



REGULAR CITY COUNCIL MEETING

6:30 PM – COUNCIL CHAMBERS – CITY HALL

SEPTEMBER 5, 2017

REVISED 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 by Rev. Rebecca Hyvonen of Cross Creek Community Church
3. Roll Call

B. PUBLIC HEARING

4. Discussion of Tentative Millage Rate and Budget for FY18
5. Resolution No. 17-35 - Adopting the Tentative Millage Rate for FY18
6. Resolution No. 17-36 - Adopting the Tentative Operating Budget for FY18
7. Resolution No. 17-37 - Adopting the Tentative Capital Budget for FY18
8. Resolution No. 17-38 - Adopting the Tentative Millage Rate for FY18 for Town Center CRA Tax Increment District
9. Resolution No. 17-39 - Adopting the Tentative Operating Budget for FY18 for Town Center CRA Tax Increment District
10. Resolution No. 17-40 - Adopting the Tentative Millage Rate for FY18 for Eastport CRA Tax Increment District
11. Resolution No. 17-41 - Adopting the Tentative Operating Budget for FY18 for Eastport CRA Tax Increment District
12. Second Reading - Ordinance No. 2017-27 - 15th Amendment to the Countryside PUD Master Land Use Plan, Case No. 17-40000003
13. First Reading - Ordinance No. 2017-28 - Medical Marijuana/LDC Amendment: Chapters 2, 12, 16, 17, and 18, Case No. 17-25000005

C. CONSENT AGENDA

14. Public Comments on Consent Agenda Items Only

15. Agenda Approval

16. Approval of Minutes

a. August 15, 2017 - Regular City Council Meeting

b. August 22, 2017 - City Council Workshop

17. Bid Awards and Contract Items

a. Approval of the Port Orange/South Daytona Chamber of Commerce Services Agreement

b. Award of ITB #17-30 to Kenworth of Jacksonville for Pre-owned Yard Spotter Truck

c. Ratification of Change Order No. 2 to Premier Magnesia, LLC

d. Renewal of Property, Inland Marine, Crime, Equipment Breakdown, and AD&D for Law Enforcement Officers and Firefighters Insurance

e. Renewal of Wright National Flood Insurance

f. Renewal of Florida Municipal Insurance Trust Policies

g. Rejection of all bids for ITB #17-28 for a Pre-Owned Ambulance

18. Resolution No. 17-34 - Conservation Easement Vacation – 1058 Dunlawton Avenue

19. Request for Historic Tree Removal at 846 Bears Trail

20. Approval of the Amended Conservation Easement for Gopher Tortoise Relocation

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

E. COUNCIL COMMENTS

21. Comments/Concerns from Council Members

F. SPECIAL AWARDS, REPORTS, RECOGNITION AND PROCLAMATIONS

22. Report from KemperSports on the Cypress Head Golf

G. BOARD APPOINTMENTS, INTERVIEWS, REPORTS

23. Planning Commission Appointments

H. REGULAR AGENDA

24. First Reading - Ordinance No. 2017-19 - Increasing Police Pension Board Terms to Four Years (Continued from 7/18/17)

25. Approval of Lease Extension for the Port Orange YMCA and Halifax Sublease

26. Resolution No. 17-42 – Emergency Management for Hurricane Irma

I. COMMENTS

27. City Attorney Comments –

1. Request to engage James Pickens, Esquire as Special Legal Counsel and to authorize filing legal action against N-Viro, LP
2. Request to approve rate payer notice procedures.

28. City Manager Comments

J. COUNCIL COMMITTEE REPORTS

29. City Council Committee Reports

- a. River to Sea TPO
- b. General Employees' Pension Plan

K. 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

Regular City Council Meeting

09/05/2017

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OPENING INVOCATION IF A PERSON DOES NOT WISH TO PARTICIPATE IN OR WITNESS THE
OPENING INVOCATION.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (B4) Discussion of Tentative Millage Rate and Budget for FY18

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION:

SUMMARY:

The Mayor will make announcements and proceed as required by law.

The First Step is the Council discusses the tentative millage rate and the reason for the percentage increase in millage over the rolled back rate.

The Second Step is the Public speaks to comments and questions.

The Third Step is the Council discusses the tentative budget. If the city council alters the tentative budget as set forth in the corresponding resolution, then the city council shall not proceed with the adoption of any agenda items, until the Fourth Step is completed.

