



**CITY OF CLERMONT
COUNCIL MEETING AGENDA
6:30 PM, Tuesday, November 28, 2017**

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. Each speaker will be permitted 3 minutes to address the Council. These time limits may be changed by the Mayor. Thank you for participating in your City Government.

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

REPORTS

CONSENT AGENDA

The next portion of the meeting is the consent agenda which contains items that have been determined to be routine and non-controversial. If anyone in the audience wishes to address a particular item on the consent agenda, now is the opportunity for you to do so. Additionally, if staff or members of the City Council wish to speak on a consent item, they have the same opportunity.

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| Item No. 1 - Meeting Minutes | Consider approval of the October 24, 2017 and November 14, 2017 Regular Council Meeting minutes. |
| Item No. 2 - Legislative Priorities | Consider approval of the City of Clermont Legislative priorities list. |
| Item No. 3 - Waterbrooke Phase1 Plat | Waterbrooke Phase 1 Plat |
| Item No. 4 - Change Order and Budget Amendment | Consider change order #1 to the Victory Pointe construction contract with Oelrich Construction, Inc. for additional muck removal in the budget amendment amount of \$283,447. |
| Item No. 5 - Contract Award | Consider request to piggyback the Florida Sherriff's Association contract to purchase one (1) XQAP 375 Kw Portable Generator for the budgeted amount of \$203,200. |
| Item No. 6 - Contract Award | Consider request to piggyback the Polk County B.C.C. contract with Asphalt Paving Systems, Inc. to provide pavement management alternative methods in the estimated budgeted amount of \$500,000. |

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| Item No. 7 - Piggyback Contract | Consider request to piggyback the Florida Sheriffs Association contract with Garber Chrysler Dodge, Duval Ford and Coggin Ford to purchase vehicles in the budgeted amount of \$643,394. |
| Item No. 8 - Single Source Agreement | Consider request to approve single source source contract with Tom Evans Environmental, Inc. to purchase wastewater pumps and equipment parts in the estimated budget amount of \$50,000. |
| Item No. 9 - Grant Agreement No. UA007 | Consider grant agreement between State of Florida Department of Environmental Protection Florida Communities Trust Program and the City of Clermont in the amount of \$165,000 for the Victory Pointe Project. |
| Item No. 10 - Grant Agreement No. 2015-MO-BX-0007 and Budget Amendment | Consider grant agreement between the US Department of Justice and the City of Clermont in the amount of \$46,675 for partial funding of an additional police officer assigned to the Mobile Crisis Unit and a budget amendment in the amount of \$107,953. |
| Item No. 11 - Resolution No. 2017-54 | Consider approval of Fiscal Year 2017 Quarter 4 Budget Amendment. |
| Item No. 12 - Resolution No. 2017-60 | Consider approval of the Comprehensive Fee Schedule. |
| Item No. 13 - Resolution No. 2017-61 | Consider approval of the new Employment Policies Manual. |

UNFINISHED BUSINESS

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| Item No. 14 - Resolution No. 2017-50
<i>Greystone Healthcare</i> | Consider a Conditional Use Permit to construct and operate a skilled nursing facility at the southwest corner of Citrus Tower Blvd. and Hooks St. |
| Item No. 15 - Resolution No. 2017-52
<i>Quick Lane @ Ford of Clermont</i> | Consider a Conditional Use Permit to expand the Ford of Clermont Automotive dealership located at 1101 East Highway 50. |

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Item No. 16 - Ordinance No. 2017-49 *Final*
The Shops at Waterbrooke

Consider ordinance to rezone 45 +/- acres to a Planned Unit Development to allow up to 162,000 square feet of C-2 General Commercial Use and 85 townhomes for property located at the southwest corner of Emil Jahna and SR 50.

Item No. 17 - Ordinance No. 2017-51 *Final*

Consider ordinance to amend Chapter 66 of the Code of Ordinances pertaining to Utilities.

NEW BUSINESS

Item No. 18 - Variance Request
CTV13

Consider a variance to the sign code for property located at the northeast corner of Citrus Tower Blvd. and Johns Lake Rd.

Item No. 19 - Variance Request
Chick-Fil-A

Consider request to allow for a reduction of the required 30 feet special setback for accessory structure canopies and to allow the elimination of required wheel stops for vehicular interior landscape buffers for vacant property located at the Southwest Corner of Hwy 27 and Hammock Ridge Road.

Item No. 20 - Variance Request
Imports Professional Auto

Consider a parking variance for construction of a new 4,000 sq ft automotive service center.

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.

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
REGULAR COUNCIL MEETING
October 24, 2017

City Council met in a regular meeting on Tuesday, October 24, 2017 in the Clermont City Council Chambers. Mayor Ash called the meeting to order at 6:30pm with the following Council Members present: Council Members Mullins, Bates, Travis and Goodgame. Other City officials present were: Capital Planning, Grants and Projects Director Kinzler, City Attorney Mantzaris, and City Clerk Ackroyd Howe.

INVOCATION AND PLEDGE OF ALLEGIANCE

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

PROCLAMATION

Red Ribbon Week

City Clerk Ackroyd Howe read the Red Ribbon Week proclamation aloud.

PRESENTATIONS

Suzanne Neves presented the Florida Festivals and Events Association; through their Sensational Awards Program, recognized the City of Clermont Parks and Recreation Department for their excellence, creativity, and innovation. Ms. Neves presented the Parks and Recreation Department Events Staff with a First Place Award for a promotional mailer for Light Up Clermont, and a Second Place Award for promotional items for Light Up Clermont.

Finance Director VanZile presented the Excellence in Financial Reporting Award to Finance Manager Smith-Castillo and Accountant Davis. The City has received the award for the 29th consecutive year from the Government Finance Officers Association. The award represents the gold standard in financial reporting. Mr. VanZile has been the City of Clermont Finance Director for 32 years.

Assistant Fire Chief Johnston presented the first Comprehensive 2016 Fire Department Annual Report for accreditation. Assistant Fire Chief Johnston reviewed the highlights of the department and commented on the City of Clermont's Insurance Service Office rating of 2. The annual report includes the Fire Department goals for next year.

PUBLIC COMMENTS

Carolyn Maxwell; 180 Orange Avenue, asked of the process to prevent Waterfront Park from having a boat ramp installed. Capital Planning, Grants and Projects Director Kinzler commented the City is working with Lake County and the Lake County Water Authority to find an alternative location.

Mayor Ash noted a location has not been approved by the City Council and will be on a future agenda.

Capital Planning, Grants and Projects Director Kinzler stated public meetings would be held and staff will follow up with Ms. Maxwell.

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Toni Bell; 1139 West Lakeshore Drive, reported two weeks ago at 2:30AM her security alarm sounded and her door had been tampered with. Ms. Bell called 9-1-1 and remained on the line with the dispatcher until the Clermont Police Department arrived. Officer Avila caught the suspect. She thanked Police Chief Broadway for hiring professional officers and thanked Officers Avila, Wagner, Wilkins, Razo, Bloom and Wheeler for their bravery.

Chris Davis; Lake Minneola Shores, was unable to attend the October 10, 2017 Council Meeting regarding the boat ramp. Mr. Davis read a notice he received indicating the meeting was delayed to October 10, 2017 and the City Council had determined not to proceed with the Lake Hiawatha site. He stated many did not attend the October 10, 2017 meeting due to the notice. Mr. Davis requested ample notice when the boat ramp location will be on an agenda. He suggested moving Triathlon Beach to Lake Hiawatha.

Mayor Ash commented the City has decided not to proceed with a boat ramp at Lake Hiawatha at this time.

City Attorney Mantzaris cautioned the Council not to discuss a decision on the boat ramp.

Greg Amann; 550 East Avenue, read into the record an email he sent to the City Council regarding the relocation of the boat ramp. He mentioned the Master Plan on the City's website which shows a boat ramp at the Bell Ceramics property. He spoke in support of the Bell Ceramics location and commented the residents should have been notified of the Master Plan change for a boat ramp location. Mr. Amann was opposed to closing the current boat ramp before another boat ramp is available.

Mark Plussa; 10845 Bronson Road, requested Council delay the closure of the existing ramp until a new site is found.

REPORTS

Capital Planning, Grants and Projects Director Kinzler introduced and welcomed the new Director of Communications, Tracy Jacim. Ms. Jacim provided information of her background and her primary focus for the City of Clermont.

City Attorney Mantzaris – No report.

Council Member Bates – No report.

Council Member Goodgame – No report.

Council Member Mullins reported on his presentation to the Lake County Board of County Commissioners of the Sales Tax Oversight Committee findings.

Council Member Travis commented Lake County Commissioner Parks spearheaded a get together at the Clermont City Center called White Cane Day. The attendees participated in experiencing handling tasks if you do not have eye sight.

Ms. Travis announced there would be a Celebration of Life for Planning and Zoning Commissioner Proli's spouse; Ed Proli, at Summit Greens on October 31, 2017 at 1pm.

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Council Member Travis thanked her fellow competitors at the Great Floridian triathlon on Saturday.

Mayor Ash reported on visiting a home in Clermont on behalf of Lake Apopka Natural Gas to celebrate the 20 Thousandth customer, attending a meeting a Cooper Memorial Library hosted by United Way, the season opening at the Performing Arts Center, the Thrive Team Summit at the Arts and Recreation Center, a meeting of the Local Homeless Task Force, the Hurricane Recovery Task Force meeting, held Coffee with the Mayor at Optimum One, and attended the Lake Apopka Natural Gas Board of Directors meeting.

CONSENT AGENDA

Mayor Ash 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.

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| Item No. 1 – Meeting Minutes | Consider approval of the September 19, 2017 Regular Council Meeting minutes. |
| Item No. 2 – Surplus Request | Consider approval to declare end of life inventory as surplus from various departments and dispose of in accordance with the Purchasing Policy. |
| Item No. 3 – Committee Appointment | Appoint Shannon Schmidt to the Lake County Educational Concurrence Review Committee and John Kruse as the alternate. |
| Item No. 4 – Bid Award – East Side Water Reclamation Improvements | Consider approval of bid award to L7 Construction, Inc. to provide expansion of existing wastewater dewatering facility in the total budgeted amount of \$1,332,777.00. |
| Item No. 5 – Contract Award | Consider request to piggyback the Lake County B.C.C. contract with Tetra Tech, Inc. to provide disaster debris removal management and monitoring services in the estimated amount of \$60,000 in the event of a future emergency. |
| Item No. 6 – Sole Source Agreement | Consider sole source term contract with Xylem Water Solutions USA, Inc. |
| Item No. 7 – Resolution No. 2017-58 | Consider authorizing surplus and a quit claim of property (0.011) acres) to Victory Pointe, LLC. |
| Item No. 8 – Resolution No. 2017-59 | Consider authorizing the issuance of a Water and Sewer Revenue Refunding Bond, Series 2017 in a principal amount not to exceed \$11,000,000. |

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Council Member Goodgame moved to approve the Consent Agenda; seconded by Council Member Mullins. The motion passed with all members present voting aye.

UNFINISHED BUSINESS

Item No. 9 – Ordinance No. 2017-27, Final – Sign Code

Withdrawn by staff.

Item No. 10 – Variance Requests – Sherwin Williams

Planning Manager Henschel presented the variance requests for the construction of a new Sherwin Williams store. The request was tabled at the October 10, 2017 Council Meeting to allow the applicant time to finalize the details of the proposal and address City Council concerns. The requested variances included reducing the required parking spaces to thirteen spaces, reducing the rear yard building setback to twelve feet, reducing the required landscape buffer width along State Road 50, reducing the required landscape buffer width on Milholland Street, and reducing the required landscape buffer width from the adjacent property to six feet. Staff recommended denial of the requested variances.

Mark Jonnatti; Jonnatti Architecture, presented the changes to the site plan design. The geometry of the entry drive was changed to allow large delivery trucks to park within the confines of the property. The landscape changes have exceeded the City's landscape requirements. The Crown Lounge sign will remain.

Steve Tomlin; Developer and Owner, stated a parking arrangement was worked out with Wendy's and will no longer require a parking space variance.

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

Council Member Goodgame asked about a driveway to access the Wendy's parking spaces. Mr. Tomlin noted a sidewalk could be added and employees could use the parking spaces at the top of the site and leave the remaining parking spaces for the clients. The business only requires six spots during high volume times.

Council Member Bates asked if the driveway was widened for truck access. Mr. Tomlin indicated the driveway was widened to allow increased turning ability for truck access.

Council Member Mullins was pleased the applicant addressed the City Council's requests.

Council Member Goodgame asked of verifying the renewal of the parking agreement with Wendy's.

City Attorney Mantzaris stated the variance is related to the specific use and if the use changes, the parking agreement would no longer exist.

Council Member Bates was in favor of the request and asked if Wendy's had enough parking spaces. Planning Manager Henschel noted Wendy's did not use the additional parking spaces.

Mr. Tomlin stated there would be a formal parking agreement with Wendy's.

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Council Member Mullins moved to grant the variance request contingent on obtaining an annual parking agreement with Wendy's; seconded by Council Member Bates. The motion passed with all members present voting aye.

NEW BUSINESS

Item No. 11 – Variance Request – *Moretti*

Planning Manager Henschel presented the variance request to allow for a rear yard setback of nine feet for property located at 3435 Grayton Court to construct a screen room. The proposed screen room is similar to existing screen rooms which have been built in the community. The Heritage Hills Home Owners Association Architectural Review Committee has approved the proposed screen room. Staff recommended denial of the variance request.

Jim Moretti; Owner, presented photographs of the property and requested approval of the variance request.

Mayor Ash opened the public hearing.

Brian Elkins; 3439 Grayton Court, stated he lived next door and has no objections to the request.

Mayor Ash closed the public hearing.

Mayor Ash noted she is a resident of the Heritage Hills subdivision. City Attorney Mantzaris stated it was not a conflict of interest to vote on the request.

Council Member Travis moved to accept the variance request; seconded by Council Member Mullins. The motion passed with all members present voting aye.

Item No. 12 – Variance Request – *Mind Immersions*

Planning Manager Henschel presented the request to allow for a reduction of five parking spaces for a new commercial building located at 2410 East Highway 50. The proposed use is for a virtual reality gaming center with an outdoor seating area, creating the need for five additional parking spaces. Staff feels the hours of operation will not conflict with the peak hours of the surrounding businesses and the existing on-site parking will accommodate the proposed use. Staff recommended approval of the variance request.

Jesse Domeracki; Owner, commented the business was the first of its kind in Florida. Mr. Domeracki stated he wanted to create an outdoor seating area for people who will be waiting to experience virtual reality.

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

Council Member Travis commented patrons of the development are not aware of the parking in the rear of the development. Ms. Travis inquired if patrons would have sidewalk access from the rear of the development. Mr. Domeracki confirmed McAllister's has a sidewalk available and the owner; Mark Graff, is allowing them to use the walkway and allowing for signage to use the back parking area.

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

The following two items were heard consecutively and voted on separately.

Item No. 13 – Resolution No. 2017-38 – *Blue Water Car Wash Conditional Use Permit*

City Clerk Ackroyd Howe read Resolution 2017-38 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 carwash facility in the Urban Estate Low Density Residential Zoning District.

Item No. 14 – Variance Request – *Blue Water Car Wash*

Planning Manager Henschel presented the Conditional Use Permit request to allow a full service carwash facility in an outparcel located within the Plaza Collina Planned Unit Development. The approved Master Development Plan allows automotive services as a permitted use with a Conditional Use Permit. The proposed site is approximately 1.43 acres. Staff recommended approval of the Conditional Use Permit.

Planning Manager Henschel presented the requested variances to allow for a setback reduction for accessory structure canopies, and to allow for a reduced perimeter landscape buffer in the rear of the site. Staff recommended denial of the variance requests.

Stuart Anderson; Interplan Civil Engineer, explained the cross access road which is located on the site and continues west off the property. The cross access road requires the building to be set back further from the property line. The bays also require room to turn onto the access drive. The bay stations and canopies have to be placed as far back as possible.

Ken Tyrrell; Owner, was present.

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

Council Member Goodgame asked of the location of the business sign. Mr. Anderson stated they have not determined where the signage would be.

Mayor Ash expressed concern with the canopy located within 5-feet of the landscaping and the sloping retention area. Mr. Anderson indicated there was an existing retaining wall behind the site and the water retention area.

Mayor Ash commented the project was too large for the property.

Council Member Travis asked if the property to the west of the site was vacant. Mr. Tyrrell stated the property to the west was still vacant.

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Council Member Bates asked for clarification of the comments from the Florida Department of Transportation. Planning Manager Henschel stated the Florida Department of Transportation does not want to have a quick turn into the site from Highway 50. The Florida Department of Transportation is requesting a stacking lane.

Council Member Travis was in agreement with Mayor Ash regarding the project size.

Council Member Goodgame moved to deny Resolution 2017-38; seconded by Council Member Travis.

Mr. Tyrell asked if the motion to deny was for the Conditional Use Permit and the variance request. City Attorney Mantzaris stated the motion was for denial of the Conditional Use Permit.

Mr. Anderson asked if the request could be continued. Mayor Ash stated they could request the items be tabled to a certain date or withdraw the requests.

Mr. Anderson commented if the motion to deny would be approved, then he would like to have the requests tabled.

City Attorney Mantzaris indicated there was a motion and a second on the table to deny the Conditional Use Permit, if a Council Member wishes to make a motion to table, then the request can be tabled.

Council Member Mullins moved to table Resolution 2017-38 to November 14, 2017; Mayor Ash passed the gavel to Mayor Pro-Tem Travis and seconded the motion.

City Attorney Mantzaris stated there were two competing motions on the table. The first motion will be voted on first and if the first motion fails, the second motion would be voted on.

The motion to deny Resolution 2017-38 failed 4 to 1, with Council Member Goodgame in favor of denial.

The motion to table Resolution 2017-38 to November 14, 2017 passed 5 to 0 with all members present voting aye.

Council Member Mullins moved to table the variance requests to November 14, 2017; seconded by Council Member Bates. The motion passed with all members present voting aye.

Item No. 15 – Resolution No. 2017-51 – *Transtech Auto Conditional Use Permit*

City Clerk Ackroyd Howe read Resolution 2017-51 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 an automotive transmission repair facility in the C-2 Commercial Zoning District.

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Planning Manager Henschel presented the request for a Conditional Use Permit to occupy an existing automotive service center at 1220 Oakley Seaver Drive. The location previously operated as an automotive Mobil Quick Lube center under Resolution 1370. The resolution contains a condition stating the facility cannot use power hydraulic or air powered tools. The new property owner is requesting to modify the condition to allow for use of air powered tools. The building will not be expanded and all automotive work will be completed within the building. Staff recommended approval of the request.

Raymond Calderon; Owner/Applicant, commented the business will follow all Environmental Protection Agency regulations.

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

Council Member Mullins inquired about use of power tools.

Council Member Travis spoke in favor of the request.

Council Member Goodgame expressed concern with noise.

Mayor Ash questioned included having a noise condition. City Attorney Mantzaris stated if they generated noise, it would be in violation.

Council Member Bates inquired of the hours of operation. Mr. Calderon commented the hours of operation will be 8:00am to 4:30pm Monday through Friday and the business will open for a half day on Saturday.

Council Member Goodgame asked of the number of cars which would be parked. Mr. Calderon stated he will minimize the number of cars parked at the site.

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

Item No. 16 – Ordinance No. 2017-45, *Introduction – Huber Right-of-Way Vacate*

City Clerk Ackroyd Howe read Ordinance 2017-45 aloud by title only.

An Ordinance of the City Council of the City of Clermont, Lake County, Florida, closing and permanently abandoning the 15-foot unimproved right-of-way lying on the south and west sides of the follow described boundary. That part of Tract 61, lying westerly of Highway 27, Section 32, Township 22 South, Range 26 East, Lake Highlands Company, according to the plat thereof as recorded in Plat Book 3, Page 24, of the Public Records of Lake County; less right of way for road; repealing all ordinances in conflict herewith, providing for severability, publication, recording, and for an effective date.

Council Member Mullins moved for introduction of Ordinance 2017-45; seconded by Council Member Bates. The motion passed with all members present voting aye.

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ADJOURN: With no further comments, this meeting adjourned at 8:25pm.

APPROVED:

Gail L. Ash, Mayor

ATTEST:

Tracy Ackroyd Howe, City Clerk

City of Clermont
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REGULAR COUNCIL MEETING
November 14, 2017

City Council met in a regular meeting on Tuesday, November 14, 2017 in the Clermont City Council Chambers. Mayor Ash called the meeting to order at 6:30pm with the following Council Members present: Council Members Mullins, Bates, Travis and Goodgame. Other City officials present were: City Manager Gray, City Attorney Mantzaris, and City Clerk Ackroyd Howe.

INVOCATION AND PLEDGE OF ALLEGIANCE

Pastor Rivera gave the invocation followed by the Pledge of Allegiance.

COUNCIL PRESENTATION

Mayor Ash presented outgoing Council Member Mullins with a plaque for 18 years of commitment and dedicated service. Mayor Ash recognized the various agencies and committees Council Member Mullins served as a Clermont representative over the 18 years, including serving as Mayor Pro-Tem. She mentioned the various milestones of the City during his tenure. Mr. Mullins noted it has been a privilege to serve with the Council Members and excellent staff over the years. The citizens make Clermont, and he chose to live in Clermont because of the people, their attitude, and what the City stood for.

Council Member Travis stated she enjoyed serving with Council Member Mullins and wished him the best.

Council Member Goodgame mentioned Council Member Mullins had also planted trees at Palatlahaha Park and has done a good job serving the citizens.

Council Member Bates thanked Council Member Mullins for his years of service. Council Member Mullins brought a lot of knowledge and it has been an honor and privilege to work with him.

City Attorney Mantzaris stated it has been a pleasure to work with him.

City Manager Gray mentioned Council Member Mullins had served on the Planning and Zoning Commission prior to being elected as a Council Member.

ELECTION RESULTS

City Clerk Ackroyd Howe presented the November 7, 2017 election results for Seat 2 and Seat 4 for acceptance. Ray Goodgame received 1,230 votes and Julie Santos received 1,127 votes for Seat 2. Heidi Brishke received 1,139 votes and Keith Mullins received 1,114 votes for Seat 4.

Council Member Bates moved to accept the election results; seconded by Council Member Travis. The motion passed with all members present voting aye.

OATH OF OFFICE

City Clerk Ackroyd Howe administered the Oath of Office to Ray Goodgame for Seat 2 and Heidi Brishke for Seat 4 for a two year term.

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PRESENTATIONS

Acting Development Services Director Schmidt recognized three Planning and Zoning Commission members whose service ends in 2018 with an opportunity for reappointment. Nick Jones, Tony Hubbard, and Judy Proli were recognized for their time and commitment to the City. Nick Jones, Chairman, has served since 2006; Tony Hubbard has served since 2014; and Judy Proli has served since 2008.

PUBLIC COMMENTS

Justin Rickman; Lake Minneola Shores, commented he grew up here and lives on Lake Minneola. He stated he was advised the boat ramp will be closing and there are no plans to provide an alternate method to launch a boat. Mr. Rickman inquired why the boat ramp was being closed and suggested the ramp remain open until there is an alternate place to launch a boat.

Mayor Ash stated there have been multiple meetings about the boat ramp due to the water filtration project in the downtown area. The project will provide a better filtering system into the lake to provide cleaner water going into the lake. The proposed alternate site was fought by the community and the City is working with Lake County and the Lake County Water Authority on locating an alternate site. The City will hold another public meeting when another site has been identified.

City Manager Gray commented the current boat ramp will close on December 17, 2017. The proposed alternate location was opposed by the neighbors and the City Council wanted to be good neighbors so the alternate location was removed. The City Council requested staff work with Lake County and other entities to find other potential locations.

Bob DeLoach; 10290 Lake Minneola Shores, stated he lives adjacent to the Lake Hiawatha Preserve property and thanked the City for not going further with this site. He requested Council consider a location on the west side of Emerald Lakes, bringing in fill dirt and building a parking lot and boat ramp. Mr. DeLoach referenced a letter rescheduling the boat ramp discussion to October 10, 2017 due to Hurricane Irma. The letter stated the City Council had decided not to proceed with the Lake Hiawatha location. He asked for assurance the location will not be re-considered.

City Manager Gray commented the Lake County Water Authority will be meeting on November 15, 2017 and a boat ramp location will be placed on an upcoming agenda.

Greg Amann; 550 East Avenue, stated a new boat ramp will take a long time to build and suggested the City allow the use of East Avenue to access the lake.

Stephen Franklin; 378 12th Street, commented the recent election proves the citizens are not happy with the current direction of the City Council. Lilly's on the Lake and other waterfront businesses will lose revenue from the boat ramp closure. The Bell Ceramics site has adequate space for a facility equal to the current boat ramp facility.

Steven Farkas; 10140 Canal Zone Way, stated it was poor planning which caused the boat ramp to have to close.

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Robert McGirr; 281 Crestview Drive, commented he has lived in Clermont for 20 years, loves the lake and the Chain of Lakes, and raised his children on the lake. Mr. McGirr requested the Council reconsider closing the boat ramp until there is an alternate plan.

Matthew Schuh; 116 Pacific Avenue, requested Council keep the existing boat ramp open until there is another solution.

Charlene Forth; 939 West Desoto Street, stated it was never part of the visioning plan to take the boat ramp off the lake. Ms. Forth commented she called City Manager Gray last week and left a message with Executive Assistant Rybarczyk regarding Lake Sentinel Reporter Lauren Ritchie calling a neighbor and asking for their comment on the Lake Hiawatha site being revisited for a boat ramp location. She asked City Manager Gray if the report was correct and if a staff member had stated the same.

City Manager Gray stated alternate boat ramp locations will be coming back to the City Council. The alternate location will be determined by the City Council. Mr. Gray indicated no one at the City spoke to Ms. Ritchie and indicated the Lake Hiawatha site was being reconsidered.

REPORTS

City Manager Gray reported the Council will need to appoint Keith Mullins' replacement on the Tourist Development Council. Lake County has requested the appointment be made at tonight's meeting to avoid delaying an upcoming meeting.

Council Member Bates nominated Council Member Travis to serve; seconded by Council Member Brishke. The motion passed with all members present voting aye.

City Manager Gray announced Resolution 2017-50; Greystone Conditional Use Permit, and Resolution 2017-52; Ford Conditional Use Permit, were advertised and need to be tabled to November 28, 2017.

City Clerk Ackroyd Howe read Resolution 2017-50 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 skilled nursing facility up to 73,000 square feet in the C-2 Commercial Zoning District.

Council Member Bates moved to table Resolution 2017-50 to November 28, 2017; seconded by Council Member Goodgame. The motion passed with all members present voting aye.

City Clerk Ackroyd Howe read Resolution 2017-52 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 an expansion of an automotive dealership in the C-2 Commercial Zoning District.

Council Member Goodgame moved to table Resolution 2017-52 to November 28, 2017; seconded by Council Member Bates. The motion passed with all members present voting aye.

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City Manager Gray stated the Federal Emergency Management Agency opened a recovery office at the Highlander Building from 9am until 7pm, and will only be there on Wednesday, Thursday and Friday of this week.

City Manager Gray announced Council Member Goodgame's birthday is today.

City Attorney Mantzaris – No report.

Council Member Bates thanked Finance Director VanZile and City Clerk Ackroyd Howe for being part of the election canvassing board. He thanked City Clerk Ackroyd Howe for stepping up and going above and beyond and did a great job. Council Member Bates mentioned the incident at Lake Minneola High School where a young man took his life earlier today.

Council Member Goodgame thanked Keith Mullins for his years of service to the City and has been a backbone to the City. He looks forward to working with Council Member Brishke.

Council Member Brishke thanked the citizens for their support and their votes and was looking forward to working with the City Council and staff.

Council Member Travis reported she attended Taste of South Lake and the Art Festival. She is looking forward to the upcoming Small Business Shopping day on November 25, 2017.

Mayor Ash reported on hosting a hurricane task force meeting and stated the biggest issues are jobs and housing. The hurricane task force is looking for volunteers to answer phones. Mayor Ash commented on serving as a judge at Taste of South Lake and mentioned the City of Clermont booth was a first place winner. She reported on attending the Veterans Day event and the opening of McKenley Rae in Downtown Clermont. Mayor Ash welcomed Council Member Brishke and mentioned this was the first time in the history of Clermont that the majority of the City Council are women.

CONSENT AGENDA

Mayor Ash 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 September 26, 2017 and October 10, 2017 Regular Council Meeting minutes. |
| Item No. 2 – Plat Approval | Plat approval for Highland Ranch Esplanade Phase 2. |
| Item No. 3 – Revised Interlocal Agreement | Consider approval of the revised agreement with the Town of Oakland providing wholesale wastewater treatment. |
| Item No. 4 – Andoc, LLC. Utility Agreement | Consider Utility Service Agreement for Water and Sewer Services to construct a new veterinary clinic to be located at 15016 Pine Valley Boulevard. |

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- | | |
|---|--|
| Item No. 5 – State of Florida Department of State Grant Agreement | Consider approval of grant agreement between the State of Florida Department of State Cultural Facilities Program and the City of Clermont in the amount of \$500,000 for the Victory Pointe Project. |
| Item No. 6 – State of Florida Department of Environmental Protection Grant Agreement | Consider approval of grant agreement between the State of Florida Department of Environmental Protection Recreational Trails Program and the City of Clermont in the amount of \$200,000 for the Victory Pointe Project. |
| Item No. 7 – Proposal Award | Consider approval of Request for Proposals award to Magellan Advisors, LLC. for telecommunications consultant services. |
| Item No. 8 – Compensation and Classification Study | Consider approval of a new pay plan and implementation strategy in the budgeted amount of \$177,976.00. |
| Item No. 9 – Event and Open Container Request | Consider allowing the Celebration of Heroes to have an open container area for their “Celebration of Heroes” event on March 3, 2018 at Waterfront Park. |

Jim Purvis; 4206 Hammersmith Drive, asked to pull Item 7.

Council Member Goodgame moved for approval of Consent Agenda Items 1 through 6, 8 and 9; seconded by Council Member Bates. The motion passed with all members present voting aye.

Jim Purvis; 4206 Hammersmith Drive, expressed his concern of awarding Magellan Advisors the telecommunications consultant services due to his prior involvement on a committee regarding fiber optics and telephone service. He mentioned there were many on the local level which provide consulting and asked how the City selected a business in Denver, Colorado.

City Manager Gray commented the contract was publicly bid and the City had six responses. Magellan Advisors was the firm the selection committee chose. He stated Council Member Goodgame spoke to him regarding the local business person and the City has his information and provided him with the registration process. The individual will receive any future bid notifications by electronic mail.

Council Member Goodgame commented Mr. Purvis was referring to a Clermont resident who runs a consulting business and worked with The Legends, Kings Ridge, and Summit Greens developments. He felt the City should seek out local bidders for City projects.

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City Manager Gray stated Magellan Advisors does have an office in Clermont.

City Attorney Mantzaris stated the public procurement process was a unique process that the City must follow. The City cannot pick and choose or even try and go out and invite people to bid on a project. The process is set up so that businesses who want to do business in their field keep an eye on publications where they are published. The City uses a large scale distribution software system and entities from all over the country apply. The procurement process is designed for those who know about these type of contracts, to be able to do that. The gentleman being referred to may be qualified to do the work; however, he did not submit a bid. The Council's choice is to move forward with this or they could reject all bids and put it back out for bid.

Mayor Ash asked if the City followed their established procedures. City Attorney Mantzaris stated the City followed the established procedures.

Council Member Travis inquired of approving Magellan Advisors and sending out another bid for a second consultant.

City Manager Gray stated the City does not need two consultants. The City does provide points for local businesses and Magellan does have an office in Clermont.

Council Member Bates moved for approval of Consent Agenda Item 7; seconded by Council Member Brishke. The motion passed 4 to 1 with Council Member Goodgame in opposition.

UNFINISHED BUSINESS

The following two items were heard consecutively and voted on separately.

Item No. 10 – Resolution No. 2017-38, *Blue Water Car Wash Conditional Use Permit*

City Clerk Ackroyd Howe read Resolution 2017-38 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 carwash facility in the Urban Estate Low Density Residential Zoning District.

Item No. 11 – Variance Request – *Blue Water Car Wash*

Planning Manager Henschel presented the request for a Conditional Use Permit to allow a full service carwash facility on an outparcel located within the Plaza Collina Planned Unit Development. Staff recommended approval of the Conditional Use Permit.

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Planning Manager Henschel presented the variances to allow for a reduction of the setback for accessory structure canopies and a reduced perimeter landscape buffer. The proposed canopy for a carwash payment kiosk will be located in the rear of the property, and the canopy will be located five feet from the rear property line. The applicant has requested a five-foot wide landscape buffer between the abutting property. The storm water pond for the site abuts the rear of the property where the variances have been requested. The applicant is proposing to enhance and provide larger plant species to meet the vegetation requirement of the Land Development Code. Staff recommended denial of the variance requests.

Ken Terrell; Owner, and Stuart Anderson; Interplan Civil Engineer, were present requesting approval.

Mr. Anderson presented additional renderings and photographs of the site plan. Blue Water is a small carwash company with three other locations in the Orlando area. The kiosk canopy has a 10-foot setback and is for the benefit of the customer to reduce glare and is not a necessity. The reduction for the landscape buffer involves only a 3-foot section.

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

Council Member Bates expressed concern with the kiosk canopy setback reduction request.

Council Member Travis was not opposed to the kiosk canopy setback reduction request as the canopy was in the rear of the site.

Mayor Ash was opposed to the kiosk canopy setback reduction request and was not a necessity.

Mr. Anderson stated the kiosk canopy could be removed from the plan.

Council Member Goodgame commented the site is not well positioned for a carwash.

Mr. Anderson indicated the building is part of the marketing of the business. The building will have a sign which stands out and is attractive and there will be a right turn deceleration lane directly into the site.

Council Member Bates moved for approval of Resolution 2017-38; seconded by Council Member Travis. The motion passed 3 to 2 with Mayor Ash and Council Member Goodgame in opposition.

City Attorney Mantzaris suggested the variances be voted on separately as there was not an apparent consensus on one of the variances.

Council Member Bates moved for denial of the kiosk canopy setback variance request; seconded by Council Member Brishke. The motion passed 4 to 1 with Council Member Travis opposed to the denial.

Council Member Bates moved for approval of the landscape buffer variance request; seconded by Council Member Travis. The motion passed 3 to 2 with Council Members Goodgame and Brishke in opposition.

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Item No. 12 – Ordinance No. 2017-45 – *Final, Huber Right-of-Way Vacate*

City Clerk Ackroyd Howe read Ordinance 2017-45 aloud by title only.

An Ordinance of the City Council of the City of Clermont, Lake County, Florida, closing and permanently abandoning the 15-foot unimproved right-of-way lying on the south and west sides of the following described boundary. That part of Tract 61, lying westerly of Highway 27, Section 32, Township 22 South, Range 26 East, Lake Highlands Company, according to the plat thereof as recorded in Plat Book 3, Page 24, of the Public Records of Lake County, Florida; less right of way for road; repealing all ordinances in conflict herewith, providing for severability, publication, recording, and for an effective date.

Senior Planner Kruse presented the request to vacate a 15-foot right-of-way located on property north of Caspian Lane and west of U.S. Highway 27 to prepare the site for development. Staff recommended approval of the request.

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

Council Member Goodgame moved to approve Ordinance 2017-45; seconded by Council Member Bates. The motion passed 5 to 0 on a roll call vote.

NEW BUSINESS

Item No. 13 – Ordinance No. 2017-40 – *Introduction, Eddy Property Annexation*

City Clerk Ackroyd Howe read Ordinance 2017-40 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 Goodgame moved to introduce Ordinance 2017-40; seconded by Council Member Travis. The motion passed with all members present voting aye.

Item No. 14 – Ordinance No. 2017-41 – *Eddy Property Large Scale Comprehensive Plan Amendment - Transmittal*

City Clerk Ackroyd Howe read Ordinance 2017-41 aloud by title only.

An Ordinance of the City Council of the City of Clermont, Lake County, Florida, adopting the Large 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 Large Scale Comprehensive Plan Amendment; setting forth the purpose and intent of the Large Scale Comprehensive Plan Amendment; providing for the adoption of the Large Scale Comprehensive Plan Amendment; establishing the legal status of the Large Scale Comprehensive Plan Amendment; providing a severability clause and providing an effective date.

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Senior Planner Kruse presented the transmittal for a Large Scale Comprehensive Plan Amendment to change the future land use from Lake County's Rural to the City's Low Density Residential. The City's Low Density Residential does not allow commercial or industrial uses. The applicant is requesting approval for a Planned Unit Development up to 340 units, equating to 2.97 units per acre. The proposed amendment would be transmitted to the Florida Department of Economic Development and the reviewing agencies. The Florida Department of Economic Development will issue objections, recommendations, and comments to the City, and the amendment would be scheduled for a final public hearing on January 23, 2018. Staff received two letters of objection. Staff recommends approval of the transmittal of the Large Scale Comprehensive Plan Amendment.

Attorney Dan O'Keefe; thanked staff for their work on the application process and agreed with the recommendation. The applicant and planner were available for any questions.

Mayor Ash opened the public hearing.

City Manager Gray noted this was a transmittal hearing and the final hearing will be held on January 23, 2018.

Bridget Conley; 11400 Lovers Lane, spoke in opposition of changing the land use and urged Council to deny the request for a Planned Unit Development.

Lisa Grayford; 17330 Hartwood Marsh Road, spoke in opposition of the request. The road needs improvements before adding more traffic and the schools are already overcrowded.

Brad Myer; 11710 Sadler Court, spoke in opposition of the request and expressed concern of traffic and overcrowded schools. Mr. Myers requested Council consider 1 to 5-acre lot parcels for the proposed development.

John Grayford; 17330 Hartwood Marsh Road, was opposed to the request and expressed concern of a decline in property values.

Jackie Polk, 11445 Sadler Court, spoke in opposition of the request noting the native plants and animals on the property and the current high number of accidents on Hartwood Marsh Road.

Mayor Ash closed the public hearing.

Attorney O'Keefe stated the request was for a Large Scale Comprehensive Plan Amendment transmittal to the Department of Economic Development. The final request will come before the City Council in January. The property is within the Joint Planning Area of the City of Clermont and is planned as a future City boundary of the Wellness Way area, which was adopted by Lake County. Wellness Way was approved by the State and appealed by Cemex. Lake County reached a settlement with Cemex and Wellness Way will be going back before the Lake County Board of County Commissioners next week. Lake County will allow up to 15 dwelling units per acre and can include condominiums, commercial, and retail uses. The client prefers annexation into the City and having 3 units per acre with no apartments or town homes in the proposed project.

Tom Daly; Daly Design Group, commented there was a community meeting held at the Fairfield Inn. The owner sent notices to 54 households and approximately 20 people attended. The intersection needs to have a design solution, perhaps aligning the road with Lovers Lane.

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Council Member Goodgame asked staff what lot sizes would be allowed in the Low Density designation. Senior Planner Kruse stated the lot sizes will be addressed at the property rezoning hearing.

Council Member Goodgame inquired what the City Code requires for lot sizes. Senior Planner Kruse commented R-1 designations require 85 foot lots and R-3 designations require 75 foot lots and a depth of 100 to 118 feet.

Council Member Goodgame stated the area has roads being developed over the next two years and he would like to see the proposed project postponed until the surrounding area road work is complete.

City Manager Gray noted the item was for transmittal to the Department of Economic Development and the final hearing for consideration by the City Council will be held in January.

Council Member Bates was in favor of moving forward with the transmittal.

City Manager Gray stated he will get clarification on the Wellness Way Plan settlement agreement and staff will have time to review the settlement agreement.

Mayor Ash commented Wellness Way does not impact the transmittal to the Department of Economic Development.

City Attorney Mantzaris stated part of the Cemex challenge to the denial of their mining Conditional Use Permit was based on the Wellness Way Plan, which was also challenged by Cemex. The settlement agreement would allow for Cemex to operate and would also be a confirmation that the Wellness Way Plan is no longer being challenged.

County Member Travis understood if the City annexed the property in the future, the City would have sole control over what would happen on the property.

City Attorney Mantzaris commented the applicant would like to annex into the City. Annexation requests includes the Comprehensive Plan, Land Use, and Rezoning. The request is for a Large Scale Comprehensive Plan Amendment and staff supplied the applicant with the lowest density the City's Comprehensive Plan Amendment allows. The zoning piece is the Planned Unit Development and will be where the City would address what will be allowed in the project, should the City elect to annex the parcel.

Council Member Goodgame asked if the 3 units per acre was the net or the gross of the project. City Attorney Mantzaris stated there was a set calculation in the City's code in how this is determined. Historically, for large projects, the City has typically recommended a Planned Unit Development to allow more lots to be moved around and create more open space for a better project.

Council Member Goodgame expressed concern of the low density in comparison to the surrounding property.

Council Member Goodgame moved to deny the transmittal of Ordinance 2017-41.

The motion died for the lack of a second to the motion.

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Mayor Ash inquired if approving the transmittal means the City is committed to the 340 units on the property. City Attorney Mantzaris commented the transmittal does not have the City committed. The transmittal is not the Council's final action; the final action of the Council will be at the final public hearings in January. The City Council can take any action at the hearing and the applicant can decide not to move forward with the request

Mayor Ash inquired if the ordinance was required to be transmitted. City Attorney Mantzaris stated if the change was for a Small Scale Comprehensive Plan Amendment, the ordinance would not be required to go through the transmittal process.

Council Member Bates moved for approval to transmit; seconded by Council Member Travis. The motion passed 4 to 1 with Council Member Goodgame in opposition.

Item No. 15 – Ordinance No. 2017-42 – Introduction, Eddy Property Rezoning Request

City Clerk Ackroyd Howe read Ordinance No. 2017-42 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.

Council Member Bates moved for introduction of Ordinance 2017-42; seconded by Council Member Brishke. The motion passed 4 to 1 with Council Member Goodgame in opposition.

Item No. 16 – Ordinance No. 2017-49 – Introduction, The Shops at Waterbrooke Rezoning

City Clerk Ackroyd Howe read Ordinance 2017-49 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.

Council Member Bates moved for introduction of Ordinance 2017-49; seconded by Council Member Travis. The motion passed with all members present voting aye.

Item No. 17 – Ordinance No. 2017-51, Introduction – Utilities Code Amendment

City Clerk Ackroyd Howe read Ordinance 2017-51 aloud by title only.

An Ordinance of the Code of Ordinances of the City of Clermont, Lake County, Florida, amending Chapter 66, Utilities, repealing all ordinances in conflict herewith, providing for severability, effective date and publication.

Council Member Bates moved for introduction of Ordinance 2017-51; seconded by Council Member Travis. The motion passed with all members present voting aye.

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ADJOURN: With no further comments, this meeting adjourned at 8:36pm.

APPROVED:

Gail L. Ash, Mayor

ATTEST:

Tracy Ackroyd Howe, City Clerk



CITY OF CLERMONT

AGENDA ITEM

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Meeting Date			
Tuesday, November 28, 2017			
Agenda Item Name			
Legislative Priorities			
Requested Action			
Motion to approve the City of Clermont's list of Legislative Priorities.			
Staff Report			
The City of Clermont has recently updated its list of Legislative Priorities to include our upcoming Master Plan Projects and other overall priorities. Staff recommends approval of this list of legislative priorities. <u>Legislative Priorities</u> The Legacy Loop Trail through downtown The Waterfront & Downtown Wi-Fi Trail project Funding for Coast to Coast Trail / Suntrail to fund gaps in the Trail System in South Lake			
Additional Analysis			
Fiscal Impact Summary			
Fiscal Impact	Fund Number and Description	Available Budget Amount	
Exhibits Attached (copies of original agreements)			

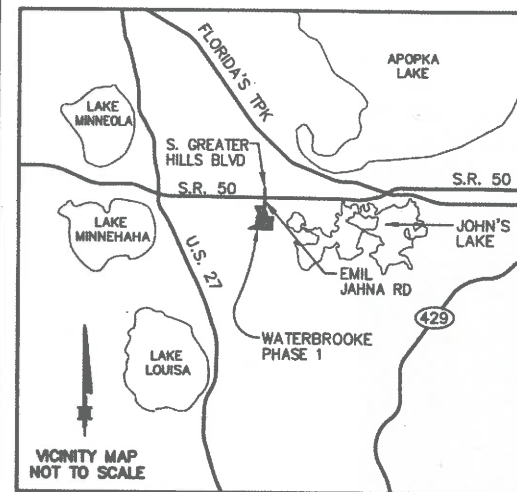


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AGENDA ITEM

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Meeting Date		
Tuesday, November 28, 2017		
Agenda Item Name		
Waterbrooke Phase1 Plat		
Requested Action		
Recommend to Approve Waterbrooke Phase 1 plat		
Staff Report		
The submitted plat has been reviewed and approved by the City Engineer and reviewing engineer.		
Additional Analysis		
Fiscal Impact Summary		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Waterbrooke Phase 1 Plat	Waterbrooke Phase 1 Plat.pdf	



LEGEND (ALL SHEETS)

C53 = CURVE NUMBER (SEE TABLE)
L14 = LINE NUMBER (SEE TABLE)
Δ = CENTRAL ANGLE
R = RADIUS
L = ARC LENGTH
CB = CHORD BEARING
CL = CENTERLINE
R/W = RIGHT-OF-WAY
BLVD. = BOULEVARD
CT. = COURT
NT = NON-TANGENT
(R) = RADIAL
(NR) = NON-RADIAL
PI = POINT OF INTERSECTION
PT = POINT OF TANGENCY
PC = POINT OF CURVATURE
PCC = POINT OF COMPOUND CURVATURE
PRC = POINT OF REVERSE CURVATURE
ORB = OFFICIAL RECORD BOOK
PB = PLAT BOOK
PG = PAGE
DE = DRAINAGE EASEMENT
UE = UTILITY EASEMENT
DUE = DRAINAGE AND UTILITY EASEMENT
IRC = IRON ROD & CAP
IP = IRON PIPE
FND = FOUND
SEC = SECTION
CM = CONCRETE MONUMENT
LB = LICENSED BUSINESS
PLS = PROFESSIONAL LAND SURVEYOR
CCR = CERTIFIED CORNER RECORD
ESMT = EASEMENT
NAD83 = NORTH AMERICAN DATUM OF 1983
NADV 88 = NORTH AMERICAN VERTICAL DATUM OF 1988
NW = NORTHWEST
NE = NORTHEAST
W = WEST

SEC 27-22-26 = SECTION 26, TOWNSHIP 22 SOUTH,
RANGE 26 EAST

— = SHEET MATCH LINE

— = DENOTES PERMANENT REFERENCE MONUMENT
(SET 4"x4" CONCRETE MONUMENT STAMPED
"PRM LB 68" UNLESS OTHERWISE NOTED)
PER CHAPTER 177, FLORIDA STATUTES.

— = DENOTES PERMANENT REFERENCE MONUMENT
(FOUND 4"x4" CONCRETE MONUMENT STAMPED
"PRM LB 68" UNLESS OTHERWISE NOTED)
PER CHAPTER 177, FLORIDA STATUTES.

— = DENOTES PERMANENT CONTROL POINT
(SET NAIL AND DISK STAMPED "PCP
LB 68" UNLESS OTHERWISE NOTED)
PER CHAPTER 177, FLORIDA STATUTES.

NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION
OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE
SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT.
THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT
THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

DONALD W. MCINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068

Printed: Fri 27-Oct-2017 - 01:49PM
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WATERBROOKE PHASE 1

LOCATED IN SECTIONS 27 AND 34, TOWNSHIP 22 SOUTH, RANGE 26 EAST,
CITY OF CLERMONT, LAKE COUNTY, FLORIDA.

DESCRIPTION:

That part of Sections 27 and 34, Township 22 South, Range 26 East, Lake County, Florida, described as follows:

Commence at the West 1/4 corner of said Section 27; thence S88°59'10"E along the North line of the Southwest 1/4 of said Section 27, for a distance of 2643.62 feet to the Northwest corner of the Southeast 1/4 of said Section 27 and the POINT OF BEGINNING; thence continue S88°59'10"E along the North line of said Southeast 1/4 of Section 27, for a distance of 1195.34 feet to a point on a non-tangent curve concave Easterly having a radius of 170.00 feet and a chord bearing of S20°05'10"E; thence departing said North line run Southerly along the arc of said curve through a central angle of 37°14'52" for a distance of 110.52 feet to the point of reverse curvature of a curve concave Westerly having a radius of 250.00 feet and a chord bearing of S36°43'29"E; thence Southeasterly along the arc of said curve through a central angle of 03°58'16" for a distance of 17.33 feet to a non-tangent line; thence S88°59'10"E, 111.31 feet; thence S01°00'50"W, 440.00 feet; thence S88°59'10"E, 187.82 feet; thence S01°00'50"W, 241.91 feet; thence S88°59'10"E, 153.94 feet; thence S01°00'50"W, 80.00 feet; thence S00°20'16"E, 495.45 feet; thence S15°15'56"E, 259.19 feet; thence N56°08'34"E, 89.24 feet; thence N79°50'44"E, 219.47 feet; thence N87°50'12"E, 57.52 feet; thence N00°20'16"W, 7.78 feet; thence N89°39'44"E, 171.10 feet; thence S86°42'47"E, 152.24 feet; thence N79°12'55"E, 193.05 feet to the East line of said Southeast 1/4 of Section 27; thence S00°09'12"W along said East line, 315.05 feet to a point on a non-tangent curve concave Easterly having a radius of 850.00 feet and a chord bearing of S16°41'32"W; thence departing said East line run Southerly along the arc of said curve through a central angle of 34°27'30" for a distance of 517.21 feet to the point of tangency; thence S00°32'13"E, 1058.76 feet; thence S89°28'08"W, 296.97 feet; thence N87°49'24"W, 3180.11 feet to a point on the East line of the West 1/4 of said Section 34; thence departing said East line run N61°15'04"E, 724.57 feet; thence N81°46'30"E, 70.15 feet; thence N58°37'34"E, 626.48 feet; thence N31°22'26"W, 190.00 feet; thence N58°37'34"E, 20.89 feet; thence N35°04'33"W, 122.95 feet; thence N70°04'42"E, 90.53 feet to a point on a non-tangent curve concave Easterly having a radius of 480.00 feet and a chord bearing of N04°42'24"W; thence Northerly along the arc of said curve through a central angle of 23°42'38" for a distance of 198.64 feet to the point of reverse curvature of a curve concave Southwesterly having a radius of 25.00 feet and a chord bearing of N35°52'48"W; thence Northwesterly along the arc of said curve through a central angle of 86°03'26" for a distance of 37.55 feet to a point on a non-tangent line; thence N13°59'03"E, 60.07 feet to a point on a non-tangent curve concave Northwesterly having a radius of 25.00 feet and a chord bearing of N58°26'13"E; thence Northeasterly along the arc of said curve through a central angle of 85°47'20" for a distance of 37.43 feet to the point of tangency; thence N15°32'33"E, 198.42 feet to the point of curvature of a curve concave Southwesterly having a radius of 25.00 feet and a chord bearing of N31°07'33"W; thence Northwesterly along the arc of said curve through a central angle of 93°20'12" for a distance of 40.73 feet to a point on a non-tangent line; thence N18°09'49"E, 60.31 feet to a point on a non-tangent curve concave Northwesterly having a radius of 25.00 feet and a chord bearing of N59°01'06"E; thence Northeasterly along the arc of said curve through a central angle of 87°04'17" for a distance of 37.89 feet to the point of compound curvature of a curve concave Westerly having a radius of 970.00 feet and a chord bearing of N15°25'11"E; thence Northerly along the arc of said curve through a central angle of 00°07'34" for a distance of 2.13 feet to a point on a non-tangent line; thence N77°02'46"W, 119.40 feet; thence N09°55'54"E, 150.73 feet; thence N03°53'39"E, 49.76 feet; thence S87°50'24"E, 121.02 feet to a point on a non-tangent curve concave Westerly having a radius of 970.00 feet and a chord bearing of N00°24'21"E; thence Northerly along the arc of said curve through a central angle of 03°30'30" for a distance of 59.39 feet to a point on a non-tangent line; thence N88°39'07"E along a radial line, 60.00 feet to a point on a non-tangent curve concave Northeasterly having a radius of 25.00 feet and a chord bearing of S41°54'47"E; thence Southeasterly along the arc of said curve through a central angle of 81°07'48" for a distance of 35.40 feet to the point of reverse curvature of a curve concave Southerly having a radius of 380.00 feet and a chord bearing of S77°15'28"E; thence Easterly along the arc of said curve through a central angle of 10°26'27" for a distance of 69.25 feet to the point of tangency; thence S72°02'14"E, 50.05 feet; thence N06°32'36"W, 229.16 feet; thence N13°23'44"W, 563.79 feet; thence N87°59'38"W, 212.79 feet; thence N00°49'38"W, 285.68 feet; thence N59°54'36"W, 161.71 feet to the West line of the aforementioned Southeast 1/4 of Section 27; thence N00°28'10"E along said West line, 213.38 feet to the POINT OF BEGINNING.

Containing 149.135 acres more or less.

NOTES:

- Bearings based on the North line of the Southeast 1/4 of Section 27, Township 22 South, Range 26 East, Lake County, Florida, being S88°59'10"E, relative Florida State Plane Coordinate System, Florida East Zone, 1983 North American Datum, 1990 adjustment.
- The State Plane Coordinates shown hereon are relative to St. John's Water Management District, Lake Apopka GPS Control Network control point W56, Northing 1528029.39885, Easting 4344520.17367, Florida State Plane Coordinate System, Florida East Zone, 1983 North American Datum, 1990 adjustment average combined scale factor: 0.999997533280
- All lines intersecting curves are radial unless noted as (NR) = Non-Radial.
- Per Chapter 177.001 (28) Florida Statutes: All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety Code as adopted by the Florida Public Service Commission.
- Tract C is a future right-of-way tract to be owned and maintained by Lake County, Florida for public right-of-way purposes, subject to any assignment of such maintenance obligations to another public agency. Owner shall convey fee simple title of Tract C to Lake County, Florida by separate instrument to be recorded in the Public Records of Lake County, Florida.
- Tract D is a Private Roadways tract to be owned and maintained by Waterbrooke Homeowners Association, Inc.
- There is hereby granted and dedicated for the benefit of the City of Clermont and other public service and emergency service providers, a non-exclusive easement over and through Tract D (Private Roadways) and any other privately owned internal roads, alleys, paved areas, and sidewalks for vehicular and pedestrian ingress and egress access for the purpose of providing public services and emergency services to the Subdivision, including but not limited to, postal, fire protection, police protection, emergency medical transportation, code enforcement, garbage, utilities, and other public and emergency services. The City of Clermont is hereby granted and dedicated a non-exclusive drainage and utilities easement over, under, across, and through Tract D. The City of Clermont shall only be responsible for the maintenance of utility improvements it accepts and/or installs within the aforesaid Easement Area, and Waterbrooke Homeowners Association, Inc., shall be responsible for the maintenance of all drainage improvements within Tract D.
- Tract E is a Future Development tract to be owned and maintained by Mattamy Orlando LLC.
- Tracts G and Z are Open Space and Utilities tracts to be owned and maintained by Waterbrooke Homeowners Association, Inc.
- Tracts FF, AND HH are Open Space tracts to be owned and maintained by Waterbrooke Homeowners Association, Inc.
- Tract H is a Lift Station Tract intended to be owned and maintained by the City of Clermont upon the City of Clermont's acceptance of the Lift Station and conveyance of Tract H. Owner shall convey fee simple title of Tract H to the City of Clermont by separate instrument to be recorded in the Public Records of Lake County, Florida.
- Tracts I, R, W and LL are Open Space and Passive Park tracts to be owned and maintained by Waterbrooke Homeowners Association, Inc.
- Tracts X, and JJ are Stormwater and Open Space tracts to be owned and maintained by Waterbrooke Homeowners Association, Inc.
- Easements within Lots 1 through 80, Lots 134 through 145 and Lots 154 through 183 are hereby dedicated and established as follows unless otherwise shown:

5.00 foot wide drainage easement (in favor of the Association) and utility easement (in favor of the City of Clermont) along all side and rear lot lines unless otherwise shown.

10.00 foot wide drainage easement (in favor of the Association), and utility easement (in favor of the City of Clermont) along all lot lines abutting right-of-way lines unless otherwise shown.
- All platted Drainage Easements shown hereon shall be private, non-exclusive easements in favor of the Waterbrooke Home Owner's Association, Inc., its successors or assigns, for the Association's members subject to and in accordance with the terms of the Declaration, and in favor of Mattamy Orlando LLC and its affiliates, successors, assignees or designees.
- An emergency access easement to the private storm drainage system over Tracts X and JJ and over all drainage easements shown on this plat is hereby dedicated to the City of Clermont for emergency maintenance purposes in the event inadequate maintenance of the storm drainage system creates a hazard to the public health, safety, and general welfare. The emergency access easement granted above does not impose any obligation, burden, responsibility or liability upon the City of Clermont to enter upon the subject property and take any action to repair or maintain the private drainage system. A non-exclusive easement through, over, under and across all utility easements shown hereon is hereby dedicated for use by all public utilities for the purpose of constructing, maintaining and replacing their respective facilities servicing the lands encompassed by this plat.
- Lands Shown hereon are subject to Ordinance # 2006-30, recorded May 30, 2006 in Official Records Book 3171, Page 2343; provided, this reference thereto shall not re-impose the same.
- Lands Shown hereon are subject to Ordinance # 2014-80-Johna PUD Amendment # 27-14-2, recorded January 8, 2015 in Official Records Book 4571, Page 1720; provided, this reference thereto shall not re-impose the same.
- Lands Shown hereon are subject to Ordinance # 2015-70, recorded November 5, 2015 in Official Records Book 4702, Page 897; provided, this reference thereto shall not re-impose the same.
- Lands Shown hereon are subject to Impact Fee Agreement between Lake County and Mattamy Orlando LLC, recorded April 27, 2017 in Official Records Book 4936, Page 982; provided, this reference thereto shall not re-impose the same.
- The Declaration of Covenants, Conditions, Restrictions and Easements for Waterbrooke encumbering the lands shown on this plat to be recorded in the Public Records of Lake County, Florida, and all subsequent amendments and supplements thereto independently establishes easements over portions of the lands being platted hereunder.
- Access to the lands described hereon, is provided by Emil Johna Road pursuant to that certain Shared Access Agreement and Grant of Easement between UP Fieldgate US Investments-Clermont Hills, LLC and Mattamy Orlando LLC, recorded March 22, 2017 in Official Records Book 4918, Page 1895, Public Records of Lake County, Florida.

SHEET 1 OF 12

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WATERBROOKE PHASE 1 DEDICATION

KNOW ALL BY THESE PRESENTS, that Mattamy Orlando LLC, a Delaware limited liability company, being the owners in fee simple of the lands described in the foregoing caption to this plat, hereby dedicates said lands and plat for the uses and purposes therein expressed including as set forth in the plat notes.

IN WITNESS WHEREOF, the Owner has caused these presents to be signed and attested to by its Authorized Agents named below on October 27, 2017.

Signed, sealed, and delivered By: Mattamy Orlando LLC
in the presence of: a Delaware Limited Liability Company
Signature: *[Signature]* 1800 Summit Tower Boulevard
Print Name: *[Signature]* Suite 500
Orlando, Florida 32810

Signature: *[Signature]* By: *[Signature]*
Print Name: *[Signature]* Print Name: Andrew Abel
Title: Assistant Vice President

STATE OF FLORIDA
COUNTY OF ORANGE

THIS IS TO CERTIFY, that on October 27, 2017, before me, an officer duly authorized to take acknowledgments in the State and County aforesaid, personally appeared Andrew Abel, Assistant Vice President of MATTAMY ORLANDO LLC, a Delaware limited liability company, who executed the foregoing Declaration and severally acknowledged the execution thereof to be his free act and deed for the uses and purposes therein expressed. He is personally known to me or has produced Deed Book 4936, Page 982 as identification and did/did not take an oath.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the above date.

[Signature]
Signature of Person Taking Acknowledgment

Print Name: JEAN DEL VALLE
Notary Public
Commission No. FF953602
My Commission Expires: 1-25-2020

CERTIFICATE OF APPROVAL BY MUNICIPALITY

THIS IS TO CERTIFY, that this plat was reviewed in accordance with Section 177.001, Florida Statutes, and presented to the CITY COUNCIL of Clermont, Lake County, Florida, and approved by said CITY COUNCIL of Clermont for record on the 27 day of October, 2017, provided that this plat is recorded in the office of the Clerk of the Circuit Court of Lake County, Florida within days from the date of approval by said City of Clermont, Florida.

Attest: City of Clermont

City Clerk: Mayor

PRINT NAME: PRINT NAME

REVIEWER STATEMENT

Pursuant to Section 177.001, Florida Statutes, I have reviewed this plat for conformity to Chapter 177, Part I, Florida Statutes, and find that said plat complies with the technical requirements of that Chapter; provided, however, that my review does not include field verification of any of the coordinates, points, or measurements shown on this plat.

[Signature] *[Signature]*
Signature Date Registration Number

CERTIFICATE OF SURVEYOR

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, being a registered Surveyor and Mapper, fully licensed to practice in the State of Florida, does hereby certify that this plat was prepared under his supervision, and that this plat complies with all the Survey Requirements of Chapter 177.001, Florida Statutes.

DONALD W. MCINTOSH ASSOCIATES, INC.
2200 PARK AVENUE NORTH, WINTER PARK, FL 32789
Certification of Authorization Number LB68

[Signature] Date: 10/27/17
Registration # 8850

CERTIFICATE OF CLERK

I HEREBY CERTIFY, that I have examined the foregoing plat and find that it complies in form with all the requirements of Chapter 177, Florida Statutes and was filed for record on File No.

Clerk of the Circuit Court
in and for Lake County, Florida

WATERBROOKE PHASE 1

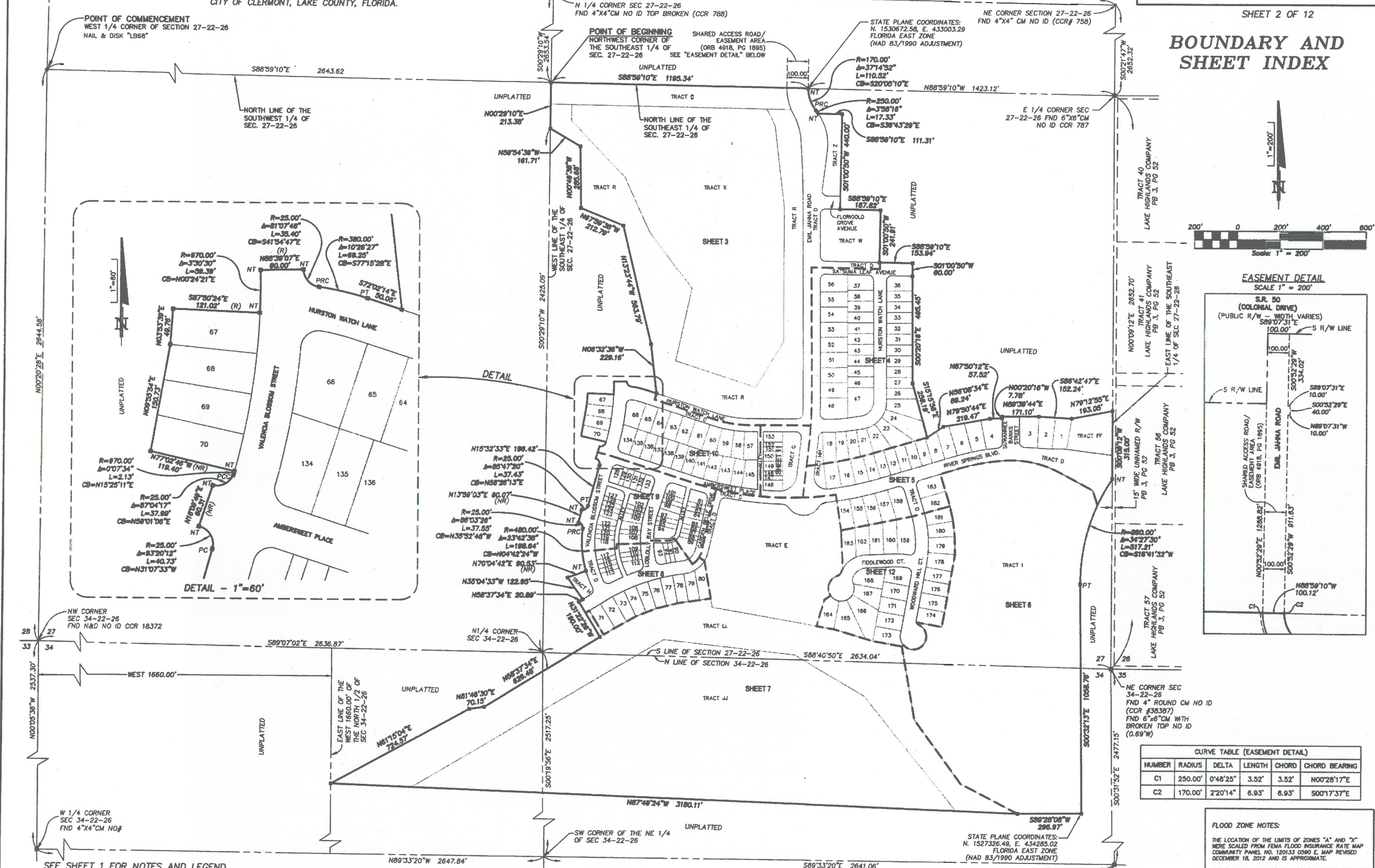
LOCATED IN SECTIONS 27 AND 34, TOWNSHIP 22 SOUTH, RANGE 26 EAST,
CITY OF CLERMONT, LAKE COUNTY, FLORIDA.

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BOOK

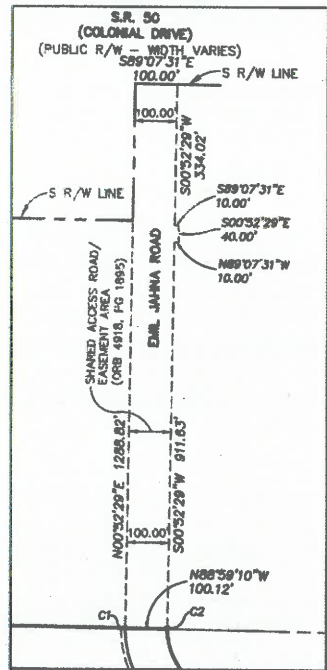
PAGE

SHEET 2 OF 12

BOUNDARY AND SHEET INDEX



EASEMENT DETAIL SCALE 1" = 200'



CURVE TABLE (EASEMENT DETAIL)					
NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	250.00'	0°48'25"	3.52'	3.52'	N00°26'17"E
C2	170.00'	2°20'14"	6.93'	6.93'	S00°17'37"E

FLOOD ZONE NOTES:
THE LOCATION OF THE LIMITS OF ZONES "A" AND "X" WERE SCALED FROM FEMA FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 120133 0590 E. MAP REVISED DECEMBER 16, 2012 AND IS APPROXIMATE.
THESE LINES ARE REQUIRED TO BE SHOWN BY LAKE COUNTY LAND DEVELOPMENT CODE NO. 14.07.04 (8a) AND ARE FOR INFORMATIONAL USE ONLY. THEY ARE NOT TO BE USED FOR ANY FLOOD DETERMINATIONS OR CERTIFICATIONS.

DONALD W. MCINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4088

NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

STATE PLANE COORDINATES:
N. 1527326.49, E. 434285.02
FLORIDA EAST ZONE
(NAD 83/1990 ADJUSTMENT)

WATERBROOKE PHASE 1
LOCATED IN SECTIONS 27 AND 34, TOWNSHIP 22 SOUTH, RANGE 26 EAST,
CITY OF CLERMONT, LAKE COUNTY, FLORIDA.

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POINT OF COMMENCEMENT
WEST 1/4 CORNER OF SECTION 27-22-26
NAIL & DISK "LB68"

S88°59'10"E 2643.62'

NORTH LINE OF THE
SOUTHWEST 1/4
OF SEC. 27-22-26

POINT OF BEGINNING
NORTHWEST CORNER OF THE
SOUTHEAST 1/4 OF
SEC. 27-22-26

UNPLATTED

UNPLATTED

NORTH LINE OF THE SOUTHEAST 1/4
OF SEC. 27-22-26

SHARED ACCESS ROAD/
EASEMENT AREA
(ORR 4918, PG 1885)
(SEE SHEET 2)

SET 4"x4" CM
"PRM LB 68 WIT MON"

S88°59'10"E 1095.22'(OVERALL)
TRACT C
(FUTURE RIGHT-OF-WAY)
(PROPOSED HOOKS STREET)
S88°59'10"E 1116.99'
905.74'

SET 4"x4" CM
"PRM LB 68 WIT MON"

R=170.00'
Δ=371°45'22"
L=110.52'
CB=S20°05'10"E

R=250.00'
Δ=338°16'
L=17.33'
CB=N36°43'29"W

S88°59'10"E 111.31'

TRACT Z
(OPEN SPACE AND UTILITIES)

TRACT Y
(OPEN SPACE/PASSIVE PARK)

TRACT X
(STORMWATER/OPEN SPACE)

TRACT W
(OPEN SPACE/
PASSIVE PARK)

TRACT V
(OPEN SPACE/
PASSIVE PARK)

TRACT U
(OPEN SPACE/
PASSIVE PARK)

TRACT T
(OPEN SPACE/
PASSIVE PARK)

TRACT S
(OPEN SPACE/
PASSIVE PARK)

TRACT R
(OPEN SPACE/
PASSIVE PARK)

TRACT Q
(OPEN SPACE/
PASSIVE PARK)

TRACT P
(OPEN SPACE/
PASSIVE PARK)

TRACT O
(OPEN SPACE/
PASSIVE PARK)

TRACT N
(OPEN SPACE/
PASSIVE PARK)

TRACT M
(OPEN SPACE/
PASSIVE PARK)

TRACT L
(OPEN SPACE/
PASSIVE PARK)

TRACT K
(OPEN SPACE/
PASSIVE PARK)

TRACT J
(OPEN SPACE/
PASSIVE PARK)

TRACT I
(OPEN SPACE/
PASSIVE PARK)

TRACT H
(OPEN SPACE/
PASSIVE PARK)

TRACT G
(OPEN SPACE/
PASSIVE PARK)

TRACT F
(OPEN SPACE/
PASSIVE PARK)

TRACT E
(OPEN SPACE/
PASSIVE PARK)

TRACT D
(OPEN SPACE/
PASSIVE PARK)

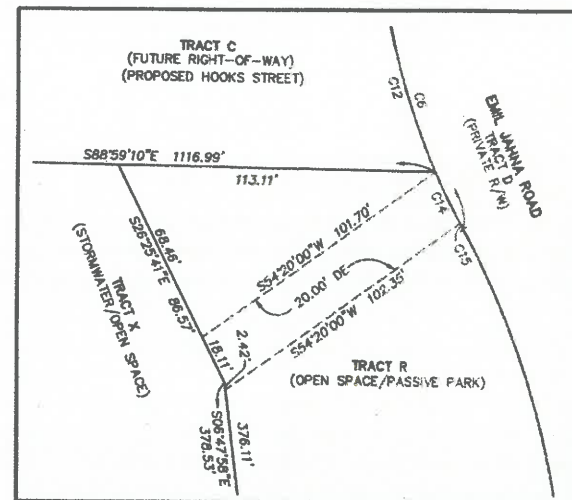
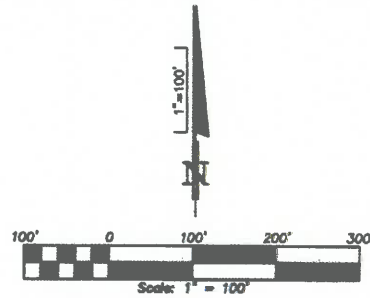
TRACT C
(OPEN SPACE/
PASSIVE PARK)

TRACT B
(OPEN SPACE/
PASSIVE PARK)

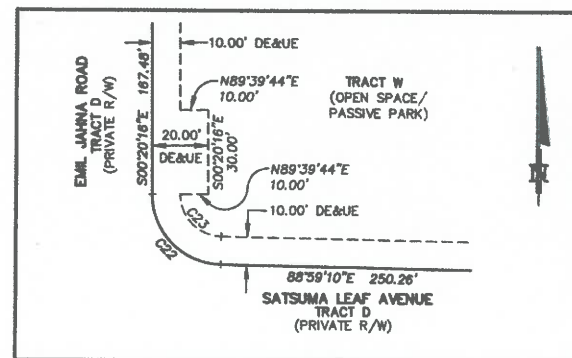
TRACT A
(OPEN SPACE/
PASSIVE PARK)

CURVE TABLE					
NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	205.00'	27°38'27"	98.90'	97.94'	S12°56'44"E
C2	340.00'	22°54'23"	135.93'	135.03'	S15°18'46"E
C3	5040.00'	3°31'18"	309.78'	308.73'	S02°05'55"E
C4	2000.00'	4°00'16"	139.79'	139.76'	S01°39'52"W
C5	530.00'	17°57'46"	166.16'	165.48'	S81°01'07"E
C6	250.00'	28°52'54"	126.02'	124.69'	S14°22'23"E
C7	300.00'	24°57'18"	130.66'	128.63'	N16°20'12"W
C8	5000.00'	3°31'18"	307.32'	307.28'	N02°05'55"W
C9	1960.00'	2°29'50"	85.42'	85.42'	N00°54'38"E
C10	25.00'	87°50'27"	38.33'	34.68'	N46°04'47"E
C11	500.00'	17°57'46"	156.75'	156.11'	S81°01'07"E
C12	250.00'	23°40'06"	103.27'	102.54'	S11°45'59"E
C13	250.00'	5°12'48"	22.75'	22.74'	S26°12'26"E
C14	250.00'	4°39'07"	20.30'	20.29'	S25°55'36"E
C15	250.00'	0°33'41"	2.45'	2.45'	S28°32'00"E
C16	5040.00'	3°14'21"	284.94'	284.90'	N02°14'24"W
C17	5040.00'	0°16'57"	24.84'	24.84'	N00°28'45"W
C18	250.00'	41°57'29"	183.08'	179.01'	S13°45'36"E
C19	25.00'	96°12'18"	41.98'	37.22'	S40°53'01"E
C20	25.00'	89°54'47"	39.23'	35.33'	S46°03'27"W
C21	1000.00'	1°28'20"	25.11'	25.11'	S00°22'54"W
C22	25.00'	88°38'53"	38.88'	34.94'	S44°39'43"E
C23	15.00'	88°38'53"	23.21'	20.96'	S44°39'43"E

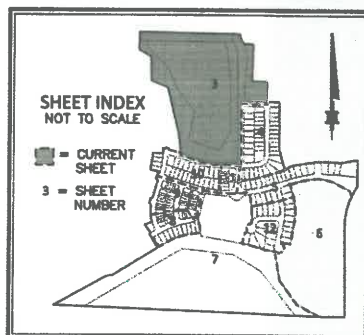
LINE TABLE		
NUMBER	BEARING	DISTANCE
L1	S00°52'29"W	15.93'
L2	S88°59'10"E	50.14'
L3	S88°59'10"E	49.96'
L4	N88°59'10"W	88.98'
L5	N88°59'10"W	89.16'
L6	N88°59'10"W	133.35'
L7	N88°59'10"W	60.29'
L8	N88°59'10"W	66.67'



DETAIL 3-A
SCALE 1"=30'



DETAIL 3-B
SCALE 1"=30'



SEE SHEET 1 FOR NOTES AND LEGEND

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DONALD W. MCINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS
3200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4066

FLOOD ZONE NOTES:

THE LOCATION OF THE LIMITS OF ZONES "A" AND "X" WERE SCALED FROM FEMA FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 120133 (090) E. MAP REVISED DECEMBER 18, 2012 AND IS APPROXIMATE.

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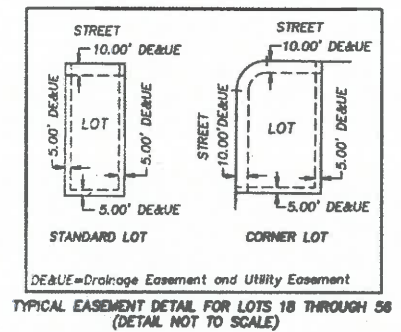
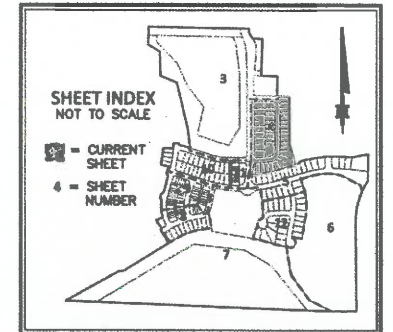
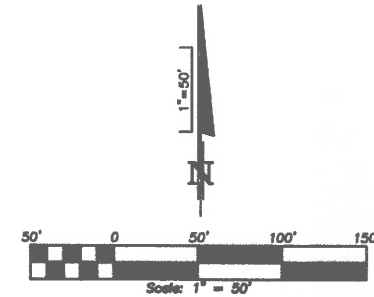
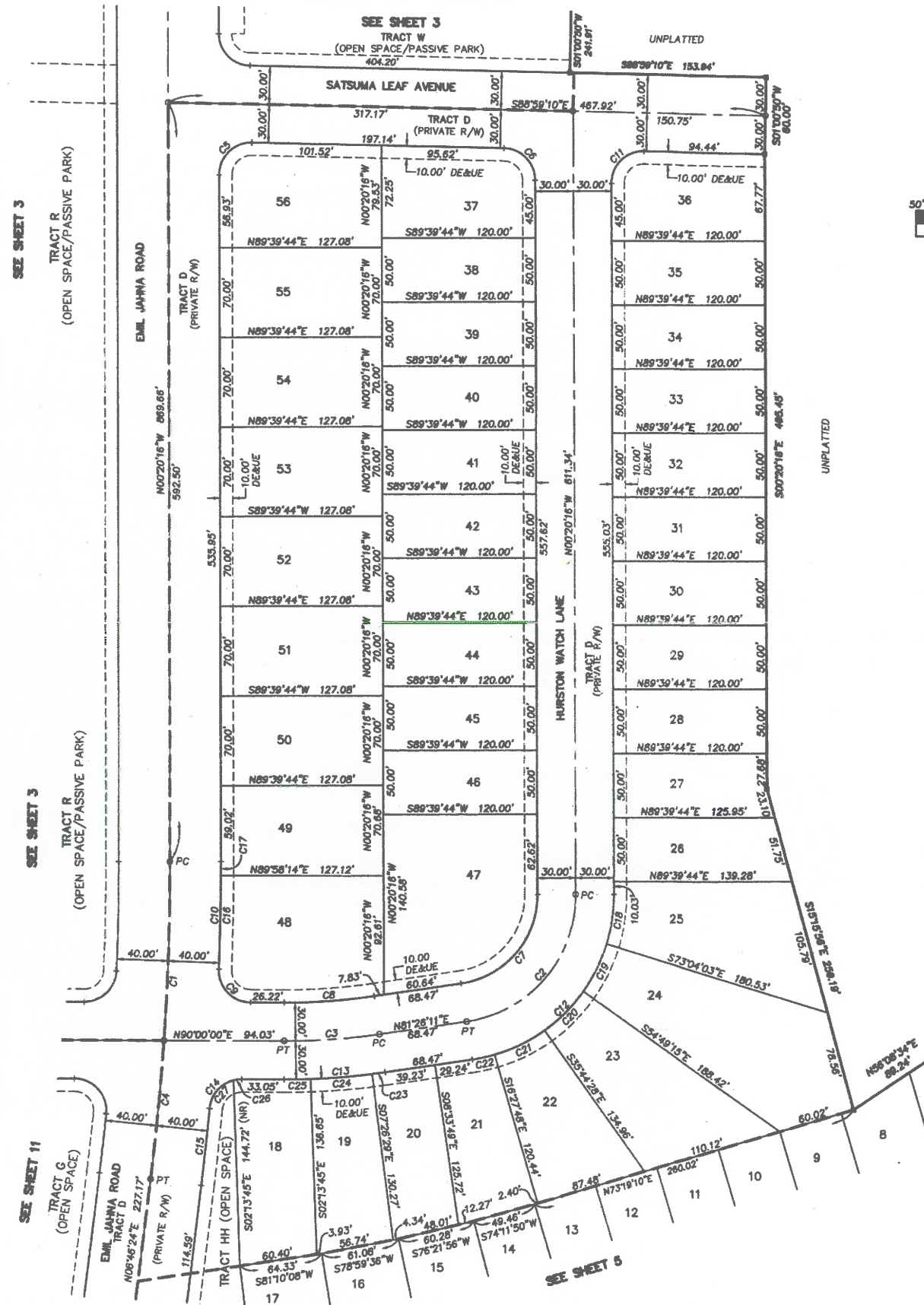
WATERBROOKE PHASE 1
LOCATED IN SECTIONS 27 AND 34, TOWNSHIP 22 SOUTH, RANGE 26 EAST,
CITY OF CLERMONT, LAKE COUNTY, FLORIDA.

PLAT
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CURVE TABLE				
NUMBER	RADIUS	DELTA	LENGTH	CHORD BEARING
C1	2000.00'	4°00'16"	139.79'	N01°39'52"E
C2	100.00'	81°46'27"	142.72'	N40°32'57"E
C3	500.00'	8°33'49"	74.73'	N85°43'05"E
C4	2000.00'	3°06'24"	108.44'	N05°13'12"E
C5	25.00'	91°21'07"	39.86'	S45°20'17"W
C6	25.00'	88°36'53"	38.68'	N44°39'43"W
C7	70.00'	81°46'27"	99.91'	N40°32'57"E
C8	470.00'	8°33'49"	70.25'	N85°43'05"E
C9	25.00'	92°01'24"	40.15'	S43°59'18"E
C10	2040.00'	2°21'40"	84.07'	N00°50'34"E
C11	25.00'	91°21'07"	39.86'	S45°20'17"W
C12	130.00'	81°46'27"	185.54'	N40°32'57"E
C13	530.00'	8°33'49"	79.22'	N85°43'05"E
C14	25.00'	84°55'06"	37.05'	N47°32'27"E
C15	2040.00'	1°41'30"	60.24'	N05°55'39"E
C16	2040.00'	2°03'09"	73.08'	N00°59'49"E
C17	2040.00'	0°18'31"	10.98'	N00°11'01"W
C18	130.00'	17°16'14"	39.19'	N08°17'50"E
C19	130.00'	18°14'48"	41.40'	N28°03'21"E
C20	130.00'	19°04'47"	43.29'	N44°43'08"E
C21	130.00'	18°16'40"	43.74'	N63°53'52"E
C22	130.00'	7°53'59"	17.92'	N77°29'11"E
C23	530.00'	1°07'20"	10.38'	N81°59'51"E
C24	530.00'	5°12'44"	48.21'	N85°09'53"E
C25	530.00'	2°13'45"	20.62'	N86°53'07"E
C26	25.00'	14°40'34"	8.40'	S82°39'43"W
C27	25.00'	7°01'43"	30.65'	S40°12'10"W



FLOOD ZONE NOTES:

THE LOCATION OF THE LIMITS OF ZONES "A" AND "X" WERE SCALED FROM FEMA FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 120133 0500 E, MAP REVISED DECEMBER 18, 2012 AND IS APPROXIMATE.

THESE LINES ARE REQUIRED TO BE SHOWN BY LAKE COUNTY LAND DEVELOPMENT CODE NO. 14.07.04 (B) AND ARE FOR INFORMATIONAL USE ONLY. THEY ARE NOT TO BE USED FOR ANY FEMA FLOOD DETERMINATIONS OR CERTIFICATIONS.

SEE SHEET 1 FOR NOTES AND LEGEND

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DONALD W. McINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 844-4085

Printed: 01-27-2017 10:01:00 AM
P:\Projects\170101\170101.dwg (170101.dwg) Waterbrooke Phase1 Plat.dwg

Printed: 01-27-2017 10:01:00 AM
P:\Projects\170101\170101.dwg (170101.dwg) Waterbrooke Phase1 Plat.dwg

WATERBROOKE PHASE 1
LOCATED IN SECTIONS 27 AND 34, TOWNSHIP 22 SOUTH, RANGE 26 EAST,
CITY OF CLERMONT, LAKE COUNTY, FLORIDA.

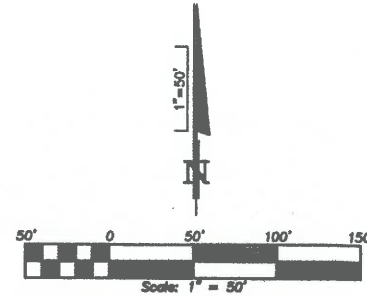
PLAT
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SHEET 5 OF 12

CURVE TABLE					
NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	1500.00'	14°08'58"	370.43'	369.49'	N80°21'32"E
C2	1000.00'	42°29'17"	741.56'	724.68'	N85°26'18"W
C3	1000.00'	14°38'45"	255.82'	254.92'	S80°36'26"W
C4	1000.00'	27°50'32"	485.94'	481.17'	N78°08'56"W
C5	500.00'	26°48'55"	234.01'	231.88'	N03°18'30"W
C6	60.00'	104°05'50"	109.01'	94.62'	S45°16'31"E
C7	1470.00'	9°23'31"	240.96'	240.69'	N77°58'49"E
C8	1030.00'	11°11'58"	201.33'	201.01'	S78°53'02"W
C9	25.00'	84°49'17"	37.01'	33.72'	N42°04'22"E
C10	25.00'	88°06'40"	38.45'	34.77'	S44°23'36"E
C11	1030.00'	3°02'32"	54.69'	54.69'	N86°55'40"W
C12	982.00'	5°19'01"	91.13'	91.09'	S88°03'54"E
C13	488.00'	7°59'08"	65.23'	65.17'	N86°43'51"W
C14	1530.00'	10°04'03"	268.83'	268.49'	N78°19'04"E
C15	25.00'	90°00'00"	39.27'	35.36'	N61°42'57"W
C16	470.00'	20°16'27"	166.31'	165.44'	N06°34'44"W
C17	860.00'	9°16'28"	139.21'	139.05'	S29°17'04"W
C18	482.00'	31°51'58"	268.07'	264.63'	N77°57'15"W
C19	970.00'	12°49'43"	217.18'	216.73'	S79°41'54"W
C20	25.00'	90°00'00"	39.27'	35.36'	S28°17'03"W
C21	530.00'	26°48'55"	248.05'	245.79'	N03°18'30"W
C22	60.00'	95°54'55"	100.44'	89.12'	S41°11'03"E
C23	60.00'	8°10'55"	8.57'	8.56'	N86°48'02"E
C24	1470.00'	2°23'10"	61.22'	61.22'	N81°28'59"E
C25	1470.00'	2°35'35"	66.53'	66.52'	N78°59'38"E

CURVE TABLE					
NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C26	1470.00'	2°33'33"	65.66'	65.65'	N78°25'03"E
C27	1470.00'	1°51'14"	47.56'	47.56'	N74°12'40"E
C28	1030.00'	0°39'42"	11.90'	11.90'	S73°36'54"W
C29	1030.00'	3°51'42"	69.42'	69.41'	S75°52'36"W
C30	1030.00'	3°48'25"	68.43'	68.42'	S79°42'39"W
C31	1030.00'	2°52'09"	51.58'	51.57'	S83°02'56"W
C32	982.00'	0°16'32"	4.72'	4.72'	S85°32'40"E
C33	982.00'	3°56'43"	67.62'	67.61'	S87°39'18"E
C34	982.00'	1°05'45"	18.78'	18.78'	N89°49'28"E
C35	468.00'	6°10'39"	50.46'	50.43'	N87°38'05"W
C36	468.00'	1°48'29"	14.77'	14.77'	N83°38'31"W
C37	1530.00'	2°15'02"	60.10'	60.09'	N80°22'49"E
C38	1530.00'	2°14'50"	60.01'	60.00'	N78°07'53"E
C39	1530.00'	2°14'13"	59.74'	59.73'	N75°53'21"E
C40	1530.00'	1°28'12"	39.70'	39.70'	N74°01'39"E
C41	470.00'	1°17'06"	10.54'	10.54'	N16°04'24"W
C42	530.00'	1°17'06"	11.89'	11.89'	N16°04'24"W
C43	1500.00'	29°40'26"	776.86'	768.21'	N88°07'16"E



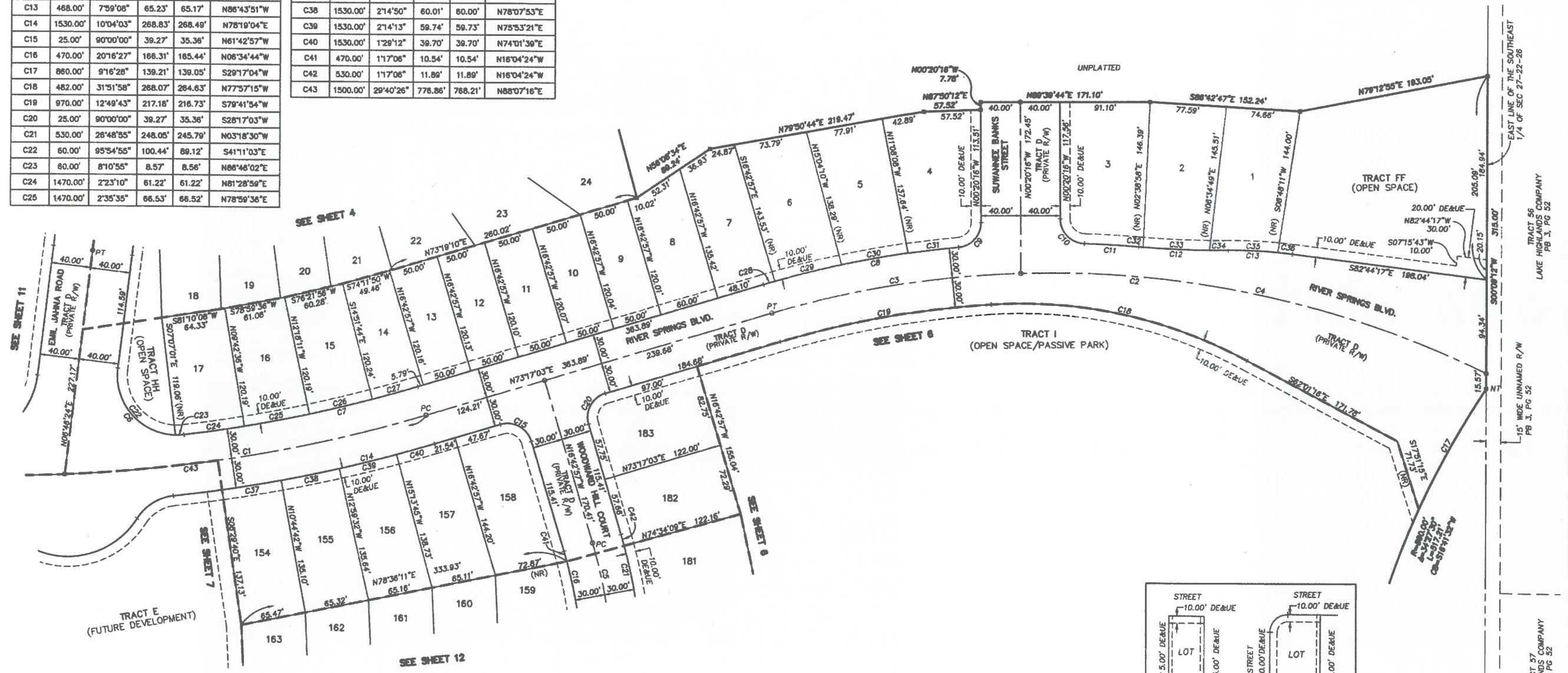
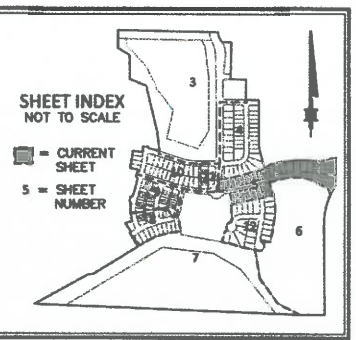
FLOOD ZONE NOTES:

THE LOCATION OF THE LIMITS OF ZONES "A" AND "X" WERE SCALED FROM FEMA FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 120133 0390 E, MAP REVISED DECEMBER 18, 2012 AND IS APPROXIMATE.

THESE LINES ARE REQUIRED TO BE SHOWN BY LAKE COUNTY LAND DEVELOPMENT CODE NO. 14.07.04 (9a) AND ARE FOR INFORMATIONAL USE ONLY. THEY ARE NOT TO BE USED FOR ANY FEMA FLOOD DETERMINATIONS OR CERTIFICATIONS.

SHEET INDEX
NOT TO SCALE

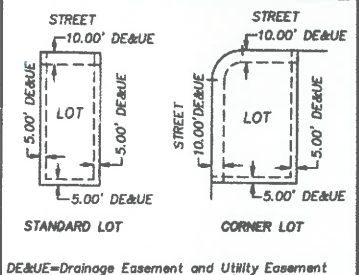
■ = CURRENT SHEET
5 = SHEET NUMBER



SEE SHEET 1 FOR NOTES AND LEGEND

NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVISION DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

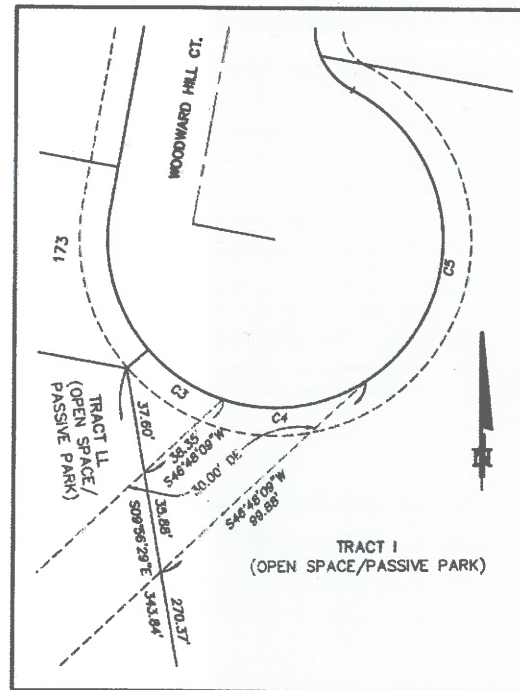
DONALD W. MCINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4088



TYPICAL EASEMENT DETAIL FOR LOTS 1 THROUGH 17, LOTS 154 THROUGH 158, LOT 182 AND LOT 183
(DETAIL NOT TO SCALE)

LOCATED IN SECTIONS 27 AND 34, TOWNSHIP 22 SOUTH, RANGE 26 EAST,
CITY OF CLERMONT, LAKE COUNTY, FLORIDA.

NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	60.00'	201°32'55"	211.06'	117.88'	N37°56'42"E
C2	25.00'	36°55'14"	16.96'	16.66'	S43°20'09"E
C3	60.00'	30°54'25"	32.37'	31.97'	S56°42'03"E
C4	60.00'	50°49'42"	53.23'	51.50'	N62°25'54"E
C5	60.00'	119°48'48"	125.47'	103.83'	N82°53'22"W



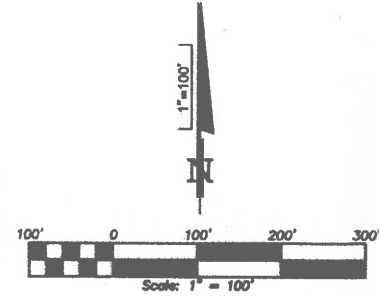
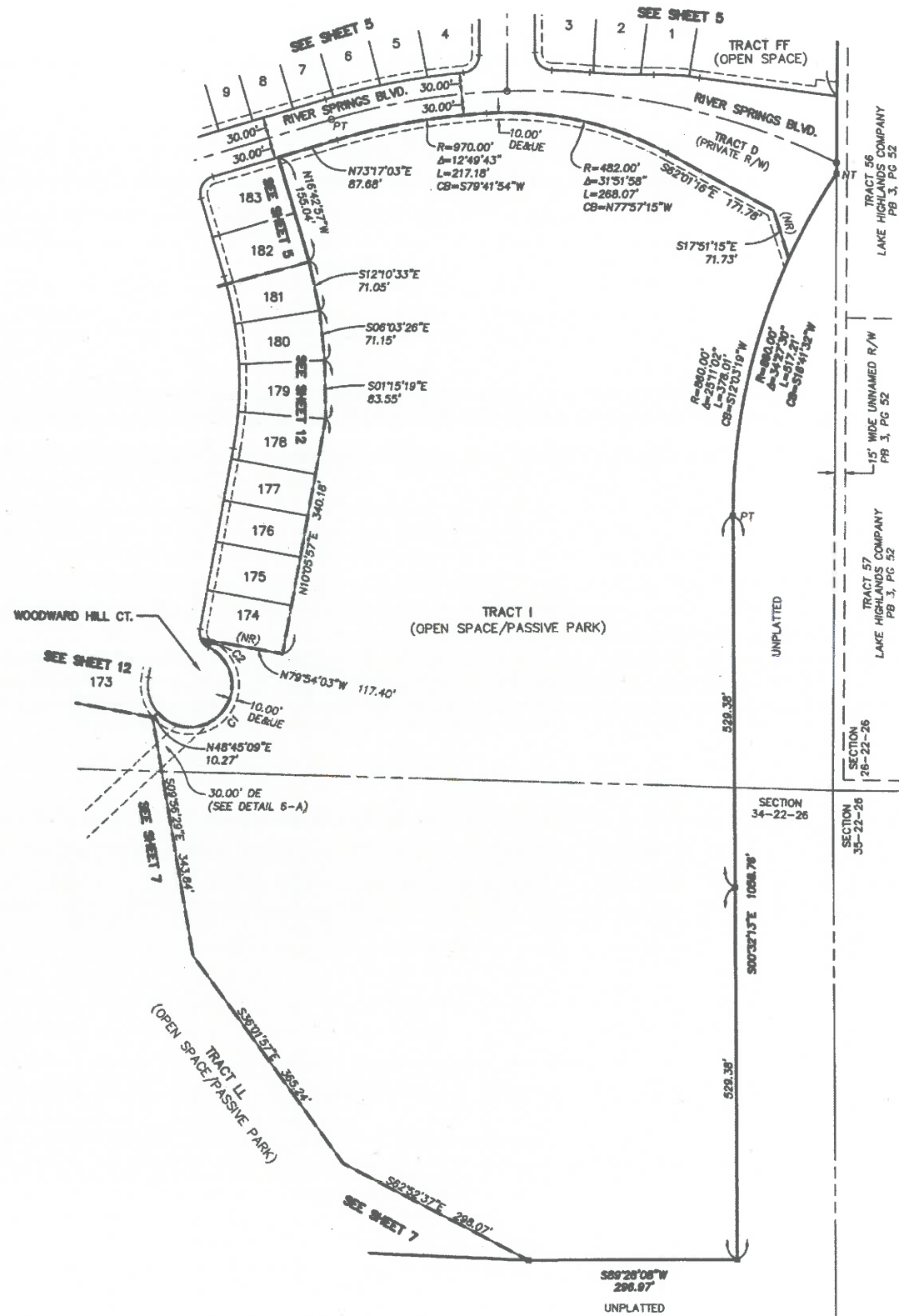
DETAIL 6-A
SCALE 1"=30'

SEE SHEET 1 FOR NOTES AND LEGEND

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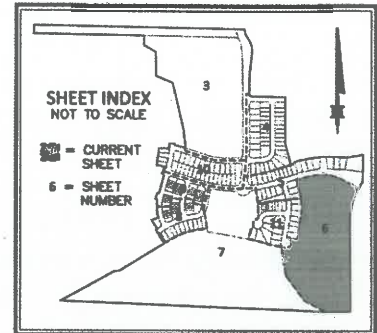


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**PLAT
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SHEET 6 OF 12



FLOOD ZONE NOTES:

THE LOCATION OF THE LIMITS OF ZONES "A" AND "X" WERE SCALED FROM FEMA FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 120133 0580 E, MAP² REVISED DECEMBER 18, 2012 AND IS APPROXIMATE.

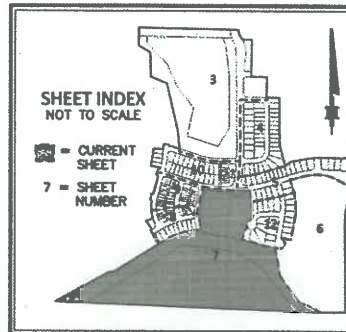
THESE LINES ARE REQUIRED TO BE SHOWN BY LAKE
COUNTY LAND DEVELOPMENT CODE NO. 14.07.04 (8a)
AND ARE FOR INFORMATIONAL USE ONLY. THEY ARE NOT
TO BE USED FOR ANY FEMA FLOOD DETERMINATIONS OR
CERTIFICATIONS.

WATERBROOKE PHASE 1 LOCATED IN SECTIONS 27 AND 34, TOWNSHIP 22 SOUTH, RANGE 26 EAST, CITY OF CLERMONT, LAKE COUNTY, FLORIDA.

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SHEET 7 OF 12

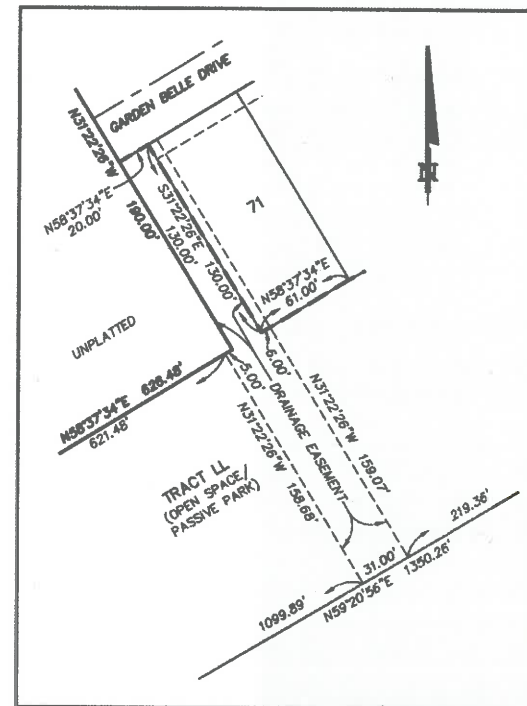


FLOOD ZONE NOTES:

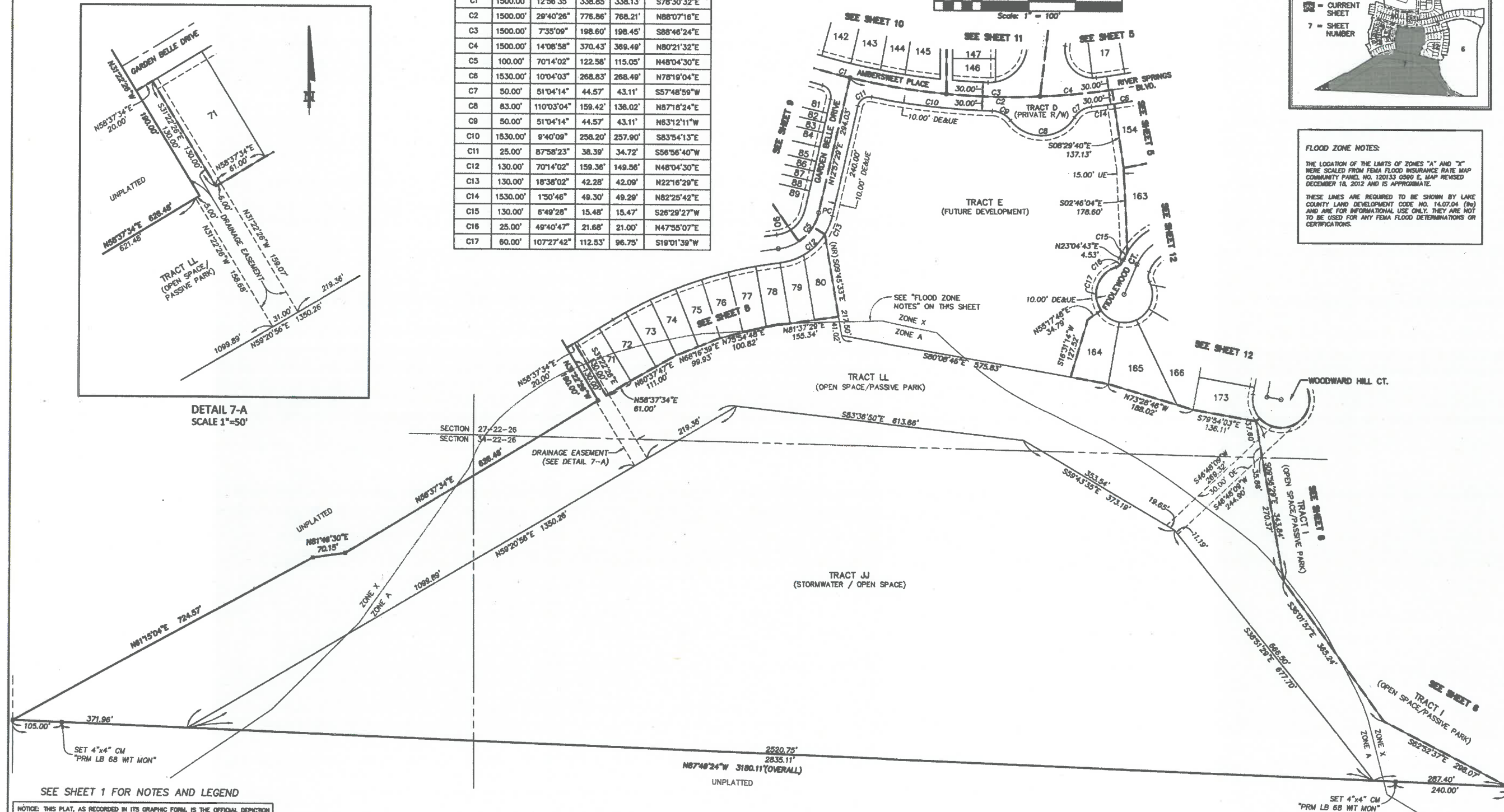
THE LOCATION OF THE LIMITS OF ZONES "A" AND "X" WERE SCALED FROM FEMA FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 120133 0500 E, MAP REVISED DECEMBER 16, 2012 AND IS APPROXIMATE.

THESE LINES ARE REQUIRED TO BE SHOWN BY LAKE COUNTY LAND DEVELOPMENT CODE NO. 14.07.04 (b) AND ARE FOR INFORMATIONAL USE ONLY. THEY ARE NOT TO BE USED FOR ANY FEMA FLOOD DETERMINATIONS OR CERTIFICATIONS.

CURVE TABLE					
NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	1500.00'	12°56'35"	338.85'	338.13'	S78°30'32"E
C2	1500.00'	29°40'26"	776.86'	768.21'	N88°07'16"E
C3	1500.00'	7°35'09"	198.60'	198.45'	S88°46'24"E
C4	1500.00'	14°08'58"	370.43'	369.49'	N80°21'32"E
C5	100.00'	70°14'02"	122.58'	115.05'	N48°04'30"E
C6	1530.00'	10°04'03"	268.83'	268.49'	N78°19'04"E
C7	50.00'	51°04'14"	44.57'	43.11'	S57°48'59"W
C8	83.00'	110°03'04"	159.42'	138.02'	N87°16'24"E
C9	50.00'	51°04'14"	44.57'	43.11'	N63°12'11"W
C10	1830.00'	9°40'09"	258.20'	257.90'	S83°54'13"E
C11	25.00'	87°58'23"	38.39'	34.72'	S56°56'40"W
C12	130.00'	70°14'02"	159.36'	149.56'	N48°04'30"E
C13	130.00'	18°38'02"	42.28'	42.09'	N22°16'29"E
C14	1530.00'	1°50'46"	49.30'	49.29'	N82°25'42"E
C15	130.00'	6°49'28"	15.48'	15.47'	S26°29'27"W
C16	25.00'	49°40'47"	21.68'	21.00'	N47°55'07"E
C17	60.00'	107°27'42"	112.53'	96.75'	S19°01'39"W



DETAIL 7-A
SCALE 1"=50'



SEE SHEET 1 FOR NOTES AND LEGEND

NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL, IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

DONALD W. MCINTOSH ASSOCIATES, INC.
 ENGINEERS PLANNERS SURVEYORS
 2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 844-4088

Printed: Fri 27-Oct-2017 - 01:43PM
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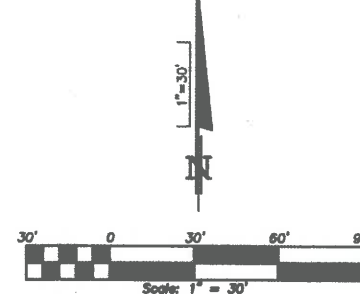
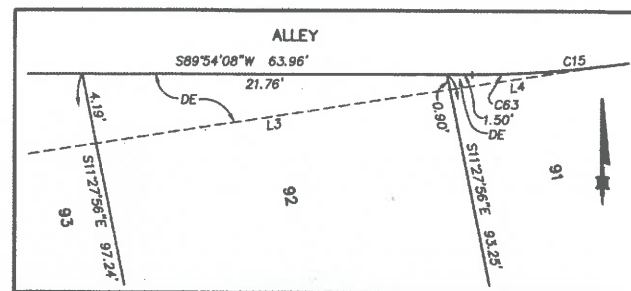
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CURVE TABLE					
NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	100.00'	70°14'02"	122.58'	115.05'	N48°04'30"E
C2	910.00'	24°33'57"	390.17'	387.18'	S70°54'33"W
C3	910.00'	9°05'42"	144.45'	144.30'	S78°38'40"W
C4	910.00'	7°37'46"	121.17'	121.08'	S70°16'56"W
C5	910.00'	7°50'29"	124.54'	124.44'	S62°32'49"W
C6	456.00'	15°25'39"	122.78'	122.41'	S07°48'41"E
C7	330.00'	39°04'29"	225.06'	220.72'	S03°59'42"E
C8	450.00'	46°54'59"	368.48'	358.27'	S07°54'57"E
C9	50.00'	76°56'40"	67.15'	62.21'	N51°25'49"E
C10	130.00'	70°14'02"	159.36'	149.56'	N48°04'30"E
C11	880.00'	24°33'57"	377.30'	374.42'	S70°54'33"W
C12	70.00'	70°14'02"	85.81'	80.53'	N48°04'30"E
C13	940.00'	5°46'14"	94.67'	94.63'	S80°18'24"W
C14	25.00'	90°12'48"	39.36'	35.42'	S57°28'18"E
C15	60.00'	76°56'40"	80.58'	74.86'	N51°25'49"E
C16	486.00'	31°04'43"	263.62'	260.40'	S02°25'24"W
C17	25.00'	83°59'36"	36.85'	33.45'	N28°52'50"E
C18	940.00'	3°48'01"	62.35'	62.34'	S68°56'38"W
C19	320.00'	39°04'29"	218.24'	214.03'	S03°59'42"E
C20	340.00'	39°04'29"	231.87'	227.41'	S03°59'42"E
C21	25.00'	92°36'17"	40.41'	36.15'	S71°40'31"E
C22	420.00'	40°54'55"	299.93'	293.59'	S04°54'55"E
C23	480.00'	9°55'43"	83.18'	83.07'	S21°31'34"E
C24	25.00'	85°07'00"	37.14'	33.82'	N16°04'04"E
C25	130.00'	28°07'13"	63.80'	63.16'	N45°39'07"E
C26	130.00'	23°28'48"	53.27'	52.90'	N71°27'07"E
C27	880.00'	3°23'13"	52.02'	52.01'	S81°29'54"W
C28	880.00'	3°53'16"	59.71'	59.70'	S77°51'40"W
C29	880.00'	3°49'12"	58.67'	58.66'	S74°00'26"W
C30	880.00'	3°49'12"	58.67'	58.66'	S70°11'15"W
C31	880.00'	3°49'12"	58.67'	58.66'	S66°22'03"W
C32	880.00'	3°49'12"	58.67'	58.66'	S62°32'51"W
C33	880.00'	2°00'41"	30.89'	30.89'	S59°37'55"W
C34	70.00'	25°47'17"	31.51'	31.24'	N70°17'53"E
C35	940.00'	1°53'49"	31.12'	31.12'	S82°14'37"W
C36	940.00'	1°18'04"	21.35'	21.35'	S80°38'40"W
C37	940.00'	1°18'02"	21.34'	21.34'	S79°20'37"W
C38	940.00'	1°16'18"	20.86'	20.86'	S78°03'27"W
C39	426.00'	10°55'20"	81.21'	81.09'	S06°54'14"E
C40	60.00'	19°03'55"	19.96'	19.87'	N80°22'11"E
C41	60.00'	19°22'47"	20.29'	20.20'	N61°08'50"E
C42	486.00'	3°35'49"	30.51'	30.50'	S03°30'52"E
C43	486.00'	2°30'59"	21.34'	21.34'	S06°34'15"E
C44	486.00'	2°30'56"	21.34'	21.34'	S09°05'13"E
C45	486.00'	2°46'17"	23.51'	23.51'	S11°43'49"E
C46	320.00'	6°24'43"	35.81'	35.79'	S20°18'35"E
C47	320.00'	3°50'55"	21.49'	21.49'	S16°11'46"E
C48	320.00'	3°49'34"	21.37'	21.36'	S11°21'32"E
C49	320.00'	7°30'06"	41.90'	41.87'	S05°41'42"E
C50	340.00'	4°45'44"	28.26'	28.25'	S07°44'47"E
C51	340.00'	3°36'30"	21.41'	21.41'	S11°55'55"E
C52	340.00'	3°35'47"	21.34'	21.34'	S15°32'04"E
C53	340.00'	3°35'55"	21.36'	21.35'	S19°07'55"E
C54	340.00'	2°36'04"	15.44'	15.43'	S22°13'55"E
C55	940.00'	3°50'09"	62.93'	62.92'	S63°56'24"W
C56	420.00'	4°44'12"	34.72'	34.71'	S23°00'17"E
C57	420.00'	2°54'47"	21.35'	21.35'	S19°10'47"E
C58	420.00'	2°54'38"	21.34'	21.33'	S16°16'04"E

CURVE TABLE					
NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C59	420.00'	2°54'57"	21.37'	21.37'	S13°21'16"E
C60	420.00'	6°19'31"	46.37'	46.34'	S08°44'02"E
C61	340.00'	1°22'40"	8.18'	8.17'	S16°38'37"E
C62	940.00'	1°27'18"	23.87'	23.87'	S65°07'50"W
C63	40.41'	7°16'26"	7.82'	7.61'	N86°15'56"E
C64	426.00'	1°24'04"	10.42'	10.42'	S02°08'36"E
C65	456.00'	33°29'17"	266.52'	262.74'	S01°13'07"W

LINE TABLE		
NUMBER	BEARING	DISTANCE
L1	S03°55'57"E	8.38'
L2	S03°55'57"E	21.88'
L3	S81°12'06"W	21.36'
L4	S81°12'06"W	9.02'
L5	S81°12'06"W	41.63'

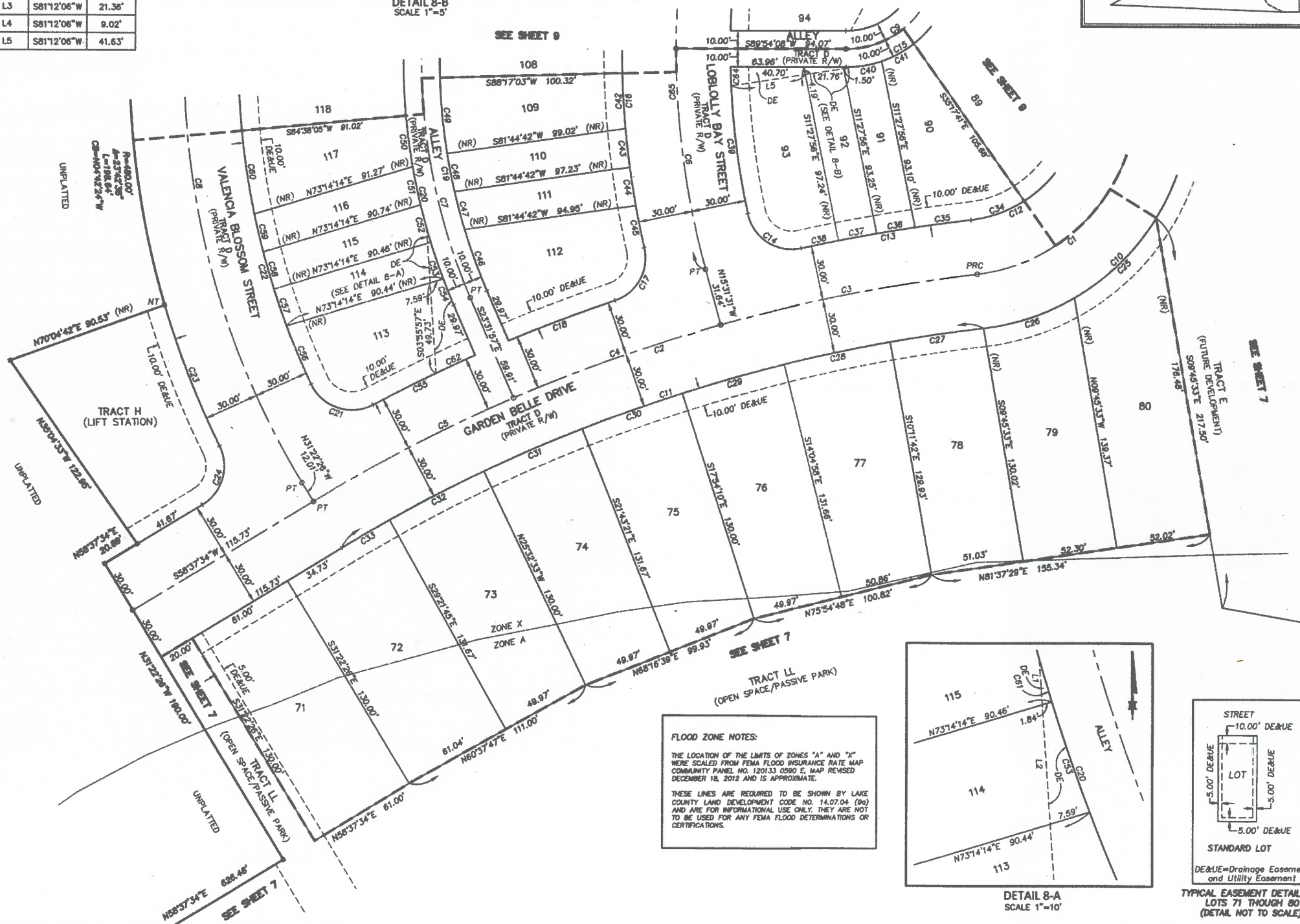
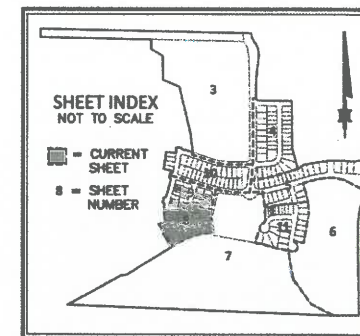
WATERBROOKE PHASE 1 LOCATED IN SECTIONS 27 AND 34, TOWNSHIP 22 SOUTH, RANGE 26 EAST, CITY OF CLERMONT, LAKE COUNTY, FLORIDA.



PLAT
BOOK

PAGE

SHEET 8 OF 12



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 ENGINEERS PLANNERS SURVEYORS
 2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4088

Plat No. 27-001-2017 - 00-0000
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Plat No. 27-001-2017 - 00-0000
 P:\Projects\11\110001\110001.dwg (Waterbrooke Phase1 Plat.dwg)

CURVE TABLE					
NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	1500.00'	12°56'35"	338.85'	338.13'	S78°30'32"E
C2	1500.00'	4°48'44"	125.98'	125.94'	S74°38'09"E
C3	1500.00'	0°11'33"	5.04'	5.04'	S72°08'01"E
C4	1000.00'	2°25'13"	42.24'	42.24'	N73°14'51"W
C5	1000.00'	3°09'26"	55.10'	55.10'	N78°02'10"W
C6	100.00'	70°14'02"	122.58'	115.05'	N48°04'30"E
C7	456.00'	33°28'17"	266.52'	262.74'	S01°13'07"W
C8	456.00'	18°03'38"	143.74'	143.14'	S08°55'57"W
C9	450.00'	46°54'59"	368.48'	358.27'	S07°54'57"E
C10	450.00'	2°08'18"	16.79'	16.79'	S14°28'24"W
C11	450.00'	44°46'40"	351.88'	342.80'	S08°59'08"E
C12	694.00'	4°21'06"	52.71'	52.70'	N78°36'27"W
C13	50.00'	78°56'40"	67.15'	62.21'	N51°25'49"E
C14	330.00'	39°04'29"	225.06'	220.72'	S03°59'42"E
C15	1530.00'	2°18'54"	61.82'	61.81'	S73°51'27"E
C16	25.00'	87°58'23"	38.39'	34.72'	N31°01'43"W
C17	70.00'	70°14'02"	85.81'	80.53'	N48°04'30"E
C18	60.00'	78°56'40"	80.58'	74.66'	N51°25'49"E
C19	40.00'	78°56'40"	53.72'	49.77'	N51°25'49"E
C20	25.00'	90°00'00"	39.27'	35.36'	S62°57'46"W
C21	426.00'	16°42'55"	124.28'	123.84'	S08°36'18"W
C22	25.00'	90°00'00"	39.27'	35.36'	N27°02'14"W
C23	25.00'	92°25'13"	40.33'	36.09'	S61°45'08"W
C24	486.00'	31°04'43"	263.62'	260.40'	S02°25'24"W
C25	7.00'	92°25'13"	11.29'	10.11'	S61°45'08"W
C26	320.00'	39°04'29"	218.24'	214.03'	S03°59'42"E
C27	340.00'	39°04'29"	231.87'	227.41'	S03°59'42"E
C28	26.00'	87°34'47"	39.74'	35.98'	N28°14'51"W
C29	420.00'	40°54'55"	299.93'	293.59'	S04°54'55"E
C30	60.00'	17°29'39"	18.32'	18.25'	N21°42'18"E
C31	60.00'	21°00'18"	22.00'	21.87'	N40°57'17"E
C32	426.00'	2°28'39"	18.42'	18.42'	S16°43'28"W
C33	426.00'	2°52'20"	21.36'	21.35'	S14°02'57"W
C34	426.00'	2°52'11"	21.34'	21.33'	S11°10'41"W
C35	426.00'	8°29'45"	63.17'	63.11'	S05°29'43"W
C36	486.00'	0°21'25"	3.03'	3.03'	S17°47'03"W
C37	486.00'	2°30'56"	21.34'	21.34'	S16°20'53"W
C38	486.00'	2°30'59"	21.34'	21.34'	S13°49'56"W
C39	486.00'	3°31'57"	29.96'	29.96'	S10°48'27"W
C40	486.00'	3°32'38"	30.06'	30.06'	S07°16'10"W
C41	486.00'	2°30'57"	21.34'	21.34'	S04°14'22"W
C42	486.00'	4°41'51"	39.85'	39.84'	S00°37'58"W
C43	320.00'	5°02'13"	28.13'	28.12'	S13°01'26"W
C44	320.00'	3°50'19"	21.44'	21.44'	S08°35'11"W
C45	320.00'	6°36'40"	48.09'	48.05'	S02°21'41"W
C46	340.00'	3°36'20"	21.40'	21.39'	S13°44'23"W
C47	340.00'	3°36'27"	21.41'	21.40'	S10°08'00"W
C48	340.00'	3°35'46"	21.34'	21.34'	S06°31'53"W
C49	340.00'	3°35'57"	21.36'	21.35'	S02°56'01"W
C50	340.00'	6°29'58"	38.57'	38.55'	S02°06'56"E
C51	420.00'	4°45'23"	34.87'	34.86'	S13°09'51"W
C52	420.00'	2°55'02"	21.36'	21.38'	S09°19'39"W
C53	420.00'	2°54'39"	21.34'	21.34'	S06°24'48"W
C54	420.00'	2°54'44"	21.35'	21.35'	S03°30'06"W
C55	420.00'	7°37'01"	55.83'	55.79'	S01°45'46"E
C56	70.00'	44°26'48"	54.30'	52.95'	N35°10'51"E
C57	40.00'	73°17'04"	51.16'	47.75'	N49°36'00"E
C58	40.00'	3°39'36"	2.56'	2.55'	N88°04'20"E

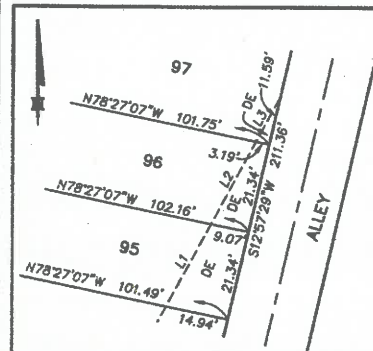
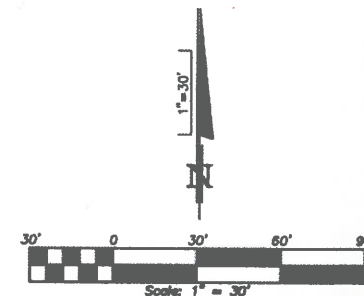
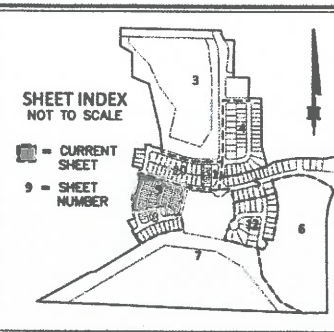
LINE TABLE		
NUMBER	BEARING	DISTANCE
L1	S28°14'49"W	22.27'
L2	S28°14'49"W	22.27'
L3	S28°14'49"W	12.10'

WATERBROOKE PHASE 1 LOCATED IN SECTIONS 27 AND 34, TOWNSHIP 22 SOUTH, RANGE 26 EAST, CITY OF CLERMONT, LAKE COUNTY, FLORIDA.

PLAT
BOOK

PAGE

SHEET 9 OF 12



DETAIL 9-A
SCALE 1"=20'



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DONALD W. McINTOSH ASSOCIATES, INC.
 ENGINEERS PLANNERS SURVEYORS
 2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4058

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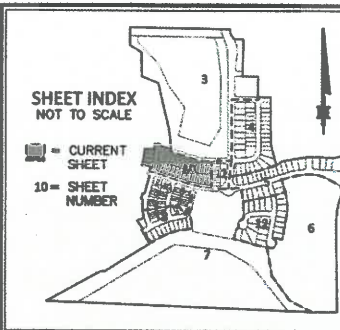
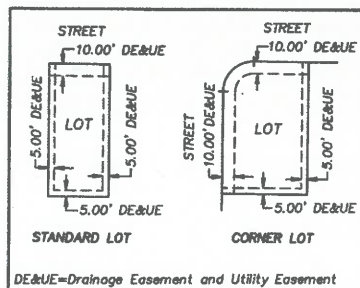
WATERBROOKE PHASE 1
LOCATED IN SECTIONS 27 AND 34, TOWNSHIP 22 SOUTH, RANGE 26 EAST,
CITY OF CLERMONT, LAKE COUNTY, FLORIDA.

PLAT
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CURVE TABLE				
NUMBER	RADIUS	DELTA	LENGTH	CHORD
C1	1500.00'	29°40'26"	778.88'	768.21'
C2	1500.00'	12°58'35"	338.85'	338.13'
C3	1500.00'	4°48'44"	125.98'	125.94'
C4	1500.00'	0°11'33"	5.04'	5.04'
C5	1000.00'	2°25'13"	42.24'	42.24'
C6	1000.00'	3°09'28"	55.10'	55.10'
C7	530.00'	17°57'46"	166.16'	165.48'
C8	350.00'	16°26'36"	100.45'	100.10'
C9	1000.00'	16°53'28"	294.80'	293.73'
C10	1000.00'	2°52'03"	50.05'	50.04'
C11	1000.00'	14°01'23"	244.75'	244.14'
C12	1470.00'	12°19'53"	316.38'	315.77'
C13	25.00'	87°31'24"	38.19'	34.58'
C14	1030.00'	10°48'52"	194.41'	194.12'
C15	25.00'	95°02'52"	41.47'	36.88'
C16	320.00'	8°14'35"	46.04'	46.00'
C17	560.00'	17°57'46"	175.56'	174.85'
C18	1470.00'	2°55'35"	75.08'	75.07'
C19	1470.00'	2°05'28"	53.65'	53.65'
C20	1470.00'	2°31'01"	64.58'	64.57'
C21	1470.00'	2°30'32"	64.37'	64.37'
C22	1470.00'	2°17'16"	58.70'	58.70'
C23	1030.00'	5°42'20"	102.57'	102.52'
C24	1030.00'	5°06'32"	91.84'	91.81'
C25	560.00'	4°36'52"	45.10'	45.09'
C26	560.00'	5°55'23"	57.89'	57.87'
C27	560.00'	4°59'44"	48.83'	48.81'
C28	560.00'	2°25'46"	23.75'	23.74'
C29	970.00'	13°11'48"	223.41'	222.92'
C30	970.00'	3°21'32"	56.86'	56.86'
C31	970.00'	3°21'32"	56.86'	56.86'
C32	970.00'	3°21'32"	56.86'	56.86'
C33	970.00'	3°07'12"	52.82'	52.81'



FLOOD ZONE NOTES:
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DONALD W. MCINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 844-4088

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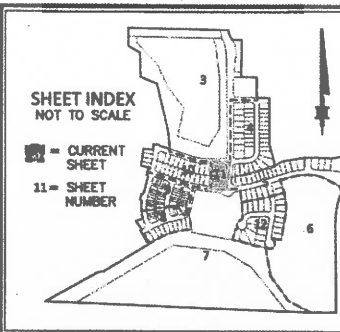
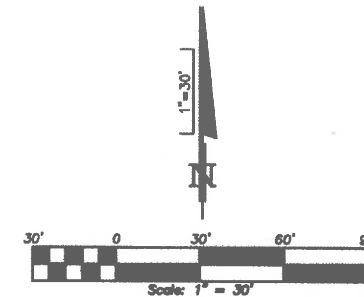
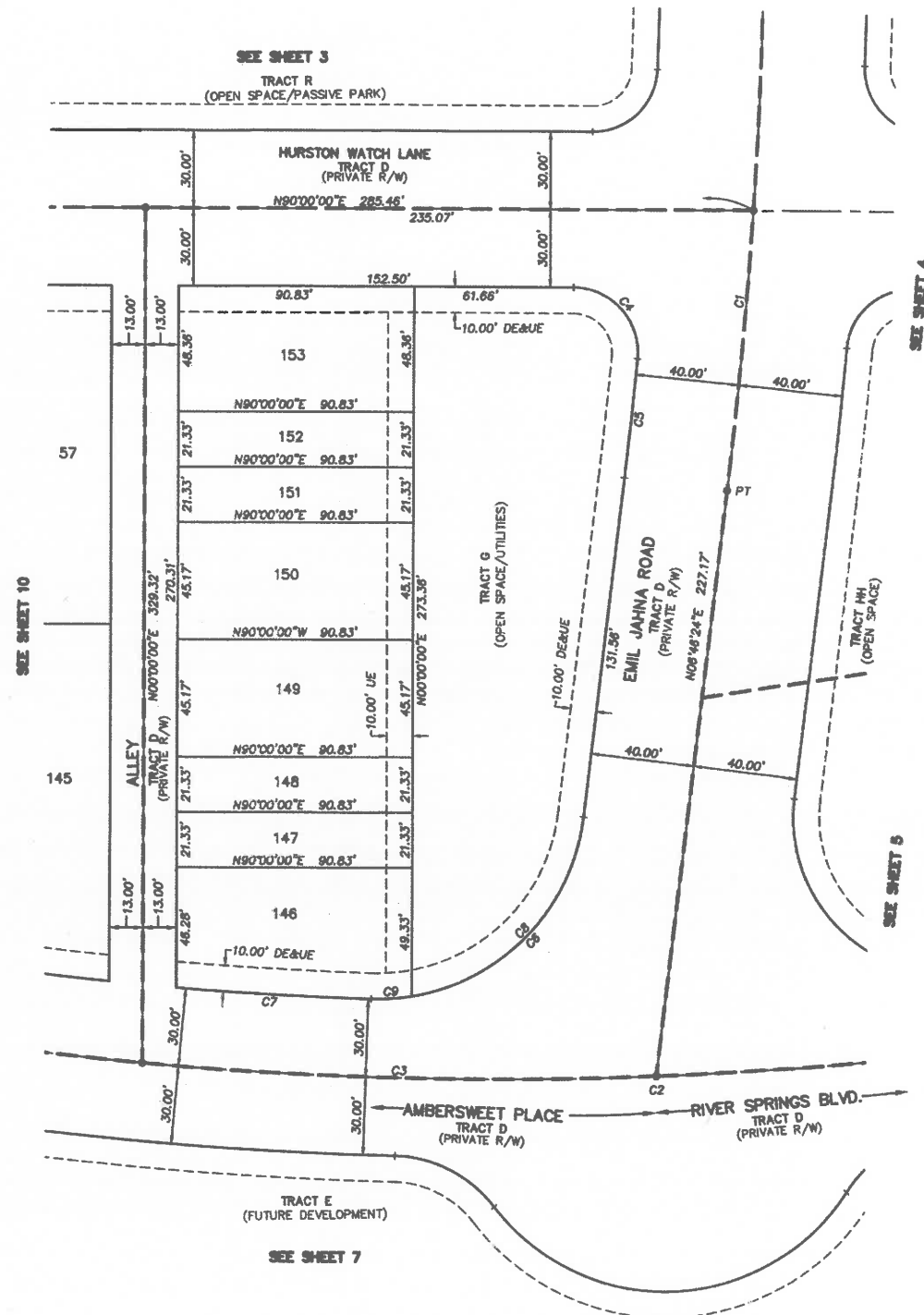
WATERBROOKE PHASE 1
LOCATED IN SECTIONS 27 AND 34, TOWNSHIP 22 SOUTH, RANGE 26 EAST,
CITY OF CLERMONT, LAKE COUNTY, FLORIDA.

PLAT
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SHEET 11 OF 12

CURVE TABLE					
NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	2000.00'	3°08'24"	108.44'	108.43'	N05°13'12"E
C2	1500.00'	28°40'26"	776.86'	768.21'	N88°07'16"E
C3	1500.00'	7°35'09"	198.60'	198.45'	S88°46'24"E
C4	25.00'	95°25'26"	41.64'	36.99'	N42°17'17"W
C5	1960.00'	1°20'58"	46.16'	46.16'	N08°05'55"E
C6	80.00'	84°54'20"	118.55'	108.00'	N48°13'34"E
C7	1470.00'	2°56'06"	75.30'	75.29'	S86°51'13"E
C8	80.00'	73°38'55"	102.83'	95.90'	N43°35'52"E
C9	80.00'	11°15'25"	15.72'	15.69'	N86°03'01"E



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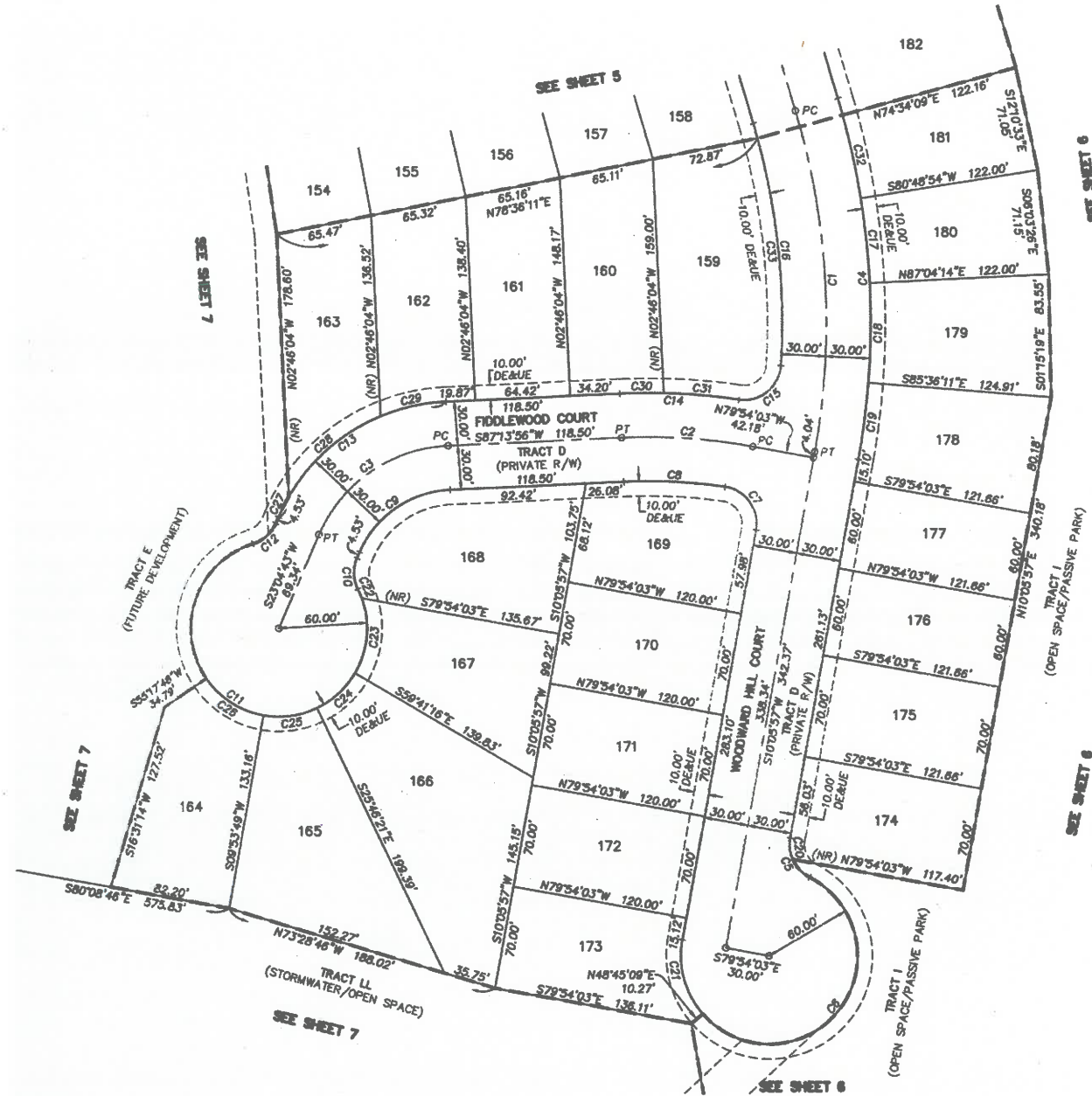
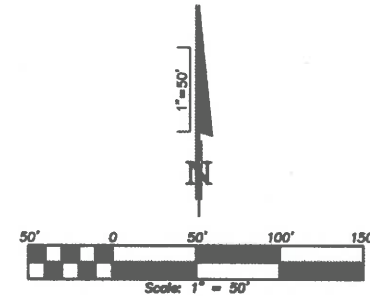
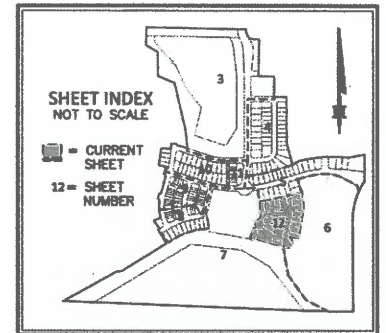
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WATERBROOKE PHASE 1
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CITY OF CLERMONT, LAKE COUNTY, FLORIDA.

PLAT
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PAGE

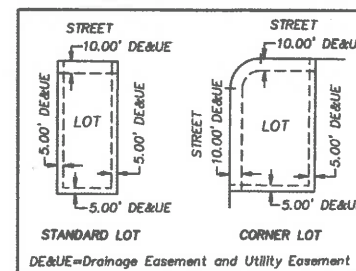
SHEET 12 OF 12



CURVE TABLE					
NUMBER	RADIUS	DELTA	LENGTH	CHORD	CHORD BEARING
C1	500.00'	26°48'55"	234.01'	231.88'	S03°18'30"E
C2	400.00'	12°52'01"	89.83'	89.84'	N86°20'03"W
C3	100.00'	64°09'13"	111.97'	106.21'	S55°09'20"W
C4	530.00'	26°48'55"	248.05'	245.79'	N03°18'30"W
C5	25.00'	72°53'43"	31.81'	29.70'	S26°20'54"E
C6	60.00'	252°53'43"	264.83'	98.53'	N63°38'06"E
C7	25.00'	92°07'47"	40.20'	36.01'	N35°57'56"W
C8	370.00'	10°44'15"	69.34'	69.24'	N87°23'56"W
C9	70.00'	64°09'13"	78.38'	74.35'	S55°09'20"W
C10	25.00'	49°40'47"	21.68'	21.00'	S01°45'40"E
C11	60.00'	279°21'34"	292.54'	77.65'	S66°58'17"E
C12	25.00'	49°40'47"	21.68'	21.00'	N47°55'07"E
C13	130.00'	64°09'13"	145.56'	138.07'	S55°09'20"W
C14	430.00'	10°53'15"	81.71'	81.58'	N87°18'26"W
C15	25.00'	94°33'41"	41.26'	36.73'	N50°50'20"E
C16	470.00'	20°16'27"	166.31'	165.44'	N06°34'44"W
C17	530.00'	6°15'20"	57.87'	57.84'	N06°03'28"W
C18	530.00'	7°19'34"	67.77'	67.72'	N00°44'01"E
C19	530.00'	5°42'09"	52.75'	52.73'	N07°14'53"E
C20	25.00'	33°58'29"	14.82'	14.61'	S08°33'17"E
C21	60.00'	51°20'48"	53.77'	51.99'	S15°34'27"E
C22	60.00'	6°30'21"	6.81'	6.81'	N23°20'54"W
C23	60.00'	50°24'27"	52.79'	51.10'	N05°08'30"E
C24	60.00'	33°54'56"	35.52'	35.00'	N47°16'11"E
C25	60.00'	35°40'09"	37.35'	36.75'	N82°03'44"E
C26	60.00'	45°24'00"	47.54'	46.31'	S57°24'12"E
C27	130.00'	6°48'28"	15.48'	15.47'	S26°29'27"W
C28	130.00'	37°12'57"	84.44'	82.98'	S48°30'40"W
C29	130.00'	20°06'48"	45.64'	45.40'	S77°10'32"W
C30	430.00'	4°01'26"	30.20'	30.19'	S89°14'39"W
C31	430.00'	6°51'49"	51.51'	51.48'	N85°18'43"W
C32	530.00'	6°14'45"	57.78'	57.75'	N12°18'28"W
C33	470.00'	18°59'20"	155.77'	155.06'	N05°56'10"W

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ENGINEERS PLANNERS SURVEYORS
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 844-4088



TYPICAL EASEMENT DETAIL FOR
LOTS 159 THROUGH 181
(DETAIL NOT TO SCALE)

FLOOD ZONE NOTES:

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CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, November 28, 2017		
Agenda Item Name		
Change Order and Budget Amendment		
Requested Action		
Request approval of Change Order #1 to the Victory Pointe construction contract with Oelrich Construction, Inc. for additional muck removal in the amount of \$283,447 and budget amendment in the amount of \$283,447.		
Staff Report		
Additive change order #1 includes additional muck removal for the construction of Victory Pointe project. The total amount of change order #1 is \$283,447. See Attachment A for additional information.		
Additional Analysis		
Fiscal Impact Summary		
Change order is not included in the current year approved budget. Budget amendment to the Stormwater Fund (45538-66306-38110) in the amount of \$212,585 and to the Capital Projects Fund (32559-66300-38110) in the amount of \$70,862 is requested.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Change Order Form		Change Order 1.pdf
2. Attachment A - Additional Information		Attachment A.pdf

CHANGE ORDER FORM

Contract / P.O. Number: 2017-18

Bid Number: 17-026

Change Order Number: 1

Change Order Date: _____

Project Name: Construction of Victory Pointe Park

Department: City Manager

Job Location: Victoty Pointe Park

VENDOR INFORMATION:

Company Name: Oelrich Construction, Inc.

Address: 275 NW 137th Drive, Suite A

City, St., Zip: Jonesville, FL 32669

Contact Name: Derek Dykes

Telephone: _____

DESCRIPTION OF CHANGE:

Alteration, deviation, addition, or deletion caused by conditions encountered during construction not covered by the specifications and drawings of the project (attach additional pages if necessary).

