



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

CALL TO ORDER

NEW BUSINESS

- | | |
|---|--|
| Item No. 1 - Meeting Minutes | Consider approval of the October 10, 2023 CRA minutes. |
| Item No. 2 - Parking Study task order | Consider approval of the Traffic Transportation and Engineering Consultant Services task order in the budgeted amount of \$49,522. |
| Item No. 3 - Community Redevelopment Agency Budget Reallocation | Consider a reallocation of the Community Redevelopment Agency ("CRA") budget |

ADJOURN

PUBLIC NOTICE

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

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

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

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

City of Clermont
MINUTES
COMMUNITY REDEVELOPMENT AGENCY (CRA)
MEETING MINUTES
OCTOBER 10, 2023

CALL TO ORDER

The Community Redevelopment Agency met on Tuesday, October 10, 2023 in the Clermont City Council Chambers. Chair Murry called the meeting to order at 6:00pm with the following Board Members present: Board Members Crawford, Merrick, Pines, Entsuah, and Purvis.

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

Board Members Jimmy Crawford and Michael Gonzalez were absent.

AGENDA ITEMS

Item No. 1 – Meeting Minutes

Board Member Purvis moved to approve the meeting minutes from August 8, 2023. Seconded by Board Member Pines. Passed unanimously 5-0 with all members present voicing aye.

Item No. 2 – CRA Grant Program

Development Services Director Henschel stated that staff is proposing to modify the CRA grant program to distribute the available grant funds throughout the fiscal year. This past fiscal year there was a total of \$100,000 available for CRA grants. This amount can vary year to year based on Tax Increment Financing (TIF) funding. The proposed changes limit the overall funding amount to half of the budgeted funding amount for the first 6 months, and then the remaining funds become available for the second half of the fiscal year. This change allows a chance for multiple recipients to apply for grant funding.

During the February 14 CRA meeting, the CRA Board discussed three additional concerns regarding the grant program. One being the removal of a set funding amount in the grant description due to potential budgetary changes. The second is that the applicant can have 50% of the total project cost completed prior to approval - provided the applicant submit the required documentation. In addition, third is the removal of the "draw" system where applicants can receive partial payments during the project. The grant program is for reimbursement following the full completion of the program.

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

Board Member Purvis expressed his concern about the second part, 50% of work-completed clause. Mr. Purvis feels an applicant needs to apply prior to starting work and as he, feels would put more strain on staff to decipher what constitutes 50 percent of a project completed.

Development Services Director Henschel clarified that the 50% is of the overall cost of the project, not the actual work completed.

Board Member Purvis stated that he is not in support of part two. Board Members discussed their support for leaving part two as is, having applicants apply prior to the start of a project.

Board Member Merrick asked staff if there have been any concerns of timeliness from a business, as far as not being able to wait for the grant application to process prior to starting any work.

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OCTOBER 10, 2023

Development Services Director Henschel explained that staff has not had any issues with that specific concern. There have been instances where an applicant has not been able to complete a project on time but there is a clause that provides a one-time extension and that has worked well.

Board Member Purvis moved to accept part one and three as presented and leave part two as currently written.

Development Services Director Henschel clarified that those are the added parts besides the overall amendment of the grant program.

Seconded by Board Member Pines. Passed unanimously 5-0 with all members present voicing aye.

Item No. 3 – Resolution No. 30

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE
CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING THE BUDGET
AMENDMENT FOR THE 2022-2023 FISCAL YEAR.

City Clerk Howe read the title aloud.

Development Services Director Henschel stated that the amended budget reflects changes in individual accounts due to budget transfers. These include an increase in the Capital Outlay account for the purposes of land acquisition for the construction of additional parking spaces in the next fiscal year.

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

Board Member Entsuah wanted to confirm that the CRA currently pays the salary of one staff member. Development Services Director Henschel confirmed there is currently one staff member.

