community Park</u> – These recreational areas are considered as "ride-to" parks and are typically located on major collector or arterial streets. This type of park is designed to serve the needs of four to six neighborhoods or generally a radius of up to three miles. It is recommended that this type of park be a minimum of twenty acres based on a minimum standard of two acres per 1,000 population. Just as the neighborhood park is designed to serve the needs of the neighborhood, a community park is designed to meet the needs of the surrounding community. Recommended facilities may include swimming pools, ball fields, tennis courts, playground equipment, multipurpose courts, recreation buildings, sports fields, and other associated equipment. Also, the park should include allowances for open space, adequate parking, and landscaping. The facilities included in the neighborhood park may also be included in a community park.

- Urban Open Space – These areas are landscaped or natural open areas usually located within built-up areas and may serve a variety of population sizes based on the size of the open space. The principal function of these areas is to provide a buffer to congested environments. Facilities for this type of park may include benches, commemorative structures, trails, and paths.

The foregoing recreational facilities may also be classified into two categories: resource-based and activity-based. Resource-based sites and facilities are defined as those centered around particular natural resources. These sites provide opportunities for activities such as picnics, hiking, water sports, fishing or just exploring nature. Activity-based recreational sites and facilities are defined as those developed for the enjoyment of particular commercial or non-commercial activities. These sites include facilities for basketball, baseball, football, soccer, golf, amusement parks, arcades, water parks, and community or senior citizen centers.

As described above, the two types of public recreational areas that appear to best meet the recreational open space needs of the City are the neighborhood park and community park. Due to the size of the City, these recreational areas appear to satisfy the major recreational requirements of the City since there is easy access and all of the types of facilities that may be required by the population are either currently provided or planned. Additionally, the City provides an array of public recreational activities for its residents. These public activities are mainly in the form of picnic areas, exercise trails, and various athletic fields. The City's existing public recreational activities provide diverse recreational opportunities for all residents.

LEVEL OF SERVICE STANDARDS

As outlined in the Recreation and Open Space Element of the City's Comprehensive Plan, the City has adopted level of service standards for recreational facilities and activities. With respect to open space, the City has adopted a recreational open-space LOS standard of ten (10) acres per 1,000 residents in total. For impact fee development, only the total acreage standard of ten (10) acres per 1,000 residents will be summarized into the fee. The City currently owns and maintains an inventory of parks. A summary of the City-owned and -operated parks (existing and under development) is summarized on Table 6-1. The City's current inventory includes 374.88 acres: Regional Parks (219.0 acres), Community Parks (87.65 acres), Neighborhood Parks (30.82 acres), Mini-Parks (8.24 acres) and General Open Space (29.17 acres). Table 6-2 provides a detailed listing of the City's current investment in the parks, including land, improvements, facilities, and equipment, which total approximately $36.3 million. As shown in Table 6-3 and based on the estimated population of 30,201 residents in 2013, the City has an existing level of service for total open space of approximately 12 acres per 1,000 population, which results in the City having an existing surplus as follows:

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Existing Population	30,201
Open Space LOS	10.0 acres per 1,000 population
Required Acres	302.01 acres
Current City Inventory	374.88 acres
Surplus/(Deficiency)	72.87 acres

In addition to open space parkland, the City provides its residents with a number of recreational activities, both passive and active activities. The City has adopted service standards for each activity as illustrated in Table 6-4. This table summarizes the City's existing and future surpluses and/or deficiencies in service activities based upon the adopted standards. Such activities include, but are not limited to, the following:

- Tennis Courts
- Baseball/Softball Fields
- Racquetball Courts
- Basketball Courts
- Multipurpose Fields

Based on the service levels by activity as shown in Table 6-4, certain small deficiencies need to be considered when developing the recreation impact fee. Table 6-5 summarizes the required adjustments to activity costs estimated at approximately $464,339 in order to cover the existing deficiencies of certain activities. This estimate was developed based on comparing actual facilities to the required standard and adjusting by estimated costs to construct such facilities.

OTHER CAPITAL PROJECTS

In addition to the standards-based level of service related adjustments discussed above, the City plans to make additional improvements to recreation facilities estimated at $9,796,449 that will serve the City's "build-out" population estimated at 68,099 persons. Approximately $1.0 million of these project costs relate to the recently purchased "Celebration of Praise" property to allow for normal upgrades. This property was purchased by the City for approximately $6.3 million and was included in Table 6-2 under existing assets, which was allocated to the buildings and land categories for inclusion in the impact fee calculation.

The City also anticipates receiving $2,531,804 in grant funding for the planned projects shown in Table 6-6. This results in an additional net investment by the City of approximately $7,264,645. This investment was then allocated to the existing population based on a percentage of existing population compared to the estimated "build-out" population. This results in an allocated amount of $3,221,774 included in the calculation of the fee.

DESIGN OF RECREATIONAL FACILITY IMPACT FEE

The method used to determine the impact fee is the standards-driven method with recoupment. This method which was used to determine the recreational facilities component of the recreation impact fee was based upon an allocation process to assign costs between existing and future residents. Table 6-7 at the end of this section summarizes the results of the approach. The following is a brief description of the method used in this study:

- Development of Total Capital Need – Based on the City's estimated capital costs of developing existing and future park facilities, population projections, and recommended LOS requirements, the total estimated cost to serve existing residents is developed which needs to be recovered from future growth (a "Buy-in Approach").

- Development of Equivalent Impact Fee Units – This step develops the estimated number of equivalent impact fee units, which the fee is to be calculated such that a specific rate can be developed. This municipal service is applicable only to the residential class and the equivalent unit is considered to be one (1) resident (per resident application).

- Calculation of Cost per Development – Once the total capital costs allocable to each future resident are determined, the cost per development unit was calculated, or the impact fee unit per dwelling (residence).

Recreational Facility Impact Fee Assumptions

In the development of the recreation impact fees, several assumptions were required. The major assumptions used in the development of the impact fees are as follows:

1. The development of the cost for the recreation facilities impact fees was based on the City's current inventory of parks and recreational activities, the recommended service standards for recreational facilities and activities, and the City's estimated capital costs to develop future facilities and activities.

2. As indicated in Table 6-7, the City has identified existing needs totaling $23,632,414 which includes a credit for grants and other sources of cost free capital which reduced the burden by $12,284,805. The total needs were based primarily on actual investments made by the City, which should be recouped from future residential growth.

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Impact Fee Calculation

Based on the above-referenced assumptions, the recreation impact fee as set forth in detail on Table 6-7 was determined as follows:

Net Investment – Open Space [1]	$10,169,947
Existing Open Space	374.88
Existing Cost Per Acre	$27,129
Open Space Requirement for Existing Residents (Acres)	302.01
Total Capital Cost to Provide Open Spaces	$8,193,229
Total Capital to Provide Recreation Facilities	4,997,980
Total Capital Costs to Provide Recreation Activities and Equipment	10,291,653
Additional Borrowing Costs[2]	729,357
Total Capital Costs Allocable to Exiting Residents	$24,212,219
Less Other Funding Sources[3]	579,805
Total Cost Allocated to Fee	$23,632,414
Existing Population	30,201
Proposed Rate per Person	$782.50

[1] Amount was reduced by $11.7 million in grant revenues for land.
[2] Additional borrowing costs as allocated to the impact fee calculation based on the planned purchase and financing of the Celebration of Praise Property.
[3] Amount reflects additional grants for activities and facilities.

The proposed rate per person is applied to the residential classes (single-family, multi-family, and mobile homes) based on the number of residents per dwelling unit as shown in Table 6-8. A detailed comparison of proposed and existing impact fees by residential class and unit design is presented in Table 6-9.

IMPACT FEE COMPARISONS

In order to provide the City additional information about the proposed impact fees, a comparison of the proposed fees for the City and those charged by other jurisdictions was prepared. Table 6-9 at the end of this section summarizes the impact fees for recreational services charged by other communities with the proposed rates of the City. Please note that each community may establish a different LOS standard to meet its demographic needs for recreation facilities and activities. The City can anticipate variances between other communities.

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Section 6
City of Clermont
Parks and Recreation Impact Fee Analysis

List of Tables

Table 6-1
City of Clermont
Parks and Recreation Impact Fee Analysis

Inventory of City Parks and Recreational Facilities [1]

Line No.	Facility Classification	Acres	Activity	Facilities
1	**Regional Parks**	**219.00**		
2	Inland Groves Property Park	219.00	Passive	Volleyball Court General Play Ground Fishing Pier Canoe / Kayak Launch Wildlife Observation Platform Nature / Hiking Trails Paved Bicycle / Pedestrian Trail
3	**Community Parks**	**87.65**		
4	Hancock Park	22.80	Active	Batting Cages Softball Field Soccer Fields Basketball Courts Tennis Courts General Play Ground Pavilion Concession Stand
5	Palatlakaha Recreation Area	27.39	Active	Volleyball Court Little League Fields Senior League Fields Bull Pens Batting Cages Softball Fields Football / Soccer Fields Press Box Concession Stand Tennis Courts Basketball Court Racquetball Court Nature Trail Boardwalk Canoe Launch Fishing Pier Pavilion Picnic Table General Play Ground Exercise and Fitness Trail
6	Lake Felter Park	13.13	Active	Basketball Court Softball Field Football / Soccer Field General Playground Tennis Court
7	Waterfront Park / Highlander Hut	23.99	Active	Basketball Court General Play Ground Volleyball Court Boardwalk Paved Bicycle / Pedestrian Trail Fishing Pier Picnic Pavilions Picnic Tables Beach House Grills

Table 6-1
City of Clermont
Parks and Recreation Impact Fee Analysis

Inventory of City Parks and Recreational Facilities [1]

Line No.	Facility Classification	Acres	Activity	Facilities
				Benches
8	Jenkins Auditorium	0.34	Active	Restrooms Kitchen Stage
9	**Neighborhood Parks**	**30.82**		
10	McKinney Park	5.25	Active	Basketball Court Softball Field Volleyball Court General Playground Pavilion Picnic Tables
11	Bishop Field	3.42	Active	Snior League Field Batting Cage Concession Stand Grandstand Seating
12	Lakeview Hills Park	3.15	Passive	Picknic Tables Benches
13	West Park	2.39	Active	Little League Field Softball Field Batting Cages Consession Stand Movable Bleachers
14	Center Lake Park	12.55	Passive	Excerise / Fitness Trail with Stations
15	Boat Ramp	2.05	Passive	Boat Ramps
16	Kiwanis Park	2.01	Passive	General Playground Swing Set Benches Picnic Tables
17	**Mini-Parks**	**8.24**		
18	Azalea Park	1.70	Passive	Picnic Tables
19	Park of Indian Hills	1.35	Passive	Park Benches
20	West Beach Park	1.05	Passive	Swing Set Fishing Pier Paved Bicycle / Pedestrian Trail Picnic Tables Water Fountain
21	Kehlor Park / Clermont Recreation Club	1.03	Active	Tesnnis Court Shuffle Board Horseshoe Area Club House / Senior Center
22	Veterans Park	0.86	Passive	Benches
23	Edgewood Place Park	0.72	Active	General Play Ground Swing Set

