



**CITY OF CLERMONT
COUNCIL MEETING AGENDA
6:30 PM, Tuesday, December 12, 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

SELECTION OF MAYOR PRO TEM

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 November 28, 2017 Regular Council Meeting minutes. |
| Item No. 2 - 2018 Council Meeting Calendar | Consider approval of the 2018 City Council Meeting calendar. |
| Item No. 3 - Resolution No. 2017-60 | Consider approval of amending certain Parks and Recreation, City Clerk and Utility Billing Fees. |
| Item No. 4 - Resolution No. 2017-61 | Consider approval of the new Employment Policies Manual. |
| Item No. 5 - Resolution No. 2017-63 | Consider approval of FY 2018 Quarter 1 Budget Amendment Resolution. |
| Item No. 6 - Resolution No. 2017-64 | Consider approval of Robert Guthrie as Special Magistrate in the annual budgeted amount of \$3,600. |
| Item No. 7 - Event and Road Closure Request | Consider Mega Food Truck event with road closures on January 20, 2018. |
| Item No. 8 - Event and Road Closure Request | Consider event and road closures request for the Clermont Downtown Partnership to host their annual "Vintage Market & Garden Show" on February 24, 2018. |
| Item No. 9 - Utility Impact Fee Credit Agreement | Consider agreement with Mattamy Orlando LLC, in the amount up to \$1,825,031 for Water, Sewer and Reclaimed Main up-sizing. |

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Item No. 10 - Scope of Services

Consider approval of professional engineering services for Phase 1 of the Downtown Waterfront Corridor Project with BESH Engineering, Inc., in the budgeted amount of \$203,560.

Item No. 11 - Contract Award

Consider request to piggyback the Florida Sherriff's Association contract to purchase one (1) T880 Vac Truck in the budgeted amount of \$434,830.

UNFINISHED BUSINESS

Item No. 12 - Ordinance No. 2017-38 *Final Hearing Table to January 23, 2018*

Hancock Public Works Large-Scale Comprehensive Plan Amendment

Item No. 13 - Boat Ramp Relocation

Discussion

NEW BUSINESS

Item No. 14 - Appointments

Consider appointments for Police Pension Board, Fire Pension Board, Planning and Zoning Commission and Outside Agency appointments.

Item No. 15 - Ordinance No. 2017-46 *Introduction Cubesmart Annexation*

Consider ordinance to annex 5.75+/- acres of land located at the Southeast corner of Hancock Road and Trade Avenue.

Item No. 16 - Ordinance No. 2017-47 *Introduction Cubesmart Small-scale Comprehensive Plan Amendment*

Consider ordinance to change the future land use from Lake County Regional Commercial to City Commercial for property located at the Southeast corner of Hancock Road and Trade Avenue.

Item No. 17 -
Ordinance No. 2017-48 *Introduction Cubesmart Rezoning*

Consider ordinance to change the zoning from Lake County MP Planned Industrial District to City C-2 General Commercial for property located at the Southeast corner of Hancock Road and Trade Avenue.

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

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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
November 28, 2017

City Council met in a regular meeting on Tuesday, November 28, 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 Deputy City Clerk Noak.

INVOCATION AND PLEDGE OF ALLEGIANCE

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

Mayor Ash announced the boat ramp project would be on the December 12, 2017 Council Meeting agenda.

PUBLIC COMMENTS

Libby Hanna spoke of the citizen confusion regarding the status of the boat ramp project. Ms. Hanna suggested creating an independent panel to review the project and requested Council postpone the boat ramp closure.

Nicholas Sindicich; 795 West Montrose, expressed concerns of staff assistance for small businesses. Mr. Sindicich would like to see the rules and guidelines change for small businesses. City Manager Gray asked him to provide staff with his contact information.

Todd Howard requested Council reconsider closing the boat ramp.

David Brandon spoke of the construction behind Lost Lake Reserve causing his home to shake. Mr. Brandon expressed concern of lack of notification of the construction project. City Manager Gray stated the construction was in Lake County's jurisdiction and asked him to provide staff with his contact information.

John Amann; 550 East Avenue, asked the Council to consider leaving the boat ramp open until a new site has been selected. Mr. Amann commented that the Bell Ceramics site is the best choice for the boat ramp relocation.

Robert Olson; 1290 Dianna Place, commented the Lake Hiawatha and Emerald Lakes potential boat ramp sites are unsafe, and the Hull Road site is too small. Mr. Olson commented the Bell Ceramics site is the most cost effective site.

REPORTS

City Manager Gray reported Light up Clermont will be on December 1, 2017 from 5:30pm to 9:30pm. The parade will begin at Waterfront Park at 10:00am on December 2, 2017.

The Council will hold a workshop on Monday, December 4, 2017 at 6:00pm to discuss Consent Agenda Item 12; Resolution No. 2017-60, and Consent Agenda 13; Resolution 2017-61. Staff requested the items be tabled to the December 12, 2017 Council Meeting.

Council Member Goodgame moved to table Consent Agenda Items 12 and 13 to December 12, 2017; seconded by Council Member Bates. The motion passed with all members present voting aye.

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City Attorney Mantzaris – No report.

Council Member Bates – No report.

Council Member Goodgame – No report.

Council Member Brishke reported on assisting Brent and Melissa Joyner in packaging and delivering over 1,400 Thanksgiving Dinners at the First Methodist church.

Council Member Travis – No report.

Mayor Ash reported on attending the Homeless Taskforce meeting, the Fire Station 1 Public Safety Organization Accreditation review, Dancing Under the Stars at the Performing Arts Center, the Hurricane Task Force Steering Committee meeting, spoke about being the Mayor with the teenage boys at the Church at South Lake, met with the 15 new Fire Department Engineers, and attended the Lake Apopka Natural Gas Board 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 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 Phase 1 Plat | WaterBrooke Phase 1 Plat. |
| Item No. 4 – Change Order and Budget Amendment | Consider change order number 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 Sheriff'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 Board of County Commissioners 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 Sheriff's 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 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. |

Council Member Travis made a correction to page 10 of the November 14, 2017 Regular Council Meeting minutes to replace the wording 'low density' to 'high density' for Council Member Goodgame's opposition comment.

Council Member Bates moved for approval of Consent Items 1 through 11; seconded by Council Member Goodgame. The motion passed with all members present voting aye.

UNFINISHED BUSINESS

Item No. 14 – Resolution No. 2017-50 - Greystone Healthcare Conditional Use Permit

Deputy City Clerk Noak 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.

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Planning Manager Henschel presented the request to construct and operate a 73,000 square foot skilled nursing facility located at the southwest corner of Citrus Tower Boulevard and Hooks Street. The facility will operate 24 hours a day to care for patients recovering from operations or injuries. Staff recommended approval.

Kelly Bulloch; Kimley-Horn Engineer, was available to answer any questions.

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

Council Member Goodgame inquired how the elevation changes would be addressed. Ms. Bulloch stated the site would have transitional grading on one side and a retaining wall on the remaining side. City Manager Gray commented the developer is not requesting any variances.

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

Item No. 15 – Resolution No. 2017-52 – *Quick Lane @ Ford of Clermont*

Deputy City Clerk Noak 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.

Planning Manager Henschel presented the request to expand the Ford of Clermont automotive dealership located at 1101 East Highway 50. The existing dealership operates under Resolution No. 1173 which allowed the expansion and renovation of the showroom and the construction of a body shop and service center on the south side of the site. The proposal includes expanding the parking area to the western parcel and add a Quick Lane Service Center. The service center will have 12 bays with a 1 bay car wash. The service center will provide minor service and repairs such as oil changes, tire service, and maintenance services. Access to the service center will be through the dealership or the existing frontage road to the northwest of the site. Staff recommended approval.

Peter Pensa; Avid Group, commented the dealership is successful and providing a Quick Lane Service Center would free up the current service center.

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

Council Member Goodgame inquired of the Quick Lane signs. Planning Manager Henschel stated there would be two signs on two sides and the signs comply with City Code.

Council Member Goodgame asked of the landscaping plan. Planning Manager Henschel commented the landscaping will go through the site review process and will be required to comply with City Code.

Council Member Travis was not in favor of the request.

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Mayor Ash preferred the service area to be located in the rear of the property.

Council Members Travis and Brishke were in agreement with Mayor Ash.

Council Member Bates asked if vehicles are able to exit on the west side of the property. Mr. Pensa stated vehicles could exit on the west side of the property.

Council Member Goodgame inquired of building an L-shaped building to the rear of the site. Mr. Pensa indicated Ford would like visibility from Highway 50.

Mr. Pensa asked the request be postponed to the January 9, 2018 Council Meeting.

Council Member Goodgame moved to postpone the request to January 9, 2018; seconded by Council Member Bates. The motion passed with all members present voting aye.

Item No. 16 – Ordinance No. 2017-49 – *Final, The Shops at WaterBrooke*

Deputy City Clerk Noak 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.

Senior Planner Kruse stated the request was previously withdrawn to refine the development plans and work with staff on the Hooks Street extension and alignment. The applicant is seeking a rezoning of a 45 acre parcel of land located south of State Road 50 at the intersection of Emil Jahna Road and State Road 50. The applicant will be relocating the existing stormwater pond to the rear of the property. The northern portion of the site will be used for commercial shopping center and the southern portion will be comprised of Hooks Street and a townhome development. The proposed commercial uses will not include automotive dealerships or other automotive uses. The applicant is requesting six waivers: (1) a reduction in the required number of dumpster pads, (2) a reduction in the required number of loading zones, (3) a maximum grade change from 15 feet to 30 feet, (4) a shared 10-foot interior landscaping buffer, (5) an additional multi-tenant sign, and (6) allow buildings to occupy more than 20,000 square feet, up to a maximum of 45,000 square feet. Staff recommended approval of the request with the exception of the sign.

JJ Johnson; UP Fieldgate US Investment - Clermont Hills, LLC; stated Schmidt Construction would be the general contractor. The proposed Hooks Street extension has been reworked and will be constructed at the expense of the developer. The billboard will be removed and the dumpster pads were reduced to match the buildings. Mr. Johnson showed a conceptual rendering of the sign which staff does not support. Duke Energy has major power lines in the area recommended by staff. The sign will consist of the City of Clermont logo and WaterBrooke.

Mayor Ash opened the public hearing.

Judy Proli; 1020 Everest Street, expressed concerns of Summit Greens difficulty in exiting onto State Road 50, the addition of 85 townhomes, and increasing the traffic on State Road 50. Ms. Proli was opposed to approving the request until Hooks Street was completely developed.

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Bennet Suarez, spoke in support of the project and the signage.

Mayor Ash closed the public hearing.

Council Member Bates asked of the completion of Hooks Street. City Manager Gray stated staff met with Lake County and future projects will have to align with Hooks Street.

Council Member Bates inquired of having a deceleration lane on State Road 50 for the Summit Greens subdivision. City Manager Gray indicated staff has continually requested a deceleration lane from the Florida Department of Transportation.

Council Member Travis asked if there was a turn lane at the entrance. City Manager Gray stated there was a turn lane at the traffic signal.

Mayor Ash inquired of additional entrances from State Road 50. Senior Planner Kruse indicated there was an additional curb cut which could be used with a cross access agreement.

Council Member Goodgame mentioned the lack of details for the townhouses and would like to remove the townhouses from the request. Senior Planner Kruse stated the townhouses would have to meet current City Code.

Council Member Goodgame requested the townhomes be limited to two stories. Mr. Johnson was in agreement to limiting the townhouses to two story buildings.

Council Member Goodgame stated the conditions should include paying for a traffic signal on Hooks Street once one is warranted. Mayor Ash was in agreement.

Council Member Travis was opposed to the city logo on the sign.

Council Member Goodgame inquired how the City would receive the road impact fees paid to Lake County. City Manager Gray stated the developer would be provided an impact fee credit to use toward building a road. Staff has been working on obtaining road impact fees from Lake County.

Council Member Bates expressed concern of the sign's design similarities to the City of Clermont city boundary signs. Mr. Johnson indicated City Manager Gray would be the final approver.

Mayor Ash expressed concerned with the sign's height. Mr. Johnson stated the height would be scaled down.

City Attorney Mantzaris mentioned it appeared the sign was located on public property, which created a maintenance concern. Senior Planner Kruse stated the property was Lake County right-of-way and staff was not in favor of the location.

City Attorney Mantzaris stated the City could enter into an agreement with the developer regarding maintenance. Mr. Johnson was in favor of entering into an agreement.

City Manager Gray stated the sign will be removed from the request and an agreement would be brought before the Council.

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Council Member Brishke expressed concern of decreasing the number of dumpsters and loading zones without knowing the businesses which would be located in the development. City Manager Gray commented the City Code would dictate the number of dumpsters and loading zones.

Council Member Brishke was opposed to approving the dumpsters and loading zones without knowing the businesses which would be located in the development. Council Member Travis was in agreement.

Mr. Johnson suggested staff review and approve the dumpsters and loading zones.

Senior Planner Kruse summarized the changes to the request. The dumpster pads and loading docks will be reviewed by the Site Review Committee and the City Manager. The townhouses will be limited to two stories high. The signage will be removed from the request and a separate agreement will go before the City Council. A traffic signal will be installed and paid for by the developer when and if warranted.

Council Member Travis moved for approval as summarized; seconded by Council Member Brishke. The motion passed 5 to 0 on a roll call vote.

Item No. 17 – Ordinance No. 2017-51 – *Final, Amend Utilities Code*

Deputy City Clerk Noak 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.

Finance Director VanZile stated the purpose of the ordinance was to move provisions regarding utility billing procedures into the Code of Ordinances so they do not have to continue to be reflected in future resolutions.

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

Council Member Bates moved for approval of Ordinance 2017-51; seconded by Council Member Travis. The motion passed 5 to 0 on a roll call vote.

Mayor Ash recessed the meeting at 8:30pm. Mayor Ash reconvened the meeting at 8:43pm.

NEW BUSINESS

Item No. 18 – Variance Request – CTV13

Senior Planner Henschel presented the variance to the sign code for property located at the northeast corner of Citrus Tower Boulevard and Johns Lake Road. The applicant is proposing two additional signs to be located at the intersection of two roads. The design of the project has a pedestrian walkway which split the sign into two signs. The project will have two other monument signs which will be half of the allowable size, one located at each entrance to the office park. Staff recommended denial.

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Attorney Jimmy Crawford stated the medical office center was previously approved by the Council. The patients need signs they can easily see to locate the medical offices.

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

Council Member Bates asked what information would be on the signs. Paul Roundtree; Owner, stated the business names would be on the signs.

Council Member Travis inquired of the sign height. Attorney Crawford stated the height would be 7 feet tall.

Council Member Goodgame asked of handicapped parking. Mr. Roundtree indicated they would ensure handicap parking would not be an issue.

Mayor Ash suggested placing the sidewalk behind the sign and separate the sign into two parts, which would make a total of 5 signs. Attorney Crawford was favorable to the suggestion.

Council Member Brishke was not in favor of the number of signs.

Council Member Bates inquired if the same information would be on all the signs. Mr. Roundtree indicated the signs are single-sided and would have different information.

Council Member Bates moved for approval of a sidewalk behind the sign and splitting the sign into 2 signs for a total of 5 signs; seconded by Council Member Goodgame. The motion passed 3 to 2 with Council Members Travis and Brishke in opposition.

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

Planning Manager Henschel presented the variance request for a proposed drive thru restaurant located at the southwest corner of Highway 27 and Hammock Ridge Road. The variance request for elimination of the wheel stops is no longer necessary. The remaining variance is to allow for only an 11-foot setback for the canopy instead of the required 30-foot setback. Staff recommended denial of request.

Bill Pfeffer; Bowman Consulting, stated the canopy variance was requested to allow greater efficiency of the drive thru and to avoid pedestrian traffic. The drive thru is 95 feet from the public right-of-way and the intent of the code is to buffer the drive thru from public view.

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

Council Member Bates expressed concern of exiting the parking lot. Mr. Pfeffer stated the drive thru would be as far away from the intersection as possible.

Council Member Bates stated the curve on Hammock Ridge Road was of concern.

Council Member Travis commented the canopy would still be visible from the road. Mr. Pfeffer indicated the canopy would still be visible; however, the canopy is set back 95 feet from the road.

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Council Member Brishke was not in favor of the canopy. Mr. Pfeffer stated the company is providing a canopy for shade in response to customer feedback.

Mayor Ash spoke in opposition of the canopy.

Mr. Johnson indicated the company will not move forward without a canopy.

Council Member Goodgame moved for approval.

The motion died for lack of a second.

Council Member Travis moved to deny the request; seconded by Council Member Brishke. The motion passed 4 to 1 with Council Member Goodgame opposed to the denial.

Item No. 20 – Variance Request – Imports Professional Auto

Planning Manager Henschel presented the request for a parking variance for a new automotive service center located in the Clermont Commons Industrial Park. The parcel was granted a reduced parking variance in June 2017 under an office use; however, the proposed use has changed and the applicant is required to obtain a new parking variance. The proposed site plan has a total of 12 parking stalls, leaving a deficit of 12 parking stalls. Staff recommended denial; however, if Council approves the variance, staff is requesting the variance become null and void at the time this business vacates the premises.

Patrick Bianchi; 725 Montrose Street, stated the business operates on an appointment only basis. The business is a special niche business for specific imported vehicles. Mr. Bianchi requested Council consider the five automotive bays as parking spaces. He asked for approval of the variance request.

Mayor Ash opened the public hearing.

Christina Clarke; Realtor, stated Clermont Commons was designed for industrial use and this project is designed for industrial use. The parking needs are different and she supported approving the request.

Mayor Ash closed the public hearing.

Council Member Goodgame requested the vehicles not be left outside overnight. Mr. Bianchi indicated the vehicles would not remain outside overnight.

Council Member Brishke asked of the number of vehicles which would wait for servicing during the day. Erkie Negron; Owner, stated the business operates by appointment only and the insurance company does not allow for overnight outside parking.

Mayor Ash inquired of the average number of cars serviced in a day. Ms. Negron indicated 5 to 6 cars per day.

Council Member Travis moved for approval; 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 9:40pm.

APPROVED:

Gail L. Ash, Mayor

ATTEST:

Tracy Ackroyd Howe, City Clerk



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AGENDA ITEM

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Meeting Date			
Tuesday, December 12, 2017			
Agenda Item Name			
2018 Council Meeting Calendar			
Requested Action			
Staff Report			
The 2018 meeting calendar includes the regularly scheduled Council meetings on the 2nd and 4th Tuesday of each month. The 2nd meeting in December is requested to be cancelled due to the Christmas holiday. The calendar also includes monthly workshops, budget workshops and budget public hearings.			
Additional Analysis			
Fiscal Impact Summary			
Fiscal Impact	Fund Number and Description	Available Budget Amount	
Exhibits Attached (copies of original agreements)			
1. Meeting Calendar	2018 Council Calendar.pdf		

2018 COUNCIL MEETING CALENDAR

JANUARY	DATE
Regular Council Meeting	Tuesday, January 09, 2018
Workshop	Tuesday, January 16, 2018
Regular Council Meeting	Tuesday, January 23, 2018
FEBRUARY	DATE
Regular Council Meeting	Tuesday, February 13, 2018
Workshop	Tuesday, February 20, 2018
Regular Council Meeting	Tuesday, February 27, 2018
MARCH	DATE
Regular Council Meeting	Tuesday, March 13, 2018
Workshop	Tuesday, March 20, 2018
Regular Council Meeting	Tuesday, March 27, 2018
APRIL	DATE
Regular Council Meeting	Tuesday, April 10, 2018
Workshop	Tuesday, April 17, 2018
Regular Council Meeting	Tuesday, April 24, 2018
MAY	DATE
Regular Council Meeting	Tuesday, May 08, 2018
Workshop	Tuesday, May 15, 2018
Regular Council Meeting	Tuesday, May 22, 2018
JUNE	DATE
Regular Council Meeting	Tuesday, June 12, 2018
Workshop	Tuesday, June 19, 2018
Regular Council Meeting	Tuesday, June 26, 2018
JULY	DATE
Regular Council Meeting	Tuesday, July 10, 2018
Budget Workshop	Tuesday, July 17, 2018
Budget Workshop	Wednesday, July 18, 2018
Regular Council Meeting	Tuesday, July 24, 2018
AUGUST	DATE
Regular Council Meeting	Tuesday, August 14, 2018
Workshop	Tuesday, August 21, 2018
Regular Council Meeting	Tuesday, August 28, 2018
SEPTEMBER	DATE
First Budget Public Hearing	Thursday, September 06, 2018
Regular Council Meeting	Tuesday, September 11, 2018
Workshop	Tuesday, September 18, 2018
Final Budget Public Hearing	Thursday, September 20, 2018
Regular Council Meeting	Tuesday, September 25, 2018
OCTOBER	DATE
Regular Council Meeting	Tuesday, October 09, 2018
Workshop	Tuesday, October 16, 2018
Regular Council Meeting	Tuesday, October 23, 2018

2018 COUNCIL MEETING CALENDAR

NOVEMBER	DATE
Regular Council Meeting	Tuesday, November 13, 2018
Workshop	Tuesday, November 20, 2018
Regular Council Meeting	Tuesday, November 27, 2018
DECEMBER	DATE
Regular Council Meeting	Tuesday, December 11, 2018
Workshop	Tuesday, December 18, 2018
CANCEL	Tuesday, December 25, 2018
Regular Council Meeting	



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Meeting Date	
Tuesday, December 12, 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

Total annual revenue from all fee increases is projected to be approximately \$448,000.

Fiscal Impact

Fund Number and Description

Available Budget Amount

Exhibits Attached (copies of original agreements)

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|----|---|--|
| 1. | Fee Changes Summary | Fee Changes Summary.docx |
| 2. | Resolution No. 2017-60 | Resolution No. 2017-60 - 11-03-17.doc |
| 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 Fee Changes Summary
December 4, 2017

Parks and Recreation -

➤ **Arts and Recreation Center – Pool Fees**

1. Eliminate Weekly Pass of \$10 (City Res) and \$15 (Non- City Res).
2. Eliminate Monthly Pass of \$30 (City Res) and \$50 (Non-City Res).
3. Reduce Individual Season Pass from \$80 to \$40 (City Res) and from \$140 to \$80 (Non-City Res).
4. Reduce Family Season Pass from \$200 to \$80 (City Res) and from \$300 to \$160 (Non-City Res).

➤ **Arts and Recreation Center – Other Fees**

1. Add Rehearsal Room fee of \$40 (City Res) and \$50 (Non-City Res)
2. Add Spotlight fee of \$20
3. Add Video Camera fee of \$50
4. Add Large Portable Sound System fee of \$80
5. Add Small Band Set-up (1-7 inputs) fee of \$150
6. Add Medium Band Set-up (8-14 inputs) fee of \$250
7. Add Large Band Set-up (15 + inputs) fee of \$350

City Clerk –

➤ Cemetery Fees –

1. Increase Cemetery Space fee from \$600 to \$700 (City Res)
2. Increase Columbarium fee from \$600 to \$700 (City Res) and from \$1,200 to \$1,400 (Non-City Res).

Utility Billing –

➤ Stormwater Fees –

1. Increase Stormwater Residential fee for customer **with** approved drainage retention on site from \$3.00 to \$4.71 per month.
2. Increase Stormwater Residential fee for customer **without** approved drainage retention on site from \$5.00 to \$7.85 per month.
3. Same increases for Non-Residential customers based on formula involving impervious area of property.

➤ Miscellaneous Fees –

1. Increase New Account processing fee from \$10 to \$30.
2. Increase Dishonored Check fee from \$20 to \$25.
3. Increase Meter Tampering fee from \$50 to \$350.
4. Change the Late Payment Penalty fee from \$5 to 1.5% of Balance or \$5 minimum.
5. Increase Disconnect/Reconnect fee from \$10 to \$30.

Utility Billing –

➤ Annual Index Increases –

1. Water and Stormwater rates to be adjusted every October 1, starting October 1, 2018 by the Florida Public Service Commission Annual Index percentage.
2. Sewer rates to be adjusted every October 1, from October 1, 2018 – October 1, 2021 by the greater of the Florida Public Service Commission Annual Index percentage or 2.12%.
3. Sanitation rates to be adjusted every October 1, from October 1, 2018 – October 1, 2021 by the greater of the Florida Public Service Commission Annual Index percentage or 2.50%.

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 12th day of December, 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

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:

Description	Proposed Rate Adjustments					
	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.

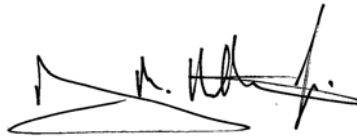
We appreciate the opportunity to be of service to the City and would like to thank the City staff for their valuable assistance and cooperation during the course of this study.

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

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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
SANITATION UTILITY RATE STUDY

LIST OF TABLES AND APPENDICES (cont'd.)

<u>Table No.</u>	<u>Description</u>
3-6	Projected Stormwater System Revenue Requirements
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3-8	Projection of Debt Service Coverage Compliance

<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.

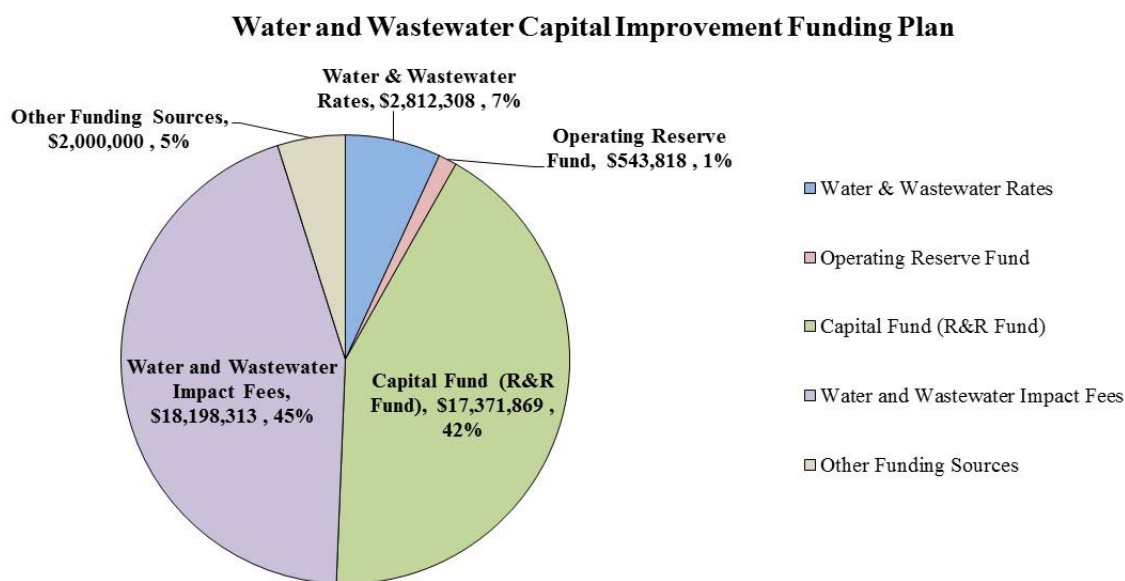
CAPITAL IMPROVEMENT PLAN

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

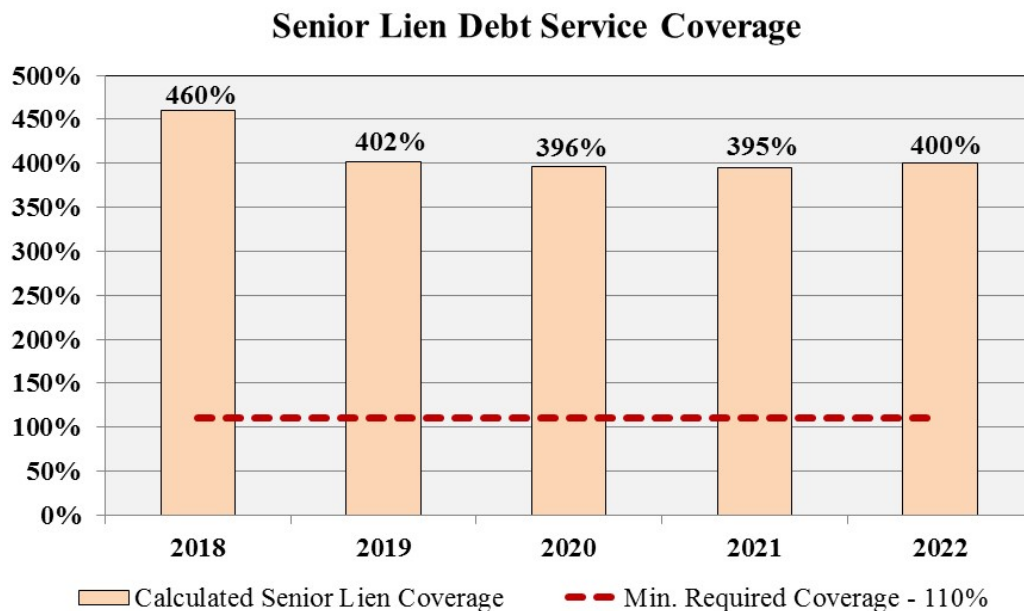
Based on the existing debt service schedules for the outstanding bonds, the annual debt service payments to be funded from rates is approximately \$1.2 million per year over the Forecast Period. No additional senior lien or subordinate lien debt is proposed during the Forecast Period.

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.

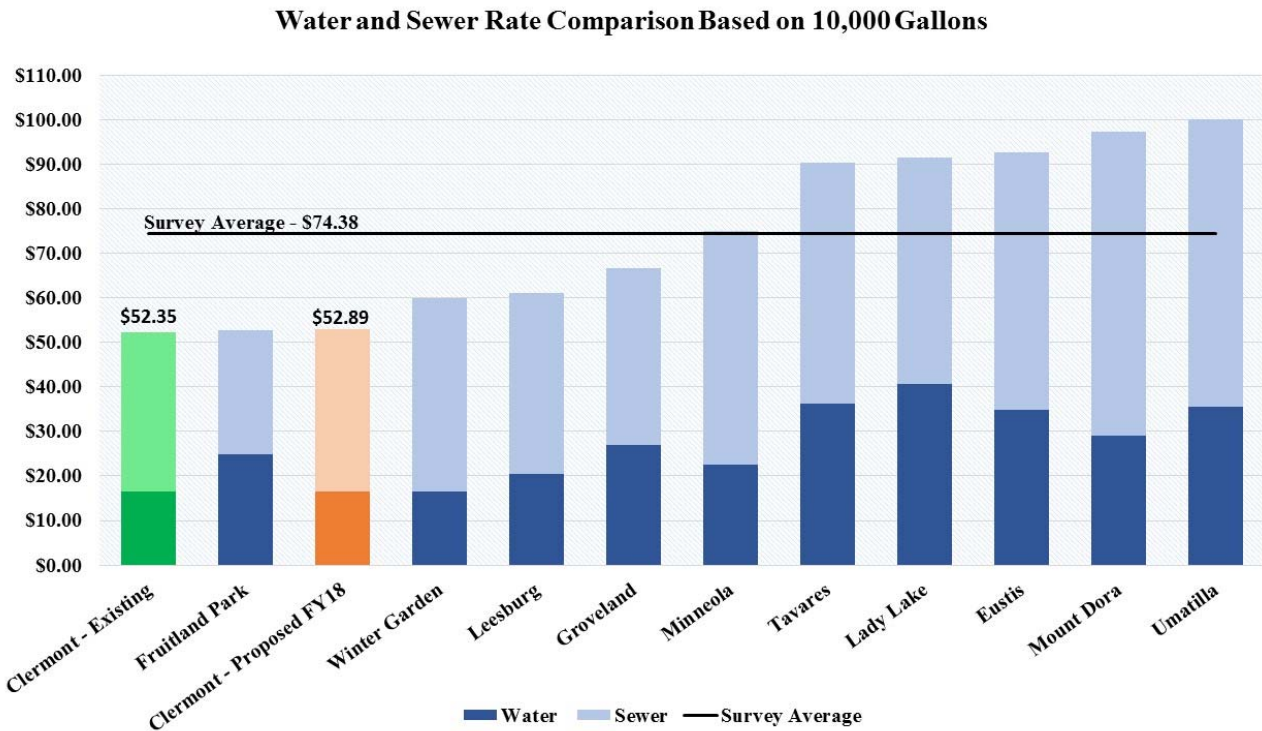
As shown above, the City plans to implement a previously adopted wastewater index effective October 1, 2017, but no water rate increases are shown for the Forecast Period.

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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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><u>\$12,954,028</u></u>	<u><u>(\$5,265,591)</u></u>	<u><u>\$7,688,437</u></u>		<u><u>45.91%</u></u>	<u><u>54.09%</u></u>	<u><u>\$3,529,940</u></u>	<u><u>\$4,158,497</u></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-Constctn	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 CIP
				2018	2019	2020	2021	2022	
<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

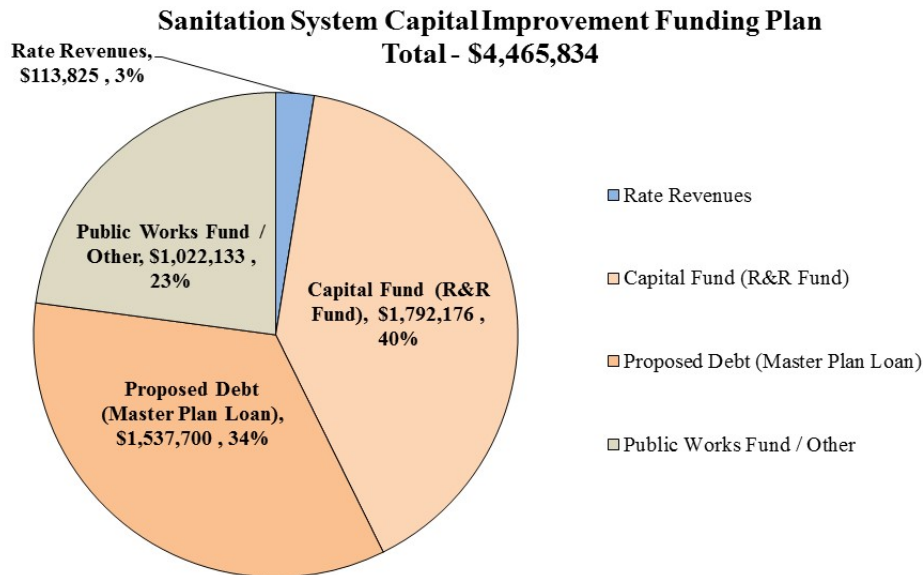
The Fiscal Year 2017 operating budget, adjusted for year-to-date operating results, as shown on Table 2-2, and the Fiscal Year 2018 proposed operating budget served as the basis for the operating and maintenance expense projections for the remainder of the Forecast Period. Adjustments were made to both 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.

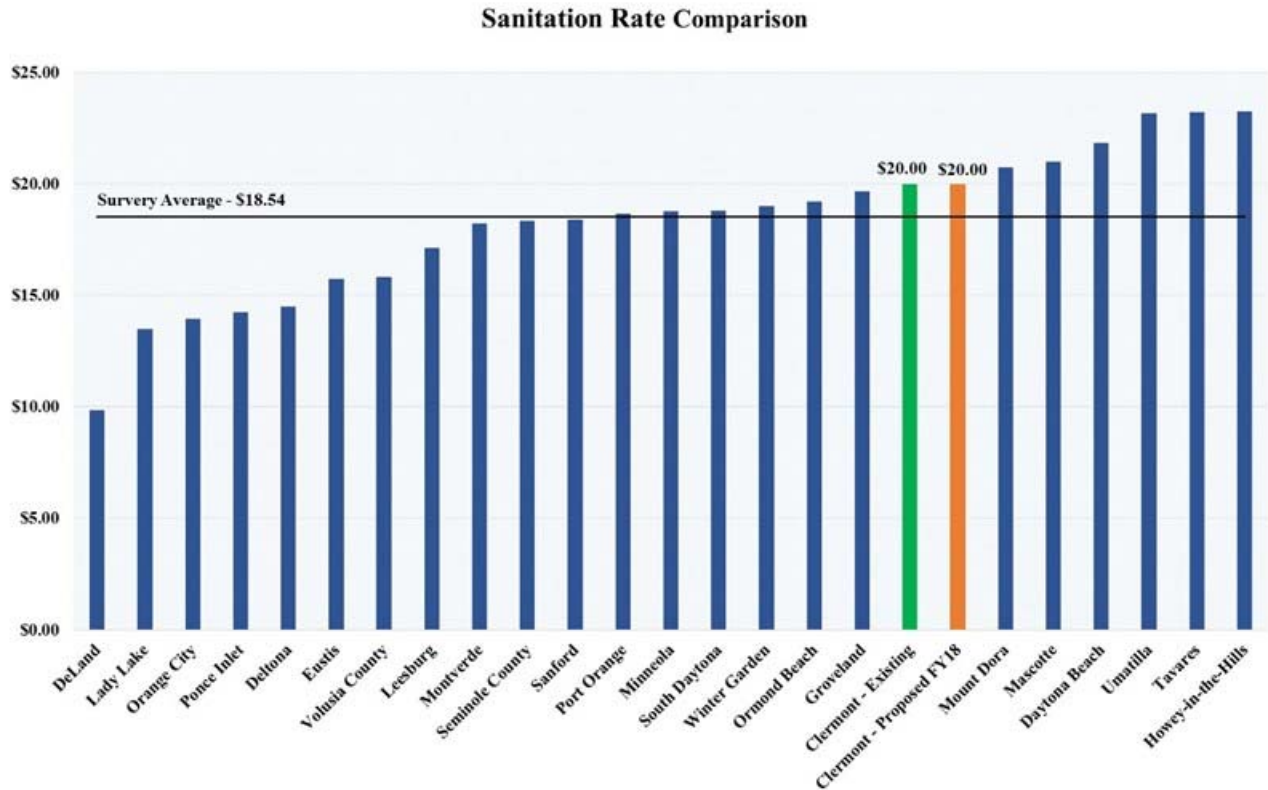
[3] As shown in Table 2-8.

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

LIST OF TABLES

Table No.	Description
2-1	Projected Sanitation System Revenue Under Existing Rates
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

		Investment Reference						
Line		Cash	Interest	Projected Fiscal Year Ending September 30,				
No.	Description	Balance	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.

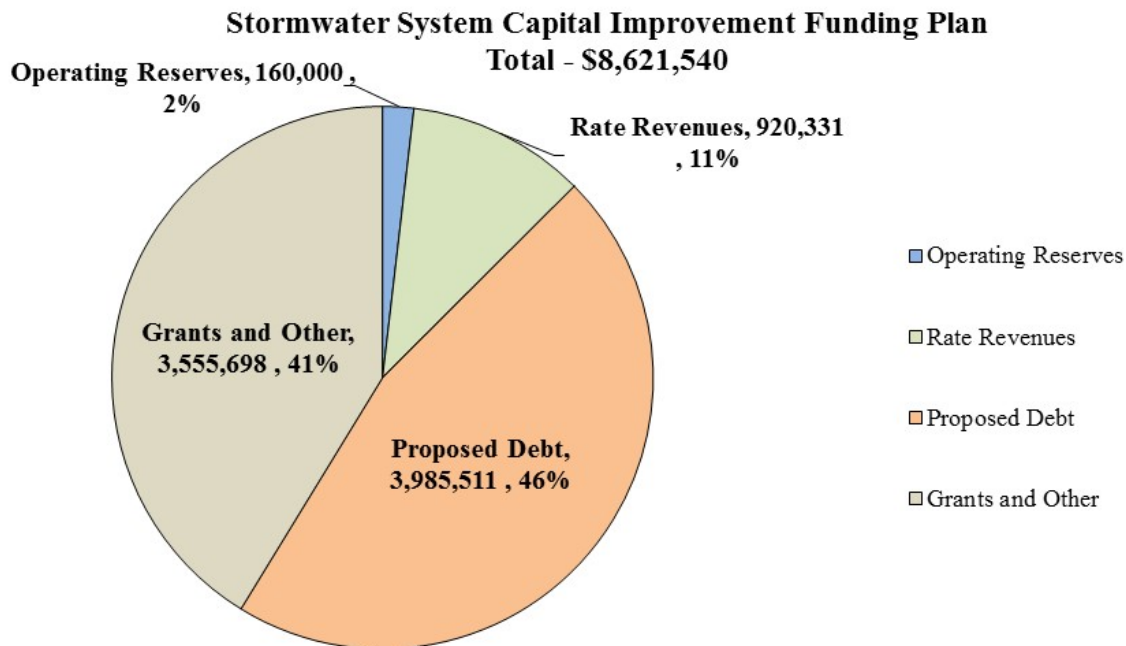
CAPITAL IMPROVEMENT PLAN

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.

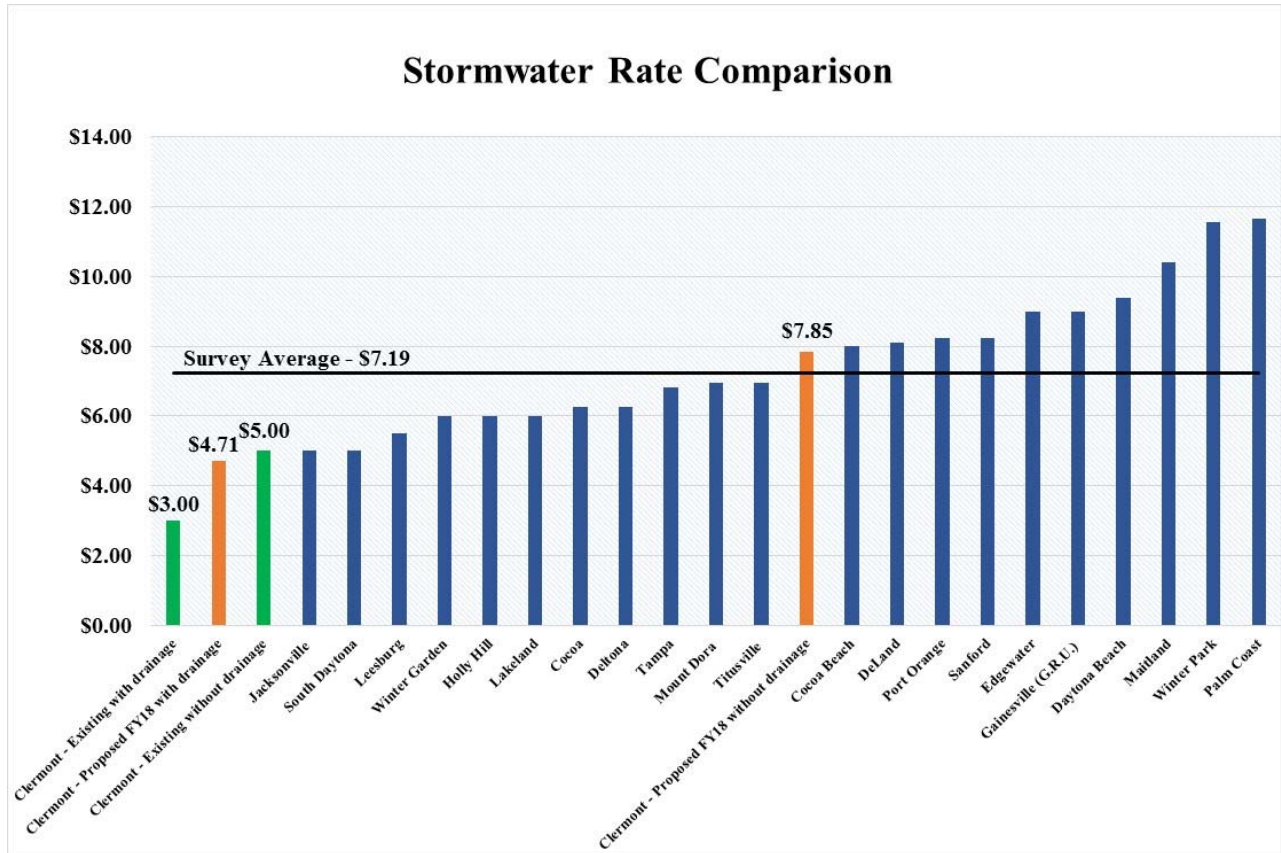
[2] As shown in Table 3-7.

[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

LIST OF TABLES

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

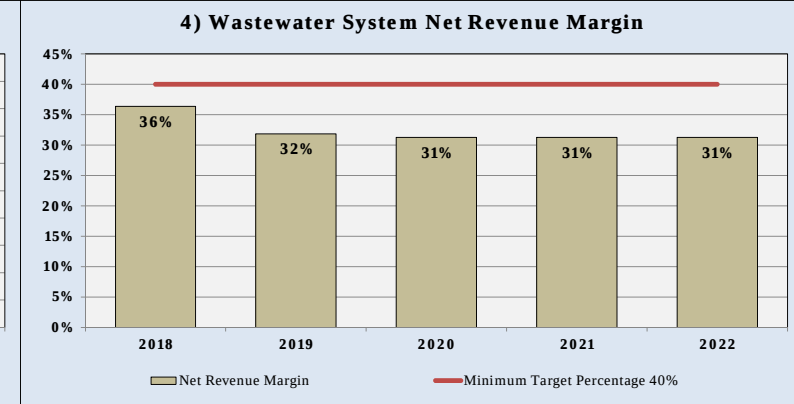
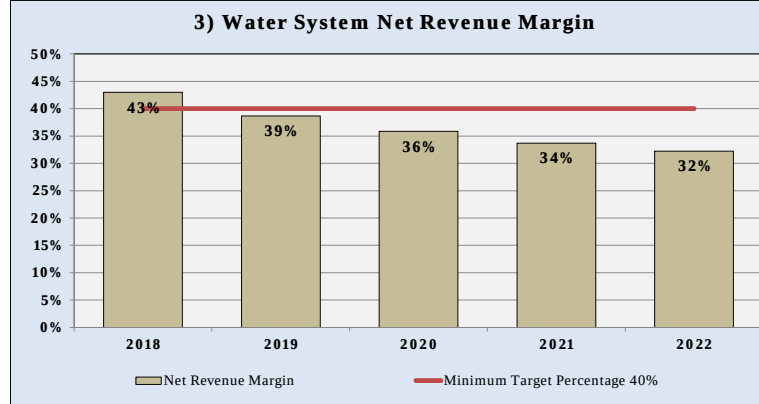
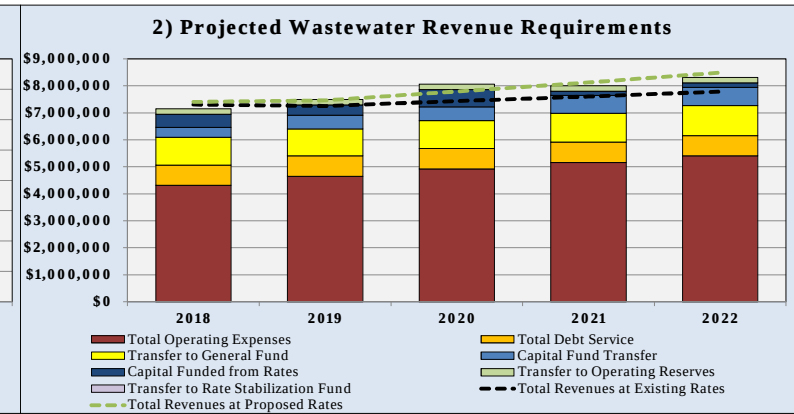
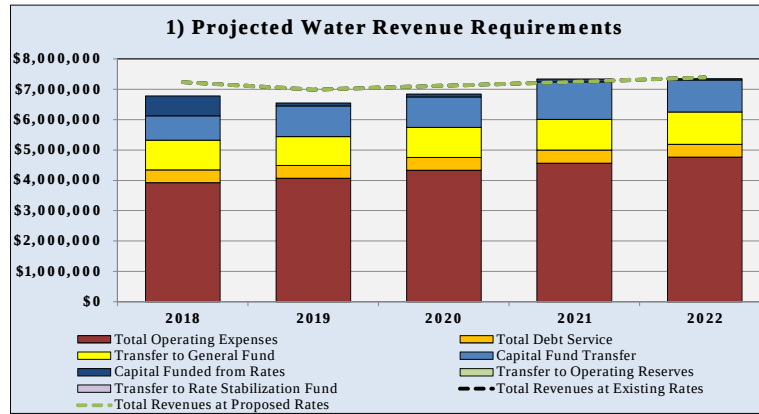


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



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	\$52.38	\$53.15	\$53.92	\$54.72	\$55.53	Cumulative Adjustment	0.77%	1.60%	1.60%	2.45%	4.20%



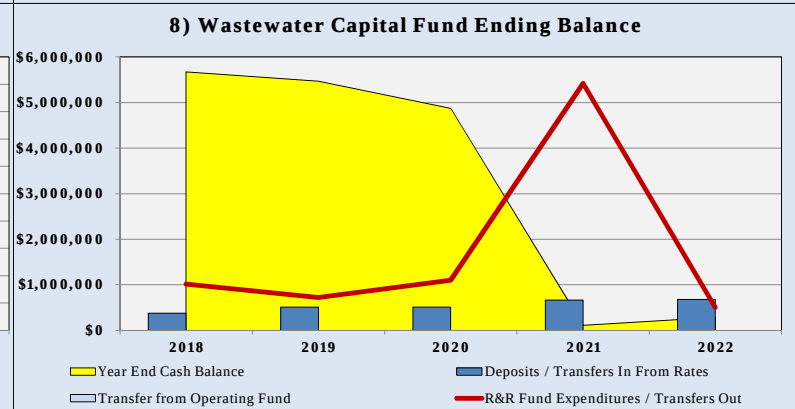
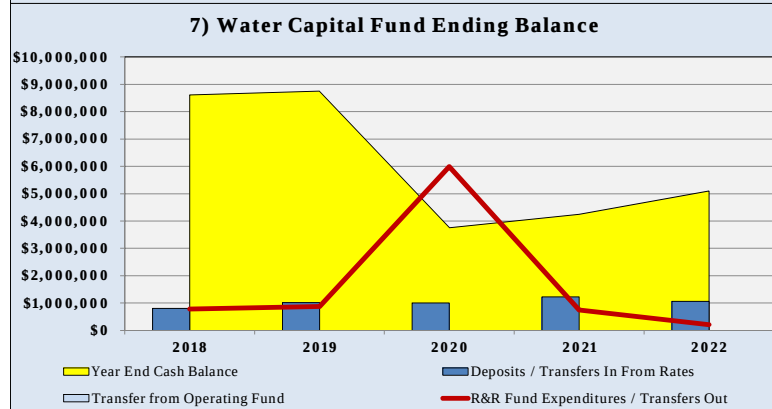
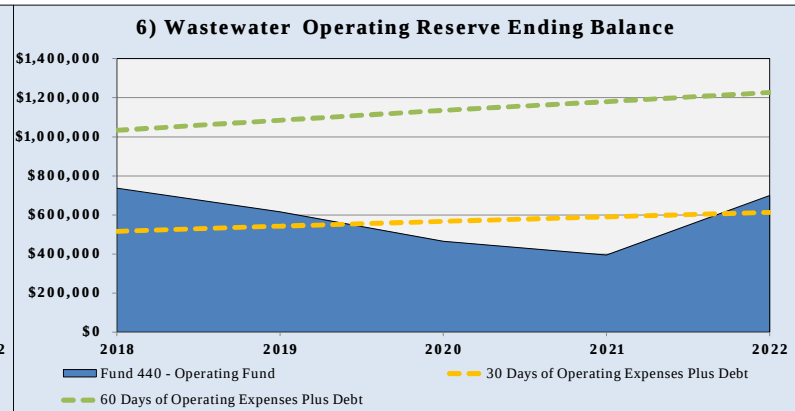
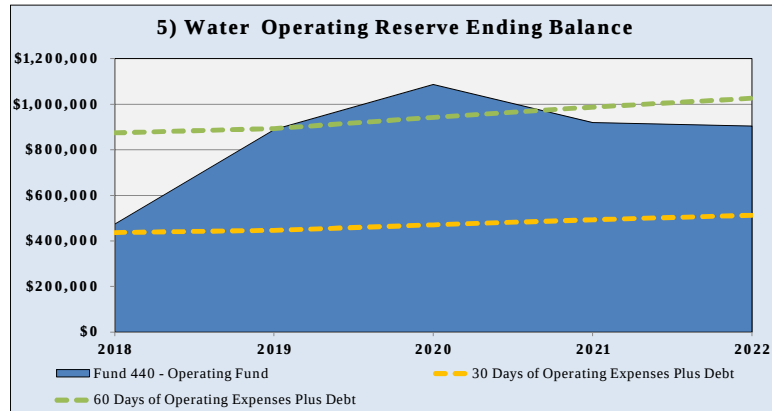


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



Water and Wastewater System Financial Dashboards and Performance Metrics

Description	Fiscal Year Ending September 30th,					Description	Fiscal Year Ending September 30th,				
	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%