Board Member Pines moved to approve Resolution No. 30. Seconded by Board Member Entsuah. Passed unanimously 5-0 with all members present voicing aye.

Item No. 4 – Resolution No. 31

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE
CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING THE BUDGET
FOR THE 2023-2024 FISCAL YEAR.

City Clerk Howe read the title aloud.

Development Services Director Henschel stated that staff recommends approval of Resolution No. 31 for the adoption of the Fiscal Year 2023/2024 Community Redevelopment Agency (CRA) budget. This budget includes the \$100,000 for the grant project presented earlier in the meeting.

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

Chair Murry spoke about the \$70,000 contribution provided to Main Street to use for the salary of one person. The initial contribution was for one year. The city has contributed for three years and he would like staff to make Main Street aware that they may not receive the contribution moving forward. It was not the intent to provide an ongoing contribution.

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Board Member Pines noted that she is on the Main Street board and are aware and have been discussing their future.

Board Member Purvis moved to approve Resolution No. 31. Seconded by Board Member Pines. Passed unanimously 5-0 with all members present voicing aye.

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

APPROVED:

Tim Murry, Chair

ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk



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

Meeting Date		
Tuesday, April 23, 2024		
Agenda Item Name		
Parking Study task order		
Requested Action		
Staff Report		
The city staff is proposing a parking study to update the 2020 city parking study. Since the last study presented to City Council, many changes have occurred to the downtown which must be accounted for in order to effectively plan for the current and future needs of the city. The cost of the study is \$49,522. Kittelson & Associates is currently under an existing engineering consultant contract with the City and thus does not require any additional bids.		
Additional Analysis		
Fiscal Impact Summary		
Funding for this study is available within the current CRA budget.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1.	2024_04_12_Task Order 42 Downtown Parking Update	2024_04_12_Task Order 42 Downtown Parking Update.pdf

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**CITY OF CLERMONT
TRAFFIC TRANSPORTATION AND ENGINEERING CONSULTANT SERVICES
TASK WORK ORDER FOR PROFESSIONAL SERVICES**

Consultant: Kittelson & Associates, Inc.
Address: 225 E. Robinson Street, Suite 355
Orlando, Florida 32801

Task Work Order #: 42

PROJECT NAME: Downtown Parking Master Plan Update **DATE:** April 12, 2024

In accordance with the Continuing Services and Agreement for Traffic Transportation and Engineering Services dated April 15, 2020, herein referred to as the Master Agreement, between the City of Clermont and Kittelson & Associates, Inc., you are authorized to perform the tasks detailed in attached Schedule A (Scope of Services).

<p>All services required under this Task Work Order will be completed on or before: <u>August 1, 2024</u></p> <p>The total amount or the limiting amount of the compensation will be: <u>\$49,522</u></p> <p>Method of Compensation (select one):</p> <p><input checked="" type="checkbox"/> Lump Sum paid based on % of completion in accordance with the Master Agreement</p> <p><input type="checkbox"/> Time and Materials - Hourly labor fee, paid in accordance with Exhibit B of the Master Agreement, plus direct expenses, as detailed in Schedule B of this Task Work Order.</p>	
<p>Consultant Acceptance:</p> <p>_____</p> <p>Authorized Signature</p> <p>_____</p> <p>Print/Type</p> <p>_____</p> <p>Title</p>	<p>City of Clermont Approval:</p> <p>_____</p> <p>Authorized Signature</p> <p>_____</p> <p>Print/Type</p> <p>_____</p> <p>Title</p>

SCHEDULE A

SCOPE OF SERVICES

Parking studies were conducted for downtown Clermont in 2020/2021 to estimate the parking demand for the downtown area and screen potential parking garage locations. Due to the COVID-19 pandemic's impact on the downtown area, this analysis was based on parking code requirements for the existing land uses and then-current parking supply. In the years since the original parking study was completed, there have been changes to businesses in downtown Clermont, with more of the commercial spaces dedicated to restaurant land uses and the reintroduction of events in the downtown core.

