

**LAKE COUNTY IMPACT FEE COMMITTEE**  
**NOVEMBER 16, 2006**

The Lake County Impact Fee Committee met on Thursday, November 16, 2006 in Room 233 of the Round Administration Building in Tavares, Florida. Ordinance 1996-31, effective April 19, 1996, created this Committee to review impact fees adopted by the Board of County Commissioners, evaluate the expenditure of funds collected via impact fees, and make recommendations to the Board of County Commissioners.

Ordinance 2004-26, enacted April 6, 2004, effective April 13, 2004, changed the name of the Impact Fee Evaluation and Review Committee to the "Lake County Impact Fee Committee" and changed membership from eleven members to ten members. A current commissioner of the Lake County Board of County Commissioners shall serve as liaison in a nonvoting position and shall not be considered a member.

**County Commission Liaison**

Commr. Jennifer Hill

**Members Present:**

Bill Benham, Agricultural Industry Representative  
Douglas Buskers, Lake County Conservation Council  
Jean Kaminski, Home Builders Association of Lake County, Chairman  
Jim Miller, Chamber of Commerce  
Frank Royce, Lake County League of Cities, Vice Chairman  
Ray San Fratello, Industrial Community Representative  
Ammon Smith, Citizen-at-Large

**Members Not Present:**

Bill Calhoun, Citizen-at-Large  
Nancy Hurlbert, Citizen-at-Large  
Bonnie Penner, Superintendent of Schools Designee

**Staff Present:**

Regina Frazier, Budget Director  
Sherie Ross, Public Hearing Coordinator  
Wendy Breeden, Library Services Director  
Debi Tinis, Financial Coordinator, Lake County Public Works

Jean Kaminski called the meeting to order at 9:35 a.m. She confirmed that the meeting had been properly advertised in the newspaper and noted that the approval of minutes will be addressed later when a quorum is present.

Wendy Breeden submitted the Library Impact Fee: Fund 107 report and discussed it. She explained that the first page shows the projects that have been awarded for 2004/05 and 2005/06. The second page of the report shows the beginning and ending interest balances and the waivers. Chairman Kaminski pointed out that the waivers are for the low and very low income population. The interest on the impact fees received is what pays for the waivers. Ms. Breeden said the waivers have not had much impact on the interest. Because they have not expended much of the fees, the fund balance is almost \$2.4 million. However, if the committed funds are subtracted, there is a true balance of \$935,000.

When Chairman Kaminski asked if Library Services had any long-range plans, Ms. Breeden said there will be a new round of applications beginning in January of 2007. Chairman Kaminski was informed that each

participating library in the County system can apply for the funds. Chairman Kaminski asked who makes the decision as to how the funds are distributed, based on the applications received. Ms. Breeden explained that all the library directors meet and make the initial ranking. Those recommendations are taken to the Library Board and that Board continues or changes that recommendation. The final decision is made by the Board of County Commissioners (BCC).

In response to Mr. Smith, Ms. Breeden said she has not encouraged increasing the library impact fee. Chairman Kaminski said this Committee could recommend that the library impact fee be increased if the Committee felt it was justified.

Jim Miller came into the meeting. Chairman Kaminski noted that a quorum was now present.

**MOTION by Douglas Buskers, SECONDED by Jim Miller to approve the October 19, 2006 Lake County Impact Fee Committee minutes, as submitted.**

**FOR: Benham, Buskers, Kaminski, Miller, Royce, Smith**

**AGAINST: None**

**NOT PRESENT: Calhoun, Hurlbert, Penner, San Fratello**

**MOTION CARRIED: 6-0**

Debi Tinis distributed the Parks Impact Fee Balance Sheet Report dated September 30, 2006. She pointed out the \$1.1 million balance to be carried forward to 2006/07 in which quite a few projected expenditures are expected. The second sheet she distributed, Parks & Trails Five-Year Capital Improvement Program for Fiscal Years 2007 – 2011, lists the projects in each of the districts. Chairman Kaminski asked if there were any dollar amounts attached to these projects. Ms. Tinis said the \$213,000 that was spent in the North District was spent on North Lake Community Park. It was spent on the design work, which has been completed. The \$350,000 spent in the Central District is the matching dollars for Pear Park and Twin Lakes Park.

In response to Frank Royce, Ms. Tinis acknowledged that the revenue collected in the South Impact Fee District has dropped considerably this year. Chairman Kaminski agreed that permits have been down 35 to 40 percent since March or April of 2006. Ms. Tinis pointed out that prepayments were made the previous year, which would account for some of the increase in that year.