Additive change order for additional muck removal in the total amount of \$283,447.00 (see Attachment A for additional information).

<u>ITEM</u>		<u>AMOUNT</u>
A.	ORIGINAL CONTRACT VALUE	\$ 9,450,367.00
B.	AMOUNT OF THIS CHANGE ORDER: <i>Council approval required if over 15% of contract price, not to exceed \$49,999 OR if funds are not available in the approved budget for the Department.</i>	\$ 283,447.00
C.	PERCENT OF CONTRACT VALUE THIS CHANGE ORDER (B/A)	% 3.0%
D.	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$ 0.00
E.	TOTAL AMOUNT OF ALL CHANGE ORDERS (B+D)	\$ 283,447.00
F.	PERCENT OF CONTRACT OF ALL CHANGE ORDERS (E/A): <i>15% Maximum</i>	% 3.0%
G.	NEW CONTRACT VALUE (A+E)	\$ 9,733,814.00

This Change Order is not valid without the following signatures:

CONTRACTOR Date

PROJECT ARCHITECT / ENGINEER Date

DEPARTMENT DIRECTOR Date

PURCHASING DIRECTOR / CITY MANAGER Date

Change Orders over 15%, not to exceed \$49,999 of the original contract OR not budgeted, require the following signatures:

CITY OF CLERMONT

ATTEST:

Gail L. Ash, Mayor Date

Tracy Ackroyd Howe, City Clerk Date

ATTACHMENT A



November 9, 2017

James Kinzler CPM, EA
Director of Capital Planning
City of Clermont
685 West Montrose Street
Clermont, FL 34711

Re: Victory Pointe Park
REVISED -Contract Change Order #01- Additional Muck Removal

James,

Oelrich Construction is pleased to submit the following contract change order proposal for the additional Muck Removal (De Mucking) onsite above and beyond the initial Bid Quantity of 6,300 cubic yards and for importing fill material needed onsite due to the muck removal. All areas below have been De-mucked and verified onsite for muck removal, muck placement, and import fill placement.

Additional Muck Removal above the contracted cubic yards (6,300 cy):

Stage 1B – Total quantity was calculated from existing elevations surveyed throughout stage 1B as indicated on the 3D model for the top grade then down to a bottom grade of 80.6. The total quantity for Stage 1B is 14,624 CY, there was 2,694 CY of good dirt in Stage 1B that is labeled as good on the 3D model so the difference is 11,930 CY which is all muck.

Stage 1B- A total of 11,930 cy muck removed minus the 6,300 cy equals a difference of 5,630 cy
Observation Tower- See the attached 3D model. A total of 724 cy of muck removed
Land Bridge Area- See the attached 3D model. A total of 2,110 cy of muck removed.

When the muck was removed it was dried onsite before it can be used for onsite fill material or hauled offsite. While the wet muck dried we saw a shrinkage rate of 40%. Meaning that the total excavated muck of 14,764 cy has shrunk by 40% and has produced a dry volume of 8,858 cy.

The 8,858 cy of dry muck has been placed onsite in the following areas or hauled offsite. See the attached site plan to indicate the areas where muck was placed and the attached haul off tickets:

- A. Stage 2/3 - A total of 4,136 cy was placed in these areas to bring the grade up to a 92 ft elevation and then used on the slopes of the land bridge.
- B. Area north of SP-4- This area received a total 755 cy.
- C. Area west of stage 1B sheet piles between the sheet piles and the lumber yard. This area received a total quantity of 1,222 cy.
- D. Then we have hauled off a total of 2,745 cy of muck. See the attached load tickets.

275 NW 137th Drive
Suite A
Jensen, Florida 32669

oelrichconstruction.com

352-745-7877

0001510679

CL
S-CO
PA
CR
O-CO



Imported fill material:

There has been a total of 4,734 cy of import fill needed to date because of the additional muck removal. The attached site plan shows areas where import fill was placed and then the attached import tickets for each truck load brought to the site.

- E. Sidewalk area and east slope grade between sheet piles and observation tower along Victory Way – This area required a total of 1,872 cy.
- F. Observation tower – This area required a total of 738 cy
- G. Land bridge Area – This area required a total of 2,124 cy

Total muck onsite 14,764 cy minus bid amount of 6,300 equals a total overage of 8,464 cy of additional muck removed.

	8,464 cy x \$23	\$	194,672.00
Total Import fill used onsite to date	4,734 cy x \$13	\$	61,542.00

Subtotal for all above items	\$	256,214.00
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General Conditions	\$	
General Liability	\$	2,511.00
Bond Cost	\$	3,726.00
Subtotal	\$	262,451.00

CM Fee	\$	20,996.00
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The total cost for contract change order #02 is:

Two Hundred Eighty-Three Thousand Four Hundred Forty-Seven

Dollars..... \$ 283,447.00

*****These muck removal and import fill totals are to date. There are more areas onsite where muck has been encountered however it has not been removed yet. Once Oelrich Construction has those quantities known a future change order will be written for additional muck removal and importing fill materials since there will be a need of future import fill on the project. *****

275 NW 137th Drive
Suite A
Jonesville, Florida 32669
oelrichconstruction.com

352-745-7877

COC1510679

CL
S-CO
PA
CR
O-CO



Thank you for the opportunity to present this proposal. If you require any further information regarding this issue, please do not hesitate to contact me at any time.

Sincerely,
Oelrich Construction, Inc.

Derek Dykes

Derek
Senior Project Manager

Approved by:

Signature:

Date:

Jay
Jones Kierse
11/13/10

275 NW 137th Drive
Suite A
Jonesville, Florida 32669
oelrichconstruction.com

352-745-7577

0001510579

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PA
CR
O-CO

Victory Point Park
Muck and Import Fill
November 9, 2017



Muck removal

Previous bid quantity for muck	6,300 cu / yds
Muck known in place (subsequently removed)	14,764 cu / yds
Shrinkage factor on muck dry volume	40%
Dry volume muck after shrinkage	8,858.4 cu / yds
Removal cu/yd rate	\$23.00
Muck volume overage from bid quantity	8,464 cu / yds
Muck removal charges	\$194,672.00

Muck repurposed into greenspaces

Volume repurposed	1,977 cu/yd
Hauling credit due to repurpose on site	\$5.00
Distribution cost for repurposed muck	\$5.00
Aggregate adjustment	\$0.00

Usage of dry volume muck

A. Stage 2/3	4136 cu/yd
B. North of SP-4	755 cu/yd
C. West of stage 1B sheet pile	1222 cu/yd
D. Muck hauled offsite	2745 cu/yd
Aggregate muck	8,858 cu/yd

Stage 1B muck volumes only

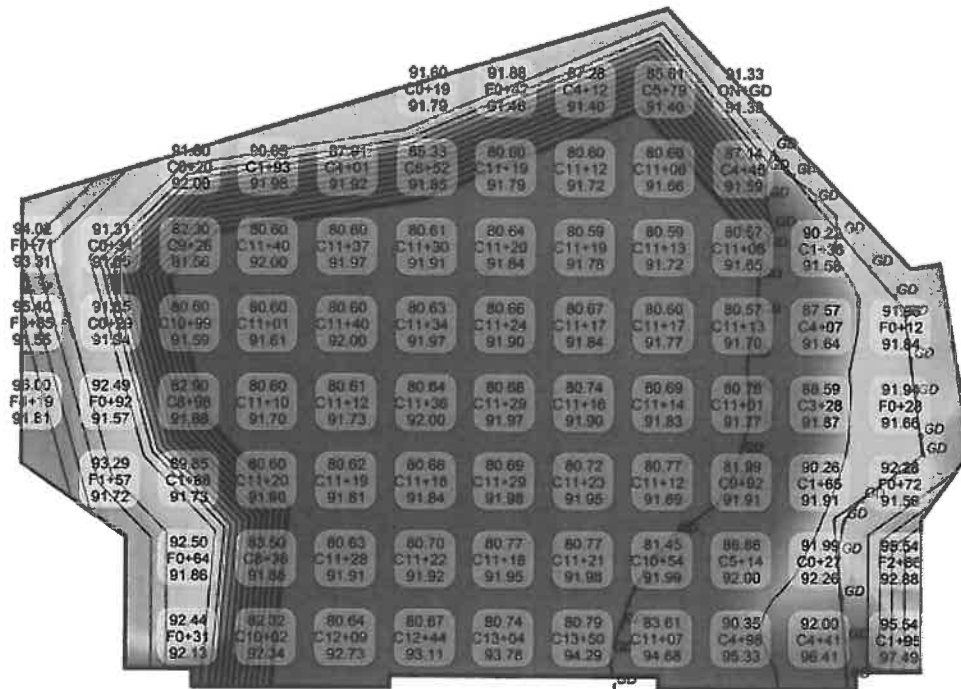
Muck removed	11,930 cu/yd
Previous bid quantity for muck	6,300 cu/yd
Overage of muck removal required	5,630 cu/yd
Muck used for green space import fill	1977 cu/yd

Import Fill

E. Requirement for sidewalks along Victory Way	1,872 cu/yd
F. Requirement for Observation Tower fill	738 cu/yd
G. Requirement for Land Bridge fill	2124 cu/yd
Aggregate fill required to date	4734 cu/yd
Cost for fill and distribute	\$13.00 cu/yd
Aggregate fill charges to date	\$61,542.00

Summary charges payable on this change order

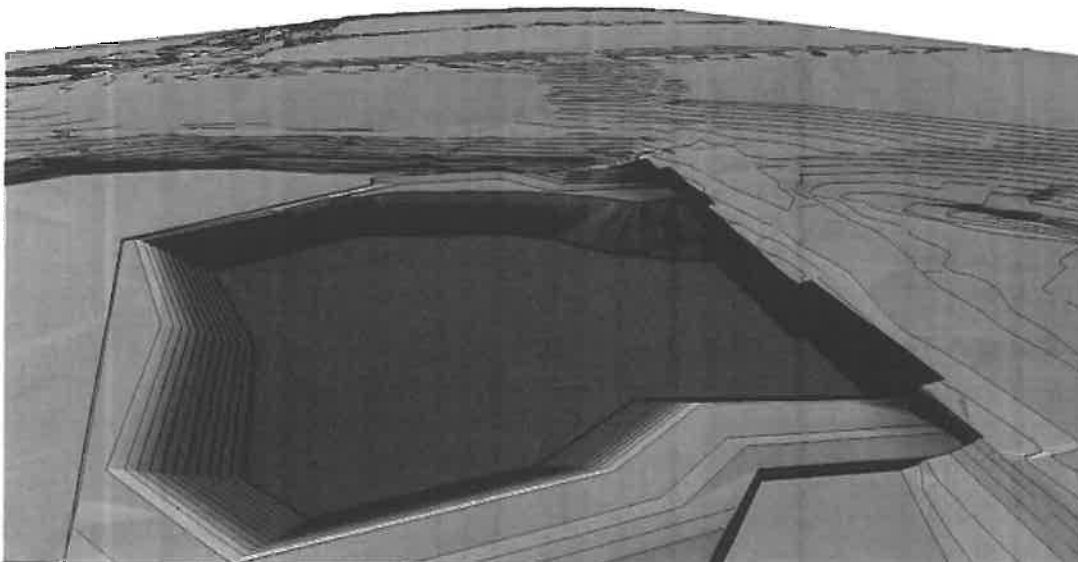
Muck removal charges	\$ 194,672.00
Import fill charges to date	\$ 61,542.00
Insurance cost increase	\$ 2,511.00
Bond cost increase	\$ 3,726.00
CM fee	\$ 20,996.00
	<u>\$ 283,447.00</u>

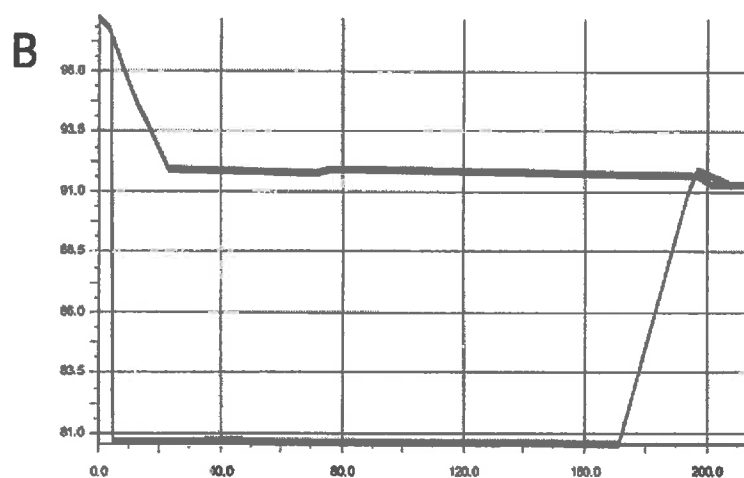
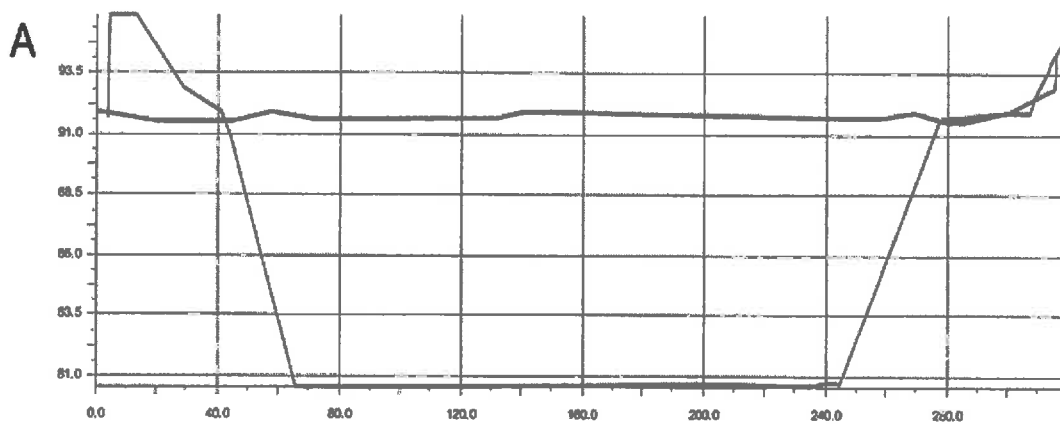
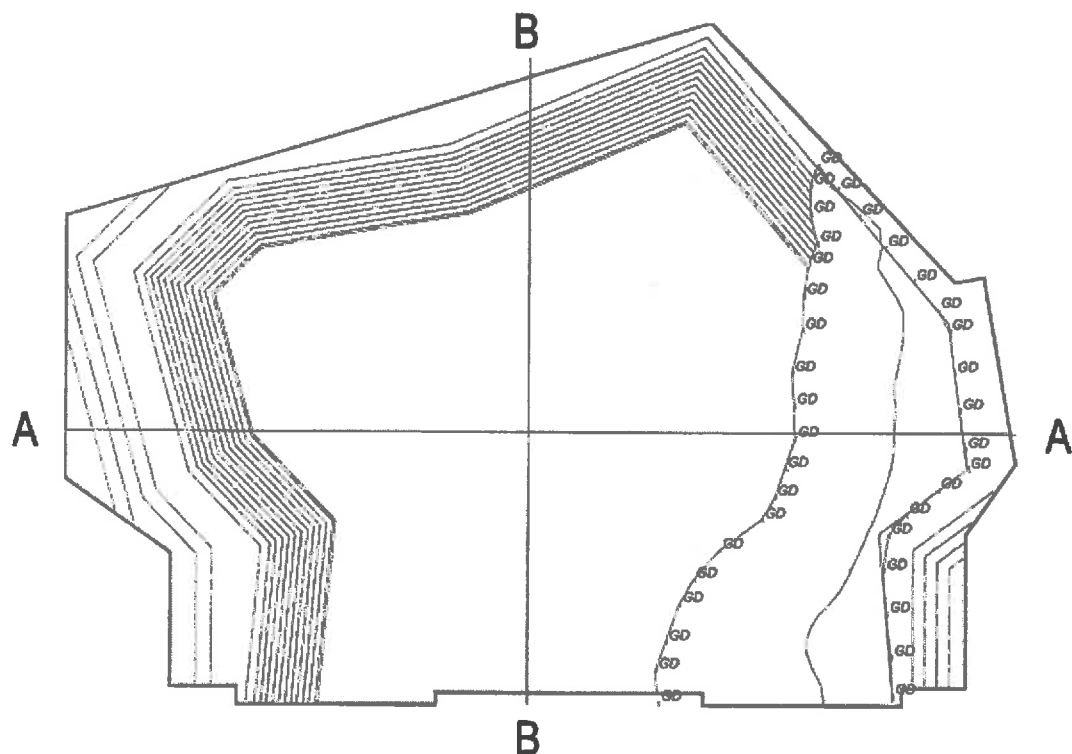


Job: POND 1B MUCK 10-30-17
 Units: Ft-CY
 Mon Oct 30, 2017 18:49:21 Page 1

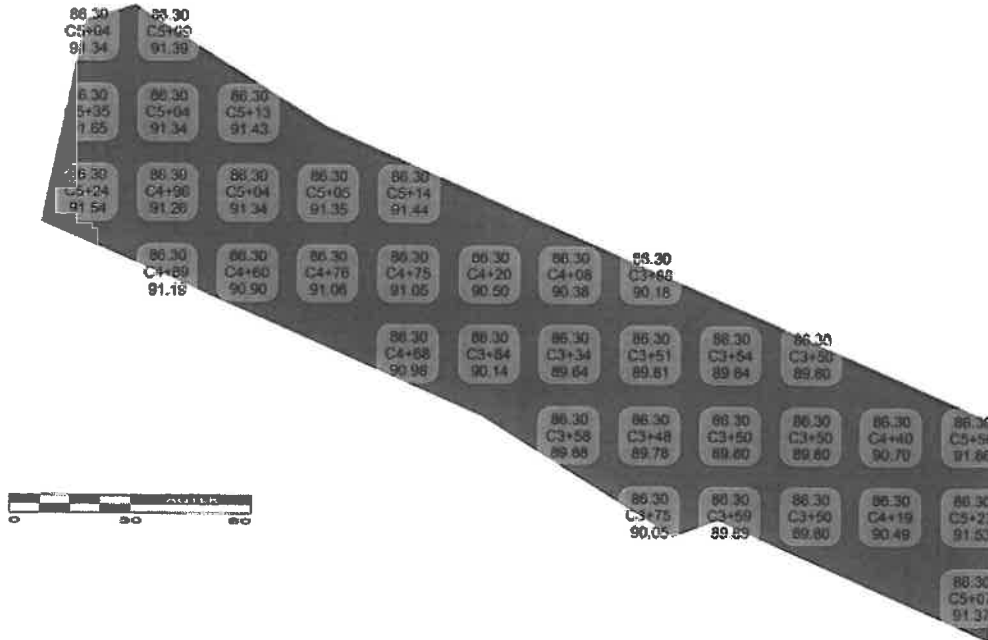
Volume Report
Design vs. Existing

Job Site	Total		Area		Volume		Comp/Ratio		Compact		Export Change	
	Cut	Fill	OnGrade	OnGrade	Cut	Fill	Cut	Fill	Cut	Fill	Import	Per .1 Ft
	54,929	44,165	8,202	2,562	14,624	387	1.00	1.00	14,624	387	14,237	203





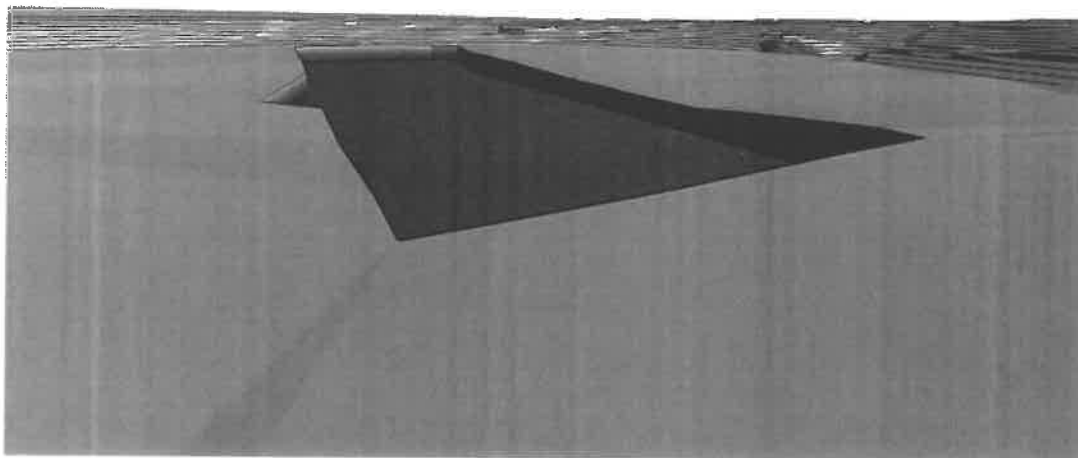
A

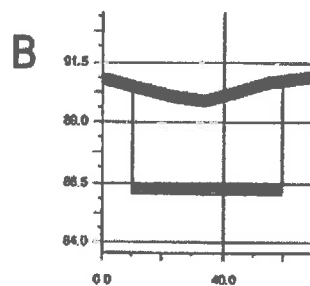
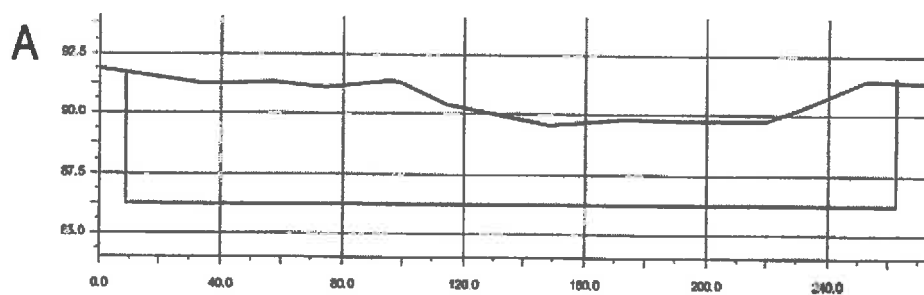
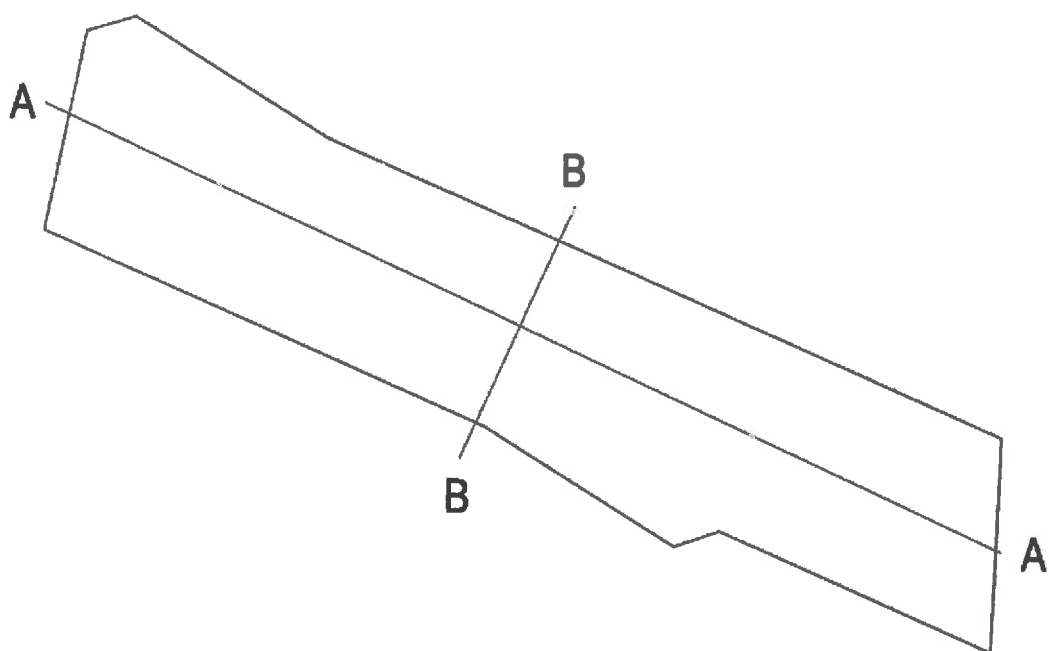


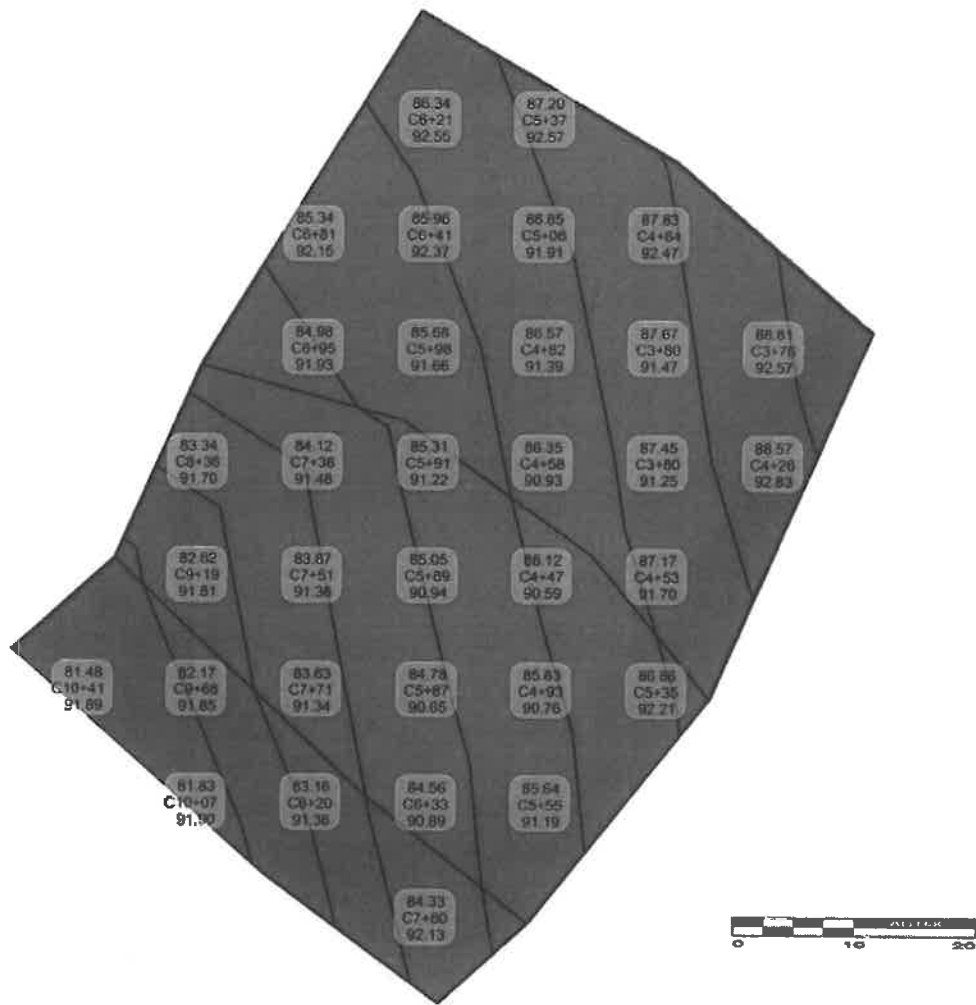
Job: LAND BRIDGE 10-31-17
 Units: Ft-CY
 Tue Oct 31, 2017 10:32:17 Page 1

Volume Report
Design vs. Existing

	Total	Cut	Area Fill	OnGrade	Volume Cut	Fill	Comp/Ratio Cut	Fill	Compact Cut	Fill	Export -Import	Change Per .1 Ft
LAND BRIDGE MUCK	13,082	13,082	0	0	2,110	0	1.00	1.00	2,110	0	2,110	48



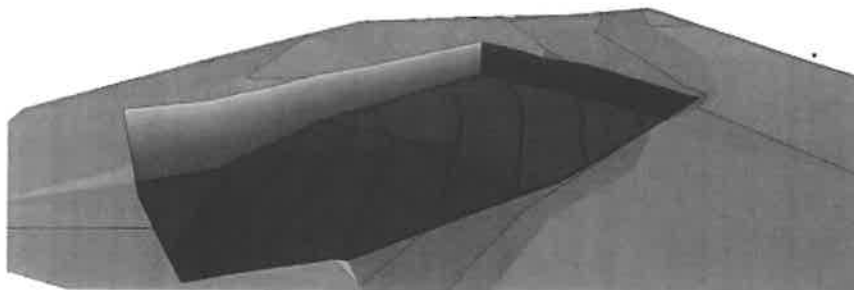


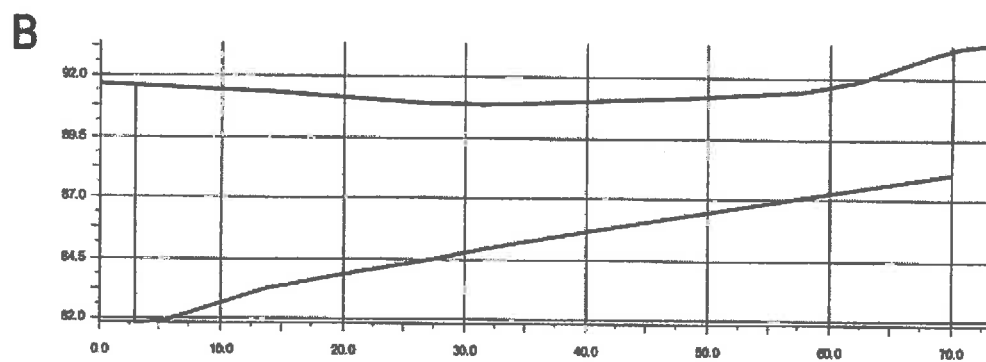
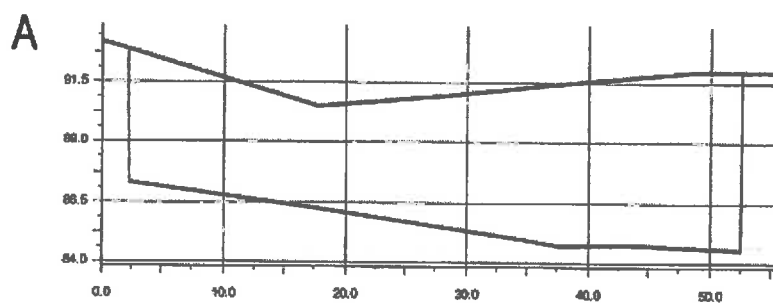
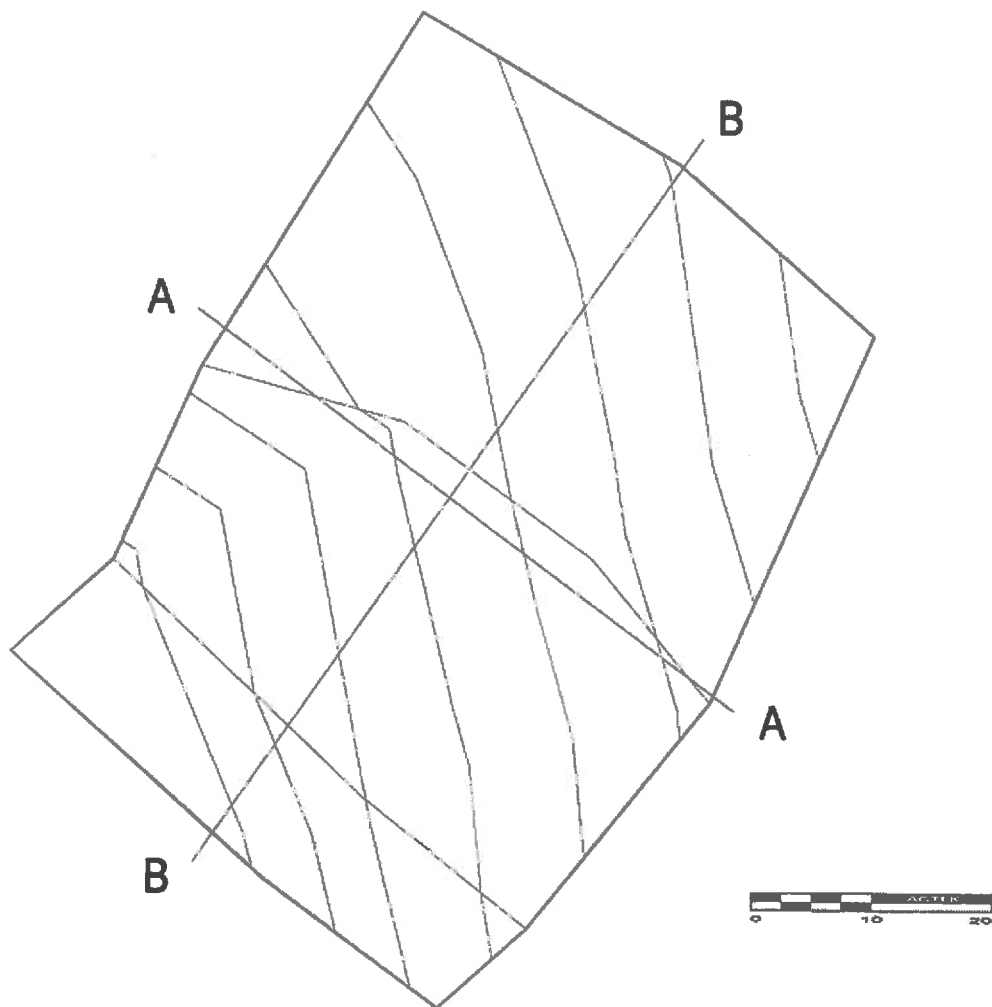


Job: MUCK VOLUMES 10-03-17
 Units: Ft-CY
 Tue Oct 03, 2017 16:17:22 Page 1

Volume Report
Design vs. Existing

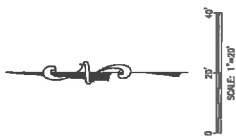
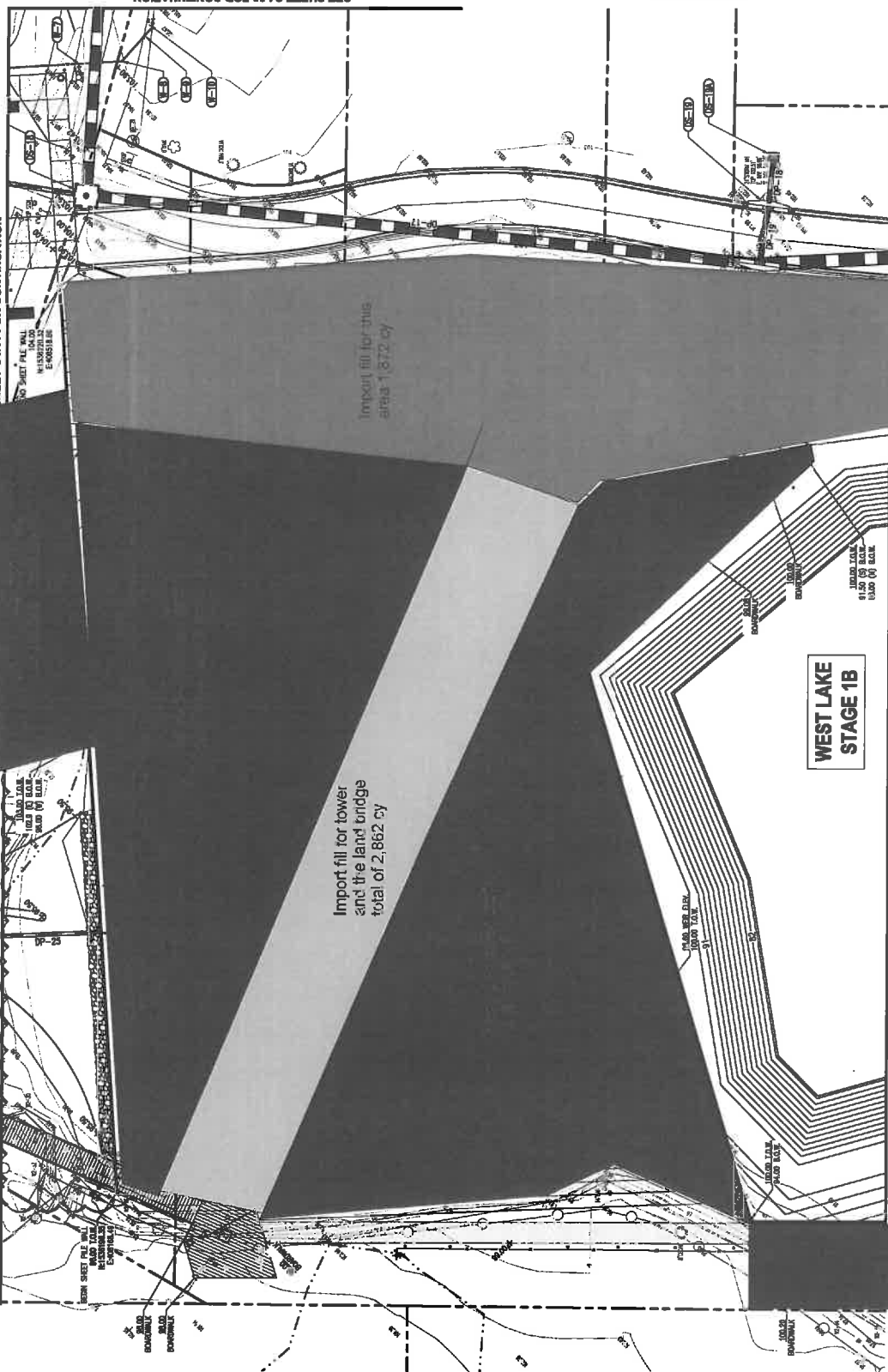
Job Site	Total		Area		Volume		Comp/Ratio		Compact		Export Change	
	Cut	Fill	OnGrade	OnGrade	Cut	Fill	Cut	Fill	Cut	Fill	-Import	Per .1 Ft
	3,159	3,159	0	0	724	0	1.00	1.00	724	0	724	12





MATCHLINE B - SEE SHEET C4.10 FOR CONTINUATION

SHEET C4.11 FOR CONTINUATION



SEE SHEET C4.30 FOR CONTINUATION

WATER ASSET TABLE	
ID	LOCATION
W-7	PIPE HYDRAULIC ASSEMBLY
W-8	6" 45' BOD
W-9	6" 22.5' BOD
W-10	POINT OF CONNECTION 6" DUCT W/ 6" CONCRETE TO EXISTING 6" EXHIBIT 10.2

STORM SEWER STRUCTURES TABLE	
ID	TYPE
SS-1	10" MGS
SS-2	10" MGS

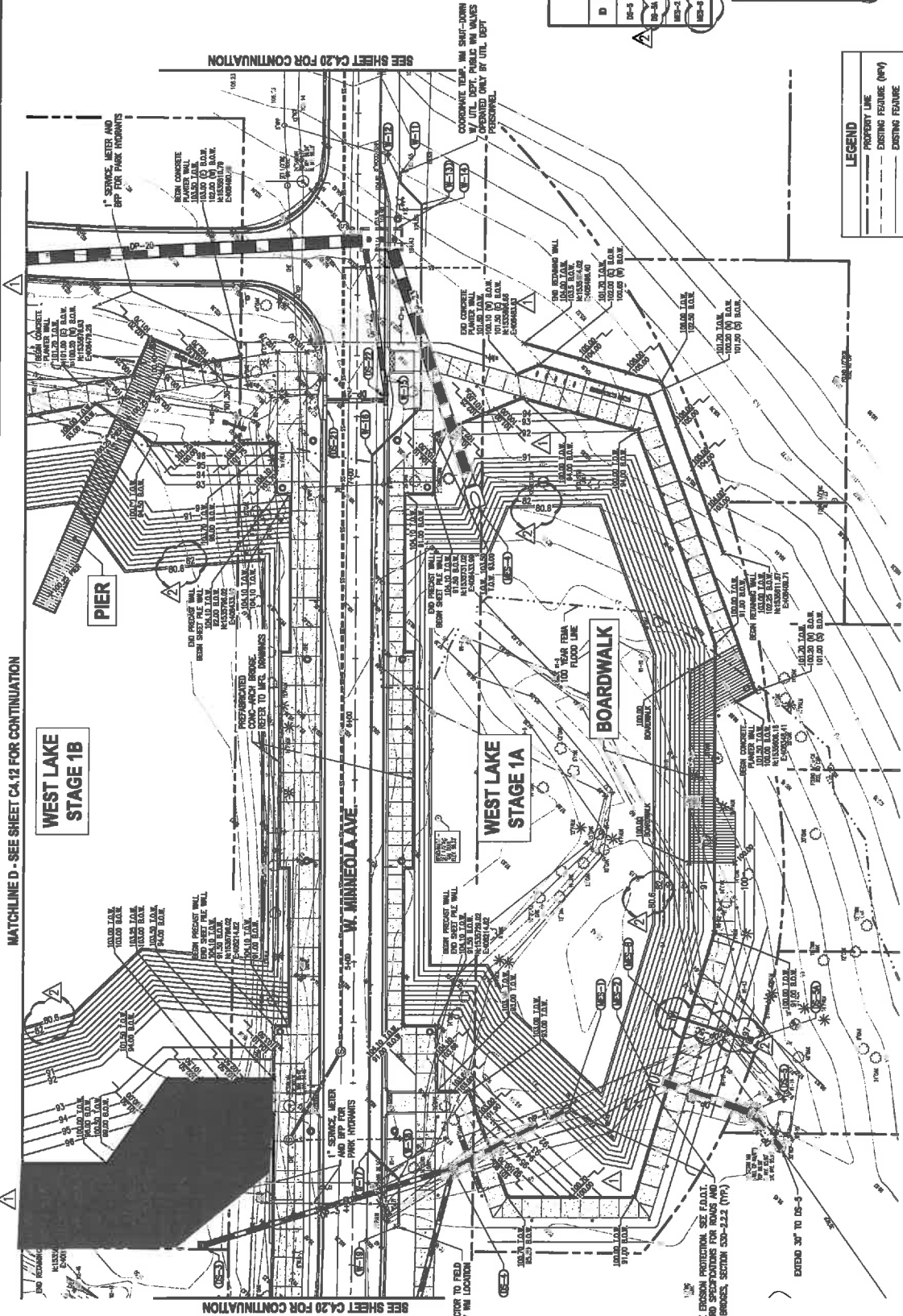
STORM SEWER PIPES TABLE	
ID	MATERIAL
SP-1	HDPE

LEGEND	
---	PROPERTY LINE
---	EXISTING FEATURE (H/W)
---	EXISTING FEATURE
---	PROPOSED FEATURE

REVISIONS	
REV	DATE
1	12/20/2017
2	05/19/2017
3	06/19/2017
4	07/19/2017
5	08/19/2017
6	09/19/2017
7	10/19/2017
8	11/19/2017
9	12/19/2017
10	01/19/2018
11	02/19/2018
12	03/19/2018
13	04/19/2018
14	05/19/2018
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16	07/19/2018
17	08/19/2018
18	09/19/2018
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392	11/19/2049
393	12/19/2049
394	01/19/2050
395	0

MATCHLINE D - SEE SHEET C4.12 FOR CONTINUATION

WEST LAKE
STAGE 1B



SEE SHEET C4.20 FOR CONTINUATION

SEE SHEET C4.20 FOR CONTINUATION

WATER ASSET TABLE		
ID	TYPE	LOCATION
W-11	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
W-12	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
W-13	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
W-14	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
W-15	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
W-16	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
W-17	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
W-18	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
W-19	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A

STORM SEWER STRUCTURES TABLE		
ID	TYPE	LOCATION
SS-1	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SS-2	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SS-3	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SS-4	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SS-5	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SS-6	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SS-7	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SS-8	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SS-9	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SS-10	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A

STORM SEWER PIPES TABLE		
ID	TYPE	LOCATION
SP-1	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SP-2	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SP-3	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SP-4	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SP-5	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SP-6	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SP-7	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SP-8	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SP-9	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A
SP-10	POINT OF CORRECTION IF ONE WALL CONCRETE WALL RESTORED FILLING	WEST LAKE STAGE 1A

LEGEND		
---	PROPERTY LINE	
---	EXISTING FEATURE (W/F)	
---	EXISTING FEATURE	
---	PROPOSED FEATURE	

gai consultants
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618 South Street, Suite 700, Orlando, FL 32801
407.433.8388
Certified of Authorization: EB9951
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City of Clemons
618 W. Main Ave. 2L
Clemons, FL 32711
(352) 394-4061
Choice of Clemons

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Clemons, FL 32711
(352) 394-4061
Choice of Clemons

City of Clemons
618 W. Main Ave. 2L
Clemons, FL 32711
(352) 394-4061
Choice of Clemons

REV	DATE	BY	DESCRIPTION
1	07/20/2017	MC	DESIGN
2	07/20/2017	MC	CONFORMED PERMIT DOCUMENTS
3	07/20/2017	MC	ISSUED FOR CONSTRUCTION

DATE	07/20/2017
TIME	10:00 AM
LOCATION	WEST LAKE (SOUTH)
PROJECT NO.	A15116.00
SCALE	AS SHOWN
DATE	07/20/2017
BY	MC
CHECKED	MC
APPROVED	MC

GRADING DRAINAGE AND UTILITY PLAN
WEST LAKE (SOUTH)

VICTORY POINTE PROJECT
CITY OF CLEMONT, FLORIDA

C4.13



ALLIED TRUCKING OF ORLANDO, LLC
INVOICE TICKET DETAIL

PAGE 1
DATE 10/11/2017
TIME 14:35:15

Ticket No.	Quantity	Material	Truck No.
** Detail for Invoice No: 6045			
* Date: 10/02/2017		Customer No. 5980	Job No. 170303-01
19112 ✓	1.00 LD	MUCK DISPOSAL	80150 (3334)
19113 ✓	1.00 LD	MUCK DISPOSAL	80150 (3334)
19114 ✓	1.00 LD	MUCK DISPOSAL	80150 (3334)
93361	1.00 LD	MUCK DISPOSAL	80150 (3329)
93362	1.00 LD	MUCK DISPOSAL	80150 (3329)
93363	1.00 LD	MUCK DISPOSAL	80150 (3329)
6 TICKETS	6.00 LD	<===== TOTAL FOR THIS DATE	10/02/2017
* Date: 10/05/2017			
63796	1.00 LD	MUCK DISPOSAL	80150 (3328)
63798	1.00 LD	MUCK DISPOSAL	80150 (3328)
63800	1.00 LD	MUCK DISPOSAL	80150 (3328)
64577 ✓	1.00 LD	MUCK DISPOSAL	80140 (001)
64579 ✓	1.00 LD	MUCK DISPOSAL	80140 (001)
5 TICKETS	5.00 LD	<===== TOTAL FOR THIS DATE	10/05/2017
11 TICKETS	11.00 LD	<===== TOTAL FOR INVOICE	6045



ALLIED TRUCKING OF ORLANDO, LLC
INVOICE TICKET DETAIL

PAGE 1
DATE 10/04/2017
TIME 16:28:40

Ticket No.		Quantity	Material	Truck No.
** Detail for Invoice No: 5981		Customer No. 5980		Job No. 170303-02
* Date: 09/27/2017				
104064✓	1.00 LD	MUCK DISPOSAL	1315	
104082✓	1.00 LD	MUCK DISPOSAL	1315	
104083✓	1.00 LD	MUCK DISPOSAL	281	
104103✓	1.00 LD	MUCK DISPOSAL	281	
104104✓	1.00 LD	MUCK DISPOSAL	1315	
104117✓	1.00 LD	MUCK DISPOSAL	281	
104119✓	1.00 LD	MUCK DISPOSAL	1315	
104131✓	1.00 LD	MUCK DISPOSAL	281	
104140✓	1.00 LD	MUCK DISPOSAL	281	
104871	1.00 LD	MUCK DISPOSAL	281	
10 TICKETS		10.00 LD	<===== TOTAL FOR THIS DATE 09/27/2017	
* Date: 09/28/2017				
104149✓	1.00 LD	MUCK DISPOSAL	1315	
104155✓	1.00 LD	MUCK DISPOSAL	281	
104164✓	1.00 LD	MUCK DISPOSAL	1315	
104170	1.00 LD	MUCK DISPOSAL	281	
104181✓	1.00 LD	MUCK DISPOSAL	1315	
104184✓	1.00 LD	MUCK DISPOSAL	281	
104198✓	1.00 LD	MUCK DISPOSAL	1315	
104202✓	1.00 LD	MUCK DISPOSAL	281	
104217✓	1.00 LD	MUCK DISPOSAL	1315	
104222✓	1.00 LD	MUCK DISPOSAL	281	
104231✓	1.00 LD	MUCK DISPOSAL	1315	
104236✓	1.00 LD	MUCK DISPOSAL	281	
104247✓	1.00 LD	MUCK DISPOSAL	1315	
104249✓	1.00 LD	MUCK DISPOSAL	281	
14 TICKETS		14.00 LD	<===== TOTAL FOR THIS DATE 09/28/2017	
24 TICKETS		24.00 LD	<===== TOTAL FOR INVOICE 5981	



ALLIED TRUCKING OF ORLANDO, LLC
INVOICE TICKET DETAIL

PAGE 1
DATE 10/04/2017
TIME 16:28:40

Ticket No.	Quantity	Material	Truck No.	
** Detail for Invoice No: 5980		Customer No. 5980	Job No. 170303-01	
* Date: 09/25/2017				
63736	1.00 LD	MUCK DISPOSAL	80150	(3329)
63737	1.00 LD	MUCK DISPOSAL	80150	(3329)
63738	1.00 LD	MUCK DISPOSAL	80150	(3329)
63739	1.00 LD	MUCK DISPOSAL	80150	(3329)
63740	1.00 LD	MUCK DISPOSAL	80150	(3329)
63741	1.00 LD	MUCK DISPOSAL	80150	(3329)
63742	1.00 LD	MUCK DISPOSAL	80150	(3329)
63743	1.00 LD	MUCK DISPOSAL	80150	(3329)
63744	1.00 LD	MUCK DISPOSAL	80150	(3329)
63745	1.00 LD	MUCK DISPOSAL	80150	(3329)
63746	1.00 LD	MUCK DISPOSAL	80150	(3329)
63747	1.00 LD	MUCK DISPOSAL	80150	(3329)
63748	1.00 LD	MUCK DISPOSAL	80150	(3329)
63749	1.00 LD	MUCK DISPOSAL	80150	(3329)
64734	1.00 LD	MUCK DISPOSAL	80178	(2012)
64735	1.00 LD	MUCK DISPOSAL	80178	(2012)
64736	1.00 LD	MUCK DISPOSAL	80178	(2012)
64737	1.00 LD	MUCK DISPOSAL	80178	(2012)
64738	1.00 LD	MUCK DISPOSAL	80178	(2012)
64739	1.00 LD	MUCK DISPOSAL	80178	(2012)
64740	1.00 LD	MUCK DISPOSAL	80178	(2012)
64741	1.00 LD	MUCK DISPOSAL	80178	(2012)
64742	1.00 LD	MUCK DISPOSAL	80178	(2012)
64744	1.00 LD	MUCK DISPOSAL	80178	(2012)
93355	1.00 LD	MUCK DISPOSAL	80150	(3329)
25 TICKETS		25.00 LD	===== TOTAL FOR THIS DATE 09/25/2017	
* Date: 09/26/2017				
64743	1.00 LD	MUCK DISPOSAL	80178	(2012)
64745	1.00 LD	MUCK DISPOSAL	80178	(2012)
64746	1.00 LD	MUCK DISPOSAL	80178	(2012)
64747	1.00 LD	MUCK DISPOSAL	80178	(2012)
64748	1.00 LD	MUCK DISPOSAL	80178	(2012)
64749	1.00 LD	MUCK DISPOSAL	80178	(2012)
65501	1.00 LD	MUCK DISPOSAL	80178	(2012)
65502	1.00 LD	MUCK DISPOSAL	80178	(2012)
65503	1.00 LD	MUCK DISPOSAL	80178	(2012)
65504	1.00 LD	MUCK DISPOSAL	80178	(2012)
65505	1.00 LD	MUCK DISPOSAL	80178	(2012)
93351	1.00 LD	MUCK DISPOSAL	80150	(3329)
93352	1.00 LD	MUCK DISPOSAL	80150	(3329)
93353	1.00 LD	MUCK DISPOSAL	80150	(3329)
93354	1.00 LD	MUCK DISPOSAL	80150	(3329)
93356	1.00 LD	MUCK DISPOSAL	80150	(3329)
93357	1.00 LD	MUCK DISPOSAL	80150	(3329)
93358	1.00 LD	MUCK DISPOSAL	80150	(3329)
93359	1.00 LD	MUCK DISPOSAL	80150	(3329)

ALLIED TRUCKING OF ORLANDO, LLC

INVOICE TICKET DETAIL

PAGE 2

DATE 10/04/2017

TIME 16:28:40

Ticket No.	Quantity	Material	Truck No.	
99360	1.00 LD	MUCK DISPOSAL	80150	(3329)
20 TICKETS	20.00 LD	<===== TOTAL FOR THIS DATE		09/26/2017
* Date: 09/29/2017				
43014	1.00 LD	MUCK DISPOSAL	80202	(3459)
68627	1.00 LD	MUCK DISPOSAL	80205	(1779)
2 TICKETS	2.00 LD	<===== TOTAL FOR THIS DATE		09/29/2017
47 TICKETS	47.00 LD	<===== TOTAL FOR INVOICE		5980

JMJ Trucking, Inc.
P.O. Box 65
Ferndale, FL 34729
Phone 407-469-2455
Fax 407-469-2287

Name: Total Earth Services

Address: 8470 NE 44th Drive

City/State: Wildwood, FL 34785

Phone: 352-415-4888

Fax#

PO#: Attn: Accounts PAYABLE

Invoice #

140715

Date

~~2/11/2016~~ 9/1/17

Terms

Due upon receipt

email: robert.rinker@totalearthservices.us

Ticket date Qty/Lds

Ticket #'s

Cost/Load

Total

MUCK REMOVAL 45 YDS.-

29-Aug	4	439150, 555262, 555254, 969152	\$
30-Aug	2	555258, 585703	\$
31-Aug	5	555262, 555264, 969154, 969157, 969158	\$
1-Sep	5	079294, 229703, 555266, 555268, 585710	\$

OK R. RL 9/7/17
Victory Point
Muck Disposal 720cy

RECEIVED
SEP 07 2017

BY: _____



NOTES:

Payment is expected upon receipt; a 10% of balance due.

There will be charged after 14 days from date of this

in the event that legal action is taken, JMJ will be

responsible for all legal expenses, including attorneys' fees.

Invoice Total: \$

Past Due: \$

Late Fee: \$

Total: \$



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, November 28, 2017		
Agenda Item Name		
Contract Award		
Requested Action		
Request to approve a piggyback contract number FSA17-VEH15.0 from the Florida Sherriff's Association to purchase one (1) XQAP 375 Kw Portable Generator for the budgeted amount of \$203,200.		
Staff Report		
The Purchasing Department and the Environmental Services Department recommend approval of the above action. At the request of the Environmental Services Department, the Purchasing Department sought a contract from the Florida Sherriff's Association to purchase one (1) XQAP 375 Kw Portable Generator. In accordance with the direction of City Council, the Purchasing Department issued a Request for Interest (RFI) number 1811-002 to notify local vendors of the City's intent to utilize other governmental entities' contract. The RFI was posted on the City's website for seven (7) business days. At the completion of the RFI, the Purchasing Department received no interest. Based on this, staff recommends that Council approve to piggyback the Florida Sherriff's Association contract. The Florida Sherriff's Association contract was obtained through a fully competitive solicitation and complies with the City of Clermont Purchasing Policy.		
Additional Analysis		
Fiscal Impact Summary		
Purchase of \$203,200 is included in the current year approved budget.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
\$203,200.00	44535-66401	\$275,000.00
Exhibits Attached (copies of original agreements)		
1. RFI 1811-002 RFI 1811-002.pdf		



REQUEST FOR INFORMATION

Intent to Utilize the Florida Sheriffs Association Contract to Purchase One XQAP 100Kw Portable Generator

CONTACT INFORMATION:	RFI No. 1811-002	ISSUED DATE: November 8, 2017
Marilyn Rodriguez Contracts Coordinator EMAIL: mrodriguez@clermontfl.org Phone: (352) 241-7350	NOTICE OF INTENT TO PIGGYBACK A CONTRACT NOTICE END DATE: <u>November 16, 2017 at 2:00 P.M. (EST)</u> DEADLINE FOR WRITTEN QUESTIONS: <u>Not Applicable</u>	

SOLICITATION RESPONSE: Responses will be received until the notice end date specified above or as otherwise amended. No late responses will be accepted.

Responses may be submitted electronically to the Purchasing Director by email.

Hardcopy responses may be delivered to: City of Clermont Purchasing Department, 685 West Montrose Street, 2nd Floor, Clermont, FL 34711.

This Request for Information (RFI) is intended to notify local vendors of the City's intent to utilize other government entities' contract. **This is not an invitation to submit a bid or quote.** If no local vendor responds to the RFI, the Purchasing Department will proceed with utilizing the referenced contract. Local vendor is defined as businesses located in South Lake County, preferably located within the City limits. This notice will be posted for seven (7) business days.

1 – PIGGYBACK CONTRACT INFORMATION

(a) Department: Environmental Services Department.

(b) Company Information: Ring Power Corporation

(c) Contract Number and Title: FSA17-VEH15.0 / CAB & CHASSIS TRUCKS AND OTHER FLEET EQUIPMENT

(d) Length of Contract: One (1) year from October 1, 2017 to September 30, 2018.

(e) Product or Service Provided: The City of Clermont is planning to purchase the following:

Environmental Services Department

One (1) new XQ570 Mobile Package, Spec # 73

2 – ACTION TO BE TAKEN

If you're a local vendor, please contact the Purchasing Director by email or by mail prior to the "Notice End Date" indicated above to advise whether your company can provide any of the product or service mentioned above.

Prospective local vendor respondents are requested to provide information regarding their ability to provide the product or serve described. **Respondents are not to provide pricing.** All responses will be evaluated by the Purchasing Department and the Department requesting the product or service which will be the sole determining power in establishing the approved equal status of the commodity offered by the respondent.

Ring Power**OLYMPIAN™
GENERATORS****Your North and Central Florida Caterpillar Dealer**

ST. AUGUSTINE
500 World Commerce Pkwy
St. Augustine, FL 32092
904-737-7730

TALLAHASSEE
32000 Blue Star Highway
Midway, FL 32343
850-562-2121

OCALA
6202 N US 301/441
Ocala, FL 34475
352-732-4600

ORLANDO
9901 Ringhaver Dr.
Orlando, FL 32824
407-855-6195

TAMPA
9797 Gibsonton Dr
Riverview, FL 33569
813-671-3700

SALES**SERVICE****PARTS****LEASING****RENTALS****QUOTATION / SALES AGREEMENT / SECURITY AGREEMENT**

DATE: 10/11/2017

QUOTATION NO: BM_17CSQ3035626

CUSTOMER NAME: City of Clermont

ADDRESS: 3335 Hancock Road

CITY/STATE/ZIP: Clermont, FL 34711

PHONE: 352-241-0178

PROJECT NAME: XQAP100Kw Portable

ESTIMATED SHIPPING LEAD TIME: 12-14 Weeks

SHIPPING VIA/FOB: JOBSITE

ESTIMATED SUBMITTAL LEAD TIME: 4 weeks

JOBSITE ADDRESS: TBD

CITY/STATE/ZIP: Clermont FL 34711

TERMS: Full payment is due from buyer within 10 days of delivery or pickup of the equipment.

DESCRIPTION OF MATERIAL	UNIT PRICE	EXTENSION
Florida Sheriff's Assoc., & Florida Assoc. of Counties Bid FSA16-VEH14.0- Specifications# 73 Effective: October 1, 2016 through September 30, 2017 QTY REQUESTED One (1) Each Base Bid Award XQ570 Mobile Package Specification #73		\$274,720.00
Downgrade Equipment Downgrade to XQ425 BN		-\$68,520.00
Additional Local Distributor to Municipality Discount		-\$3,000.00
TOTAL NET COST FOR ABOVE		\$203,200.00
Notes: No SALES TAX Included. No Electrical, or Mechanical Installation Included. No Fuel Included. Stock Generators are being quoted, Subject to prior sale without notice All Labor Quoted is Regular Hours Monday – Friday 8:00am-4:00pm. Delivered to job site, Offloaded and Riggins by Others. No Plans or Spec provide at time of Quote. No Breaker Coordination Study Included. No cables are included. This Quote <u>does not include</u> any labor for Technician if needed. This Time/Labor will be billed at time and travel.		

Quotation Accepted By: _____ Date: _____ Tax No.: _____

 Customer: _____ Salesman's Signature: Brian Martinez
 Brian Martinez, Engine Sales
TERMS

- This offer to sell is made subject to buyer's acceptance within ten (10) days from this date (noted above).
- All quoted prices are subject to change without notice. Those in effect on the date of shipment shall prevail.
- Subject to credit approval.
- Used equipment is subject to prior sale.
- Cancellation Fee: If, at any time, Buyer repudiates, cancels or otherwise terminates this Order, Ring Power Corporation shall, without waiving any rights or remedies allowed by law, collect from Buyer, and Buyer shall remit to Ring Power Corporation within 10 business days of repudiation, cancellation or termination, an amount equal to 25% of the total Purchase Price of this Order.
- No retainage to be withheld Ring Power Systems is an equipment supplier and is not a sub-contractor. Our terms are Net 10 days.
- **NO SALES TAX is included.**
- Buyer grants to seller a security interest in all equipment as described in this agreement until such time as payment is made in full in accordance with the terms and conditions of this agreement and in accord with the seller's credit application.
- Ring Power requires a purchase order to secure this sales agreement.



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date			
Tuesday, November 28, 2017			
Agenda Item Name			
Contract Award			
Requested Action			
Recommend to approve a piggyback contract number 15-601 from the Polk County B.C.C. with Asphalt Paving Systems, Inc. to provide pavement management alternative methods.			
Staff Report			
The Purchasing Department and the Public Works Department recommend approval of the above action. At the request of the Public Works Department, the Purchasing Department sought a contract from the Polk County B.C.C. to obtain the services of pavement management alternative methods. In accordance with the direction of City Council, the Purchasing Department issued a Request for Interest (RFI) number 1811-006 to notify local vendors of the City's intent to utilize other governmental entities' contract. The RFI was posted on the City's website for seven (7) business days. At the completion of the RFI, the Purchasing Department received no interest. Based on this, staff recommends that Council approve to piggyback the Polk County B.C.C. contract. The Polk County B.C.C. contract was obtained through a fully competitive solicitation and complies with the City of Clermont Purchasing Policy.			
Additional Analysis			
Fiscal Impact Summary			
Annual estimated cost of \$500,000 is included in the current year approved budget.			
Fiscal Impact	Fund Number and Description	Available Budget Amount	
Exhibits Attached (copies of original agreements)			
1.	RFI 1811-006	RFI 1811-006.pdf	



REQUEST FOR INFORMATION

Intent to Utilize the Polk County B.C.C Contract for Pavement Management Alternative Methods

CONTACT INFORMATION:	RFI No. 1811-006	ISSUED DATE: November 15, 2017
Marilyn Rodriguez Contracts Coordinator EMAIL: mrodriguez@clermontfl.org Phone: (352) 241-7350	NOTICE OF INTENT TO PIGGYBACK A CONTRACT NOTICE END DATE: <u>November 23, 2017 at 2:00 P.M. (EST)</u> DEADLINE FOR WRITTEN QUESTIONS: <u>Not Applicable</u>	

SOLICITATION RESPONSE: Responses will be received until the notice end date specified above or as otherwise amended. No late responses will be accepted.

Responses may be submitted electronically to the Purchasing Director by email.

Hardcopy responses may be delivered to: City of Clermont Purchasing Department, 685 West Montrose Street, 2nd Floor, Clermont, FL 34711.

This Request for Information (RFI) is intended to notify local vendors of the City's intent to utilize other government entities' contract. **This is not an invitation to submit a bid or quote.** If no local vendor responds to the RFI, the Purchasing Department will proceed with utilizing the referenced contract. Local vendor is defined as businesses located in South Lake County, preferably located within the City limits. This notice will be posted for seven (7) business days.

1 – PIGGYBACK CONTRACT INFORMATION

(a) Department: Public Works Department

(b) Company Information: Asphalt Paving Systems, Inc.

(c) Contract Number and Title: RFB #15-601, Pavement Management Alternative Methods

(d) Length of Contract: Contract expires October 4, 2018.

(e) Product or Service Provided: To provide pavement management alternative methods.

2 – ACTION TO BE TAKEN

If you're a local vendor, please contact the Purchasing Director by email or by mail prior to the "Notice End Date" indicated above to advise whether your company can provide any of the product or service mentioned above.

Prospective local vendor respondents are requested to provide information regarding their ability to provide the product or serve described. **Respondents are not to provide pricing.** All responses will be evaluated by the Purchasing Department and the Department requesting the product or service which will be the sole determining power in establishing the approved equal status of the commodity offered by the respondent.



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, November 28, 2017		
Agenda Item Name		
Piggyback Contract		
Requested Action		
Recommend to approve purchase from the Florida Sheriffs Association contract number FSA17-VEL25.0 with Duval Ford and Garber Chrysler Dodge, and contract number FSA17-VEH15.0 with Coggin Ford to purchase vehicles included in the budget totaling \$643,394.		
Staff Report		
The Purchasing Department, the Fire Department, Police Department and Environmental Services Department recommend approval of the above action. In accordance with the direction of City Council, the Purchasing Department issued a Request for Interest (RFI) number(s) 1811-001, 1811-003 and 1811-007, to notify local vendors of the City's intent to utilize other governmental entities' contract. Each RFI was posted on the City's website for seven (7) business days. At the completion of the RFIs, the Purchasing Department received no interest. Based on this, staff recommends that Council approve to piggyback the Florida Sheriffs Association contract for vehicle purchases. Below is the breakdown of vehicles and dollar amount by department: Fire Department = Two (2) vehicles for a total of \$72,158 Police Department = Eleven (11) vehicles for a total of \$273,540 Environmental Services Department = Eight (8) vehicles for a total of \$297,696 The Florida Sheriffs Association contract was obtained through a fully competitive solicitation and complies with the City of Clermont Purchasing Policy.		
Additional Analysis		
Fiscal Impact Summary		
The fiscal impact of \$643,394 is included in the current year approved budget.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. RFI 1811-001 and Vehicle Quote		RFI 1811-001.pdf

2. RFI 1811-007 and Vehicle Quote

RFI 1811-007.pdf



REQUEST FOR INFORMATION

Intent to Utilize the Florida Sheriffs Association Contract to Purchase Vehicles

CONTACT INFORMATION:	RFI No. 1811-001	ISSUED DATE: November 6, 2017
Marilyn Rodriguez Contracts Coordinator EMAIL: mrodriguez@clermontfl.org Phone: (352) 241-7350	NOTICE OF INTENT TO PIGGYBACK A CONTRACT NOTICE END DATE: <u>November 14, 2017 at 2:00 P.M. (EST)</u> DEADLINE FOR WRITTEN QUESTIONS: <u>Not Applicable</u>	

SOLICITATION RESPONSE: Responses will be received until the notice end date specified above or as otherwise amended. No late responses will be accepted.

Responses may be submitted electronically to the Purchasing Director by email.

Hardcopy responses may be delivered to: City of Clermont Purchasing Department, 685 West Montrose Street, 2nd Floor, Clermont, FL 34711.

This Request for Information (RFI) is intended to notify local vendors of the City's intent to utilize other government entities' contract. **This is not an invitation to submit a bid or quote.** If no local vendor responds to the RFI, the Purchasing Department will proceed with utilizing the referenced contract. Local vendor is defined as businesses located in South Lake County, preferably located within the City limits. This notice will be posted for seven (7) business days.

1 – PIGGYBACK CONTRACT INFORMATION

(a) Department: Police Department.

(b) Company Information: Garber Chrysler Dodge Truck.

(c) Contract Number and Title: FSA17-VEL25.0 / Police Rated, Administrative, Utility Vehicles, Trucks & Vans.

(d) Length of Contract: One (1) year from October 1, 2017 to September 30, 2018.

(e) Product or Service Provided: The City of Clermont is planning to purchase following vehicles:

Police Department

Two (2) new 2018 Jeep Grand Cherokee Laredo 4 x 2, Unit (WTKH74), Spec # 27

Nine (9) new 2018 Dodge Charger Police AWD (LDEE48), Spec # 2

2 – ACTION TO BE TAKEN

If you're a local vendor, please contact the Purchasing Director by email or by mail prior to the "Notice End Date" indicated above to advise whether your company can provide any of the product or service mentioned above.

Prospective local vendor respondents are requested to provide information regarding their ability to provide the product or serve described. **Respondents are not to provide pricing.** All responses will be evaluated by the Purchasing Department and the Department requesting the product or service which will be the sole determining power in establishing the approved equal status of the commodity offered by the respondent.



REQUEST FOR INFORMATION

Intent to Utilize the Florida Sheriffs Association Contract to Purchase Vehicles

CONTACT INFORMATION:	RFI No. 1811-007	ISSUED DATE: November 16, 2017
Marilyn Rodriguez Contracts Coordinator EMAIL: mrodriguez@clermontfl.org Phone: (352) 241-7350	NOTICE OF INTENT TO PIGGYBACK A CONTRACT NOTICE END DATE: <u>November 24, 2017 at 2:00 P.M. (EST)</u> DEADLINE FOR WRITTEN QUESTIONS: <u>Not Applicable</u>	

SOLICITATION RESPONSE: Responses will be received until the notice end date specified above or as otherwise amended. No late responses will be accepted.

Responses may be submitted electronically to the Purchasing Director by email.

Hardcopy responses may be delivered to: City of Clermont Purchasing Department, 685 West Montrose Street, 2nd Floor, Clermont, FL 34711.

This Request for Information (RFI) is intended to notify local vendors of the City's intent to utilize other government entities' contract. **This is not an invitation to submit a bid or quote.** If no local vendor responds to the RFI, the Purchasing Department will proceed with utilizing the referenced contract. Local vendor is defined as businesses located in South Lake County, preferably located within the City limits. This notice will be posted for seven (7) business days.

1 – PIGGYBACK CONTRACT INFORMATION

(a) Department: Environmental Services Department.

(b) Company Information: Duval Ford Fleet Sales and Coggin Ford

(c) Contract Number and Title: FSA17-VEL25.0 / Police Rated, Administrative, Utility Vehicles, Trucks & Vans and FSA17-VEH15.00 / Cab & Chassis Trucks and Other Fleet Equipment

(d) Length of Contract: One (1) year from October 1, 2017 to September 30, 2018.

(e) Product or Service Provided: The City of Clermont is planning to purchase following vehicles:

Environmental Services Department: Contract Number: FSA17-VEH15.00

One (1) new 2018 F750 Chassis DRW 4 x 2 84" CA, Spec # 13

Environmental Services Department: Contract Number: FSA17-VEL25.0

One (1) new 2018 Ford 1 Ton 4-Door Crew Cab Pickup Truck (Dual Rear Wheel) 4 x 4 (W3D), Spec # 63

Three (3) new 2018 Ford F-150 1/2 Ton Reg Cab Pickup Truck 4 x 2 (F1C), Spec # 46

One (1) new 2018 Ford Explorer Mid-Size 4 Door Utility Vehicles – 4 x 4 K8B, Spec # 28

One (1) new 2018 Ford Escape 4 Door Utility Vehicles – 4 x 2 (U0F), Spec # 25

One (1) new 2018 Ford F-250 Reg Cab ¾ Ton Pickup Truck 4 x 4 (F2B), Spec # 53

One (1) new 2018 Ford F-150 1/2 Ton Reg Cab Pickup Truck 4 x 4 (F1E), Spec # 47

One (1) new 2018 Ford F-250 Reg Cab ¾ Ton Pickup Truck 4 x 2 (F2A), Spec # 52

2 – ACTION TO BE TAKEN

If you're a local vendor, please contact the Purchasing Director by email or by mail prior to the "Notice End Date" indicated above to advise whether your company can provide any of the product or service mentioned above.

Prospective local vendor respondents are requested to provide information regarding their ability to provide the product or serve described. **Respondents are not to provide pricing.** All responses will be evaluated by the Purchasing Department and the Department requesting the product or service which will be the sole determining power in establishing the approved equal status of the commodity offered by the respondent.



COGGIN FORD

QUOTE

DATE: OCTOBER 26 2017

FSA17-VEH15.0

9650 Atlantic Boulevard
Jacksonville, FL 32225
Phone: 904.725.3060 x1277
Fax: 904.723-6122

BILL TO Heather Wooding
Environmental Services Office Ma
3335 Hancock Road., Clermont, F
Tel 352-241-0178 | Fax 352-241-
Hwooding@clermontfl.org
www.clermontfl.gov

SPEC#13 2018 F750 CHASSIS (F7D)	AMOUNT
Contract Number	FSA17-VEH15.0
2018 F750 CHASSIS DRW 4X2 84"CA	\$ 47,109.00
EXTERIOR COLOR: WHITE	INCLUDED
INTERIOR COLOR: GRAY	INCLUDED
TTEB- TRAILER TOW PACKAGE FOR ELECTRIC OPERATED TRIALER BRAKES	\$ 1,600.00
5YD-5YD DUMP W/ MANUAL GROUND CONTROL TARP (84"CA)	\$ 19,200.00
17M-BACK UP ALARM	\$ 105.00
166- MUD FLAPS	\$ 150.00
NTAG- NEW CITY TAG	\$ 189.00
90A- POWER LOCKS AND WINDOWS	\$ 465.00
	\$ -
	\$ -
	\$ -
	\$ -
Subtotal	\$ 68,818.00
Total	

Customers Approval for above work:_____

Make all checks payable to **COGGIN FORD**. If you have any
questions concerning this invoice (904) 725-3060 or Nichole Miller at
emiller1@cogginauto.com 904-705-5954

THANK YOU FOR YOUR BUSINESS!

SUBTOTAL	\$ 68,818.00
TAX RATE	
SALES TAX	-
OTHER	
TOTAL	\$ 68,818.00



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CALL: (800) 646-0584 or go to
www.duvalford.com

CITY OF CLERMONT

Prepared for:		Contract Holder	DATE:
CITY OF CLERMONT ENVIRONMENTAL SERVICES 352-241-0178 HWooding@clermontnfl.org HEATHER WOODING		Duval Ford Fleet Sales Bambi Darr (Work) 904-387-6541 or 904-381-6596 (Fax) 904-387-6816 bambi.darr@duvalfleet.com 1616 Cassat Ave. Jax, FL 32210	11/13/17
PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL			
<i>I appreciate your interest and the opportunity to quote. Prices are published by the Florida Sheriff's Association/ Florida Association of Counties & Florida Fire Chiefs' Association Automotive Contract #FSA17-VEL25.0 chassis / FSA17-VEL15.0. (www.flsheriffs.org) If you have any questions regarding this quote please call! Vehicle will be ordered white exterior unless specified on purchase order.</i>			
Labor	Code	Equipment	Price
0	SPEC 25	2018 FORD ESCAPE 4-DOOR UTILITY VEHICLES - 4X2 (U0F)	\$ 18,744.00
0	100A	S TRIM PACKAGE	NC
0	STD	POWER WINDOWS/ DOOR LOCKS	STD
0	STD	BACK UP CAMERA- FACTORY	STD
0	TAG	NEW CITY TAG	\$ 170.00
0			
0	YZ	EXTERIOR: OXFORD WHITE	NC
0	7B	INTERIOR: CHARCOAL BLACK CLOTH	STD
	VENDOR COMMENTS	PLEASE CLEARLY NOTATE ON YOUR PURCHASE ORDER WHERE DUVAL FORD IS TO SHIP YOUR VEHICLE, HOW THE VEHICLE IS TO BE TITLED, AND WHERE THE INVOICE IS TO BE MAILED.	
UNIT COST			\$ 18,914.00
TOTAL QUANTITY 1			TOTAL PURCHASE \$ 18,914.00



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CITY OF CLERMONT

Prepared for:		Contract Holder	DATE:
CITY OF CLERMONT ENVIRONMENTAL SERVICES 352-241-0178 HWooding@clermontfl.org HEATHER WOODING		Duval Ford Fleet Sales Bambi Darr (Work) 904-387-6541 or 904-381-6596 (Fax) 904-387-6816 bambi.darr@duvalfleet.com 1616 Cassat Ave. Jax, FL 32210 central	11/13/17
PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL			
<i>I appreciate your interest and the opportunity to quote. Prices are published by the Florida Sheriff's Association/ Florida Association of Counties & Florida Fire Chiefs' Association Automotive Contract #FSA17-VEL25.0 chassis / FSA17-VEL15.0. (www.flsheriffs.org) If you have any questions regarding this quote please call! Vehicle will be ordered white exterior unless specified on purchase order.</i>			
Labor	Code	Equipment	Price
0	SPEC 28	2018 FORD EXPLORER MID-SIZE 4-DOOR UTILITY VEHICLES - 4X4 K8B	\$ 27,001.00
0	100A	BASE TRIM PACKAGE	NC
0	STD	POWER WINDOWS/ DOOR LOCKS	STD
0	STD	BACK UP CAMERA	STD
0	60T	CARGO AREA COVER	\$ 129.00
0	TAG	NEW CITY TAG	\$ 170.00
0			
0	YZ	EXTERIOR: OXFORD WHITE	NC
0	7L	INTERIOR: MED LT STONE	STD
	VENDOR COMMENTS	PLEASE CLEARLY NOTATE ON YOUR PURCHASE ORDER WHERE DUVAL FORD IS TO SHIP YOUR VEHICLE, HOW THE VEHICLE IS TO BE TITLED, AND WHERE THE INVOICE IS TO BE MAILED.	
UNIT COST			\$ 27,300.00
TOTAL QUANTITY		1	TOTAL PURCHASE \$ 27,300.00



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CITY OF CLERMONT

Prepared for:		Contract Holder	DATE:
CITY OF CLERMONT ENVIRONMENTAL SERVICES 352-241-0178 HWooding@clermontfi.org (41533 & 42535) HEATHER WOODING		Duval Ford Fleet Sales Bambi Darr (Work) 904-387-6541 or 904-381-6596 (Fax) 904-387-6816 bambi.darr@duvalfleet.com 1616 Cassat Ave. Jax, FL 32210	11/13/17
PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL			
<i>I appreciate your interest and the opportunity to quote. Prices are published by the Florida Sheriff's Association/ Florida Association of Counties & Florida Fire Chiefs' Association Automotive Contract #FSA17-VEL25.0 chassis / FSA17-VEL15.0. (www.flsheriffs.org) If you have any questions regarding this quote please call! Vehicle will be ordered white exterior unless specified on purchase order.</i>			
Labor	Code	Equipment	Price
0	SPEC 46	2018 FORD F-150 1/2 TON REG CAB PICKUP TRUCK - 4X2 (F1C)	\$ 19,155.00
0	100A	XL TRIM PACKAGE	NC
0	99B	3.3L V6 TI-VCT WITH FLEX-FUEL	NC
0	122	122" WHEEL BASE 6.5' BED	NC
0	85A	POWER WINDOWS & DOOR LOCKS	\$ 969.00
0	96W	SPRAY IN BEDLINER- FACTORY	\$ 494.00
0	85H	BACKUP ALARM	\$ 124.00
0	TAG	NEW CITY TAG	\$ 170.00
0			
0	YZ	EXTERIOR: OXFORD WHITE	NC
0	AG	INTERIOR: GRAY VINYL INTERIOR 40/20/40	STD
	VENDOR COMMENTS	PLEASE CLEARLY NOTATE ON YOUR PURCHASE ORDER WHERE DUVAL FORD IS TO SHIP YOUR VEHICLE, HOW THE VEHICLE IS TO BE TITLED, AND WHERE THE INVOICE IS TO BE MAILED.	
UNIT COST			\$ 20,912.00
TOTAL QUANTITY			3
TOTAL PURCHASE			\$ 62,736.00



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CITY OF CLERMONT

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CITY OF CLERMONT ENVIRONMENTAL SERVICES 352-241-0178 HWooding@clermontfl.org HEATHER WOODING		Duval Ford Fleet Sales Bambi Darr (Work) 904-387-6541 or 904-381-6596 (Fax) 904-387-6816 bambi.darr@duvalfleet.com 1616 Cassat Ave. Jax, FL 32210	11/13/17
PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL			
<i>I appreciate your interest and the opportunity to quote. Prices are published by the Florida Sheriff's Association/ Florida Association of Counties & Florida Fire Chiefs' Association Automotive Contract #FSA17-VEL25.0 chassis / FSA17-VEL15.0. (www.flsheriffs.org) If you have any questions regarding this quote please call! Vehicle will be ordered white exterior unless specified on purchase order.</i>			
Labor	Code	Equipment	Price
0	SPEC 47	2018 FORD F-150 1/2 TON REG CAB PICKUP TRUCK - 4X4 (F1E)	\$ 22,588.00
0	100A	XL TRIM PACKAGE	NC
0	99B	3.3L V6 TI-VCT WITH FLEX-FUEL	NC
0	122	122" WHEEL BASE 6.5' BED	NC
0	XL9	3.55 ELECTRIC LOCKING AXLE RATIO	NC
0	85A	POWER WINDOWS & DOOR LOCKS	\$ 969.00
0	96W	SPRAY IN BEDLINER- FACTORY	\$ 494.00
0	85H	BACKUP ALARM-FACTORY	\$ 124.00
0	TAG	NEW CITY TAG	\$ 170.00
0			
0	YZ	EXTERIOR: OXFORD WHITE	NC
0	AG	INTERIOR: GRAY VINYL INTERIOR 40/20/40	STD
	VENDOR COMMENTS	PLEASE CLEARLY NOTATE ON YOUR PURCHASE ORDER WHERE DUVAL FORD IS TO SHIP YOUR VEHICLE, HOW THE VEHICLE IS TO BE TITLED, AND WHERE THE INVOICE IS TO BE MAILED.	
UNIT COST			\$ 24,345.00
TOTAL QUANTITY			1
TOTAL PURCHASE			\$ 24,345.00



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PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL			
<i>I appreciate your interest and the opportunity to quote. Prices are published by the Florida Sheriff's Association/ Florida Association of Counties & Florida Fire Chiefs' Association Automotive Contract #FSA17-VEL25.0 chassis / FSA17-VEL15.0. (www.flsheriffs.org) If you have any questions regarding this quote please call! Vehicle will be ordered white exterior unless specified on purchase order.</i>			
Labor	Code	Equipment	Price
0	SPEC 52	2018 FORD F-250 REG CAB 3/4 TON PICKUP TRUCK - 4X2 (F2A)	\$ 20,661.00
0	600A	XL TRIM PACKAGE	NC
0	996	6.2L V8 GAS ENGINE	NC
0	44S	6 SPEED AUTO TRANSMISSION	NC
0	142	142" WHEEL BASE 8' BED	NC
0	52B	ELECTRIC BRAKE CONTROLLER	\$ 269.00
0	90L	POWER WINDOWS & DOOR LOCKS	\$ 914.00
0	LINX SB	SPRAY IN BEDLINER TO INCLUDE TOPS. NO BUMPER	\$ 855.00
0	KSB 696J	KNAPHEIDE SERVICE BODY (696J)	\$ 5,850.00
0	31V.31B	SHIP THROUGH TO INCLUDE WEIGHT SLIP, CERTIFICATION, MSO AND DEALER PDI	\$ 260.00
0	76C	BACK UP ALARM	\$ 139.00
0	TAG	NEW CITY TAG	\$ 170.00
0			
0	Z1	EXTERIOR: OXFORD WHITE	NC
0	AS	INTERIOR: GRAY VINYL 40/20/40	STD
0		VINYL FLOOR	STD
	VENDOR COMMENTS	PLEASE CLEARLY NOTATE ON YOUR PURCHASE ORDER WHERE DUVAL FORD IS TO SHIP YOUR VEHICLE, HOW THE VEHICLE IS TO BE TITLED, AND WHERE THE INVOICE IS TO BE MAILED.	
UNIT COST			\$ 29,118.00
TOTAL QUANTITY		1	TOTAL PURCHASE \$ 29,118.00



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CITY OF CLERMONT

Prepared for:		Contract Holder	DATE:
CITY OF CLERMONT ENVIRONMENTAL SERVICES 352-241-0178 HWooding@clermontfl.org HEATHER WOODING		Duval Ford Fleet Sales Bambi Darr (Work) 904-387-6541 or 904-381-6596 (Fax) 904-387-6816 bambi.darr@duvalfleet.com 1616 Cassat Ave. Jax, FL 32210	11/13/17
Please confirm receipt of quote on 11/13/17			
<i>I appreciate your interest and the opportunity to quote. Prices are published by the Florida Sheriff's Association/ Florida Association of Counties & Florida Fire Chiefs' Association Automotive Contract #FSA17-VEL25.0 chassis / FSA17-VEL15.0. (www.flsheriffs.org) If you have any questions regarding this quote please call! Vehicle will be ordered white exterior unless specified on purchase order.</i>			
Labor	Code	Equipment	Price
0	SPEC 53	2018 FORD F-250 REG CAB 3/4 TON PICKUP TRUCK - 4X4 (F2B)	\$ 23,619.00
0	600A	XL TRIM PACKAGE	NC
0	996	V8 GAS ENGINE	NC
0	44S	6 SPEED AUTO TRANSMISSION	NC
0	142	142" WHEEL BASE 8' BED	NC
0	Z1	OXFORD WHITE	NC
0	AS	VINYL INT	NC
0	X3E	3.73 ELEC LOCKING AXLE	NC
0	52B	ELECTRIC BRAKE CONTROLLER	\$ 269.00
0	90L	POWER WINDOWS & DOOR LOCKS	\$ 914.00
0	85S	SPRAY IN BEDLINER-FACTORY	\$ 494.00
0	76C	BACK UP ALARM	\$ 139.00
0	TAG	NEW CITY TAG	\$ 170.00
0			
0	Z1	EXTERIOR: OXFORD WHITE	NC
0	AS	INTERIOR: GRAY VINYL	STD
0		VINYL FLOOR	STD
	VENDOR COMMENTS	PLEASE CLEARLY NOTATE ON YOUR PURCHASE ORDER WHERE DUVAL FORD IS TO SHIP YOUR VEHICLE, HOW THE VEHICLE IS TO BE TITLED, AND WHERE THE INVOICE IS TO BE MAILED.	
UNIT COST			\$ 25,605.00
TOTAL QUANTITY		1	TOTAL PURCHASE \$ 25,605.00



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PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL			
<i>I appreciate your interest and the opportunity to quote. Prices are published by the Florida Sheriff's Association/ Florida Association of Counties & Florida Fire Chiefs' Association Automotive Contract #FSA17-VEL25.0 chassis / FSA17-VEL15.0. (www.flsheriffs.org) If you have any questions regarding this quote please call! Vehicle will be ordered white exterior unless specified on purchase order.</i>			
Labor	Code	Equipment	Price
0	SPEC 63	2018 FORD 1 TON 4-DOOR CREW CAB PICKUP TRUCK (DUAL REAR WHEEL) - 4X4 (W3D)	\$ 30,372.00
0	620A	XL TRIM PACKAGE	NC
0	996	V8 GAS ENGINE	NC
0	44P	6 SPEED AUTO TRANSMISSION	NC
0	176	176" WHEEL BASE 8' BED	NC
0	X3L	3.73 LIMITED SLIP AXLE	NC
0	90L	POWER WINDOWS & DOOR LOCKS	\$ 1,124.00
0	HD TOW	HEAVY DUTY TOW PACKAGE	\$ 1,140.00
0	LINX SB	SPRAY IN BEDLINER TO INCLUDE TOPS- NO BUMPER	\$ 855.00
0	KDSB 696	KNAPHEIDE SERVICE BODY (696D54)	\$ 6,800.00
0	31V.31B	SHIP THROUGH TO INCLUDE WEIGHT SLIP, CERTIFICATION, MSO AND DEALER PDI	\$ 260.00
0	76C	BACK UP ALARM	\$ 139.00
0	TAG	NEW CITY TAG	\$ 170.00
0			
0	Z1	EXTERIOR: OXFORD WHITE	NC
0	AS	INTERIOR: GRAY VINYL 40/20/40	STD
	VENDOR COMMENTS	PLEASE CLEARLY NOTATE ON YOUR PURCHASE ORDER WHERE DUVAL FORD IS TO SHIP YOUR VEHICLE, HOW THE VEHICLE IS TO BE TITLED, AND WHERE THE INVOICE IS TO BE MAILED.	
UNIT COST			\$ 40,860.00
TOTAL QUANTITY		1	TOTAL PURCHASE \$ 40,860.00



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, November 28, 2017		
Agenda Item Name		
Single Source Agreement		
Requested Action		
Recommend to approve single source contract between the City of Clermont and Tom Evans Environmental, Inc. to purchase wastewater pumps and equipment parts.		
Staff Report		
The Purchasing Department and the Environmental Services Department recommend approval of the above action. The purpose of the single source agreement is to purchase wastewater pumps and equipment parts for the Environmental Services Department. Having an agreement in place will facilitate the purchase of equipment and parts as needed. All City owned Grundfos wastewater pumps are purchased through Tom Evans Environmental, Inc. since they are the sole authorized distributor for all municipalities for parts and equipment. The Purchasing Department issued a Request for Information (RFI) number 1811-004 to verify whether the single source justification was capable of being met by more than one company. The RFI was posted online for seven (7) business days and received no interest.		
Additional Analysis		
Fiscal Impact Summary		
The annual estimated cost of this contract is included in the current year approved budget.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Single Source Letter Single Source Letter.pdf		
2. RFI 1811-004 RFI 1811-004.pdf		

GRUNDFOS CHICAGO

3905 Enterprise Court
Aurora, IL 60598-0620

Telephone: (630) 236-5500
Cell: (205) 704-1466
Fax: (630) 236-5511

10/12/2016

Mr. John Carter
City of Clermont
3335 Hancock Road
Clermont, Florida 34711

Re: Grundfos Products Representation -Municipal Market

Dear Mr. Carter,

Please accept this letter as formal notification to the City of Clermont, that Tom Evans Environmental, Inc., by contract, is the sole authorized Representative/Distributor for all Grundfos products in the municipal market and for your account.

The statement above applies to ALL Grundfos product lines including, but not limited to, Chicago, Morris, Yeomans, Grundfos, PACO and Peerless Pumps. Please contact Tom Evans Environmental, Inc. for all your pumping needs which includes pumps, parts, factory reconditioning, and service.

Thank you for your consideration and continued support of Grundfos products. Please do not hesitate to call us if we may be of further service.

Respectfully Submitted,

Gary Reid

Samuel Gary Reid
District Sales Manager-Distribution
Grundfos Chicago

cc: Tom Evans Environmental, Inc.



REQUEST FOR INFORMATION

Justification of Sole Source Acquisition from Tom Evans Environmental, Inc.

CONTACT INFORMATION:	RFI No. 1811-004	ISSUED DATE: November 14, 2017
Marilyn Rodriguez Contracts Coordinator EMAIL: mrodriguez@clermontfl.org Phone: (352) 241-7351	NOTICE OF INTENT TO SOLE SOURCE PURCHASE NOTICE END DATE: <u>November 22, 2017@ 2:00 P.M. (EST)</u> DEADLINE FOR WRITTEN QUESTIONS: <u>Not Applicable</u>	

SOLICITATION RESPONSE: Responses will be received until the notice end date specified above or as otherwise amended. No late responses will be accepted.

Responses may be submitted electronically to the Purchasing Director by email.

Hardcopy responses may be delivered to: City of Clermont Purchasing Department, 685 West Montrose Street, 2nd Floor, Clermont, FL 34711.

This Request for Information (RFI) is intended to verify whether the specifications for the commodity specified below are non-restrictive and capable of being met by more than one company. **This is not an invitation to submit a bid or quote.** This notice will be posted for seven (7) business days.

The City of Clermont Purchasing Policy provides that a purchase may be made without competition when there is only one source for the required supply or service. Therefore a "sole source" purchase is justified if there is only one product or service that can reasonably meet the City's need and there is only one vendor who can provide the product or service.

1 – SOLE SOURCE INFORMATION

(a) Department: Environmental Services Department

(b) Company Information: Tom Evans Environmental, Inc.

(c) Product or Service Provided: To provide wastewater pumps, parts, factory reconditioning & services

(d) Sole Source Justification: Grundfos Products Representation

2 – ACTION TO BE TAKEN

No action is required if you agree the proposed purchase is a valid sole source. If you disagree that the proposed purchase is a valid sole source, please contact the Purchasing Director by email or by mail prior to the “Notice End Date” indicated above to advise whether your company can provide the product or service mentioned above.

Prospective respondents are requested to provide information regarding their ability to provide the product or service described. **Respondents are not to provide pricing.** All responses will be evaluated by the Purchasing Department and the Department requesting the product or service which will be the sole determining power in establishing the approved equal status of the commodity offered by the respondent.



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, November 28, 2017		
Agenda Item Name		
Grant Agreement No. UA007		
Requested Action		
Request approval of grant agreement between State of Florida Department of Environmental Protection Communities Trust Program and the City of Clermont in the amount of \$165,000 for the Victory Pointe Project.		
Staff Report		
In 2015 the Clermont City Council approved a master plan that will serve as the blueprint for the city—especially the downtown-waterfront district—for the next 5, 10 and 20 years. The Victory Pointe project is the number one priority master plan project to initiate the City’s master plan and foster economic development. The Victory Pointe project plan represents a regional utility stormwater management facility serving the western portion of downtown Clermont. Currently, development of parcels in downtown are constrained by on-site stormwater requirements. Consultants to the City of Clermont recommended the creation of this regional utility stormwater pond that would polish the storm runoff before reaching the lake and also would free up lakefront land for park and amenity development. Staff recommends Approval of Grant agreement between State of Florida Department of Environmental Protection Communities Trust Program and the City of Clermont – Victory Pointe in the amount of \$165,000 for the Victory Pointe Project.		
Additional Analysis		
Fiscal Impact Summary		
This grant is not included in the approved FY 2018 Budget.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Grant Agreement	Grant_Agreement_16-005-UA17_West_Lake_Wetlands.pdf	
2. Reconciliation Statement	Attachment_A_Reconciliation_Statement_16-005-UA17.xlsx	
3. Special Audit Requirements	16-005-UA17_Attachment_B_Special Audit Requirementsa_FCT.docx	

DEP AGREEMENT NUMBER: UA007
FCT PROJECT NUMBER: 16-005-UA17
PROJECT NAME: WEST LAKE WETLANDS (VICTORY POINTE)
CSFA NUMBER: 37.078

GRANT AGREEMENT

THIS GRANT AGREEMENT (“Agreement”) is entered into by and between the FLORIDA COMMUNITIES TRUST (“FCT”), a non-regulatory agency and instrumentality within the State of Florida, Department of Environmental Protection (“Department”), and the City of Clermont, a Florida local government (“Recipient”). All capitalized terms are used as they are defined in Rules 62-818 and 62-819, F.A.C.

THIS AGREEMENT IS ENTERED INTO PURSUANT TO THE FOLLOWING:

WHEREAS, the intent of this Agreement is to impose terms and conditions on the lands acquired under the Florida Communities Trust Act (“Project Sites”). These terms and conditions are necessary to ensure compliance with Florida law and provisions of Sections 259.105, 259.1051 and Chapter 380, Part III, Florida Statutes (“F.S.”).

WHEREAS, Chapter 380, Part III, F.S., the Florida Communities Trust Act, creates a non-regulatory agency within the Department to assist local governments in conserving natural resources, resolving land use conflicts, and implementing and bringing into compliance the conservation, recreation and open space, and coastal elements of their comprehensive plans by providing financial assistance to local governments and nonprofit environmental organizations to carry out projects and activities authorized by the Florida Communities Trust Act.

WHEREAS, Rule 62-818, Florida Administrative Code (“F.A.C.”) sets forth the procedures for the evaluation and selection of lands proposed for acquisition and Rule 62-819, F.A.C. sets forth the acquisition procedures.

WHEREAS, on April 27, 2017, the FCT Governing Board approved selected projects to receive approval for funding.

WHEREAS, the Recipient’s Project (“Project”), described in an application submitted for evaluation, was selected for funding in accordance with Rule 62-818, F.A.C., and by executing this Agreement the Recipient reaffirms the representations made in its application.

WHEREAS, Section 380.507(2)(h), F.S., intended to implement Specific Appropriation 1534 of the 2016-2017 General Appropriations Act, required eligible projects submitted for funding to provide accessibility, availability, or adaptability of conservation or recreation lands for individuals with unique abilities and to incorporate adaptations or modifications to the design and development of recreational resources or equipment to meet the needs of all potential participants including those with physical or developmental disabilities.

WHEREAS, Rule 62-818.009, F.A.C. authorizes FCT to impose conditions on those FCT applicants whose projects are selected for funding.

WHEREAS, the purpose of this Agreement is to set forth the condition(s) that must be satisfied by the Recipient prior to the disbursement of any FCT Florida Forever funds, specify the restrictions imposed on the Project Site, and establish the site management requirements for the Project Site after its acquisition.

NOW THEREFORE, FCT and Recipient mutually agree as follows:

I. PERIOD OF AGREEMENT

1. This Agreement shall begin upon execution by both Parties and shall remain in effect no longer than one year from the effective date of this agreement, inclusive, unless extended or terminated earlier.

2. FCT may extend this Agreement beyond the Expiration Date if the Recipient demonstrates that it has made significant progress toward approval of the Project Plan or that extenuating circumstances beyond the Recipient's control warrant an extension of time. Recipient must request an extension in writing, fully explaining the reasons for the delay and why the extension is necessary. A written request for an extension must be submitted prior to the Expiration Date.

FCT may, in its sole discretion, consent to an extension of this Agreement. The decision to consent to an extension and the length of the extension shall depend upon an analysis of various factors, including the needs and goals of FCT; the ability and willingness of Recipient to perform under the terms of this Agreement; the good standing of the Recipient (including any entity related to or affiliated with Recipient); the Recipient's past record of performance, including submission of required reports and audits (as applicable); and other factors relevant to FCT mandates. FCT, in its sole discretion, reserves the right not to extend this Agreement beyond the initial term.

If the Recipient does not request a written extension, or if a requested written extension is not granted by FCT, the Recipient's Award shall be rescinded and this Agreement will terminate pursuant to its terms and conditions.

II. MODIFICATION OF AGREEMENT

Either Party may request modification(s) of the provisions of this Agreement at any time. Changes that are mutually agreed upon shall be valid only when reduced to writing and duly signed by each of the Parties. Such amendments shall be incorporated into this Agreement.

III. DEADLINES

1. At least two original copies of this Agreement shall be executed by the Recipient and returned to the FCT office at 3900 Commonwealth Boulevard MS #115, Tallahassee, FL 32399, as soon as possible and no later than **December 8, 2017**. If the Recipient requires more

than one original document, the Recipient shall photocopy the number of additional copies needed and then execute each as an original document. Upon receipt of the signed Agreements, FCT shall execute the Agreements, retain one original copy, and return all other executed copies to the Recipient.

2. The Recipient and/or its representatives shall adhere to all Project deadlines and devise a method for monitoring the Project. FCT will strictly enforce the deadlines provided by this Agreement in addition to any deadlines associated with any FCT activity relating to the Project. **Recipient's failure to comply with Project deadlines may cause FCT to terminate this Agreement.**

3. The Recipient shall submit the documentation required by this Agreement to FCT as soon as possible so that FCT may reimburse the Project Costs in an expeditious manner.

4. Upon FCT's request, the Recipient shall provide a status report of its progress toward applying for reimbursement of the Project Costs.

5. The Recipient shall develop the Project Site in accordance with the FCT Grant Award conditions and open the developed Project Site to the public within three (3) years of the date of final disbursement of the FCT Award or pursuant to the timeline outlined in the approved Management Plan. The Recipient may request an extension of this provision by requesting a modification or revision to the approved Management Plan by submitting a written request to the Trust pursuant to Rule 62-818.011(3), F.A.C.

IV. FUNDING PROVISIONS

1. The FCT Florida Forever Award granted to the Recipient ("FCT Award") will in no event exceed **sixty percent (60%)** of the final Project Costs, and as more fully defined in Rule 62-818.002(33), F.A.C., or **One Hundred Sixty-Five Thousand Dollars and Zero Cents (\$165,000.00)**, unless FCT approves a different amount. The Recipient shall be reimbursed as outlined in this Agreement, for eligible costs as defined in Rule 62-818.002(33), F.A.C., and identified in the Project Plan.

The FCT Award is based on the Recipient's estimate of final Project Costs in its application, as well as the Limitation of Award provided in Rule 62-818.003(7), F.A.C. and advertised in the Notice of Application. When disbursing the FCT Award, FCT shall recognize only those Project Costs consistent with the definition in Rule 62-818.002(33), F.A.C. FCT shall participate in the land cost at either the actual purchase price or the maximum reimbursement amount, whichever is less, multiplied by the percent stated above. The maximum reimbursement amount cannot exceed the highest appraised value of the property. If the Recipient purchased the property for more than the appraised value, FCT can only reimburse a percentage of the appraised value. If the Recipient purchased the property without obtaining an appraisal, the Recipient is required to obtain appraisals pursuant to Rule 62-819.007, F.A.C., to determine the value of the property before the acquisition.

2. The FCT Award shall be delivered either in the form of Project Costs prepaid by FCT to vendors if additional due diligence products are required, or in the form of a State of Florida warrant. If the Recipient is required to obtain additional due diligence products (e.g. appraisals, appraisal reviews, surveys, title information, and the like), the cost of those products will be deducted from the final disbursement amount. Under no circumstances will the award exceed the maximum reimbursement amount.

3. FCT will prepare a grant reconciliation statement showing the amount of Match provided by the Recipient (as applicable and if any is required) and showing the amount of the FCT Award. The grant reconciliation statement will reflect funds expended by FCT for Project Costs as part of the FCT Award.

4. If a Match is required, it must be delivered in an approved form as provided in Rule 62-818.002(25), F.A.C. Funds expended by the Recipient for Project Costs shall be recognized in the Match amount on the grant reconciliation statement.

5. By executing this Agreement, the Recipient affirms that it is ready, willing, and able to provide any required Match.

6. If the Recipient is the local government having jurisdiction over the Project Site, and the Recipient takes action that results in a governmentally-derived higher Project Site land value because of an “enhanced highest and best use,” FCT will terminate acquisition activities unless the Seller demonstrates that the appraisal(s) were based on the “highest and best use” for the Project Site prior to the FCT Governing Board selection meeting. Alternatively, the Recipient can arrange for new appraisals based on the previous highest and best use.

7. FCT’s obligation to pay under this Agreement is contingent upon an annual appropriation by the Florida Legislature or designated agency, and is subject to modification in accordance with Chapter 216, F.S. or the Florida Constitution.

8. The accounting systems for all Recipients must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Recipients are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted or received for one project may not be used to support another project. Where a Recipient's or subrecipient’s accounting system cannot comply with this requirement, the Recipient or subrecipient shall establish a system to provide adequate fund accountability for each project it has been awarded.

If FCT finds that funds have been commingled, FCT shall have the right to demand a refund, either in whole or in part, of the funds provided to the Recipient under this Agreement. The Recipient, upon written notification from FCT, shall refund the amount of money demanded. Interest on any refund will be based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from FCT by the Recipient to the date repayment is made by the Recipient to FCT.

If the Recipient recovers costs from another source that were incurred under this Agreement and reimbursed by FCT, the Recipient shall reimburse FCT for all recovered funds. Interest on any refund will be based on the prevailing rate used by the State Board of Administration. Interest will be calculated from the dates the payments are recovered by the Recipient to the date repayment is made to FCT by the Recipient.

9. FCT shall approve the terms under which the interest in land is acquired pursuant to Section 380.510(3), F.S. Such approval is deemed given when FCT approves and executes this Agreement.

10. All real property shall be obtained through a Voluntarily-Negotiated Transaction, as defined in Rule 62-818.002(46), F.A. C. The use of or threat of condemnation is not considered a Voluntarily-Negotiated Transaction.

V. NOTICE AND CONTACT

1. All notices between the Parties shall be sent by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by Recipient to:

Florida Communities Trust
3900 Commonwealth Boulevard, MS#115
Tallahassee, FL 32399

2. All contact and correspondence from FCT to the Recipient shall be through the key contact as required by Rules 62-818 and 62-819, F.A.C. Recipient hereby notifies FCT that the following administrator, officer or employee is the authorized key contact on behalf of the Recipient for purposes of coordinating project activities for the duration of the Project:

Name: James Kinzler
Organization: City of Clermont
Title: Assistant City Manager
Address: 685 West Montrose Street; Clermont, Florida 34711
Telephone: 352-241-7356
E-mail: JKinzler@ClermontFL.gov

3. The Recipient authorizes the administrator, employee, officer, or representative named in this paragraph, as Recipient's agent, to execute all documents connected to this Project on behalf of the Recipient, including this Agreement, any addenda, purchase agreement(s) for the property, the grant reconciliation statement, closing documents, statements submitted as a part of the Project Plan, and the Declaration of Restrictive Covenants.

Name: Gail L. Ash
Organization: City of Clermont
Title: Mayor

Address: 685 West Montrose Street; Clermont Florida 34711
Telephone: 352-241-7358
Facsimile: 352-394-4087
E-mail: GASH@Clermontfl.org

4. If different representatives or addresses are designated for **NOTICE AND CONTACT**, specified herein, after execution of this Agreement, notice of the changes shall be rendered to FCT as provided in **NOTICE AND CONTACT**, paragraph V.1. above.

5. The Recipient hereby notifies FCT that the Recipient's Federal Employer Identification Number(s) is **59-6000290**.

VI. PROJECT PLAN APPROVAL

1. Prior to the final disbursement of the FCT Award, the Recipient shall submit a Project Plan that complies with Rule 62-819.011, F.A.C. FCT will not consider the Project Plan unless it is organized with a table of contents and includes the documents required by Rule 62-819.011. to ensure that the interests of the State of Florida will be protected:

- a. A purchase agreement for acquisition of the Project Site, executed by the owners and the Recipient, based on one or more appraisals prepared consistent with Chapter 62-819, F.A.C.
- b. A letter from the FCT indicating approval of the Management Plan.
- c. A statement of the total Project Costs as defined in Chapter 62-818, F.A.C.
- d. A statement of the amount of the award being requested.
- e. Supporting documentation that any conditions imposed as part of the Grant Agreement have been satisfied.
- f. A signed statement by the Recipient that the Recipient is not aware of any pending criminal, civil, or regulatory violations imposed on the Project Site by any governmental body or agency.
- g. Additional documentation requested by the FCT staff as reasonable assurance that the Recipient will be able to fulfill its obligations under the Grant Agreement, the Declaration of Restrictive Covenants, and Chapter 62-818, F.A.C.

2. The Recipient may, and is strongly encouraged to, request a courtesy review of its Project Plan prior to its submission for approval.

3. Reimbursement for Project Costs will not occur until after FCT approval of the Project Plan.

VII. REIMBURSEMENT REQUIREMENTS

The following documents must be submitted to FCT in order for FCT to disburse the grant funds:

1. Documents associated with acquisition of the parcel(s):
 - a. A copy of the Purchase Agreement(s) for sale and purchase of the parcel(s) between the Recipient and Marvin Sutton and CSX Transportation, Inc.
 - b. A copy of closing statements from Buyer(s) and Seller(s) for the purchase of the parcel(s).
 - c. A copy of the recorded deed(s) conveying title of the parcel(s) to the Recipient.
 - d. A copy of the appraisals of the parcel(s) required by Rule 62-819.007 F.A.C.
 - e. Unless the requirement has been waived, a copy of a Certified Survey(s) of the parcel(s) that meets the requirements of Rule 62-819, F.A.C. and is dated within ninety (90) days of the date the Recipient acquired the parcel(s).
 - f. Copies of all title insurance commitments, including supporting documents, and title insurance policies, including any endorsements, issued in furtherance of the Recipient's acquisition of the parcel(s). Such policies shall meet the requirements of Rule 62-819.005, F.A.C.
 - g. A copy of environmental site assessments (ESA) of the parcel(s) certified to the Recipient, which meets the standards and requirements of American Society for Testing and Materials ("ASTM") Practice E 1527, and with a date of certification within 90 days of the date of acquisition of the parcel(s) by the Recipient, together with the statement required by Rule 62-819.012(4), F.A.C.
2. Upon FCT's approval of the Project Plan and the required reimbursement documents, the Recipient shall submit a completed copy of the FCT Project Reconciliation Statement, **Attachment A**, to the FCT Grant Manager.
3. All invoices for approved Project Costs, with proof of payment, shall be submitted to FCT Grant Manager and be in a detail sufficient for a proper pre-audit and post-audit thereof.
4. Rule 62-818.002(33), F.A.C. states that reasonable real estate fees or commissions that do not exceed \$10,000.00 are eligible Project Costs. To maximize the Florida Forever funds

for land acquisition, FCT will closely review each request for real estate fees or commissions to determine if the fee or commission is reasonable. FCT will not reimburse or pay any portion of real estate fees or commissions that FCT determines to be unreasonable. Recipient will be financially responsible for the portion of the real estate fees or commissions not paid by FCT.

5. The Recipient shall provide the appraisal(s) and the remainder of the required documents to FCT for review by a date not to exceed ninety (90) days after the execution of this Agreement. FCT may review the appraisals and other documentation and, upon approval, FCT will determine the maximum reimbursement amount as provided in Rules 62-818 and 62-819, F.A.C.

VIII. MANAGEMENT PLAN; ANNUAL STEWARDSHIP REPORT

1. Prior to approval of the Project Plan and final disbursement of the FCT Award, the Recipient shall submit to FCT and have approved a Management Plan that complies with Rule 62-818.011, F.A.C. and addresses the criteria and conditions set forth in Articles VIII, IX, X, and XI herein.

2. The Management Plan outlines how the Project Site will be managed to further the purposes of the Project and outlines the terms and conditions of this Agreement. The Management Plan should include the following types of information:

- a. An introduction containing the Project name, location, and other background information.
- b. The Recipient's purpose for acquiring the Project Site and a prioritized list of management objectives.
- c. A discussion of known natural resources including natural communities, listed plant and animal species, soil types, and surface and groundwater characteristics.
- d. A description of all proposed uses including existing and proposed physical improvements.
- e. A description of proposed restoration or enhancement activities, if any, including the objective of the effort and the techniques to be used.
- f. A scaled site plan drawing showing the Project Site boundary, existing and proposed physical improvements, and any natural resource restoration or enhancement areas.
- g. The identification and protection of known cultural or historical resources.
- h. A description of proposed educational displays and programs the Recipient will offer, if applicable.

- i. A description of how the Recipient will coordinate management of the site with other agencies and public lands, if applicable.
- j. A schedule for implementing the development and management activities of the Management Plan.
- k. Cost estimates and funding sources to implement the Management Plan.
- l. Coordination plan to allow for safe public access (except for designated construction zones) to the Project Site. The Recipient is responsible for maintaining the sections of the Project Site that are safe and not under construction open and accessible to the public.

3. If the Recipient is not the proposed managing entity, the Management Plan shall include a signed management agreement between the Recipient and the managing entity providing criteria for site management and identifying the source of management funding. The managing entity must comply with the approved Management Plan. The Recipient is ultimately responsible for overseeing compliance with the Management Plan and the fulfillment of all Management Plan terms and is liable for any violations of the Management Plan.

If the Recipient is a partnership, the Recipient shall also provide FCT with the interlocal agreement that sets forth the relationship among the partners and the fiscal and management responsibilities and obligations incurred by each partner for the Project Site as a part of its Management Plan.

4. To ensure that future management funds will be available for the management of the site in perpetuity pursuant to Section 259.105 and Chapter 380, Part III, F.S., the Recipient may be required to provide FCT with Reasonable Assurance, pursuant to Rule 62-818.002(36), F.A.C., that it has the financial resources, background, qualifications, and competence to manage the Project Site in perpetuity in a reasonable and professional manner. Where the Recipient does not include at least one local government, FCT may require the Recipient to do one, or more, of the following: (i) post a performance or other bond in an amount sufficient to ensure that the Project Site is reasonably and professionally managed in perpetuity; (ii) establish an endowment or other fund in an amount sufficient to ensure performance; (iii) provide a guaranty or pledge by the local government having jurisdiction over the Project Site requiring the local government to take over the responsibility for management of the Project Site in the event the Recipient is unable to; (iv) require the local government to be a named co-signer on the Declaration of Restrictive Covenants; or (v) provide such other assurances as the Governing Board may deem necessary to adequately protect the public interest.

5. The Recipient shall, through its agents and employees, prevent any use of the Project Site that is not in conformity with the FCT-approved Management Plan.

6. As required by Rule 62-818.013, F.A.C., after FCT reimbursement of Project Costs, the Recipient shall prepare and submit to FCT a stewardship report that documents the progress made toward implementing the Management Plan. Initially the Recipient must submit the report

annually, but after completion of the Project the Trust may, in its discretion, transfer the report to a five-year review schedule.

IX. SPECIAL MANAGEMENT CONDITIONS

Based on the Management Plan, points awarded in scoring the application, and observations made by FCT staff during the site visit described in Rule 62-818.009, F.A.C., the Recipient is required to provide the following:

1. FCT Sign - The Recipient shall maintain a permanent FCT recognition sign, a minimum of 3' x 4', at the entrance area of the Project Site and visible to the public. The sign shall include the FCT logo and acknowledge that the Project Site was purchased with funds from the Florida Communities Trust Program and the Recipient. The sign should include the date the site was acquired.
2. Recreational Facilities - The Recipient shall provide at least four recreational facilities such as a nature/observation boardwalk, picnic facilities, beach access, and a canoe/kayak launch. The Recipient should endeavor to place facilities and site improvements on previously disturbed areas to the greatest extent possible.
3. Water Access - The Recipient shall provide a water access facility to an existing open water shoreline, such as a beach access area, observation boardwalks and a canoe/kayak launch.
4. Linked Land-Based Recreational Trail System - The Recipient shall connect the Project Site to and manage the Project Site as part of a local, regional, or statewide land-based recreational trail system.
5. Connectivity - The Project Site shall connect to adjacent neighborhoods by a sidewalk within an existing right-of-way.
6. Interpretation - The Recipient shall provide interpretive kiosks on the Project Site to educate visitors about the natural environment and the unique history of the area.
7. Education Programs - The Recipient shall provide at least six regularly scheduled environmental or historical education classes or programs per year at the Project Site conducted by trained educators or resource professionals.
8. Vegetative Enhancement - The Recipient shall plant approximately 300 linear feet of disturbed shoreline with native vegetation.
9. Water Quality - The Recipient shall develop and manage the Project Site in a manner that will protect the adjacent Outstanding Florida Waters of the Clermont Chain of Lakes and Lake Minneola.

10. Coordination - The Recipient shall coordinate management of the Project Site with the adjacent waterfront park corridor.

The Recipient shall coordinate development and management of the Project Site with the agencies managing the South Lake Trail, to ensure the Project Site is managed as part of a linked land-based trail system.

X. “UNIQUE ABILITIES” PROJECT REQUIREMENTS:

The Recipient’s Project has been deemed a “Unique Abilities” Project, pursuant to Section 380.507(2)(h), F.S. (2016) and Recipient shall develop the Project Site in accordance with the narrative provided in the project summary and excellence sections of the FCT grant application. The Project Site must provide accessibility, availability, or adaptability of conservation or recreation lands for individuals with unique abilities. The Recipient, and all of its subcontractors, if any, must ensure that both Florida Building Code Accessibility (<https://codes.iccsafe.org/public/document/toc/305/>) and Americans with Disabilities Act Accessibility (https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.pdf) regulations and requirements are adhered to in the development and completion of this Project.

XI. DECLARATION OF RESTRICTIVE COVENANTS REQUIREMENTS IMPOSED BY CHAPTERS 259 AND 380, PART III, F.S.

1. Each parcel in the Project Site shall be subject to a Declaration of Restrictive Covenants describing the parcel and containing such covenants and restrictions as are, at a minimum, sufficient to ensure that the use of the Project Site at all times complies with Sections 375.051 and 380.510, F.S.; Section 11(e), Article VII of the Florida Constitution; and any provision of the Internal Revenue Code or the regulations promulgated thereunder ***The Declaration of Restrictive Covenants shall contain clauses providing for the conveyance of title to the Project Site, as applicable, to the Board of Trustees of the Internal Improvement Trust Fund (“Trustees”) upon failure to comply with any of the covenants and restrictions, as further described below.***

2. The Declaration of Restrictive Covenants shall also restate the conditions that were placed on the Project Site at the time of project selection and initial grant approval. The Declaration of Restrictive Covenants shall be executed by FCT and the Recipient at the time of grant disbursement and shall be recorded by the Recipient in the county(s) in which the Project Site is located.

3. If any essential term or condition of the Declaration of Restrictive Covenants is violated by the Recipient or by some third party with the knowledge of the Recipient, the Recipient shall be notified of the violation by written notice given by personal delivery, registered mail, or registered expedited service. The Recipient shall diligently proceed to cure the violation and shall complete the cure within thirty (30) days after receipt of notice of the violation. If the problem cannot reasonably be cured within the specified thirty (30) days, the Recipient shall submit a written request to FCT for an extension. The request shall include the status of the current activity, the reasons for the delay, and a time frame for the completion of the cure. FCT shall respond

within thirty (30) days of receiving the request, and approval of the request shall not be unreasonably withheld. It is FCT's position that all curing activities shall be completed within one hundred twenty (120) days of the Recipient's notification of the violation. If the Recipient can demonstrate extenuating circumstances that justify a greater extension of time to complete the activities, FCT will consider the request. If the Recipient fails to correct the violation within either (a) the initial thirty (30) days or (b) the time frame approved by FCT pursuant to the Recipient's request, fee simple title to all interest in the Project Site shall be conveyed to the Trustees. FCT shall treat such property in accordance with Section 380.508(4), F.S.

XII. GENERAL OBLIGATIONS OF THE RECIPIENT AS A CONDITION OF PROJECT FUNDING

1. The interest acquired by the Recipient in the Project Site shall not serve as security for any debt of the Recipient.

2. If the existence of the Recipient terminates for any reason, title to the Project Site shall be conveyed to the Trustees.

3. FCT staff or its duly authorized representatives shall have the right at any time to inspect the Project Site and the operations of the Recipient at the Project Site.

XIII. OBLIGATIONS OF THE RECIPIENT RELATING TO THE USE OF STATE FUNDS

1. FCT is authorized by Section 380.510, F.S. to impose conditions for funding on the Recipient in order to ensure that the Project complies with the requirements under law.

2. The Recipient agrees and acknowledges that the below listed transactions, events, and circumstances, collectively referred to as the "disallowable activities," may be disallowed on the Project Site as they may have negative legal and tax consequences under Florida law and federal income tax law. The Recipient further agrees and acknowledges that these disallowable activities may be allowed on a temporary basis with FCT written approval up to a certain extent based on guidelines or tests outlined in the Federal Private Activity regulations of the Internal Revenue Service:

- a. Any sale or lease of any interest in the Project Site to a non-governmental person or organization.
- b. The operation of any concession on the Project Site by a non-governmental person or organization.
- c. Any sales contract or option to buy or sell things attached to the Project Site to be severed from the Project Site with a non-governmental person or organization.

- d. Any use of the Project Site by a non-governmental person other than in such person's capacity as a member of the public.
- e. A management contract for the Project Site with a non-governmental person or organization.
- f. Other activity that may be specified from time to time in writing by FCT to the Recipient.
- g. Any activities that violate the Federal Private Activity regulations of the Internal Revenue Service.

3. If the Project Site, after its acquisition by the Recipient and/or the Trustees, is to remain subject to any of the disallowable activities, **the Recipient shall provide notice to FCT, as provided for in paragraph V.1., at least sixty (60) calendar days** in advance of any such transactions, events, or circumstances, and shall provide to FCT such information as FCT reasonably requests to allow FCT to evaluate whether the activity would cause adverse tax consequences and should therefore be limited or eliminated.

4. In the event that FCT determines at any time that the Recipient is engaging, or allowing others to engage, in disallowable activities on the Project Site, the Recipient shall immediately cease the disallowable activities upon receipt of written notice from FCT. In addition to all other rights and remedies at law or in equity, FCT shall have the right to seek temporary and permanent injunctions against the Recipient for any disallowable activities on the Project Site.

DELEGATIONS AND CONTRACTUAL ARRANGEMENTS BETWEEN THE RECIPIENT AND OTHER GOVERNMENTAL BODIES, NONPROFIT ENTITIES, OR NON-GOVERNMENTAL PERSONS FOR USE OR MANAGEMENT OF THE PROJECT SITE IN NO WAY RELIEVES THE RECIPIENT OF THE RESPONSIBILITY TO ENSURE THAT THE CONDITIONS IMPOSED ON THE PROJECT SITE ARE FULLY COMPLIED WITH BY THE CONTRACTING PARTY.

XIV. RECORDKEEPING; AUDIT REQUIREMENTS

1. The Recipient shall maintain books, records, and documents directly pertinent to performance under this Agreement in accordance with United States Generally Accepted Accounting Principles (U.S. G.A.A.P.). The Department, the State or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event any work is subcontracted, the Recipient shall require each subcontractor to maintain and allow access to such records for audit purposes.

- a. The Recipient understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the Department's Inspector General in any investigation, audit, inspection, review, or hearing. The Recipient will comply with this

duty and ensure that any subcontracts issued under this Grant impose this written requirement on its subcontractors.

- b. In addition to the requirements of the preceding paragraph, the Recipient shall comply with the applicable provisions contained in **Attachment B, Special Audit Requirements. Exhibit 1** to **Attachment B** summarizes the funding sources supporting the Agreement for purposes of assisting the Recipient in complying with the requirements of **Attachment B**. A revised copy of **Exhibit 1** must be provided to the Recipient for each amendment that authorizes a funding increase or decrease. If the Recipient fails to receive a revised copy of **Exhibit 1**, the Recipient shall notify the key contact with FCT to request a copy of the updated information.
- c. The Recipient is hereby advised that the Federal and/or Florida Single Audit Act Requirements may apply to lower tier transactions resulting from this Agreement. The Recipient shall consider the type of financial assistance (federal and/or state) identified in **Attachment B, Exhibit 1** when making this determination. For federal financial assistance, the Recipient shall utilize the guidance provided under 2 CFR § 200.330 for determining whether the relationship represents that of a subrecipient or vendor. For state financial assistance, the Recipient shall utilize the form entitled “Checklist for Nonstate Organizations Recipient/Subrecipient vs. Vendor Determination” (form number DFS-A2-NS) that can be found under the “Links/Forms” section appearing at the following website:

<https://apps.fldfs.com/fsaa>

The Recipient should confer with its chief financial officer, audit director, or contact the Department for assistance with questions pertaining to the applicability of these requirements.

XV. DEFAULT; REMEDIES; TERMINATION

- 1. If the necessary funds are not available to fund this Agreement because of action by the Florida Legislature or the Office of the State Chief Financial Officer, or if any Defaults occur, as described below, all obligations on the part of FCT to make any further payment of funds hereunder shall terminate and FCT may exercise any of the remedies set forth herein. If FCT makes any payments or parts of payments after an Event of Default, such payment will not waive FCT’s right to exercise such remedies, and will not obligate FCT to make any further payments.
- 2. The following constitute a Default:
 - a. If FCT finds that any warranty or representation made by the Recipient in this Agreement, any previous agreement with FCT, or in any document provided to FCT is false or misleading in any respect.

- b. If the Recipient fails to perform any of the terms or covenants contained in this Agreement or any previous agreement with FCT and has not cured such failure in timely fashion, or is unable or unwilling to meet its obligations hereunder; or
- c. If any material adverse change in the Recipient's financial condition occurs during the term of this Agreement and the Recipient fails to cure the material adverse change within thirty (30) days from the date written notice is sent to the Recipient by FCT; or
- d. If any reports or documents required by this Agreement have not been timely submitted to FCT or have been submitted with incorrect, incomplete, or insufficient information; or
- e. If the Recipient fails to perform any of its obligations under this Agreement in a timely fashion; or
- f. If the Recipient fails to comply with Project deadlines set forth in the approved Management Plan; or
- g. If the Recipient fails to keep the Project Site open to the public.

3. Upon the happening of a Default, FCT may, after giving thirty (30) calendar days' notice, exercise any one or more of the following remedies, either concurrently or consecutively. The pursuit of any one of the following remedies shall not preclude FCT from pursuing any other remedies contained herein or otherwise provided at law or in equity:

- a. Terminate this Agreement, provided the Recipient is given at least thirty (30) calendar days' prior written notice of such termination. The notice shall be effective upon the date of the letter. Notification shall be given pursuant to Section V.
- b. Commence an appropriate legal or equitable action to enforce performance of this Agreement.
- c. Withhold or suspend payment of all or any part of the FCT Award.
- d. Exercise any corrective or remedial actions, including, but not limited to, requesting additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance or issuing a written warning to advise that more serious measures may be taken if the situation is not corrected.
- e. Exercise any other rights or remedies that are otherwise available under law, including, those described in paragraph IX.3.

4. FCT may terminate this Agreement for cause upon written notice to the Recipient. Cause shall include, but is not limited to: default; fraud; lack of compliance with applicable rules, laws, and regulations; failure to perform in a timely manner; failure to make significant progress toward Project Plan and Management Plan approval; and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, F.S., as amended.

5. FCT may terminate this Agreement if it determines, in its sole discretion, that the continuation of the Agreement would not produce beneficial results commensurate with the further expenditure of funds.

6. The Recipient may request termination of this Agreement before its Expiration Date by a written request fully describing the circumstances that compel the Recipient to terminate the Project. A request for termination shall be provided to FCT in a manner described in paragraph V.1.

XVI. PUBLIC RECORDS ACCESS:

1. Recipient shall comply with Florida Public Records Law under Chapter 119, F.S. Records made or received in conjunction with this Agreement are public records under Florida law, as defined in Subsection 119.011(12), F.S. Recipient shall keep and maintain public records required by the Department to perform the services under this Agreement.
2. This Agreement may be unilaterally canceled by the Department for refusal by the Recipient to either provide to the Department upon request, or to allow inspection and copying of all public records made or received by the Recipient in conjunction with this Agreement and subject to disclosure under Chapter 119, F.S., and Article I, Section 24(a), Florida Constitution.
3. If Recipient meets the definition of “Contractor” found in Paragraph 119.0701(1)(a), F.S.; [i.e., an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency], then the following requirements apply:
 - a. Pursuant to Section 119.0701, F.S., a request to inspect or copy public records relating to this Agreement for services must be made directly to the Department. If the Department does not possess the requested records, the Department shall immediately notify the Recipient of the request, and the Recipient must provide the records to the Department or allow the records to be inspected or copied within a reasonable time. If Recipient fails to provide the public records to the Department within a reasonable time, the Recipient may be subject to penalties under Section 119.10, F.S.

- b. Upon request from the Department's custodian of public records, Recipient shall provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- c. Recipient shall identify and ensure that all public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Recipient does not transfer the records to the Department.
- d. Upon completion of the Agreement, Recipient shall transfer, at no cost to Department, all public records in possession of Recipient or keep and maintain public records required by the Department to perform the services under this Agreement. If the Recipient transfers all public records to the Department upon completion of the Agreement, the Recipient shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Recipient keeps and maintains public records upon completion of the Agreement, the Recipient shall meet all applicable requirements for retaining public records. All records that are stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is accessible by and compatible with the information technology systems of the Department.

D. IF THE RECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE DEPARTMENT'S CUSTODIAN OF PUBLIC RECORDS by telephone at (850) 245-2118, by email at ombudsman@dep.state.fl.us, or at the mailing address below:

**Department of Environmental Protection
ATTN: Office of Ombudsman and Public Services
Public Records Request
3900 Commonwealth Blvd, Mail Slot 49
Tallahassee, FL 32399**

XVII. LEGAL AUTHORIZATION

The Recipient certifies with respect to this Agreement that it possesses the legal authority to receive funds to be provided under this Agreement and that, if applicable, its governing body

has authorized, by resolution or otherwise, the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned possesses the authority to legally execute and bind the Recipient to the terms of this Agreement.

XVIII. STANDARD CONDITIONS

1. This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall lie in Leon County. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict and shall be severable, but shall not invalidate any other provision of this Agreement.

2. The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), if applicable, which prohibits discrimination by public and private entities on the basis of disability in the areas of employment, public accommodations, transportation, State and local government services, and in telecommunications.

3. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit lease bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

4. In accordance with Section 216.347, F.S., the Recipient is hereby prohibited from using funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch, or a state agency. Further, in accordance with Section 11.062, F.S., no state funds, exclusive of salaries, travel expenses, and per diem, appropriated to, or otherwise available for use by, any executive, judicial, or quasi-judicial department shall be used by any state employee or other person for lobbying purposes.

5. The employment of unauthorized aliens by any recipient is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Recipient knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Recipient shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.

6. The Recipient shall comply with all applicable federal, state, and local rules and regulations in providing services to the Department under this Agreement. The Recipient acknowledges that this requirement includes, but is not limited to, compliance with all applicable federal, state, and local health and safety rules and regulations. The Recipient further agrees to include this provision in all subcontracts issued pursuant to this Agreement.

7. The Recipient shall save and hold harmless and indemnify the State of Florida and the Department against any and all liability, claims, judgments, or costs of whatsoever kind and nature for injury to, or death of any person or persons and for the loss of damage to any property resulting from the use, service, operation or performance of work under the terms of this Agreement, resulting from the negligent acts of the Recipient, their subcontractor, or any of the employees, agents, or representatives of the Recipient or subcontractor to the extent allowed by law.

8. To the extent required by law, the Recipient will be self-insured against, or will secure and maintain during the life of this Agreement, Workers' Compensation Insurance for all of its employees connected with the work of this Project and, in case any work is subcontracted, the Recipient shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Recipient. Such self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation statutes, the Recipient shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Department, for the protection of his employees not otherwise protected.

- a. Recipient's chief financial officer ("CFO") must provide self-insurance documentation to FCT prior to execution of this Agreement and upon any subsequent changes relating to the terms or insurance carrier.

9. The Recipient, as an independent contractor and not an agent, representative, or employee of the Department, agrees to carry adequate liability and other appropriate forms of insurance. The Department shall have no liability except as specifically provided in this Agreement.

10. This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a .pdf format data file, such signature shall create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or .pdf signature page were an original.

11. This Agreement embodies the entire agreement between the Parties. Any alterations, variations, changes, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the Parties hereto, and attached to the original of this Agreement, unless otherwise provided herein.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement.

RECIPIENT: CITY OF CLERMONT
a Florida local government

FLORIDA COMMUNITIES TRUST,
STATE OF FLORIDA, DEPARTMENT OF
ENVIRONMENTAL PROTECTION

By: _____

By: _____
Secretary or designee

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to Form and Legality:

Approved as to Form and Legality:

By: _____

By: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

List of attachments/exhibits included as part of this Agreement:

Specify Type	Letter/ Number	Description (include number of pages)
Attachment	A	FCT Project Reconciliation Statement (2 pages)
Attachment	B	Special Audit Requirements (5 Pages)

ATTACHMENT A
FCT PROJECT RECONCILIATION STATEMENT

Recipient Name (Agency):	The City of Clermont
Project Name:	West Lake Wetlands (aka Victory Pointe)
FCT Project :	16-005-UA17
Date:	

GRANT AWARD CALCULATION

TOTAL PROJECT COSTS

Land Purchase Price	\$ -
Total Land Purchase Price	\$ -
Acquisition Expenses	
Survey	\$ -
Title Insurance	\$ -
Appraisal Review	\$ -
Appraisals	\$ -
Environmental Audit	\$ -
Total Acquisition Expenses	\$ -

Total Project Costs	\$ -
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COMPUTATION OF GRANT AWARD AND LOCAL MATCH AMOUNT

FCT Award Computation	
Share of Purchase Price	\$ -
Share of Acquisition Expenses	\$ -
Total Share of Project Costs	\$ -

Recipient Local Match Amount	
Share of Purchase Price	\$ -
Share of Acquisition Expenses	\$ -
Total Share of Project Costs	\$ -

Total Project Costs	\$ -
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COMPUTATION OF PREPAIDS, REIMBURSEMENTS, AND ADDITIONAL COSTS

FLORIDA COMMUNITIES TRUST

FCT Prepaid Project Costs	
Appraisal Review	\$ -
Total Prepaid Costs	\$ -

FCT Amount Due at Closing	
Share of Total Project Costs	\$ -
Less Total Prepaid Costs	\$ -
Total Amount Due from FCT	\$ -

Recipient Prepaid Costs

Land Purchase Price	\$ -
Survey	\$ -
Title Insurance	\$ -
Appraisals	\$ -
Environmental Site Assessment	\$ -
Total Prepaid Costs	\$ -

Recipient Amount Due

Share of Total Project Costs	\$ -
Less Prepays	\$ -

Total Amount Due to County

\$ -

Recipient Additional Costs

Record Grant Award Agreement	\$ -
Total Additional Costs	\$ -

Notes:

- (1) Pursuant to memorandum from _____ to _____ dated _____, the maximum reimbursement amount is \$ - . The recipient acquired the property on _____, at a purchase price of \$ - . The FCT reimbursement is based on the maximum reimbursement amount, which may be less than the purchase price paid by the Recipient.
- (2) Amount includes costs for title insurance, title examination, title search and closing fees.
- (3) Pursuant to the terms of the Grant Agreement, the amount of the grant shall not exceed the lesser of \$ - or _____ % of the total project cost.
- (4) Disbursed to the Clerk of the Court, _____ County, at time of reimbursement from FCT.

RECIPIENT**FLORIDA COMMUNITIES TRUST
STATE OF FLORIDA, DEPARTMENT OF
ENVIRONMENTAL PROTECTION**

By: _____
Its: _____
Date: _____

By: _____
Its: _____
Date: _____

ATTACHMENT B

SPECIAL AUDIT REQUIREMENTS

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the contract/agreement*) to the recipient (*which may be referred to as the "Contractor", "Grantee" or other name in the contract/agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, 2 CFR Part 200, Subpart F, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised (for fiscal year start dates prior to December 26, 2014), or as defined in 2 CFR §200.330 (for fiscal year start dates after December 26, 2014).

1. In the event that the recipient expends \$500,000 (\$750,000 for fiscal year start dates after December 26, 2014) or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F.
3. If the recipient expends less than \$500,000 (or \$750,000, as applicable) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, is not required. In the event that the recipient expends less than \$500,000 (or \$750,000, as applicable) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at www.cfda.gov

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(n), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Attachment indicates state financial assistance awarded through the Department of Environmental Protection by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F and required by PART I of this Attachment shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised, and 2 CFR §200.501(a) (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, and 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised, and 2 CFR §200.512.

2. Pursuant to Section .320(f), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and any management letters issued by the auditor, to the Department of Environmental Protection at one the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

B. The Auditor General's Office at the following address:

State of Florida Auditor General
Room 401, Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

4. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director
Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, as revised and 2 CFR Part 200, Subpart F, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of **5** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **3** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

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EXHIBIT – 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:					
Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program Number	Funding Source	State Fiscal Year	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
3710	Florida Forever Trust Fund	2017	37.078	Florida Communities Trust (Florida Forever Funded Grant Program)	\$165,000.00	084112

Total Award					\$165,000.00	
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For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [www.cfda.gov] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>]. The services/purposes for which the funds are to be used are included in the Contract scope of services/work. Any match required by the recipient is clearly indicated in the Contract.



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, November 28, 2017		
Agenda Item Name		
Grant Agreement No. 2015-MO-BX-0007 and Budget Amendment		
Requested Action		
Request approval of grant agreement between the US Department of Justice and the City of Clermont in the amount of \$46,675 for partial funding of an additional police officer assigned to the Mobile Crisis Unit and a budget amendment in the amount of \$107,953.		
Staff Report		
The Bureau of Justice Assistance Planning and Implementation Grant was awarded to Lake County in partnership with the Clermont Police Department. The grant will pay for one year's salary of a Police Officer to be assigned full time to the already existing Mobile Crisis Unit. The assignment of the Police Officer dedicated to Mobile Crisis Response Service is a true co-responder model and would create an actual Mobil Crisis Response team that could be dispatched by the emergency call center to respond directly to calls for service that are identified as mental health related. The interaction between the clinician with access to the LifeStream data system and the Police Officer with access to the law enforcement database provides for the best interventions in the field. Nationwide, Law Enforcement are interacting more and more with those in crisis. To date, this program has seen success in diverting those individuals in crisis from arrest to getting the assistance, resources and follow up therapeutic care that's needed.		
Additional Analysis		
Fiscal Impact Summary		
Budget amendment to the General Fund (\$58,783) and the Police Impact Fee Fund (\$49,170) is requested.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Letter MCRS and LEO rev.docx		
2. Grant Mobile crisis grant.pdf		

Proposal: **Mobile Crisis Response Service (MCRS) -
Opportunity to Utilize Grant Funds for Officer Assignment to
MCRS**

To: **Clermont Police Department and City of Clermont Finance
Department**

Prepared By: **Karen Rogers, Adult Clinical Services Director
LifeStream Behavioral Center**

Date: **October 11, 2017**

In an effort to utilize the funding that is available under the Bureau of Justice Assistance Planning and Implementation Grant that was awarded to Lake County for a Mobile Crisis Response Service Pilot in 2015, we have taken the opportunity to expand the number of FTE's dedicated to this project by adding a 1.0 FTE position. The original plan was to hire a licensed therapist with an annual salary of \$46,675.20. We now believe that having a dedicated law enforcement officer as part of the MCRS would be a more effective strategy for the use of these funds.

The assignment of an officer dedicated to Mobile Crisis Response Service is a true co-responder model and would create an actual MCRS team which could be dispatched by the emergency call center to respond directly to 911 calls that are identified as mental health related. The interaction between the clinician with access to the LifeStream data system and the LEO with access to the law enforcement database provides for the best interventions in the field.

While the Lake County Board of County Commissioners is the Grantee for this project, LifeStream is contracted to deliver the services and bills the County for cost reimbursement. Likewise, we propose that the Clermont Police Department would bill LifeStream for reimbursement up to the amount of \$46,675.20 through September 30, 2017; the end of this three (3) year grant. It is our full intention to seek funding to continue and expand the program through new grant applications and any other possible funding sources. The County's Grant Manager for this project has approved the personnel revision to the salary budget to allow for this partnership. Presently we have a Master's level supervisor who works 10:00 a.m. to 6:00 p.m. and a cadre of on-call staff members who provide coverage between 6:00 p.m. and 8:30 a.m. the following day when the calls are picked up by our Forensic Community Services Team. MCRS is tied to the C.O.P.P.S Unit under the supervision of Sergeant Draper and has been serving South Lake County since November, 2016. LifeStream has both a Business Agreement and a Memorandum of Understanding with the Clermont Police Department formalizing this partnership.

We at LifeStream anticipate that this proposal will be acceptable to the City of Clermont and look forward to a response in that regard, and any attendant documents that might be needed in order to move forward with implementation.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LAKE COUNTY, FLORIDA AND
LIFESTREAM BEHAVIORAL CENTER, INC.
FOR IMPLEMENTATION OF THE GRANT
JUSTICE AND MENTAL HEALTH COLLABORATION PROGRAM-
PLANNING AND IMPLEMENTATION**

This is a Memorandum of Understanding (MOU) is made by and between **Lake County**, a political subdivision of the State of Florida (hereinafter referred to as the "County"), by and through its Board of County Commissioners, and **LifeStream Behavioral Center, Inc.**, a Florida nonprofit corporation, its successors and assigns (hereinafter referred to as "LifeStream") for the purpose of implementing the federal Justice and Mental Health Collaboration Program - Planning and Implementation grant.

WITNESSETH:

WHEREAS, the United States Department of Justice Office of Justice Programs (herein the "Department") provides grant funding through the Justice and Mental Health Collaboration Program - Planning and Implementation (hereinafter referred to as the "Program") for jurisdictions to complete and implement a collaboration plan for criminal justice and mental health collaboration for the purpose of increasing public safety;

WHEREAS, the County has established a collaboration plan between criminal justice and behavioral health agencies;

WHEREAS, the County at the request of LifeStream submitted an application for grant funding under the Program;

WHEREAS, the Department awarded the County the sum of Two Hundred Fifty Thousand and No/100 Dollars (\$250,000.00) for the program period of October 1, 2015 to September 30, 2018;

WHEREAS, the County is authorized to award sub-recipients under the Grant; and

WHEREAS, LifeStream desires to fulfill the requirements of the Grant and any future grants awarded under the Program that the County applied for at the request of LifeStream.

NOW THEREFORE, the County and LifeStream hereby agree as follows:

1. The County and LifeStream agree and acknowledge that the County is the direct grant recipient for the grant funding amount and will provide oversight of the administration of the grant.
2. The duration of this MOU shall be from October 1, 2015 to September 30, 2018 ("Program Period"), unless further extended to by the parties.
3. LifeStream shall, during the Program period, comply with all conditions, requirements, guidelines, protocols and procedures period set forth in the Justice and Mental Health Collaboration Program – Planning and Implement Grant Application, including any and all attachments thereto, filed with the Department by the County on and as set forth in the Grant Award Continuation Sheet(s) (Award Number 2105-MO-BX-0007).
4. LifeStream hereby agrees to perform the tasks and to provide the services in accordance with the description provided in the Grant Application. LifeStream specifically agrees to supply one hundred percent (100%) of the matching funds as detailed in the Grant Application.
5. Upon receipt of the grant funding from the Department, the County will allocate those funds to LifeStream. LifeStream will submit requests and documentation for reimbursement of costs incurred in performing the tasks and providing the services pursuant to the grant.
6. The only method by which this MOU can be modified is by formal, written agreement signed and executed by the County and LifeStream.
7. In the event that it becomes necessary for either the County or LifeStream to terminate participation in this MOU for any reason, the terminating party shall provide the other party with at least thirty (30) day written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery.
8. The official representatives of County and LifeStream are as follows and any notices to either party shall be in writing and sent to the following:

For Lake County:

County Manager
P.O. Box 7800
Tavares, FL 32778
352-343-9888

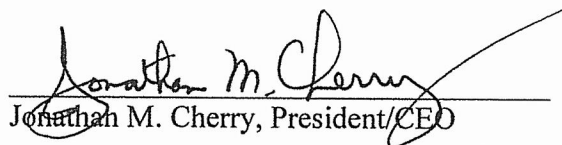
For LifeStream Behavioral Center, Inc.:

Jon Cherry, President/CEO
P.O. Box 491000
Leesburg, FL 34749-1000

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the respective dates under each signature: County, through its Board of County Commissioners, signing by and through its Chair, authorized to execute same by Board action on the 2nd day of February, 2016, and LifeStream, through its duly authorized representative.

LIFESTREAM

LIFESTREAM BEHAVIORAL CENTER, INC.

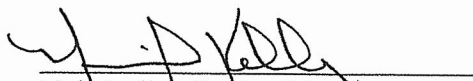

Jonathan M. Cherry, President/CEO

This 26 day of October, 2015.

COUNTY

ATTEST:

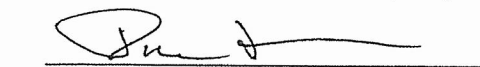
LAKE COUNTY, through its
BOARD OF COUNTY COMMISSIONERS

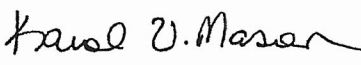
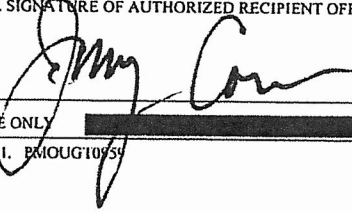

Neil Kelly, Clerk of the
Board of County Commissioners
of Lake County, Florida


Sean Parks, Chairman

This 16 day of February, 2016.