The Fourth Step is only required if the city council alters the budget. The finance director shall compute the resultant tentative millage rate and the percentage change as it relates to the rolled back rate. The estimated time to complete the computations is approximately 30 minutes.

The Fifth Step Council proceeds with Reading the first resolution for the tentative millage rate.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Discussion of Tentative Millage Rate and Budget for FY2018	Discussion of Tentative Millage Rate and Budget for FY2018.pdf
2.	FY18 Budget Memo for First Hearing 9-5-17	FY18 Budget Memo for Council Mtg on 9-5-17.pdf
3.	FY18 Tentative Budget for 9-5-17 - First Hearing	FY18 Tentative Budget Worksheets - RV and XP - All Funds - for CC Review on 9-5-17 First Hearing.pdf

Lisa Pallante
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Final Approval - 08/29/2017

**Public Hearing for Adoption of Tentative Millage/Budget
September 5, 2017**

Agenda Item 4.

Announce the following:

The Fiscal Year (FY) 2018 Budget commences on October 1, 2017 and continues through September 30, 2018.

"The public hearing is now convened to discuss the millage rate and budget. We will begin with the City of Port Orange City Council discussion of the tentative millage necessary to fund the FY2018 tentative budget for the City of Port Orange, the Community Redevelopment Agency for Port Orange Town Center and the Community Redevelopment Agency for Eastport Business Center. The tentative millage rate to be levied is 4.5673 mills per \$1,000.00 of valuation and is an 8.89% increase in ad valorem tax revenues above the rolled-back rate. The rolled-back rate is 4.1945 mills per \$1,000.00 of valuation."

Ask for Council discussion.

Announce the following:

"The Council will now hear comments regarding the proposed tentative millage. The general public shall be allowed to address the council, to make comments and to ask questions."

Ask for public comments.

Announce that Council will now review the tentative budget and discuss revisions, if any.

Ask council if any comments or revisions

If no revisions, then go to Agenda Item 6.

If revisions, changing the tentative budget from that presented in agenda package, then agree to revise the tentative budget. (do not vote to adopt and no formal motion - just consensus of Council to direct the manager to recompute the tentative millage, and mark up the Resolution adopting the tentative millage rate, accordingly.)

Agenda Item 5.

Read Resolution No. 17-35 for City Millage.

Move to approve Resolution No. 17-35 adopting the City of Port Orange FY2018 tentative millage rate of 4.5673 mills per \$1,000.00 of valuation. (Public Comment) (Roll call vote)

Announce the following:

"The adopted tentative millage rate of 4.5673 mills per \$1,000.00 of valuation is an 8.89% increase in ad valorem tax revenues above the rolled-back rate."

Agenda Item 6.

Read Resolution No. 17-36 for City Operating.

Motion to Approve Resolution No. 17-36 adopting the City of Port Orange FY2018 tentative operating budget. (Public Comment) (Roll call vote)

Agenda Item 7.

Read Resolution No. 17-37 for City Capital.

Motion to Approve Resolution No. 17-37 adopting the City of Port Orange FY2018 tentative capital budget. (Public Comment) (Roll call vote)

Agenda Item 8.

Read Resolution No. 17-38 for Town Center Millage.

Motion to Approve Resolution No. 17-38 adopting the Community Redevelopment Agency for Port Orange Town Center FY2018 tentative millage rate of 4.5673 mills per \$1,000.00 of valuation. (Public Comment) (Roll call vote)

Agenda Item 9.

Read Resolution No. 17-39 for Town Center Operating.

Motion to Approve Resolution No. 17-39 adopting the Community Redevelopment Agency for Port Orange Town Center FY2018 tentative operating budget. (Public Comment) (Roll call vote)

Agenda Item 10.

Read Resolution No. 17-40 for Eastport Millage.

Motion to Approve Resolution No. 17-40 adopting the Community Redevelopment Agency for Eastport Business Center FY2018 tentative millage rate of 4.5673 mills per \$1,000.00 of valuation. (Public Comment) (Roll call vote)

Agenda Item 11.

Read Resolution No. 17-41 for Eastport Operating.