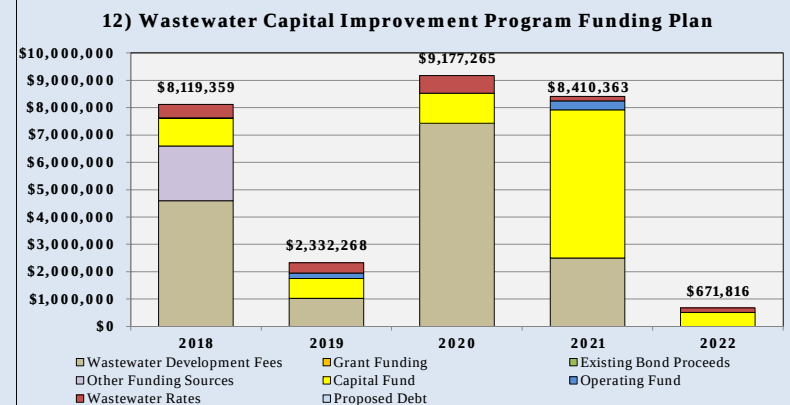
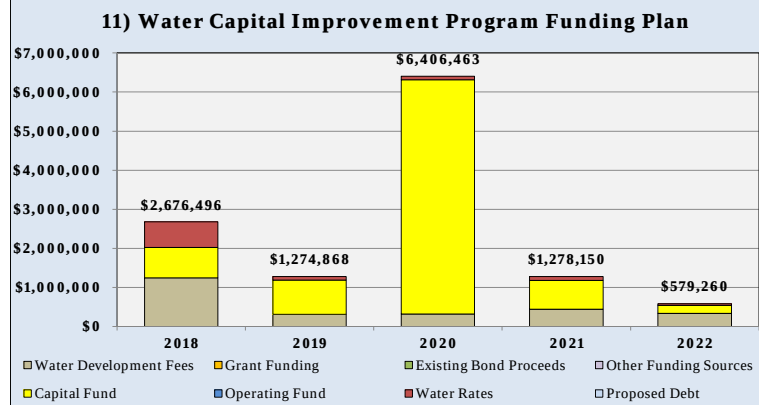
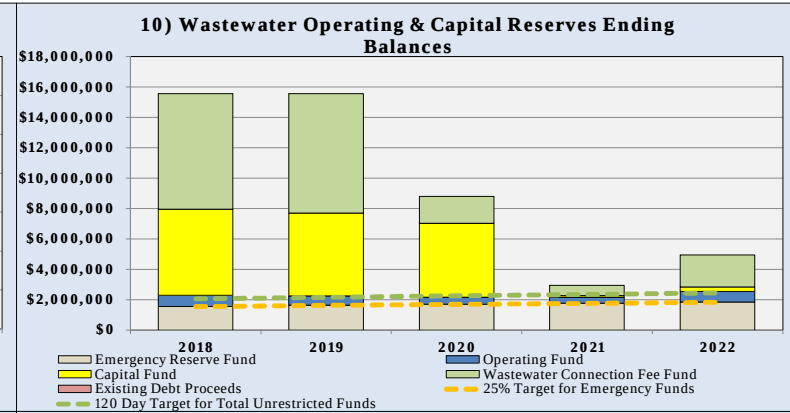
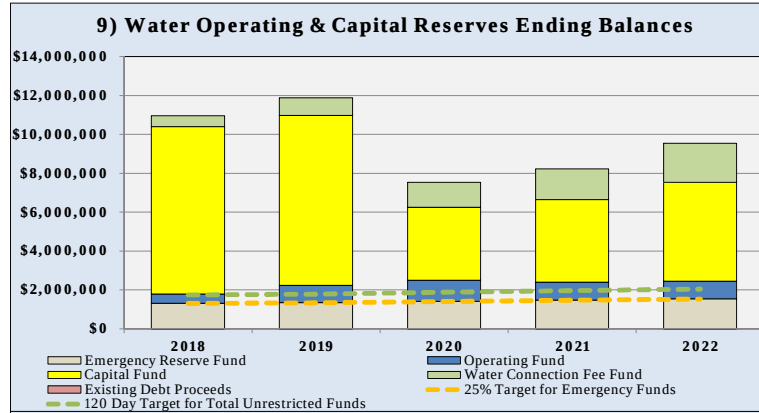


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



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):					
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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	\$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%
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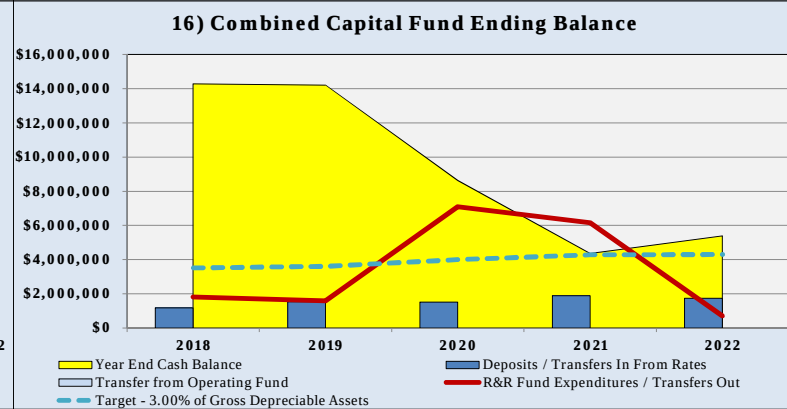
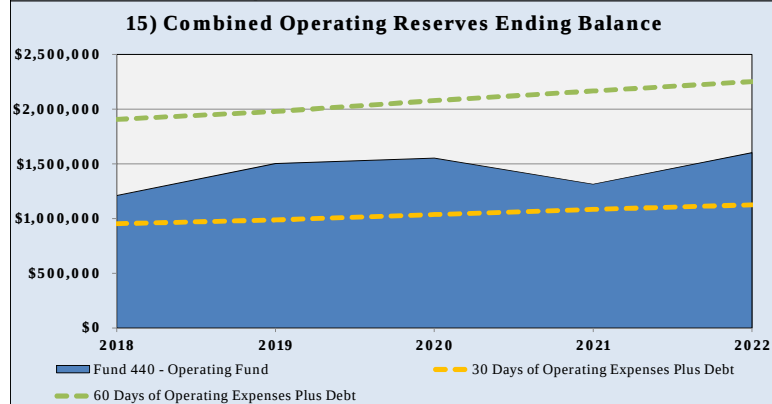
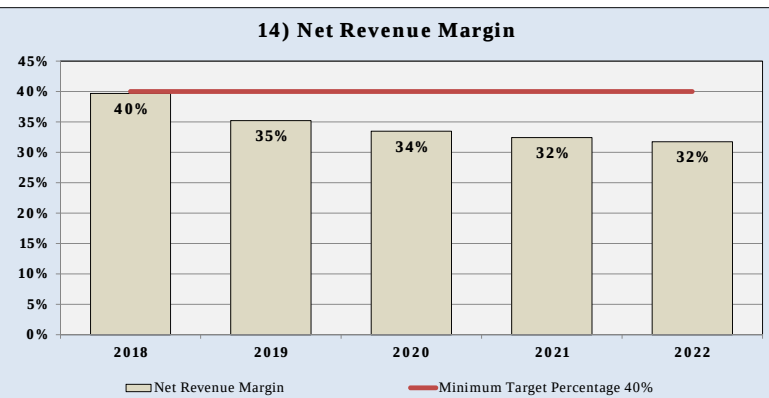
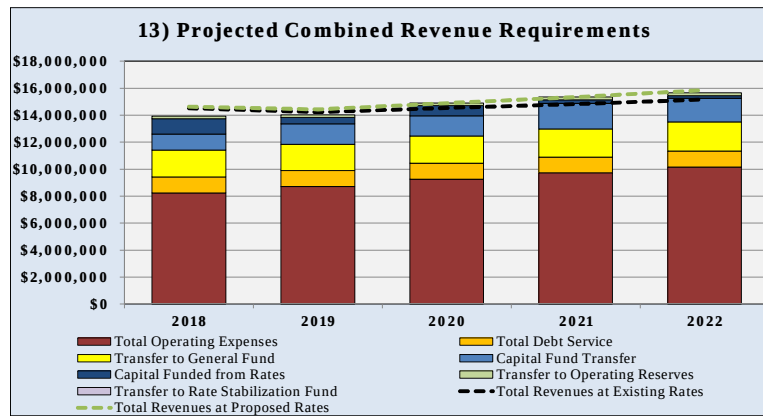


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



Water and Wastewater System Financial Dashboards and Performance Metrics

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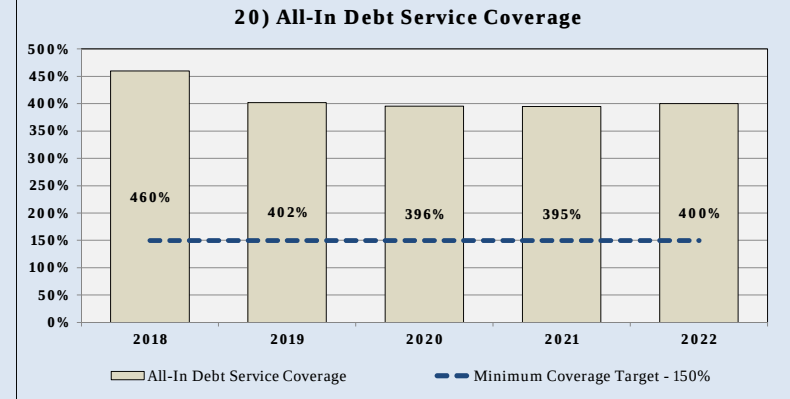
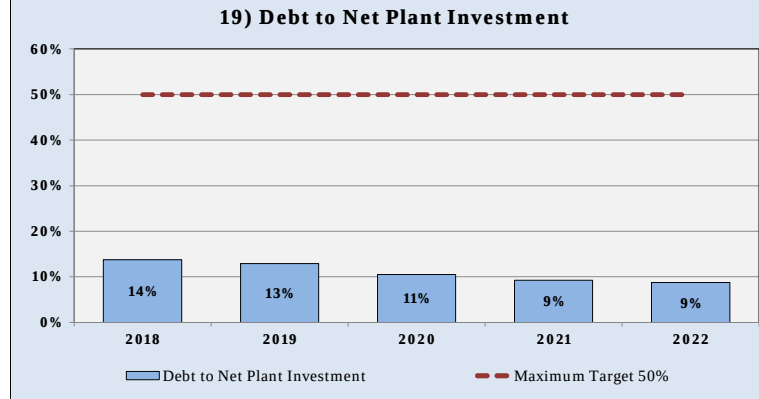
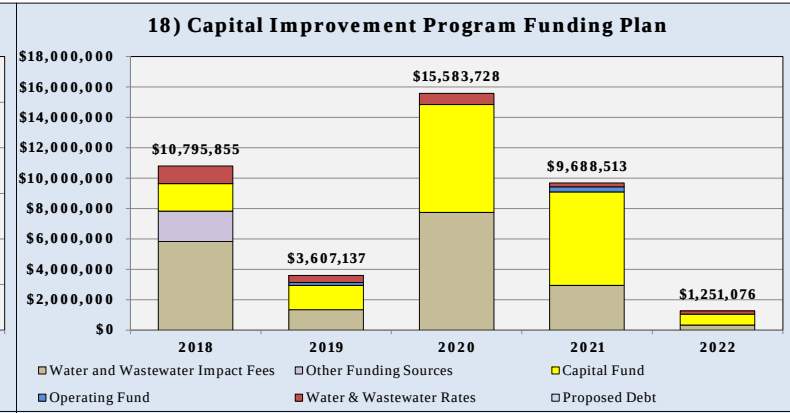
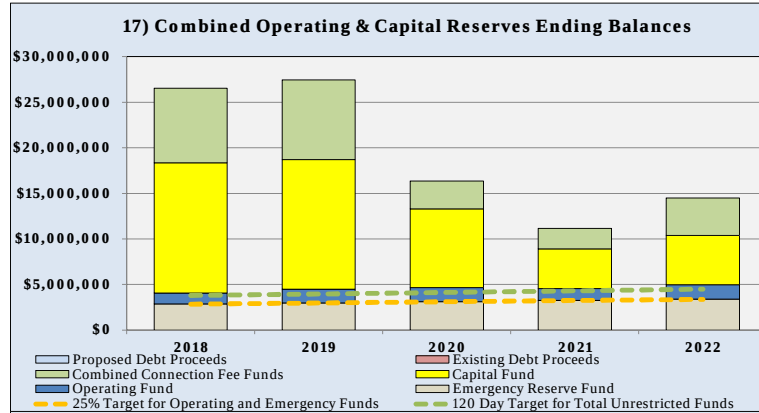


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



Water and Wastewater System Financial Dashboards and Performance Metrics

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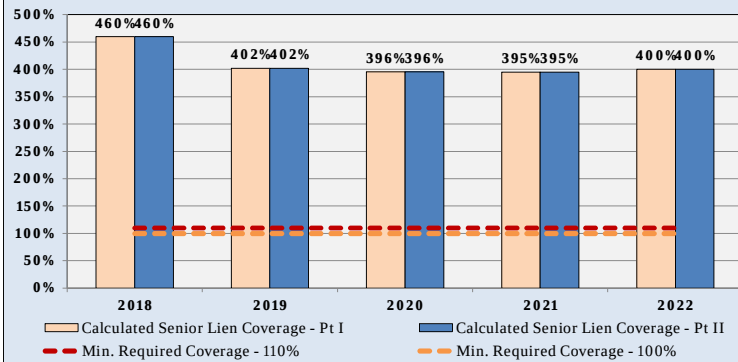
Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



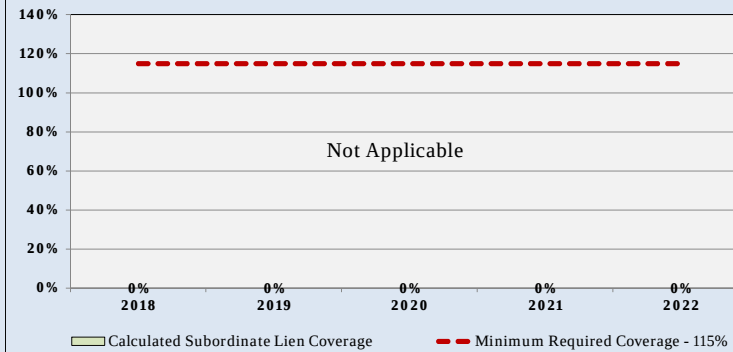
Water and Wastewater System Financial Dashboards and Performance Metrics

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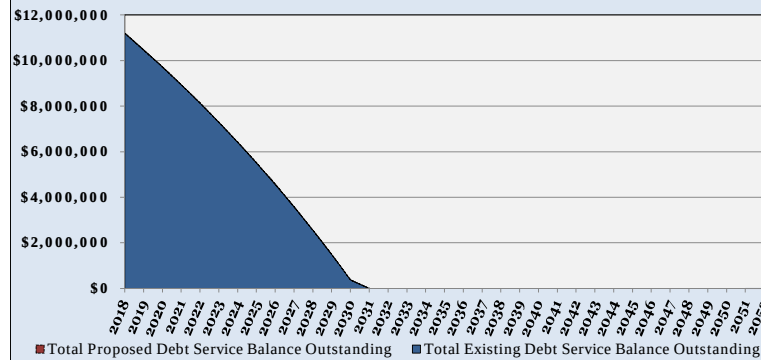
21) Senior Lien Debt Service Coverage



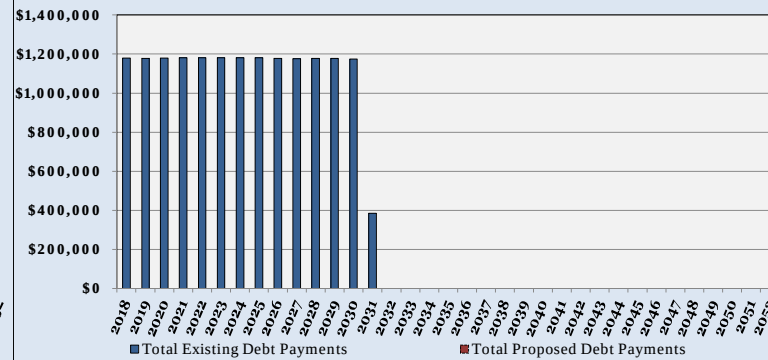
22) Subordinate Lien Debt Service Coverage



23) Ending Principal Balance Outstanding



24) Total Annual Debt Service Payments



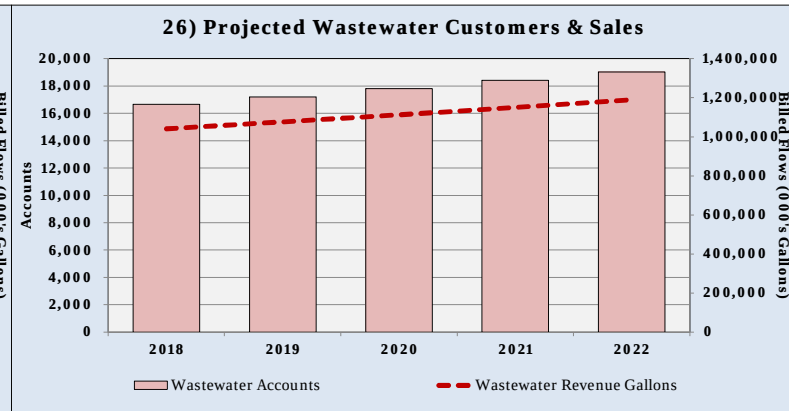
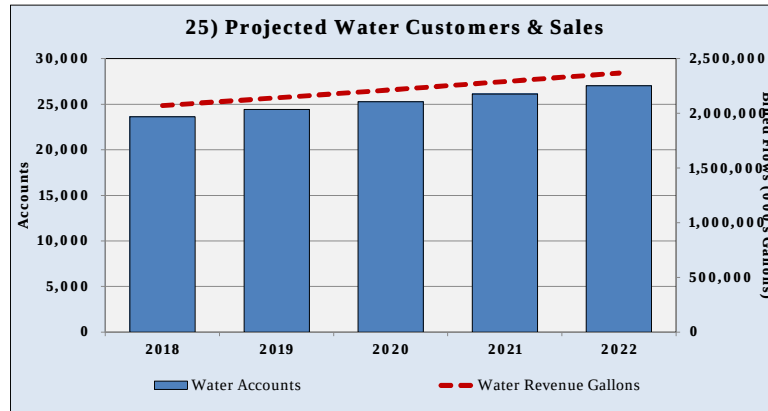


Appendix 1
City of Clermont, Florida
Water and Wastewater Utility Rate Study



Water and Wastewater System Financial Dashboards and Performance Metrics

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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

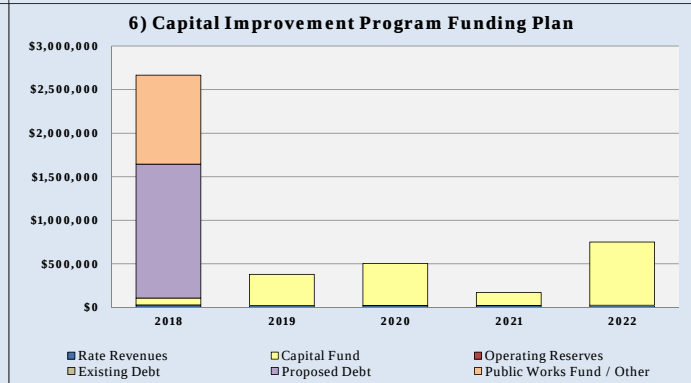
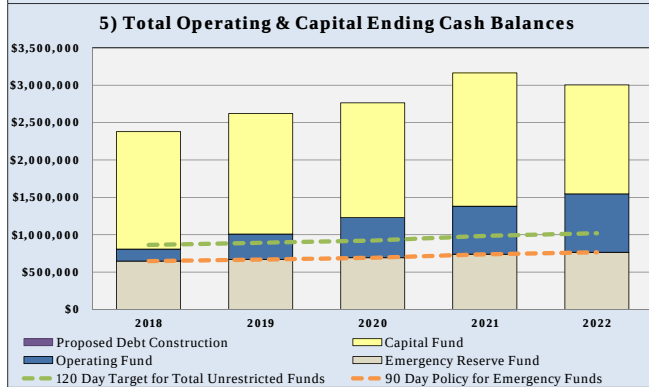
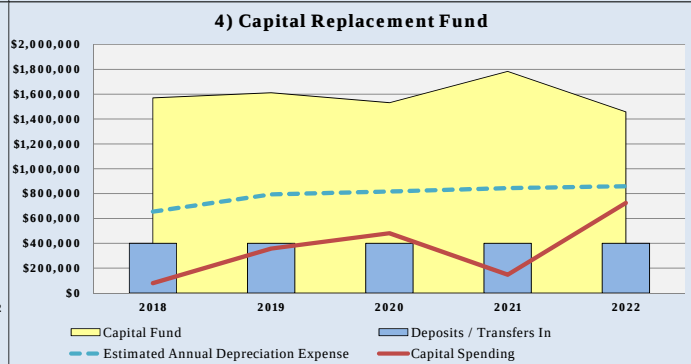
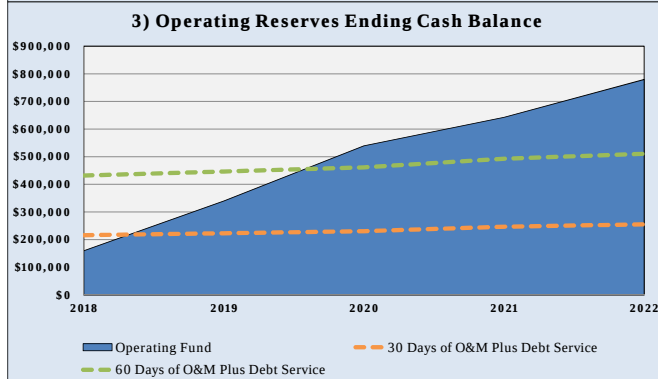
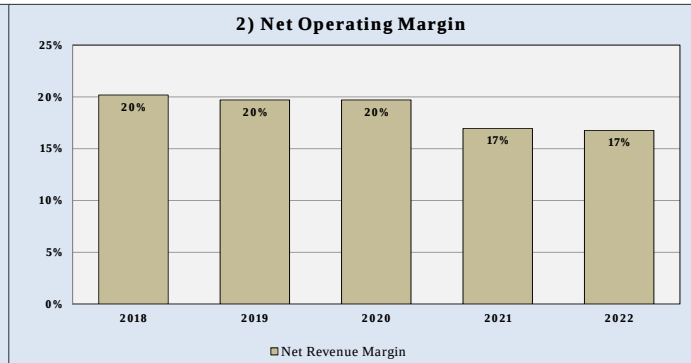
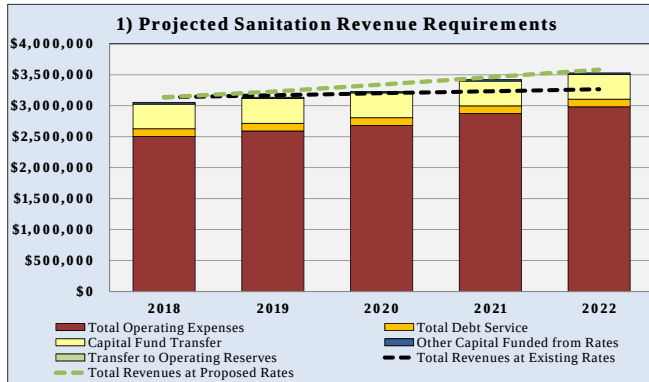


Appendix 4
City of Clermont, Florida
Sanitation Utility Rate Study



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





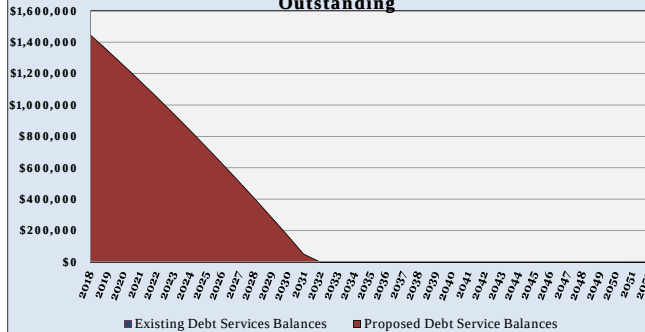
Appendix 4
City of Clermont, Florida
Sanitation Utility Rate Study



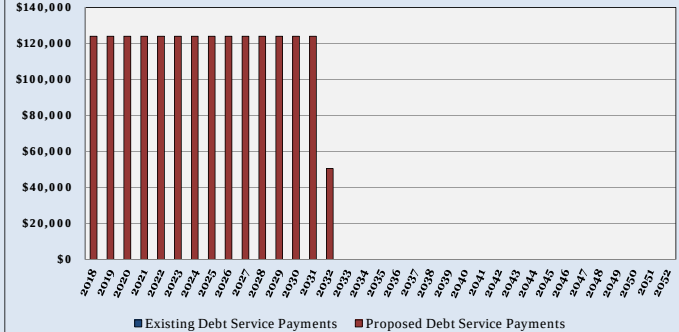
Sanitation System Financial Dashboards and Performance Metrics

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

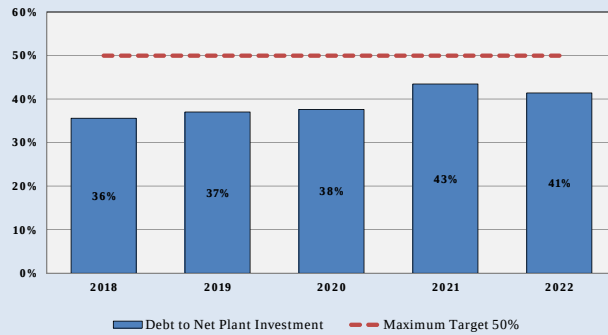
7) Existing and Proposed Debt - Ending Principal Outstanding



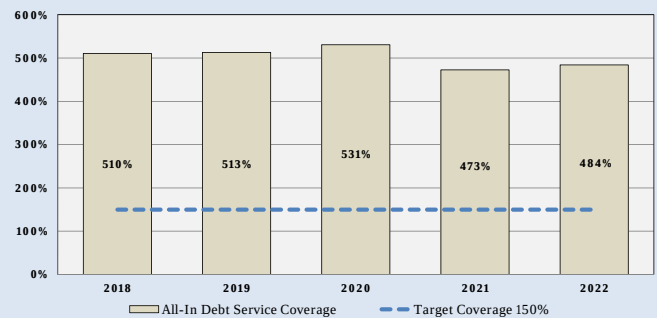
8) Existing and Proposed Debt - Annual Payments



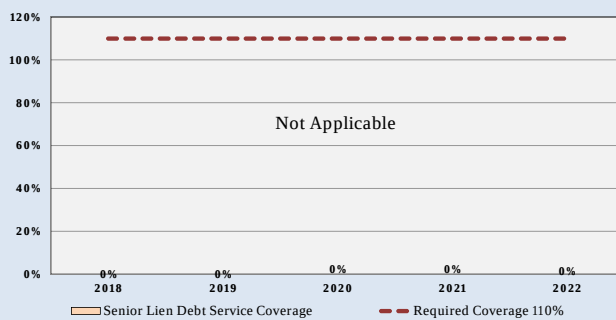
9) Debt to Net Plant Investment



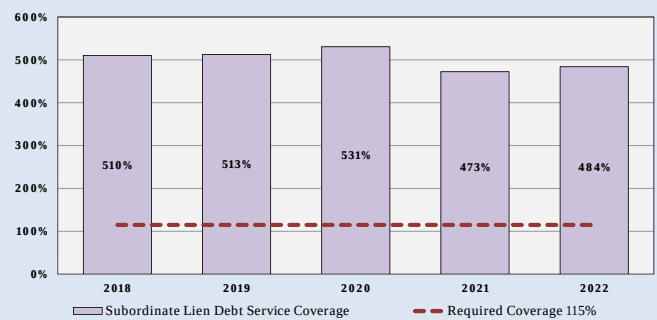
10) All-In Debt Service Coverage



11) Senior Lien Debt Service Coverage



12) Subordinate (Junior) Lien Debt Service Coverage





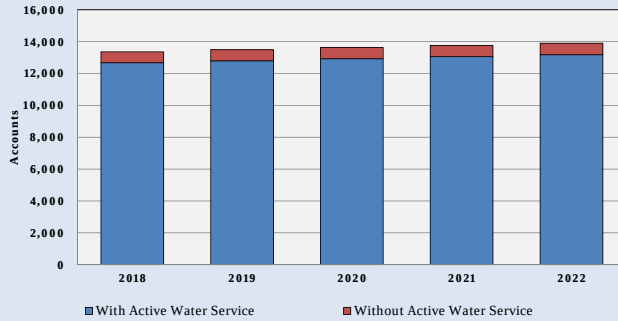
Appendix 4
City of Clermont, Florida
Sanitation Utility Rate Study



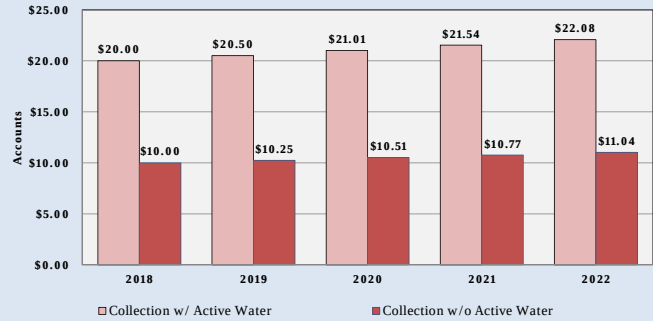
Sanitation System Financial Dashboards and Performance Metrics

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)	\$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

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.

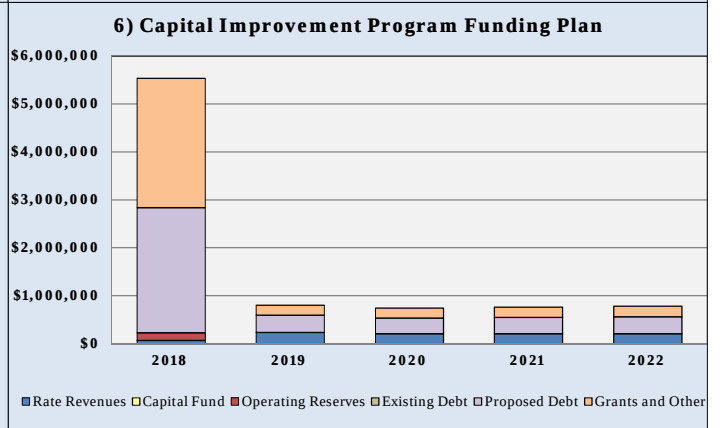
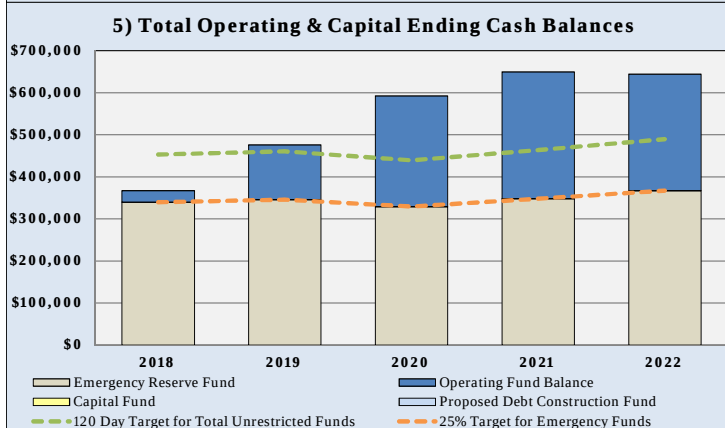
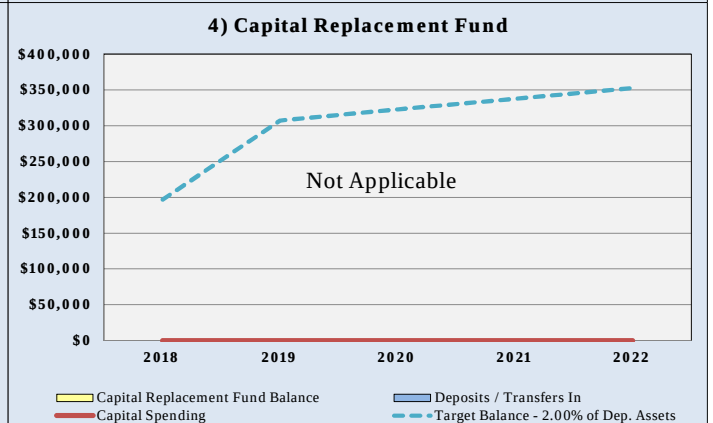
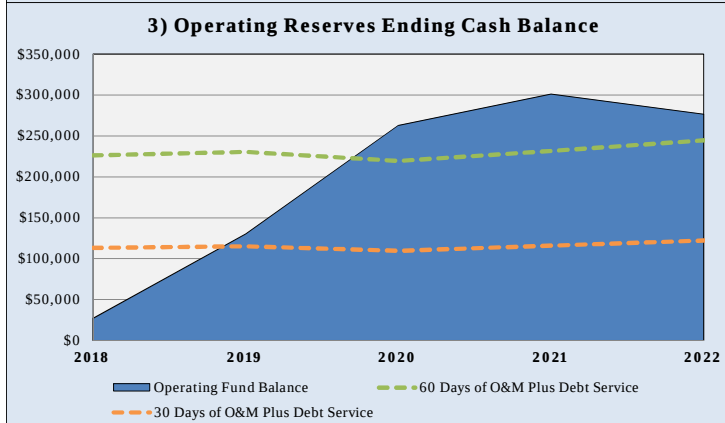
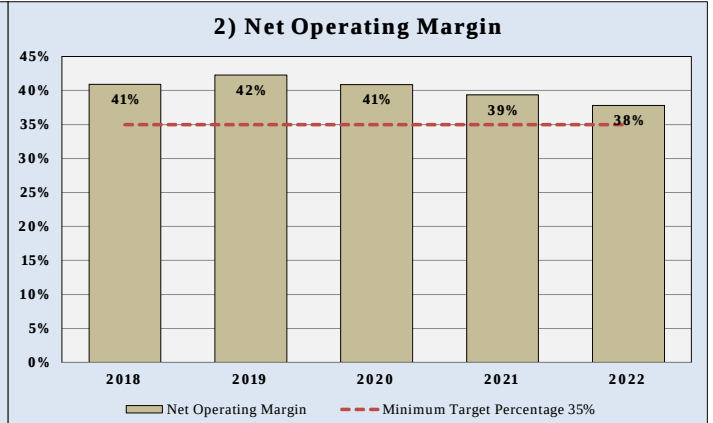
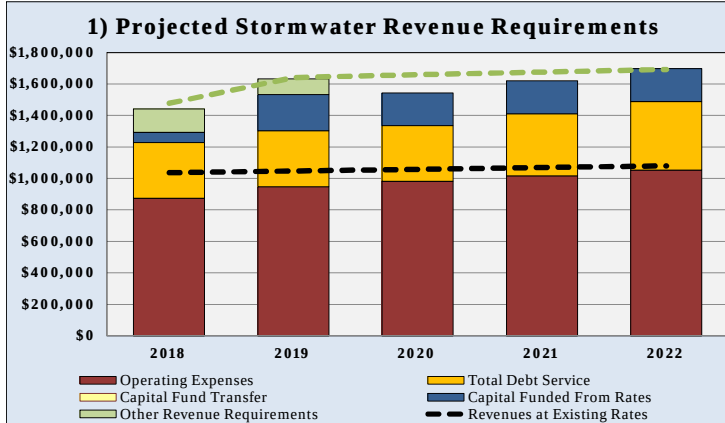


Appendix 6
City of Clermont Florida
Stormwater Utility Rate Study



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





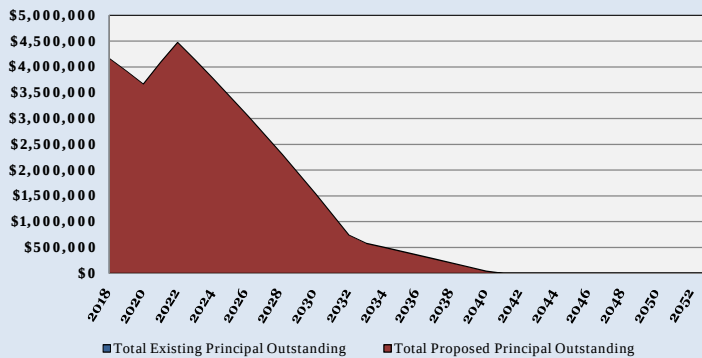
Appendix 6
City of Clermont Florida
Stormwater Utility Rate Study



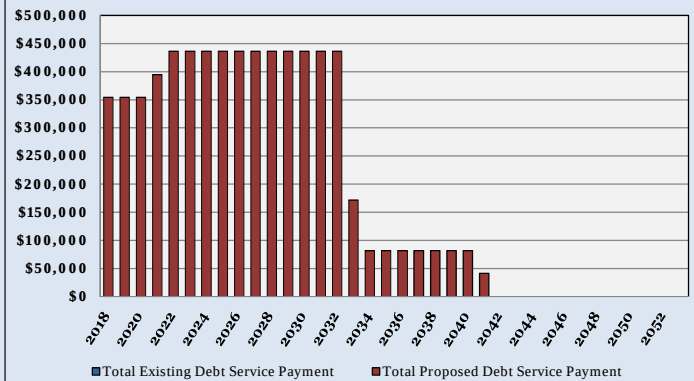
Stormwater System Financial Dashboards and Performance Metrics

Description	2018	2019	2020	2021	2022	Description	2018	2019	2020	2021	2022
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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

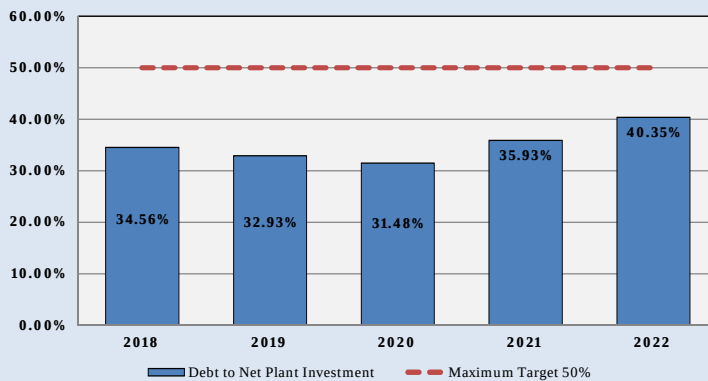
7) Existing and Proposed Debt - Ending Principal Outstanding



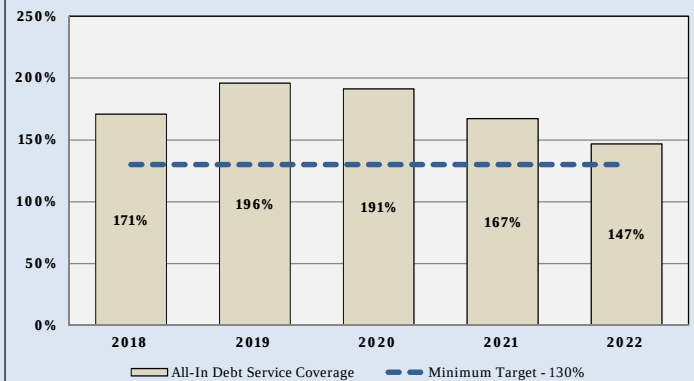
8) Existing and Proposed Debt - Annual Payments



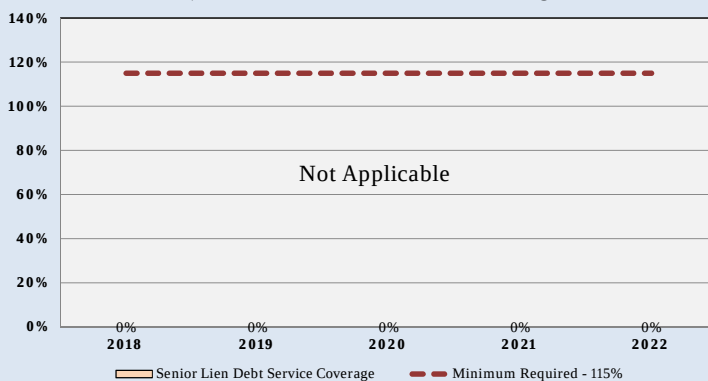
9) Debt to Net Plant Investment



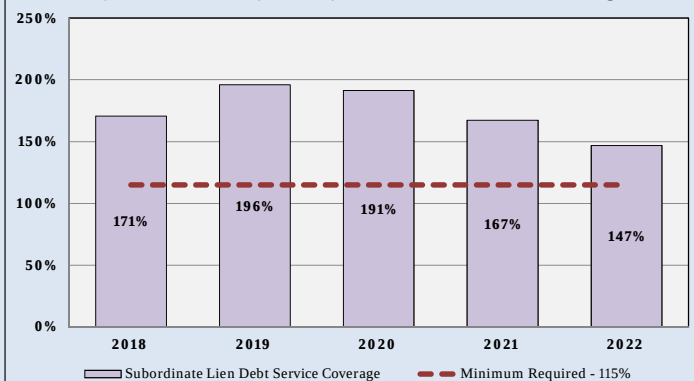
10) All-In Debt Service Coverage



11) Senior Lien Debt Service Coverage



12) Subordinate (Junior) Lien Debt Service Coverage



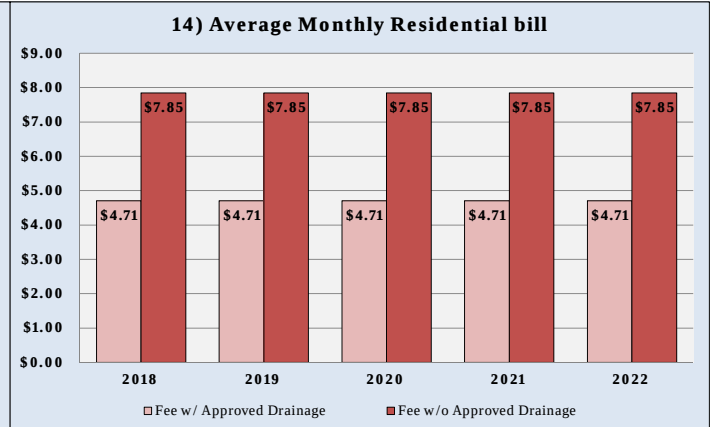
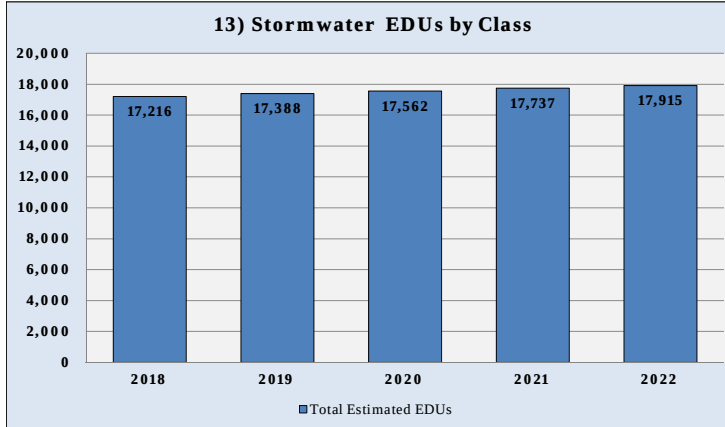


Appendix 6
City of Clermont Florida
Stormwater Utility Rate Study



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, December 12, 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 121217 redline AGENDA ITEM.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 12th day of December, 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 in the Human Resources 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 December 12, 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		
<u>Offense</u>	<u>Disciplinary Action</u>		
	First	Second	Third
	<u>Offense</u>	<u>Offense</u>	<u>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

_____(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, December 12, 2017		
Agenda Item Name		
Resolution No. 2017-63		
Requested Action		
Request approval of Resolution No. 2017-63		
Staff Report		
Resolution No. 2017-63 is proposed to be approved to formally amend the FY 2018 Budget. The majority of the amendments are to carry forward unspent funds pertaining to specific budgeted items from FY 2017.		
Additional Analysis		
Fiscal Impact Summary		
Total amendments to all funds is \$3,842,832		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Resolution No. 2017-63 Resolution No. 2017-63 -12-1-17.docx		

CITY OF CLERMONT
RESOLUTION NO. 2017-63

**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
2017-2018**

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, 2017 to September 30, 2018:

GENERAL FUND

1. Increase Minor Equipment (10515-55204) \$ 4,274
To amend the Development Services Department budget for the carryforward of unexpended FY 2017 funds for the purchase of office furnishings for a plans reviewer.
2. Increase Professional Services – General (10516-53100) \$ 15,000
To amend the Information Technology Department budget for the carryforward of unexpended FY 2017 funds for consulting services related to expansion of the Fiber Network as approved by the City Council on November 14, 2017.
3. Increase Travel & Per Diem (10521-54001-21900) \$ 2,000
Increase Minor Equipment (10521-55204-21900) \$ 8,850
Increase Community Relations (10521-55212-21900) \$ 4,500
Increase Software Renewals/Support (10521-55219-21900) \$ 560
Increase Training & Education (10521-55401-21900) \$ 4,900
Increase Capital Outlay - Equipment (10521-66401-21900) \$ 45,680
Increase Recruiting & Agency Promotion (10521-54802-21900) \$ 5,000
Increase Federal Forfeiture/Seizures (10351-35102-21900) \$ 71,490
To amend the Police Department budget for expenditures related to Federal Forfeitures funds.
4. Increase Regular Salaries (10521-12100-21026) \$ 32,288
Increase Overtime Salaries (10521-12120-21026) \$ 1,875
Increase FICA Salaries (10521-12220-21026) \$ 2,613
Increase Defined Benefit Pension (10521-12245-21026) \$ 7,714
Increase Group Insurance (10521-12300-21026) \$ 8,650
Increase Life Insurance (10521-12305-21026) \$ 76
Increase EAP (10521-12315-21026) \$ 12
Increase Workers Compensation (10521-12400-21026) \$ 621
Increase Medical Services (10521-53130-21026) \$ 380
Increase Internet Service (10521-54102-21026) \$ 444
Increase Repair & Maintenance – Radio (10521-54608-21026) \$ 100
Increase Repair & Maintenance – Equipment (10521-54614-21026) \$ 300
Increase Uniforms (10521-55203-21026) \$ 3,000

CITY OF CLERMONT
RESOLUTION NO. 2017-63

Increase Software Renewal (10521-55219-21026)	\$	410
Increase Training & Education (10521-55401-21026)	\$	300
Increase County Grant (10337-33760-21026)	\$	46,675
To amend the Police Department budget for the salaries and benefits of a Mobile Crisis Unit police officer and associated grant as approved by the City Council on November 28, 2017.		
5. Increase Training & Education (10522-55401-52000)	\$	10,634
To amend the Fire Department budget for the carryforward of unexpended FY 2017 funds for the accreditation process.		
6. Increase Capital Outlay - Lake Hiawatha Restoration (10542-66301-72113)	\$	7,042
Increase Federal Grant – Lake Hiawatha Restoration (10331-33100-72113)	\$	7,042
To amend the Public Works Department budget for the purchase of Lake Hiawatha upland plantings and an associated grant.		
7. Increase Capital Equipment (10575-66401)	\$	10,000
To amend the Parks & Recreation Department budget for the carryforward of unexpended FY 2017 funds for magnetic door holders at the Arts & Recreation Center.		
8. Increase Capital Outlay – Equipment (10579-66401)	\$	1,425
To amend the Parks & Recreation Department budget for the carryforward of unexpended FY 2017 Arts & Recreation Center funds for a Listening System at the Clermont Performing Arts Center.		
9. Decrease Fund Balance (10599-59900)	\$	53,441
Total General Fund adjustments.		

BUILDING SERVICES FUND

1. Increase Minor Equipment (11524-55204)	\$	12,557
To amend the Development Services Department budget for the carryforward of unexpended FY 2017 funds for the purchase of office furnishings for a plans reviewer.		
2. Decrease Fund Balance (11599-59900)	\$	12,557
Total Building Services Fund adjustments.		

CITY OF CLERMONT
RESOLUTION NO. 2017-63

INFRASTRUCTURE SALES TAX FUND

- | | | |
|--|----|---------|
| 1. Increase Other Improvements (12516-66300) | \$ | 15,400 |
| To amend the Information Technology Department budget for the carryforward of unexpended FY 2017 funds for the replacement of City Hall security cameras. | | |
| 2. Increase Capital Outlay – Other Improvement –Fiber (12516-66300-16000) | \$ | 165,000 |
| To amend the Information Technology Department budget for the carryforward of unexpended FY 2017 funds for the Expansion of the Fiber Network. | | |
| 3. Increase Capital Outlay – Equipment (12575-66401-72120) | \$ | 20,000 |
| To amend the Parks & Recreation Department budget for the carryforward of unexpended FY 2017 funds for the purchase of an exterior sign for the Clermont Performing Arts Center. | | |
| 4. Decrease Fund Balance (12599-59900) | \$ | 200,400 |
| Total Infrastructure Sales Tax Fund adjustments. | | |

RECREATION IMPACT FUND

- | | | |
|--|----|--------|
| 1. Increase Capital Outlay – Recreation (14572-66301) | \$ | 21,000 |
| To amend the Parks & Recreation Department budget for the carryforward of unexpended FY 2017 funds for the purchase of ten trail fitness stations. | | |
| 2. Decrease Fund Balance (14599-59900) | \$ | 21,000 |
| Total Recreation Impact Fund adjustments. | | |

POLICE IMPACT FEE FUND

- | | | |
|--|----|--------|
| 1. Increase Minor Equipment (15521-55204-21026) | \$ | 3,420 |
| Increase Capital Outlay – Vehicles (10521-66400-21026) | \$ | 42,000 |
| Increase Capital Outlay – Equipment (15521-66401-21026) | \$ | 3,750 |
| To amend the Police Department budget for capital outlay associated with the Mobile Crisis Unit police officer approved by the City Council on November 28, 2017 | | |
| 2. Decrease Fund Balance (15599-59900) | \$ | 49,170 |
| Total Police Impact Fund adjustments. | | |

CITY OF CLERMONT
RESOLUTION NO. 2017-63

FIRE IMPACT FEE FUND

- | | |
|--|------------|
| 1. Increase Capital Outlay - Vehicle (16522-66400) | \$ 40,000 |
| To amend the Fire Department budget for the carryforward of unexpended FY 2017 funds for the purchase of a training captain vehicle. | |
| 2. Increase Capital Outlay – Vehicle (16522-66400) | \$ 110,000 |
| To amend the Fire Department budget for the carryforward of unexpended FY 2017 funds for the purchase of engine/pumper equipment. | |
| 3. Decrease Fund Balance (16599-59900) | \$ 150,000 |
| Total Fire Impact Fund adjustments. | |

CAPITAL PROJECT FUND

- | | |
|--|------------|
| 1. Increase State Grant (32334-33470-38110) | \$ 500,000 |
| To amend the budget for a State of Florida - Department of State Cultural Facilities Program Grant for the Victory Pointe Project approved by the City Council on November 14, 2017. | |
| 2. Increase State Grant (32334-33470-38110) | \$ 200,000 |
| To amend the budget for a State of Florida - Department of Environmental Protection Recreation Trails Program Grant for the Victory Pointe Project approved by the City Council on November 14, 2017. | |
| 3. Increase State Grant (32334-33470-38119) | \$ 165,000 |
| To amend the budget for a State of Florida – Department of Environmental Protection Florida Communities Trust Fund Grant for the Victory Pointe Project approved by the City Council on November 14, 2017. | |
| 4. Increase Capital Outlay – Other Improvements (32559-66300-38110) | \$ 70,862 |
| To amend the Economic Development budget for the recreation portion of Victory Pointe Project change order no. 1 approved by the City Council on November 28, 2017. | |
| 5. Increase Fund Balance (32599-59900) | \$ 794,138 |
| Total Capital Project Fund adjustments. | |

WATER FUND

- | | |
|--|------------|
| 1. Increase Capital Outlay – Lower Floridan Aquifer (41533-66307-33112) | \$ 267,763 |
| Increase Capital Outlay – Pro Services – John’s Lk Watermain (41533-66401) | \$ 8,680 |

CITY OF CLERMONT
RESOLUTION NO. 2017-63

Increase Capital Outlay – Equipment (41533-66401)	\$	67,636
To amend the budget for the carryforward of unexpended FY 2017 funds.		
2. Decrease Fund Balance (41599-59900)	\$	344,079
Total Water Fund adjustments.		

