



REGULAR CITY COUNCIL MEETING

6:30 PM – COUNCIL CHAMBERS – CITY HALL

AUGUST 15, 2017

AGENDA

ALL CITIZENS DESIRING TO ADDRESS THE PORT ORANGE CITY COUNCIL DURING CITIZEN PARTICIPATION SHOULD COMPLETE A SPECIAL APPLICATION FORM WHICH IS LOCATED ON THE STANDS OUTSIDE THE COUNCIL CHAMBERS. AFTER COMPLETING THE FORM, PRESENT IT TO THE CITY CLERK.

A. OPENING

1. Pledge of Allegiance
2. Invocation
3. Roll Call

B. CONSENT AGENDA

4. Public Comments on Consent Agenda Items Only
5. Agenda Approval
6. Approval of Minutes
 - a. August 1, 2017 - Regular City Council Meeting
7. Bid Awards and Contract Items
 - a. Award of RFP No. 17-31 to James Moore & Co for Professional Audit Services
 - b. Contract Assignment from Triple Crown Auto Parts, Inc. d/b/a NAPA Auto Parts to Wall Automotive Group, Inc. d/b/a NAPA Auto Parts.
8. Resolution No. 17-32 - Budget Appropriation
9. Police Benevolent Association Lieutenants (PBA Lt.) 2017-2020 Collective Bargaining Agreement Ratification.

C. SPECIAL AWARDS, REPORTS, RECOGNITION AND PROCLAMATIONS

10. Senator Dorothy L. Hukill
11. Recognition of the 16U Port Orange Panthers All Star Team
12. Golf Advisory Board Report

D. CITIZEN PARTICIPATION (Agenda)

13. Spruce Creek High School Athletic Director Fee Waiver

E. CITIZEN PARTICIPATION (Non-Agenda – 15 minutes)

F. COUNCIL COMMENTS

14. Comments/Concerns from Council Members

G. BOARD APPOINTMENTS, INTERVIEWS, REPORTS

15. Citizen Advisory Committee for TPO

16. Environmental Advisory Board Report

H. PUBLIC HEARING

17. Special Exception for a Mini-Warehouse and Motor Vehicle and Boat Storage Facility at 6250 S. Williamson Blvd. Case No. 17-70000002

18. First Reading - Ordinance No. 2017-27 - 15th Amendment to the Countryside PUD Master Land Use Plan, Case No. 17-40000003

19. First Reading - Ordinance No. 2017-28 - Medical Marijuana/LDC Amendment: Chapters 2, 12, 16, 17, and 18, Case No. 17-25000005

I. REGULAR AGENDA

20. Quentin L. Hampton, Inc. - Change Order No 2 to QLH Task Authorization No 5 for the Garnsey Water Plant Sludge Feed Pumps and Filter Backwash Upgrades

21. Transportation Impact Fee Credit Agreement Request/Geosam Capital US LP (Geosam)

22. Targeted Business Agreement (Chapter 20)/Geosam Capital US LP

23. Resolution No. 17-33 - Approval of the CFY18 - FY23 Capital Improvement Plan (CIP)

J. COMMENTS

City Attorney Comments - Engagement of Special Legal Counsels for Stormwater
24. Rate Increase and for Moratorium relating to communication towers within the right of way

25. City Manager Comments

K. COUNCIL COMMITTEE REPORTS

26. City Council Committee Reports

- a. ArtHaus
- b. Port Orange/South Daytona Chamber of Commerce
- c. Roundtable of Elected Officials

L. ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED.

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, CITYCLERK@PORT-ORANGE.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-8771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.

ANY INVOCATION THAT IS OFFERED BEFORE THE OFFICIAL START OF THE CITY COUNCIL MEETING SHALL BE THE VOLUNTARY OFFERING OF A PRIVATE PERSON, TO AND FOR THE BENEFIT OF THE CITY COUNCIL. THE VIEWS OR BELIEFS EXPRESSED BY THE INVOCATION SPEAKER HAVE NOT BEEN PREVIOUSLY REVIEWED OR APPROVED BY THE CITY COUNCIL OR THE CITY STAFF, AND THE CITY IS NOT ALLOWED BY LAW TO ENDORSE THE RELIGIOUS BELIEFS OR VIEWS OF THIS, OR ANY OTHER SPEAKER. PERSONS IN ATTENDANCE AT THE CITY COUNCIL MEETING ARE INVITED TO STAND DURING THE OPENING INVOCATION AND PLEDGE OF ALLEGIANCE. HOWEVER, SUCH INVITATION SHALL NOT BE CONSTRUED AS A DEMAND, ORDER, OR ANY OTHER TYPE OF COMMAND. NO PERSON IN ATTENDANCE AT THE MEETING SHALL BE REQUIRED TO PARTICIPATE IN ANY OPENING INVOCATION THAT IS OFFERED. A PERSON MAY EXIT THE CITY COUNCIL CHAMBERS AND RETURN UPON COMPLETION OF THE OPENING INVOCATION IF A PERSON DOES NOT WISH TO PARTICIPATE IN OR WITNESS THE OPENING INVOCATION.

REGULAR CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
AUGUST 1, 2017

THE REGULAR CITY COUNCIL MEETING of the City of Port Orange was called to order by Mayor Donald O. Burnette at 6:30 p.m.

Pledge of Allegiance

Invocation provided by Pastor Tom Nelson of First United Methodist Church

Roll Call:	Present:	Councilman Chase Tramont Councilman Drew Bastian Councilman Scott Stiltner Vice Mayor Bob Ford Mayor Donald Burnette
	Also Present:	Jake Johansson, City Manager Margaret T. Roberts, City Attorney Robin Fenwick, City Clerk

CONSENT AGENDA

4. Public Comments on Consent Agenda Items Only

There were none.

5. Agenda Approval

7(d) was pulled by Mayor Burnette.

6. Approval of Minutes

- a. July 11, 2017 - Special City Council Meeting
- b. July 18, 2017 - Regular City Council Meeting
- c. July 25, 2017 - City Council Workshop

7. Bid Awards and Contract Items

- a. Mead and Hunt, Inc. request for assignment of contracts from Quentin L. Hampton & Associates pursuant to the merger
- b. Approval of Task Authorization No. 13 to Quentin L. Hampton Associates, Inc. n/k/a Mead and Hunt, Inc. for Engineering Services relating to the Engineering and Design of the South Commonwealth Water Main Improvement Project
- c. Approval of Amendment and Extension Agreement with KemperSports Management, Inc. for Golf Course Management Services
- d. Approval of Service Contract with Halifax Humane Society
- e. Approval of Addendum No. 13 to Quentin L. Hampton Associates, Inc. n/k/a Mead and Hunt, Inc. for Construction Engineering and Inspection (CEI) Services for the McDonald Road sidewalk project

f. Approval of Addendum No. 14 to Quentin L. Hampton Associates, Inc. n/k/a Mead and Hunt, Inc. for Construction Engineering and Inspection (CEI) Services for the Victoria Gardens sidewalk project

8. Approval of the 2017 CDBG Annual Action Plan (2nd Year)

Motion to approve the Consent Agenda as amended was made by Vice Mayor Ford, and Seconded by Councilman Bastian. Motion carried unanimously by roll call vote.

7(d) - Approval of Service Contract with Halifax Humane Society

Mayor Burnette asked how much was spent with the Halifax Humane Society this year. Mr. Johansson advised that it has been more this year because of the issues with a particular home where 85 cats were removed. Mr. Johansson explained the Staff's efforts to find another option. This is the most efficient and financially feasible for the City. This contract is for \$65,000 and does not include the TNR program.

Councilman Tramont believes the City spends a lot of money on cats and nothing on homeless people. He would like Council to discuss this further. Mayor Burnette asked Councilman Tramont to discuss that under Council Comments.

Motion to approve the contract was made by Councilman Tramont, and Seconded by Councilman Bastian. Motion carried unanimously by roll call vote.

CITIZEN PARTICIPATION (Non-Agenda – 15 minutes)

Mark Dickinson, Herbert Street, advised Council he will hold his presentation until he hears from the City's insurance company who is re-evaluating his claim.

COUNCIL COMMENTS

9. Comments/Concerns from Council Members

Councilman Tramont would like Council to discuss the homelessness issue and discuss it while Staff is working on the budget. Mr. Johansson advised there is no money in the proposed budget for homeless projects. The \$65,000 just approved for the Halifax Humane Society is budgeted for next year. He advised the next budget discussion is scheduled for August 22, 2017. Council agreed to discuss this during the August 22, 2017 workshop.

Councilman Bastian doesn't believe there is money based on the maximum millage rate set by Council to include funds for homelessness this year.

Councilman Stiltner reminded Council the Halifax Humane Society funds are used in the interest of public safety. He also discussed his concerns with the debris in the river at Riverwalk that he would like to see cleaned up. Mr. Johansson said there is concern with the contractor that some of the items may interfere with the seawall but there are items that can be cleaned up. Councilman Stiltner asked for the status of the project in the medians on US 1. Mr. Johansson said there is a meeting tomorrow to discuss the project. The contract completion date is November 16, 2017.

SPECIAL AWARDS, REPORTS, RECOGNITION AND PROCLAMATIONS

10. Report from KemperSports on the Cypress Head Golf

Bob Duquette, General Manager, provided details from the June 2017 reports. He also announced the upcoming events.

11. Report from the Fire Pension Plan's Actuary - Patrick Donlan

Patrick Donlan, Actuary, provided details of the Plan's activities for the year.

BOARD APPOINTMENTS, INTERVIEWS, REPORTS

12. Parks & Recreation Advisory Board Report

Jack Wiles, Chairman, discussed the Board's recent meetings and their priorities. Their top two priorities: 1) Community Center and 2) Acquire land now for future complex.

13. Library Advisory Board Appointment

Motion to re-appoint Geraldine Bennett to the Library Advisory Board was made by Vice Mayor Ford and Seconded by Councilman Bastian. Motion carried unanimously by voice vote.

14. Environmental Advisory Board Appointment

Motion to re-appoint Newton White to the Environmental Advisory Board was made by Councilman Tramont and Seconded by Councilman Stiltner. Motion carried unanimously by voice vote.

15. Charter Review Board Appointments

Motion to re-appoint Wayne Wilcox, Stan Hetrick, and Debbie Connors to the Charter Review Board was made by Vice Mayor Ford and Seconded by Councilman Bastian. Motion carried unanimously by voice vote.

16. Civil Service Board Appointments

Motion to re-appoint Wayne Wilcox and Maria Mills-Benat to the Civil Service Board was made by Councilman Bastian and Seconded by Councilman Tramont. Motion carried unanimously by voice vote.

TABLED ITEMS

17. Award of ITB #17-24 to Yellowstone Landscaping for Professional Landscaping Maintenance Service for Retention Ponds (Tabled on 7/18/17)

Motion to remove from the table was made by Councilman Tramont, and Seconded by Councilman Bastian. Motion carried unanimously by voice vote.

Councilman Stiltner is unclear as to the level of service of the retention ponds being covered in this contract. He believes the contractor isn't completing everything in the contract.

Mike Silvey, Assistant Public Works Director, advised that all retention ponds are being done in-house at this time. This contract is a request to contract out 30 of the 50 retention ponds. He advised Council that their new policy is to immediately advise the City Manager if there are any issues with the landscape contractors. He believes Yellowstone Landscaping has been the best landscaping contractor. They are quick to respond. Mr. Johansson will ensure the confusion is clarified and the high visibility areas will be covered more often. Councilman Stiltner doesn't agree that Yellowstone Landscaping has been "outstanding" as indicated.

Motion to approve the contract as presented was made by Vice Mayor Ford, and Seconded by Councilman Bastian.

Margaret Roberts, City Attorney, asked Council to consider allowing the City Manager the authority to approve the contract should changes be made to include tighter language regarding defaults. Mr. Johansson understands Council's expectations and accepts the responsibility to work through the contract.

Motion to amend the Motion to include the City Manager's authorization of possible contract language tightening was made by Vice Mayor Ford, and Seconded by Councilman Bastian, Motion to amend carried unanimously by roll call vote.

Motion as amended carried unanimously by roll call vote.

PUBLIC HEARING

18. Second Reading - Ordinance No. 2017-22 - Moratorium on the issuance of permits for construction of wireless facilities, communication towers, wireless support structures, and other communications facilities used in support of wireless services in the rights-of-way of the City of Port Orange; Case No. 17-25000004

Mayor Burnette read Ordinance No. 2017-22.

ORDINANCE NO. 2017-22

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ESTABLISHING A MORATORIUM ON THE ISSUANCE OF PERMITS FOR CONSTRUCTION OF WIRELESS FACILITIES, COMMUNICATION TOWERS, WIRELESS SUPPORT STRUCTURES AND OTHER COMMUNICATIONS FACILITIES USED IN SUPPORT OF WIRELESS SERVICES WITHIN THE RIGHTS-OF-WAY OF THE CITY OF PORT ORANGE; PROVIDING FOR THE DURATION OF THE MORATORIUM; PROVIDING FOR INTERPRETATION; PROVIDING DEFINITIONS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance No. 2017-22 was made by Councilman Bastian, and Seconded by Councilman Stiltner.

Newton White, citizen, asked Council to consider the aesthetics during the moratorium.

Motion carried unanimously by roll call vote.

19. Second Reading - Ordinance No. 2017-23 - Adding subsection (g) to Section 2-262 of the Code - providing authority to follow federal and state guidelines for purchasing goods or services with federal or state grants.

Mayor Burnette read Ordinance No. 2017-23.

ORDINANCE NO. 2017-23

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE VI, DIVISION 2, SECTION 2-262 OF THE CODE OF ORDINANCES REGARDING PURCHASE AND SALES PROCEDURES TO ENSURE CONSISTENCY WITH STATE AND FEDERAL PROCUREMENT LAWS AS WELL AS THE TERMS AND CONDITIONS OF GRANTS; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance NO. 2017-23 was made by Councilman Bastian, and Seconded by Councilman Tramont. Motion carried unanimously by roll call vote.

20. Second Reading - Ordinance No. 2017-24 - Maintenance, testing and inspection of backflow prevention devices

Mayor Burnette read Ordinance No. 2017-24.

ORDINANCE NO. 2017-24

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 74, ARTICLE VIII, SECTION 74-249, ESTABLISHING REGULATIONS FOR MAINTENANCE, TESTING AND INSPECTION OF BACKFLOW PREVENTION DEVICES; UPDATING STATUTORY REFERENCES; IDENTIFYING WHICH CERTIFICATES AND TRAINING PROGRAMS ARE RECOGNIZED FOR

CERTIFICATION OF BACKFLOW DEVICE TESTERS; AUTHORIZING A MONTHLY FEE FOR INSPECTION AND MAINTENANCE OF SINGLE-FAMILY RESIDENTIAL BACKFLOW DEVICES; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance No. 2017-24 was made by Councilman Bastian, and Seconded by Councilman Tramont. Motion carried unanimously by roll call vote.

REGULAR AGENDA

21. First Reading - Ordinance No. 2017-25 - Amending Section 74-33 Regarding Utility Deposits

Mayor Burnette read Ordinance No. 2017-25.

ORDINANCE NO. 2017-25

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING CHARTER 74, SECTION 74-33, OF THE CODE OF ORDINANCES REGARDING DEPOSITS FOR WATER SERVICE, PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance No. 2017-25 was made by Councilman Bastian, and Seconded by Councilman Tramont. Motion carried unanimously by roll call vote.

22. First Reading - Ordinance No. 2017-26 - Revising Sections 2-240, 2-240.5, and 74-31 Related to Utility Billing and Collections

Mayor Burnette read Ordinance No. 2017-26.

ORDINANCE NO. 2017-26

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 74, ARTICLE VIII, SECTION 74-

249, ESTABLISHING REGULATIONS FOR MAINTENANCE, TESTING AND INSPECTION OF BACKFLOW PREVENTION DEVICES; AMENDING SECTIONS 2-240, 2-240.5, AND 74-31 OF THE CODE OF ORDINANCES RELATED TO UTILITY BILLING, ADJUSTMENTS AND DELINQUENT ACCOUNTS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance No. 2017-26 was made by Councilman Bastian, and Seconded by Councilman Stiltner.

Tracey Riehm, Finance Director, explained the changes included.

Motion carried unanimously by roll call vote.

COMMENTS

23. City Attorney Comments

There were none.

24. City Manager Comments

Mr. Johansson asked for a Special Meeting on September 12, 2017 at 5:30 p.m. to consider the stormwater rate increase. Council agreed. Mr. Johansson explained the ambulance purchase is in the process but he asked for guidance from Council as it relates to the budget and maximum millage rate set by Council.

Motion was made by Vice Mayor Ford, and Seconded by Councilman Stiltner to delay the purchase of the ambulance.

Ken Fustin, Fire Chief, explained the \$75,000 budget will be spent on the ambulance even though the bids came in lower. He doesn't believe the budget will allow the extra personnel to run the program. He doesn't support mandatory overtime for the department but could open it to voluntary overtime. He is a firm believer in the program and believes there is a need or he wouldn't have asked for the program.

Motion carried 3-2 by roll call vote with Mayor Burnette and Councilman Bastian voting no.

COUNCIL COMMITTEE REPORTS

25. City Council Committee Reports

a. River to Sea TPO – Councilman Bastian reported on the ranking of the TPO projects. The City has a fully funded project, ranked #6.

b. General Employees' Pension Plan – Councilman Stiltner was unable to attend the recent meeting but provided the rate of return.

ADJOURNMENT: 8:45 p.m.

Mayor Donald O. Burnette

Attest:

Robin Fenwick, CMC
City Clerk



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (B7a) Award of RFP No. 17-31 to James Moore & Co for Professional Audit Services

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to award, subject to execution of the contract documents, RFP 17-31 to James Moore and Co and authorize the Mayor and City Clerk to execute all contract documents.

SUMMARY: RFP 17-31 is a request for audit services to be completed by a certified public accounting firm on an annual basis. The audit fee for the year ended 9/30/16 was \$55,000. Funds for FY17's audit are included in the FY18 budget.

The initial evaluation committee meeting for RFP #17-31 Audit Services was held on July 13th, to evaluate submissions from six firms. The evaluation committee ranked James Moore & Co. as the top firm and is recommending that RFP 17-31 be awarded to James Moore & Co.

Project No.: Funding Account No.: 001-1600-513.31-16
401-0100-536.31-16
410-6100-534.31-16
412-1800-541.31-16

ATTACHMENTS:

1.	Approved RFP 17-31 Bid Request Form	signed RFP+17-31+Bid+Request+Form.pdf
2.	Budgeted Funds	Budget.pdf
3.	RFP #17-31 Intent to Award	RFP_#17-31_Intent_To_Award_(07-19-17).PDF
4.	James Moore Submittal	RFP 17-31 James Moore Response(06-29-17).pdf
5.	RFP 17-31	RFP_#17-31_Financial_and_Performance_Audits.PDF
6.	RFP 17-31 Addendum	RFP_#17-31_Addendum_No._1_(06-22-17).PDF
7.	Scope of Services Letter	Scope of Services Letter from JMCo.pdf

Tracey Riehm	Approved - 07/31/2017
James Tillman	Approved - 07/31/2017
Margaret Roberts	Approved - 08/03/2017
Jake Johansson	Approved - 08/03/2017
Robin Fenwick	Final Approval - 08/03/2017



BID REQUEST FORM (ITB, RFP, RFSQ, ITN)

17-31 Audit Services

(# will be assigned by Purchasing Division)

Assigned Purchasing Lead: Kelly Conard

Section 1: ITB/RFP/RFSQ/ITN Name, Scope, Type

Project name: 17-31 Audit Services

General scope of project: External Independent Financial & Internal Control Auditors

Type of project: ☐ Bid ☒ RFP ☐ RFSQ Design/Professional Services (engineering, architect, surveying, landscape) ☐ ITN

☐ Capital ☒ Non-Capital

Section 2: ITB/RFP/RFSQ/ITN Information

Requested by: Finance- Kelly Conard & Tracy Richm.

Department: Finance

Special Legal Ad: ☐ Y or ☒ N *Per 180.24FS, see below Section 12: Solicitation FAQ

Estimated amount: \$ 63,000

Bid Bond: ☐ Y or ☒ N

Grant funded: ☐ Y or ☒ N (If yes, list date & requirements) Deadline Date:

Type / Special Requirements:

Fund Account: See attached funding codes

Project#: N/A

City Project Manager: N/A

Contract Administrator: Kelly Conard

Project Inspector: N/A

Blueprint provided by: N/A

Engineer of Record: N/A

Section 3: List of Evaluation Committee Members RFP/RFSQ/ITN (Minimum 3)

Committee Member 1: Christy Grusauskas, Head of SCHS Finance Academy

Committee Member 2: Alan Rosen, Assistant CM

Committee Member 3: Council member (Pending)

Committee Member 4:

Committee Member 5:

Section 4: Suggested ITB/RFP/RFSQ/ITN Dates

All dates are subject to scheduling and availability

Release date priority: ☒ High ☐ Medium ☐ Low Suggested Date: _____

Pre-Bid date: _____ Site Visit: ☐ Y or ☒ N Mandatory: ☐ Y or ☒ N

Due date/opening: 30 days after advertising

Committee dates: _____

Delivery/Completion: _____

Award/DF to Council: _____ Note: funding source must be listed on DF

Section 5: Responsible for Creating Details/Specifications/Scope of Work

☒ Project Manager ☐ Project Engineer/Architect ☐ Other _____ ☐ Assistance from Purchasing*

* Purchasing distributes and advertises all Solicitations and reviews specifications. If the Project Manager, Engineer or Architect prepares the specifications, ensure Purchasing receives a **WORD** copy and approves the draft.

Section 6: Contract Type

**** Discuss with City Attorney prior to bidding the project to ensure the contract is in the bid document ****

Contract Type: ☒ Standard services ☐ EJCDC (Engineers Joint Contract Document Committee) ☐ AIA (American Institute of Architects)
(Supplies/Services) (Site/Structures & Design Build) (Building construction)

Contract Term: 3 years

Renewal Options: 3 - (1) year annual renewals

(Days) Substantial Completion _____ (Days) Final Completion _____

P&P Bond: ☐ Y or ☐ N *Payment and Performance Bonds are required for construction projects on public property

* If the project engineer is responsible for contract administration and project inspection services, ensure the contract with the engineer provides for that service. If not, the Engineer's Contract needs to be approved by the City Manager.

Section 7: Suggested Bidder's List (include email address of potential bidder)

Bidder: James Moore & Co.

Bidder: Carrs Riggs & Ingram

Bidder: _____

Bidder: _____

Bidder: _____

Bidder: _____

Bidder: _____

Section 8: Director/Department Head Approval

☐ Approved ☐ Rejected Date: 5/19/17 X Keeny Connel

* Upon final approval in BoardSync, screenprint of Finance, Legal, and City Manager Approvals will be attached to this form.

Section 9: Finance Review

☒ Approved ☐ Rejected Date: 5-19-17 X Tracy S. Rich

Comments: _____

Section 10: Legal Review

☐ Approved ☐ Rejected Date: _____ X _____

Comments: _____

Section 11: City Manager Review

☒ Approved ☐ Rejected Date: 5/22/17 X M. H. J.

Section 12: Solicitation FAQ

- **Who fills out the Bid Request Form?**

Sections 1-7 are to be completed by the Project Manager/Director. Director/Department Head signs section 8.

- **When to use this form**

When purchases exceed \$25,000 and does not fall under the exclusions listed in City Code Sec 2-267. Ex: (Sole source, piggyback, utilities, travel, postage, registration fees, etc.)

- **How do I submit this form?**

After Director/Department Head signs approval, initiate an agenda item on BoardSync under Bid Requests and upload this completed form. After uploading to BoardSync, forward the original signed form to the Purchasing Division.

- **How early should I plan for a Bid/RFP/RFSQ/ITN?**

Departments should allow for at least 90 days from *receipt of bid specifications to opening* (120 days for council award date). An additional 30-60 days should be allowed for RFPs, RFSQs, and ITNs.

- **Advertising:** Florida Statutes mandate that Capital Projects with a projected cost of under \$200,000 shall be publicly advertised for a minimum of ten (10) days; over \$200,000 Twenty-one (21) days and over \$500,000 a minimum of thirty (30) days prior to bids being opened.

Per 180.24FS, public utility projects require additional advertising: two (2) consecutive ads *or* postings in three (3) conspicuous places around city hall, one (1) of which shall be the door of city hall. 180.07FS Examples: solicitations for jails, airports, hospitals, golf courses, reservoirs, pump stations, pipelines, & water/reclaim/sewage systems.

- **Distribution/Release:** The City is currently using Demand Star www.demandstar.com for releasing bid documents/addenda on the internet and the Daytona Beach News Journal to release the legal advertisement.
- **Specifications:** Document specifications should be sent to the Purchasing Agent and Purchasing Manager in one (1) MS WORD file format.
- **One envelope Bid process:** One envelope shall be submitted. The envelope contains required forms, technical and price information. The envelope from all timely bidders will be opened and read aloud the same day.
- **CCNA:** The City of Port Orange is also governed by Florida Statutes 287.055 the Consultants Competitive Negotiations Act, as the method of selecting architects, engineers, land surveyors and landscape architects.
- **Design-Build:** The City has written and enacted a set of Design-Build Policies and Procedures which sets forth very specific requirements the City must use for a design-build type of bid or contract. This was done to comply with Florida Statutes, Chapter 287.055 as amended; Consultants Competitive Negotiation Act. Public announcement/advertisement shall be made:
If planning or study activity for professional services exceeds \$35K:
If basic construction costs estimated by the agency exceeds \$325K:
- **Grants:** Grant Money Bids and Projects also have their own set of governing laws and regulations which require the City's compliance. The compliance with these laws is strictly the Project Manager's responsibility. The Project Manager must familiarize himself/herself with each and every grant to ensure that the City not only complies with those rules but fulfills every requirement that those grants contain so as not to forfeit the money that they bring.
- **Bid Bonds; Performance & Materials Bonds:** When Bid bond/deposits are required they are advertised in the public notices inviting bids. Normally, if a bid bond/deposit is required, it is in the amount of five percent (5%) of the bid amount. Payment and Performance Bonds are required for construction projects on public property in the amount equal to one hundred percent (100%) of the total contract amount. Payment and Performance Bonds must also be recorded in the Office of the Clerk of the Circuit Court, Volusia County, Florida. All bonds are advertised in the Invitation to Bid which appears in the newspaper.
- **Public Entity Crimes Form:** Every acquisition with Federal funds equal to or greater than \$10,000.00 and all formal solicitations must have a signed, notarized Public Entity Crimes Form.
- **Drug Free Tie Bid Form:** The Drug Free Tie Bid Preference Form is in accordance with Section 287.087, Florida Statutes and became law in January 1991. It takes precedence in tie bids.

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 08/2017

ACCOUNT NUMBER ACCOUNT DESCRIPTION

FY2015 Actual	FY2016 Actual Preliminary	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 DEPT REQUEST
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INCREASE ON LIFE
NEW: ACCOUNTING TECHNICIAN 43
NEW: ASSISTANT FINANCE DIRECTOR 6,974
NEW: FEDERAL REGULATORY ADJUSTMENTS 7,082
*CALCULATION REVISIONS (7/22/16 JLM) 21
10-
109,056

001-1600-513.24-00 WORKER'S COMPENSATION

579	561	725	727	356	725
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LEVEL 1
TEXT
CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) 613
WAGE INCREASE 13
NEW: ACCOUNTING TECHNICIAN 27
NEW: ASSISTANT FINANCE DIRECTOR 68
NEW: FEDERAL REGULATORY ADJUSTMENTS 8
*CALCULATION REVISIONS (7/22/16 JLM) 4-
725

001-1600-513.25-00 UNEMPLOYMENT COMP
001-1600-513.26-00 EAP BENEFIT

0	1,651	0	0	0	0
377	419	580	580	275	580

LEVEL 1
TEXT
CURRENT STAFF 505
NEW: ACCOUNTING TECHNICIAN 37
NEW: ASSISTANT FINANCE DIRECTOR 37
*CALCULATION REVISIONS (7/22/16 JLM) 1
580

* PERSONNEL SERVICES

001-1600-513.31-13 OTHER PROF. SERVICES
001-1600-513.31-16 AUDIT FEE

740,095	828,730	1,070,382	1,066,971	518,713	1,070,382
19,988	10,919	0	0	0	0
13,703	23,830	29,120	29,120	24,200	29,120

LEVEL 1
TEXT
*44% OF ANNUAL AUDIT FEE OF \$60,500 26,620
(THIS HAD BEEN 25% PRIOR TO FY16)

THE ANNUAL AUDIT FEE IS NOW ALLOCATED BASED
ON REVENUE AS FOLLOWS:

44% GENERAL FUND
40% WATER SEWER FUND
9% SOLID WASTE FUND
7% DRAINAGE FUND

100% TOTAL
*ADDITIONAL AUDIT SERVICES AS NEEDED

2,500
29,120

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 06/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual Preliminary	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 DEPT REQUEST
FINANCE FINANCE 001-1600-513.31-16	AUDIT FEE	13,703	23,830	29,120	29,120	24,200	29,120
	LEVEL 1		TEXT			TEXT	AMT
			*44% OF ANNUAL AUDIT FEE OF \$60,500 (THIS HAD BEEN 25% PRIOR TO FY16)				26,620
			----- THE ANNUAL AUDIT FEE IS NOW ALLOCATED BASED ON REVENUE AS FOLLOWS: 44% GENERAL FUND 40% WATER SEWER FUND 9% SOLID WASTE FUND 7% DRAINAGE FUND ----- 100% TOTAL *ADDITIONAL AUDIT SERVICES AS NEEDED				2,500 29,120
*	OPERATING EXPENSE	13,703	23,830	29,120	29,120	24,200	29,120
**	FINANCE	13,703	23,830	29,120	29,120	24,200	29,120
***	FINANCE	13,703	23,830	29,120	29,120	24,200	29,120
****	GENERAL FUND	13,703	23,830	29,120	29,120	24,200	29,120

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 06/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual Preliminary	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 DEPT REQUEST
CUSTOMER SERVICE		CUSTOMER SERVICE							
401-0100-536.31-16		AUDIT FEE	13,703	20,865	24,200	24,200		22,000	24,200
		LEVEL		TEXT				TEXT	AMT
		1		40% OF ANNUAL AUDIT FEE OF \$60,500 (THIS HAD BEEN 25% PRIOR TO FY16)					24,200

				*THE ANNUAL AUDIT FEE IS NOW ALLOCATED BASED ON REVENUE AS FOLLOWS:					
				44% GENERAL FUND					
				40% WATER SEWER FUND					
				9% SOLID WASTE FUND					
				7% DRAINAGE FUND					

				100% TOTAL					
									24,200

*	OPERATING EXPENSE		13,703	20,865	24,200	24,200		22,000	24,200

**	CUSTOMER SERVICE		13,703	20,865	24,200	24,200		22,000	24,200

***	CUSTOMER SERVICE		13,703	20,865	24,200	24,200		22,000	24,200

****	W&S O&M REVENUE FUND		13,703	20,865	24,200	24,200		22,000	24,200

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 06/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual Preliminary	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNC	FY2018 DEPT REQUEST
SOLID WASTE									
SOLID WASTE ADMIN.									
410-6100-534.31-16		AUDIT FEE	13,703	5,350	5,445	5,445		4,950	5,445
		LEVEL							
		1							
		TEXT						TEXT	AMT
		9% OF ANNUAL AUDIT FEE OF \$60,500							5,445
		(THIS HAD BEEN 25% PRIOR TO FY16)							

		THE ANNUAL AUDIT FEE IS NOW ALLOCATED BASED							
		ON REVENUE AS FOLLOWS:							
		44% GENERAL FUND							
		40% WATER SEWER FUND							
		9% SOLID WASTE FUND							
		7% DRAINAGE FUND							

		100% TOTAL							5,445

*		OPERATING EXPENSE	13,703	5,350	5,445	5,445		4,950	5,445

**		SOLID WASTE ADMIN.	13,703	5,350	5,445	5,445		4,950	5,445

***		SOLID WASTE	13,703	5,350	5,445	5,445		4,950	5,445

****		SOLID WASTE	13,703	5,350	5,445	5,445		4,950	5,445

FY2018
DEPT
REQUEST

4,235

TEXT AMT
4,235

THE ANNUAL AUDIT FEE IS NOW ALLOCATED BASED
ON REVENUE AS FOLLOWS:

44%	GENERAL FUND
40%	WATER SEWER FUND
9%	SOLID WASTE FUND
7%	DRAINAGE FUND

100%	TOTAL

4,235

4,235

4,235

4,235

4,235

63,000



INTENT TO AWARD

RFP # 17-31

FINANCIAL AND PERFORMANCE AUDITS

June 18, 2017

On June 29, 2017, purchasing received Six (6) bid submittals or RFP #17-31 Financial and Performance Audits. An Initial committee scoring evaluation meeting was held on July 13, at 10:00 A.M. After the scores were reviewed the committee moved to make a recommendation to award to James Moore & Co; P.L. of Daytona Beach, Florida.

Recommendation to Award will be presented for City Council approval on August 15, 2017.

David Battaglia
Purchasing Agent



RFP #17-314 AUDIT SERVICES
PROPOSAL TO PROVIDE
AUDIT SERVICES FOR
CITY OF PORT ORANGE, FLORIDA



RFP #17-31
Proposal To Provide
Audit Services To
The City of Port Orange, Florida

For The Fiscal Years Ending September 30, 2017 through September 30, 2022



James Moore & Co., P.L.
121 Executive Circle
Daytona Beach, Florida 32114
Phone: 386-257-4100
Fax: 386-252-0209
www.jmco.com

James Halleran, CPA
Lead Partner
Phone: 386-257-4100 x4434
James.Halleran@jmco.com

Zach Chalifour, CPA
Senior Manager
Phone: 386-257-4100 x4468
Zach.Chalifour@jmco.com

June 29, 2017

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Statement of Interest

June 29, 2017

City of Port Orange City Clerk's Office
Attn: David Battaglia, Purchasing Agent
Finance Department
1000 City Center Circle
Port Orange, Florida 32129



Re: Audit Services

Dear Members of the Selection Committee:

First... thank you for the opportunity to serve as your auditor for the past five years! We are proud to contribute to the City's success. The opportunity to submit our proposal to continue providing audit services for the City of Port Orange (the City) for the fiscal years ending September 30, 2017, 2018, 2019, 2020, 2021, and 2022, is a privilege and appreciated.

Commitment to the City of Port Orange

The opportunity to continue working with the City is especially important to us given our commitment to Port Orange: not only do 3 of our engagement team members live in the City, but one-third of the employees in our Daytona Beach office live in Port Orange. Our vested interest in the City's success includes over \$2 million of taxable value owned by James Moore employees who paid over \$7,500 in City property taxes in 2016. Our involvement in the community also gives us invaluable background knowledge and understanding of the City, enabling us to perform the most meaningful and focused audit possible.

As you will see in some of the pictures throughout our proposal, we love living here and playing here – there is certainly no lack of #portorangepride – and the opportunity to continue working here and contributing to the success of the City we love and call home is second to none. **The bottom line: you have been, and will absolutely continue to be, one of our most valued relationships.**

More Than Just "Bean Counters"

During our tenure as auditors, we've worked diligently to add value to our engagement with you. Some examples include:

- Identified over \$5,000 in additional monies due to the City as part of revenue contract testing.
- Assisted in identifying and quantifying multiple years of incorrectly reported police pension census data to help ensure accurate data is being used for actuarial, funding, and benefit calculation purposes.
- Aided the City in identifying areas for improvement to help achieve a high-performing finance department through various transitions. Some of these areas include: information technology matters and controls, improvements in fund structure and accounting, accounts payable processes, and utility billing controls.

Given the vested interest we have in the City's success, you have our full commitment to continue doing all we can to go above and beyond and serve you with the ultimate goal of not being just auditors, but a trusted advisor and resource.

Extensive Governmental Experience

In addition to our commitment to the City discussed above, our experience and qualifications in performing governmental audits and working with governmental entities are extensive, as highlighted below.

Over the years we have served over 100 local governments throughout the state of Florida, and our Government Services Team members work almost exclusively on these engagements. They're entrenched in the government industry, both in the services we provide to governmental entities throughout Florida and because of our industry associations. The team also regularly undergoes formal training and skill development focus on the needs of local governments. Our understanding of the needs and operations of government entities means the highest quality of service for you.

Statement of Interest

James Halleran, your Lead Engagement Partner, has more than 20 years of experience providing audit and consulting services to government organizations throughout Florida. James is known statewide as a distinguished government accountant and consultant and serves as a CAFR reviewer for the Government Finance Officers Association (GFOA). James also sits on the Technical Resource Committee for the Florida Government Finance Officers Association (FGFOA). He is an active committee member with the Florida Institute of CPAs (FICPA) and serves on the FICPA Steering Committee of the State & Local Government Section. He leads the firm's Accounting and Auditing Team and serves as an integral member of the firm's Government Services Team. As a result of this experience, he is frequently asked to present on topics specific to internal controls and accounting standards to industry-specific groups throughout Florida.

Zach Chalifour, your Senior Manager, leads our firm's Government Services Team. He has nearly 10 years of experience serving government entities and is a CAFR reviewer for the GFOA. He manages engagements for entities with upwards of \$50 million in annual expenditures of federal and state awards and specializes in utility audits, working with a number of governmental entities that specialize solely in providing water and wastewater services. Zach is a member of the FGFOA Conference Program committee and is also a frequent speaker for the FGFOA and FICPA.

Understanding Your Needs

As seasoned auditors of governmental entities, we know management and elected officials expect the truth, but hate surprises. For that reason, we promise to continue being available to meet one-on-one with City Council members prior to our formal audit presentation, to guarantee all of your questions and concerns are fully addressed.

Outside of the engagement, we will maintain communication throughout the year, keeping appropriate personnel informed about reporting changes affecting them. We also encourage you to call us with questions regarding the engagement or with your day-to-day activities; we are committed to serving you in a timely and responsive manner. Additionally, we provide our government clients with free CPE credit throughout the year via webinars or in-person training.

James Halleran is authorized to bind our firm to the proposal, while Zach Chalifour will serve as the main point of contact for all issues related to the services provided during your engagement. The contact information for both team members is included below James' signature.

What our proposal cannot convey is our sincere desire to continue working with the City of Port Orange. We are confident that our services and support will exceed your expectations and still prove to be the best value for you.

Sincerely,

James Moore & Co., P.L.



James Halleran, CPA, Partner
121 Executive Circle
Daytona Beach, FL 32114
(386) 257-4100 ext. 4434
James.Halleran@jmco.com

Customer Contact: Zach Chalifour, CPA, Senior Manager
121 Executive Circle
Daytona Beach, FL 32114
(386) 257-4100 ext. 4468
Zach.Chalifour@jmco.com

See What They're Saying...

"The County Council made one of the best decisions when we hired JM&Co....to audit our books here at Volusia County. It was one of the best decisions this County has every made.

Frank Bruno, Jr.
Former Chairman
Volusia County Council

Tab A - Company History, Qualifications, Ability, and Capacity



Company History, Qualifications, Ability, and Capacity

FIRM HISTORY & PROFILE

James Moore & Co., P.L. (James Moore) is a limited liability company properly licensed as a certified public accounting firm and is authorized to conduct business in the state of Florida. James F. Moore founded the firm in 1964 as a sole proprietorship with a primary focus on serving the needs of clients and helping them achieve their goals. For 50 years, the firm has continued to keep that focus and has grown to a regional full-service firm with nearly 150 employees and offices in Gainesville, Daytona Beach, and Tallahassee, Florida.

James Moore is a full-service firm that provides all of the traditional services of accounting and auditing, and tax services. But we're more than just an accounting firm; as a trusted business consulting resource, we provide additional services that cover a variety of needs. A relationship with our firm gives you access to hundreds of professionals in technology, human resources, process efficiency, and other areas that can help you succeed.

Our firm employs top professionals with diverse accounting, financial and personal backgrounds. All accounting professionals are college graduates and most are Certified Public Accountants. We recruit from local universities and hire individuals in the upper 25 percent of their graduating class. Additionally, a substantial portion of our accountants have worked with national firms, which adds additional training and experience to our firm.

A breakdown of the number of employees by position in our offices is included below.

JAMES MOORE & CO., P.L.				
	FIRMWIDE	DAYTONA BEACH	GAINESVILLE	TALLAHASSEE
Members (Partners)	15	3	10	2
Managers	30	5	22	3
Accounting Staff	52	19	23	10
Accounting & Controllershship Staff	16	3	11	2
Technology Solutions Consulting Staff	8	3	4	1
Administrative Staff	20	3	15	2
TOTAL	141	36	85	20
PORT ORANGE RESIDENTS	12	12	n/a	n/a



- *Florida Trend* ranked James Moore as one of the **Top 25 Accounting Firms in Florida** in 2014, 2015 and 2016.
- *Accounting Today* named James Moore a **Best Accounting Firm to Work for** in 2015 and 2016.
- *INSIDE Public Accounting* recognized James Moore as a **Top 200 Firm** list since 2010 (seven years running!).

Company History, Qualifications, Ability, and Capacity

FIRM HISTORY & PROFILE

Choosing James Moore as your accountant provides you with the close, personalized attention of a regional firm, backed by the additional resources, affiliations, and memberships of a larger international team.

We maintain memberships in a wide range of organizations related to the accounting industry as well as the industries we serve. Our participation isn't limited to maintaining member status; we regularly present at their conferences and provide training to their members to help them better run their organizations. This helps us stay informed about the latest challenges and issues facing your industry.

Statewide Affiliation

James Moore is a member of the **Florida Institute of Certified Public Accountants (FICPA)**, the Florida Government Finance Officers Association (FGFOA), and various other state trade associations.

National & International Affiliations

Our firm is a member of the **American Institute of Certified Public Accountants (AICPA)** and the AICPA Government Auditing Quality Center. James Moore is also a member of **AGN International**, an association of independent accounting firms represented in more than 82 nations around the world, complementing our ability to serve our clients. This affiliation provides access to a wide array of resources, management tools, educational opportunities, and professional experience. Our connection with AGN International enhances our ability to support and better serve our clients through a continuous exchange of information and resources.

Governmental Organizations

James Moore is a member in good standing of the following governmental accounting organizations:

- FICPA State and Local Government Section
- Government Finance Officers Association (GFOA)
- Florida Government Finance Officers Association (FGFOA)
- Volusia/Flagler Chapter of the FGFOA
- Nature Coast Chapter of the FGFOA
- North Central Florida Chapter of the FGFOA
- Space Coast Chapter of the FGFOA
- Florida League of Cities
- Volusia League of Cities
- Space Coast League of Cities
- Alachua League of Cities
- Northeast Florida League of Cities
- Suwannee River League of Cities
- Suncoast League of Cities



Company History, Qualifications, Ability, and Capacity

PORT ORANGE PRIDE!

Our firm takes great pride in being part of the Port Orange community! Three of your engagement team members (and a third of our Daytona Beach office employees) live in the City. This enthusiasm is reflected in our regular involvement with events like Get Fit Port Orange, the Halifax Health Hospice 5K Run and Walk, the Zachary Siegfried Foundation Wiffle Ball Tournament, and the United Way Chair Volleyball Tournament.



#PortOrangePride

Company History, Qualifications, Ability, and Capacity

GOVERNMENT SERVICES TEAM

Government entities are a cornerstone of our firm's practice. **Zach Chalifour (your engagement's Senior Manager) leads our Government Services Team**, while James Halleran, Brendan McKittrick, and Doug Gillikin (your Engagement Partner, IT Audit Manager, and Senior Accountant, respectively) serve as integral members. As a result of our experience, we provide tailored accounting and attestation services for governmental entities. We are more than just a government auditor; we assist with the complexities associated with financial reporting and daily challenges. In addition to independent auditing services, solutions provided may include:

- Federal & State Compliance Solutions
- Financial Condition Assessments
- Budget Development/Evaluation
- Internal Control Analyses
- Elected Official Orientation
- Comprehensive Annual Financial Reports
- New Standard Implementation Assistance
- Forensic Auditing
- Decision Validation
- Finance Director Solutions

- Needs Assessments - Financial & IT
- Rate Studies
- Audit Readiness
- Actuarial Report Interpretations
- Risk Management Assistance
- Lean Six Sigma
- Fund Balance Planning & Management
- Agreed-Upon Procedures
- Comfort letters in connection with debt securities

James Halleran and Zach Chalifour currently serve on the GFOA's CAFR Review Committee, which reviews CAFRs of governmental entities to determine if a CAFR meets the reporting requirements necessary to obtain the Certificate of Achievement for Excellence in Financial Reporting.

James Halleran has also served on the FICPA Local Government Committee for several years and the FGFOA Technical Resource Committee. In addition, both he and Zach Chalifour have taught at several FGFOA Conferences and Volusia/Flagler Chapter meetings and are frequent speakers throughout the state of Florida.



Company History, Qualifications, Ability, and Capacity

THE MANNER IN WHICH WORK WILL BE COMPLETED

The work for this engagement will be completed through our office and by on-site visits to the city. The audits performed by James Moore are segmented into distinct, manageable sections, reducing interference with your normal operating procedures and enhancing our ability to meet deadlines. The following is a summary of our audit approach; a full description, which provides in-depth detail for these steps, begins on page 41 of this proposal.

PRELIMINARY PHASE

- Establish the terms of the engagement
- Obtain documents associated with your environment, activities, key processes, and internal control
- Establish preliminary planning materiality
- Perform initial data extraction analysis of key accounts and processes
- Develop detailed audit plan, to include:
 1. Assessment of risk at the financial statement account balance level
 2. Plan tests of controls, tests of compliance and substantive procedures
 3. Communicate audit plan with all members of engagement team

SUBSTANTIVE PHASE

SUBSTANTIVE PHASE

- Perform tests of controls
- Perform substantive testing of balances
- Perform tests of compliance
- Evaluate results of testing and if necessary, modify audit plan

PRELIMINARY PHASE

COMPLETION & REPORTING PHASE

COMPLETION & REPORTING PHASE

- Exit Conference
- Final review by Lead Partner and Quality Control Review Partner
- Obtain management representations
- Summarize results of work and findings
- Engagement reporting to management and those charged with governance



RISK ASSESSMENT - CONTINUOUS PROCESS THROUGHOUT THE AUDIT

- Identify risks associated with the organization
- Identify material account balances, assertions, and related internal controls
- Design all phases of the audit to appropriately address identified risks
- Reassess initial risk assessment based upon results of procedures performed

Company History, Qualifications, Ability, and Capacity

FIRM CAPACITY, HIRING PHILOSOPHY & STAFF CONTINUITY

CAPACITY TO SERVE THE CITY OF PORT ORANGE

We have the capacity to serve the City at the highest level. Our firm currently serves nearly 50 municipalities, counties, special districts and utility authorities. Given our current and projected workload, and our level of staffing, we are looking to increase our overall workload. However, rest assured that any other increases to our workload would have no impact on the City. While we have not encountered capacity issues in prior years (nor do we anticipate any issues moving forward), we have dozens of additional government audit staff members throughout the firm that we could call upon for assistance should the need arise.

Hiring Philosophy

The primary asset of any business is the quality and skill of its employees. Our firm employs top professionals with diverse accounting, financial and personal backgrounds. All professional staff members are college graduates and most are CPAs. We recruit from universities and hire individuals in the upper 25% of their graduating class. Additionally, a substantial portion of our accountants have worked with national firms, providing additional training and experience to our firm.

As we hire top professionals throughout the state, we draw from multiple offices to ensure we assemble the best team for each engagement. This ultimately adds value to our partnership with clients. We have provided a breadth of engagement team members in this proposal to support the tailored needs of the City.

Continuity

Your engagement team will remain as consistent as possible and will always include experienced individuals. We will provide an audit team experienced with and knowledgeable about nonprofit entities. ***We do not believe it is your responsibility to train our staff.*** We understand the benefit of continuity of all engagement personnel year after year. We make every attempt to utilize the same personnel, which provides an intangible benefit to our clients and reduces the disruption to our client's operations. If changes to the engagement team become necessary, we will submit our request in writing for approval by the City.

Our staff turnover is very low compared to most CPA firms, averaging approximately 10% for all employees over the past three years. While we cannot guarantee the same individuals will be assigned to an engagement year after year, we do recognize the importance of assigning experienced staff to engagements. Each individual assigned has experience serving comparable organizations, has fund accounting and auditing experience, and has experience with nonprofit corporation tax returns.



Company History, Qualifications, Ability, and Capacity

COMPREHENSIVE GOVERNMENT EXPERIENCE

Our firm has audited over 100 governmental entities (local and state), giving us in-depth knowledge of the needs and requirements of the City. A complete list of our municipal and county government experience is as follows:

City of Atlantic Beach, Florida
City of Avon Park, Florida
City of Bristol, Florida
City of Bunnell, Florida
City of Cape Canaveral, Florida
City of Carrabelle, Florida
City of Chattahoochee, Florida
City of Chiefland, Florida
City of Crystal River, Florida
City of Daytona Beach, Florida
City of Daytona Beach Shores, Florida
City of DeLand, Florida
City of Dixie, Florida
City of Edgewater, Florida
City of Fernandina Beach, Florida
City of Flagler Beach, Florida
City of Hampton, Florida
City of High Springs, Florida
City of Lake Helen, Florida
City of Marco Island, Florida
City of Midway, Florida
City of Monticello, Florida
City of Newberry, Florida
City of New Smyrna Beach, Florida
City of Ormond Beach, Florida

City of Palm Coast, Florida
City of Port Orange, Florida
City of Quincy, Florida
City of St. Marks, Florida
City of St. Pete Beach, Florida
City of Williston, Florida
City of Winter Park, Florida
County of Hamilton, Florida
Flagler County, Florida
Town of Altha, Florida
Town of Callahan, Florida
Town of Golden Beach, Florida
Town of Grand Ridge, Florida
Town of Greensboro, Florida
Town of Greenville, Florida
Town of Havana, Florida
Town of Hilliard, Florida
Town of Interlachen, Florida
Town of Orange Park, Florida
Town of Melbourne Beach, Florida
Town of Welaka, Florida
Union County, Florida
Volusia County, Florida
Wakulla County, Florida



Company History, Qualifications, Ability, and Capacity

COMPREHENSIVE UTILITY EXPERIENCE



City of Atlantic Beach, Florida
City of Avon Park, Florida
City of Bristol, Florida
City of Cape Canaveral, Florida
City of Carrabelle, Florida
City of Chattahoochee, Florida
City of Chiefland, Florida
City of Crystal River, Florida
City of Daytona Beach, Florida
City of Daytona Beach Shores, Florida
City of DeLand, Florida
City of Edgewater, Florida
City of Flagler Beach, Florida
City of Hampton, Florida
City of High Springs, Florida
City of Monticello, Florida
City of Newberry, Florida
City of New Smyrna Beach, Florida
City of Ormond Beach, Florida
City of Palm Coast, Florida

City of Port Orange, Florida
City of St. Marks, Florida
City of St. Pete Beach, Florida
City of Williston, Florida
City of Winter Park, Florida
Alligator Point Water Resources District
Clay County Utility Authority
Flagler County, Florida
Florida Governmental Utility Authority
Seacoast Utility Authority
St. Lucie West Services District
Town of Altha, Florida
Town of Grand Ridge, Florida
Town of Greensboro, Florida
Town of Greenville, Florida
Town of Havana, Florida
Town of Hilliard, Florida
Town of Interlachen, Florida
Town of Orange Park, Florida
Volusia County, Florida

Company History, Qualifications, Ability, and Capacity

SPECIAL DISTRICT & EDUCATION RELATED



EDUCATION RELATED

Alachua County Public Schools
Baker County Public Schools
Bradford County Schools
Gadsen County School Board
Leon County School District
St. Johns County School District
Wakulla County School Board

SPECIAL DISTRICTS

Alligator Point Water Resources District
Bridge Harbor Community Development District
Daytona Beach Racing & Recreational Facilities District
Florida Governmental Utility Authority
Halifax Area Advertising Authority
IRL Council
Northwest Florida Water Management District
River to Sea Transportation Planning Organization
Seacoast Utility Authority
Southeast Volusia Advertising Authority
St. Johns River Water Management District
St. Lucie West Services District
Suwannee River Water Management District
Suwannee Valley Transit Authority
Villages of Avignon Community Development District
Volusia County Industrial Development Authority
Volusia Soil & Water Conservation District
Volusia Water Alliance
Water Authority of Volusia
West Volusia Tourism Bureau

Company History, Qualifications, Ability, and Capacity

COMPREHENSIVE GOVERNMENT EXPERIENCE - OTHER GOVERNMENTAL ORGANIZATIONS



City of Bunnell, Florida Firefighters' Pension Plan
City of DeLand, Florida Firefighters' Pension Plan
City of DeLand, Florida General Employees' Pension Plan
City of DeLand, Florida Police Officers' Pension Plan
City of Edgewater, Florida Firefighters' Pension Plan
City of Edgewater, Florida General Employees' Pension Plan
City of Edgewater, Florida Police Officers' Pension Plan
City of Ormond Beach, Florida Firefighters' Pension Plan
City of Ormond Beach, Florida General Employees' Pension Plan
City of Ormond Beach, Florida Police Officers' Pension Plan
City of Palm Coast Volunteer Firefighters' Pension Plan
City of Port Orange Firefighters' Pension Plan
City of Port Orange General Employees' Pension Plan
City of Port Orange Police Officers' Pension Plan
Cypress Head Golf Club

Emergency Medical Foundation, Inc.
Federal Equitable Sharing & Law Enforcement Trust
Florida Department of Community Affairs
Gainesville Community Redevelopment Agency
Halifax Management System, Inc.
Halifax Pension Plan
Holly Hill Police Pension Plan
North Florida Broadband Authority
Putnam-Clay-Flagler EOC, Inc.
Space Coast Transportation Planning Organization
Suwannee River Economic Council, Inc.
Volusia Council of Governments
Volusia County Firefighters' Pension Plan
Volusia Transportation Planning Organization (VTPO)

Company History, Qualifications, Ability, and Capacity

SINGLE AUDIT EXPERIENCE

James Moore has extensive experience preparing single audits for government organizations in accordance with Government Auditing Standards, issued by the Comptroller General of the United States (Yellow Book), OMB Uniform Grant Guidance, the Florida Single Audit Act, and Rules of the Auditor General, Chapter 10.550.

Our experience includes the preparation of single audits for the following clients (current and former).

- City of Avon Park, Florida
- City of Bristol, Florida
- City of Bunnell, Florida
- City of Carrabelle, Florida
- City of Cape Canaveral, Florida
- City of Crystal River, Florida
- City of Daytona Beach, Florida
- City of Daytona Beach Shores, Florida
- City of Deland, Florida
- City of Edgewater, Florida
- City of Flagler Beach, Florida
- City of High Springs, Florida
- City of Monticello, Florida
- City of New Smyrna Beach, Florida
- City of Ormond Beach, Florida
- City of Palm Coast, Florida
- City of Port Orange, Florida
- City of St. Marks, Florida
- City of St. Pete Beach, Florida
- City of Williston, Florida
- City of Winter Park, Florida
- Clay County Utility Authority
- County of Hamilton, Florida
- Flagler County, Florida
- North Florida Broadband Authority
- Northwest Florida Water Management District
- Putnam-Clay-Flagler EOC, Inc.
- River to Sea Transportation Planning Organization
- Space Coast Transportation Planning Organization
- St. Johns River Water Management District
- Suwannee River Water Management District
- Suwannee Valley Transit Authority
- Town of Altha, Florida
- Town of Grand Ridge, Florida
- Town of Greensboro, Florida
- Town of Greenville, Florida
- Town of Havannah, Florida
- Town of Orange Park, Florida
- Union County, Florida
- Volusia County, Florida
- Volusia Metropolitan Planning Organization
- Volusia Transportation Planning Organization
- Wakulla County, Florida
- Wakulla County School Board

Company History, Qualifications, Ability, and Capacity

CAFR EXPERIENCE

James Moore has extensive experience in assistance with preparation of comprehensive annual financial reports and auditing governmental and nonprofit entities in accordance with Government Auditing Standards, issued by the Comptroller General of the United States (Yellow Book), OMB Uniform Grant Guidance, the Florida Single Audit Act, and Rules of the Auditor General, Chapter 10.550.

James Halleran, the Engagement Quality Control Review Partner, and Zach Chalifour, the Engagement Senior Manager, currently serve on the GFOA's Certificate of Achievement for Excellence in Financial Reporting (CAFR) Review Committee. The this committee reviews CAFRs of governmental entities in order to determine whether a CAFR meets the reporting requirements necessary to obtain the Certificate of Achievement for Excellence in Financial Reporting.

Our experience encompasses a number of governmental entities. Clients (current and former) that have participated in the Certificate of Achievement for Excellence in Financial Reporting Program are as follows:

- City of Avon Park, Florida
- City of Cape Canaveral, Florida
- City of Daytona Beach, Florida
- City of Daytona Beach Shores, Florida
- City of DeLand, Florida
- City of Edgewater, Florida
- City of New Smyrna Beach, Florida
- City of Ormond Beach, Florida
- City of Palm Coast, Florida
- City of Port Orange, Florida
- City of St. Pete Beach, Florida
- City of Winter Park, Florida
- County of Volusia, Florida
- Florida Governmental Utility Authority
- Seacoast Utility Authority
- St. Johns River Water Management District

Company History, Qualifications, Ability, and Capacity

EXPERTISE IN RELATED SERVICES

Managing your budget isn't just a matter of cutting line items here and there. It requires qualified financial personnel to make good decisions, compliance with federal and state regulations, and sound and efficient processes that allow you to make the most of your resources.

As seasoned government auditors, we know your pain points and understand that an audit alone does not address them. Our expertise goes beyond the basic audit and into a wide range of related services to give you more comprehensive and effective solutions.

Independent auditing solutions

Federal audit, state single audit and grant compliance solutions

Tourist development tax audits

Landfill compliance

Financial condition assessments

Budget development

Internal control analyses

Comprehensive Annual Financial Reports (CAFR)

New GASB standard implementation assistance

Forensic auditing

Finance director solutions

Needs assessments – financial and IT solutions

Rate studies

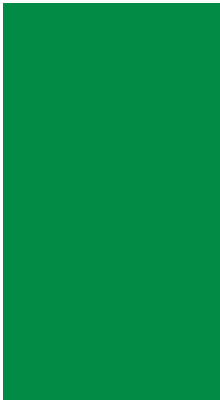
Audit preparation/readiness

Actuarial report interpretations

Decision validation

Grant recipient monitoring

Tab B - Qualifications and Abilities of Professional Personnel



Qualifications and Abilities of Professional Personnel

PROPOSED STAFFING PLAN

We operate as one firm and not as three separate and distinct offices with segregated duties. While your engagement will be performed out of our Daytona Beach office, your team consists of personnel from all three of our locations. We accomplish this by employing cloud solutions to manage communication, effectively transferring documents electronically, and maintaining a secure Client Portal. We operate 100% electronically, which allows our staff to collaborate on everything they do, regardless of their location.

The City's engagement will be staffed by five full-time accountants, all of whom are licensed to practice as Certified Public Accountants in the state of Florida. Every member of your engagement team has extensive experience serving governmental entities and at least 24 hours of governmental accounting and auditing-related CPE. Their resumés and CPA licenses are included after the organizational chart on the following page.

James Halleran, CPA, Lead Partner, will have complete and final responsibility for the audit, from planning to presentation of the financial statements. He is also responsible for ensuring the highest quality of client service and technical competence. James leads the firm's Accounting & Auditing Service team and is a key member of the Government Services Team. He has substantial experience in providing services to governmental entities, conducts and reviews compliance audits, and is a CAFR reviewer for the GFOA. He is recognized statewide as an expert for governmental accounting, auditing, and reporting.

Bob Powell, CPA, Engagement Quality Control Review Partner, will perform the second partner review of the audit. He will also be available to the entire audit team for all aspects of the engagement. With over 40 years of accounting and auditing experience, Bob has extensive knowledge of Uniform Grant Guidance and, as a result, has been intricately involved with audits of nonprofit organizations that receive state and federal financial assistance subject to Government Auditing Standards.

Zach Chalifour, CPA, Senior Manager, will be on site and primarily responsible for supervising the engagement team from planning and fieldwork, through financial statement delivery. Zach leads our firm's Government Services Team and is a CAFR reviewer for the GFOA.

Brendan McKittrick, CPA, CISA, IT Audit Manager, will participate in all aspects of the audit, from planning, performance and supervision of fieldwork to the preparation of financial statements and reports. As a Certified Information Systems Auditor (CISA), Brendan will also perform IT assessments, risk assessments, IT general controls and other technology-related services.

Doug Gillikin, CPA, Senior Accountant, will play a role in planning, performance and supervision of fieldwork, and preparation of the financial statements and reports. The majority of his work will be performed on site.



Qualifications and Abilities of Professional Personnel

ORGANIZATIONAL CHART

James Halleran, Lead Engagement Partner, will have complete oversight of team members, personnel, and service delivery. Zach Chalifour, Engagement Senior Manager, will serve as your primary point of contact. James Moore is willing and able to commit and maintain staffing to successfully conclude the audit on the proposed schedule.



JAMES HALLERAN, CPA ENGAGEMENT PARTNER

James provides accounting and consulting services for nonprofit organizations and government entities. He leads the firm's Accounting & Auditing Client Services Team and is a key member of the firm's Nonprofit and Government Services Teams. James is a resident of Port Orange.

Total years of experience: 22

Years with the firm: 22

ENGAGEMENT RESPONSIBILITIES

As the Engagement Partner, James will serve as the primary point of contact and will have complete as well as final responsibility for the engagement. He will oversee and approve all procedures and will also be responsible for ensuring the highest quality of client services.

EXPERIENCE

James' experience with the firm includes a wide range of assignments with an emphasis on governmental and nonprofit auditing. He is recognized statewide as an expert on governmental auditing and reporting and currently serves on committees for the FICPA and the FGFOA. He is one of only 74 Comprehensive Annual Financial Report Reviewers in the state of Florida for the Government Finance Officers Association.

James has been involved with government entities and nonprofits that receive state and federal financial assistance subject to Government Auditing Standards, Florida Single Audit Act and the Federal Uniform Grant Guidance. He has performed consulting services in the area of internal controls and system design. In addition, he has performed internal inspections and external peer reviews for the firm in accordance with peer review requirements. James is often called upon to teach training courses within the firm and for the FICPA and FGFOA.

EDUCATION & CONTINUING PROFESSIONAL EDUCATION

James received a Master of Science in Taxation and a Bachelor of Science degree in Business Administration with a Major in Accounting from the University of Central Florida. He has exceeded Government Auditing Standards continuing professional education requirements. He has exceeded the CPE requirements of the State Board, with classes specific to governmental and nonprofit auditing, as required by the U.S. General Accounting Office.

MEMBERSHIPS

American Institute of
Certified Public Accountants
(Member of Not-For-Profit Section and
Government Audit Quality Center)

Florida Institute of
Certified Public Accountants
(Steering Committee of the State & Local
Government Section)

Government Finance Officers Association
(CAFR Reviewer)

Florida Government
Finance Officers Association
(Technical Resource Committee and
Instructor)

Volusia/Flagler Chapter of the Florida
Government Finance Officers Association
(Member and Instructor)

Volusia League of Cities

Northeast Florida League of Cities

United Way of Volusia and Flagler Counties,
Inc. (Chair and former Treasurer)

Strategic Nonprofit
Alliance Partnership, Inc.,
(Partner-in-Charge - Volusia/Flagler Group)

Rotary Club of Daytona Beach
(Past Treasurer)

Port Orange/South Daytona Chamber of
Commerce (Past Board of Director)

Leadership Port Orange/South Daytona
Chamber Alumni

Volusia County Citizens Academy Alumni

AWARDS & RECOGNITIONS

Daytona Beach News-Journal's
Young Business Leader (now known as *40
under Forty*), 2007

JAMES HALLERAN, CPA ENGAGEMENT PARTNER

RELEVANT EXPERIENCE

The Arc Volusia, Inc.
Atlantic Center for the Arts, Inc.
Believe in Faith Foundation
Big Bend Community Based Care, Inc.
Bikers Against Drunk Drivers
Boys & Girls Clubs of Volusia/Flagler Counties, Inc.
Brevard CARES, Inc.
Burns Science and Technology Charter School, Inc.
CareerSource Research Coast
Care Diversified of Lake County, Inc.
CBC of Brevard, Inc.
Child Advocacy Center, Inc.
Child and Family Connections, Inc.
The Chiles Academy
City of Avon Park, Florida
City of Cape Canaveral, Florida
City of Daytona Beach, Florida
City of Daytona Beach Shores, Florida
City of DeLand, Florida
City of Edgewater, Florida
City of Flagler Beach, Florida
City of High Springs, Florida
City of Midway, Florida
City of Newberry, Florida
City of New Smyrna Beach, Florida
City of Ormond Beach, Florida
City of Palm Coast, Florida
City of Port Orange, Florida
City of Port Orange General Employees Defined Benefit Plan
City of Port Orange Police Pension Plan
City of South Daytona, Florida
City of St. Pete Beach, Florida
City of Winter Park, Florida
City of Williston, Florida
Clay County Utility Authority
County of Volusia, Florida
Choices In Learning, Inc.
College Arms Towers, Inc.
Community Legal Services of Mid Florida, Inc.
Community Outreach Services, Inc.
Daytona Area Senior Services, Inc.
Daytona Beach Area Association of Realtors Foundation
Daytona Beach Area Association of Realtors, Inc.
Disabled American Veterans Department of Florida, Inc.
Early Learning Coalition of Flagler & Volusia Counties
Embry Riddle Aeronautical University
Florida Governmental Utility Authority
Florida Council Against Sexual Violence
Florida PACE Funding Agency
Friends of Families Foundation, Inc.
Gainesville Alachua County Association of Realtors, Inc.
Gainesville Area Chamber of Commerce
Halifax Habitat for Humanity, Inc.
Head Start Child Development and Family Services, Inc.
The Healthy Start Coalition of
Flagler & Volusia Counties, Inc.
The House Next Door, Inc.
Housing Finance Authority of Volusia County
Hugh Ash Manor
Legal Advocacy Center of Central Florida, Inc.
Museum of Arts & Sciences
North East Florida Addictions Network, Inc.
Pasco-Hernando Workforce Board, Inc.
Pinellas Opportunity Council, Inc.
Rotary Club of Dayton Beach
School for Accelerated Learning & Technologies, Inc.
Seacoast Utility Authority
Serenity House of Volusia, Inc.
Smyrna Yacht Club, Inc.
Space Coast Transportation Planning Organization
Southeast Volusia Area Advertising Authority
Southeast Volusia Habitat for Humanity, Inc.
Stewart-Marchman-Act Behavioral Healthcare, Inc.
Stewart-Marchman-Act Foundation
SunriseArc, Inc.
Suwannee Valley Community Coordinated Child Care
Town of Hilliard, Florida
Town of Interlachen, Florida
Town of Orange Park, Florida
Town of Welaka, Florida
University of Florida Research Foundation, Inc.
Villages of Avignon Community Development District
Volusia Council of Governments (VCOG)
Volusia County Metropolitan Planning Organizations (VMPO)
Volusia/Flagler County Coalition for the Homeless, Inc.
The Volusia/Flagler Young Men's Christian Association
Volusia Manufacturers Association
Volusia Soil & Water Alliance
Volusian Water Alliance
West Volusia Area Advertising Authority
West Volusia Hospital Authority
Windward Behavior Care, Inc.
Workforce Development Board of Volusia & Flagler Counties, Inc.

BOB POWELL, CPA QUALITY CONTROL PARTNER

Bob provides audit and consulting services to government entities, nonprofit organizations, and other associations throughout the state of Florida. He leads the Tallahassee office's Government Services Team and is a key member of the firm's Accounting & Auditing Team.

*Total years of experience: 40+
Years with the firm: 30*

ENGAGEMENT RESPONSIBILITIES

Bob will serve as the Engagement Quality Control Review Partner and will perform the second partner review of the financial statements. He will also be available to the entire engagement team for all aspects of the engagement.

EXPERIENCE

A certified public accountant in the states of Florida, Georgia, and Alabama, Bob is an invaluable resource to governments and nonprofits because of his ability to create solutions to strengthen controls, improve financial reporting, and streamline accounting processes. Bob has extensive knowledge of OMB Uniform Grant Guidance and, as a result, is intricately involved with audits of organizations that receive state and federal financial assistance subject to Government Auditing Standards. He has also been instrumental in developing procedures specific to auditing grants.

In addition to providing audit and consulting services, he provides tax return preparation, tax research regarding tax-exempt status, cost allocation, and consulting services. Bob is recognized as a top nonprofit accountant in Florida and as such, leads the firm's Nonprofit Services Team. He is also one of the founding members of the Strategic Nonprofit Alliance Partnership (SNAP).

EDUCATION & CONTINUING PROFESSIONAL EDUCATION

Bob received a Bachelor of Science in Accounting from the University of Alabama. He has exceeded the continuing professional education requirements of the State Board, with classes specific to governmental and nonprofit auditing, as required by the U.S. General Accounting Office.

MEMBERSHIPS

American Institute of
Certified Public Accountants
(Member of the
Government Audit Quality Center)

Florida Institute of
Certified Public Accountants
(State & Local Government
Section)

Alabama Institute of
Certified Public Accountants

Georgia Institute of
Certified Public Accountants
Government Finance Officers
Association

Florida Government Finance
Officers Association

National Association of
Accountants

Strategic Nonprofit Alliance
Partnership (SNAP), Inc.,
(Founding Member)

United Partners for
Human Services, Inc.
(Board Member)

BOB POWELL, CPA QUALITY CONTROL PARTNER

RELEVANT EXPERIENCE

Adult & Community Educators of Florida, Inc.
Alligator Point Water District
American Red Cross-Capital Area Chapter, Inc.
Anchorage Children's Home of Bay County, Inc.
Area Agency on Aging for North Florida, Inc.
Area Management Coalition for School Readiness, Inc.
Association of Florida Colleges, Inc.
Bay, Franklin, Gulf Healthy Start Coalition
Big Bend Community Based Care, Inc.
Big Bend Cares, Inc.
Big Bend Jobs and Education Council, Inc.,
dba Workforce Plus
Capital City Youth Services, Inc.
CDS Family & Behavioral Health Services, Inc.
CEDO Housing Development Corporation, Inc.
Chipola Regional Workforce Board, Inc.
Citrus MYcroSchool of Integrated Academics and
Technologies, Inc.
City of Bristol, Florida
City of Carrabelle, Florida
City of Fernandina Beach, Florida
City of Monticello, Florida
City of Midway, Florida
City of Sopchoppy, Florida
City of St. Marks, Florida
Coalition of Affordable Housing Providers, Inc.
Disability Rights Florida, Inc.
DISC Village, Inc.
Financial Service Centers of Florida, Inc.
Florida Alliance for Arts Education, Inc.
Florida Art Education Association, Inc.
Florida Association for Career & Technical Education
Florida Association of Destination Marketing Organizations, Inc.
Florida Association of Professional Employer Organizations, Inc.
Florida Association of Professional Geologists, Inc.
Florida Association of RV Parks & Campgrounds, Inc.
Florida Automobile Dealers Association, Inc.
Florida Bandmasters Association, Inc.
Florida Electric Cooperatives Association, Inc.
Florida Harley Davidson Dealers Association, Inc.
Florida Motorcycle Dealers Association, Inc.
Florida Movers & Warehousemen's Association, Inc.
Florida Music Educators Association, Inc.
Florida Orchestra Association, Inc.
Florida Recreation & Park Association, Inc.
Florida School Music Association, Inc.
Florida Trail Association, Inc.
Florida Vocal Association, Inc.
Gulf Coast Workforce Development Board, Inc.
Healthy Start Coalition of Jefferson, Madison and
Taylor Counties, Inc.
Independence Village, Inc.
Holy Comforter Episcopal Church
Northwest Florida Water Management District
North Florida Workforce Development Board, Inc.
Partnership for Strong Families, Inc.
Refuge House, Inc.
School of Arts and Sciences, Inc.
Suwannee River Economic Council, Inc.
Suwannee River Water Management District
Tri-County Community Council, Inc.
Town of Altha, Florida
Town of Cedar Grove, Florida
Town of Grand Ridge, Florida
Town of Greensboro, Florida
Town of Greenville, Florida
Town of Havana, Florida
Union County, Florida
United For Families, Inc.
Wakulla County Senior Citizens Council, Inc.
Workforce Development Board of Okaloosa
& Walton Counties
Workforce Florida, Inc.



ZACH CHALIFOUR, CPA SENIOR MANAGER

Zach serves government entities and nonprofit organizations. He leads our firm's Government Services team and serves as an integral member of the firm's Accounting & Auditing Team. Zach is a resident of Port Orange.

Total years of experience: 9

Years with the firm: 9

ENGAGEMENT RESPONSIBILITIES

As the Engagement Senior Manager, Zach will be on site and primarily responsible for supervising the engagement team from planning and fieldwork, through financial statement delivery. Zach is also a CAFR reviewer for the GFOA.

EXPERIENCE

Throughout his career with the firm, Zach's primary focus has been on rendering services for nonprofit organizations and government entities that receive substantial federal and state assistance subject to OMB Uniform Grant Guidelines and the Florida Single Audit Act. He manages engagements for entities with upwards of \$50 million in annual expenditures of federal and state awards.

Zach has also worked with numerous clients to assist in the early implementation of new GASB standards, and has also served in a consulting capacity to assist entities and organizations prepare for their external audits and to prepare financial statements.

As a result of his extensive governmental auditing and accounting experience, Zach has spoken at the FGFOA conference and the FGFOA School of Government Finance and conducted several webinars on topics addressing nonprofit planning, accounting and auditing updates, internal control, fraud, and the new COSO Framework.

EDUCATION & CONTINUING PROFESSIONAL EDUCATION

Zach received a Master of Accountancy and Bachelor of Science in Business Administration with a Major in Accounting and Information Sciences from Stetson University. He has exceeded the CPE requirements of the State Board, with classes specific to governmental and nonprofit auditing, as required by the U.S. General Accounting Office.

MEMBERSHIPS

American Institute of
Certified Public Accountants
(Member of Government Audit
Quality Center)

Florida Institute of
Certified Public Accountants
(State & Local Government Section)

Government Finance Officers
Association (CAFR Reviewer)

Florida Government Finance Officers
Association (Instructor & Annual
Conference Planning Committee)

Volusia/Flagler Chapter of the
Florida Government Finance Officers
Association (Member & Instructor)

Northeast Florida League of Cities

Space Coast League of Cities

Volusia League of Cities

Leadership Daytona, Class of XXXV

Junior Achievement of Volusia
County

Volusia Honor Air flight VI Guardian

Volusia Young Professionals Group

Daytona Beach Quarterback Club
(Assistant Treasurer)

ZACH CHALIFOUR, CPA SENIOR MANAGER

RELEVANT EXPERIENCE

Bridge Harbor Community Development District	Head Start of Child Development and Family Services, Inc.
CareerSource Research Coast	The House Next Door, Inc.
Choices in Learning, Inc.	Housing Finance Authority of Volusia County
The Chiles Academy, Inc.	Hugh Ash Manor, Inc.
City of Bristol, Florida	Legal Advocacy Center of Central Florida, Inc.
City of Bunnell, Florida	North Florida Broadband Authority
City of Cape Canaveral, Florida	Pinellas Opportunity Council, Inc.
City of Carrabelle, Florida	Seacoast Utility Authority
City of DeLand, Florida	Southeast Volusia Advertising Authority
City of Edgewater, Florida	Southeast Volusia Habitat for Humanity, Inc.
City of Lake Helen, Florida	Space Coast Transportation Planning Organization
City of Marco Island, Florida (fraud investigation)	Stewart-Marchman-Act Behavioral Health Services, Inc.
City of Monticello, Florida	Stewart-Marchman-Act Foundation
City of New Smyrna Beach, Florida	St. Johns School District (internal accounts)
City of Ormond Beach, Florida	St. Lucie West Services District
City of Port Orange, Florida	Town of Grande Ridge, Florida
City of Port Orange	Town of Greensboro, Florida
General Employees Defined Benefit Plan	Town of Greenville, Florida
City of Port Orange Police Pension Plan	Town of Hilliard, Florida
City of St. Pete Beach	Town of Interlachen, Florida
Clay County Utility Authority	Town of Melbourne Beach, Florida
College Arms Towers, Inc.	Town of Orange Park, Florida
Community Legal Services of Mid-Florida, Inc.	Union County, Florida
Daytona Area Senior Services, Inc.	Volusia Council of Governments
Early Learning Coalition of Flagler & Volusia County, Florida	Volusia County, Florida
Florida Governmental Utility Authority	Volusia County Fair Association, Inc.
Florida PACE Funding Agency	Volusia County Industrial Development Board
Friends of Family Foundation, Inc.	Volusia Young Men's Christian Association, Inc.
Halifax Area Advertising Authority	West Volusia Tourism Advertising Authority
Halifax Management System, Inc.	West Volusia Hospital Authority
Halifax Pension Plan	Windward Behavioral Care, Inc.

BRENDAN MCKITRICK, CPA, CISA MANAGER & IT AUDITOR

Born and raised in Volusia County, Brendan is an integral member of the Government Services Team. As a CPA and CISA, he works closely with organizations in a broad range of industries where he provides a variety of IT related audit services and financial statement audits.

Total years of experience: 7

Years with the firm: 4

ENGAGEMENT RESPONSIBILITIES

As the Manager and IT Auditor, Brendan will oversee the audit, planning, performance and supervision of fieldwork, and preparation of the financial statements and reports. He is also responsible for the IT controls and assessment, and data extraction testing. The majority of his work will be performed on-site.

EXPERIENCE

As a Certified Information Systems Auditor, Brendan stays current on technology related audit standards and focuses his career on providing IT assessments, risk assessments, IT general controls, application controls, data extraction, and related IT consulting services for his clients.

As a Manager, Brendan is also skilled in managing and monitoring the audit process, including planning meetings, testing, risk assessment, evaluation, and developing the engagement approach.

EDUCATION & CONTINUING PROFESSIONAL EDUCATION

Brendan received a Master of Information Systems and Operations Management and a Bachelor of Science in Accounting from the University of Florida. He has exceeded the continuing professional education requirements of the State Board, with classes specific to nonprofit and governmental auditing, as required by the U.S. General Accounting Office.

MEMBERSHIPS

American Institute
of Certified Public Accountants
(Member of the
Government Audit Quality Center)

Florida Institute of
Certified Public Accountants
(State & Local Government Section)

Florida League of Cities

Information Systems Audit and Control
Association (ISACA)

College Athletic Business Management
Association
(CABMA)

National Association of College and
University Business Officers
(NACUBO)

BRENDAN MCKITRICK, CPA, CISA MANAGER & IT AUDITOR

RELEVANT EXPERIENCE

City of Cape Canaveral, Florida
City of DeLand, Florida
City of Ft. Lauderdale, Florida
City of High Springs, Florida
City of Lakeland, Florida
City of Ormond Beach, Florida
City of Palm Coast, Florida
City of Port Orange, Florida
City of St. Pete Beach, Florida
City of Tampa, Florida
County of Volusia, Florida
Florida A&M University
Florida International University
Department of Athletics
Gator Boosters, Inc.
Golden Knights Corporation, Inc.
Heart of Florida Health Center, Inc.

Jacksonville University
Northern Illinois University Athletics Department
Rural Healthcare, Inc. (dba, Azalea Health)
Shands Healthcare Employee Benefit Plans/UF Health
Stewart-Marchman-Act Behavioral Health Services, Inc.
St. Johns Water Management District
Transitional Living of North Central Florida
University Athletic Association, Inc.
(University of Florida)
University of Florida Convocation Corporation
University of Central Florida Finance Corporation
University of Florida College of Pharmacy Faculty
Practice Association, Inc.
University of Florida Department of Housing
University of North Carolina Wilmington
Department of Athletics
University of South Florida Athletics

DOUG GILLIKIN, CPA SENIOR ACCOUNTANT

Doug's focus is on serving the needs of nonprofit and government organizations and helping them achieve their goals. He is a key member of the firm's Government Services Team. Doug is a resident of Port Orange.

Total years of experience: 7

Years with the firm: 6

ENGAGEMENT RESPONSIBILITIES

As the Senior Accountant assigned to the engagement, Doug will be responsible for the oversight of the audit staff accountants, the performance of audit fieldwork, and for assisting with the preparation of financial statements and reports, and will assist in the performance of audit fieldwork. The majority of his work will be performed on site.

EXPERIENCE

A certified public accountant in the state of Florida, Doug's experience includes a wide range of assignments for nonprofit and governmental organizations. He has the experience needed to help develop solutions to strengthen internal controls and improve financial reporting. As a result of his experience he serves as an integral member of the firm's Government Services Team.

Doug has completed presentations on topics such as internal controls and the new COSO framework. His most recent presentation was completed to members of the Florida Institute of Certified Public Professionals, Volusia County Chapter.

EDUCATION & CONTINUING PROFESSIONAL EDUCATION

Doug received a Master of Accountancy from the University of North Florida and a Bachelor in Arts in Accounting from Flagler College. He has exceeded the CPE requirements of the State Board, with classes specific to nonprofit and governmental auditing, as required by the U.S. General Accounting Office.

MEMBERSHIPS

American Institute of
Certified Public Accountants
(Member of Government Audit
Quality Center)

Florida Institute of Certified
Public Accountants (State & Local
Government Section)

Daytona Beach Regional Chamber of
Commerce (Board Member)

Volusia Civic League

Volusia Young Professionals Group,
(President and Former Treasurer)

Volusia League of Cities

Space Coast League of Cities

Leadership Daytona, Class of XXXIV

Strategic Nonprofit Alliance
Partnership (SNAP), Inc.,
Member

AWARDS & RECOGNITIONS

Daytona Beach News-Journal's 40
under Forty, 2016,

DOUG GILLIKIN, CPA SENIOR ACCOUNTANT

RELEVANT EXPERIENCE

CareerSource Research Coast	Florida Governmental Utility Authority
The Chiles Academy	Halifax Area Advertising Authority
Choices in Learning, Inc.	Haven Recovery Center, Inc.
City of Cape Canaveral, Florida	House Next Door, Inc.
City of DeLand, Florida	Hugh Ash Manor
City of Edgewater, Florida	Museum of Arts & Sciences
City of New Smyrna Beach, Florida	Pinellas Opportunity Council, Inc.
City of Ormond Beach, Florida	Southeast Volusia Advertising Authority
City of Palm Coast, Florida	Southeast Volusia Habitat for Humanity, Inc.
City of Port Orange, Florida	Space Coast Transportation Planning Organization
City of St. Pete Beach, Florida	Stewart-Marchman-Act Foundation, Inc.
College Arms Towers, Inc.	Stewart-Marchman-Act Behavioral Health Services, Inc.
Community Legal Services of Mid-Florida, Inc.	Town of Melbourne Beach, Florida
County of Volusia, Florida	Volusia Council of Governments
Daytona Area Senior Services, Inc.	The Volusia/Flagler Young Men's Christian Association
Daytona Beach Area Association of Realtors, Inc.	West Volusia Tourism Advertising Authority
Daytona Beach Area Convention & Visitors Bureau	Workforce Development Board of the Treasure Coast, Inc.
DeLand Area Chamber of Commerce	Windward Behavioral Care, Inc.
Flagler College	

Qualifications and Abilities of Professional Personnel

FLORIDA CPA LICENSES

James Halleran

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BOARD OF ACCOUNTANCY	
LICENSE NUMBER	
AC0027856	
The CERTIFIED PUBLIC ACCOUNTANT Named below IS LICENSED Under the provisions of Chapter 473 FS. Expiration date: DEC 31, 2017	
HALLERAN, JAMES ANDREW % JAMES MOORE & CO., P.L. 121 EXECUTIVE CIRCLE DAYTONA BEACH FL 32114-1180	
	
	
ISSUED: 12/16/2015	DISPLAY AS REQUIRED BY LAW
SEQ # L1512160000781	

Bob Powell

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BOARD OF ACCOUNTANCY	
LICENSE NUMBER	
AC0018615	
The CERTIFIED PUBLIC ACCOUNTANT Named below IS LICENSED Under the provisions of Chapter 473 FS. Expiration date: DEC 31, 2017	
POWELL, ROBERT LAMAR JR 2477 TIM GAMBLE PLACE SUITE 200 TALLAHASSEE FL 32308	
	
	
ISSUED: 12/08/2015	DISPLAY AS REQUIRED BY LAW
SEQ # L1512080000945	

Qualifications and Abilities of Professional Personnel

FLORIDA CPA LICENSES

Zach Chalifour

DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

LICENSE NUMBER
AC40203

The CERTIFIED PUBLIC ACCOUNTANT
Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2018

CHALIFOUR, ZACHARY ANDRE
6682 MERRYVALE LANE
PORT ORANGE FL 32128



ISSUED: 12/07/2016 DISPLAY AS REQUIRED BY LAW SEQ # L1612070000820

Brendan McKitrick

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

LICENSE NUMBER
AC43320

The CERTIFIED PUBLIC ACCOUNTANT
Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2017

MCKITRICK, BRENDAN KEITH
9405 NW 17TH PLACE
GAINESVILLE FL 32606



ISSUED: 12/20/2015 DISPLAY AS REQUIRED BY LAW SEQ # L1512200001171

Qualifications and Abilities of Professional Personnel

FLORIDA CPA LICENSES

Doug Gillikin

RICK SCOTT, GOVERNOR

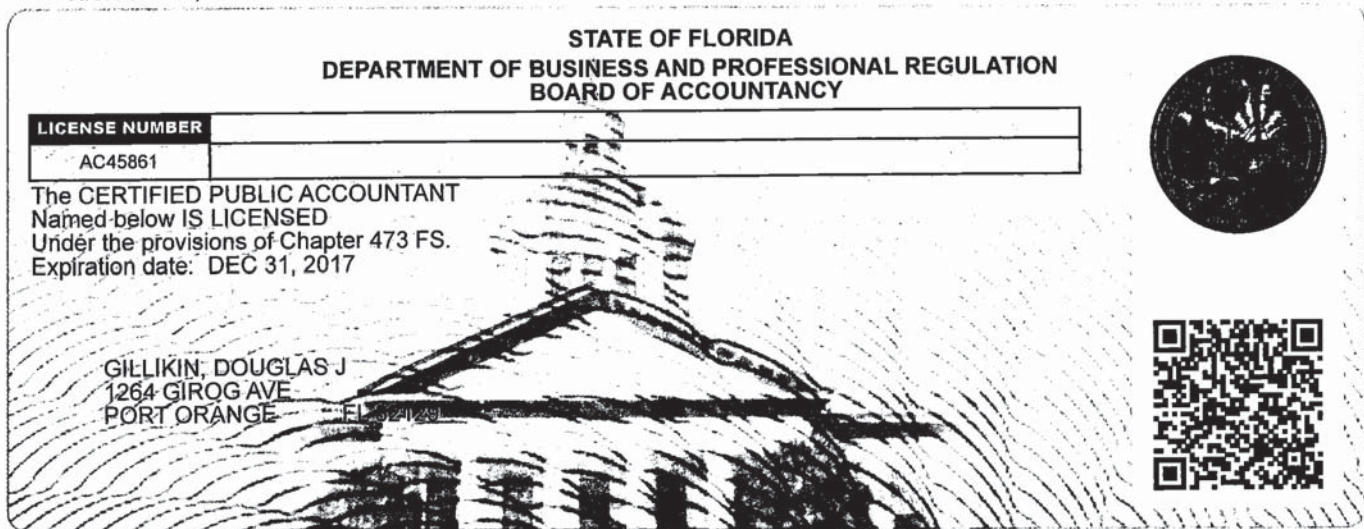
KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

LICENSE NUMBER
AC45861

The CERTIFIED PUBLIC ACCOUNTANT
Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2017

GILLIKIN, DOUGLAS J
1264 GIROG AVE
PORT ORANGE FL 32127



ISSUED: 11/19/2015 DISPLAY AS REQUIRED BY LAW SEQ # L1511190000841

Tab C - Experience on Similar Projects



Experience on Similar Projects

SIMILAR ENTITIES AUDITED

ENTITY	SERVICES	APPLICABLE FISCAL YEARS	# OF TEAM MEMBERS	DATE OF COMPLETION
County of Volusia, Florida	Financial audit, single audit	2008 - present	7	ongoing
Clay County Utility Authority	Financial audit, single audit	2013 - present	5	ongoing
City of DeLand, Florida	Financial audit, single audit	2014 - present	5	ongoing
City of Ormond Beach, Florida	Financial audit, single audit	2002 - present	5	ongoing
City of Port Orange, Florida	Financial audit, single audit	2013 - present	5	ongoing
City of Palm Coast, Florida	Financial audit, single audit	2004 - present	5	ongoing
City of Edgewater, Florida	Financial audit, single audit	2009 - present	5	ongoing
City of Cape Canaveral, Florida	Financial audit, single audit	2010 - present	5	ongoing
City of Bunnell, Florida	Financial audit, single audit	2015 - present	5	ongoing
City of Lake Helen, Florida	Financial audit	2015 - present	4	ongoing
City of St. Pete Beach, Florida	Financial audit, single audit	2016 - present	4	ongoing
Florida Governmental Utility Authority	Financial audit	2009 - present	5	ongoing

Experience on Similar Projects

SIMILAR ENTITIES AUDITED

ENTITY	SERVICES	APPLICABLE FISCAL YEARS	# OF TEAM MEMBERS	DATE OF COMPLETION
Union County, Florida	Financial audit, single audit	2013 - present	5	ongoing
Alligator Point Water Resources District	Financial audit	2005 - present	4	ongoing
City of New Smyrna Beach, Florida	Financial audit, single audit	2009 - 2014	4	2014
Daytona Beach Racing & Recreational Facilities District	Financial audit	2012 - present	4	ongoing
Halifax Area Advertising Authority	Financial audit	2011 - present	4	ongoing
Southeast Volusia Advertising Authority	Financial audit	2004 - present	4	ongoing
West Volusia Tourism Bureau	Financial audit	2004 - present	4	ongoing
Golf Club at Cypress Head	Financial audit	2010 - present	4	ongoing
Halifax Pension Plan	Financial audit	2009 - present	4	ongoing
Town of Welaka, Florida	Financial audit	2010 - present	5	ongoing
Town of Interlachen, Florida	Financial audit	2001 - present	5	ongoing
City of St. Marks, Florida	Financial audit, single audit	2011 - present	5	ongoing

Experience on Similar Projects

SIMILAR ENTITIES AUDITED

ENTITY	SERVICES	APPLICABLE FISCAL YEARS	# OF TEAM MEMBERS	DATE OF COMPLETION
City of Carrabelle, Florida	Financial audit, single audit	2011 - present	5	ongoing
Town of Greensboro, Florida	Financial audit, single audit	2000 - present	5	ongoing
City of Chiefland, Florida	Financial audit	2015 - present	5	ongoing
Town of Melbourne Beach, Florida	Financial audit	2016 - present	5	ongoing
Space Coast Transportation Planning Organization	Financial audit	2016 - present	5	ongoing
Florida PACE Funding Agency	Financial audit	2016 - present	5	ongoing
Indian River Lagoon Council	Financial audit	2016 - present	5	ongoing

Tab D - Innovative Solutions and Project Approach



Innovative Solutions and Project Approach

DELIVERING PROJECTS ON TIME AND WITHIN BUDGET

Organizations like the City of Port Orange benefit when their audits are performed in a timely manner by professionals adept in the entire process, from proactive planning and risk assessment to fieldwork and presenting of the financial statements.

We recognize the benefits of completing your audit in a timely manner, including:

- Assists government leaders with their strategic decision-making and policy-making.
- Grants interested constituents with timely and useful financial information that will aid their decision making process regarding housing, voting, schools, and services.
- Brings peace of mind to City staff and elected officials that their financial statements are in order, allowing them to close the books and move on to the next year.
- Provides ample time to make changes to future financial operations, if necessary.
- Less disruptive of City staff.

Our audit approach encompasses principles of *Lean Six Sigma* to improve our level of service and timeliness by building efficiency and quality in our audit process. *Lean* is the purposeful elimination of wasteful activities, and *Six Sigma* is a problem-solving model designed to improve quality and eliminate variation. Together they make Lean Six Sigma - *a way to do things better*.

We begin our audit process with the end-in-mind by first listening to the needs of our clients and then working backwards to develop an audit plan and schedule around our client's needs, goals, and timeframes.

How Do We Do This?

- **We have the resources to provide timely and quality service.** As a regional firm with over 50 years of experience, we have the knowledge and workforce to serve you as few others can.
- **Initial conversations to determine timeframe, schedule and goals.** We will coordinate our field work with the Foundation's accountants to ensure we begin final fieldwork as soon as possible, generally within two weeks.
- **Proactive planning.** Our risk assessment and audit plans go through quality control before we send our audit request list. Staff only prepares what is needed, nothing more.
- **Utilizing ShareFile.** We utilize ShareFile to compare the inventory of documents with our request list to help determine audit readiness.
- **Conversations with the City's staff and accountants to determine audit readiness before we begin fieldwork.**
- **Collaborative review.** Our partners perform a collaborative review during field work to improve audit timeliness.
- **Report drafts in advance.** Providing you with drafts in advance of board meetings allows members to review them thoroughly beforehand. This saves valuable time and ensures that every detail gets the attention it deserves.
- **Utilizing technology for efficient and effective communication.** Our Client Portal provides a centralized, secure location to upload and download documents. We also use Skype for Business to chat (via typing or face-to-face video conferencing) and share application screens. This allows us to work collaboratively to review materials and address your needs quickly.

Innovative Solutions and Project Approach

AUDIT APPROACH: COMPUTERIZED SYSTEMS

We anticipate using your technology to the maximum extent possible in conducting our audits. We will request schedules and other information in electronic form, either in spreadsheet format or as a direct download of information from your accounting system. Such information provides for ease of reviewing, sorting and sampling and saves time for your staff when reports do not have to be derived manually or printed in bulk.

As a firm, James Moore has been a leader in employing technologically advanced computerized audit techniques for more than a decade. We use CCH ProSystem Fx Engagement software, a fully integrated, paperless audit and accounting software that enables audit firms to increase efficiency by automating workpaper preparation, management, and workflow.

All members of your engagement team are skilled in online computer auditing utilizing Fx Engagement – which means we are 100% electronic, paperless, and will show up in the field with laptop computers, printers and scanners, as opposed to reams of paper and audit bags. Use of this software enables us to perform a more meaningful audit, because our time can be spent on important audit procedures as opposed to balancing out manual workpapers, posting manual adjusting entries, etc.

We have also employed significant use of IDEA Data Analysis software, enabling us to obtain 100% of selected data and test “through your computer system” in a fraction of the time it takes to test the same data manually. We are confident our proficiency with this powerful tool will prove to be invaluable in the performance of audit procedures for you. Extensive use of this software is planned, especially in the audit of processes that include many transactions.

Our Technology Solutions Consulting professionals provide our engagement teams with support not only to operate internally, but to work with us to more fully understand your computer environment (i.e. hardware, software, network environment). **We have one Certified Information Systems Auditor (CISA) on staff who regularly conducts IT audits, and we have 10 technology solutions consultants who maintain the highest levels of IT certification and who are available to assist with the audit, as necessary.** The importance of understanding your technological environment cannot be stressed enough. In addition to being required under U.S. Auditing Standards, this knowledge enables us to fully consider the security of your technological environment, the integrity of data, and the most efficient manner in which to audit individual transactions as well as the financial statements overall.

Additional audit resources available to our staff in the field include:

- James Moore remote - our virtual office away from the office
- James Moore electronic quality control documents
- Electronic library with AICPA and GASB pronouncements, standards, audit guides, implementation guides, codifications, and other research material
- Other electronic audit tools: CCH and PPC e-Tools, T-Value, and Star Software
- Email and files exchange services
- GoFileRoom (an electronic tracking and file management system)

Innovative Solutions and Project Approach

AUDIT APPROACH: METHODOLOGY

UNDERSTANDING OF THE SCOPE OF SERVICES TO BE PERFORMED

We understand the work to be performed, including an examination of financial statements, a financial audit as defined in FS 11.45, and a compliance audit required by the Federal Uniform Grant Guidance and Rules of the Auditor General.

LEAN CULTURE

James Moore has adopted a Lean culture, developing Gold Standards that require we provide the best service possible. We have implemented Gold Standards for each phase of the audit process. As we go through each phase of the audit, we ask ourselves:

1. Does this provide value to our client?
2. Does this provide value to James Moore?
3. Does this meet a regulatory standard?

If a procedure or task does not meet one of these requirements, we do not spend our time on it and instead refocus our efforts to something that is of value. Much of that focus ensures frequent communication throughout the year, which helps us to develop a robust risk assessment tailored to your organization, as well as serve as trusted advisors while business decisions are being made. We have found there are less surprises and work loops later in the process as a result of effective planning. For the purposes of this proposal, we summarized our audit process into three distinct phases: (1) Planning; (2) Fieldwork; (3) Reporting. A brief description of each phase is included on the following pages.



AUDIT APPROACH & PROCESS

Our methodology has been developed to comply with generally accepted auditing standards promulgated by the AICPA's Auditing Standards Board (U.S. GAAS) and, when applicable, Generally Accepted Government Auditing Standards (GAGAS). These auditing standards establish the overall objectives of the independent auditor and explain the nature and scope of an audit, and are also designed to enable the independent auditor to meet those objectives. The auditing standards stipulate the general responsibilities of the auditor, as well as the auditor's further considerations relevant to the application of those responsibilities to specific topics.

Additionally, as significant Federal and State grant expenditures are anticipated to continue at the City, your audit is also subject to OMB Uniform Grant Guidance, *Audits of States, Local Governments, and Non-Profit Organizations*, as well as the Florida Single Audit Act. We are prepared for the implementation of the Federal Uniform Grant Guidance beginning with your audit for the year ending September 30, 2017.

Innovative Solutions and Project Approach

AUDIT APPROACH: METHODOLOGY



PLANNING

Continuance Considerations: Occurs 4-6 months before year-end. We consider items such as:

- Feedback received from previous audit exit conferences with management
- Meeting with management to discuss any significant or unusual activities that have occurred during the year or that are expected to occur within the year.

Pre-planning Conversations: Occurs 1-3 months before year-end. We inquire about items such as:

- Changes to intended services desired from our firm or the intended use of the financial statements
- Changes in management or other key staffing areas
- Impact of any recent accounting standards

These items are important for us in proactively planning for the nature, extent, and timing of the audit, but they also help us in serving as advisors, as well. All relevant conversations are shared with key engagement team members in a timely manner so that the entire team remains updated.

Formal Planning and Interim Procedures: Occurs near year-end. Procedures include:

- Establish preliminary planning materiality
- Develop detailed audit plan, to include:
 - Assessment of risk at the financial statement account balance level
 - Plan tests of controls, tests of compliance and substantive procedures
 - Communicate audit plan with all members of engagement team
- Perform initial data extraction analysis of key accounts and transaction classes
- Meet with the Office of the Inspector General to gain an understanding of the results of work internal audit has performed over the Research Foundation
- Perform tests of controls and compliance
- Evaluate results of testing and, if necessary, modify the audit plan.

Innovative Solutions and Project Approach

AUDIT APPROACH: METHODOLOGY

Internal controls are the steps put in place to provide reasonable assurance that the organization will achieve its objectives. These objectives fall into three categories:

1. Financial reporting
2. Operations
3. Compliance with laws and regulations.

Obtaining an understanding of the entity's internal controls is a fundamental part of understanding the entity and its environment. Although the process for obtaining an understanding of the entity's internal control is addressed here as a separate process, it is part of our risk assessment and may be performed concurrently with other risk assessment procedures.

The primary reason for understanding the entity's internal controls is the same as performing other risk assessment procedures: (1) to assess the risk of material misstatement, and (2) to design and perform further audit procedures.

Our understanding of the internal controls will include the following:

- The five interrelated components of internal control: (1) control environment, (2) risk assessment, (3) information and communication systems, (4) control activities, and (5) monitoring;
- The entity's selection and application of accounting policies; and
- The entity's use of information technology (IT).

In addition, we will develop an understanding of how the entity selects and applies its accounting policies and consider their appropriateness. This understanding will include (1) methods of accounting for significant and unusual transactions, (2) the effects of significant accounting policies in emerging or controversial areas for which consensus or authoritative guidance is lacking, (3) identification of new financial reporting standards and regulations pertinent to the entity, including how the entity will implement them, and (4) changes in the entity's accounting policies, including consideration of the reasons for, and the appropriateness of the changes.

The understanding of internal controls will include, at a minimum, the following:

- For significant classes of transactions: An understanding of the entity's processes and controls over the initiating, authorizing, recording, processing, and reporting of transactions.
- For material accounts: An understanding of reconciliation controls related to material accounts. We will develop our understanding of reconciliation controls related to material accounts even if the account is not part of a significant class of transactions. For example, we may not consider the property account to be a part of a significant class of transactions for a particular entity, but if the property account is material, we will still gain an understanding of applicable reconciliation controls.
- For significant or fraud risks: An understanding of the controls related to that specific risk.

We cannot evaluate the design of the controls by assessing individual controls in isolation. Rather, we will assess the controls in a transaction cycle as a group, as follows:

1. Obtain an understanding of the processes and flow of information through the transaction cycle.
2. Determine what can go wrong within the transaction cycle.
3. Determine whether the controls are sufficient to address the instances of what can go wrong within the transaction cycle.

In determining whether the controls in a process are designed effectively, we will use a top-down approach: one in which we first consider the design of entity-level controls relevant to the process and then consider the activity-level controls. The entity-level controls that generally have the most direct impact on the function of the activity-level controls are

Innovative Solutions and Project Approach

AUDIT APPROACH: METHODOLOGY

the controls related to monitoring and general controls for IT. The effectiveness of activity-level controls is significantly affected by the effectiveness of entity-level controls. For example, an entity may have poor segregation of duties in the accounts payable/cash disbursements area and may compensate for this deficiency through a thorough review and approval of each disbursement. If the entity has an effective control environment, general controls for IT that limit access to accounts payable applications to one or a few people, and monitoring controls to ensure that the review and approval process is functioning correctly, we may determine that controls over the accounts payable/cash disbursements function are adequately designed. On the other hand, if the entity does not have a strong control environment and does not monitor the review and approval process, we would conclude that controls over the accounts payable/cash disbursements process are not designed effectively.

Evaluating the design of internal controls requires experience and familiarity with accounting and financial reporting systems. The auditors obtaining an understanding of your internal controls will have sufficient knowledge and experience to effectively accomplish the objectives of this process.

During the Planning Phase the audit request list is updated based on our customized risk assessment. The request list is discussed with management at least 30 days before final fieldwork begins. We only ask for what we need, nothing more. A timeline of deliverables is agreed upon with management to ensure that fieldwork objectives and deadlines are met.

The request list also serves as an inventory of items. As you upload documents to our secure client portal, they are marked as “received” on the request list so all engagement team members are aware of what has been received and what is outstanding. Two weeks before final fieldwork, the Engagement Senior Manager or Audit Senior Accountant will follow up with management to make sure there are no questions or delays anticipated.

Please note: All planning work, including our risk assessment and tailored audit procedures, is completed and reviewed by the Partner using our collaborative review process before final fieldwork begins.



Innovative Solutions and Project Approach

AUDIT APPROACH: METHODOLOGY



FIELDWORK

Specific procedures are tailored according to the risk assessment, using information gathered during the Planning Phase. We follow a collaborative review process. As audit work is performed, the Engagement Senior Manager and Partner are performing their review regularly, so that any comments can be discussed with the engagement team during fieldwork. Each member on the engagement team takes ownership and responsibility for the entire engagement. We have found this provides for a better quality output from the start; no additional clean-up following completion of fieldwork is needed to make our audit documentation meet required standards. When we leave the field, our goal is to have no or a minimal number of open items and a draft of the financial statements. Items completed during fieldwork include:

- Perform substantive testing of account balances
- Perform analytical procedures
- Draft the audit report and management letters

Innovative Solutions and Project Approach

AUDIT APPROACH: METHODOLOGY



REPORTING

- Final review of the audit report and financial statements by Lead Partner
- Final review by Quality Control Review Partner
- Summarize results of work and findings
- Obtain management representations
- Engagement reporting to management and those charged with governance
- Exit conference with management to obtain feedback on the audit

Since we communicate regularly throughout the audit process there will be no surprises when we issue our reports. The reports we issue will include:

- Our report on the financial statements
- Our report on internal control over financial reporting and on compliance and other matters
- If applicable, our report on compliance for each major federal program and state project and on internal control over compliance.
- Our communication with those charged with governance
- Our management letter required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General.

We know from experience, that nobody likes surprises. So, once again, we will sit down one on one with management, prior to our formal presentation, to go over all aspects of the audit report, including our findings and recommendations, if you so wish. We have found these meetings to be extremely beneficial in ensuring all of your questions and concerns are addressed, as well as foster meaningful communication between you and us.

Innovative Solutions and Project Approach

AUDIT APPROACH: METHODOLOGY

Statistical Sampling

Individual sample sizes and tests will be selected based on the unique controls of significant transaction processes tested during the Preliminary Phase. Typically, such sample sizes will amount to no less than 40 transactions per process. While individual transactions are selected through sampling as a means of testing controls, our interim and year-end procedures will include significant data extraction procedures, which allow for an assessment to be performed of all transactions. Some audit areas in which sampling and/or data extraction procedures will be performed include non-payroll cash disbursements, payroll, and growth and resource management, among others.

Extent of Computer Software

We anticipate using the City's and our technology to the maximum extent possible in conducting our audits. To the extent possible we will request schedules and other information in electronic form, either in spreadsheet format or as a direct download of information from the City's software. Such information provides for ease of reviewing, sorting and sampling and saves time on the City's staff when reports do not have to be derived manually or printed in bulk.

Our firm uses ProFx Engagement Software, which means we are nearly "paperless." Use of this software enables us to perform a more meaningful audit, because our time can be spent on more important audit procedures as opposed to balancing out manual workpapers, posting manual adjusting entries, etc.

Type & Extent of Analytical Procedures

Analytical procedures are an additional integral part of our typical audit plan for the City. In addition to our sampling and data extraction – sometimes in advance of such procedures as a means of identifying areas to focus on in data extraction efforts – analytical procedures serve as a key procedure that can indicate areas in which unusual activity may have occurred. While extensive analytical procedures are performed over the financial information, we also incorporate non-financial information to aid in our assessment of financial activity.

Internal Control Structure

Walkthroughs of key internal control processes will be performed on an annual basis to document a thorough understanding of the City's internal control structure and assess any changes to internal controls. These walkthroughs will be performed in person with appropriate personnel. Additionally, as discussed earlier, the documentation of every internal control process is prepared and/or reviewed by at least one individual who is certified in Lean Six Sigma. While the primary goal of all internal control systems auditing is centered around the sufficiency of the controls, every process will be considered at a high level from an efficiency perspective in an effort to provide recommendations for any potential efficiencies that may be achievable.

Determining Laws & Regulations Subject to Testing

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. The identification of items deemed material for testing may arise from reading of the City's debt agreements, grant agreements, and minutes, inquiries of the City's management or legal counsel, or any other audit procedures.

Drawing Audit Samples

While some compliance tests are performed on an annual basis, the sizes of samples in any additional tests over compliance for larger populations could vary significantly depending on the nature, extent, and frequency of items in the total population. Any required sampling will be conducted in accordance with the applicable professional standards, as well as auditor judgment.

Innovative Solutions and Project Approach

AUDIT APPROACH: PROPOSED SCHEDULE

As we understand timeliness is critical in the performance of the audit, all reports will be delivered on a schedule agreed upon by the City of Port Orange and James Moore. A proposed timeline, based upon past history, is as follows. We welcome and are able to accommodate any proposed modifications to this schedule

AUDIT PHASE	DATE
Entrance Conference with the Finance Director and Assistant Finance Director	September 2017
Preliminary Phase	October 2017
Fieldwork	February 2018
Exit conference with City Manager and Finance Director	Early March 2018
Final Financial Statements Delivered	Mid-March 2018
Formal Presentation to the City Council	By March 31, 2018

Innovative Solutions and Project Approach

AUDIT APPROACH: USE OF TECHNOLOGY

James Moore employs the use of CCH ProSystem Fx Engagement, a fully integrated, paperless audit and accounting software that enables audit firms to increase efficiency by automating workpaper preparation, management and workflow. We also employ paperless document storage for our tax return preparation processes.

The greatest efficiency in the use of ProSystem Fx Engagement is its capability to import and export client balances, data, and files from accounting software, Microsoft Word and Excel, as well as Adobe PDF software. Our experience is that the use of paperless technology contributes to the overall productivity and efficiency from the audit client's point of view.

We also use IDEA Data Analysis Software for various audit tests. This software enables us to download data directly from your accounting system, test 100% of selected transactions in certain instances, and apply Benford's Law (a statistical approach which highlights unusual transactions) and numerous other audit tests. We use this software to test cash disbursements, receivables, payroll, and journal entry transactions.

We anticipate using the technology to the maximum extent possible in conducting our audits. We will request all schedules and other information in electronic form, either in spreadsheet format or as a direct download of information from your accounting system. This information provides for ease of reviewing, sorting, and sampling that has proven to save time for your staff when reports do not have to be derived manually or printed in bulk.

During our audit engagement our hardware and software information systems consultant professionals will be involved, helping our team to fully understand your hardware, software, and network environment. The importance of understanding your technological environment cannot be stressed enough. In addition to being required under Generally Accepted Auditing Standards, this knowledge allows us to fully consider the security and key controls of your technological environment, and the integrity of data to design the best and most efficient manner in which to audit individual transactions and account balances overall.

Communication

The engagement team has the capability to communicate via Skype for Business instant messaging software that allows users to chat either through typing or face-to-face video conferencing. It also allows users to share applications or screens, thereby allowing those who are reviewing materials to see a "live" screen. Having these communication tools in place helps to supervise the engagement team and address the engagement team's needs in a timely manner.

In addition, our firm created a Client Portal to provide our clients with a centralized, secure, location to upload and download documents. Several clients also requested this location be used to store electronic copies of documents they need the most (e.g., tax returns, financial statements, etc.). The firm's Client Portal is an extension of a secure method we have used throughout the past few years to send emails and sensitive documents (Sharefile).



Tab E - Licenses/Insurance



Licenses/Insurance

LICENSE TO PRACTICE IN THE STATE OF FLORIDA

James Moore operates as a Florida Limited Liability Company. Following is a copy of our State of Florida Board of Accountancy Business License, which applies to each of the firm's offices. In addition, each individual assigned to the City's engagement is properly licensed to practice in the state of Florida.

James Moore has provided continuous auditing services for government organizations for more than 50 years.



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

BOARD OF ACCOUNTANCY
240 NW 76TH DRIVE, SUITE A
GAINESVILLE FL 32607

(850) 487-1395

JAMES MOORE & CO., P.L.
5931 NW 1ST PLACE
GAINESVILLE FL 32607-2063

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY**

LICENSE NUMBER
AD0015868

The ACCOUNTANCY CORPORATION
Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2017

JAMES MOORE & CO., P.L.
5931 NW 1ST PLACE
GAINESVILLE FL 32607-2063



ISSUED: 01/25/2016

DISPLAY AS REQUIRED BY LAW

SEQ # L1601250000654

INSURANCE REQUIREMENTS

James Moore maintains insurance coverage for workers' compensation, general commercial liability, and professional liability. Copies of the declaration pages from current policies can be found on the following pages. Listed below are the descriptions of insurance coverage maintained by James Moore.

James Moore Workers' Compensation Insurance:

Producer - McGriff-Williams

Policy Date is from 10/31/2016 through 10/31/2017

Coverage amounts:

Bodily Injury by Accident: \$500,000 each accident
Bodily Injury by Disease: \$500,000 each employee
Bodily Injury by Disease: \$500,000 policy limit

James Moore General Commercial Liability Insurance:

Producer - McGriff Williams Insurance

Policy Date is from 10/31/2016 through 10/31/2017

Coverage amounts:

Each Occurrence: \$1,000,000
Aggregate: \$2,000,000

NOTE: This policy also includes Automobile Liability

Combined Single Limit: \$1,000,000

NOTE: This policy also includes Excess/Umbrella Liability:

Each Occurrence: \$4,000,000
Aggregate \$4,000,000

James Moore Professional Liability Insurance:

Producer - M.P. Caplice Insurance Group, LLC

Policy Date is from 7/5/2016 through 7/5/2017

(Note: This policy will be renewed on 7/5/2017 at the same amount for another one-year term.)

Coverage amounts:

Each Occurrence: \$5,000,000
Annual Aggregate: \$5,000,000

James Moore Automobile Liability Insurance:

Producer - McGriff Williams Insurance

Policy Date is from 10/31/2016 through 10/31/2017

Coverage amounts:

Each Occurrence: \$1,000,000

Licenses/Insurance

PROOF OF LIABILITY INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

MOORE-1

OP ID: HT

DATE (MM/DD/YYYY)
11/02/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Williams Insurance 3501-A W. University Avenue Gainesville, FL 32607 Andy Wilcox		CONTACT NAME: Andy Wilcox PHONE (A/C, No, Ext): 352-371-7977 FAX (A/C, No): 352-505-2083 E-MAIL ADDRESS:	
INSURED James Moore & Co. P.L., Inc. 5931 NW 1st Place Gainesville, FL 32607		INSURER(S) AFFORDING COVERAGE INSURER A: Depositors Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 42587	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			ACBPBOD3026898989	10/31/2016	10/31/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			ACPCBPOD3026898989	10/31/2016	10/31/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED \$ RETENTION \$			ACPCAP3026898989	10/31/2016	10/31/2017	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ACP3026885869	10/31/2016	10/31/2017	PER STATUTE ☒ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property Cov			3016898989	10/31/2016	10/31/2017	See Desc.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Information Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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PROOF OF LIABILITY INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/05/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Affinity Insurance Services 159 E. County Line Road Hatboro, PA 19040		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS:		FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A: Continental Casualty Company		20443	
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO. JECT ☐ LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☐ N N/A				☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		APL 625772965	07/05/2016	07/05/2017	\$5,000,000 per claim \$5,000,000 annual aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER For Informational Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

ACORD 25 (2016/03)

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Tab F - Financial Stability/Litigation and Debarment History



Financial Stability/Litigation and Debarment History

Financial Stability

James Moore & Co., P.L. has been in business for over 50 years and is in sound financial condition. We agree to submit a financial statement upon request.

Litigation

There have been no rulings against the firm in any matter related to the professional activities of the firm. This includes class actions, industry investigations, and individual cases.

Debarment

James Moore has not been subject to any debarment or proceeding in any matter related to the professional activities of the firm. This includes debarment actions against our firm by the City or other public entity.

Contract Termination History

The firm has never had a contract awarded by another government agency terminated in default or convenience.

Should we be hired for this engagement, James Moore acknowledges its continuing duty to inform the City of any new claims filed against our firm.

Peer Review

James Moore is a member of the Center for Audit Quality of the AICPA, and participates in the AICPA Peer Review Program triennially. We have participated in the peer review process since its initial year - long before it was required. The reviews are conducted by other Certified Public Accounting firms and examine our systems of quality control for the accounting and auditing practice.

James Moore's thirteenth peer review report, dated January 22, 2015, can be found on the following page. ***You will note that our peer review notes a "pass" rating, which is the best rating awarded. This peer review included a review of governmental engagements.*** In the peer review process, the peer review team evaluates and tests compliance with the firm's system of quality control. Significant instances of noncompliance normally result in a qualified report. We are strong advocates of the peer review process and self-regulation within the profession. In addition, James Moore conducts peer reviews of other firms throughout the country.

Although receiving a "pass" rating on our peer reviews are a source of great pride to us, what does it mean to you? It simply means that James Moore has a system of internal control that maximizes the quality of its people, procedures, and its ultimate product. Our firm requires its professional personnel to approach all engagements with objectivity and fairness. Personnel are particularly sensitive to the requirement for confidential treatment of any information obtained during the course of the audit prior to release of audit reports.

Federal or State Desk Review, Field Reviews & Disciplinary Actions

The firm has had no reports or records of substandard work. There have been no federal or state desk reviews or field reviews of its audits. There have been no disciplinary actions taken or pending against the firm or any partners or employees of the firm by state regulatory bodies or professional organizations within the last five years or in the history of the firm.

Financial Stability/Litigation and Debarment History

PEER REVIEW REPORT

REID
EUBANK
BETTS PLLC

CPAs & Advisors

SYSTEM REVIEW REPORT

January 22, 2015

To the Members
James Moore & Co., P.L.
and the AICPA National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. (the firm) in effect for the year ended October 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, and examinations of service organizations (Service Organizations Control (SOC) 2 engagements).

In our opinion, the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. in effect for the year ended October 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. James Moore & Co., P.L. has received a peer review rating of *pass*.

Haddox Reid Eubank Betts PLLC

Jackson, Mississippi

One Jackson Place, Suite 500 ■ P.O. Drawer 22507 ■ Jackson, MS 39225-2507 ■ Ph: 601-948-2924 ■ Fx: 601-960-9154 ■ www.HaddoxReid.com

Tab G - Client References for Similar Projects



Client References for Similar Projects

The following clients represent significant engagements performed within the last five (5) years and are similar to the engagement described in the City's RFP. We invite you to contact these entities regarding our dedication to client service, our professionalism, and our knowledge and experience.

City of Cape Canaveral, Florida

P.O. Box 326

Cape Canaveral, FL 32174

John DeLeo, Admin & Financial Services

Email: jdeleo@cityofcapecanaveral.org

Phone: (321) 868-1220

Scope of Work: Financial/compliance audits, utility audits, CAFR

Date: 2010 - present

City of DeLand, Florida

120 S. Florida Avenue

DeLand, FL 32720

Dan Stauffer, Finance Director

Email: staufferd@deland.org

Phone: (386) 626-7077

Scope of Work: Financial/compliance audits, utility audits, CAFR

Date: 2014 - present

City of Ormond Beach, Florida

22 S. Beach Street

Ormond Beach, FL 32643

Kelly McGuire, Finance Director

Email: kelly.mcguire@ormondbeach.org

Phone: (386) 676-3212

Scope of Work: Financial/compliance audits, utility audits, CAFR

Date: 2002 - present

City of Palm Coast, Florida

160 Lake Avenue

Palm Coast, FL 32164

Christopher Quinn, Finance Director

Email: cquinn@palmcoastgov.com

Phone: (386) 986-4745

Scope of Work: Financial/compliance audits, utility audits, CAFR

Date: 2004 - present

Florida Governmental Utility Authority

280 Wekiva Springs Road, Suite 2070

Longwood, FL 32779

David DiLena, CFO

Email: ddilena@govmserv.com

Phone: (407) 629-6900

Scope of Work: Financial/compliance audits, utility audits

Date: 2009 - present

Tab H - Proposed Fee



Proposed Fee



"ATTACHMENT 1" RFP 17-31 SCHEDULE OF UNIT PRICING BID FORM

CITY OF PORT ORANGE Financial and Performance Audits

ITB# 17-31

Completed Attachment 1 Bid Proposal form MUST be included with Bid Submission

Instruction to save Attachment from Demandstar website:

Perform "File Save As" and save spreadsheet to your computer.

Fill in pricing in highlighted cells, preferably electronically.

Bidders are required to complete all fields shaded in green. All other fields will be automatically calculated.

NAME OF BUSINESS: James Moore & Co., P.L.

CONTACT PERSON: James Halleran

EMAIL ADDRESS: James.Halleran@jmco.com

AUTHORIZED SIGNATURE:

FINANCIAL INTERNAL CONTROL AND COMPLIANCE AUDIT PER SPECIFICATIONS	FISCAL YEAR	UNIT	TOTAL FEE	EXTENDED
	2016-2017	EA	\$ 55,000.00	\$ 55,000.00
	2017-2018	EA	\$ 56,000.00	\$ 56,000.00
	2018-2019	EA	\$ 57,000.00	\$ 57,000.00
TOTAL BASE BID				\$ 168,000.00

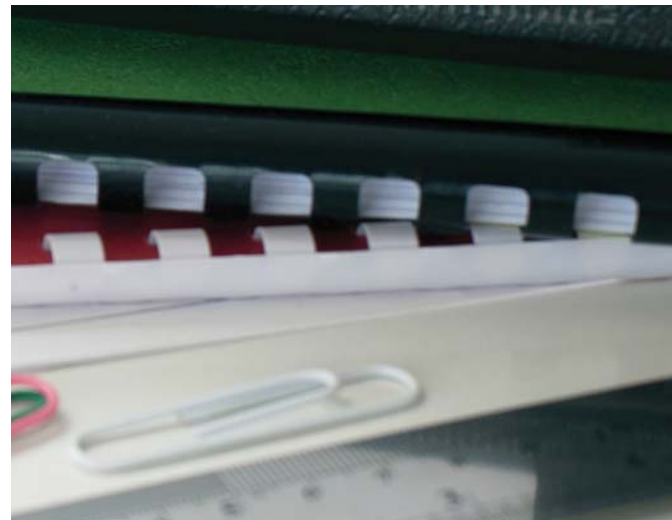
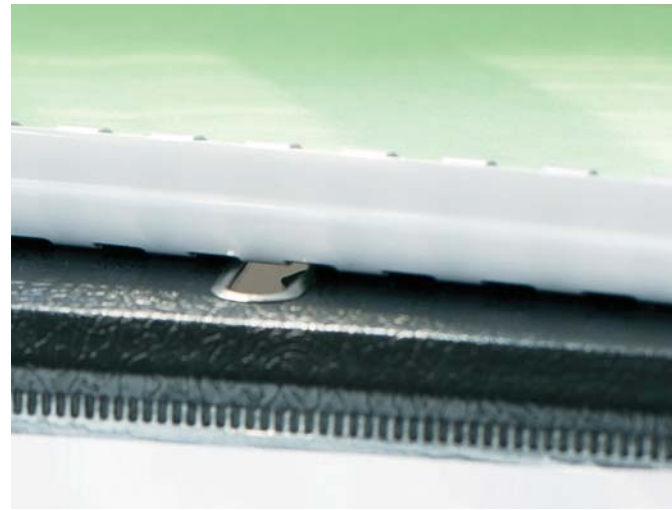
HOURLY RATE PRICING FOR ADDITIONAL AUDIT SERVICES AS REQUESTED

JOB TITLE	PRINCIPLE	SENIOR CONSULTANT	CONSULTANT	JUNIOR CONSULTANT	PROGRAM & ADMINISTRATIVE SUPPORT
HOURLY RATE	\$ 275.00	\$ 200.00	\$ 160.00	\$ 120.00	\$ 100.00

Please note that the titles of our personnel vary from the titles in the above chart. Please see the following chart for our position equivalents:

CITY OF PORT ORANGE POSITION	JAMES MOORE & CO. POSITION
Principle	Partner
Senior Consultant	Senior Manager
Consultant	Manager
Junior Consultant	Senior
Program & Administrative Staff	Staff

Tab I - Required Documents



Required Documents

9.1 - PROPOSAL SUBMITTAL CHECKLIST

FORM 9.1 – PROPOSAL SUBMITTAL CHECKLIST

- ☒ Form 9.2 – Vendor’s Acknowledgement Form
- ☒ Form 9.3 – Addendum and Change Order Procedure Acknowledgement Form
- ☒ Form 9.4 – Drug Free Preference Statement
- ☒ Form 9.5 – Sworn Statement Pursuant to Section 287.133 (3)(a) F.S. in Public Entity Crimes
- ☒ Form 9.6 – Affidavit of Anti-Collusion Form
- ☒ Form 9.7 – Authorized Signatures/Negotiators
- ☒ Form 9.8 – Local Business Affidavit of Eligibility
- ☒ Attachment 1 – Cost/Fee Proposal (Inserted under Tab H of submitted Proposal)
- ☒ Copy of Certificate of Insurance
- ☒ Submission of one (1) original marked “ORIGINAL”, and one (1) identical digital version in PDF format on CD or USB flash/thumb drive.

BY: James Moore & Co., P.L.

Vendor



Authorized Signature

June 29, 2017

Date

This document must be completed and returned with your Submittal

Required Documents

9.2 - VENDOR'S ACKNOWLEDGMENT FORM

FORM 9.2 – VENDOR'S ACKNOWLEDGEMENT FORM

I have carefully examined the Request for Proposals (RFP), Instructions to Vendors, General and/or Special Conditions, Specifications, and any other documents accompanying or made a part of this invitation.

I hereby propose to furnish the goods or services specified in the Request for Proposals at the prices or rates as finally negotiated. I agree that my proposal will remain firm for a period of up to ninety (90) days in order to allow the City of Port Orange adequate time to evaluate the proposal. Furthermore, I agree to abide by all conditions of the Request for Proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this proposal on behalf of the Vendor / Contractor as its act and deed and that the Vendor / Contractor is ready, willing and able to perform if awarded the contract.

I further certify that this proposal is made without prior understanding, Contract, connection, discussion, or collusion with any person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City of Port Orange City Council or of any other Vendor interested in said RFP; and that the undersigned executed this Vendor's Acknowledgement with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

I further certify that having read and examined the specifications and documents for the designated services and understanding the general conditions for contract under which services will be performed, does hereby propose to furnish all labor, equipment, and material to provide the services set forth in the RFP.

I hereby declare that the following listing states any clarifications, any and all variations from and exceptions to the requirements of the specifications and documents. The undersigned further declares that the "work" will be performed in strict accordance with such requirements, and understands that any exceptions to the requirements of the specifications and documents may render the proposal non-responsive.

NO EXCEPTIONS ALLOWED AFTER THE PROPOSAL IS SUBMITTED:

Please check one: ☒ I take NO exceptions. ☐ Exceptions (list below; add additional pages if necessary):

James Moore & Co., P.L.

NAME OF BUSINESS

James Halleran
AUTHORIZED SIGNATURE

James Halleran, CPA, Partner

NAME, TITLE, TYPED

59-3204548

FEDERAL IDENTIFICATION #

STATE OF

FL

COUNTY OF

Volusia

121 Executive Circle

MAILING ADDRESS

Daytona Beach, FL 32114

CITY, STATE & ZIP CODE

386-257-4100 x4434 / 386-252-0209

TELEPHONE NUMBER / FAX NUMBER

James.Halleran@jmco.com

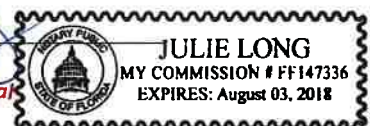
E-MAIL ADDRESS

The foregoing instrument was acknowledged before me this day of June 29, 2017 by JAMES HALLERAN, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires: 8/3/2018

Notary Public

This document must be completed and returned with your Submittal



Required Documents

9.3 - ADDENDUM AND CHANGE ORDER PROCEDURE ACKNOWLEDGMENT FORM

FORM 9.3 – ADDENDUM and CHANGE ORDER PROCEDURE ACKNOWLEDGEMENT

ADDENDUM ACKNOWLEDGEMENT

I have carefully examined the Invitation to Bid (ITB), Instructions to Vendors, General and/or Special Conditions, Specifications, and any other documents accompanying or made a part of this invitation to Bid.

I acknowledge receipt and incorporation of the following addenda, and the cost, if any, of such revisions has been included in the price of the bid proposal.

Addendum # 1 Date: June 22, 2017 Addendum # _____ Date: _____

Addendum # _____ Date: _____ Addendum # _____ Date: _____

CHANGE ORDER PROCEDURE ACKNOWLEDGEMENT

If awarded the Contract for this Solicitation, I acknowledge that no oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders requests shall be made in writing by the Contractor for review by the Contract Administrator for the City of Port Orange. No work shall be performed as set forth in the change order until the Contractor receives an executed Purchase Order for the requested change.

I acknowledge the following statement regarding Change Orders to the awarded Contract:

"The Successful Contractor is responsible for giving the City of Port Orange, prior to the Contract expiration date, at least forty-five (45) calendar days' advance notice for any anticipated changes in price greater than \$25,000.00, time and/or scope of the awarded Contract. The Contractor shall not continue to provide services past the Contract expiration date unless approved by a written Change Order Notice from the City."

James Moore & Co., P.L.

Name of Business

By: James Halleran

Printed Name: James Halleran

Title: CPA and Partner

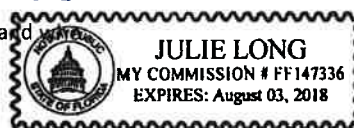
STATE OF FL
COUNTY OF Volusia

Sworn to (or affirmed) and subscribed before me this 29 day of JUNE, 2017 by
JAMES HALLERAN as Partner of
JAMES MOORE & CO. PL
(NAME OF ORGANIZATION)

[Notary: Please select one]

☒ is personally known to me; or

☐ has produced _____ as identification.



Julie Long
Notary Public, State of FL

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal

Required Documents

9.4 - DRUG-FREE PREFERENCE STATEMENT

FORM 9.4 – DRUG FREE PREFERENCE STATEMENT

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, proposals, statements, or replies that are equal with respect to price, quality, and service are received by the city for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

As an authorized representative of the firm, I certify that this firm complies fully with the above requirements.

James Moore & Co., P.L.

Name of Business

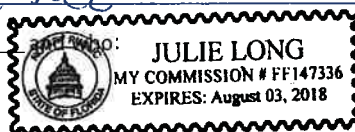
By:

Printed Name: James Halleran

Title: CPA and Partner

STATE OF FL
COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me this 29 day of June, 2017 by
JAMES HALLERAN as PARTNER of
JAMES MOORE & CO. P.L.
(NAME) (TITLE) (NAME OF ORGANIZATION)



[Notary: Please select one]

☒ is personally known to me; or

☐ has produced _____ as identification.

Julie Long
Notary Public, State of FL

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal

9.5 - SWORN STATEMENT ON PUBLIC ENTITY CRIMES

FORM 9.5 – SWORN STATEMENT UNDER § 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of notary public or other officer authorized to administer oaths.)

Before me, the undersigned Authority, personally appeared affiant James Halleran, who, being by me first duly sworn, made the following statement:

1. The business address of James Moore & Co., P.L. (name of Offeror or business) is
121 Executive Circle, Daytona Beach, FL 32114.
2. My relationship to James Moore & Co., P.L. (name of Offeror or business) is
Partner (relationship such as sole proprietor, partner, president, vice president).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____ . A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

James Moore & Co., P.L.

Name of Business

By:

Printed Name: James Halleran

Title: CPA and Partner

STATE OF

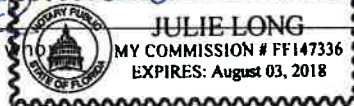
COUNTY OF

Sworn to (or affirmed) and subscribed before me this 17 day of JULY 2017 by JAMES VALLETA as Partner and JAMES MOORE & CO. P.L. and who is Julie Long My Commission # FF147336

[Notary: Please select one]

☒ is personally known to me; or

☐ has produced _____ as identification.



Notary Public, State of

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal

Required Form

9.6 - AFFIDAVIT OF ANTI-COLLUSION FORM

FORM 9.6 – ANTI-COLLUSION FORM

ANTI-COLLUSION STATEMENT PROPOSAL FORM:

By signing this form, the Vendor agrees that this Proposal is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a proposal for the same purpose and that the proposal is in all respects fair and without collusion or fraud.

SIGN in ink in the space provided below. Unsigned Proposals will be considered incomplete, and will be disqualified, and rejected.

IT IS AGREED BY THE UNDERSIGNED VENDOR THAT THE SIGNING AND DELIVERY OF THE PROPOSAL REPRESENTS THE VENDORS ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FOREGOING SPECIFICATIONS, CONTRACT AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE VENDOR AND THE CITY OF PORT ORANGE.

NAME OF FIRM: James Moore & Co., P.L.

SIGNED BY:



(MUST BE SIGNED BY A COMPANY OFFICER OR AUTHORIZED AGENT)

PRINTED SIGNATURE: James Halleran

TITLE: CPA and Partner

ADDRESS: 121 Executive Circle

CITY: Daytona Beach STATE: Florida ZIP CODE: 32114

TELEPHONE: 386-257-4100 x4434 FAX: 386-252-0209

COMPLETION TIME:

F.E.I.N. NUMBER: 59-3204548

NO Proposal may be withdrawn for a period of ninety (90) days subsequent to the submittal of the Proposals, without the consent of the City of Port Orange.

NO PROPOSAL (REASON):

This document must be completed and returned with your Submittal



9.7 - AUTHORIZED SIGNATURES/NEGOTIATORS

The Vendor represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the Vendor will be duly bound:


(Authorized Signature)



James Moore
Certified Public Accountants and Consultants

Required Forms

TO VENDORS

TO VENDORS

The City of Port Orange, Florida does not maintain a prospective vendor's list, classified by commodities for the purpose of inviting sealed bids and quotation.