Motion to Approve Resolution No. 17-41 adopting the Community Redevelopment Agency for Eastport Business Center FY2018 tentative operating budget. (Public Comment) (Roll call vote)

Ask for:

Motion to direct the City Clerk to publish an advertisement providing notice of the City of Port Orange City Council's intent to adopt the final millage rate and final operating and capital budget for the City of Port Orange, Community Redevelopment Agency for Port Orange Town Center and the Community Redevelopment Agency for Eastport Business Center complying with the budget summary requirements of law.

Announce the following:

"In addition to the foregoing general operating budget/millage levy, there is a voter approved millage levy of .3174 mills to fund the debt service for the 2016 general obligation refunding bonds issued for public safety capital facilities."

"A Public Hearing will be held on September 19, 2017, at 6:30 P.M. in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida, to discuss and adopt a final millage rate, the final operating and capital budget for FY2018 for the City of Port Orange, the Community Redevelopment Agency for Port Orange Town Center and the Community Redevelopment Agency for Eastport Business Center."

NOTE TO CLERK: Advertisement shall be published pursuant to Sections 200.065(2)(d); Section 200.065(3), Section 200.065(12) and 129.03(3)(b), Florida Statutes.



CITY OF PORT ORANGE

1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
TELEPHONE 386-506-5500
FAX 386-756-5290
www.Port-Orange.org

August 25, 2017

To: Mayor and Councilmembers
Jake Johansson, City Manager

From: Tracey Riehm, Finance Director

Re: FY18 Budget

The attached budget document includes all funds and incorporates guidance provided at the August 22, 2017 workshop. The following summary schedules are included to assist you in navigating through this document:

Schedule 1 is a list of all funds and includes the FY18 tentative budget, the FY17 adopted budget, the variance and page numbers. On the electronic version of the document the page numbers are hyperlinked.

Schedule 2 is the FY18 tentative budget compared to the preliminary budget you received on August 22, 2017. This schedule includes a comment field to explain the changes.

Schedule 3 is a General Fund Summary by department and includes the FY18 tentative budget, the FY17 adopted budget and the variance.

Schedule 4 is a General Fund Summary by department, with a breakdown by personnel, operating and capital compared to the FY17 adopted budget.

The preliminary FY18 General Fund totaled \$36,726,931 and was based on a millage rate of 4.5673. The tentative FY18 budget is 36,729,931 and is also based on a 4.5673 millage rate. This millage rate is 8.89% more than the rollback rate of 4.1945. After our workshop on August 22nd, the Babe Ruth Program was added back in at a net increase of \$12,194 and outside legal services in the City Attorney's budget was reduced by \$12,194. Council also directed staff to fund \$35,000 for the Homeless Initiative which will be funded in FY17 from surplus in the Council Priorities contingency pool.

Please do not hesitate to call me on my work phone (386) 506-5710 or cell (386) 212-7427 if I can be of assistance.

Thank you.

FY18 Tentative
Revenue & Expense Budgets

All Funds

For City Council Approval
on 9/5/17

First Public Hearing

FY18 Tentative Budget Compared to FY17 Adopted Budget by Fund for 9/5/17 City Council Meeting (Schedule 1)

Fund #	Fund Name	FY17 Adopted Budget	FY18 Tentative / Proposed Budget	\$ Variance	% Variance	Page
001	General Fund	\$ 36,446,004	\$ 36,729,931	\$ 283,927	0.8%	10
102	Eastport TIF	183,573	199,872	16,299	8.9%	140
103	Town Center TIF	459,184	479,438	20,254	4.4%	143
106	Recreation Facilities	107,490	230,500	123,010	114.4%	149
109	Bldg. Special Revenue	1,221,759	1,412,570	190,811	15.6%	152
110	CDBG Fund	268,806	266,593	(2,213)	-0.8%	162
214	2016 GO Bond Debt Svc	903,891	902,986	(905)	-0.1%	165
217	Eastport TIF Note	176,673	177,066	393	0.2%	167
218	Town Center TIF Bond	404,591	402,374	(2,217)	-0.5%	169
220	2014 Cap Imprv Bond	1,165,875	1,164,676	(1,199)	-0.1%	171
301	Capital Projects Fund	1,314,966	1,337,241	22,275	1.7%	173
311	Fire Impact Fee	50,500	50,500	-	0.0%	176
312	Transportation Impact Fee	145,000	145,000	-	0.0%	178
317	General Capital Fund	2,182,000	702,500	(1,479,500)	-67.8%	181
401	Water Sewer Op Fund	26,697,099	26,915,366	218,267	0.8%	184
403	W/S R&R Fund	2,405,000	2,505,000	100,000	4.2%	254
405	W/S Impact Fee	601,000	837,000	236,000	39.3%	262
410	Solid Waste	6,981,288	7,233,324	252,036	3.6%	268
412	Drainage Fund	4,055,740	4,762,677	706,937	17.4%	277
414	Drainage Bond Sinking	1,465,211	1,476,449	11,238	0.8%	290
416	Wetland Mitigation	41,775	76,775	35,000	83.8%	292
417	2012 W/S Debt Svc	3,897,624	4,182,768	285,144	7.3%	294
418	SRF Debt Service	2,604,611	2,604,611	-	0.0%	297
420	Forestry Management	115,409	181,507	66,098	57.3%	299
450	Golf Course Op	1,328,982	1,429,577	100,595	7.6%	302
501	Information Technology	1,887,135	1,993,151	106,016	5.6%	308