SEWER FUND

1. Increase Capital Outlay – Sewer System Improvements (42535-66305-35103)	\$	498,872
Increase Capital – Sewer System – Manhole/Lat Rehab (42535-66305-35108)	\$	43,030
Increase Capital Outlay - Lift Station Improvements (42535-66321)	\$	45,938
Increase Capital Outlay – Equipment (42535-66401)	\$	63,094
To amend the budget for the carryforward of unexpended FY 2017 funds.		
2. Decrease Fund Balance (42599-59900)	\$	650,934
Total Sewer Fund adjustments.		

WATER IMPACT FUND

1. Increase Capital Outlay – Building Warehouse (43533-66201-33110)	\$	222,052
Increase Capital Outlay – Water System (43533-66307-35111)	\$	1,096,306
To amend the budget for the carryforward of unexpended FY 2017 funds.		
2. Decrease Fund Balance (43599-59900)	\$	1,318,358
Total Water Impact Fund adjustments.		

SEWER IMPACT FUND

1. Increase Cap Outlay – Wastewater Treatment Facility (44535-66201-35114)	\$	570,247
Increase Capital Outlay – Reclaimed Water System (42535-66305-35108)	\$	500,000
Increase Cap Outlay Reclaimed Water Expansion (44535-66323-36101)	\$	536,865
Increase Capital Outlay – Equipment (44535-66401)	\$	650,000
Increase Capital Outlay – Pro. Services WW Treatment Facility (44535-66900-35114)	\$	179,272
To amend the budget for the carryforward of unexpended FY 2017 funds.		

CITY OF CLERMONT
RESOLUTION NO. 2017-63

- | | |
|--|--------------|
| 2. Decrease Fund Balance (44599-59900) | \$ 2,436,384 |
| Total Sewer Impact Fund adjustments. | |

STORMWATER FUND

- | | |
|--|--------------|
| 1. Increase Capital Outlay – Victory Pointe (45538-66306-38110) | \$ 212,585 |
| To amend the Environmental Services Department budget for the stormwater portion of Victory Pointe Project change order no. 1 approved by the City Council on November 28, 2017. | |
| 2. Decrease Capital Outlay – Victory Pointe (45538-66306-38110) | \$ 811,938 |
| To amend the Environmental Services Department budget for Victory Pointe project costs budgeted in FY 2018, but incurred in FY 2017. | |
| 3. Increase Fund Balance (45599-59900) | \$ 599,353 |
| Total Stormwater Fund adjustments. | |
| Net Decrease to Fund Balance – All Funds | \$ 3,842,832 |

CITY OF CLERMONT
RESOLUTION NO. 2017-63

NOW, THEREFORE, BE IT RESOLVED, that the above said budget amendments of the City of Clermont for the Fiscal Year 2017-2018 are hereby adopted.

DONE AND RESOLVED by the City Council of the City of Clermont, Lake County, Florida, this 12th day of December, 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

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Meeting Date		
Tuesday, December 12, 2017		
Agenda Item Name		
Resolution No. 2017-64		
Requested Action		
Recommend approval of the appointment of Robert Guthrie as Special Magistrate.		
Staff Report		
City of Clermont Department of Purchasing issued a RFI (Request for Information). This Request for Information (RFI) solicit statement of qualifications for an attorney to serve as Code Enforcement Special Magistrate pursuant to Chapter 162, Florida Statutes. Services will include all duties as authorized by Chapter 162 and City of Clermont Code. The Special Magistrate for Code Enforcement shall conduct hearings as needed, but in no event less than once per month. The annual fees are projected to be approximately \$3,600. City staff recommends approval of Mr. Robert Guthrie to provide Special Magistrate services to the City of Clermont.		
Additional Analysis		
Fiscal Impact Summary		
Funds are available in the current year approved budget for this contract.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Resolution 2017-64	2017-64 Recommend Robert Guthrie as Spec Magistrate.doc	
2. Letter of Engagement	Special Magistrate.pdf	
3. Mr. Robert Guthrie Bio	Guthrie Bio.pdf	

CITY OF CLERMONT
RESOLUTION NO. 2017-64

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CLERMONT, LAKE COUNTY, FLORIDA, APPOINTING A CODE
ENFORCEMENT SPECIAL MAGISTRATE.**

WHEREAS, the City Council of the City of Clermont approved the Code Enforcement Special Magistrate process at the July 26, 2016 Regular City Council meeting; and

WHEREAS, the appointment will be effective on January 1, 2018;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Clermont, that the Clermont City Council appoints Robert Guthrie to serve as the Code Enforcement Special Magistrate.

DONE AND RESOLVED, by the City Council of the City of Clermont, Lake County, Florida this 12th day of December, 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

ROBERT D. GUTHRIE
Attorney at Law
P.O. Box 5281
Titusville, Florida 32783-5281
Phone: 321-356-5966
Email: rdglaw@att.net

To: Mr. Darren Gray
City Manager
City of Clermont
685 West Montrose Street
Clermont, FL 34712-0219

Subject: Engagement as Special Magistrate for Code Enforcement

Dear Mr. Gray,

The following is submitted as my letter of engagement setting forth the terms of engagement as Special Magistrate for the City of Clermont Code Enforcement Program effective January 1, 2018.

I. SCOPE OF SERVICES

The services to be provided will be as provided in Chapter 162, F.S. and City Code with regard to the duties, responsibilities and authority of the Special Magistrate hearing appeals of city code violations based on citations issued by city code enforcement officials alleging violations of city code within the city of Clermont. The City will provide necessary support staff required for the hearing process, to include a clerk to attend all hearings and the preparation of any and all orders required to document any decisions made by me as Special Magistrate.

II. PAYMENT

For the above services, the City shall pay:

- a. For attendance at scheduled administrative hearings: The sum of \$450.00 for the first three hours of the hearing or any part thereof and \$150.00 per hour thereafter pro-rated for any portion thereof in 15 minute increments.
- b. For all other services rendered: \$150.00 per hour for services rendered billed in 15-minute increments.

This rate shall include costs, such as copy, facsimile, travel to and from my office and City Hall, postage and telephone charges rendered on behalf of the City of Clermont. Each month I will submit to the City Manager, or designee, a billing statement of hours expended for services rendered as Special Magistrate.

The portion of the statement setting forth the hours for services rendered shall specify for each entry the amount of time expended and a description of the tasks or services performed. The City Manager, or his designee, upon review and approval of the invoice, will authorize payment in the same manner as for all other City invoices and statements.

III. TERMINATION

The term of this engagement shall be renewed annually, unless terminated as provided herein. Either party may terminate the agreement immediately with cause or upon ninety (90) days written notice without cause. If such termination occurs, I will be paid for all services rendered as Special Magistrate, if applicable, to the date of notice of termination.

IV. REPRESENTATION, COVENANTS AND WARRANTIES

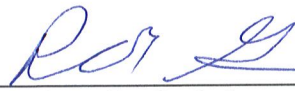
By executing this engagement letter, I represent, covenant, and warrant to the City as follows:

- a. I will be the primary assigned attorney to perform the scope of services contemplated herein.
- b. I am not currently serving as a hearing officer, special master or special magistrate for any other jurisdiction or representing any clients that may result in a conflict with regard to the services contemplated herein.
- c. I have sufficient time to execute and fulfill the duties of Special Magistrate under chapter 162 F.S. and am not burdened by possibilities or workload or by personal or other constraints that would interfere in any material respect with the obligations hereunder.

V. MISCELLANEOUS

- a. Assignment: The services to be rendered under this engagement letter are personal to me and may not be assigned other than as provided herein, either directly or indirectly, to any other person or firm.
- b. Amendments: This engagement letter may be amended only by written instrument signed by me and the City of Clermont.
- c. Independent Contractor Status: In the performance of legal services hereunder, myself and my employees are independent contractors and shall not hold ourselves out as employees, agents or servants of the City of Clermont.

This letter of engagement shall not be binding and of no effect until it has been executed by both parties

By: 
Robert D. Guthrie

Date: 12/5/17

CITY OF CLERMONT, FLORIDA
As authorized by it's City Council

By: _____
Darren Gray, City Manager

Date: _____

ROBERT D. GUTHRIE
Attorney at Law
P.O. Box 5281*
Titusville, Florida 32783-5281*

Phone: 321-356-5966

Email: rdglaw3@yahoo.com

To: Mr. Freddy L. Suarez, MFA,
CPPB Purchasing Director
City of Clermont

Subject: Statement of Qualifications, RFI 1810-009, Special Magistrate for Code Enforcement

Dear Mr. Suarez,

Please accept this letter as an expression of interest and statement of my qualifications for the Position of Special Magistrate for Code Enforcement.

Attached is a summary/resume of my forty year legal career that includes service as County Attorney in two counties (Brevard and Martin) and service in several cities, including Clermont as City Attorney.

In each local government I provided legal advice to elected and senior officials in Code Enforcement matters.

I am very familiar with Chapter 162, Florida Statutes and the Code Enforcement Board and Hearing Officer processes.

My proposed hourly rate if I am selected as Special Magistrate is \$150.00 per hour with a guaranteed minimum of three hours of compensation at that rate when I appear at City Hall.

Please call if you have questions regarding my letter of qualifications or the attached summary resume.

Thank you.

Sincerely,


Robert D. Guthrie

Summary Resume of Robert D. Guthrie

Attorney at Law (2017)

Background:

Member of Florida Bar since 1977
Member of Local Government Law Section
Member of Environmental Land Use Law Section

Education:

Juris Doctor (with Honors) Florida State University (1976)
Master of Science – Urban Planning Florida State University (1971)
Bachelor of Arts – Political Science University Of Florida (1969)

Contact Information:

Robert D. Guthrie, Jr.
Attorney at Law
P. O. Box 5281
Titusville, Florida 32783
Phone or Text Message 321 356 5966
Email: rdglaw3@yahoo.com

Professional Experience with Emphasis in Code Enforcement/Public Hearing Related Issues:

- 2014 thru 2017 Red Light Ordinance Hearing Officer - City of Clermont
- 1999 thru 2013 Senior Assistant County Attorney – Orange County, Florida
Supervised staff of six Assistant County Attorneys and two Paralegals including Assistant County Attorney serving County Code Enforcement department
- 1999 thru 2004 (part-time) City Attorney – City Attorney City of Clermont
Advised City Council, City Manager and senior staff on variety of land use and City code Matters. Legal advisor to City Code Enforcement Board.

Summary Resume of Robert D. Guthrie
Attorney at Law (2017)
Page 2 of 2

- 1997 thru 1999 (part time) Interim City Attorney – City Of Winter Springs
Duties included advising City Council, City Manager and senior staff in all areas of local government law including sitting Code Enforcement matters
- 1995 thru 1997 County Attorney – Martin County
Advised County Commission, County Administrator and senior staff on all aspects of county government including code enforcement issues.
- 1988 thru 1995 County Attorney - Brevard County
Served county legal needs including an aggressive code enforcement program.
- 1981 thru 1988 Deputy Chief City Attorney - City of Orlando
Provided legal oversight and advised the City on land use matters and community redevelopment agency.

References Provided upon Request



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date			
Tuesday, December 12, 2017			
Agenda Item Name			
Event and Road Closure Request			
Requested Action			
Recommend to approve the Clermont Downtown Partnership's Mega Food Truck Event to be held in Downtown Clermont along with road closures January 20, 2018 from 12:00 PM to 9:00 PM			
Staff Report			
The Clermont Downtown Partnership Is Requesting To Host A Mega Food Truck Event In Downtown Clermont on Saturday, January 20, 2018 from 2:00 PM till 9:00 PM The organization is requesting to close off roads starting at 12:00 PM till 9:00 PM at the following intersections: -Montrose Street at Lake Ave -Montrose Street at the previous Police Station Entrance -8th Street at Montrose Street -8th Street at Minneola Ave -7th Street at Montrose Street -7th Street at Desoto Street			
Additional Analysis			
Fiscal Impact Summary			
Fiscal Impact	Fund Number and Description	Available Budget Amount	
Exhibits Attached (copies of original agreements)			
1.	Mega Food Truck Council Packet	Mega Food Truck Application.pdf	



HH.#903

APPLICATION FOR SPECIAL EVENTS PERMIT

PLEASE TYPE OR PRINT CLEARLY

Today's Date 11/7/17
Name of Event Mega Food Truck
Date(s) of Event January 20, 2018 Estimated Attendance: 3000
Event Start Time: 2:00 pm Event End Time: 9:00 pm
Before Event Setup Time: 12:00 pm After Event Cleanup Time: 10:00 pm
Name of Organization/Applicant Clermont Downtown Partnership

The refundable deposit will be made payable and mailed to the name and address of the applicant listed

Check Type of Organization ☐ Resident ☐ Non Resident ☒ Non-Profit ☐ Business

Non-Profit documentation must be provided with application.

Tax Exempt ☒ Yes ☐ No If yes, provide Tax Exempt # 501-c-6 on file

If Yes, you must provide your Tax Exempt Certificate with application.

Federal ID # or Driver's License # 59-3749760
Event Contact Sandy Farnsworth Email info@clermontdowntownpartnership.com
Day Phone 352-989-5399 Cell Phone 352-617-8788
Address PO Box 120734 City Clermont State FL Zip 34712-0734
Secondary Contact Keith Mullins Phone # 352-394-9805
Briefly Describe Event: 35-40 Food trucks, entertainment
Bounce House, rock climb wall

Location of Event on City Property: ☐ A ☐ B ☐ C ☒ D ☐ Map 1 ☐ Map 2

Please choose A, B, C, or D on MAP 1 or MAP 2

Other Location: From City Hall to old PD on Montrose
De Soto to just north of Montrose; 8th St to
Minneola on Montrose. Same as Farmers Market

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE AND RETURN WITH YOUR APPLICATION

Alcohol Served: ☐ Yes ☒ No

If Yes, State Alcoholic Beverage License REQUIRED for sale for alcoholic beverages 1-800-375-6975 and approval from the City of Clermont City Manager and Council.

Canopy/Tent Use: ☒ Yes ☐ No Size of Tent* 10 x 10

*Tents larger than 900 sq. ft. will require an additional permit

Electrical Use: ☒ Yes ☐ No Describe the need: low amp: fans, heaters
grills, etc

Additional permits may be required based on use

Electrical Power Provided: ☐ Generator ☐ Temporary Power Drop ☒ Property Power

Gas Fueled Equipment: ☒ Yes ☐ No Describe Use: Some food trucks

If Yes, subject to permits as required by the Building/Fire Safety Division.

Fuel Source ☒ Propane ☐ Natural Gas ☐ Diesel Fuel ☐ Gasoline

Cooking Equipment Use: ☒ Yes ☐ No

If Yes, subject to approval as required by the Florida DBPR, Division of Hotels and Restaurants. Contact number 1-850-487-1395

Cooking Types: ☐ Fryers ☐ Propane Grill ☐ Charcoal Grill ☐ Concession Trailer ☒ Food Trucks

Insurance may be required by provider

Rides: ☐ Yes ☒ No

Ride Types: ☐ Mechanical ☒ Bounce Houses ☐ Animals

Insurance may be required by provider

Pyrotechnic/Fireworks Displays: ☐ Yes ☒ No

If Yes, requires separate approval process completed by Company with the Fire Prevention Division.

The release of Sky Lanterns is not permitted under state law.

Streets to be Closed or Traffic Control: ☒ Yes ☐ No

Written submission for road closure is required and will require city council approval

Fire or Law Enforcement Stand-by Requested: ☐ Yes ☒ No

If Yes, requires separate approval process completed by applicant with the Clermont Police Department and Clermont Fire Department.

Law enforcement or fire/ems stand-by may be required by the City for certain events/activities and at the applicant's cost.

Live Television or Radio Broadcast: ☐ Yes ☒ No

DJ, Band, Music or Sound Amplification Devices: ☒ Yes ☐ No

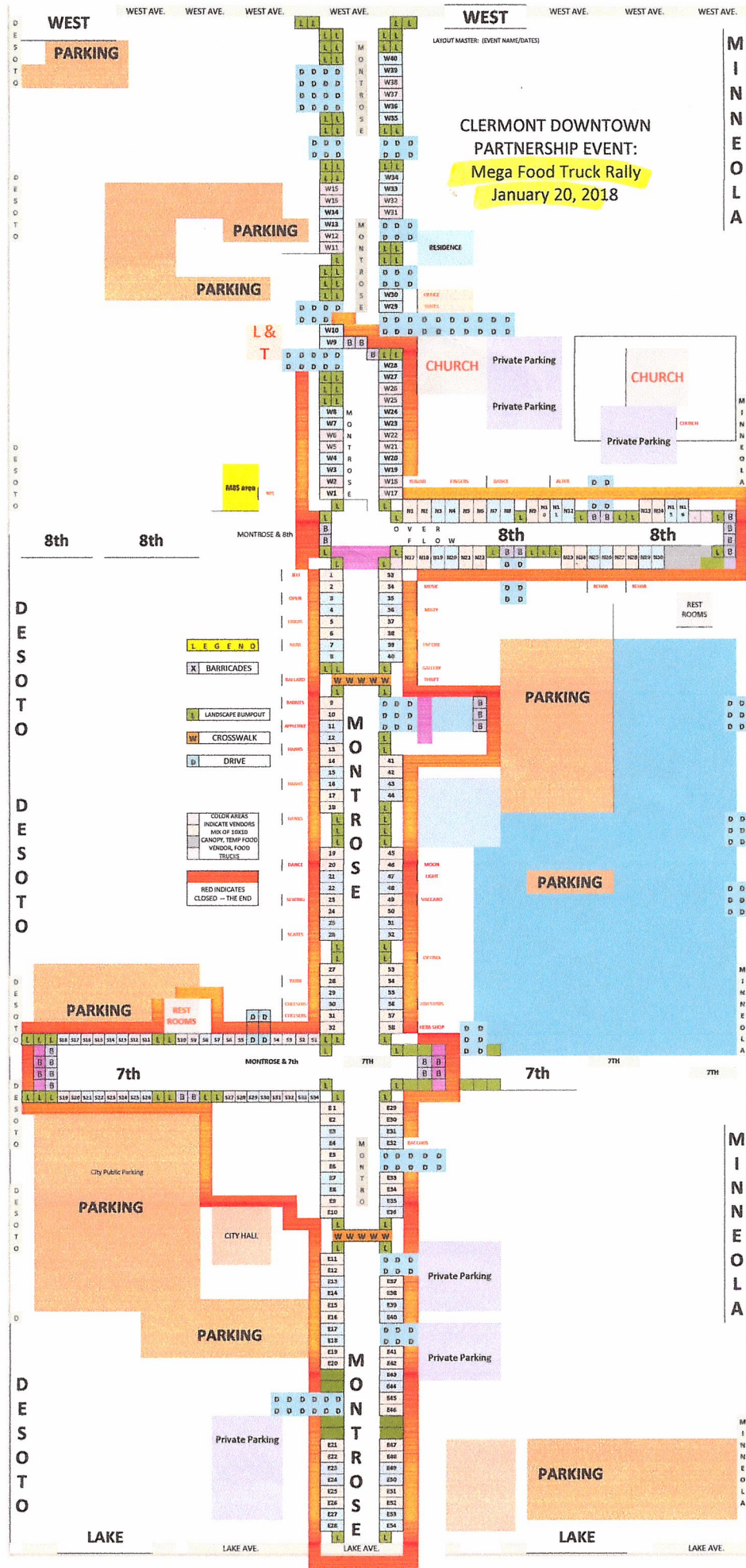
Describe: DJ or Street Musician

If loud sounds are created that require a permit under the City Noise Ordinance, a letter requesting a permit for such activity must accompany this permit application.

Banners or Attention Getting Devices: ☒ Yes ☐ No

If Yes, Attention Getting Devices and Banners require a separate permit with the Building/Fire Safety Division. Temporary signage is not permitted in right-of-ways.

Banners on Hwy 50 + 8th St Sized to City permit
Request use of 18' x 24" "real estate" signs type
directional sign for day of event use only.





CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

Meeting Date		
Tuesday, December 12, 2017		
Agenda Item Name		
Event and Road Closure Request		
Requested Action		
Recommend approval of the Clermont Downtown Partnership to host their annual "Vintage Market & Garden Show"		
Staff Report		
The Clermont Downtown Partnership is requesting road closures on Saturday, February 24, 2018 at 6:00 AM through 6:00 PM which would include time for setup and take down for the event. Road Closure requests are to include: -Montrose Street at Lake Ave -Montrose Street at the previous police station driveway/entrance -8th Street at Montrose Street -8th Street at Minneola Ave -7th Street at Montrose Street -7th Street at Desoto Street The Clermont Downtown Partnership has agreed to comply with all personnel requirements from the City of Clermont.		
Additional Analysis		
Fiscal Impact Summary		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. Vintage Market & Garden Show packet		Vintage Market Packet.pdf



APPLICATION FOR SPECIAL EVENTS PERMIT

PLEASE TYPE OR PRINT CLEARLY

Today's Date 11/17/17
Name of Event VINTAGE MARKET AND GARDEN SHOW
Date(s) of Event 2/24/18 Estimated Attendance: 2,500
Event Start Time: 9 AM Event End Time: 4 PM
Before Event Setup Time: 6 AM After Event Cleanup Time: 6 PM
Name of Organization/Applicant CLERMONT DOWNTOWN PARTNERSHIP

The refundable deposit will be made payable and mailed to the name and address of the applicant listed

Check Type of Organization ☐ Resident ☐ Non Resident ☒ Non-Profit ☐ Business

Non-Profit documentation must be provided with application.

Tax Exempt ☒ Yes ☐ No If yes, provide Tax Exempt # _____

If Yes, you must provide your Tax Exempt Certificate with application.

Federal ID # or Driver's License # _____

Event Contact MISTY ROBBINS Email THE ECLECTIC MARKET 16@gmail.com
Day Phone 352-536-6040 Cell Phone 407-405-5670
Address 792 W. MONTROSE ST City CLERMONT State FL Zip 34711
Secondary Contact BARB RAJCHLA Phone # 407-427-7092

Briefly Describe Event: VENDORS IN 10X10 CANOPY TENTS W/ HANDMADE DECOR
HAND PAINTED FURNITURE, SHARBYCHIC DECOR, CRAFTS
VINTAGE JEWELRY, FOOD TRUCKS, FOOD VENDORS, MUSIC
GARDEN DECOR.

Location of Event on City Property: ☐ A ☐ B ☐ C ☒ D ☐ Map 1 ☐ Map 2

Please choose A, B, C, or D on MAP 1 or MAP 2

Other Location: _____

OTHER EVENT CONTACT: SANDY FARNSWORTH
352-617-8788

Resident/Non-Profit rate is defined as

- A resident or land owner located in the Clermont city limits
- A business located in the Clermont city limits
- Be an organization/business that is active and currently registered with the Florida Division of Corporations. Applicant must be a registered agent, representative, or board member of the organization/business.

**Non-Profits must provide business license, proof of non-profit status (5013C)*

Non-Resident/Business rate is defined as

- Applicant resides outside the Clermont city limits
- Business is located outside the Clermont city limits

**Clermont Residents are not permitted to use 'Resident' status if the business is located outside of the city limits*

All businesses, vendors, etc., must provide a Certificate of Liability with a minimum coverage of \$1,000,000 Comprehensive General Liability Insurance naming the City of Clermont as additionally insured

PLEASE NOTE: The issuance of a Special Events Permit from the City shall NOT relieve any person from the duty to secure other City, State or County permits or approvals as may be required to include, but not be limited to, Department of Business and Professional Regulation, Health Department, tent permits, fireworks permit, attention getting device permits, business tax receipt, etc. The applicant agrees that no advertising for the event shall occur until this Special Event Permit has been approved. If any information is found to be false, incomplete or misrepresented, such fact is just cause for the immediate revocation of any permit issued. In addition, failure to correct any on-site condition or code violation as identified by the City staff will result in revocation of the permit and/or code enforcement fines.

Indemnification, Insurance and Additional Costs

The applicant and any other persons, organizations, firms or corporations on whose behalf the application is made agree that they will jointly and severally indemnify and hold the City harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to or death to persons, arising out of or resulting from the issuance of the permit or the conduct of the Special Event. The applicant may be required to provide insurance, as determined by the Risk Manager. In that case, the City shall be named as an Additional Insured. The applicant also agrees to reimburse the City for all costs due to damage, or use of City resources that are unanticipated but required to support this event.

Misty Robbins
Applicant's Signature

MISTY ROBBINS
Printed Name

Owner/Eclectic Market
Title

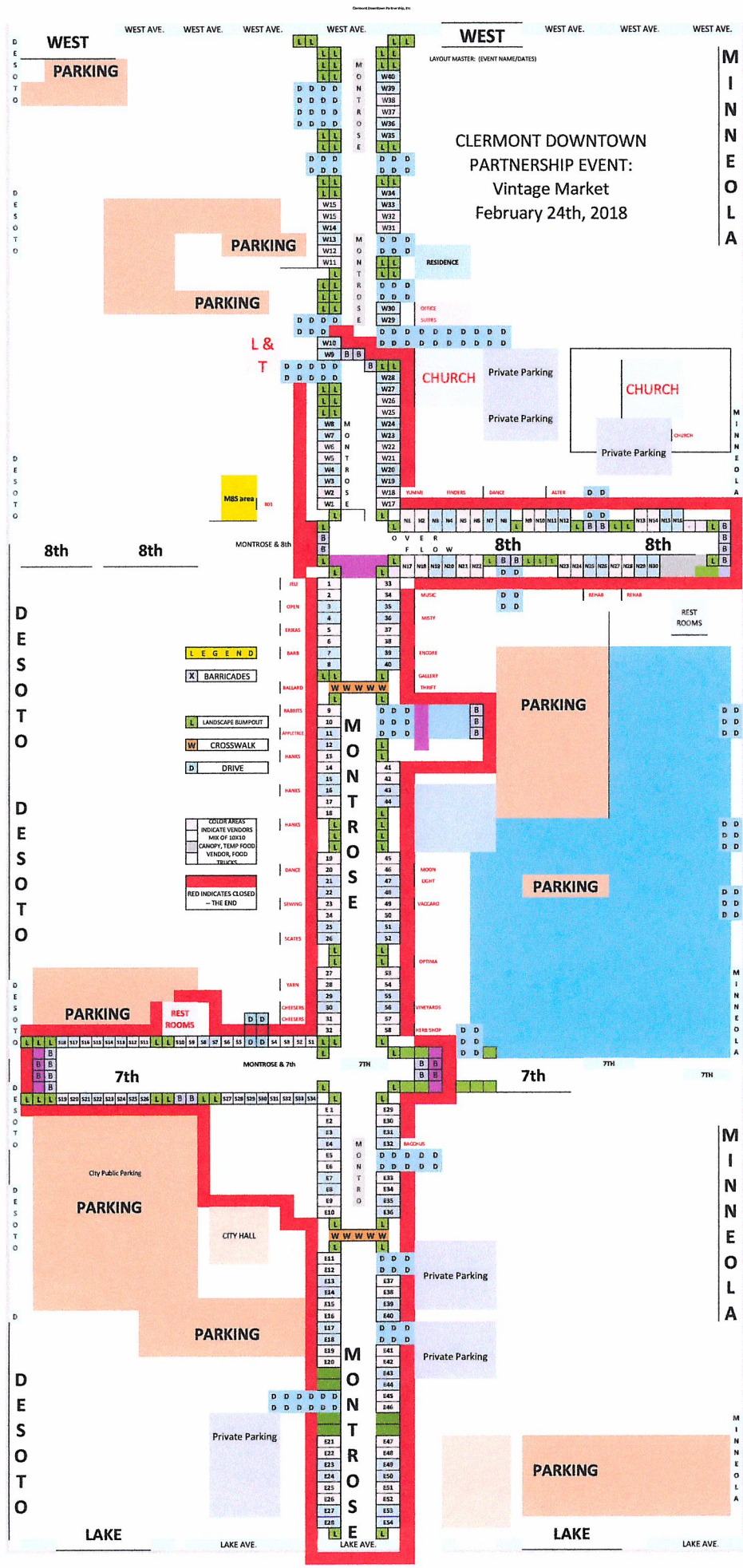
11/17/18
Date

*****FOR CITY DEPARTMENT REVIEW ONLY*****

Department / Division Routing:

- | | | |
|----------------------|----------------------------------|----------------------------|
| a) Police Department | b) Development Services Dept. | c) Public Works Department |
| d) Fire Department | e) Parks & Recreation Department | |

Provide email comments back to City within 7 calendar days of application receipt by the City. Comments need to include a specific denial or approval of the permit and any specific conditions required to be met or listed on the permit.



CLERMONT DOWNTOWN
PARTNERSHIP EVENT:
Vintage Market
February 24th, 2018

- LEGEND**
- [X] BARRICADES
 - [L] LANDSCAPE BUMPOUT
 - [W] CROSSWALK
 - [D] DRIVE
 - [O] ODDER AREAS
INDICATE VEHICLES
MIX OF 10X10
CANOPY, TEMP FOOD
VENDOR, FOOD
TRUCKS
 - [Red Line] RED INDICATES CLOSED
— THE END

- 64 LOCATIONS ALONG MONTROSE ST**
- 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64.

MEETING

A Special Event meeting shall be required with City Departments. A representative from the City will contact the organizer and instruct any required items for the meeting. All special event applications are subject to City Council review and may require City Council approval. Special event applicant or representative may be required to attend City Council Meeting(s).

CHANGES

Any changes made to the Special Event Application after the final approval process will result in additional fees for processing costs. Some change requests may not be honored due to time restraints.

CANCELLATION

Cancellation made 90 days or less prior to event day will result in relinquishing of deposit.

SPECIAL EVENT PERMIT APPLICATION GUIDELINES

- Following submittal of a Special Event Permit Application the application is sent to all departments for review and comments.
- A meeting may be scheduled with the Applicant within approximately 10 business days of application submittal.
- During the meeting all impacted departments will have an opportunity to ask questions and notify applicant of any additional services required.
- Applicant must then submit all required items.
- Once all requirements have been met, Parks and Recreation staff will be in contact with applicant to let them know if application has been approved.
- The length of time from submittal to approved permit will be determined by how quickly the applicant can supply required items.
- Items such as alcohol will require additional time for City Council approval.
- All special event applications are subject to City Council approval.

DOCUMENTS TO BE INCLUDED WITH SIGNED/COMPLETED APPLICATION

Please check appropriate boxes below and return with signed application, questionnaire and cost estimator.

☒

1. Completed Application

☒

2. Application Fee and Deposit

☒

3. Cost Estimator

☐

4. Insurance Liability - Certificate of Insurance naming the City of Clermont as additional insured

ON FILE

☒

5. Alcohol Permit - (if applicable)

☐

6. Sign Requirements - (if applicable)

Hwy 50 & 8th

☐

7. Road Closure locations - (if applicable)

SEE ATTACHED

☒

8. Race Course Map - (if applicable) which includes water stations, turnaround points, turn by turn instructions

☐

9. Site Plan

SEE ATTACHED



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

| | | |
|---|------------------------------------|--------------------------------|
| Meeting Date | | |
| Tuesday, December 12, 2017 | | |
| Agenda Item Name | | |
| Utility Impact Fee Credit Agreement | | |
| Requested Action | | |
| Recommend approval of a Utility Impact Fee Credit Agreement with Mattamy Orlando LLC, in the amount up to \$1,825,031 for Water, Sewer and Reclaimed Main up-sizing. | | |
| Staff Report | | |
| <p>The City of Clermont Water, Sewer and Reclaimed Master Plans require substantial infrastructure improvements in the area of the approved Water-Brooke residential development. The City of Clermont Code of Ordinances allows the City to elect to increase the size of proposed Water, Sewer and Reclaimed Mains and to offer impact fee credits for cost of the up-sized infrastructure.</p> <p>Staff recommends approval of a Utility Impact Fee Credit Agreement with Mattamy Orlando LLC, in the amount up to \$1,825,031 for Water, Sewer and Reclaimed Main upsizing.</p> | | |
| Additional Analysis | | |
| | | |
| Fiscal Impact Summary | | |
| | | |
| Fiscal Impact | Fund Number and Description | Available Budget Amount |
| | | |
| Exhibits Attached (copies of original agreements) | | |
| 1. Impact Fee Credit Agreement WB- Hartle Rd CClermont- Impact Fee Agreement 2017 11 30.pdf | | |

Utility Impact Fee Credit Agreement

This Utility Impact Fee Credit Agreement (this "Agreement") is made and entered into between the City of Clermont, a political subdivision of the State of Florida, whose address is 685 W. Montrose St., Clermont, FL 34711 (the "City") and Mattamy Orlando LLC, a Delaware limited liability company authorized to do business in the State of Florida, whose address is 1900 Summit Tower Blvd., Suite 500, Orlando, FL 32810 (the "Developer") (together, the "Parties").

WITNESSETH

WHEREAS, Developer is the owner of certain real property located in the City of Clermont, Lake County, Florida as more particularly described and shown on **Exhibit A** attached hereto and by this reference made a part hereof (the "Property");

WHEREAS, pursuant to Resolution No. 2016-20, the City granted a conditional use permit covering the Property to allow for a single-family and multifamily residential planned unit development in the UE Urban Estate Zoning District (the "PUD"), which PUD allows for a total of 1100 residential dwelling units, comprised of single-family, duplexes, and multifamily dwelling units;

WHEREAS, it is mutually understood by the Parties and agreed to by the Parties, that the Developer has agreed to construct certain improvements that are not required to serve Developer's project and, therefore, provide a benefit to City's overall water and wastewater utility system; and

WHEREAS, the Parties desire to reduce to writing, and have ratified and confirmed, the specific terms and conditions of their understanding and agreement related to the Developer's construction of the Improvements described herein, as well as Developer's entitlement to impact fee credits from the City for the Developer's fulfillment of the same;

NOW, THEREFORE, for and in consideration of the mutual terms, understandings, conditions, premises and covenants herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties do hereby agree as follows:

1. **Recitals**. The foregoing recitals are true and correct, and are hereby incorporated as a material part of this Agreement as if fully set forth herein.
2. **Construction of Improvements**. Developer hereby acknowledges and agrees to the following:
 - a. Developer shall, at Developer's sole expense, design and construct the following utilities (together, the "Improvements") as set forth in the Construction Plans for WaterBrooke Capital Utilities prepared by Booth, Ern, Straughan & Hiott (BESH), dated November 29, 2017, which will receive final approval by the City of Clermont.

The approximate location and dimensions for the Force Main, Potable Water Main and Reclaim Main (together, the "Utility Mains") are more particularly described on **Exhibit B** attached hereto and by this reference made a part hereof, and the approximate location and

dimensions for the Lift Station are more particularly described on **Exhibit C** attached hereto and by this reference made a part hereof.

3. Plans and Specifications. On or before December 12, 2017, Developer shall deliver to the City for the City's review and approval the final alignment and design specifications for the construction of the Improvements (the "Plans and Specifications"), to be prepared by BESH, which shall also include all then current cost estimates for the completion of the Improvements specified in the Plans and Specifications. Once approved, the final Plans and Specifications shall become a material part of this Agreement and shall be used by the Developer for the purpose of obtaining all permits necessary for the construction of the Improvements.

4. Permits. Developer shall design the Improvements in a manner sufficient to satisfy the applicable government permitting requirements, and shall apply for and obtain all permits and approvals on or before December 1, 2018.

5. Impact Fee Credits. In consideration of the obligations set forth herein, the Parties acknowledge and agree:

a. City shall provide Developer with water and wastewater impact fee credits in the actual amount incurred by Developer and not to exceed the amount as set forth in **Exhibit D**, column "City of Clermont Impact Fee Credit Portion", attached hereto and by this reference made a part hereof.

b. The impact fee credits shall be available to Developer upon the completion by Developer and acceptance by the City of the construction of the Improvements and confirmation by City of the actual cost of the improvements in substantial accordance with Exhibit D. Developer shall provide such reasonable documentation as may be requested by City for purposes of City's determination and confirmation as set forth herein.

c. Developer shall have the authority to assign or transfer any impact fee credits granted pursuant to this Agreement from the property to another property or development in the City's Utility Service Area.

6. Construction of Initial Homes. Developer shall be permitted to construct two hundred (200) homes before the Lift Station and Force Main improvements are fully constructed (the "Initial Homes"). The wastewater flow from the Initial Homes will be permanently directed to the existing City lift station E09 on Emil Jahna Road, south of State Road 50.

7. Concurrency. The City hereby acknowledges and agrees that (i) the Improvements to be constructed pursuant to this Agreement will satisfy the minimum requirements for concurrency related to water and wastewater services and facilities as set forth in Section 90-4 of the City Code, (ii) upon completion of the Improvements, there will be sufficient water and wastewater facilities to meet the adopted levels of service for Developer's intended use of the Property as set forth in Section 90-9 of the City Code, and (iii) the City shall reserve and ensure that there is sufficient water and wastewater capacity as may be necessary for Developer's intended use of the Property.

8. Approvals. In those instances in this Agreement in which a party's approval, consent or satisfaction is required, and a time period is not specified, then it shall be implied that such action shall be exercised in a reasonable manner and within a reasonable time frame.

9. Indemnification. The Developer, its successors and assigns shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless the City, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney's fees) for personal injury, bodily injury, property damage or other liability of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission relating to construction of the Improvements or this Agreement by the Developer, its agents or employees, or any contractor employed by the Developer, or anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable, excepting only those acts or omissions arising out of the sole negligence of the City, or claims, asserted by property owners for damages arising from the performance of the obligations contained in this Agreement.

10. Term and Nature of Agreement. With the exception of the warranty requirements set forth herein, this Agreement shall terminate upon satisfaction by the Parties hereto of their respective obligations contained herein. If the Developer is unable to obtain all necessary approvals for the construction of the Improvements from the City or any other governmental agency, or is unable to negotiate a construction contract for the Improvements acceptable to Developer in its sole discretion, the sole remedy to the City shall be the termination of this Agreement, and Developer shall not be liable for, and the City shall not seek from the Developer, either damages or specific performance of this Agreement; provided, however, that the conveyance of any property completed prior to the termination of this Agreement shall not be affected.

11. Compliance with Laws and Regulation. In performing pursuant to this Agreement, each party hereto shall abide by the respective statutes, ordinances, rules and regulations pertaining to, or regulating, the acts of such party.

12. Notices. Any notice required or allowed to be delivered hereunder shall be in writing and be deemed to be delivered when (i) hand delivered to the official hereinafter designated, or (ii) three days after the date on which deposited in the United States mail, postage prepaid, certified mail return receipt requested, or (iii) sent via overnight courier delivery service, and addressed to a party at the address set forth below, or such other address as the party shall have specified by written notice to the other party delivered in accordance herewith.

DEVELOPER

Mattamy Orlando LLC
Leslie Candes, Esq.
4901 Vineland Road, Suite 450
Orlando, FL 32811

CITY

City of Clermont
Darren Gray, City Manager
P.O. Box 120219
Clermont, FL 34712

cc: Cecelia Bonifay, Esq.
Akerman LLP
420 S. Orange Ave, Suite 1200
Orlando, FL 32801

cc: City of Clermont
Dan Mantzaris, City Attorney
332 N. Magnolia Avenue
Orlando, FL 32802

13. Counterparts. This Agreement may be executed in any number of counterparts each of which when executed and delivered, shall be an original, but all counterparts shall together constitute one and the same instrument.

14. Entire Agreement. This Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof, and may not be modified or amended except by a written instrument equal in dignity herewith and executed by the Parties to be bound thereby.

15. Time is of the Essence. Time is hereby declared of the essence as to the lawful performance of all duties and obligations set forth in this Agreement. For purposes of the time requirements hereunder, such time frames shall, unless otherwise specifically stated herein, (i) not include the day from which the period commences; (ii) if less than six (6) days, be construed to exclude any Saturday, Sunday or legal holiday; and (iii) if six (6) days or more, be construed to mean calendar days; provided that if the final day of such period falls on a Saturday, Sunday or legal holiday in the state where such condition or covenant is to be performed, such period shall extend to the first business day thereafter.

16. Non-Waiver. No consent or waiver, expressed or implied, by either party, to or of any breach or default of the other party, with regard to the performance by said other party of its obligations under this Agreement shall be deemed or construed to constitute consent or waiver, to or of, any other breach or default in the performance of that party, of the same or of any other objection of performance incumbent upon that party. Failure on the part of either party to complain of any act or failure to act on the part of the other party in default, irrespective of how long the failure continues, shall not constitute a waiver by that party of its rights and any remedies that exist under this Agreement, at law, or in equity.

17. Construction of Agreement. This Agreement shall not be construed against either party on the basis of it being the drafter of the Agreement. The Parties agree that both herein played an equal part in negotiating the terms and conditions of this Agreement. Captions and Paragraph headings in this Agreement are provided for convenience only and shall not be deemed to explain, modify, amplify or aid in the interpretation, construction or meaning of the Agreement.

18. Public Records. The Developer shall allow public access to all documents, papers, letters or other materials subject to the provisions of Section 119.0701, Florida Statutes, and which have been made or received by the Developer in conjunction with this Agreement.

19. Records and Audits. The Developer shall maintain in its place of business all books, documents, papers and other evidence pertaining in any way to payments made pursuant to this Agreement. Such records shall be available at the Developers' place of business at all reasonable times during the term of this Agreement and for ten (10) years from the date of final payment under this Agreement for audit or inspection by the City upon five (5) business day's prior written notice.

20. Equal Opportunity Employment. The Developer agrees that it will not discriminate and will provide in all contracts that its contractors will not discriminate against any employee or applicant for employment under this Agreement because of race, color, religion, sex, age or national origin and will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age or national origin.
21. Authority. Each of the Parties hereto represent and warrant to each other that they have all necessary power and authority to enter into and consummate the terms and conditions of this Agreement and that all acts, approvals, procedures and similar matters required in order to authorize this Agreement have been taken, obtained or followed, as the case may be, and that this Agreement shall be valid, binding, and enforceable against the Parties, their successors and assigns.
22. Breach. Except as provided in Section 15, in the event of a breach hereof by either party hereto, then the other party hereto shall have all rights and remedies allowed by law, including the right to specific performance of the provisions hereof.
23. Amendment. This Agreement may only be amended by an instrument in writing executed by the Parties hereto or their successors or assigns in interest.
24. Severability. If any part of this Agreement is found invalid or unenforceable by any court, such invalidity or unenforceability shall not affect the other parts of this Agreement if the rights and obligations of the Parties contained therein are not materially prejudiced and if the intentions of the Parties can continue to be effectuated. To that end, this Agreement is declared severable.
25. Assignment. This Agreement and all of the rights, obligations and responsibilities hereunder, shall not be assignable without the prior approval of such assignment by any other party to this Agreement. It is understood and agreed by the Parties that upon such assignment, the assignor shall be fully released from any and all obligations and responsibilities arising under or attributable to the Agreement.
26. Disclaimer of Third Party Beneficiaries. No right or cause of action shall accrue upon or by reason of this Agreement, to or for the benefit of any third party not a formal party hereto, except any successors in interest of the Developer or the City.
27. Governing Law. This Agreement shall be governed by and construed in accordance with laws of the State of Florida.
28. Land Use Approvals. This Agreement shall not be construed as granting or assuring or indicating any further grant of any land use, zoning, subdivision, density or development approvals, permissions or rights with respect to the Development, nor shall this Agreement be deemed to reduce eliminate, derogate from, or otherwise adversely affect any such approvals, permissions or rights.

[Signature Pages to Follow]

IN WITNESS WHEREOF, the Parties have made and executed this Agreement on the respective dates under each signature: CITY through its Mayor, and DEVELOPER through its duly authorized representative.

CITY:

Signed, sealed and delivered
in the presence of

City of Clermont

Print Name: _____

By: Gail L. Ash, Mayor

Print Name: _____

This _____ day of _____, 2017.

DEVELOPER:

Signed, sealed and delivered
in the presence of

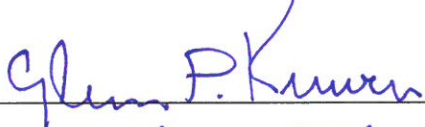
Mattamy Orlando LLC



Print Name: BENNETT S. RUEDAS



By: Andrew Akel, Vice President



Print Name: GLENN P. KIRWAN

This 30th day of NOVEMBER, 2017.

Exhibit A (Property and Master Plan of WaterBrooke PUD)

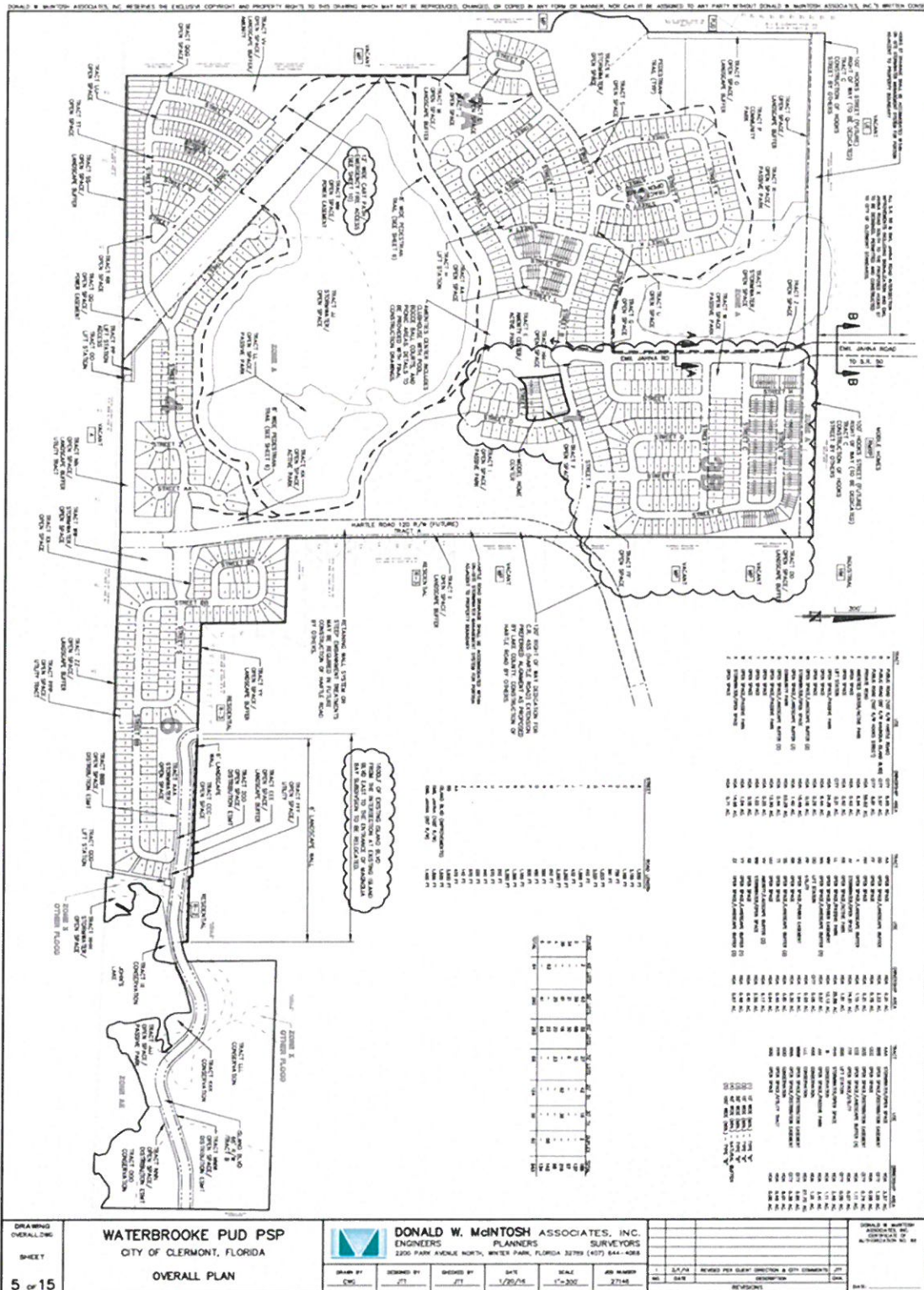


Exhibit B (Proposed Location and Dimensions of Utility Mains)

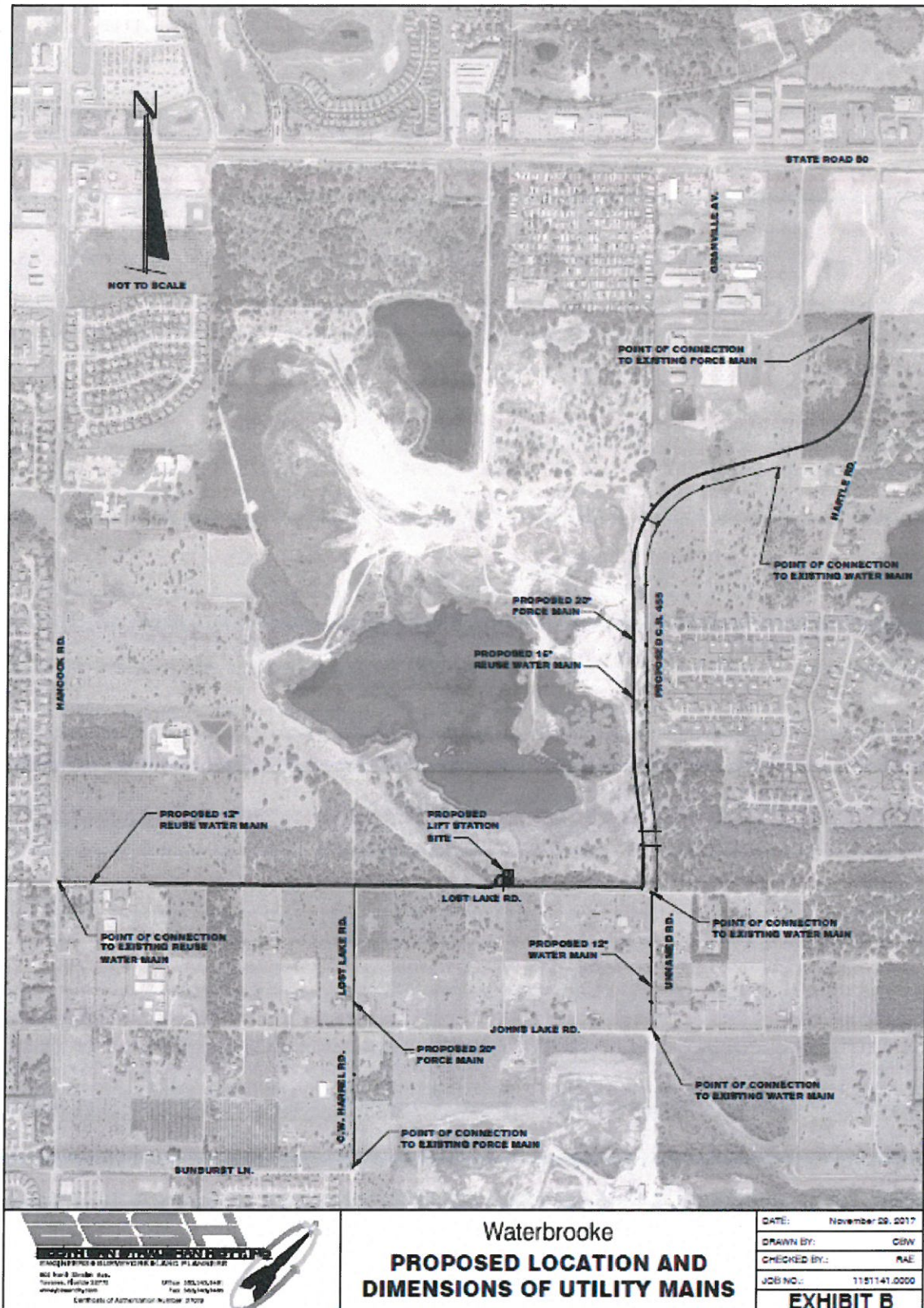


Exhibit D (Cost Estimate)

**EXHIBIT D - COST ESTIMATE
WATERBROOKE CAPITAL UTILITIES
November 29, 2017**

1. It shall be the responsibility of the BIDDER to perform whatever tests and/or calculations as are necessary to determine quantities required for the performance of the work described herein.
2. Should certain additional work be required, or should the quantities submitted by the Contractor of certain classes of work be increased or decreased from those required by the Contract Documents, by authorization of the Owner, the unit prices contained in the following Schedule of Unit Prices shall, at the option of the Owner, be the basis of payment to the Contractor credit to the Owner, for such increase or decrease in the work.
3. The Unit Prices shall represent the exact net amount per unit to be paid by the Contractor (in the case of additions or increases) or to be refunded by the Owner (in the case of decrease). No additional adjustments will be allowed for overhead, profit, insurance, or to other direct or indirect expenses of the Contractor or Subcontractors, and no additional adjustments will be allowed.