The City utilizes DemandStar www.demandstar.com to release Bids/RFP's and quotes. While the City advertises the Invitation to Bid in the local newspaper (Daytona News Journal) only in rare cases does the City mail out announcement notices to vendors. Vendors interested in becoming a member of DemandStar may visit their web site at: www.demandstar.com or by calling them at 1-800-711-1712.

Vendors will automatically receive notice of request for Bids/RFP's or quotes after they sign up on DemandStar. It is important that vendors sign, complete and return this application. Also include the W-9 and insurance information requirements in order for the City to assign a vendor number on our computer system.

It is also the vendor's responsibility to keep the Purchasing Division informed as to any change of address or insurance that may occur.

If your company is interested in bidding on commodities/services in addition to those specified, on any specific article related to the main category, insert the type of those materials on the blank space provided for each category group. Attorney services are secured by direct telephone quotes or written price inquires.

Drug Free Workplace: A statement as to whether or not your firm has implemented a drug-free workplace program, as described in Section 287.087 of the Florida Statutes should be noted. Failure to respond in affirmative to this request will not disqualify you from consideration. Preference will be given to firms which have implemented a drug-free workplace program in the case where the City has received two or more bids what are equal with respect to price, quality, and service.

Equal Employment Opportunity (EEO). All vendors will be required to make an affirmative statement as to their support of all applicable equal opportunity affirmative action's requirements. A copy of the City's Equal Employment Opportunity statement (EEO) will be available to the vendor upon request.

I certify that the information supplied herein is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now disqualified from the public contracting and purchasing process by any agency of the federal government, the State of Florida or the City of Port Orange.

Signature of Person Completing Form: 

Printed/Types Name: James Halleran Title: CPA and Partner

Commodity/Services Audit and related services

This document must be completed and returned with your Submittal

Required Forms

9.8 - LOCAL BUSINESS AFFIDAVIT OF ELIGIBILITY (PG. 1)

FORM 9.8 – LOCAL BUSINESS AFFIDAVIT OF ELIGIBILITY

City of Port Orange

This declaration is executed under penalty of perjury of the laws to the United States and State of Florida

THIS AFFIDAVIT IS SUBMITTED IN REFERENCE TO THE FOLLOWING SOLICITATION:

RFSQ/RFP/ITN/BID/CONTRACT/PROJECT # (as applicable): BUSINESS NAME: James Moore & Co., P.L.

CONTACT PERSON/TITLE: James Halleran, CPA and Partner

MAILING ADDRESS: 121 Executive Circle

CITY-STATE-ZIP: Daytona Beach, FL 32114

Length of Time at Address Provided: 19 years

Physical Presence of Business: ☒ Headquarters, ☐ Manufacturing Facility, or ☐ Locally Owned Franchise

And within Legal Boundaries: ☐ The City of Port Orange ☒ Volusia County ☐ The State of Florida

FEIN (Federal Employer Identification Number): 59-3204548

BUSINESS STRUCTURE: ☐ Corporation ☐ LLC ☒ Partnership ☐ Sole Proprietorship
☐ Other (Specify): _____

PHONE NUMBER: 386-257-4100 x4434 FAX: 386-252-0209

EMAIL: James.Halleran@jmco.com

****Please attach a valid business tax receipt, or other such documentation****

ATTESTATION – I understand that:

In accordance with City of Port Orange City Code 2-275, local businesses shall have five (5) business days from bid/proposal opening to submit a best and final bid for evaluation. To qualify: A Port Orange business initial bid must be within (8%) of the lowest and best responsible bid from a non-Port Orange business; A Volusia County business initial bid must be within (5%) of the lowest and best responsible bid from a non-Volusia County business; A State of Florida business initial bid must be within (3%) of the lowest and best responsible bid from a non-State of Florida business.

A local business must have its headquarters, manufacturing facility, or locally owned franchise located within the legal boundaries of the City of Port Orange, Volusia County, or the State of Florida, as indicated herein, for at least twelve (12) months prior to the bid or proposal opening date and a valid business license, issued by the corresponding government agency. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. Bidders shall attach to this affidavit of eligibility with a bid or proposal, a copy of a valid business tax receipt or such other documentation, to the city's satisfaction, demonstrating the physical business presence of the firm within corresponding local limits.

The preference does not apply to goods or services exempted by statute or prohibited by Federal law, State law, or other funding source restrictions.

The preference established in this policy does not prohibit the right of the City, or other authorized purchasing authority, to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals.

- The information contained herein may be subject to verification.

A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the City of Port Orange will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference for a period of one (1) year. The City Manager may also recommend that the firm be referred for debarment.

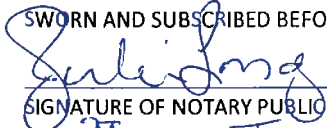
BEFORE ME; the undersigned authority, in and for the State of Florida and the City of Port Orange personally appeared James Halleran who, after being sworn according to law, stated that he or she was authorized to represent James Moore & Co., P.L. and to execute this affidavit on behalf of the said Business Entity and attests, under penalty of perjury, to the above.

Required Forms

9.8 - LOCAL BUSINESS AFFIDAVIT OF ELIGIBILITY (PG. 2)

(Form 9.8 Local Business Affidavit of Eligibility – Page 2)

SWORN AND SUBSCRIBED BEFORE ME


SIGNATURE OF NOTARY PUBLIC

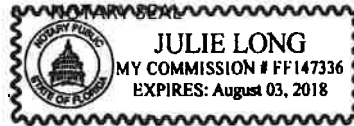
THIS 27 DAY OF JUNE, 2017

My Commission Expires: 8/3/2018

 6/29/17
SIGNATURE OF AFFIANT DATE

JAMES HALLERA PARTNER
PRINTED NAME OF AFFIANT / TITLE

JAMES MOORE & CO. P.L.
COMPANY



This document must be completed and returned with your Submittal

Required Forms

VOLUSIA COUNTY BUSINESS LICENSE

2016/ 2017

Volusia County Business Tax Receipt

Issued pursuant to F.S. 205 and Volusia County Code of Ordinances Chapter 114-1 by:
Volusia County Revenue Division - 123 W Indiana Ave, Room 103, DeLand, FL 32720 – (386) 736-5938



Account # 199903100001 Expires: September 30, 2017
Business Location: 121 EXECUTIVE CIR

Business Name: JAMES MOORE & CO
Owner Name: JAMES MOORE & CO
Mailing Address: 121 EXECUTIVE CIR
DAYTONA BEACH, FL 32114

BUSINESS TYPE	CODE	COUNT	TAX
Business Service State Lic Req	472	23	\$150.00

- This receipt indicates payment of a tax, which is levied for the privilege of doing the type(s) of business listed above within Volusia County. This receipt is non-regulatory in nature and is not meant to be a certification of the holder's ability to perform the service for which he is registered. This receipt also does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.
- The business must meet all County and/or Municipality planning and zoning requirements or this Business Tax Receipt may be revoked and all taxes paid would be forfeited.
- The information contained on this Business Tax Receipt must be kept up to date. Contact the Volusia County Revenue Division for instructions on making changes to your account.

**THIS PORTION OF THE BUSINESS TAX RECEIPT MUST BE
POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

Volusia County Business Tax Receipt

Revenue Division - 123 W Indiana Ave, Room 103, DeLand, FL 32720 – (386) 736-5938

DATE PAID: 09/07/2016
RECEIPT #: Lockbox-15-00093
TOTAL TAX: 150.00
PENALTY: 0.00
TOTAL PAID: 150.00



Business Name: JAMES MOORE & CO
Owner Name: JAMES MOORE & CO
Mailing Address: 121 EXECUTIVE CIR
DAYTONA BEACH, FL 32114



Account # 199903100001 Expires: September 30, 2017
Business Location: 121 EXECUTIVE CIR

PLEASE DETACH THIS PORTION OF THE BUSINESS TAX RECEIPT FOR YOUR RECORDS

CITY OF PORT ORANGE, FLORIDA

REQUEST FOR PROPOSALS

Financial and Performance Audits

RFP #17-31



City of Port Orange Purchasing Division

Prepared by: David Battaglia, Purchasing Agent

Release Date: June 2, 2017

Proposal Due Date and Time: June 29, 2017 at 2:30 P.M.

City of Port Orange, Florida

1000 City Center Circle

Port Orange, FL 32129

(386) 506-5718

purchdiv@port-orange.org

www.port-orange.org



Legal Notice to Vendors

RFP #17-31 Financial and Performance Audits

Notice is hereby given that the City of Port Orange is soliciting proposals for Financial and Performance Audits. Proposals will be accepted in the City Clerk's Office, Port Orange City Hall, 1000 City Center Circle, Port Orange, Florida 32129 until **2:30 P.M. on June 29, 2017** which may be amended by addendum issued by the City. All untimely proposals will not be considered and will be returned to the Vendor unopened. All proposals will be evaluated to ensure they contain all required forms in order to deem the Vendor responsive or non-responsive. Proposals will be opened and read aloud at 2:30 P.M. in the second-floor conference room.

DESCRIPTION: Financial and Performance Audits

All Requests for Proposals are solicited and will be evaluated on the criteria outlined in the RFP. An evaluation committee primarily comprised of City staff has been appointed to evaluate and rank the Proposals received in accordance with the Code of Ordinances, City of Port Orange, Chapter 2, Article VI, Division 2, Section 2.256 and the Policies and Procedures as set forth in the City's Purchasing Manual. Code of Ordinances, City of Port Orange is on file in the Office of the City Clerk, City Hall, 1000 City Center Circle, Port Orange, Florida 32129, and at www.municode.com.

Copies of the proposal documents, requirements, scope of service and all other pertinent information necessary to submit a complete package may be obtained electronically from Onvia (DemandStar) via their website at www.demandstar.com. All questions shall be directed **in writing** to the Purchasing Division, purchdiv@port-orange.org and reference **"Questions on RFP #17-31 Financial and Performance Audits"** in the subject line. Last day for questions will be **June 15, 2017 at 5:00 P.M.**

All Vendors are required to complete and submit a Public Entity Crime Statement, the Anti-Collusion Statement, and Drug Free Tie Proposal Preference Statement, as well as other documents as required by the solicitation.

NO proposal shall be withdrawn for a period of ninety (90) days subsequent to the proposal opening without the consent of the City of Port Orange, Florida.

No proposals received after the time and date specified for the opening will be considered. The City of Port Orange, Florida reserves the right to reject any and all proposals, to waive any and all non-substantial irregularity in Proposals received, whenever such waiver or rejection is in the best interest of the City.

Proposals shall be **submitted in the City Clerk's office** with one (1) original and one (1) identical digital version in pdf format on CD or USB flash/thumb drive, addressed to the Purchasing Division, Finance Department, City Hall, 1000 City Center Circle, Port Orange, Florida 32129 in a **SEALED ENVELOPE/PACKAGE** plainly marked on the outside: **"RFP 17-31 Financial and Performance Audits"**.

David Battaglia, Purchasing Agent
Legal Ad - One Time – **June 2, 2017**

Cut along the outer border and affix this label to your sealed proposal envelope to identify it as a "Sealed Proposal". Be sure to include the name of the company submitting the proposal where requested.



SEALED PROPOSAL • DO NOT OPEN	
SEALED PROPOSAL NO.	RFP #17-31
PROPOSAL TITLE:	Financial and Performance Audits
DUE DATE/TIME:	June 29, 2017 at 2:30 P.M.
SUBMITTED BY:	(Name of Company)
DELIVER TO:	City of Port Orange City Clerk's Office Attn: David Battaglia Purchasing Agent Finance Department 1000 City Center Circle Port Orange, Florida 32129
DATE/TIME RECEIVED:	(To be stamped by Clerk's Office)

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SECTION 1 – PURPOSE AND OVERVIEW

The purpose for this Request for Proposals (RFP) is to solicit competitive sealed proposals from Firms or Companies (Vendors) for the provision of Financial and Performance Audits, as described herein. It is the City's intent to award to one (1) or more firms a basic contract to provide the necessary services for a period of three (3) years, with the option for three (3) renewals of one (1) year each.

It is the intent and purpose of the City of Port Orange (City) that this Request for Proposal promotes competitive selection. It shall be the Vendor's responsibility to advise the Purchasing Division if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source.

[Remainder of this page left intentionally blank]

SECTION 2 – INSTRUCTIONS TO VENDORS

Firms or companies (Vendor) desiring to provide services, as described herein shall submit sealed proposals including one original copy, and one (1) identical digital version in pdf format on CD or USB flash/thumb drive, in conformance with the detailed submittal instructions.

TIMELINE (Local Time):

The City reserves the right to alter dates as needed.

Date of Distribution:June 2, 2017
Deadline for Questions:June 15, 2017 by 5:00 P.M.
Final Addendum Posting:June 22, 2017 by 5:00 P.M.
Proposals Due:June 29, 2017 by 2:30 P.M.
Evaluation Committee MeetingTo Be Determined
Shortlisted Firms Presentations/Discussions (if required)To Be Determined
City Council Meeting for Approval of Recommendation of AwardTo Be Determined

Proposals must be delivered in a sealed envelope/package and delivered to:

City of Port Orange City Clerk's Office
Attn: David Battaglia, Purchasing Agent
Finance Department
1000 City Center Circle
Port Orange, Florida 32129

Sealed Proposals must be delivered no later than the date and time listed in the Timeline above. All times referenced are local time.

Proposals shall be sealed and Vendors must indicate on the outside of their proposal the following:

- a) Request for Proposal (RFP) Number and Title
- b) Date of Opening
- c) Name of Vendor
- d) Address of Vendor

Due to the timing of mail service, the City cautions Vendors to assure actual delivery of proposals to the City prior to the deadline set for receiving proposals. Carrier and hand deliveries of proposals will be accepted in the City Clerk's Office, Port Orange City Hall, 1000 City Center Circle, Port Orange, Florida until the date and time referenced in the Timeline above or as amended by addendum issued by the City. Proposals received after the established deadline shall not be considered.

Vendors are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid, proposal, statement or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

Offers by telephone, email or telegram shall not be accepted. Also, Vendors are instructed NOT to fax their proposal package. **Faxed proposals shall be rejected as non-responsive regardless of where or when the fax is received.**

All proposals will be opened publicly and the names of all Vendors shall be read aloud. All conferences and meetings (including opening of proposals) regarding this RFP are recorded electronically (audio only).

The City of Port Orange reserves the right to reject any or all proposals or parts of proposals, if it is in the best interest of the City.

QUESTIONS REGARDING THIS RFP:

All questions shall reference "Questions on RFP #17-31 Financial and Performance Audits" in the subject line. All questions concerning this RFP shall be submitted in writing no later than the date and time referenced in the Timeline above to:

David Battaglia
Purchasing Agent
1000 City Center Circle
Port Orange, FL 32129
dbattaglia@port-orange.org or
purchdiv@port-orange.org

ADDENDA REGARDING THE REQUEST FOR PROPOSALS:

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal Due Date. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

It is the Vendor's responsibility to be sure all correct number of addenda was received. The Vendor should verify with the designated contact persons prior to submitting a proposal that all addenda have been received. Vendors should acknowledge the correct number of addenda received as part of their proposals. It is the responsibility of the Vendor to ensure all addenda have been received prior to submitting a proposal.

Written responses, in the form of an addendum, will be provided via the Demand Star website at: www.demandstar.com

The failure of Vendors to submit acknowledgement of any addenda that affects the RFP price(s) is considered a major irregularity and will be cause for rejection of the proposal.

The City of Port Orange reserves the right to consider the omission of an acknowledgment of addendum as cause for rejection of the RFP submittal.

This provision exists solely for the convenience and administrative efficiency of the City of Port Orange. No Vendor or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Vendor or third party have any standing to sue or cause of action arising there from.

CLARIFICATIONS:

It is the Vendor's responsibility to become familiar with and fully informed regarding the terms, conditions, and specifications of this RFP. Lack of understanding and/or misinterpretation of any portions

of this RFP shall not be cause for withdrawal of your proposal after opening or for subsequent protest of award. Vendors must contact the Purchasing Representative, at the email provided, should clarification be required.

Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the parties.

Only the locked, fillable Excel document provided by the City with this RFP will be accepted for submittal of the Vendor's Cost/Fee Proposal. Any other form of submittal will be deemed non-responsive.

MINIMUM QUALIFICATIONS:

Vendors shall be licensed to do business in the State of Florida. Submit Sunbiz report with your company registered as "Active".

Vendors must be properly registered and licensed to engage in the scope of work pertaining to this RFP, by all applicable state and local agencies.

Vendors must provide a minimum of three (3) verifiable references from similar scopes of work as identified in this RFP following the requirements in Section 7. Failure to provide references that verify required experience will cause the Vendor to be deemed non-responsive. The City of Port Orange is not to be used as a reference.

License: The principle auditor overseeing and reviewing the audit must hold an active Certified Public Accountant license in the state of Florida.

NO LOBBYING:

All Vendors are hereby placed on notice that the City of Port Orange Council, City Employees/Staff, nor Members of the Evaluation Committee (with the exception of the City of Port Orange Purchasing Division personnel designated to receive requests for interpretations or corrections) are not to be lobbied, directly or indirectly either individually or collectively, regarding this RFP. During the entire procurement process, all Vendors and their subcontractors, sub-consultants, or agents are hereby placed on notice that they are not to contact any persons listed above for such purposes as holding meetings of introduction, dinners, etc., if they intend to submit or have submitted proposals for this project. Any Vendor contacting individuals mentioned herein in violation of this warning may automatically be disqualified from further consideration for this RFP.

PRICING SHEETS:

Pricing sheets are to be completed as directed and without modification and returned as part of the RFP submittal prior to the RFP deadline for submission. Failure to fill out the price sheets as directed and without modification may negatively affect the evaluation of your proposal.

EXCEPTIONS TO SPECIFICATIONS:

If taking exception to any portion of the RFP specifications, the Vendor must indicate those exceptions as stated on the Vendor's Acknowledgement Form.

PROPOSAL SUBMISSION AND WITHDRAWAL:

Unless otherwise specified, Vendor shall use the forms supplied by the Purchasing Division. Proposals, once opened, become the property of the City, cannot be withdrawn, and will not be returned to the Vendors. Upon opening, Proposals become subject to public disclosure in accordance with Chapter 119, Florida Statutes.

CORRECTION OF PROPOSALS:

Correction of inadvertently erroneous proposals shall be permitted up to the time of RFP opening. Vendors shall not be allowed to modify their proposals after the opening time and date.

WITHDRAWAL OF PROPOSALS:

NO proposal shall be withdrawn for a period of ninety (90) days subsequent to the proposal opening without the consent of the City of Port Orange, Florida. Negligence on the part of the Vendor in preparing the proposal confers no right of withdrawal or modification after the proposal has been opened, at the appointed time and place by the City of Port Orange. Any such withdrawn proposal shall not be resubmitted.

OPENING OF PROPOSALS:

Proposals will be received until the date and time stated in this RFP and will be publicly opened and read at the place, time and date stated. No responsibility will attach the Purchasing Department for the premature opening of a proposal not properly addressed and identified.

LITIGATION HISTORY:

The City will consider a Vendor's litigation history information in its review and determination of responsibility. All Vendors are required to disclose to the City all "material" cases filed, pending, or resolved during the last five (5) years prior to the solicitation response due date, whether such cases were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. Although the review of a Vendor's litigation history is an issue of responsibility, the failure to provide litigation history as required in the Proposal Submittal and Requirements section may result in a recommendation of non-responsive by the Purchasing Manager.

DEBARMENT HISTORY:

The City will consider a Vendor's debarment history information in its review and determination of responsibility. All Vendors are required to disclose to the City all cases of debarment filed, pending, or resolved by the City or other public entity during the last five (5) years prior to the solicitation response due date, whether such actions were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. Although the review of a Vendor's debarment history is an issue of responsibility, the failure to provide debarment history as required in the Proposal Submittal and Requirements Section may result in a recommendation of non-responsive by the Purchasing Manager.

REJECTION OF PROPOSALS:

The City reserves the right to reject any and/or all proposals when such rejection is in the best interest of the City.

PROPOSALS MAY BE REJECTED AND/OR VENDOR(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

- (a) Failure to update the information on file including address, product, service or business descriptions.
- (b) Failure to perform according to contract provisions.
- (c) Conviction in a court of law of any criminal offense in connection with the conduct of business.
- (d) Evidence of a violation of any federal or state anti—trust law based on the submission of bids or proposals, or the awarding of contracts.
- (e) Evidence that the vendor has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board’s purchasing activity.
- (f) Other reasons deemed appropriate by the City.

OWNERSHIP OF DOCUMENTS:

All documents resulting from this project will become the sole property of the City of Port Orange. The Vendor must meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the Vendor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

AMERICANS WITH DISABILITIES ACT (ADA):

If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator in our Human Resources office at 386-506-5560 at least 48 hours before the scheduled event.

[Remainder of this page left intentionally blank]

SECTION 3 – SCOPE OF SERVICES

SPECIFICATIONS:

RFP #17-31 Financial and Performance Audits

For each fiscal year covered by this RFP, the scope of services shall include a financial, internal control and compliance audit conducted in accordance with auditing standards generally accepted in the United States of America; applicable standards contained in Government Auditing Standards, issued by the Comptroller General of the United States; and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Performance audits may be requested by the City at any time during the term of the contract for an additional fee, in accordance with pricing submitted with the RFP. Financial and performance audits may include, but are not limited to, the following:

Financial Statement Audits

- An audit of the comprehensive annual financial statements, to include an attestation of whether the financial statements are presented fairly, in all material respects, in accordance with prescribed financial reporting standards. The segments of the financial statements and related information include, but are not limited to, statements of net position, statements of activities, balance sheets, statements of revenue, expenditures and changes in fund balance, statements of cash flows, financial statement reconciliations, budgetary financial statements, and related notes, required supplementary information and supporting schedules. As part of the financial audit, the City requires assistance with financial statement preparation, related notes and required supplementary information. The audits should be completed by March 30th following the year of audit. The City of Port Orange will need to know the time that the firm anticipates being on site and how long (hours, days or weeks) that they anticipate audit work to be.

Internal Control Audits

An audit to identify deficiencies in internal controls over financial reporting to include the design, implementation, and maintenance of internal controls relevant to the preparation and presentation of financial statements. An internal control audit may include an audit of computer-based systems used to account for and report on financial information.

Compliance Audits

An audit to report on compliance with applicable laws, rules, regulations, contracts, grant agreements and Federal award programs.

Economy and Efficiency Audits

An audit to assess business practices, duplication of effort by employees, tasks that serve little or no purpose, management systems for measuring, reporting and monitoring economy and efficiency, and to evaluate the optimum amount of resources (staff, equipment, and facilities) in producing or delivering services in a timely manner.

Program Audits

An audit to assess whether the objectives of a new or ongoing program are proper, suitable or relevant, and to determine the extent to which a program achieves the desired level of program

results. A program audit further evaluates the effectiveness of the program and the individual program components.

GENERAL INFORMATION:

The City of Port Orange, Florida is soliciting proposals for financial and performance audits from qualified independent Certified Public Accounting Firms licensed to practice in the State of Florida for the following fiscal years ending September 30th:

Fiscal Year 1	2016-2017
Fiscal Year 2	2017-2018
Fiscal Year 3	2018-2019
Renewal 1	2019-2020
Renewal 2	2020-2021
Renewal 3	2021-2022

Profile of Government

The City of Port Orange is located in east central Florida. Central Florida ranks as one of the fastest growing areas in the United States, and Port Orange has followed this pattern steadily, growing from a population of 3,700 people in 1973 to an estimated 59,315 in 2016. The City currently occupies a land area of 28.86 square miles.

The City of Port Orange has operated under the council-manager form of government with a City Council consisting of the Mayor and four other members. The Mayor and Council members are non-partisan and elected to serve four year staggered terms. The Council is the governing board and has legislative responsibilities including setting policy, adopting ordinances and resolutions, adopting an annual millage rate and budget, appointing committees, and appointing both the City Manager and Attorney. The City Manager is responsible for carrying out the policies and ordinances of the governing body, for overseeing the day-to-day operations of the City and for appointing the heads of various departments.

Port Orange provides a full range of services, including police, fire and rescue, street construction and maintenance, planning and zoning, parks and recreation, cultural events and general administrative services. In addition, water and sewer service, solid waste collection, storm water and a golf course are provided under an Enterprise Fund concept with user charges established by City Council to ensure adequate coverage of operating expenses and payments on outstanding debt. Vehicle maintenance, building maintenance, data processing, lease and replacement, self-insurances and loan pool activities are provided through Internal Service Funds. Port Orange provides water and sewer service outside City-limits, including the City of Daytona Beach Shores, the Town of Ponce Inlet, and certain unincorporated parts of Volusia County. Port Orange contracts with a private enterprise for solid waste collection.

The annual budget serves as the foundation for the City financial planning and control. City departments submit requests for appropriation to the City Manager. The City Manager uses these requests as the starting point for developing a proposed budget that is presented to City Council. Council is required to hold two public hearings on the proposed budget and to adopt a final budget no later than September 30, the close of the fiscal year. The appropriated budget is prepared by

fund, function and department. Subject to City Manager approval, department heads may make transfers of appropriations within a department. Transfers of appropriations between departments, however, require approval of the City Council. Budget-to-actual comparisons are provided in this report. The general fund and a major capital project fund comparison are presented as part of the required supplemental information for the City. Other funds are presented in the combining and individual fund statements section.

Financial Information

The Government Finance Officers' Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Port Orange for its CAFR for the fiscal year ended September 30, 2015. This was the thirty-second consecutive year that the City has achieved this prestigious award. The City anticipates future CAFRs to receive the Certificate of Achievement for Excellence in Financial Reporting award. The City strives to implement new GASB requirements at least 1 year in advance.

The City receives grant funding from the State of Florida and the Federal government for various projects and anticipates future grant revenue of similar nature, including funds in excess of \$1 million.

The City maintains approximately 60 financial funds. The most recent CAFR can be found on the City's Finance department website at:

<https://www.port-orange.org/documents/finance/FinancialReport2016.pdf>.

Additional Requirements

The audit shall be performed in compliance with the requirements of:

- Applicable Florida Statutes and the Laws of Florida
- Regulations of the State Department of Banking and Finance.
- Rules adopted by the State of Florida Auditor General.
- American Institute of Certified Public Accountants, Audits of State and Local Governmental Units
- The Single Audit Act, Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The audited Comprehensive Annual Financial Report (CAFR) must be provided to the City no later than March 30th following the fiscal year under audit.

The partner in charge of the audit and the audit manager shall attend public meetings, as requested, for discussion of the audit report.

The audit firm shall, without charge, make available audit work papers upon request and in accordance with Federal and State Laws and Regulations.

SECTION 4 – STANDARD PURCHASE DEFINITIONS

The City will use the following definitions in instructions to bidders, terms and conditions, special provisions, technical specifications and any other solicitation documents.

1. **Addendum** is a formal written document, released prior to the public opening that modifies any aspect of a Solicitation. Plural: Addenda
2. **Alternate Bid** means multiple Bids with substantive variations from the same Bidder in response to a Solicitation.
3. **Amendment** is a formal written agreement, signed by both parties, that modifies an existing contractual agreement.
4. **Appropriate, Appropriated, or Appropriation** means the adoption by the City Council of the City of a budget for a fiscal year that includes payments to be made under the Contract during the respective fiscal year.
5. **Best Value** means the highest overall value to the City based on factors that include, but are not limited to, price, quality, design, and workmanship.
6. **Bid** is a complete, properly signed response to an Invitation to Bid, which if accepted, would bind the Bidder to perform the resultant Contract.
7. **Bid Guaranty (Bid Bond)** guarantees that the Bidder (a) will not withdraw the Bid within the period specified for acceptance, and (b) will execute a Contract and furnish required bonds and any necessary insurance within the time specified in the Solicitation, unless a longer time is allowed by the City. The guarantee will be returned to the Bidder upon execution of a Contract
8. **Bidder or Proposer** is a person, firm, or entity that that submits a Response to a Solicitation. Any Bidder/Proposer may be represented by an agent after submitting evidence demonstrating the agent's authority. The agent cannot certify as to his own agency status. (See also "Vendor")
9. **City** means the City of Port Orange.
10. **Competitive Negotiation** means a method for acquiring goods, services, and construction for public use in which discussions or negotiations may be conducted with responsible offerors who submit Responses through a Request for Proposals, Request for Statements of Qualifications, or Invitation to Negotiate.
11. **Competitive (Formal) Solicitation** is the process of requesting and receiving two or more sealed bids, proposals, statements of qualifications or replies submitted by responsive vendors in accordance with the terms of a competitive process, regardless of the method of procurement.
12. **Competitive Range** means the responsive submissions that meet the evaluation criteria and are considered to be reasonably susceptible of award.
13. **Construction** means the process of building, repairing, improving, and alterations, conversion or extension of building, parks, utilities, streets or other improvements or alterations to real property.
14. **Contract** is a written agreement or purchase order issued for the purchase of goods or services.

15. **Contractor** means the person, firm or entity selling goods or services to the City under a Contract.
16. **Deliverables** means the goods, products, materials, and/or services to be provided to the City by a Bidder.
17. **Due Date** means the date and time specified for receipt of Responses to a Solicitation.
18. **End User** is a person, program, agency, or other eligible user who uses a contract to purchase a commodity or contractual service.
19. **Evaluation Committee/Team** is a temporary group of City personnel who are responsible for evaluation of proposals, statements of qualifications or replies as part of a Request for Proposals (RFP), Request for Submission of Qualifications (RFSQ), or Invitation to Negotiate (ITN), or competitive grant process.
20. **Evaluator** is a member of the evaluation committee/team.
21. **Goods** are supplies, materials, or equipment.
22. **Intent to Award** is a document, published on Onvia/DemandStar, that informs the public and respondents of the City's decision to award a contract pursuant to a previously issued competitive solicitation.
23. **Invitation to Bid (ITB) or Bid** means a formal request to prospective vendors requesting pricing for a specified Good or Service which has been advertised for Bid in a newspaper.
24. **Invitation to Negotiate (ITN)** means a formal request to prospective vendors requesting proposed specifications and pricing of a product and/or service which has been advertised for replies in a newspaper.
25. **Issues** means points, matters, or concerns to be addressed during negotiations.
26. **Lead Negotiator** is the negotiator responsible for leading and facilitating the formal negotiation discussions and selecting other required negotiation team members. Is often the "driver of change" and seeks alternatives/options.
27. **Lowest Responsible Bid means the responsive Bid** meeting all requirements of the specifications, terms, and conditions of the Invitation to Bid resulting in the lowest cost to the City in a total cost concept or based solely on price, taking into consideration the financial and practical ability of the Bidder to perform the Contract, past performance of the Bidder, and compliance with all City ordinances concerning the purchasing process.
28. **Lowest Responsible Bidder** means the Bidder submitting Lowest Responsible Bid.
29. **Negotiation Team** is a temporary group of City personnel who are responsible for negotiations as part of an Invitation to Negotiate (ITN).
30. **Negotiator** is a member of the negotiation team.
31. **Non-Professional Services** are services performed that are not of a professional nature such as lawn care, security, janitorial, etc.
32. **Offer** means a complete signed Response submitted to the City in response to a Solicitation including, but not limited to, a Bid submitted in response to an Invitation to Bid, a Proposal submitted in response to a Request for Proposal, a Quote submitted

- in response to a Request for Quotation, a Statement of Qualifications and interest submitted in response to a Request for Statements of Qualifications, or a Reply submitted in response to an Invitation to Negotiate.
33. **Onvia/DemandStar** is the official online repository for all City competitive solicitations.
34. **Outlier** is a bid, offer, or proposal which is determined by the Purchasing Director or Manager to be significantly dissimilar to or inconsistent with, competing bids or offers.
35. **Pre-Bid/Proposal/Statement/Reply Conference** means a meeting conducted by the Purchasing Office, held in order to allow Vendors to ask questions about the proposed Contract and particularly the Contract specifications with the City department requesting the goods/services.
36. **Price Analysis** is an evaluation of the total cost of a contract in order to determine if the price is reasonable.
37. **Procurement (Process)** is a term used in the governmental sector for the combined functions of acquiring (purchasing) needed goods and/or services, receiving and inspection, inventory management, contract administration, and disposal/surplus.
38. **Professional Services** means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.
39. **Protest** is a formalized process by which respondents have an opportunity to challenge a procurement practice or contract award.
40. **Proposal** is a complete, properly signed Response to a Request for Proposal, based on performance that is offered rather than on that of price alone, which if accepted, would bind the Vendor to perform the resultant Contract.
41. **Purchase Order** is an order placed by the Purchasing Division for the purchase of Goods or Services written on the City's standard Purchase Order form and which, when accepted by the Bidder, becomes a contract. The Purchase Order is the Bidder's authority to deliver and invoice the City for Goods or Services specified, and the City's commitment to accept the Goods or Services for an agreed upon price.
42. **Request for Proposal (RFP)** means a formal request to prospective vendors requesting qualifications of the vendor and pricing for a specified Good or Service which has been advertised for Proposal in a newspaper.
43. **Request for Statement of Qualifications (RFSQ)** means a formal request to prospective vendors requesting statements of qualifications pursuant to Florida Statute 287.055 "Consultant's Competitive Negotiation Act" which has been advertised for Statement in a newspaper.
44. **Respondent** means an entity that has (or will, i.e. "prospective respondents") submitted a response to a competitive solicitation conducted to create a contractual relationship for the provision of commodities or services.
45. **Response/Submission** means all materials submitted to the City by a respondent as part of a solicitation. A response may be called a bid, proposal,

- statement of qualifications, or a reply, depending on the type of competitive solicitation being issued.
46. **Responsible (Vendor)** is a vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.
47. **Responsive (Vendor)** is a vendor that has submitted a bid, proposal, statement of qualifications, or reply that conforms in all material respects to the solicitation.
48. **Scope** means the extent of the area or subject matter that something deals with or to which it is relevant.
49. **Scope of Work** means a description of the work activities, deliverables, and/or timeline that a vendor must execute in terms of delivering specific commodities or in performance of contractual services.
50. **Services** include all work or labor performed for the City on an independent contractor basis other than construction.
51. **Solicitation** means a formal request, as applicable, for prospective vendors to submit responses to an Invitation to Bid, Request for Proposal, Request for Qualifications, Invitation to Negotiate, or a Request for Quotation.
52. **Solicitation Document** means a document, or collection of documents, either paper or electronic, that contains all information required to conduct a competitive procurement project according to § 287.057, Florida Statutes.
53. **Stakeholder** means an individual, who is not likely to become a vendor, who has an interest in the commodities/contractual services needed.
54. **Subcontractor** means a person, firm or entity providing goods or services to a Vendor to be used in the performance of the Vendor's obligations under the Contract.
55. **Subject Matter Expert** means a person who has working or expert knowledge about a particular topic or field.
56. **Unbalanced Bid** means a Bid that is based on prices which are significantly less than cost for some bid items and significantly more than cost for others.
57. **Vendor** is a person, firm, or entity that that provides commodities or services and submits a Response to a Solicitation. Any Vendor may be represented by an agent after submitting evidence demonstrating the agent's authority. The agent cannot certify as to his own agency status. (Also called "Bidder" or "Proposer".)

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SECTION 5 – GENERAL TERMS AND CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Port Orange Purchasing Division. General Requirements apply to all advertised Solicitations; however, **these may be superseded, in whole or in part, by the SPECIAL REQUIREMENTS/INSTRUCTIONS OR OTHER DATA CONTAINED HEREIN.**

READ THIS ENTIRE DOCUMENT CAREFULLY. FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND THEM.

1. ACCEPTANCE BY CITY

The City shall have a reasonable time (but not less than 30 days) after receipt to inspect the goods and services tendered by vendor. The City at its option may reject all or any portion of such goods or services which do not, in City's sole discretion, comply in every respect with all terms and conditions of the contract. The City may elect to reject the entire goods and services tendered even if only a portion thereof is nonconforming. If the City elects to accept nonconforming goods and services, the City, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate the City for the nonconformity. Any acceptance by the City, even if non-conditional, shall not be deemed a waiver or settlement of any defect in such goods and services. The material delivered as a result of this solicitation shall remain the property of the seller until a physical inspection and actual usage of the item(s) is made and thereafter deemed acceptable to the satisfaction of the City, in compliance with the terms and specifications contained herein. In the event that the item(s) supplied to the City is/are found to be defective, or does/do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return the item(s) to the seller at the seller's expense.

2. ADDENDUM

When specifications are revised, the City of Port Orange Purchasing Division will issue an addendum addressing the nature of the change. Vendors should acknowledge all addenda by circling the quantity of addenda received on the "Vendor Acknowledgment Form" and include it in the returned Response package. Failure to acknowledge the correct number of addenda issued may result in rejection of the Response. It is the responsibility of the Vendor to ensure all addenda have been received prior to submitting a bid. All Addenda shall be posted by the CITY on www.demandstar.com.

The City shall issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Solicitation Response Due Date. Vendors should not rely on any representations, statements or explanations other than those made in this Solicitation or in any addendum to the Solicitation. Where there appears to be a conflict between the Solicitation and any addenda issued, the last addendum issued shall prevail.

3. ADDITIONAL GOODS

Products, Materials and Goods not specifically identified in this bid request may be added to any resultant contract upon mutual consent of the contracting parties. The City reserves the right to add or delete products or materials of similar nature, within the family of products of "ITB Item(s)" and their commodity codes, to those items requested in this bid.

4. **ANTI-COLLUSION STATEMENT**

By submitting this Response to a Formal Solicitation, the Vendor affirms that this Response is without previous understanding, agreement, or connection with any person, business, or corporation submitting a Response for the same materials, supplies, or equipment, and that this Response is in all respects fair, and without collusion or fraud. Additionally, Vendor agrees to abide by all conditions of this Solicitation and certifies that they are authorized to sign this Response for the Vendor. In submitting a Response to the City of Port Orange, the Vendor offers and agrees that if the Response is accepted, the Vendor shall convey, sell, assign or transfer to the City of Port Orange all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Port Orange. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the Vendor.

5. **APPLICABLE LAWS**

In connection with the furnishing of supplies or performance of work under the Contract, the Vendor agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act, and all other applicable federal and state laws, regulations and executive orders to the extent that the same may be applicable.

6. **ASSIGNMENT**

The successful Vendor shall not sell, assign, transfer or convey this contract in whole or in part, without the prior written consent of the City of Port Orange. Any such assignment or transfer shall not release Vendor from all contractual obligations.

7. **AUTHORITY TO CONDUCT BUSINESS IN FLORIDA:**

A Florida corporation or partnership is required to provide evidence with its response that the Vendor is authorized to transact business in Florida and is in good standing with the Florida Department of State. If not with its response, such evidence must be submitted to the City no later than five (5) business days from request of the Purchasing Manager.

A foreign (out-of-state) corporation or partnership is required to provide evidence with its response that the Vendor is authorized to transact business in Florida and is in good standing with the Florida Department of State. If not with its response, such evidence must be submitted to the City no later than five (5) business days from request of the Purchasing Manager.

A joint venture is required to provide evidence with its response that the joint venture, or at least one of the joint venture partners, is authorized to transact business in Florida and is in good standing with the Florida Department of State. If not with its response, such evidence must be submitted to the City no later than five (5) business days from request of the Purchasing Manager. However, the joint venture is required to provide evidence prior to contract execution that the joint venture is authorized to transact business in Florida and provide the City with a copy of the joint venture Agreement.

A joint venture is also required to provide with its response a Statement of Authority indicating that the individual submitting the joint venture's proposal has the legal authority to bind the joint venture. If not with its response, such evidence must be submitted to the City no later than five (5) business days from request of the Purchasing Manager.

8. **AWARDS**

Results from the evaluation committee will be considered by the City of Port Orange City Council at the earliest possible regular meeting subsequent to the evaluation process. This RFP is issued in accordance with and shall be governed by the provisions of the City's Purchasing Policy.

The City of Port Orange City Council reserves the right to make award(s) by individual sections, groups, all or none, or a combination thereof, with one or more Vendors; to reject any and all proposals, or to waive any informality or technicality in proposals received as deemed to be in the best interest of the City.

The City does not award publicly funded contracts to those who knowingly employ unauthorized alien workers in violation of section 274A(e) of the Immigration and Naturalization Act, 8 United States Code s1324a(e). Such employment deprives legal workers of job opportunities. Violation of section 274A(e) shall be grounds for unilateral cancellation of the contract, Contract, proposal or quote for purchase of services and goods by the City of Port Orange.

9. **AWARD AND EXECUTION OF CONTRACT:**

When a bid received has been determined to be satisfactory, a Contract will be awarded to the lowest responsible responsive Bidder within the time designated in the Contract Documents.

The Bidder(s) to whom the award is made shall execute the Contract(s) and return it, together with the properly executed bonds and insurance certificates to the office of the Owner, within the time specified

10. **BID RETURNS**

Vendors shall return all completed Responses to the City of Port Orange at the address set forth in Section 2 of this document on the date and at the time specified. Late submissions will not be accepted and shall be returned to Vendors unopened.

11. **BID PROTEST**

Any person who is adversely affected by the City's decision or intended decision shall file with the City Purchasing Manager a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking Bids, Proposals, Statements, or Replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the Solicitation. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time period established herein. The formal written protest shall be filed with the Purchasing Manager in writing within ten (10) days after the date the notice of protest is filed. The formal written protest shall state with particularity the facts and law upon which the protest is based. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings. Upon receipt of the formal written protest that has been timely filed, the City shall stop the solicitation or contract award process until the subject of the protest is resolved by final City action. However, the City may continue the solicitation or award process, provided the City Manager sets forth in writing particular facts and circumstances which require the continuance of the solicitation or contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare. The City shall provide an opportunity to resolve the protest by mutual agreement between the parties. The policy this City has established is as follows:

- a. As soon as possible after receipt, the Purchasing Manager shall provide written bid protest to City Manager, City Attorney, Department Head involved, and Supervisor directly involved in the acquisition.
- b. Purchasing Manager shall schedule within seven (7) business days, excluding weekends and holidays, a meeting with the above-mentioned individuals or designee and protestor. The intent of the meeting is to provide a review and/or solution prior to going before Council. After reviewing all relevant information, the City Manager shall render a decision.
- c. If the protestor disagrees, he may appeal to the City Council at a formal council meeting. After reviewing the evidence, the City Council will issue their decision. The City Council's decision is final; however, the protestor can appeal the decision to the Circuit Court in Volusia County, Florida within thirty (30) days of the City Council's final decision. Decisions at all levels shall be in writing to the protestor.

12. **BID/PROPOSAL TABULATION**

Vendors who wish to receive a copy of the bid/proposal tabulation may obtain it via www.demandstar.com or by contacting the City of Port Orange, Purchasing Manager at purchdiv@port-orange.org.

13. **BONDS**

If this Solicitation requires submission of bid guarantee and performance bonds, there will be a separate page explaining those requirements. Responses submitted without the required bid bond or certified check shall be deemed non-responsive. When the Purchasing Manager deems it necessary, bid bonds/deposits shall be prescribed and are advertised in the public notices inviting bids. Normally, if a bid bond/deposit is requested, it is in the amount of five percent (5%) of the bid amount. Payment and Performance Bonds requested for construction projects shall be in an amount equal to one hundred percent (100%) of the total contract amount. Upon award, the successful Vendor may also be required to furnish and pay for a satisfactory contract one hundred percent (100%) Payment and Performance Bond which will be recorded by the City, at the Vendor's sole cost and expense, with the Clerk of the Circuit Court, Volusia County, Florida, and to enter into a written contract with the City of Port Orange. After recording, the City will furnish to the contractor the recording information for the bond to evidence that the contractor has met the requirements of Florida law. The City will bill the cost of recording to the contractor. Payment and Performance Bonds shall also be recorded at the Vendor's expense in the Office of the Clerk of the Circuit Court, Volusia County, Florida. All bonds no matter which kind, are advertised in the Solicitation which appears in the newspaper. Unsuccessful Vendors are entitled to the return of their surety where the Purchasing Manager has required such. A successful Vendor shall forfeit any surety required by the Purchasing Manager upon failure on the part of the Vendor to enter into a contract within the time specified after the award of bid.

14. **CERTIFICATE OF INSURANCE**

Upon notice of intent to award contract resulting from this solicitation, the selected Vendor will be required to submit a Certificate of Insurance showing proof of adequate coverage for professional general liability, errors and omissions and workers' compensation as identified under the insurance requirements of this solicitation, and listing the City of Port Orange as a Certificate Holder prior to execution of the contract.

15. **CHANGE ORDERS**

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change order requests shall be made in writing by the Contractor for review by the Contract Administrator for the City of Port Orange. No work shall be performed as set forth in the change order until the Contractor receives an executed Purchase Order for the requested change.

16. **CHANGE ORDER REQUEST NOTIFICATION**

The Successful Contractor is responsible for giving the City of Port Orange, prior to the Contract expiration date, at least forty-five (45) calendar day's advance notice for any anticipated changes in price greater than \$25,000.00, time and/or scope of the awarded Contract. The Contractor shall not continue to provide services past the Contract expiration date unless approved by a written Change Order Notice from the City.

17. **CLEAN UP**

Upon completion of the delivery of materials, the Contractor shall restore any/all public and private property which was damaged during delivery. Restoration is meant to include removal of any spillage or restoring damage to the edge of pavement, sidewalks, driveways, landscaped areas, etc. Contractor shall make repairs consistent with or better than what existed prior to delivery. This shall be understood to include the use of sod or seed and mulch to replace (if necessary) existing grass that has been damaged.

If sod is used it shall match the sod present on the effected property. Contractor shall make all repairs and restorations at his expense.

18. **CONDUCT OF VENDORS**

All Vendors or individuals acting on behalf of a Vendor are hereby prohibited from lobbying or otherwise attempting to persuade or influence any member of the Evaluation Committee, City Council members, or City staff at any time during the course of the solicitation process. The solicitation process shall end upon issuance of the written City Manager and staff recommendation for selection of a Vendor. All Vendors or individuals acting on behalf of a Vendor are further prohibited from contacting or otherwise attempting to communicate with any member of the staff, Evaluation Committee or City Council members regarding the pending solicitation or its outcome until after the issuance of the written recommendation of the most qualified Vendor. Until such recommendation is issued in writing, any questions regarding the pending solicitation shall be submitted to the Purchasing Manager. Failure to comply with this procedure shall result in rejection/disqualification of said submittal without exception. Contact with staff, City Council members and the Evaluation Committee during a public meeting shall not be considered a violation of this requirement.

19. **CONE OF SILENCE**

The Cone of Silence is designed to protect the integrity of the procurement process by shielding it from undue influences prior to the execution of the award.

The Cone of Silence is defined as the period beginning with the issuance of the solicitation document and continues through the execution of the award document. During this time vendors, service providers and the like are prohibited from all communications regarding the solicitation with City staff, City consultants, City legal counsel, City Agents, or elected officials. Any vendor who initiates any discussions or attempts to influence a member or members of the

forementioned shall be disqualified from continued participation in the procurement process with regard to that particular solicitation.

Exceptions to the Cone of Silence:

- Written communication directed to the Procurement Officer;
- All communications occurring at Pre-Proposal Conferences;
- Oral presentations before publicly notice committee meetings;
- Procurement of goods and services for Emergency situations; and
- Contractors already on contract with the City to perform services for the City are allowed discussions necessary for the completion of an existing contract.

20. **CONFLICT OF INTEREST**

For purposes of determining any possible conflict of interest, all Vendors must disclose if any City of Port Orange employee is also an owner, corporate officer, or employee of Vendor's business. No official or employee of the City who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Scope of Work covered by the Contract shall voluntarily acquire any personal interest, directly or indirectly, in the contract or proposed Contract.

21. **CONFLICT OF INSTRUCTIONS**

If a conflict exists between the General Terms and Conditions and instructions contained herein, and the Special Terms and Conditions and instructions contained herein, the Special Terms and Conditions shall govern.

22. **CONTRACT**

Any acquisition above the \$25,000 level shall be done through one of the formal competitive methods except upon City Council waiver and/or shall have City Council approval. Only the Purchasing Manager and/or City Manager, have the authority to obligate the City by entering into a written contract to purchase goods and/or services up to \$25,000.00. The City of Port Orange, Florida reserves the right to reject any and all Responses or to waive any and all non-substantial irregularity in Responses received, whenever such waiver or rejection is in the best interest of the City.

23. **CONTRACT OBLIGATION**

The City of Port Orange City Council shall approve the contract if greater than \$25,000.00 annually. The Mayor or other person authorized by the Mayor must sign the contract before it becomes binding on the City of Port Orange or the Vendor. Department heads are NOT authorized to sign contracts for the City of Port Orange. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

24. **CONTRACT RENEWALS**

Renewals may be made ONLY by written agreement between the City of Port Orange and the Vendor. Any price escalations are limited to those stated by the Vendor on the original Response.

25. **COOPERATIVE PURCHASING**

The City Manager may elect to purchase through or join with other governmental units in cooperative purchasing ventures when the best interest of the City would be served thereby, provided the same is in accordance with all applicable laws. In the event the City Manager should elect to purchase through or join with other governmental agencies in cooperative purchasing ventures, all purchases in excess of twenty-five thousand dollars (\$25,000.00) shall require council approval before the purchasing contracts are entered into. (Code 1981, § 8-33, Ord. 1997-22, § 5. 5-6-1997; Ord. No. 2004-15, § 4, 7-20-2004)

26. **COPYRIGHT AND PATENT RIGHTS**

Vendor warrants that there has been no violation of copyrights or patent rights in manufacturing, producing and/or selling the item(s) ordered or shipped as a result of this Response, and successful Vendor agrees to hold the City harmless from any and all liability, loss or expense by any such violation.

27. **COST INCURRED BY VENDOR**

All expenses, including costs for required bonds, involved with the preparation and submission of Responses to the City, or any work performed in connection therewith shall be borne by the Vendor. No payment shall be made for any response received, nor for any other effort required of or made by the Vendor prior to commencement of work as defined by the contract approved by the City Council.

28. **DAMAGE**

Any damage to driveways, irrigation systems, sidewalks, pavement, or landscaping will be evaluated by the County's representative and the Contractor. If the Contractor is found to be at fault, all repairs, restitution, or reimbursements to the County must be completed within one week of discovery.

29. **DEBARMENT HISTORY**

The City will consider a Vendor's debarment history information in its review and determination of responsibility. All Vendors are required to disclose to the City all cases of debarment filed, pending, or resolved by the City or other public entity during the last five (5) years prior to the solicitation response due date, whether such actions were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. If the Vendor is a joint venture, the information provided should encompass the joint venture (if it is not newly-formed for purposes of responding to the solicitation) and each of the entities forming the joint venture. Although the review of a Vendor's debarment history is an issue of responsibility, the failure to provide debarment history as required in the Proposal Submittal and Requirements Section may result in a recommendation of non-responsive by the Purchasing Manager.

30. **DEFAULT PROVISIONS**

In the event of default by the Vendor, the City reserves the right to procure the item(s) bid from other sources and hold the Vendor responsible for excess costs incurred as a result. If a contractor defaults on a City contract the City Council may elect to refrain from doing business with the Vendor for a period of 36 months from the date of default.

31. **DELIVERY OF GOODS/SERVICES**

All materials are to be delivered F.O.B.; City of Port Orange designated facility.

Delivery dates pertaining to this invitation must be clearly stated in the bid form where required and include weekends and holidays. Failure to comply with this requirement may be a cause for disqualification of bid. Unless otherwise specified, delivery at the earliest date is required. The Vendor shall clearly state in the Response the time required for delivery upon receipt of contract or purchase order. Proposed delivery time must be specific and such phrases "as required," "as soon as possible" or "prompt" may result in disqualification of the bid. Delivery time will be a factor for any orders placed as a result of this Response. The City reserves the right to cancel such order(s) or any part thereof, without obligation, if delivery is not made within the time(s) specified herein and hold the vendor in default.

Upon approval of a contract, the vendor is obligated to deliver the goods to the destination specified in the Solicitation or the Purchase Order and bears the risk of loss until delivery. If this Solicitation or Purchase Order does not contain delivery instructions, Vendor shall request instructions in writing from the Purchasing Manager. If the delivery instructions contained in the Solicitation allocate delivery costs and risks in a manner contrary to this section, the provisions of this Competitive Solicitation shall prevail.

When delivery is not met as provided for in the contract, the Purchasing Division reserves the right to make the purchase on the open market, with any cost in excess of the contract price paid by the Vendor, in addition to any other damages, direct or consequential, incurred by the City as a result thereof. In addition, failure of the Vendor to meet the contract delivery dates will be cause for removal of the Vendor from the City's list of eligible Bidders/Proposers as determined by the Purchasing Division.

32. **DETERMINATION OF LOWEST AND BEST RESPONSIBLE BIDDER /PROPOSER**

In determining the lowest and best responsible Bidder/Proposer, in addition to price, there will be considered the following:

- a. The ability, capacity and skill of the Bidder/Proposer to perform the contract.
- b. Whether the Bidder/Proposer can perform the contract within the time specified, without delay or interference.
- c. The character, integrity, reputation, judgment, experience, and efficiency of the Bidder/Proposer.
- d. The quality of performance of previous contracts.
- e. The previous and existing compliance by the Bidder/Proposer with laws and ordinances relating to the contract.
- f. The sufficiency of the financial resources and ability of the Bidder/Proposer to perform the contract or provide the service.
- g. The quality, availability and adaptability of the supplies or contractual services to the particular use required.

- h. The ability of the Bidder/Proposer to provide further maintenance and service for the use of the subject of the contract.
- i. The number and scope of conditions attached to the bid.
- j. Such other factors as appear to the city council to be pertinent to the bid or the contract under all of the circumstances involved.

33. **DISCLOSURE OF CONFLICTS**

The award is subject to the provisions of Chapter 112.313, Florida Statutes. All Vendors must disclose with their Response the name of any officer, director, or agent who is also an employee of the City. Further, all Vendors must disclose the name of any employee who owns, directly or indirectly, an interest in the Vendor's firm or any of its branches. The Vendor shall not compensate, in any manner, directly or indirectly, any officer, agent, or employee of the City for any act or service that he/she may do, or perform for, or on behalf of any officer, agent or employee of the Vendor. No officer, agent, or employee of the City shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made by anyone for, or on behalf of the City. The Vendor shall have no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under the Solicitation.

34. **DISQUALIFICATION OF BIDDER/PROPOSER**

The Purchasing Manager shall maintain a current listing of qualified Bidders. The Purchasing Manager may, from time to time, remove any vendor's name from the list of qualified Bidders. Normally the removal of a vendor from the vendor list is done after non response from that vendor for three (3) consecutive Solicitations. Such action may also arise out of breach of contract, default, or irregular business practice, based on the Finance Director and City Attorney's recommendation. Any or all Responses may be rejected if the City believes that collusion exists among the Bidders/Proposers. Responses in which the prices are obviously unbalanced may be rejected. If multiple Responses are submitted by a Bidder/Proposer and after the Responses are opened one of the Responses is withdrawn, the result will be that all of the Responses submitted by that Bidder/Proposer will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple Responses for different products or services.

35. **EVALUATION**

Evaluation shall be used as a determinant as to which Response items or services are the most efficient and/or most economical for the City. It shall be based on all factors which have a bearing on price and performance of the items in the user environment. All Responses are subject to tabulation by the City of Port Orange Purchasing Division and recommendation to the governing body. Compliance with all Solicitation requirements, delivery and needs of the using department are considerations in evaluating Responses. Pricing is NOT the only criteria for making a recommendation. The City of Port Orange Purchasing Division reserves the right to contact any Bidder/Proposer, at any time, to clarify, verify or request information with regard to any Response.

36. **EVALUATING RFPs/RFSQs/ITNs**

The evaluation process is formally conducted by a committee appointed by the Purchasing Manager or requesting department as required by general law. The Purchasing Manager leads and oversees the entire process. The evaluation is based upon specific criteria outlined in the

Solicitation. The user department shall assign a weight to each of the evaluation criteria by its relative importance, with the total weights equaling 100. Each committee member establishes a summary of total scores for all the vendors. The summary of total scores is used to rank the vendors. Based upon the scores/ranking of the committee members, consensually a short list is obtained. In this Solicitation process this short list will consist of no less than three vendors (unless less than three were received). This committee falls under the Florida Sunshine Law and therefore cannot speak with one another concerning the Solicitation unless in a public committee meeting. These meetings also shall be announced publicly in a designated area and meetings are recorded. In the case of the Solicitation, one member of the Evaluation Committee may consist of one (1) member from the City Council; and at least one (1) member from the user department, except as otherwise required by general law. The Evaluation Committee, through the Purchasing Division, schedules oral presentations from the firms that were short-listed. At the oral presentation, the short-listed firms present an over view of their company and their approach to the scope of work outlined. Upon conclusion of the oral presentations, with the same criteria and procedures used to evaluate the written Responses, the committee members then evaluate those three firms again to determine a second ranking. Then, by consensus a final ranking is determined. That final ranking is then presented to the City Council by the using department head requesting approval to negotiate with the individual/firm ranked as number one. A contract is completed pursuant to the negotiations with this individual and/or firm. If a successful contract cannot be obtained with the number one ranked firm, the negotiations then move to the team ranked as number two, never to return to the number one again.

37. **EXCEPTIONS TO SPECIFICATIONS**

For purposes of evaluation, the Vendor must indicate any exception to the specifications, terms, and/or conditions, no matter how minor. This includes any agreement or contract forms supplied by the Vendor that are required to be signed by the City. If exceptions are not stated by the Vendor, in his bid, it will be understood that the item(s)/services fully comply with the specifications, terms and/or conditions stated by the City. Exceptions are to be listed by the Vendor on an attachment included with the bid. The City will not determine exceptions based on a review of any attached sales or manufacturer's literature.

38. **E-VERIFY**

Vendors shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor during the term of contract and shall expressly require any subcontractor performing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of contract.

39. **FACILITIES**

The City reserves the right to inspect the Vendor's facilities at any time.

40. **FAILURE TO RESPOND**

If the vendor elects not to bid, please return the enclosed "Bidder Acknowledgement Form" by the bid due date, and state the reason(s) for not bidding. Failure to respond, either by submitting a bid, or by submitting a "Statement of No Bid", three (3) times, shall result in the vendor's name being removed from the City's mailing list.

41. **FINANCIAL STABILITY**

Vendors shall be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year. A third party prepared financial statement and the latest Dunn & Bradstreet report will be accepted in lieu thereof.

42. **FORCE MAJEURE**

Neither party shall be liable for any delay in performance or failure to perform any obligation hereunder if, and to the extent that, such failure or delay is caused by an event of Force Majeure. Force majeure shall mean any act, event or condition that is beyond the party's reasonable control, that materially and adversely affects the party's ability to perform its obligations hereunder, and that is not the result of the party's willful neglect, error, omission or failure to exercise reasonable due diligence.

43. **GOVERNING FORMS**

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, the City's interpretation shall govern.

44. **GOVERNING LAW**

Vendors shall comply with all applicable federal, state and local laws and regulations. All Responses are solicited and shall be made pursuant to the Code of Ordinances, City of Port Orange, Chapter 2, Article VI, Division 2, Section 2-263, and all Responses will be evaluated in accordance with the provisions thereof. Code of Ordinances, City of Port Orange is on file in the Office of the City Clerk, City Hall, 1000 City Center Circle, Port Orange, Florida and at www.municode.com.

The City of Port Orange is also governed by the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes, as the method of selecting architects, engineers and land surveyors. The City has utilized the procedures in the Act for Professional counselors, environmentalists, planners, general contractors, computer systems, designers, telecommunications consultants, maintenance technicians, financial services and other professional services.

Every acquisition equal to or greater than \$10,000.00 must have a signed, notarized "Public Entity Crimes Form" to comply with Section 287.133(3)(a), Florida Statutes. Also required is the "Drug Free Preference Form" to comply with Section 287.087, Florida Statutes. Each form is included in the Solicitation.

45. **GRANT FUNDING**

Any contract entered into by the City that is to be paid from grant funds shall be limited to payment from the grant funding and the vendor/provider understands that the City has not set aside any City funds for the payment of obligations under a grant contract. If grant funding should become unavailable at any time for the continuation of services paid for by the grant, and further funding cannot be obtained for the contract, then *the sole recourse of the provider shall be to terminate any further services under the contract and the contract shall be null and void.*

46. **HIPAA COMPLIANCE**

The Vendor agrees to comply with the Standards for Privacy of Individually Identifiable Health Information of the Health Insurance Portability and Accountability Act of 1996, PL 104-191, 45

CFR Parts 160-164, as amended, referred to as "HIPAA," to the extent that the Vendor uses, discloses or has access to protected health information as defined by HIPAA.

47. **IDENTICAL TIE BIDS**

In accordance with Section 287.087, Florida Statutes, preference shall be given to businesses with Drug-Free Workplace Programs. Whenever two or more Responses that are equal with respect to price, quality, and service are received for the procurement of commodities or contractual service, a Response received from a business that certifies that it has implemented a Drug-Free Workplace Program shall be given preference in the award process.

48. **INDEMNIFICATION/HOLD HARMLESS**

Contractor covenants and agrees that it will indemnify and hold harmless the City and all of the City's officers, agents, and employees from any claim, loss, damage, costs, charge or expense arising out of any act, action, neglect or omission by contractor during the performance of the contract, whether direct, or indirect, and whether to any person or property to which the City of said parties may be subject, except that neither the contractor nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of City or any of its officers, agents, or employees.

49. **INDEPENDENT CONTRACTOR**

It is expressly understood and agreed by both parties hereto that the City is contracting with the successful vendor as an independent contractor. The parties hereto understand and agree that the City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by the successful vendor under this contract and that the successful vendor has no authority to bind the City.

The Vendor represents itself to be an independent contractor offering such services to the general public and shall not represent himself or his employees to be an employee of the City. Therefore, the Vendor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, worker's compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the City, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney's fees); and damage of any kind related to such matters. The Vendor shall further understand that the City cannot save and hold harmless and or indemnify the Vendor and/or the Vendor's employees against any liability incurred or arising as a result of any activity of the Bidder/Proposer or any activity of the Vendor's employees performed in connection with the Contract.

50. **INSPECTIONS AND TESTING**

City of Port Orange reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If a Vendor cannot furnish a sample of a Response item, where applicable, for review, or fails to satisfactorily show an ability to perform, the City can reject the Response as inadequate and non-responsive.

51. **INSURANCE**

Please submit a copy of your insurance certificate with your Response. Upon execution of a contract, the Vendor shall maintain insurance during the life of this agreement, and the City of Port Orange shall be listed as additional insured on that insurance document. A waiver of

subrogation must be added in all areas and shall suffice in lieu of additional insured on workers' compensation, in an amount and a form set forth herein, to insure against risks, which are identified herein. Insurance providers must be rated "A" or better accordingly to the A.M. Best Company.

52. **INSURANCE CANCELLATION**

No change or cancellation in insurance shall be made without thirty (30) days' written notice by the Vendor to the City. Insurance coverage required in these specifications shall be in force throughout the contract term. Should any awardee fail to maintain or to provide acceptable evidence of current insurance within five (5) days after receipt of written notice at any time during the contract term, the City shall have the right to consider the Contract breached which shall justify the termination thereof.

53. **INSURANCE REQUIREMENTS**

Please submit a copy of your insurance certificate with your proposal. Upon execution of a contract, the Vendor shall maintain insurance during the life of the Contract. Upon notice of Intent to Award and prior to execution of a contract, the Vendor shall provide to the City a certificate of insurance identifying the City of Port Orange as an additional insured. For workers' compensation coverage, the Vendor's insurance certificate shall include the insurer's waiver of subrogation in lieu of naming the city as an additional insured for workers' compensation.

Policies other than Workers' Compensation shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insuring companies are required to have a minimum rating of "A" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by F.S. 440.572. The Vendor shall not commence work under the contract until the City has received a certificate or certificates of insurance and endorsement evidencing the required insurance. The Vendor shall provide the City written notice of cancellation, nonrenewal or any other changes in coverage no later than ten (10) days prior to the effective date of the change.

The City reserves the right to increase insurance coverage as determined for higher risk contracts and shall reimburse the Contractor for the reasonable additional costs of increased coverage.

Insurance	Limits: Standards	Comments
Workers' Compensation <u>Additional Coverage:</u>	Coverage A - Statutory Coverage B - \$100,000 All States (Broad Form) Voluntary Compensation	If the contract requires work on or about navigable waters, require Longshoreman's and Harbor Workers' Coverage. If vessels involved, require Jones Act coverage with limits of \$500,000.
Comprehensive General Liability (including Completed Operations and Contractual Liability)	Combined Single Limit Bodily Injury and Property damage \$500,000 occurrence \$1,000,000. Aggregate	When the Contract work on or under Railroad rights of way or properties, the Contractor shall take out and maintain during the life of the Contract, Railroad protective liability and property damage insurance in amounts as requested by the Railroad.
Comprehensive Business, Automobile Liability to include all automobiles. <u>Additional Coverage:</u>	Auto Liability Bodily Injury: \$100,000 each person, \$300,000 each occurrence. Property Damage Liability \$100,000 each occurrence. Non-Owned, Hired Car	Or \$500,000 Combined Single Limit for Bodily Injury and Property Damage
Property Insurance Builders Risk. <u>Additional Coverage:</u>	Buildings - Completed value of contract. "All Risk" coverage on latest ISO form or its equivalent. Permission granted to occupy. Owner named as insured AIMA	If the Contract requires handling or installation of Owner's equipment, coverage should be furnished on "All Risk" form, including transit and Owner shall be named.
Professional Liability (Errors & Omissions)	Coverage- \$1,000,000 minimum	

54. **INVOICES AND PAYMENTS**

All invoices shall be sent to: City of Port Orange, Accounts Payable, P.O. Box 291759, Port Orange, Florida, 32129. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of merchandise and a proper invoice. The City will attempt to pay within fewer days if Vendor offers a payment discount. The City cannot make advance payments, make

deposits in advance of receipt of goods, or pay C.O.D. Vendors should state any payment discount in the space provided on the bid form for construction services.

55. **IRREVOCABILITY OF RESPONSES**

Each Vendor agrees that Responses shall remain open until the effective date not to exceed 90 days after selection, shall not be subject to revocation or withdrawal, and shall be subject to the City Council's acceptance of a contract with the Vendor.

56. **LATE SUBMISSIONS, LATE MODIFICATIONS AND LATE WITHDRAWALS**

Responses received after the Response Due Date and time are late and shall not be considered. Modifications received after the Response Due Date are also late and shall not be considered. Letters of withdrawal received after the Response Due Date are late and shall not be considered. Letters of withdraw received after contract award shall be deemed a breach of contract, subject to penalties as set forth in the contract and Solicitation.

57. **LEGAL REQUIREMENTS**

Applicable provision of all federal, state, county and local laws, and all ordinances, rules, and regulations shall govern development, submittal and evaluation of all Responses received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a response to a Solicitation hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any Vendor shall not constitute a cognizable defense against the legal effect thereof.

Upon execution of a contract, the successful Vendor shall hold harmless, indemnify and defend the City of Port Orange, its members, officials, officers and employees against any claim, action, loss, damage, injury, liability, cost and expense of whatsoever kind or nature (including, but not by way of limitation, attorneys' fees and court costs) arising out of or incidental to the performance of the Contract, whether or not due to or caused by negligence of the City of Port Orange, its members, officials, officers or employees. This Contract requirement shall be reflected in the insurance coverage certificate.

58. **LICENSES, PERMITS AND TAXES**

The Vendor shall comply with all rules, regulations, laws and permitting requirements of the City, Volusia County, the State of Florida, and the United States Government now in force or hereafter to be adopted. The Vendor shall abide by all ordinances and laws pertaining to his operations and shall secure, at his expense, all licenses and permits necessary for construction and operation.

59. **LITERATURE (if applicable):**

If no particular brand, model or make is specified, Vendors shall submit with the RFP two (2) copies of descriptive literature and technical data, fully detailing all features, designs, construction, appointments, finishes and the like not covered in the specifications, necessary to fully describe the equipment, material, and/or services he proposes to furnish.

60. **LITIGATION HISTORY:**

The City will consider a Vendor's litigation history information in its review and determination of responsibility. All Vendors are required to disclose to the City all "material" cases filed, pending, or resolved during the last five (5) years prior to the solicitation response due date, whether such

cases were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. If the Vendor is a joint venture, the information provided should encompass the joint venture (if it is not newly-formed for purposes of responding to the solicitation) and each of the entities forming the joint venture. Although the review of a Vendor's litigation history is an issue of responsibility, the failure to provide litigation history as required in the Evaluation Criteria may result in a recommendation of non-responsive by the Purchasing Manager.

61. **LOCAL PREFERENCE**

In accordance with City of Port Orange City Code 2-275, except where federal or state law, or any other funding source, mandates to the contrary, the City shall give preference to local businesses in the following manner:

(a) **Competitive Bids**

- (1) **Port Orange Business:** In any competitive bidding process where a bid submitted by a Port Orange business is within eight percent (8%) of the lowest and best responsible bid submitted by a non-Port-Orange business, then the Port Orange business shall have the opportunity to submit, within five (5) working days of the bid opening, a best and final bid equal to or lower than the amount of the original low bid. The bid shall then be awarded to the lowest and best responsible bidder.
- (2) **Volusia County business:** In any competitive bidding process where a Volusia County business is within five percent (5%) of the lowest and best responsible bid submitted by a business other than a Port Orange business or Volusia County business, then the Volusia County business shall have the opportunity to submit, within five (5) working days of the bid opening, a best and final bid equal to or lower than the amount of the original low bid. The bid shall then be awarded to the lowest and best responsible bidder.
- (3) **Florida Business:** In any competitive bidding process where a State of Florida business is within three percent (3%) of the lowest and best responsible bid submitted by a non-local business, then the Florida business shall have the opportunity to submit, within five (5) working days of the bid opening, a best and final bid equal to or lower than the amount of the original low bid. The bid shall then be awarded to the lowest and best responsible bidder.
- (4) **Tied Bid Preference:** In case of a tie bid between a local business and a non-local business, the local business shall prevail. In case of a tie between two or more local businesses, the following order of preference shall control: first priority to Port Orange business, second priority to Volusia County business, and third priority to Florida business.

(b) **Request for Proposals, Qualifications or other Qualitative Submittals.** In any ranking conducted pursuant to a request for proposals, qualifications, or other qualitative submittals where the bidders are rated by a point system, local businesses shall be granted the following preference:

- (1) Port Orange business shall be granted up to eight percent (8%) of the available points.
- (2) Volusia County business shall be granted up to five percent (5%) of the available points.
- (3) Florida business shall be granted up to three percent (3%) of the available points.

- (4) Tied bid preference. In case of a tie between a local business and a non-local business, the local business shall prevail. In case of a tie between two or more local businesses, the following order of preference shall control: first priority to Port Orange business, second priority to Volusia County business, and third priority to Florida business.
- (c) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Port Orange Business means a business having its headquarters and principal place of business within the City of Port Orange at least twelve (12) months prior to the bid or proposal opening date, as evidenced by a valid business tax receipt or such other documentation, to the City's satisfaction, demonstrating the physical business presence of the firm within the limits of the City of Port Orange.

Volusia County Business means a business having its headquarters and principal place of business within the County of Volusia, and not within the City of Port Orange, at least twelve (12) months prior to the bid or proposal opening date, as evidenced by a valid business tax receipt or such other documentation, to the City's satisfaction, demonstrating the physical business presence of the firm within the limits of Volusia County.

Florida Business means a business having its headquarters and principal place of business within the State of Florida, and not within Volusia County, at least twelve (12) months prior to the bid or proposal opening date, as evidenced by a valid business tax receipt or such other documentation, to the city's satisfaction, demonstrating the physical business presence of the firm within the limits of the State of Florida.

62. **MAINTENANCE**

Maintenance required for equipment Solicitation is preferred to be available in the City of Port Orange by a manufacturer-authorized maintenance facility. Costs for this service shall be shown on the Pricing/Delivery Information form. If the City of Port Orange opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and shall be priced accordingly.

63. **NAME BRANDS**

Specifications may reference name brands and model numbers. It is not the intent of the City of Port Orange to restrict these bids in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Vendors may offer items of equal stature and the burden of proof of such stature rests with the Vendor, unless otherwise specified by the City. The City of Port Orange shall act as sole judge in determining equality and acceptability of products offered.

64. **NON-DISCRIMINATION**

There shall be no discrimination as to race, color, religion, gender, age, marital status, national origin, ancestry, and physical or mental disability in the operations conducted under this contract. Included as applicable activities by the contractor under this section are the solicitation for or purchase of goods or services, or the subcontracting of work in performance of this contract.

65. **NON-EXCLUSIVITY OF CONTRACT**

The selected Vendor understands and agrees that any resulting contractual relationship is non-exclusive and the City of Port Orange reserves the right to seek similar or identical services elsewhere if deemed in the best interest of the City of Port Orange.

66. **NON-PERFORMANCE:**

Failure to meet the expected quality of workmanship, schedule, or other criteria agreed upon, shall be considered a default.

In case of default, the City may procure the required services from other sources and hold the Consultant responsible for any excess costs occasioned thereby and may immediately cancel the contract.

67. **NOTICE TO CONTRACTOR**

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

68. **OPTIONAL CONTRACT USAGE**

As provided in Section 287.042(16), Florida Statutes, State of Florida agencies may purchase from a contract resulting from this solicitation, provided the Department of Management Services, Division of Purchasing, has certified its use to be cost effective and in the best interest of the State. Contractor(s) may sell such commodities or services certified by the Division to State of Florida agencies at the contractor's option.

69. **OTHER AGENCIES**

- (a) All Vendors awarded contracts from this Bid may, upon mutual agreement, permit any municipality or other governmental agency to participate in the contract under the same prices, terms, and conditions, if agreed to by both parties.
- (b) It is understood that at no time will any city, municipality, or other agency be obligated for placing an order for any other city, municipality, or agency; nor will any city, municipality, or agency be obligated for any bills incurred by any other city, municipality, or agency. Further, it is understood that each agency will issue its own purchase order to the awarded Vendor(s).

70. **PATENTS/COPYRIGHTS**

The successful vendor agrees to indemnify and hold the City harmless from any claim involving patent infringement or copyrights on goods supplied.

71. **PRE-BID CONFERENCE OR PRE-PROPOSAL CONFERENCE**

The Purchasing Manager shall determine if the pre-bid or pre-proposal conference is mandatory and provide the date, time and location in the Solicitation legal advertisement and Solicitation specifications. The conference shall normally be held in the Council Chambers, located on the first floor of City Hall, 1000 City Center Circle, Port Orange, Florida. A site visit may be included and shall immediately follow. Attendance to the pre-bid and pre-proposal conference is normally mandatory. Only Vendors attending a mandatory pre-bid conference will be eligible to submit a

Response. The representative of each Vendor shall be an authorized employee of the Vendor and shall sign in accordingly.

72. **PREPARATION OF RESPONSES**

In preparing Responses, the Proposal Form, the Bid Form (when a Bid Bond is permitted as proposal security), Certificate as to Corporate Principal, Public Entity Crimes Statement, Anti-Collusion Statement, and Drug Free Preference Statement must be properly executed in ink.

Upon the prescribed Schedule of Unit Prices, all bid prices shall be typewritten or written in ink, in both words and numerals, in the blank spaces for each item, with the amounts extended if a unit price bid, and all amounts totaled. In the event of any discrepancy between the written amounts and the numerals, the written amounts shall govern and will be considered as the price bid. The sum of the Total Bid as calculated from the individual items, Schedule of Unit Prices, shall equal the Total Price. Except as provided below, bids containing substitutions or combinations of alternates will not be considered unless such substitutions or combinations are specifically authorized by the Proposal. The Vendor shall sign his/her name and give his/her business address in the spaces provided therefore. If the Proposal is made as a partnership, it shall be signed by all partners; if made by a corporation, it shall be signed in the name of the corporation by one of the officers thereof and shall have affixed the seal of the corporation.

73. **POSTPONEMENT / CANCELLATION / WAIVER OF IRREGULARITIES**

The City may, at its sole and absolute discretion, reject any and all, or parts of, Responses; re-advertise the Solicitation for new Responses; postpone or cancel, at any time, the Solicitation process; or waive any irregularities in the Solicitation or in the Responses received as a result of the Solicitation, or to accept that Response which best serves the interest of the City.

74. **PRICING**

The Vendor certifies that prices, terms and conditions in the Response will be firm for acceptance for a period of ninety (90) days from the date of Response opening unless otherwise stated by the City. Responses may not be withdrawn before the expiration of ninety (90) days. Prices shall be firm, with no escalator clauses unless specified by the City. Responses may be withdrawn after ninety (90) days only upon written notification to the City. Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form.

Prices shall be all inclusive: no price changes, additions, or subsequent qualifications will be honored during the course of the contract. All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, the Vendor shall indicate the items required and attendant costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails. In the event of any discrepancy between the written amounts and the numerals, the written amounts shall govern and will be considered as the price bid.

When submitting Bids/Proposals based on a Lump Sum basis, Vendors shall be required to submit a Schedule of Unit Pricing for each line item listed on the Bid Proposal in order to be considered for award.

75. **PRODUCTS/ESTIMATES:**

Items included on the Bid Form represent the needs of various departments within the City. This is in no way to be construed as the entire or complete list of products to be purchased from the resulting contract.

There is no anticipated dollar volume for this contract and cannot be guaranteed. Items shall be ordered on an as needed, when needed basis. Exact quantities or estimated quantities cannot be predetermined.

76. **PROPRIETARY INFORMATION**

Upon receipt by the City, responses to Solicitations, become public records subject to the provisions Florida's state policy on public records, Section 119, Florida Statutes. If you believe that any portion of your response is exempt, you should clearly identify the specific documents for which confidentiality is claimed, and provide specific legal authority of the asserted exemption. Any financial statement that an agency requires a prospective Vendor to submit in order to prequalify for bidding or for responding to a proposal for a road or any other public works project is exempt from Section 119.07, Florida Statutes, and Article I, 24(a), Florida Constitution.

77. **PROTECTION**

Precaution shall be exercised at all times for the protection of persons, (including employees) and property. All existing structures, utilities, services, roads, trees, shrubbery, etc. shall be protected against damage or interrupted service at all times by the Vendor during the term of contract, and the Vendor shall be held responsible for any damage to the property occurring by reason of his operation on the property.

78. **PUBLIC ENTITY CRIMES**

In accordance Section 287.133 (2)(a), Florida Statutes: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 Months from the date of being placed on the convicted vendor list.

79. **PUBLIC RECORDS COMPLIANCE**

Contractor shall comply with public records laws as set forth in Section 119, Florida Statutes, and shall specifically:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.
- b. Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.

- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the Contractor upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

The failure of Contractor to comply with a public records request shall constitute a material breach of the contract.

80. **PUBLIC RECORDS/PUBLIC MEETINGS EXEMPTION STATEMENT**

Section 119.071(1)(c), Florida Statutes: **Any financial statement that an agency requires a prospective Vendor to submit in order to prequalify for bidding or for responding to a proposal for a road or any other public works project is exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. On June 2, 2011, Governor Scott signed HB 7223 into law.** This new legislation amends Florida's Public Records and Sunshine Laws, by expanding "exemptions" applicable to bids, proposals and replies to sealed competitive solicitations, and closes evaluation meetings from the public in certain instances. First, Section 119.071, Florida Statutes was amended to provide that sealed bids, proposals, or replies received by a Florida public agency shall remain exempt from disclosure until an intended decision is announced or until 30 days from the opening, whichever is earlier. This means that Vendors will not be able to procure a copy of their competitor's bids until an intended decision is reached or 30 days has elapsed since the time of the bid opening. The prior version of the law provided for a 10-day exemption. Next, Section 286.0113, Florida Statutes was amended to provide that meetings of persons appointed to evaluate bids or proposals and negotiate contracts shall be closed in certain circumstances. Specifically, portions of such meetings may now be closed to the public during oral presentations made by a vendor, or where a vendor answers questions. In other words, neither Vendors, nor the public will be permitted to sit in on meetings, unless this exemption is waived by the City Council, wherein their competitors are making presentations or discussing their bid or proposal with the committee members. The portions of these meetings must still be recorded and are subject to disclosure at the time of an intended award decision or within 30 days of the bid or proposal opening, whichever is earlier. Portions of the meetings that do not involve presentations, questions and answers, or negotiation strategy or negotiation sessions are still open to the public and competing Vendors, but the new law limits public attendance to portions of such meetings.

81. **PURCHASE ORDER AND DELIVERY**

The successful Vendor shall not deliver products or provide services without a City of Port Orange Purchase Order, signed by an authorized agent of the City of Port Orange. The fastest, most reasonable delivery time shall be indicated by the Vendor. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped F.O.B. INSIDE DELIVERY unless otherwise stated in the specifications. This shall be understood to include bringing merchandise to the appropriate room or place designated by the using department. Every tender or delivery of goods must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach which shall be rectified prior to expiration of the time for performance. Failure to rectify within the performance period shall be considered cause to reject future deliveries and cancellation of the contract by City of Port Orange without prejudice to other remedies provided by law. Where delivery times are critical, the City of Port Orange reserves the right to award accordingly.

82. **QUALITY**

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this bid shall be new. The items bid must be new, the latest model, of the best quality and highest grade workmanship unless otherwise specified in this bid by the City.

83. **QUESTIONS, INTERPRETATIONS**

Questions regarding interpretation of Responses, Solicitation results or Solicitation awards shall be directed in writing to the Purchasing Division and referenced by the Solicitation number no later than the last day for questions as specified in the Solicitation documents. The City of Port Orange shall not be responsible for oral interpretations given by any City personnel or representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

84. **RECORDS/AUDIT**

The Vendor shall maintain records sufficient to document their completion of the scope of services as a public record and as a requirement of the Contract. At all reasonable times, these records, unless exempt or confidential, shall be subject to review, inspection, copy and audit by persons duly authorized by the City. These records shall be kept for a minimum of three (3) years after completion of the Contract and in accordance with the requirements of public records retention as prescribed by general law. Records which relate to any litigation, appeals or settlements of claims arising from performance under this requirement shall be made available until a final disposition has been made of such litigation, appeals, or claims.

85. **RECYCLED MATERIALS**

City of Port Orange encourages the use of products made of recycled materials.

86. **REJECTING OF RESPONSES, REBIDDING**

The City reserves the right to accept or reject any or all Responses or parts of Responses, to waive irregularities and technicalities, and to request re-bids. The City also reserves the right to award the contract on such items the City deems will best serve the interests of the City. The City further reserves the right to award the contract on a "split order" basis, or such combination as shall best serve the interests of the City unless otherwise specified. The City Council shall have the authority to reject any and all Responses. If the lowest and best Response exceeds the budgeted amount and the City Council does not make additional funds available, the purchasing agent with the help of the department head shall have the authority to re-advertise the article or articles for bidding after making sufficient changes in the plans or specifications to bring the cost within the limit of the money available. (Code 1981, § 8-28.)

87. **REQUEST FOR ADDITIONAL INFORMATION**

Prior to the final Solicitation selection, Vendors may be required to submit additional information which the City may deem necessary to further evaluate the Vendor's qualifications to perform under the terms of the Solicitation and subsequent Contract.

88. **REVIEW OF RESPONSES/SUBMISSIONS**

Each Response will be reviewed to determine if the Response is responsive to the submission requirements outlined in the Solicitation. A responsive Response is one which follows the

requirements of the Solicitation, includes all required documentation, is submitted in the format outlined in the Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem your Response non-responsive.

89. **RIGHT OF NEGOTIATION RFP/RFSQ/ITN**

The City reserves the right to negotiate with the selected Vendor the exact terms and conditions of the Contract.

90. **RIGHT OF WITHDRAWAL**

A bid, proposal, statement, or reply may not be withdrawn before the expiration of ninety (90) days from the Response due date.

91. **RIGHTS TO SOLICITATION SUBMITTED MATERIAL**

All Responses, inquiries, or correspondence relating to or in reference to a Solicitation, and all reports, charts, and other documentation submitted by Vendors shall become the property of the City when received.

92. **RULES, REGULATIONS AND LICENSING REQUIREMENT**

The Vendor shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Vendors are presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

93. **SAMPLES**

Samples, when requested, must be furnished at, or before, Response opening, (unless otherwise specified), and will be delivered at no charge to the City. If not used and/or destroyed in testing, said sample(s) will, at the Vendor's request, be returned within thirty (30) days after bid award at the Vendor's expense. If requested by the City, samples and/or inspection of like items are to be made available in the central Florida area.

94. **SEPARATION AND DISTRIBUTION**

The Solicitation has been designed for transmittal as a complete document to interested parties. It is recommended that it not be separated; however, it may be reproduced in its entirety as additional distribution might dictate.

The City will utilize Demand Star for distribution of Formal Solicitations at: www.demandstar.com.

95. **SEVERABILITY**

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

96. **SIGNATURE REQUIRED**

All Responses must show the company name and be signed by a company officer or employee who has the authority to bind the company or firm by their signature. UNSIGNED RESPONSES WILL BE REJECTED. All manual signatures must be original - no rubber stamp, photocopy, etc.

97. **SIGNED RESPONSE CONSIDERED AN OFFER**

The signed Response is considered an offer on the part of the Vendor, which offer shall be considered accepted upon approval by the City of Port Orange City Council (if required). The City of Port Orange will issue a purchase order or a letter of authorization to the successful Vendor, as authorization for delivery of the items awarded subject to requirements of detailed specifications and those contained herein. In the event of default on the part of the Vendor after such acceptance, the City may take such action as it deems appropriate including legal action for damages or specific performance.

98. **SILENCE OF SPECIFICATIONS**

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.

99. **SOLICITATION FORM COMPLETION, SUBMISSION AND RECEIPT OF RESPONSES**

Unless otherwise specified, Vendors shall use the Solicitation forms supplied by the Purchasing Division. Responses shall be typewritten or handwritten in ink and shall bear the original signature of the Vendor's authorized representative. Responses containing erasures or corrections must be initialed by the Vendor in ink. Responses shall be submitted by mail or hand delivery only. No Response will be accepted by facsimile transmission, e-mail or other electronic delivery. Responses submitted by mail shall be addressed to: David Battaglia Purchasing Agent, Purchasing Office, a division of the Finance Department, Port Orange City Hall, 1000 City Center, Port Orange, Florida 32129. Responses submitted by hand delivery shall be delivered to: City Clerk, Port Orange City Hall, 1000 City Center Circle, Port Orange, Florida 32129. Responses will be accepted until 2:30 p.m. on the date indicated in the Solicitation documents or as addenda issued by the City. One (1) sealed envelope or package shall be submitted. The sealed envelope/package must contain the required forms and price proposals, where applicable, and will be evaluated and deemed responsive or non-responsive. All Responses deemed non-responsive will be returned to the Vendor and will not be opened.

Bids (Envelope/Package) shall contain one (1) original and one (1) digital (Cd or flash drive) version unless otherwise indicated in the legal advertisement and shall be mailed or delivered as set forth in the preceding paragraph in one (1) SEALED ENVELOPE/PACKAGE. The envelope/package shall be clearly marked on the outside to include the bid project name, bid number and name of the Vendor.

100. **STATE LICENSING REQUIREMENTS**

All entities defined under Chapters 607, 608, 617 or 620, Florida Statutes, seeking to do business with the City shall be on file and in good standing with the State of Florida's Department of State. Prior to making an offer, the Vendor shall have met the license, certification, and any other requirements of the state, county, city and/or other agency of authority with jurisdiction in such matters and should provide copies of documentation that evidence such qualifications with the response to the Solicitation; and, that the Vendor shall provide follow-up evidence that the Vendor maintains such credentials throughout the period of the agreement. A copy of a current certificate of authority from the Secretary of State authorizing the Bidder/Responder to do business in the State of Florida, or other evidence of legal authority to do business in the state, county, city and/or any other agency of authority should be provided with your response to the Solicitation. Information concerning certification with the Secretary of State may be obtained at <http://ccfcorp.dos.state.fl.us/index.html>. Contract documents shall be executed by the entity's duly authorized officer as evidence by entity records.

101. **SUBCONTRACTING**

The Vendor will not sub-contract, or enter into any subcontracting agreements pertaining to this contract, without obtaining approval from the City of Port Orange.

102. **SUPPLEMENTAL MATERIALS**

Vendors are responsible for including all pertinent product data in the returned bid package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements that the Vendor wishes to include as a condition of the bid must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid.

103. **TAXES**

The City of Port Orange is exempt from all federal excise, state and local taxes unless otherwise stated in this document. A Tax Exemption Certificate will be furnished upon written request to the City of Port Orange Purchasing Division.

104. **TERM CONTRACTS**

Acceptance by the City of Port Orange of Vendor's offer shall be limited to the terms herein unless expressly agreed in writing by the City. If the contract is intended to cover a specific time period, the term will be given in the bid specifications.

105. **TERMINATION**

The City of Port Orange reserves the right to terminate the contract for default if the Vendor breaches any of the terms therein, including warranties of the Vendor or if the Vendor becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which the City of Port Orange may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to the City's satisfaction and/or to meet all other obligations and requirements. The City may cancel the Contract at any time for breach of contractual obligations by providing the Vendor with a written notice of such cancellation. Should the City exercise its right to cancel the contract for such

reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Vendor.

106. **TERMINATION - NOTICE**

Either party may cancel the contract at any time after award, unless otherwise specified. The City shall be required to give the vendor notice thirty days prior to the date of cancellation of the contract. The vendor shall be required to give the City written notice (60) sixty days prior to the date of cancellation of the contract. The City of Port Orange may terminate the contract without cause upon thirty (30) days written notice.

107. **TITLE TRANSFER**

Title and Risk of Loss of goods shall not pass to City of Port Orange until City of Port Orange actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 3:00 p.m., Monday through Friday. The Vendor is advised to consult the using department for instructions. The place of delivery shall be specified in the bid specification and/or on the Purchase Order as a "Deliver To:" address.

108. **UNBALANCED BID**

A mathematically unbalanced bid is where a bidder places a high price on some items and a low price on other items in a unit price contract. A bid is materially unbalanced when there is reasonable doubt that acceptance of a mathematically unbalanced bid will result in the lowest overall cost to the City. Unbalanced Bids will be rejected if the prices are deemed materially unbalanced.

109. **USE OF SOLICITATION FORMS**

The Vendor shall complete the appropriate Solicitation Form(s) included in the Solicitation. All blanks on the Solicitation Forms shall be completed. If a question or confirmation is not applicable, it should be answered with an "N/A."

Supplemental information may be attached to the Solicitation Forms. Failure to fully complete the appropriate Solicitation Forms may result in disqualification of the Response.

If additional space for a response is required, attach an additional page to the page on which the question is stated. Clearly identify the number of the question to which the response is attached. Further, if additional Solicitation Form pages are needed, photocopy or replicate as appropriate, and attach such additional pages to the page on which the question or chart is stated.

The signature of the Authorized Person or Entity must be that of an officer, partner or a sole proprietor of the entity making the Response. The original Response, and each copy submitted, shall contain an original signature on the Vendor's Acknowledgement Form contained in each Solicitation.

110. **VARIANCES**

For purposes of Response evaluation, Vendors must indicate any variances, no matter how slight, contained in the Response. No variations or exceptions by a Vendor will be considered or deemed a part of the Response submitted unless such variances or exceptions are listed in the Response and referenced in the space provided on the Response pages. If variances are not stated, or

referenced as required, it will be assumed that the product or service complies with the City's terms, conditions and specifications. By receiving a Response, the City does not necessarily accept any variances contained in the Response. All variances submitted are subject to review and approval by the City. If any Response contains material variances that, in the City's sole opinion, make that Response conditional in nature, the City reserves the right to reject the Response or part of the Response that is declared, by the City, as conditional.

111. **VENDOR'S PRODUCT OR SERVICES**

The Vendor's product (if applicable) delivered to the City shall be free of all liens, claims or encumbrances, and the vendor warrants that it has a clear title to the product being delivered.

- a. If the Vendor is contracted to provide services, such services shall be fully satisfactory to the City as determined by the City.
- b. The Vendor shall provide the City with any data, reports or other information as required and requested by the City to enable it to utilize the product or service furnished by the Vendor.
- c. In furnishing the service or product to the City, the Vendor shall comply with all federal, state, county laws, and city rules, regulations and codes and their successors or amendments. Violation of such laws, rules, regulations and codes may be grounds for delaying or reducing the amount due, or in rescinding the contract, Contract, proposal or quote.

112. **WAIVER OF IRREGULARITIES**

The City of Port Orange reserves the right to waive and/or reject any non-substantial irregularity in Responses received whenever such waiver or rejection is in the best interest of the City and/or it does not meet the minimum requirements set forth. All reasonably responsive Responses will be considered. However, the City reserves the right to waive formalities or informalities in Responses, to reject, with or without cause, any or all Responses or portions of Responses, or to interview or not interview individual Vendors, and to accept any Responses or portions of Responses deemed to be in the best interest of the City. The city council shall grant the City Manager to waive any and all non-substantial irregularities in any and all formal Solicitations. (Code 1981, § 8-29; Ord. No. 2015-17, § 1, 5-19-2015)

113. **WARRANTIES**

Vendors shall furnish all data pertinent to warranties or guarantees which may apply to items in the Response. Vendors may not limit or exclude any implied warranties. The Vendor warrants that product sold to the City shall conform to the standards established by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event product does not conform to OSHA Standards, where applicable, City of Port Orange may return the product for correction or replacement at the Vendor's expense. If the Vendor fails to make the appropriate correction within a reasonable time, City of Port Orange may correct at the Vendor's expense.

SECTION 6 – SPECIAL CONDITIONS

PERIOD OF OFFER VALIDITY:

Proposals offered in this RFP must remain firm for a period of ninety (90) days from the RFP opening date.

CONTRACT TERM / COMPLETION TIME:

As stated in Section 1, it is the City's intent to award to one (1) or more firms a standard service contract to provide the necessary services required by the City.

The term of the contract shall be for three (3) years and may, by mutual agreement between the City of Port Orange and the vendor, be renewed for three (3) additional one (1) year periods subject to City Manager approval. The City reserves the right to extend any contract after the last day of the current contract expiration date for a period no more than 6 months.

ELIGIBILITY OF VENDOR:

To be eligible to respond to this RFP, the Vendors must have a minimum of five (5) years' working experience with the services described in this RFP.

License: The principle auditor overseeing and reviewing the audit must hold an active Certified Public Accountant license in the State of Florida.

[Remainder of this page left intentionally blank]

SECTION 7 – PROPOSAL SUBMITTAL & REQUIREMENTS

Proposals shall include all of the information solicited in this RFP, and any additional data that the respondent deems pertinent to the understanding and evaluation of the proposal. The respondent should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited.

Submittal of a proposal shall constitute the Vendor's agreement and intent to follow and adhere to all statements, offerings and monetary incentives contained within this proposal.

The sections of the submitted Proposals that will be scored during the evaluation process are identified with the maximum attainable points. Additional areas used for awarding evaluation points are addressed in "Section 8 – Evaluation of Proposals."

In conjunction with other material and information requested in the RFP, all Vendors responding to this solicitation shall provide one (1) original, and one (1) identical digital version in pdf format on CD or USB flash/thumb drive. The digital version must be an identical copy of the fully signed original submission. All required attachments are to be in 8 ½" by 11" format, clearly legible, tabbed and bound in the following order:

TABLE OF CONTENTS:

The Table of Contents should outline in sequential order the areas of submittal. All pages, including enclosures, must be clearly and consecutively labeled and/or numbered and correspond to the Table of Contents.

STATEMENT OF INTEREST:

The responding firm will provide a letter, on letterhead, not exceeding two (2) pages, which serves as a statement of interest and introduction to the submittal. The Statement of Interest shall show the RFP number and title. This letter must be signed by the person authorized to bind the firm, company, or corporate entity. The Statement of Interest should also include the name and contact information of a customer contract manager who will serve as the main point of contact for all issues related to the services performed under the scope of this RFP.

TAB A – COMPANY HISTORY, QUALIFICATIONS, ABILITY, and CAPACITY:

- Provide a brief narrative, not exceeding two (2) pages, of the corporate history of the firm.
- Provide a statement of the firm's qualifications, ability, and capacity to perform the scope of work, not exceeding ten (10) pages. Include a description of the manner in which you will successfully complete the proposed work.
- Provide a statement of the firm's qualifications, ability, and capacity to meet the needs of the City of Port Orange and perform the scope of work identified in this RFP. This may take the form of a narrative or chart and may include pictures or graphics which describes the firm's qualifications, work philosophy, as well as the projected commitment of resources throughout the expected time frame for the project.

- Within this section, please also include a list, table, or graphic along with a short narrative explanation depicting services or practice areas in which the firm/team has exceptional expertise in specific service(s) or niche practices that correspond with the scope of work identified in this RFP.

TAB B – QUALIFICATIONS AND ABILITIES OF PROFESSIONAL PERSONNEL:

- Provide a description, not exceeding five (5) pages, of the proposed project team. This description should provide the following:
 - Names;
 - Titles;
 - Organization structure for the proposed project team;
 - Firm names (if sub-consultants are involved); and
 - Clearly identify the proposed role in the project team for each person.
- For each person named, provide a brief description of qualifications, not exceeding a total of ten (10) pages. The descriptions shall include at a minimum:
 - The professional qualifications and experience for each person; proof (or copy) of current active CPA license.
 - A summary of experience on projects similar to that described by this RFP
 - Resumes of the proposed personnel to be assigned to this project (to include years of experience and years with the company).

TAB C – EXPERIENCE ON SIMILAR PROJECTS (include City of Port Orange projects):

- Without exceeding fifteen (15) pages total, provide descriptions at least three (3) projects of similar size and scope of this RFP and the manner in which you have experience and have completed or will successfully complete the work. Do not include projects completed more than five (5) years ago.
- Include the project name, date, location, associated team members, project summary, and the dates of completion or projected dates of completion.
- Describe any specific problems that were encountered during the project and how those problems were addressed.
- Where similar services were provided, list all contract terminations within the past five (5) years due to any circumstance other than contract expiration or non-renewal.
- Projects for the City of Port Orange may be included in this section.

TAB D – INNOVATIVE SOLUTIONS and PROJECT APPROACH:

- Provide example(s) of innovative solutions in which your firm's involvement on a specific project resulted in cost savings.
- Explain in concept how your firm will deliver projects on time and within budget.
- State your firm's plans and approach for providing the goods and services outlined in this RFP.

- Provide a detailed schedule showing the overall duration and timeline required for each component of the engagement as outlined in this RFP.
- The information presented shall be in enough detail to enable the City to ascertain the Vendor understands the effort to be accomplished and should essentially outline the steps in the total services proposed.

TAB E – LICENSES/INSURANCE:

- Include copy of license to do business in the State of Florida or Sunbiz report showing your company registered as “Active.”
- Include a copy of any and all professional licenses and certifications as required to perform the services described herein and of the professional licenses for each team member.
- Attach evidence of required insurance coverage or proof of insurability in the amounts indicated. If available, a properly completed ACORD Form is preferable. Final forms must contain the correct solicitation and/or project number.

TAB F – FINANCIAL STABILITY/LITIGATION and DEBARMENT HISTORY:

- All Respondents shall be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year. A third party prepared financial statement and the latest Dunn & Bradstreet report will be accepted in lieu thereof. It is essential that the Vendor clearly demonstrates the financial ability to reliably deliver services.
- This Tab shall contain information on the nature and magnitude of any litigation or proceeding whereby, during the past five (5) years, a court or any administrative agency has ruled against the firm in any matter related to the professional activities of the firm.
- This shall include any class actions within your company where named, industry investigations by the Attorney General, in addition to individual cases.
- This Tab shall contain information on the nature and magnitude of any debarment or proceeding during the past five (5) years against the firm in any matter related to the professional activities of the firm.
- This shall include any debarment actions against your company by the City or other public entity.
- Respondent must indicate whether any contract awarded by another government agency has been terminated in default or convenience.
- Respondent has a continuing duty to inform the City of any new claims filed against the Respondent.
- A copy of the most recent external peer review report and any letter of comment.

TAB G – CLIENT REFERENCES FOR SIMILAR PROJECTS:

- Provide a minimum of three (3) and a maximum of five (5) Client References (**DO NOT INCLUDE THE CITY OF PORT ORANGE AS REFERENCES**) within the last five (5) years for the services described in this RFSQ. Include the name and type of entity, the contact name, email address and telephone number of the public officer in charge of the contract, and the years in which the services have been provided.

***The information provided under this tab, must be current and the City must be able to contact references for verification as part of the evaluation process.**

- All reference contact information MUST be verified as current by the Proposer prior to submittal. References which cannot be verified using the provided contact information will receive no points under the evaluation criteria.
- Below is a sample of the verification questions that may be used:
 1. Did they meet the terms of the contract?
 2. Was the project completed on time and within budget?
 3. Did they respond in a timely manner to calls, requests, etc.?
 4. Did they provide adequate staff to take care of the needs of your company/agency?
 5. How was your experience in working with this Vendor?
 6. Overall, would you recommend this Vendor?

TAB H – PROPOSED FEE:

- Cost Fee Proposal: Use the attached Cost Fee Proposal (Microsoft Excel spreadsheet) to submit formal unit cost data in your proposal under Tab H. Only the Cost Fee Proposal form provided by the City of Port Orange in this solicitation will be accepted.

TAB I – REQUIRED DOCUMENTS:

Include all required City of Port Orange forms. **FAILURE TO PROVIDE ALL INFORMATION** listed on each form may result in the rejection of your proposal or a reduction in evaluation points. Required forms include:

- Form 9.1 Proposal Submittal Checklist
- Form 9.2 Vendor Acknowledgement Form
- Form 9.3 Addendum and Change Order Procedure Acknowledgement Form
- Form 9.4 Drug-Free Preference Statement
- Form 9.5 Sworn Statement on Public Entity Crimes
- Form 9.6 Affidavit of Anti-Collusion Form
- Form 9.7 Authorized Signatures/Negotiators
- Form 9.8 Local Business Affidavit of Eligibility

SECTION 8 – EVALUATION OF PROPOSALS

EVALUATION CRITERIA:

Firms submitting the required criteria will have their proposals evaluated and scored for quality of response, qualifications and experience and cost. The following represents the principal selection criteria, which will be considered during the evaluation process. Criteria will be weighted based on 100% of total value. Category Scores listed below are the maximum number of points to be awarded per each evaluator.

EVALUATION CRITERIA FOR WRITTEN PROPOSALS

CATEGORY SCORE

I. QUALIFICATIONS AND RELATED EXPERIENCE: (Max 45 points as outlined below)

- A. Company History, Qualifications, Ability, and Capacity (Key Principal)(15 points)**
- 8-15 points – More than 5 years of related experience and able to meet City’s needs
 - 4-7 points – 3 to 4 years of related experience and able to meet City’s needs
 - 1-3 points – 1 to 2 years related experience and able to meet City’s needs
 - 0 points – No prior related experience
- B. Qualifications & Abilities of Professional Personnel (Related Experience, Strength of Team) (15 points)**
- 8-15 points – More than 5 years of related experience
 - 4-7 points – 3 to 4 years of related experience
 - 1-3 points – 1 to 2 years related experience
 - 0 points – No prior related experience
- C. Experience with Related Scope of Work Required with this RFP (15 points)**
- 8-15 points – 3 or more directly related projects
 - 4-7 points – 1 to 2 directly related projects
 - 1-3 points – Similar but not directly related projects
 - 0 points – No directly related or similar projects

II. STRENGTH OF PROPOSAL: APPROACH AND SCHEDULE: (Max 30 points outlined below)

- D. Clarity/Completeness of Proposal (10 points)**
- 8-10 points – Proposal is exceptionally well written and clearly addresses all issues outlined in the RFP
 - 4-7 points – Proposal is understandable and addresses most of the specific issues outlined in the RFP
 - 1-3 points – Proposal is somewhat understandable and addresses some of the issues outlined in the RFP
 - 0 points – Proposal does not address issues outlined in the RFP
- E. Understanding of Scope of Services (10 points)**
- 8-10 points – Demonstrated exceptional understanding of the scope and goals of the project
 - 4-7 points – Understands the scope and goals of the project
 - 1-3 points – Has some understanding of the scope requirements and goals of the project
 - 0 points – Has no solid or working understanding of the scope of services or goals of the project

- F. Scheduling..... (10 points)**
- 6-10 points – The scheduled audit timeline is appropriate, timely and meets the required March 30th deadline.
 - 1-5 points – The scheduled audit timeline is somewhat appropriate and may or may not meet the required March 30th deadline.
 - 0 points – The scheduled audit timeline is not appropriate and does not meet the required March 30th deadline.

III. SUPPORT DOCUMENTATION: (Max 5 Points)

- G. Quality of Peer Review and Financial Statements..... (5 points)**
- 5 points – No comments on peer review and/or financial audits and financial statements are strong.
 - 3-4 points – Minor comments on peer review and/or financial audits and financial statements are moderate.
 - 1-2 points – Multiple comments on peer review and/or financial audits and financial statements are weak.
 - 0 points – Serious or multiple comments on peer review and/or financial audits and financial statements are weak

IV. PROPOSED FEES: (Max 20 points)

- H. Total Proposal Fee (20 points)**
- 14-20 points – Total fee and hourly cost proposal was included and was the lowest cost proposed and provided the best overall benefit to the City.
 - 7-13 points – Total fee and hourly cost proposal was included and met the budget.
 - 1-6 points – Total fee and hourly cost proposal was included and was higher than budget and or the highest of all proposals.
 - 0 points – Total fee cost proposal was not included or unclear.

Total Maximum Points

(100 points)

BONUS POINTS: Local Preference per Ordinance Sec. 2-275

- Port Orange Business eight percent of available points (8 points)
- Volusia County Business five percent of available points (5 points)
- Florida Business three percent of available points (3 points)

Please note that prices may be negotiated in the best interest of the City after the scoring is completed.

RFP EVALUATION SCHEDULE:

Refer to the Timeline in Section 2 of the RFP document regarding proposed evaluation date(s) and time(s).
The City reserves the right to alter dates as needed.

EVALUATION PROCEDURE:

The Evaluation Committee is comprised of City staff and **may** include City Council Member who will evaluate and rank proposals based on a weighted score point formula. All interested professionals are hereby cautioned **not** to contact any staff or Council member of the City of Port Orange, or any member of the Evaluation Committee. Any and all questions should be made through the Purchasing Manager and any attempts to lobby or persuade through any other channels may result in disqualification.

All proposals will be subject to a review and evaluation process. It is the intent of the City that all Vendors responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible proposals received in its evaluation and award process. The committee may choose to conduct an oral interview with each finalist.

The City's evaluation criteria, as identified above, for written proposals will include consideration of, but will not be limited to the following:

1. Responsiveness of the proposal related to the Scope of Services;
2. The ability, capability and skill of the Vendor to perform the contract, including the range of services offered.
3. Whether the provider can perform the contract within the time specified without delay or interference.
4. The quality, availability and adaptability of the supplies or contractual services to the particular use required;
5. The character, integrity, reputation, judgment, experience and efficiency of the Vendor;
6. Professional licensure required when service of a skilled nature is required by law to perform such service and/or skill;
7. The quality of performance of previous contracts;
8. The number and scope of conditions attached to the bid or proposal;
9. Responsiveness of client references;
10. Net costs.
11. Local preference policy (if applicable)

FORMAL ORAL PRESENTATIONS/INTERVIEWS (If Required):

The City may choose to conduct oral interviews with, or receive oral presentations from one or more of the Vendors. If the City chooses to allow oral interviews and/or presentations, such interviews or oral presentations will not be open to the public pursuant to the conditions set forth in Florida Statute § 286.0113. If oral presentations or interviews are held the following guidelines will be used:

The City's Purchasing Division will establish the schedule and Vendors will be notified via www.demandstar.com at least five (5) calendar days in advance of the date, time and place of the presentations.

The City will allot equal time for each Vendor divided into two sequential parts: formal presentations and questions and answers. The times allotted are maximums and no Vendor will be penalized for using less than the allotted time.

FINAL RANKING AND RECOMMENDATION FOR AWARD:

After oral presentations are completed, the Evaluation Committee will score the presentations for qualifications, experience, engagement approach, and schedule to determine a final ranking of the short-listed Vendors considered to be most capable of performing the required project in the best interest of the City. The following represents the principal selection criteria, which will be considered during the evaluation process. Criteria will be weighted based on 100% of total value. Category Scores listed below are the maximum number of points to be awarded per each evaluator.

EVALUATION CRITERIA FOR ORAL PRESENTATIONS

CATEGORY SCORE

I. QUALIFICATIONS and RELATED EXPERIENCE: (Max 45 points as outlined below)

- A. Company History, Qualifications, Ability, and Capacity (Key Principal)(15 points)**
- 8-15 points – More than 5 years of related experience and able to meet City's needs
 - 4-7 points – 3 to 4 years of related experience and able to meet City's needs
 - 1-3 points – 1 to 2 years related experience and able to meet City's needs
 - 0 points – No prior related experience
- B. Qualifications & Abilities of Professional Personnel (Related Experience, Strength of Team) (15 points)**
- 8-15 points – More than 5 years of related experience
 - 4-7 points – 3 to 4 years of related experience
 - 1-3 points – 1 to 2 years related experience
 - 0 points – No prior related experience
- C. Experience with Related Scope of Work Required with this RFP (15 points)**
- 8-15 points – 3 or more directly related projects
 - 4-7 points – 1 to 2 directly related projects
 - 1-3 points – Similar but not directly related projects
 - 0 points – No directly related or similar projects

II. STRENGTH OF PROPOSAL: APPROACH AND SCHEDULE: (Max 30 points outlined below)

D. Clarity/Completeness of Proposal..... (10 points)

- 8-10 points – Proposal is exceptionally well written and clearly addresses all issues outlined in the RFP
- 4-7 points – Proposal is understandable and addresses most of the specific issues outlined in the RFP
- 1-3 points – Proposal is somewhat understandable and addresses some of the issues outlined in the RFP
- 0 points – Proposal does not address issues outlined in the RFP

E. Understanding of Scope of Services (10 points)

- 8-10 points – Demonstrated exceptional understanding of the scope and goals of the project
- 4-7 points – Understands the scope and goals of the project
- 1-3 points – Has some understanding of the scope requirements and goals of the project
- 0 points – Has no solid or working understanding of the scope of services or goals of the project

F. Scheduling..... (10 points)

- 6-10 points – The scheduled audit timeline is appropriate, timely and meets the required March 30th deadline.
- 1-5 points – The scheduled audit timeline is somewhat appropriate and may or may not meet the required March 30th deadline.
- 0 points – The scheduled audit timeline is not appropriate and does not meet the required March 30th deadline.

III. SUPPORT DOCUMENTATION: (Max 5 Points)

G. Quality of Peer Review and Financial Statements..... (5 points)

- 5 points – No comments on peer review and/or financial audits and financial statements are strong.
- 3-4 points – Minor comments on peer review and/or financial audits and financial statements are moderate.
- 1-2 points – Multiple comments on peer review and/or financial audits and financial statements are weak.
- 0 points – Serious or multiple comments on peer review and/or financial audits and financial statements are weak

IV. PROPOSED FEES: (Max 20 points)

H. Total Proposal Fee (20 points)

- 14-20 points – Total fee and hourly cost proposal was included and was the lowest cost proposed and provided the best overall benefit to the City.
- 7-13 points – Total fee and hourly cost proposal was included and met the budget.
- 1-6 points – Total fee and hourly cost proposal was included and was higher than budget and or the highest of all proposals.
- 0 points – Total fee cost proposal was not included or unclear.

Total Maximum Points

(100 points)

BONUS POINTS: Local Preference per Ordinance Sec. 2-275

- *Port Orange Business eight percent of available points (8 points)*
- *Volusia County Business five percent of available points (5 points)*
- *Florida Business three percent of available points (3 points)*

The Evaluation Committee's final ranking will be provided to the Purchasing Manager to read aloud. The City's Project Manager will provide a notice of intent to award to the Purchasing Manager. The intent to award will be posted on www.demandstar.com The City project manager will create an agenda item recommending award to the City Council. City Council's decision will be final.

SECTION 9 – REQUIRED FORMS

FORM 9.1 – PROPOSAL SUBMITTAL CHECKLIST

- _____ Form 9.2 – Vendor's Acknowledgement Form
- _____ Form 9.3 – Addendum and Change Order Procedure Acknowledgement Form
- _____ Form 9.4 – Drug Free Preference Statement
- _____ Form 9.5 – Sworn Statement Pursuant to Section 287.133 (3)(a) F.S. in Public Entity Crimes
- _____ Form 9.6 – Affidavit of Anti-Collusion Form
- _____ Form 9.7 – Authorized Signatures/Negotiators
- _____ Form 9.8 – Local Business Affidavit of Eligibility
- _____ Attachment 1 – Cost/Fee Proposal (Inserted under Tab H of submitted Proposal)
- _____ Copy of Certificate of Insurance
- _____ Submission of one (1) original marked "ORIGINAL", and one (1) identical digital version in PDF format on CD or USB flash/thumb drive.

BY: _____
Vendor

Authorized Signature

Date

This document must be completed and returned with your Submittal

FORM 9.2 – VENDOR’S ACKNOWLEDGEMENT FORM

I have carefully examined the Request for Proposals (RFP), Instructions to Vendors, General and/or Special Conditions, Specifications, and any other documents accompanying or made a part of this invitation.

I hereby propose to furnish the goods or services specified in the Request for Proposals at the prices or rates as finally negotiated. I agree that my proposal will remain firm for a period of up to ninety (90) days in order to allow the City of Port Orange adequate time to evaluate the proposal. Furthermore, I agree to abide by all conditions of the Request for Proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this proposal on behalf of the Vendor / Contractor as its act and deed and that the Vendor / Contractor is ready, willing and able to perform if awarded the contract.

I further certify that this proposal is made without prior understanding, Contract, connection, discussion, or collusion with any person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City of Port Orange City Council or of any other Vendor interested in said RFP; and that the undersigned executed this Vendor’s Acknowledgement with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

I further certify that having read and examined the specifications and documents for the designated services and understanding the general conditions for contract under which services will be performed, does hereby propose to furnish all labor, equipment, and material to provide the services set forth in the RFP.

I hereby declare that the following listing states any clarifications, any and all variations from and exceptions to the requirements of the specifications and documents. The undersigned further declares that the “work” will be performed in strict accordance with such requirements, and understands that any exceptions to the requirements of the specifications and documents may render the proposal non-responsive.

NO EXCEPTIONS ALLOWED AFTER THE PROPOSAL IS SUBMITTED:

Please check one: ☐ I take NO exceptions. ☐ Exceptions (list below; add additional pages if necessary):

NAME OF BUSINESS

MAILING ADDRESS

AUTHORIZED SIGNATURE

CITY, STATE & ZIP CODE

NAME, TITLE, TYPED

TELEPHONE NUMBER / FAX NUMBER

FEDERAL IDENTIFICATION #

E-MAIL ADDRESS

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this day of _____, 20____ by _____, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires: _____

Notary Public

This document must be completed and returned with your Submittal

FORM 9.3 – ADDENDUM and CHANGE ORDER PROCEDURE ACKNOWLEDGEMENT

ADDENDUM ACKNOWLEDGEMENT

I have carefully examined the Invitation to Bid (ITB), Instructions to Vendors, General and/or Special Conditions, Specifications, and any other documents accompanying or made a part of this invitation to Bid.

I acknowledge receipt and incorporation of the following addenda, and the cost, if any, of such revisions has been included in the price of the bid proposal.

Addendum # _____ Date: _____ Addendum # _____ Date: _____

Addendum # _____ Date: _____ Addendum # _____ Date: _____

CHANGE ORDER PROCEDURE ACKNOWLEDGEMENT

If awarded the Contract for this Solicitation, I acknowledge that no oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders requests shall be made in writing by the Contractor for review by the Contract Administrator for the City of Port Orange. No work shall be performed as set forth in the change order until the Contractor receives an executed Purchase Order for the requested change.

I acknowledge the following statement regarding Change Orders to the awarded Contract:

“The Successful Contractor is responsible for giving the City of Port Orange, prior to the Contract expiration date, at least forty-five (45) calendar days’ advance notice for any anticipated changes in price greater than \$25,000.00, time and/or scope of the awarded Contract. The Contractor shall not continue to provide services past the Contract expiration date unless approved by a written Change Order Notice from the City.”

Name of Business

By: _____

Printed Name: _____

Title: _____

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20____, by _____, as _____ of _____

(NAME)

(TITLE)

(NAME OF ORGANIZATION) and who:

[Notary: Please select one]

☐ is personally known to me; or

☐ has produced _____ as identification.

Notary Public, State of _____

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal

FORM 9.4 – DRUG FREE PREFERENCE STATEMENT

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, proposals, statements, or replies that are equal with respect to price, quality, and service are received by the city for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

As an authorized representative of the firm, I certify that this firm complies fully with the above requirements.

Name of Business

By: _____

Printed Name: _____

Title: _____

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20____, by _____, as _____ of _____

(NAME)

(TITLE)

(NAME OF ORGANIZATION) and who:

[Notary: Please select one]

☐ is personally known to me; or

☐ has produced _____ as identification.

Notary Public, State of _____

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal

FORM 9.5 – SWORN STATEMENT UNDER § 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of notary public or other officer authorized to administer oaths.)

Before me, the undersigned Authority, personally appeared affiant _____, who, being by me first duly sworn, made the following statement:

1. The business address of _____ (name of Offeror or business) is _____.
2. My relationship to _____ (name of Offeror or business) is _____ (relationship such as sole proprietor, partner, president, vice president).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement. **(Draw a line through paragraph 7 if paragraph 6 above applies.)**

Name of Business

By: _____

Printed Name: _____

Title: _____

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20____, by _____, as _____ of _____ and who:

[Notary: Please select one]

☐ is personally known to me; or

☐ has produced _____ as identification.

Notary Public, State of _____

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal

FORM 9.6 – ANTI-COLLUSION FORM

ANTI-COLLUSION STATEMENT PROPOSAL FORM:

By signing this form, the Vendor agrees that this Proposal is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a proposal for the same purpose and that the proposal is in all respects fair and without collusion or fraud.

SIGN in ink in the space provided below. Unsigned Proposals will be considered incomplete, and will be disqualified, and rejected.

IT IS AGREED BY THE UNDERSIGNED VENDOR THAT THE SIGNING AND DELIVERY OF THE PROPOSAL REPRESENTS THE VENDORS ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FOREGOING SPECIFICATIONS, CONTRACT AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE VENDOR AND THE CITY OF PORT ORANGE.

NAME OF FIRM: _____

SIGNED BY: _____
(MUST BE SIGNED BY A COMPANY OFFICER OR AUTHORIZED AGENT)

PRINTED SIGNATURE: _____

TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX: _____

COMPLETION TIME: _____

F.E.I.N. NUMBER: _____

NO Proposal may be withdrawn for a period of ninety (90) days subsequent to the submittal of the Proposals, without the consent of the City of Port Orange.

NO PROPOSAL (REASON): _____

This document must be completed and returned with your Submittal

FORM 9.7 – AUTHORIZED SIGNATURES/NEGOTIATORS

The Vendor represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the Vendor will be duly bound:

Name _____	Title _____	Phone # _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Authorized Signature)

This document must be completed and returned with your Submittal

TO VENDORS

The City of Port Orange, Florida does not maintain a prospective vendor's list, classified by commodities for the purpose of inviting sealed bids and quotation.

The City utilizes DemandStar www.demandstar.com to release Bids/RFP's and quotes. While the City advertises the Invitation to Bid in the local newspaper (Daytona News Journal) only in rare cases does the City mail out announcement notices to vendors. Vendors interested in becoming a member of DemandStar may visit their web site at: www.demandstar.com or by calling them at 1-800-711-1712.

Vendors will automatically receive notice of request for Bids/RFP's or quotes after they sign up on DemandStar. It is important that vendors sign, complete and return this application. Also include the W-9 and insurance information requirements in order for the City to assign a vendor number on our computer system.

It is also the vendor's responsibility to keep the Purchasing Division informed as to any change of address or insurance that may occur.

If your company is interested in bidding on commodities/services in addition to those specified, on any specific article related to the main category, insert the type of those materials on the blank space provided for each category group. Attorney services are secured by direct telephone quotes or written price inquiries.

Drug Free Workplace: A statement as to whether or not your firm has implemented a drug-free workplace program, as described in Section 287.087 of the Florida Statutes should be noted. Failure to respond in affirmative to this request will not disqualify you from consideration. Preference will be given to firms which have implemented a drug-free workplace program in the case where the City has received two or more bids what are equal with respect to price, quality, and service.

Equal Employment Opportunity (EEO). All vendors will be required to make an affirmative statement as to their support of all applicable equal opportunity affirmative action's requirements. A copy of the City's Equal Employment Opportunity statement (EEO) will be available to the vendor upon request.

I certify that the information supplied herein is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now disqualified from the public contracting and purchasing process by any agency of the federal government, the State of Florida or the City of Port Orange.

Signature of Person Completing Form: _____

Printed/Types Name: _____ Title: _____

Commodity/Services _____

This document must be completed and returned with your Submittal

FORM 9.8 – LOCAL BUSINESS AFFIDAVIT OF ELIGIBILITY

City of Port Orange

This declaration is executed under penalty of perjury of the laws to the United States and State of Florida

THIS AFFIDAVIT IS SUBMITTED IN REFERENCE TO THE FOLLOWING SOLICITATION:

RFSQ/RFP/ITN/BID/CONTRACT/PROJECT # (as applicable): BUSINESS NAME: _____

CONTACT PERSON/TITLE: _____

MAILING ADDRESS: _____

CITY-STATE-ZIP: _____

Length of Time at Address Provided: _____

Physical Presence of Business: ☐ Headquarters, ☐ Manufacturing Facility, or ☐ Locally Owned Franchise

And within Legal Boundaries: ☐ The City of Port Orange ☐ Volusia County ☐ The State of Florida

FEIN (Federal Employer Identification Number): _____

BUSINESS STRUCTURE: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietorship
☐ Other (Specify): _____

PHONE NUMBER: _____ FAX: _____

EMAIL: _____

****Please attach a valid business tax receipt, or other such documentation****

ATTESTATION – I understand that:

In accordance with City of Port Orange City Code 2-275, local businesses shall have five (5) business days from bid/proposal opening to submit a best and final bid for evaluation. To qualify: A Port Orange business initial bid must be within (8%) of the lowest and best responsible bid from a non-Port Orange business; A Volusia County business initial bid must be within (5%) of the lowest and best responsible bid from a non-Volusia County business; A State of Florida business initial bid must be within (3%) of the lowest and best responsible bid from a non-State of Florida business.

A local business must have its headquarters, manufacturing facility, or locally owned franchise located within the legal boundaries of the City of Port Orange, Volusia County, or the State of Florida, as indicated herein, for at least twelve (12) months prior to the bid or proposal opening date and a valid business license, issued by the corresponding government agency. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. Bidders shall attach to this affidavit of eligibility with a bid or proposal, a copy of a valid business tax receipt or such other documentation, to the city's satisfaction, demonstrating the physical business presence of the firm within corresponding local limits.

The preference does not apply to goods or services exempted by statute or prohibited by Federal law, State law, or other funding source restrictions.

The preference established in this policy does not prohibit the right of the City, or other authorized purchasing authority, to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals.

- The information contained herein may be subject to verification.

A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the City of Port Orange will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference for a period of one (1) year. The City Manager may also recommend that the firm be referred for debarment.

BEFORE ME; the undersigned authority, in and for the State of Florida and the City of Port Orange personally appeared _____ who, after being sworn according to law, stated that he or she was authorized to represent _____ and to execute this affidavit on behalf of the said Business Entity and attests, under penalty of perjury, to the above.

(Form 9.8 Local Business Affidavit of Eligibility – Page 2)

SWORN AND SUBSCRIBED BEFORE ME

SIGNATURE OF NOTARY PUBLIC

NOTARY SEAL

THIS _____ DAY OF _____, 20__

My Commission Expires: _____

SIGNATURE OF AFFIANT

DATE

PRINTED NAME OF AFFIANT / TITLE

COMPANY

This document must be completed and returned with your Submittal

ATTACHMENT 1 – COST/FEE PROPOSAL (TO BE INSERTED UNDER TAB H)

Below is a sample of the cost/fee proposal that must be included with a Vendor's sealed proposal under Tab H. A fillable, locked Excel document is uploaded along with this RFP document on DemandStar.com for completion by the Vendor and must be included in the Vendor's sealed proposal under Tab H – Cost Data. **Only the Cost/Fee Proposal document provided by the City will be acceptable.**



**"ATTACHMENT 1" RFP 17-32 SCHEDULE OF UNIT PRICING
BID FORM
CITY OF PORT ORANGE
FINANCIAL AND PERFORMANCE AUDITS**

RFP# 17-32

Completed Attachment 1 Bid Proposal form **MUST** be included with Bid Submission

Instruction to save Attachment from Demandstar website:

Perform "File Save As" and save spreadsheet to your computer.

Fill in pricing in highlighted cells, preferably electronically.

Bidders are required to complete all fields shaded in green. All other fields will be automatically calculated.

NAME OF BUSINESS:

CONTACT PERSON:

EMAIL ADDRESS:

AUTHORIZED SIGNATURE:

FINANCIAL INTERNAL CONTROL AND COMPLIANCE AUDIT PER SPECIFICATIONS	FISCAL YEAR	UNIT	TOTAL FEE	EXTENDED COST
	2016-2017	EA	\$ -	\$ -
	2017-2018	EA	\$ -	\$ -
	2018-2019	EA	\$ -	\$ -
TOTAL BASE BID				\$ -

HOURLY RATE PRICING FOR ADDITIONAL AUDIT SERVICES AS REQUESTED					
POSITION JOB TITLE	PRINCIPLE	SENIOR CONSULTANT	CONSULTANT	JUNIOR CONSULTANT	PROGRAM & ADMINISTRATIVE SUPPORT
HORLY PAY RATE	\$ -	\$ -	\$ -	\$ -	\$ -

(Insert sample of Cost/Fee Proposal Form to be used – fillable-locked excel spreadsheet will be uploaded to DemandStar along with RFP document)

This document must be completed and returned with your Submittal



CITY OF PORT ORANGE STANDARD CONTRACT FOR SERVICES

This Standard Contract for Services ("Contract") is entered into this ____ day of _____, 20____, by and between the **CITY OF PORT ORANGE**, a Florida municipal corporation, whose principal address is 1000 City Center Circle, Port Orange, Florida 32129 (the "City"), and _____, a _____ corporation whose principal address is _____ ("Contractor"). (The City and Contractor are collectively referred to herein as the "Parties.")

1. Provision of Services

(a) The Contractor hereby agrees to provide the following equipment, materials, labor and other such related services to the City of Port Orange:

(i) _____

(b) The time, manner and place for performance of such services shall be:

Term: The initial term of this Contract shall commence on the date this Contract is signed on behalf of the City and shall continue for a period of _____ thereafter (the "Initial Term"). In addition to the Initial Term, this Contract may be renewed for up to ____ additional _____ term(s) upon written consent of the parties and appropriation by City Council.

Manner and Place: As outlined in _____, in accordance with Standard Construction Details as required on all City owned facilities and properties (i.e. rights-of-way) and in a manner as required by all current federal, state, county, fire, building and land development codes, laws, ordinances and regulations, and with applicable permits and licenses per the City Code of Ordinances. Contractor shall not deliver goods or services without a written purchase order, signed by an authorized agent of the City of Port Orange. *If the contract is for goods include the following:* Contractor shall cause goods to be delivered to the City in the most expedient, cost effective manner. All items shall be shipped to the City of Port Orange designated facility identified in each purchase order, FOB Inside Delivery. Contractor shall bear the risk of loss for goods delivered under this Contract from the time of shipping to the City until delivered at the destination specified by the City for delivery.

Time and Essence: _____ from the date set out in paragraph 3 below or upon receipt of Notice to Proceed.

2. City Obligations. In return for the services identified above, the City agrees to compensate Contractor at the prices set forth in Exhibit "____" attached hereto, subject to a limit up to but not to exceed \$_____. The City's obligation to pay Contractor under this Contract is limited to the budgeted amount for the fiscal year approved by the Port Orange City Council for the then current fiscal year. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

3. Contract Documents. The following forms, attached as Exhibit "____," are an integral part of this Contract and must be completed, signed, witnessed and notarized as indicated and returned with the signed Contract:

- (a) Front Page for Bond (F.S. § 255.05)
 - (b) Combination Payment and Performance Bond (F.S. § 255.05)
4. Contract Administration. The _____ shall perform contract administration of this Contract. For notice provisions, see the paragraph below entitled "Notice."
5. Termination for Convenience of the City
- (a) The parties agree that the City may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or part, whenever the City Manager of Port Orange shall determine that such termination is in the best interest of the City.
 - (b) Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the City Manager or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.
 - (c) Upon receipt of such Notice, the Contractor shall:
 - (i) cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
 - (ii) place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
 - (iii) terminate all subcontracts except those made with respect to contract performance not subject to the Notice;
 - (iv) settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Finance Director of Port Orange, and
 - (v) use best efforts to mitigate any damages which may be sustained by the Contractor as a consequence of termination under this clause.
 - (d) After complying with the provisions of subparagraph (c), above, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of termination, unless one or more extensions of three (3) months each are granted by the Finance Director.
 - (e) The Finance Director, with the approval of the City Manager, shall pay from the using department's budget, reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or work completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the supplies not delivered or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.
 - (f) In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Finance Director shall pay the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:
 - (i) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - (1) the cost of work performed or supplies delivered;
 - (2) the cost of settling and paying any reasonable claims as provided in paragraph (c) (iv), above;
 - (3) a sum as profit on (a) determined by the Finance Director to be fair and reasonable.

- (ii) The total sum to be paid under (i) above shall not exceed the contract price, as further reduced by the contract price of work or supplies not terminated.

(g) In the event that the Contractor is not satisfied with any payments which the Finance Director shall determine to be due under this clause, the Contractor may appeal any claim to the City Council in accordance with Paragraph 22 of this contract concerning disputes.

6. Termination for Convenience for Subcontractors. In accordance with the termination for the convenience of the City provision of this contract, the Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the City whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

7. Termination for Default. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein. In the event of default by the contractor, the City reserves the right to procure the item(s) bid from other sources and holds the bidder responsible for excess costs incurred as a result. City Council may elect to refrain from doing business with the bidder as stipulated in City Code 2-276 Suspension and Disbarment.

8. Examination of Records

(a) The Contractor agrees that the City, or any duly authorized representative, shall, until the expiration of five (5) years after final payment hereunder, have access to and the right to examine and copy any pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the City or any duly authorized representative shall, until the expiration of five (5) years after final payment under the subcontract, have access to and the right to examine and copy any pertinent books, documents, papers and records of such contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

9. Public Records Compliance. Contractor shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.

(b) Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the Contractor upon termination of the Contract and destroy any duplicate public records that are

exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

If Contractor does not comply with a public records request, the City shall enforce the contract provisions in accordance with the contract.

10. Termination for Non-Appropriation of Funds

(a) If funds are not appropriated for any succeeding fiscal years subsequent to the one in which this contract is entered into, for the purpose of this Contract, then the City may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the City shall be liable only for payments due through the date of termination.

(b) The City agrees that should it terminate in accordance with this Section, it shall not obtain services which are substantially equal to or similar to those for which this contract was entered into. This provision shall survive any termination of the Contract.

11. Insurance. Contractor shall maintain insurance during the life of this Contract. Contractor shall provide to the City a certificate of insurance identifying the City of Port Orange as an additional insured. For workers' compensation coverage, the bidder's insurance certificate shall include the insurer's waiver of subrogation in lieu of naming the city as an additional insured for workers' compensation.

Policies other than Workers' Compensation shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insuring companies are required to have a minimum rating of "A" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by F.S. 440.572. Contractor shall not commence work under this Agreement until the City has received a certificate or certificates of insurance and endorsement evidencing the required insurance. Contractor shall provide the City written notice of cancellation, nonrenewal or any other changes in coverage no later than ten (10) days prior to the effective date of the change.

The City reserves the right to increase insurance coverage as determined for higher risk contracts and shall reimburse the Contractor for the reasonable additional costs of increased coverage.

Insurance	Standards	Comments
Workers' Compensation <u>Limits:</u> <u>Additional Coverage:</u>	Coverage A - Statutory Coverage B - \$100,000 All States (Broad Form) Voluntary Compensation	If the contract requires work on or about navigable waters, require Longshoreman's and Harbor Workers' Coverage. If vessels involved, require Jones Act coverage with limits of \$500,000.
Comprehensive General Liability (Including Completed Operations and Contractual Liability) <u>Limits:</u>	Combined Single Limit Bodily Injury and Property damage \$500,000 occurrence \$1,000,000 Aggregate	When the Contract work on or under Railroad rights of way or properties, the Contractor shall take out and maintain during the life of the Contract, Railroad protective liability and property damage insurance in amounts as requested by the Railroad.