Table 6-1
City of Clermont
Parks and Recreation Impact Fee Analysis

Inventory of City Parks and Recreational Facilities [1]

Line No.	Facility Classification	Acres	Activity	Facilities
24	8th Street Trailhead	0.70	Passive	Trails Picnic Tables Park Benches Clock Tower
25	Montros Tot-Lot	0.34	Active	1/2 Basketball Court General Play Ground Picnic Table Benches
26	Chesnut Park	0.34	Active	1/2 Basketball Court Swing Set Slide Picnic Tables Water Fountain
27	Seminole Park	0.15	Active	General Play Ground Swing Set Benches Picnic Tables
28	**Open Space**	**29.17**		
29	Highland Avenue Corridor Park	1.00	Passive	Open Space
30	Lake Minneola Scenic Trail	2.75	Passive	Paved Bicycle Trail / Pedestrial Trail
31	Celebration of Praise - Open Space	25.42	Passive	Vacant Property / Open Space
	Summary			
32	Regional Parks	219.00		
33	Community Parks	87.65		
34	Neighborhood Parks	30.82		
35	Mini-Parks	8.24		
36	Open Space	29.17		
37	**Total Acres in Service**	**374.88**		

Footnotes

[1] Inventory as provided by the City and in service as of September 30, 2013, plus new open-spaces associated with purchasing the Celebration of Praise Property.

Table 6-2
City of Clermont
Parks and Recreation Impact Fee Analysis

Summary of Existing City Investments in Parks and Recreation

Line No.	Description	Acquisition Cost	Asset Category	Asset Category Allocated Amounts: Land	Facility	Activity	Equipment	Excluded	Total
	Fixed Assets								
	Land								
1	Inland Groves South	$6,026,741	Land	$6,026,741	$0	$0	$0	$0	$6,026,741
2	Pool Property South	2,276,741	Land	2,276,741	0	0	0	0	2,276,741
3	E 33 Lot 14 & W20' Lot 12 Blk 80	3,508	Land	3,508	0	0	0	0	3,508
4	Block 89A Center Lake Park	6,700	Land	6,700	0	0	0	0	6,700
5	Sunnyside Unit Blk 9 Parks	3,000	Land	3,000	0	0	0	0	3,000
6	Lots 8,9,10 Blk 73 Women'S Club	10,800	Land	10,800	0	0	0	0	10,800
7	Lots 4-6;14-20 & E 50' Of Said Lots	9,020	Land	9,020	0	0	0	0	9,020
8	Baseball Park Lots 13-20 Blk 6	18,800	Land	18,800	0	0	0	0	18,800
9	Kehlor Park	16,400	Land	16,400	0	0	0	0	16,400
10	Lots 5, 6, Lot 20, Blk 76	18,200	Land	18,200	0	0	0	0	18,200
11	Lake Minneola Park All Blks 10-13	24,600	Land	24,600	0	0	0	0	24,600
12	N 120' Of Lot 8 Hibiscus Pk	600	Land	600	0	0	0	0	600
13	Lots 1-11 S Of Hwy Blk 125 Sunset	2,000	Land	2,000	0	0	0	0	2,000
14	Indian Hills Park	5,000	Land	5,000	0	0	0	0	5,000
15	Crystal Lake Park	2,500	Land	2,500	0	0	0	0	2,500
16	12Th Avenue Park	356,621	Land	356,621	0	0	0	0	356,621
17	Adjacent 5 Acres 12Th Ave Pk	93,411	Land	93,411	0	0	0	0	93,411
18	Partial City Hall Parking Lot	60,177	Land	60,177	0	0	0	0	60,177
19	Railroad Right Of Way Near West Beach	7,813	Land	7,813	0	0	0	0	7,813
20	Rail To Trail Property Near West Beach	15,116	Land	15,116	0	0	0	0	15,116
21	Boat Ramp-Doyle Property	265,460	Land	265,460	0	0	0	0	265,460
22	Ellrodt Property - Adj To Boat Ramp Rd	35,391	Land	35,391	0	0	0	0	35,391
23	Chodos Property - Adj To Boat Ramp Rd	17,868	Land	17,868	0	0	0	0	17,868
24	W Ave & Minneola (Sutton Prop)	16,373	Land	16,373	0	0	0	0	16,373
25	490 West Ave Train Depot	535,180	Land	535,180	0	0	0	0	535,180
26	922 Minneola Ave	596,489	Land	596,489	0	0	0	0	596,489
27	Bell Ceramics Property - Waterfront	1,514,841	Land	1,514,841	0	0	0	0	1,514,841
28	North Inland Groves Property	8,253,500	Land	8,253,500	0	0	0	0	8,253,500
29	630 - 634 W Montrose St Jenkins	351,480	Land	351,480	0	0	0	0	351,480
30	Johnson's Replat Lot 8,9,10 - Bonjorn	130,619	Land	130,619	0	0	0	0	130,619
31	Celebration of Praise - Purchase of Open Spaces (25.42 Acres)	1,200,000	Land	1,200,000	0	0	0	0	1,200,000
32	**Land Total**	**$21,874,947**		**$21,874,947**	**$0**	**$0**	**$0**	**$0**	**$21,874,947**
	Buildings								
33	Pavillion 12Th Street Park	$22,182	Facility	$0	$22,182	$0	$0	$0	$22,182
34	Restrooms 12Th St Park	27,319	Facility	0	27,319	0	0	0	27,319
35	Storage 12Th St Park	19,122	Facility	0	19,122	0	0	0	19,122
36	Cemetary Addition	2,000	Facility	0	2,000	0	0	0	2,000
37	Columbarium Niche #1 & 7	21,725	Facility	0	21,725	0	0	0	21,725
38	Historic Library	203,521	Facility	0	203,521	0	0	0	203,521
39	Historic Village	304,181	Facility	0	304,181	0	0	0	304,181
40	Historic Village Fire & Security System	5,985	Facility	0	5,985	0	0	0	5,985
41	Highlander Hut And Waterfront Pavilion	1,428,355	Facility	0	1,428,355	0	0	0	1,428,355
42	Community Center	701,772	Facility	0	701,772	0	0	0	701,772
43	Celebration of Praise - Purchase of Facilities	5,100,000	Facility	0	5,100,000	0	0	0	5,100,000
44	**Building Total**	**$7,836,162**		**$0**	**$7,836,162**	**$0**	**$0**	**$0**	**$7,836,162**
	Infrastructure								
45	Boat Ramps	$1,314	Activity	$0	$0	$1,314	$0	$0	$1,314
46	Jaycee Beach Improvements	4,622	Activity	0	0	4,622	0	0	4,622
47	Resurface Tennis Courts & Level Fence	6,623	Activity	0	0	6,623	0	0	6,623
48	Boat Ramp And Pier	7,588	Activity	0	0	7,588	0	0	7,588
49	Ballfields	26,400	Activity	0	0	26,400	0	0	26,400
50	Elementary Field Improvements	5,138	Activity	0	0	5,138	0	0	5,138
51	Pave Courts At Elementary School	3,480	Activity	0	0	3,480	0	0	3,480
52	Jaycee Beach Fencing	5,244	Activity	0	0	5,244	0	0	5,244
53	Bishop Field Lights	1,909	Activity	0	0	1,909	0	0	1,909
54	Boat Ramp Renovations	3,313	Activity	0	0	3,313	0	0	3,313
55	Bishop Field Poles	7,479	Activity	0	0	7,479	0	0	7,479
56	Fitness Trail	827	Activity	0	0	827	0	0	827
57	Jaycee Beach Public Swiming	3,980	Activity	0	0	3,980	0	0	3,980
58	Shuffleboard Courts	4,608	Activity	0	0	4,608	0	0	4,608
59	Resurfacing Shuffleboard Courts	3,076	Activity	0	0	3,076	0	0	3,076
60	Jaycee Beach Seawall	677	Activity	0	0	677	0	0	677
61	East Ave Ballfield Fencing	2,265	Activity	0	0	2,265	0	0	2,265
62	Jaycee Beach Emission Control	6,840	Activity	0	0	6,840	0	0	6,840
63	West Beach Improvements	8,700	Activity	0	0	8,700	0	0	8,700
64	12Th Street Park	33,826	Activity	0	0	33,826	0	0	33,826
65	Resurface Courts At Kehlor Park	5,860	Activity	0	0	5,860	0	0	5,860
66	12Th St Park Engineering Asphalt	828,440	Activity	0	0	828,440	0	0	828,440
67	Kehlor Park	11,876	Activity	0	0	11,876	0	0	11,876
68	12Th St Courts - Tennis, Basketb, Volley	67,244	Activity	0	0	67,244	0	0	67,244
69	12Th St Improvements	169,781	Activity	0	0	169,781	0	0	169,781