FY18 Tentative Budget Compared to FY17 Adopted Budget by Fund for 9/5/17 City Council Meeting (Schedule 1)

Fund #	Fund Name	FY17 Adopted Budget	FY18 Tentative / Proposed Budget	\$ Variance	% Variance	Page
503	Vehicle Maintenance	962,188	1,069,614	107,426	11.2%	317
504	Risk Management	1,856,143	1,934,620	78,477	4.2%	324
505	Lease & Replacement	2,618,000	2,867,851	249,851	9.5%	333
506	Building Maintenance	2,344,210	2,375,937	31,727	1.4%	336
508	Loan Pool	352,306	401,409	49,103	13.9%	348
606	PD Benefit Trust Fund	7,700	7,700	-	0.0%	350
607	PD Forfeiture Trust	700,000	412,000	(288,000)	-41.1%	352
611	Recreation Impact Fee	220,068	220,069	1	0.0%	355
615	PD Education Trust	10,000	10,000	-	0.0%	357
621	Recreation Scholarship	39,300	37,800	(1,500)	-3.8%	359
625	PD Federal Forfeiture	50,000	50,000	-	0.0%	361
Totals:		\$ 106,271,101	\$ 107,786,452	\$ 1,515,351	1.4%	
Funds not budgeted in FY18						
201	Cap Imprv Sinking Fund	1,125	-	(1,125)	-100.0%	n/a
634	PO Business Park	13,502	-	(13,502)	-100.0%	n/a
Revised Totals:		\$ 106,285,728	\$ 107,786,452	\$ 1,500,724	1.4%	

FY18 Tentative Budget Summary by Fund for 9/5/17 City Council Meeting (Schedule 2)

Fund #	Fund Name	Preliminary Budget *	Changes	FY18 Tentative / Proposed Budget	Comment
001	General Fund	\$ 36,726,931	\$ 3,000	36,729,931	*Add Babe Ruth - increase revenue by \$3K and increase expense by \$15,194 *Reduce Legal Services expense in City Attorney's Office by \$12,194
102	Eastport TIF	199,872	-	199,872	
103	Town Center TIF	479,438	-	479,438	
106	Recreation Facilities	230,500	-	230,500	
109	Bldg. Special Revenue	1,412,570	-	1,412,570	
110	CDBG Fund	266,593	-	266,593	
214	2006 GO Bond Debt Srvc	902,986	-	902,986	
217	Eastport TIF Note	177,066	-	177,066	
218	Town Center TIF Bond	402,374	-	402,374	
220	2014 Cap Imprv Bond	1,164,676	-	1,164,676	
301	Capital Projects Fund	1,337,241	-	1,337,241	
311	Fire Impact Fee	50,500	-	50,500	
312	Transportation Impact Fee	145,000	-	145,000	
317	General Capital Fund	702,500	-	702,500	
401	Water Sewer Op Fund	26,915,366	-	26,915,366	
403	W/S R&R Fund	2,505,000	-	2,505,000	
405	W/S Impact Fee	837,000	-	837,000	
410	Solid Waste	7,233,324	-	7,233,324	
412	Drainage Fund	4,762,677	-	4,762,677	
414	Drainage Bond Sinking	1,476,449	-	1,476,449	
416	Wetland Mitigation	76,775	-	76,775	
417	2012 W/S Debt Srvc	4,182,768	-	4,182,768	
418	SRF Debt Service	2,604,611	-	2,604,611	
420	Forestry Management	181,507	-	181,507	