Approved as to form and legality:


for Melanie Marsh
County Attorney

 Department of Justice Office of Justice Programs Bureau of Justice Assistance	Grant	PAGE 1 OF 7																
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Lake County Board of County Commissioners P.O. Box 7800 Tavares, FL 32778	4. AWARD NUMBER: 2015-MO-BX-0007 5. PROJECT PERIOD: FROM 10/01/2015 TO 09/30/2018 BUDGET PERIOD: FROM 10/01/2015 TO 09/30/2018 6. AWARD DATE 09/15/2015 7. ACTION Initial 8. SUPPLEMENT NUMBER 00 9. PREVIOUS AWARD AMOUNT \$ 0 10. AMOUNT OF THIS AWARD \$ 250,000 11. TOTAL AWARD \$ 250,000																	
2a. GRANTEE IRS/VENDOR NO. 481194108 2b. GRANTEE DUNS NO. 079214136	12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S). 13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY15(BJA - JMHCP) 42 USC 3797aa 14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.745 - Criminal and Juvenile Justice and Mental Health Collaboration Program 15. METHOD OF PAYMENT GPRS																	
AGENCY APPROVAL																		
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General	18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Jimmy Conner Chairman																	
17. SIGNATURE OF APPROVING OFFICIAL 	19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 10/6/15																
AGENCY USE ONLY																		
20. ACCOUNTING CLASSIFICATION CODES <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND CODE</th> <th>BUD. ACT.</th> <th>DIV. OFC.</th> <th>REG.</th> <th>SUB.</th> <th>POMS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>B</td> <td>MO</td> <td>80</td> <td>00</td> <td>00</td> <td></td> <td>250000</td> </tr> </tbody> </table>	FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT	X	B	MO	80	00	00		250000	21. PMOUGT05/	
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT											
X	B	MO	80	00	00		250000											

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice
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**AWARD CONTINUATION
SHEET**
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PROJECT NUMBER 2015-MO-BX-0007

AWARD DATE 09/15/2015

SPECIAL CONDITIONS

1. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this 2015 award from the Office of Justice Programs (OJP). For this 2015 award, the Part 200 Uniform Requirements, which were first adopted by DOJ on December 26, 2014, supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.

If this 2015 award supplements funds previously awarded by OJP under the same award number, the Part 200 Uniform Requirements apply with respect to all award funds (whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2015 award.

Potential availability of grace period for procurement standards: Under the Part 200 Uniform Requirements, a time-limited grace period may be available under certain circumstances to allow for transition from policies and procedures that complied with previous standards for procurements under federal awards to policies and procedures that comply with the new standards (that is, to those at 2 C.F.R. 200.317 through 200.326).

For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

2. The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide").
3. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302) that is approved by the Office for Civil Rights is a violation of the Standard Assurances executed by the recipient, and may result in suspension of funding until such time as the recipient is in compliance, or termination of the award.
4. The recipient understands and agrees that OJP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.
5. 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 OJP.
6. The recipient and any subrecipients must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates 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 award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by - mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: oig.hotline@usdoj.gov hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881 Additional information is available from the DOJ OIG website at www.usdoj.gov/oig



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**AWARD CONTINUATION
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PROJECT NUMBER 2015-MO-BX-0007

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SPECIAL CONDITIONS

7. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient --

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized to make subawards or contracts under this award --

a. it represents that --

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

8. 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.

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

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10. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
11. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
12. The 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 rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").
13. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
14. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds 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 OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
15. The recipient 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 those funds, or of the parents or legal guardians of such students.
16. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
17. A recipient that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).
18. The recipient must collect, maintain, and provide to OJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

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SPECIAL CONDITIONS

19. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, 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) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2015-MO-BX-0007 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's 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 SMART Office. 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." The current edition of the OJP Financial Guide provides guidance on allowable printing and publication activities.
20. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
21. The grantee 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. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.
22. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.
23. All procurement (contract) transactions under this award must be conducted in a manner that is consistent with applicable Federal and State law, and with Federal procurement standards specified in regulations governing Federal awards to non-Federal entities. Procurement (contract) transactions should be competitively awarded unless circumstances preclude competition. Noncompetitive (e.g., sole source) procurements by the award recipient in excess of the Simplified Acquisition Threshold (currently \$150,000) set out in the Federal Acquisition Regulation must receive prior approval from the awarding agency, and must otherwise comply with rules governing such procurements found in the current edition of the OJP Financial Guide.
24. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.

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SPECIAL CONDITIONS

25. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
26. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
27. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.
28. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).
29. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
30. The grant recipient agrees to complete and submit to BJA a copy of the Justice and Mental Health Collaboration Program (JMHP) Planning and Implementation Guide within 6 months from the project period start date. BJA will provide the grant recipient with instructions and assistance on how to complete the JMHP Planning and Implementation Guide. Once BJA has received and approved the grant recipient's completed JMHP Planning and Implementation Guide, BJA will notify the grant recipient to begin the project's implementation phase.



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SPECIAL CONDITIONS

31. The recipient may not obligate, expend, or draw down any award funds until: (1) it has provided to the grant manager for this OJP award either an "applicant disclosure of pending applications" for federal funding or a specific affirmative statement that no such pending applications (whether direct or indirect) exist, in accordance with the detailed instructions in the program solicitation, (2) OJP has completed its review of the information provided and of any supplemental information it may request, (3) the recipient has made any adjustments to the award that OJP may require to prevent or eliminate any inappropriate duplication of funding (e.g., budget modification, project scope adjustment), (4) if appropriate adjustments to a discretionary award cannot be made, the recipient has agreed in writing to any necessary reduction of the award amount in any amount sufficient to prevent duplication (as determined by OJP), and (5) a Grant Adjustment Notice has been issued removing this special condition.
32. The recipient is authorized to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$15,000, for the sole purpose of attending a required OJP conference associated with this grant award. The grantee is not authorized to incur any additional obligations, or make any additional expenditures or draw downs until the awarding agency and the Office of the Chief Financial Officer (OCFO) has reviewed and approved the recipient's budget and budget narrative, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
33. The recipient may not obligate, expend, or draw down any award funds for indirect costs, unless and until either -- (1) the recipient submits to OJP a current, federally-approved indirect cost rate agreement, or (2) the recipient determines that it is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and advises OJP in writing of both its eligibility and its election.

The financial review of the budget for this award is pending. If the OJP Office of the Chief Financial Officer (OCFO) determines as part of its financial review that the recipient already has submitted the documentation concerning indirect costs described above, this condition will be released through a Grant Adjustment Notice (GAN) upon completion of the OCFO final budget review.

If the OJP OCFO instead determines as part of its financial review that the recipient has not yet submitted the required documentation concerning indirect costs, this condition will not be released until OJP (including its OCFO) receives and reviews a satisfactory submission.

JK



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, November 28, 2017		
Agenda Item Name		
Resolution No. 2017-54		
Requested Action		
Request approval of Resolution No. 2017-54		
Staff Report		
Resolution No. 2017-54 is proposed to amend the City's adopted budget for Fiscal Year 2017. Florida Statutes require budget amendments to be adopted no later than sixty (60) days following the end of the fiscal year. The amendments are necessary to formally amend the budget for City Council approvals and reflect actual revenues and expenditures.		
Additional Analysis		
Fiscal Impact Summary		
Total of adjustments to all funds - \$1,438,885		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Resolution	2017-54 4th Quarter Budget Amend.docx	

CITY OF CLERMONT
RESOLUTION NO. 2017-54

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CLERMONT, LAKE COUNTY, FLORIDA, AUTHORIZING BUDGET
AMENDMENTS FOR THE CITY OF CLERMONT FOR FISCAL YEAR
2016-2017**

WHEREAS, it is hereby found and determined by the City Council of the City of Clermont, Lake County, Florida, that the following budget amendments are necessary for the Fiscal Year October 1, 2016 to September 30, 2017:

GENERAL FUND

1. Increase Professional Services – City Attorney (10514-53157) \$ 8,556
To amend the Legal Department budget for actual costs.
2. Increase Self-Insurance Liability Claims (10519-54501) \$ 25,000
To amend the Other General Government Department budget for the City’s deductible involving a liability claim.
3. Increase Advertising (10519-54800) \$ 13,124
To amend the Other General Government Department budget for increased advertising costs.
4. Increase EOC Equipment - Supplies (10519-55221) \$ 33,703
To amend the Other General Government Department budget for Emergency Operations Center costs incurred in respect to Hurricane Irma.
5. Increase Salaries (10522-12100-99000) \$ 27,730
Increase Overtime (10522-12120-99000) \$ 2,518
Increase FICA (10522-12220-99000) \$ 2,300
Increase Pension (10522-12245-99000) \$ 8,952
To amend the Fire Department budget for costs incurred related to Hurricane Irma.
6. Increase Pension (10522-12245) \$ 88,907
Increase Pension (10522-12245-22009) \$ 12,084
To amend the Fire Department budget for increased pension contribution required by the most recent actuarial valuation.
7. Increase Cleaning Services (10522-53402) \$ 23,272
To amend the Fire Department budget for contracted cleaning costs pertaining to the fire stations.

CITY OF CLERMONT
RESOLUTION NO. 2017-54

- | | | |
|---|----|---------|
| 8. Increase Uniforms (10522-55203) | \$ | 10,883 |
| Increase Safety Equipment (10522-55205-22012) | \$ | 52,066 |
| Increase Federal Grants (10331-33120-22012) | \$ | 48,000 |
| To amend the Fire Department budget for the purchase of uniforms and safety equipment and an associated grant. | | |
| 9. Increase Transfer to the Fire Inspection Fund (10581-99118) | \$ | 226,660 |
| To amend the budget for the General Fund subsidy to the Fire Inspection Fund. | | |
| 10. Increase Group Insurance (10559-12300) | \$ | 6,949 |
| To amend the Economic Development Department budget to correct the allocation of Group Insurance contributions. | | |
| 11. Increase Contributions Expense-General (10559-88201) | \$ | 7,480 |
| To amend the Economic Development Department budget for the Community Event grant award program. | | |
| 12. Decrease Fund Balance (10599-59900) | \$ | 502,184 |
| Total General Fund Adjustments. | | |

INFRASTRUCTURE SALES TAX FUND

- | | | |
|---|----|---------|
| 1. Increase Capital Outlay – Vehicles (12522-66400) | \$ | 753,852 |
| To amend the Fire Department budget for the carryforward of unexpended funds from FY2016 for the purchase of a Heavy Duty Rescue truck received September 2017, ordered in FY 2016. | | |
| 2. Decrease Capital Outlay – Vehicles (12522-66400) | \$ | 425,000 |
| To amend the Fire Department budget for a Pumper truck ordered in FY 2017, to be received in FY 2018. | | |
| 3. Increase Professional Service - Investment Advisor (12519-53154) | \$ | 144 |
| To amend the Other General Government Department budget for investment advisory service. | | |
| 4. Decrease Fund Balance (12599-59900) | \$ | 328,996 |
| Total Infrastructure Sales Tax Fund Adjustments. | | |

FIRE INSPECTION FUND

- | | | |
|--|----|-------|
| 1. Increase Salaries (19529-12100-99000) | \$ | 7,068 |
| Increase FICA (19529-12220-99000) | \$ | 535 |
| Increase Pension (19529-12245-99000) | \$ | 1,324 |
| Increase Defined Contribution (19529-12240-99000) | \$ | 189 |
| To amend the Fire Inspection Division budget for costs associated with Hurricane Irma. | | |

CITY OF CLERMONT
RESOLUTION NO. 2017-54

- | | | |
|---|----|---------|
| 2. Increase Group Insurance (19529-12300) | \$ | 12,589 |
| To amend the Fire Inspection Division budget to correct the allocation for Group Insurance contributions. | | |
| 3. Increase Transfer from General Fund (19381-38100) | \$ | 226,660 |
| To amend the Fire Inspection Fund budget subsidy from the General Fund. | | |
| 4. Increase Fund Balance (19599-59900) | \$ | 204,955 |
| Total Fire Inspection Fund Adjustments | | |

DEBT SERVICE FUND

- | | | |
|--|----|-------|
| 1. Increase Transfer to Master Plan Loan (22581-99114-20000) | \$ | 1,300 |
| To amend the budget for the transfer to the Capital Project Fund for the Master Plan Loan. | | |
| 2. Decrease Fund Balance (22599-59900) | \$ | 1,300 |
| Total Debt Service Fund Adjustments | | |

CAPITAL PROJECT FUND

- | | | |
|---|----|-------|
| 1. Increase Professional Services Investment Advisor (32519-53154) | \$ | 460 |
| To amend the budget for investment advisory services for the Master Plan Loan. | | |
| 2. Increase Transfer from Debt Service Fund (32381-38115-20000) | \$ | 1,300 |
| To amend the budget for the transfer from the Debt Service Fund for the Master Plan Loan. | | |
| 3. Increase Fund Balance (32599-59900) | \$ | 840 |
| Total Capital Project Fund Adjustments | | |

STORMWATER FUND

- | | | |
|---|----|---------|
| 1. Increase (45538-66306-38110) | \$ | 811,938 |
| To amend the budget for Victory Point construction costs. | | |
| 2. Decrease Fund Balance (45599-59900) | \$ | 811,938 |
| Total Stormwater Fund Adjustments | | |

CEMETERY FUND

- | | | |
|---|----|-----|
| 1. Increase Professional Service - Investment Advisor (61519-53154) | \$ | 262 |
| To amend the Other General Government Department budget for investment advisory services. | | |

CITY OF CLERMONT
RESOLUTION NO. 2017-54

2. Decrease Fund Balance (61599-59900)	\$	262
Total Cemetery Fund Adjustments.		

Net Decrease to Fund Balance – All Funds	\$	1,438,885
--	----	-----------

NOW, THEREFORE, BE IT RESOLVED, that the above said budget amendments of the City of Clermont for the Fiscal Year 2016-2017 are hereby adopted.

DONE AND RESOLVED by the City Council of the City of Clermont, Lake County, Florida, this 28th day of November, 2017.

CITY OF CLERMONT

Gail L. Ash, Mayor

ATTEST:

Tracy Ackroyd Howe, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date	
Tuesday, November 28, 2017	
Agenda Item Name	
Resolution No. 2017-60	
Requested Action	
Request approval of Resolution No. 2017-60	
Staff Report	
Resolution No. 2017-60 is proposed to be approved to amend the City's Comprehensive Fee Schedule, effective January 1, 2018. The Schedule includes all fees charged for planning and zoning services, building services, fire review and inspection services, parks and recreation use, police, city clerk and utility billing. The current planning and zoning, building services, fire review and inspection, parks and recreation, police and city clerk fees have been in place since November 2016 and are the result of a Non-Utility Fee Study performed by the consulting firm of Tindale Oliver. The utility billing fee changes included in the Schedule are the result of a Utility Fee Study performed in the last year by the consulting firm of PRMG (see attached study). A brief summary of the fees proposed to be changed is as follows: Schedule A, Section 4, Parks and Recreation - Various fees pertaining to the usage of the Arts and Recreation Center pool have either been eliminated or reduced. In addition, seven new fees are proposed to be added pertaining to the use of certain Arts and Recreation Center rooms and equipment. The basis for the proposed changes is to be more in line with the surrounding cities. The anticipated increase to annual revenue is projected to be approximately \$1,500. Schedule A, Section 6, City Clerk - Increases to the amounts charged for the purchase of cemetery spaces (city resident - \$100) and columarium niches (city resident - \$100 and non-city resident - \$200) are proposed. The basis for the proposed changes is to be more in line with surrounding cities (see attached survey). The anticipated increase to annual revenue is projected to be approximately \$6,600. Schedule A, Section 7, Utility Billing - Increases to the city's stormwater and miscellaneous utility billing fees are proposed. In addition, the Resolution provides for all utility service fees to be increased on an annual basis either based on the rate study or annual indexes. Stormwater fees are proposed to be increased primarily to fund the debt service associated with the stormwater portion of the Victory Pointe Master Plan Project. The increase is \$1.71 per month for a residential customer with approved drainage retention on site or \$2.85 per month for a residential customer who does not have drainage retention on site. The above noted increases will also apply to commercial accounts considering their impervious area. The anticipated increase to annual revenue is projected to be approximately \$440,600 Miscellaneous utility billing fees pertaining to processing new customers, disconnections/reconnections, dishonored	

check fees, meter tampering fees and late payment fees are proposed to be increased. The basis for the new fees is an analysis of related costs and a survey of surrounding cities (see attached survey).

To ensure the utility rates keep pace with inflation and to provide adequate funding for future capital projects, annual increases to the water, sewer, stormwater and sanitation rates starting in October 2018 are also included. Water and Stormwater rate increases are based on the Florida Public Service Commission Annual Deflator Index Percentage (FPSC Index). Sewer rate increases are based on the greater of the FPSC Index Percentage or the study recommended increase of 2.12%. Sanitation rate increases are based on the greater of the FPSC Index Percentage or the study recommended increase of 2.50%. The five year historical average for the FPSC Index Percentage has been 1.48%.

Additional Analysis

Fiscal Impact Summary

Fiscal Impact

Fund Number and Description

Available Budget Amount

Exhibits Attached (copies of original agreements)

- | | | |
|----|---|--|
| 1. | Resolution No. 2017-60 | Fee Resolution No. 2017-60 - 11-03-17.doc |
| 2. | Fee Schedule A | Fee Schedule A - 11-16-17.xlsx |
| 3. | Cemetery Fees | other city fees-average.pdf |
| 4. | Utility Billing Miscellaneous Fees Comparison | Utility Billing Miscellaneous Fees Comparison.xlsx |
| 5. | Utility Fees Study Report | Utility Rates Study Report (Final) - 9-15-17.pdf |

CITY OF CLERMONT
RESOLUTION NO. 2017-60

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING A FEE SCHEDULE FOR PLANNING AND ZONING, BUILDING SERVICES, FIRE REVIEW AND INSPECTION SERVICES, PARKS AND RECREATION, POLICE, CITY CLERK AND UTILITY BILLING USER FEES; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Clermont pursuant to its authority as a municipal corporation under the laws of the State of Florida, has the authority to establish and collect fees for planning and zoning, building services, fire review and inspection services, parks and recreation use, police, city clerk and utility billing; and

WHEREAS, the adoption of fees as set forth herein, is consistent with Clermont City Code Section 86.112, is in the best interest of the citizens of the City of Clermont and the cost effective, efficient, and appropriate operation of the City.

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

SECTION 1.

The City Council does hereby adopt the City of Clermont Fee Schedule for planning and zoning, building services, fire review and inspection services, parks and recreation use, police, city clerk and utility billing fees as set forth in Schedule A, attached hereto and incorporated herein. The schedule in its entirety shall be kept in the office of the City Clerk and shall be available for public review as reasonably appropriate.

SECTION 2.

All planning and zoning, building services, fire review and inspection services, parks and recreation use, police and city clerk fees as set forth in Schedule A are subject to Federal, State and local sales taxes as applicable.

SECTION 3.

Water (potable and irrigation) and Stormwater rates noted in Schedule A – Section 7 shall be adjusted every October 1, starting October 1, 2018, by the Florida Public Service Commission Annual Index Percentage.

Sewer rates noted in Schedule A – Section 7 shall be adjusted every October 1, from October 1, 2018 through October 1, 2021 by the greater of the Florida Public Service Commission Annual Index Percentage or two point one two (2.12%) percent. Effective October 1, 2022, the rates shall be adjusted by the Florida Public Service Commission Annual Index percentage.

CITY OF CLERMONT
RESOLUTION NO. 2017-60

Sanitation rates noted in Schedule A – Section 7 shall be adjusted every October 1, from October 1, 2018 through October 1, 2021 by the greater of the Florida Public Service Commission Annual Index Percentage or two point five zero (2.50%) percent. Effective October 1, 2022, the rates shall be adjusted by the Florida Public Service Commission Annual Index percentage.

SECTION 4.

Any resolution or ordinance previously adopted by the City Council and in conflict herewith is hereby repealed to the extent of the conflict.

SECTION 5.

A copy of this Resolution shall be kept on file in the City Clerk's office and made available to the public upon request.

SECTION 6.

This resolution shall take effect January 1, 2018.

CITY OF CLERMONT
RESOLUTION NO. 2017-60

DONE AND RESOLVED, by the City Council of the City of Clermont, Lake County, Florida this 28th day of November, 2017.

CITY OF CLERMONT

Gail L. Ash, Mayor

ATTEST:

Tracy Ackroyd Howe, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney

Schedule A

Section 1 - Planning & Zoning Fees

Public Hearing Applications

1. Conditional Use Permit	\$845.00
2. Rezoning	\$542.00
3. Variance (Multiple variances for one property charged at a single fee)	Existing SF residential \$300.00 All others \$600.00
4. Right of Way Closing	\$1,000.00
5. Annexation	\$155.00
6. Comprehensive Plan Amendment - map amendment (small-scale)	\$755.00
7. Comprehensive Plan Amendment - text and/or map amendment for 10+ acres (large-scale)	\$2,325.00

Site Plan Review

8. Commercial	\$1,300.00
9. Multifamily	\$1,300.00
10. Subdivisions	\$1,515.00
11. Commercial - Resubmittal	50% of Commercial Rate
12. Multifamily - Resubmittal	50% of Multifamily Rate
13. Subdivisions - Resubmittal	50% of Subdivisions Rate
14. Site grading, clearance, or stormwater management plan review in absence of commencement of formal approved development construction.	\$620.00

Subdivision Plat Review

15. Final Plat	\$250 + \$8/lot
16. Re-plat	\$300 + \$8/lot
17. Resubmission	\$50 + \$8/lot; max of \$775.00
18. Plat Coordination	\$205.00

Schedule A
Section 1 - Planning & Zoning Fees

Development Permit (Zoning Clearance)

- | | |
|---|-------------------------------------|
| 19. All Commercial (New Construction) | \$100.00 |
| 20. All Residential/Existing Commercial/Miscellaneous | \$45.00 |
| 21. Tree Removal Permit | \$25.00; If After-the-Fact \$155.00 |

Miscellaneous

- | | |
|--|--|
| 22. Document Request (comprehensive plan, LDRS, etc.) | Actual reproduction costs rounded up to the nearest \$1 figure. Single page item or series of pages = \$.20/page |
| 23. Concurrency Verification Letter (Non-binding analysis) | \$80.00 |
| 24. Zoning Verification Letter | \$55.00 |
| 25. Unity of Title | \$35.00 |
| 26. Lot Split | \$35.00 |
| 27. Advertising | Actual Cost Billed Separately |

Schedule A

Section 2 - Building Services Fees

Administrative Fees

1. Change of Primary Contractor	\$85.00
2. Change of Sub Contractor	\$50.00
3. Modifying Construction Plans After Permit Issuance	\$85.00
4. Approve or Re-stamp Construction Plans (after permit issuance)	\$85.00
5. Pre-power Approval Forms for first 60 days	\$100.00
6. Temporary/Conditional Certificate of Occupancy	\$180.00
7. Replace Building Permit	\$10.00
8. Fax Permits (Local)	\$5.00
9. Fax Permits (Long Distance)	\$5.00
10. Extensions of Permits - only 90 day extensions may be granted	15% of original permit fee or \$55 whichever is greater
11. Permit Amendment Fee - other than contractor changes	\$40.00
12. Special Inspection Fee for after hours, weekend, and holiday	\$150 per hour; time calculated as departure from home to return to home
13. Customized Reports	\$40 per hour; one hour minimum

Residential Permit Fees (under roof)

14. Residential Building Permit (includes plan review, inspections, and admin)	\$0.35 per sq foot; \$75 minimum
15. Other Permit Items (under roof or impervious surface)	\$0.35 per sq foot; \$75 minimum
16. Other Permit Items - Residential (not covered elsewhere); includes demolitions	\$75 minimum or 2% cost of construction whichever is greater
17. Roofing/Re-roofing	\$0.05 per square foot or minimums whichever is greater

Schedule A
Section 2 - Building Services Fees

Residential Permit Fees (under roof) Con't.

- | | |
|--|---|
| 18. All Alterations/Renovations and Shell Only Permits | One half of the square foot rate
Residential; \$75 minimum |
|--|---|

Mobile Homes

- | | |
|---|---|
| 19. Pre Mobile Home Set Up - health, safety, and structural inspection prior to used mobile home setup.
(Pertains to used mobile homes only) | \$165.00 |
| 20. Manufactured Homes Permit Fees -
Manufactured Home Permit - includes set-up,
electric, plumbing, and mechanical | \$445.00 |
| 21. Fees for additions to manufactured homes
shall be calculated the same as building
permit fee/aluminum permit fee | \$0.35 per square foot residential;
\$0.25 per square foot aluminum;
\$75 minimum |
| 22. Modular Home Permit Fees | Same as Manufactured Homes |
| 23. Modular Buildings DEO Approved | Same as Manufactured Homes |
| 24. Commercial Building Permit (includes building plan
review, inspections, administrative) | \$0.50 per square foot;
\$150 minimum |

Commercial Permit Fees (under roof)

- | | |
|---|--|
| 25. Warehouses: 0 to 400,000 square feet | \$0.20 per square foot |
| 26. Warehouses: 400,001 + square feet | \$0.15 per square foot |
| 27. Institutional | \$0.50 per square foot |
| 28. Other permit items (under roof or impervious surface) | Commercial - \$150 minimum |
| 29. Other Permit - Commercial (commercial hoods,
walk in coolers, retaining walls, site lighting,
demolition, and other miscellaneous permits
not covered elsewhere) | \$200 minimum or 2%
cost of construction;
whichever is greater |
| 30. Roofing/Re-Roofing | \$0.05 per square foot or \$75
minimum; whichever is greater |

Schedule A
Section 2 - Building Services Fees

Commercial Permit Fees (under roof) Con't.

31. Marine	\$0.25 per square foot - \$75 Residential or \$150 Commercial minimum
32. Foundations	\$0.05 per square foot
33. All Alterations/Renovations and Shell Only Permits	One half of the square foot rate Commercial - \$150 minimum

Sign Permit Fees

34. Permit Fees (for issuing each sign)	\$125.00
35. Permit Fees (with electric)	\$165.00
36. In addition: Wall hung signs	\$0.40 per square foot per side
37. Free Standing Signs	\$0.65 per square foot per side

Swimming Pool Permit Fees

38. Spa (includes electrical, plan review, plumbing and gas)	\$125.00
39. Private Above-ground Swimming Pools (includes electrical, plan review, plumbing and gas)	\$110.00
40. Private In-ground Swimming Pools (includes electrical, plan review, plumbing, and gas)	\$370.00
41. Commercial Swimming Pools (includes electrical, plan review, plumbing, and gas)	\$515.00

Other Fees

42. Aluminum Construction Permit Fees	\$0.25 per square foot; \$75 minimum
43. Pool Enclosures	1/2 Aluminum rate \$75 minimum
44. Greenhouse Buildings	(including roofing) \$75 minimum
45. Plumbing Permit Fees	\$0.05 per square foot; \$75 minimum

Schedule A
Section 2 - Building Services Fees

Other Fees Con't.

46. Plumbing - Warehouse	1/2 plumbing rate \$75 minimum
47. Gas piping/fixtures	\$0.05 per square foot; \$75 minimum
48. Electrical Permit Fees	\$0.05 per square foot; \$75 minimum
49. Electrical - Warehouses	1/2 electrical rate \$75 minimum
50. Individual Basis - each service installation	\$115.00
51. Each distribution/sub panel/disconnect new or replacement	\$115.00
52. Mechanical Permit Fees	\$0.05 per square foot \$75 minimum
53. Mechanical - Warehouse	1/2 mechanical rate \$75 minimum
54. L/P and Natural Gas (greater than 125 gallons)	\$165.00
55. Fuel Storage	\$165.00
56. Paint Booth	\$165.00
57. Shed (aluminum, wood, other)	\$0.25 per square foot; \$75 minimum
58. Fence	\$40 per 300 linear foot
59. Life Safety Inspection	\$75.00
60. Change of Building Use/Occupancy (inspection required)	\$125.00
61. Reinspection Fees	\$90.00

Schedule A
Section 2 - Building Services Fees

Other Fees Con't.

62. If the first inspection was never made - renewal must be at full current value	\$1.00
63. Slab Inspection approved and slab poured	\$0.80
64. Lintel Inspection approved	\$0.60
65. Framing and Rough all inspections approved	\$0.40
66. Insulation Inspection approved	\$0.20
67. For Final Inspections only	\$0.10
68. Electrical, Plumbing and Mechanical Permit Renewal Fee	Renewal or sub permits shall be the minimum permit fee
69. Work without a Permit	Double permit fee or \$150; whichever is greater
70. Contractor License Processing Fee	\$35.00
71. Mechanical (Rooftop Units) - Installation/Replacement	\$150 per unit; if over 2,000 CFM(over 5 tons), additional fire fees may apply
72. Expedited Plans Review	\$900.00

Schedule A

Section 3 - Fire Review and Inspection Services Fees

Inspection Fees

- | | |
|---|---|
| 1. Reinspection | \$105.00 |
| 2. Fire Life Safety | \$0.013 per square foot;
\$103 minimum |
| 3. Courtest/Pre-Final | \$105.00 |
| 4. Requested Fire Inspection/Consultation | \$105.00 |
| 5. Food Truck Vendor | \$45 per 6 months |
| 6. Fire Hydrant Flow Test | 1 to 5 hydrants: \$128
Each additional group of
1 to 5 hydrants: \$64
Reinspection per group
of 1 to 5 hydrants: \$64 |

Annual or Reoccurring Inspections

- | | |
|---|--|
| 7. Licensure Fire Inspection | \$0.013 per square foot;
\$103 minimum |
| 8. Fire Alarm Monitoring (renewed annually) | \$130.00 |
| 9. Commercial Occupancy Fire Inspection | \$0.013 per square foot;
\$103 minimum
\$1500.00 Maximum |
| 10. Hazardous Materials Storage (EPCRA) | \$209.00 |

Administrative Fees

- | | |
|--|---------|
| 11. Modifying Construction Plans after Permit Issuance | \$52.00 |
| 12. Contractor Initial Registration Fee | \$52.00 |
| 13. Change of Primary Contractor | \$52.00 |
| 14. Change of Sub Contractor | \$52.00 |
| 15. Approve or Re-stamp Constructions Plans
(after Permit issuance) | \$52.00 |

Schedule A
Section 3 - Fire Review and Inspection Services Fees

Administrative Fees Con't.

16. Replace Fire Permit	\$6.00
17. Extensions of Permits - only 90 day extension may be granted	13% of original permit fee fee or \$55, whichever is greater
18. Permit Amendment Fee - other than contractor changes	\$34.00
19. Resubmittal of Construction Plans	\$103 for the first 10 pages \$13 for each additional page
20. Special Inspection Fee for after hours, weekend, or holiday	\$123 for first 2 hours plus \$79 for each additional hour
21. Customized Reports	\$32 per hour; 1 hour minimum
22. Work without a permit	Double permit fee or \$128 whichever is greater

Fire Review Fees

23. Commercial Building Permit	\$0.013 per square foot; \$164 minimum
24. Warehouses: 0 to 400,000 square feet	\$0.013 per square foot;
25. Warehouses: 400,001 + square feet	\$0.013 per square foot;
26. Institutional	\$0.013 per square foot;
27. Marine	\$0.013 per square foot; \$75 Residential or \$150 Commercial minimum
28. Other Permit Items (under roof or impervious surface)	Commercial - \$150 minimum
29. Fire Review Alterations Renovations	One half of the square foot rate Commercial - \$82 minimum
30. Build out/Remodel	\$314.00
31. Fire Damage/Repair	\$314.00

Schedule A
Section 3 - Fire Review and Inspection Services Fees

Fire Review Fees Con't.

32. Firewall/Penetration/Damper	\$314.00
33. Fire Alarm Systems	\$0.013 per square foot; \$264 minimum
34. Fire Alarm Modification (up to 10 devices)	\$314.00
35. Fire Alarm Modification (greater than 10 devices not to exceed 30)	\$444.00
36. Low Voltage/Egress	\$96.00
37. Hood Suppression/Duct (Hood Light/Smoke)	\$184.00
38. Fire Sprinkler System	\$0.013 per square foot; \$348 minimum
39. Fire Sprinkler System Modification (up to 10 heads)	\$314.00
40. Fire Sprinkler System Modification (greater than 10 heads not to exceed 30)	\$444.00 (Halon and other specialty systems)
41. Fire Sprinkler System Residential	\$0.013 per square foot; \$82 minimum
42. Fire Suppression (Wet/Dry)	\$209.00
43. Fire Protection System Plans (Halon and other specialty systems)	\$314.00
44. Standpipe	\$628.00
45. Underground Fire Line (includes line flush, underground hydro, and visual)	\$233 for the first 200 linear feet plus \$64 for each additional 200 linear feet
46. Gated Entry Systems (residential and commercial) per gate	\$130.00
47. Monument Sign	\$105.00
48. Aluminum Construction Permit Fees	\$0.20 per square foot; \$75 minimum
49. Pool Enclosures	1/2 Aluminum rate - \$75 minimum
50. Shed (Aluminum, wood, other)	\$0.20 per square foot; \$75 minimum

Schedule A
Section 3 - Fire Review and Inspection Services Fees

Fire Review Fees Con't.

51. Fence	\$32 per 300 linear feet
52. Generator	\$96.00
53. Tank	\$209.00
54. Hazardous Operations	\$209.00
55. L/P and Natural Gas (greater than 125 gallons)	\$130.00
56. Fireworks and Pyrotechnics Displays	\$314.00
57. Tent (greater than 900 square feet)	\$130.00
58. Change of Building Use/Occupancy (inspection required)	\$0.013 per square foot; \$164 minimum
59. Other Permit Items not covered elsewhere	\$200 minimum or 1.3% cost of construction; whichever is greater
60. Special Events	Handled on a case-by-case basis. Typically requires 3 personnel at \$30 per hour; minimum of 3 hours
61. Crowd Management	Handled on a case-by-case basis. Typically requires 3 personnel at \$30 per hour; minimum of 3 hours
62. Sparkler Sales Fee (per location)	\$105.00

Schedule A
Section 4 - Parks and Recreation Fees

	<u>City Resident/ Non-Profit</u>	<u>Non-City Resident</u>
<u>Youth and Senior League Fees</u>		
1. Per Team Each Season per League Team	\$175.00	\$175.00
<u>Field Use Rental Rates</u>		
2. Per Hour - Without Lights	\$15.00	\$25.00
3. Per Hour - With Lights	\$25.00	\$35.00
4. Field Prep Fee per Baseball or Softball Field	\$20.00	\$30.00
5. Field Paint Fee per Multi-Purpose Field (First Time)	\$100.00	\$125.00
6. Field Paint Fee per Multi-Purpose Field (Re-paint)	\$60.00	\$75.00
7. City Staff Fee per Hour - if needed during tournament (Min. 2 hours)	\$25.00	\$25.00
8. Tournament Deposit Fee - Deposit returned based on condition left of rental facilities/fields	\$400.00	\$400.00
<u>Court/Cage Rental Rates</u>		
9. Tennis Court per Court Hourly Rental	\$15.00	\$25.00
10. Basketball Court per Court Hourly Rental	\$15.00	\$25.00
11. Baseball/Softball Batting Cage Rental - Per Hour	\$5.00	\$10.00
<u>Concession Stand</u>		
12. League Use Only per Month	\$100.00	n/a
<u>City Sports Programs</u>		
13. City Adult Softball League (10 game season)	\$395.00	\$395.00
14. City Adult Softball League (8 game season)	\$350.00	\$350.00
15. City Adult Basketball League (8 game season)	\$300.00	\$300.00

Schedule A
Section 4 - Parks and Recreation Fees

	City Resident/ Non-Profit	Non-City Resident
<u>Park Area Rental Rates</u>		
16. Application Fee for all usage of Park Buildings, Events, Facilities, Play Areas	\$10.00	\$10.00
17. City Hall Park rental per hour	\$25.00	\$50.00
18. City Hall Park rental per day	\$200.00	\$300.00
19. City Hall Park rental refundable deposit	\$150.00	\$150.00
20. Park Area Event Deposit	\$150.00	\$150.00
21. Park Picnic pavilion or beach pavilion four (4) hour block (9 am - 1 pm or 2 pm - 6 pm)	\$50.00	\$100.00
22. Picnic or Beach pavilion - per day	\$100.00	\$200.00
23. Waterfront Park Area A - Deposit	\$250.00	\$250.00
24. Waterfront Park Area A - per hour (2 hour minimum)	\$100.00	\$200.00
25. Waterfront Park Area A - Daily Fee	\$700.00	\$1,100.00
26. Waterfront Park Area B - Deposit	\$150.00	\$150.00
27. Waterfront Park Area B - per hour (2 hour minimum)	\$25.00	\$50.00
28. Waterfront Park Area B - Daily Fee	\$200.00	\$300.00
29. Waterfront Park Area C - (entire park) Deposit	\$350.00	\$350.00
30. Waterfront Park Area C - (entire park) per hour (2 hour minimum)	\$200.00	\$300.00

Schedule A
Section 4 - Parks and Recreation Fees

	City Resident/ Non-Profit	Non-City Resident
<u>Park Area Rental Rates Con't.</u>		
31. Waterfront Park Area C - (entire park) Daily Fee	\$1,500.00	\$2,500.00
32. Waterfront Park Area C - (entire park) each additional consecutive day	\$1,200.00	\$2,000.00
33. Highlander Deposit	\$150.00	\$150.00
34. Highlander Rental Fee Full Building per hour	\$60.00	\$125.00
<u>Clermont City Center</u>		
35. Entire CCC Building Rental (per hour) (2 hour minimum)	\$125.00	\$150.00
36. Meeting Room A (per hour)	\$60.00	\$80.00
37. Meeting Room B (per hour)	\$45.00	\$65.00
38. Meeting Room C (per hour)	\$35.00	\$45.00
39. Meeting Room D (per hour)	\$25.00	\$35.00
40. Meeting Room E (per hour)	\$20.00	\$30.00
41. Board Room	\$20.00	\$30.00
42. Outside Patio Area (per hour)	\$35.00	\$45.00
43. Kitchen (per hour) (2 hour minimum) Cleaning Fee - If building is not cleaned properly by user then cleaning funds are taken out of deposit	\$25.00	\$35.00
44. Event Deposit (Under 500 Square Foot Usage)	\$50.00	\$50.00
45. Event Deposit (Over 501 Square Foot Usage) Deposit will adjust with attendees and type of event	\$200 - \$500	\$200 - \$500

Schedule A
Section 4 - Parks and Recreation Fees

	City Resident/ Non-Profit	Non-City Resident
<u>Clermont City Center Con't.</u>		
46. Daily Boat Launch Fee (per boat)	\$5.00	\$5.00
47. Annual Boat Launch Fee (per boat cost) (Residential)	\$35.00	n/a
<u>Waterfront Park</u>		
48. If an approved event requires additional personnel, an hourly charge shall be paid to the City of Clermont and shall be agreed to by the applicant prior to approval of an event (per person, per hour)	\$25.00	\$25.00
49. Additional Park Staff - per person, per hour (2 hour minimum)	\$25.00	\$25.00
50. Late Payment fee per week	10% of Total Fees/week	10% of Total Fees/week
<u>Champions Splash Park</u>		
51. General Admission	\$2.00	\$2.00
52. Group Rental Rates: Includes Exclusive use of Splash park for 2 hours, space for 74 guests, and Splash Park Attendant	\$150.00	\$200.00
<u>Arts and Recreation Center</u>		
<u>Pool Rates</u>		
53. Daily, Individual	\$2.00	\$3.00
54. Week Pass (7 days)	\$10.00	\$15.00
55. Monthly	\$30.00	\$50.00
56. Individual Season Pass	\$80.00 <u>\$40.00</u>	\$140.00 <u>\$80.00</u>
57. Family Season Pass	\$200.00 <u>\$80.00</u>	\$300.00 <u>\$160.00</u>
58. Half pool rental per 1.5 hour block	\$65.00	\$80.00

Schedule A
Section 4 - Parks and Recreation Fees

	<u>City Resident/ Non-Profit</u>	<u>Non-City Resident</u>
<u>Arts and Recreation Center Con't.</u>		
<u>Pool Rates Con't.</u>		
59. Full pool rental per 1.5 hour block	\$125.00	\$140.00
60. Exclusive Lap Lane rental per hour	\$15.00	\$20.00
61. Lifeguards - per hour	\$15.00	\$15.00
62. Pool refundable deposit	\$50.00	\$50.00
<u>Gymnasium Admission Rates</u>		
63. Daily	\$2.00	\$3.00
64. Monthly Pass	\$30.00	\$45.00
65. Annual Gymnasium Pass	\$200.00	\$300.00
<u>Gymnasium Rental Rates (per hour)</u>		
66. Full Court	\$55.00	\$75.00
67. Refundable Deposit	\$200.00	\$200.00
<u>Outdoor Field Rental Rates (Per Hour)</u>		
68. Bahia Grass Field	\$15.00	\$25.00
<u>Main Stage Rental Rates</u>		
69. Ticketed Performance Rental - one (1) day (in season)	\$4,250.00	\$4,250.00
70. Ticketed Performance Rental - one (1) day (off season)	\$3,000.00	\$3,000.00
71. Main Stage Second Show per day (in season)	\$1,500.00	\$1,500.00
72. Main Stage Second Show per day (off season)	\$1,000.00	\$1,000.00
73. Additional Day Main Stage Rental (in season)	\$2,000.00	\$2,000.00
74. Additional Day Main Stage Rental (off season)	\$1,500.00	\$1,500.00
75. Room/Floor Space Only per hour	\$175.00	\$200.00

Schedule A
Section 4 - Parks and Recreation Fees

	City Resident/ Non-Profit	Non-City Resident
<u>Arts and Recreation Center Con't.</u>		
<u>Main Stage Rental Rates Con't.</u>		
76. Room and Stage per hour	\$225.00	\$250.00
77. Banquet package with stage per hour (includes 40 tables and 350 chairs)	\$275.00	\$300.00
78. Banquet package without stage per hour (includes 40 tables and 350 chairs)	\$245.00	\$270.00
79. Theatre seating package per hour (includes seating for up to 800)	\$275.00	\$300.00
80. Refundable Deposit	\$500 to \$1,000.00 Dependant Upon Use	\$500 to \$1,000.00 Dependant Upon Use
81. Ticketed performance rental one (1) day (in season)	\$1,500.00	\$1,500.00
82. Ticketed performance rental one (1) day (off season)	\$1,000.00	\$1,500.00
83. Black Box Second Show per day (in season)	\$500.00	\$500.00
84. Black Box Second Show per day (off season)	\$250.00	\$250.00
85. Additional day Black Box Rental (in season)	\$750.00	\$750.00
86. Additional day Black Box Rental (off season)	\$500.00	\$500.00
87. Theatre with General Stage Light and 1 Microphone	\$100.00	\$125.00
88. Refundable Deposit	\$50 to \$100.00 \$200.00 Dependant Upon Use	\$50 to \$100.00 \$200.00 Dependant Upon Use

Schedule A
Section 4 - Parks and Recreation Fees

	<u>City Resident/ Non-Profit</u>	<u>Non-City Resident</u>
<u>Arts and Recreation Center Con't.</u>		
<u>Other Rental Rates (Per Hour)</u>		
89. Kitchen	\$60.00	\$75.00
90. Kitchen Refundable Deposit	\$200.00	\$200.00
91. Clermont Room (2200 sq ft room)	\$60.00	\$70.00
92. Clermont Room Refundable Deposit	\$200.00	\$200.00
93. Citrus Room (600 sq ft room)	\$25.00	\$30.00
94. Classrooms (300 sq ft room)	\$15.00	\$20.00
95. Citrus Room and Classroom Refundable Deposit	\$100.00	\$100.00
96. Rehearsal Room	\$40.00	\$50.00
97. Application Fee	\$10.00	\$10.00
98. Additional Staff (two hour minimum) per worker	\$25.00	\$25.00
99. Police, Fire, or Medical Staff (two hour minimum); Fee is based on the current rate and may have a minimum number of hours paid by the renter.	Varies	Varies
100. Entertainment Tech I (4 hour minimum) \$25.00 per hour	\$100.00	\$100.00
101. Entertainment Tech II (5 hour minimum) \$40.00 per hour	\$200.00	\$200.00
102. Tables	\$2.00	\$2.00
103. Chairs	\$1.00	\$1.00

Schedule A
Section 4 - Parks and Recreation Fees

	<u>City Resident/ Non-Profit</u>	<u>Non-City Resident</u>
<u>Arts and Recreation Center Con't.</u>		
<u>Miscellaneous</u>		
104. Microphone	\$15.00	\$15.00
105. Podium	\$25.00	\$25.00
106. Portable Projector	\$40.00	\$40.00
107. Portable Screen	\$20.00	\$20.00
108. Portable Speaker	\$40.00	\$40.00
109. 55" TV with DVD Player	\$35.00	\$35.00
110. Laptop	\$40.00	\$40.00
111. Rear Screen Projector (Main Stage Only)	\$100.00	\$100.00
112. Dance Floor (Main Stage Only)	\$250.00	\$250.00
113. Risers (Main Stage Only)	\$200.00	\$200.00
114. Projector and Screen (Black Box Only)	\$75.00	\$75.00
<u>115. Spotlight</u>	<u>\$20.00</u>	<u>\$20.00</u>
<u>116. Video Camera</u>	<u>\$50.00</u>	<u>\$50.00</u>
<u>117. Large Portable Sound System</u>	<u>\$80.00</u>	<u>\$80.00</u>
<u>118. Small Band Set-up (1-7 inputs)</u>	<u>\$150.00</u>	<u>\$150.00</u>
<u>119. Medium Band Set-up (8-14 inputs)</u>	<u>\$250.00</u>	<u>\$250.00</u>
<u>120. Large Band Set-up (15 + inputs)</u>	<u>\$350.00</u>	<u>\$350.00</u>
121. Floor Plan Review Fee	\$25.00	\$25.00
122. Late Payment Fee per week	10% of Total Fees/Week	10% of Total Fees/Week

Schedule A
Section 4 - Parks and Recreation Fees

	City Resident/ <u>Non-Profit</u>	Non-City <u>Resident</u>
<u>Arts and Recreation Center Con't.</u>		
<u>Event Request and Application Fees</u>		
123. All Events, Rentals and Tournaments	\$10.00	\$10.00

Note: For-Profit business may utilize the resident rate only if the business physical address is within the City Limits. Rentals for the intended use of a business function must utilize the business physical address.

Schedule A
Section 5 - Police Fees

- | | |
|------------------------|---|
| 1. Equipment Violation | \$4 per violation |
| 2. Finger Printing | \$5 per card |
| 3. Report Copies | \$0.15 per page |
| 4. Parking Tickets | \$25 if paid within first 10 days,
\$50 afterwards |
| 5 Off Duty Officer | Extra \$2 per hour |

Schedule A
Section 6 - City Clerk Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Cemetery</u>		
1. Cemetery Spaces (per space)	\$600.00 <u>\$700.00</u>	\$1,400.00
2. Cremorial Niche - Single Interment	\$500.00	\$1,200.00
3. Cremorial Niche - Double Interment	\$900.00	\$2,100.00
4. Columbarium (per niche)	\$600.00 <u>\$700.00</u>	\$1,200.00 <u>\$1,400.00</u>
<u>Miscellaneous</u>		
5. Documents (letter size)	\$.15 per page or \$.20 double sided per page per F.S. Chapter 119	\$.15 per page or \$.20 double sided per page per F.S. Chapter 119
6. Documents (legal size)	\$.15 per page or \$.20 double sided per page per F.S. Chapter 119	\$.15 per page or \$.20 double sided per page per F.S. Chapter 119
7. Documents (ledger size)	\$1.50 per page	\$1.50 per page
8. Documents (24 x 36)	\$3.50 per page	\$3.50 per page
9. Documents (36 x 48)	\$9.00 per page	\$9.00 per page
10. Certified Copies	\$1.00 per page per F. S. Chapter 119	\$1.00 per page per F. S. Chapter 119
11. Compact Discs	\$1.50 per CD	\$1.50 per CD
12. Cassette Tapes	\$2.00 per tape	\$2.00 per tape

Note - City resident rates are applicable only when (1) the primary residence of the individual whose name appears on the deed is within the municipal boundaries of the City of Clermont or (2) the primary residence of the individual to be interred is within the municipal boundaries of the City of Clermont.

Schedule A
Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Potable Water Service</u>		
1. Residential - Single Unit		
Monthly Base Charge per meter	\$5.48	\$6.85
Monthly Variable Charge per meter (per 1,000 gallons)		
1,000 - 10,000 gallons	\$1.10	\$1.38
11,000 - 20,000 gallons	\$1.43	\$1.79
21,000 - 30,000 gallons	\$2.20	\$2.75
Over 30,000 gallons	\$3.00	\$3.75
2. Residential - Multi Unit - Individually Metered		
Monthly Base Charge per meter	\$5.48	\$6.85
Monthly Variable Charge per meter (per 1,000 gallons)		
1,000 - 10,000 gallons	\$1.10	\$1.38
11,000 - 20,000 gallons	\$1.43	\$1.79
21,000 - 30,000 gallons	\$1.43	\$1.79
Over 30,000 gallons	\$1.43	\$1.79
3. Residential - Multi Unit - Master Metered		
Monthly Base Charge per meter		
(Applies when three or more units are serviced by one meter and the meter is not connected to an irrigation system)	\$5.48	\$6.85
Monthly Variable Charge per meter (per 1,000 gallons)		
1,000 - 10,000 gallons	\$1.10	\$1.38
11,000 - 20,000 gallons	\$1.43	\$1.79
21,000 - 30,000 gallons	\$1.43	\$1.79
Over 30,000 gallons	\$1.43	\$1.79
4. Non-Residential - Single Unit		
Monthly Base Charge per meter	\$5.48	\$6.85
Monthly Variable Charge per meter (per 1,000 gallons)		
1,000 - 10,000 gallons	\$1.10	\$1.38
11,000 - 20,000 gallons	\$1.43	\$1.79
21,000 - 30,000 gallons	\$2.20	\$2.75
Over 30,000 gallons	\$3.00	\$3.75

Schedule A
Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Potable Water Service Con't.</u>		
5. Non-Residential - Multi Unit - Individually Metered		
Monthly Base Charge per meter	\$5.48	\$6.85
Monthly Variable Charge per meter (per 1,000 gallons)		
1,000 - 10,000 gallons	\$1.10	\$1.38
11,000 - 20,000 gallons	\$1.43	\$1.79
21,000 - 30,000 gallons	\$2.20	\$2.75
Over 30,000 gallons	\$3.00	\$3.75
6. Non-Residential - Multi Unit - Master Metered		
Monthly Base Charge per meter	\$5.48	\$6.85
Monthly Variable Charge per meter (per 1,000 gallons)		
1,000 - 10,000 gallons	\$1.10	\$1.38
11,000 - 20,000 gallons	\$1.43	\$1.79
21,000 - 30,000 gallons	\$2.20	\$2.75
Over 30,000 gallons	\$3.00	\$3.75
<u>Irrigation Water Service</u>		
7. Monthly Base Charge per meter	\$5.48	\$6.85
Monthly Variable Charge per meter (per 1,000 gallons)		
1,000 - 10,000 gallons	\$1.43	\$1.79
11,000 - 30,000 gallons	\$2.20	\$2.75
Over 30,000 gallons	\$3.00	\$3.75
<u>Re-Use Water Service</u>		
8. Monthly Base Charge per meter	\$0.00	\$0.00
Monthly Variable Charge per meter (per 1,000 gallons)	\$0.30	\$0.30
<u>Water Utility Tax</u>		
9. Based on billed charges for potable water, irrigation water and re-use water service.	5.00%	n/a

Schedule A
Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Sewer Service</u>		
10. Residential - Single Unit		
Monthly Base Charge per meter (5/8" x 3/4" meter)	\$15.70	\$19.62
Monthly Base Charge per meter (1" meter)	\$39.28	\$49.09
Monthly Base Charge per meter (1 1/2" meter)	\$78.55	\$98.20
Monthly Base Charge per meter (2" meter)	\$125.70	\$157.12
Monthly Base Charge per meter (3" meter)	\$251.40	\$314.26
Monthly Base Charge per meter (4" meter)	\$392.81	\$491.02
Monthly Base Charge per meter (6" meter)	\$785.68	\$982.10
Monthly Base Charge per meter (8" meter)	\$1,257.03	\$1,571.29
Monthly Variable Charge per meter (per 1,000 gallons)	\$2.07	\$2.59
Maximum gallons subject to variable charge	16,000	16,000
11. Residential - Multi Unit - Individually Metered		
Monthly Base Charge per meter (5/8" x 3/4" meter)	\$12.59	\$15.73
Monthly Variable Charge per meter (per 1,000 gallons)	\$2.07	\$2.59
Maximum gallons subject to variable charge	13,000	13,000
12. Residential - Multi Unit - Master Metered		
Monthly Base Charge per meter (5/8" x 3/4" meter)	\$12.59	\$15.73
Monthly Variable Charge (per 1,000 gallons)	\$2.07	\$2.59
Maximum gallons subject to variable charge per unit	13,000	13,000
13. Non-Residential - Single Unit		
Monthly Base Charge per meter (5/8" x 3/4" meter)	\$15.70	\$19.62
Monthly Base Charge per meter (1" meter)	\$39.28	\$49.09
Monthly Base Charge per meter (1 1/2" meter)	\$78.55	\$98.20
Monthly Base Charge per meter (2" meter)	\$125.70	\$157.12
Monthly Base Charge per meter (3" meter)	\$251.40	\$314.26
Monthly Base Charge per meter (4" meter)	\$392.81	\$491.02
Monthly Base Charge per meter (6" meter)	\$785.68	\$982.10
Monthly Base Charge per meter (8" meter)	\$1,257.03	\$1,571.29

Schedule A
Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Sewer Service Con't.</u>		
Non-Residential - Single Unit Con't.		
Monthly Variable Charge (per 1,000 gallons)	\$2.07	\$2.59
Maximum gallons subject to variable charge	No Maximum	No Maximum
14. Non-Residential - Multi Unit - Individually Metered		
Monthly Base Charge per meter (5/8" x 3/4" meter)	\$15.70	\$19.62
Monthly Variable Charge (per 1,000 gallons)	\$2.07	\$2.59
Maximum gallons subject to variable charge	No Maximum	No Maximum
15. Non-Residential - Multi Unit - Master Metered		
Monthly Base Charge per unit (5/8" x 3/4" meter)	\$15.70	\$19.62
Monthly Variable Charge (per 1,000 gallons)	\$2.07	\$2.59
Maximum gallons subject to variable charge	No Maximum	No Maximum
<u>Stormwater Service</u>		
16. Residential - Single Unit		
Monthly charge with approved drainage retention on site	\$3.00 \$4.71	n/a
17. Residential - Single Unit		
Monthly charge without approved drainage retention on site	\$5.00 \$7.85	n/a
18. Residential - Multi Unit - Individually Metered		
Monthly charge with approved drainage retention on site	\$3.00 \$4.71	n/a
19. Residential - Multi Unit - Individually Metered		
Monthly charge without approved drainage retention on site	\$5.00 \$7.85	n/a
20. Residential - Multi Unit - Master Metered		
Monthly charge with approved drainage retention on site	\$3.00 x # of units \$4.71 x # of units	n/a

Schedule A
Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Stormwater Service Con't.</u>		
21. Residential - Multi Unit - Master Metered		
Monthly charge without approved drainage retention on site	$\$5.00 \times \# \text{ of units}$ $\$7.85 \times \# \text{ of units}$	n/a
22. Non-Residential - Single Unit		
Monthly charge with approved drainage retention on site	(Impervious Area of Property/3,154 x \$3.00) (Impervious Area of Property/3,154 x \$4.71)	n/a n/a
23. Non-Residential - Single Unit		
Monthly charge without approved drainage retention on site	(Impervious Area of Property/3,154 x \$5.00) (Impervious Area of Property/3,154 x \$7.85)	n/a n/a
24. Non-Residential - Multi Unit - Individually Metered		
Monthly charge with approved drainage retention on site	(Impervious Area of Total Property/3,154 x \$3.00 x % of Customer Property to Total Property) (Impervious Area of Total Property/3,154 x \$4.71 x % of Customer Property to Total Property)	n/a n/a
25. Non-Residential - Multi Unit - Individually Metered		
Monthly charge without approved drainage retention on site	(Impervious Area of Total Property/3,154 x \$5.00 x % of Customer Property to Total Property) (Impervious Area of Total Property/3,154 x \$7.85 x % of Customer Property to Total Property)	n/a n/a

Schedule A
Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Stormwater Service Con't.</u>		
26. Non-Residential - Multi Unit - Master Metered Monthly charge with approved drainage retention on site	(Impervious Area of Total Property/3,154 x \$3.00 x # of units. (Impervious Area of Total Property/3,154 x \$4.71 x # of units.	n/a n/a
27. Non-Residential - Multi Unit - Master Metered Monthly charge without approved drainage retention on site	(Impervious Area of Total Property/3,154 x \$5.00 x # of units. (Impervious Area of Total Property/3,154 x \$7.85 x # of units.	n/a n/a
<u>Sanitation Service</u>		
28. Monthly charge when water service is active	\$20.00	n/a
29. Monthly charge when water service is not active	\$10.00	n/a
30. Monthly charge for each additional garbage can	\$10.75	n/a
31. Garbage can replacement cost due to customer negligence.	\$45.00	n/a
<u>Miscellaneous</u>		
32. Water Meter Installation/Trade-In Allowance		
5/8"	\$225/\$25	\$225/\$25
1"	\$325/\$60	\$325/\$60
1.5"	\$500/\$125	\$500/\$125
2"	\$650/\$175	\$650/\$175
3" or Larger	Priced by Director	Priced by Director
33. New Account Fee	\$10.00 \$30.00	\$10.00 \$30.00

Schedule A
Section 7 - Utility Billing Fees

	<u>City Resident</u>	<u>Non-City Resident</u>
<u>Miscellaneous Con't.</u>		
34. Utility Service Deposit	2.5 times the estimated monthly bill	2.5 times the estimated monthly bill
35. Dishonored Check	\$20.00 <u>\$25.00</u>	\$20.00 <u>\$25.00</u>
36. Meter Tampering Fee	\$50.00 <u>\$350.00</u>	\$50.00 <u>\$350.00</u>
37. Late Payment Penalty	\$5.00 1.5% of_ <u>balance or</u> <u>\$5.00</u> <u>minimum</u>	\$5.00 <u>1.5% of</u> <u>balance or</u> <u>\$5.00</u> <u>minimum</u>
38. Disconnect/Reconnect Fee	\$10.00 <u>\$30.00</u>	\$10.00 <u>\$30.00</u>

County	City	population	cemetery spaces		columbarium		cremorial niche		*NOTES*
			residents	non	residents	non	residents	non	
Lake	Eustis	19,432	450	675	400	600	150	225	
	Fruitland Park	4,214	450	900			400	800	
	Howey-in-Hills	956	650				1200		residents only/prices vary by location
	Minneola	10,470							No spaces available
	Monteverde	1,472							no charge
	Mount Dora	13,167	1200	1800	800	1200			
	Tavares	16,000	450	700			75	100	cremorial are an inground space area
Orange	Apopka	46,571	800	1200			450	600	Columbarium sold-out
	Ocoee	40,171	800	1200	1000	1500			
	Winter Garden	39,871	800	1200	600	900			
Osceola	Kissimmee	66,592	1,065.60	1,367.70	900	1200	700	900	
	St. Cloud	41,316	400	1200	400	1200			
Brevard	Melbourne	79,600	1200		1000		500		Only sold to residents
Hernando	Brooksville	7,780	700		1150		800		residents only
Polk	Haines City	22,660	600						residents only
	Winter Haven	38,085	688	938	1249	1431	402	652	2% increase per year
Seminole	Lake Mary	15,905	1000	1500			800	1100	
	Sanford	56,900	1200	1800			400	600	Veteran spaces no charge
Hillsborough	Plant City	36,710	889.84	1,582.30					includes opening and closing

AVERAGE		785	1236	833	1147	534	622	
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CLERMONT		600	1,400	600	1,200	500	1,200	
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City of Clermont
Utility Billing Miscellaneous Fees Comparison
November 2017

CITY	New Account Fee		Returned Check Fee	Late Payment Fee	Reconnect Fee		Meter Tampering Fee	Meter Installation Fee
	Inside	Outside			Bus Hrs	After Hrs		
Eustis	\$30.00	\$37.50	\$25 - \$45	\$5.00 OR 5 % OF BILL	\$30.00	\$85.00	\$25.00 \$45.00 CUT LOCK	\$215.00
Tavares	\$25.00	\$25.00	\$25 - \$40 or 5% of check over \$300	5 % OF BILL	\$25.00	\$75.00	\$100.00	\$270.00
Deland			\$25 - \$30	\$10.00	\$0.00	\$145.00	\$200.00 PLUS COST OF LOCK AND ANY OTHER EQUIPMENT DAMAGE	\$485 - \$875 Based on meter size
Next Day	\$25.00	\$25.00						
Same Day	\$50.00	\$50.00						
Mount Dora	\$0.00	\$0.00	\$30 - \$45	\$0.00	\$30.00	\$60.00	\$250.00	\$250.00 - \$450.00 Based on meter size
Oviedo	\$0.00	\$0.00	\$30 - \$40 or 5% of check over \$400	10% OF BILL	\$30.00	\$30.00	\$250.00	\$385.00
Ocoee			\$25.00	\$10.00			\$75.00	\$0.00
Renters	\$80.00	\$80.00			\$20.00	\$20.00		
Owners	\$60.00	\$60.00			\$20.00	\$20.00		
Winter Haven	\$62.44	\$78.04	\$25 - \$40 or 5% of	INSIDE \$6.71 OR 5%	\$55.12	\$68.91	INSIDE \$48.20	3/4" INSIDE \$429.81

			check over \$800	OUTSIDE \$8.38 OR 6.2%			OUTSIDE \$60.24	3/4" OUTSIDE \$537.26
St. Cloud	\$25.00	\$25.00	\$30.00	\$3.00	\$35.00	\$50.00	\$250.00	\$500.00
Winter Garden	\$10.00	\$10.00	\$25.00	\$5.00	\$15.00	\$15.00	\$0.00	\$250.00
Avg. W/O Clermont	\$33.40	\$35.50			\$26.01	\$56.89		
Clermont - Current	\$10.00	\$10.00	\$20.00	\$5.00	\$10.00	\$10.00	\$50.00	\$225 - \$650 Based on meter size
Clermont - Proposed	\$30.00	\$30.00	FS	1.50% of balance or \$5.00 minium	\$30.00	\$85.00	\$350.00	\$225 - \$650 Based on meter size

CITY OF CLERMONT, FLORIDA



WATER, WASTEWATER, STORMWATER, AND SANITATION UTILITY RATE STUDY

September 15, 2017



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



Public Resources Management Group, Inc.

Utility, Rate, Financial, and Management Consultants

September 15, 2017

Mr. Joseph E. Van Zile, CPA, CGFO
Finance Director
City of Clermont
685 W. Montrose St.
Clermont, FL 34711

Subject: **Water, Wastewater, Stormwater, and Sanitation Utility Rate Study**

Mr. Van Zile:

Public Resources Management Group, Inc. ("PRMG") has completed our review of the water, wastewater, stormwater, and sanitation rates for the City of Clermont, Florida (the "City") and has summarized the results of our analyses, assumptions, recommendations, and conclusions in this report which is submitted for your consideration. The period beginning on October 1 of each year continuing through September 30 represents the City's fiscal year ("Fiscal Year"). The analysis encompassed a financial evaluation for the six (6) Fiscal Years 2017 through 2022 (the "Forecast Period"). Based on the assumptions relied upon in the development of the projected utility system revenues, financial position, and expenditure needs, PRMG has identified the need for wastewater, stormwater, and sanitation rate adjustments for Fiscal Years 2018 through 2022, which are summarized in this report.

The proposed rates are designed to meet a number of goals and objectives. The primary objective of our analysis was to develop proposed rates that will produce revenues sufficient to meet the projected revenue requirements of each utility system. Other goals and objectives considered in the study include:

- The proposed rates should allow the utility to maintain a financial position that is both sustainable and consistent with performance criteria established by the City and based on utility industry standards.
- The proposed rates should comply with any anticipated rate covenant requirements associated with existing debt or future borrowings.
- The proposed rates should be based on full cost recovery principles.
- The proposed rates should recognize historical rate structures or forms and avoid potential rate shock.
- The proposed rates, to the extent practical, should be comparable with those of neighboring utility systems.

The proposed monthly rates and charges for water, wastewater, stormwater, and sanitation services are designed to meet the goals and objectives outlined above and should be sufficient to provide for the recovery of the total revenue requirements anticipated for each system. Shown below is a summary of the proposed rate adjustments for the Forecast Period:

Proposed Rate Adjustments						
Description	Fiscal Year Ending September 30,					
	Oct. 1, 2017	Jan. 1, 2018	Oct. 1, 2018	Oct. 1, 2019	Oct. 1, 2020	Oct. 1, 2021
Water System	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Wastewater System [1]	1.51%	0.00%	2.12%	2.12%	2.12%	2.13%
Sanitation System	0.00%	0.00%	2.50%	2.50%	2.50%	2.50%
Stormwater System	0.00%	57.00%	0.00%	0.00%	0.00%	0.00%

[1] Amount effective October 1, 2017, based on a previously adopted automatic index.

As shown above, the City plans to implement a previously adopted wastewater index effective October 1, 2017 and a proposed 57% stormwater rate increase effective on or after January 1, 2018. The stormwater rate increase is necessary to provide adequate revenues to make the principal and interest payments due on the recently negotiated Master Plan loan that funds a portion of the Victory Pointe improvements. While the proposed increase appears significant when expressed on a percentage basis, the typical residential customer's stormwater bill will increase \$1.71 per month or from \$3.00 to \$4.71. No additional stormwater rate increases are projected beyond Fiscal Year 2018 and no water rate increases are shown for the Forecast Period.

To ensure that utility rates keep pace with inflation, the City proposes to adopt an automatic index provision for the water, stormwater and sanitation systems, and to update the currently adopted wastewater indexing provision. The annual utility index provision for all systems is proposed to be equal to the greater of the Florida Public Service Commission's Annual Deflator Index (the "FPSC Index") or the adjustments proposed above from this study. The FPSC Index for the wastewater system as previously adopted for Fiscal Year 2018 is 1.51%, and the recent five (5) year average has been approximately 1.48% per year. Assuming the Fiscal Year 2019 FPSC Index is equal to the average of 1.48%, we would recommend the City implement the proposed wastewater and sanitation rate adjustments as proposed since the adjustments exceed the index amount. For the water and stormwater systems, we would recommend, at a minimum, implementing the FPSC Index of 1.48% in this example. If the index was implemented, it would provide approximately \$90,000 and \$24,000 in additional water and stormwater revenues, respectively, per year above the amount shown in this study. Such amounts could be used to offset increases in operating expenses or fund additional capital projects.

In addition to reviewing the monthly utility rates for service, we provided an update to the City's miscellaneous charges. The miscellaneous fees include customer-specific services, such as turn-on/turn-off fees, meter installation fees, and other ancillary services. Based on the estimated costs to provide such services, we are recommending modest adjustments to the fee schedule as shown in Appendix 3 at the end of this report.

Mr. Joseph E. Van Zile, CPA, CGFO
City of Clermont
September 15, 2017
Page 3

Following this letter, we have provided a summary report which briefly summarizes the results of our study and outlines our recommendations and conclusions.

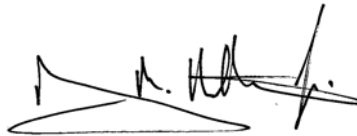
We appreciate the opportunity to be of service to the City and would like to thank the City staff for their valuable assistance and cooperation during the course of this study.

Respectfully submitted,

Public Resources Management Group, Inc.



Henry L. Thomas
Senior Vice-President and Principal



Murray M. Hamilton, Jr.
Associate



Shawn A. Ocasio
Rate Consultant

HLT/nts
Attachments

CITY OF CLERMONT, FLORIDA
WATER, WASTEWATER, STORMWATER, AND
SANITATION UTILITY RATE STUDY

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WATER, WASTEWATER, STORMWATER, AND
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CITY OF CLERMONT, FLORIDA

**WATER, WASTEWATER, STORMWATER, AND SANITATION UTILITY RATE
STUDY**

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CITY OF CLERMONT, FLORIDA
WATER, WASTEWATER, STORMWATER, AND
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<u>Appendix No.</u>	<u>Description</u>
1	Water and Wastewater System Financial Dashboards and Performance Metrics
2	Summary of Existing and Proposed Rates for Water and Sewer
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SECTION 1

WATER AND WASTEWATER SYSTEMS



CITY OF CLERMONT, FLORIDA
WATER, WASTEWATER, STORMWATER, AND
SANITATION UTILITY RATE STUDY

SECTION 1 – WATER AND WASTEWATER SYSTEMS

INTRODUCTION

The purpose of this section is to summarize the development of proposed water and wastewater rates sufficient to recover the cost of operating, maintaining, repairing and financing the water and wastewater systems through Fiscal Year 2022. As outlined herein, wastewater rate adjustments are proposed in order to support the wastewater revenue requirements projected for the Forecast Period; however, no water rate adjustments are currently proposed. As discussed in more detail in this section of the report, the City proposes to implement an automatic water index and update its currently adopted wastewater rate index to ensure that all rates keep pace with inflation. The utility index provision for all systems is proposed to be equal to the greater of the FPSC Index or the adjustments proposed in this study. A more thorough discussion about the proposed rate adjustments and the annual indexing provision is provided in this section.

The recommendations of this study are based on a financial forecast developed for the water and wastewater systems and this section discusses the primary study assumptions, considerations, goals and recommendations. The study began with the identification of utility operating and capital needs, next considered the capital financing plan and, finally, established the timing of rate adjustments. The financial forecast serves as the basis for the rate recommendations for the Forecast Period.

CUSTOMER GROWTH AND REVENUES

Projected revenues from rates for the water and wastewater systems were based on a review of historical operating results, the proposed Fiscal Year 2018 budget, and other planning data provided by the City. Based on discussions with City staff, this analysis recognizes an annual average growth in customers of approximately 3.40% per year, or 819 water accounts and 577 wastewater accounts throughout the Forecast Period. Customer usage is also assumed to increase by 3.40% per year. Based on these assumptions, system revenues at existing rates are estimated to increase from approximately \$13.1 million to \$13.7 million per year over the Forecast Period. The projected customer and sales growth rate for the water and wastewater systems is greater than the growth rates for sanitation and stormwater services as discussed in Sections 2 and 3 of this report due to projected new development outside the City limits.

The water and wastewater systems also benefit from other operating and non-operating income. For the Forecast Period, other miscellaneous operating revenues such as meter charges, late fees, and service calls are projected, on average, to be approximately \$417,000 per year and interest earnings on unrestricted fund balances are estimated to average approximately \$79,000 per year.

OPERATING AND MAINTENANCE EXPENSES

The Fiscal Year 2017 operating budget, adjusted for year-to-date operating results, and the Fiscal Year 2018 proposed operating budget served as the basis for the operating and maintenance expense projections for the remainder of the Forecast Period. Adjustments were made to both the Fiscal Year 2017 and Fiscal Year 2018 operating budgets to exclude depreciation, principal and interest payments on debt, capital expenditures, and additions to reserves, which were accounted for separately in our analysis; or in the case of depreciation, excluded as a non-cash expense. The adjusted amounts were then allocated between the water and wastewater systems, as shown on Tables 1-1 and 1-2. These adjustments resulted in the Fiscal Year 2018 operating budget of \$15.9 million being adjusted down to approximately \$8.2 million in operating and maintenance expenses. A contingency allowance of one percent (1.0%) of operation and maintenance expenses was recognized for unanticipated expenditures in each Fiscal Year. Additionally, a bad debt allowance of 0.25% of rate revenues was recognized in each Fiscal Year. The aforementioned allowances represent averages of approximately \$89,000 and \$34,000 annually for the Forecast Period, respectively.

Operation and maintenance expenses are projected to increase over the Forecast Period by approximately 5.41% per year on average from Fiscal Year 2018 through 2022 as shown on Tables 1-3 through 1-5. The overall increase in projected operating expenses was based upon assumptions corresponding to several escalation factors and the nature of the expense as shown on Table 1-6. A few of the major factors are shown below:

- a. Labor – 3.0% per year
- b. Health insurance – 6.0% per year
- c. Consumer Price Index (CPI) – Average of approximately 2.4% per year
- d. Other (Repairs, Fuel, Professional Services, etc.) – Range of approximately 1.0% to 8.6% per year, depending on the type of expenses and variable increases from customer growth.

In addition to the above inflationary assumptions applied to existing operating and maintenance expenses, the City anticipates adding approximately eight (8) new employee positions to address the needs of new customer growth. The positions are phased in over the Forecast Period and are estimated to increase the annual budget by approximately \$372,000 per year by Fiscal Year 2022. No additional incremental operating expenses were assumed.

As shown on Table 1-5, the operating and maintenance expenses are projected to increase from \$8.2 million per year to \$10.2 million per year over the Forecast Period or 5.41% per year on average.

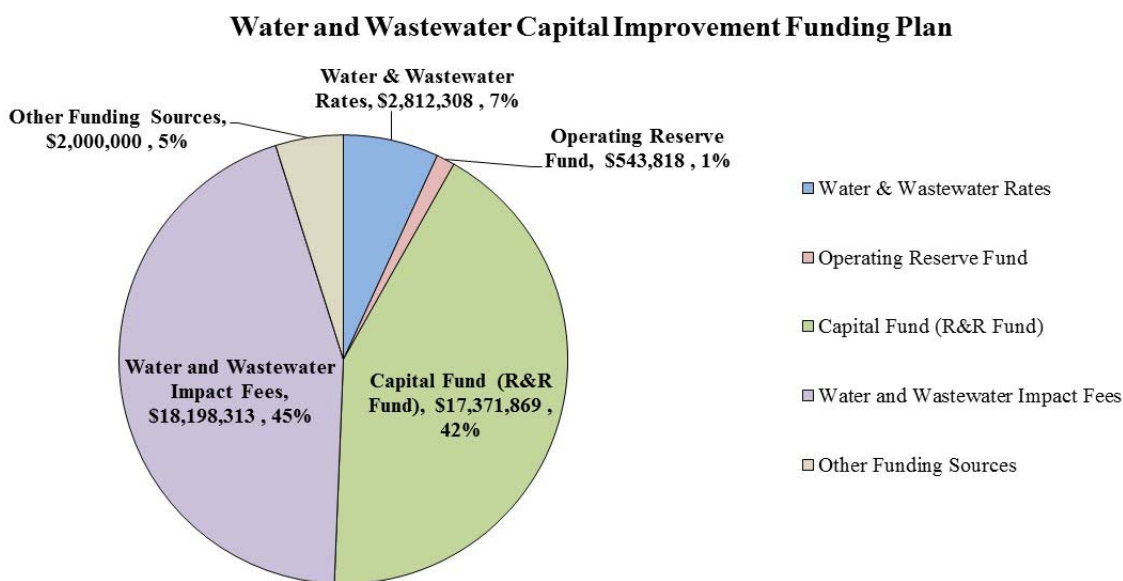
CAPITAL IMPROVEMENT PLAN

The Capital Improvement Program ("CIP") utilized in this analysis was based on the Fiscal Year 2018 - 2022 CIP, as provided by City. The City's project cost estimates were based on Fiscal Year 2018 dollars. Therefore, beyond Fiscal Year 2018, these amounts were increased by the Engineering News-Record (ENR) index, which has been approximately 3.0% per year to account for cost inflation over the Forecast Period. The CIP includes approximately \$40.9 million in

improvements, renewals and replacements, and regulatory related investments. Major CIP projects include:

- a. West Water System Improvements - \$4.2 million
- b. 1.0 MGD GST Greater Hills Water Treatment Plant – \$1.5 million
- c. East Water System Looping - \$0.9 million
- d. Wastewater Treatment Facility Expansion - \$19.6 million
- e. Lift Station Improvements - \$2.1 million

The financial forecast assumes that the anticipated CIP will be fully funded through a combination of rate revenues, cash reserves, impact fees, and developer contributions as shown on Table 1-7 and depicted in the following chart:



As shown above, approximately \$20.7 million of the CIP or 50% is funded from a combination of existing reserves from the Operating Reserve and the Capital (R&R) Funds, and from annual contributions from rate revenues. Based on these estimates, approximately \$5.8 million in project costs are funded from existing reserves while \$14.9 million is assumed funded from rate revenues, which includes annual contributions into the Capital Fund (R&R Fund) that averages approximately \$1.6 million per year over the Forecast Period.

EXISTING DEBT SERVICE

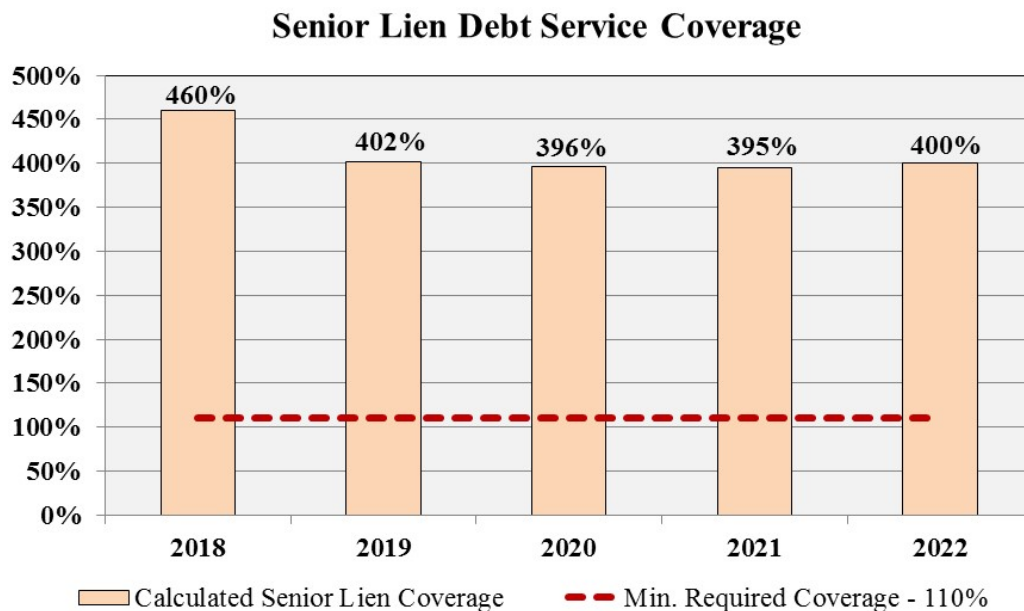
Based on the existing debt service schedules for the outstanding bonds, the annual debt service payments to be funded from rates is approximately \$1.2 million per year over the Forecast Period. No additional senior lien or subordinate lien debt is proposed during the Forecast Period.

RENEWAL AND REPLACEMENT FUND DEPOSITS AND TRANSFERS

As discussed above regarding the funding of the CIP, annual transfers to the Capital Fund for renewal and replacement capital expenditures from rate revenues was assumed. The annual transfer amounts start at approximately 9.0% of the prior year's rate revenues and increase gradually to approximately 12.0% by the end of the Forecast Period in order to fund ongoing renewal and replacement capital projects anticipated by the City. The annual average amount funded is approximately \$1.6 million per year over the Forecast Period. Additionally, the City is anticipated to transfer 15.0% of the prior year's water and wastewater rate revenues to the General Fund in the form of a Payment in-lieu-of Franchise Fee (PILOFF). This amount is funded each year of the Forecast Period and averages approximately \$1.9 million annually.

DEBT SERVICE COMPLIANCE

In addition to funding the net revenue requirements as shown on Tables 1-9 through 1-11, the proposed water and wastewater rates must be sufficient to meet the debt service coverage requirements of the City's existing and proposed debt, if any. The City's Bond Resolution for the Water and Sewer Revenue Refunding Bonds, Series 2009 Bonds requires the City to maintain rates adequate to achieve a minimum 1.10 debt service coverage ratio on senior lien debt. The debt service coverage ratio is calculated as a ratio of gross system revenues, less the cost of operation and maintenance, when compared to the annual debt service payments. Based on the adoption of the proposed rate increases, the City is anticipated to be in compliance with the rate covenants as shown in Table 1-12 at the end of this section and in the chart below:



PROPOSED MISCELLANEOUS CHARGES, FEES, AND INCOME

The City maintains a schedule of miscellaneous fees and charges that account for direct customer services, including turn-on/turn-off fees, meter installation fees, meter tamper fees, late fees, disconnect and reconnect charges, and other ancillary fees. Revenues from these charges tend to

reduce the level of expenditures funded from user fees. Generally, these fees are designed on a cost recovery basis predicated on the specific cost of the services requested.

To support this part of the study, a miscellaneous fee workbook was developed that itemizes the costs for each service or activity. Such costs consider the appropriate staffing levels, equipment needs, and materials and supplies for each type of service. Appendix 3 at the end of this report includes a summary of existing and proposed miscellaneous fees and the City's detailed miscellaneous fee worksheets.

As discussed previously, income derived from miscellaneous charges and from investment of reserve fund balances are projected to average approximately \$417,000 per year over the Forecast Period. These amounts were used to reduce the overall amount of annual revenue requirements to be funded from user rates. In addition, the City expects to collect water and wastewater impact fees from new customers of the System. This analysis assumes that the City will use approximately \$1.0 million per year in impact fee revenues to fund the expansion-related portion of existing debt service payments. Recognizing these additional resources further reduces the burden on existing rates.

CONCLUSIONS AND RECOMMENDATIONS

Based on the projected revenue requirements of the system, including the funding needs of the CIP, it is estimated that revenues under existing rates will not be sufficient to fund the projected needs for wastewater system as shown below:

Summary of Projected Rate Adjustments and Key Operating Results

Description	Fiscal Year Ending September 30,				
	2018	2019	2020	2021	2022
Proposed Water System Rate Increases	0.00%	0.00%	0.00%	0.00%	0.00%
Proposed Wastewater System Rate Increases	1.51%	2.12%	2.12%	2.12%	2.13%
Effective Date	Oct. 1, 2017	Oct. 1, 2018	Oct. 1, 2019	Oct. 1, 2020	Oct. 1, 2021
System Revenue Surplus / (Deficiency) [1]	\$702,522	\$406,868	(\$3,304)	\$24,103	\$217,623
System Operating Reserves (Ending Balance) [2][3]	\$1,210,481	\$1,504,587	\$1,552,123	\$1,314,679	\$1,603,457
Target of 60 Days of Operating Expense Plus Debt [2][3]	1,908,975	1,980,149	2,079,589	2,168,742	2,254,638
System Emergency Reserves (Ending Balance) [2][3]	2,863,462	2,970,224	3,119,384	3,253,113	3,381,958
Emergency Reserves City Policy – 90 Days of Operating Expenditures[2][3]	\$2,863,462	\$2,970,224	\$3,119,384	\$3,253,113	\$3,381,958
Capital Reserves (R&R) (Ending Balance) [2][3]	\$14,289,855	\$14,218,104	\$8,630,506	\$4,357,254	\$5,386,955
Senior Lien Debt Service Coverage (Test 110%) [4]	460%	402%	396%	395%	400%

[1] As shown on Table 1-9.

[2] As shown on Table 1-13.

[3] As shown on Table 1-14.

[4] As shown on Table 1-12.

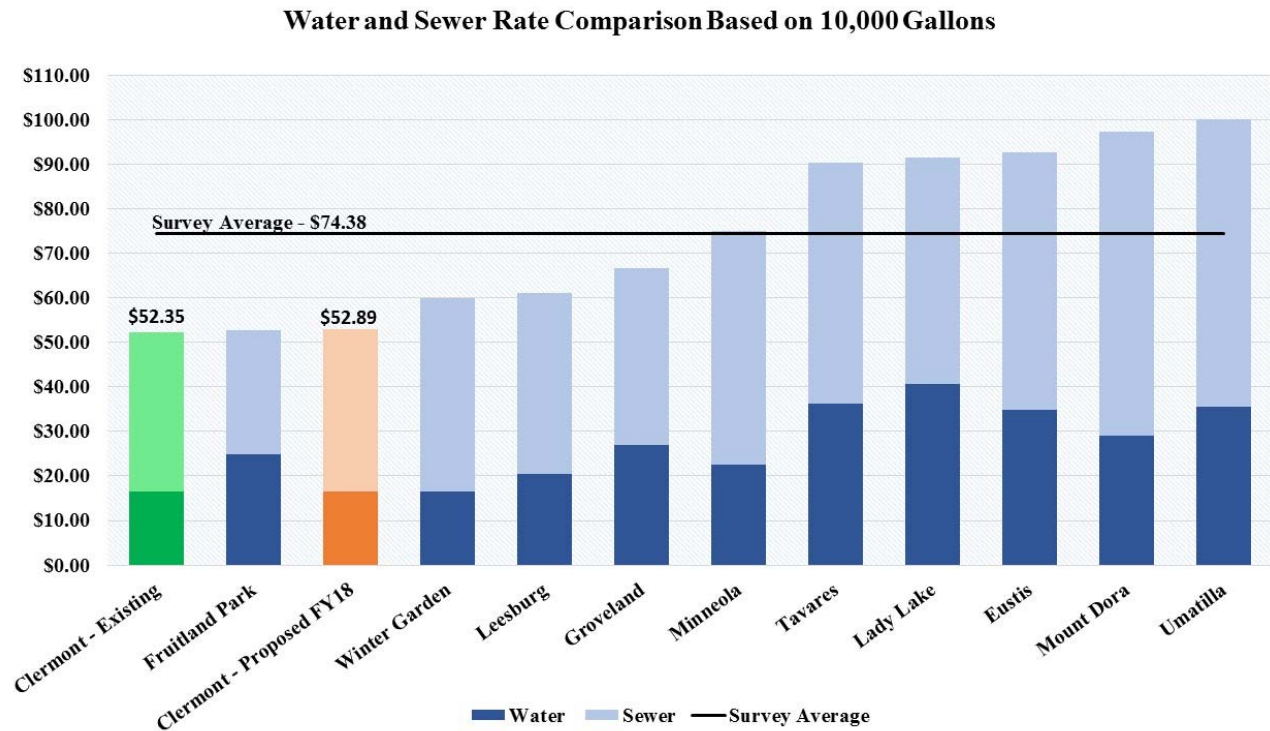
As shown above, the City plans to implement a previously adopted wastewater index effective October 1, 2017, but no water rate increases are shown for the Forecast Period.

To ensure that utility rates keep pace with inflation, the City proposes to adopt an automatic index provision for the water system and to update the currently adopted wastewater indexing provision. The annual utility index provision for all systems is proposed to be equal to the greater of the Florida Public Service Commission's Annual Deflator Index (the "FPSC Index")

or the adjustments proposed above from this study. The FPSC Index for the wastewater system, as previously adopted for Fiscal Year 2018, is 1.51%, and the recent five (5) year average has been approximately 1.48% per year. Assuming the Fiscal Year 2019 FPSC Index is equal to the average of 1.48%, we would recommend the City implement the proposed wastewater rate adjustments as proposed, since the adjustments exceed the index amount. For the water system, we would recommend, at a minimum, implementing the FPSC Index of 1.48% in this example. If the index was implemented, it would provide approximately \$90,000 in additional water revenues per year above the amounts shown in this study. Such amounts could be used to offset increases in operating expenses or fund additional capital projects.

RATE COMPARISON

As shown below, the average residential bill based on using 10,000 gallons of water per month is proposed to increase \$0.54 per month or 1.0% with bills rendered on or after October 1, 2017. The proposed Fiscal Year 2018 water and wastewater bill is based on the implementation of an automatic wastewater index of 1.51% for the year. The proposed Fiscal Year 2018 residential bill for combined water and wastewater service is projected to be well below the average charged by the City's neighboring utilities as shown on the next page:



SECTION 1

CITY OF CLERMONT, FLORIDA

WATER, WASTEWATER, STORMWATER, AND SANITATION UTILITY RATE STUDY

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1-14	Projection of Ending Wastewater System Cash Balances and Interest Income

Table 1-1
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Allocation of Fiscal Year 2017 Operating Budget [1]

Line No.	Cost Center Code	Description	Budget 2017	Adjustments	Adjusted 2017	Allocation Factor	Allocation Percentages		Allocated Amounts	
							Water	Wastewater	Water	Wastewater
<u>Water Department</u>										
<u>Personnel Expenses</u>										
1	41533-12100	Regular Salaries	\$1,137,255	\$0	\$1,137,255	Direct-W	100.00%	0.00%	\$1,137,255	\$0
2		AddPer	0	0	0	Input	100.00%	0.00%	0	0
3	41533-12110	Part-Time Salaries	0	0	0	Direct-W	100.00%	0.00%	0	0
4	41533-12120	Overtime Salaries	22,400	0	22,400	Direct-W	100.00%	0.00%	22,400	0
5	41533-12220	FICA	81,662	0	81,662	Direct-W	100.00%	0.00%	81,662	0
6	41533-12240	Defined Contribution Pension	115,965	0	115,965	Direct-W	100.00%	0.00%	115,965	0
7	41533-12300	Group Insurance	364,498	0	364,498	Direct-W	100.00%	0.00%	364,498	0
8	41533-12305	Life Insurance	3,582	0	3,582	Direct-W	100.00%	0.00%	3,582	0
9	41533-12315	Employee Assistance Plan	468	0	468	Direct-W	100.00%	0.00%	468	0
10	41533-12400	Workers Compensation	18,979	0	18,979	Direct-W	100.00%	0.00%	18,979	0
11	41533-12500	Unemployment Compensation	0	0	0	Direct-W	100.00%	0.00%	0	0
12	41533-12999	Sal/Ben-Personnel Changes	0	0	0	Direct-W	100.00%	0.00%	0	0
13		Subtotal Personnel Expenses	\$1,744,809	\$0	\$1,744,809		100.00%	0.00%	\$1,744,809	\$0
<u>Operating Expenses</u>										
14	41533-53100	Pro Svcs-General	\$36,000	\$0	\$36,000	Direct-W	100.00%	0.00%	\$36,000	\$0
15	41533-53100	Pro Svcs-12" Wtr Main Loop	0	0	0	Direct-W	100.00%	0.00%	0	0
16	41533-53100	Pro Svcs-General - Admin Bldg	0	0	0	Direct-W	100.00%	0.00%	0	0
17	41533-53100	Pro Svcs-Lower Fl Aquifer	0	0	0	Direct-W	100.00%	0.00%	0	0
18	41533-53100	Pro Svcs-General-Grand Hwy Wel	0	0	0	Direct-W	100.00%	0.00%	0	0
19	41533-53100	Pro Svcs-General - Cdbg	4,550	(4,550)	0	Direct-W	100.00%	0.00%	0	0
20	41533-53128	Background Investigations	0	0	0	Direct-W	100.00%	0.00%	0	0
21	41533-53129	Drug Screens	0	0	0	Direct-W	100.00%	0.00%	0	0
22	41533-53130	Medical Services	0	0	0	Direct-W	100.00%	0.00%	0	0
23	41533-53141	Pro Svcs-Alternative Water	100,000	(100,000)	0	Direct-W	100.00%	0.00%	0	0
24	41533-53141-33103	Pro Svcs-Alternative Water	50,000	(50,000)	0	Direct-W	100.00%	0.00%	0	0
25	41533-53150	Pro Svcs-Laboratory	30,000	0	30,000	Direct-W	100.00%	0.00%	30,000	0
26	41533-53154	Pro Svcs-Investment Advisor	6,650	0	6,650	Direct-W	100.00%	0.00%	6,650	0
27	41533-53168	Pro Svcs-Safety Training	4,000	0	4,000	Direct-W	100.00%	0.00%	4,000	0
28	41533-53169	Pro Svcs-Utility Locates	2,000	0	2,000	Direct-W	100.00%	0.00%	2,000	0
29	41533-53183	Pro Svcs-Cup Requirements	50,000	0	50,000	Direct-W	100.00%	0.00%	50,000	0
30	41533-53401	Contract Svcs-General	0	0	0	Direct-W	100.00%	0.00%	0	0
31	41533-53403	Contract Svcs-Mowing	10,000	0	10,000	Direct-W	100.00%	0.00%	10,000	0
32	41533-53404	Contract Svcs-Pest Cont	300	0	300	Direct-W	100.00%	0.00%	300	0
33	41533-53413	Contract Svcs-Armored Car	2,500	0	2,500	Direct-W	100.00%	0.00%	2,500	0
34	41533-54001	Travel & Per Diem	0	0	0	Direct-W	100.00%	0.00%	0	0
35	41533-54001	Travel & Per Diem-Treatment	700	0	700	Direct-W	100.00%	0.00%	700	0
36	41533-54001	Travel & Per Diem-Distribution	2,000	0	2,000	Direct-W	100.00%	0.00%	2,000	0
37	41533-54001	Travel & Per Diem-Construction	300	0	300	Direct-W	100.00%	0.00%	300	0
38	41533-54101	Telephone	15,000	0	15,000	Direct-W	100.00%	0.00%	15,000	0
39	41533-54102	Internet Service	4,500	0	4,500	Direct-W	100.00%	0.00%	4,500	0
40	41533-54200	Postage & Freight	54,000	0	54,000	Direct-W	100.00%	0.00%	54,000	0
41	41533-54300	Electric & Gas Svc-West Trtmnt	100,000	0	100,000	Direct-W	100.00%	0.00%	100,000	0
42	41533-54301	Water & Sewer Service	5,000	0	5,000	Direct-W	100.00%	0.00%	5,000	0
43	41533-54306	Electric & Gas Svc-East Trtmnt	350,000	0	350,000	Direct-W	100.00%	0.00%	350,000	0
44	41533-54400	Rentals-Equipment	500	0	500	Direct-W	100.00%	0.00%	500	0
45	41533-54500	Commercial Insurance	145,595	0	145,595	Direct-W	100.00%	0.00%	145,595	0
46	41533-54501	Self-Insur Liab Claims	0	0	0	Direct-W	100.00%	0.00%	0	0
47	41533-54600	Repair & Maint-Buildings	2,000	0	2,000	Direct-W	100.00%	0.00%	2,000	0
48	41533-54601	Repair & Maint-Vehicles	10,000	0	10,000	Direct-W	100.00%	0.00%	10,000	0
49	41533-54610	Repair & Maint-Meters	60,000	0	60,000	Direct-W	100.00%	0.00%	60,000	0
50	41533-54611	Repair & Maint-Tanks	5,000	0	5,000	Direct-W	100.00%	0.00%	5,000	0
51	41533-54612	Repair & Maint-Systems	100,000	0	100,000	Direct-W	100.00%	0.00%	100,000	0
52	41533-54614	Repair & Maint-Equip-Treatment	46,000	0	46,000	Direct-W	100.00%	0.00%	46,000	0
53	41533-54623	Repair & Maint-It Equip	1,000	0	1,000	Direct-W	100.00%	0.00%	1,000	0
54	41533-54624	Repair & Maint-Water Wells	20,000	0	20,000	Direct-W	100.00%	0.00%	20,000	0
55	41533-54640	Repair & Maint-Copiers	500	0	500	Direct-W	100.00%	0.00%	500	0
56	41533-54700	Printing	25,000	0	25,000	Direct-W	100.00%	0.00%	25,000	0
57	41533-54700	Printing - Re-Branding	0	0	0	Direct-W	100.00%	0.00%	0	0
58	41533-54800	Advertising	2,000	0	2,000	Direct-W	100.00%	0.00%	2,000	0
59	41533-54900	Other Current Charges	0	0	0	Direct-W	100.00%	0.00%	0	0
60	41533-54900	Other Current Charges-Re-Brand	0	0	0	Direct-W	100.00%	0.00%	0	0
61	41533-54906	Administrative Services [2]	344,938	0	344,938	Direct-W	100.00%	0.00%	344,938	0
62	41533-54907	Uncollectible Accounts	18,000	(18,000)	0	Direct-W	100.00%	0.00%	0	0
63	41533-54909	Bank Service Charges	23,821	0	23,821	Direct-W	100.00%	0.00%	23,821	0
64	41533-54912	Security/Monitoring Service	15,000	0	15,000	Direct-W	100.00%	0.00%	15,000	0
65	41533-54918	Permit Fees	10,000	0	10,000	Direct-W	100.00%	0.00%	10,000	0
66	41533-54919	Collection Agency Fees	1,500	0	1,500	Direct-W	100.00%	0.00%	1,500	0
67	41533-54920	Payments In Lieu Of Taxes [3]	70,161	0	70,161	Direct-W	100.00%	0.00%	70,161	0
68	41533-55100	Office Supplies	3,500	0	3,500	Direct-W	100.00%	0.00%	3,500	0
69	41533-55200	Operating Supplies	0	0	0	Direct-W	100.00%	0.00%	0	0
70	41533-55200	Operating Supplies-Treatment	12,000	0	12,000	Direct-W	100.00%	0.00%	12,000	0
71	41533-55200	Operating Supplies-Distributn	7,000	0	7,000	Direct-W	100.00%	0.00%	7,000	0
72	41533-55200	Operating Supplies-Constructn	1,000	0	1,000	Direct-W	100.00%	0.00%	1,000	0
73	41533-55201	Gas & Oil	60,000	0	60,000	Direct-W	100.00%	0.00%	60,000	0
74	41533-55202	Tires & Batteries	6,000	0	6,000	Direct-W	100.00%	0.00%	6,000	0
75	41533-55203	Uniforms	7,500	0	7,500	Direct-W	100.00%	0.00%	7,500	0
76	41533-55204	Minor Equipment	0	0	0	Direct-W	100.00%	0.00%	0	0
77	41533-55204	Minor Equipment-Treatment	4,000	0	4,000	Direct-W	100.00%	0.00%	4,000	0
78	41533-55204	Minor Equipment-Distribution	6,000	0	6,000	Direct-W	100.00%	0.00%	6,000	0
79	41533-55204	Minor Equipment-Construction	2,000	0	2,000	Direct-W	100.00%	0.00%	2,000	0

Table 1-1
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Allocation of Fiscal Year 2017 Operating Budget [1]

Line No.	Cost Center Code	Description	Budget 2017	Adjustments	Adjusted 2017	Allocation Factor	Allocation Percentages		Allocated Amounts	
							Water	Wastewater	Water	Wastewater
80	41533-55205	Safety Equipment	1,000	0	1,000	Direct-W	100.00%	0.00%	1,000	0
81	41533-55207	Chlorine	50,000	0	50,000	Direct-W	100.00%	0.00%	50,000	0
82	41533-55208	Corrosion Control	10,000	0	10,000	Direct-W	100.00%	0.00%	10,000	0
83	41533-55209	Safety Shoes	5,000	0	5,000	Direct-W	100.00%	0.00%	5,000	0
84	41533-55210	Laboratory Supplies	1,500	0	1,500	Direct-W	100.00%	0.00%	1,500	0
85	41533-55212	Community Relations	4,000	0	4,000	Direct-W	100.00%	0.00%	4,000	0
86	41533-55218	Water Conservation Supplies	5,000	0	5,000	Direct-W	100.00%	0.00%	5,000	0
87	41533-55219	Software Renewals/Support	23,000	0	23,000	Direct-W	100.00%	0.00%	23,000	0
88	41533-55299	Unbilled Fuel Usage	0	0	0	Direct-W	100.00%	0.00%	0	0
89	41533-55400	Subscriptions & Dues	3,000	0	3,000	Direct-W	100.00%	0.00%	3,000	0
90	41533-55401	Training & Education	0	0	0	Direct-W	100.00%	0.00%	0	0
91	41533-55401	Training & Education-Treatment	3,900	0	3,900	Direct-W	100.00%	0.00%	3,900	0
92	41533-55401	Training & Education-Distribtn	4,800	0	4,800	Direct-W	100.00%	0.00%	4,800	0
93	41533-55401	Training & Education-Constrctn	300	0	300	Direct-W	100.00%	0.00%	300	0
94	41533-55409	Licenses & Certifications	250	0	250	Direct-W	100.00%	0.00%	250	0
95	41533-55900	Depreciation	0	0	0	Direct-W	100.00%	0.00%	0	0
96		Subtotal Operating Expenses	\$1,949,265	(\$172,550)	\$1,776,715		100.00%	0.00%	\$1,776,715	\$0
		<u>Water Capital Outlay [4]</u>								
97	41533-66201	Cap Out-Admin Bldg Expansion	\$0	\$0	\$0	Direct-W	100.00%	0.00%	\$0	\$0
98	41533-66300	Cap Out-Fiber Optic Network	0	0	0	Direct-W	100.00%	0.00%	0	0
99	41533-66300	Cap Out-Bloxam Elevated Tank	0	0	0	Direct-W	100.00%	0.00%	0	0
100	41533-66307	Cap Out-Water System - Other System Imp.	10,000	(10,000)	0	Direct-W	100.00%	0.00%	0	0
101	41533-66307	Cap Out-Water System	400,000	(400,000)	0	Direct-W	100.00%	0.00%	0	0
102	41533-66307	East & West Water Interconnect	0	0	0	Direct-W	100.00%	0.00%	0	0
103	41533-66307	Wtr Sys-12" Water Main Loop	500,000	(500,000)	0	Direct-W	100.00%	0.00%	0	0
104	41533-66307	Wtr Sys-Water Ext To Sector	0	0	0	Direct-W	100.00%	0.00%	0	0
105	41533-66307	Water System -Hampton & Almond	0	0	0	Direct-W	100.00%	0.00%	0	0
106	41533-66307	Water System -Cap Out Lower FL Aquifer	0	0	0	Direct-W	100.00%	0.00%	0	0
107	41533-66307	Water System - Prince Ed Ave	0	0	0	Direct-W	100.00%	0.00%	0	0
108	41533-66307	Cap Out-Grand Hwy Well	0	0	0	Direct-W	100.00%	0.00%	0	0
109	41533-66307	Cap Out-Water System - Cdbg	0	0	0	Direct-W	100.00%	0.00%	0	0
110	41533-66307	Cap Out-Water System	3,350	(3,350)	0	Direct-W	100.00%	0.00%	0	0
111	41533-66308	Cap Out-Water Inventory	258,552	(258,552)	0	Direct-W	100.00%	0.00%	0	0
112	41533-66400	Cap Out-Vehicles	100,000	(100,000)	0	Direct-W	100.00%	0.00%	0	0
113	41533-66401	Capital Equipment	145,200	(145,200)	0	Direct-W	100.00%	0.00%	0	0
114	41533-66403	Cap Out- It Equipment	0	0	0	Direct-W	100.00%	0.00%	0	0
115	41533-66403	Cap Out- Asset Management	0	0	0	Direct-W	100.00%	0.00%	0	0
116	41533-66404	Cap Out-Software	70,000	(70,000)	0	Direct-W	100.00%	0.00%	0	0
117		Subtotal Water Capital Outlay	\$1,487,102	(\$1,487,102)	\$0		100.00%	0.00%	\$0	\$0
		<u>Water Debt Service [4]</u>								
118	41533-77119	Debt Svc-2009 Bond Principal	\$241,200	(\$241,200)	\$0	Direct-W	100.00%	0.00%	\$0	\$0
119	41533-77219	Debt Svc-2009 Bond Interest	181,484	(181,484)	0	Direct-W	100.00%	0.00%	0	0
120	41533-77300	Pay Agent Fees	0	0	0	Direct-W	100.00%	0.00%	0	0
121	41533-77305	Debt Svc- Bond Issue Costs	0	0	0	Direct-W	100.00%	0.00%	0	0
122		Subtotal Water Debt Service	\$422,684	(\$422,684)	\$0		100.00%	0.00%	\$0	\$0
		<u>Water Transfers [4]</u>								
123	41581-99100	Transfer to General Fund	\$570,000	(\$570,000)	\$0	Direct-W	100.00%	0.00%	\$0	\$0
124	41581-99101	Transfer to Stormwater Fund	125,000	(125,000)	0	Direct-W	100.00%	0.00%	0	0
125	41599-59900	Transfer to Fund Reserves	0	0	0	Direct-W	100.00%	0.00%	0	0
126		Subtotal Water Transfers	\$695,000	(\$695,000)	\$0		100.00%	0.00%	\$0	\$0
		<u>Other Water Adjustments</u>								
127	Contingency	Contingency - 1.00% of O&M [5]	\$0	\$34,950	\$34,950	Input	100.00%	0.00%	\$34,950	\$0
128	BadDebt	Bad Debt Expense - 0.25% of Rate Revs. [6]	0	16,055	16,055	Input	100.00%	0.00%	16,055	0
129	Other	Other Adjustments	0	(42,589)	(42,589)	Direct-W	100.00%	0.00%	(42,589)	0
130		Subtotal Other Water Adjustments	\$0	\$8,416	\$8,416		100.00%	0.00%	\$8,416	\$0
131		Subtotal Water Operating Budget	\$6,298,860	(\$2,768,920)	\$3,529,940		100.00%	0.00%	\$3,529,940	\$0
		<u>Wastewater Department</u>								
		<u>Personnel Expenses</u>								
132	42535-12100	Regular Salaries	\$1,055,302	\$0	\$1,055,302	Direct-S	0.00%	100.00%	\$0	\$1,055,302
133	AddPer	Additional Personnel - Wastewater	0	0	0	Input	0.00%	100.00%	0	0
134	42535-12110	Part-Time Salaries	0	0	0	Direct-S	0.00%	100.00%	0	0
135	42535-12120	Overtime Salaries	23,100	0	23,100	Direct-S	0.00%	100.00%	0	23,100
136	42535-12220	FICA	76,279	0	76,279	Direct-S	0.00%	100.00%	0	76,279
137	42535-12240	Defined Contribution Pension	107,840	0	107,840	Direct-S	0.00%	100.00%	0	107,840
138	42535-12300	Group Insurance	315,479	0	315,479	Direct-S	0.00%	100.00%	0	315,479
139	42535-12305	Life Insurance	3,324	0	3,324	Direct-S	0.00%	100.00%	0	3,324
140	42535-12315	Employee Assistance Plan	432	0	432	Direct-S	0.00%	100.00%	0	432
141	42535-12400	Workers Compensation	20,626	0	20,626	Direct-S	0.00%	100.00%	0	20,626
142	42535-12500	Unemployment Compensation	0	0	0	Direct-S	0.00%	100.00%	0	0
143	42535-12999	Sal/Ben-Personnel Changes	0	0	0	Direct-S	0.00%	100.00%	0	0
144		Subtotal Personnel Expenses	\$1,602,382	\$0	\$1,602,382		0.00%	100.00%	\$0	\$1,602,382

Table 1-1
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Allocation of Fiscal Year 2017 Operating Budget [1]

Line No.	Cost Center Code	Description	Budget 2017	Adjustments	Adjusted 2017	Allocation Factor	Allocation Percentages		Allocated Amounts	
			Water		Wastewater		Water	Wastewater		
Operating Expenses										
145	42535-53100	Pro Svcs-General	\$66,750	\$0	\$66,750	Direct-S	0.00%	100.00%	\$0	\$66,750
146	42535-53100	Pro Svcs-General - Sewer Impr	0	0	0	Direct-S	0.00%	100.00%	0	0
147	42535-53100	Pro Svcs-Johns Lake Rd Reuse	0	0	0	Direct-S	0.00%	100.00%	0	0
148	42535-53128	Background Investigations	0	0	0	Direct-S	0.00%	100.00%	0	0
149	42535-53129	Drug Screens	0	0	0	Direct-S	0.00%	100.00%	0	0
150	42535-53130	Medical Services	0	0	0	Direct-S	0.00%	100.00%	0	0
151	42535-53150	Pro Svces-Laboratory	25,000	0	25,000	Direct-S	0.00%	100.00%	0	25,000
152	42535-53154	Pro Svces-Investment Advisor	7,165	0	7,165	Direct-S	0.00%	100.00%	0	7,165
153	42535-53168	Pro Svces-Safety Training	4,000	0	4,000	Direct-S	0.00%	100.00%	0	4,000
154	42535-53169	Pro Svces-Utility Locates	2,500	0	2,500	Direct-S	0.00%	100.00%	0	2,500
155	42535-53401	Contract Svcs-General	0	0	0	Direct-S	0.00%	100.00%	0	0
156	42535-53403	Contract Svcs-Mowing	8,000	0	8,000	Direct-S	0.00%	100.00%	0	8,000
157	42535-53404	Contract Svces-Pest Cont	300	0	300	Direct-S	0.00%	100.00%	0	300
158	42535-53408	Contract Svces-Sewer Cleaning	0	0	0	Direct-S	0.00%	100.00%	0	0
159	42535-53410	Contract Svces-Odor Control Ea	60,000	0	60,000	Direct-S	0.00%	100.00%	0	60,000
160	42535-53413	Contract Svces-Armored Car	2,400	0	2,400	Direct-S	0.00%	100.00%	0	2,400
161	42535-54001	Travel & Per Diem	500	0	500	Direct-S	0.00%	100.00%	0	500
162	42535-54001	Travel & Per Diem - Treatment	400	0	400	Direct-S	0.00%	100.00%	0	400
163	42535-54001	Travel & Per Diem - Construct	500	0	500	Direct-S	0.00%	100.00%	0	500
164	42535-54001	Travel & Per Diem - Collection	1,500	0	1,500	Direct-S	0.00%	100.00%	0	1,500
165	42535-54101	Telephone	18,300	0	18,300	Direct-S	0.00%	100.00%	0	18,300
166	42535-54102	Internet Service	2,000	0	2,000	Direct-S	0.00%	100.00%	0	2,000
167	42535-54200	Postage & Freight	20,000	0	20,000	Direct-S	0.00%	100.00%	0	20,000
168	42535-54301	Water & Sewer Service	15,000	0	15,000	Direct-S	0.00%	100.00%	0	15,000
169	42535-54307	Electric & Gas Svc-East Plant	366,000	0	366,000	Direct-S	0.00%	100.00%	0	366,000
170	42535-54308	Electric & Gas Svc-W Lift Sta	67,000	0	67,000	Direct-S	0.00%	100.00%	0	67,000
171	42535-54309	Electric & Gas Svc-E Lift Sta	300,000	0	300,000	Direct-S	0.00%	100.00%	0	300,000
172	42535-54310	Sludge Disposal-East	200,000	0	200,000	Direct-S	0.00%	100.00%	0	200,000
173	42535-54400	Rentals-Equipment	500	0	500	Direct-S	0.00%	100.00%	0	500
174	42535-54500	Commercial Insurance	194,514	0	194,514	Direct-S	0.00%	100.00%	0	194,514
175	42535-54600	Repair & Maint-Buildings	3,000	0	3,000	Direct-S	0.00%	100.00%	0	3,000
176	42535-54601	Repair & Maint-Vehicles	15,000	0	15,000	Direct-S	0.00%	100.00%	0	15,000
177	42535-54612	Repair & Maint-Systems	50,000	0	50,000	Direct-S	0.00%	100.00%	0	50,000
178	42535-54614	Repair & Maint-Equip-Treatment	61,000	0	61,000	Direct-S	0.00%	100.00%	0	61,000
179	42535-54619	Repair & Maint-Equip-Collect	150,000	0	150,000	Direct-S	0.00%	100.00%	0	150,000
180	42535-54623	Repair & Maint-It Equip	0	0	0	Direct-S	0.00%	100.00%	0	0
181	42535-54640	Repair & Maint-Copiers	500	0	500	Direct-S	0.00%	100.00%	0	500
182	42535-54700	Printing	7,000	0	7,000	Direct-S	0.00%	100.00%	0	7,000
183	42535-54800	Advertising	1,500	0	1,500	Direct-S	0.00%	100.00%	0	1,500
184	42535-54900	Other Current Charges	0	0	0	Direct-S	0.00%	100.00%	0	0
185	42535-54906	Administrative Services [2]	362,772	0	362,772	Direct-S	0.00%	100.00%	0	362,772
186	42535-54907	Uncollectible Accounts	15,000	(15,000)	0	Direct-S	0.00%	100.00%	0	0
187	42535-54909	Bank Service Charges	16,179	0	16,179	Direct-S	0.00%	100.00%	0	16,179
188	42535-54912	Security/Monitoring Service	15,000	0	15,000	Direct-S	0.00%	100.00%	0	15,000
189	42535-54918	Permit Fees	1,000	0	1,000	Direct-S	0.00%	100.00%	0	1,000
190	42535-54920	Payments In Lieu Of Taxes [3]	134,621	0	134,621	Direct-S	0.00%	100.00%	0	134,621
191	42535-55100	Office Supplies	3,000	0	3,000	Direct-S	0.00%	100.00%	0	3,000
192	42535-55200	Operating Supplies-Treatment	5,500	0	5,500	Direct-S	0.00%	100.00%	0	5,500
193	42535-55200	Operating Supplies - Construct	1,000	0	1,000	Direct-S	0.00%	100.00%	0	1,000
194	42535-55200	Operating Supplies-Collection	6,500	0	6,500	Direct-S	0.00%	100.00%	0	6,500
195	42535-55201	Gas & Oil	60,000	0	60,000	Direct-S	0.00%	100.00%	0	60,000
196	42535-55202	Tires & Batteries	6,000	0	6,000	Direct-S	0.00%	100.00%	0	6,000
197	42535-55203	Uniforms	7,000	0	7,000	Direct-S	0.00%	100.00%	0	7,000
198	42535-55204	Minor Equipment-Treatment	5,000	0	5,000	Direct-S	0.00%	100.00%	0	5,000
199	42535-55204	Minor Equipment - Construct	1,000	0	1,000	Direct-S	0.00%	100.00%	0	1,000
200	42535-55204	Minor Equipment-Collection	7,500	0	7,500	Direct-S	0.00%	100.00%	0	7,500
201	42535-55205	Safety Equipment	1,500	0	1,500	Direct-S	0.00%	100.00%	0	1,500
202	42535-55207	Chlorine	70,000	0	70,000	Direct-S	0.00%	100.00%	0	70,000
203	42535-55209	Safety Shoes	5,000	0	5,000	Direct-S	0.00%	100.00%	0	5,000
204	42535-55210	Laboratory Supplies	4,500	0	4,500	Direct-S	0.00%	100.00%	0	4,500
205	42535-55214	Polymer	22,000	0	22,000	Direct-S	0.00%	100.00%	0	22,000
206	42535-55219	Software Renewals/Support	20,547	0	20,547	Direct-S	0.00%	100.00%	0	20,547
207	42535-55400	Subscriptions & Dues	750	0	750	Direct-S	0.00%	100.00%	0	750
208	42535-55401	Training & Education	0	0	0	Direct-S	0.00%	100.00%	0	0
209	42535-55401	Training & Education-Treatment	2,000	0	2,000	Direct-S	0.00%	100.00%	0	2,000
210	42535-55401	Training & Education - Constr	500	0	500	Direct-S	0.00%	100.00%	0	500
211	42535-55401	Training & Education-Collectn	4,000	0	4,000	Direct-S	0.00%	100.00%	0	4,000
212	42535-55409	Licenses & Certifications	250	0	250	Direct-S	0.00%	100.00%	0	250
213	42535-55900	Depreciation	0	0	0	Direct-S	0.00%	100.00%	0	0
214		Subtotal Operating Expenses	\$2,428,448	(\$15,000)	\$2,413,448		0.00%	100.00%	\$0	\$2,413,448
Wastewater Capital Outlay [4]										
215	42535-66305	Cap Out-Sewer System	\$180,000	(\$180,000)	\$0	Direct-S	0.00%	100.00%	\$0	\$0
216	42535-66300	Sewer System - Const Improvmnt	300,000	(300,000)	0	Direct-S	0.00%	100.00%	0	0
217	42535-66305	Sewer System - Other Imp. - Phoneline Conv.	10,000	(10,000)	0	Direct-S	0.00%	100.00%	0	0
218	42535-66305	Sewer System - Manhole/Lat Reh	50,000	(50,000)	0	Direct-S	0.00%	100.00%	0	0
219	42535-66305	Sewer Sys- Lake Hiawatha Force	0	0	0	Direct-S	0.00%	100.00%	0	0
220	42535-66305	Cap Out-Sewer Ext To Sector	0	0	0	Direct-S	0.00%	100.00%	0	0
221	42535-66305	Cap Out-Johns Lake Rd Reuse	0	0	0	Direct-S	0.00%	100.00%	0	0
222	42535-66321	Lift Station Improvements	200,000	(200,000)	0	Direct-S	0.00%	100.00%	0	0
223	42535-66321	Lift Station Pump Replacements	120,000	(120,000)	0	Direct-S	0.00%	100.00%	0	0
224	42535-66400	Cap Out-Vehicles	228,000	(228,000)	0	Direct-S	0.00%	100.00%	0	0
225	42535-66401	Capital Equipment	84,900	(84,900)	0	Direct-S	0.00%	100.00%	0	0

Table 1-1
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Allocation of Fiscal Year 2017 Operating Budget [1]

Line No.	Cost Center Code	Description	Budget 2017	Adjustments	Adjusted 2017	Allocation Factor	Allocation Percentages		Allocated Amounts	
							Water	Wastewater	Water	Wastewater
226	42535-66403	Cap Out- It Equipment	0	0	0	Direct-S	0.00%	100.00%	0	0
227	42535-66404	Cap Out-Software	70,000	(70,000)	0	Direct-S	0.00%	100.00%	0	0
228		Subtotal Wastewater Capital Outlay	<u>\$1,242,900</u>	<u>(\$1,242,900)</u>	<u>\$0</u>		<u>0.00%</u>	<u>100.00%</u>	<u>\$0</u>	<u>\$0</u>
		<u>Wastewater Debt Service [4]</u>								
229	42535-77119	Debt Svc-2009 Bond Principal	\$428,800	(\$428,800)	\$0	Direct-S	0.00%	100.00%	\$0	\$0
230	42535-77219	Debt Svc-2009 Bond Interest	322,638	(322,638)	0	Direct-S	0.00%	100.00%	0	0
231	42535-77300	Pay Agent Fees	0	0	0	Direct-S	0.00%	100.00%	0	0
232	42535-77305	Debt Svc- Bond Issue Costs	0	0	0	Direct-S	0.00%	100.00%	0	0
233		Subtotal Wastewater Debt Service	<u>\$751,438</u>	<u>(\$751,438)</u>	<u>\$0</u>		<u>0.00%</u>	<u>100.00%</u>	<u>\$0</u>	<u>\$0</u>
		<u>Wastewater Transfers [4]</u>								
234	N/A	Transfer to General Fund	\$630,000	(\$630,000)	\$0	Direct-W	100.00%	0.00%	\$0	\$0
235	42599-59900	Transfer to Fund Reserves	0	0	0	Direct-W	100.00%	0.00%	0	0
236		Subtotal Wastewater Transfers	<u>\$630,000</u>	<u>(\$630,000)</u>	<u>\$0</u>		<u>0.00%</u>	<u>100.00%</u>	<u>\$0</u>	<u>\$0</u>
		<u>Other Wastewater Adjustments</u>								
237	Contingency	Contingency - 1.00% of O&M [5]	\$0	\$41,173	\$41,173	Input	0.00%	100.00%	\$0	\$41,173
238	BadDebt	Bad Debt Expense - 0.25% of Rate Revs. [6]	0	16,574	16,574	Input	0.00%	100.00%	0	16,574
239	Other	Other Adjustments	0	84,920	84,920	Direct-S	0.00%	100.00%	0	84,920
240		Subtotal Other Wastewater Adjustments	<u>\$0</u>	<u>\$142,667</u>	<u>\$142,667</u>		<u>0.00%</u>	<u>100.00%</u>	<u>\$0</u>	<u>\$142,667</u>
241		Subtotal Wastewater Operating Budget	<u>\$6,655,168</u>	<u>(\$2,496,671)</u>	<u>\$4,158,497</u>		<u>0.00%</u>	<u>100.00%</u>	<u>\$0</u>	<u>\$4,158,497</u>
242		Grand Total Operating Budget	<u>\$12,954,028</u>	<u>(\$5,265,591)</u>	<u>\$7,688,437</u>		<u>45.91%</u>	<u>54.09%</u>	<u>\$3,529,940</u>	<u>\$4,158,497</u>

Footnotes:

- [1] Budgeted amounts shown are based on the Fiscal Year 2017 Adopted Operating Budget as provided by the City.
[2] Budgeted amounts for the "Administrative Services" line are to reimburse the General Fund for services that benefit the Utility.
[3] Budgeted amounts for the Payment in Lieu of Taxes (PILOT) are paid to the General Fund and are included in the Cost of Operation and Maintenance for coverage purposes.
[4] Amounts are adjusted from budget as shown herein since such capital outlay expenses and debt service payments are reflected in the Capital Improvements Plan or the Revenue Requirements part of the rate model.
[5] A contingency of 1.00% of O&M was added to allow for unforeseen contingencies.
[6] An allowance for bad debt expense of 0.25% of rate was recognized to account for uncollectible revenues.

Table 1-2
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Allocation References

Line No.	Description	Allocation Basis	Allocation Percentages		Total
			Water	Wastewater	
1	Equal Water and Wastewater	Equal	50.00%	50.00%	100.00%
2	Direct Water	Direct-W	100.00%	0.00%	100.00%
3	Direct Wastewater	Direct-S	0.00%	100.00%	100.00%
4	Eliminate	Eliminate	0.00%	0.00%	0.00%
5	Customer Accounts	Accounts	58.67%	41.33%	100.00%
6	Sales Revenues	Revenues	47.95%	52.05%	100.00%
7	Treated Flows	Flows	66.55%	33.45%	100.00%
8	Miles of Line	Lines	50.82%	49.18%	100.00%
9	Operating Expenses	Op Exp	45.75%	54.25%	100.00%
10	System Fixed Assets	Assets	35.27%	64.73%	100.00%
11	Debt	Debt	35.95%	64.05%	100.00%

Development of Allocation References

		Allocation Percentages		Total
		Water	Wastewater	
<u>Customer Accounts:</u>				
17	Number of Accounts - Fiscal Year 2015	21,383	15,064	36,447
18	Percentage Allocation	58.67%	41.33%	100.00%
		Allocation Percentages		Total
		Water	Wastewater	
<u>Sales Revenues</u>				
19	Rate Revenues - Fiscal Year 2015	\$5,338,576	\$5,795,770	\$11,134,347
20	Percentage Allocation	47.95%	52.05%	100.00%
		Allocation Percentages		Total
		Water	Wastewater	
<u>Treated Flows</u>				
21	Treated Flows - Fiscal Year 2015	1,875,106	942,431	2,817,537
22	Percentage Allocation	66.55%	33.45%	100.00%

Table 1-2
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Allocation References

		<u>Allocation Percentages</u>		
		<u>Water</u>	<u>Wastewater</u>	<u>Total</u>
<u>Linear Feet of Line</u>				
23	Linear Feet of Lines - Fiscal Year 2015	1,215,924	1,176,466	2,392,390
24	Percentage Allocation	50.82%	49.18%	100.00%
		<u>Allocation Percentages</u>		
		<u>Water</u>	<u>Wastewater</u>	<u>Total</u>
<u>Operating Expenses</u>				
25	Operating Expenses - Fiscal Year 2016	\$3,271,612	\$3,880,174	\$7,151,786
26	Percentage Allocation	45.75%	54.25%	100.00%
		<u>Allocation Percentages</u>		
		<u>Water</u>	<u>Wastewater</u>	<u>Total</u>
<u>System Assets (Excluding Accumulated Depreciation)</u>				
27	Assets - Plant, Land, Equipment - Fiscal Year 2015	\$34,201,086	\$62,766,986	\$96,968,072
28	Percentage Allocation	35.27%	64.73%	100.00%
		<u>Allocation Percentages</u>		
		<u>Water</u>	<u>Wastewater</u>	<u>Total</u>
<u>Debt Payment</u>				
29	Budgeted Debt Payment - Fiscal Year 2016	\$197,070	\$351,165	\$548,236
30	Percentage Allocation	35.95%	64.05%	100.00%

Table 1-3
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Water System Operating Expenses

Line No.	Cost Center Code	Description	Budgeted 2017	Escalation Factor	Fiscal Year Ending September 30th,				
					2018	2019	2020	2021	2022
<u>Water Department</u>									
<u>Personnel Expenses</u>									
1	41533-12100	Regular Salaries	\$1,137,255	Labor	\$1,171,373	\$1,206,514	\$1,242,709	\$1,279,991	\$1,318,390
2	AddPer	Additional Personnel - Water	0	Input	0	41,297	130,338	179,383	184,765
3	41533-12110	Part-Time Salaries	0	Labor	0	0	0	0	0
4	41533-12120	Overtime Salaries	22,400	Labor	23,072	23,764	24,477	25,211	25,968
5	41533-12220	FICA	81,662	Labor	84,112	86,635	89,234	91,911	94,669
6	41533-12240	Defined Contribution Pension	115,965	Labor	119,444	123,027	126,718	130,520	134,435
7	41533-12300	Group Insurance	364,498	Health-Ins	386,368	409,550	434,123	460,170	487,781
8	41533-12305	Life Insurance	3,582	General-Ins	3,761	3,949	4,147	4,354	4,572
9	41533-12315	Employee Assistance Plan	468	Inflation	479	490	502	514	526
10	41533-12400	Workers Compensation	18,979	Labor	19,548	20,135	20,739	21,361	22,002
11	41533-12500	Unemployment Compensation	0	Labor	0	0	0	0	0
12	41533-12999	Sal/Ben-Personnel Changes	0	Labor	0	0	0	0	0
13		Subtotal Personnel Expenses	\$1,744,809		\$1,808,157	\$1,915,361	\$2,072,987	\$2,193,415	\$2,273,106
<u>Operating Expenses</u>									
14	41533-53100	Pro Svcs-General	\$36,000	Professional	\$37,440	\$38,938	\$40,495	\$42,115	\$43,800
15	41533-53100	Pro Svcs-12" Wtr Main Loop	0	Professional	0	0	0	0	0
16	41533-53100	Pro Svcs-General - Admin Bldg	0	Professional	0	0	0	0	0
17	41533-53100	Pro Svcs-Lower Fl Aquifer	0	Professional	0	0	0	0	0
18	41533-53100	Pro Svcs-General-Grand Hwy Wel	0	Professional	0	0	0	0	0
19	41533-53100	Pro Svcs-General - Cdbg	0	Eliminate	0	0	0	0	0
20	41533-53128	Background Investigations	0	Professional	0	0	0	0	0
21	41533-53129	Drug Screens	0	Professional	0	0	0	0	0
22	41533-53130	Medical Services	0	Professional	0	0	0	0	0
23	41533-53141	Pro Svcs-Alternative Water	0	Eliminate	0	0	0	0	0
24	41533-53141	Pro Svcs-Alternative Water	0	Eliminate	0	0	0	0	0
25	41533-53150	Pro Svcs-Laboratory	30,000	Professional	31,200	32,448	33,746	35,096	36,500
26	41533-53154	Pro Svcs-Investment Advisor	6,650	Professional	6,916	7,193	7,480	7,780	8,091
27	41533-53168	Pro Svcs-Safety Training	4,000	Professional	4,160	4,326	4,499	4,679	4,867
28	41533-53169	Pro Svcs-Utility Locates	2,000	Professional	2,080	2,163	2,250	2,340	2,433
29	41533-53183	Pro Svcs-Cup Requirements	50,000	Professional	52,000	54,080	56,243	58,493	60,833
30	41533-53401	Contract Svcs-General	0	Contractual	0	0	0	0	0
31	41533-53403	Contract Svcs-Mowing	10,000	Contractual	10,400	10,816	11,249	11,699	12,167
32	41533-53404	Contract Svcs-Pest Cont	300	Contractual	312	324	337	351	365
33	41533-53413	Contract Svcs-Armored Car	2,500	Contractual	2,600	2,704	2,812	2,925	3,042
34	41533-54001	Travel & Per Diem	0	Inflation	0	0	0	0	0
35	41533-54001	Travel & Per Diem-Treatment	700	Inflation	716	733	750	768	787
36	41533-54001	Travel & Per Diem-Distribution	2,000	Inflation	2,046	2,093	2,143	2,195	2,247
37	41533-54001	Travel & Per Diem-Construction	300	Inflation	307	314	321	329	337
38	41533-54101	Telephone	15,000	Inflation	15,345	15,698	16,075	16,460	16,856
39	41533-54102	Internet Service	4,500	Inflation	4,604	4,709	4,822	4,938	5,057
40	41533-54200	Postage & Freight	54,000	Inflation	55,242	56,513	57,869	59,258	60,680
41	41533-54300	Electric & Gas Svc-West Trtmnt	100,000	W-Elec	108,570	117,874	127,976	138,944	150,851
42	41533-54301	Water & Sewer Service	5,000	Inflation	5,115	5,233	5,358	5,487	5,619
43	41533-54306	Electric & Gas Svc-East Trmmt	350,000	W-Elec	379,995	412,561	447,917	486,304	527,980
44	41533-54400	Rentals-Equipment	500	Inflation	512	523	536	549	562
45	41533-54500	Commercial Insurance	145,595	General-Ins	152,875	160,518	168,544	176,972	185,820
46	41533-54501	Self-Insur Liab Claims	0	General-Ins	0	0	0	0	0
47	41533-54600	Repair & Maint-Buildings	2,000	Repair	2,060	2,122	2,185	2,251	2,319
48	41533-54601	Repair & Maint-Vehicles	10,000	Repair	10,300	10,609	10,927	11,255	11,593
49	41533-54610	Repair & Maint-Meters	60,000	Repair	61,800	63,654	65,564	67,531	69,556
50	41533-54611	Repair & Maint-Tanks	5,000	Repair	5,150	5,305	5,464	5,628	5,796
51	41533-54612	Repair & Maint-Systems	100,000	Repair	103,000	106,090	109,273	112,551	115,927
52	41533-54614	Repair & Maint-Equip-Treatment	46,000	Repair	47,380	48,801	50,265	51,773	53,327
53	41533-54623	Repair & Maint-It Equip	1,000	Repair	1,030	1,061	1,093	1,126	1,159
54	41533-54624	Repair & Maint-Water Wells	20,000	Repair	20,600	21,218	21,855	22,510	23,185
55	41533-54640	Repair & Maint-Copiers	500	Repair	515	530	546	563	580
56	41533-54700	Printing	25,000	Inflation	25,575	26,163	26,791	27,434	28,093
57	41533-54700	Printing - Re-Branding	0	Inflation	0	0	0	0	0
58	41533-54800	Advertising	2,000	Inflation	2,046	2,093	2,143	2,195	2,247
59	41533-54900	Other Current Charges	0	Inflation	0	0	0	0	0
60	41533-54900	Other Current Charges-Re-Brand	0	Inflation	0	0	0	0	0
61	41533-54906	Administrative Services [1]	344,938	Labor	355,286	365,945	376,923	388,231	399,878
62	41533-54907	Uncollectible Accounts	0	Eliminate	0	0	0	0	0
63	41533-54909	Bank Service Charges	23,821	Inflation	24,369	24,929	25,528	26,140	26,768
64	41533-54912	Security/Monitoring Service	15,000	Inflation	15,345	15,698	16,075	16,460	16,856
65	41533-54918	Permit Fees	10,000	Inflation	10,230	10,465	10,716	10,974	11,237
66	41533-54919	Collection Agency Fees	1,500	W-Rev	1,500	1,530	1,564	1,598	1,634
67	41533-54920	Payments In Lieu Of Taxes [2]	70,161	PILOT	72,617	75,158	77,789	80,511	83,329
68	41533-55100	Office Supplies	3,500	Inflation	3,581	3,663	3,751	3,841	3,933
69	41533-55200	Operating Supplies	0	Inflation	0	0	0	0	0
70	41533-55200	Operating Supplies-Treatment	12,000	Inflation	12,276	12,558	12,860	13,168	13,484
71	41533-55200	Operating Supplies-Distributn	7,000	Inflation	7,161	7,326	7,502	7,682	7,866
72	41533-55200	Operating Supplies-Constructn	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
73	41533-55201	Gas & Oil	60,000	Fuel	63,000	66,150	69,458	72,930	76,577

Table 1-3
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Water System Operating Expenses

Line No.	Cost Center Code	Description	Budgeted 2017	Escalation Factor	Fiscal Year Ending September 30th,				
					2018	2019	2020	2021	2022
74	41533-55202	Tires & Batteries	6,000	Inflation	6,138	6,279	6,430	6,584	6,742
75	41533-55203	Uniforms	7,500	Inflation	7,673	7,849	8,037	8,230	8,428
76	41533-55204	Minor Equipment-Treatment	4,000	Inflation	4,092	4,186	4,287	4,389	4,495
77	41533-55204	Minor Equipment-Distribution	6,000	Inflation	6,138	6,279	6,430	6,584	6,742
78	41533-55204	Minor Equipment-Construction	2,000	Inflation	2,046	2,093	2,143	2,195	2,247
79	41533-55205	Safety Equipment	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
80	41533-55207	Chlorine	50,000	W-Chem	54,285	58,937	63,988	69,472	75,426
81	41533-55208	Corrosion Control	10,000	Labor	10,300	10,609	10,927	11,255	11,593
82	41533-55209	Safety Shoes	5,000	Labor	5,150	5,305	5,464	5,628	5,796
83	41533-55210	Laboratory Supplies	1,500	WFlowInf	1,587	1,678	1,777	1,882	1,992
84	41533-55212	Community Relations	4,000	Inflation	4,092	4,186	4,287	4,389	4,495
85	41533-55218	Water Conservation Supplies	5,000	Inflation	5,115	5,233	5,358	5,487	5,619
86	41533-55219	Software Renewals/Support	23,000	Inflation	23,529	24,070	24,648	25,239	25,845
87	41533-55299	Unbilled Fuel Usage	0	Fuel	0	0	0	0	0
88	41533-55400	Subscriptions & Dues	3,000	Inflation	3,069	3,140	3,215	3,292	3,371
89	41533-55401	Training & Education-Treatment	3,900	Inflation	3,990	4,081	4,179	4,280	4,382
90	41533-55401	Training & Education-Distribtn	4,800	Inflation	4,910	5,023	5,144	5,267	5,394
91	41533-55401	Training & Education-Constcrtn	300	Inflation	307	314	321	329	337
92	41533-55409	Licenses & Certifications	250	Inflation	256	262	268	274	281
93	41533-55900	Depreciation	0	Eliminate	0	0	0	0	0
94		Subtotal Operating Expenses	\$1,776,715		\$1,861,976	\$1,952,448	\$2,048,742	\$2,151,003	\$2,259,667
		<u>Water Capital Outlay [3]</u>							
95	41533-66201	Cap Out-Admin Bldg Expansion	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
96	41533-66300	Cap Out-Fiber Optic Network	0	Eliminate	0	0	0	0	0
97	41533-66300	Cap Out-Bloxam Elevated Tank	0	Eliminate	0	0	0	0	0
98	41533-66307	Cap Out-Water System - Other System Imp.	0	Eliminate	0	0	0	0	0
99	41533-66307	Cap Out-Water System	0	Eliminate	0	0	0	0	0
100	41533-66307	East & West Water Interconnect	0	Eliminate	0	0	0	0	0
101	41533-66307	Wtr Sys-12" Water Main Loop	0	Eliminate	0	0	0	0	0
102	41533-66307	Wtr Sys-Water Ext To Sector	0	Eliminate	0	0	0	0	0
103	41533-66307	Water System -Hampton & Almond	0	Eliminate	0	0	0	0	0
104	41533-66307	Water System Cap Out - Lower FL Aquifer	0	Eliminate	0	0	0	0	0
105	41533-66307	Water System - Prince Ed Ave	0	Eliminate	0	0	0	0	0
106	41533-66307	Cap Out-Grand Hwy Well	0	Eliminate	0	0	0	0	0
107	41533-66307	Cap Out-Water System - Cdbg	0	Eliminate	0	0	0	0	0
108	41533-66308	Cap Out-Water Inventory	0	Eliminate	0	0	0	0	0
109	41533-66308	Cap Out-Water Inventory	0	Eliminate	0	0	0	0	0
110	41533-66400	Cap Out-Vehicles	0	Eliminate	0	0	0	0	0
111	41533-66401	Capital Equipment	0	Eliminate	0	0	0	0	0
112	41533-66403	Cap Out- It Equipment	0	Eliminate	0	0	0	0	0
113	41533-66403	Cap Out- Asset Management	0	Eliminate	0	0	0	0	0
114	41533-66404	Cap Out-Software	0	Eliminate	0	0	0	0	0
115		Subtotal Water Capital Outlay	\$0		\$0	\$0	\$0	\$0	\$0
		<u>Water Debt Service [3]</u>							
116	41533-77119	Debt Svc-2009 Bond Princpal	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
117	41533-77219	Debt Svc-2009 Bond Interest	0	Eliminate	0	0	0	0	0
118	41533-77300	Pay Agent Fees	0	Inflation	0	0	0	0	0
119	41533-77305	Debt Svc- Bond Issue Costs	0	Eliminate	0	0	0	0	0
120		Subtotal Water Debt Service	\$0		\$0	\$0	\$0	\$0	\$0
		<u>Water Transfers [3]</u>							
121	41581-99100	Transfer to General Fund	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
122	41581-99101	Transfer to Stormwater Fund	0	Eliminate	0	0	0	0	0
123	41599-59900	Transfer to Fund Reserves	0	Eliminate	0	0	0	0	0
124		Subtotal Water Transfers	\$0		\$0	\$0	\$0	\$0	\$0
		<u>Other Water Adjustments</u>							
125	Contingency	Contingency - 1.00% of O&M [4]	\$34,950	Input	\$38,847	\$40,273	\$42,910	\$45,224	\$47,181
126	BadDebt	Bad Debt Expense - 0.25% of Rate Revs. [5]	16,055	Input	16,055	15,458	15,795	16,144	16,504
127	Other	Other Adjustments	(42,589)	Input	198,559	144,059	153,516	161,810	168,826
128		Subtotal Other Water Adjustments	\$8,416		\$253,461	\$199,790	\$212,222	\$223,178	\$232,511
129		Total Water Operating Budget	\$3,529,940		\$3,923,594	\$4,067,599	\$4,333,950	\$4,567,596	\$4,765,284

Footnotes:

- [1] Budgeted amounts for the "Administrative Services" line are to reimburse the General Fund for services that benefit the Utility.
- [2] Budgeted amounts for the Payment in Lieu of Taxes (PILOT) are paid to the General Fund and are included in the Cost of Operation and Maintenance for coverage purposes.
- [3] Amounts are adjusted from budget as shown herein since such capital outlay expenses and debt service payments are reflected in the Capital Improvements Plan or the Revenue Requirements part of the rate model.
- [4] A contingency of 1.00% of O&M was added to allow for unforeseen contingencies.
- [5] An allowance for bad debt expense of 0.25% of rate was recognized to account for uncollectible revenues.

Table 1-4
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Wastewater System Operating Expenses

Line No.	Cost Center Code	Description	Budgeted	Escalation	Fiscal Year Ending September 30th,				
			2017	Factor	2018	2019	2020	2021	2022
<u>Wastewater Department</u>									
<u>Personnel Expenses</u>									
1	42535-12100	Regular Salaries	\$1,055,302	Labor	\$1,086,961	\$1,119,570	\$1,153,157	\$1,187,752	\$1,223,384
2	AddPer	Additional Personnel - Wastewater	0	Input	80,550	124,264	176,591	181,889	187,346
3	42535-12110	Part-Time Salaries	0	Labor	0	0	0	0	0
4	42535-12120	Overtime Salaries	23,100	Labor	23,793	24,507	25,242	25,999	26,779
5	42535-12220	FICA	76,279	Labor	78,567	80,924	83,352	85,853	88,428
6	42535-12240	Defined Contribution Pension	107,840	Labor	111,075	114,407	117,840	121,375	125,016
7	42535-12300	Group Insurance	315,479	Health-Ins	334,408	354,472	375,741	398,285	422,182
8	42535-12305	Life Insurance	3,324	General-Ins	3,490	3,665	3,848	4,040	4,242
9	42535-12315	Employee Assistance Plan	432	Inflation	442	452	463	474	485
10	42535-12400	Workers Compensation	20,626	Labor	21,245	21,882	22,539	23,215	23,911
11	42535-12500	Unemployment Compensation	0	Labor	0	0	0	0	0
12	42535-12999	Sal/Ben-Personnel Changes	0	Labor	0	0	0	0	0
13		Subtotal Personnel Expenses	\$1,602,382		\$1,740,531	\$1,844,143	\$1,958,772	\$2,028,882	\$2,101,775
<u>Operating Expenses</u>									
14	42535-53100	Pro Svcs-General	\$66,750	Professional	\$69,420	\$72,197	\$75,085	\$78,088	\$81,212
15	42535-53100	Pro Svcs-General - Sewer Impr	0	Professional	0	0	0	0	0
16	42535-53100	Pro Svcs-Johns Lake Rd Reuse	0	Professional	0	0	0	0	0
17	42535-53128	Background Investigations	0	Professional	0	0	0	0	0
18	42535-53129	Drug Screens	0	Professional	0	0	0	0	0
19	42535-53130	Medical Services	0	Professional	0	0	0	0	0
20	42535-53150	Pro Svcs-Laboratory	25,000	Professional	26,000	27,040	28,122	29,246	30,416
21	42535-53154	Pro Svcs-Investment Advisor	7,165	Professional	7,452	7,750	8,060	8,382	8,717
22	42535-53168	Pro Svcs-Safety Training	4,000	Professional	4,160	4,326	4,499	4,679	4,867
23	42535-53169	Pro Svcs-Utility Locates	2,500	Professional	2,600	2,704	2,812	2,925	3,042
24	42535-53401	Contract Svcs-General	0	Contractual	0	0	0	0	0
25	42535-53403	Contract Svcs-Mowing	8,000	Contractual	8,320	8,653	8,999	9,359	9,733
26	42535-53404	Contract Svcs-Pest Cont	300	Contractual	312	324	337	351	365
27	42535-53408	Contract Svcs-Sewer Cleaning	0	Contractual	0	0	0	0	0
28	42535-53410	Contract Svcs-Odor Control Ea	60,000	Contractual	62,400	64,896	67,492	70,192	72,999
29	42535-53413	Contract Svcs-Armored Car	2,400	Contractual	2,496	2,596	2,700	2,808	2,920
30	42535-54001	Travel & Per Diem	500	Inflation	512	523	536	549	562
31	42535-54001	Travel & Per Diem - Treatment	400	Inflation	409	419	429	439	449
32	42535-54001	Travel & Per Diem - Construct	500	Inflation	512	523	536	549	562
33	42535-54001	Travel & Per Diem - Collection	1,500	Inflation	1,535	1,570	1,607	1,646	1,686
34	42535-54101	Telephone	18,300	Inflation	18,721	19,151	19,611	20,082	20,564
35	42535-54102	Internet Service	2,000	Inflation	2,046	2,093	2,143	2,195	2,247
36	42535-54200	Postage & Freight	20,000	Inflation	20,460	20,931	21,433	21,947	22,474
37	42535-54301	Water & Sewer Service	15,000	Inflation	15,345	15,698	16,075	16,460	16,856
38	42535-54307	Electric & Gas Svc-East Plant	366,000	WW-Elec	397,366	431,420	468,393	508,535	552,116
39	42535-54308	Electric & Gas Svc-W Lift Sta	67,000	WW-Elec	72,742	78,976	85,744	93,092	101,070
40	42535-54309	Electric & Gas Svc-E Lift Sta	300,000	WW-Elec	325,710	353,623	383,929	416,832	452,554
41	42535-54310	Sludge Disposal-East	200,000	WWFlowInf	211,556	223,781	236,942	250,878	265,634
42	42535-54400	Rentals-Equipment	500	Inflation	512	523	536	549	562
43	42535-54500	Commercial Insurance	194,514	General-Ins	204,240	214,452	225,174	236,433	248,255
44	42535-54600	Repair & Maint-Buildings	3,000	Repair	3,090	3,183	3,278	3,377	3,478
45	42535-54601	Repair & Maint-Vehicles	15,000	Repair	15,450	15,914	16,391	16,883	17,389
46	42535-54612	Repair & Maint-Systems	50,000	Repair	51,500	53,045	54,636	56,275	57,964
47	42535-54614	Repair & Maint-Equip-Treatment	61,000	Repair	62,830	64,715	66,656	68,656	70,716
48	42535-54619	Repair & Maint-Equip-Collect	150,000	Repair	154,500	159,135	163,909	168,826	173,891
49	42535-54623	Repair & Maint-It Equip	0	Repair	0	0	0	0	0
50	42535-54640	Repair & Maint-Copiers	500	Repair	515	530	546	563	580
51	42535-54700	Printing	7,000	Inflation	7,161	7,326	7,502	7,682	7,866
52	42535-54800	Advertising	1,500	Inflation	1,535	1,570	1,607	1,646	1,686
53	42535-54900	Other Current Charges	0	Inflation	0	0	0	0	0
54	42535-54906	Administrative Services [1]	362,772	Labor	373,655	384,865	396,411	408,303	420,552
55	42535-54907	Uncollectible Accounts	0	Eliminate	0	0	0	0	0
56	42535-54909	Bank Service Charges	16,179	WW-Rev	16,179	16,606	17,063	17,535	18,024
57	42535-54912	Security/Monitoring Service	15,000	Inflation	15,345	15,698	16,075	16,460	16,856
58	42535-54918	Permit Fees	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
59	42535-54920	Payments In Lieu Of Taxes [2]	134,621	PILOT	139,333	144,209	149,257	154,481	159,888
60	42535-55100	Office Supplies	3,000	Inflation	3,069	3,140	3,215	3,292	3,371
61	42535-55200	Operating Supplies-Treatment	5,500	Inflation	5,627	5,756	5,894	6,036	6,180
62	42535-55200	Operating Supplies - Construct	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
63	42535-55200	Operating Supplies-Collection	6,500	Inflation	6,650	6,802	6,966	7,133	7,304
64	42535-55201	Gas & Oil	60,000	Fuel	63,000	66,150	69,458	72,930	76,577
65	42535-55202	Tires & Batteries	6,000	Inflation	6,138	6,279	6,430	6,584	6,742
66	42535-55203	Uniforms	7,000	Inflation	7,161	7,326	7,502	7,682	7,866
67	42535-55204	Minor Equipment-Treatment	5,000	Inflation	5,115	5,233	5,358	5,487	5,619
68	42535-55204	Minor Equipment - Construct	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
69	42535-55204	Minor Equipment-Collection	7,500	Inflation	7,673	7,849	8,037	8,230	8,428
70	42535-55205	Safety Equipment	1,500	Inflation	1,535	1,570	1,607	1,646	1,686
71	42535-55207	Chlorine	70,000	WW-Chem	75,999	82,512	89,583	97,261	105,596
72	42535-55209	Safety Shoes	5,000	Inflation	5,115	5,233	5,358	5,487	5,619
73	42535-55210	Laboratory Supplies	4,500	WWFlowInf	4,760	5,035	5,331	5,645	5,977

Table 1-4
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Wastewater System Operating Expenses

Line No.	Cost Center Code	Description	Budgeted 2017	Escalation Factor	Fiscal Year Ending September 30th,				
					2018	2019	2020	2021	2022
74	42535-55214	Polymer	22,000	Inflation	22,506	23,024	23,576	24,142	24,721
75	42535-55219	Software Renewals/Support	20,547	Inflation	21,020	21,503	22,019	22,548	23,089
76	42535-55400	Subscriptions & Dues	750	Inflation	767	785	804	823	843
77	42535-55401	Training & Education	0	Inflation	0	0	0	0	0
78	42535-55401	Training & Education-Treatment	2,000	Inflation	2,046	2,093	2,143	2,195	2,247
79	42535-55401	Training & Education - Constr	500	Inflation	512	523	536	549	562
80	42535-55401	Training & Education-Collectn	4,000	Inflation	4,092	4,186	4,287	4,389	4,495
81	42535-55409	Licenses & Certifications	250	Inflation	256	262	268	274	281
82	42535-55900	Depreciation	0	Eliminate	0	0	0	0	0
83		Subtotal Operating Expenses	<u>\$2,413,448</u>		<u>\$2,542,023</u>	<u>\$2,679,364</u>	<u>\$2,826,112</u>	<u>\$2,982,526</u>	<u>\$3,149,321</u>
		<u>Wastewater Capital Outlay [3]</u>							
84	42535-66305	Cap Out-Sewer System	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
85	42535-66305	Sewer System - Const Improvmnt	0	Eliminate	0	0	0	0	0
85	42535-66305	Sewer System - Other Imp. - Phoneline Conv.	0	Eliminate	0	0	0	0	0
86	42535-66305	Sewer System - Manhole/Lat Reh	0	Eliminate	0	0	0	0	0
87	42535-66305	Sewer Sys- Lake Hiawatha Force	0	Eliminate	0	0	0	0	0
88	42535-66305	Cap Out-Sewer Ext To Sector	0	Eliminate	0	0	0	0	0
89	42535-66305	Cap Out-Johns Lake Rd Reuse	0	Eliminate	0	0	0	0	0
90	42535-66321	Lift Station Improvements	0	Eliminate	0	0	0	0	0
91	42535-66321	Lift Station Pump Replacements	0	Eliminate	0	0	0	0	0
92	42535-66400	Cap Out-Vehicles	0	Eliminate	0	0	0	0	0
93	42535-66401	Capital Equipment	0	Eliminate	0	0	0	0	0
94	42535-66403	Cap Out- It Equipment	0	Eliminate	0	0	0	0	0
95	42535-66404	Cap Out-Software	0	Eliminate	0	0	0	0	0
96		Subtotal Wastewater Capital Outlay	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<u>Wastewater Debt Service [3]</u>							
97	42535-77119	Debt Svc-2009 Bond Principal	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
98	42535-77219	Debt Svc-2009 Bond Interest	0	Eliminate	0	0	0	0	0
99	42535-77300	Pay Agent Fees	0	Inflation	0	0	0	0	0
100	42535-77305	Debt Svc- Bond Issue Costs	0	Eliminate	0	0	0	0	0
101		Subtotal Wastewater Debt Service	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<u>Wastewater Transfers [3]</u>							
102	N/A	Transfer to General Fund	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
103	42599-59900	Transfer to Fund Reserves	0	Eliminate	0	0	0	0	0
104		Subtotal Wastewater Transfers	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<u>Other Wastewater Adjustments</u>							
105	Contingency	Contingency - 1.00% of O&M [4]	\$41,173	Input	\$42,696	\$46,083	\$48,745	\$51,053	\$53,495
106	BadDebt	Bad Debt Expense - 0.25% of Rate Revs. [5]	16,574	Input	16,824	16,951	17,787	18,667	19,595
107	Other	Other Adjustments	84,920	Input	(29,797)	67,874	71,796	75,195	78,791
108		Subtotal Other Wastewater Adjustments	<u>\$142,667</u>		<u>\$29,723</u>	<u>\$130,908</u>	<u>\$138,327</u>	<u>\$144,914</u>	<u>\$151,881</u>
109		Total Wastewater Operating Budget	<u><u>\$4,158,497</u></u>		<u><u>\$4,312,278</u></u>	<u><u>\$4,654,415</u></u>	<u><u>\$4,923,212</u></u>	<u><u>\$5,156,322</u></u>	<u><u>\$5,402,977</u></u>

Footnotes:

- [1] Budgeted amounts for the "Administrative Services" line are to reimburse the General Fund for services that benefit the Utility.
- [2] Budgeted amounts for the Payment in Lieu of Taxes (PILOT) are paid to the General Fund and are included in the Cost of Operation and Maintenance for coverage purposes.
- [3] Amounts are adjusted from budget as shown herein since such capital outlay expenses and debt service payments are reflected in the Capital Improvements Plan or the Revenue Requirements part of the rate model.
- [4] A contingency of 1.00% of O&M was added to allow for unforeseen contingencies.
- [5] An allowance for bad debt expense of 0.25% of rate was recognized to account for uncollectible revenues.