Table 6-2
City of Clermont
Parks and Recreation Impact Fee Analysis

Summary of Existing City Investments in Parks and Recreation

Line No.	Description	Acquisition Cost	Asset Category	Asset Category Allocated Amounts: Land	Facility	Activity	Equipment	Excluded	Total
70	Bishop Field Lights	43,868	Activity	0	0	43,868	0	0	43,868
71	West Field Lights	35,178	Activity	0	0	35,178	0	0	35,178
72	12Th St Park Bike Path	19,914	Activity	0	0	19,914	0	0	19,914
73	12Th St Park Boardwalk	96,002	Activity	0	0	96,002	0	0	96,002
74	12Th St Park Fitness Trail	1,402	Activity	0	0	1,402	0	0	1,402
75	12Th St Park Fence	4,943	Activity	0	0	4,943	0	0	4,943
76	1Th St Park Playground	10,183	Activity	0	0	10,183	0	0	10,183
77	12Th Street Park Improvements	1,015	Activity	0	0	1,015	0	0	1,015
78	12Th St Park Parking Lots	32,643	Activity	0	0	32,643	0	0	32,643
79	12Th St Park Bleacher Pad	2,148	Activity	0	0	2,148	0	0	2,148
80	12Th St Park Parking Lot & Engineering	12,946	Activity	0	0	12,946	0	0	12,946
81	12Th St Landscaping	1,008	Activity	0	0	1,008	0	0	1,008
82	Bishop Field Lights	18,166	Activity	0	0	18,166	0	0	18,166
83	Jaycee Beach Waterfront	25,630	Activity	0	0	25,630	0	0	25,630
84	Steps & Veteran'S Park	800	Activity	0	0	800	0	0	800
85	Kehlor Park Shuffleboard & Tennis	18,223	Activity	0	0	18,223	0	0	18,223
86	12Th St Park Racquetball Court	43,843	Activity	0	0	43,843	0	0	43,843
87	12Th St Park Fitness Trail	8,864	Activity	0	0	8,864	0	0	8,864
88	12Th St Park Parking Lot	25,309	Activity	0	0	25,309	0	0	25,309
89	Rails To Trails	25,624	Activity	0	0	25,624	0	0	25,624
90	Jaycee Beach Waterfront Project	518,439	Activity	0	0	518,439	0	0	518,439
91	Jaycee Beach Waterfront	154,294	Activity	0	0	154,294	0	0	154,294
92	Clermont/Minneola Bike Path	74,565	Activity	0	0	74,565	0	0	74,565
93	Hancock Park Engineering	59,561	Activity	0	0	59,561	0	0	59,561
94	Waterfront Park Engineering	13,695	Activity	0	0	13,695	0	0	13,695
95	Boat Ramp Engineering	4,469	Activity	0	0	4,469	0	0	4,469
96	Hancock Park	501,772	Activity	0	0	501,772	0	0	501,772
97	Waterfront Park Phase Ii	70,326	Activity	0	0	70,326	0	0	70,326
98	Mckinney Park Pavilion & Renovations	84,610	Activity	0	0	84,610	0	0	84,610
99	Fitness Trail Stations	9,055	Activity	0	0	9,055	0	0	9,055
100	Waterfront Park Dock	78,134	Activity	0	0	78,134	0	0	78,134
101	Rails To Trails Lighting	28,352	Activity	0	0	28,352	0	0	28,352
102	Bleachers	1,810	Activity	0	0	1,810	0	0	1,810
103	Chestnut Park Playground	13,354	Activity	0	0	13,354	0	0	13,354
104	Resurfacing Stewart Tennis Courts	9,800	Activity	0	0	9,800	0	0	9,800
105	Oak Hill Cemetery Drive	18,736	Activity	0	0	18,736	0	0	18,736
106	Cemetery Irrigation Well	8,746	Activity	0	0	8,746	0	0	8,746
107	Cemetery Road	10,720	Activity	0	0	10,720	0	0	10,720
108	Oak Hill Cemetery Road	8,636	Activity	0	0	8,636	0	0	8,636
109	Mckinney Park Lighting, Etc	45,588	Activity	0	0	45,588	0	0	45,588
110	Lake Minneola Boat Ramp	301,470	Activity	0	0	301,470	0	0	301,470
111	Soccer Field Lighting	54,651	Activity	0	0	54,651	0	0	54,651
112	Mckinney Basketball Court	5,220	Activity	0	0	5,220	0	0	5,220
113	Boat Ramp	42,662	Activity	0	0	42,662	0	0	42,662
114	Hancock Rd Recreation Site	22,415	Activity	0	0	22,415	0	0	22,415
115	Lake Minneola Boat Ramp	90,000	Activity	0	0	90,000	0	0	90,000
116	Kehlor Park Tennis Court	3,777	Activity	0	0	3,777	0	0	3,777
117	Boat Dock	20,048	Activity	0	0	20,048	0	0	20,048
118	Mckinney Park Pavilion	3,190	Activity	0	0	3,190	0	0	3,190
119	Basketball Goals & Posts	2,240	Activity	0	0	2,240	0	0	2,240
120	Park Construction - Fields Lighting	150,085	Activity	0	0	150,085	0	0	150,085
121	Canyon Courtyard	14,216	Activity	0	0	14,216	0	0	14,216
122	Gametime Unit	2,800	Activity	0	0	2,800	0	0	2,800
123	Park Construction Fencing	61,613	Activity	0	0	61,613	0	0	61,613
124	Park Construction Tennis Court Li	19,762	Activity	0	0	19,762	0	0	19,762
125	Mega Mountain	12,974	Activity	0	0	12,974	0	0	12,974
126	Restrooms	49,850	Activity	0	0	49,850	0	0	49,850
127	Park Construction Electrical	43,124	Activity	0	0	43,124	0	0	43,124
128	Park Construction Draws 5,6,7 Final	102,394	Activity	0	0	102,394	0	0	102,394
129	Park Construction - Misc Changes	15,751	Activity	0	0	15,751	0	0	15,751
130	Park Construction - Concession	10,440	Activity	0	0	10,440	0	0	10,440
131	Tennis Courts	41,541	Activity	0	0	41,541	0	0	41,541
132	Bleachers	10,136	Activity	0	0	10,136	0	0	10,136
133	Park Construction	8,606	Activity	0	0	8,606	0	0	8,606
134	Hancock Park Draws 5,6,7 & Final	118,145	Activity	0	0	118,145	0	0	118,145
135	Hancock Park Fencing	61,613	Activity	0	0	61,613	0	0	61,613
136	Hancock Park Tennis Court Lighting	19,762	Activity	0	0	19,762	0	0	19,762
137	Hancock Park Field Lighting	193,209	Activity	0	0	193,209	0	0	193,209
138	Hancock Park Concession Stand Slab	10,440	Activity	0	0	10,440	0	0	10,440
139	Minneola Boat Ramp Restroom	28,500	Activity	0	0	28,500	0	0	28,500
140	Palatlakaha Rec Area - Kiwanis Park	24,951	Activity	0	0	24,951	0	0	24,951
141	Chain Link Fence - Hancock Park	2,573	Activity	0	0	2,573	0	0	2,573
142	Flag Pole - Hancock Park	1,599	Activity	0	0	1,599	0	0	1,599
143	Rails To Trails - Lighting Fixtures	16,916	Activity	0	0	16,916	0	0	16,916
144	Hancock Park Lighting	56,580	Activity	0	0	56,580	0	0	56,580
145	Bishop Field Irrigation Well & Pump	9,495	Activity	0	0	9,495	0	0	9,495
146	Roads/Paved Parking	35,380	Activity	0	0	35,380	0	0	35,380
147	Hancock Park Pavilion	64,900	Activity	0	0	64,900	0	0	64,900
148	Palatlakaha Park Lighting Upgrade	58,529	Activity	0	0	58,529	0	0	58,529
149	Bishop Field Lighting Upgrade	58,529	Activity	0	0	58,529	0	0	58,529

Table 6-2
City of Clermont
Parks and Recreation Impact Fee Analysis

Summary of Existing City Investments in Parks and Recreation

Line No.	Description	Acquisition Cost	Asset Category	Land	Facility	Activity	Equipment	Excluded	Total
				Asset Category Allocated Amounts					
150	Trail Lighting	13,238	Activity	0	0	13,238	0	0	13,238
151	Hancock Park Lighting Upgrades	93,875	Activity	0	0	93,875	0	0	93,875
152	Bleachers At Palatakaha Park	1,950	Activity	0	0	1,950	0	0	1,950
153	Batting Cages	3,868	Activity	0	0	3,868	0	0	3,868
154	Batting Cage Netting West	1,208	Activity	0	0	1,208	0	0	1,208
155	L-Shaped Pitchers Protector	832	Activity	0	0	832	0	0	832
156	Palatlakaha Park Improvements	5,691	Activity	0	0	5,691	0	0	5,691
157	Baseball Field	6,278	Activity	0	0	6,278	0	0	6,278
158	Kehlor Park Shuffle Board Court	10,237	Activity	0	0	10,237	0	0	10,237
159	Landscaping	3,697	Activity	0	0	3,697	0	0	3,697
160	Fountain In Center Lake	14,688	Activity	0	0	14,688	0	0	14,688
161	Relocate Irrigation Well Pump	12,723	Activity	0	0	12,723	0	0	12,723
162	Columbarium Privacy Wall	11,527	Activity	0	0	11,527	0	0	11,527
163	Aluminum Picket Rail At Center Lake	37,847	Activity	0	0	37,847	0	0	37,847
164	Columbarium Brick Walkway & Landscaping	7,920	Activity	0	0	7,920	0	0	7,920
165	Historic Village Other Improvments	16,531	Activity	0	0	16,531	0	0	16,531
166	West Park Renovations	874,698	Activity	0	0	874,698	0	0	874,698
167	Inland Groves Development	63,805	Activity	0	0	63,805	0	0	63,805
168	**Infrastructure Total**	**$6,394,180**		**$0**	**$0**	**$6,394,180**	**$0**	**$0**	**$6,394,180**
	Machinery & Equipment								
169	2008 Diamond Cargo Enclosed Trail #3764	$4,031	Equipment	$0	$0	$0	$4,031	$0	$4,031
170	John Deere 997 Diesel Ztrak Mower	12,029	Equipment	0	0	0	12,029	0	12,029
171	61" Velocity Zero Turn Mower	9,198	Equipment	0	0	0	9,198	0	9,198
172	7' X 16' Utility Trailer	2,252	Equipment	0	0	0	2,252	0	2,252
173	2001 Holland Tractor W/Backhoe	34,885	Equipment	0	0	0	34,885	0	34,885
174	1998 Ford Ranger #3339	12,845	Equipment	0	0	0	12,845	0	12,845
175	2000 Dodge Pickup #5367	13,106	Equipment	0	0	0	13,106	0	13,106
176	2003 Ford Ranger #3418	12,137	Equipment	0	0	0	12,137	0	12,137
177	2003 Ford F150 #3333	15,084	Equipment	0	0	0	15,084	0	15,084
178	2005 Ford F150 #2831	15,072	Equipment	0	0	0	15,072	0	15,072
179	2007 Ford F150 #9712	15,605	Equipment	0	0	0	15,605	0	15,605
180	2007 Ford F150 #9711	15,605	Equipment	0	0	0	15,605	0	15,605
181	61" Kawasaki Wildcat Mower	8,741	Equipment	0	0	0	8,741	0	8,741
182	27" Portable Street Vacuum And Hose Kit	1,404	Equipment	0	0	0	1,404	0	1,404
183	Tiger Cub Riding Mower	6,516	Equipment	0	0	0	6,516	0	6,516
184	Tiger Cub Riding Mower	6,516	Equipment	0	0	0	6,516	0	6,516
185	Ice-O-Matic ICE0606HA Ice Maker	1,823	Equipment	0	0	0	1,823	0	1,823
186	Hustler FX850 Super Z Mower	9,969	Equipment	0	0	0	9,969	0	9,969
187	Hustler FX850 Super Z Mower	9,969	Equipment	0	0	0	9,969	0	9,969
188	6'X12' Utility Trailer	2,650	Equipment	0	0	0	2,650	0	2,650
189	6'X12' Utility Trailer	1,922	Equipment	0	0	0	1,922	0	1,922
190	**Machinery & Equipment Total**	**$211,360**		**$0**	**$0**	**$0**	**$211,360**	**$0**	**$211,360**
191	**PARKS AND RECREATION TOTAL**	**$36,316,648**		**$21,874,947**	**$7,836,162**	**$6,394,180**	**$211,360**	**$0**	**$36,316,648**

Footnotes
[1] Inventory as provided by the City and in service as of September 30, 2013, plus new open-spaces associated with purchasing the Celebration of Praise Property.

