



2019-2020 Florida Job Growth Grant Fund Public Infrastructure Grant Proposal

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed by the governmental entity applying for the grant and signed by either the chief elected official, the administrator for the governmental entity or their designee. Please read the proposal carefully as some questions may require a separate narrative to be completed. If additional space is needed, attach a word document with your entire answer.

Governmental Entity Information

Name of Governmental Entity: TOWN OF HOWEY-IN-THE-HILLS

Government Federal Employer Identification Number: [REDACTED]

Primary Contact Name: DAIRIAN BURKE

Title: TOWN CLERK

Mailing Address: P.O. BOX 128
HOWEY-IN-THE-HILLS, FL 34737

Phone Number: (352) 324-2264

Email: DBURKE@HOWEY.ORG

Secondary Contact Name: JOHN ERNEST

Title: PUBLIC SERVICES DIRECTOR

Phone Number: (352) 324-2264

Public Infrastructure Grant Eligibility

Pursuant to section 288.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. Eligible entities that wish to access this grant fund must submit public infrastructure proposals that:

- Promote economic recovery in specific regions of the state, economic diversification or economic enhancement in a targeted industry. ([View Florida's Targeted Industries here.](#))
- Are not for the exclusive benefit of any single company, corporation or business entity.
- Are for infrastructure that is owned by the public and is for public use or predominately benefits the Public.

1. Program Requirements:

(If additional space is needed, attach a word document with your entire answer.)

Each proposal must include the following information describing how the project satisfies eligibility requirements listed on page 1.

A. Provide a detailed description of the public infrastructure improvements.

The project is an expansion of the Town's sewage collection system on Central Avenue between Mare Avenue on the west and Lakeshore Boulevard on the east including gravity sewer main, sewer force main and pump station. (Refer to supplemental comments.)

B. Provide location of public infrastructure, including physical address and county of project.

The proposed project is located in the Town of Howey-in-the-Hills in Lake County. The project is located within public right-of-way including Central Avenue and Lakeshore Boulevard. Refer to the attached project location map.

C. Is this infrastructure currently owned by the public? Yes No

If no, is there a current option to purchase or right of way provided to the County?

The Town of Howey-in-the-Hills owns the sewage collection system and controls the right-of-ways included within the scope of the project east of Palm Avenue (SR 19). The portion of Central Avenue west of Palm Avenue is controlled by Lake County. Lake County has approved the project improvements.

D. Provide current property owner.

As noted above, the proposed project is located within public right-of-way under the jurisdiction of Lake County and the Town of Howey-in-the-Hills.

E. Is this infrastructure for public use or does it predominately benefit the public? Yes No

The proposed sewer lines will predominantly benefit the public as all properties along Central Avenue will be able to connect to the system.

F. Will the public infrastructure improvements be for the exclusive benefit of any single company, corporation or business entity? Yes No

The proposed improvements will NOT be for the benefit of any single business entity. The area served includes Town Hall, the police station, the library, some 10 to 12 existing business sites, six residential sites, and vacant land planned and zoned for commercial development.

G. Provide a detailed description of, and quantitative evidence demonstrating, how the proposed public infrastructure project will promote:

- Economic recovery in specific regions of the state;
- Economic diversification; or
- Economic enhancement of a Targeted Industry ([View Florida's Targeted Industries here.](#))
 - Describe how the project will promote specific job growth. Include the number of jobs that will be retained or created, and in which industry(ies) the new net jobs will be created using the North American Industry Classification System ([NAICS](#)) codes. Where applicable, you may list specific businesses that will retain or create jobs or make capital investment.
 - Provide a detailed explanation of how the public infrastructure improvements will connect to a broader economic development vision for the community and benefit additional current or future businesses.

The proposed project will create economic diversification for the Town of Howey-in-the-Hills by allowing for development of land within the Town's commercial core that currently lies fallow due to the lack of sanitary sewer service. Developable parcels within the Town's commercial core along Central Avenue are generally small and given the need to devote land area to septic tanks and drainfields, which cannot be covered with impervious surface, and the additional need to provide land for stormwater retention, insufficient land remains for economic development of these properties. Existing businesses were developed with septic systems and prior to the requirements for on-site stormwater retention. These existing business sites are limited based on available parking with most relying on limited on-street parking spaces. Expansion of these existing businesses is not possible absent the introduction of a sewer system. (Refer to supplemental information.)

2. Additional Information:

(If additional space is needed, attach a word document with your entire answer.)

A. Provide the proposed commencement date and number of days required to complete construction of the public infrastructure project.

The Town can rebid the project and select a contractor within 60 to 90 days after the grant award. The contractor will need another 30 days to secure the necessary permits. Actual construction is expected to take up to 180 days.