Table 1-5
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Combined Water and Wastewater System Operating Expenses

Line No.	Cost Center Code	Description	Budgeted 2017	Escalation Factor	Fiscal Year Ending September 30th,				
					2018	2019	2020	2021	2022
<u>Water Department</u>									
<u>Personnel Expenses</u>									
1	41533-12100	Regular Salaries	\$1,137,255	Labor	\$1,171,373	\$1,206,514	\$1,242,709	\$1,279,991	\$1,318,390
2	AddPer	Additional Personnel - Water	0	Input	0	41,297	130,338	179,383	184,765
3	41533-12110	Part-Time Salaries	0	Labor	0	0	0	0	0
4	41533-12120	Overtime Salaries	22,400	Labor	23,072	23,764	24,477	25,211	25,968
5	41533-12220	FICA	81,662	Labor	84,112	86,635	89,234	91,911	94,669
6	41533-12240	Defined Contribution Pension	115,965	Labor	119,444	123,027	126,718	130,520	134,435
7	41533-12300	Group Insurance	364,498	Health-Ins	386,368	409,550	434,123	460,170	487,781
8	41533-12305	Life Insurance	3,582	General-Ins	3,761	3,949	4,147	4,354	4,572
9	41533-12315	Employee Assistance Plan	468	Inflation	479	490	502	514	526
10	41533-12400	Workers Compensation	18,979	Labor	19,548	20,135	20,739	21,361	22,002
11	41533-12500	Unemployment Compensation	0	Labor	0	0	0	0	0
12	41533-12999	Sal/Ben-Personnel Changes	0	Labor	0	0	0	0	0
13		Subtotal Personnel Expenses	\$1,744,809		\$1,808,157	\$1,915,361	\$2,072,987	\$2,193,415	\$2,273,106
<u>Operating Expenses</u>									
14	41533-53100	Pro Svcs-General	\$36,000	Professional	\$37,440	\$38,938	\$40,495	\$42,115	\$43,800
15	41533-53100	Pro Svcs-12" Wtr Main Loop	0	Professional	0	0	0	0	0
16	41533-53100	Pro Svcs-General - Admin Bldg	0	Professional	0	0	0	0	0
17	41533-53100	Pro Svcs-Lower Fl Aquifer	0	Professional	0	0	0	0	0
18	41533-53100	Pro Svcs-General-Grand Hwy Wel	0	Professional	0	0	0	0	0
19	41533-53100	Pro Svcs-General - Cdbg	0	Eliminate	0	0	0	0	0
20	41533-53128	Background Investigations	0	Professional	0	0	0	0	0
21	41533-53129	Drug Screens	0	Professional	0	0	0	0	0
22	41533-53130	Medical Services	0	Professional	0	0	0	0	0
23	41533-53141	Pro Svcs-Alternative Water	0	Eliminate	0	0	0	0	0
24	41533-53141	Pro Svcs-Alternative Water	0	Eliminate	0	0	0	0	0
25	41533-53150	Pro Svcs-Laboratory	30,000	Professional	31,200	32,448	33,746	35,096	36,500
26	41533-53154	Pro Svcs-Investment Advisor	6,650	Professional	6,916	7,193	7,480	7,780	8,091
27	41533-53168	Pro Svcs-Safety Training	4,000	Professional	4,160	4,326	4,499	4,679	4,867
28	41533-53169	Pro Svcs-Utility Locates	2,000	Professional	2,080	2,163	2,250	2,340	2,433
29	41533-53183	Pro Svcs-Cup Requirements	50,000	Professional	52,000	54,080	56,243	58,493	60,833
30	41533-53401	Contract Svcs-General	0	Contractual	0	0	0	0	0
31	41533-53403	Contract Svcs-Mowing	10,000	Contractual	10,400	10,816	11,249	11,699	12,167
32	41533-53404	Contract Svcs-Pest Cont	300	Contractual	312	324	337	351	365
33	41533-53413	Contract Svcs-Armored Car	2,500	Contractual	2,600	2,704	2,812	2,925	3,042
34	41533-54001	Travel & Per Diem	0	Inflation	0	0	0	0	0
35	41533-54001	Travel & Per Diem-Treatment	700	Inflation	716	733	750	768	787
36	41533-54001	Travel & Per Diem-Distribution	2,000	Inflation	2,046	2,093	2,143	2,195	2,247
37	41533-54001	Travel & Per Diem-Construction	300	Inflation	307	314	321	329	337
38	41533-54101	Telephone	15,000	Inflation	15,345	15,698	16,075	16,460	16,856
39	41533-54102	Internet Service	4,500	Inflation	4,604	4,709	4,822	4,938	5,057
40	41533-54200	Postage & Freight	54,000	Inflation	55,242	56,513	57,869	59,258	60,680
41	41533-54300	Electric & Gas Svc-West Trtmnt	100,000	W-Elec	108,570	117,874	127,976	138,944	150,851
42	41533-54301	Water & Sewer Service	5,000	Inflation	5,115	5,233	5,358	5,487	5,619
43	41533-54306	Electric & Gas Svc-East Trmmt	350,000	W-Elec	379,995	412,561	447,917	486,304	527,980
44	41533-54400	Rentals-Equipment	500	Inflation	512	523	536	549	562
45	41533-54500	Commercial Insurance	145,595	General-Ins	152,875	160,518	168,544	176,972	185,820
46	41533-54501	Self-Insur Liab Claims	0	General-Ins	0	0	0	0	0
47	41533-54600	Repair & Maint-Buildings	2,000	Repair	2,060	2,122	2,185	2,251	2,319
48	41533-54601	Repair & Maint-Vehicles	10,000	Repair	10,300	10,609	10,927	11,255	11,593
49	41533-54610	Repair & Maint-Meters	60,000	Repair	61,800	63,654	65,564	67,531	69,556
50	41533-54611	Repair & Maint-Tanks	5,000	Repair	5,150	5,305	5,464	5,628	5,796
51	41533-54612	Repair & Maint-Systems	100,000	Repair	103,000	106,090	109,273	112,551	115,927
52	41533-54614	Repair & Maint-Equip-Treatment	46,000	Repair	47,380	48,801	50,265	51,773	53,327
53	41533-54623	Repair & Maint-It Equip	1,000	Repair	1,030	1,061	1,093	1,126	1,159
54	41533-54624	Repair & Maint-Water Wells	20,000	Repair	20,600	21,218	21,855	22,510	23,185
55	41533-54640	Repair & Maint-Copiers	500	Repair	515	530	546	563	580
56	41533-54700	Printing	25,000	Inflation	25,575	26,163	26,791	27,434	28,093
57	41533-54700	Printing - Re-Branding	0	Inflation	0	0	0	0	0
58	41533-54800	Advertising	2,000	Inflation	2,046	2,093	2,143	2,195	2,247
59	41533-54900	Other Current Charges	0	Inflation	0	0	0	0	0
60	41533-54900	Other Current Charges-Re-Brand	0	Inflation	0	0	0	0	0
61	41533-54906	Administrative Services [1]	344,938	Labor	355,286	365,945	376,923	388,231	399,878
62	41533-54907	Uncollectible Accounts	0	Eliminate	0	0	0	0	0
63	41533-54909	Bank Service Charges	23,821	Inflation	24,369	24,929	25,528	26,140	26,768
64	41533-54912	Security/Monitoring Service	15,000	Inflation	15,345	15,698	16,075	16,460	16,856
65	41533-54918	Permit Fees	10,000	Inflation	10,230	10,465	10,716	10,974	11,237
66	41533-54919	Collection Agency Fees	1,500	W-Rev	1,500	1,530	1,564	1,598	1,634
67	41533-54920	Payments In Lieu Of Taxes [2]	70,161	PILOT	72,617	75,158	77,789	80,511	83,329
68	41533-55100	Office Supplies	3,500	Inflation	3,581	3,663	3,751	3,841	3,933
69	41533-55200	Operating Supplies	0	Inflation	0	0	0	0	0
70	41533-55200	Operating Supplies-Treatment	12,000	Inflation	12,276	12,558	12,860	13,168	13,484
71	41533-55200	Operating Supplies-Distributn	7,000	Inflation	7,161	7,326	7,502	7,682	7,866
72	41533-55200	Operating Supplies-Constructn	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
73	41533-55201	Gas & Oil	60,000	Fuel	63,000	66,150	69,458	72,930	76,577

Table 1-5
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Combined Water and Wastewater System Operating Expenses

Line No.	Cost Center Code	Description	Budgeted 2017	Escalation Factor	Fiscal Year Ending September 30th,				
					2018	2019	2020	2021	2022
74	41533-55202	Tires & Batteries	6,000	Inflation	6,138	6,279	6,430	6,584	6,742
75	41533-55203	Uniforms	7,500	Inflation	7,673	7,849	8,037	8,230	8,428
76	41533-55204	Minor Equipment	0	Inflation	0	0	0	0	0
77	41533-55204	Minor Equipment-Treatment	4,000	Inflation	4,092	4,186	4,287	4,389	4,495
78	41533-55204	Minor Equipment-Distribution	6,000	Inflation	6,138	6,279	6,430	6,584	6,742
79	41533-55204	Minor Equipment-Construction	2,000	Inflation	2,046	2,093	2,143	2,195	2,247
80	41533-55205	Safety Equipment	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
81	41533-55207	Chlorine	50,000	W-Chem	54,285	58,937	63,988	69,472	75,426
82	41533-55208	Corrosion Control	10,000	Labor	10,300	10,609	10,927	11,255	11,593
83	41533-55209	Safety Shoes	5,000	Labor	5,150	5,305	5,464	5,628	5,796
84	41533-55210	Laboratory Supplies	1,500	WFlowInf	1,587	1,678	1,777	1,882	1,992
85	41533-55212	Community Relations	4,000	Inflation	4,092	4,186	4,287	4,389	4,495
86	41533-55218	Water Conservation Supplies	5,000	Inflation	5,115	5,233	5,358	5,487	5,619
87	41533-55219	Software Renewals/Support	23,000	Inflation	23,529	24,070	24,648	25,239	25,845
88	41533-55299	Unbilled Fuel Usage	0	Fuel	0	0	0	0	0
89	41533-55400	Subscriptions & Dues	3,000	Inflation	3,069	3,140	3,215	3,292	3,371
90	41533-55401	Training & Education	0	Inflation	0	0	0	0	0
91	41533-55401	Training & Education-Treatment	3,900	Inflation	3,990	4,081	4,179	4,280	4,382
92	41533-55401	Training & Education-Distribtn	4,800	Inflation	4,910	5,023	5,144	5,267	5,394
93	41533-55401	Training & Education-Constrctn	300	Inflation	307	314	321	329	337
94	41533-55409	Licenses & Certifications	250	Inflation	256	262	268	274	281
95	41533-55900	Depreciation	0	Eliminate	0	0	0	0	0
96		Subtotal Operating Expenses	<u>\$1,776,715</u>		<u>\$1,861,976</u>	<u>\$1,952,448</u>	<u>\$2,048,742</u>	<u>\$2,151,003</u>	<u>\$2,259,667</u>
		<u>Water Capital Outlay [3]</u>							
97	41533-66201	Cap Out-Admin Bldg Expansion	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
98	41533-66300	Cap Out-Fiber Optic Network	0	Eliminate	0	0	0	0	0
99	41533-66300	Cap Out-Bloxxam Elevated Tank	0	Eliminate	0	0	0	0	0
100	41533-66307	Cap Out-Water System - Other System Imp.	0	Eliminate	0	0	0	0	0
101	41533-66307	Cap Out-Water System	0	Eliminate	0	0	0	0	0
102	41533-66307	East & West Water Interconnect	0	Eliminate	0	0	0	0	0
103	41533-66307	Wtr Sys-12" Water Main Loop	0	Eliminate	0	0	0	0	0
104	41533-66307	Wtr Sys-Water Ext To Sector	0	Eliminate	0	0	0	0	0
105	41533-66307	Water System -Hampton & Almond	0	Eliminate	0	0	0	0	0
106	41533-66307	Water System Cap Out - Lower FL Aquifer	0	Eliminate	0	0	0	0	0
107	41533-66307	Water System - Prince Ed Ave	0	Eliminate	0	0	0	0	0
108	41533-66307	Cap Out-Grand Hwy Well	0	Eliminate	0	0	0	0	0
109	41533-66307	Cap Out-Water System - Cdbg	0	Eliminate	0	0	0	0	0
110	41533-66308	Cap Out-Water Inventory	0	Eliminate	0	0	0	0	0
111	41533-66308	Cap Out-Water Inventory	0	Eliminate	0	0	0	0	0
112	41533-66400	Cap Out-Vehicles	0	Eliminate	0	0	0	0	0
113	41533-66401	Capital Equipment	0	Eliminate	0	0	0	0	0
114	41533-66403	Cap Out- It Equipment	0	Eliminate	0	0	0	0	0
115	41533-66403	Cap Out- Asset Management	0	Eliminate	0	0	0	0	0
116	41533-66404	Cap Out-Software	0	Eliminate	0	0	0	0	0
117		Subtotal Water Capital Outlay	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<u>Water Debt Service [3]</u>							
118	41533-77119	Debt Svc-2009 Bond Principal	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
119	41533-77219	Debt Svc-2009 Bond Interest	0	Eliminate	0	0	0	0	0
120	41533-77300	Pay Agent Fees	0	Inflation	0	0	0	0	0
121	41533-77305	Debt Svc- Bond Issue Costs	0	Eliminate	0	0	0	0	0
122		Subtotal Water Debt Service	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<u>Water Transfers [3]</u>							
123	41581-99100	Transfer to General Fund	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
124	41581-99101	Transfer to Stormwater Fund	0	Eliminate	0	0	0	0	0
125	41599-59900	Transfer to Fund Reserves	0	Eliminate	0	0	0	0	0
126		Subtotal Water Transfers	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<u>Other Water Adjustments</u>							
127	Contingency	Contingency - 1.00% of O&M [4]	\$34,950	Input	\$38,847	\$40,273	\$42,910	\$45,224	\$47,181
128	BadDebt	Bad Debt Expense - 0.25% of Rate Revs. [5]	16,055	Input	16,055	15,458	15,795	16,144	16,504
129	Other	Other Adjustments	(42,589)	Input	198,559	144,059	153,516	161,810	168,826
130		Subtotal Other Water Adjustments	<u>\$8,416</u>		<u>\$253,461</u>	<u>\$199,790</u>	<u>\$212,222</u>	<u>\$223,178</u>	<u>\$232,511</u>
131		Total Water Operating Budget	<u><u>\$3,529,940</u></u>		<u><u>\$3,923,594</u></u>	<u><u>\$4,067,599</u></u>	<u><u>\$4,333,950</u></u>	<u><u>\$4,567,596</u></u>	<u><u>\$4,765,284</u></u>

Wastewater Department

Personnel Expenses

132	42535-12100	Regular Salaries	\$1,055,302	Labor	\$1,086,961	\$1,119,570	\$1,153,157	\$1,187,752	\$1,223,384
133	AddPer	Additional Personnel - Wastewater	0	Input	80,550	124,264	176,591	181,889	187,346
134	42535-12110	Part-Time Salaries	0	Labor	0	0	0	0	0
135	42535-12120	Overtime Salaries	23,100	Labor	23,793	24,507	25,242	25,999	26,779

Table 1-5
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Combined Water and Wastewater System Operating Expenses

Line No.	Cost Center Code	Description	Budgeted 2017	Escalation Factor	Fiscal Year Ending September 30th,				
					2018	2019	2020	2021	2022
136	42535-12220	FICA	76,279	Labor	78,567	80,924	83,352	85,853	88,428
137	42535-12240	Defined Contribution Pension	107,840	Labor	111,075	114,407	117,840	121,375	125,016
138	42535-12300	Group Insurance	315,479	Health-Ins	334,408	354,472	375,741	398,285	422,182
139	42535-12305	Life Insurance	3,324	General-Ins	3,490	3,665	3,848	4,040	4,242
140	42535-12315	Employee Assistance Plan	432	Inflation	442	452	463	474	485
141	42535-12400	Workers Compensation	20,626	Labor	21,245	21,882	22,539	23,215	23,911
142	42535-12500	Unemployment Compensation	0	Labor	0	0	0	0	0
143	42535-12999	Sal/Ben-Personnel Changes	0	Labor	0	0	0	0	0
144		Subtotal Personnel Expenses	\$1,602,382		\$1,740,531	\$1,844,143	\$1,958,772	\$2,028,882	\$2,101,775
		<u>Operating Expenses</u>							
145	42535-53100	Pro Svcs-General	\$66,750	Professional	\$69,420	\$72,197	\$75,085	\$78,088	\$81,212
146	42535-53100	Pro Svcs-General - Sewer Impr	0	Professional	0	0	0	0	0
147	42535-53100	Pro Svcs-Johns Lake Rd Reuse	0	Professional	0	0	0	0	0
148	42535-53128	Background Investigations	0	Professional	0	0	0	0	0
149	42535-53129	Drug Screens	0	Professional	0	0	0	0	0
150	42535-53130	Medical Services	0	Professional	0	0	0	0	0
151	42535-53150	Pro Svces-Laboratory	25,000	Professional	26,000	27,040	28,122	29,246	30,416
152	42535-53154	Pro Svces-Investment Advisor	7,165	Professional	7,452	7,750	8,060	8,382	8,717
153	42535-53168	Pro Svces-Safety Training	4,000	Professional	4,160	4,326	4,499	4,679	4,867
154	42535-53169	Pro Svces-Utility Locates	2,500	Professional	2,600	2,704	2,812	2,925	3,042
155	42535-53401	Contract Svcs-General	0	Contractual	0	0	0	0	0
156	42535-53403	Contract Svcs-Mowing	8,000	Contractual	8,320	8,653	8,999	9,359	9,733
157	42535-53404	Contract Svces-Pest Cont	300	Contractual	312	324	337	351	365
158	42535-53408	Contract Svces-Sewer Cleaning	0	Contractual	0	0	0	0	0
159	42535-53410	Contract Svces-Odor Control Ea	60,000	Contractual	62,400	64,896	67,492	70,192	72,999
160	42535-53413	Contract Svces-Armored Car	2,400	Contractual	2,496	2,596	2,700	2,808	2,920
161	42535-54001	Travel & Per Diem	500	Inflation	512	523	536	549	562
162	42535-54001	Travel & Per Diem - Treatment	400	Inflation	409	419	429	439	449
163	42535-54001	Travel & Per Diem - Construct	500	Inflation	512	523	536	549	562
164	42535-54001	Travel & Per Diem - Collection	1,500	Inflation	1,535	1,570	1,607	1,646	1,686
165	42535-54101	Telephone	18,300	Inflation	18,721	19,151	19,611	20,082	20,564
166	42535-54102	Internet Service	2,000	Inflation	2,046	2,093	2,143	2,195	2,247
167	42535-54200	Postage & Freight	20,000	Inflation	20,460	20,931	21,433	21,947	22,474
168	42535-54301	Water & Sewer Service	15,000	Inflation	15,345	15,698	16,075	16,460	16,856
169	42535-54307	Electric & Gas Svc-East Plant	366,000	WW-Elec	397,366	431,420	468,393	508,535	552,116
170	42535-54308	Electric & Gas Svc-W Lift Sta	67,000	WW-Elec	72,742	78,976	85,744	93,092	101,070
171	42535-54309	Electric & Gas Svc-E Lift Sta	300,000	WW-Elec	325,710	353,623	383,929	416,832	452,554
172	42535-54310	Sludge Disposal-East	200,000	WWFlowInf	211,556	223,781	236,942	250,878	265,634
173	42535-54400	Rentals-Equipment	500	Inflation	512	523	536	549	562
174	42535-54500	Commercial Insurance	194,514	General-Ins	204,240	214,452	225,174	236,433	248,255
175	42535-54600	Repair & Maint-Buildings	3,000	Repair	3,090	3,183	3,278	3,377	3,478
176	42535-54601	Repair & Maint-Vehicles	15,000	Repair	15,450	15,914	16,391	16,883	17,389
177	42535-54612	Repair & Maint-Systems	50,000	Repair	51,500	53,045	54,636	56,275	57,964
178	42535-54614	Repair & Maint-Equip-Treatment	61,000	Repair	62,830	64,715	66,656	68,656	70,716
179	42535-54619	Repair & Maint-Equip-Collect	150,000	Repair	154,500	159,135	163,909	168,826	173,891
180	42535-54623	Repair & Maint-It Equip	0	Repair	0	0	0	0	0
181	42535-54640	Repair & Maint-Copiers	500	Repair	515	530	546	563	580
182	42535-54700	Printing	7,000	Inflation	7,161	7,326	7,502	7,682	7,866
183	42535-54800	Advertising	1,500	Inflation	1,535	1,570	1,607	1,646	1,686
184	42535-54900	Other Current Charges	0	Inflation	0	0	0	0	0
185	42535-54906	Administrative Services [1]	362,772	Labor	373,655	384,865	396,411	408,303	420,552
186	42535-54907	Uncollectible Accounts	0	Eliminate	0	0	0	0	0
187	42535-54909	Bank Service Charges	16,179	WW-Rev	16,179	16,606	17,063	17,535	18,024
188	42535-54912	Security/Monitoring Service	15,000	Inflation	15,345	15,698	16,075	16,460	16,856
189	42535-54918	Permit Fees	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
190	42535-54920	Payments In Lieu Of Taxes [2]	134,621	PILOT	139,333	144,209	149,257	154,481	159,888
191	42535-55100	Office Supplies	3,000	Inflation	3,069	3,140	3,215	3,292	3,371
192	42535-55200	Operating Supplies-Treatment	5,500	Inflation	5,627	5,756	5,894	6,036	6,180
193	42535-55200	Operating Supplies - Construct	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
194	42535-55200	Operating Supplies-Collection	6,500	Inflation	6,650	6,802	6,966	7,133	7,304
195	42535-55201	Gas & Oil	60,000	Fuel	63,000	66,150	69,458	72,930	76,577
196	42535-55202	Tires & Batteries	6,000	Inflation	6,138	6,279	6,430	6,584	6,742
197	42535-55203	Uniforms	7,000	Inflation	7,161	7,326	7,502	7,682	7,866
198	42535-55204	Minor Equipment-Treatment	5,000	Inflation	5,115	5,233	5,358	5,487	5,619
199	42535-55204	Minor Equipment - Construct	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
200	42535-55204	Minor Equipment-Collection	7,500	Inflation	7,673	7,849	8,037	8,230	8,428
201	42535-55205	Safety Equipment	1,500	Inflation	1,535	1,570	1,607	1,646	1,686
202	42535-55207	Chlorine	70,000	WW-Chem	75,999	82,512	89,583	97,261	105,596
203	42535-55209	Safety Shoes	5,000	Inflation	5,115	5,233	5,358	5,487	5,619
204	42535-55210	Laboratory Supplies	4,500	WWFlowInf	4,760	5,035	5,331	5,645	5,977
205	42535-55214	Polymer	22,000	Inflation	22,506	23,024	23,576	24,142	24,721
206	42535-55219	Software Renewals/Support	20,547	Inflation	21,020	21,503	22,019	22,548	23,089
207	42535-55400	Subscriptions & Dues	750	Inflation	767	785	804	823	843
208	42535-55401	Training & Education	0	Inflation	0	0	0	0	0
209	42535-55401	Training & Education-Treatment	2,000	Inflation	2,046	2,093	2,143	2,195	2,247
210	42535-55401	Training & Education - Constr	500	Inflation	512	523	536	549	562
211	42535-55401	Training & Education-Collectn	4,000	Inflation	4,092	4,186	4,287	4,389	4,495

Table 1-5
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Combined Water and Wastewater System Operating Expenses

Line No.	Cost Center Code	Description	Budgeted 2017	Escalation Factor	Fiscal Year Ending September 30th,				
					2018	2019	2020	2021	2022
212	42535-55409	Licenses & Certifications	250	Inflation	256	262	268	274	281
213	42535-55900	Depreciation	0	Eliminate	0	0	0	0	0
214		Subtotal Operating Expenses	<u>\$2,413,448</u>		<u>\$2,542,023</u>	<u>\$2,679,364</u>	<u>\$2,826,112</u>	<u>\$2,982,526</u>	<u>\$3,149,321</u>
		<u>Wastewater Capital Outlay [4]</u>							
215	42535-66305	Cap Out-Sewer System	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
216	42535-66305	Sewer System - Const Improvmt	0	Eliminate	0	0	0	0	0
216	42535-66305	Sewer System - Other Imp. - Phoneline Conv.	0	Eliminate	0	0	0	0	0
217	42535-66305	Sewer System - Manhole/Lat Reh	0	Eliminate	0	0	0	0	0
218	42535-66305	Sewer Sys- Lake Hiawatha Force	0	Eliminate	0	0	0	0	0
219	42535-66305	Cap Out-Sewer Ext To Sector	0	Eliminate	0	0	0	0	0
220	42535-66305	Cap Out-Johns Lake Rd Reuse	0	Eliminate	0	0	0	0	0
221	42535-66321	Lift Station Improvements	0	Eliminate	0	0	0	0	0
222	42535-66321	Lift Station Pump Replacements	0	Eliminate	0	0	0	0	0
223	42535-66400	Cap Out-Vehicles	0	Eliminate	0	0	0	0	0
224	42535-66401	Capital Equipment	0	Eliminate	0	0	0	0	0
225	42535-66403	Cap Out- It Equipment	0	Eliminate	0	0	0	0	0
226	42535-66404	Cap Out-Software	0	Eliminate	0	0	0	0	0
227		Subtotal Wastewater Capital Outlay	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<u>Wastewater Debt Service [4]</u>							
228	42535-77119	Debt Svc-2009 Bond Principal	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
229	42535-77219	Debt Svc-2009 Bond Interest	0	Eliminate	0	0	0	0	0
230	42535-77300	Pay Agent Fees	0	Inflation	0	0	0	0	0
231	42535-77305	Debt Svc- Bond Issue Costs	0	Eliminate	0	0	0	0	0
232		Subtotal Wastewater Debt Service	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<u>Wastewater Transfers [4]</u>							
233	N/A	Transfer to General Fund	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
234	42599-59900	Transfer to Fund Reserves	0	Eliminate	0	0	0	0	0
235		Subtotal Wastewater Transfers	<u>\$0</u>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<u>Other Wastewater Adjustments</u>							
236	Contingency	Contingency - 1.00% of O&M [4]	\$41,173	Input	\$42,696	\$46,083	\$48,745	\$51,053	\$53,495
237	BadDebt	Bad Debt Expense - 0.25% of Rate Revs. [5]	16,574	Input	16,824	16,951	17,787	18,667	19,595
238	Other	Other Adjustments	84,920	Inflation	(29,797)	67,874	71,796	75,195	78,791
239		Subtotal Other Wastewater Adjustments	<u>\$142,667</u>		<u>\$29,723</u>	<u>\$130,908</u>	<u>\$138,327</u>	<u>\$144,914</u>	<u>\$151,881</u>
240		Total Wastewater Operating Budget	<u>\$4,158,497</u>		<u>\$4,312,278</u>	<u>\$4,654,415</u>	<u>\$4,923,212</u>	<u>\$5,156,322</u>	<u>\$5,402,977</u>
241		Grand Total Operating Budget	<u>\$7,688,437</u>		<u>\$8,235,872</u>	<u>\$8,722,014</u>	<u>\$9,257,161</u>	<u>\$9,723,917</u>	<u>\$10,168,261</u>

Footnotes:

- [1] Budgeted amounts for the "Administrative Services" line are to reimburse the General Fund for services that benefit the Utility.
- [2] Budgeted amounts for the Payment in Lieu of Taxes (PILOT) are paid to the General Fund and are included in the Cost of Operation and Maintenance for coverage purposes.
- [3] Amounts are adjusted from budget as shown herein since such capital outlay expenses and debt service payments are reflected in the Capital Improvements Plan or the Revenue Requirements part of the rate model.
- [4] A contingency of 1.00% of O&M was added to allow for unforeseen contingencies.
- [5] An allowance for bad debt expense of 0.25% of rate was recognized to account for uncollectible revenues.

Table 1-6
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Summary of Projected Escalation Factors

Line No.	Description	Escalation Factor	Fiscal Year Ending September 30th,				
			2018	2019	2020	2021	2022
1	Inflation (CPI) [1]	Inflation	1.023	1.023	1.024	1.024	1.024
2	Labor [2]	Labor	1.030	1.030	1.030	1.030	1.030
3	Health Insurance	Health-Ins	1.060	1.060	1.060	1.060	1.060
4	Contractual Services	Contractual	1.040	1.040	1.040	1.040	1.040
5	Professional Services	Professional	1.040	1.040	1.040	1.040	1.040
6	General Insurance	General-Ins	1.050	1.050	1.050	1.050	1.050
7	Repair and Maintenance	Repair	1.030	1.030	1.030	1.030	1.030
8	Chemicals	Chemicals	1.050	1.050	1.050	1.050	1.050
9	Electricity	Electricity	1.050	1.050	1.050	1.050	1.050
10	Fuel & Oil	Fuel	1.050	1.050	1.050	1.050	1.050
11	Constant	Constant	1.000	1.000	1.000	1.000	1.000
12	Eliminate	Eliminate	0.000	0.000	0.000	0.000	0.000
13	Marginal	Marginal	1.010	1.010	1.010	1.010	1.010
14	Water Customer Accounts	W-Accounts	1.034	1.034	1.034	1.034	1.034
15	Wastewater Customer Accounts	WW-Accounts	1.034	1.034	1.034	1.034	1.034
16	Treated Water Flows	W-Flows	1.034	1.034	1.034	1.034	1.034
17	Treated Wastewater Flows	WW-Flows	1.034	1.034	1.034	1.034	1.034
18	Water Flows + Inflation	WFlowInf	1.058	1.058	1.059	1.059	1.059
19	Wastewater Flows + Inflation	WWFlowInf	1.058	1.058	1.059	1.059	1.059
20	Water Flows + Chemicals	W-Chem	1.086	1.086	1.086	1.086	1.086
21	Water Flows + Electricity	W-Elec	1.086	1.086	1.086	1.086	1.086
22	Wastewater Flows + Chemicals	WW-Chem	1.086	1.086	1.086	1.086	1.086
23	Wastewater Flows + Electricity	WW-Elec	1.086	1.086	1.086	1.086	1.086
24	Change in Water Customers	W-Growth	1.034	1.034	1.034	1.034	1.034
25	Change in Wastewater Customers	WW-Growth	1.034	1.034	1.034	1.034	1.034
26	Water Rate Revenues	W-Rev	1.000	1.020	1.022	1.022	1.022
27	Wastewater Rate Revenues	WW-Rev	1.000	1.026	1.028	1.028	1.028
28	Payment In Lieu of Taxes (PILOT)	PILOT	1.035	1.035	1.035	1.035	1.035

Footnotes:

[1] Estimated based on projections from *Budget and Economic Outlook: 2017 to 2027*, published by the Congressional Budget Office in January 2017.

[2] Based on discussions with City Staff.

Table 1-7
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Capital Improvement Program Funding Plan

Line No.	Description	Escalation Reference	Funding Source	Fiscal Year Ending September 30,					Total
				2018	2019	2020	2021	2022	CIP
<u>CIP Escalation Factor Alternatives</u>									
<u>General Project Escalators</u>									
1	No Assumed Escalation (0.0% per Year)	None		1.000	1.000	1.000	1.000	1.000	
2	Capital Outlay (3.5% per Year)	Outlay		1.000	1.035	1.071	1.109	1.148	
3	ENR Index Average (3.0% per Year)	ENR		1.000	1.030	1.061	1.093	1.126	
4	Marginal Increase (1.0% per Year)	Marginal		1.000	1.010	1.020	1.030	1.041	
5	High Increase (5.0% per Year)	High		1.000	1.050	1.103	1.158	1.216	
<u>Water System:</u>									
6	1.0 Mgd Gst Greater Hills WTP	ENR	W-R&R	\$0	\$0	\$1,485,260	\$0	\$0	\$1,485,260
7	Water Building Expansion / Crane System (I of II)	ENR	W-Impact	340,000	0	0	0	0	340,000
8	East Water System Looping (I of II)	ENR	W-Impact	300,000	0	318,270	0	337,653	955,923
9	Lower Floridian Wells At Sunburst WTP Phase 1 (I of II)	ENR	W-Rates	485,500	0	0	0	0	485,500
10	Lower Floridian Wells At Sunburst WTP Phase 1 (II of II)	ENR	Grant	0	0	0	0	0	0
11	Water Vehicles (Replace Large Vehichles)	ENR	W-Rates	110,680	55,178	57,686	60,309	0	283,853
12	West Water System Improvements	ENR	W-R&R	0	0	4,243,600	0	0	4,243,600
13	Asset Management System Implementation	ENR	W-Rates	20,000	0	0	0	0	20,000
14	Capital Outlay - Water Inventory	ENR	W-R&R	258,552	0	0	0	0	258,552
15	Water Software	ENR	W-Rates	2,764	0	0	0	0	2,764
16	Reclaim System Expansion of Transmission Lines	ENR	W-Impact	0	0	0	437,091	0	437,091
17	Reclaimed Water System Loop	ENR	W-R&R	0	515,000	0	0	0	515,000
18	Utility Master Plan Updates	ENR	W-R&R	0	103,000	0	0	0	103,000
19	Blacks West Tie In	ENR	W-R&R	0	0	0	546,364	0	546,364
20	Water/Irrigation Meters New Construction	ENR	W-R&R	0	257,500	265,225	196,691	202,592	922,007
21	Hartle Road Water Extension	ENR	W-Impact	0	309,000	0	0	0	309,000
22	Wall Between Water Plant and Subdivision	ENR	W-Impact	600,000	0	0	0	0	600,000
23	Other Miscellaneous Water Adjustments - FY 2017 & 2018 Budget Adj.	None	W-R&R	\$525,000	\$0	\$0	\$0	\$0	\$525,000
24	Ongoing Water Capital Outlay	Outlay	W-Rates	\$34,000	\$35,190	\$36,422	\$37,696	\$39,016	\$182,324
25	Subtotal Water System			\$2,676,496	\$1,274,868	\$6,406,463	\$1,278,150	\$579,260	\$12,215,237

Table 1-7
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Capital Improvement Program Funding Plan

Line No.	Description	Escalation Reference	Funding Source	Fiscal Year Ending September 30,					Total CIP
				2018	2019	2020	2021	2022	
	<u>Wastewater System:</u>								
26	Wastewater Treatment Facility Expansion	ENR	Junior1	\$0	\$0	\$0	\$0	\$0	\$0
27	Wastewater Treatment Facility Expansion II of IV	ENR	S-Impact	3,485,000	1,030,000	7,426,300	2,500,000	0	14,441,300
28	Wastewater Treatment Facility Expansion III of IV	ENR	S-Rates	0	0	0	0	0	0
29	Wastewater Treatment Facility Expansion IV of IV	ENR	S-R&R	0	0	0	5,149,089	0	5,149,089
30	Lift Station Pumps	ENR	S-Rates	300,000	103,000	106,090	109,273	112,551	730,914
31	Regional Lift Station And Forcemain	ENR	Developer	2,000,000	0	0	0	0	2,000,000
32	Sewer System Force Main Replacement (Split Funding I of II)	ENR	S-R&R	0	0	0	0	0	0
33	Sewer System Force Main Replacement (Split Funding II of II)	ENR	S-Op	0	0	0	327,818	0	327,818
34	Sewer System Lift Station Upgrades (Split Funding I of II)	ENR	S-R&R	480,000	515,000	530,450	273,182	281,377	2,080,009
35	Sewer System Main Lining (Split Funding I of II)	ENR	S-R&R	540,000	0	572,886	0	0	1,112,886
36	Sewer System Manhole/Lateral Rehab	ENR	S-R&R	0	206,000	0	0	225,102	431,102
37	Sewer Vehicles	ENR	S-Rates	101,990	224,658	492,263	0	0	818,911
38	Const. Improvement	ENR	S-Rates	1,516	0	0	0	0	1,516
39	Wastewater Software	ENR	S-Rates	2,853	0	0	0	0	2,853
40	Master Plan Updates	ENR	S-Op	0	206,000	0	0	0	206,000
41	Lift Station Auto Dialer System	ENR	S-Op	10,000	0	0	0	0	10,000
42	Capital Outlay - Software (Impact Fees)	ENR	S-Impact	120,000	0	0	0	0	120,000
43	Mobile Lift Stations Generator	ENR	S-Impact	275,000	0	0	0	0	275,000
44	Sewer Lines Cleaning Truck	ENR	S-Impact	420,000	0	0	0	0	420,000
45	Resuse Storage Tank Expansion Design	ENR	S-Impact	300,000	0	0	0	0	300,000
46	Other Miscellaneous Wastewater Adjustments	None	S-Impact	\$0	\$0	\$0	\$0	\$0	\$0
47	Ongoing Wastewater Capital Outlay	Outlay	S-Rates	\$83,000	\$47,610	\$49,276	\$51,001	\$52,786	\$283,673
48	Subtotal Wastewater System			\$8,119,359	\$2,332,268	\$9,177,265	\$8,410,363	\$671,816	\$28,711,071
49	Total Combined System CIP			\$10,795,855	\$3,607,137	\$15,583,728	\$9,688,513	\$1,251,076	\$40,926,309

Table 1-7
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Capital Improvement Program Funding Plan

Line No.	Description	Escalation Reference	Funding Source	Fiscal Year Ending September 30,					Total CIP
				2018	2019	2020	2021	2022	
<u>Project Funding Sources Summary</u>									
Water Funding Sources:									
50	Water Rates		W-Rates	\$652,944	\$90,368	\$94,108	\$98,005	\$39,016	\$974,441
51	Operating Fund		W-Op	0	0	0	0	0	0
52	Capital Fund		W-R&R	783,552	875,500	5,994,085	743,054	202,592	8,598,783
53	Water Impact Fees		W-Impact	1,240,000	309,000	318,270	437,091	337,653	2,642,013
54	Developer Funded		Developer	0	0	0	0	0	0
55	Subtotal Water Funding Sources			\$2,676,496	\$1,274,868	\$6,406,463	\$1,278,150	\$579,260	\$12,215,237
Wastewater Funding Sources:									
56	Wastewater Rates		S-Rates	\$489,359	\$375,268	\$647,629	\$160,274	\$165,337	\$1,837,867
57	Operating Fund		S-Op	10,000	206,000	0	327,818	0	543,818
58	Capital Fund		S-R&R	1,020,000	721,000	1,103,336	5,422,271	506,479	8,773,086
59	Wastewater Impact Fees		S-Impact	4,600,000	1,030,000	7,426,300	2,500,000	0	15,556,300
60	Developer Funded		Developer	2,000,000	0	0	0	0	2,000,000
61	Subtotal Wastewater Funding Sources			\$8,119,359	\$2,332,268	\$9,177,265	\$8,410,363	\$671,816	\$28,711,071
Total Funding Sources:									
62	Water & Wastewater Rates		Rates	\$1,142,303	\$465,637	\$741,737	\$258,279	\$204,353	\$2,812,308
63	Operating Fund		Op	10,000	206,000	0	327,818	0	543,818
64	Capital Fund		R&R	1,803,552	1,596,500	7,097,421	6,165,325	709,071	17,371,869
65	Water and Wastewater Impact Fees		Impact Fees	5,840,000	1,339,000	7,744,570	2,937,091	337,653	18,198,313
66	Developer Funded		Developer	2,000,000	0	0	0	0	2,000,000
67	Total Funding Sources			\$10,795,855	\$3,607,137	\$15,583,728	\$9,688,513	\$1,251,076	\$40,926,309

Footnotes:

[1] Original amounts as provided by staff and adjusted for inflation.

Table 1-8
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Summary of Existing and Proposed Annual Debt Service Payments - Accrual Basis

Line No.	Description	Fiscal Year Ending September 30th,					
		2017	2018	2019	2020	2021	2022
Water System:							
<u>Existing Debt Service:</u>							
1	Water and Sewer Revenue Refunding Bonds, Series 2009	\$424,438	\$424,222	\$423,926	\$423,718	\$424,393	\$424,709
2	Total Existing Debt Service Payments	\$424,438	\$424,222	\$423,926	\$423,718	\$424,393	\$424,709
<u>Proposed Debt Service:</u>							
<u>Proposed Senior Lien Debt:</u>							
3	Additional Senior Lien Debt 1	\$0	\$0	\$0	\$0	\$0	\$0
4	Additional Senior Lien Debt 2	0	0	0	0	0	0
5	Additional Senior Lien Debt 3	0	0	0	0	0	0
6	Additional Senior Lien Debt 4	0	0	0	0	0	0
7	Total Proposed Senior Lien Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0
<u>Proposed Subordinate Lien Debt:</u>							
8	Additional Subordinate Lien Debt 1	\$0	\$0	\$0	\$0	\$0	\$0
9	Additional Subordinate Lien Debt 2	0	0	0	0	0	0
10	Additional Subordinate Lien Debt 3	0	0	0	0	0	0
11	Additional Subordinate Lien Debt 4	0	0	0	0	0	0
12	Total Proposed Subordinate Lien Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0
13	Total Proposed Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0
14	Total Existing and Proposed Debt Service Payments	\$424,438	\$424,222	\$423,926	\$423,718	\$424,393	\$424,709
Wastewater System							
<u>Existing Debt Service:</u>							
15	Water and Sewer Revenue Refunding Bonds, Series 2009	\$756,318	\$755,933	\$755,405	\$755,034	\$756,238	\$756,801
16	Total Existing Debt Service Payments	\$756,318	\$755,933	\$755,405	\$755,034	\$756,238	\$756,801
<u>Proposed Debt Service:</u>							
<u>Proposed Senior Lien Debt:</u>							
17	Additional Senior Lien Debt 1	\$0	\$0	\$0	\$0	\$0	\$0
18	Additional Senior Lien Debt 2	0	0	0	0	0	0
19	Additional Senior Lien Debt 3	0	0	0	0	0	0
20	Additional Senior Lien Debt 4	0	0	0	0	0	0
21	Total Proposed Senior Lien Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0
<u>Proposed Subordinate Lien Debt:</u>							
22	Additional Subordinate Lien Debt 1	\$0	\$0	\$0	\$0	\$0	\$0
23	Additional Subordinate Lien Debt 2	0	0	0	0	0	0
24	Additional Subordinate Lien Debt 3	0	0	0	0	0	0
25	Additional Subordinate Lien Debt 4	0	0	0	0	0	0
26	Total Proposed Subordinate Lien Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0
27	Total Proposed Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0
28	Total Existing and Proposed Debt Service Payments	\$756,318	\$755,933	\$755,405	\$755,034	\$756,238	\$756,801
Combined System							
<u>Existing Debt Service:</u>							
29	Water and Sewer Revenue Refunding Bonds, Series 2009	\$1,180,756	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
30	Total Existing Debt Service Payments	\$1,180,756	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510

Table 1-8
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Summary of Existing and Proposed Annual Debt Service Payments - Accrual Basis

Line No.	Description	Fiscal Year Ending September 30th,					
		2017	2018	2019	2020	2021	2022
	<u>Proposed Debt Service:</u>						
	<u>Proposed Senior Lien Debt:</u>						
31	Additional Senior Lien Debt 1	\$0	\$0	\$0	\$0	\$0	\$0
32	Additional Senior Lien Debt 2	0	0	0	0	0	0
33	Additional Senior Lien Debt 3	0	0	0	0	0	0
34	Additional Senior Lien Debt 4	0	0	0	0	0	0
35	Total Proposed Senior Lien Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0
	<u>Proposed Subordinate Lien Debt:</u>						
36	Additional Subordinate Lien Debt 1	\$0	\$0	\$0	\$0	\$0	\$0
37	Additional Subordinate Lien Debt 2	0	0	0	0	0	0
38	Additional Subordinate Lien Debt 3	0	0	0	0	0	0
39	Additional Subordinate Lien Debt 4	0	0	0	0	0	0
40	Total Proposed Subordinate Lien Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0
41	Total Proposed Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0
42	Total Existing and Proposed Debt Service Payments	\$1,180,756	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510

Table 1-9
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Combined Water and Wastewater System Revenue Requirements

Line No.	Description	Fiscal Year Ending September 30th,				
		2018	2019	2020	2021	2022
	<u>Operating Expenses: [1]</u>					
1	Operating Expenses	\$7,952,687	\$8,391,316	\$8,906,612	\$9,355,825	\$9,783,869
2	Contingency - 1.00%	81,543	86,357	91,655	96,276	100,676
3	Bad Debt Expense - 0.25%	32,879	32,409	33,582	34,811	36,099
4	Other Adjustments	168,762	211,932	225,312	237,005	247,617
5	Total Operating Expenses	\$8,235,872	\$8,722,014	\$9,257,161	\$9,723,917	\$10,168,261
	<u>Debt Service Payments:</u>					
	<u>Existing Debt Service: [2]</u>					
6	Water and Sewer Revenue Refunding Bonds, Series 2009	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
7	Total Existing Debt Service Payments	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
8	Total Annual Debt Service Payments	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
	<u>Other Revenue Requirements:</u>					
9	Payment In Lieu of Franchise Fees [3]	\$1,996,901	\$1,944,563	\$2,014,923	\$2,088,633	\$2,165,946
10	Capital Fund Transfer [4]	1,180,399	1,524,749	1,509,824	1,892,073	1,738,771
11	Capital Funded From Rates [5]	1,142,303	465,637	741,737	258,279	204,353
12	Transfer to Operating Reserves	200,000	200,000	200,000	200,000	200,000
13	Total Other Revenue Requirements	\$4,519,603	\$4,134,948	\$4,466,484	\$4,438,985	\$4,309,070
14	Gross Revenue Requirements	\$13,935,630	\$14,036,293	\$14,902,397	\$15,343,533	\$15,658,841
	<u>Other Revenues and Financial Resources:</u>					
15	Other Operating Revenues	\$418,500	\$406,000	\$406,000	\$406,000	\$406,000
16	Unrestricted Interest Income [6]	93,071	94,566	81,911	57,493	50,170
17	Impact Fees Used for Debt Service Payments	974,836	978,845	978,364	979,924	980,653
18	Transfers from Operating Reserves	0	0	0	0	0
19	Total Other Revenues and Financial Resources	\$1,486,407	\$1,479,411	\$1,466,275	\$1,443,417	\$1,436,824
20	Net Revenue Requirements	\$12,449,224	\$12,556,882	\$13,436,122	\$13,900,116	\$14,222,017
	<u>Revenue From Combined Rates:</u>					
21	Existing Rate Revenue	\$13,051,640	\$12,758,348	\$13,074,065	\$13,400,516	\$13,738,067
22	Revenue From Current Year Adjustments	100,105	106,122	111,353	116,862	123,243
23	Revenue From Prior Year Rate Adjustments	0	99,280	247,400	406,840	578,330
24	Total Revenue From Rates	\$13,151,746	\$12,963,750	\$13,432,818	\$13,924,219	\$14,439,640
25	Revenue Surplus / (Deficiency) [7]	\$702,522	\$406,868	(\$3,304)	\$24,103	\$217,623
26	Revenue Surplus / (Deficiency) Percentage of Revenue	5.34%	3.14%	-0.02%	0.17%	1.51%

Footnotes located on following page.

Table 1-9
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Combined Water and Wastewater System Revenue Requirements

Footnotes:

-
- [1] Amounts derived from the City's Fiscal Year 2017 and 2018 Budget and are escalated as shown on Table 1-5.
 - [2] Payment amounts shown were based on debt service schedules provided by City Staff.
 - [3] Amount shown is a transfer to the City's General Fund and is based on 15.0% of the previous Fiscal Year's water and wastewater revenues.
 - [4] Amounts are transfers to a Capital Replacement Fund and are to be used for Renewal & Replacement related capital projects.
 - [5] Amounts based on the proposed capital funding plan as shown in Table 1-7.
 - [6] Interest income is estimated on earnings on projected fund balances from unrestricted reserves allocated to the wastewater system.
 - [7] The forecast assumes that any deficiencies will be funded from available operating reserves.

Table 1-10
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Water System Revenue Requirements

Line No.	Description	Fiscal Year Ending September 30th,				
		2018	2019	2020	2021	2022
	<u>Operating Expenses: [1]</u>					
1	Operating Expenses	\$3,670,132	\$3,867,809	\$4,121,728	\$4,344,418	\$4,532,773
2	Contingency - 1.00%	38,847	40,273	42,910	45,224	47,181
3	Bad Debt Expense - 0.25%	16,055	15,458	15,795	16,144	16,504
4	Other Adjustments	198,559	144,059	153,516	161,810	168,826
5	Total Operating Expenses	\$3,923,594	\$4,067,599	\$4,333,950	\$4,567,596	\$4,765,284
	<u>Debt Service Payments:</u>					
	<u>Existing Debt Service: [2]</u>					
6	Water and Sewer Revenue Refunding Bonds, Series 2009	\$424,222	\$423,926	\$423,718	\$424,393	\$424,709
7	Total Existing Debt Service Payments	\$424,222	\$423,926	\$423,718	\$424,393	\$424,709
8	Total Annual Debt Service Payments	\$424,222	\$423,926	\$423,718	\$424,393	\$424,709
	<u>Other Revenue Requirements:</u>					
9	Transfer to General Fund [3]	\$975,109	\$949,552	\$983,909	\$1,019,903	\$1,057,656
10	Capital Fund Transfer [4]	805,409	1,010,586	1,001,693	1,229,453	1,057,277
11	Capital Funded From Rates [5]	652,944	90,368	94,108	98,005	39,016
12	Transfer to Operating Reserves	0	0	0	0	0
13	Total Other Revenue Requirements	\$2,433,462	\$2,050,506	\$2,079,711	\$2,347,361	\$2,153,949
14	Gross Revenue Requirements	\$6,781,278	\$6,542,031	\$6,837,378	\$7,339,350	\$7,343,942
	<u>Other Revenues and Financial Resources:</u>					
15	Other Operating Revenues	\$408,500	\$396,000	\$396,000	\$396,000	\$396,000
16	Unrestricted Interest Income [6]	51,801	54,433	44,079	33,246	36,455
17	Impact Fees Used for Debt Service Payments	350,941	351,858	351,686	352,246	352,509
18	Total Other Revenues and Financial Resources	\$811,242	\$802,291	\$791,765	\$781,492	\$784,963
19	Net Revenue Requirements	\$5,970,036	\$5,739,740	\$6,045,613	\$6,557,858	\$6,558,979
	<u>Revenue From Existing Water Rates:</u>					
20	Existing Rate Revenue	\$6,422,145	\$6,183,305	\$6,318,119	\$6,457,517	\$6,601,654
21	Prior Year Rate Adjustments	0	0	0	0	0
22	Total Rate Revenue Before Current Year Adjustment	\$6,422,145	\$6,183,305	\$6,318,119	\$6,457,517	\$6,601,654
	<u>Current Year Rate Adjustment - Water</u>					
23	Current Year Water Rate Adjustment	0.00%	0.00%	0.00%	0.00%	0.00%
24	Effective Month	Jan.	Jan.	Jan.	Jan.	Jan.
25	Percent of Current Year Effective	75%	75%	75%	75%	75%
26	Total Revenue From Current Year Adjustments	\$0	\$0	\$0	\$0	\$0
27	Total Revenue From Rates	\$6,422,145	\$6,183,305	\$6,318,119	\$6,457,517	\$6,601,654
28	Revenue Surplus / (Deficiency) [7]	\$452,109	\$443,564	\$272,506	(\$100,341)	\$42,675
29	Revenue Surplus / (Deficiency) Percentage of Revenue	7.04%	7.17%	4.31%	-1.55%	0.65%

Footnotes located on following page.

Table 1-10
City of Clermont, Florida
Water and Wastewater Utility Rate Study
Projection of Water System Revenue Requirements

Footnotes:

-
- [1] Amounts derived from the City's Fiscal Year 2017 and 2018 Budgets and are escalated as shown on Table 1-3.
 - [2] Payment amounts shown were based on debt service schedules provided by City Staff.
 - [3] Amount shown is a transfer to the City's General Fund and is based on 15% of the previous Fiscal Year's water revenues.
 - [4] Amounts are transfers to a Capital Replacement Fund and are to be used for Renewal & Replacement related capital projects.
 - [5] Amounts based on the proposed capital funding plan as shown in Table 1-7.
 - [6] Interest income is estimated on earnings on projected fund balances from unrestricted reserves allocated to the water system.
 - [7] The forecast assumes that any deficiencies will be funded from available operating reserves.

Table 1-11
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Wastewater System Revenue Requirements

Line No.	Description	Fiscal Year Ending September 30th,				
		2018	2019	2020	2021	2022
	<u>Operating Expenses: [1]</u>					
1	Operating Expenses	\$4,282,555	\$4,523,507	\$4,784,884	\$5,011,407	\$5,251,096
2	Contingency - 1.00%	42,696	46,083	48,745	51,053	53,495
3	Bad Debt Expense - 0.25%	16,824	16,951	17,787	18,667	19,595
4	Other Adjustments	(29,797)	67,874	71,796	75,195	78,791
5	Total Operating Expenses	\$4,312,278	\$4,654,415	\$4,923,212	\$5,156,322	\$5,402,977
	<u>Debt Service Payments:</u>					
	<u>Existing Debt Service: [2]</u>					
6	Water and Sewer Revenue Refunding Bonds, Series 2009	\$755,933	\$755,405	\$755,034	\$756,238	\$756,801
7	Total Existing Debt Service Payments	\$755,933	\$755,405	\$755,034	\$756,238	\$756,801
8	Total Annual Debt Service Payments	\$755,933	\$755,405	\$755,034	\$756,238	\$756,801
	<u>Other Revenue Requirements:</u>					
9	Transfer to General Fund [3]	\$1,021,792	\$995,011	\$1,031,013	\$1,068,730	\$1,108,290
10	Capital Fund Transfer [4]	374,990	514,162	508,130	662,620	681,494
11	Capital Funded From Rates [5]	489,359	375,268	647,629	160,274	165,337
12	Transfer to Operating Reserves	200,000	200,000	200,000	200,000	200,000
13	Total Other Revenue Requirements	\$2,086,141	\$2,084,442	\$2,386,773	\$2,091,624	\$2,155,121
14	Gross Revenue Requirements	\$7,154,352	\$7,494,262	\$8,065,018	\$8,004,183	\$8,314,899
	<u>Other Revenues and Financial Resources:</u>					
15	Other Operating Revenues	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
16	Unrestricted Interest Income [6]	41,269	40,133	37,831	24,248	13,716
17	Impact Fees Used for Debt Service Payments	623,895	626,986	626,678	627,677	628,145
18	Transfers from Operating Reserves	0	0	0	0	0
19	Total Other Revenues and Financial Resources	\$675,164	\$677,119	\$674,510	\$661,925	\$651,861
20	Net Revenue Requirements	\$6,479,188	\$6,817,142	\$7,390,509	\$7,342,258	\$7,663,038
	<u>Revenue From Existing Wastewater Rates:</u>					
21	Existing Wastewater Rate Revenue	\$6,629,495	\$6,575,044	\$6,755,946	\$6,943,000	\$7,136,413
22	Prior Year Rate Adjustments	0	99,280	247,400	406,840	578,330
23	Total Rate Revenue Before Current Year Adjustment	\$6,629,495	\$6,674,324	\$7,003,346	\$7,349,840	\$7,714,743
	<u>Current Year Rate Adjustment</u>					
24	Current Year Wastewater Rate Adjustment	1.51%	2.12%	2.12%	2.12%	2.13%
25	Effective Month	Oct.	Jan.	Jan.	Jan.	Jan.
26	Percent of Current Year Effective	100%	75%	75%	75%	75%
27	Total Revenue From Current Year Adjustments	\$100,105	\$106,122	\$111,353	\$116,862	\$123,243
28	Total Revenue From Rates	\$6,729,600	\$6,780,445	\$7,114,699	\$7,466,702	\$7,837,986
29	Revenue Surplus / (Deficiency) [7]	\$250,413	(\$36,697)	(\$275,809)	\$124,444	\$174,947
30	Revenue Surplus / (Deficiency) Percentage of Revenue	3.72%	-0.54%	-3.88%	1.67%	2.23%

Footnotes:

- [1] Amounts derived from the City's Fiscal Year 2017 and 2018 Budget and are escalated as shown on Table 1-4.
- [2] Payment amounts shown were based on debt service schedules provided by City Staff.
- [3] Amount shown is a transfer to the City's General Fund and is based on 15% of the previous Fiscal Year's wastewater revenues.
- [4] Amounts are transfers to a Capital Replacement Fund and are to be used for Renewal & Replacement related capital projects.
- [5] Amounts based on the proposed capital funding plan as shown in Table 1-7.
- [6] Interest income is estimated on earnings on projected fund balances from unrestricted reserves allocated to the wastewater system.
- [7] The forecast assumes that any deficiencies will be funded from available operating reserves.

Table 1-12
City of Clermont, Florida
Water and Wastewater Utility Rate Study
Projection of Debt Service Coverage Compliance

Line No.	Description	2018	2019	2020	2021	2022
<u>Gross Revenues:</u>						
<u>Rate Revenues</u>						
1	Revenues at Existing Rates	\$13,051,640	\$12,758,348	\$13,074,065	\$13,400,516	\$13,738,067
2	Revenues From Rate Adjustments	100,105	205,402	358,753	523,702	701,573
3	Subtotal Rate Revenues	\$13,151,746	\$12,963,750	\$13,432,818	\$13,924,219	\$14,439,640
<u>Revenues From Other Sources:</u>						
4	Other Operating Revenues	\$418,500	\$406,000	\$406,000	\$406,000	\$406,000
5	Unrestricted Interest Income	93,071	94,566	81,911	57,493	50,170
6	Subtotal Revenues from Other Sources	\$511,571	\$500,566	\$487,911	\$463,493	\$456,170
7	Total Gross Revenues	\$13,663,316	\$13,464,316	\$13,920,729	\$14,387,712	\$14,895,810
<u>Cost of Operation and Maintenance:</u>						
8	Water System Cost of Operation and Maintenance	\$3,923,594	\$4,067,599	\$4,333,950	\$4,567,596	\$4,765,284
9	Wastewater System Cost of Operation and Maintenance	4,312,278	4,654,415	4,923,212	5,156,322	5,402,977
10	Total Costs of Operation and Maintenance	\$8,235,872	\$8,722,014	\$9,257,161	\$9,723,917	\$10,168,261
11	Net Revenues	\$5,427,445	\$4,742,302	\$4,663,568	\$4,663,795	\$4,727,549
12	Balance in Rate Stabilization Fund	\$0	\$0	\$0	\$0	\$0
13	Balance In Renewal and Replacemend Fund	0	0	0	0	0
14	Balance in Debt Service Reserve Fund	0	0	0	0	0
15	Reserve Fund Insurance Policy / Reserve Fund Letter of Credit	0	0	0	0	0
16	Impact Fee Current Account Balance	0	0	0	0	0
<u>Annual Debt Service Requirements:</u>						
<u>Senior Lien Bond Service Requirements</u>						
17	Water and Sewer Revenue Refunding Bonds, Series 2009	1,180,156	1,179,331	1,178,752	1,180,631	1,181,510
18	Additional Senior Lien Debt 1	0	0	0	0	0
19	Additional Senior Lien Debt 2	0	0	0	0	0
20	Additional Senior Lien Debt 3	0	0	0	0	0
21	Additional Senior Lien Debt 4	0	0	0	0	0
22	Total Senior Lien Bond Service Requirements	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
<u>Subordinate Lien Debt Service Requirements</u>						
23	Additional Subordinate Lien Debt 1	\$0	\$0	\$0	\$0	\$0
24	Additional Subordinate Lien Debt 2	0	0	0	0	0
25	Additional Subordinate Lien Debt 3	0	0	0	0	0
26	Additional Subordinate Lien Debt 4	0	0	0	0	0
27	Total Subordinate Lien Bond Service Requirements	\$0	\$0	\$0	\$0	\$0
28	Total Annual Debt Service Requirements	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
<u>All-In-Debt Service Coverage:</u>						
29	Net Revenues	\$5,427,445	\$4,742,302	\$4,663,568	\$4,663,795	\$4,727,549
30	Total Debt Service Payments	1,180,156	1,179,331	1,178,752	1,180,631	1,181,510
31	Calculated Ratio	459.89%	402.12%	395.64%	395.03%	400.13%
32	Target Coverage Ratio - 150.00%	150.00%	150.00%	150.00%	150.00%	150.00%
<u>Senior Lien Test:</u>						
<u>Test A</u>						
<u>Part I</u>						
33	Net Revenues	\$5,427,445	\$4,742,302	\$4,663,568	\$4,663,795	\$4,727,549
34	Rate Stabilization Fund Balance	0	0	0	0	0
35	Subtotal	\$5,427,445	\$4,742,302	\$4,663,568	\$4,663,795	\$4,727,549
36	Total Senior Lien Debt Service Payments	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
37	Calculated Ratio	459.89%	402.12%	395.64%	395.03%	400.13%
38	Minimum Required Coverage Ratio - 110.00%	110.00%	110.00%	110.00%	110.00%	110.00%

Table 1-12
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Debt Service Coverage Compliance

Line No.	Description	Fiscal Year Ending September 30th,				
		2018	2019	2020	2021	2022
	Part II					
39	Net Revenues	\$5,427,445	\$4,742,302	\$4,663,568	\$4,663,795	\$4,727,549
40	Total Senior Lien Debt Service Payments	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
41	Plus Required Renewal and Replacement Fund Balance	0	0	0	0	0
42	Plus Required Debt Service Reserve / Insurance Balance	0	0	0	0	0
43	Total	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
44	Calculated Ratio	459.89%	402.12%	395.64%	395.03%	400.13%
45	Minimum Required Coverage Ratio - 100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
	OR					
	<u>Test B</u>					
	Part I					
46	Net Revenues	\$5,427,445	\$4,742,302	\$4,663,568	\$4,663,795	\$4,727,549
47	Impact Fee Current Account Balance	0	0	0	0	0
48	Rate Stabilization Fund Balance	0	0	0	0	0
49	Subtotal	\$5,427,445	\$4,742,302	\$4,663,568	\$4,663,795	\$4,727,549
50	Total Senior Lien Debt Service Payments	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
51	Calculated Ratio	459.89%	402.12%	395.64%	395.03%	400.13%
52	Minimum Required Coverage Ratio - 120.00%	120.00%	120.00%	120.00%	120.00%	120.00%
	Part II					
53	Net Revenues	\$5,427,445	\$4,742,302	\$4,663,568	\$4,663,795	\$4,727,549
54	Total Senior Lien Debt Service Payments	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
55	Plus Required Renewal and Replacement Fund Balance	0	0	0	0	0
56	Plus Required Debt Service Reserve / Insurance Balance	0	0	0	0	0
57	Total	\$1,180,156	\$1,179,331	\$1,178,752	\$1,180,631	\$1,181,510
58	Calculated Ratio	459.89%	402.12%	395.64%	395.03%	400.13%
59	Minimum Required Coverage Ratio - 100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
	<u>Subordinate Lien Debt Service Coverage:</u>					
60	Net Revenues After Senior Lien Debt Payment (W/Coverage)	\$4,070,265	\$3,386,071	\$3,308,003	\$3,306,069	\$3,368,813
61	Subordinate Lien Debt Service Requirements	0	0	0	0	0
	Calculated Ratio	N/A	N/A	N/A	N/A	N/A
62	Minimum Required Coverage Ratio - 115.00%	115.00%	115.00%	115.00%	115.00%	115.00%
63	Net Revenues After Payment of Debt Service	\$4,247,289	\$3,562,971	\$3,484,816	\$3,483,164	\$3,546,039
64	Use of Impact Fees for Debt Service Payments	974,836	978,845	978,364	979,924	980,653
65	Subtotal	\$5,222,125	\$4,541,815	\$4,463,180	\$4,463,088	\$4,526,693
	<u>Less Other Payments and Transfers from Rates:</u>					
66	Transfer to General Fund	\$1,996,901	\$1,944,563	\$2,014,923	\$2,088,633	\$2,165,946
67	Capital Fund Transfer	1,180,399	1,524,749	1,509,824	1,892,073	1,738,771
68	Capital Funded From Rates	1,142,303	465,637	741,737	258,279	204,353
69	Net Transfer to/ (from) Operating Reserves	200,000	200,000	200,000	200,000	200,000
70	Net Amount Available for Other Utility System Purposes	\$702,522	\$406,868	(\$3,304)	\$24,103	\$217,623

Table 1-13
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Ending Water System Cash Balances and Interest Income

Line No.	Description	Investment Reference		Projected Fiscal Year Ending September 30,				
		Cash Balance	Interest Income	2018	2019	2020	2021	2022
<u>Year End Cash Balances Roll-Up:</u>								
1	Water Operating Fund	(U)	(U)	\$473,859	\$888,290	\$1,086,699	\$919,705	\$904,249
2	Water Customer Deposits	(R)	(R)	436,450	436,450	436,450	436,450	436,450
3	Water Impact Fee Fund	(R)	(R)	552,944	903,868	1,281,790	1,577,453	2,010,757
4	Emergency Reserve Fund	(U)	(U)	1,312,502	1,341,635	1,415,731	1,482,384	1,540,516
5	Capital Fund	(U)	(U)	8,614,865	8,749,951	3,757,560	4,243,958	5,098,644
6	Required Renewal and Replacement Fund	(R)	(U)	90,000	90,000	90,000	90,000	90,000
7	Total Ending Cash Balances			\$11,480,619	\$12,410,195	\$8,068,230	\$8,749,951	\$10,080,616
8	Emergency Funds			\$1,312,502	\$1,341,635	\$1,415,731	\$1,482,384	\$1,540,516
9	City Policy : 90 Days of Operating Net Operating Expenditures			\$1,312,502	\$1,341,635	\$1,415,731	\$1,482,384	\$1,540,516
10	Calculated Days of Available Cash (Net Expenditures)			90	90	90	90	90
11	Unrestricted Cash Balances			\$10,401,226	\$10,979,876	\$6,259,990	\$6,646,048	\$7,543,409
12	Target : 120 Days of Operating Net Operating Expenditures			\$1,750,003	\$1,788,847	\$1,887,642	\$1,976,512	\$2,054,022
13	Calculated Days of Available Unrestricted Cash (Net Expenditures)			713	737	398	404	441
<u>Water Operating Fund</u>								
14	Beginning Balance			\$174,184	\$473,859	\$888,290	\$1,086,699	\$919,705
15	Transfers In - Revenues			6,422,145	6,183,305	6,318,119	6,457,517	6,601,654
16	Transfers In - Capital Replacement Fund			0	0	0	0	0
17	Transfers In - Impact Fee Fund			0	0	0	0	0
18	Transfers In - Operating Transfer			0	0	0	0	0
19	Transfers In - Required R&R Fund			0	0	0	0	0
20	Transfers In - Debt Service Reserve			0	0	0	0	0
21	Transfers Out - Revenue Requirements			5,970,036	5,739,740	6,045,613	6,557,858	6,558,979
22	Transfers Out - Capital Improvements			0	0	0	0	0
23	Transfers Out - R&R Fund			0	0	0	0	0
24	Transfers Out - Emergency Reserve			152,435	29,133	74,096	66,653	58,132
25	Transfers Out - Operating Transfer			0	0	0	0	0
26	Transfers Out - Stormwater Fund			0	0	0	0	0
27	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
28	Interest Income		(U)	\$1,620	\$3,405	\$4,937	\$5,016	\$4,560
29	Recognition of Interest Income in Revenue Requirements			\$1,620	\$3,405	\$4,937	\$5,016	\$4,560
30	Ending Balance Before Adjustments			\$473,859	\$888,290	\$1,086,699	\$919,705	\$904,249
31	Adjustment to Actual (Increase in Net Liabilities)			0	0	0	0	0
32	Adjusted Ending Balance	(U)		\$473,859	\$888,290	\$1,086,699	\$919,705	\$904,249
33	Target Days of Available Cash: 30 Days of Net Operating Expenditures			437,501	447,212	471,910	494,128	513,505
34	Calculated Days of Available Cash (Net Operating Expenditures)			32	60	69	56	53
35	Percent Allocable to Water System			100.00%	100.00%	100.00%	100.00%	100.00%
36	Percent Allocable to Wastewater System			0.00%	0.00%	0.00%	0.00%	0.00%
37	Amount Allocable to Water System			\$1,620	\$3,405	\$4,937	\$5,016	\$4,560
38	Amount Allocable to Wastewater System			0	0	0	0	0
<u>Water Customer Deposits</u>								
39	Beginning Balance			\$436,450	\$436,450	\$436,450	\$436,450	\$436,450
40	Transfers In			0	0	0	0	0
41	Transfers Out			0	0	0	0	0
42	Interest Rate			0.00%	0.00%	0.00%	0.00%	0.00%
43	Interest Income		(R)	\$0	\$0	\$0	\$0	\$0
44	Recognition of Interest Income in Revenue Requirements			\$0	\$0	\$0	\$0	\$0
45	Ending Balance	(R)		\$436,450	\$436,450	\$436,450	\$436,450	\$436,450

Table 1-13
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Ending Water System Cash Balances and Interest Income

Line No.	Description	Investment Reference		Projected Fiscal Year Ending September 30,				
		Cash Balance	Interest Income	2018	2019	2020	2021	2022
46	Percent Allocable to Water System			100.00%	100.00%	100.00%	100.00%	100.00%
47	Percent Allocable to Wastewater System			0.00%	0.00%	0.00%	0.00%	0.00%
48	Amount Allocable to Water System			\$0	\$0	\$0	\$0	\$0
49	Amount Allocable to Wastewater System			0	0	0	0	0
Water Impact Fee Fund								
50	Beginning Balance			\$1,164,602	\$552,944	\$903,868	\$1,281,790	\$1,577,453
51	Transfers In			975,000	1,008,150	1,042,427	1,077,870	1,114,517
52	Transfers Out - CIP			1,240,000	309,000	318,270	437,091	337,653
53	Transfers Out - Water Operating Fund			0	0	0	0	0
54	Transfers Out - Debt Payment			350,941	351,858	351,686	352,246	352,509
55	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
56	Interest Income		(R)	\$4,283	\$3,633	\$5,451	\$7,130	\$8,948
57	Recognition of Interest Income in Revenue Requirements			\$0	\$0	\$0	\$0	\$0
58	Ending Balance	(R)		\$552,944	\$903,868	\$1,281,790	\$1,577,453	\$2,010,757
59	Percent Allocable to Water System			100.00%	100.00%	100.00%	100.00%	100.00%
60	Percent Allocable to Wastewater System			0.00%	0.00%	0.00%	0.00%	0.00%
61	Amount Allocable to Water System			\$0	\$0	\$0	\$0	\$0
62	Amount Allocable to Wastewater System			0	0	0	0	0
Emergency Reserve Fund								
63	Beginning Balance			\$1,160,067	\$1,312,502	\$1,341,635	\$1,415,731	\$1,482,384
64	Transfers In - Operating Fund			152,435	29,133	74,096	66,653	58,132
65	Transfers Out - Other			0	0	0	0	0
66	Transfers Out - Other			0	0	0	0	0
67	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
68	Interest Income		(U)	\$6,181	\$6,635	\$6,893	\$7,245	\$7,557
69	Recognition of Interest Income in Revenue Requirements			\$6,181	\$6,635	\$6,893	\$7,245	\$7,557
70	Ending Balance	(U)		\$1,312,502	\$1,341,635	\$1,415,731	\$1,482,384	\$1,540,516
71	Percent Allocable to Water System			100.00%	100.00%	100.00%	100.00%	100.00%
72	Percent Allocable to Wastewater System			0.00%	0.00%	0.00%	0.00%	0.00%
73	Amount Allocable to Water System			\$6,181	\$6,635	\$6,893	\$7,245	\$7,557
74	Amount Allocable to Wastewater System			0	0	0	0	0
75	Gross Revenue Requirements			\$6,781,278	\$6,542,031	\$6,837,378	\$7,339,350	\$7,343,942
76	Minus Capital Funded From Rates & Capital (R&R) Transfer			1,458,353	1,100,954	1,095,801	1,327,458	1,096,293
77	Net Operating Expenditures			\$5,322,925	\$5,441,077	\$5,741,577	\$6,011,892	\$6,247,649
78	City Policy - Days of Available Cash: 90 Days of Expenditures			\$1,312,502	\$1,341,635	\$1,415,731	\$1,482,384	\$1,540,516
79	Ending Balance From Above			\$1,312,502	\$1,341,635	\$1,415,731	\$1,482,384	\$1,540,516
80	Calculated Days of Available Cash (Revenue)			90	90	90	90	90
Capital Fund								
81	Beginning Balance			\$8,593,008	\$8,614,865	\$8,749,951	\$3,757,560	\$4,243,958
82	Transfers In - Annual Operations			805,409	1,010,586	1,001,693	1,229,453	1,057,277
83	Transfers In - Other			0	0	0	0	0
84	Transfers In - Fund 401			0	0	0	0	0
85	Transfers Out - CIP			783,552	875,500	5,994,085	743,054	202,592
86	Transfers Out - Fund 401			0	0	0	0	0
87	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
88	Interest Income		(U)	\$43,020	\$43,412	\$31,269	\$20,004	\$23,357
89	Recognition of Interest Income in Revenue Requirements			\$43,020	\$43,412	\$31,269	\$20,004	\$23,357
90	Ending Balance	(U)		\$8,614,865	\$8,749,951	\$3,757,560	\$4,243,958	\$5,098,644

Table 1-13
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Ending Water System Cash Balances and Interest Income

Line No.	Description	Investment Reference		Projected Fiscal Year Ending September 30,				
		Cash Balance	Interest Income	2018	2019	2020	2021	2022
91	Percent Allocable to Water System			100.00%	100.00%	100.00%	100.00%	100.00%
92	Percent Allocable to Wastewater System			0.00%	0.00%	0.00%	0.00%	0.00%
93	Amount Allocable to Water System			\$43,020	\$43,412	\$31,269	\$20,004	\$23,357
94	Amount Allocable to Wastewater System			0	0	0	0	0
Required Renewal and Replacement Fund								
95	Beginning Balance			\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
96	Transfers In			0	0	0	0	0
97	Transfers Out - Operating Fund			0	0	0	0	0
98	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
99	Interest Income		(R)	\$450	\$450	\$450	\$450	\$450
100	Recognition of Interest Income in Revenue Requirements			\$450	\$450	\$450	\$450	\$450
101	Ending Balance	(R)		\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
102	Percent Allocable to Water System			100.00%	100.00%	100.00%	100.00%	100.00%
103	Percent Allocable to Wastewater System			0.00%	0.00%	0.00%	0.00%	0.00%
104	Amount Allocable to Water System			\$450	\$450	\$450	\$450	\$450
105	Amount Allocable to Wastewater System			0	0	0	0	0
Debt Service Sinking Fund								
106	Annual Debt Service Payment			\$424,222	\$423,926	\$423,718	\$424,393	\$424,709
107	Average Balance	(R)		106,056	105,981	105,929	106,098	106,177
108	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
109	Interest Income		(U)	\$530	\$530	\$530	\$530	\$531
110	Recognition of Interest Income in Revenue Requirements			\$530	\$530	\$530	\$530	\$531
111	Percent Allocable to Water System			100.00%	100.00%	100.00%	100.00%	100.00%
112	Percent Allocable to Wastewater System			0.00%	0.00%	0.00%	0.00%	0.00%
113	Amount Allocable to Water System			\$530	\$530	\$530	\$530	\$531
114	Amount Allocable to Wastewater System			0	0	0	0	0
<u>Interest Income:</u>								
115	Unrestricted Interest Income - Water			\$51,801	\$54,433	\$44,079	\$33,246	\$36,455
116	Unrestricted Interest Income - Wastewater			0	0	0	0	0
117	Total Unrestricted Interest Income			\$51,801	\$54,433	\$44,079	\$33,246	\$36,455
118	Restricted Interest Income			\$4,283	\$3,633	\$5,451	\$7,130	\$8,948
119	Total Interest Income			\$56,085	\$58,066	\$49,530	\$40,376	\$45,403

Table 1-14
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Ending Wastewater System Cash Balances and Interest Income

Line		Investment Reference		Projected Fiscal Year Ending September 30,				
No.	Description	Cash Balance	Interest Income	2018	2019	2020	2021	2022
<u>Year End Cash Balances Roll-Up:</u>								
1	Wastewater Operating Fund	(U)	(U)	\$736,623	\$616,297	\$465,423	\$394,974	\$699,208
2	Wastewater Customer Deposits	(R)	(R)	0	0	0	0	0
3	Wastewater Impact Fee Fund	(R)	(R)	7,608,848	7,860,461	1,769,723	656,844	2,117,283
4	Emergency Reserve Fund	(U)	(U)	1,550,960	1,628,588	1,703,653	1,770,729	1,841,441
5	Capital Fund	(U)	(U)	5,674,990	5,468,152	4,872,947	113,296	288,311
6	Required Renewal and Replacement Fund	(R)	(U)	160,000	160,000	160,000	160,000	160,000
7	Total Ending Cash Balances			\$15,731,420	\$15,733,499	\$8,971,746	\$3,095,842	\$5,106,244
8	Emergency Funds			\$1,550,960	\$1,628,588	\$1,703,653	\$1,770,729	\$1,841,441
9	City Policy : 90 Days of Operating Net Operating Expenditures			\$1,550,960	\$1,628,588	\$1,703,653	\$1,770,729	\$1,841,441
10	Calculated Days of Available Cash (Net Expenditures)			90	90	90	90	90
11	Unrestricted Cash Balances			\$7,962,572	\$7,713,038	\$7,042,023	\$2,278,998	\$2,828,961
12	Target : 120 Days of Operating Net Operating Expenditures			\$2,067,946	\$2,171,451	\$2,271,537	\$2,360,972	\$2,455,255
13	Calculated Days of Available Unrestricted Cash (Net Expenditures)			462	426	372	116	138
<u>Wastewater Operating Fund</u>								
14	Beginning Balance			\$497,415	\$736,623	\$616,297	\$465,423	\$394,974
15	Transfers In - Revenues			6,729,600	6,780,445	7,114,699	7,466,702	7,837,986
16	Transfers In - Capital Replacement Fund			0	0	0	0	0
17	Transfers In - Impact Fee Fund			0	0	0	0	0
18	Transfers In - Operating Transfer			200,000	200,000	200,000	200,000	200,000
19	Transfers In - Required R&R Fund			0	0	0	0	0
20	Transfers In - Debt Service Reserve			0	0	0	0	0
21	Transfers Out - Revenue Requirements			6,479,188	6,817,142	7,390,509	7,342,258	7,663,038
22	Transfers Out - Capital Improvements			10,000	206,000	0	327,818	0
23	Transfers Out - R&R Fund			0	0	0	0	0
24	Transfers Out - Emergency Reserve			201,205	77,629	75,064	67,076	70,713
25	Transfers Out - Operating Transfer			0	0	0	0	0
26	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
27	Interest Income		(U)	\$3,085	\$3,382	\$2,704	\$2,151	\$2,735
28	Recognition of Interest Income in Revenue Requirements			\$3,085	\$3,382	\$2,704	\$2,151	\$2,735
29	Ending Balance Before Adjustments			\$736,623	\$616,297	\$465,423	\$394,974	\$699,208
30	Adjustment to Actual			0	0	0	0	0
31	Ending Balance	(U)		\$736,623	\$616,297	\$465,423	\$394,974	\$699,208
32	Target Days of Available Cash: 30 Days of Net Operating Expenditures			516,987	542,863	567,884	590,243	613,814
33	Calculated Days of Available Cash (Net Operating Expenditures)			43	34	25	20	34
34	Percent Allocable to Water System			0.00%	0.00%	0.00%	0.00%	0.00%
35	Percent Allocable to Wastewater System			100.00%	100.00%	100.00%	100.00%	100.00%
36	Amount Allocable to Water System			\$0	\$0	\$0	\$0	\$0
37	Amount Allocable to Wastewater System			3,085	3,382	2,704	2,151	2,735
<u>Wastewater Customer Deposits</u>								
38	Beginning Balance			\$0	\$0	\$0	\$0	\$0
39	Transfers In			0	0	0	0	0
40	Transfers Out			0	0	0	0	0
41	Interest Rate			0.00%	0.00%	0.00%	0.00%	0.00%
42	Interest Income		(R)	\$0	\$0	\$0	\$0	\$0
43	Recognition of Interest Income in Revenue Requirements			\$0	\$0	\$0	\$0	\$0
44	Ending Balance	(R)		\$0	\$0	\$0	\$0	\$0
45	Percent Allocable to Water System			0.00%	0.00%	0.00%	0.00%	0.00%
46	Percent Allocable to Wastewater System			100.00%	100.00%	100.00%	100.00%	100.00%
47	Amount Allocable to Water System			\$0	\$0	\$0	\$0	\$0
48	Amount Allocable to Wastewater System			0	0	0	0	0

Table 1-14
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Ending Wastewater System Cash Balances and Interest Income

Line No.	Description	Investment Reference		Projected Fiscal Year Ending September 30,				
		Cash Balance	Interest Income	2018	2019	2020	2021	2022
Wastewater Impact Fee Fund								
49	Beginning Balance			\$10,982,318	\$7,608,848	\$7,860,461	\$1,769,723	\$656,844
50	Transfers In			1,804,063	1,870,023	1,938,225	2,008,747	2,081,666
51	Transfers Out - CIP			4,600,000	1,030,000	7,426,300	2,500,000	0
52	Transfers Out - Operating Reserve Fund			0	0	0	0	0
53	Transfers Out - Debt Payment			623,895	626,986	626,678	627,677	628,145
54	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
55	Interest Income		(R)	\$46,362	\$38,577	\$24,015	\$6,051	\$6,918
	Recognition of Interest Income							
56	in Revenue Requirements			\$0	\$0	\$0	\$0	\$0
57	Ending Balance	(R)		\$7,608,848	\$7,860,461	\$1,769,723	\$656,844	\$2,117,283
58	Percent Allocable to Water System			0.00%	0.00%	0.00%	0.00%	0.00%
59	Percent Allocable to Wastewater System			100.00%	100.00%	100.00%	100.00%	100.00%
60	Amount Allocable to Water System			\$0	\$0	\$0	\$0	\$0
61	Amount Allocable to Wastewater System			0	0	0	0	0
Emergency Reserve Fund								
62	Beginning Balance			\$1,349,755	\$1,550,960	\$1,628,588	\$1,703,653	\$1,770,729
63	Transfers In - Operating Fund			201,205	77,629	75,064	67,076	70,713
64	Transfers Out - Other			0	0	0	0	0
65	Transfers Out - Other			0	0	0	0	0
66	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
67	Interest Income		(U)	\$7,252	\$7,949	\$8,331	\$8,686	\$9,030
	Recognition of Interest Income							
68	in Revenue Requirements			\$7,252	\$7,949	\$8,331	\$8,686	\$9,030
69	Ending Balance	(U)		\$1,550,960	\$1,628,588	\$1,703,653	\$1,770,729	\$1,841,441
70	Percent Allocable to Water System			0.00%	0.00%	0.00%	0.00%	0.00%
71	Percent Allocable to Wastewater System			100.00%	100.00%	100.00%	100.00%	100.00%
72	Amount Allocable to Water System			\$0	\$0	\$0	\$0	\$0
73	Amount Allocable to Wastewater System			7,252	7,949	8,331	8,686	9,030
74	Gross Revenue Requirements			\$7,154,352	\$7,494,262	\$8,065,018	\$8,004,183	\$8,314,899
75	Minus Capital Funded From Rates & Capital (R&R) Transfer			864,349	889,431	1,155,760	822,894	846,831
76	Net Operating Expenditures			\$6,290,003	\$6,604,831	\$6,909,259	\$7,181,289	\$7,468,068
77	City Policy - Days of Available Cash: 90 Days of Expenditures			\$1,550,960	\$1,628,588	\$1,703,653	\$1,770,729	\$1,841,441
78	Ending Balance From Above			\$1,550,960	\$1,628,588	\$1,703,653	\$1,770,729	\$1,841,441
79	Calculated Days of Available Cash (Revenue)			90	90	90	90	90
Capital Fund								
80	Beginning Balance			\$6,320,000	\$5,674,990	\$5,468,152	\$4,872,947	\$113,296
81	Transfers In - Annual Operations			374,990	514,162	508,130	662,620	681,494
82	Transfers In - Other			0	0	0	0	0
83	Transfers In - Fund 401			0	0	0	0	0
84	Transfers Out - CIP			1,020,000	721,000	1,103,336	5,422,271	506,479
85	Transfers Out - Fund 401			0	0	0	0	0
86	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
87	Interest Income		(U)	\$29,987	\$27,858	\$25,853	\$12,466	\$1,004
	Recognition of Interest Income							
88	in Revenue Requirements			\$29,987	\$27,858	\$25,853	\$12,466	\$1,004
89	Ending Balance	(U)		\$5,674,990	\$5,468,152	\$4,872,947	\$113,296	\$288,311
90	Percent Allocable to Water System			0.00%	0.00%	0.00%	0.00%	0.00%
91	Percent Allocable to Wastewater System			100.00%	100.00%	100.00%	100.00%	100.00%
92	Amount Allocable to Water System			\$0	\$0	\$0	\$0	\$0
93	Amount Allocable to Wastewater System			29,987	27,858	25,853	12,466	1,004

Required Renewal and Replacement Fund

Table 1-14
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Projection of Ending Wastewater System Cash Balances and Interest Income

Line No.	Description	Investment Reference		Projected Fiscal Year Ending September 30,				
		Cash Balance	Interest Income	2018	2019	2020	2021	2022
94	Beginning Balance			\$160,000	\$160,000	\$160,000	\$160,000	\$160,000
95	Transfers In			0	0	0	0	0
96	Transfers Out - Operating Fund			0	0	0	0	0
97	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
98	Interest Income		(U)	\$800	\$800	\$800	\$800	\$800
99	Recognition of Interest Income in Revenue Requirements			\$800	\$800	\$800	\$800	\$800
100	Ending Balance	(R)		\$160,000	\$160,000	\$160,000	\$160,000	\$160,000
101	Percent Allocable to Water System			0.00%	0.00%	0.00%	0.00%	0.00%
102	Percent Allocable to Wastewater System			100.00%	100.00%	100.00%	100.00%	100.00%
103	Amount Allocable to Water System			\$0	\$0	\$0	\$0	\$0
104	Amount Allocable to Wastewater System			800	800	800	800	800
Debt Service Sinking Fund								
105	Annual Debt Service Payment			\$755,933	\$755,405	\$755,034	\$756,238	\$756,801
106	Average Balance	(R)		188,983	188,851	188,759	189,059	189,200
107	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
108	Interest Income		(U)	\$945	\$944	\$944	\$945	\$946
109	Recognition of Interest Income in Revenue Requirements			\$945	\$944	\$944	\$945	\$946
110	Percent Allocable to Water System			0.00%	0.00%	0.00%	0.00%	0.00%
111	Percent Allocable to Wastewater System			100.00%	100.00%	100.00%	100.00%	100.00%
112	Amount Allocable to Water System			\$0	\$0	\$0	\$0	\$0
113	Amount Allocable to Wastewater System			945	944	944	945	946
<u>Interest Income:</u>								
114	Unrestricted Interest Income - Water			\$0	\$0	\$0	\$0	\$0
115	Unrestricted Interest Income - Wastewater			41,269	40,133	37,831	24,248	13,716
116	Total Unrestricted Interest Income			\$41,269	\$40,133	\$37,831	\$24,248	\$13,716
117	Restricted Interest Income			\$47,162	\$39,377	\$24,815	\$6,851	\$7,718
118	Total Interest Income			\$88,431	\$79,510	\$62,647	\$31,099	\$21,434

SECTION 2

SANITATION SYSTEM



CITY OF CLERMONT, FLORIDA
WATER, WASTEWATER, STORMWATER, AND
SANITATION UTILITY RATE STUDY

SECTION 2 – SANITATION SYSTEM

INTRODUCTION

The purpose of this section is to summarize the development of proposed sanitation rates sufficient to recover the cost of operating, maintaining, repairing and financing the sanitation system through Fiscal Year 2022. As outlined herein, sanitation rate adjustments are proposed in order to support the sanitation revenue requirements projected for the Forecast Period. As discussed in more detail in this section of the report, the City proposes to implement an automatic rate index to ensure that all rates keep pace with inflation. The utility index provision for all systems is proposed to be equal to the greater of the FPSC Index or the adjustments proposed in this study. A more thorough discussion about the proposed rate adjustments and the annual indexing provision is provided in this section.

The recommendations of this study are based on a financial forecast developed for the sanitation system and this section discusses the primary study assumptions, considerations, goals and recommendations. The study began with the identification of utility operating and capital needs, next considered the capital financing plan and, finally, established the timing of rate adjustments. The financial forecast serves as the basis for the rate recommendations for the Forecast Period.

CUSTOMER GROWTH AND REVENUES

Projected revenues from rates for the sanitation system were based on a review of historical operating results, the proposed Fiscal Year 2018 budget, and other planning data provided by the City. Based on discussions with City staff, this analysis recognizes an annual average growth in customers of approximately 1.00%, or 136 accounts per year throughout the Forecast Period. Based on this assumption, system revenues at existing rates are estimated to increase from approximately \$3.1 million to \$3.2 million per year over the Forecast Period as shown on Table 2-1. When compared to the customer growth rates of the water and wastewater systems that are projected to exceed 3% per year, it should be noted that the primary development is expected to occur outside the City limits, which only benefits the water and wastewater systems. The sanitation system, like the stormwater system, is assumed to benefit from new customer growth that occurs only within the corporate limits of the City. In addition, the sanitation system only serves residential customers, while new commercial customers will be served by contract haulers.

The sanitation system also benefits from other operating and non-operating income. For the Forecast Period, other miscellaneous operating revenues are projected, on average, to be approximately \$2,500 per year and interest earnings on unrestricted fund balances are estimated to average approximately \$13,000 per year.

OPERATING AND MAINTENANCE EXPENSES

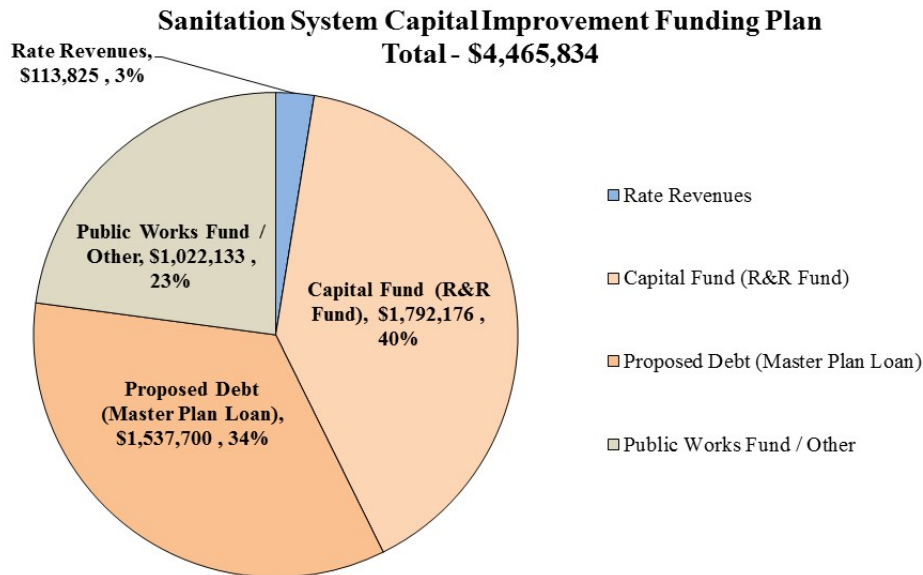
The Fiscal Year 2017 operating budget, adjusted for year-to-date operating results, as shown on Table 2-2, and the Fiscal Year 2018 proposed operating budget served as the basis for the operating and maintenance expense projections for the remainder of the Forecast Period. Adjustments were made to both the Fiscal Year 2017 and Fiscal Year 2018 operating budgets to exclude depreciation, principal and interest payments on debt, capital expenditures, and additions to reserves, which were accounted for separately in our analysis; or in the case of depreciation, excluded as a non-cash expense. These adjustments resulted in the Fiscal Year 2018 operating budget of \$5.2 million being adjusted down to approximately \$2.5 million in operating and maintenance expenses. A contingency allowance of one percent (1.0%) of operation and maintenance expenses was recognized for unanticipated expenditures in each Fiscal Year. Additionally, a bad debt allowance of 0.25% of rate revenues was recognized in each Fiscal Year. The aforementioned allowances represent averages of approximately \$27,000 and \$7,900 annually, respectively. Operation and maintenance expenses are projected to increase by an annual average of approximately 4.47% per year from Fiscal Year 2018 operating budget levels as shown in Table 2-3 or from \$2.5 million per year to \$3.0 million per year over the Forecast Period. The overall increase over the Forecast Period in projected operating expenses was based upon assumptions corresponding to several escalation factors and the nature of the expense as shown on Table 2-4. A few of the major factors are shown below:

- a. Labor – 3.0% per year
- b. Health Insurance – 6.0% per year
- c. Consumer Price Index (CPI) – Average of 2.4% per year
- d. Other (Fuel, Electricity, Professional Services etc.) – Ranging from 1.0% to 5.0% per year

In addition to the inflationary adjustments shown above that were applied to the Fiscal Year 2018 proposed expenses, City staff anticipates adding two (2) additional personnel in Fiscal Year 2021 that includes an additional driver and technician. The estimated costs are projected to increase the annual budgeted expenses by approximately \$101,000 by Fiscal Year 2022.

CAPITAL IMPROVEMENT PLAN

The CIP utilized in this analysis was provided by City for Fiscal Years 2018 through 2022. The City's project cost estimates were based on Fiscal Year 2018 dollars. Therefore, these amounts were increased by the CPI to account for cost inflation during the Forecast Period. The CIP includes approximately \$4.5 million to fund a public works complex, fleet improvements and collection vehicles. The financial forecast assumes that the anticipated CIP will be fully funded through a combination of rate revenues, capital reserves, the public works fund, and a recently negotiated Master Plan loan as shown on Table 2-5 and depicted in the following chart:



As shown above, approximately \$1.9 million or 43% of the CIP is assumed to be funded directly from annual rate revenues and annual contributions from rates to the Capital Fund (R&R Fund). As discussed later in this section, the annual contribution to the Capital Fund is approximately \$400,000 per year over the Forecast Period. The remaining costs to construct the public works' complex is estimated to be funded from existing reserves in the Public Works' Fund and from proceeds of the recently negotiated Master Plan loan.

PROPOSED DEBT SERVICE

The sanitation system recently negotiated a Master Plan loan to fund a portion of the public works complex. Based on the adopted loan agreement, the principal and interest payments of the Master Plan loan are projected to average approximately \$124,000 per year over the Forecast Period. The Master Plan loan is based on an average interest rate of 2.63% per year over fifteen (15) years.

RENEWALS AND REPLACEMENT FUND DEPOSITS AND TRANSFERS

As discussed above, the CIP requires annual deposits of \$400,000 per year into the Capital Fund for the planned capital maintenance and replacement of the sanitation fleet from rate revenues. Additionally, the sanitation system receives loan payments from the General Fund of \$110,000 per year for a \$1.1 million loan from the sanitation system to the General Fund for the purchase of a new fire truck. The repayments are scheduled to continue throughout the Forecast Period and the internal loan is anticipated to be fully repaid in Fiscal Year 2024.

CONCLUSIONS AND RECOMMENDATIONS

Based on the projected revenue requirements of the system, as shown on Table 2-6, and the projected funding plan for the CIP, it is estimated that revenues under existing rates will not be sufficient to fund the projected needs for the Forecast Period. It is recommended that the City consider adopting a minimum annual rate increase of 2.5% per year for Fiscal Years 2019

through 2022 for sanitation system. No rate adjustment is recommended for Fiscal Year 2018. The following table contains a summary of the proposed rate increases, along with certain projected financial operating results:

Summary of Projected Rate Adjustments and Key Operating Results					
Description	Fiscal Year Ending September 30,				
	2018	2019	2020	2021	2022
Proposed Rate Increases	0.00%	2.50%	2.50%	2.50%	2.50%
Effective Date	Oct. 1, 2017	Oct. 1, 2018	Oct. 1, 2019	Oct. 1, 2020	Oct. 1, 2021
System Revenue Surplus / (Deficiency) [1]	\$82,454	\$91,390	\$112,908	\$39,933	\$53,352
System Operating Reserves (Ending Balance) [2]	\$160,029	\$339,729	\$539,958	\$642,856	\$779,644
Target of 60 Days of Operating Expense Plus Debt [2]	431,881	446,341	461,461	492,818	510,527
System Emergency Reserves (Ending Balance) [2]	\$647,822	\$669,512	\$692,191	\$739,227	\$765,791
Emergency Reserves City Policy – 90 Days of Operating Expenditures[2]	647,822	669,512	692,191	739,227	765,791
Capital Reserves (R&R) (Ending Balance) [2]	\$1,570,000	\$1,612,045	\$1,531,238	\$1,783,164	\$1,457,824
Debt Service Coverage (Target 130%) [3]	510%	513%	531%	473%	484%

[1] As shown in Table 2-6.

[2] As shown in Table 2-7.

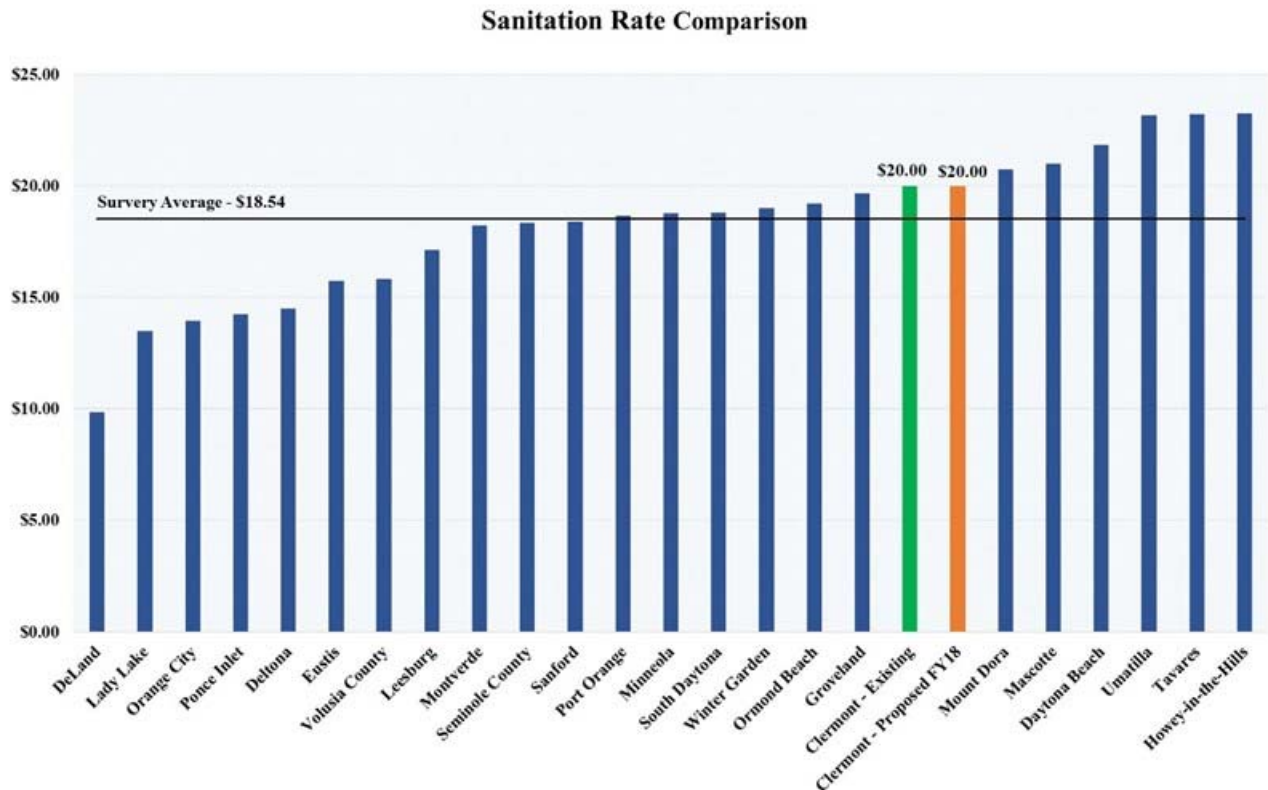
[3] As shown in Table 2-8.

To ensure that utility rates keep pace with inflation, the City proposes to adopt an automatic index provision for the sanitation system. The annual index is proposed to be equal to the greater of the FPSC Index on the rate adjustments proposed in this study. Over the last five (5) years, the FPSC Index has averaged 1.48% per year. If this trend continues, we expect that the City should adopt the sanitation rate adjustments as proposed.

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RATE COMPARISON

As shown below, there are no recommended changes to the typical residential sanitation bill for Fiscal Year 2018. The current sanitation rate is slightly above average when compared to the surveyed, neighboring utilities.



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SECTION 2

CITY OF CLERMONT, FLORIDA

WATER, WASTEWATER, STORMWATER, AND SANITATION UTILITY RATE STUDY

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2-2	Fiscal Year 2017 Operating Budget
2-3	Projection of Sanitation Operating Expenses
2-4	Summary of Projected Escalation Factors
2-5	Capital Improvement Program Funding Plan
2-6	Projected Sanitation System Revenue Requirements
2-7	Projection of Ending Cash Balances and Interest Income
2-8	Projection of Debt Service Coverage Compliance

Table 2-1
City of Clermont, Florida
Sanitation Utility Rate Study

Projected Sanitation System Revenue Under Existing Rates [1]

Line No.	Cost Center ID Code	Description	Budget	Adjustments	Adjusted	Escalation Reference	Fiscal Year Ending September 30,				
			2017		2017		2018	2019	2020	2021	2022
SYSTEM REVENUES											
1	49343-34340	Sanitation Fees	\$3,000,000	\$121,842	\$3,121,842	Marginal	\$3,121,842	\$3,153,061	\$3,184,591	\$3,216,437	\$3,248,602
2	49343-34342	Recycling Revenue	0	0	0	Eliminate	0	0	0	0	0
3	49361-36100	Interest Earnings	10,290	(10,290)	0	Eliminate	0	0	0	0	0
4	49364-36400	Sale of Fixed Assets	2,000	0	2,000	Eliminate	2,000	0	0	0	0
5	49365-36500	Surplus Property Sales	1,000	0	1,000	Eliminate	1,000	0	0	0	0
6	49365-36501	Recycled Materials	0	0	0	Eliminate	0	0	0	0	0
7	49366-36650	Reimbursements	5,000	(4,000)	1,000	Constant	2,500	2,500	2,500	2,500	2,500
8	49381-38100	Transfer from General Fund	0	0	0	Constant	0	0	0	0	0
9	49381-38114	Transfer from Insurance Fund	0	0	0	Eliminate	0	0	0	0	0
10	49399-39900	Fund Balance	0	0	0	Eliminate	0	0	0	0	0
11	TOTAL SYSTEM REVENUES		\$3,018,290	\$107,552	\$3,125,842		\$3,127,342	\$3,155,561	\$3,187,091	\$3,218,937	\$3,251,102

Footnotes:

[1] Budgeted amounts shown are based on the Fiscal Years 2017 and 2018 Adopted Operating Budget as provided by the City.

Table 2-2
City of Clermont, Florida
Sanitation Utility Rate Study

Fiscal Year 2017 Operating Budget [1]

Line No.	Cost Center ID Code	Description	Budget 2017	Adjustments	Adjusted 2017
Environmental Services Department - Sanitation - 49534					
<u>Personnel Services:</u>					
1	49534-12100	Regular Salaries and Wages	\$793,694	\$0	\$793,694
2	AddPer	Additional Personnel	0	0	0
3	49534-12110	Part-Time Salaries	0	0	0
4	49534-12120	Overtime	11,500	0	11,500
5	49534-12220	FICA	56,711	0	56,711
6	49534-12240	Defined Contribution Pension	80,519	0	80,519
7	49534-12300	Group Insurance	231,147	0	231,147
8	49534-12305	Life Insurance	2,500	0	2,500
9	49534-12315	Employee Assistance Plan	343	0	343
10	49534-12400	Workers' Compensation	34,423	0	34,423
11	49534-12500	Unemployment Compensation	0	0	0
12		Total Personnel Services	\$1,210,837	\$0	\$1,210,837
<u>Operating Expenses:</u>					
13	49534-53100	Professional Services - General	\$21,500	\$0	\$21,500
14	49534-53128	Background Investigations	0	0	0
15	49534-53129	Drug Screens	0	0	0
16	49534-53130	Medical Services	0	0	0
17	49534-53154	Professional Services - Investment Advisor	930	0	930
18	49534-53168	Professional Services - Safety Training	1,000	0	1,000
19	49534-53401	Contract Services - General	25,000	0	25,000
20	49534-54001	Travel and Per Diem	500	0	500
21	49534-54101	Telephone	1,800	0	1,800
22	49534-54102	Internet Service	600	0	600
23	49534-54200	Postage & Freight	9,000	0	9,000
24	49534-54304	Solid Waste Disposal Fees	500,000	0	500,000
25	49534-54500	Commercial Insurance	18,639	0	18,639
26	49534-54501	Self-Insurance Liability Claims	0	0	0
27	49534-54600	Repair & Maintenance - Buildings	500	0	500
28	49534-54601	Repair & Maintenance - Vehicles	100,000	0	100,000
29	49534-54614	Repair & Maintenance - Equipment	500	0	500
30	49534-54640	Repair & Maintenance - Copiers	450	0	450
31	49534-54700	Printing	8,000	0	8,000
32	49534-54700-19102	Printing - Rebranding	0	0	0
33	49534-54800	Advertising	750	0	750
34	49534-54900	Other Current Charges	0	0	0
35	49534-54906	Administrative Services	297,336	0	297,336
36	49534-54907	Uncollectible Accounts	10,000	(10,000)	0
37	49534-54909	Bank Service Charges	605	0	605
38	49534-54920	Payment-in-Lieu of Taxes	778	0	778
39	49534-55100	Office Supplies	500	0	500
40	49534-55200	Operating Supplies	60,000	0	60,000
41	49534-55201	Gas & Oil	175,000	0	175,000
42	49534-55202	Tires & Batteries	30,000	0	30,000
43	49534-55203	Uniforms	5,800	0	5,800
44	49534-55204	Minor Equipment	3,500	0	3,500
45	49534-55205	Safety Equipment	500	0	500

Table 2-2
City of Clermont, Florida
Sanitation Utility Rate Study

Fiscal Year 2017 Operating Budget [1]

Line No.	Cost Center ID Code	Description	Budget 2017	Adjustments	Adjusted 2017
46	49534-55209	Safety Shoes	5,000	0	5,000
47	49534-55212	Community Relations	4,000	0	4,000
48	49534-55219	Software Renewals / Support	1,000	0	1,000
49	49534-55401	Training & Education	1,000	0	1,000
50	49599-59900	Fund Reserve	0	0	0
51		Total Operating Expenses	<u>\$1,284,188</u>	<u>(\$10,000)</u>	<u>\$1,274,188</u>
		<u>Capital Outlay [2]:</u>			
52	49534-664000	Capital Outlay - Vehicles	\$443,000	(\$443,000)	\$0
53	49534-66401	Capital Equipment	0	0	0
54	49534-66404	Capital Outlay - Software	20,000	(20,000)	0
55		Total Capital Outlay	<u>\$463,000</u>	<u>(\$463,000)</u>	<u>\$0</u>
56		Subtotal Operating Expenses	<u>\$2,958,025</u>	<u>(\$473,000)</u>	<u>\$2,485,025</u>
		<u>Transfers Out</u>			
57	49584-99200	Interfund Loan	0	0	0
58		Total Transfers Out	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		Miscellaneous Adjustments			
59	Contingency	Contingency - 1.00% of O&M [3]	\$0	\$24,850	\$24,850
60	BadDebt	Bad Debt Expense - 0.25% of Rate Revs. [4]	0	7,805	7,805
61		TOTAL OPERATING EXPENSES	<u><u>\$2,958,025</u></u>	<u><u>(\$440,345)</u></u>	<u><u>\$2,517,680</u></u>

Footnotes:

- [1] Budgeted amounts shown are based on the Fiscal Year 2017 Adopted Operating Budget as provided by the City.
- [2] Amounts are adjusted from budget as shown herein since such capital outlay expenses and debt service payments are reflected in the Capital Improvements Plan or the Revenue Requirements part of the rate model.
- [3] A contingency of 1.00% of O&M was added to allow for unforeseen contingencies.
- [4] An allowance for bad debt expense of 0.25% of rate was recognized to account for uncollectible accounts.

Table 2-3
City of Clermont, Florida
Sanitation Utility Rate Study

Projection of Sanitation Operating Expenses [1]

Line No.	Cost Center ID Code	Description	Adjusted	Escalation Reference	Fiscal Year Ending September 30,				
			2017		2018	2019	2020	2021	2022
Environmental Services Department - Sanitation - 49534									
Personnel Services:									
1	49534-12100	Regular Salaries and Wages	\$793,694	Labor	\$817,505	\$842,030	\$867,291	\$893,310	\$920,109
2	AddPer	Additional Personnel	0	Input	0	0	0	97,985	100,925
3	49534-12110	Part-Time Salaries	0	Labor	0	0	0	0	0
4	49534-12120	Overtime	11,500	Labor	11,845	12,200	12,566	12,943	13,332
5	49534-12220	FICA	56,711	Labor	58,412	60,165	61,970	63,829	65,744
6	49534-12240	Defined Contribution Pension	80,519	Labor	82,935	85,423	87,985	90,625	93,344
7	49534-12300	Group Insurance	231,147	Health-Ins	245,016	259,717	275,300	291,818	309,327
8	49534-12305	Life Insurance	2,500	General-Ins	2,625	2,756	2,894	3,039	3,191
9	49534-12315	Employee Assistance Plan	343	Inflation	351	359	368	376	385
10	49534-12400	Workers' Compensation	34,423	General-Ins	36,144	37,951	39,849	41,841	43,933
11	49534-12500	Unemployment Compensation	0	Labor	0	0	0	0	0
12		Total Personnel Services	\$1,210,837		\$1,254,833	\$1,300,601	\$1,348,222	\$1,495,766	\$1,550,289
Operating Expenses:									
13	49534-53100	Professional Services - General	\$21,500	Professional	\$22,360	\$23,254	\$24,185	\$25,152	\$26,158
14	49534-53128	Background Investigations	0	Professional	0	0	0	0	0
15	49534-53129	Drug Screens	0	Professional	0	0	0	0	0
16	49534-53130	Medical Services	0	Professional	0	0	0	0	0
17	49534-53154	Professional Services - Investment Advisor	930	Professional	967	1,006	1,046	1,088	1,131
18	49534-53168	Professional Services - Safety Training	1,000	Professional	1,040	1,082	1,125	1,170	1,217
19	49534-53401	Contract Services - General	25,000	Contractual	26,000	27,040	28,122	29,246	30,416
20	49534-54001	Travel and Per Diem	500	Inflation	512	523	536	549	562
21	49534-54101	Telephone	1,800	Inflation	1,841	1,884	1,929	1,975	2,023
22	49534-54102	Internet Service	600	Inflation	614	628	643	658	674
23	49534-54200	Postage & Freight	9,000	Inflation	9,207	9,419	9,645	9,876	10,113
24	49534-54304	Solid Waste Disposal Fees	500,000	Growth+Infl	511,500	528,497	546,593	565,308	590,511
25	49534-54500	Commercial Insurance	18,639	General-Ins	19,571	20,549	21,577	22,656	23,789
26	49534-54501	Self-Insurance Liability Claims	0	General-Ins	0	0	0	0	0
27	49534-54600	Repair & Maintenance - Buildings	500	Repair	515	530	546	563	580
28	49534-54601	Repair & Maintenance - Vehicles	100,000	Repair	103,000	106,090	109,273	112,551	115,927
29	49534-54614	Repair & Maintenance - Equipment	500	Repair	515	530	546	563	580
30	49534-54640	Repair & Maintenance - Copiers	450	Repair	464	477	492	506	522
31	49534-54700	Printing	8,000	Inflation	8,184	8,372	8,573	8,779	8,990
32	49534-54700-19102	Printing - Rebranding	0	Inflation	0	0	0	0	0
33	49534-54800	Advertising	750	Inflation	767	785	804	823	843
34	49534-54900	Other Current Charges	0	Inflation	0	0	0	0	0
35	49534-54906	Administrative Services	297,336	Labor	306,256	315,444	324,907	334,654	344,694
36	49534-54907	Uncollectible Accounts	0	Eliminate	0	0	0	0	0
37	49534-54909	Bank Service Charges	605	Inflation	619	633	648	664	680
38	49534-54920	Payment-in-Lieu of Taxes	778	PILOT	805	833	863	893	924
39	49534-55100	Office Supplies	500	Inflation	512	523	536	549	562
40	49534-55200	Operating Supplies	60,000	Inflation	61,380	62,792	64,299	65,842	67,422
41	49534-55201	Gas & Oil	175,000	Fuel	183,750	192,938	202,584	212,714	223,349
42	49534-55202	Tires & Batteries	30,000	Inflation	30,690	31,396	32,149	32,921	33,711
43	49534-55203	Uniforms	5,800	Inflation	5,933	6,070	6,216	6,365	6,517
44	49534-55204	Minor Equipment	3,500	Inflation	3,581	3,663	3,751	3,841	3,933
45	49534-55205	Safety Equipment	500	Inflation	512	523	536	549	562
46	49534-55209	Safety Shoes	5,000	Inflation	5,115	5,233	5,358	5,487	5,619
47	49534-55212	Community Relations	4,000	Inflation	4,092	4,186	4,287	4,389	4,495
48	49534-55219	Software Renewals / Support	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
49	49534-55401	Training & Education	1,000	Inflation	1,023	1,047	1,072	1,097	1,124
50	49599-59900	Fund Reserve	0	Eliminate	0	0	0	0	0
51		Total Operating Expenses	\$1,274,188		\$1,312,347	\$1,356,994	\$1,403,910	\$1,452,525	\$1,508,750
Capital Outlay [2]:									
52	49534-664000	Capital Outlay - Vehicles	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
53	49534-66401	Capital Equipment	0	Eliminate	0	0	0	0	0
54	49534-66404	Capital Outlay - Software	0	Eliminate	0	0	0	0	0
55		Total Capital Outlay	\$0		\$0	\$0	\$0	\$0	\$0
56		Subtotal Operating Expenses	\$2,485,025		\$2,567,179	\$2,657,595	\$2,752,133	\$2,948,291	\$3,059,039
Transfers Out									
57	49584-99200	Interfund Loan	0	Eliminate	0	0	0	0	0
58		Total Transfers Out	\$0		\$0	\$0	\$0	\$0	\$0

Table 2-3
City of Clermont, Florida
Sanitation Utility Rate Study

Projection of Sanitation Operating Expenses [1]

Line No.	Cost Center ID Code	Description	Adjusted 2017	Escalation Reference	Fiscal Year Ending September 30,				
					2018	2019	2020	2021	2022
		Miscellaneous Adjustments							
59	Contingency	Contingency - 1.00% of O&M [3]	\$24,850	Input	\$24,707	\$25,577	\$26,487	\$28,375	\$29,441
60	BadDebt	Bad Debt Expense - 0.25% of Rate Revs. [4]	7,805	Input	7,805	7,883	7,961	8,041	8,122
61		Adjustment	(95,663)	Input	(96,451)	(99,848)	(103,400)	(110,770)	(114,931)
62		TOTAL OPERATING EXPENSES	<u>\$2,422,017</u>		<u>\$2,503,240</u>	<u>\$2,591,207</u>	<u>\$2,683,181</u>	<u>\$2,873,937</u>	<u>\$2,981,670</u>
			<u>4.24%</u>		<u>3.35%</u>	<u>3.51%</u>	<u>3.55%</u>	<u>7.11%</u>	<u>3.75%</u>

Footnotes:

- [1] Budgeted amounts shown are based on the Fiscal Year 2017 and 2018 Adopted Operating Budgets as provided by the City.
- [2] Amounts are adjusted from budget as shown herein since such capital outlay expenses and debt service payments are reflected in the Capital Improvements Plan or the Revenue Requirements part of the rate model.
- [3] A contingency of 1.00% of O&M was added to allow for unforeseen contingencies.
- [4] An allowance for bad debt expense of 0.25% of rate was recognized to account for uncollectible accounts.

Table 2-4
City of Clermont, Florida
Sanitation Utility Rate Study

Summary of Projected Escalation Factors

Line No.	Description	Escalation Reference	Fiscal Year Ending September 30,				
			2018	2019	2020	2021	2022
1	General Inflation (CPI) [1]	Inflation	1.023	1.023	1.024	1.024	1.024
2	Labor [2]	Labor	1.030	1.030	1.030	1.030	1.030
3	Health Insurance	Health-Ins	1.060	1.060	1.060	1.060	1.060
4	Contractual Services	Contractual	1.040	1.040	1.040	1.040	1.040
5	Professional Services	Professional	1.040	1.040	1.040	1.040	1.040
6	General Insurance	General-Ins	1.050	1.050	1.050	1.050	1.050
7	Repair and Maintenance	Repair	1.030	1.030	1.030	1.030	1.030
8	Electricity	Electricity	1.050	1.050	1.050	1.050	1.050
9	Fuel	Fuel	1.050	1.050	1.050	1.050	1.050
10	Constant	Constant	1.000	1.000	1.000	1.000	1.000
11	Eliminate	Eliminate	0.000	0.000	0.000	0.000	0.000
12	Marginal	Marginal	1.010	1.010	1.010	1.010	1.010
13	Decline	Decline	0.950	0.950	0.950	0.950	0.950
14	Personnel	Personnel	1.000	1.000	1.000	1.100	1.000
15	Customer Growth	Cust-Growth	1.000	1.010	1.010	1.010	1.020
16	Customer Growth + Inflation	Growth+Infl	1.023	1.033	1.034	1.034	1.045
17	PILOT	PILOT	1.035	1.035	1.035	1.035	1.035

Footnotes:

- [1] Estimated based on projections from *Budget and Economic Outlook: 2017 to 2027*, published by the Congressional Budget Office in January 2017.
- [2] Based on discussions with Staff.

Table 2-5
City of Clermont, Florida
Sanitation Utility Rate Study

Capital Improvement Program Funding Plan

Line No.	Description	Escalation Reference	Funding Source	Fiscal Year Ending September 30,					Total CIP
				2018	2019	2020	2021	2022	
<u>CIP Escalation Factor Alternatives</u>									
<u>General Project Escalators</u>									
1	Inflation (CPI)	Inflation		1.000	1.023	1.048	1.073	1.099	
2	No Assumed Escalation (0.0% per Year)	None		1.000	1.000	1.000	1.000	1.000	
3	Capital Outlay (3.5% per Year)	Outlay		1.000	1.035	1.070	1.110	1.150	
4	ENR Index Average (3.0% per Year)	ENR		1.000	1.030	1.060	1.090	1.120	
5	Marginal Increase (1.0% per Year)	Marginal		1.000	1.010	1.020	1.030	1.040	
6	High Increase (5.0% per Year)	High		1.000	1.050	1.100	1.160	1.220	
CAPITAL IMPROVEMENT PLAN									
8	Sanitation Vehicles	Inflation	R&R	\$80,000	\$357,955	\$480,807	\$148,074	\$725,340	\$1,792,176
9	Public Works Complex - 1 of 2	None	PW	1,022,133	0	0	0	0	1,022,133
10	Public Works Complex - 2 of 2	None	Sub.1	1,537,700	0	0	0	0	1,537,700
11	Subtotal Capital Improvement Plan			\$2,639,833	\$357,955	\$480,807	\$148,074	\$725,340	\$4,352,009
12	Other Capital Outlay	Outlay	Rates	26,525	20,700	21,400	22,200	23,000	113,825
13	TOTAL CAPITAL PLAN			\$2,666,358	\$378,655	\$502,207	\$170,274	\$748,340	\$4,465,834
FUNDING SOURCES									
14	Rate Revenue		Rates	\$26,525	\$20,700	\$21,400	\$22,200	\$23,000	\$113,825
15	Operating Fund		Operating	0	0	0	0	0	0
16	Capital Replacement Fund		R&R	80,000	357,955	480,807	148,074	725,340	1,792,176
17	Additional Subordinate Lien Debt 1		Sub.1	1,537,700	0	0	0	0	1,537,700
18	Public Works Reserve		PW	1,022,133	0	0	0	0	1,022,133
19	TOTAL FUNDING SOURCES			\$2,666,358	\$378,655	\$502,207	\$170,274	\$748,340	\$4,465,834

Footnotes:

[1] Original amounts as provided by staff and adjusted for inflation.

Table 2-6
City of Clermont, Florida
Sanitation Utility Rate Study

Projected Sanitation System Revenue Requirements

Line No.	Description	Projected Fiscal Year Ending September 30,				
		2018	2019	2020	2021	2022
	<u>Operating Expenses [1]</u>					
1	Total Operating Expenses	\$2,503,240	\$2,591,207	\$2,683,181	\$2,873,937	\$2,981,670
	<u>Debt Service Payments: [2]</u>					
	<u>Proposed Debt Service: [3]</u>					
4	Additional Junior Lien Debt 1	\$124,037	\$124,037	\$124,037	\$124,037	\$124,037
5	Total Proposed Debt Service Payments	\$124,037	\$124,037	\$124,037	\$124,037	\$124,037
6	Total Debt Service Payments	\$124,037	\$124,037	\$124,037	\$124,037	\$124,037
	<u>Other Revenue Requirements:</u>					
7	Transfer to Renewal and Replacement Fund [4]	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
8	Other Capital Funded from Rates [5]	26,525	20,700	21,400	22,200	23,000
9	Transfer to Operating Reserves	0	0	0	0	0
10	Total Other Revenue Requirements	\$426,525	\$420,700	\$421,400	\$422,200	\$423,000
11	Gross Revenue Requirements	\$3,053,802	\$3,135,944	\$3,228,618	\$3,420,174	\$3,528,707
	<u>Less Income and Funds from Other Sources:</u>					
12	Other Operating Revenue	\$5,500	\$2,500	\$2,500	\$2,500	\$2,500
13	Interest Income [6]	8,913	12,653	13,617	14,977	15,576
14	Transfer from Operating Reserves	0	0	0	0	0
15	Total Other Revenues	\$14,413	\$15,153	\$16,117	\$17,477	\$18,076
16	Net Revenue Requirements	\$3,039,389	\$3,120,791	\$3,212,502	\$3,402,698	\$3,510,631
	<u>Revenue from Sanitation Rates:</u>					
17	Collection Revenue	\$3,121,842	\$3,153,061	\$3,184,591	\$3,216,437	\$3,248,602
18	Prior Year Rate Adjustments	0	0	79,615	162,832	249,787
19	Collection Revenue Before Current Year Adjustments	\$3,121,842	\$3,153,061	\$3,264,206	\$3,379,269	\$3,498,389
20	Total Rate Revenue Before Current Year Adjustment	\$3,121,842	\$3,153,061	\$3,264,206	\$3,379,269	\$3,498,389
21	Revenue Surplus / (Deficiency)	82,454	32,270	51,705	(23,428)	(12,242)
22	Percent of Current Year Rate Revenue	2.64%	1.02%	1.58%	-0.69%	-0.35%

Table 2-6
City of Clermont, Florida
Sanitation Utility Rate Study

Projected Sanitation System Revenue Requirements

Line No.	Description	Projected Fiscal Year Ending September 30,				
		2018	2019	2020	2021	2022
	<u>Current Year Rate Adjustments - Collection</u>					
23	Current Year Rate Adjustment	0.00%	2.50%	2.50%	2.50%	2.50%
24	Effective Month	Jan.	Jan.	Jan.	Jan.	Jan.
25	% of Current Year Effective	75.00%	75.00%	75.00%	75.00%	75.00%
26	Total Revenue from Current Year Adjustments	\$0	\$59,120	\$61,204	\$63,361	\$65,595
27	Collection Revenue After Rate Adjustments	\$3,121,842	\$3,212,181	\$3,325,410	\$3,442,631	\$3,563,983
28	Total Revenue After Rate Adjustments	\$3,121,842	\$3,212,181	\$3,325,410	\$3,442,631	\$3,563,983
29	Revenue Surplus/(Deficiency) [7]	\$82,454	\$91,390	\$112,908	\$39,933	\$53,352
30	Percent of Rate Revenues	2.64%	2.85%	3.40%	1.16%	1.50%

Footnotes:

- [1] Amounts derived from the City's Fiscal Year 2017 and 2018 Budgets and are escalated as shown on Table 2-3.
[2] Payment amounts shown were based on debt service schedules provided by City Staff.
[3] The proposed debt is based upon the funding of the capital improvement program. Initial payments shown may indicate a partial year's payment of debt service due to the timing of the instrument. The following indicated the estimated terms and conditions of the proposed debt.

Additional Subordinate Lien Debt 1

Principal (Includes Project Costs and Costs of Issuance)	\$1,570,000
Issue Date	6/1/2017
Interest Rate	2.00%
Term (Years)	20
Annual Average Debt Service	\$124,037

- [4] Amounts are transfers to a Renewal and Replacement (R&R) Fund and are to be used for R&R related capital projects.
[5] Amounts based on the proposed capital funding plan as shown in Table 2-5.
[6] Interest income is estimated on earnings on projected fund balances from unrestricted reserves.
[7] The forecast assumes that any deficiencies will be funded from available operating reserves.

Table 2-7
City of Clermont, Florida
Sanitation Utility Rate Study

Projection of Ending Cash Balances and Interest Income

Line		Investment Reference		Projected Fiscal Year Ending September 30,				
No.	Description	Cash Balance	Interest Income	2018	2019	2020	2021	2022
<u>Year End Cash Balances Roll-Up:</u>								
1	Sanitation Operating Fund	(U)	(U)	\$160,029	\$339,729	\$539,958	\$642,856	\$779,644
2	Emergency Reserve Fund	(U)	(U)	647,822	669,512	692,191	739,227	765,791
3	Reserve for Public Works Fund	(U)	(U)	0	0	0	0	0
4	Capital Replacement Fund	(U)	(U)	1,570,000	1,612,045	1,531,238	1,783,164	1,457,824
5	Total Ending Cash Balances			\$2,377,851	\$2,621,286	\$2,763,388	\$3,165,247	\$3,003,259
6	Emergency Funds			\$647,822	\$669,512	\$692,191	\$739,227	\$765,791
7	City Policy : 90 Days of Operating Net Operating Expenditures			\$647,822	\$669,512	\$692,191	\$739,227	\$765,791
8	Calculated Days of Available Cash (Net Expenditures)			90	90	90	90	90
9	Unrestricted Cash Balances			\$2,377,851	\$2,621,286	\$2,763,388	\$3,165,247	\$3,003,259
10	Target : 120 Days of Operating Net Operating Expenditures			\$863,762	\$892,683	\$922,921	\$985,635	\$1,021,054
11	Calculated Days of Available Unrestricted Cash (Net Expenditures)			330	352	359	385	353
Sanitation Operating Fund								
12	Beginning Balance			\$442,022	\$160,029	\$339,729	\$539,958	\$642,856
13	Transfers In - Revenue Requirements			3,121,842	3,212,181	3,325,410	3,442,631	3,563,983
14	Transfers In - R&R Fund			0	0	0	0	0
15	Transfers In - Operating Transfer			0	0	0	0	0
16	Transfers In - Debt Service Reserve			0	0	0	0	0
17	Transfers In - General Fund Loan (Principal Payment)			110,000	110,000	110,000	110,000	110,000
18	Transfers Out - Revenue Requirements			3,039,389	3,120,791	3,212,502	3,402,698	3,510,631
19	Transfers Out - Capital Improvements			0	0	0	0	0
19	Transfers Out - Emergency Reserve			24,446	21,691	22,679	47,036	26,564
20	Transfers Out - Capital Replacement Fund			450,000	0	0	0	0
21	Transfers Out - Capital Replacement Fund - Public Works			0	0	0	0	0
22	Transfers Out - Operating Transfer			0	0	0	0	0
23	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
24	Interest Income		(U)	\$1,505	\$1,249	\$2,199	\$2,957	\$3,556
	Recognition of Interest Income							
25	in Revenue Requirements			\$1,505	\$1,249	\$2,199	\$2,957	\$3,556
26	Ending Balance Before Adjustments			\$160,029	\$339,729	\$539,958	\$642,856	\$779,644
27	Adjustments to Actual			0	0	0	0	0
28	Adjusted Ending Balance	(U)		\$160,029	\$339,729	\$539,958	\$642,856	\$779,644
29	Target : 30 Days of Operating Net Operating Expenditures			215,941	223,171	230,730	246,409	255,264
30	Calculated Days of Available Cash (Net Operating Expenditures)			22	46	70	78	92
Emergency Reserve Fund								
31	Beginning Balance			\$623,376	\$647,822	\$669,512	\$692,191	\$739,227
32	Transfers In - Operating Reserve Transfer			24,446	21,691	22,679	47,036	26,564
33	Transfers Out			0	0	0	0	0
34	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
35	Interest Income		(U)	\$3,178	\$3,293	\$3,404	\$3,579	\$3,763
	Recognition of Interest Income							
36	in Revenue Requirements			\$3,178	\$3,293	\$3,404	\$3,579	\$3,763
37	Ending Balance	(U)		\$647,822	\$669,512	\$692,191	\$739,227	\$765,791
38	Gross Revenue Revenue Requirements			\$3,053,802	\$3,135,944	\$3,228,618	\$3,420,174	\$3,528,707
39	Minus Capital Funded From Rates & Capital (R&R) Transfer			426,525	420,700	421,400	422,200	423,000
40	Net Operating Expenditures			\$2,627,277	\$2,715,244	\$2,807,218	\$2,997,974	\$3,105,707
41	City Policy - Days of Available Cash: 90 Days of Expenditures			\$647,822	\$669,512	\$692,191	\$739,227	\$765,791
42	Ending Balance From Above			\$647,822	\$669,512	\$692,191	\$739,227	\$765,791
43	Calculated Days of Available Cash (Revenue)			90	90	90	90	90

Table 2-7
City of Clermont, Florida
Sanitation Utility Rate Study

Projection of Ending Cash Balances and Interest Income

		<u>Investment Reference</u>						
Line		Cash	Interest	Projected Fiscal Year Ending September 30,				
No.	Description	Balance	Income	2018	2019	2020	2021	2022
Reserve for Public Works Fund								
44	Beginning Balance			\$1,762,133	\$0	\$0	\$0	\$0
45	Transfers In - Operating Transfer			0	0	0	0	0
46	Transfers In - Other			0	0	0	0	0
47	Transfers Out - CIP			1,022,133	0	0	0	0
48	Transfers Out - to Capital Reserve			740,000	0	0	0	0
49	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
50	Interest Income		(U)	\$0	\$0	\$0	\$0	\$0
	Recognition of Interest Income							
51	in Revenue Requirements			\$0	\$0	\$0	\$0	\$0
52	Ending Balance	(U)		\$0	\$0	\$0	\$0	\$0
Capital Replacement Fund								
53	Beginning Balance			\$60,000	\$1,570,000	\$1,612,045	\$1,531,238	\$1,783,164
54	Transfers In - Annual Operations			400,000	400,000	400,000	400,000	400,000
55	Transfers In - Allocation of Operaring Reserve Fund / PW Fund			1,190,000	0	0	0	0
56	Transfers Out - CIP			80,000	357,955	480,807	148,074	725,340
57	Transfers Out			0	0	0	0	0
58	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
59	Interest Income		(U)	\$4,075	\$7,955	\$7,858	\$8,286	\$8,102
	Recognition of Interest Income							
60	in Revenue Requirements			\$4,075	\$7,955	\$7,858	\$8,286	\$8,102
61	Ending Balance	(U)		\$1,570,000	\$1,612,045	\$1,531,238	\$1,783,164	\$1,457,824
Debt Service Sinking Fund								
62	Annual Debt Service Payment			\$124,037	\$124,037	\$124,037	\$124,037	\$124,037
63	Average Balance	(R)		31,009	31,009	31,009	31,009	31,009
64	Interest Rate			0.50%	0.50%	0.50%	0.50%	0.50%
65	Interest Income		(U)	\$155	\$155	\$155	\$155	\$155
	Recognition of Interest Income							
66	in Revenue Requirements			\$155	\$155	\$155	\$155	\$155
<u>Interest Income:</u>								
67	Unrestricted Interest Income		(U)	\$8,913	\$12,653	\$13,617	\$14,977	\$15,576
68	Restricted Interest Income		(R)	0	0	0	0	0
69	Total Interest Income			\$8,913	\$12,653	\$13,617	\$14,977	\$15,576

Table 2-8
City of Clermont, Florida
Sanitation Utility Rate Study

Projection of Debt Service Coverage Compliance

Line No.	Description		Fiscal Year Ending September 30,				
			2018	2019	2020	2021	2022
	<u>Gross Revenues:</u>						
	<u>Rate Revenues:</u>						
1	Revenues from Existing Rates	[1]	\$3,121,842	\$3,153,061	\$3,184,591	\$3,216,437	\$3,248,602
2	Revenue from Rate Adjustments	[2]	0	59,120	140,819	226,193	315,382
3	Total Rate Revenue		\$3,121,842	\$3,212,181	\$3,325,410	\$3,442,631	\$3,563,983
	<u>Revenues from Other Sources</u>						
4	Other Operating Revenue		\$5,500	\$2,500	\$2,500	\$2,500	\$2,500
5	Interest Income	[3]	8,913	12,653	13,617	14,977	15,576
6	Total Revenues from Other Sources		\$14,413	\$15,153	\$16,117	\$17,477	\$18,076
7	Total Gross Revenues		\$3,136,255	\$3,227,334	\$3,341,527	\$3,460,107	\$3,582,060
	<u>Operating Expenses:</u>						
8	Total Operating Expenses		\$2,503,240	\$2,591,207	\$2,683,181	\$2,873,937	\$2,981,670
9	Net Revenues		\$633,016	\$636,127	\$658,345	\$586,170	\$600,389
	<u>Annual Debt Service Requirements</u>						
	<u>Subordinate Lien Debt Service Requirement</u>						
10	Additional Junior Lien Debt 1		\$124,037	\$124,037	\$124,037	\$124,037	\$124,037
11	Total Subordinate Lien Debt Service Requirement		\$124,037	\$124,037	\$124,037	\$124,037	\$124,037
	<u>All-In Debt Service Coverage</u>						
	Test:						
12	Net Revenues		\$633,016	\$636,127	\$658,345	\$586,170	\$600,389
13	Total Debt Service Payments		\$124,037	\$124,037	\$124,037	\$124,037	\$124,037
14	Calculated Coverage Ratio		510.34%	512.85%	530.77%	472.58%	484.04%
15	Target Coverage Ratio		150.00%	150.00%	150.00%	150.00%	150.00%
	<u>Senior Lien Test</u>						
16	Net Revenues		\$633,016	\$636,127	\$658,345	\$586,170	\$600,389
17	Total Senior Lien Debt Service Payments		\$0	\$0	\$0	\$0	\$0
18	Calculated Ratio		0.00%	0.00%	0.00%	0.00%	0.00%
19	Minimum Required Coverage Ratio		110.00%	110.00%	110.00%	110.00%	110.00%
	<u>Subordinate Lien Test</u>						
20	Net Revenues		\$633,016	\$636,127	\$658,345	\$586,170	\$600,389
21	Total Subordinate Lien Debt Service Payments		\$124,037	\$124,037	\$124,037	\$124,037	\$124,037
22	Calculated Ratio		510.34%	512.85%	530.77%	472.58%	484.04%
23	Minimum Required Coverage Ratio		115.00%	115.00%	115.00%	115.00%	115.00%
	<u>Less Other Required and Recognized Transfers:</u>						
24	Capital Funded from Rates		\$26,525	\$20,700	\$21,400	\$22,200	\$23,000
25	Renewal and Replacement Transfer		400,000	400,000	400,000	400,000	400,000
26	Total Other Required and Recognized Transfers		\$426,525	\$420,700	\$421,400	\$422,200	\$423,000
27	Net Amount Available for Other Utility System Purposes		\$82,454	\$91,390	\$112,908	\$39,933	\$53,352

Footnotes begin on following page.

Table 2-8
City of Clermont, Florida
Sanitation Utility Rate Study

Projection of Debt Service Coverage Compliance

Footnotes: _____

- [1] Projected revenue from rates reflects existing rates effective October 1, 2017.
- [2] Revenue from Sanitation collection rate adjustments reflect the following projected rate increases effective January 1st of each year.

<u>Fiscal Year</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Rate Adjustment	0.00%	2.50%	2.50%	2.50%	2.50%

- [3] Amounts shown only reflect earnings from funds and accounts established by the City that are considered unrestricted (earnings not required to be retained in such funds and accounts and are available as a component of Net Revenues)

SECTION 3

STORMWATER SYSTEM



CITY OF CLERMONT, FLORIDA
WATER, WASTEWATER, STORMWATER, AND
SANITATION UTILITY RATE STUDY

SECTION 3 – STORMWATER SYSTEM

INTRODUCTION

The purpose of this section is to summarize the development of proposed stormwater rates sufficient to recover the cost of operating, maintaining, repairing and financing the sanitation system through Fiscal Year 2022. As outlined herein, stormwater rate adjustments are proposed in order to support the stormwater revenue requirements projected for the Forecast Period. As discussed in more detail in this section of the report, the City proposes to implement an automatic rate index to ensure that all rates keep pace with inflation. The utility index provision for all systems is proposed to be equal to the greater of the FPSC Index or the adjustments proposed in this study. A more thorough discussion about the proposed rate adjustments and the annual indexing provision is provided in this section.

The recommendations of this study are based on a financial forecast developed for the stormwater system and this section discusses the primary study assumptions, considerations, goals and recommendations. The study began with the identification of utility operating and capital needs, next considered the capital financing plan and, finally, established the timing of rate adjustments. The financial forecast serves as the basis for the rate recommendations for the Forecast Period.

CUSTOMER GROWTH AND REVENUES

Projected revenues from rates for the stormwater system were based on a review of historical operating results, the proposed Fiscal Year 2018 budget, and other planning data provided by the City. Based on discussions with City staff, this analysis recognizes an average growth in drainage units or EDUs of approximately 1.00% per year throughout the Forecast Period. An EDU is an equivalent residential drainage unit that is based on the average impervious area of a typical residential property. Based on the City's adopted standard, an EDU is equal to 3,154 square feet of impervious area. For residential properties, the City offers a stormwater rate of \$3.00 per month and \$5.00 per month with and without on-site drainage facilities, respectively. For commercial accounts, the same rates apply per EDU; however, each commercial property's EDU count is unique based upon the impervious area as calculated by the City's engineers.