When Chairman Kaminski asked about the transfer to the general fund in 2004/05, Ms. Tinis said that was only in that one year. Each of the impact fee funds (roads, library and parks) supported the Impact Fee Coordinator and her staff. In the year 2005/06, instead of the transfer, there is a three percent collection allowance that is coming off the revenue that is received. When Chairman Kaminski asked about the five percent administrative fee in the year 2004/05, Ms. Tinis said that the administrative use of the County Attorney, Personnel, Purchasing, and Finance accounted for that fee. That also was eliminated in 2005/06 and replaced with the three percent collection allowance. If they can continue the progress they would like on these projects in 2006/07, Ms. Tinis said it would make “quite a dent” in the carry-forward balance.

Chairman Kaminski was informed by Ms. Tinis that the second sheet distributed showed the parks program for the next five years for impact fees. There is a much larger program that includes other funding sources. Ms. Tinis said she would like the Parks Director to be present at her presentation next year so he can explain in detail what is being done with the impact monies. Chairman Kaminski asked if this Committee would like to ask someone from Parks to come and discuss their plans for the future and provide a locator map of the parks prior to next year. Mr. Buskers felt that may be a little more than this Committee needs since it is not all related to impact fees. If the Committee would like, Ms. Tinis said she could provide someone from Parks at the next meeting to discuss the projects listed on the sheet she provided. The Committee agreed that they would like to do that.

When Mr. Miller suggested adding another column on the financial statement for prepayments, Chairman

Kaminski said that only occurs once every three to five years so it may only be necessary to note it on the report when that happens. Mr. Buskers agreed that explaining major swings on the financial statements with footnotes would be helpful. Chairman Kaminski said it would also be helpful to learn what portion of a project is being covered by impact fees. This would allow the Committee to confirm that the funds are being used properly.

In response to Ammon Smith, Ms. Tinis said there were 25 waivers for the parks this year, either a 50 percent or 75 percent reduction. It comes purely from the interest earned. The fund has earned about \$79,000 in interest over the life of this fund. They have paid out about \$4,000.

Ray San Fratello came into the meeting.

Bill Benham said he would like to see the percentage of impact fees that contributes to a department's budget for all Lake County impact fees.

Chairman Kaminski said the school impact fee study has been presented to the School Board, but they have not shared it with anyone else yet. It is her understanding that the School Board has requested some further tweaking, but it is not done so it has not distributed to this Committee.

Commr. Hill came into the meeting.

If that study comes in to the County, Chairman Kaminski asked if this Committee would like to meet in December. The regular meeting is scheduled for December 21. If it is available, Mr. Miller said he would like to have a meeting. Chairman Kaminski said she feels very strongly that she would not want to discuss the report unless this Committee can see the report at least a week ahead of the meeting.

**MOTION by Jim Miller, SECONDED by Bill Benham for the Lake County Impact Fee Committee to meet on December 21, 2006 if the school impact fee study is available for distribution at least one week before the meeting so that proper review can be given to the report prior to discussion.**

**FOR: Benham, Buskers, Kaminski, Miller, Royce, Smith, San Fratello**

**AGAINST: None**

**NOT PRESENT: Calhoun, Hurlbert, Penner**

**MOTION CARRIED: 7-0**

Mr. San Fratello said he could not be in attendance at the December 21 meeting.

Chairman Kaminski said she would like to begin to review the report as soon as it is available.

Regarding prepayments, Chairman Kaminski said there are many dollars drawing interest that may never be used so she would like to keep that option open. In recent years, they have been tied very closely to a specific parcel. When Mr. Miller asked about the status of bonding them, Chairman Kaminski pointed out that impact fees are a regressive tax; they depend very much on the market. At the present time, there are very few impact fees being collected because the market has cooled down a lot. Mr. Royce said Sanford A. Minkoff, County Attorney, was going to look into that concept. Commr. Hill stated that they did not proceed with it because of concurrency and proportionate share.

**AMENDMENT by Jim Miller, SECONDED by Bill Benham for the December 21, 2006 Lake County Impact Fee Committee meeting be held only if Randy Young can be available, either in person or by teleconference call.**

**FOR: Benham, Buskers, Kaminski, Miller, Royce, Smith, San Fratello**

**AGAINST:               None**

**NOT PRESENT:       Calhoun, Hurlbert, Penner**

**MOTION CARRIED:   7-0**

Since this will probably be Mr. Royce's last meeting, Chairman Kaminski thanked Mr. Royce for his service on this Committee over the years and his invaluable input. She also thanked all the members for their efforts on this Committee this past year.

There being no further business, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

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Sherie Ross  
Public Hearing Coordinator

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Jean Kaminski  
Chairman