B. What permits are necessary for the public infrastructure project?

A DEP permit is needed for the sewer system expansion, and an FDOT permit is required for the SR 19 crossing. Both permits will be obtained by the contractor once the bid process is complete. Preliminary discussions with the permitting agencies did not indicate any issues with issuing the permits are expected.

- C.** Detail whether required permits have been secured, and if not, detail the timeline for securing these permits. Additionally, if any required permits are local permits, will these permits be prioritized?

Neither the DEP nor the FDOT permits have been obtained. These permits will be obtained by the contractor and are expected to take 30 to 45 dates to obtain. These are routine permits for both agencies and no barriers to issuance are anticipated.

- D.** What is the future land use and zoning designation on the proposed site of the infrastructure improvements, and will the improvements conform to those uses?

The future land use map designates the project area neighborhood commercial with a Town Center Mixed use Overlay designation. Zoning is Town Center-Commercial with Public zoning applied to the block housing Town Hall, the library, the police station and Central park. The project meets all comprehensive plan objectives.

- E.** Will an amendment to the local comprehensive plan or a development order be required on the site of the proposed project or on adjacent property to accommodate the infrastructure and potential current or future job creation opportunities? If yes, please detail the timeline.

Yes No

Comprehensive plan amendments and land development code revisions have been completed subsequent to the 2015 study. No further comprehensive plan or zoning actions are required.

- F.** Is the project ready to commence upon grant fund approval and contract execution? If no, please explain.

Yes No

The project is ready to commence upon grant approval. The plans and specifications are completed as the project has been previously bid. Once the grant is awarded, the Town can initiate the bid process within 30 to 60 days.

- G.** Does this project have a local match amount? Yes No

If yes, please describe the entity providing the match and the amount.

The Town has committed \$400,000 from utility fund reserves for the project in addition to funds already spent for engineering design and permitting.

- H.** Provide any additional information or attachments to be considered for this proposal. Maps and other supporting documents are encouraged.

Please refer to attached material.

3. Program Budget

(If additional space is needed, attach a word document with your entire answer.)

Estimated Costs and Sources of Funding: Include all applicable public infrastructure costs and other funding sources available to support the proposal.

1.) **Total Amount Requested** \$ 500,000.00
 Florida Job Growth Grant Fund

A. Other Public Infrastructure Project Funding Sources:

City/County \$ 400,000.00
 Private Sources \$

Other (grants, etc.) \$ 400,000.00
Total Other Funding \$ 800,000.00

Please Specify: Legislative
 Appropriation

B. Public Infrastructure Project Costs:

Construction \$ 1,300,000.00
 Reconstruction \$
 Design & Engineering \$
 Land Acquisition \$
 Land Improvement \$

Other \$
Total Project Costs \$ 1,300,000.00

Please Specify: _____

Note: The total amount requested must be calculated by subtracting the total other public infrastructure project funding sources in A. from the total public infrastructure project costs in B.

- C.** Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding and any other pertinent budget-related information.

The local funds are currently available in the utility reserve fund, and the legislative grant allocation was committed in 2016, so all funds other than the public infrastructure grant are available.

4. Approvals and Authority

(If additional space is needed, attach a word document with your entire answer.)

- A.** If the governmental entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?

The only local approval required is grant acceptance by the Town Council. Typically the Town Council accepts the grant and authorizes the Mayor and Town Clerk to execute any required grant agreements. The Town Council meets the second and fourth Monday of each month.

If board authorization is not required, who is authorized to sign?

The Town Council will authorize the Mayor and/or Town Clerk to sign the necessary documents.

- B.** If approval of a board, commission, council or other group is needed prior to execution of an agreement between the governmental entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.
- ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

The Town Council meets the second and fourth Monday of each month. Over the next six months the Town will likely cancel the second meeting in November and the second meeting in December as these conflict with holidays. The Town Council is willing to hold a special meeting if necessary. Typically a lead time of five days is required to give adequate public notice.

- C.** Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the governmental entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

Town Council minutes are attached.

I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Governmental Entity: TOWN OF HOWEY-IN-THE-HILLS

Name and Title of Authorized Representative: Martha MacFarlane, Mayor

Representative Signature: *Martha MacFarlane*

Signature Date: 9/27/2019

**TOWN OF HOWEY-IN-THE-HILLS
LAKE COUNTY, FLORIDA
FLORIDA JOB GROWTH GRANT APPLICATION
SUPPLEMENTAL INFORMATION**

PROGRAM REQUIREMENTS

1A. Description of Proposed Improvements

The Town has a very limited sewage collection system with approximately 90% of the Town being served by individual septic systems. The proposed project will serve an approximately four-block area with gravity sewer flowing to a pump station at the eastern terminus (Lakeshore Boulevard) with effluent then pumped via force main to sewage treatment plant. In addition to the proposed pump station the project includes approximately 1,600 linear feet of gravity sewer, 1,600 linear feet of force main and connections to existing businesses and other properties. Service connections will be provided for future development sites.