Based on the 1% per year growth assumption, system revenues at existing rates are estimated to increase from approximately \$1.0 million to \$1.1 million per year over the Forecast Period as shown in Table 3-1. When compared to the customer growth rates of the water and wastewater systems that are projected to exceed 3% per year, it should be noted that the primary development is expected to occur outside the City limits, which only benefits the water and wastewater systems. The stormwater system, like the sanitation system, is assumed to benefit

from new customer growth that occurs only within the corporate limits of the City, and specifically within the City's drainage basins.

The stormwater system also benefits from other operating and non-operating income. For the Forecast Period, other miscellaneous operating revenues are projected, on average, to be approximately \$2,000 per year and interest earnings on unrestricted fund balances are estimated to average approximately \$3,100 per year.

OPERATING AND MAINTENANCE EXPENSES

The Fiscal Year 2017 operating budget, adjusted for year-to-date operating results as shown on Table 3-2, and the Fiscal Year 2018 proposed operating budget served as the basis for the operating and maintenance expense projections for the remainder of the Forecast Period. Adjustments were made to both the Fiscal Year 2017 and Fiscal Year 2018 operating budgets to exclude depreciation, principal and interest payments on debt, capital expenditures, and additions to reserves, which were accounted for separately in our analysis; or in the case of depreciation, excluded as a non-cash expense. These adjustments resulted in the Fiscal Year 2018 operating budget of \$6.5 million being adjusted down to approximately \$0.9 million in operating expenses. A contingency allowance of one percent (1.0%) of operation and maintenance expenses was recognized for unanticipated expenditures in each Fiscal year. Additionally, a bad debt allowance of 0.25% of rate revenues was recognized in each Fiscal Year. The aforementioned allowances represent averages of approximately \$9,600 and \$4,000 annually, respectively. Operation and maintenance expenses are projected to increase by an annual average of approximately 4.78% per year from Fiscal Year 2018 operating budget levels as shown in Table 3-3. The overall increase over the Forecast Period in projected operating expenses was based upon assumptions corresponding to several escalation factors and the nature of the expense as shown on Table 3-4. A few of the major factors are shown below:

1. Labor – 3.0% per year
2. Health Insurance – 6.0% per year
3. Consumer Price Index (CPI) – Average of 2.4% per year
4. Other (Repairs, Fuel, Professional Services, etc.) – Ranging from 1.0% to 5.0% per year

In addition to the inflationary adjustments shown above, which were applied to the Fiscal Year 2018 budgeted expenses, the City anticipates adding two (2) additional personnel in Fiscal Years 2018 and 2019. The additional maintenance workers, as assumed, are projected to increase the annual budget by approximately \$91,000 per year by Fiscal Year 2022.

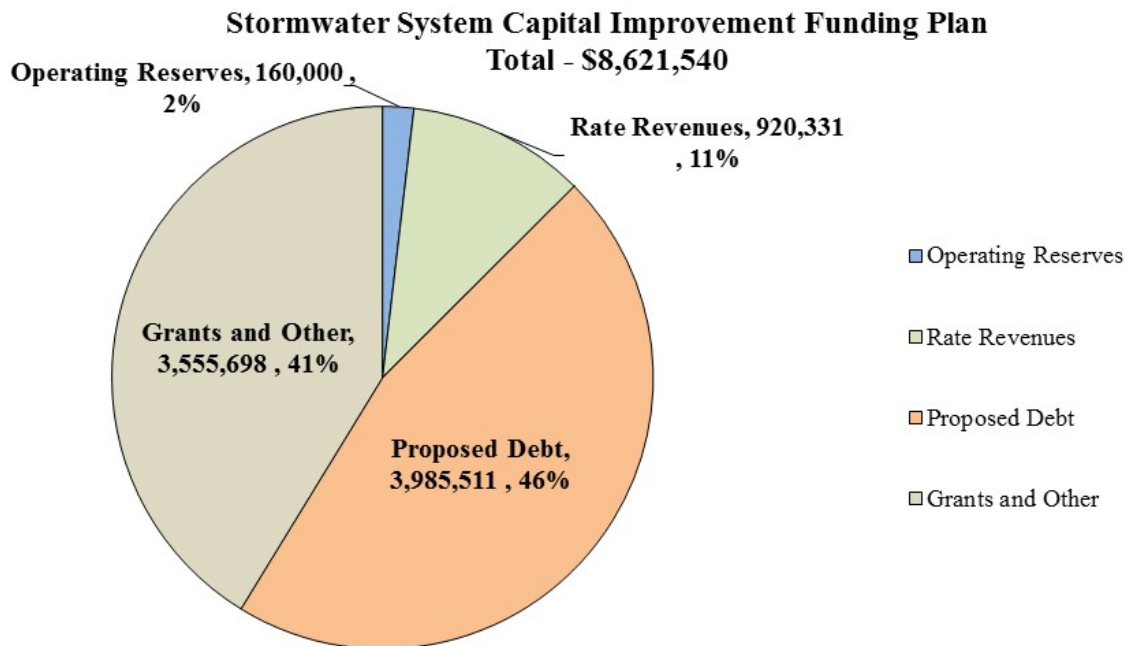
CAPITAL IMPROVEMENT PLAN

The CIP utilized in this analysis was provided by the City for Fiscal Years 2018 through 2022. The City's project cost estimates were based on Fiscal Year 2018 dollars. Therefore, these amounts were increased by the Engineering News-Record (ENR), which has been approximately 3.0% per year to account for cost inflation over the Forecast Period. The CIP includes

approximately \$8.6 million to fund stormwater improvements and vehicles. Major CIP projects include:

- a. Victory Pointe Project - \$5.3 million
- b. Chain of Lakes Project - \$2.6 million
- c. System Maintenance - \$0.2 million
- d. Other Vehicles and Equipment - \$0.2 million

The financial forecast assumes that the anticipated CIP will be fully funded through a combination of rate revenues, proposed debt, and grant funding as shown on Table 3-5 and depicted below:



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PROPOSED DEBT SERVICE

The stormwater system recently negotiated a Master Plan loan to fund a portion of the Victory Pointe stormwater project. Payments for the proposed debt are projected on average to be approximately \$354,000 per year over the Forecast Period based on an average interest rate of 2.63% for 15-years. In order to fund the principal and interest payments on the Master Plan loan, a stormwater rate increase is proposed with bills rendered on or after January 1, 2018. Proposed rate adjustments are discussed in more detail later in this section. Additional loans are also projected over the Forecast Period to fund a portion of the Chain of Lakes improvements. The proposed projects may be contingent on the availability of grants. The proposed additional loans are assumed to increase annual debt service payments by approximately \$81,000 per year over the Forecast Period. However, the borrowing assumptions are subject to change over time.

CONCLUSIONS AND RECOMMENDATIONS

Based on the projected revenue requirement needs of the system, as shown on Table 3-6, and the projected funding plan for the CIP, including the Victory Pointe financing, it is estimated that revenues under existing rates will not be sufficient to fund the projected needs for system. It is recommended that the City implement the proposed rate increase of \$1.71 per EDU or from \$3.00 per month to \$4.71. The proposed rate adjustment is effective for bills rendered on or after January 1, 2018. No additional rate adjustments are proposed for Fiscal Years 2019 through 2022. The following table contains a summary of the proposed rate increases, along with certain projected financial operating results:

Summary of Projected Rate Adjustments and Key Operating Results

Description	Fiscal Year Ending September 30,				
	2018	2019	2020	2021	2022
Proposed Rate Increases (\$ per EDU)	\$1.71	\$0	\$0	\$0	\$0
Effective Date	Jan. 1, 2018	Oct. 1, 2018	Oct. 1, 2019	Oct. 1, 2020	Oct. 1, 2021
System Revenue Surplus / (Deficiency) [1]	\$36,255	\$9,229	\$116,428	\$56,818	(\$5,334)
System Operating Reserves (Ending Balance) [2]	26,933	130,218	262,995	301,213	276,686
Target of 60 Days of Operating Expense Plus Debt [2]	226,535	230,498	219,598	231,999	244,795
System Emergency Reserves (Ending Balance) [2]	339,803	345,747	329,398	347,998	367,192
Emergency Reserves City Policy – 90 Days of Operating Expenditures[2]	339,803	345,747	329,398	347,998	367,192
Debt Service Coverage (Target 130%) [3]	171%	196%	191%	167%	147%

[1] As shown in Table 3-6.

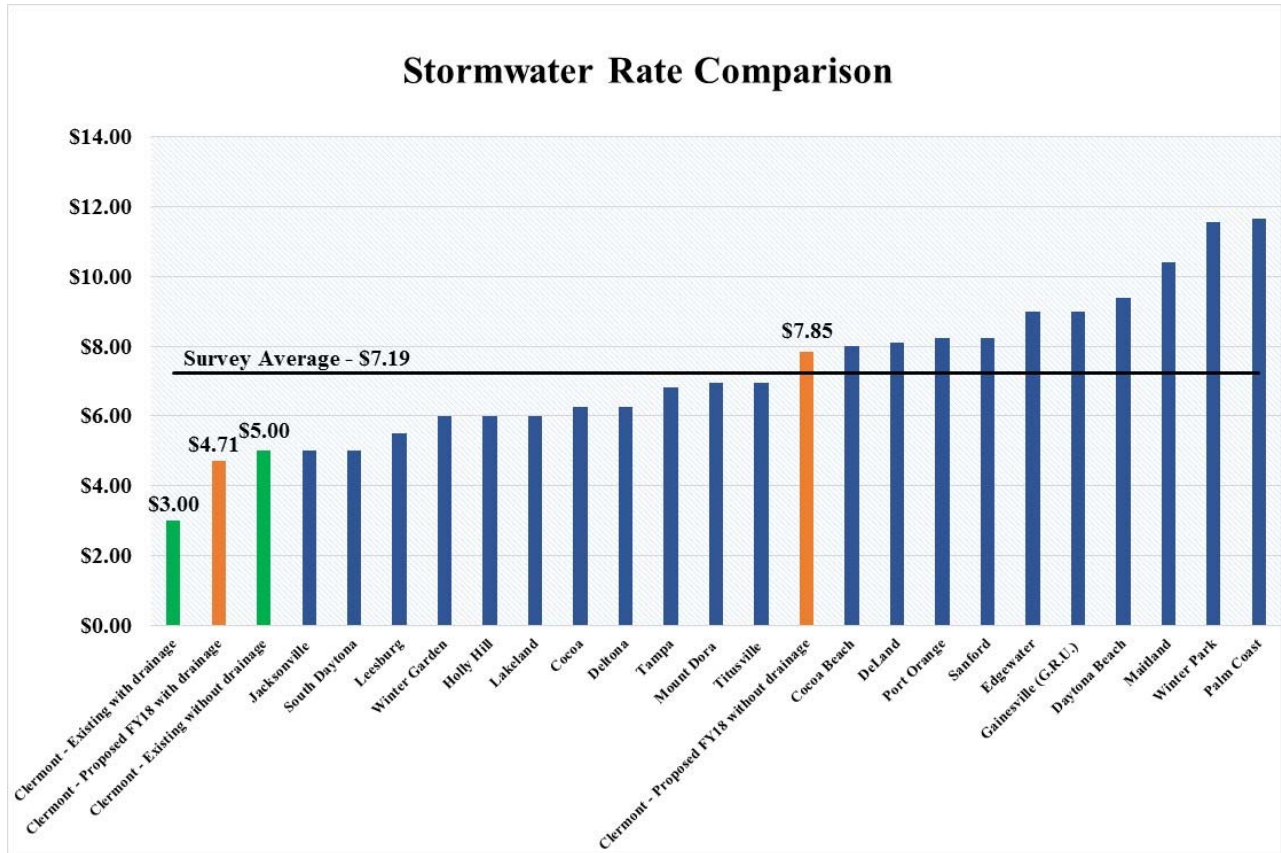
[2] As shown in Table 3-7.

[3] As shown in Table 3-8.

To ensure that utility rates keep pace with inflation, the City proposes to adopt an automatic index provision for the stormwater system. The annual utility index provision for all systems is proposed to be equal to the greater of the FPSC Index or the adjustments proposed above from this study. The FPSC Index for the recent five (5) years has averaged approximately 1.48% per year. Assuming the Fiscal Year 2019 FPSC Index is equal to the average of 1.48%, we would recommend at a minimum, the City implement the FPSC Index at 1.48% in this example. If the index was implemented, it would provide approximately \$24,000 in additional stormwater revenues per year above the amounts shown in this study. Such amounts could be used to offset increases in operating expenses or fund additional capital projects.

RATE COMPARISON

As shown below, the average residential bill based on a typical property with onsite drainage facilities is proposed to increase \$1.71 per month with bills rendered on or after January 1, 2018. The proposed Fiscal Year 2018 residential bill is projected to be well below the average charged by neighboring utilities as shown below:



SECTION 3

CITY OF CLERMONT, FLORIDA

WATER, WASTEWATER, STORMWATER, AND SANITATION UTILITY RATE STUDY

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Table No.	Description
3-1	Projection of Stormwater System Revenue Under Existing Rates
3-2	Fiscal Year 2017 Operating Budget
3-3	Projected Stormwater System Operating Expenses
3-4	Summary of Projected Escalation Factors
3-5	Capital Improvement Program Funding Plan
3-6	Projected Stormwater System Revenue Requirements
3-7	Projection of Ending Cash Balances and Interest Income
3-8	Projection of Debt Service Coverage Compliance

Table 3-1
City of Clermont Florida
Stormwater Utility Rate Study

Projection of Stormwater System Revenue Under Existing Rates

Line No.	Code	Description	Budgeted	Adjustments	2017	Escalation Reference	Fiscal Year Ending September 30th,				
			FY 2017				2018	2019	2020	2021	2022
Stormwater System											
1	45343-34370	Stormwater Fees	\$975,000	\$57,935	\$1,032,935	Marginal	\$1,032,935	\$1,043,265	\$1,053,697	\$1,064,234	\$1,074,877
2	45361-36100	Interest Earnings	2,520	(2,520)	0	Eliminate	0	0	0	0	0
3	45364-36400	Sale of Fixed Assets	0	0	0	Eliminate	0	0	0	0	0
4	45366-36650	Reimbursements	2,000	(500)	1,500	Constant	2,000	2,000	2,000	2,000	2,000
5	45399-39900	Fund Balance	0	0	0	Eliminate	0	0	0	0	0
6	45331-33139-38108	Federal Grant - CDBG Grant	566,186	(566,186)	0	Eliminate	0	0	0	0	0
7	45331-33735-38109	Water Authority Grant - LK W	0	0	0	Eliminate	0	0	0	0	0
8	45337-33735-38100	Water Authority Grant	0	0	0	Eliminate	0	0	0	0	0
9	45331-33139-38117	Federal Grant - LWCF Grant	200,000	(200,000)	0	Eliminate	0	0	0	0	0
10	45331-33139-38118	Federal Grant - FDEP / EPA	412,060	(412,060)	0	Eliminate	0	0	0	0	0
11	45334-33436-38114	State Grant - Victory Point	500,000	(500,000)	0	Eliminate	0	0	0	0	0
12	45337-33735-38112	Water Authority Grant Drew	169,656	(169,656)	0	Eliminate	0	0	0	0	0
13	45337-33735-38113	Water Authority Grant - Victory	643,030	(643,030)	0	Eliminate	0	0	0	0	0
14	45337-33738-38115	SJRWMD Grant - Victory Point	940,000	(940,000)	0	Eliminate	0	0	0	0	0
15	45381-38108-38110	Transfer In - Water Fund	125,000	(125,000)	0	Eliminate	0	0	0	0	0
16	TransferIns	Transfer from Insurance Fund	0	0	0	Constant	0	0	0	0	0
17	Misc1	Transfer In - Debt Proceeds	5,304,910	(5,304,910)	0	Eliminate	0	0	0	0	0
18		Total Other Operating Revenue	<u>\$9,840,362</u>	<u>(\$8,805,927)</u>	<u>\$1,034,435</u>		<u>\$1,034,935</u>	<u>\$1,045,265</u>	<u>\$1,055,697</u>	<u>\$1,066,234</u>	<u>\$1,076,877</u>

Table 3-2
City of Clermont Florida
Stormwater Utility Rate Study

Fiscal Year 2017 Operating Budget [1]

Line No.	Cost ID Code	Description	Budget 2017	Adjustments	Adj. Budget 2017
Operations					
Personal Services					
1	45538-12100	Regular Salaries and Wages	\$307,469	\$0	\$307,469
2	AddPer	Additional Personnel	0	0	0
3	45538-12110	Part-Time Salaries	0	0	0
4	45538-12120	Overtime-Salaries	5,250	0	5,250
5	45538-12220	FICA Taxes	21,928	0	21,928
6	45538-12240	Defined Contribution Pension	31,272	0	31,272
7	45538-12300	Group Insurance	123,466	0	123,466
8	45538-12305	Life Insurance	969	0	969
9	45538-12315	Employee Assistance Plan	151	0	151
10	45538-12400	Worker's Compensation	14,106	0	14,106
Total Personal Services			\$504,611	\$0	\$504,611
Operating Expenses					
11	45538-53100	Professional Services - General	\$500	\$0	\$500
12	45538-53100-38100	Professional Services - 12th and Lakes	0	0	0
13	45538-53100-38108	Professional Services - General CDB	4,550	(4,550)	0
14	45538-53100-38110	Professional Services - Victory Pointe	50,000	(50,000)	0
15	45538-53100-38111	Professional Services - Chain of Lakes	60,000	(60,000)	0
16	45538-53100-38112	Professional Services - Drew & East Stormwater	0	0	0
17	45538-53100-95101	Professional Services - General - Master Plan	0	0	0
18	45538-53128	Background Investigations	0	0	0
19	45538-53129	Drug Screens	0	0	0
20	45538-53130	Medical Services	0	0	0
21	45538-53168	Professional Services - Safety Training	2,000	0	2,000
22	45538-53401	Contract Services - General	5,000	0	5,000
23	45538-53403	Contract Services - Mowing	7,500	0	7,500
24	45538-53404	Contract Services - Pest Control	200	0	200
25	45538-53408	Contract Services - Sewer Cleaning	0	0	0
26	45538-54001	Travel & Per Diem	1,000	0	1,000
27	45538-54101	Telephone	1,000	0	1,000
28	45538-54102	Internet Service	700	0	700
29	45538-54200	Postage & Freight	8,000	0	8,000
30	45538-54304	Solid Waste Disposal Fees	25,000	0	25,000
31	45538-54400	Rentals - Equipment	500	0	500
32	45538-54500	Commercial Insurance	30,830	0	30,830
33	45538-54601	Repair & Maintenance - Vehicles	8,000	0	8,000
34	45538-54603	Repair & Maintenance - Streets	0	0	0
35	45538-54612	Repair & Maintenance - Systems	20,000	0	20,000
36	45538-54614	Repair & Maintenance - Equipment	3,000	0	3,000
37	45538-54622	Repair & Maintenance - Storm Drains	60,000	0	60,000
38	45538-54640	Repair & Maintenance - Copiers	200	0	200
39	45538-54700	Printing	3,500	0	3,500
40	45538-54800	Advertising	500	0	500
41	45538-54900	Other Current Charges	0	0	0
42	45538-54906	Administrative Services [2]	59,669	0	59,669
43	45538-54907	Uncollectible Accounts	4,000	(4,000)	0
44	45538-54909	Bank Service Charges	950	0	950
45	45538-54918	Permit Fees	0	0	0
46	45538-55100	Office Supplies	300	0	300
47	45538-55200	Operating Supplies	4,000	0	4,000
48	45538-55200-33003	Operating Supplies - Construct	1,000	0	1,000

Table 3-2
City of Clermont Florida
Stormwater Utility Rate Study

Fiscal Year 2017 Operating Budget [1]

Line No.	Cost ID Code	Description	Budget 2017	Adjustments	Adj. Budget 2017
49	45538-55201	Gas & Oil	14,000	0	14,000
50	45538-55202	Tires & Batteries	1,500	0	1,500
51	45538-55203	Uniforms	2,000	0	2,000
52	45538-55204	Minor Equipment	3,000	0	3,000
53	45538-55204-33003	Minor Equipment - Construct	1,000	0	1,000
54	45538-55205	Safety Equipment	1,000	0	1,000
55	45538-55209	Safety Shoes	1,400	0	1,400
56	45538-55212	Community Relations	0	0	0
57	45538-55219	Software Renewals / Support	2,500	0	2,500
58	45538-55400	Subscriptions & Dues	750	0	750
59	45538-55401	Training & Education	1,800	0	1,800
60	45538-55401-33003	Training & Education - Construct	300	0	300
61	45599-59900	Fund Reserves	0	0	0
62		Total Operation Expenses	\$391,149	(\$118,550)	\$272,599
Capital Outlay [3]					
63	45538-66101	Capital Outlay - Land	\$0	\$0	\$0
64	45538-66306	Capital Outlay - Stormwater System	0	0	0
65	45538-66306-38100	Stormwater System - 12th & Lakes	0	0	0
66	45538-66306-38101	Stormwater System - Bowman Street	0	0	0
67	45538-66306-38107	Capital Outlay - The Crescent S	0	0	0
68	45538-66306-38108	Capital Outlay - Stormwater CD	72,143	(72,143)	0
69	45538-66306-38109	Capital Outlay - Lake Winona St	0	0	0
70	45538-66306-38110	Capital Outlay - Downtown / WTR	8,000,000	(8,000,000)	0
71	45538-66306-38111	Capital Outlay - Chain of Lakes Street	0	0	0
72	45538-66306-38112	Capital Outlay - Drew & East Stormwater	200,000	(200,000)	0
73	45538-66400	Capital Outlay - Vehicles	0	0	0
74	45538-66401	Capital - Equipment	9,900	(9,900)	0
75	45538-66404	Capital Outlay - Software	40,000	(40,000)	0
76		Total Non-Departmental Services	\$8,322,043	(\$8,322,043)	\$0
Debt Service					
77	45538-77120-38110	Debt Svc - 2017 Loan	\$350,000	(\$350,000)	\$0
Other Adjustments					
78	BadDebt	Bad Debt Expense = 0.25% of Rate Revs. [4]	\$0	\$2,582	\$2,582
79	Contingency	Operating Contingency = 1.00% of O&M [5]	0	7,772	7,772
80	Adjustments	Adjustments	0	0	14,455
81		Total Other Adjustments	\$0	\$10,354	\$24,809
82		Total Stormwater Expenses	\$9,567,803	(\$8,780,239)	\$802,019

Footnotes:

- [1] Budgeted amounts are based on Fiscal Year 2017 Adopted Operating Budget as provided by the City.
- [2] Budgeted amounts are for indirect cost reimbursement associated with services provided by the City's General Fund and are considered a part of operating expenses by the City.
- [3] Amounts are adjusted from budget as shown herein since such capital outlay expenses and debt service payments are reflected in the Capital Improvements Plan or the Revenue Requirements part of the rate model.
- [4] An allowance for bad debt expense of 0.25% of rate was recognized to account for uncollectible revenues.
- [5] A contingency of 1.00% of O&M was added to allow for unforeseen contingencies.

Table 3-3
City of Clermont Florida
Stormwater Utility Rate Study

Projected Stormwater System Operating Expenses [1]

Line No.	Cost ID Code	Description	Budget	Escalation	Fiscal Year Ending September 30,				
			2017		2018	2019	2020	2021	2022
Operations									
Personal Services									
1	45538-12100	Regular Salaries and Wages	\$307,469	Labor	\$316,693	\$326,194	\$335,980	\$346,059	\$356,441
2	AddPer	Additional Personnel	0	Input	40,275	82,780	85,264	87,822	90,456
3	45538-12110	Part-Time Salaries	0	Labor	0	0	0	0	0
4	45538-12120	Overtime-Salaries	5,250	Labor	5,408	5,570	5,737	5,909	6,086
5	45538-12220	FICA Taxes	21,928	Labor	22,586	23,263	23,961	24,680	25,421
6	45538-12240	Defined Contribution Pension	31,272	Labor	32,210	33,176	34,172	35,197	36,253
7	45538-12300	Group Insurance	123,466	Ins-Health	130,874	138,726	147,050	155,873	165,225
8	45538-12305	Life Insurance	969	General-Ins	1,017	1,068	1,122	1,178	1,237
9	45538-12315	Employee Assistance Plan	151	Inflation	155	158	162	166	170
10	45538-12400	Worker's Compensation / Unemployment Compensation	14,106	General-Ins	14,811	15,552	16,329	17,146	18,003
11		Total Personal Services	\$504,611		\$564,029	\$626,489	\$649,776	\$674,029	\$699,292
Operating Expenses									
12	45538-53100	Professional Services - General	500	Professional	520	541	562	585	608
13	45538-53100-38100	Professional Services - 12th and Lakes	0	Professional	0	0	0	0	0
14	45538-53100-38108	Professional Services - General CDB	0	Professional	0	0	0	0	0
15	45538-53100-38110	Professional Services - Victory Pointe	0	Professional	0	0	0	0	0
16	45538-53100-38111	Professional Services - Chain of Lakes	0	Professional	0	0	0	0	0
17	45538-53100-38112	Professional Services - Drew & East Stormwater	0	Professional	0	0	0	0	0
18	45538-53100-95101	Professional Services - General - Master Plan	0	Professional	0	0	0	0	0
19	45538-53128	Background Investigations	0	Professional	0	0	0	0	0
20	45538-53129	Drug Screens	0	Professional	0	0	0	0	0
21	45538-53130	Medical Services	0	Professional	0	0	0	0	0
22	45538-53168	Professional Services - Safety Training	2,000	Professional	2,080	2,163	2,250	2,340	2,433
23	45538-53401	Contract Services - General	5,000	Contractual	5,200	5,408	5,624	5,849	6,083
24	45538-53403	Contract Services - Mowing	7,500	Contractual	7,800	8,112	8,436	8,774	9,125
25	45538-53404	Contract Services - Pest Control	200	Contractual	208	216	225	234	243
26	45538-53408	Contract Services - Sewer Cleaning	0	Contractual	0	0	0	0	0
27	45538-54001	Travel & Per Diem	1,000	Inflation	1,024	1,049	1,073	1,098	1,125
28	45538-54101	Telephone	1,000	Inflation	1,024	1,049	1,073	1,098	1,125
29	45538-54102	Internet Service	700	Inflation	717	734	751	769	787
30	45538-54200	Postage & Freight	8,000	Inflation	8,192	8,389	8,582	8,788	8,998
31	45538-54304	Solid Waste Disposal Fees	25,000	Inflation	25,600	26,214	26,817	27,461	28,120
32	45538-54400	Rentals - Equipment	500	Inflation	512	524	536	549	562
33	45538-54500	Commercial Insurance	30,830	General-Ins	32,372	33,990	35,690	37,474	39,348
34	45538-54601	Repair & Maintenance - Vehicles	8,000	Repair	8,240	8,487	8,742	9,004	9,274
35	45538-54603	Repair & Maintenance - Streets	0	Repair	0	0	0	0	0
36	45538-54612	Repair & Maintenance - Systems	20,000	Repair	20,600	21,218	21,855	22,510	23,185
37	45538-54614	Repair & Maintenance - Equipment	3,000	Repair	3,090	3,183	3,278	3,377	3,478
38	45538-54622	Repair & Maintenance - Storm Drains	60,000	Repair	61,800	63,654	65,564	67,531	69,556
39	45538-54640	Repair & Maintenance - Copiers	200	Repair	206	212	219	225	232
40	45538-54700	Printing	3,500	Inflation	3,584	3,670	3,754	3,845	3,937
41	45538-54800	Advertising	500	Inflation	512	524	536	549	562
42	45538-54900	Other Current Charges	0	Inflation	0	0	0	0	0
43	45538-54906	Administrative Services [2]	59,669	Labor	61,459	63,303	65,202	67,158	69,173
44	45538-54907	Uncollectible Accounts	0	Eliminate	0	0	0	0	0
45	45538-54909	Bank Service Charges	950	Inflation	973	996	1,019	1,044	1,069
46	45538-54918	Permit Fees	0	Inflation	0	0	0	0	0
47	45538-55100	Office Supplies	300	Inflation	307	315	322	330	337
48	45538-55200	Operating Supplies	4,000	Inflation	4,096	4,194	4,291	4,394	4,499
49	45538-55200-33003	Operating Supplies - Construct	1,000	Inflation	1,024	1,049	1,073	1,098	1,125
50	45538-55201	Gas & Oil	14,000	Fuel	14,700	15,435	16,207	17,017	17,868
51	45538-55202	Tires & Batteries	1,500	Inflation	1,536	1,573	1,609	1,648	1,687
52	45538-55203	Uniforms	2,000	Inflation	2,048	2,097	2,145	2,197	2,250
53	45538-55204	Minor Equipment	3,000	Inflation	3,072	3,146	3,218	3,295	3,374
54	45538-55204-33003	Minor Equipment - Construct	1,000	Inflation	1,024	1,049	1,073	1,098	1,125
55	45538-55205	Safety Equipment	1,000	Inflation	1,024	1,049	1,073	1,098	1,125
56	45538-55209	Safety Shoes	1,400	Inflation	1,434	1,468	1,502	1,538	1,575
57	45538-55212	Community Relations	0	Inflation	0	0	0	0	0
58	45538-55219	Software Renewals / Support	2,500	Inflation	2,560	2,621	2,682	2,746	2,812
59	45538-55400	Subscriptions & Dues	750	Inflation	768	786	805	824	844
60	45538-55401	Training & Education	1,800	Inflation	1,843	1,887	1,931	1,977	2,025
61	45538-55401-33003	Training & Education - Construct	300	Inflation	307	315	322	330	337
62	45599-59900	Fund Reserves	0	Eliminate	0	0	0	0	0
63		Total Operation Expenses	\$272,599		\$281,455	\$290,619	\$300,038	\$309,851	\$320,008
Capital Outlay [3]									
64	45538-66101-38110	Capital Outlay - Land / Victory Pointe	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
65	45538-66306	Capital Outlay - Stormwater System	0	Eliminate	0	0	0	0	0
66	45538-66306-38100	Stormwater System - 12th & Lakes	0	Eliminate	0	0	0	0	0
67	45538-66306-38101	Stormwater System - Bowman Street	0	Eliminate	0	0	0	0	0
68	45538-66306-38107	Capital Outlay - The Crescent S	0	Eliminate	0	0	0	0	0
69	45538-66306-38108	Capital Outlay - Stormwater CDBG	0	Eliminate	0	0	0	0	0
70	45538-66306-38109	Capital Outlay - Lake Winona St	0	Eliminate	0	0	0	0	0
71	45538-66306-38110	Capital Outlay - Victory PT/W LK	0	Eliminate	0	0	0	0	0
72	45538-66306-38111	Capital Outlay - Chain of Lakes Street	0	Eliminate	0	0	0	0	0
73	45538-66306-38112	Capital Outlay - Drew & East Stormwater	0	Eliminate	0	0	0	0	0
74	45538-66400	Capital Outlay - Vehicles	0	Eliminate	0	0	0	0	0
75	45538-66401	Capital - Equipment	0	Eliminate	0	0	0	0	0
76	45538-66404	Capital Outlay - Software	0	Eliminate	0	0	0	0	0

Table 3-3
City of Clermont Florida
Stormwater Utility Rate Study

Projected Stormwater System Operating Expenses [1]

Line No.	Cost ID Code	Description	Budget 2017	Escalation	Fiscal Year Ending September 30,				
					2018	2019	2020	2021	2022
77		Total Non-Departmental Services	\$0		\$0	\$0	\$0	\$0	\$0
		Debt Service							
78	45538-77120-38110	Debt Svc - 2017 Loan	\$0	Eliminate	\$0	\$0	\$0	\$0	\$0
		Other Adjustments							
79	BadDebt	Bad Debt Expense = 0% of Rate Revs.	\$2,582	Input	\$3,686	\$4,095	\$4,136	\$4,177	\$4,219
80	Contingency	Operating Contingency = 0% of O&M	7,772	Input	8,614	9,343	9,676	10,023	10,384
81	Adjustments	Adjustments	14,455	Input	15,870	17,214	17,828	18,467	19,132
82		Total Other Adjustments	\$24,809		\$28,170	\$30,652	\$31,640	\$32,668	\$33,735
83		Total Stormwater Expenses	<u>\$802,019</u>		<u>\$873,654</u>	<u>\$947,760</u>	<u>\$981,455</u>	<u>\$1,016,548</u>	<u>\$1,053,035</u>
84		Annual Rate of Change	<u>11.68%</u>		<u>8.93%</u>	<u>8.48%</u>	<u>3.56%</u>	<u>3.58%</u>	<u>3.59%</u>

Footnotes

- [1] Amounts shown based on Table 3-2 and the City's Fiscal Year 2018 Budget.
- [2] Budgeted amounts are for indirect cost reimbursement associated with services provided by the City's General Fund and are considered a part of operating expenses by the City.
- [3] Amounts are adjusted from budget as shown herein since such capital outlay expenses and debt service payments are reflected in the Capital Improvements Plan or the Revenue Requirements part of the rate model.
- [4] A allowance for bad debt expense of 0.25% of rate was recognized to account for uncollectible revenues.
- [5] A contingency of 1.00% of O&M was added to allow for unforeseen contingencies.

Table 3-4
City of Clermont Florida
Stormwater Utility Rate Study

Summary of Projected Escalation Factors

Line No.	Description	Escalation	Fiscal Year Ending September 30,				
			2018	2019	2020	2021	2022
1	General Inflation (CPI) [1]	Inflation	1.024	1.024	1.023	1.024	1.024
2	Labor [2]	Labor	1.030	1.030	1.030	1.030	1.030
3	Health Insurance	Ins-Health	1.060	1.060	1.060	1.060	1.060
4	Contractual Services	Contractual	1.040	1.040	1.040	1.040	1.040
5	Professional Services	Professional	1.040	1.040	1.040	1.040	1.040
6	General Insurance	General-Ins	1.050	1.050	1.050	1.050	1.050
7	Repair & Maintenance	Repair	1.030	1.030	1.030	1.030	1.030
8	Electricity	Electricity	1.0500	1.050	1.050	1.050	1.050
9	Fuel	Fuel	1.050	1.050	1.050	1.050	1.050
10	Constant	Constant	1.000	1.000	1.000	1.000	1.000
11	Eliminate	Eliminate	0.000	0.000	0.000	0.000	0.000
12	Marginal	Marginal	1.010	1.010	1.010	1.010	1.010
13	Decline	Decline	0.950	0.950	0.950	0.950	0.950
14	Personnel	Personnel	1.138	1.121	1.000	1.000	1.000

Footnotes:

[1] Projected inflation figures are based on the "The Budget and Economic Outlook: An Update" published by the Congressional Budget Office in January 2017.

[2] Based on discussions with City Staff.

Table 3-5
City of Clermont Florida
Stormwater Utility Rate Study

Capital Improvement Program Funding Plan

Line No.	Description	Escalation Factor	Current Funding	Fiscal Year Ending September 30,					
				2018	2019	2020	2021	2022	Total
<u>CIP Escalation Factor Alternatives</u>									
1	No Assumed Escalation (0.0% per Year)	None		1.0000	1.0000	1.0000	1.0000	1.0000	
2	Inflation	Inflation		1.0000	1.0240	1.0230	1.0240	1.0240	
3	Capital Outlay (3.5% per Year)	Outlay		1.0000	1.0350	1.0700	1.1100	1.1500	
4	ENR Index Average (3.0% per Year)	ENR		1.0000	1.0300	1.0600	1.0900	1.1200	
5	Marginal Increase (1.0% per Year)	Marginal		1.0000	1.0100	1.0200	1.0300	1.0400	
6	High Increase (5.0% per Year)	High		1.0000	1.0500	1.1000	1.1600	1.2200	
Stormwater System Capital Expenditures:									
7	Stormwater Improvements - Victory Pointe	None	JD1	\$2,615,511	\$0	\$0	\$0	\$0	\$2,615,511
8	Stormwater Improvements - Victory Pointe (Split Funding)	None	G	2,695,698	0	0	0	0	2,695,698
9	Stormwater Improvements - Victory Pointe (Split Funding)	None	Rates	0	0	0	0	0	0
10	Stormwater Improvements - Chain of Lakes	ENR	Rates	0	50,000	100,000	100,000	100,000	350,000
11	Stormwater Improvements - Chain of Lakes (Split Funding)	ENR	JD2	0	362,000	324,000	0	0	686,000
12	Stormwater Improvements - Chain of Lakes (Split Funding)	ENR	JD3	0	0	0	336,000	348,000	684,000
13	Stormwater Improvements - Chain of Lakes (Split Funding)	ENR	G	0	206,000	212,000	218,000	224,000	860,000
14	Stormwater Vehicles	Inflation	Rates	10,610	0	0	0	0	10,610
15	Stormwater Vehicles (Split Funding)	Inflation	Rates	23,040	0	0	0	0	23,040
16	Software	Inflation	Rates	731	0	0	0	0	731
17	Reallocation of Professional Services Associated with CIP	None	Op Res	160,000	0	0	0	0	160,000
18	PRMG 5% Allowance System Maintenance	None	Rates	0	0	75,000	75,000	75,000	225,000
19	Master Plan Updates	None	Rates	0	150,000	0	0	0	150,000
20	Capital Outlay From Budget	Outlay	Rates	\$30,000	\$31,050	\$32,100	\$33,300	\$34,500	\$160,950
21	Total Stormwater System Capital Expenditures			\$5,535,590	\$799,050	\$743,100	\$762,300	\$781,500	\$8,621,540
<u>Funding Source Summary</u>									
22	Operating Reserves		Op Res	\$160,000	\$0	\$0	\$0	\$0	\$160,000
23	Stormwater Rate Revenue		Rates	64,381	231,050	207,100	208,300	209,500	920,331
24	Grant Funding		G	2,695,698	206,000	212,000	218,000	224,000	3,555,698
25	New Subordinate Lien Debt 1		JD1	2,615,511	0	0	0	0	2,615,511
26	New Subordinate Lien Debt 2		JD2	0	362,000	324,000	0	0	686,000
27	New Subordinate Lien Debt 3		JD3	0	0	0	336,000	348,000	684,000
28	Total Funding Sources			\$5,535,590	\$799,050	\$743,100	\$762,300	\$781,500	\$8,621,540

Table 3-6
City of Clermont Florida
Stormwater Utility Rate Study

Projected Stormwater System Revenue Requirements

Line No.	Description	Fiscal Year Ending September 30,				
		2018	2019	2020	2021	2022
1	Operating Expenses [1]	\$873,654	\$947,760	\$981,455	\$1,016,548	\$1,053,035
	<u>Proposed Debt Service [2]</u>					
2	New Subordinate Lien Debt 1	\$354,436	\$354,436	\$354,436	\$354,436	\$354,436
3	New Subordinate Lien Debt 2	0	0	0	40,342	40,342
4	New Subordinate Lien Debt 3	0	0	0	0	41,354
5	Total Proposed Debt	\$354,436	\$354,436	\$354,436	\$394,778	\$436,133
6	Total Debt Service	\$354,436	\$354,436	\$354,436	\$394,778	\$436,133
	<u>Other Revenue Requirements</u>					
7	Transfer to Operating Reserves	\$150,000	\$100,000	\$0	\$0	\$0
8	Capital Funded from Rates [3]	64,381	231,050	207,100	208,300	209,500
9	Total Other Revenue Requirements	\$214,381	\$331,050	\$207,100	\$208,300	\$209,500
10	Gross Revenue Requirements	\$1,442,471	\$1,633,246	\$1,542,991	\$1,619,627	\$1,698,668
	<u>Less Income and Funds from Other Sources</u>					
11	Other Operating Revenue [4]	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
12	Unrestricted Interest Income [5]	2,211	2,550	3,114	3,598	3,778
13	Net Revenue Requirements	\$1,438,260	\$1,628,696	\$1,537,877	\$1,614,029	\$1,692,890
	Revenue from Rates					
	<u>Combined Revenue from Rates</u>					
14	Stormwater Rate Revenue - Existing Rates	\$1,032,935	\$1,043,265	\$1,053,697	\$1,064,234	\$1,074,877
15	Prior Year Rate Adjustments	0	594,661	600,607	606,613	612,680
16	Total Rate Revenue Before Current Year Adjustment	\$1,032,935	\$1,637,925	\$1,654,305	\$1,670,848	\$1,687,556
	<u>Current Year Rate Adjustments</u>					
17	Current Year Rate Adjustments	57.00%	0.00%	0.00%	0.00%	0.00%
18	Effective Month	January	January	January	January	January
19	% of Current Year Effective	75.0%	75.0%	75.0%	75.0%	75.0%
20	Revenue From Current Year Rate Adjustments	\$441,580	\$0	\$0	\$0	\$0
21	Total Revenue from Rates	\$1,474,515	\$1,637,925	\$1,654,305	\$1,670,848	\$1,687,556
22	Revenue Surplus/(Deficiency) [6]	\$36,255	\$9,229	\$116,428	\$56,818	(\$5,334)
23	Revenue Surplus/(Deficiency) Percentage	2.46%	0.56%	7.04%	3.40%	-0.32%

Footnotes:

- [1] Amounts shown based on Table 3-3.
[2] Amounts shown represent payments on proposed loans utilized in the funding of the CIP.
[3] Amounts based on the proposed capital funding plan.
[4] Amounts based on projection of other operating revenues as shown on Table 3-1.
[5] Interest income is estimated on earnings on projected fund balances from unrestricted reserves.
[6] The forecast assumes that any deficiencies will be funded from available operating reserves.

Table 3-7
City of Clermont Florida
Stormwater Utility Rate Study

Projection of Ending Cash Balances and Interest Income

		Fiscal Year Ending September 30,				
Line No.	Description	2018	2019	2020	2021	2022
<u>ENDING CASH BALANCE:</u>						
1	Operating Fund	\$26,933	\$130,218	\$262,995	\$301,213	\$276,686
2	Emergency Reserve Fund	339,803	345,747	329,398	347,998	367,192
3	Capital Replacement Fund	0	0	0	0	0
4	Total Ending Cash Balance	\$366,736	\$475,965	\$592,393	\$649,212	\$643,878
5	Emergency Funds	\$339,803	\$345,747	\$329,398	\$347,998	\$367,192
6	City Policy of 25% of Net Operating Expenditures	\$339,803	\$345,747	\$329,398	\$347,998	\$367,192
7	Calculated Days of Available Cash (Net Expenditures)	90	90	90	90	90
8	Calculated Percentage of Net Operating Expenditures	25%	25%	25%	25%	25%
9	Unrestricted Cash Balances	\$366,736	\$475,965	\$592,393	\$649,212	\$643,878
10	Target : 120 Days of Operating Net Operating Expenditures	\$453,071	\$460,996	\$439,197	\$463,998	\$489,589
11	Calculated Days of Available Unrestricted Cash (Net Expenditures)	97	124	162	168	158
<u>OPERATING/GENERAL REVENUE ACCOUNT</u>						
12	Beginning Balance [1]	\$113,591	\$26,933	\$130,218	\$262,995	\$301,213
13	Transfer In - Stormwater Revenue	1,474,515	1,637,925	1,654,305	1,670,848	1,687,556
14	Transfer In - Capital Replacement Fund	0	0	0	0	0
15	Transfer In - Stormwater Emergency Reserve Fund	0	0	0	0	0
16	Transfer In - Existing Construction Fund	0	0	0	0	0
17	Transfer In - Debt Service Reserve	0	0	0	0	0
18	Transfers In - Victory Pointe Design Reimbursements	0	0	0	0	0
19	Transfers In - Additional Grants & Sources Not Previously Accounted For	0	0	0	0	0
20	Transfers Out - Revenue Requirements	1,438,260	1,628,696	1,537,877	1,614,029	1,692,890
21	Transfers Out - Capital Improvements [2]	160,000	0	0	0	0
22	Transfers Out - Capital Replacement Fund	0	0	0	0	0
23	Transfers Out - Stormwater Emergency Reserve Fund	112,913	5,944	(16,349)	18,601	19,194
24	Transfers Out - Existing Construction Fund	0	0	0	0	0
25	Transfers In (Out)	150,000	100,000	0	0	0
26	Interest Rate	0.50%	0.50%	0.50%	0.50%	0.50%
27	Interest Income	351	393	983	1,411	1,445
28	Recognition of Interest Earnings in Revenue Requirements	351	393	983	1,411	1,445
29	Ending Balance Before Adjustments	26,933	130,218	262,995	301,213	276,686
30	Adjustment to Actual (Increase in Net Liabilities)	0	0	0	0	0
31	Adjusted Ending Balance	26,933	130,218	262,995	301,213	276,686
	Target : 30 Days of Operating Net Operating Expenditures	113,268	115,249	109,799	115,999	122,397
	Calculated Days of Available Cash (Net Operating Expenditures)	7	34	72	78	68
<u>EMERGENCY RESERVE ACCOUNT</u>						
32	Beginning Balance [1]	\$226,890	\$339,803	\$345,747	\$329,398	\$347,998
33	Transfers In - Operating Reserves	112,913	5,944	(16,349)	18,601	19,194
34	Transfers In - Capital Replacement Fund	0	0	0	0	0
35	Transfers Out - Operating Reserves	0	0	0	0	0
36	Transfers Out - Capital Replacement Fund	0	0	0	0	0
37	Transfers In (Out)	0	0	0	0	0
38	Interest Rate	0.50%	0.50%	0.50%	0.50%	0.50%
39	Interest Income	1,417	1,714	1,688	1,693	1,788
	Recognition of Interest Earnings in Revenue Requirements	1,417	1,714	1,688	1,693	1,788
40	Ending Balance	339,803	345,747	329,398	347,998	367,192
42	Gross Revenue Requirements	\$1,442,471	\$1,633,246	\$1,542,991	\$1,619,627	\$1,698,668
43	Minus Capital Funded From Rates & Capital (R&R) Transfer	64,381	231,050	207,100	208,300	209,500
44	Net Operating Expenditures	\$1,378,090	\$1,402,196	\$1,335,891	\$1,411,327	\$1,489,168
45	City Policy - Days of Available Cash: 90 Days of Expenditures	339,803	345,747	329,398	347,998	367,192
46	Ending Balance From Above	339,803	345,747	329,398	347,998	367,192
47	Calculated Days of Available Cash (Net Operating Expenditures)	90	90	90	90	90
48	Calculated Percentage of Cash to Expenditures	25%	25%	25%	25%	25%

Table 3-7
City of Clermont Florida
Stormwater Utility Rate Study

Projection of Ending Cash Balances and Interest Income

Line No.	Description	Fiscal Year Ending September 30,				
		2018	2019	2020	2021	2022
CAPITAL REPLACEMENT FUND						
49	Beginning Balance [1]	\$0	\$0	\$0	\$0	\$0
50	Transfers In - Operating Reserves	0	0	0	0	0
51	Transfers In - Capital Replacement Deposit	0	0	0	0	0
52	Transfers In - Stormwater Capital Fund	0	0	0	0	0
53	Transfers Out - Operating Reserves	0	0	0	0	0
54	Transfers Out - Stormwater Emergency Reserve Fund	0	0	0	0	0
55	Transfers Out - Capital Improvements [2]	0	0	0	0	0
56	Interest Rate	0.50%	0.50%	0.50%	0.50%	0.50%
57	Interest Income	0	0	0	0	0
	Recognition of Interest Earnings					
58	in Revenue Requirements	0	0	0	0	0
59	Ending Balance	0	0	0	0	0
DEBT SERVICE SINKING FUND						
	Annual Sinking Fund Deposit					
60	Total Debt Service	\$354,436	\$354,436	\$354,436	\$394,778	\$436,133
61	Average Balance (25% of annual debt service)	88,600	88,600	88,600	98,700	109,000
62	Interest Rate	0.50%	0.50%	0.50%	0.50%	0.50%
63	Interest Income	443	443	443	494	545
	Recognition of Interest Earnings					
64	in Revenue Requirements	443	443	443	494	545
65	Ending Balance	265,836	265,836	265,836	296,078	327,133
66	Total Unrestricted Interest Income	\$2,211	\$2,550	\$3,114	\$3,598	\$3,778

Table 3-8
City of Clermont Florida
Stormwater Utility Rate Study

Projection of Debt Service Coverage Compliance

Line No.	Description		Fiscal Year Ending September 30				
			2018	2019	2020	2021	2022
	Gross Revenues						
	<u>Stormwater Revenues</u>						
1	Revenues from Existing Rates	[1]	\$1,032,935	\$1,043,265	\$1,053,697	\$1,064,234	\$1,074,877
2	Revenues from Proposed Rate Adjustments	[2]	441,580	594,661	600,607	606,613	612,680
3	Total Rate Revenues		\$1,474,515	\$1,637,925	\$1,654,305	\$1,670,848	\$1,687,556
4	Other Operating Revenue		2,000	2,000	2,000	2,000	2,000
5	Unrestricted Interest Income	[3]	2,211	2,550	3,114	3,598	3,778
6	Total System Gross Revenues		\$1,478,726	\$1,642,475	\$1,659,419	\$1,676,445	\$1,693,334
7	Operation and Maintenance Expenses		\$873,654	\$947,760	\$981,455	\$1,016,548	\$1,053,035
8	Net Revenues		\$605,072	\$694,715	\$677,964	\$659,897	\$640,299
	Senior Lien Coverage						
9	Additional Bonds 1		\$0	\$0	\$0	\$0	\$0
10	Additional Bonds 2		0	0	0	0	0
11	Additional Bonds 3		0	0	0	0	0
12	Additional Bonds 4		0	0	0	0	0
13	Annual Debt Service - Senior Lien Debt		\$0	\$0	\$0	\$0	\$0
	Coverage Ratio - Calculated		N/A	N/A	N/A	N/A	N/A
14	Coverage Ratio - Required		1.15	1.15	1.15	1.15	1.15
	Subordinate Lien Coverage						
15	Net Revenues		\$605,072	\$694,715	\$677,964	\$659,897	\$640,299
16	Less Senior Lien Debt Service (Inc. Coverage)		0	0	0	0	0
17	Net Revenues less Senior Lien Debt Service		\$605,072	\$694,715	\$677,964	\$659,897	\$640,299
	<u>Subordinate Debt Service:</u>						
	Proposed Debt Service [4]						
18	Additional SRF 1		\$354,436	\$354,436	\$354,436	\$354,436	\$354,436
19	Additional SRF 2		0	0	0	40,342	40,342
20	Additional SRF 3		0	0	0	0	41,354
21	Annual Debt Service - SRF Debt		\$354,436	\$354,436	\$354,436	\$394,778	\$436,133
22	Coverage Ratio - Calculated		1.71	1.96	1.91	1.67	1.47
23	Coverage Ratio - Required		1.15	1.15	1.15	1.15	1.15
24	Net Revenues less Senior & Junior Lien Debt Service		\$250,636	\$340,279	\$323,528	\$265,118	\$204,166
	All-In Debt Service Coverage						
25	Combined All-In Debt Service Payments		\$354,436	\$354,436	\$354,436	\$394,778	\$436,133
26	Coverage Ratio - Calculated		1.71	1.96	1.91	1.67	1.47
27	Coverage Ratio - Target		1.30	1.30	1.30	1.30	1.30
	<u>Other Uses / (Sources) of Funds</u>						
28	Transfer to R&R Fund		\$0	\$0	\$0	\$0	\$0
29	Capital Funded from Rates		64,381	231,050	207,100	208,300	209,500
30	Net transfer from / (to) Reserves		150,000	100,000	0	0	0
31	Net Transfer to (from) Reserves		\$36,255	\$9,229	\$116,428	\$56,818	(\$5,334)

Table 3-8
City of Clermont Florida
Stormwater Utility Rate Study

Projection of Debt Service Coverage Compliance

Footnotes:

- [1] Projected revenue from rates reflects existing rates effective October 1, 2017.
- [2] Revenue from rate adjustments reflect the following projected rate increases effective October 1st of each year.

<u>Fiscal Year</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Rate Adjustment	57.00%	0.00%	0.00%	0.00%	0.00%

- [3] Amounts shown only reflect earnings from funds and accounts established by the City that are considered unrestricted (earnings not required to be retained in such funds and accounts and are available as a component of Net Revenues)
- [4] Amounts shown represent payments on proposed loans utilized in the funding of the CIP.

APPENDICES

APPENDICES

CITY OF CLERMONT, FLORIDA

WATER, WASTEWATER, STORMWATER, AND SANITATION UTILITY RATE STUDY

LIST OF APPENDICES

<u>Appendix No.</u>	<u>Description</u>
1	Water and Wastewater System Financial Dashboards and Performance Metrics
2	Summary of Existing and Proposed Rates for Water and Sewer Services
3	Existing and Proposed Miscellaneous Service Charges (3-A through 3-D)
4	Sanitation System Financial Dashboards and Performance Metrics
5	Summary of Existing and Proposed Rates for Garbage Service
6	Stormwater System Financial Dashboards and Performance Metrics
7	Summary of Existing and Proposed Rates for Stormwater Service

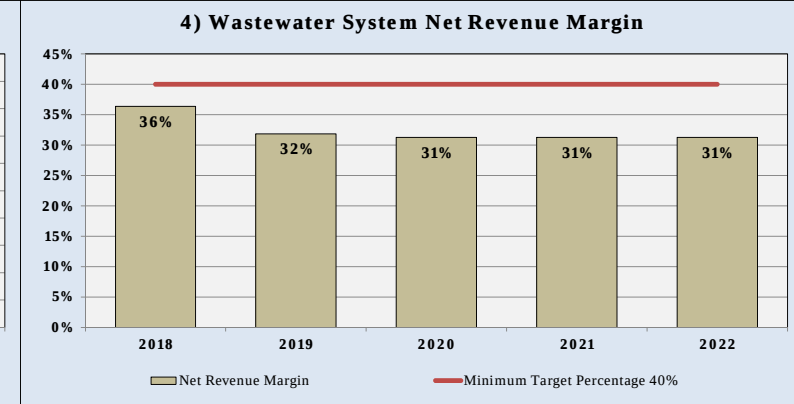
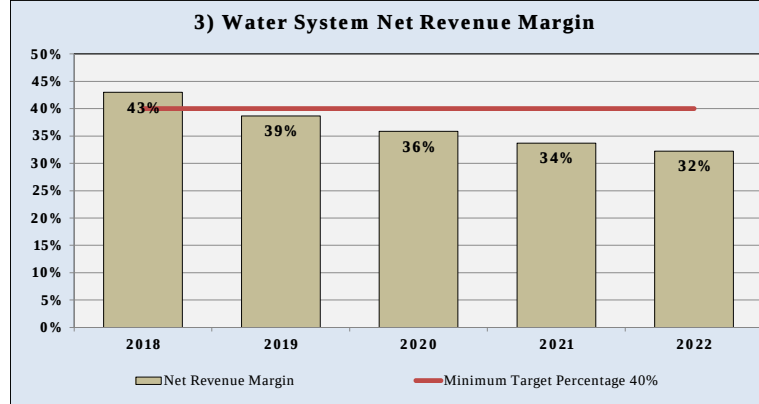
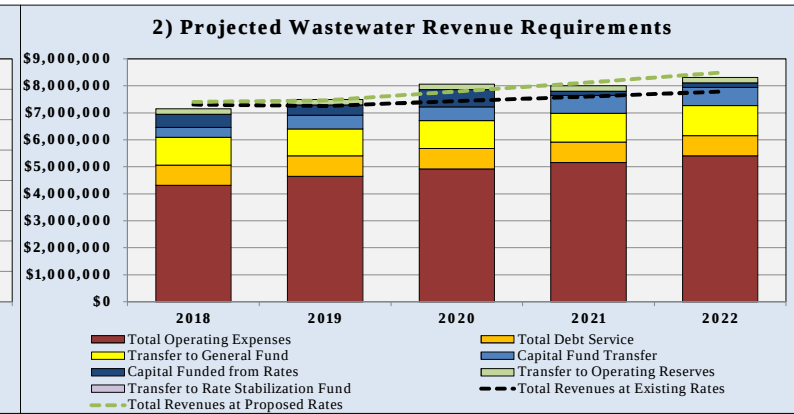
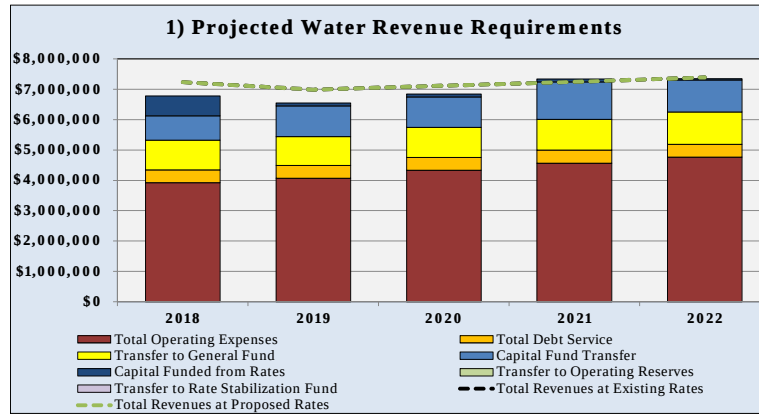


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



Water and Wastewater System Financial Dashboards and Performance Metrics

Description	Fiscal Year Ending September 30th,					Description	Fiscal Year Ending September 30th,				
	2018	2019	2020	2021	2022		2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency):					
Water Revenue Adjustment	0.00%	0.00%	0.00%	0.00%	0.00%	Water Revenue Surplus / (Deficiency)	\$452,109	\$443,564	\$272,506	(\$100,341)	\$42,675
Effective Month of Increase	Jan.	Jan.	Jan.	Jan.	Jan.	Wastewater Revenue Surplus / (Deficiency)	250,413	(36,697)	(275,809)	124,444	174,947
Wastewater Revenue Adj.	1.51%	2.12%	2.12%	2.12%	2.13%	Combined Revenue Surplus / (Deficiency)	<u>\$702,522</u>	<u>\$406,868</u>	<u>(\$3,304)</u>	<u>\$24,103</u>	<u>\$217,623</u>
Effective Month of Increase	Oct.	Jan.	Jan.	Jan.	Jan.	Percent of Rate Revenues	5.34%	3.14%	-0.02%	0.17%	1.51%
Average Residential Bill:						Monthly Increase - Total	\$0.53	\$0.76	\$0.76	\$0.78	\$1.61
Average Water Bill @ 10,000 gal	\$16.48	\$16.48	\$16.48	\$16.48	\$16.48	Monthly Increase - Cost Per Gallon	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0002</u>
Average Wastewater Bill @ 10,000 gal	35.90	36.67	37.44	38.24	39.05	Combined Adjustment	0.77%	0.83%	0.83%	0.84%	0.86%
Average Combined Bill @ 10,000 gal	<u>\$52.38</u>	<u>\$53.15</u>	<u>\$53.92</u>	<u>\$54.72</u>	<u>\$55.53</u>	Cumulative Adjustment	0.77%	1.60%	1.60%	2.45%	4.20%



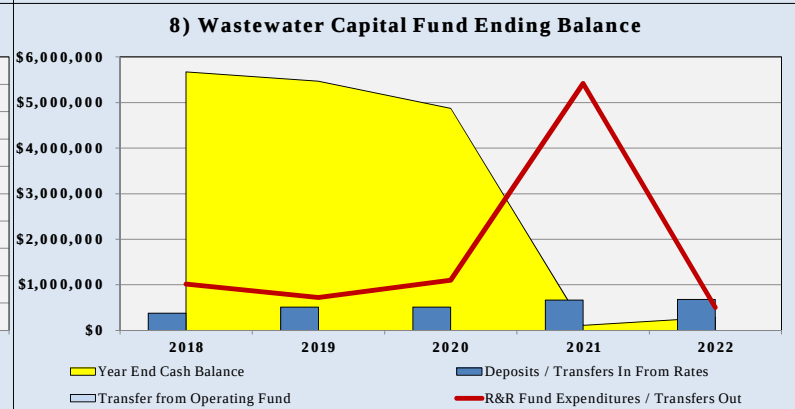
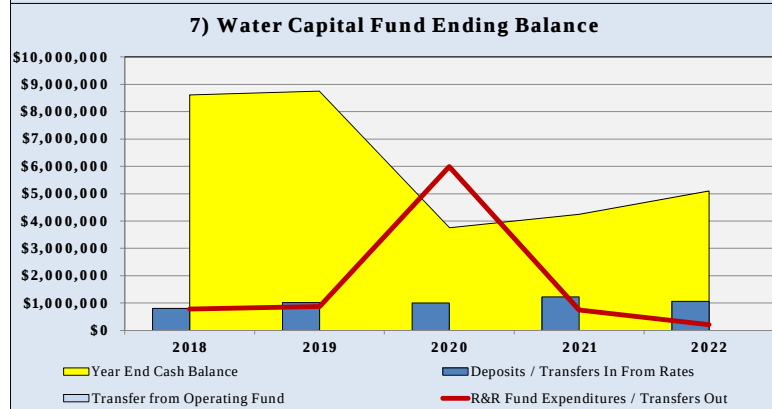
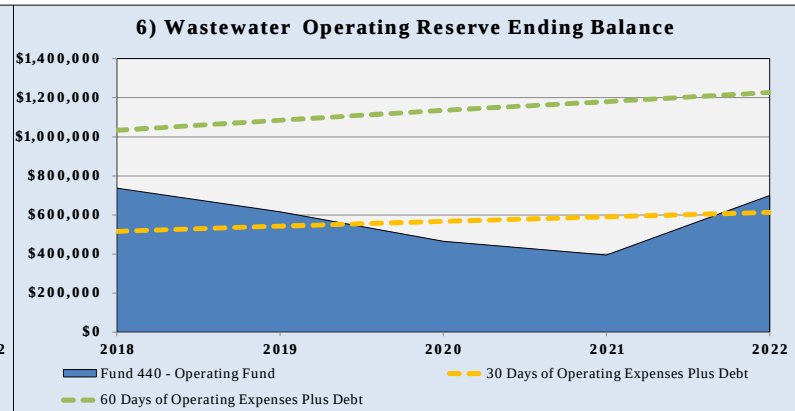
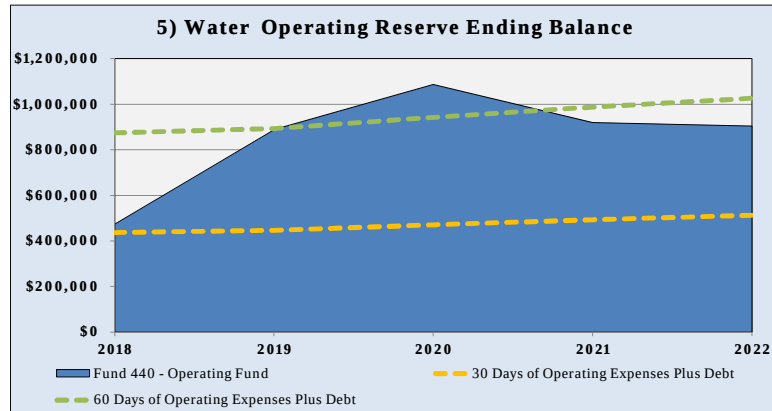


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



Water and Wastewater System Financial Dashboards and Performance Metrics

Description	Fiscal Year Ending September 30th,					Description	Fiscal Year Ending September 30th,				
	2018	2019	2020	2021	2022		2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency):					
Water Revenue Adjustment	0.00%	0.00%	0.00%	0.00%	0.00%	Water Revenue Surplus / (Deficiency)	\$452,109	\$443,564	\$272,506	(\$100,341)	\$42,675
Effective Month of Increase	Jan.	Jan.	Jan.	Jan.	Jan.	Wastewater Revenue Surplus / (Deficiency)	250,413	(36,697)	(275,809)	124,444	174,947
Wastewater Revenue Adj.	1.51%	2.12%	2.12%	2.12%	2.13%	Combined Revenue Surplus / (Deficiency)	<u>\$702,522</u>	<u>\$406,868</u>	<u>(\$3,304)</u>	<u>\$24,103</u>	<u>\$217,623</u>
Effective Month of Increase	Oct.	Jan.	Jan.	Jan.	Jan.	Percent of Rate Revenues	5.34%	3.14%	-0.02%	0.17%	1.51%
Average Residential Bill:						Monthly Increase - Total	\$0.53	\$0.76	\$0.76	\$0.78	\$1.61
Average Water Bill @ 10,000 gal	\$16.48	\$16.48	\$16.48	\$16.48	\$16.48	Monthly Increase - Cost Per Gallon	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0002</u>
Average Wastewater Bill @ 10,000 gal	35.90	36.67	37.44	38.24	39.05	Combined Adjustment	0.77%	0.83%	0.83%	0.84%	0.86%
Average Combined Bill @ 10,000 gal	<u>\$52.38</u>	<u>\$53.15</u>	<u>\$53.92</u>	<u>\$54.72</u>	<u>\$55.53</u>	Cumulative Adjustment	0.77%	1.60%	1.60%	2.45%	4.20%



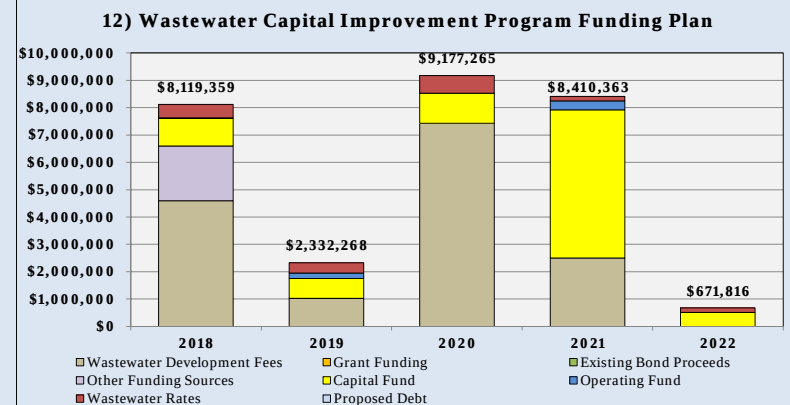
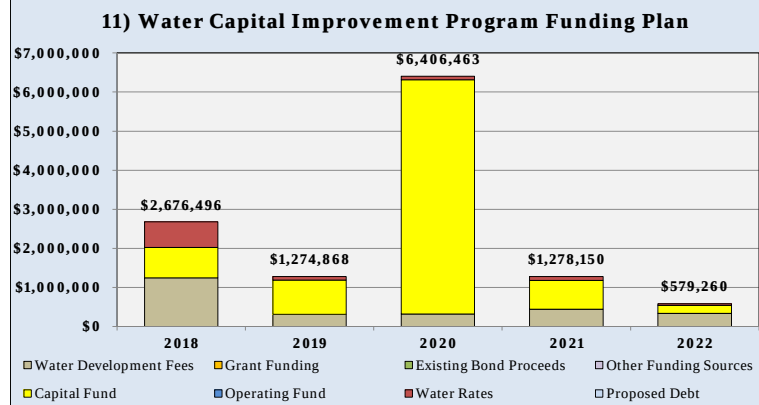
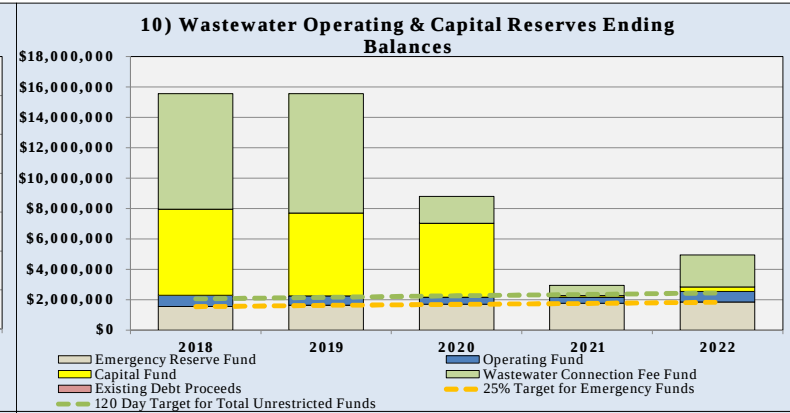
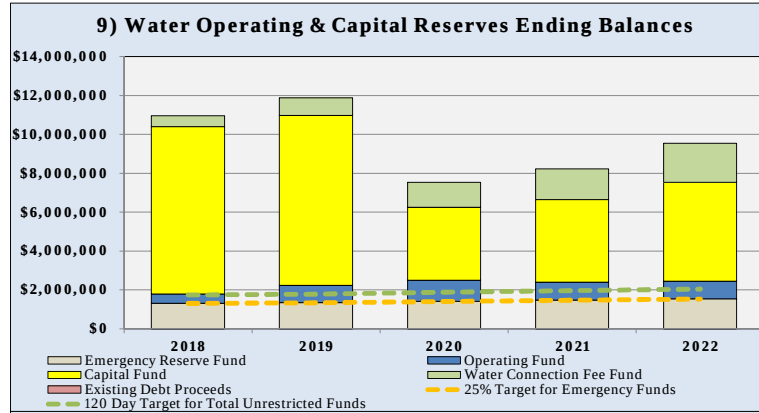


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



Water and Wastewater System Financial Dashboards and Performance Metrics

Description	Fiscal Year Ending September 30th,					Description	Fiscal Year Ending September 30th,				
	2018	2019	2020	2021	2022		2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency):					
Water Revenue Adjustment	0.00%	0.00%	0.00%	0.00%	0.00%	Water Revenue Surplus / (Deficiency)	\$452,109	\$443,564	\$272,506	(\$100,341)	\$42,675
Effective Month of Increase	Jan.	Jan.	Jan.	Jan.	Jan.	Wastewater Revenue Surplus / (Deficiency)	250,413	(36,697)	(275,809)	124,444	174,947
Wastewater Revenue Adj.	1.51%	2.12%	2.12%	2.12%	2.13%	Combined Revenue Surplus / (Deficiency)	\$702,522	\$406,868	(\$3,304)	\$24,103	\$217,623
Effective Month of Increase	Oct.	Jan.	Jan.	Jan.	Jan.	Percent of Rate Revenues	5.34%	3.14%	-0.02%	0.17%	1.51%
Average Residential Bill:						Monthly Increase - Total	\$0.53	\$0.76	\$0.76	\$0.78	\$1.61
Average Water Bill @ 10,000 gal	\$16.48	\$16.48	\$16.48	\$16.48	\$16.48	Monthly Increase - Cost Per Gallon	\$0.0001	\$0.0001	\$0.0001	\$0.0001	\$0.0002
Average Wastewater Bill @ 10,000 gal	35.90	36.67	37.44	38.24	39.05	Combined Adjustment	0.77%	0.83%	0.83%	0.84%	0.86%
Average Combined Bill @ 10,000 gal	\$52.38	\$53.15	\$53.92	\$54.72	\$55.53	Cumulative Adjustment	0.77%	1.60%	1.60%	2.45%	4.20%



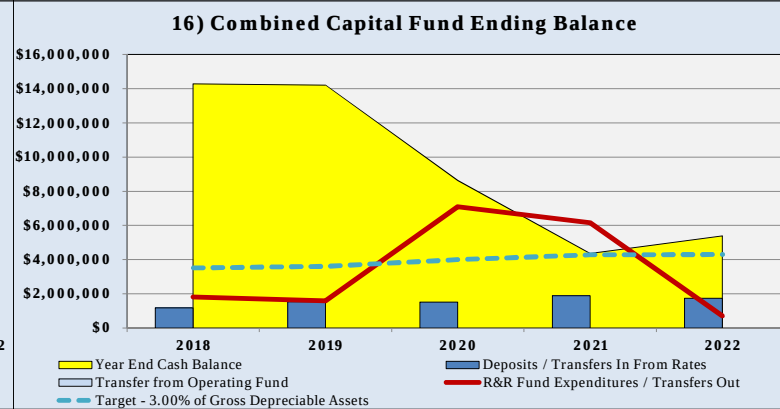
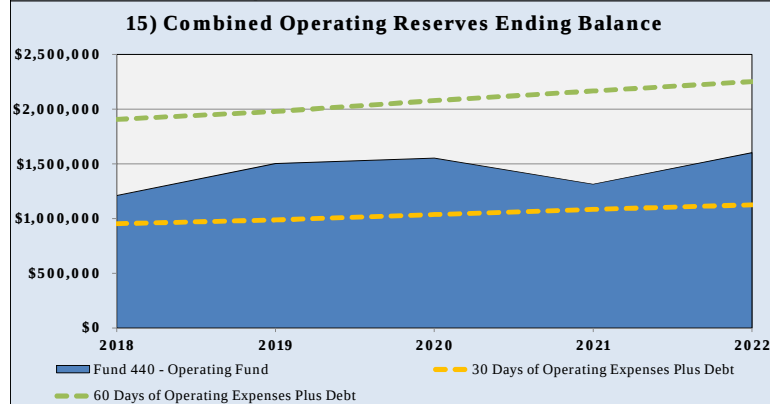
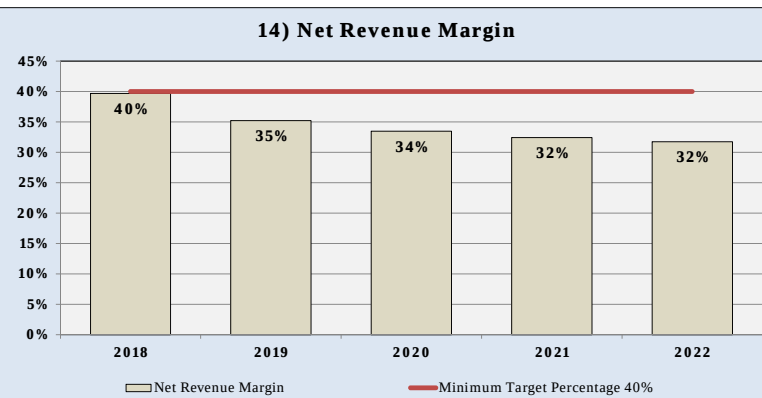
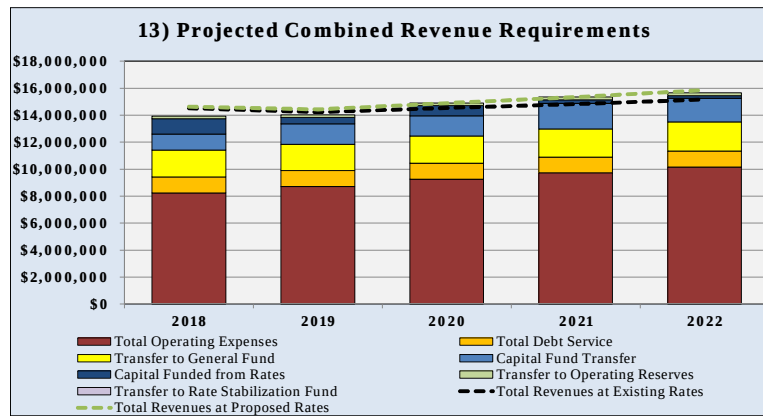


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



Water and Wastewater System Financial Dashboards and Performance Metrics

Description	Fiscal Year Ending September 30th,					Description	Fiscal Year Ending September 30th,				
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Recognized Revenue Adjustments:						System Surplus / (Deficiency):					
Water Revenue Adjustment	0.00%	0.00%	0.00%	0.00%	0.00%	Water Revenue Surplus / (Deficiency)	\$452,109	\$443,564	\$272,506	(\$100,341)	\$42,675
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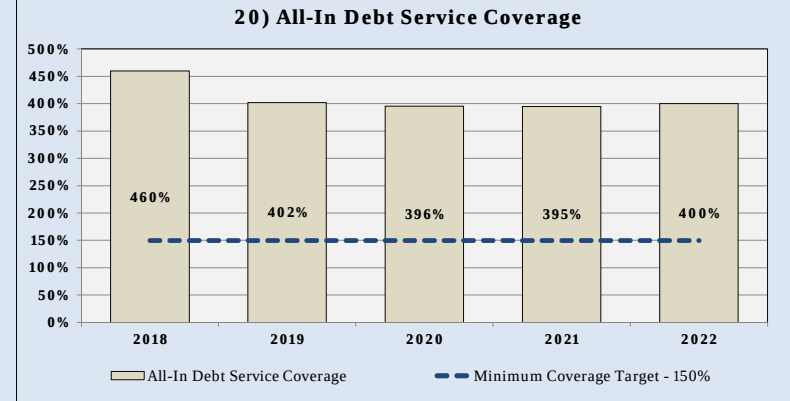
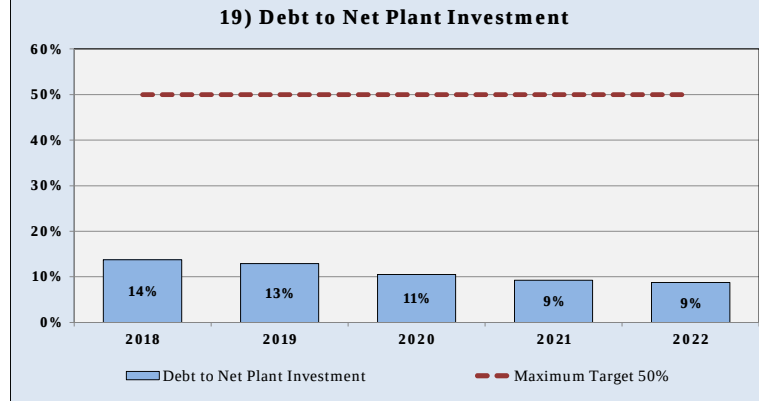
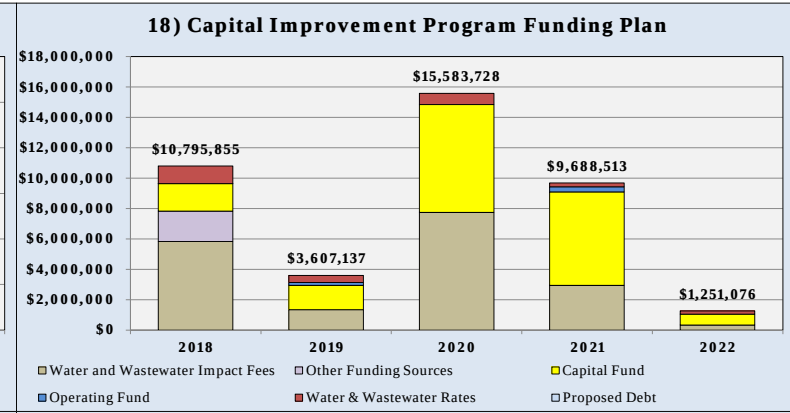
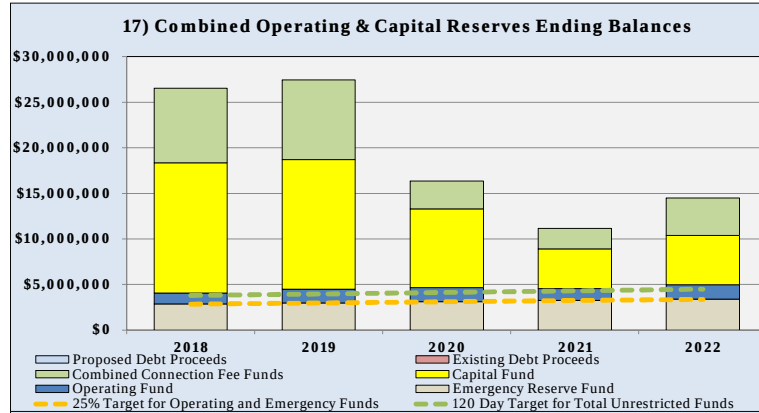


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



Water and Wastewater System Financial Dashboards and Performance Metrics

Description	Fiscal Year Ending September 30th,					Description	Fiscal Year Ending September 30th,				
	2018	2019	2020	2021	2022		2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency):					
Water Revenue Adjustment	0.00%	0.00%	0.00%	0.00%	0.00%	Water Revenue Surplus / (Deficiency)	\$452,109	\$443,564	\$272,506	(\$100,341)	\$42,675
Effective Month of Increase	Jan.	Jan.	Jan.	Jan.	Jan.	Wastewater Revenue Surplus / (Deficiency)	250,413	(36,697)	(275,809)	124,444	174,947
Wastewater Revenue Adj.	1.51%	2.12%	2.12%	2.12%	2.13%	Combined Revenue Surplus / (Deficiency)	<u>\$702,522</u>	<u>\$406,868</u>	<u>(\$3,304)</u>	<u>\$24,103</u>	<u>\$217,623</u>
Effective Month of Increase	Oct.	Jan.	Jan.	Jan.	Jan.	Percent of Rate Revenues	5.34%	3.14%	-0.02%	0.17%	1.51%
Average Residential Bill:						Monthly Increase - Total	\$0.53	\$0.76	\$0.76	\$0.78	\$1.61
Average Water Bill @ 10,000 gal	\$16.48	\$16.48	\$16.48	\$16.48	\$16.48	Monthly Increase - Cost Per Gallon	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0002</u>
Average Wastewater Bill @ 10,000 gal	35.90	36.67	37.44	38.24	39.05	Combined Adjustment	0.77%	0.83%	0.83%	0.84%	0.86%
Average Combined Bill @ 10,000 gal	<u>\$52.38</u>	<u>\$53.15</u>	<u>\$53.92</u>	<u>\$54.72</u>	<u>\$55.53</u>	Cumulative Adjustment	0.77%	1.60%	1.60%	2.45%	4.20%





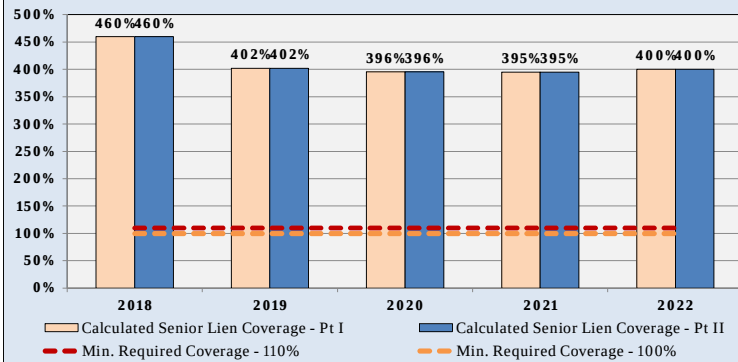
Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



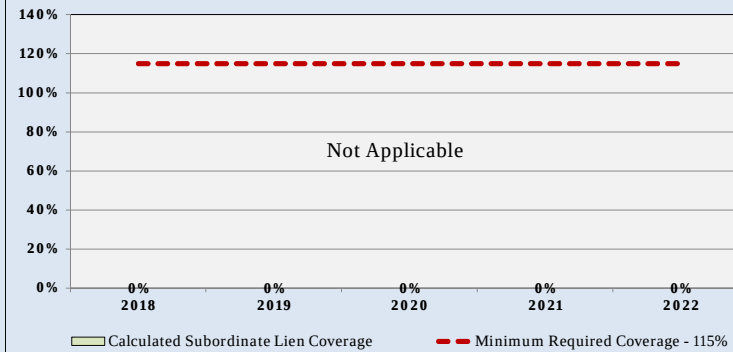
Water and Wastewater System Financial Dashboards and Performance Metrics

Description	Fiscal Year Ending September 30th,					Description	Fiscal Year Ending September 30th,				
	2018	2019	2020	2021	2022		2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency):					
Water Revenue Adjustment	0.00%	0.00%	0.00%	0.00%	0.00%	Water Revenue Surplus / (Deficiency)	\$452,109	\$443,564	\$272,506	(\$100,341)	\$42,675
Effective Month of Increase	Jan.	Jan.	Jan.	Jan.	Jan.	Wastewater Revenue Surplus / (Deficiency)	250,413	(36,697)	(275,809)	124,444	174,947
Wastewater Revenue Adj.	1.51%	2.12%	2.12%	2.12%	2.13%	Combined Revenue Surplus / (Deficiency)	\$702,522	\$406,868	(\$3,304)	\$24,103	\$217,623
Effective Month of Increase	Oct.	Jan.	Jan.	Jan.	Jan.	Percent of Rate Revenues	5.34%	3.14%	-0.02%	0.17%	1.51%
Average Residential Bill:						Monthly Increase - Total	\$0.53	\$0.76	\$0.76	\$0.78	\$1.61
Average Water Bill @ 10,000 gal	\$16.48	\$16.48	\$16.48	\$16.48	\$16.48	Monthly Increase - Cost Per Gallon	\$0.0001	\$0.0001	\$0.0001	\$0.0001	\$0.0002
Average Wastewater Bill @ 10,000 gal	35.90	36.67	37.44	38.24	39.05	Combined Adjustment	0.77%	0.83%	0.83%	0.84%	0.86%
Average Combined Bill @ 10,000 gal	\$52.38	\$53.15	\$53.92	\$54.72	\$55.53	Cumulative Adjustment	0.77%	1.60%	1.60%	2.45%	4.20%

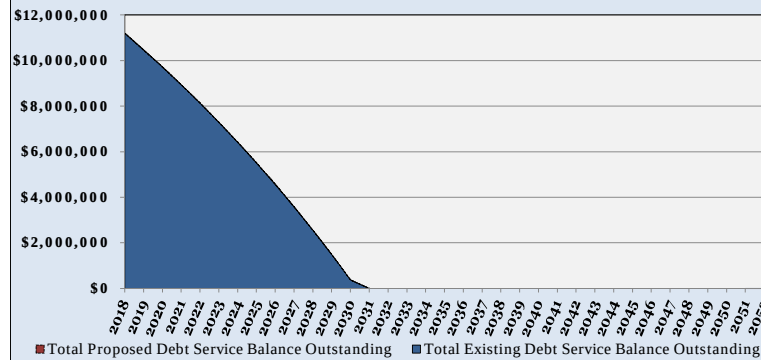
21) Senior Lien Debt Service Coverage



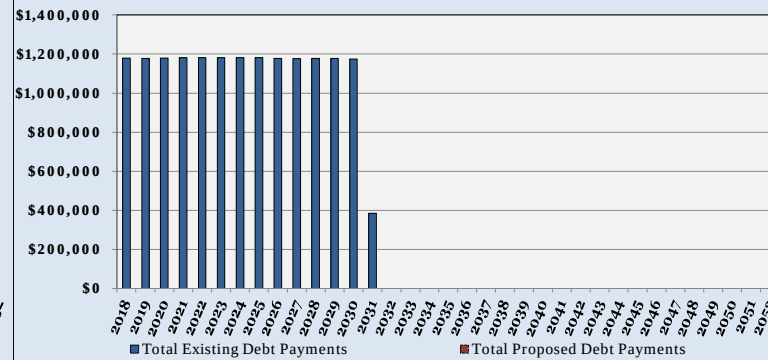
22) Subordinate Lien Debt Service Coverage



23) Ending Principal Balance Outstanding



24) Total Annual Debt Service Payments



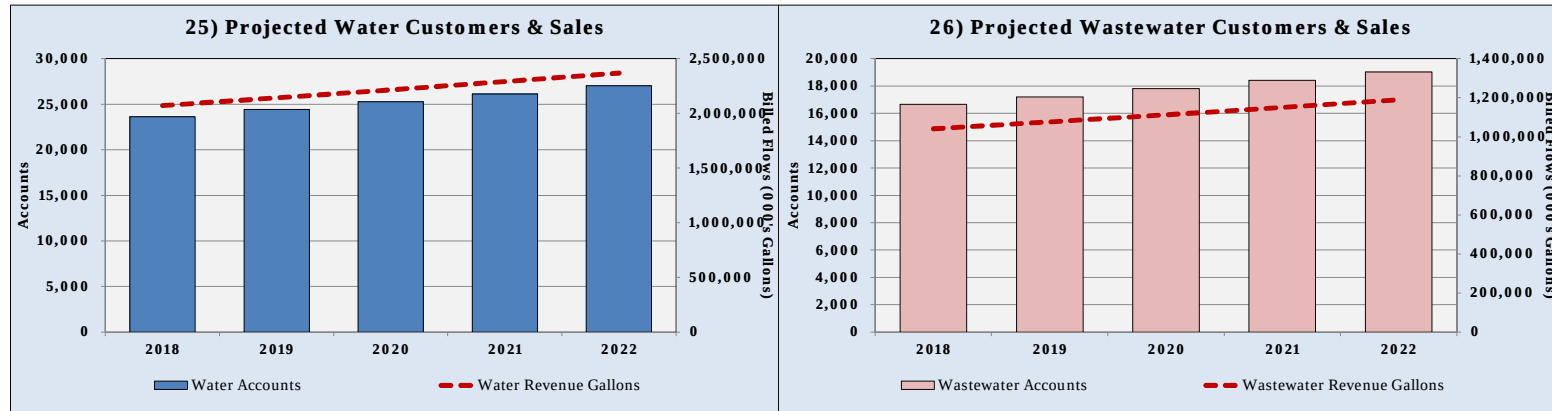


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



Water and Wastewater System Financial Dashboards and Performance Metrics

Description	Fiscal Year Ending September 30th,					Description	Fiscal Year Ending September 30th,				
	2018	2019	2020	2021	2022		2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency):					
Water Revenue Adjustment	0.00%	0.00%	0.00%	0.00%	0.00%	Water Revenue Surplus / (Deficiency)	\$452,109	\$443,564	\$272,506	(\$100,341)	\$42,675
Effective Month of Increase	Jan.	Jan.	Jan.	Jan.	Jan.	Wastewater Revenue Surplus / (Deficiency)	250,413	(36,697)	(275,809)	124,444	174,947
Wastewater Revenue Adj.	1.51%	2.12%	2.12%	2.12%	2.13%	Combined Revenue Surplus / (Deficiency)	<u>\$702,522</u>	<u>\$406,868</u>	<u>(\$3,304)</u>	<u>\$24,103</u>	<u>\$217,623</u>
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Average Residential Bill:						Monthly Increase - Total	\$0.53	\$0.76	\$0.76	\$0.78	\$1.61
Average Water Bill @ 10,000 gal	\$16.48	\$16.48	\$16.48	\$16.48	\$16.48	Monthly Increase - Cost Per Gallon	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0001</u>	<u>\$0.0002</u>
Average Wastewater Bill @ 10,000 gal	35.90	36.67	37.44	38.24	39.05	Combined Adjustment	0.77%	0.83%	0.83%	0.84%	0.86%
Average Combined Bill @ 10,000 gal	\$52.38	\$53.15	\$53.92	\$54.72	\$55.53	Cumulative Adjustment	0.77%	1.60%	1.60%	2.45%	4.20%



Appendix 2
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Summary of Existing and Proposed Rates for Water and Sewer Services

Line No.	Description	Existing 2017	Proposed Oct. 2017
Potable Water Service			
1	Proposed Potable Water Rate Adjustment	N/A	0.00%
<u>Single-Family - Inside City</u>			
2	Base Charge	\$5.48	\$5.48
	Variable Charge (per 1,000 Gallons)		
3	1,000 - 10,000 Gallons	\$1.10	\$1.10
4	11,000 - 20,000 Gallons	1.43	1.43
5	21,000 - 30,000 Gallons	2.20	2.20
6	Over 30,000 Gallons	3.00	3.00
<u>Multi-Family - Inside City</u>			
7	Base Charge [1]	\$5.48	\$5.48
	Variable Charge (per 1,000 Gallons)		
8	1,000 - 10,000 Gallons	\$1.10	\$1.10
9	11,000 - 20,000 Gallons	1.43	1.43
10	21,000 - 30,000 Gallons	1.43	1.43
11	Over 30,000 Gallons	1.43	1.43
<u>Commercial - Inside City</u>			
12	Base Charge	\$5.48	\$5.48
	Variable Charge (per 1,000 Gallons)		
13	1,000 - 10,000 Gallons	\$1.10	\$1.10
14	11,000 - 20,000 Gallons	1.43	1.43
15	21,000 - 30,000 Gallons	2.20	2.20
16	Over 30,000 Gallons	3.00	3.00
<u>Single-Family - Outside City</u>			
17	Base Charge	\$6.85	\$6.85
	Variable Charge (per 1,000 Gallons)		
18	1,000 - 10,000 Gallons	\$1.38	\$1.38
19	11,000 - 20,000 Gallons	1.79	1.79
20	21,000 - 30,000 Gallons	2.75	2.75
21	Over 30,000 Gallons	3.75	3.75

Appendix 2
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Summary of Existing and Proposed Rates for Water and Sewer Services

Line No.	Description	Existing 2017	Proposed Oct. 2017
<u>Multi-Family - Outside City</u>			
22	Base Charge	\$6.85	\$6.85
Variable Charge (per 1,000 Gallons)			
23	1,000 - 10,000 Gallons	\$1.38	\$1.38
24	11,000 - 20,000 Gallons	1.79	1.79
25	21,000 - 30,000 Gallons	1.79	1.79
26	Over 30,000 Gallons	1.79	1.79
<u>Commercial - Outside City</u>			
27	Base Charge	\$6.85	\$6.85
Variable Charge (per 1,000 Gallons)			
28	1,000 - 10,000 Gallons	\$1.38	\$1.38
29	11,000 - 20,000 Gallons	1.79	1.79
30	21,000 - 30,000 Gallons	2.75	2.75
31	Over 30,000 Gallons	3.75	3.75
Irrigation Water Service			
32	Proposed Irrigation Water Rate Adjustment	N/A	0.00%
<u>Inside City</u>			
33	Base Charge	\$5.48	\$5.48
Variable Charge (per 1,000 Gallons)			
34	1,000 - 10,000 Gallons	\$1.43	\$1.43
35	11,000 - 30,000 Gallons	2.20	2.20
36	Over 30,000 Gallons	3.00	3.00
<u>Outside City</u>			
37	Base Charge	\$6.85	\$6.85
Variable Charge (per 1,000 Gallons)			
38	1,000 - 10,000 Gallons	\$1.79	\$1.79
39	11,000 - 30,000 Gallons	2.75	2.75
40	Over 30,000 Gallons	3.75	3.75

Appendix 2
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Summary of Existing and Proposed Rates for Water and Sewer Services

Line No.	Description	Existing 2017	Proposed Oct. 2017
Sewer Service			
41	Proposed Sewer Rate Adjustment	N/A	1.51%
<u>Single-Family - Inside City</u>			
	Base Charge (per Meter)		
42	5/8" x 3/4"	\$15.47	\$15.70
43	1"	38.69	39.27
44	1.5"	77.38	78.55
45	2"	123.83	125.70
46	3"	247.66	251.40
47	4"	386.97	392.81
48	6"	773.99	785.68
49	8"	1,238.33	1,257.03
50	Variable Charge (per 1,000 Gallons)	\$2.04	\$2.07
51	Maximum Gallons Subject to Variable Charge	16,000	16,000
<u>Multi-Family - Inside City</u>			
52	Base Charge (per Unit)	\$12.41	\$12.60
53	Variable Charge (per 1,000 Gallons)	\$2.04	\$2.07
54	Maximum Gallons Subject to Variable Charge	13,000	13,000
<u>Commercial - Inside City</u>			
	Base Charge (per Meter)		
55	5/8" x 3/4"	\$15.47	\$15.70
56	1"	38.69	39.27
57	1.5"	77.38	78.55
58	2"	123.83	125.70
59	3"	247.66	251.40
60	4"	386.97	392.81
61	6"	773.99	785.68
62	8"	1,238.33	1,257.03
63	Variable Charge (per 1,000 Gallons)	\$2.04	\$2.07
64	Maximum Gallons Subject to Variable Charge	No Maximum	No Maximum

Appendix 2
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Summary of Existing and Proposed Rates for Water and Sewer Services

Line No.	Description	Existing 2017	Proposed Oct. 2017
<u>Single-Family - Outside City</u>			
	Base Charge (per Meter)		
65	5/8" x 3/4"	\$19.33	\$19.62
66	1"	48.36	49.09
67	1.5"	96.74	98.20
68	2"	154.78	157.12
69	3"	309.58	314.25
70	4"	483.71	491.01
71	6"	967.49	982.10
72	8"	1,547.91	1,571.28
73	Variable Charge (per 1,000 Gallons)	\$2.55	\$2.59
74	Maximum Gallons Subject to Variable Charge	16,000	16,000
<u>Multi-Family - Outside City</u>			
75	Base Charge (per Unit)	\$15.50	\$15.73
76	Variable Charge (per 1,000 Gallons)	\$2.55	\$2.59
77	Maximum Gallons Subject to Variable Charge	13,000	13,000
<u>Commercial - Outside City</u>			
	Base Charge (per Meter)		
78	5/8" x 3/4"	\$19.33	\$19.62
79	1"	48.36	49.09
80	1.5"	96.74	98.20
81	2"	154.78	157.12
82	3"	309.58	314.25
83	4"	483.71	491.01
84	6"	967.49	982.10
85	8"	1,547.91	1,571.28
86	Variable Charge (per 1,000 Gallons)	\$2.55	\$2.59
87	Maximum Gallons Subject to Variable Charge	No Maximum	No Maximum

Footnotes:

- [1] Applies when three (3) or more units are serviced by one meter and the meter is not connected to an irrigation system.

Appendix 3
City of Clermont, Florida
Water and Wastewater Utility Rate Study

Existing and Proposed Miscellaneous Service Charges

Line No.	Description	Existing Fees	Proposed Fees Jan. 2018
Miscellaneous Service Charges:			
<u>Miscellaneous Fees</u>			
Administrative & Customer Services			
<u>Service Initiation Fees</u>			
1	New Account Service Fee During Normal Hours:	\$10.00	\$30.00
<u>Other Administrative Fees</u>			
2	Return Check Charge	\$20.00	Florida Statute 166.251 [*] 1.5% of the Balance or
3	Late Payment Fee	\$5.00	\$5.00 min.
[*] Florida Statute 166.251 provides for a \$25 min. / \$30 if \$50<FV<=\$300 / Greater of \$40 or 5% if FV>\$300			
Field Services			
4	Disconnect and Reconnect Fees (Per Trip) During Normal Hours:	\$10.00	\$30.00
5	Utility Tamper Fee	\$50.00	\$350.00
6	Meter Installation Charge (Excludes Meter Cost) [1] 5/8 x 3/4" Meter [2]	\$225.00	\$225.00

Footnotes:

[1] Amount derived from Table 7 and excludes the cost of the meter which is paid upfront before installation.

[2] For larger meters greater than 5/8 x 3/4", additional charges may apply for materials & supplies used in the installation.

Appendix 3-A
City of Clermont
Water and Wastewater Rate Study

Page 1 of 1

Development of New Account Fee (Turn-on) - Normal Business Hours

Line No.	Description	All Meter Sizes
	New Customer and Turn On Fee Per Trip - Normal Hours	
	Operating Personnel	
	<u>Field Service Representative</u>	
1	Cost Per Hour (Including Benefits)	\$23.33
2	Total Number of Employees Required	1.00
3	Number of Hours Worked By Each Employee	0.50
4	Total Base Salaries - Operating Personnel	\$11.67
	Billing Personnel	
	<u>Customer Service Representative</u>	
5	Cost Per Hour (Including Benefits)	\$20.02
6	Total Number of Employees Required	1.00
7	Number of Hours Worked By Each Employee	0.25
8	Total Base Salaries - Billing Personnel	\$5.01
9	Total Base Salaries	\$16.67
	<u>Vehicle Expense</u>	
	Small Service Truck	
10	Number of Trucks	1.00
11	Cost Per Hour	\$20.00
12	Number of Hours Worked By Each Employee	0.50
13	Total Truck Cost	\$10.00
14	Subtotal	\$26.67
15	Contingency (0%)	0.00
16	Total Calculated	\$26.67
17	Recommended Fee	\$27.00
18	Existing Fee	\$10.00

Development of Disconnect / Reconnect Fee - Normal Business Hours

Line No.	Description	All Meter Sizes
	Disconnect / Reconnect Fee Per Trip - Normal Hours	
	Operating Personnel	
	<u>Field Service Representative</u>	
1	Cost Per Hour (Including Benefits)	\$23.33
2	Total Number of Employees Required	1.00
3	Number of Hours Worked By Each Employee	0.50
4	Total Base Salaries - Operating Personnel	\$11.67
	Billing Personnel	
	<u>Customer Service Representative</u>	
5	Cost Per Hour (Including Benefits)	\$20.02
6	Total Number of Employees Required	1.00
7	Number of Hours Worked By Each Employee	0.25
8	Total Base Salaries - Billing Personnel	\$5.01
9	Total Base Salaries	\$16.67
	<u>Vehicle Expense</u>	
	Small Service Truck	
10	Number of Trucks	1.00
11	Cost Per Hour	\$20.00
12	Number of Hours Worked By Each Employee	0.50
13	Total Truck Cost	\$10.00
14	Subtotal	\$26.67
15	Contingency (0%)	0.00
16	Total Calculated	\$26.67
17	Recommended Fee	\$27.00
18	Existing Fee	\$10.00

Appendix 3-C
City of Clermont
Water and Wastewater Rate Study

Page 1 of 1

Development of Meter Tamper Fee
(Pull Meter and Reinstall Meter)

Line No.	Description	All Meter Sizes
	Meter Removal (Pull)	
	Operating Personnel	
	<u>Field Service Representative</u>	
1	Cost Per Hour (Including Benefits)	\$23.33
2	Total Number of Employees Required	1.00
3	Number of Hours Worked By Each Employee	1.00
4	Total Base Salaries - Operating Personnel	\$23.33
	Meter Reinstallation	
	Operating Personnel	
	<u>Field Service Representative</u>	
5	Cost Per Hour (Including Benefits)	\$23.33
6	Total Number of Employees Required	1.00
7	Number of Hours Worked By Each Employee	1.00
8	Total Base Salaries - Operating Personnel	\$23.33
	Billing Personnel	
	<u>Customer Service Representative</u>	
9	Cost Per Hour (Including Benefits)	\$20.02
10	Total Number of Employees Required	1.00
11	Number of Hours Worked By Each Employee	0.25
12	Total Base Salaries - Billing Personnel	\$5.01
13	Total Base Salaries	\$51.67
	<u>Materials, Parts, and Supplies</u>	
14	Meter Replacement Costs	\$170.50
15	Materials & Supplies	95.00
16	Miscellaneous	0.00
17	Total Materials, Parts, and Supplies	\$265.50
	<u>Vehicle Expense</u>	
	Small Service Truck	
18	Number of Trucks	1.00
19	Cost Per Hour	\$20.00
20	Number of Hours Worked By Each Employee	2.00
21	Total Truck Cost	\$40.00
22	Subtotal	\$357.17
23	Overhead and Contingency (0%)	0.00
24	Total Calculated	\$357.17
25	Recommended Fee	\$357.00
26	Existing Fee	\$50.00

Appendix 3-D
City of Clermont
Water and Wastewater Rate Study

Development of Water Meter Installation Charge (Excludes Meter Cost)

Line No.	Description	Meter Sizes
		5/8" x 3/4"
	Meter Installation Costs	
	Operating Personnel	
	<u>Field Service Representative</u>	
1	Cost Per Hour (Including Benefits)	\$23.33
2	Total Number of Employees Required (Crew)	1.00
3	Number of Hours Worked By Each Employee (Crew)	1.00
4	Total Base Salaries - Meter Installation Component	\$23.33
	Billing Personnel	
	<u>Customer Service Representative</u>	
5	Cost Per Hour (Including Benefits)	\$20.02
6	Total Number of Employees Required (Crew)	1.00
7	Number of Hours Worked By Each Employee (Crew)	0.25
8	Total Base Salaries - Meter Installation Component	\$5.01
	Total Base Salaries	\$28.34
	<u>Materials, Parts, and Supplies</u>	
9	Meter	\$0.00
10	Miscellaneous Supplies	57.00
11	Total Materials, Parts, and Supplies	\$57.00
	<u>Vehicle Expense</u>	
	Medium Service Truck (1 ton)	
12	Number of Trucks	1.00
13	Cost Per Hour	\$20.00
14	Number of Hours Worked by Each Employee (Crew)	1.00
15	Total Vehicle Expense	\$20.00
16	Subtotal	\$100.33
17	Overhead and Contingency (0%)	0.00
18	Total Meter Installation Cost	\$100.33
19	Recommended Meter Installation Charge	\$100.00
20	Existing Meter Installation Charge	\$225.00

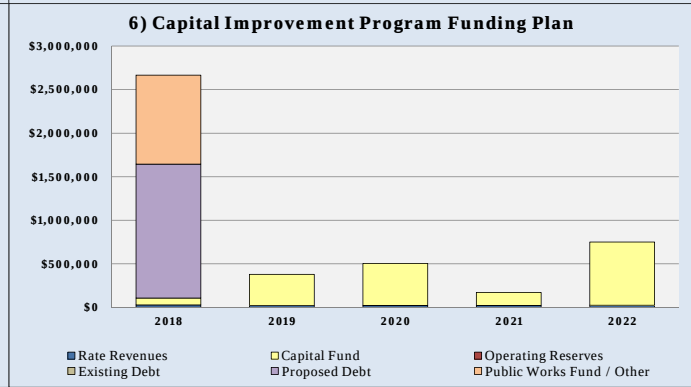
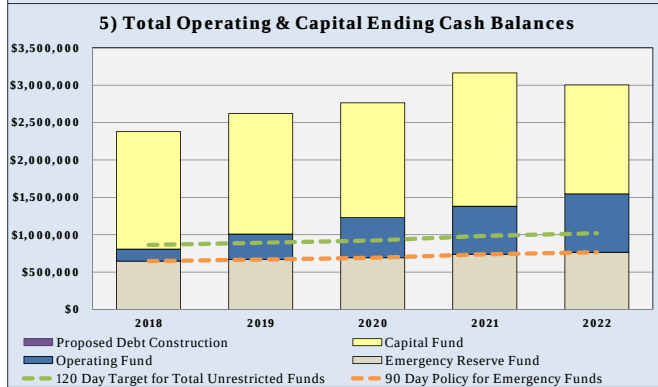
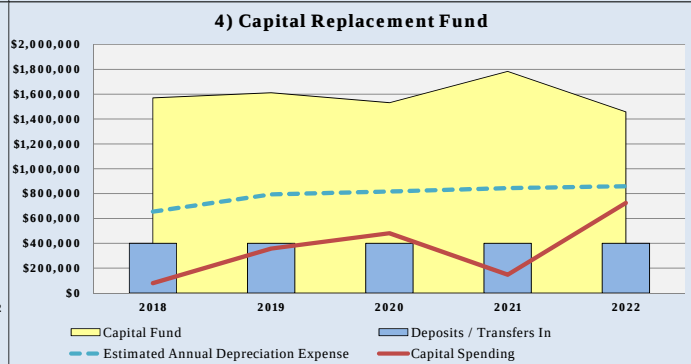
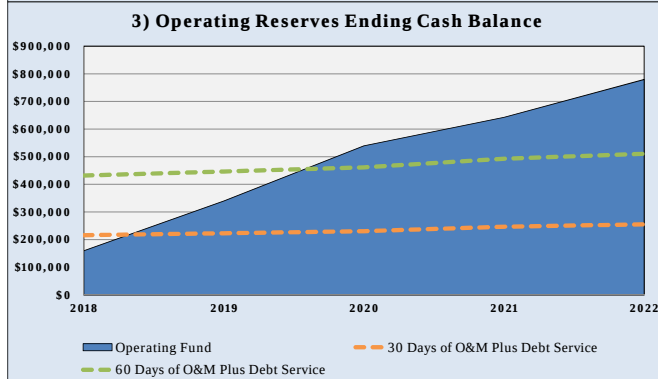
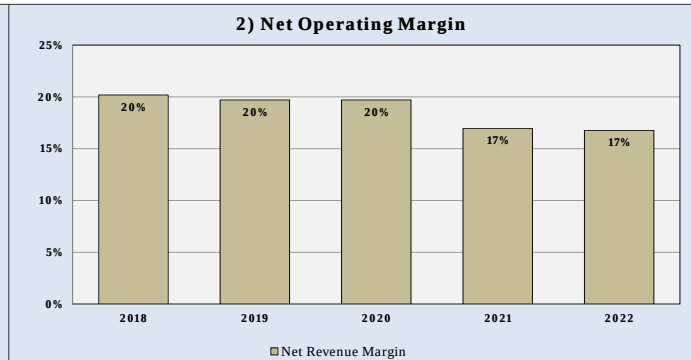
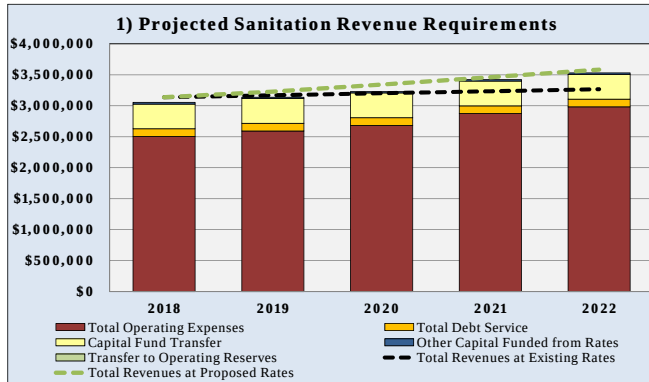


Appendix 4
City of Clermont, Florida
Sanitation Utility Rate Study



Sanitation System Financial Dashboards and Performance Metrics

Description	Fiscal Year Ending September 30,					Description	Fiscal Year Ending September 30,				
	2018	2019	2020	2021	2022		2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency)	\$82,454	\$91,390	\$112,908	\$39,933	\$53,352
Sanitation Collection Revenue Adjustment	0.00%	2.50%	2.50%	2.50%	2.50%	Percent of Rate Revenues	2.64%	2.85%	3.40%	1.16%	1.50%
Effective Month of Increase	Jan.	Jan.	Jan.	Jan.	Jan.	Garbage Service Rates:					
Combined Adjustment	0.00%	1.88%	1.88%	1.88%	1.88%	Collection w/ Active Water	\$20.00	\$20.50	\$21.01	\$21.54	\$22.08
Cumulative Adjustment	0.00%	1.88%	3.79%	5.73%	7.71%	Collection w/o Active Water	\$10.00	\$10.25	\$10.51	\$10.77	\$11.04
						Additional Garbage Container	\$10.75	\$11.02	\$11.30	\$11.58	\$11.87
						Collection w/Active Increase	\$0.00	\$0.50	\$0.51	\$0.53	\$0.54
						Collection w/o Non-Active Increase	\$0.00	\$0.25	\$0.26	\$0.26	\$0.27





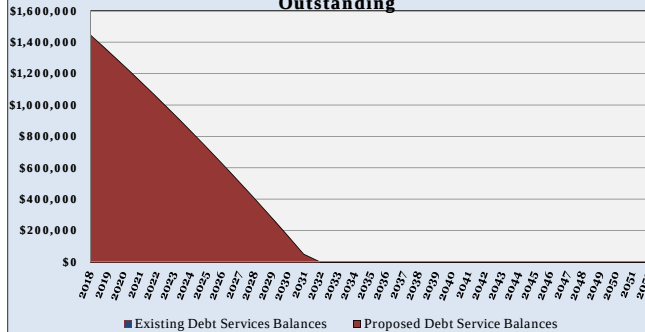
Appendix 4
City of Clermont, Florida
Sanitation Utility Rate Study



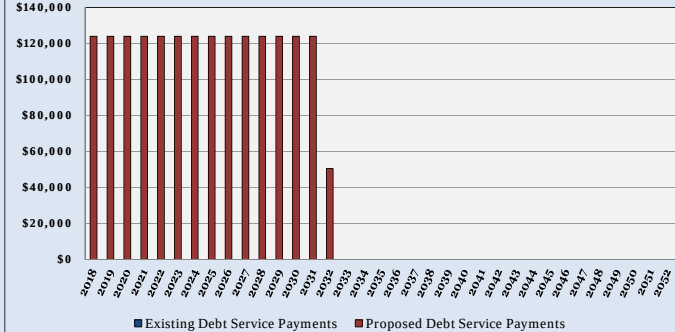
Sanitation System Financial Dashboards and Performance Metrics

Description	Fiscal Year Ending September 30,					Description	Fiscal Year Ending September 30,				
	2018	2019	2020	2021	2022		2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency)	\$82,454	\$91,390	\$112,908	\$39,933	\$53,352
Sanitation Collection Revenue Adjustment	0.00%	2.50%	2.50%	2.50%	2.50%	Percent of Rate Revenues	2.64%	2.85%	3.40%	1.16%	1.50%
Effective Month of Increase	Jan.	Jan.	Jan.	Jan.	Jan.	Garbage Service Rates:					
Combined Adjustment	0.00%	1.88%	1.88%	1.88%	1.88%	Collection w/ Active Water	\$20.00	\$20.50	\$21.01	\$21.54	\$22.08
Cumulative Adjustment	0.00%	1.88%	3.79%	5.73%	7.71%	Collection w/o Active Water	\$10.00	\$10.25	\$10.51	\$10.77	\$11.04
						Additional Garbage Container	\$10.75	\$11.02	\$11.30	\$11.58	\$11.87
						Collection w/Active Increase	\$0.00	\$0.50	\$0.51	\$0.53	\$0.54
						Collection w/o Non-Active Increase	\$0.00	\$0.25	\$0.26	\$0.26	\$0.27

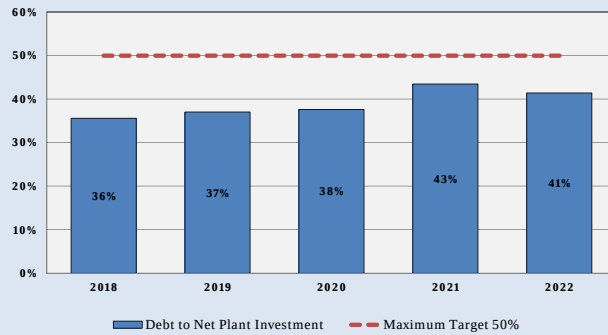
7) Existing and Proposed Debt - Ending Principal Outstanding



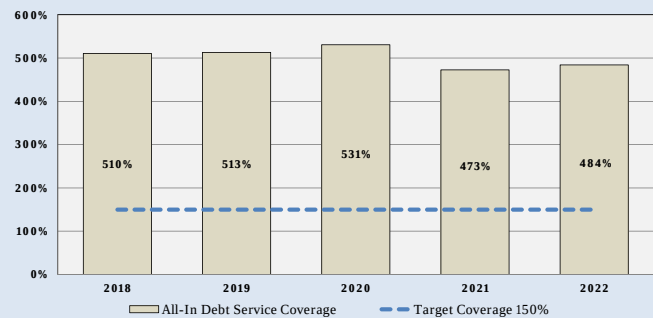
8) Existing and Proposed Debt - Annual Payments



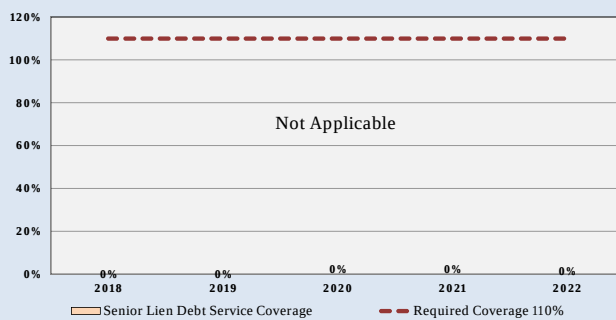
9) Debt to Net Plant Investment



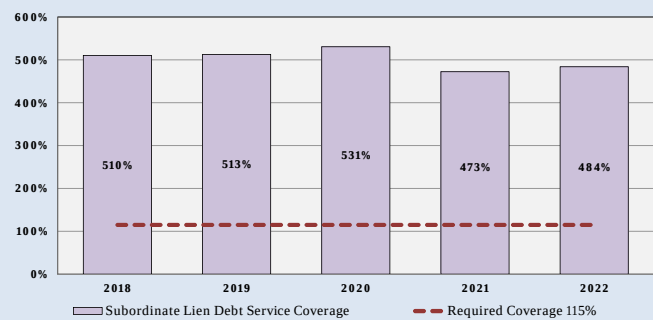
10) All-In Debt Service Coverage



11) Senior Lien Debt Service Coverage



12) Subordinate (Junior) Lien Debt Service Coverage





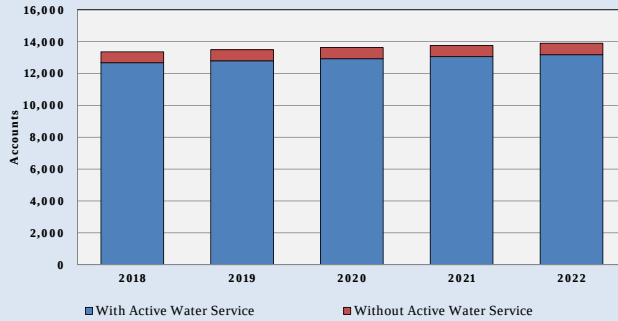
Appendix 4
City of Clermont, Florida
Sanitation Utility Rate Study



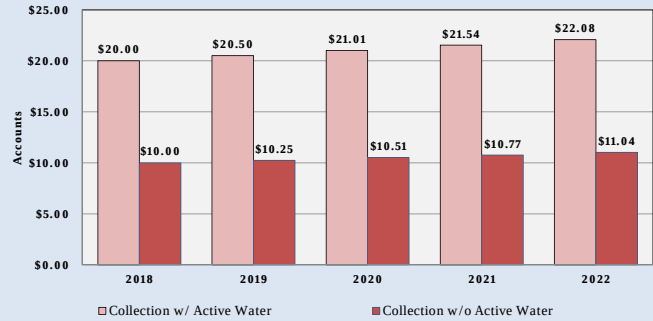
Sanitation System Financial Dashboards and Performance Metrics

Description	Fiscal Year Ending September 30,					Description	Fiscal Year Ending September 30,				
	2018	2019	2020	2021	2022		2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency)					
Sanitation Collection Revenue Adjustment	0.00%	2.50%	2.50%	2.50%	2.50%	Percent of Rate Revenues	\$82,454	\$91,390	\$112,908	\$39,933	\$53,352
Effective Month of Increase	Jan.	Jan.	Jan.	Jan.	Jan.		2.64%	2.85%	3.40%	1.16%	1.50%
Garbage Service Rates:						Collection w/ Active Water					
Combined Adjustment	0.00%	1.88%	1.88%	1.88%	1.88%	Collection w/o Active Water	\$20.00	\$20.50	\$21.01	\$21.54	\$22.08
Cumulative Adjustment	0.00%	1.88%	3.79%	5.73%	7.71%	Additional Garbage Container	\$10.00	\$10.25	\$10.51	\$10.77	\$11.04
							\$10.75	\$11.02	\$11.30	\$11.58	\$11.87
						Collection w/Active Increase	\$0.00	\$0.50	\$0.51	\$0.53	\$0.54
						Collection w/o Non-Active Increase	\$0.00	\$0.25	\$0.26	\$0.26	\$0.27

13) Projection of Collection Customers



14) Average Monthly Residential Bill



Appendix 5
City of Clermont, Florida
Sanitation Utility Rate Study

Summary of Existing and Proposed Rates for Garbage Service

Line No.	Description	Existing 2017	Proposed Jan. 2018
Garbage Service [1]			
1	Proposed Garbage Rate Adjustment	N/A	0.00%
2	Monthly Service Fee When Water Service is Active	\$20.00	\$20.00
3	Monthly Service Fee When Water Service is Not Active	10.00	10.00
4	Monthly Service Fee For Each Additional Container	10.75	10.75

Footnotes:

[1] Service includes once per week pickup of garbage and recycled items.



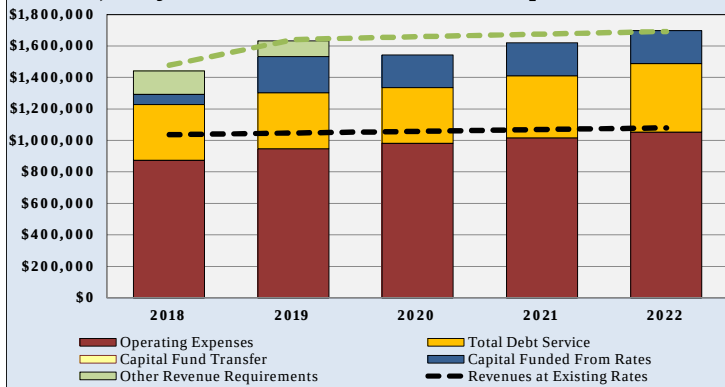
Appendix 6
City of Clermont Florida
Stormwater Utility Rate Study



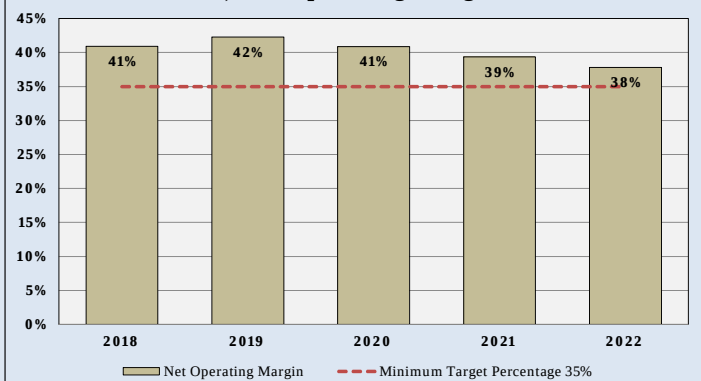
Stormwater System Financial Dashboards and Performance Metrics

Description	2018	2019	2020	2021	2022	Description	2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency)	\$36,255	\$9,229	\$116,428	\$56,818	(\$5,334)
Stormwater - Approved Drainage	57.0%	0.00%	0.00%	0.00%	0.00%	Percent of Rate Revenues	2.46%	0.56%	7.04%	3.40%	-0.32%
Effective Month of Increase	January	January	January	January	January	Average Residential Bill:					
Stormwater - Non-Approved Drainage	57.00%	0.00%	0.00%	0.00%	0.00%	Fee w/ Approved Drainage	\$4.71	\$4.71	\$4.71	\$4.71	\$4.71
Effective Month of Increase	January	January	January	January	January	Monthly Increase - Total	\$1.71	\$0.00	\$0.00	\$0.00	\$0.00
Combined Adjustment	57.00%	0.00%	0.00%	0.00%	0.00%	Fee w/o Approved Drainage	\$7.85	\$7.85	\$7.85	\$7.85	\$7.85
Cumulative Adjustment	57.00%	57.00%	57.00%	57.00%	57.00%	Monthly Increase - Total	\$2.85	\$0.00	\$0.00	\$0.00	\$0.00

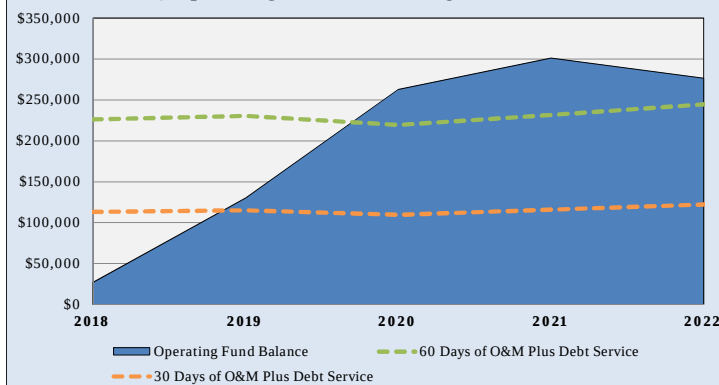
1) Projected Stormwater Revenue Requirements



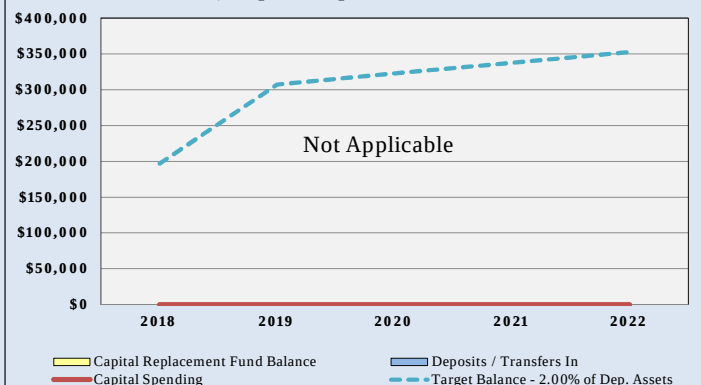
2) Net Operating Margin



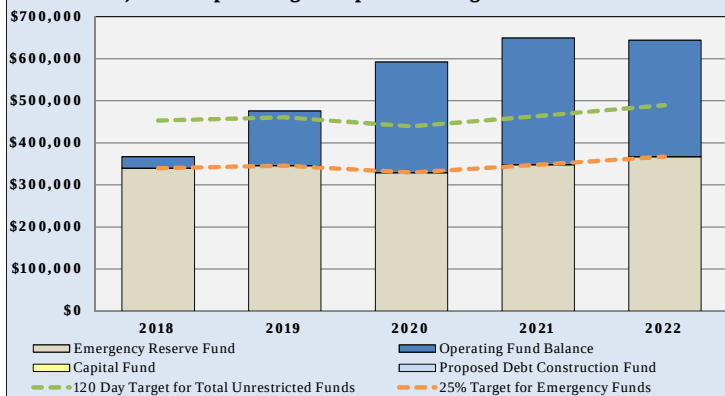
3) Operating Reserves Ending Cash Balance



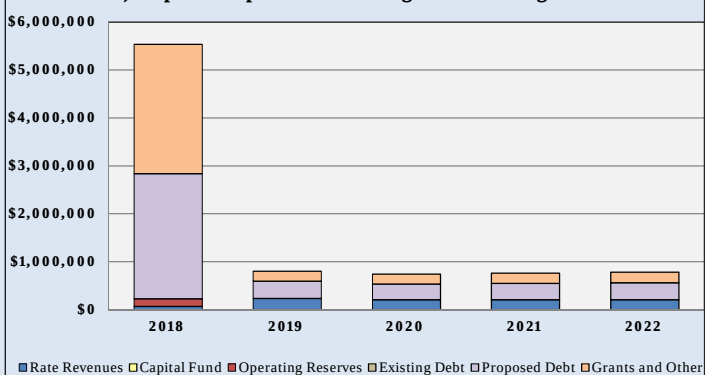
4) Capital Replacement Fund



5) Total Operating & Capital Ending Cash Balances



6) Capital Improvement Program Funding Plan





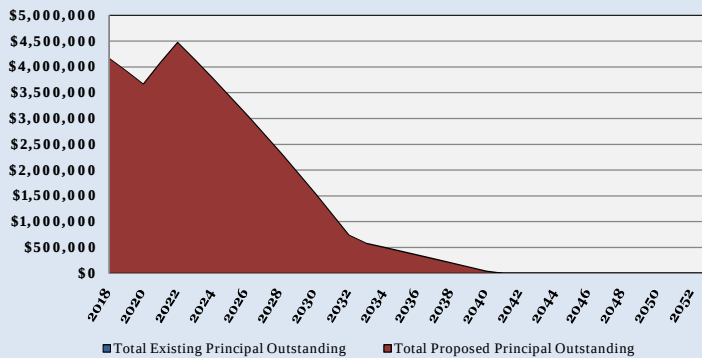
Appendix 6
City of Clermont Florida
Stormwater Utility Rate Study



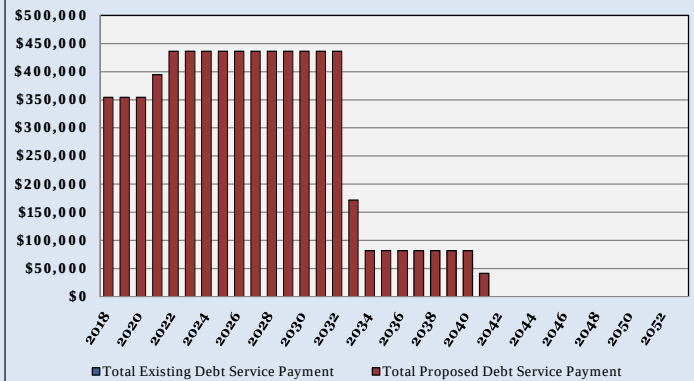
Stormwater System Financial Dashboards and Performance Metrics

Description	2018	2019	2020	2021	2022	Description	2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency)	\$36,255	\$9,229	\$116,428	\$56,818	(\$5,334)
Stormwater - Approved Drainage	57.0%	0.00%	0.00%	0.00%	0.00%	Percent of Rate Revenues	2.46%	0.56%	7.04%	3.40%	-0.32%
Effective Month of Increase	January	January	January	January	January	Average Residential Bill:					
Stormwater - Non-Approved Drainage	57.00%	0.00%	0.00%	0.00%	0.00%	Fee w/ Approved Drainage	\$4.71	\$4.71	\$4.71	\$4.71	\$4.71
Effective Month of Increase	January	January	January	January	January	Monthly Increase - Total	\$1.71	\$0.00	\$0.00	\$0.00	\$0.00
Combined Adjustment	57.00%	0.00%	0.00%	0.00%	0.00%	Fee w/o Approved Drainage	\$7.85	\$7.85	\$7.85	\$7.85	\$7.85
Cumulative Adjustment	57.00%	57.00%	57.00%	57.00%	57.00%	Monthly Increase - Total	\$2.85	\$0.00	\$0.00	\$0.00	\$0.00

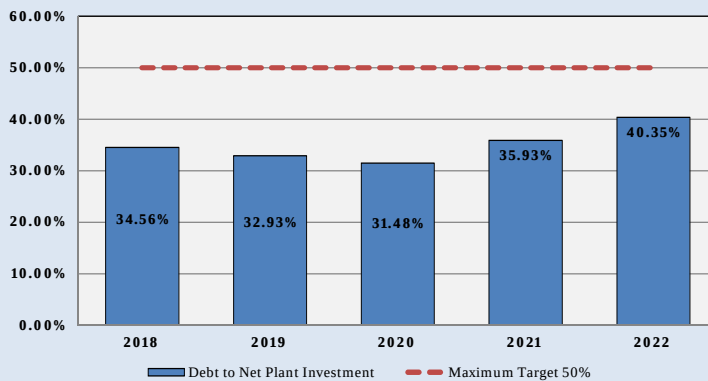
7) Existing and Proposed Debt - Ending Principal Outstanding



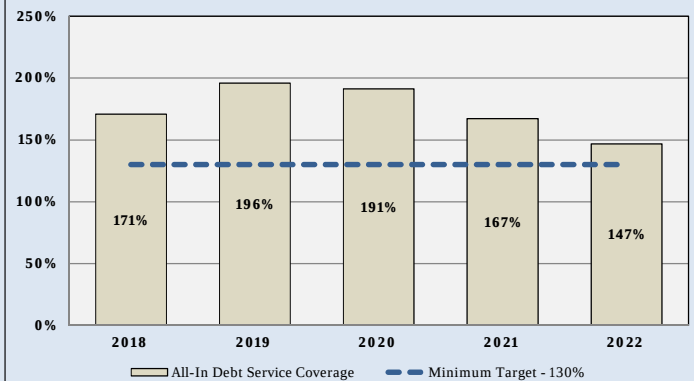
8) Existing and Proposed Debt - Annual Payments



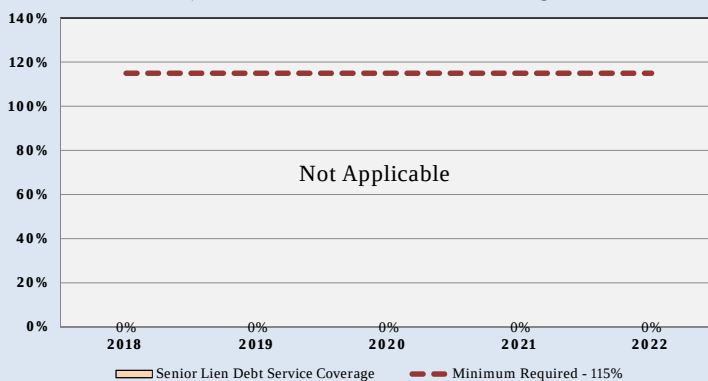
9) Debt to Net Plant Investment



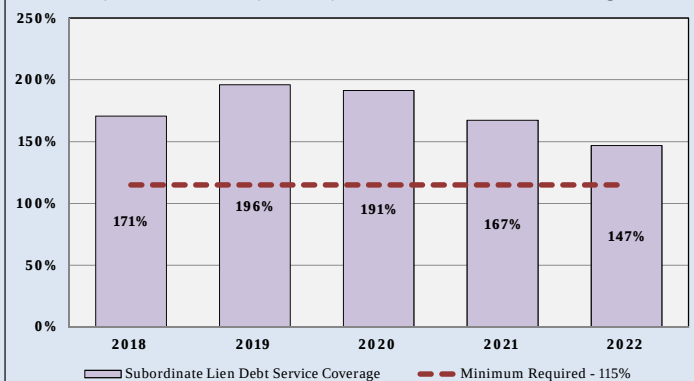
10) All-In Debt Service Coverage



11) Senior Lien Debt Service Coverage



12) Subordinate (Junior) Lien Debt Service Coverage



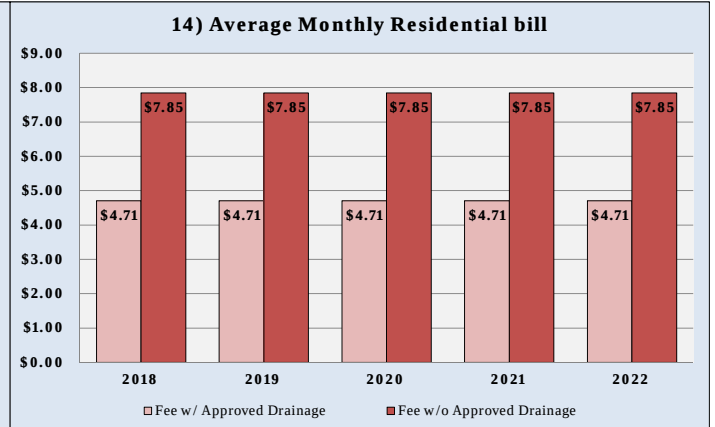
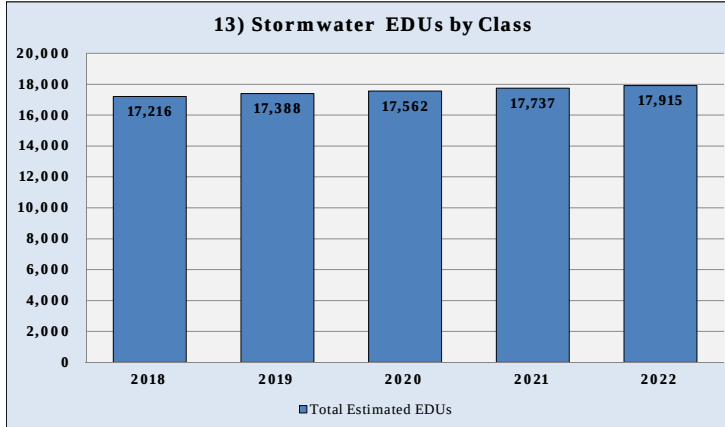


Appendix 6
City of Clermont Florida
Stormwater Utility Rate Study



Stormwater System Financial Dashboards and Performance Metrics

Description	2018	2019	2020	2021	2022	Description	2018	2019	2020	2021	2022
Recognized Revenue Adjustments:						System Surplus / (Deficiency)	\$36,255	\$9,229	\$116,428	\$56,818	(\$5,334)
Stormwater - Approved Drainage	57.0%	0.00%	0.00%	0.00%	0.00%	Percent of Rate Revenues	2.46%	0.56%	7.04%	3.40%	-0.32%
Effective Month of Increase	January	January	January	January	January	Average Residential Bill:					
Stormwater - Non-Approved Drainage	57.00%	0.00%	0.00%	0.00%	0.00%	Fee w/ Approved Drainage	\$4.71	\$4.71	\$4.71	\$4.71	\$4.71
Effective Month of Increase	January	January	January	January	January	Monthly Increase - Total	\$1.71	\$0.00	\$0.00	\$0.00	\$0.00
Combined Adjustment	57.00%	0.00%	0.00%	0.00%	0.00%	Fee w/o Approved Drainage	\$7.85	\$7.85	\$7.85	\$7.85	\$7.85
Cumulative Adjustment	57.00%	57.00%	57.00%	57.00%	57.00%	Monthly Increase - Total	\$2.85	\$0.00	\$0.00	\$0.00	\$0.00



Appendix 7
City of Clermont, Florida
Stormwater Utility Rate Study

Summary of Existing and Proposed Rates for Stormwater Service

Line No.	Description	Existing 2017	Proposed Jan. 2018
Stormwater Service			
1	Proposed Stormwater Rate Adjustment - With Approved Drainage	N/A	57.00%
2	Proposed Stormwater Rate Adjustment - Without Approved Drainage	N/A	57.00%
<u>Residential</u>			
3	With Approved Drainage Retention on Site	\$3.00	\$4.71
4	Without Approved Drainage Retention on Site	5.00	7.85
<u>Commercial [1]</u>			
5	With Approved Drainage Retention on Site	\$3.00	\$4.71
6	Without Approved Drainage Retention on Site	5.00	7.85



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date	
Tuesday, November 28, 2017	
Agenda Item Name	
Resolution No. 2017-61	
Requested Action	
Recommend to approve Resolution 2017-61 to repeal and replace the Personnel Policy dated 2/26/2013 and all subsequent amendments (Resolution No. 2013-30 dated 10/08/13, Resolution No. 2014-13 dated 5/13/14, Resolution No. 2014-31 dated 10/01/14, Resolution No. 2015-22 dated 6/23/15 and Resolution No. 2017-20 dated 5/01/17), and replace it with the attached new Employment Policies Manual.	
Staff Report	
Staff proposes that the Personnel Policy dated 2/26/2013 and subsequent amendments be repealed and replaced with the attached Employment Policies Manual. The newly revised manual includes the following significant changes: Chapter 1 – General - Codification of Drug Free Workplace policy approved by Council on 5/13/14. - Statement regarding the Sexual Misconduct policy approved by Council on 9/27/16. - Updated and elaborated social media policy. - Realignment of position/employee definitions to be consistent with current City practices. Chapter 2 – Employment Practices - Adjustment to the Equal Employment Opportunity and the Pre-Employment Background Investigation policies consistent with current practices and laws. - Codification of age requirement language change approved by Council on 10/08/13. Chapter 3 – Employee Training - Extension of the scope of courses to include areas for potential growth within the employee's field/department. - Increase of the Tuition Assistance/Reimbursement amount from \$750 to \$1,000 per year. Chapter 4 – Compensation/Salary Administration - Codification of Call-Out Pay policy amendment approved by Council on 5/13/14 and Merit Pay Increases policy approved by Council on 10/01/14. - Requires that prior to the overtime work the employee and supervisor must agree on the manner in which overtime work will be compensated (pay or compensatory leave). - Addition of language pertaining to off duty work time by non-exempt employee (hourly employees classified as being eligible for overtime), exempt employees (salary employees classified as not being eligible for overtime), and safe harbor language that may preserve an employee's exempt status in the event the City makes improper deductions to pay. - Requires exempt employees who are absent from the workplace for less than a full day but more than half of their scheduled work day to use accrued leave for the number of hours equal to half the work day. - Addition of Storm and Other Disaster Compensation and Leave language.	

Chapter 5 – Leave (formerly Employee Benefits)

- Codification of chapter approved by Council on 6/23/15, with some changes including guidelines from the Family Medical Leave Act and department director ability to delegate leave requests to managers.
- Discontinuation of the payment of Uncredited Sick Leave policy.

Chapter 6 – Personnel Management

- Replacement of the Travel and Subsistence Allowance policy to permit the City Manager to establish procedures for reimbursements.
- Codification of the Performance Evaluations policy approved by Council on 10/01/14, and adding reference to seasonal employees and expanded use of the Coaching Plan program.
- Standardized the process for calculating a demotion in pay.
- Revamped disciplinary and grievance procedures, removing the formerly used disciplinary matrix and including a realigned categorization of discipline (misconduct and serious misconduct) and possible infractions for each category.
- Revised the scope for which the grievance process can be used; to be used specifically to address actions affecting a term or condition of employment/formal disciplinary action, not including reprimands.

Additional Analysis

Fiscal Impact Summary

No fiscal impact.

Fiscal Impact

Fund Number and Description

Available Budget Amount

Exhibits Attached (copies of original agreements)

- | | | |
|----|------------------------------------|---|
| 1. | 2017-61 Resolution Policies Manual | 2017-61 Resolution Employment Policies Manual.doc |
| 2. | Redline Employee Manual | Employment Policies Manual 112817 redline.pdf |

CITY OF CLERMONT
RESOLUTION NO. 2017-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING THE EMPLOYMENT POLICIES MANUAL; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Clermont City Council has determined that it is in the best interest of the City of Clermont, that changes be made to the Personnel Policy.

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

Section 1

The City Council of the City of Clermont does hereby adopt the Employment Policies Manual as set forth in Attachment A, attached hereto and incorporated herein and attached to this Resolution; and

Section 2

All ordinances, resolutions or parts thereof in conflict herewith are hereby superseded and repealed to the extent of such conflict.

Section 3

This resolution shall take effect immediately upon adoption.

CITY OF CLERMONT
RESOLUTION NO. 2017-61

DONE AND RESOLVED by the City Council of the City of Clermont, Lake County, Florida, this 28th day of November, 2017.

CITY OF CLERMONT

Gail L. Ash, Mayor

ATTEST:

Tracy Ackroyd Howe, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney

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Employee Acknowledgement of Receipt Employment Policies Manual

This will acknowledge that I have received my copy of the City of Clermont (City) Employment Policies Manual.

I understand that the official version of the City's Employment Policies Manual (manual) will be maintained in electronic form by Human Resources and be available in the City's collective folder.

I understand that this manual represents City policies, does not create a contract of employment, and that the City may make changes in it from time to time.

I understand that I have the right to terminate my employment at any time with or without cause, and that the City has the same right.

I agree to comply with all policies, procedures, and practices now or hereafter adopted by the City.

I understand that this acknowledgment will become a part of my official employee file.

Chapter 1 General

1.1 Administration

A. Purpose

This manual was prepared to establish consistent equitable policies for City employment, and to acquaint new personnel with the policies and regulations of the City of Clermont (City). **This Employment Policies Manual (manual) was adopted by the City Council by Resolution No. #2017-61 on November 28, 2017.** This manual is not an expressed or implied contract, nor does it create any legally enforceable obligations on the part of the City of Clermont or its employees.

B. Scope

This manual shall apply to all employees of the City of Clermont with the exception of temporary employees, the Mayor and Council Members. Certain provisions may not be applicable to all employees, such as part-time and probationary employees, and such areas shall be noted. If any provisions of these policies conflict with an existing provision of an approved labor agreement between the City and a registered bargaining unit, the labor agreement will prevail in regard to employees in the bargaining unit covered by that agreement.

C. City Control, Responsibilities and Authority

The City is governed by the Council-Manager plan of government. Clermont residents elect the City Council. The City Council appoints, directs and evaluates the City Manager. The City Council establishes policies and procedures related to education, training, operations, services, and maintenance of the City. The City Council has the responsibility for requiring effective administrative action through the City Manager. The City Manager and his/her administration reserve the right to reprimand, suspend, discharge or otherwise discipline employees for cause; to hire, promote, transfer, layoff and recall employees to work; to determine the number of employees and the duties to be performed; to maintain the efficiency of employees; to establish, expand, reduce, alter, combine, consolidate, or abolish any job classification, department, operation or service; to determine staffing patterns and areas worked; to control and regulate the use of facilities, supplies, equipment and other property of the City; to determine the number, location and operation of departments, and all other units of the City, the assignment of work, the qualifications required and the size and composition of the work force; and to otherwise generally manage the City, attain and maintain full

operating efficiency and optimum service, and direct the workforce in accordance with the needs and requirements of the City.

D. Employment at Will

Within the limits of any constitutional or statutory limitations applicable, employment with the City is considered “at will” and may be ended either by the employee or by the City at any time with or without cause. It is the City’s policy to treat employees fairly and consistently, and the City has established guidelines for disciplinary action and performance improvement which provide the employee an opportunity to address and respond to issues of discipline or performance. However, publication or use of these guidelines should not be interpreted as to create a guarantee of employment or an expectation of continued employment.

E. Employment Policies Manual Revisions

Revisions to the Employment Policies Manual may from time to time be proposed and approved by the City Council. A copy of this policy will be made available to all City employees. Any deviation from this policy will be made only by the City Manager, in writing, to the department director of the employee or department affected.

F. Department Rules

Department directors are authorized to promulgate rules additional and supplemental to this manual provided they are not in conflict with the regulations herein. All such rules shall be approvable, amendable and revocable by the City Manager.