| CAPITAL UTILITY TRANSMISSION MAINS | | | | | | | |
|------------------------------------|---------------------------------|----------|------|------------|--------------|-----------------------|--|
| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | TOTAL | Mattamy Homes Portion | City of Clermont Impact Fee Credit Portion |
| 1 | Mobilization | 1 | LS | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ - |
| 2 | Erosion & Sedimentation Control | 1 | LS | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - |
| 3 | 6" C900 DR18 PVC Water Main | 20 | LF | \$ 25 | \$ 500 | \$ 500 | \$ - |
| 4 | 6" C900 DR18 PVC Force Main | 58 | LF | \$ 25 | \$ 1,450 | \$ 1,450 | \$ - |
| 5 | 12" C900 DR18 PVC Water Main | 5,775 | LF | \$ 40 | \$ 231,000 | \$ 173,250 | \$ 57,750 |
| 6 | 12" C900 DR18 PVC Reuse Main | 4,815 | LF | \$ 40 | \$ 192,600 | \$ 192,600 | \$ - |
| 7 | 8" Class 350 DIP Water Main | 345 | LF | \$ 30 | \$ 10,350 | \$ 10,350 | \$ - |
| 8 | 16" Class 350 DIP Reuse Main | 3,915 | LF | \$ 65 | \$ 254,475 | \$ 156,600 | \$ 97,875 |
| 9 | 20" Class 350 DIP Force Main | 11,425 | LF | \$ 90 | \$ 1,028,250 | \$ 117,750 | \$ 910,500 |
| 10 | 8" Gate Valve | 6 | EA | \$ 2,200 | \$ 13,200 | \$ 13,200 | \$ - |

Exhibit D (continued)

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | TOTAL | Mattamy
Homes
Portion | City of Clermont
Impact Fee Credit
Portion |
|------|----------------------------------|----------|------|------------|------------|-----------------------------|--|
| 11 | 12" Gate Valve | 21 | EA | \$ 3,200 | \$ 67,200 | \$ 67,200 | \$ - |
| 12 | 16" Gate Valve | 8 | EA | \$ 4,700 | \$ 37,600 | \$ 25,600 | \$ 12,000 |
| 13 | 20" Plug Valve | 10 | EA | \$ 10,000 | \$ 100,000 | \$ 50,000 | \$ 50,000 |
| 14 | Air/Vacuum Release Valve & Vault | 9 | EA | \$ 4,100 | \$ 36,900 | \$ 36,900 | \$ - |
| 15 | Fire Hydrant Assembly | 9 | EA | \$ 3,750 | \$ 33,750 | \$ 33,750 | \$ - |
| 16 | 6" Wet Tap, Sleeve & Valve | 1 | EA | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ - |
| 17 | 8" Plug | 6 | EA | \$ 300 | \$ 1,800 | \$ 1,800 | \$ - |
| 18 | 8" 22.5° Bend | 1 | EA | \$ 600 | \$ 600 | \$ 600 | \$ - |
| 19 | 6" 45° Bend | 1 | EA | \$ 400 | \$ 400 | \$ 400 | \$ - |
| 20 | 12" 45° Bend | 4 | EA | \$ 1,200 | \$ 4,800 | \$ 4,800 | \$ - |
| 21 | 16" 45° Bend | 4 | EA | \$ 1,900 | \$ 7,600 | \$ 5,600 | \$ 2,000 |
| 22 | 20" 45° Bend | 9 | EA | \$ 3,000 | \$ 27,000 | \$ 19,800 | \$ 7,200 |
| 23 | 20" 90° Bend | 1 | EA | \$ 3,800 | \$ 3,800 | \$ 3,000 | \$ 800 |
| 24 | 12" x 6" Tee | 1 | EA | \$ 1,800 | \$ 1,800 | \$ 1,800 | \$ - |
| 25 | 12" x 8" Tee | 1 | EA | \$ 1,900 | \$ 1,900 | \$ 1,900 | \$ - |
| 26 | 14" Tee | 1 | EA | \$ 2,900 | \$ 2,900 | \$ 2,900 | \$ - |
| 27 | 16" x 8" Tee | 1 | EA | \$ 2,200 | \$ 2,200 | \$ 2,200 | \$ - |
| 28 | 12" x 8" Cross | 1 | EA | \$ 2,100 | \$ 2,100 | \$ 2,100 | \$ - |
| 29 | 16" x 8" Cross | 1 | EA | \$ 3,300 | \$ 3,300 | \$ 3,300 | \$ - |

Exhibit D (continued)

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | TOTAL | Mattamy
Homes
Portion | City of Clermont
Impact Fee Credit
Portion |
|--------------------------|---------------------------------------|----------|------|------------|--------------|-----------------------------|--|
| 30 | 12" x 8" Reducer | 1 | EA | \$ 900 | \$ 900 | \$ 900 | \$ - |
| 31 | 14" x 12" Reducer | 1 | EA | \$ 1,400 | \$ 1,400 | \$ 1,400 | \$ - |
| 32 | 16" x 12" Reducer | 1 | EA | \$ 1,700 | \$ 1,700 | \$ 1,700 | \$ - |
| 33 | 20" x 16" Reducer | 1 | EA | \$ 2,600 | \$ 2,600 | \$ 2,600 | \$ - |
| 34 | 30" x 20" Reducer | 1 | EA | \$ 5,800 | \$ 5,800 | \$ 5,800 | \$ - |
| 35 | AWWP C-901 Service Lateral | 2 | EA | \$ 400 | \$ 800 | \$ 800 | \$ - |
| 36 | Temporary Jumper Connection | 2 | EA | \$ 1,500 | \$ 3,000 | \$ 3,000 | \$ - |
| 37 | Existing 16" Force Main to be Removed | 455 | LF | \$ 20 | \$ 9,100 | \$ 9,100 | \$ - |
| 38 | Existing 24" Reuse Main to be Removed | 460 | LF | \$ 20 | \$ 9,200 | \$ 9,200 | \$ - |
| 39 | Tree Removal | 1 | LS | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - |
| 40 | Testing | 1 | LS | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ - |
| 41 | Restoration | 1 | LS | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - |
| SUBTOTAL - UTILITY MAINS | | | | | \$ 2,215,475 | \$ 1,077,350 | \$ 1,138,125 |

Exhibit D (continued)

| CAPITAL LIFT STATION | | | | | | | |
|-----------------------------|--|-----------------|-------------|--|---------------------|----------------------|---|
| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | TOTAL | Mattamy Homes | City of Clermont Impact Fee Credit |
| 1 | Mobilization | 1 | LS | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ - |
| 2 | Erosion & Sedimentation Control | 1 | LS | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - |
| 3 | Site Grading | 1 | LS | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ - |
| 4 | Dewatering | 1 | LS | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ - |
| 5 | Wet Well | 1 | LS | \$ 90,000 | \$ 90,000 | \$ 60,000 | \$ 30,000 |
| 6 | Valve Vault | 1 | LS | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ - |
| 7 | 6' Manhole | 1 | LS | \$ 20,000 | \$ 20,000 | \$ - | \$ 20,000 |
| 8 | Submersible Pumps, Appurtenances (Base, Rails, etc.), Control Panel, Hatches | 1 | LS | \$ 350,000 | \$ 350,000 | \$ 145,000 | \$ 205,000 |
| 9 | Piping, Valves & Fittings | 1 | LS | \$ 25,000 | \$ 25,000 | \$ 10,000 | \$ 15,000 |
| 10 | Electrical, Controls & Auxillary Generator | 1 | LS | \$ 384,000 | \$ 384,000 | \$ 99,000 | \$ 285,000 |
| 11 | 8" Limerock Base (Prop. Access Road) | 4,280 | SY | \$ 6 | \$ 23,540 | \$ 8,540 | \$ 15,000 |
| 12 | 12" Subbase (Prop. Access Road) | 4,280 | SY | \$ 11 | \$ 44,940 | \$ 14,940 | \$ 30,000 |
| 13 | Testing | 1 | LS | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - |
| | | | | SUBTOTAL - LIFT STATION | \$ 1,034,480 | \$ 434,480 | \$ 600,000 |
| | | | | SUBTOTAL | \$ 3,249,955 | \$ 1,511,830 | \$ 1,738,125 |
| | | | | 15% Contingency (Mattamy Homes Only) | \$ 226,775 | \$ 226,775 | \$ - |
| | | | | 5% Contingency (City of Clermont Only) | \$ 86,906 | \$ - | \$ 86,906 |
| | | | | Engineering Design | \$ 294,180 | \$ 294,180 | \$ - |
| | | | | Permitting | \$ 2,304 | \$ 2,304 | \$ - |
| | | | | TOTAL | \$ 3,860,120 | \$ 2,035,088 | \$ 1,825,031 |

NOTES

1. COSTS DO NOT INCLUDE ENVIRONMENTAL OR WETLAND IMPACT ASSESSMENT OR MITIGATION.
2. COSTS DO NOT INCLUDE PERCUMMENT OF EASEMENTS, RIGHTS-OF-WAY OR PROPERTIES OFFSITE OF THE WATERBROOKE PUD.
3. COSTS DO NOT INCLUDE RELOCATION OF EXISTING UTILITIES (CABLE, GAS, ELECTRIC, PHONE, ETC.).
4. ANY OPINION OF THE CONSTRUCTION COST PREPARED BY BESH REPRESENTS ITS JUDGEMENT AS A DESIGN PROFESSIONAL AND IS SUPPLIED FOR THE GENERAL GUIDANCE OF THE CLIENT. SINCE BESH HAS NO CONTROL OVER THE COST OF LABOR AND MATERIAL OR OVER COMPETITIVE BIDDING OR MARKET CONDITIONS, BESH DOES NOT GUARANTEE THE ACCURACY OF SUCH OPINIONS AS COMPARED TO CONTRACTOR BIDS OR ACTUAL COST TO THE CLIENT.



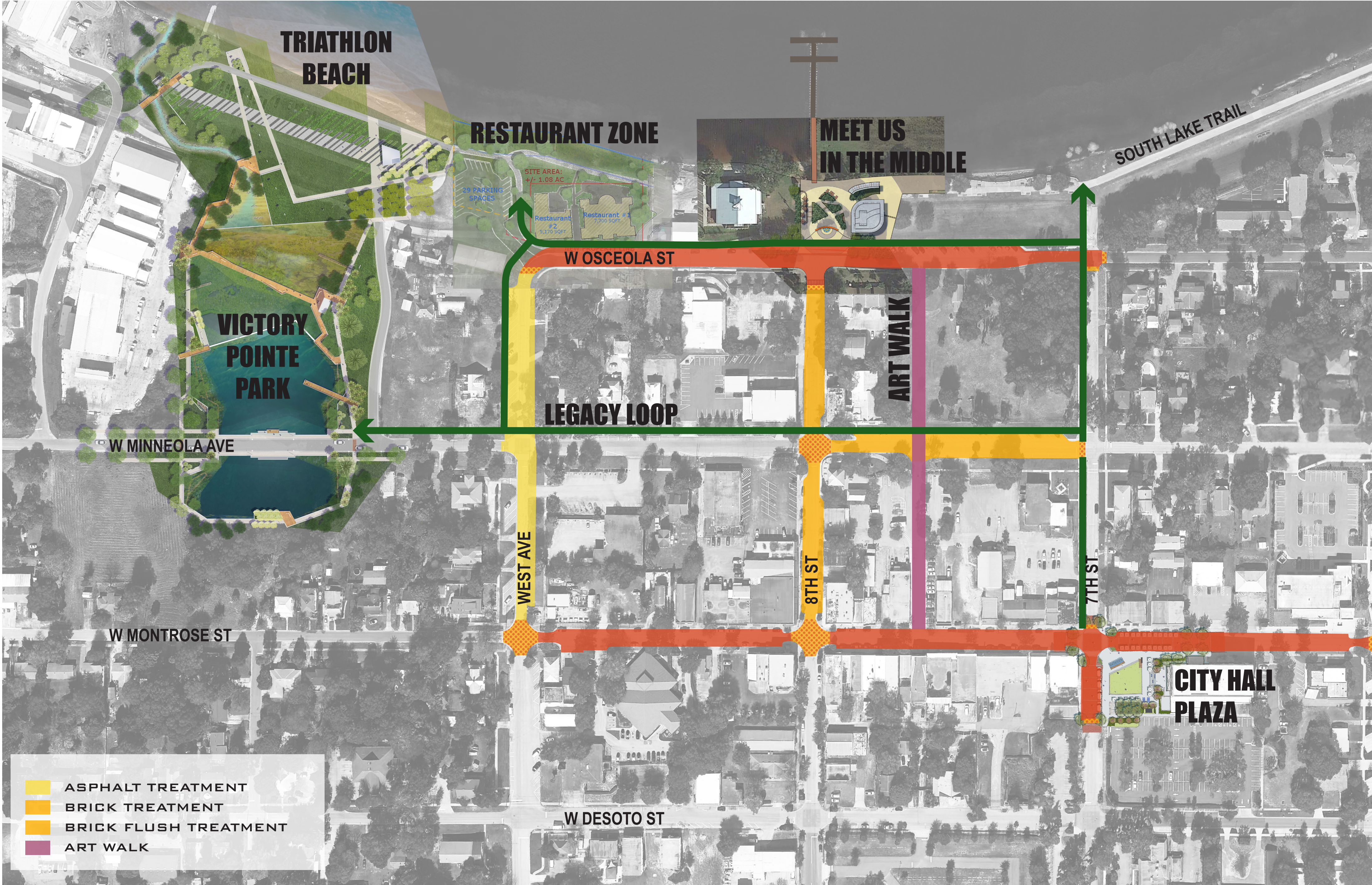
CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

| | | |
|---|--------------------------------------|--------------------------------|
| Meeting Date | | |
| Tuesday, December 12, 2017 | | |
| Agenda Item Name | | |
| Scope of Services | | |
| Requested Action | | |
| Recommend approval of professional engineering services for Phase 1 of the Downtown Waterfront Corridor Project with BESH Engineering, Inc., in the amount of \$203,560. | | |
| Staff Report | | |
| <p>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.</p> <p>Phase 1 of the Downtown Waterfront Corridor Project includes improvements of West Ave and Osceola St. The Overall Downtown Waterfront Corridor Project encompasses Montrose St., Minneola St. and Osceola St. between 7th and 8th. (See attached diagram) The proposed improvements will consist of Streetscape, Landscaping, upgrades for event lighting and music, banners and beautification. A focal point will be created at City Hall Park to anchor downtown visitors, creating a destination and meeting point in the heart of downtown Clermont. In addition, a renewed park at the 8th Street Pier named “Meet in the Middle” Plaza, will be developed. This plaza will be the demarcation and celebration of the half waypoint of the Coast-to-Coast Trail. In addition we will build the Legacy Loop Trail to bypass the waterfront and draw trail users into downtown. This connectivity will aid in the economic development and redevelopment of Downtown Clermont.</p> <p>Staff recommends approval of the scope of services agreement for professional engineering services for phase 1 of the Downtown Waterfront Corridor Project with BESH Engineering, Inc., in the amount of \$203,560.</p> | | |
| Additional Analysis | | |
| | | |
| Fiscal Impact Summary | | |
| Funds are available in the current year approved budget for this agreement. | | |
| Fiscal Impact | Fund Number and Description | Available Budget Amount |
| | | |
| Exhibits Attached (copies of original agreements) | | |
| 1. Downtown Waterfront District Map | Downtown Waterfront District Map.pdf | |
| 2. BESH Proposal | BESH Proposal 12-1-17.pdf | |

DOWNTOWN WATERFRONT DISTRICT MAP



CIVIL ENGINEERING AND SURVEYING SERVICES PROPOSAL/AGREEMENT
FOR
CLERMONT DOWNTOWN STREETScape, PHASE I
CLERMONT, FLORIDA, LAKE COUNTY

Engineer:

Duane K. Booth, P.E., Principal
902 N. Sinclair Avenue
Tavares, Florida 32778
(352) 343-8481 - Phone
(352) 343-8495 - Fax
duanebooth@besandh.com

Client:

James Kinzler, CPM, EA
Director of Environmental Services
City of Clermont
3335 Hancock Road
Clermont, Florida 34744
(352) 241-0178 - Phone
(352) 241-0542 - Fax
jkinzler@clermontfl.org

CIVIL ENGINEERING AND SURVEYING SERVICES PROPOSAL/AGREEMENT

SCOPE OF WORK

Booth, Ern, Straughan & Hiott, Inc. (BESH) is pleased to submit this proposal to the City of Clermont (City) for Survey, Engineering Design, Project Coordination, Landscape Design, Electrical Design, Geotechnical Investigation, and Construction Management Services for the City of Clermont Downtown Waterfront Streetscape Project, Phase 1. The proposal includes meetings with the City, property owners, and contractor during construction. This proposal is for design of improvements on West Avenue from W. Montrose Street to W. Osceola Street and for W. Osceola Street from West Avenue to 7th Street. Design will include roadway and parking improvements, adjustments to the stormwater collection system, landscaping, hardscapes, electrical event power and lighting, and a portion of the Legacy Loop bike trail designated within this phase.

SCOPE OF WORK

TASK 001 ROUTE SURVEY

BESH will conduct a Route Survey along the above described project limits. Route Survey to include right of way location, topography within the right of way and 15 - 25 feet outside the right of way, existing above ground improvements such as, but not limited to road, curb, inlets, sidewalk, trail, power poles, trees, etc., and underground utilities. The City is to locate and mark the City owned utility such as sanitary sewer, potable water and reuse water lines. All other underground utilities such as telephone, power, cable, gas and fiber optic will be located by Precise Locating Services, Inc., under Task 002 below.

FEE: \$20,255.00

TASK 002 UNDERGROUND UTILITY LOCATES (PRECISE LOCATING SERVICES, INC.)

BESH will contract with Precise Locating Services, Inc., to provide technician, electromagnetic locator and ground penetrating radar (GPR) equipment to locate underground utilities within the rights of way of the above project limits. Locates will include horizontal positions for telephone, gas, CATV, fiber optic, and any other dry utilities found within the corridor. Note: Not all underground utilities may be capable of being located even utilizing GPR. Precise Locating Services, Inc., and BESH will make every effort to locate all utilities and design the new improvements to avoid conflicts with existing utilities as much as possible. However, it shall be noted that

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

designs within a historic downtown area carries the risk of uncovering an unknown buried condition which could affect the design during construction.

FEE: \$6,400.00

TASK 003 ENGINEERING DESIGN

BESH will prepare final engineering construction drawings for the streetscape project along West Avenue and W. Osceola Street as outlined in the scope above. The project design scope shall be as follows:

West Avenue is planned as an asphalt road section with proposed 90° parking, a 12 foot bike trail along the west side south of W. Minneola Avenue to W. Osceola Street, 5 foot sidewalks on each side, landscaping, LED acorn lighting with electrical outlets, and event power. W. Osceola Street is planned as a brick paver road section with 60° angle parking along the north side, flush 8 foot sidewalk adjacent to parking, 8 foot sidewalk along south side and a 12 foot wide bike trail along north side as part of the Legacy Loop bike trail. W. Osceola Street also includes landscaping, LED Acorn lighting with electrical outlets, and event power. All trail, sidewalks, and ramps to be ADA compliant. The project corridor will include music conduit and water services, coordination with Duke for underground power, and stub out of water, sewer and electric for the future "Meet Us in the Middle". Project elements will be reviewed and approved by City Staff, no presentations to City Council are anticipated.

FEE: \$53,600.00

TASK 004 STORMWATER DESIGN

BESH will complete an analysis of the stormwater basin for the project corridor. Analysis will include stormcad hydraulic model to verify inlet capacities, inlet placement and pipe sizing to connect to the storm collection system currently under construction with the Victory Pointe Project as designed by GAI Consultants. City will provide Design Plans in Acad and stormwater modeling associated with the Victory Point Project for our use in this design effort.

FEE: \$8,800.00

TASK 005 PROJECT MANAGEMENT, COORDINATION, AND MEETINGS

It is anticipated that BESH shall coordinate throughout the design process with City Staff and sub consultants. This task anticipates monthly meetings during design with sub consultants, as well as at the 60%, 90%, and 100% design with City Staff for project review.

FEE: \$7,680.00

TASK 006 SJRWMD PERMIT (IF REQUIRED)

It is unknown at this time if the project will create or reduce the total impervious area. It is our understanding that with the Victory Point Project, any additional stormwater treatment needs will be met. This task, if required, is to provide SJRWMD with the required exhibits, plans and compliance calculations for a permit modification.

FEE: \$4,000.00 (IF REQUIRED)

TASK 007 UTILITY COORDINATION

BESH will notify and coordinate with all dry utility owners, such as telephone, power, cable, fiber and gas, to determine if existing lines need to be relocated. Design and Relocation of existing utilities will be the responsibility of the utility owner, BESH will coordinate with utility owners if lines need to be located and provide utility adjustment sheets in the construction plans based on utility owner designs for coordination during construction.

FEE: \$8,100.00

TASK 008 PROJECT SPECIFICATIONS AND BIDDING

BESH will prepare schedule of values and provide plans and specifications to the City Purchasing Department for project bidding. During the bidding process, BESH will attend pre-bid meeting, respond to questions, and the city to issue addendum(s) prior to the bid due date. Upon receipt of qualified bids, BESH will evaluate for completeness and make recommendation as to the lowest qualified bid. BESH will prepare and supply the successful contractor with two (2) full size copies of conformed construction plans and an Acad file of plans on a cd.

FEE: \$7,500.00

TASK 009 CONSTRUCTION ADMINISTRATION

Booth, Ern, Straughan & Hiott, Inc., will advise and consult with Owner and act as its representative during construction. Booth, Ern, Straughan & Hiott, Inc., will make regular visits to the site to observe the progress and quality of the executed site work and to determine in general if the work is proceeding in accordance with the construction drawings. BESH shall also attend weekly project meetings run by the contractor during construction. BESH will review and approve shop drawings, results of tests and inspections and other data that the contractor is required to submit.

Based upon the on-site observations and signed and sealed as-built survey provided by the contractor, Booth, Ern, Straughan & Hiott, Inc., shall prepare and submit as-built construction drawings and certifications of completions to the Owner.

This task also includes any necessary redesign required due to discovery of previously unknown impediments to design.

**FEE: \$33,280.00 (NOT TO EXCEED, TO BE BILLED
HOURLY, ESTIMATE BASED UPON 26 WEEK
CONSTRUCTION TIME, 8 HOURS PER WEEK)**

TASK 010 LANDSCAPE, IRRIGATION, AND HARDSCAPE DESIGN

Landscape, Irrigation and Hardscape Design and Construction Administration Services for this task to be provided by Michael Pape & Associates (MPA)

- A. MPA will work with the team to review base/survey data and field conditions, and to evaluate the opportunities and constraints for the planting areas generally described during our meeting, and as generally shown by GAI's design parameters. This step is expected to include on-going coordination and up to three meetings with the Design Team and City Staff regarding programming and design development.
- B. MPA has included time for onsite review and evaluation of the specific conditions, viability, and importance of all existing trees within or near the ROW that may be affected by the project, and make to recommendations accordingly for their removal or preservation.
- C. MPA will coordinate with City Staff and the Design Team regarding irrigation supply options and preferences that may affect the preliminary design approach (MPA will depend on the City to provide as-built data for existing water supply and irrigation, to the extent that it affects design of the project. This task will result in the determination of the POC(s) for the system, and MPA will develop the initial routing of the irrigation mainline(s) in order to provide BESH with sleeving locations for inclusion in the utility plans.
- D. MPA will assist BESH and the Design Team in respect to hardscape layout and area development design issues for the final design.
- E. MPA will coordinate with others performing lighting design to avoid/resolve possible conflicts with street lights and tree placement.
- F. Based on the approved overall preliminary project hardscape/landscape areas, MPA will prepare a preliminary landscape plan to establish consensus for the planting palette and design approach; an initial opinion of probable cost will be included.

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

- G. Based on the understanding that the site street furnishings have been selected and approved by the City, MPA will assist BESH with the placement of the street furnishings to be included in the final plans, as required.
- H. Subject to preliminary design approval, MPA will develop the final landscape design and prepare construction drawings.
- I. Based on the final landscape design, MPA will design the irrigation system and prepare construction drawings.
- J. MPA will prepare specifications and other bid documents as specifically required for landscaping and irrigation, along with a final opinion of probable cost.
- K. MPA has included time for two key personnel to attend up to three design phase meetings with BESH, the City of Clermont, and other project participants. (A total of 24 personnel hours is allotted for this task.)
- L. Time has been allotted by MPA for the project administration as a necessary component for a project of this magnitude, duration, and complexity.

CONSTRUCTION ADMINISTRATION SERVICES

Our experience with streetscape projects has proven the extent and importance of CA services, and the fact that CA tasks and time typically do not vary greatly per the construction budget for work within our purview. We anticipate a 6-month construction period for this project, which will likely entail biweekly meetings. Besides such routinely scheduled meetings, we know that significant time will be required for other standard CA tasks, including:

- A. Bid coordination for landscaping and irrigation, including participation in a Pre-Bid Conference, review and coordination on RFIs during bidding, and bid evaluation.
- B. Contract administration including review and approval of submittals, nursery visits to approve plant sources, intermediate and final job inspections, punchlist preparation, certification for payment, and review of as-built plans and close-out documents submitted by the contractor.

| | |
|---|--------------------------|
| Design Fee: | \$26,345.00 |
| Construction Administration Fee: | <u>\$9,300.00</u> |
| TOTAL FEE: | \$35,645.00 |

TASK 011 ELECTRICAL DESIGN

Electrical Design and Construction Administration Services for this task to be provided by Electric Services, Inc. (ESI)

- A. Site investigation and documentation of existing conditions.
- B. Power systems design including new rack mounted service locations and distribution systems.
- C. Roadway lighting design and circuitry.
- D. Electric device layout, in-grade vendor power supplies, circuitry and controls.
- E. Required fault current calculations as coordinated with electric utility.
- F. Coordination with local electric utility for new service and pole light locations.
- G. Bid period services including interpretation of the construction documents, response to contractor questions and the issuing of clarifications to the construction documents.
- H. Construction period services including review of contractor submittals, response to contractor request for information and up to four (per phase) periodic site visits during construction for the review of the contractor's general compliance with the construction documents.

| | |
|---|--------------------------|
| Design Fee: | \$10,500.00 |
| Construction Administration Fee: | <u>\$3,200.00</u> |
| TOTAL FEE: | \$13,700.00 |

TASK 012 GEOTECHNICAL INVESTIGATION

Propose to conduct the following scope of investigation:

- Core eleven (11) locations along West Avenue and Osceola Street and perform hand auger borings to a depth of 7 feet within the cored locations.
- Perform laboratory tests as needed to properly characterize the encountered subsurface soils and roadway materials.
- Prepare a report presenting our investigation methods, our findings and our conclusions and recommendations for the streetscape project.

FEE: \$2,600.00

TASK 999 REIMBURSABLES

Reimbursables to be billed based upon direct expense incurred by Booth, Ern, Straughan & Hiott, Inc., blueprints, copies, mylars, reproductions, postage, etc.

FEE: \$2,000.00 (TO BE BILLED AT COST)

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

FEE SUMMARY

| TASK | AMOUNT |
|------------------------|----------------------|
| TASK 001 | \$ 20,255.00 |
| TASK 002 | \$ 6,400.00 |
| TASK 003 | \$ 53,600.00 |
| TASK 004 | \$ 8,800.00 |
| TASK 005 | \$ 7,680.00 |
| TASK 006 (IF REQUIRED) | \$ 4,000.00 |
| TASK 007 | \$ 8,100.00 |
| TASK 008 | \$ 7,500.00 |
| TASK 009 | \$ 33,280.00 |
| TASK 010 | \$ 35,645.00 |
| TASK 011 | \$ 13,700.00 |
| TASK 012 | \$ 2,600.00 |
| TASK 999 | \$ 2,000.00 |
| TOTAL | \$ 203,560.00 |

THIS PROPOSAL DOES NOT INCLUDE THE FOLLOWING ITEMS:

1. Boundary Survey
2. Topography Survey
3. Traffic Study / Impact Analysis
4. Environmental Assessments
5. Geotechnical Investigations
6. Army Corp. of Engineers Dredge and Fill
7. Off-site Utilities Design
8. Off-site Roadway or Transportation Improvements
9. Offsite Right-of-Way survey for utilities.
10. NPDES Permitting
11. Reimbursables to be billed based upon direct expense incurred by Booth, Ern, Straughan & Hiott, Inc., for blueprints, copies, mylars, reproductions, postage, etc.

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

12. Advance of permit fees, impact fees, title search fees, recording or advertising fees.
13. The above prices allow for up to two (2) response submittals for any request for additional information letters from referenced agencies. Any additional request's will be billed on an hourly basis based on the attached hourly rate schedule.

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

**HOURLY RATE SCHEDULE
(2017)**

Professional Services shall be charged at the following rate schedule:

ENGINEERING

| | |
|--|---------------|
| PROFESSIONAL ENGINEER (PRINCIPAL) | \$160.00/HOUR |
| PROFESSIONAL ENGINEER | \$135.00/HOUR |
| PROJECT ENGINEER | \$115.00/HOUR |
| ENGINEER TECHNICIAN I | \$100.00/HOUR |
| ENGINEER TECHNICIAN II | \$80.00/HOUR |
| BUILDING INSPECTOR | \$65.00/HOUR |
| CONSTRUCTION ENGINEER | \$90.00/HOUR |
| EXPERT TESTIMONY PROFESSIONAL ENGINEER | \$300.00/HOUR |

SURVEYING

| | |
|--|---------------|
| PROFESSIONAL SURVEYOR (PRINCIPAL) | \$160.00/HOUR |
| PROFESSIONAL SURVEYOR | \$115.00/HOUR |
| 3 MAN FIELD CREW | \$150.00/HOUR |
| 2 MAN FIELD CREW | \$130.00/HOUR |
| SURVEY TECHNICIAN I | \$100.00/HOUR |
| SURVEY TECHNICIAN II | \$80.00/HOUR |
| SURVEY TECHNICIAN III | \$35.00/HOUR |
| TITLE RESEARCHER | \$115.00/HOUR |
| EXPERT TESTIMONY PROFESSIONAL SURVEYOR | \$300.00/HOUR |

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

All printing for this project shall be billed out at the following rate schedule, plus sales tax:
(Outside Copying Services will be billed at cost)

Engineering Bond Copies

Black & White

11 x 17.....\$1.25
24 x 36.....\$2.50

Color Copies

11 x 17.....\$2.00
24 x 36.....\$6.00

Black & White Copies

8 ½ x 11.....\$0.10
8 ½ x 14.....\$0.10
11 x 17.....\$0.20

Color Copies

8 ½ x 11.....\$0.25
8 ½ x 14.....\$0.25
11 x 17.....\$0.45

Other Printing Services

24 x 36 Mylar.....\$12.00
24 x 36 Photo Paper, Color..... \$36.00
24 x 36 Foam Board.....\$30.00

Other Services

Fax/Scan.....\$0.05/Page
Postage (Fed-Ex, Certified Mail, Etc)...@ cost
Concrete Monuments..... \$11.00
Rebar..... \$2.00
Mileage (T/M Projects Only)..... \$0.59

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

TERMS AND CONDITIONS

I. GENERAL CONDITIONS

A. AGREEMENT:

These terms and conditions are attached to and made part of the proposal for services (the "Proposal for Services") by which Booth, Ern, Straughan & Hiott, Inc. ("BESH") has agreed to perform certain professional engineering and/or surveying services for and on behalf of ***City of Clermont*** ("Client"). The Proposal for Services, these terms and conditions, the hourly rate schedule, and the executed authorization to proceed attached to these terms and conditions shall constitute a contract (hereinafter referred to as the "Agreement") for the provision of services by BESH to and on behalf of Client.

B. TERMINATION:

This Agreement may be terminated by either party by furnishing written notice to the other party at least thirty (30) days prior to the effective date of termination. In the event that this Agreement is terminated by either party, Client shall pay BESH for all services performed and expenses incurred through the date of termination.

C. DOCUMENTS:

ENGINEERING DOCUMENTS

All original drawings, computations, details, design calculations, and electronic media that result from engineering services performed by BESH pursuant to this Agreement are and at all times shall remain the property of BESH. Signed and sealed construction plans, pdf files and AutoCad files will be issued to the Client as needed for permitting, bidding and construction. In doing so, Client agrees that no additions, deletions, changes or revisions shall be made to any of said documents without the express written approval of BESH. If payment for services is not received in accordance with Section II.(C)(Payment) of this Agreement, BESH reserves the right not to release any documents until payment is made current.

SURVEYING DOCUMENTS

All original drawings, computations, details, design calculations, field notes, and electronic media that result from surveying services performed by BESH pursuant to this Agreement are and at all times shall remain the property of BESH. Signed and sealed surveys may be obtained for a period of time up to ninety (90) days after issuance of the survey, and certifications may be revised during that same period of time for a fee of \$50.00 for each revision. Upon payment in full for services completed, and within the same period of ninety (90) days, Client, at Client's expense, may obtain copies of any documents or reproducible copies of drawings. In doing so, Client agrees that no additions, deletions, changes or revisions shall be made to any of said documents without the express written approval of BESH. After ninety (90) days and within one hundred eighty (180) days following issuance of the survey, BESH will revise certifications and will visually inspect the subject property for the purpose of reissuing a signed and sealed survey, charging its then-current hourly rates for performing said services and reissuing the survey.

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

D. FEE RENEGOTIATION:

The Proposal for Services describes the specific services to be performed and tasks to be undertaken by BESH for and on behalf of Client, and states the fee (the contract price) for each service and task. Except as otherwise provided in this Agreement, the contract prices quoted in the Proposal for Services shall remain in effect for a period of two (2) years from the date of execution of this Agreement. After the expiration of two (2) years from the date hereof, the contract prices stated in the Proposal for Services shall be renegotiated between BESH and Client with respect to all services and tasks that have not been completed by that date. The hourly rates set forth in the hourly rate schedule that is part of this Agreement shall apply to all **additional services** requested by Client outside the scope of the services and tasks described in the Proposal for Services. Said hourly rates are applicable through December 31st of the year in which this Agreement was executed, and are subject to renegotiation on January 1 of each year thereafter.

E. REGULATORY REQUIREMENTS:

The contract prices and hourly rates set forth in this Agreement have been quoted based on all federal, state and local regulations in effect as of the date that the authorization to proceed work is signed by the latter of BESH and Client. If any of said regulations change during the permitting and design phase of this project, BESH reserves the right to increase fees for services that may be affected by regulatory changes upon written notice to the Client.

F. PERMIT ACQUISITION

BESH cannot guarantee the acquisition of any or all of the permits and/or approvals that shall be required for Client's project. BESH agrees that it shall exercise its best efforts try to obtain all of the necessary permits and/or approvals. Nevertheless, Client shall be responsible for payment of all consulting fees due BESH regardless of agency/governmental actions, including without limitation the failure of one or more governmental agencies to give the necessary approval for the project.

II. COMPENSATION

A. ADDITIONAL SERVICES:

BESH shall be fully compensated by Client for all additional services performed by BESH, including, without limitation, the following:

1. Changes made at Client's request to the scope of services defined in this Agreement.
2. Revisions made necessary as a result of changes to local, state or federal governmental requirements after the date of this Agreement.
3. Redesign per Client after preliminary design has been submitted to the relevant approving agency.

Client must sign a separate authorization to proceed form (a "Change Order") for each change in scope of services requested by Client before BESH is obligated to perform the revised scope of services.

B. OUT-OF-POCKET EXPENSES:

In addition to the fee schedule set forth in the Proposal for Services and the hourly rates to be charge for all additional services performed by BESH, BESH shall be reimbursed for all

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

out-of-pocket expenses incurred by BESH, including, without limitation: blueprints, copies, plots, aerials, express deliveries, specialized postage, overnight courier services (such as Federal Express and UPS) and travel outside of the Central Florida area (greater than 25 miles from BESH's office located in Tavares, Florida). Printing and mileage expenses are set forth on the hourly rate schedule that is part of this Agreement. All other charges shall be billed to and paid by Client based on the actual costs incurred by BESH.

C. PAYMENT:

BESH shall submit invoices to Client on a semi-monthly (twice per month) basis. On each invoice, BESH will bill for its services in accordance with the hourly rate schedule included as part of this Agreement. The invoice also will identify the task or the tasks from the Proposal for Services on which BESH performed services during the billing period. If the Proposal for Services states a lump sum dollar figure for any particular task, the lump sum amount will represent a "not to exceed" figure for the task in question, and BESH will continue to bill by the hour for its services on that task until the "not to exceed" figure has been billed in full. Thereafter, unless the scope of services to be performed by BESH pursuant to said task has been changed and the compensation to be paid to BESH has been modified pursuant to Section II.A. of these Terms and Conditions, BESH will continue to perform its services under that task without additional charges for its services until BESH has performed all work required by that task. Client shall notify BESH in writing within ten (10) days from the date of the invoice if Client has any questions about the services performed or the charges for those services as reflected on the invoice. Client waives any and all challenges to the services performed and the charges for those services not raised within said ten (10) day timeframe. All invoices shall be due and payable in full within fourteen (14) days from the date of the invoice. All unpaid balances that remain unpaid after fourteen (14) days from the date of the invoice shall be subject to interest on the unpaid balance at the rate of 1.5% per month.

All outstanding invoices shall be paid in full by Client prior to plan submittal to any permitting agency, preparation of Final Plans for building purposes, Final Recording of Record Plat, and/or Final Certification of Completion to state and local agencies. BESH shall have no obligation under this Agreement to submit or prepare any of the foregoing materials unless and until Client complies with this requirement. In addition, in the event that any balance remains unpaid for at least 45 days from the date of the invoice which included the unpaid balance, BESH shall have the right to terminate any and all further work on the project until Client has paid said balance in full.

III. MISCELLANEOUS

A. FORCE MAJEURE:

BESH shall not be liable for any delays or failure in performance due to contingencies beyond BESH's reasonable control including, without limitation, acts of God, war, fire, explosion, flood, epidemic, severe weather, earthquake, rainstorm, riots, theft, accidents, strike, work stoppage, acts or regulations of a governmental entity, shortages of vehicles, fuel, power, labor or material, delays of other companies or contractors, or any other causes whatsoever whether similar or dissimilar to those previously enumerated. In the event of delay caused by any of the foregoing, BESH's time for performance shall be extended for such time as may be reasonably necessary to enable BESH to perform.

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

B. LIMITATION OF LIABILITY:

UNDER NO CIRCUMSTANCES SHALL BESH BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST PROFITS, LIQUIDATED DAMAGES, DELAYS, LOSS OF PRODUCTIVITY, INEFFICIENCY, LOSS OF GOOD WILL, OR ANY OTHER DAMAGES WHICH ARE SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL. THE LIABILITY OF BESH TO CLIENT, FOR ANY CAUSE OR COMBINATION OF CAUSES ARISING OUT OF OR RELATED TO THIS AGREEMENT, SHALL BE LIMITED TO THE TOTAL AMOUNT OF THE COMPENSATION PAID BY CLIENT TO BESH PURSUANT TO THIS AGREEMENT.

C. ENTIRE AGREEMENT:

This Agreement constitutes the entire agreement between BESH and Client and supercedes any and all prior or contemporaneous understandings, representations and agreements, oral or written. No amendment, modification or waiver hereof will be binding on BESH unless made in writing and duly executed by an authorized representative of BESH.

D. WAIVER:

The failure of BESH to enforce any provision of this Agreement or to exercise any right accruing through the default of the Client hereunder, shall not constitute a waiver of any other rights of BESH with respect to this Agreement.

E. COSTS AND ATTORNEY'S FEES:

In the event of any litigation to enforce the terms of this Agreement, BESH shall be entitled to recover court costs and reasonable attorney's fees for all proceedings, including at the trial court level, on appeal, and in connection with bankruptcy court proceedings. In the event that BESH retains the services of an attorney to collect from Client any sums due hereunder, BESH shall be entitled to recover from Client all fees and costs incurred with said attorney, whether suit is brought or not.

F. GOVERNING LAW; VENUE:

This Agreement shall be governed by and construed under the laws of the State of Florida. Venue for any proceeding based upon this Agreement shall lie exclusively in the state court of competent jurisdiction in Lake County, Florida.

G. SEVERABILITY:

If any provision of this Agreement is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby but rather this Agreement shall be construed as if not containing the particular invalid or unenforceable provision or provisions and the rights and obligations of the parties shall be construed and enforced accordingly.

H. STATEMENT REGARDING DESIGN PROFESSIONALS (ABSENCE OF LIABILITY).

THIS AGREEMENT HAS BEEN ENTERED INTO BETWEEN CLIENT AND BESH. CLIENT ACKNOWLEDGES AND

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

AGREES THAT THE INDIVIDUAL EMPLOYEES AND AGENTS OF BESH, INCLUDING WITHOUT LIMITATION THE DESIGN PROFESSIONALS WHO ARE EMPLOYEES OR AGENTS OF BESH, ARE NOT PARTIES TO THIS AGREEMENT. PURSUANT TO SECTION 558.0035, FLORIDA STATUTES, THE INDIVIDUAL EMPLOYEES OR AGENTS OF BESH (INCLUDING WITHOUT LIMITATION ALL ENGINEERS, SURVEYORS, AND OTHER DESIGN PROFESSIONALS WHO ARE EMPLOYEES OR AGENTS OF BESH), SHALL NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OF OR RELATED TO ANY WORK PERFORMED BY SAID EMPLOYEES OR AGENTS PURSUANT TO THIS AGREEMENT.

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

AUTHORIZATION TO PROCEED

**PROPOSAL FOR CIVIL ENGINEERING AND SURVEYING SERVICES
AS DESCRIBED IN THE ATTACHED PROPOSAL**

To acknowledge your agreement with the terms and conditions set forth in this Agreement (consisting of the Proposal for Services, the Terms and Conditions, the Hourly Rate Schedule and this Authorization to Proceed), and to provide Booth, Ern, Straughan & Hiott, Inc. (BESH) with Client's authorization to proceed with the work described in the Agreement, please fill out and sign the Authorization to Proceed below and return it to our office. We will schedule the work upon receipt of the executed Authorization to Proceed. The contract prices, hourly rates, and costs for printing and similar expenses set forth in this Agreement shall be valid for ninety (90) days from the date of this proposal. If this Agreement is not accepted by Client within said period of ninety (90) days, BESH reserves the right to modify any and all of the contract prices, hourly rates and cost figures set forth herein.

Retainer Amount: \$ _____

THIS PROPOSAL/AGREEMENT ACCEPTED THIS _____ DAY OF _____, 2017.

Booth, Ern, Straughan & Hiott, Inc.

Client

Signature



Signature

By: Duane K. Booth, P.E.

By: _____

Title: Principal

Title: _____

PROJECT: Clermont Downtown Streetscape, Phase I, Clermont, Florida, Lake County
CLIENT: City of Clermont
DATE: December 1, 2017

CLIENT INFORMATION FORM

To assist Booth, Ern, Straughan & Hiott, Inc., to prepare the requested proposal, please complete the information below:

PRINT NAME & TITLE: _____

COMPANY NAME: _____

BILLING ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL: _____

DATE: _____

CLIENT REPRESENTATIVE: _____

IS CLIENT THE OWNER OF THE SUBJECT PROPERTY?:

YES: _____

NO: _____

(If no, Booth, Ern, Straughan & Hiott, Inc., reserves the right to require a retainer prior to commencing services.)

Is the property accessible? If gated/locked, who shall BESH contact to gain access to the property?

NAME AND PHONE NUMBER: _____

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: _____



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

| | | | | | |
|---|--|------------------------------------|--|--------------------------------|--|
| Meeting Date | | | | | |
| Tuesday, December 12, 2017 | | | | | |
| Agenda Item Name | | | | | |
| Contract Award | | | | | |
| Requested Action | | | | | |
| Recommend to approve a piggyback contract number FSA17-VEH15.0 from the Florida Sherriff's Association to purchase one (1) T880 Vac Truck. | | | | | |
| Staff Report | | | | | |
| <p>The Purchasing Department and the Environmental Services Department recommend approval of the above action.</p> <p>At the request of the Environmental Services Department, the Purchasing Department sought a contract from the Florida Sherriff's Association to purchase one (1) T880 Vac Truck. In accordance with the direction of City Council, the Purchasing Department issued a Request for Interest (RFI) number 1811-009 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.</p> <p>The Florida Sherriff's Association contract was obtained through a fully competitive solicitation and complies with the City of Clermont Purchasing Policy.</p> | | | | | |
| Additional Analysis | | | | | |
| | | | | | |
| Fiscal Impact Summary | | | | | |
| Funds are available in the current year approved budget for the purchase of this vehicle. | | | | | |
| Fiscal Impact | | Fund Number and Description | | Available Budget Amount | |
| | | | | | |
| Exhibits Attached (copies of original agreements) | | | | | |
| 1. RFI 1811-009 | | RFI 1811-009.pdf | | | |



REQUEST FOR INFORMATION

Intent to Utilize the Florida Sheriffs Association Contract to Purchase One T880 Vac Truck

| | | |
|--|---|--------------------------------|
| CONTACT INFORMATION: | RFI No. 1811-009 | ISSUED DATE: November 29, 2017 |
| Marilyn Rodriguez
Contracts Coordinator
EMAIL: mrodriguez@clermontfl.org
Phone: (352) 241-7350 | NOTICE OF INTENT TO PIGGYBACK A CONTRACT
NOTICE END DATE: <u>December 7, 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: KWCF Kenworth of Central Florida

(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 2018 Kenworth T880 Tractor, Spec # 15

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.

November 21, 2017



1800 N. Orange Blossom Trail
Orlando, FL 32804
407-425-3170 ext 106
Mike Crawford

City of Clermont
3335 Hancock Road
Clermont, FL
(352) 241-0178
Prepared for: John Carter
Environmental Services Collection
Chief

Florida Sheriffs Bid FSA17-VEH15.0
Spec # 15 - 52,000lb Truck
Kenworth T880 With Spec #50
AquaTech B10

| Code | Bid Specification – Options | Price | Extension |
|---|--|----------------------|----------------------|
| Base Specification | 2018 Kenworth T880 tractor | 100,998.00 | 100,998.00 |
| 0123645/1105220 | X15L-450hp 1650ft/lb | \$3,252.00 | \$3,252.00 |
| 64k/GVW | 64,000 lb. GVWR pkg 20k Front axle 46k rear suspension | 9,934.00 | 9,934.00 |
| 2016158 | Allison 4500RDS Auto Transmission | 16,795.00 | 16,795.00 |
| 6141600 | Double Frame: Full Steel Insert Inc 10 3/4 " Frame | 1,800.00 | 1,800.00 |
| 3511420 | Driver controlled differential lock Both Rear Axles | 1,688.00 | 1,688.00 |
| Spec 50 | Pass Through: AquaTech B10 (See Attached Quote) | 300,363.00 | 300,363.00 |
| <div><div>2017-2018 FSA
AWARDED CONTRACT
flsheriffs.org 850-877-2165
cpp@flsheriffs.org</div></div> | | | |
| Note: All Options | Include 3/4 % Florida Sheriffs Admin Fee | | |
| Reference: | FSA17 VEH15 Spec 15 Pages 968-977 | | |
| Total Price | | \$ 434,830.00 | \$ 434,830.00 |



FLORIDA SHERIFFS ASSOCIATION & FLORIDA ASSOCIATION OF COUNTIES

52,000 LB GVWR CAB & CHASSIS - 4X6 TANDEM AXLE TRUCK SPECIFICATION #15

2018 Kenworth T880

The Kenworth T880 purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and FSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

| | | | | |
|-------------|--------------|--------------|--------------|-------------|
| ZONE: | Western | Northern | Central | Southern |
| BASE PRICE: | \$101,989.00 | \$101,739.00 | \$100,998.00 | \$97,986.00 |

While the Florida Sheriffs Association and Florida Association of Counties have attempted to identify and include those equipment items most often requested by participating agencies for full size vehicles, we realize equipment needs and preferences are going to vary from agency to agency. In an effort to incorporate flexibility into our program, we have created specific add/delete options which allow the purchaser to tailor the vehicle to their particular wants or needs.

The following equipment delete and add options and their related cost are provided here to assist you in approximating the total cost of the type vehicle(s) you wish to order through this program. Simply deduct the cost of any of the following equipment items you wish deleted from the base unit cost and/or add the cost of any equipment items you wish added to the base unit cost to determine the approximate cost of the type vehicle(s) you wish to order.