FY18 Tentative Budget Summary by Fund for 9/5/17 City Council Meeting (Schedule 2)

Fund #	Fund Name	Preliminary Budget *	Changes	FY18 Tentative / Proposed Budget	Comment
450	Golf Course Op	1,429,577	-	1,429,577	
501	Information Technology	1,993,151	-	1,993,151	
503	Vehicle Maintenance	1,069,614	-	1,069,614	
504	Risk Management	1,934,620	-	1,934,620	
505	Lease & Replacement	2,867,851	-	2,867,851	
506	Building Maintenance	2,375,937	-	2,375,937	
508	Loan Pool	401,409	-	401,409	
606	PD Benefit Trust Fund	7,700	-	7,700	
607	PD Forfeiture Trust	412,000	-	412,000	
611	Recreation Impact Fee	220,069	-	220,069	
615	PD Education Trust	10,000	-	10,000	
621	Recreation Scholarship	37,800	-	37,800	
625	PD Federal Forfeiture	50,000	-	50,000	
		\$ 107,783,452	\$ 3,000	\$ 107,786,452	

* The figures listed in the "Preliminary Budget" column were published in the FY18 Preliminary Budget document dated 8/22/17.

FY18 Tentative General Fund Expense Budget by Department (Schedule 3)

Department Name (Division #)	FY17 Adopted Budget	FY18 Tentative / Proposed Budget	\$ Variance	% Variance
Non-Departmental (1000)	\$ 4,663,590	\$ 3,168,688	\$ (1,494,902)	-32.1%
Mayor & Council (1100)	201,830	192,035	(9,795)	-4.9%
City Manager (1200)	571,708	639,720	68,012	11.9%
City Attorney (1300)	652,685	636,957	(15,728)	-2.4%
City Clerk (1500)	339,615	337,325	(2,290)	-0.7%
Finance (1600)	1,221,245	1,229,672	8,427	0.7%
Human Resources (1700)	408,231	421,018	12,787	3.1%
CD - Planning (1900)	528,839	604,854	76,015	14.4%
CD - Code (1902)	476,135	488,024	11,889	2.5%
CD - Engr (1903)	567,898	608,559	40,661	7.2%
Fire (3100)	8,269,529	8,605,876	336,347	4.1%
Police (3200)	11,990,705	13,017,059	1,026,354	8.6%
Public Works (4300)	2,855,080	2,687,244	(167,836)	-5.9%
Parks Maintenance (4400)	2,315,185	2,514,008	198,823	8.6%
Recreation (51xx)	872,259	971,131	98,872	11.3%
Athletics (5200)	502,249	607,761	105,512	21.0%
pogTV (7000) - incorporated into City Mgr Dept 1200	9,221	-	(9,221)	-100.0%
	36,446,004	36,729,931	283,927	0.8%

FY18 Tentative General Fund Expense Budget by Department (Schedule 4)

Department (Division #)	FY17 Adopted	FY18 Tentative / Proposed	\$ Variance	% Variance
Non-Departmental (1000)	\$ 4,663,590	\$ 3,168,688	\$ (1,494,902)	-32.1%
Operating	1,863,888	1,793,098	(70,790)	-3.8%
Grants and Aid	35,194	35,590	396	1.1%
Transfers	2,413,125	1,150,000	(1,263,125)	-52.3%
Non-Op. (Compression Pool)	114,000	-	(114,000)	-100.0%
Non-Op. (Contingency)	237,383	190,000	(47,383)	-20.0%
Mayor & Council (1100)	201,830	192,035	(9,795)	-4.9%
Personnel	100,349	101,399	1,050	1.0%
Operating	101,481	90,636	(10,845)	-10.7%
City Manager (1200)	571,708	639,720	68,012	11.9%
Personnel	401,823	479,343	77,520	19.3%
Operating	162,959	137,546	(25,413)	-15.6%
Non-Op. (Contingency)	6,926	22,831	15,905	229.6%
City Attorney (1300)	652,685	636,957	(15,728)	-2.4%
Personnel	458,255	455,185	(3,070)	-0.7%
Operating	194,430	181,772	(12,658)	-6.5%
City Clerk (1500)	339,615	337,325	(2,290)	-0.7%
Personnel	198,368	203,566	5,198	2.6%
Operating	141,247	133,759	(7,488)	-5.3%