1.2 Employee Conduct

A. Employee Courtesy

All employees shall render courteous service to the public. The attitude of a City employee should at all times promote the good will and favorable attitude of the public toward the City, administration, and its programs.

B. Telephone Usage

City telephones are for City business. Long distance calls are to be made only by employees authorized by the responsible department director. Excessive personal telephone use will not be permitted and may be cause for a reprimand.

Employees shall not operate a vehicle while wearing a headset, headphones, or other listening device, other than a hearing aid or instrument for the improvement of defective hearing. The only exception to using a headset is when the employee is communicating as described below, and the sound is provided through one ear and allows surrounding sounds to be heard with the other ear.

Employees are prohibited from using any telephonic or communication device without a Bluetooth or other hands-free device unless specifically approved by the City Manager (or designee/department director), while operating any City-owned or leased vehicle, apparatus, machinery, or equipment. ~~Usage of these devices during these situations may be cause for disciplinary action.~~ In addition, employees are responsible for ensuring that use of any electronic device does not cause distraction (i.e., texting, fiddling with the device, taking eyes off the road, and participating in conversations that may interfere with the driver's ability to drive safely).

C. Lunch Period

Employee lunch periods will be determined by the department director as required for efficient departmental functions.

D. Conflict of Interest and Ethics

~~Conflicts of interest must be avoided by all employees pursuant to State Law.~~ All employees are subject to and required to act in full compliance with Chapter 112, Part III, Florida Statutes, Code of Ethics for Public Officers and Employees.

E. Solicitation

Solicitation during working hours on City property or in public areas by any City employee or by non-employees is prohibited. Bulletin boards are City property and materials posted thereon must be approved by the City Manager or a department director. There shall be no distribution of literature during working hours or on City property without permission of the City Manager. Examples of solicitations for purposes of this rule include, but are not limited to: solicitations for magazines or periodical subscriptions, memberships in organizations, and solicitations for political contributions. Examples of distributions for purposes of this rule include, but are not limited to: applications for memberships in organizations, political literature, subscription forms and informational bulletins. Exceptions to the solicitation policy must be approved by the City Manager.

F. Gifts and Gratuities

1. No employee shall accept gifts, gratuities, or loans from organizations, business concerns or individuals with whom he/she has official relationships on City business. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, or to prohibit employees from accepting social courtesies which promote good public relations, or to prohibit employees from obtaining loans from regular lending institutions.
2. No employee shall solicit contributions from another employee for a gift to an employee in a superior official position nor shall such superior accept a gift presented as a contribution from employees receiving less salary than himself/herself. The foregoing, does not, however, prohibit a voluntary gift of nominal value when made on a special occasion.
3. No person seeking appointment to, promotion or transfer with the City shall either directly or indirectly give, render or pay any money, service or other thing of value to any person in connection with an appointment, promotion, or transfer or a proposed appointment, promotion or transfer. This prohibition is not intended to prevent payment to a legitimate employment agency.

G. Outside Employment

1. Outside employment is any paid employment performed by an employee in addition to his/her employment with the City and is subject to approval as set forth herein. The following criteria will apply to outside employment:
 - a. Such employment shall not cause the employee to be late to work, to leave early, to be unavailable for work beyond normal duty hours, or cause any reduction in the employee's efficiency when on duty with the City.
 - b. Such employment shall not involve a conflict of interest or conflict with the employee's duties.
 - c. Such employment shall not involve the performance of duties which the employee should perform as part of his/her job with the City.
 - d. The nature of the outside employment shall not be such as to

bring discredit or embarrassment on the City.

- e. Outside employment shall not occur during assigned working hours unless the employee is on approved leave.
 - f. Outside duties, trade, business or profession shall not require regulation or inspection by the City.
2. Any employee wishing to engage in outside employment must submit a request in writing to his/her department director **using the related approval request form**. The request should outline in detail the duties to be performed and the amount of time, stating specific hours to be devoted to these duties. Department directors **shall immediately notify the City Manager of outside employment requests, and are subsequently** authorized to approve outside employment consistent with the guidelines above. Department directors are also authorized to direct an employee to discontinue outside employment, at any time, if it is later found to be inconsistent with the guidelines. **Approval request forms are retained in the employee personnel file.**

H. Payments of Financial Obligations

Every employee is expected to pay just debts and financial obligations, particularly those directed by court order. The City is neither a collection agency nor an arbiter when the validity of a debt is questioned. ~~It shall be the responsibility of supervisors and/or department directors to counsel employees about overdue debts and to take disciplinary action if warranted.~~

I. Drug Free Workplace

The City is committed to maintaining a workplace that is free from the presence and effects of drugs and/or alcohol, providing the highest level of service to its citizens, and minimizing the risk of incidents and injuries.

- 1. The City prohibits employees from using, selling, dispensing, distributing, possessing, or manufacturing illegal drugs and/or alcoholic beverages while on City premises, work sites, or in a City vehicle. In addition, employees are prohibited from off premise use of alcohol and possession, use, and/or sale of illegal/prescription drugs, when such activities adversely affect job performance, job safety, or interferes with the City's ability to carry out its mission.

2. As a term and condition of employment, employees must refrain from taking drugs/alcohol that impair performance or are illegal on or off the job.
3. Employees must notify their supervisor if they have been prescribed a drug for a medical or other condition which could impair their ability to perform their job. If it is determined that the employee is unable to perform his/her job due to impairment caused by the medication, the employee should apply for appropriate leave and discuss the situation with his/her supervisor.
4. Pursuant to the City's expectation of employee conduct and Drug Free Workplace regulations, the City conducts drug and/or alcohol tests for the following reasons: pre-employment, reasonable suspicion, post-incidents, routine fitness for duty, random, and follow-up.
5. Employees and/or supervisors shall report immediately (during that working shift) to their department director and/or Human Resources Director any action by any employee who demonstrates an unusual behavior pattern. An employee believed to be under the influence of drugs and/or alcohol will be required to submit to a drug and/or alcohol test.
6. An employee will be subject to corrective action, up to and including termination, for violation of this policy.
7. The City Manager shall establish procedures to implement this policy.

J. Political Activity

1. Every employee shall have the right to express freely his/her views as a citizen and to cast his/her vote.
2. Coercion for political purposes of and by employees and use of their positions for political purposes is prohibited.
 - a. No employee or official of the City shall, directly or indirectly, coerce, attempt to coerce, or advise an employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes.
 - b. No employee or official of the City shall use City resources of any kind, including, but not limited to, the City logo or City equipment, or official authority or influence, for the purpose of interfering with

or affecting the result of an election or a nomination for office.

3. Participation in partisan political activity by employees shall be permitted to the extent as provided under the Federal Hatch Political Activities Act, as amended, and any subsequent amendments which may be made thereto. However, at no time shall any such activities be permitted by an employee in a City uniform.
4. Any employee who is not subject to the Hatch Act shall be granted a leave of absence ~~without pay~~ not to exceed four (4) months for the purpose of seeking an elective public office in a partisan election. ~~During the leave of absence, the employee shall use accrued annual leave, compensatory leave or personal days prior to going in an unpaid status.~~ If a City employee becomes a candidate for an elective City of Clermont office, he/she shall at the time of formal qualification, resign in good standing from City service.
5. Partisan political discussions and partisan political activities by employees are prohibited during on-duty hours.
6. Any person violating the provision of this section may be subject to termination by the City Manager.

K. Use of City Property

1. The City attempts to provide each employee with adequate tools, equipment and vehicles for the job being performed and expects each employee to observe courteous and safe operation of vehicles and equipment in compliance with all municipal, county and state vehicular regulations.
2. Employees who are assigned tools, equipment or vehicles by their departments are responsible for them and their proper use and maintenance.
3. The use of City property, material, supplies, tools, equipment or vehicles for personal or private business use is prohibited, unless approved by employment agreement or by the City Manager. Violations may result in termination and possible prosecution.

L. E-Mail / Internet Usage

1. E-Mail and internet services are provided to employees for the purpose of conducting their job duties in the most efficient manner possible and are not intended for personal use. All electronic communications generated by employees with City equipment, or

stored on City equipment, are the property of the City and therefore not considered private and may be considered public records subject to disclosure in accordance with Florida Law.

2. Employees are prohibited from using the City's e-mail and internet system to transmit or receive any improper communication, including but not limited to inappropriate comments or jokes, cartoons, or any other communication which is political, derogatory, vulgar, obscene, offensive or sexually explicit.
3. The City will periodically access and monitor communications and files on the City's e-mail/internet system as deemed to be necessary or appropriate in the enforcement of the acceptable use of City equipment and systems.
4. Employees who use the City's e-mail/internet system inappropriately or illegally are subject to discipline up to and including termination and civil or criminal prosecution, if deemed appropriate.

M. Valid Driver's License

1. All operators of City vehicles and equipment are required to have a valid State of Florida operator's or commercial license, as applicable, and shall immediately notify their supervisor of any change in status to their license. Certain job classifications require a commercial license as a condition of employment.
2. Suspension or revocation of the driver's license of an employee who is assigned as a vehicle or equipment operator may result in a demotion or termination.
3. Motor vehicle reports will be requested annually for all employees who are authorized to drive a City vehicle or their own vehicle while conducting City business. If an employee's annual Motor Vehicle Report reveals a suspended or revoked driver's license or a driving record that demonstrates repeated offenses and flagrant disregard for traffic laws, the employee will not be allowed to drive a vehicle while conducting City business. If these restrictions create a hardship for the City, the employee will be transferred or demoted to a position which does not require driving and for which the employee is otherwise qualified. If no position is available, the employee will be terminated from employment.

N. Safety

It is the policy of the City to maintain a work environment for all

employees that is both healthy and safe. A separate safety manual sets forth the safety procedures and practices expected of all City employees.

O. Harassment

It is the policy of the City to maintain a work environment for all employees which is free of conduct which can be considered harassing, coercive or disruptive. The City has adopted a separate policy that sets forth guidelines for dealing with harassment in the workplace.

P. Sexual Misconduct

It is the policy of the City to maintain a work environment for all employees which is free of any form of sexual misconduct, including actual, attempted or threatened sexual assault, sexual abuse, sexual exploitation, indecent or sexual solicitation, or public indecency, as defined by state and local laws. The City has adopted a separate policy that sets forth guidelines for dealing with sexual misconduct in the workplace.

Q. Dress/Appearance

The City expects all employees to dress in a manner which is appropriate for the type of work performed and have a neat and orderly appearance. A separate policy has been adopted that sets forth guidelines for dealing with appropriate dress and appearance.

R. Fraternization

The City strongly discourages, but does not prohibit, consensual romantic or espousal-like relationships between co-workers or between employees and contractors or others doing business with the City. However, the City recognizes its responsibility to caution employees of the potential problems posed by such relationships. These problems include conflicts of interest, interference with the productivity of co-workers, and potential charges of harassment.

It is the obligation of all affected employees to immediately advise their department director when such a relationship exists so that the effect, if any, of the relationship on City operations may be fully evaluated and appropriate action taken. Should a conflict of interest exist, or there is a strong likelihood that one will arise, the City shall consider action which protects the interests of the City. In no case, may one individual have any supervision over the other nor may one individual be subject to learning confidential information about the other. City action to prevent or address such possible work-related problems may include re-assignment of one

member to another department, division or location (if a suitable vacancy exists). If no suitable arrangements can be made, one individual will need to resign their position.

S. Social Media

~~City employees shall not engage in visiting or contributing to social media sites during work hours, unless their position is designated to do so by their Department Director. Social media includes web-based and mobile technologies used to turn communication into interactive dialogue and includes but is not limited to such sites as Myspace, Facebook and Twitter.~~

~~During work time and non-work time, a public blog is not an approved venue to communicate internal City policies nor for employees to air opinions, disputes, or grievances that are City-related. Employees shall not post any material that is privileged and/or confidential, obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, embarrassing to or about another City employee or non-employees or entities with whom the City has a business, service, or professional relationship.~~

~~City employees shall maintain a professional conduct and failure to adhere to these requirements may result in discipline, up to and including termination of employment.~~

The City understands that social media can be a fun and rewarding manner to share information and opinions with family and friends, however the use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about the use of social media, the following guidelines for the appropriate use of social media have been established.

The City's policy is that employees are to be thoughtful in all their communications and dealings with others, including email and social media used both personally and through the course of City work. Only those employees specifically designated to do so, may post to and maintain the City's social media sites.

Social media includes all means of communications or posting information or content of any sort on the Internet, an employee's own or someone else's web log or blog, personal website, social networking (Facebook, Twitter and the like) or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

A public blog is not an approved venue to communicate internal City policies nor for employees to air opinions, disputes, or grievances that are City-related. Work-related complaints are more likely to be resolved by speaking directly with co-workers or by utilizing the city's open door policy/practice, than by posting complaints to a social media outlet.

When acting or appearing to act as a representative of the City or identifying oneself as an agent or employee of the City, either overtly or by inference, an employee shall never harass, threaten, libel, or defame fellow professionals, employees, citizens, customers or anyone else.

To assist in making responsible decisions about the use of social media, the following guidelines apply:

1. Know and follow the rules

- a. Carefully read the City's policies, particularly the Standards of Conduct where expectations and regulations regarding ethics, information, discrimination and harassment can be found. If any aspect of the policy is unclear, consult Human Resources for clarification.
- b. Ensure social media postings align with City policies.

2. Be respectful

- a. Always be fair and courteous to fellow employees, officials, volunteers, citizens, customers, vendors and others who work or serve on behalf of the City.
- b. Avoid offensive posts of statements, photographs, and video or audio that could reasonably be viewed as malicious, obscene, threatening, intimidating, that disparage others (including employees, customers, vendors or City partners) or discriminatory or might constitute harassment, bullying, or contribute to a hostile work environment. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

3. Be honest and accurate

- a. Always be honest and accurate when posting information or news. If a posting mistake is made, correct it quickly. Never

post any information or rumors known to be false about the City, employees, customers, vendors or City partners.

4. Employees shall not post any material that is privileged property of the City.
5. Employees shall comply with confidentiality, financial disclosure, and other similar laws.
6. Employees shall not create a link from a personal blog, website or other social networking site to a City website without advance approval of the City. Approval must be granted by either the City Manager, the Communications Director, or a department director.
7. Employees shall express only personal opinions; make clear that personal views do not in any way represent the views of the City, its officials, employees, volunteers and other affiliates. Unless specifically authorized by the City Manager, under no circumstances shall an employee post any information or news that suggests, portrays or states, in any manner, that the employee is an authorized representative or spokesperson for the City.
8. Employees shall not use in any manner in any picture, video or image any equipment or item containing or depicting any identifying mark or logo of the City without prior approval by the City Manager.
9. Using social media at work
 - a. Refrain from using social media while on City work time and on City provided equipment, unless authorized by the department director as work-related.
 - b. Do not use the City's email address to register on social networks, blogs, or other online tools utilized for personal use.

Employees are solely responsible for what they post online. Violation of this policy (including conduct that adversely affects job performance, the performance of employees, customers, vendors, City partners or legitimate City business interests) may be considered grounds for discipline, up to and including termination.

Retaliation or taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in a related investigation is prohibited and will be subject to disciplinary action up to and including termination.

Employees should not speak to the media on behalf of the City without contacting the Communications Director. All media inquiries should be directed to the City Manager, Communications Director or a department director.

Nothing in this policy prohibits or is intended to prohibit employees from discussing their terms and conditions of employment, which includes wages and working conditions. Additionally, this policy is not intended and will not be applied in any way that interferes with employees' exercise of their rights under local, state or federal laws.

T. Identification Badges

Employees are issued identification badges and shall wear them while at work and/or conducting City business.

1.3 Definitions

- A. Administration – The City Manager, department directors and supervisory employees.
- B. Appointment – Initial employment in the City service.
- C. Break in Service – Any absence from work through voluntary or involuntary termination for any cause. Leaves granted for appropriate reasons will not count as a break in service.
- D. Demotion – A voluntary or involuntary change from a higher to a lower pay grade or position with resulting decrease in salary.
- E. Educational Leave – Authorized absence (without pay) for training purposes.
- F. Leave without Pay – Authorized absence without pay.
- G. May – The word “may” shall be interpreted as permissive.
- H. Military Leave – Authorized absence of employee for active military duty.
- I. Overtime Pay – The compensation made for the work done in excess of the normal work period.
- J. Position and/or Employee Type –
 - 1. Benefits Eligible – Employees/positions designated to work a minimum of thirty-two (32) hours per workweek.

2. Full-Time – Positions designated to work forty (40) hours per workweek or otherwise designated for firefighters and police officers.
 3. General Employee – An employee that is not a police officer or firefighter.
 4. Reduced Hour – Positions designated to work a minimum of thirty-two (32) hours and less than forty (40) hours per workweek.
 5. Part-Time – Positions designated to work up to and including twenty-five (25) hours per workweek.
 6. Seasonal – Positions designated to work on a seasonal basis. Employment terminates upon completion of the seasonal duties for which they were hired.
 7. Limited Duration – Positions that are specifically approved by the City Manager for an indefinite period of time; usually not to exceed six (6) months.
 8. Temporary – Individuals who are employees of temporary labor agencies.
 9. Probationary Employee – Non-management employees who have not successfully completed the period of probation established for their position.
 10. ~~Permanent~~ Regular Employee – Non-management full-time or reduced hour employees who have satisfactorily completed the period of probation established for their position.
 11. Management Employees – Department directors and any other at-will employees designated in writing to serve at the will and discretion of the City Manager.
- K. Promotion – Advancement from a lower to a higher grade or progression.
- L. Reappointment/Rehire – Appointment of an individual who has had previous service with the City.
- M. Reclassification - Revision of a job description resulting in significant changes to the essential job functions.
- N. Reduction in Force – Involuntary separation resulting from curtailment of work.

O. Resignation – Voluntary separation from employment.

P. Shall – The word “shall” shall be interpreted as mandatory.

Q. Suspension – Discontinuance of duties with or without pay.

R. ~~Dismissal~~ Termination – Separation from employment.

S. Transfer – Change from one position to another within the same paygrade

T. Workweek – The minimum number of hours regularly scheduled to be worked during any seven (7) consecutive days.

~~CLASSIFICATION CHANGES:—Revision of a job description resulting in significant changes to the essential job functions.~~

~~PART-TIME EMPLOYEE:—An employee who serves in a position requiring less than 40 hours per week.~~

~~PERMANENT EMPLOYEE:—A full-time employee who has satisfactorily completed his period of probation. The term “permanent” is not to imply a guarantee of continued employment.~~

~~TEMPORARY EMPLOYEE:—An employee who is employed for a specific work assignment and for an indefinite period of time, but usually not to exceed six months.~~

Chapter 2 Employment Practices

2.1 Equal Employment Opportunity

~~In order to provide equal employment and advancement opportunities to all individuals, employment decisions with the City will be based on merit, qualifications, and abilities. The City does not discriminate in employment opportunities or practices on the basis of race or color; gender or sexual orientation; religion or creed; pregnancy; national origin or ancestry; age; disability; marital status; military service; or other characteristics protected by law.~~

~~The City will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including recruitment, selection, hiring, job assessment, promotion, transfer, training, compensation, discipline, termination, and benefits.~~

~~Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Supervisor, the Department Director, the Human Resources Director, or the City Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination from employment.~~

~~In accordance with federal, state, and local laws, the City of Clermont is committed to maintaining a workforce and work environment that is free of unlawful discrimination including harassment, on the basis of race, color, national origin, sex, religion, disability, age, sexual orientation, marital, veteran, pregnancy status, genetic information, or any other status protected by applicable law.~~

~~The prohibition against employment discrimination and harassment may extend to conduct that employees are subjected to from vendors, contractors, customers, or others who enter the workplace. The City of Clermont is committed to complying with all applicable federal, state, and local civil rights laws pertaining to employment practices.~~

~~The City makes reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship to the City. This policy governs all aspects of employment, including recruitment, selection, hiring, job assessment, promotion, transfer, training, compensation, discipline, termination, and benefits.~~

~~Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring such issues to the attention of the immediate~~

supervisor, department director, Human Resources Director, or City Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.2 Recruitment

The City of Clermont is committed to ensuring that the recruitment and selection process is fair, open, and transparent and shall comply with all relevant legislation. Employment shall be offered based on each candidate's knowledge, skills and abilities for the vacancy.

All vacant positions must be advertised to ensure the most qualified and suitable candidate is selected. At the department director's discretion, the advertising may be internal and/or external. External advertising may be placed in various media outlets depending on the nature of the position.

2.3 Application

Applicants seeking employment with the City must file a completed employment application provided by the City.

Fraudulent conduct or false or omitted statements of fact by an applicant shall be deemed cause for exclusion of the applicant from consideration for the position or termination from City employment. ~~Applicants will be prohibited from applying for an employment opportunity with the City for a period of one calendar year from the time that the false statement is made.~~

2.4 Selection

A. Screening

As determined by the City Manager, the selection process may include one or more or all of the following: oral interviews, evaluation of experience and training, reference checks, written examinations, performance tests.

B. Pre-Employment Background Investigation

It is the policy of the City that as a condition of employment, all employees and volunteers must successfully complete a background investigation. ~~The City has adopted a separate policy regarding background investigation procedures.~~ A comprehensive background

check is conducted on selected candidates as appropriate for the position, which may include but not be limited to criminal, driving, employment history, education, professional licenses/certifications, and references. Credit checks, when deemed appropriate, are conducted in accordance with the provisions of the Fair Credit Reporting Act.

Selected candidates shall not begin work until the candidate meets all background requirements, and for applicable positions this shall include pre-employment physical and testing. The City Manager shall establish procedures to implement this policy.

C. Pre-Employment Drug Testing

It is the policy of the City that all candidates for specific positions (as deemed applicable) must successfully pass a drug test that screens for the presence of illegal drugs/alcohol. The City has adopted a policy herein and a separate procedure regarding drug testing.

D. Pre-Employment Physical Examination

It is the policy of the City that all candidates identified for specific positions and volunteers (as deemed appropriate) must successfully pass a pre-employment physical examination. The City has adopted a separate procedure regarding the pre-employment physical examination process. The City will schedule and pay the full cost of the standard pre-employment physical examination.

Documentation of the successful completion of the pre-employment physical examination shall be maintained on file in Human Resources.

E. Qualified Applicants

The City Manager or his/her designee (Human Resources along with the hiring department) shall categorize those persons eligible for a position as being qualified. The City Manager or his/her designee (department director) shall make the selection from such persons.

F. Nepotism

No City official, department director, or supervisor may appoint, employ, promote, advance or be influential in any way in the employment of any individual who is a relative of the City official, department director, or supervisor. Further, no relative of an employee may be hired by the City to fill a position which would cause the current employee to either have jurisdiction over or be subject to the jurisdiction of the relative. For the purposes of this section only,

relative means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister.

G. Employment Laws

All applicable federal, state and local laws pertaining to employment practices will be complied within the City's employment procedures.

H. Age Requirements

Applicants for full-time employment must be 18 years of age **or older**. Persons who have reached their 16th birthday may be considered for **seasonal part-time** employment within the limits of state and federal laws.

I. Veterans' Preference

The City shall comply with the Florida Administrative Code which requires that Veteran's Preference and special consideration be given to all eligible veterans and eligible spouses of veterans at each step of the employment selection process, if the minimum qualifications are met. This includes preference and priority in appointment, retention, reinstatement, reemployment and promotion, except those that are exempt, including but not limited to heads of departments, policymakers and/or managers, or persons employed on a temporary basis without benefits. An applicant who meets the criteria for receiving Veteran's Preference must submit the appropriate documentation at the time of application to substantiate the claim.

J. Internship Opportunities

Current employees are prohibited from participating in City internship opportunities.

Chapter 3

Educational Leave & Tuition Assistance

The City encourages employees to attend educational conferences and to take self-improvement and job improvement courses which are related to their work **and potential growth within their field/department**. Additional educational training will be one measure used in making recommendations for advancement and promotion.

3.1 Educational ~~Assistance~~Leave

Educational leave is defined to be authorized leave ~~with or~~ without pay, to attend a college, university or other institution of higher education which offers academic curricula leading to a degree or degrees. The decision to grant educational leave shall be based on the City's need for an employee to have additional skills and knowledge in order to improve the employee's job performance **or potential growth within the employee's field/department**.

~~There shall be two types of educational assistance, leave with pay and leave without pay. Educational leave with pay is available to employees enrolled part-time in an institution of higher education and pursuing courses which directly relate to an employee's job. Educational leave is available to employees enrolled full-time or part-time in an institution of higher education and pursuing courses which directly relate to an employee's job.~~

~~All full-time permanent benefits eligible employees who have successfully completed probation may be entitled to educational leave. Educational leave may be granted to equip the employee for the improved performance of his/her duties and responsibilities as a City employee.~~

Educational leave shall be limited to a period of twelve months, except that with the approval of the City Manager such leave may be extended six months. **Educational leave with pay shall normally be limited to three hours per week.**

Employees requesting leave are obligated to return to work within or at the end of the time granted. An employee who chooses not to return to work shall notify the supervisor immediately. Failure to report back to work at the expiration of the educational leave shall constitute the employee's resignation except in the case of an extension of such leave.

~~Employees on educational leave without pay shall retain all accumulated leave and time earned toward the next salary increase. Employees cease to earn leave and time towards the next salary from the date of educational leave.~~

~~Employees on educational leave with pay shall retain and earn all accumulated~~

~~leave and time earned toward their next salary increase.~~

~~As part of applying for benefits provided herein, employees must agree in writing that if he/she ceases to be employed by the City for any reason within one (1) year of receiving payment as indicated herein, he/she will reimburse the City for the amount paid.~~

Employees attending educational courses required by their department director shall be granted leave with pay. Should a required course be scheduled at some time other than the employee's normal working hours, the employee shall be given time off to compensate for the hours required to complete the course or paid for the hours at the regular pay rate approved by the department director.

Section 2: Educational Conferences

~~An employee may be granted leave with pay to attend an educational conference up to five (5) working days upon approval by the Department Director and City Manager.~~

~~Educational conferences to qualify may be conducted by colleges, universities, technical schools, manufacturers as an operation or service clinic or state and national associations specifically related to a City department and its operations.~~

~~Leave of absence for educational conferences of more than five (5) working days must be recommended in writing by the Department Director to the City Manager for approval.~~

3.2 Tuition Assistance/Reimbursement

Tuition reimbursement is available to benefits eligible employees for courses ~~directly related to the job being performed by the employee, or required courses for a degree that is directly related to the job performed by the employee~~ applicable to the employee's field of work or of such nature and quality to directly contribute to the employee's value and potential growth within the City. The course must be approved by the department director and City Manager prior to enrolling in the course and is subject to budgetary constraints. Tuition assistance will not be paid prior to the successful completion of an approved course. No blanket approval of courses or programs will be granted. Only specific courses taken through a nationally or regionally accredited institution for a specific semester will be approved. The City will reimburse employees for the cost of tuition, books and fees based on state college/university rates up to a maximum of ~~seven hundred fifty (\$750.00)~~ one thousand dollars (\$1,000) per fiscal year in accordance with the following schedule:

100% for attaining a final grade of "A"
75% for attaining a final grade of "B"
50% for attaining a final grade of "C"

As a part of applying for tuition assistance, an employee must agree in writing that if he/she ceases to be employed by the City for whatever reason within one year of receiving tuition reimbursement, he/she will reimburse the City the total amount received toward any course(s) taken within the year prior to termination.

Reimbursement will be paid by check to the employee upon presentation of a final grade report and receipts for any tuition, books and fees paid.

Chapter 4

Compensation/Salary Administration

4.1 Compensation Approval Authority

The compensation/salary of each position within the City shall be determined by the position classification system. The salary of all employees at the time of employment, as well as increases or decreases shall be approved by the City Manager.

The City Manager, under the policy direction of the City Council, shall be primarily responsible for the overall administration of City employment policies and procedures. However, the department director shall be responsible for ensuring that the employment policies and procedures are carried out day-by-day in their department.

4.2 Merit Pay Increases

Regular, part-time (non-seasonal) and management employees are eligible to receive a merit pay increase based on the overall rating of their annual performance evaluation, and are awarded for overall performance which meets or exceeds position/job expectations. Merit increases will only be available if included in the current budget.

Merit pay increases shall be within the ranges of the established classification/pay grade and shall not be available to employees who have reached the maximum of their pay grade, unless specifically approved in the budget. If approved in the budget, employees at the maximum of the pay grade would be eligible for a lump-sum payment equal to their merit increase.

4.3 Incentive Pay

As an incentive for employees to advance their career, incentive pay is available for specific positions. Details of the incentive pay program have been adopted in a separate resolution.

4.4 Overtime Pay

Overtime work shall be kept at a minimum. However, the requirements of a specific department may make it necessary for an employee to sometimes work beyond his/her regularly scheduled working hours. All overtime work shall be approved by the employee's authorized supervisor. Employees shall be required

to work overtime when assigned unless excused by their supervisor.

Employees **considered non-exempt in accordance with the Fair Labor Standards Act (FLSA)** shall be paid overtime pay for hours worked in excess of their regular work period as follows:

<u>Employee Type</u>	<u>Regular Work Period</u>
8 & 10 Hour	40 hours in a seven (7) day period
12 Hour	84 hours in a fourteen (14) day period
24 Hour	212 hours in a twenty-eight (28) day period

For the purpose of calculating overtime: compensatory leave, sick leave, bereavement leave, annual leave, holiday leave, military leave, jury duty, **storm administrative pay** and any other absence from work while on paid status will not be considered time worked.

Employees shall not begin work before the beginning of their schedule or **continue to work** after the end of their schedule without permission; ~~however, if they do perform work before or after their schedule, they are to report it as hours worked on their timesheet or record.~~

Off Duty Work Time - Non-exempt employees should not conduct work-related responsibilities, duties or tasks outside of their normal work schedule, however occasionally it may be required that a non-exempt employee must perform certain authorized work duties during off duty hours. Duties may include emergency response activities, making or receiving phone calls, and/or responding to urgent emails. Non-exempt employees should not have City email access on personal cell phones and should keep monitoring/checking email on a City-issued cell phone to a minimum.

Overtime worked shall be compensated at one and one-half (1.5) times the employee's regular rate of pay as defined in the Fair Labor Standards Act.

Employees who are paid overtime have the choice of receiving payment in the form of cash or compensatory leave. **Prior to the start of overtime work, the employee and supervisor shall mutually agree upon the manner in which the overtime work is to be compensated, either in overtime pay or accrual of compensatory leave. Compensatory leave must be provided at a rate of one-and-one-half (1.5) hours for each overtime hour worked and will be credited to the employee at the end of the work period in which the overtime was worked.**

It is the responsibility of each immediate supervisor and section/division manager to ensure that accurate records of hours worked, including overtime hours, are maintained.

To the extent operationally feasible, flexible scheduling or other scheduling

modification within the workweek will be used to avoid incurring overtime. Flexed time cannot be adjusted between multiple workweeks. Department directors are responsible for ensuring the fair and equitable administration of flexible scheduling.

A. Exempt Employees

The following provisions are established in accordance with the Fair Labor Standards Act:

1. Exempt employees are compensated based on the total job rather than the number of hours worked. As such, exempt employees are expected to allocate whatever amount of time is necessary to accomplish the tasks assigned to them and to successfully execute the duties and responsibilities of the position. Although forty (40) work hours is typically the standard, exempt employees are often required to work extended or irregular hours above the forty (40) hours to perform successfully. Exempt employees do not earn overtime pay for hours worked over and above the standard work schedule.
2. Exempt employees who are absent from the workplace due to personal reasons or sickness for less than a full day but more than half of their scheduled work day are required to use accrued leave (annual, sick, or personal as applicable) for the number of hours equal to half of the work day (e.g., 4 hours for an 8-hour day). Exempt employees who have exhausted all applicable leave will go into an unpaid status. Exempt employees are not required to use accrued leave for work day absences of less than half of their regularly scheduled hours.
3. Supervisors are responsible for setting work schedules, allowing or denying partial-day absences, optionally requiring that the absences be for the full scheduled day, and for monitoring the performance of exempt employees. Abuse of this privilege and/or substandard job performance by an exempt employee will lead to corrective action, up to and including termination.
4. When an exempt employee's absence is protected under the Family/Medical Leave Act (FMLA), partial day accrual use and FMLA entitlement may be used in increments of fifteen (15) minutes in accordance with the City's FMLA Policy.
5. Employees considered exempt in accordance with the Fair Labor Standards Act (FLSA) are not entitled to overtime pay for hours worked in excess of their regular work period. However, FLSA

exempt employees may receive payment for overtime worked under the following conditions:

- a. A City-wide state of emergency has been declared by the Mayor or in his/her absence the Mayor Pro Tem.
- b. Only hours worked in excess of fifty (50) hours in a workweek during the City-wide state of emergency period that pertain to the protection of life, property or the effective operation of the City will be paid. (The length of the City-wide emergency period shall be the duration defined in the resolution.)
- c. All overtime paid pertaining to this emergency will be paid at an hourly rate calculated by dividing the employee's normal salary for a pay period by the number of regularly scheduled hours in the pay period.
- d. This provision applies to all FLSA exempt employees with the exception of the City Manager.
- e. Deductions from the pay of an exempt employee may be made for suspensions of one or more full days in accordance with the FLSA.

B. Safe Harbor under the FLSA

It is the policy of the City to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that employees are paid properly for all time worked and that no improper deductions are made, employees are responsible for recording all work time in accordance with the provisions provided by the City and for reviewing paychecks promptly to identify and report all errors. Non-exempt employees are prohibited from engaging in off-the-clock or unrecorded work.

Non-exempt employees are responsible for recording actual time worked each day. Hours must be accurately recorded on a time sheet or time tracking system to which employees will have ready access. Each employee must sign his/her time sheet (whether paper or electronic) to verify that the reported hours worked are complete and accurate and that there is not unrecorded or "off-the-clock" work. The time sheet must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. Upon receipt of pay checks, employees should immediately verify that pay was provided appropriately.

Exempt employees will be paid a full salary for any workweek in which they perform work, regardless of the number of days or hours worked, subject only to pay deductions permitted by law, including the following:

1. Full day absences for personal reasons, since the City has a vacation/annual leave accrual program, and partial days in accordance with 4.4 Overtime Pay, Exempt Employees, B.
2. Full day absences for sickness, since the City has a sick leave accrual program, and partial days in accordance with 4.4 Overtime Pay, Exempt Employees, B.
3. FMLA absences (either full or partial day absences).
4. Unpaid disciplinary suspensions of one or more full days for significant infractions or major workplace conduct or safety rules (including those that could cause serious harm to others) set forth in City policies and procedures.
5. The first or last week of employment in the event that an employee works less than a full week.

Employees who have questions regarding deductions from their pay, believe that their wages have been subject to any improper deduction, or believe that pay does not accurately reflect all hours worked should contact their supervisor immediately. Each report will be appropriately addressed in a timely manner.

Violations will subject the offending employee to corrective action, up to and including termination.

4.5 On-Call Pay

On-call pay shall be paid to employees who are required to remain available to be called in to work on a short notice (as defined in departmental guidelines) if the need arises. Only employees who are specifically required by the department director to be on-call will be compensated.

The standard to which on-call pay is to be paid and the amount to be paid must be authorized by the City Manager in advance.

4.6 Call-Out Pay

Call-out pay applies to a situation where an employee is called to work on off-duty hours (excluding lunch periods) due to an emergency or an urgent situation. Call-out work performed during lunch periods shall be compensated based on actual time worked.

The hours to be paid where an employee is actually called into work shall be actual time with a minimum of two (2) hours. In the event of multiple call-outs, the two (2) hour requirement shall not apply to those call-outs incurred within two (2) hours of the first call-out clock-in time. If the call-out consists only of telephone calls, the actual time of the call will be paid, without regard to a minimum time.

During workweeks in which there is Holiday Leave or during a declared City-wide state of emergency, the call-out time will be compensated at one and one-half (1.5) times the employee's regular rate of pay.

Call-out hours paid will be considered time worked for purposes of overtime calculation in the work period in which the call outs occurred.

4.7 Working Out of Classification Pay

Working out of classification pay shall apply to employees who are required to work in a higher job classification ~~due to a supervisor's extended absence.~~ (This policy does not apply to employees working in a director level capacity.) The employee must work in the higher job classification for more than the number of days noted in the following schedule in a thirty (30) calendar day period.

<u>Employee Type</u>	<u>Number of Days/Shifts</u>
8 & 10 hour	10
12 hour	7
24 hour	5

The employee's pay rate will be adjusted to the minimum of the ~~supervisor's salary~~ higher job classification pay range or by five percent (5%), whichever is greater, for each day/shift worked in the higher job classification, including the qualifying work days/shifts. ~~The employee will remain in their current position and retain their original overtime status.~~ Pay will revert to the previous rate of pay at the end of the temporary assignment.

4.8 Storm or Other Disaster Pay and Leave

These policies apply when a City-wide state of emergency has been declared by the Mayor or in his/her absence the Mayor Pro Tem.

A. Storm Leave

Employees (except seasonal part-time) directed not to work any regularly scheduled hours due to the storm shall be paid Storm Leave for those hours at their regular hourly pay rate.

Hours paid as Storm Leave shall not count toward overtime.

B. Storm Worked Pay

Employees (except police officers and firefighters) required to work during the storm period as designated by the City Manager or any rescheduled shift due to the storm or any hours worked in excess of their regularly scheduled shift related to the storm shall be paid Storm Worked Pay at 1.5 times their regular hourly pay rate.

Police officers and firefighters called in or held over shall be paid Storm Worked Pay at 1.5 times their regular hourly pay rate.

Storm Worked Pay hours paid shall be considered time worked for purposes of overtime calculation.

Chapter 5 Leave

5.1 Annual Leave

Annual leave may be used as accrued after the employee has completed six (6) consecutive calendar months of employment. Previous employment with the City will not count towards years of service. **Exceptions to this rule include leave approved by the City Manager (or designee/department director) during the employee's recruitment or when an exempt probationary employee has exhausted sick leave and has a documented illness/injury for which the leave is taken.**

A. Rate of Accrual

Annual leave shall be credited to benefits eligible employees on a bi-weekly basis in accordance with the following schedule:

<u>Years of Service</u>	<u>Employee Type</u>		
	<u>8 & 10 Hour</u>	<u>12 Hour</u>	<u>24 Hour</u>
0-4	3.08 hours	3.23 hours	4.61 hours
5-9	3.69 hours	3.85 hours	5.54 hours
10-14	4.61 hours	4.85 hours	6.93 hours
15-19	5.53 hours	5.81 hours	8.31 hours
20 and over	6.15 hours	6.46 hours	9.23 hours

Reduced hour employees working in positions regularly scheduled to work 1,664 hours or more annually (with the exception of police officers and firefighters who work an assigned shift), shall receive pro-rated accruals based upon the number of hours they are regularly scheduled to work.

B. Maximum Accumulation

The maximum amount of annual leave that employees not covered by a collective bargaining agreement may accumulate is as follows:

<u>Employee Type</u>	<u>Maximum</u>
8 & 10 hour	320 hours
12 hour	336 hours
24 hour	400 hours

C. Use of Annual Leave

Annual leave may be taken in quarter-hour increments.

Annual leave may be used for annual wellness related healthcare provider visits at any time.

Annual leave may be used during absences involving sickness, injury or death, with department director approval, only after those leave benefits are exhausted. All leave must be exhausted prior to going into an unpaid status.

If an employee with approved leave works additional hours during the workweek, it shall be the decision of the employee whether to reduce the amount of leave requested.

D. Procedure

An employee who is eligible for vacation may take it at any time agreeable to the employee and supervisor. The employee must complete a Leave Request Form.

Each department director, or designee, shall schedule annual leave with particular regard to the seniority of employees, in accordance with operating requirements and, insofar as possible, with the requests of the employees. The method of compiling and scheduling leave requests must be reasonable, fair, consistent, non-discriminatory and comply with departmental and City policies and procedures.

Annual leave shall not be scheduled in such a way that it hinders departmental operations or causes significant understaffing, so as to impact the operation of the department or office.

E. Periods When Annual Leave Shall Not Accrue

When an employee is on any authorized absence, exclusive of annual leave, for more than the time period noted in the following schedule, the employee shall be placed in a non-leave earning classification until such time that the employee returns to work:

<u>Employee Type</u>	<u>Time Period Absent</u>
8 & 10 hour	15 consecutive work days
12 hour	12 consecutive shifts
24 hour	7 consecutive shifts

F. Payment of Annual Leave Upon Separation

~~No employee shall be permitted to forego his/her vacation and receive pay in lieu thereof, except that an employee who is separated from the~~

~~City payroll, for any reason, before receiving all of the vacation for which he/she has become eligible prior to the time of his/her termination, shall receive pay for that portion of his/her vacation due but not received.~~

~~Upon termination of employment for any reason, employees who have been employed with the City for at least six (6) consecutive months shall be paid for all unused annual leave time.~~

~~No employee shall be permitted to forego his/her vacation and receive pay in lieu of annual leave. Accrued but not used annual leave shall only be paid out when an employee has completed six (6) consecutive months with the City and is separated from the City payroll for any reason.~~

Prior to any payout being made to an eligible employee, all City property and/or equipment in possession of the employee must be returned to the employee's supervisor or designee, if applicable.

5.2 Holiday Leave

- A. The following days shall be observed as official City holidays.

First day of January (New Year's Day)
Third Monday of January (Martin Luther King Day)
Last Monday in May (Memorial Day)
Fourth day of July (Independence Day)
First Monday in September (Labor Day)
Eleventh day of November (Veterans Day)
Fourth Thursday in November (Thanksgiving Day)
Fourth Friday in November (Day after Thanksgiving Day)
Twenty-fourth day in December (Christmas Eve)
Twenty-fifth day in December (Christmas Day)

- B. When a holiday observed by the City falls on Sunday, such holiday shall be observed on Monday after the holiday. When a holiday observed by the City falls on Saturday, such holiday shall be observed on Friday before the holiday.
- C. Christmas Eve holiday may be observed on either the day before or after Christmas at the discretion of the City Manager, in an effort to provide for a long four (4) day weekend when possible.
- D. All employees who meet the holiday pay eligibility requirements outlined in this section shall be paid holiday pay equivalent to eight

(8) hours at the employee's regular rate of pay.

In the event that the observed holiday falls on a day that the employee is regularly scheduled to work a shift of more than eight (8) hours and does not work due to the observance of the holiday, the employee shall receive the remainder of the hours as holiday pay.

In the event that the observed holiday falls on the employee's regularly scheduled day off, the employee may request and, with department director approval, be given off with pay the same number of hours worked on a regularly schedule shift for that position in the same pay week, instead of being paid the holiday pay.

All employees who are required to work on the observed holiday and do not qualify for the overtime pay as noted in Chapter 4 of this policy shall be paid for all hours worked on the holiday at the rate of one and one-half times (1.5) the employee's regular rate of pay. In addition, the employee must meet the holiday pay eligibility requirements outlined in 5.2 E. of this policy.

The observed holiday for Monday through Friday workers is the day in accordance with 5.2 B. of this policy. The observed holiday for all other employees is the actual holiday.

E. To be eligible for holiday pay, an employee must meet the following requirements:

1. Be a benefits eligible employee.
2. Must work on the scheduled days prior to and after the holiday; or

Be in an approved pay status both the work day before and the work day after the holiday. Pay status includes employees on paid annual, sick, or compensatory time, as well as workers' compensation and personal days.

3. An employee who reports for work on the scheduled work date prior to the holiday will be considered to have worked that day, even though he/she is unable, due to emergency or illness, to complete the normal work day. The same will apply to the first scheduled work day after the holiday.

5.3 Personal Days

Employees are entitled to two (2) personal days per calendar year. They may be scheduled by an employee, but are subject to the department director's (or designee) approval and with the following restrictions:

- A. The employee must have completed six (6) consecutive months of employment as a benefits-eligible employee with the City.
- B. Personal days cannot be carried forward to the next calendar year.
- C. Personal days must be taken in one day (no hourly increments).
- D. Personal days are equivalent to the number of hours worked by the employee on a regularly scheduled shift for that position.

Reduced hour employees working in positions regularly scheduled to work 1,664 hours or more annually (with the exception of police officers and firefighters who work an assigned shift), shall receive pro-rated accruals based upon the number of hours they are regularly scheduled to work.

Personal days may be used during absences involving sickness, injury or death, only after those leave benefits are exhausted. All leave must be exhausted prior to going into an unpaid status.

5.4 Military Leave

A leave of absence without pay will be granted to any employee who is serving in the Uniformed Services even if such period of military service may be for more than 12 months. Health insurance coverage (for the employee and his/her dependents will end on the date the employee enters military service or on the last day of the month in which the leave commences, whichever occurs first, but may be continued at the employee's election in accordance with the terms of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA"). Upon honorable discharge, the employee will be reinstated with the City in accordance with USERRA.

In accordance with Section 115.09, Florida Statutes, an employee who is a service member in the National Guard or a reserve component of the Armed Forces of the United States will be granted leave of absence to perform active military service. The first 30 days of any such leave of absence will be with full pay.

Additionally, in accordance with Section 250.48, Florida Statutes, an employee

who is a member of the Florida National Guard will be granted a leave of absence with pay on all days during which the employee is engaged in active state duty for a named event, declared disaster, or operation pursuant to Florida Law. However, a leave of absence without loss of pay granted under this section may not exceed 30 days for each emergency or disaster, as established by executive order.

An employee who is a member of the National Guard or who is a reservist in any branch of the Uniformed Services shall be granted military leave not in excess of 240 working hours per calendar year in accordance with Florida Statute 115.07 when they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty. The leave amount shall be at the employee's regular rate of pay. Administrative leaves of absence for additional or longer periods of time for assignment to duty functions of a military character will be granted without pay. It is the employee's responsibility to notify his/her supervisor as far in advance as possible so that arrangements can be made for the employee's absence. If an employee fails to provide notice to the City prior to the date he/she is to report for duty, the City may decline to reinstate the employee in accordance with USERRA.

Note: Also refer to the 5.6 Family and Medical Leave Section (FMLA).

5.5 Sick Leave

It is the policy of the City to provide reasonable time off with pay, up to the amount of unused sick leave earnings, to benefits eligible employees who are unable to work due to illness or injury. Sick leave with pay is not a right which an employee may demand, but a privilege granted by the City **and shall only be used for the purposes outlined within**. Previous employment with the City will not count towards years of service.

A. Rate of Accrual

Sick leave shall be credited to employees on a bi-weekly basis in accordance with the following schedule:

<u>Years of Service</u>	<u>Employee Type</u>		
	<u>8 & 10 Hr.</u>	<u>12 Hour</u>	<u>24 Hour</u>
Less than 1 year	1.84 hours	1.94 hours	2.31 hours
More than 1 year	3.69 hours	3.88 hours	4.62 hours

Reduced hour employees working in positions regularly scheduled to work 1,664 hours or more annually (with the exception of police officers and firefighters who work an assigned shift), shall receive

pro-rated accruals based upon the number of hours they are regularly scheduled to work.

B. Maximum Accumulation

The maximum amount of sick leave that an employee may accumulate is as follows:

<u>Employee Type</u>	<u>Maximum</u>
8 & 10 hour	960 hours
12 hour	1,008 hours
24 hour	1,200 hours

C. Use of Sick Leave

Sick leave may be used as follows:

1. The City Manager, department director (or designee) can officially approve employee sick leave.
2. Employees may be paid for sick leave used immediately upon employment with the City.
3. Sick leave may be paid when an employee is unable to work due to a personal/family illness or injury, or when the employee's presence may endanger his own health or the health of fellow workers. A family member for this purpose is defined as spouse, children, step children, parents, parents-in-law, siblings, grandchildren or grandparents of the employee.
4. Sick leave may be taken for medical, optical, and dental appointments. Use of sick leave is intended for the duration of the appointment including travel time. Employees may request annual or compensatory leave when they are seeking the remainder of the day off for reasons not covered under sick leave.
5. Sick leave may be taken in quarter-hour increments.
6. A manager/supervisor, with concurrence of the department director, shall have the right to require documentation from a healthcare provider to verify an absence due to illness or to confirm return to work status.

7. Excessive Use of Sick Leave

Sick leave is extended to employees as a privilege. Abuse of sick leave is considered unwillingness to perform job functions and may constitute grounds for progressive disciplinary action, up to and including termination. Abuse is determined on a case-by-case basis; however, examples of abuse may include, but not be limited to, the following:

- Repeated occasions of unscheduled, unexcused absences (including tardiness and leaving work early)
- Repeated occasions of absences on the same day of the week, pay period, month, or at the same time interval
- Repeated occasions of absences the day before or after a scheduled holiday or scheduled day off
- Repeated occasions of taking sick leave as sick leave is earned
- More than three (3) first day/last day of the workweek absences in any twelve (12) month period
- Use of more than 50% of the employee's total sick leave accrual during a twelve (12) month period

Sick leave used under the provisions of the Family/Medical Leave Act (FMLA) is exempted from being defined as abuse.

A manager/supervisor who suspects that an employee is abusing sick leave should contact Human Resources to determine if corrective action or other measures are appropriate given the employee's absence history and FMLA status if applicable. With the concurrence of the department director and Human Resources, a manager/supervisor suspecting abuse may require an employee to submit written certification from a healthcare provider to substantiate absences.

8. Upon the exhaustion of sick leave, an employee may use annual, personal and compensatory leave with departmental approval.

D. Payment of Sick Leave

In order to be eligible for sick leave with pay, an employee must:

1. Report to the Department in accordance with departmental call-in procedures at least 30 minutes prior to his/her scheduled start time on the day of the absence, the reason for the absence, except in the case of public safety where the departmental schedule will be followed. An employee who fails to notify the Department in accordance with the Department's call-in procedures may not be paid for the time taken prior to notification.
2. If the absence extends beyond three days, keep the supervisor advised as to the employee's condition and anticipated date of return.
3. Submit a statement from the attending physician(s) as to the nature and duration of the illness, if requested. **Please refer to Section E.4 pertaining to employees absent for Unscheduled/Emergency Personal Injury or Illness.**

When a paid holiday occurs during the period an employee is on sick leave with pay, the employee shall receive only his/her regular holiday and that day shall not be charged against his/her sick leave earnings.

If an employee with approved leave works additional hours during the workweek, it shall be the decision of the employee whether to reduce the amount of leave requested.

Procedure:

1. Each employee shall notify (call) his/her immediate supervisor in accordance with the City/**departmental** attendance policy to report his/her sickness.
2. When an employee returns to work he/she shall complete the leave request form, which must be submitted to his/her department director for review.
3. If an employee wishes to use sick leave for a doctor, dentist or optical appointment, then the leave form must be submitted and approved before the sick leave is taken.

4. If a supervisor feels that an employee has abused this policy, he/she may with permission of the City Manager, authorize unpaid leave.

E. ~~Unscheduled~~/Emergency Personal Injury or Illness

The following applies to employees who are absent for their own unscheduled or emergency personal injury or illness:

Employees who are absent due to an emergency personal injury or illness should call or have someone call his/her supervisor to report such an absence.

An employee who has been absent under any of the following conditions must, upon returning to work, have a doctor's statement that indicates his/her return to work status with or without restrictions, to be reviewed and approved by Human Resources:

1. Employee has been hospitalized.
2. Employee has been granted ~~annual~~/personal leave which is in reality for medical reasons, i.e., employee is hospitalized or undergoing a surgical procedure which could be disabling, ~~even though the employee, for personal reasons, does not file a claim for group insurance benefits.~~
3. Employee has a non-work related injury or illness, even if no time is lost from his/her regularly scheduled work shift, i.e., weekend or after-hours occurrence.
4. Employee is absent three (3) or more consecutive work days.

It is the employee's responsibility to ensure that proper notification is made when absent due to an emergency personal injury or illness. This must be done by phone or electronic notification, and if possible by the employee.

The requirement contained in this subsection pertains to emergency personal injury and illness even if sick leave is exhausted.

F. Periods When Sick Leave Shall Not Be Earned

When an employee is on authorized absence, exclusive of annual leave, for more than the time period noted in the following schedule, the employee shall be placed in a non-leave earning

classification until such time that the employee returns to work.

<u>Employee Type</u>	<u>Time Period Absent</u>
8 & 10 hour	15 consecutive work days
12 hour	12 consecutive shifts
24 hour	7 consecutive shifts

G. Physician Examination

An employee may be required to submit to an examination by a physician of the City's choosing upon returning to active duty after an extended illness or injury.

H. Employee Under Suspension Not Eligible for Sick Leave

An employee under suspension forfeits all claim to sick leave for the duration of such suspension and must be returned to active duty before sick leave credit is restored.

I. Break In Service Cancels All Sick Leave

A break in service permanently cancels all sick leave accrued to an employee's record and in the event of subsequent reappointment such employee begins a new sick leave accumulation.

J. Illness During Annual Leave

When sickness occurs within a period of vacation leave, the period of illness may be charged as sick leave and the charge against vacation leave reduced accordingly. Application for such substitution should be made within two (2) working days after return to active duty and shall be supported by documentation from a health care provider.

K. Military Duty Effect on Sick Leave

When an employee enters active military duty, either by induction or for training purposes or for national or state emergencies, sick leave accumulated shall remain to that employee's account pending return from military leave. However, no further sick leave credits will be accumulated for the period of absence on military leave.

L. Resignation / Retirement

Employees who resign voluntarily or retire shall receive payment of their sick leave balance at the employee's current rate of pay, in accordance with the following schedule:

<u>Years of Service</u>	<u>Percentage</u>
10 years	25%
20 years	50%
30 years	75%

Employees who are employed with the City as of November 24, 1998 and who are eligible to retire from the City in the future with less than twenty (20) years of service, shall be paid 50% of their sick leave balance at retirement. This exception shall only apply to employees who retire.

M. Payment of Uncredited Sick Leave

Employees who were not credited with sick leave during the fiscal year due to reaching the maximum accrual, shall be paid the value of fifty percent (50%) of the uncredited sick leave up to the maximum as indicated in the following schedule:

Employee Type	Maximum Hours
8 & 10 hour	48 hours
12 hour	50 hours
24 hour	60 hours

Employees eligible for the payment of uncredited sick leave on October 1, 2017, shall receive the October 2017 payment. The payment of uncredited sick leave policy provision will discontinue following the October 2017 payment.

N. Conversion of Sick Leave

In order to provide an incentive for employees to make conservative use of their sick leave privileges, the City provides additional benefits in the form of sick leave conversion to personal days for employees in a benefits eligible position.

Employees who have been employed from the first payroll period in each calendar year through the last day of the twenty-sixth payroll period in the calendar year shall be eligible for incentive personal days.

Following the end of the twenty-sixth payroll period of each year, the eligible number of sick leave hours will be converted to personal days (e.g. deleted from the sick leave balance and added to the personal day balance) based on sick leave hours used during the previous twenty-six (26) pay periods unless the employee specifically requests otherwise. Donated sick leave hours do not impact this incentive program.

Up to three (3) full work days of unused sick leave can be converted to personal days. The amount eligible to be converted is determined by the following formulas.

Scheduled Work Day	Maximum Number of Converted Hours
8 (40 hr. week)	24 minus hours used, rounded down to the nearest full work day
10 (40 hr. week)	30 minus hours used, rounded down to the nearest full work day
12 (Based on a 2184 hour work year, 84 hour pay period)	36 minus hours used, rounded down to the nearest full work shift
24 (Based on a 2604 hour work year, and 100.15 hour pay period)	72 minus hours used, round down to the nearest full work shift

Example: An eligible employee who works an 8-hour day/shift uses 12 hours of sick leave during the year. The employee is eligible to convert 8 hours/1 work day to personal days.

The number of sick leave hours to be converted will be based on the current work day/shift schedule at the time of the conversion.

A minimum sick leave to be converted is that which is equivalent to one (1) personal day based on the employee's current work day schedule.

Sick leave hours donated or converted from sick to personal days in the previous year will not be counted as sick leave hours used by the affected employee.

Following the end of the twenty-sixth payroll period of the year, eligibility will be determined for the leave conversion program. All eligible leave will be converted at that time unless the eligible employee specifically requests otherwise.

Employees who do not wish to convert eligible sick leave hours to personal day(s) in accordance with these provisions must provide written notification to Human Resources no later than the close of business on the last day of the twenty-sixth payroll period of the year.

Converted time will be deducted from the employee's sick leave balance and added to the employee's personal day balance, which

will be credited to the employee during the month of January.

Converted sick leave will be treated as used leave in determining the uncredited sick leave distribution.

Personal day restrictions apply to newly converted personal days, including that personal days must be used within the calendar year and cannot be carried forward to the next calendar year.

5.6 Family and Medical Leave (FMLA)

The City provides leave pursuant to the provisions of the Family and Medical Leave Act of 1993 and as subsequently amended. An eligible employee would be entitled to unpaid Family and Medical Leave as set forth below:

A. Eligible Employees

Employees who have been employed for at least 12 months or 52 weeks which need not be continuous and have worked at least 1,250 hours during the preceding 12-month period are eligible for unpaid FMLA. FMLA runs concurrently with all forms of paid leave. The employee must use all of his/her accrued leave (e.g., sick, annual, compensatory), as well as personal days. The remainder of the leave period will then consist of unpaid leave.

B. Leave Period

An eligible employee is entitled to take up to 12 workweeks of FMLA (or up to 26 workweeks of military caregiver leave to care for a covered service member with a serious injury or illness) in any 12-month period. The 12-month period shall be a rolling 12-month period measured backward from the first date FMLA is used. Entitlement to FMLA for the birth or placement of a child for adoption or foster care will expire 12 months from the date of birth or placement.

C. Reason for Leave

An employee who meets the applicable eligibility requirements will be granted a total of up to 12 workweeks of FMLA for the following reasons:

1. The birth of the employee's child and/or in order to care for that child;
2. The placement of a child with the employee for adoption or

foster care;

3. To care for a spouse, child, or parent who has a serious health condition, or a serious health condition that renders the employee incapable of performing the functions of his/her job.
4. A qualifying exigency arising out of the fact that the employee's spouse, child or parent is a covered military member in the Armed Forces on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
5. To care for a covered service member (or veteran who was a member) of the Armed Forces (including the National Guard or Reserves) who is a spouse, son, daughter, parent, or next of kin and has incurred a qualifying (as defined by the Secretary of Labor) injury or illness in the line of duty while on active duty in the Armed Forces (or a qualifying injury or illness that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces). Employees may be entitled to 26 weeks of FMLA, pursuant to Federal Law.

Employees should contact Human Resources to apply for or learn more about this type of military leave.

If spouses who are eligible for FMLA both work for the City, the aggregate FMLA taken by both employees is limited to a total of 12 workweeks if the FMLA is taken for the birth of the employee's son or daughter or to care for the child after the birth, or for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement or to care for a parent with a serious health condition. However, if the FMLA is taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child with a serious health condition, or for his/her own serious illness, then each employee is eligible for up to 12 weeks of FMLA. Where parents both use a portion of the total 12-week FMLA entitlement for either the birth of a child, for placement for adoption or foster care, or to care for his/her own parent, the parents would each be entitled to the difference between the amount he or she has taken individually and 12 weeks of FMLA for other purposes.

D. Application for Leave

An employee intending to take FMLA must complete an application for FMLA and return it to Human Resources for the FMLA to be

approved. The completed application must be accompanied by the medical certification stating the reason for the leave, the anticipated duration of the leave, and the starting and ending dates of the leave.

E. Outside Employment

Outside or supplemental employment is generally prohibited during FMLA leave. Exceptions may be granted on a case-by-case basis ~~for unpaid leave, but~~ and must be approved by the City Manager prior to the commencement of the FMLA.

F. Notice of Leave

It is the employee's responsibility to notify Human Resources of the qualifying event or need for FMLA at least 30 days before the FMLA is to begin, or as soon as the reason requiring the FMLA is known. Failure to provide the required notice may result in a delay or denial of the leave.

G. Intermittent or Reduced Leave

Employees may not take intermittent or reduced leave in case of birth or placement of a child, unless the City agrees. In the case of serious health conditions, FMLA may be taken intermittently or on a reduced leave schedule when medically necessary. Employees are expected to make a reasonable effort to schedule intermittent leave so as not to disrupt the operations of the City.

H. Medical Certification of Leave

The application for FMLA based on the "serious health condition" of the employee or the employee's spouse, child, or parent must be accompanied by a "Medical Certification Statement" completed by the health care provider. The certification must be complete and include all requested information, including the date on which the serious health condition commenced, probable duration of the condition, and the appropriate medical facts regarding the condition. If an employee is requesting FMLA to care for a spouse, child, or parent with a serious health condition, the medical certification must provide an estimate of the amount of time the employee will need. In addition, the City may request re-certification of medical necessity under certain situations as allowed by FMLA regulations.

I. Notification of Leave Assignments

After receiving notice from the employee regarding the need to take FMLA, the City will discuss the leave requirements with the

employee and will issue a designation notice outlining the basic information regarding the leave.

J. Benefits Coverage During Leave

An employee who takes FMLA will not lose any previously accrued seniority or leave benefits, but are subject to accrual limitations described in this policy. Leave extending beyond the 12-week FMLA allotment does not carry the return rights under FMLA.

While an employee is out on FMLA, payroll deductions for any group or voluntary benefits in which the employee is enrolled will continue until all accrued leave hours are exhausted. After exhausting all accrued leave or donated leave time, insurance premiums in the amount normally deducted from the employee's paycheck must be paid biweekly directly to Human Resources until the employee returns to work or FMLA entitlement ends. Failure of the employee to pay his/her share of these insurance premiums, if any, may result in loss of coverage. If an employee exhausts FMLA, is unable to return to work, and separates from service, he/she may elect to continue benefits coverage through COBRA.

If an employee fails to return to work after the expiration of their FMLA, the employee will be required to reimburse the City for its portion of the payment for group insurance premiums during the FMLA. Reimbursement will not be required if the employee does not return to work because of his/her serious health condition, the serious health condition of the employee's family member, or other circumstances beyond the employee's control.

K. Restoration to Employment

An employee who returns from FMLA will be returned to the same position held when the FMLA began or to a position equivalent in pay, benefits, and other terms and conditions of employment. However, the highest paid 10 percent of employees are not guaranteed reinstatement if reinstatement will cause the City economic injury. In such a case, the City will notify the employee as soon as it determines that reinstatement is not available. The City cannot guarantee that an employee will be returned to his/her former job.

L. Return from FMLA

The City will require an employee taking FMLA to report at least every two (2) weeks on his/her status and intent to return to work

upon completion of the leave. Employees should notify their immediate supervisor at least one week prior to their scheduled return to work date to verify their return. Employees returning from a medical leave are required to provide certification from their health care provider indicating that the employee is able to resume work with no limitations. **Once an employee returns to work from FMLA, the City reserves the right to require an employee to ~~receive a second medical opinion~~ undergo a physical or mental examination at the City's expense whenever there is reasonable belief that the employee's fitness for duty is in question.**

Employees who do not return to work upon the expiration of FMLA leave will be treated as having voluntarily terminated their employment. An employee who requests an extension of their FMLA beyond that certified by their medical provider, must submit his/her request for an extension in writing that includes the reason for the requested extension and the anticipated date of return.

- M.** It is the City's right and obligation to determine whether an employee's leave is eligible for FMLA. If an employee is taking time off from work and the City has reason to believe that such time off falls under the FMLA provisions (e.g., the employee has a known serious health condition), the City can count the leave toward the employee's 12-week leave entitlement.

5.7 Jury and Witness Duty Leave

A. Jury Duty

All benefits eligible employees selected for jury duty shall be entitled to leave with pay for the period of absence required. Such leave shall not be charged to annual or sick leave earnings. Eligibility commences on the first day of active employment.

If an employee is called for jury duty and serves as a juror on a regular working day or days, he/she will receive pay for the time lost from work by reason of such service.

B. Official Court Attendance

All employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the City shall be entitled to leave with pay for such period as his/her court attendance may require. Any fees paid for such service may be retained by the employee.

C. Private Litigation

Absence of an employee to appear in private litigation in which he/she is a principal party shall be charged to annual leave, personal days or compensatory leave, or if no leave is available, to leave without pay.

Procedure:

1. When called for jury duty, the employee must show the summons to the supervisor prior to the date of service so that authorization and plans for the absence can be made. Failure to advise the supervisor in advance may be cause for the employee not to receive jury duty pay. In addition, the employee must complete the application for leave authorization form.
2. When released from jury duty for any day, the employee will be expected to return to work for that day. If released from jury duty two hours or more before the end of a regularly scheduled work day, an employee is required to return to work.
3. Upon return to work (after having been released by the court), the employee must submit to the supervisor a statement from the Clerk of the Court indicating the dates and amount paid for serving as a juror.
4. The supervisor will turn the statement over to the department director in order that the Finance Department (payroll) may be notified to pay the employee for jury duty.

5.8 Leave ~~without Pay~~ of Absence

A. Leave of Absence for Medical Reasons

Employees ineligible for FMLA or who have exhausted FMLA leave may request a leave of absence for an employee's own medical condition due to illness or injury. Up to ~~ten (10)~~ fifteen (15) calendar days may be approved by the department director. Leave in excess of fifteen (15) calendar days shall be subject to the approval of the City Manager and in collaboration with Human Resources.

A leave of absence shall run concurrent with all forms of leave including FMLA and shall not exceed a total of one hundred eighty (180) calendar days.

Annual, sick, personal days and compensatory leave may be used during a leave of absence. All leave must be exhausted prior to going into an unpaid status.

The application for a leave of absence shall be in writing and shall include a physician's certification of the condition and the period of time the employee will be incapacitated. Dates set forth by the physician shall be strictly adhered to, however may be amended by the physician. The City may at any time require additional documentation from the physician issuing the certification or may secure additional medical opinions from other physicians. The amount of leave authorized shall not exceed the end of the period for which leave was requested or certified by a physician.

An employee who requests an extension of their leave of absence must submit his/her request for an extension in writing that includes the reason for the requested extension, the anticipated date of return, and updated medical certification.

Employees who do not return to work upon the expiration of their leave of absence will be treated as having voluntarily terminated their employment.

B. Leave ~~without Pay~~ of Absence for Personal Reasons

~~Leave without pay~~ A leave of absence for up to ~~ten (10)~~ fifteen (15) calendar days may be approved by the department director. ~~Leave without pay~~ A leave of absence from fifteen (15) to ninety (90) calendar days may be approved by the department director with the approval of the City Manager and in collaboration with Human Resources. ~~Leave without pay~~ A leave of absence will only be approved if that period of absence does not require replacement of the employee's services. ~~Normally, such leave will not be granted until the employee has used all accumulated annual leave.~~

Leave without pay for more than thirty (30) calendar days will be deducted from length of the employee's service record.

Annual, personal days, compensatory, or sick leave (if applicable) may be used during a leave of absence for personal reasons. All leave must be exhausted prior to going into an unpaid status.

5.9 Compensatory Leave

- A. Compensatory leave is authorized overtime credited to a Fair Labor Standards Act non-exempt employee for which reimbursement is

made by allowing the equivalent of time off with pay. Employees may receive compensatory leave for any work performed in excess of the employee's standard work period, in accordance with the overtime pay schedule included in this policy.

- B. Compensatory leave shall be credited to the employee as quickly as possible and should not be permitted to accumulate in excess of 80 hours.
- C. Compensatory leave may be taken in quarter-hour increments as long as it does not disrupt the operations of the employee's department.
- D. Compensatory leave may be taken in conjunction with vacation leave, with the approval of the department director (or designee), but should not be allowed to accumulate for this purpose. When so taken, it is preferred that the aggregate not exceed the period of normal vacation.
- E. Upon termination of employment for any reason, the employee shall be paid the remaining balance of compensatory leave available to the employee.
- F. Non-union Firefighters and Police Officers shall receive the same maximum number of hours of compensatory leave hours as union members, as outlined in the respective Collective Bargaining Agreements, and relative to their effective dates.
- G. If an employee with approved leave works additional hours during the workweek, it shall be the decision of the employee whether to reduce the amount of leave requested.
- H. Compensatory leave may be used during absences involving sickness, injury or death, only after those leave benefits are exhausted. All leave must be exhausted prior to going into an unpaid status.

5.10 Injury Leave

An employee who is required to be absent from work at the direction of a workers' compensation authorized physician due to a work related injury or illness, shall be compensated in accordance with the following:

- A. A probationary employee, who receives a job related injury, shall not be entitled to injury leave.
- B. The maximum period that a benefits eligible employee shall be

paid injury leave at full pay shall be forty (40) hours (or shall be prorated if the employee works less than a forty (40) hour workweek) **per injury**.

- C. Workers' compensation payments issued during the period of Injury Leave shall be signed over to the City.
- D. Upon the payment of the maximum injury leave available, employees shall be required to use accumulated sick or annual leave to make up the difference between the workers' compensation payments and the employee's regular wages.
- E. Employees are required to use injury leave concurrently with any available Family and Medical Leave. Leave time taken will be applied towards the employee's Family and Medical Leave entitlement.
- F. Non-union Firefighters and Police Officers shall receive the same maximum number of hours of paid injury leave as union members, as outlined in the respective Collective Bargaining Agreements, and relative to their effective dates.

5.11 Administrative Leave

When it is in the best interest of the City, the City Manager may place an employee on administrative leave for a period of time not to exceed thirty (30) calendar days. The employee shall not be allowed to be at his/her worksite during administrative leave, unless there is specific authority from the department director or City Manager. The employee ~~will~~ **may** be maintained in full-pay status with no loss of benefits during this period.

5.12 Leave Donations

Employees may donate unused leave hours to other benefits eligible employees in accordance with the following criteria:

- A. Employees may donate vacation, sick or personal leave due to a personal/family medical condition, illness or injury or due to death of another employee.
- B. For the purpose of leave donation, family is defined as spouse, children, step-children, parents, siblings or grandparents.
- C. Employees donating/receiving leave must have been employed with the City for at least 12 months.

- D. Employees wishing to receive donated leave due to a personal/family medical condition, illness or injury must submit a request in writing to Human Resources for the leave donation. Requests for leave donation on behalf of a beneficiary must be submitted to Human Resources by the deceased employee's department director. In accordance with Section 222.15, Florida Statutes, a beneficiary is an employee's spouse, child or children (provided the child/children are over 18 years of age), father or mother, or any other person specifically designated by the employee in the employee's personnel file as a beneficiary to whom wage payments may be made.
- E. Employees receiving donated leave due to a personal/family medical condition, illness or injury must furnish a physician's certification of the existence of the illness or injury.
- F. Employees receiving donated leave due to a personal/family medical condition, illness or injury must have exhausted all of his/her available sick leave, vacation leave, compensatory leave and personal days.
- G. Employees receiving donated leave due to a personal/family medical condition, illness or injury must have been absent at least thirty (30) consecutive calendar days due to the specific situation in either paid or unpaid leave status.
- H. Employees may donate leave in one (1) hour increments up to a maximum of forty (40) hours per receiving employee per year. Employees may not donate hours that would result in the donating employee having less than eighty (80) hours of available sick leave after the donation.
- I. Donated sick leave will be treated as used leave in determining the uncredited sick leave distribution.
- J. Unused donation hours will be returned to the donating employees in proportion to the donations.
- K. The maximum amount of hours an employee may receive from other employees shall be 480 hours per qualifying event.
- L. Payment of donated leave to the receiving employee may be made retroactively to the date the employee exhausted their available leave balances.
- M. In the event of donated leave due to a death, the donated leave shall be paid in accordance with the applicable provisions in the Employment Policies Manual.

5.13 Domestic Violence Leave

In conjunction with Florida law, the City grants up to three (3) working days of leave from work in any 12-month period for employees who have worked for at least three (3) consecutive months and become victims of domestic violence or sexual violence. If applicable, employees may use accrued vacation, sick, or personal time to cover this time off.

Appropriate or advance notice must be given to the department director or Human Resources except in cases of imminent danger to the health or safety of the employee or a family member. A police report or other documentation must be filed with Human Resources and will be kept confidential. Employee questions relating to use of this leave should be directed to Human Resources. This leave may be used to cover such activities as:

- A. Seeking an injunction for protection against domestic violence
- B. Obtaining medical care or mental health counseling to address injuries resulting from domestic violence
- C. Obtaining services from victims' services organizations such as a domestic violence shelter or rape crisis center
- D. Making the employee's home secure from the perpetrator of domestic violence or finding a new home so as to escape the perpetrator
- E. Seeking legal assistance or attending court for related proceedings

5.14 Bereavement Leave

Employees upon request and approval by their department director may be granted up to twenty-four (24) hours of bereavement leave in the event of the death of a family member. The employee shall submit proof of death and relationship before compensation is approved. Wages will be paid only for the actual scheduled hours on the day(s) of absence.

Family members are defined as the employee's children, parents, parents-in-law, brothers, sisters, grandparents, grandchildren, great grandparents, great grandchildren, aunts, uncles, and current spouse, step-children, step-parents, step parents-in-law, step-brother, step-sister, step-grandparents, step-grandchildren, sisters-in-law, brothers-in-law, sons-in-law, and daughters-in-law.

If additional time off is necessary, annual leave, personal days or compensatory leave may be used with the approval of the department director.

Chapter 6 Personnel Management

6.1 Attendance Records

An attendance record shall be maintained for each employee by ~~Human Resources~~ **the respective department**. This record shall reflect all absences and shall be made available to the employee for inspection upon request. Copies of all leave request forms must be forwarded by department directors to ~~the Finance Department~~ **Human Resources**. An official/original leave ~~request~~ record file will be maintained in the ~~Human Resources~~ **Finance Department** and a copy in each respective department.

Time sheets shall contain signed department director approval upon submittal to ~~Human Resources~~ **the Finance Department**. All time worked shall be recorded on the employee's timesheet/record.

6.2 Travel and Subsistence Allowance

All persons traveling on official City business are expected to follow the City's travel policy and procedure, and exercise good judgment in incurring expenses. All travel is to be responsible, necessary and reasonable.

Pursuant to Section 112.061 (3) (a), Florida Statutes, the City Council hereby delegates to the City Manager the authority to approve travel for all authorized persons traveling on behalf of the City. The City Manager shall establish a procedure for the reimbursement of travel expenses and the closing out of all travel once complete.

~~When an employee of the City is required to travel on official business, the City will pay reasonable amounts for transportation, meals and lodging. Tips related to transportation, meals, lodging or any other costs are not reimbursable.~~

~~2.010~~ **TRANSPORTATION COSTS:**

- ~~A. The City may purchase tickets in advance for employees traveling by common carrier. All employees shall travel in tourist class whenever possible.~~
- ~~B. Employees who, with proper authorization, use their personal vehicles for official business may be reimbursed at a rate per mile, based on the standard federal mileage rate as set by the Internal Revenue Service.~~
- ~~C. Employees may be reimbursed for all ferry, bridge, road and parking tolls. Receipts for taxi fares are not required. However, taxi expenses must be itemized.~~

~~2.020~~ — ~~MEAL ALLOWANCE:~~

~~Employees on official travel status during any three consecutive meal periods as noted below may be reimbursed for actual meal expenses not to exceed thirty-six dollars (\$36.00). If the employee is on official travel status for only part of the time noted earlier, the meal reimbursement schedule is as follows:~~

~~BREAKFAST: When travel begins before 6:00 am and extends beyond 8:00 am
\$6.00.~~

~~LUNCH: When travel begins before 12:00 noon and extends beyond 2:00 pm
\$11.00~~

~~DINNER: When travel begins before 6:00 pm and extends beyond 8:00pm
\$19.00~~

~~Receipts must be presented to substantiate all meal reimbursements requests.~~

~~2.030~~ — ~~LODGING:~~

~~When lodging is required, employees are expected to utilize standard, medium priced hotels and motels whenever possible. If an employee is to attend a formal, organized meeting or convention, he/she may stay at the hotel or motel where the meeting is held. In all cases, the City will pay no more than the regular single room rate. Receipts must be presented for all lodging.~~

~~2.040~~ — ~~ADVANCES:~~

~~Travel advances may be made to cover anticipated travel expenses with the approval of the City Manager.~~

~~All travel must be authorized in advance. All expenses must be supported by an expense report with all receipts attached.~~

6.3 Hours of Work

The established work schedule for all full-time hourly employees is forty (40) hours per week with the exception of police officers and firefighters who work assigned shifts. However, the department director, with the approval of the City Manager, may establish a different work schedule which would better meet the needs of the department and/or provide proper service to the community.

6.4 Probation

The probationary period shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any employees whose performance does not meet the required work standards.

The probationary period for general employees is six (6) months, whereas the probationary period for police officers and firefighters is twelve (12) months.

During the probationary period, in such a manner as the City Manager may require, the department director shall report to the City Manager (or designee – Human Resources Director) his/her observation of the employee's work and his/her judgments to the employee's willingness and ability to perform his/her duties satisfactorily and as to his/her habits and dependability.

At any time during the probationary period, the department director, after advising the City Manager, may remove an employee if in his/her opinion the employee is unable to or unwilling to perform the duties of the position satisfactorily or that his/her habits and dependability do not merit his/her continued employment with the City.

Prior to the expiration of an employee's probationary period, the employee's department director shall notify the City Manager by submitting an employee action form, whether the service of the employee has been satisfactory and whether he/she desires to extend the probationary period for up to ninety (90) days or continue the employee in his/her position. Upon satisfactory completion of the probationary period, the employee will become a regular employee of the City.

The normal beginning pay rate for a probationary employee will be the initial pay rate within the pay range established for his/her job classification. The City Manager may make exceptions upon the recommendation of the department director.

6.5 Performance Evaluations

The purpose of the performance evaluation process is to provide a formal and consistent method to document job performance standards, facilitate communication between supervisors and employees, promote and maintain job efficiency, determine training needs, and serve as basis for merit increases.

Performance evaluations are to be prepared and administered for all full-time, part-time and management employees. Seasonal employees are evaluated upon the completion of the season or upon notice of separation if three (3) months of employment was completed. Employees in seasonal positions are not eligible for a merit increase.

A. Types of Performance Evaluations

1. Probationary:

New employees are on probation as outlined in section 6.4 Probation. At a minimum, performance evaluations, indicating their progress in their job will be completed as follows:

General Employees –

- Upon completion of the third (3rd) month of employment
- Upon completion of the sixth (6th) month of employment
- Upon completion of probation, if probation was extended

Police Officers and Firefighters –

- Upon completion of the sixth (6th) month of employment
- Upon completion of the ninth (9th) month of employment
- Upon completion of the twelfth (12th) month of employment

Each probationary evaluation will be signed by the employee indicating that he/she has seen the evaluation, not that he/she agrees or disagrees with its contents.

2. Annual:

Annual performance evaluations shall be based on the employee's employment anniversary date, with the exception of employee demotions and past incidences in which the policy in place at the time called for the evaluation date to be adjusted as a result of a promotion, transfer or reclassification.

B. Coaching Plan and Performance Improvement Plan

1. Coaching Plan:

An employee who receives a rating of less than "Meets Expectation" in any one category, however receives an overall performance evaluation rating of "Meets Expectation" or higher, shall be placed on a Coaching Plan. The duration of the Coaching Plan shall be a minimum of three (3) months, and may be extended an additional three (3) months if deemed necessary/appropriate.

At any time when an employee's performance has significantly and negatively changed in one area from that of the previous reporting period, the department director may require that the employee be placed on a Coaching Plan.

2. Performance Improvement Plan:

An employee who receives an annual performance evaluation with an overall rating of less than "Meets Expectations" shall be placed on a Performance Improvement Plan. The duration of the Performance Improvement Plan shall be six (6) months, and may be extended an additional three (3) months if deemed necessary/appropriate.

At any time when an employee's performance has changed radically from that of the previous reporting period, the department director may require that the employee be placed on a Performance Improvement Plan.

3. Failure to successfully complete a Coaching or Performance Improvement Plan shall result in appropriate disciplinary action.

C. Preparation and Administration of Performance Evaluations

Performance evaluations will normally be completed by an employee's immediate supervisor/rater. Employees being evaluated due to an internal movement (e.g., promotion, demotion, transfer) shall be evaluated by the immediate supervisor at the end of the assessment period.

Employees shall be evaluated using the established and applicable performance evaluation form. Evaluation forms may be updated periodically.

Supervisors and department directors are responsible for completing the forms on a timely basis. Signatures of the employee's supervisory chain of command up to the department director shall be obtained on the original form, prior to presenting to performance evaluation to the employee.

The rater shall discuss the performance evaluation with the employee being evaluated. Performance evaluations must be signed by the employee. Employee signature is an acknowledgement of the presentation and discussion of the performance evaluation and does not signify agreement or disagreement with the evaluation on the part of the employee. The employee shall be furnished with an official copy of the performance evaluation form, including all signatures.

The employee may record any comments he/she may have, including statements of disagreement with the evaluation in the comments section of the evaluation or on a separate document if desired. Such statements will become a permanent part of the evaluation and shall be submitted within five (5) calendar days of the performance evaluation being issued to the employee. **Late submittals will not be considered.**

An employee may appeal a performance evaluation to their department director by submitting a written memo outlining the areas of disagreement within five (5) calendar days of the performance evaluation being issued to the employee. Late appeals will not be considered. The decision of the department director will be final. No further appeals will be considered. Provisions of the City's grievance policy do not apply to performance evaluations.

Employee comments/statements and all documentation concerning the employees appeal will be retained with the original evaluation in the employee's personnel file.

The department is responsible for returning completed performance evaluations, and additional documents if applicable, to Human Resources on a timely basis.

6.6 Promotions

It is the policy of the City to employ and promote the most qualified individual available for any given position. Promotion from within the City is a desirable practice in that positions can be filled with individuals who are knowledgeable about the operations of the City and the orientation period is significantly shortened.

Vacancies in positions above the lowest rank in any category within the City personnel system shall be filled by the promotion of employees in City service when possible and practical.

When a vacancy is to be filled by promotion the following factors will be considered:

- A. Qualifications for the position (i.e., knowledge, skills, and abilities)
- B. Service record with the City
- C. Physical fitness (if appropriate to the position)

Drug Testing: The City must perform a Previous Drug and Alcohol Testing records search for any employee who is to be promoted to a Department of Transportation (DOT) Safety Sensitive Function position from a non-DOT position and has been with the City for less than two (2) years. If the employee's Previous Drug and Alcohol Testing records search reveals a positive drug/alcohol test result from a previous DOT regulated employer during the last two (2) years, the employee will not be allowed to be promoted to the DOT Safety Sensitive position.

Compensation: Upon promotion, the employee's pay rate shall be adjusted to either the minimum of the new pay grade or five (5%) percent higher, whichever is greater.

Performance Evaluations: Promoted employees shall continue to receive their annual performance evaluations based on the date that was in effect immediately prior to the promotion. In addition, promoted employees shall receive performance evaluations based on the same intervals as a new employee in the same job classification. Promoted employees are eligible to receive merit pay increases based on the overall rating of only their annual performance evaluation. In the event that an employee is promoted prior to their six (6) month employment performance evaluation, they will still receive that evaluation.

Unsatisfactory Performance: If for any reason an employee cannot or does not perform satisfactorily in the new position, he/she may be removed and either reassigned or terminated. If an employee who has been assigned to a different position has a previous record of good performance but is unable to perform the new position satisfactorily, the City will attempt to either return him/her to their previous job, or to reassign him/her to a position for which they are better qualified. The employee's rate of pay will be adjusted to that rate of pay prior to the promotion. If no appropriate position is available, however, the employee may be laid off or terminated.

6.7 Demotions

Demotion occurs when an employee is placed in a position with a lower pay grade. The employee must possess the necessary qualifications to perform the required duties of the position which he/she is demoted to. Demotions must be approved by the department director and City Manager. Demotions may occur in the following situations:

- A. When a position has been abolished or reclassified to a lower pay grade and the employee cannot be transferred to a position with a similar pay grade.

- B. When an employee requests being transferred to a position with a lower pay grade.
- C. When an employee has been determined to be physically unqualified to perform the duties of the position, based on a medical examination by a physician selected by the City.
- D. When an employee's supervisor has determined that he/she is not performing the duties of the job adequately. Regular employees shall be provided notice of the department director's intention to demote and the reasons for such action. The employee will be given the opportunity to respond to the department director's concerns within five (5) calendar days of receipt of the Intent to Demote letter in a meeting to be held with the employee and the department director. This meeting shall be scheduled by the employee's department. Upon consideration of the employee's responses, the department director shall make his/her decision regarding the demotion.

Drug Testing: The City will perform a Previous Drug and Alcohol Testing records search for any employee who is to be demoted to a Department of Transportation (DOT) Safety Sensitive Function position from a non-DOT position and has been with the City for less than two (2) years. If the employee's Previous Drug and Alcohol Testing records search reveals a positive drug/alcohol test result from a previous DOT regulated employer during the last two (2) years, the employee will not be eligible to be demoted to the DOT Safety Sensitive position.

Compensation: ~~A demoted employee's pay rate will be adjusted to the average pay rate of other employees in the same or similar positions with similar years of experience.~~ When an employee is demoted, his/her pay rate will be reduced five percent (5%) for each decrease in pay grade, up to a maximum reduction of fifteen percent (15%). If the employee was recently (within the previous 12 months) promoted, his/her pay rate shall be adjusted to the pay rate in effect immediately prior to the promotion. In no case shall an employee's salary fall below the minimum or above the maximum of the new pay grade.

Performance Evaluations: A demoted employee's annual evaluation performance date will be changed to the effective date of the demotion. The employee will receive performance evaluations at the same intervals as a new employee. ~~The employee will not be eligible for consideration for a merit increase after six (6) months in the new position.~~

Unsatisfactory Performance: If for any reason, a demoted employee cannot or does not perform satisfactorily, he/she may be removed and either reassigned or terminated, if an appropriate position is not available.

6.8 Transfers

It is the City's policy to place employees in a job which their interests and those of the City are best served. Every reasonable effort to place employees in a job of their preference is made if there is an opening and they have the necessary qualifications. Whenever possible, an employee's wishes shall be respected.

Drug Testing: The City must perform a Previous Drug and Alcohol Testing records search for any employee who is to be transferred to a Department of Transportation (DOT) Safety Sensitive Function position from a non-DOT position and has been with the City for less than two (2) years. If the employee's Previous Drug and Alcohol Testing records search reveals a positive drug/alcohol test result from a previous DOT regulated employer during the last two (2) years, the employee will not be eligible to be transferred to the DOT Safety Sensitive position.

Compensation: A transfer is when an employee moves from one position to another in the same pay grade. The employee's pay rate will not change.

Performance Evaluations: Transferred employees shall continue to receive their annual performance evaluations based on the date that was in effect immediately prior to the transfer. In addition, transferred employees shall receive performance evaluations based on the same intervals as a new employee in the same job classification. Transferred employees are eligible to receive merit pay increases based on the overall rating of only their annual performance evaluation. In the event that an employee is transferred prior to their six (6) month employment performance evaluation, they will still receive that evaluation.

Unsatisfactory Performance: If for any reason an employee cannot or does not perform satisfactorily in the new position, he/she may be removed and either reassigned or terminated. If an employee who has been assigned to a different position has a previous record of good performance but is unable to perform the new position satisfactorily, the City will attempt to return him/her to a position for which they are better qualified. If no appropriate position is available, the employee may be laid off or terminated.

6.9 Position Reclassifications

A position reclassification is a change in an employee's job description which results in a significant increase or decrease in assigned duties and responsibilities of the position. Position reclassifications ~~may~~ **shall** be approved by the City Manager.

Drug Testing: The City must perform a Previous Drug and Alcohol Testing records search for any employee who is to be transferred to a Department of Transportation (DOT) Safety Sensitive Function position from a non-DOT position and has been with the City for less than two (2) years. If the employee's Previous Drug and Alcohol Testing records search reveals a positive drug/alcohol test result from a previous DOT regulated employer during the last two (2) years, the employee will not be allowed to be promoted to the DOT Safety Sensitive position.

Compensation: If the reclassification is to a higher pay grade, the employee's rate of pay shall be adjusted to the minimum of the new pay grade or five (5%) percent higher, whichever is greater. If the reclassification is to a lower pay grade, the employee's rate of pay shall be adjusted to the average rate of pay of other employee's in the same or similar positions with similar years of experience.

Performance Evaluations: Employees who are in positions that have been reclassified shall continue to receive their annual performance evaluations based on the date that was in effect immediately prior to the reclassification. In addition, reclassified employees shall receive performance evaluations based on the same intervals as a new employee in the same job classification. Reclassified employees are eligible to receive merit pay increases based on the overall rating of only their annual performance evaluation. In the event that an employee is reclassified prior to their six (6) month employment performance evaluation, they will still receive that evaluation.

Unsatisfactory Performance: If for any reason an employee cannot or does not perform satisfactorily in the new position, he/she may be removed and either reassigned or terminated. If an employee who has been assigned to a different position has a previous record of good performance but is unable to perform the new position satisfactorily, the City will attempt to reassign him/her to a position for which they are better qualified.

If no appropriate position is available, the employee may be laid off or terminated.

6.10 Termination of Employment

Employment with the City may end due to the following reasons:

A. Voluntary Resignation

Employees are expected to provide at least two (2) weeks written notice of resignation to their department director or the City

Manager. Employees who do not give the required notice will not be eligible for re-hire except as approved by the City Manager. Once a resignation is submitted, the City has no obligation to allow rescission or change of effective date of the resignation, but may consider a request to rescind or change the resignation depending on the circumstances.

Employees reemployed with the City shall receive service credit upon reemployment for the period of prior service for purposes of years of service recognition as long as the employee is rehired within twelve (12) months of separation, but not for purposes of accruing future annual and sick leave. The previous annual and sick leave balances will not be reinstated.

B. Termination for Misconduct

“Misconduct” is considered to be a violation of a City policy, rule, or working instruction. It also includes acts of gross negligence or willful acts that are not in the best interest of the City. Typically, the City will attempt to provide a warning or reprimand in an attempt to avoid further misconduct, but does not guarantee a specific sequence of warnings and/or reprimands. Employees may be terminated for misconduct upon a first serious offense.

Regular employees shall be provided notice of the department director’s intention to terminate and reasons for such action. The employee will be immediately placed on Administrative Leave and will be given the opportunity to respond to the department director’s concerns within five (5) calendar days of receipt of the Intent to Terminate letter in a meeting to be held with the employee and the department director. This meeting shall be scheduled by the employee’s department. Upon consideration of the employee’s responses, the department director shall make his/her decision regarding the termination issue.

Probationary, seasonal, part-time, and limited duration employees and volunteers may be terminated without notice or cause by the department director.

C. Termination for Poor Performance

An employee who does not meet performance standards in his/her job or who is no longer able to perform the job for any reason including, for example, loss of license or failure to maintain minimal job qualifications, may be terminated from employment. Prior to termination for poor performance, the City will typically attempt to assist the employee in improvement of performance or attempt to

place the employee in a position in which he/she can perform, but does not guarantee that the employee will be retained. ~~The termination process shall follow the process previously outlined in item B of this section.~~

D. Reduction In Force

The City may, because of lack of funds, lack of work, or other causes, be required to reduce the workforce in a department or division. If a reduction in force is required, the City will select those employees affected in an equitable and non-discriminatory manner in accordance with the criteria detailed below.

Within the affected work group, ~~seasonal, part-time, and limited duration provisional~~ employees, followed by probationary employees will be terminated without recall rights prior to the layoff of ~~regular~~ employees. ~~Management employees are at will and do not follow the reduction in force process.~~

~~Within the affected work group, regular employees will be laid off on the basis of employee performance. Where two or more employees are of similar ability, length of service with the City and in the affected position will be considered. Where two or more employees are of similar ability, length of service with the City and in the affected position, a lay off will be determined based on employee performance.~~ The City may also retain certain employees without regard to length of service because of the employee's special knowledge, skill, training or experience.

If a regular employee is scheduled to be laid off, the employee may be offered another position for which he/she qualifies if a suitable vacancy exists, however, "bumping" is not allowed. The City Manager has the sole authority to approve or reject the request, and must further approve and confirm the names of all regular employees scheduled for layoff prior to the layoffs occurring.

Employees who are laid off shall have recall rights to their vacated positions for up to six (6) months, and will be recalled in the reverse order of layoff. An employee who is not recalled within six months of layoff will be considered terminated and will be eligible for re-hire should suitable position vacancies occur. An employee who declines recall will be considered to have voluntarily resigned as of the date he/she declined. Employees recalled will not be required to serve a new probationary period unless the position to which they are recalled is, in management's sole discretion, significantly different than the one they occupied at the time of lay-off.

Affected employees who are reemployed with the City within twelve (12) months shall receive service credit upon reemployment for the period of prior service for purposes of years of service recognition, and shall receive credit for years of service (longevity) for use in accruing future annual and sick leave. The previous annual and sick leave balances will not be reinstated.

E. Death

Separation shall be effective the date of an employee's death. All compensation due to the employee as of the effective date of separation shall be paid to the beneficiary, surviving spouse, or to the estate of the employee as determined by law or by executed forms in the employee's personnel file.

F. Disability

~~A Department Director with the approval of the City Manager, may direct any employee under his/her jurisdiction to be examined by a physician designated by the City.~~

~~When a disability of any kind is discovered which impairs the effectiveness of an employee or makes his/her continuance on the job a danger to himself/herself or others, the following action shall be taken:~~

- ~~1. If the disability is correctable, the employee shall be allowed a specified time as determined by the City Manager to have it corrected. Such time may be charged to sick or annual leave or, if no leave has been accrued, to leave without pay. If the employee fails to take steps to have the disability corrected within the specified time, he shall be subject to disciplinary action or layoff.~~
- ~~2. If, in the opinion of the examining physician, the disability cannot be corrected, the City shall provide reasonable accommodation, to the extent provided by the Americans With Disabilities Act, in order that the employee can perform the essential functions of the job.~~

The City of Clermont is committed to providing equal employment opportunities for individuals with disabilities in compliance with the Americans with Disabilities Act of 1990 (ADA) and all other applicable federal, state and local laws. All employment decisions are based on the employee's ability to perform essential job functions in accordance with the defined criteria, not the disability of the

individual.

Upon request, employment procedures may be modified as appropriate to reasonably accommodate qualified individuals with disabilities in accordance with the ADA. Reasonable accommodation may include, but is not limited to, modified work schedules, job restructuring, facility and equipment modification, job reassignment, etc. If the City is unable to provide a reasonable accommodation ~~cannot be accomplished without undue hardship to the City~~, or if the employee refuses to accept an offered accommodation, the employee ~~will~~ may be separated from employment.

G. Retirement

Retirement is the voluntary separation of employment from the City upon the completion of a specific term of service and/or attainment of a certain age. Unless noted otherwise in the pension plan documents covering the employee, the normal retirement date for employees shall be the attainment of age sixty-two (62) and the completion of ten (10) years of service.

H. Eligibility for Re-Employment

An employee whose employment ends for any reason other than misconduct may re-apply for employment and be considered for vacancies for which he/she qualifies. Employees who are terminated, ~~resign in lieu of termination~~ for misconduct, or who fail to provide proper notice will not be considered for future employment with the City. While the past service for the City may be considered favorable experience, prior service does not grant any right of re-employment or preferential consideration.

6.11 Annual Physical Examinations

All police officers/firefighters are required to have an annual physical examination by December 31 of each year. The exam will include specific tests as approved by ~~the City Council~~ the Fire Chief and Police Chief respectively. The physical must be administered in accordance with the guidelines set forth in the City's Medical Examination Procedure.

All police officers/firefighters will be permitted leave with pay up to two (2) hours, upon approval of their department director to complete all components of the annual physical examination (~~when applicable~~). The specific results of the annual physical examination will not be made available to City management. However, in the case of firefighters, the physical examination

provider must certify to the City that the firefighter is medically qualified to perform all functions of a firefighter, in accordance with the guidelines set forth by the ~~Florida State Fire Marshal Bureau of Fire Standards and Training~~ and National Fire Protection Association (NFPA) 1582. In the case of police officers, the physical examination provider must inform the City of medical conditions that could affect the individual performing as a police officer.

Refusal to complete all components of an annual physical examination shall be grounds for termination in accordance with the disciplinary action policy contained herein.

6.12 Employee Disciplinary Procedures

It shall be the duty of all employees to comply with and to assist in carrying into effect the ~~provisions of the personnel rules and regulations~~ City's rules and regulations, including employment and departmental policies and procedures. Employees should be made aware of the seriousness of violating regulations or actions that will necessitate disciplinary action.

A. Responsibilities

1. It is the duty of every employee to attempt to correct any faults in performance when called to the employee's attention and to make every effort to avoid conflict with the rules and regulations.
2. Supervisors are responsible for counseling employees when necessary in order to correct deficiencies and to avoid the need to exercise disciplinary action. Counseling is not considered discipline and is not subject to the grievance process. Counseling records are considered public records and shall be maintained in the employee's personnel file.
3. Discipline is an action initiated and administered when positive corrective measures designed to train or affect behavior changes are unsuccessful in attaining satisfactory employee performance; or action initiated and administered by supervisors when an employee commits a pronounced deviation regarding a rule, order, directive or procedure. Disciplinary actions become a permanent written record and are placed in the employee personnel file and may be considered during times when an increase in pay or advancement is to be determined. Discipline shall be, whenever needed, on an increasingly progressive nature in the form of reprimand, suspension, demotion, transfer or termination. Discipline shall correspond to the offense.

Probationary employees, seasonal, part-time, limited duration, volunteers and management employees do not have rights under the City's Grievances policy and procedures.

B. Grounds for Action and Types of Disciplinary Action

It shall be the duty of each employee to maintain high standards of conduct, cooperation, efficiency and economy in their work for the City. Whenever work habits, attitude, production or the personal conduct of any employee falls below a desirable standard, supervisors should point out the deficiencies at the time they are observed. Corrections and suggestions should be presented in a constructive and helpful manner in an effort to elicit the cooperation and goodwill of the employee. Supervisors shall assist employees in gaining capability through on-the-job training as required.

While it would be impossible to list all employee actions for which disciplinary action is warranted, the following list includes basic infractions and suggested disciplinary actions to be taken. In no way is the list meant to be all-inclusive, and appropriate disciplinary action may be taken for other unlisted employee actions. **The disciplinary actions noted in this section are intended to be used as a guide; therefore, more severe or less severe disciplinary action may be taken based on the circumstances.**

The severity of the violation determines whether Progressive or Non-Progressive Corrective Action is appropriate. Violations under the category of Misconduct usually result in Progressive Corrective Action, whereas those under the category of Serious Misconduct may result in Non-Progressive Corrective Action (suspension without pay, involuntary demotion, or termination of employment). Provided, however, depending on the severity of the violation, a violation classified as misconduct and/or serious misconduct may be grounds for immediate disciplinary action up to and including termination.

The levels of corrective action include the following, with disciplinary action starting at the level of a reprimand:

Reprimand
Suspension (without pay)
Demotion
Termination

— Code: — **R** Reprimand
— **S** Suspension
— **D** Demotion

<u>T Termination</u>			
<u>Offense</u>	<u>Suggested Disciplinary Action</u>		
	<u>First</u>	<u>Second</u>	<u>Third</u>
	<u>Offense</u>	<u>Offense</u>	<u>Offense</u>
Physical or verbal mistreatment of the public	R or T	T	
Theft or dishonesty	T		
Fighting on City premises or on City time	R	T	
<u>Offense</u>	<u>Suggested Disciplinary Action</u>		
	<u>First</u>	<u>Second</u>	<u>Third</u>
	<u>Offense</u>	<u>Offense</u>	<u>Offense</u>
Insubordination	T		
Falsifying records	T		
Intoxication or possession of intoxicating agents on City premises or on City time	R	T	
Drug addiction or unauthorized use of drugs	R	T	
Failure to report or call in to work for three (3) consecutive scheduled work days/shifts for eight (8) hour and twelve (12) hour employees or two (2) consecutive scheduled work shifts for twenty four (24) hour employees.	T		
Willful destruction of City buildings, equipment, records, signs or other property	T		

Failure to report City vehicle accident	R	T		
Indecency or immoral conduct	T			
Fraud regarding sickness, bereavement, or Workers' Compensation benefits	T			
Carrying concealed weapons unless authorized as part of employee's job duty	T			
		Suggested Disciplinary Action		
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	
Trespassing	R	T		
Intimidation or coercion of other employees	R or T	T		
Leaving work area without permission	T			
Engaging in personal work on City time	R	S or T	T	
Engaging in horseplay on City premises or time	R	S or T	T	
Improper job performance lack of cooperation or	R	S or D	D or T	
Habitual tardiness or absenteeism	R	S or T	T	
Violation of the City's Smoking and Tobacco Policy	R	S or T	T	
Abuse or misuse of City equipment or property	R	S or T	T	

Violation of telephone or communication device usage policy	R	S	T
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Violation of the Social Media Policy	R	S	T
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Intentional waste of material	R	S or T	T
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<u>Offense</u>	<u>Suggested Disciplinary Action</u>		
	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>

Taking more than specified time for meals or break period	R	S or T	T
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Unauthorized sleeping on duty	R	S or T	T
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Making or publishing false, vicious or malicious statements concerning the City or any employee	R	S or T	T
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Failure to provide notice of absence from work	R	S or T	T
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Violation of the City's Solicitation Policy	R	S or T	T
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Violation of the City's Safety Policy	R	S or T	T
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Unauthorized posting, defacing or removal of notices on bulletin boards on City property	R	S or T	T
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Failure to report accident	R	S or T	T
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~~_____ (other than vehicular) to
_____ supervisor~~

~~_____ Failure to report for _____ **R** _____ **S or T** _____ **T**
_____ an overtime assignment
_____ without satisfactory reason _____~~

~~_____ Violation of the City's _____ **R** _____ **S or T** _____ **T**
_____ Dress/Appearance Policy _____~~

	Suggested		
<u>Offense</u>	<u>Disciplinary Action</u>		
	<u>First</u>	<u>Second</u>	<u>Third</u>
	<u>Offense</u>	<u>Offense</u>	<u>Offense</u>

~~_____ Refusal to complete the _____ **T**
_____ annual physical exam
_____ if required _____~~

~~_____ Violation of the City's _____ **T**
_____ Substance Abuse Policy _____~~

~~_____ Violation of the City's _____ **R or T** _____
_____ **T** _____
_____ Harassment Policy _____~~

~~_____ Suspended or revoked drivers _____ **D or T**
_____ license if employee is in a position
_____ that requires a valid driver's license _____~~

~~It shall be the duty of each employee to maintain high standards of conduct, cooperation, efficiency and economy in their work for the City. Whenever work habits, attitude, production or the personal conduct of any employee falls below a desirable standard, Supervisors should point out the deficiencies at the time they are observed. Corrections and suggestions should be presented in a constructive and helpful manner in an effort to elicit the cooperation and goodwill of the employee. Supervisors shall assist employees in gaining capability through on-the-job training as required.~~

1. Misconduct

The “misconduct” or “conduct” for which an employee may be subject to progressive corrective action is not limited to willful misconduct. Progressive Corrective Action may be imposed for any conduct which falls short of what an employer may reasonably expect and require of an employee.

Examples of misconduct for progressive corrective action which may begin at the counseling level includes, but is not limited to, the following:

- a. Tardiness.
- b. Discourtesy.
- c. Substandard performance.
- d. Creating or contributing to poor housekeeping.
- e. Inadvertent or isolated violation of departmental rules or standards of conduct (other than “serious” misconduct which results from a lack of good judgment).
- f. Violation of the City’s Dress and Appearance Policy or department related specific policy or procedure.

Examples of misconduct for progressive corrective action which may begin at the reprimand level includes, but not limited to, the following:

- g. Physical or verbal mistreatment of the public, internal or external customers
- h. Fighting on City premises or on City time
- i. Failure to immediately report a City vehicle crash or other incident, or damage (including work-related injuries or illnesses) to a supervisor. (Immediately is defined as the same work shift or as feasibly possible or in the case of injury/illness as soon as one becomes aware).
- j. Trespassing.
- k. Intimidation or coercion.
- l. Engaging in personal work on City time.

- m. Engaging in horseplay on City premises or time.
- n. Improper job performance, lack of cooperation or loafing. Productivity is not up to required standards.
- o. Habitual tardiness or absenteeism.
- p. Violation of City's Smoking and Tobacco Use Policy.
- q. Abuse or misuse of City equipment or property, or intentional waste of material.
- r. Violation of telephone or communication device usage policy.
- s. Violation of Social Media Policy.
- t. Taking more than specified time for meals or break period.
- u. Unauthorized sleeping on duty.
- v. Making or publishing false, vicious or malicious statements concerning the City or any employee.
- w. Violation of the City's Solicitation Policy.
- x. Violation of the City's Safety Policy.
- y. Unauthorized posting, defacing or removal of notices on bulletin boards City property.
- z. Being absent for one (1) schedule work day or shift without notification or approved leave, failing to notify of intended absence in a timely fashion, or failing to report after a leave of absence has expired.
- aa. Failure to report for an overtime assignment without satisfactory reason.
- bb. Violation of the City's Harassment Policy.
- cc. Gambling on City time or at City work sites.

2. Serious Misconduct

Serious misconduct may result in non-progressive corrective action, including suspension without pay, involuntary demotion or termination. Examples of serious misconduct violations which may warrant non-progressive corrective action up to and including termination, includes but not limited to the following:

- a. Theft or dishonesty.
- b. Leaving the workplace without the specific permission of the supervisor, department director or City Manager.
- c. Failing to acquire or maintain competence or legal capacity to perform the duties required of the position, including maintaining a valid driver's license, registration or certification, when such license, registration or certification is required in the classification or the position description.
- d. Failure to complete the annual physical exam if required.
- e. Failure to report or call in to work for three (3) consecutive scheduled work days/shifts for eight (8), ten (10) and twelve (12) hour employees or two (2) consecutive scheduled work shifts for twenty-four (24) hour employees is considered job abandonment and grounds for termination.
- f. Exhibiting inefficiency, incompetence, irresponsibility, substandard job performance, or continued rendering of such after instruction and/or counseling.
- g. Demonstrating gross neglect of duty or a specific serious failure to perform assigned duties, including those that result from carelessness or gross neglect.
- h. Committing an act of insubordination, including the failure to obey any proper direction or an order given by a superior.
- i. Engaging in offensive conduct including rudeness, profanity or other conduct which disrupts the workplace.
- j. Committing harassment, including but not limited to sexual harassment, discriminatory in nature, or other prohibited harassment, towards another employee,

customer, vendor, citizen, or any other person with whom the employee comes into contact as a result of employment.

- k. Engaging in or threatening to engage in a physical fight or engaging in a verbally abusive and/or intimidating confrontation with a supervisor, co-worker, or member of the public.
- l. Soliciting or taking for personal use a fee, gift, or other valuable object in the course of work, or in connection with it, when such fee, gift, or other valuable object so solicited or taken might be construed as receiving a favor or obtaining better treatment than that extended to other persons, either on a present or future basis.
- m. Attempting to use one's City position, City property or resource in order to affect any term or condition of employment, or to receive any type of preferential treatment/benefit for themselves or others which would otherwise not be afforded.
- n. Being dishonest, including but not limited to knowingly making false statements of misrepresentation in a matter of official City business, in the course of the employee's work, or dealing with customers.
- o. Making false claims, misrepresentations or omissions on behalf of oneself or another (deliberate or otherwise) to obtain employment, City provided benefits, workers' compensation benefits, or other payments or credits. This would include falsification of a record or making claims on City records including employment applications, time sheets, doctor's notes or other documents.
- p. Misappropriating City funds, property, services or personnel for his/her personal use, or illegally disposing of City property.
- q. Severely violating safety policies, procedures or regulations, including but not limited to performing unsafe acts and/or failing to enforce safety practice, wear and/or use safety equipment, immediately report a work-related personal injury or damage to property or

equipment, or comply with safety policies, procedures, or regulations.

- r. Being at-fault in a significant traffic crash or other incident on the job that results in personal injury or injury to others.
- s. Being found to have drugs and/or alcohol present in one's system or in violation of the City's Drug Free Workplace Policy.
- t. Willful destruction, being careless or engaging in other behavior resulting in the loss or damage of City property, including but not limited to negligently operating a City owned or other vehicle used in the service of the City.
- u. Having unauthorized possession or use of City property or the property of a co-worker.
- v. Misusing the City purchasing or credit card.
- w. Possessing unauthorized weapons or explosives on or in City owned or leased property, or during the course of performing one's job, including a concealed weapon unless authorized as part of the employee's job duty.
- x. Being committed or convicted of, or plead guilty or no contest to an act which constitutes a felony or misdemeanor having specific relevance to the duties of the employee's classification, or any felony, first degree misdemeanor or other serious crime including but not limited to DUI and DWI.
- y. Failing to immediately notify direct supervisor/management if the employee's valid Florida driver's license, as required by their job description, is denied, expired, suspended or revoked, or if ticketed for a parking violation while operating a City vehicle, or a moving violation or red light camera ticket while operating a motor vehicle while conducting City business.
- z. If the employee is required to maintain a commercial driver's license (CDL), failure to immediately notify direct supervisor/management of all moving violations

and red light camera ticket, except parking, regardless of the violation or type of vehicle driven at the time, on or off the job; or violation of any other driving related procedures.

- aa. Following an arrest of an unlawful act should there be credible knowledge that a City policy or standard of conduct was violated or admission made to the law violation, a conviction of a criminal offense, being indicted by a Grand Jury, and/or incarcerated.
- bb. Failing to immediately notify supervisor and/or management of arrests or convictions of a criminal offense, having been indicted by a Grand Jury, or incarcerated and/or charged with any unlawful act.
- cc. Knowingly and willfully modifying, using or accessing data, communications systems, program or supplies used or intended to be used in City computers, computer systems, communications systems, or network without the required approval, or any other violation of a City's telephone, email/internet, or communications device usage policies.
- dd. Disrupting, disturbing, or in any way interfering with an investigation, including but not limited to knowingly making false allegations, statements or misrepresentations during the course of an investigation, spreading false information concerning an investigation, or having inappropriately influenced (or attempted to) witnesses, potential witnesses or investigator(s).
- ee. Exhibiting actions or conduct, on or off the job, that could be detrimental to the City or City's operations, could affect performance of one's job, and/or could have a negative impact on the City, including the City's reputation (e.g., indecency or immoral conduct).
- ff. Violating any City (this or other) or departmental policy, procedure, rule, standard of conduct. (Such policies shall be cited.)
- gg. Violating any other properly substantiated cause that is in the best interest of the City.

C. Intent of Disciplinary Action

1. It is intended that effective supervision and employee relations will avoid most matters which necessitate disciplinary action. The purpose of these rules and regulations, and disciplinary action for violations of such rules and regulations is not intended to restrict the rights of anyone, but to ensure the rights of all and to secure cooperation and order throughout City employment.
2. The severity of disciplinary action should be related to the gravity of the offense(s), the employee's record of disciplinary action, his/her length of service, and City policy in similar cases. Any adverse action taken must be for good cause, be consistent with other such actions taken by the City and be fair and equitable.
3. The following provisions shall govern disciplinary actions affecting employees in the City service. A department director, subject to the appeal rights of the regular employee as stated herein, shall have the following alternatives for disciplinary action:

Reprimand:

Unless the incident, action or behavior of the employee is such as to initially warrant a more severe type of disciplinary action, a reprimand shall usually be issued for first offenses. Depending upon the circumstances or seriousness of the offense, one additional reprimand may be given for repetition of the same type of offense. Reprimands should state the necessary corrective action and a warning that repeated offenses may lead to sterner measures. A copy should be filed in the employee's personnel records.

Suspension:

A department director may for disciplinary purposes, suspend without pay any employee under the department director's supervision for such length of time as is considered appropriate, but not to exceed thirty (30) **work days/shifts** in any twelve (12) month period.

- a. A written statement (**Intent to Suspend**) specifically setting forth reasons for and the length of time of such suspension shall be furnished to the affected employee. Notice of the charge or charges against the employee shall be specific and include the date, time, place, and nature of the violation or misconduct charged in sufficient detail to provide the employee an opportunity to prepare a response. Such notice shall be signed by the department director.

- b. ~~The written statement shall be submitted to the employee within five (5) days of the time the suspension becomes effective, including Saturdays, Sundays, or holidays.~~ An employee served with an intent to suspend notification will be given an opportunity to respond to the department director's notice upon receipt or within five (5) calendar days of receipt of the intent to suspend letter in a meeting to be held with the employee and the department director. This meeting shall be scheduled by the employee's department. Upon completion of the meeting, the department director will make his/her final decision. If the employee's suspension is upheld, the employee will begin to serve the suspension the following scheduled shift.
- c. Upon proper hearing, the City Manager may require the department director to pay the employee who has been suspended for the number of days in excess of five (5) by which the effective date of the suspension preceded the notice. Otherwise, variance from this rule shall not affect the validity of the action.
- d. Notice of disciplinary action, **including intent to suspend**, against an employee shall be made by delivering a copy of such notice to the employee in person, ~~by legal service of process~~, or by mailing a copy of such notice by certified mail to the last known address of the employee as reflected in the records of Human Resources.
- e. When court action, an investigation, or a trial on any charge(s) is pending against an employee and he/she is suspended, such suspension without pay may be extended by the department director until final court action is taken or disposition of the charge(s) has been made.

Demotion:

See section 6.7 Demotions for the processing of involuntary demotion.

Termination:

See section 6.10 Termination of Employment, subsections B and C for the processing of involuntary termination of employment.

6.13 Employee Grievance Procedure

It is the policy of the City that all employees shall be treated fairly and

consistently in all matters related to their employment. When a regular employee feels that he/she has not been so treated, he/she shall have the right to present a grievance or appeal free from interference, restraint, coercion, discrimination, or reprisal. The employee shall be entitled to time off from his/her regular duties for the presentation of a grievance or appeal without loss of pay, vacation or other credits. Probationary employees, seasonal, part-time, limited duration, volunteers, and management employees do not have rights under the City's Grievances policy and procedures.

- A. ~~Grievances may include, but are not necessarily limited to, reprimand, dismissal, suspension, involuntary transfer, promotion, and demotion. Compensation shall not be deemed a proper subject for consideration under the grievance procedure.~~ The grievance process is to be used only to address actions affecting a term or condition of employment (i.e., formal disciplinary action is taken). A term or condition of employment is any adverse monetary action resulting from involuntary demotions, suspensions and termination, with the exception of layoffs or any changes in pay as a result of economic or budget conditions. Additionally, the grievance process does not apply to counseling, reprimand, coaching plan, performance improvement plan, performance evaluation/merit increase, transfer, leave of absences and modified duty requests.

B. Procedure

The employee may request a hearing to grieve the decision of the department director to the City Manager within five (5) calendar days from the date of written notification (or postmarked date for mailed correspondence). The request must be in writing. The employee may have the grievance hearing before the City Manager in the presence of the department director or any other person the City Manager may select.

1. If the employee does grieve to the City Manager, the City Manager will:
 - a. Within a reasonable time, grant a hearing to the employee and render a decision.
 - b. The decision of the City Manager may confirm, reverse, or modify the decision of the department director. ~~The City Manager issues his/her decision in the form of a letter issued to the grievant.~~
2. The decision of the City Manager is final and shall not be

appealed to the City Council. An employee cannot grieve to the City Council any act or decision of the department director or City Manager.

6.14 Modified Duty Assignment

If an employee is temporarily unable to perform the essential functions of his/her job due to a non-work related injury/illness, a written request for a modified duty assignment may be submitted. There shall be no modified duty status allowed unless, at the department director's sole discretion **and in collaboration with Human Resources and the City Manager**, it is determined that a necessary modified duty work opportunity exists within the department. In the event there are no modified duty work opportunities available in the department, the City Manager may approve modified duty status for work in other departments of the City.

If such an opportunity is available, the department director shall inform the employee in writing of any modified duty assignment(s) and the physical capabilities required for their performance.

Upon the request of the department director, the employee shall present this modified assignment information to the treating physician and obtain, at his/her expense, a written evaluation of the employee's capacity to perform the essential functions of the assignment. The medical evaluation must be in sufficient detail to satisfy the department director. The department's director reserves the right to request a second opinion from a City-selected physician at the City's expense if any doubt exists concerning the employee's current ability to perform the modified duties.

Any modified duty assignment shall be administered by the City, in accordance with applicable law, including but not limited to, the Americans with Disabilities Act (ADA). Modified duty may be ended at the will of the City at any time, in accordance with applicable law, and shall not be subject to the grievance policy.

An employee performing a modified duty assignment will be paid only for time actually worked and at his/her regular straight time rate of pay. No additional or overtime hours may be worked when an employee is performing a modified duty assignment. Accumulated sick, vacation or compensatory leave may be used to make up for a loss of pay if the modified duty assignment is based on a schedule that is less than the hours worked by the employee in a regular pay period.

In the event an employee suffers an on-the-job illness or injury that is compensable under Workers' Compensation, he/she shall be given

preference for a modified duty assignment over a member suffering a non-work related condition if there are insufficient necessary modified duty work opportunities available. The process for obtaining and granting such an assignment shall be the same as noted above.

6.15 Smoking and Tobacco Use

It is understood that smoking and other forms of tobacco use is a known hazard to the health of employees. In an effort to improve the health of employees and to decrease the costs associated with treating tobacco related illnesses, employees are required to adhere to the City's Smoking and Tobacco Use Policy in effect at the time unless otherwise stipulated in this policy.

6.16 Searches

There shall be no expectation of privacy related to City property including but not limited to City issued vehicles, phones, cell phones, desks, lockers, computers and e-mail. City supervisory and managerial employees have the right to enter or search City property with or without notice.



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date																	
Tuesday, November 28, 2017																	
Agenda Item Name																	
Resolution No. 2017-50 <i>Greystone Healthcare</i>																	
Requested Action																	
Recommend Approval of Resolution 2017-50																	
Staff Report																	
The applicant is proposing to construct and operate a 73,000 square foot skilled nursing facility at the southwest corner of Citrus Tower Blvd. and Hooks St. The facility is designed to operate 24 hours a day while patients recover from their operations or injuries. Registered nurses and LPN's will staff the facility providing services and amenities such as specialized orthopedic, cardiac, and stroke programs. A patient's typical stay may last from 20 to 30 days at the facility, and this will not be considered a permanent housing facility. Other programs offered by the facility will include wound care programs, pain management, fall reduction programs, and dietitian services. The existing commercial future land use and the C-2 commercial zoning district do permit this proposed use with an approved Conditional Use Permit. Staff has reviewed the application and believes that the proposed use will not be detrimental to the health, safety or general welfare of persons residing or working in the vicinity, and the proposed use will comply with the regulations and conditions specified. Therefore, staff recommends approval of the request for a skilled nursing facility with up to 73,000 square feet of building space in the C-2 zoning district with the conditions contained in Resolution 2017-50.																	
Additional Analysis																	
Fiscal Impact Summary																	
Fiscal Impact	Fund Number and Description	Available Budget Amount															
Exhibits Attached (copies of original agreements)																	
<table><tr><td>1.</td><td>Resolution</td><td>2017-50Greystone.docx</td></tr><tr><td>2.</td><td>Map</td><td>Greystone Healthcare map.pdf</td></tr><tr><td>3.</td><td>Location Map</td><td>Location Map.docx</td></tr><tr><td>4.</td><td>Site plan</td><td>Greystone site plan.pdf</td></tr><tr><td>5.</td><td>Elevations</td><td>Greystone elevations.pdf</td></tr></table>			1.	Resolution	2017-50Greystone.docx	2.	Map	Greystone Healthcare map.pdf	3.	Location Map	Location Map.docx	4.	Site plan	Greystone site plan.pdf	5.	Elevations	Greystone elevations.pdf
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2.	Map	Greystone Healthcare map.pdf															
3.	Location Map	Location Map.docx															
4.	Site plan	Greystone site plan.pdf															
5.	Elevations	Greystone elevations.pdf															

6.	CUP Condtions	CUP CONDITIONS.docx
7.	App	Greystone Healthcare App.pdf
8.	Ad	Greystone CUPLegal Add.docx

CITY OF CLERMONT
RESOLUTION NO. 2017-50

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT,
LAKE COUNTY, FLORIDA, GRANTING A CONDITIONAL USE
PERMIT TO ALLOW FOR SKILLED NURSING FACILITY UP TO 73,000
SQUARE FEET IN THE C-2 COMMERCIAL ZONING DISTRICT.**

WHEREAS, the Planning and Zoning Commission of the City of Clermont, Lake County, Florida at a meeting held October 3, 2017 recommended approval of this Conditional Use Permit to allow for a skilled nursing Facility, at the following location:

LOCATION:

Southwest corner of Citrus Tower Blvd. and Hooks Street.
Alt Key: 3829168, 1017637, 3884750

WHEREAS, the granting of this Conditional Use Permit will not adversely affect the officially adopted Comprehensive Plan of the City; such use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity; the proposed use will comply with the regulations and conditions specified in the codes for such use; and the proposed use may be considered desirable at the particular location;

WHEREAS, the applicant has applied for a Conditional Use Permit to allow a skilled nursing facility in the Commercial Zoning District;

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 a skilled nursing facility in the C-2 Commercial zoning district; be granted subject to the following 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. The property shall be developed in substantial accordance with the conceptual site plan dated September 2017 prepared by Kimley Horn. Formal construction plans, incorporating all conditions stated in this permit shall be submitted for review and approval by the Site Review Committee prior to the issuance of a zoning clearance of other development permits. The conceptual site plans submitted with the Conditional Use Permit application are not the approved construction plans.
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

CITY OF CLERMONT
RESOLUTION NO. 2017-50

of Clermont Land Development Regulations and those of other appropriate jurisdictional entities.

4. The Conditional Use Permit must be executed and processed through the office of the City Clerk within 90 days of its date of grant by the City Council or the permit shall become null and void.
5. 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 as provided by the City or a form acceptable to the City, 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.
6. This permit shall become null and void if substantial construction work has not begun within two (2) years of the date that this Conditional Use Permit is executed and signed by the permittee. "Substantial construction work" means the commencement and continuous prosecution of construction of required improvements ultimately finalized at completion.
7. 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.
8. 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.
9. The final Certificate of Occupancy shall not be issued until each of the stated conditions has been met.
10. No business can occupy any portion of a building unless the proposed business has applied for and obtained a Local Business Tax Receipt from the Planning & Zoning Department.
11. 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. This Conditional Use Permit (CUP) is for a skilled nursing facility up to 73,000 s.f.
2. The City's Site Review Committee must approve the site plan prior to the construction plan approval.

CITY OF CLERMONT
RESOLUTION NO. 2017-50

Section 3 – Site Development

1. Detailed grading, erosion control, and dust abatement plans for the entire site shall be submitted to and approved by the Site Review Committee prior to construction plan approval and the initiation of development activity. The dust abatement plan shall detail measures to be taken to eliminate the migration of dust particles from the site.
2. All excavated material shall be stored in a location approved by the City Engineer.
3. Geo-technical information regarding the soil characteristics of the site shall be submitted to the City as part of the final site review process.
4. The permittee/developers shall provide both temporary and permanent grassing including fertilizer application on all disturbed areas where construction is not immediately intended. Said plan shall be provided in accordance with an approved ground cover plan acceptable to the City in accordance with best management practices (BMP) of the U.S.D.A. Soil Conservation Service.

Section 4 – Transportation Improvements

1. The City may require that transportation improvements, necessitated by the portion of the project for which a building permit is sought, be made at the time of construction. Project specific on and off-site transportation designs are the sole responsibility of the developer.
2. A traffic study in accordance with City Codes shall be required to address level of service (LOS) for the area. The applicant/owner must coordinate with Lake County and the Lake~Sumter Metropolitan Planning Organization (MPO) for compliance with the Transportation Management System (TMS).

Section 5 – Utilities and Stormwater

1. The permittee shall be responsible for purchasing, installing, and maintaining fire Hydrants within the project. They shall be installed according to City Code.
2. The project shall be plumbed for reuse water with purple piping, until such time as reuse water is available, irrigation water shall be provided for by well.

Section 6 – Landscaping

1. The Landscape design for all parking areas, buffers, rights-of-way, pedestrian ways and focal points shall be unified and complementary to the ambiance of the center.
2. All landscape plans and plantings shall meet or exceed the City of Clermont Code.

CITY OF CLERMONT
RESOLUTION NO. 2017-50

Section 7 - Architectural Design Standards

1. All structures shall be designed and constructed in accordance with the *Architectural Standards* of the City of Clermont.
2. All fencing within public view shall be ornamental metal or brick, as approved by the Site Review Committee.

DONE AND RESOLVED by the City Council of the City of Clermont, Lake County, Florida, this 14th day of November, 2017.

CITY OF CLERMONT

Gail L. Ash, Mayor

ATTEST:

Tracy Ackroyd Howe, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney

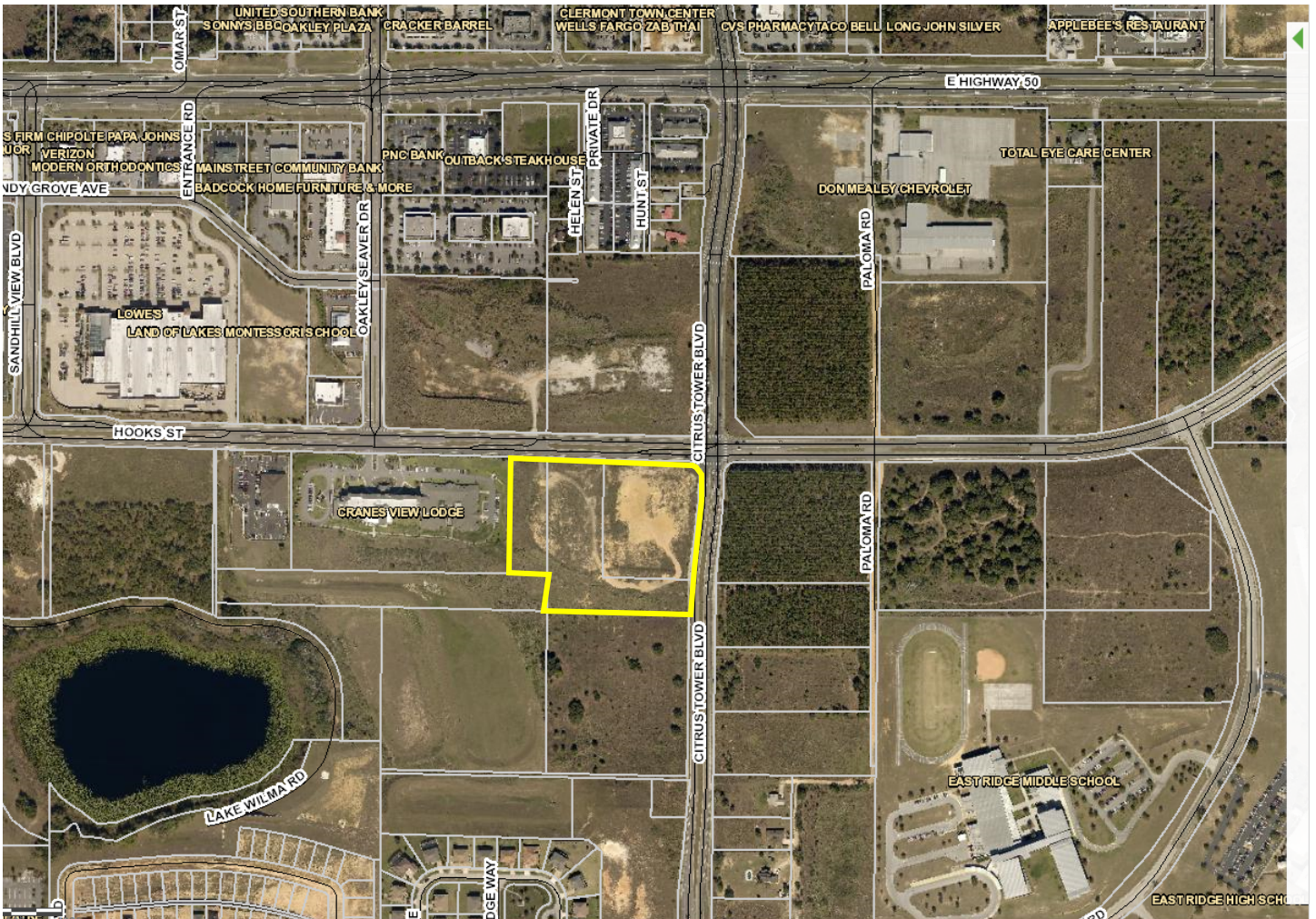
Plotted By: Cull, Matt. Sheet: S01-BREYSTONE - SKILLED NURSING FACILITY. Layout: UTILITY PLAN. August 18, 2017. 09:41:32am. K:\Vols\04\342000 - Greystone Clermont\CAADD\CONSTRV\2 UTILITY PLAN.dwg. This drawing is for informational purposes only. It is not to be used for construction. It is not to be used for any other purpose without the written consent of Kimley-Horn.



THE LAKES OF CLERMONT HEALTH AND REHABILITATION CENTER PREPARED FOR GREYSTONE HEALTHCARE MANAGEMENT CITY OF CLERMONT		UTILITY PLAN		KHA PROJECT 046342000 DATE AUGUST 2017 SCALE AS SHOWN DESIGNED BY DRAWN BY CHECKED BY		LISCENSED PROFESSIONAL DATE AUGUST 2017 SCALE AS SHOWN DESIGNED BY DRAWN BY CHECKED BY		Kimley-Horn © 2017 KIMLEY-HORN AND ASSOCIATES, INC. 118 SOUTH KENTUCKY AVENUE, LAKELAND, FL 33801 PHONE: 883-701-0702 WWW.KIMLEY-HORN.COM CA 00000696		REVISIONS No. DATE BY	
SHEET NUMBER 02											

NOT FOR CONSTRUCTION
CONCEPTUAL REVIEW ONLY

Location Map





SHINGLE ROOFING
GAF TIMBERLINE HD
COLOR: DUFFTWOOD



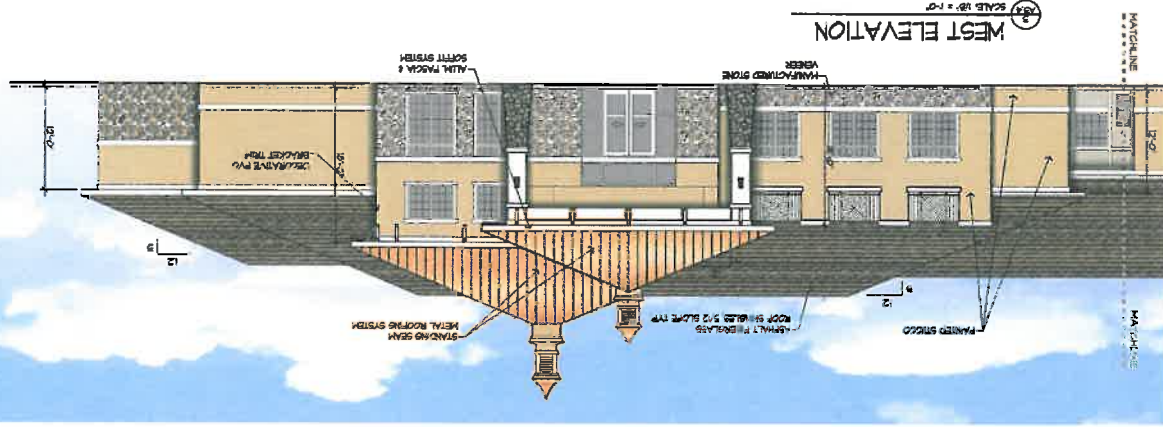
STUCCO PAINT COLOR
SHERWIN WILLIAMS - SW289
COLOR: DOWNING STRAW



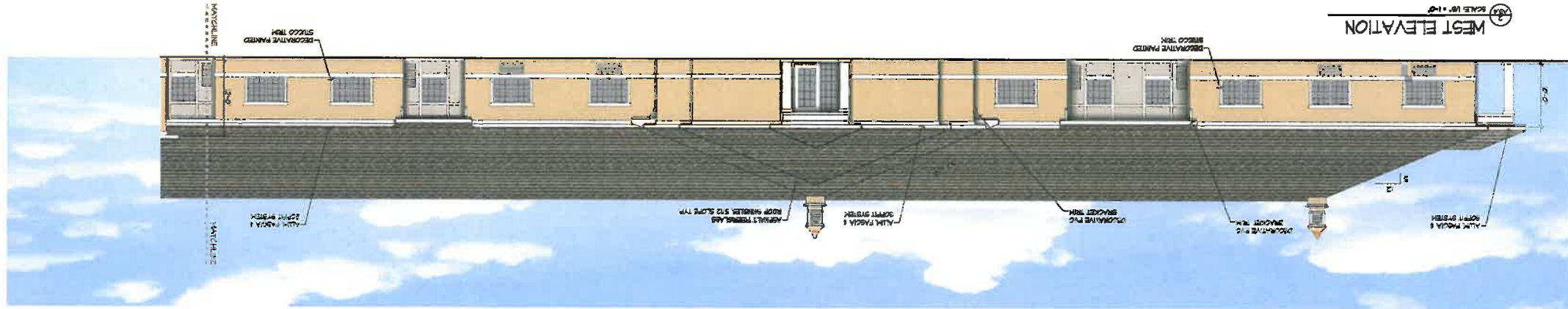
SIDING PAINT COLOR
SHERWIN WILLIAMS - SW289
COLOR: GRASSLAND

TRIM, COLUMNS, GUTTERS AND DOWNSPOUT
PANT COLOR
SHERWIN WILLIAMS - SW635
COLOR: DOVER WHITE

WEST ELEVATION
SCALE: 1/8" = 1'-0"



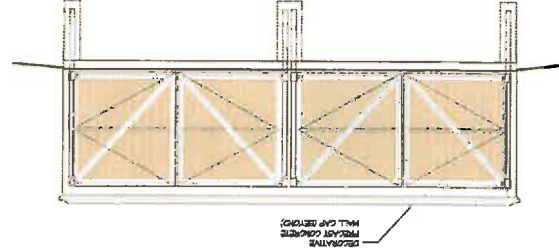
WEST ELEVATION
SCALE: 1/8" = 1'-0"



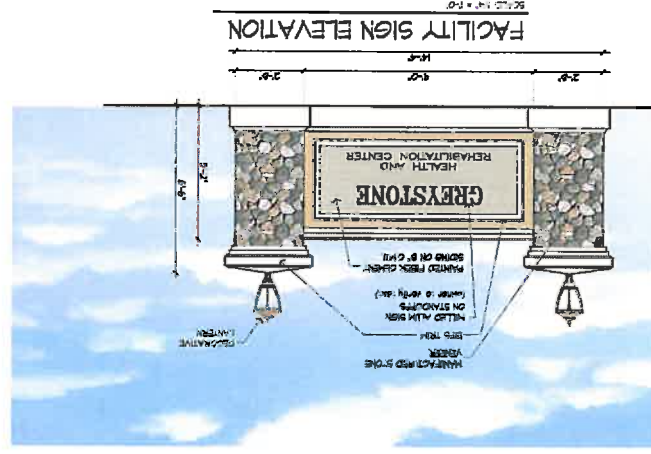
OVERALL WEST ELEVATION
SCALE: 5/8" = 1'-0"



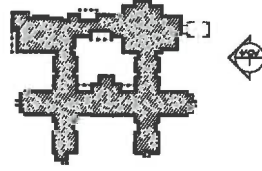
DUMPMSTER ENCLOSURE GATE ELEVATION
SCALE: 1/4" = 1'-0"



FACILITY SIGN ELEVATION
SCALE: 1/4" = 1'-0"



KEY PLAN



A3.4

PROJECT NO. 1000
SCALE: 1/8" = 1'-0"

EXTERIOR ELEVATIONS

SHEET DESCRIPTION:
FILE LOCATION:
PLOT DATE:

CONCEPT:
PUBLICATION DATE:
DO NOT SCALE PRINTS

PROPOSED:
GREYSTONE
60 BED
SKILLED
NURSING
FACILITY
Hooks St. and Citrus Tower
CLERMONT, FLORIDA

EMMETT WALSH
200 WEST BAYVIEW, SUITE 200
DADE, FL 33109



CUP 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. The property shall be developed in substantial accordance with the conceptual site plan dated September 2017 prepared by Kimley Horn. Formal construction plans, incorporating all conditions stated in this permit shall be submitted for review and approval by the Site Review Committee prior to the issuance of a zoning clearance of other development permits. The conceptual site plans submitted with the Conditional Use Permit application are not the approved construction plans.
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 Regulations and those of other appropriate jurisdictional entities.
4. *The Conditional Use Permit must be executed and processed through the office of the City Clerk within 90 days of its date of grant* by the City Council or the permit shall become null and void.
5. *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 as provided by the City or a form acceptable to the City, 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.
6. This permit shall become null and void if substantial construction work has not begun within two (2) years of the date that this Conditional Use Permit is executed and signed by the permittee. "Substantial construction work" means the commencement and continuous prosecution of construction of required improvements ultimately finalized at completion.
7. 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.
8. 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.
9. The final Certificate of Occupancy shall not be issued until each of the stated conditions has been met.

10. No business can occupy any portion of a building unless the proposed business has applied for and obtained a Local Business Tax Receipt from the Planning & Zoning Department.
11. 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. This Conditional Use Permit (CUP) is for a skilled nursing facility up to 73,000 s.f.
2. The City's Site Review Committee must approve the site plan prior to the construction plan approval.
3. The applicant/owner must coordinate with the Lake County School District for capacity review and requirements pertaining to schools, and in conformance with City Code, prior to issuance of any building permits.

Section 3 – Site Development

1. Detailed grading, erosion control, and dust abatement plans for the entire site shall be submitted to and approved by the Site Review Committee prior to construction plan approval and the initiation of development activity. The dust abatement plan shall detail measures to be taken to eliminate the migration of dust particles from the site.
2. All excavated material shall be stored in a location approved by the City Engineer.
3. Geo-technical information regarding the soil characteristics of the site shall be submitted to the City as part of the final site review process.
4. The permittee/developers shall provide both temporary and permanent grassing including fertilizer application on all disturbed areas where construction is not immediately intended. Said plan shall be provided in accordance with an approved ground cover plan acceptable to the City in accordance with best management practices (BMP) of the U.S.D.A. Soil Conservation Service.

Section 4 – Transportation Improvements

1. The City may require that transportation improvements, necessitated by the portion of the project for which a building permit is sought, be made at the time of construction. Project specific on and off-site transportation designs are the sole responsibility of the developer.
2. A traffic study in accordance with City Codes shall be required to address level of service (LOS) for the area. The applicant/owner must coordinate with Lake County and the Lake~Sumter Metropolitan Planning Organization (MPO) for compliance with the Transportation Management System (TMS).

Section 5 – Utilities and Stormwater

1. The permittee shall be responsible for purchasing, installing, and maintaining fire Hydrants within the project. They shall be installed according to City Code.
2. The project shall be plumbed for reuse water with purple piping, until such time as reuse water is available, irrigation water shall be provided for by well.

Section 6 – Landscaping

1. The Landscape design for all parking areas, buffers, rights-of-way, pedestrian ways and focal points shall be unified and complementary to the ambiance of the center.
2. All landscape plans and plantings shall meet or exceed the City of Clermont Code.

Section 7 - Architectural Design Standards

1. All structures shall be designed and constructed in accordance with the *Architectural Standards* of the City of Clermont.
2. All fencing within public view shall be ornamental metal or brick, as approved by the Site Review Committee.



CITY OF CLERMONT
CONDITIONAL USE PERMIT (CUP)
APPLICATION

DATE: _____

FEE: 845.00

PROJECT NAME (if applicable): The Lakes of Clermont Health and Rehabilitation Center

APPLICANT: Greystone Healthcare Management

CONTACT PERSON: Rob Yandek, Vice President of Development

Address: 4042 Park Oaks Boulevard, Suite 300

City: Tampa State: FL Zip: 33610

Phone: 813.675.2325 Fax: _____

E-Mail: rob.yandek@greystonehealth.com

OWNER: 1775 Hooks Street, LLC

Address: 4042 Park Oaks Blvd., Ste 300

City: Tampa State: FL Zip: 33610

Phone: _____ Fax: _____

Address of Subject Property: _____

General Location: SW corner of Hooks Street and Citrus Tower Blvd.

Legal Description (include copy of survey): See attached survey

Land Use (City verification required): Commercial

Zoning (City verification required): C-2 General Commercial





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

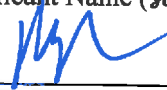
Detailed Description of request (What are you proposing to do and why is it appropriate for this location? Attach additional page is necessary.

Obtain Conditional Use Approve to develop a 80 bed skilled nursing facility

Ronald J. Swartz, VP and CFO
Applicant Name (print)

X 
Applicant Name (signature)

Ronald J. Swartz, VP and CFO
Owner Name (print)

X 
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 Development Services Department 685 W. Montrose St. P.O. Box 120219 Clermont, FL. 34712-021 9 (352) 394-4083 Fax: (352) 394-3542

LEGAL NOTICE

Notice is hereby given that the City of Clermont will consider a Conditional Use Permit to allow for a skilled nursing facility in the C-2 General Commercial zoned district.

LOCATION

Southwest corner of Citrus Tower Blvd. and Hooks Street.
Alternate Key 3829168, 1017637, 3884750

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

This request will be considered by the Planning & Zoning Commission on Tuesday, October 3, 2017 at 6:30pm.

A public meeting to consider the request will be held before the City Council on Tuesday, November 14, 2017 at 6:30pm.