The area to be served by the system includes Town Hall, the police station, the library and 10 to 12 established businesses which now rely on septic systems. The service area also includes undeveloped area planned and zoned for business use. Development of these potential business sites is essentially prohibited as the septic systems limit the site area that can be used for buildings, parking and stormwater management. A 2015 Downtown Development Plan (funded through a DEO Technical Assistance Grant) identified the extension of sewer service to Central Avenue as the single most important action necessary to allow new commercial development to occur.

The construction plans for the project are complete, and the project was offered for bid in 2017. The bids exceeded the funds available by some 35%, and the Town has been seeking additional funding to support the project since that time. Construction plans can be made available for review if desired.

While the main thrust of the proposed project is to support commercial development in the Central Avenue corridor, as anticipated in the downtown development plan, the project will also provide some auxiliary benefits. Septic tank flows to Little Lake Harris will be reduced as a small initial step to improving water quality. The pump station design has been done to allow the pump station to serve an expanded area of primarily residential neighborhoods to the north and south of the project site. Potential system expansions will be dependent on available funding over time.

1G. Support of Program Goals

In 2015 the Town used a DEO Technical Assistance Grant to prepare a development plan for Central Avenue which is the Town's commercial and civic core. The report proposed

amendments to the comprehensive plan and land development regulations to better support the development plan, and these have been completed. A set of landscaping and physical design improvements were also proposed, but a primary conclusion of the study was:

“The key initial step is the installation of the sanitary sewer system.”

“Central Avenue, as with most of the Town, is served by individual septic systems. While these individual septic systems are functioning in most cases, the requirements to reserve site area for septic tank locations and drain fields is limiting the ability to use core Town Center property for denser commercial and residential development in accordance with the recommendations of the comprehensive plan. Land area which could better be used for buildings, parking, stormwater management and other uses necessary to support urban activity is essentially lying fallow.”

“The lack of central sewer limits the ability to establish some uses such as restaurants that would fit well into the proposed business mix.”

“Until the sewer program can be undertaken, development of the streetscape improvements should be deferred.”

The study included a conceptual wastewater collection system design. This conceptual plan was later used for more detailed engineering review. Construction plans were prepared and bid in 2017. Bids came in at about \$1.2 million while the Town had less than \$1.0 million available. The Town has been seeking supplementary funding since that time.

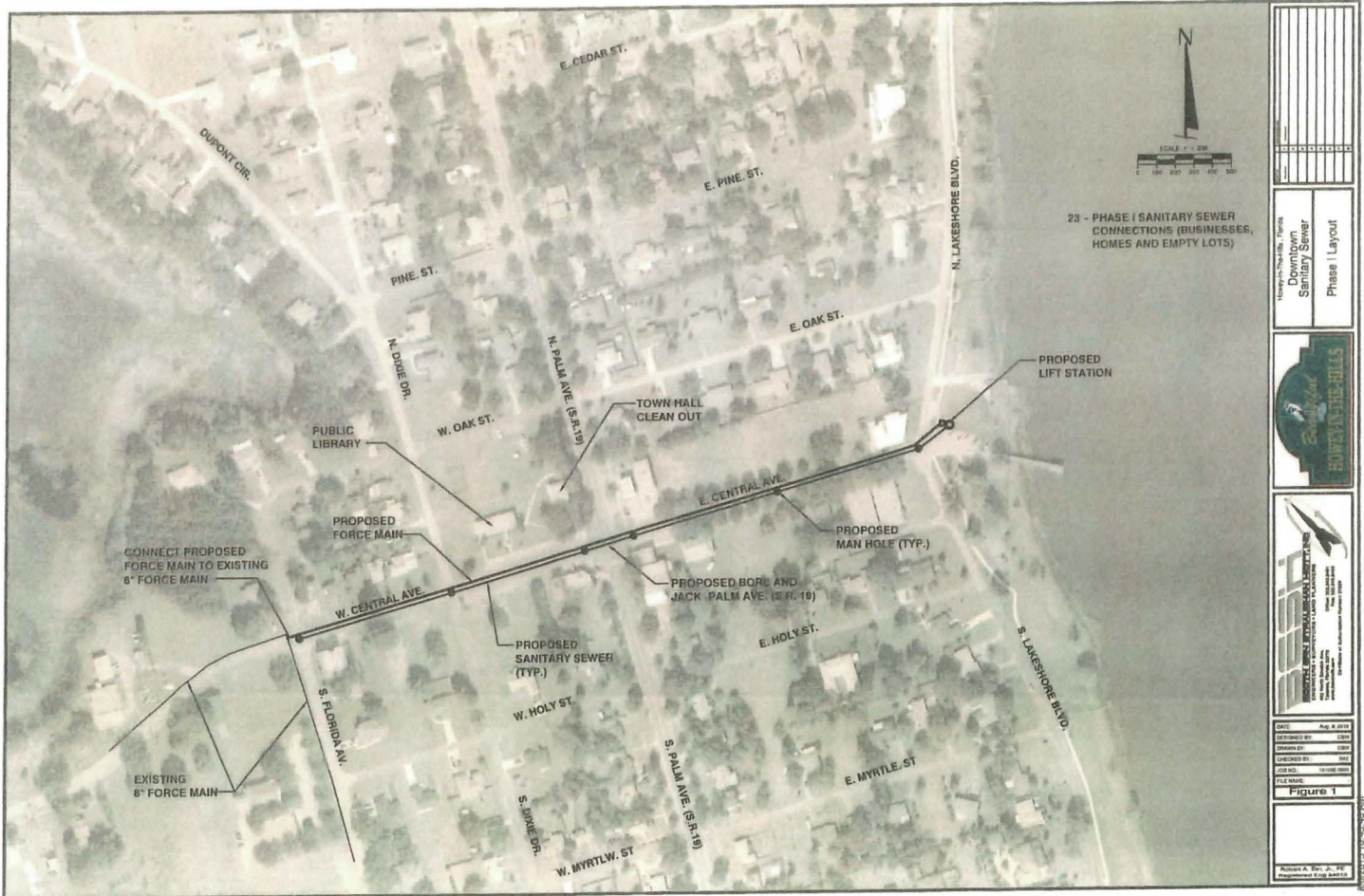
The 2015 study identified 21,245 square feet of existing building area within the Central Avenue corridor. Projected infill development was estimated to generate up to 28,700 additional square feet. At this development level, FAR would be about 0.12. Assuming an equal division of the new commercial space between commercial/restaurant uses and office/service uses, potential employment could be up to 77 employees. (Assumes one employee per 500 square feet for commercial/restaurant uses and one employee per 300 square feet for office/service uses. This projection does not include potential expansions of existing businesses.