Table 6-3
City of Clermont
Parks and Recreation Impact Fee Analysis

Existing Open-Space Needs

		City Facility Standards [1]			Existing City Facilities [2]			To City Standards	
Line No.	Facility Classification	Acres	Per	Population	Total Acres	Per	2013 Population	Required	Surplus / (Deficiency)
1	Neighborhood Parks	2.00		2,500	30.82		30,201	24.16	6.66
2	Community Park	5.00		5,000	87.65		30,201	30.20	57.45
3	Regional Park	2.5		1,000	219.0		30,201	75.50	143.50
4	Mini- Parks	1.0		500.0	8.24		30,201	60.40	(52.16)
5	Open Space	N/A		N/A	29.17		30,201	N/A	N/A
6	Overall Open-space - Parkland Requirements	10.00	[3]	1,000	374.88		30,201	302.01	72.87

Footnotes

[1] As provided in the City's recreation department within the City's Recreation and Open Space Element.

[2] Inventory and Classification as provided by the City and as provided in detail in Table 6-1.

[3] The City's standard based upon the Recreation and Open Space Element is to provide approximately 10 Acres per 1,000 residents. The City is currently achieving approximately 12.4 Acres per 1,000 residents.

Table 6-4
City of Clermont
Parks and Recreation Impact Fee Analysis

Existing Activity Needs

		City Activity Standards [1]			Existing City Activities [2]			To City Standards	
Line No.	Facility Classification	Standard	Per	Population	Standard	Per	2013 Population	Required	Surplus / (Deficiency)
1	Baseball/Softball	1.0 Field		2,000	13.0		30,201	15.1	(2.1)
2	Tennis	1.0 Court		2,000	9.0		30,201	15.1	(6.1)
3	Basketball	1.0 Court		3,600	9.0		30,201	8.4	0.6
4	Volleyball	1.0 Court		6,000	6.0		30,201	5.0	1.0
5	Racquetball	1.0 Court		15,000	2.0		30,201	2.0	(0.0)
6	Recreational Building	1.0 Center		15,000	1.0		30,201	2.0	(1.0)
7	Golf Course	1.0 Course		25,000	2.0		30,201	1.2	0.8
8	Equipped Play Area	1.0 Area		3,000	12.0		30,201	10.1	1.9
9	Football / Soccer	1.0 Field		7,000	4.0		30,201	4.3	(0.3)
10	Shuffleboard	1.0 Court		5,000	18.0		30,201	6.0	12.0
11	Swimming Pool	1.0 Pool		35,000	0.0		30,201	1.0	(1.0)

Footnotes

[1] As provided in the City's recreation department within the City's Recreation and Open Space Element.

[2] As provided by the City.

Table 6-5
City of Clermont
Parks and Recreation Impact Fee Analysis

Summary of Activity Cost Adjustments to Cure Net Deficiencies to Serve Existing Population

Line No.	Facility Classification	Existing Deficiency (Surplus) [1]	Estimated 2013 Costs per Activity [2]	Total Increases (Decreases) to City Investment
1	Baseball/Softball	2.1	$121,000	$254,161
2	Tennis	6.1	23,000	140,312
3	Basketball	(0.6)	17,000	(10,384)
4	Volleyball	(1.0)	4,000	(3,866)
5	Racquetball	0.0	21,000	281
6	Recreational Building	1.0	130,000	131,742
7	Golf Course [3]	(0.8)	0	0
8	Equipped Play Area	(1.9)	15,000	(28,995)
9	Football / Soccer	0.3	92,000	28,927
10	Shuffleboard	(12.0)	4,000	(47,839)
11	Total Adjustment to Activity Costs to Serve Existing Population			$464,339

Footnotes:

[1] Derived from Table 6-4.

[2] Capital Costs reflected at historical value and adjusted to current market values based on adjustments from the Engineering News Record Construction Cost Index.

[3] Costs estimated at zero for such activities that are not anticipated to be developed at the cost of the community, but rather through private enterprise.

Table 6-6
City of Clermont
Parks and Recreation Impact Fee Analysis

Summary of Capital Projects to Improve & Expand Recreation Services

Line No.	Description	Project Cost [1]	Total Service Population [2]	2013 Population	Total Amount Allocated to Existing Residents
1	Lake Hiawatha Preserve Development	$3,949,449	68,099	30,201	$1,751,528
2	Lake Hiawatha Preserve Development (Grants)	(2,157,804)	68,099	30,201	(956,957)
3	Sub-total	$1,791,645			$794,571
4	Boathouse & Required Infrastructure	1,000,000	68,099	30,201	443,487
5	Boathouse & Required Infrastructure (Grant)	(374,000)	68,099	30,201	(165,864)
6	Sub-total	$626,000			$277,623
7	Park Improvements & Upgrades (Includes Lighting)	$1,440,000	68,099	30,201	$638,621
8	Trail Extensions and Trail Lighting	1,032,000	68,099	30,201	457,678
9	Improvements to Celebration of Praise Property	1,000,000	68,099	30,201	443,487
10	Splash Parks (2)	750,000	68,099	30,201	332,615
11	Bishop Field Upgrades	500,000	68,099	30,201	221,743
12	Upgrade Pumphouse Building	75,000	68,099	30,201	33,262
13	Restroom Facilities at Waterfront Park	50,000	68,099	30,201	22,174
14	Sub-total	$4,847,000			$2,149,580
15	Total Capital Improvements	$7,264,645			$3,221,774

Footnotes:

[1] Amounts provided by City staff, which represent improvements and upgrades to existing facilities and construction of new facilities which will serve existing an dfuture residents of the City.

[2] Amount based on the City's estimated build-out population as discussed in Section 2 of this report.

Table 6-7
City of Clermont
Parks and Recreation Impact Fee Analysis

Design of Recreation Impact Fee

Line No.	Description	Basis	Amount
	Capital Costs to Provide Open-Space		
1	Existing City Investment in Open Space [1]	$21,874,947	
2	Less Acquisition & Restoration Grants [2]	11,705,000	
3	Net City Investment in Open Space	$10,169,947	
4	Existing Open Space (Acres) [3]	374.88	
5	Existing Average Cost per Acre	$27,129	
6	Open Space Requirement for Existing Residents (Acres) [3]	302.01	
7	Total Capital Cost to Provide Open Spaces		$8,193,229
	Capital Costs to Provide Recreation Facilities		
8	Existing City Investment in Recreation Facilities [1]	$7,836,162	
9	Credit for Celebration of Praise Property [4]	(2,838,181)	
10	Total Capital Cost to Provide Recreation Facilities		$4,997,980
11	Capital Costs to Provide Recreation Activities & Equipment		
12	Existing City Investment in Recreation Activities [1]	$6,605,540	
13	Required Adjustments by City to Cure Deficiencies [5]	464,339	
14	Proposed Facilities to Serve Existing Residents [6]	3,221,774	
15	Total Capital Cost to Provide Recreation Activities & Equipment		$10,291,653
16	Additional Borrowing Costs [7]		$729,357
17	Total Capital Costs Allocable to Existing Residents		$24,212,219
18	Less Other Funding Sources [8]		$579,805
19	Total Cost Allocated to Existing Residents		$23,632,414
20	Existing Population [9]		30,201
21	Proposed - Rate per Person		$782.50

Footnotes

[1] Amount derived from Table 6-2.

[2] Amount reflects acquisition and restoration grants received by the City.

[3] Amount derived from Table 6-3.

[4] Amounts based upon the City's investment in Celebration of Praise facilities as allocated to future growth.

[5] Amount derived from Table 6-5.

[6] Planned projects as provided by City staff, which are derived from Table 6-6.

[7] Additional borrowing costs based on a qualified bank loan for the Celebration of Praise Property estimated as follows:

Principal Amount Borrowed	$6,300,000
Term (Years)	15
Rate (%)	3.05%
Total Financing Costs	$1,644,598
Credit for Celebration of Praise Property [4]	(915,240)
Total Additional Borrowing Costs	$729,357

[8] Amount reflects all other funding sources & grants as reported by the City.

[9] Amount based on the existing population during 2013.

Table 6-8
City of Clermont
Parks and Recreation Impact Fee Analysis

Impact Fee Allocation

Line No.	Housing Type	Fee per Person [2]	Person per Dwelling	Proposed Impact Fee	Existing Impact Fee (SF)	Increase / (Decrease)
1	Residential					
2	0 - 1 Bedroom	$782.50	1.27	$994.00	$1,564.00	($570.00)
3	2 Bedrooms	782.50	1.90	1487.00	1,813.00	(326.00)
4	3 Bedrooms	782.50	2.54	1988.00	2,584.00	(596.00)
5	4 Bedrooms	782.50	3.17	2481.00	3,307.00	(826.00)
6	5+ Bedrooms	782.50	3.80	2974.00	3,947.00	(973.00)

Footnotes

[1] Derived from Table 6-7.