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 Howe, MMC
City Clerk

Daily Commercial
September 26, 2017
November 7, 2017



CITY OF CLERMONT

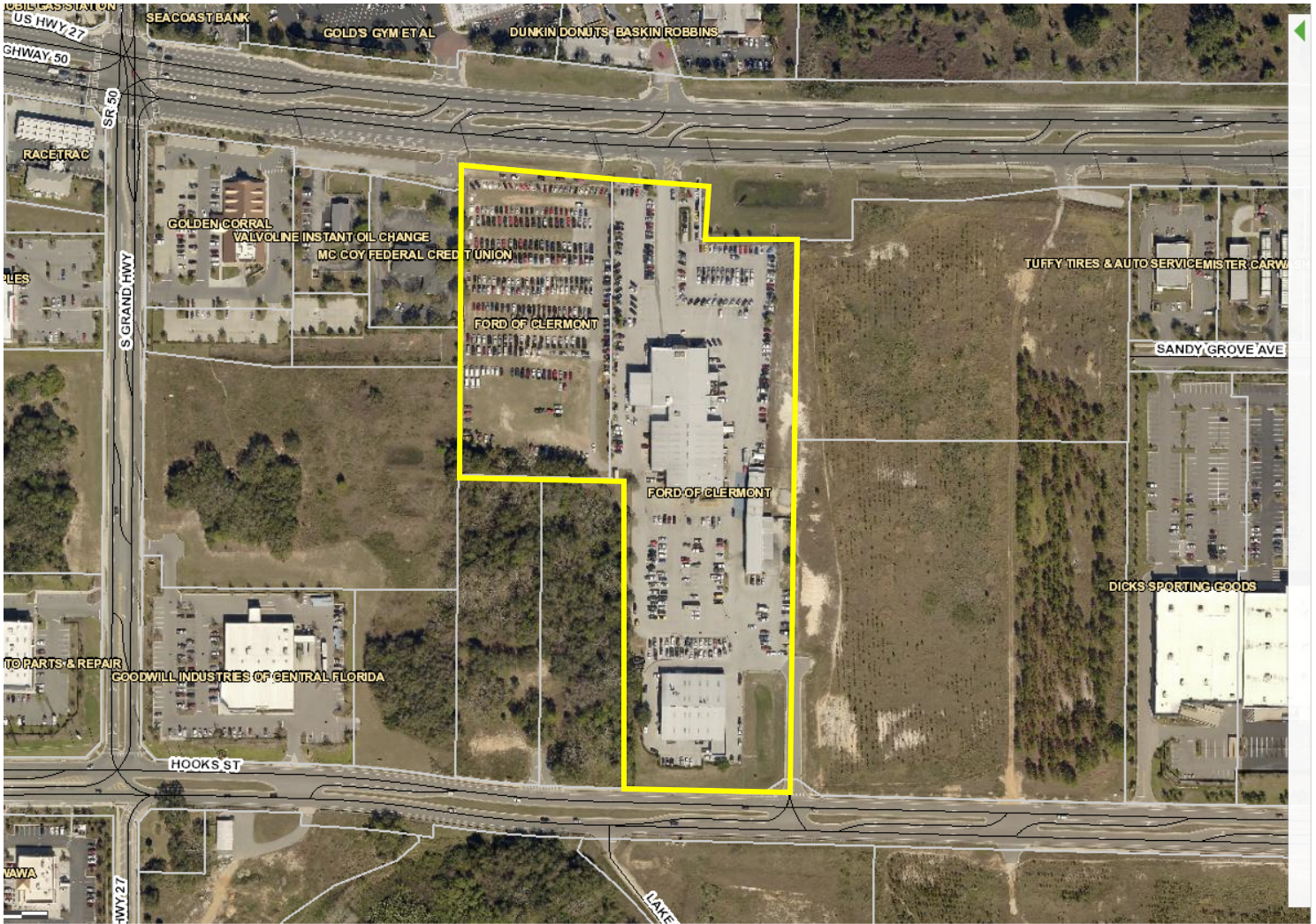
AGENDA ITEM

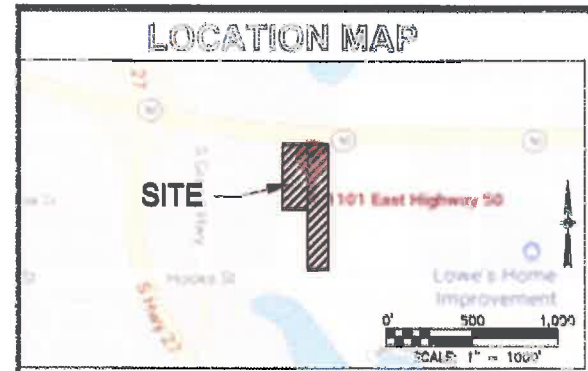
Page 1 of 1

Meeting Date		
Tuesday, November 28, 2017		
Agenda Item Name		
Resolution No. 2017-52 <i>Quick Lane @ Ford of Clermont</i>		
Requested Action		
Recommend Approval of Resolution 2017-52		
Staff Report		
The applicant is seeking to expand the Ford of Clermont Automotive dealership located at 1101 East Highway 50. The existing Ford dealership operates under resolution 1173 which was last approved in January of 2001 allowing the expansion and renovation of the showroom and the construction of a new body shop and service center on the south side of the site. The current proposal includes expanding the dealership parking area to the western parcel which remains unpaved with vehicle inventory on site, and also the addition of a Quick Lane service center. The proposed service center is a 12 bay center with a one bay car wash (11,000 square feet total). The service center will provide minor service and repairs such as oil changes, tire service, and maintenance services. This expansion will free up the existing service center located behind the dealership for major service and repairs. Access to the service center will be through the dealership or the existing frontage road to the northwest of the parcel. The existing commercial future land use and commercial zoning district do permit this proposed use with an approved Conditional Use Permit. Staff has reviewed the application and believes that the proposed use will not be detrimental to the health, safety or general welfare of persons residing or working in the vicinity, and the proposed use will comply with the regulations and conditions specified. Therefore, staff recommends approval of the request for the expansion of the automotive dealership and service center with up to 11,000 square feet of building space in the C-2 zoning district with the conditions contained in Resolution 2017-52.		
Additional Analysis		
Fiscal Impact Summary		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Location Map	Location Map.docx	
2. Site Map	Quick Lane Map.pdf	
3. Elevations	Quick Lane elevations.pdf	
4. Exhibit	Quick Lane Exhibit.pdf	
5. App	Quick Lane App.pdf	
6. Ad	Ford Legal Add.docx	

7.	Resolution	Resolution+2017-52 (Final).docx
8.	CUP Conditions	Conditions.docx

Location Map





TRACT 1:
ADJACENT TRACT 2320 AND THE EAST 1/2 OF TRACT 26, SECTION 28, TOWNSHIP 22 SOUTH, RANGE 26 EAST, ACCORDING TO THE PLAT PROPERTY OF LAKE HIGHLANDS COMPANY, ACCORDING TO THE PLAT RECORDED IN PLAT BOOK 2, PAGE 25, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

LESS THAT PART:
THENCE NORTHEASTLY OF A LINE BEING DESCRIBED AS FOLLOWS FOR ROAD PURPOSES: COMMENCE AT A POINT ON THE WEST LINE OF SECTION 28, TOWNSHIP 22 SOUTH, RANGE 26 EAST, SAID POINT BEING 1431.29 FEET NORTH 00°47'12" EAST OF THE SOUTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 28, SAID POINT BEING ON A CURVE CONVEYING NORTHERLY AND HAVING A RADIUS OF 8,599.57 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 81°39'39" EAST EASTWARD ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 01°12'40" A DISTANCE OF 131.92 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 83°03'28" EAST A DISTANCE OF 8.57 FEET TO THE EXISTING HIGH OF WAY LINE OF STATE ROAD 20, THENCE SOUTHERLY ALONG SAID HIGHWAY 0°50'52" WEST A DISTANCE OF 14.75 FEET TO THE POINT OF BEGINNING; THENCE RUN SOUTH 83°50'28" EAST A DISTANCE OF 610.81 FEET; THENCE RUN SOUTH 00°44'50" WEST A DISTANCE OF 98.24 FEET; THENCE RUN SOUTH 88°15'10" EAST A DISTANCE OF 200 FEET TO THE END OF THIS DESCRIBED LINE.

LESS AND EXCEPT:
THAT PART OF TRACTS 23 AND 28, SECTION 29, TOWNSHIP 22 SOUTH, RANGE 26 EAST, PROPERTY OF LAKE HIGHLANDS COMPANY, AS RECORDED IN PLAT BOOK 2, PAGE 25, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

BEHIN AT THE INTERSECTION OF THE EAST LINE OF LOT 23, SECTION 28, TOWNSHIP 22 SOUTH, RANGE 26 EAST, PROPERTY OF LAKE HIGHLANDS COMPANY AS RECORDED IN PLAT BOOK 2, PAGE 25, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, WITH THE SOUTHERLY HIGH OF WAY LINE OF STATE ROAD 20, THENCE NORTH 89°43'37" WEST, A DISTANCE OF 183.92 FEET TO THE POINT OF CURVATURE, SAID POINT BEING CONCAVE NORTHERLY, AND HAVING A RADIUS OF 8,668.41 FEET; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 01°07'57" A DISTANCE OF 178.08 FEET; THENCE DEPARTING SAID HIGH OF WAY LINE SOUTH 01°12'58" WEST, A DISTANCE OF 658.66 FEET TO THE SOUTHERLY LINE OF SAID LOT 28, THENCE SOUTH 14°42'01" EAST, ALONG SAID SOUTHERLY LINE A DISTANCE OF 60.34 FEET TO THE NORTHWEST CORNER OF THE EAST 1/2 OF TRACT 26; THENCE SOUTH 00°11'06" WEST ALONG THE WEST LINE OF THE EAST 1/2 OF SAID TRACT 26, A DISTANCE OF 66.84 FEET TO THE SOUTHWEST CORNER OF THE EAST 1/2 OF SAID TRACT 26; THENCE SOUTH 83°48'24" EAST, 330.72 FEET TO THE SOUTHEAST CORNER OF SAID TRACT 26; THENCE NORTH 00°11'39" EAST ALONG THE EAST LINE OF SAID TRACT 28 AND 23, A DISTANCE OF 1,320.31 FEET TO THE POINT OF BEGINNING.

LESS THAT PART:
THENCE NORTHEASTLY OF A LINE BEING DESCRIBED AS FOLLOWS FOR ROAD PURPOSES:
COMMENCE AT A POINT ON THE WEST LINE OF SECTION 28, TOWNSHIP 22 SOUTH, RANGE 26 EAST, SAID POINT BEING 1431.29 FEET NORTH 00°47'12" EAST OF THE SOUTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 28, SAID POINT BEING ON A CURVE CONVEYING NORTHERLY AND HAVING A RADIUS OF 8,599.57 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 81°39'39" EAST EASTWARD ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 01°12'40" A DISTANCE OF 131.92 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 83°03'28" EAST A DISTANCE OF 8.57 FEET TO THE EXISTING HIGH OF WAY LINE OF STATE ROAD 20, THENCE SOUTHERLY ALONG SAID HIGHWAY 0°50'52" WEST A DISTANCE OF 14.75 FEET TO THE POINT OF BEGINNING; THENCE RUN SOUTH 83°50'28" EAST A DISTANCE OF 610.81 FEET; THENCE RUN SOUTH 00°44'50" WEST A DISTANCE OF 98.24 FEET; THENCE RUN SOUTH 88°15'10" EAST A DISTANCE OF 200 FEET TO THE END OF THIS DESCRIBED LINE.

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TRACT 2:
THAT PART OF TRACTS 23 AND 28, SECTION 28, TOWNSHIP 22 SOUTH, RANGE 26 EAST, PROPERTY OF LAKE HIGHLANDS COMPANY, AS RECORDED IN PLAT BOOK 2, PAGE 25, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

BEHIN AT THE INTERSECTION OF THE EAST LINE OF LOT 23, SECTION 28, TOWNSHIP 22 SOUTH, RANGE 26 EAST, PROPERTY OF LAKE HIGHLANDS COMPANY AS RECORDED IN PLAT BOOK 2, PAGE 25, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, WITH THE SOUTHERLY HIGH OF WAY LINE OF STATE ROAD 20, THENCE NORTH 89°43'37" WEST, A DISTANCE OF 183.92 FEET TO THE POINT OF CURVATURE, SAID POINT BEING CONCAVE NORTHERLY, AND HAVING A RADIUS OF 8,668.41 FEET; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 01°07'57" A DISTANCE OF 178.08 FEET; THENCE DEPARTING SAID HIGH OF WAY LINE SOUTH 01°12'58" WEST, A DISTANCE OF 658.66 FEET TO THE SOUTHERLY LINE OF SAID LOT 28, THENCE SOUTH 14°42'01" EAST, ALONG SAID SOUTHERLY LINE A DISTANCE OF 60.34 FEET TO THE NORTHWEST CORNER OF THE EAST 1/2 OF TRACT 26; THENCE SOUTH 00°11'06" WEST ALONG THE WEST LINE OF THE EAST 1/2 OF SAID TRACT 26, A DISTANCE OF 66.84 FEET TO THE SOUTHWEST CORNER OF THE EAST 1/2 OF SAID TRACT 26; THENCE SOUTH 83°48'24" EAST, 330.72 FEET TO THE SOUTHEAST CORNER OF SAID TRACT 26; THENCE NORTH 00°11'39" EAST ALONG THE EAST LINE OF SAID TRACT 28 AND 23, A DISTANCE OF 1,320.31 FEET TO THE POINT OF BEGINNING.

LESS THAT PART:
THENCE NORTHEASTLY OF A LINE BEING DESCRIBED AS FOLLOWS FOR ROAD PURPOSES:
COMMENCE AT A POINT ON THE WEST LINE OF SECTION 28, TOWNSHIP 22 SOUTH, RANGE 26 EAST, SAID POINT BEING 1431.29 FEET NORTH 00°47'12" EAST OF THE SOUTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 28, SAID POINT BEING ON A CURVE CONVEYING NORTHERLY AND HAVING A RADIUS OF 8,599.57 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 81°39'39" EAST EASTWARD ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 01°12'40" A DISTANCE OF 131.92 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 83°03'28" EAST A DISTANCE OF 8.57 FEET TO THE EXISTING HIGH OF WAY LINE OF STATE ROAD 20, THENCE SOUTHERLY ALONG SAID HIGHWAY 0°50'52" WEST A DISTANCE OF 14.75 FEET TO THE POINT OF BEGINNING; THENCE RUN SOUTH 83°50'28" EAST A DISTANCE OF 610.81 FEET; THENCE RUN SOUTH 00°44'50" WEST A DISTANCE OF 98.24 FEET; THENCE RUN SOUTH 88°15'10" EAST A DISTANCE OF 200 FEET TO THE END OF THIS DESCRIBED LINE.

ALSO LESS AND EXCEPT:
A PARCEL OF LAND LIEGING IN THE NORTHWEST 1/4 OF SECTION 28, TOWNSHIP 22 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA BEING MORE FULLY AND CLEARLY DESCRIBED AS FOLLOWS:
COMMENCE AT THE SOUTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 28, THENCE SOUTH 00°24'24" EAST 110.00 FEET TO THE POINT OF CURVATURE, SAID POINT BEING CONCAVE NORTHERLY, AND HAVING A RADIUS OF 8,668.41 FEET; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 01°07'57" A DISTANCE OF 178.08 FEET; THENCE DEPARTING SAID HIGH OF WAY LINE SOUTH 01°12'58" WEST, A DISTANCE OF 658.66 FEET TO THE SOUTHERLY LINE OF SAID LOT 28, THENCE SOUTH 14°42'01" EAST, ALONG SAID SOUTHERLY LINE A DISTANCE OF 60.34 FEET TO THE NORTHWEST CORNER OF THE EAST 1/2 OF TRACT 26; THENCE SOUTH 00°11'06" WEST ALONG THE WEST LINE OF THE EAST 1/2 OF SAID TRACT 26, A DISTANCE OF 66.84 FEET TO THE SOUTHWEST CORNER OF THE EAST 1/2 OF SAID TRACT 26; THENCE SOUTH 83°48'24" EAST, 330.72 FEET TO THE SOUTHEAST CORNER OF SAID TRACT 26; THENCE NORTH 00°11'39" EAST ALONG THE EAST LINE OF SAID TRACT 28 AND 23, A DISTANCE OF 1,320.31 FEET TO THE POINT OF BEGINNING.

TRACT 1:

ADJACENT TRACTS TRACT 23 AND THE EAST 1/2 OF TRACT 26, SECTION 28, TOWNSHIP 22 SOUTH, RANGE 26 EAST, ACCORDING TO THE PLAT PROPERTY OF LAKE HIGHLANDS COMPANY, ACCORDING TO THE PLAT RECORDED IN PLAT BOOK 2, PAGE 25, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

LESS THAT PART:

ONE INTERSECTION OF A LINE BEING DESCRIBED AS FOLLOWS FOR ROAD PURPOSES: COMMENCE AT A POINT ON THE WEST LINE OF SECTION 29, TOWNSHIP 22 SOUTH, RANGE 26 EAST, SAID POINT BEING 1431.29 FEET NORTH 07°43'12" EAST OF THE SOUTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 29, SAID POINT BEING ON A CURVE CONCAVE NORTHERLY AND HAVING A RADIUS OF 8,599.57 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 81°39'59" EAST ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 01°12'40" A DISTANCE OF 13.92 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 83°03'28" EAST ALONG A RADIAL OF SAID CURVE WITH A DISTANCE OF 0.71 FEET TO THE EXISTING HIGHWAY OF WAY LINE OF STATE ROAD 20A; THENCE EAST A DISTANCE OF 200 FEET TO THE END OF THIS DESCRIBED LINE.

LESS AND EXCEPT:

THAT PART OF TRACTS 23 AND 28, SECTION 29, TOWNSHIP 22 SOUTH, RANGE 26 EAST, PROPERTY OF LAKE HIGHLANDS COMPANY, AS RECORDED IN PLAT BOOK 2, PAGE 25, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

BEGIN AT THE INTERSECTION OF THE EAST LINE OF LOT 23, SECTION 29, TOWNSHIP 22 SOUTH, RANGE 26 EAST, PROPERTY OF LAKE HIGHLANDS COMPANY AS RECORDED IN PLAT BOOK 2, PAGE 25, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, WITH THE SOUTHERLY RIGHT-OF-WAY LINE OF STATE ROAD 20A; THENCE NORTH 89°53'28" WEST, A DISTANCE OF 183.92 FEET TO THE POINT OF CURVATURE; SAID POINT BEING CONCAVE NORTHERLY, AND HAVING A RADIUS OF 8,668.61 FEET; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 01°07'57" A DISTANCE OF 178.08 FEET; THENCE DEPARTING SAID HIGHWAY OF WAY LINE SOUTH 81°13'58" WEST, A DISTANCE OF 636.66 FEET TO THE SOUTHERLY LINE OF SAID LOT 23; THENCE SOUTHERLY 42°42'01" EAST, ALONG SAID SOUTHERLY LINE A DISTANCE OF 83.34 FEET TO THE NORTHWEST CORNER OF THE EAST 1/2 OF TRACT 26; THENCE SOUTH 03°13'06" WEST ALONG THE WEST LINE OF THE EAST 1/2 OF SAID TRACT 26, A DISTANCE OF 66.64 FEET TO THE SOUTHWEST CORNER OF THE EAST 1/2 OF SAID TRACT 26; THENCE SOUTH 81°38'24" EAST, 330.72 FEET TO THE SOUTHEAST CORNER OF SAID TRACT 26; THENCE NORTH 00°13'39" EAST ALONG THE EAST LINE OF SAID TRACT 28 AND 23, A DISTANCE OF 1,325.31 FEET TO THE POINT OF BEGINNING.

LESS THAT PART:

ONE INTERSECTION OF A LINE BEING DESCRIBED AS FOLLOWS FOR ROAD PURPOSES:

COMMENCE AT A POINT ON THE WEST LINE OF SECTION 29, TOWNSHIP 22 SOUTH, RANGE 26 EAST, SAID POINT BEING 1431.29 FEET NORTH 07°43'12" EAST OF THE SOUTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 29, SAID POINT BEING ON A CURVE CONCAVE NORTHERLY AND HAVING A RADIUS OF 8,599.57 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 81°39'59" EAST ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 01°12'40" A DISTANCE OF 13.92 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 83°03'28" EAST ALONG A RADIAL OF SAID CURVE WITH A DISTANCE OF 0.71 FEET TO THE EXISTING HIGHWAY OF WAY LINE OF STATE ROAD 20A; THENCE EAST A DISTANCE OF 200 FEET TO THE END OF THIS DESCRIBED LINE.

N/A

TRACT 2:

EAST HALF OF TRACTS 23 AND 28, SECTION 29, TOWNSHIP 22 SOUTH, RANGE 26 EAST, PROPERTY OF LAKE HIGHLANDS COMPANY, AS RECORDED IN PLAT BOOK 2, PAGE 25, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

BEGIN AT THE INTERSECTION OF THE EAST LINE OF LOT 23, SECTION 29, TOWNSHIP 22 SOUTH, RANGE 26 EAST, PROPERTY OF LAKE HIGHLANDS COMPANY AS RECORDED IN PLAT BOOK 2, PAGE 25, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, WITH THE SOUTHERLY RIGHT-OF-WAY LINE OF STATE ROAD 20A; THENCE NORTH 89°53'28" WEST, A DISTANCE OF 183.92 FEET TO THE POINT OF CURVATURE; SAID POINT BEING CONCAVE NORTHERLY, AND HAVING A RADIUS OF 8,668.61 FEET; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 01°07'57" A DISTANCE OF 178.08 FEET; THENCE DEPARTING SAID HIGHWAY OF WAY LINE SOUTH 81°13'58" WEST, A DISTANCE OF 636.66 FEET TO THE SOUTHERLY LINE OF SAID LOT 23; THENCE SOUTHERLY 42°42'01" EAST, ALONG SAID SOUTHERLY LINE A DISTANCE OF 83.34 FEET TO THE NORTHWEST CORNER OF THE EAST 1/2 OF TRACT 26; THENCE SOUTH 03°13'06" WEST ALONG THE WEST LINE OF THE EAST 1/2 OF SAID TRACT 26, A DISTANCE OF 66.64 FEET TO THE SOUTHWEST CORNER OF THE EAST 1/2 OF SAID TRACT 26; THENCE SOUTH 81°38'24" EAST, 330.72 FEET TO THE SOUTHEAST CORNER OF SAID TRACT 26; THENCE NORTH 00°13'39" EAST ALONG THE EAST LINE OF SAID TRACT 28 AND 23, A DISTANCE OF 1,325.31 FEET TO THE POINT OF BEGINNING.

LESS THAT PART:

ONE INTERSECTION OF A LINE BEING DESCRIBED AS FOLLOWS FOR ROAD PURPOSES:

COMMENCE AT A POINT ON THE WEST LINE OF SECTION 29, TOWNSHIP 22 SOUTH, RANGE 26 EAST, SAID POINT BEING 1431.29 FEET NORTH 07°43'12" EAST OF THE SOUTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 29, SAID POINT BEING ON A CURVE CONCAVE NORTHERLY AND HAVING A RADIUS OF 8,599.57 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 81°39'59" EAST ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 01°12'40" A DISTANCE OF 13.92 FEET; THENCE FROM A TANGENT BEARING OF SOUTH 83°03'28" EAST ALONG A RADIAL OF SAID CURVE WITH A DISTANCE OF 0.71 FEET TO THE EXISTING HIGHWAY OF WAY LINE OF STATE ROAD 20A; THENCE EAST A DISTANCE OF 200 FEET TO THE END OF THIS DESCRIBED LINE.

N/A

ALSO LESS AND EXCEPT:

A PARCEL OF LAND LIEGING IN THE NORTHWEST 1/4 OF SECTION 29, TOWNSHIP 22 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA BEING MORE FULLY CLEARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 29, THENCE SOUTH 02°42'44" EAST 110.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTHERLY 42°42'01" EAST, ALONG SAID SOUTHERLY LINE A DISTANCE OF 83.34 FEET TO THE NORTHWEST CORNER OF THE EAST 1/2 OF TRACT 26; THENCE SOUTH 03°13'06" WEST ALONG THE WEST LINE OF THE EAST 1/2 OF SAID TRACT 26, A DISTANCE OF 66.64 FEET TO THE SOUTHWEST CORNER OF THE EAST 1/2 OF SAID TRACT 26; THENCE SOUTH 81°38'24" EAST, 330.72 FEET TO THE SOUTHEAST CORNER OF SAID TRACT 26; THENCE NORTH 00°13'39" EAST ALONG THE EAST LINE OF SAID TRACT 28 AND 23, A DISTANCE OF 1,325.31 FEET TO THE POINT OF BEGINNING.

PROPERTY OWNER (PARCEL 1):
 DEARDOFF LIMITED
 1892 E. MERRITT ISLAND CAUSEWAY
 MERRITT ISLAND, FLORIDA 32952
 ID: 09-22-26-130502300000

PROPERTY LOCATION:
 1101 E. HIGHWAY 50
 CLEFMONT, FL 34711

PARCEL ID NUMBERS:
 PARCEL 1: 09-22-26-130502300000
 PARCEL 2: 09-22-26-130502300001

PROPERTY AREA:
 PARCEL 1: ±4.37 AC
 PARCEL 2: ±9.02 AC
 TOTAL: ±13.39 AC

PROPERTY ADDRESS:
 PARCEL 1: 1101 E. HIGHWAY 50
 CLEFMONT, FL 34711
 PARCEL 2: NO ADDRESS

BUILDING SETBACK REQUIREMENTS:
 MINIMUM REQUIRED:
 FRONT: (60 FT)
 SIDE (WEST) 12'
 SIDE (EAST) 12'
 REAR: (SOUTH) 25'
 REAR: (SOUTH, HOOKS ST.) 25'

PROPERTY OWNER (PARCEL 2):
 FORD OF CLEFMONT, INC.
 1892 E. MERRITT ISLAND CAUSEWAY
 MERRITT ISLAND, FLORIDA 32952
 ID: 09-22-26-130502300001

FUTURE LAND USE:
 COMMERCIAL (C)

PROPERTY ZONING:
 C-3 (GENERAL COMMERCIAL DISTRICT)
 FAR = 0.25 (PER COMP PLAN)
 ISR = 80%

MAXIMUM BUILDING HEIGHT:
 ALLOWED: 55 FEET
 PROPOSED: < 55 FEET

EXISTING USES:
 'AUTOMOBILE AND TRUCK SERVICES',
 'CARWASHES, AND AUTOMOBILE, TRUCK, BOAT
 AND FARM EQUIPMENT SALES', 'AUTOMOBILE
 AND TRUCK REPAIR GARAGES', PAINTING,
 WELDING AND BODY SHOPS'

PROPOSED CONDITIONAL USES:
 'AUTOMOBILE AND TRUCK SERVICES',
 'CARWASHES, AND AUTOMOBILE, TRUCK, BOAT
 AND FARM EQUIPMENT SALES', 'AUTOMOBILE
 AND TRUCK REPAIR GARAGES', PAINTING,
 WELDING AND BODY SHOPS'

EXISTING INTENSITY:
 BUILDING(S) / SITE AREA = FAR (FLOOR AREA RATIO)
 0 SF / 190,357 SF = 0.00 FAR (PARCEL 1)
 59,849 SF / 393,130 SF = 0.15 FAR (PARCEL 2)
 59,849 SF / 583,487 SF = 0.10 FAR (TOTAL)

PROPOSED INTENSITY:
 BUILDING(S) / SITE AREA = FAR (FLOOR AREA RATIO)
 10,919 SF / 190,357 SF = 0.06 FAR (PARCEL 1)
 50,949 SF / 393,130 SF = 0.15 FAR (PARCEL 2)
 70,588 SF / 583,487 SF = 0.12 FAR (TOTAL)

PARKING (AUTOMOTIVE SERVICES):
 FORD AUTOMOBILE DEALERSHIP & SERVICE CENTER
 4/SERVICE RACK + 1/EMPLOYEE
 (4x27 SERVICE BAYS) + (1x65 EMPLOYEES) =
 173 SPACES

PROPOSED QUICK LANE AUTO CENTER:
 (4x12 SERVICE BAYS) + (1x1 CAR WASH BAY) +
 (1x8 EMPLOYEES) = 60 SPACES
 REQUIRED PARKING SPACES: 233 SF
 PROPOSED PARKING SPACES: 224 SF
 (42 OF WHICH ARE LOCATED WITHIN
 SERVICE BAYS & CAR WASH OUTSTANDING)
 REQUIRED ADA SPACES: 7 SF
 PROPOSED ADA SPACES: 7 SF

PROPERTY OWNER (PARCEL 1):
 DEARDOFF LIMITED
 1892 E. MERRITT ISLAND CAUSEWAY
 MERRITT ISLAND, FLORIDA 32952
 ID: 09-22-26-130502300000

PROPERTY LOCATION:
 1101 E. HIGHWAY 50
 CLEFMONT, FL 34711

PARCEL ID NUMBERS:
 PARCEL 1: 09-22-26-130502300000
 PARCEL 2: 09-22-26-130502300001

PROPERTY AREA:
 PARCEL 1: ±4.37 AC
 PARCEL 2: ±9.02 AC
 TOTAL: ±13.39 AC

PROPERTY ADDRESS:
 PARCEL 1: 1101 E. HIGHWAY 50
 CLEFMONT, FL 34711
 PARCEL 2: NO ADDRESS

BUILDING SETBACK REQUIREMENTS:
 MINIMUM REQUIRED:
 FRONT: (60 FT)
 SIDE (WEST) 12'
 SIDE (EAST) 12'
 REAR: (SOUTH) 25'
 REAR: (SOUTH, HOOKS ST.) 25'

PROPERTY OWNER (PARCEL 2):
 FORD OF CLEFMONT, INC.
 1892 E. MERRITT ISLAND CAUSEWAY
 MERRITT ISLAND, FLORIDA 32952
 ID: 09-22-26-130502300001

FUTURE LAND USE:
 COMMERCIAL (C)

PROPERTY ZONING:
 C-3 (GENERAL COMMERCIAL DISTRICT)
 FAR = 0.25 (PER COMP PLAN)
 ISR = 80%

MAXIMUM BUILDING HEIGHT:
 ALLOWED: 55 FEET
 PROPOSED: < 55 FEET

EXISTING USES:
 'AUTOMOBILE AND TRUCK SERVICES',
 'CARWASHES, AND AUTOMOBILE, TRUCK, BOAT
 AND FARM EQUIPMENT SALES', 'AUTOMOBILE
 AND TRUCK REPAIR GARAGES', PAINTING,
 WELDING AND BODY SHOPS'

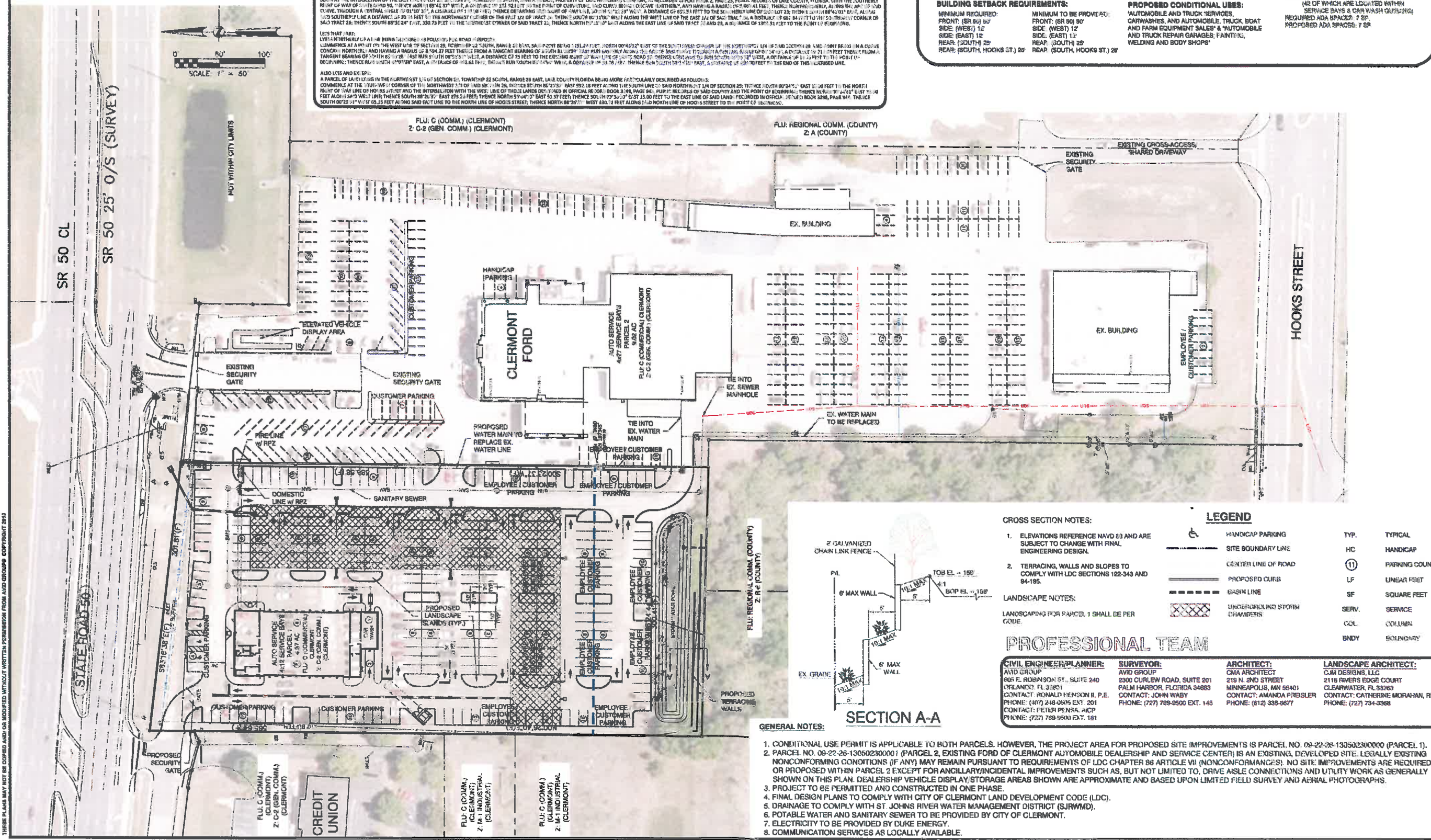
PROPOSED CONDITIONAL USES:
 'AUTOMOBILE AND TRUCK SERVICES',
 'CARWASHES, AND AUTOMOBILE, TRUCK, BOAT
 AND FARM EQUIPMENT SALES', 'AUTOMOBILE
 AND TRUCK REPAIR GARAGES', PAINTING,
 WELDING AND BODY SHOPS'

EXISTING INTENSITY:
 BUILDING(S) / SITE AREA = FAR (FLOOR AREA RATIO)
 0 SF / 190,357 SF = 0.00 FAR (PARCEL 1)
 59,849 SF / 393,130 SF = 0.15 FAR (PARCEL 2)
 59,849 SF / 583,487 SF = 0.10 FAR (TOTAL)

PROPOSED INTENSITY:
 BUILDING(S) / SITE AREA = FAR (FLOOR AREA RATIO)
 10,919 SF / 190,357 SF = 0.06 FAR (PARCEL 1)
 50,949 SF / 393,130 SF = 0.15 FAR (PARCEL 2)
 70,588 SF / 583,487 SF = 0.12 FAR (TOTAL)

PARKING (AUTOMOTIVE SERVICES):
 FORD AUTOMOBILE DEALERSHIP & SERVICE CENTER
 4/SERVICE RACK + 1/EMPLOYEE
 (4x27 SERVICE BAYS) + (1x65 EMPLOYEES) =
 173 SPACES

PROPOSED QUICK LANE AUTO CENTER:
 (4x12 SERVICE BAYS) + (1x1 CAR WASH BAY) +
 (1x8 EMPLOYEES) = 60 SPACES
 REQUIRED PARKING SPACES: 333 SF
 PROPOSED PARKING SPACES: 324 SF
 (42 OF WHICH ARE LOCATED WITHIN
 SERVICE BAYS & CAR WASH OUTSTANDING)
 REQUIRED ADA SPACES: 7 SF
 PROPOSED ADA SPACES: 7 SF



1. ELEVATIONS REFERENCE NAVD 83 AND ARE SUBJECT TO CHANGE WITH FINAL ENGINEERING DESIGN.
2. TERRACING, WALLS AND SLOPES TO COMPLY WITH LDC SECTIONS 122-343 AND 94-195.

LANDSCAPE NOTES:

LANDSCAPING FOR PARCEL 1 SHALL BE PER CODE

1. ELEVATIONS REFERENCE NAVD 83 AND ARE SUBJECT TO CHANGE WITH FINAL ENGINEERING DESIGN.
 2. TERRACING, WALLS AND SLOPES TO COMPLY WITH LDC SECTIONS 122-343 AND 94-195.
- LANDSCAPE NOTES:
- LANDSCAPING FOR PARCEL 1 SHALL BE PER CODE

	HANDICAP PARKING	TYP.	TYPICAL
	SITE BOUNDARY LINE	HC	HANDICAP
	CENTER LINE OF ROAD	(11)	PARKING COUNT
	PROPOSED CURB	LF	LINEAR FEET
	BASIN LINE	SF	SQUARE FEET
	UNDERGROUND STORM DRAIN	SERV.	SERVICE
	CHAMBERS	COL.	COLUMN
		BOUND.	BOUNDARY

	HANDICAP PARKING	TYP.	TYPICAL
	SITE BOUNDARY LINE	HC	HANDICAP
	CENTER LINE OF ROAD	(11)	PARKING COUNT
	PROPOSED CURB	LF	LINEAR FEET
	BASIN LINE	SF	SQUARE FEET
	UNDERGROUND STORM DRAIN	SERV.	SERVICE
	CHAMBERS	COL.	COLUMN
		BOUND.	BOUNDARY

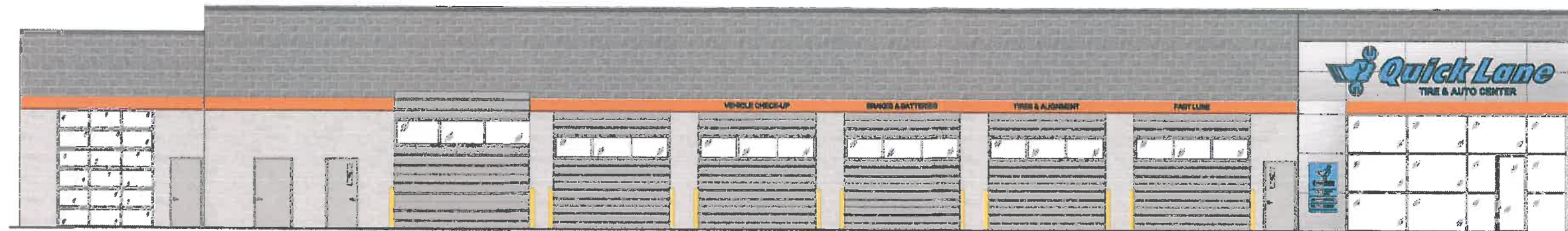
CIVIL ENGINEER/PLANNER: AVID GROUP 835 E. ROBINSON ST., SUITE 240 ORLANDO, FL 32821 CONTACT: RONALD HENSON R. P.E. PHONE: (407) 248-0605 EXT. 201 CONTACT: PETER PENSA, ACP PHONE: (727) 789-9500 EXT. 181	SURVEYOR: AVID GROUP 201 PALM HARBOR, FLORIDA 34683 CONTACT: JOHN WABY PHONE: (727) 789-9500 EXT. 148	ARCHITECT: CMA ARCHITECT 216 N. 2ND STREET MINNEAPOLIS, MN 55401 CONTACT: AMANDA PRESLER PHONE: (612) 338-8677	LANDSCAPE ARCHITECT: CMA DESIGNS, LLC 10000 W. 13TH AVE. COUNTY CLEARWATER, FL 33763 CONTACT: CATHERINE MORAHAN, R. PHONE: (727) 734-3388
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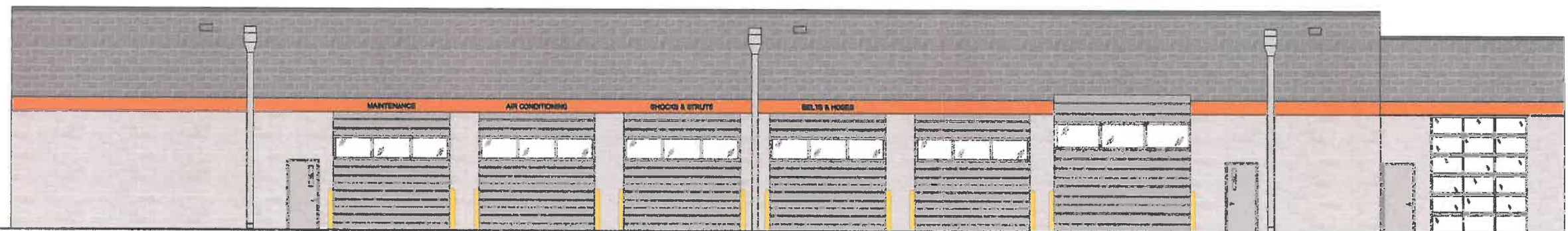
1. CONDITIONAL USE PERMIT IS APPLICABLE TO BOTH PARCELS. HOWEVER, THE PROJECT AREA FOR PROPOSED SITE IMPROVEMENTS IS PARCEL NO. 09-22-26-13050230000 (PARCEL 1).
2. PARCEL NO. 09-22-26-13050230001 (PARCEL 2, EXISTING FORD OF CLERMONT AUTOMOBILE DEALERSHIP AND SERVICE CENTER) IS AN EXISTING, DEVELOPED SITE. LEGALLY EXISTING NONCONFORMING CONDITIONS (IF ANY) MAY REMAIN PURSUANT TO REQUIREMENTS OF LDC CHAPTER 86 ARTICLE VII (NONCONFORMANCES). NO SITE IMPROVEMENTS ARE REQUIRED OR PROPOSED WITHIN PARCEL 2 EXCEPT FOR ANCILLARY/INCIDENTAL IMPROVEMENTS SUCH AS, BUT NOT LIMITED TO, DRIVE ASLE CONNECTIONS AND UTILITY WORK AS GENERALLY SHOWN ON THIS PLAN. DEALERSHIP VEHICLE DISPLAY/STORAGE AREAS SHOWN ARE APPROXIMATE AND BASED UPON LIMITED FIELD SURVEY AND AERIAL PHOTOGRAPHS.
3. PROJECT TO BE PERMITTED AND CONSTRUCTED IN ONE PHASE.
4. FINAL DESIGN PLANS TO COMPLY WITH CITY OF CLERMONT LAND DEVELOPMENT CODE (LDC).
5. DRAINAGE TO COMPLY WITH ST. JOHNS RIVER WATER MANAGEMENT DISTRICT (SJRWMD).
6. POTABLE WATER AND SANITARY SEWER TO BE PROVIDED BY CITY OF CLERMONT.
7. ELECTRICITY TO BE PROVIDED BY DUKE ENERGY.
8. COMMUNICATION SERVICES AS LOCALLY AVAILABLE.

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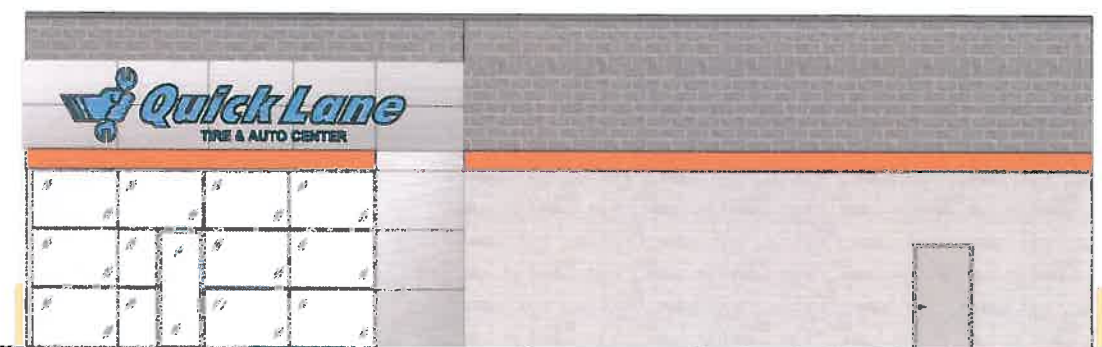
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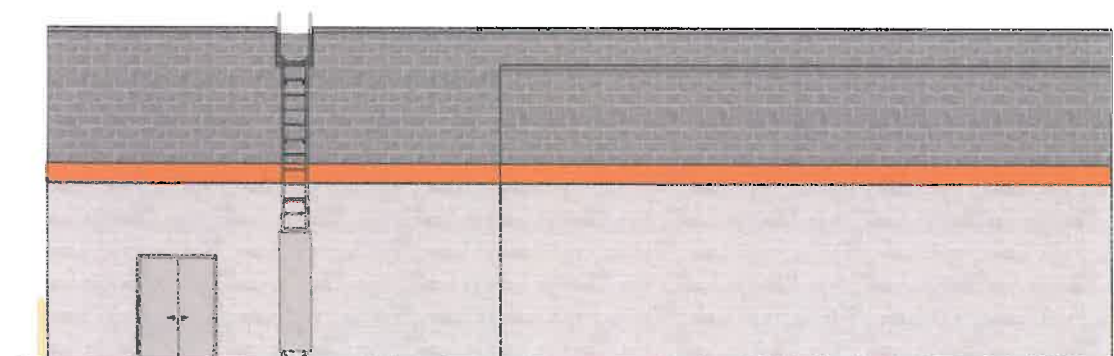
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SCALE: NTS



2 WEST ELEVATION
SCALE: NTS

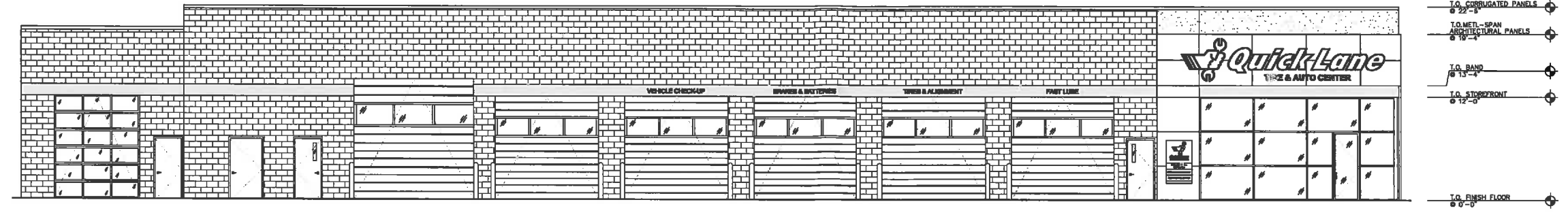


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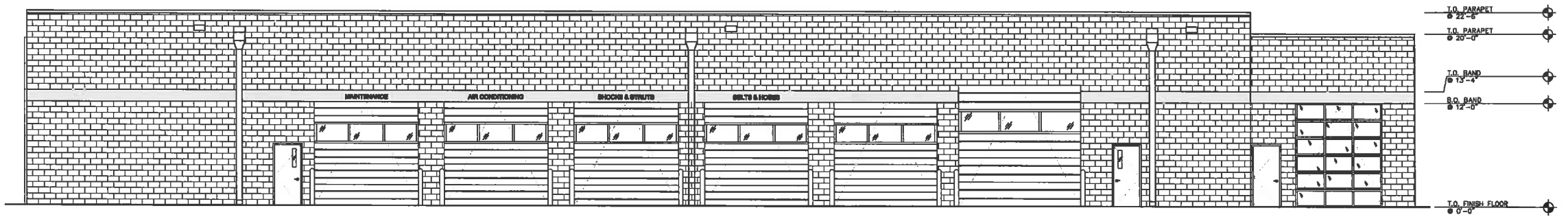


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SCALE: NTS

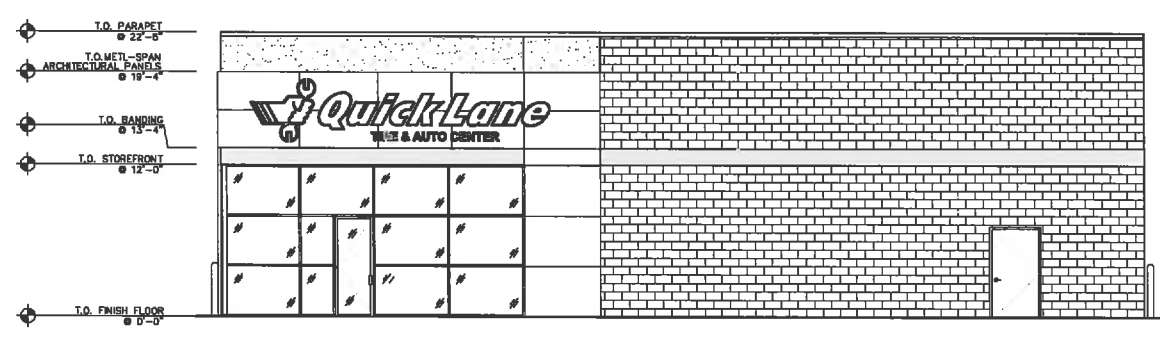
CONSULTANTS:



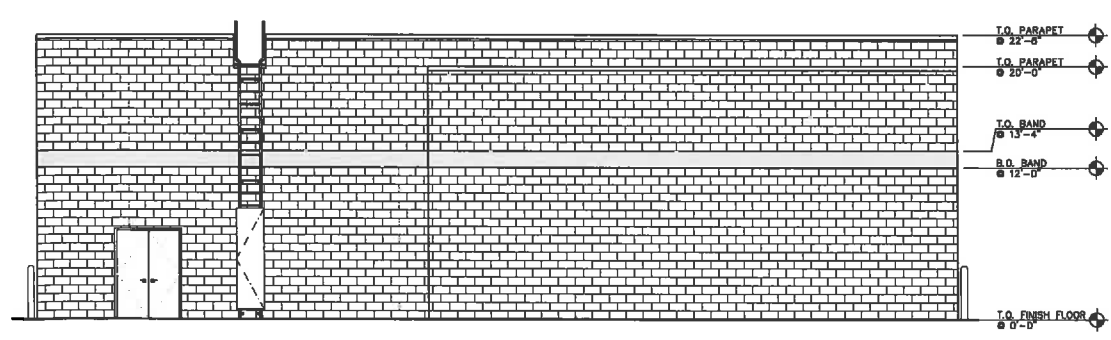
1 FRONT ELEVATION
A5 3/16"=1'-0"



2 FRONT ELEVATION
A5 3/16"=1'-0"



3 SIDE ELEVATION
A5 3/16"=1'-0"



4 SIDE ELEVATION
A5 3/16"=1'-0"

Quick Lane
TIRE & AUTO CENTER
QUICK LANE
E. HIGHWAY 50
CLERMONT, FL 34711

NEW CONSTRUCTION

SHEET TITLE:
EXTERIOR ELEVATIONS
12-BAY WITH CARWASH

REVISIONS:		
NO.	DATE:	BY:

PROJECT NO: 17180.001
DRAWN BY: JDH

A5(12)

Quick Lane at Ford of Clermont Conditional Use Permit Application

Narrative & Justification Statement

Project Description:

Subject property is a total of 13.39 acres comprised of two parcels of land located on the south side of State Road 50, between S Grand Highway and Sandhill View Boulevard in the city of Clermont. The 4.37-acre parcel where the site improvements are proposed is owned by Deardoff Limited (herein after referred to as Parcel 1). The 9.02-acre parcel with the existing Ford of Clermont automobile dealership and service center is owned by Ford of Clermont Inc. (herein after referred to as Parcel 2).

The parcels are zoned C-2 (General Commercial District) with a future land use map designation of C (Commercial). The developer seeks a conditional use permit to expand the existing uses of the property, which are: "automobile and truck services, carwashes, and automobile, truck, boat and farm equipment sales" and "automobile and truck repair garages; and painting, welding and body shops".

Parcel 1 is part of the existing Ford of Clermont auto dealership and currently serves as unpaved parking for the dealership. The owners wish to develop the property with a 12-bay service building, 1 bay car wash, and paved parking for the dealership. The proposed expansion will provide dedicated space for performing minor service and repairs (oil changes, tires, etc.) and free up the existing 27-bays for performing major service and repairs. No improvements are proposed on Parcel 2, except for ancillary/incidental improvements such as drive aisle connections between the parcels and utility work (water and sewer connections and replacement of the aged water/fire line).

Vehicular access will be through the dealership's existing driveway onto State Road 50 and through the frontage road stub-out and shared driveway onto State Road 50 located in front of the adjacent McCoy Federal Credit Union property. The driveway is also shared with two other commercial uses to the west (Valvoline and Golden Corral). The dealership also connects to a shared access at the rear onto Hooks Street.

The conditional use site plan is attached, which shows the overall layout of the existing and proposed site improvements. Architectural renderings for the new building are also attached.

Conditional Use Permit Evaluation Criteria:

Pursuant to Land Development Code (LDC) Section 86.144.(c), the Planning Commission and City Council may grant by resolution a conditional use permit that meets the following four general criteria and seven specific development standards. In furtherance of this requirement, the applicants' professional land planning and engineering consultant has made the following findings in support of the project:

General Criteria

1. **The granting of the conditional use permit will not adversely affect the officially adopted comprehensive plan of the city;**

Applicant's finding: The development will not adversely affect the City's comprehensive plan. The conditional use permit is requested for the purpose of an established and successful business to expand upon the already existing uses, which are consistent with the properties underlying Commercial future land use map designation and the C-2 zoning district.

2. **Such use will not be detrimental to the health, safety or general welfare of persons residing or working in the vicinity;**

Applicant's finding: The proposed expansion is consistent with the range of services typically provided at an automobile dealership and service center and is consistent with the City's C-2 General Commercial District (LDC Sec. 122-223). The development is located on a state highway and surrounded by commercially zoned and developed properties. Similar uses are located within close proximity to both the west and the east on State Road 50.

3. **The proposed use will comply with the regulations and conditions specified in the codes for such use; and**

Applicant's finding: The development will comply with the regulations and conditions specified for said uses within the City's C-2 General Commercial District (LDC Sec. 122-223).

4. **The proposed use may be considered desirable at the particular location.**

Applicant's finding: The proposed use is an expansion of the existing automobile dealership and service center that is already successfully operating at this particular location.

Specific Development Standards

1. ***Density or intensity, character and type of development.*** The density or intensity, character and type of development shall be in conformance with the city's comprehensive plan, future land use map, future land use district designation and zoning district classification.

Applicant's finding: The proposed expansion is consistent with the character and type of development that is allowed within the City's land use and zoning classifications of Commercial and C-2 General Commercial District, respectively, which allow a maximum density of 12 du/ac (none proposed) and a maximum intensity of 0.25 FAR and 0.80 ISR. There are no residential units proposed and the conditional use permit site plan shows the project's proposed increase in intensity by 10,919 sq.ft. for a total of 70,568 sq.ft. of building area on 13.40 acres (0.12 FAR).

2. ***Compatibility of development.*** The compatibility of the development with terrain and surrounding development as to type and size of unit and height shall be considered. The development shall be so located and designed to avoid undue noise, odor, traffic or other nuisances and dangers to abutting property owners.

Applicant's finding: The development is compatible with the terrain and surrounding development pattern. The proposed expansion area already serves as grass parking for the existing automobile dealership. There are no known complaints of nuisances or dangers to abutting property owners. The expansion will utilize existing driveway connections (no new curb cuts) and stormwater runoff will be treated and released at pre-development rates.

3. ***Transportation.*** The city transportation system or streets must be of sufficient width and capacity to serve the demands created by the development. Dedication of rights-of-way, frontage or reverse frontage roads and other necessary improvements shall be considered and addressed.

Applicant's finding: The right-of-way and street widths are adequate to serve the project. The developer is proposing to access the site via the existing automobile dealership's access and will construct the cross connection to the existing frontage road that serves three commercial sites to the west.

4. ***Utilities.*** Sanitary sewer, potable water, reuse water, fire hydrants and other utilities must be available and have capacity to serve the development. For commercial or industrial development, the quality of the wastewater must be in conformance with section 66-76 et seq.

Applicant's finding: City utilities are available to serve the development. Potable water and sewer exist on the adjacent automobile dealership. The owners will install water and fire service connections as needed to serve the development, including replacement of the aging water main that runs down the west side of Parcel 2. Wastewater discharge shall comply with the requirements of Code Section 66-76.

5. ***Stormwater management.*** The capability, capacity and location of the city storm sewer system for serving the development must be considered, as well as adequacy of project design to provide retention and positive outfall of stormwater.

Applicant's finding: The development does not outfall into a City-maintained system. It drains into the FDOT right-of-way. The project's design will abide by all of the stormwater release rate and volume criteria of FDOT, SJRWMD, and the City.

The rates and volumes of water to be discharged from the property were anticipated in the design of FDOT's SR 50 drainage system. The project is not anticipated to overburden any downstream drainage systems.

The project will include an outfall structure to allow its permitted discharges, as well as allowing runoff from storms greater than the design storm to exit the site without creating adverse on-site flooding conditions.

6. **Site planning.** The development shall be planned and designed to consider:
- a. Effectiveness of plotting or building layout (street patterns, required yards, etc.).
 - b. Orientation of units (setback, open space).
 - c. Avoidance of environmentally sensitive areas (floodplain, steep slopes, unstable soil, drainage or wetland areas).
 - d. Consideration of visual resources (view and aesthetics).
 - e. Landscaping, buffering and screening (for privacy and to screen parking or undesirable features).
 - f. Provision of open space areas or private recreation areas.
 - g. Off-street parking and loading areas, where required, with particular attention to noise, glare or odor as they may affect adjoining properties. Adequate off-street parking shall be provided in conformance with city codes. Residential construction must be provided with required off-street parking in all districts.
 - h. Ingress and egress to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic flow and control and access in case of fire. Access to refuse collection areas shall be provided.

Applicant's finding: All of these items have been taken into consideration in the planning and design of the development. The building location is similar to other buildings along the corridor. The stormwater pond will be located to the rear of the site, along with underground chambers within the parking lot as shown on the site plan. There is only one row of parking in front of the building. Site access is via existing driveways as discussed in previous findings above, in order to minimize impacts on traffic flow and provide for safe and convenient vehicular circulation within the development. Sidewalks are provided for pedestrian safety and interconnectivity to the abutting street.

7. **Solid waste disposal.** For commercial and industrial development, the capacity to dispose of solid waste, with particular reference to any hazardous wastes generated.

Applicant's finding: There is adequate capacity to dispose of domestic solid waste from the development. Hazardous waste disposal to be consistent with all regulatory rules and regulations.

Prepared by:
AVID Group



Peter Pensa, AICP
Director of Planning



**CONDITIONAL USE PERMIT (CUP)
APPLICATION**

DATE: 8/31/17

FEE: \$845
+ cost of advertisement

PROJECT NAME (if applicable): Quick Lane @ Ford of Clermont

APPLICANT: AVID Group

CONTACT PERSON: Peter Pensa, AICP

Address: 2300 Curlew Road, Suite 201

City: Palm Harbor State: FL Zip: 34683

Phone: 727-234-8015 (cell) Fax: N/A

E-Mail: peter.pensa@avidgroup.com

OWNER: (1) Deardoff Limited & (2) Ford of Clermont Inc.

Address: 1850 E Merritt Island Causeway

City: Merritt Island State: FL Zip: 32952

Phone: 321-452-9285 Fax: N/A

Address of Subject Property: (1) TBD & (2) 1101 E Hwy 50, Clermont, FL 34711

General Location: South side of State Road 50, between Grand Highway and Sandhill View
Boulevard.

Legal Description (include copy of survey): see attached legal description

Land Use (City verification required): C (Commercial)

Zoning (City verification required): C-2 (General Commercial)





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

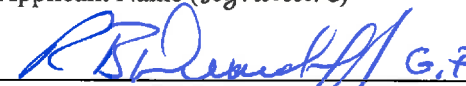
Detailed Description of request (What are you proposing to do and why is it appropriate for this location? Attach additional page is necessary.

See attached project narrative & justification statement.

Peter Pensa, AICP, Director of Planning,
Applicant Name (print) AVID Group

R.B. Deardoff
Owner Name (print) Deardoff Limited

X 
Applicant Name (signature)

X  G.P.
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
Development Services Department
685 W. Montrose St.
P.O. Box 120219
Clermont, FL. 34712-021 9
(352) 394-4083 Fax: (352) 394-3542



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

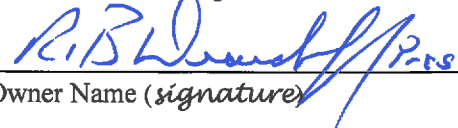
Detailed Description of request (What are you proposing to do and why is it appropriate for this location? Attach additional page is necessary.

See attached project narrative & justification statement.

Peter Pensa, AICP, Director of Planning,
Applicant Name (print) AVID Group

R. B. Deardo ff
Owner Name (print) Ford of Clermont Inc.

X 
Applicant Name (signature)

X 
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
Development Services Department
685 W. Montrose St.
P.O. Box 120219
Clermont, FL. 34712-021 9
(352) 394-4083 Fax: (352) 394-3542

LETTER OF AUTHORIZATION

To Whom It May Concern:

This letter does hereby authorize AVID Group to act as our agent for and with all regulatory agencies, departments, and their personnel for the City of Clermont, Lake County, Florida Department of Economic Opportunity, Florida Department of Transportation, St. Johns River Water Management District, Florida Department of Environmental Protection, US Army Corps of Engineers, and any other utility providers or regulatory agencies in an effort to receive all approvals necessary for developing the proposed project on an approximately 9.38 acres, m.o.l. tract that is generally located on the south side of State Road 50, between Grand Highway and Sandhill View Boulevard in the City of Clermont (annexation proposed), Lake County, Florida.

Parcel ID Number:	Site Acreage	Street Address (if assigned):
09-22-26-130502300001	9.38 acres m.o.l.	1101 E Highway 50 Clermont, FL 34711

Property Owner:

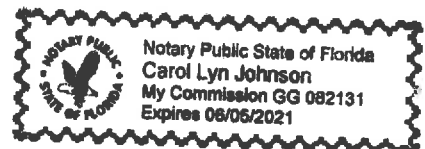
R.B. Deardorff
Name: R.B. Deardorff
Title: President
Ford of Clermont Inc.
1850 E Merritt Island Causeway
Merritt Island, FL 32952-2665

STATE OF Florida COUNTY OF Brevard On
this the 16 day of Aug 2017 before me, the undersigned Notary Public of
the State of Florida, personally appeared R.B. Deardorff and whose
name(s) is/are subscribed to the within instrument, and acknowledge that he/she/they executed
it. The individual(s) are ☒ personally known to me, or ☐ presented the following
identification: _____.

WITNESS MY HAND AND SEAL:

NOTARY SEAL &
COMMISSION EXPIRATION:

Carol Lyn Johnson
NOTARY SIGNATURE



LETTER OF AUTHORIZATION

To Whom It May Concern:

This letter does hereby authorize AVID Group to act as our agent for and with all regulatory agencies, departments, and their personnel for the City of Clermont, Lake County, Florida Department of Economic Opportunity, Florida Department of Transportation, St. Johns River Water Management District, Florida Department of Environmental Protection, US Army Corps of Engineers, and any other utility providers or regulatory agencies in an effort to receive all approvals necessary for developing the proposed project on an approximately 4.14 acres, m.o.l. tract that is generally located on the south side of State Road 50, between Grand Highway and Sandhill View Boulevard in the City of Clermont (annexation proposed), Lake County, Florida.

Parcel ID Number:	Site Acreage	Street Address (if assigned):
09-22-26-130502300000	4.14 acres m.o.l.	No Address, State Road 50 Clermont, FL 34711

Property Owner:


Name: R.B. Deardoff
Title: General Partner
Deardoff Limited
1850 E Merritt Island Causeway
Merritt Island, FL 32952-2665

STATE OF Florida COUNTY OF Brevard On
this the 16 day of Aug 20 17 before me, the undersigned Notary Public of
the State of Florida personally appeared R.B. Deardoff and whose
name(s) is/are subscribed to the within instrument, and acknowledge that he/she/they executed
it. The individual(s) are ☒ personally known to me, or ☐ presented the following
identification: _____.

WITNESS MY HAND AND SEAL:

NOTARY SEAL &
COMMISSION EXPIRATION:


NOTARY SIGNATURE



LEGAL NOTICE

Notice is hereby given that the City of Clermont will consider a Conditional Use Permit to allow for the expansion of an automotive dealership in the C-2 General Commercial zoned district.

LOCATION

Ford of Clermont 1101 East Highway 50.
Alternate Key 1103924, 1648343,

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

This request will be considered by the Planning & Zoning Commission on Tuesday, October 3, 2017 at 6:30pm.

A public meeting to consider the request will be held before the City Council on Tuesday, November 14, 2017 at 6:30pm.

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 Howe, MMC
City Clerk

Daily Commercial
September 26, 2017
November 7, 2017

CITY OF CLERMONT
RESOLUTION NO. 2017-52

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLERMONT,
LAKE COUNTY, FLORIDA, GRANTING A CONDITIONAL USE
PERMIT TO ALLOW FOR AN EXPANSION OF AN AUTOMOTIVE
DEALERSHIP IN THE C-2 COMMERCIAL ZONING DISTRICT.**

WHEREAS, the Planning and Zoning Commission of the City of Clermont, Lake County, Florida at a meeting held October 3, 2017 recommended approval of this Conditional Use Permit to allow for an automotive dealership expansion, at the following location:

LOCATION:
1101 East Highway 50.

WHEREAS, the granting of this Conditional Use Permit will not adversely affect the officially adopted Comprehensive Plan of the City; such use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity; the proposed use will comply with the regulations and conditions specified in the codes for such use; and the proposed use may be considered desirable at the particular location;

WHEREAS, the applicant has applied for a Conditional Use Permit to allow an automotive dealership expansion in the Commercial Zoning District;

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 an automotive dealership expansion in the C-2 Commercial zoning district; be granted subject to the following 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, additions to the use, or additions to the facility shall be permitted except as approved by another Conditional Use Permit.
3. The property shall be developed in substantial accordance with the conceptual site plan dated August 31st 2017 prepared by Avid Group; incorporating all conditions of this Conditional Use Permit. Said plans shall be submitted for review and approval of

CITY OF CLERMONT
RESOLUTION NO. 2017-52

the Site Review Committee prior to authorization and issuance of a development permit.

4. 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 Regulations and those of other appropriate jurisdictional entities.
5. Prior to the issuance of any permits, the applicant shall be required to submit formal site plans for review and approval by the City of Clermont Site Review Committee. The site plans shall meet all submittal requirements and comply with the conditions of this Resolution, applicable City Codes, Regulations, Ordinances, and provide compliance with the adopted City Comprehensive Plan, as amended .
6. The final Certificate of Occupancy shall not be issued until each of the stated conditions has been met.
7. 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.
8. The Conditional Use Permit must be executed and filed in the office of the City Clerk within 90 days of its date of grant by the City Council or the permit shall become null and void.
9. This permit shall become null and void if substantial construction work has not begun within two (2) years of the date of this Conditional Use Permit is executed and signed by the permittee. "Substantial construction work" means the commencement and continuous prosecution of construction of required improvements ultimately finalized at completion.

CITY OF CLERMONT
RESOLUTION NO. 2017-52

Section 2 - Site Preparation

1. The applicant shall submit a grading and erosion control plan for the site during the site plan review process that must be approved by the Site Review Committee prior to initiation of development activity.
2. Noise levels during construction shall not exceed those recommended by the Florida Department of Environmental Protection. Any vibratory compaction shall be limited to the hours of 8:00 A.M. to 6:00 P.M. Monday through Saturday only. Vibrations shall be limited to avoid any damages to neighboring persons or properties. Heavy Equipment and normal work operations will be allowed on the site between the hours of 7:00 A.M. and 7:00 P.M. Monday through Saturday. Heavy Equipment or heavy machinery engines will not be started earlier than 7:00 A.M. on any approved workday.
3. All excavated material shall be stored in a location approved by the City Engineer.
4. The permittee/developers shall seed and mulch or sod all disturbed areas that are not to be developed within 30 days.
5. A dust abatement plan shall be submitted to the City detailing measures to be taken in eliminating the migration of dust particles from the site.
6. All areas being modified to a slope of three (3) horizontal to one (1) vertical (3:1), such as water retention areas, shall be sodded.
7. Ingress/egress to the site for construction shall be as approved by the City Site Review Committee.

Section 3 - Transportation Improvements

1. Right-of-way shall be dedicated along Hook Street so as to create 50 feet of right-of-way from the centerline of the existing right-of-way. If the right of way is not needed for the construction of Hook St. it will be returned to Rolling Hills Ford.
2. Driveway access shall be provided from the current frontage

CITY OF CLERMONT
RESOLUTION NO. 2017-52

road to the main entrance of the dealership. When the vacant lot (Phase 5) is developed, unobstructed driveway access shall be provided between the frontage road and the main entrance to the dealership.

Section 4 -Site Improvements/Landscaping

1. Architectural finish, building, and landscape design plans for the project shall be submitted to and approved by the Site Review Committee.
2. Landscaping shall be brought up to current code. Parking lot landscaping shall be provided for public and employee parking areas, but not for inventory or service parking areas.
3. All required landscaping shall be irrigated and maintained according to code in perpetuity.
4. Irrigation shall be provided by irrigation well.
5. Sidewalks shall be provided along S.R. 50.

Section 5 - Utilities

1. Install grease trap or oil and grease separators to serve car wash, Quick lube and other locations as determined by the Public Works Director.
2. New and existing facilities shall connect to City water and sewer systems. Connection to the City sewer system shall be made at the time of Hook St. construction or when a sewer line is available along the Hook St. frontage, whichever occurs first.
3. A 10" water main shall be installed along the west property boundary from the northwest corner of the property to Hook St.

CITY OF CLERMONT
RESOLUTION NO. 2017-52

DONE AND RESOLVED by the City Council of the City of Clermont, Lake County, Florida, this 14th day of November, 2017.

CITY OF CLERMONT

Gail L. Ash, Mayor

ATTEST:

Tracy Ackroyd Howe, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney

CUP 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, additions to the use, or additions to the facility shall be permitted except as approved by another Conditional Use Permit.
3. The property shall be developed in substantial accordance with the conceptual site plan dated August 31st 2017 prepared by Avid Group; incorporating all conditions of this Conditional Use Permit. Said plans shall be submitted for review and approval of the Site Review Committee prior to authorization and issuance of a development permit.
4. 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 Regulations and those of other appropriate jurisdictional entities.
5. Prior to the issuance of any permits, the applicant shall be required to submit formal site plans for review and approval by the City of Clermont Site Review Committee. The site plans shall meet all submittal requirements and comply with the conditions of this Resolution, applicable City Codes, Regulations, Ordinances, and provide compliance with the adopted City Comprehensive Plan, as amended.
6. The final Certificate of Occupancy shall not be issued until each of the stated conditions has been met.
7. 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.
8. The Conditional Use Permit must be executed and filed in the office of the City Clerk within 90 days of its date of grant by the City Council or the permit shall become null and void.
9. This permit shall become null and void if substantial construction work has not begun within two (2) years of the date of this Conditional Use Permit is executed and signed by the permittee. "Substantial construction work" means the

commencement and continuous prosecution of construction of required improvements ultimately finalized at completion.

Section 2 - Site Preparation

1. The applicant shall submit a grading and erosion control plan for the site during the site plan review process that must be approved by the Site Review Committee prior to initiation of development activity.
2. Noise levels during construction shall not exceed those recommended by the Florida Department of Environmental Protection. Any vibratory compaction shall be limited to the hours of 8:00 A.M. to 6:00 P.M. Monday through Saturday only. Vibrations shall be limited to avoid any damages to neighboring persons or properties. Heavy Equipment and normal work operations will be allowed on the site between the hours of 7:00 A.M. and 7:00 P.M. Monday through Saturday. Heavy Equipment or heavy machinery engines will not be started earlier than 7:00 A.M. on any approved workday.
3. All excavated material shall be stored in a location approved by the City Engineer.
4. The permittee/developers shall seed and mulch or sod all disturbed areas that are not to be developed within 30 days.
5. A dust abatement plan shall be submitted to the City detailing measures to be taken in eliminating the migration of dust particles from the site.
6. All areas being modified to a slope of three (3) horizontal to one (1) vertical (3:1), such as water retention areas, shall be sodded.
7. Ingress/egress to the site for construction shall be as approved by the City Site Review Committee.

Section 3 - Transportation Improvements

1. Right-of-way shall be dedicated along Hook Street so as to create 50 feet of right-of-way from the centerline of the existing right-of-way. If the right of way is not needed for the construction of Hook St. it will be returned to Rolling Hills Ford.
2. Driveway access shall be provided from the current frontage road to the main entrance of the dealership. When the vacant lot (Phase 5) is developed, unobstructed driveway access shall be provided between the frontage road and the main entrance to the dealership.

Section 4 -Site Improvements/Landscaping

1. Architectural finish, building, and landscape design plans for the project shall be submitted to and approved by the Site Review Committee.
2. Landscaping shall be brought up to current code. Parking lot landscaping shall be provided for public and employee parking areas, but not for inventory or service parking areas.
3. All required landscaping shall be irrigated and maintained according to code in perpetuity.
4. Irrigation shall be provided by irrigation well.
5. Sidewalks shall be provided along S.R. 50.

Section 5 - Utilities

1. Install grease trap or oil and grease separators to serve car wash, Quick lube and other locations as determined by the Public Works Director.
2. New and existing facilities shall connect to City water and sewer systems. Connection to the City sewer system shall be made at the time of Hook St. construction or when a sewer line is available along the Hook St. frontage, whichever occurs first.
3. A 10" water main shall be installed along the west property boundary from the northwest corner of the property to Hook St.



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date	
Tuesday, November 28, 2017	
Agenda Item Name	
Ordinance No. 2017-49 <i>Final</i> <i>The Shops at Waterbrooke</i>	
Requested Action	
Recommend approval of Ordinance 2017-49	
Staff Report	
The applicant is requesting a rezoning from Urban Estate to Planned Unit Development (PUD). A portion of this project was subject to a rezoning request earlier this year, however, the applicant requested a withdrawal to further refine the development plans and work with staff on the Hooks Street extension and alignment. The applicant has made changes and improvements to the original plan and is seeking a rezoning to a Planned Unit Development (PUD) for the subject property that consists of 45 +/- acres. The property is south of SR 50 at the intersection of Emil Jahna Road and SR 50. The property has over 1,500 lineal feet of frontage on SR 50. The subject property consists of the existing FDOT stormwater pond and the applicant's property. If the zoning is approved, the applicant will relocate the existing stormwater pond to the rear of the property. FDOT is aware of the applicant's proposal and has not objected. The applicant is requesting the northern portion of their site along with FDOT's parcel be used for a commercial shopping center consisting of retail and restaurant uses while the southern portion will be comprised of Hooks Street and a townhome development. The proposed commercial uses would be limited to the uses permitted under the C-2 General Commercial zoning with no automotive dealerships or other automotive uses allowed. Lot 5 would also permit a gas station/convenience store. The applicant is proposing a total commercial building area of up to 162,000 square feet. The applicant has submitted a conceptual site plan, as prepared by Lochrane Engineering, dated Oct. 19, 2017, showing the configuration of 5 commercial lots with proposed buildings. The largest lot, lot 1 with 18 +/- acres, will consist of three (3) buildings that will exceed 20,000 square feet but no more than 45,000 square feet. The applicant has identified these buildings on the plan as A, C, and E. The other buildings on the lot will be 20,000 square feet or less. The four (4) out parcels, lots 2-5, are on much smaller lots and will consist of single buildings and users. The remaining portion of the project will consist of Hooks Street, Emil Jahna Road, an open space tract, and a residential portion consisting of up to 85 townhomes. The developer has agreed to construct their portion of Hooks Street and dedicate the necessary right-of-way. The applicant has identified six waivers to the Land Development Code in order to develop the site. The waivers to be considered are: (1) a reduction in the required number of dumpster pads from 22 to 10, (2) a reduction in the required number of loading zones from 16 to 12, (3) maximum grade change from 15 feet to 30 feet, primarily due to the filling of the existing FDOT pond and relocation with the addition of a small depressed area south of the existing stormwater pond, (4) a shared 10 foot interior landscaping buffer between abutting property boundaries, (5) one additional multi-tenant sign, and (6) allow buildings to occupy more than 20,000 square feet of floor space, up to a maximum building floor space of 45,000 square feet. These areas on the conceptual plan have been depicted on the attached waiver map.	

Staff understands the very nature of the PUD zoning district allows for waivers to the Land Development Code for flexible development purposes. Staff has worked with the applicant in identifying areas on the original site plan that were adjusted to reduce the waiver requests and the site plan has undergone several revisions to accommodate these changes. Staff has reviewed the waivers and agrees that a majority of the waivers presented have been granted in the past with previous developments and staff is able to support the waivers. The Planning and Zoning Commission voted 5-1 in favor of approval of the rezoning request.

Staff has reviewed the applicant's request for a rezoning from Urban Estate to PUD zoning. The Future Land Use is Commercial and the applicant's proposal reflects uses appropriate in this land use. Staff believes the proposal meets the standards in regards to Section 122-315, Review Criteria for a PUD. Therefore, staff recommends approval of Ordinance 2017-49 for a PUD with the conditions contained in the ordinance.

Additional Analysis

Fiscal Impact Summary

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)

- | | |
|-------------------------|---|
| 1. Ordinance 2017-49 | 2017-49 Shops at Waterbrooke.doc |
| 2. Maps | Shops at WaterBrooke 2 Maps.pdf |
| 3. Conceptual Site Plan | Clermont Property Rezoning Plan Final.pdf |
| 4. Waiver Map | Waiver Map.pdf |
| 5. Sample Elevations | A001 WaterBrooke Elevations 20170907.pdf |
| 6. FDOT Letter | FDOT Rezoning Letter.pdf |
| 7. App | The Shops At Waterbrooke 2 App.pdf |
| 8. Legal ad | REZ Shops at WaterBrooke 2 legal ad.docx |

CITY OF CLERMONT
ORDINANCE No. 2017-49

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.

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

SECTION 1:

The Official Zoning Map of the City of Clermont, Lake County, Florida referred to in Chapter 122 of Ordinance No. 289-C, Code of Ordinances, is hereby amended by rezoning the following described property:

LEGAL DESCRIPTION

OVERALL DESCRIPTION

THAT PORTION OF THE EAST 222.00 FEET OF THE SE $\frac{1}{4}$ OF NW $\frac{1}{4}$ TOGETHER WITH A PORTION OF THE SW $\frac{1}{4}$ OF NE $\frac{1}{4}$, ALL LYING IN SECTION 27, TOWNSHIP 22 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, BEING MORE PARTICULARY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH $\frac{1}{4}$ CORNER OF SECTION 27, TOWNSHIP 22 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, RUN S 00°30'12" W. ALONG THE WEST LINE OF THE NORTHEAST $\frac{1}{4}$ OF SAID SECTION 27, A DISTANCE OF 1363.52 FEET TO A POINT ON THE RIGHT OF WAY LINE OF STATE ROAD 50, PER F.D.O.T. RIGHT OF WAY MAP SECTION 11070-2505, THIS BEING THE POINT OF BEGINNING: THENCE RUN S 89°06'29" E, ALONG SAID SOUTH RIGHT OF WAY LINE. A DISTANCE OF 1308.00 FEET TO A POINT ON THE EAST LINE OF THE SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 27; THENCE RUN S 00°25'59" W. ALONG SAID EAST LINE, A DISTANCE OF 1293.07 FEET, TO THE SOUTHEAST CORNER OF THE SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SAID SECTION 27, THENCE RUN N 88°58'56" W. ALONG THE SOUTH LINE OF THE SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SAID SECTION 27, A DISTANCE OF 1309.61 FEET TO THE SOUTHWEST CORNER OF SAID SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$; THENCE RUN N 88°58'56" W. ALONG THE SOUTH LINE OF THE SOUTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ OF SAID SECTION 27, A DISTANCE OF 222.01 FEET TO A POINT, 222.00 FEET, WESTERLY OF , WHEN MEASURED PERPENDICULAR TO THE WEST LINE OF THE SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SAID SECTION 27; THENCE RUN N 00°30'12"E. ALONG A LINE PARALLEL WITH THE WEST LINE OF THE SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SAID SECTION 27, A DISTANCE OF 1289.70 FEET TO A POINT ON THE AFORESAID SOUTH RIGHT OF WAY LINE; THENCE RUN S 89°06'29" E, ALONG SAID SOUTH RIGHT OF WAY LINE, A DISTANCE OF 222.00 FEET TO THE POINT OF BEGINNING.

CITY OF CLERMONT
ORDINANCE No. 2017-49

CONTAINING 45.38 ACRES, MORE OR LESS.

Alternate Keys 3868854 & 3868851

From: Urban Estate (UE)
To: Planned Unit Development (PUD)

SECTION 2:

All Ordinances or parts of this Ordinance in conflict herewith are hereby repealed.

SECTION 3:

Should any Section or part of this Section be declared invalid by any court of competent jurisdiction, such adjudications shall not apply to or affect any other provision of this Ordinance, except to the extent that the entire Section or part of the Section may be inseparable in meaning and effect from the Section to which such holding shall apply.

SECTION 4:

The provisions of this Ordinance shall be effective as provided by law.

SECTION 5: General Conditions:

This application for a Planned Unit Development to allow for a multi-tenant commercial development with C-2 General Commercial uses along with residential dwelling units, be granted subject to the following conditions:

1. The conditions as set forth in this Planned Unit Development shall be legally binding upon any heirs, assigns and successors in title or interest.
2. The property shall be developed in substantial accordance with the Site Plan prepared by Lochrane Engineering, dated October 19, 2017. The City Manager or authorized designee, will have the right to administratively approve revisions to the Site Plan, including the configuration of buildings, provided no building will exceed 45,000 square feet and the overall square footage of the commercial site does not exceed 162,000 square feet. Formal construction plans incorporating all conditions stated in this permit shall be submitted for review and approved by the Site Review Committee prior to the issuance of a zoning clearance or other development permits.
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 Regulations and those of other appropriate jurisdictional entities.

CITY OF CLERMONT
ORDINANCE No. 2017-49

4. An environmental assessment addressing habitat and species shall be submitted to the City during the construction plans approval stage of each phase of the project. Applicable permits for any gopher tortoises and associated burrow commensal species or other threatened or endangered species found on the property must be received from the appropriate regulatory agencies prior to the initiation of development activity.
5. Fiber optic conduit and pull boxes may be required to be installed by the developer in the utility easements to extend the City's fiber optic network. The City will reimburse the developer at 100 percent for all costs including design, permitting, materials, and construction of the fiber optic conduit and pull boxes. At the time of site plan review, the City's Information Technology Director or authorized designee will make this determination.
6. Easements shall be provided on any existing and proposed utilities that the City will own and maintain at no expense to the City.

SECTION 6: Land Uses and Specific Conditions:

1. A total of up to 162,000 square feet of C-2 General Commercial Uses shall be allowed on Lots 1 through 5, as shown on the site plan. Lot 5 may also allow a gas station/convenience store. No automotive dealerships or other automotive uses shall be permitted.
2. The required number of dumpster pads have been reduced from 22 to 10. A minimum of one dumpster pad on each of the Lots 2 through 5 and one pad or compactor for each retail building on Lot 1. The City's Code Enforcement will monitor and enforce through Section 114-8 - Solid Waste Collection Services.
3. The required number of loading zones have been reduced from 16 to 12. A minimum of one loading berth on each of the Lots 2 through 5 and one for buildings 30,000 and under, and two for buildings greater than 30,000 square feet.
4. The project may have elevation changes of up to 30 feet with regards to filling an existing depression area south of the existing Florida Department of Transportation (FDOT) stormwater system and with the filling and relocation of existing FDOT stormwater system. These changes will be submitted to the City Engineer at the time of final engineering showing the extent of the cut and fill.
5. Interior landscape buffers between abutting property boundaries may have a shared 10 foot wide landscape buffer with a 5 foot wide buffer on each lot to achieve a minimum 10 foot wide buffer. If the shared landscape buffer is not maintained to City standards, both lot owners will be held liable for the deficiencies.
6. All required landscape buffers shall have an additional 30 percent more plant material, which includes trees and shrubs, to enhance the site.

CITY OF CLERMONT
ORDINANCE No. 2017-49

7. Three buildings; A, C, and E, may be greater than 20,000 square feet but no more than 45,000 square feet, as shown on the site plan. The applicant has the ability to reduce these buildings so long as the overall square footage of the entire site does not exceed 162,000 square feet.
8. By virtue of the transportation system needs for the project, the developer shall dedicate on the final plat and/or commercial site plan, a 100-foot right-of-way for Hooks Street within the project boundary, from the western property line through the property towards to east, terminating in the southeast corner of the property boundary. In addition to this 100-foot right-of-way, additional land necessary to accommodate temporary construction easements; not to exceed 100 feet in width, shall be provided. The slope easement shall be identified at preliminary plat and/or preliminary commercial site plan review and shown on the final plat/commercial site plan. The developer shall coordinate with the County and City on alignment and grading of Hooks Street. The slope easement width will be adjusted with design plans approved by the County and the City. This will be required prior to the first Certificate of Occupancy for the site.
9. The developer will agree to construct that segment of Hooks Street lying within the property boundaries in exchange for impact fee credits or other consideration as outlined in an agreement with the City and Lake County. This will be completed prior to Lot 1 receiving a Certificate of Occupancy.
10. Lots 6 and 7 may have up to 85 dwelling units consisting of fee simple townhomes. Should the developer seek to increase the amount of fee simple town homes, this may be accomplished by decreasing the commercial acreage and increasing the residential acreage, not to exceed a 12 unit to one-acre ratio for density.
11. The table below would be the minimum requirements for the residential townhome portion of the development:

Minimum Lot Area	1,800 Square Feet
Minimum Living Area	1,000 Square Feet
Minimum Lot Width	20 FT
Minimum Lot Depth	90 FT
Minimum Front Building Setback	15 FT
Minimum Front Porch Setback	10 FT
Minimum Front Garage Setback	20 FT
Minimum Side Yard Setback*	5 FT
Setback from Side Street	15 FT
Minimum Rear Yard Setback	20 FT
All other applicable requirements of the City of Clermont R-3 Zoning Code apply	
* Does not apply to interior side yards of attached townhomes	

CITY OF CLERMONT
ORDINANCE No. 2017-49

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12. School concurrency shall be met before final plat approval in accordance with the Comprehensive Plan and Land Development Code.
13. Sidewalks/Streets:
 - a. Sidewalks to be constructed on both sides of residential and commercial streets.
 - b. Streets shall have F-type curb and street pavement must be a minimum 24 feet wide.
 - c. Right-of-way width for residential streets must be a minimum 60 feet.
 - d. A minimum of three (3) pedestrian-oriented ingress and egress walkways shall be installed within the project. The design features that enhance pedestrian safety, efficiency and connectivity with a clear delineation between vehicular areas and pedestrian walkways shall be used. At a minimum, walkways shall connect focal points of pedestrian activity such as, street crossings, building and store entry points and shall feature adjoining landscaped areas that include trees, shrubs, benches, flower beds, ground covers or other such materials for no less than 50 percent of the length of the walkway.
14. Roadway Lighting: The developer shall arrange with the power utility provider for installation of street lights along Hooks Street. The cost of installation shall be paid by the developer and shall be installed at the time of construction of Hooks Street. The developer shall also coordinate with the WaterBrooke development in the installation of street lights along Emil Jahna Road.
15. The development may have one monument sign placed in the eastern open space tract within the State Road 50 corridor. The sign shall be co-branded with the City's brand and the final location and design shall be approved by the City Manager, or authorized designee. The signage may only consist of reference to the Shops of Waterbrooke, the future townhome development and the Waterbrooke/Mattamy development. No individual tenant signs shall be permitted.
16. The existing billboard on site will be removed prior to issuance of first building permit.
17. The development shall comply with all applicable County and Florida Department of Transportation access management requirements.
18. A Tier 3 Traffic Impact Study shall be completed and reviewed by the Lake-Sumter Metropolitan Planning Organization. If the study identifies a deficiency in the Level of Service of transportation facilities due to the proposed project, the developer shall be required to participate in mitigation strategies.

CITY OF CLERMONT
ORDINANCE No. 2017-49

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19. The project shall be developed according to the C-2 General Commercial zoning designation in the Land Development Code, unless expressly stated above.

SECTION 7:

All Ordinances or parts of this Ordinance in conflict herewith are hereby repealed.

SECTION 8:

Should any Section or part of this Section be declared invalid by any court of competent jurisdiction, such adjudications shall not apply to or affect any other provision of this Ordinance, except to the extent that the entire Section or part of the Section may be inseparable in meaning and effect from the Section to which such holding shall apply.

SECTION 9:

This Ordinance shall be published as provided by law, and it shall become law and take effect upon its Second Reading and Final Passage.

CITY OF CLERMONT
ORDINANCE No. 2017-49

CITY OF CLERMONT
ORDINANCE No. 2017-49

PASSED AND ADOPTED by the City Council of the City of Clermont, Lake County, Florida on this 28th day of November, 2017.

CITY OF CLERMONT

Gail L. Ash, Mayor

ATTEST:

Tracy Ackroyd Howe, MMC, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney

Exhibit - Location Map The Shops at WaterBrooke

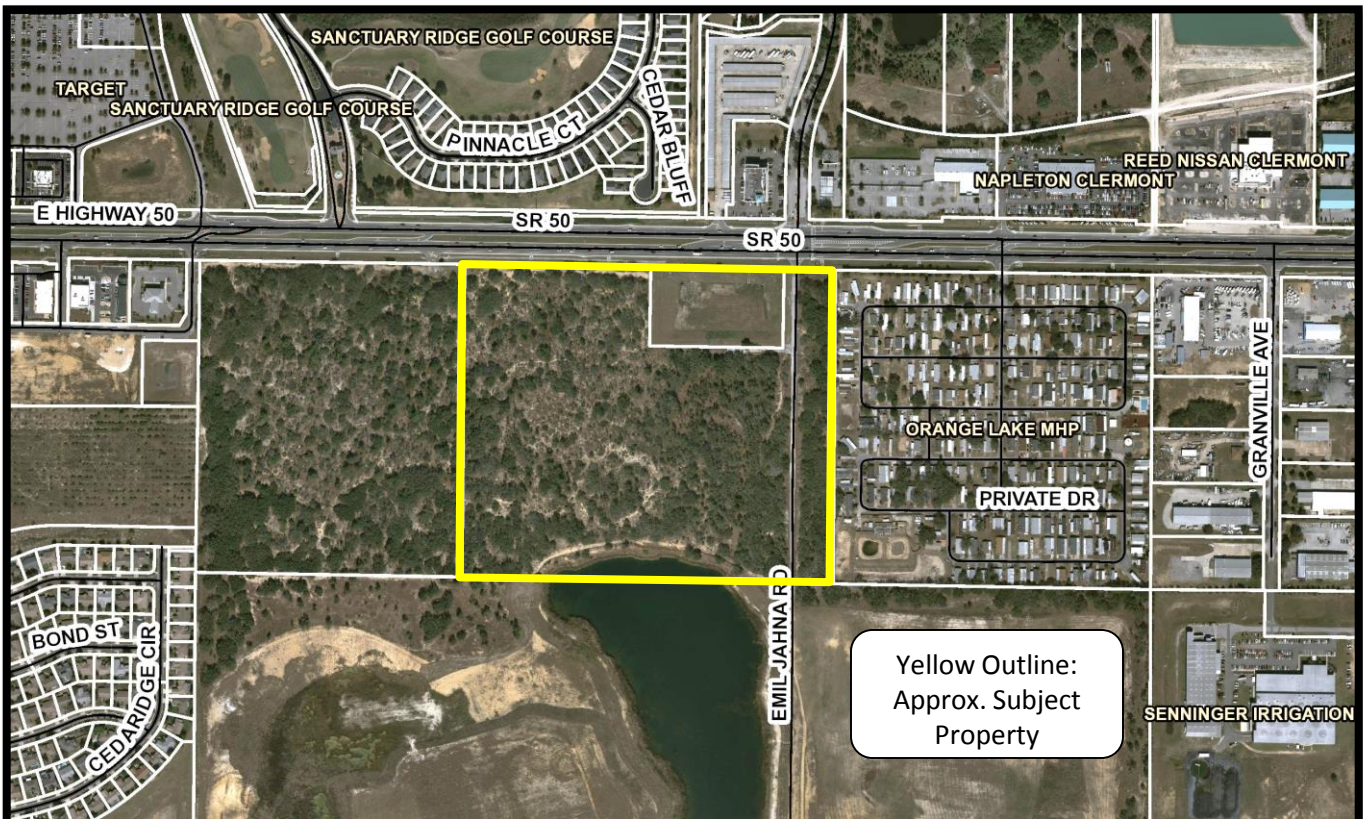
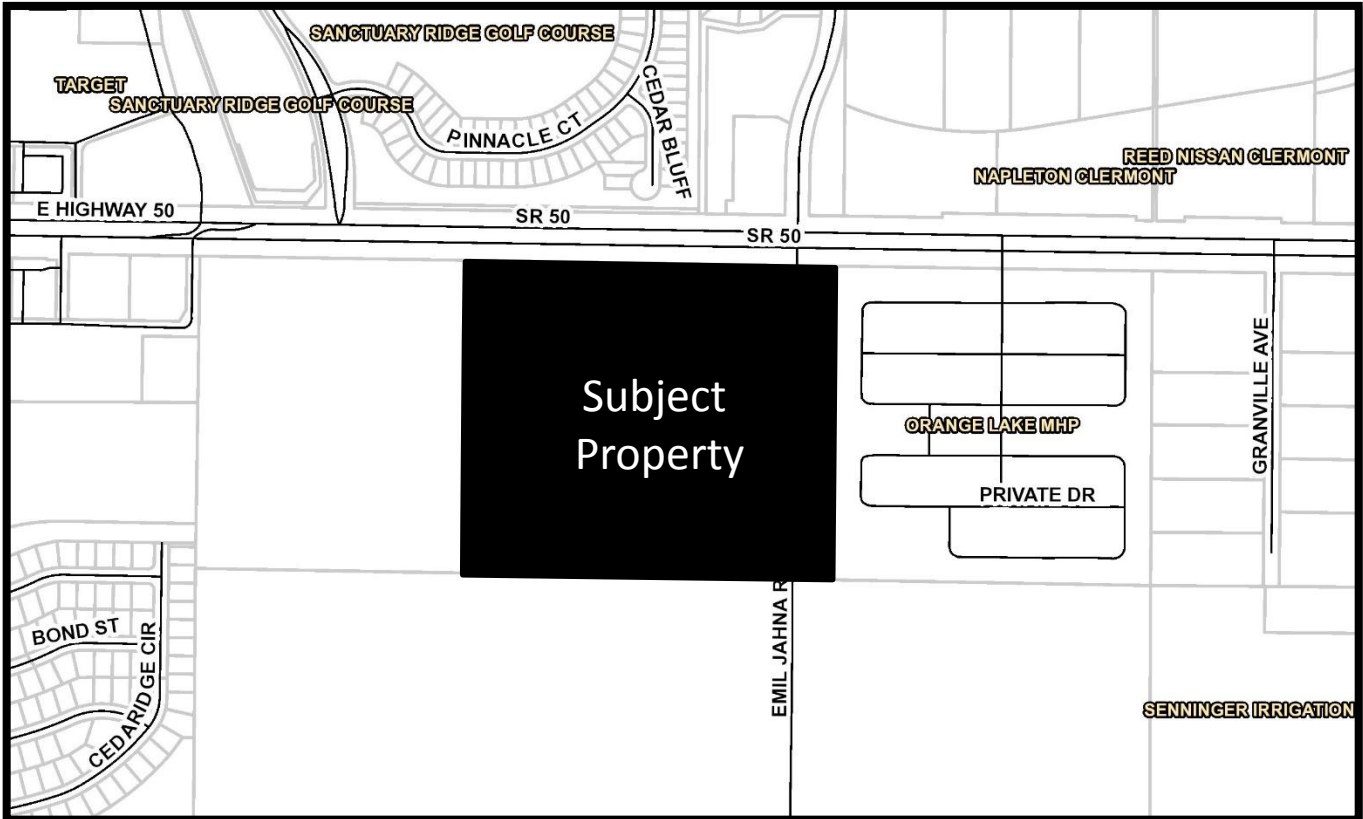
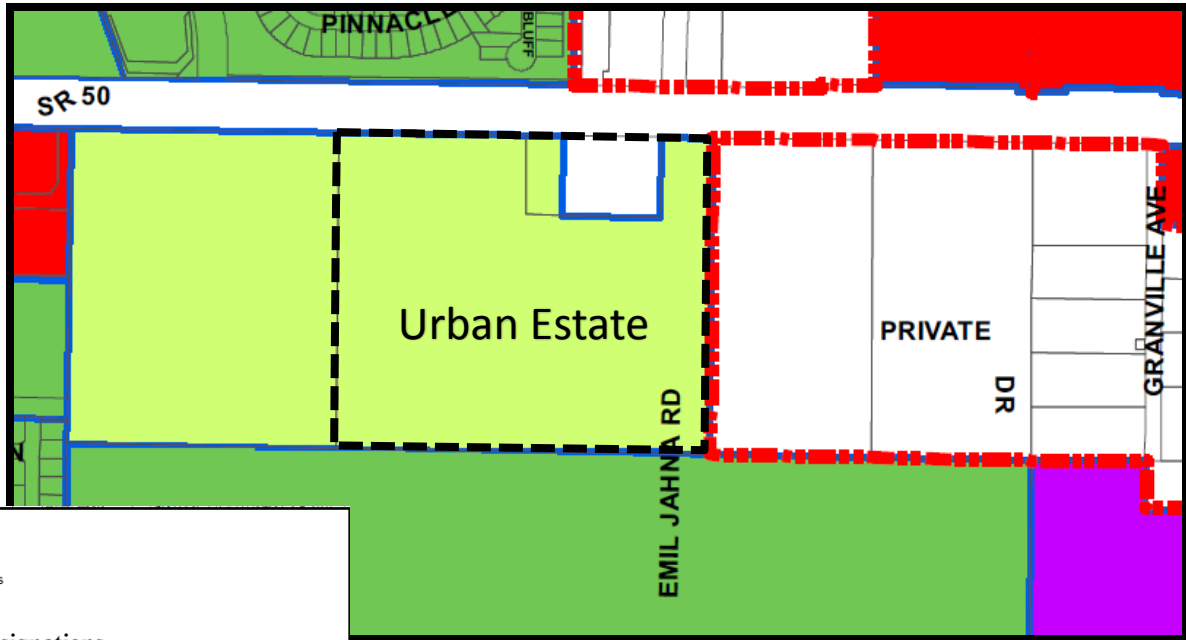


Exhibit – Zoning The Shops at WaterBrooke

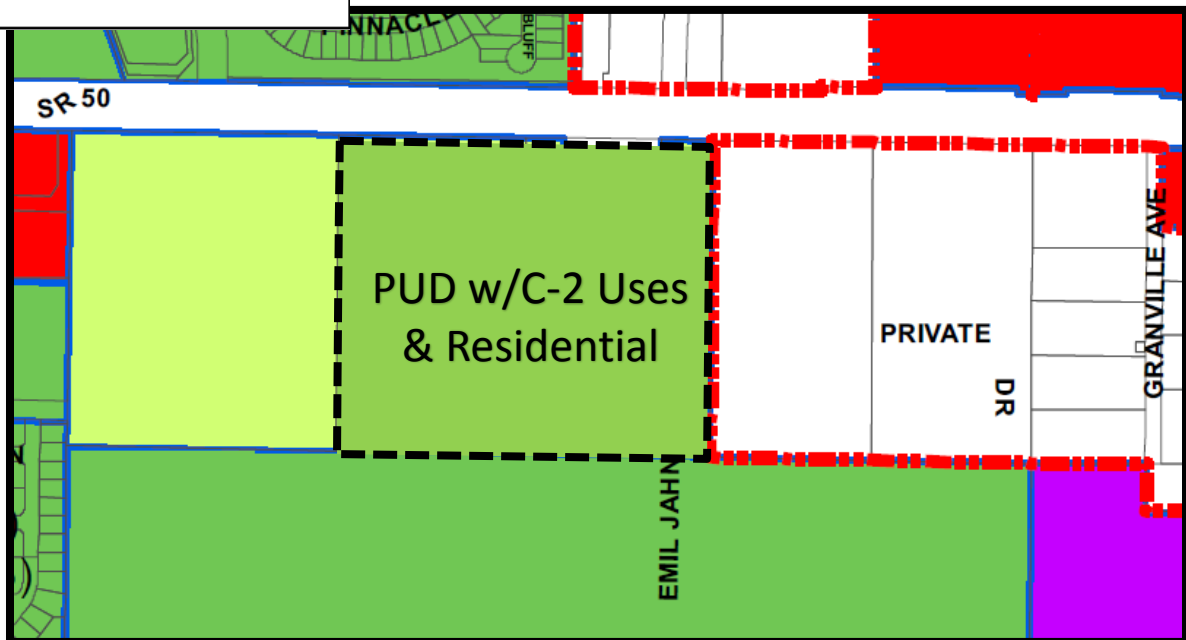


Legend

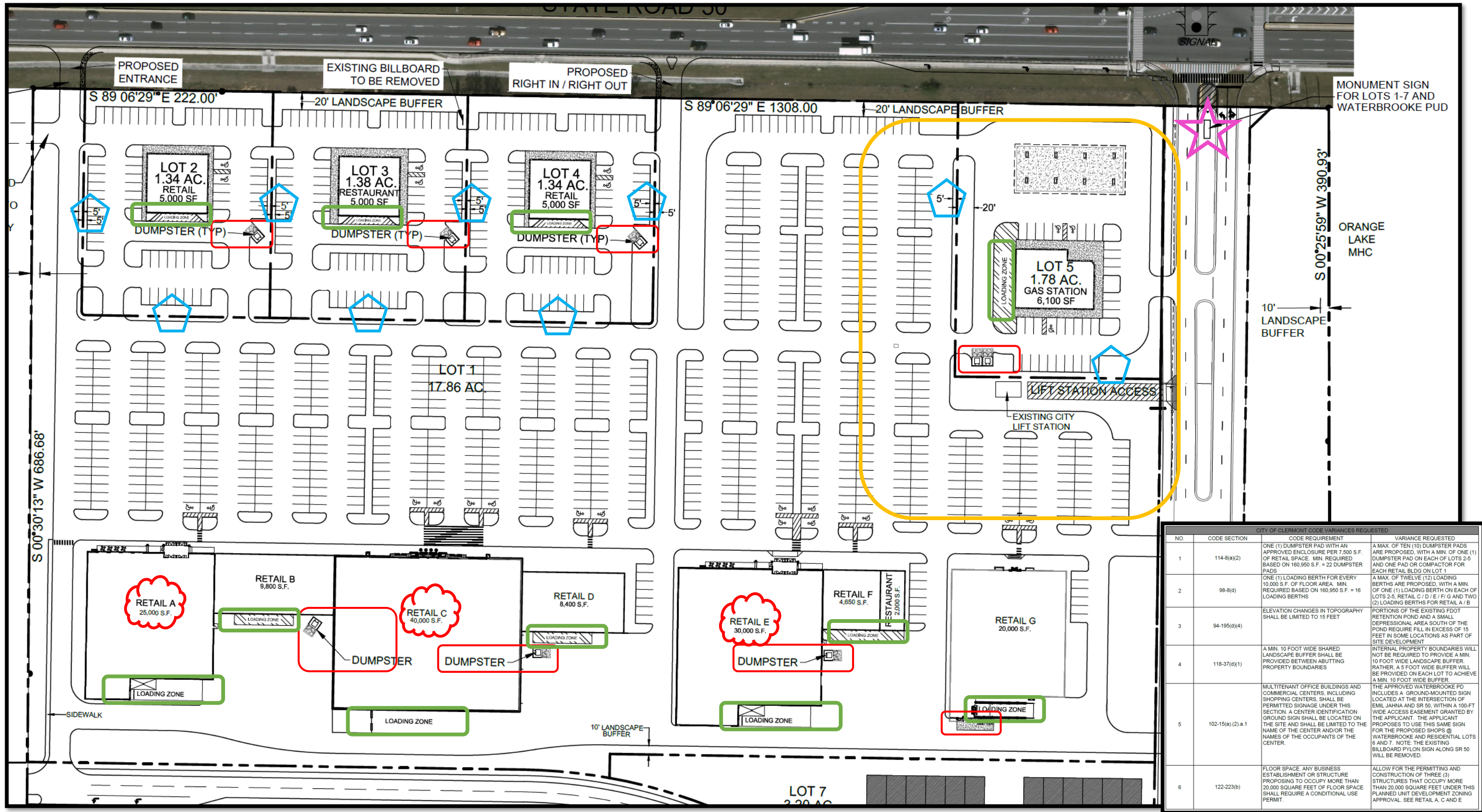
City Limits

Zoning Designations

- UT URBAN TRANSITION DISTRICT
- UE URBAN ESTATE LOW DENSITY RESIDENTIAL DISTRICT
- R-1-A SINGLE FAMILY LOW DENSITY RESIDENTIAL DISTRICT
- R-1 SINGLE FAMILY MEDIUM DENSITY RESIDENTIAL DISTRICT
- R-2 MEDIUM DENSITY RESIDENTIAL DISTRICT
- R-3-A RESIDENTIAL/PROFESSIONAL DISTRICT
- R-3 RESIDENTIAL/PROFESSIONAL DISTRICT
- O-1 OFFICE DISTRICT
- C-1 LIGHT COMMERCIAL DISTRICT
- C-2 GENERAL COMMERCIAL DISTRICT
- CBD CENTRAL BUSINESS DISTRICT
- M-1 INDUSTRIAL DISTRICT
- CD COMMERCE DISTRICT
- PR PARKS AND RECREATION DISTRICT
- PUD PLANNED UNIT DEVELOPMENT
- AREAS NOT WITHIN THE CITY LIMITS



The Shops at WaterBrooke Waivers



Waiver 1 – Dumpster pad per building

Waiver 2 – Loading Berths

Waiver 3 – Elevations changes greater than 15 feet

Waiver 4 – Shared 10 foot Landscape Buffer

Waiver 5 – Multi-tenant Sign

Waiver 6 – Three buildings greater than 20,000 square feet { }



2 PRIMARY / ENTRY ELEVATION - PART 2
1/16" = 1'-0"



1 PRIMARY / ENTRY ELEVATION - PART 1
1/16" = 1'-0"

THE SHOPS
AT WATERBROOKE
SR 50 & EMIL JAHNA RD. CLERMONT FL
CONCEPT ELEVATION DESIGN

ELEVEN
18
ARCHITECTURE
A WOMEN'S BUSINESS ENTERPRISE



Florida Department of Transportation

**RICK SCOTT
GOVERNOR**

719 S. Woodland Blvd.
Deland, FL 32720

**JIM BOXOLD
SECRETARY**

January 11, 2017

RE: Relocation of Pond
State Road No.: 50
County: Lake

To whom it may concern:

The Florida Department of Transportation has received a request to consent to the rezoning land classification of the Department's property Parcel 2722260001-000-032000 intersection of SR 50 and Emil Jahna Rd in Lake County. While the Department does not have the legal authority to consent to such rezoning requests, this letter is to advise you that we have no objection to this rezoning and will take no action to prohibit or otherwise block your attempt to rezone this property.

We are currently entertaining a request from a private company, UP Fieldgate US Investments – Clermont Hills, LLC, wherein the DOT will convey the existing DOT Pond as described on the attached Exhibit "A". The new pond will be on the adjacent parcel and shared as a joint use pond with the DOT upon approval and completion of construction and certification.

Todd Moynihan
Property Management Administrator
Florida Department of Transportation – District 5
(386) 943-5082
todd.moynihan@dot.state.fl.us

EXHIBIT A

LEGAL DESCRIPTION

FROM NW COR OF NE 1/4 RUN S 0-37-50 W ALONG SAID W LINE OF |
NE 1/4 A DIST OF 1288.52 FT TO CENTERLINE OF SR 50, S |
89-06-32 E ALONG SAID CENTERLINE 557.74 FT, S 0-53-28 W 75 |
FT TO A POINT ON THE S R/W LINE OF SR 50 FOR POB, S 0-53-31 |
W 325 FT, S 89-06-29 E 549.99 FT, N 0-53-31 E 325 FT, W |
ALONG S R/W LINE OF SR 50 TO POB |
ORB 3153 PG 2149 |

PROPERTY APPRAISER ALTERNATE KEY: 3868854



**CITY OF CLERMONT
REZONING
APPLICATION**

DATE: 8/23/17

FEE: \$542.⁰⁰
+ cost of advertisement

PROJECT NAME (if applicable): The Shops at Waterbrooke

APPLICANT: UP Fieldgate US Investments - Clermont Hills LLC

CONTACT PERSON: Paul "JJ" Johnson, Jr.

Address: 301 E. Pine Street, Suite 250

City: Orlando State: Florida Zip: 32801

Phone: (407) 622-6751 Fax: (866) 440-1211

E-Mail: jj.johnson@sloaneandjohnson.com

OWNER: UP Fieldgate US Investments - Clermont Hills LLC

Address: 3201 E. Colonial Drive

City: Orlando State: Florida Zip: 32803

Phone: (407) 896-1132 Fax: _____

Address of Subject Property: State Road 50, Clermont, FL

Legal Description (include copy of survey): Refer to Plot Plan

Acres: 45.38 Land Use: Commercial
(City verification required)

Present Zoning: UE Proposed Zoning: PUD
(City verification required)



**CITY OF CLERMONT
REZONING
APPLICATION**
Page 2

Answers to the following questions are required to complete this application.

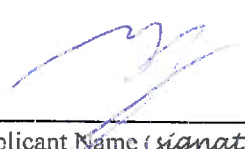
What are you proposing to do that would require a rezoning?

Commercial Shopping Center and Residential Development

Paul "JJ" Johnson, Jr.

Applicant Name (print)

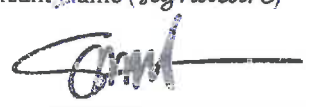
X


Applicant Name (signature)

Scott Fish

Owner Name (print)

X


Owner Name (signature)

City of Clermont
Development Services 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 Council of the City of Clermont will consider the enactment of following proposed ordinance. All interested parties will be given an opportunity to express their views on this matter.

ORDINANCE NO. 2017-49

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, an effective date and publication.

LOCATION

Southwest corner of Highway 50 and Emil Jahna Road
Alternate Key 3868854 and 3868851

LEGAL DESCRIPTION

OVERALL DESCRIPTION

THAT PORTION OF THE EAST 222.00 FEET OF THE SE $\frac{1}{4}$ OF NW $\frac{1}{4}$ TOGETHER WITH A PORTION OF THE SW $\frac{1}{4}$ OF NE $\frac{1}{4}$, ALL LYING IN SECTION 27, TOWNSHIP 22 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH $\frac{1}{4}$ CORNER OF SECTION 27, TOWNSHIP 22 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, RUN S 00°30'12" W. ALONG THE WEST LINE OF THE NORTHEAST $\frac{1}{4}$ OF SAID SECTION 27, A DISTANCE OF 1363.52 FEET TO A POINT ON THE RIGHT OF WAY LINE OF STATE ROAD 50, PER F.D.O.T. RIGHT OF WAY MAP SECTION 11070-2505, THIS BEING THE POINT OF BEGINNING: THENCE RUN S 89°06'29" E, ALONG SAID SOUTH RIGHT OF WAY LINE. A DISTANCE OF 1308.00 FEET TO A POINT ON THE EAST LINE OF THE SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 27; THENCE RUN S 00°25'59" W. ALONG SAID EAST LINE, A DISTANCE OF 1293.07 FEET, TO THE SOUTHEAST CORNER OF THE SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SAID SECTION 27, THENCE RUN N 88°58'56" W. ALONG THE SOUTH LINE OF THE SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SAID SECTION 27, A DISTANCE OF 1309.61 FEET TO THE SOUTHWEST CORNER OF SAID SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$; THENCE RUN N 88°58'56" W. ALONG THE SOUTH LINE OF THE SOUTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ OF SAID SECTION 27, A DISTANCE OF 222.01 FEET TO A POINT, 222.00 FEET, WESTERLY OF , WHEN MEASURED PERPENDICULAR TO THE WEST LINE OF THE SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SAID SECTION 27; THENCE RUN N 00°30'12"E. ALONG A LINE PARALLEL WITH THE WEST LINE OF THE SOUTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SAID SECTION 27, A DISTANCE OF 1289.70 FEET TO A POINT ON THE AFORESAID SOUTH RIGHT OF WAY LINE; THENCE RUN S 89°06'29" E, ALONG SAID SOUTH RIGHT OF WAY LINE, A DISTANCE OF 222.00 FEET TO THE POINT OF BEGINNING. CONTAINING 45.38 ACRES, MORE OR LESS.

From: Urban Estate
To: Planned Unit Development

This request will be considered by the Planning & Zoning Commission on Tuesday, November 7, 2017 at 6:30 p.m.

A public meeting to consider the request will be held before the City Council on Tuesday, November 28, 2017 at 6:30 p.m. for final enactment.

All meetings will be held at City Hall, located at 685 W. Montrose Street.

This ordinance is available for public inspection in the office of the City Clerk, 685 W. Montrose St., Monday through Friday between the hours of 8:00 A.M. and 5:00 P.M.

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

Tracy Ackroyd Howe, MMC
City Clerk

Daily Commercial
October 31 and November 14, 2017



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, November 28, 2017		
Agenda Item Name		
Ordinance No. 2017-51 <i>Final</i>		
Requested Action		
Request approval of Ordinance No. 2017-51		
Staff Report		
Ordinance No. 2017-51 is recommended to be approved to amend Chapter 66, Utilities. The below noted amendments have been in effect for several years and do not reflect any utility billing or procedural change. The purpose of this Ordinance is to move these provisions into the Code of Ordinances so they do not have to continue to be reflected in future resolutions. Chapter 66, Section 66-7(a) is proposed to be amended to include a meter tampering fee will be charged to the utility account holder in the event that water meter padlocks are cut or curbstops are damaged. This fee has been in place since April 1997 based on Resolution No. 949. Chapter 66, Section 66-144 is proposed to be amended to provide that all developed lots and parcels in the city are subject to the stormwater utility fee, with the exception of public rights of ways and governmental owned and operated facilities. This has been in effect since September 2000, based on Resolution No. 1160. Chapter 66, Section 66-145 is proposed to be amended to provide for a stormwater utility fee credit of forty (40) percent if there is an approved drainage retention on site. The credit has been in place since September 2000, based on Resolution No. 1160. Chapter 66, Section 66-148(a) is proposed to be amended to provide that in the event a property tenant or owner has vacated a building, that the property owner shall continue to be responsible for the stormwater charges. This practice has been in place since September 2000, based on Resolution No. 1160.		
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 No. 2017-51 Ordinance No. 2017-51 - 10-31-17.docx		
2. Ad 2017-51 Utilities Code.doc		

CITY OF CLERMONT
ORDINANCE NO. 2017-51

AN ORDINANCE OF THE CODE OF ORDINANCES OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, AMENDING CHAPTER 66, UTILITIES, REPEALING ALL ORDINANCES IN CONFLICT HERewith, PROVIDING FOR SEVERABILITY, EFFECTIVE DATE AND PUBLICATION.

THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY FLORIDA HEREBY ORDAINS: (note strikethrough indicates removed words and underlined indicates added)

SECTION 1.

Chapter 66, Utilities, Section 66-7(a) is hereby amended as follows:

No person, unless authorized by the City, has the right to turn off or turn on water at the curbstop, corporation stop or valve, or to in any way disconnect or remove any water meter or otherwise molest any water connection, meter or water main belonging to the City. In the event that meter padlocks are cut or curbstops are damaged, a meter tampering fee will be charged to the account holder. The meter tampering fee amount will be included in a fees schedule established by resolution and kept on file in the City Clerk's office.

SECTION 2.

Chapter 66, Utilities, Section 66-144 is hereby amended as follows:

A stormwater management utility fee is hereby imposed upon ~~each~~ developed lots and parcels within the City for services and facilities provided by the stormwater management utility system. For purposes of imposing the stormwater management utility fee, all lots and parcels within the City are classified as residential or non-residential. The City Manager or his designee is directed to prepare a list of lots and parcels within the City and assign a classification of residential or non-residential to each parcel. All developed lots and parcels are subject to the stormwater management utility fee, with the exception of public rights of ways and governmental owned and operated facilities.

SECTION 3.

Chapter 66, Utilities, Section 66-145 is hereby amended as follows:

- (a) The City Council shall by resolution establish reasonable rates for the stormwater management utility system. For each single-family dwelling unit (SFU) a flat fee shall be established. For residential accounts not individually metered, the account holder of the master meter shall be billed the fee established for an SFU, multiplied by the number of residential units.

CITY OF CLERMONT
ORDINANCE NO. 2017-51

- (b) For nonresidential properties, the number of equivalent residential units (ERU) shall be determined periodically and shall be included in the rate resolution. All non-residential properties not covered by Subsection (a) of this Section shall be billed based on the total impervious area of the property divided by the ERU and then multiplied by the rate established for a residential unit. The total impervious area of the property and the number of ERUs shall be updated by the director based upon any additions to the impervious area as approved through the permitting process. For nonresidential properties that are not separately metered, the total bill will be sent to the account holder of the master meter.
- (c) Properties with approved on-site drainage retention are eligible for a credit equal to forty (40) percent of the single-family dwelling unit fee. The on-site drainage retention area must have been engineered by a Florida Registered Profession Engineer to meet or exceed the requirements of the City of Clermont Stormwater Code.

SECTION 4.

Chapter 66, Utilities, Section 66-148(a) is hereby amended as follows:

The stormwater drainage utility fee shall be billed and collected with the monthly utility bill for those lots or parcels of land utilizing city utilities and billed and collected separately as stormwater management utility fees for those lots or parcels of land and owners thereof not utilizing other City utilities. All such bills for stormwater management utility fees shall be rendered monthly by the Finance Department and shall become due and payable in accordance with the rules and regulations of the Finance Department pertaining to the collection of utility fees. The stormwater management utility fee is part of a consolidated statement for utility customers which is generally paid by a single payment. If a partial payment is received, the payment shall be first applied to garbage and trash, next applied to stormwater drainage, next applied to sewer and finally applied to the water account. In the event a property tenant or owner has vacated the building and discontinued other City services, the property owner shall continue to be charged the stormwater management utility fee.

SECTION 5.

All Ordinances or parts of this Ordinance in conflict herewith are hereby repealed.

SECTION 6.

Should any Section or part of this Section be declared invalid by any court of competent jurisdiction, such adjudications shall not apply to or affect any other provision of this Ordinance, except to the extent that the entire Section or part of the Section may be inseparable in meaning and effect from the Section to which such holding shall apply.

CITY OF CLERMONT
ORDINANCE NO. 2017-51

SECTION 7.

This Ordinance shall take effect immediately upon final adoption by the City Council of the City of Clermont, Lake County, Florida.

CITY OF CLERMONT
ORDINANCE NO. 2017-51

PASSED AND ADOPTED BY the City Council of the City of Clermont, Lake County, Florida on this 28th day of November, 2017.

CITY OF CLERMONT

Gail L. Ash, Mayor

ATTEST:

Tracy Ackroyd Howe, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney

LEGAL NOTICE

Notice is hereby given that the City of Clermont will consider the enactment of the following proposed ordinance. All interested parties will be given an opportunity to express their views on this matter.

ORDINANCE NO. 2017-51

AN ORDINANCE OF THE CODE OF ORDINANCES OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, AMENDING CHAPTER 66, UTILITIES, REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, PROVIDING FOR SEVERABILITY, EFFECTIVE DATE AND PUBLICATION.

A public meeting to consider the ordinance will be held before the City Council on Tuesday, November 28, 2017 at 6:30pm for final enactment.

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

This ordinance is available for public inspection in the office of the City Clerk, 685 W. Montrose Street, Monday through Friday between the hours of 8:00 A.M. and 5:00 P.M.

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 Howe,
MMC
City Clerk

Daily Commercial
November 14, 2017



AGENDA ITEM

Meeting Date												
Tuesday, November 28, 2017												
Agenda Item Name												
Variance Request CTV13												
Requested Action												
Recommend to Deny Variance Request												
Staff Report												
The applicant is requesting a variance to the sign code for property located at the north east corner of Citrus Tower Blvd. and Johns Lake Rd. The applicant is developing an office park with approximately 70,000 square feet of space split up among three buildings. The buildings will front on Citrus tower Blvd. and Johns Lake Road. The applicant is seeking relief from section 102-15 of the Land Development Code which only allows two monument signs for the site. The applicant is proposing two additional signs to be located at the intersection of the two roads. Typically, this would be one additional sign, but the design of the project has a pedestrian walkway splitting the sign in two. The project will have two other monument signs that will be half of the allowable size (60 square feet) of the main monument sign, one located at each entrance of the office park. This variance request if approved, will allow the office park to have a total of 4 monument signs. Section 86-174 of the LDC requires a positive finding on eight items in order to grant a variance, and staff believes two of the eight do not meet these findings. Therefore, staff recommends denial of the variance requests.												
Additional Analysis												
Fiscal Impact Summary												
Fiscal Impact	Fund Number and Description	Available Budget Amount										
Exhibits Attached (copies of original agreements)												
<table border="0"> <tr> <td>1. Site plan</td> <td>CTV13 Site Plan.pdf</td> </tr> <tr> <td>2. Exhibit 1</td> <td>CTV13 Exhibit 1.pdf</td> </tr> <tr> <td>3. Exhibit 2</td> <td>CTV13 Exhibit 2.pdf</td> </tr> <tr> <td>4. App</td> <td>CTV13 App.pdf</td> </tr> <tr> <td>5. Location Map</td> <td>Location Map.docx</td> </tr> </table>			1. Site plan	CTV13 Site Plan.pdf	2. Exhibit 1	CTV13 Exhibit 1.pdf	3. Exhibit 2	CTV13 Exhibit 2.pdf	4. App	CTV13 App.pdf	5. Location Map	Location Map.docx
1. Site plan	CTV13 Site Plan.pdf											
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5. Location Map	Location Map.docx											

6.	Sign Elevation	Sign Elevation.pdf
7.	Review Criteria	Findings.docx
8.	Legal Ad	VAR legal ad.doc

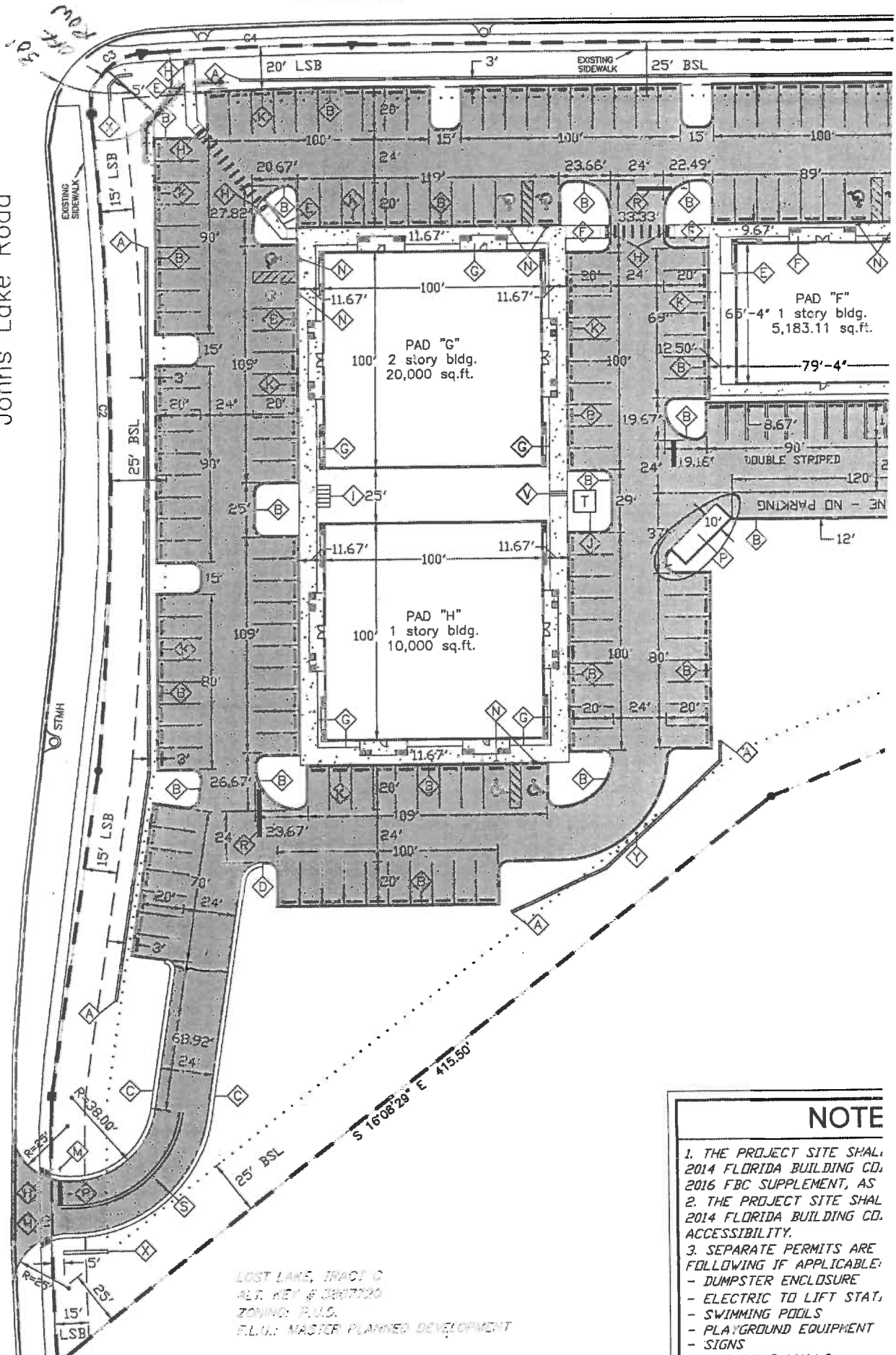
VALUED
SECTION

LEFT TURN LANE

NORTHBOUND LANES

Johns Lake Road

ALT. KEY # 5907720
ZONING: P.U.D.
F.L.D.: MASTER PLANNED DEVELOPMENT



LOST LAKE, TRACT C
ALT. KEY # 5907720
ZONING: P.U.D.
F.L.D.: MASTER PLANNED DEVELOPMENT

NOTE

1. THE PROJECT SITE SHALL COMPLY WITH THE 2014 FLORIDA BUILDING CODE, 2016 FBC SUPPLEMENT, AS WELL AS THE 2010 ADA STANDARDS FOR ACCESSIBILITY.
2. THE PROJECT SITE SHALL COMPLY WITH THE 2014 FLORIDA BUILDING CODE, 2016 FBC SUPPLEMENT, AS WELL AS THE 2010 ADA STANDARDS FOR ACCESSIBILITY.
3. SEPARATE PERMITS ARE REQUIRED IF APPLICABLE:
 - DUMPSTER ENCLOSURE
 - ELECTRIC TO LIFT STAT.
 - SWIMMING POOLS
 - PLAYGROUND EQUIPMENT
 - SIGNS
 - DETRAINING WALLS

VAR1709-0002



CITY OF CLERMONT
VARIANCE
Application

DATE: September 28, 2017

FEE: \$600.00

PROJECT NAME (if applicable): CTV13 Sign Variance

APPLICANT: Jimmy D. Crawford, Esq.

CONTACT PERSON: Jimmy Crawford or Jennifer Cotch

Address: 1201 W Highway 50

City: Clermont State: Florida Zip: 34711

Phone: 352-394-7408 Fax: 352-394-7298

E-Mail: jcrawford@LNCMLaw.com and jcotch@LNCMLaw.com

OWNER: CTV13, LLC

Address: 10726 Crescent Lake Court

City: Clermont State: Florida Zip: 34711

Phone: _____ Fax: _____

Address of Subject Property: Corner of Citrus Tower Blvd. and Johns Lake Road

General Location: _____

Legal Description (include copy of survey): Lost Lake Tract F Sub Tract D, PB 48, PGS 52-54

Land Use (City verification required): Master Planned Development





Zoning (City verification required): Lost Lake Reserve PUD (Res. 1294)

CITY OF CLERMONT

VARIANCE

Application

Page 2

Answers to the following questions are required to complete this application.

City Zoning Ordinance (Land Development Code Section) from which you are requesting relief:
Section 102-15

What are you proposing to do that would require a variance and why? _____
The applicant is requesting to have three signs in total. The Code allows two, one at each street frontage.
The applicant would like to add the third sign to the corner of the site.

How does the Code create a hardship? The Code allows a sign at each entrance point, however there is no allowance for a sign to be located on the corner.

*** * * * The following justifications must be completed * * * * ***
for any variance requested:

Variance requested – subject and code section: Section 102-15

Sec. 86-174. Review criteria and findings.

When reviewing an application for a variance, the City Council shall not vary the requirements of any provision of this land development code unless it makes a positive finding, based on substantial competent evidence, on each of the following:

(1) Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district;

Please see attached statement of justification

(2) The condition giving rise to the requested variance has not been created by any person presently having an interest in the property;

Please see attached statement of justification

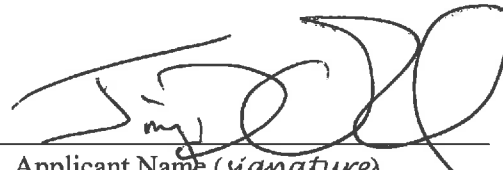


CITY OF CLERMONT
VARIANCE
Application
Page 4

(8) The granting of the variance will be in harmony with the general intent and purpose of this land development code, and will not be injurious to the surrounding properties or detrimental to the public welfare.

Please see attached statement of justification

Jimmy D. Crawford, Esq.
Applicant Name (print)

X 
Applicant Name (signature)

Paul Rountree as Manager of CTV13, LLC
Owner Name (print)

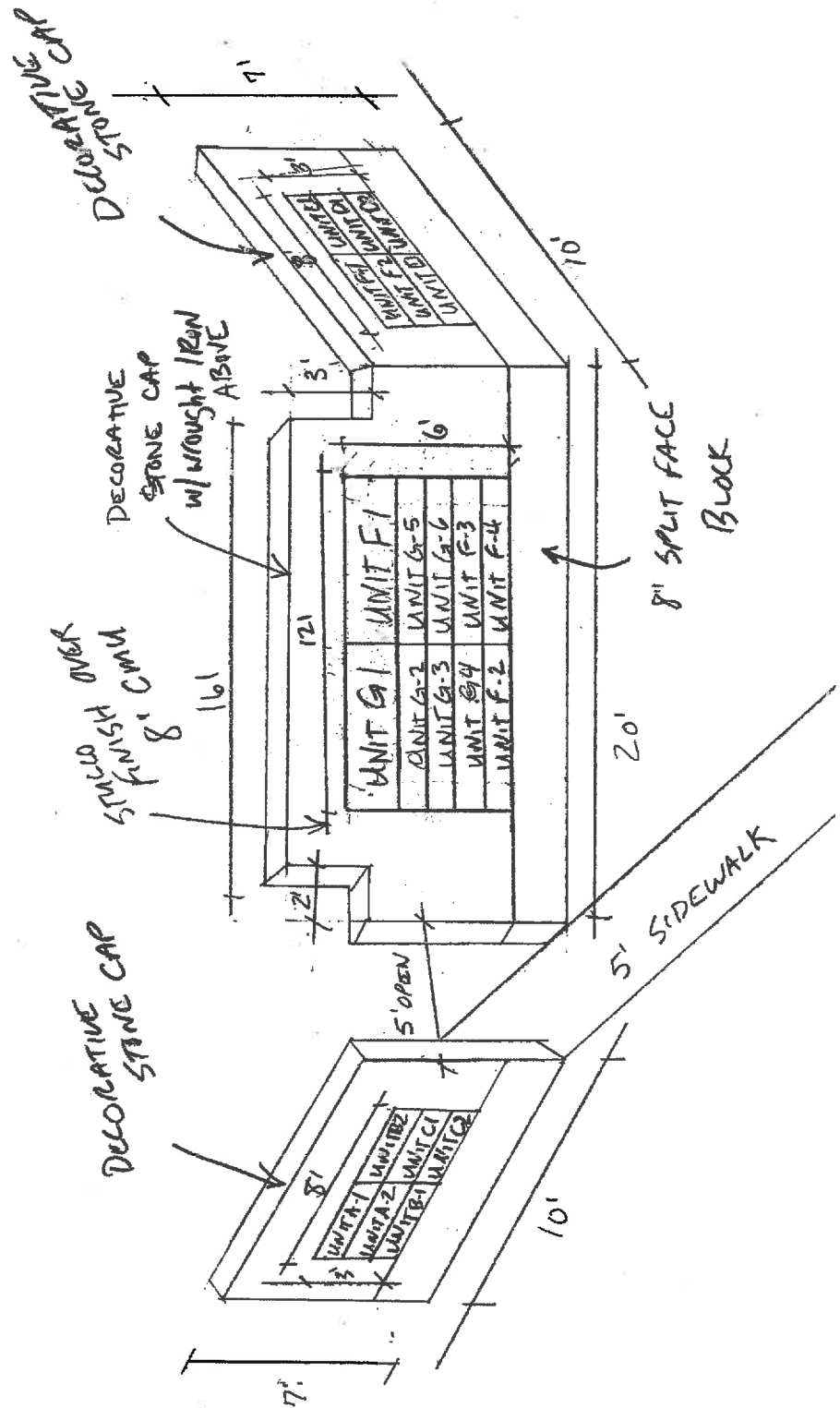
X 
Owner Name (signature)

******* NOTICE *******

IF THIS APPLICATION IS SUBMITTED INCOMPLETE OR INACCURATE, IT WILL BE SUBJECT TO A DELAY IN PROCESSING AND WILL NOT BE SCHEDULED UNTIL SUCH CORRECTIONS ARE MADE. APPLICATION FOR VARIANCE DOES NOT GUARANTEE APPROVAL. THE APPLICANT MUST BE PRESENT AT ANY MEETINGS TO JUSTIFY AND SUPPORT THE REQUEST.

City of Clermont
Development Services Department.
685 W. Montrose St.
P.O. Box 120219
Clermont, FL. 34712-021 9
(352) 394-4083 Fax: (352) 394-3542

PRINT AREA = 1204



VAR1709-0002



CITY OF CLERMONT
VARIANCE
Application

DATE: September 28, 2017

FEE: \$600.00

PROJECT NAME (if applicable): CTV13 Sign Variance

APPLICANT: Jimmy D. Crawford, Esq.

CONTACT PERSON: Jimmy Crawford or Jennifer Cotch

Address: 1201 W Highway 50

City: Clermont State: Florida Zip: 34711

Phone: 352-394-7408 Fax: 352-394-7298

E-Mail: jcrawford@LNCMLaw.com and jcotch@LNCMLaw.com

OWNER: CTV13, LLC

Address: 10726 Crescent Lake Court

City: Clermont State: Florida Zip: 34711

Phone: _____ Fax: _____

Address of Subject Property: Corner of Citrus Tower Blvd. and Johns Lake Road

General Location: _____

Legal Description (include copy of survey): Lost Lake Tract F Sub Tract D, PB 48, PGS 52-54

Land Use (City verification required): Master Planned Development





Zoning (City verification required): Lost Lake Reserve PUD (Res. 1294)

CITY OF CLERMONT
VARIANCE
Application
Page 2

Answers to the following questions are required to complete this application.

City Zoning Ordinance (Land Development Code Section) from which you are requesting relief:
Section 102-15

What are you proposing to do that would require a variance and why?
The applicant is requesting to have three signs in total. The Code allows two, one at each street frontage.
The applicant would like to add the third sign to the corner of the site.

How does the Code create a hardship? The Code allows a sign at each entrance point, however there
is no allowance for a sign to be located on the corner.

*** * * * The following justifications must be completed * * * * ***
for any variance requested:

Variance requested – subject and code section: Section 102-15

Sec. 86-174. Review criteria and findings.

When reviewing an application for a variance, the City Council shall not vary the requirements of any provision of this land development code unless it makes a positive finding, based on substantial competent evidence, on each of the following:

(1) Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district;

Please see attached statement of justification

(2) The condition giving rise to the requested variance has not been created by any person presently having an interest in the property;

Please see attached statement of justification

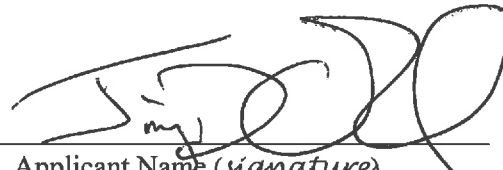


CITY OF CLERMONT
VARIANCE
Application
Page 4

(8) The granting of the variance will be in harmony with the general intent and purpose of this land development code, and will not be injurious to the surrounding properties or detrimental to the public welfare.

Please see attached statement of justification

Jimmy D. Crawford, Esq.
Applicant Name (print)

X 
Applicant Name (signature)

Paul Rountree as Manager of CTV13, LLC
Owner Name (print)

X 
Owner Name (signature)

******* NOTICE *******

IF THIS APPLICATION IS SUBMITTED INCOMPLETE OR INACCURATE, IT WILL BE SUBJECT TO A DELAY IN PROCESSING AND WILL NOT BE SCHEDULED UNTIL SUCH CORRECTIONS ARE MADE. APPLICATION FOR VARIANCE DOES NOT GUARANTEE APPROVAL. THE APPLICANT MUST BE PRESENT AT ANY MEETINGS TO JUSTIFY AND SUPPORT THE REQUEST.

City of Clermont
Development Services Department.
685 W. Montrose St.
P.O. Box 120219
Clermont, FL. 34712-021 9
(352) 394-4083 Fax: (352) 394-3542

Location Map

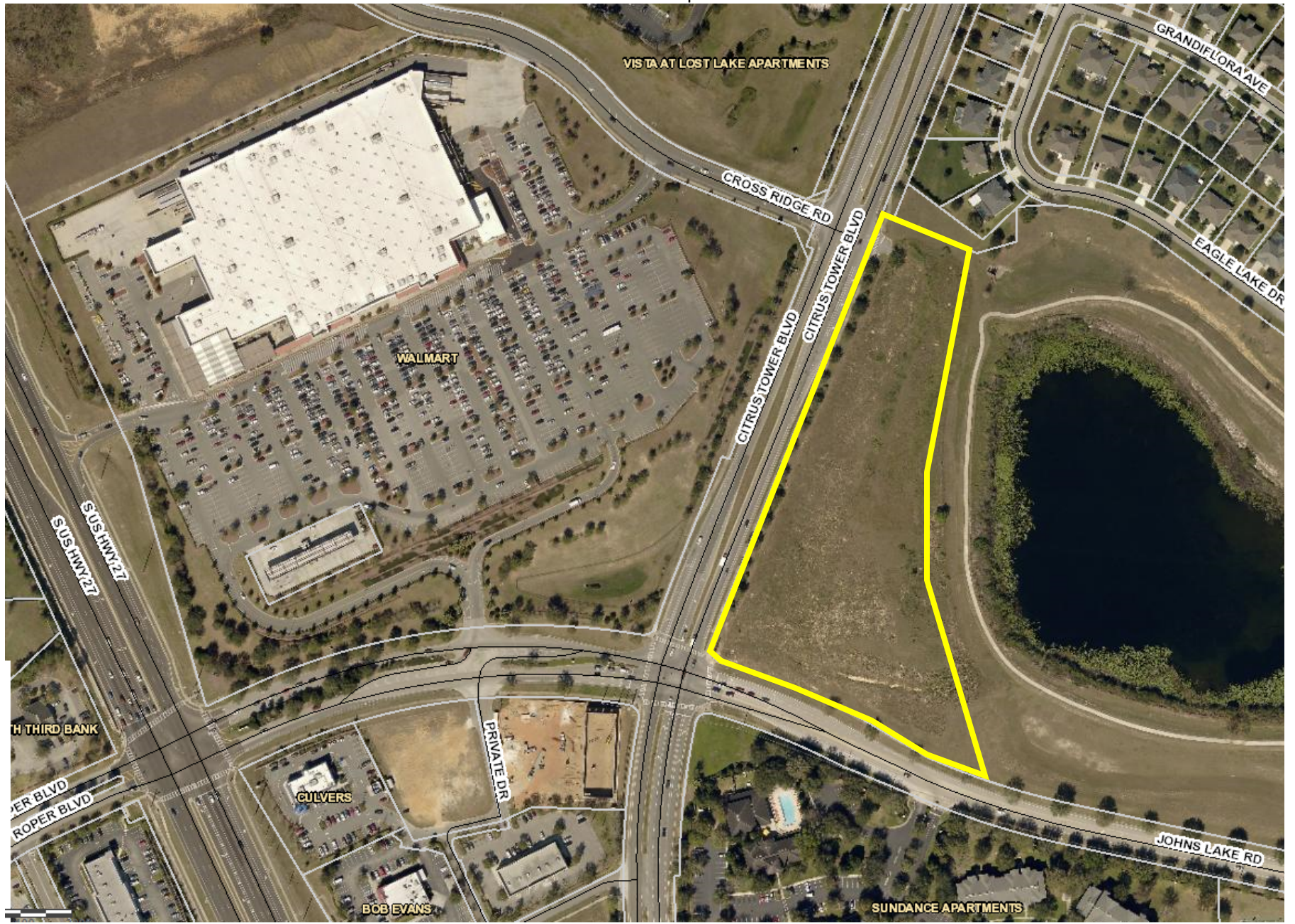




Exhibit 2

The requirements for a variance are as follows:

“Sec. 86-174, Review Criteria and Finding. When reviewing an application for a variance, the board of zoning adjustment shall not vary the requirements of any provision of this land development code unless it makes a positive finding, based on substantial competent evidence, on each of the following:”

There are eight items that the applicant is required to respond to. Staff’s comments, based on the eight requirements for a positive finding as they relate to this request, are as follows:

FINDINGS:

- (1) Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district;

Applicant response:

The Citrus Tower Park medical center is located at the intersection of Johns Lake Road and Citrus Tower Blvd. The applicant envisions a corner directional sign, in addition to one at each entrance, to gain visibility at the four-way, traffic signal, intersection. The signs allowed by Code will include one sign at the entrance on Citrus Tower Blvd., which will be located approximately 800-ft. north of the intersection and one sign located at the entrance on Johns Lake Road, which will be located approximately 500-ft. to the east. The proposed directional sign will assist in guiding drivers on which entrance they should utilize when entering the complex – a condition peculiar to the land in question. Additional directional signs for this property are important as the use is a medical complex, a place that is often confusing for patients. Lastly, the proposed sign for the Citrus Tower Park medical center is located adjacent to a 20,000 +/-square foot, four-story building. The size of the signage needs to be comparable in size, architectural design, and landscaping to the large structure it is next to, so it is not engulfed by the backdrop.

Staff comments: *Staff does not feel special conditions exist. The parcel already has two road frontages that will benefit from the two sign allowance.*

Negative finding

- (2) The condition giving rise to the requested variance has not been created by any person presently having an interest in the property;

Applicant response:

The use of the property is a large medical complex. Additional directional signage located at the intersection of Johns Lake Road and Citrus Tower Blvd. will assist drivers to which entrance they should utilize as to prevent U-turns and other hazards that drivers may cause while looking for their destination. This need was created by the shape of the property and the construction of the public roads bordering the property, not any person presently having an interest in the property.

Staff comments: *The current owner/developer is requesting this variance request.*

Negative finding

- (3) Literal interpretation and enforcement of the land development code regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the land development code, and would work unnecessary and undue hardship on the applicant;

Applicant response:

The Land Development Code allows office complexes or office parks identification signage to have a copy area of 120 square feet or less. The proposed sign will meet this requirement. The applicant, as well as others in the zoning district enjoy the ability to have adequate signage, including the ability to have individual ground signs for each platted lot – which this owner believes will ‘clutter’ the aesthetics of the center and not be in the best interests of the City or the community. If the applicant constructed individual ground signs, it would be entitled to eight ground signs for a total copy area of 256 square feet. The applicants request is for a sign with a copy area of 120 square feet, and the applicant will agree , as a condition of this variance, to forego the individual ground signs allowed by the Code.

Staff comments: *Other nearby parcels have been granted similar variances.*

Positive finding

- (4) The variance request is not based exclusively upon a desire to reduce the cost of developing the site or otherwise economically founded;

Applicant response:

The request will be an additional cost to the applicant. The additional signage is requested to benefit the public and direct them to the correct entrance.

Staff comments: *No evidence of decreased costs due to the variance request.*

Positive finding

- (5) The variance, if granted, is the minimum variance necessary to make possible the reasonable use of the land, building or structure;

Applicant response: The request for an additional sign will meet the landscape and copy area requirement of the sign code and it will be a ground sign. The size of the architectural hardscape of the proposed sign is the minimum necessary for visibility, as well as to be in scale with the complex it accompanies.

Staff comments: *The applicant’s request for the variance seems to be reasonable with the land size and the proposed building square footage.*

Positive finding

- (6) Granting of the variance request will not confer on the applicant any special privilege that is denied by the land development code to other lands, buildings or structures in the same zoning district;

Applicant response: Directional signs in office and medical complexes are allowed by Code, however internal to the complex. Given the proposed development is not facing the busy intersection of Johns Lake Road and Citrus Tower Blvd., the applicant believes the directional sign, as requested, is better suited outside of the complex. Further, the Owner is foregoing the individual ground signs for each lot allowed by the Code.

Staff comments: *The City Council has granted similar variance requests in the past for nearby parcels.*

Positive finding

- (7) The proposed variance will not substantially diminish property value in, or alter the essential character of the area surrounding the site; and

Applicant response: **There will not be any impacts to the surrounding property owners or to their property values. The proposed corner sign will be in character with signs authorized in the City of Clermont. The proposed sign will face commercial uses. (We are across from Walmart for Pete's sake!)**

Staff comments: *The proposed variance does not seem to substantially diminish property values or alter the essential character of the area. The proposed development fits the character of the surrounding community and is compatible with the adjacent uses.*

Positive finding

- (8) The granting of the variance will be in harmony with the general intent and purpose of this land development code, and will not be injurious to the surrounding properties or detrimental to the public welfare.

Applicant response: **The proposed sign will keep with the architectural theme for the remainder of the property, and will be of size, quality and architectural significance to be in harmony with the intent of the City code and not be injurious to surrounding properties or detrimental to the public welfare.**

Further, the code actually allows a 120 sf *double-sided* ground sign; effectively 240 sf of copy area. The requested sign in this case is one-sided—in effect, almost an ‘unfolded’ double-sided sign, with much less copy area than the allowed 240 sf.

Finally, the intent of the Sign Code is to “ensure adequate means of communication through signage while maintain attractive visual appearance within the city.” It is worth noting that the medical uses within the Center need clear, readable signage, especially for the significant elderly population which uses such services (adequage means of communication through signage), and the larger than normal sign size is not for copy area, but for architectural significance and appropriate scale (attractive visual appearance). Therefore, the applicant believes this request meets the intent of the Sign Code.

Staff comments: *Staff feels that the proposed project will be in harmony with the general intent and purpose of the land development code.*

Positive finding

STAFF RECOMMENDATION:

Section 86-174 of the LDC requires a positive finding on eight items in order to grant a variance, and staff believes two of the eight do not meet these findings. Therefore, staff recommends **denial** of the variance requests by the applicant to the Clermont Land Development Code.

LEGAL NOTICE

Notice is hereby given that the City Council of the City of Clermont will consider a request for the following Variance: 1) To allow for additional monument signs rather than a maximum of two— as required by Section 102-15 of the LDC, at the following location:

LOCATION

North east corner of Citrus Tower Blvd. and Johns Lake Rd.
Alt Key - 3815109

A complete legal description may be obtained in the Development Services Department located at 685 West Montrose Street, Clermont, FL 34711.