Comprehensive Business, Automobile Liability to include all automobiles.	<u>Limits:</u>	Auto Liability Body Injury: \$100,000 each person \$300,000 each occurrence. Property Damage Liability \$100,000 each occurrence.	Or \$500,000 Combined Single Limit for Bodily Injury and Property Damage
	<u>Additional Coverage:</u>	Non-Owned, Hired Car	
Property Insurance Builders Risk.	<u>Limits:</u>	Buildings - Completed value of contract.	If the Contract requires handling or installation of Owner's equipment, coverage should be furnished on "All Risk" form, including transit and Owner shall be named.
	<u>Additional Coverage:</u>	"All Risk" coverage on latest ISO form or its equivalent. Permission granted to occupy. Owner named as insured ALMA	
Professional Liability (Errors & Omissions)	<u>Limits:</u>	Coverage- \$1,000,000 minimum	

12. A Contract for the purchase of supplies shall be governed by the City of Port Orange Code of Ordinances, as amended, and such supplies shall be deemed "goods," as defined therein.

13. Assignability of Contract. Neither this contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written approval of the City Council.

14. Modifications or Changes to this Contract.

(a) Change Orders. The Department Head, with the concurrence of the City's signatory as required by the City's Purchasing Policy, shall without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a change order. Such orders shall be limited to reasonable changes in the services to be performed or the time of the performance. The City will not be held liable for any changes which have not been properly authorized and approved in accordance with this Contract.

(b) If any change under this clause causes an increase or decrease in Contractor's cost of, or time required for the performance of the work hereunder, Contractor shall receive an equitable adjustment in accordance with subparagraph (d), which shall include all compensation to the Contractor, or the City, of any kind in connection with such change, including all costs and damages related to or incidental to such change.

(c) Contractor need not perform any work described in any change order unless it has received a certification from the City that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

(d) No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

15. Sovereign Immunity. The City expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section of this Contract to the contrary, nothing in this Contract shall be deemed as a waiver of immunity or limits of liability of the City beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature and the cap on the amount and liability of the City for damages

regardless of the number or nature of claims in tort or equity shall not exceed the dollar amount set by the legislature for tort. Nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing any claim against the City which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

16. Warranties. Contractor warrants that (1) the supplies to be provided to the City pursuant to this Contract are fit and sufficient for the purpose intended; (2) the supplies are merchantable, of good quality, and free from defects, whether patent or latent, in material or workmanship, and (3) the supplies sold to the City pursuant to this Contract conform to the standards required by this Contract.

Contractor further warrants that Contractor has title to the supplies provided, and that the supplies are free and clear of all liens encumbrances, and security interests. All warranties made in this Contract, together with service warranties and guarantees, shall run to the City and its successors and assigns.

17. Additional Warranties. Contractor further expressly warrants that materials and workmanship are warranted from defect for a one-year period. This is a minimum acceptable warranty.

18. Additional Bond Security. If any surety bond furnished in connection with this Contract becomes unacceptable to the City, Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the City and a person supplying labor and materials in the prosecution of work contemplated by this Contract. Contractor expressly acknowledges that if the work to be performed hereunder is a public work, a Payment and Performance Bond, in accordance with Florida Statutes Section 255.05, in a form acceptable to the City, shall be provided and recorded with the Clerk of Volusia County at Contractors expense.

19. Inspection

(a) All supplies (which term throughout this clause includes without limitation raw materials, components, intermediate assemblies, and their products) shall be subject to inspection and test by the City, to the extent practicable at all times and places including the place of manufacturer, and in any event prior to acceptance.

(b) In the event any supplies or lots of supplies are defective in material or workmanship, or otherwise not in conformity with the requirements of this Contract, the City shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Finance Director, corrected in place by and at the expense of Contractor promptly after notice, and shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed or promptly to replace or correct such supplies or lots of supplies, the City may either (i) by contract or otherwise replace or correct such supplies and charge Contractor the cost for such replacement or correction; or (ii) may terminate this Contract for default as provided in the clause of this Contract entitled "Termination for Default." Unless Contractor corrects or replaces such supplies within the delivery schedule, the Finance Director may require the delivery of such supplies at a reduction in price, which is equitable under the circumstances. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract. Failure to inspect and accept or reject supplies shall neither relieve Contractor from responsibility for such supplies as are not in accordance with the Contract requirements nor impose liability on the City therefor.

(c) The inspection and test by the City of any supplies or lots thereof does not relieve Contractor from any responsibility regarding defects or other failures to meet the Contract requirements, which may be discovered prior to acceptance. Except as otherwise provided in this Contract, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

20. Liability for Loss or Damage. Contractor shall be liable for any loss of, or damage to, City property caused by the negligence, recklessness, or intended wrongful misconduct of Contractor, his/its agents, servants and employees and shall indemnify and save the City harmless against all actions, proceedings, claims, demands, costs, damages and expenses, including attorney's fees, by reason of any suit or action brought for any actual or alleged injury to or death of any person or damage to property other than City property, resulting from the performance of the Contract by Contractor, his/its agents, servants and employees. Contractor shall submit a full written report to the Finance Director within twenty-four (24) hours following the occurrence of such damage, loss or injury.

21. Non-discrimination. During the performance of this Contract, Contractor agrees as follows:

(a) Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, marital status, age or national origin, except where such is a bona-fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor agrees and fully supports and complies with the Americans with Disabilities Act of 1990.

(b) Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor is an equal opportunity employer.

(c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient compliance with this provision. Contractor shall include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

22. Disputes. The Finance Director, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to Contractor, shall decide disputes with respect to this Contract in the first instance. The decision shall be final and binding unless, within thirty-(30) days from the date of such decision, Contractor mails or otherwise furnishes to the Finance Director a written appeal addressed to the City Manager. The decision by the City Manager shall be final and binding unless, within ten (10) days from the date of receipt of the decision of the City Manager, appeal is made to the City Council. The decision of the City Council shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessary to imply bad faith, or not to be supported by any evidence. Pending a final determination of a properly appealed decision of the Finance Director, Contractor shall proceed diligently with the performance of this Contract in accordance with that decision.

23. Force Majeure. Neither party shall be liable for any delay in performance or failure to perform any obligation hereunder if, and to the extent that, such failure or delay is caused by an event of Force Majeure. Force Majeure shall mean any act, event or condition that is beyond the party's reasonable control, that materially and adversely affects the party's ability to perform its obligations hereunder, and that is not the result of the party's willful neglect, error, omission or failure to exercise reasonable due diligence.

24. Controlling Law. **THIS AGREEMENT CONTAINS IMPORTANT MATTERS AFFECTING LEGAL RIGHTS AND IS ACCEPTED AND ENTERED INTO IN FLORIDA AND ANY QUESTION REGARDING ITS VALIDITY, CONSTRUCTION, ENFORCEMENT, OR PERFORMANCE SHALL BE GOVERNED BY FLORIDA LAW. ANY LEGAL PROCEEDING ARISING FROM OR IN ANY WAY REGARDING THE AGREEMENT SHALL HAVE ITS VENUE LOCATED EXCLUSIVELY IN THE CIRCUIT COURT OF VOLUSIA COUNTY, FLORIDA, AND THE PARTIES HEREBY EXPRESSLY CONSENT AND SUBMIT THEMSELVES TO THE PERSONAL JURISDICTION AND VENUE OF THE COURT.**

25. Additional Provisions. As may have been outlined in _____ and written quotes and purchase orders and any attachments or exhibits to this Contract whether delivered herewith or subsequently approved as a part hereof, such as drawings or technical specifications prepared in the performance of this work.

26. Integration. This Contract and the documents incorporated herein by reference shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

27. Notice. For purposes of this agreement, notices shall be sent as follows:

City: City of Port Orange
Attention: City Manager
1000 City Center Circle
Port Orange, Florida 32129
(386) 506-5501

Copy to: City of Port Orange
Attention: _____
1000 City Center Circle
Port Orange, Florida 32129
(386) 506-____

Contractor: _____
Attention: _____

Any notice or other communication given under the Contract will be in writing and delivered by hand, sent by facsimile (provided acknowledgement of receipt thereof is delivered to the sender), sent by certified, registered mail, or sent by any nationally recognized overnight courier service to the addresses provided herein. The parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by at least 10 days written notice to the other party.

28. Contract Construction

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

29. Authority to Sign. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

[Remainder of this page intentionally left blank]

Witnesses: _____

Printed Name: _____

Printed Name: _____

By: _____

Printed Name: _____

Title: _____

If this Contract is signed by an individual not identified as the President of the corporation in the records of the Florida Department of State, Division of Corporations, please provide written authorization for that individual to enter into contracts on behalf of the corporation.

Date: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, as _____ of _____, a _____ corporation, and who:

[Notary: Please select one]

- ☐ is personally known to me; or
☐ has produced _____ as identification.

Notary Public, State of _____

Printed, typed or stamped name, commission and expiration:

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____

Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

Witnesses:

ATTEST:

Printed Name: _____

By: _____

Robin L. Fenwick, CMC, City Clerk

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

[CA ____]



End of Solicitation Documents



CITY OF PORT ORANGE

PURCHASING DIVISION
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
TELEPHONE 386-506-5718
FAX 386-506-5711
purchdiv@port-orange.org

ADDENDUM NO. # 1

June 22, 2017

ITB# 17-31 FINANCIAL AND PERFORMANCE AUDITS

To All Bidders:

The following changes, clarifications and additions are hereby made part of the bidding and specifications for the above referenced project dated June 2, 2017 and prepared by the City of Port Orange Purchasing Division as fully and completely as if the same were fully set forth therein. It is the sole responsibility of bidder to confirm that all addenda have been received prior to submitting bid and acknowledge such in the bid documents.

A. QUESTIONS AND ANSWERS:

1. Is the City requiring that responding firms be CPA firms?

Answer: The City is seeking a firm to conduct an audit in accordance with Section 218.39(1), Florida Statutes, which requires that a financial audit be performed by an independent certified public accountant.

2. Are all members of the team required to have a CPA?

Answer: No, all members of the team are not required to have a CPA license; however, the audit team lead is required to have an active CPA license.

3. If only one member of the team responding has a CPA, is that acceptable?

Answer: Yes, it is acceptable for only one member of the team responding to hold a CPA license; however, the audit team lead is required to have an active CPA license.

4. Can a management firm that has completed many program audits bid, and be considered?

Answer: Yes, a management firm may bid and be considered; however, the audit team lead is required to have an active CPA license.

5. Can a management firm that has completed many economy and efficiency audits bid, and be considered?

Answer: Yes, a management firm may bid and be considered; however, the audit team lead is required to have an active CPA license.

6. Are the current auditors allowed to respond to the RFP?

Answer: Yes, the firm who performed the most recent audit is permitted to respond to the RFP.

7. How long has the current auditor been performing this audit?

Answer: The current audit firm has provided auditing services to the City for the last five fiscal years, including fiscal years ended September 30, 2012 through 2016.

8. In fiscal year 2016, were there any additional services provided by the current auditors? If so, what were they and what were the fees?

Answer: For the fiscal year ended September 30, 2016, the following additional audit services were provided:

- Financial Statement Preparation
- Preparation of Other Schedules
- Notes to the Financial Statements
- Schedule of Expenditures of Federal Awards and State/Local financial assistance

Total fees paid for audit and related services for the fiscal year ended September 30, 2016 were \$55,000. Audit services and other nonattest services were not contracted or billed separately and prices for individual services cannot be identified.

9. Does the City expect to meet the requirements for a Federal Single Audit in 2017?

Answer: Yes, it is anticipated that the City will meet the requirements of the Federal Single Audit Act for the fiscal year ended September 30, 2017.

10. Does the City expect to meet the requirements for a Florida Single Audit in 2017?

Answer: Yes, it is anticipated that the City will meet the requirements of the Florida Single Audit Act for the fiscal year ended September 30, 2017.

11. Are there any material current events that will affect the City during the 9/30/17 fiscal year (lawsuits, debt issuances, changing software, new programs, loss/gain of major funding source...)?

Answer: In October 2016, Hurricane Matthew impacted the City causing significant debris and power outages. Although primary facilities sustained minimal property damage, on January 10, 2017 the City's budget was amended to increase expenditures by \$8,904,956 for debris removal and emergency protective measures. The City is still in the process of repairing property damaged during the storm and is seeking reimbursement from FEMA,

the State of Florida and the City's insurance company. Total reimbursements are expected to be approximately 85-90% of these costs.

In addition, the City is in the beginning stages of selecting a new ERP system. The implementation phase of the new ERP system is currently anticipated to begin in the Spring/Summer of 2018.

12. Who will be the members of the audit selection committee?

Answer: The audit selection committee is comprised of three members, including the Mayor, the Assistant City Manager, and a local community member.

13. Has the City traditionally received consulting services (or other assurance services) as part of the financial statement audit contract? If so, could you provide an example of a recent consulting services report?

Answer: The City has consistently requested the following nonattest services to be provided by the audit firm:

- Financial Statement Preparation
- Preparation of Other Schedules
- Notes to the Financial Statements
- Schedule of Expenditures of Federal Awards and State/Local financial assistance

14. If available at this time, please provide the fees paid in the in the last fiscal year for financial statement audit services.

Answer: Total fees paid for audit and related services for the fiscal year ended September 30, 2016 were \$55,000. Audit services and other nonattest services were not contracted or billed separately and prices for individual services cannot be identified.

15. If available at this time, please provide the consulting services (or other assurance services) fees paid in the last fiscal year (or previous fiscal year).

Answer: Total fees paid for audit and related services for the fiscal year ended September 30, 2016 were \$55,000. Audit services and other nonattest services were not contracted or billed separately and prices for individual services cannot be identified.

16. In the instructions for Tab A, the second and third bullet ask for very similar information. Will it be acceptable to combine these bullets into one section of the document and, if so, does the 10-page limit apply to the resulting combined section?

Answer: Yes, please combine the second and third bullet under Tab A. The 10-page limit is removed and no page limit is applied.

17. Tab C requests information on “similar projects”. Since the project being performed is a standard audit, is this section just looking for a list of experience (i.e. other entities served) or something more in-depth? If something more than a list of entities audited is desired, could you please provide an example of the type of project to be detailed and/or level of detail desired in this section?

Answer: Tab C is requesting experience on similar projects. Please combine the first and second bullet to comply with this request and include: a list of similar entities audited, including other nonattest services provided, the applicable fiscal years to which the audit services were rendered, the number of team members, and the date of completion. Continue to answer the third and fourth bullet to complete the section. The fifth bullet is informational and no action is required.

18. Tab D – Since a financial statement audit is not designed to identify cost savings, the intent of this question is not fully clear; are you looking for cost savings that resulted from recommendations or other comments as a result of financial statements audits, or cost savings resulting from other engagements we have performed for other client’s other than a financial statement audit?

Answer: The first bullet of Tab D has been removed and there is no requirement to provide example(s) of innovative solutions in which your firm’s involvement on a specific project resulted in cost savings.

Answer: The first bullet of Tab D has been removed and there is no requirement to provide example(s) of innovative solutions in which your firm’s involvement on a specific project resulted in cost savings.

19. What were the audit fees for each of the last three fiscal years?

Answer: The audit fee for the fiscal years ended September 30, 2014 and 2015 was \$52,000 and \$53,500. Fiscal year 2016 was \$55,000 respectively.

In all other respects, except as specifically stated herein, the subject RFP remains unchanged.

END OF ADDENDUM NO. #1

August 15, 2017

To the Honorable Mayor and City Council Members,
City of Port Orange, Florida:

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Port Orange, Florida (the City), as of September 30, 2017, 2018, and 2019, and for the years then ended, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In addition, we will audit the City's compliance over major federal award programs and major state projects for the periods ended September 30, 2017, 2018, and 2019. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the City's major federal award programs and major state projects.

Accounting principles generally accepted in the United States of America require that supplementary information, such as management's discussion and analysis (MD&A) or budgetary comparison information, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Funding Progress
3. Schedules of Employer Contributions

Supplementary information other than RSI will accompany City of Port Orange, Florida's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance

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with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards.
- 2) Combining and Individual Fund Statements and Schedules

Schedule of Expenditures of Federal Awards and State Financial Assistance

We will subject the schedule of expenditures of federal awards and state financial assistance to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards and state financial assistance is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information will not be subjected to the auditing procedures applied in our audit of the financial statements:

- 1) The Introductory Section
- 2) The Statistical Section

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost

Principles, Audit Requirements for Federal Awards (Uniform Guidance), Section 215.97, Florida Statutes, Florida Single Audit Act, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS; Government Auditing Standards of the Comptroller General of the United States of America; Section 215.97, Florida Statutes, Florida Single Audit Act; the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General and will include tests of accounting records, a determination of major state project(s) in accordance with Chapter 10.550, Rules of the State of Florida, Office of the Auditor General and other procedures we consider necessary to enable us to express such opinions and to render the required reports.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City of Port Orange, Florida's basic financial statements. Our report will be addressed to the City Council of the City of Port Orange, Florida. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that

testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report as required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General upon completion of our audit.

Audit of Major Program/Project Compliance

Our audit of City of Port Orange, Florida's major federal award program(s) and state project(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the Uniform Guidance; and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General; and will include tests of accounting records, a determination of major programs/projects in accordance with the Uniform Guidance, Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, and other procedures we consider necessary to enable us to express such an opinion on major federal award program and major state project compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

As required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

Chapter 10.550, Rules of the State of Florida, Office of the Auditor General requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major state projects. Our procedures will consist of tests of transactions and other applicable procedures described in the State of Florida State Projects Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Organization's major state projects. The purpose of these procedures will be to express an opinion on City of Port Orange, Florida's compliance with requirements applicable to each of its major state projects in our report on compliance issued pursuant to Chapter 10.550, Rules of the State of Florida, Office of the Auditor General.

Also, as required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance

requirements applicable to each major state project. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Chapter 10.550, Rules of the State of Florida, Office of the Auditor General.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs and major state projects, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For safeguarding assets;
4. For identifying all federal awards and state financial assistance expended during the period including federal awards and funding increments received prior to December 26, 2014, and those received in accordance with the Uniform Guidance generally received after December 26, 2014;
5. For preparing the schedule of expenditures of federal awards and state financial assistance (including notes and noncash assistance received) in accordance with the Uniform Guidance and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General requirements;
6. For the design, implementation, and maintenance of internal control over compliance;
7. For identifying and ensuring that the entity complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs;
8. For following up and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
9. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
10. For submitting the reporting package and data collection form to the appropriate parties;
11. For making the auditor aware of any significant vendor relationships where the vendor is responsible for program compliance;
12. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs and state financial assistance projects, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

13. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
14. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter; and
15. For identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review upon the commencement of audit fieldwork.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Investment Attestation Engagement

You have requested that we examine compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies* of the City for the years then ended September 30, 2017, 2018, and 2019. We are pleased to confirm our acceptance and our understanding of this examination engagement by means of this letter. Our examination will be conducted with the objective of expressing an opinion as to whether the City complied in all material respects with Section 218.415, Florida Statutes, *Local Government Investment Policies*.

Practitioner Responsibilities

We will conduct our examination in accordance with the attestation standards related to examinations of the American Institute of Certified Public Accountants. An examination-level attestation engagement involves performing procedures to obtain attest evidence about whether compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies* is fairly presented, in all material respects, in conformity with Section 218.415, Florida Statutes, *Local Government Investment Policies*. The procedures selected depend on the practitioner's judgment, including the assessment of the risks of material misstatement or misrepresentation of the subject matter, whether due to fraud or error.

Because of the inherent limitations of an examination, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or misrepresentations may not be detected

exists, even though the examination is properly planned and performed in accordance with the attestation standards related to examinations of the American Institute of Certified Public Accountants. However, we will inform you of any material errors or fraud that comes to our attention, unless clearly inconsequential.

Management Responsibilities

Our examination will be conducted on the basis that *management and, when appropriate, those charged with governance* acknowledge and understand that they have responsibility:

1. For the design, implementation, and maintenance of internal control relevant to Section 218.415, Florida Statutes, *Local Government Investment Policies*, which is the best means of preventing or detecting errors or fraud;
2. For selecting and determining the suitability and appropriateness of the criteria upon which the Section 218.415, Florida Statutes, *Local Government Investment Policies* will be evaluated; and
3. To provide us with:
 - a. Access to all information of which *management* is aware that is relevant to the Section 218.415, Florida Statutes, *Local Government Investment Policies* such as records, documentation, and other matters and that you are responsible for the accuracy and completeness of that information;
 - b. Additional information that we may request from *management* for the purpose of the examination; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain attest evidence.

As part of our examination process, we will request from you written confirmation concerning representations made to us in connection with the examination.

Reporting

We will issue a written report upon completion of our examination of Section 218.415, Florida Statutes, *Local Government Investment Policies*. Our report will be addressed to the City Council. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

James Halleran is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit 3-4 months after the respective fiscal year-end and to issue our reports by the March 31 following each respective year-end under audit.

Our fees for these services, including expenses, are listed below:

Year Ending September 30,	Audit Fee
2017	\$55,000
2018	\$56,000
2019	\$57,000

Upon completion of the audit for the year ended September 30, 2019, this engagement may be renewed for up to two additional three-year periods at the option of both parties. Any further renewals will be evidenced by an engagement letter.

At the conclusion of our audit engagement, we will communicate to management the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

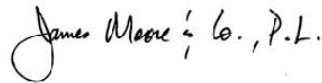
We will perform the following nonattest services: preparation of financial statements. With respect to any nonattest services we perform, the City of Port Orange, Florida's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual (Tracey Riehm, Finance Director) to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

The audit documentation for this engagement is the property of James Moore & Co., P.L. and constitutes confidential information. However, we may be requested to make certain audit documentation available to a grantor or their designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to it by laws or regulation, or to peer reviews. If requested, access to such audit documentation will be provided under the supervision of James Moore & Co., P.L. personnel. We will notify you of any such request. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

This engagement letter includes the attached James Moore & Co., P.L. Standard Terms and Conditions as Attachment A which is incorporated and made a part of this engagement letter by reference.

We appreciate the opportunity to be of service to the City of Port Orange, Florida and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in cursive script that reads "James Moore & Co., P.L.".

JAMES MOORE & CO., P.L.

RESPONSE:

This letter correctly sets forth the understanding of the City of Port Orange, Florida.

By _____

Title _____

Date _____

Attachment A
James Moore and Co., P.L.
Standard Terms and Conditions

The terms and conditions set forth below are incorporated into the engagement letter agreement pursuant to which James Moore & Co., P.L. (“JMCO”, the “Firm”) will provide services to the City of Port Orange (“Client”).

1. **Management’s Responsibilities**—Management of Client is responsible for establishing and maintaining an effective internal control system. JMCO services may include advice and recommendations which management may or may not adopt. Client’s management shall be fully and solely responsible for applying independent business judgment with respect to the services and work product provided by JMCO, to make implementation decisions, if any, and to determine further courses of action with respect to any matters addressed in any advice, recommendations, services, reports, or other work product or deliveries to Client. Management is responsible for the safeguarding of assets, the proper recording of transactions in the books of accounts, the substantial accuracy of the financial records, and the full and accurate disclosure of all relevant facts affecting the engagement to us. Client should retain all the documents, canceled checks, and other data that form the basis of income and deductions. If the engagement also includes tax services, these records may be necessary to prove the accuracy and completeness of tax returns to a taxing authority. Client has final responsibility for the tax return(s) and; therefore should review the return(s) carefully before signing and filing.
2. **Responsible Person**—Client designates the individual signing the engagement letter (“Representative”) as the individual to whom JMCO should look to provide information, communicate, answer questions and make elections. Client understands that JMCO will rely on the Representative designated above and that decisions by the Representative may be beneficial to some and detrimental to others. JMCO is directed to rely on the Representative for all Client decisions including but not limited to tax treatments, allocation of income and expense items, tax elections and accounting treatments. All communication with the Representative is deemed to be communication with Client.
3. **Advice in Writing**—JMCO only provides advice for Client to rely upon in writing. Casual discussions of tax, accounting or other issues and informal communication are not advice upon which Client can rely. Client agrees that the only advice from JMCO upon which Client may rely is written advice received from JMCO on our letterhead or via e-mail.
4. **Unencrypted E-Mail Use Authorized for Communication**—In connection with this engagement, JMCO may communicate with Client or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, JMCO cannot guarantee or warrant that e-mails from JMCO will be properly delivered and read only by the addressee. Therefore, JMCO specifically disclaims and waives any liability or responsibility whatsoever for interception or unintentional disclosure or communication of e-mail transmissions or for the unauthorized use or failed delivery of e-mails transmitted by JMCO in connection with the performance of this engagement. In that regard, Client agrees that JMCO shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information. During the term of this engagement Client may elect by notification in writing to JMCO to suspend or terminate the use of e-mail.

5. **Cooperation**—Client agrees to cooperate with JMCO in the performance of JMCO services for the Client, including providing JMCO with reasonable facilities and timely access to Client's data, information and personnel. Client shall be responsible for the performance of Client's employees and agents and for the accuracy and completeness of all data and information provided to JMCO for purposes of this engagement. In the event that JMCO is unable to obtain required information on a timely basis JMCO may revise its estimate of fees, alter the services required and/or terminate the engagement.
6. **Independent Contractor**—Client and JMCO are both independent contractors and neither Client nor JMCO are, or shall be considered to be, an agent, distributor or representative of the other. Neither Client nor JMCO shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf, or in the name of, the other.
7. **Payment of Invoices**—JMCO will bill Client for professional services, expenses, and out-of-pocket costs on a monthly basis. Payment is due within 30 days of the date on the billing statement. JMCO reserves the right to suspend work or terminate the engagement in the event that payment is not received within 30 days of the date on the billing statement. JMCO may also suspend work or terminate the engagement if information furnished is not satisfactory for JMCO to perform work on a timely basis. JMCO will notify Client if work is suspended or terminated. If JMCO elects to terminate the engagement for nonpayment or for any other reason provided for in this letter, the engagement will be deemed to have been completed for purposes of payment being due from Client. Upon written notification of termination, even if JMCO has not released work product, Client will be obligated to compensate JMCO for all time expended and to reimburse JMCO for all out-of-pocket costs through the date of termination. Suspension of work or termination of the engagement may result in missed deadlines, penalties/interest along with other consequences and Client agrees that suspended work or termination of the engagement shall not entitle Client to recover damages from JMCO. All fees, charges and other amounts payable to JMCO hereunder do not include any sales, use, value added or other applicable taxes, tariffs or duties, payment of which shall be the sole responsibility of Client, excluding any applicable taxes based on JMCO's net income or taxes arising from the employment or independent contractor relationship between JMCO and JMCO's personnel. A late payment charge of 1½% per month will be assessed on any balance that remains unpaid after deduction of current payments, credits, and allowances after 90 days from the date of billing. This is an Annual Percentage Rate of 18%.
8. **Confidential & Proprietary Information**—Client and JMCO both acknowledge and agree that all information communicated by one party (the "Disclosing Party") to the other (the "Receiving Party") in connection with this engagement shall be received in confidence, shall be used only for purposes of this engagement, and no such confidential information shall be disclosed by the Receiving Party or its agents or personnel without the prior written consent of the other party. Except to the extent otherwise required by applicable law or professional standards, the obligations under this section do not apply to information that: (a) is or becomes generally available to the public other than as a result of disclosure by the Receiving Party, (b) was known to the Receiving Party or had been previously possessed by the Receiving Party without restriction against disclosure at the time of receipt thereof by the Receiving Party, (c) was independently developed by the Receiving Party without violation of this agreement or (d) Client and JMCO agree from time to time to disclose. Each party shall be deemed to have met its nondisclosure obligations under this paragraph as long as it exercises the same level of care to protect the other's information, except to the extent that applicable law, regulations or professional standards impose a higher requirement. JMCO may retain, subject to the terms of this Paragraph, one copy of Client's confidential information required for compliance with applicable professional standards or internal policies. If either Client or JMCO receives a subpoena or other validly issued administrative or judicial demand requiring it to disclose the other party's confidential information, such party shall (if permitted to do so) provide written notice to the other of such demand in order to permit it to seek a protective order. So long as the notifying party gives

notice as provided herein, the notifying party shall be entitled to comply with such demands to the extent permitted by law, subject to any protective order or the like that may have been entered in the matter. In the event that Client wishes to assert a privilege or Client fails to respond and JMCO asserts the privilege on Client's behalf, Client agrees to pay for all expenses incurred by JMCO in defending the privilege, including, by way of illustration only, JMCO's attorney's fees, court costs, outside adviser's costs, penalties and fines imposed as a result of Client asserting the privilege or Client's direction to JMCO to assert the privilege. JMCO's techniques, judgments, methodology and practices relating to its engagement practices are agreed by Client and JMCO to constitute proprietary confidential business information in the nature of trade secrets, security measures, systems and procedures which are in the nature of competitive interests which would impair the competitive business of JMCO should the information be released.

9. **Disclosures**—Certain communications involving advice are privileged and not subject to disclosure. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, Client, Client's employees or Client's agents may be waiving this privilege. To protect this right to privileged communication, please consult with JMCO or an attorney prior to disclosing any information about JMCO advice. Should Client determine that it is appropriate for JMCO to disclose any potentially privileged communication; Client agrees to provide JMCO with written, advance authority to make that disclosure.
10. **Force Majeure**—Neither Client nor JMCO shall be liable for any delays resulting from circumstances or causes beyond our reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any government agency or authority.
11. **Indemnification**—Client, its officers and directors hereby agrees to indemnify; agrees to pay for the defense (with counsel of JMCO's choosing) of JMCO, (including JMCO's principals, employees and authorized agents) and agrees to hold JMCO harmless from any and all suits, claims, actions, proceedings, liabilities, judgments, losses and costs whatsoever (including but not limited to attorneys' fees and litigation costs) arising in connection with any services performed or products provided by JMCO pursuant to, or under the cover of this engagement letter (Indemnity) as described in this paragraph. This Indemnity relates only to circumstances in which there is a knowing misrepresentation by Client and/or its management relating to this engagement. The foregoing indemnity is intended to apply to the extent not contrary to applicable law. This provision shall survive the termination of this engagement for a period of five years.
12. **Document Retention and Ownership**—The parties agree that JMCO will endeavor to retain documents and records in accordance with the Firm's Record Retention and Destruction Policy. Client agrees that after the specified period of retention expires (typically seven (7) years), documents and records may not be available. However, the related engagement records will not be destroyed regardless of the retention period, if JMCO has knowledge of potential or pending legal action and/or investigation by a regulatory agency, and it has been determined by the Firm that the records in question are relevant to said legal action and/or investigation. If it is determined that the records in question are relevant to the legal action and/or investigation, the Firm will impose a litigation hold on the records thereby suspending the scheduled destruction of the records. As potential or pending legal action or an investigation may not be public knowledge, we request that you inform us of any such legal action or investigation in a timely manner. Likewise, we request that you inform us when all legal action or investigation has been concluded so that the Firm can release the litigation hold and the records related to our engagement can be destroyed in accordance with our Record Retention and Destruction Policy. JMCO does not retain original client records or documents. Records prepared by us specifically for you as part of this engagement (for example, financial statements and other financial reports, tax returns, general ledgers, depreciation schedules, etc.) and other supporting records prepared by us (for example, adjusting entries and related support,

data combining schedules, calculations supporting amounts in tax returns and financial statements, letters, memos and electronic mail, etc.) will remain part of the engagement records. When any records are returned or provided to you, it is your responsibility to retain and protect them for possible future use, including potential examination by any government or regulatory agencies. JMCO owns and retains the rights to JMCO's internal working papers; any information created by JMCO is not the property of Client. In the event that documents are requested by the Representative or any other individual considered by law or regulation to be our client we will furnish the documents readily available in the Client file (which shall not include any obligation on JMCO's part to undertake a search of JMCO's electronic document and email files) to the requesting party.

13. **Professional Standards**—JMCO will perform this engagement in accordance with the professional standards applicable to the engagement including those standards promulgated by the American Institute of Certified Public Accountants. In the event that issues arise that present a conflict of interest and/or a potential for breach of professional standards it may become necessary to terminate or suspend services of this engagement.
14. **Use of Third Party Providers**—In the normal course of business, JMCO uses the services of third-parties and individual contractors, which are not employees of JMCO. Those services are performed at various levels and in various aspects of JMCO's engagements including bookkeeping, tax return preparation, consulting, audit and other attest services and clerical and data entry functions. It is possible that during the course of the engagement JMCO may utilize such third-party and individual contractor sources. Additionally, the engagement will, of necessity, require JMCO to handle confidential information and JMCO expects third-party service providers and individual contractors to maintain the confidentiality of such information. To be reasonably assured that unauthorized release of confidential client information does not occur, JMCO requires those individuals and third-party service providers to enter into a written agreement to maintain the confidentiality of such information. Client acceptance of this arrangement acknowledges and accepts our handling of confidential Client information including access by third-party and individual service providers.
15. **Limitation of Liability and Actions**—Neither party may assert against the other party any claim in connection with this engagement unless the asserting party has given the other party written notice of the claim within one (1) year after the asserting party first knew or should have known of the facts giving rise to such claim. Notwithstanding anything to the contrary, JMCO's maximum aggregate liability in this engagement (regardless of the nature of the any claim asserted, including contract, statute, any form of negligence, tort, strict liability or otherwise and whether asserted by Client, JMCO or others) shall be limited to twice the sum of the fees paid to JMCO during the term of this engagement. In no event shall JMCO be liable for consequential, incidental, special or punitive loss, damage or expense (including, without limitation, lost profits, opportunity costs, etc.) even if JMCO had been advised of their possible existence. This provision shall survive the termination of this agreement.
16. **Mediation**—Prior to resorting to arbitration or litigation that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement the parties agree to attempt resolution of any dispute in mediation administered by and conducted under the rules of the American Arbitration Association in mediation session(s) in Alachua County, Florida. Unless the parties agree in writing to the contrary, the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. The results of any such mediation shall be binding only upon agreement of each party to be bound. Each party may disclose any facts to the other party or to the mediator that it in good faith considers reasonably necessary to resolve the dispute. However, all such disclosures shall be deemed in furtherance of settlement efforts and shall not be admissible in any subsequent proceeding against the disclosing party. Except as agreed to in writing by both parties, the mediator shall keep confidential all information disclosed during mediation. The mediator shall not act as a witness for either party in

any subsequent proceeding between the parties. The costs of any mediation proceeding shall be shared equally by the participating parties.

- 17. Binding Arbitration**—All disputes not resolved by mediation (as described above) arising out of and/or related to the services and/or relationship with JMCO and Client will be resolved through binding arbitration. The parties agree that they are irrevocably voluntarily waiving the right to a trial by jury by entering into this voluntary binding arbitration agreement. The arbitration proceeding shall take place in Alachua County, Florida. The arbitration shall be governed by the provisions of the laws of Florida (except if there is no applicable state law providing for such arbitration, then the Federal Arbitration Act shall apply) and the substantive law of Florida shall be applied without reference to conflicts of law rules. In any arbitration instituted hereunder, the proceedings shall proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the American Arbitration Association (AAA), except that discovery shall be limited to identification of witnesses, exchange of expert reports, deposition of experts only, exchange of documents in the Client file and interrogatories and shall not include any exchange of e-mail or any requirement to produce or search for e-mail. Any Dispute regarding discovery, or the relevance or scope thereof, shall be determined by the Arbitration Panel (as defined below). For amounts in dispute less than One Million Dollars, the arbitration shall be conducted before a single arbitrator appointed as a neutral by the American Arbitration Association. The single arbitrator shall be both a licensed attorney and a licensed certified public accountant at the time of appointment as the arbitrator. If the amount in dispute is One Million Dollars or more, the arbitration shall be conducted before a panel of three persons, all panel members must be members of the American Arbitration Association's panel of neutrals with one arbitrator selected by each party (party selection shall be completed within twenty days of receipt of the panel nominees from the American Arbitration Association or, failing party selection the panel members shall be appointed by the American Arbitration Association), and the third member of the panel will be selected by the American Arbitration Association will be licensed as a certified public accountant at the time of appointment to the panel (the "Arbitration Panel"). The party-selected arbitrators shall be treated as neutrals. The Arbitration Panel shall have no authority to award non-monetary or equitable relief, but nothing herein shall be construed as a prohibition against a party from pursuing non-monetary or equitable relief in a state or federal court. The parties also waive the right to punitive damages and the arbitrators shall have no authority to award such damages or any other damages that are not strictly compensatory in nature. In rendering their award the Arbitration Panel shall issue a reasoned award. The arbitration panel is directed to award attorneys' fees and costs along with the costs of the arbitration proceeding to the prevailing party as determined by the Arbitration Panel. The confidentiality provisions applicable to mediation shall also apply to arbitration. The award issued by the Arbitration Panel may be confirmed in a judgment by any federal or state court of competent jurisdiction. In no event shall a demand for arbitration be made after the date on which the initiation of the legal or equitable proceeding on the same Dispute would be barred by the applicable statute of limitations or statute of repose or this agreement. For the purposes of applying the statute of limitations or repose or this agreement, receipt of a written demand for arbitration by the AAA shall be deemed the initiation of the legal or equitable proceeding based on such Dispute.
- 18. Employees**—Both Client and JMCO agree that they will not employ any employee of the other within one year of the employee's last day of employment with the other. Employment of a former employee within one year of the employee leaving the other party may cause significant economic losses and/or breach of professional standards for JMCO and potential economic loss and/or potential conflicts of interest for Client.

- 19. Posting and Distribution of Information**—JMCO’s permission is required prior to distribution or posting of JMCO work product. If Client plans to distribute or post online any of JMCO’s work product, a copy of the document, reproduction master or proof will be submitted to JMCO not less than seven days prior to distribution or posting to provide JMCO sufficient time for our reading and approval prior to distribution or posting. If, in our professional judgment, the circumstances require, we may withhold our written consent. Client agrees that prior to posting an electronic copy of any of JMCO’s work product, including but not limited to financial statements and our report(s) thereon, that Client will ensure that there are no differences in content between the electronic version posted and the original signed version provided to management by JMCO. Client agrees to indemnify JMCO, defend using counsel of JMCO’s choosing and hold JMCO harmless from any and all claims that may arise from any differences between electronic and original signed versions of JMCO’s work product.
- 20. Assignment**—Neither party may assign any of its rights or obligations under the terms of this engagement without the prior written consent to the other.
- 21. Additional Work**—From time to time Client may request that JMCO undertake to complete additional work. In the event that such work is undertaken without a separate written engagement understanding then the terms of this engagement letter shall govern the additional work.
- 22. Entire Agreement**—This engagement letter constitutes the entire understanding between the parties regarding the JMCO services and supersedes all prior understandings relating to JMCO services. No amendment, modification, waiver or discharge of the terms of this engagement letter shall be valid unless in writing and signed by authorized representatives of both parties. This understanding has been entered into solely between Client and JMCO, and no third-party beneficiaries are created hereby. In the event any provision(s) of the terms of this document shall be invalidated or otherwise deemed unenforceable, such finding shall not cause the remainder of this document to become unenforceable. The proper venue for all actions involving the relationship between JMCO and Client are the tribunals of principal jurisdiction in Alachua County, Florida. This engagement and the relationship between the parties shall be construed and enforced in accordance with, and governed by Florida law without giving effect to Florida’s choice of law principles. This document may be transmitted in electronic format and shall not be denied legal effect solely because it was formed or transmitted, in whole or in part, by electronic record; however, this document must then remain capable of being retained and accurately reproduced, from time to time, by electronic record by the parties and all other persons or entities required by law. An electronically transmitted signature or acknowledgment will be deemed an acceptable original for purposes of binding the party providing such electronic signature.

SYSTEM REVIEW REPORT

January 22, 2015

To the Members
James Moore & Co., P.L.
and the AICPA National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. (the firm) in effect for the year ended October 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, and examinations of service organizations (Service Organizations Control (SOC) 2 engagements).

In our opinion, the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. in effect for the year ended October 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. James Moore & Co., P.L. has received a peer review rating of *pass*.

Haddox Reid Eubank Betts PLLC

Jackson, Mississippi



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: Yes

SUBJECT: (B7b) Contract Assignment from Triple Crown Auto Parts, Inc. d/b/a NAPA Auto Parts to Wall Automotive Group, Inc. d/b/a NAPA Auto Parts.

DEPARTMENT: Public Works

GOAL:

RECOMMENDED MOTION: Move to approve, subject to city manager and city attorney approval of legally executed assignment documents, for the assignment of the contract with Triple Crown Auto Parts Inc. dated March 6, 2017 to Wall Automotive Group, Inc.

SUMMARY: The City was notified on July 25, 2017 of the sale of Triple Crown to Wall Automotive. The contract requires Triple Crown to obtain city council's consent for the assignment of the contract right to Wall Automotive. Triple Crown and Wall Automotive intend to effectuate the transfer on September 1, 2017.

Upon City Council approval the legal staff will review an assignment for the mayor's execution. All parties will be required to execute the assignment prior to city attorney approval. Wall is currently updating its corporate records to coincide with the transfer.

Project No.: Funding Account No.:

ATTACHMENTS:

Tracy London	Created/Initiated - 07/25/2017
Alyssa Parnell	Approved - 07/31/2017
Mike Silvey	Approved - 08/03/2017
Branford Adumuah	Approved - 08/03/2017
Margaret Roberts	Approved - 08/04/2017
Jake Johansson	Approved - 08/04/2017
Robin Fenwick	Final Approval - 08/04/2017



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: Yes

SUBJECT: (B8) Resolution No. 17-32 - Budget Appropriation

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 17-32

SUMMARY: *Babe Ruth World Series - Port Orange Panthers

*Reduction/Close Out of LAP Agreement 433666-1-58/6801 Herbert Street Right Turn Lane

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Reso. No. 17-32 Budget Appropriation	Reso. No. 17-32.pdf
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Lisa Pallante
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/02/2017
Approved - 08/02/2017
Approved - 08/03/2017
Approved - 08/03/2017
Final Approval - 08/03/2017

RESOLUTION NO. 17-32

A RESOLUTION OF THE CITY OF PORT ORANGE,
VOLUSIA COUNTY, FLORIDA, APPROPRIATING
OPERATING AND CAPITAL FUNDS TO BUDGET FOR
THE BABE RUTH WORLD SERIES, AND FOR THE
REDUCTION/CLOSE OUT OF LOCAL AGENCY
PROGRAM (LAP) AGREEMENT 433666-1-58/6801
HERBERT STREET RIGHT TURN LANE, SETTING
FORTH REVENUES AND EXPENDITURES; AND
PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to budget for the Babe Ruth World Series and for the reduction/close out of LAP Agreement 433666-1-58/6801 (Contract No. ART70) for the Herbert Street Right Turn Lane, City Project PNC014; and

WHEREAS, the City Council desires to appropriate the funds related to various operating and capital items, and to set forth, appropriate and change appropriations of certain revenues and expense.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The funds for the City operating and capital items are hereby appropriated as set forth in Composite Exhibit A, attached hereto, which reflects revenues and corresponding expenditures for the designated projects.

Section 2. The Budget item adopted in the preceding section shall govern the expenditures relating to such operations for the City during the current fiscal year effective October 1, 2016 through September 30, 2017.

Section 3. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the City Council and the City Manager as deemed necessary in strict

compliance with the procedures specified in Chapter 2, Article VI, Division 3, Code of Ordinances, City of Port Orange, Florida.

Section 4. This resolution shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the day of

Reviewed and Approved: _____
Margaret T. Roberts, City Attorney

FY2017 **Transportation Impact Fee Fund 312**
Prepared: **August 2, 2017**
Finance: **Lisa Pallante**

	<u>Budget Increase / (Decrease)</u>
<u>Revenues:</u>	
Intergovernmental - State Grant - FDOT Local Agency Program (LAP) Agreement FPN: 433666-1-58/6801 Contract No.: ART70 Project: Westbound Right Turn Lane and Intersection Improvements at Herbert St. and Clyde Morris City Project No. PNC014	\$ (16,025)

Total Revenues: \$ (16,025)

<u>Expenditures:</u>	
Transportation	\$ (16,025)

Total Expenditures: \$ (16,025)

*To budget for the reduction/close out of Local Agency Program (LAP) Agreement 433666-1-58/6801 for the Herbert Street Right Turn Lane, City Project PNC014.

FY2017 **Recreation Scholarship Fund 621**
Prepared: **August 2, 2017**
Finance: **Lisa Pallante**

	<u>Budget Increase / (Decrease)</u>
<u>Revenues:</u>	
Appropriated Equity	\$ 13,440
Total Revenues:	<u>\$ 13,440</u>
<u>Expenditures:</u>	
Culture and Recreation	\$ 13,440
Total Expenditures:	<u>\$ 13,440</u>

*To budget for participation in the Babe Ruth World Series by the Port Orange Panthers.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: Yes

SUBJECT: (B9) Police Benevolent Association Lieutenants (PBA Lt.) 2017-2020 Collective Bargaining Agreement Ratification.

DEPARTMENT: Administrative Services

GOAL:

RECOMMENDED MOTION: Motion to approve the 2018 - 2020 Collective Bargaining Agreement negotiated between the City of Port Orange and Police Benevolent Association Lieutenants, subject to legal review and approval of the executed collective bargaining agreement.

SUMMARY: The City and the PBA Lt. have negotiated a three year wage Collective Bargaining Agreement, which will cover Fiscal Year 2018 - Fiscal Year 2020.

On July 31, 2017 the City received notification that the PBA Lt. members voted in favor of this agreement. In order to ratify this agreement, the City Council must also vote in favor of the proposed changes.

Staff has attached a summary of the changes to this contract, marked-up copies of the changed articles, and a clean copy of the entire contract. A number of items in this contract are administrative clean-up and items changed to reflect areas in where a consistency with Rank and File was desired.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Summary of PBA Lt. Proposals	Summary of PBA Lt. Proposal.docx
2.	Marked Up TA Articles	TA Articles - PBA LT-Final.pdf
3.	Clean Copy of PBA Lt. Proposal	PBA LTS 2017-2020.pdf
4.	PBA LTs Signature Page	PBA Lts Signature Page.pdf

Jamie Miller
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 07/31/2017
Approved - 08/02/2017
Approved - 08/04/2017
Approved - 08/04/2017
Final Approval - 08/04/2017

Summary/Highlight of Changes to the Proposed PBA Lt. 2018-2020 Agreement

Article 8 – Seniority:

- Changes the definition of how Seniority is defined, focusing more on work performance and prior conduct and less on physical fitness.

Article 9 – Bill of Rights:

- Provides consistency with the PBA Rank and File.

Article 11 – Training and Tuition Reimbursement:

- Provides consistency with the how this program is administered at a City-wide level.

Article 12 – Disciplinary Action:

- Directs the grievance process to be handled under the contract.
- Provides consistency with the PBA Rank and File.
- Clarifies the ability to execute emergency suspension prior to exhaustion of the grievance process.

Article 13 – Leave of Absence:

- Administrative clean up and clarification of current practice.

Article 14 – Grievance Procedure:

- Defines the grievance procedure and provides consistency for administrative ease.

Article 17 – Hours of Work:

- Administrative clean up to make this language point to the Policy to ensure consistent application.

Article 19 – Sick Leave:

- Provides language similar to what is found in Civil Service Rules and Regulations to address when an employee is promoted from one bargaining unit into the next.

Article 22 – Uniforms and Equipment:

- Removes a wind breaker jacket.
- Adds a summer shirt and a pair of Class A dress shoes.

Article 24 – Wages:

- In Fiscal Year 2018, it takes the approach, similar to those in the rank of Captain, of paying the Lieutenants a consistent rate of pay. This rate will address compression from the Sergeants, without causing compression for the Captains. Any employees above that rate will not receive an adjustment to their wage, but will be eligible for an ICMA contribution. The average increase is approximately 3.6%.
- In Fiscal Year 2019, the rate for a Lieutenant will be increased by approximately 2.75%. Any employees above that rate will not receive an adjustment to their wage, but will be eligible for an ICMA contribution.
- In Fiscal Year 2020, the rate for a Lieutenant will be increased by approximately 2.75%. An employee may be eligible for an ICMA contribution if they are scheduled to receive smaller than the 2.75%.

Article 25 – Retirement:

- In accordance with Florida Statute 185.35(6), the unit has agreed to add Mutual Consent language which allow the City to continue to utilize all of the excess premium tax dollars to offset their required contribution, and not currently fund the Share Plan. There are no changes to Retirement Benefits.

Article 26 – Alcohol and Drug Testing:

- Administrative clean up and clarification of current practice.

Article 28 – Rules and Regulations:

- Provides consistency with the PBA Rank and File.

Article 32 – Workers' Compensation, Health, Safety, and Physical Fitness:

- Provides consistency with the PBA Rank and File.
- Changes the total disability benefit provided by the City from 60 working days to 60 calendar days.
- Administratively moves the PAT to be addressed in a SOP instead of in the contract.

Article 34 – Duration of Agreement

- Provides for a three year contract from 2018 – 2020.

Article 35 – Voluntary Special Events

- Changes the administrative fee from 20% to 15% related to outside special details.

For the Union

EF 3/15/17

For the City

AN 3-15-17

SENIORITY

- 8.1 For the purpose of this Agreement, employees shall have three (3) types of seniority: Department Seniority, Time in Grade Seniority and City Seniority. Department Seniority is defined as the length of continuous, uninterrupted service in the Port Orange Police Department. Time in Grade Seniority is defined as the length of continuous, uninterrupted service as a Lieutenant in the Port Orange Police Department. City Seniority is defined as the length of continuous, uninterrupted service with the City, measured from the employee's initial or adjusted date of employment.
- 8.2 Continuous service shall be considered as having been interrupted when the employee:
- (a) Resigns;
 - (b) Is discharged;
 - (c) Takes unauthorized leave of absence leave; or
 - (d) Is absent due to a lay-off for more than twelve (12) months.
- 8.3 In the event of a lay-off or elimination of a rank/position within the Department the following factors as listed below, shall be considered by the City; however, only where "a" and "b" are relatively equal shall "c" ~~physical fitness~~ be the determining factor:
- (a) Time in Grade Seniority as defined in Section 8.1;
 - (b) Department Seniority as defined in Section 8.1;
 - (c) Ability to perform work in a satisfactory manner and prior conduct.
- ~~(a) Time in Grade Seniority as defined in Section 8.1;~~
~~(b) Ability to perform work in a satisfactory manner and prior conduct;~~
~~(c) Physical fitness.~~
- 8.4 For the purpose of filling any employment opening in the City, the City shall give preference to previously laid off employees over new hires provided that the laid off employee meets the minimum qualifications for the position; provided that there are no other eligible laid-off employees from the Department with an opening; and provided they are otherwise eligible to be rehired by the City.
- 8.5 Under no circumstances shall any employee be entitled to accrual of seniority or any other employee benefit during the period of his lay-off.
- Should an employee be hired after having been on lay-off, the employee will retain his seniority.

For the Union BF 3/15/17

For the City AM 3.15.17

- 8.6 For purposes of a recall, employees shall be returned to their former position in the inverse order of lay-off. No laid-off employee shall retain recall rights beyond one (1) year from date of lay-off.
- 8.7 In the event of a Reduction in Force or lay-off at the Lieutenant rank, Lieutenants will roll down to their previous rank of Sergeant. In the event of a reduction in rank from Lieutenant to Sergeant those personnel affected by such moves shall be given first consideration and preference if/when those positions reopen.

For the Union EF 3/15/17

For the City AM 3.15.17

ARTICLE 9

BILL OF RIGHTS

- 9.1 The Parties agree to abide by the Law Enforcement Officer's and Correctional Officer's Bill of Rights, Section 112.532, Florida Statutes, as amended from time to time, which is incorporated herein by reference.
- 9.2 The findings of internal affairs investigations shall be labeled "sustained" (guilty as charged), the investigation disclosed sufficient evidence to clearly provide the allegations made in the complaint; or "not sustained" (not guilty), the investigation fails to discover sufficient evidence to clearly prove or disprove the allegations made in the complaint; "exonerated", acts did occur, but were justified, lawful, and proper or "unfounded", the investigation indicates that the act(s) complained of did not occur or failed to involve police personnel;. No other terminology may be used.
- 9.3 Only "sustained" complaints from citizens will be inserted in an officer's personnel record located in the Human Resources office.
- 9.4 "Not sustained" "unfounded" and "exonerated" complaints from citizens will not be inserted in an officer's personnel record located in the Human Resources Office
- 9.5 The charge "conduct unbecoming an officer" and all similarly vague charges will not be employed by the City.

For the Union EF 5/24/17

For the City AM 5-24-17

ARTICLE 11

TRAINING AND TUITION REIMBURSEMENT

- 11.1 The City will make every reasonable effort to enable the employee to attend required in service training during the employee's normal working hours. When necessary to attend in-service training with schedules different from the normal work schedule, a Lieutenant's work schedule can be adjusted with forty-eight (48) hours notice to the Lieutenant.
- 11.2 Where the City requires any employee to attend supervisory training and/or training in specialized police techniques and/or any other job-related training, the City will make every reasonable effort to schedule the employee attending such training during his normal working hours. When necessary to attend training classes with schedules different from the normal work schedule, a Lieutenant's work schedule can be adjusted.
- 11.3 This Article shall not in any manner apply to any training required by the Florida Police Standards Board to re-obtain Police Lieutenant certifications for purposes of employment with reinstatement to the Department in the event that such certification shall have lapsed, expired, and/or terminated.
- 11.4 Subject to budgetary constraints and the availability of funds, the City agrees to reimburse the employee for tuition (excluding fees categorized as "other fees") up to two (2) approved classes per semester (fall, summer, spring). The employee will be reimbursed at the Daytona State College (DSC) rate. up to four (4) approved classes per school year that the employee takes at Daytona State College (DSC). The City will reimburse the employee for tuition (excluding fees categorized as "other fees") for graduate course work at the rate of one half (1/2) the cost of tuition for graduate course work at the University of Central Florida (UCF) rate, regardless of where the courses are taken. Courses will be paid on a reimbursement basis with proof of payment and grade. Other training will be approved on a case by case basis. For classes at institutions other than DSC, the city will reimburse the employee for approved courses at the DSC rate if the course is offered at DSC. If the course is not offered at DSC, the City will reimburse the employee at the UCF rate. The City will require each employee to remain in the service of the City for one (1) year after completion or termination of the most recent class paid for by the City or the employee will be required to reimburse the City for the costs of tuition unless the employee is terminated by the City. The obligation will begin on the day after the school semester is completed. For special courses, employees will be required to sign an Education Agreement with the City. The Education Agreement will require an obligated length of service depending on the length and cost of the course. These classes shall be police related courses

For the Union EF 5/24/17

For the City AS 5-24-17

~~or seminars and must be approved by the City. The decision for approval or disapproval of courses is not subject to the grievance and arbitration provisions of this Agreement. The employee shall not be reimbursed by reimburse the City for all costs and expenses paid by the City if the course is not passed with a grade of "C" or better or a passing grade on a pass/fail system or if grades are not received within three (3) months after the completion of the course.~~

~~For those that are in the junior and senior years of a degree program the employee must maintain a grade point average of 2.75 or better in order to receive reimbursement.~~

~~For those pursuing a Master's degree a grade point average of 3.0 must be maintained in order to receive reimbursement.~~

11.5 The City of Port Orange will also provide reimbursement for internet and correspondence courses to the employee at the same reimbursement rates as stated in section 11.4 above. Employees who wish to complete internet-based courses, which are job related, but do not relate to a college degree, will be monitored by Department Directors who may approve and pay for the courses. Employees shall not be allowed to work on internet-based college courses during normal work hours. If an employee wants to complete college courses using the internet, he or she may do so after normal working hours using City computers.

11.6 Employees must have completed twelve (12) months of service with the City to be eligible for taking courses as allowed under this article.

11.7 It is clearly understood that all tuition reimbursement is subject to budget constraints and availability of funds as defined in the line item 001-1000-519.40-10. The funds assigned to this line item are for use City Wide and approval of funds will be based on a first come, first serve basis upon applying for reimbursement prior to the course beginning. All documentation must be complete when turned into the Human Resources department in order to be considered for tuition reimbursement. Notwithstanding the aforesaid, the Department Head may within his discretion, allocate from the various Police Department's operational funds to provide tuition reimbursement for employees.

11.5 It is clearly understood that all tuition reimbursement is subject to budget constraints and availability of funds. Notwithstanding the aforesaid, the Department Head may within his discretion, allocate from the various Police Department's operational funds to provide tuition reimbursement for Lieutenants.

For the Union EF 5/24/17

For the City AM 5-24-17

ARTICLE 12

DISCIPLINARY ACTION

- 12.1 In the event an employee is discharged, suspended or demoted, the City agrees that he shall be provided with written notification of the action. The City agrees that no employee shall be disciplined except upon sustained findings.
- 12.2 Except in extraordinary circumstances, before the employee is discharged or suspended without pay for disciplinary reasons the notification described in Section 12.1 will be provided to the employee in advance of the action so as to give the affected employee an opportunity to present his position pursuant to Civil Service Rules.
- 12.3 In the event an employee becomes the subject of a formal Departmental or City investigation arising from a complaint or allegation, the Department or the City, whichever is appropriate, shall notify the employee of the disposition of the complaint upon the conclusion of the formal investigation. Disciplinary actions except oral reprimands are subject to the grievance procedure, Article 14, ~~or the City Civil Service Grievance and Appeals procedure~~ or Florida Statutes Section 112.532, whichever is applicable.
- 12.4 Disciplinary action, except termination or emergency suspension as detailed in Department Directive section 26.4, shall not become effective until such time that an employee has exhausted the grievance process through Step 4, or until such time that the time period for initiating Step 1 of the grievance process has expired. Th

For the Union EF 5/24/17

For the City pr 5-24-17

ARTICLE 13

LEAVE OF ABSENCE

- 13.1 **Family Medical Leave Act (FMLA):** The City of Port Orange ~~may~~ will grant ~~any eligible employee leave to eligible employees,~~ in accordance with the Family and Medical Leave Act of 1993, as amended from time to time (FMLA), and in accordance with the City General Administrative Policy 1-22. Family and Medical Leave Act Policy, set forth in the City's Administrative Policies Manual as Policy 1-22. Failure of any employee to return to duty upon expiration of a leave of absence under this Article shall ~~constitute the resignation of that employee.~~
- 13.2 Holidays, sick leave, annual leave, and any other benefits based on time spent in the employ of the City shall not accrue (or be credited) during a leave of absence without pay, provided however, that if permitted by the Retirement Plan, the employee may maintain his retirement credit by paying both his and the City's share of the Retirement Plan premiums. The employee shall be responsible for their portion of insurance premiums for single and dependent coverage during unpaid leave of absence.
- 13.3 Longevity increases, performance increases, and any other increases for which an employee may become eligible based in whole or in part on length of service with the City shall not be credited during any period of unpaid FMLA leave of absence.

ARTICLE 14

GRIEVANCE PROCEDURE

~~14.1 In a mutual effort to provide a harmonious working relationship between the parties to this Agreement, it is agreed and understood that there shall be a procedure for the resolution of grievances between the parties and that such procedure shall cover grievances involving the application, violation or interpretation of this Agreement.~~

~~Every effort will be made by the parties to settle any grievance as expeditiously as possible. Any grievance not answered by Management within the prescribed time limits shall automatically advance to the next higher step.~~

~~Grievances shall be presented pursuant to Civil Service Rules.~~

14.1 In a mutual effort to provide a harmonious working relationship between the parties to this Agreement, it is agreed and understood that there shall be a procedure for the resolution of grievances between the parties and that such procedure shall cover grievances involving employee discipline or the application, violation, or interpretation of this Agreement.

14.2 Every effort will be made by the parties to settle any grievance as expeditiously as possible. Any grievance not answered by Management within the prescribed time limits shall automatically advance to the next higher step. Should the grieving party fail to observe the time limits as set forth in the steps of this Article, his grievance shall be considered conclusively abandoned.

14.3 All grievances shall begin at Step 1, except the following grievances shall begin at Step 3:

(1) A grievance that is general in nature, in that it applies to a number of employees, rather than a single employee, or

(2) A grievance that is directly between the Police Benevolent Association and the City, or

(3) A grievance involving a suspension, demotion, or discharge.

The above referenced grievances shall be reduced to writing, as outlined in 14.4, Step 1, and filed within ten (10) work days of the occurrence of the event(s) or notification of discipline.

14.4 Grievances shall be presented in the following manner:

Step 1. The employee, employee representative, or the Association shall first present his/her grievance in writing to the employee's immediate supervisor (or shift commander) within ten (10) work days of the occurrence of the event(s) which gave rise to the grievance or from the date on which the employee becomes knowledgeable of the cause of action. If the event(s) which gave rise to the grievance occurred at a time when the employee was on annual leave, sick leave, or other compensated leave, the ten (10) work days period shall commence running immediately upon the employee's return from such compensated leave. The immediate supervisor (or shift commander) shall answer the grievance in writing within (10) work days of the presentation of the grievance. The answer shall be given to the employee, with a copy to the Association. All grievances must be reduced to writing and must contain the following information:

- (a) The specific article and section of the Agreement alleged to have been violated by the City;
- (b) A full statement of the grievance, giving a complete description of the facts, dates, and times of the events involved in the alleged violation, and the specific remedy desired by the grievant;
- (c) Signature of grievant or signature of the association representative and the date signed. In case of a group of employees filing a single grievance, the grievants will be identified.

Unless the grievance is presented in the manner set forth in this Section, it shall be deemed not to exist.

Step 2. Any grievance which cannot be satisfactorily settled with the immediate supervisor (or shift commander) shall be reduced to writing as set forth in Step 1, by the employee, employee representative, or the Association, and shall next be presented to his/her Division Captain.

Such grievance shall be presented to the Division Captain within ten (10) work days of the date of receipt of the Step 1 answer. The Division Captain shall, within ten (10) work days after presentation of the grievance render his/her decision of the grievance in writing, unless a longer period of time is mutually agreed upon. The decision shall be sent to the employee, with a copy to the Association.

Step 3. Any grievance which cannot be satisfactorily settled with the Division Captain shall next be presented to the Department Head or his designee. The grievance as specified in writing in Step 1 shall be submitted within ten (10) work days after the receipt of the Step 2 answer. The Department Head or Designee may meet with the employee and his/her

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representative within ten (10) work days after receipt of the grievance (or such longer period of time as is mutually agreed upon). The Department Head or Designee shall render his decision in writing and send it to the employee, with a copy to the Association, within ten (10) work days after the grievance meeting or receipt of grievance, if no meeting is held.

Step 4. Any grievance which is not resolved at Step 3, shall next be presented to the City Manager within ten (10) work days after the receipt of the Step 3 answer. The City Manager shall meet with the employee and/or his/her representative within ten (10) work days after receiving the grievance. The City Manager shall render his/her decision in writing within ten (10) work days after the grievance meeting and send it to the employee, with a copy to the Association.

Step 5 - Arbitration. In the event a grievance processed through the grievance procedure has not been resolved in Step 4 the Association shall request, in writing, that the grievance be submitted to arbitration within ten (10) work days after the City Manager renders a written decision on the grievance.

The Arbitrator may be any impartial person mutually agreed upon by and between the parties. If an impartial Arbitrator cannot be agreed upon within ten (10) work days after the date the grievance has been submitted for Arbitration, the Association shall request the Federal Mediation and Conciliation Services to furnish a panel of seven (7) Arbitrators within twenty (20) work days after the grievance is submitted to arbitration. Within ten (10) work days of receipt of the panel, each party shall have the option to alternatively strike three (3) names from the list in alternating fashion, thus leaving the seventh (7th) which will give a neutral or impartial Arbitrator.

The City and the party requesting arbitration shall attempt to mutually agree in writing as to the statement of the grievance to be arbitrated prior to the arbitration hearing, and thereafter, the Arbitrator shall confine his decision to the particular grievance thus specified. In the event the parties fail to agree on the statement of the grievance to be submitted to the Arbitrator, the arbitrator will confine his consideration and determination to the written statement of the grievance presented in Step 2 of the grievance procedure. The Arbitrator shall fashion an appropriate remedy for violations of the provisions contained in this Agreement.

The Arbitrator shall have no authority to change, amend, add to, subtract from, or otherwise alter or supplement this Agreement or any part thereof or amendment hereto. The Arbitrator shall have no authority to consider or rule upon any matter which is stated in this Agreement not to be subject to arbitration or which is not a grievance as defined in this Agreement; nor shall this Agreement be construed by the Arbitrator to supersede applicable

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laws in existence at the time of the signing of this Agreement, except to the extent as herein provided. The arbitration hearing shall be conducted in accordance with the rules of procedure promulgated by the American Arbitration Association.

Each party shall bear the expense of its own witnesses and of its own representatives for purpose of the arbitration hearing. The impartial Arbitrator's fees and related expenses and expenses in retaining a hearing room, if any, shall be paid by the party declared by the Arbitrator to be the loser of the decision. The Arbitrator shall have the obligation in resolving the case before him/her to declare which party has lost the decision. If the Arbitrator fails to specify the losing party, the Arbitrator's fees and related expenses and expenses in retaining a hearing room, if any, shall be equally divided between the parties. Any party desiring a transcript of the hearing shall bear the cost of such transcript unless both parties mutually agree to share said cost.

The Arbitrator's award shall be final and binding on the parties.

14.5 Consistent with the provisions of the Florida Public Employees Relation Act, Chapter 447 Florida Statutes unless amended, it is mutually acknowledged and agreed that this Agreement shall be administered within the amounts agreed to by the City Council for funding of the Agreement. Accordingly, and notwithstanding any other provision of the Agreement, the Arbitrator shall have no authority, power or jurisdiction to construe any provision of the law, statute, ordinance, resolution, rule or regulation or provision of this Agreement to result in, obligate or cause the City to have to bear any expense, debt, cost or liability which would result, directly or indirectly, in the City exceeding the amounts initially agreed to by the City council for the funding of this Agreement as agreed upon by the parties. Any such award which contravenes or is not in compliance with the provisions of this paragraph shall be null and void.

14.6 It is the mutual desire of the City and the Union that grievances shall be adjusted as quickly as possible and to that end the time limits set forth in this Article are to be strictly enforced. The time limits may only be extended by mutual written agreement. Failure of the grievant to observe the time limits for any steps in this Article without a mutually agreed written extension of time shall terminate the grievance. The term "work days" as used in this article includes Monday through Friday of each work week regardless of the grievant's work schedule. Saturdays, Sundays, and holidays as set forth in this Agreement shall not be considered "work days" even if work is assigned on these days. For the purpose of calculating time limits, the day on which a grievance, or a reply by management to a grievance is received, shall not be counted.

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ARTICLE 17

HOURS OF WORK

- 17.1 The purpose of this Article is to define hours of work but nothing in this Agreement shall be construed as a guarantee or limitation of the number of hours to be worked per day, days per week, or for any other period of time, except as may be specifically provided herein.
- 17.2 The Department Head, with the approval of the City Manager, may establish the basic work schedules and hours of work best suited to meet the needs of the Department to provide proper services to the community and their customers.
- 17.3 In the event that a ~~state of emergency, martial law, or other form of~~ emergency status is declared by ~~any state, federal, or~~ by the City of Port Orange local government authority, which necessitates any employee working more than their regularly scheduled hours, each employee shall, in addition to their regular pay, be paid compensation for each additional hour worked in excess of their regularly scheduled hours, in accordance with Policy 1-37, Overtime Payment During a Declared Emergency Operation. Additionally, in the event that Mutual Aid is awarded to another jurisdiction that has declared a state of emergency, the City Manager under his/her sole discretion may elect to operate under Policy 1-37. ~~The obligation of the employer to pay compensation under this paragraph is contingent upon the employer first being compensated by either the state government, federal government, or county government for the additional hours worked at the rate per hour reimbursed. If the employer is never compensated for the additional hours worked, then the employer has no obligation to pay the employees for the additional hours worked. To the extent that the employer is compensated by either the state government, federal government, or county government for the additional hours worked, the employer is obligated to pay for the additional hours worked.~~

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ARTICLE 19

SICK LEAVE

- 19.1 Sick leave benefits shall not be considered as a right to be used at an employee's discretion. Sick leave is an allowance granted by the City to provide employees with reasonable time off during periods of personal or family illness or injury and to attend medical appointments without loss of pay. This includes time off to recover from off-duty illness or injury that prevents an employee from being able to adequately perform their required job duties and functions. All employees desiring to utilize sick leave are required to notify their supervisor as early as possible, and at least one (1) hour in advance of their scheduled reporting time each day of their intended absence due to illness, injury or medical appointment. Extenuating circumstances to the above shall be given due consideration. Such notice shall be given each day of the absence and the employee shall notify the supervisor as soon as possible of the employee's intention to return to work. Abuse of sick leave privileges shall be considered cause for disciplinary action or dismissal. The City may require a physician's certificate to authenticate an absence or to determine qualifications to resume work.
- 19.2 General Terms of Accrual - Sick leave shall be accrued from the most recent day of continuous employment under the conditions hereinafter stated. An employee who is paid for less than twenty (20) hours of work in a week shall accrue no sick leave credit for such week of service. Provided, however, that the limit of twenty (20) hours shall not apply to an employee on annual leave, sick leave, or other authorized leave with pay who would otherwise have worked at least twenty (20) hours. No employee shall be permitted to use sick leave for any period spent on unauthorized leave or participating in an unlawful work stoppage.
- A. Accrual for Full-Time Employees - Each full-time employee shall accrue sick leave at an equally prorated amount per pay period, to yield one hundred and eight tenths (100.8) hours per calendar year. In the event that an employee has worked less than a full year, the total number of accrued hours of annual leave will be reduced proportionately.
- B. Accumulation and Pay-Off of Sick Leave - Subject to the provisions of this Agreement employees may accumulate sick leave from year to year for use in future years as needed. Employees may exchange sick leave for pay, or at their option, deferral into an ICMA-RC 457 Plan account up to the maximum amount provided by law, as provided herein. The maximum unused sick leave that may be exchanged for pay or deferral in any one year is one hundred ninety-

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two (192) hours, provided each member maintains a balance of at least forty (40) hours of accumulated sick leave after the sick leave requested for pay or deferral is deducted from their accumulation, provided the requirements of Section 19.3 are met.

19.3

Accumulation of Sick Leave and Sick Leave Sell Back/Deferral

Subject to the provisions of this Agreement employees may accumulate sick leave from fiscal year to fiscal year for use in future years as needed. All accrued sick leave hours as reflected on the second to last pay check received each September which are in excess of seven hundred fifty (750) hours shall be paid off by the City at the employee's regular hourly rate for each hour of sick leave. At the employee's option, the employee may defer this payment into an ICMA-RC 457 Plan account up to the maximum amount provided by law. An employee that is promoted from a position covered by the PBA Rank and File Collective Bargaining Agreement to a position covered under the PBA Lt. CBA shall be eligible to carry forward each fiscal year a sick leave balance equal to their total sick leave accruals as of the date of promotion, up to the maximum allowed under the Bargaining Agreement in effect at the time of the promotion, unless a new cap is expressly negotiated by the unit and the City.

Sick Leave Exchange for Pay or Deferral

- a. For employees who have a minimum of ten (10) years of seniority with the City as of September 30 of the year in which the employees seek to exchange sick leave for pay or deferral the following procedures shall apply to sick leave exchanges for pay:

All members must maintain a minimum balance of forty (40) hours of sick leave. Employees may exchange a maximum of one hundred ninety-two (192) hours of unused sick leave for pay or deferral into the employee's ICMA-RC 457 Plan account each year. Each employee shall receive one hour of pay or deferral at his/her regular hourly rate as of September 15 of the year that the exchange is being made for each hour of unused sick leave being cashed in or deferred.

- b. For employees who have less than ten (10) years of seniority with the City as of September 30 of the year in which the employees seek to exchange sick leave for pay, the following procedures shall apply to sick leave exchange:

All members must maintain a minimum balance of forty (40) hours of sick leave. Employees may exchange a maximum of one hundred ninety-two hours of unused sick leave for pay or deferral into the

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employee's ICMA-RC 457 Plan account each year. Employees who have accumulated more than forty (40) hours of sick leave but less than one hundred (100) hours which they wish to exchange may exchange that leave for pay or deferral at the rate of three (3) hours of sick leave for one (1) hour of pay or deferral.

Employees who accumulate more than one hundred (100) hours of sick leave which they wish to exchange may exchange that leave for pay or deferral at a rate of two (2) hours of sick leave for one (1) hour of pay or deferral. At all times a minimum of forty (40) hours of sick leave must be maintained in order for the employee to exchange sick leave for pay or deferral.

- 19.4 Subject to the provisions of this Agreement, an employee may cash in, or at his/her option, defer into an ICMA-RC 457 Plan account, at his/her regular rate of pay effective on September 15, his/her accumulated sick leave hours by obtaining the appropriate form and submitting it upon completion to the Human Resources Department no later than September 1 of such fiscal year, subject to the restrictions indicated in Section 19.2.B. Failure to submit this form will result in an employee's accrued sick leave being "banked" for future use or pay-off as provided herein. Any sick leave taken after the filing of such form shall first be deducted from accrued sick leave "in the bank" and, secondly, from those days for which payment is sought but not yet paid.
- 19.5 All payments or deferrals for unused sick leave made under this Article shall be paid by check issued by the City on or about the last pay check received in September.
- 19.6 Participants utilizing sick leave shall be paid and their account charged for the actual number of scheduled hours absent.
- 19.7 Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments of not less than one-half (1/2) hour.
- Employees shall not be allowed to utilize sick leave in lieu of annual leave.
- 19.8 Retirement, Resignation or Death - An employee who resigns with two (2) weeks prior notice and has a minimum of ten (10) years of service with the City, or retires under the provisions of the City's pension plan (or in the event of death, his or her heirs) shall be entitled to a lump sum payment for all unused sick leave accrued at a rate of one hour of pay for one hour of leave. The employee may also have the option of deferring his or her payment of unused leave into an ICMA-RC 457 Plan account, up to the maximum amount provided by law.

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19.9 An employee who is fired, dismissed or who quits and/or separates from the City for any reason other than detailed in section 19.8 shall forfeit accrued sick leave.

19.10 Employees may sell a maximum of five (5) hours of sick time to donate to families of Officers in need within the central Florida area. This subsection shall be exempt from the minimum forty (40) hour bank rule.

19.11 SICK LEAVE BANK

Both parties agree to consider the establishment and maintenance of a voluntary Sick Leave Bank.

An employee's participation in the Sick Leave Bank is voluntary.

ARTICLE 22

UNIFORMS AND EQUIPMENT

- 22.1 The City will provide to all Officers the following equipment and clothing and other items as necessary:

4 Trousers

2 Long sleeve shirts

3 Short sleeve shirts

1 Winter jacket

2 Collar insignias

1 Tie

1 Tie Clasp

2 Badges

1 Identification card and carrier

1 Walkie talkie holder swivel

~~Shoes as needed. Not to exceed two (2) pair per year.~~

1 Rechargeable flashlight

1 Pocket pen

1 Pocket notebook

1 Pair non-prescription sunglasses for employees in the Traffic Division

1 Bullet proof vest to be worn in accordance with Department policy

~~EF 1 Wind breaker jacket with Police on the back and a badge on the front.~~

1 pair Handcuffs

3 Summer shirts, blue

1 Summer shirt, white

1 Pair of duty boots, as needed. Not to exceed two (2) pair per year

1 Pair of dress shoes for Class A uniform wear

- 22.2 The City agrees to furnish all sworn Officers, at City expense, those replacement uniform items that are worn, torn, or damaged through normal wear and tear, rather than through negligence or misconduct.

- 22.3 Any employee who shall receive any breakage or damage to his personal equipment in the line of duty shall have it replaced at no cost to the employee, to a maximum of one hundred (\$100.00) dollars per item. However, if the employee is not negligent, then, in the case of loss or damage to prescription eyeglasses they will be replaced or repaired, as the case may be, without regard to the one hundred (\$100.00) dollar limitation.

- 22.4 The City agrees to provide each uniformed and non-uniformed employee dry cleaning at City expense for all uniforms and clothing—used for employment.

For the Union EF 3/15/17

For the City AM 3.15.17

- 22.5 The City agrees to arrange to have each police vehicle inspected by a mechanic on a regular basis. At the start of each shift, the driver will inspect his assigned vehicle before he goes on duty. If the driver finds any fault in the vehicle which might be construed as a safety hazard, the driver shall immediately arrange to have said vehicle repaired or take other appropriate action.
- 22.6 The City will provide each Officer with a two-way portable radio.
- 22.7 City-issued uniforms and other articles of clothing are provided for wear while at work, and are not to be worn for non-duty purposes.
- 22.8 The City will issue uniforms in compliance with IRS regulations pertaining to work clothes and Uniform Allowances and Reimbursements.
- 22.9 The City and the Association agree that sworn Officers who are required to wear non-issue clothing in the course of their employment shall receive a clothing allotment. Sworn Officers who are required to wear non-issue clothing shall receive their first-year clothing allotment prorated monthly to the end of the calendar year, prior to the commencement of assignments that require them to wear such clothing. The clothing allotment will be \$750.00 pro-rata per year. This allowance shall be paid in one installment annually during the first pay period in January. Upon departure from assignment, employee will be responsible to re-pay the prorated share for the time not in the assignment for an amount that exceeds \$150.00. If an employee works any given day in a month, they will not be required to repay the prorated amount for that given month.

EF 7/2/177.21.17**ARTICLE 24****WAGES**

- 24.1 Employees will receive no increase in pay other than what is provided for in this agreement. All future wage increases beyond the term of this agreement shall be subject to negotiation by the parties.
- A. Effective the first full pay period following October 1 2017, or upon ratification of this agreement, whichever is later, all current Police Lieutenants will make \$75,000 annually. Any current Lieutenant whose current base wage is in excess of \$75,000 will receive a one-time \$2,000 contribution to their ICMA-RC 457 plan.
 - B. Effective the first full pay period following October 1 2018, all current Police Lieutenants will make \$77,062.00, which is reflective of an approximate 2.75% increase. All employees whose base wage is above \$77,062.00 shall receive a one-time \$2,000 contribution to their ICMA-RC 457 account.
 - C. Effective the first full pay period following October 1 2019, all current Police Lieutenants will make \$79,181.00, which is representative of an approximate 2.75% increase. All employees whose base wage prior to the adjustment was higher than the rate listed in B, but lower than the \$79,181.00 shall receive the adjustment to the new rate, plus a one-time \$1,500 contribution to their ICMA-RC 457 account.
- ~~A. Effective the first pay check received in October 2014, for fiscal year 2015, employees will receive a three percent (3%) increase to their base pay.~~
- ~~B. Effective the first pay check received in October 2015, for fiscal year 2016, employees will receive a three percent (3%) increase to their base pay.~~
- 24.2 Employees hired from outside of the organization will start at the minimum rate of pay established for the classification. If an applicant possesses exceptional qualifications, upon recommendation of the Chief and concurrence of the Human Resources Division~~department~~, requests for a rate of pay higher than the minimum may be authorized. Requests for a starting rate up to ten (10) percent above the minimum rate will require prior approval of the Administrative Services Director and or the City Manager or the City Manager's designee. These requests must be in writing and fully justified by the Department Head and approved before the offer is made to the applicant. Requests for a starting pay more than ten

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For the City

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(10) percent above entry level shall be fully justified and submitted in writing for review by the Administrative Services Director. The Administrative Services Director shall make a recommendation to the City Manager, in writing, for final determination. The City Manager's approval is required in writing before making the offer to the applicant.

24.3 The City performance evaluation system will be a satisfactory/unsatisfactory procedure. If the employee's performance for the previous year has been satisfactory, they will receive a rating of satisfactory. The employee will then undergo performance evaluations each year thereafter. Should the employee receive a rating of unsatisfactory, they will be placed under an intensive management program and re-evaluated in ninety (90) days. Failure to receive a "satisfactory" performance rating after the re-evaluation period will result in disciplinary action, up to and including termination. Any employee with an "unsatisfactory" rating on their last performance evaluation will not be eligible for a salary adjustment on the next October 1st, if one is granted by the City Council.

24.4 In addition to wages, incentive pay, if appropriate, shall be provided in accordance with pertinent Florida Statutes 943.22.

24.5 ~~The pay ranges effective 10/01/2015-09/2016 for the positions within the Police Department shall be as follows:~~

Grade	Position	Min	Mid	Max
220	Lieutenant	\$25.75	\$32.06	\$39.41

For the Union 

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ARTICLE 25

RETIREMENT PLAN

25.1 The parties hereto recognize that the employees in the Bargaining Unit are participants in a Retirement Plan of the City as provided for by Chapter 185, Florida Statutes. The Police Pension Fund Ordinance of the City is set forth in the Port Orange City Code. Pensions and other retirement benefits for Bargaining Unit employees not specifically set forth in this Labor Agreement are as set forth in the Police Pension Fund Ordinance.

The City of Port Orange agrees to maintain a retirement plan for Police Officers as required by City Ordinance.

The City agrees to maintain the benefits and member contributions set forth in the Police Pension Fund Ordinance, with the changes provided below affecting this bargaining unit.

There will be no change in the accrued benefits of Plan members.

Should an issue arise with the State Division of Retirement regarding any provisions in this Article; both parties agree to return to the table to negotiate the issues to resolve the issues in order to gain approval of Plan changes.

The parties agree to amend the Police Pension Fund Ordinance, effective the first of the month following the adoption of the Ordinance, using a tiered approach as follows:

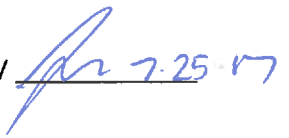
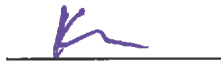
25.2 Tier One – Current Employees:

A. Leave the normal retirement age at the current 48 years of age with 10 years of credited service

The alternative retirement age of 20 years of credited service irrespective of age, is changed to age 45 with 25 years of credited service.

B. Leave the early retirement age at the current 45 with 10 years of credited service. The early retirement benefit shall be the normal benefit level reduced by three (3) percent for each year by which the participant's age at retirement preceded the normal retirement age indicated under paragraph 25.2 A. above.

C. Leave the definition of "average final compensation" of the current 3

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best of the last 10 years of credited service.

- D. Exclude from the calculation of average final compensation for pension purposes: a.) all overtime compensation in excess of 300 hours per calendar year; b.) extra duty or special detail work performed on behalf of a second party employer; and c.) one half (1/2) of lump sum payments of sick leave and vacation leave accrued up to the effective date of this agreement; d.) all lump sum payments of sick leave and vacation leave accrued after the effective date of this agreement.
- E. To be eligible for the cost of living adjustment (COLA) a member must attain a minimum age of fifty nine (59) years.
- F. To be eligible for a COLA, a member must retire with 25 or more years of credited service.
- G. Add a maximum Retirement Benefit cap of \$95,000.00 that includes the COLA.
- H. To be eligible for the insurance supplemental retirement benefit a member must retire with 25 or more years of credited service.
- I. Prior Military service buy back will be at full actuarial value and cannot be used for vesting purposes.
- J. Prior Police service for which a member is not earning a Pension must be purchased at the full actuarial value and cannot be used for vesting purposes.
- K. Change the DROP plan to provide that, only those employees who have completed 25 years of service will be eligible to enter the DROP.
- L. Increase the member contribution from the current 0.5% of salary to 7.5% of salary in conjunction with an increase of in service disability from fifty percent (50%) to fifty one (51%).

25.3

Tier Two – Employees Hired After the Adoption of the Police Pension Ordinance revised on January 31, 2011:

Upon adoption of the Police Pension Ordinance, all police officers hired after the adoption of the Ordinance shall receive the Retirement benefits provided in Florida Statutes Chapter 185 at the Minimum Benefit Levels that were in place in 1999.

- A. Define “average final compensation” from the current 3 best of the last 10 years of credited service to one twelfth of the average of a

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For the City 7-25-17

Participants annual compensation for the five highest years of Service as of the date of benefit determination.

- B. Member contribution of 8% of salary.
- C. Provide an insurance supplemental retirement benefit as follows:
 - 1. \$100 per month if the Participant has 10 complete years of service.
 - 2. An additional \$10 per month for each complete year of service in excess of 10, to a maximum additional amount of \$100.
- D. In no event shall a member receive less than 2% of average final compensation multiplied by the number of vesting credits.
- E. Normal retirement age is 48 years of age with 10 years of credited service.
- F. Early retirement age 45 years of age with 10 years of credited service. The early retirement benefit shall be the normal benefit level reduced by 3% percent for each year by which the participant's age at retirement preceded the normal retirement age indicated under paragraph 25.3 E. above.

Tier two employees shall not receive a Cost of Living Adjustment (COLA) and shall not receive a Deferred Retirement Option (DROP).

~~Should an issue arise with the State Division of Retirement regarding any provisions in this Article; both parties agree to return to the table to negotiate the issues to resolve the issues in order to gain approval of Plan changes.~~

25.4 Mutual Consent Agreement:

In accordance with section 185.35(6), F.S., a defined contribution plan component ("share plan") shall be established as part of the defined benefit pension plan, to be funded exclusively with Ch. 185 premium tax revenues. However, the City and the Union have mutually agreed that no Ch. 185 premium tax revenues will be allocated to a share plan at this time. The share plan shall not be activated until Ch. 185 premium tax revenues are allocated to the share plan by mutual agreement of the parties. At such time as the City and Union agree to allocate Ch. 185 premium tax revenues to the share plan, the parties will negotiate the details of the share plan.

For the Union 16

For the City for 7.25.17

- A. All annual premium tax revenues received pursuant to Ch. 185 will continue to offset the City's pension contributions.
- B. All accumulated excess premium tax revenues as of 10/01/2016 will be used to offset the City's pension contributions.

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ARTICLE 26

ALCOHOL AND DRUG TESTING

- 26.1
- A. The parties agree to work together to fully comply with the Criminal Justice Standards and Training Commission Rules (11B-27.0011 et seq., F.A.C.) concerning the use of any controlled substances by, and drug testing for, all applicants for certification, employment or appointment of bargaining unit positions.
 - B. In the event the Department Head or his designee has a reasonable suspicion to believe that an employee is under the influence of drugs or alcohol on duty or has used drugs off duty based on reasonable suspicion, the Chief may require that the employee submit to breathalyzer tests, blood tests, urinalysis, and/or other appropriate testing. Should the employee test positive to a drug test, the Chief will utilize a confirmatory process before instituting disciplinary action. Such test shall be conducted by a state certified lab or technician at the City's expense.
 - C. In the event the Chief request that an employee submit to breath, blood, urine and/or other tests and the employee chooses not to submit to such test or tests, such refusal shall be grounds for discipline. As used in this Article 26, a positive alcohol reading or a positive alcohol test shall mean a blood or breath alcohol reading of .02 or above.
 - D. If the employee submits to the tests and the results indicate statutory alcohol impairment or drug use other than as indicated in Section G, the employee shall be suspended without pay. Within forty (40) days, a suspended employee desiring reinstatement shall, upon written request, be given the opportunity to submit to further blood or urine drug/alcohol screening tests, at the employee's expense. If such tests indicate the absence of alcohol or substance abuse, the employee is reinstated. In the event forty (40) days have passed and the City has not received the written request signed by the employee, to take the alcohol or substance abuse test, or the employee has failed to take such tests at a time and location designated by the Chief, the employee shall be discharged. An employee shall also be discharged if tested under this section twice within a two (2) year period with both test results indicating alcohol or substance use.
 - E. An employee may be granted a one-time leave of absence without pay not to exceed sixty (60) days to undergo treatment for alcohol or substance abuse pursuant to an approved treatment program. No employee benefits shall accrue during this period. The request must be voluntarily made in writing prior to the institution of disciplinary

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measures for alcohol or substance abuse.

- F. The Chief has the right to search lockers, vehicles, desks, handbags, lunchboxes, other containers, or other personal effects of employees at any time provided the Chief has reasonable suspicion to believe that an employee is under the influence of drugs or alcohol. If deemed necessary by the Chief, the employees themselves may be asked to submit to a search. At no time, will any employee be searched by or in the presence of a member of the opposite sex. Upon either request being made, such search shall be witnessed by an independent witness of the employee's choice in the Department; provided this choice will not prevent, inhibit, or unreasonably delay the searching of the employee. An employee's refusal to cooperate with or submit to a search may be treated as insubordination that warrants immediate discipline.
- G. All employees who must use a prescription drug that causes adverse side effects (drowsiness or impaired reflexes or reaction time) shall inform the Supervisor that they are taking such medication on the advice of a physician. It is the employee's responsibility to inform the Supervisor of the possible side effects of the drug on performance and expected duration of use. See also D2.
- H. Except as stated in subsection D of this Article, the cost of drug and alcohol screening tests shall be paid by the City.
- I. The City retains its right to maintain discipline or invoke disciplinary measures in the case of conduct which may result from or be associated with alcohol or substance abuse.
- J. Involvement in an accident while on duty or injured while on duty when there is reasonable suspicion to believe alcohol or narcotics was responsible, such cause shall be considered reasonable cause for purposes of this Article.
- K. Decisions of an arbitrator under this article shall be limited to a determination of whether there existed reasonable suspicion to activate the provisions of this Article and if this issue is determined in the employee's favor, he shall be reinstated. The questions of whether or not the employee was under the influence of alcohol or drugs shall be subject to arbitration, but not the subsequent disciplinary measure imposed by the City.
- L. Reasonable suspicion as used in this Article shall be reduced to writing and signed by the person initiating the allegation before activating the provisions of this Article.

26.2

A. PURPOSE

This Article provides Police Department policy relative to the use of

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narcotics, illegal drugs, and the abuse of legally prescribed drugs by any member of the Department and sets forth circumstances in which drug tests will be required.

B. POLICY

The Port Orange Police Department has a legal responsibility and management obligation to ensure as safe a work environment as possible, as well as a paramount interest to protect the public by ensuring that its Officers have the physical stamina and emotional stability to perform their assigned duties. The Police Department must maintain public confidence in the Department's competence and adopt procedures to ensure that its Officers are fit for duty.

The abuse of drugs or chemical substances is illegal and counter-productive to the good order and reputation of the Police Department and will not be tolerated. Officers must have physical coordination and unimpaired judgment to react prudently and effectively to the demands of police service.

C. TERMINOLOGY

1. The term Drug includes cannabis, narcotics, or any controlled substances which have not been legally prescribed and/or dispensed.
2. The term Drug Abuse includes the use of cannabis, narcotics, or any controlled substance, which has not been legally prescribed and/or dispensed, or the abuse of a legally prescribed drug.
3. Reasonable Suspicion Standard - An apparent state of facts and/or circumstances found to exist by a supervisor or fellow employee which would cause a reasonably intelligent person to believe the employee to be under the influence or a user of drugs or narcotics. The standard of reasonable suspicion is less than probable cause.
4. Probationary Employee - Any sworn Officer with less than one full year of service.
5. Administrative Review Board - The board that reviews disciplinary matters.
6. Medical Review Officer - The physician designated by the testing laboratory who will review the analysis results before sending them to the City.
7. Drug Analysis - The submission of a urine or hair specimen for testing to determine the presence of the following groups of drugs:
 - a. 10-Panel Urine Drug Screen by Immunoassay Methodology for Amphetamines, Barbiturates,

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Benzodiazepines, Cocaine, Methadone, Methaqualone,
Opiates, Phencyclidine, Propoxyphene, and
Tetrahydrocannabinol (marijuana metabolites).

D. GENERAL RULES

1. The use of illegal drugs, cannabis, or nonprescribed controlled substances or the abuse of legally prescribed drugs or controlled substances by a Port Orange Police Officer is strictly prohibited.
Violation of this policy will result in disciplinary action.
2. Police Officers who are required to take prescription medicine that may affect the Officers' ability to perform their duties while on duty shall notify their commander or lieutenant prior to their tour of duty.
3. Police Officers who have knowledge that another individual is illegally using drugs or narcotics shall report the facts and circumstances immediately to their supervisor.
4. Refusal by a Police Officer to take the required drug test shall be considered insubordination and will result in the immediate relief from his/her duties pending disposition of any additional action.

E. MANDATORY DRUG TESTING

1. Mandatory drug testing is the submission of a specimen in order to test such samples for the presence of drugs.
2. Mandatory drug analysis will be conducted only upon the approval of the Department Head under the following circumstances:
 - a. Based on REASONABLE SUSPICION (as set out in G) citing specific instances when a member was incapable of performing his/her required duties or exhibited unusual work performance measures and/or behavioral traits.
 - b. When an Officer is scheduled to submit to an ordered psychiatric or psychological examination.
 - c. At any time during the probationary period.
 - d. For counseling assistance programs or as a condition of discipline when the Officer refuses to take the test.
 - e. When an Officer has used deadly force.
 - f. When an Officer has operated a motor vehicle involved in an accident resulting in death or serious injury to an individual.
 - g. Prior to assignment to special units, i.e., Vice and Intelligence, and Emergency Response Team.

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- h. Mandatory testing no more than four times each year for all personnel listed in g. above. (Random testing will count)
 - 1. Any Officer refusing the test will be immediately terminated.
- i. ~~When an Officer is scheduled for promotion to a higher rank. Said promotion will be withheld due to any refusal to take said test.~~
- j. When an Officer returns to duty after an absence of 15 days or more on a non-hospitalization sick leave without medical documentation of his/her illness.
- k. Officers with a first confirmed positive test result for prescription drugs used or taken illegally.

F. PROCEDURES FOR THE ORDERING OF DRUG TESTING IN CASES OF REASONABLE SUSPICION

- 1. A ranking Officer (Lieutenant or above) will be notified by the initiating Officer of the circumstances leading to the request for a drug test.
- 2. If the request for a drug test is approved, the Officer requesting the test will direct a memo to the Chief indicating the circumstances of reasonable suspicion that formed the basis of the request.
- 3. The memo will then be presented to the accused Officer who will sign his/her name at the bottom of the report indicating that the Officer has read it. This signature will in no way be considered an admission of guilt, but only an acknowledgment of the fact that the report was read. A copy of this report will be given to the accused Officer.
- 4. An Officer who refuses to submit to a properly required drug test shall be deemed insubordinate. Charges shall be referred by the requesting supervisor or other commanding officer, and the Officer will be transported to a place of his choice within reason.
- 5. If the Officer agrees to take the drug test, that individual shall complete and sign the drug testing Consent Form. If the accused Officer is unable to read the Consent Form, the supervisor shall read it to the individual. A copy of the Consent Form will be given to the Officer.
- 6. A supervisor will transport the individual to the approved testing facility and will stand by until the test has been administered and will then transport the individual to a place of his/her choice within reason. At the testing facility, the supervisor will verify all preliminary documentation associated with the test.
- 7. Upon completion of the drug test, a copy of all police reports will be forwarded through the chain of command to the Department Head.

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G. ALLEGATION OF MISCELLANEOUS DRUG-RELATED ACTIVITY ON OR OFF DUTY

1. Allegations of miscellaneous drug-related activity which would be considered reasonable suspicion requiring a drug test include, but are not limited to, the following:

- a. Unauthorized involvement with a person or enterprise engaged in the illegal sale, delivery, manufacture, purchase, or possession of drugs and narcotics.
- b. Illegal sale, delivery, manufacture, purchase or possession of drugs or narcotics.
- c. Whenever the results of a preliminary criminal investigation indicate a reasonable suspicion to believe that the accused Officer is involved in illegal drug-related activity; or upon completion of the initial stages of an administrative investigation which indicates a reasonable suspicion to believe the accused is personally using illegal drugs or is personally misusing or abusing legally prescribed or dispensed medication.
- d. A reasonable suspicion exists when a person has a reasonable belief that an individual is under the influence of a drug or drugs, which affect behavior, supportable by direct observation, articulable reasons and common sense. The following, in addition to other evidence or suspected drug abuse, are some of the indicators that may give rise to a reasonable suspicion to believe that an employee's physical or mental abilities to perform assigned duties and responsibilities are affected by drugs.
 1. Changes in speech pattern.
 2. Staggering gait or poor coordination.
 3. An accident while operating a City owned or leased vehicle, equipment or property.
 4. Unusual behavior, variations in mood, deterioration of performance during a work period.
 5. Physical or verbal altercations.
 6. Possession of drugs.
 7. Information from a reliable person with personal knowledge who is willing to publicly state the information.
 8. Erratic operation of a motor vehicle.

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H. RANDOM DRUG TESTING

1. Random drug testing is the submission of a urine or hair specimen in order to test such sample for the presence of drugs. (See Section 3)
2. Specimen types and protocols will be uniform during individual random testing operations.
3. Random drug analysis will be conducted only upon approval of the Department Head.
4. All Officers will be included in the random drug testing group which will be eligible to be tested.
5. Random testing will take place no more than four (4) times a year.
6. Employee numbers of all Officers in this group will be placed in the computer, which will randomly select individuals for testing.
7. Shift Commanders will be given no more than forty-eight (48) hours notice that Officers under their command have been selected. Those Officers will be notified verbally at inspection or while on duty. Officers will have four (4) hours to submit a specimen. Only personnel on duty when notice is given will be tested, except for Officers working steady night shift, who will be compensated if held over for testing. If an Officer is selected to be tested on their day off or when the Officer is not at work, they will be tested immediately upon their return to work.

I. ANALYSIS PROCEDURE

1. A supervisor will transport Officers to the facility where their specimens will be collected and tested by certified laboratory technicians.
2. The supervisor will verify all the preliminary documentation associated with the test for each Officer by initialing it, and will positively identify each Officer prior to the test. A copy of the Consent Form will be given to the supervisor who will return it to the Department Head.
3. The urine specimen will be collected in a manner that will preserve the dignity of the Officer and ensure the integrity of the sample according to the National Institute of Drug Abuse standards.
4. The Medical Review Officer will send results to the Human Resources Director.
5. Drug Analysis Methodologies:
 - a. A positive report of the presence of a drug must meet the

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following criteria: First, the drug and/or its metabolites must be present at a concentration greater than that listed as the cut-off for the screening methodology. Second, the drug or its metabolites must be measured by GC/MS confirmation methodology and found to be at a level greater than that listed for this method and particular drug. Note that the minimum reporting level is different for each drug and/or metabolite.

- b. Drug analysis will be done by immunoassay screening with confirmation of all positive screens by Gas Chromatography/Mass Spectrometry (GC/MS). These methodologies follow the National Institute of Drug Abuse's suggested guidelines for specificity and sensitivity.

Initial drug screening is performed at the following detection sensitivities:

Amphetamines	300 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
THC (marijuana metabolite)	50 ng/ml
Cocaine metabolite	300 ng/ml
Methadone	300 ng/ml
Opiates	300 ng/ml
Phencyclidine	25 ng/ml
Propoxyphene	300 ng/ml

- c. Confirmation by GC/MS is detected at the following sensitivity levels (minimum reporting concentration):

Amphetamines	300 ng/ml
Methamphetamines	300 ng/ml
Barbiturates	150 ng/ml
Benzodiazepines	150 ng/ml
THC (marijuana metabolite)	15 ng/ml
Cocaine or cocaine metabolite	100 ng/ml
Methadone	100 ng/ml
Methaqualone	100 ng/ml
Opiates - Total	300 ng/ml
Codeine	150 ng/ml

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Morphine	150 ng/ml
Phencyclidine	25 ng/ml
Propoxyphene	150 ng/ml

J. VOLUNTARY TESTING

1. Treatment for Officers who seek help:
 - a. Officers who come forward and admit to drug abuse before being tested will be given an opportunity to obtain treatment without having disciplinary action taken against them.
 - b. These individuals will, however, be considered first confirmed positive result as far as future testing is concerned only.
 - c. Employees seeking assistance should contract the City's Employee Assistance Program, or the Department Head.

K. CONFIDENTIALITY

Any information gained as a result of the drug test shall be kept as confidential as possible, except for City purposes, and shall not be revealed except in accordance with a proper judicial or legislative order. Breach of confidentiality by any employee shall result in disciplinary action.

L. DISCIPLINARY ACTION

1. Any Officer refusing to take the drug test pursuant to this policy shall be subject to immediate termination.
2. Any Police Officer who refuses to be tested shall be placed on immediate unpaid suspension and an internal investigation for the violation of the directive(s) shall commence.
 - a. The individual will be notified in writing by the Department Head or his designee that, because of the refusal, he/she has been placed in the mandatory testing group for twelve (12) months.
 - b. The individual is further notified of the consequences of a refusal and ordered to take a test within twelve (12) hours. This 12 hour period shall only apply to drug test orders based on the reasonable suspicion standard.
 - c. If the individual refuses to take the test as ordered, the matter will be referred to the Disciplinary Review Board. The penalty for said refusal will be discipline up to and including

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termination.

3. Individuals who are already in the mandatory test group as a result of the following circumstances are subject to termination for refusal to take the test:
 - a. Individuals with a first confirmed positive test result.
4. First Confirmed Positive Result - Abuse of Prescription Drugs
 - a. Probationary Officers with a confirmed positive test result will be placed on immediate suspension pending a hearing before the Administrative Review Board. The penalty for such an offense is termination. No rehabilitation opportunity is offered to probationary employees.
 - b. For any other individual who has a first time confirmed positive test result of prescription drugs, which are being abused, the following steps will be taken:
 1. The individual will be placed on immediate unpaid suspension for a minimum of thirty (30) days.
 2. The Internal Affairs Division will conduct a thorough investigation, and the case will go to the Administrative Review Board.
 3. The individual will also be ordered to enter a City approved substance abuse treatment program.
 4. The individual may take appropriate authorized leave to participate in treatment. This may include sick leave, vacation, compensatory time off, or leave without pay.
 5. While in treatment, an Officer may return to a limited duty assignment that does not require carrying a gun or operating a vehicle, provided the Officer has a negative test result and such an assignment is available.
 6. The expense for said treatment program (if not covered by the City health insurance plan) is the responsibility of the individual.
 7. To return to full duty status, the individual must receive a drug test result which does not indicate the presence of illegal drugs, upon completion of the program and be cleared by the Substance Abuse Professional.
 8. When returned to full duty, the Officer will be placed in the mandatory drug testing group for a period of twelve (12) months.

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5. Positive Test Results for Controlled Dangerous Substances or Illegal Drug.
 - a. The following step will be taken for any Officer who has a confirmed positive test result for cocaine or methamphetamine (for which there is no valid prescription) or any Schedule I, Schedule 2, or any illegal drug.
 1. The individual will be placed on immediate unpaid suspension pending termination.
6. Second confirmed Positive Drug Test Result - Abuse of Prescription Drugs
 - a. The treatment program for a first confirmed positive drug test result (abuse of prescription drugs) is not an option for a non-probationary Officer.
 - b. Upon a confirmed second positive drug test result, the individual will be placed on immediate unpaid suspension pending termination.
 1. The Internal Affairs Division will conduct a thorough investigation to gather all pertinent information.
 2. The Department Head will initiate the termination procedure.
7. Any individual may request that his/her sample be retested by either the original testing laboratory or by a Substance Abuse and Mental Health Service Administration (SAMSHA) certified laboratory. Any testing done at the individual's request will be paid for by that individual.
8. Termination
 - a. In any case, when the Department Head has determined that termination for an offense is appropriate, the Department Head will initiate the termination procedure. Said individual will be given written notice of termination proceedings.

M. GENERAL RULES

1. All property belonging to the Port Orange Police Department and/or the City of Port Orange is subject to inspection at any time pursuant to reasonable suspicion.
 - a. This includes all property belonging to or used by the Port Orange Police Department and/or the City of Port Orange including, but not limited to, vehicles, desks, containers, files and storage lockers.

For the Union EF 7/21/17

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ARTICLE 28

RULES AND REGULATIONS

- 28.1 ~~The City shall have the right to establish, maintain and enforce, or rescind, amend or change, reasonable rules and regulations and standard operational procedures.~~ The City shall have the right to establish, maintain and enforce, or rescind, amend or change reasonable rules and regulations and standard operational procedures, it being understood that such rules and regulations and standard operational procedures shall not conflict with the provisions of this agreement. If the proposed additions, deletions, or changes affects the terms and conditions of employment of any bargaining unit employee, the Union shall have the right to request bargaining over the proposed additions, deletions, or changes. The request must be made in writing to the Department Head and submitted to him/her within seven (7) days of the change being published. If no request for bargaining is made by the Union during this seven (7) day period, or the proposed additions, deletions, or changes do not affect the terms and conditions of employment of bargaining unit members, the modifications shall become effective on the date specified when published. If bargaining is timely requested, and the additions, deletions, or changes affect terms and conditions of employment of bargaining unit members, the changes shall not go into effect until the City and the Union reach an agreement on the matter.
- 28.2 Failure to discipline an employee for violation of these rules, regulations and/or standard operational procedures shall not affect the right of the City to discipline the same or other employees for the same or other violations.
- 28.3 Any employee violating a rule or regulation or standard operational procedure may be subject to disciplinary action, including dismissal.

Corrected to reflect changes from current language to proposed

For the Union

EF 7/25/17

For the City

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ARTICLE 32

WORKERS' COMPENSATION, HEALTH, SAFETY AND PHYSICAL FITNESS

- 32.1 The purpose of this Article is to promote the health, safety and physical fitness throughout the Port Orange Police Department.
- 32.2 ~~The City shall pay all workers' compensation claims in accordance with the provisions of the City's Policy and Procedures Manual, Policy 1-18 and the Florida Workers' Compensation Law, Section 440.01 et. seq., Florida Statutes. Any bargaining unit employee who is temporarily disabled as a result of an injury sustained in the course of his employment with the City, shall be entitled to the following compensation:~~
- a. During such temporary, total disability, paid disability leave shall not exceed sixty (60) calendar days for any one injury. If as a direct result of the continuation of the disability involved, the employee is unable to return to work at the end of the sixty (60) calendar days, the employee shall revert to normal Workers' Compensation benefits.
 - b. While receiving Worker's Compensation benefits, the employee may utilize available sick and/or annual leave in order to receive compensation for the amount not paid under the Worker's Compensation carrier. At no point shall the compensation be in excess of their normally scheduled amount.
 - c. If, in the City's opinion, this benefit is being abused, this Article will be subject to renegotiation at that time and prior to the expiration of this contract. Benefits will remain unchanged until renegotiated.
 - d. Leave for Workers' Compensation shall run concurrent with leave as covered under Family Medical Leave Act (FMLA).
 - e. For employees that have exhausted their paid leave prior to any exhaustion of an approved FMLA will generally be separated from service upon exhaustion of the approved FMLA leave, except as otherwise provided for by law. For employees with accrued paid leave in excess of the standard FMLA time will be able to utilize their accrued leave to stay in a paid status beyond the standard FMLA time, however, this period will not generally extend beyond twelve (12) months, unless an imminent return has been documented by a physician, or as otherwise provided for by law.
- 32.3 The City and the Union agree that employees covered hereunder must

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maintain a high level of physical fitness in order to safely and efficiently perform their assigned duties and serve and protect the citizens.

- 32.4 Each bargaining unit employee shall be required to complete once every two years, a the Physical Abilities Test (PAT) and required pre-test physical examination as defined in Departmental Policy. ~~previously established by the Division of Criminal Justice Standards and Training of the Florida Department of Law Enforcement on a biannual basis. The physical abilities test measures specific physical abilities through participation in a series of job-related tasks as follows:~~

- ~~A. Exiting car/enter trunk.~~
- ~~B. 220 yard run.~~
- ~~C. Obstacle course.~~
- ~~D. Dummy drag.~~
- ~~E. Obstacle course (repeat).~~
- ~~F. 220 yard run (repeat).~~
- ~~G. Weapon fire.~~
- ~~H. Enter trunk/enter car.~~

~~The test is intended to be conducted in a continuous fashion resulting in a total composite score (i.e., time to complete the course). The test will be administered on a pass/fail basis. The employee must complete the test in 6 minutes and 30 seconds or less to pass. (Employees scoring at or above 6 minutes and 31 seconds fail.)~~

- 32.5 ~~All bargaining unit employees shall be scheduled to take the physical abilities test every two years.~~ Reserved

- 32.6 Reserved

- 32.7 Reserved.

- 32.8 ~~An employee who has a bona fide medical condition or injury which prevents him/her from taking the physical abilities test (or a portion thereof) will be dealt with on an individual basis. In all such cases, the physician conducting the annual examination under Section 32.9 below will determine the nature and extent of the employee's medical condition or injury (if such medical condition or injury is temporary); whether the test may be modified so as to accommodate the employee's medical condition while still measuring the same physical abilities; and such other medically-related issues which facilitate proper measurement of the physical abilities necessary to successfully perform the employee's job.~~ Reserved

- 32.9 ~~The parties agree that all Lieutenants shall undergo an annual physical exam paid for by the City prior to the scheduling of the biannual PAT, and~~

For the Union

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For the City

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~~the doctor shall clear the individual to take the PAT. These exams may be scheduled while the employee is on duty.~~

~~In the event that it is medically determined by a physician that an employee should undertake further test procedures as a result of the City paid annual exam in order to return to work, the employee shall not be charged sick or annual leave for any time lost as a direct result of this need for further testing. However, this shall not apply to tests that the employee might voluntarily take which are not medically determined as a result of the annual, City paid exam.~~

~~Employees who are instructed by a physician to undertake further testing as a result of the annual, City paid exam shall also be required to report the results of each test to the City's Administrative Services Director and complete any documentation required by the City. Failure of an employee to comply with this requirement shall cause him/her to be charged with sick leave to cover any missed work time which results from the need for further testing. The employee will be returned to active duty upon providing a physician's statement to the City's Administrative Services Director to the effect that the employee is medically fit to return to full duty. Reserved~~

32.10

It is acknowledged and agreed by the parties hereto that a statutory presumption exists, under Section 112.18 F. S., that any condition or impairment of health of a bargaining unit member that results in a disability, or death, was accidentally suffered in the line of duty. Therefore, the parties further acknowledge and agree that the Port Orange Police Department is a tobacco-free workplace and that it is a condition of employment that each new member of this bargaining unit hired on and after ratification of this Agreement refrain from the use of tobacco during the period of his or her employment with the City. New employees or those offered conditional employment with this bargaining unit, shall be required to sign an affidavit attesting that they be tobacco-free throughout the term of their employment.

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ARTICLE 34

DURATION OF AGREEMENT

- 34.1 This Agreement shall commence and become effective on October 1, ~~2014~~2017 and shall continue in full force and effect until midnight of the 30th day of September, ~~2017~~ 2020 and thereafter from year to year unless notice is given in writing (email notification is acceptable) by either party by April 1, ~~2017~~ 2019, of intent to modify, terminate, or change this Agreement, except as provided hereinafter. ~~For the contract year October 1, 2015 to September 30, 2016 negotiation of Article 26, Wages will begin on or thereafter April 1, 2015. For the contract year October 1, 2016 to September 30, 2017 negotiation of Article 26, Wages will begin on or thereafter April 1, 2016.~~
- 34.2 No item or provision of this Agreement shall be a proper subject for negotiation during the term of this Agreement unless it is mutually agreed by the parties in writing to renegotiate such items in negotiations.
- 34.3 As used in this Agreement, the term "he" or "she" shall be interpreted to be gender neutral, and shall be understood to encompass both genders.

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ARTICLE 35

VOLUNTARY SPECIAL EVENT DETAILS

- 35.1 Lieutenants will be permitted to work Voluntary Special Event Details when assignments cannot be filled by Officers and/or Sergeants. Voluntary, special event work performed for a second-party employer, other than work performed for City-sponsored events, shall be paid by the second-party employer to the City and the City shall, in turn, pay these second-party wages to the Lieutenant as a separate line-item on the employee's pay stub, after deducting a fifteen percent (15%) ~~twenty percent (20%)~~ administrative per-hour fee thereof for use of City property while performing the special event work. The hourly rate charged to the second party will be determined by the Department Head. These second-party wages will not be considered as wages paid by the City and will therefore be excluded for purposes of calculation of overtime and shall not be factored into the average final compensation for pension purposes. No pension contributions or insurance payments will be withheld from payments made for work performed for a second party employer.
- 35.2 Lieutenants shall observe their normal standards of conduct during such special event work and disciplinary action shall be taken against those who fail to do so.

AGREEMENT

between

CITY OF PORT ORANGE, FLORIDA

and

**COASTAL FLORIDA POLICE BENEVOLENT
ASSOCIATION LIEUTENANTS**

PERC CERT. # 5561

October 1, 2017 through September 30, 2020

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AGREEMENT

THIS AGREEMENT is entered into by and between the City of Port Orange, hereinafter referred to as the "City", and the Coastal Florida Police Benevolent Association (PBA), hereinafter referred to as the "Association".

Whenever a male gender is used in this Agreement, it shall be construed to include male and female employees.

Whenever the phrase "in writing" is used in this Agreement, it shall be construed to include regular mail, facsimile, and electronic mail (email) as an acceptable form of written communication unless specifically stated otherwise in a particular Article.

WITNESSETH:

WHEREAS, This Agreement reduces to writing the understandings of the City and the Association to comply with the requirements contained in Chapter 447, Florida Statutes, as amended; and

WHEREAS, This Agreement is designed to provide for an equitable and feasible procedure for the resolution of differences concerning the enforcement of this Agreement in accordance with grievance procedures contained herein; and

WHEREAS, This Agreement is entered into to promote a harmonious relationship between the Association and the City and to encourage more effective employee service in the public interest; and

WHEREAS, The Association understands that the City is engaged in furnishing essential public service which affects the health, safety and welfare of the general public; and the Association recognizes the need to provide continuous and reliable service to the public; therefore, it is hereby agreed:

ARTICLE 1

ASSOCIATION RECOGNITION

- 1.1 The City recognizes the Association as the exclusive collective bargaining representative for those employees in the following bargaining unit, as defined in PERC Certification # 5561, dated May 29, 2008.

Included: All sworn Police Lieutenants in the Port Orange Police Department.

Excluded: Police Officers, Sergeants, Captains, Chief, clerical employees, Service Officers and all other employees.

Any Amendment to the unit certified by Public Employees Relations Committee will be entitled to the terms and benefits of this Agreement.

ARTICLE 2

MANAGEMENT RIGHTS

- 2.1 The Association recognizes that it is the function of management to determine and direct the policies, mode and method of providing its services without any interference in the management and conduct of the City's operations.
- 2.2 The City shall continue to exercise the exclusive right to take any action it deems necessary or appropriate in the management of its operations and the direction of its work force. The City expressly reserves all rights, powers and authority customarily exercised by management, including all inherent and common law management rights and functions which the City has not expressly modified or delegated by express provisions of this Agreement. Unless specifically addressed in this Agreement nothing in this Agreement shall be construed to limit or impair the right of the City to exercise its own discretion in determining whom to employ, and nothing shall be interpreted as interfering in any way with the City's right to alter, rearrange, or change, extend, limit or curtail its operations or any part thereof.
- 2.3 Without limiting the provisions of Sections 2.1 and 2.2, but in order to clarify some of the more important unilateral rights retained by management, the City shall have the following unilateral management rights, unless such rights are specifically limited and in direct conflict with this Agreement or the law:
- (a) To determine the size and composition of the work force, including the number or composition of employees assigned to any particular operation, shift or turn:
 - (b) To determine the number and type of equipment, vehicles, materials, and supplies to be used, operated, or distributed:
 - (c) To hire, rehire, promote, lay-off and recall employees:
 - (d) To reward or reprimand, discharge or otherwise discipline an employee for just cause.
 - (e) To evaluate, maintain, and/or improve the efficiency of employees;
 - (f) To create or abolish job classifications and the minimum qualifications for job classifications, and to determine the amount and type of work;

- (g) To determine the assignment of work, and to schedule the hours and days to be worked on each job and each shift, unless contrary to a specific provision of this Agreement;
- (h) To discontinue, temporarily or permanently, in whole or in part its operations and to transfer, or assign all or any part of its operation or any part thereto to new facilities;
- (i) Should management have a reasonable basis to believe the employee is not physically capable of performing his job they may require an employee to take a physical or mental examination, given by a health service or a physician or psychiatrist selected by the City;
- (j) To determine the location, method, means and personnel by which operations are to be conducted;
- (k) To introduce new, different or improved methods, means and processes of conducting the operations, transportation, maintenance and service of the employer;
- (l) To determine the work to be performed during the employees' regular work day and require that all work be performed in a satisfactory and professional manner; and
- (m) To assign overtime work in accordance with the provisions of this Agreement.

2.4 The City reserves and retains in full and completely any and all management rights, prerogatives and privileges except to the extent that such rights, prerogatives and privileges are specifically limited by some express provision of this Agreement or the law, and has no obligation to bargain over the decision to exercise such rights, prerogatives and privileges, or the effect of such decisions.

2.5 The City's failure to exercise any function or right hereby reserved to it, or its exercising any function or right in a particular way, shall not be deemed a waiver of this right to exercise such function or right, nor preclude the City from exercising the same in some other way not in conflict with the express provisions of this Agreement.

2.6 The City, subject to State law, has the sole authority to determine its purpose and mission and the amount and allocation of the budget.

2.7 If, in the sole discretion of the City, it is determined that civil emergency conditions exist, including but not limited to riots, civil disorders, hurricanes or other weather conditions, or similar catastrophes the provisions of this

Agreement may be suspended during the time of the declared emergency except for the economic provisions.

- 2.8 However, the exercise of the above rights shall not preclude employees or their representative from raising grievances or seeking other relief, should decisions on the above matters have the consequence of violating the terms and conditions of this Agreement or the law. The City of Port Orange acknowledges that the language in this agreement is not a waiver of any of the Association's rights under federal and Florida statutes nor is it a waiver of any employee or group of employees' rights under federal or Florida statutes.

ARTICLE 3

EMPLOYEE RIGHTS

- 3.1 The parties hereto agree not to interfere with the right of any employee to become a member of the Association, withdraw from membership from the Association, or refrain from becoming a member of the Association.
- 3.2 Nothing contained in this Agreement shall foreclose any employee covered by this Agreement from pursuing any right or remedy, not including arbitration, as defined in that Section available under this Agreement, without representation by the Association. Further, nothing contained in this Agreement shall foreclose any employee from discussing a non-contract problem directly with his immediate supervisor or other Departmental Official without the intervention of the Association, provided that the immediate supervisor or other Departmental Official agreed to discuss and/or attempt to resolve the matter.
- 3.3 In matters involving a formal grievance filed pursuant to the grievance Article of this Agreement, the Association shall be given the right to be present at any meeting called for the resolution of such grievance.
- 3.4 The employees and the Association expressly reserve all rights, powers, and authority customarily exercised by an employee organization or employees in a collective bargaining unit, including all inherent and common law rights and functions. Nothing in this Agreement shall be construed to be a waiver of any of these rights of the Association or the employees.

ARTICLE 4

STRIKES AND LOCKOUTS

- 4.1 The Association and bargaining unit members shall have no right to instigate, promote, sponsor, engage in, or condone any work stoppage, boycott, slow-down, strike, intentional disruption of City operations, or to withhold services for any reason. Each employee who holds a position in the Association occupies also a position of special trust and responsibility in maintaining and bringing about compliance with this Article, the strike prohibition of Section 447.505, Florida Statutes, and the Constitution of the State of Florida, Article 1, Section 6.
- 4.2 The Association, its officers, agents, stewards and other representatives agree that it is their continuing obligation and responsibility to promote compliance with this Article and the law, including their responsibility to abide by the provision of this Article and the law by remaining at work during any interruption which may be initiated by others; and including their responsibility, in the event of breach of this Article or the law by other employees, and upon the request of the City, to encourage and direct employees violating this Article or the law to return to work, and to disavow the strike publicly.
- 4.3 In addition to the penalties set forth in Section 447.507, Florida Statutes, any and all employees who violate any provision of the law prohibiting strikes or this Article may be disciplined, up to and including discharge, by the City.
- 4.4 The circuit courts of this State shall have jurisdiction to enforce the provisions of this Section by ex parte injunction and contempt proceedings, if necessary.
- 4.5 For the purpose of this Article, it is agreed that the Association shall be responsible and liable for any action committed by any of its officers, agents, and/or representatives, which act constitutes a violation of State law, City ordinance or policy, or the provisions herein. In addition to all other rights and remedies available to the City under State law, in the event of a breach of the provisions herein, the City shall have the right, without further notice, to suspend this Collective Bargaining Agreement and withdraw recognition from the Association.
- 4.6 The City agrees that there will be no lockouts for the duration of the Agreement.

ARTICLE 5

DUES DEDUCTION

- 5.1 Upon receipt of a written authorization from an employee covered by this Agreement, the City will deduct from the employee's pay each pay period the amount owed to the Association by each employee for dues. No authorization shall be allowed for payment of any collections of fines, penalties or special assessments. The City shall remit monies collected to the Treasurer of the Association monthly. The City remittance will be deemed correct if the Association does not give written notice to the City within thirty (30) calendar days of a remittance, of its belief with reasons stated therefore that the remittance is incorrect. It shall be the responsibility of the Association to notify the City Manager or his designee in writing of any change in the amount of dues to be deducted at least thirty (30) days in advance of said change. The City shall provide for 52 weekly deductions or 26 biweekly deductions, to occur each pay day. The City shall include the name of the employee, the amount deducted and for what period the deduction is for on each remittance report.
- 5.2 The Association shall indemnify the City and hold the City harmless against any and all suits, claims, demands and liabilities which arise out of or by reason of any action taken or not taken by the City for complying with any of the provisions of this Article. If there is an amount deducted in excess of what is authorized by this Agreement, the employee affected shall seek recourse with the Association and not the City.
- 5.3 An employee may revoke his authorization for deduction of dues provided the employee gives thirty (30) days written notice to the City and the Association. Upon receipt of such notification, the City shall terminate dues on the pay date immediately following the expiration of the thirty (30) day notice period.
- 5.4 No deduction shall be made from the pay of an employee for any payroll period in which the employee's net* earnings for that payroll period are less than the amount of dues to be checked off. "Net earnings" shall mean net after required deduction of federal taxes, social security, pensions, credit union, and health and life insurance.
- 5.5 In the event the Association notifies the City of a change in dues by certified mail from the Association President or designee, or delivers additional dues authorization to the City Human Resources Director, it is agreed and understood that the City shall have thirty (30) days from the date of delivery in which to commence the dues deduction procedure.

ARTICLE 6

PERSONNEL RECORDS

- 6.1 Each employee covered by this Agreement shall have the right to inspect his official personnel file provided, however, that such inspection shall take place during working hours at the location where the official personnel file is kept. The employee shall have the right to make duplicate copies, at his own expense, of any item contained in his official personnel file. The official personnel file is maintained in the City's Human Resources Office.
- 6.2 Employees shall have the right to file a written response to any letter of reprimand or other document which is placed in the employee's official personnel file, as a result of supervisory action or citizen complaint. At the employee's request, any such written response shall be included in the employee's official personnel file together with the letter of reprimand or other document against which it is directed.

ARTICLE 7

PROBATIONARY EMPLOYEES

- 7.1 If a Lieutenant is hired from outside the Department, he or she shall be classified as probationary employees for the first three hundred and sixty five (365) calendar days of continuous, uninterrupted employment during which time such employees may be laid-off, disciplined, or discharged with or without cause and without recourse to the grievance and arbitration procedures of this Agreement. Shorter periods of employment shall not be cumulative but during such period, such new members shall be subject to other terms and conditions of this Agreement, except as limited in this Agreement. Provisions as to seniority shall not apply to probationary employees; rather, seniority shall date back to the initial or adjusted date of employment after an employee successfully completes his probationary period. If more than one employee is hired on the same day or has the same adjusted date of employment, seniority shall be determined by the last four (4) digits of their social security numbers, the employee with the lowest number being considered the employee with the most seniority, subject to the provisions of Article 8.
- 7.2 All probationary employees as defined in Section 7.1 of this Article shall be entitled to the leave and holiday provisions of this Agreement.
- 7.3 The employee's starting date of employment for purposes of calculating his probationary status, longevity pay and seniority shall be adjusted if the employee takes leave without pay. For example, should an employee take five (5) days of leave without pay, the employee's starting date of employment will be adjusted by moving the employee's original date up five (5) days. Should the employee be in his probationary period at the time he takes leave without pay, the employee's probationary period shall be extended in proportion to the days he was on such leave.
- 7.4 The City shall have the unilateral management right to extend the probationary periods set forth in Section 7.1 for up to 180 days in lieu of discharging the employee. The decision to extend the probationary period shall not be subject to the grievance and/or arbitration procedures of this Agreement.

ARTICLE 8

SENIORITY

- 8.1 For the purpose of this Agreement, employees shall have three (3) types of seniority: Department Seniority, Time in Grade Seniority and City Seniority. Department Seniority is defined as the length of continuous, uninterrupted service in the Port Orange Police Department. Time in Grade Seniority is defined as the length of continuous, uninterrupted service as a Lieutenant in the Port Orange Police Department. City Seniority is defined as the length of continuous, uninterrupted service with the City, measured from the employee's initial or adjusted date of employment.
- 8.2 Continuous service shall be considered as having been interrupted when the employee:
- (a) Resigns;
 - (b) Is discharged;
 - (c) Takes unauthorized leave of absence leave; or
 - (d) Is absent due to a lay-off for more than twelve (12) months.
- 8.3 In the event of a lay-off or elimination of a rank/position within the Department the following factors as listed below, shall be considered by the City; however, only where "a" and "b" are relatively equal shall "c" be the determining factor:
- (a) Time in Grade Seniority as defined in Section 8.1;
 - (b) Department Seniority as defined in Section 8.1;
 - (c) Ability to perform work in a satisfactory manner and prior conduct.
- 8.4 For the purpose of filling any employment opening in the City, the City shall give preference to previously laid off employees over new hires provided that the laid off employee meets the minimum qualifications for the position; provided that there are no other eligible laid-off employees from the Department with an opening; and provided they are otherwise eligible to be rehired by the City.
- 8.5 Under no circumstances shall any employee be entitled to accrual of seniority or any other employee benefit during the period of his lay-off.
- Should an employee be hired after having been on lay-off, the employee will retain his seniority.
- 8.6 For purposes of a recall, employees shall be returned to their former position in the inverse order of lay-off. No laid-off employee shall retain recall rights beyond one (1) year from date of lay-off.

- 8.7 In the event of a Reduction in Force or lay-off at the Lieutenant rank, Lieutenants will roll down to their previous rank of Sergeant. In the event of a reduction in rank from Lieutenant to Sergeant those personnel affected by such moves shall be given first consideration and preference if/when those positions reopen.

ARTICLE 9

BILL OF RIGHTS

- 9.1 The Parties agree to abide by the Law Enforcement Officer's and Correctional Officer's Bill of Rights, Section 112.532, Florida Statutes, as amended from time to time, which is incorporated herein by reference.
- 9.2 The findings of internal affairs investigations shall be labeled "sustained" (guilty as charged), the investigation disclosed sufficient evidence to clearly provide the allegations made in the complaint; or "not sustained" (not guilty), the investigation fails to discover sufficient evidence to clearly prove or disprove the allegations made in the complaint; "exonerated", acts did occur, but were justified, lawful, and proper or "unfounded", the investigation indicates that the act(s) complained of did not occur or failed to involve police personnel;. No other terminology may be used.
- 9.3 Only "sustained" complaints from citizens will be inserted in an officer's personnel record located in the Human Resources office.
- 9.4 "Not sustained" "unfounded" and "exonerated" complaints from citizens will not be inserted in an officer's personnel record located in the Human Resources Office
- 9.5 The charge "conduct unbecoming an officer" and all similarly vague charges will not be employed by the City.

ARTICLE 10

BULLETIN BOARD

10.1 The City shall provide the Association with a Bulletin Board three (3) foot by three (3) foot in size across the hall from the time clock in the Patrol Division side of the building.

10.2 The Association agrees that it shall use space on the Bulletin Board provided for in Section 11.1, for the posting of the following:

Notices of Association Meetings
Association Elections of Officers (not including representation elections)
Reports of Association Committees
Rulings and Policies of the Association
Recreational & Social Affairs of the Association
Notices of Meetings by Public Bodies
Notices of Ratification Meetings
Contract Administration

In no event shall the Bulletin Board be used to post political materials or controversial materials which adversely reflect upon the City of Port Orange, its independent agencies, its employees, elected officials, or any labor organization among its employees.

10.3 Failure of the Association to follow the procedures for the posting of materials and notices on the Bulletin Board shall result in the materials or notices being removed from the Bulletin Board by the City and in suspension of all Bulletin Board privileges.

ARTICLE 11

TRAINING AND TUITION REIMBURSEMENT

- 11.1 The City will make every reasonable effort to enable the employee to attend required in service training during the employee's normal working hours. When necessary to attend in-service training with schedules different from the normal work schedule, a Lieutenant's work schedule can be adjusted with forty-eight (48) hours notice to the Lieutenant.
- 11.2 Where the City requires any employee to attend supervisory training and/or training in specialized police techniques and/or any other job-related training, the City will make every reasonable effort to schedule the employee attending such training during his normal working hours. When necessary to attend training classes with schedules different from the normal work schedule, a Lieutenant's work schedule can be adjusted.
- 11.3 This Article shall not in any manner apply to any training required by the Florida Police Standards Board to re-obtain Police Lieutenant certifications for purposes of employment with reinstatement to the Department in the event that such certification shall have lapsed, expired, and/or terminated.
- 11.4 Subject to budgetary constraints and the availability of funds, the City agrees to reimburse the employee for tuition (excluding fees categorized as "other fees") up to two (2) approved classes per semester (fall, summer, spring). The employee will be reimbursed at the Daytona State College (DSC) rate. The City will reimburse the employee for tuition (excluding fees categorized as "other fees") for graduate course work at the rate of one half (1/2) the cost of tuition for graduate course work at the University of Central Florida (UCF) rate, regardless of where the courses are taken. Courses will be paid on a reimbursement basis with proof of payment and grade. The City will require each employee to remain in the service of the City for one (1) year after completion or termination of the most recent class paid for by the City or the employee will be required to reimburse the City for the costs of tuition unless the employee is terminated by the City. The obligation will begin on the day after the school semester is completed. The decision for approval or disapproval of courses is not subject to the grievance and arbitration provisions of this Agreement. The employee shall not be reimbursed by the City if the course is not passed with a grade of "C" or better or a passing grade on a pass/fail system or if grades are not received within three (3) months after the completion of the course.
- 11.5 The City of Port Orange will also provide reimbursement for internet and correspondence courses to the employee at the same reimbursement rates as stated in section 11.4 above. Employees who wish to complete internet-based courses, which are job related, but do not relate to a college degree,

will be monitored by Department Directors who may approve and pay for the courses. Employees shall not be allowed to work on internet-based college courses during normal work hours. If an employee wants to complete college courses using the internet, he or she may do so after normal working hours using City computers.

11.6 Employees must have completed twelve (12) months of service with the City to be eligible for taking courses as allowed under this article.

11.7 It is clearly understood that all tuition reimbursement is subject to budget constraints and availability of funds as defined in the line item 001-1000-519.40-10. The funds assigned to this line item are for use City Wide and approval of funds will be based on a first come, first serve basis upon applying for reimbursement prior to the course beginning. All documentation must be complete when turned into the Human Resources department in order to be considered for tuition reimbursement. Notwithstanding the aforesaid, the Department Head may within his discretion, allocate from the various Police Department's operational funds to provide tuition reimbursement for employees.

ARTICLE 12

DISCIPLINARY ACTION

- 12.1 In the event an employee is discharged, suspended or demoted, the City agrees that he shall be provided with written notification of the action. The City agrees that no employee shall be disciplined except upon sustained findings.
- 12.2 Except in extraordinary circumstances, before the employee is discharged or suspended without pay for disciplinary reasons the notification described in Section 12.1 will be provided to the employee in advance of the action so as to give the affected employee an opportunity to present his position pursuant to Civil Service Rules.
- 12.3 In the event an employee becomes the subject of a formal Departmental or City investigation arising from a complaint or allegation, the Department or the City, whichever is appropriate, shall notify the employee of the disposition of the complaint upon the conclusion of the formal investigation. Disciplinary actions except oral reprimands are subject to the grievance procedure, Article 14 or Florida Statutes Section 112.532, whichever is applicable.
- 12.4 Disciplinary action, except termination or emergency suspension as detailed in Department Directive section 26.4, shall not become effective until such time that an employee has exhausted the grievance process through Step 4, or until such time that the time period for initiating Step 1 of the grievance process has expired.