NOTE: An official listing of all add/delete options and their prices should be obtained from the appropriate dealer in your zone when preparing your order. Additional add/delete options other than those listed here may be available through the dealers, however, those listed here must be honored by the dealers in your zone at the stated prices.

| | | | | |
|-------------|--------------------------|--------------------------|-----------------------------|---------------------------|
| VEHICLE: | T880 | | | |
| DEALER: | KENWORTH OF JACKSONVILLE | KENWORTH OF JACKSONVILLE | Kenworth of Central Florida | Kenworth of South Florida |
| ZONE: | Western | Northern | Central | Southern |
| BASE PRICE: | \$101,989.00 | \$101,739.00 | \$100,998.00 | \$97,986.00 |

| Order Code | Delete Options | Western & Northern | Central | Southern |
|----------------------|---|---------------------------|---------|---------------------------|
| 012569 ¹ | Engine/transmission - specify | (\$5,022.00) ¹ | NA | (\$7,708.00) ³ |
| 0129582 ³ | PACCAR PX-9 370 2017 370@2000 1250@1400 ¹ | | | |
| | PACCAR PX-9 ENGINE 380 HP 380@1900 1250@1400 ³ | | | |
| | Engine/transmission - specify | NA | NA | NA |
| | Engine/transmission - specify | NA | NA | NA |
| | Engine/transmission - specify | NA | NA | NA |

| Order Code | Add Options | Western & Northern | Central | Southern |
|------------|-------------|--------------------|---------|----------|
|------------|-------------|--------------------|---------|----------|

Options are to be discounted below Manufacturer's Standard Retail Pricing (MSRP) or manufacturers published list price for any factory add options. Purchasers are encourage to negotiate pricing for options. Additional discounts for each add option shall be decided by the Vendor. Please refer to the Contract Terms and Conditions, Section 2.14 Option Pricing.

| | | | | |
|------------------------------|---|-------------------------|-------------------------|-------------------------|
| 0700197 ¹ | Engine upgrade - specify | \$398.00 ¹ | \$4,648.00 ² | \$646.00 ³ |
| 0125833/1105240 ² | PACCAR MX-11 2017 430MT 430@1600 1450/1650@900 Multi Torque w/engine brake ¹ | | | |
| 0700656 2058362 ³ | ISX12L-425hp ² | | | |
| | PACCAR MX-13 455HP TRANSMISSION FRO16210C ³ | | | |
| 0125790 ¹ | Engine upgrade - specify | \$3,319.00 ¹ | \$3,252.00 ² | \$3,908.00 ³ |
| 0123645/1105220 ² | ISX12 385V 385@1800 370@2100 1450@1100, w/Engine Retarder. Diagnostic Plug for data link, Oil Cooler, Aluminum Flywheel Housing. ¹ | | | |
| 0125790 ³ | X15L-450hp 1650ft/lb {must upgrade trans} ² | | | |
| | CUMMINS ISX12 385 HP W ENGINE RETARDER ³ | | | |
| 0123709 ¹ | Engine upgrade - specify | \$4,711.00 ¹ | \$3,995.00 ² | \$3,982.00 ³ |
| 0123690/1105220 ² | X15 500 2017 500@1800 1650@1000 w/Intebrake, Diagnostic Plug for data link, Oil Cooler. Aluminum Flywheel Housing ¹ | | | |
| 0125807 2058362 ³ | X15L-485hp {must upgrade trans} change to 0123715 X15L-505hp \$5,073.00 {must upgrade trans} ² | | | |
| | CUMMINS ISX12 400V HP 1650 @1000RPM TRANSMISSION FRO16210C ³ | | | |
| 0700607 ¹ | Engine upgrade - specify | \$910.00 ¹ | \$453.00 ² | \$3,156.00 ³ |
| 0700656 ² | PACCAR MX-13 405 2017 405@1600 1450@900 with engine brake ¹ | | | |
| 0123645 2058362 ³ | Paccar MX-455hp {must upgrade trans} ² | | | |
| | CUMMINS X15 450 HP 1650 @1000RPM TRANSMISSION FRO16210C ³ | | | |

| VEHICLE: | T880 | | | |
|--|---|--------------------------|-----------------------------|---------------------------|
| DEALER: | KENWORTH OF JACKSONVILLE | KENWORTH OF JACKSONVILLE | Kenworth of Central Florida | Kenworth of South Florida |
| ZONE: | Western | Northern | Central | Southern |
| BASE PRICE: | \$101,989.00 | \$101,739.00 | \$100,998.00 | \$97,986.00 |
| 0700656 ¹
0700701 ²
0123709 2058362 ³ | Engine upgrade - specify
PACCAR MX-13 455 2017 455@1600 1650@900 with engine brake ¹
Paccar MX-500hp {must upgrade trans} change to 0700686 MX-485hp
\$1,315.00 {must upgrade trans} ²
CUMMINS X15 500 HP 1650 @1000RPM TRANSMISSION
FRO16210C ³ | \$1,120.00 ¹ | \$2,342.00 ² | \$5,170.00 ³ |
| 2058362 ¹
BUC ²
2057371 ³ | Transmission upgrade - specify
Transmission: Fuller FRO16210C 10-speed w/pump & external oil cooler. Standard with synthetic lubricant. Includes severe-duty pilot bearing on all class 8 models ¹
Back up camera ²
FULLER RTO-14908LL 10-SPEED ³ | \$231.00 ¹ | \$1,176.00 ² | \$950.00 ³ |
| 2057371 ¹
2058372 ²
2058437 ³ | Transmission upgrade - specify
Transmission: Fuller RTO14908LL 10-speed. Standard with synthetic lubricant. Includes severe-duty pilot bearing on all class 8 models.
*Torque Limit: 1450 pound-feet ¹
RTO16908LL 10 speed ²
FULLER ADVANTAGE FAO-16810C-EA3 ³ | \$1,023.00 ¹ | \$1,771.00 ² | \$4,491.00 ³ |
| 2058444 ¹
2058444 ²
2058409 ³ | Transmission upgrade - specify
Transmission: Fuller RTLO16913A 13-speed w/oil cooler & pump. Standard with synthetic lubricant. Includes severe-duty pilot bearing on all class 8 models. *Torque Limit: 1650 pound-feet. ¹
RTLO16913A 13 speed ²
FULLER FO16E308LL VCS 10-SPEED ULTRASHIFT AUTOMATED ³ | \$1,325.00 ¹ | \$2,100.00 ² | \$10,996.00 ³ |
| 2057384 ¹
2058409/2450114 ²
2058444 ³ | Transmission upgrade - specify
Eaton FO17E308LL-VCS Ultrashift Transmission ¹
UltraShift F016E308LL VCS 10spd w/traction control{must add/have Jake Brake} ²
FULLER RTLO-16913A 13-SPEED ³ | \$8,589.00 ¹ | \$8,717.00 ² | \$1,737.00 ³ |
| 2058755 ¹
2058756/2450114 ²
2058402 ³ | Transmission upgrade - specify
Eaton FO16E318B-MXP Ultrashift Plus Transmission ¹
UltraShift F018E318B MXP 18spd w/traction control {must add/have Jake Brake} ²
FULLER RTO-16908LL 10-SPEED FOR OTHER TRANSMISSION
ENGINE COMBINATION CALL THE DEALER ³ | \$8,622.00 ¹ | \$9,686.00 ² | \$2,370.00 ³ |
| GVW58K ¹
3142161/3749209 ²
58.6K ³ | 58,000 lb. GVWR package
14600 Steer. 44,000lb Rears ¹
Chalmers 46k w/10.75" frame ²
58,600# GVWR PACKAGE: MERITOR 14,600# FRONT & 44,000# TANDEM; KENWORTH 46,000# AIR BAG SUSPENSION ³ | \$6,812.00 ¹ | \$5,306.00 ² | \$4,466.00 ³ |
| GVW64K ¹
64k/GVW ²
64K ³ | 64,000 lb. GVWR package
Dana Spicer D2000 Steer 46k Rears ¹
Package includes: 20k Front axle/front tires/wheels; 46k rear axle/suspension ²
64,000# GVWR PACKAGE: MERITOR 20,000# FRONT & 44,000# TANDEM; KENWORTH 46,000# AIR BAG SUSPENSION FOR OTHERS GVW COMBINATIONS CONTACT DEALER ³ | \$10,822.00 ¹ | \$9,934.00 ² | \$8,927.00 ³ |

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| VEHICLE: | T880 | | | |
| DEALER: | KENWORTH OF JACKSONVILLE | KENWORTH OF JACKSONVILLE | Kenworth of Central Florida | Kenworth of South Florida |
| ZONE: | Western | Northern | Central | Southern |
| BASE PRICE: | \$101,989.00 | \$101,739.00 | \$100,998.00 | \$97,986.00 |
| GVW66KCH ¹
000800 ²
T800 ³ | GVWR upgrade - specify
66k GVW Package 20k steer, 46k rears with 46k Chalmers suspension ¹
T800 Model Cab ²
T800 CAB OPTION with Paccar MX 13 FOR OTHERS T800 COMPONENTS CONTACT DEALER ³ | \$11,320.00 ¹ | (\$2,583.00) ² | NC ³ |
| GVW66KHN ¹
0129569/2011205 ²
90K GVW ³ | GVWR upgrade - specify
66k GVW Package 20k steer, 46k rears with 46k Hendrickson suspension ¹
52,000 GVW T880 PX9-370hp / 3000RDS ²
DANA SPICER D2000 20K FRONT AXLE & DANA SPICER D70-590 DUAL REDUCTION 70K REAR TANDEM & HENDRICKSON HAULMAXX 70K SUSPENSION TO HANDLE KLEIN K700 WATER TANK ³ | \$10,210.00 ¹ | \$5,900.00 ² | \$45,684.00 ³ |
| 70006/0129552/2011205 ²
3808119 ³ | GVWR upgrade - specify
52,000 GVW T370 PX9-350hp / 3000 or 3500RDS ²
LIFT AXLE STEERABLE PUSHER 13,500 ³ | NA | (\$8,316.00) ² | \$9,991.00 ³ |
| 000410/2016158 ²
3808802 ³ | GVWR upgrade - specify
52,000 GVW T440 PX9-370hp w/4500RDS: with 0128920 3000RDS \$2,901.00 ²
LIFT AXLE STEERABLE PUSHER 20,000 ³ | NA | \$9,123.00 ² | \$12,800.00 ³ |
| 000410/0128920 ²
66KGVW ³ | GVWR upgrade - specify
52,000 GVW T440 ISL-G 320hp w/4500RDS: with 2011205 3000RDS \$12,178.00 ²
66,000LB GVW 66,000# GVWR PACKAGE: MERITOR 20,000# FRONT & 46,000# TANDEM; KENWORTH 46,000# AIR BAG SUSPENSION ³ | NA | \$18,971.00 ² | \$10,171.00 ³ |
| 0125805 ¹
0125806 ² | Bi-fuel model - specify
CNG prep - specify
Cummins ISX12G 400HP - Must Add CNG Tank System ¹
ISX12-G 400hp-1450 ft/lb: change to 0128921 ISL-G 320hp \$19,697.00 {must add CNG tanks for both} ² | NA
\$28,756.00 ¹ | NA
\$22,191.00 ² | NA
NA |
| CNGTNKS ²
0125806 ³ | CNG conversion (discuss with dealer)
80DGE CNG tanks: change to 90DGE \$36,970.00 ²
ISX12L-G 400hp (Must add CNG Tanks for DIFFERENT CNG ENGINE AND TANKS COMBINATION CALL DEALER ³ | NA | \$35,756.00 ² | \$33,136.00 ³ |
| DUALFUEL ¹
7214090/6090 ²
7216075 ³ | LPG conversion (discuss with dealer)
Dual fuel tanks, or equivalent
ADD 100 GALLON FUEL TANK ¹
Dual 90 gallon alum fuel tanks w/20gal DEF tank ²
DUAL 75 GALLONS ALUMINUM TANKS, ROUND, WITH 20.7 GALLONS DEF TANK. *OTHER CAPACITIES AVAILABLE - CONTACT DEALER ³ | NA
\$1,625.00 ¹ | NA
\$1,489.00 ² | NA
\$1,502.00 ³ |
| 2016154 ¹
2016154 ²
2016154 ³ | Nitrogen filled tires including spare tire
Allison 4000RDS Auto Transmission to include synthetic oil, TES 295 or approved equivalent
6 Speed ¹ | NA
\$16,355.00 ¹ | NA
\$15,962.00 ² | NA
\$19,783.00 ³ |
| 2016158 ¹
2016158 ²
2016158 ³ | Allison 4500RDS Auto Transmission to include synthetic oil, TES 295 or approved equivalent
6 Speed ¹ | \$17,220.00 ¹ | \$16,795.00 ² | \$20,923.00 ³ |

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| VEHICLE: | T880 | | | |
| DEALER: | KENWORTH OF JACKSONVILLE | KENWORTH OF JACKSONVILLE | Kenworth of Central Florida | Kenworth of South Florida |
| ZONE: | Western | Northern | Central | Southern |
| BASE PRICE: | \$101,989.00 | \$101,739.00 | \$100,998.00 | \$97,986.00 |
| 6141200 ¹
6141600 ²
6141600 ³ | Double Frame: full steel insert
<i>Full Steel Insert: for 10-5/8 in. or 10-3/4 in. Steel to 284 in. or 2nd insert for 11-5/8 in. steel frame.</i> ¹ | \$920.00 ¹ | \$1,800.00 ² | \$1,424.00 ³ |
| 2503467 ¹
Telma ²
2513010 ³ | Front Axle: 14,000 lb rating to include equal capacity steering gear and springs
<i>Dana Spicer E-1462W Front Axle rated 14.6K 3-1/2in. drop, wide track for better turning radius</i> ¹
Telma Retarder ²
14,600# FRONT AXLE & SPRINGS, 16,000# POWER STEERING GEAR ³ | \$2,302.00 ¹ | \$12,355.00 ² | \$1,138.00 ³ |
| 2503467 ¹
2513014 ²
2513010 ³ | Front Axle: 14,600 lb rating to include equal capacity steering gear and springs
<i>Dana Spicer E-1462W Front Axle rated 14.6K 3-1/2in. drop, wide track for better turning radius</i> ¹
(must add tires/wheels for rating) ²
14,600# FRONT AXLE & SPRINGS, 16,000# POWER STEERING GEAR ³ | \$2,302.00 ¹ | \$1,102.00 ² | \$1,138.00 ³ |
| 205618116 ¹
2864016 ²
16KFA ³ | Front Axle: 16,000 lb rating to include equal capacity steering gear and springs
<i>Dana Spicer D2000 Front Axle with 16k springs</i> ¹
(must add tires/wheels for rating) ²
20,000# FRONT AXLE & 16K SPRINGS, 16000# POWER STEERING GEAR ³ | \$4,420.00 ¹ | \$2,873.00 ² | \$4,746.00 ³ |
| 205618118 ¹
2865018 ²
FA18K ³ | Front Axle: 18,000 lb rating to include equal capacity steering gear and springs
<i>Dana Spicer D2000 Front Axle with 16k springs</i> ¹
Includes front tires/wheels ²
20,000# FRONT AXLE & 18K SPRINGS, 20,000# DUAL POWER STEERING GEAR ³ | \$4,838.00 ¹ | \$3,872.00 ² | \$5,660.00 ³ |
| 2506181 ¹
2517020 ²
FA20 ³ | Front Axle: 20,000 lb. rating to include equal capacity steering gear and springs
<i>Dana Spicer D2000 Front Axle</i> ¹
Includes front tires/wheels ²
20,000# FRONT AXLE & SPRINGS, 20,000# DUAL POWER STEERING GEAR ³ | \$4,880.00 ¹ | \$5,493.00 ² | \$5,664.00 ³ |
| 3144170 ¹
3142170 ²
3142160 ³ | Rear Axle: 46,000 lb Arvin Meritor, Eaton, Mack, or equivalent
<i>Dual Dana Spicer D46-170 rear axle rated at 46K. Tandem rear axles. w/ 12.5mm housing and 2.06in. shaft diameter. Tandem rear axles</i> ¹
Meritor RT46-160 ²
MERITOR RT-46-160 ³ | \$6,475.00 ¹ | \$2,528.00 ² | \$2,128.00 ³ |
| | Rigid Lift Axle: Pusher / Tag 13,200 lb rating air lift to include 11R-22.5 tires with steel wheels | NA | NA | NA |
| 3818119 ¹
3808119 ²
3808119 ³ | Steerable Lift Axle: Pusher / Tag 13,200 lb rating air lift to include 11R-22.5 tires with steel wheels
<i>Factory Installed Watson Chalin Steerable 13,200lb lift axle. Requires Full Frame Insert and suspension upgrade</i> ¹
Requires double frame and rear suspension upgrade ² | \$9,180.00 ¹ | \$9,831.00 ² | \$9,991.00 ³ |

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|---|---|--------------------------|-----------------------------|---------------------------|--------------------------|
| VEHICLE: | T880 | | | | |
| DEALER: | KENWORTH OF JACKSONVILLE | KENWORTH OF JACKSONVILLE | Kenworth of Central Florida | Kenworth of South Florida | |
| ZONE: | Western | Northern | Central | Southern | |
| BASE PRICE: | \$101,989.00 | \$101,739.00 | \$100,998.00 | \$97,986.00 | |
| 3818025 ¹
3808025 ²
3808026 ³ | Rigid Lift Axle: Pusher / Tag 20,000 lb rating air lift to include 11R-22.5 tires with steel wheels
<i>Factory Installed Watson Chalin Non-Steerable 20,000lb lift axle. Requires Full Frame Insert and suspension upgrade¹
Requires double frame and rear suspension upgrade²</i> | | \$10,531.00 ¹ | \$11,282.00 ² | \$10,376.00 ³ |
| 3818802 ¹
3808802 ²
3808802 ³ | Steerable Lift Axle: Pusher / Tag 20,000 lb rating air lift to include 11R-22.5 tires with steel wheels
<i>Factory Installed Watson Chalin Steerable 20,000lb lift axle. Requires Full Frame Insert and suspension upgrade¹
Requires double frame and rear suspension upgrade²</i> | | \$11,320.00 ¹ | \$14,517.00 ² | \$12,800.00 ³ |
| 3730032 ¹
3730032 ²
3730026 ³ | Rear Suspension: 40,000 lb air ride
<i>Rear suspension: Tandem Kenworth Airglide 400 40K 54 in. axle spacing. 10.5 in. ride height. Includes air suspension dump valve¹
KW Airglide²
Airglide 400 L³</i> | | \$2,302.00 ¹ | \$2,165.00 ² | \$996.00 ³ |
| 3742020 ¹
3749209/383226 ²
3747460 ³ | Rear Suspension: 46,000 lb Chalmers, Hendrickson, Mack, Volvo "T" ride or equivalent
<i>Rear suspension: Tandem Hendrickson Primaax EX462 46K. Steel crossmember & gussets. 54 in. axle spacing. 10 in. ride height¹
Chalmers 46k w/shocks²
CHALMERS³</i> | | \$3,820.00 ¹ | \$3,722.00 ² | \$2,100.00 ³ |
| 3740130 ¹
3744150/383510 ²
3740130 ³ | Rear Suspension: 46,000 lb air ride
<i>Rear suspension: Tandem Kenworth Airglide 460 46K 54 in. axle spacing. 10.5 in. ride height. Includes air suspension dump valve¹
Neway 46k w/dual leveling valves: change to 3740130 KW AG460 \$2,409.00²
KENWORTH AIRGLIDE AG460, 46,000#³</i> | | \$2,450.00 ¹ | \$4,062.00 ² | \$2,471.00 ³ |
| EC-GT15DP ¹
12YD DMP ²
12GP864046 ³ | 12 yd. dump body with hoist and electric tarp system.
State model bid.
<i>15' 12 YARD DUMP BODY ELECTRIC TARP¹
OX w/hot shift PTO {or equivalent}²
GAR-P 12.36 CUBIC YARDS (HEAPED)STEEL DUMP BODY, 12' X 96"; INCLUDES HOT SHIFT P.T.O. FOR AUTO TRANSMISSION³</i> | | \$16,100.00 ¹ | \$16,928.00 ² | \$16,212.00 ³ |
| EC-GT16DP ¹
18YD DMP ²
16GP865151 ³ | 18 yd. dump body with hoist and electric tarp system.
State model bid.
<i>16' 18 YARD DUMP BODY ELECTRIC TARP¹
OX w/hot shift PTO {or equivalent} ADD Option Hi-Lift Gate \$1,547.00
OX / \$1,637.00 Gar-P²
GAR-P 18.3 CUBIC YARDS CAPACITY (HEAPED)STEEL DUMP BODY. 16' X 96", INCLUDES HOT SHIFT P.T.O. FOR AUTO TRANSMISSION³</i> | | \$18,005.00 ¹ | \$17,664.00 ² | \$16,812.00 ³ |
| EC-DC0XU5 ¹
GALBREATH ²
GF ³ | Rolloff hoist system and tarp system. State model bid.
<i>GALLBREATH U5-OR-174 CABLE HOIST WITH/TARP¹
Galbreath AFOR174-60k above frame w/Pioneer tarp: change to USOR174-60k w/Pioneer tarp \$45,801.00²
GALFAB 60,000# OUTSIDE/INSIDE RAIL HOIST³</i> | | \$39,105.00 ¹ | \$48,420.00 ² | \$49,320.00 ³ |
| 8890876 ² | Cab suspension - air ride | | Std | Std ² | Incl. |

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|---|--|--------------------------|-----------------------------|---------------------------|---------------------------|
| VEHICLE: | T880 | | | | |
| DEALER: | KENWORTH OF JACKSONVILLE | KENWORTH OF JACKSONVILLE | Kenworth of Central Florida | Kenworth of South Florida | |
| ZONE: | Western | Northern | Central | Southern | |
| BASE PRICE: | \$101,989.00 | \$101,739.00 | \$100,998.00 | \$97,986.00 | |
| 3532130 ¹
3511420 ²
3532130 ³ | Driver controlled differential lock
FORWARD AND REAR DRIVE DIFFERENTIAL LOCKS ¹
(4) wheel lock for both rear axles ² | | \$1,905.00 ¹ | \$1,688.00 ² | \$1,869.00 ³ |
| EC-DCTB24SB ¹
HEIL ROLLOFF ²
KBF222A ³ | Optional mounted body - specify
24' STAKE BODY (INCLUDES 40" HIGH STEEL RACKS ON BOTH SIDES) ¹
Roll off: Heil Kwik Lift 60k w/ Diablo tarp system: Add Low Lift option + \$3,778.00 ²
PAC MAC KBF222A KNUCKLE BOOM CRANE, 3,000# LIFT @ 22'; 40 CUBIC YARDS CAPACITY DUMP BODY (TBK2450); INCLUDING HOT SHIFT P.T.O. REQUIRES 64,000# GVW ³ | | \$9,503.00 ¹ | \$47,727.00 ² | \$82,248.00 ³ |
| EC-DCTB24T ¹
AMER ROLL ²
RLX25 ³ | Optional mounted body - specify
24' TRASH DUMP (INCLUDING 48" SIDES, DOUBLE BARN DOOR TAILGATE GROUND LEVEL TARP SYSTEM) ¹
Roll Off: American ART-60k above frame w/ tarp system ²
PAC MAC RLX25 HIGH COMPACTION REAR LOADER, W/CART ATTACHMENTS, 15,000# REEVING SYSTEM, 4 AMBER SMART STROBES, HOPPER WORKLIGHT & REAR VIEW CAMERA, INCLUDING HOT SHIFT P.T.O. ³ | | \$18,605.00 ¹ | \$51,685.00 ² | \$78,508.00 ³ |
| EC-DCTBU5EX ¹
AMREP ROLL ²
PK44502-C ³ | Optional mounted body - specify
GALBREATH U5-EX-174 EXTENDABLE HOIST W/TARP ¹
Roll Off: AMREP AMRO-H-22 60k w/Pioneer tarp system ²
PALFINGER KNUCKLE BOOM CRANE, MAXIMUM REACH OF 37' 9", MAXIMUM CAPACITY OF 15,200 KGS (33,450#), INSTALLED BOC OR BOF, INCLUDING HOT SHIFT P.T.O. ³ | | \$40,215.00 ¹ | \$40,422.00 ² | \$176,000.00 ³ |
| EC-DCTB14CB ¹
HOOKLIFT ²
K350 ³ | Optional mounted body - specify
14' CHIPPER BODY (60" WITH 12" REMOVABLE TOP) ¹
Hook Lift: Ampliroll 65k hoist: change to Palfinger T50 or equivalent \$58,385.00 ²
KLEIN H.D. STEEL WATER TANK, BASE UNIT, 3,271 GALLONS CAPACITY, INCLUDING HOT SHIFT P.T.O. PLEASE CONTACT US FOR SPECIAL ADD-ON OPTIONS ³ | | \$17,210.00 ¹ | \$57,558.00 ² | \$33,600.00 ³ |
| RING-A-LINE ¹
ATLAS ²
K400 ³ | Optional mounted body - specify
PALFINGER A-LINE LAODER CLASSIFICATION HC1/HD4/B4 NET SLEWING TORQUE 14,010 FT LBS RIGHT SODE JOY STICK OPERATOR STATION ¹
Grapple crane: Petersen AL-1 Atlas w/40yd dump: change to Pac Mac KB220 \$89,015.00 ²
KLEIN H.D. STEEL WATER TANK, BASE UNIT, 3,847 GALLONS CAPACITY, INCLUDING HOT SHIFT P.T.O. PLEASE CONTACT US FOR SPECIAL ADD-ON OPTIONS ³ | | \$109,100.00 ¹ | \$91,460.00 ² | \$38,400.00 ³ |
| RING-ROLL-OFF ¹
EPSIL CRANE ²
K500 ³ | Optional mounted body - specify
ROLL-OFF MODEL ART -60-22 60,000 LB CAPACITY 22FT HOIST ¹
Crane: Palfinger-Epsilon S260L130 w/40yd body ²
KLEIN H.D. STEEL WATER TANK, BASE UNIT, 5,200 GALLONS CAPACITY, INCLUDING HOT SHIFT P.T.O. PLEASE CONTACT US FOR SPECIAL ADD-ON OPTIONS. REQUIRES 72,000# G.V.W. AVAILABLE AT EXTRA COST ³ | | \$49,900.00 ¹ | \$196,866.00 ² | \$40,920.00 ³ |

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| VEHICLE: | T880 | | | | |
| DEALER: | KENWORTH OF JACKSONVILLE | KENWORTH OF JACKSONVILLE | Kenworth of Central Florida | Kenworth of South Florida | |
| ZONE: | Western | Northern | Central | Southern | |
| BASE PRICE: | \$101,989.00 | \$101,739.00 | \$100,998.00 | \$97,986.00 | |
| HEIL REL²
K700³ | Optional mounted body - specify
Rear Loader: Heil DP5000 25yd: Add Bayne cart tipper \$4,514.00 ²
KLEIN H.D. STEEL WATER TANK, BASE UNIT, 6,500 GALLONS CAPACITY, INCLUDING HOT SHIFT P.T.O. PLEASE CONTACT US FOR SPECIAL ADD-ON OPTIONS. REQUIRES 90,000# G.V.W., AVAILABLE AT EXTRA COST ³ | NA | \$65,850.00 ² | \$79,080.00 ³ | |
| EZ REL²
14GP864046³ | Optional mounted body - specify
Rear Loader: E-Z Pack Goliath G400 25yd: change to G300 25yd \$74,305.00 ²
GAR-P 14.4 CUBIC YARDS CAPACITY (HEAPED) STEEL DUMP BODY, 14' X 96", INCLUDES HOT SHIFT P.T.O. FOR AUTOMATIC TRANSMISSION ³ | NA | \$81,144.00 ² | \$16,212.00 ³ | |
| MCN REL²
KTT³ | Optional mounted body - specify
Rear Loader: McNeilus 2516RL HD 25yd: change to McNeilus 3216 32yd rear loader \$75,496.00 ²
KTT 24' CUSTOM MOBILE COMMAND/OPERATIONS CENTER. FULL DESCRIPTION UPON REQUEST. SUITABLE FOR BOTH CIVILIAN AND POLICE RESPONSE TO INCIDENTS AND/OR NATURAL DISASTERS. INCLUDES 40,600# GVW, AND FULL TRAINING AT KTT WALLED LAKE, MI HEADQUARTERS ³ | NA | \$74,830.00 ² | \$266,400.00 ³ | |
| NEWAY REL²
FB24³ | Optional mounted body - specify
Rear Loader: New Way King Cobra 25yd ²
GAR-P 24' X 96" STEEL FLATBED BODY, DIAMOND-PLATE FLOOR, W/40" H.D. REMOVABLE STEEL STAKES ³ | NA | \$68,381.00 ² | \$12,483.00 ³ | |
| GTDB15¹
LOAD REL²
AL WH³ | Optional equipment - specify
Optional equipment - specify 15' 12 YARD DUMP BODY ELECTRIC TARP W/ PTO \$17,700.00 ¹
Rear Loader: Loadmaster Excel S 25yd ²
ALUMINUM WHEELS PER PAIR ³ | \$17,700.00 ¹ | \$60,962.00 ² | \$306.00 ³ | |
| GTDB16¹
TCM600²
8879917³ | Optional equipment - specify
Optional equipment - specify 16' 18 YARD DUMP BODY, ELECTRIC TRAP W/ PTO \$19,200.00 ¹
Pro Patch TCM 600-120-DHE 6yd Asphalt patch body ²
Two Additional Outboard windows 19"x12 ³ | \$19,200.00 ¹ | \$79,989.00 ² | \$299.00 ³ | |
| GTLBT¹
VAC TNK²
8850812 8850813³ | Optional equipment - specify
Optional equipment - specify WETLINE LOW BOY TRAILER \$5,800.00 ¹
4000gal steel septic tank w./hoist/hyd gate/ NVE 4310 blower system. {w/NVE 866 500cfm vac system -w/out hyd gate \$64,354.00} ²
Dual 8" Hood Mounted Mirrors ³ | \$5,800.00 ¹ | \$94,881.00 ² | \$211.00 ³ | |
| GTWF¹
WATERTNK²
8800260 8800372³ | Optional equipment - specify
Optional equipment - specify WETLINE WALKING FLOOR \$7,500.00 ¹
Water Tank: 4,000 Gallon steel w./hyd pump: Direct w/out hyd pump \$48,783.00 ²
DUAL EXTERIOR GRAB HANDLES ³ | \$7,500.00 ¹ | \$65,790.00 ² | \$151.00 ³ | |
| GTDT¹
PINTLE HK²
8890135³ | Optional equipment - specify
WETLINE DUMP TRAILER ¹
Tow Pkg: 25ton Pintle Hook / Plate ²
DUAL EXTERIOR GRAB HANDLES ³ | \$6,100.00 ¹ | \$1,461.00 ² | \$640.00 ³ | |

| | | | | |
|---|--|--------------------------|-----------------------------|---------------------------|
| VEHICLE: | T880 | | | |
| DEALER: | KENWORTH OF JACKSONVILLE | KENWORTH OF JACKSONVILLE | Kenworth of Central Florida | Kenworth of South Florida |
| ZONE: | Western | Northern | Central | Southern |
| BASE PRICE: | \$101,989.00 | \$101,739.00 | \$100,998.00 | \$97,986.00 |
| AAWH ¹
LUBESVCBODY ²
2607811 3392604 ³ | Optional equipment - specify
<i>All Aluminum wheels</i> ¹
<i>Lube Specialists 18' 1550 gal Fuel / Lube Body</i> ²
<i>Air Disc Brakes FOR 12 ANDE 40K AXLES</i> ³ | \$2,225.00 ¹ | \$115,006.00 ² | \$2,280.00 ³ |
| DOJP ¹
AUTLUBE ²
DHS ³ | Optional equipment - specify
<i>Jack plate for detachable lowboy</i> ¹
<i>Auto Lube System: Lube Core for chassis/body</i> ²
<i>DELETE HOT SHIFT P.T.O.</i> ³ | \$775.00 ¹ | \$6,700.00 ² | (\$1,250.00) ³ |
| 8879917 ¹
5042315/524215 ²
AHS ³ | Optional equipment - specify
<i>Two additional outboard windows 19in x 12in</i> ¹
<i>11R-24.5 tires/wheels-steel (10)</i> ²
<i>ADD HOT SHIFT P.T.O.</i> ³ | \$378.00 ¹ | \$539.00 ² | \$1,250.00 ³ |
| 3392604 ¹
5242367/4288678 ²
SDDS ³ | Optional equipment - specify
<i>Splined rotor for dual rear air disc brake for use with aluminum hubs</i> ¹
<i>315/80R-22.5 rear tires/wheels</i> ²
<i>MONROE SIT-DOWN DUAL DRIVE CONVERSION, PROVIDING SEATING POSITION TO DRIVE LH OR RH.</i> ³ | \$2,660.00 ¹ | \$3,474.00 ² | \$15,360.00 ³ |
| SSV ¹
5242367/4238810 ²
HLTG ³ | Optional equipment - specify
<i>Stainless Steel Visor</i> ¹
<i>12R-22.5 rear tires/wheels</i> ²
<i>GAR-P HI-LIFT REAR TAILGATE</i> ³ | \$580.00 ¹ | \$3,278.00 ² | \$2,400.00 ³ |
| DOFF ¹
5045265/5245265 ²
GP1065KP ³ | Optional equipment - specify
<i>Full fenders Tandem</i> ¹
<i>Front/Rear Aluminum wheels (10)</i> ²
<i>GAR-P 25 TON PINTLE HITCH, D-RINGS & 7-WAY ELECTRICAL PLUG</i> ³ | \$1,925.00 ¹ | \$1,981.00 ² | \$1,278.00 ³ |
| 8850831 ²
GP12X750 ³ | Optional equipment - specify
<i>Hood mounted mirror {each}</i> ²
<i>GAR-P TWO WAY TAILGATE</i> ³ | NA | \$124.00 ² | \$1,020.00 ³ |
| 8480065 ²
M090091 ³ | Optional equipment - specify
<i>2 passenger vinyl bench seat</i> ²
<i>DONALDSON SPARK ARRESTOR, INSTALLED</i> ³ | NA | \$287.00 ² | \$1,500.00 ³ |
| Discount% ²
6340041 ³ | Optional equipment - specify
<i>15% Discount off current MSRP for non-specified options and any optional models bid. This discount only applies to a downgrade or an upgrade to the model listed in this specification. It does not apply to a completely different make or model</i> ²
<i>REAR ENGINE POWER TAKE-OFF (REPTO), ISX-12 ONLY</i> ³ | NA | Incl. ² | \$2,952.00 ³ |
| 05UNPUB ²
8700966 ³ | Optional equipment - specify
<i>Unpublished bodies available at cost + 5% including fees</i> ²
<i>KENWORTH NAVPLUS H.D. NAVIGATION SYSTEM</i> ³ | NA | Incl. ² | \$1,794.00 ³ |
| TEMP TAG ²
TT ³ | Temporary tag | Incl. | Incl. ² | NC ³ |
| DOTT ¹
TRANSFER ²
TRANSFER ³ | Transfer existing registration (must provide tag number) | \$79.75 ¹ | Incl. ² | \$200.00 ³ |

| | | | | |
|---|---|--------------------------|-----------------------------|---------------------------|
| VEHICLE: | T880 | | | |
| DEALER: | KENWORTH OF JACKSONVILLE | KENWORTH OF JACKSONVILLE | Kenworth of Central Florida | Kenworth of South Florida |
| ZONE: | Western | Northern | Central | Southern |
| BASE PRICE: | \$101,989.00 | \$101,739.00 | \$100,998.00 | \$97,986.00 |
| NEWTAG ²
NST ³ | New state tag (specify state, county, city, sheriff, etc.)
ALL ³ | NA | Incl. ² | \$425.00 ³ |
| 9209689 ² | Maintenance Plan - specify
Warranty: Engine PX9 PP1 5yr/100,000 miles ² | NA | \$2,468.00 ² | NA |
| 9206284 ² | Maintenance Plan - specify
Warranty: Engine ISL-G PP1 5yr/150,000 miles ² | NA | \$3,123.00 ² | NA |
| 9206498 ² | Maintenance Plan - specify
Warranty: Engine ISX-G PP1 5yr/150,000 miles ² | NA | \$2,670.00 ² | NA |
| 9202622 ¹
9209407 ²
9202622 ³ | Warranty - specify
Warranty - specify EW: US Basic Vehicle 2 year/200,000 miles, United States only. ¹
ISX PP1 Efficiency 5yr/150,000 miles 400hp-500hp ²
EXTENDED BASIC VEHICLE WARRANTY - 2 YEARS/200,000 MILES ³ | \$950.00 ¹ | \$1,214.00 ² | \$950.00 ³ |
| 9202633 ¹
9209422 ²
9202633 ³ | Warranty - specify
Warranty - specify EW: US Basic Vehicle 3 year/300,000 miles, United States only. ¹
ISX PP1 Performance 5yr/100,000 miles 485hp-605hp ²
EXTENDED BASIC VEHICLE WARRANTY - 3 YEARS/300,000 MILES ³ | \$2,725.00 ¹ | \$1,869.00 ² | \$2,725.00 ³ |
| 9202133 ¹
9206767 ²
9202634 ³ | Warranty - specify
EW: US Heater & Air Conditioner 3 year/300,000 miles, United States only ¹
MX Comprehensive Plan A 5yr/100,000 miles below 460hp ²
EXTENDED BASIC VEHICLE WARRANTY - 3 YEARS/400,000 MILES
For additional Extended Components warranty contact Dealer ³ | \$500.00 ¹ | \$2,353.00 ² | \$3,425.00 ³ |
| PP1AT-5/300 ¹
9209519 ²
9206762 9206879 ³ | Diesel Warranty - specify
Diesel Warranty - specify PACCAR Comp Plan A with After Treatment - 5 yr / 300,000 miles ¹
ISX After Treatment 5yr/100k {must order PP1} - 9209698 PX9 After Treatment 5yr/100k \$605.00{must order PP1} ²
PACCAR MX PLAN A 460HP OR LESS 3Y/300K AFTERTREATMENT 3Y/300K FOR ADDITIONALS PACCAR ENGINE E.W.CONTACT DEALER ³ | \$4,310.00 ¹ | \$655.00 ² | \$1,945.00 ³ |
| PP1AT-5/400 ¹
9206886 ²
9209400 9209512 ³ | Diesel Warranty - specify
Diesel Warranty - specify PACCAR Comp Plan A with After Treatment - 5 yr / 400,000 miles ¹
MX After Treatment 5yr/100k {must order Comprehensive Plan A} ²
CUMMINS EW: PP1 2017 X15 EFFICIENCY 3Y/300K AFTERTREATMENT 3Y/300K ³ | \$5,515.00 ¹ | \$554.00 ² | \$1,710.00 ³ |
| PP1AT-5/500 ¹
4500 5YR ²
9202409 9209591 ³ | Diesel Warranty - specify
Diesel Warranty - specify PACCAR Comp Plan A with After Treatment - 5 yr / 500,000 miles ¹
Allison 5yr/unlimited miles {Utility/P&D \$786.00} ²
CUMMINS EW: PP1 2017 X15 EFFICIENCY 5Y/500K AFTERTREATMENT 5Y/300K FOR ADDITIONALS CUMMINS ENGINE E.W.CONTACT DEALER ³ | \$6,450.00 ¹ | \$1,009.00 ² | \$2,930.00 ³ |



Kenworth of Central Florida K680
Mike Crawford
1800 N. Orange Blossom Trail

City of Clermont
3335 Hancock Road

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Fax:
Email: mikecrawford@kwjax.com

Clermont, Florida United States
Phone: (352) 241-0178
Fax:
Contact Email:
Prepared for: John Carter

Vehicle Summary

| | Unit | Chassis | |
|-------------------------|--------------------------|----------------------------------|-------|
| Model: | T880 Series Conventional | Fr Axle Load (lbs): | 20000 |
| Type: | FULL TRUCK | Rr Axle Load (lbs) | 46000 |
| Description: | Aquatech B-10 Vac Truck | G.C.W. (lbs): | 66000 |
| | Application | Road Conditions: | |
| Intended Serv.: | Construction. Vehicles | Class A (Highway) | 88 |
| | used in the construction | Class B (Hwy/Mtn) | 10 |
| Commodity: | Water | Class C (Off-Hwy) | 02 |
| | Body | Class D (Off-Road) | 00 |
| Type: | Vacuum tank | Maximum Grade: | 6 |
| Length (ft): | 23.0 | Wheelbase (in): | 276 |
| Height (ft): | 10.0 | Overhang (in): | 106 |
| Max Laden Weight (lbs): | 51000 | Fr Axle to BOC (in): | 74 |
| | Trailer | Cab to Axle (in): | 202 |
| No. of Trailer Axles: | 0 | Cab to EOF (in): | 308 |
| Type: | | Overall Comb. Length | 430 |
| Length (ft): | 0.0 | | |
| Height (ft): | 0.0 | Special Req. | |
| Kingpin Inset (in): | 0 | U.S. Domestic Registry, 50-State | |
| Corner Radius (in): | 0 | | |
| | Restrictions | | |
| Length (ft): | 40 | | |
| Width (in): | 102 | | |
| Height (ft): | 13.5 | | |

Approved by: _____

Date: _____

Note: All sales are F.O.B. designated plant of manufacture.



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Complete

Model Number: T880 Series Conventional
Quote/DTPO/CO: Q64968022
Version Number: 40.30



Kenworth of Central Florida K680
Mike Crawford
1800 N. Orange Blossom Trail

City of Clermont
3335 Hancock Road

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Phone: (352) 427-5462
Fax:
Email: mikecrawford@kwjax.com

Clermont, Florida United States
Phone: (352) 241-0178
Fax:
Contact Email:
Prepared for: John Carter

| Data | Code | Description | \$ List | Weight |
|---------|------|--|---------|--------|
| Model | | | | |
| 0000810 | O | T880 Series Conventional | 177,384 | 15,073 |
| 0070060 | O | T880 | 0 | 0 |
| 0072001 | O | Chassis operation will include
stationary application used in lower 48 states [US only]. Stationary operation is defined as running the engine under load while stationary at a substantial fraction of engine gross horsepower (60% or greater) for an extended period of time (longer than 5 - 10 minutes). | 0 | 0 |
| 0080075 | O | Dealer/Customer declines engine w/CARB Idle Emissions Reduction Feature. | 0 | 0 |
| 0090000 | O | Non-Sleeper w/rear axle capacity less than 59K. | 0 | 0 |
| 0091121 | O | Water | 0 | 0 |
| 0093130 | O | Construction. Vehicles used in the construction
industry, other than those listed above. Use typically involves operating on the jobsite, to pick up or deliver construction materials, or to position the vehicle for its intended use at the construction site. Includes such activities as delivery of precast concrete, concrete pumers, flatbeds or roll-offs for delivery of construction materials or equipment, etc. Typically includes some operation off of paved roads. Road usage: any combination, which includes some Class C. | 0 | 0 |
| 0095165 | O | Vacuum tank | 0 | 0 |
| 0098025 | O | U.S. Domestic Registry, 50-State | 0 | 0 |

Engine & Equipment

| | | | | |
|---------|---|--|-------|-----|
| 0123645 | O | X15 450 2017 450@1800 1650@1000
w/Intebrate, Diagnostic Plug for data link, Oil Cooler, Aluminum Flywheel Housing, Linehaul, Efficiency Series
N09200 N205 120...Standard Maximum Speed Limit [LSL]
N09220 N207 0....Expiration Distance
N09240 P13 120...Hard Maximum Speed Limit
N09260 P14 70...Maximum Accelerator Pedal Vehicle Speed
N09280 P16 0....Accelerator Lower Droop
N09300 P19 70...Maximum Cruise Speed
N09320 P38 0....Cruise Control Lower Droop
N09360 N203 252...Reserve Speed Function Reset Distance
N09380 N202 0....Maximum Cycle Distance
N09400 N206 10...Maximum Active Distance
N09420 N201 0....Reserve Speed Limit Offset
N09440 P11 NO...Engine Protection Shutdown | 3,839 | 300 |
|---------|---|--|-------|-----|

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|---------|------|---|---------|--------|
| | | N09460 P06 YES..Gear Down Protection | | |
| | | N09480 P26 1100.Max PTO Speed | | |
| | | N09500 P02 NO...Cruise Control Auto Resume | | |
| | | N09520 P04 NO...Auto Engine Brake in Cruise | | |
| | | N09540 N209 0....Expiration Distance | | |
| | | N09560 P520 YES..Enable Idle Shutdown Park Brake Set | | |
| | | N09580 P32 5....Timer Setting | | |
| | | N09600 P233 YES..Enable Impending Shutdown Warning | | |
| | | N09620 P234 60...Timer For Impending Shutdown Warning | | |
| | | N09640 P516 35...Engine Load Threshold | | |
| | | N09680 P33 NO...Idle Shutdown Manual Override | | |
| | | N09720 P230 YES..Enable Hot Ambient Automatic Override | | |
| | | N09740 P46 40...Low Ambient Temperature Threshold | | |
| | | N09760 P56 60...Intermediate Ambient Temperature Threshold | | |
| | | N09780 P47 80...High Ambient Temperature Threshold | | |
| 1000152 | O | Prospector Version 40.3
Replaces 40.2 | 0 | 0 |
| 1000684 | O | Effective VSL Setting NA | 0 | 0 |
| 1000858 | O | Engine Idle Shutdown Timer Disabled | 0 | 0 |
| 1000859 | O | Enable EIST Ambient Temp Override | 0 | 0 |
| 1000860 | O | Enable EIST in PTO Mode
Use only with MX and Cummins engines | 0 | 0 |
| 1000891 | O | Eff EIST NA Expiration Miles
Use only with MX and Cummins engines | 0 | 0 |
| 1002080 | O | Air compressor: Cummins 18.7 CFM, Naturally
Aspirated for Cummins X15 engines | 0 | 0 |
| 1051200 | S | Air Cleaner: composite firewall mounted PACCAR or
Cummins engines | 0 | 0 |
| 1099080 | O | Pre-cleaner mounted in the hood plenum | 318 | 0 |
| 1105220 | O | Fan Hub: Horton 2-Speed for X15 | 365 | 0 |
| 1123555 | S | Cooling module: 1330 square inches.
Includes aluminum radiator core, aluminum charge air cooler, translucent surge tank and washer bottle, silicone hoses, and extended life coolant. | 0 | 0 |
| 1160208 | O | Radiator bug screen mounted between hood &
grille. | 120 | 2 |
| 1247166 | S | Exhaust: 2017 EPA RH Under DPF/SCR w/ RH
side of vertical cab tailpipe w/ daycabs, extended daycabs, or modular sleepers. | 0 | 0 |
| 1290124 | O | Tailpipe: 5 in. single 24 in. 45 degree curved. | -63 | -3 |
| 1321110 | O | Fuel Filter:PACCAR Extended Service Interval
Fuel/Water Separator, 2017 Emissions | 29 | 0 |
| 1321200 | O | Run Aid:None
*For Fuel Filter | 0 | 0 |
| 1321300 | O | Start Aid:None
*For Fuel Filter | 0 | 0 |

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|---------|------|---|---------|--------|
| 1500029 | O | Kenworth Fuel Cooler
Required for Cummins engines with a single fuel tank. Required for PACCAR MX-13 engine with a single fuel tank and stationary use: High RPM, low vehicle speed, sustained for longer than 1 hour. Optional for all other applications. | 228 | 6 |
| 1816260 | S | Alternator: PACCAR 160 amp, brush type | 0 | 0 |
| 1821220 | O | Batteries: 2 PACCAR GP31 threaded post (700-730)
1400-1460 CCA dual purpose. | -194 | -57 |
| 1836100 | S | Starter: PACCAR 12 volt electrical system. W/
centralized power distribution incorporating plug-in style relays. Circuit protection for serviceability, 12-volt light system w/circuit protection circuits number & color coded. | 0 | 0 |
| 1840065 | S | 12V low voltage disconnect for starter battery
protection. | 0 | 0 |
| 1900082 | O | Multi-function engine connector for body builder
interface for Cummins. | 64 | 0 |
| 1901006 | O | Body Builder Control Harness coiled BOC/BOS
for customer-installed remote throttle and remote PTO controls. Harness includes Remote PTO control and Remote Throttle controls. T680/T880 models do not require 12-way engine connector sales codes. All other models require (1900082 or 1900084). | 86 | 0 |
| 1901081 | O | J1939 harness to BOC for body builder.
Requires code 1901006. | 132 | 0 |

Transmission & Clutch

| | | | | |
|---------|---|--|--------|-----|
| 2016158 | O | Transmission: Allison 4500RDS 6-speed
w/o retarder, w/PTO provision. 5th generation. For vocational applications. Includes shift control, transmission oil temperature gauge, oil level sensor & heat exchanger. Transynd transmission fluid is standard on all Allison 1000, 2000, 3000 & 4000 series transmissions. N20100 Allison Vocational Package 149 N20110 4th gear 1:1 for Split Sh PTO | 28,662 | 501 |
| 2405425 | O | Driveline: 3 Dana 1810 heavy-duty W/2
centerbearings *Heavy duty is 1810HD series. | 1,464 | 200 |
| 2410018 | O | Torque converter included w/Allison
Transmission. | 0 | 0 |
| 2410073 | O | Customer-installed split shaft PTO Informational
only, nothing additional is provided. | 0 | 0 |
| 2410151 | O | Pushbutton control center console mounted.
Class 8 with Allison Transmission. | 0 | 0 |
| 2410204 | O | Delete Allison FuelSense | 0 | 0 |
| 2410244 | O | J1939 Park Brake Auto Neutral | 0 | 0 |
| 2495022 | O | Steel centerbearing crossmember installed with
heavy-duty aluminum gussets replacing standard. | 19 | 26 |

Front Axle & Equipment

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| | | | | |
|-----------------|----------------------|-----------------|-----------------|--------------------------|
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| Data | Code | Description | \$ List | Weight |
|----------------------------------|------|--|---------|--------|
| 2517020 | O | Meritor MFS20 Front Axle rated 20K
3.5 in. drop, standard track. | 2,129 | 150 |
| 2621078 | O | Front Brakes: 22K Bendix ES S-cam 16.5x6 in. | -161 | -46 |
| 2690035 | O | Front Brake Drum: 22,000 lbs. 16-1/2x6 in. Cast. | -127 | 104 |
| 2702022 | O | Front Hubs Iron hub pilot 22,000 lbs. 10 Bolt
16.5x6in. or 7in. or air disc brakes. 10 Bolt, 11-1/4 in. bolt circle. Consider Wheelguards (5850002) with aluminum wheels. | 318 | 80 |
| 2741970 | S | ConMet PreSet Plus Hub package; front axle. | 0 | 0 |
| 2750001 | S | Hubcap: front vented. | 0 | 0 |
| 2765001 | O | Front Auto Slack Adjuster. | 0 | 0 |
| 2790015 | O | Front End Lowered: 1 in. Not available W9B/L. | 0 | 0 |
| 2866020 | O | Front Springs: Taperleaf 20K w/ shock absorbers
w/ maintenance-free elastomer spring pin bushings. Standard with rubber pins except for C500 which has threaded pins. W900S only. Not available on W900L. W900B use 2866021. | 1,239 | 241 |
| 2895302 | O | Dual power steering gear: 16-22K Sheppard HD94.
Heavy duty. Not for use on T3. | 1,199 | 73 |
| 2899336 | O | Power Steering Cooler: Radiator Mounted Air-to-Oil | 350 | 11 |
| Rear Axle & Equipment | | | | |
| 3142161 | O | Dual Meritor RT46-160P rear axle rated at 46K.
Tandem rear axles. | 3,163 | 564 |
| 3200489 | O | Rear Axle Ratio - 4.89. | 0 | 0 |
| 3334004 | S | Dual Rear Brakes 16-1/2x7 in. to 46K;
Bendix ES-extended service S-cam. | 0 | 0 |
| 3392005 | S | Dual Rear Brake Drums: cast. | 0 | 0 |
| 3407046 | O | Longer studs for aluminum wheels w/ steel hub
pilot wheels. | 3 | 6 |
| 3407050 | S | Dual Rear Hubs: Aluminum hub pilot 46K
11-1/4 in. bolt circle. | 0 | 0 |
| 3441972 | S | ConMet PreSet Plus Hub package; dual rear axle. | 0 | 0 |
| 3465002 | S | Dual Rear axle automatic slack adjusters. | 0 | 0 |
| 3485209 | S | Spring Brake: 3030 high output dual. | 0 | 0 |
| 3495226 | O | Bendix 4S/4M anti-lock brake system. | -2,722 | 0 |
| 3500006 | O | Inverted chambers for 16-1/2 x 7 in. brakes;
Replaces standard mount w/ higher mount. | 7 | 0 |
| 3500037 | O | Interaxle driveline:1 Dana 1710 Series | 0 | 0 |
| 3511420 | O | Driver Controlled Differential Lock (Crosslock)
for Meritor Axles 40K to 52K forward rear & rear rear axle. Under Speed Interlock is standard on T680. | 2,538 | 39 |
| 3573111 | O | Separate switch for dual axles:
differential lock or crosslock. | 124 | 0 |

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| 3749204 | O | Rear suspension: Tandem Chalmers 854-46-H-HS 46K.
54 in. axle spacing. High center of gravity application. Unladen Height: 12.5 in. Laden Height: 10.9 in. | 4,952 | 110 |
| 3832026 | O | Chalmers shock absorbers. 52K and under suspension. | 520 | 35 |
| 3836500 | O | Heavy-duty gussets for forward suspension
crossmember on Airglide 400/460, Chalmers, or Hendrickson beam suspensions. This replaces the standard gussets. | 69 | 12 |
| Tires & Wheels | | | | |
| 4038678 | O | Front tires: Goodyear G289 WHA 315/80R22.5 20PR.
All position. 43.1 in. diameter. 20 in. SLR. | 761 | 78 |
| 4238806 | O | Rear tires: Goodyear G751 MSA 11R22.5 16PR
42.0in. diameter, all position. 19.6 SLR. | 1,540 | 168 |
| 4900008 | O | Rear Tire Quantity: 8 | 0 | 0 |
| 5045268 | O | Front Wheel: Alcoa 89U63 22.5X9 AL
Ultra ONE Wheel. | 564 | -39 |
| 5242285 | O | Rear Wheel: Accuride 50344 22.5x8.25 steel
Steel Armor(TM) powder coat, hub-pilot mount. Heavy-duty 5 hand-hole hub pilot mount. Code is priced per pair of wheels. | 360 | 80 |
| 5853906 | O | Powder coat white steel wheel. Use in conjunction
with front, dual front, rear, spare or lift axle wheel code(s). All wheels on chassis must have same finish color. | 0 | 0 |
| 5900008 | O | Rear Wheel/Rim Quantity: 8 | 0 | 0 |
| Frame & Equipment | | | | |
| 6056680 | O | Frame Rails: 10-3/4 x 3-1/2 x 3/8in. Steel 417in.
to 480 in. Truck frame weight is 3.48 lb.-in. per pair of rails. Section modulus is 17.80, RBM is 2,132,000 in.-lbs per rail. Frame rail availability may be restricted based upon application, axle/suspension capacity, fifth wheel setting, or component/dimensional specifications. The results of the engineering review may result in a change to the requested frame rail. If a change is required Kenworth Application Engineering will advise the dealer of the appropriate material specification for a substitute rail. | 1,200 | 706 |
| 6141600 | O | Full Steel Insert: for 10-5/8 in. or 10-3/4 in.
Steel 337 in. to 416 in. or 2nd insert for 11-5/8 in. steel frame. Adds 1,149,000 in.-lb to main rail RBM. Truck insert weight is 2.05 lb.-in. per pair of rails. Full frame insert length is equal to wheelbase plus rear frame cutoff plus dimension forward of front axle by model: T660, T680, T800, T880 = 21.26 in.; C500B = bumper setting minus 0.79 in.; W900B = 5.27 in.; W900L = 1.50 in.; W900S = 3.27 in.; T440/T470 50 in. bumper setting = 21.26 in., T470 73 in. bumper setting = 72.3 in. | 1,950 | 826 |
| 6302361 | O | Bumper: Tapered polished aluminum channel.
Requires a bumper setting code. | 178 | -6 |
| 6319485 | O | 48.5 in. Bumper setting. Requires a bumper code. | 0 | 0 |
| 6321005 | O | Removable Front Tow Hooks: 2. | 267 | 15 |
| 6390001 | O | Steel shackle links. | 21 | 8 |
| 6391201 | O | Custom Frame Layout: one chassis | 1,380 | 0 |