This request will be heard by the City Council at a public hearing to be held on Tuesday, November 28th, 2017 at 6:30 P.M. in the Clermont 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 Howe
City Clerk, MMC

Daily Commercial
November 21st 2017



CITY OF CLERMONT

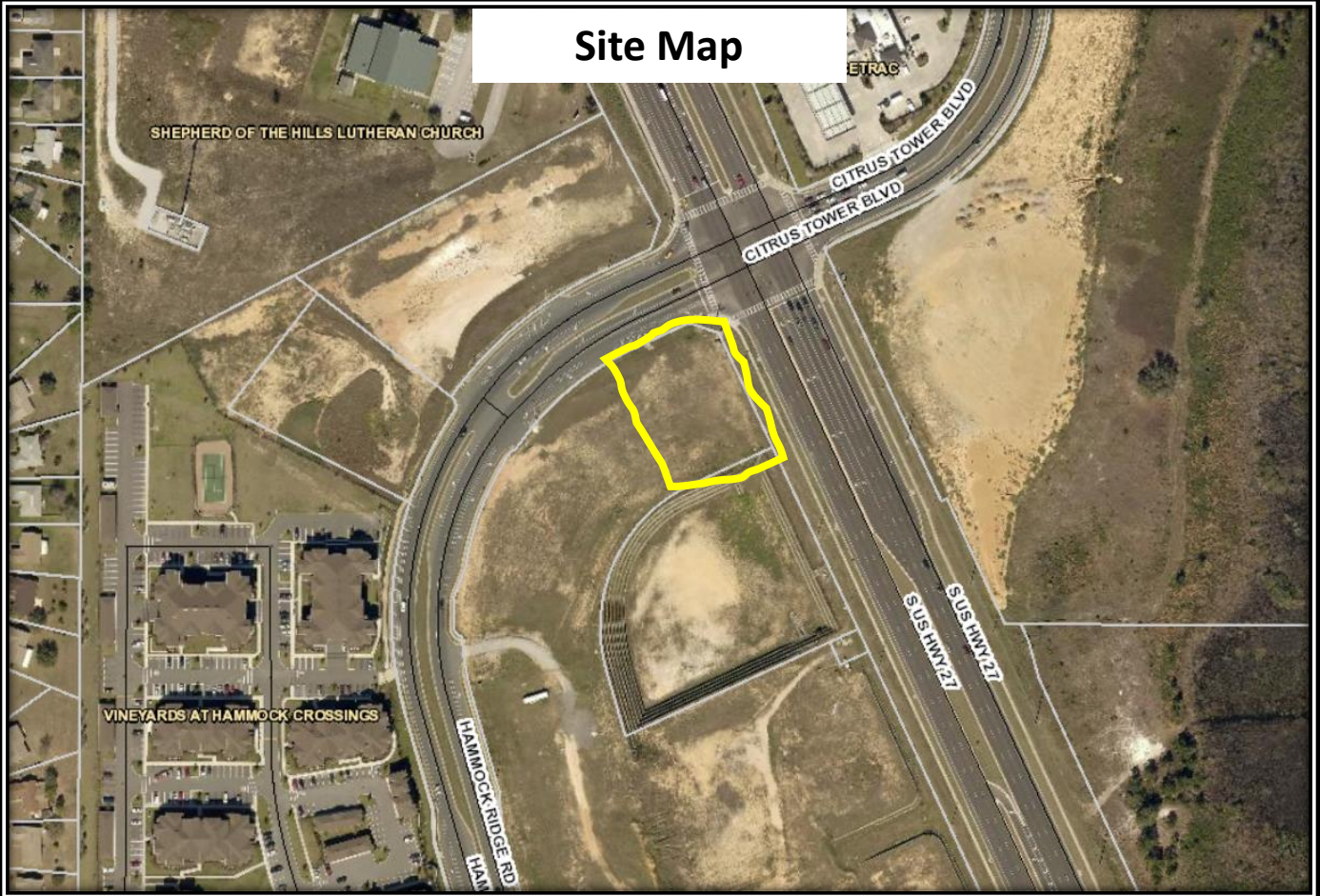
AGENDA ITEM

Page 1 of 1

Meeting Date								
Tuesday, November 28, 2017								
Agenda Item Name								
Variance Request <i>Chick-Fil-A</i>								
Requested Action								
Recommend denial of variance requests.								
Staff Report								
The applicant; Chick Fil- A, is proposing a new 4,995 square foot drive thru restaurant on a vacant parcel located at the Southwest Corner of Highway 27 and Hammock Ridge Road. The subject property is approximately 1.67 acres. The conceptual site plan; as submitted will require (2) two variances in order to be developed; the variance request include (1) To allow for a reduction of the required 30 feet special setback for accessory structure canopies as required by the Land Development Code, Section 122-342 and (2) To allow for the elimination of required wheel stops for vehicular interior landscape buffers, as required by the Land Development Code, Section 118-38. The applicant has indicated the restaurant was designed to provide a more functional and safer drive thru experience that will deliver better vehicle circulation and stacking. There is also a retention pond south of the subject property that will provide a buffer for the proposed canopy; which will offer less impact on the adjacent parcel. The applicant is also requesting consideration for a variance to allow elimination of the required parking lot wheel stops needed for protection of landscaping. The applicant indicated that wheel stops in parking lots can be a serious trip and fall danger to pedestrians; as well as a constraint to traffic flow. The applicant is requesting to allow a 2-foot landscaped overhang and curbing in lieu of the required wheel stops to prevent any vehicle encroachment. Staff acknowledges that this site presents some unusual development challenges. However, staff cannot support this request since Section 86-174 of the Land Development Code requires a positive finding on eight criteria in order to grant a variance, and staff believes that three of the eight do not meet these findings. Staff recommends denial of the requested variances.								
Additional Analysis								
Fiscal Impact Summary								
Fiscal Impact	Fund Number and Description	Available Budget Amount						
Exhibits Attached (copies of original agreements)								
<table border="0"> <tr> <td>1. Location Map</td> <td>Chick Fil-A Site Map.pdf</td> </tr> <tr> <td>2. Site Plan</td> <td>Chick fil a Site Plan.pdf</td> </tr> <tr> <td>3. Exhibit</td> <td>Chick fil a justification letter.pdf</td> </tr> </table>			1. Location Map	Chick Fil-A Site Map.pdf	2. Site Plan	Chick fil a Site Plan.pdf	3. Exhibit	Chick fil a justification letter.pdf
1. Location Map	Chick Fil-A Site Map.pdf							
2. Site Plan	Chick fil a Site Plan.pdf							
3. Exhibit	Chick fil a justification letter.pdf							

4.	Sec. 86-174 Review Criteria	86-174 Variance Review Criteria.pdf
5.	Application	Chick-fil-a App.pdf
6.	Legal Ad	VARIANCECHICK-FIL-A HWY 27.pdf

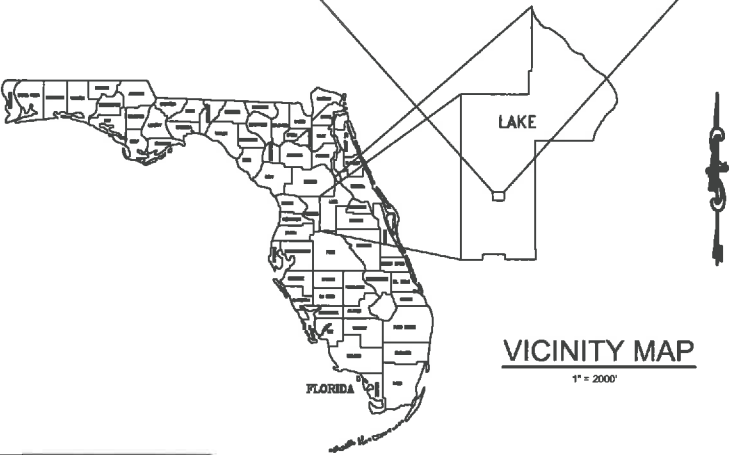
Site Map



SITE DEVELOPMENT PLANS FOR HAMMOCK RIDGE CHICK-FIL-A

STORE #4159

SOUTHWEST CORNER OF HIGHWAY 27 AND
HAMMOCK RIDGE ROAD
CLERMONT, FLORIDA 34711
SECTION 5, TOWNSHIP 23 S, RANGE 26 E



LEGAL DESCRIPTION: (PROPOSED PARCEL - BY SURVEYOR)

A PARCEL OF LAND BEING A PORTION OF LOT 1, BLOCK 1, TUSCANY VILLAGE - PHASE 1, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 64, PAGES 13 THROUGH 15, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHEAST CORNER OF SAID LOT 1, SAID POINT ALSO BEING ON THE WESTERLY RIGHT OF WAY LINE OF U.S. HIGHWAY 27 (RIGHT OF WAY WIDTH VARIES); THENCE SOUTH 27°43'40" EAST, ALONG SAID WESTERLY RIGHT OF WAY LINE, A DISTANCE OF 110.91 FEET;

THENCE SOUTH 24°49'21" EAST, A DISTANCE OF 92.60 FEET TO THE NORTHEAST CORNER OF TRACT "A", BLOCK 1, OF SAID PLAT OF TUSCANY VILLAGE - PHASE 1;

THENCE BEARING SOUTH 85°11'11" WEST, ALONG THE NORTH LINE OF SAID TRACT "A", A DISTANCE OF 144.41 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE TO THE SOUTHEAST, HAVING A RADIUS OF 252.67 FEET, A CENTRAL ANGLE OF 24°43'01", A CHORD BEARING SOUTH 52°49'15" WEST AND A CHORD DISTANCE OF 108.16 FEET;

THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE A DISTANCE OF 108.00 FEET;

THENCE NORTH 53°02'34" WEST, A DISTANCE OF 232.67 FEET TO A POINT ON A CURVE CONCAVE TO THE SOUTHEAST, HAVING A RADIUS OF 479.00 FEET, A CENTRAL ANGLE OF 28°06'35", A CHORD BEARING NORTH 51°08'00" EAST AND A CHORD DISTANCE OF 232.85 FEET, SAID POINT ALSO BEING ON THE SOUTHEASTERLY RIGHT OF WAY LINE OF HAMMOCK RIDGE ROAD (RIGHT OF WAY WIDTH VARIES);

THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE AND THE SAID SOUTHEASTERLY RIGHT OF WAY LINE, A DISTANCE OF 235.00 FEET TO THE POINT OF TANGENCY;

THENCE NORTH 85°11'15" EAST, A DISTANCE OF 91.09 FEET;

THENCE SOUTH 71°16'12" EAST, A DISTANCE OF 50.74 FEET TO THE POINT OF BEGINNING.

CONTAINING 1.867 ACRES (72592.773 SQUARE FEET) MORE OR LESS.

LEGAL DESCRIPTION: (PER TITLE COMMITMENT)

A PORTION OF THE FOLLOWING DESCRIBED LAND, WHICH HAS YET TO BE DETERMINED:

BLOCK 1 OF TUSCANY VILLAGE-PHASE 1, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN PLAT BOOK 64, PAGES 13, 14 AND 15, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

LESS AND EXCEPT TRACTS "A", "B", "C", AND "LS" AS SHOWN ON SAID PLAT.

ALSO LESS AND EXCEPT ANY PORTION THEREOF LYING WITHIN THE BOUNDARIES OF VINEYARDS AT HAMMOCK RIDGE CROSSINGS RESIDENTIAL PARCEL & PARK PARCEL CITY OF CLERMONT, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN PLAT BOOK 68, PAGES 37 THROUGH 42, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

FLOOD NOTE

THE LANDS BOUND BY THIS SURVEY ARE LOCATED WITHIN AN AREA HAVING A FLOOD ZONE DESIGNATION "X" (AREA OF MINIMAL FLOOD HAZARD) BY THE FEDERAL MANAGEMENT AGENCY (FEMA) ON FLOOD INSURANCE RATE MAP NUMBER 12089C0590E, DATED DECEMBER 18, 2012, WHICH IS THE CURRENT FLOOD INSURANCE RATE MAP FOR THE COMMUNITY THIS PARCEL IS SITUATED IN.

GENERAL NOTES

1. CONTRACTOR SHALL HAVE ONE SIGNED COPY OF THE APPROVED PLANS AND THE APPROPRIATE STANDARDS SPECIFICATIONS ALONG WITH A COPY OF ANY PERMITS AND AGREEMENTS NEEDED FOR THE JOB ON-SITE AT ALL TIMES.
2. CONTRACTOR SHALL MEET OR EXCEED ALL SITE WORK SPECIFICATIONS AND APPLICABLE STATE AND FEDERAL REGULATIONS FOR ALL MATERIALS AND CONSTRUCTION.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ASPECTS OF SAFETY DURING CONSTRUCTION.
4. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF ANY SITUATION THAT IS NOT IDENTIFIED IN THE PLANS OR SPECIFICATIONS IS ENCOUNTERED.
5. NO REVISION SHALL BE MADE TO THESE PLANS WITHOUT THE APPROVAL OF THE ENGINEER OF RECORD.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING ROADWAYS FREE AND CLEAR OF ALL CONSTRUCTION DEBRIS AND DIRT TRACKED FROM THE SITE.
7. ANY REFERENCE TO PUBLISHED STANDARDS SHALL REFER TO THE LATEST REVISION OF SAID STANDARD, UNLESS SPECIFICALLY STATED OTHERWISE.
8. ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICE COMPANIES SHALL BE PERFORMED PRIOR TO ANNOUNCED BUILDING POSSESSION AND THE FINAL CONNECTION OF SERVICES.

CONTACTS

OWNER
CHICK-FIL-A
5200 BUFFINGTON ROAD
ATLANTA, GA 30349

ENGINEER
BOWMAN CONSULTING GROUP
13450 W. SUNRISE BLVD, SUITE 320
SUNRISE, FL 33323
BILL PFEFFER, BRANCH MANAGER
954.3148466
BPFEFFER@BOWMANCG.COM

STORM DRAINAGE
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
801 S. LAKE DESTINY ROAD, SUITE 200
MAITLAND, FL 32751
LINDSEY PORTER
407.215.1453

STORM DRAINAGE
CITY OF CLERMONT ENGINEERING DEPARTMENT
400 12TH STREET
CLERMONT, FL 34711
TERRY DYKEHOUSE
352.394.7177

HEALTH DEPARTMENT
DEPT OF BUSINESS AND PROFESSIONAL
REGULATIONS DIVISION OF HOTELS AND
RESTAURANTS
1940 NORTH MONROE STREET
TALLAHASSEE, FL 32399-1011
DHR.PLANREVIEW@MYFLORIDALICENSE.COM

WATER DISTRIBUTION
UTILITIES INC. OF FLORIDA
200 WEATHERSFIELD AVENUE
ALTA MONTÉ SPRINGS, FL 32714
BRYAN GONGRE
866.842.6432 EXT. 1360

TRAFFIC ENGINEERING
FLORIDA DEPARTMENT OF TRANSPORTATION
1405 THOMAS AVENUE
LEESBURG, FL 34748
LOGAN LAND
352.326.7718

TRAFFIC ENGINEERING
LAKE COUNTY DEPARTMENT OF PUBLIC WORKS
330 N. SINCLAIR AVENUE
TAVARES, FL 32778
SETH LYNCH
352.253.9052

TELEPHONE/INTERNET
CENTURYLINK
33 N. MAIN STREET
WINTER GARDEN, FL 34787
STEVE CAPE
407.614.5393

SURVEYOR
BOWMAN CONSULTING GROUP
301 SE OCEAN BOULEVARD, SUITE 301
STUART, FL 34994
772.283.1413

SANITARY SEWER
CITY OF CLERMONT
3335 HANCOCK ROAD
CLERMONT, FL 34711
MARK GRIFFIN
352.241.0178

ELECTRIC
DUKE ENERGY
452 E. CROWN POINT ROAD
WINTER GARDEN, FL 34787
SUE FREYER
321.229.8207

GAS SERVICE
LAKE APOPKA NATURAL GAS DISTRICT
1320 WINTER GARDEN-VINELAND ROAD
WINTER GARDEN, FL 34787
EVERETT HOMES
407.656.2734 EXT. 104

EROSION CONTROL
FLORIDA DEPARTMENT OF ENVIRONMENTAL
PROTECTION
2600 BLAIR STONE ROAD
TALLAHASSEE, FL 32399
MR. B. SEAN CLAYPOOL
866.336.6312
BYRON.CLAYPOOL@DEP.STATE.FL.US

INDEX

SHEET C-1.0	COVER SHEET
SHEET C-1.1	EXISTING CONDITIONS PLAN
SHEET C-2.0	SITE PLAN
SHEET C-3.0	GRADING AND DRAINAGE PLAN
SHEET C-3.1	DEMOLITION PLAN / EROSION CONTROL PLAN - PHASE I
SHEET C-3.2	EROSION CONTROL PLAN - PHASE II
SHEET C-3.3	EROSION CONTROL DETAILS
SHEET C-4.0	CHICK-FIL-A SITE DETAILS
SHEET C-4.1	CHICK-FIL-A SITE DETAILS
SHEET C-4.2	CHICK-FIL-A SITE DETAILS
SHEET C-4.3	CHICK-FIL-A SITE DETAILS
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SHEET PS-1.0	UTILITY PLAN
SHEET PS-1.1	UTILITY DETAILS
SHEET L-100	LANDSCAPE PLAN



5200 Buffington Rd.
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30349-2998



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13450 W. Sunrise Blvd., Suite 320
Sunrise, FL 33323
Phone (954) 314-8466
bill.pfeffer@bowmancg.com
www.bowmancg.com

Seal

BILL M. PFEFFER, P.E.
LICENSE NO. 73008
10/31/2017

CHICK-FIL-A
HAMMOCK RIDGE FSR
SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711

FSR# 04159

REVISION SCHEDULE

NO. DATE DESCRIPTION

PRELIMINARY REVIEW

CURRENT DESIGN
NOTE APPLIED
PROJECT #
PRINTED FOR
DATE
BY

0077-023
010164-01-000
PRELIMINARY REVIEW
10/31/2017
RM

REVISION

SHEET NUMBER

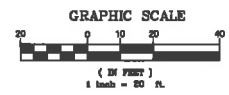
C-1.0



ELEVATIONS SHOWN HEREON ARE IN
DATUM NAVD 88.

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CURVE TABLE				
CURVE	RADIUS	LENGTH	DELTA	CHORD BEARING CHORD DISTANCE
C1	100.00'	100.00'	24.41°	E 33° 45' 00" W 100.00'
C2	100.00'	100.00'	24.41°	N 51° 05' 00" E 100.00'



LEGEND	
PROPERTY LINE	
EX. CONCRETE SIDEWALK	
EX. CONCRETE CURB	
EX. ELECTRIC HAND HOLE	
EX. WOOD POWER POLE	
EX. CONCRETE POLE	
EX. WOOD HAND-POLE	
EX. STORM INLET	
EX. METAL LID SITUATION	
EX. STORM SLIVER	
EX. WALL	
EX. SIGN	
EX. GAS VALVE	
EX. FOUR-HEAD ELECTRIC	
EX. FORCE MAIN VALVE	
EX. 30" R. MANHOLE	
EX. GRAVITY SEWER	
EX. SEWER FORCE MAIN	
EX. WATER MAIN	

- DATUM NOTE
1. THE ELEVATIONS ON THIS DRAWING ARE REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD 83) AND ARE BASED UPON THE FOLLOWING ELEVATION POINTS:
"1" IN THE PHOTO: A 4" X 4" CONCRETE MONUMENT WITH A BENCH MARK ELEVATION: 115.10' NAVD 83
"2" ELEVATION DATUM CAPSTONE (DOWNNAVD TO NGVD) 114.87'



5200 Buffington Rd.
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15000 Gumbo Drive, Suite 200
Buckley, FL 32825
Phone: 727-214-8424
Fax: 727-214-8424
www.bowmanconsulting.com

Seal

WILLIAM PFEFFER P.E.
LICENSE NO. 73058
10/31/2017

CHICK-FIL-A

HAMMOCK RIDGE FSR

SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711

FSR# 04159

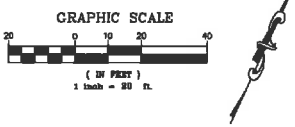
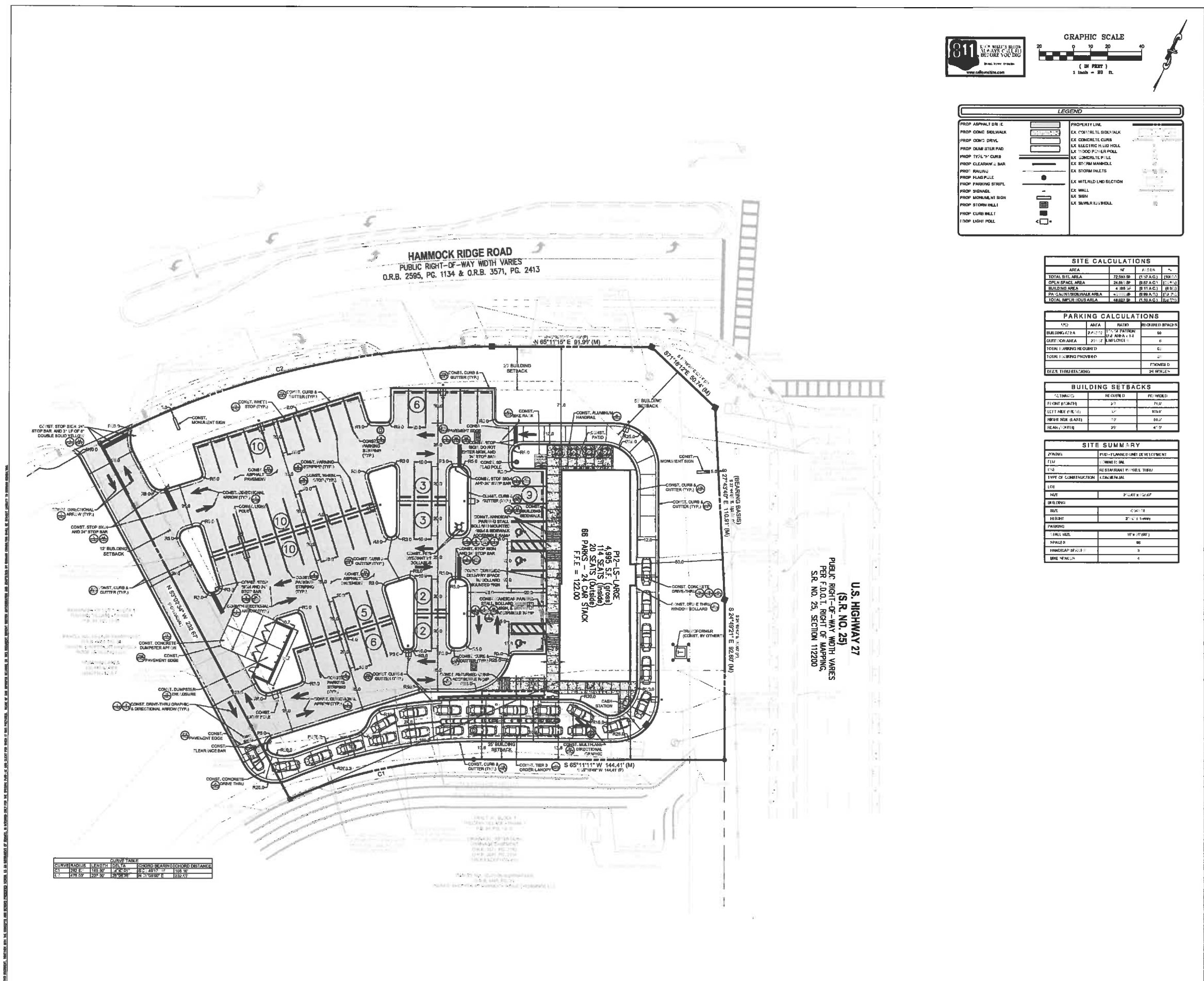
REVISION SCHEDULE	
NO.	DATE

PRELIMINARY REVIEW

CURRENT DESIGN	2017-02-01
NOTE APPLIED	
PROJECT NO.	030004-01-003
DATE FOR PRELIMINARY REVIEW	
DATE	10/31/2017
DRAWN BY	RM

THIS EXISTING CONDITIONS PLAN

C-1.1



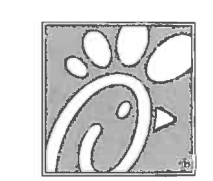
LEGEND	
PROP ASPHALT DRIVE	EX CONCRETE SIDEWALK
PROP CONC SIDEWALK	EX CONCRETE CURB
PROP CONC DRIVE	EX EXISTING CURB
PROP DUMPSTER PAD	EX 1000 PILE POLE
PROP TYPE "Y" CURB	EX CONCRETE PILE
PROP CLEARANCE BAR	EX STORM MANHOLE
PROP FLAG POLE	EX STORM INLETS
PROP PARKING STRIP	EX MITERED END SECTION
PROP SIGNAGE	EX WALL
PROP MONUMENT SIGN	EX SIGN
PROP STORM INLET	EX STORM INLET
PROP CURB INLET	EX STORM INLET
PROP LIGHT POLE	EX STORM INLET

SITE CALCULATIONS			
AREA	sq ft	sq ft	%
TOTAL SITE AREA	72,583	1.31	100.00
DRIVEWAY AREA	2,481	0.04	3.42
BUILDING AREA	4,995	0.07	6.88
PARKING/STREETWAY AREA	65,107	0.90	90.70
TOTAL IMPERVIOUS AREA	72,583	1.31	100.00

PARKING CALCULATIONS			
NO.	AREA	RATIO	REQUIRED SPACES
BUILDING AREA	4,995	1.00	50
CURB CUT AREA	2,481	1.00	6
TOTAL PARKING REQUIRED			56
TOTAL PARKING PROVIDED			56
DECK THROUGHPUT			24 VEHICLES

BUILDING SETBACKS		
STANDARD	REQUIRED	PROVIDED
FRONT SETBACK	25'	75.0'
LEFT SIDE SETBACK	10'	20.0'
RIGHT SIDE SETBACK	10'	20.0'
REAR SETBACK	25'	45.0'

SITE SUMMARY	
OWNER	CHICK-FIL-A
PROJECT	RESTAURANT BUILDING
TYPE OF CONSTRUCTION	RECONSTRUCTION
LOI	
DATE	10/10/2017
DESIGNER	CHICK-FIL-A
SCALE	AS SHOWN
REVISION	2" x 1" SCALE
DATE	10/10/2017
BY	CHICK-FIL-A
CHK	CHICK-FIL-A



5200 Buffington Rd.
Atlanta Georgia,
30349-2998



Seal

WILLIAM PEPPER, P.E.
LICENSE NO. 73058
10/10/2017

CHICK-FIL-A

HAMMOCK RIDGE FSR

SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711

FSR# 04159

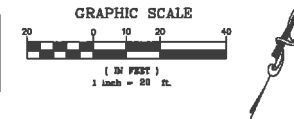
REVISION	SCHEDULE	DESCRIPTION
NO.	DATE	

PRELIMINARY REVIEW

DESIGNER	CHICK-FIL-A
DATE	10/10/2017
BY	CHICK-FIL-A
CHK	CHICK-FIL-A

SHEET SITE PLAN

C-2.0

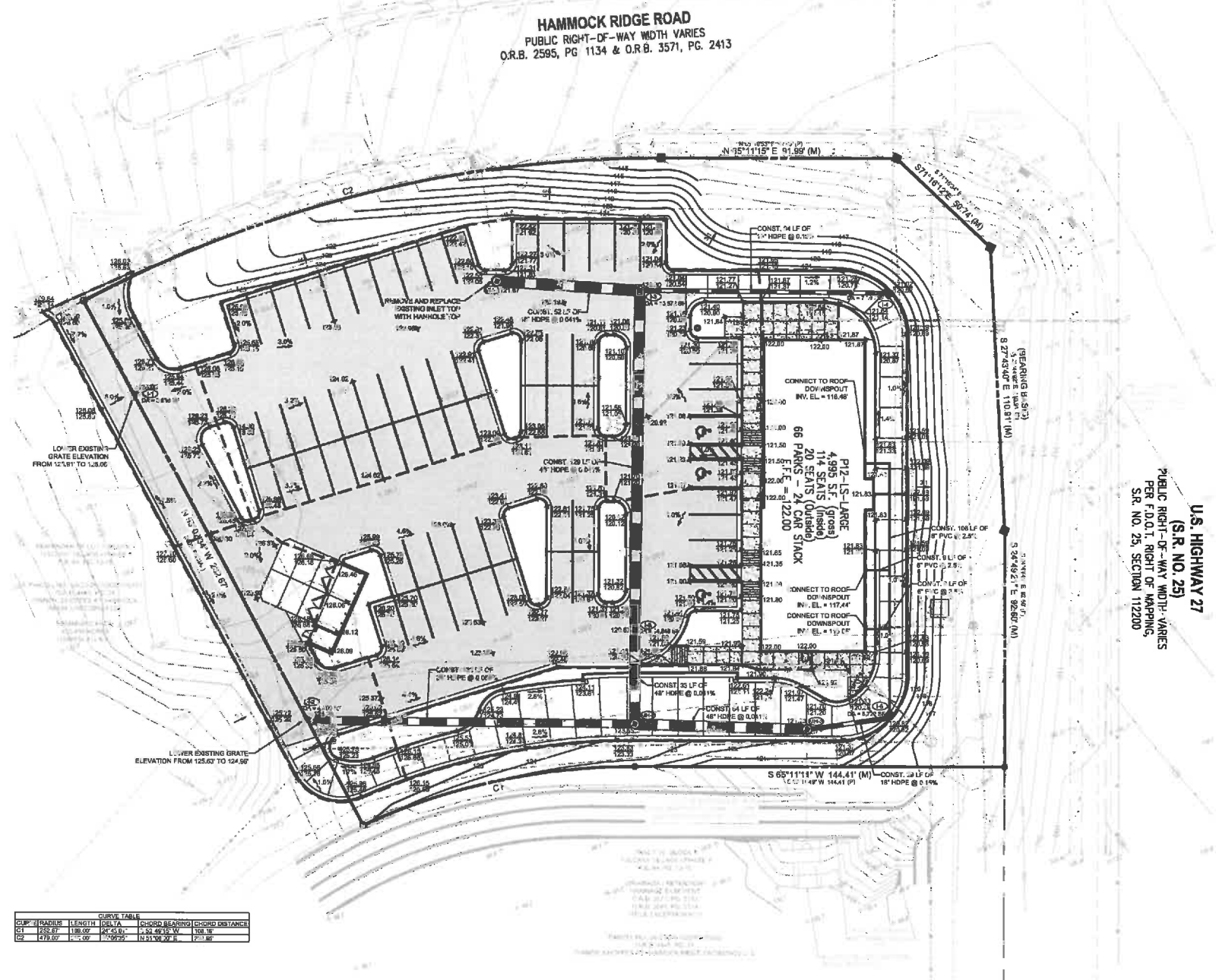


LEGEND	
PAV'G ASPHALT DRIVE	EX CONCRETE SIDEWALK
PROP CONC SIDEWALK	EX CONCRETE CURB
PROP ASPHALT DRIVE	EX ELECTRIC HAND HOLE
PROP DUMPSTER PAD	EX WOOD POWER POLL
PROP 1" PPL 1" CURB	EX CONCRETE POLL
PROP COLLARABLE BAR	EX 1" ODM W/ POL
PROP RAILING	EX STORM INLETS
PROP FLAG POLE	EX INTERLOCKED SECTION
PROP 1" RAILING 5" RAIL	EX STORM SEWER
PROP BORING	EX WALL
PROP 1" RAILING SIGN	EX SIGN
PROP PAULANT ELEVATION	EX 1" SURVEY
PROP CURB ELEVATION	EX 1" CORNER ELEVATION
EXISTING ELEVATION	EX FORCE MAIN / AVE
PROP STORM INLET	EX 1" MANHOLE
PROP STORM SEWER	EX GRAVITY SEWER
PROP WATER SERVICE	EX SEWER FORCE MAIN
PROP SANITARY SEWER	EX WATER MAIN
PROP CULVERT	
PROP GAS SERVICE	
PROP ELECTRIC SERVICE	
PROP TELEPHONE SERVICE	

DATUM NOTE

- THE ELEVATIONS SHOWN HEREIN ARE BASED UPON THE NORTH AMERICAN VERTICAL DATUM OF 1988 AND VERTICAL DATUM BASED UPON THE FOLLOWING LOCAL DATUMS:
"N.A. 1988" AND "N.A. 1988" DATUM WITH A MEAN SEA LEVEL ELEVATION OF 10.00 FEET.
- THE ELEVATIONS SHOWN HEREIN ARE BASED UPON THE NORTH AMERICAN VERTICAL DATUM OF 1988 AND VERTICAL DATUM BASED UPON THE FOLLOWING LOCAL DATUMS:
"N.A. 1988" AND "N.A. 1988" DATUM WITH A MEAN SEA LEVEL ELEVATION OF 10.00 FEET.

DRAINAGE STRUCTURE TABLE											
STRC NUMBER	STRC TYPE	RM	NUT	S BY	E BY	W BY	N BY	NW BY	SE BY	SW BY	REMARKS
1-1	EX. INLET	12.72						118.00	117.00		SEE SHEET C-3.0
1-2	EX. INLET	11.00						118.00	118.00		SEE SHEET C-3.0
1-3	TYPE "C"	12.05						115.00	11.00	11.00	SEE SHEET C-3.0
1-4	TYPE "C"	12.10								11.00	SEE SHEET C-3.0
1-5	TYPE "C"	11.37						11.00	11.00		SEE SHEET C-3.0
1-6	TYPE "C"	11.10						118.00		11.00	SEE SHEET C-3.0
MH-1	MANHOLE	11.02						118.00	118.00		SEE SHEET C-3.0
MH-2	MANHOLE	14.05						117.00	118.00		SEE SHEET C-3.0
MH-3	MANHOLE	11.58						117.00	118.00	11.00	SEE SHEET C-3.0



CURVE TABLE			
CURV. RAD.	LENGTH	CHORD BEARING	CHORD DISTANCE
100.00	118.00	N 34.40° E 118.00	118.00
100.00	118.00	N 34.40° E 118.00	118.00



5200 Buffington Rd.
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Seal

CHICK-FIL-A

HAMMOCK RIDGE FSR

SOUTHWEST CORNER OF HWY 27
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FSR# 04159

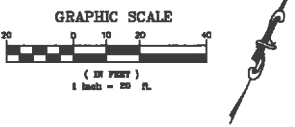
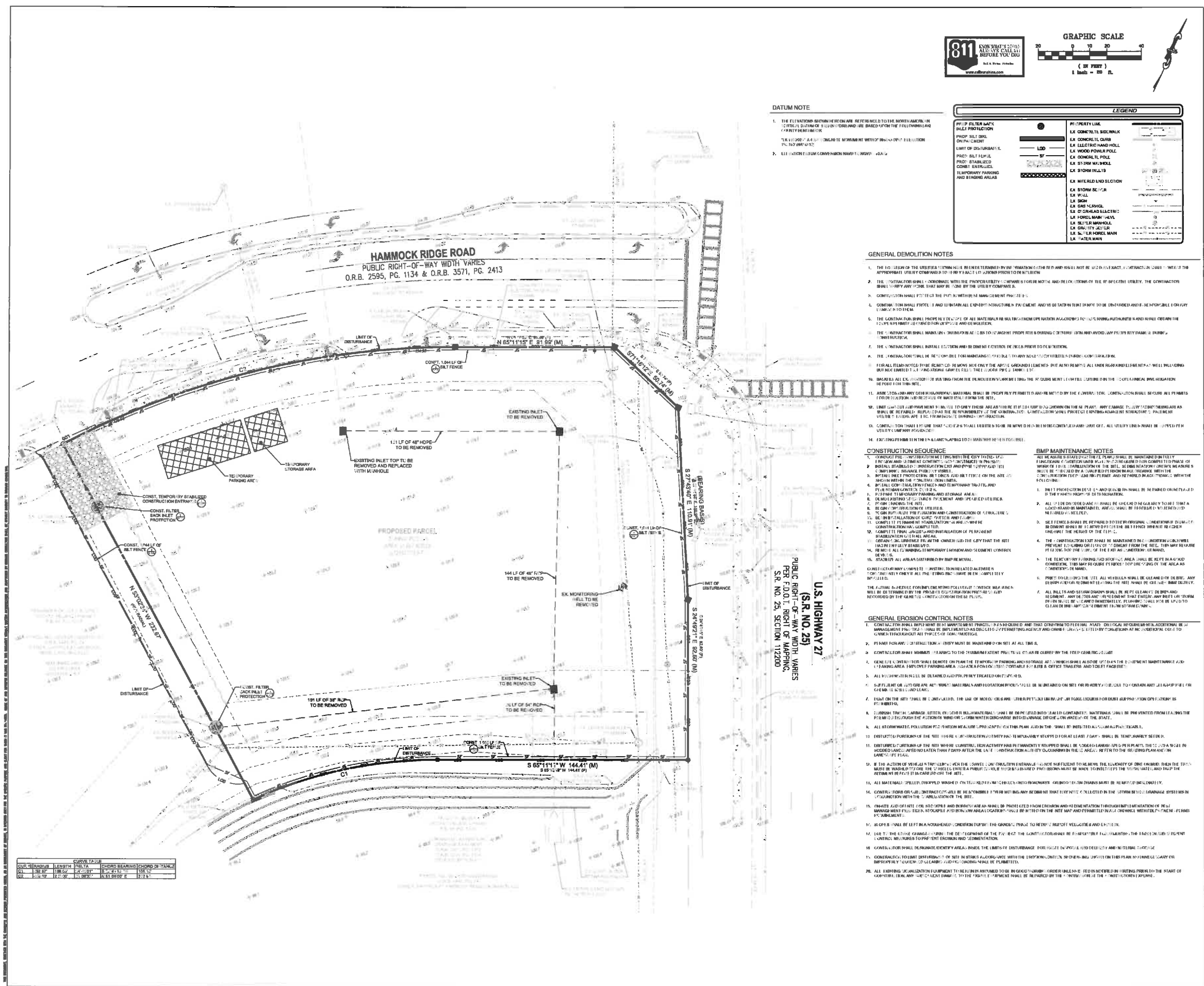
REVISION	SCHEDULE	NO.	DATE	DESCRIPTION
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PRELIMINARY REVIEW

CURRENT DESIGN: 2017-03-03
DATE APPLIED: 01/05/2017
PROJECT: 010000-01-000
DESIGNED FOR: PRELIMINARY REVIEW
DATE: 10/05/17
DRAWN BY: RAE

DESIGN: GRADING AND DRAINAGE PLAN

SHEET NUMBER: C-3.0



DATUM NOTE

- 1. THE ELEVATIONS SHOWN HEREON ARE REFERENCED TO THE NORTH AMERICAN DATUM OF 1983. ELEVATIONS OF 1000.00 FEET ARE BASED UPON THE FOLLOWING ELEVATION DATA:
- 2. THE ELEVATION OF THE CORNER OF HAMMOCK RIDGE ROAD AND U.S. HIGHWAY 27 IS 1000.00 FEET.

LEGEND	
PP-PP FILTER BACK	PROPERTY LINE
PP-PP FILTER BACK	EX CONCRETE SIDEWALK
PP-PP FILTER BACK	EX CONCRETE CURB
PP-PP FILTER BACK	EX ELECTRIC HAND HOLE
PP-PP FILTER BACK	EX WOOD POWER POLE
PP-PP FILTER BACK	EX CONCRETE POLE
PP-PP FILTER BACK	EX STORM MANHOLE
PP-PP FILTER BACK	EX STORM TIE
PP-PP FILTER BACK	EX MITERED END SECTION
PP-PP FILTER BACK	EX STORM SECTION
PP-PP FILTER BACK	EX WALL
PP-PP FILTER BACK	EX SIGN
PP-PP FILTER BACK	EX GAS SERVICE
PP-PP FILTER BACK	EX OFF-GRADE ELECTRIC
PP-PP FILTER BACK	EX FORD MAIN
PP-PP FILTER BACK	EX WELTER MAIN
PP-PP FILTER BACK	EX GRAVITY JELLY
PP-PP FILTER BACK	EX WELTER MAIN
PP-PP FILTER BACK	EX WELTER MAIN

GENERAL DEMOLITION NOTES

- 1. THE ELEVATION OF THE UTILITY TOPPING SHALL BE DETERMINED BY THE CONTRACTOR AND SHALL NOT BE USED FOR ANY OTHER PURPOSES.
- 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
- 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
- 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
- 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
- 6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
- 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
- 8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
- 9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
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- 17. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
- 18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
- 19. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.
- 20. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND STRUCTURES TO REMAIN.

CONSTRUCTION SEQUENCE

- 1. DEMOLITION SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 2. DEMOLITION SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 3. DEMOLITION SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 4. DEMOLITION SHALL BE COMPLETED WITHIN THE CITY LIMITS.
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- 18. DEMOLITION SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 19. DEMOLITION SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 20. DEMOLITION SHALL BE COMPLETED WITHIN THE CITY LIMITS.

BMP MAINTENANCE NOTES

- 1. BMP MAINTENANCE SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 2. BMP MAINTENANCE SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 3. BMP MAINTENANCE SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 4. BMP MAINTENANCE SHALL BE COMPLETED WITHIN THE CITY LIMITS.
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- 18. BMP MAINTENANCE SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 19. BMP MAINTENANCE SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 20. BMP MAINTENANCE SHALL BE COMPLETED WITHIN THE CITY LIMITS.

GENERAL EROSION CONTROL NOTES

- 1. EROSION CONTROL SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 2. EROSION CONTROL SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 3. EROSION CONTROL SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 4. EROSION CONTROL SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 5. EROSION CONTROL SHALL BE COMPLETED WITHIN THE CITY LIMITS.
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- 17. EROSION CONTROL SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 18. EROSION CONTROL SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 19. EROSION CONTROL SHALL BE COMPLETED WITHIN THE CITY LIMITS.
- 20. EROSION CONTROL SHALL BE COMPLETED WITHIN THE CITY LIMITS.

CURVE DATA			
CHORD BEARING	CHORD DISTANCE	DELTA	LENGTH
100.00	100.00	100.00	100.00
100.00	100.00	100.00	100.00
100.00	100.00	100.00	100.00
100.00	100.00	100.00	100.00
100.00	100.00	100.00	100.00
100.00	100.00	100.00	100.00
100.00	100.00	100.00	100.00
100.00	100.00	100.00	100.00
100.00	100.00	100.00	100.00

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LICENSE NO. 78058
10-30-2017

CHICK-FIL-A

HAMMOCK RIDGE FSR

**SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711**

FSR# 04159

REVISION	SCHEDULE	DESCRIPTION
NO.	DATE	
1	08/08/17	PRELIMINARY REVIEW
2	08/08/17	PRELIMINARY REVIEW
3	08/08/17	PRELIMINARY REVIEW
4	08/08/17	PRELIMINARY REVIEW
5	08/08/17	PRELIMINARY REVIEW
6	08/08/17	PRELIMINARY REVIEW
7	08/08/17	PRELIMINARY REVIEW
8	08/08/17	PRELIMINARY REVIEW
9	08/08/17	PRELIMINARY REVIEW
10	08/08/17	PRELIMINARY REVIEW

PRELIMINARY REVIEW

DEMOLITION PLAN / EROSION CONTROL PLAN - PHASE I

PROJECT NUMBER

C-3.1



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WILLIAM PFEFFER, P.E.
LICENSE NO. 73058
10/31/2017

CHICK-FIL-A
HAMMOCK RIDGE FSR
SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711

FSR# 04159

REVISION SCHEDULE		
NO.	DATE	DESCRIPTION

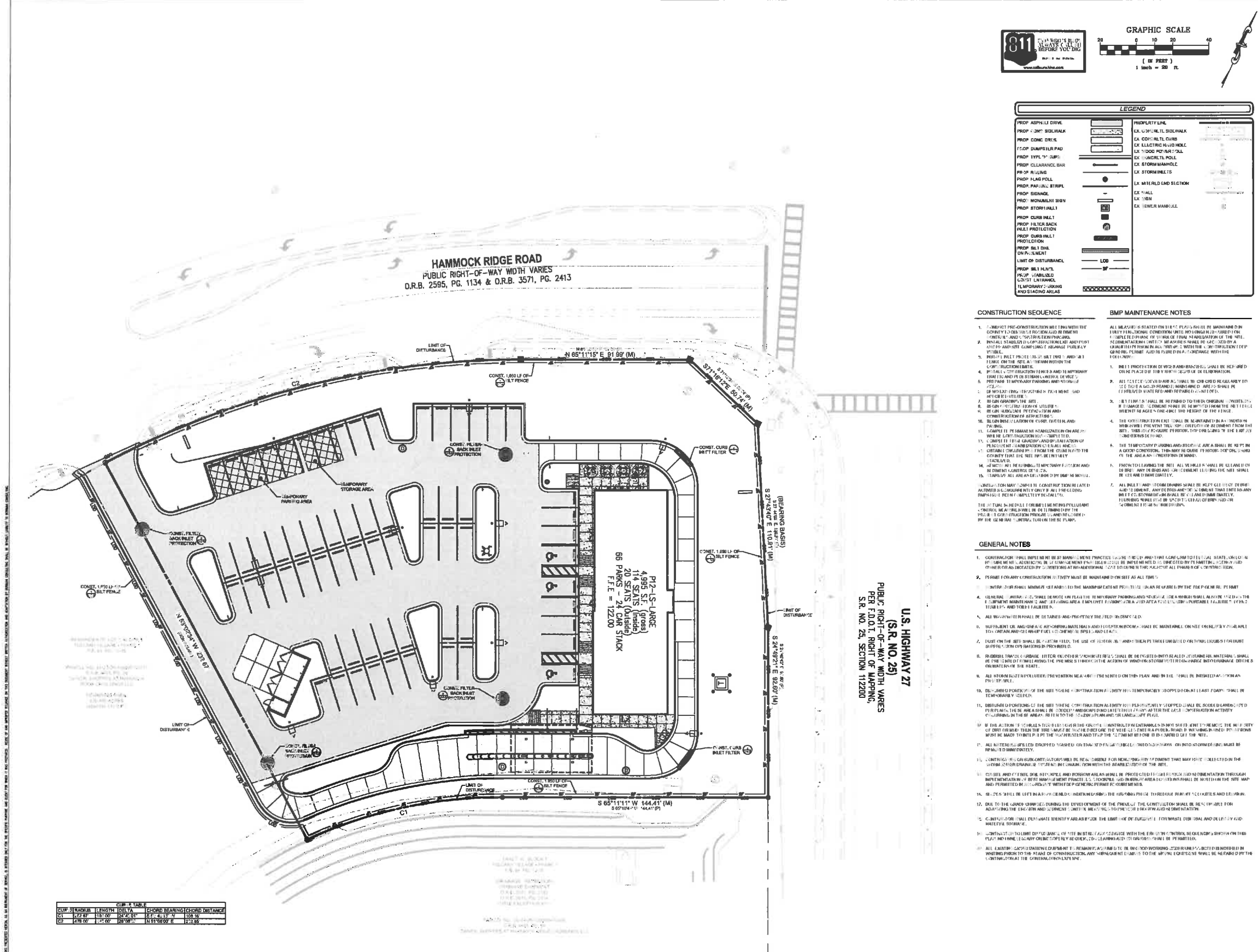
PRELIMINARY REVIEW

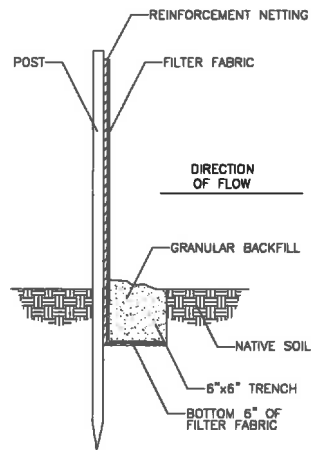
CURRENT DESIGN	2017-029
NOTE APPLIED	
PROJECT #	010654-01-000
PRINTED FOR	PRELIMINARY REVIEW
DATE	10/18/2017
DRAWN BY	RM

where σ_{eff} is defined as the following set of all digital filters, $\sigma_{\text{eff}} = \{F \in \mathcal{F} : \text{the norm of } F \text{ is } \leq \sigma\}$, and σ is any given positive number. The number of vectors in σ_{eff} has been estimated; project page: <http://www.math.berkeley.edu/~jordan>.

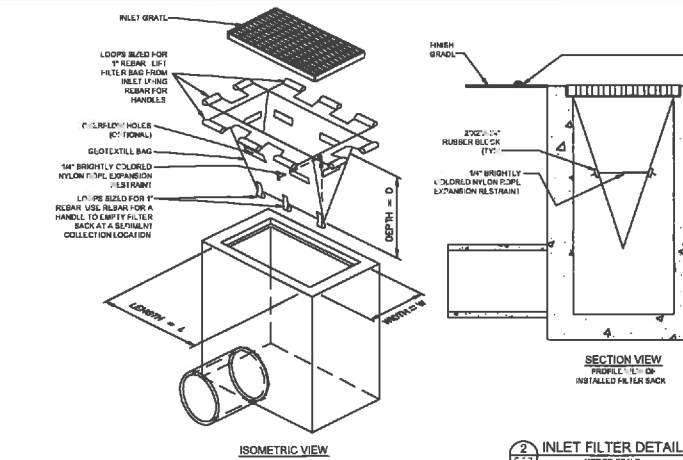
SHEET
EROSION CONTROL PLAN -
PHASE II

C-3.2

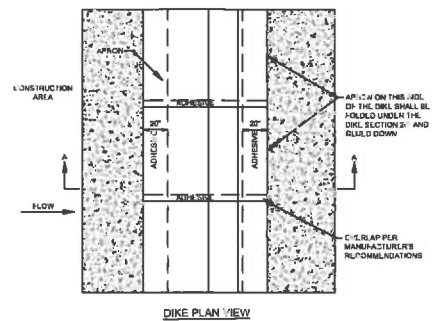




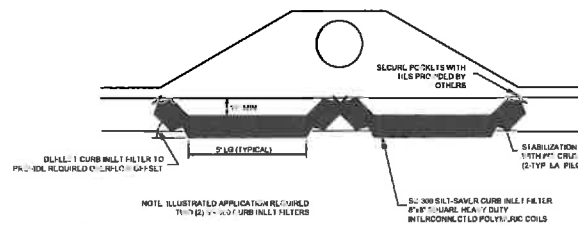
1 SILT BARRIER DETAIL
NOT TO SCALE



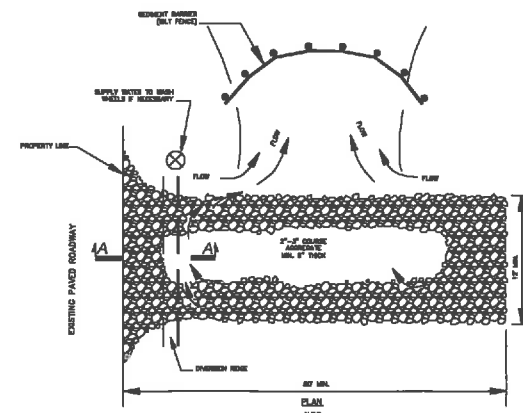
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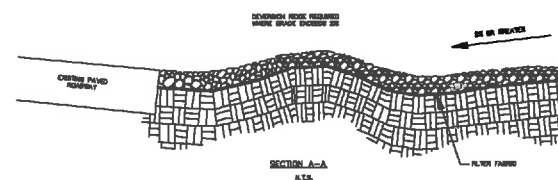
3 SILT DIKE ON EXISTING PAVEMENT
NOT TO SCALE



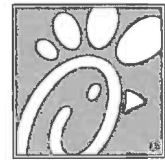
4 CURB INLET FILTER
NOT TO SCALE



5 STABILIZED CONSTRUCTION ENTRANCE
NOT TO SCALE



- NOTES:
1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OF FLOPPY MATERIALS ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE TOP DRESSING, AND/OR CLEAN-OUT OF ANY MATERIALS USED TO TRAP SEDIMENT.
 2. WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHTS-OF-WAY.
 3. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON A AREA STABILIZED WITH GRASS OR OTHER VEGETATION. WASHING SHALL BE DONE AT THE END OF EACH WORKING DAY.
 4. ANY SEDIMENT TRACKED ONTO ROADWAY SHALL BE SWEEPED BACK ONTO SITE AT THE END OF EACH WORKING DAY.



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LICENSE NO. 73058
10/01/2017

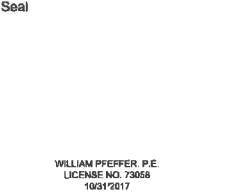
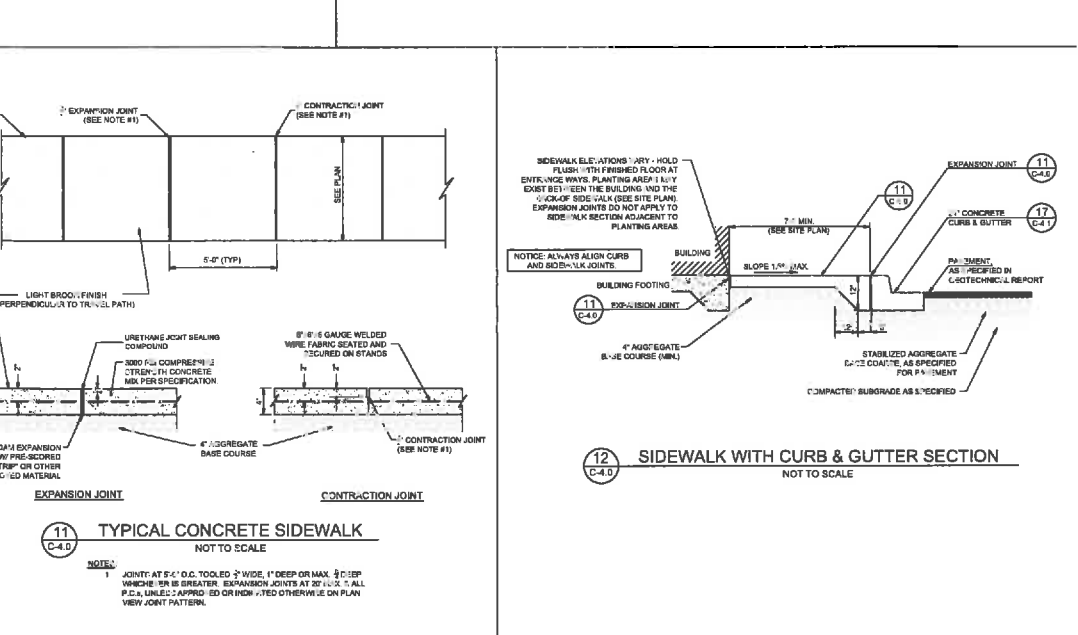
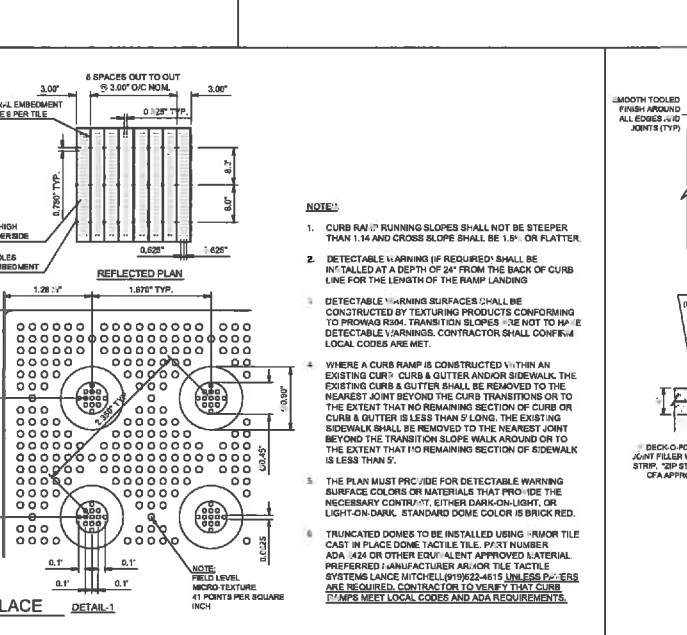
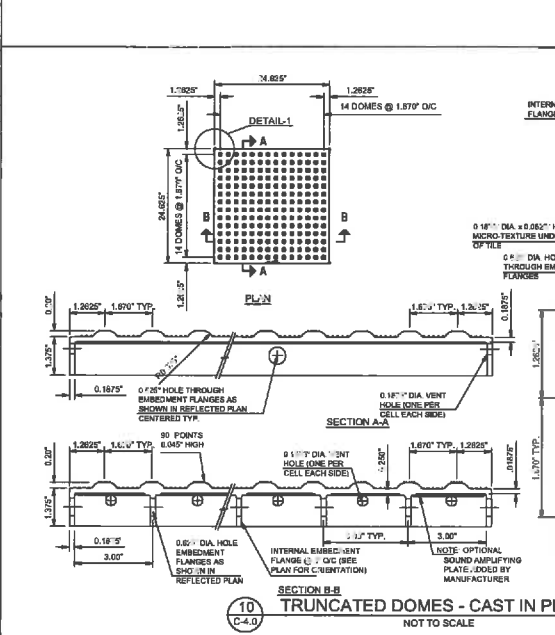
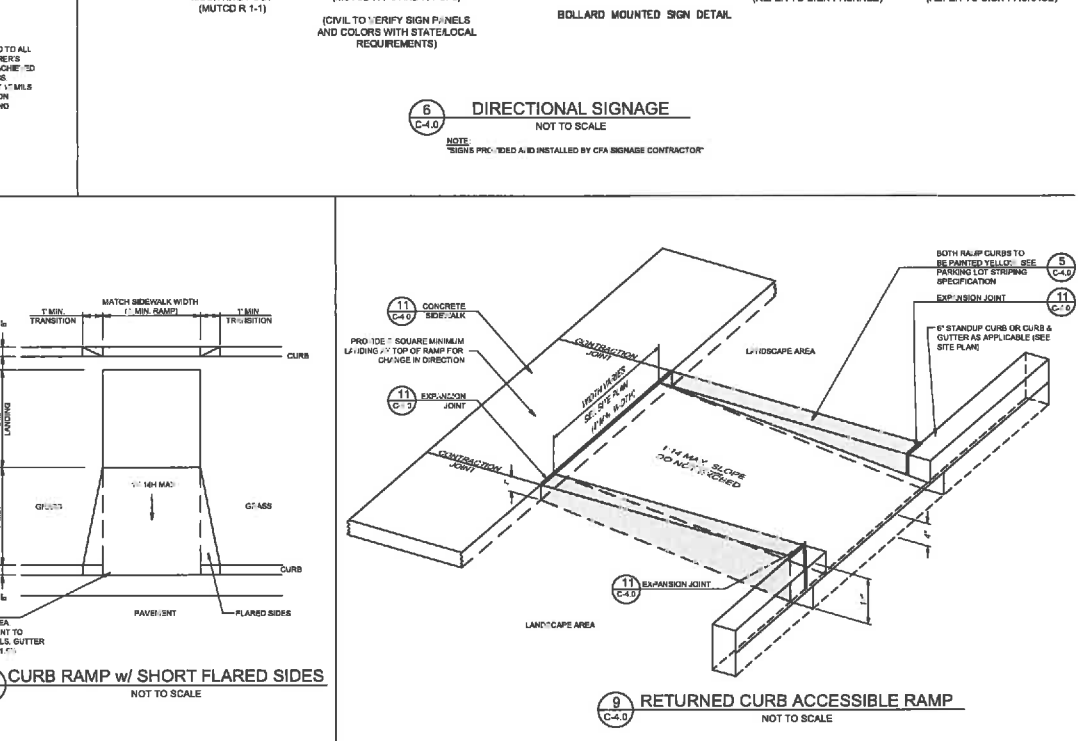
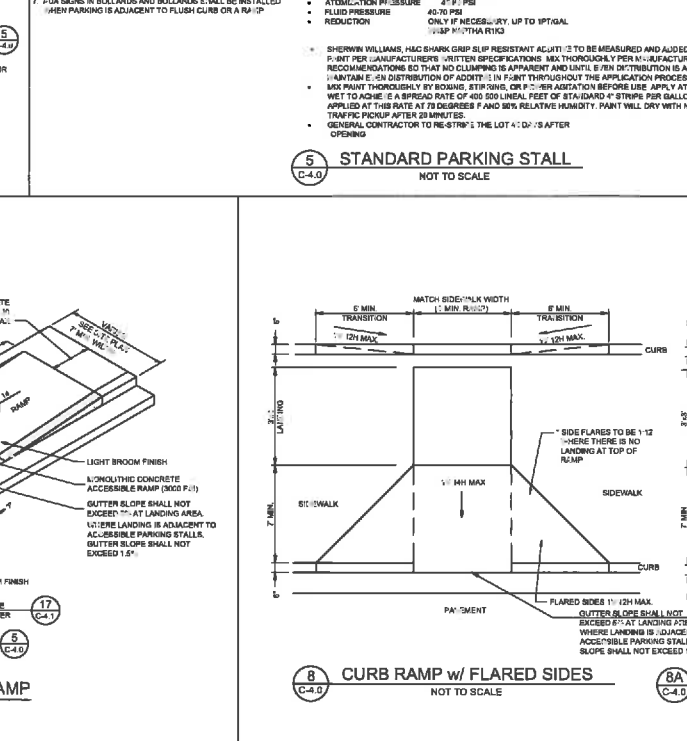
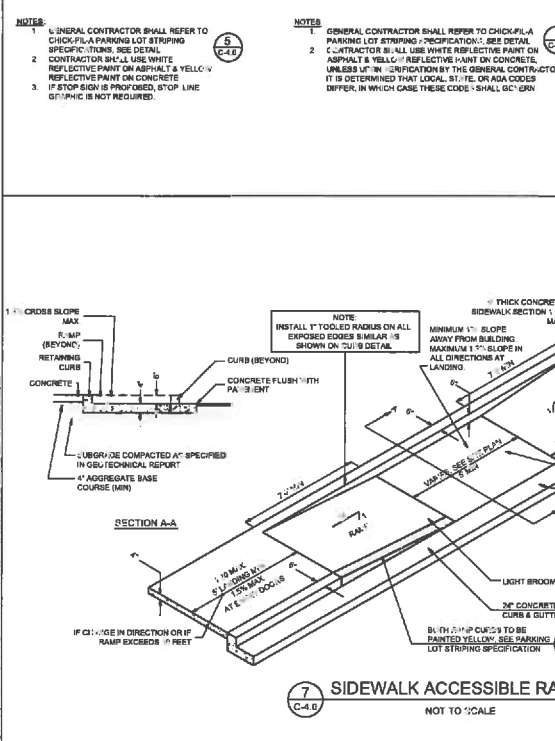
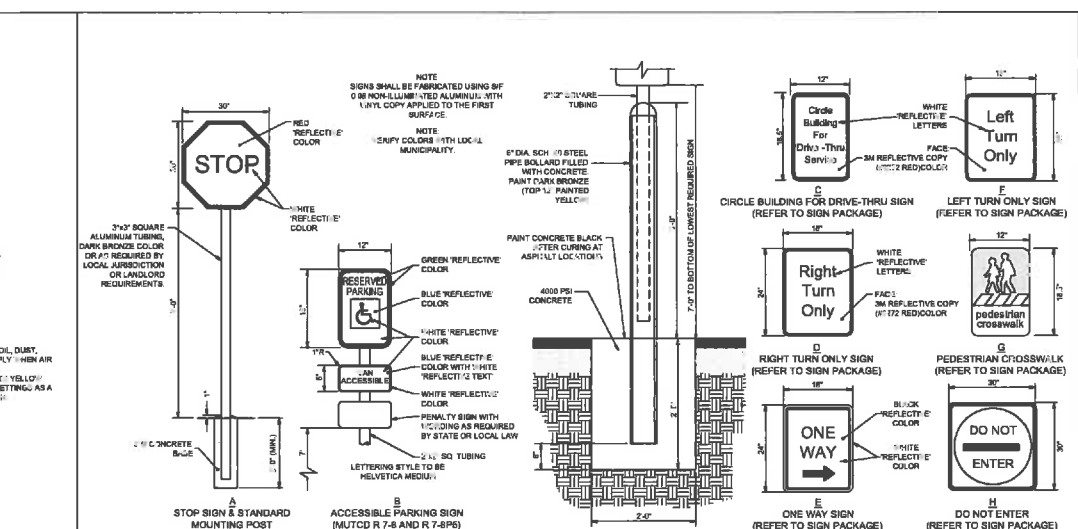
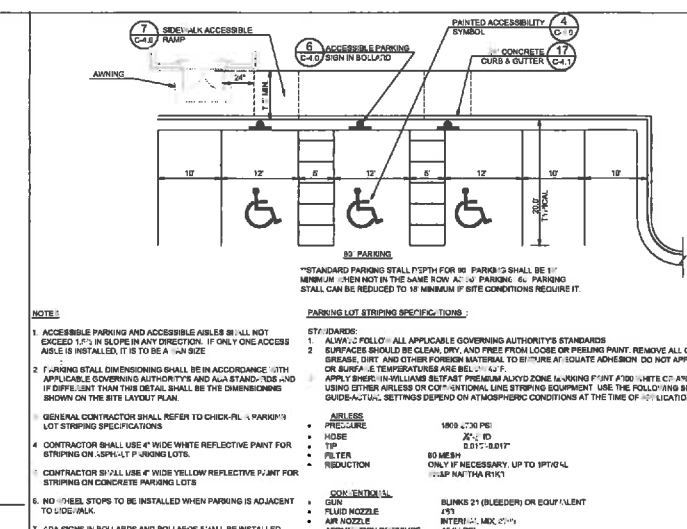
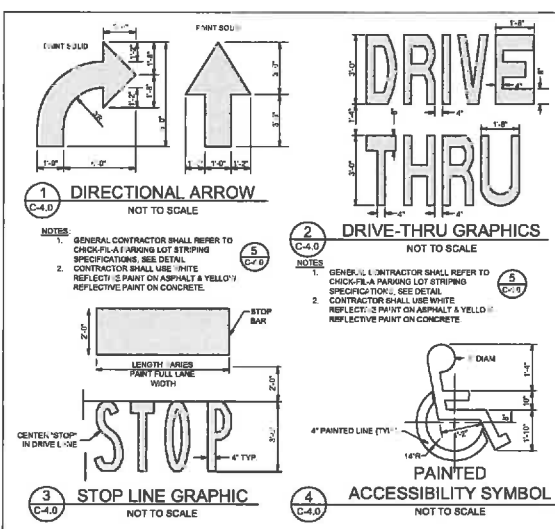
CHICK-FIL-A
HAMMOCK RIDGE FSR
SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711

FSR# 04159

REVISION SCHEDULE
NO. DATE DESCRIPTION

PRELIMINARY REVIEW

CURRENT DESIGN 2017-0228
NOTE: 04159
PROJECT # 01000001-000
PRINTED FOR PRELIMINARY REVIEW
DATE 08/08/2017
DRAWN BY RM
SHEET EROSION CONTROL DETAILS
SHEET NUMBER
C-3.3



Seal

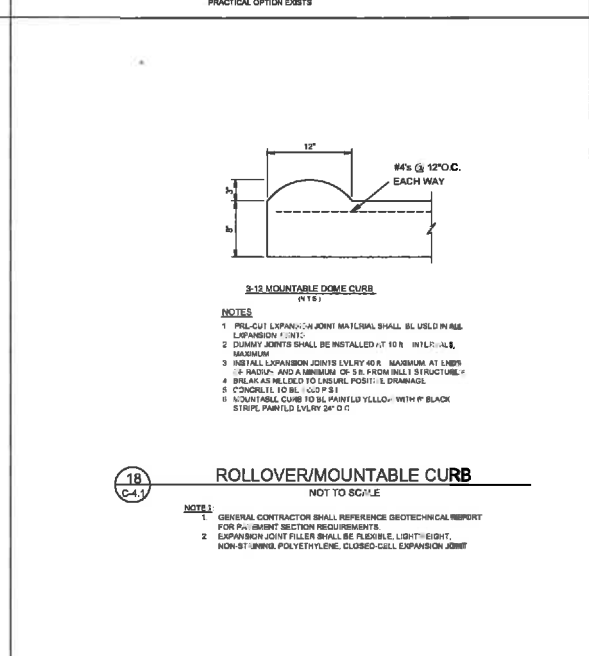
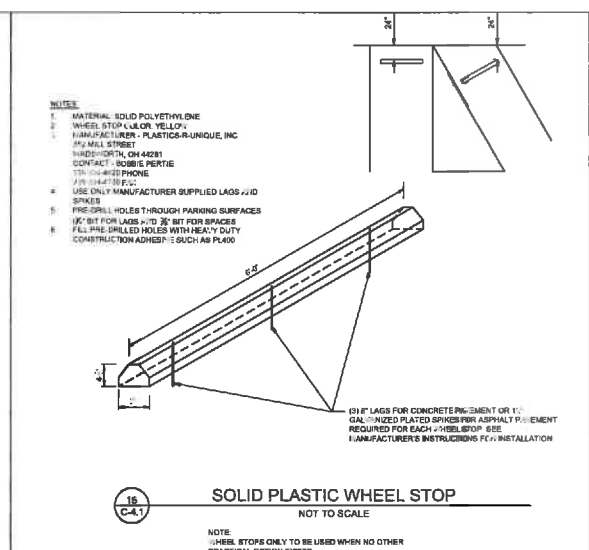
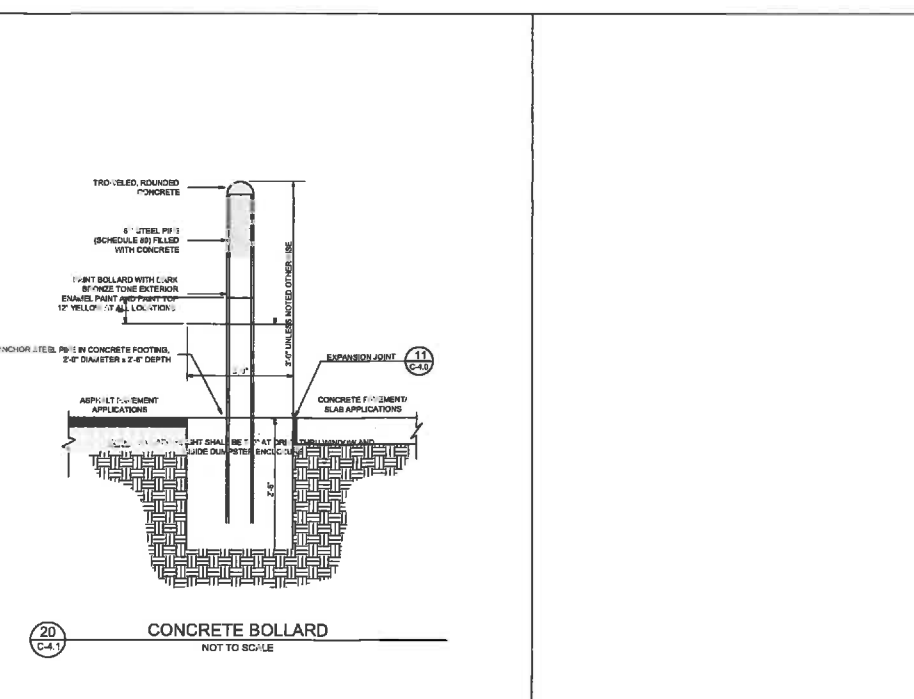
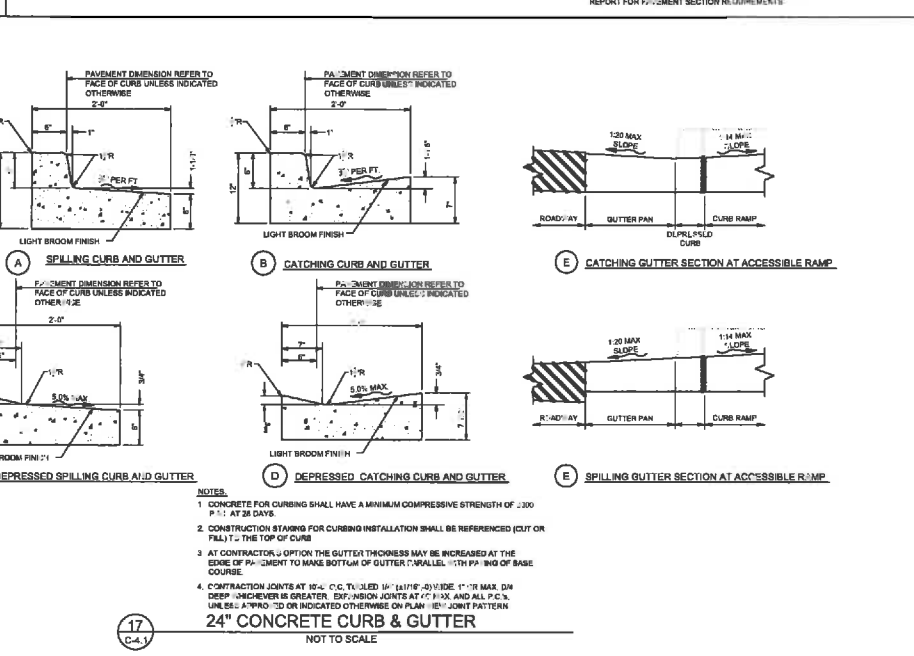
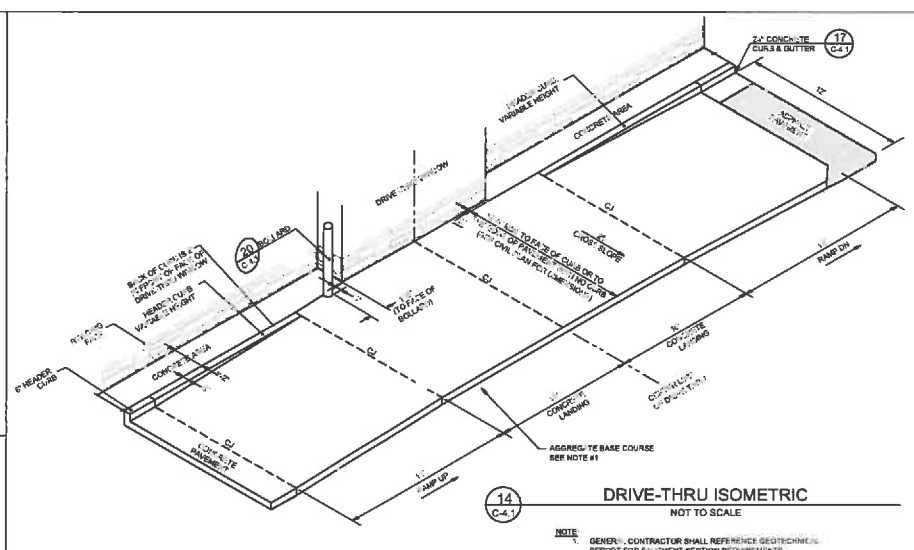
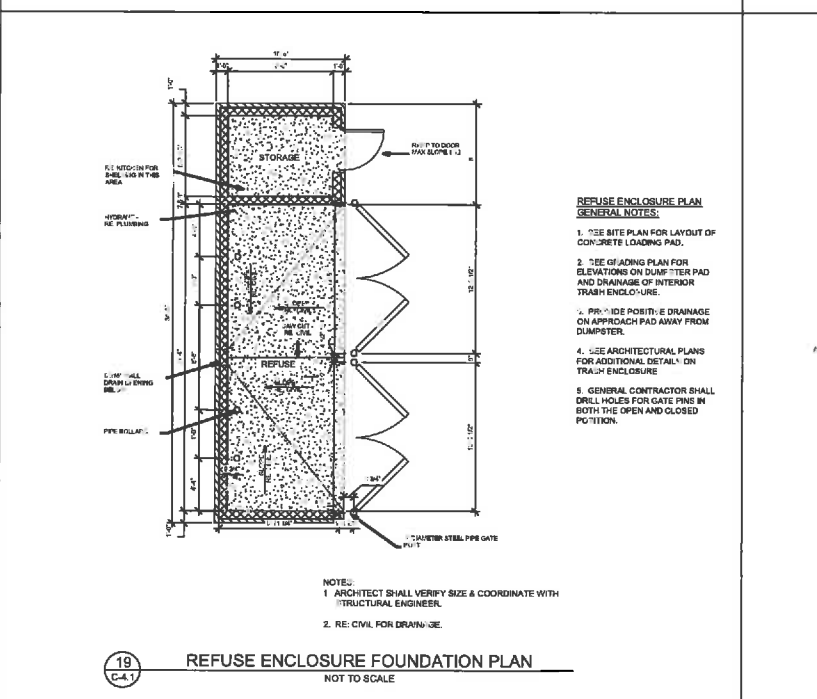
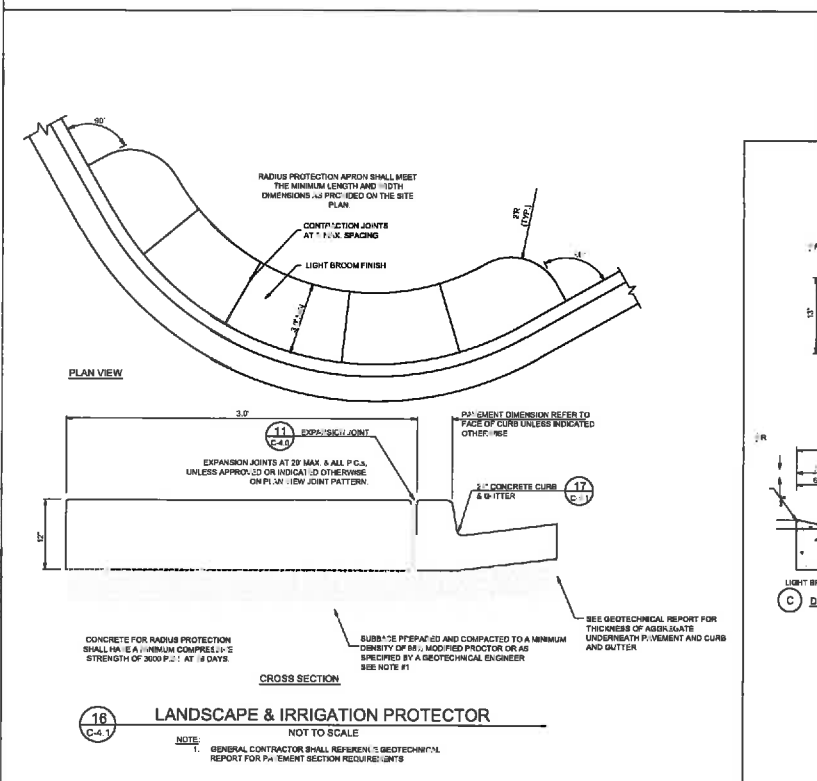
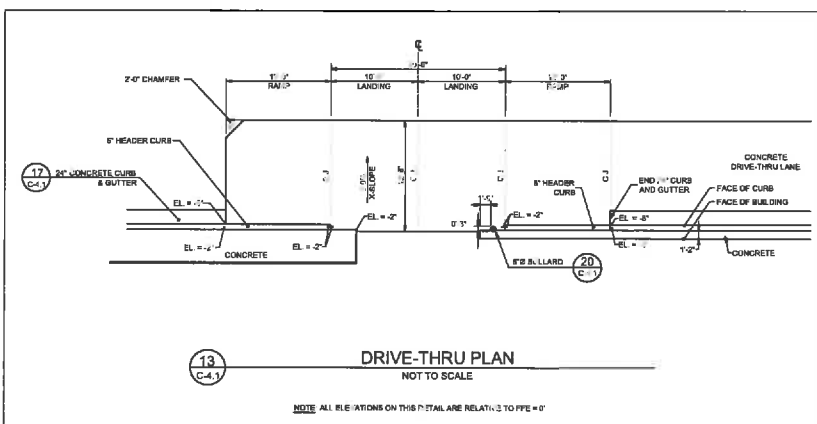
WILLIAM PFEFFER, P.E.
LICENSE NO. 73058
10017017

CHICK-FIL-A
HAMMOCK RIDGE FSR
SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711

FSR# 04159

REVISION	SCHEDULE	DESCRIPTION
NO.	DATE	
1	01/12/17	PRELIMINARY REVIEW
2	01/12/17	PRELIMINARY REVIEW
3	01/12/17	PRELIMINARY REVIEW
4	01/12/17	PRELIMINARY REVIEW
5	01/12/17	PRELIMINARY REVIEW
6	01/12/17	PRELIMINARY REVIEW
7	01/12/17	PRELIMINARY REVIEW
8	01/12/17	PRELIMINARY REVIEW
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11	01/12/17	PRELIMINARY REVIEW
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13	01/12/17	PRELIMINARY REVIEW
14	01/12/17	PRELIMINARY REVIEW
15	01/12/17	PRELIMINARY REVIEW
16	01/12/17	PRELIMINARY REVIEW
17	01/12/17	PRELIMINARY REVIEW
18	01/12/17	PRELIMINARY REVIEW
19	01/12/17	PRELIMINARY REVIEW
20	01/12/17	PRELIMINARY REVIEW

C-4.0





Chick-fil-A

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Bowman CONSULTING

William Pfeiffer P.E.
Licence No. 73586
10/1/2017

CHICK-FIL-A

HAMMOCK RIDGE FSR

SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711

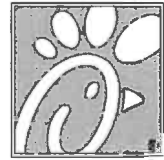
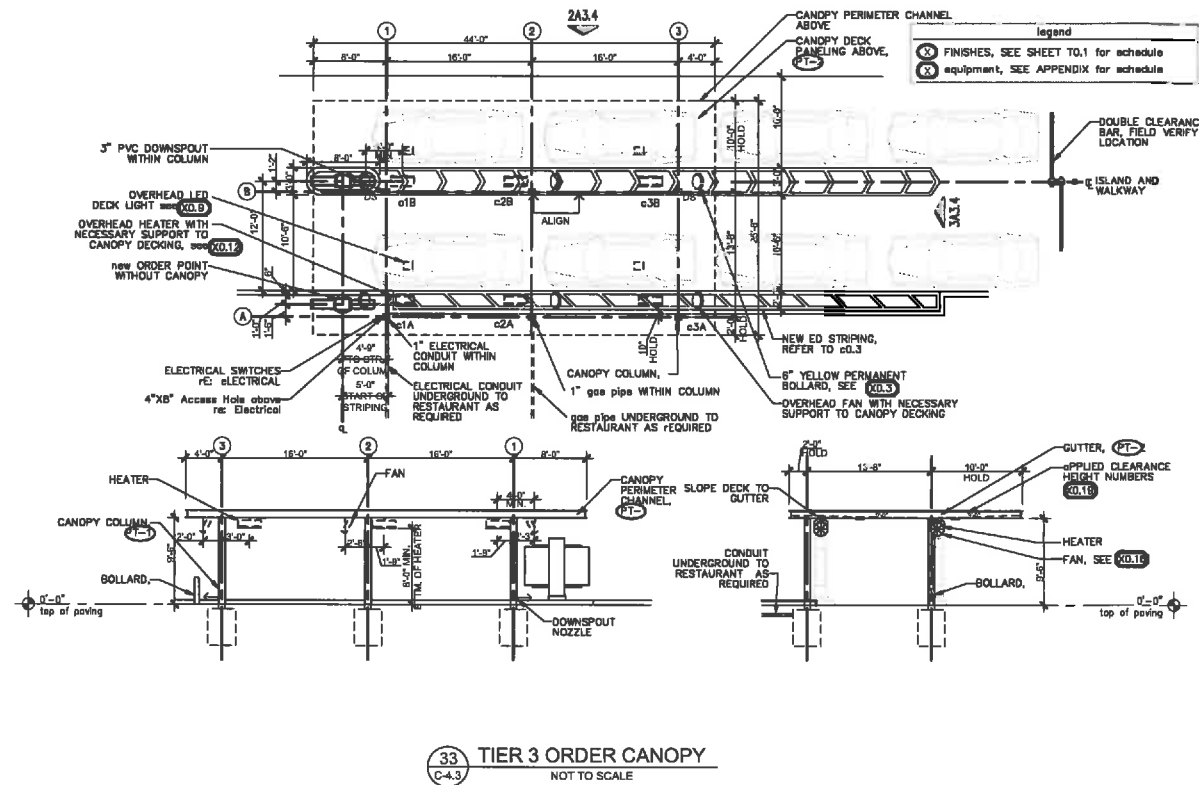
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REVISION	NO.	DATE	DESCRIPTION
1	04159-01	04/15/17	PRELIMINARY REVIEW

DATE: 10/18/2017
DRAWN BY: BSM

PRELIMINARY REVIEW

PROJECT # 010014-01-000
SHEET: CHICK-FIL-A SITE DETAILS
SHEET NUMBER: C-4.1



Chick-fil-A

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Bowman
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Gainesville, FL 32609
Phone: 352.377.4444
Fax: 352.377.4444
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Seal

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LICENSE NO. 1-0058
10/31/2017

CHICK-FIL-A
HAMMOCK RIDGE FSR
SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711

FSR# 04159

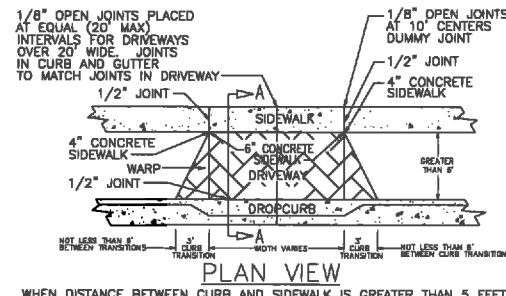
REVISION SCHEDULE		
NO.	DATE	DESCRIPTION

PRELIMINARY REVIEW

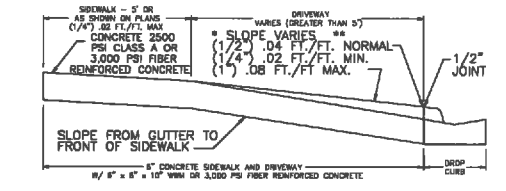
CURRENT DESIGN: 09/17/2017
NOTES APPLIED: 010054-01-008
PRINTED FOR: PRELIMINARY REVIEW
DATE: 10/18/2017
DRAWN BY: RM

CHICK-FIL-A SITE DETAILS

SHEET NUMBER
C-4.3



WHEN DISTANCE BETWEEN CURB AND SIDEWALK IS GREATER THAN 5 FEET

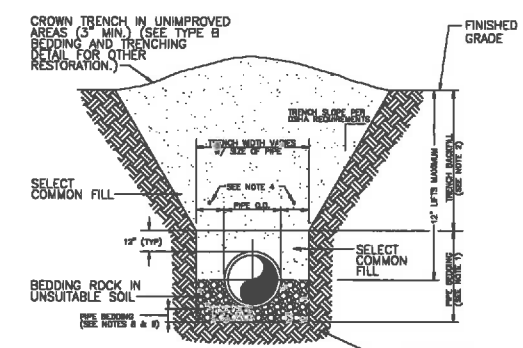


SECTION A-A

- * SLOPES CAN BE ADJUSTED WITHIN THE RANGES SHOWN TO IMPROVE TIES TO ADJACENT PROPERTY AND ARE TO BE TRANSITIONED TO AVOID DISTORTION BE TRANSITIONED TO AVOID DISTORTION IN SIDEWALK CONTINUITY
- ** SPECIAL PERMISSION MAY BE OBTAINED TO INCREASE OR DECREASE SLOPE OF DRIVEWAY TO IMPROVE TIES TO SIDEWALK AND GUTTER GRADE
- NOTE: DRIVEWAYS AND SIDEWALKS THROUGH DRIVEWAYS SHALL REQUIRE 6\"/>

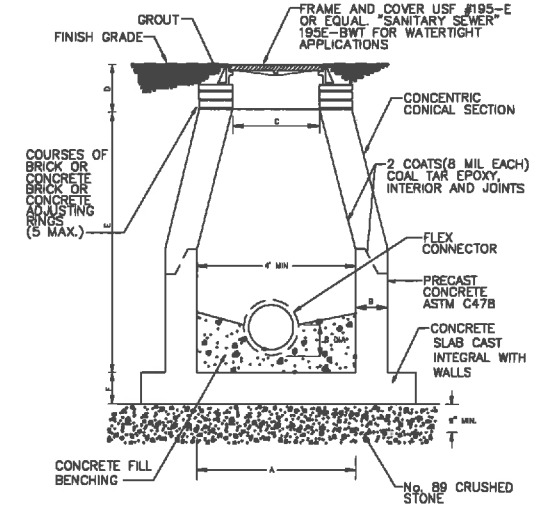
- CHECK AND VERIFY THESE ITEMS:
- ☐ 6\"/>

34 DRIVEWAY CONSTRUCTION
C-5.0 NOT TO SCALE



- NOTES:
1. PIPE BEDDING: SELECT COMMON FILL COMPACTED TO 95% OF THE MAXIMUM DENSITY AS PER AASHTO T-180.
 2. TRENCH BACKFILL: COMMON FILL COMPACTED TO 95% OF THE MAXIMUM DENSITY AS PER AASHTO T-180.
 3. USE TYPE A BEDDING TO BE DETERMINED IN THE FIELD AS DIRECTED BY THE CITY OF CLERMONT.
 4. (C) 15\"/>

37 TYPE A BEDDING AND TRENCHING DETAIL
C-5.0 NOT TO SCALE



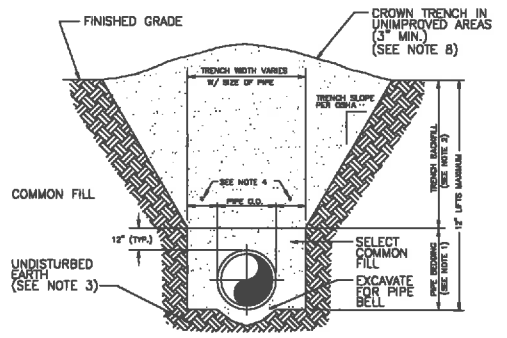
- NOTES:
1. PRECAST CONCRETE SHALL BE TYPE 2 CEMENT 4000 PSI
 2. LIFT HOLES NOT PERMITTED THROUGH PRECAST SECTIONS.
 3. ALL OPENINGS SHALL BE SEALED WITH NON-SHRINK GROUT.
 4. INSTALL FLOW CHANNEL INSIDE MANHOLES.
 5. SERVICE LATERALS SHALL GENERALLY NOT BE PERMITTED DIRECTLY INTO MANHOLES.
 6. PLACE TWO HALF-MOON SHAPED FLYWOOD (3/8\"/>

M.H. DEPTH	A*	B	C	D	E	F
UP TO 12'	48"	5"	24"	15"	AS-REQ'D	8"
12' - 18'	60"	8"	24"	15"	AS-REQ'D	10"
18' & DEEPER	72"	8"	24"	15"	AS-REQ'D	14"

MANHOLE SIZE:
UP TO 24\"/>

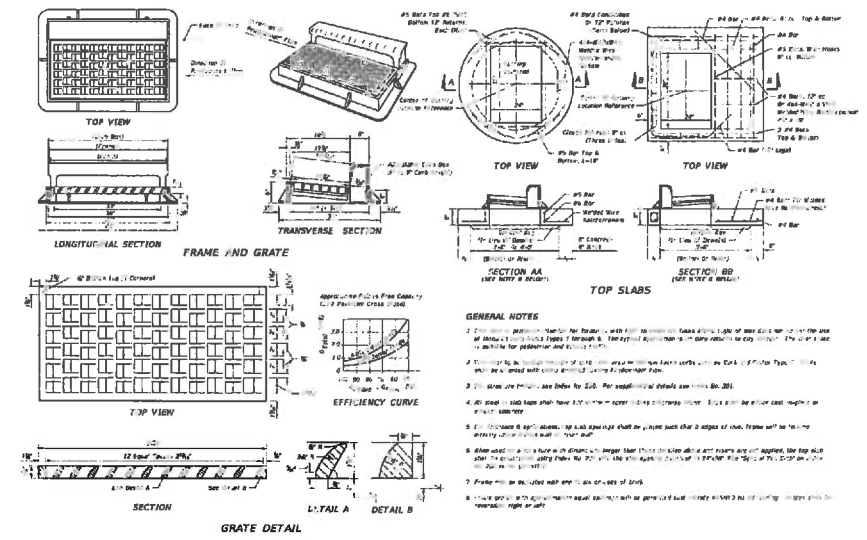
*ENTIRE DEPTH EXCEPT CONE

35 STANDARD MANHOLE DETAIL
C-5.0 NOT TO SCALE

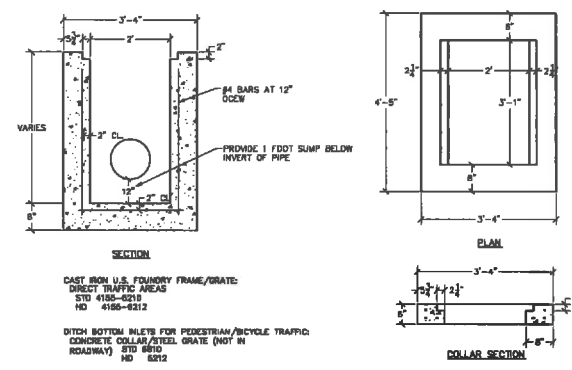


- NOTES:
1. PIPE BEDDING: SELECT COMMON FILL COMPACTED TO 95% OF THE MAXIMUM DENSITY AS PER AASHTO T-180.
 2. TRENCH BACKFILL: COMMON FILL COMPACTED TO 95% OF THE MAXIMUM DENSITY AS PER AASHTO T-180.
 3. PIPE BEDDING UTILIZING SELECT COMMON FILL OR BEDDING ROCK IN ACCORDANCE WITH TYPE A BEDDING AND TRENCHING DETAIL MAY BE REQUIRED AS DIRECTED BY THE ENGINEER.
 4. (C) 15\"/>

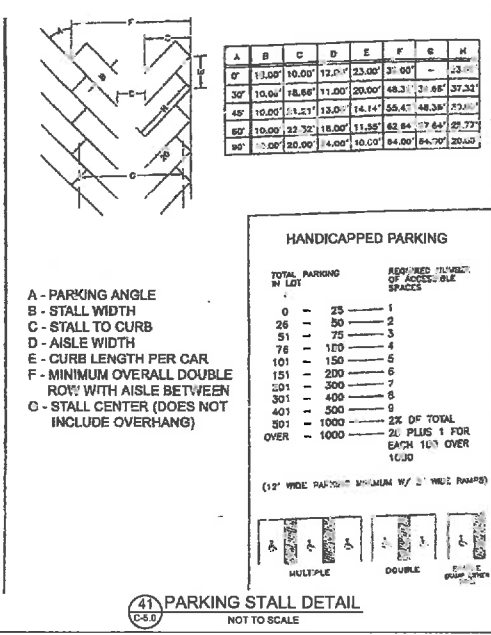
38 TYPE B BEDDING AND TRENCHING DETAIL
C-5.0 NOT TO SCALE



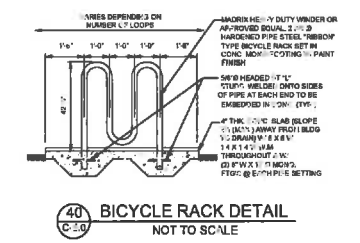
36 FDOT CURB INLET TOP TYPE 9
C-5.0 NOT TO SCALE



38 TYPE C INLET
C-5.0 NOT TO SCALE



41 PARKING STALL DETAIL
C-5.0 NOT TO SCALE



40 BICYCLE RACK DETAIL
C-5.0 NOT TO SCALE



Chick-fil-A

5200 Buffington Rd.
Atlanta Georgia,
30349-2998

Bowman CONSULTING

Consultants of Architectural & Engineering Services
13405 Summer Road, Suite 200
Suwanee, GA 30066
Phone: (770) 241-2400
Fax: (770) 241-2401

Seal

WILLIAM PFEFFER, P.E.
LICENSE NO. 71258
10/31/2017

CHICK-FIL-A
HAMMOCK RIDGE FSR
SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711

FSR# 04159

REVISION SCHEDULE

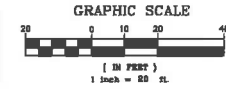
NO. DATE DESCRIPTION

PRELIMINARY REVIEW

REVISION SCHEDULE
NO. DATE DESCRIPTION
1 01/18/2017
2 01/18/2017

DESIGN BY
DATE
SHEET
SITE AND DRAINAGE DETAILS

C-5.0



Bowman
CONSULTING

Seal

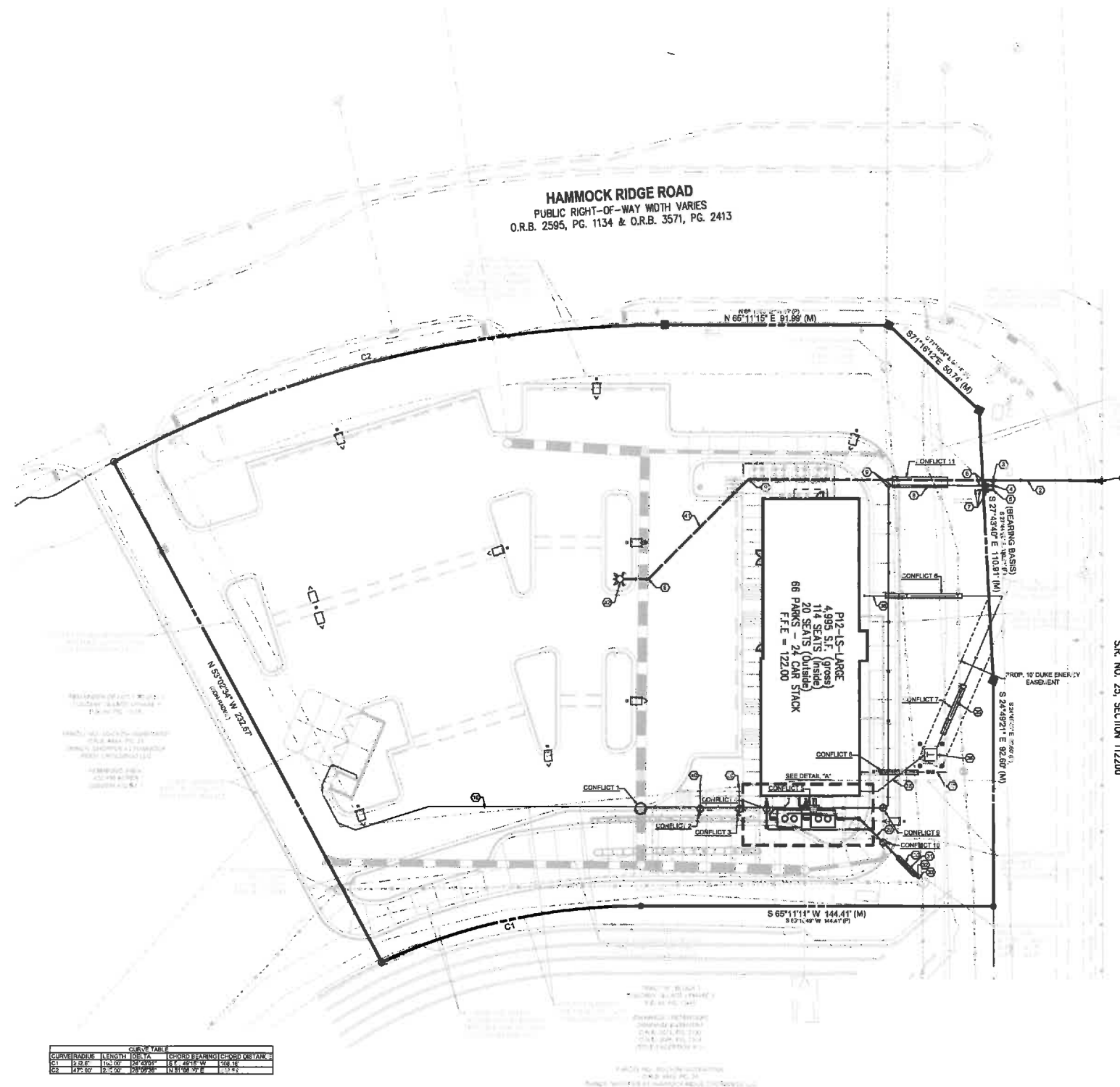
CHICK-FIL-A
HAMMOCK RIDGE FSR
SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711

REVISION SCHEDULE		
NO.	DATE	DESCRIPTION

CURRENT DESIGN	2017-029
NOTE APPLIED	
PROJECT #	010014-01-000
PRINTED FOR	PRELIMINARY REVIEW
DATE	10/10/2017
DRAWN BY	RM

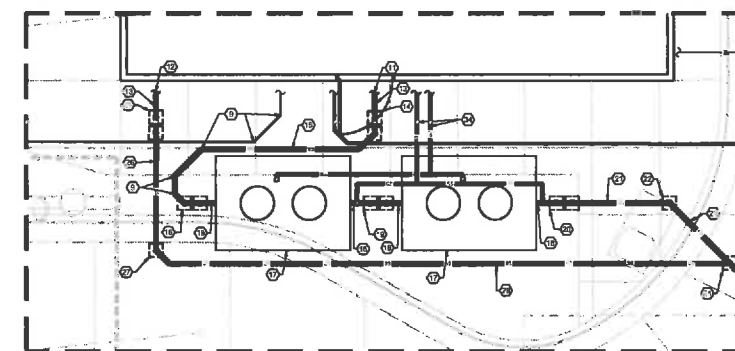
SHEET
UTILITY PLAN

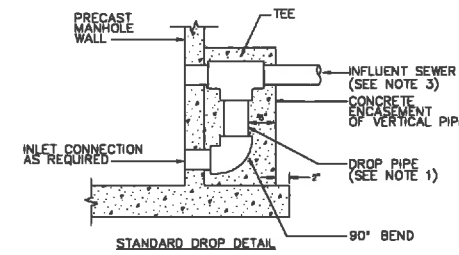
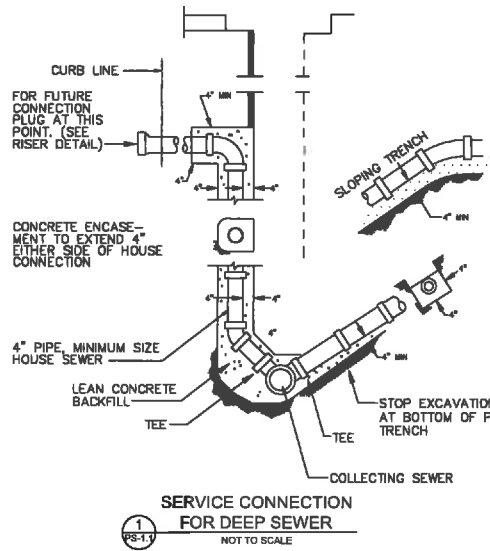
SHEET NUMBER
PS-1.0

[illegible][illegible]

1. FLOOR JOIST 2" x 10" JOIST, TO BE DIMENSIONED FOR FLOOR OVER SLAB WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.	1. FLOOR JOIST WATER RESISTIVE TO POSITIVE WATER PENETRATION VENT 1/2" WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.	1. FLOOR JOIST WATER RESISTIVE TO POSITIVE WATER PENETRATION VENT 1/2" WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.
2. FLOOR TO FINISH FLOOR LINE 2" x 10" JOIST, TO BE DIMENSIONED FOR FLOOR OVER SLAB WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.	2. FLOOR TO FINISH FLOOR LINE TELEPHONE CORDS AND CABLES TO BE 2" x 10" JOIST, TO BE DIMENSIONED FOR FLOOR OVER SLAB WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.	2. FLOOR TO FINISH FLOOR LINE NEWLINE BATHS TO BE DIMENSIONED FOR FLOOR OVER SLAB WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.
3. FLOOR TO FINISH FLOOR LINE 2" x 10" JOIST, TO BE DIMENSIONED FOR FLOOR OVER SLAB WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.	3. FLOOR TO FINISH FLOOR LINE TELEPHONE CORDS AND CABLES TO BE 2" x 10" JOIST, TO BE DIMENSIONED FOR FLOOR OVER SLAB WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.	3. FLOOR TO FINISH FLOOR LINE NEWLINE BATHS TO BE DIMENSIONED FOR FLOOR OVER SLAB WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.
4. FLOOR TO FINISH FLOOR LINE 2" x 10" JOIST, TO BE DIMENSIONED FOR FLOOR OVER SLAB WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.	4. FLOOR TO FINISH FLOOR LINE TELEPHONE CORDS AND CABLES TO BE 2" x 10" JOIST, TO BE DIMENSIONED FOR FLOOR OVER SLAB WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.	4. FLOOR TO FINISH FLOOR LINE NEWLINE BATHS TO BE DIMENSIONED FOR FLOOR OVER SLAB WITH MINIMUM CLEARANCE OF 12" 12" x 10" SPACING 16" O.C.

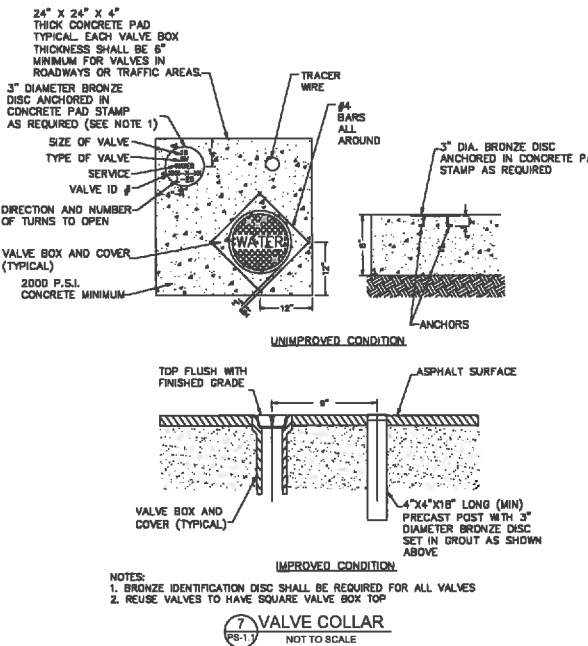
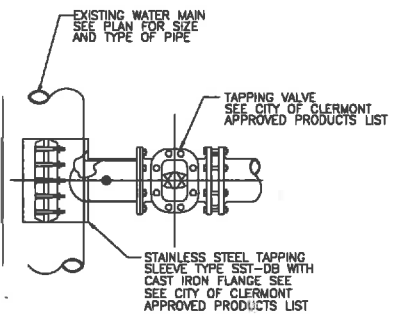
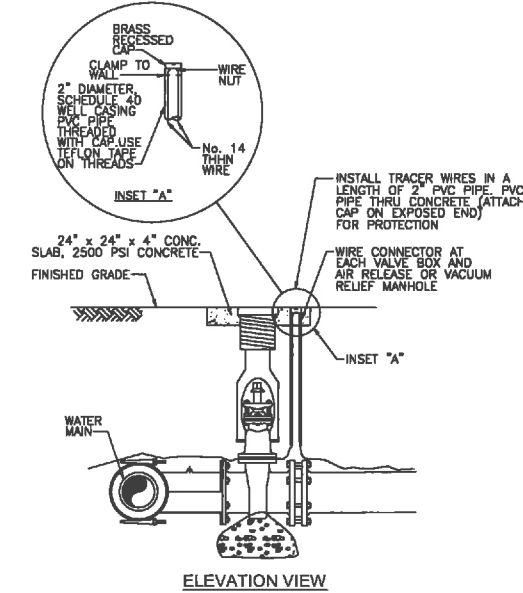
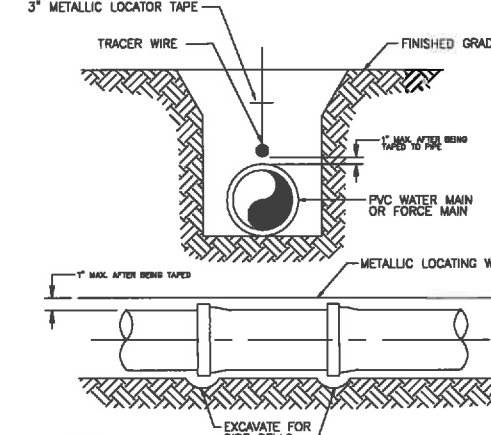
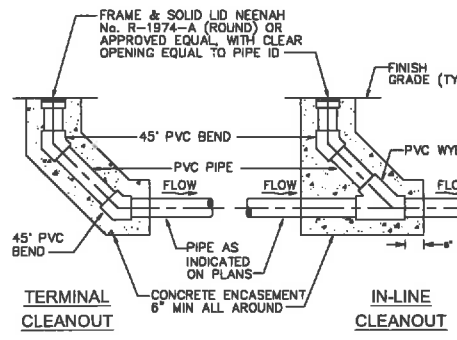
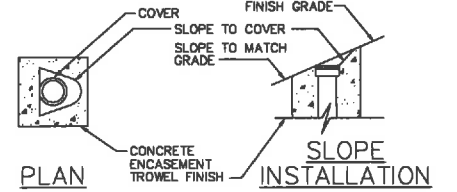
DETAIL "A"
SCALE: 1" = 5'





- NOTES:
1. DROP PIPE AND FITTINGS SHALL BE OF EQUAL SIZE AND MATERIAL AS THE INFLUENT SEWER.
 2. THE CITY MAY APPROVE ALTERNATE WATER TIGHT CONNECTION DETAILS FOR CONNECTION OF 24" DIAMETER PIPES AND LARGER.
 3. AN OUTSIDE DROP CONNECTION SHALL BE REQUIRED FOR ALL INFLUENT PIPES WHICH HAVE AN INVERT 2' OR MORE ABOVE THE MANHOLE INVERT.

2 MANHOLE CONNECTION DETAILS
NOT TO SCALE



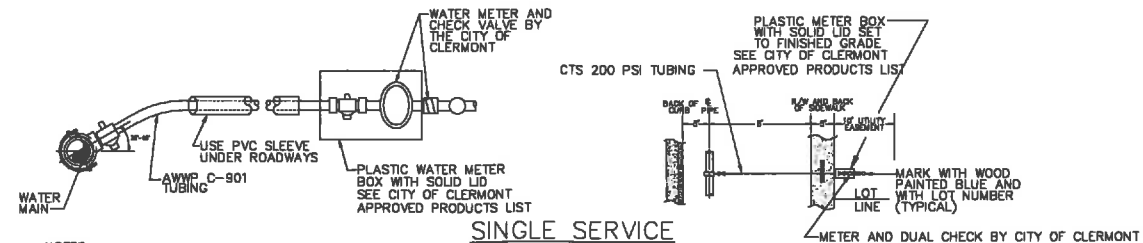
5 TAPPING SLEEVE DETAIL
NOT TO SCALE

6 PIPE DETECTOR WIRE MARKER TAPE INSTALLATION
NOT TO SCALE

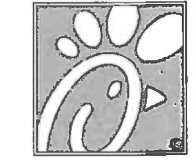
7 VALVE COLLAR
NOT TO SCALE

8 REDUCED PRESSURE BACKFLOW PREVENTER
NOT TO SCALE

9 WATER SERVICE CONNECTION DETAILS
NOT TO SCALE



- NOTES:
1. ALL WATER SERVICES AND METER BOXES SHALL BE LOCATED INSIDE THE 10' UTILITY EASEMENT. SERVICE LINES SHALL BE CONTINUOUS FROM CORPORATION STOP TO CURB STOP.
 2. ALL CLERMONT SERVICE LINES SHALL BE 1" (1-1/2" DBL. SERV.) CTS (DR-8), 200 PSI TUBING.
 3. EACH SERVICE SHALL TERMINATE AT A CURB STOP WHICH SHALL BE CLEARLY MARKED WITH A 2" X 2" X 18" STAKE.
 4. SEE CITY OF CLERMONT APPROVED PRODUCT LIST.
 5. ALL WATER SERVICES CROSSING UNDER ROADWAYS TO BE ENCASED IN LARGER SIZE SCHEDULE 40 PVC.
 6. EXISTING METER BOXES TO REMAIN, PROVIDE NEW METER BOX FOR NEW SERVICES.
 7. MARK CURB "W" WHERE SERVICES ARE LOCATED.
 8. PROVIDE TRACER WIRE ALONG SERVICE LINES.
 9. SERVICE SADDLES 1" SHALL BE CC THREAD, 1.5" - 2" FIP THREAD.
 10. NO LOOPING OR EXCESSIVE BENDING OF POLY TUBING. IF SERVICE NEEDS TO BE SHORTENED, CRIMP THE POLY TUBING AND INSTALL A SS FULL CIRCLE CLAMP AROUND CRIMPED AREA WHEN COMPLETED.



5200 Buffington Rd.
Atlanta Georgia,
30349-2998

Bowman
CONSULTING

14500 Highway 111, Suite 100
Buckeye, FL 32825
Phone: (904) 314-6417
Fax: (904) 314-6418
2010 License Number: 114

Seal

WILLIAM PFEFFER, P.E.
LICENSE NO. 72056
10/31/2017

CHICK-FIL-A
HAMMOCK RIDGE FSR
SOUTHWEST CORNER OF HWY 27
AND HAMMOCK RIDGE ROAD
CLERMONT, FL 34711

FSR# 04159

REVISION SCHEDULE	NO.	DATE	DESCRIPTION
1	01	01/15/2017	ISSUED FOR PERMIT
2	02	02/15/2017	ISSUED FOR CONSTRUCTION
3	03	03/15/2017	ISSUED FOR AS-BUILT

PS-1.1

30 October 2017

Proposed: Chick-Fil-A – Store # 4159
Southwest corner of Highway 27 and Hammock Ridge Road

Variance Justification Letter

The Applicant, Chick-Fil-A (the "Applicant"), is the potential lessee of property located in the Southwest corner of Highway 27 and Hammock Ridge Road, in the City of Clermont, which carries parcel ID number 05-23-26-100000100101. The property is approximately 72,593 SF (1.67 acres) and is located in the Shoppes at Hammock Ridge, Clermont FL 34711. The property is currently vacant, abutting other vacant lots, and positioned within the Planned Unit Development (PUD) Light Commercial Zoning District (C-1). The applicant is proposing to redevelop the property into a 4,995 SF one-story restaurant with drive-through.

In order to adequately develop the site, the Applicant is respectfully requesting relief from the following sections of the City of Clermont Code of Ordinance:

- **Section 122-342 – Special Setbacks:** pursuant to this code section, all commercial developments proposing canopies require to have 30-foot setbacks from all property lines. The Applicant is designing a 44' x 25'8" canopy to enhance client's experience whilst ordering food through the drive-thru lanes and protect employees taking orders in the pay stations located in the drive-thru lanes. In order to ensure the safety and wellbeing of all clientele, the Applicant has designed the site to separate the clients accessing the drive-thru lanes from those entering the restaurant for indoor and outdoor dining. Due to the size and unusual shape of the site, the canopy structure is setback from the southern end of the property line to 13.6 feet, instead of the required 30 feet; therefore, the Applicant is seeking a variance from code section 122-342 based on the following criteria:

- (1) *Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district;*

The subject site carries an unusual shape which has been one of the drivers for the site design. However, the core of the request stems from the need to ensure safety to pedestrians from motorists accessing the drive-thru lanes to make their orders. Furthermore, the intent of the special setback is to provide separation between the restaurant facility and other properties. Therefore, the Applicant's request for a setback variance does not conflict with the intent of the code because on the south side of the property there is a canal that already provides a buffer between adjacent parcels.

- (2) *The condition giving rise to the requested variance has not been created by any person presently having an interest in the property;*

The C-1 district lists restaurants, retail businesses and convenience stores and gas stations as permitted or conditional uses. All of these development opportunities tend to be designed with a canopy; therefore, the variance request is not specific to Chick-Fil-A. Any of the above-mentioned uses may experience the same challenge with the site layout and setback

requirements if there is an distinction between the access points for clients entering the business.

- (3) *Literal interpretation and enforcement of the land development code regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the land development code, and would work unnecessary and undue hardship on the applicant;*

The Applicant is seeking relief from the setback requirement in order to improve the safety of pedestrians entering the restaurant from interacting with motorists accessing the restaurant through the drive-thru lanes. Moreover, the literal interpretation of the code section aims to provide separation between the restaurant facility and other properties. Therefore, the Applicant's request for a setback variance does not conflict with the intent of the code because there is a retention pond that already provides a buffer between adjacent parcels in the south end of the site.

- (4) *The variance request is not based exclusively upon a desire to reduce the cost of developing the site or otherwise economically founded;*

The variance request to reduce the setback buffer has zero cost impact or savings on the overall development. It has been purely designed to improve safety and site circulation.

- (5) *The variance, if granted, is the minimum variance necessary to make possible the reasonable use of the land, building or structure;*

The applicant is requesting a reduction in the required 30-foot setback on the south side of the site; however, apart from the separation provided by the canal, the drive-thru canopy will be constructed 13.6 feet away from the property line, and the principal building will be setback by 45 feet from the property line.

- (6) *Granting of the variance request will not confer on the applicant any special privilege that is denied by the land development code to other lands, buildings or structures in the same zoning district;*

The Applicant is designing the restaurant to make it safer and more convenient to the public in terms of functional circulation. The new design will improve the currently vacant lots at this intersection which will, in turn, be beneficial to the surrounding area. No special privileges are requested. Any business with a canopy in their design (i.e. gas stations, restaurants) has the potential to run into this layout constraint.

- (7) *The proposed variance will not substantially diminish property value in, or alter the essential character of, the area surrounding the site;*

There is a retention pond south of the subject site's property line, where the variance is being requested; therefore, the reduction in the buffer will have no measurable impact on the adjacent vacant parcel.

- (8) *The granting of the variance will be in harmony with the general intent and purpose of this land development code, and will not be injurious to the surrounding properties or detrimental to the public welfare.*

Relief from the 30-foot setback requirement will not be detrimental to the adjacent property or adversely affect public welfare; on the contrary, it is being requested to ensure the safety of the

clients accessing the restaurant. Moreover, there is a retention pond south of the property, providing a buffer between the adjacent parcels and thereby meeting the intent of the code.

- **Sec. 118-38(d)(2) – Vehicular use area interior landscaping – Wheel Stops:** pursuant to this code section, all landscaped areas adjacent to off-street parking areas shall be protected from encroachment or intrusion of vehicles through the use of wheel stops, installed two feet from the front end of the parking space. The applicant is seeking relief from the wheel stop requirement, as these have been consistently identified as pedestrian tripping hazards. Alternatively, the applicant is proposing 2-foot vehicular overhangs in lieu of the wheel stops as a mechanism to block the forward motion of vehicles in parking spaces in order to prevent accidents. The Applicant is seeking a variance from code section 118-38(d)(2) based on the following criteria:

- (1) *Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district;*

Based on the experience operating over 2,200 locations across the United States, Chick-Fil-A has identified wheel stops as a serious trip-and-fall danger to pedestrians, as well as a constriction to traffic flows and maintenance due to trapped debris in the parking lot and deterioration. While the applicant understands the intent of wheel stops in parking lots, it respectfully requests that the City considers 2-foot landscaped overhangs and curbing in lieu of the wheel stop to prevent any vehicle encroachment onto sidewalks.

- (2) *The condition giving rise to the requested variance has not been created by any person presently having an interest in the property;*

The C-1 district lists the following permitted uses: retail businesses, personal service establishments, offices, lodges or clubs, churches, restaurants and shopping centers. All of these establishments will be required to provide parking for vehicles accessing the site. Regardless of the facility, wheel stops may interfere with and present a hazard to people walking between vehicles as they walk towards the principal structure. The applicant is only requested to substitute the wheel stops for landscaped overhangs and curb to mitigate the personal injury to its clients.

- (3) *Literal interpretation and enforcement of the land development code regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the land development code, and would work unnecessary and undue hardship on the applicant;*

The wheel stops required by this code section are meant protect from encroachment or intrusion of vehicles onto landscapes areas. The applicant is proposing to install curbs with 2-foot overhangs to meet the intent of the code and diminish the risk for trip-and-fall hazards to clients accessing the restaurant. Wheel stops have been clearly identified as a safety hazard by the applicant based on its experience in restaurants in other locations and considers them undue hardship on the development of this site.

- (4) *The variance request is not based exclusively upon a desire to reduce the cost of developing the site or otherwise economically founded;*

The cost of labor, installation and maintenance of the proposed curbing and 2-foot overhangs is higher than the costs for wheel stops; therefore, the variance request is safety-driven rather than economically-founded.

- (5) *The variance, if granted, is the minimum variance necessary to make possible the reasonable use of the land, building or structure;*

The request made by the applicant is considered the minimum to best make use of the proposed development. The applicant is not seeking complete relief from the code section, but rather an alternative solution (i.e. curb and overhang in lieu of wheel stops) to meet the intent of the code, which is to provide landscape areas with protection from vehicle encroachment.

- (6) *Granting of the variance request will not confer on the applicant any special privilege that is denied by the land development code to other lands, buildings or structures in the same zoning district;*

The proposed curb and 2-foot overhangs do not grant the applicant with any special privileges for this project as the applicant is still meeting the intent of the code by providing an alternative to the wheel stops, and only requesting to reduce the safety concerns produced by the wheel stops on the site.

- (7) *The proposed variance will not substantially diminish property value in, or alter the essential character of, the area surrounding the site; and*

The applicant is looking to develop the currently vacant site into a successful business that will bring economic opportunity and services to the whole community and the City of Clermont. Accordingly, the site is being designed to ensure optimal vehicular and pedestrian circulation. Relief from this code section will bear no impact on the value of the property or alter the essential character of the surrounding area.

- (8) *The granting of the variance will be in harmony with the general intent and purpose of this land development code, and will not be injurious to the surrounding properties or detrimental to the public welfare.*

Driven by previous experience, the applicant firmly believes that wheel stops are detrimental to the safety of its clients; therefore, it proposes overhangs and curbing with public welfare in mind. The applicant therefore affirms that the proposed overhangs and curbing will not be injurious to the surrounding property or to the public.

Thank you for the consideration. For any questions, please do not hesitate to contact us at (954) 314-8468.



Jenny Baez | Project Coordinator
Bowman Consulting

13450 W Sunrise Blvd, Suite 320. Sunrise FL 33323
office: 954.314.8468 | mobile: 954.682.9014
jbaez@bowmanconsulting.com | bowmanconsulting.com

Chick-Fil-A, Highway 27 Variance

The requirements for a variance are as follows:

“Sec. 86-174, Review Criteria and Finding. When reviewing an application for a variance, the board of zoning adjustment shall not vary the requirements of any provision of this land development code unless it makes a positive finding, based on substantial competent evidence, on each of the following:”

There are eight items that the applicant is required to respond to. Staff’s comments, based on the eight requirements for a positive finding as they relate to this request, are as follows:

FINDINGS:

- (1) Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district;
Applicant response: *The subject site carries an unusual shape which has been one of the drivers for the site design. However, the core request stems from the need to ensure safety to pedestrians from motorists accessing the drive thru lanes to make orders. Furthermore, the intent of the special setback is to provide separation between the restaurant facility and other properties. Therefore, the Applicant’s request for a setbacks variance does not conflict with the intent of the code because on the south side of the property there is a canal that already provides a buffer between adjacent properties.*
Staff comments: *The subject parcel is currently vacant and provides no special conditions or circumstances that are peculiar to the land or building which are not applicable to other lands or building in the same zoning district.*
Negative finding
- (2) The condition giving rise to the requested variance has not been created by any person presently having an interest in the property;
Applicant response: *The C-1 districts allows restaurants, retail businesses and convenience stores and gas stations as permitted uses. All of these development opportunities tend to be designed with a canopy; therefore, the variance request is not specific to Chick-Fil-A. Any of the above mentioned uses may experience the same challenge with the site layout and setback requirements if there is a distinction between the access points for clients entering the business.*
Staff comments: *The current conditions of the site were not created by the applicant giving rise to the requested variance. However, the parcel as proposed was purchased with the existing conditions and could be developed with a larger site that may allow more flexibility and compliance with the land development codes.*
Negative finding
- (3) Literal interpretation and enforcement of the land development code regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the land development code, and would work unnecessary and undue hardship on the applicant;
Applicant response: *The applicant is seeking relief from the setback requirement in order to improve the safety of pedestrians entering the restaurant from the interacting with motorists accessing the restaurant through the drive-thru lanes. The literal interpretation of the code sections aims to provide separation between restaurant facility and other properties. The variance request for the does not conflict with the intent of the code because there is a retention pond that already provides a buffer between adjacent parcels in the south end of the site.*

Staff comments: With the existing conditions in place that are presenting challenges in developing the site, the applicant would be faced with undue hardship to develop the lot according to the land development code. However, the applicant may choose another parcel that does not present these challenges.

Negative finding

- (4) The variance request is not based exclusively upon a desire to reduce the cost of developing the site or otherwise economically founded;

Applicant response: The variance request to reduce the setback buffer has zero cost impact savings on the overall development. It has been purely designed to improve safety and site circulation.

Staff comments: No evidence of decreased costs due to the requested variances.

Positive finding

- (5) The variance, if granted, is the minimum variance necessary to make possible the reasonable use of the land, building or structure;

Applicant response: The applicant is requesting a reduction in the required 30-foot setback on the south side of the site; however, apart from the separation provided by the canal, the drive-thru canopy will be constructed 13.6 feet away from the property line, and the principal building will be setback 45 feet from the property line.

Staff comments: The applicant is trying to maximize the potential use of the site by requesting the variances for a reduction of required setback for the restaurant drive thru canopy and a variance to allow the elimination of required wheel stops for vehicular interior landscape buffers. The requested variances are the minimum variances necessary for development and improvement of the site.

Positive finding

- (6) Granting of the variance request will not confer on the applicant any special privilege that is denied by the land development code to other lands, buildings or structures in the same zoning district;

Applicant response: The Applicant is designing the restaurant to make it safer and more convenient to the public terms of functional circulation. The new design will improve the currently vacant lots at this intersection which will, in turn, be beneficial to the surrounding area. No special privileges are requested. Any business with a canopy in their design (i.e. gas stations, restaurants') has the potential to run into this layout restraint.

Staff comments: The City Council has granted similar variance requests in the past for other properties in the same zoning district. There are other properties abutting Highway 27 that have been granted similar variances.

Positive finding

- (7) The proposed variance will not substantially diminish property value in, or alter the essential character of the area surrounding the site; and

Applicant response: There is a retention pond south of the subject property line, where the variance is being requested therefore, the reduction in the buffer will have no measurable impact on the adjacent vacant parcel.

Staff comments: The proposed variances appear not to substantially diminish property values or alter the essential character of the area and surrounding properties.

Positive finding

- (8) The granting of the variance will be in harmony with the general intent and purpose of this land development code, and will not be injurious to the surrounding properties or detrimental to the public welfare.

Applicant response: Relief from the 30-foot setback requirement will not be detrimental to adjacent property or adversely affect public welfare; on the contrary, it is being requested to ensure the safety of the clients accessing the restaurant. There is a retention pond south of the property, providing a buffer between the adjacent parcels and thereby meeting the intent of the code.

Staff comments: Granting of the requested variances will be in harmony with the general intent and purpose of the land development code. There is a retention pond south of the property, providing a buffer between the adjacent parcels and thereby meeting the general purpose and intent of the Land Development Code.

Positive finding

STAFF RECOMMENDATION:

Section 86-174 of the LDC requires a positive finding on eight items in order to grant a variance, and staff believes that **three** of the eight do not meet these findings. Therefore, staff recommends **denial** of the variance requests by the applicant to the Clermont Land Development Code.



CITY OF CLERMONT
VARIANCE
Application

DATE: 31 October 2017

FEE: \$600.00

PROJECT NAME (if applicable): Chick-Fil-A - Store # 04159

APPLICANT: Chick-Fil-A, Inc

CONTACT PERSON: Bill Pfeffer, P.E. (Agent)

Address: 13450 West Sunrise Blvd, Suite 320

City: Sunrise State: Florida Zip: 33323

Phone: 954-314-8400 Fax: _____

E-Mail: bpfeffer@bowmanconsulting.com

OWNER: Preston Bolt - Shoppes at Hammock Ridge, LLC

Address: 800 Highland Ave, Suite 200

City: Orlando State: Florida Zip: 32803

Phone: 407-297-1600 Fax: _____

Address of Subject Property: HAMMOCK RIDGE RD, CLERMONT FL 34711

General Location: Southwest corner of Highway 27 and Hammock Ridge Rd

Legal Description (include copy of survey): Please see the enclosed property appraiser document for the legal description.

Land Use (City verification required): Commercial





Zoning (City verification required): PUD - Light Commercial Zoning District (C-1)

CITY OF CLERMONT

VARIANCE

Application

Page 2

Answers to the following questions are required to complete this application.

City Zoning Ordinance (Land Development Code Section) from which you are requesting relief:

What are you proposing to do that would require a variance and why? The applicant requests
relief from the required 30' setback on the south side of the property and proposed curbing
and 2-foot overhangs in lieu of wheel stops

How does the Code create a hardship? _____

Increases safety hazards for clients and undue constraints on site layout

*** * * * The following justifications must be completed * * * * ***
for any variance requested:

Variance requested – subject and code section: Section 122-342 – Special Setbacks and;
Sec. 118-38(d)(2) – Vehicular use area interior landscaping – Wheel Stops

Sec. 86-174. Review criteria and findings.

When reviewing an application for a variance, the City Council shall not vary the requirements of any provision of this land development code unless it makes a positive finding, based on substantial competent evidence, on each of the following:

- (1) Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district;

Please see the attached justification letter, which addresses each of the eight criteria below
for both code sections the applicant is requesting relief from (Sec 122-342 and Sec. 118-38)

- (2) The condition giving rise to the requested variance has not been created by any person presently having an interest in the property;



CITY OF CLERMONT
VARIANCE
Application
Page 4

(8) The granting of the variance will be in harmony with the general intent and purpose of this land development code, and will not be injurious to the surrounding properties or detrimental to the public welfare.

_____	X _____
Applicant Name (print)	Applicant Name (<i>signature</i>)
<u>B:11 Pfeffer, Boumen Consulting - Agent</u>	X <u></u>
Owner Name (print)	Owner Name (<i>signature</i>)

******* NOTICE *******

IF THIS APPLICATION IS SUBMITTED INCOMPLETE OR INACCURATE, IT WILL BE SUBJECT TO A DELAY IN PROCESSING AND WILL NOT BE SCHEDULED UNTIL SUCH CORRECTIONS ARE MADE. APPLICATION FOR VARIANCE DOES NOT GUARANTEE APPROVAL. THE APPLICANT MUST BE PRESENT AT ANY MEETINGS TO JUSTIFY AND SUPPORT THE REQUEST.

City of Clermont
Development Services Department.
685 W. Montrose St.
P.O. Box 120219
Clermont, FL. 34712-021 9
(352) 394-4083 Fax: (352) 394-3542

SHOPPES AT HAMMOCK RIDGE, LLC

800 Highland Ave. Suite 200

Orlando, FL 32803

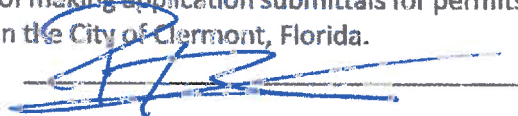
LETTER OF AUTHORIZATION

Date: October 16th, 2017

RE: Proposed Chick-fil-A (Store #4159)
U.S. Highway 27 and Hammock Ridge Road, Clermont, FL

TO WHOM IT MAY CONCERN:

Please be advised by this correspondence that Bowman Consulting is authorized to act as Agent/Applicant on behalf of Shoppes at Hammock Ridge, LLC for the purpose of making application submittals for permits and negotiating conditions for the above referenced project in the City of Clermont, Florida.



Preston Bolt
800 Highland Ave.
Suite 200
Orlando, FL 32803
407-297-1600
pbolt@lcadevelopment.com

STATE OF Florida
COUNTY OF Orange

Sworn to and subscribed before me, the undersigned Notary Public, this 27th day of October, 2017.




Notary Public

Mary A. Miller
Printed Name

Daily Commercial

Advertising Receipt

The Daily Commercial
PO Box 490007
Leesburg, FL 34749-0007
Phone: (352) 365-8200
Fax: (352) 365-1951

CITY OF CLERMONT
Carlie Zinker
P.O. BOX 120219
CLERMONT, FL 34712

Account Number: 7101866
Order Number: 10070338
Phone: (352) 241-7331
Date: 11/13/17
Ad Taker: liana.rickman

Ad Classification: LEGAL NOTICES

Description	Start	End	Total
LEGAL NOTICE Notice is hereby given that the City Council of the City of Cle	11/20/2017	11/20/2017	\$103.50

LEGAL NOTICE

Notice is hereby given that the City Council of the City of Clermont will consider a request for the following variances: (1) To allow for a reduction of the required 30 feet special set-back for accessory structure canopies as required by the Land Development Code, Section 122-342 and (2) To allow for the elimination of required wheel stops for vehicular interior landscape buffers as required by the Land Development Code, Section 118-38 at the following location:

LOCATION:

Chick-Fil-A Store # 04159
Southwest Corner of Highway 27 and
Hammock Ridge Road
1.67+/- Acres

A complete legal description may be obtained in the Development Services Department located at 685 West Montrose Street, Clermont, FL 34711.

This request will be heard by the City Council at a public hearing to be held on Tuesday, November 28, 2017 at 6:30 P.M. in the Clermont 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 Howe, MMC
City Clerk

Ad No: 10070338
November 20, 2017

Payment Info	
Ad Price	\$103.50
Tax	\$0.00
Sub Total	\$103.50
Prepaid Amount	\$0.00
Balance Due	\$103.50



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, November 28, 2017		
Agenda Item Name		
Variance Request <i>Imports Professional Auto</i>		
Requested Action		
Recommend to Deny		
Staff Report		
The applicant is requesting a parking variance to the Land Development Code (LDC) for construction of a new 4,000 square foot automotive service center. The subject parcel is currently vacant and is located in the Clermont Commons Industrial Park with M-1 Industrial zoning. Previously (in June 2017) this parcel was granted a reduced parking variance for 6 spaces under an office use, but since the proposed use has changed, the applicant is required to obtain a new parking variance. The new building will house 5 automotive bays which requires a total of 25 parking spaces per code. The proposed site plan has a total of 12 parking stalls leaving a deficit of 13 parking stalls. Each automotive bay is capable of housing the equivalent of one parking stall, but the current city code does not recognize these as qualifying parking stalls. Section 86-174 of the LDC requires a positive finding on eight items in order to grant a variance, and staff believes that three of the eight do not meet these findings. Therefore, staff recommends denial of the variance requests by the applicant to the Clermont Land Development Code. If the Council approves the request, staff is requesting that the variance becomes null and void at the time this business vacates the premises.		
Additional Analysis		
Fiscal Impact Summary		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Review Criteria	Review Criteria.docx	
2. Site Plan	Site Plan.pdf	
3. Location Map	Location Map.docx	
4. Legal Ad	VAR legal ad.doc	

Clermont Commons Lot 10 - Variance

Exhibit – Sec. 86-174 Review Criteria and Findings

The requirements for a variance are as follows:

“Sec. 86-174, Review Criteria and Finding. When reviewing an application for a variance, the board of zoning adjustment shall not vary the requirements of any provision of this land development code unless it makes a positive finding, based on substantial competent evidence, on each of the following:”

There are eight items that the applicant is required to respond to. Staff’s comments, based on the eight requirements for a positive finding as they relate to this request, are as follows:

FINDINGS:

- (1) Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district;

Applicant response: The property geometry and shared driveway creates a special condition and circumstance to develop the property.

Staff comments: *The subject property is consistent in lot size as other lots in the Clermont Commons that have been developed in compliance with the land development code without any variances.*

Negative finding

- (2) The condition giving rise to the requested variance has not been created by any person presently having an interest in the property;

Applicant response: The variance request is only for the existing site constraints and not by anyone presently interested in the property.

Staff comments: *The applicant does have an interest in the property and is requesting the variance.*

Negative finding

- (3) Literal interpretation and enforcement of the land development code regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the land development code, and would work unnecessary and undue hardship on the applicant;

Applicant response: *We believe the existing site has constraints unlike other property in the same development. The site geometry and shared driveway creates constraints when developing the property as originally plan in the Clermont Commons Master Plan.*

Staff comments: *There are similar lots in Clermont Commons that have been developed under the terms of the land development code for this zoning district without any variances.*

Negative finding

- (4) The variance request is not based exclusively upon a desire to reduce the cost of developing the site or otherwise economically founded;

Applicant response: *The requested variance is due to the site constraints/high parking requirements for the use and not based on the desire to reduce the cost of developing the site*

Staff comments: *No evidence of decreased cost due to variance request.*

Positive finding

- (5) The variance, if granted, is the minimum variance necessary to make possible the reasonable use of the land, building or structure;

Applicant response: *We believe the variance requested is the minimum variance necessary to improve the property as presented in the submitted concept plan.*

Staff comments: *The applicants request for the variance is the minimum variance necessary to make possible reasonable use of the site. Lot 10 is the last undeveloped site in the Clermont Commons.*

Positive finding

- (6) Granting of the variance request will not confer on the applicant any special privilege that is denied by the land development code to other lands, buildings or structures in the same zoning district;

Applicant response: *We understand that the variance requested is only tied to the subject property and due to the existing conditions and restraints.*

Staff comments: *The City Council has granted similar variance request in the past.*

Positive finding

- (7) The proposed variance will not substantially diminish property value in, or alter the essential character of the area surrounding the site; and

Applicant response: *We believe that the variance will not diminish the property value or alter the essential character of the surrounding sites.*

Staff comments: *The proposed variance does not seem to substantially diminish property values or change the essential character of the area.*

Positive finding

- (8) The granting of the variance will be in harmony with the general intent and purpose of this land development code, and will not be injurious to the surrounding properties or detrimental to the public welfare.

Applicant response: *The variance granted will be in harmony with the general intent of this land and we believe it will not be injurious to the surrounding properties or detrimental to the public welfare.*

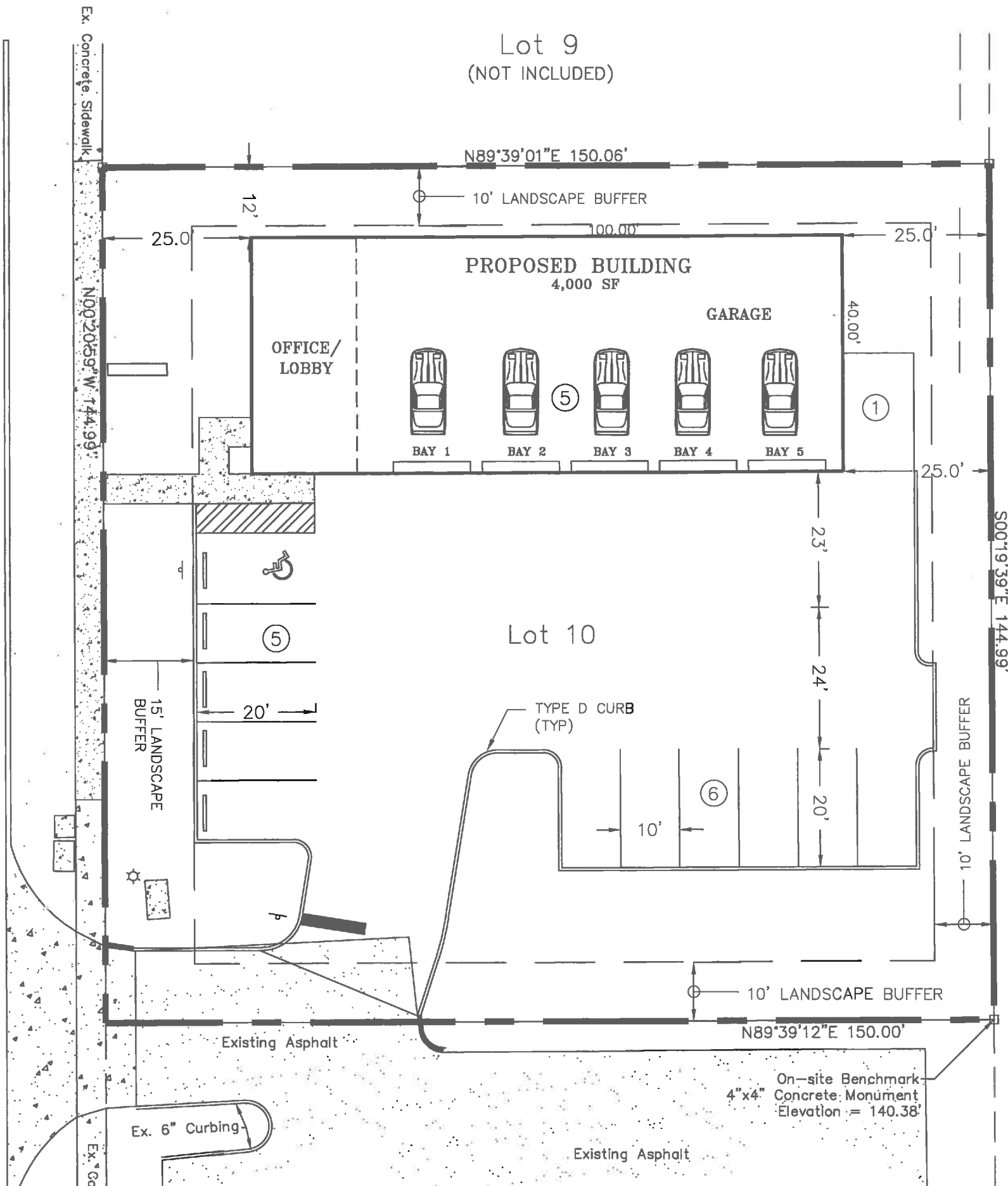
Staff comments: *Staff feels that granting this variance will not be injurious to the surrounding properties or detrimental to the public welfare.*

Positive finding

STAFF RECOMMENDATION:

Section 86-174 of the LDC requires a positive finding on eight items in order to grant a variance, and staff believes that **three of the eight** do not meet these findings. Therefore, staff recommends **denial** of the variance request by the applicant to the Clermont Land Development Code.

HATTERAS AVENUE



- SITE AREA:**
21,753 SQUARE FEET
0.50 ACRES
- SITE LOCATION:**
LOT 10, CLERMONT COMMONS
SECTION 17, TOWNSHIP 22 E, RANGE 26 S
- PROPERTY DESCRIPTION:**
CURRENT CONDITION: VACANT LOT
PROPERTY ZONING: M-1 INDUSTRIAL DISTRICT
- BUILDING SETBACK:**

	REQUIRED	PROVIDED
NORTH (SIDE)	12'	15'
SOUTH (SIDE)	12'	90'
WEST (FRONT)	25'	25'
EAST (HATTERAS AVE)	25'	25'
- BUILDING DATA:**
TOTAL BUILDING AREA = 4,000 SF
- PARKING:**

REQUIRED PARKING
4 SPACE PER SERVICE BAY
+ 1 SPACE PER EMPLOYEE

5 BAYS AT 4 SPACE/BAY = 20 SPACES
5 EMPLOYEES = 5 SPACES
TOTAL PARKING PARKING REQUIRED = 25 SPACES

PARKING PROVIDED

STANDARD SPACES	= 11
SERVICE BAY SPACES	= 5
HANDICAP SPACES	= 1
TOTAL PARKING SPACES	= 17

PRELIMINARY
NOT FOR PERMITTING
OR CONSTRUCTION
11-08-17



DATE	
REVISIONS	
No.	
CONCEPT SITE PLAN	
LOT 10 CLERMONT COMMONS	
CITY OF CLERMONT, FLORIDA	
PROJECT # GE0132017	
GERMANA ENGINEERING and Associates, LLC © COPYRIGHT 2017 1120 W. HANDELL AVENUE, SUITE 100, CLERMONT, FL 34501 PH: (352) 345-1300 WWW.GERMANAENGINEERING.COM CERTIFICATE OF AUTHORIZATION: 38278	
SCALE 1" = 20'	
DATE 11-07-17	
SHEET	
CONCEPT	

Location Map:



LEGAL NOTICE

Notice is hereby given that the City Council of the City of Clermont will consider a request for the following Variance: 1) a reduction of thirteen parking spaces instead of the number as required by Section 98-14 of the Land Development Code, at the following location:

LOCATION:

Clermont Commons, Lot 10
(Alt. Key 3734157)

A complete legal description may be obtained in the Development Services Department located at 685 West Montrose Street, Clermont, FL 34711.

This request will be heard by the City Council at a public hearing to be held on Tuesday, November 28th, 2017 at 6:30 P.M. in the Clermont 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 Howe
City Clerk, MMC

Daily Commercial
November 21st 2017