ARTICLE 13

LEAVE OF ABSENCE

- 13.1 **Family Medical Leave Act (FMLA):** The City of Port Orange will grant leave to eligible employees, in accordance with the Family and Medical Leave Act of 1993, as amended from time to time (FMLA), and in accordance with the City General Administrative Policy 1-22.
- 13.2 Holidays, sick leave, annual leave, and any other benefits based on time spent in the employ of the City shall not accrue (or be credited) during a leave of absence without pay, provided however, that if permitted by the Retirement Plan, the employee may maintain his retirement credit by paying both his and the City's share of the Retirement Plan premiums. The employee shall be responsible for their portion of insurance premiums for single and dependent coverage during unpaid leave of absence.
- 13.3 Longevity increases, performance increases, and any other increases for which an employee may become eligible based in whole or in part on length of service with the City shall not be credited during any period of unpaid FMLA leave of absence.

ARTICLE 14

GRIEVANCE PROCEDURE

- 14.1 In a mutual effort to provide a harmonious working relationship between the parties to this Agreement, it is agreed and understood that there shall be a procedure for the resolution of grievances between the parties and that such procedure shall cover grievances involving employee discipline or the application, violation, or interpretation of this Agreement.
- 14.2 Every effort will be made by the parties to settle any grievance as expeditiously as possible. Any grievance not answered by Management within the prescribed time limits shall automatically advance to the next higher step. Should the grieving party fail to observe the time limits as set forth in the steps of this Article, his grievance shall be considered conclusively abandoned.
- 14.3 All grievances shall begin at Step 1, except the following grievances shall begin at Step 3:
- (1) A grievance that is general in nature, in that it applies to a number of employees, rather than a single employee, or
 - (2) A grievance that is directly between the Police Benevolent Association and the City, or
 - (3) A grievance involving a suspension, demotion, or discharge.
- The above referenced grievances shall be reduced to writing, as outlined in 14.4, Step 1, and filed within ten (10) work days of the occurrence of the event(s) or notification of discipline.
- 14.4 Grievances shall be presented in the following manner:
- Step 1. The employee, employee representative, or the Association shall first present his/her grievance in writing to the employee's immediate supervisor (or shift commander) within ten (10) work days of the occurrence of the event(s) which gave rise to the grievance or from the date on which the employee becomes knowledgeable of the cause of action. If the event(s) which gave rise to the grievance occurred at a time when the employee was on annual leave, sick leave, or other compensated leave, the ten (10) work days period shall commence running immediately upon the employee's return from such compensated leave. The immediate supervisor (or shift commander) shall answer the grievance in writing within (10) work days of the presentation of the grievance. The answer shall be

given to the employee, with a copy to the Association. All grievances must be reduced to writing and must contain the following information:

- (a) The specific article and section of the Agreement alleged to have been violated by the City;
- (b) A full statement of the grievance, giving a complete description of the facts, dates, and times of the events involved in the alleged violation, and the specific remedy desired by the grievant;
- (c) Signature of grievant or signature of the association representative and the date signed. In case of a group of employees filing a single grievance, the grievants will be identified.

Unless the grievance is presented in the manner set forth in this Section, it shall be deemed not to exist.

Step 2. Any grievance which cannot be satisfactorily settled with the immediate supervisor (or shift commander) shall be reduced to writing as set forth in Step 1, by the employee, employee representative, or the Association, and shall next be presented to his/her Division Captain.

Such grievance shall be presented to the Division Captain within ten (10) work days of the date of receipt of the Step 1 answer. The Division Captain shall, within ten (10) work days after presentation of the grievance render his/her decision of the grievance in writing, unless a longer period of time is mutually agreed upon. The decision shall be sent to the employee, with a copy to the Association.

Step 3. Any grievance which cannot be satisfactorily settled with the Division Captain shall next be presented to the Department Head or his designee. The grievance as specified in writing in Step 1 shall be submitted within ten (10) work days after the receipt of the Step 2 answer. The Department Head or Designee may meet with the employee and his/her representative within ten (10) work days after receipt of the grievance (or such longer period of time as is mutually agreed upon). The Department Head or Designee shall render his decision in writing and send it to the employee, with a copy to the Association, within ten (10) work days after the grievance meeting or receipt of grievance, if no meeting is held.

Step 4. Any grievance which is not resolved at Step 3, shall next be presented to the City Manager within ten (10) work days after the receipt of the Step 3 answer. The City Manager shall meet with the employee and/or his/her representative within ten (10) work days after receiving the grievance. The City Manager shall render his/her decision in writing within

ten (10) work days after the grievance meeting and send it to the employee, with a copy to the Association.

Step 5 - Arbitration. In the event a grievance processed through the grievance procedure has not been resolved in Step 4 the Association shall request, in writing, that the grievance be submitted to arbitration within ten (10) work days after the City Manager renders a written decision on the grievance.

The Arbitrator may be any impartial person mutually agreed upon by and between the parties. If an impartial Arbitrator cannot be agreed upon within ten (10) work days after the date the grievance has been submitted for Arbitration, the Association shall request the Federal Mediation and Conciliation Services to furnish a panel of seven (7) Arbitrators within twenty (20) work days after the grievance is submitted to arbitration. Within ten (10) work days of receipt of the panel, each party shall have the option to alternatively strike three (3) names from the list in alternating fashion, thus leaving the seventh (7th) which will give a neutral or impartial Arbitrator.

The City and the party requesting arbitration shall attempt to mutually agree in writing as to the statement of the grievance to be arbitrated prior to the arbitration hearing, and thereafter, the Arbitrator shall confine his decision to the particular grievance thus specified. In the event the parties fail to agree on the statement of the grievance to be submitted to the Arbitrator, the arbitrator will confine his consideration and determination to the written statement of the grievance presented in Step 2 of the grievance procedure. The Arbitrator shall fashion an appropriate remedy for violations of the provisions contained in this Agreement.

The Arbitrator shall have no authority to change, amend, add to, subtract from, or otherwise alter or supplement this Agreement or any part thereof or amendment hereto. The Arbitrator shall have no authority to consider or rule upon any matter which is stated in this Agreement not to be subject to arbitration or which is not a grievance as defined in this Agreement; nor shall this Agreement be construed by the Arbitrator to supersede applicable laws in existence at the time of the signing of this Agreement, except to the extent as herein provided. The arbitration hearing shall be conducted in accordance with the rules of procedure promulgated by the American Arbitration Association.

Each party shall bear the expense of its own witnesses and of its own representatives for purpose of the arbitration hearing. The impartial Arbitrator's fees and related expenses and expenses in retaining a hearing room, if any, shall be paid by the party declared by the Arbitrator to be the loser of the decision. The Arbitrator shall have the obligation in resolving the case before him/her to declare which party has lost the decision. If the

Arbitrator fails to specify the losing party, the Arbitrator's fees and related expenses and expenses in retaining a hearing room, if any, shall be equally divided between the parties. Any party desiring a transcript of the hearing shall bear the cost of such transcript unless both parties mutually agree to share said cost.

The Arbitrator's award shall be final and binding on the parties.

14.5 Consistent with the provisions of the Florida Public Employees Relation Act, Chapter 447 Florida Statutes unless amended, it is mutually acknowledged and agreed that this Agreement shall be administered within the amounts agreed to by the City Council for funding of the Agreement. Accordingly, and notwithstanding any other provision of the Agreement, the Arbitrator shall have no authority, power or jurisdiction to construe any provision of the law, statute, ordinance, resolution, rule or regulation or provision of this Agreement to result in, obligate or cause the City to have to bear any expense, debt, cost or liability which would result, directly or indirectly, in the City exceeding the amounts initially agreed to by the City council for the funding of this Agreement as agreed upon by the parties. Any such award which contravenes or is not in compliance with the provisions of this paragraph shall be null and void.

14.6 It is the mutual desire of the City and the Union that grievances shall be adjusted as quickly as possible and to that end the time limits set forth in this Article are to be strictly enforced. The time limits may only be extended by mutual written agreement. Failure of the grievant to observe the time limits for any steps in this Article without a mutually agreed written extension of time shall terminate the grievance. The term "work days" as used in this article includes Monday through Friday of each work week regardless of the grievant's work schedule. Saturdays, Sundays, and holidays as set forth in this Agreement shall not be considered "work days" even if work is assigned on these days. For the purpose of calculating time limits, the day on which a grievance, or a reply by management to a grievance is received, shall not be counted.

ARTICLE 15

HOLIDAYS

- 15.1 It is recognized that the City will close its offices for seven (7) official holidays. The City will recognize the following as paid holidays for employees:

Thanksgiving Day
Friday after Thanksgiving
Christmas Day
New Year's Day
Memorial Day
Fourth of July
Labor Day

In addition to the paid holidays above, employees shall be granted additional leave as follows:

Annual leave, in an amount of hours equal to the number of hours in the employee's regular work shift, shall be added to the employee's annual leave accruals for each of the following days, Floating Holiday, Martin Luther King's Birthday and Good Friday, on the first pay period after the first of January for the employee to use as he or she wishes. These hours are to be scheduled in the same fashion as annual leave.

Employee Birthday: Annual leave, in an amount of hours equal to the number of hours in the employee's regular work shift, shall be added to the employee's annual leave accruals on the first pay period after the first of October for the employee to use as he or she wishes for his or her birthday. These hours are to be scheduled in the same fashion as annual leave.

In order to qualify for the four (4) annual leave accruals for the Floating Holiday, Birthday Holiday, Martin Luther King Birthday, and Good Friday, an employee must have been employed for the entire 12 consecutive previous months. After 12 consecutive months of service, employees shall be eligible to receive the additional hours added to their annual leave accruals. After new employees successfully complete their first consecutive 12 months of service, they will receive the additional hours added to their annual leave accruals.

- 15.2 The actual day of the holiday will be the observed day for all members of the bargaining unit.

- 15.3 An employee who is eligible and is not scheduled to work on a holiday will

be permitted to take time off equal to the number of hours in his/her regular work shift paid at his/her regular rate of pay during the same fourteen (14) day pay period that includes the holiday.

- 15.4 An employee who is required to start his/her work shift on a holiday shall receive payment at his/her regular rate of pay for all hours that he/she works on that shift. In addition, during the same fourteen (14) day pay period that includes the holiday the employee worked, the employee will be permitted to take time off equal to the number of hours in his/her regular work shift paid at his/her regular rate of pay.

ARTICLE 16

ANNUAL LEAVE

- 16.1 Annual leave is provided for the purpose of allowing employees time off from their work for vacation or for necessary time to attend to personal business. No employee shall be permitted to use annual leave for any period spent on unauthorized leave or participating in an unlawful work stoppage.
- 16.2 In computing annual leave time, holidays, or regular days off immediately preceding the commencement of, falling within, or following the termination of an employee's annual leave, shall be excluded from the computation of the employee's annual leave time.
- 16.3 The following sections 16.3, A – G apply to current employees hired before January 24, 2011.
- A. General Terms of Accrual - Annual leave shall be accrued from the most recent day of employment under the conditions hereinafter stated, but no annual leave shall be granted until an employee has completed three (3) months of continuous service. An employee who is paid for less than twenty (20) hours of work in a week shall accrue no annual leave credit for such week of service. Provided, however, that the limit of twenty (20) hours shall not apply to an employee on annual leave, sick leave, or other authorized leave with pay who would otherwise have worked at least twenty (20) hours.
- B. Accrual for Current Full-Time Employees Hired Prior to January 24, 2011- 40 Hours - Full time employees working a forty (40) hour week shall accrue annual leave at an equally prorated amount per pay period as follows. In the event that an employee has worked less than a full year, the total number of accrued hours of annual leave will be reduced proportionately.

Length of Continuous Service	Hours Accrued Each Year
Less than 5 years	96
5 through 7 years	112
8 through 10 years	128
11 through 15 years	144
16 through 19 years	160
More than 20 years	176

- C. Accrual for Current Full-Time Employees Hired Prior to January 24, 2011 Working Extended Shifts - 84 Hours Bi-weekly - Full time employees working extended shifts (Eighty four [84] hours biweekly) shall accrue annual leave at an equally prorated amount per pay period as follows. In the event that an employee has worked less than a full year, the total number of accrued hours of annual leave will be reduced proportionately:

Length of Continuous Service	Hours Accrued Each Year
Less than 5 years	100
5 through 7 years	118
8 through 10 years	134
11 through 15 years	151
16 through 19 years	168
More than 20 years	185

- D. Accrual for Current Part-Time Employees Hired Prior to January 24, 2011- Designated part-time employees who work at least twenty (20) hours, but less than forty (40) hours, or more per week shall receive annual leave credit at one-half (1/2) the rate of permanent full-time employees. Such employees may not use vacation credit until after three (3) months have passed from their date of continuous employment. Temporary, seasonal, or part-time employees working less than twenty (20) hours per week shall not accrue annual leave.
- E. Probationary Period - Should a new employee, as defined in Article 7.1, fail to successfully complete his probationary period or should such employee be discharged the employee shall forfeit all accrued annual leave.
- F. Maximum Accrual - Annual leave normally is to be taken in the anniversary year in which it is accrued. Unused annual leave may be accumulated to a maximum of three hundred twenty (320) hours. Leave indicated on the paystub received for the second to last pay check in September in excess of 320 hours shall be sold back to the City, or at the employee's option, deferred into the employee's ICMA-RC 457 Plan account, at a rate of one hour of leave for one hour of pay at the employee's regular rate of hourly pay in effect on September 15 of each year. This payment will be made by the last pay check in September of each year.
- G. Employees will be permitted to use annual leave in units of not less than one-half (1/2) hour subject to approval of their supervisor. In case of conflict, annual leave shall be granted on the basis of

seniority.

16.4 The following sections (16.4 A-G) apply to employees hired after January 24, 2011.

- A. Accrual for full time employees working a forty (40) hour week hired on or after January 24, 2011 shall accrue no more than ninety six (96) hours of Annual Leave each year.
- B. Accrual for full time employees working extended shifts – 84 hours bi-weekly hired on or after January 24, 2011 shall accrue no more than one hundred (100) hours of Annual Leave each year.
- C. Part-Time Employees hired on or after January 24, 2011 that are designated part-time employees who work at least twenty (20) hours per week, but less than forty (40) hours, per week shall receive forty eight (48) hours of Annual Leave per year. Temporary, seasonal, or part-time employees working less than twenty (20) hours per week shall not accrue annual leave.
- D. Reserved.
- E. Reserved.
- F. Leave in excess of one hundred (100) hours effective the last pay check of each fiscal year shall be forfeited.
- G. Employees will be permitted to use annual leave in units of not less than one-half (1/2) hour subject to approval of their supervisor. In case of conflict, annual leave shall be granted on the basis of seniority.

16.5 Termination, Resignation, Retirement or Death - An employee who is terminated for cause or who resigns without a two (2) week notice shall not be eligible for compensation for all accumulated unused annual leave. An employee who resigns with a two (2) week notice or retires under the provisions of the City's pension plan (or in event of death, his/her heirs) shall be compensated for all accumulated unused annual leave up to the maximum accrual as provided for in Sections 16.3 (F) and 16.4 (F). Pay for such accumulated leave shall be based on the regular hourly rate of pay of the employee at the time of termination. The employee may also have the option of deferring his or her accumulated unused leave into an ICMA-RC 457 Plan account, up to the maximum provided by law. In case of death, compensation shall be paid to the surviving spouse or the employee's estate.

- 16.6 Employees taking annual leave shall have their accounts charged for the actual number of scheduled hours absent because of leave.
- 16.7 Additional Annual Leave- Employees shall accrue three (3) hours of additional annual leave to be credited on even numbered pay periods under a biweekly payroll system to the employee's annual leave.

ARTICLE 17

HOURS OF WORK

- 17.1 The purpose of this Article is to define hours of work but nothing in this Agreement shall be construed as a guarantee or limitation of the number of hours to be worked per day, days per week, or for any other period of time, except as may be specifically provided herein.
- 17.2 The Department Head, with the approval of the City Manager, may establish the basic work schedules and hours of work best suited to meet the needs of the Department to provide proper services to the community and their customers.
- 17.3 In the event that an emergency status is declared by the City of Port Orange, which necessitates any employee working more than their regularly scheduled hours, each employee shall, in addition to their regular pay, be paid compensation for each additional hour worked in excess of their regularly scheduled hours, in accordance with Policy 1-37, Overtime Payment During a Declared Emergency Operation. Additionally, in the event that Mutual Aid is awarded to another jurisdiction that has declared a state of emergency, the City Manager under his/her sole discretion may elect to operate under Policy 1-37.

ARTICLE 18

PRIVATE AUTOMOBILE USAGE

- 18.1 Any employee authorized to use his private automobile in the performance of his official City duties will be compensated at the approved City rate corresponding to the most current “standard mileage rate” as set by the I.R.S. for business miles driven. Such mileage shall be computed based on the distance between the employee’s regular duty station and the place of assignment or the employee’s residence and the place of assignment, whichever is shorter.
- 18.2 A written claim for compensation under this Article must be submitted to the Department Head by the employee within five (5) scheduled working days following the last day that the private automobile was used. Failure to follow this procedure will result in the claims being denied.

ARTICLE 19

SICK LEAVE

- 19.1 Sick leave benefits shall not be considered as a right to be used at an employee's discretion. Sick leave is an allowance granted by the City to provide employees with reasonable time off during periods of personal or family illness or injury and to attend medical appointments without loss of pay. This includes time off to recover from off-duty illness or injury that prevents an employee from being able to adequately perform their required job duties and functions. All employees desiring to utilize sick leave are required to notify their supervisor as early as possible, and at least one (1) hour in advance of their scheduled reporting time each day of their intended absence due to illness, injury or medical appointment. Extenuating circumstances to the above shall be given due consideration. Such notice shall be given each day of the absence and the employee shall notify the supervisor as soon as possible of the employee's intention to return to work. Abuse of sick leave privileges shall be considered cause for disciplinary action or dismissal. The City may require a physician's certificate to authenticate an absence or to determine qualifications to resume work.
- 19.2 General Terms of Accrual - Sick leave shall be accrued from the most recent day of continuous employment under the conditions hereinafter stated. An employee who is paid for less than twenty (20) hours of work in a week shall accrue no sick leave credit for such week of service. Provided, however, that the limit of twenty (20) hours shall not apply to an employee on annual leave, sick leave, or other authorized leave with pay who would otherwise have worked at least twenty (20) hours. No employee shall be permitted to use sick leave for any period spent on unauthorized leave or participating in an unlawful work stoppage.
- A. Accrual for Full-Time Employees - Each full-time employee shall accrue sick leave at an equally prorated amount per pay period, to yield one hundred and eight tenths (100.8) hours per calendar year. In the event that an employee has worked less than a full year, the total number of accrued hours of annual leave will be reduced proportionately.
- B. Accumulation and Pay-Off of Sick Leave - Subject to the provisions of this Agreement employees may accumulate sick leave from year to year for use in future years as needed. Employees may exchange sick leave for pay, or at their option, deferral into an ICMA-RC 457 Plan account up to the maximum amount provided by law, as provided herein. The maximum unused sick leave that may be exchanged for pay or deferral in any one year is one hundred ninety-

two (192) hours, provided each member maintains a balance of at least forty (40) hours of accumulated sick leave after the sick leave requested for pay or deferral is deducted from their accumulation, provided the requirements of Section 19.3 are met.

19.3 Accumulation of Sick Leave and Sick Leave Sell Back/Deferral

Subject to the provisions of this Agreement employees may accumulate sick leave from fiscal year to fiscal year for use in future years as needed. All accrued sick leave hours as reflected on the second to last pay check received each September which are in excess of seven hundred fifty (750) hours shall be paid off by the City at the employee's regular hourly rate for each hour of sick leave. At the employee's option, the employee may defer this payment into an ICMA-RC 457 Plan account up to the maximum amount provided by law. An employee that is promoted from a position covered by the PBA Rank and File Collective Bargaining Agreement to a position covered under the PBA Lt. CBA shall be eligible to carry forward each fiscal year a sick leave balance equal to their total sick leave accruals as of the date of promotion, up to the maximum allowed under the Bargaining Agreement in effect at the time of the promotion, unless a new cap is expressly negotiated by the unit and the City.

Sick Leave Exchange for Pay or Deferral

- a. For employees who have a minimum of ten (10) years of seniority with the City as of September 30 of the year in which the employees seek to exchange sick leave for pay or deferral the following procedures shall apply to sick leave exchanges for pay:

All members must maintain a minimum balance of forty (40) hours of sick leave. Employees may exchange a maximum of one hundred ninety-two (192) hours of unused sick leave for pay or deferral into the employee's ICMA-RC 457 Plan account each year. Each employee shall receive one hour of pay or deferral at his/her regular hourly rate as of September 15 of the year that the exchange is being made for each hour of unused sick leave being cashed in or deferred.

- b. For employees who have less than ten (10) years of seniority with the City as of September 30 of the year in which the employees seek to exchange sick leave for pay, the following procedures shall apply to sick leave exchange:

All members must maintain a minimum balance of forty (40) hours of sick leave. Employees may exchange a maximum of one hundred ninety-two hours of unused sick leave for pay or deferral into the

employee's ICMA-RC 457 Plan account each year. Employees who have accumulated more than forty (40) hours of sick leave but less than one hundred (100) hours which they wish to exchange may exchange that leave for pay or deferral at the rate of three (3) hours of sick leave for one (1) hour of pay or deferral.

Employees who accumulate more than one hundred (100) hours of sick leave which they wish to exchange may exchange that leave for pay or deferral at a rate of two (2) hours of sick leave for one (1) hour of pay or deferral. At all times a minimum of forty (40) hours of sick leave must be maintained in order for the employee to exchange sick leave for pay or deferral.

- 19.4 Subject to the provisions of this Agreement, an employee may cash in, or at his/her option, defer into an ICMA-RC 457 Plan account, at his/her regular rate of pay effective on September 15, his/her accumulated sick leave hours by obtaining the appropriate form and submitting it upon completion to the Human Resources Department no later than September 1 of such fiscal year, subject to the restrictions indicated in Section 19.2.B. Failure to submit this form will result in an employee's accrued sick leave being "banked" for future use or pay-off as provided herein. Any sick leave taken after the filing of such form shall first be deducted from accrued sick leave "in the bank" and, secondly, from those days for which payment is sought but not yet paid.
- 19.5 All payments or deferrals for unused sick leave made under this Article shall be paid by check issued by the City on or about the last pay check received in September.
- 19.6 Participants utilizing sick leave shall be paid and their account charged for the actual number of scheduled hours absent.
- 19.7 Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments of not less than one-half (1/2) hour.
- Employees shall not be allowed to utilize sick leave in lieu of annual leave.
- 19.8 Retirement, Resignation or Death - An employee who resigns with two (2) weeks prior notice and has a minimum of ten (10) years of service with the City, or retires under the provisions of the City's pension plan (or in the event of death, his or her heirs) shall be entitled to a lump sum payment for all unused sick leave accrued at a rate of one hour of pay for one hour of leave. The employee may also have the option of deferring his or her payment of unused leave into an ICMA-RC 457 Plan account, up to the maximum amount provided by law.

19.9 An employee who is fired, dismissed or who quits and/or separates from the City for any reason other than detailed in section 19.8 shall forfeit accrued sick leave.

19.10 Employees may sell a maximum of five (5) hours of sick time to donate to families of Officers in need within the central Florida area. This subsection shall be exempt from the minimum forty (40) hour bank rule.

19.11 SICK LEAVE BANK

Both parties agree to consider the establishment and maintenance of a voluntary Sick Leave Bank.

An employee's participation in the Sick Leave Bank is voluntary.

ARTICLE 20

ASSOCIATION REPRESENTATIVES AND ACTIVITIES

- 20.1 The Association shall notify the City Human Resources Director in writing of the name of the individual who will be the official representative of the Association. It shall be the responsibility of the Association to immediately notify the City's Human Resources Director and the Department Head in writing of any change in the official representative of the Association.
- 20.2 Any employee or Association shall not engage in Association business of any kind, including solicitation of membership during working hours. An Employee Representative of the Association, designated in writing by the Association, shall be permitted reasonable access to all Department locations at reasonable times during a working day for investigating grievances provided the City is first notified of the investigation, and provided further that such absence would not unduly hamper the operation where the Lieutenant is assigned. The Association designee may attend departmental Labor Management meetings.
- 20.3 Bargaining unit employees will be permitted to attend local and state seminar functions of the Association on their own time and at their own expense for a maximum of two (2) days per year as long as attendance does not hamper the operation where the Lieutenants are assigned.
- 20.4 One (1) member of the Association negotiating committee (an employee of the City) shall be permitted to attend all negotiating sessions without loss of pay, as well as the City Council meeting where final action is scheduled to be taken on approval (or rejection) of this Collective Bargaining Agreement and its successor without loss of pay. Members of the designated negotiating team shall be allowed to negotiate a successor agreement to this Agreement on their own time, at no expense to the City.

ARTICLE 21

INSURANCE

- 21.1 The City will enable the employees to insure themselves under a group life insurance plan with the amount available being one times base annual salary rounded to the next higher thousand. The employer will pay the premium.
- 21.2 The City agrees to maintain a health insurance program for the employees, with the City paying the lowest “employee only” rate among all health insurance plans with a co-pay offered. Dependent coverage will be at the employee’s expense. The employee electing coverage with a carrier which has a higher rate shall pay the difference in any premium charged by that carrier. Dependent coverage will also be at the employee’s expense.
- 21.3 The City will continue to provide the Department with the personal injury liability and false arrest program provided either by a commercial insurance company or through self-insurance.

ARTICLE 22

UNIFORMS AND EQUIPMENT

- 22.1 The City will provide to all Officers the following equipment and clothing and other items as necessary:
- 4 Trousers
 - 2 Long sleeve shirts
 - 3 Short sleeve shirts
 - 1 Winter jacket
 - 2 Collar insignias
 - 1 Tie
 - 1 Tie Clasp
 - 2 Badges
 - 1 Identification card and carrier
 - 1 Walkie talkie holder swivel
 - 1 Rechargeable flashlight
 - 1 Pocket pen
 - 1 Pocket notebook
 - 1 Pair non-prescription sunglasses for employees in the Traffic Division
 - 1 Bullet proof vest to be worn in accordance with Department policy
 - 1 pair Handcuffs
 - 3 Summer shirts, blue
 - 1 Summer shirt, white
 - 1 Pair of duty boots, as needed. Not to exceed two (2) pair per year
 - 1 Pair of dress shoes for Class A uniform wear
- 22.2 The City agrees to furnish all sworn Officers, at City expense, those replacement uniform items that are worn, torn, or damaged through normal wear and tear, rather than through negligence or misconduct.
- 22.3 Any employee who shall receive any breakage or damage to his personal equipment in the line of duty shall have it replaced at no cost to the employee, to a maximum of one hundred (\$100.00) dollars per item. However, if the employee is not negligent, then, in the case of loss or damage to prescription eyeglasses they will be replaced or repaired, as the case may be, without regard to the one hundred (\$100.00) dollar limitation.
- 22.4 The City agrees to provide each uniformed and non-uniformed employee dry cleaning at City expense for all uniforms and clothing—used for employment.
- 22.5 The City agrees to arrange to have each police vehicle inspected by a mechanic on a regular basis. At the start of each shift, the driver will inspect

his assigned vehicle before he goes on duty. If the driver finds any fault in the vehicle which might be construed as a safety hazard, the driver shall immediately arrange to have said vehicle repaired or take other appropriate action.

- 22.6 The City will provide each Officer with a two-way portable radio.
- 22.7 City-issued uniforms and other articles of clothing are provided for wear while at work, and are not to be worn for non-duty purposes.
- 22.8 The City will issue uniforms in compliance with IRS regulations pertaining to work clothes and Uniform Allowances and Reimbursements.
- 22.9 The City and the Association agree that sworn Officers who are required to wear non-issue clothing in the course of their employment shall receive a clothing allotment. Sworn Officers who are required to wear non-issue clothing shall receive their first-year clothing allotment prorated monthly to the end of the calendar year, prior to the commencement of assignments that require them to wear such clothing. The clothing allotment will be \$750.00 pro-rata per year. This allowance shall be paid in one installment annually during the first pay period in January. Upon departure from assignment, employee will be responsible to re-pay the prorated share for the time not in the assignment for an amount that exceeds \$150.00. If an employee works any given day in a month, they will not be required to repay the prorated amount for that given month.

ARTICLE 23

BEREAVEMENT LEAVE

- 23.1 All employees may be granted time off with pay to arrange and/or attend funeral services in the event of death(s) in the family. Such time off shall ordinarily not exceed four (4) calendar days (i.e., 48 hours for extended shift employees or four (4) work days for employees working a forty hour work week) per event, for a maximum 96 hours annually for extended shift employees, or eight (8) work days for employees working a forty hour work week, and shall not be charged as annual leave or sick leave. Requests for time off shall be submitted in writing to the employee's supervisor when possible. In extraordinary circumstances, where the employee has exhausted the maximum bereavement leave provided for in this part, the Department Head may, in his discretion, grant an employee additional leave time. The decision of the Department Head to grant or not grant the employee additional leave time beyond the maximum hours provided for in this part shall not be subject to grievance and arbitration proceedings.
- 23.2 Management may require the employee to verify the employee's relationship to the deceased and to provide proof of death.
- 23.3 In the event of the need for additional time for a death, an employee may use accrued sick or vacation leave.

ARTICLE 24

WAGES

- 24.1 Employees will receive no increase in pay other than what is provided for in this agreement. All future wage increases beyond the term of this agreement shall be subject to negotiation by the parties.
- A. Effective the first full pay period following October 1 2017, or upon ratification of this agreement, whichever is later, all current Police Lieutenants will make \$75,000 annually. Any current Lieutenant whose current base wage is in excess of \$75,000 will receive a one-time \$2,000 contribution to their ICMA-RC 457 plan.
 - B. Effective the first full pay period following October 1 2018, all current Police Lieutenants will make \$77,062.00, which is reflective of an approximate 2.75% increase. All employees whose base wage is above \$77,062.00 shall receive a one-time \$2,000 contribution to their ICMA-RC 457 account.
 - C. Effective the first full pay period following October 1 2019, all current Police Lieutenants will make \$79,181.00, which is representative of an approximate 2.75% increase. All employees whose base wage prior to the adjustment was higher than the rate listed in B, but lower than the \$79,181.00 shall receive the adjustment to the new rate, plus a one-time \$1,500 contribution to their ICMA-RC 457 account.
- 24.2 Employees hired from outside of the organization will start at the minimum rate of pay established for the classification. If an applicant possesses exceptional qualifications, upon recommendation of the Chief and concurrence of the Human Resources Division, requests for a rate of pay higher than the minimum may be authorized. Requests for a starting rate up to ten (10) percent above the minimum rate will require prior approval of the Administrative Services Director and or the City Manager or the City Manager's designee. These requests must be in writing and fully justified by the Department Head and approved before the offer is made to the applicant. Requests for a starting pay more than ten (10) percent above entry level shall be fully justified and submitted in writing for review by the Administrative Services Director. The Administrative Services Director shall make a recommendation to the City Manager, in writing, for final determination. The City Manager's approval is required in writing before making the offer to the applicant.
- 24.3 The City performance evaluation system will be a satisfactory/unsatisfactory procedure. If the employee's performance for the previous year has been satisfactory, they will receive a rating of satisfactory.

The employee will then undergo performance evaluations each year thereafter. Should the employee receive a rating of unsatisfactory, they will be placed under an intensive management program and re-evaluated in ninety (90) days. Failure to receive a “satisfactory” performance rating after the re-evaluation period will result in disciplinary action, up to and including termination. Any employee with an “unsatisfactory” rating on their last performance evaluation will not be eligible for a salary adjustment on the next October 1st, if one is granted by the City Council.

- 24.4 In addition to wages, incentive pay, if appropriate, shall be provided in accordance with pertinent Florida Statutes 943.22.

ARTICLE 25

RETIREMENT PLAN

25.1 The parties hereto recognize that the employees in the Bargaining Unit are participants in a Retirement Plan of the City as provided for by Chapter 185, Florida Statutes. The Police Pension Fund Ordinance of the City is set forth in the Port Orange City Code. Pensions and other retirement benefits for Bargaining Unit employees not specifically set forth in this Labor Agreement are as set forth in the Police Pension Fund Ordinance.

The City of Port Orange agrees to maintain a retirement plan for Police Officers as required by City Ordinance.

The City agrees to maintain the benefits and member contributions set forth in the Police Pension Fund Ordinance, with the changes provided below affecting this bargaining unit.

There will be no change in the accrued benefits of Plan members.

Should an issue arise with the State Division of Retirement regarding any provisions in this Article; both parties agree to return to the table to negotiate the issues to resolve the issues in order to gain approval of Plan changes.

The parties agree to amend the Police Pension Fund Ordinance, effective the first of the month following the adoption of the Ordinance, using a tiered approach as follows:

25.2 Tier One – Current Employees:

A. Leave the normal retirement age at the current 48 years of age with 10 years of credited service

The alternative retirement age of 20 years of credited service irrespective of age, is changed to age 45 with 25 years of credited service.

B. Leave the early retirement age at the current 45 with 10 years of credited service. The early retirement benefit shall be the normal benefit level reduced by three (3) percent for each year by which the participant's age at retirement preceded the normal retirement age indicated under paragraph 25.2 A. above.

C. Leave the definition of "average final compensation" of the current 3 best of the last 10 years of credited service.

- D. Exclude from the calculation of average final compensation for pension purposes: a.) all overtime compensation in excess of 300 hours per calendar year; b.) extra duty or special detail work performed on behalf of a second party employer; and c.) one half (1/2) of lump sum payments of sick leave and vacation leave accrued up to the effective date of this agreement; d.) all lump sum payments of sick leave and vacation leave accrued after the effective date of this agreement.
- E. To be eligible for the cost of living adjustment (COLA) a member must attain a minimum age of fifty nine (59) years.
- F. To be eligible for a COLA, a member must retire with 25 or more years of credited service.
- G. Add a maximum Retirement Benefit cap of \$95,000.00 that includes the COLA.
- H. To be eligible for the insurance supplemental retirement benefit a member must retire with 25 or more years of credited service.
- I. Prior Military service buy back will be at full actuarial value and cannot be used for vesting purposes.
- J. Prior Police service for which a member is not earning a Pension must be purchased at the full actuarial value and cannot be used for vesting purposes.
- K. Change the DROP plan to provide that, only those employees who have completed 25 years of service will be eligible to enter the DROP.
- L. Increase the member contribution from the current 0.5% of salary to 7.5% of salary in conjunction with an increase of in service disability from fifty percent (50%) to fifty one (51%).

25.3 Tier Two – Employees Hired After the Adoption of the Police Pension Ordinance revised on January 31, 2011:

Upon adoption of the Police Pension Ordinance, all police officers hired after the adoption of the Ordinance shall receive the Retirement benefits provided in Florida Statutes Chapter 185 at the Minimum Benefit Levels that were in place in 1999.

- A. Define “average final compensation” from the current 3 best of the last 10 years of credited service to one twelfth of the average of a Participants annual compensation for the five highest years of Service as of the date of benefit determination.

B. Member contribution of 8% of salary.

C. Provide an insurance supplemental retirement benefit as follows:

1. \$100 per month if the Participant has 10 complete years of service.
2. An additional \$10 per month for each complete year of service in excess of 10, to a maximum additional amount of \$100.

D. In no event shall a member receive less than 2% of average final compensation multiplied by the number of vesting credits.

E. Normal retirement age is 48 years of age with 10 years of credited service.

F. Early retirement age 45 years of age with 10 years of credited service. The early retirement benefit shall be the normal benefit level reduced by 3% percent for each year by which the participant's age at retirement preceded the normal retirement age indicated under paragraph 25.3 E. above.

Tier two employees shall not receive a Cost of Living Adjustment (COLA) and shall not receive a Deferred Retirement Option (DROP).

25.4 Mutual Consent Agreement:

In accordance with section 185.35(6), F.S., a defined contribution plan component ("share plan") shall be established as part of the defined benefit pension plan, to be funded exclusively with Ch. 185 premium tax revenues. However, the City and the Union have mutually agreed that no Ch. 185 premium tax revenues will be allocated to a share plan at this time. The share plan shall not be activated until Ch. 185 premium tax revenues are allocated to the share plan by mutual agreement of the parties. At such time as the City and Union agree to allocate Ch. 185 premium tax revenues to the share plan, the parties will negotiate the details of the share plan.

A. All annual premium tax revenues received pursuant to Ch. 185 will continue to offset the City's pension contributions.

B. All accumulated excess premium tax revenues as of 10/01/2016 will be used to offset the City's pension contributions.

ARTICLE 26

ALCOHOL AND DRUG TESTING

- 26.1
- A. The parties agree to work together to fully comply with the Criminal Justice Standards and Training Commission Rules (11B-27.0011 et seq., F.A.C.) concerning the use of any controlled substances by, and drug testing for, all applicants for certification, employment or appointment of bargaining unit positions.
 - B. In the event the Department Head or his designee has a reasonable suspicion to believe that an employee is under the influence of drugs or alcohol on duty or has used drugs off duty based on reasonable suspicion, the Chief may require that the employee submit to breathalyzer tests, blood tests, urinalysis, and/or other appropriate testing. Should the employee test positive to a drug test, the Chief will utilize a confirmatory process before instituting disciplinary action. Such test shall be conducted by a state certified lab or technician at the City's expense.
 - C. In the event the Chief request that an employee submit to breath, blood, urine and/or other tests and the employee chooses not to submit to such test or tests, such refusal shall be grounds for discipline. As used in this Article 26, a positive alcohol reading or a positive alcohol test shall mean a blood or breath alcohol reading of .02 or above.
 - D. If the employee submits to the tests and the results indicate statutory alcohol impairment or drug use other than as indicated in Section G, the employee shall be suspended without pay. Within forty (40) days, a suspended employee desiring reinstatement shall, upon written request, be given the opportunity to submit to further blood or urine drug/alcohol screening tests, at the employee's expense. If such tests indicate the absence of alcohol or substance abuse, the employee is reinstated. In the event forty (40) days have passed and the City has not received the written request signed by the employee, to take the alcohol or substance abuse test, or the employee has failed to take such tests at a time and location designated by the Chief, the employee shall be discharged. An employee shall also be discharged if tested under this section twice within a two (2) year period with both test results indicating alcohol or substance use.
 - E. An employee may be granted a one-time leave of absence without pay not to exceed sixty (60) days to undergo treatment for alcohol or substance abuse pursuant to an approved treatment program. No employee benefits shall accrue during this period. The request must be voluntarily made in writing prior to the institution of disciplinary

measures for alcohol or substance abuse.

- F. The Chief has the right to search lockers, vehicles, desks, handbags, lunchboxes, other containers, or other personal effects of employees at any time provided the Chief has reasonable suspicion to believe that an employee is under the influence of drugs or alcohol. If deemed necessary by the Chief, the employees themselves may be asked to submit to a search. At no time will any employee be searched by or in the presence of a member of the opposite sex. Upon either request being made, such search shall be witnessed by an independent witness of the employee's choice in the Department; provided this choice will not prevent, inhibit, or unreasonably delay the searching of the employee. An employee's refusal to cooperate with or submit to a search may be treated as insubordination that warrants immediate discipline.
- G. All employees who must use a prescription drug that causes adverse side effects (drowsiness or impaired reflexes or reaction time) shall inform the Supervisor that they are taking such medication on the advice of a physician. It is the employee's responsibility to inform the Supervisor of the possible side effects of the drug on performance and expected duration of use. See also D2.
- H. Except as stated in subsection D of this Article, the cost of drug and alcohol screening tests shall be paid by the City.
- I. The City retains its right to maintain discipline or invoke disciplinary measures in the case of conduct which may result from or be associated with alcohol or substance abuse.
- J. Involvement in an accident while on duty or injured while on duty when there is reasonable suspicion to believe alcohol or narcotics was responsible, such cause shall be considered reasonable cause for purposes of this Article.
- K. Decisions of an arbitrator under this article shall be limited to a determination of whether there existed reasonable suspicion to activate the provisions of this Article and if this issue is determined in the employee's favor, he shall be reinstated. The questions of whether or not the employee was under the influence of alcohol or drugs shall be subject to arbitration, but not the subsequent disciplinary measure imposed by the City.
- L. Reasonable suspicion as used in this Article shall be reduced to writing and signed by the person initiating the allegation before activating the provisions of this Article.

26.2

A. PURPOSE

This Article provides Police Department policy relative to the use of

narcotics, illegal drugs, and the abuse of legally prescribed drugs by any member of the Department and sets forth circumstances in which drug tests will be required.

B. POLICY

The Port Orange Police Department has a legal responsibility and management obligation to ensure as safe a work environment as possible, as well as a paramount interest to protect the public by ensuring that its Officers have the physical stamina and emotional stability to perform their assigned duties. The Police Department must maintain public confidence in the Department's competence and adopt procedures to ensure that its Officers are fit for duty.

The abuse of drugs or chemical substances is illegal and counter-productive to the good order and reputation of the Police Department and will not be tolerated. Officers must have physical coordination and unimpaired judgment to react prudently and effectively to the demands of police service.

C. TERMINOLOGY

1. The term Drug includes cannabis, narcotics, or any controlled substances which have not been legally prescribed and/or dispensed.
2. The term Drug Abuse includes the use of cannabis, narcotics, or any controlled substance, which has not been legally prescribed and/or dispensed, or the abuse of a legally prescribed drug.
3. Reasonable Suspicion Standard - An apparent state of facts and/or circumstances found to exist by a supervisor or fellow employee which would cause a reasonably intelligent person to believe the employee to be under the influence or a user of drugs or narcotics. The standard of reasonable suspicion is less than probable cause.
4. Probationary Employee - Any sworn Officer with less than one full year of service.
5. Administrative Review Board - The board that reviews disciplinary matters.
6. Medical Review Officer - The physician designated by the testing laboratory who will review the analysis results before sending them to the City.
7. Drug Analysis - The submission of a urine or hair specimen for testing to determine the presence of the following groups of drugs:
 - a. 10-Panel Urine Drug Screen by Immunoassay Methodology for Amphetamines, Barbiturates, Benzodiazepines, Cocaine,

Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene, and Tetrahydrocannabinol (marijuana metabolites).

D. GENERAL RULES

1. The use of illegal drugs, cannabis, or nonprescribed controlled substances or the abuse of legally prescribed drugs or controlled substances by a Port Orange Police Officer is strictly prohibited.
Violation of this policy will result in disciplinary action.
2. Police Officers who are required to take prescription medicine that may affect the Officers' ability to perform their duties while on duty shall notify their commander or lieutenant prior to their tour of duty.
3. Police Officers who have knowledge that another individual is illegally using drugs or narcotics shall report the facts and circumstances immediately to their supervisor.
4. Refusal by a Police Office to take the required drug test shall be considered insubordination and will result in the immediate relief from his/her duties pending disposition of any additional action.

E. MANDATORY DRUG TESTING

1. Mandatory drug testing is the submission of a specimen in order to test such samples for the presence of drugs.
2. Mandatory drug analysis will be conducted only upon the approval of the Department Head under the following circumstances:
 - a. Based on REASONABLE SUSPICION (as set out in G) citing specific instances when a member was incapable of performing his/her required duties or exhibited unusual work performance measures and/or behavioral traits.
 - b. When an Officer is scheduled to submit to an ordered psychiatric or psychological examination.
 - c. At any time during the probationary period.
 - d. For counseling assistance programs or as a condition of discipline when the Officer refuses to take the test.
 - e. When an Officer has used deadly force.
 - f. When an Officer has operated a motor vehicle involved in an accident resulting in death or serious injury to an individual.
 - g. Prior to assignment to special units, i.e., Vice and Intelligence, and Emergency Response Team.

- h. Mandatory testing no more than four times each year for all personnel listed in g. above. (Random testing will count)
 - 1. Any Officer refusing the test will be immediately terminated.
- i. When an Officer returns to duty after an absence of 15 days or more on a non-hospitalization sick leave without medical documentation of his/her illness.
- j. Officers with a first confirmed positive test result for prescription drugs used or taken illegally.

F. PROCEDURES FOR THE ORDERING OF DRUG TESTING IN CASES OF REASONABLE SUSPICION

- 1. A ranking Officer (Lieutenant or above) will be notified by the initiating Officer of the circumstances leading to the request for a drug test.
- 2. If the request for a drug test is approved, the Officer requesting the test will direct a memo to the Chief indicating the circumstances of reasonable suspicion that formed the basis of the request.
- 3. The memo will then be presented to the accused Officer who will sign his/her name at the bottom of the report indicating that the Officer has read it. This signature will in no way be considered an admission of guilt, but only an acknowledgment of the fact that the report was read. A copy of this report will be given to the accused Officer.
- 4. An Officer who refuses to submit to a properly required drug test shall be deemed insubordinate. Charges shall be referred by the requesting supervisor or other commanding officer, and the Officer will be transported to a place of his choice within reason.
- 5. If the Officer agrees to take the drug test, that individual shall complete and sign the drug testing Consent Form. If the accused Officer is unable to read the Consent Form, the supervisor shall read it to the individual. A copy of the Consent Form will be given to the Officer.
- 6. A supervisor will transport the individual to the approved testing facility and will stand by until the test has been administered and will then transport the individual to a place of his/her choice within reason. At the testing facility, the supervisor will verify all preliminary documentation associated with the test.
- 7. Upon completion of the drug test, a copy of all police reports will be forwarded through the chain of command to the Department Head.

G. ALLEGATION OF MISCELLANEOUS DRUG-RELATED ACTIVITY

ON OR OFF DUTY

1. Allegations of miscellaneous drug-related activity which would be considered reasonable suspicion requiring a drug test include, but are not limited to, the following:
 - a. Unauthorized involvement with a person or enterprise engaged in the illegal sale, delivery, manufacture, purchase, or possession of drugs and narcotics.
 - b. Illegal sale, delivery, manufacture, purchase or possession of drugs or narcotics.
 - c. Whenever the results of a preliminary criminal investigation indicate a reasonable suspicion to believe that the accused Officer is involved in illegal drug-related activity; or upon completion of the initial stages of an administrative investigation which indicates a reasonable suspicion to believe the accused is personally using illegal drugs or is personally misusing or abusing legally prescribed or dispensed medication.
 - d. A reasonable suspicion exists when a person has a reasonable belief that an individual is under the influence of a drug or drugs, which affect behavior, supportable by direct observation, articulable reasons and common sense. The following, in addition to other evidence or suspected drug abuse, are some of the indicators that may give rise to a reasonable suspicion to believe that an employee's physical or mental abilities to perform assigned duties and responsibilities are affected by drugs.
 1. Changes in speech pattern.
 2. Staggering gait or poor coordination.
 3. An accident while operating a City owned or leased vehicle, equipment or property.
 4. Unusual behavior, variations in mood, deterioration of performance during a work period.
 5. Physical or verbal altercations.
 6. Possession of drugs.
 7. Information from a reliable person with personal knowledge who is willing to publicly state the information.
 8. Erratic operation of a motor vehicle.

H. RANDOM DRUG TESTING

1. Random drug testing is the submission of a urine or hair specimen in order to test such sample for the presence of drugs. (See Section 3)
2. Specimen types and protocols will be uniform during individual random testing operations.
3. Random drug analysis will be conducted only upon approval of the Department Head.
4. All Officers will be included in the random drug testing group which will be eligible to be tested.
5. Random testing will take place no more than four (4) times a year.
6. Employee numbers of all Officers in this group will be placed in the computer, which will randomly select individuals for testing.
7. Shift Commanders will be given no more than forty-eight (48) hours notice that Officers under their command have been selected. Those Officers will be notified verbally at inspection or while on duty. Officers will have four (4) hours to submit a specimen. Only personnel on duty when notice is given will be tested, except for Officers working steady night shift, who will be compensated if held over for testing. If an Officer is selected to be tested on their day off or when the Officer is not at work, they will be tested immediately upon their return to work.

I. ANALYSIS PROCEDURE

1. A supervisor will transport Officers to the facility where their specimens will be collected and tested by certified laboratory technicians.
2. The supervisor will verify all the preliminary documentation associated with the test for each Officer by initialing it, and will positively identify each Officer prior to the test. A copy of the Consent Form will be given to the supervisor who will return it to the Department Head.
3. The urine specimen will be collected in a manner that will preserve the dignity of the Officer and ensure the integrity of the sample according to the National Institute of Drug Abuse standards.
4. The Medical Review Officer will send results to the Human Resources Director.
5. Drug Analysis Methodologies:
 - a. A positive report of the presence of a drug must meet the following criteria: First, the drug and/or its metabolites must be present at a concentration greater than that listed as the

cut-off for the screening methodology. Second, the drug or its metabolites must be measured by GC/MS confirmation methodology and found to be at a level greater than that listed for this method and particular drug. Note that the minimum reporting level is different for each drug and/or metabolite.

- b. Drug analysis will be done by immunoassay screening with confirmation of all positive screens by Gas Chromatography/Mass Spectrometry (GC/MS). These methodologies follow the National Institute of Drug Abuse's suggested guidelines for specificity and sensitivity.

Initial drug screening is performed at the following detection sensitivities:

Amphetamines	300 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
THC (marijuana metabolite)	50 ng/ml
Cocaine metabolite	300 ng/ml
Methadone	300 ng/ml
Opiates	300 ng/ml
Phencyclidine	25 ng/ml
Propoxyphene	300 ng/ml

- c. Confirmation by GC/MS is detected at the following sensitivity levels (minimum reporting concentration):

Amphetamines	300 ng/ml
Methamphetamines	300 ng/ml
Barbiturates	150 ng/ml
Benzodiazepines	150 ng/ml
THC (marijuana metabolite)	15 ng/ml
Cocaine or cocaine metabolite	100 ng/ml
Methadone	100 ng/ml
Methaqualone	100 ng/ml
Opiates - Total	300 ng/ml
Codeine	150 ng/ml
Morphine	150 ng/ml
Phencyclidine	25 ng/ml

J. VOLUNTARY TESTING

1. Treatment for Officers who seek help:
 - a. Officers who come forward and admit to drug abuse before being tested will be given an opportunity to obtain treatment without having disciplinary action taken against them.
 - b. These individuals will, however, be considered first confirmed positive result as far as future testing is concerned only.
 - c. Employees seeking assistance should contract the City's Employee Assistance Program, or the Department Head.

K. CONFIDENTIALITY

Any information gained as a result of the drug test shall be kept as confidential as possible, except for City purposes, and shall not be revealed except in accordance with a proper judicial or legislative order. Breach of confidentiality by any employee shall result in disciplinary action.

L. DISCIPLINARY ACTION

1. Any Officer refusing to take the drug test pursuant to this policy shall be subject to immediate termination.
2. Any Police Officer who refuses to be tested shall be placed on immediate unpaid suspension and an internal investigation for the violation of the directive(s) shall commence.
 - a. The individual will be notified in writing by the Department Head or his designee that, because of the refusal, he/she has been placed in the mandatory testing group for twelve (12) months.
 - b. The individual is further notified of the consequences of a refusal and ordered to take a test within twelve (12) hours. This 12 hour period shall only apply to drug test orders based on the reasonable suspicion standard.
 - c. If the individual refuses to take the test as ordered, the matter will be referred to the Disciplinary Review Board. The penalty for said refusal will be discipline up to and including termination.
3. Individuals who are already in the mandatory test group as a result of the following circumstances are subject to termination for refusal

to take the test:

- a. Individuals with a first confirmed positive test result.

4. First Confirmed Positive Result - Abuse of Prescription Drugs

- a. Probationary Officers with a confirmed positive test result will be placed on immediate suspension pending a hearing before the Administrative Review Board. The penalty for such an offense is termination. No rehabilitation opportunity is offered to probationary employees.

- b. For any other individual who has a first time confirmed positive test result of prescription drugs, which are being abused, the following steps will be taken:

1. The individual will be placed on immediate unpaid suspension for a minimum of thirty (30) days.
2. The Internal Affairs Division will conduct a thorough investigation, and the case will go to the Administrative Review Board.
3. The individual will also be ordered to enter a City approved substance abuse treatment program.
4. The individual may take appropriate authorized leave to participate in treatment. This may include sick leave, vacation, compensatory time off, or leave without pay.
5. While in treatment, an Officer may return to a limited duty assignment that does not require carrying a gun or operating a vehicle, provided the Officer has a negative test result and such an assignment is available.
6. The expense for said treatment program (if not covered by the City health insurance plan) is the responsibility of the individual.
7. To return to full duty status, the individual must receive a drug test result which does not indicate the presence of illegal drugs, upon completion of the program and be cleared by the Substance Abuse Professional.
8. When returned to full duty, the Officer will be placed in the mandatory drug testing group for a period of twelve (12) months.

5. Positive Test Results for Controlled Dangerous Substances or Illegal Drug.

- a. The following step will be taken for any Officer who has a confirmed positive test result for cocaine or

methamphetamine (for which there is no valid prescription) or any Schedule I, Schedule 2, or any illegal drug.

1. The individual will be placed on immediate unpaid suspension pending termination.
6. Second confirmed Positive Drug Test Result - Abuse of Prescription Drugs
 - a. The treatment program for a first confirmed positive drug test result (abuse of prescription drugs) is not an option for a non-probationary Officer.
 - b. Upon a confirmed second positive drug test result, the individual will be placed on immediate unpaid suspension pending termination.
 1. The Internal Affairs Division will conduct a thorough investigation to gather all pertinent information.
 2. The Department Head will initiate the termination procedure.
7. Any individual may request that his/her sample be retested by either the original testing laboratory or by a Substance Abuse and Mental Health Service Administration (SAMSHA) certified laboratory. Any testing done at the individual's request will be paid for by that individual.
8. Termination
 - a. In any case, when the Department Head has determined that termination for an offense is appropriate, the Department Head will initiate the termination procedure. Said individual will be given written notice of termination proceedings.

M. GENERAL RULES

1. All property belonging to the Port Orange Police Department and/or the City of Port Orange is subject to inspection at any time pursuant to reasonable suspicion.
 - a. This includes all property belonging to or used by the Port Orange Police Department and/or the City of Port Orange including, but not limited to, vehicles, desks, containers, files and storage lockers.

ARTICLE 27

JURY DUTY AND APPEARANCE AS A WITNESS

- 27.1 Any employee in the Bargaining Unit who is summoned to perform jury service during his/her normal working hours in any court (City, Federal, or County) shall be granted leave with pay for the time he or she is absent from work as a result of fulfilling this jury duty obligation. The employee summoned as a juror shall attach a copy of the summons to the Leave of Absence Request. An employee, who is released from jury duty prior to four (4) hours from his or her normal end of the workday, shall be required to report to their work site immediately after their release.
- 27.2 Upon proof of attending court, a deposition, or an administrative hearing during the employee's normal working hours pursuant to a subpoena or other court order involving a job-related case and not as a plaintiff or claimant in litigation against the City nor as a defendant in litigation by the City, the employee shall receive his or her regular rate of pay for such attendance. The City reserves the right to institute any procedure or system it deems appropriate to measure, record, and/or verify attendance and duration of an on-duty deposition, or court or administrative hearing appearance. In the event any employee claims time not actually spent in an on-duty deposition or court/hearing appearance, he or she may be discharged or disciplined. The employee will sign over all subpoena and witness fees, excluding travel fees, unless City transportation is furnished in which case such travel fee will also be signed over. The employee shall provide a copy of the subpoena to his or her supervisor within twenty-four (24) hours of its service or receipt.
- 27.3 An employee subpoenaed as a witness for a court or administrative proceeding or a deposition, other than a job-related case and other than a case involving personal litigation by the employee as a plaintiff, claimant or defendant, shall be granted leave without pay to appear and testify pursuant to the subpoena. If the employee is released from the subpoena prior to the expiration of twelve (12) hours for shift Lieutenants and four (4) hours for 40 hour employees from his or her normal starting time for that work day, the employee shall be required to report to his or her work site immediately after release from such subpoena. An employee may take sick or vacation leave when subject to a subpoena under this provision. The employee shall provide a copy of the subpoena to his or her supervisor within twenty-four (24) hours of its service or receipt.
- 27.4 An employee may take vacation pay, but not sick leave, when participating in any court or administrative proceeding of a personal nature in which the employee is a claimant, plaintiff or defendant.

ARTICLE 28

RULES AND REGULATIONS

- 28.1 The City shall have the right to establish, maintain and enforce, or rescind, amend or change reasonable rules and regulations and standard operational procedures, it being understood that such rules and regulations and standard operational procedures shall not conflict with the provisions of this agreement. If the proposed additions, deletions, or changes affects the terms and conditions of employment of any bargaining unit employee, the Union shall have the right to request bargaining over the proposed additions, deletions, or changes. The request must be made in writing to the Department Head and submitted to him/her within seven (7) days of the change being published. If no request for bargaining is made by the Union during this seven (7) day period, or the proposed additions, deletions, or changes do not affect the terms and conditions of employment of bargaining unit members, the modifications shall become effective on the date specified when published. If bargaining is timely requested, and the additions, deletions, or changes affect terms and conditions of employment of bargaining unit members, the changes shall not go into effect until the City and the Union reach agreement on the matter.
- 28.2 Failure to discipline an employee for violation of these rules, regulations and/or standard operational procedures shall not affect the right of the City to discipline the same or other employees for the same or other violations.
- 28.3 Any employee violating a rule or regulation or standard operational procedure may be subject to disciplinary action, including dismissal.

ARTICLE 29

EDUCATIONAL LEAVE

- 29.1 Any employee covered hereunder may be given educational leave for the purpose of taking courses or attending conferences and/or seminars directly related to the employee's work as determined in writing by the Department Head and the City Manager. Requests for such educational leave must be approved in writing in advance by the City Manager. The decision to grant (or not to grant) such educational leave and the determination as to whether such leave will be compensated shall be the sole and exclusive function of the City Manager and shall not be subject to the grievance and arbitration procedures of this Agreement.
- 29.2 An employee granted education leave with full pay shall be entitled to receive all City benefits in the manner as if he were on active duty during the period of the leave. Entitlement to benefits for employees on partially compensated or uncompensated educational leave shall be determined by the City Manager. Such determination shall not be subject to the grievance and arbitration procedures of this Agreement.

ARTICLE 30

MILITARY LEAVE

- 30.1 Bargaining unit members will be allowed military leave in accordance with conditions set forth in the Uniformed Services Employment and Reemployment Act (USERRA), and Sections 115.07, 115.09, 115.14 and 250.48, Florida Statutes and in accordance with the City's Military Leave Policy. This Policy, as amended from time to time, is set forth in the City's Civil Service Rules and Regulations, Chapter 3, Attendance and Leave, 3.07, Military Leave.

ARTICLE 31

SEVERABILITY

- 31.1 In the event any Article, Section or portion of this Agreement should be held invalid and unenforceable by any court of competent jurisdiction, such holding shall apply only to the Article, Section or portion thereof specified in the court's decision; and all other Articles or Sections or portions not so invalidated shall remain in full force and effect. The parties may mutually agree in writing to renegotiate the affected Article, Section or portion specified in the court's decision.

ARTICLE 32

WORKERS' COMPENSATION, HEALTH, SAFETY AND PHYSICAL FITNESS

- 32.1 The purpose of this Article is to promote the health, safety and physical fitness throughout the Port Orange Police Department.
- 32.2 Any bargaining unit employee who is temporarily disabled as a result of an injury sustained in the course of his employment with the City, shall be entitled to the following compensation:
- a. During such temporary, total disability, paid disability leave shall not exceed sixty (60) calendar days for any one injury. If as a direct result of the continuation of the disability involved, the employee is unable to return to work at the end of the sixty (60) calendar days, the employee shall revert to normal Workers' Compensation benefits.
 - b. While receiving Worker's Compensation benefits, the employee may utilize available sick and/or annual leave in order to receive compensation for the amount not paid under the Worker's Compensation carrier. At no point shall the compensation be in excess of their normally scheduled amount.
 - c. If, in the City's opinion, this benefit is being abused, this Article will be subject to renegotiation at that time and prior to the expiration of this contract. Benefits will remained unchanged until renegotiated.
 - d. Leave for Workers' Compensation shall run concurrent with leave as covered under Family Medical Leave Act (FMLA).
 - e. For employees that have exhausted their paid leave prior to any exhaustion of an approved FMLA will generally be separated from service upon exhaustion of the approved FMLA leave, except as otherwise provided for by law. For employees with accrued paid leave in excess of the standard FMLA time will be able to utilize their accrued leave to stay in a paid status beyond the standard FMLA time, however, this period will not generally extend beyond twelve (12) months, unless an imminent return has been documented by a physician, or as otherwise provided for by law.
- 32.3 The City and the Union agree that employees covered hereunder must maintain a high level of physical fitness in order to safely and efficiently perform their assigned duties and serve and protect the citizens.

- 32.4 Each bargaining unit employee shall be required to complete once every two years, a Physical Abilities Test (PAT) and required pre-test physical examination as defined in Departmental Policy.
- 32.5 Reserved
- 32.6 Reserved
- 32.7 Reserved.
- 32.8 Reserved
- 32.9 Reserved
- 32.10 It is acknowledged and agreed by the parties hereto that a statutory presumption exists, under Section 112.18 F. S., that any condition or impairment of health of a bargaining unit member that results in a disability, or death, was accidentally suffered in the line of duty. Therefore, the parties further acknowledge and agree that the Port Orange Police Department is a tobacco-free workplace and that it is a condition of employment that each new member of this bargaining unit hired on and after ratification of this Agreement refrain from the use of tobacco during the period of his or her employment with the City. New employees or those offered conditional employment with this bargaining unit, shall be required to sign an affidavit attesting that they be tobacco-free throughout the term of their employment.

ARTICLE 33

ENTIRE AGREEMENT

- 33.1 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.
- 33.2 Therefore, the City and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to, or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the same time they negotiated or signed this Agreement.
- 33.3 However, no language in this Agreement shall preclude the parties from mutually agreeing in writing to re-open any of the provisions covered by this contract.

ARTICLE 34

DURATION OF AGREEMENT

- 34.1 This Agreement shall commence and become effective on October 1, 2017 and shall continue in full force and effect until midnight of the 30th day of September, 2020 and thereafter from year to year unless notice is given in writing (email notification is acceptable) by either party by April 1, 2019, of intent to modify, terminate, or change this Agreement, except as provided hereinafter.
- 34.2 No item or provision of this Agreement shall be a proper subject for negotiation during the term of this Agreement unless it is mutually agreed by the parties in writing to renegotiate such items in negotiations.
- 34.3 As used in this Agreement, the term “he” or “she” shall be interpreted to be gender neutral, and shall be understood to encompass both genders.

ARTICLE 35

VOLUNTARY SPECIAL EVENT DETAILS

- 35.1 Lieutenants will be permitted to work Voluntary Special Event Details when assignments cannot be filled by Officers and/or Sergeants. Voluntary, special event work performed for a second-party employer, other than work performed for City-sponsored events, shall be paid by the second-party employer to the City and the City shall, in turn, pay these second-party wages to the Lieutenant as a separate line-item on the employee's pay stub, after deducting a fifteen percent (15%) administrative per-hour fee thereof for use of City property while performing the special event work. The hourly rate charged to the second party will be determined by the Department Head. These second-party wages will not be considered as wages paid by the City and will therefore be excluded for purposes of calculation of overtime and shall not be factored into the average final compensation for pension purposes. No pension contributions or insurance payments will be withheld from payments made for work performed for a second party employer.
- 35.2 Lieutenants shall observe their normal standards of conduct during such special event work and disciplinary action shall be taken against those who fail to do so.

Approved and ratified this

_____ day of _____, 2017.

Approved and ratified this

_____ day of _____, 2017.

COASTAL FLORIDA POLICE
BENEVOLENT ASSOCIATION:

CITY OF PORT ORANGE, FLORIDA

PBA

Donald O. Burnette, Mayor

ATTEST:

Unit Representative

Michael H Johansson, City Manager

Approved and ratified this

3 day of Aug, 2017.

COASTAL FLORIDA POLICE
BENEVOLENT ASSOCIATION:


PBA

Approved and ratified this

_____ day of _____, 2017.

CITY OF PORT ORANGE, FLORIDA

Donald O. Burnette, Mayor

ATTEST:


~~Unit Representative~~ Witness

Michael H Johansson, City Manager



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (C10) Senator Dorothy L. Hukill

DEPARTMENT: City Manager

GOAL:

RECOMMENDED MOTION:

SUMMARY:

Project No.: Funding Account No.:

ATTACHMENTS:

Robin Fenwick
Jake Johansson
Robin Fenwick

Created/Initiated - 07/26/2017
Approved - 07/27/2017
Final Approval - 07/27/2017



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (C11) Recognition of the 16U Port Orange Panthers All Star Team

DEPARTMENT: Parks & Recreation

GOAL:

RECOMMENDED MOTION:

SUMMARY: The 16 and under girls fast pitch all star team competed in the Babe Ruth district tournament in Jacksonville where they finished first. They then traveled to Lake City to compete in the State Tournament which they finished first. They then went on to be the first ever Parks and Recreation all star team to make it to the World Series and competed against teams from all over the country and finished fifth. The team received the sportsmanship award and Rachael Norwood was named to the all defensive team.

The team is coached by Mike Belus, Shane Bartholomew, Sam Coffing and Darla Fadden. Players are: Noelle Bartholomew Payton Bryan, Kathleen Clifton, Jessica Colby, Chelsea Ditusa, Casey Fagerstrom, Natasha Fenga- Russell, Sarah Fosson, Kenzie Klisz, Rachael Norwood, Kathryn Reahl, Maddie Shields, Kayla Tackett and Caitlyn Tatum.

Project No.: Funding Account No.:

ATTACHMENTS:

Susan Lovallo	Created/Initiated - 07/27/2017
Susan Lovallo	Approved - 07/27/2017
Jake Johansson	Approved - 07/27/2017
Robin Fenwick	Final Approval - 07/27/2017



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (D13) Spruce Creek High School Athletic Director Fee Waiver

DEPARTMENT: City Manager

GOAL:

RECOMMENDED MOTION: Move to deny the waiver of cost associated with the use of city services for School Athletic events for Spruce Creek and Atlantic High Football.

SUMMARY: The athletic director from Spruce Creek High School is requesting services from the city for this coming football season. The City Manager has had extensive conversations with the School Board Director of Operations and he made it clear that the request is above and beyond any requirements levied by the School Board or the Florida High School Athletic Association guidelines. The School Board does require LEO to be on the school grounds for the game and the Sherriff's Department provides two Deputies and they are paid by the school.

Last year a majority of the police actions were monitoring the parking lot and directing traffic which was less of a factor than when the students are let out during the day (and that intersection is not manned by CSOs during the school day).

The annual cost to have this service of Police and Fire on the premises for games as well as the Public Works signs located and picked up have been in excess of \$20,000 each year. The Football team participated in some minor "payment in kind" Fire Services last year but not to the extent staff thought was necessary.

The City Manager recommends that the Fire Department remain at the Station and respond as required as they would to any other emergency. The School has first aid representatives at the field to take care of minor injuries. The VCSO can cover the LEO coverage required for games.

Project No.: Funding Account No.:

ATTACHMENTS:

Robin Fenwick
Jake Johansson
Robin Fenwick

Created/Initiated - 07/31/2017
Approved - 08/03/2017
Final Approval - 08/03/2017



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (H17) Special Exception for a Mini-Warehouse and Motor Vehicle and Boat Storage Facility at 6250 S. Williamson Blvd. Case No. 17-70000002

DEPARTMENT: Community Development

GOAL: 4 - Economic Development

RECOMMENDED MOTION: Move to approve the request for a Special Exception for a Mini-Warehouse and Motor Vehicle and Boat Storage Facility in the Community Commercial (CC) zoning district at 6250 S. Williamson Blvd.

SUMMARY: Planning Commission Action (7/27/17): Recommended Approval

Roger Strcula, applicant for the Developer David Fahmie, Acorn Mini Storage, has applied for a Special Exception to operate a mini-warehouse and motor vehicle and boat storage facility within the Community Commercial (CC) zoning district. The proposed facility would be located at the southwest corner of S. Williamson Boulevard and Roscoe Turner Trail.

The Special Exception criteria for the proposed mini-warehouse and motor vehicle and boat storage facility (architecture, parking, landscaping, trash, etc.) have been met. According to the applicant, the entire 11.8-acre site is proposed to be developed with at least seven (7) one-story self-storage buildings and a paved enclosed outdoor storage area with approximately 100 designated storage parking spaces for vehicles, RVs, and boats. At this time, no additional uses are proposed on the site.

If the Special Exception is approved, the applicant will have to submit a site plan for staff review and the proposed development will be required to meet all architecture, landscape buffer and screening, site development and infrastructure requirements of the City's Land Development Code.

The staff report is attached for more information.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Staff Report	Staff Report Special Exception cc 8-15.pdf
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Wayne Clark	Approved - 07/27/2017
Shannon Balmer	Approved - 08/02/2017
Margaret Roberts	Approved - 08/03/2017
Jake Johansson	Approved - 08/03/2017
Robin Fenwick	Final Approval - 08/03/2017



STAFF REPORT

Special Exception for a Mini-Warehouse and Motor Vehicle and Boat Storage Facility in the Community Commercial Zoning District
CASE NO. 17-70000002

REQUEST:	To allow the operation of a Mini-Warehouse and Motor Vehicle and Boat Storage Facility within the Community Commercial (CC) zoning district.
PROPERTY OWNER:	MB REO-GL LAND, LLC
APPLICANT:	Roger W. Strcula, P.E., Upham, Inc., for the Developer David Fahmie, Acorn Mini Storage
LOCATION:	6250 S. Williamson Boulevard (Figure 1 – Page 2)
STAFF RECOMMENDATION:	Approval
STAFF CONTACT:	Briana Conlan-King, Planner (386) 506-5676
PLANNING COMMISSION:	July 27, 2017, Recommended Approval
CITY COUNCIL DATE:	August 15, 2017

UPDATE:

The staff report has been revised to reflect additional information provided after the June 22, 2017 Planning Commission Meeting.

CASE BACKGROUND:

Roger Strcula, applicant for the Developer David Fahmie, Acorn Mini Storage, has applied for a Special Exception to operate a mini-warehouse and motor vehicle and boat storage facility within the Community Commercial (CC) zoning district (Exhibit A). The proposed use would be located at the southwest corner of S. Williamson Boulevard and Roscoe Turner Trail (Figure 1). If the Special Exception is approved, the applicant will have to submit a site plan for staff review and the proposed development will be required to meet all architecture, landscape buffer and screening, site development and infrastructure requirements of the City's Land Development Code.

The subject property is 11.8 acres and has had Community Commercial (CC) zoning since 1994. In addition to the proposed mini-warehouse and motor vehicle and boat storage uses, the existing zoning of the property also allows uses such as office, medical office, restaurants with a drive-thru, retail, convenience store with gas, bank, and health/fitness clubs.

According to the Land Development Code (LDC), "a special exception is a use that would not be appropriate without restriction, but which, if controlled as to number, area, location or relation to the surrounding area, would promote the public health, safety and general welfare." The LDC defines a mini-warehouse as "self-service storage facility in a building consisting of individual self-contained units of varying size that are leased or owned for the storage of business and household goods, or for contractor's supplies" and defines a motor vehicle and boat storage facility as "land where the long-term parking of motor vehicles and boats is accommodated."

Figure 1. Location Map – 6250 S. Williamson Blvd.



According to the applicant, the entire 11.8-acre site is proposed to be developed with at least seven (7) one-story self-storage buildings and a paved enclosed outdoor storage area with approximately 100 designated storage parking spaces for vehicles, RVs, and boats. The site will also have landscape buffers, screening fencing, a stormwater pond, a parking lot and water and sewer infrastructure as required by the City's Land Development Code. At this time, no other uses are proposed on the site except for the two Special Exception uses.

SPECIAL EXCEPTION DEVELOPMENT STANDARDS:

All Special Exception uses are required to meet a uniform list of development standards, encompassing traffic generation, landscaping and buffering, and others [Ch. 18, Sec. 2(d)(2) of the LDC]. The following are the development standards and how they apply to the requested Special Exception for a mini-warehouse and motor vehicle and boat storage facility.

Standard Special Exception Development Standards:

1. *Traffic generation and access for the proposed use shall not adversely impact adjoining properties and the general public safety.*

The commercial zoning for the subject property currently allows uses such as office, medical office, restaurants with a drive-thru, retail, convenience store with gas, bank, and health/fitness clubs. According to the ITE Trip Generation Manual, 9th Edition, the traffic expected to be generated from a self-storage and motor vehicle and boat storage facility is significantly less than other uses currently allowed on the subject property (Table 1).

Table 1. ITE Daily Trip Rate for uses in CC Zoning District

Use	Daily Trip Rate	Multiplier
Mini-warehouse	2.5	Per 1,000 SF
Warehouse (Motor vehicle and boat storage)	3.56	Per 1,000 SF
General Office	11.03	Per 1,000 SF
Health/Exercise Club	32.93	Per 1,000 SF
Medical/Dental Office	36.13	Per 1,000 SF
Retail	44.32	Per 1,000 SF
Child Care Facility	74.06	Per 1,000 SF
Restaurant - no Drive-Thru	127.15	Per 1,000 SF
Bank	148.15	Per 1,000 SF
Restaurant with Drive-Thru	496.12	Per 1,000 SF
Convenience Store with gas	845.6	Per 1,000 SF

According to the latest traffic counts for Williamson Boulevard, there is capacity for the traffic estimated to be generated by the proposed development of this property (Table 2).

Table 2. Traffic Capacity

Roadway Segment	Maximum Capacity Vehicles Per Day	Current Vehicles Per Day*	Remaining Capacity Vehicle Per Day	Daily V/C Ratio**
Williamson Blvd. from Taylor Rd. to Spruce Creek Bridge	37,970	23,310	14,660	0.61
Williamson Blvd. from Spruce Creek Bridge to Airport Rd.	35,820	19,250	16,570	0.54
Airport Rd. from Williamson Blvd. to Pioneer Tr.	33,300	8,430	24,870	0.25

*Source: Volusia County Traffic Engineering, 2016

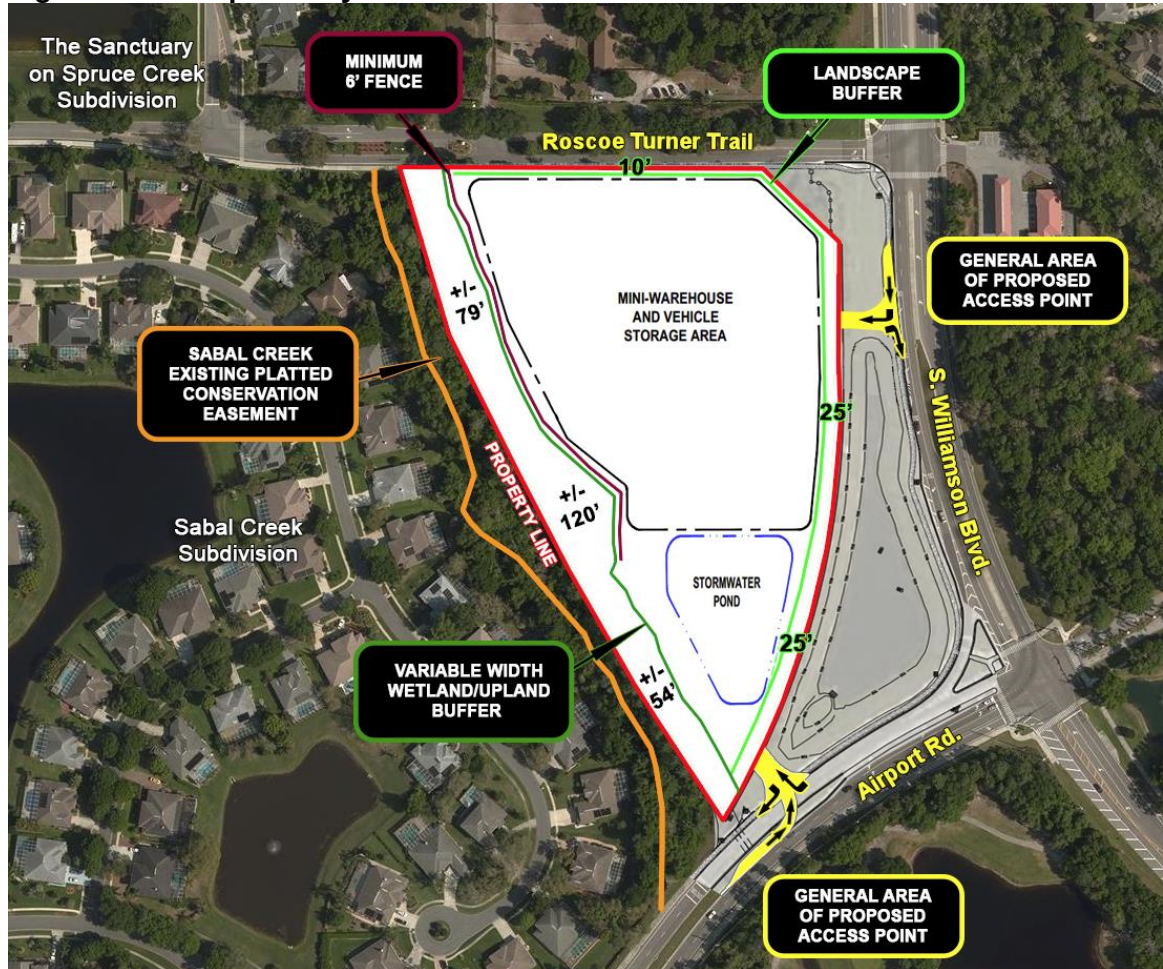
**V/C Ratio (Volume-Demand-to-Capacity Ratio) compares roadway demand (vehicle volumes) with roadway supply (carrying capacity).

Access from Williamson Boulevard and Airport Road in this area is under Volusia County's jurisdiction. The applicant met with Volusia County staff about access for the subject property on July 5, 2017. According to the applicant, Volusia County staff indicated access to the site will be allowed as follows:

- Airport Road - A driveway could be constructed at the south end of the site, along with a left-turn lane for vehicles traveling eastbound on Airport Road to turn into the site. Access into the site will be right turn in, right turn out and left turn in.

- Williamson Boulevard – A driveway could be constructed just north of the existing retention pond along with a right-turn lane for vehicles traveling southbound on Williamson Boulevard to turn into the site. The right turn lane will begin south of Roscoe Turner Trail. Access would be restricted to right turn in and right turn out.

Figure 2. Conceptual Layout



Roscoe Turner Trail is a private road and its use to access the site would need to be approved by the Sanctuary on Spruce Creek's Home Owner's Association through an access easement agreement between the developer and the HOA. Staff has not received any indication this would be approved by the HOA, nor that the applicant will request this access.

The site plan submittal for this property will be required to comply with the City's Concurrency Management requirements in the LDC. Detailed traffic analysis occurs at the site plan review stage to identify any improvements that might be required. Similar to other developments within the City, the developer may be required to enter into a Fair Share Concurrency Agreement with the City to pay for part of the scheduled improvements for any impacted areas.

2. *Off-street parking, loading and service areas shall be provided and located such that there is no adverse impact on adjoining properties, beyond that generally experienced in the district.*

Parking will be provided and designed as required by the LDC. The total number of parking spaces and design of the parking lot spaces will be reviewed with the submittal of the site plan. The LDC currently requires one space per 50 storage cubicles for a mini-warehouse facility and one space per ten stalls for a motor vehicle and boat storage facility.

3. *Required yards, screening or buffering, and landscaping shall be consistent with the district in general and the specific needs of the abutting land uses.*

The site will be developed with landscape buffers in accordance with the LDC for screening the surrounding properties and rights-of-way from a mini-warehouse and motor vehicle and boat storage facility. Minimum requirements include a 20' landscape buffer along the front of the property adjacent to Williamson Boulevard and along Airport Road, a 10' landscape buffer along Roscoe Turner Trail and a 40' landscape buffer and a 6' fence or wall along the property line abutting the Sabal Creek Subdivision.

There is also a designated wetland on the subject property adjacent to the Sabal Creek Subdivision. At its narrowest point, the wetland area on the subject property is +/-54' wide. As part of the site plan, a conservation easement will be required over the wetland. The easement will preclude development and the removal or disturbance of any vegetation. In addition, to the wetland on the subject property, there is a conservation easement on the Sabal Creek Subdivision property, adjacent to the subject property, and at its narrowest point the easement is +/-39' in width (Figure 2, page 4).

4. *Architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district, to the greatest extent possible, and be sensitive to surrounding development.*

The architectural style of buildings, accessory structures, wall/fence and site furnishings will be developed with a common architectural theme and comply with the City's LDC. A formal review of the architectural design will occur with the site plan to verify compliance with the LDC. Any proposed signage will have to meet the regulations set forth by the LDC.

5. *Size, location or number of special exception uses in an area shall be limited so as to maintain the overall character of the district as intended by this code.*

The proposed development is located approximately +/- 1.6 miles from a similar facility (All Aboard Storage). The closest approved Special Exception (2015) for a mini-warehouse facility is located just north of the All Aboard Storage facility, along Taylor Road between the southbound I-95 on-ramp and Williamson Boulevard. This site has not yet been developed. Both sites are in different zoning districts than CC and are not associated with the subject property's CC zoning

area. There is currently no development activity on this site. The subject site will be developed to meet the building setback, building coverage and open space requirements for the CC zoning district.

In addition to the standard development requirements for all Special Exceptions, a mini-warehouse use and motor vehicle and boat storage use in the CC zoning district must also comply with additional development requirements [Ch. 18, Sec. 3(b)(10) of the LDC]. The following are the additional development requirements for a mini-warehouse use and a motor vehicle and boat storage use and how they apply to the request.

Specific Mini-Warehouse Special Exception Development Standards:

1. *Warehouse buildings shall be screened from any public rights-of-way by a six-foot high opaque fence or wall with a type 2 bufferyard planted along the street side of the fence or wall. Bufferyard requirements may be increased in accordance with chapter 13 of this Code.*

The proposed development will comply with the right-of-way landscape buffer and wall/fence requirements in the LDC. This includes the increased 25' buffer along the front of the property adjacent to Williamson Boulevard and Airport Road and 10' along Roscoe Turner Trail, as well as the 40' landscape buffer and 6' fence or wall along the property line abutting the Sabal Creek Subdivision. (Table 3).

Table 3. Bufferyard Requirements per LDC Ch 13, Sec. 3(d)

Roadway	Type 2 Buffer Width	Right-of-Way Buffer Width	Amount of Increase in Buffer Width
S. Williamson Blvd. (<i>Public right-of-way</i>)	10'	25'	+ 15'
Airport Rd. (<i>Public right-of-way</i>)	10'	25'	+ 15'

2. *The proposed site shall be a minimum of two acres.*

The subject property is +/- 11.8 acres.

3. *The proposed site shall front on an arterial roadway.*

The site fronts on Williamson Boulevard. Williamson Boulevard is defined by the City's Comprehensive Plan as an urban principal arterial roadway.

Specific Motor Vehicle and Boat Storage Special Exception Development Standards:

1. *The proposed site shall front on an arterial roadway.*

The site fronts on Williamson Boulevard. Williamson Boulevard is defined by the City's Comprehensive Plan as an urban principal arterial roadway.

2. *The proposed site shall be a minimum of two acres.*

The subject property is +/- 11.8 acres.

3. *Buffering shall be provided based on a land use intensity factor of six for completely enclosed facilities and seven for fenced facilities.*

According to the applicant, the motor vehicle and boat storage facility will be enclosed with a fence or wall. The width of the landscape buffer between Sabal Creek Subdivision and the proposed development will be based on a land use intensity of a seven (fenced facility).

LDC requirements for a land use intensity factor of seven (7) are a minimum 40' landscape buffer between the subject property and the Sabal Creek Subdivision. Currently, there is a designated wetland on the subject property adjacent to Sabal Creek, and at its narrowest point, it is +/- 54' wide. As part of the site plan, a conservation easement will be required over the wetland. The easement will preclude development and the removal or disturbance of any vegetation. This area will meet the LDC requirement for the buffer. In addition, to the wetland on the subject property, there is a conservation easement on the Sabal Creek Subdivision property, adjacent to the subject property and at its narrowest point, the easement is +/-39' in width (Figure 2, page 4).

4. *Outside storage shall be completely enclosed within a six- to eight-foot high opaque fence or wall.*

All outside storage will be completely enclosed with a six to eight-foot fence or wall to screen the area, as well as, comply with all the landscape buffer requirements in the LDC. This includes the minimum 20' landscape buffer along the front of the property adjacent to Williamson Boulevard and Airport Road 10' landscape buffer along Roscoe Turner Trail and a 40' landscape buffer and 6' fence along the property line abutting the Sabal Creek Subdivision.

5. *Vehicles, for purposes of this Special Exception, shall include automobiles, trucks, vans, boats, boat trailers, recreational vehicles, and other similar vehicles, which are customarily owned, rented or leased by the average family. Such vehicles shall be licensed and fully operational at all times. Towing to and impoundment at the facility of any inoperable vehicle or appurtenance thereof shall not be permitted.*

According the applicant, the proposed development will only allow licensed, insured and operational automobiles, trucks, vans, boats, boat trailers, recreational vehicles, and other similar vehicles to be the stored. The proposed development will rent assigned spaces for a minimum time period of one month.

6. *Vehicle washing shall be confined to a commercial facility or pervious surface in compliance with the water conservation regulations of the city.*

The site plan submittal for this property will be required to comply with the City's water conservation regulations in the LDC. According to the applicant, vehicle or boat washing is not anticipated at the proposed development.

7. *Vehicle servicing shall be limited to regular maintenance items such as changing oil, tires, batteries, and other similar activities. Mechanical or body repair, painting, engine rebuilding, or other similar work which would customarily be performed at a motor vehicle service center shall not be permitted.*

According to the applicant, vehicle servicing within the proposed development will be limited to regular maintenance items as allowed by the LDC, such as changing oil, tires, batteries, and other similar activities.

8. *Living quarters for a resident manager may be permitted, provided such quarters are occupied by the manager and the manager's immediate family.*

According to the applicant, no living quarters for a resident manager are proposed for this development.

9. *Required parking shall be provided at a ratio of one space for each ten storage stalls or fraction thereof, plus one space for each employee at the largest shift and two spaces if resident manager living quarters are provided.*

Parking will be provided and designed as required by the LDC. The total number of parking spaces and design of the parking lot spaces will be reviewed with the submittal of the site plan. The LDC currently requires one space per ten stalls for a motor vehicle and boat storage facility.

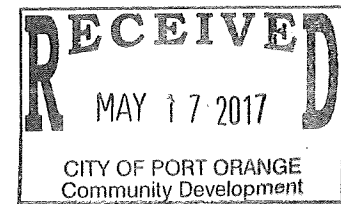
RECOMMENDATION:

Staff recommends approval of the Special Exception to allow a Mini-Warehouse and Motor Vehicle and Boat Storage Facility within the Community Commercial (CC) zoning district to be developed and operated at 6205 S. Williamson Boulevard.

ATTACHMENTS:

Exhibit A – Applicant's letter dated May 17, 2017

Exhibit B – Letters from Sabal Creek residents dated June 2017 and July 2017



May 17, 2017

Ms. Penelope Cruz, AICP
Principal Planner
Department of Community Development
1000 City Center Circle
Port Orange, Florida 32129

Re: Acorn Mini-Storage
Tax Parcel ID: 6331-00-00-0015 (10.65± Acres)
Request for Special Exception Application

Ms. Cruz:

Submitted is an application for a Special Exception on the referenced property located at the southwest quadrant of South Williamson Boulevard and Roscoe Turner Trail. The property is zoned Community Commercial (CC) with a FLU designation of Commercial. In accordance with Chapter 17, Section 21(c), (7) and (8) of the LDC, a special exception is required for developments requesting the use of mini-warehouses and motor vehicle and boat storage facilities within the CC Zoning District.

Mr. David Fahmie of Acorn Mini-Storage desires to pursue utilization of the property to expand his storage business into Port Orange. It is proposed to develop the major portion of the property for mini-warehouses and storage and develop the remainder of the property fronting along South Williamson Boulevard for commercial use. A conceptual site plan will be submitted separately to illustrate the locations for the warehouse and storage facilities, commercial area and points of access. The Developer is aware that a Volusia County Right-of-Way Permit will be required for access onto Williamson Blvd. and Airport Road.

The property is zoned Community Commercial (CC).

- Parking required for outdoor storage is equal to one space per 10 outdoor storage spaces.
- Parking required for mini-storage is equal to 1 space per 50 units.
- Buffer yard requirements include:
 - An minimum 40 ft buffer along Sabal Creek Subdivision
 - An minimum 10 ft buffer along Roscoe Turner Trail
 - An minimum 50 ft buffer along South Williamson Boulevard
- Maintain wooded buffer along Sabal Creek Subdivision for screening and wetland preservation
- Opaque wall of fence to screen the interior yards from view, the building wall may be utilized for screening. The wall, fence and building will comply with the City's architectural requirements.

In accordance with Chapter 18, Section 2.(d).2 of the LDC, the Planning Commission and City Council consider and approve special exception for Acorn Mini Storage to proceed with its planned development. The following must be considered for approval:

- (1) traffic generation and access for the proposed use and if proposed development will create any adverse impacts to adjoining properties,
- (2) off-street parking, loading and service area locations
- (3) any screening or buffering and landscaping required dependent on abutting land uses
- (4) architectural and signage treatments
- (5) the size, location or number of special exceptions requested so that the exception(s) will not degrade the overall character of the district intended by City code.

It is understood per Chapter 18, Section 3 of the LDC, the following conditions are required for mini-warehouses and motor vehicle and boat storage Special Exceptions within the CC zoning:

- Subsections 10: Mini-warehouses (CC, HC, RD):
 - The building must be screened from public rights-of-ways by a 6 ft high opaque fence or wall with a "Type 2" buffer yard along the fence or wall.
 - The site must be a minimum of two acres and must front an arterial roadway.
- Subsection 12: Motor vehicle and boat storage facilities (CC):
 - The site must be a minimum of two acres and must front an arterial roadway.
 - Buffering must use a land use intensity factor of (6) for completely enclosed facilities and (7) for fenced facilities.
 - Outside storage must be completely enclosed within a 6 ft to 8 ft high wall or fence.
 - Permitted vehicles include: automobiles, trucks, vans, boats, boat trailers, recreational vehicles and vehicles owned, rented or leased by the average family.
 - The vehicles must be licensed and fully operational at all times. A towing or impoundment facility is not permitted.
 - Vehicle washing must be confined to a commercial facility or pervious surface in compliance with water conservation regulations of the City.
 - Vehicles servicing is limited to regular maintenance items (i.e. oil change, tires, batteries, etc.). No mechanical, body repair, painting, engine rebuild etc. is permitted.
 - Living quarters for a resident manager and manager's immediate family may be permitted.
 - Required parking ratio is equal to one space for each ten storage stalls plus one space for each employee and two spaces if there is a live-in resident manager.

The site currently meets the criteria for the Special Exception. All site development regulations will be addressed at the time of site plan submittal.

It is requested to review the application for the requested Special Exception for SDRC review. Please contact me should you have any questions.

Sincerely,



Roger W. Strcula, PE
President

cc: Mr. David Fahmie, Acorn Mini Storage, Inc.
Mr. Shai Shwartz, MB REO-GL LAND, LLC.

Written comments of Michael A. Matthews in the matter of a request for a Special Exception for a mini-warehouse and motor vehicle and boat storage facility, and other ancillary development, within the Community Commercial (CC) zoning district located at 6250 S. Williamson Blvd, Port Orange, FL, between Roscoe Turner Trail and Airport Road (the “Development Site”). Case #17-70000002.

Thank you for the opportunity to provide written comments for this important Public Hearing. For background purposes and to establish my standing in this matter, my name is Michael A. Matthews and I have been a homeowner and resident of property located at 6090 Sabal Hammock Circle in the Sabal Creek Subdivision since November, 1997, the location of which is situated adjacent to the Wetlands Buffer and the proposed Development Site.

As a responsible homeowner, I’m not “anti-development.” As a matter of fact, I welcome commercial development that meets certain criteria, such as (1) being “compatible” to the neighborhood; (2) allowing for the continued and uninterrupted quiet and peaceful use and enjoyment by adjacent homeowners; (3) does not contribute to excessive traffic congestion, noise, odors, unsightly structures, nuisance lighting, and an attraction for increased crime; (4) protects the local environment; and

(5) does not negatively affect adjacent property values. In my personal opinion, I believe that the proposed mini-warehouse and motor vehicle and boat storage facility not only fails to meet the aforementioned criteria, but the intended use of the Development Site is not the highest and best use of the property, and such proposed use does not rise to the level of granting a Special Exception.

Please allow me to cite several examples as to why the granting of a Special Exception is not in the best interests of the neighborhood. First is traffic congestion. The proposed Development Site has limited ingress and egress from both Williamson Blvd and Airport Road. This means that should a Day Care Center be built, this would create excessive traffic during morning and evening rush hours when many motorists entering the property from the north on Williamson Blvd must exit on Airport Road and, to access Williamson Blvd to the north, must perform a u-turn opposite the entrances to Sabal Creek and Cypress Head housing developments. If you've ever tried to exit these

developments during morning and evening rush hours, especially when school is in session, then you would know that the adding of additional traffic congestion places an unacceptable burden on the residents of both communities.

Further, given my past experience in corporate real estate for a major commercial airline, I know firsthand that incompatible development at or near established residential areas does indeed negatively affect property values, especially if those incompatible developments expose residents to excess noise, crime, pollution, or changes the nature and character of the neighborhood.

Arguably many of the homeowners in and around Williamson Blvd and Airport Road selected this area for its unique, quiet suburban setting, away from the traffic noise, congestion, and development associated with other areas of Port Orange. Aside from Bike Week and BiketoberFest, this area of Port Orange is a grand place to live, and the millions of taxpayer dollars spent on widening Williamson Blvd to

Airport Road and its subsequent extension to Pioneer Trail served to enhance its special and unique charm and character, and provided for additional development opportunities away from established residential areas.

Bottom line, this is our neighborhood. If a Special Exception is granted and the developer is allowed to proceed with the development of the property as planned, that special and unique charm and essential character of our neighborhood is gone, replaced by a mini-warehouse and a static collection of motor vehicles and boats. Suffice it to say, no matter how high you build a perimeter wall or the number of trees planted to hide the area from sight, or legal limitations placed on the developer by the City, this area will be an “eye sore,” a nuisance, and a blemish on our neighborhood.

As an example, just north of the Development Site on Williamson Blvd is a similar motor vehicle and boat storage facility situated adjacent to an established housing development. Yes, the area has a nicely painted and

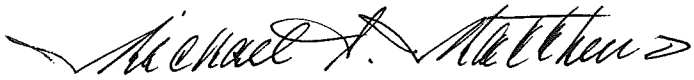
maintained concrete block wall to hide the area from sight; however, the owners found it necessary to add a chain link fence addition to the top, ostensibly to prevent unlawful entry. This tends to beg the question as to whether this is what residents of Sabal Creek have to look forward to.

In summary, I oppose the developer's request for a Special Exception and change in use for the purpose of developing a mini-warehouse and motor vehicle and boat storage facility on the grounds that the proposed development: (1) is not the highest and best use of the property; (2) is not compatible to the neighborhood; (3) has the potential to alter the quiet, peaceful, and safe use and enjoyment of the neighborhood by adjacent homeowners; (4) could result in the pollution of adjacent wetlands; and (5) could result in the diminution of adjacent property values.

It is therefore recommended that the City reject the developer's request for a Special Exception and suggest that they look elsewhere to develop their mini-warehouse and motor vehicle and boat storage

facility, perhaps further south on Williamson Blvd toward Pioneer Trail.

Respectfully Submitted,

A handwritten signature in black ink, reading "Michael A. Matthews" with a stylized flourish at the end.

Michael A. Matthews
6090 Sabal Hammock Circle
Port Orange, FL 32128
386-788-1673

6088 Sabal Hammock Circle
Port Orange, FL 32128

Tim Burman, Planning Manager
City of Port Orange, Community Development
1000 City Center Circle
Port Orange, FL 32129

June 15, 2017

Mr. Burman:

We are residents of the Sabal Creek subdivision and we strongly OPPOSE the building of an Acorn Mini-Storage on the corner of Williamson Blvd. at Airport Road. This project has been based on a "Zoning Exception" and should NOT be considered for building.

Even with a twenty foot easement, this eyesore will abut our residence, increasing noise pollution, light pollution, traffic, and accumulation of trash. Additionally, this building is likely to attract vermin and rodents; the location provides potential access to our property. This eyesore will negatively impact property value, something we carefully considered before moving to Port Orange. Finally, a storage facility already exists on Williamson within two miles of this proposed location.

Please do NOT allow this zoning exception to move forward. Not only is the proposed Acorn Mini-Storage unnecessary but a huge nuisance.

Thank you.

Respectfully,



Dr. Pat Sekel



Deacon David Sekel

6088 Sabal Hammock Circle
Port Orange, FL 32128

Tim Burman, Planning Manager
City of Port Orange, Community Development
1000 City Center Circle
Port Orange, FL 32129

June 15, 2017

Mr. Burman:

I am a resident of the Sabal Creek subdivision and I strongly OPPOSE the building of an Acorn Mini-Storage on the corner of Williamson Blvd. at Airport Road. This project has been based on a "Zoning Exception" and should NOT be considered for building.

Even with a twenty foot easement, this eyesore will abut my residence, increasing noise pollution, light pollution, traffic, and accumulation of trash. Additionally, this building is likely to attract vermin and rodents; the location provides potential access to my property. This eyesore will negatively impact property value, something that was carefully considered before moving to Port Orange. Finally, a storage facility already exists on Williamson within two miles of this proposed location.

Please do NOT allow this zoning exception to move forward. Not only is the proposed Acorn Mini-Storage unnecessary but a huge nuisance.

Thank you.

Respectfully,

A handwritten signature in black ink, appearing to read "Deacon David Sekel". The signature is fluid and cursive, with the first name "Deacon" being more prominent.

Deacon David Sekel

July 21, 2017

Weber Family
6092 Sabal Hammock Circle
Port Orange, FL 32128

City of Port Orange
Planning Commission
1000 City Center Circle
Port Orange, FL 32129

RE: Special Exemption Case NO. 17-70000002

Dear Chairman Green:

As a directly affected adjacent property owner, we are writing the commission and submitting written testimony regarding Case Number 17-70000002. I will not be able to attend the July 27th meeting because of work travel. My family would like to adjust our testimony from last month's hearing and would like our position on the record.

The adjacent property owners had a positive meeting with the Developer (David Fahmie), the land broker and established what a good neighbor situation would require for a development of this type which requires a special exception. The below requests are to ensure that all neighboring properties are not negatively affected in appearance and property value. We have invested a great deal of time and money to maintain the high standards of these neighborhoods and do not wish to see that hard work destroyed by commercial development.

We no longer have a negative view of this development because of the trip counts associated with this use. We continue to have grave concerns that if the parcel is not properly developed it will create financial hardship on adjacent properties. Therefore, if this parcel was allowed to be developed into mini-warehouses we request the following items be included in the special exception:

1. The natural boarder between the residential neighborhood must be maintained (not clear cut or re-planted) and enhanced with mature landscaping so the buildings are not seen or heard from the adjacent homes.
2. Build a minimum of 10 foot concrete block sound deadening decorative wall between the residents and the development.
3. As agreed in the meeting, the 11 foot solid building wall could serve as the wall between the adjacent properties to the rear. It must be connected without openings to the 10 foot wall.
4. Maintain landscaping between the residents and development wall including irrigation if needed.

5. Build a brick wall around the road frontage of the development to mirror the Sanctuary and Sabal Creek neighborhoods.
6. Plant mature landscaping around the road frontage of the development to mirror the Sanctuary and Sabal Creek neighborhoods, as well, as the Dunlawton corridor for example.
7. Restrict night time lighting from leaving the property (must not be seen from the adjacent homes).
8. Hours of operation must be restricted to open 7 AM close 10 PM.
9. The buildings must contain a full NFPA 13 fire sprinkler system to protect the adjacent homes.
10. No chain link fences allowed.
11. Any boat or RV storage must not be seen from any adjacent locations.
12. As agreed in the meeting, must provide in writing that the building will only be one (1) story.
13. The future retail shown on the south corner should not be allowed, the traffic associated with retail use would be extremely detrimental to the roads involved.
14. Add a deceleration lane on southbound Williamson Blvd for use by the Sanctuary Neighborhood and the new development to prevent crashes in front of both areas.
15. The reported plans by the county for access to and from the property must be discussed and approved by public safety officials of the City. Vehicle crashes in this area are already to numerous and have been very serious in nature.

Respectfully submitted,

Thomas G. Weber, CFO, EFO, MPA, MiFireE

Thomas G. Weber

Fire Chief, Retired

City of Port Orange

Exhibit 1

Current Neighborhoods





Acorn Properties in Boca Raton and Palm Coast





CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (H18) First Reading - Ordinance No. 2017-27 - 15th Amendment to the Countryside PUD Master Land Use Plan, Case No. 17-40000003

DEPARTMENT: Community Development

GOAL: 4 - Economic Development

RECOMMENDED MOTION: Move to approve Ordinance No. 2017-27, approving the 15th Amendment to the Countryside PUD Master Land Use Plan.

SUMMARY: Planning Commission Action (7/27/17): Recommended Approval

The applicant is requesting to modify the Countryside PUD Master Land Use Plan, now typically referred to as the Master Development Agreement (MDA) and Conceptual Development Agreement (CDP), to expand the bank use currently permitted at 1058 Dunlawton Avenue to allow for additional commercial uses, as allowed in the Community Commercial (CC) zoning district, to assist the redevelopment of the subject property. The 15th Amendment would only apply to the +/- 1.5 acre former Suntrust Bank property located at the southwest corner of Dunlawton Avenue and South Swallow Tail Drive.

The CC zoning district permits typical community-scale commercial uses commonly found at shopping centers and outparcels of this type such as retail stores, restaurants, personal services (hair salon, barber shop, nail salon, retail dry cleaning, etc.), offices, breweries, child care centers, convenience store/gas station, banks, and similar uses. The current Countryside Agreement states that only one convenience store with fuel is allowed on the north side and south side of Dunlawton Avenue within the Countryside PUD. At this time, there is a convenience store with fuel on the north side of Dunlawton Avenue (Wawa) and on the south side of Dunlawton Avenue (Circle K). As a result, no additional convenience store with gas is allowed unless one of the existing stores closes.

If approved, the applicant intends to demolish the existing building and redevelop the site with a commercial multi-tenant building on the subject property.

The staff report is attached for additional information.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Ord. No. 2017-27	Ord. No. 2017-27.pdf
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2.	Staff Report	Countryside 15th Amend - CC.pdf
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Briana Conlan-King	Created/Initiated - 07/27/2017
Wayne Clark	Approved - 07/27/2017
Shannon Balmer	Approved - 08/03/2017
Margaret Roberts	Approved - 08/03/2017
Jake Johansson	Approved - 08/03/2017
Robin Fenwick	Final Approval - 08/03/2017

ORDINANCE NO. 2017-27

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, APPROVING THE FIFTEENTH AMENDMENT TO THE COUNTRYSIDE PLANNED UNIT DEVELOPMENT MASTER LAND USE PLAN FOR APPROXIMATELY +/-1.5 ACRES GENERALLY LOCATED ON SOUTHWEST CORNER OF DUNLAWTON AVENUE AND SOUTH SWALLOW TAIL DRIVE; PROVIDING FOR CONFLICTING ORDINANCES, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City and Developer desire to enter into the Fifteenth Amendment to the Countryside Master Land Use Plan (now typically referred to as a Master Development Agreement "MDA" and Conceptual Development Plan "CDP"); (hereinafter referred to as the "Fifteen Amendment"); and

WHEREAS, the Developer submitted a request to the Planning Commission to approve the Fifteenth Amendment; and

WHEREAS, a public hearing was held following public notice as prescribed by ordinance; and

WHEREAS, the Planning Commission has considered and forwarded a recommendation to the City Council regarding the proposed Fifteenth Amendment; and

WHEREAS, the City Council has approved by a majority vote of the members present the approval of the Fifteenth Amendment.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The City Council of the City of Port Orange does hereby approve the Fifteenth Amendment (attached hereto as **Exhibit "1"**).

Section 2. The Mayor and City Clerk are hereby authorized to execute said Fifteenth Amendment.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 4. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared severable.

Section 5. This ordinance shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed on first reading on the day of _____, 2017

Passed and adopted on second and final reading on the day of
_____, 2017

Reviewed and Approved: _____
Shannon K. Balmer, Assistant City Attorney

Exhibit "1"

This Instrument Prepared By:

Jonathan P. Huels

Lowndes, Jrosdick, Doster, Kantor & Reed, P.A.

215 N. Eola Drive

Orlando, FL 32801

STATE OF FLORIDA COUNTY OF VOLUSIA

FIFTEENTH AMENDMENT TO COUNTRYSIDE PLANNED UNIT DEVELOPMENT MASTER LAND USE PLAN

THIS FIFTEENTH AMENDMENT TO COUNTRYSIDE PLANNED UNIT DEVELOPMENT MASTER LAND USE PLAN (this "Fifteenth Amendment") is entered into by and between the City of Port Orange, a Florida municipal corporation whose address is 1000 City Center Circle, Port Orange, FL 32129 (the "City"), and Hill/Gray Seven, L.L.C., a Florida limited liability company whose address is 1350 City View Center, Oviedo, FL 32765 (the "Owner"), and constitutes the fifteenth amendment to the Countryside Planned Unit Development Agreement.

WHEREAS, the City approved the Countryside Planned Unit Development Agreement recorded December 14, 1981, in the Official Records Book 2317, Page 1531, Public Records of Volusia County, Florida which was subsequently amended (the "PUD Agreement");

WHEREAS, the PUD Agreement included an exhibit known as the "Master Land Use Plan" that specified the type and intensity of use of various parcels with the Countryside Planned Unit Development;

WHEREAS, the Owner is the owner of certain real property (the "Subject Property") located in Port Orange, Florida more particularly described Exhibit "A";

WHEREAS, the Master Land Use Plan (now commonly referred to as Conceptual Development Plan "CDP") is one of the guiding documents for the implementation of development and access permitted by the PUD Agreement, and the Developer wishes to redevelop the Subject Property for commercial uses in accordance with the Master Land Use Plan, as amended by the Master Land Use Plan Insert, attached hereto as Exhibit "B" and otherwise consistent with the City of Port Orange Land Development Code; and

WHEREAS, the proposed changes are consistent with the City of Port Orange Comprehensive Plan and Land Development Code.

NOW, THEREFORE, the City, and the Owner hereby agree, in consideration of mutual premises and covenants contained herein, and with the intent to be legally bound and to bind their successors and assigns to the following:

1. The recitals stated above are true and correct and are incorporated herein by reference.

2. This Fifteenth Amendment to the PUD Agreement shall apply only to the Subject Property.
3. This Fifteenth Amendment, the PUD Agreement, as previously amended and all applicable City ordinances, resolutions and regulations in effect at the time of development of the Subject Property shall govern the development unless they are in conflict with the terms and provisions of this Amendment. In that event, this Amendment shall control. in case of any conflict between the terms of this Fifteenth Amendment and the exhibits to or terms contained in the PUD Agreement as amended, the terms and exhibits contained in this Fifteenth Amendment shall control. The Owner agrees to be bound by all other applicable City ordinances, resolutions and regulations that are not in conflict with or contrary to the terms and exhibits of this Fifteenth Amendment or the PUD Agreement as amended.
4. The Subject Property shall be developed for commercial uses permitted in the PUD Agreement, which allowed uses and dimensional requirements shall expressly include those listed in the City's Community Commercial (CC) Zoning District, as may be amended from time to time, and developed in conformity with the insert to the Master Land Use Plan, as amended, prepared by Z Development Services and dated June 12, 2017, a copy of which is attached hereto and by reference made a part hereof as Exhibit "B". With approval of this Fifteenth Amendment, Exhibit "B" shall supersede the Master Land Use Plan and the PUD Agreement as they relate to the Subject Property.

Development of the Subject Property for commercial uses shall comply with the development requirements set forth in the City's Land Development Code, as may be amended from time to time. It is acknowledged by all parties hereto that approval of this Fifteenth Amendment, and the exhibits attached hereto, does not constitute final site plan approval. The parties hereto acknowledge that the final site plan will address the requirements as set forth in the PUD Agreement, as amended, and in accordance with the City of Port Orange Land Development Code.

5. This Fifteenth Amendment shall be recorded in the Public Records of Volusia County Florida. The provisions of the Fifteenth Amendment shall inure to the benefit of the parties hereto and the Subject Property, and shall be binding upon any person, firm or corporation that may become a subsequent owner, successor in interest or assign, directly or indirectly, of the Subject Property or any portion thereof.
6. In the event of any claim, action, litigation or proceeding under this Fifteenth Amendment, venue shall be in Volusia County, Florida and no other location, and the prevailing party shall be entitled to an award of reasonable attorney's fees and costs.
7. If any provision of the Fifteenth Amendment is held by a court of competent jurisdiction to be invalid or otherwise unenforceable, such holding shall not affect the validity or enforceability of any other provision of this Fifteenth Amendment.

8. This Fifteenth Amendment and the Master Land Use Plan, as amended, represents the complete understanding by and between the parties with respect to the development of the Subject Property. All other terms and provisions of the Master Land Use Plan and the PUD Agreement shall remain in full force and effect to the extent not otherwise modified by, or in conflict with, this Fifteenth Amendment.

[signatures on following pages]

IN WITNESS WHEREOF, the parties have accepted this Fifteenth Amendment, by and through their duly authorized representatives, on the dates indicated below.

WITNESSES:

HILL/GRAY SEVEN, LLC, a Florida
limited liability company

By:

Name: _____

Name: _____

Title: _____

Name: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by _____, as _____ of Hill/Gray Seven, LLC, a Florida limited liability company, who acknowledges that he/she is duly authorized to execute the foregoing agreement on behalf of said entity. He/She is personally known to me.

Notary Public, State of Florida at Large

Printed, typed or stamped name, commission and expiration of commission term

WITNESSES:

CITY OF PORT ORANGE, a Florida
Municipal Corporation.

By:

Name: _____

Donald O. Burnette, Mayor

Name: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by Donald O. Burnette, Mayor of the City of Port Orange, Florida, a chartered municipal corporation, who acknowledges that he is duly authorized to execute the foregoing agreement on behalf of the City. He is personally known to me.

Notary Public, State of Florida at Large

Printed, typed or stamped name, commission and expiration of commission term

Attest:

Name: _____

Robin L. Fenwick, City Clerk

Name: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by Robin L. Fenwick, as City Clerk, of the City of Port Orange, Florida, a chartered municipal corporation, who acknowledges that she is duly authorized to execute the foregoing agreement on behalf of the City. She is personally known to me.

Notary Public, State of Florida at Large

Printed, typed or stamped name, commission and expiration of commission term

Exhibit "A"

Parcel 1:

Lot 3, of HOWELL PLACE AT COUNTRYSIDE, according to plat thereof recorded in Plat Book 40, Page 12 of the Public Records of Volusia County, Florida.

Parcel 2:

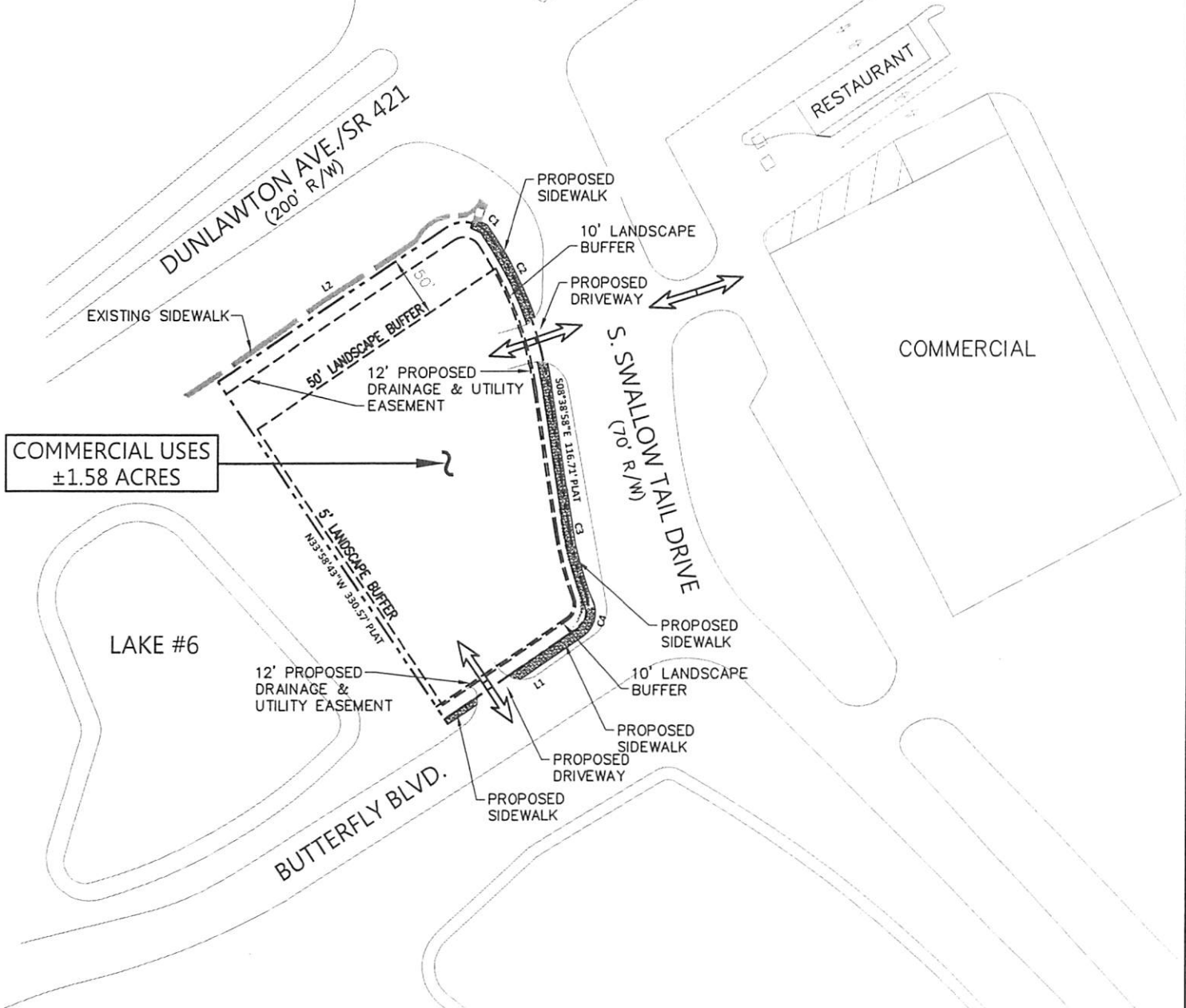
A portion of Parcel "A", of HOWELL PLACE AT COUNTRYSIDE, according to plat thereof recorded in Plat Book 40, Page 12 of the Public Records of Volusia County, Florida, being more particularly described as follows:

From the Point of Beginning being the Northeast corner of said Parcel "A", thence South $33^{\circ}58'19"$ East along the Easterly line of said Parcel "A", a distance of 330.57 feet to a point in the Northerly right-of-way line of Butterfly Boulevard (a 50 foot wide right-of-way); thence South $56^{\circ}02'38"$ West along said Northerly right-of-way of Butterfly Boulevard, a distance of 10.00 feet; thence North $33^{\circ}58'49"$ West departing said Northerly right-of-way of Butterfly Boulevard, a distance of 330.57 feet to a point in the Southerly right-of-way line of Dunlawton Boulevard (a 200 foot wide right-of-way also known as State Road 421); thence North $56^{\circ}01'11"$ East along said Southerly right-of-way line of Dunlawton Boulevard, a distance of 10.00 feet to the Point of Beginning.

15th AMENDMENT TO THE COUNTRYSIDE
PUD MASTER LAND USE PLAN (CDP)
07-06-17



60' 0 60' 120'
NORTH
1"=60'



LEGAL DESCRIPTION

PARCEL 1:
LOT 3, HOWELL PLACE AT COUNTRYSIDE, ACCORDING TO THE PLAT THEREOF AS
RECORDED IN PLAT BOOK 40, PAGE 12, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY,
FLORIDA.

PARCEL 2:
A PORTION OF PARCEL "A", HOWELL PLACE AT COUNTRYSIDE, ACCORDING TO THE PLAT
THEREOF AS RECORDED IN PLAT BOOK 40, PAGE 12, OF THE PUBLIC RECORDS OF VOLUSIA
COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FROM THE POINT OF BEGINNING BEING THE NORTHEAST CORNER OF SAID PARCEL "A";
THENCE SOUTH 33°58'19" EAST ALONG THE EASTERLY LINE OF SAID PARCEL "A", A
DISTANCE OF 330.57 FEET TO A POINT IN THE NORTHERLY RIGHT-OF-WAY LINE OF
BUTTERFLY BOULEVARD (A 50 FOOT WIDE RIGHT-OF-WAY); THENCE SOUTH 56°02'38"
WEST ALONG SAID NORTHERLY RIGHT-OF-WAY OF BUTTERFLY BOULEVARD, A DISTANCE
OF 10.00 FEET; THENCE NORTH 33°58'49" WEST DEPARTING SAID NORTHERLY
RIGHT-OF-WAY OF BUTTERFLY BOULEVARD, A DISTANCE OF 330.57 FEET TO A POINT IN
THE SOUTHERLY RIGHT-OF-WAY LINE OF DUNLAWTON BOULEVARD (A 200 FOOT WIDE
RIGHT-OF-WAY ALSO KNOWN AS STATE ROAD 421); THENCE NORTH 56°01'11" EAST
ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF DUNLAWTON BOULEVARD, A DISTANCE
OF 10.00 FEET TO THE POINT OF BEGINNING.

CONTAINS 68,645 SQUARE FEET OR 1.576 ACRES MORE OR LESS.

LAKE #8

SHEET:
C1



STAFF REPORT

15th AMENDMENT TO THE COUNTRYSIDE PUD
MASTER LAND USE PLAN
CASE NO. 17-40000003

REQUEST:	Amend the Master Land Use Plan for the Countryside Planned Unit Development (PUD).
PROPERTY OWNER:	Suntrust Bank
APPLICANT:	Robert Ziengenfuss, Z Development Services
LOCATION:	1058 Dunlawton Ave.
STAFF RECOMMENDATION:	Approval
STAFF CONTACT:	Briana Conlan-King, Planner (386) 506-5676
PLANNING COMMISSION:	July 27, 2017, Recommended Approval
CITY COUNCIL DATE:	August 15, 2017

DISCUSSION:

The subject property is currently zoned Planned Unit Development (PUD) and is part of the Countryside PUD. The Countryside PUD was approved in 1981 and established as a +/- 400 acre mixed-used development. Since 1981, the Countryside PUD has been amended fourteen times over 36 years. The proposed 15th Amendment to the Countryside PUD Master Land Use Plan, now typically referred to as the Master Development Agreement (MDA) and Conceptual Development Plan (CDP) would apply to the +/- 1.5 acre former Suntrust Bank property located at the southwest corner of Dunlawton Avenue and South Swallow Tail Drive (Figure 1 – Location Map). The proposed amendment is to expand the bank use currently permitted on the property to allow additional commercial uses.

Figure 1 - Location Map



The Countryside PUD Agreement, approved in 1981, designated bank as the only use allowed on the property. From 1981 to 2016, the subject property has been occupied by a bank. The subject property has been vacant since 2017.

According to the applicant, the proposed fifteenth amendment is to expand the permitted uses on the subject property to allow commercial uses, as allowed in the Community Commercial (CC) zoning district, to assist the redevelopment of the subject property. The applicant states that it is difficult to predict future redevelopment options on the subject property, and if the only use allowed on the property is a bank, it limits the redevelopment options for the site.

If the amendment is approved, the existing bank building will be demolished and a development application to construct a commercial multi-tenant building is anticipated to be submitted. At this time, future tenants have not been identified.

The CC zoning district permits typical community-scale commercial uses commonly found at shopping centers and outparcels of this type such as retail stores, restaurants, personal services (hair salon, barber shop, nail salon, retail dry cleaning, etc.), offices, breweries, child care centers, convenience store/gas station, banks, and similar uses. The current Countryside PUD Agreement states that only one convenience store with fuel is allowed on the north side and south side of Dunlawton Avenue within the Countryside PUD. At this time, there is a convenience store with fuel on the north side of Dunlawton Avenue (Wawa) and on the south side of Dunlawton Avenue (Circle K). As a result, no additional convenience store with gas is allowed unless one of the existing stores closes.

Access to the property is available off South Swallow Tail Drive and Butterfly Lane. Water and sewer is available and serves the property. As part of any future site improvements, a site plan would be required and stormwater, traffic generation, landscaping, tree preservation, architecture and modifications to the parking lot will be addressed in accordance with the City standards in the Land Development Code (LDC). The applicant is not requesting any deviations from the LDC as part of the proposed 15th Amendment.

RECOMMENDATION:

Staff recommends **approval** of the 15th Amendment to the Master Land Use Plan for the Countryside Planned Unit Development (PUD).

ATTACHMENT:

See attached Ordinance No. 2017-27



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (H19) First Reading - Ordinance No. 2017-28 - Medical Marijuana/LDC
Amendment: Chapters 2, 12, 16, 17, and 18, Case No. 17-25000005

DEPARTMENT: Community Development

GOAL: 3 - Quality of Life

RECOMMENDED MOTION: Move to approve Ordinance No. 2017-28.

SUMMARY: Planning Commission Action (7/27/17): Recommended Approval
On June 23, 2017, Governor Scott signed into law, new state legislation for uses related to medical marijuana. The new State law for medical marijuana preempts local government's regulation of medical marijuana treatment centers with dispensing facilities (medical marijuana dispensaries) along with the cultivation and processing of marijuana.

According to the new state law, a local government has two options for regulating medical marijuana dispensaries:

1. The City can by Ordinance ban medical marijuana dispensaries from locating within the boundaries of the City; or
2. The City can allow medical marijuana dispensaries in any zoning district where a pharmacy is an allowed use, except for sites located within 500 feet of a public or private elementary, middle, or secondary school.

The new state law also delegated the authority to regulate the cultivation and processing of marijuana to the State. The City's current zoning regulations related to cultivation and processing of medical marijuana are not consistent with the new state law and are no longer enforceable.

At the July 18, 2017 meeting, Council provided general direction to prepare an amendment to the LDC that would treat medical marijuana dispensaries consistently with the zoning requirements for pharmacies in the City and also remove all regulations related to the cultivation and processing of medical marijuana preempted by State law.

A pharmacy is classified as a retail use and is allowed in all the City's standard commercial zoning districts [Highway Commercial (HC), Interchange Commercial Development (ICD), Community Commercial (CC), Ridgewood Development (RD), Planned Community-agricultural (PC-A), Planned Community-Riverwalk (PC-R) and a majority of the Planned Commercial Developments (PCD)].

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Ordinance No. 2017-28	Ord. No. 2017-28 MJ 8.3.17.pdf
2.	Staff Report	CC Staff Report_Medical Marijuana LDC Amendment 2017.pdf

Penelope Cruz	Created/Initiated - 07/13/2017
Wayne Clark	Approved - 07/13/2017
Shannon Balmer	Approved - 07/20/2017
Matthew Jones	Approved - 08/04/2017
Margaret Roberts	Approved - 08/04/2017
Jake Johansson	Approved - 08/04/2017
Robin Fenwick	Final Approval - 08/04/2017

ORDINANCE 2017-28

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE; AMENDING CHAPTER 2 TO REVISE THE DEFINITION OF RETAIL PHARMACY TO INCLUDE MEDICAL MARIJUANA TREATMENT CENTER DISPENSING FACILITY AND REMOVING THE DEFINITIONS FOR MEDICAL MARIJUANA CULTIVATION, MEDICAL MARIJUANA DISPENSARIES, AND MEDICAL MARIJUANA PROCESSING FACILITIES; AMENDING CHAPTER 12 TO REMOVE THE PARKING REQUIREMENTS FOR MEDICAL MARIJUANA RELATED USES; AMENDING CHAPTER 16 TO REMOVE THE MARIJUANA RELATED USES FROM THE LIST OF PROHIBITED HOME OCCUPATIONS, AND TO REMOVE SECTION 13 REGARDING A MORATORIUM ON MEDICAL MARIJUANA RELATED FACILITIES AND ACTIVITIES; AMENDING CHAPTER 17 TO REMOVE MEDICAL MARIJUANA DISPENSARIES AS A SPECIAL EXCEPTION USE IN THE COMMUNITY COMMERCIAL ZONING DISTRICT; AND REMOVE MEDICAL MARIJUANA CULTIVATION AND MEDICAL MARIJUANA PROCESSING FACILITIES AS SPECIAL EXCEPTION USES IN THE COMMERCIAL INDUSTRIAL AND LIGHT INDUSTRIAL ZONING DISTRICTS; AMENDING CHAPTER 18 TO REMOVE THE SPECIAL REQUIREMENTS FOR MEDICAL MARIJUANA RELATED SPECIAL EXCEPTION USES; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State has preempted the regulation of medical marijuana related uses with its adoption of SB-8A, leaving an option for cities to either ban medical marijuana dispensaries entirely, or regulate them in the same manner as pharmacies are regulated; and

WHEREAS, the City Council recognizes the vote of the citizens of the State, including the citizens of Port Orange, to permit certain medical uses of marijuana; and

WHEREAS, the City Council has decided to regulate medical marijuana treatment center dispensaries as it does pharmacies; and

WHEREAS, for purposes of this ordinance words with underlined (underlined) type shall constitute additions to the original text and words with strikethrough (~~strikethrough~~) type shall constitute deletions from the original text.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

SECTION 1. The City Council of the City of Port Orange, Florida, hereby amends Chapter 2, Section 2 of the City of Port Orange Land Development Code to read as follows:

Chapter 2 - DEFINITIONS AND INTERPRETATIONS
Section 2: - Definitions.

~~*Medical marijuana cultivation.* A facility that is operated by an individual, organization or business holding all necessary licenses and permits from which marijuana is produced, propagated, compounded, cultivated, planted, tended, grown, cared for or harvested in any soil or hydroponic medium.~~

~~*Medical marijuana dispensary.* A facility that is operated by an individual, organization or business holding all necessary licenses and permits from which marijuana or marijuana-based products are purchased, possessed, dispensed or administered for medical purposes as identified by a valid prescription and operated in accordance with all federal, state and local laws.~~

~~*Medical marijuana processing facility.* A facility that is operated by an individual, organization or business holding all necessary licenses and permits from which marijuana, marijuana-based products, or marijuana plants are prepared, converted or processed, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, and includes any packaging of the substance or labeling or relabeling of its container.~~

Retail pharmacy. A retail establishment primarily offering goods for retail sale and on-site dispensing of prescription drugs, nonprescription drugs or both. A retail pharmacy may also offer accessory services such as photo processing, eyeglass care, and other convenience services. This term shall include a licensed medical marijuana

treatment center dispensing facility operating in accordance with state law. This term shall not include pain management clinic.

Retail sales and services. An establishment engaged in the selling of products and service to the public for personal or household consumption, including, but not limited to, beauty/barber shop, laundry and dry cleaning store, newsstand/bookstore, xerographic printing, clothing stores, home electronic equipment, food/grocery stores, retail pharmacy, and sporting goods. This term shall not include pain management clinic. [Note: *No change – shown for reference only*]

SECTION 2. The City Council of the City of Port Orange, Florida, hereby amends Chapter 16, Section 2 of the City of Port Orange Land Development Code to read as follows:

Chapter 16 - MISCELLANEOUS REGULATIONS
Section 2: - Home occupations.

(a) – (b) [Reman Unchanged]

(c) Prohibited home occupations.

(1) Motor vehicle and boat repair.

(2) Beauty and barber shops.

(3) Child care center or nursery school (except for those specifically permitted by the State of Florida Department of Health and Rehabilitative Services).

(4) Amplified musical instrument instruction.

(5) Dance and nonamplified musical instrument instruction (except private tutoring of no more than one student per session and limited to no more than four sessions per day).

(6) Photography studio.

(7) Real estate sales and brokerage.

(8) Retail sales (except garage sales).

(9) Painting of vehicles, trailers or boats.

(10) Upholstering.

(11) Welding.

(12) Taxidermy.

~~(13) Cultivation, processing or dispensing of marijuana or marijuana-based products.~~

~~(14)~~ (13) Tattoo establishment.

~~(15)~~ (14) Any use not specifically permitted by chapter 16, section 2(b) above.

(d) [Remains Unchanged]

SECTION 3. The City Council of the City of Port Orange, Florida, hereby amends Chapter 16 of the City of Port Orange Land Development Code to remove Section 13 in its entirety:

~~Section 13: -- Moratorium--Medical marijuana related facilities and activities.~~

~~(a) Definitions.~~

~~Medical marijuana related facilities and activities shall include medical marijuana treatment centers, medical marijuana dispensaries, medical marijuana cultivation, medical marijuana manufacturing facilities, and any individual or entity authorized to acquire, cultivate, possess, process (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfer, transport, sell, distribute, dispense, or administer marijuana, products containing marijuana, related supplies, and educational materials to qualified patients or their personal caregivers who are registered by the DOH.~~

~~(b) Moratorium imposed.~~

~~(1) The Land Development Code and Code of Ordinances are hereby amended by placing a moratorium on the issuance of any development orders, building permits, zoning verification letters, or zoning approvals for business tax receipts for the operation of medical marijuana related facilities or activities. For purposes herein, the term "development order" shall have the same meaning as that set forth in F.S. § 163.3164.~~

~~(2) Applications for issuance of development orders, building permits, zoning verification letters, or zoning approvals for business tax receipts for medical marijuana related facilities or activities shall be considered pursuant to the following requirements:~~

~~a. Applications received on or after the effective date of the ordinance from which this section is derived may be received and reviewed. However, no development orders, building permits, zoning verification letters, or zoning approvals for business tax receipts shall be issued in violation of the moratorium on the issuance of development orders, building permits, zoning verification letters, or zoning approvals for business tax receipts for the operation of medical marijuana related facilities or activities. If amendments to the comprehensive plan or the Land Development Code are adopted by the city council on or before the expiration of the moratorium that revise the substantive or procedural legal requirements regarding the operation of medical marijuana related facilities or activities, any application not approved for issuance of a development order, building permit and zoning approval and submitted on or after the date of the ordinance from~~

~~which this section is derived, but before the expiration of the moratorium, shall be required to comply with the new substantive or procedural legal requirements.~~

~~(3) The moratorium imposed by this section shall expire within 365 days of adoption of the ordinance from which this section is derived by the city council, or the adoption of an ordinance amending the comprehensive plan or the Land Development Code regarding the permitting of or otherwise regulating medical marijuana related facilities or activities, whichever event shall first occur. The moratorium shall be deemed to be in effect over all of the geographic area of the city now existing or which may be hereafter annexed during the pendency of the moratorium. This section shall be deemed to be pending on medical marijuana related facilities or activities, within the meaning of the term "pending ordinance" as that term is used in Smith v. City of Clearwater , 403 So.2d 407 (Fla. 1981).~~

~~(4) During the pendency of this moratorium, the city manager and the community development director shall proceed in good faith to undertake a planning study to determine appropriate amendments to development related ordinances, if any.~~

~~(5) The community development director shall make interpretations of this section.~~

SECTION 4. The City Council of the City of Port Orange, Florida, hereby amends Chapter 17, Section 21 of the City of Port Orange Land Development Code to read as follows:

Chapter 17 - ZONING DISTRICT REGULATIONS
Section 21: - Community commercial (CC) district.

- (a) – (bb) [Remain Unchanged]
- (c) Special exception uses (chapter 18, section 3).
 - (1) Bars, lounges, and night clubs (subsection 3).
 - (2) Fortune tellers, astrologers, and palm readers (subsection 6).
 - (3) Game/recreation facilities (subsection 7).
 - (4) Guyed and lattice communication towers.
 - (5) Marina, recreational (subsection 9.6).
 - ~~(6) Medical marijuana dispensary (subsection 9.8).~~
 - ~~(7)~~ Mini-warehouses (subsection 10).
 - ~~(8)~~ Motor vehicle and boat storage facilities (subsection 12).
- (d) [Remains Unchanged]

SECTION 5. The City Council of the City of Port Orange, Florida, hereby amends Chapter 17, Section 23 of the City of Port Orange Land Development Code to read as follows:

Chapter 17 - ZONING DISTRICT REGULATIONS
Section 23: - Commercial industrial (CI) district.

- (a) – (c) [Remain Unchanged]
- (d) Special exception uses (chapter 18, section 3).
 - (1) Adult entertainment (subsection 1).
 - (2) Guyed and lattice communication towers.
 - ~~(3) Medical marijuana cultivation (subsection 9.7).~~
 - ~~(4) Medical marijuana processing facility (subsection 9.7).~~
 - (5) Used motor vehicle parts yards (subsection 23).