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| Data | Code | Description | \$ List | Weight |
|-------------------------------|------|---|---------|--------|
| 6400636 | O | Battery box cantilever aluminum BOC w/ fiberglass cover. | 91 | 8 |
| 6409902 | O | Battery box location: RH Side. | 109 | 15 |
| 6451090 | O | T470,C5, T6, T8 non-polished DPF/SCR or CNG cover
diamond plate w/ step. For use w/ 2010 or later exhaust systems. For T8, use extended length non-polished battery box on opposite rail to match the length of under cab components. End plates will be painted standard black frame color. | 105 | 0 |
| 6490440 | O | Heavy-duty BOC crossmember assembly. | 171 | 23 |
| 6497105 | O | First - LH outside and LH below rail only.
Clear frame space area. Does not include fasteners or piping. Requires a supplemental length and location code. Sales tool graphics do not depict interference between requested location and other frame-mounted components. The actual chassis layout will be determined at time of engineering. | 0 | 0 |
| 6497350 | O | First - 50 in. clear frame space length.
The impact to other frame-mounted components will be determined at time of engineering. | 0 | 0 |
| 6721102 | S | Rear mudflap arms: Betts B-25 standard-duty, straight. Includes B1732 mounting brackets as standard. | 0 | 0 |
| 6722000 | S | Rear mudflap shields: White plastic antisail w/ Kenworth logo. | 0 | 0 |
| 6741011 | O | Square end-of-frame w/ crossmember; non-towing. | 227 | 30 |
| Fuel Tanks & Equip | | | | |
| 7210060 | O | Fuel Tank: 60 US gallon 24.5in. aluminum under
replace. Class 8 fuel tanks w/ o locking caps include an anti-siphon device on the filler neck. | -55 | -15 |
| 7722011 | O | Small round DEF tank. 11 gallons of
useable volume. The DEF tank will be located on the side you specified. If you have specific configuration or body builder concerns, please utilize the Custom Frame Layout option. Standard capacity is calculated by fuel capacity of the vehicle and will accommodate two diesel fill-ups for every DEF fill-up. For 1:1 DEF fuel fill ratio, add 7889204. | 0 | 0 |
| 7880009 | O | Mechanical anti-roll channel for one tank. | 42 | 6 |
| 7889203 | O | Standard DEF to fuel fill ratio: 2:1 or greater. | 0 | 0 |
| 7889245 | S | Anti-siphon device swaged in place.
For any number of fuel tanks. | 0 | 0 |
| 7889604 | O | DEF tank location is on the LH. | 0 | 0 |
| 7920060 | O | Location: 60 gal fuel tank LH under cab | 0 | 0 |

Cab & Equipment

Unpublished options may require review/approval.
Dimensional and performance data for unpublished options may vary from that displayed in PROSPECTOR.

| | | | | |
|-----------------|----------------------|-----------------|-----------------|--------------------------|
| Printed: | 11/8/2017 7:20:06 AM | Complete | Model Number: | T880 Series Conventional |
| Effective Date: | Jul 1, 2017 | | Quote/DTPO/CO: | Q64968022 |
| Prepared by: | Mike Crawford | | Version Number: | 40.30 |

| Data | Code | Description | \$ List | Weight |
|---------|------|--|---------|--------|
| 8025301 | S | Cab: Stamped aluminum cab with panoramic curved
glass windshield. Standard with stamped aluminum doors, heavy duty in-
swinging hinges, and triple sealed doors. Manufactured using self-
piercing rivets and structural adhesive. Includes LED exterior marker
lights and turn signals. | 0 | 0 |
| 8090604 | O | Hood: T880 Standard Length With Mechanically
Fastened Fenders. 122.6 inch BBC. | 362 | 15 |
| 8108002 | O | Fine particulate filter for cabin air HVAC
system. To provide extra filtration in high dust applications. Cabin airflow
is reduced with this additional filter. *Cannot be used with code 8108003. | 119 | 0 |
| 8108011 | S | Cab HVAC - Day Cab and 40in Sleeper
System With Defrost, A/C, and 48,000 BTU/hr Heater. Includes automatic
temperature control with one touch defrost operation and dash mounted
cab temperature and solar intensity sensors. Pleated fresh air filter and
cabin recirculation air filter standard. The Kenworth HVAC system is
designed to provide optimal heating and cooling in all operating
environments without need for additional insulation. Cab HVAC without
sleeper heater AC is available with 40in sleeper. | 0 | 0 |
| 8201013 | S | Steering wheel: 18 in. 4-spoke. | 0 | 0 |
| 8201200 | O | Adjustable telescoping tilt steering column. | 0 | 0 |
| 8203060 | O | 5 sets of keys. Replaces standard 2 sets of keys. | 25 | 0 |
| 8205012 | O | Off-highway dash switch: For ABS system. Includes
indicator light. | 54 | 0 |
| 8205154 | O | Two (2) spare accessory electric-over-air switch
with non-latching air solenoid. Non-Latching means the output air
pressure will turn off when the ignition is off regardless of switch position.
Do not use this switch for options that will allow the vehicle to move with
ignition off, such as: trailer suspension dump or trailer lift axles. Mounted
on dash for customer-installed option. Air pressure is removed when
ignition is off. Not intended for Trailer Lift Axle controls | 188 | 0 |
| 8205158 | O | Park brake interlock for first spare accessory
electric-over-air switch. Requires code 8205153. Prevents activation
unless Park Brake is set | 140 | 0 |
| 8205213 | O | Split Shaft PTO Controls: Fabco PTO-180 Split
Shaft PTO w/ ONE Switch to simultaneously control PTO Engagement
and Rear Axle Disengagement | 188 | 0 |
| 8208496 | O | Three spare switches: Wired to power. | 127 | 0 |
| 8220106 | O | Gauge: Dash mounted air filter restriction gauge. | 149 | 0 |
| 8221160 | O | Gauge: Engine Oil Temperature Gauge With Integral
warning light. The NavPlus HD unit includes a virtual engine oil
temperature gauge. | 38 | 0 |
| 8222794 | O | Hour meter mounted in dash for PTO. | 72 | 0 |

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Complete

Model Number: T880 Series Conventional
Quote/DTPO/CO: Q64968022
Version Number: 40.30

| Data | Code | Description | \$ List | Weight |
|---------|------|--|---------|--------|
| 8282007 | S | Kenworth Driver Performance Center:5in Full Color
high resolution Thin Film Transistor (TFT) active matrix display with advanced driver information including fuel economy performance, outside air temp, clock, odometer and trip, engine hour meter, ignition timer, engine RPM, general truck information, diagnostics, and gear display. All Highline functionality is accessed via the Kenworth MCS providing intuitive control at the driver's fingertips. Also includes Dark Cabin functionality. When activated, the only interior light that will function when a door is opened is the door courtesy lamp. | 0 | 0 |
| 8282013 | S | Kenworth instrumentation and control package with
9 standard easy-read gauges: includes speedometer, tachometer, fuel gauge, engine coolant temp, engine oil pressure, voltmeter, dual air pressure, air application pressure and DEF gauge. All accessory controls utilize electronically activated solenoids that include advanced vehicle protection interlocks. | 0 | 0 |
| 8300008 | S | Interior color: Slate Gray | 0 | 0 |
| 8330102 | S | Interior package: Vantage daycab
Includes durable headliner and vinyl sidewalls with geometric patterned trim and anodized aluminum accents throughout. Convenient overhead storage cubbies, full size glove box, two center console cupholders, and large door pad map pocket. Standard LH/RH power windows, electric door locks, interior LED lighting, nighttime-friendly red ambient lighting for dash and footwell, and door mounted courtesy light. Includes two standard 12V power outlets. Driver sunvisor includes strap. | 0 | 0 |
| 8390634 | S | Rubber floormat | 0 | 0 |
| 8410194 | S | Driver Seat: GT701 HB with DuraSupreme material.
The GT701 is standard with a single air bag, scissor linkage seat suspension. It includes a single chamber lumbar support, 10in Fore/Aft adjustment, 7in Up/Down adjustment, 2.5in pan extension, 51 degree seat back recline, and 16 degree full seat tilt. Includes 3-point matching seat belts. DR seat standard w/ dual armrests. | 0 | 0 |
| 8460194 | O | Rider Seat: GT701 HB with DuraSupreme material.
The GT701 is standard with a single air bag, scissor linkage seat suspension. It includes a single chamber lumbar support, 10in Fore/Aft adjustment, 7in Up/Down adjustment, 2.5in pan extension, 51 degree seat back recline, and 16 degree full seat tilt. Includes 3-point matching seat belts. RD seat standard w/ LH armrest. | 258 | 34 |
| 8490181 | O | Seat color: Black with black stitching. | 0 | 0 |
| 8601421 | O | Kenworth Radio with AM/FM/WB/USB and Bluetooth | 470 | 4 |
| 8698974 | O | Base Level Audio System - Daycab:High Performance
Door Speakers. | 85 | 2 |
| 8699017 | O | Telescoping Antenna: Mounted Behind LH Door.
Replaces Top-of-Cab Antenna. | 76 | 0 |
| 8700168 | S | Non-self cancelling turn signal: W/column-mounted
headlight dimmer switch & intermittent wiper control. | 0 | 0 |

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| Data | Code | Description | \$ List | Weight |
|---------------------------------|------|--|---------|--------|
| 8700663 | O | Kenworth TruckTech+
The Kenworth Remote Diagnostics system provides the Worlds Best reporting of engine and aftertreatment fault codes, as well as enhanced support for the truck owner through rapid communication of fault severity and recommended actions. This option is Standard on all Kenworths with an MX engine. | 0 | 0 |
| 8800260 | O | Long grabhandle RH side mounted to side-of-cab exhaust. | 63 | 2 |
| 8800372 | O | Grabhandle: LH, Exterior, Side of Cab - Ergonomic
Grab Handle Mounted To The Left Hand Exterior Of The Cab For Entry and Exit. | 145 | 3 |
| 8800402 | S | Dual Cab Interior Grabhandles: A Pillar Mounted
Dash Wrap and B Pillar Mounted Grabhandles | 0 | 0 |
| 8832113 | S | Kenworth Daylite Door with standard LH/RH
electric door locks and LH/RH electric window controls. | 0 | 0 |
| 8841411 | S | Single air horn under cab. | 0 | 0 |
| 8850139 | S | Look-Down, Pass. Door, Black 11x6 | 0 | 0 |
| 8865002 | S | Aero Mirror: Dual Kenworth Aerodynamic Motorized
heated mirrors, 7in X 13in with cab color mirror shell and black mirror arms. Also includes LH/RH heated 6in X 7in convex mirrors. Mirror brackets set for 8-1/2 ft load width. Mirror controls located on driver side door pad. | 0 | 0 |
| 8871446 | S | Rear cab stationary window 19in x 36in | 0 | 0 |
| 8890038 | O | 3.5in x 11.5in Plastic Records Holder:Mounted On
Rear Cab Panel. Not available With Sleeper Or 2 Person Bench Seat. | 61 | 0 |
| 8890101 | S | One-piece bonded-in windshield with curved glass.
Standard. | 0 | 0 |
| 8890348 | O | Wheelwell Fender Extension: 4.5 inches | 323 | 0 |
| 8890876 | S | Kenworth Cab/Sleeper Air Suspension. | 0 | 0 |
| Lights & Instruments | | | | |
| 9010553 | S | Headlamps: SAE Dual Halogen Complex Reflector | 0 | 0 |
| 9022137 | S | Marker Lights: Five, rectangular, LED | 0 | 0 |
| 9030016 | S | Turn Signal Lights: Flush mounted LED mounted at
top of fender wheel arc | 0 | 0 |
| 9030052 | S | LED Stop,Turn,Tail: With Two LED
Backup Lights and With An LED License Plate. | 0 | 0 |
| 9058071 | O | Switch, Wiring, and Indicator Light for Customer
Installed Floodlights. 1st Set. Pigtail Routed Through Pass Thru Grommet. 10ft Jumper Harness Shipped Loose. | 123 | 1 |
| 9059921 | O | Floodlight Location: Located Low - First Set
. This Code To Be Used With Flush-Mount (9052011) or C/I (9058071) Codes Only. | 0 | 0 |

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Version Number: 40.30



| Data | Code | Description | \$ List | Weight |
|--------------------------|------|---|---------|--------|
| 9080135 | O | Stainless Steel Brackets, Switch & Wiring:
Customer-installed dual beacon lights mounted over door of cab. | 276 | 4 |
| 9090000 | O | Daytime Running Lamps. | 180 | 0 |
| 9090007 | O | Override Switch: For daytime running lamps. | 49 | 0 |
| 9090027 | O | Headlamps to turn on when wipers are active. | 0 | 0 |
| 9090039 | S | Marker Lights: Interrupter Switch.
Included in Turn Signal For All Models Except T3. The T3 Switch Is In The Dash. | 0 | 0 |
| 9090115 | O | Reflectors: Two Midframe | 22 | 0 |
| 9090126 | O | Electric Backup Alarm: Meets SAE J994 & OSHA
requirements. | 152 | 4 |
| 9090849 | O | Polyswitches replacing fuses. Switch will
automatically reset after removal of excess load. | 47 | 0 |
| Air Equipment | | | | |
| 9101215 | S | Air Dryer Bendix AD-IS heated Puraguard | 0 | 0 |
| 9108001 | S | Moisture ejection valve w/ pull cable drain. | 0 | 0 |
| 9140020 | S | Nylon air tubing in frame & cab, excluding hoses
subject to excessive heat or flexing. | 0 | 0 |
| 9140288 | O | Air tanks: clear of transmission area.
This code requires the use of a custom frame layout code. | 0 | 0 |
| Extended Warranty | | | | |
| 9200021 | S | Standard Warranty. | 0 | 0 |
| Miscellaneous | | | | |
| 9400072 | O | Ship to Dealer. | 0 | 0 |
| 9409852 | O | GHG Secondary Manufacturer: Does Not Apply | 0 | 0 |
| 9490003 | O | Additional lead time required for off highway &
/or specialty component truck. | 0 | 0 |
| 9490206 | O | Warning triangle reflector kit: Shipped loose.
Kit consists of 3 triangles in plastic carrying case. Not floor mounted. | 47 | 4 |
| 9490417 | O | One 5 lb. dry chemical type fire extinguisher
mounted inboard of driver seat. Class ABC. | 143 | 11 |
| Promotions | | | | |
| 9509863 | U | TC530 Class 8 Bonus Program Tracking Co
de | 0 | 0 |
| Paint | | | | |
| 9700000 | O | Paint color number.
N97020 A - L0006 WHITE
N97200 FRAME N0001 BLACK | 0 | 0 |
| 9943004 | O | Bumper Unpainted | 0 | 0 |

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| Data | Code | Description | \$ List | Weight |
|---------|------|---|---------|--------|
| 9943050 | O | Day Cab Standard Paint | 0 | 0 |
| 9944820 | O | 1 - Color Paint - Day Cab
Color will be White if no other color is specified. | 0 | 0 |
| 9965510 | S | Base coat/clear coat.
The Kenworth Color Selector contains additional instructions, as well as
information on Kenworth paint guidelines and surface finish applications.
Kenworth is standard with Dupont Imron Elite paint. | 0 | 0 |

| | |
|--|-----------|
| Total Adjusted Price (W/O Freight & Warranty & Surcharges) | \$238,947 |
| Freight Charge | \$2,225 |
| Options Not Subject to Discount | \$0 |
| Surcharges Not subject to Discount | \$0 |
| Total Weight | 19414 lb |

Prices and Specifications Subject to Change Without Notice.

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| | | | | |
|-----------------|----------------------|-----------------|-----------------|--------------------------|
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CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

| | | |
|--|------------------------------------|--|
| Meeting Date | | |
| Tuesday, December 12, 2017 | | |
| Agenda Item Name | | |
| Ordinance No. 2017-38 <i>Final Hearing</i>
<i>Table to January 23, 2018</i> | | |
| Requested Action | | |
| Table to January 23, 2018. | | |
| Staff Report | | |
| | | |
| Additional Analysis | | |
| | | |
| Fiscal Impact Summary | | |
| | | |
| Fiscal Impact | Fund Number and Description | Available Budget Amount |
| | | |
| Exhibits Attached (copies of original agreements) | | |
| 1. | Ordinance 2017-38 | 2017-38 Hancock Storage LScale CPA.doc |
| 2. | Maps | Hancock Public Works Maps.pptx |
| 3. | Exhibit FLU | Comp Plan Exhibit.pptx |
| 4. | App | CPA Application.pdf |
| 5. | Legal Ad | CPA AD Hancock Pub Works.docx |

CITY OF CLERMONT
ORDINANCE No. 2017-38

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.

WHEREAS, the Comprehensive Plan of the City of Clermont was adopted by the City of Clermont on June 23, 2009, in accordance with the Local Government Planning and Land Development Regulations Act of 1985, Chapter 163, Part II, Florida Statutes; and

WHEREAS, the Comprehensive Plan of the City of Clermont may be amended pursuant to Florida Statute 163.3187; and

WHEREAS, the Planning and Zoning Commission and the City Council of the City of Clermont have held public hearings on the proposed amendment to the plan in light of written comments, proposals and objections from the general public;

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

Section 1.

After public hearings held by the City of Clermont Local Planning Agency and the Clermont City Council, the Future Land Use Map of the Comprehensive Plan of the City of Clermont is hereby amended by changing the following described property as shown:

LEGAL DESCRIPTION

That part of the West 1,660 feet of the Northwest one-quarter (1/4) of Section 34, Township 22 South, Range 26 East, less the South 1,575 feet of the North one-half (1/2) of the West 1,660 feet of said Northwest one-quarter (1/4) and less the road right-of-way of Hancock Road on the West, being more particularly described as follows:

Commence at the Northwest corner of said Section 34 for a point of reference; Thence, run South 89°07'07" East, along the North line of said Northwest one-quarter (1/4), a

CITY OF CLERMONT
ORDINANCE No. 2017-38

distance of 25.00 feet to a point lying on the Easterly right-of-way line of Hancock Road (County Road 3-1255) as described in Official Records Book 474, Page 999 of the Public Records of Lake County, Florida, said point being the Point of Beginning; Thence, departing said right-of-way line, run South 89°07'07" East, along said North line, a distance of 1,635.24 feet to the East line of the aforesaid West 1,660.00 feet; Thence, departing said North line, run South 00°05'31" East, parallel with and 1,660.00 feet East of, perpendicular measure, the West line of said Northwest one-quarter (1/4), a distance of 949.48 feet to the North line of the aforesaid South 1,575.00 feet; Thence run North 89°33'12" West, along said North line, a distance of 1,635.07 feet to the aforesaid East right-of-way line, Thence run North 00°05'31" West, along said right-of-way line, a distance of 961.89 feet to the Point of Beginning.

Containing a total of 35.87 acres, more or less. AK 1593093

**CHANGE IN FUTURE LAND USE CLASSIFICATION
FROM LAKE COUNTY – REGIONAL COMMERCIAL
TO CITY OF CLERMONT INDUSTRIAL**

Section 2.

If any portion of this Ordinance is declared invalid, the invalidated portion shall be severed from the remainder of the Ordinance, and the remainder of the Ordinance shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Ordinance as a whole.

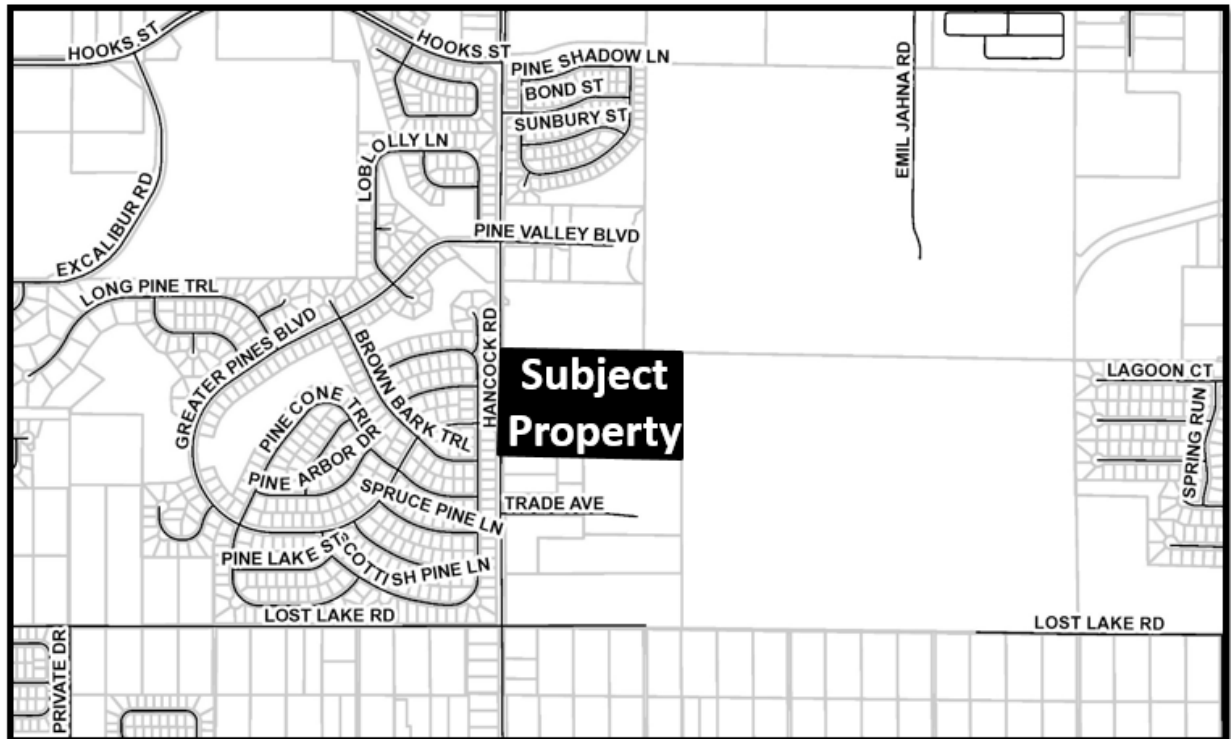
Section 3.

All ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

Section 4.

This Ordinance shall be published as provided by law and it shall become law and shall take effect immediately upon its Second Reading and Final Passage.

CITY OF CLERMONT
ORDINANCE No. 2017-38



CITY OF CLERMONT
ORDINANCE No. 2017-38

PASSED AND ADOPTED by the City Council of the City of Clermont, Lake County, Florida, this 12th day of December, 2017.

Gail L. Ash, Mayor

ATTEST:

Tracy Ackroyd Howe, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney

Exhibit - Location Map Keating/Hancock Public Works Site

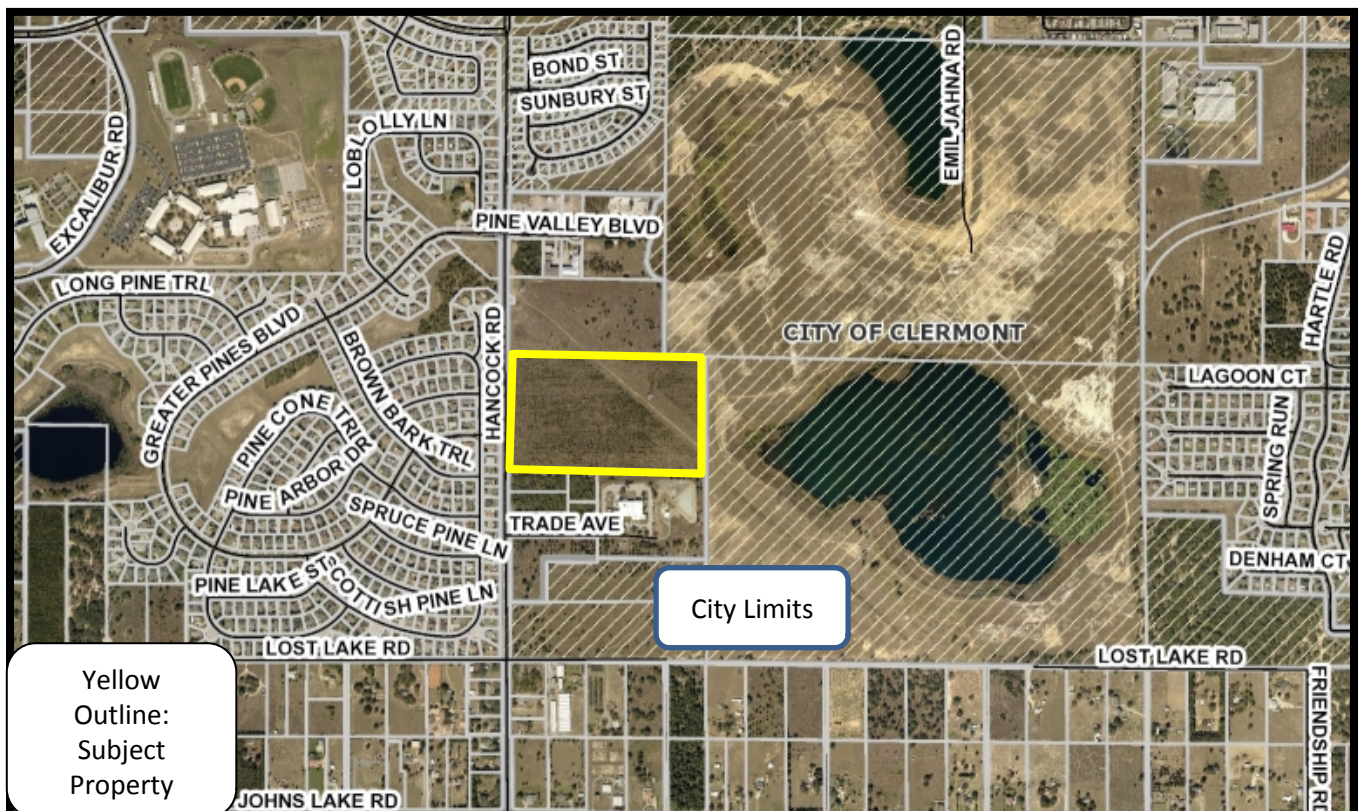
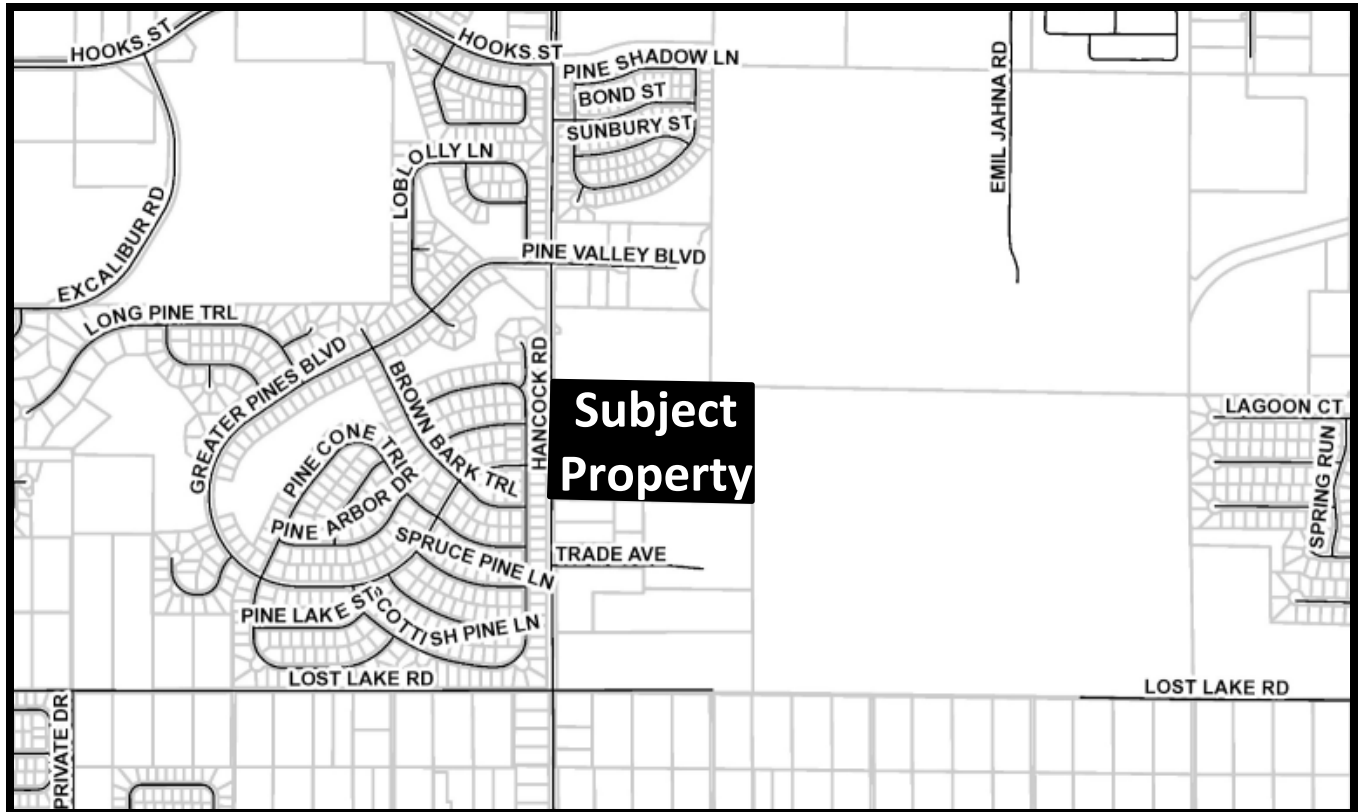


Exhibit – Future Land Use Map
Keating/Hancock Public Works Site

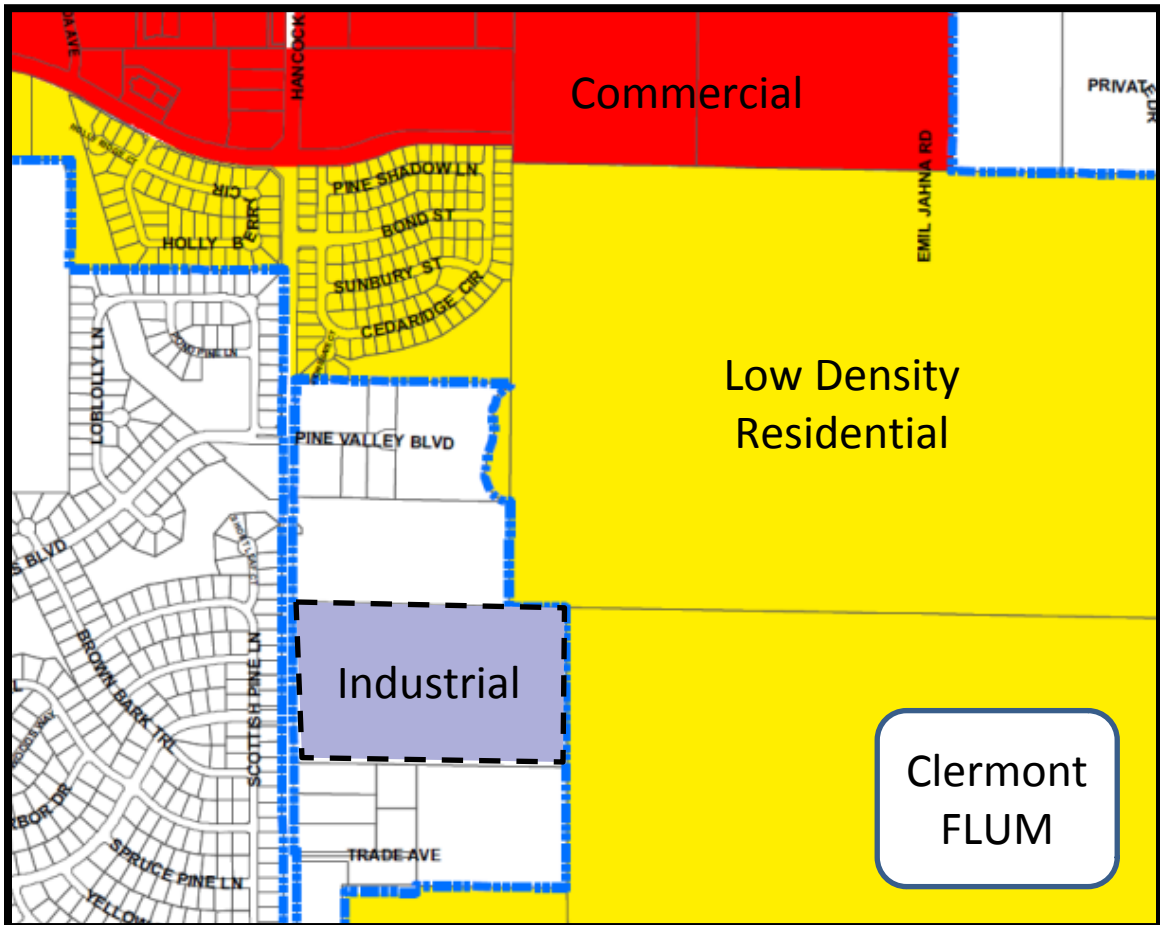
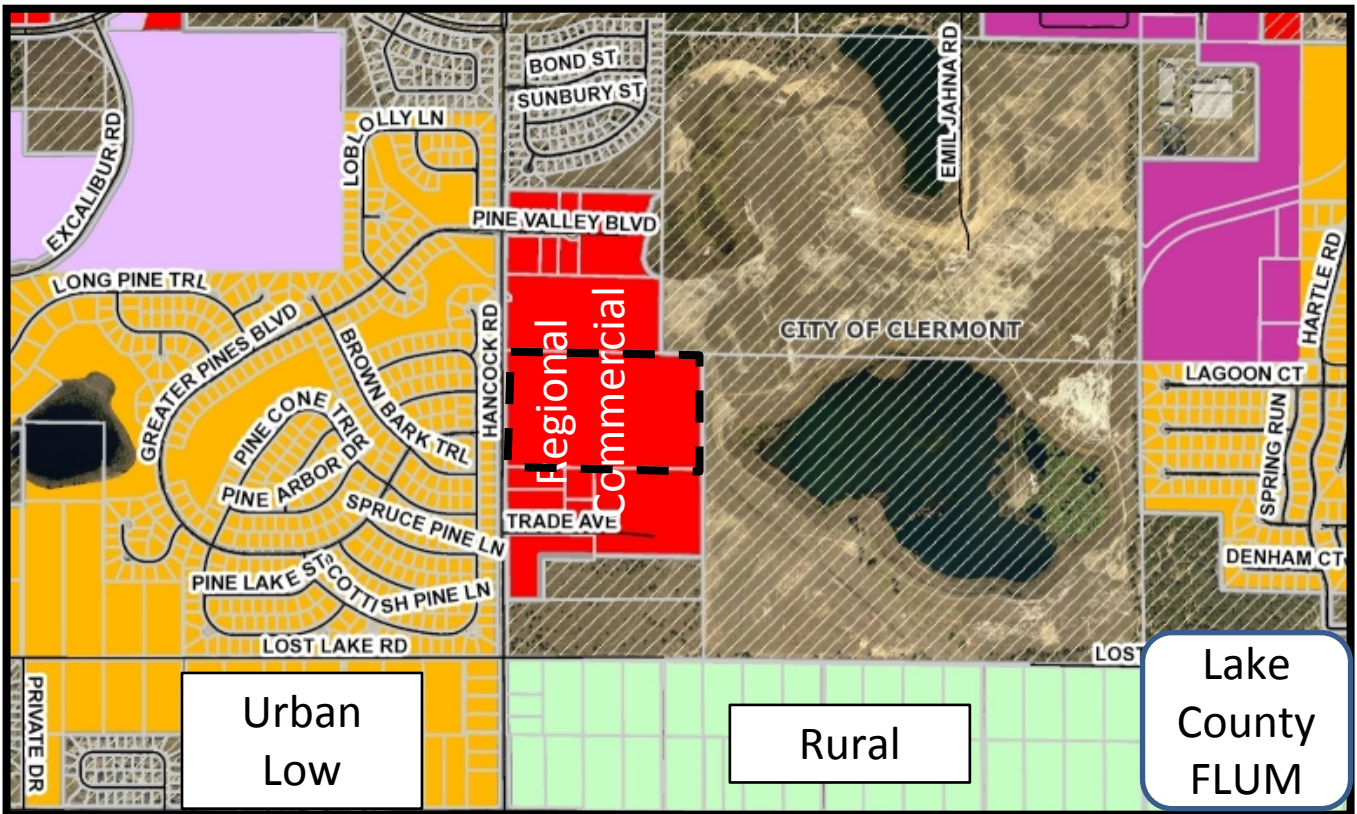
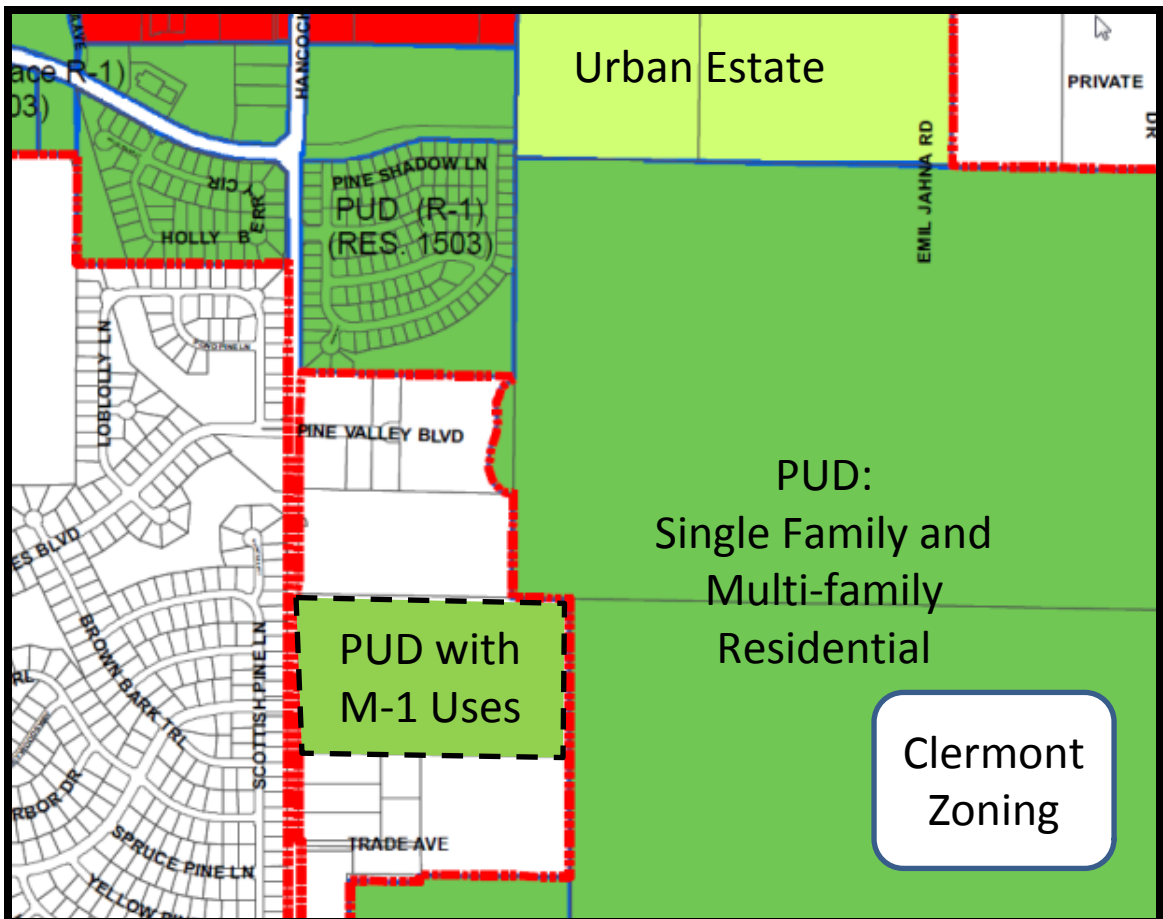
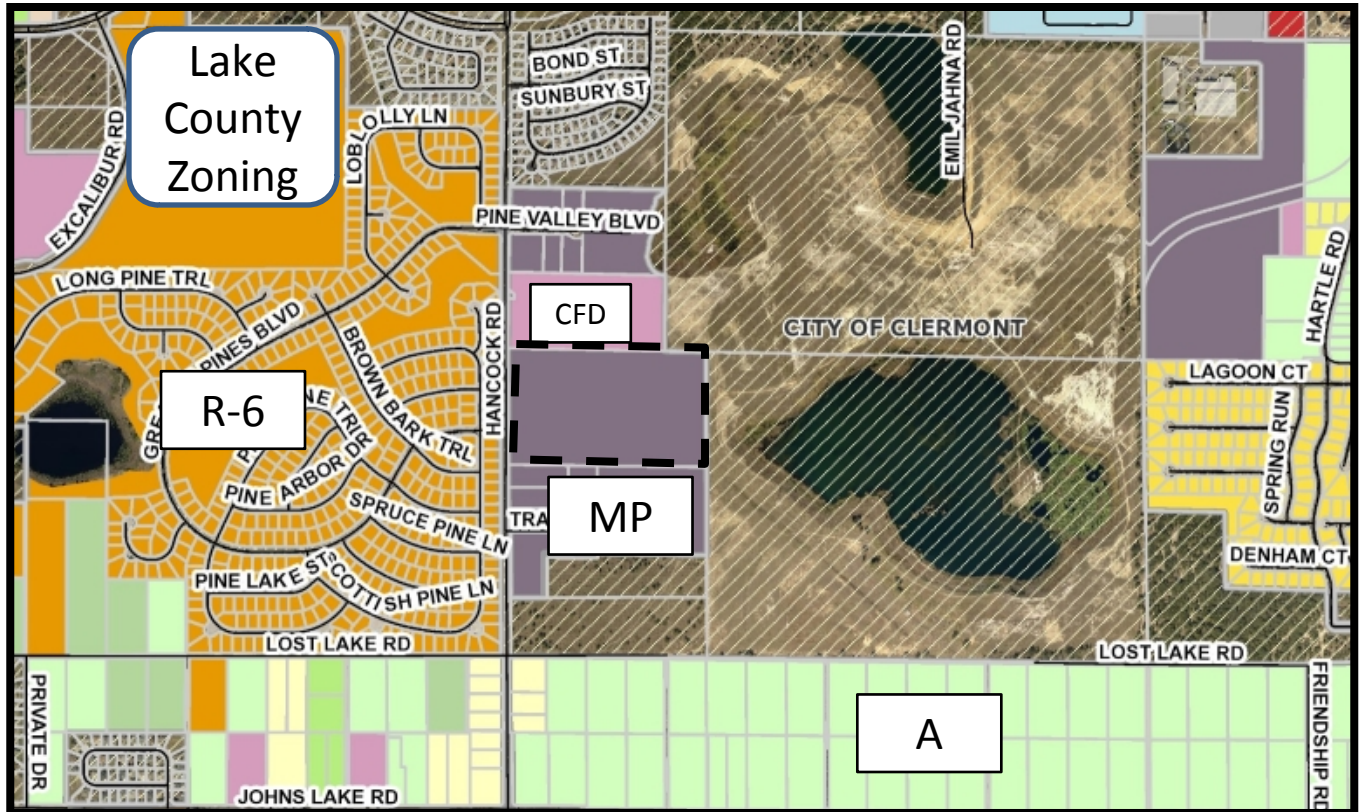


Exhibit - Zoning Map
Keating/Hancock Public Works Site



Supporting Comprehensive Plan Policies

Future Land Use Element Goals, Objectives & Policies

Table FLUE 2 - Future Land Use Categories Table

| FUTURE LAND USE CATEGORY | DENSITY (1) | F.A.R.
(INTENSITY) | I.S.R | OPEN
SPACE | BUILDING
HEIGHT (2)(5) |
|-----------------------------------|--|-----------------------|-------|---------------|---------------------------|
| Urban Low Density | 4 d.u./1 acre | 0.25 to 0.35 | 0.60 | 25% | Note (3) |
| Urban Medium Density | 7 d.u./1 acre | 0.35 to 0.50 | 0.70 | 20% | Note (3) |
| Urban High Density | Min. 4 d.u./1 acre
Max 12 d.u./1
acre | 2.0 | 0.80 | 10% | Note (3) |
| Bella Collina | 868 d.u. | 500,000 s.f. | 0.60 | 25% | Note (3) |
| Summer Bay (351 acres) (7) | 2,040 d.u. | Note (7) | NS | NS | Note (3) |
| Cagan Crossings (728.5 acres) (4) | 8,000 d.u. | 700,000 s.f. | NS | 44% | Note (3) |
| Regional Office | 1 multi-family du
per 10,000 sq. ft.
of commercial
space (Note (6)) | 3.0 | 0.75 | 15% | Note (3) |
| Regional Commercial | 1 multi-family du
per 10,000 sq. ft.
of commercial
space (Note (6)) | 3.0 | 0.75 | 15% | Note (3) |

CITY OF CLERMONT COMPREHENSIVE PLAN

FUTURE LAND USE

manufacturing or refining, rubber or plastics manufacturing or other uses generating potentially harmful environmental or nuisance impacts shall be prohibited.

Policy 1.10.3: The maximum intensity of industrial development shall be limited to 1.0 FAR.



**CITY OF CLERMONT
COMPREHENSIVE PLAN AMENDMENT
Application**

DATE: August 22, 2017

FEE: _____

Project Name (if applicable): Hancock Road Property

Applicant: John Kingman Keating

Contact Person: John Kingman Keating

Address: 250 East Colonial Drive, Suite 300

City: Orlando State: Florida Zip: 32801

Phone: 407-425-2907 Fax: 407-843-8964

E-Mail: jkk@keatlaw.com

OWNER: See Schedule "A", Item 1 attached

Address: 250 East Colonial Drive, Suite 300

City: Orlando State: Florida Zip: 32801

Phone: 407-425-2907 Fax: 407-843-8964

E-Mail: jkk@keatlaw.com

General Location: 12838 Hancock Road, Clermont, Florida

Legal Description (include copy of survey):
See Scheudle "A", Item 2 attached

Property size (in acres or square feet): 35.871 (+/-)

Flood hazard area (yes) _____ and approx. acreage _____ (no) _____

Existing (Actual) Land Use: Agricultural

Existing Zoning: MP (Planned Industrial District) (Lake County)

Existing Future Land Use: Regional Commercial (Lake County)

Proposed Future Land Use: See Schedule "A", Item 3

Type of development proposed: See Schedule "A", Item 4



Proposed density (dwelling units/acre) or intensity: See Schedule "A", Item 5 attached

Proposed Zoning District: See Schedule "A", Item 6 attached

Summary of the proposed amendment content and effect that describes any changed conditions that would justify the proposed amendment, and why there is a need for the proposed amendment (use additional sheets if necessary).

See Schedule "A", Item 7 attached

The City of Clermont may require additional information to justify, clarify or explain the necessity of the requested Comprehensive Plan Amendment which may include the following:

- Information regarding the compatibility of the proposed land use amendment(s) with the Goals, Objectives and Policies of the Future Land Use Element and any other affected comprehensive plan elements.
- A description of how the proposed amendment(s) will result in an orderly and logical development pattern with existing and proposed land use(s) of the area.
- A description of the present availability of, and estimated demand on the following public facilities: potable water, sanitary sewer, transportation system and recreation, as appropriate.

******* 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. 34712-0219
(352) 394-4083 Fax: (352) 394-3542



CFN 2010059734
Bk 03915 Pgs 2121 - 2123 (3pgs)
DATE: 06/11/2010 02:46:19 PM
NETL KELLY, CLERK OF COURT
LAKE COUNTY
RECORDING FEES 27.00
DEED DOC 0.70

RECORDING INFORMATION ABOVE THIS LINE

THIS WARRANTY DEED is made and executed this 20th day of May, 2010 by John Kingman Keating, a married person (the "Grantor") with a mailing address of 250 East Colonial Drive, Suite 300, Orlando, Florida 32801, to John Kingman Keating, as Trustee of the *Hancock Road Land Trust*, with full power and authority either to protect, conserve and to sell, or to lease, or to encumber, or otherwise to manage and dispose of the real property described herein (the "Grantee") with a mailing address of 250 East Colonial Drive, Suite 300, Orlando, Florida 32801.

WITNESSETH: That the Grantor for and in consideration of the sum of \$10.00 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the Grantee, all that certain property situate in Lake County, Florida, viz:

See attached Exhibit "A".

THE GRANTOR WARRANTS THAT THE ABOVE-DESCRIBED PROPERTY CONVEYED HEREBY IS NOT HOMESTEAD PROPERTY AS DEFINED BY THE CONSTITUTION AND LAWS OF THE STATE OF FLORIDA.

THIS WARRANTY DEED IS EXEMPT FROM DOCUMENTARY STAMP TAX PURSUANT TO CHAPTER 12B-4.01(32), F.A.C., AS IT IS TO A TRUSTEE AND WITHOUT CONSIDERATION.

TOGETHER with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

FURTHER, the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said real property in fee simple; that the Grantor has good right and lawful authority to sell and convey said real property; that the Grantor hereby fully warrants the title to said real property and will defend the same against the lawful claims of all persons whomsoever; and that said real property is free from all encumbrances; except, taxes and assessments accruing subsequent to December 31, 2009 and all subsequent years, and all conditions, restrictions, reservations, limitations, easements of record, if any, zoning and other governmental regulations and other matters of record, provided, however, this reference shall not serve to reimpose same.

IN WITNESS WHEREOF, the said Grantor has executed this Warranty Deed on the day and year first above written.

WITNESSES:



WITNESS SIGNATURE

PAMELA E. KLECKER

WITNESS NAME PRINTED



WITNESS SIGNATURE

MARY L. YARBROUGH

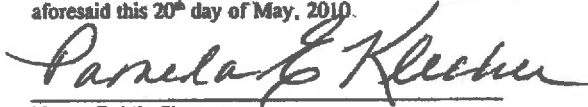
WITNESS NAME PRINTED

GRANTOR
JOHN KINGMAN KEATING


John Kingman Keating

STATE OF FLORIDA
COUNTY OF ORANGE

I HEREBY CERTIFY, as an officer duly authorized to take acknowledgments and oaths in the State and County aforesaid, that at the execution of this instrument on the date set forth below, John Kingman Keating personally appeared before me, and executed or acknowledged his/her/their previous execution of this instrument. I HEREBY FURTHER CERTIFY, that John Kingman Keating is/are the same person(s) either executing or acknowledging execution of the foregoing instrument because: ☒ I personally know him/her/them OR ☐ I have satisfactory evidence of same based upon a ☐ Florida driver's license or ☐ Other identification: _____, WITNESS my hand and official seal in the State and County aforesaid this 20th day of May, 2010.


Notary Public Signature

(PLACE NOTARY NAME & SEAL IMMEDIATELY BELOW)



EXHIBIT "A" - LEGAL DESCRIPTION

An undivided fifty percent (50.00%) interest in the real property described as follows:

PARCEL 1

That part of the West 1,660 feet of the Northwest one-quarter ($\frac{1}{4}$) of Section 34, Township 22 South, Range 26 East, less the South 1,575 feet of the North one-half ($\frac{1}{2}$) of the West 1,660 feet of said Northwest one-quarter ($\frac{1}{4}$) and less the road right-of-way of Hancock Road on the West, being more particularly described as follows:

Commence at the Northwest corner of said Section 34 for a point of reference; Thence, run South $89^{\circ}07'07''$ East, along the North line of said Northwest one-quarter ($\frac{1}{4}$), a distance of 25.00 feet to a point lying on the Easterly right-of-way line of Hancock Road (County Road 3-1255) as described in Official Records Book 474, Page 999 of the Public Records of Lake County, Florida, said point being the Point of Beginning; Thence, departing said right-of-way line, run South $89^{\circ}07'07''$ East, along said North line, a distance of 1,635.24 feet to the East line of the aforesaid West 1,660.00 feet; Thence, departing said North line, run South $00^{\circ}05'31''$ East, parallel with and 1,660.00 feet East of, perpendicular measure, the West line of said Northwest one-quarter ($\frac{1}{4}$), a distance of 949.48 feet to the North line of the aforesaid South 1,575.00 feet; Thence run North $89^{\circ}33'12''$ West, along said North line, a distance of 1,635.07 feet to the aforesaid East right-of-way line, Thence run North $00^{\circ}05'31''$ West, along said right-of-way line, a distance of 961.89 feet to the Point of Beginning.

The above tract of land lies in Lake County, Florida and contains 35.871 acres more or less.

Alternately described as:

PARCEL 1

That part of the West 1,660 feet of the Northwest one-quarter ($\frac{1}{4}$) of Section 34, Township 22 South, Range 26 East, less the South 1,575 feet of the North one-half ($\frac{1}{2}$) of the West 1,660 feet of said Northwest one-quarter ($\frac{1}{4}$) and less the road right-of-way of Lake Hancock Road on the West, being more particularly described as follows:

Commence at the Northwest corner of said Section 34 for a point of reference; Thence, run North $90^{\circ}00'00''$ East, along the North line of said Northwest one-quarter ($\frac{1}{4}$), a distance of 25.00 feet to a point lying on the Easterly right-of-way line of Lake Hancock Road (County Road 3-1255) as described in Official Records Book 474, Page 999 of the Public Records of Lake County, Florida, said point being the Point of Beginning; Thence, departing said right-of-way line, run North $90^{\circ}00'00''$ East, along said North line, a distance of 1,635.24 feet to the East line of the aforesaid West 1,660.00 feet; Thence, departing said North line, run South $00^{\circ}57'45''$ East, parallel with and 1,660.00 feet East of, perpendicular measure, the West line of said Northwest one-quarter ($\frac{1}{4}$), a distance of 949.22 feet to the North line of aforesaid South 1,575.00 feet; Thence run South $89^{\circ}43'18''$ West, along said North line, a distance of 1,635.12 feet to the aforesaid East right-of-way line, Thence run North $00^{\circ}57'47''$ West, along said right-of-way line, a distance of 957.16 feet to the Point of Beginning.