The 2015 study included a market analysis based on one, three and five-mile radii. This gap analysis determined that the area could support some additional retail and especially restaurants as additions to the local business mix. Other potential uses were identified as hardware, medical services, personal services, a fitness studio, antiques and a co-op gallery. The Town would also like to attract a bank. The market study conclusion is that there is enough opportunity to support most if not all the potential additional square footage, thus supporting the potential employment growth.

Summary:

Through its comprehensive plan and the supplemental study done for the Central Avenue business corridor, the Town has created an economic development vision for the community. The provision of sanitary sewer is recognized as the essential first step in creating the conditions that will allow for development of vacant and under-utilized commercial property. This effort includes the potential for new businesses as well as expansion and upgrade of existing business sites. Statistics show the project has the potential to create over 70 job opportunities while diversifying the retail, professional service and personal service opportunities for local residents.

While the focus of the grant and this application is on job creation and economic diversification, it is important to note that the Howey-in-the-Hills project offers substantial additional benefits that also fit state objectives. The sewer system is designed to be expandable to large areas of the Town that currently rely on individual septic systems. Reduction in the numbers of septic systems, initially in a small area of Central Avenue and later to larger areas of the Town, will contribute to improved water quality for Little Lake Harris. In addition, the expansion of commercial development in the core area of the Town will provide an important contribution to overall taxable value for a local government that has very modest taxable income. If new commercial development occurs at the level anticipated, the program has the potential to reduce tax rates for all properties within the Town.



23 - PHASE I SANITARY SEWER CONNECTIONS (BUSINESSES, HOMES AND EMPTY LOTS)



<p>Seawater Hills Home Builders Association 10000 N. Lakeshore Blvd., Suite 100 Jacksonville, FL 32256 Phone: 904.241.1111 Fax: 904.241.1112 Website: www.seawaterhills.com</p>	
<p>DATE: Aug. 6, 2018 DESIGNED BY: CSM CHECKED BY: CSM JOB NO.: 18-1088-000 FILE NAME:</p>	
<p>Figure 1</p>	
<p>Robert A. Egan, Jr., P.E. Professional Engineer</p>	



HILLSBORO-THE HILLS, Florida
 Downtown
 Sanitary Sewer
 Future
 Sanitary Sewer Basin



HILLSBORO-THE HILLS, Florida
 Downtown
 Sanitary Sewer
 Future
 Sanitary Sewer Basin

DATE: Aug. 8, 2018
 DRAWN BY: EJM
 CHECKED BY: EJM
 SCALE: AS SHOWN
 FILE NAME: 180808.DWG
 FIG. 2
 Figure 2
 Robert A. Eno, Jr., P.E.
 Registered Civil Engineer