SECTION 6. The City Council of the City of Port Orange, Florida, hereby amends Chapter 17, Section 24 of the City of Port Orange Land Development Code to read as follows:

Chapter 17 - ZONING DISTRICT REGULATIONS
Section 24: - Light industrial (LI) district.

- (a) – (c) [Remain Unchanged]
- (d) Special exception uses (chapter 18, section 3).
 - (1) Marina, commercial/industrial (subsection 9.5).
 - ~~(2) Medical marijuana cultivation (subsection 9.7).~~
 - ~~(3) Medical marijuana processing facility (subsection 9.7).~~
 - (4) Truck stops (subsection 21).

SECTION 7. The City Council of the City of Port Orange, Florida, hereby amends Chapter 18, Section 3 of the City of Port Orange Land Development Code to read as follows:

Chapter 18 - CONDITIONAL USES, SPECIAL EXCEPTIONS AND PERMITTED USES WITH SPECIAL DEVELOPMENT REQUIREMENTS
Section 3: - Special requirements for special exception uses.

- (a) [Remains Unchanged]
- (b) Special requirements.

(1) – (9.6) [Remain Unchanged]

~~(9.7) Medical marijuana cultivation or medical marijuana processing facility (CI, LI).~~

~~(a) On-premises sales. Sales, distribution, dispensing, or administration of medical marijuana or marijuana-based products shall be prohibited on the premises. The term "premises" includes the actual building, as well as any accessory structures, parking lot or parking area(s), sidewalks, landscape buffers or other immediate surroundings.~~

~~(b) On-premises consumption. No marijuana or marijuana-based products shall be smoked, ingested, or otherwise consumed on the premises. The term "premises" includes the actual building, as well as any accessory structures, parking lot or parking area(s), sidewalks, landscape buffers or other immediate surroundings.~~

~~(c) Separation distances. The proposed site shall be at least 1,000 feet from the nearest pre-existing school, house of worship, day care facility, public park, drug treatment facility, half-way house, medical marijuana dispensary, or another medical marijuana cultivation or medical marijuana manufacturing facility, measured lot line to building.~~

~~(d) The proposed business shall not be located in any temporary or portable structure and there shall be no mobile facilities or delivery permitted to patients.~~

~~(e) Site lighting. The entire exterior grounds, including the parking lot and landscaped areas, shall be lighted in such a manner that all areas are clearly visible at all times during business hours.~~

~~(f) Display of state registration. Any medical marijuana cultivation center or medical marijuana processing facility shall be validly registered with the State of Florida, if required, and shall prominently display in a public area near its main entrance copies of all state licenses, city licenses, and local business tax receipt, and the name of the owner responsible for compliance with state and city law.~~

~~(g) Compliance with other laws. All medical marijuana cultivation centers or medical marijuana processing facilities shall at all times be in compliance with all federal, state and local laws and regulations.~~

~~(9.8) Medical marijuana dispensary (CC).~~

~~(a) Loitering. A medical marijuana dispensary shall provide adequate seating for its patients and business invitees and shall not allow patients or business invitees to stand, sit (including in a parked car), or gather or loiter outside of the building where the dispensary operates, including in any parking areas, sidewalks, right-of-way, or neighboring properties for any period of time longer than that reasonably required to arrive, transact business and depart. The medical marijuana dispensary shall post conspicuous signs on all exterior sides of the building or tenant space that no loitering is allowed on the property.~~

~~(b) *On-premises consumption.* No marijuana or marijuana-based products shall be smoked, ingested, or otherwise consumed on the premises, unless administered by a licensed physician. The term "premises" includes the actual building, as well as any accessory structures, parking lot or parking area(s), sidewalks, landscape buffers or other immediate surroundings.~~

~~(c) *Alcohol and controlled substances.* No alcohol or other controlled substances (other than those types of marijuana approved for sale by the state department of health) shall be consumed, made available, sold, offered for sale, given, distributed, traded, or otherwise provided on the premises. The term "premises" includes the actual building, as well as any accessory structures, parking lot or parking area(s), sidewalks, landscape buffers or other immediate surroundings of the medical marijuana dispensary.~~

~~(d) *Separation distances.* The proposed site shall be at least 1,000 feet from the nearest pre-existing school, house of worship, day care facility, public park, drug treatment facility, half-way house, medical marijuana cultivation center, medical marijuana processing facility, or another medical marijuana dispensary, measured lot line to building.~~

~~(e) *Hours of operation.* A medical marijuana dispensary may only operate Monday through Friday and only between the hours of 7:00 a.m. and 9:00 p.m.~~

~~(f) The proposed business shall not be located in any temporary or portable structure and there shall be no mobile facilities or delivery permitted to patients.~~

~~(g) *Site lighting.* The entire exterior grounds, including the parking lot and landscaped areas, shall be lighted in such a manner that all areas are clearly visible at all times during business hours.~~

~~(h) *Display of state registration.* Any medical marijuana dispensary shall be validly registered with the State of Florida, if required, and shall prominently display in a public area near its main entrance copies of all state licenses, city licenses, and local business tax receipt, and the name of the owner and designated physician responsible for compliance with state and city law.~~

~~(i) *Compliance with other laws.* All medical marijuana dispensaries shall at all times be in compliance with all federal, state and local laws and regulations.~~

(10) – (25) [Remain Unchanged]

SECTION 8. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION 9. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or

applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 10. This ordinance shall become effective immediately upon final passage by the City Council.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed on first reading on the day of

Passed and adopted on second and final reading on the day of

Reviewed and Approved:

Matthew J. Jones, Deputy City Attorney



STAFF REPORT

CASE NO. 17-25000005

LDC Amendment/Chapters 2, 12, 16, 17, and 18

REQUEST:	To amend Chapters 2, 12, 16, 17, and 18 to apply the zoning requirements for a pharmacy in the City to a medical marijuana dispensary to be consistent with State law and also remove all regulations related to the cultivation and processing of medical marijuana preempted by State law.
APPLICANT:	City of Port Orange
STAFF RECOMMENDATION:	Approval , based on the general direction provided by the City Council at their 7-18-17 meeting
STAFF CONTACT:	Penelope Cruz, Principal Planner (386) 506-5671
CITY COUNCIL DATE:	August 15, 2017

Introduction

On June 23, 2017, Governor Scott signed into law, new state legislation for uses related to medical marijuana. The new State law for medical marijuana preempts local government's regulation of medical marijuana treatment centers with dispensing facilities (medical marijuana dispensaries) along with the cultivation and processing of marijuana.

According to the new state law, a local government has two options for regulating medical marijuana dispensaries:

1. The City can by Ordinance ban medical marijuana dispensaries from locating within the boundaries of the City; or
2. The City can allow medical marijuana dispensaries in any zoning district where a pharmacy is an allowed use, except for sites located within 500 feet of a public or private elementary, middle, or secondary school.

A pharmacy is classified as a retail use and is allowed in all the City's standard commercial zoning districts [Highway Commercial (HC), Interchange Commercial Development (ICD), Community Commercial (CC), Ridgewood Development (RD), Planned Community-agricultural (PC-A), Planned Community-Riverwalk (PC-R) and a majority of the Planned Commercial Developments (PCD)].

The new state law also delegated the authority to regulate the cultivation and processing of marijuana to the State. The City's current zoning regulations related to

cultivation and processing of medical marijuana are not consistent with the new state law and are no longer enforceable.

Based on the new law, any use involving the cultivation and processing of marijuana could be developed on land zoned for agricultural uses (cultivation) and industrial uses (processing), subject to complying with the state requirements for these uses.

At the July 18, 2017 meeting, Council provided general direction to prepare an amendment to the LDC that would treat medical marijuana dispensaries consistently with the zoning requirements for pharmacies in the City and also remove all regulations related to the cultivation and processing of medical marijuana preempted by State law.

Summary of Proposed Amendments

- Revise the definition of *retail pharmacy* to include *medical marijuana treatment center dispensing facility* [Chapter 2];
- Remove the definitions for *medical marijuana cultivation*, *medical marijuana dispensaries*, and *medical marijuana processing facilities* [Chapter 2];
- Remove the parking requirements specific to medical marijuana related uses as pharmacy parking requirements would be applicable [Chapter 12];
- Remove the marijuana related uses from the list of prohibited home occupations [Chapter 16];
- Remove text regarding the 2014 expired moratorium on medical marijuana related facilities and activities [Chapter 16];
- Remove *medical marijuana dispensaries* as a Special Exception use in the Community Commercial zoning district; and remove *medical marijuana cultivation* and *medical marijuana processing facilities* as Special Exception uses in the Commercial Industrial and Light Industrial zoning districts [Chapter 17]; and
- Remove the special requirements for medical marijuana related Special Exception uses [Chapter 18].

Recommendation

Approval of the amendments to Chapters 2, 12, 16, 17, and 18 of the Land Development Code.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (I20) Quentin L. Hampton, Inc. - Change Order No 2 to QLH Task Authorization No 5 for the Garnsey Water Plant Sludge Feed Pumps and Filter Backwash Upgrades

DEPARTMENT: Public Utilities

GOAL: 2 - Infrastructure

RECOMMENDED MOTION: Move to approve Change Order No 2 to Task Authorization No 5 with Quentin L. Hampton, Inc. for time extension of 304 calendar days and additional spending authority of \$38,300; revised Task Authorization No 5 amount of \$102,120; and to authorize the Mayor and City Clerk to execute all contract documents.

SUMMARY: The Public Utilities Department is requesting the City Council approve Change Order No. 2 for additional time and funding to Quentin L. Hampton, Inc. Task Authorization No. 5. The time extension will change the final completion date to May 31, 2019. The requested funding is \$38,300.00 for a total design and construction services fee of \$102,120.00.

For Task Authorization No 5, City staff initially requested an engineering scope of services and fee estimate from Quentin L Hampton, Inc. based on the following engineering services at the Garnsey Water Treatment Plant:

1. Provide design and specifications for the replacement and upgrade to the filter backwash system including mechanical, electrical, and instrumentation and control.
2. Provide bidding assistance.
3. Provide engineer of record service during construction phase.

On December 13, 2016 - Change Order No. 1 was approved by City Council for a time extension of 567 days. The time extension was needed to include time for engineering services during the construction phase of the project. Furthermore, City staff needed the additional time to field investigate the structural soundness of re-using previously abandoned water lines for this new project.

The project went out for bid on April 28, 2017 and the lowest bid received was \$1,773,307.00 which exceeded the budgeted amount of \$1,200,000.00 for the project. The project will be scaled down via design changes and will be re-bid with expectations that the existing funding allocations for the project will be sufficient. Additional time is needed to compensate for the project re-design and re-bidding process.

Below is the new estimated project time line:

-
1. September 2017 to November 2017 - Complete project re-design (90 days)
 2. December 2017 to March 2018 – Bidding process and bid award (120 days)
 3. March 2018 to April 2018 – Execute contract (30 days)
 4. April 2018 – Issuance of Notice to Proceed (30 days)
 5. May 2018 to February 2019 – Construction phase (300 days)
 6. March 2019 to May 2019 – Project close-out (90 days). This 90 days is for contingency and could be use as float days to anticipate construction delay due to weather, equipment delay from manufacturers, and unforeseen conditions.

Based on the aforementioned new estimate project time line and project re-design, Change Order No. 2 is needed for a time extension of 304 additional calendar days and \$38,300.00 in additional funding.

Project No.: WWP003 Funding Account No.: 403 0200 533 6397

ATTACHMENTS:

1.	Change Order No 2 to Task Authorization No 5	Change Order No 2 to Task Authorization No 5.pdf
2.	Department Justification Memo	Department Justification Memo - QLH CO No 2, Task No 5.pdf
3.	DRAFT - Change Order No 2 to Task No 5	Garnsey Change Order No 2 QLHA Task Authorization 5.pdf
4.	Scope of Service	Proposal Change Order 2 to TA 5 QLHA.pdf
5.	Change Order No 1 to Task Authorization No 5	QLH CO1 to TA 5.pdf
6.	Task Authorization No 5 - Garnsey Water Plant	Task Authorization No 5 - QLH WTP Plant Upgrade.pdf

Julia Wiggins	Created/Initiated - 07/31/2017
Julia Wiggins	Approved - 07/31/2017
Kenny Ho	Approved - 07/31/2017
Rick Wilson	Approved - 07/31/2017
Lynn Stevens	Approved - 07/31/2017
Tracey Riehm	Approved - 08/01/2017
Margaret Roberts	Approved - 08/03/2017
Jake Johansson	Approved - 08/03/2017
Robin Fenwick	Final Approval - 08/03/2017

CHANGE ORDER NO. 2

To Task Authorization No 5, dated February 16, 2016
Master Contract for Engineering Services, dated March 17, 2015
Between the City of Port Orange, Florida and Mead Hunt, Inc.
Pursuant to merger with Quentin L. Hampton and Associates, Inc.

Project: Task Authorization No 5 – Engineer of Record and design of the Garnsey Water Plant Sludge Feed Pumps and Filter Backwash Upgrades

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$63,820.00	Original Contract Times Final Completion 867 days (July 31, 2018)
Net changes from previous Change Order: No. 1 \$0.00	Changes in contract time from previous Change Orders: No. 1: 567 days
Contract Price prior to this Change Order: \$63,820.00	Contract Completion Date prior to this Change Order: Final Completion: July 31, 2018
Net Increase (decrease) of this Change Order No. 2: \$38,300.00	Changes in contract time requested this Change Order No. __: (Requires Council Approval) 304 days
Contract Price with all approved Change Orders: \$102,120.00	Contract Times with all approved Change Orders: Final Completion: May 31, 2019

CHANGES ORDERED:

- I. **GENERAL:** This Change Order is necessary to cover changes in the work to be performed under the Task Authorization No 5 entered into by and between parties on March 16, 2016, under the Master Contract for Engineering Services dated March 17, 2015 between the City of Port Orange, Florida and Quentin L Hampton Associates, Inc..
- II. **REQUIRED CHANGES:** To provide necessary extension of time to complete the scope of services outline under Change Order No 1, dated December 13, 2016 to the Task Authorization No 5, dated March 16, 2016. These services are related to the Engineer of Record and design of the Garnsey Water Plant Sludge Feed Pumps and Filter Backwash Upgrades
- III. **JUSTIFICATION:**
Change Order No 2 to Task Authorization No 5 is required to move the final completion dated from July 31, 2108 to May 31, 2019 and for an additional spending authority of \$38,300; revised contract amount of \$102,120.

Please refer to the attached department justification memo for additional justification.
- IV. **PAYMENT:** Payment for this Change Order shall be made in accordance with the terms of Task Authorization No 5 under the Master Contract for Engineering Services subject to a limit up to but not to exceed Thirty-Eight Thousand Three Hundred dollars and no cents (\$38,300.00); for a revised contract amount of One Hundred Two Thousand and one hundred Twenty dollars and no cents (\$102,120.00). All payments shall be governed by the Local Government Prompt Payment Act as set forth in Florida Statutes Section 218.70 through 218.79, as amended.
- V. This Change Order may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Change Order shall be deemed valid as if an original signature was delivered. No contract shall be formed between the Contractor and the City until the City signs this Change Order.

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order;

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein;

The prices quoted are fair and reasonable and in proper ratio to the cost of the original work contracted for under competitive bidding; and,

The change in price and/or delivery date described is considered to be fair and reasonable and has been mutually agreed upon in full agreement and final settlement of all claims arising out of this modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications and change orders.

RECOMMENDED BY:
KENNY HO, PUBLIC UTILITIES ENGINEER
Department Project Manager

ACCEPTED BY:
MEAD AND HUNT, INC. PURSUANT TO MERGER WITH
QUENTIN L. HAMPTON AND ASSOCIATES, INC.

By: _____
Printed Name: _____
Title: _____

By: _____
Printed Name: _____
Title: _____

Date Signed: _____

Date Signed: _____

RECOMMENDED BY:
N/A
City's Representative

RECOMMENDED BY:
N/A
Engineer of Record

By: _____
Printed Name: _____
Title: _____

By: _____
Printed Name: _____
Title: _____

Date Signed: _____

Date Signed: _____

APPROVED BY:
CITY OF PORT ORANGE
Department Head

By: _____
Lynn Stevens, Public Utilities Director

Date Signed: _____

City Manager

By: N/A
Printed Name: _____
Title: _____

Date Signed: _____

If Council approval is required:

Affirmed:

By: _____
Printed Name: Donald O. Burnette
Title: Mayor

Robin L. Fenwick, CMC, City Clerk

Date Signed: _____

Date Signed: _____

**SCOPE OF SERVICES
GARNSEY WTP SLUDGE FEED PUMPS AND
FILTER BACKWASH UPGRADES
CITY OF PORT ORANGE
-SCOPE REVISION, REBID AND EOR-**

GENERAL:

The original scope of services provided by QLH included design, bidding assistance, and construction phase services for replacement of four (4) progressive cavity sludge feed pumps and filter backwash upgrades. The backwash upgrades consist of installing two (2) centrifugal pumps for backwash water augmentation, two (2) vertical turbine pumps to pump down the backwash recovery basin installed in place of existing larger pumps, two (2) electric actuators and backwash piping improvements. The low bid received on 4/28/17 was \$1,773,307 which was higher than the project budget. A meeting was held with QLH and City staff to discuss scope reduction of approximately \$600,000 or more. The design revisions will target an estimated construction cost of \$1,200,000.

The scope revisions discussed in our 6/2/17 meeting include the following:

1. Delete the vertical turbine backwash recovery pump replacement.
2. Do not construct the backwash augmentation building as proposed, concrete block building. Design revised to concrete slab for pumps covered by pre-engineered aluminum or steel roof structure.
3. Redesign electrical for the backwash augmentation building to remove 800A MCC and associated wiring. The pumps and lighting can be fed from existing panels in the main electrical building.
4. Instrumentation and controls scope to be reduced by removing some work with control panels that are not directly related to the mechanical improvements.
5. Delete a stand-alone control cabinet for the backwash augmentation pumps. An existing panel can be upgraded to accommodate the pump controls.
6. Evaluate multiple instrumentation and control vendors to be included in the re-design and bidding process.

Task A – Design Phase

During the design phase, QLH will complete the following work:

1. Preparation of design plans. Minimum plan requirements include: civil, mechanical, structural and electrical/instrumentation drawings, which accurately depict existing features and proposed improvements.
2. Preparation of Contract Documents. Contract Documents are defined in the City's General Conditions of the Construction Contract and include, but are not limited to, the Drawings, Specifications, and front-end documents (Bid Agreement, General Conditions, Supplementary Conditions and Post Bid Documentation).

3. A minimum of two review meetings with City Staff (one at approximately 90% design and one at 100% design completion).
4. Submittal of three (3) sets of plans and specifications to the City for review and comment at each of the above required design meetings.
5. Submittal of an Engineer's preliminary opinion of cost at each of the above required design meetings. Cost estimates shall be itemized with unit costs indicated as appropriate.
6. Incorporation of the City staff review comments in the Contract Documents.
7. Submittal of 100% plans to City Building Department for cursory review.
8. Prepare and submit VCHD permit revision paperwork for the Public Water Supply permit. No permit fee is anticipated for the revision. If a fee is required it will be paid by the City.
9. Furnish three sets and one electronic copy of Contract Documents to the City for staff use during construction.
10. Submit an Engineer's final estimate of cost.

Task B – Re-Bidding Assistance

During the bidding phase, QLH will:

1. Prepare bid documents to City standards.
2. Provide plan and specification clarification, prepare and distribute addenda.
3. Attend the pre-bid meeting and prepare minutes and distribute.
4. Attend Bid Opening and collect a copy of each bid submitted.
5. Review and check the bids and prepare detailed bid tabulation.
6. Contact the low bidder and obtain references.
7. Prepare an award recommendation letter.

TASK C – Engineer Of Record (additional scope)

1. Fees in this proposal are in addition to the original EOR services due to increase in project scope.
2. Review shop drawings and material certificates. Distribute reviewed shop drawings to the Contractor and the City.
3. Provide assistance on an as needed basis for significant conflict resolutions.
4. Attend 10 monthly progress meetings.
5. Visit site as needed to address conflicts.
6. Review and answer Contractor RFI's and change order requests.
7. Attend the substantial completion inspection.
8. Prepare final 'Certification of Completion' for FDEP.
9. Prepare construction record drawings incorporating all of the changes made during construction. Furnish City with an electronic copy of record drawings using AutoCAD format, and three (3) sets of prints.

SCHEDULE

The current project schedule ends July 2018. With the additional design, bidding and construction we request a time extension through May 31, 2019.

COMPENSATION:

Task A -	Design Phase	\$26,420
Task B -	Bidding Assistance	\$4,580
Task C -	Engineer of Record (additional scope)	<u>\$7,300</u>
	Total Tasks A-C	\$38,300

EXCLUSIONS:

This proposal excludes all laboratory testing, permit application fees, survey and/or expenses not specifically identified herein. Construction phase services for contract administration and inspection not included.

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF QUENTIN L. HAMPTON ASSOCIATES, INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

IF THE CONTRACTOR (QLH) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S (QLH's) DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY HALL, CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FL 32129, City Clerk, Robin Fenwick, (386) 506-5566, rfenwick@port-orange.org.

		Project Design & Permitting		Bidding Assistance		Engineer of Record During Construction	
		Hourly Rate	Estimated Hours	Cost	Estimated Hours	Cost	Cost
Person/Item							
Project Manager		\$ 175	40	\$ 7,000	8	\$ 1,400	\$ 700
Professional Engineer		\$ 150	16	\$ 2,400	12	\$ 1,800	\$ 3,600
Production Supervisor		\$ 75	16	\$ 1,200	0	\$ -	\$ 1,200
CADD Technician		\$ 85	120	\$ 10,200	0	\$ -	\$ 1,360
Administration Support		\$ 55	24	\$ 1,320	16	\$ 880	\$ 440
Construction Project Rep. (allowance)		\$ 62	0	\$ -	0	\$ -	\$ -
		Subtotals	\$	22,120	\$	4,080	\$ 7,300
Electrical Subconsultant Allowance		n/a	\$	2,800	\$	-	\$ -
Structural Subconsultant Allowance		n/a	\$	1,000	\$	-	\$ -
Permit Fee/Printing Allowance		n/a	\$	500	\$	500	\$ -
Subtotals			\$	4,300	\$	-	\$ -
		Totals	\$	26,420	\$	4,580	\$ 7,300
*Allowances will be billed at actual cost plus 10% administrative fee.							
							\$ 38,300

***Allowances will be billed at actual cost plus 10% administrative fee.**



City of Port Orange Public Utilities Department

TO: M. H. Johansson, City Manager

THROUGH: Lynn Stevens, Public Utilities Director

THROUGH: Julia Wiggins, Public Utilities Budget Analyst *juw*

THROUGH: Kenny Ho, PU Engineering and Construction Manager *KH*

FROM: Patrick Marsh, Public Utilities Project Manager *PM*

DATE: July 31, 2017

SUBJECT: Quentin L. Hampton, Inc. Task Authorization No. 5 Change Order No. 2

REQUEST:

The Public Utilities Department is requesting the City Council approve Change Order No. 2 for additional time and funding to Quentin L. Hampton, Inc. Task Authorization No. 5. The time extension will change the final completion date to May 31, 2019. The requested funding is \$38,300.00 for a total design and construction services fee of \$102,120.00.

PURPOSE:

The purpose of this request is to finalize the design of the Garnsey Water Plant Rehabilitation in accordance with the Capital Improvement Plan.

CONSIDERATION:

For Task Authorization No 5, City staff initially requested an engineering scope of services and fee estimate from Quentin L Hampton, Inc. based on the following engineering services at the Garnsey Water Treatment Plant:

1. Provide design and specifications for the replacement and upgrade to the filter backwash system including mechanical, electrical, and instrumentation and control.
2. Provide bidding assistance.
3. Provide engineer of record service during construction phase.

On December 13, 2016 - Change Order No. 1 was approved by City Council for a time extension of 567 days. The time extension was needed to include time for engineering

services during the construction phase of the project. Furthermore, City staff needed the additional time to field investigate the structural soundness of re-using previously abandoned water lines for this new project.

The project went out for bid on April 28, 2017 and the lowest bid received was \$1,773,307.00 which exceeded the budgeted amount of \$1,200,000.00 for the project. The project will be scaled down via design changes and will be re-bid with expectations that the existing funding allocations for the project will be sufficient. Additional time is needed to compensate for the project re-design and re-bidding process.

Below is the new estimated project time line:

1. September 2017 to November 2017 - Complete project re-design (90 days)
2. December 2017 to March 2018 – Bidding process and bid award (120 days)
3. March 2018 to April 2018 – Execute contract (30 days)
4. April 2018 – Issuance of Notice to Proceed (30 days)
5. May 2018 to February 2019 – Construction phase (300 days)
6. March 2019 to May 2019 – Project close-out (90 days). This 90 days is for contingency and could be use as float days to anticipate construction delay due to weather, equipment delay from manufacturers, and unforeseen conditions.

Based on the aforementioned new estimate project time line and project re-design, Change Order No. 2 is needed for a time extension of 304 additional calendar days and \$38,300.00 in additional funding.

FUNDING:

\$38,300.00 - WWP003 403 0200 533 6397

RECOMMENDATION:

The Public Utilities Department is requesting approval of Change Order No. 2 to Task Authorization No. 5 with Quentin L. Hampton, Inc., for additional time extension of 304 additional calendar days and additional funding of \$38,300.00. The total net increase to Task Authorization No. 5 contract is \$102,120.00

ANTICIPATED SCHEDULE:

City Council 08/15/2017

ATTACHMENTS:

- a.) Quentin L. Hampton, Inc. – Change Order # 2
- b.) Quentin L. Hampton, Inc. – Change Order No. 1
- c.) Quentin L. Hampton, Inc. – Task Authorization No. 5

CHANGE ORDER NO. 2

To Task Authorization No 5, dated March 16, 2016
Master Contract for Engineering Services, dated March 17, 2015
Quentin L Hampton Associates, Inc., Contractor

Project: Task Authorization No 5 – Engineer of Record and design of the Garnsey Water Plant Sludge Feed Pumps and Filter Backwash Upgrades

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$63,820	Original Contract Times Substantial Completion: days Final Completion 867 days (July 31, 2018)
Net changes from previous Change Order No 1: \$ 0	Changes in contract time from previous Change Order No 1: 567 days
Contract Price prior to this Change Order: \$63,820	Contract Completion Date prior to this Change Order: Final Completion: July 31, 2018
Net Increase (decrease) of this Change Order No 2: \$ 38,300	Changes in contract time requested this Change Order No. 2: (Requires Council Approval) 304 days
Contract Price with all approved Change Orders: \$102,120	Contract Times with all approved Change Orders: Final Completion: May 31, 2019

CHANGES ORDERED:

- I. GENERAL: This Change Order is necessary to cover the work to be performed under the Task Authorization No 5 entered into by and between parties on March 16, 2016, under the Master Contract for Engineering Services dated March 17, 2015 between the City of Port Orange, Florida and Quentin L Hampton Associates, Inc.
- II. REQUIRED CHANGES: To provide necessary extension of time to complete the scope of services outline under Change Order No 1, dated December 13, 2016 to the Task Authorization No 5, dated March 16, 2016. These services are related to the Engineer of Record and design of the Garnsey Water Plant Sludge Feed Pumps and Filter Backwash Upgrades.
- III. JUSTIFICATION: Change Order No 2 to Task Authorization No 5 is required to move the final completion dated from July 31, 2108 to May 31, 2019 and for an additional spending authority of \$30,300; revised contract amount of \$102,120.

Please refer to the attached department justification memo for additional justification.
- IV. PAYMENT: Payment for this Change Order shall be made in accordance with the terms of Task Authorization No 5 under the Master Contract for Engineering Services subject to a limit up to but not to exceed **Thirty-Eight Thousand Three Hundred dollars and no cents (\$38,300.00); for a revised contract amount of One Hundred Two Thousand and one hundred Twenty dollars and no cents (\$102,120.00)**. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Florida Statutes Section 218.70 through 218.79, as amended.
- V. This Change Order may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Change Order shall be deemed valid as if an original signature was delivered. No contract shall be formed between the Contractor and the City until the City signs this Change Order.

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order;

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein;

The prices quoted are fair and reasonable and in proper ratio to the cost of the original work contracted for under competitive bidding; and,

The change in price and/or delivery date described is considered to be fair and reasonable and has been mutually agreed upon in full agreement and final settlement of all claims arising out of this modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications and change orders.

RECOMMENDED BY:
KENNY HO, PUBLIC UTILITIES ENGINEER
Department Project Manager

ACCEPTED BY:
QUENTIN L. HAMPTON ASSOCIATES, INC.
Contractor

By: _____

By: _____
Brad T. Blais, President

Date Signed: _____

Date Signed: _____

RECOMMENDED BY:
N/A
City's Representative

RECOMMENDED BY:
N/A
Engineer of Record

By: _____
Printed Name
Title: _____

Date Signed: _____

By: _____
Printed Name: _____
Title: _____

Date
Signed: _____

APPROVED BY:
CITY OF PORT ORANGE
Department Head

By: _____
Lynn Stevens, Public Utilities
Director

Date Signed: _____

City Manager

By: _____
M. H. Johansson, City Manager

Date Signed: _____

If Council approval is required:

By: _____
Donald O. Burnette, Mayor

Affirmed: _____
Robin L. Fenwick, CMC, City Clerk

Date Signed: _____

Date Signed: _____



July 14, 2017

Kenny Ho, P.E.
Public Utilities Engineer
City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

Email: kho@port-orange.org
Hard Copy Mailed Only on Request

**CITY OF PORT ORANGE
GARNSEY WTP SLUDGE FEED PUMPS AND
FILTER BACKWASH UPGRADES
-SCOPE REVISION, REBID AND EOR-**

Dear Kenny,

In accordance with your request, we are pleased to offer the enclosed scope of services and engineering fee estimate for the above referenced project. The project was originally designed and bid; however, bids received were over budget. A meeting with utility staff was held 6/2/17 to discuss scope revisions and rebidding the project. The proposal herein includes civil, mechanical and electrical plans, specifications, bidding assistance, and additional EOR services for the revised scope.

The enclosed engineering Scope of Services and fee estimate is based upon the established utilities contract. Allowances are included for electrical sub-consulting and printing. Thank you for this opportunity to continue to be of service. If you have additional questions, do not hesitate to call.

Respectfully,
QUENTIN L. HAMPTON ASSOCIATES, INC.



Brad T. Blais, P.E.
President



Kevin A. Lee, P.E.
Project Manager

BTB/KAL:bf

Enclosures

**SCOPE OF SERVICES
GARNSEY WTP SLUDGE FEED PUMPS AND
FILTER BACKWASH UPGRADES
CITY OF PORT ORANGE
-SCOPE REVISION, REBID AND EOR-**

GENERAL:

The original scope of services provided by QLH included design, bidding assistance, and construction phase services for replacement of four (4) progressive cavity sludge feed pumps and filter backwash upgrades. The backwash upgrades consist of installing two (2) centrifugal pumps for backwash water augmentation, two (2) vertical turbine pumps to pump down the backwash recovery basin installed in place of existing larger pumps, two (2) electric actuators and backwash piping improvements. The low bid received on 4/28/17 was \$1,773,307 which was higher than the project budget. A meeting was held with QLH and City staff to discuss scope reduction of approximately \$600,000 or more. The design revisions will target an estimated construction cost of \$1,200,000.

The scope revisions discussed in our 6/2/17 meeting include the following:

1. Delete the vertical turbine backwash recovery pump replacement.
2. Do not construct the backwash augmentation building as proposed, concrete block building. Design revised to concrete slab for pumps covered by pre-engineered aluminum or steel roof structure.
3. Redesign electrical for the backwash augmentation building to remove 800A MCC and associated wiring. The pumps and lighting can be fed from existing panels in the main electrical building.
4. Instrumentation and controls scope to be reduced by removing some work with control panels that are not directly related to the mechanical improvements.
5. Delete a stand-alone control cabinet for the backwash augmentation pumps. An existing panel can be upgraded to accommodate the pump controls.
6. Evaluate multiple instrumentation and control vendors to be included in the re-design and bidding process.

Task A – Design Phase

During the design phase, QLH will complete the following work:

1. Preparation of design plans. Minimum plan requirements include: civil, mechanical, structural and electrical/instrumentation drawings, which accurately depict existing features and proposed improvements.
2. Preparation of Contract Documents. Contract Documents are defined in the City's General Conditions of the Construction Contract and include, but are not limited to, the Drawings, Specifications, and front-end documents (Bid Agreement, General Conditions, Supplementary Conditions and Post Bid Documentation).

3. A minimum of two review meetings with City Staff (one at approximately 90% design and one at 100% design completion).
4. Submittal of three (3) sets of plans and specifications to the City for review and comment at each of the above required design meetings.
5. Submittal of an Engineer's preliminary opinion of cost at each of the above required design meetings. Cost estimates shall be itemized with unit costs indicated as appropriate.
6. Incorporation of the City staff review comments in the Contract Documents.
7. Submittal of 100% plans to City Building Department for cursory review.
8. Prepare and submit VCHD permit revision paperwork for the Public Water Supply permit. No permit fee is anticipated for the revision. If a fee is required it will be paid by the City.
9. Furnish three sets and one electronic copy of Contract Documents to the City for staff use during construction.
10. Submit an Engineer's final estimate of cost.

Task B – Re-Bidding Assistance

During the bidding phase, QLH will:

1. Prepare bid documents to City standards.
2. Provide plan and specification clarification, prepare and distribute addenda.
3. Attend the pre-bid meeting and prepare minutes and distribute.
4. Attend Bid Opening and collect a copy of each bid submitted.
5. Review and check the bids and prepare detailed bid tabulation.
6. Contact the low bidder and obtain references.
7. Prepare an award recommendation letter.

TASK C – Engineer Of Record (additional scope)

1. Fees in this proposal are in addition to the original EOR services due to increase in project scope.
2. Review shop drawings and material certificates. Distribute reviewed shop drawings to the Contractor and the City.
3. Provide assistance on an as needed basis for significant conflict resolutions.
4. Attend 10 monthly progress meetings.
5. Visit site as needed to address conflicts.
6. Review and answer Contractor RFI's and change order requests.
7. Attend the substantial completion inspection.
8. Prepare final 'Certification of Completion' for FDEP.
9. Prepare construction record drawings incorporating all of the changes made during construction. Furnish City with an electronic copy of record drawings using AutoCAD format, and three (3) sets of prints.

SCHEDULE

The current project schedule ends July 2018. With the additional design, bidding and construction we request a time extension through May 31, 2019.

COMPENSATION:

Task A -	Design Phase	\$26,420
Task B -	Bidding Assistance	\$4,580
Task C -	Engineer of Record (additional scope)	<u>\$7,300</u>
	Total Tasks A-C	\$38,300

EXCLUSIONS:

This proposal excludes all laboratory testing, permit application fees, survey and/or expenses not specifically identified herein. Construction phase services for contract administration and inspection not included.

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF QUENTIN L. HAMPTON ASSOCIATES, INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

IF THE CONTRACTOR (QLH) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S (QLH's) DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY HALL, CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FL 32129, City Clerk, Robin Fenwick, (386) 506-5566, rfenwick@port-orange.org.

**ATTACHMENT 'A' ESTIMATED MANHOURS AND FEES
GARNSEY WTP SLUDGE FEED PUMPS AND FILTER BACKWASH UPGRADES
SCOPE REVISION, REBID AND EOR**

Person/Item	Hourly Rate	Project Design & Permitting		Bidding Assistance		Engineer of Record During Construction	
		Estimated Hours	Cost	Estimated Hours	Cost	Estimated Hours	Cost
Project Manager	\$ 175	40	\$ 7,000	8	\$ 1,400	4	\$ 700
Professional Engineer	\$ 150	16	\$ 2,400	12	\$ 1,800	24	\$ 3,600
Production Supervisor	\$ 75	16	\$ 1,200	0	\$ -	16	\$ 1,200
CADD Technician	\$ 85	120	\$ 10,200	0	\$ -	16	\$ 1,360
Administration Support	\$ 55	24	\$ 1,320	16	\$ 880	8	\$ 440
Construction Project Rep. (allowance)	\$ 62	0	\$ -	0	\$ -	0	\$ -
Subtotals		\$	22,120	\$	4,080	\$	7,300
Electrical Subconsultant Allowance	n/a	\$	2,800	\$	-	\$	-
Structural Subconsultant Allowance	n/a	\$	1,000	\$	-	\$	-
Permit Fee/Printing Allowance	n/a	\$	500	\$	500	\$	-
Subtotals		\$	4,300	\$	-	\$	-
Totals		\$	26,420	\$	4,580	\$	7,300
						\$	38,300

*Allowances will be billed at actual cost plus 10% administrative fee.

CHANGE ORDER NO. 1
To Task Authorization No 5, dated March 16, 2016
Master Contract for Engineering Services, dated March 17, 2015
Quentin L Hampton Associates, Inc., Contractor

Project: Task Authorization No 5 – Engineer of Record and design of the Garnsey Water Plant Sludge Feed Pumps and Filter Backwash Upgrades

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$63,820	Original Contract Times Substantial Completion: days Final Completion 300 days (January 10, 2017)
Net changes from previous Change Order No ____: \$ 0	Changes in contract time from previous Change Orders: 0 days
Contract Price prior to this Change Order: \$63,820	Contract Completion Date prior to this Change Order: Final Completion: January 10, 2017
Net Increase (decrease) of this Change Order No 1 : \$ 0	Changes in contract time requested this Change Order No. 1: (Requires Council Approval) 567 days
Contract Price with all approved Change Orders: \$63,820	Contract Times with all approved Change Orders: Final Completion: July 31, 2018

CHANGES ORDERED:

- I. **GENERAL:** This Change Order is necessary to cover the work to be performed under the Task Authorization No 5 entered into by and between parties on March 16, 2016, under the Master Contract for Engineering Services dated March 17, 2015 between the City of Port Orange, Florida and Quentin L Hampton Associates, Inc.
- II. **REQUIRED CHANGES:** To provide necessary extension of time to complete the scope of services outline under Task Authorization No 5, dated March 16, 2016. These services are related to the Engineer of Record and design of the Garnsey Water Plant Sludge Feed Pumps and Filter Backwash Upgrades.
- III. **JUSTIFICATION:** Change Order No 1 to Task Authorization No 5 is required to move the final completion dated from January 10, 2017 to July 31, 2018. This time extension is for 567 additional calendar days and is needed for the following reasons:
 1. The original contract duration was intended for design and bidding only. However, the original contract scope included construction phase services such as engineer of record service. Engineer of record service is required from the design firm as it will assure the project will be built per design review shop drawings, address field conflicts as needed, review pay applications, and prepare final "Certification of Completion" for FDEP permit.
 2. City staff needed additional time to field investigate the structural soundness of re-using the two (2) abandoned 12" water mains for the filter backwash upgrades. Re-using these abandoned water mains will reduce the project cost.

This time extension does not require any additional cost. See the attached documents for additional justification.
- IV. **PAYMENT:** Payment for this Change Order shall be made in accordance with the terms of Task Authorization No 5 under the Master Contract for Engineering Services subject to a limit up to but not to exceed **Sixty-three Thousand Eight Hundred twenty dollars cents (\$63,820.00)**. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Florida Statutes Section 218.70 through 218.79, as amended.
- V. This Change Order may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Change Order shall be deemed valid as if an original signature was delivered. No contract shall be formed between the Contractor and the City until the City signs this Change Order.

Acknowledgments:

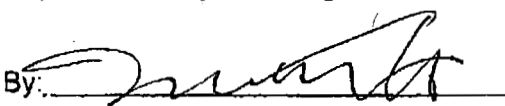
The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order;

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein;

The prices quoted are fair and reasonable and in proper ratio to the cost of the original work contracted for under competitive bidding; and,

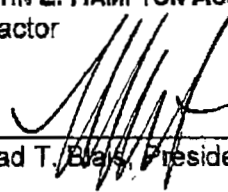
The change in price and/or delivery date described is considered to be fair and reasonable and has been mutually agreed upon in full agreement and final settlement of all claims arising out of this modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications and change orders.

RECOMMENDED BY:
KENNY HO, PUBLIC UTILITIES ENGINEER
Department Project Manager

By: 

Date Signed: DEC 6, 2016

ACCEPTED BY:
QUENTIN L. HAMPTON ASSOCIATES, INC.
Contractor

By: 
Brad T. Brays, President

Date Signed: 12/5/16

RECOMMENDED BY:
N/A
City's Representative

By: _____
Printed Name
Title: _____

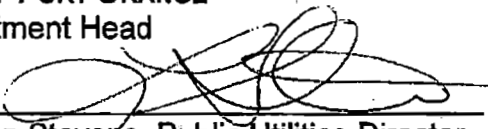
Date Signed: _____

RECOMMENDED BY:
N/A
Engineer of Record

By: _____
Printed Name: _____
Title: _____

Date Signed: _____

APPROVED BY:
CITY OF PORT ORANGE
Department Head

By: 
Lynn Stevens, Public Utilities Director

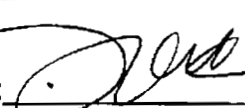
Date Signed: 12/6/16

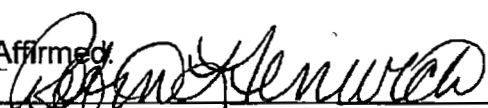
City Manager

By: U/A
M. H. Johansson, City Manager

Date Signed: _____

If Council approval is required:

By: 
Donald O. Burnette, Mayor

Affirmed: 
Robin L. Fenwick, CMC, City Clerk

Date Signed: 12/13/16

Date Signed: 12/13/16



November 30, 2016

Lynn Stevens
Public Utilities Director
City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

Email: lp@portorange.org
Hard Copy Mailed Only on Request

**CITY OF PORT ORANGE
GARNSEY WTP SLUDGE FEED PUMPS AND
FILTER BACKWASH UPGRADES
TIME EXTENSION REQUEST
CHANGE ORDER #1**

Dear Lynn,

The above referenced project is currently being designed in accordance with Task Authorization No. 5. The contract time frame was estimated at 300 days and terminates January 10, 2017. This project schedule was estimated for design of the project and does not provide enough time for bidding and construction phases.

The design phase will be completed in December and the project can bid in early January. Below is an estimated schedule through project completion:

Bid Advertisement	January 2017
Contract Award	April 2017
Construction Notice to Proceed	June 2017
Substantial Completion	April 2018
Final Completion	May 2018
Contract Closeout	July 2018

QLH's contract with the City includes professional services through completion of construction. Based on the above schedule we request an extension through July 31, 2018. No additional costs are associated with this time extension request.

Sincerely,
QUENTIN L. HAMPTON ASSOCIATES, INC.



Kevin A. Lee, P.E.
Project Manager

KAL:bf

cc: Kenny Ho, City of Port Orange - kho@port-orange.org
Steve Miller, City of Port Orange - smiller@port-orange.org

P.O. Drawer 290247, Port Orange, FL 32129-0247
Phone (386) 761-6810 Fax (386) 761-3977
www.qlha.com

PO300 CO1 Time Ext Req



City of Port Orange Public Utilities Department

TO: Lynn Stevens, Public Utilities Director

THRU: Julia Wiggins, Public Utilities Budget Analyst *[Signature]*

FROM: Kenny Ho, Public Utilities Engineering and Construction Manager *[Signature]*

DATE: December 6, 2016

SUBJECT: Quentin L. Hampton, Inc. Task Authorization No. 5 Change Order #1

REQUEST:

The Public Utilities Department requests City Council approval of Change Order #1 for a time extension only to Quentin L. Hampton, Inc. Task Authorization No. 5. No changes to the contract price are requested. The time extension will change the final complete date of January 10, 2017 to July 31, 2018.

PURPOSE:

The purpose of this request is to approve time extension to Quentin L. Hampton, Inc. for Task Authorization No. 5 and with no changes in the contract price.

CONSIDERATION:

For Task Authorization No 5, City staff requested an engineering scope of services and fee estimate from Quentin L Hampton, Inc. based on the following engineering services at the Garnsey Water Treatment Plant.

1. Replace four (4) progressive cavity sludge feed pumps and filter backwash upgrades. The backwash upgrades consist of installing two (2) centrifugal pumps with a building enclosure for backwash water augmentation, two (2) vertical turbine pumps to pump down the backwash recovery basin installed in place of existing larger pumps, and four (4) electric actuators on existing 20" backwash interconnect valves.
2. Provide bidding assistance.
3. Provide engineer of record service during construction phase.

This Change Order #1 for time extension of 567 additional calendar days is needed for the following reasons:

1. The original contract duration was intended for design and bidding only. However, the original contract scope included construction phase services such as engineer of record service. Engineer of record service is required from the design firm as it will assure the project will be built per design review shop drawings, address field conflicts as needed, review pay applications, and prepare final "Certification of Completion" for FDEP permit.
2. City staff needed additional time to field investigate the structural soundness of re-using the two (2) abandoned 12" water mains for the filter backwash upgrades. Re-using these abandoned water mains will reduce the project cost.

FUNDING:

N/A

RECOMMENDATION:

The Public Utilities Department recommends City Council approval of Change Order #1 for a time extension of 567 additional calendar days.

ANTICIPATED SCHEDULE:

City Council 12/13/2016

ATTACHMENTS:

- a.) Quentin L. Hampton, Inc. Task Authorization No. 5 Change Order #1: Request for Additional Contract Time

TASK AUTHORIZATION NO. 5
Master Contract for Engineering Services dated March 17, 2015
Between the City of Port Orange, Florida and Quentin L. Hampton Associates, Inc.

THIS Task Authorization is entered into by and between the CITY OF PORT ORANGE, FLORIDA, a chartered municipal corporation with its principal place of business at 1000 City Center Circle, Port Orange, Florida 32129 (the "City") and QUENTIN L. HAMPTON ASSOCIATES, INC., a Florida corporation with its principal place of business at 4401 Eastport Parkway, Port Orange, Florida 32177 ("Contractor"), and hereinafter collectively referred to as the "Parties," and is to that certain Master Contract for Engineering Services dated March 17, 2015, and any amendments thereto, hereinafter collectively referred to as the "Contract." The Parties, in exchange for the mutual covenants contained herein and in the Contract, agree as follows:

1. This Task Authorization expressly modifies the Contract and in the event of a conflict, the terms and conditions of this Task Authorization shall prevail.
2. In addition to all other terms and conditions contained in the Contract, Contractor shall provide services relating to the Engineer of Record and design of the Gamsey Water Plant Sludge Feed Pumps and Filter Backwash Upgrades as more particularly described in the Scope of Services attached hereto and incorporated herein as Task Authorization No 5 Exhibit "A."
3. Contractor shall complete the services to be provided herein within 300 days of the date of written notice by the City to the Contractor.
4. In return for the services identified above, the City agrees to compensate Contractor at the prices set forth in Exhibit "A" attached hereto and made a part hereof for all purposes, subject to a limit up to but not to exceed **Sixty-three Thousand Eight Hundred and Twenty dollars and no cents (\$63,820.00)**. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.
5. This Task Authorization may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Task Authorization shall be deemed valid as if an original signature was delivered. No contract shall be formed between the Contractor and the City until the City signs this Task Authorization.

[Remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the Parties have made and executed this Task Authorization for the purposes herein expressed on the dates set forth below.

Witnesses:

QUENTIN L. HAMPTON ASSOCIATES, INC.


Printed Name: MARCIA TURNER

By: 
Brad T. Blais, President


Printed Name: Bernadette Fox

Date: 2/8/16

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____ By: _____
Allen Green, Mayor

Printed Name: _____ Date: _____

Witnesses:

ATTEST:

Printed Name: _____ By: _____
Robin L. Fenwick, CMC, City Clerk

Printed Name: _____ Date: _____

[CA ____]



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (I21) Transportation Impact Fee Credit Agreement Request/Geosam Capital US LP (Geosam)

DEPARTMENT: Community Development

GOAL: 2 - Infrastructure & 3 - Quality of Life

RECOMMENDED MOTION: Move to approve the Transportation Impact Fee Credit Agreement for Geosam Capital US LP.

SUMMARY: Geosam Capital US LP (Geosam) has requested a Transportation Impact Fee Credit under the terms set forth in Chapter 21 of the Land Development Code. Geosam is proposing to provide the City with a revised roadway design engineering plans and required permits for the “central segment” of the Yorktowne Boulevard extension. The revised design of the road to City design standards is expected to save the City approximately \$200,000 in construction and maintenance cost and allow for the City’s utilities to be located in the right-of-way instead of an easement on private property.

The City has plans for this segment that were completed in 2010. At that time, the road was proposed to be maintained by Volusia County and was designed to their standards for a 4-lane median divided collector roadway. It is no longer expected that the County will accept responsibly for maintenance of Yorktowne Boulevard and it can be redesigned to City standards for a 4-lane median divided collector road with no loss of vehicle carrying capacity. Once the Yorktowne Boulevard extension is completed, the full road from Taylor Road to Willow Run Boulevard will be maintained by the City of Port Orange.

According to the Land Development Code (LDC), Chapter 21, Article II, Section 11 states that transportation impact fee credits may be provided through an agreement approved by City Council. To be eligible for a Transportation Impact Fee Credit Agreement, a developer is required to prepare or build capital improvements that will benefit the City’s roadway network. The construction of Yorktowne Boulevard is consistent with the City’s Strategic Plan to develop the City’s roadway network to ensure the safety and viability of Port Orange for its residents and businesses and to improve traffic flow in the City. According to Chapter 21 of the LDC, an eligible capital improvement can include preliminary engineering design studies, land surveys, right-of-way acquisition, engineering, permitting, and/or construction of all the necessary features for transportation projects.

For a transportation capital improvement to be eligible to receive Transportation Impact

Fee credit, it must correspond to road links or other improvements identified in the City roadway network, and when the improvement is completed, move traffic through the development providing a through connection with other road links identified in the City roadway network. The amount of Transportation Impact Fee credit is based on the actual cost of preparing the revised engineering plans and obtaining the permits for the “central segment” of Yorktowne Boulevard.

The staff report and Yorktowne Boulevard map are attached for additional information.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Transportation Impact Fee Credit Agreement	2017_07_31_09_55_14.pdf
2.	Yorktowne Boulevard Map	Yorktowne Blvd. Map CC 8-15.pdf
3.	Staff Report	Staff Report.pdf

Tim Burman	Created/Initiated - 07/13/2017
Wayne Clark	Approved - 07/13/2017
Shannon Balmer	Approved - 08/03/2017
Tracey Riehm	Approved - 08/03/2017
Jake Johansson	Approved - 08/04/2017
Robin Fenwick	Final Approval - 08/04/2017

TRANSPORTATION IMPACT FEE CREDIT AGREEMENT

THIS TRANSPORTATION IMPACT FEE CREDIT AGREEMENT (the "Agreement") is made and entered into this _____ day of _____, 2017 (the "Effective Date") by and between the **CITY OF PORT ORANGE, FLORIDA**, a chartered municipal corporation located in Volusia County, Florida (the "City"), and **GEOSAM CAPITAL US (VENETIAN BAY) LP**, a Delaware limited partnership, (the "Developer/Owner"); collectively referred to as "Parties".

RECITALS

WHEREAS, the Developer/Owner warrants that they are the current record title owners of the property (the "Subject Property") legally described on **Exhibit "A"** attached hereto and by this reference made a part hereof; and

WHEREAS, the City approved certain entitlements for the construction of improvements on the Subject Property, which are more particularly described as the Master Development Agreement for Cornerstone Grove Planned Unit Development of record in Official Records Book 7381, Page 4290, Public Records of Volusia County, Florida (the "MDA"); and

WHEREAS, the City owns the right-of-way adjacent to the Subject Property, commonly known as Yorktowne Boulevard, the segment from the intersection of Yorktowne Boulevard and Hidden Lakes Drive to the northern boundary of the Subject Property to be redesigned, more particularly described in **Exhibit "B"** attached hereto and made a part hereof by reference ("Central Yorktowne Segment") and

WHEREAS, in accordance with Chapter 21, Article II, Division 1, of the City of Port Orange Code of Ordinances, the City requires developers to pay certain transportation impact fees for the purpose of paying its fair share of the impacts attributable to said development on the transportation system of the City: and

WHEREAS, in accordance with Chapter 21, Article II, Division 1, Section 11, of the City of Port Orange Code of Ordinances, the Developer/Owner may seek transportation impact fee credits based upon the Developer/Owner's qualifying contribution, as defined in Chapter 21, Article II, Division 1, Section 11(c)(1), of redesigning the engineered plans of the Central Yorktowne Segment for the benefit of the City in the construction of the Central Yorktowne Segment of Yorktowne Boulevard.; and

WHEREAS, the redesign of the engineered plans of the Central Yorktowne Segment anticipates a more economically efficient and effective design that will facilitate future development along the planned Yorktowne Boulevard extension and areas west of I-95; and

WHEREAS, the redesign of the engineered plans of the Central Yorktowne Segment will allow the Developer/Owner to optimize the development of the Subject Property; and

WHEREAS, City and Owner recognize the importance of redesigning the engineered plans of the Central Yorktowne Segment and the efficiency of having Owner coordinate the same; and

WHEREAS, the City and Developer/Owner now desire to enter into this Agreement to set forth the duties and obligations for such contributions to the City, and the impact fee credits to which the Developer/Owner will be entitled.

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Recitals.** City and Developer/Owner hereby represent to each other that the above recitals are true and correct and by this reference are made a part of this Agreement.

2. **Agreement to Redesign the Central Yorktowne Segment.** Subject to and in accordance with the terms and conditions of this Agreement, Developer/Owner agrees to provide for the redesign of the engineered plans of the Central Yorktowne Segment, which shall include the engineered plans, drawings, and specifications for the same in accordance with the requirements set forth in the Land Development Code of the City of Port Orange ("LDC") and any other requirements of law, hereinafter referred to as "Redesigned Plans."

3. **Ownership of the Redesigned Plans.** Developer/Owner shall facilitate the conveyance and certification to the City of a set of Redesigned Plans stamped "Approved for Construction".

4. **Costs and Obligations of the Redesigned Plans.** Developer/Owner shall be solely responsible for the financial costs and obligations associated with providing the Redesigned Plans to the City and completing the process of submitting the Redesigned Plans to the City for review and approval and acceptance by the City.

5. **Transportation Impact Fee Credits.**

- a. Value of the Impact Fee Credits. The amount of transportation impact fee credits to which the Developer/Owner is entitled hereunder have been determined in accordance with Chapter 21, Article II, Division 1, Section 6, of the City of Port Orange Code of Ordinances. The total amount of such credit shall not exceed \$57,728.00, based on the development of 64 residential units at \$902 per unit.
- b. Vesting of Impact Fee Credits. Upon approval and acceptance of the Redesigned Plans, and conveyance to the City of a set of Redesigned Plans stamped "Approved for Construction" in accordance with this Agreement, this Agreement shall serve as a final authorization of a Transportation Impact Fee Credit for the Developer/Owner's project on the Subject Property in the dollar amount not to exceed the amount set forth in **Paragraph 5.a.** hereinabove, recognizing that such credit will be used in connection with the future development of the Developer/Owner's project on the Subject Property in

accordance with the entitlements as set forth in the MDA. The Transportation Impact Fee Credit shall be applied to the Transportation Impact Fee at the rate in effect at the time of this Agreement and as set forth in Paragraph 5.a., hereinabove.

c. Use of Impact Fee Credits.

- i. Upon vesting per Paragraph 5.b., the City shall establish a Transportation Impact Fee Credit for the Developer/Owner in the amounts outlined in Paragraph 5.a hereinabove, from which the Developer/Owner can draw down as needed to obtain building permits from the City for the development of the Subject Property.
- ii. It shall be the responsibility of the Developer/Owner prior to the submittal of an application for a building permit to the City, to submit such information as required by the City to assess Transportation Impact Fees on any development of the Subject Property. Upon payment of any other applicable fees due on the planned construction and until such time that the Transportation Impact Fee Credit has been fully exhausted, the City shall issue an impact fee voucher to the Developer/Owner that indicates that the Transportation Impact Fee has been paid.

6. Notwithstanding any language to the contrary, the Parties hereby agree as follows:

- a. The acceptance of the Redesigned Plans, shall be subject to the submittal and review process as set forth in the LDC, and approval and acceptance by the City, with the understanding that the Developer/Owner retains the responsibility and liability following such acceptance for compliance with all outstanding construction standards, codes, regulations, ordinances and state laws. This provision shall survive the termination or expiration of this Agreement.
- b. Upon City's approval and acceptance of the Redesigned Plans, ownership of said plans shall be transferred and assigned to the City. The engineer of record for the Redesigned Plans shall join in the signing of this Agreement for the purpose of concurrence and consent of such transfer of ownership and to the terms and conditions set forth herein.

7. **Relationship Between the Parties.** The Parties hereby mutually agree that this Agreement shall not operate to create the relationship of partnership, joint venture, between City and Developer/Owner. Developer/Owner's contractors are exclusively and solely under the control and dominion of Developer/Owner. Nothing herein shall be deemed to make Developer/Owner or its contractors an agent or contractor of the City.

8. **Amendment; Modification.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

9. **Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual right by custom, estoppel, or otherwise.

10. **Binding Effect.** Each and all of the covenants and conditions shall be binding on and shall inure to the benefit of the Parties, and their successors, heirs, personal representatives, or assigns. This section shall not be construed as an authorization for any Party to assign any right or obligation.

11. **No Third Party Beneficiaries.** The City shall not be liable to any third party who may have relied on this Agreement. This Agreement is solely for the benefit of the Parties hereto and no causes of action shall accrue upon or by reason hereof to or for the benefit of any third party.

12. **Invalidity; Severability.** If any provision of this Agreement is contrary to, or prohibited by any applicable law or regulation, or deemed invalid by any court of competent jurisdiction, such provisions shall be inapplicable and deemed omitted to the extent so contrary, prohibited or invalid. The remainder of this Agreement shall not be invalidated thereby and shall be given full force and effect.

13. **Effective Date.** This Agreement shall become effective upon approval and execution by all Parties.

14. **Entire Agreement.** This Agreement contains and sets forth all the promises, covenants, agreements, conditions, and understandings between the Parties with respect to the subject matter of this Agreement.

15. **Counterparts.** This Agreement may be executed in any number of counterparts and by the Parties hereto in separate counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

16. **Assignment.** This Agreement and the terms and conditions hereof shall run with be binding upon the Subject property as covenants running with the land, and this Agreement shall be binding upon and inure to the benefit of the City and the Developer/Owner and their respective assigns and successors in interest to the Subject Property.

[Signatures on Following Page]

IN WITNESS WHEREOF, City and Developer/Owner have executed this Agreement as of the dates set forth below.

Signed, sealed and delivered
in the presence of:

**CITY OF PORT ORANGE,
a Florida Municipal Corporation**

Witness 1

By: _____
M.H. Johansson, City Manager

Print Name of Witness 1

Attest:

Witness 2

By: _____
Robin Fenwick, City Clerk

Print Name of Witness 2

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of __, 2017, by M.H. Johansson, City Manager of City of Port Orange, Florida, a chartered municipal corporation, on behalf of City, who is personally known to me and did not take an oath.

(Seal)

Notary Type, Print or Stamp Name
My commission Expires _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of __, 2017, by Robin Fenwick, City Clerk of City of Port Orange, Florida, a chartered municipal corporation, on behalf of City, who is personally known to me and did not take an oath.

(Seal)

Notary Type, Print or Stamp Name
My commission Expires _____

Signed, sealed and delivered
in the presence of:

**GEOSAM CAPITAL US
(VENETIAN BAY) LP,**
a Delaware limited partnership

By: Geosam Capital US GP LLC, a
Delaware limited liability company, its
General Partner

By: _____
Martin Pham, Manager

Witness 1

Print Name of Witness 1

Dated: _____

Witness 2

Print Name of Witness 2

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2017, by Martin Pham and _____, as Managers of Geosam Capital US GP LLC, a Delaware limited liability company and General Partner of Geosam Capital US (Venetian Bay) LP, a Delaware limited partnership. They are [] personally known to me or produced _____ as identification and did not take an oath.

(Seal)

Notary Type, Print or Stamp Name
My commission Expires _____

IN WITNESS WHEREOF, this Concurrence and Consent to the transfer of ownership of the Redesigned Plans, subject to the terms and conditions set forth in this Agreement is executed by the undersigned on the date set forth below.

WITNESSES:

**NEWKIRK ENGINEERING,
INC.,** a Florida corporation
partnership

Name: _____

By: _____

Name: _____

Title: _____

Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____,
_____ by _____. He/She is personally known to me
or has produced _____ as identification.

(Seal)

Notary Type, Print or Stamp Name

My commission Expires _____

APPROVED AS TO FORM AND CORRECTNESS
As Attested to

By: _____
City Attorney, Margaret Roberts

Dated: _____

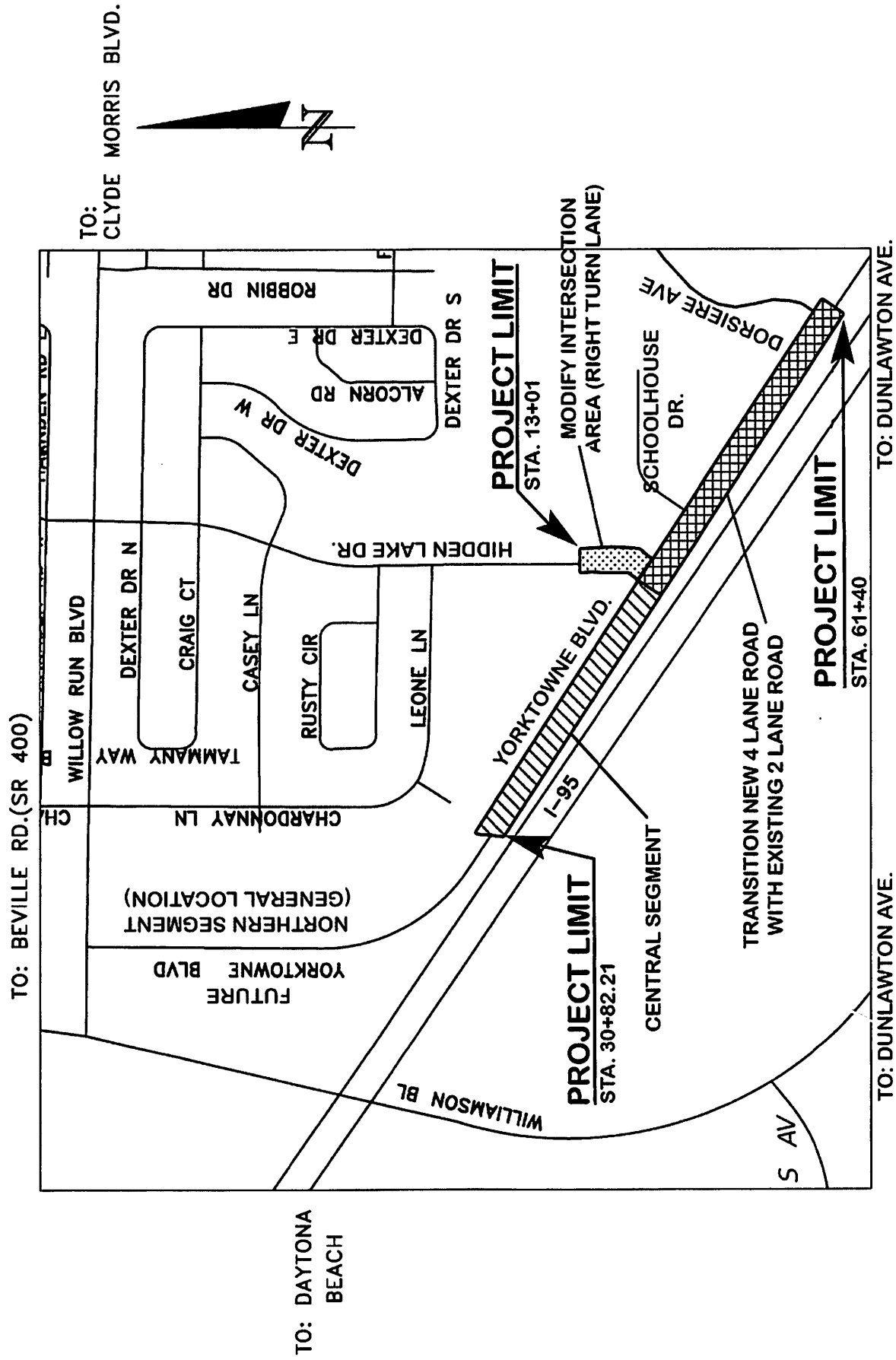
EXHIBIT "A"

Legal Description

A PORTION OF SECTION 18, TOWNSHIP 16 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

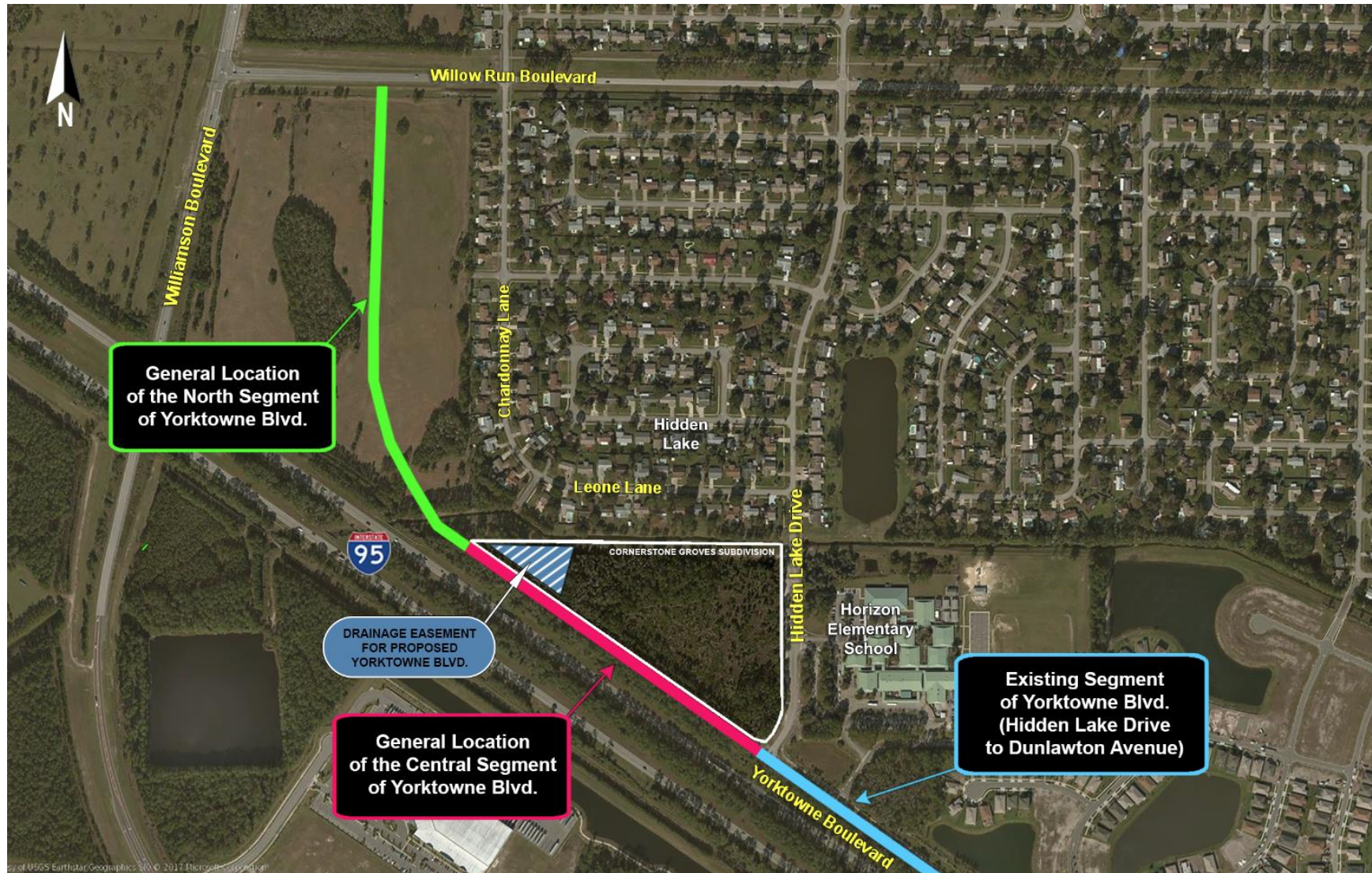
FROM THE NORTHEAST CORNER OF SAID SECTION 18, RUN S01°43'30"E ALONG THE EAST LINE OF SAID SECTION 18, A DISTANCE OF 2640.02 FEET TO THE SOUTHEAST CORNER OF THE NORTHEAST ONE-QUARTER OF SAID SECTION 18; THENCE S89°41'53"W ALONG THE SOUTH LINE OF THE NORTHEAST ONE-QUARTER OF SAID SECTION 18, A DISTANCE OF 2055.18 FEET TO THE EASTERLY RIGHT OF WAY LINE OF INTERSTATE HIGHWAY 95 (A 350 FOOT WIDE RIGHT OF WAY) AND THE BEGINNING OF A NON TANGENT CURVE CONCAVE SOUTHWEST, HAVING A RADIUS OF 3994.83 FEET, A CENTRAL ANGLE OF 05°49'28" AND A CHORD BEARING OF N53°30'41"W; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE AND ALONG SAID EASTERLY RIGHT OF WAY LINE, 406.11 FEET; THENCE CONTINUE ALONG SAID EASTERLY RIGHT OF WAY LINE N56°25'25"W, 2161.92 FEET; THENCE DEPART SAID EASTERLY RIGHT OF WAY LINE N33°34'35"E, 100.00 FEET TO A POINT ON THE EASTERLY RIGHT OF WAY LINE OF YORKTOWNE BOULEVARD (A 100 FOOT WIDE RIGHT OF WAY PER OFFICIAL RECORDS BOOK 3557, PAGE 1879 AND OFFICIAL RECORDS BOOK 3718, PAGE 1042, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA) AND THE POINT OF BEGINNING; THENCE ALONG SAID EASTERLY RIGHT OF WAY LINE N56°25'25"W, 1444.30 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 18; THENCE N01°54'42"W ALONG SAID WEST SECTION LINE 16.36 FEET TO A POINT ON THE WESTERLY PROLONGATION OF THE SOUTH BOUNDARY LINE OF HIDDEN LAKE PHASE IV-B, AS RECORDED IN MAP BOOK 41, PAGE 55, SAID PUBLIC RECORDS; THENCE DEPART SAID WEST SECTION LINE N89°53'21"E ALONG SAID WESTERLY PROLONGATION AND SAID SOUTH BOUNDARY LINE AND THE SOUTH BOUNDARY LINE OF HIDDEN LAKE PHASE IV-A, AS RECORDED IN MAP BOOK 40, PAGES 86- 87, OF SAID PUBLIC RECORDS, 1279.44 FEET; THENCE DEPART SAID LINE S00°57'27"E, 671.61 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE WESTERLY HAVING A RADIUS OF 190.00 FEET AND A CENTRAL ANGLE OF 34°32'02"; THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, 114.52 FEET; THENCE S33°34'35"W, 37.00 FEET TO THE BEGINNING A TANGENT CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 90°00'00" AND A CHORD BEARING OF S78°34'35"W; THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, 39.27 FEET TO THE POINT OF BEGINNING.

EXHIBIT "B"



LENGTH OF PROJECT = 3057.79 FEET - 0.58 MILES

YORKTOWNE BOULEVARD MAP





STAFF REPORT

Geosam Transportation Impact Fee Credit and Targeted Business Agreement - Chapters 20 and 21 of the LDC

REQUEST:	A Transportation Impact Fee Credit Agreement under the terms set forth in Chapter 21 of the Land Development Code and a Targeted Business Program under the terms set forth in Chapter 20 of the Land Development Code
APPLICANT:	Geosam Capital US LP
STAFF CONTACT:	Tim Burman, Planner Manager (386) 506-5675
STAFF RECOMMENDATION:	Approval
CITY COUNCIL DATE:	August 15, 2017

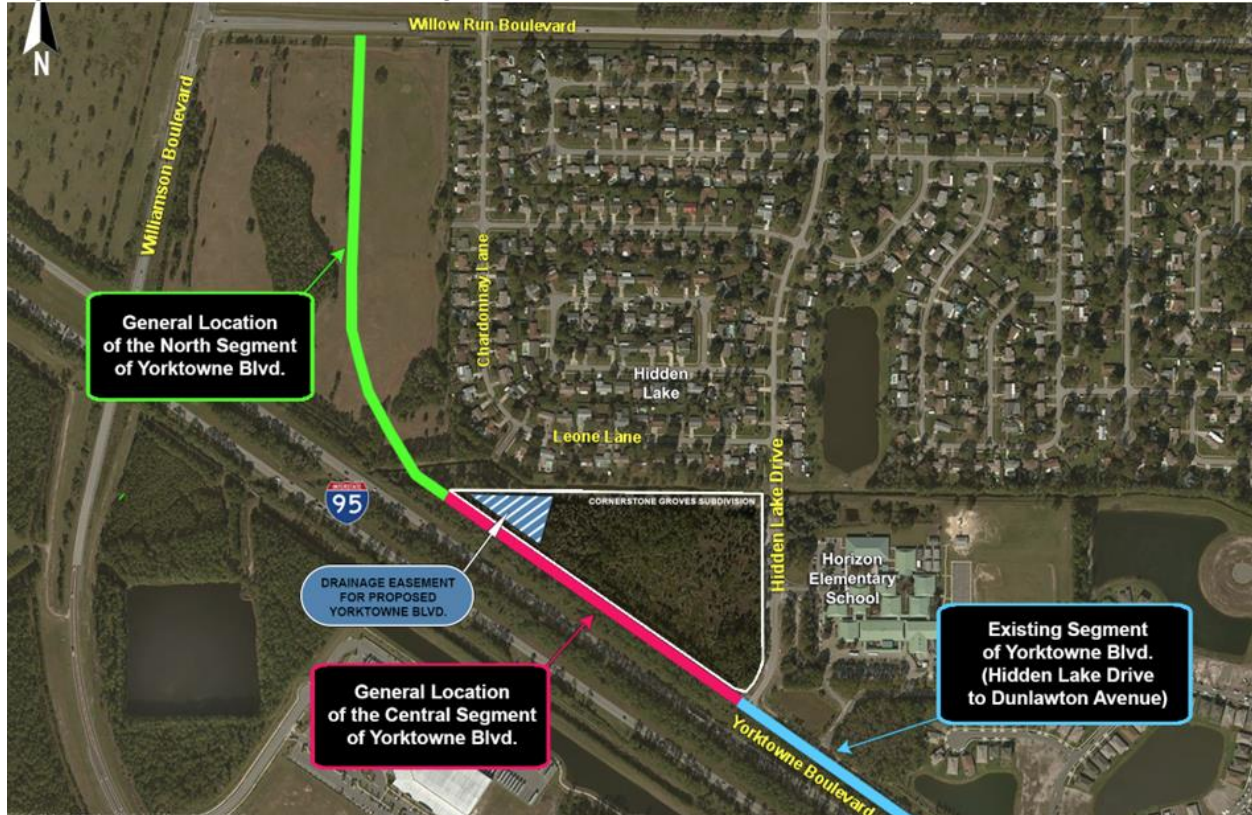
Geosam Capital US LP (Geosam) has requested a Transportation Impact Fee Credit Agreement under the terms set forth in Chapter 21 of the Land Development Code and a partial refund of development fees through the City's Targeted Business Program under the terms set forth in Chapter 20 of the Land Development Code. Geosam is proposing to provide the City with revised engineering design plans and required permits for the "central segment" of the Yorktowne Boulevard extension. The revised design of the road to City standards is expected to save the City approximately \$200,000 in construction and maintenance cost and allow for the City's utilities to be located in the right-of-way instead of an easement on private property. Geosam has indicated that the cost to update the roadway plans and obtain the necessary permits will be \$87,000. City engineering staff reviewed the cost for design and believes it is based on reasonable market rates.

There are two segments of Yorktowne Boulevard that remain to be constructed; the central segment and the north segment (Figure 1 – Page 2):

- The central segment is +/- 1,600 feet from Hidden Lake Drive to the south end of the former Nautica Lakes site at the B-19 tributary crossing. The 100' right-of-way for this segment has been dedicated to the City. In 2010, the City had roadway design plans prepared for this segment based on the Volusia County design standards for a 4-lane median divided collector roadway when the road was anticipated to be maintained by Volusia County.

- The north segment is +/- 2,000 feet from the B-19 tributary crossing to Willow Run Boulevard. The 100' right-of-way needed for this segment has not been dedicated to the City. The landowner has roadway design plans for this segment that were completed at the same time as the central section and link to the City's plans. The City and the landowner are working on the roadway design modifications for this segment and dedication of the right-of-way to allow the full extension to be completed from Hidden Lake Drive to Willow Run Boulevard.

Figure 1. Yorktowne Boulevard Segments



In the mid-2000s, it was anticipated that Yorktowne Boulevard would be dedicated to Volusia County for maintenance. The roadway plans prepared at that time were designed according to the Volusia County's design standards for a 4-lane median divided collector roadway. It is no longer expected that Volusia County will accept responsibility for maintenance of Yorktowne Boulevard and it can be redesigned to the City's standards for a 4-lane median divided collector road with no loss of vehicle carrying capacity. Once Yorktowne Boulevard extension is completed, the full road from Taylor Road to Willow Run Boulevard will be maintained by the City of Port Orange.

Geosam is proposing to update the roadway design plans for the central segment of Yorktowne Boulevard to meet the City's design standards for a 4-lane median divided collector roadway, off-site retention area, transition between 4-lane median divided road and existing 2-lane road, design the City utilities (water, sewer, and reclaim) to be in the

right-of-way, and obtain the required St. Johns Water Management District permits in exchange for City transportation impact fee credits. By building this segment of the road to the City's design standards, it is estimated to save approximately \$200,000 compared to building the road as previously designed. The majority of the savings is from removing on-street bike lanes, shifting the road so a retaining wall is not needed, reducing the size of the median, and removing stamped concrete crosswalks. Geosam has indicated that the cost to update the roadway plans and obtain the necessary permits will be \$87,000. City engineering staff reviewed the cost for design and believes it is based on reasonable market rates.

The estimated construction cost based on the existing roadway plans designed to the County's standard roadway design with wider medians, on-street bike lanes, and decorative crosswalks is \$2,050,000. According to cost estimates based on the completed 60% plans prepared by Geosam's engineer, redesigning the roadway would reduce the construction cost to approximately \$1,874,000 for a savings of about \$200,000. The design capacity for the road will not change when the roadway is designed to the City's standard. The daily vehicle capacity for a 4-lane median divided roadway is 37,000 vehicles.

The City currently has \$1,725,000 budgeted for the construction of the central segment of Yorktowne Boulevard based on the existing design and construction cost estimates in 2010. Redesigning the roadway to the City's design standards would require less additional funds to cover the construction cost of central roadway segment. Staff is also preparing to add the Yorktowne Boulevard extension as a Fair-Share project. This would allow the City to collect money for the construction of the Yorktowne Boulevard extension from the future development projects in the general area of Dunlawton Avenue, Taylor Road, and Williamson Boulevard.

Transportation Impact Fee Credit Agreement Request: Geosam has requested a Transportation Impact Fee Credit Agreement for \$57,728 in transportation impact fee credits. The credit amount is based on the City's transportation impact fees associated with the proposed 64 residential lot Cornerstone Grove Subdivision being developed by Geosam.

Land Development Code (LDC), Chapter 21, Article II, Section 11 states that transportation impact fee credits may be provided through an agreement approved by City Council. To be eligible for a Transportation Impact Fee Credit Agreement, a developer is required to prepare or build capital improvements that will benefit the City's roadway network. According to Chapter 21 of the LDC, a capital improvement can include preliminary engineering design studies, land surveys, right-of-way acquisition, engineering, permitting, and/or construction of all the necessary features for transportation projects.

For a transportation capital improvement to be eligible to receive Transportation Impact Fee credit, it must correspond to road links or other improvements identified in the City roadway network, and when the improvement is completed, move traffic through the

development providing a through connection with other road links identified in the City roadway network. The amount of Transportation Impact Fee credit is based on the actual cost of preparing the revised engineering plans and obtaining the permits for the “central segment” of Yorktowne Boulevard.

Targeted Business Program Request: Geosam has also requested a refund of \$29,272 in site development review and subdivision inspection fees to cover the remaining cost associated with updating the roadway plans and obtaining the necessary permits pursuant to the Targeted Business Program requirements in Chapter 20 of the LDC. The refund may not be applied to impact fees and utility connection fees. The amount of assistance requested is based on the actual cost of design and on actual fees paid to date.

According to the LDC, a Targeted Business can include projects referenced within the City's Vision Statement. The construction of Yorktowne Boulevard is consistent with Goal 2 (Infrastructure) and Goal 3 (Quality of Life) in the City's Strategic Plan, to develop the City's roadway network to ensure the safety and viability of Port Orange for its residents and businesses and to improve traffic flow in the City.

The Yorktowne Boulevard extension (central and north sections) is shown in the City's Comprehensive Plan (Chapter 2 – Transportation Mobility Element) as a 4-lane median divided collector road and part of the roadway network for the west side of Port Orange to provide an alternative route for vehicles to cross I-95 and relieve congestion at the I-95/ Dunlawton Avenue/Taylor Road intersection.

RECOMMENDATION:

Staff recommends approval of the Transportation Impact Fee Credit Agreement and the Targeted Business Program.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (I22) Targeted Business Agreement (Chapter 20)/Geosam Capital US LP

DEPARTMENT: Community Development

GOAL: 2 - Infrastructure & 3 - Quality of Life

RECOMMENDED MOTION: Move to approve, subject to verification of fund availability prior to city council consideration, for the Targeted Business Agreement for Geosam Capital US LP.

SUMMARY: Geosam Capital US LP (Geosam) is proposing to provide the City with revised engineering design plans and required permits for the “central segment” of the Yorktowne Boulevard extension. The revised design of the road to the City’s standards for a 4-lane median divided collector roadway is expected to save the City approximately \$200,000 in construction and maintenance cost and allow for the City’s utilities to be located in the right-of-way instead of an easement on private property. Geosam has indicated that the cost to update the roadway plans and obtain the necessary permits will be \$87,000. City engineering staff reviewed the cost for design and believes it is based on reasonable market rates.

The City has plans for this segment that were completed in 2010. At that time, the road was proposed to be maintained by Volusia County and designed to their standards for a 4-lane median divided collector roadway. It is no longer expected that the County will accept responsibly for maintenance of Yorktowne Boulevard and it can be redesigned to City standards for a 4-lane median divided collector road with no loss of vehicle carrying capacity. Once the Yorktowne Boulevard extension is completed, the full road from Taylor Road to Willow Run Boulevard will be maintained by the City of Port Orange.

In addition to the requested \$57,728 Transportation Impact Fee Credit, Geosam has requested a refund of \$29,272 in site development review and subdivision inspection fees to cover the remaining cost associated with updating the roadway plans and obtaining the necessary permits pursuant to the Targeted Business Program requirements in Chapter 20 of the LDC. The amount of assistance is based on actual cost of the redesign and fees paid to date.

According to the LDC, incentives in the Targeted Business Program can be allocated to projects referenced within the City's Vision Statement. The construction of Yorktowne Boulevard is consistent with Goal 2 (Infrastructure) and Goal 3 (Quality of Life) in the City’s Strategic Plan, to develop the City’s roadway network to ensure the safety and viability of Port Orange for its residents and businesses and to improve traffic flow in the City.

The Yorktowne Boulevard extension (central and north sections) is included in the City's Comprehensive Plan (Chapter 2 – Transportation Mobility Element) as a 4-lane median divided collector road and part of the roadway network for the west side of Port Orange to provide an alternative route for vehicles to cross I-95 and relieve congestion at the I-95/ Dunlawton Avenue/Taylor Road intersection.

The staff report and Yorktowne Boulevard map are attached for additional information. Additional fund detail will be provided by Community Development for council consideration.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Chapter 20 Request Letter	Geosam Chapter 20 Request Letter dated 8-3-2017.pdf
2.	Staff Report	Staff Report.pdf
3.	Yorktowne Boulevard Map	Yorktowne Blvd. Map CC 8-15.pdf

Melanie Schmotzer	Created/Initiated - 07/27/2017
Tim Burman	Approved - 07/27/2017
Wayne Clark	Approved - 07/27/2017
Shannon Balmer	Approved - 08/04/2017
Tracey Riehm	Approved - 08/04/2017
Jake Johansson	Approved - 08/04/2017
Robin Fenwick	Final Approval - 08/04/2017



Geosam Capital US (Venetian Bay) LP
424 Luna Bella Lane, Suite 122
New Smyrna Beach, FL 32168
t. (386) 424-8448
f. (386) 424-5860

August 3, 2017

VIA E-MAIL

Mr. Tim Burman, Planning Manager
Department of Community Development
City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

Re: Targeted Business Program – Request for Assistance

Dear Mr. Burman:

In accordance with the Port Orange Land Development Code, Chapter 20 (Targeted Business Program), please accept this correspondence as a formal request for assistance from the City of Port Orange by Geosam Capital US (Venetian Bay) LP (“Geosam”) in the amount of **\$29,272.00**. The amount of assistance is based on the partial refund of fees related to development review and subdivision inspections (excluding impact fees and utility connection fees) to offset the costs of Geosam providing the redesigned engineered plans for the planned central segment of Yorktowne Boulevard.

The Yorktowne Boulevard extension (central and north sections) is shown in the City’s Comprehensive Plan (Chapter 2 – Transportation Mobility Element) as a 4-lane median divided collector road and part of the roadway network for the west side of Port Orange to provide an alternative route for vehicles to cross I-95 and relieve congestion at the I-95/Dunlawton Avenue/Taylor Road intersection. Geosam’s redesign of the Central Yorktowne Segment will benefit the City by expediting the Yorktowne Boulevard redesign process and save on design and infrastructure costs for the City. Specifically, the current estimated construction cost based on the existing roadway plan is \$2,050,000; in contrast, Geosam’s proposed redesign plans are anticipated to reduce the construction cost to approximately \$1,874,000 for a savings of approximately \$200,000, plus additional savings in long-term maintenance costs.

With the approval of the requested incentive, Geosam will be making an investment in the City’s development of their roadway network by effecting a more efficient and economic design of the central segment of Yorktowne Boulevard. It is anticipated this redesign will advance the buildout of Yorktowne, which, in turn, promotes the future commercial development along the northern segment of Yorktowne Boulevard and Willow Run to Williamson.

Additionally, according City’s LDC, Chapter 20, a Targeted Business can include projects referenced within the City’s Vision Statement. The construction of Yorktowne Boulevard is consistent with Goal 2 (Infrastructure) and Goal 3 (Quality of Life) in the City’s

Strategic Plan, to develop the City's roadway network to ensure the safety and viability of Port Orange for its residents and businesses and to improve traffic flow in the City.

Thank you for your consideration of our Targeted Business incentive request. Should you have any questions concerning same, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James Stowers', with a long horizontal flourish extending to the right.

James Stowers, Esquire

General Counsel

Geosam Capital US

T: (386) 428-8448

Email: jstowers@geosam.ca

424 Luna Bella Lane, Suite 122

New Smyrna Beach, FL 32168



STAFF REPORT

Geosam Transportation Impact Fee Credit and Targeted Business Agreement - Chapters 20 and 21 of the LDC

REQUEST:	A Transportation Impact Fee Credit Agreement under the terms set forth in Chapter 21 of the Land Development Code and a Targeted Business Program under the terms set forth in Chapter 20 of the Land Development Code
APPLICANT:	Geosam Capital US LP
STAFF CONTACT:	Tim Burman, Planner Manager (386) 506-5675
STAFF RECOMMENDATION:	Approval
CITY COUNCIL DATE:	August 15, 2017

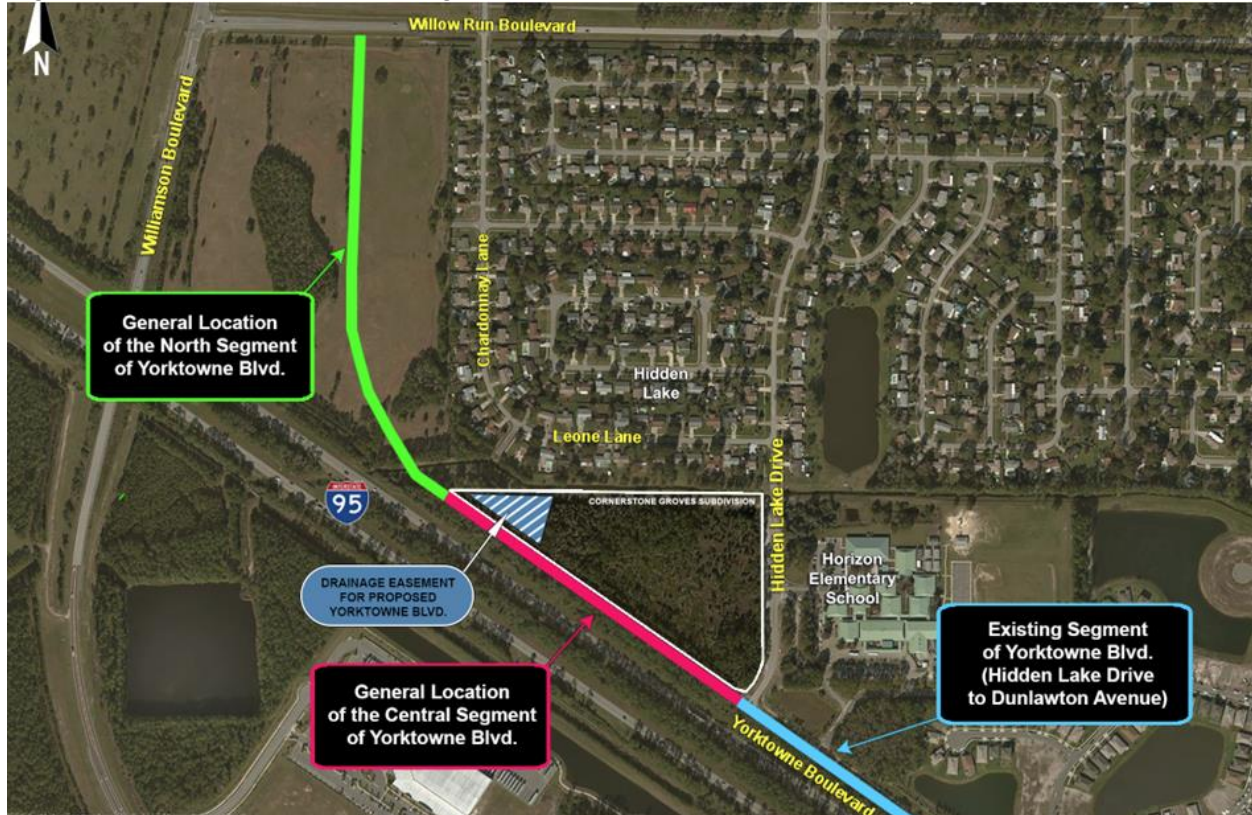
Geosam Capital US LP (Geosam) has requested a Transportation Impact Fee Credit Agreement under the terms set forth in Chapter 21 of the Land Development Code and a partial refund of development fees through the City's Targeted Business Program under the terms set forth in Chapter 20 of the Land Development Code. Geosam is proposing to provide the City with revised engineering design plans and required permits for the "central segment" of the Yorktowne Boulevard extension. The revised design of the road to City standards is expected to save the City approximately \$200,000 in construction and maintenance cost and allow for the City's utilities to be located in the right-of-way instead of an easement on private property. Geosam has indicated that the cost to update the roadway plans and obtain the necessary permits will be \$87,000. City engineering staff reviewed the cost for design and believes it is based on reasonable market rates.

There are two segments of Yorktowne Boulevard that remain to be constructed; the central segment and the north segment (Figure 1 – Page 2):

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- The north segment is +/- 2,000 feet from the B-19 tributary crossing to Willow Run Boulevard. The 100' right-of-way needed for this segment has not been dedicated to the City. The landowner has roadway design plans for this segment that were completed at the same time as the central section and link to the City's plans. The City and the landowner are working on the roadway design modifications for this segment and dedication of the right-of-way to allow the full extension to be completed from Hidden Lake Drive to Willow Run Boulevard.

Figure 1. Yorktowne Boulevard Segments



In the mid-2000s, it was anticipated that Yorktowne Boulevard would be dedicated to Volusia County for maintenance. The roadway plans prepared at that time were designed according to the Volusia County's design standards for a 4-lane median divided collector roadway. It is no longer expected that Volusia County will accept responsibility for maintenance of Yorktowne Boulevard and it can be redesigned to the City's standards for a 4-lane median divided collector road with no loss of vehicle carrying capacity. Once Yorktowne Boulevard extension is completed, the full road from Taylor Road to Willow Run Boulevard will be maintained by the City of Port Orange.

Geosam is proposing to update the roadway design plans for the central segment of Yorktowne Boulevard to meet the City's design standards for a 4-lane median divided collector roadway, off-site retention area, transition between 4-lane median divided road and existing 2-lane road, design the City utilities (water, sewer, and reclaim) to be in the

right-of-way, and obtain the required St. Johns Water Management District permits in exchange for City transportation impact fee credits. By building this segment of the road to the City's design standards, it is estimated to save approximately \$200,000 compared to building the road as previously designed. The majority of the savings is from removing on-street bike lanes, shifting the road so a retaining wall is not needed, reducing the size of the median, and removing stamped concrete crosswalks. Geosam has indicated that the cost to update the roadway plans and obtain the necessary permits will be \$87,000. City engineering staff reviewed the cost for design and believes it is based on reasonable market rates.

The estimated construction cost based on the existing roadway plans designed to the County's standard roadway design with wider medians, on-street bike lanes, and decorative crosswalks is \$2,050,000. According to cost estimates based on the completed 60% plans prepared by Geosam's engineer, redesigning the roadway would reduce the construction cost to approximately \$1,874,000 for a savings of about \$200,000. The design capacity for the road will not change when the roadway is designed to the City's standard. The daily vehicle capacity for a 4-lane median divided roadway is 37,000 vehicles.

The City currently has \$1,725,000 budgeted for the construction of the central segment of Yorktowne Boulevard based on the existing design and construction cost estimates in 2010. Redesigning the roadway to the City's design standards would require less additional funds to cover the construction cost of central roadway segment. Staff is also preparing to add the Yorktowne Boulevard extension as a Fair-Share project. This would allow the City to collect money for the construction of the Yorktowne Boulevard extension from the future development projects in the general area of Dunlawton Avenue, Taylor Road, and Williamson Boulevard.

Transportation Impact Fee Credit Agreement Request: Geosam has requested a Transportation Impact Fee Credit Agreement for \$57,728 in transportation impact fee credits. The credit amount is based on the City's transportation impact fees associated with the proposed 64 residential lot Cornerstone Grove Subdivision being developed by Geosam.

Land Development Code (LDC), Chapter 21, Article II, Section 11 states that transportation impact fee credits may be provided through an agreement approved by City Council. To be eligible for a Transportation Impact Fee Credit Agreement, a developer is required to prepare or build capital improvements that will benefit the City's roadway network. According to Chapter 21 of the LDC, a capital improvement can include preliminary engineering design studies, land surveys, right-of-way acquisition, engineering, permitting, and/or construction of all the necessary features for transportation projects.

For a transportation capital improvement to be eligible to receive Transportation Impact Fee credit, it must correspond to road links or other improvements identified in the City roadway network, and when the improvement is completed, move traffic through the

development providing a through connection with other road links identified in the City roadway network. The amount of Transportation Impact Fee credit is based on the actual cost of preparing the revised engineering plans and obtaining the permits for the “central segment” of Yorktowne Boulevard.

Targeted Business Program Request: Geosam has also requested a refund of \$29,272 in site development review and subdivision inspection fees to cover the remaining cost associated with updating the roadway plans and obtaining the necessary permits pursuant to the Targeted Business Program requirements in Chapter 20 of the LDC. The refund may not be applied to impact fees and utility connection fees. The amount of assistance requested is based on the actual cost of design and on actual fees paid to date.

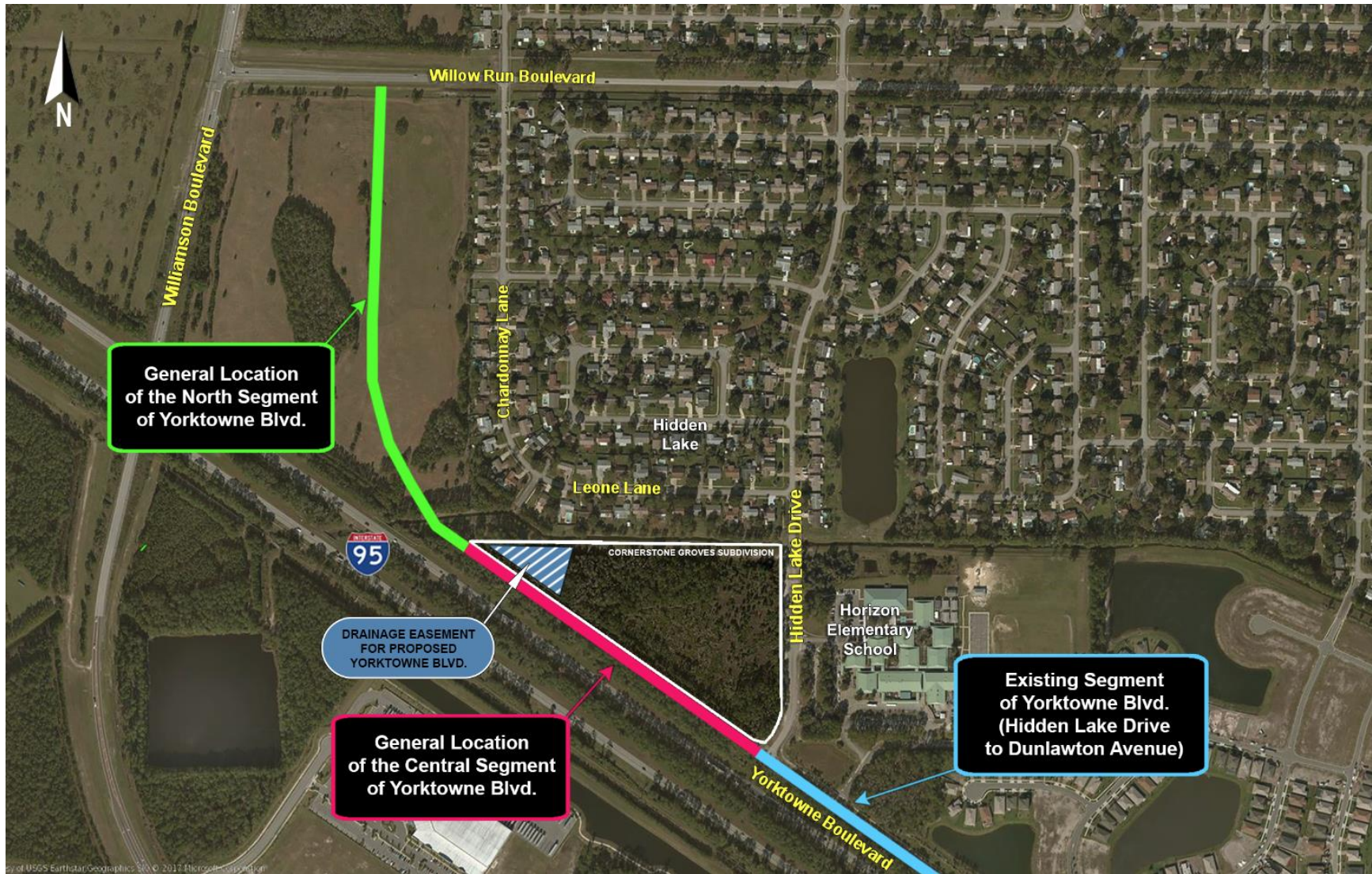
According to the LDC, a Targeted Business can include projects referenced within the City's Vision Statement. The construction of Yorktowne Boulevard is consistent with Goal 2 (Infrastructure) and Goal 3 (Quality of Life) in the City's Strategic Plan, to develop the City's roadway network to ensure the safety and viability of Port Orange for its residents and businesses and to improve traffic flow in the City.

The Yorktowne Boulevard extension (central and north sections) is shown in the City's Comprehensive Plan (Chapter 2 – Transportation Mobility Element) as a 4-lane median divided collector road and part of the roadway network for the west side of Port Orange to provide an alternative route for vehicles to cross I-95 and relieve congestion at the I-95/ Dunlawton Avenue/Taylor Road intersection.

RECOMMENDATION:

Staff recommends approval of the Transportation Impact Fee Credit Agreement and the Targeted Business Program.

YORKTOWNE BOULEVARD MAP





CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (I23) Resolution No. 17-33 - Approval of the CFY18 - FY23 Capital Improvement Plan (CIP)

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 17-33.

SUMMARY: The 2018-2023 Capital Improvement Plan (CIP) will be provided separately.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Resolution 17-33 - FY18 - FY23 Capital Improvement Program (CIP)	1.1 Resolution to Adopt FY18 - FY23 CIP in Concept at 8-15-17 CC Mt.pdf
2.	FY18-FY23 CIP	FY18 - FY23 CIP - Adopted in Concept by City Council 08-15-17.pdf
3.	CIP Presentation	FY18-FY23 CIP Presentation 8-15-17.pdf

Robin Fenwick
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/02/2017
Approved - 08/04/2017
Approved - 08/04/2017
Approved - 08/04/2017
Final Approval - 08/04/2017

RESOLUTION NO. 17 - 33

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PORT ORANGE, VOLUSIA COUNTY,
FLORIDA; ADOPTING A SIX YEAR CAPITAL
IMPROVEMENT PROGRAM FOR THE CITY OF
PORT ORANGE FOR FY 2018 - FY 2023; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Manager of the City of Port Orange has prepared a Six Year Capital Improvement Program for Fiscal Year 2018 through Fiscal Year 2023 and has submitted said Capital Improvement Program to the City Council; and

WHEREAS, the proposed Six Year Capital Improvement Program sets forth in detail information on the capital expenditures for the ensuing six years; and

WHEREAS, the City Council has made a study of the recommended program; and

WHEREAS, the proposed Capital Improvement Program has been duly advertised in a newspaper of general circulation in the City, with notice to all citizens that the budget is available for public inspection in the office of the City Clerk and the time and place for a public hearing hereon; and

WHEREAS, a public hearing on the Capital Improvement Program and budget has been conducted by the City Council at 6:30 p.m. on August 15, 2017 in the City Council Chambers, Port Orange City Hall, 1000 City Center Circle, Port Orange, Florida; and

WHEREAS, this resolution is adopted pursuant to the provisions of Section 2-296(b), Code of Ordinances, City of Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The Six Year Capital Improvement Program for the City of Port Orange for FY 2018 through FY 2023, as submitted by the City Manager and reviewed by the City Council, is hereby adopted. A copy of said Six Year Capital Improvement Program is attached hereto as Exhibit A.

Section 2. The program adopted in the preceding section shall serve as a guideline for the capital expenditures of the City during the ensuing six years.

Section 3. This resolution shall become effective immediately upon adoption.

MAYOR Donald O. Burnette

ATTEST:

Robin L. Fenwick, City Clerk

Adopted on the _____ day of _____, 2017

Reviewed and Approved _____
City Attorney



Capital Improvement Program (CIP) FY18 through FY23

August 15, 2017

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**Capital Improvement Program (CIP)
FY 2018 - FY 2023
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Capital Improvement Program

The Capital Improvement Program (CIP) provides the means through which the City of Port Orange takes a planned and programmed approach to utilizing available financial resources in the most responsive and efficient manner in order to meet the public service and facility needs of its citizens. The annual process involves the assessment and coordination of the capital needs across the City. Each department evaluates its current capital inventory and service capabilities and develops a list of capital needs which are combined into the Citywide CIP.

In developing the long-term capital improvement plan, a number of factors are considered. First, projects are evaluated for their consistency with the City Comprehensive Plan and with the goals, objectives, and priorities of the City Council. Higher priority is given to projects that are necessary to either maintain service levels or to correct existing deficiencies in service standards.

Next, potential funding sources for each proposed project are identified. Such revenue sources include, but are not limited to:

- General Revenues
- Special Revenue Funds
- Tax Increment District Funds
- Impact Fees and Developer Contributions
- Federal, State, and County Grants
- General Obligation and Revenue Bonds
- State Revolving Loan Funds and Short-term Notes

The current financial condition of various funding sources and forecast revenues and expenditures over the six-year planning period are used to determine the capability of the City to finance and carry out requested projects.

Finally, each project is evaluated for its overall impact on the City's annual operating budget. Future operating expenses and revenues associated with each capital improvement are projected and factored into the overall review process. Such factors include:

- Increases or decreases in staffing levels
- Impact on annual maintenance and operating costs
- New annual revenue sources
- Improvements in operations and/or service delivery to citizens

The CIP is an important management tool for City Council and staff. It also provides valuable information for citizens, businesses, and other government agencies interested in the overall development of the City.

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City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
City Manager											
201501	Enterprise Resource Planning System	City Manager	Funded	505	200	200	200	-	-	-	600
Total City Manager - All:					200	200	200	-	-	-	600
City Manager - Funded:					200	200	200	-	-	-	600
City Manager - Unfunded:					-	-	-	-	-	-	-
City Manager - Contingent Proposed:					-	-	-	-	-	-	-
Total City Manager - All:					200	200	200	-	-	-	600

Fund Legend:		301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
001 General Fund	311 Fire Impact Fee	403 W/S R&R	505 Lease & Replacement	
106 Recreation Facilities (YMCA)	312 Transp. Impact Fee	405 W/S Impact Fee	506 Building Maintenance	
109 Building Special Revenue	317 General Capital	412 Drainage		



City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
Community Development											
200905	Williamson Blvd North of Pavilion	Comm. Dvlp.	Contingent Proposed	Dvlpr Constr.	-	-	-	220	261	2,200	2,681
200907	Coraci Blvd Extension	Comm. Dvlp.	Contingent Proposed	Dvlpr Constr.	-	-	-	-	257	2,150	2,407
201008	Yorktowne Blvd North Section (Nautica Lakes)	Comm. Dvlp.	Contingent Proposed	Dvlpr Constr.	-	1,200	-	-	-	-	1,200
201015	Willow Run Blvd Widening	Comm. Dvlp.	Funded	301 (Restricted) TPO Grant	-	-	3	20	225	-	248
	Willow Run Blvd Widening	Comm. Dvlp.	Contingent Proposed		-	-	22	180	900	-	1,102
201210	North Spruce Creek Rd Sidewalk	Comm. Dvlp.	Funded	312	89	-	-	-	-	-	89
	North Spruce Creek Road Sidewalk	Comm. Dvlp.	Contingent Proposed	TPO Grant	364	-	-	-	-	-	364
201336	Willow Run Blvd. Sidewalk (South Side)	Comm. Dvlp.	Funded	312	-	-	22	-	-	-	22
	Willow Run Blvd. Sidewalk (South Side)	Comm. Dvlp.	Contingent Proposed	TPO Grant	14	32	90	-	-	-	136
201545	Riverwalk Park	Comm. Dvlp.	Funded	317	100	-	-	-	-	-	100
	Riverwalk Park	Comm. Dvlp.	Unfunded	317	-	1,500	-	-	-	-	1,500
201647	WB Dunlawton Ave Right Turn Lane and City Center Cir.	Comm. Dvlp.	Funded	301 (Restricted) TPO Grant	-	66	-	-	-	-	66
	WB Dunlawton Ave Right Turn Lane and City Center Cir.	Comm. Dvlp.	Contingent Proposed		32	216	-	-	-	-	248
201648	Beautification of I-95 Interchange	Comm. Dvlp.	Unfunded	317	873	-	-	-	-	-	873
	Beautification of I-95 Interchange	Comm. Dvlp.	Contingent Proposed	FDOT Grant	500	-	-	-	-	-	500
201749	SUNTrail - St. Johns River to Sea Loop (FKA - Halifax Drive Linear Park)	Comm. Dvlp.	Contingent Proposed	FDOT Funded	-	300	1,800	-	-	-	2,100
201750	EB Dunlawton Ave. Right Turn Lane at Clyde Morris Blvd.	Comm. Dvlp.	Funded	301 (Restricted) TPO Grant	-	8	84	-	-	-	92
	EB Dunlawton Ave. Right Turn Lane at Clyde Morris Blvd.	Comm. Dvlp.	Contingent Proposed		-	74	337	-	-	-	411
201751	WB Dunlawton Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	Funded	301 (Restricted) TPO Grant	-	-	7	79	-	-	86
	WB Dunlawton Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	Funded	317	-	260	-	-	-	-	260
	WB Dunlawton Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	Contingent Proposed		-	-	63	315	-	-	378
201753	City Hall Repurposing	Comm. Dvlp.	Funded	317	-	450	-	-	-	-	450
201856	EB Herbert St. Left Turn Lane at Nova Rd.	Comm. Dvlp.	Funded	301 (Restricted) TPO Grant	2	5	60	-	-	-	67
	EB Herbert St. Left Turn Lane at Nova Rd.	Comm. Dvlp.	Contingent Proposed		13	45	270	-	-	-	328
201857	Madeline Ave. (East) Sidewalks	Comm. Dvlp.	Funded	312	2	10	150	-	-	-	162
	Madeline Ave. (East) Sidewalks	Comm. Dvlp.	Contingent Proposed	TPO Grant	18	90	540	-	-	-	648
201858	Madeline Avenue (West) Sidewalk	Comm. Dvlp.	Funded	312	-	2	10	150	-	-	162
	Madeline Avenue (West) Sidewalk	Comm. Dvlp.	Contingent Proposed	TPO Grant	-	18	90	540	-	-	648
201859	Taylor Rd/Williamson Blvd. Intersection Feasibility Study	Comm. Dvlp.	Funded	312	3	-	-	-	-	-	3
	Taylor Rd/Williamson Blvd. Intersection Feasibility Study	Comm. Dvlp.	Contingent Proposed	TPO Grant	27	-	-	-	-	-	27
201860	Madeline Avenue Median and Turn Lane Project	Comm. Dvlp.	Funded	301 (Restricted) TPO Grant	2	6	74	-	-	-	82
	Madeline Avenue Median and Turn Lane Project	Comm. Dvlp.	Contingent Proposed		13	54	270	-	-	-	337
201861	Sidewalk Gap Project	Comm. Dvlp.	Funded	312	-	4	60	-	-	-	64
	Sidewalk Gap Project	Comm. Dvlp.	Contingent Proposed	TPO Grant	18	35	173	-	-	-	226
Fleet	Veh Rplcmnt - CD Planning	Comm. Dvlp.	Funded	505	-	-	-	-	-	-	-
Fleet	Veh Rplcmnt - CD Building	Comm. Dvlp.	Funded	505	23	-	-	-	-	-	23
Fleet	Veh Rplc - CD Comm Imprv	Comm. Dvlp.	Funded	505	42	-	-	-	-	-	42
Fleet	Veh Rplcmnt - CD Engrng	Comm. Dvlp.	Funded	505	-	-	-	-	-	-	-
Total Community Development - All:					2,135	4,375	4,125	1,504	1,643	4,350	18,132
Community Development - Funded:					263	811	470	249	225	-	2,018
Community Development - Unfunded:					873	1,500	-	-	-	-	2,373
Community Development - Contingent Proposed:					999	2,064	3,655	1,255	1,418	4,350	13,741
Total Community Development - All:					2,135	4,375	4,125	1,504	1,643	4,350	18,132
Fund Legend:		301 Capital Proj. (Gas Tax)				401 W/S Operating		450 Golf Course			
001 General Fund		311 Fire Impact Fee				403 W/S R&R		505 Lease & Replacement			
106 Recreation Facilities (YMCA)		312 Transp. Impact Fee				405 W/S Impact Fee		506 Building Maintenance			
109 Building Special Revenue		317 General Capital				412 Drainage					



City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
Fire											
200723	12 Lead Heart Monitors	Fire	Funded	505	60	-	-	-	-	-	60
201023	Thermal Imaging Camera Replacement Program	Fire	Funded	505	-	-	16	16	16	-	48
201637	Extrication Equipment	Fire	Funded	505	40	-	-	-	-	-	40
201838	Training Facility / Tower	Fire	Funded	311	-	75	403	-	-	-	478
	Training Facility / Tower	Fire	Unfunded	317	-	-	522	-	-	-	522
	Training Facility / Tower	Fire	Contingent Proposed	Funding from Other Cities	-	-	500	-	-	-	500
201839	Emergency Traffic Control	Fire	Funded	505	-	287	-	-	-	-	287
201840	Fitness Room Equipment	Fire	Funded	317	27	-	-	-	-	-	27
201842	Radios	Fire	Funded	505	12	11	-	-	-	-	23
	Radios	Fire	Contingent Proposed	AFG Grant	102	102	-	-	-	-	204
201844	Addition to FS 71	Fire	Funded	317	-	-	50	-	-	-	50
	Addition to FS 71	Fire	Unfunded	317	-	-	-	300	-	-	300
201847	Exhaust Extractors	Fire	Funded	505	5	3	-	-	-	-	8
	Exhaust Extractors	Fire	Contingent Proposed	AFG Grant	39	23	-	-	-	-	62
Fleet	Veh Rplcmnt - Fire	Fire	Funded	505	770	900	420	135	-	15	2,240
Total Fire - All:					1,055	1,401	1,911	451	16	15	4,849
Fire - Funded:					914	1,276	889	151	16	15	3,261
Fire - Unfunded:					-	-	522	300	-	-	822
Fire - Contingent Proposed:					141	125	500	-	-	-	766
Total Fire - All:					1,055	1,401	1,911	451	16	15	4,849

Fund Legend:		301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
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City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
 (in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
Information Technology (IT)											
200501	City Municipal Network	Info. Tech.	Funded	505	20	30	30	30	30	30	170
200503	Maintain Hardware Infrastructure	Info. Tech.	Funded	505	25	25	25	25	25	25	150
201321	Public Safety Technology Refresh	Info. Tech.	Funded	505	30	30	30	30	30	30	180
201626	Virtual Desktop Infrastructure	Info. Tech.	Funded	505	-	100	-	-	-	-	100
201728	Conference Room Upgrades	Info. Tech.	Unfunded	317	-	35	-	-	-	-	35
201830	Old PD Technology Infrastructure	Info. Tech.	Funded	505	135	-	-	-	-	-	135
201831	Fiber Optic Network Tracer Wire	Info. Tech.	Funded	505	40	40	-	-	-	-	80
Fleet	Veh Rplcmnt - IT	Info. Tech.	Funded	505	-	-	-	-	-	-	-
Total Information Technology - All:					250	260	85	85	85	85	850
Information Technology - Funded:					250	225	85	85	85	85	815
Information Technology - Unfunded:					-	35	-	-	-	-	35
Information Technology - Contingent Proposed:					-	-	-	-	-	-	-
Total Information Technology - All:					250	260	85	85	85	85	850

Fund Legend:		301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
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City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
Parks & Recreation											
200965	Fence, Dugout & Backstop Replacement	Parks & Rec.	Funded	317	76	65	140	-	-	-	281
201270	Causeway Dock Refurbishment	Parks & Rec.	Funded	317	225	-	-	-	-	-	225
201376	Parks Maintenance Storage	Parks & Rec.	Unfunded	317	200	-	-	-	-	-	200
201378	West Side Sports Complex	Parks & Rec.	Contingent Proposed	Bond / Debt	860	60	1,150	575	575	575	3,795
201481	Ball Field Lamp Rplcmnt	Parks & Rec.	Funded	317	-	255	185	148	-	-	588
201582	Gym Floor Replacement	Parks & Rec.	Funded	317	103	-	-	-	-	-	103
201686	Gym Renovations / Repurpose	Parks & Rec.	Funded	317	-	50	-	-	-	-	50
	Gym Renovations / Repurpose		Unfunded	317	-	-	270	145	-	-	415
201792	Restroom / Concession Facility	Parks & Rec.	Unfunded	317	164	-	-	-	-	-	164
201794	Playground Replacements	Parks & Rec.	Funded	317	-	157	-	-	-	-	157
	Playground Replacements	Parks & Rec.	Contingent Proposed	Grants / Bond	-	156	-	-	-	-	156
201795	Westside Community Center	Parks & Rec.	Contingent Proposed	Grants / Bond	-	55	4,000	-	-	-	4,055
201896	Amphitheater Seating Replacement	Parks & Rec.	Funded	317	-	89	20	165	-	-	274
201897	Iconic Art Feature	Parks & Rec.	Unfunded	317	-	115	-	-	-	-	115
Fleet	Veh Rplcmnt - Parks & Rec	Parks & Rec.	Funded	505	124	115	24	45	26	126	460
Total Parks & Recreation - All:					1,752	1,117	5,789	1,078	601	701	11,038
Parks & Recreation - Funded:					528	731	369	358	26	126	2,138
Parks & Recreation - Unfunded:					364	115	270	145	-	-	894
Parks & Recreation - Contingent Proposed:					860	271	5,150	575	575	575	8,006
Total Parks & Recreation - All:					1,752	1,117	5,789	1,078	601	701	11,038

Fund Legend:		301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
001 General Fund		311 Fire Impact Fee	403 W/S R&R	505 Lease & Replacement
106 Recreation Facilities (YMCA)		312 Transp. Impact Fee	405 W/S Impact Fee	506 Building Maintenance
109 Building Special Revenue		317 General Capital	412 Drainage	



City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
Police											
201434	Project-25 FCC Police Radio Compatibility & Rplcmnt	Police	Funded	505	399	-	-	-	-	-	399
Fleet	Veh Rplcmnt - Police	Police	Funded	505	451	513	737	278	334	690	3,003
Total Police - All:					850	513	737	278	334	690	3,402
Police - Funded:					850	513	737	278	334	690	3,402
Police - Unfunded:					-	-	-	-	-	-	-
Police - Contingent Proposed:					-	-	-	-	-	-	-
Total Police - All:					850	513	737	278	334	690	3,402

Fund Legend:		301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
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City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
Public Utilities											
028812	Water Treatment Plant - Water Supply Wells	Public Utilities	Funded	401	50	50	50	50	50	50	300
028813	Production Well Replacement	Public Utilities	Funded	403	-	-	250	250	250	250	1,000
029408	Water System Replacements	Public Utilities	Funded	401	-	450	450	400	200	200	1,700
	Water System Replacements	Public Utilities	Funded	403	300	300	300	50	200	200	1,350
	Water System Replacements	Public Utilities	Funded	405 (Water Impact)	375	250	250	150	-	-	1,025
029409	Water System Extensions / Upsizing A through B	Public Utilities	Funded	405 (Water Impact)	50	50	50	50	450	50	700
038710	City Cost Participation Project	Public Utilities	Funded	405 (Water Impact)	50	50	50	50	50	50	300
	City Cost Participation Project	Public Utilities	Funded	405 (Sewer Impact)	50	50	50	50	50	50	300
038825	Telemetry Instrument / Control System A through B	Public Utilities	Funded	403	200	240	240	240	240	240	1,400
038955	Utilities Mapping	Public Utilities	Funded	401	-	100	100	100	100	100	500
038964	Water Reclamation Facility - R&R A through C	Public Utilities	Funded	401	50	-	-	-	-	-	50
	Water Reclamation Facility - R&R A through C	Public Utilities	Funded	403	450	885	875	900	925	950	4,985
038967	WRF Electric System Repair/Replacement	Public Utilities	Funded	403	575	500	-	-	-	-	1,075
038968	Water Reclamation Facility - Sludge Trailer Storage Lot	Public Utilities	Funded	401	107	-	-	-	-	-	107
038969	Water Reclamation Facility Entry Gates Replacement	Public Utilities	Funded	401	30	-	-	-	-	-	30
038970	WRF Operations Building Expansion	Public Utilities	Funded	401	10	-	-	-	-	-	10
	WRF Operations Building Expansion	Public Utilities	Funded	403	-	100	-	-	-	-	100
038971	WRF Nutrient Removal Process Improvements	Public Utilities	Funded	405 (Sewer Impact)	-	-	500	3,000	-	-	3,500
	WRF Nutrient Removal Process Improvements	Public Utilities	Contingent Proposed	Grants/ Bond	-	-	-	3,000	-	-	3,000
038972	Water Reclamation Facility - Water Reuse Program	Public Utilities	Funded	405 (Sewer Impact)	-	300	-	2,000	-	-	2,300
	Water Reclamation Facility - Water Reuse Program	Public Utilities	Contingent Proposed	Grants/ Bond	-	-	-	1,000	-	-	1,000
039493	Water Treatment Plant R & R - Equipment A through B	Public Utilities	Funded	403	150	200	225	420	250	275	1,520
039494	Water Treatment Plant - 3 Million Gal Water Storage Tank	Public Utilities	Funded	405 (Water Impact)	-	-	300	3,000	-	-	3,300
048922	Replace Existing Lift Stations	Public Utilities	Funded	403	360	360	360	360	360	360	2,160
049467	Sewer System Rehabilitation	Public Utilities	Funded	401	500	1,000	1,000	1,000	1,000	1,000	5,500
089409	Field Operations - Sewer System Expansion	Public Utilities	Funded	405 (Sewer Impact)	300	300	2,000	2,000	-	-	4,600
	Field Operations - Sewer System Expansion	Public Utilities	Contingent Proposed	Grants/ Bond	-	-	1,000	1,000	-	-	2,000
200304	Utility Coordination and Relocation	Public Utilities	Funded	401	25	25	25	25	25	25	150
200546	Meter Replacement Program A through B	Public Utilities	Funded	401	923	923	266	150	125	125	2,512
201051	Taylor Road Improvements	Public Utilities	Funded	403	-	-	-	-	800	-	800
	Taylor Road Improvements	Public Utilities	Funded	405 (Water Impact)	-	-	-	-	400	-	400
	Taylor Road Improvements	Public Utilities	Funded	405 (Sewer Impact)	-	-	-	-	400	-	400
201653	Riverwalk Utilities	Public Utilities	Funded	405 (Sewer Impact)	-	225	-	-	-	-	225
Public Utilities Project Totals:					4,555	6,358	8,341	19,245	5,875	3,925	48,299



City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
Public Utilities											
Fleet	Veh Rplcmnt - Water Prod	Public Utilities	Funded	505	-	21	40	80	-	92	233
Fleet	Veh Rplcmnt - Wastewater	Public Utilities	Funded	505	-	-	-	-	-	-	-
Fleet	Veh Rplcmnt - Meter Readers	Public Utilities	Funded	505	66	-	-	18	-	-	84
Fleet	Veh Rplcmnt - Water Dist	Public Utilities	Funded	505	-	40	155	80	18	466	759
Fleet	Veh Rplcmnt - W/S Lab Ops	Public Utilities	Funded	505	-	-	-	-	-	-	-
Fleet	Veh Rplcmnt - W/S Admin.	Public Utilities	Funded	505	-	-	-	-	22	-	22
Fleet	Veh Rplc - W/S Warehouse	Public Utilities	Funded	505	-	-	-	-	-	30	30
Public Utilities Vehicle					66	61	195	178	40	588	1,128
Total Public Utilities - All:					4,621	6,419	8,536	19,423	5,915	4,513	49,427
Public Utilities - Funded:					4,621	6,419	7,536	14,423	5,915	4,513	43,427
Public Utilities - Unfunded:					-	-	-	-	-	-	-
Public Utilities - Contingent Proposed:					-	-	1,000	5,000	-	-	6,000
Total Public Utilities - All:					4,621	6,419	8,536	19,423	5,915	4,513	49,427

Fund Legend:		301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
001 General Fund	311 Fire Impact Fee		403 W/S R&R	505 Lease & Replacement
106 Recreation Facilities (YMCA)	312 Transp. Impact Fee		405 W/S Impact Fee	506 Building Maintenance
109 Building Special Revenue	317 General Capital		412 Drainage	



City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
Public Works											
430102	Resurface Parking Lots at City Facilities A through G	Public Works	Funded	317	151	177	35	-	-	21	384
430201	Road Resurfacing and Reconstruction	Public Works	Funded	301 (Restricted)	800	800	-	-	-	-	1,600
201750	DPW Administration Building Exterior & Interior Renovation	Public Works	Funded	317	-	422	-	-	-	-	422
201752	Automatic Vehicle and Equipment Wash System	Public Works	Unfunded	317	429	-	-	-	-	-	429
201753	City Hall ADA Improvements	Public Works	Funded	317	-	20	-	-	-	-	20
	City Hall ADA Improvements	Public Works	Unfunded	317	-	-	75	75	-	-	150
201754	Wood Shop Rebuild	Public Works	Unfunded	317	64	-	-	-	-	-	64
201870	FS 73 Emergency Power Generator Replacement	Public Works	Funded	506	76	-	-	-	-	-	76
201871	Kitchen Replacement at FS71 & FS74	Public Works	Funded	506	-	36	-	-	-	-	36
Fleet	Veh Rplcmnt - Pub Works	Public Works	Funded	505	104	151	156	46	180	93	730
Fleet	Veh Rplcmnt - Bldg Maint	Public Works	Funded	505	22	-	-	-	-	-	22
Fleet	Veh Rplcmnt - Veh Maint	Public Works	Funded	505	20	-	45	-	-	-	65
Fleet	Veh Rplcmnt - Solid Waste	Public Works	Funded	505	-	-	-	-	-	-	-
Total Public Works - All:					1,666	1,606	311	121	180	114	3,998
Public Works - Funded:					1,173	1,606	236	46	180	114	3,355
Public Works - Unfunded:					493	-	75	75	-	-	643
Public Works - Contingent Proposed:					-	-	-	-	-	-	-
Total Public Works - All:					1,666	1,606	311	121	180	114	3,998

Fund Legend:		301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
001 General Fund	311 Fire Impact Fee	403 W/S R&R	505 Lease & Replacement	
106 Recreation Facilities (YMCA)	312 Transp. Impact Fee	405 W/S Impact Fee	506 Building Maintenance	
109 Building Special Revenue	317 General Capital	412 Drainage		



City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
Stormwater Utility											
201409	Tumblebrook Drive Stormwater Improvements	Stormwater	Unfunded	412	186	-	-	-	-	-	186
201439	Halifax River Outfall Replacement	Stormwater	Unfunded	412	-	1,697	-	-	-	-	1,697
201441	Southwinds Stormwater Pond Outfall Retrofit	Stormwater	Unfunded	412	-	-	45	1,250	-	-	1,295
201642	Howes Street Stormwater Improvements	Stormwater	Unfunded	412	456	-	-	-	-	-	456
201645	White Place & Riverside Drainage Improvements	Stormwater	Unfunded	412	105	-	-	-	-	-	105
201647	Pipe Replacement	Stormwater	Unfunded	412	-	1,000	1,000	1,000	1,000	1,000	5,000
201760	City Center Shoreline Stabilization	Stormwater	Unfunded	412	341	-	-	-	-	-	341
201761	Powers Avenue at Lemon Street Drainage Improvements	Stormwater	Unfunded	412	175	-	-	-	-	-	175
201762	Viking Drive Stormwater Improvements	Stormwater	Unfunded	412	30	-	-	-	-	-	30
201763	Charles Street Drainage Improvements	Stormwater	Unfunded	412	110	726	-	-	-	-	836
201764	Yorktowne Boulevard Sidewalk Drainage Improvements	Stormwater	Funded	412	120	-	-	-	-	-	120
201865	Virginia Ave and Monroe St. Drainage Basin	Stormwater	Funded	412	297	329	-	-	-	-	626
	Virginia Ave and Monroe St. Drainage Basin	Stormwater	Contingent Proposed	Various Grants	1,713	350	-	-	-	-	2,063
201866	Storm Water Master Plan Phase II	Stormwater	Funded	412	380	-	-	-	-	-	380
Fleet	Veh Rplcmnt - Stormwater	Stormwater	Funded	505	42	-	300	978	112	60	1,492
Total Stormwater Utility - All:					3,955	4,102	1,345	3,228	1,112	1,060	14,802
Stormwater Utility - Funded:					839	329	300	978	112	60	2,618
Stormwater Utility - Unfunded:					1,403	3,423	1,045	2,250	1,000	1,000	10,121
Stormwater Utility - Contingent Proposed:					1,713	350	-	-	-	-	2,063
Total Stormwater Utility - All:					3,955	4,102	1,345	3,228	1,112	1,060	14,802

Fund Legend:		301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
001 General Fund	311 Fire Impact Fee	403 W/S R&R	505 Lease & Replacement	
106 Recreation Facilities (YMCA)	312 Transp. Impact Fee	405 W/S Impact Fee	506 Building Maintenance	
109 Building Special Revenue	317 General Capital	412 Drainage		



City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
Cypress Head Golf Course											
201889	Canopy for Maintenance Facility	Cypress Head	Funded	450	-	20	-	-	-	-	20
201890	Irrigation Audit	Cypress Head	Funded	450	20	-	-	-	-	-	20
201891	Lightning Shelter on Front Nine	Cypress Head	Funded	450	-	20	-	-	-	-	20
Fleet	Equip Rplc - Cypress Head	Cypress Head	Funded	505	79	118	45	65	74	65	446
Fleet	Golf Cart Rplc - Cypress Head	Cypress Head	Funded	505	-	225	-	-	-	-	225
Total Cypress Head Golf Course - All:					99	383	45	65	74	65	731
Cypress Head Golf Course - Funded:					99	383	45	65	74	65	731
Cypress Head Golf Course - Unfunded:					-	-	-	-	-	-	-
Cypress Head Golf Course - Contingent Proposed:					-	-	-	-	-	-	-
Total Cypress Head Golf Course - All:					99	383	45	65	74	65	731

Fund Legend:		301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
001 General Fund	311 Fire Impact Fee	403 W/S R&R	505 Lease & Replacement	
106 Recreation Facilities (YMCA)	312 Transp. Impact Fee	405 W/S Impact Fee	506 Building Maintenance	
109 Building Special Revenue	317 General Capital	412 Drainage		



City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
YMCA											
201514	Air Conditioner Replacements	YMCA	Funded	106	16	-	-	-	-	-	16
201820	Pool Resurface	YMCA	Funded	106	135	-	-	-	-	-	135
201821	Exterior Repairs and Painting	YMCA	Funded	106	70	37	-	-	-	-	107
Total YMCA - All:					221	37	-	-	-	-	258
YMCA - Funded:					221	37	-	-	-	-	258
YMCA - Unfunded:					-	-	-	-	-	-	-
YMCA - Contingent Proposed:					-	-	-	-	-	-	-
Total YMCA - All:					221	37	-	-	-	-	258

Fund Legend:		301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
001 General Fund	311 Fire Impact Fee	403 W/S R&R	505 Lease & Replacement	
106 Recreation Facilities (YMCA)	312 Transp. Impact Fee	405 W/S Impact Fee	506 Building Maintenance	
109 Building Special Revenue	317 General Capital	412 Drainage		



City of Port Orange, Florida
Capital Improvement Program (CIP) FY18 - FY23
Summary by Department and Funding Status
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY18	FY19	FY20	FY21	FY22	FY23	Total
Grand Total - All Departments:					16,804	20,413	23,084	26,233	9,960	11,593	108,087
All Departments - Funded:					9,958	12,530	10,867	16,633	6,967	5,668	62,623
All Departments - Unfunded:					3,133	5,073	1,912	2,770	1,000	1,000	14,888
All Departments - Contingent Proposed:					3,713	2,810	10,305	6,830	1,993	4,925	30,576
Grand Total - All Departments:					16,804	20,413	23,084	26,233	9,960	11,593	108,087

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

Fund Legend:		301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
001 General Fund	311 Fire Impact Fee	403 W/S R&R	505 Lease & Replacement	
106 Recreation Facilities (YMCA)	312 Transp. Impact Fee	405 W/S Impact Fee	506 Building Maintenance	
109 Building Special Revenue	317 General Capital	412 Drainage		

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Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded:</u>									
<u>Fund 106 Recreation Facilities (YMCA)</u>									
201514	Air Conditioner Replacements	YMCA	16	-	-	-	-	-	16
201820	Pool Resurface	YMCA	135	-	-	-	-	-	135
201821	Exterior Repairs and Painting	YMCA	70	37	-	-	-	-	107
Total Fund 106:			221	37	-	-	-	-	258

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 301 Capital Projects</u>									
201015	Willow Run Blvd Widening	Comm. Dvlp.	-	-	3	20	225	-	248
201647	WB Dunlawton Ave Right Turn Lane and City Center Cir.	Comm. Dvlp.	-	66	-	-	-	-	66
201750	EB Dunlawton Ave. Right Turn Lane at Clyde Morris Blvd.	Comm. Dvlp.	-	8	84	-	-	-	92
201751	WB Dunlawton Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	-	-	7	79	-	-	86
201856	EB Herbert St. Left Turn Lane at Nova Rd.	Comm. Dvlp.	2	5	60	-	-	-	67
201860	Madeline Avenue Median and Turn Lane Project	Comm. Dvlp.	2	6	74	-	-	-	82
430201	Road Resurfacing and Reconstruction	Public Works	800	800	-	-	-	-	1,600
Total Fund 301:			804	885	228	99	225	-	2,241

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 311 Fire Impact Fee</u>									
201838	Training Facility / Tower	Fire	-	75	403	-	-	-	478
Total Fund 311:			-	75	403	-	-	-	478

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 312 Transportation Impact Fee</u>									
201210	North Spruce Creek Rd Sidewalk	Comm. Dvlp.	89	-	-	-	-	-	89
201336	Willow Run Blvd. Sidewalk (South Side)	Comm. Dvlp.	-	-	22	-	-	-	22
201857	Madeline Ave. (East) Sidewalks	Comm. Dvlp.	2	10	150	-	-	-	162
201858	Madeline Avenue (West) Sidewalk	Comm. Dvlp.	-	2	10	150	-	-	162
201859	Taylor Rd/Williamson Blvd. Intersection Feasibility Study	Comm. Dvlp.	3	-	-	-	-	-	3
201861	Sidewalk Gap Project	Comm. Dvlp.	-	4	60	-	-	-	64
Total Fund 312:			94	16	242	150	-	-	502

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded / Unfunded - Continued:</u>									
<u>Funded 317 General Capital Fund</u>									
201545	Riverwalk Park	Comm. Dvlp.	100	-	-	-	-	-	100
201751	WB Dunlawton Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	-	260	-	-	-	-	260
201753	City Hall Repurposing	Comm. Dvlp.	-	450	-	-	-	-	450
201840	Fitness Room Equipment	Fire	27	-	-	-	-	-	27
201844	Addition to FS 71	Fire	-	-	50	-	-	-	50
200965	Fence, Dugout & Backstop Replacement	Parks & Rec.	76	65	140	-	-	-	281
201270	Causeway Dock Refurbishment	Parks & Rec.	225	-	-	-	-	-	225
201481	Ball Field Lamp Rplcmnt	Parks & Rec.	-	255	185	148	-	-	588
201582	Gym Floor Replacement	Parks & Rec.	103	-	-	-	-	-	103
201686	Gym Renovations / Repurpose	Parks & Rec.	-	50	-	-	-	-	50
201794	Playground Replacements	Parks & Rec.	-	157	-	-	-	-	157
201896	Amphitheater Seating Replacement	Parks & Rec.	-	89	20	165	-	-	274
430102	Resurface Parking Lots at City Facilities A through G	Public Works	151	177	35	-	-	21	384
201750	DPW Administration Building Exterior & Interior Renovation	Public Works	-	422	-	-	-	-	422
201753	City Hall ADA Improvements	Public Works	-	20	-	-	-	-	20
Subtotal Funded 317 Gen Capital Projects:			682	1,945	430	313	-	21	3,391
<u>Unfunded 317 General Capital Projects</u>									
201545	Riverwalk Park	Comm. Dvlp.	-	1,500	-	-	-	-	1,500
201648	Beautification of I-95 Interchange	Comm. Dvlp.	873	-	-	-	-	-	873
201838	Training Facility / Tower	Fire	-	-	522	-	-	-	522
201844	Addition to FS 71	Fire	-	-	-	300	-	-	300
201728	Conference Room Upgrades	Info. Tech.	-	35	-	-	-	-	35
201376	Parks Maintenance Storage	Parks & Rec.	200	-	-	-	-	-	200
201686	Gym Renovations / Repurpose	Parks & Rec.	-	-	270	145	-	-	415
201792	Restroom / Concession Facility	Parks & Rec.	164	-	-	-	-	-	164
201897	Iconic Art Feature	Parks & Rec.	-	115	-	-	-	-	115
201752	Automatic Vehicle and Equipment Wash System	Public Works	429	-	-	-	-	-	429
201753	City Hall ADA Improvements	Public Works	-	-	75	75	-	-	150
201754	Wood Shop Rebuild	Public Works	64	-	-	-	-	-	64
Subtotal Unfunded 317 Gen Capital Projects:			1,730	1,650	867	520	-	-	4,767
Total Fund 317:			2,412	3,595	1,297	833	-	21	8,158

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 401 Water & Sewer Operating</u>									
028812	Water Treatment Plant - Water Supply Wells	Public Utilities	50	50	50	50	50	50	300
029408	Water System Replacements	Public Utilities	-	450	450	400	200	200	1,700
038955	Utilities Mapping	Public Utilities	-	100	100	100	100	100	500
038964	Water Reclamation Facility - R&R A through C	Public Utilities	50	-	-	-	-	-	50
038968	Water Reclamation Facility - Sludge Trailer Storage Lot	Public Utilities	107	-	-	-	-	-	107
038969	Water Reclamation Facility Entry Gates Replacement	Public Utilities	30	-	-	-	-	-	30
038970	WRF Operations Building Expansion	Public Utilities	10	-	-	-	-	-	10
049467	Sewer System Rehabilitation	Public Utilities	500	1,000	1,000	1,000	1,000	1,000	5,500
200304	Utility Coordination and Relocation	Public Utilities	25	25	25	25	25	25	150
200546	Meter Replacement Program A through B	Public Utilities	923	923	266	150	125	125	2,512
Total Fund 401:			1,695	2,548	1,891	1,725	1,500	1,500	10,859

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 403 Water & Sewer R & R</u>									
028813	Production Well Replacement	Public Utilities	-	-	250	250	250	250	1,000
029408	Water System Replacements	Public Utilities	300	300	300	50	200	200	1,350
038825	Telemetry Instrument / Control System A through B	Public Utilities	200	240	240	240	240	240	1,400
038964	Water Reclamation Facility - R&R A through C	Public Utilities	450	885	875	900	925	950	4,985
038967	WRF Electric System Repair/Replacement	Public Utilities	575	500	-	-	-	-	1,075
038970	WRF Operations Building Expansion	Public Utilities	-	100	-	-	-	-	100
039493	Water Treatment Plant R & R - Equipment A through B	Public Utilities	150	200	225	420	250	275	1,520
048922	Replace Existing Lift Stations	Public Utilities	360	360	360	360	360	360	2,160
201051	Taylor Road Improvements	Public Utilities	-	-	-	-	800	-	800
Total Fund 403:			2,035	2,585	2,250	2,220	3,025	2,275	14,390

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 405 Water & Sewer Impact Fee</u>									
<u>Water Impact Fee</u>									
029408	Water System Replacements	Public Utilities	375	250	250	150	-	-	1,025
029409	Water System Extensions / Upsizing A through B	Public Utilities	50	50	50	50	450	50	700
038710	City Cost Participation Project	Public Utilities	50	50	50	50	50	50	300
039494	Water Treatment Plant - 3 Million Gal Water Storage Tank	Public Utilities	-	-	300	3,000	-	-	3,300
201051	Taylor Road Improvements	Public Utilities	-	-	-	-	400	-	400
Subtotal Water Impact Fee:			475	350	650	3,250	900	100	5,725
<u>Sewer Impact Fee</u>									
038710	City Cost Participation Project	Public Utilities	50	50	50	50	50	50	300
038971	WRF Nutrient Removal Process Improvements	Public Utilities	-	-	500	3,000	-	-	3,500
038972	Water Reclamation Facility - Water Reuse Program	Public Utilities	-	300	-	2,000	-	-	2,300
089409	Field Operations - Sewer System Expansion	Public Utilities	300	300	2,000	2,000	-	-	4,600
201051	Taylor Road Improvements	Public Utilities	-	-	-	-	400	-	400
201653	Riverwalk Utilities	Public Utilities	-	225	-	-	-	-	225
Subtotal Sewer Impact Fee:			350	875	2,550	7,050	450	50	11,325
Total Fund 405:			825	1,225	3,200	10,300	1,350	150	17,050

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded / Unfunded - Continued:</u>									
<u>Funded 412 Drainage Projects</u>									
201865	Virginia Ave and Monroe St. Drainage Basin	Stormwater	297	329	-	-	-	-	626
201866	Storm Water Master Plan Phase II	Stormwater	380	-	-	-	-	-	380
201764	Yorktowne Boulevard Sidewalk Drainage Improvements	Stormwater	120	-	-	-	-	-	120
Subtotal Funded 412 Drainage Projects:			797	329	-	-	-	-	1,126
<u>Unfunded 412 Drainage Projects</u>									
201409	Tumblebrook Drive Stormwater Improvements	Stormwater	186	-	-	-	-	-	186
201439	Halifax River Outfall Replacement	Stormwater	-	1,697	-	-	-	-	1,697
201441	Southwinds Stormwater Pond Outfall Retrofit - Phase I	Stormwater	-	-	45	1,250	-	-	1,295
201642	Howes Street Stormwater Improvements	Stormwater	456	-	-	-	-	-	456
201645	White Place & Riverside Drainage Improvements	Stormwater	105	-	-	-	-	-	105
201647	Pipe Replacement	Stormwater	-	1,000	1,000	1,000	1,000	1,000	5,000
201760	City Center Shoreline Stabilization	Stormwater	341	-	-	-	-	-	341
201761	Powers Avenue at Lemon Street Drainage Improvements	Stormwater	175	-	-	-	-	-	175
201762	Viking Drive Stormwater Improvements	Stormwater	30	-	-	-	-	-	30
201763	Charles Street Drainage Improvements	Stormwater	110	726	-	-	-	-	836
Subtotal Unfunded 412 Drainage Projects:			1,403	3,423	1,045	2,250	1,000	1,000	10,121
Total Fund 412:			2,200	3,752	1,045	2,250	1,000	1,000	11,247

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 450 Golf Course</u>									
201889	Canopy for Maintenance Facility	Cypress Head	-	20	-	-	-	-	20
201890	Irrigation Audit	Cypress Head	20	-	-	-	-	-	20
201891	Lightning Shelter on Front Nine	Cypress Head	-	20	-	-	-	-	20
Total Fund 450:			20	40	-	-	-	-	60

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 505 Lease & Replacement Fund</u>									
201501	Enterprise Resource Planning System	City Manager	200	200	200	-	-	-	600
Fleet	Veh Rplcmnt - CD Building	Comm. Dvlp.	23	-	-	-	-	-	23
Fleet	Veh Rplc - CD Comm Imprv	Comm. Dvlp.	42	-	-	-	-	-	42
200723	12 Lead Heart Monitors	Fire	60	-	-	-	-	-	60
201023	Thermal Imaging Camera Replacement Program	Fire	-	-	16	16	16	-	48
201637	Extrication Equipment	Fire	40	-	-	-	-	-	40
201839	Emergency Traffic Control	Fire	-	287	-	-	-	-	287
201842	Radios	Fire	12	11	-	-	-	-	23
201847	Exhaust Extractors	Fire	5	3	-	-	-	-	8
Fleet	Veh Rplcmnt - Fire	Fire	770	900	420	135	-	15	2,240
200501	City Municipal Network	Info. Tech.	20	30	30	30	30	30	170
200503	Maintain Hardware Infrastructure	Info. Tech.	25	25	25	25	25	25	150
201321	Public Safety Technology Refresh	Info. Tech.	30	30	30	30	30	30	180
201626	Virtual Desktop Infrastructure	Info. Tech.	-	100	-	-	-	-	100
201830	Old PD Technology Infrastructure	Info. Tech.	135	-	-	-	-	-	135
201831	Fiber Optic Network Tracer Wire	Info. Tech.	40	40	-	-	-	-	80
Fleet	Veh Rplcmnt - Parks & Rec	Parks & Rec.	124	115	24	45	26	126	460
201434	Project-25 FCC Police Radio Compatibility & Rplcmnt	Police	399	-	-	-	-	-	399
Fleet	Veh Rplcmnt - Police	Police	451	513	737	278	334	690	3,003
Fleet	Veh Rplcmnt - Water Prod	Public Utilities	-	21	40	80	-	92	233
Fleet	Veh Rplcmnt - Meter Readers	Public Utilities	66	-	-	18	-	-	84
Fleet	Veh Rplcmnt - Water Dist	Public Utilities	-	40	155	80	18	466	759
Fleet	Veh Rplcmnt - W/S Admin.	Public Utilities	-	-	-	-	22	-	22
Fleet	Veh Rplc - W/S Warehouse	Public Utilities	-	-	-	-	-	30	30
Fleet	Veh Rplcmnt - Pub Works	Public Works	104	151	156	46	180	93	730
Fleet	Veh Rplcmnt - Bldg Maint	Public Works	22	-	-	-	-	-	22
Fleet	Veh Rplcmnt - Veh Maint	Public Works	20	-	45	-	-	-	65
Fleet	Veh Rplcmnt - Stormwater	Stormwater	42	-	300	978	112	60	1,492
Fleet	Equip Rplc - Cypress Head	Cypress Head	79	118	45	65	74	65	446
Fleet	Golf Cart Rplc - Cypress Head	Cypress Head	-	225	-	-	-	-	225
Total Fund 505:			2,709	2,809	2,223	1,826	867	1,722	12,156

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 506 Building Maintenance</u>									
201870	FS 73 Emergency Power Generator Replacement	Public Works	76	-	-	-	-	-	76
201871	Kitchen Replacement at FS71 & FS74	Public Works	-	36	-	-	-	-	36
Total Fund 506:			76	36	-	-	-	-	112

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that have Contingent Proposed Funding:</u>									
<u>Bond/Debt/Grant /Other Funding</u>									
201648	Beautification of I-95 Interchange	Comm. Dvlp.	500	-	-	-	-	-	500
201838	Training Facility / Tower	Fire	-	-	500	-	-	-	500
201842	Radios	Fire	102	102	-	-	-	-	204
201847	Exhaust Extractors	Fire	39	23	-	-	-	-	62
201378	West Side Sports Complex	Parks & Rec.	860	60	1,150	575	575	575	3,795
201794	Playground Replacements	Parks & Rec.	-	156	-	-	-	-	156
201795	Westside Community Center	Parks & Rec.	-	55	4,000	-	-	-	4,055
038971	WRF Nutrient Removal Process Improvements	Public Utilities	-	-	-	3,000	-	-	3,000
038972	Water Reclamation Facility - Water Reuse Program	Public Utilities	-	-	-	1,000	-	-	1,000
089409	Field Operations - Sewer System Expansion	Public Utilities	-	-	1,000	1,000	-	-	2,000
201865	Virginia Ave and Monroe St. Drainage Basin	Stormwater	1,713	350	-	-	-	-	2,063
Total Contingent Proposed Bond/Debt/Grant/Other Funding:			3,214	746	6,650	5,575	575	575	17,335

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that have Contingent Proposed Funding:</u>									
<u>Developer Constructed</u>									
200905	Williamson Blvd North of Pavilion	Comm. Dvlp.	-	-	-	220	261	2,200	2,681
200907	Coraci Blvd Extension	Comm. Dvlp.	-	-	-	-	257	2,150	2,407
201008	Yorktowne Blvd North Section (Nautica Lakes)	Comm. Dvlp.	-	1,200	-	-	-	-	1,200
Total Contingent Proposed Developer Constructed Funding:			-	1,200	-	220	518	4,350	6,288

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
Projects that have Contingent Proposed Funding:									
TPO Grants									
201015	Willow Run Blvd Widening	Comm. Dvlp.	-	-	22	180	900	-	1,102
201210	North Spruce Creek Road Sidewalk	Comm. Dvlp.	364	-	-	-	-	-	364
201336	Willow Run Blvd. Sidewalk (South Side)	Comm. Dvlp.	14	32	90	-	-	-	136
201647	WB Dunlawton Ave Right Turn Lane and City Center Cir.	Comm. Dvlp.	32	216	-	-	-	-	248
201750	EB Dunlawton Ave. Right Turn Lane at Clyde Morris Blvd.	Comm. Dvlp.	-	74	337	-	-	-	411
201751	WB Dunlawton Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	-	-	63	315	-	-	378
201856	EB Herbert St. Left Turn Lane at Nova Rd.	Comm. Dvlp.	13	45	270	-	-	-	328
201857	Madeline Ave. (East) Sidewalks	Comm. Dvlp.	18	90	540	-	-	-	648
201858	Madeline Avenue (West) Sidewalk	Comm. Dvlp.	-	18	90	540	-	-	648
201859	Taylor Rd/Williamson Blvd. Intersection Feasibility Study	Comm. Dvlp.	27	-	-	-	-	-	27
201860	Madeline Avenue Median and Turn Lane Project	Comm. Dvlp.	13	54	270	-	-	-	337
201861	Sidewalk Gap Project	Comm. Dvlp.	18	35	173	-	-	-	226
Total Contingent Proposed TPO Grant Funding:			499	564	1,855	1,035	900	-	4,853

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that have Contingent Proposed Funding:</u>									
<u>FDOT Funded</u>									
201749	SUNTrail - St. Johns River to Sea Loop (FKA - Halifax Drive Linear Park)	Comm. Dvlp.	-	300	1,800	-	-	-	2,100
Total Contingent Proposed FDOT Funding:			-	300	1,800	-	-	-	2,100

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

All Funds - Funded Projects:	9,958	12,530	10,867	16,633	6,967	5,668	62,623
All Funds - Unfunded Projects:	3,133	5,073	1,912	2,770	1,000	1,000	14,888
All Funds - Contingent Proposed Projects:	3,713	2,810	10,305	6,830	1,993	4,925	30,576
Grand Total - All Projects:	16,804	20,413	23,084	26,233	9,960	11,593	108,087

Revenue and Expense Projections by Fund

Recreation Facilities Fund 106	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	57,084						
Remainder of FY17	17,685						
Interest		3,000	3,000	3,000	3,000	3,000	3,000
YMCA Rental Revenue (\$17,145*12)		205,740	40,000	40,000	40,000	40,000	40,000
Total Revenues:	74,769	208,740	43,000	43,000	43,000	43,000	43,000
Expenditures							
Actual thru 06/30/2017	29,113						
Remainder of FY17	113,718						
Encumbrances	12,770						
Operating Expenses		16,000	16,000	16,000	16,000	16,000	16,000
YMCA Capital Improvement Program (CIP)							
Air Conditioner Replacements		16,000	-	-	-	-	-
Pool Resurface		135,000	-	-	-	-	-
Exterior Repairs and Painting		70,000	37,000	-	-	-	-
Total Expenditures:	155,601	237,000	53,000	16,000	16,000	16,000	16,000
Increase / (Decrease) per Fiscal Year:	(80,832)	(28,260)	(10,000)	27,000	27,000	27,000	27,000
Beginning Available Funds (Cash Reserves)*:	129,225	48,393	20,133	10,133	37,133	64,133	91,133
Ending Available Funds (Cash Reserves):	48,393	20,133	10,133	37,133	64,133	91,133	118,133
Committed FY17 Recreation Facilities Projects as of 06/30/17							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
R YMCA REPAIRS	QPC020	1,044.00	-	-	1,044.00	0.00%	
R YMCA AC REPLACEMENTS	QPC049	61,610.00	26,126.00	-	35,484.00	42.41%	
R YMCA VCT Tile/Hallways	QPC070	13,853.00	-	-	13,853.00	0.00%	
Total for Recreation Facilities 106 Fund:		76,507.00	26,126.00	-	50,381.00	34.15%	
*Note: The Beginning Available Funds (Cash Reserves) includes YMCA funds only.							