Table 6-9
City of Clermont
Parks and Recreation Impact Fee Analysis

Parks and Recreational Services Impact Fee Comparison [1]

Line No.	Description		Residential: Single Family	Residential: Multi-Family	Residential: Mobile Home	Effective Date
	City of Clermont [2]					
1	Existing		$2,584.00	$2,407.00	$1,443.00	2013
2	Proposed		1,988.00	1,988.00	1,988.00	
	Other Florida Government Agencies:					
3	City of Apopka		$241.05	$241.05	$241.05	2013
4	City of Edgewater		612.11	434.92	451.03	2009
5	City of Eustis		599.27	428.38	390.93	2004
6	City of Kissimmee		1,200.00	985.29	867.06	2005
7	City of Lakeland		2,707.00	2,123.00	1,317.00	2010
8	City of Lake Mary		335.00	N/A	N/A	2008
9	City of Lake Wales		948.00	832.00	N/A	2013
10	City of Leesburg		358.00	358.00	358.00	2008
11	City of Minneola		271.08	N/A	N/A	N/A
12	City of Mount Dora		2,733.33	1,371.64	N/A	2013
13	City of Ocoee	[3]	1,560.00	N/A	N/A	2012
14	City of St. Cloud		1,362.00	1,093.00	N/A	2008
15	City of Tavares	[4]	439.99	335.68	221.89	2007
16	City of Winter Garden		671.00	598.00	451.00	2004
17	City of Winter Haven		980.23	N/A	N/A	2014
18	Other Florida Governmental Agencies' Average		$1,001.20	$800.09	$537.25	

Footnotes:

[1] Unless otherwise noted, amounts shown reflect impact fees in effect October 2013. This comparison is intended to show comparable charges for similar service for comparison purposes only and is not intended to be a complete listing of all rates and charges offered by each listed municipality.

[2] Amounts shown assume single family homes with three bedrooms, multi-family dwelling with two bedrooms, and mobile homes with two bedrooms.

[3] Impact fees temporarily reduced to 50% of the amounts shown from January 3, 2013 until January 1, 2014.

[4] Impact fees were waived until June 30, 2013. Beginning July 1, 2013, they are set to increase in six month increments until July 1, 2014, when the full impact fees will become effective again.

Table 1
City of Clermont
Water and Wastewater Impact Fee Analysis

Proposed Water and Wastewater Impact Fees

Line No.	Description	Water Impact Fees: Service Level (gpd)	Water Impact Fees: Amount Charged	Wastewater Impact Fees: Service Level (gpd)	Wastewater Impact Fees: Amount Charged	Total Impact Fees Charged
1	Existing Impact Fee per Gallon		$3.829		$10.720	$14.549
2	Proposed Impact Fee per Gallon		$4.427		$15.632	$20.059
3	Increase (Decrease) - $		$0.598		$4.912	$5.510
4	Increase (Decrease) - %		15.6%		45.8%	37.9%
	Single Family (Except All-Adult Communities)					
5	All Meters [1]	480	$2,125	220	$3,439	$5,564
	Qualified All-Adult Community					
6	Up to 3 bedrooms - All Meters [1]	322	$1,424	147	$2,304	$3,728
7	4 or more bedrooms - All Meters [1]	480	$2,125	220	$3,439	$5,564
	Multi-family					
8	Per Unit [2]	154	$682	154	$2,407	$3,089
	Commercial [2]					
9	3/4" Meter	220	$974	220	$3,439	$4,413
10	1" Meter	550	$2,435	550	$8,598	$11,033
11	1.5" Meter	1,100	$4,870	1,100	$17,195	$22,065
12	2" Meter	1,760	$7,792	1,760	$27,512	$35,304
13	3" Meter	3,300	$14,610	3,300	$51,585	$66,195
14	4" Meter	5,500	$24,350	5,500	$85,975	$110,325
15	6" Meter	11,000	$48,700	11,000	$171,950	$220,650
16	8" Meter	17,600	$77,920	17,600	$275,120	$353,040
17	10" Meter	25,300	$112,010	25,300	$395,485	$507,495

Footnotes:

[1] The proposed water fee includes an allowance for irrigation use; therefore, no fee is required when a separate irrigation meter is issued.

[2] Amounts for the water fee do not include an allowance for irrigation use. Based on discussions with City staff, the City generally requires that a well be constructed for common area irrigation. To the extent a separate meter is issued, a second water impact fee should be collected based on the meter size. No additional wastewater impact fee is collected for the 2nd meter used for irrigation purposes.

Table 2
City of Clermont
Police Services Impact Fee Analysis

Proposed Police Services Impact Fees

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost Per Unit	Variable Cost Per Unit [2]	Proposed Impact Fee (Rounded)
1	**Residential**	RS	Dwelling Unit	0.648375	2.54	$186.23	$306.70	$74.60	$381.00
	Non-Residential								
2	All Suites Hotel	H/M	Room	1.129167	N/A	$186.23	$210.28	$99.68	$310.00
3	Apparel Store	GR	1,000 sf	2.367813	N/A	186.23	440.96	209.03	650.00
4	Arts and Crafts Store	GR	1,000 sf	2.136875	N/A	186.23	397.95	188.64	587.00
5	Athletic Club	REC	1,000 sf	1.502083	N/A	186.23	279.73	132.60	412.00
6	Automobile Parts Sales	SS	1,000 sf	2.686667	N/A	186.23	500.34	237.18	738.00
7	Bowling Alley	REC	1,000 sf	2.349167	N/A	186.23	437.49	207.38	645.00
8	Building Materials and Lumber Store	GR	1,000 sf	1.636250	N/A	186.23	304.72	144.45	449.00
9	Business Park	OFF	1,000 sf	0.901488	N/A	186.23	167.88	79.58	247.00
10	Cemetery	INST	Acre	0.121131	N/A	186.23	22.56	10.69	33.00
11	Clinic	INST	1,000 sf	3.263333	N/A	186.23	607.73	288.09	896.00
12	Commercial Airport	OTH	Flight per Day	4.106250	N/A	186.23	764.71	362.50	1,127.00
13	Convenience Market	GR	1,000 sf	6.118021	N/A	186.23	1,139.36	540.10	1,679.00
14	Convenience Market with Gasoline Pumps	SS	1,000 sf	6.958750	N/A	186.23	1,295.93	614.32	1,910.00
15	Corporate Headquarters Building	OFF	1,000 sf	0.845536	N/A	186.23	157.46	74.64	232.00
16	Day Care Center	INST	1,000 sf	6.948810	N/A	186.23	1,294.08	613.44	1,908.00
17	Discount Club	GR	1,000 sf	1.512500	N/A	186.23	281.67	133.52	415.00
18	Discount Home Furnishings Superstore	GR	1,000 sf	1.280313	N/A	186.23	238.43	113.03	351.00
19	Discount Supermarket	GR	1,000 sf	2.744688	N/A	186.23	511.14	242.30	753.00
20	Drive-in Bank	F/I	1,000 sf	1.915774	N/A	186.23	356.77	169.12	526.00
21	Electronic Superstore	GR	1,000 sf	1.867188	N/A	186.23	347.73	164.84	513.00
22	Factory Outlet Center	GR	1,000 sf	0.953125	N/A	186.23	177.50	84.14	262.00
23	Fast-food Restaurant with Drive Through	ED	1,000 sf	9.001250	N/A	186.23	1,676.30	794.63	2,471.00
24	Fast-food Restaurant without Drive Through	ED	1,000 sf	12.436875	N/A	186.23	2,316.12	1,097.93	3,414.00
25	Free-Standing Discount Store	GR	1,000 sf	2.153125	N/A	186.23	400.98	190.08	591.00
26	Free-Standing Discount Superstore	GR	1,000 sf	2.056875	N/A	186.23	383.05	181.58	565.00
27	Furniture Store	GR	1,000 sf	0.290625	N/A	186.23	54.12	25.66	80.00
28	Gasoline / Service Station	SS	Pump Position	1.422604	N/A	186.23	264.93	125.59	391.00
29	Gasoline / Service Station w/ Convenience Market	SS	Pump Position	1.377500	N/A	186.23	256.53	121.61	378.00
30	Gasoline / Service Station w/ Convenience Market & Car Wash	SS	Pump Position	1.299792	N/A	186.23	242.06	114.75	357.00
31	General Aviation Airport	OTH	Flight per Day	0.118333	N/A	186.23	22.04	10.45	32.00
32	General Heavy Industrial	IND	1,000 sf	0.435714	N/A	186.23	81.14	38.46	120.00
33	General Light Industrial	IND	1,000 sf	0.564137	N/A	186.23	105.06	49.80	155.00
34	General Office Building	OFF	1,000 sf	0.893750	N/A	186.23	166.44	78.90	245.00
35	Golf Course	REC	Hole	4.710000	N/A	186.23	877.14	415.80	1,293.00
36	Golf Driving Range	REC	Tee	0.706875	N/A	186.23	131.64	62.40	194.00
37	Hardware / Paint Store	GR	1,000 sf	1.595625	N/A	186.23	297.15	140.86	438.00
38	Health / Fitness Club	REC	1,000 sf	1.187500	N/A	186.23	221.15	104.83	326.00
39	High-Turnover Restaurant (Sit-down)	ED	1,000 sf	4.144063	N/A	186.23	771.75	365.84	1,138.00
40	Home Improvement Superstore	GR	1,000 sf	1.091875	N/A	186.23	203.34	96.39	300.00
41	Hospital	INST	1,000 sf	3.170000	N/A	186.23	590.35	279.85	870.00
42	Hotel	H/M	Room	2.095000	N/A	186.23	390.15	184.95	575.00
43	Industrial Park	IND	1,000 sf	0.511756	N/A	186.23	95.30	45.18	140.00
44	Junior / Community College	INST	Student	0.204762	N/A	186.23	38.13	18.08	56.00
45	Lodge / Fraternal Organization	INST	Member	0.008333	N/A	186.23	1.55	0.74	2.00
46	Manufacturing	IND	1,000 sf	0.428274	N/A	186.23	79.76	37.81	118.00