SCHEDULE "D"
OWNER SIGNATURE PAGE
ATTACHED TO OWNERS'S AFFIDAVIT
(COMPREHENSIVE PLAN AMENDMENT APPLICATION)

**JOHN KINGMAN KEATING, AS TRUSTEE
OF THE HANCOCK ROAD LAND TRUST
(OWNER)**

John Kingman Keating, as Trustee

**STATE OF FLORIDA
COUNTY OF ORANGE**

I HEREBY CERTIFY that John Kingman Keating personally appeared before me and executed this instrument and that he is the same person executing the foregoing instrument because: ☐ I personally know him/her/them OR ☐ I have satisfactory evidence of same based upon a ☐ Florida driver's license. WITNESS my hand and official seal in the State and County aforesaid this ____ day of August, 2017.

Notary Public Signature
(PLACE NOTARY NAME & SEAL IMMEDIATELY BELOW)

TONY H. ROPER (OWNER)

Tony H. Roper

**STATE OF FLORIDA
COUNTY OF ORANGE**

I HEREBY CERTIFY that Tony H. Roper personally appeared before me and executed this instrument and that he is the same person executing the foregoing instrument because: ☐ I personally know him/her/them OR ☐ I have satisfactory evidence of same based upon a ☐ Florida driver's license. WITNESS my hand and official seal in the State and County aforesaid this ____ day of August, 2017.

Notary Public Signature
(PLACE NOTARY NAME & SEAL IMMEDIATELY BELOW)

**BERT E. ROPER AND BARBARA C. ROPER
FAMILY LIMITED LIABILITY LIMITED
PARTNERSHIP (OWNER)**

By: _____
Charles F. Roper
As its General Partner

**STATE OF FLORIDA
COUNTY OF ORANGE**

I HEREBY CERTIFY that John Kingman Keating personally appeared before me and executed this instrument as General Partner of the Bert E. Roper and Barbara C. Roper Family Limited Liability Limited Partnership and that he is the same person executing the foregoing instrument because: ☐ I personally know him/her/them OR ☐ I have satisfactory evidence of same based upon a ☐ Florida driver's license. WITNESS my hand and official seal in the State and County aforesaid this ____ day of August, 2017.

Notary Public Signature
(PLACE NOTARY NAME & SEAL IMMEDIATELY BELOW)

JOHN KINGMAN KEATING (APPLICANT)

John Kingman Keating, as Applicant

**STATE OF FLORIDA
COUNTY OF ORANGE**

I HEREBY CERTIFY that John Kingman Keating personally appeared before me and executed this instrument and that he is the same person executing the foregoing instrument because: ☐ I personally know him/her/them OR ☐ I have satisfactory evidence of same based upon a ☐ Florida driver's license. WITNESS my hand and official seal in the State and County aforesaid this ____ day of August, 2017.

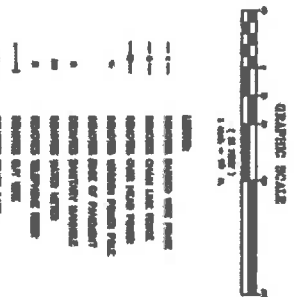
Notary Public Signature
(PLACE NOTARY NAME & SEAL IMMEDIATELY BELOW)

DATA, OBSERVATIONS

On the 1st day of the month of June, 1967, at 10:00 a.m., the undersigned, being duly sworn, and being of the County of Lake, State of Florida, did personally observe and measure the boundary lines of the property described in the foregoing plat, and being duly sworn, did certify that the same are true and correct to the best of his knowledge and belief.

The above plat of land has been duly filed for record in the public records of the County of Lake, State of Florida, and the same is hereby certified to be a true and correct copy of the original plat on file in the office of the undersigned.

The above plat of land has been duly filed for record in the public records of the County of Lake, State of Florida, and the same is hereby certified to be a true and correct copy of the original plat on file in the office of the undersigned.

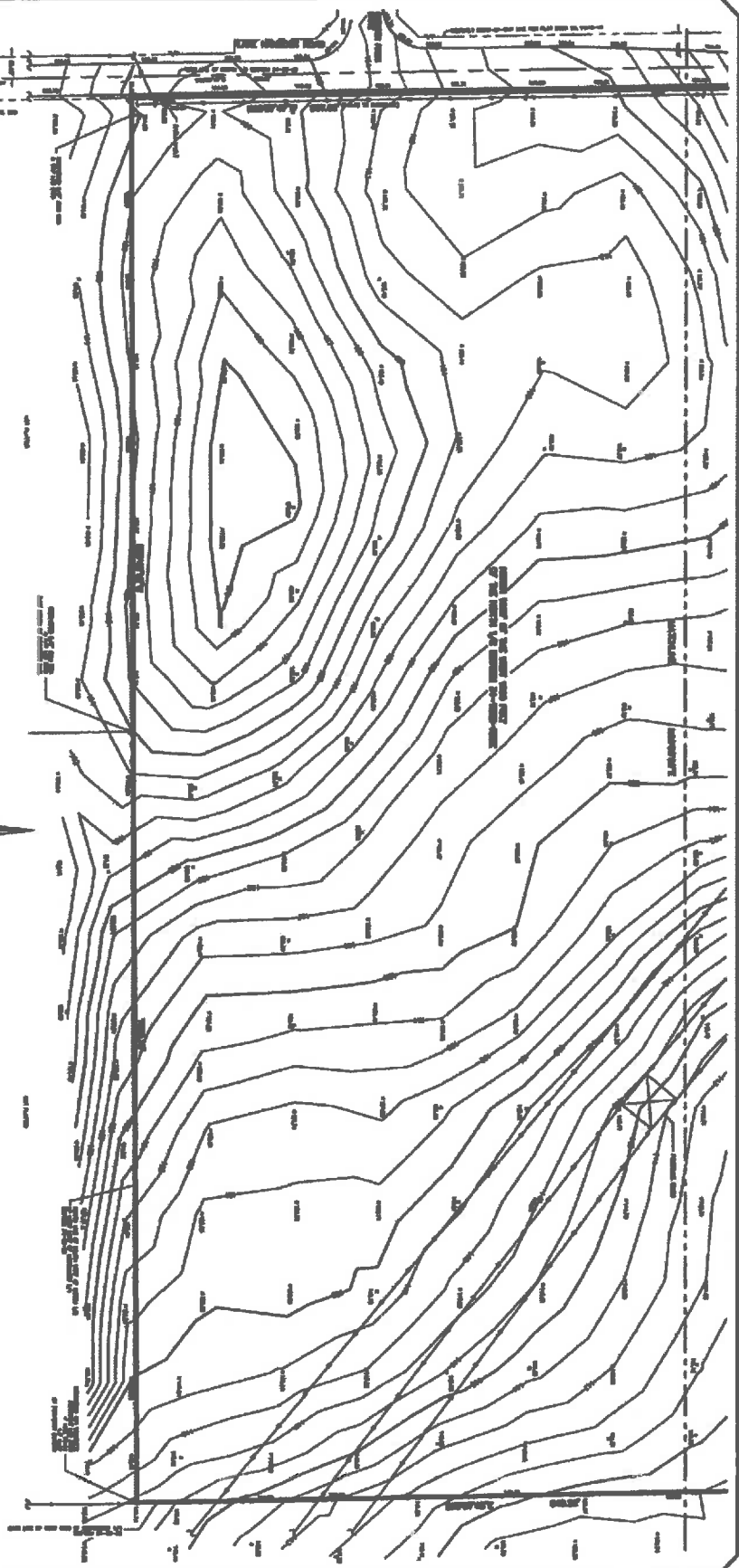


REMARKS

The boundary lines of the property described in the foregoing plat were measured and found to be true and correct to the best of the undersigned's knowledge and belief.

The boundary lines of the property described in the foregoing plat were measured and found to be true and correct to the best of the undersigned's knowledge and belief.

The boundary lines of the property described in the foregoing plat were measured and found to be true and correct to the best of the undersigned's knowledge and belief.

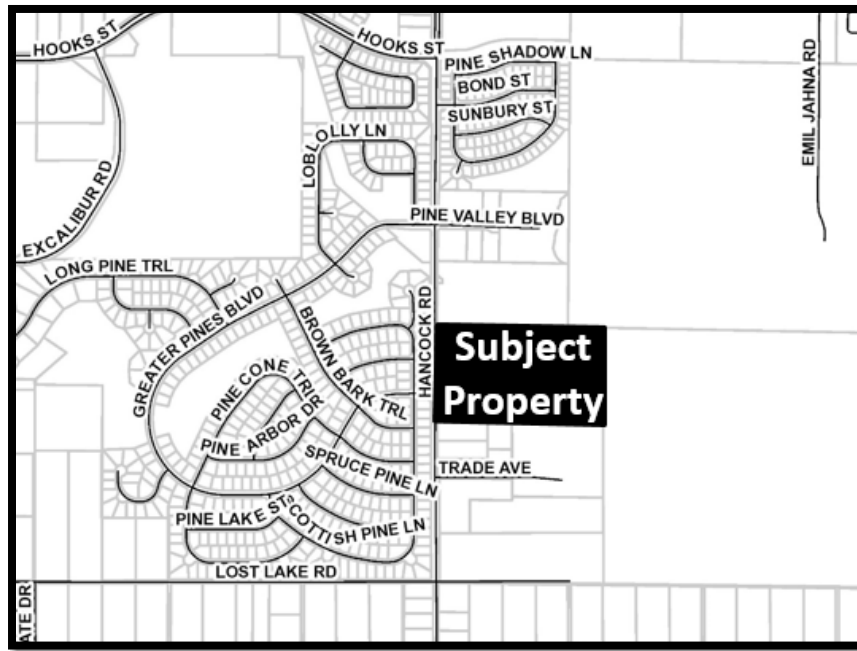


CITY OF CLERMONT

NOTICE OF PROPOSED AMENDMENT TO COMPREHENSIVE PLAN ORDINANCE NO. 2017-38

The City of Clermont will hold public hearings on Tuesday, October 3, 2017 at 6:30 p.m. before the Planning and Zoning Commission to consider a proposed change to the City's Future Land Use Map; and on Tuesday, October 10, 2017 at 6:30 p.m. before the City Council to consider introduction of the ordinance and transmittal of the proposed amendment. The map amendment would change the Future Land Use designation for the parcel below from Lake County Regional Commercial to Industrial.

The City of Clermont will hold a public hearing on Tuesday, December 12, 2017 (final hearing) beginning at 6:30 p.m. before the City Council to consider the adoption of the proposed change to the City's Future Land Use Map.



***Location: South of Hooks Street, North of Trade Avenue, East of Hancock Road.
Alternate Key 1593093 35.87 +/- acres***

Ordinance #2017-38:

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.

The public hearings are in the Council chambers of City Hall, 685 W. Montrose Street, and are open to public comment. Please call (352) 241-7302 if you have any questions.

The proposed amendment may be inspected at the City's Development Services Department (1st floor, City Hall) between 8 a.m. and 5 p.m. Monday-Friday.

Please be advised that under state law, any person deciding to appeal a decision made at the public hearings will need a record of the proceedings and may need to ensure a verbatim record is made.

Persons with disabilities who need assistance should contact the City Clerk's office, (352) 241-7330, at least 48 hours prior to the public hearings.

Tracy Ackroyd Howe, MMC
City Clerk

Daily Commercial
September 22 and November 28, 2017



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

| | | | |
|--|------------------------------------|--------------------------------|--|
| Meeting Date | | | |
| Tuesday, December 12, 2017 | | | |
| Agenda Item Name | | | |
| Boat Ramp Relocation | | | |
| Requested Action | | | |
| | | | |
| Staff Report | | | |
| | | | |
| Additional Analysis | | | |
| | | | |
| Fiscal Impact Summary | | | |
| | | | |
| Fiscal Impact | Fund Number and Description | Available Budget Amount | |
| | | | |
| Exhibits Attached (copies of original agreements) | | | |
| 1. E-mails | Boat Ramp E-mails.pdf | | |

Denise Noak

From: Denise Noak
Sent: Wednesday, November 29, 2017 1:53 PM
To: Denise Noak
Subject: FW: Dec 12th CC meeting

From: Robert P. Olson [<mailto:Robert.Olson@healthcentral.org>]
Sent: Wednesday, November 29, 2017 9:46 AM
To: Gail Ash <gash@clermontfl.org>
Subject: Dec 12th CC meeting

Please log another opinion of a Clermont citizen supporting the Bell Ceramic site for a new boat ramp, and delaying closure of the current ramp until progress can be made for access. Keeping it short and sweet, enjoy the Christmas Holiday otherwise.

Dr. Bob Olson
Dianne Place, Clermont

This e-mail message and any attached files are confidential and are intended solely for the use of the addressee(s) named above. If you are not the intended recipient, any review, use, or distribution of this e-mail message and any attached files is strictly prohibited.

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Denise Noak

From: Denise Noak
Sent: Wednesday, November 22, 2017 11:04 AM
To: Denise Noak
Subject: FW: Please do not support a boat ramp on Lake Hiawatha or near the Preserve

From: Mark Cloud [<mailto:markcloud58@gmail.com>]
Sent: Tuesday, November 21, 2017 10:38 AM
To: Gail Ash <gash@clermontfl.org>
Subject: Please do not support a boat ramp on Lake Hiawatha or near the Preserve

Dear Council Member Ash,

Please do not support a boat ramp on the small and relatively undisturbed Lake Hiawatha. Most of Lake Hiawatha, including the north shore is a wildlife sanctuary, home and feeding grounds for Osprey, Hawks, Heron, Cranes, and other birds and animals too many to name.

While the effort to build the storm water project is noble and should benefit the overall health of the lakes, the relocation of the boat ramp to a location that would ruin the current Lake Hiawatha Park site and its surrounding habitat is not noble at all. I am puzzled that two thoughts seemingly completely contradictory can be entertained by the same body.

I also recognize the movement towards making Clermont a destination for athletic events and training. This, while also noble, should not put visitors and part-time residents in a place in front of permanent and longtime citizens of Clermont and the area who benefit from the lakes and wildlife on a daily basis.

None of the three sites being considered in the vicinity of Lake Hiawatha and the park are actually feasible at all due to 1) the lack of space for parking, 2) additional traffic congestion, and 3) dangerous congestion of boat traffic in a small waterway, and 4), significant environmentally unfriendly construction activity and long term adverse impact to wildlife.

Consider leaving the boat ramp where it is! Modify the storm water project plans such that the treated water is simply drained under the trail and access roads to the space where it is being piped now for construction. This might be a better option than any that might damage the environment, cause traffic congestion, disrupt use of the existing ramp, and potentially cost even more than any other option.

If the boat ramp must be relocated to another site on Lake Mineola, the best choice is clearly that of the old ceramics plant. The site has good access via East Avenue and there is plenty of space for parking. There is already lots of boat traffic on the lake in that area, so I don't see there being any increased impact to the swimming area. Perhaps that corner of the lake could be designated as an Idle Speed zone to moderate boat activity.

Again, please stop consideration of any plans to relocate the boat ramp to any site in the vicinity of Lake Hiawatha. Thank you

Regards,

Mark Cloud

Again, please stop consideration of any plans to relocate the boat ramp to any site in the vicinity of Lake Hiawatha. Thank you

Regards,

Mark Cloud



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

| | | |
|---|--|--------------------------------|
| Meeting Date | | |
| Tuesday, December 12, 2017 | | |
| Agenda Item Name | | |
| Appointments | | |
| Requested Action | | |
| | | |
| Staff Report | | |
| The notice was advertised twice requesting a resume and letter of interest to be submitted to the Clerk's office no later than Friday, November 17, 2017. Attached are the letters of interest submitted to the City. | | |
| Additional Analysis | | |
| | | |
| Fiscal Impact Summary | | |
| | | |
| Fiscal Impact | Fund Number and Description | Available Budget Amount |
| | | |
| Exhibits Attached (copies of original agreements) | | |
| 1. Requests | Board Appointment Requests 2017.pdf | |
| 2. Outside Agency | Outside Agency Appt 2017.pdf | |
| 3. Applications | Applications.pdf | |
| 4. Ad | NOTICE TO THE CITIZENS OF CLERMONT- 10-12-17.doc | |

BOARD APPOINTMENT REQUESTS

| | | | | |
|--|------------------|--|--|----------------|
| | | | | |
| POLICE OFFICERS
PENSION BOARD Two 1
year terms | REQUESTOR | ADDRESS/SUBDIVISION | YEARS OF SERVICE ON
THE BOARD | REQUEST |
| | John Baker | 2260 Calvert Court; Kings Ridge | 2010 to date | Reappointment |
| | | | | |
| FIREFIGHTER PENSION
BOARD Two 1 year terms | REQUESTOR | ADDRESS/SUBDIVISION | YEARS OF SERVICE ON
THE BOARD | REQUEST |
| | Jim Purvis | 4206 Hammersmith Drive; Kings Ridge | 2014 to date | Reappointment |
| | Sy Holzman | 4243 Newland Street; Kings Ridge | 2010 to date | Reappointment |
| PLANNING AND ZONING
COMMISSION Three 2 year
terms | REQUESTOR | ADDRESS/SUBDIVISION | | REQUEST |
| | Tony Hubbard | 1910 Brantley Circle; Margaree Gardens | 2014 to date | Reappointment |
| | Nick Jones | 1320 Bowman Street; Sunnyside | 2006 to date | Reappointment |
| | David Colby | 3072 Santa Maria Avenue; Verde Ridge | None | Appointment |
| | Max Krzyminski | 3497 Embers Lane; Heritage Hills | None | Appointment |
| | Harry Mason | 3667 Caladesi Road; Heritage Hills | prev. served 2013 - 2014 | Appointment |
| | John Moore | 1922 Brantley Circle; Margaree Gardens | None | Appointment |
| | Julie Santos | 725 East Avenue; Hillcrest | None | Appointment |
| | Dallas Toth | 1184 West Minnehaha Avenue; Indian Hills | None | Appointment |
| | Mark Vitek | 1290 Northridge Boulevard Apt. 2613 | None | Appointment |

Outside Agency Appointments

| Agency/Board | Current Appointee | |
|--|--------------------------------|-----------------------------------|
| South Lake Chamber of Commerce | Council Member Travis | |
| Lake County League of Cities Board of Directors | Council Member Bates | |
| MPO Governing Board | Council Member Goodgame | |
| MPO Governing Board Alternate | Council Member Travis | |
| Tourism Development Council | Council Member Travis | Term Expires December 2018 |
| Tourism Development Council Alternate | Council Member Bates | Term Expires December 2018 |
| Agency/Board | Current Appointee | Term Expiration |
| MPO Citizen Advisory Council | Suzy Gibson | December 2018 |
| MPO Citizen Advisory Council Alternate | | |
| MPO Bicycle Pedestrian Advisory Council | Robb Brems | December 2018 |
| MPO Bicycle Pedestrian Advisory Council Alternate | | |
| Lake Apopka Natural Gas | Mayor Ash | January 2019 |

From: Jim Purvis [mailto:jimpurvis@aol.com]
Sent: Wednesday, November 29, 2017 11:36 PM
To: Becki Young <BYoung@clermontfl.org>
Subject: RE: Firefighter Pension Board

Yes Becki; it would be my honor to serve the Pension Board for one more term.
Appreciate being asked to serve, again.
Assume if re-appointed that would be at a January Council Meeting????
Thanks
JimP

Sent from Mail for Windows 10

From: Becki Young
Sent: Wednesday, November 29, 2017 8:55 AM
To: Jim Purvis
Subject: Firefighter Pension Board

Good Morning Mr. Purvis,
I hope all is well with you and your family. Your term on the Firefighter Pension Board will expire in December. Would you be interested in serving another 2 year term?
We appreciate your service.
Sincerely,



TONY HUBBARD
REALTY

Tony Hubbard
Owner / Broker

(352) 394-4031 Business
(407) 948-8038 Cellular
(352) 394-5830 Fax
(352) 394-4317 Residence
Tonyhub@aol.com

1795 E Hwy 50
Clermont, FL 34711

Each Office Is Independently Owned And Operated.

1795 E. HWY 50
CLERMONT, FL 34711

BUS. (352) 394-4031
FAX (352) 394-5830

TO: DARREN GRAY
FROM: TONY HUBBARD
REF: PLANNING AND ZONING BOARD
DATE: NOVEMBER 12, 2013

Mr. Darren Gray,

This letter is to inform you that I have an interest in serving on the City of Clermont Planning and Zoning board.

I have been a resident of South Lake County since 1968 and presently reside at 1910 Brantley Circle, Clermont .

I have been in the real estate business since 1979 and currently own Coldwell Banker Tony Hubbard Realty at 1795 E Hwy 50 in Clermont.

I would look forward to serving the City as the best I can and hopefully can help with my knowledge of the business on your board.

If you have any questions, please feel free to call me on my cell at 407-948-8038 or the office at 352-394-4031

Thank you,

Tony Hubbard

From: Nick J [mailto:njarkitect1@gmail.com]
Sent: Monday, October 16, 2017 1:19 PM
To: Shannon Schmidt <sschmidt@clermontfl.org>
Subject: Re: Bio for P/Z

Shannon:

October 16, 2017

Nick Jones, Florida registered architect, established private practice in Clermont 1972, served on P and Z first 14 years including representation of City on East Central Regional Planning Council A95 Review Committee for six years. Currently serving on P and Z for the past 10 years (not sure date I was reappointed). Member of Lions Club , First United Methodist Church, 45 years, currently maintaining professional practice in order to perform pro bono services.

Respectfully submitted,
Nick A. Jones

On Wed, Nov 1, 2017 at 1:09 PM -0400, "David Colby" <davidc@southlakechamber-fl.com> wrote:

Shannon,

I would like to apply this be in the Clermont Planning and Zoning Board. I moved to lake County in 2016 and became a resident of Clermont in April of 2016. I reside at 3072 Santa Maria Avenue Clermont, FL 34715 with my wife and two children. I am employed as the President & CEO of South Lake Chamber of Commerce. I am interested in seeing Clermont continue to grow and develop in a way that is beneficial to our residents and remain a welcoming place for our visitors. I believe that this Board will provide me with a way to be more involved in the community.

I graduated from college in 1991 and have been employed in association management in Massachusetts and New York for 25 years before making Clermont my home. I appreciate the opportunity to be chosen for this local Board. Please let me know if you need any further information.

Best,

David Colby

Sent from my iPhone

MAX E KRZYMINSKI

PLANNING AND ZONING COMMITTEE

City Hall | 685 W. Montrose St. | Clermont, FL 34711

CONTACT

3497 Embers Ln

Clermont, FL 34711

Maxkrz08@gmail.com

708-289-1115

10/28/2017

Dear Planning and Zoning Committee,

I am writing this to cover letter to state my intentions and interest in being considered for the Planning & Zoning Committee opening.

I am a very active person whether it be work or personal related and always looking for a way to give back. I have gathered much experience and knowledge regarding city ordinances, building plans and zoning, development, as well as land use and recommendations throughout my career as a commercial real estate agent.

I feel becoming a member of this committee and volunteering my time to the city will be beneficial to myself and the community.

I have been attending the City Council Meetings for some time now and will continue to attend in order to stay informed about the City of Clermont and the great things that are happening.

Sincerely,

Max E Krzyminski

Max E Krzyminski

3497 Embers Ln, Clermont, FL | 708-289-1115 | maxkrz08@gmail.com

Objective

To actively contribute my time and talents to the improvement and city-wide development for the City of Clermont as a member of the City Planning and Zoning Committee in collaboration with the building Department and City Council. As a resident of Clermont, I wish to participate in the future vision through best practices to benefit the citizens and protect the property values. I possess strong interpersonal skills and extensive experience in commercial real estate and planning, which I can contribute as a Planning and Zoning committee member to effectively communicate and interact with the City Council, staff, and residents.

Education

BA | 2012 | ST. NORBERT COLLEGE, DEPERE, WI

- Major: Bachelor of Arts – Business Administration (Business Management Concentration)
- Teams: Water Polo & Lacrosse. Clubs: PW, IC Green Environmental Club, Young Republicans Club, Project Sunshine, Covered with Love,

Skills & Abilities

QUALIFICATIONS SUMMARY

- Comprehensive knowledge of urban planning principles.
- Skilled in real estate market research and analysis and projections.
- Excellent ability to develop working relationships with regulatory bodies, commissions, local governments, and private land owners.
- Outstanding analytical skills, exceptional communication and technical writing skills.

COMMUNICATION

- Through my experience as an agent in the commercial real estate industry, I have gained a wealth of knowledge in how to handle and communicate with buyers, sellers, and developers of commercial real estate. Setting the right expectations from the start; being honest, upfront with issues and solutions, deadlines and recommendations has led to the success in my business and personal life.

LEADERSHIP

- Starting in high school I was honored at graduation with 100+ hours of community service award (24 minimum requirement). I was also captain of my water polo team. In college I continued setting an example through my community service participation by joining groups such as “Covered with Love” and “Project Sunshine” at the local hospital, I also continued my sports career and maintained a competitive and team mindset through playing sports throughout my college career. Since graduating I have helped in my community in an unrecognized fashion e.g. during the preparation I volunteered several hours and days of my time helping fill sandbags at a nearby church. People needed help and I could give it.

Max E Krzyminski

3497 Embers Ln, Clermont, FL | 708-289-1115 | maxkrz08@gmail.com

Objective

To actively contribute my time and talents to the improvement and city-wide development for the City of Clermont as a member of the City Planning and Zoning Committee in collaboration with the building Department and City Council. As a resident of Clermont, I wish to participate in the future vision through best practices to benefit the citizens and protect the property values. I possess strong interpersonal skills and extensive experience in commercial real estate and planning, which I can contribute as a Planning and Zoning committee member to effectively communicate and interact with the City Council, staff, and residents.

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- Outstanding analytical skills, exceptional communication and technical writing skills.

COMMUNICATION

- Through my experience as an agent in the commercial real estate industry, I have gained a wealth of knowledge in how to handle and communicate with buyers, sellers, and developers of commercial real estate. Setting the right expectations from the start; being honest, upfront with issues and solutions, deadlines and recommendations has led to the success in my business and personal life.

LEADERSHIP

- Starting in high school I was honored at graduation with 100+ hours of community service award (24 minimum requirement). I was also captain of my water polo team. In college I continued setting an example through my community service participation by joining groups such as "Covered with Love" and "Project Sunshine" at the local hospital, I also continued my sports career and maintained a competitive and team mindset through playing sports throughout my college career. Since graduating I have helped in my community in an unrecognized fashion e.g. during the preparation I volunteered several hours and days of my time helping fill sandbags at a nearby church. People needed help and I could give it.

Surely- Here is a draft and I can correct it as needed to format to include in you folder for Council consideration.

Harry E Mason

3667 Caladesi Rd

Clermont, FL 34711

Harry Mason has served as a member and Vice Chairman of the Clermont Planning and Zoning Commission. He has been a member and Chairman of the Manassas ,VA Planning Commission. He has experience in international diplomacy / intelligence, foreign/ homeland security.,highway, pedestrian and cyclist safety standards. He was active in historical preservation in the Washington. DC area.

He has a B.S. degree in International Business from the University of Kentucky and an MBA from University of Maryland. He served 35 years in the U.S. Department of State, Central Intelligence Agency, and Deputy Director for Programs and Budget of the U.S. Intelligence Community. He later was President of an international security company and Adjunct Professor at the Patterson School of Diplomacy and International Commerce at the University Of Kentucky. His work and travels have taken him to over 100 countries and he has the ability to help Clermont be the Choice of Champions.

Thank you

John A. Moore, FACHE
President, South Lake Hospital
Senior Vice President, Orlando Health
352.394.4071, ext. 8000
John.Moore@OrlandoHealth.com

Clermont resident John Moore first joined Orlando Health in 1997, serving as the corporate director of orthopedic services and then as administrator of community services. Moore later moved to South Lake Hospital where he was the administrator of campus and business development and chief operating officer before being named chief executive officer in 2011. He was named senior vice president of Orlando Health and president of South Lake Hospital in 2012.

Moore has served on many community boards including South Lake Chamber of Commerce, Cornerstone Hospice, Workforce Central Florida and the Central Florida Sports Commission. He currently serves as a board member for Lake Emergency Medical Services (EMS), the University of Central Florida (UCF) Health Administration, the Health Sciences Collegiate Academy (HSCA) and the Community Foundation of South Lake County.

Under his leadership, South Lake Hospital has expanded from a 68-bed facility to a 170-bed hospital with a 180-acre health and wellness campus. Moore is a fellow of the American College of Healthcare Executives. Moore has been a south Lake County and Clermont resident since 1994.

Prior to joining Orlando Health, Moore served in management and business development roles for various healthcare organizations. He earned both his Masters of Healthcare Administration and his Bachelors of Business Administration from the University of Kentucky.

Julie Santos
725 East Ave
Clermont, FL 34711
407-680-4903
jrsantos@mail.usf.edu

11/17/2017

Tracy Ackroyd
Clermont City Clerk
The City Of Clermont
985 W. Montrose St.
Clermont, FL 34711

Dear Tracy Ackroyd:

I would like to apply for a position on the Planning and Zoning Board with the City of Clermont. I am an active community member with a background in banking, real estate, and education. I would love the chance to give back by lending my knowledge and skills.

As you will see from the enclosed resume, I have more than 10 years of experience in the field of banking and more than 6 years of experience in the field of education. My resume shows that I have been consistently rewarded for my hard work with promotions and increased responsibilities. These rewards are a direct result of my expertise, work ethic, and my commitment to personal and professional excellence.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julie Santos', with a stylized, cursive script.

Julie Santos

Julie Santos

Objective Experience

Pursuing a position that will utilize my background and expertise and offer the opportunity to continue my professional development.

2016-Current **Orlando Science Schools** **Orlando, FL**

Dean of Students

- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students.
- Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.
- Assists the Principal in providing instructional leadership to the school.
- Supervises and evaluates the performance of certified and/or classified personnel; assigns duties to faculty and staff as appropriate to meet school objectives; assists with the recruiting, interviewing, and selection of new faculty and staff.
- Develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels.
- Supervises students on campus before and after school; monitors students during lunch, passing periods, and other activities; instructs students in appropriate behavior.
- Monitors and organizes attendance functions; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.
- Provides direction to a variety of faculty, staff, and student programs and services; participates in formal and informal classroom visitations and observations; provides recommendations and suggestions for improvement as appropriate.

- Participates as needed in Individual Educational Plan meetings and Student Study Teams.
- Liaison to the after school program in collaboration with school staff and/or personnel from outside agencies.
- Liaison to student government, extracurricular activities, the student athletics program, and other competitive or performance programs and events. Supervises activities, including evening activities, as assigned.
- Participates in interviewing, selecting, hiring, and supervising of personnel involved with a variety of student activities.
- Works with the Principal to establish a safe and secure learning environment for students.
- Develops plans for emergency situations in collaboration with other administrators, staff, and public safety agencies; directs the work of building maintenance; plans and debriefs emergency drills; updates the school safety plan.

2015-Current

Orlando Science Schools

Orlando, FL

Assessments Coordinator and Social Studies Department Head

- Work with faculty to develop pertinent performance metrics, and coach users in how to fully utilize assessment reports and interpret the data.
- Develop item analysis reports as necessary to help faculty evaluate the effectiveness of tests and test items.
- Conduct classroom observations, provide feedback and faculty development to improve classroom management and instruction.
- Ensure team members are using data tools appropriately and follow up when necessary.
- Manage and ensure assessments are administered effectively and in compliance with all state, and county regulations.
- Collaborate with state, and district contacts to maintain student information.
- Identify best practices for monitoring progress toward state and county standards.
- Troubleshoot data systems to ensure technology requirements are met.

2016-Current

State College of Florida

Bradenton, FL

Online Adjunct Instructor

- Teach undergraduate courses in the Business and Technology Department including Entrepreneurship Legal Issues, Organizational Behavior, Management and Supervision, Business Presentation and Communication, and Business Math.

- Developed online courses that adhere with course performance standards.
- Deliver instruction using an LMS (Canvas), and publisher management systems such as: Cengage MindTap, and McGraw-Hill Connect.
- Communicate with students on a weekly basis providing constant support to ensure enrollment is maintained, and students succeed.
- E-Learning Certified, and completed Accessibility Training.

2012-2015

Orlando Science Schools

Orlando, FL

Social Studies Teacher and Department Head

- Instruct students about global and national social issues.
- Help students understand the geographical, historical, cultural, and political factors that influence the development of world regions.
- Lecture on the operation of political and economic systems.
- Teaches courses in social studies, history, geography, American government, political science, utilizing core curriculum and other appropriate learning activities approved by the Board of Education.
- Create instructional resources for use in the classroom.
- Plan, prepare and deliver instructional activities.
- Create positive educational climate for students to learn in.
- Meet course and school-wide student performance goals.
- Participate in ongoing training sessions.
- Create lesson plans and modify accordingly throughout the year.
- Maintain grade books.
- Grade papers and perform other administrative duties as needed.
- Create projects designed to enhance lectures.
- Read and stay abreast of current topics in education.
- Integrate competencies, goals, and objectives into lesson plans.
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Develop professional relationships with other agencies and programs.
- Tutor students on an individual basis.
- Establish and communicate clear objectives for all learning activities.
- Prepare and distribute required reports.
- Observe and evaluate student's performance.
- Manage student behavior in the classroom by invoking approved disciplinary procedures.

Department Head

- Provide curricular leadership to members of the department, administration and community.
- Provide leadership for developing, implementing and evaluating

department curricula, which are aligned to Florida Department of Education standards.

- Provide leadership for the creation, use of assessments, and analysis of assessments and data.
- Provide leadership in educational innovations, research and best practices as they relate to department curriculum.
- Assist in identifying community resources for the department curriculum.
- Provide ongoing support and resources for the professional growth of staff to increase educational expertise and effectiveness.
- Mentor teachers within the department.

2005-2007

Bayview Loan Servicing

Miami, FL

Special Loans Specialist

- Process Partial Releases and Assumption requests including preparation of assumption packages, loan file to be submitted to underwriting, preparation of closing package and all necessary post closing requirements.
- Review and approve loan modification worksheets submitted by asset management.
- Audit loans, ensuring adherence to note terms.
- Responsible for acquiring and uploading index rates into database on a daily, weekly, monthly, quarterly and annual basis.

1997-2005

Bank of America

Miami, FL

Personal Banker

- Commissioned sales experience in consumer, business and the real estate market with a proven successful track record in loan origination and funding.
- Duties involved with the origination, evaluation closing and post closing of consumer, mortgage and commercial loans.
- Responsible for the collection, analysis and preparation of reports, maintaining department records, developing work methods, and researching data for special projects.
- Perform diverse, advanced and confidential administrative support including composing, signing and releasing complex correspondence.
- Help oversee various office duties including policy changes/updates/compliance, special projects, troubleshooting of technology and electronics issues, including supply maintenance.

Senior Customer Service Representative

- Handling customer inquiries and, while ensuring that every customer is satisfied.
- Answering questions concerning general information, products, services and complex issues.

Education

2013 – 2014 Reading Education Master of Arts

2011-2012 Valencia College □ Teacher Certification □

2010-2011 Florida Agricultural & Mechanical University School of Law

2009-2010 University of South Florida □ B.A. Political Science with minor in International Relations

2008-2008 Manatee Community College Degree of Associate in Arts □

2006 University of Miami Coral Gables, FL Certificate in Paralegal Studies

Certifications

Florida Professional Educator Certificate: Social Studies 6-12 Grade, Reading K-12 Grade.

Licensed Real Estate Sales Associate

Membership

Association of Florida Colleges

Skills

Strong oral and written communications skills in English and Spanish. Ability to work in fast paced, high pressure environment. Team player who is detail oriented with strong follow through skills. Ability to organize workload, complete assignments within deadlines and ability to demonstrate good judgment.

Computer Skills

Microsoft Office, Word, Excel, PowerPoint, Outlook, Explorer, Mac OS, LexisNexis.

Dallas J. Toth

dallastoth7@gmail.com • 1184 W. Minnehaha Ave. • Clermont, FL 34711 • 407.955.2042

October 23rd, 2017

Tracy Ackroyd Howe, City Clerk
Clermont City Council
685 W. Montrose Street
Clermont, FL 34711

Dear Tracy Ackroyd Howe:

I reached out to Carlie Zinker last week inquiring information on the upcoming mayor's election (in roughly a year) and she informed me of the Daily Commercial ad requesting Development Services volunteers. I am interested in volunteering and would like for further information on how I might serve on an advisory board and help make recommendations on important local issues.

This addressed, I grew up in the City of Clermont and attended high school in Orlando; eventually moving to Gainesville and graduating from the University of Florida. I thereafter worked as a professional researcher in Saint Pete, and a community organizer in Bradenton subsequent before making my way back to the family business in Groveland.

I live in Clermont; I attend city council sessions; and I would love being involved in the community in some way. When I was student in Gainesville I volunteered at the local (North Florida Regional Medical Center) hospital doing patient transportation, and found myself active in college as an at-large student body senator in government. As a resident in Clermont and city council attendee, I must say I feel really inspired when I see everyone meeting together to talk about issues and figure everything out, and I could not help but wonder how I might put my skills to use in this amazing city.

I read on the city website that advisory board meetings take place on the first Tuesday of each month at 6:30pm, that Nick Jones in the Chair, and Shannon J. Schmidt is the Acting Development Services Director. I would love to speak with them or help out on any projects they are engaged in. I have a full-time job, but these meeting hours are well within my capacity to operate, and my schedule is flexible. It is my goal first and foremost to see the city that I love and grew up in prosper, and it would be an enchanting honor to be in some way apart of this process. Thank you so much for your time, and I hope to hear back from someone soon. I have attached my resume to this email; please do not not hesitate to contact me if there is any further information you require.

Sincerely,

Dallas Toth

Dallas J. Toth

1184 W. Minnehaha Ave. Clermont, FL 34711
(407) 955-2042 | dallastoth7@gmail.com

SUMMARY

An uncustomarily optimistic, energy-radiating personality with an endearing style and a silver-lining inspiring approach to life.

EDUCATION

University of Florida
Gainesville, FL

Jan 2012–Dec 2013

B.S. Degree in Resource Economics (international emphasis)

Minor –Nonprofit Organizations (American Red Cross practicum, with fundraising background)

EXPERIENCE

Indian Hills Produce, Inc.–*Corporate Associate*
Groveland, FL; Cordele, GA; Vincennes, IN

June 2014–Oct 2017

- Oversaw watermelon farming, harvesting, packaging and shipping operations
- Supervised warehouse personnel

S.L. Gearhart Builders, Inc.–*Contracting Personnel*
Groveland, FL

Aug 2014–June 2017

- Marginalized operational costs via shopping for more economical equipment and maintaining day-to-day upkeep repairs as warranted
- Routinely valuated and burnished the aesthetic appearance of buildings and landscape
- Assisted in technical, as well as mundane, (day-to-day) repairs

Florida Governor's Race–*HQ Researcher; SW FL Organizer*
St. Pete, FL

May 2014–Aug 2014

- Recruited for and participated in gubernatorial commercials; audited tax returns; screened donors via Lexisnexis
- Culled and combined pertinent video clips into holistic, video nexuses for televised debates
- Organized 13 (routinely drove hours to banquets, purveyed extemporaneous speeches and routinely made local news media waves

SKILLS

Voluble public speaker; media networking guru; proficient in Microsoft Office and Quickbooks; LexisNexis literate

Forwarded message

From: "Mark - MJV" <mjvitek@gmail.com>
Date: Wed, Oct 11, 2017 at 4:16 PM -0400
Subject: Planning and Zoning Board
To: "Shannon Schmidt" <sschmidt@clermontfl.org>

Shannon:

I'm attaching my resume as I'd like to be considered for the City of Clermont Planning and Zoning Board. In addition to my resume history, I have developed a personal attachment to Clermont since moving here in 2011 and want to contribute my skills and abilities to bettering the community. I also have a unique Point of view with the community through my social media activities which give me an ear into how the community thinks and what the community would like to see in the city.

I thank you for your time.

Mark Vitek
mjvitek@gmail.com
352-272-5969

Mark J. Vitek
1290 North Ridge Boulevard; #2613
Clermont, Florida 34711
Home Phone: 352-988-5484
Cell Phone: 352-272-5969
mjvitek@gmail.com

OBJECTIVE

To move into a position that will allow me to continue to advance in my career goals while broadening my experience.

QUALIFICATIONS

Solid operations and customer service proficiency.

Experience in Medicare Business Support including leading of project leadership, support of continuing assignments and expertise in applicable subject matter.

Skilled in Microsoft Office and experience with Windows operating system applications combined with an ability to quickly learn and adapt to new systems.

Background in customer service training and development as well as development of company workflows and procedures.

Experience directing an Operations department through staff scheduling, workload assignment and training.

Award-winning project management history.

Capability to expedite data delivery through quality data analysis across a spectrum of sources.

Business support of the Centralized Intake process specifically in Point of Record and Small Change Request (SSCR) processes.

In-depth CMS compliance understanding and experience in compliance analysis and Corrective Action Plan (CAP) development.

EXPERIENCE

Senior Process Expert, Anthem Blue Cross and Blue Shield

MAR 2008 — CURRENT

Gatekeeper for intake work coming in to the Medicare Operations Support Department. Prioritization and assignment of inbound work requests using IBM Clearquest and Rational Team Concert tools. Facilitating Medicare Operations SSCR processes through submission, review and filtering of SSCRs filed for Operations partners.

Acted as project lead on several Telephony, Customer Service and IVR projects involving planning, UAT and implementation of systems. Writing and review of BTRDs.

Performing UAT on Claims and Enrollment & Billing systems.

In depth research of Senior Facets claims as part of an Enterprise Cost Recovery project.

Creation and implementation of Claims and Customer Service Policies and Procedures, desk level procedures, workflows and job aides; both as part of a CMS response project and as ongoing work.

CMS compliance analysis and Corrective Action Plan (CAP) development.

Won Anthem's annual corporate success award in 2010 for leading the H1N1 project team.

Experience with WGS 2.0, STAR, Call Care Browser, ProServe, ProPBM, South Carolina, EDS/WEMS, Facets (GBD, Senior, Med D and Core), Medisys, Verint, Witness, SIR, FileNET, Citrix, WebStrat, Clearquest, Rational Team Concert and other Customer Service, Enrollment & Billing and Claims software and systems.

Member of project committees working on SSCR filtering, annual Product Launch, Enterprise Desktop testing, Medicare Enrollment & Billing system consolidation and others.

Quality Auditor I, Anthem Blue Cross and Blue Shield

MAR 2007 — MAR 2008

Audited and coached Customer and Provider Service representatives for quality job performance and customer experience.

Worked with claims and other correspondences.

Helped to create internal SharePoint website for Customer Service staff to utilize for information sharing.

Created online tools, workflows and job aides for Customer Service staff.

Customer Care Representative II, Blue Cross Blue Shield of Wisconsin

APR 2005 — MAR 2007

Handled member and provider phone calls, emails and correspondence in order to resolve issues with billing, claims and other related matters.

Worked on various workflow and form updates.

Worked on retention team in helping to retain members looking to cancel their policies.

Handled and responded to OCI complaints from members.

Performed special projects for team manager as well as helping to train new hires and acting as SME for new hires.

Trained in use of Distinct, WEMS, Suite and WGS 2.0 systems for handling daily work.

Data Entry Specialist, CADRE Agency

AUG 2004 — DEC 2004

Employed at J.J. Keller & Associates as a design specialist for a web-based product launch.

Operations Supervisor, Charter Communications

JAN 2001 - NOV 2003

Daily data input from varied sources, arrangement and analysis to create departmental efficiencies.

Development of training courses for Convergys system conversion as well as workforce management.

Development of training courses for employees promoted to lower management positions. Resolving escalated customer issues.

Assisting and guiding departmental associates in the development of their careers. Analysis and region-wide distribution of operational information.

Scheduling and training of Command Center staff. Direct participation in setting and evaluating of Call Center policies and procedures. Direct involvement in assisting corporate office with testing, conversion and implementation of new billing system.

Expertise with DST, Aspect, ICOMS and e-Workforce Management for running reports and performing daily analysis of Call Center operations as well as employee scheduling and customer billing.

Member of divisional task forces working towards standardization of Call Center and divisional policies.

Operations Lead CSR, Charter Communications

OCT 1999 - JAN 2001

Assisting CSRs in the performance of their daily job duties. Aiding in the training of new CSRs as well as the ongoing training of current CSRs. Quality auditing of CSR phone calls with customers.

Handling of essential Charter Communications paperwork, including data entry and analysis. Proficiency in Word, Excel, Access, PowerPoint and Outlook to perform daily job functions.

Customer Service Representative, Charter

APR 1999- OCT 1999

Handled customer phone calls in order to promote the Charter products by way of sales and repair.

Excelled in sales field, earning Employee of the Month honors as well a national five-star award from HBO. Performed special projects for team supervisor as well as for Operations team.

Senior Agent/Interim Station Manager, United Express-Wittman Field
DEC 1998 - JAN 1999

Senior Agent/Interim Station Manager, United Express-Meigs Field
MAR 1998 - DEC 1998

Lead Agent/Interim Station Manager, United Express-Midway Airport
JUN 1996 - MAR 1997

Customer service. Face to face resolution of customer problems. Selling and up-selling of airline tickets and services. Operations.

Handling of aircraft and scheduling. Computer data entry.

Lead agent and supervisory duties. Handling manager's duties during extended periods.

Operations Coordinator, United Express-O'Hare

DEC 1997 - MAR 1998

Flight scheduling and computer training. Supervising Operations area.

Acting as liaison with other airlines and Airport authorities.

Use of Microsoft Office software to organize flight, staff, and crew schedules.

Customer Service Supervisor, United Express-O'Hare

MAR 1997 - DEC 1997

Overseeing all gate and operations agents. Direct resolution of customer problems and complaints.

Selling and up-selling of airline tickets and services. Reporting directly to station manager.

Handling flight tickets and inventories. Employee hiring, firing, training and scheduling. Handling CSR reviews and other assorted supervisory duties. Handling management paperwork. Use of Microsoft Office to organize staff schedules and customer correspondence.

EDUCATION

University of Illinois at Chicago

Psychology major, Communications/Computer Science minors

SPECIALIZED TRAINING

ICOMS

OCT 2003

Supervisor, Change Agent, Train-the-Trainer and Customer Care Training

Microsoft Computer Based Training

MAY 2000, JULY 2003, JULY 2010, AUGUST 2016

Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access training

Leo Muller Automotive Group

Sales Management Training Program

MAR 1996 - MAY 1996

Comprehensive training program in sales, customer service and customer service management in one of Australia's largest combined automotive dealerships, specializing in Toyota, Chrysler/Jeep, Hyundai and Volvo.

REFERENCES

Available upon request.

From: Salvendy, Carlos R

Sent: Wednesday, October 04, 2017 9:09 AM

To: 'mailto:sschmidt@clermontfl.org' <<mailto:sschmidt@clermontfl.org>>

Subject: Become a Member of the City of Clermont Planning and Zoning Board

Good Day,

I am very interested in serving my community and city. I am submitting my resume to be considered.

Many Blessings,

sschmidt@clermontfl.org

CARLOS R SALAVERRIA

1908 Shoal Court
Clermont, Florida 34714
863-224-7672
salaverriac@yahoo.com

Professional Objective

"I would like to serve as a Member of the City of Clermont Planning and Zoning Board. I am interested in using my experience, knowledge and analytical skills, along with my leadership and managerial skills for achieving the goals and targets of the City of Clermont.

Areas of Expertise

Organization:

- Designed and developed a Microsoft Excel program to maintain records, coordinate daily programs and produce regular daily, weekly, monthly quarterly and annual records, for the purpose of decreasing waste, and maintaining our annual budget as facilities manager of Hawkins and Parnell, LLP for DTI Incorporated
- Managed and supervised six employees as members of a Facilities Management team, providing internal and external office solutions and services to over 242 employees of a law firm
- Developed, coordinated and supervised national and international missions projects to include but not exclusively: Puerto Rico, Cuba, Israel, Moldova, Costa Rica and Colombia

Communications:

- Presented monthly departmental reports to Firm Administrator, to include invoices and requisitions
- Served on Board of Directors for Voices of Children of Georgia, Georgia Baptist Children's and Family Homes, Gwinnett Metro Baptist Association, among others
- Served as Founder and Senior Pastor of Iglesia Bautista Belen, and Missions Pastor of Peachtree Corners Baptist Church of Norcross

Leadership and Training:

- Trained, managed and supervised a staff of 6 employees of DTI Incorporated at Law Firm
- Trained and managed hundreds of volunteer and staff for Global Mission Projects worldwide
- Developed and Implemented training and curriculums which are used in various global outreach mission programs today
- Led seminars, workshops, and projects in ministerial, insurance, financial fields; as well as parenting skills, life skills, conflict resolution, church administrative and educational topics to include public speaking, pulpit speaking and teaching

Experience:

- Wells Fargo Teller and then Business Advocate Banker Clermont Florida, from 2012 to present
- Aflac Sales Agent, Northwest Georgia Regional Office Norcross GA 30071, from 2009 to 2011
- Vice President of Sales, CRS Insurance Group, Decatur Georgia 30330, from 2007 to 2009
- Pastor and Founder Iglesia Bautista Belen, Norcross Georgia 30093, from 2001 - 2009
- Facilities Manager of Hawkins & Parnell LLP for DTI Incorporated Atlanta Georgia 30309 from, 2001 to 2004

Education & Licenses:

- Doctoral Degree in Theology of Ministry, Faith Bible College & Theological Seminary 6423 Hamilton Bridge Road Milton, Florida 32570
- Master of Arts Degree in Religious Education, Faith Bible College & Theological Seminary 6423 Hamilton Bridge Road Milton, Florida 32570

- Bachelor of Arts Degree in Pastoral Studies with a Minor in Public Speaking, Bob Jones University Greenville South Carolina 29614
- Property & Casualty, Health & Life Insurance & Variables Licenses in State of Florida

Professional References:

- Dr. Steve Kyle – Attorney at Law of Bovis, Kyle and Burch Law Firm – 200 Ashford Cir # 500, Atlanta, GA 30338 - Phone - 770-391-9100 770-668-0878.
- Mr. Luis C Hernandez – File Administrator at Hawkins & Parnell Law Firm – 303 Peachtree St NE # 4000, Atlanta, GA 30308 - Phone: (404) 614-7400
- Mr. Lawrence Tusso – Wells Fargo Store Manager 726 East Highway 50 Clermont Florida 34711 – Phone – 352-394-1291
- Rev. Bend Bond – First Baptist Church Clermont - 498 W Montrose St, Clermont, FL 34711 Phone: (352) 394-4221

NOTICE TO THE CITIZENS OF CLERMONT

The City Council of Clermont is seeking volunteers to serve on the Planning and Zoning Commission, MPO Bicycle/Pedestrian Advisory Committee, Fire and Police Officers Pension Board of Trustees. If you are interested in serving, please send a letter of interest and a resume to the attention of Tracy Ackroyd Howe, City Clerk, 685 West Montrose Street, Clermont, FL 34711 by November 17, 2017.



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

| | | |
|---|------------------------------------|--------------------------------|
| Meeting Date | | |
| Tuesday, December 12, 2017 | | |
| Agenda Item Name | | |
| Ordinance No. 2017-46 <i>Introduction</i>
<i>Cubesmart Annexation</i> | | |
| Requested Action | | |
| Recommend introduction of Ordinance No. 2017-46 | | |
| Staff Report | | |
| <p>The applicant, is requesting voluntary annexation of the subject property. The property is located at the Southeast corner of Hancock Road and Trade Avenue. The subject property is contiguous to the City of Clermont Boundaries under Chapter 171 of the Florida Statutes for annexation. The property is currently vacant and is approximately 5.75 +/- acres in size and is within the City's utility service area. The property is located within the ISBA and the JPA. The applicant wishes to receive services from the City in order to develop the property into a self-storage facility with two commercial outparcels. This request is being heard concurrently with requests for a small scale comprehensive plan amendment, rezoning, and a conditional use permit to allow for a self-storage facility over 20,000 square feet in the C-2 General Commercial zoning district.</p> <p>The related request for a comprehensive plan amendment would change the Future Land Use from Lake County's Regional Commercial to City Commercial land use designation. The rezoning request is to change the zoning from Lake County MP Planned Industrial District to the City's C-2 General Commercial zoning classification.</p> <p>Staff recommends approval of the annexation.</p> | | |
| Additional Analysis | | |
| | | |
| Fiscal Impact Summary | | |
| | | |
| Fiscal Impact | Fund Number and Description | Available Budget Amount |
| | | |
| Exhibits Attached (copies of original agreements) | | |
| 1. Ordinance 2017-46 | Annexation Ordinance No. 2017.pdf | |
| 2. Location Map | Site Map.pdf | |
| 3. Application | Cubesmart Anex App.pdf | |
| 4. Legal Ad | ANN Cubesmart legal ad.docx | |

CITY OF CLERMONT
ORDINANCE No. 2017-46

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.