Revenue and Expense Projections by Fund

Capital Projects Fund 301	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual Unrestricted Gas Tax RV thru 6/30/2017	428,313						
Actual Restricted Gas Tax RV thru 6/30/2017	317,559						
Actual Restricted Misc RV thru 6/30/2017	10,255						
Actual Unrestricted Interest thru 6/30/2017	21,083						
Actual LAP RV thru 6/30/2017	-						
Remaining FY17 Unrestricted Gas Tax RV	252,969						
Remaining FY17 Restricted Gas Tax RV	301,466						
Remaining FY17 Unrestricted Interest							
Gas Tax 1 - 6 cents (New Constr, Expansion, Operations or Paving) Unrestricted		703,250	703,250	703,250	703,250	703,250	703,250
Gas Tax 1 - 5 cents (New Constr. or Expansion Only) Restricted		405,328	405,328	405,328	405,328	405,328	405,328
Interest on Investments - Unrestricted		7,000	7,000	7,000	7,000	7,000	7,000
Total Revenues:	1,331,645	1,115,578	1,115,578	1,115,578	1,115,578	1,115,578	1,115,578
Expenditures							
Actual Unrestricted Gas Tax XP thru 6/30/2017	480,183						
Actual Restricted Gas Tax XP thru 6/30/2017	25,380						
Remaining Unrestricted Gas Tax XP	1,262,231						
Remaining Restricted Gas Tax XP	1,569,056						
Encumbrances							
Remainder of FY17 - 1 - 6 Cents (New, Expansion, Paving, Ops.) Unrestricted	210,800						
Remainder of FY17 - 1 - 5 Cents (New or Expansion Only) Restricted	105,505						
Contingency							
Remainder of FY17 - 1 - 5 Cents (New or Expansion Only) Restricted	-						
Remainder of FY17 - 1 - 6 Cents (New, Expansion, Paving, Ops.) Unrestricted							
Operating Expenses (1 - 6 Cents or Misc. RV Funding) Unrestricted - Fleet Financing		113,089	130,430	146,072	154,191	148,515	137,242
Operating Expenses (1 - 6 Cents or Misc. RV Funding) Unrestricted - RR Annual Maint, Striping, Signage, Sidewalk Repair		420,152	421,902	421,902	421,902	421,902	421,902
Capital Improvement Program (CIP)							
Unrestricted (1 - 6 Cents or Misc RV Funding)							
		-	-	-	-	-	-
Capital Improvement Program (CIP)							
Restricted (1 - 5 Cents RV Funding)							
Willow Run Blvd Widening		-	-	3,000	20,000	225,000	-
WB Dunlawton Ave Right Turn Lane and City Center Cir.		-	66,000	-	-	-	-
EB Dunlawton Ave. Right Turn Lane at Clyde Morris Blvd.		-	8,000	84,000	-	-	-
WB Dunlawton Ave. Right Turn Lane at Nova Rd.		-	-	7,000	79,000	-	-
EB Herbert St. Left Turn Lane at Nova Rd.		2,000	5,000	60,000	-	-	-
Madeline Avenue Median and Turn Lane Project		2,000	6,000	74,000	-	-	-
Road Resurfacing and Reconstruction		800,000	800,000	-	-	-	-
Total Expenditures:	3,653,155	1,337,241	1,437,332	795,974	675,093	795,417	559,144
Increase / (Decrease) per Fiscal Year:	(2,321,510)	(221,663)	(321,754)	319,604	440,485	320,161	556,434
Beginning Available Funds (Cash Reserves):	3,837,544	1,516,034	1,294,371	972,617	1,292,221	1,732,706	2,052,866
Ending Available Funds (Cash Reserves):	1,516,034	1,294,371	972,617	1,292,221	1,732,706	2,052,866	2,609,300
Available Funds End of Year - Unrestricted:	248,088	425,097	583,015	725,291	859,448	999,281	1,150,387
Available Funds End of Year - Restricted:	1,267,946	869,274	389,602	566,930	873,258	1,053,586	1,458,914
Total Available Funds End of Year:	1,516,034	1,294,371	972,617	1,292,221	1,732,706	2,052,866	2,609,300

Revenue and Expense Projections by Fund

Capital Projects Fund 301 Continued		Committed FY17 Capital Projects as of 06/30/17				
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
CD DnlwtnStreetLightImprv	AIO016	431,732.00	49,982.25	50,470.75	331,279.00	23.27%
P Ryanwood Drain Imprvmnt	DIP062	150,648.00	150,565.11	82.89	-	100.00%
P Asset Mgmt Software Sys	DIP064	20,000.00	-	19,350.00	650.00	96.75%
P SIGNAGE	IMI001	55,266.00	4,954.99	10,987.29	39,323.72	28.85%
P STREET STRIPING	IMI002	107,289.00	-	-	107,289.00	0.00%
P EMG TRAFFIC CONTROL SYS	IMI003	26,072.00	-	-	26,072.00	0.00%
P GUARDRAIL REPAIRS	IMI006	105,000.00	1,500.00	-	103,500.00	1.43%
CD Dunlwn WB R TurnLane	IMI011	5,000.00	-	-	5,000.00	0.00%
P OAK ST RR CROSSING	OMI001	50,000.00	-	-	50,000.00	0.00%
P OAK ST RR CROSSING	OMI001	1,701.00	1,701.00	-	-	100.00%
P CHARLES ST RR CROSSING	OMI002	50,000.00	-	-	50,000.00	0.00%
P CHARLES ST RR CROSSING	OMI002	1,701.00	1,701.00	-	-	100.00%
P SIDEWALK MAINTENANCE	OMI007	338,643.00	202,230.50	126,980.50	9,432.00	97.21%
P MISC NEW SIDEWALKS	OMI024	1,552.00	-	-	1,552.00	0.00%
P YORKTOWNE MDL SEGMENT	PNC007	725,000.00	-	-	725,000.00	0.00%
P Rd PavementInvCondAsmnt	POL040	80,000.00	3,560.00	76,330.00	110.00	99.86%
P FY16 Road Program	POL041	278,315.00	-	-	278,315.00	0.00%
P FY17 Road Program	POL042	758,255.00	21,820.00	29,175.00	707,260.00	6.73%
Total for Recreation Facilities 301 Fund:		3,186,174.00	438,014.85	313,376.43	2,434,782.72	23.58%

Revenue and Expense Projections by Fund

Fire Impact Fee Fund 311	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	140,674						
Remainder of FY17							
Interest on Investments		500	500	500	500	500	500
Fire Impact Fees - Commercial		25,000	25,000	25,000	25,000	25,000	25,000
Fire Impact Fees - Residential		25,000	25,000	25,000	25,000	25,000	25,000
Total Revenues:	140,674	50,500	50,500	50,500	50,500	50,500	50,500
Expenditures							
Actual thru 06/30/2017	750						
Reminder of FY17 (includes \$49,500 of Contingency)	49,927						
Encumbrances	-						
Admin Service Fees		1,000	1,000	1,000	1,000	1,000	1,000
Capital Improvement Program (CIP)							
Training Facility / Tower		-	75,000	403,000	-	-	-
Total Expenditures:	50,677	1,000	76,000	404,000	1,000	1,000	1,000
Increase / (Decrease) per Fiscal Year:	89,997	49,500	(25,500)	(353,500)	49,500	49,500	49,500
Beginning Available Funds (Cash Reserves):	422,958	512,955	562,455	536,955	183,455	232,955	282,455
Ending Available Funds (Cash Reserves):	512,955	562,455	536,955	183,455	232,955	282,455	331,955
Committed FY17 Fire Impact Fee Fund Projects as of 6/30/17							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
			-	-		-	
Total for 311 Fire Impact Fee Fund:		0.00	0.00	0.00	0.00	-	

Revenue and Expense Projections by Fund

Transportation Impact Fee Fund 312	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	192,410						
Remainder of FY17	161,031						
Transportation Impact Fees		140,000	140,000	140,000	140,000	140,000	140,000
Interest on Investments		5,000	5,000	5,000	5,000	5,000	5,000
Total Revenues:	353,441	145,000	145,000	145,000	145,000	145,000	145,000
Expenditures							
Actual thru 06/30/2017	103,321						
Remainder of FY17 (includes \$134,842,200 in Contingency)	659,299						
Encumbrances	74,156						
Admin. Service Fees (2% of Impact Fee Revenue)		2,800	2,800	2,800	2,800	2,800	2,800
Capital Improvement Program (CIP)							
North Spruce Creek Rd Sidewalk		89,000	-	-	-	-	-
Willow Run Blvd. Sidewalk (South Side)		-	-	22,000	-	-	-
Madeline Ave. (East) Sidewalks		2,000	10,000	150,000	-	-	-
Madeline Avenue (West) Sidewalk		-	2,000	10,000	150,000	-	-
Taylor Rd/Williamson Blvd. Intersection Feasibility Study		3,000	-	-	-	-	-
Sidewalk Gap Project		-	4,000	60,000	-	-	-
Total Expenditures:	836,776	96,800	18,800	244,800	152,800	2,800	2,800
Increase / (Decrease) per Fiscal Year:	(483,335)	48,200	126,200	(99,800)	(7,800)	142,200	142,200
Beginning Available Funds (Cash Reserves):	1,435,867	952,532	1,000,732	1,126,932	1,027,132	1,019,332	1,161,532
Ending Available Funds (Cash Reserves):	952,532	1,000,732	1,126,932	1,027,132	1,019,332	1,161,532	1,303,732
Committed FY17 Transp. Impact Fee Projects as of 06/30/17							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
P SP CREEK RD - SO TRAIL	OMI014	21,576.00	-	1,500.00	20,076.00	6.95%	
P N SPR CRK RD SIDEWALK	OMI017	1,456.00	-	-	1,456.00	0.00%	
P N SPR CRK RD SIDEWALK	OMI017	7,548.00	6,926.95	871.45	(250.40)	103.32%	
P N SPR CRK RD SIDEWALK	OMI017	63,054.00	3,905.55	59,148.45	-	100.00%	
P VICTORIA GRD SIDEWALK	OMI018	12,201.00	5,249.95	-	6,951.05	43.03%	
P VICTORIA GRD SIDEWALK	OMI018	73,773.00	46,147.01	5,373.24	22,252.75	69.84%	
P MCDONALD RD SIDEWALK	OMI019	1,391.00	-	-	1,391.00	0.00%	
P MCDONALD RD SIDEWALK	OMI019	60,039.00	1,188.66	-	58,850.34	1.98%	
P MCDONALD RD SIDEWALK	OMI019	16,285.00	15,803.34	482.40	(0.74)	100.00%	
P WILLOW RUN SIDEWALK SO	OMI023	1,500.00	-	-	1,500.00	0.00%	
P WILLOW RUN SIDEWALK SO	OMI023	6,494.00	-	-	6,494.00	0.00%	
P MISC NEW SIDEWALKS	OMI024	27,013.00	22,000.00	-	5,013.00	81.44%	
P YORKTOWNE MDL SEGMENT	PNC007	238,280.00	-	-	238,280.00	0.00%	
P HERBERT ST RGT TURN LN	PNC014	21,745.00	-	-	21,745.00	0.00%	
P HERBERT ST RGT TURN LN	PNC014	14,911.00	-	6,486.50	8,424.50	43.50%	
CD Yorktowne N. Segment	PNC015	6,000.00	-	-	6,000.00	0.00%	
P TOWN WEST/WILLIAMSON	POL021	125,868.00	-	293.80	125,574.20	0.23%	
Total for 312 Transportation Impact Fee Fund:		699,134.00	101,221.46	74,155.84	523,756.70	25.08%	

Revenue and Expense Projections by Fund

General Capital Fund 317	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	2,196,364						
Reminder of FY17 FDOT JPA Ridgewood	1,350,000						
Reminder of FY17 ECHO Coraci IV	156,423						
Interest on Investments		2,500	2,500	2,500	2,500	2,500	2,500
Transfer from General Fund	-	700,000	1,950,000	430,000	313,000	463,000	473,000
Total Revenues:	3,702,787	702,500	1,952,500	432,500	315,500	465,500	475,500
Expenditures							
Actual thru 06/30/2017	216,143						
Remainder of FY17	4,367,078						
Encumbrances	1,687,577						
Pending adjustment to balance fund							
Personnel Services		-	-	-	-	-	-
Operating Expenses		-	-	-	-	-	-
Capital Improvement Program (CIP)							
Riverwalk Park		100,000	-	-	-	-	-
WB Dunlawton Ave. Right Turn Lane at Nova Rd.		-	260,000	-	-	-	-
City Hall Repurposing		-	450,000	-	-	-	-
Fitness Room Equipment		27,000	-	-	-	-	-
Addition to FS 71		-	-	50,000	-	-	-
Fence, Dugout & Backstop Replacement		76,000	65,000	140,000	-	-	-
Causeway Dock Refurbishment		225,000	-	-	-	-	-
Ball Field Lamp Rplcmnt		-	255,000	185,000	148,000	-	-
Gym Floor Replacement		103,000	-	-	-	-	-
Gym Renovations / Repurpose		-	50,000	-	-	-	-
Playground Replacements		-	157,000	-	-	-	-
Amphitheater Seating Replacement		-	89,000	20,000	165,000	-	-
Resurface Parking Lots at City Facilities A through G		151,000	177,000	35,000	-	-	21,000
DPW Administration Building Exterior & Interior Renovation		-	422,000	-	-	-	-
City Hall ADA Improvements		-	20,000	-	-	-	-
Total Expenditures:	6,270,798	682,000	1,945,000	430,000	313,000	-	21,000
Increase / (Decrease) per Fiscal Year:	(2,568,011)	20,500	7,500	2,500	2,500	465,500	454,500
Beginning Available Funds (Cash Reserves):	2,547,836	(20,175)	325	7,825	10,325	12,825	478,325
Ending Available Funds (Cash Reserves):	(20,175)	325	7,825	10,325	12,825	478,325	932,825
317 General Capital - Unfunded Project Requests							
Riverwalk Park		-	1,500,000	-	-	-	-
Beautification of I-95 Interchange		873,000	-	-	-	-	-
Training Facility / Tower		-	-	522,000	-	-	-
Addition to FS 71		-	-	-	300,000	-	-
Conference Room Upgrades		-	35,000	-	-	-	-
Parks Maintenance Storage		200,000	-	-	-	-	-
Gym Renovations / Repurpose		-	-	270,000	145,000	-	-
Restroom / Concession Facility		164,000	-	-	-	-	-
Iconic Art Feature		-	115,000	-	-	-	-
Automatic Vehicle and Equipment Wash System		429,000	-	-	-	-	-
City Hall ADA Improvements		-	-	75,000	75,000	-	-
Wood Shop Rebuild		64,000	-	-	-	-	-
Total 317 Projects - Unfunded:		1,730,000	1,650,000	867,000	520,000	-	-

Revenue and Expense Projections by Fund

Capital Projects Fund 317 Continued		Committed FY17 General Capital Projects as of 06/30/17				
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
CD RIVERWALK PROJECT	AIO004	7,074.00	-	-	7,074.00	0.00%
CD RIVERWALK PROJECT	AIO004	725,000.00	64,950.99	595,640.14	64,408.87	91.12%
R City Hall Annex	AIO014	1,800,000.00	40,078.80	35,990.00	1,723,931.20	4.23%
CD CITY ENTRANCE SIGN DEV	AIO017	115,625.00	51,987.90	28,133.00	35,504.10	69.29%
CD Dnlwtn Medians Ph I&II	AIO022	279,959.00	18,669.80	10,065.50	251,223.70	10.26%
CD Dnlwtn Medians Ph I&II	AIO022	850,000.00	-	-	850,000.00	0.00%
CD S.RidgewoodAve Irrgtn	AIO026	134,735.00	362.50	134,372.00	0.50	100.00%
CD S.RidgewoodAveLandscape	AIO027	225,308.00	362.50	224,945.00	0.50	100.00%
CD S.RidgewoodAveLandscape	AIO027	500,000.00	-	293,334.00	206,666.00	58.67%
CM Train Depot Match-ECHO	AIO031	496.00	-	-	496.00	0.00%
CD Landscape Imprv I-95	AIO032	30,000.00	-	-	30,000.00	0.00%
LE Evidence Rm A/C Mitgtn	CIP011	19,800.00	-	19,800.00	-	100.00%
P CityHallHVAC ContrlrRpl	OBM008	220,000.00	-	29,067.00	190,933.00	13.21%
P CityCntrComplexLandscpg	OMI030	524,183.00	-	-	524,183.00	0.00%
R Coraci Athl Compl PHIV	QPC061	237,618.00	32,057.50	176,725.96	28,834.54	87.87%
R Causeway Dock Refurbish	QPC062	260,000.00	-	72,000.00	188,000.00	27.69%
R Lakeside HVAC Rplcmnt	QPC073	54,000.00	-	13,545.00	40,455.00	25.08%
R Playground Replacements	QPC074	185,000.00	-	16,441.70	168,558.30	8.89%
CM CITY TELEVISION STA	ZMI003	47,000.00	-	34,768.00	12,232.00	73.97%
CD City Hall Repurposing	ZMI065	30,000.00	-	2,750.00	27,250.00	9.17%
IT City Hall DataCntrReno	ZMI066	25,000.00	7,672.97	-	17,327.03	30.69%
Total for 317 General Capital Fund:		6,270,798.00	216,142.96	1,687,577.30	4,367,077.74	30.36%

Revenue and Expense Projections by Fund

Water & Sewer R & R Fund 403	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	2,063,106						
Remainder of FY17	886,900						
Grants							
Interest on Investments		5,000	5,000	5,000	5,000	5,000	5,000
Transfer from Water/Sewer Revenue	-	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Total Revenues:	2,950,006	2,505,000	2,505,000	2,505,000	2,505,000	2,505,000	2,505,000
Expenditures							
Actual thru 06/30/2017	686,798						
Remainder of FY17	4,899,433						
Encumbrances	193,700						
Operating Expenses - Fleet Transfers		299,747	314,568	313,642	251,384	209,623	212,929
Transfers		-	-	-	-	-	-
Capital Improvement Program (CIP)							
Production Well Replacement		-	-	250,000	250,000	250,000	250,000
Water System Replacements		300,000	300,000	300,000	50,000	200,000	200,000
Telemetry Instrument / Control System A through B		200,000	240,000	240,000	240,000	240,000	240,000
Water Reclamation Facility - R&R A through C		450,000	885,000	875,000	900,000	925,000	950,000
WRF Electric System Repair/Replacement		575,000	500,000	-	-	-	-
WRF Operations Building Expansion		-	100,000	-	-	-	-
Water Treatment Plant R & R - Equipment A through B		150,000	200,000	225,000	420,000	250,000	275,000
Replace Existing Lift Stations		360,000	360,000	360,000	360,000	360,000	360,000
Taylor Road Improvements		-	-	-	-	800,000	-
Total Expenditures:	5,779,931	2,334,747	2,899,568	2,563,642	2,471,384	3,234,623	2,487,929
Increase / (Decrease) per Fiscal Year:	(2,829,925)	170,253	(394,568)	(58,642)	33,616	(729,623)	17,071
Beginning Available Funds (Cash Reserves):	2,587,715	(242,210)	(71,957)	(466,525)	(525,167)	(491,551)	(1,221,174)
Ending Available Funds (Cash Reserves):	(242,210)	(71,957)	(466,525)	(525,167)	(491,551)	(1,221,174)	(1,204,103)

Committed FY17 W/S R&R Fund Projects as of 6/30/17						
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
CD RIVERWALK PROJECT	AIO004	155,233.00	25,004.09	109,281.21	20,947.70	86.51%
U Telemetry I & C	MME003	89,912.00	24,021.11	3,013.20	62,877.69	30.07%
U Telemetry I & C	MME003	200,950.00	1,724.00	4,353.00	194,873.00	3.02%
U Utilities Master Plan	MPL001	750,000.00	-	-	750,000.00	0.00%
U R & R Lift Station	SLS002	180,000.00	-	-	180,000.00	0.00%
U Sewer Plant Replacement	SSP002	1,135,837.00	81,584.90	27,410.33	1,026,841.77	9.60%
U BioSolidsTrtmnt/Compost	SSP009	55.00	54.75	-	0.25	99.55%
U WWTP InflntStrctreByps	SSP011	235,120.00	-	-	235,120.00	0.00%
U White Acres Improvement	UET022	478,660.00	191,760.11	-	286,899.89	40.06%
U WilliamsnUtilityRelocat	URL010	3,100.00	-	-	3,100.00	0.00%
U Replacement, WA System	URP001	746,875.00	-	-	746,875.00	0.00%
U S Atlantic JPA w/Vol Co	URP010	33,666.00	-	-	33,666.00	0.00%
U S Atlantic JPA w/Vol Co	URP010	9,988.00	-	-	9,988.00	0.00%
U Water Plant Improvement	WWP003	1,128,558.00	121,439.25	22,364.84	984,753.91	12.74%
U WW Repairs/Maint	WWW002	50,000.00	2,037.92	27,277.00	20,685.08	58.63%
U METER REPLACEMENT PRG	ZMI044	41,977.00	1,951.00	-	40,026.00	4.65%
Total for 403 W/S R&R Fund:		5,239,931.00	449,577.13	193,699.58	4,596,654.29	12.28%

Revenue and Expense Projections by Fund

Water & Sewer Impact Fee Fund 405	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	468,313						
Remainder of FY17	202,472						
Grant Reimbursements							
Water Impact Fees - Residential		150,000	150,000	150,000	150,000	150,000	150,000
Water Impact Fees - Commercial		150,000	150,000	150,000	150,000	150,000	150,000
Sewer Impact Fees - Residential		150,000	150,000	150,000	150,000	150,000	150,000
Sewer Impact Fees - Commercial		150,000	150,000	150,000	150,000	150,000	150,000
Interest on Investments		1,000	1,000	1,000	1,000	1,000	1,000
Total Revenues:	670,785	601,000	601,000	601,000	601,000	601,000	601,000
Expenditures							
Actual thru 06/30/2017	131,671						
Remainder of FY17	2,259,185						
Encumbrances	1,405						
Admin. Service Fees (2% of Impact Fee Revenue)		12,000	12,000	12,000	12,000	12,000	12,000
Debt Service		-	-	-	-	-	-
Capital Improvement Program (CIP)							
Water							
Water System Replacements		375,000	250,000	250,000	150,000	-	-
Water System Extensions / Upsizing A through B		50,000	50,000	50,000	50,000	450,000	50,000
City Cost Participation Project		50,000	50,000	50,000	50,000	50,000	50,000
Water Treatment Plant - 3 Million Gal Water Storage Tank		-	-	300,000	3,000,000	-	-
Taylor Road Improvements		-	-	-	-	400,000	-
Sewer							
City Cost Participation Project		50,000	50,000	50,000	50,000	50,000	50,000
WRF Nutrient Removal Process Improvements		-	-	500,000	3,000,000	-	-
Water Reclamation Facility - Water Reuse Program		-	300,000	-	2,000,000	-	-
Field Operations - Sewer System Expansion		300,000	300,000	2,000,000	2,000,000	-	-
Taylor Road Improvements		-	-	-	-	400,000	-
Riverwalk Utilities		-	225,000	-	-	-	-
Total Expenditures:	2,392,261	837,000	1,237,000	3,212,000	10,312,000	1,362,000	162,000
Increase / (Decrease) per Fiscal Year:	(1,721,476)	(236,000)	(636,000)	(2,611,000)	(9,711,000)	(761,000)	439,000
Beginning Available Funds (Cash Reserves):	2,476,228	754,752	518,752	(117,248)	(2,728,248)	(12,439,248)	(13,200,248)
Ending Available Funds (Cash Reserves):	754,752	518,752	(117,248)	(2,728,248)	(12,439,248)	(13,200,248)	(12,761,248)
Committed FY17 W/S Impact Fee Fund Projects as of 6/30/17							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
CD RIVERWALK PROJECT	AIO004	51,405.00	49,999.90	1,404.80	0.30	100.00%	
U Utilities Master Plan	MPL001	125,000.00	-	-	125,000.00	0.00%	
U Utilities Master Plan	MPL001	125,000.00	-	-	125,000.00	0.00%	
U Reservoir Outfall	RIM005	71,689.00	-	-	71,689.00	0.00%	
U Sewer Plant Replacement	SSP002	8,145.00	-	-	8,145.00	0.00%	
U Cost Participation	UCP001	122,608.00	-	-	122,608.00	0.00%	
U Cost Participation	UCP001	143,922.00	33,500.00	-	110,422.00	23.28%	
U Extension, Water System	UET001	87,439.00	-	-	87,439.00	0.00%	
U Extension, Sewer System	UET002	4,328.00	-	-	4,328.00	0.00%	
U White Acres Improvement	UET022	861,882.00	39,171.13	-	822,710.87	4.54%	
U Septic to Sewer	UET023	150,000.00	-	-	150,000.00	0.00%	
U Reinforcement, WA Sys	URF001	8,303.00	-	-	8,303.00	0.00%	
U Replacement, WA System	URP001	158,552.00	-	-	158,552.00	0.00%	
U Replacement, WA System	URP001	375,000.00	-	-	375,000.00	0.00%	
U S Atlantic JPA w/Vol Co	URP010	22,988.00	-	-	22,988.00	0.00%	
Total for 405 W/S Impact Fee Fund:		2,316,261.00	122,671.03	1,404.80	2,192,185.17	5.36%	

Revenue and Expense Projections by Fund							
Drainage Construction Operating Fund 412	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	3,856,272						
Remainder of FY17 - Drainage Fees	132,977						
Remainder of FY17	1,091,146						
Remainder of FY17 - Interest	8,061						
Drainage Fees		4,781,246	4,781,246	4,781,246	4,781,246	4,781,246	4,781,246
Interest on Investments		26,700	26,700	26,700	26,700	26,700	26,700
Total Revenues:	5,088,456	4,807,946	4,807,946	4,807,946	4,807,946	4,807,946	4,807,946
Expenditures							
Actual thru 6/30/2017	3,193,798						
Remainder of FY17							
Remainder of FY17 - Personnel	454,587						
Remainder of FY17 - Operating	478,392						
Remainder of FY17 - Capital	1,805,273						
Remainder of FY17 - Debt Srvc	366,303						
Remainder of FY17 - Transfers/Non-Operating	67,745						
Remainder of FY17 - Encumbrances	880,775						
Personnel Expense		901,966	901,966	901,966	901,966	901,966	901,966
Operating Expense		1,198,102	1,198,102	1,198,102	1,198,102	1,198,102	1,198,102
Debt Service		1,476,449	1,476,449	1,476,449	1,476,449	1,476,449	1,476,449
Transfers for Admin Share & In-lieu		278,235	278,235	278,235	278,235	278,235	278,235
Contingency			-	-	-	-	-
Capital Improvement Program (CIP)							
Virginia Ave and Monroe St. Drainage Basin		297,000	329,000	-	-	-	-
Yorktowne Boulevard Sidewalk Drainage Improvements		120,000	-	-	-	-	-
Storm Water Master Plan Phase II		380,000	-	-	-	-	-
Total Expenditures:	7,246,872	4,651,752	4,183,752	3,854,752	3,854,752	3,854,752	3,854,752
Increase / (Decrease) per Fiscal Year:	(2,158,416)	156,194	624,194	953,194	953,194	953,194	953,194
Beginning Available Funds (Cash Reserves):	2,834,048	675,631	831,826	1,456,020	2,363,458	3,316,653	4,269,847
Ending Available Funds (Cash Reserves):	675,631	831,826	1,456,020	2,409,214	3,316,653	4,269,847	5,223,042
Reserve Requirement:	537,179	525,017	525,017	525,017	525,017	525,017	525,017
Ending Net Available for Capital:	138,452	306,809	931,003	1,884,197	2,791,636	3,744,830	4,698,025
412 Drainage - Unfunded Project Requests							
Howes Street Stormwater Improvements		456,000	-	-	-	-	-
Halifax River Outfall Replacement		-	1,697,000	-	-	-	-
City Center Shoreline Stabilization		341,000	-	-	-	-	-
Charles Street Drainage Improvements		110,000	726,000	-	-	-	-
Tumblebrook Drive Stormwater Improvements		186,000	-	-	-	-	-
White Place & Riverside Drainage Improvements		105,000	-	-	-	-	-
Southwinds Stormwater Pond Outfall Retrofit		-	-	45,000	1,250,000	-	-
Viking Drive Stormwater Improvements		30,000	-	-	-	-	-
Powers Avenue at Lemon Street Drainage Improvements		175,000	-	-	-	-	-
Pipe Replacement		-	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Total 412 Projects - Unfunded:		1,403,000	3,423,000	1,045,000	2,250,000	1,000,000	1,000,000
		Committed FY17 Drainage Projects as of 6/30/17					
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
P B23 CANAL GRANT PHASE 1	DIP021	630.00	-	630.00	-	100.00%	
P StormwaterMasterPlanPh1	DIP055	250,000.00	7,304.10	240,035.90	2,660.00	98.94%	
P Cambridge Stablztn Phll	DIP056	532,261.00	19,365.00	8,655.00	504,241.00	5.26%	
P Virginia/MonroeDrainIm	DIP059	20,564.00	12,300.51	-	8,263.49	59.82%	
P SleepyHollow Drain.Impr	DIP060	104,115.00	-	-	104,115.00	0.00%	
P Ryanwood Drain Imprvmnt	DIP062	156,125.00	90,028.38	37,733.62	28,363.00	81.83%	
P Pipe Culvert Niver etc.	DIP066	256,582.00	55,954.98	170,368.22	30,258.80	88.21%	
P InvCondAssessSrvyDrain	DIP067	384,000.00	138,735.00	245,265.00	-	100.00%	
P Halifax Rvr OutfallRplic	DIP068	60,000.00	-	-	60,000.00	0.00%	
P Howes St Strmwtrlmprvrnm	DIP06						

Revenue and Expense Projections by Fund

Lease & Replacement Fund 505	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	2,118,017						
Remainder of FY17	556,030						
Fleet Rentals		2,473,811	2,473,811	2,473,811	2,473,811	2,473,811	2,473,811
Interest on Investments		5,500	5,500	5,500	5,500	5,500	5,500
Miscellaneous Revenues		-	-	-	-	-	-
Transfer from General Fund	-	450,000	-	-	-	-	-
Total Revenues:	2,674,047	2,929,311	2,479,311	2,479,311	2,479,311	2,479,311	2,479,311
Expenditures							
Actual thru 06/30/2017	661,552						
Remainder of FY17	2,793,770						
Encumbrances	1,631,317						
Capital Improvement Program (CIP)							
Enterprise Resource Planning System		200,000	200,000	200,000	-	-	-
Veh Rplcmnt - CD Building		23,000	-	-	-	-	-
Veh Rplc - CD Comm Imprv		42,000	-	-	-	-	-
12 Lead Heart Monitors		60,000	-	-	-	-	-
Thermal Imaging Camera Replacement Program		-	-	16,000	16,000	16,000	-
Extrication Equipment		40,000	-	-	-	-	-
Emergency Traffic Control		-	287,000	-	-	-	-
Radios		12,000	11,000	-	-	-	-
Exhaust Extractors		5,000	3,000	-	-	-	-
Veh Rplcmnt - Fire		770,000	900,000	420,000	135,000	-	15,000
City Municipal Network		20,000	30,000	30,000	30,000	30,000	30,000
Maintain Hardware Infrastructure		25,000	25,000	25,000	25,000	25,000	25,000
Public Safety Technology Refresh		30,000	30,000	30,000	30,000	30,000	30,000
Virtual Desktop Infrastructure		-	100,000	-	-	-	-
Old PD Technology Infrastructure		135,000	-	-	-	-	-
Fiber Optic Network Tracer Wire		40,000	40,000	-	-	-	-
Veh Rplcmnt - Parks & Rec		124,000	115,000	24,000	45,000	26,000	126,000
Project-25 FCC Police Radio Compatibility & Rplcmnt		399,000	-	-	-	-	-
Veh Rplcmnt - Police		451,000	513,000	737,000	278,000	334,000	690,000
Veh Rplcmnt - Water Prod		-	21,000	40,000	80,000	-	92,000
Veh Rplcmnt - Meter Readers		66,000	-	-	18,000	-	-
Veh Rplcmnt - Water Dist		-	40,000	155,000	80,000	18,000	466,000
Veh Rplcmnt - W/S Admin.		-	-	-	-	22,000	-
Veh Rplc - W/S Warehouse		-	-	-	-	-	30,000
Veh Rplcmnt - Pub Works		104,000	151,000	156,000	46,000	180,000	93,000
Veh Rplcmnt - Bldg Maint		22,000	-	-	-	-	-
Veh Rplcmnt - Veh Maint		20,000	-	45,000	-	-	-
Veh Rplcmnt - Stormwater		42,000	-	300,000	978,000	112,000	60,000
Equip Rplc - Cypress Head		79,000	118,000	45,000	65,000	74,000	65,000
Golf Cart Rplc - Cypress Head		-	225,000	-	-	-	-
Total Expenditures:	5,086,639	2,709,000	2,809,000	2,223,000	1,826,000	867,000	1,722,000
Increase / (Decrease) per Fiscal Year:	(2,412,592)	220,311	(329,689)	256,311	653,311	1,612,311	757,311
Beginning Available Funds (Cash Reserves):	2,555,664	143,072	363,383	33,694	290,005	943,316	2,555,627
Ending Available Funds (Cash Reserves):	143,072	363,383	33,694	290,005	943,316	2,555,627	3,312,938
Vehicles - Subtotal		1,664,000	1,740,000	1,877,000	1,660,000	692,000	1,572,000
Equipment - Subtotal		966,000	726,000	301,000	101,000	101,000	85,000
Cypress Head - Subtotal		79,000	343,000	45,000	65,000	74,000	65,000
Total		2,709,000	2,809,000	2,223,000	1,826,000	867,000	1,722,000

Revenue and Expense Projections by Fund

Lease & Replacement Fund 505 Continued		Committed FY17 Lease & Replacement Projects as of 06/30/17				
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
IT Dnlwtn Electronic Sign	AIO033	22,000.00	-	-	22,000.00	0.00%
E 12 LEAD HEART MONITORS	FIR003	60,013.00	56,905.11	-	3,107.89	94.82%
F RADIO REPLC P-25 COMPLY	FIR007	12,988.00	-	6,165.40	6,822.60	47.47%
F Self Contned Brthng App	FIR013	3,000.00	-	-	3,000.00	0.00%
F Self Contned Brthng App	FIR013	16,606.00	-	-	16,606.00	0.00%
F Extrication Equipment	FIR014	40,231.00	39,146.55	-	1,084.45	97.30%
F Ambulance (Used)	FIR018	75,000.00	-	-	75,000.00	0.00%
R Gym Bleacher Rplcmnt	QPC069	49,000.00	49,000.00	-	-	100.00%
IP LARGE FORMAT PRINTERS	ZMI013	6,000.00	-	-	6,000.00	0.00%
IP MUNICIPAL NETWORK	ZMI015	23,716.00	3,752.48	-	19,963.52	15.82%
IP MUNICIPAL NETWORK	ZMI015	79,693.00	23,244.86	9,200.54	47,247.60	40.71%
IP COMPUTER HARDWARE	ZMI016	7,693.00	3,409.45	3,030.00	1,253.55	83.71%
IP COMPUTER HARDWARE	ZMI016	23,322.00	-	-	23,322.00	0.00%
IP COMPUTER HARDWARE	ZMI016	161,437.00	154,383.38	-	7,053.62	95.63%
IT PublicSafetyLaptopRplc	ZMI032	52,380.00	50,509.19	-	1,870.81	96.43%
IT Doc Collbrtn EOC Softw	ZMI037	14,045.00	-	-	14,045.00	0.00%
IT Doc Collbrtn EOC Softw	ZMI037	29,338.00	9,836.30	-	19,501.70	33.53%
IT VIDEO SECURITY SYSTEM	ZMI040	2,726.00	-	-	2,726.00	
IT VIDEO SECURITY SYSTEM	ZMI040	19,710.00	18,225.60	-	1,484.40	
IT VIDEO SECURITY SYSTEM	ZMI040	504.00	-	-	504.00	0.00%
IT VIDEO SECURITY SYSTEM	ZMI040	31,029.00	-	-	31,029.00	0.00%
FN INTERACTIVE VOICE RECO	ZMI047	95,900.00	-	-	95,900.00	0.00%
CM ERP Software System	ZMI054	2,000,000.00	-	-	2,000,000.00	0.00%
IT Virtual Desktop Infra	ZMI058	350,000.00	246,170.54	3,299.28	100,530.18	71.28%
Website Development	ZMI062	55,000.00	-	54,430.00	570.00	98.96%
LE Proj-25 Radio Rplcmnt	ZMI067	401,000.00	-	397,223.04	3,776.96	99.06%
Total for 505 Lease & Replacement Fund:		3,632,331.00	654,583.46	473,348.26	2,504,399.28	31.05%

Revenue and Expense Projections by Fund

Building Maintenance Fund 506	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	1,603,506						
Remainder of FY17	533,158						
Transfers		2,270,145					
Interest on Investments		1,850					
Total Revenues:	2,136,664	2,271,995					
Expenditures							
Actual thru 06/30/2017	1,453,148						
Encumbrances	232,352						
Remaining FY17 - Personnel	256,999						
Remaining FY17 - Operating	279,423						
Remaining FY17 - Capital	137,630						
Remaining FY17 - Transfer for Debt	156,043						
Personnel Services		417,007					
Operating Expenses		1,260,090					
Transfers for Debt - 2014 Cap Imprv Bonds		623,525					
Capital Outlay		33,000					
Capital Improvement Program (CIP)		11,000					
FS 73 Emergency Power Generator Replacement		76,000					
Kitchen Replacement at FS71 & FS74		-	36,000	-	-	-	-
Total Expenditures:	2,515,595	2,420,622	36,000	-	-	-	-
Increase / (Decrease) per Fiscal Year:	(378,931)	(148,627)	(36,000)	-	-	-	-
Beginning Available Funds (Cash Reserves):	600,459	221,528	72,901	36,901	36,901	36,901	36,901
Ending Available Funds (Cash Reserves):	221,528	72,901	36,901	36,901	36,901	36,901	36,901
Committed FY17 Building Maintenance Fund Projects as of 6/30/17							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
P City Hall Tunnel Reno	AIO029	3,615.00	3,600.00	-	15.00	99.59%	
P City Hall BreakroomReno	AIO030	32,580.00	32,580.00	-	-	100.00%	
P Asset Mgmt Software Sys	DIP064	9,407.00	7,424.34	1,981.91	0.75	99.99%	
F Relocate EOC to New PD	FIR012	47.00	-	-	47.00	0.00%	
P R&R Fuel Canopy Old PD	OBM007	31,700.00	-	-	31,700.00	0.00%	
P City Hall Light Sensors	OBM009	37,000.00	-	-	37,000.00	0.00%	
P Rplc Bay Doors FS73	OBM010	51,000.00	-	-	51,000.00	0.00%	
P Generator for FS71	OBM011	60,200.00	-	55,120.00	5,080.00	91.56%	
P Paint FireStns 72 & 75	OMI031	24,964.00	24,964.00	-	-		
CM EMERGENCY-MATTHEW 2016	ZEM016	10,636.00	10,635.02	-	0.98	99.99%	
CM EMERGENCY-MATTHEW 2016	ZEM016	2,082.00	2,081.72	-	0.28	99.99%	
Total for 506 Building Maintenance Fund:		263,231.00	81,285.08	57,101.91	124,844.01	52.57%	

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Capital Improvement Program (CIP)

Example Project Page

Proposed capital improvement projects are reviewed and evaluated from information provided in CIP requests forms such as the one below. Program descriptions include detailed project characteristics and features. Justifications address adopted service level standards; concurrency requirements; relevance to other projects; and other benefits associated with undertaking the project. All project cost components and possible funding sources should be identified.

The annual operating impact of each project must also be carefully considered. Sufficient revenue sources should be identified in order to cover any additional operating costs such as staffing, maintenance, and equipment.

General Project Information

Estimated Project Costs by Category

Funding Sources by Category

Probable Funding Source for Operating Impact

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200526

PROJECT NAME	Athletic Complex	Project Manager	Susan Lovallo
DEPARTMENT	Parks and Recreation	Original Plan Date	April 16, 2004
LOCATION	Coraci Property	Concurrency Requirement	Recreation/Open Space

DESCRIPTION/JUSTIFICATION:

This project calls for the design and construction of a multi-purpose athletic complex to serve the continued demand for a variety of youth and adult recreational programs. The proposed complex will be located in the vicinity of Planned Community No. 1 on a 36-acre tract of land and will consist of (4) lighted multi-purpose athletic fields, an 11,000 sq. ft. gymnasium/community center, 4,500 linear foot trail system, picnic area and children's playground. Currently, the number of ballfields is slightly below the adopted level of service standard in the City's Comprehensive Plan. Construction of the new ballfields during Phase I of the project will provide enough capacity to accommodate current and anticipated residential growth over the next several years. A conceptual Master Plan has already been developed for the park. Construction of the first phase of the complex began during FY 2007-08.

A portion of the funding for this project will be obtained from grants from the Florida Recreation Development Assistance Program and Volusia ECHO with the remainder funded from recreational impact fees generated by the new residential development in the area.

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000
TOTAL PROJECT COSTS	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000

SOURCES OF FUNDS:	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
Proposed Grants (FRDAP)	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000
Recreation Impact Fee Fund (611)	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000

OPERATIONAL IMPACT

New registration fees and concession revenues will be derived from expanded baseball, softball, basketball, soccer and other programs. These revenues will be used to partially offset the costs of general maintenance and additional personnel required to maintain the new facilities and the programs offered.

OPERATIONAL IMPACT	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
Additional Revenues							
Charges for Services (Registration Fees)	-	-	83,000	102,000	121,000	140,000	446,000
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
Personnel	-	-	55,000	85,000	90,000	140,000	370,000
Maintenance and Other Operating	-	-	65,000	90,000	95,000	350,000	600,000
Non Operating (Equipment)	-	-	-	20,000	-	20,000	40,000
Net Annual Impact on Operations	-	-	37,000	93,000	64,000	370,000	564,000

FUNDING SOURCES	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
General Fund - (001)	-	-	37,000	93,000	64,000	370,000	564,000
Total	-	-	37,000	93,000	64,000	370,000	564,000

Comprehensive Plan Element Type

Project Description and Justification

Potential Operating Impact

Estimated Operating Costs of Proposed Project

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Revenue and Expense Projections by Fund

Recreation Facilities Fund 106	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	57,084						
Remainder of FY17	17,685						
Interest		3,000	3,000	3,000	3,000	3,000	3,000
YMCA Rental Revenue (\$17,145*12)		205,740	40,000	40,000	40,000	40,000	40,000
Total Revenues:	74,769	208,740	43,000	43,000	43,000	43,000	43,000
Expenditures							
Actual thru 06/30/2017	29,113						
Remainder of FY17	113,718						
Encumbrances	12,770						
Operating Expenses		16,000	16,000	16,000	16,000	16,000	16,000
YMCA Capital Improvement Program (CIP)							
Air Conditioner Replacements		16,000	-	-	-	-	-
Pool Resurface		135,000	-	-	-	-	-
Exterior Repairs and Painting		70,000	37,000	-	-	-	-
Total Expenditures:	155,601	237,000	53,000	16,000	16,000	16,000	16,000
Increase / (Decrease) per Fiscal Year:	(80,832)	(28,260)	(10,000)	27,000	27,000	27,000	27,000
Beginning Available Funds (Cash Reserves)*:	129,225	48,393	20,133	10,133	37,133	64,133	91,133
Ending Available Funds (Cash Reserves):	48,393	20,133	10,133	37,133	64,133	91,133	118,133
Committed FY17 Recreation Facilities Projects as of 06/30/17							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
R YMCA REPAIRS	QPC020	1,044.00	-	-	1,044.00	0.00%	
R YMCA AC REPLACEMENTS	QPC049	61,610.00	26,126.00	-	35,484.00	42.41%	
R YMCA VCT Tile/Hallways	QPC070	13,853.00	-	-	13,853.00	0.00%	
Total for Recreation Facilities 106 Fund:		76,507.00	26,126.00	-	50,381.00	34.15%	
*Note: The Beginning Available Funds (Cash Reserves) includes YMCA funds only.							

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201514

Project Name:	Air Conditioner Replacements	Project Manager:	Bill Kennedy
Department:	YMCA	Original Plan Date:	03/20/15
Location:	Port Orange Family YMCA	Concurrency Requirement:	
Goal / Objective: Goal 3 Objective 1		Priority II: ESSENTIAL (Should-Do)	

DESCRIPTION / JUSTIFICATION:

The Port Orange Family YMCA offers a wide variety of programs and services for the citizens of Port Orange and surrounding areas. Through an agreement with the City, the YMCA is responsible for management and general operations of the complex. A separate capital reserve fund was established to address major repairs and capital improvements for the facility.

Replacement of air conditioners at various locations. Two thirds of the YMCA's air conditioning equipment is 16 years old. The 15 ton split unit- Wellness Area and the 10 ton unit - Southwest Gym were funded in FY16. The Unit #3 - Group Exercise Rooms, Free Weight Area and Hallway and the Unit #4 - Racquetball Courts were funded in FY17.

Description	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
1 ea. Package Unit #3 (rooftop) - Group Exercise Rooms, Free Weight Area and Hallway	-	-		-	-	-	-
1 ea. Package Unit #4 - Racquetball Courts	-	-	-	-	-	-	-
2 ea. 10 ton units - Northeast and Southeast Gym	-	-	-	-	-	-	-
2 ea. 10 ton units - Halifax Therapy and Childcare	16,000				-	-	16,000
Electronic Dampening System to the Duct work in Studio A and B and Thermostats Replacement	-	-	-	-	-	-	-
Totals:	16,000	-	-	-	-	-	16,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	16,000		-	-	-	-	16,000
Equipment	-		-	-	-	-	-
TOTAL PROJECT COSTS	16,000	-	-	-	-	-	16,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Recreation Facilities Fund 106	16,000		-	-	-	-	16,000
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	16,000	-	-	-	-	-	16,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Recreation Facilities Fund 106	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201820

Project Name:	Pool Resurface	Project Manager:	Susan Lovallo
Department:	YMCA	Original Plan Date:	02/22/17
Location:	Port Orange Family YMCA	Concurrency Requirement:	
Goal / Objective: Goal 2 Objective 4		Priority I: IMPERATIVE (Must do)	

DESCRIPTION / JUSTIFICATION:

The pool at the YMCA is in desperate need of refinishing. The pool surface is original and has exceeded its life expectancy. Failure to complete this work could result in a shut down due to Health Department requirements. Two quotes were given one for standard quartz which has a 5 year warranty for \$96,500 or a satin matrix pebble with a 15 year warranty for \$122,500. Staff is recommending a 10% added for unforeseen conditions since it is a remodel project, bringing the total to \$134,750.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	134,750	-	-	-	-	-	134,750
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	134,750	-	-	-	-	-	134,750
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Recreation Facilities Fund 106	134,750	-	-	-	-	-	134,750
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	134,750	-	-	-	-	-	134,750

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Recreation Facilities Fund 106	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201821

Project Name:	Exterior Repairs and Painting	Project Manager:	Susan Lovallo
Department:	YMCA	Original Plan Date:	02/22/17
Location:	Port Orange Family YMCA	Concurrency Requirement:	

Goal / Objective: Goal 2 Objective 4

Priority I: IMPERATIVE (Must do)

DESCRIPTION / JUSTIFICATION:

The facility manager has inspected the building and noted step cracks. The YMCA has water leaking into the building along the wall by the racquetball courts. We received an estimate for the wall repairs. To properly repair the walls using a "Dryvit System" the preliminary costs is \$15.00 per square foot which includes installing the "system" to the south and east walls. This figure includes new, supplementary flashing(s) to the existing flashing at the top of the wall. There is approximately 4,235 square feet of wall surfaces. Based on \$15.00 per square foot, the approximate cost to install a "system" is \$63,525.00. The estimate provided by the facility manager to paint the exterior of the building is \$33,849. This project can be phased with the wall being repaired in FY18 and the painting in FY19. Staff is recommending a 10% added for unforeseen conditions since this is a remodel project.

FY18 install Dryvit System

FY19 Paint exterior of building

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	69,878	37,124	-	-	-	-	107,002
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	69,878	37,124	-	-	-	-	107,002
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Recreation Facilities Fund 106	69,878	37,124	-	-	-	-	107,002
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	69,878	37,124	-	-	-	-	107,002

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Recreation Facilities Fund 106	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

Revenue and Expense Projections by Fund

Capital Projects Fund 301	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual Unrestricted Gas Tax RV thru 6/30/2017	428,313						
Actual Restricted Gas Tax RV thru 6/30/2017	317,559						
Actual Restricted Misc RV thru 6/30/2017	10,255						
Actual Unrestricted Interest thru 6/30/2017	21,083						
Actual LAP RV thru 6/30/2017	-						
Remaining FY17 Unrestricted Gas Tax RV	252,969						
Remaining FY17 Restricted Gas Tax RV	301,466						
Remaining FY17 Unrestricted Interest							
Gas Tax 1 - 6 cents (New Constr, Expansion, Operations or Paving) Unrestricted		703,250	703,250	703,250	703,250	703,250	703,250
Gas Tax 1 - 5 cents (New Constr. or Expansion Only) Restricted		405,328	405,328	405,328	405,328	405,328	405,328
Interest on Investments - Unrestricted		7,000	7,000	7,000	7,000	7,000	7,000
Total Revenues:	1,331,645	1,115,578	1,115,578	1,115,578	1,115,578	1,115,578	1,115,578
Expenditures							
Actual Unrestricted Gas Tax XP thru 6/30/2017	480,183						
Actual Restricted Gas Tax XP thru 6/30/2017	25,380						
Remaining Unrestricted Gas Tax XP	1,262,231						
Remaining Restricted Gas Tax XP	1,569,056						
Encumbrances							
Remainder of FY17 - 1 - 6 Cents (New, Expansion, Paving, Ops.) Unrestricted	210,800						
Remainder of FY17 - 1 - 5 Cents (New or Expansion Only) Restricted	105,505						
Contingency							
Remainder of FY17 - 1 - 5 Cents (New or Expansion Only) Restricted	-						
Remainder of FY17 - 1 - 6 Cents (New, Expansion, Paving, Ops.) Unrestricted							
Operating Expenses (1 - 6 Cents or Misc. RV Funding) Unrestricted - Fleet Financing		113,089	130,430	146,072	154,191	148,515	137,242
Operating Expenses (1 - 6 Cents or Misc. RV Funding) Unrestricted - RR Annual Maint, Striping, Signage, Sidewalk Repair		420,152	421,902	421,902	421,902	421,902	421,902
Capital Improvement Program (CIP)							
Unrestricted (1 - 6 Cents or Misc RV Funding)							
		-	-	-	-	-	-
Capital Improvement Program (CIP)							
Restricted (1 - 5 Cents RV Funding)							
Willow Run Blvd Widening		-	-	3,000	20,000	225,000	-
WB Dunlawton Ave Right Turn Lane and City Center Cir.		-	66,000	-	-	-	-
EB Dunlawton Ave. Right Turn Lane at Clyde Morris Blvd.		-	8,000	84,000	-	-	-
WB Dunlawton Ave. Right Turn Lane at Nova Rd.		-	-	7,000	79,000	-	-
EB Herbert St. Left Turn Lane at Nova Rd.		2,000	5,000	60,000	-	-	-
Madeline Avenue Median and Turn Lane Project		2,000	6,000	74,000	-	-	-
Road Resurfacing and Reconstruction		800,000	800,000	-	-	-	-
Total Expenditures:	3,653,155	1,337,241	1,437,332	795,974	675,093	795,417	559,144
Increase / (Decrease) per Fiscal Year:	(2,321,510)	(221,663)	(321,754)	319,604	440,485	320,161	556,434
Beginning Available Funds (Cash Reserves):	3,837,544	1,516,034	1,294,371	972,617	1,292,221	1,732,706	2,052,866
Ending Available Funds (Cash Reserves):	1,516,034	1,294,371	972,617	1,292,221	1,732,706	2,052,866	2,609,300
Available Funds End of Year - Unrestricted:	248,088	425,097	583,015	725,291	859,448	999,281	1,150,387
Available Funds End of Year - Restricted:	1,267,946	869,274	389,602	566,930	873,258	1,053,586	1,458,914
Total Available Funds End of Year:	1,516,034	1,294,371	972,617	1,292,221	1,732,706	2,052,866	2,609,300

Revenue and Expense Projections by Fund

Capital Projects Fund 301 Continued		Committed FY17 Capital Projects as of 06/30/17				
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
CD DnlwtnStreetLightImprv	AIO016	431,732.00	49,982.25	50,470.75	331,279.00	23.27%
P Ryanwood Drain Imprvmnt	DIP062	150,648.00	150,565.11	82.89	-	100.00%
P Asset Mgmt Software Sys	DIP064	20,000.00	-	19,350.00	650.00	96.75%
P SIGNAGE	IMI001	55,266.00	4,954.99	10,987.29	39,323.72	28.85%
P STREET STRIPING	IMI002	107,289.00	-	-	107,289.00	0.00%
P EMG TRAFFIC CONTROL SYS	IMI003	26,072.00	-	-	26,072.00	0.00%
P GUARDRAIL REPAIRS	IMI006	105,000.00	1,500.00	-	103,500.00	1.43%
CD Dunlwn WB R TurnLane	IMI011	5,000.00	-	-	5,000.00	0.00%
P OAK ST RR CROSSING	OMI001	50,000.00	-	-	50,000.00	0.00%
P OAK ST RR CROSSING	OMI001	1,701.00	1,701.00	-	-	100.00%
P CHARLES ST RR CROSSING	OMI002	50,000.00	-	-	50,000.00	0.00%
P CHARLES ST RR CROSSING	OMI002	1,701.00	1,701.00	-	-	100.00%
P SIDEWALK MAINTENANCE	OMI007	338,643.00	202,230.50	126,980.50	9,432.00	97.21%
P MISC NEW SIDEWALKS	OMI024	1,552.00	-	-	1,552.00	0.00%
P YORKTOWNE MDL SEGMENT	PNC007	725,000.00	-	-	725,000.00	0.00%
P Rd PavementInvCondAsmnt	POL040	80,000.00	3,560.00	76,330.00	110.00	99.86%
P FY16 Road Program	POL041	278,315.00	-	-	278,315.00	0.00%
P FY17 Road Program	POL042	758,255.00	21,820.00	29,175.00	707,260.00	6.73%
Total for Recreation Facilities 301 Fund:		3,186,174.00	438,014.85	313,376.43	2,434,782.72	23.58%

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201015

PROJECT NAME: Willow Run Boulevard Widening
DEPARTMENT: Community Development
LOCATION: Willow Run Blvd. east of Williamson Blvd.

Project Manager: CD Planner
Original Plan Date: February 23, 2009
Concurrency Requirement: Yes-Transportation

Goal / Objective: Goal 3 Objective 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

Improvements to Willow Run Boulevard will be needed as part of the proposed Yorktowne Boulevard improvements. A 1/4-mile segment of Willow Run east of Williamson Boulevard to the proposed intersection of the Yorktowne Boulevard extension will need to be improved to accommodate future traffic flows diverted from Williamson Boulevard and future traffic on the new Yorktowne north extension. Stormwater retention should be able to be provided in the existing 200-foot wide Willow Run Boulevard right-of-way so additional right-of-way acquisition is not anticipated. This project also includes improvements at the Willow Run/Yorktowne intersection which may include a signalized intersection, traffic circle, or other feasible options.

The City will submit an application to the TPO for funds to design and construct this project once the City receives right-of-way for the north Yorktowne Boulevard segment. A feasibility study will first need to be conducted to develop an estimated cost for design, construction, and CEI. CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. Once the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding and the cost estimates will be updated.

This project needs to be in the CIP so that it can remain in the annually updated Comprehensive Plan Capital Improvements Element (CIE).

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 25,000	10%	2,500	22,500
Eng. & Plan:	200,000	10%	20,000	180,000
Construction:	1,000,000	10%	100,000	900,000
CEI:	125,000	100%	125,000	-
Total Proj. Cost:	\$ 1,350,000		\$ 247,500	\$ 1,102,500

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	25,000	-	-	-	25,000
Engineering & Planning	-	-	-	200,000	-	-	200,000
CEI	-	-	-	-	125,000	-	125,000
Construction	-	-	-	-	1,000,000	-	1,000,000
TOTAL PROJECT COSTS	-	-	25,000	200,000	1,125,000	-	1,350,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	2,500	20,000	225,000	-	247,500
Capital Projects Fund (301) Restricted	-	-	-	-	-	-	-
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	-	-	22,500	180,000	900,000	-	1,102,500
TOTAL PROJECT REVENUE	-	-	25,000	200,000	1,125,000	-	1,350,000

OPERATIONAL IMPACT

New road segment to be added to resurfacing program, which is presently on an 18 - 26 year program cycle. As additional roads are added to the program, the overall maintenance cycle would lengthen. It is further expected that the Public Works Department would not incur additional mowing and drainage maintenance costs than what is currently required along this corridor unless supplemental landscaping is provided. The average annual operational cost for a new road (5 miles or less) 1 (one) year after construction is \$1,500 for the first 7 (seven) years of life.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	1,500	1,500	3,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	1,500	1,500	3,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	1,500	1,500	3,000
Total	-	-	-	-	1,500	1,500	3,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201647

PROJECT NAME:	WB Dunlawton Ave Right Turn Lane and City Center Cir.	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 10, 2015
LOCATION:	Dunlawton Avenue and City Center Cir.	Concurrency Requirement:	No

Goal / Objective: Goal 3, Objective 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a proposal to construct a westbound right turn lane on Dunlawton Avenue at the intersection with City Center Circle to improve traffic flow and reduce delays for turning vehicles and Dunlawton Avenue through vehicles. No additional right-of-way is needed for this project. The project will add roadway capacity at the intersection and reduce delays for westbound Dunlawton Avenue vehicles turning right. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of CEI. A feasibility study was completed in April 2016. The City provided matching funding for the feasibility study. The project is now on the TPO's Project Priority List and is eligible for funding if the City commits to support the design and construction phases based on the feasibility study. The City's local match will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for westbound Dunlawton Avenue vehicles turning right.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	10%	\$ 1,500	\$ 13,500
Engr & Plan:	35,500	10%	3,550	31,950
CEI:	42,000	100%	42,000	-
Construction:	240,000	10%	24,000	216,000
Total Proj. Cost:	\$ 332,500		\$ 71,050	\$ 261,450

Note: This is **Project IMI011** and currently has a budget of \$5,000 for the City's share of the Feasibility study and Engineering & Planning funded from Capital Projects Fund 301.

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	-	-	-	-	-
Engineering & Planning	31,950	-	-	-	-	-	31,950
CEI	-	42,000	-	-	-	-	42,000
Construction	-	240,000	-	-	-	-	240,000
TOTAL PROJECT COSTS	31,950	282,000	-	-	-	-	313,950
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Capital Projects Fund (301) Restricted	-	66,000	-	-	-	-	66,000
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	31,950	216,000	-	-	-	-	247,950
TOTAL PROJECT REVENUE	31,950	282,000	-	-	-	-	313,950

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement will be maintained by FDOT.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201750

PROJECT NAME:	EB Dunlawton Ave. Right Turn Lane at Clyde Morris Blvd.	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 10, 2016
LOCATION:	Dunlawton Avenue and Clyde Morris Blvd.	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on eastbound Dunlawton Avenue at the intersection with Clyde Morris Boulevard to improve traffic flow and reduce delays for turning vehicles and through vehicles. No additional right-of-way is anticipated for this project. The City submitted the project for TPO funding in Spring 2016. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted first. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost of the project is \$457,000 and the estimated CEI of the project is \$46,000 but will be adjusted after the feasibility study is completed. Based on this estimated cost, the City's share would be \$91,700 including \$8,200 for design, \$37,500 for construction, and 46,000 for CEI. The City's local match will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for eastbound vehicles turning right.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	0.00%	\$ -	\$ 15,000
Eng. & Design:	82,000	10.00%	8,200	73,800
CEI:	46,000	100.00%	46,000	-
Construction:	375,000	10.00%	37,500	337,500
Total Proj. Cost:	\$ 518,000		\$ 91,700	\$ 426,300

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: FDOT is funding 100% of the Feasibility Study - \$15,000 in FY17.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	-	-	-	-	-
Engineering & Planning	-	82,000	-	-	-	-	82,000
CEI	-	-	46,000	-	-	-	46,000
Construction	-	-	375,000	-	-	-	375,000
TOTAL PROJECT COSTS	-	82,000	421,000	-	-	-	503,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Capital Projects Fund (301) Restricted	-	8,200	83,500	-	-	-	91,700
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	-	73,800	337,500	-	-	-	411,300
TOTAL PROJECT REVENUE	-	82,000	421,000	-	-	-	503,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement would be maintained by FDOT.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201751

PROJECT NAME:	WB Dunlawton Ave. Right Turn Lane at Nova Rd.	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 10, 2016
LOCATION:	Dunlawton Avenue and Nova Road	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on westbound Dunlawton Avenue at the intersection with Nova Road to improve traffic flow and reduce delays for turning vehicles and through vehicles. Additional right-of-way is anticipated to be needed for this project. The City submitted the project for TPO funding in Spring 2016. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost of the project is \$420,000 and the estimated CEI of the project is \$44,000 but will be adjusted after the feasibility study is completed. Based on this estimated cost, the City's share would be \$346,000 including \$7,000 for design, \$35,000 for construction, \$44,000 for CEI, and possible R/W acquisition in the amount of \$260,000. The City's local match and CEI will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for westbound vehicles turning right.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	0%	\$ -	\$ 15,000
R/W Acquisition:	260,000	100%	260,000	-
Eng. & Design:	70,000	10%	7,000	63,000
Construction:	350,000	10%	35,000	315,000
CEI:	44,000	100%	44,000	-
Total Proj. Cost:	\$ 739,000		\$ 346,000	\$ 393,000

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: FDOT is funding 100% of the Feasibility Study - \$15,000 in FY17.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	-	-	-	-	-
R/W Acquisition	-	260,000	-	-	-	-	260,000
Engineering & Planning	-	-	70,000	-	-	-	70,000
CEI	-	-	-	44,000	-	-	44,000
Construction	-	-	-	350,000	-	-	350,000
TOTAL PROJECT COSTS	-	260,000	70,000	394,000	-	-	724,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	260,000	-	-	-	-	260,000
Gas Tax Fund 301 (restricted funds)	-	-	7,000	79,000	-	-	86,000
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-
TPO Funds	-	-	63,000	315,000	-	-	378,000
TOTAL PROJECT REVENUE	-	260,000	70,000	394,000	-	-	724,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement would be maintained by FDOT.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201856

PROJECT NAME: EB Herbert St. Left Turn Lane at Nova Rd.
DEPARTMENT: Community Development
LOCATION: Herbert Street and Nova Road

Project Manager: CD Planner
Original Plan Date: February 22, 2017
Concurrency Requirement: No

Goal / Objective: Goal 3 Objective 5

Priority II: **ESSENTIAL** (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a proposal to construct an extension to the existing eastbound left turn lane on Herbert Street at the intersection with Nova Road to improve traffic flow and reduce delays for turning vehicles and Herbert Street eastbound through vehicles. Additional right-of-way is anticipated to be necessary for this project. The project will add roadway capacity at the intersection and reduce delays for eastbound Herbert Street vehicles traveling through or turning left or right onto Nova Road. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of CEI. The City submitted the project for TPO funding in Spring 2017. Once ranked by the TPO, a feasibility study will need to be conducted first. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost of the project is \$350,000 but will be adjusted after the feasibility study is completed. Based on this estimated cost, the City's share would be \$66,500 including \$1,500 for feasibility study, \$5,000 for design, \$30,000 for construction, and \$30,000 for CEI. The City's local match will be funded with restricted Gas Tax funds (Fund 301).

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	10%	\$ 1,500	\$ 13,500
Engr & Design:	50,000	10%	5,000	45,000
CEI:	30,000	100%	30,000	-
Construction:	300,000	10%	30,000	270,000
Total Proj. Cost:	\$ 395,000		\$ 66,500	\$ 328,500

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	15,000	-	-	-	-	-	15,000
Engineering & Planning		50,000					50,000
CEI			30,000				30,000
Construction			300,000	-	-	-	300,000
TOTAL PROJECT COSTS	15,000	50,000	330,000	-	-	-	395,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Capital Projects Fund (301) Restricted	1,500	5,000	60,000	-	-	-	66,500
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	13,500	45,000	270,000	-	-	-	328,500
TOTAL PROJECT REVENUE	15,000	50,000	330,000	-	-	-	395,000

OPERATIONAL IMPACT

This segment of Herbert Street where the turn lane would be constructed is a City collector roadway and maintained by the Public Works Department. The road segment is presently on the 26-year resurfacing program cycle. It is further expected that the Public Works Department would incur a minor increase in maintenance costs than what it currently required along this road segment.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201860

PROJECT NAME: Madeline Avenue Median and Turn Lane Project DEPARTMENT: Community Development LOCATION: Various Locations within the City	Project Manager: CD Planner Original Plan Date: February 23, 2017 Concurrency Requirement: No
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Goal / Objective: Goal 3 Objective 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of modifying the existing median in Madeline Avenue, west of Clyde Morris Boulevard and the eastbound Madeline Avenue left turn lane to improve traffic flow, reduce delays for turning vehicles, reduce maintenance cost, and improve intersection safety. Additional right-of-way is not anticipated for this project. The City submitted the project for TPO funding in Spring 2017. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project. The City will need to fund 100% of CEI. A feasibility study will first need to be conducted to develop an estimated cost for design and construction. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. A feasibility study will need to be conducted first. The City will need to provide a local match of 10% for the feasibility study, estimated at \$1,500. Once the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding and the cost estimates will be updated.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	10%	\$ 1,500	\$ 13,500
Engr & Plan:	60,000	10%	6,000	54,000
Construction	300,000	10%	30,000	270,000
CEI:	44,000	100%	44,000	-
Total Proj Cost:	\$ 419,000		\$ 81,500	\$ 337,500

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	15,000	-	-	-	-	-	15,000
Engineering & Planning	-	60,000	-	-	-	-	60,000
Construction	-	-	300,000	-	-	-	300,000
CEI	-	-	44,000	-	-	-	44,000
TOTAL PROJECT COSTS	15,000	60,000	344,000	-	-	-	419,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Capital Projects Fund (301) Restricted	1,500	6,000	74,000	-	-	-	81,500
Proportionate Fair Share Contributions	-	-	-	-	-	-	-
TPO Funds	13,500	54,000	270,000	-	-	-	337,500
TOTAL PROJECT REVENUE	15,000	60,000	344,000	-	-	-	419,000

OPERATIONAL IMPACT

The improvements would be designed according to City roadway standards. The roadways are already maintained by the Public Works Department and are part of the 26 year resurfacing program cycle. The improvements would reduce the maintenance cost associated with maintaining the landscaping in these medians but will add additional pavement that will need to be maintained.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 430201

PROJECT NAME	Road Resurfacing and Reconstruction	Project Manager:	Dixon/Leal
DEPARTMENT	Public Works	Original Plan Date:	February 26, 2001
LOCATION	Various Locations	Concurrency Requirement:	Transportation

Goal / Objective: Goal 2 Objectives 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:
Multi Year Reconstruction Program Striping & Markers
Public Works will be conducting a Nondestructive Pavement Analysis and Asset Management inventory on all City streets/roadways this fiscal year 2017. The analysis will evaluate the overall structure condition of the existing, in-service roads and streets to provide a present pavement condition ranking and categorize, as a whole, each street/road into a Paving Program Master Plan schedule that will be based on surface condition and sub-base conditions. Upon the completion of the street/roadway analysis, a realistic Capital Improvement Program Detail for FY-18 through FY-23, paving program will be updated.
Note 1: This program covers sub-divisions and miscellaneous roads throughout the City. For more detail on the streets that will be paved in FY18 please see Pg. 64-68.

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	700,000	700,000	-	-	-	-	1,400,000
Striping / Retro-Reflective Markers	100,000	100,000	-	-	-	-	200,000
TOTAL PROJECT COSTS	800,000	800,000	-	-	-	-	1,600,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Capital Projects Fund 301 - Gas Tax (Restricted)	800,000	800,000	-	-	-	-	1,600,000
TOTAL PROJECT REVENUE	800,000	800,000	-	-	-	-	1,600,000

OPERATIONAL IMPACT							
In-house inspection of project							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

2018 Paving Program

	Depth/Qty	Length	Width	Total ft.	Sq. Yards	Pounds	# of Tons	Cost per	Total Cost
Commonwealth Estates									
Wood Street									
Asphalt	1.5	880	20	17600	1955	322666	161.33	130.00	20,973
Milling(+)	1.5	880	20	17600	1955	322666	161.33	4.00	7,820
12" Stop Bars	1							2.50	3
Total Cost									\$ 28,796
James Asa Sikes Drive									
Asphalt	1.5	150	20	3000	333.33	55000	27.50	130	3,575
Milling(+)	1.5	150	20	3000	333.33	55000	27.50	130	3,575
12" Stop Bars	1							2.50	3
Total Cost									\$ 7,153
Cambridge Village									
Mystic Drive									
Asphalt	1.5	825	21	17,325	1,925	317,625	159	93	14,769
Milling(+)	1.5	825	21	17,325	1,925	317,625	159	2	2,888
12" Stop Bars	2							3	5
Reflectors	2							10	20
Total Cost									\$ 17,682
Clover Lane									
Asphalt	1.5	500	20	10,000	1,111	183,333	92	130	11,916
Milling(+)	1.5	500	20	10,000	1,111	183,333	92	4	4,444
12" Stop Bars	2							3	5
Total Cost									\$ 16,365
Villas Lane									
Asphalt	1.5	800	20	16,000	1,778	293,333	147	130	19,067
Milling(+)	1.5	800	20	16,000	1,778	293,333	147	4	7,111
12" Stop Bars	2			0	0	0	0	3	5
Total Cost									\$ 26,183
Wales Avenue									
Asphalt		2,700	20	54,000	6,000	990,000	495	93	46,035
Milling(+)		2,700	20	54,000	6,000	990,000	495	2	743
12" Stop Bars	2			0	0	0	0	3	5
Reflectors	4			0	0	0	0	10	40
Total Cost									\$ 46,823
Oxford Lane									
Asphalt		880	20	17,600	1,956	322,667	161	130	20,973
Milling(+)		880	20	17,600	1,956	322,667	161	4	7,822
12" Stop Bars	2			0	0	0	0	3	5
Total Cost									\$ 28,800
Willow Run Subdivision									
Casey Lane									
Asphalt	0	2,160	20	43,200	4,800	792,000	396	93	36,828
Milling(+)	0	2,160	20	43,200	4,800	792,000	396	2	7,200
12" Stop Bars	5			0	0	0	0	3	13
Reflectors	3			0	0	0	0	10	30
Total Cost									\$ 44,071
Dexter West Drive									
Asphalt	1.5	1,225	20	24,500	2,722	449,167	225	130	29,195
Milling(+)	1.5	1,225	20	24,500	2,722	449,167	225	2	4,083
12" Stop Bar	1			0	0	0	0	3	3
Reflectors	2			0	0	0	0	10	20
Total Cost									\$ 33,301
Dexter South Drive									
Asphalt	1.5	520	20	10,400	1,156	190,667	95	130	23,870
Milling(+)	1.5	520	20	10,400	1,156	190,667	95	4	4,622
Reflectors	1			0	0	0	0	10	10
Total Cost									\$ 28,503
Dexter East Drive									
Asphalt	1.5	1,400	20	28,000	3,111	513,333	257	93	23,870
Milling(+)	1.5	1,400	20	28,000	3,111	513,333	257	2	4,667
Reflectors	3			0	0	0	0	10	30
Total Cost									\$ 28,567

2018 Paving Program

	Depth/Qty	Length	Width	Total ft.	Sq. Yards	Pounds	# of Tons	Cost per	Total Cost
Dexter North Drive									6mh
Asphalt	1.5	2,130	20	42,600	4,733	781,000	391	93	36,317
Milling(+)	1.5	2,130	20	42,600	4,733	781,000	391	2	7,100
12" Stop Bars	2			0	0	0	0	3	5
Reflectors	3			0	0	0	0	10	30
Total Cost									\$ 43,451
Tammy Way									2mh
Asphalt	1.5	340	20	6,800	756	124,667	62	130	8,103
Milling(+)	1.5	340	20	6,800	756	124,667	62	4	3,022
12" Stop Bars	1			0	0	0	0	3	3
Total Cost									\$ 11,128
Craig Ct.									7mh
Asphalt	1.5	2,150	20	43,000	4,778	788,333	394	93	36,658
Milling(+)	1.5	2,150	20	43,000	4,778	788,333	394	2	7,167
12" Stop Bars	2			0	0	0	0	3	5
Reflectors	3			0	0	0	0	10	30
Total Cost									\$ 43,859
Chardonnay Drive									8mh
Asphalt	1.5	2,420	20	48,400	5,378	887,333	444	93	41,261
Milling(+)	1.5	2,420	20	48,400	5,378	887,333	444	2	8,067
12" Stop Bars	2			0	0	0	0	3	5
Reflectors	5			0	0	0	0	10	50
Total Cost									\$ 49,383
Rustic Circle									8mh
Asphalt	1.5	2,330	20	46,600	5,178	854,333	427	93	39,727
Milling(+)	1.5	2,330	20	46,600	5,178	854,333	427	2	7,767
12" Stop Bars	2			0	0	0	0	3	5
Reflectors	5			0	0	0	0	10	50
Total Cost									\$ 47,548
Alcorn Road									1mh
Asphalt	1.5	810	20	16,200	1,800	297,000	149	130	19,305
Milling(+)	1.5	810	20	16,200	1,800	297,000	149	4	7,200
12" Stop Bars	2			0	0	0	0	3	5
Reflectors	1			0	0	0	0	10	10
Total Cost									\$ 26,520
Leone Lane									8mh
Asphalt	1.5	2,000	20	40,000	4,444	733,333	367	93	34,100
Milling(+)	1.5	2,000	20	40,000	4,444	733,333	367	2	6,667
12" Stop Bars	1			0	0	0	0	3	3
Reflector	1			0	0	0	0	10	10
Total Cost									\$ 40,779
Ana Maria									6mh/1wv
Asphalt	1.5	1,500	20	30,000	3,333	550,000	275	93	25,575
Milling(+)	1.5	1,500	20	30,000	3,333	550,000	275	2	5,000
Reflectors	2			0	0	0	0	10	20
Total Cost									\$ 30,595
Charmale Ct									5mh
Asphalt	1.5	1,520	20	30,400	3,378	557,333	279	93	23,966
Milling(+)	1.5	1,520	20	30,400	3,378	557,333	279	2	5,067
12" Stop Bars	2			0	0	0	0	3	5
Reflectors	6			0	0	0	0	10	60
Total Cost									\$ 29,097
Kerry Ct									1mh
Asphalt	1.5	400	20	8,000	889	146,667	73	130	9,533
Milling(+)	1.5	400	20	8,000	889	146,667	73	4	293
12" Stop Bars	1			0	0	0	0	3	3
Reflectors	1			0	0	0	0	10	10
Total Cost									\$ 9,839
Pirogue Lane									1mh
Asphalt	1.5	400	20	8,000	889	146,667	73	130	9,533
Milling(+)	1.5	400	20	8,000	889	146,667	73	4	293
12" Stop Bars	2			0	0	0	0	3	5
Reflectors	4			0	0	0	0	10	40
Total Cost									\$ 9,871

2018 Paving Program

	Depth/Qty	Length	Width	Total ft.	Sq. Yards	Pounds	# of Tons	Cost per 1mh	Total Cost
Tim Ct									
Asphalt	1.5	810	20	16,200	1,800	297,000	149	130	7,150
Milling(+)	1.5	810	20	16,200	1,800	297,000	149	4	220
12" Stop Bars	2			0	0	0	0	3	3
Reflectors	1			0	0	0	0	10	10
Total Cost									\$ 7,383
Bilox Ct									
Asphalt	1.5	400	20	8,000	889	146,667	73	130	9,533
Milling(+)	1.5	400	20	8,000	889	146,667	73	4	293
12" Stop Bars	1			0	0	0	0	3	3
Reflector	1			0	0	0	0	10	10
Total Cost									\$ 9,839
Harden East Road									
Asphalt	1.5	1,350	20	27,000	3,000	495,000	248	93	27,530
Milling(+)	1.5	1,350	20	27,000	3,000	495,000	248	2	4,500
12" Stop Bars	1			0	0	0	0	3	3
Reflectors	1			0	0	0	0	10	10
Total Cost									\$ 32,043
Harden West Road									
Asphalt	1.5	1,380	20	27,600	3,067	506,000	253	93	23,529
Milling(+)	1.5	1,380	20	27,600	3,067	506,000	253	2	4,600
12" Stop Bars	2			0	0	0	0	3	5
Reflectors	3			0	0	0	0	10	30
Total Cost									\$ 28,164
TOTAL COST OF FY18 PAVING PROGRAM									\$ 725,742
Contingency Total									74,258

2019 Paving Program

	Depth/Qty	Length	Width	Total ft.	Sq. Yards	Pounds	# of Tons	Cost per	Total Cost
Conrad Street									
Asphalt	1.5	3580	20	71600	7956	1312667	656	93	20,973
Milling(+)	1.5	3580	20	71600	7956	1312667	656	2	7,822
12" Stop Bars	10			0.00	0.00	0.00	0	3	25
Reflectors	1							10	10
Crosswalks	1	30.00						2	45
Total Cost									\$ 28,820
Normandy Blvd									
Asphalt	1.5	1650	15	24750	2750.00	453750	226.88	93	21,100
Millings(+)	1.5	1650	15	24750	2750.00	453750	226.88	2	4,125
12" Stop Bars	2			0.00	0.00	0.00		2.50	5
Total Cost									\$ 25,230
Maplewood Subdivision									
Chamberlin Blvd									
Asphalt	1.5	3,500	20	70,000	7,778	1,283,333	642	93	59,675
Milling(+)	1.5	3,500	20	70,000	7,778	1,283,333	642	2	11,667
12" Stop Bars	2			0	0	0	0	3	5
Total Cost									\$ 71,347
Marshfield Drive									
Asphalt	1.5	1,450	20	29,000	3,222	531,667	266	93	24,722
Milling(+)	1.5	1,450	20	29,000	3,222	531,667	266	2	4,833
12" Stop Bars	2			0	0	0	0	3	5
Total Cost									\$ 29,561
Wilson Drive									
Asphalt	1.5	1,350	20	27,000	3,000	495,000	248	93	23,018
Milling(+)	1.5	1,350	20	27,000	3,000	495,000	248	2	4,500
12" Stop Bars	2			0	0	0	0	3	5
Total Cost									\$ 27,523
Durant Drive									
Asphalt	1.5	1,700	20	34,000	3,778	623,333	312	93	28,985
Milling(+)	1.5	1,700	20	34,000	3,778	623,333	312	2	5,667
12" Stop Bars	3			0	0	0	0	3	8
Total Cost									\$ 34,659
Newman Drive									
Asphalt	1.5	1,460	20	29,200	3,244	535,333	268	93	24,893
Milling(+)	1.5	1,460	20	29,200	3,244	535,333	268	2	4,867
12" Stop Bars	2			0	0	0	0	3	5
Total Cost									\$ 29,765
James Street									
Asphalt	1.5	1,550	20	31,000	3,444	568,333	284	93	26,428
Milling(+)	1.5	1,550	20	31,000	3,444	568,333	284	2	5,167
12" Stop Bars	2			0	0	0	0	3	5
Total Cost									\$ 31,599
Finely Drive									
Asphalt	1.5	1,520	20	30,400	3,378	557,333	279	93	25,916
Milling(+)	1.5	1,520	20	30,400	3,378	557,333	279	2	5,067
12" Stop Bars	2			0	0	0	0	3	5
Total Cost									\$ 30,988
Commonwealth Estates									
Pinland Avenue									
Asphalt	1.5	2,600	20	52,000	5,778	953,333	477	93	44,330
Milling(+)	1.5	2,600	20	52,000	5,778	953,333	477	2	8,667
Crosswalks	1	65						2	98
12" Stop Bars	4			0	0	0	0	3	10
Total Cost									\$ 53,104

2019 Paving Program

	Depth/Qty	Length	Width	Total ft.	Sq. Yards	Pounds	# of Tons	Cost per 4mh	Total Cost
Niver N.									
Asphalt	1.5	1,300	20	26,000	2,889	476,667	238	93	22,165
Milling(+)	1.5	1,300	20	26,000	2,889	476,667	238	2	4,333
12" Stop Bars	5			0	0	0	0	3	13
Reflectors	1							10	10
Crosswalk	1	25						2	38
Total Cost									\$ 26,558
Niver S.									
Asphalt	1.5	1,580	20	31,600	3,511	579,333	290	93	26,939
Milling(+)	1.5	1,580	20	31,600	3,511	579,333	290	2	5,267
12" Stop Bars	5			0	0	0	0	3	13
Crosswalk	1	27						2	41
Reflector	1							10	10
Total Cost									\$ 32,269
Roberts									
								8mh/1wv	
Asphalt	1.5	3,600	20	72,000	8,000	1,320,000	660	93	61,380
Milling(+)	1.5	3,600	20	72,000	8,000	1,320,000	660	2	12,000
12" Stop Bars	9			0	0	0	0	3	23
Reflectors	1							10	10
Total Cost									\$ 73,413
Taylor Avenue									
								1mh	
Asphalt	1.5	2,550	20	51,000	5,667	935,000	468	93	43,478
Milling(+)	1.5	2,550	20	51,000	5,667	935,000	468	2	8,500
12" Stop Bars	4			0	0	0	0	3	10
Crosswalk	1	45						2	68
Total Cost									\$ 52,055
Rogers Street									
Asphalt	1.5	2,450	20	49,000	5,444	898,333	449	93	41,772
Milling(+)	1.5	2,450	20	49,000	5,444	898,333	449	2	8,167
12" Stop Bars	2							3	5
Crosswalks	1	28						2	42
Total Cost									\$ 49,986
Orange Avenue									
Asphalt	1.5	2,600	20	52,000	5,778	953,333	477	93	44,361
Milling(+)	1.5	2,600	20	52,000	5,778	953,333	477	2	8,667
12" Stop Bars	2							3	5
Crosswalk	1	37						2	56
Total Cost									\$ 53,088
Frederick Avenue									
Asphalt	1.5	1,260	20	25,200	2,800	462,000	231	93	21,483
Milling(+)	1.5	1,260	20	25,200	2,800	462,000	231	2	4,200
12" Stop Bars	2							3	5
Reflectors	1							10	10
Crosswalks	1	29						2	44
Total Cost									\$ 25,742
Fitzgerald Street									
								1mh	
Asphalt	1.5	2,260	20	45,200	5,022	828,666	414	93	414
Milling(+)	1.5	2,260	20	45,200	5,022	828,666	414	2	7,533
12" Stop Bars	10							3	25
Reflectors	1							10	10
Crosswalks	1	35						2	53
Total Cost									\$ 8,035
TOTAL COST OF FY19 PAVING PROGRAM									\$ 683,769
Contingency									116,231

Revenue and Expense Projections by Fund

Fire Impact Fee Fund 311	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	140,674						
Remainder of FY17							
Interest on Investments		500	500	500	500	500	500
Fire Impact Fees - Commercial		25,000	25,000	25,000	25,000	25,000	25,000
Fire Impact Fees - Residential		25,000	25,000	25,000	25,000	25,000	25,000
Total Revenues:	140,674	50,500	50,500	50,500	50,500	50,500	50,500
Expenditures							
Actual thru 06/30/2017	750						
Reminder of FY17 (includes \$49,500 of Contingency)	49,927						
Encumbrances	-						
Admin Service Fees		1,000	1,000	1,000	1,000	1,000	1,000
Capital Improvement Program (CIP)							
Training Facility / Tower		-	75,000	403,000	-	-	-
Total Expenditures:	50,677	1,000	76,000	404,000	1,000	1,000	1,000
Increase / (Decrease) per Fiscal Year:	89,997	49,500	(25,500)	(353,500)	49,500	49,500	49,500
Beginning Available Funds (Cash Reserves):	422,958	512,955	562,455	536,955	183,455	232,955	282,455
Ending Available Funds (Cash Reserves):	512,955	562,455	536,955	183,455	232,955	282,455	331,955
Committed FY17 Fire Impact Fee Fund Projects as of 6/30/17							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
			-	-		-	
Total for 311 Fire Impact Fee Fund:		0.00	0.00	0.00	0.00	-	

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201838

Project Name:	Training Facility/Tower	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	02/01/17
Location:	Fire Stations	Concurrency Requirement:	

Goal / Objective: Goal 1 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

Currently Fire Rescue does not have an easily accessible training ground available on a regular basis within the City Limits. Requesting to build a new training facility to include a burn building, smoke/high rise tower, and the installation of piping to carry LP gases, air, and water for simulated hazardous materials incidents. Facilities are also required to ensure personnel can meet the training requirements established by OSHA for confined space training. Renovations at the former facility, located at 5839 Trailwood Drive, have been proposed for many years. Due to Fire Station #72's relocation and subsequent use as a drainage/retention area, it is necessary to construct a new and possibly joint training facility. The requested funding is based on estimates from vendors and conversations with Fire professionals that are currently working on similar projects.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	75,000	-	-	-	-	75,000
Construction	-	-	1,325,000	-	-	-	1,325,000
Equipment	-	-	100,000	-	-	-	100,000
TOTAL PROJECT COSTS	-	75,000	1,425,000	-	-	-	1,500,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Fire Impact Fee Fund 311	-	75,000	403,000	-	-	-	478,000
General Capital Fund 317- Unfunded	-	-	522,000	-	-	-	522,000
Funding from Other Cities	-	-	500,000	-	-	-	500,000
TOTAL PROJECT REVENUE	-	75,000	1,425,000	-	-	-	1,500,000

OPERATIONAL IMPACT

Additional annual operating costs will include general maintenance and repairs, utilities, insurance, and operating supplies. Some of these costs may be offset by new revenue generated from renting the training facility to other agencies.

Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

Revenue and Expense Projections by Fund

Transportation Impact Fee Fund 312	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	192,410						
Remainder of FY17	161,031						
Transportation Impact Fees		140,000	140,000	140,000	140,000	140,000	140,000
Interest on Investments		5,000	5,000	5,000	5,000	5,000	5,000
Total Revenues:	353,441	145,000	145,000	145,000	145,000	145,000	145,000
Expenditures							
Actual thru 06/30/2017	103,321						
Remainder of FY17 (includes \$134,842,200 in Contingency)	659,299						
Encumbrances	74,156						
Admin. Service Fees (2% of Impact Fee Revenue)		2,800	2,800	2,800	2,800	2,800	2,800
Capital Improvement Program (CIP)							
North Spruce Creek Rd Sidewalk		89,000	-	-	-	-	-
Willow Run Blvd. Sidewalk (South Side)		-	-	22,000	-	-	-
Madeline Ave. (East) Sidewalks		2,000	10,000	150,000	-	-	-
Madeline Avenue (West) Sidewalk		-	2,000	10,000	150,000	-	-
Taylor Rd/Williamson Blvd. Intersection Feasibility Study		3,000	-	-	-	-	-
Sidewalk Gap Project		-	4,000	60,000	-	-	-
Total Expenditures:	836,776	96,800	18,800	244,800	152,800	2,800	2,800
Increase / (Decrease) per Fiscal Year:	(483,335)	48,200	126,200	(99,800)	(7,800)	142,200	142,200
Beginning Available Funds (Cash Reserves):	1,435,867	952,532	1,000,732	1,126,932	1,027,132	1,019,332	1,161,532
Ending Available Funds (Cash Reserves):	952,532	1,000,732	1,126,932	1,027,132	1,019,332	1,161,532	1,303,732
Committed FY17 Transp. Impact Fee Projects as of 06/30/17							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
P SP CREEK RD - SO TRAIL	OMI014	21,576.00	-	1,500.00	20,076.00	6.95%	
P N SPR CRK RD SIDEWALK	OMI017	1,456.00	-	-	1,456.00	0.00%	
P N SPR CRK RD SIDEWALK	OMI017	7,548.00	6,926.95	871.45	(250.40)	103.32%	
P N SPR CRK RD SIDEWALK	OMI017	63,054.00	3,905.55	59,148.45	-	100.00%	
P VICTORIA GRD SIDEWALK	OMI018	12,201.00	5,249.95	-	6,951.05	43.03%	
P VICTORIA GRD SIDEWALK	OMI018	73,773.00	46,147.01	5,373.24	22,252.75	69.84%	
P MCDONALD RD SIDEWALK	OMI019	1,391.00	-	-	1,391.00	0.00%	
P MCDONALD RD SIDEWALK	OMI019	60,039.00	1,188.66	-	58,850.34	1.98%	
P MCDONALD RD SIDEWALK	OMI019	16,285.00	15,803.34	482.40	(0.74)	100.00%	
P WILLOW RUN SIDEWALK SO	OMI023	1,500.00	-	-	1,500.00	0.00%	
P WILLOW RUN SIDEWALK SO	OMI023	6,494.00	-	-	6,494.00	0.00%	
P MISC NEW SIDEWALKS	OMI024	27,013.00	22,000.00	-	5,013.00	81.44%	
P YORKTOWNE MDL SEGMENT	PNC007	238,280.00	-	-	238,280.00	0.00%	
P HERBERT ST RGT TURN LN	PNC014	21,745.00	-	-	21,745.00	0.00%	
P HERBERT ST RGT TURN LN	PNC014	14,911.00	-	6,486.50	8,424.50	43.50%	
CD Yorktowne N. Segment	PNC015	6,000.00	-	-	6,000.00	0.00%	
P TOWN WEST/WILLIAMSON	POL021	125,868.00	-	293.80	125,574.20	0.23%	
Total for 312 Transportation Impact Fee Fund:		699,134.00	101,221.46	74,155.84	523,756.70	25.08%	

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201210

PROJECT NAME: North Spruce Creek Road Sidewalk
DEPARTMENT: Community Development
LOCATION: From Nova Road to North of Angelina Court

Project Manager: CD Planner
Original Plan Date: February 22, 2011
Concurrency Requirement: No

Goal / Objective: Goal 3 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project will replace a 3 foot wide non-conforming and noncontiguous sidewalk with a six to eight-foot wide sidewalk along the east side of Spruce Creek Road from Nova Road to the northwest corner of the Maplewood Subdivision a distance of 1,500 feet. The project will also extend the existing eight-foot wide sidewalk on the west side of Spruce Creek Road, adjacent to the Riverwood Shopping Center, north approximately 720 feet to Angelina Court. The TPO will fund up to 90% of the project and the City will fund 10% of the project. A feasibility study was completed in January 2013. The City provided matching funding for the feasibility study. The project is now being designed and is eligible for construction funding. The project will add pedestrian and bicycle capacity in this corridor.

Component	Total Cost	City %	Total City \$	TPO \$
Engr & Plan:	\$ 75,000	10%	\$ 7,500	\$ 67,500
CEI:	\$ 48,551	100%	\$ 48,551	\$ -
Construction:	404,595	10%	40,460	364,135
Total Proj. Cost:	\$ 528,146		\$ 96,511	\$ 431,635

Note: **Project OMI017** was established in FY12. The City currently has \$1500 for feasibility study and \$7,548 for it's share of Engr & Planning. An additional \$89,011 is needed for the City's share of CEI and Construction cost.

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	-	-	-	-	-
Engineering & Planning	-	-	-	-	-	-	-
CEI	48,551	-	-	-	-	-	48,551
Construction	404,595	-	-	-	-	-	404,595
TOTAL PROJECT COSTS	453,146	-	-	-	-	-	453,146
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	89,011	-	-	-	-	-	89,011
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	364,135	-	-	-	-	-	364,135
TOTAL PROJECT REVENUE	453,146	-	-	-	-	-	453,146

OPERATIONAL IMPACT

Once completed, the signage, crosswalk and sidewalk improvements would be maintained by the City. This will include periodic resurfacing or slab replacement/maintenance. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	500	500	500	500	500	2,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	500	500	500	500	500	2,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	500	500	500	500	500	2,500
Total	-	500	500	500	500	500	2,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201336

PROJECT NAME:	Willow Run Boulevard Sidewalk (South Side)	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	February 24, 2012
LOCATION:	Clyde Morris Boulevard to Chardonay Drive	Concurrency Requirement:	No

Goal / Objective: Goal 3, Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of constructing a minimum five-foot-wide sidewalk along the south side of Willow Run Boulevard from Clyde Morris Boulevard to Harms Way a distance of 1,225 feet (0.23 miles). A feasibility study will first need to be conducted to develop an estimated cost for design and construction. The sidewalk will be located along the southerly portion of the 200-foot wide right-of-way which also contains Willow Run Boulevard. Additional right-of-way is not anticipated for this project. The project is on the TPO's Project Priority List for a feasibility study. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. A feasibility study will need to be conducted first. The City will need to provide a local match of 10% for the feasibility study, estimated at \$1,500. Once the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding.

Component	Total Cost*	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	10%	\$ 1,500	\$ 13,500
Engr & Plan:	36,060	10%	3,606	32,454
CEI:	15,000	100%	15,000	-
Construction:	100,000	10%	10,000	90,000
Total Proj. Cost:	\$ 166,060		\$ 30,106	\$ 135,954

*Estimated cost based on the Spruce Creek Road South sidewalk project.

Note: This is **Project OMI023** and currently has a budget of \$7,994 funded from Transportation Impact Fee Fund 312. The breakdown is as follow: \$1,500 for Feasibility Study; \$3,606 for Engineering and Planning, and \$2,888 for Construction.

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	13,500	-	-	-	-	-	13,500
Engineering & Planning	-	32,454	-	-	-	-	32,454
CEI	-	-	15,000	-	-	-	15,000
Construction	-	-	97,112	-	-	-	97,112
TOTAL PROJECT COSTS	13,500	32,454	112,112	-	-	-	158,066
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund 312	-	-	22,112	-	-	-	22,112
TPO Funds	13,500	32,454	90,000	-	-	-	135,954
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	13,500	32,454	112,112	-	-	-	158,066

OPERATIONAL IMPACT

Once constructed, the improvements would be maintained by the City. This will include periodic resurfacing or slab replacement, mowing and drainage maintenance costs which will impact the operating budget. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	500	500	500	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	500	500	500	1,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	500	500	500	1,500
	-	-	-	-	-	-	-
Total	-	-	-	500	500	500	1,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201857

PROJECT NAME:	Madeline Ave. (East) and Bruner Rd. Sidewalks	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	February 22, 2017
	Madeline Ave. between Clyde Morris Blvd. and		
LOCATION:	Nova Rd. and Bruner Rd.	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of constructing a minimum eight-foot wide sidewalk along the north side of Madeline Avenue from Clyde Morris Boulevard to Nova Road, a distance of 6,200 feet (1.17 miles) and a five-foot wide sidewalk on the east side of Bruner Road, from Madeline Avenue to Stillwood Court, a distance of 1,000 feet (0.19 miles). The City submitted the project for TPO funding in Spring 2017. Additional right-of-way is anticipated to be needed for the sidewalk along Madeline Avenue, near the intersection of Red Pontiac Drive (east end of Madeline Ave.). A feasibility study will first need to be conducted to develop an estimated cost for design and construction. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. A feasibility study will need to be conducted first. The City will need to provide a local match of 10% for the feasibility study, estimated at \$2,000. Once the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding and the cost estimates will be updated.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10%	\$ 2,000	\$ 18,000
Engr & Design:	100,000	10%	10,000	90,000
Right-of-way:	-	100%	-	-
CEI:	90,000	100%	90,000	-
Construction:	600,000	10%	60,000	540,000
Total Proj. Cost:	\$ 810,000		\$ 162,000	\$ 648,000

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	20,000	-	-	-	-	-	20,000
Engineering & Planning	-	100,000	-	-	-	-	100,000
CEI	-	-	90,000	-	-	-	90,000
Construction	-	-	600,000	-	-	-	600,000
TOTAL PROJECT COSTS	20,000	100,000	690,000	-	-	-	810,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	2,000	10,000	150,000	-	-	-	162,000
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	18,000	90,000	540,000	-	-	-	648,000
TOTAL PROJECT REVENUE	20,000	100,000	690,000	-	-	-	810,000

OPERATIONAL IMPACT

Once constructed, the improvements would be maintained by the City. This will include periodic resurfacing or slab replacement, mowing, and drainage maintenance costs which will impact the operating budget. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	500	500	500	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	500	500	500	1,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	500	500	500	1,500
	-	-	-	-	-	-	-
Total	-	-	-	500	500	500	1,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201858

PROJECT NAME:	Madeline Avenue (West) Sidewalk	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	February 22, 2017
LOCATION:	Madeline Ave. between Williamson Blvd. and Long Grove Ln.	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of constructing a minimum eight- foot wide sidewalk along the north side of Madeline Avenue from Williamson Boulevard to Sunset Cove Drive a distance of 3,325 feet (0.63 miles) and a five-foot wide sidewalk on the south side of Madeline Avenue from Long Grove Land to Town Park Subdivision a distance of 4,000 feet (0.75 miles). The City submitted the project for TPO funding in Spring 2017. Additional right-of-way is not anticipated for the sidewalks along Madeline Avenue. A feasibility study will first need to be conducted to develop an estimated cost for design and construction. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. A feasibility study will need to be conducted first. The City will need to provide a local match of 10% for the feasibility study, estimated at \$2,000. Once the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding and the cost estimates will be updated.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10%	\$ 2,000	\$ 18,000
Engr & Design:	100,000	10%	10,000	90,000
Right-of-way:	-	100%	-	-
CEI:	90,000	100%	90,000	-
Construction:	600,000	10%	60,000	540,000
Total Proj. Cost:	\$ 810,000		\$ 162,000	\$ 648,000

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	20,000	-	-	-	-	20,000
Engineering & Planning	-	-	100,000	-	-	-	100,000
CEI	-	-	-	90,000	-	-	90,000
Construction	-	-	-	600,000	-	-	600,000
TOTAL PROJECT COSTS	-	20,000	100,000	690,000	-	-	810,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	-	2,000	10,000	150,000	-	-	162,000
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	-	18,000	90,000	540,000	-	-	648,000
TOTAL PROJECT REVENUE	-	20,000	100,000	690,000	-	-	810,000

OPERATIONAL IMPACT

Once constructed, the improvements would be maintained by the City. This will include periodic resurfacing or slab replacement, mowing and drainage maintenance costs which will impact the operating budget. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	500	500	500	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	500	500	500	1,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	500	500	500	1,500
	-	-	-	-	-	-	-
Total	-	-	-	500	500	500	1,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201859

PROJECT NAME:	Taylor Rd/Williamson Blvd. Intersection Feasibility Study	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 31, 2017
	Taylor Road/ Williamson Boulevard intersection and Taylor Road/Dunlawton		
LOCATION:	Avenue corridor at I-95	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project will consist of a Feasibility Study to identify effective improvements to minimize delays to traffic, eliminate or reduce crashes, and improve sidewalks and crosswalks for pedestrians at the Taylor Road and Williamson Boulevard intersection, and along the Taylor Road/Dunlawton Avenue corridor at I-95. The main objective of this request is for a Feasibility Study that identifies specific intersection and roadway improvements for both vehicles and pedestrians, and provides cost estimates for the proposed improvements. A feasibility study will first need to be conducted to identify intersection improvements and develop an estimated cost for design and construction of the recommended projects. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. The City will need to provide a local match of 10% for the feasibility study, estimated at \$3,000. Staff would then use the findings in the Feasibility Study to submit for TPO funds if the City commits to support the design and construction of the identified intersection improvements. Once the study is completed, the projects identified in the study will be eligible for inclusion in the TPO's Project Priority List for design and construction funding.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 30,000	10%	\$ 3,000	\$ 27,000
Engr & Design:		10%	-	-
Right-of-way:	-	100%	-	-
CEI:		100%	-	-
Construction:		10%	-	-
Total Proj. Cost:	\$ 30,000		\$ 3,000	\$ 27,000

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	30,000		-	-		-	30,000
Engineering & Planning	-	-	-	-	-	-	-
CEI	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	30,000	-	-	-	-	-	30,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	3,000						3,000
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	27,000						27,000
TOTAL PROJECT REVENUE	30,000	-	-	-	-	-	30,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	500	500	500	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	500	500	500	1,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	500	500	500	1,500
	-	-	-	-	-	-	-
Total	-	-	-	500	500	500	1,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201862

PROJECT NAME: Sidewalk Gap Project
DEPARTMENT: Community Development
LOCATION: Various Locations within the City

Project Manager: CD Planner
Original Plan Date: March 10, 2016
Concurrency Requirement: No

Goal / Objective: Goal 1 Objective 1

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of filling sidewalk gaps along major roadways to enhance pedestrian connectivity to schools, bus stops, parks, and retail areas. Additional right-of-way may be needed for some of the sidewalk gap projects included in the application. The City submitted the project for TPO funding in Spring 2016. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once the feasibility study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost for the project is \$231,350 and the estimated CEI of the project is \$40,000 but will be adjusted after the feasibility study is completed. Based on the estimated cost, the City's share would be \$65,135 including \$2,000 for feasibility study, 3,900 for design, \$19,235 for construction, and \$40,000 for CEI. The City's local match will be funded with Transportation Impact Fees (Fund 312). Completing these gaps will improve the safety of pedestrians that walk along these major roadway corridors by eliminating the need to use the shoulder or roadway. The following sidewalk gaps have been identified and included with the 2016 TPO application:

- a. Clyde Morris Boulevard (west side) from Dunlawton Avenue to Walgreens driveway;
- b. Herbert Street (south side) from City Center Drive to Gulfstream Village Driveway;
- c. Taylor Road (north side) from Sweetwater Boulevard to Stewart Avenue;
- d. Taylor Road (west side) from Dunlawton Avenue to Journey's End Way;
- e. Woodlake Drive (north and south side) 300' west of Clyde Morris Boulevard.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10.00%	\$ 2,000	\$ 18,000
Engr & Plan:	39,000	10.00%	3,900	35,100
Construction:	192,350	10.00%	19,235	173,115
CEI:	40,000	100.00%	40,000	-
Total Proj Cost:	\$ 291,350		\$ 65,135	\$ 226,215

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract compliance oversight, and materials sampling and testing for the construction project.

Note: The City's portion of the Feasibility Study in the amount of \$2,000 was paid in FY16 as part of the operating budget.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	18,000	-	-	-	-	-	18,000
Engineering & Planning	-	39,000	-	-	-	-	39,000
Construction	-	-	192,350	-	-	-	192,350
CEI	-	-	40,000	-	-	-	40,000
TOTAL PROJECT COSTS	18,000	39,000	232,350	-	-	-	289,350
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund 312	-	3,900	59,235	-	-	-	63,135
Proportionate Fair Share Contributions	-	-	-	-	-	-	-
TPO Funds	18,000	35,100	173,115	-	-	-	226,215
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	18,000	39,000	232,350	-	-	-	289,350

OPERATIONAL IMPACT

Once completed, the signage, crosswalk and sidewalk improvements would be maintained by the City. This will include periodic resurfacing or slab replacement/maintenance costs. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	500	500	500	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	500	500	500	1,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	500	500	500	1,500
	-	-	-	-	-	-	-
Total	-	-	-	500	500	500	1,500

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Revenue and Expense Projections by Fund

General Capital Fund 317	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	2,196,364						
Reminder of FY17 FDOT JPA Ridgewood	1,350,000						
Reminder of FY17 ECHO Coraci IV	156,423						
Interest on Investments		2,500	2,500	2,500	2,500	2,500	2,500
Transfer from General Fund	-	700,000	1,950,000	430,000	313,000	463,000	473,000
Total Revenues:	3,702,787	702,500	1,952,500	432,500	315,500	465,500	475,500
Expenditures							
Actual thru 06/30/2017	216,143						
Remainder of FY17	4,367,078						
Encumbrances	1,687,577						
Pending adjustment to balance fund							
Personnel Services		-	-	-	-	-	-
Operating Expenses		-	-	-	-	-	-
Capital Improvement Program (CIP)							
Riverwalk Park		100,000	-	-	-	-	-
WB Dunlawton Ave. Right Turn Lane at Nova Rd.		-	260,000	-	-	-	-
City Hall Repurposing		-	450,000	-	-	-	-
Fitness Room Equipment		27,000	-	-	-	-	-
Addition to FS 71		-	-	50,000	-	-	-
Fence, Dugout & Backstop Replacement		76,000	65,000	140,000	-	-	-
Causeway Dock Refurbishment		225,000	-	-	-	-	-
Ball Field Lamp Rplcmnt		-	255,000	185,000	148,000	-	-
Gym Floor Replacement		103,000	-	-	-	-	-
Gym Renovations / Repurpose		-	50,000	-	-	-	-
Playground Replacements		-	157,000	-	-	-	-
Amphitheater Seating Replacement		-	89,000	20,000	165,000	-	-
Resurface Parking Lots at City Facilities A through G		151,000	177,000	35,000	-	-	21,000
DPW Administration Building Exterior & Interior Renovation		-	422,000	-	-	-	-
City Hall ADA Improvements		-	20,000	-	-	-	-
Total Expenditures:	6,270,798	682,000	1,945,000	430,000	313,000	-	21,000
Increase / (Decrease) per Fiscal Year:	(2,568,011)	20,500	7,500	2,500	2,500	465,500	454,500
Beginning Available Funds (Cash Reserves):	2,547,836	(20,175)	325	7,825	10,325	12,825	478,325
Ending Available Funds (Cash Reserves):	(20,175)	325	7,825	10,325	12,825	478,325	932,825
317 General Capital - Unfunded Project Requests							
Riverwalk Park		-	1,500,000	-	-	-	-
Beautification of I-95 Interchange		873,000	-	-	-	-	-
Training Facility / Tower		-	-	522,000	-	-	-
Addition to FS 71		-	-	-	300,000	-	-
Conference Room Upgrades		-	35,000	-	-	-	-
Parks Maintenance Storage		200,000	-	-	-	-	-
Gym Renovations / Repurpose		-	-	270,000	145,000	-	-
Restroom / Concession Facility		164,000	-	-	-	-	-
Iconic Art Feature		-	115,000	-	-	-	-
Automatic Vehicle and Equipment Wash System		429,000	-	-	-	-	-
City Hall ADA Improvements		-	-	75,000	75,000	-	-
Wood Shop Rebuild		64,000	-	-	-	-	-
Total 317 Projects - Unfunded:		1,730,000	1,650,000	867,000	520,000	-	-

Revenue and Expense Projections by Fund

Capital Projects Fund 317 Continued		Committed FY17 General Capital Projects as of 06/30/17				
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
CD RIVERWALK PROJECT	AIO004	7,074.00	-	-	7,074.00	0.00%
CD RIVERWALK PROJECT	AIO004	725,000.00	64,950.99	595,640.14	64,408.87	91.12%
R City Hall Annex	AIO014	1,800,000.00	40,078.80	35,990.00	1,723,931.20	4.23%
CD CITY ENTRANCE SIGN DEV	AIO017	115,625.00	51,987.90	28,133.00	35,504.10	69.29%
CD Dnlwtn Medians Ph I&II	AIO022	279,959.00	18,669.80	10,065.50	251,223.70	10.26%
CD Dnlwtn Medians Ph I&II	AIO022	850,000.00	-	-	850,000.00	0.00%
CD S.RidgewoodAve Irrgtn	AIO026	134,735.00	362.50	134,372.00	0.50	100.00%
CD S.RidgewoodAveLandscape	AIO027	225,308.00	362.50	224,945.00	0.50	100.00%
CD S.RidgewoodAveLandscape	AIO027	500,000.00	-	293,334.00	206,666.00	58.67%
CM Train Depot Match-ECHO	AIO031	496.00	-	-	496.00	0.00%
CD Landscape Imprv I-95	AIO032	30,000.00	-	-	30,000.00	0.00%
LE Evidence Rm A/C Mitgtn	CIP011	19,800.00	-	19,800.00	-	100.00%
P CityHallHVAC ContrlrRpl	OBM008	220,000.00	-	29,067.00	190,933.00	13.21%
P CityCntrComplexLandscpg	OMI030	524,183.00	-	-	524,183.00	0.00%
R Coraci Athl Compl PHIV	QPC061	237,618.00	32,057.50	176,725.96	28,834.54	87.87%
R Causeway Dock Refurbish	QPC062	260,000.00	-	72,000.00	188,000.00	27.69%
R Lakeside HVAC Rplcmnt	QPC073	54,000.00	-	13,545.00	40,455.00	25.08%
R Playground Replacements	QPC074	185,000.00	-	16,441.70	168,558.30	8.89%
CM CITY TELEVISION STA	ZMI003	47,000.00	-	34,768.00	12,232.00	73.97%
CD City Hall Repurposing	ZMI065	30,000.00	-	2,750.00	27,250.00	9.17%
IT City Hall DataCntrReno	ZMI066	25,000.00	7,672.97	-	17,327.03	30.69%
Total for 317 General Capital Fund:		6,270,798.00	216,142.96	1,687,577.30	4,367,077.74	30.36%

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201545

PROJECT NAME:	Riverwalk Park	Project Manager:	Margaret Tomlinson
DEPARTMENT:	Community Development	Original Plan Date:	February 25, 2014
LOCATION:	Dunlawton Avenue to North City Limits	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 3

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

The City Council and Town Center CRA have placed a priority on completion of the public park at Riverwalk. The park is comprised of three distinct sections. The North section includes the kayak/canoe launch which was completed in 2016. The remainder of the North section which includes a splash pad, playground, event lawn and riverfront promenade will be completed in 2017. The Central section will be built by private developers in 2019. The South section remains to be designed. Conceptually it is envisioned as a linear park along the existing alignment of Halifax Drive linking the other two sections to Dunlawton Avenue. The multi-use trail portion of the south section of Riverwalk is proposed to be designed and constructed as part of the FDOT 12.5-mile multi-use trail project (see project 201749 for more information). Other features that are contemplated include volleyball courts, a building for park staffing and maintenance, additional parking, living shorelines and a boardwalk over the water.

Phase A & B - North

Component	Cost
Engr & Plan:	\$ 210,000
Construction:	3,800,000
Total Proj Cost:	\$ 4,010,000

Phase - South

Component	Cost
Engr & Plan:	\$ 100,000
Construction:	1,500,000
Total Proj Cost:	\$ 1,600,000

Note: The City funded Phase A & B - North with \$3.010M of proceeds from Bond Refinancing in FY15. The balance is being funded with approximately \$1,000,000 in Grants with the City funding any shortfall.

FIND, ECHO, FRDAP, TPO and other grants will be sought for design and construction. Grant funds will be sought for the Southern Phase.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	100,000	-	-	-	-	-	100,000
Construction	-	1,500,000	-	-	-	-	1,500,000
TOTAL PROJECT COSTS	100,000	1,500,000	-	-	-	-	1,600,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	100,000	-	-	-	-	-	100,000
Grants (FIND, ECHO, etc.)	-	-	-	-	-	-	-
Proceeds from Bond Refinancing	-	-	-	-	-	-	-
General Capital Fund - 317 Unfunded	-	1,500,000	-	-	-	-	1,500,000
TOTAL PROJECT REVENUE	100,000	1,500,000	-	-	-	-	1,600,000

OPERATIONAL IMPACT

Once the South Phase is constructed it will be maintained by the City. Parks & Rec. will need to hire additional staff to operate and maintain the park including two (2) full time Maintenance Workers, one (1) full time Recreation Coordinator and one (1) part time Custodian. The same crew will maintain Halifax Linear Park and the Pedestrian Bridge over Dunlawton Ave. (please see prj. 201749 and 201859).

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	138,000	138,000	138,000	138,000	552,000
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	138,000	138,000	138,000	138,000	552,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	138,000	138,000	138,000	138,000	552,000
	-	-	-	-	-	-	-
Total	-	-	138,000	138,000	138,000	138,000	552,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201751

PROJECT NAME:	WB Dunlawton Ave. Right Turn Lane at Nova Rd.	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 10, 2016
LOCATION:	Dunlawton Avenue and Nova Road	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on westbound Dunlawton Avenue at the intersection with Nova Road to improve traffic flow and reduce delays for turning vehicles and through vehicles. Additional right-of-way is anticipated to be needed for this project. The City submitted the project for TPO funding in Spring 2016. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost of the project is \$420,000 and the estimated CEI of the project is \$44,000 but will be adjusted after the feasibility study is completed. Based on this estimated cost, the City's share would be \$346,000 including \$7,000 for design, \$35,000 for construction, \$44,000 for CEI, and possible R/W acquisition in the amount of \$260,000. The City's local match and CEI will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for westbound vehicles turning right.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	0%	\$ -	\$ 15,000
R/W Acquisition:	260,000	100%	260,000	-
Eng. & Design:	70,000	10%	7,000	63,000
Construction:	350,000	10%	35,000	315,000
CEI:	44,000	100%	44,000	-
Total Proj. Cost:	\$ 739,000		\$ 346,000	\$ 393,000

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: FDOT is funding 100% of the Feasibility Study - \$15,000 in FY17.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	-	-	-	-	-
R/W Acquisition	-	260,000	-	-	-	-	260,000
Engineering & Planning	-	-	70,000	-	-	-	70,000
CEI	-	-	-	44,000	-	-	44,000
Construction	-	-	-	350,000	-	-	350,000
TOTAL PROJECT COSTS	-	260,000	70,000	394,000	-	-	724,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	260,000	-	-	-	-	260,000
Gas Tax Fund 301 (restricted funds)	-	-	7,000	79,000	-	-	86,000
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-
TPO Funds	-	-	63,000	315,000	-	-	378,000
TOTAL PROJECT REVENUE	-	260,000	70,000	394,000	-	-	724,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement would be maintained by FDOT.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201753

PROJECT NAME:	City Hall Repurposing	Project Manager:	CD Engineer
DEPARTMENT:	Community Development	Original Plan Date:	March 15, 2016
LOCATION:	City Hall	Concurrency Requirement:	No

Goal / Objective: Goal 2 Objective 4 & Goal 6

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project is proposed in connection with the repurposing of the former Police Station. Office space that is vacated in City Hall will need interior remodeling to serve new purposes and renovations to support staff remaining at City Hall. The project may expand in scope to include expansion of City Hall to include additional pods or other forms of additional space. Preliminary designs have not yet been prepared and will be needed to estimate construction costs and provide options. Funding for the preliminary conceptual design work for a renovation only was included in the FY17 budget.