Table 2
City of Clermont
Police Services Impact Fee Analysis

Proposed Police Services Impact Fees

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost Per Unit	Variable Cost Per Unit [2]	Proposed Impact Fee (Rounded)
47	Marina	REC	Acre	0.927500	N/A	186.23	172.73	81.88	255.00
48	Medical / Dental Office Building	OFF	1,000 sf	1.597024	N/A	186.23	297.41	140.99	438.00
49	Mini-warehousing	WH	1,000 sf	0.023065	N/A	186.23	4.30	2.04	6.00
50	Motel	H/M	Room	1.406667	N/A	186.23	261.96	124.18	386.00
51	Movie Theater	REC	1,000 sf	5.196667	N/A	186.23	967.78	458.76	1,427.00
52	Multipurpose Recreational Facility	REC	Acre	7.034167	N/A	186.23	1,309.97	620.98	1,931.00
53	New Car Sales	MV	1,000 sf	1.263214	N/A	186.23	235.25	111.52	347.00
54	Nursery / Garden Center	GR	Acre	3.508750	N/A	186.23	653.43	309.75	963.00
55	Nursery Wholesale	GR	Acre	0.696354	N/A	186.23	129.68	61.47	191.00
56	Nursing Home	INST	1,000 sf	1.215833	N/A	186.23	226.42	107.33	334.00
57	Office Park	OFF	1,000 sf	0.891071	N/A	186.23	165.94	78.66	245.00
58	Pharmacy / Drugstore (No Drive Through)	GR	1,000 sf	1.944271	N/A	186.23	362.08	171.64	534.00
59	Pharmacy / Drugstore (With Drive Through)	GR	1,000 sf	1.929375	N/A	186.23	359.31	170.33	530.00
60	Place of Worship	INST	1,000 sf	0.426667	N/A	186.23	79.46	37.67	117.00
61	Private School (K-12)	INST	Student	0.426190	N/A	186.23	79.37	37.62	117.00
62	Quality Restaurant	ED	1,000 sf	3.889583	N/A	186.23	724.36	343.37	1,068.00
63	Quick Lubrication Vehicle Shop	SS	Service Position	0.680000	N/A	186.23	126.64	60.03	187.00
64	Racquet / Tennis Club	REC	Court	2.600000	N/A	186.23	484.20	229.53	714.00
65	Recreational Community Center	REC	1,000 sf	1.002083	N/A	186.23	186.62	88.46	275.00
66	Research and Development Center	OFF	1,000 sf	0.752976	N/A	186.23	140.23	66.47	207.00
67	Self-serve Car Wash	SS	Wash Stall	1.687500	N/A	186.23	314.26	148.97	463.00
68	Shopping Center	GR	1,000 sf	1.336250	N/A	186.23	248.85	117.96	367.00
69	Single Tenant Office Building	OFF	1,000 sf	0.882738	N/A	186.23	164.39	77.93	242.00
70	Specialty Retail Center	GR	1,000 sf	1.850313	N/A	186.23	344.58	163.35	508.00
71	Supermarket	GR	1,000 sf	2.871563	N/A	186.23	534.77	253.50	788.00
72	Tennis Courts	REC	Court	2.040000	N/A	186.23	379.91	180.09	560.00
73	Tire Store	SS	1,000 sf	0.955833	N/A	186.23	178.00	84.38	262.00
74	Tire Superstore	SS	1,000 sf	0.814583	N/A	186.23	151.70	71.91	224.00
75	Truck Terminal	WH	Acre	5.761667	N/A	186.23	1,073.00	508.64	1,582.00
76	University / College	INST	Student	0.397619	N/A	186.23	74.05	35.10	109.00
77	Walk-in Bank	F/I	1,000 sf	1.915774	N/A	186.23	356.77	169.12	526.00
78	Warehousing	WH	1,000 sf	0.229018	N/A	186.23	42.65	20.22	63.00
79	Water Slide Park	REC	Parking Space	0.285833	N/A	186.23	53.23	25.23	78.00
80	Wholesale Market	GR	1,000 sf	0.493750	N/A	186.23	91.95	43.59	136.00

Table 2
City of Clermont
Police Services Impact Fee Analysis

Proposed Police Services Impact Fees

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost Per Unit	Variable Cost Per Unit [2]	Proposed Impact Fee (Rounded)

81 Should none of the above land uses adequately define a proposed non-residential development as determined by the City Manager, at the Manager's discretion the following average charge per non-residential development is considered appropriate:

	Non-residential
Total Cost per Person [Base] [1]	$186.23
Percent Allocable to Resident	64.84%
Amount Allocable to the Resident	$120.75
Amount Allocable to Non-residential	$65.48
Plus Cost per Person [Variable] [2]	88.28
Amount Allocable to Non-residential	$153.76
Square Feet of Non-residential Development per Person	250.00
Persons per 1,000 Square Feet	4.00
Average Cost per 1,000 Square Feet of Non-residential Development	$615.04

Footnotes

[1] Base Capacity estimated as follows:

Existing Population	30,201	
Existing LOS per 1,000 population	2.00	
Total Patrol Officers Required - LOS	60	
Minimum Service Level per 1,000 population	1.50	
Total Minimum Officers	45	
Percent Base Capacity - LOS	75%	
Total Base capacity estimated as follows:		
Total Estimated Capital Costs - Investment in Police Services		$10,453,716
Percent Base Capacity		75%
Total Estimated Base Capacity Costs		$7,840,287
Total in Population 2020		42,100
Total Cost per Person		$186.23

Table 2
City of Clermont
Police Services Impact Fee Analysis

Proposed Police Services Impact Fees

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost Per Unit	Variable Cost Per Unit [2]	Proposed Impact Fee (Rounded)
[2]	Variable Cost per Unit estimated as follows:								
	Total Estimated Capital Costs - Investment in Police Services			$10,453,716					
	Less Amount allocated to Base Capacity			7,840,287					
	Total Variable Cost			$2,613,429					
	Percent Residential (Historical Calls)			50%					
	Total Residential Costs			$1,306,715					
	Total Non-residential Costs			$1,306,714					
	Residential Variable Allocation			Assumed Calls	Costs per Class	Estimated Units 2020	Variable Cost per Unit		
		Residential		100.00%	$1,306,715	17,516	$74.60		
	Non-residential Variable Allocation								
		Total Estimated Capital Costs - Investment in Police Services					$1,306,714		
		Total Functional (Non-residential) Population 2020					14,802		
		Total Cost per Person [*]					$88.28		

[*] Applied on a functional population basis.

Table 3
City of Clermont
Fire Rescue Services Impact Fee Analysis

Proposed Fire Rescue Impact Fees

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost per Unit	Variable Cost Per Unit	Proposed Impact Fee (Rounded)
1	**Residential**	RS	Dwelling Unit	0.648375	2.54	$156.45	$257.65	$204.78	$462.00
	Non-Residential								
2	All Suites Hotel	H/M	Room	1.129167	N/A	$156.45	$176.66	$291.61	$468.00
3	Apparel Store	GR	1,000 sf	2.367813	N/A	156.45	370.44	611.49	982.00
4	Arts and Crafts Store	GR	1,000 sf	2.136875	N/A	156.45	334.31	551.85	886.00
5	Athletic Club	REC	1,000 sf	1.502083	N/A	156.45	235.00	387.91	623.00
6	Automobile Parts Sales	SS	1,000 sf	2.686667	N/A	156.45	420.33	693.83	1,114.00
7	Bowling Alley	REC	1,000 sf	2.349167	N/A	156.45	367.53	606.67	974.00
8	Building Materials and Lumber Store	GR	1,000 sf	1.636250	N/A	156.45	255.99	422.56	679.00
9	Business Park	OFF	1,000 sf	0.901488	N/A	156.45	141.04	232.81	374.00
10	Cemetery	INST	Acre	0.121131	N/A	156.45	18.95	31.28	50.00
11	Clinic	INST	1,000 sf	3.263333	N/A	156.45	510.55	842.76	1,353.00
12	Commercial Airport	OTH	Flight per Day	4.106250	N/A	156.45	642.42	1,060.44	1,703.00
13	Convenience Market	GR	1,000 sf	6.118021	N/A	156.45	957.16	1,579.98	2,537.00
14	Convenience Market with Gasoline Pumps	SS	1,000 sf	6.958750	N/A	156.45	1,088.70	1,797.10	2,886.00
15	Corporate Headquarters Building	OFF	1,000 sf	0.845536	N/A	156.45	132.28	218.36	351.00
16	Day Care Center	INST	1,000 sf	6.948810	N/A	156.45	1,087.14	1,794.53	2,882.00
17	Discount Club	GR	1,000 sf	1.512500	N/A	156.45	236.63	390.60	627.00
18	Discount Home Furnishings Superstore	GR	1,000 sf	1.280313	N/A	156.45	200.30	330.64	531.00
19	Discount Supermarket	GR	1,000 sf	2.744688	N/A	156.45	429.41	708.82	1,138.00
20	Drive-in Bank	F/I	1,000 sf	1.915774	N/A	156.45	299.72	494.75	794.00
21	Electronic Superstore	GR	1,000 sf	1.867188	N/A	156.45	292.12	482.20	774.00
22	Factory Outlet Center	GR	1,000 sf	0.953125	N/A	156.45	149.12	246.14	395.00
23	Fast-food Restaurant with Drive Through	ED	1,000 sf	9.001250	N/A	156.45	1,408.25	2,324.57	3,733.00
24	Fast-food Restaurant without Drive Through	ED	1,000 sf	12.436875	N/A	156.45	1,945.75	3,211.82	5,158.00
25	Free-Standing Discount Store	GR	1,000 sf	2.153125	N/A	156.45	336.86	556.04	893.00
26	Free-Standing Discount Superstore	GR	1,000 sf	2.056875	N/A	156.45	321.80	531.19	853.00
27	Furniture Store	GR	1,000 sf	0.290625	N/A	156.45	45.47	75.05	121.00
28	Gasoline / Service Station	SS	Pump Position	1.422604	N/A	156.45	222.57	367.39	590.00
29	Gasoline / Service Station w/ Convenience Market	SS	Pump Position	1.377500	N/A	156.45	215.51	355.74	571.00
30	Gasoline / Service Station w/ Convenience Market & Car Wash	SS	Pump Position	1.299792	N/A	156.45	203.35	335.67	539.00
31	General Aviation Airport	OTH	Flight per Day	0.118333	N/A	156.45	18.51	30.56	49.00
32	General Heavy Industrial	IND	1,000 sf	0.435714	N/A	156.45	68.17	112.52	181.00
33	General Light Industrial	IND	1,000 sf	0.564137	N/A	156.45	88.26	145.69	234.00
34	General Office Building	OFF	1,000 sf	0.893750	N/A	156.45	139.83	230.81	371.00
35	Golf Course	REC	Hole	4.710000	N/A	156.45	736.88	1,216.36	1,953.00
36	Golf Driving Range	REC	Tee	0.706875	N/A	156.45	110.59	182.55	293.00
37	Hardware / Paint Store	GR	1,000 sf	1.595625	N/A	156.45	249.64	412.07	662.00
38	Health / Fitness Club	REC	1,000 sf	1.187500	N/A	156.45	185.78	306.67	492.00
39	High-Turnover Restaurant (Sit-down)	ED	1,000 sf	4.144063	N/A	156.45	648.34	1,070.20	1,719.00
40	Home Improvement Superstore	GR	1,000 sf	1.091875	N/A	156.45	170.82	281.98	453.00
41	Hospital	INST	1,000 sf	3.170000	N/A	156.45	495.95	818.65	1,315.00
42	Hotel	H/M	Room	2.095000	N/A	156.45	327.76	541.03	869.00
43	Industrial Park	IND	1,000 sf	0.511756	N/A	156.45	80.06	132.16	212.00
44	Junior / Community College	INST	Student	0.204762	N/A	156.45	32.04	52.88	85.00
45	Lodge / Fraternal Organization	INST	Member	0.008333	N/A	156.45	1.30	2.15	3.00
46	Manufacturing	IND	1,000 sf	0.428274	N/A	156.45	67.00	110.60	178.00
47	Marina	REC	Acre	0.927500	N/A	156.45	145.11	239.53	385.00