The City of Clermont hosted over 100 events in 2023 in the downtown area. While the prior study focused on the daily use of the downtown area for local businesses, events play a major part in the parking demands for the downtown area. Events planned in 2024 in the downtown area include:

- Food festivals
- Wine Strolls
- Races & Triathlons
- Holiday Events

This downtown parking plan update serves to update the previous analysis using observed parking demand on non-event and event days.

Study Area

The Study area is generally depicted in the graphic below, including existing on-street parking on the roadways highlighted in blue and surface parking shown in red, as shown in Figure 1. Changes to the analyzed area may result in a change in the fees associated with this task.

Figure 1. Study Area



Data Collection

Parking counts will be conducted during four scenarios:

- Non-event Tuesday evening (5-8pm)
- Non-event Saturday evening (6-8pm)
- First Friday Food Truck event (6-8pm)
- Sunday Farmers Market (10am-1pm)

During each study scenario, a drone will be used to observe the parking occupancy rates (number of vehicles) parked every 30 minutes at the locations identified in Figure 1. Additionally, Kittelson staff will conduct a field review during each of the analysis periods to observe the ability of vehicles to find parking spaces.

The City of Clermont will provide the existing number of parking spaces for both the on-street parking and parking lots included in the study area. This information will also delineate between City-owned parking and leased parking. Lease terms (duration, and other relevant details) will also be summarized for leased parking areas.

The City of Clermont will provide development plans for proposed or planned development within Downtown Clermont for use in this study.

Analysis

Kittelsohn will use the collected parking data to analyze the existing parking demand within publicly-available areas (highlighted in Figure 1) in Downtown Clermont. The analysis will include:

- Review of Clermont code requirements for parking with recommendations for potential changes in the downtown area
- Estimate parking demand for event and non-event days based on the data collection efforts
- Estimate of parking demand for planned/proposed new uses in downtown Clermont
- Analysis of available parking supply with City-owned lots vs leased lots

City Coordination

Kittelsohn will conduct up to two (2) meetings with City staff to discuss the parking study, analysis, and results.

Documentation

Kittelsohn will document the results of the parking analysis into a parking study for submittal to the City of Clermont and reply to up to two (2) rounds of comments.

Representation

Kittelsohn will prepare a powerpoint presentation summarizing the analysis and results of the parking analysis and participate in up to two (2) City Council meetings.

SCHEDULE B

Kittelson and Associates, Inc. Budget

Task	Projected Staff Hours					Total Cost
Staff Category	Project Manager	Senior Planner/ Engineer	Planner/ Engineer	Transport. Analyst	Graphics/ GIS	
Staff Hourly Rate	\$210	\$185	\$160	\$135	\$120	
Parking Study	32	66	0	120	16	\$37,050
<i>Subtotal</i>	<i>32</i>	<i>66</i>	<i>0</i>	<i>120</i>	<i>16</i>	<i>\$37,050</i>
Expenses						\$10,600
Communication (\$8/staff hour)						\$1,872
Kittelson and Associates, Inc. Cost Budget Total						\$49,522



AGENDA ITEM

Meeting Date		
Tuesday, April 23, 2024		
Agenda Item Name		
Community Redevelopment Agency Budget Reallocation		
Requested Action		
Staff Report		
<p>City staff is requesting a reallocation of the existing Community Redevelopment Agency ("CRA") budget amendment to fund specific activities within the downtown. These reallocated funds would provide funding for:</p> <ul style="list-style-type: none"> • Additional police officers for downtown events - Not to exceed \$22,000 • installation of additional security cameras in the Victory Pointe area and maintenance costs - Not to exceed \$17,000 • Costs associated with the completion of the Victory Pointe Parking Lot. - Not to exceed \$100,000 		
Additional Analysis		
Fiscal Impact Summary		
Funds are available within the existing CRA budget		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		