Note: **Project ZMI065** was established in FY17 and the City has funded \$30,000 for Engineering and Planning from General Capital Fund 317.

Component	Total Cost \$
Engineering & Planning:	\$ 30,000
Construction:	450,000
Total Proj Cost:	\$ 480,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	450,000	-	-	-	-	450,000
TOTAL PROJECT COSTS	-	450,000	-	-	-	-	450,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	450,000	-	-	-	-	450,000
Grants	-	-	-	-	-	-	-
Transportation Impact Fee Fund	-	-	-	-	-	-	-
General Capital Fund - 317 Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	450,000	-	-	-	-	450,000

OPERATIONAL IMPACT

This impact will be felt when the old PD gets redone. The Public Utility area will still need cleaning, maintenance, ect when they leave.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201840

Project Name: Fitness Room Equipment Department: Fire Rescue Location: Fire Stations	Project Manager: Ken Fustin Original Plan Date: 02/07/17 Concurrency Requirement:
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Goal / Objective: Goal 1 Objective 2 **Priority II - ESSENTIAL (Should-Do)**

DESCRIPTION / JUSTIFICATION:

Replace fitness equipment at each fire station fitness room. The majority of our fitness equipment is old, and while it has been well maintained, the equipment is nearing the end of its useful life. This request is to replace five Stairmaster Stepmill @ \$5395.00 each for total of 26,975.00. Treadmills, stair-steppers, rack systems & weights are also in need of replacement at each of our five fire stations and will be added as part of FY18 operating budget request.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	26,975	-	-	-	-	-	26,975
TOTAL PROJECT COSTS	26,975	-	-	-	-	-	26,975
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	26,975	-	-	-	-	-	26,975
Lease & Replacement Fund 505	-	-	-	-	-	-	-
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	26,975	-	-	-	-	-	26,975

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201844

Project Name:	Addition to FS 71	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	02/07/17
Location:	Fire Stations	Concurrency Requirement:	

Goal / Objective: Goal 1 Objective 2 & Goal 2 Objective 2

Priority II - ESSENTIAL (Should-Do)

DESCRIPTION / JUSTIFICATION:

Addition to Fire Station 71 to accommodate larger response vehicles. Per the City of Port Orange's building official, the apparatus bay at Station 71 is classified as S2 (low hazard storage) and would normally run approx. \$78/sqft for NEW CONSTRUCTION. However, because there will be demolition and tying into our existing structure, he stated that the estimates will be closer to \$155-185 per square foot, as he has seen this exact type of addition before. Therefore, to add an additional 1000 sqft onto Station 71 would be \$155,000-185,000 for construction on the lower end, then adding electrical, new bay doors, engineer and planning, etc. This project will come in very close to the \$350,000 that is currently being requested.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	50,000	-	-	-	50,000
Construction	-	-	-	300,000	-	-	300,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	50,000	300,000	-	-	350,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	50,000	-	-	-	50,000
Lease & Replacement Fund 505	-	-	-	-	-	-	-
General Capital Fund 317- Unfunded	-	-	-	300,000	-	-	300,000
TOTAL PROJECT REVENUE	-	-	50,000	300,000	-	-	350,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200965

PROJECT NAME	Fence, Dugout & Backstop Replacement	Project Manager	Susan L. Lovallo
DEPARTMENT	Parks and Recreation	Original Plan Date	Feb 15, 2008
LOCATION	Various Parks	Concurrency Requirement	N/A

Goal / Objective: Goal 2 Objective 4

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The fence, dugouts and backstops on our competition athletic fields are aging and need to be replaced. The mesh on the south field has been piecemealed together and cannot take any more patches. The top rail and posts are rusting causing the fence to lean.

Complex	FY18	FY19	FY20	FY21	FY22	FY23	Total
1. Spruce Creek Road Park							
1 Softball Field	76,000	-	-	-	-	-	76,000
2 Sets of Dugouts (Lemerand Field & South Field)	-	-	140,000	-	-	-	140,000
2 Southwinds Soccer Fields (Fencing)	-	65,000	-	-	-	-	65,000
Total:	76,000	65,000	140,000	-	-	-	281,000

Note: Project QPC067 was established in FY16 with a budget of \$25,000 to fund the six Tennis Courts - mesh only. In FY17 an additional \$14,400 was transferred from QPC045 - Scoreboard Replacement.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	6,000	5,000	21,000	-	-	-	32,000
Construction	70,000	60,000	119,000	-	-	-	249,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	76,000	65,000	140,000	-	-	-	281,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Recreation (001)	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	76,000	65,000	140,000	-	-	-	281,000
Other	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	76,000	65,000	140,000	-	-	-	281,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201270

QPC062

Project Name: Causeway Dock Refurbishment

Project Manager: Susan L. Lovallo

Department: Parks and Recreation

Original Plan Date: 01/12/2011

Location: Causeway Park

Concurrency Requirement:

Goal / Objective: Goal 2 Objective 4

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

This project was partially funded in FY17, however due to Hurricane Matthew the piers and one boat ramp sustained extensive damage and are unusable by the public.

The below information is still valid for the reconstruction of the piers.

During the exploratory portion of design divers found that many of the piling will have to be replaced which has changed the engineers estimate. Mobilization/demobilization, as built and environmental compliance will be \$57,500. West pier construction is \$361,875 and the T pier cost estimate is \$155,500. A 5% Bond and 10% unforeseen circumstances should be added to the budget for additional \$83,899.

In October 2016, Hurricane Matthew severely damaged or destroyed the above fishing piers and a small boat ramp. Repairs will be made to the Westside Pier in FY17 and FIND grants are currently being sought for the "T" Pier, North Boat Ramp and for demolition of the Eastside Pier. The \$225K listed below represents the City's match if these grants are awarded. If the FIND grants are not approved, the City will seek FEMA reimbursement.

Note: Project QPC062 - Causeway Dock Refurbishment currently has \$284,340 budgeted/available in FY17.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	225,000	-	-	-	-	-	225,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	225,000	-	-	-	-	-	225,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund Reserves	-	-	-	-	-	-	-
General Capital Fund 317	225,000	-	-	-	-	-	225,000
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	225,000	-	-	-	-	-	225,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201481

PROJECT NAME: Ball Field Lamp Replacement DEPARTMENT: Parks and Recreation LOCATION: City Center and Spruce Creek Road Park	Project Manager: Susan L. Lovallo Original Plan Date: 2/26/2013 Concurrency Requirement:
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Goal / Objective: Goal 6 Objective 2

Priority III: IMPORTANT (Could do)

DESCRIPTION/JUSTIFICATION:

The current lamps at these fields are approaching 20 years of age and will need to be replaced to meet current safety standards. Lights will be replaced with LED and staff is looking at the utility saving to be used for payment of the lights.

City Center	Material Costs	Labor Costs	Total	Priority	Schedule
Ball Fields 1, 2, 3	\$ 175,000	\$ 80,000	\$ 255,000	1	FY19
Ball Fields 4, 5	70,000	53,000	123,000	2	FY20
2 Soccer Fields	95,000	53,000	148,000	3	FY21

Spruce Creek Road Park	Cost	Labor Costs	Total	Priority	Schedule
1 Ball Field	\$ 35,000	\$ 26,500	\$ 61,500	2	FY20

Staff is researching paying for re lamping on savings in energy costs and grants from utility companies. FPL has also indicated that funding could be available from them for the replacement of these lamps.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	255,000	184,500	148,000	-	-	587,500
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	255,000	184,500	148,000	-	-	587,500
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - Recreation 001	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	255,000	184,500	148,000	-	-	587,500
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	255,000	184,500	148,000	-	-	587,500

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201582

Project Name:	Gym Floor Replacement	Project Manager:	Susan L. Lovallo
Department:	Parks & Recreation	Original Plan Date:	03/7/2014
Location:	Gym	Concurrency Requirement:	

Goal / Objective: Goal 1 Objective 4

Priority II: **ESSENTIAL** (Should Do)

DESCRIPTION / JUSTIFICATION:

The rubber court in Court 1 is fifteen plus years old and has a twenty year lifespan. The court is starting to split in areas and will need to be replaced. The floor is 6,200 sq. ft. The estimate to install subfloor, select maple flooring, sand and finish is \$93,000 per a recent quote of \$15.00 a square ft. Since this is a remodel, an additional 10% for unforeseen circumstances (\$8,060.00) should be included. The total estimated projected cost is \$102,300.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	102,300	-	-	-	-	-	102,300
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	102,300	-	-	-	-	-	102,300
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	102,300	-	-	-	-	-	102,300
Other	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	102,300	-	-	-	-	-	102,300

OPERATIONAL IMPACT

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201686

Project Name: Gym Renovations / Repurpose Department: Parks & Recreation Location: Port Orange Gym	Project Manager: Susan L. Lovallo Original Plan Date: 02/01/15 Concurrency Requirement:
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Goal / Objective: Goal 3 Objective 1 **Priority II:** ESSENTIAL (Should Do)

DESCRIPTION / JUSTIFICATION:

The Gym building is occupied mostly by Parks and Recreation administrative offices. The amount of interest in the gym for programs, classes, clubs, after school programs and community meeting space is growing. It is recommended that the building be repurposed as a community center and relocate the admin staff. The remodel would include ADA access to the second floor for a dance/ exercise room. Restrooms would also be added to the second floor. The first floor would have renovated restrooms, a youth activity room and meeting space. Staff would like to move this to FY18 for design, FY19 for construction.

Estimate provided by the Facility Manager is:

Engineering	\$	50,000
Construction	350,000	
Inspections	30,000	
Contingency	35,000	
Total Renovation:	\$	465,000

This project could be phased

\$	50,000	Phase I: Engineering and permit costs
	270,000	Phase II: Structural, elevator, sheet rock (rough in)
	145,000	Phase III: Carpet, wall finishing, electrical (trim out)
	\$	465,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	50,000	-	-	-	-	50,000
Construction	-	-	270,000	145,000	-	-	415,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	50,000	270,000	145,000	-	-	465,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	50,000	-	-	-	-	50,000
General Capital Fund 317 - Unfunded	-	-	270,000	145,000	-	-	415,000
Other	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	50,000	270,000	145,000	-	-	465,000

OPERATIONAL IMPACT

No additional operating costs are projected with this project.

Would need to create one center supervisor position to handle coverage for seven days a week 12 hours a day. In addition an operating budget would need to be established for programs and operations. Most of which is already budgeted. Add \$6000 to program operations Current revenues are \$76,000

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-						
Other Revenues	-						
Less Additional Expenditures							
New Personnel	-						
Maintenance and Other Operating	-						
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201794

Project Name:	Playground Replacement	Project Manager:	Susan L. Lovallo
Department:	Parks & Recreation	Original Plan Date:	03/04/16
Location:	Airport Road Park	Concurrency Requirement:	No
Goal / Objective: Goal 2 Objective 4		Priority 1: IMPERATIVE (Must-Do)	

DESCRIPTION / JUSTIFICATION:

The playground at Airport Road is 16 years old and in need of replacement. The playground is 5,966 sq. feet. ECHO grant funding is available for this project.

Note: This is project QPC074 and currently has a budget of \$185,000 budgeted in FY17. Project QPC068-Playground Resurfacing was combined with Project QPC074 - Playground Replacement for more effective and efficient replacement of surface and equipment. The FY17 funding is being used for the playground and surfacing at Spruce Creek Rd. Park and resurfacing of Coraci Park playground.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	35,000	-	-	-	-	35,000
Construction	-	278,000	-	-	-	-	278,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	313,000	-	-	-	-	313,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	156,500	-	-	-	-	156,500
ECHO Grant	-	156,500	-	-	-	-	156,500
TOTAL PROJECT REVENUE	-	313,000	-	-	-	-	313,000

OPERATIONAL IMPACT

No additional operating costs are projected with this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201896

Project Name: Amphitheater Seating Replacement Department: Parks & Recreation Location: Amphitheater Seating Replacement Goal / Objective: Goal 2 Objective 4	Project Manager: Susan L. Lovallo Original Plan Date: 02/01/17 Concurrency Requirement: no Priority II: ESSENTIAL (Should Do)
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DESCRIPTION / JUSTIFICATION:

The stadium style seating in the amphitheater is 15 years old and replacement parts are hard to come by. This site is the focal point of most of our City events and staff is recommending that the seating be changed and shade structures be added to the site. Each time a seat must be replaced we have to wait until we have a minimum of \$5,000 in repairs as it is the required company minimum for equipment to ship. The below costs were received from a quote. There are two options - replace fold down seats for a cost of \$147,700 or replace with an aluminum bench style seat with back for a cost of \$80,627. Adding a 10% markup for unforeseen costs to the budget. The shade structures quote for sporadic coverage is \$ 150,000 and for full coverage is \$275,000. This could be a phased project with replacing the seating in year one, engineering for the shade in year two, and replacing the shade in year three. Staff believes the aluminum bench seats with back are our best return on investment.

Option I-Fold Down Seats / Full Cover	
Engineering & Planning	20,000
Equipment - Fold Down Seats	147,700
Equipment - Shade (Full Cover)	275,000
10% Contingency	42,270
Total:	484,970

Option II-Aluminum Bench / Sporadic Cover	
Engineering & Planning	20,000
Equipment - Bench style Seats	80,627
Equipment - Shade (Sporadic Cover)	150,000
10% Contingency	23,063
Total:	273,690

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	20,000	-	-	-	20,000
Construction	-	-	-	-	-	-	-
Equipment	-	88,690	-	165,000	-	-	253,690
TOTAL PROJECT COSTS	-	88,690	20,000	165,000	-	-	273,690
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	88,690	20,000	165,000	-	-	273,690
General Capital Fund 317 - Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	88,690	20,000	165,000	-	-	273,690

OPERATIONAL IMPACT

No additional operating costs are projected with this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 430102A

PROJECT NAME	Resurface Parking Lot at All Children's Park	Project Manager: Dixon/Lovallo
DEPARTMENT	Public Works	Original Plan Date: February 28, 2000
LOCATION	All Children's Park	Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:							
Parking Lot	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
All Children's Park	-	-	30,854	-	-	-	30,854
Totals:	-	-	30,854	-	-	-	30,854
Additional Striping Allowance:	-	-	4,628	-	-	-	4,628
	-	-	35,482	-	-	-	35,482

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	-	-	30,854	-	-	-	30,854
Striping / Retro-Reflective Markers	-	-	4,628	-	-	-	4,628
TOTAL PROJECT COSTS	-	-	35,482	-	-	-	35,482
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Capital Projects Fund 301 - (not eligible)	-	-	-	-	-	-	-
YMCA R&R Fund 106	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	-	35,482	-	-	-	35,482
TOTAL PROJECT REVENUE	-	-	35,482	-	-	-	35,482

OPERATIONAL IMPACT							
None - work to be performed by contractors.							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 430102B

PROJECT NAME	Resurface Parking Lot at Causeway Park	Project Manager:	Dixon/Lovallo
DEPARTMENT	Public Works	Original Plan Date:	February 28, 2000
LOCATION	Causeway Park	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:							
Parking Lot	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Causeway Park	-	134,550		-	-	-	134,550
Totals:	-	134,550		-	-	-	134,550
Additional Striping Allowance:		6,728		-	-	-	6,728
	-	141,278		-	-	-	141,278

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	-	134,550	-	-	-	-	134,550
Striping / Retro-Reflective Markers	-	6,728	-	-	-	-	6,728
TOTAL PROJECT COSTS	-	141,278	-	-	-	-	141,278
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Capital Projects Fund 301 - (not eligible)	-	-	-	-	-	-	-
YMCA R&R Fund 106	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	141,278	-	-	-	-	141,278
TOTAL PROJECT REVENUE	-	141,278	-	-	-	-	141,278

OPERATIONAL IMPACT							
None - work to be performed by contractors.							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 430102D

PROJECT NAME	Resurface Parking Lot at Fire Station #72	Project Manager:	Travis Dixon
DEPARTMENT	Public Works	Original Plan Date:	February 28, 2000
LOCATION	Fire Station #72	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:							
Parking Lot	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Fire Station #72	-	-	-		-	17,682	17,682
Totals:	-	-	-		-	17,682	17,682
Additional Striping Allowance:						2,653	2,653
	-	-	-		-	20,335	20,335

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	-	-	-	-	-	17,682	17,682
Striping / Retro-Reflective Markers	-	-	-	-	-	2,653	2,653
TOTAL PROJECT COSTS	-	-	-	-	-	20,335	20,335
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Capital Projects Fund 301 - (not eligible)	-	-	-	-	-	-	-
YMCA R&R Fund 106	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	-	-	-	-	20,335	20,335
TOTAL PROJECT REVENUE	-	-	-	-	-	20,335	20,335

OPERATIONAL IMPACT							
None - work to be performed by contractors.							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 430102E

PROJECT NAME	Resurface Parking Lot at YMCA	Project Manager:	Dixon/Lovallo
DEPARTMENT	Public Works	Original Plan Date:	February 28, 2000
LOCATION	YMCA	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:							
Parking Lot	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
YMCA**	70,983	-	-	-	-	-	70,983
Totals:	70,983	-	-	-	-	-	70,983
Additional Striping Allowance:	8,772	-	-	-	-	-	8,772
	79,755	-	-	-	-	-	79,755

**The City handles the paving . This was scheduled to be completed in FY14 (project QPC047) but all of the funding was moved to project QPC056 to resurface the pool deck. The cost estimate is \$79,755.

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	70,983	-	-	-	-	-	70,983
Striping / Retro-Reflective Markers	8,772	-	-	-	-	-	8,772
TOTAL PROJECT COSTS	79,755	-	-	-	-	-	79,755
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Capital Projects Fund 301 - (not eligible)	-	-	-	-	-	-	-
YMCA R&R Fund 106	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	79,755	-	-	-	-	-	79,755
TOTAL PROJECT REVENUE	79,755	-	-	-	-	-	79,755

OPERATIONAL IMPACT							
None - work to be performed by contractors.							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 430102F

PROJECT NAME	Resurface Parking Lot at City Center Athletic Complex	Project Manager:	Dixon/Lovallo
DEPARTMENT	Public Works	Original Plan Date:	February 28, 2000
LOCATION	City Center Athletic Complex	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:							
Parking Lot	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
City Center Athletic Comp	62,734	-	-	-	-	-	62,734
Totals:	62,734	-	-	-	-	-	62,734
Additional Striping Allowance:	7,752	-	-	-	-	-	7,752
	70,486	-	-	-	-	-	70,486

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	62,734	-	-	-	-	-	62,734
Striping / Retro-Reflective Markers	7,752	-	-	-	-	-	7,752
TOTAL PROJECT COSTS	70,486	-	-	-	-	-	70,486
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Capital Projects Fund 301 - (not eligible)	-	-	-	-	-	-	-
YMCA R&R Fund 106	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	70,486	-	-	-	-	-	70,486
TOTAL PROJECT REVENUE	70,486	-	-	-	-	-	70,486

OPERATIONAL IMPACT							
None - work to be performed by contractors.							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 430102G

PROJECT NAME: Resurface Parking Lot at Willow Run Park DEPARTMENT: Public Works LOCATION: 1351 School House Drive Goal / Objective: Goal 2 Objective 2	Project Manager: Dixon/Lovallo Original Plan Date: February 18, 2017 Concurrency Requirement: N/A Priority II: ESSENTIAL (Should-Do)
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DESCRIPTION/JUSTIFICATION:							
Parking Lot	FY18	FY19	FY20	FY21	FY22	FY23	Total
Willow Run Park		31,259					31,259
Totals:		31,259					31,259
Additional Striping		3,863					3,863
		35,122					35,122

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	31,259	-	-	-	-	31,259
Striping / Retro-Reflective Markers	-	3,863	-	-	-	-	3,863
TOTAL PROJECT COSTS	-	35,122	-	-	-	-	35,122
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Capital Projects Fund 301 - Gas Tax		-	-	-	-	-	-
General Capital Fund 317 - Funded		35,122	-	-	-	-	35,122
General Capital Fund 317 - Unfunded		-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	35,122	-	-	-	-	35,122

OPERATIONAL IMPACT							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201750

Project Name:	DPW Administration Building Exterior & Interior Renovation	Project Manager:	Frank Flagg
Department:	Public Works	Original Plan Date:	
Location:	Public Works Administration Building	Concurrency Requirement:	
Goal / Objective:	Goal 2 Objective 2 Priority II: ESSENTIAL (Should-Do)		

DESCRIPTION / JUSTIFICATION:	
Public Works Administration Renovation and Remediation of the Interior and Exterior of the Building. The project is to be completed in two phases. Phase 1 will consist of the exterior re-roofing, removal of earth beam, and exterior stucco, caulking and sealant. Phase 2 will be the interior demolition, dry-wall, electrical, ceilings, plumbing, mechanical work/design, painting, and flooring.	
Renovations to be completed in FY 19	Painting-Interior Only
Interior/Exterior Demolition	Toilet Partitions-Men's and Ladies Rooms
Debris Dumpster/Cartage	New Flooring
Dry-wall Remediation-Removal and Disposal Only	Re-roofing
Electrical Work	Exterior Painting, Stucco, Caulking and Sealants
Exterior and Interior Dry-wall Replacement	
New Suspended Acoustical Ceilings, Grid System, and Ceiling Insulation	
Plumbing Work	
Mechanical Work and Design to include installation	
Equipment, Ducts, and Insulation	

PROJECT EXPENDITURES / FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
HVAC Engineering	-	10,000	-	-	-	-	10,000
Structure Engineering	-	2,500	-	-	-	-	2,500
Roof Architecture Services	-	12,000	-	-	-	-	12,000
Construction	-	397,270	-	-	-	-	397,270
TOTAL PROJECT COSTS	-	421,770	-	-	-	-	421,770
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Capital Projects Fund 301 - Gas Tax	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	421,770	-	-	-	-	421,770
General Capital Fund 317 - Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	421,770	-	-	-	-	421,770

OPERATIONAL IMPACT							
Continuous maintenance program. Additional operating costs are not expected as a result of this project.							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201753

Project Name:	City Hall ADA Improvements	Project Manager:	Frank Flagg
Department:	Public Works	Original Plan Date:	
Location:	City Hall	Concurrency Requirement:	
Goal / Objective:	Goal 2, Objective 4 Priority I: IMPERATIVE (Must-Do)		

DESCRIPTION / JUSTIFICATION:

Description:

This project includes a Port Orange City Hall accessibility assessment, architectural services to include meetings with Facility Manager, key staff, development of "as-built" plans, designs solutions, and construction costs.

Justification:

The property remodeling project will remove architectural barriers in conjunction with new remodeling projects such as the City Hall Break Room Renovations. City Hall was built prior to the Americans with Disabilities Act (ADA) of 1990 as well as Florida Statutes of 1993 that incorporated ADA. The ADA and Florida Accessibility Code for Building Construction both require strict adherence to accessibility regulations. This project will bring the building to compliance in all areas that have been identified as a liability in a proactive manner prior to their eventual mitigation.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	20,000	-	-	-	-	20,000
Construction	-	-	75,000	75,000	-	-	150,000
TOTAL PROJECT COSTS	-	20,000	75,000	75,000	-	-	170,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Capital Projects Fund 301 - Gas Tax	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	20,000	-	-	-	-	20,000
General Capital Fund 317 - Unfunded	-	-	75,000	75,000	-	-	150,000
TOTAL PROJECT REVENUE	-	20,000	75,000	75,000	-	-	170,000

OPERATIONAL IMPACT

Continuous maintenance program. Additional operating costs are not expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201648

PROJECT NAME:	Beautification of I-95 Interchange	Project Manager:	Margaret Tomlinson
DEPARTMENT:	Community Development	Original Plan Date:	Feb. 2015
LOCATION:	Dunlawton/Taylor Rd. and I-95	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 4

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

Beatification of transportation corridors falls under Goal 3, Objective 4 (Quality of Life) of the City's Strategic Plan. The City Council has placed a priority on enhancing the appearance of the City's landscape and gateway areas. This project will require irrigation and landscaping of the new interchange. The interchange is being reconstructed with the I-95 widening project. The widening project is expected to be complete by Spring/Summer of 2017.

Constructing entry signs will help to create a welcoming environment and hometown feel; and be a source of community pride. The sign will help form a positive first impression for visitors to the City. Signage at Dunlawton and I-95 is proposed to consist of a combination of walls and bold landscaping that will be visible to motorists entering the city from I-95, including signage on the wing walls of the interchange bridge structure. Based on this proposed design, the construction cost is estimated to be \$450,000.

Component	Total Cost \$
Landscape Engr & Plan:	\$ 30,000
Signage Engr & Plan:	33,075
CEI:	48,000
Landscape Construction:	875,000
Signage(Dunlawton and I-95) Construction:	450,000
Total Proj Cost:	\$1,436,075

Note: The name of this project was changed from Landscape Improvements at I-95 Interchange to Beautification of I-95 Interchange to include the signage at Dunlawton and I-95 as a part of a larger project. Consolidating the two project will may reduce costs for CEI and Construction. Project **AIO032** was established in FY16 with a budget of \$30,000 in the General Capital Replacement Fund 317 for Engineering & Planning of the Landscape Improvements of I-95 Interchange. In addition, \$40,000 was funded in FY17 in the General Capital Replacement Fund 317 and project **AIO017** for the Design of the signage at Dunlawton and I-95. \$6,295 of the \$40,000 budget was used to finish the construction of the North and South City limit signs on Ridgewood Ave., leaving a balance of \$33,075. The application made for FDOT Landscape Discretionary funding for construction has been approved at \$500,000.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
CEI	48,000	-	-	-	-	-	48,000
Construction	1,325,000	-	-	-	-	-	1,325,000
TOTAL PROJECT COSTS	1,373,000	-	-	-	-	-	1,373,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
General Capital Fund - 317 Unfunded	873,000	-	-	-	-	-	873,000
FDOT Landscape Discretionary Grant	500,000	-	-	-	-	-	500,000
TOTAL PROJECT REVENUE	1,373,000	-	-	-	-	-	1,373,000

OPERATIONAL IMPACT

Once installed, the landscaping and irrigation will be maintained by the City. This will include mowing, periodic pruning, weeding, plant replacement, fertilization and pest control which will have an impact on the operating budget.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	3,600	3,600	3,600	3,600	3,600	18,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	3,600	3,600	3,600	3,600	3,600	18,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	3,600	3,600	3,600	3,600	3,600	18,000
Total	-	3,600	3,600	3,600	3,600	3,600	18,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201838

Project Name:	Training Facility/Tower	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	02/01/17
Location:	Fire Stations	Concurrency Requirement:	
Goal / Objective: Goal 1 Objective 2		Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION / JUSTIFICATION:

Currently Fire Rescue does not have an easily accessible training ground available on a regular basis within the City Limits. Requesting to build a new training facility to include a burn building, smoke/high rise tower, and the installation of piping to carry LP gases, air, and water for simulated hazardous materials incidents. Facilities are also required to ensure personnel can meet the training requirements established by OSHA for confined space training. Renovations at the former facility, located at 5839 Trailwood Drive, have been proposed for many years. Due to Fire Station #72's relocation and subsequent use as a drainage/retention area, it is necessary to construct a new and possibly joint training facility. The requested funding is based on estimates from vendors and conversations with Fire professionals that are currently working on similar projects.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	75,000	-	-	-	-	75,000
Construction	-	-	1,325,000	-	-	-	1,325,000
Equipment	-	-	100,000	-	-	-	100,000
TOTAL PROJECT COSTS	-	75,000	1,425,000	-	-	-	1,500,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Fire Impact Fee Fund 311	-	75,000	403,000	-	-	-	478,000
General Capital Fund 317- Unfunded	-	-	522,000	-	-	-	522,000
Funding from Other Cities	-	-	500,000	-	-	-	500,000
TOTAL PROJECT REVENUE	-	75,000	1,425,000	-	-	-	1,500,000

OPERATIONAL IMPACT

Additional annual operating costs will include general maintenance and repairs, utilities, insurance, and operating supplies. Some of these costs may be offset by new revenue generated from renting the training facility to other agencies.

Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201728

Project Name: Conference Room Upgrades Department: Information Technology Location: City Hall	Project Manager: James Hicks Original Plan Date: 03/21/16 Concurrency Requirement:
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Goal / Objective: Goal 6 Organizational Excellence / Objective 2 **Priority IV: DESIRABLE (Other Year)**

DESCRIPTION / JUSTIFICATION:

The 2nd Floor Conference Room located at City Hall is a multipurpose room utilized for meetings, lectures, presentations, training, and other related activities. This conference room is not only used by city staff but also open to the community. This project will address the need to implement an integrated audio/visual system in order to transform the room into a versatile and reliable meeting space to allow for effective communication and collaboration. These upgrades will include interactive touch-screen enabled smartboards, flat screen displays, microphones with centralized sound and speakers, lecterns, and media control cabinets. The system will be installed identically on both sides of the meeting room in order to allow for the room to be split into two separate spaces.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	35,000	-	-	-	-	35,000
TOTAL PROJECT COSTS	-	35,000	-	-	-	-	35,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund 501	-	-	-	-	-	-	-
Lease and Replacement Fund 505	-	-	-	-	-	-	-
General Capital Fund - 317 Unfunded	-	35,000	-	-	-	-	35,000
TOTAL PROJECT REVENUE	-	35,000	-	-	-	-	35,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this annual program.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201376

Project Name:	Parks Maintenance Storage	Project Manager:	Susan L. Lovallo
Department:	Parks and Recreation	Original Plan Date:	03/01/12
Location:	City Center - Alongside the Gym	Concurrency Requirement:	

Goal / Objective: Goal 2 Objective 4

Priority II: ESSENTIAL (Should Do)

DESCRIPTION / JUSTIFICATION:

Purchase and install a 5,000 square foot aluminum building for the purpose of equipment storage and offices at City Center next to the skate park. The current yard is only secured by a six foot chain link fence and small sheds. Much of the equipment is exposed. \$18.50 per square foot = \$92,500 concrete slab 6,000 sq. feet at \$4.25 per square foot = 25,500, electrical/HVAC to building \$25,000, \$21,450 contingency (15%), 35,000 for construction inspections and management, plus permits. There is already electrical on site from the old trailer. This is important for the security and integrity of equipment and supplies.

Item	Size	Unit Cost	Total Cost	
Aluminum Building	5,000 sq. ft.	\$ 18.50	\$ 92,500	Construction
Concrete Slab	6,000 sq. ft.	4.25	25,500	Construction
Electrical to Building			25,000	Construction
15% Contingency for Construction			21,450	Construction
Construction Inspections & Mgmt., Permits			35,000	Engr. & Planning
Total Estimated Cost:			\$ 199,450	

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	35,000	-	-	-	-	-	-
Construction	164,450	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	199,450	-	-	-	-	-	-
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	199,450	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	199,450	-	-	-	-	-	-

OPERATIONAL IMPACT

May be additional cost in transfer fund for utilities.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201792

Project Name:	Restroom/ Concession Facility	Project Manager:	Susan L. Lovallo
Department:	Parks & Recreation	Original Plan Date:	03/04/16
Location:	City Center Fields 4&5 & Soccer Fields	Concurrency Requirement:	no
Goal / Objective: Goal 3 Objective1		Priority III: IMPORTANT (Could do)	

DESCRIPTION / JUSTIFICATION:

Design build a restroom concession stand in between Ball Fields 4 & 5 and Soccer Fields at City Center. Building would consist of split faced block metal roof to match the Gym. The facility would include four handicapped accessible restrooms(2 men 2 women) and a small concession area. This could be a pre fab restroom.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	13,500	-	-	-	-	-	13,500
Construction	150,000	-	-	-	-	-	150,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	163,500	-	-	-	-	-	163,500
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	163,500	-	-	-	-	-	163,500
TOTAL PROJECT REVENUE	163,500	-	-	-	-	-	163,500

OPERATIONAL IMPACT

No additional operating costs are projected with this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201897

Project Name: Iconic Art Feature Department: Parks & Recreation Location: Riverwalk Park	Project Manager: Susan L. Lovallo Original Plan Date: 02/01/17 Concurrency Requirement: no
Goal / Objective: Goal 3 Objective 3	
Priority III: IMPORTANT (Could do)	

DESCRIPTION / JUSTIFICATION:

The Riverwalk Park design in phase 1B included a mound that would one day feature an iconic art feature. This piece of art would need to be commissioned through a RFP process and the community could be involved in the process during the PO150 celebration. We could raise these funds through an art sculpture program.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	15,000	-	-	-	-	15,000
Construction	-	100,000	-	-	-	-	100,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	115,000	-	-	-	-	115,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	115,000	-	-	-	-	115,000
TOTAL PROJECT REVENUE	-	115,000	-	-	-	-	115,000

OPERATIONAL IMPACT

No additional operating costs are projected with this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201752

Project Name:	Automatic Vehicle and Equipment Wash System	Project Manager:	Jeff Fontane
Department:	Public Works	Original Plan Date:	
Location:	Public Works	Concurrency Requirement:	
Goal / Objective:	Goal 2, Objective 2 Priority III: IMPORTANT (Could-Do)		

DESCRIPTION / JUSTIFICATION:
Description: Purchase and installation of a Centri-Spinner automatic fleet and equipment wash system and rack to include pump, spinner arch, undercarriage, reclamation systems, water heater, installation of rental equipment, and startup training. Justification: Wastewater (including wash water) from any type of vehicle and equipment cleaning can contain significant contaminants including oil and grease, petroleum products, suspended solids such as dirt and grit, heavy metals, detergents, and other pollutants. These contaminants may cause pollution of surface water or ground water and result in violations of water quality standards if the wastewater is not properly managed and treated. Therefore, persons involved in washing operations and the owners of property where washing occurs should follow appropriate practices to reach compliance with Florida Department of Environmental Protection (FDEP), Environmental Protection Agency (EPA), and all other governing agencies that may impose harsh fines for failure to comply.

PROJECT EXPENDITURES / FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Total Equipment Package	197,940	-	-	-	-	-	197,940
Construction	120,000	-	-	-	-	-	120,000
Electrical	35,000	-	-	-	-	-	35,000
Plumbing	30,000	-	-	-	-	-	30,000
Freight and Contingency	46,000	-	-	-	-	-	46,000
TOTAL PROJECT COSTS	428,940	-	-	-	-	-	428,940
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Capital Projects Fund 301 - Gas Tax	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	428,940	-	-	-	-	-	428,940
TOTAL PROJECT REVENUE	428,940	-	-	-	-	-	428,940

OPERATIONAL IMPACT							
Continuous maintenance program. Additional operating costs are not expected as a result of this project.							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201754

Project Name:	Wood Shop Rebuild	Project Manager:	Frank Flagg
Department:	Public Works	Original Plan Date:	09/01/06
Location:	Public Works	Concurrency Requirement:	N/A
Goal / Objective:	Goal 2, Objective 2 Priority II: ESSENTIAL (Should-Do)		

DESCRIPTION / JUSTIFICATION:
Description: Remove existing 30'x30' frame walls and metal roof of existing woodshop; construct a new "woodshop" using 8" masonry for the exterior walls and construct the roof with wood trusses; paint masonry walls and use shingles for roofing; install a basic electric system. Justification: This building will provide suitable space needed for routine operations with a growing department including relocation of the current signs shop to allow for additional office space.

PROJECT EXPENDITURES / FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	3,000		-	-	-	-	3,000
Construction	60,500		-	-	-	-	60,500
	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	63,500	-	-	-	-	-	63,500
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Capital Projects Fund 301 - Gas Tax	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	63,500	-	-	-	-	-	63,500
TOTAL PROJECT REVENUE	63,500	-	-	-	-	-	63,500

OPERATIONAL IMPACT							
Continuous maintenance program. Additional operating costs are not expected as a result of this project.							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 401 Water & Sewer Operating</u>									
028812	Water Treatment Plant - Water Supply Wells	Public Utilities	50	50	50	50	50	50	300
029408	Water System Replacements	Public Utilities	-	450	450	400	200	200	1,700
038955	Utilities Mapping	Public Utilities	-	100	100	100	100	100	500
038964	Water Reclamation Facility - R&R A through C	Public Utilities	50	-	-	-	-	-	50
038968	Water Reclamation Facility - Sludge Trailer Storage Lot	Public Utilities	107	-	-	-	-	-	107
038969	Water Reclamation Facility Entry Gates Replacement	Public Utilities	30	-	-	-	-	-	30
038970	WRF Operations Building Expansion	Public Utilities	10	-	-	-	-	-	10
049467	Sewer System Rehabilitation	Public Utilities	500	1,000	1,000	1,000	1,000	1,000	5,500
200304	Utility Coordination and Relocation	Public Utilities	25	25	25	25	25	25	150
200546	Meter Replacement Program A through B	Public Utilities	923	923	266	150	125	125	2,512
Total Fund 401:			1,695	2,548	1,891	1,725	1,500	1,500	10,859

Revenue and Expense Projections by Fund

Water & Sewer R & R Fund 403	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	2,063,106						
Remainder of FY17	886,900						
Grants							
Interest on Investments		5,000	5,000	5,000	5,000	5,000	5,000
Transfer from Water/Sewer Revenue	-	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Total Revenues:	2,950,006	2,505,000	2,505,000	2,505,000	2,505,000	2,505,000	2,505,000
Expenditures							
Actual thru 06/30/2017	686,798						
Remainder of FY17	4,899,433						
Encumbrances	193,700						
Operating Expenses - Fleet Transfers		299,747	314,568	313,642	251,384	209,623	212,929
Transfers		-	-	-	-	-	-
Capital Improvement Program (CIP)							
Production Well Replacement		-	-	250,000	250,000	250,000	250,000
Water System Replacements		300,000	300,000	300,000	50,000	200,000	200,000
Telemetry Instrument / Control System A through B		200,000	240,000	240,000	240,000	240,000	240,000
Water Reclamation Facility - R&R A through C		450,000	885,000	875,000	900,000	925,000	950,000
WRF Electric System Repair/Replacement		575,000	500,000	-	-	-	-
WRF Operations Building Expansion		-	100,000	-	-	-	-
Water Treatment Plant R & R - Equipment A through B		150,000	200,000	225,000	420,000	250,000	275,000
Replace Existing Lift Stations		360,000	360,000	360,000	360,000	360,000	360,000
Taylor Road Improvements		-	-	-	-	800,000	-
Total Expenditures:	5,779,931	2,334,747	2,899,568	2,563,642	2,471,384	3,234,623	2,487,929
Increase / (Decrease) per Fiscal Year:	(2,829,925)	170,253	(394,568)	(58,642)	33,616	(729,623)	17,071
Beginning Available Funds (Cash Reserves):	2,587,715	(242,210)	(71,957)	(466,525)	(525,167)	(491,551)	(1,221,174)
Ending Available Funds (Cash Reserves):	(242,210)	(71,957)	(466,525)	(525,167)	(491,551)	(1,221,174)	(1,204,103)

Committed FY17 W/S R&R Fund Projects as of 6/30/17						
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
CD RIVERWALK PROJECT	AIO004	155,233.00	25,004.09	109,281.21	20,947.70	86.51%
U Telemetry I & C	MME003	89,912.00	24,021.11	3,013.20	62,877.69	30.07%
U Telemetry I & C	MME003	200,950.00	1,724.00	4,353.00	194,873.00	3.02%
U Utilities Master Plan	MPL001	750,000.00	-	-	750,000.00	0.00%
U R & R Lift Station	SLS002	180,000.00	-	-	180,000.00	0.00%
U Sewer Plant Replacement	SSP002	1,135,837.00	81,584.90	27,410.33	1,026,841.77	9.60%
U BioSolidsTrtmnt/Compost	SSP009	55.00	54.75	-	0.25	99.55%
U WWTP InflntStrctreByps	SSP011	235,120.00	-	-	235,120.00	0.00%
U White Acres Improvement	UET022	478,660.00	191,760.11	-	286,899.89	40.06%
U WilliamsnUtilityRelocat	URL010	3,100.00	-	-	3,100.00	0.00%
U Replacement, WA System	URP001	746,875.00	-	-	746,875.00	0.00%
U S Atlantic JPA w/Vol Co	URP010	33,666.00	-	-	33,666.00	0.00%
U S Atlantic JPA w/Vol Co	URP010	9,988.00	-	-	9,988.00	0.00%
U Water Plant Improvement	WWP003	1,128,558.00	121,439.25	22,364.84	984,753.91	12.74%
U WW Repairs/Maint	WWW002	50,000.00	2,037.92	27,277.00	20,685.08	58.63%
U METER REPLACEMENT PRG	ZMI044	41,977.00	1,951.00	-	40,026.00	4.65%
Total for 403 W/S R&R Fund:		5,239,931.00	449,577.13	193,699.58	4,596,654.29	12.28%

Revenue and Expense Projections by Fund

Water & Sewer Impact Fee Fund 405	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	468,313						
Remainder of FY17	202,472						
Grant Reimbursements							
Water Impact Fees - Residential		150,000	150,000	150,000	150,000	150,000	150,000
Water Impact Fees - Commercial		150,000	150,000	150,000	150,000	150,000	150,000
Sewer Impact Fees - Residential		150,000	150,000	150,000	150,000	150,000	150,000
Sewer Impact Fees - Commercial		150,000	150,000	150,000	150,000	150,000	150,000
Interest on Investments		1,000	1,000	1,000	1,000	1,000	1,000
Total Revenues:	670,785	601,000	601,000	601,000	601,000	601,000	601,000
Expenditures							
Actual thru 06/30/2017	131,671						
Remainder of FY17	2,259,185						
Encumbrances	1,405						
Admin. Service Fees (2% of Impact Fee Revenue)		12,000	12,000	12,000	12,000	12,000	12,000
Debt Service		-	-	-	-	-	-
Capital Improvement Program (CIP)							
Water							
Water System Replacements		375,000	250,000	250,000	150,000	-	-
Water System Extensions / Upsizing A through B		50,000	50,000	50,000	50,000	450,000	50,000
City Cost Participation Project		50,000	50,000	50,000	50,000	50,000	50,000
Water Treatment Plant - 3 Million Gal Water Storage Tank		-	-	300,000	3,000,000	-	-
Taylor Road Improvements		-	-	-	-	400,000	-
Sewer							
City Cost Participation Project		50,000	50,000	50,000	50,000	50,000	50,000
WRF Nutrient Removal Process Improvements		-	-	500,000	3,000,000	-	-
Water Reclamation Facility - Water Reuse Program		-	300,000	-	2,000,000	-	-
Field Operations - Sewer System Expansion		300,000	300,000	2,000,000	2,000,000	-	-
Taylor Road Improvements		-	-	-	-	400,000	-
Riverwalk Utilities		-	225,000	-	-	-	-
Total Expenditures:	2,392,261	837,000	1,237,000	3,212,000	10,312,000	1,362,000	162,000
Increase / (Decrease) per Fiscal Year:	(1,721,476)	(236,000)	(636,000)	(2,611,000)	(9,711,000)	(761,000)	439,000
Beginning Available Funds (Cash Reserves):	2,476,228	754,752	518,752	(117,248)	(2,728,248)	(12,439,248)	(13,200,248)
Ending Available Funds (Cash Reserves):	754,752	518,752	(117,248)	(2,728,248)	(12,439,248)	(13,200,248)	(12,761,248)
Committed FY17 W/S Impact Fee Fund Projects as of 6/30/17							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
CD RIVERWALK PROJECT	AIO004	51,405.00	49,999.90	1,404.80	0.30	100.00%	
U Utilities Master Plan	MPL001	125,000.00	-	-	125,000.00	0.00%	
U Utilities Master Plan	MPL001	125,000.00	-	-	125,000.00	0.00%	
U Reservoir Outfall	RIM005	71,689.00	-	-	71,689.00	0.00%	
U Sewer Plant Replacement	SSP002	8,145.00	-	-	8,145.00	0.00%	
U Cost Participation	UCP001	122,608.00	-	-	122,608.00	0.00%	
U Cost Participation	UCP001	143,922.00	33,500.00	-	110,422.00	23.28%	
U Extension, Water System	UET001	87,439.00	-	-	87,439.00	0.00%	
U Extension, Sewer System	UET002	4,328.00	-	-	4,328.00	0.00%	
U White Acres Improvement	UET022	861,882.00	39,171.13	-	822,710.87	4.54%	
U Septic to Sewer	UET023	150,000.00	-	-	150,000.00	0.00%	
U Reinforcement, WA Sys	URF001	8,303.00	-	-	8,303.00	0.00%	
U Replacement, WA System	URP001	158,552.00	-	-	158,552.00	0.00%	
U Replacement, WA System	URP001	375,000.00	-	-	375,000.00	0.00%	
U S Atlantic JPA w/Vol Co	URP010	22,988.00	-	-	22,988.00	0.00%	
Total for 405 W/S Impact Fee Fund:		2,316,261.00	122,671.03	1,404.80	2,192,185.17	5.36%	

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 028812
WWW002

PROJECT NAME	Water Treatment Plant - Water Supply Wells	Project Manager: Miller/Beckman
DEPARTMENT	Public Utilities	Original Plan Date: FY 1988
LOCATION	Central Recharge and Wellfield Areas	Concurrency Requirement: Potable Water
Goal / Objective: Goal 2 Objectives 2 & 4		Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The Garnsey Water Treatment Plant withdraws water from the Florida Aquifer through a series of 40 production wells. These wells are drilled to an average depth of 300 feet and the submersible pump/motors are set to an average of 60 feet below land surface. The wells vary in size, depending on the location and substrata below. Because the equipment is below ground, they are considered sealed units and therefore routine maintenance is not performed on them. Lightning, water corrosion, and other factors will cause failure in the equipment over time. There are sufficient number of wells to rotate the equipment regularly and provide sufficient quantity when one well fails. This program is the on-going purchase of equipment and materials to repair and/or replace the equipment upon failure. Equipment replacement can cost \$8,000 to \$10,000 per well. Experience indicates that 3 to 5 wells per year require some type of equipment replacement. The program maintains compliance with SJRWMD and FDEP requirements for operation of a Water Treatment Plant.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	50,000	50,000	50,000	50,000	50,000	50,000	300,000
TOTAL PROJECT COSTS	50,000	50,000	50,000	50,000	50,000	50,000	300,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	50,000	50,000	50,000	50,000	50,000	50,000	300,000

OPERATIONAL IMPACT

These are budgeted funds for renewal and replacements of existing wellheads. No additional operational costs are anticipated.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues							
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)							
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 028813
WWWXXX

PROJECT NAME	Production Well Replacement	Project Manager: Miller/Beckman	
DEPARTMENT	Public Utilities / Wellfield	Original Plan Date: FY 2017	
LOCATION	WTP Facilities	Concurrency Requirement: N/A	

Goal / Objective: Goal 2 Objective 2,3,4 **Priority II:** ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

The existing wellfield consists of 40 wells to provide water to the water treatment plant. Four of these wells were constructed in 1973. They are located near the water treatment facility. The salinity in these wells has been steadily increasing making it difficult to use the wells without impacting the finished water quality. The wells cannot be rehabilitated and must be replaced. This project is to replace the four wells, one per year.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Replacement wells (4)			250,000	250,000	250,000	250,000	1,000,000
TOTAL:	-	-	250,000	250,000	250,000	250,000	1,000,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	25,000	25,000	25,000	25,000	100,000
Land	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	225,000	225,000	225,000	225,000	900,000
TOTAL PROJECT COSTS	-	-	250,000	250,000	250,000	250,000	1,000,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)			250,000	250,000	250,000	250,000	1,000,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	250,000	250,000	250,000	250,000	1,000,000

OPERATIONAL IMPACT

These new wells will replace existing equipment, therefore, no impact on operational expenses.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues							
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)							
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 029408

URP001

PROJECT NAME	Field Operations - Water System Replacements	Project Manager: Wilson/Gardiner
DEPARTMENT	Public Utilities	Original Plan Date: March 1994
LOCATION	Various	Concurrency Requirement: Water

Goal / Objective: Goal 2 Objectives 2, 3 & 4

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

This project is designed to replace potable water pipelines due to age, under sizing for new customers in the area, and pipe material. Many of the pipes in these areas are constructed of galvanized, asbestos cement (AC), and PVC pipe that have reached their useful service life. **405 Funding can be utilized in some areas since the pipelines are being upsized and fire hydrants are being added. The project will improve water quality and fire flow to the customers.**

Program	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
S Commonwealth Water Maint Repl	675,000	1,000,000					1,675,000
N Commonwealth Water Maint Repl	-	-	1,000,000	-	-	-	1,000,000
Charles Water Maint Repl			-	600,000			600,000
Summertrees Water Maint Repl					400,000		400,000
TBD - Water Main Replacement						400,000	400,000
TOTALS:	675,000	1,000,000	1,000,000	600,000	400,000	400,000	4,075,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	100,000	100,000	-	60,000	40,000	40,000	340,000
Land	-	-	-	-	-	-	-
Construction	575,000	900,000	1,000,000	540,000	360,000	360,000	3,735,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	675,000	1,000,000	1,000,000	600,000	400,000	400,000	4,075,000

PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	450,000	450,000	400,000	200,000	200,000	1,700,000
Water & Sewer R&R Fund (403)	300,000	300,000	300,000	50,000	200,000	200,000	1,350,000
Water Impact Fee Fund (405)	375,000	250,000	250,000	150,000	-	-	1,025,000
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	675,000	1,000,000	1,000,000	600,000	400,000	400,000	4,075,000

OPERATIONAL IMPACT

No additional operating costs are expected. Replacement program will improve the overall efficiency and reliability of the current water system and reduce future operational costs.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues			-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 029409 A
UET001

PROJECT NAME	Engineering - Water System Extensions/Upsizing	Project Manager: Engineering
DEPARTMENT	Public Utilities	Original Plan Date: Continuous
LOCATION	Various	Concurrency Requirement: Potable Water
Goal / Objective: Goal 4 Objectives 3, 5		Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

Provide water service to existing residential areas not presently served by the City & provide system redundancy and looping.
405 funding can be utilized at 100%

Program	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Economic Development	50,000	50,000	50,000	50,000	50,000	50,000	300,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTALS:	50,000	50,000	50,000	50,000	50,000	50,000	300,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	50,000	50,000	50,000	50,000	50,000	50,000	300,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	50,000	50,000	50,000	50,000	50,000	50,000	300,000

OPERATIONAL IMPACT

No appreciable increase in operating costs are expected as a result of this project. This project will provide redundancy and looping reliability of the water system which actually may assist in reducing overall operational costs.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues			-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 029409 B

UET001

PROJECT NAME	Engineering - Water System Ext/Upsizing	Project Manager:	Engineering
DEPARTMENT	Public Utilities	Original Plan Date:	Continuous
LOCATION	Various	Concurrency Requirement:	Potable Water

Goal / Objective: Goal 2 Objectives 2

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

To provide second water supply from Reed Canal to Nova Road for Atlantic High School (Evacuation facility)

Program	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Reinforcement line from	-	-	-	-	400,000	-	400,000
Reed Canal (Atlantic High)	-	-	-	-	-	-	-
to Nova Road	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTALS:	-	-	-	-	400,000	-	400,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	-	-	-	-	400,000	-	400,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	-	-	400,000	-	400,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	400,000	-	400,000
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	-	-	400,000	-	400,000

OPERATIONAL IMPACT

No appreciable increase in operating costs are expected as a result of this project. This project will provide redundancy and looping reliability of the water system which actually may assist in reducing overall operational costs.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues							
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)							
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038710
UCP001

PROJECT NAME	Engineering - City Cost Participation Project	Project Manager:	Engineering
DEPARTMENT	Public Utilities	Original Plan Date:	Continuous
LOCATION	Citywide	Concurrency Requirement:	Water/Sewer

Goal / Objective: Goal 4 Objectives 4, 5

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

The City participates in development costs due to depth of the sewer main, upsizing various water and sewer lines during development construction activities, additional extension of various mains, upsizing lift stations and other miscellaneous items as per outlined in Chapter 11 , of the Land Development Code. The estimated annual cost is anticipated to be \$50,000 - \$100,000 per year depending on the development and location. Funding provides participation in these opportunity costs as they arise.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Cost Participation	100,000	100,000	100,000	100,000	100,000	100,000	600,000
TOTAL PROJECT COSTS	100,000	100,000	100,000	100,000	100,000	100,000	600,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Sewer Impact Fee Fund (405)	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	100,000	100,000	100,000	100,000	100,000	100,000	600,000

OPERATIONAL IMPACT

Projects necessary to properly service growth in the respective areas. Additional operating costs would be offset by the an expected increase in the overall revenues collected from new utility customers.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues			-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038825 A
MME003

PROJECT NAME	Water Treatment Plant - Telemetry Instrument/Control Sys	Project Manager: Miller/Beckman
DEPARTMENT	Public Utilities / Water Plant	Original Plan Date: FY 1988
LOCATION	WTP Facilities	Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2,3,4

Priority II: **ESSENTIAL (Should-Do)**

DESCRIPTION/JUSTIFICATION:

Renewal/Rehabilitation/replacement to Radio Telemetry System equipment at Water Plant, 40 wells, and 3 remote storage tanks with pumping stations. The program includes in plant programmable logic controllers, all radio telemetry units to communicate with off-site locations, electronic speed control (VFD) units for process control, and security systems. This life expectancy for most equipment is 10 years. This is an on-going R&R program to maintain the integrity of the system.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
R&R for Telemetry/Instruments/Control Equipment	50,000	50,000	50,000	50,000	50,000	50,000	300,000
TOTAL:	50,000	50,000	50,000	50,000	50,000	50,000	300,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	50,000	50,000	50,000	50,000	50,000	50,000	300,000
TOTAL PROJECT COSTS	50,000	50,000	50,000	50,000	50,000	50,000	300,000

PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	50,000	50,000	50,000	50,000	50,000	50,000	300,000

OPERATIONAL IMPACT

Telemetry technology improves detection capability and overall response time to resolving potential problem areas within the related systems.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues		-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038825 B
MME003

PROJECT NAME	Water Reclamation Facility - Telemetry Inst/Control Sys	Project Manager: Parnell
DEPARTMENT	Public Utilities / Reclaimed Water Plant	Original Plan Date: FY 1988
LOCATION	Citywide	Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 1, 2, 3

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Renewal/Rehabilitation/replacement to Radio Telemetry System, Programable Logic Controllers (PLC), security systems, and motor/pump speed controls (VFD) equipment at Water Reclamation facilities including 110+ lift stations, 2 remote reuse storage tanks & pumping stations as needed. This life expectancy for one unit is 10 years. This is an on-going R&R program to maintain the integrity of the system.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Lift Station Telemetry R & R	110,000	130,000	130,000	130,000	130,000	130,000	760,000
(12 Per year) (RTU)							-
Programmable Logic Controls (PLC)	10,000	20,000	20,000	20,000	20,000	20,000	110,000
Variable Frequency Drives (VFD)	30,000	40,000	40,000	40,000	40,000	40,000	230,000
TOTAL:	150,000	190,000	190,000	190,000	190,000	190,000	1,100,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	150,000	190,000	190,000	190,000	190,000	190,000	1,100,000
TOTAL PROJECT COSTS	150,000	190,000	190,000	190,000	190,000	190,000	1,100,000

PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	150,000	190,000	190,000	190,000	190,000	190,000	1,100,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	150,000	190,000	190,000	190,000	190,000	190,000	1,100,000

OPERATIONAL IMPACT

Telemetry technology improves detection capability and overall response time to resolving potential problem areas within the related systems.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues							
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)							
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038955

MMP001

PROJECT NAME	Engineering - Utilities Mapping	Project Manager:	Engineering
DEPARTMENT	Public Utilities	Original Plan Date:	FY 1989
LOCATION	Citywide	Concurrency Requirement:	N/A

Goal / Objective: Goal 4 Objective 2, 3, 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

In order to accommodate growth and add additional customers to the utility system, maps of underground infrastructure must be continuously updated to support available services.
 Digital mapping by computer of all as-built will allow us to obtain a print-out of any section of the collection or distribution systems. Data management software needed for management of system attributes information to avoid double entry of text/data.
 Approximately 28 sections of land fall within the city limits. Approximately 36 sections of land fall within the utilities service area. Beachside mapping is complete and up to date.

Base mapping, including location of utilities surface features, verification, etc. cost approximately \$ 50,000 per section; as-built information "scrubbing" and input cost approximately \$ 30,000 per section.

Estimated Costs: Base Map 34 Sections at \$50,000 per section
 As-Built 34 sections at \$30,000 per section
 Utility Atlas Updates at \$20,000 annually

Program is to be coordinated with city-wide GIS and mapping.
 Program expanded to include creation and periodic update of Utility Atlas.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Mapping	-	100,000	100,000	100,000	100,000	100,000	500,000
Land	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	100,000	100,000	100,000	100,000	100,000	500,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	100,000	100,000	100,000	100,000	100,000	500,000
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	100,000	100,000	100,000	100,000	100,000	500,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project. Significant cost and time efficacies may develop related to response times involving utility line breaks and locate requests for information etc.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues			-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038964 A
SSP002

PROJECT NAME	Water Reclamation Facility - R&R	Project Manager:	Parnell
DEPARTMENT	Public Utilities	Original Plan Date:	FY 1989
LOCATION	RWP, Reservoir, & Remote PS	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Objectives 2, 3 & 4 **Priority I: IMPERATIVE (Must-Do)**

DESCRIPTION/JUSTIFICATION:

Repair and replacement of existing Water Reclamation Treatment plant and lift station equipment as required in DEP Operating Permit.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water Reclamation equipment R&R	250,000	350,000	375,000	400,000	425,000	450,000	2,250,000
Totals:	250,000	350,000	375,000	400,000	425,000	450,000	\$ 2,250,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	250,000	350,000	375,000	400,000	425,000	450,000	2,250,000
TOTAL PROJECT COSTS	250,000	350,000	375,000	400,000	425,000	450,000	2,250,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	250,000	350,000	375,000	400,000	425,000	450,000	2,250,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	250,000	350,000	375,000	400,000	425,000	450,000	2,250,000

OPERATIONAL IMPACT

Replacement of existing pumps and treatment processes.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues			-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

PROJECT # 038964 B
SSP002

Goal / Objective: Goal 2 Objectives 2, 3 & 4 **Priority I: IMPERATIVE (Must-Do)**

The plant currently uses five (5) belt presses to dewater biosolids prior to disposal. Original equipment was installed in 1992 and it is due for replacement. The first year requires \$50,000 for Engineering services. The current cost of one replacement belt press is \$500,000. The equipment purchase would go out for bid and installation would be performed in-house.

OPERATIONAL IMPACT

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues			-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

PROJECT # 038964 C
SSP002

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038967
SSP012

Project Name: WRF Electric System Repair/Replacement
Department: Public Utilities
Location: Water Reclamation Facility (WRF)

Project Manager: Parnell
Original Plan Date: 2017
Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2, 3, 4

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

The Water Reclamation Facility (WRF) was originally built in 1960's. Major expansions to the plant occurred in 1980 and 1988. Each expansion added additional electrical equipment and wiring. Today, staff is experiencing numerous failure in the electrical supply to various equipment and failing components due to electrical shorts in the wiring. In order to maintain compliance with state and federal regulations for treatment, equipment and components must be repaired and replaced as needed to maintain full plant operations. The current state of the electrical system is reducing the reliability of the treatment plant. Safety and compliance concerns are driving this upgrade. While upgrading the electrical system, future process modifications and expansions will be under consideration.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Electrical system replacements	575,000	500,000					1,075,000
							-
Totals:	575,000	500,000	-	-	-	-	1,075,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	75,000	-	-	-	-	-	75,000
Construction	500,000	500,000	-	-	-	-	1,000,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	575,000	500,000	-	-	-	-	1,075,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	575,000	500,000	-	-	-	-	1,075,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	575,000	500,000	-	-	-	-	1,075,000

OPERATIONAL IMPACT

Upgrading electrical wiring and components should reduce some electrical power costs.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038968

SSP013

Project Name: Water Reclamation Facility - Sludge Trailer Storage Lot

Project Manager: Parnell

Department: Public Utilities

Original Plan Date: 2017

Location: Water Reclamation Facility (WRF)

Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 1, 2, 3

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

The City currently dewateres wastewater biosolids and stores the solids in a trailer in the parking lot of the Oak Street Facility until the hauling contractor removes the trailer. It is impossible to completely dry the biosolids, therefore, as the solids remain in the trailer, water will leach out (leachate) of the trailer and onto the pavement below. The sludge trailers currently are causing a safety hazard in the main parking lot since it is the only parking area for staff and visitors. In addition, according to state and federal regulation, leachate must be contained and returned to the sewer system. This project is to provide impervious areas for sludge trailer storage.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Install impervious trailer storage and drainage piping	107,000						107,000
							-
							-
Totals:	107,000	-	-	-	-	-	107,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	7,000	-	-	-	-	-	7,000
Construction	100,000	-	-	-	-	-	100,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	107,000	-	-	-	-	-	107,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	107,000	-	-	-	-	-	107,000
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	107,000	-	-	-	-	-	107,000

OPERATIONAL IMPACT

There are no additional operating expenses due to this process.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038969
SSP014

Project Name: Water Reclamation Facility Entry Gates Replacement **Project Manager:** Parnell
Department: Public Utilities **Original Plan Date:** 2017
Location: Water Reclamation Facility (WRF) **Concurrency Requirement:** N/A
Goal / Objective: **Goal 2 Objective2, 3, 4** **Priority II: ESSENTIAL (Should-Do)**

DESCRIPTION / JUSTIFICATION:

The existing entry gates located at the Water Reclamation Facility (WRF) are past their useful life and need to be replaced. These gates provide security for the plant and it's employees.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
New gates and operators (2)	30,000						30,000
							-
Totals:	30,000	-	-	-	-	-	30,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	30,000	-	-	-	-	-	30,000
TOTAL PROJECT COSTS	30,000	-	-	-	-	-	30,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	30,000	-	-	-	-	-	30,000
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	30,000	-	-	-	-	-	30,000

OPERATIONAL IMPACT

Replaces existing equipment, not operational impact.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038970

SSP015

Project Name: WRF Operations Building Expansion

Project Manager: Parnell

Department: Public Utilities

Original Plan Date: 2017

Location: Water Reclamation Facility (WRF)

Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2, 4

Priority IV: Emergency Preparedness

DESCRIPTION / JUSTIFICATION:

The operations building at the water reclamation facility was built in 1980 and accommodates 16-22 employees. During recent hurricane Matthew, it became evident that the Water Reclamation Facility has no space to accommodate emergency responses staff beyond a 16 hour period. In addition, the building is lacking storage, office space, and the plant operations control room needs information technology upgrades which requires more space. Land space is limited on this site, therefore, this proposal is to investigate building a second floor onto the existing structure.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Construct second story onto existing building	10,000	100,000					110,000
							-
Totals:	10,000	100,000	-	-	-	-	110,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	10,000	-	-	-	-	-	10,000
Construction	-	100,000	-	-	-	-	100,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	10,000	100,000	-	-	-	-	110,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	10,000	-	-	-	-	-	10,000
Water & Sewer R&R Fund (403)	-	100,000	-	-	-	-	100,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	100,000	-	-	-	-	110,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038971
SSP016

PROJECT NAME	WRF Nutrient Removal Process Improvements	Project Manager: Parnell
DEPARTMENT	Public Utilities	Original Plan Date: FY2019
LOCATION	RWP, Reservoir, & Remote PS	Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objectives 2, 4

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:							
Maintenance and repairs to existing Reclaimed Water Treatment Plant, remote pump stations, augmentation wells, and reclaimed reservoir to prevent deterioration. This is a continuing effort that will be extended as additional items wear from facility aging.							
PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
BNR Upgrade							
Engineering Design for Plant Modification for 5-5-3-1	-	-	500,000				500,000
Plant Modification for 5-5-3-1		-	-	6,000,000			6,000,000
Totals:	-	-	500,000	6,000,000	-	-	6,500,000

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	500,000	-	-	-	500,000
Land	-	-	-	-	-	-	-
Construction	-	-	-	6,000,000	-	-	6,000,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	500,000	6,000,000	-	-	6,500,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	500,000	3,000,000	-	-	3,500,000
Future Grant/Bonds	-	-	-	3,000,000	-	-	3,000,000
TOTAL PROJECT REVENUE	-	-	500,000	6,000,000	-	-	6,500,000

OPERATIONAL IMPACT							
Replacement of existing pumps and treatment processes to more efficient systems							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues			-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038972
SSP017

PROJECT NAME:	Water Reclamation Facility - Water Reuse Program	Project Manager:	Parnell
DEPARTMENT	Public Utilities	Original Plan Date:	2019
LOCATION	Wellfields	Concurrency Requirement:	Water Conservation

Goal / Objective: 2 Objectives 1,2 **Priority III: IMPORTANT (Could-Do)**

DESCRIPTION/JUSTIFICATION:

A three million gallon ground storage tank with pump station to provide additional reuse supply for irrigation and minimize discharge to the Halifax River. Location to be identified in utility master plan. Staff will apply for grant funding. Current grant funding from SFRWMD is 33% for shovel ready projects.

Project		FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
3 MG Ground Storage and pump station		-	300,000	-	3,000,000	-	-	3,300,000
TOTAL		-	300,000	-	3,000,000	-	-	3,300,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	300,000	-	-	-	-	300,000
Land	-	-	-	-	-	-	-
Construction	-	-	-	3,000,000	-	-	3,000,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	300,000	-	3,000,000	-	-	3,300,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	300,000	-	2,000,000	-	-	2,300,000
Future Grant/Bonds	-	-	-	1,000,000	-	-	1,000,000
TOTAL PROJECT REVENUE	-	300,000	-	3,000,000	-	-	3,300,000

OPERATIONAL IMPACT

Additional chemical and utility costs (\$60,000/yr.) are anticipated for GST & System when put into full operation.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	30,000	60,000	60,000	60,000	210,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	30,000	60,000	60,000	60,000	210,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	30,000	60,000	60,000	60,000	210,000
	-	-	-	-	-	-	-
Total	-	-	30,000	60,000	60,000	60,000	210,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 039493 A

WWP003

PROJECT NAME	Water Treatment Plant R & R - Equipment	Project Manager	Miller/Beckman
DEPARTMENT	Public Utilities	Original Plan Date	March 1994
LOCATION	Water Plant, Remote PS, & Wells	Concurrency Requirement	Water

Goal / Objective: Goal 2 Objectives 2, 3 & 4

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The Garnsey Water Treatment plant is permitted to produce 15 million gallons per day of drinking water. Operating permits include Florida Department of Health and SJRWMD. These permits require routine repair, maintenance, and replacement of existing equipment to maintain the reliability of the system to the public. In addition, the City is required to maintain the facilities reliability under its bonding requirements. The plant has undergone many major repairs/replacement of process equipment, therefore the requested amount is reduced and increases over time as the equipment ages. This is an on-going R&R program to maintain the equipment at the water treatment plant and three off-site storage/pump stations to ensure continued operation.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Equipment R&R	150,000	200,000	225,000	225,000	250,000	275,000	1,325,000
							-
							-
							-
							-
							-
							-
							-
							-
Total:	150,000	200,000	225,000	225,000	250,000	275,000	1,325,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	-	-	-	-	-	-	-
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	150,000	200,000	225,000	225,000	250,000	275,000	1,325,000
TOTAL PROJECT COSTS	150,000	200,000	225,000	225,000	250,000	275,000	1,325,000
SOURCES OF FUNDS:	-	-	-	-	-	-	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	150,000	200,000	225,000	225,000	250,000	275,000	1,325,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	150,000	200,000	225,000	225,000	250,000	275,000	1,325,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	-	-	-	-	-	-	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	-	-	-	-	-	-	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 039493 B
WWP003

PROJECT NAME	Water Treatment Plant R & R	Project Manager	Miller/Beckman
DEPARTMENT	Public Utilities	Original Plan Date	March 1994
LOCATION	Water Plant, Remote PS, & Wells	Concurrency Requirement	Water

Goal / Objective: Goal 2 Objectives 4

Priority IV: DESIRABLE (Other Year)

Complete the screening project between the softeners and filter gallery in order to maximize access to equipment for maintenance and process control in the recarbonation basins.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Completely enclose Recarbonation Basins				195,000			195,000
							-
							-
							-
							-
Total:	-	-	-	195,000	-	-	195,000

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	-	-	-	-	-	-	-
Engineering & Planning	-	-	-	20,000	-	-	20,000
Construction	-	-	-	175,000	-	-	175,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	-	195,000	-	-	195,000
SOURCES OF FUNDS:	-	-	-	-	-	-	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	195,000	-	-	195,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	-	195,000	-	-	195,000

OPERATIONAL IMPACT							
No operational impact							
OPERATIONAL IMPACT	-	-	-	-	-	-	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	-	-	-	-	-	-	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 039494
WWP007

PROJECT NAME	Water Treatment Plant - 3 Million Gal Water Storage Tank	Project Manager: Miller/Beckman
DEPARTMENT	Public Utilities / Water Plant	Original Plan Date: FY 17
LOCATION	WTP Facilities	Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2,3,4

Priority II: **ESSENTIAL** (Should-Do)

DESCRIPTION/JUSTIFICATION:

The water plant produces and distributes an average of 6 million gallons per day of drinking water. The plant has one water storage tank that holds 1 million gallons. The tank was constructed in 1983. There are three storage tanks located throughout the City to store a total of 4.5 million gallons of water. In order to ensure water can be produced and distributed continuously from the treatment plant, an additional storage tank needs to be constructed. It is recommended that a three million gallon tank be constructed on the property adjacent to the water plant. The City owns the property. The existing pumping equipment would be sufficient to distribute the water from the new tank. Since this is an expansion of service to our customers, water impact fee funds could be used.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
3 million gallon water storage tank			300,000	3,000,000			3,300,000
							-
TOTAL:	-	-	300,000	3,000,000	-	-	3,300,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-		300,000	-	-	-	300,000
Land	-	-	-	-	-	-	-
Construction	-	-		3,000,000	-	-	3,000,000
Equipment	-				-	-	-
TOTAL PROJECT COSTS	-	-	300,000	3,000,000	-	-	3,300,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)							-
Water Impact Fee Fund (405)			300,000	3,000,000	-	-	3,300,000
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	300,000	3,000,000	-	-	3,300,000

OPERATIONAL IMPACT

This project would not impact the operating budget for the treatment plant.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues		-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 048922
SLS002

PROJECT NAME	Water Reclamation Facility - Replace Existing Lift Stations	Project Manager	Parnell
DEPARTMENT	Public Utilities	Original Plan Date	FY 1989
LOCATION	Citywide	Concurrency Requirement	N/A

Goal / Objective: Goal 2 Objectives 2, 3, 4

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

There are 110 sewage lift stations located throughout the city which pump sewage from the gravity collection system to the wastewater treatment plant. Life expectancy of the equipment is 15 - 20 years. Much of the existing equipment is at the end of their useful life. Costs for repair/rehabilitation/replacement currently averages \$60,000 per station. Each year the stations are evaluated based on age, capacity, and overall condition. In FY 2018, the stations located at Halifax Estates, Vineyards, Sanctuary, Sabal Creek, Sterling Chase, and Spruce Creek High School are anticipated to require capital R&R. This is an ongoing R&R program with the anticipation of work on 5 to 6 stations per year. This work will be performed by in-house staff.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
R&R on 6 Lift Stations Per Year	360,000	360,000	360,000	360,000	360,000	360,000	2,160,000
(actual stations to be identified each year based on age, condition, capacity)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	360,000	360,000	360,000	360,000	360,000	360,000	2,160,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	360,000	360,000	360,000	360,000	360,000	360,000	2,160,000
TOTAL PROJECT COSTS	360,000	360,000	360,000	360,000	360,000	360,000	2,160,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	360,000	360,000	360,000	360,000	360,000	360,000	2,160,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	360,000	360,000	360,000	360,000	360,000	360,000	2,160,000

OPERATIONAL IMPACT

Improved service and increased reliability will result from lift station replacements. With new equipment, reduced energy consumption is expected which will help slow increases in annual utility costs.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 049467
URH001

PROJECT NAME	Field Operations - Sewer System Rehabilitation	Project Manager	Wilson/Gardiner
DEPARTMENT	Public Utilities	Original Plan Date	March 2015
LOCATION	Various Locations	Concurrency Requirement	Sewer

Goal / Objective: Goal 2 Objectives 1, 2, & 3

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

There are 110 lift stations in the collection system and more stations are added as new development is constructed. This is an on-going repair and rehabilitation project for the sewer collection system for each lift station. The scope of work will depend upon condition, age, and capacity of the pipeline. The planned scope of work at each station will vary and includes:

- 1) system inspection
- 2) cleaning pipes, manholes, and wetwells
- 3) smoke testing, pipe repairs as needed
- 4) manhole, wetwell repair/replacement
- 5) sewer lateral repair, lining, replacement
- 6) sewer clean out repair/replacement

The cost of each area rehabilitation will range from \$50,000 to \$250,000 depending on size, age, condition assessment, and repairs needed to maintain the system. Anticipate work on 5 areas per year.

PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Sewer Collection R&R (5 sta per year)	500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,500,000
	-	-					
TOTALS:	500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,500,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,500,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,500,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,500,000
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,500,000

OPERATIONAL IMPACT

Rehabilitation projects will improve overall reliability to our customers and reduce unwanted water into the collection system from leaking pipelines, manholes, wetwells. Furthermore, reduced operating expenses are anticipated due to reduction in pump station electrical costs and less water to the treatment plant. In addition, costs associated with emergency call outs due to sewer back-ups, high volumes, and equipment failures are expected to be reduced.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 089409
UET023

Project Name: Field Operations - Sewer System Expansion Department: Public Utilities Location: Citywide	Project Manager: Wilson/Gardiner Original Plan Date: 10/1/2017 Concurrency Requirement:
Goal / Objective: Goal 2 Objective 1 Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION / JUSTIFICATION:

Locations and priority of sewer system construction will be determined by the Wade Trim study, scheduled for completion June 2017. In FY 18, we will contract with a design engineer to begin Phase 1 design. Projects must be shovel ready to apply for grant funding. In FY19, staff will apply for grant funding for phase 1 and begin design of phase 2. In FY 20, with grants secured, construction of phase 1 will commence followed by construction of phase 2 in FY21.

Program	FY18	FY19	FY20	FY21	FY22	FY23	Total
Septic to Sewer Phase 1	300,000		3,000,000				3,300,000
Septic to Sewer Phase 2	-	300,000	-	3,000,000	-	-	3,300,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	300,000	300,000	3,000,000	3,000,000	-	-	6,600,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	300,000	300,000	-	-	-	-	600,000
Construction	-	-	3,000,000	3,000,000	-	-	6,000,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	300,000	300,000	3,000,000	3,000,000	-	-	6,600,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)							-
Water & Sewer R&R Fund (403)	-	-		-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	300,000	300,000	2,000,000	2,000,000	-	-	4,600,000
Future Grant/Bonds			1,000,000	1,000,000			2,000,000
TOTAL PROJECT REVENUE	300,000	300,000	3,000,000	3,000,000	-	-	6,600,000

OPERATIONAL IMPACT

This project will increase the number of lift stations in the system. However, until design is complete, operational impact cannot be accurately determined.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	Total
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	Total
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200304

URL007

PROJECT NAME	Engineering - Utility Coordination and Relocation	Project Manager	Engineering
DEPARTMENT	Public Utilities	Original Plan Date	Continuous
LOCATION	Citywide	Concurrency Requirement	N/A

Goal / Objective: Goal 2 Objectives 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Utility pipelines are often constructed on State or County roads and in the State and County rights of way. The State or County owns the property or rights to the property and if/when they perform construction on their roads/sidewalks, the City must relocate City owned underground utility pipelines, valves, manholes, etc. in conflict.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	15,000	15,000	15,000	15,000	15,000	15,000	90,000
Construction	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	25,000	25,000	25,000	25,000	25,000	25,000	150,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	25,000	25,000	25,000	25,000	25,000	25,000	150,000
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	25,000	25,000	25,000	25,000	25,000	25,000	150,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200546 A
ZMI044

Project Name:	Field Operations - Meter Replacement Program	Project Manager:	Wilson/Gardiner
Department:	Public Utilities	Original Plan Date:	2/18/2013
Location:	Citywide	Concurrency Requirement:	
Goal / Objective: Goal 2 Objectives 2 & 4		Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION / JUSTIFICATION:

In 2014, the City began a major meter replacement project to replace approximately 36,000 residential water meters in the system and convert the meters to radio communication. This work is being performed by in-house staff, saving the city an estimated \$270,000 over the life of the project (5 years). Completion of the project is expected in FY 19. To date, 27,972 meters have been replaced. In FY20, the project will convert to an ongoing residential meter replacement program. Meter life expectancy is 1 million gallons registered or 10 years whichever comes first.

Items/ Services	FY18	FY19	FY20	FY21	FY22	FY23	Total
Mtr/Rgstr Cost \$90.00 EA (4500)	405,000	405,000	-	-	-	-	810,000
FlexNet Cost \$135 Dbl/ \$125 Sng (2300)	310,500	310,500	-	-	-	-	621,000
Gel caps/Expanders- \$100 per 1000/ \$10 ea	45,000	45,000	-	-	-	-	90,000
Software Upgrade	-	-	56,000	-	-	-	56,000
Tower Upgrade	-	-	60,000	-	-	-	60,000
Replacement Cycles to start	-	-	100,000	100,000	75,000	75,000	350,000
Subtotal Matl, Hardware, Software Cost	760,500	760,500	216,000	100,000	75,000	75,000	1,987,000
Overtime Requirement	112,500	112,500	-	-	-	-	225,000
TOTAL Matl, Hardware, Sftwr, & LABOR	873,000	873,000	216,000	100,000	75,000	75,000	2,212,000

FY18 - 4500 meter replacements

FY19 - 4500 meter replacements

FY20 - Tower and Software upgrades, convert to routine replacement program

FY21 - 23 - on-going meter replacement program

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	873,000	873,000	216,000	100,000	75,000	75,000	2,212,000
TOTAL PROJECT COSTS	873,000	873,000	216,000	100,000	75,000	75,000	2,212,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	873,000	873,000	216,000	100,000	75,000	75,000	2,212,000
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	873,000	873,000	216,000	100,000	75,000	75,000	2,212,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	Total
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	Total
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200546 B
ZMI044

Project Name:	Field Operations - Large Meter R&R	Project Manager:	Wilson/Gardiner
Department:	Public Utilities	Original Plan Date:	10/1/2016
Location:	Citywide	Concurrency Requirement:	
Goal / Objective: Goal 2 Objectives 2 & 4		Priority II: ESSENTIAL (Should-Do)	

DESCRIPTION / JUSTIFICATION:

This is an on-going repair/replacement program for commercial potable meters and fire line meters larger than 3 inches. There are approximately 200 of these meters in the system. The expected life cycle is 20 years. It is cost effective to rebuild these meters in lieu of replacement. However, periodically the meters must be replaced. One large 6 inch meter can cost an estimated \$5,000.

Program	FY18	FY19	FY20	FY21	FY22	FY23	Total
R & R Master Meter	50,000	50,000	50,000	50,000	50,000	50,000	300,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	50,000	50,000	50,000	50,000	50,000	50,000	300,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	50,000	50,000	50,000	50,000	50,000	50,000	300,000
TOTAL PROJECT COSTS	50,000	50,000	50,000	50,000	50,000	50,000	300,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	50,000	50,000	50,000	50,000	50,000	50,000	300,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	Total
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	Total
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201051
Not assigned

PROJECT NAME	Engineering - Taylor Road Improvements	Project Manager	Engineering
DEPARTMENT	Public Utilities	Original Plan Date	1/1/2009
LOCATION	Taylor Rd (SumTrees to Tomoka Farms Rd)	Concurrency Requirement	N/A

Goal / Objective: Goal 4 Objectives 5

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Volusia County initiated roadway widening and associated drainage improvements requiring utility adjustments. Project currently not contained in the Volusia County 5 year Road Plan. \$ 1.6 million originally estimated in 2009. Design for this Utility Relocation Project completed in 2009 .

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	1,600,000	-	1,600,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	-	-	1,600,000	-	1,600,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	800,000	-	800,000
Water Impact Fee Fund (405)	-	-	-	-	400,000	-	400,000
Sewer Impact Fee Fund (405)	-	-	-	-	400,000	-	400,000
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	-	-	1,600,000	-	1,600,000

OPERATIONAL IMPACT

Additional operating cost would be based on future pipe lines to be constructed.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201653
AIO004

Project Name:	Engineering - Riverwalk Utilities	Project Manager:	Engineering
Department:	Public Utilities	Original Plan Date:	03/01/15
Location:	Ridgewood / Oceans Ave.	Concurrency Requirement:	

Goal / Objective: Goal 2 Objectives 1 & 4 **Priority IV :** DESIRABLE (Other Year)

DESCRIPTION / JUSTIFICATION:

Utility improvements / replacements / upgrades along the east side of Ridgewood Avenue north of Oceans Avenue. This project is Phase 2 and 3 of the Riverwalk Project for the extension of the reclaimed line from Dunlawton to Riverwalk Park.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	25,000	-	-	-	-	25,000
Construction	-	200,000	-	-	-	-	200,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	225,000	-	-	-	-	225,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	225,000	-	-	-	-	225,000
Future Grant/Bonds	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	225,000	-	-	-	-	225,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

Drainage Construction Operating Fund 412	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	3,856,272						
Remainder of FY17 - Drainage Fees	132,977						
Remainder of FY17	1,091,146						
Remainder of FY17 - Interest	8,061						
Drainage Fees		4,781,246	4,781,246	4,781,246	4,781,246	4,781,246	4,781,246
Interest on Investments		26,700	26,700	26,700	26,700	26,700	26,700
Total Revenues:	5,088,456	4,807,946	4,807,946	4,807,946	4,807,946	4,807,946	4,807,946
Expenditures							
Actual thru 6/30/2017	3,193,798						
Remainder of FY17							
Remainder of FY17 - Personnel	454,587						
Remainder of FY17 - Operating	478,392						
Remainder of FY17 - Capital	1,805,273						
Remainder of FY17 - Debt Srvc	366,303						
Remainder of FY17 - Transfers/Non-Operating	67,745						
Remainder of FY17 - Encumbrances	880,775						
Personnel Expense		901,966	901,966	901,966	901,966	901,966	901,966
Operating Expense		1,198,102	1,198,102	1,198,102	1,198,102	1,198,102	1,198,102
Debt Service		1,476,449	1,476,449	1,476,449	1,476,449	1,476,449	1,476,449
Transfers for Admin Share & In-lieu		278,235	278,235	278,235	278,235	278,235	278,235
Contingency			-	-	-	-	-
Capital Improvement Program (CIP)							
Virginia Ave and Monroe St. Drainage Basin		297,000	329,000	-	-	-	-
Yorktowne Boulevard Sidewalk Drainage Improvements		120,000	-	-	-	-	-
Storm Water Master Plan Phase II		380,000	-	-	-	-	-
Total Expenditures:	7,246,872	4,651,752	4,183,752	3,854,752	3,854,752	3,854,752	3,854,752
Increase / (Decrease) per Fiscal Year:	(2,158,416)	156,194	624,194	953,194	953,194	953,194	953,194
Beginning Available Funds (Cash Reserves):	2,834,048	675,631	831,826	1,456,020	2,363,458	3,316,653	4,269,847
Ending Available Funds (Cash Reserves):	675,631	831,826	1,456,020	2,409,214	3,316,653	4,269,847	5,223,042
Reserve Requirement:	537,179	525,017	525,017	525,017	525,017	525,017	525,017
Ending Net Available for Capital:	138,452	306,809	931,003	1,884,197	2,791,636	3,744,830	4,698,025
412 Drainage - Unfunded Project Requests							
Howes Street Stormwater Improvements		456,000	-	-	-	-	-
Halifax River Outfall Replacement		-	1,697,000	-	-	-	-
City Center Shoreline Stabilization		341,000	-	-	-	-	-
Charles Street Drainage Improvements		110,000	726,000	-	-	-	-
Tumblebrook Drive Stormwater Improvements		186,000	-	-	-	-	-
White Place & Riverside Drainage Improvements		105,000	-	-	-	-	-
Southwinds Stormwater Pond Outfall Retrofit		-	-	45,000	1,250,000	-	-
Viking Drive Stormwater Improvements		30,000	-	-	-	-	-
Powers Avenue at Lemon Street Drainage Improvements		175,000	-	-	-	-	-
Pipe Replacement		-	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Total 412 Projects - Unfunded:		1,403,000	3,423,000	1,045,000	2,250,000	1,000,000	1,000,000
		Committed FY17 Drainage Projects as of 6/30/17					
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
P B23 CANAL GRANT PHASE 1	DIP021	630.00	-	630.00	-	100.00%	
P StormwaterMasterPlanPh1	DIP055	250,000.00	7,304.10	240,035.90	2,660.00	98.94%	
P Cambridge Stablztn Phll	DIP056	532,261.00	19,365.00	8,655.00	504,241.00	5.26%	
P Virginia/MonroeDrainIm	DIP059	20,564.00	12,300.51	-	8,263.49	59.82%	
P SleepyHollow Drain.Impr	DIP060	104,115.00	-	-	104,115.00	0.00%	
P Ryanwood Drain Imprvmnt	DIP062	156,125.00	90,028.38	37,733.62	28,363.00	81.83%	
P Pipe Culvert Niver etc.	DIP066	256,582.00	55,954.98	170,368.22	30,258.80	88.21%	
P InvCondAssessSrvyDrain	DIP067						

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201865

PROJECT NAME:	Virginia Ave and Monroe St. Drainage Basin	Project Manager:	Michael Silvey
DEPARTMENT:	Stormwater Utility	Original Plan Date:	March 24, 2017
LOCATION:	Virginia Ave and Monroe St.	Concurrency Requirement:	

Goal / Objective: Goal 2 Objective 1,2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

This project will provide solutions to address the flooding which will include construction of stormwater pump stations with force mains, retention ponds, and additional conveyance enhancements including pipes and inlets. The construction of the retention ponds and pumps will require the acquisition and purchase of land and relocation of utilities where needed.

FY	Component	Total Cost	City Cost	Grants
FY15	Design (Phase I)*	\$ 94,000	\$ 94,000	\$ -
FY17	Construction (Phase I)*	165,045	-	165,045
FY18	Construction (Phase II)	2,010,282	297,008	1,713,274
FY19	Construction (Phase III)	678,415	328,415	350,000
	Total Project Cost:	\$ 2,947,742	\$ 719,423	\$ 2,228,319

* Phase I Design and Construction were budgeted in prior years.

Note: Project **DIP059** was established in FY15 with budget of \$94,000 for Engineering and Planning. Currently we have a balance of \$8,263. The City also received a grant funding in the amount of \$165,045 that is currently budgeted in CDBG Special Revenue Fund 110 and project **CDBG08**.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	2,010,282	678,415	-	-	-	-	2,688,697
Land Purchase	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	2,010,282	678,415	-	-	-	-	2,688,697
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	297,008	328,415	-	-	-	-	625,423
Grant Funding(CDBG)	213,274	-	-	-	-	-	213,274
Grant Funding(HMPG)	-	350,000	-	-	-	-	350,000
Grant Funding(SJRWMD)	750,000	-	-	-	-	-	750,000
State Appropriation Funds	750,000	-	-	-	-	-	750,000
TOTAL PROJECT REVENUE	2,010,282	678,415	-	-	-	-	2,688,697

OPERATIONAL IMPACT

Property and future drainage improvements will be maintained by the City, which will impact the operating budget.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	3,000	3,000	3,000	3,000	12,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	3,000	3,000	3,000	3,000	12,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201866

PROJECT NAME:	Storm Water Master Plan Phase II	Project Manager:	Michael Silvey
DEPARTMENT:	Stormwater Utility	Original Plan Date:	July 1, 2016
LOCATION:		Concurrency Requirement:	No
Goal / Objective: Goal 2 Objective 2		Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION/JUSTIFICATION:

The City's Stormwater Master Plan was initially developed in 1990 but has not been updated since. Objective 1, Policy 1.1 of the Comprehensive Plan Drainage Sub-Element states that the City shall update the drainage plan every five years. While updates have been prepared for specific basins, the system as a whole has not been updated since the plan was first created.

The update will identify corrective measures to alleviate existing deficiencies in the system and proactively plan for new improvements needed to accommodate future development. The Stormwater Master Plan will help prioritize spending for future capital drainage projects and ensure existing stormwater drainage systems are adequately and proactively maintained. The current estimated cost to update the

Phase 1 of the plan has began in Fiscal Year 2016 at a cost of \$247,340.00. This phase only included the Eastern Basin and the vicinity of District I and IV. Phase 2 of the plan is anticipated to begin in Fiscal Year 2018 at a cost of \$380,00.00.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	380,000	-	-	-	-	-	380,000
Construction	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	380,000	-	-	-	-	-	380,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	380,000	-	-	-	-	-	380,000
Other	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	380,000	-	-	-	-	-	380,000

OPERATIONAL IMPACT

The Master Plan Update can be prepared by the City's engineering consultants. Staff resources will be those typically required to prepare the scope of work, administer the contract, and ensure that the work product is sufficient.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201764

PROJECT NAME:	Yorktowne Boulevard Sidewalk Drainage Improvements	Project Manager:	Michael Silvey
DEPARTMENT:	Stormwater Utility	Original Plan Date:	March 18, 2016
LOCATION:	Yorktowne Blvd. b/w Bourbon St. & Hidden Lakes Dr.	Concurrency Requirement:	No

Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The sidewalks on Yorktowne Boulevard between Bourbon Street and Hidden Lakes Drive experience standing water over the sidewalks after most rain events due to the grade of the sidewalk being below the stormwater retention (swale) area of the City's right-of-way. The project would consist of analysis, design, and construct drainage improvements or to design and remove the existing sidewalk and change the existing grade to bring the construction of the new sidewalk above the grade of the retention (swale) area of the City's right-of-way. Construction cost estimates to follow completion of the design.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	120,000	-	-	-	-	-	120,000
Construction	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	120,000	-	-	-	-	-	120,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	120,000	-	-	-	-	-	120,000
Other	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	120,000	-	-	-	-	-	120,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201409

Project Name:	Tumblebrook Drive Stormwater Improvements	Project Manager:	Michael Silvey
Department:	Stormwater Utility	Original Plan Date:	1/1/2013
Location:	Sweetwater Hills Subdivision	Concurrency Requirement:	
Goal / Objective: Goal 2 Objective 2		Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION / JUSTIFICATION:

Tumblebrook Drive is located in Sweetwater Hills and is home to residential properties of 0.25 acres. Presently, Public Works staff must mobilize a pump to an isolated pond which becomes inundated during storms. The pump is 12 year's old and it is deployed minimum 6 times per year to a maximum of 20 times per year. Construction of drainage improvements, pipe, and drainage structures. The project will improve drainage and stormwater quality. Engineering and design are proposed to begin in early FY2018, with construction to follow immediately thereafter. Project cost estimates do not include utility relocations or easement acquisitions if needed.

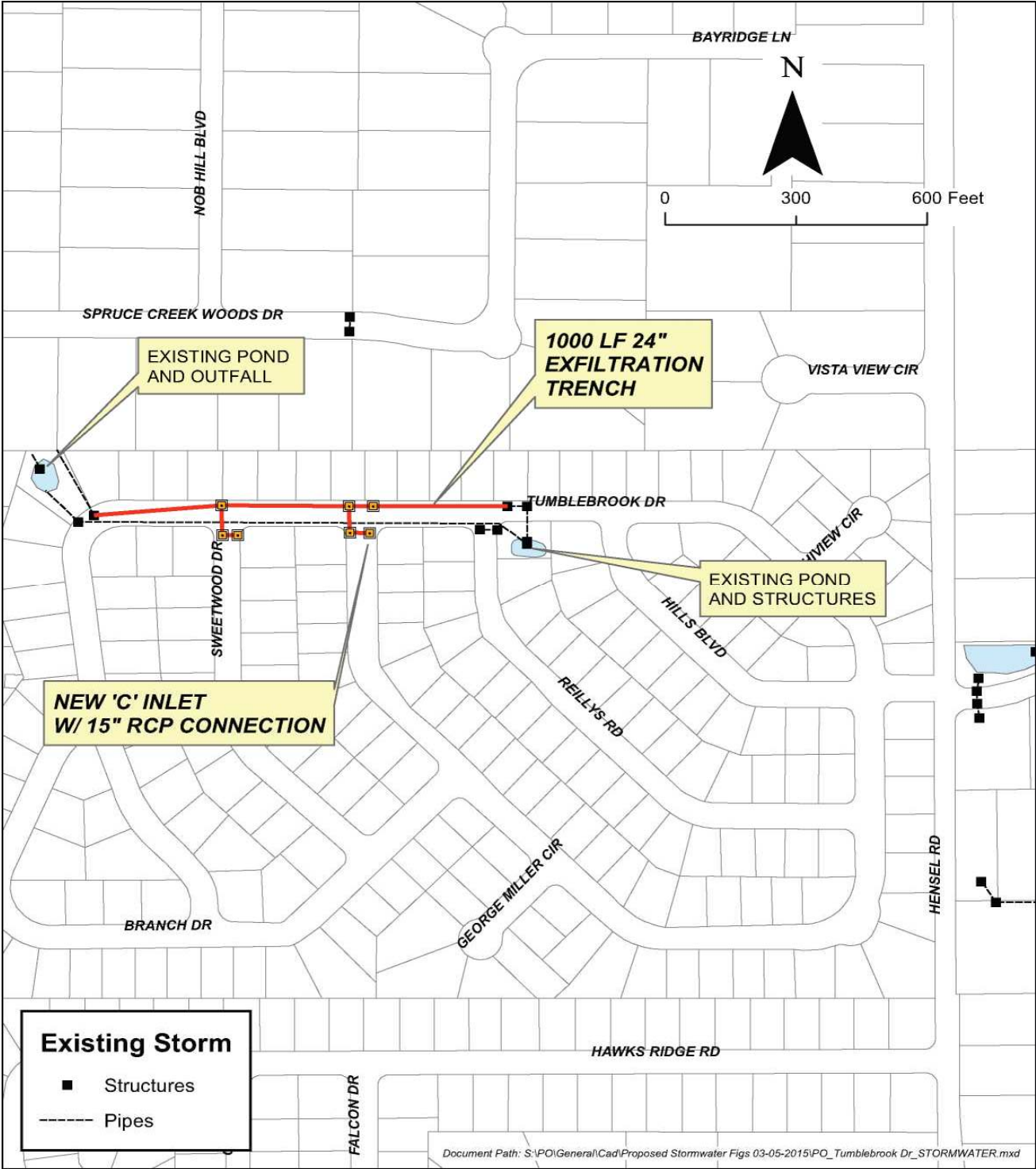
PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	36,000	-	-	-	-	-	36,000
Construction	150,000	-	-	-	-	-	150,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	186,000	-	-	-	-	-	186,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Fund 412 - Funded	-	-	-	-	-	-	-
Drainage Fund 412 - Unfunded	186,000	-	-	-	-	-	186,000
TOTAL PROJECT REVENUE	186,000	-	-	-	-	-	186,000

OPERATIONAL IMPACT

This project will require ongoing maintenance of the infrastructure constructed as a part of the improvements. Staffing levels should be based on the desired level of maintenance and the total infrastructure inventory that Public Works maintains.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	3,600	3,600	3,600	3,600	3,600	18,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	3,600	3,600	3,600	3,600	3,600	18,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	3,600	3,600	3,600	3,600	3,600	18,000
	-	-	-	-	-	-	-
Total	-	3,600	3,600	3,600	3,600	3,600	18,000



CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201439

PROJECT NAME: Halifax River Outfall Replacements
DEPARTMENT: Stormwater Utility
LOCATION: Halifax River City-Wide

Project Manager: Michael Silvey
Original Plan Date: 2/27/2013
Concurrency Requirement: No

Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

There are 41 stormwater discharge outfalls directly to the Halifax River throughout the City. Many of these outfalls are constructed of metal pipes that have corroded throughout the years due to the harsh salt water environment. These pipes need to be replaced with Reinforced Concrete Pipe; in addition, headwalls will need to be constructed or reconstructed to accommodate the reinforced concrete pipe and possibly upsized in the diameter of the pipe. Also, the storm water pipe networks associated with the outfalls are tidally influenced which allows river water to enter the networks and equalize to the tidal water level. This project presents an opportunity to install engineered tidal gates at all locations where flooding issues are caused by tidal surcharge and lack of stormwater capacity.

<u>Component</u>	<u>Cost</u>
Eng. Admin/Insp:	\$ 111,000
Construction:	1,585,720
Total Proj Cost:	\$ 1,696,720

Note: **Project DIP068** was established in FY17 with a budget of \$60,000 for the Engineering & Planning.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering Administration & Insp	-	111,000	-	-	-	-	111,000
Construction		1,585,720	-	-	-	-	1,585,720
TOTAL PROJECT COSTS	-	1,696,720	-	-	-	-	1,696,720
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage Fund 412 - Funded		-	-	-	-	-	-
Capital Projects Fund 301	-	-	-	-	-	-	-
Drainage Fund 412 - Unfunded	-	1,696,720	-	-	-	-	1,696,720
TOTAL PROJECT REVENUE	-	1,696,720	-	-	-	-	1,696,720

OPERATIONAL IMPACT

These outfalls are already in a maintenance plan, therefore, once completed, additional operating budget will not be required.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201441

PROJECT NAME:	Southwinds Stormwater Pond Outfall Retrofit	Project Manager:	Michael Silvey
DEPARTMENT:	Stormwater Utility	Original Plan Date:	2/27/2013
LOCATION:	Southwinds Subdivision	Concurrency Requirement:	No
Goal / Objective: Goal 2 Objective 2		Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION/JUSTIFICATION:

This project involves modification to the existing stormwater ponds of the Southwinds neighborhood stormwater system. Currently, the subdivision does not have a positive stormwater outfall discharge. An engineered plan will be required to design and permit an outfall.

Component	Cost
Engr & Plan:	45,000
Construction Phase I:	630,000
Construction Phase II:	620,000
Total Proj Cost:	1,295,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	45,000	-	-	-	45,000
Construction	-	-	-	1,250,000	-	-	1,250,000
TOTAL PROJECT COSTS	-	-	45,000	1,250,000	-	-	1,295,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage Fund 412 - Unfunded (Phase I)	-	-	45,000	630,000	-	-	675,000
Drainage Fund 412 - Unfunded (Phase II)	-	-	-	620,000	-	-	620,000
Other	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	45,000	1,250,000	-	-	1,295,000

OPERATIONAL IMPACT

Once installed, the new pump system will be maintained by the city. This will include periodic testing of the pumps and replacement of damaged parts as appropriate.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201642

PROJECT NAME: Howes Street Stormwater Improvements
DEPARTMENT: Stormwater Utility
LOCATION: Various

Project Manager: Michael Silvey
Original Plan Date: March 18, 2015
Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Howes Street is located north of Commonwealth Boulevard and west of Ridgewood Avenue in the Allendale area of Port Orange. Howes Street experiences roadway flooding several times a year due to no drainage system to convey the stormwater runoff. Public Works has expended numerous efforts in traffic control and pumping due to the roadway flooding. There are two options proposed to provide a permanent solution as depicted below. Option "A": connect to existing 24" pipe and inlets and install 24" Reinforced Concrete Pipe (RCP) with Precast Type "C" Inlets east to the Westridge Avenue outfall. Option "B": connect to existing 24" pipe and inlets and install 24" Reinforced Concrete Pipe (RCP) with precast Type "C" inlets west and south to Frederick Avenue and Depot Pond.

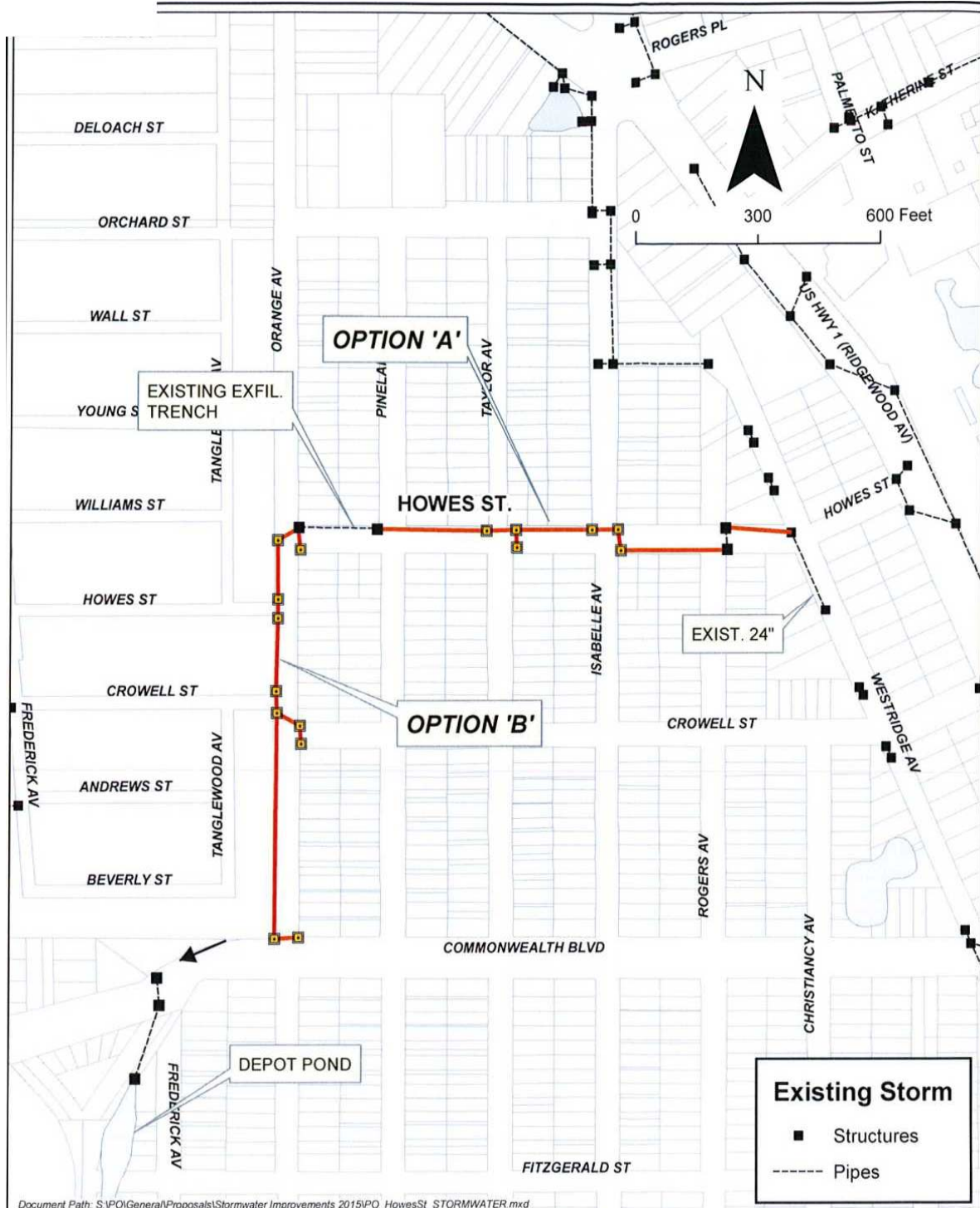
Note: **Project DIP069** was established in FY17 with a budget of \$49,000 for the Engineering & Planning.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering Administration/Insp	55,250	-	-	-	-	-	55,250
Construction	400,000	-	-	-	-	-	400,000
TOTAL PROJECT COSTS	455,250	-	-	-	-	-	455,250
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	455,250	-	-	-	-	-	455,250
TOTAL PROJECT REVENUE	455,250	-	-	-	-	-	455,250

OPERATIONAL IMPACT

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	3,600	3,600	3,600	3,600	3,600	18,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	3,600	3,600	3,600	3,600	3,600	18,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	3,600	3,600	3,600	3,600	3,600	18,000
Total	-	3,600	3,600	3,600	3,600	3,600	18,000



CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201645

PROJECT NAME: White Place & Halifax Dr. Drainage Improvements DEPARTMENT: Stormwater Utility LOCATION: White Place & Riverside	Project Manager: Michael Silvey Original Plan Date: Concurrency Requirement: No
Goal / Objective: Goal 2 Objective 2 Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION/JUSTIFICATION:
Analyze, design, and construct improvements to White Place and Riverside Drive drainage system to improve storm water storage and conveyance to reduce potential for flooding. Improvements will include the boring and installation of properly sized reinforced concrete pipe.

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	25,000	-	-	-	-	-	25,000
Construction	75,000	-	-	-	-	-	75,000
Permits (SJWMD)	5,000	-	-	-	-	-	5,000
TOTAL PROJECT COSTS	105,000	-	-	-	-	-	105,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	105,000	-	-	-	-	-	105,000
TOTAL PROJECT REVENUE	105,000	-	-	-	-	-	105,000

OPERATIONAL IMPACT							
Property and future drainage improvements will be maintained by the City, which will impact the operating budget.							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	1,000	1,000	1,000	1,000	1,000	5,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	1,000	1,000	1,000	1,000	1,000	5,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	1,000	1,000	1,000	1,000	1,000	5,000
Total	-	1,000	1,000	1,000	1,000	1,000	5,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201647

PROJECT NAME: Pipe Replacement DEPARTMENT: Stormwater Utility LOCATION: Various Locations throughout the City	Project Manager: Michael Silvey Original Plan Date: Concurrency Requirement: YES
Goal / Objective: Goal 2 Objective 2	

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Replace deteriorated and/or undersized corrugated metal pipes with properly sized reinforced concrete pipe to improve storm water conveyance to reduce potential for flooding.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	50,000	50,000	50,000	50,000	50,000	250,000
Construction	-	950,000	950,000	950,000	950,000	950,000	4,750,000
TOTAL PROJECT COSTS	-	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
TOTAL PROJECT REVENUE	-	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	1,500	1,500	1,500	1,500	1,500	7,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	1,500	1,500	1,500	1,500	1,500	7,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	1,500	1,500	1,500	1,500	1,500	7,500
Total	-	1,500	1,500	1,500	1,500	1,500	7,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201760

PROJECT NAME: City Center Shoreline Stabilization DEPARTMENT: Stormwater Utility LOCATION: City Center, Port Orange	Project Manager: Michael Silvey Original Plan Date: July 10, 2015 Concurrency Requirement: No
Goal / Objective: Goal 2, Objective 2 Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION/JUSTIFICATION:				
Construction to stabilize the existing lake's shoreline erosion deficiencies and to repair and improve the eroded drainage outfalls, retaining walls, and the sidewalks around the lake at City Hall for public safety. On May 20, 2016, a design for the City Center shoreline stabilization was funded and completed.				
Item	Qty	Unit	Price/Unit	Price
Mobilization / Demobilization	1	LS	30,000	30,000
Construction Survey & As-Built Survey	1	LS	17,500	17,500
Environmental Compliance	1	LS	15,000	15,000
Demobilization and Hauling	1	LS	20,000	20,000
Grading and Hauling	1	LS	17,815	17,815
Fill	600	CY	12	7,200
Sidewalk	3,000	SF	8	24,000
Composite Seawall Constr. w/concrete	275	LF	400	110,000
Concrete Seawall Construction	50	LF	500	25,000
Endwall	1	EA		2,500
18" RCP pipe	15	LF		900
Sodding	1800	SY		6,300
Contingent				41,010
			Total Construction Cost:	\$ 317,225

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering Administration/Insp.	23,000	-	-	-	-	-	23,000
Construction	317,225	-	-	-	-	-	317,225
TOTAL PROJECT COSTS	340,225	-	-	-	-	-	340,225
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	340,225	-	-	-	-	-	340,225
TOTAL PROJECT REVENUE	340,225	-	-	-	-	-	340,225

OPERATIONAL IMPACT							
Drainage improvements will be maintained by the City, which will impact the operating budget.							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	1,000	1,000	1,000	1,000	1,000	5,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	1,000	1,000	1,000	1,000	1,000	5,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412		1,000	1,000	1,000	1,000	1,000	5,000
	-	-	-	-	-	-	-
Total	-	1,000	1,000	1,000	1,000	1,000	5,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201761

PROJECT NAME:	Powers Avenue at Lemon Street Drainage Improvements	Project Manager:	Michael Silvey
DEPARTMENT:	Stormwater Utility	Original Plan Date:	March 16, 2016
LOCATION:	Power Avenue at Lemon Street, Port Orange	Concurrency Requirement:	No

Goal / Objective: Goal 2 Objective 1, 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

At the intersection of Powers Avenue and Lemon Street, roadway and property continually flood due to the absence of a drainage system to convey stormwater runoff. In addition, the existing grade at the intersection is much lower than the surrounding areas allowing the stormwater runoff to accumulate. The accumulation causes flooding on the roadway and adjacent residential properties. The project consists of correcting the drainage deficiencies at Powers Avenue where it intersects with Lemon Street. The cost of drainage easement acquisition (if required) are not included.

Item	QTY	Cost	Item	QTY	Cost
Mobilization	1 LS	8,000	Open Cut & Repair Asphalt	30 SY	6,000
Clearing & Grubbing	1 LS	15,000	Restoration	1 LS	25,000
Pre-construction Video	1 LS	2,000	Unsuitable Material Removal	1 LS	2,000
Storm Structures			MOT	1 LS	2,500
Manholes	2 EA	10,000	Erosion & Sedentation Control	1 LS	2,000
Modify Existing Pond control Structures	1 LS	6,000	As-Built Survey	1 LS	6,500
Endwall	1 EA	10,000			
Storm Pipe					
18 Inch RCP	600 LF	42,000			
Subtotal		93,000			44,000

Total Construction Cost: \$ 137,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	24,040	-	-	-	-	-	24,040
Construction	137,000	-	-	-	-	-	137,000
Contingency (10%)	13,700	-	-	-	-	-	13,700
TOTAL PROJECT COSTS	174,740	-	-	-	-	-	174,740
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	174,740	-	-	-	-	-	174,740
TOTAL PROJECT REVENUE	174,740	-	-	-	-	-	174,740

OPERATIONAL IMPACT

Drainage improvements will be maintained by the City, which will impact the operating budget.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	1,000	1,000	1,000	1,000	1,000	5,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	1,000	1,000	1,000	1,000	1,000	5,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	1,000	1,000	1,000	1,000	1,000	5,000
	-	-	-	-	-	-	-
Total	-	1,000	1,000	1,000	1,000	1,000	5,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201762

PROJECT NAME: Viking Drive Stormwater Improvements DEPARTMENT: Stormwater Utility LOCATION: Viking Drive, Port Orange	Project Manager: Michael Silvey Original Plan Date: March 16, 2016 Concurrency Requirement: No
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Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Presently, Viking Drive does not have a stormwater system in place, and the localized depression area near 112 Viking Drive experiences standing water over the roadway during most rain events. This project consists of design and permitting stormwater improvements within Viking Drive area. Construction cost estimates to follow completion of the design.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	30,000	-	-	-	-	-	30,000
Construction	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	30,000	-	-	-	-	-	30,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	30,000	-	-	-	-	-	30,000
TOTAL PROJECT REVENUE	30,000	-	-	-	-	-	30,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201763

PROJECT NAME: Charles Street Drainage Improvements DEPARTMENT: Stormwater Utility LOCATION: Charles Street, Port Orange	Project Manager: Michael Silvey Original Plan Date: October 21, 2015 Concurrency Requirement: No
Goal / Objective: Goal 2 Objective 2 Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION/JUSTIFICATION:
Analysis, design, and construction for drainage between Herbert Street, Charles Street and Oceans Avenue drainage system to improve stormwater runoff conveyance, stormwater capacity, conveyances, and to reduce the potential for flooding. This will require removing the existing inadequate storm pipe between Herbert Street and Charles Street and replacing the pipe.

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	110,000	-	-	-	-	-	110,000
Construction	-	725,299	-	-	-	-	725,299
TOTAL PROJECT COSTS	110,000	725,299	-	-	-	-	835,299
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	110,000	725,299	-	-	-	-	835,299
TOTAL PROJECT REVENUE	110,000	725,299	-	-	-	-	835,299

OPERATIONAL IMPACT							
Drainage improvements will be maintained by the City, which will impact the operating budget.							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	3,600	3,600	3,600	3,600	3,600	18,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	3,600	3,600	3,600	3,600	3,600	18,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	3,600	3,600	3,600	3,600	3,600	18,000
Total	-	3,600	3,600	3,600	3,600	3,600	18,000

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 450 Golf Course</u>									
201889	Canopy for Maintenance Facility	Cypress Head	-	20	-	-	-	-	20
201890	Irrigation Audit	Cypress Head	20	-	-	-	-	-	20
201891	Lightning Shelter on Front Nine	Cypress Head	-	20	-	-	-	-	20
Total Fund 450:			20	40	-	-	-	-	60

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201889

Project Name: Canopy for Maintenance Facility Department: Golf Course at Cypress Head Location: Golf Course at Cypress Head	Project Manager: Bob Duquette Original Plan Date: Concurrency Requirement:
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Goal / Objective: Goal 2 Objective 4

Priority II: ESSENTIAL (Should Do)

DESCRIPTION / JUSTIFICATION:

Build canopy at maintenance facility to cover equipment not capable of being stored inside the building. This will protect the equipment from outside weather and prolong the usability of the equipment. This will increase the lifetime of the maintenance fleet and help preserve the investment made by the City. Project will include concrete pad, and aluminum roof supported by posts.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	5,000	-	-	-	-	5,000
Construction	-	15,000	-	-	-	-	15,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	20,000	-	-	-	-	20,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Golf Course Operating Fund 450	-	20,000	-	-	-	-	20,000
Recreation Impact Fees Fund 611	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	20,000	-	-	-	-	20,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Golf Course Operating Fund 450	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201890

Project Name:	Irrigation Audit	Project Manager:	Bob Duquette
Department:	Golf Course at Cypress Head	Original Plan Date:	
Location:	Golf Course at Cypress Head	Concurrency Requirement:	
Goal / Objective: Goal 2 Objective 4		Priority II: ESSENTIAL (Should Do)	

DESCRIPTION / JUSTIFICATION:

The course requires an Irrigation audit to determine and evaluate continuing issues with outdated equipment creating a waste of natural resources. The irrigation system is over 25 years old and was the original system installed at Cypress Head. There are ongoing issues with improper watering heads and cycles which causes inconsistent watering of the turf areas. There are multiple failures of the underground piping resulting in broken pipes and waste of water. The pump equipment is outdated and causes a waste of energy resources. The City has invested in the renovation of the golf course and this is important to improve the efficiency and reduce operating costs of the irrigation system. This will assist in maintaining the proper conditioning of the course and grounds.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	20,000	-	-	-	-	-	20,000
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	20,000	-	-	-	-	-	20,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Golf Course Operating Fund 450	20,000	-	-	-	-	-	20,000
Recreation Impact Fees Fund 611	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	20,000	-	-	-	-	-	20,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Golf Course Operating Fund 450	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201891

Project Name:	Lightning Shelter on Front Nine	Project Manager:	Bob Duquette
Department:	Golf Course at Cypress Head	Original Plan Date:	
Location:	Golf Course at Cypress Head	Concurrency Requirement:	
Goal / Objective: Goal 2 Objective 4		Priority I: IMPERATIVE (Must Do)	

DESCRIPTION / JUSTIFICATION:

Replace a lightning shelter at the location between the 2nd and 3rd hole to protect guests during thunderstorms. Very important for public safety for all players, guests and staff members on the golf course.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	5,000	-	-	-	-	5,000
Construction	-	15,000	-	-	-	-	15,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	20,000	-	-	-	-	20,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Golf Course Operating Fund 450	-	20,000	-	-	-	-	20,000
Recreation Impact Fees Fund 611	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	20,000	-	-	-	-	20,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Golf Course Operating Fund 450	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

Revenue and Expense Projections by Fund

Lease & Replacement Fund 505	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	2,118,017						
Remainder of FY17	556,030						
Fleet Rentals		2,473,811	2,473,811	2,473,811	2,473,811	2,473,811	2,473,811
Interest on Investments		5,500	5,500	5,500	5,500	5,500	5,500
Miscellaneous Revenues		-	-	-	-	-	-
Transfer from General Fund	-	450,000	-	-	-	-	-
Total Revenues:	2,674,047	2,929,311	2,479,311	2,479,311	2,479,311	2,479,311	2,479,311
Expenditures							
Actual thru 06/30/2017	661,552						
Remainder of FY17	2,793,770						
Encumbrances	1,631,317						
Capital Improvement Program (CIP)							
Enterprise Resource Planning System		200,000	200,000	200,000	-	-	-
Veh Rplcmnt - CD Building		23,000	-	-	-	-	-
Veh Rplc - CD Comm Imprv		42,000	-	-	-	-	-
12 Lead Heart Monitors		60,000	-	-	-	-	-
Thermal Imaging Camera Replacement Program		-	-	16,000	16,000	16,000	-
Extrication Equipment		40,000	-	-	-	-	-
Emergency Traffic Control		-	287,000	-	-	-	-
Radios		12,000	11,000	-	-	-	-
Exhaust Extractors		5,000	3,000	-	-	-	-
Veh Rplcmnt - Fire		770,000	900,000	420,000	135,000	-	15,000
City Municipal Network		20,000	30,000	30,000	30,000	30,000	30,000
Maintain Hardware Infrastructure		25,000	25,000	25,000	25,000	25,000	25,000
Public Safety Technology Refresh		30,000	30,000	30,000	30,000	30,000	30,000
Virtual Desktop Infrastructure		-	100,000	-	-	-	-
Old PD Technology Infrastructure		135,000	-	-	-	-	-
Fiber Optic Network Tracer Wire		40,000	40,000	-	-	-	-
Veh Rplcmnt - Parks & Rec		124,000	115,000	24,000	45,000	26,000	126,000
Project-25 FCC Police Radio Compatibility & Rplcmnt		399,000	-	-	-	-	-
Veh Rplcmnt - Police		451,000	513,000	737,000	278,000	334,000	690,000
Veh Rplcmnt - Water Prod		-	21,000	40,000	80,000	-	92,000
Veh Rplcmnt - Meter Readers		66,000	-	-	18,000	-	-
Veh Rplcmnt - Water Dist		-	40,000	155,000	80,000	18,000	466,000
Veh Rplcmnt - W/S Admin.		-	-	-	-	22,000	-
Veh Rplc - W/S Warehouse		-	-	-	-	-	30,000
Veh Rplcmnt - Pub Works		104,000	151,000	156,000	46,000	180,000	93,000
Veh Rplcmnt - Bldg Maint		22,000	-	-	-	-	-
Veh Rplcmnt - Veh Maint		20,000	-	45,000	-	-	-
Veh Rplcmnt - Stormwater		42,000	-	300,000	978,000	112,000	60,000
Equip Rplc - Cypress Head		79,000	118,000	45,000	65,000	74,000	65,000
Golf Cart Rplc - Cypress Head		-	225,000	-	-	-	-
Total Expenditures:	5,086,639	2,709,000	2,809,000	2,223,000	1,826,000	867,000	1,722,000
Increase / (Decrease) per Fiscal Year:	(2,412,592)	220,311	(329,689)	256,311	653,311	1,612,311	757,311
Beginning Available Funds (Cash Reserves):	2,555,664	143,072	363,383	33,694	290,005	943,316	2,555,627
Ending Available Funds (Cash Reserves):	143,072	363,383	33,694	290,005	943,316	2,555,627	3,312,938
Vehicles - Subtotal		1,664,000	1,740,000	1,877,000	1,660,000	692,000	1,572,000
Equipment - Subtotal		966,000	726,000	301,000	101,000	101,000	85,000
Cypress Head - Subtotal		79,000	343,000	45,000	65,000	74,000	65,000
Total		2,709,000	2,809,000	2,223,000	1,826,000	867,000	1,722,000

Revenue and Expense Projections by Fund

Lease & Replacement Fund 505 Continued		Committed FY17 Lease & Replacement Projects as of 06/30/17				
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
IT Dnlwtn Electronic Sign	AIO033	22,000.00	-	-	22,000.00	0.00%
E 12 LEAD HEART MONITORS	FIR003	60,013.00	56,905.11	-	3,107.89	94.82%
F RADIO REPLC P-25 COMPLY	FIR007	12,988.00	-	6,165.40	6,822.60	47.47%
F Self Contned Brthng App	FIR013	3,000.00	-	-	3,000.00	0.00%
F Self Contned Brthng App	FIR013	16,606.00	-	-	16,606.00	0.00%
F Extrication Equipment	FIR014	40,231.00	39,146.55	-	1,084.45	97.30%
F Ambulance (Used)	FIR018	75,000.00	-	-	75,000.00	0.00%
R Gym Bleacher Rplcmnt	QPC069	49,000.00	49,000.00	-	-	100.00%
IP LARGE FORMAT PRINTERS	ZMI013	6,000.00	-	-	6,000.00	0.00%
IP MUNICIPAL NETWORK	ZMI015	23,716.00	3,752.48	-	19,963.52	15.82%
IP MUNICIPAL NETWORK	ZMI015	79,693.00	23,244.86	9,200.54	47,247.60	40.71%
IP COMPUTER HARDWARE	ZMI016	7,693.00	3,409.45	3,030.00	1,253.55	83.71%
IP COMPUTER HARDWARE	ZMI016	23,322.00	-	-	23,322.00	0.00%
IP COMPUTER HARDWARE	ZMI016	161,437.00	154,383.38	-	7,053.62	95.63%
IT PublicSafetyLaptopRplc	ZMI032	52,380.00	50,509.19	-	1,870.81	96.43%
IT Doc Collbrtn EOC Softw	ZMI037	14,045.00	-	-	14,045.00	0.00%
IT Doc Collbrtn EOC Softw	ZMI037	29,338.00	9,836.30	-	19,501.70	33.53%
IT VIDEO SECURITY SYSTEM	ZMI040	2,726.00	-	-	2,726.00	
IT VIDEO SECURITY SYSTEM	ZMI040	19,710.00	18,225.60	-	1,484.40	
IT VIDEO SECURITY SYSTEM	ZMI040	504.00	-	-	504.00	0.00%
IT VIDEO SECURITY SYSTEM	ZMI040	31,029.00	-	-	31,029.00	0.00%
FN INTERACTIVE VOICE RECO	ZMI047	95,900.00	-	-	95,900.00	0.00%
CM ERP Software System	ZMI054	2,000,000.00	-	-	2,000,000.00	0.00%
IT Virtual Desktop Infra	ZMI058	350,000.00	246,170.54	3,299.28	100,530.18	71.28%
Website Development	ZMI062	55,000.00	-	54,430.00	570.00	98.96%
LE Proj-25 Radio Rplcmnt	ZMI067	401,000.00	-	397,223.04	3,776.96	99.06%
Total for 505 Lease & Replacement Fund:		3,632,331.00	654,583.46	473,348.26	2,504,399.28	31.05%

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201501

Project Name: Enterprise Resource Planning System
Department: City Manager
Location: City Hall

Project Manager: Alan Rosen
Original Plan Date: 03/31/14
Concurrency Requirement:

Goal / Objective: Goal 6, Objectives 2; Goal 5 Objectives 4&5

Priority II: **ESSENTIAL (Should Do)**

DESCRIPTION / JUSTIFICATION:

The City of Port Orange has been utilizing SunGard/HTE software for its enterprise financial and community service applications infrastructure since 1988. Although this system has been adequate, technological advancements and changes in business models have proven the need to research, evaluate, and implement a more comprehensive, integrated city-wide business modernization ERP (Enterprise Resource Planning) solution. This will allow the City to better and more efficiently manage the entire scope of its core financials, payroll/HR, purchasing, community development and utilities/public works operations.

The City previously funded \$2,000,000 towards project **ZMI054** in FY15, FY16 and FY17. The initial investment of \$2 million is estimated for the hardware and software. The additional \$200,000 per year for the next three years will cover internal and external project managers, process improvements, RFP development assistance, contract negotiations, functional requirement reviews, technical assistance during software selection and vendor discovery and evaluation. These services are necessary for the successful implementation of our new system because staff does not have the time or expertise to manage the entire process with internal resources. However, we will endeavor to accomplish as much as we can with in-house resources where possible to help save time and money.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Consulting/Project Management	200,000	200,000	200,000	-	-	-	600,000
Construction	-	-	-	-	-	-	-
Software Development	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	200,000	200,000	200,000	-	-	-	600,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Lease & Replacement Fund 505	200,000	200,000	200,000	-	-	-	600,000
Other	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	200,000	200,000	200,000	-	-	-	600,000

OPERATIONAL IMPACT

The major operational impact to the City will be software maintenance. Software maintenance is not usually due until the year after purchase. We anticipate that software maintenance will not exceed \$220,000 per year and may be less. We currently pay about \$100,000 in software maintenance for HTE and this amount will decline over time as we move off of the system. However, during the transition, we will be paying maintenance on both systems. The amounts listed below are net cost to the City.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel							
Maintenance and Other Operating	-	220,000	180,000	120,000	120,000	120,000	760,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	220,000	180,000	120,000	120,000	120,000	760,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund (501)	-	220,000	180,000	120,000	120,000	120,000	760,000
General Fund (001)	-	-	-	-	-	-	-
Total	-	220,000	180,000	120,000	120,000	120,000	760,000

LEASE AND REPLACEMENT FUND

FLEET REPLACEMENT SCHEDULE - Community Development

VEH #	MAKE	DESCRIPTION	YEAR	FY18	FY19	FY20	FY21	FY22	FY23
1901 BUILDING DIVISION									
1754	CHEVY	COLORADO PICKUP	2006	23,000	-	-	-	-	-
SUB TOTAL - Building Division				23,000	-	-	-	-	-
1902 COMMUNITY IMPROVEMENT DIVISION									
1755	CHEVY	RPL W NISSAN FRONTIER	2006	21,000	-	-	-	-	-
1781	CHEVY	RPL W NISSAN FRONTIER	2007	21,000	-	-	-	-	-
2012	TOYOTA	TACOMA PICKUP	2013	-	-	-	-	-	22,000
SUB TOTAL - Community Improvement				42,000	-	-	-	-	22,000
1903 ENGINEERING DIVISION									
SUB TOTAL - Engineering				-	-	-	-	-	-
TOTAL- Community Development				65,000	-	-	-	-	22,000

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200723

PROJECT NAME	12 Lead Heart Monitors	Project Manager	Ken Fustin
DEPARTMENT	Fire Rescue	Original Plan Date	February 24, 2006
LOCATION	Fire Stations	Concurrency Requirement	N/A
Goal / Objective: Goal 1 Objective 2		Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION/JUSTIFICATION:

The Department currently has 9 (nine) heart monitors, six of these monitors have been in service since 2000 and were purchased with assistance from a State EMS matching grant. This will begin a replacement program for the cardiac field monitors. We received 3 new Life Pack 15's in 2013 via a state EMS grant but we need to replace the other 6 as well. Estimated cost for each monitor is \$30,000.

Note: Project FIR003 was established in FY13 to fund 3 monitors. Fire presented a grant to the Council that allowed for the replacement of 3 monitors in 2013 at a total cost of \$16,667 to the City. The Department purchased two Life Pack 15's in FY 15-16. In 2016-2017 the Department replaced two of the remaining 4 (four) Life Pack 12's with Life Pack 15's at a total cost of \$57,000. The current request is to replace the remaining two heart monitors.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	60,000	-	-	-	-	-	60,000
TOTAL PROJECT COSTS	60,000	-	-	-	-	-	60,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Lease & Replacement Fund 505	60,000	-	-	-	-	-	60,000
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-
Grant Funding	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	60,000	-	-	-	-	-	60,000

OPERATIONAL IMPACT

Replacement of existing equipment will result in fewer repairs and improved dependability. Routine maintenance is currently programmed within the department's operating budget. No additional operating costs are anticipated.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201023

Project Name:	Thermal Imaging Camera Rplcmnt Program	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	02/01/09
Location:	1090 City Center Blvd.	Concurrency Requirement:	N/A
Goal / Objective: Goal 1 Objectives 2		Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION / JUSTIFICATION:

There are six (6) thermal imaging cameras currently in service. The department replaced 2 units in FY11, two units in FY13 and purchased two units in FY14. We are recommending to phase in replacements due to normal wear, based on availability of parts and service as technology changes.

We are projecting to start the replacement cycle again in 2020 at an estimated cost of \$7,800 per camera.

Note: Project FIR005 was established in FY13 and 2 cameras were purchased. In FY14, 2 more cameras were purchased, one from the Fire Impact Fee Fund 311 (new camera) and the other from the Lease and Replacement Fund 505 (replacement camera).

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	15,600	15,600	15,600	-	46,800
TOTAL PROJECT COSTS	-	-	15,600	15,600	15,600	-	46,800
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	-	15,600	15,600	15,600	-	46,800
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	15,600	15,600	15,600	-	46,800

OPERATIONAL IMPACT

Replacement of existing equipment due to age and condition. Routine maintenance is currently programmed within the department's operating budget. No additional operating costs are anticipated.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201637

Project Name: Extrication Equipment Department: Fire Rescue Location:	Project Manager: Ken Fustin Original Plan Date: 03/01/15 Concurrency Requirement:
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Goal / Objective: Goal 1 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

Description:

Purchase of six new cutters to complete the replacement of extrication equipment for all fire apparatuses. New extrication accessories for Engine 73 and Quint 72 and replacement of extrication accessories for the remaining vehicles.

Impact:

Extrication equipment is 15 to 20 years old and beyond its useful life. Ensuring that this equipment is in good working order will allow first responders to complete life saving techniques with more assurances that equipment will not fail. The purchase of the new Amkus cutters will also enhance the capability of cutting the new metals that are being used in the manufacture of new vehicles. The current cutters are significantly weaker and were not made to cut the newer, stronger metals. In addition, the department will be able to perform extrication more quickly if they do not have to wait for another vehicle with working equipment.