Table 3
City of Clermont
Fire Rescue Services Impact Fee Analysis

Proposed Fire Rescue Impact Fees

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost per Unit	Variable Cost Per Unit	Proposed Impact Fee (Rounded)
48	Medical / Dental Office Building	OFF	1,000 sf	1.597024	N/A	156.45	249.85	412.43	662.00
49	Mini-warehousing	WH	1,000 sf	0.023065	N/A	156.45	3.61	5.96	10.00
50	Motel	H/M	Room	1.406667	N/A	156.45	220.07	363.27	583.00
51	Movie Theater	REC	1,000 sf	5.196667	N/A	156.45	813.02	1,342.04	2,155.00
52	Multipurpose Recreational Facility	REC	Acre	7.034167	N/A	156.45	1,100.50	1,816.57	2,917.00
53	New Car Sales	MV	1,000 sf	1.263214	N/A	156.45	197.63	326.23	524.00
54	Nursery / Garden Center	GR	Acre	3.508750	N/A	156.45	548.94	906.13	1,455.00
55	Nursery Wholesale	GR	Acre	0.696354	N/A	156.45	108.94	179.83	289.00
56	Nursing Home	INST	1,000 sf	1.215833	N/A	156.45	190.22	313.99	504.00
57	Office Park	OFF	1,000 sf	0.891071	N/A	156.45	139.41	230.12	370.00
58	Pharmacy / Drugstore (No Drive Through)	GR	1,000 sf	1.944271	N/A	156.45	304.18	502.11	806.00
59	Pharmacy / Drugstore (With Drive Through)	GR	1,000 sf	1.929375	N/A	156.45	301.85	498.26	800.00
60	Place of Worship	INST	1,000 sf	0.426667	N/A	156.45	66.75	110.19	177.00
61	Private School (K-12)	INST	Student	0.426190	N/A	156.45	66.68	110.06	177.00
62	Quality Restaurant	ED	1,000 sf	3.889583	N/A	156.45	608.53	1,004.48	1,613.00
63	Quick Lubrication Vehicle Shop	SS	Service Position	0.680000	N/A	156.45	106.39	175.61	282.00
64	Racquet / Tennis Club	REC	Court	2.600000	N/A	156.45	406.77	671.45	1,078.00
65	Recreational Community Center	REC	1,000 sf	1.002083	N/A	156.45	156.78	258.79	416.00
66	Research and Development Center	OFF	1,000 sf	0.752976	N/A	156.45	117.80	194.46	312.00
67	Self-serve Car Wash	SS	Wash Stall	1.687500	N/A	156.45	264.01	435.80	700.00
68	Shopping Center	GR	1,000 sf	1.336250	N/A	156.45	209.06	345.09	554.00
69	Single Tenant Office Building	OFF	1,000 sf	0.882738	N/A	156.45	138.10	227.97	366.00
70	Specialty Retail Center	GR	1,000 sf	1.850313	N/A	156.45	289.48	477.84	767.00
71	Supermarket	GR	1,000 sf	2.871563	N/A	156.45	449.26	741.58	1,191.00
72	Tennis Courts	REC	Court	2.040000	N/A	156.45	319.16	526.83	846.00
73	Tire Store	SS	1,000 sf	0.955833	N/A	156.45	149.54	246.84	396.00
74	Tire Superstore	SS	1,000 sf	0.814583	N/A	156.45	127.44	210.37	338.00
75	Truck Terminal	WH	Acre	5.761667	N/A	156.45	901.41	1,487.95	2,389.00
76	University / College	INST	Student	0.397619	N/A	156.45	62.21	102.69	165.00
77	Walk-in Bank	F/I	1,000 sf	1.915774	N/A	156.45	299.72	494.75	794.00
78	Warehousing	WH	1,000 sf	0.229018	N/A	156.45	35.83	59.14	95.00
79	Water Slide Park	REC	Parking Space	0.285833	N/A	156.45	44.72	73.82	119.00
80	Wholesale Market	GR	1,000 sf	0.493750	N/A	156.45	77.25	127.51	205.00

Table 3
City of Clermont
Fire Rescue Services Impact Fee Analysis

Proposed Fire Rescue Impact Fees

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost per Unit	Variable Cost Per Unit	Proposed Impact Fee (Rounded)

81 Should none of the above land uses adequately define a proposed non-residential development as determined by the City Manager, at the Manager's discretion the following average charge per non-residential development is considered appropriate:

	Non-residential
Total Cost per Person [Base] (1)	$156.45
Percent Allocable to Resident	64.84%
Amount Allocable to the Resident	$101.44
Amount Allocable to Non-residential	$55.01
Plus Cost per Person [Variable] (2)	258.25
Amount Allocable to Non-residential	$313.26
Square Feet of Non-residential Development per Person	250.00
Persons per 1,000 Square Feet	4.00
Average Cost per 1,000 Square Feet of Non-residential Development	$1,253.04

Table 3
City of Clermont
Fire Rescue Services Impact Fee Analysis

Proposed Fire Rescue Impact Fees

Line No.	Land Use	Code	Unit of Measure	Functional Pop. Factor	Persons per Unit	Base Cost per Person [1]	Base Cost per Unit	Variable Cost Per Unit	Proposed Impact Fee (Rounded)

Footnotes
[1] Total Base Capacity estimated as follows:

Hazard Levels as provided by NFPA (National Fire Protection Association):

	LOS	Hazards: Low	Medium	High
Engines	4	2	3	4
Ladder Trucks	3	1	1	2
Chief Officer	3	1	1	2
Fire Fighters	51	12	16	24
Percent LOS		24%	31%	47%
Equivalency		0.5	0.7	1.0

Total Estimated Capital Costs - Investment in Fire Services	$13,996,158
Percent Base Capacity for High Hazard Occupancies	47%
Total Estimated Base Capacity Costs	$6,586,592
Total Population 2020	42,100
Total Cost per Person	$156.45

[2] Variable Cost per Unit estimated as follows:

Total Estimated Capital Costs - Investment in Fire Services	$13,996,158
Less Amount allocated to Base Capacity	6,586,592
Total Variable Cost	$7,409,566
Percent Residential (Historical)	48.41%
Total Residential Costs	$3,586,971
Total Non-residential Costs	$3,822,595

Residential Variable Allocation

	Historical Calls	Costs per Class	Estimated Units 2020	Variable Cost per Unit
Residential	100.00%	$3,586,971	17,516	$204.78

Non-residential Variable Allocation

Total Estimated Capital Costs - Investment in Police Services	$3,822,595
Total Functional (Non-residential) Population 2020	14,802
Total Cost per Person [*]	$258.25

[*] Applied on a functional population basis.

Table 4
City of Clermont
Parks and Recreation Impact Fee Analysis

Proposed Recreation Impact Fee

Line No.	Housing Type	Fee per Person [2]	Person per Dwelling	Proposed Impact Fee
1	Residential			
2	0 - 1 Bedroom	$782.50	1.27	$994.00
3	2 Bedrooms	782.50	1.90	1487.00
4	3 Bedrooms	782.50	2.54	1988.00
5	4 Bedrooms	782.50	3.17	2481.00
6	5+ Bedrooms	782.50	3.80	2974.00

CITY OF CLERMONT

AGENDA ITEM

Council Meeting Date	
Tuesday, January 14, 2014	
Requested Action	
Motion to table Introduction of Ordinance No. 2014-03 to February 11, 2014	
Staff Report	
Citrus Tower Apartments and Professional Office - Small Scale Comprehensive Plan Amendment The applicant is requesting a 30 day postponement to allow time for their consultants to provide additional information for development of the site. Staff concurs with the postponement request from the applicant.	
Legal Impact	
Additional Analysis	
Fiscal Impact Summary	
No fiscal impact.	

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)

1.	Ordinance 2014-03	2014-03 Citrus Tower Apartments SSC.doc
2.	30 day postponement request	Citrus Tower Apts 30 day postponement request.pdf
3.	Advertisement	Citrus Tower Apts. SS comp plan amend PZ1-7-2014, CC1-28-2014.doc

CITY OF CLERMONT
ORDINANCE No. 2014-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING THE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT FOR THE CITY OF CLERMONT, FLORIDA, PURSUANT TO THE LOCAL GOVERNMENT COMPREHENSIVE PLANNING ACT, CHAPTER 163, PART II, FLORIDA STATUTES; SETTING FORTH THE AUTHORITY FOR ADOPTION OF THE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT; SETTING FORTH THE PURPOSE AND INTENT OF THE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR THE ADOPTION OF THE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT; ESTABLISHING THE LEGAL STATUS OF THE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Comprehensive Plan of the City of Clermont was adopted by the City of Clermont on June 23, 2009, in accordance with the Local Government Planning and Land Development Regulations Act of 1985, Chapter 163, Part II, Florida Statutes; and

WHEREAS, the Comprehensive Plan of the City of Clermont may be amended pursuant to Florida Statute 163.3187; and

WHEREAS, the Planning and Zoning Commission and the City Council of the City of Clermont have held public hearings on the proposed amendment to the plan in light of written comments, proposals and objections from the general public;

NOW THEREFORE BE IT RESOLVED AND ENACTED, by the City Council of the City of Clermont, Lake County, Florida that:

<u>Section 1.</u>

After public hearings held by the City of Clermont Local Planning Agency and the Clermont City Council, the Future Land Use Map of the Comprehensive Plan of the City of Clermont is hereby amended by changing the following described property as shown:

LEGAL DESCRIPTION

Tract 48, in Section 29, Township 22 South, Range 26 East, in Lake Highlands Company, According to the plat thereof, as recorded in PB 2, PG 25, of the Public Records of Lake County, Florida.