WHEREAS, the City Council of the City of Clermont, Lake County, Florida has received a Petition for Annexation of a parcel of land contiguous to the present corporate limits under Section 171.044, Florida Statutes; and

WHEREAS, the City Council of the City of Clermont, Lake County, Florida, has determined that it is in the best interest of the City and of the property herein sought to be annexed that the City annex the following described property; and

WHEREAS, the City Council has determined that the area sought to be annexed is contiguous to the City and is in need of the services which the City can offer and the City has determined that such area sought to be annexed will be substantially benefited by annexation; and

WHEREAS, the City Council has determined that all requirements of Section 171.044, Florida Statutes, have been met.

SECTION 1.

NOW, THEREFORE, BE IT ORDAINED, under the provisions of Florida Statute Chapter 171 and the General and Special Laws of the State of Florida; that the City of Clermont, Lake County, Florida, does hereby annex to and make part of its corporate boundaries; the following described property contiguous to the present City boundary, to-wit:

LEGAL DESCRIPTION

A portion of Section 34, Township 22 South, Range 26 East, Lake County, Florida, being more particularly described as follows:

Commence at the northwest corner of Section 34, Township 22 South, Range 26 East, Lake County, Florida; run thence S00°30'05"E along the west line of the Northwest ¼ of said Section 34 a distance of 1490.17 feet; thence S89°57'31"E, a distance of 40.00 feet to a point on the East Right-of-Way line of Hancock Road; thence S00°30'05"E, along said East Right-of Way line, a distance of 30.00 feet to a point on the centerline of a non-exclusive ingress and egress easement recorded in Official Records Book 1866, Page 812, of the Public Records of Lake County, Florida for a Point of Beginning; thence S89°57'31"E, along said centerline, a distance of 720.02 feet to the West line of the East 900.00 feet of the South 1575.00 feet of the West 1660.00 feet of the North Half of said Section 34; thence S00°30'05"E, along said West line, a

CITY OF CLERMONT
ORDINANCE No. 2017-46

distance of 210.01 feet; thence S00°30'05"E, along said West line, a distance of 328.48 feet to a Point on the Easterly extension of the centerline of Tract "C", of the former Plat Manlow Park, as recorded in Plat Book 50, Pages 86 and 87, Public Records of Lake County, Florida (said Plat vacated per Official Records Book 4749, Page 1392, Public Records of Lake County, Florida); thence S89°29'55"W, along said centerline extension, a distance of 300.00 feet to a Point on said East Right-of-Way line, a distance of 541.33 feet to the Point of Beginning.

Containing a total of 5.75 Acres, more or less. Alternate Key 3823387

SECTION 2.

That the aforescribed property shall be and hereby is made part and parcel of the City of Clermont, Lake County, Florida, and that said property shall be subject to all of the laws, ordinances, and provisions pertaining to the City of Clermont.

SECTION 3.

All property aforescribed shall henceforth be subject to ad valorem taxation by the City of Clermont, Lake County, Florida and any other general or special taxes or assessments.

SECTION 4.

Should any Section or part of a Section be declared invalid by any court of competent jurisdiction, such adjudications shall not apply or affect any other provision of this Ordinance, except to the extent that the entire Section or part of the Section may be separable in meaning and effect from the Section to which such holding shall apply.

SECTION 5.

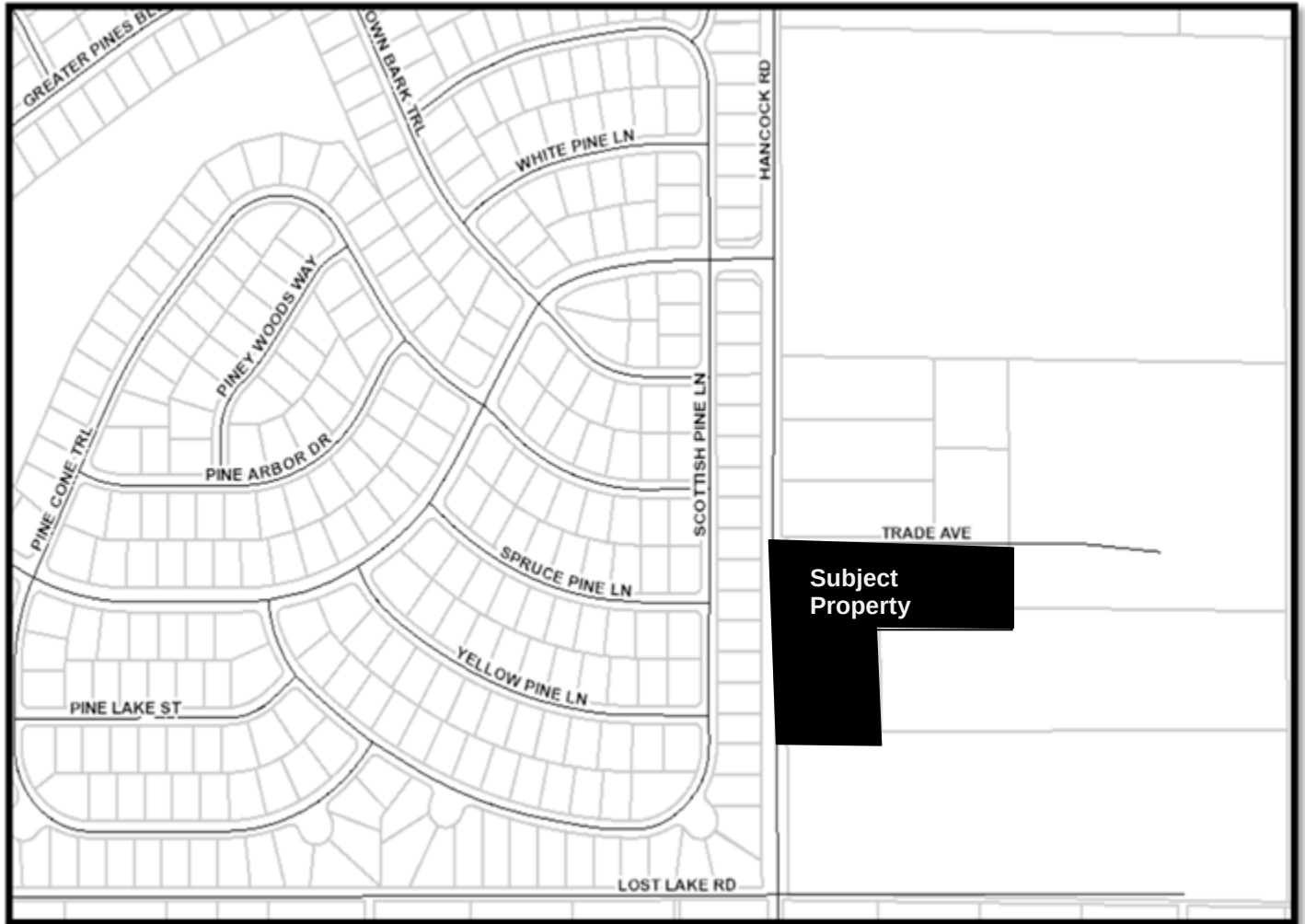
This Ordinance shall be recorded in the Public Records of Lake County, Florida.

SECTION 6.

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. 2017-46

Location map:



CITY OF CLERMONT
ORDINANCE No. 2017-46

PASSED AND ADOPTED by the City Council of the City of Clermont, Lake County, Florida on this 9th day of January, 2018.

CITY OF CLERMONT

Gail L. Ash, Mayor

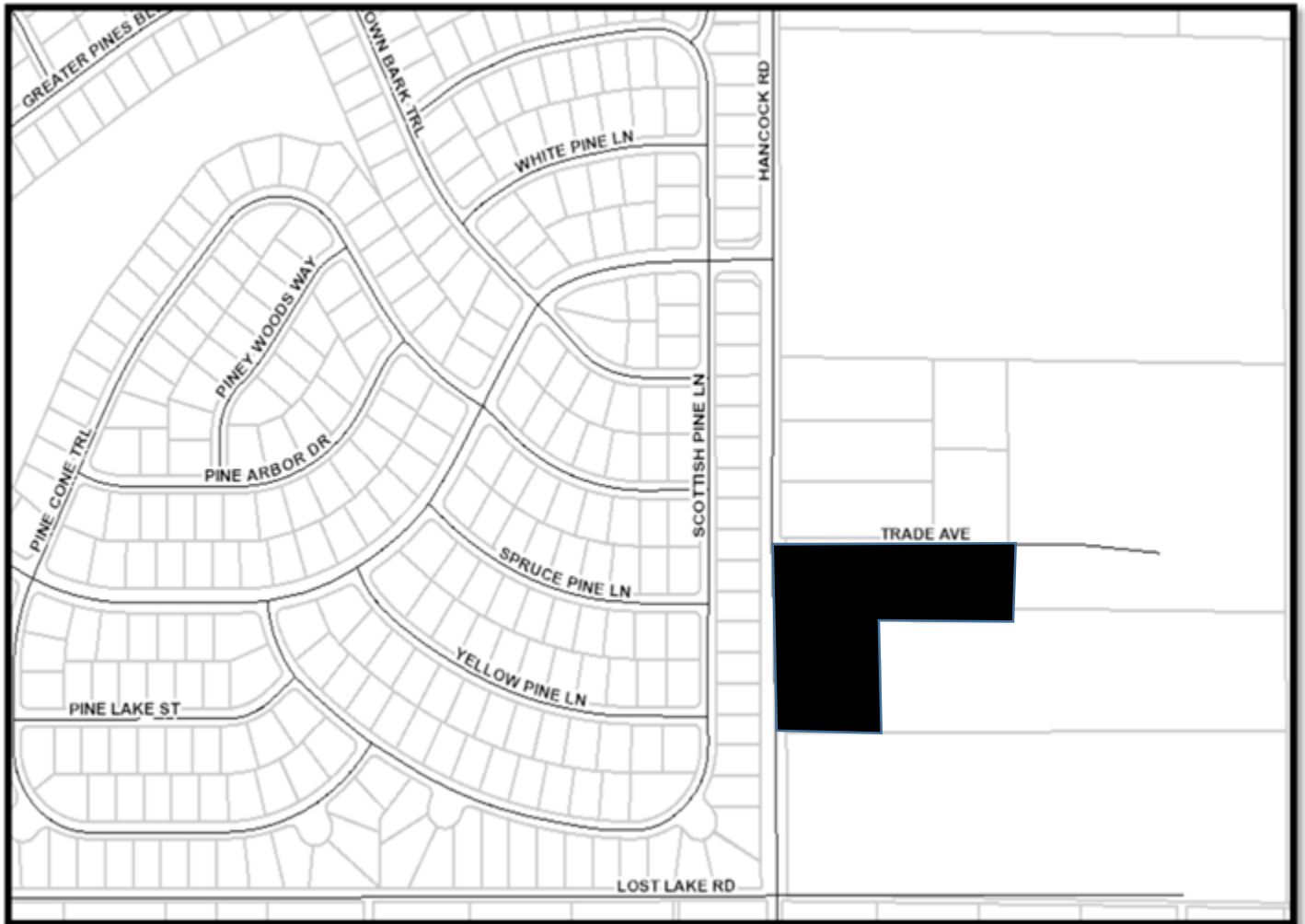
ATTEST:

Tracy Ackroyd Howe, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney

Site Map





APPLICATION & PETITION

DATE: September 1, 2017

FEE: \$155.⁰⁰
+ cost of advertising

Please type or print – use black pen/ink only.

PROJECT NAME (if applicable): CubeSmart @ Hancock Road

APPLICANT: Clermont Storage Center, LLC

Address: 1041 Crown Park Circle

City: Winter Garden State: Florida Zip: 34787

Phone: 321-278-7928 Fax: _____

Applicant is: Owner: X Agent: _____ Purchaser: _____ Lessee: _____ Optionee: _____

OWNER: (Applicant)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

AGENT NAME (Affidavit required): Richard Beaver, Manager

Address: 1041 Crown Park Circle

City: Winter Garden State: Florida Zip: 34787

Phone: 321-278-7928 Fax: _____

E-Mail: rbeaves60@gmail.com

Property address and/or general location: _____
Southeast corner of Hancock Road and Trade Avenue

Area of property: 16.38 +/- acres, and/or _____ +/- sq. ft.

The property is PRESENTLY used for: Vacant

The property is PROPOSED to be used for: Self Storage, commercial uses





Existing Lake County Land Use* : Regional Commercial

Existing Lake County Zoning* : M-P

*** NOTE: All property annexed into the City of Clermont is automatically zoned Urban Estate Residential (UE) Zoning District. A separate application for a Land Use Plan Amendment & Rezoning is required. Applicable fees shall apply.**

Number of existing structures on the property and their present use: None

State the reason or basis for this request: To connect to City Utilities

EXACT LEGAL DESCRIPTION as shown on the Tax Receipt or Warrant Deed.
(attach copy).

Section 34, Township 22 South, Range 26 East

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



OWNER / AGENT AFFIDAVIT (ANNEXATION)

Date: July 12, 2017

Before me, the undersigned authority personally appeared John J. Derenka DDS
(owner's name), who being by me duly sworn on oath,
deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires an ANNEXATION to allow:
MINI STORAGE, RETAIL, PROFESSIONAL OFFICE
3. That said authority (owner) has appointed (agent's name) RICHARD BEAVERS
to act in its behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:

A. That he/she affirms and certifies that he/she understands and will comply with all Ordinances, Regulations, and Provisions of the City of Clermont, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Clermont, Florida, and are not returnable.

B. That the Submittal requirements for the application have been completed and attached hereto as part of that application.

X John J. Derenka DDS
Owner (signature)

X Richard Beavers MANAGER
Agent's (signature)

Sworn to and subscribed before
me this 12th day of July,
20 17.

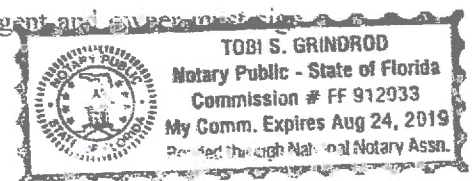
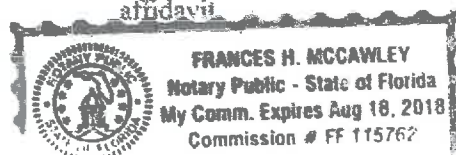
Harold J. Johnson
Notary Public, State of FL
My commission expires:

Aug. 18, 2018

*Note: Owner must sign affidavit. When agent is representing case, both agent and owner must sign affidavit.

Sworn to and subscribed before
me this 11th day of July,
20 17.

Tobi S. Grindrod
Notary Public, State of FL
My commission expires:





**PETITION OF LANDOWNER(S) FOR ANNEXATION
OF CERTAIN PROPERTY TO THE CITY OF CLERMONT**

WE, the undersigned landowner(s) pursuant to the provisions of Chapter 59-1497 (Senate Bill No. 912), Laws of Florida, Regular Session 1959, entitled

AN ACT TO AMEND CHAPTER 9820, LAWS OF FLORIDA, SPECIAL ACT OF 1923, AS AMENDED, BEING THE CHARTER OF THE CITY OF CLERMONT, FLORIDA, TO PROVIDE ENABLING LEGISLATION FOR THE FUTURE ANNEXATION OF CONTIGUOUS TERRITORY BY PETITION AND CONSENT OF THE LANDOWNER(S) IN THE AREA SOUGHT TO BE ANNEXED; PROVIDING THAT SAID PROVISIONS SHALL BE CUMULATIVE; PROVIDING THAT THE PROPERTY ANNEXED SHALL BE LIABLE FOR ITS PROPORTIONATE SHARE OF THE EXISTING AND FUTURE INDEBTEDNESS OF SAID CITY, AND PROVIDING THAT SUCH ANNEXED TERRITORY SHALL BE SUBJECT TO ALL LAWS AND ORDINANCES OF SAID CITY AS IF ALL OF SUCH TERRITORY HAD BEEN A PART OF THE CITY OF CLERMONT AT THE TIME OF THE PASSAGE AND APPROVAL OF SAID LAWS AND ORDINANCES, AND FIXING EFFECTIVE DATE.

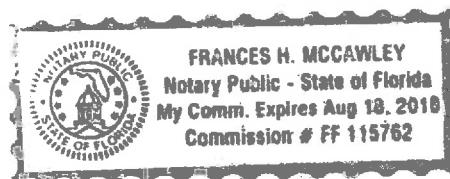
hereby petition that the hereinafter described real estate be annexed to, and become a part of the city limits of the City of Clermont, a municipal corporation in Lake County, Florida, created and existing pursuant to Chapter 9820, Laws of Florida, Special Acts of 1923, and amendatory and supplementary acts thereto, and we, jointly and severally, consent to such annexation of such area to said City of Clermont and upon annexation sought by this petition, all of the property, real and personal, within such area, and the inhabitants thereof, shall be subject to the government, jurisdiction, powers, franchises, duties and privileges of said City of Clermont, Florida and the said property shall be liable, proportionally, for all the present outstanding and existing, as well as future, indebtedness of the said City of Clermont; that all of the ordinances of the City of Clermont and all laws heretofore passed by the Legislature of the State of Florida, relating to and which now or hereafter constitute its Charter shall apply to have the same force and effect in such territory as may be annexed under the provisions hereof as if all of such territory had been part of the City of Clermont at the time of the passage and approval of said laws and ordinances.

IN WITNESS WHEREOF, we, the undersigned landowners, as petitioners, have hereunto set our hands and seals as of the 12th day of July, 2017.

Legal description of the property: (Type, print in black ink, or attach a copy of the warranty deed or current tax receipt).

[Signature]
Landowner (Petitioner)
7/12/17
Date

[Signature]
Notary Public
Aug 18, 2018
My Commission Expires



Legal Description

Parent Parcel:

A portion of Section 34, Township 22 South, Range 26 East, Lake County, Florida, being more particularly described as follows:

Commence at the northwest corner of Section 34, Township 22 South, Range 26 East, Lake County, Florida; run thence S00°30'05"E along the west line of the Northwest 1/4 of said Section 34 a distance of 1490.17 feet; thence S89°57'31"E a distance of 40.00 feet to a point on the East Right-of-Way line of Hancock Road; thence S00°30'05"E, along said East Right-of-Way line, a distance of 30.00 feet to a point on the centerline of a non-exclusive ingress and egress easement recorded in Official Records Book 1866, Page 812, of the Public Records of Lake County, Florida for a Point of Beginning; thence S89°57'31"E, along said centerline, a distance of 720.02 feet to the West line of the East 900.00 feet of the South 1575.00 feet of the West 1660.00 feet of the North Half of said Section 34; thence S00°30'05"E, along said West line, a distance of 198.00 feet to the South line of the North 726 feet of said South 1575.00 feet; thence S89°57'31"E, along said South line, a distance of 900.05 feet to the East line of said West 1660.00 feet; thence S00°30'05"E, along said West line, a distance of 357.99 feet to a Point on the Easterly extension of the centerline of Tract "C", of the former Plat Manlow Park, as recorded in Plat Book 50, Pages 86 and 87, Public Records of Lake County, Florida (said Plat vacated per Official Records Book 4749, Page 1392, Public Records of Lake County, Florida); thence S89°29'55"W, along said centerline extension, a distance of 1620.00 feet to a Point on said East Right-of-Way line of Hancock Road; thence N00°30'05"W, along said East Right-of-Way line, a distance of 541.33 feet to the Point of Beginning.

Contains 713,330 Square Feet or 16.3758 Acres more or less.

LEGAL NOTICE

The City Council of the City of Clermont will consider the enactment of the following proposed Ordinance at the regularly scheduled meeting to be held Tuesday, December 12, 2017 at 6:30 P.M. (Introduction) and on Tuesday, January 9, 2018 at 6:30 P.M. (Final Adoption) at City Hall located at 685 West Montrose Street. All interested parties will be given an opportunity to express their views on this matter.

ORDINANCE NO. 2017-46

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.

LOCATION:

Vacant property on the Southeast corner of Hancock Road and Trade Avenue
Alternate Key 3823387

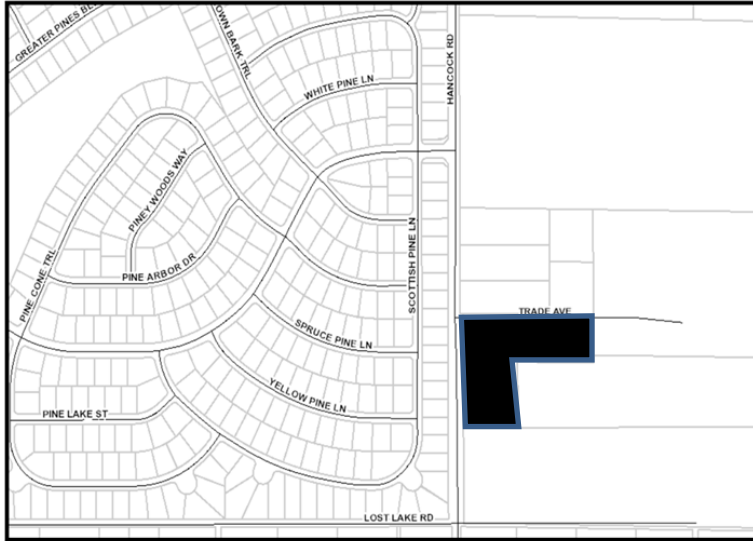
LEGAL DESCRIPTION

A portion of Section 34, Township 22 South, Range 26 East, Lake County, Florida, being more particularly described as follows:

Commence at the northwest corner of Section 34, Township 22 South, Range 26 East, Lake County, Florida; run thence S00°30'05"E along the west line of the Northwest $\frac{1}{4}$ of said Section 34 a distance of 1490.17 feet; thence S89°57'31"E, a distance of 40.00 feet to a point on the East Right-of-Way line of Hancock Road; thence S00°30'05"E, along said East Right-of-Way line, a distance of 30.00 feet to a point on the centerline of a non-exclusive ingress and egress easement recorded in Official Records Book 1866, Page 812, of the Public Records of Lake County, Florida for a Point of Beginning; thence S89°57'31"E, along said centerline, a distance of 720.02 feet to the West line of the East 900.00 feet of the South 1575.00 feet of the West 1660.00 feet of the North Half of said Section 34; thence S00°30'05"E, along said West line, a distance of 210.01 feet; thence S00°30'05"E, along said West line, a distance of 328.48 feet to a Point on the Easterly extension of the centerline of Tract "C", of the former Plat Manlow Park, as recorded in Plat Book 50, Pages 86 and 87, Public Records of Lake County, Florida (said Plat vacated per Official Records Book 4749, Page 1392, Public Records of Lake County, Florida); thence S89°29'55"W, along said centerline extension, a distance of 300.00 feet to a Point on said East Right-of-Way line, a distance of 541.33 feet to the Point of Beginning.

Containing a total of 5.75 Acres, more or less. AK 3823387

Location Map:



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 27, 2017 & January 02, 2018



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

| | | |
|--|------------------------------------|--------------------------------|
| Meeting Date | | |
| Tuesday, December 12, 2017 | | |
| Agenda Item Name | | |
| Ordinance No. 2017-47 <i>Introduction</i>
<i>Cubesmart Small-scale Comprehensive Plan Amendment</i> | | |
| Requested Action | | |
| Recommend introduction of Ordinance No. 2017-47. | | |
| Staff Report | | |
| <p>The applicant, is requesting a small scale comprehensive plan amendment for the subject property. The property is approximately 5.75 +/- acres in size. This request is being heard concurrently with requests for annexation, rezoning, and a conditional use permit. The applicant wishes to develop the property and have City services available.</p> <p>The small scale comprehensive plan amendment would change the Future Land Use from Lake County's Regional Commercial to the City's Commercial designation. The applicant and staff looked at the Commercial future land use designation for the parcel since the end use of the site would be a self-storage facility and commercial outparcels. The City's Commercial Future Land Use designation allows a maximum intensity/density of 0.25 FAR/12 units per acre. The proposed development is consistent with the comprehensive plan policies for Commercial future land use designation.</p> <p>Staff recommends approval of the small scale comprehensive plan amendment to change the future land use from Lake County Regional Commercial to City Commercial Future Land Use designation.</p> | | |
| Additional Analysis | | |
| | | |
| Fiscal Impact Summary | | |
| | | |
| Fiscal Impact | Fund Number and Description | Available Budget Amount |
| | | |
| Exhibits Attached (copies of original agreements) | | |
| 1. Ordinance 2017-47 | CPA Ord. 2017-47.pdf | |
| 2. FLU MAP | Cubesmart FLU MAP.pdf | |
| 3. Application | Cubesmart Small scale CPA App.pdf | |
| 4. CPA Legal Ad | CPA Cubesmart legal ad.pdf | |

CITY OF CLERMONT
ORDINANCE No. 2017-47

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING THE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT FOR THE CITY OF CLERMONT, FLORIDA, PURSUANT TO THE LOCAL GOVERNMENT COMPREHENSIVE PLANNING ACT, CHAPTER 163, PART II, FLORIDA STATUTES; SETTING FORTH THE AUTHORITY FOR ADOPTION OF THE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT; SETTING FORTH THE PURPOSE AND INTENT OF THE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR THE ADOPTION OF THE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT; ESTABLISHING THE LEGAL STATUS OF THE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Comprehensive Plan of the City of Clermont was adopted by the City of Clermont on June 23, 2009, in accordance with the Local Government Planning and Land Development Regulations Act of 1985, Chapter 163, Part II, Florida Statutes; and

WHEREAS, the Comprehensive Plan of the City of Clermont may be amended pursuant to Florida Statute 163.3187; and

WHEREAS, the Planning and Zoning Commission and the City Council of the City of Clermont have held public hearings on the proposed amendment to the plan in light of written comments, proposals and objections from the general public;

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

Section 1.

After public hearings held by the City of Clermont Local Planning Agency and the Clermont City Council, the Future Land Use Map of the Comprehensive Plan of the City of Clermont is hereby amended by changing the following described property as shown:

LEGAL DESCRIPTION

A portion of Section 34, Township 22 South, Range 26 East, Lake County, Florida, being more particularly described as follows:

Commence at the northwest corner of Section 34, Township 22 South, Range 26 East, Lake County, Florida; run thence S00°30'05"E along the west line of the Northwest ¼ of said Section 34 a distance of 1490.17 feet; thence S89°57'31"E, a distance of 40.00 feet to a point on the East Right-of-Way line of Hancock Road; thence S00°30'05"E, along said East Right-of-Way line, a distance of 30.00 feet to a point on the centerline of a non-exclusive ingress and egress easement recorded in Official Records Book 1866, Page 812, of the Public Records of Lake County, Florida for a Point of Beginning; thence

CITY OF CLERMONT
ORDINANCE No. 2017-47

S89°57'31"E, along said centerline, a distance of 720.02 feet to the West line of the East 900.00 feet of the South 1575.00 feet of the West 1660.00 feet of the North Half of said Section 34; thence S00°30'05"E, along said West line, a distance of 210.01 feet; thence S00°30'05"E, along said West line, a distance of 328.48 feet to a Point on the Easterly extension of the centerline of Tract "C", of the former Plat Manlow Park, as recorded in Plat Book 50, Pages 86 and 87, Public Records of Lake County, Florida (said Plat vacated per Official Records Book 4749, Page 1392, Public Records of Lake County, Florida); thence S89°29'55"W, along said centerline extension, a distance of 300.00 feet to a Point on said East Right-of-Way line, a distance of 541.33 feet to the Point of Beginning.

Containing a total of 5.75 Acres, more or less.
Alternate Key 3823387

CHANGE IN FUTURE LAND USE CLASSIFICATION

FROM LAKE COUNTY REGIONAL COMMERCIAL
TO CITY OF CLERMONT COMMERCIAL

Section 2.

If any portion of this Ordinance is declared invalid, the invalidated portion shall be severed from the remainder of the Ordinance, and the remainder of the Ordinance shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Ordinance as a whole.

Section 3.

All ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

Section 4.

This Ordinance shall be published as provided by law and it shall become law and shall take effect immediately upon its Second Reading and Final Passage.

CITY OF CLERMONT
ORDINANCE No. 2017-47

Location map:



CITY OF CLERMONT
ORDINANCE No. 2017-47

PASSED AND ADOPTED by the City Council of the City of Clermont, Lake County, Florida, this 9th day of January, 2018.

Gail L. Ash, Mayor

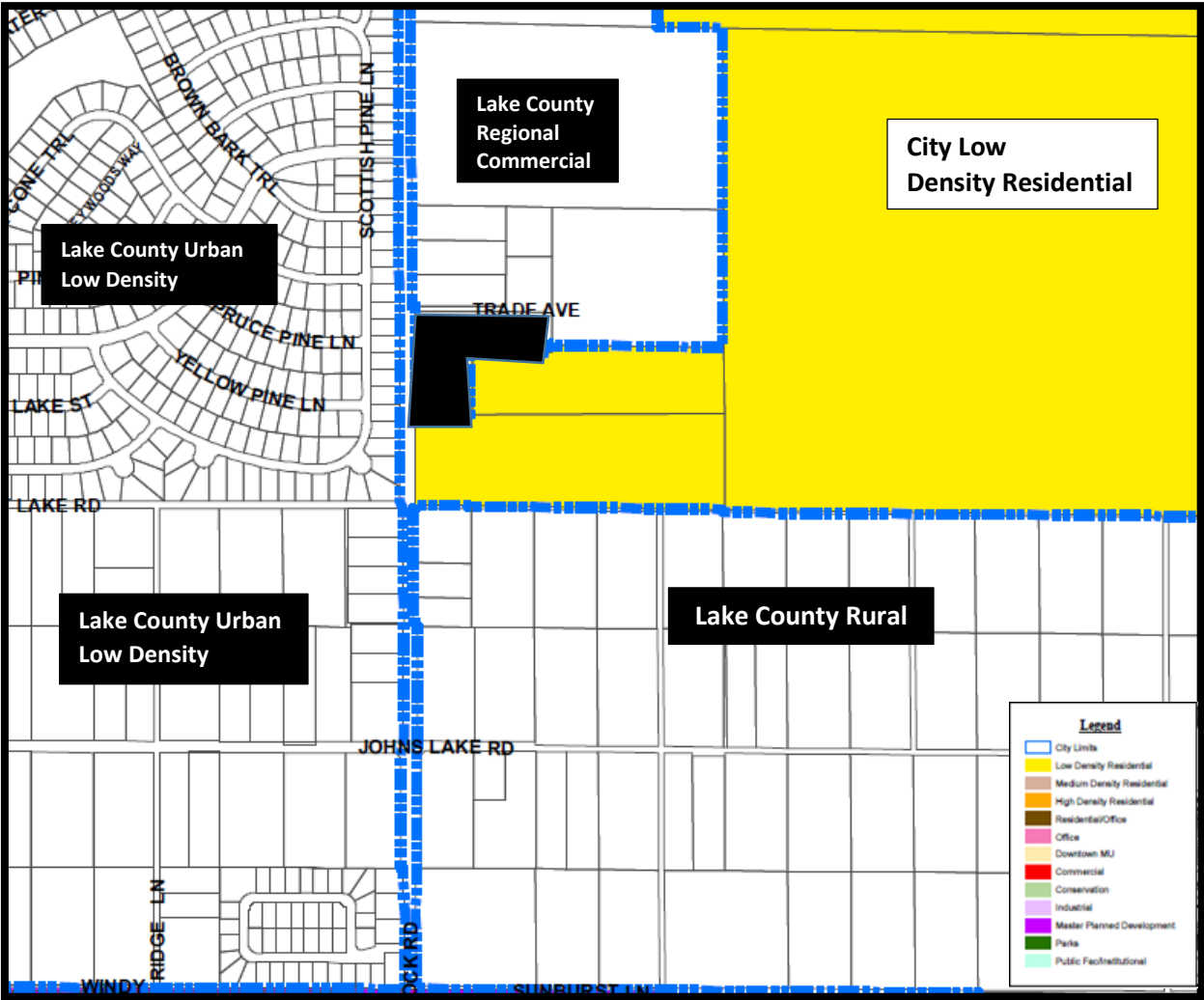
ATTEST:

Tracy Ackroyd Howe, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney

Future Land Use Map





**CITY OF CLERMONT
COMPREHENSIVE PLAN AMENDMENT
Application**

DATE: _____

FEE: ^{\$} 755.00
PLUS LEGAL AD

Project Name (if applicable): CubeSmart @ Hancock Road

Applicant: Clermont Storage Center, LLC

Contact Person: Richard Beaver, Manager

Address: 1041 Crown Park Circle

City: Winter Garden **State:** Florida **Zip:** 34787

Phone: 321-278-7928 **Fax:** _____

E-Mail: rbeavers60@gmail.com

OWNER: (Applicant)

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

E-Mail: _____

General Location: Southeast corner of Hancock Road and Trade Avenue

Legal Description (include copy of survey): See the attached.

Property size (in acres or square feet): 5.75 Acres

Flood hazard area (yes) _____ and approx. acreage _____ (no) X

Existing (Actual) Land Use: Vacant

Existing Zoning: County - M-P (Commercial)

Existing Future Land Use: County - Regional Commercial

Proposed Future Land Use: City - Commercial

Type of development proposed: Self Storage with future commercial out parcels





Proposed density (dwelling units/acre) or intensity: N/A

Proposed Zoning District: M-1

Summary of the proposed amendment content and effect that describes any changed conditions that would justify the proposed amendment, and why there is a need for the proposed amendment (use additional sheets if necessary).

The property is being annexed into the City to obtain utility services.

The City of Clermont may require additional information to justify, clarify or explain the necessity of the requested Comprehensive Plan Amendment which may include the following:

- Information regarding the compatibility of the proposed land use amendment(s) with the Goals, Objectives and Policies of the Future Land Use Element and any other affected comprehensive plan elements.
- A description of how the proposed amendment(s) will result in an orderly and logical development pattern with existing and proposed land use(s) of the area.
- A description of the present availability of, and estimated demand on the following public facilities: potable water, sanitary sewer, transportation system and recreation, as appropriate.

******* 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. 34712-0219
(352) 394-4083 Fax: (352) 394-3542



OWNER'S AFFIDAVIT

STATE OF FLORIDA
COUNTY OF LAKE:

Before me, the undersigned authority personally appeared

_____, who being

by me first duly sworn on oath, deposes and says:

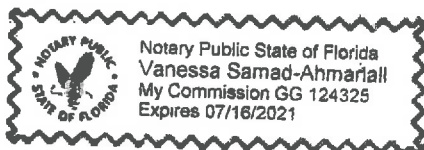
1. That he (she) is the fee-simple owner of the property legally described on the attachment of this application.
2. That he (she) desires a Future Land Use Amendment from COUNTY - REGIONAL COMMERCIAL to CITY COMMERCIAL for the property legally described on the attachment of this application.
3. That the owner of said property has appointed _____ to act as agent on his (her) behalf to accomplish the above. The owner is required to complete the APPLICANT'S AFFIDAVIT of this application if no agent is appointed to act in his (her) stead.

RICHARD BEAVERS
Affiant - Applicant Name (print)

X Richard Beavers
Affiant - Applicant Name (signature)

SWORN to and SUBSCRIBED before me by

or personally known by me this 23 day of October, 2017



X Vanessa Samad-Ahmarfall
Notary Public, State of Florida at Large

My Commission Expires: July 16, 2021

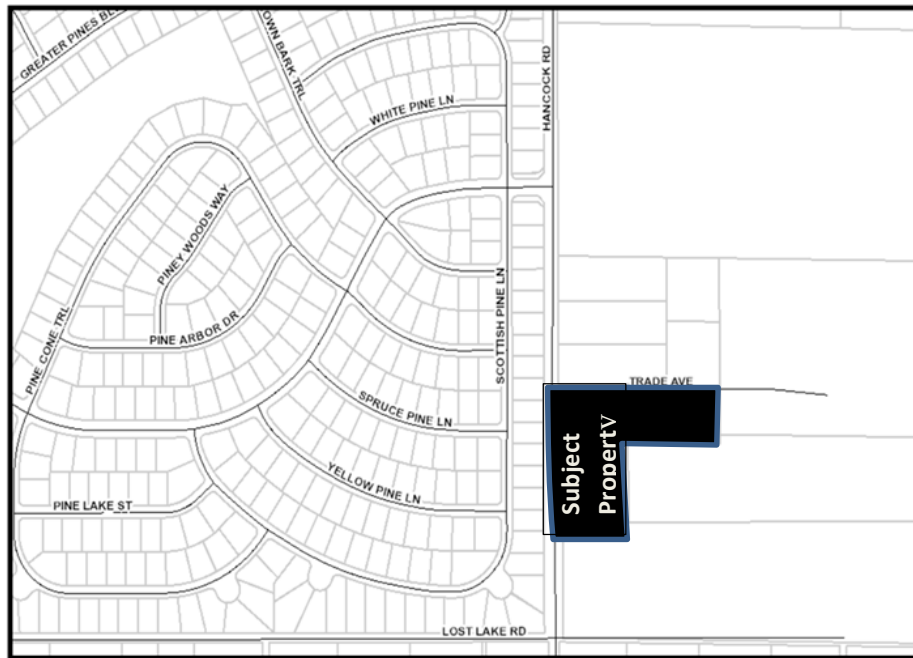
CITY OF CLERMONT

NOTICE OF PROPOSED LAND USE CHANGE

Small-Scale Comprehensive Plan Amendment

ORDINANCE NO. 2017-48

The City of Clermont will hold public hearings on Tuesday, December 5, 2017 at 6:30 p.m. before the Planning and Zoning Commission; and Tuesday, December 12, 2017 at 6:30 p.m. (1st reading of the adoption ordinance) and Tuesday, January 9, 2018 (final reading of the adoption ordinance) at 6:30 p.m. before the City Council to consider a proposed change to the City's Future Land Use Map. The map amendment would change the Future Land Use designation for the 5.75 +/-acre parcel below from Lake County Regional Commercial to City of Clermont Commercial. Alternate Key 3823387.



Location:

Vacant property on the Southeast corner of Hancock Road and Trade Avenue

Alternate Key #3823387

Ordinance #2017-48

An ordinance of the City of Clermont, Florida, adopting the small-scale comprehensive plan amendment for the City of Clermont, Florida, pursuant to the Local Government Comprehensive Planning Act, Chapter 163, Part II, Florida Statutes; setting forth the authority for adoption of the small-scale comprehensive plan amendment; setting forth the purpose and intent of the small-scale comprehensive plan amendment; providing for the adoption of the small-scale comprehensive plan amendment; establishing the legal status of the small-scale comprehensive plan amendment; providing a severability clause; and providing an effective date.

The public hearings are in the Council chambers of City Hall, 685 W. Montrose Street, and are open to public comment. Please call (352) 241-7305 if you have any questions.

The proposed amendment may be inspected at the City's Development Services Department (1st floor, City Hall) between 8 a.m. and 5 p.m. Monday-Friday.

Please be advised that under state law, any person deciding to appeal a decision made at the public hearings will need a record of the proceedings and may need to ensure a verbatim record is made.

Persons with disabilities who need assistance should contact the City Clerk's office, (352) 241-7331, at least 48 hours prior to the public hearings.

Tracy Ackroyd Howe, MMC
City Clerk

Daily Commercial

November 24, 2017 and December 26, 2017



CITY OF CLERMONT

AGENDA ITEM

Page 1 of 1

| | | |
|---|------------------------------------|--------------------------------|
| Meeting Date | | |
| Tuesday, December 12, 2017 | | |
| Agenda Item Name | | |
| Ordinance No. 2017-48 <i>Introduction</i>
<i>Cubesmart Rezoning</i> | | |
| Requested Action | | |
| Recommend introduction of Ordinance No. 2017-48. | | |
| Staff Report | | |
| <p>The applicant, is requesting a rezoning of the subject property. This request is being heard concurrently with requests for annexation, small scale comprehensive plan amendment, and a conditional use permit. Upon annexation, the applicant is requesting to change the current zoning of the property from Lake County M-P Planned Industrial to City C-2 General Commercial zoning, this will allow development of the subject parcel as a self-storage facility with two commercial outparcels. The proposed C-2 General Commercial zoning is consistent with the surrounding areas and the City's Comprehensive Plan. City Code Section 122-223, allows self-storage facilities as a permitted use with a Conditional Use Permit. The proposed development is consistent with the Land Development Regulations and C-2 General Commercial zoning designation.</p> <p>The applicant has applied for a conditional use permit for the self-storage facility since it is a conditional use in the C-2 zoning district and will have one building with more than 20,000 square feet of floor space.</p> <p>Staff has reviewed the rezoning application and believes that C-2 General Commercial zoning is consistent with the comprehensive plan policies and objectives and compatible with uses and improvements of the surrounding area. The self-storage facility has a very low trip generation rate for traffic and has adequate public infrastructure facilities to support the development. Staff recommends approval of the rezoning from Lake County MP Planned Industrial District to City C-2 General Commercial.</p> | | |
| Additional Analysis | | |
| Fiscal Impact Summary | | |
| Fiscal Impact | Fund Number and Description | Available Budget Amount |
| | | |
| Exhibits Attached (copies of original agreements) | | |
| 1. Ordinance 2017-48 | REZ ORD 2017-48.pdf | |
| 2. Zoning Map | Cubesmart Zoning Map.pdf | |
| 3. Application | Cubesmart Rez App.pdf | |
| 4. Legal Ad | REZ Cubesmart legal ad.pdf | |

CITY OF CLERMONT
ORDINANCE No. 2017-48

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

A portion of Section 34, Township 22 South, Range 26 East, Lake County, Florida, being more particularly described as follows:

Commence at the northwest corner of Section 34, Township 22 South, Range 26 East, Lake County, Florida; run thence S00°30'05"E along the west line of the Northwest ¼ of said Section 34 a distance of 1490.17 feet; thence S89°57'31"E, a distance of 40.00 feet to a point on the East Right-of-Way line of Hancock Road; thence S00°30'05"E, along said East Right-of-Way line, a distance of 30.00 feet to a point on the centerline of a non-exclusive ingress and egress easement recorded in Official Records Book 1866, Page 812, of the Public Records of Lake County, Florida for a Point of Beginning; thence S89°57'31"E, along said centerline, a distance of 720.02 feet to the West line of the East 900.00 feet of the South 1575.00 feet of the West 1660.00 feet of the North Half of said Section 34; thence S00°30'05"E, along said West line, a distance of 210.01 feet; thence S00°30'05"E, along said West line, a distance of 328.48 feet to a Point on the Easterly extension of the centerline of Tract "C", of the former Plat Manlow Park, as recorded in Plat Book 50, Pages 86 and 87, Public Records of Lake County, Florida (said Plat vacated per Official Records Book 4749, Page 1392, Public Records of Lake County, Florida); thence S89°29'55"W, along said centerline extension, a distance of 300.00 feet to a Point on said East Right-of-Way line, a distance of 541.33 feet to the Point of Beginning.

Containing a total of 5.75 Acres, more or less.

Alternate Key 3823387

**From: Lake County MP Planned Industrial District
To: City C-2 General Commercial**

SECTION 2:

CITY OF CLERMONT
ORDINANCE No. 2017-48

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.

Location map:



CITY OF CLERMONT
ORDINANCE No. 2017-48

PASSED AND ADOPTED by the City Council of the City of Clermont, Lake County, Florida on this 12th day of December, 2017.

CITY OF CLERMONT

Gail L. Ash, Mayor

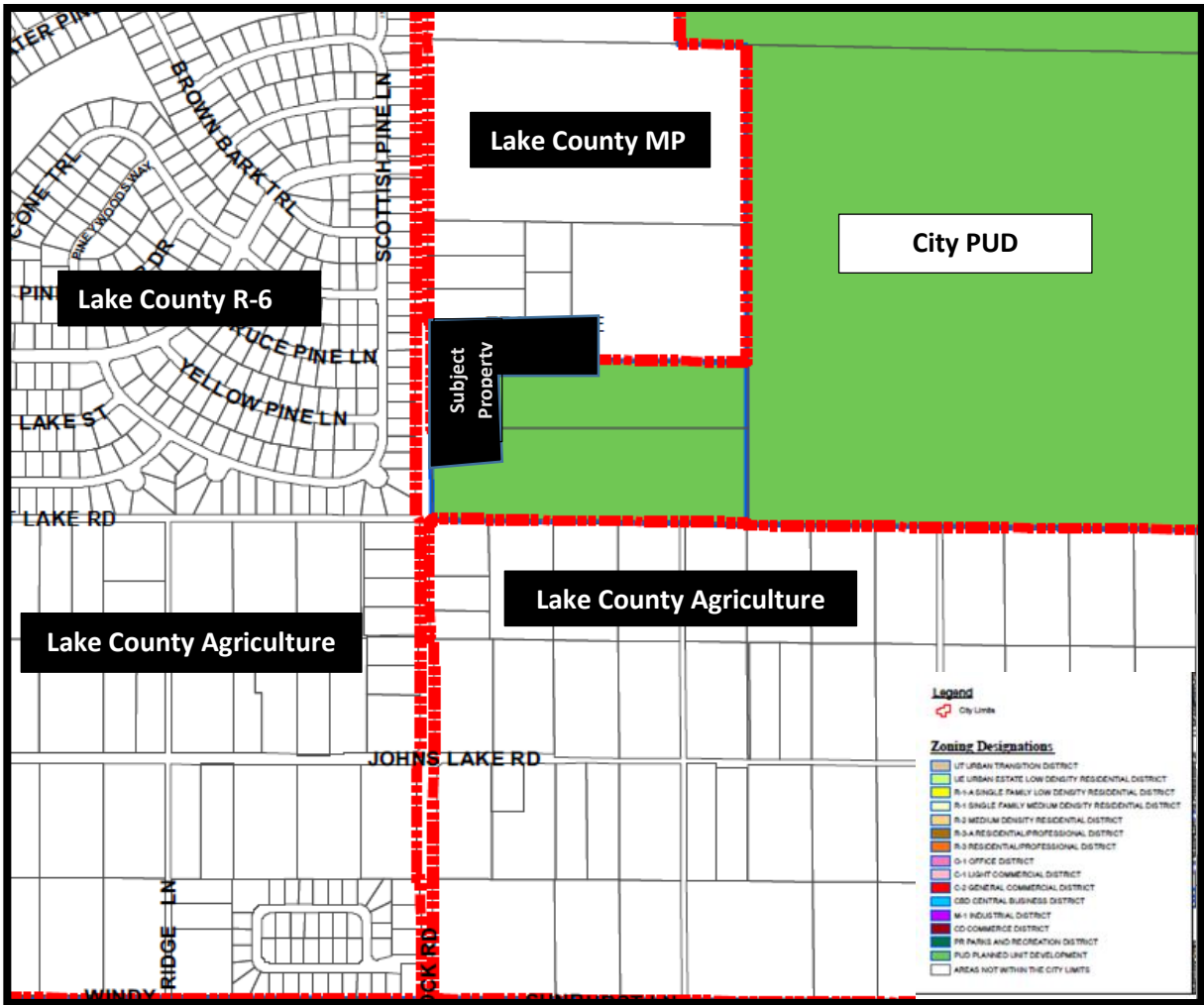
ATTEST:

Tracy Ackroyd Howe, City Clerk

Approved as to form and legality:

Daniel F. Mantzaris, City Attorney

Zoning Map





CITY OF CLERMONT
REZONING
APPLICATION

DATE: September 1, 2017

FEE: \$542.⁰⁰
 + cost of advertisement

PROJECT NAME (if applicable): CubeSmart @ Hancock Road

APPLICANT: Clermont Storage Center, LLC

CONTACT PERSON: Richard Beavers, Manager

Address: 1041 Crown Park Circle

City: Winter Garden State: Florida Zip: 34787

Phone: 321-278-7928 Fax: _____

E-Mail: rbeavers60@gmail.com

OWNER: (Applicant)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Address of Subject Property: SE corner of Hancock Road & Trade Avenue

Legal Description (include copy of survey): See the attached

Acres: 16.38 acres Land Use: Regional Commercial
(City verification required)

Present Zoning: M-P (County) Proposed Zoning: M-1
(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?

CURRENT I ZONE
MINI STORAGE
DENTAL - PROFESSIONAL OFFICE
RETAIL

CLERMONT STORAGE CENTER LLC
RICHARD BEAVERS - MANAGER
Applicant Name (print)

X Richard Beavers - MANAGER
Applicant Name (signature)

JOAN CERVENKA
Owner Name (print)

X John F. Cerwenka
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 Description

Parent Parcel:

A portion of Section 34, Township 22 South, Range 26 East, Lake County, Florida, being more particularly described as follows:

Commence at the northwest corner of Section 34, Township 22 South, Range 26 East, Lake County, Florida; run thence S00°30'05"E along the west line of the Northwest $\frac{1}{4}$ of said Section 34 a distance of 1490.17 feet; thence S89°57'31"E a distance of 40.00 feet to a point on the East Right-of-Way line of Hancock Road; thence S00°30'05"E, along said East Right-of-Way line, a distance of 30.00 feet to a point on the centerline of a non-exclusive ingress and egress easement recorded in Official Records Book 1866, Page 812, of the Public Records of Lake County, Florida for a Point of Beginning; thence S89°57'31"E, along said centerline, a distance of 720.02 feet to the West line of the East 900.00 feet of the South 1575.00 feet of the West 1660.00 feet of the North Half of said Section 34; thence S00°30'05"E, along said West line, a distance of 198.00 feet to the South line of the North 726 feet of said South 1575.00 feet; thence S89°57'31"E, along said South line, a distance of 900.05 feet to the East line of said West 1660.00 feet; thence S00°30'05"E, along said West line, a distance of 357.99 feet to a Point on the Easterly extension of the centerline of Tract "C", of the former Plat Manlow Park, as recorded in Plat Book 50, Pages 86 and 87, Public Records of Lake County, Florida (said Plat vacated per Official Records Book 4749, Page 1392, Public Records of Lake County, Florida); thence S89°29'55"W, along said centerline extension, a distance of 1620.00 feet to a Point on said East Right-of-Way line of Hancock Road; thence N00°30'05"W, along said East Right-of-Way line, a distance of 541.33 feet to the Point of Beginning.

Contains 713,330 Square Feet or 16.3758 Acres more or less.

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. 2017-47

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

Vacant property on the Southeast corner of Hancock Road and Trade Avenue
Alternate Key 3823387

LEGAL DESCRIPTION

A portion of Section 34, Township 22 South, Range 26 East, Lake County, Florida, being more particularly described as follows:

Commence at the northwest corner of Section 34, Township 22 South, Range 26 East, Lake County, Florida; run thence S00°30'05"E along the west line of the Northwest $\frac{1}{4}$ of said Section 34 a distance of 1490.17 feet; thence S89°57'31"E, a distance of 40.00 feet to a point on the East Right-of-Way line of Hancock Road; thence S00°30'05"E, along said East Right-of-Way line, a distance of 30.00 feet to a point on the centerline of a non-exclusive ingress and egress easement recorded in Official Records Book 1866, Page 812, of the Public Records of Lake County, Florida for a Point of Beginning; thence S89°57'31"E, along said centerline, a distance of 720.02 feet to the West line of the East 900.00 feet of the South 1575.00 feet of the West 1660.00 feet of the North Half of said Section 34; thence S00°30'05"E, along said West line, a distance of 210.01 feet; thence S00°30'05"E, along said West line, a distance of 328.48 feet to a Point on the Easterly extension of the centerline of Tract "C", of the former Plat Manlow Park, as recorded in Plat Book 50, Pages 86 and 87, Public Records of Lake County, Florida (said Plat vacated per Official Records Book 4749, Page 1392, Public Records of Lake County, Florida); thence S89°29'55"W, along said centerline extension, a distance of 300.00 feet to a Point on said East Right-of-Way line, a distance of 541.33 feet to the Point of Beginning.

Containing a total of 5.75 Acres, more or less. AK 3823387

FROM: Lake County M-P Planned Industrial District
TO: City C-2 General Commercial

This request will be considered by the Planning & Zoning Commission on Tuesday, December 5, 2017 at 6:30 p.m. A public meeting to consider the request will be held before the City Council on Tuesday, December 12, 2017 at 6:30 p.m. for Introduction and for Final Adoption on Tuesday, January 9, 2018. 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.

Daily Commercial

November 27, 2017 & December 26, 2017

Tracy Ackroyd Howe, MMC
City Clerk