

**AGENDA MINUTES
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET
MONDAY, AUGUST 11, 2025 5:00 PM**

1. CALL TO ORDER

The City of Leesburg Commission held a workshop meeting on utility impact fees on Monday, August 11, 2025, at Leesburg City Hall. Mayor Reisman called the meeting to order at 5:00 p.m. with the following members present:

Commissioner Allyson Berry
Commissioner Jimmy Burry
Commissioner Mike Pederson
Mayor Alan Reisman

Commissioner Jay Connell was absent. Also present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, Deputy City Clerk (DCC) Anna Rottermond, the news media, and others.

INVOCATION

Mayor Reisman gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. PRESENTATION:

A. Water and Wastewater Utility Fee Increase Presentation

Public Works Director (PWD), Cliff Kelsey, said at the last meeting there was a presentation provided by Shawn Ocasio from Raftelis 1, who was one of the contractors that handled the impact fee study. He was there to provide a quick review of the impact fee presentation that was given and then the meat and potatoes would be the public and commission discussion for the opportunities moving forward. **CM Minner** stated that part of the last meeting was the report on the impact fee study for water and sewer fees. The commission directed that we start moving forward and there were two different options. One was a delay option, and the other one was a move forward option. The process the city attorney advised which we looked into was that we thought there may have been a couple of hiccups based on some of the new legislation, but the commission directed us to move forward. There will be two workshops and this is the first workshop. The second workshop will be held on August 25th at five o'clock. At that time, we will review the same stuff as before. Once we complete both workshops, we will move onto adopting the ordinance. We will start the adoption ordinance process based on the commission's direction and the results of these workshops. Without assuming that the commission is going in that direction, that would set us up for the formal ordinance adopting in September and that would give us a January 1, 2026,

kickoff date.

PWD Kelsey continued to say that this was workshop number one. If they remember, Shawn Ocasio came and delivered a presentation and tonight, we will review and discuss what an impact fee is, the methodology of the calculations, the summary of the findings, and the extraordinary circumstances which we feel are justified to use for a course of action and then the next steps. After that they will have public and commission comments.

Referring to the slides, he said it basically tells them what the impact fees are and what they do for us. They allow for capital improvement plans, and they provide our level of service. They also looked at the legal considerations about what drives impact fees, and the key thing to look at, which the city manager mentioned, is that changes are coming in January 2026. That is why we decided to get ahead of this and not behind it, because potential changes could alter our course of action. He then showed more legal considerations and takeaways. Anything we do to update the current fees must be adopted within twelve months of the impact fee study and our impact fee study was completed last Monday. Another key takeaway is the ninety-day grace period before imposing new or increased fees. As the city manager briefed about the schedules, he included that after the ordinances, there will be a ninety-day grace period implementation, so that will take us into January 2026. He showed more legal considerations and the key to this is the incremental increase based on the amount in the circumstances. They highlighted the extraordinary circumstances that we are qualified for and the two types of extraordinary circumstances that will govern what we decide to do.

Referring to a slide about impact fee criteria, he said it gives more definition of reasonable levels of service, which is what drives what impact fees we use to meet the needs of the community. They also went over the fee calculation methodology. We gave him all our data, current assets, capital improvement plans and all the developments that are in the works. From that, we looked at our level of service of three hundred gallons per day (GPD) for water and two hundred and fifty gallons per day (GPD) for wastewater on our ERU basis. He punched the numbers and these were the results received. He provided a slide with more fee calculations and methodologies. Basically, we are talking about our capital improvements plan and our existing infrastructure. He showed the capital improvement plans for the projects they plan to build within the next five years. He then showed the current infrastructure that we already have. The bottom line is what we are looking at. We can see the existing fees for water and sewer based on our level of service, and it breaks down into a cost per gallon of capacity. If we take three hundred gallons per day of water based on \$1,175, it gives us \$3.91 per gallon of capacity, and that is what our impact fee will buy us. With the proposed fees based on the calculations and information provided, we are now looking at increasing water by sixty-seven percent, and wastewater is very close to the same. Our cost per gallon of capacity will go up the same percentage. One interesting thing to note is the fifty percent cap. When we increase by fifty percent, it would go up an additional \$1,762.50 for water and up to \$4,167 for wastewater, which gives us a fifty percent increase. With the local utility impact fee comparison, and the increases, (referring to the red line to the right) we can see \$3,953, which is where we currently stand. We currently sit very low compared to other organizations around us. Then (referring to the red line in the middle of the chart) the increase of \$6,606 would be the recommended increase and that would still leave us at a very competitive schedule for impact fees compared to our local neighbors.

Referring to another slide, PWD Kelsey said he put this chart together to show where the city has been over the past two to three years. He showed the organizations who have done impact fee studies and who have increased their impact fees. Over the last two and a half years, there have been sixteen organizations in our peer group who have used a similar methodology. This year alone, three of them have done it, and they have gone this route, and increased their impact fees. The implementation considerations go with our ERUs and the limit of fifty percent. With the implementation options, we can either do an increase of

fifty percent and phase it in evenly over four years after the fifty percent is already in, or we can do what we are recommending, which is to pursue a full one-time increase through extraordinary circumstances. It would be one and done.

Moving onto another slide, he said this was the justification why they felt extraordinary circumstances relate to us. The population growth is important because we are up almost 10,000 residents over the last five years. On average, six point five percent per year and all the entitlements that are on the books. We have approximately 40,000 lots that have been added since 2020. Of the 39,823 lots that are on the books, 14,185 of those are The Villages. The consumer price index and material costs of construction have gone up forty percent plus since 2019. The cost to build, the cost to maintain, and the cost to operate have all gone up, which all justifies the extraordinary circumstances.

The next step after tonight's workshop is to hold a second workshop meeting and that is scheduled for Monday, August 25th. At that workshop meeting we will again allow for public input. We have to make sure that we comply with the impact fee act requirements. After the second workshop we will have a first and second reading of the ordinance. Once that is approved, we will have that ninety-day grace period to implement it.

Mayor Reisman asked if there were any questions for the public works director. There were none.

3. **DISCUSSION:**

Mayor Reisman asked if there were any questions or comments from the public?

Anthony Iorio of Hanover Land Company thanked the city for the opportunity to speak on behalf of the Hanover Land Company and Trinity Family Builders. They appreciate all the effort that has gone into the impact fee study. They fully support the efforts of the commission, and they understand the rising costs and requiring growth to pay for growth because that is extremely important. Again, the wisdom that has gone into this and the studies are truly appreciated. They are excited to continue developing and building in the city. Again, he thanked the staff for working so hard on this. It was an excellent study, and he had read through it. He has been involved with it for many years. Congratulations, and they fully support the impact fee increase and the justification for it. **Mayor Reisman** thanked him for his comments and asked if there were any other public comments. There were none. He said there would be a second workshop on the impact fees to be held on Monday, August 25, 2025, at five o'clock here in the commission chambers.

4. **ADJOURN:**

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.

With a motion by Commissioner Pederson and a second by Commissioner Berry, the meeting adjourned at 5:13 p.m.