Less the following parcel:

That part of Tract 48, according to the plat of Lake Highlands Company subdivision of Section 29, as recorded in PB 2, PG 25, of the public records of Lake County, Florida, lying in the southeast ¼ of Section 29, Township 22 South, Range 26 East, Lake County, Florida, described as follows:

Commence at the east ¼ corner of said Section 29; thence run south 00 degrees 15'19" east along the east line of said southeast ¼ of Section 29 for a distance of 662.64 feet to the north line of the southeast ¼ of the northeast ¼ of said southeast ¼ of section 29; thence run north 88 degrees 50'36" west along said north line for a distance of 15.00 feet to the west line of the east 15.00 feet of said southeast ¼ of the northeast 14 of the southeast ¼ for the point of beginning; thence continue north 88 degrees 50'36' west along said north line for a distance of 70.02 feet; thence run south 00 degrees 15'29' east for a distance of 647.72 feet to the north line of the south 15.00 feet of said southeast ¼ of the northeast ¼ of the southeast ¼; thence run south 88 degrees 53'59' east along said north line for a distance of 70.02 feet to the aforesaid west line of the east 15.00 feet of the southeast ¼ of the northeast ¼ of the southeast ¼; thence run north 00 degrees 15'29" west along said west line for a distance of 647.65 feet to the point of beginning.
Containing 8.53 acres, more or less

CHANGE IN FUTURE LAND USE CLASSIFICATION
From County Regional Office to Residential/Office

Section 2.

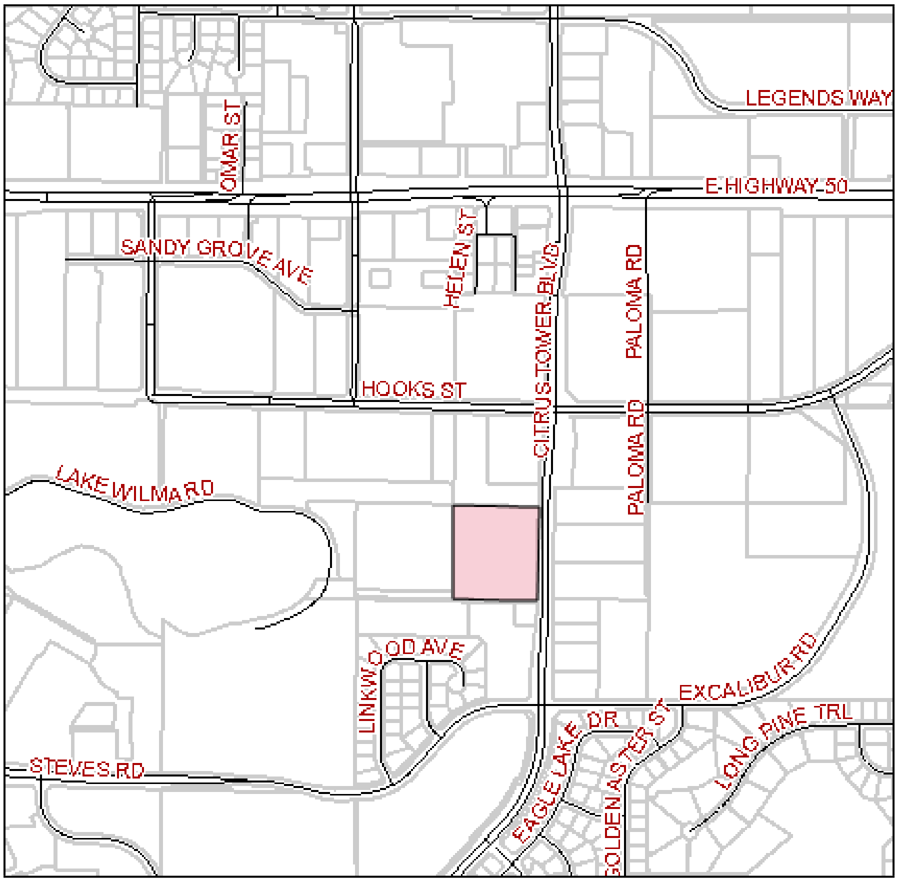
If any portion of this Ordinance is declared invalid, the invalidated portion shall be severed from the remainder of the Ordinance, and the remainder of the Ordinance shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Ordinance as a whole.

Section 3.

All ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

Section 4.

This Ordinance shall be published as provided by law and it shall become law and shall take effect immediately upon its Second Reading and Final Passage.


LEGENDS WAY
OMAR ST
E HIGHWAY 50
SANDY GROVE AVE
HELEN ST
CITRUS TOWER BLVD
PALOMA RD
HOOKS ST
PALOMA RD
LAKE WILMA RD
LINKWOOD AVE
EXCALIBUR RD
EAGLE LAKE DR
GOLDEN ASTER ST
LONG PINE TRL
STEVES RD

PASSED AND ADOPTED by the City Council of the City of Clermont, Lake County, Florida, this 25th day of February, 2014.

Harold S. Turville, Jr., Mayor

ATTEST:

Tracy Ackroyd, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney

From: Mali Rafats
To: Barbara Hollerand; rpgi@ridgeprofessionalgroup.com
Cc: Rae Chidlow; John E. Kruse; Dan Lewis; David Carter; Blaine Carter
Subject: RE: Citrus Tower Apartment Site Comp plan ad
Date: Monday, December 30, 2013 10:29:06 AM

Hi Barbra,

We request to postpone the hearing process for the Citrus Tower Apartment site. We are awaiting additional authorization from our client to prepare the variance application and a cut/fill map, also a traffic analysis is going to require a minimum of 4 – 6 weeks to obtain.

Thank you,
Mali Rafats

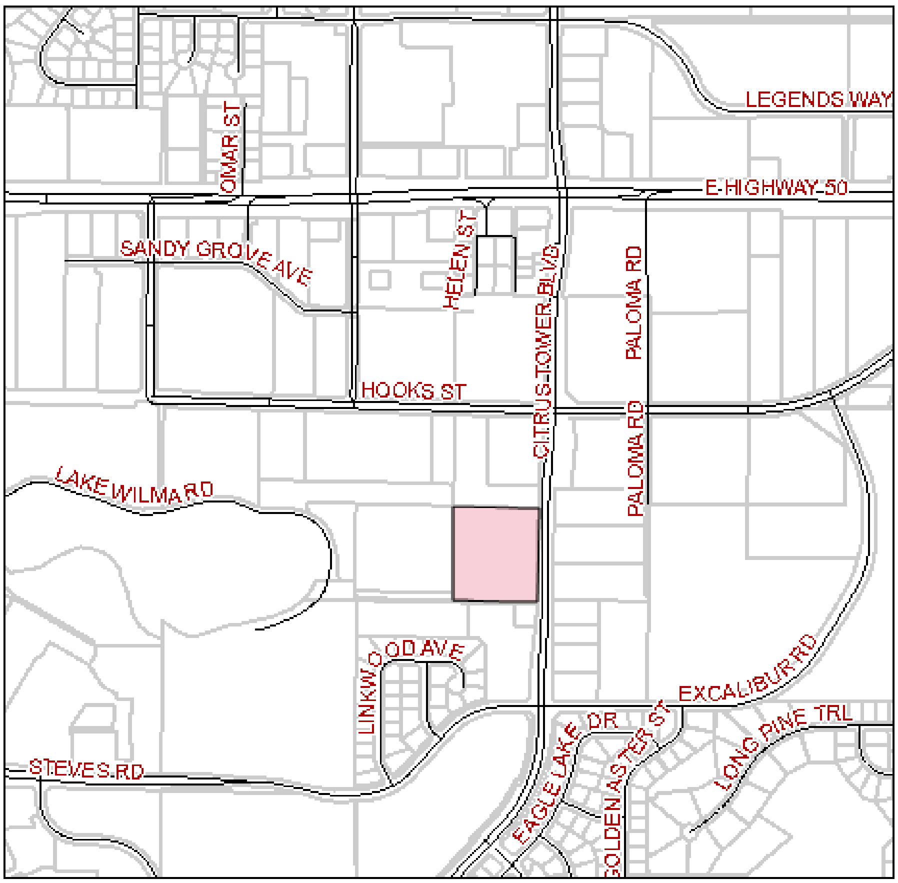
Ridge Professional Group, Inc.
4425 US Hwy 92 East
Lakeland, FL 33801

Phone (863) 669-0108

Web Site: www.ridgeprofessionalgroup.com
E-Mail: mrafats@ridgeprofessionalgroup.com

CITY OF CLERMONT
NOTICE OF PROPOSED LAND USE CHANGE
Small-Scale Comprehensive Plan Amendment
ORDINANCE NO. 2014-03

The City of Clermont will hold public hearings Tuesday, January 7, 2014 at 7 p.m. before the Planning and Zoning Commission and Tuesday, January 14, 2014 (1st reading of the adoption ordinance) and Tuesday, January 28, 2014 (final reading of the adoption ordinance) at 7 p.m. before the City Council to consider a proposed change to the City's Future Land Use Map. The map amendment would change the Future Land Use designation for the 8.5-acre parcel below from Lake County Regional Office to Residential/Office.



Location: South of S.R. 50 and Hooks Street, west of Citrus Tower Boulevard

Ordinance #2014-03:

An ordinance of the City of Clermont, Florida, adopting the small-scale comprehensive plan amendment for the City of Clermont, Florida, pursuant to the Local Government Comprehensive Planning Act, Chapter 163, Part II, Florida Statutes; setting forth the purpose and intent of the small-scale comprehensive plan amendment; establishing the legal status of the small-scale comprehensive plan amendment; providing a severability clause; and providing an effective date.

The public hearings are in the Council chambers of City Hall, 685 W. Montrose Street, and are open to public comment. Please call (352) 241-7302 if you have any questions.

The proposed amendment may be inspected at the City's planning department (1st floor, City Hall) between 8 a.m. and 5 p.m. Monday-Friday.

Please be advised that under state law, any person deciding to appeal a decision made at the public hearings will need a record of the proceedings and may need to ensure a verbatim record is made.

Persons with disabilities who need assistance should contact the City Clerk's office, (352) 241-7330, at least 48 hours prior to the public hearings.

Tracy Ackroyd, MMC
City Clerk

Daily Commercial
12/24/2013 and 1/14/2014