Note: Project [FIR014](#) was established in FY16 with a \$40,000 budget. In FY17 an additional \$40,000 was funded for this project.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	\$40,000	-	-	-	-	-	40,000
TOTAL PROJECT COSTS	40,000	-	-	-	-	-	40,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Lease & Replacement Fund 505	40,000	-	-	-	-	-	40,000
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	40,000	-	-	-	-	-	40,000

OPERATIONAL IMPACT

Replacement of existing equipment due to age and condition. Routine maintenance is currently programmed within the department's operating budget. No additional operating costs are anticipated.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201839

Project Name:	Emergency Traffic Control	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	02/01/17
Location:	Fire Stations	Concurrency Requirement:	

Goal / Objective: Goal 1 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

The current infrared Traffic Management System (TMS), which was implemented in 1997, then upgraded to cover the majority of the City's intersections in all four directions in 2001, has become unreliable, antiquated, and expensive to repair. The replacement of the TMS with a modern GPS system will provide the City with a more reliable and efficient TMS. The benefits to the City include: reduction in response times up to 25%, 70% reduction in crash rates at intersections, and decreases liability. GPS TMS can also be installed on any City vehicle. To equip ONLY the fire apparatus and Battalion Chief vehicle, and protect ONLY the major intersections of the city, the cost is \$120,000. To cover all fire apparatus, the Battalion Chief, and one administrative vehicle with ALL intersections in the city covered, the cost is \$287,000. If the City decided to lease the equipment in lieu of buying it, it would be a recurring cost of \$39,571 per year over 10 years (total cost of \$395,710). Each additional vehicle, regardless of whether the City buys the system or leases it, costs \$4,423 per vehicle to upgrade it with the equipment that is needed to have the GPS TMS installed.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	287,000	-	-	-	-	287,000
TOTAL PROJECT COSTS	-	287,000	-	-	-	-	287,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	287,000	-	-	-	-	287,000
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	287,000	-	-	-	-	287,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201842

Project Name:	Radios	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	02/07/17
Location:	Fire Stations	Concurrency Requirement:	

Goal / Objective: Goal 1 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

Our sixty-four hand-held portable radios were discontinued by Harris Corporation in 2010, and end of support was December 31, 2015. Communications International (CI) states that they have enough parts, etc. to keep us going for the next year or so, but they are not able to give a 'drop-dead' date as we are not the only users of this platform, so the best guess is that CI will be able to support these radios thru the end of 2017, early 2018 at the latest. Additionally, Volusia County owns the PSAPs, and will be switching over to a full P25 phase II compliant system, as Harris Corporation (proprietors of the current, outdated EDACS radio system) has announced that they will no longer support EDACS after 2017. Cost breakdown as such:

- 64 portable radios @ \$3,330.41 (\$213,146.24)
- 64 batteries @ \$57.60 (3686.40)
- 64 mics for radios @ \$108.12 (\$6,919.68)
- Programming for 64 radios @ \$34.00 (\$2,176.00)
- Shipping for all radios (\$250.00)
- 64 trade-ins valued @ \$195.00 each (-\$12,480)

Note: 90% of this project will be funded with AFG Grant and 10% with City match.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	113,215	113,215	-	-	-	-	226,430
TOTAL PROJECT COSTS	113,215	113,215	-	-	-	-	226,430
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Lease & Replacement Fund 505	11,322	11,322	-	-	-	-	22,643
Future Grant/Bond	101,894	101,894	-	-	-	-	203,787
TOTAL PROJECT REVENUE	113,215	113,215	-	-	-	-	226,430

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201847

Project Name:	Exhaust Extractors	Project Manager:	Ken Fustin
Department:	Fire	Original Plan Date:	
Location:	Fire Apparatus	Concurrency Requirement:	

Goal / Objective: Goal 1 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

The purpose of this project is to modify our five front line apparatus, two back-up apparatus, and brush-attack/tanker with source capture exhaust extraction systems. This, in conjunction with our apparatus bay exhaust fans, will create a system that is 100% effective in eliminating the known carcinogen, diesel exhaust, from the apparatus bays. We strive to adhere to NFPA 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments" firefighter physicals, but we have been unable to provide a safe environment that is free from the hazards of vehicle emissions. To fully promote and practice a hazard-free environment, we need to take preventive measures that would isolate toxic vapors and particulates from diesel and gasoline engines that accumulate on firefighter Personal Protective Equipment in our apparatus bay areas. Because our building is occupied 24 hours/day on a 3-shift rotation, this project ranked as the highest priority for firefighter health and safety when performing an internal risk assessment of Port Orange Fire Rescue. Within each fire station, there are sleeping quarters, supply storage closets, a kitchen, a training room, and office space for fire department administration. This accounts for all of our personnel within the city which have direct or indirect contact with our apparatus bay every day. Because we are a tourist destination, we do have many people who stop by the fire stations and tour them on a regular basis, which includes school groups, daycare facilities, individual families, cub scouts, and various community groups. By installing source capture exhaust extraction systems on all of our apparatus, we ensure a safer environment for all persons who come into contact with our apparatus bay. Additionally, Carbon Monoxide is a known teratogen (can harm unborn children), we would be protecting those children who've not yet been born.

Cost breakdown as such: Exhaust Extractors (\$69,912.48)

- 8 Exhaust Extraction systems (vehicle mounted) @ \$8,739.06 (\$69,912.48)

Note: 90% of this project will be funded with AFG Grant and 10% with City match.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	43,696	26,218	-	-	-	-	69,914
TOTAL PROJECT COSTS	43,696	26,218	-	-	-	-	69,914
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Lease & Replacement Fund 505	4,370	2,622	-	-	-	-	6,991
Future Grant/Bond	39,326	23,596	-	-	-	-	62,923
TOTAL PROJECT REVENUE	43,696	26,218	-	-	-	-	69,914

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201841

Project Name:	Rescue Company	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	
Location:	Fire Stations	Concurrency Requirement:	
Goal / Objective: Goal 1 Objective 2		Priority II - ESSENTIAL (Should-Do)	

DESCRIPTION / JUSTIFICATION:

Rescue company - possible funding from South East Fire Rescue Agencies. As the Southeast Regional Fire Departments (SERF) move towards a consolidated and regional approach to special operations deployment and response, we find it necessary to have one standard response vehicle to store and deploy the most likely needed equipment for a structural fire, EMS call, high angle rescue, confined space rescue, a structural collapse or a trench/excavation cave in. To have all the various types of equipment in one response vehicle will require a vehicle of this type. Based on current sales quote from Pierce a new Rescue company is priced at \$875,000. This estimate is good through calendar year 2017, but will go up 3% per year afterward. The additional \$125,000 will be used to outfit the apparatus with hand tools, fire hose, extrication equipment, specialized rescue equipment, etc. The current quote from Ten-8 Fire Equipment to outfit the apparatus is \$112,260.97, but will go up the longer the project is delayed.

Note: This is purchase of a new apparatus and it is added to the Fleet schedule.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	1,000,000	-	-	-	1,000,000
TOTAL PROJECT COSTS	-	-	1,000,000	-	-	-	1,000,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	-	-	-	-	-	-
General Operating Fund 001	-	-	1,000,000	-	-	-	1,000,000
Grant Funding	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	1,000,000	-	-	-	1,000,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201846

Project Name:	Aerial Quint Apparatus	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	
Location:	Fire Stations	Concurrency Requirement:	

Goal / Objective: Goal 1 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

Aerial Quint to provide for a longer reach (Riverwalk) and as recommended by ISO. Based on current sales quote from Pierce a new Aerial Quint company is currently running close to \$1.25M, not including tools, fire hose, etc. that this apparatus would need. Again, that price will go up by around 3% per year, as also noted for the Heavy Rescue (201841).

Note: This is purchase of a new apparatus and it is added to the Fleet schedule.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	1,250,000	-	-	-	-	1,250,000
TOTAL PROJECT COSTS	-	1,250,000	-	-	-	-	1,250,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	-	-	-	-	-	-
General Operating Fund 001	-	1,250,000	-	-	-	-	1,250,000
TOTAL PROJECT REVENUE	-	1,250,000	-	-	-	-	1,250,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Fire and Rescue

VEH #	MAKE	DESCRIPTION	YEAR	FY18	FY19	FY20	FY21	FY22	FY23
3100 FIRE DEPARTMENT									
1403	FORD	F350 BRUSH TRUCK CHASSIS	1994	45,000	-	-	-	-	-
1403A	FORD	F350 SKID LOAD PUMP & TANK	2015	-	-	-	-	-	-
1631	PIERCE	ENFORCER PUMPER 74 BACKUP	2003	725,000	-	-	-	-	-
1664	PIERCE	ENFORCER PUMPER 73	2004	-	900,000	-	-	-	-
1802	TATRA	BRUSH TRUCK RPL W PIERCE	2008	-	-	420,000	-	-	-
1866	CHEVY	K2500 4X4 PICKUP	2011	-	-	-	45,000	-	-
1867	CHEVY	K2500 4X4 PICKUP	2011	-	-	-	45,000	-	-
1868	CHEVY	K2500 4X4 PICKUP	2011	-	-	-	45,000	-	-
9402	POLARIS	RANGER ATV	2013	-	-	-	-	-	15,000
NEW	EMERGENCY TRANSPORT VEHICLE (to be funded from General Fund -001-3100 in FY19 & FY20 if approved)		2019	-	185,000	195,000	-	-	-
NEW	AEIREL QUINT APPARATUS (to be funded from General Fund- 001-3100 in FY19 if approved)		2019	-	1,250,000	-	-	-	-
NEW	Rescue Company (to be funded from General Fund- 001-3100 in FY20 if approved)		2020	-	-	1,000,000	-	-	-
TOTAL - Fire and Rescue:				770,000	2,335,000	1,615,000	135,000	-	15,000
Less: Vehicles/Equip purchased out of Fire:				-	(1,435,000)	(1,195,000)	-	-	-
Grand Total:				770,000	900,000	420,000	135,000	-	15,000

*Note: Asset #2039 will be sold in FY19 and the proceeds from the sale will be used to offset the purchase of the new Ariel Quint Apparatus.

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200501
ZMI015

PROJECT NAME	City Municipal Network	Project Manager:	James Hicks
DEPARTMENT	Information Technology	Original Plan Date:	October 1, 2004
LOCATION	Various Department Locations	Concurrency Requirement:	N/A
Goal / Objective: Goal 2 Infrastructure		Priority II: ESSENTIAL (Should-do)	

DESCRIPTION/JUSTIFICATION:

Information Technology manages and maintains a complex fiber optic network ring encompassing 15 City facilities and covering a distance of 8.5 miles. To secure this network and deliver the necessary bandwidth needed to support modern applications and technology, telecommunications infrastructure must continually be upgraded and replaced. This includes fiber optic network switches, routers, firewalls, intrusion detection systems, and all associated peripherals. Related devices are typically kept in production until no longer supported by the manufacturer, or unless security issues or significant technology changes require upgrades prior to the devices end-of-life date.

Note: Project ZMI015 Municipal Network currently has \$102,430 budgeted/available in FY17

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	20,000	30,000	30,000	30,000	30,000	30,000	170,000
TOTAL PROJECT COSTS	20,000	30,000	30,000	30,000	30,000	30,000	170,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-
Lease & Replacement Fund 505	20,000	30,000	30,000	30,000	30,000	30,000	170,000
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	20,000	30,000	30,000	30,000	30,000	30,000	170,000

OPERATIONAL IMPACT

No additional operating expenses are anticipated as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200503
ZMI016

PROJECT NAME	Maintain Hardware Infrastructure	Project Manager:	James Hicks
DEPARTMENT	Information Technology	Original Plan Date:	October 1, 2004
LOCATION	Various Department Locations	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Infrastructure

Priority II: **ESSENTIAL** (Should-do)

DESCRIPTION/JUSTIFICATION:

This project will address the ongoing need to update and replace various types of capital technology hardware such as servers and enterprise storage devices. Currently, Information Technology manages 18 physical servers which contain over 75 virtual servers as well as highly available storage area networks with 23 terabytes of data. The typical lifespan of these devices range from 3 to 6 years, depending on multiple factors including usage, wear and tear, purpose, etc. While continuous efforts are made to extend the lifespan of these devices by repairing and upgrading components as needed instead of replacing the entire device, to keep up with technological advancements and ensure that appropriate technology can be supported by IT staff as well as vendors, equipment does need to be replaced on a scheduled basis. In FY18, a majority of the funding requested will be used to purchase a secondary spam filter to better protect against malicious email.

Note: Project ZMI016 Computer Hardware currently has \$44,679 budgeted/available in FY17

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	25,000	25,000	25,000	25,000	25,000	25,000	150,000
TOTAL PROJECT COSTS	25,000	25,000	25,000	25,000	25,000	25,000	150,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund (501)							-
Lease & Replacement Fund 505	25,000	25,000	25,000	25,000	25,000	25,000	150,000
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	25,000	25,000	25,000	25,000	25,000	25,000	150,000

OPERATIONAL IMPACT

No additional operating expenses are anticipated as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201321
ZMI032

Project Name:	Public Safety Technology Refresh	Project Manager:	James Hicks
Department:	Information Technology	Original Plan Date:	2/23/2012
Location:	Police Department/Fire Department	Concurrency Requirement:	

Goal / Objective: Goal 1 Public Safety **Priority II: ESSENTIAL (Should-do)**

DESCRIPTION / JUSTIFICATION:

With the dissolution of the Regional Communications Center (RCC) in 2011, Information Technology became responsible for the replacement of patrol car and fire engine laptops (MDM's). Currently, there are just under 100 laptops in circulation within Public Safety. Due to the heavy use and extreme conditions these laptops sometimes endure, they are required to be on a 3 year replacement cycle in order to provide the highest level of service. In FY14 and FY15, this project only contained \$15,000 and \$20,000 respectively in funding. These figures turned out to be underestimated and subsequently Information Technology was required to re appropriate funds from alternate accounts to supplement this project. FY16 and FY17 funding of \$30,000 each was deemed adequate in order to maintain appropriate technology levels. Equivalent funding is being requested for FY18.

Note: Project ZMI032 Police Laptop Replacement Program currently has \$31,234 budgeted/available in FY17.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	30,000	30,000	30,000	30,000	30,000	30,000	180,000
TOTAL PROJECT COSTS	30,000	30,000	30,000	30,000	30,000	30,000	180,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund 501	-	-	-	-	-	-	-
Lease & Replacement Fund 505	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	30,000	30,000	30,000	30,000	30,000	30,000	180,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this annual program.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201626

Project Name:	Virtual Desktop Infrastructure	Project Manager:	James Hicks
Department:	Information Technology	Original Plan Date:	03/11/15
Location:	Various Department Locations	Concurrency Requirement:	

Goal / Objective: Goal 6 Organizational Excellence / Objective 2

Priority III: IMPORTANT (Could-Do)

DESCRIPTION / JUSTIFICATION:

Virtual Desktop Infrastructure (VDI) refers to the practice of hosting a desktop operating system within a virtual machine running on a centralized server. Unlike conventional PCs, a virtual desktop is hosted from the City's datacenter using powerful servers supporting the computing needs of multiple users simultaneously. Individual users access the hosted desktop environment using low-cost, energy efficient Thin Client devices, which have a significantly longer lifecycle of 7 to 10 years typically. There are numerous benefits to implementing VDI throughout an organization including enhanced security, data integrity, lower cost equipment, efficiency and flexibility, and energy savings.

This project initially began as an FY16 project, and the budget was established accordingly. However, the project was delayed due to contractual issues and did not begin until FY17. Because of this delay, additional funding requests to complete this project that were originally requested for FY18 are being deferred to FY19.

Note: Project ZMI058 was established in FY16 with a budget of \$250,000. In FY17 an additional \$100,000 was funded for a total budget of \$350,000.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	100,000	-	-	-	-	100,000
TOTAL PROJECT COSTS	-	100,000	-	-	-	-	100,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund 501	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	100,000	-	-	-	-	100,000
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	100,000	-	-	-	-	100,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this annual program.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201830

Project Name:	Old PD Technology Infrastructure	Project Manager:	James Hicks
Department:	Information Technology	Original Plan Date:	02/23/17
Location:	1395 Dunlawton Ave. (Old PD)	Concurrency Requirement:	

Goal / Objective: Goals 2 & 6 Infrastructure and Organizational Excellence **Priority II: ESSENTIAL (Should-do)**

DESCRIPTION / JUSTIFICATION:

The former police department located at 1395 Dunlawton Ave. will be remodeled to eventually house staff from multiple departments. To accomplish this, infrastructure is required to provide essential communications, modern technology, and safety. The current technology infrastructure consists of the original equipment that was installed approximately 15 years ago and has far surpassed end of life since the building has remained vacant for a number of years. It is not recommended to repurpose this equipment for use in the building once remodeled. To meet the level of technology needs for staff to work effectively, the infrastructure contained within the facility needs to be replaced with modern devices. This includes networking and voice equipment to provide data and telephony access, surveillance cameras projectors and projector screens, wireless access points, and electronic access control.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	135,000	-	-	-	-	-	135,000
TOTAL PROJECT COSTS	135,000	-	-	-	-	-	135,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-
Lease & Replacement Fund 505	135,000	-	-	-	-	-	135,000
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	135,000	-	-	-	-	-	135,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201831

Project Name:	Fiber Optic Network Tracer Wire	Project Manager:	James Hicks
Department:	Information Technology	Original Plan Date:	03/24/17
Location:	Various	Concurrency Requirement:	

Goal / Objective: Goal 2 Objective 3

Priority II: **ESSENTIAL** (Should-Do)

DESCRIPTION / JUSTIFICATION:

Information Technology manages and maintains a complex fiber optic network ring encompassing 15 city facilities and covering a distance of 8.5 miles. This fiber is an underground utility that is required to be located when construction work is planned in the vicinity. In order to locate this fiber properly, tracer wire needs to be installed along the conduit where the fiber is located. Unfortunately, many years ago when the fiber network was constructed, low grade tracer wire (or no tracer wire at all) was used which has since lost its ability to carry a signal properly. This results in incorrect or failed reads which could result in a construction company inadvertently damaging or cutting the fiber optic cable leading to loss of communications at many city facilities.

This project will address the need to have proper heavy gauge tracer wire installed along the approximately 8.5 miles of fiber optic cable that the city owns and maintains. GPS locate devices will also be dropped inside each of the pull boxes that will allow the boxes to be located quicker and more efficiently.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	24,000	24,000	-	-	-	-	48,000
Equipment	15,800	15,800	-	-	-	-	31,600
TOTAL PROJECT COSTS	39,800	39,800	-	-	-	-	79,600
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-
Lease & Replacement Fund 505	39,800	39,800	-	-	-	-	79,600
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	39,800	39,800	-	-	-	-	79,600

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Golf Course Operating Fund 450	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Parks and Recreation

VEH #	MAKE	DESCRIPTION	YEAR	FY18	FY19	FY20	FY21	FY22	FY23
4400 PARKS DEPARTMENT									
6221	MASSEY	240 TRACTOR/LOADER	1999	-	35,000	-	-	-	-
1567	GMC	JIMMY SUV-RPL W TRANS VAN	2001	22,000	-	-	-	-	-
1602	FORD	RANGER PICKUP-RPL W TRANS VAN	2002	22,000	-	-	-	-	-
1737	FORD	F250 UTILITY	2005	29,000	-	-	-	-	-
1760	FORD	E150 PASSENGER VAN	2006	-	30,000	-	-	-	-
1771	CHEVY	SILVERADO 1500 PICKUP 4X4	2006	22,000	-	-	-	-	-
8608	JOHN DEERE	GATOR 4X4	2006	-	12,000	-	-	-	-
1815	CHEVY	C2500 UTILITY	2008	29,000	-	-	-	-	-
9118	JOHN DEERE	997 Z TRAK MOWER	2008	-	-	8,000	-	-	-
9066	JOHN DEERE	GATOR ATV	2009	-	8,000	-	-	-	-
9067	JOHN DEERE	2653A GROUNDS MOWER	2009	-	30,000	-	-	-	-
9090	JOHN DEERE	GATOR ATV	2010	-	-	8,000	-	-	-
9091	JOHN DEERE	925 Z TRAK MOWER	2010	-	-	8,000	-	-	-
1863	CHEVY	C2500 UTILITY	2011	-	-	-	28,000	-	-
9216	JOHN DEERE	997 Z TRAK MOWER	2011	-	-	-	17,000	-	-
9308	JOHN DEERE	1200A FIELD RAKE	2012	-	-	-	-	13,000	-
9309	JOHN DEERE	1200A FIELD RAKE	2012	-	-	-	-	13,000	-
2009	CHEVY	2500HD UTILITY	2013	-	-	-	-	-	26,000
2013	CHEVY	2500HD UTILITY	2013	-	-	-	-	-	26,000
2036	FORD	TRANSIT CARGO VAN	2013	-	-	-	-	-	22,000
9403	JOHN DEERE	GATOR ATV	2013	-	-	-	-	-	8,000
9404	JOHN DEERE	GATOR ATV	2013	-	-	-	-	-	8,000
9406	JOHN DEERE	1200 BUNKER RAKE	2013	-	-	-	-	-	14,000
9407	JOHN DEERE	1200A FIELD RAKE	2013	-	-	-	-	-	14,000
9523	JOHN DEERE	GATOR ATV	2014	-	-	-	-	-	8,000
NEW		8 PASSENGER VAN (to be purchased out of 001-4400 in FY18 if approved)	2018	27,000	-	-	-	-	-
TOTAL - Parks and Recreation				151,000	115,000	24,000	45,000	26,000	126,000
Less: Vehicles/Equip. Purchased out of Parks Maintenance:				(27,000)	-	-	-	-	-
Grand Total:				124,000	115,000	24,000	45,000	26,000	126,000

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201434

Project Name:	Project-25 FCC Police Radio Compatibility & Replacement	Project Manager:	Aaron McIlrath
Department:	Police Department	Original Plan Date:	02/27/13
Location:	4545 Clyde Morris Blvd.	Concurrency Requirement:	
Goal / Objective: Goal I Objectives 2 and 5		Priority I: IMPERATIVE (Must-do)	

DESCRIPTION / JUSTIFICATION:

Re: Project-25 Implementation

All Public Safety agencies must convert all police communications equipment (portable and mobile radios) re: the FCC mandated rule change by 2017 (estimate from FCC). This FCC requirement will allow upgraded emergency radios interoperability between public safety agencies and emergency communications devices. Currently we have 160 combined portable and mobile radios within the police department that are not compatible with this FCC mandated upgrade. Said radios will require replacement and include mobile control units, antennas, chargers, microphones, batteries, etc. Communications International inspected 128 additional assigned POPD P7100 portable radios and they were found to be compatible with the required project upgrade.

Radio Type	Qty	Cost to Replace	Total Cost
P-25 Mobile (cars)	106	\$ 4,036	\$ 427,816
P-25 Portable	91	\$ 4,036	367,276
Software Costs	0	\$ 567	-
		\$ 795,092	

\$ 795,092	Estimated replacement cost.
5,000	Contingency
-	
\$ 800,092	

Based on the above information, the estimated cost for this project is \$795,092 to replace/purchase 197 P-25 compatible portable and mobile radios by the FCC target date, estimated for year 2017. The 128 Jaguar P-7100 newer radios are P-25 compatible and will not need to be replaced. A \$5000 Contingency is added for additional unforced costs.

Please note that the software upgrade was completed on the 128 compatible radios in FY15 because the vendor ran a special promotion waiving the \$567 fee in lieu of a \$34 installation charge. This saved the City approximately \$68K.

Note: **Project ZMI067** was established in FY17- and the City has funded \$401,000 in the Lease and Replacement Fund 505. The cost of the project is being spread out over FY17 and FY18. Cost was updated to reflect updated quotes and quantities.

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	399,000	-	-	-	-	-	399,000
TOTAL PROJECT COSTS	\$ 399,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 399,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Police (001)	-	-	-	-	-	-	-
Lease & Replacement Fund 505	399,000	-	-	-	-	-	399,000
Other	-	-	-	-	-	-	-
Carry over from FY17	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	\$ 399,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 399,000

OPERATIONAL IMPACT

Replacement of existing equipment due to age and condition. Routine maintenance is currently programmed within the department's operating budget. No additional operating costs are anticipated.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

LEASE AND REPLACEMENT FUND

FLEET REPLACEMENT SCHEDULE - Police

VEH #	MAKE	DESCRIPTION	YEAR	FY18	FY19	FY20	FY21	FY22	FY23
3200 POLICE DEPARTMENT									
1553	CHEVY	EXPRESS EVIDENCE VAN	2000	-	35,000	-	-	-	-
1689	FORD	E150 PAL VAN	2006	-	-	-	-	-	-
1701	CHEVY	SILVERADO 1500 PICKUP	2005	-	23,000	-	-	-	-
1724	CHEVY	IMPALA DETECTIVE RPL W SUV	2005	37,000	-	-	-	-	-
1725/2130	NISSAN	CONFISCATED DETECTIVE	2005	-	-	-	-	-	23,000
1757	FORD	E350 ERT VAN	2006	-	-	-	30,000	-	-
1789	CHEVY	IMPALA DETECTIVE	2007	23,000	-	-	-	-	-
1790	CHEVY	IMPALA DETECTIVE	2007	23,000	-	-	-	-	-
1808	CHEVY	IMPALA PATROL 62 RPL W SUV	2008	37,000	-	-	-	-	-
1821	CHEVY	COLORADO PICKUP PIO	2009	-	23,000	-	-	-	-
1824	HARLEY	FLHP MOTORCYCLE	2009	-	-	-	-	-	-
1835	NISSAN	ALTIMA DETECTIVE-COFISCATED	2005	23,000	-	-	-	-	-
1839	HARLEY	FLHP MOTORCYCLE	2010	-	-	-	-	-	-
1850	CHEVY	IMPALA DETECTIVE	2010	-	-	22,000	-	-	-
1851	CHEVY	IMPALA DETECTIVE	2010	-	-	22,000	-	-	-
1852	FORD	FUSION V1	2010	-	-	22,000	-	-	-
1853	FORD	FUSION V2	2010	-	-	22,000	-	-	-
1854	FORD	FUSION V3	2010	-	-	22,000	-	-	-
1855	FORD	FUSION V4	2010	-	-	22,000	-	-	-
1856	FORD	FUSION V5	2010	-	-	22,000	-	-	-
1861	CHEVY	IMPALA DETECTIVE	2011	-	-	-	23,000	-	-
1862	CHEVY	IMPALA TRAFFIC	2011	-	-	-	22,000	-	-
1864	CHEVY	TAHOE SERGEANT 58 RPL W SUV	2011	-	38,000	-	-	-	-
1865	CHEVY	TAHOE SERGEANT 59 RPL W SUV	2011	-	-	-	40,000	-	-
1871	CHEVY	COLORADO PICKUP CSO	2012	-	-	-	-	21,000	-
1874	CHEVY	IMPALA PATROL 2 RPL W SUV	2012	37,000	-	-	-	-	-
1875	CHEVY	IMPALA PATROL 3 RPL W SUV	2012	37,000	-	-	-	-	-
1877	CHEVY	IMPALA PATROL 6 RPL W SUV	2012	37,000	-	-	-	-	-
1878	CHEVY	IMPALA PATROL 9 RPL W SUV	2012	37,000	-	-	-	-	-
1879	CHEVY	IMPALA PATROL 19 RPL W SUV	2012	37,000	-	-	-	-	-
1880	CHEVY	IMPALA PATROL 32 RPL W SUV	2012	37,000	-	-	-	-	-
1881	CHEVY	IMPALA PATROL 34 RPL W SUV	2012	37,000	-	-	-	-	-
1882	CHEVY	IMPALA PATROL 37 RPL W SUV	2012	37,000	-	-	-	-	-
1887	CHEVY	CAPRICE PATROL 8 RPL W SUV	2012	-	38,000	-	-	-	-
1888	CHEVY	CAPRICE PATROL 10 RPL W SUV	2012	-	38,000	-	-	-	-
1889	CHEVY	CAPRICE PATROL 13 RPL W SUV	2012	-	38,000	-	-	-	-
1890	CHEVY	CAPRICE PATROL 15 RPL W SUV	2012	-	38,000	-	-	-	-
1891	CHEVY	CAPRICE PATROL 35 RPL W SUV	2012	-	38,000	-	-	-	-
1892	CHEVY	CAPRICE PATROL 36 RPL W SUV	2012	-	38,000	-	-	-	-
1893	CHEVY	CAPRICE PATROL 53 RPL W SUV	2012	-	38,000	-	-	-	-
1894	CHEVY	CAPRICE PATROL 54 RPL W SUV	2012	-	38,000	-	-	-	-
1895	CHEVY	CAPRICE PATROL 55 RPL W SUV	2012	-	38,000	-	-	-	-
1896	CHEVY	CAPRICE PATROL 57 RPL W SUV	2012	-	38,000	-	-	-	-
2001	FORD	F150 PICKUP-CONFISCATED	2002	-	-	-	-	-	-
2003	CHEVY	MALIBU DETECTIVE	2013	-	-	-	-	-	22,000
2004	CHEVY	MALIBU DETECTIVE	2013	-	-	-	-	-	22,000
2011	NISSAN	ALTIMA DETECTIVE	2013	-	-	-	-	-	22,000
2015	NISSAN	ALTIMA DETECTIVE	2013	-	-	-	-	-	22,000
2020	FORD	FUSION DETECTIVE	2013	-	-	-	-	-	22,000
2021	FORD	FUSION DETECTIVE	2013	-	-	-	-	-	22,000
2022	FORD	TAURUS ASST. CHIEF	2014	-	-	-	-	-	22,000
2023	FORD	TAURUS CHIEF	2014	-	-	-	-	-	22,000
2024	CHEVY	CAPRICE PATROL 12 RPL W SUV	2013	-	-	38,000	-	-	-
2025	CHEVY	CAPRICE PATROL 17 RPL W SUV	2013	-	-	38,000	-	-	-
2026	CHEVY	CAPRICE PATROL 20 RPL W SUV	2013	-	-	38,000	-	-	-
2027	CHEVY	CAPRICE PATROL 39 RPL W SUV	2013	-	-	38,000	-	-	-
2028	CHEVY	CAPRICE PATROL 23 RPL W SUV	2013	-	-	38,000	-	-	-
2029	CHEVY	CAPRICE PATROL 21 RPL SUV	2013	-	-	38,000	-	-	-
2030	CHEVY	2500HD ACO TRUCK	2013	-	-	65,000	-	-	-
2031	CHEVY	CAPRICE PATROL K9 40	2013	-	-	38,000	-	-	-
2032	CHEVY	CAPRICE PATROL 60	2013	-	-	38,000	-	-	-
2033	CHEVY	CAPRICE PATROL 61	2013	-	-	38,000	-	-	-

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Police

VEH #	MAKE	DESCRIPTION	YEAR	FY18	FY19	FY20	FY21	FY22	FY23
3200 POLICE DEPARTMENT									
2034	CHEVY	CAPRICE PATROL K9 11	2013	-	-	38,000	-	-	-
2040	CHEVY	CAPTIVA SUV	2013	-	-	-	-	-	32,000
2041	CHEVY	CAPTIVA SUV	2013	-	-	-	-	-	32,000
2046	FORD	INTERCEPTOR UTILITY 45 K-9	2014	-	-	-	40,000	-	-
2047	FORD	INTERCEPTOR UTILITY 63 K-9	2014	-	-	-	40,000	-	-
2048	CHEVY	2500HD ACO TRUCK	2013	-	-	-	-	-	70,000
2050	FORD	INTERCEPTOR SED 5 RPL W SUV	2014	-	-	-	38,000	-	-
2051	FORD	INTERCEPTOR SED 64 RPL W SUV	2014	-	-	-	38,000	-	-
2060	FORD	INTERCEPTOR SED 24 RPL W SUV	2015	-	-	-	-	38,000	-
2061	FORD	INTERCEPTOR SED 41 RPL W SUV	2015	-	-	-	-	38,000	-
2062	FORD	INTERCEPTOR SED 42 RPL W SUV	2015	-	-	-	-	38,000	-
2063	FORD	INTERCEPTOR SED 43 RPL W SUV	2015	-	-	-	-	38,000	-
2064	FORD	INTERCEPTOR SED 46 RPL W SUV	2015	-	-	-	-	38,000	-
2065	FORD	INTERCEPTOR SED 48 RPL W SUV	2015	-	-	-	-	38,000	-
2066	FORD	INTERCEPTOR SED 49 RPL W SUV	2015	-	-	-	-	38,000	-
2067	FORD	INTERCEPTOR SED 65 RPL W SUV	2015	-	-	-	-	38,000	-
2085	VICTORY	COMMANDER I MOTORCYCLE	2015	-	-	24,000	-	-	-
2086	VICTORY	COMMANDER I MOTORCYCLE	2015	-	-	24,000	-	-	-
2087	VICTORY	COMMANDER I MOTORCYCLE	2015	-	-	24,000	-	-	-
2088	VICTORY	COMMANDER I MOTORCYCLE	2015	-	-	24,000	-	-	-
2089	VICTORY	COMMANDER I MOTORCYCLE	2015	-	-	24,000	-	-	-
2092	DODGE	CONFISCATED VEHICLE	2003	-	-	-	-	-	-
2104	FORD	INTERCEPTOR SED 22 RPL W SUV	2016	-	-	-	-	-	38,000
2105	FORD	INTERCEPTOR SED 33 RPL W SUV	2016	-	-	-	-	-	38,000
2112	FORD	INTERCEPTOR SED 28 RPL W SUV	2016	-	-	-	-	-	38,000
2113	FORD	INTERCEPTOR SED 29 RPL W SUV	2016	-	-	-	-	-	38,000
2114	FORD	INTERCEPTOR SED 51 RPL W SUV	2016	-	-	-	-	-	38,000
2115	FORD	INTERCEPTOR SED 47 RPL E SUV	2016	-	-	-	-	-	38,000
2116	FORD	INTERCEPTOR SED 66 RPL E SUV	2016	-	-	-	-	-	38,000
2117	FORD	INTERCEPTOR SED 44 RPL W SUV	2016	-	-	-	-	-	38,000
2119	FORD	INTERCEPTOR SUV K-9 UNIT 44	2016	-	-	-	-	-	40,000
NEW	FORD	INTERCEPTOR- 1 NEW OFFICER - \$37,000/EACH (To be purchased out of 001-3200 in FY18 if approved)	2018	37,000	-	-	-	-	-
NEW	1 NEW CSO VEHICLES -\$30,000/EACH (To be purchased out of 001-3200 in FY18 if approved)		2018	30,000	-	-	-	-	-
CI TRANSFER OF RADAR & RADIO (CI = Communications International)				12,000	14,000	18,000	7,000	9,000	13,000
TOTAL - Police				518,000	513,000	737,000	278,000	334,000	690,000
Less: Vehicles/Equip. purchased out of Police				(67,000)	-	-	-	-	-
GRAND TOTAL - Police				451,000	513,000	737,000	278,000	334,000	690,000

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Public Utilities

VEH #	MAKE	DESCRIPTION	YEAR	FY18	FY19	FY20	FY21	FY22	FY23
0200 WATER PRODUCTION									
1666	FORD	RANGER PICKUP	2004	-	21,000	-	-	-	-
1733	STERLING	18 YD DUMP TRUCK	2005	-	-	-	-	-	-
1734	STERLING	18 YD DUMP TRUCK	2005	-	-	-	-	-	-
8604	CATERPILLER	420E BACKHOE	2006	-	-	-	80,000	-	-
1858	FORD	F350 UTILITY	2010	-	-	40,000	-	-	-
2010	CHEVY	2500HD 4X4 UTILITY	2013	-	-	-	-	-	42,000
2017	TOYOTA	TACOMA 4X4 PICKUP	2013	-	-	-	-	-	25,000
2018	TOYOTA	TACOMA 4X4 PICKUP	2013	-	-	-	-	-	25,000
SUB TOTAL - Water Production				-	21,000	40,000	80,000	-	92,000
0400 WASTEWATER									
NEW		New Vehicle for New Position (to be purchased out of 401-0400 in FY18)	2018	45,000	-	-	-	-	-
SUB TOTAL - Wastewater				45,000	-	-	-	-	-
0500 METER READERS									
1641	FORD	RANGER- RPL W NISSAN FRONTIER	2003	22,000	-	-	-	-	-
1644	FORD	RANGER- RPL W NISSAN FRONTIER	2003	22,000	-	-	-	-	-
1813	CHEVY	COLORADO- RPL W NISSAN FRONTIER	2008	22,000	-	-	-	-	-
1870	CHEVY	COLORADO PICKUP	2011	-	-	-	18,000	-	-
SUB TOTAL - Meter Readers				66,000	-	-	18,000	-	-
0800 WATER DISTRIBUTION									
8296	JOHN DEERE	310SG BACKHOE	2005	-	-	75,000	-	-	-
8355	THOMPSON	6 INCH PUMP	2005	-	40,000	-	-	-	-
8356	THOMPSON	6 INCH PUMP	2005	-	-	40,000	-	-	-
8404	THOMPSON	6 INCH PUMP	2005	-	-	40,000	-	-	-
8405	THOMPSON	6 INCH PUMP	2005	-	-	-	40,000	-	-
8406	THOMPSON	6 INCH PUMP	2005	-	-	-	40,000	-	-
1872	CHEVY	COLORADO PICKUP	2012	-	-	-	-	18,000	-
9307	VACCON	LP555DT VACCON PUMP	2012	-	-	-	-	-	-
1886	VACCON	VACCON PUMP	2013	-	-	-	-	-	360,000
1886	INTERNATIONAL	NAVISTAR VACCON TRUCK	2013	-	-	-	-	-	-
2005	CHEVY	2500HD UTILITY	2013	-	-	-	-	-	28,000
2006	TOWMASTER	TRAILER (EXCAVATOR)	2013	-	-	-	-	-	-
2007	CHEVY	2500HD UTILITY	2013	-	-	-	-	-	28,000
2008	CHEVY	2500HD UTILITY	2013	-	-	-	-	-	28,000
2035	FORD	TRANSIT CARGO VAN	2013	-	-	-	-	-	22,000
NEW	FORD	CAMERA TRUCK (to be purchased out of 401-0800 in FY18 if approved)	2018	240,000	-	-	-	-	-
NEW	STERLING	VACCON TRUCK & PUMP (to be purchased out of 401-0800 in FY19 if approved)	2019	-	360,000	-	-	-	-
SUB TOTAL - Water Distribution				240,000	400,000	155,000	80,000	18,000	466,000
0824 LABORATORY OPERATIONS									
SUB TOTAL - Laboratory Operations				-	-	-	-	-	-
0900 PUBLIC UTILITIES ADMINISTRATION									
1873	CHEVY	COLORADO PICKUP	2012	-	-	-	-	22,000	-
SUB TOTAL - Public Utilities Administration				-	-	-	-	22,000	-
0901 WAREHOUSE									
8284	Nissan	FORKLIFT	2005	-	-	-	-	-	30,000
SUB TOTAL - Warehouse				-	-	-	-	-	30,000
TOTAL - PUBLIC UTILITIES				351,000	421,000	195,000	178,000	40,000	588,000
Less: Vehicles/Equip. purchased out of PU Operating				(285,000)	(360,000)	-	-	-	-
GRAND TOTAL				66,000	61,000	195,000	178,000	40,000	588,000

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Public Works

VEH #	MAKE	DESCRIPTION	YEAR	FY18	FY19	FY20	FY21	FY22	FY23
4300 PUBLIC WORKS									
5234	TRIPLE CROWN	TRAILER	1993	7,000	-	-	-	-	-
6166	ALLEMAND	LIGHT PLANT	1998	-	8,500	-	-	-	-
6193	ALLEMAND	LIGHT PLANT	1998	-	8,500	-	-	-	-
6357	SHOP BUILT	TRAILER (REFURB 2013)	1999	-	-	-	-	-	8,000
6380	ALLEMAND	LIGHT PLANT	1999	-	8,500	-	-	-	-
1568	STERLING	LT7500 12YD DUMP	2001	-	125,000	-	-	-	-
6561	ALLEMAND	LIGHT PLANT	2001	-	-	-	9,000	-	-
6905	ALLEMAND	LIGHT PLANT	2001	-	-	-	9,000	-	-
7983	TRIPLE CROWN	TRAILER	2003	-	-	-	-	-	8,000
1696	STERLING	LT7500 12YD DUMP	2004	-	-	-	-	125,000	-
1735	STERLING	ACTERRA TRASH TRUCK	2005	-	-	135,000	-	-	-
1758	FORD	F250 UTILITY	2006	29,000	-	-	-	-	-
1796	FORD	F250 UTILITY	2007	29,000	-	-	-	-	-
1798	FORD	F250 UTILITY	2007	29,000	-	-	-	-	-
NEW	CMS	T331 SOLAR MESSAGE BOARD (to be purchased out of 001-4300 in FY19 if approved)	2007	-	18,000	-	-	-	-
NEW	CMS	T331 SOLAR MESSAGE BOARD (to be purchased out of 001-4300 in FY19 if approved)	2007	-	18,000	-	-	-	-
8813	ALAMO	SHD88 FLAIL MOWER ATT. (ON 8243)	2007	10,000	-	-	-	-	-
1860	FORD	F250 UTILITY	2011	-	-	-	28,000	-	-
1885	FORD	F550 DUMP	2012	-	-	-	-	40,000	-
9348	Challenger	MT525B Tractor/Boom Mower	2012	-	-	-	-	-	-
9349	SUZUKI	UTV	2012	-	-	-	-	7,500	-
9350	SUZUKI	UTV	2012	-	-	-	-	7,500	-
2002	CHEVY	SILVERADO 1500 PICKUP	2013	-	-	21,000	-	-	-
2019	FORD	F150 PICKUP	2013	-	-	-	-	-	23,000
9501	CATERPILLER	CB24 VIBRATORY ROLLER	2013	-	-	-	-	-	-
9526	CATERPILLER	259D Skid Steer Loader	2013	-	-	-	-	-	18,000
9663	TOWMASTER	7.5X16 TANDEM TRAILER	2015	-	-	-	-	-	18,000
9790	Falcon	4 Ton Asphalt Recycler & Dump Trailer	2016	-	-	-	-	-	18,000
Less: Vehicles/Equip. purchased out of PW Operating				-	(36,000)	-	-	-	-
SUB TOTAL - Public Works				104,000	150,500	156,000	46,000	180,000	93,000
4200 BUILDING MAINTENANCE									
1643	FORD	RANGER PICKUP	2003	22,000	-	-	-	-	-
SUB TOTAL - Building Maintenance				22,000	-	-	-	-	-
4500 VEHICLE MAINTENANCE									
1600	D 2500	3/4 TON 4X4	2001	-	-	45,000	-	-	-
<u>POOL VEHICLES</u>									
1776	FORD	FOCUS SEDAN	2006	20,000	-	-	-	-	-
SUB TOTAL - Vehicle Maintenance				20,000	-	45,000	-	-	-
6100 SOLID WASTE ADMIN.									
2075	Chevy	2500HD Ext Cab Pickup	2015	-	-	-	-	-	-
SUB TOTAL - Solid Waste Admin.				-	-	-	-	-	-
TOTAL - Public Works				146,000	150,500	201,000	46,000	180,000	93,000
GRAND TOTAL				146,000	150,500	201,000	46,000	180,000	93,000

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Stormwater / Drainage

VEH #	MAKE	DESCRIPTION	YEAR	FY18	FY19	FY20	FY21	FY22	FY23
1800 DRAINAGE UTILITY									
1570	STERLING	LT7500 12YD DUMP	2001	-	-	100,000	-	-	-
1571	STERLING	LT7500 12YD DUMP	2001	-	-	100,000	-	-	-
1575	STERLING	LT7500 12YD DUMP	2001	-	-	100,000	-	-	-
1576	STERLING	CHASIS FOR WATER TANK	2001	-	-	-	-	85,000	-
6556	JOHN DEERE	550 DOZER	2001	-	-	-	150,000	-	-
6560	CASE	721 LOADER	2001	-	-	-	120,000	-	-
8302	JOHN DEERE	544J LOADER	2005	-	-	-	-	-	-
8440	CATERPILLER	M318 EXCAVATOR	2005	-	-	-	-	-	-
1775	STERLING	LT7500 VACCON Truck	2006	-	-	-	360,000	-	-
1799	FORD	F250 UTILITY	2007	41,500	-	-	-	-	-
9064	MENZI MUCK	SPIDER EXCAVATOR	2008	-	-	-	320,000	-	-
9065	CHALLENGER	MT525B TRACTOR/BOOM MOWE	2009	-	-	-	-	-	-
1869	CHEVY	K2500 UTILITY	2011	-	-	-	28,000	-	-
9310	JOHN DEERE	1445 72" MOWER	2012	-	-	-	-	17,000	-
9352	JOHN DEERE	GATOR ATV	2012	-	-	-	-	10,000	-
1775	VACCON	VACCON Pump	2013	-	-	-	-	-	-
2014	CHEVY	2500HD UTILITY	2013	-	-	-	-	-	28,000
2016	CHEVY	2500HD UTILITY 4X4	2013	-	-	-	-	-	32,000
TOTAL - Drainage Utility				41,500	-	300,000	978,000	112,000	60,000
Less: Equipment Purchased out of Drainage Fund 412:				-	-	-	-	-	-
Grand Total:				41,500	-	300,000	978,000	112,000	60,000

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Cypress Head Golf Course

VEH #	MAKE	DESCRIPTION	YEAR	FY18	FY19	FY20	FY21	FY22	FY23
Cypress Head Golf Course									
6879	TORO	3100D ROUGH MOWER	1997	-	-	28,000			
6791	JOHN DEERE	5105 TRACTOR	2005	25,000		-	-	-	-
6882	MONTANA	4920 FRONT END LOADER	2008	-	-	-		30,000	-
6892	JOHN DEERE	2500B GREENS MOWER	2009	27,000	-	-	-	-	-
6893	JOHN DEERE	2500B GREENS MOWER (1693)	2009	27,000	-	-	-	-	-
6896	JOHN DEERE	7700 FAIRWAY MOWER	2009	-	55,000	-	-	-	-
6897	JOHN DEERE	7700 FAIRWAY MOWER	2009	-	55,000	-	-	-	-
6898	JOHN DEERE	1445 DECK MOWER	2009	-	-	-	-	-	-
6899	SISIS	GREENS MULTI SHEARER	2013	-	7,500	-	-	-	-
9229	CUSHMAN	HAULER 800	2013	-	-	8,500	-	-	-
9230	CUSHMAN	HAULER 1200	2013	-	-	8,500	-	-	-
9405	JOHN DEERE	2500B GREENS MOWER	2014	-	-	-	32,500	-	-
9408	JOHN DEERE	2500B GREENS MOWER	2014	-	-	-	32,500	-	-
9532	JOHN DEERE	2500B GREENS MOWER	2015	-	-	-	-	33,000	-
9533	JOHN DEERE	2500B GREENS MOWER	2015	-	-	-	-	-	33,000
9559	JOHN DEERE	GATOR TE ELECTRIC	2015	-	-	-	-	10,500	-
9560	JOHN DEERE	GATOR TE ELECTRIC	2016	-	-	-	-	-	10,500
9603	TORO	3280 72" DECK MOWER	2016	-	-	-	-	-	21,000
	EZ GO	GOLF CARTS (75)	2016	-	225,000	-	-	-	-
	TORO	TRIMAX MOWER	2017						
NEW	SMITHCO	GREENS ROLLER (To be purchased out of 450 Golf Cours Funs in FY18 if approved)		11,500	-	-	-	-	-
NEW	SMITHCO	GREENS ROLLER (To be purchased out of 450 Golf Cours Funs in FY18 if approved)		11,500	-	-	-	-	-
Total Golf Course at Cypress Head				102,000	342,500	45,000	65,000	73,500	64,500
Less: Equipment Purchased out of Golf Course Fund 450:				(23,000)	-	-	-	-	-
Grand Total:				79,000	342,500	45,000	65,000	73,500	64,500

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

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Revenue and Expense Projections by Fund

Building Maintenance Fund 506	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Revenues							
Actual thru 06/30/2017	1,603,506						
Remainder of FY17	533,158						
Transfers		2,270,145					
Interest on Investments		1,850					
Total Revenues:	2,136,664	2,271,995					
Expenditures							
Actual thru 06/30/2017	1,453,148						
Encumbrances	232,352						
Remaining FY17 - Personnel	256,999						
Remaining FY17 - Operating	279,423						
Remaining FY17 - Capital	137,630						
Remaining FY17 - Transfer for Debt	156,043						
Personnel Services		417,007					
Operating Expenses		1,260,090					
Transfers for Debt - 2014 Cap Imprv Bonds		623,525					
Capital Outlay		33,000					
Capital Improvement Program (CIP)		11,000					
FS 73 Emergency Power Generator Replacement		76,000					
Kitchen Replacement at FS71 & FS74		-	36,000	-	-	-	-
Total Expenditures:	2,515,595	2,420,622	36,000	-	-	-	-
Increase / (Decrease) per Fiscal Year:	(378,931)	(148,627)	(36,000)	-	-	-	-
Beginning Available Funds (Cash Reserves):	600,459	221,528	72,901	36,901	36,901	36,901	36,901
Ending Available Funds (Cash Reserves):	221,528	72,901	36,901	36,901	36,901	36,901	36,901
Committed FY17 Building Maintenance Fund Projects as of 6/30/17							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
P City Hall Tunnel Reno	AIO029	3,615.00	3,600.00	-	15.00	99.59%	
P City Hall BreakroomReno	AIO030	32,580.00	32,580.00	-	-	100.00%	
P Asset Mgmt Software Sys	DIP064	9,407.00	7,424.34	1,981.91	0.75	99.99%	
F Relocate EOC to New PD	FIR012	47.00	-	-	47.00	0.00%	
P R&R Fuel Canopy Old PD	OBM007	31,700.00	-	-	31,700.00	0.00%	
P City Hall Light Sensors	OBM009	37,000.00	-	-	37,000.00	0.00%	
P Rplc Bay Doors FS73	OBM010	51,000.00	-	-	51,000.00	0.00%	
P Generator for FS71	OBM011	60,200.00	-	55,120.00	5,080.00	91.56%	
P Paint FireStns 72 & 75	OMI031	24,964.00	24,964.00	-	-		
CM EMERGENCY-MATTHEW 2016	ZEM016	10,636.00	10,635.02	-	0.98	99.99%	
CM EMERGENCY-MATTHEW 2016	ZEM016	2,082.00	2,081.72	-	0.28	99.99%	
Total for 506 Building Maintenance Fund:		263,231.00	81,285.08	57,101.91	124,844.01	52.57%	

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201870

PROJECT NAME: FS 73 Emergency Power Generator Replacement
DEPARTMENT: Public Works
LOCATION: 4200 S. Ridgewood Ave.

Project Manager: Frank Flagg
Original Plan Date: February 18, 2017
Concurrency Requirement: N/A

Goal / Objective: **Goal 2 Objective 2**

Priority I: **IMPERATIVE (Must-Do)**

DESCRIPTION/JUSTIFICATION:

Purchase and Installation of Stan-by Diesel Powered Generators and Transfer Switch at Fire Station #73.

The backup generator at Fire Station 73 is a 2003 model Detroit Diesel 400KW generator. The fuel tank supplying the generator failed the required tightness test in 2015 and had to be closed and filled in with foam. A new tank had to be purchased. The generator and transfer switch have had major issues with voltage in the past two years which has affected the fire departments ability to respond to emergencies. The most recent failure of the transfer switch was due to a ground short in a breaker. The part had to be ordered and took 30 days to get. Maintenance costs so far in FY2017 is nearing \$7, 000. A new 150KW generator and transfer switch for Fire Station 73 Station is requested.

While we are doing annual preventative maintenance on all the City's generators, they are still affected by the environment and will be placed on a replacement schedule much like the vehicles and equipment the City owns going forward and will be based on 15-year replacement schedules. Maximum useful life for backup generators as defined by FEMA is 19 years.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	76,000						76,000
TOTAL PROJECT COSTS	76,000	-	-	-	-	-	76,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Fund 317 - Funded	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded		-	-	-	-	-	-
Building Maintenance Fund 506	76,000	-	-	-	-	-	76,000
TOTAL PROJECT REVENUE	76,000	-	-	-	-	-	76,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201871

Project Name:	Kitchen Replacement	Project Manager:	Frank Flagg
Department:	Public Works	Original Plan Date:	03/10/16
Location:	FS 71 & 74	Concurrency Requirement:	N/A
Goal / Objective:	Goal 2, Objective 2		Priority II: ESSENTIAL (Should-Do)

DESCRIPTION / JUSTIFICATION:

The kitchens at Fire Stations 71 and 74, built in 2001 and 1999 respectively, are in need of repair. Over the years, the kitchens at these stations have had, through normal wear and tear, water damage in and around the sink and dishwasher areas resulting in compromise to the integrity of the cabinetry as well as the counters. The cabinets, counters and backsplash will need to be removed and replaced at each location. Additionally, updating the kitchens will help to improve the living conditions at the stations for both our employees as well as the public's impression of our facilities when they visit.

Note: We have budgeted \$20,000 in Fund 506 to replace the two kitchens in FY17. This money was later re-allocated to fully fund an emergency generator replacement at FS71 as the quote for the kitchens came in higher than anticipated. The current request is based on a quote for the replacement of the kitchens, located at FS71 & 74 and the cost have increased from \$10,000 to \$18,000/each.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	36,000	-	-	-	-	36,000
TOTAL PROJECT COSTS	-	36,000	-	-	-	-	36,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Fire 001	-	-	-	-	-	-	-
Fire Impact Fee Fund 311	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	-	-	-	-	-	-
Building Maintenance Fund 506	-	36,000	-	-	-	-	36,000
TOTAL PROJECT REVENUE	-	36,000	-	-	-	-	36,000

OPERATIONAL IMPACT

Replacement of existing equipment due to age and condition. Routine maintenance is currently programmed within the department's operating budget. No additional operating costs are anticipated.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

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Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that have Contingent Proposed Funding:</u>									
<u>Bond/Debt/Grant /Other Funding</u>									
201648	Beautification of I-95 Interchange	Comm. Dvlp.	500	-	-	-	-	-	500
201838	Training Facility / Tower	Fire	-	-	500	-	-	-	500
201842	Radios	Fire	102	102	-	-	-	-	204
201847	Exhaust Extractors	Fire	39	23	-	-	-	-	62
201378	West Side Sports Complex	Parks & Rec.	860	60	1,150	575	575	575	3,795
201794	Playground Replacements	Parks & Rec.	-	156	-	-	-	-	156
201795	Westside Community Center	Parks & Rec.	-	55	4,000	-	-	-	4,055
038971	WRF Nutrient Removal Process Improvements	Public Utilities	-	-	-	3,000	-	-	3,000
038972	Water Reclamation Facility - Water Reuse Program	Public Utilities	-	-	-	1,000	-	-	1,000
089409	Field Operations - Sewer System Expansion	Public Utilities	-	-	1,000	1,000	-	-	2,000
201865	Virginia Ave and Monroe St. Drainage Basin	Stormwater	1,713	350	-	-	-	-	2,063
Total Contingent Proposed Bond/Debt/Grant/Other Funding:			3,214	746	6,650	5,575	575	575	17,335

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201648

PROJECT NAME:	Beautification of I-95 Interchange	Project Manager:	Margaret Tomlinson
DEPARTMENT:	Community Development	Original Plan Date:	Feb. 2015
LOCATION:	Dunlawton/Taylor Rd. and I-95	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 4

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

Beatification of transportation corridors falls under Goal 3, Objective 4 (Quality of Life) of the City's Strategic Plan. The City Council has placed a priority on enhancing the appearance of the City's landscape and gateway areas. This project will require irrigation and landscaping of the new interchange. The interchange is being reconstructed with the I-95 widening project. The widening project is expected to be complete by Spring/Summer of 2017.

Constructing entry signs will help to create a welcoming environment and hometown feel; and be a source of community pride. The sign will help form a positive first impression for visitors to the City. Signage at Dunlawton and I-95 is proposed to consist of a combination of walls and bold landscaping that will be visible to motorists entering the city from I-95, including signage on the wing walls of the interchange bridge structure. Based on this proposed design, the construction cost is estimated to be \$450,000.

Component	Total Cost \$
Landscape Engr & Plan:	\$ 30,000
Signage Engr & Plan:	33,075
CEI:	48,000
Landscape Construction:	875,000
Signage(Dunlawton and I-95) Construction:	450,000
Total Proj Cost:	\$1,436,075

Note: The name of this project was changed from Landscape Improvements at I-95 Interchange to Beautification of I-95 Interchange to include the signage at Dunlawton and I-95 as a part of a larger project. Consolidating the two project will may reduce costs for CEI and Construction. Project **AIO032** was established in FY16 with a budget of \$30,000 in the General Capital Replacement Fund 317 for Engineering & Planning of the Landscape Improvements of I-95 Interchange. In addition, \$40,000 was funded in FY17 in the General Capital Replacement Fund 317 and project **AIO017** for the Design of the signage at Dunlawton and I-95. \$6,295 of the \$40,000 budget was used to finish the construction of the North and South City limit signs on Ridgewood Ave., leaving a balance of \$33,075. The application made for FDOT Landscape Discretionary funding for construction has been approved at \$500,000.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
CEI	48,000	-	-	-	-	-	48,000
Construction	1,325,000	-	-	-	-	-	1,325,000
TOTAL PROJECT COSTS	1,373,000	-	-	-	-	-	1,373,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
General Capital Fund - 317 Unfunded	873,000	-	-	-	-	-	873,000
FDOT Landscape Discretionary Grant	500,000	-	-	-	-	-	500,000
TOTAL PROJECT REVENUE	1,373,000	-	-	-	-	-	1,373,000

OPERATIONAL IMPACT

Once installed, the landscaping and irrigation will be maintained by the City. This will include mowing, periodic pruning, weeding, plant replacement, fertilization and pest control which will have an impact on the operating budget.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	3,600	3,600	3,600	3,600	3,600	18,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	3,600	3,600	3,600	3,600	3,600	18,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	3,600	3,600	3,600	3,600	3,600	18,000
Total	-	3,600	3,600	3,600	3,600	3,600	18,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201838

Project Name:	Training Facility/Tower	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	02/01/17
Location:	Fire Stations	Concurrency Requirement:	

Goal / Objective: Goal 1 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

Currently Fire Rescue does not have an easily accessible training ground available on a regular basis within the City Limits. Requesting to build a new training facility to include a burn building, smoke/high rise tower, and the installation of piping to carry LP gases, air, and water for simulated hazardous materials incidents. Facilities are also required to ensure personnel can meet the training requirements established by OSHA for confined space training. Renovations at the former facility, located at 5839 Trailwood Drive, have been proposed for many years. Due to Fire Station #72's relocation and subsequent use as a drainage/retention area, it is necessary to construct a new and possibly joint training facility. The requested funding is based on estimates from vendors and conversations with Fire professionals that are currently working on similar projects.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	75,000	-	-	-	-	75,000
Construction	-	-	1,325,000	-	-	-	1,325,000
Equipment	-	-	100,000	-	-	-	100,000
TOTAL PROJECT COSTS	-	75,000	1,425,000	-	-	-	1,500,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Fire Impact Fee Fund 311	-	75,000	403,000	-	-	-	478,000
General Capital Fund 317- Unfunded	-	-	522,000	-	-	-	522,000
Funding from Other Cities	-	-	500,000	-	-	-	500,000
TOTAL PROJECT REVENUE	-	75,000	1,425,000	-	-	-	1,500,000

OPERATIONAL IMPACT

Additional annual operating costs will include general maintenance and repairs, utilities, insurance, and operating supplies. Some of these costs may be offset by new revenue generated from renting the training facility to other agencies.

Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201842

Project Name:	Radios	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	02/07/17
Location:	Fire Stations	Concurrency Requirement:	

Goal / Objective: Goal 1 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

Our sixty-four hand-held portable radios were discontinued by Harris Corporation in 2010, and end of support was December 31, 2015. Communications International (CI) states that they have enough parts, etc. to keep us going for the next year or so, but they are not able to give a 'drop-dead' date as we are not the only users of this platform, so the best guess is that CI will be able to support these radios thru the end of 2017, early 2018 at the latest. Additionally, Volusia County owns the PSAPs, and will be switching over to a full P25 phase II compliant system, as Harris Corporation (proprietors of the current, outdated EDACS radio system) has announced that they will no longer support EDACS after 2017. Cost breakdown as such:

- 64 portable radios @ \$3,330.41 (\$213,146.24)
- 64 batteries @ \$57.60 (3686.40)
- 64 mics for radios @ \$108.12 (\$6,919.68)
- Programming for 64 radios @ \$34.00 (\$2,176.00)
- Shipping for all radios (\$250.00)
- 64 trade-ins valued @ \$195.00 each (-\$12,480)

Note: 90% of this project will be funded with AFG Grant and 10% with City match.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	113,215	113,215	-	-	-	-	226,430
TOTAL PROJECT COSTS	113,215	113,215	-	-	-	-	226,430
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Lease & Replacement Fund 505	11,322	11,322	-	-	-	-	22,643
Future Grant/Bond	101,894	101,894	-	-	-	-	203,787
TOTAL PROJECT REVENUE	113,215	113,215	-	-	-	-	226,430

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201847

Project Name:	Exhaust Extractors	Project Manager:	Ken Fustin
Department:	Fire	Original Plan Date:	
Location:	Fire Apparatus	Concurrency Requirement:	

Goal / Objective: Goal 1 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

The purpose of this project is to modify our five front line apparatus, two back-up apparatus, and brush-attack/tanker with source capture exhaust extraction systems. This, in conjunction with our apparatus bay exhaust fans, will create a system that is 100% effective in eliminating the known carcinogen, diesel exhaust, from the apparatus bays. We strive to adhere to NFPA 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments" firefighter physicals, but we have been unable to provide a safe environment that is free from the hazards of vehicle emissions. To fully promote and practice a hazard-free environment, we need to take preventive measures that would isolate toxic vapors and particulates from diesel and gasoline engines that accumulate on firefighter Personal Protective Equipment in our apparatus bay areas. Because our building is occupied 24 hours/day on a 3-shift rotation, this project ranked as the highest priority for firefighter health and safety when performing an internal risk assessment of Port Orange Fire Rescue. Within each fire station, there are sleeping quarters, supply storage closets, a kitchen, a training room, and office space for fire department administration. This accounts for all of our personnel within the city which have direct or indirect contact with our apparatus bay every day. Because we are a tourist destination, we do have many people who stop by the fire stations and tour them on a regular basis, which includes school groups, daycare facilities, individual families, cub scouts, and various community groups. By installing source capture exhaust extraction systems on all of our apparatus, we ensure a safer environment for all persons who come into contact with our apparatus bay. Additionally, Carbon Monoxide is a known teratogen (can harm unborn children), we would be protecting those children who've not yet been born.

Cost breakdown as such: Exhaust Extractors (\$69,912.48)

- 8 Exhaust Extraction systems (vehicle mounted) @ \$8,739.06 (\$69,912.48)

Note: 90% of this project will be funded with AFG Grant and 10% with City match.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	43,696	26,218	-	-	-	-	69,914
TOTAL PROJECT COSTS	43,696	26,218	-	-	-	-	69,914
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Lease & Replacement Fund 505	4,370	2,622	-	-	-	-	6,991
Future Grant/Bond	39,326	23,596	-	-	-	-	62,923
TOTAL PROJECT REVENUE	43,696	26,218	-	-	-	-	69,914

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund 001	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201378

Project Name:	West Side Sports Complex	Project Manager:	Susan L. Lovallo
Department:	Parks and Recreation	Original Plan Date:	03/1/2012
Location:	Well Field Property/Coraci Park	Concurrency Requirement:	

Goal / Objective: Goal 3 Objective 1

Priority III: IMPORTANT (Could do)

DESCRIPTION / JUSTIFICATION:

Design and build a sports complex to include 3 baseball fields, 4 - 6 soccer/ football fields, lights, and support buildings. Construct ponds, roadway, parking lots, playgrounds and picnic areas. Provide for some open space and trails on the property. Project would include 100 acres.

FY18 Phase I:	Needs Assessments, Master Plan and Land Acquisition
FY19 Phase II:	Engineering, planning and permits
FY20 Phase III:	Construction of roads and infrastructure and first set of amenities
FY21 Phase IV:	Construction of second set of amenities
FY22 Phase V:	Construction of third set of amenities
FY23 Phase VI:	Construction of final set of amenities

This project would be eligible for FRDAP and ECHO grants. We could also partner with other public groups like schools and other municipalities as well as private donors.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	60,000	60,000	150,000	75,000	75,000	75,000	495,000
Land Acquisition	800,000	-	-	-	-	-	800,000
Construction	-	-	1,000,000	500,000	500,000	500,000	2,500,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	860,000	60,000	1,150,000	575,000	575,000	575,000	3,795,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-
Grants / Bonds	860,000	60,000	1,150,000	575,000	575,000	575,000	3,795,000
TOTAL PROJECT REVENUE	860,000	60,000	1,150,000	575,000	575,000	575,000	3,795,000

OPERATIONAL IMPACT

The Parks Department will need two full-time Parks employees (1 operator, 1 maintenance worker) and 1,300 hours of part-time, no benefits at \$9.00 per hour. We will need additional money for agricultural supplies, equipment, uniforms, ball field maintenance, transfer fund, repair and maintenance, contract services and janitorial. We will need another 520 hours for janitorial help and the Recreation Department will need 400 hours at \$9.00 per hour for part time help. Should be able to bring in \$18,000 in revenue the first year.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	18,000	18,000	18,000	18,000	18,000	90,000
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	86,700	91,380	94,980	94,980	94,980	463,020
Maintenance and Other Operating	-	25,000	40,000	50,000	50,000	50,000	215,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	93,700	113,380	126,980	126,980	126,980	588,020
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	93,700	113,380	126,980	126,980	126,980	588,020
	-	-	-	-	-	-	-
Total	-	93,700	113,380	126,980	126,980	126,980	588,020

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201794

Project Name:	Playground Replacement	Project Manager:	Susan L. Lovallo
Department:	Parks & Recreation	Original Plan Date:	03/04/16
Location:	Airport Road Park	Concurrency Requirement:	No
Goal / Objective: Goal 2 Objective 4		Priority 1: IMPERATIVE (Must-Do)	

DESCRIPTION / JUSTIFICATION:

The playground at Airport Road is 16 years old and in need of replacement. The playground is 5,966 sq. feet. ECHO grant funding is available for this project.

Note: This is project QPC074 and currently has a budget of \$185,000 budgeted in FY17. Project QPC068-Playground Resurfacing was combined with Project QPC074 - Playground Replacement for more effective and efficient replacement of surface and equipment. The FY17 funding is being used for the playground and surfacing at Spruce Creek Rd. Park and resurfacing of Coraci Park playground.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	35,000	-	-	-	-	35,000
Construction	-	278,000	-	-	-	-	278,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	313,000	-	-	-	-	313,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	156,500	-	-	-	-	156,500
ECHO Grant	-	156,500	-	-	-	-	156,500
TOTAL PROJECT REVENUE	-	313,000	-	-	-	-	313,000

OPERATIONAL IMPACT

No additional operating costs are projected with this project.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201795

Project Name: Westside Community Center Department: Parks & Recreation Location: Airport Road Park	Project Manager: Susan L. Lovallo Original Plan Date: 03/04/16 Concurrency Requirement: NO
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Goal / Objective: Goal 3 Objective 1 Priority III: IMPORTANT (Could do)

DESCRIPTION / JUSTIFICATION:

US Census shows that the majority of children in our community live in the Westside section of town. Construct a 15,000 sq. ft. community center to include two gyms, community rooms, afterschool areas and offices. Building would also have to be equipped with technology, office furniture, misc. equipment etc. Proposed funding through Grants, Bond or possibly Community Foundation.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	55,000	-	-	-	-	55,000
Construction	-	-	4,000,000	-	-	-	4,000,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	55,000	4,000,000	-	-	-	4,055,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Grants / Bonds	-	55,000	4,000,000	-	-	-	4,055,000
TOTAL PROJECT REVENUE	-	55,000	4,000,000	-	-	-	4,055,000

OPERATIONAL IMPACT

Require 1 FT Center Supervisor, 1 Ft Program Coordinator, 1 FT program Specialist and 50 hours per week Part time.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038971
SSP016

PROJECT NAME	WRF Nutrient Removal Process Improvements	Project Manager: Parnell
DEPARTMENT	Public Utilities	Original Plan Date: FY2019
LOCATION	RWP, Reservoir, & Remote PS	Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objectives 2, 4

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:							
Maintenance and repairs to existing Reclaimed Water Treatment Plant, remote pump stations, augmentation wells, and reclaimed reservoir to prevent deterioration. This is a continuing effort that will be extended as additional items wear from facility aging.							
PROJECT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
BNR Upgrade							
Engineering Design for Plant Modification for 5-5-3-1	-	-	500,000				500,000
Plant Modification for 5-5-3-1		-	-	6,000,000			6,000,000
Totals:	-	-	500,000	6,000,000	-	-	6,500,000

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	500,000	-	-	-	500,000
Land	-	-	-	-	-	-	-
Construction	-	-	-	6,000,000	-	-	6,000,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	500,000	6,000,000	-	-	6,500,000
SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	500,000	3,000,000	-	-	3,500,000
Future Grant/Bonds	-	-	-	3,000,000	-	-	3,000,000
TOTAL PROJECT REVENUE	-	-	500,000	6,000,000	-	-	6,500,000

OPERATIONAL IMPACT							
Replacement of existing pumps and treatment processes to more efficient systems							
OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues			-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038972
SSP017

PROJECT NAME:	Water Reclamation Facility - Water Reuse Program	Project Manager:	Parnell
DEPARTMENT	Public Utilities	Original Plan Date:	2019
LOCATION	Wellfields	Concurrency Requirement:	Water Conservation

Goal / Objective: 2 Objectives 1,2 **Priority III: IMPORTANT (Could-Do)**

DESCRIPTION/JUSTIFICATION:

A three million gallon ground storage tank with pump station to provide additional reuse supply for irrigation and minimize discharge to the Halifax River. Location to be identified in utility master plan. Staff will apply for grant funding. Current grant funding from SFRWMD is 33% for shovel ready projects.

Project		FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
3 MG Ground Storage and pump station		-	300,000	-	3,000,000	-	-	3,300,000
TOTAL		-	300,000	-	3,000,000	-	-	3,300,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	300,000	-	-	-	-	300,000
Land	-	-	-	-	-	-	-
Construction	-	-	-	3,000,000	-	-	3,000,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	300,000	-	3,000,000	-	-	3,300,000

PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	300,000	-	2,000,000	-	-	2,300,000
Future Grant/Bonds	-	-	-	1,000,000	-	-	1,000,000
TOTAL PROJECT REVENUE	-	300,000	-	3,000,000	-	-	3,300,000

OPERATIONAL IMPACT

Additional chemical and utility costs (\$60,000/yr.) are anticipated for GST & System when put into full operation.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	30,000	60,000	60,000	60,000	210,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	30,000	60,000	60,000	60,000	210,000

FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer O&M Fund (401)	-	-	30,000	60,000	60,000	60,000	210,000
	-	-	-	-	-	-	-
Total	-	-	30,000	60,000	60,000	60,000	210,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 089409
UET023

Project Name: Field Operations - Sewer System Expansion Department: Public Utilities Location: Citywide	Project Manager: Wilson/Gardiner Original Plan Date: 10/1/2017 Concurrency Requirement:
Goal / Objective: Goal 2 Objective 1 Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION / JUSTIFICATION:

Locations and priority of sewer system construction will be determined by the Wade Trim study, scheduled for completion June 2017. In FY 18, we will contract with a design engineer to begin Phase 1 design. Projects must be shovel ready to apply for grant funding. In FY19, staff will apply for grant funding for phase 1 and begin design of phase 2. In FY 20, with grants secured, construction of phase 1 will commence followed by construction of phase 2 in FY21.

Program	FY18	FY19	FY20	FY21	FY22	FY23	Total
Septic to Sewer Phase 1	300,000		3,000,000				3,300,000
Septic to Sewer Phase 2	-	300,000	-	3,000,000	-	-	3,300,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	300,000	300,000	3,000,000	3,000,000	-	-	6,600,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	300,000	300,000	-	-	-	-	600,000
Construction	-	-	3,000,000	3,000,000	-	-	6,000,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	300,000	300,000	3,000,000	3,000,000	-	-	6,600,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Water & Sewer Op Fund (401)							-
Water & Sewer R&R Fund (403)	-	-		-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	300,000	300,000	2,000,000	2,000,000	-	-	4,600,000
Future Grant/Bonds			1,000,000	1,000,000			2,000,000
TOTAL PROJECT REVENUE	300,000	300,000	3,000,000	3,000,000	-	-	6,600,000

OPERATIONAL IMPACT

This project will increase the number of lift stations in the system. However, until design is complete, operational impact cannot be accurately determined.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	Total
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	Total
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201865

PROJECT NAME:	Virginia Ave and Monroe St. Drainage Basin	Project Manager:	Michael Silvey
DEPARTMENT:	Stormwater Utility	Original Plan Date:	March 24, 2017
LOCATION:	Virginia Ave and Monroe St.	Concurrency Requirement:	

Goal / Objective: Goal 2 Objective 1,2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

This project will provide solutions to address the flooding which will include construction of stormwater pump stations with force mains, retention ponds, and additional conveyance enhancements including pipes and inlets. The construction of the retention ponds and pumps will require the acquisition and purchase of land and relocation of utilities where needed.

FY	Component	Total Cost	City Cost	Grants
FY15	Design (Phase I)*	\$ 94,000	\$ 94,000	\$ -
FY17	Construction (Phase I)*	165,045	-	165,045
FY18	Construction (Phase II)	2,010,282	297,008	1,713,274
FY19	Construction (Phase III)	678,415	328,415	350,000
	Total Project Cost:	\$ 2,947,742	\$ 719,423	\$ 2,228,319

* Phase I Design and Construction were budgeted in prior years.

Note: Project **DIP059** was established in FY15 with budget of \$94,000 for Engineering and Planning. Currently we have a balance of \$8,263. The City also received a grant funding in the amount of \$165,045 that is currently budgeted in CDBG Special Revenue Fund 110 and project **CDBG08**.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	2,010,282	678,415	-	-	-	-	2,688,697
Land Purchase	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	2,010,282	678,415	-	-	-	-	2,688,697
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	297,008	328,415	-	-	-	-	625,423
Grant Funding(CDBG)	213,274	-	-	-	-	-	213,274
Grant Funding(HMPG)	-	350,000	-	-	-	-	350,000
Grant Funding(SJRWMD)	750,000	-	-	-	-	-	750,000
State Appropriation Funds	750,000	-	-	-	-	-	750,000
TOTAL PROJECT REVENUE	2,010,282	678,415	-	-	-	-	2,688,697

OPERATIONAL IMPACT

Property and future drainage improvements will be maintained by the City, which will impact the operating budget.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	3,000	3,000	3,000	3,000	12,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	3,000	3,000	3,000	3,000	12,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that have Contingent Proposed Funding:</u>									
<u>Developer Constructed</u>									
200905	Williamson Blvd North of Pavilion	Comm. Dvlp.	-	-	-	220	261	2,200	2,681
200907	Coraci Blvd Extension	Comm. Dvlp.	-	-	-	-	257	2,150	2,407
201008	Yorktowne Blvd North Section (Nautica Lakes)	Comm. Dvlp.	-	1,200	-	-	-	-	1,200
Total Contingent Proposed Developer Constructed Funding:			-	1,200	-	220	518	4,350	6,288

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200905

PROJECT NAME:	Williamson Blvd North of Pavilion	Project Manager:	CD Engineer
DEPARTMENT:	Community Development	Original Plan Date:	February 20, 2008
LOCATION:	North Boundary-Pavilion to Town West Blvd.	Concurrency Requirement:	Yes -Transportation

Goal / Objective: Goal 3 Objective 5

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

This project involves adding 2 lanes to the existing 2 lane Williamson Blvd. roadway from the north boundary of the Pavilion project north to Town West Blvd, a 0.53 mile section. The project cost estimate is based on construction of an additional 2 travel lanes within the existing right of way with minimal impact to the existing roadway. The new construction will require stormwater treatment and it will be necessary to acquire an estimated 1 acre of off-site property for this purpose.

This project needs to be in the CIP so that it can remain in the annually updated Comprehensive Plan Capital Improvements Element (CIE) and so that the City can retain the option of creating a proportionate-share project and collect funds for this improvement.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-		220,000	-	-	220,000
Right-of Way (stormwater retention)					260,935	-	260,935
Construction	-	-	-	-		2,200,000	2,200,000
Equipment	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	-	220,000	260,935	2,200,000	2,680,935
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317							
Transportation Impact Fee Fund - 312	-	-	-	-	-	-	-
Proportionate Fair Share Contributions	-	-	-	-	-	-	-
Proposed Developer Constructed	-	-	-	220,000	260,935	2,200,000	2,680,935
TOTAL PROJECT REVENUE	-	-	-	220,000	260,935	2,200,000	2,680,935

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because once completed the road will be maintained by the County.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200907

PROJECT NAME:	Coraci Blvd Extension	Project Manager:	CD Engineer
DEPARTMENT:	Community Development	Original Plan Date:	February 23, 2009
LOCATION:	Carmody Lake Dr. to South of Coquina Cove III	Concurrency Requirement:	Yes-Transportation

Goal / Objective: Goal 3 Objective 5

Priority IV: DESIRABLE (Other Year)

DESCRIPTION/JUSTIFICATION:

This project involves construction of a 1/2-mile 2-lane divided roadway extending Coraci Blvd. 2,600 feet from the northwest corner of Crane Lakes to Forest Lakes subdivision within the existing undeveloped right-of-way. Drainage improvements are projected to be constructed in the right-of-way. This will serve as an alternate route for traffic generated by the Forest Lakes subdivision and to a lesser extent by the subdivision to the North and reduce impacts on Taylor Road. This roadway is indicated as a future collector road in the Comprehensive Plan.

This project needs to be in the CIP so that it can be in the annually updated Comprehensive Plan Capital Improvements Element (CIE) and so that the City can retain the option of creating a proportionate-share project and collect funds for this improvement.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Engineering & Planning	-	-	-		257,000	-	257,000
Construction	-	-	-	-		2,150,000	2,150,000
Equipment	-	-	-	-	-	-	-
Right-of-Way Acquisition	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	-	-	257,000	2,150,000	2,407,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317							
Transportation Impact Fee Fund - 312	-	-	-	-	-	-	-
Proportionate Fair Share Contributions	-	-	-	-	-	-	-
Proposed Developer Constructed	-	-	-	-	257,000	2,150,000	2,407,000
TOTAL PROJECT REVENUE	-	-	-	-	257,000	2,150,000	2,407,000

OPERATIONAL IMPACT

New road segment to be added to resurfacing program, which is presently on a 26 year program cycle. As additional roads are added to the program, the overall maintenance cycle would lengthen. It is further expected that the Public Works Department would incur additional mowing and drainage maintenance costs. The average annual operational cost for a new road (5 miles or less) 1 (one) year after construction is \$1,500 for the first 7 (seven) years of life.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201008

PROJECT NAME:	Yorktowne Blvd. North Section (Nautica Lakes)	Project Manager:	CD Engineer
DEPARTMENT:	Community Development	Original Plan Date:	02/20/09
LOCATION:	Willow Run Blvd. to Project Site Limits	Concurrency Requirement:	Yes

Goal / Objective: Goal 3 Objective 5

Priority III: **IMPORTANT** (Could-Do)

DESCRIPTION / JUSTIFICATION:

This improvement is required to complete the Yorktowne Blvd. connection between Hidden Lakes Dr. and Willow Run Blvd. Completion of these sections would redirect traffic and relieve congestion at the I-95/Dunlawton Ave. intersection.

This project is proposed as a 4 lane divided curb and gutter road designed to major collector street standards that runs from Willow Run Blvd., approximately 3,000 feet southward to the south side of the B-19 Tributary #1 crossing.

This project will be required to be built by the developer of the subject property. A roadway design was completed in conjunction with the Nautica Lakes development that was proposed prior to the recession but never built. Upon completion of a project on this site, the right-of-way would be dedicated to the City.

This project needs to be in the CIP so that it can remain in the annually updated Comprehensive Plan Capital Improvements Element (CIE).

Note: **Project PNC015** was established in FY17 with a budget of \$6,000 for the Feasibility Study.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	-	-	-	-	-
Engineering & Planning	-	-	-	-	-	-	-
Right-of-way Acquisition	-	-	-	-	-	-	-
Construction	-	1,200,000	-	-	-	-	1,200,000
TOTAL PROJECT COSTS	-	1,200,000	-	-	-	-	1,200,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	-	-	-	-	-	-	-
Proportionate Fair Share Contributions	-	-	-	-	-	-	-
Proposed Developer Constructed	-	1,200,000	-	-	-	-	1,200,000
TOTAL PROJECT REVENUE	-	1,200,000	-	-	-	-	1,200,000

OPERATIONAL IMPACT

This road was designed as a City collector and will be maintained by the City, it will be a new road segment to be added to resurfacing program, which is presently on a 26 year program cycle. As additional roads are added to the program, the overall maintenance cycle would lengthen. It is further expected that the Public Works Department would incur additional mowing and drainage maintenance costs. The average annual operational cost for a new road (5 miles or less) 1 (one) year after construction is \$1,500 for the first 7 (seven) years of life.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	1,500	1,500	1,500	4,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	1,500	1,500	1,500	4,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	1,500	1,500	1,500	4,500
Total	-	-	-	1,500	1,500	1,500	4,500

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
Projects that have Contingent Proposed Funding:									
TPO Grants									
201015	Willow Run Blvd Widening	Comm. Dvlp.	-	-	22	180	900	-	1,102
201210	North Spruce Creek Road Sidewalk	Comm. Dvlp.	364	-	-	-	-	-	364
201336	Willow Run Blvd. Sidewalk (South Side)	Comm. Dvlp.	14	32	90	-	-	-	136
201647	WB Dunlawton Ave Right Turn Lane and City Center Cir.	Comm. Dvlp.	32	216	-	-	-	-	248
201750	EB Dunlawton Ave. Right Turn Lane at Clyde Morris Blvd.	Comm. Dvlp.	-	74	337	-	-	-	411
201751	WB Dunlawton Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	-	-	63	315	-	-	378
201856	EB Herbert St. Left Turn Lane at Nova Rd.	Comm. Dvlp.	13	45	270	-	-	-	328
201857	Madeline Ave. (East) Sidewalks	Comm. Dvlp.	18	90	540	-	-	-	648
201858	Madeline Avenue (West) Sidewalk	Comm. Dvlp.	-	18	90	540	-	-	648
201859	Taylor Rd/Williamson Blvd. Intersection Feasibility Study	Comm. Dvlp.	27	-	-	-	-	-	27
201860	Madeline Avenue Median and Turn Lane Project	Comm. Dvlp.	13	54	270	-	-	-	337
201861	Sidewalk Gap Project	Comm. Dvlp.	18	35	173	-	-	-	226
Total Contingent Proposed TPO Grant Funding:			499	564	1,855	1,035	900	-	4,853

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201015

PROJECT NAME: Willow Run Boulevard Widening
DEPARTMENT: Community Development
LOCATION: Willow Run Blvd. east of Williamson Blvd.

Project Manager: CD Planner
Original Plan Date: February 23, 2009
Concurrency Requirement: Yes-Transportation

Goal / Objective: Goal 3 Objective 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

Improvements to Willow Run Boulevard will be needed as part of the proposed Yorktowne Boulevard improvements. A 1/4-mile segment of Willow Run east of Williamson Boulevard to the proposed intersection of the Yorktowne Boulevard extension will need to be improved to accommodate future traffic flows diverted from Williamson Boulevard and future traffic on the new Yorktowne north extension. Stormwater retention should be able to be provided in the existing 200-foot wide Willow Run Boulevard right-of-way so additional right-of-way acquisition is not anticipated. This project also includes improvements at the Willow Run/Yorktowne intersection which may include a signalized intersection, traffic circle, or other feasible options.

The City will submit an application to the TPO for funds to design and construct this project once the City receives right-of-way for the north Yorktowne Boulevard segment. A feasibility study will first need to be conducted to develop an estimated cost for design, construction, and CEI. CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. Once the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding and the cost estimates will be updated.

This project needs to be in the CIP so that it can remain in the annually updated Comprehensive Plan Capital Improvements Element (CIE).

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 25,000	10%	2,500	22,500
Eng. & Plan:	200,000	10%	20,000	180,000
Construction:	1,000,000	10%	100,000	900,000
CEI:	125,000	100%	125,000	-
Total Proj. Cost:	\$ 1,350,000		\$ 247,500	\$ 1,102,500

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	25,000	-	-	-	25,000
Engineering & Planning	-	-	-	200,000	-	-	200,000
CEI	-	-	-	-	125,000	-	125,000
Construction	-	-	-	-	1,000,000	-	1,000,000
TOTAL PROJECT COSTS	-	-	25,000	200,000	1,125,000	-	1,350,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	2,500	20,000	225,000	-	247,500
Capital Projects Fund (301) Restricted	-	-	-	-	-	-	-
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	-	-	22,500	180,000	900,000	-	1,102,500
TOTAL PROJECT REVENUE	-	-	25,000	200,000	1,125,000	-	1,350,000

OPERATIONAL IMPACT

New road segment to be added to resurfacing program, which is presently on an 18 - 26 year program cycle. As additional roads are added to the program, the overall maintenance cycle would lengthen. It is further expected that the Public Works Department would not incur additional mowing and drainage maintenance costs than what is currently required along this corridor unless supplemental landscaping is provided. The average annual operational cost for a new road (5 miles or less) 1 (one) year after construction is \$1,500 for the first 7 (seven) years of life.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	1,500	1,500	3,000
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	1,500	1,500	3,000
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	1,500	1,500	3,000
Total	-	-	-	-	1,500	1,500	3,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201210

PROJECT NAME: North Spruce Creek Road Sidewalk
DEPARTMENT: Community Development
LOCATION: From Nova Road to North of Angelina Court

Project Manager: CD Planner
Original Plan Date: February 22, 2011
Concurrency Requirement: No

Goal / Objective: Goal 3 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project will replace a 3 foot wide non-conforming and noncontiguous sidewalk with a six to eight-foot wide sidewalk along the east side of Spruce Creek Road from Nova Road to the northwest corner of the Maplewood Subdivision a distance of 1,500 feet. The project will also extend the existing eight-foot wide sidewalk on the west side of Spruce Creek Road, adjacent to the Riverwood Shopping Center, north approximately 720 feet to Angelina Court. The TPO will fund up to 90% of the project and the City will fund 10% of the project. A feasibility study was completed in January 2013. The City provided matching funding for the feasibility study. The project is now being designed and is eligible for construction funding. The project will add pedestrian and bicycle capacity in this corridor.

Component	Total Cost	City %	Total City \$	TPO \$
Engr & Plan:	\$ 75,000	10%	\$ 7,500	\$ 67,500
CEI:	\$ 48,551	100%	\$ 48,551	\$ -
Construction:	404,595	10%	40,460	364,135
Total Proj. Cost:	\$ 528,146		\$ 96,511	\$ 431,635

Note: **Project OMI017** was established in FY12. The City currently has \$1500 for feasibility study and \$7,548 for it's share of Engr & Planning. An additional \$89,011 is needed for the City's share of CEI and Construction cost.

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	-	-	-	-	-
Engineering & Planning	-	-	-	-	-	-	-
CEI	48,551	-	-	-	-	-	48,551
Construction	404,595	-	-	-	-	-	404,595
TOTAL PROJECT COSTS	453,146	-	-	-	-	-	453,146
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	89,011	-	-	-	-	-	89,011
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	364,135	-	-	-	-	-	364,135
TOTAL PROJECT REVENUE	453,146	-	-	-	-	-	453,146

OPERATIONAL IMPACT

Once completed, the signage, crosswalk and sidewalk improvements would be maintained by the City. This will include periodic resurfacing or slab replacement/maintenance. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	500	500	500	500	500	2,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	500	500	500	500	500	2,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	500	500	500	500	500	2,500
Total	-	500	500	500	500	500	2,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201336

PROJECT NAME:	Willow Run Boulevard Sidewalk (South Side)	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	February 24, 2012
LOCATION:	Clyde Morris Boulevard to Chardonnay Drive	Concurrency Requirement:	No

Goal / Objective: Goal 3, Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of constructing a minimum five-foot-wide sidewalk along the south side of Willow Run Boulevard from Clyde Morris Boulevard to Harms Way a distance of 1,225 feet (0.23 miles). A feasibility study will first need to be conducted to develop an estimated cost for design and construction. The sidewalk will be located along the southerly portion of the 200-foot wide right-of-way which also contains Willow Run Boulevard. Additional right-of-way is not anticipated for this project. The project is on the TPO's Project Priority List for a feasibility study. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. A feasibility study will need to be conducted first. The City will need to provide a local match of 10% for the feasibility study, estimated at \$1,500. Once the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding.

Component	Total Cost*	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	10%	\$ 1,500	\$ 13,500
Engr & Plan:	36,060	10%	3,606	32,454
CEI:	15,000	100%	15,000	-
Construction:	100,000	10%	10,000	90,000
Total Proj. Cost:	\$ 166,060		\$ 30,106	\$ 135,954

*Estimated cost based on the Spruce Creek Road South sidewalk project.

Note: This is **Project OMI023** and currently has a budget of \$7,994 funded from Transportation Impact Fee Fund 312. The breakdown is as follow: \$1,500 for Feasibility Study; \$3,606 for Engineering and Planning, and \$2,888 for Construction.

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	13,500	-	-	-	-	-	13,500
Engineering & Planning	-	32,454	-	-	-	-	32,454
CEI	-	-	15,000	-	-	-	15,000
Construction	-	-	97,112	-	-	-	97,112
TOTAL PROJECT COSTS	13,500	32,454	112,112	-	-	-	158,066
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund 312	-	-	22,112	-	-	-	22,112
TPO Funds	13,500	32,454	90,000	-	-	-	135,954
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	13,500	32,454	112,112	-	-	-	158,066

OPERATIONAL IMPACT

Once constructed, the improvements would be maintained by the City. This will include periodic resurfacing or slab replacement, mowing and drainage maintenance costs which will impact the operating budget. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	500	500	500	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	500	500	500	1,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	500	500	500	1,500
	-	-	-	-	-	-	-
Total	-	-	-	500	500	500	1,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201647

PROJECT NAME:	WB Dunlawton Ave Right Turn Lane and City Center Cir.	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 10, 2015
LOCATION:	Dunlawton Avenue and City Center Cir.	Concurrency Requirement:	No

Goal / Objective: Goal 3, Objective 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a proposal to construct a westbound right turn lane on Dunlawton Avenue at the intersection with City Center Parkway to improve traffic flow and reduce delays for turning vehicles and Dunlawton Avenue through vehicles. No additional right-of-way is needed for this project. The project will add roadway capacity at the intersection and reduce delays for westbound Dunlawton Avenue vehicles turning right. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of CEI. A feasibility study was completed in April 2016. The City provided matching funding for the feasibility study. The project is now on the TPO's Project Priority List and is eligible for funding if the City commits to support the design and construction phases based on the feasibility study. The City's local match will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for westbound Dunlawton Avenue vehicles turning right.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	10%	\$ 1,500	\$ 13,500
Engr & Plan:	35,500	10%	3,550	31,950
CEI:	42,000	100%	42,000	-
Construction:	240,000	10%	24,000	216,000
Total Proj. Cost:	\$ 332,500		\$ 71,050	\$ 261,450

Note: This is **Project IMI011** and currently has a budget of \$5,000 for the City's share of the feasibility study and Engineering & Planning funded from Capital Projects Fund 301.

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	-	-	-	-	-
Engineering & Planning	31,950	-	-	-	-	-	31,950
CEI	-	42,000	-	-	-	-	42,000
Construction	-	240,000	-	-	-	-	240,000
TOTAL PROJECT COSTS	31,950	282,000	-	-	-	-	313,950
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Capital Projects Fund (301) Restricted	-	66,000	-	-	-	-	66,000
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	31,950	216,000	-	-	-	-	247,950
TOTAL PROJECT REVENUE	31,950	282,000	-	-	-	-	313,950

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement will be maintained by FDOT.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201750

PROJECT NAME:	EB Dunlawton Ave. Right Turn Lane at Clyde Morris Blvd.	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 10, 2016
LOCATION:	Dunlawton Avenue and Clyde Morris Blvd.	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on eastbound Dunlawton Avenue at the intersection with Clyde Morris Boulevard to improve traffic flow and reduce delays for turning vehicles and through vehicles. No additional right-of-way is anticipated for this project. The City submitted the project for TPO funding in Spring 2016. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted first. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost of the project is \$457,000 and the estimated CEI of the project is \$46,000 but will be adjusted after the feasibility study is completed. Based on this estimated cost, the City's share would be \$91,700 including \$8,200 for design, \$37,500 for construction, and 46,000 for CEI. The City's local match will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for eastbound vehicles turning right.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	0.00%	\$ -	\$ 15,000
Eng. & Design:	82,000	10.00%	8,200	73,800
CEI:	46,000	100.00%	46,000	-
Construction:	375,000	10.00%	37,500	337,500
Total Proj. Cost:	\$ 518,000		\$ 91,700	\$ 426,300

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: FDOT is funding 100% of the Feasibility Study - \$15,000 in FY17.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	-	-	-	-	-
Engineering & Planning	-	82,000	-	-	-	-	82,000
CEI	-	-	46,000	-	-	-	46,000
Construction	-	-	375,000	-	-	-	375,000
TOTAL PROJECT COSTS	-	82,000	421,000	-	-	-	503,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Capital Projects Fund (301) Restricted	-	8,200	83,500	-	-	-	91,700
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	-	73,800	337,500	-	-	-	411,300
TOTAL PROJECT REVENUE	-	82,000	421,000	-	-	-	503,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement would be maintained by FDOT.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201751

PROJECT NAME:	WB Dunlawton Ave. Right Turn Lane at Nova Rd.	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 10, 2016
LOCATION:	Dunlawton Avenue and Nova Road	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on westbound Dunlawton Avenue at the intersection with Nova Road to improve traffic flow and reduce delays for turning vehicles and through vehicles. Additional right-of-way is anticipated to be needed for this project. The City submitted the project for TPO funding in Spring 2016. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost of the project is \$420,000 and the estimated CEI of the project is \$44,000 but will be adjusted after the feasibility study is completed. Based on this estimated cost, the City's share would be \$346,000 including \$7,000 for design, \$35,000 for construction, \$44,000 for CEI, and possible R/W acquisition in the amount of \$260,000. The City's local match and CEI will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for westbound vehicles turning right.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	0%	\$ -	\$ 15,000
R/W Acquisition:	260,000	100%	260,000	-
Eng. & Design:	70,000	10%	7,000	63,000
Construction:	350,000	10%	35,000	315,000
CEI:	44,000	100%	44,000	-
Total Proj. Cost:	\$ 739,000		\$ 346,000	\$ 393,000

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: FDOT is funding 100% of the Feasibility Study - \$15,000 in FY17.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	-	-	-	-	-
R/W Acquisition	-	260,000	-	-	-	-	260,000
Engineering & Planning	-	-	70,000	-	-	-	70,000
CEI	-	-	-	44,000	-	-	44,000
Construction	-	-	-	350,000	-	-	350,000
TOTAL PROJECT COSTS	-	260,000	70,000	394,000	-	-	724,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	260,000	-	-	-	-	260,000
Gas Tax Fund 301 (restricted funds)	-	-	7,000	79,000	-	-	86,000
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-
TPO Funds	-	-	63,000	315,000	-	-	378,000
TOTAL PROJECT REVENUE	-	260,000	70,000	394,000	-	-	724,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement would be maintained by FDOT.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201856

PROJECT NAME: EB Herbert St. Left Turn Lane at Nova Rd.
DEPARTMENT: Community Development
LOCATION: Herbert Street and Nova Road

Project Manager: CD Planner
Original Plan Date: February 22, 2017
Concurrency Requirement: No

Goal / Objective: Goal 3 Objective 5

Priority II: **ESSENTIAL** (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a proposal to construct an extension to the existing eastbound left turn lane on Herbert Street at the intersection with Nova Road to improve traffic flow and reduce delays for turning vehicles and Herbert Street eastbound through vehicles. Additional right-of-way is anticipated to be necessary for this project. The project will add roadway capacity at the intersection and reduce delays for eastbound Herbert Street vehicles traveling through or turning left or right onto Nova Road. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of CEI. The City submitted the project for TPO funding in Spring 2017. Once ranked by the TPO, a feasibility study will need to be conducted first. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost of the project is \$350,000 but will be adjusted after the feasibility study is completed. Based on this estimated cost, the City's share would be \$66,500 including \$1,500 for feasibility study, \$5,000 for design, \$30,000 for construction, and \$30,000 for CEI. The City's local match will be funded with restricted Gas Tax funds (Fund 301).

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	10%	\$ 1,500	\$ 13,500
Engr & Design:	50,000	10%	5,000	45,000
CEI:	30,000	100%	30,000	-
Construction:	300,000	10%	30,000	270,000
Total Proj. Cost:	\$ 395,000		\$ 66,500	\$ 328,500

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	15,000	-	-	-	-	-	15,000
Engineering & Planning		50,000					50,000
CEI			30,000				30,000
Construction			300,000	-	-	-	300,000
TOTAL PROJECT COSTS	15,000	50,000	330,000	-	-	-	395,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Capital Projects Fund (301) Restricted	1,500	5,000	60,000	-	-	-	66,500
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	13,500	45,000	270,000	-	-	-	328,500
TOTAL PROJECT REVENUE	15,000	50,000	330,000	-	-	-	395,000

OPERATIONAL IMPACT

This segment of Herbert Street where the turn lane would be constructed is a City collector roadway and maintained by the Public Works Department. The road segment is presently on the 26-year resurfacing program cycle. It is further expected that the Public Works Department would incur a minor increase in maintenance costs than what it currently required along this road segment.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201857

PROJECT NAME:	Madeline Ave. (East) and Bruner Rd. Sidewalks	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	February 22, 2017
	Madeline Ave. between Clyde Morris Blvd. and		
LOCATION:	Nova Rd. and Bruner Rd.	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of constructing a minimum eight-foot wide sidewalk along the north side of Madeline Avenue from Clyde Morris Boulevard to Nova Road, a distance of 6,200 feet (1.17 miles) and a five-foot wide sidewalk on the east side of Bruner Road, from Madeline Avenue to Stillwood Court, a distance of 1,000 feet (0.19 miles). The City submitted the project for TPO funding in Spring 2017. Additional right-of-way is anticipated to be needed for the sidewalk along Madeline Avenue, near the intersection of Red Pontiac Drive (east end of Madeline Ave.). A feasibility study will first need to be conducted to develop an estimated cost for design and construction. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. A feasibility study will need to be conducted first. The City will need to provide a local match of 10% for the feasibility study, estimated at \$2,000. Once the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding and the cost estimates will be updated.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10%	\$ 2,000	\$ 18,000
Engr & Design:	100,000	10%	10,000	90,000
Right-of-way:	-	100%	-	-
CEI:	90,000	100%	90,000	-
Construction:	600,000	10%	60,000	540,000
Total Proj. Cost:	\$ 810,000		\$ 162,000	\$ 648,000

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	20,000	-	-	-	-	-	20,000
Engineering & Planning	-	100,000	-	-	-	-	100,000
CEI	-	-	90,000	-	-	-	90,000
Construction	-	-	600,000	-	-	-	600,000
TOTAL PROJECT COSTS	20,000	100,000	690,000	-	-	-	810,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	2,000	10,000	150,000	-	-	-	162,000
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	18,000	90,000	540,000	-	-	-	648,000
TOTAL PROJECT REVENUE	20,000	100,000	690,000	-	-	-	810,000

OPERATIONAL IMPACT

Once constructed, the improvements would be maintained by the City. This will include periodic resurfacing or slab replacement, mowing, and drainage maintenance costs which will impact the operating budget. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	500	500	500	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	500	500	500	1,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	500	500	500	1,500
	-	-	-	-	-	-	-
Total	-	-	-	500	500	500	1,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201858

PROJECT NAME:	Madeline Avenue (West) Sidewalk	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	February 22, 2017
LOCATION:	Madeline Ave. between Williamson Blvd. and Long Grove Ln.	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of constructing a minimum eight- foot wide sidewalk along the north side of Madeline Avenue from Williamson Boulevard to Sunset Cove Drive a distance of 3,325 feet (0.63 miles) and a five-foot wide sidewalk on the south side of Madeline Avenue from Long Grove Land to Town Park Subdivision a distance of 4,000 feet (0.75 miles). The City submitted the project for TPO funding in Spring 2017. Additional right-of-way is not anticipated for the sidewalks along Madeline Avenue. A feasibility study will first need to be conducted to develop an estimated cost for design and construction. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. A feasibility study will need to be conducted first. The City will need to provide a local match of 10% for the feasibility study, estimated at \$2,000. Once the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding and the cost estimates will be updated.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10%	\$ 2,000	\$ 18,000
Engr & Design:	100,000	10%	10,000	90,000
Right-of-way:	-	100%	-	-
CEI:	90,000	100%	90,000	-
Construction:	600,000	10%	60,000	540,000
Total Proj. Cost:	\$ 810,000		\$ 162,000	\$ 648,000

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	20,000	-	-	-	-	20,000
Engineering & Planning	-	-	100,000	-	-	-	100,000
CEI	-	-	-	90,000	-	-	90,000
Construction	-	-	-	600,000	-	-	600,000
TOTAL PROJECT COSTS	-	20,000	100,000	690,000	-	-	810,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	-	2,000	10,000	150,000	-	-	162,000
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	-	18,000	90,000	540,000	-	-	648,000
TOTAL PROJECT REVENUE	-	20,000	100,000	690,000	-	-	810,000

OPERATIONAL IMPACT

Once constructed, the improvements would be maintained by the City. This will include periodic resurfacing or slab replacement, mowing and drainage maintenance costs which will impact the operating budget. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	500	500	500	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	500	500	500	1,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	500	500	500	1,500
	-	-	-	-	-	-	-
Total	-	-	-	500	500	500	1,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201859

PROJECT NAME:	Taylor Rd/Williamson Blvd. Intersection Feasibility Study	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 31, 2017
	Taylor Road/ Williamson Boulevard intersection and Taylor Road/Dunlawton		
LOCATION:	Avenue corridor at I-95	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project will consist of a Feasibility Study to identify effective improvements to minimize delays to traffic, eliminate or reduce crashes, and improve sidewalks and crosswalks for pedestrians at the Taylor Road and Williamson Boulevard intersection, and along the Taylor Road/Dunlawton Avenue corridor at I-95. The main objective of this request is for a Feasibility Study that identifies specific intersection and roadway improvements for both vehicles and pedestrians, and provides cost estimates for the proposed improvements. A feasibility study will first need to be conducted to identify intersection improvements and develop an estimated cost for design and construction of the recommended projects. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. The City will need to provide a local match of 10% for the feasibility study, estimated at \$3,000. Staff would then use the findings in the Feasibility Study to submit for TPO funds if the City commits to support the design and construction of the identified intersection improvements. Once the study is completed, the projects identified in the study will be eligible for inclusion in the TPO's Project Priority List for design and construction funding.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 30,000	10%	\$ 3,000	\$ 27,000
Engr & Design:		10%	-	-
Right-of-way:	-	100%	-	-
CEI:		100%	-	-
Construction:		10%	-	-
Total Proj. Cost:	\$ 30,000		\$ 3,000	\$ 27,000

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	30,000		-	-		-	30,000
Engineering & Planning	-	-	-	-	-	-	-
CEI	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	30,000	-	-	-	-	-	30,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	3,000						3,000
Transportation Impact Fee Fund	-	-	-	-	-	-	-
TPO Funds	27,000						27,000
TOTAL PROJECT REVENUE	30,000	-	-	-	-	-	30,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	500	500	500	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	500	500	500	1,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	500	500	500	1,500
	-	-	-	-	-	-	-
Total	-	-	-	500	500	500	1,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201860

PROJECT NAME: Madeline Avenue Median and Turn Lane Project DEPARTMENT: Community Development LOCATION: Various Locations within the City	Project Manager: CD Planner Original Plan Date: February 23, 2017 Concurrency Requirement: No
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Goal / Objective: Goal 3 Objective 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of modifying the existing median in Madeline Avenue, west of Clyde Morris Boulevard and the eastbound Madeline Avenue left turn lane to improve traffic flow, reduce delays for turning vehicles, reduce maintenance cost, and improve intersection safety. Additional right-of-way is not anticipated for this project. The City submitted the project for TPO funding in Spring 2017. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project. The City will need to fund 100% of CEI. A feasibility study will first need to be conducted to develop an estimated cost for design and construction. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. A feasibility study will need to be conducted first. The City will need to provide a local match of 10% for the feasibility study, estimated at \$1,500. Once the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding and the cost estimates will be updated.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	10%	\$ 1,500	\$ 13,500
Engr & Plan:	60,000	10%	6,000	54,000
Construction	300,000	10%	30,000	270,000
CEI:	44,000	100%	44,000	-
Total Proj Cost:	\$ 419,000		\$ 81,500	\$ 337,500

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	15,000	-	-	-	-	-	15,000
Engineering & Planning	-	60,000	-	-	-	-	60,000
Construction	-	-	300,000	-	-	-	300,000
CEI	-	-	44,000	-	-	-	44,000
TOTAL PROJECT COSTS	15,000	60,000	344,000	-	-	-	419,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Capital Projects Fund (301) Restricted	1,500	6,000	74,000	-	-	-	81,500
Proportionate Fair Share Contributions	-	-	-	-	-	-	-
TPO Funds	13,500	54,000	270,000	-	-	-	337,500
TOTAL PROJECT REVENUE	15,000	60,000	344,000	-	-	-	419,000

OPERATIONAL IMPACT

The improvements would be designed according to City roadway standards. The roadways are already maintained by the Public Works Department and are part of the 26 year resurfacing program cycle. The improvements would reduce the maintenance cost associated with maintaining the landscaping in these medians but will add additional pavement that will need to be maintained.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201862

PROJECT NAME: Sidewalk Gap Project
DEPARTMENT: Community Development
LOCATION: Various Locations within the City

Project Manager: CD Planner
Original Plan Date: March 10, 2016
Concurrency Requirement: No

Goal / Objective: Goal 1 Objective 1

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of filling sidewalk gaps along major roadways to enhance pedestrian connectivity to schools, bus stops, parks, and retail areas. Additional right-of-way may be needed for some of the sidewalk gap projects included in the application. The City submitted the project for TPO funding in Spring 2016. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once the feasibility study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost for the project is \$231,350 and the estimated CEI of the project is \$40,000 but will be adjusted after the feasibility study is completed. Based on the estimated cost, the City's share would be \$65,135 including \$2,000 for feasibility study, 3,900 for design, \$19,235 for construction, and \$40,000 for CEI. The City's local match will be funded with Transportation Impact Fees (Fund 312). Completing these gaps will improve the safety of pedestrians that walk along these major roadway corridors by eliminating the need to use the shoulder or roadway. The following sidewalk gaps have been identified and included with the 2016 TPO application:

- a. Clyde Morris Boulevard (west side) from Dunlawton Avenue to Walgreens driveway;
- b. Herbert Street (south side) from City Center Drive to Gulfstream Village Driveway;
- c. Taylor Road (north side) from Sweetwater Boulevard to Stewart Avenue;
- d. Taylor Road (west side) from Dunlawton Avenue to Journey's End Way;
- e. Woodlake Drive (north and south side) 300' west of Clyde Morris Boulevard.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10.00%	\$ 2,000	\$ 18,000
Engr & Plan:	39,000	10.00%	3,900	35,100
Construction:	192,350	10.00%	19,235	173,115
CEI:	40,000	100.00%	40,000	-
Total Proj Cost:	\$ 291,350		\$ 65,135	\$ 226,215

CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract compliance oversight, and materials sampling and testing for the construction project.

Note: The City's portion of the Feasibility Study in the amount of \$2,000 was paid in FY16 as part of the operating budget.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	18,000	-	-	-	-	-	18,000
Engineering & Planning	-	39,000	-	-	-	-	39,000
Construction	-	-	192,350	-	-	-	192,350
CEI	-	-	40,000	-	-	-	40,000
TOTAL PROJECT COSTS	18,000	39,000	232,350	-	-	-	289,350
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-
Transportation Impact Fee Fund 312	-	3,900	59,235	-	-	-	63,135
Proportionate Fair Share Contributions	-	-	-	-	-	-	-
TPO Funds	18,000	35,100	173,115	-	-	-	226,215
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	18,000	39,000	232,350	-	-	-	289,350

OPERATIONAL IMPACT

Once completed, the signage, crosswalk and sidewalk improvements would be maintained by the City. This will include periodic resurfacing or slab replacement/maintenance costs. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	500	500	500	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	500	500	500	1,500
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	500	500	500	1,500
	-	-	-	-	-	-	-
Total	-	-	-	500	500	500	1,500

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Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that have Contingent Proposed Funding:</u>									
<u>FDOT Funded</u>									
201749	SUNTrail - St. Johns River to Sea Loop (FKA - Halifax Drive Linear Park)	Comm. Dvlp.	-	300	1,800	-	-	-	2,100
Total Contingent Proposed FDOT Funding:			-	300	1,800	-	-	-	2,100

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201749

PROJECT NAME:	SUNTrail - St. Johns River to Sea Loop (FKA - Halifax Drive Linear Park)	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 10, 2016
LOCATION:	Halifax Dr between Dunlawton Ave. and Commonwealth Blvd.	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

The SUNTrail - St. Johns River to Sea Loop project will consist of a 12.5-mile multi-use trail along Halifax Drive, US 1 or an alternative route from New Smyrna Beach to South Daytona. 3.5-miles of the 12.5-mile multi-use trail will be located in Port Orange, primarily along Halifax Drive. The 12.5-mile multi-use trail will be part of the East Coast Greenway and the 300-mile St. Johns River to Sea Loop that will traverse five counties (Brevard, Flagler, Putnam, St. Johns, and Volusia). The project will provide a safe multi-use trail for all residents to walk or bike along the Halifax River and expand opportunities for residents to access existing parks located in the City and to the north (South Daytona) and south (New Smyrna Beach) by biking or walking.

In the Fall of 2017, FDOT will be funding and preparing a Project Development and Environment (PD&E) Study for the 12.5-mile multi-use trail, including a pedestrian bridge that would span over Dunlawton Avenue to allow pedestrians and cyclist using the trail to safely cross Dunlawton Avenue without crossing travel lanes and remain on the trail, instead of exiting the trail to cross at the intersection of Dunlawton Avenue and Ridgewood Avenue. The PD&E study will evaluate the construction of a 12.5-mile multi-use trail along Halifax Drive, US 1 or an alternative route from New Smyrna Beach to South Daytona and a pedestrian bridge that would span over Dunlawton Avenue. FDOT has been made aware that the City wants a pedestrian bridge that would span over Dunlawton Avenue and connect the trail segments located on the north and south side of Dunlawton Avenue, the multi-use trail to connect to the public linear park that is expected to be built by private developers in 2019 (central section of Riverwalk) and to evaluate the following options to construct the multi-use trail along the Halifax River south of Dunlawton Avenue.

1. Repurpose Halifax Drive to be a one-way street and construct a minimum 10' multi-use trail adjacent to the Halifax River.
2. Removal of the existing sidewalk along west side of Halifax Drive and construct a minimum 10' multi-use trail.
3. Removal of the existing sidewalk along west side of Halifax Drive, shift Halifax Drive to the west side of the right-of-way, and construct a minimum 10' multi-use trail along the east side of Halifax Drive adjacent to the Halifax River.

If FDOT decides to construct the 12.5-mile trail segment, FDOT will pay for the design, right-of-way acquisition, construction, and CEI.

Staff submitted a CIP project request last year to construct a 1.3-mile multi-use trail within the Halifax Drive right-of-way from Dunlawton Avenue south to Commonwealth Boulevard. In June 2016, FDOT informed staff that the proposed 1.3 multi-use trail would be included in a 12.5-mile multi-use trail project along Halifax Drive, US 1 or an alternative route from New Smyrna Beach to South Daytona and design and construction would be funded by FDOT.

Note: **Project OMI029** was established in FY17 and the City has funded \$3,000 for Feasibility Study.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Feasibility Study	-	-	-	-	-	-	-
Right-of-Way Acquisition	-	-	-	-	-	-	-
Engineering & Planning	-	300,000	-	-	-	-	300,000
Construction	-	-	1,800,000	-	-	-	1,800,000
TOTAL PROJECT COSTS	-	300,000	1,800,000	-	-	-	2,100,000
PROPOSED SOURCES OF FUNDS:	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Operating - (001)	-	-	-	-	-	-	-
Transportation Impact Fee Fund 312	-	-	-	-	-	-	-
Proportionate Fair Share Contributions	-	-	-	-	-	-	-
FDOT Constructed	-	300,000	1,800,000	-	-	-	2,100,000
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	300,000	1,800,000	1,800,000	-	-	2,100,000

OPERATIONAL IMPACT

The City will be responsible for maintaining the portion of the multi-use trail in the City. This will include, cleaning/clearing the multi-use trail of debris, removal of trash, landscaping and mowing, and periodic resurfacing or slab replacement/maintenance costs which will impact the operating budget. The average annual operational cost for 1 (one) mile of new sidewalk 1 (one) year after construction is \$500. In addition, the City will incur personnel costs for maintaining the park. The same personnel will maintain Riverwalk Park, Halifax Drive Linear Park and Dunlawton Pedestrian Bridge and the costs will be shared. For additional details on personnel costs please refer to project 201545.

OPERATIONAL IMPACT	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Additional Revenues							
Charges for Services	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
New Personnel	-	-	-	1,750	1,750	1,750	5,250
Maintenance and Other Operating	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	1,750	1,750	1,750	5,250
FUNDING SOURCES	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
General Fund - (001)	-	-	-	1,750	1,750	1,750	5,250
Total	-	-	-	1,750	1,750	1,750	5,250

Capital Improvement Program (CIP) FY18 - FY23

Summary by Funding Source

(in thousands)

#	Project	Department	FY18	FY19	FY20	FY21	FY22	FY23	Total
<u>Projects that are Unfunded:</u>									
<u>Unfunded 317 General Capital Projects</u>									
201545	Riverwalk Park	Comm. Dvlp.	-	1,500	-	-	-	-	1,500
201648	Beautification of I-95 Interchange	Comm. Dvlp.	873	-	-	-	-	-	873
201838	Training Facility / Tower	Fire	-	-	522	-	-	-	522
201844	Addition to FS 71	Fire	-	-	-	300	-	-	300
201728	Conference Room Upgrades	Info. Tech.	-	35	-	-	-	-	35
201376	Parks Maintenance Storage	Parks & Rec.	200	-	-	-	-	-	200
201686	Gym Renovations / Repurpose	Parks & Rec.	-	-	270	145	-	-	415
201792	Restroom / Concession Facility	Parks & Rec.	164	-	-	-	-	-	164
201897	Iconic Art Feature	Parks & Rec.	-	115	-	-	-	-	115
201752	Automatic Vehicle and Equipment Wash System	Public Works	429	-	-	-	-	-	429
201753	City Hall ADA Improvements	Public Works	-	-	75	75	-	-	150
201754	Wood Shop Rebuild	Public Works	64	-	-	-	-	-	64
Subtotal Unfunded 317 Gen Capital Projects:			1,730	1,650	867	520	-	-	4,767
<u>Unfunded 412 Drainage Projects</u>									
201409	Tumblebrook Drive Stormwater Improvements	Stormwater	186	-	-	-	-	-	186
201439	Halifax River Outfall Replacement	Stormwater	-	1,697	-	-	-	-	1,697
201441	Southwinds Stormwater Pond Outfall Retrofit - Phase II	Stormwater	-	-	45	1,250	-	-	1,295
201642	Howes Street Stormwater Improvements	Stormwater	456	-	-	-	-	-	456
201645	White Place & Riverside Drainage Improvements	Stormwater	105	-	-	-	-	-	105
201647	Pipe Replacement	Stormwater	-	1,000	1,000	1,000	1,000	1,000	5,000
201760	City Center Shoreline Stabilization	Stormwater	341	-	-	-	-	-	341
201761	Powers Avenue at Lemon Street Drainage Improvements	Stormwater	175	-	-	-	-	-	175
201762	Viking Drive Stormwater Improvements	Stormwater	30	-	-	-	-	-	30
201763	Charles Street Drainage Improvements	Stormwater	110	726	-	-	-	-	836
Subtotal Unfunded 412 Drainage Projects:			1,403	3,423	1,045	2,250	1,000	1,000	10,121
Total Unfunded Projects:			3,133	5,073	1,912	2,770	1,000	1,000	14,888

Note: Please see the sections on 317 & 412 Funds to view the unfunded project pages for the projects referenced above.



Capital Improvement Program (CIP)

Fiscal Years 2018 – 2023

August 15, 2017

6:30 p.m.





CIP Planning Process

- ✓ Departments submit project requests
- ✓ Community Development reviews for Consistency with Comprehensive Plan
- ✓ Information Technology reviews for Consistency with Technology Plan
- ✓ Finance evaluates funding sources
- ✓ Finance forecasts revenues and expenses over 6 year planning period
- ✓ Draft 1 of CIP Program submitted to City Council on April 18, 2017
- ✓ Draft 2 of CIP Program submitted to City Council on June 27, 2017 for review at Budget Workshop

- ☐ August 15, 2017 – City Council Public Hearing to adopt CIP in concept – Deadline to adopt is August 15th



Capital Projects Considerations

1. Comprehensive Plan
 - Levels of Service (Water, Sewer, Recreation, Transportation, Solid Waste and Drainage)
2. Types of Financing
 - Pay-As-You-Go
 - Debt
 - Hybrid Approach
3. Funding Availability
 - Operating Funds
 - Special Revenue Funds
 - Tax Increment Districts (Town Center, Eastport); Local Option Gas Tax Fund
 - Impact Fees/Proportionate Fair Share Contributions
 - Federal/State/County Grants
 - State Revolving Loan Funds/Other Debt
4. Impact on Current Operations
 - Additional Personnel, Maintenance, Operations, Equipment
 - Improvements in Overall Operations / Increased Efficiency



Capital Improvement Types

1. Repair and Rehabilitation
 - Physical Plant (Public Utilities)
 - Road Paving (Public Works)
2. Fleet/Equipment Replacement
 - Emergency and Administrative Vehicles (Police/Fire)
 - Heavy Equipment (Public Works/Public Utilities)
 - Computer Equipment/Infrastructure (Information Technology)
3. Growth/Concurrency
 - Road and Drainage Expansions (Public Works)
 - Athletic Complex (Parks and Recreation)
 - Water & Sewer Extensions (Public Utilities)



Capital Improvement Program (CIP) Document Setup

FY18 – FY23 Table of Contents

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- CIP Program Overview 1
- Revenue and Expense Projections by Fund 33
- Example Project Page 47
- Department Requests by Fund Sections 49 - 223



CIP Example Project Page

General Project Information

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200526

PROJECT NAME	Athletic Complex	Project Manager	Susan Lvallo
DEPARTMENT	Parks and Recreation	Original Plan Date	April 16, 2004
LOCATION	Coraci Property	Concurrency Requirement	Recreation/Open Space

Comprehensive Plan Element Type (if applicable)

DESCRIPTION/JUSTIFICATION:

This project calls for the design and construction of a multi-purpose athletic complex to serve the continued demand for a variety of youth and adult recreational programs. The proposed complex will be located in the vicinity of Planned Community No. 1 on a 36-acre tract of land and will consist of (4) lighted multi-purpose athletic fields, an 11,000 sq. ft. gymnasium/community center, 4,500 linear foot trail system, picnic area and children's playground. Currently, the number of ballfields is slightly below the adopted level of service standard in the City's Comprehensive Plan. Construction of the new ballfields during Phase I of the project will provide enough capacity to accommodate current and anticipated residential growth over the next several years. A conceptual Master Plan has already been developed for the park. Construction of the first phase of the complex began during FY 2007-08.

Project Description and Justification

A portion of the funding for this project will be obtained from grants from the Florida Recreation Development Assistance Program and Volusia ECHO with the remainder funded from recreational impact fees generated by the new residential development in the area.

Estimated Project Costs by Category

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000
TOTAL PROJECT COSTS	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000
SOURCES OF FUNDS:	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
Proposed Grants (FRDAP)	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000
Recreation Impact Fee Fund (611)	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000

Funding Sources by Category

Potential operating impact

OPERATIONAL IMPACT

New registration fees and concession revenues will be derived from expanded baseball, softball, basketball, soccer and other programs. These revenues will be used to partially offset the costs of general maintenance and additional personnel required to maintain the new facilities and the programs offered.

OPERATIONAL IMPACT	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
Additional Revenues							
Charges for Services (Registration Fees)	-	-	83,000	102,000	121,000	140,000	446,000
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
Personnel	-	-	55,000	85,000	90,000	140,000	370,000
Maintenance and Other Operating	-	-	65,000	90,000	95,000	350,000	600,000
Non Operating (Equipment)	-	-	-	20,000	-	20,000	40,000
Net Annual Impact on Operations	-	-	37,000	93,000	64,000	370,000	564,000

Estimated Operating Costs of Proposed Project

Probable Funding Source For Operating Impact.

FUNDING SOURCES	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
General Fund - (001)	-	-	37,000	93,000	64,000	370,000	564,000
Total	-	-	37,000	93,000	64,000	370,000	564,000



Capital Improvement Program (CIP) FY18 –23

Total Requested/Proposed FY18 Projects		
Fiscal Year	(CIP Draft 2) 06/27/17	08/15/17
Identified Funding	\$9,760,000	\$9,958,000
Contingent Funding	2,609,000	3,713,000
Requested but Unfunded	5,580,000	3,133,000
Total:	\$17,949,000	\$16,804,000

Total Requested/Proposed FY18-FY23 Projects		
Fiscal Year	(CIP Draft 2) 06/27/17	08/15/17
Identified Funding	\$62,155,000	\$62,623,000
Contingent Funding	28,997,000	30,576,000
Requested but Unfunded	17,335,000	14,888,000
Total:	\$108,487,000	\$108,087,000



Summary of CIP Projects by Funding Source

(in thousands)

Funding Source	FY18 Funded	FY18 Contingent	FY18 Total	FY18 - FY23 Funded	FY18 - FY23 Contingent	FY18 - FY23 Unfunded	FY18 - FY23 Total
Recreation Facilities 106 (CIP page 49)	\$ 221	\$ -	\$ 221	\$ 258	\$ -	\$ -	\$ 258
Capital Projects 301 (CIP page 53)	804	-	804	2,241	-	-	2,241
Fire Impact Fee 311 (CIP page 67)	-	-	-	478	-	-	478
Transp. Impact Fee 312 (CIP page 69)	94	-	94	502	-	-	502
General Capital 317 (CIP page 77)	682	-	682	3,391	-	4,767	8,158
W/S Operating 401 (CIP page 107)	1,695	-	1,695	10,859	-	-	10,859
W/S R&R 403 (CIP page 108)	2,035	-	2,035	14,390	-	-	14,390
W/S Impact Fee 405 (CIP page 109)	825	-	825	17,050	-	-	17,050
Drainage/Stormwater 412 (CIP page 139)	797	-	797	1,126	-	10,121	11,247
Golf Course 450 (CIP page 155)	20	-	20	60	-	-	60
Lease & Replacement 505 (CIP page 159)	2,709	-	2,709	12,156	-	-	12,156
Building Maintenance 506 (CIP page 187)	76	-	76	112	-	-	112
Contingent-Bond/Debt/Grant/Other (CIP page 191)		3,214	3,214	-	17,335	-	17,335
Contingent - Dvlpr. Constrctd. (CIP page 203)	-	-	-	-	6,288	-	6,288
Contingent - TPO Grants (CIP page 207)	-	499	499	-	4,853	-	4,853
Contingent - FDOT Funded (CIP page 221)					2,100		2,100
Totals:	\$ 9,958	\$ 3,713	\$ 13,671	\$ 62,623	\$ 30,576	\$ 14,888	\$ 108,087



Historical CIP Funding Sources

Fund	Adopted FY13	Adopted FY14	Adopted FY15	Adopted FY16	Adopted FY17	Proposed FY18
Recreation Facilities Fund 106	138,000	-	-	56,000	50,000	221,000
Building Special Revenue Fund 109	-	-	-	305,000	-	-
Capital Projects Fund 301 (Gas Tax)	724,000	514,000	620,000	1,083,000	751,000	804,000
2004 Capital Imprvmnt Fund 307	-	20,000	-	-	-	-
Fire Impact Fee Fund 311	-	8,000	-	-	-	-
Transp. Impact Fee Fund 312	42,000	37,000	80,000	12,000	63,000	94,000
Recreation Capital Project Fund 315	-	100,000	-	-	-	-
General Capital Rplcmnt Fund 317	-	317,000	250,000	644,000	2,182,000	682,000
Water & Sewer Op Fund 401	-	-	1,115,000	2,308,000	2,603,000	1,695,000
W/S R & R Fund 403	2,258,000	2,086,000	2,180,000	2,325,000	1,865,000	2,035,000
W/S Impact Fee Fund 405	1,850,000	465,000	700,000	1,125,000	525,000	825,000
Drainage Fund 412	344,000	806,000	861,000	465,000	109,000	797,000
W/S Deferred Const. Fund 421	1,000,000	1,505,000	-	-	-	-
Golf Course 450	-	-	-	-	-	20,000
Golf Course Capital Fund 451 ¹	73,000	47,000	1,298,000	20,000	-	-
Lease & Replacement Fund 505	2,380,000	994,000	3,441,000	3,164,000	2,618,000	2,709,000
Building Maintenance Fund 506	-	-	-	71,000	68,000	76,000
Police Forfeiture Fund 607	-	-	-	-	435,000	-
Total of Funding Sources:	8,809,000	6,899,000	10,545,000	11,578,000	11,269,000	9,958,000

¹A \$1.250M loan from the Loan Pool was the funding source for the majority of the Golf Course FY15 Adopted Projects.



FY18 CIP Projects with Identified Funding Sources

- **Recreation Facilities Fund 106** **\$221,000**
 - Air Conditioner Replacements – YMCA \$16K (page 50)
 - Pool Resurface – YMCA \$135K (page 51)
 - Exterior Repairs and Painting – YMCA \$70K (page 52)

- **Capital Projects Fund 301 (Gas Tax)** **\$ 804,000**
 - EB Herbert St. Left Turn Lane at Nova Rd. \$2K (Feasibility Study) (page 59)
 - Madeline Ave Median and Turn Lane Project \$2K (Feasibility Study) (page 60)
 - Road Resurfacing & Reconstruction \$800K (page 61)



FY18 CIP Projects with Identified Funding Sources

- **Transportation Impact Fee Fund 312**

\$94,000

- North Spruce Creek Rd. Sidewalk \$89K (City's share of CEI and Construction) (page 70)
- Madeline Ave. (East) and Bruner Rd. Sidewalks \$2K (City's share of Feasibility Study) (page 72)
- Taylor Rd / Williamson Blvd. Intersection \$3K (City's share of Feasibility Study) (page 74)



FY18 CIP Projects with Identified Funding Sources

- **General Capital Fund 317** **\$682,000**
 - Riverwalk Park (South Phase Engineering and Planning) \$100K (page 79)
 - Fitness Room Equipment (Fire Stations) \$27K (page 82)
 - Fence, Dugout & Backstop Replacement \$76K (page 84)
 - Causeway Dock Refurbishment \$225K (page 85)
 - Gym Floor Replacement \$103K (page 87)
 - Resurface Parking Lots (YMCA and City Center Athletic Complex) \$151K (pages 94-95)



FY18 CIP Projects with Identified Funding Sources

- **Water/Sewer Operating Fund 401** **\$ 1,695,000**
 - Water Treatment Plant – Water Supply Wells \$50K (page 110)
 - Water Reclamation Facility R&R \$50K (page 120)
 - Water Reclamation Facility- Sludge Trailer Storage Lot \$107K (page 123)
 - Water Reclamation Facility- Entry Gates Replacement \$30K (pages 124)
 - Water Reclamation Facility- Operations Building Expansion (Engineering & Planning) \$10K (page 125)
 - Sewer System Rehabilitation \$500K (page 132)
 - Utility Coordination and Relocation- Engineering \$25K (page 134)
 - Field Operations - Meter Replacement Program A through B \$923K (pages 135-136)



FY18 CIP Projects with Identified Funding Sources

- **Water/Sewer R & R Fund 403²** **\$ 2,035,000**
 - Field Operations - Water System Replacements \$300K (page 112)
 - Telemetry Instrument Control System A through B \$200K (pages 116 - 117)
 - Water Reclamation Facility – R&R A through C \$450K (pages 119 – 121)
 - Water Reclamation Facility – Electric System Repair /Replacement \$575K (page 122)
 - Water Treatment Plant R&R – Equipment A through B \$150K (pages 128-129)
 - Replace Existing Lift Stations \$360K (page 131)

² The 403 Fund is funded by a \$2.5M transfer from the Water / Sewer Operating Fund 401.



FY18 CIP Projects with Identified Funding Sources

- **Water/Sewer Impact Fee Fund 405** **\$825,000**

Water Impact Fee Projects

- Water System Replacements \$375K (page 112)
- Water System Extensions/Upsizing A through B \$50K (pages 113-114)
- City Cost Participation \$50K (page 115)

Sewer Impact Fee Projects

- City Cost Participation \$50K (page 115)
- Sewer System Expansion \$300K (page 133)



FY18 CIP Projects with Identified Funding Sources

- **Drainage Fund 412** **\$ 797,000**
 - Virginia Ave. and Monroe St. Drainage Basin \$297K (page 140)
 - Yorktowne Blvd. Sidewalk Drainage Improvements \$120K (page 142)
 - Storm Water Master Plan Phase II 380K (page 141)

- **Golf Course Fund 450** **\$20,000**
 - Irrigation Audit \$20K (page 157)



FY18 CIP Projects with Identified Funding Sources

- **Lease & Replacement Fund 505** **\$ 2,709,000**
 - Fleet Replacement \$1.6M (various pages beginning on 159)
 - Cypress Head Equipment \$79K (page 185)
 - City Manager \$200K (page 161)
 - Fire - 12 Lead Heart Monitors \$60K (page 163)
 - Fire – Extrication Equipment \$40K (page 165)
 - Fire – Radios (City's share of 10%) \$12K (page 167)
 - Fire – Exhaust Extractors (City's share of 10%) \$5K (page 168)
 - IT – City Municipal Network \$20K (page 172)
 - IT – Maintain Hardware infrastructure \$25K (page 173)



FY18 CIP Projects with Identified Funding Sources

- **Lease & Replacement Fund 505 - continued**
 - IT – Public Safety Technology Refresh \$30K (page 174)
 - IT – Old PD Technology Infrastructure \$135K (page 176)
 - IT – Fiber Optic Network Tracer Wire \$40K (page 177)
 - Police – Project-25 FCC Police Radio Compatibility & Replacement \$399K (page 179)

- **Building Maintenance Fund 506** **\$ 76,000**
 - Fire Station 73 Emergency Power Generator \$76K (page 188)



Contingent/Proposed FY18 CIP Projects

- Beautification of I-95 Interchange \$500K (FDOT Grant) (page 192)
- Radios \$102K (AFG Grant) (page 194)
- Exhaust Extractors \$39K (AFG Grant) (page 195)
- West Side Sports Complex \$860K (Bond/Grants) (page 196)
- Virginia Ave and Monroe St. Drainage Basin \$1.7M (Various Grants) (page 202)
- North Spruce Creek Road Sidewalk \$364K (TPO Grant) (page 209)
- Willow Run Blvd. Sidewalk (South Side) \$14K (TPO Grant) (page 210)
- WB Dunlawton Ave Right Turn Lane and City Center Cir. \$32K (TPO Grant) (page 211)
- EB Herbert St. Left Turn Lane at Nova Rd. \$13K (TPO Grant) (page 214)
- Madeline Ave. (East) Sidewalks \$18K (TPO Grant) (page 215)
- Taylor Rd/Williamson Blvd. Intersection Feasibility Study \$27K (TPO Grant) (page 217)
- Madeline Avenue Median and Turn Lane Project \$13K (TPO Grant) (page 218)
- Sidewalk Gap Project \$18K (TPO Grant) (page 220)



Unfunded FY18 CIP Projects

Unfunded 317 General Capital Projects (page 223)

- Beautification of I-95 Interchange \$873K
- Parks Maintenance Storage \$200K
- Restroom / Concession Facility \$164K
- Automatic Vehicle and Equipment Wash System \$429K
- Wood Shop Rebuild \$64K

Unfunded 412 Drainage Projects (page 223)

- Tumblebrook Drive Stormwater Improvements \$186K
- Howes Street Stormwater Improvements \$456K
- White Place & Riverside Drainage Improvements \$105K
- City Center Shoreline Stabilization \$341K
- Powers Avenue at Lemon Street Drainage Improvements \$175K
- Viking Drive Stormwater Improvements \$30K
- Charles Street Drainage Improvements \$110K



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 08/15/2017

Consent item: No

SUBJECT: (J24) City Attorney Comments - Engagement of Special Legal Counsels for Stormwater Rate Increase and for Moratorium relating to communication towers within the right of way

DEPARTMENT: City Attorney

GOAL:

RECOMMENDED MOTION: Move to approve the utilization of special legal counselors, Gary I. Resnick and Christopher B. Roe.

SUMMARY: On June 27, 2017, in a workshop meeting the city council reviewed and generally supported the staff's work relating to the proposed increase of the stormwater rates; and on August 1, 2017 the council adopted Ordinance No. 2017- 22 providing for a moratorium to give the city the opportunity to update its regulations for wireless and communication towers and facilities.

After review with the City Manager and the City Attorney's report to the city council, the legal staff engaged Special Legal Counsel, Christopher B. Roe, Esquire. Mr. Roe is with the law firm of Bryant, Miller and Olive, will provide legal consultation and review of documents related to the stormwater rate increase proposed for council final consideration on September 12, 2017.

In order to facilitate the development of regulations, Gary I. Resnick, Esquire with the law firm of Gray Robinson, will provide legal consultation, preparation of draft regulations and advice on pending applications.

Expenditures incurred for each of the special legal counselors will be substantially less than the manager's expenditure authority, unless further authorized by the city council. For additional information please contact Matthew Jones, Deputy City Attorney and Police Legal Advisor.

Project No.: Funding Account No.:

ATTACHMENTS:

Robin Fenwick
Margaret Roberts
Robin Fenwick

Created/Initiated - 07/31/2017
Approved - 08/04/2017
Final Approval - 08/04/2017