FY18 Tentative General Fund Expense Budget by Department (Schedule 4)

Department (Division #)	FY17 Adopted	FY18 Tentative / Proposed	\$ Variance	% Variance
Finance (1600)	1,221,245	1,229,672	8,427	0.7%
Personnel	1,070,382	1,101,636	31,254	2.9%
Operating	150,863	128,036	(22,827)	-15.1%
Human Resources (1700)	408,231	421,018	12,787	3.1%
Personnel	279,459	284,196	4,737	1.7%
Operating	128,772	136,822	8,050	6.3%
CD - Planning (1900)	528,839	604,854	76,015	14.4%
Personnel	465,620	514,764	49,144	10.6%
Operating	63,219	90,090	26,871	42.5%
CD - Code (1902)	476,135	488,024	11,889	2.5%
Personnel	367,120	354,113	(13,007)	-3.5%
Operating	109,015	133,911	24,896	22.8%
CD - Engr (1903)	567,898	608,559	40,661	7.2%
Personnel	488,919	503,358	14,439	3.0%
Operating	78,979	105,201	26,222	33.2%

FY18 Tentative General Fund Expense Budget by Department (Schedule 4)

Department (Division #)	FY17 Adopted	FY18 Tentative / Proposed	\$ Variance	% Variance
Fire (3100)	8,269,529	8,605,876	336,347	4.1%
Personnel	6,881,795	7,061,414	179,619	2.6%
Operating	1,360,734	1,538,462	177,728	13.1%
Capital	27,000	6,000	(21,000)	-77.8%
Police (3200)	11,990,705	13,017,059	1,026,354	8.6%
Personnel	9,822,247	10,562,750	740,503	7.5%
Operating	2,103,458	2,387,309	283,851	13.5%
Grants and Aid	65,000	-	(65,000)	-100.0%
Capital	-	67,000	67,000	n/a
Public Works (4300)	2,855,080	2,687,244	(167,836)	-5.9%
Personnel	995,788	994,234	(1,554)	-0.2%
Operating	1,859,292	1,693,010	(166,282)	-8.9%
Parks Maintenance (4400)	2,315,185	2,514,008	198,823	8.6%
Personnel	1,110,874	1,236,592	125,718	11.3%
Operating	1,127,311	1,240,416	113,105	10.0%
Capital	77,000	27,000	(50,000)	-64.9%
Non-Op. (Contingency)	-	10,000	10,000	n/a
Recreation (51xx)	872,259	971,131	98,872	11.3%
Personnel	576,754	716,093	139,339	24.2%
Operating	295,505	255,038	(40,467)	-13.7%

FY18 Tentative General Fund Expense Budget by Department (Schedule 4)

Department (Division #)	FY17 Adopted	FY18 Tentative / Proposed	\$ Variance	% Variance
Athletics (5200)	502,249	607,761	105,512	21.0%
Personnel	311,741	399,380	87,639	28.1%
Operating	184,508	208,381	23,873	12.9%
Capital	6,000	-	(6,000)	-100.0%
pogTV (7000) (incorporated into the City Mgr. Dept.)	9,221	-	(9,221)	-100.0%
Personnel	8,081	-	(8,081)	-100.0%
Operating	540	-	(540)	-100.0%
Grants and Aid	600	-	(600)	-100.0%
Grand Total:	36,446,004	36,729,931	283,927	0.8%

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
GENERAL FUND							
001-0000-311.10-00	CURRENT AD VALOREM	10,211,115	10,751,729	11,702,984	11,702,984	11,664,373	12,839,302
	LEVEL 4						
	TEXT					TEXT AMT	
	ESTIMATED PROP VALUE 2,982,735,229 X					12,488,075	
	4.45420 MILLS PER 1,000 AT 95% = 12,621,414						
	LESS TAX INCREMENT FUNDS EASTPORT = 75,965						
	LESS TAX INCREMENT FUNDS TOWN CENTER = 57,374						
	REVENUES WILL BE UPDATED WHEN FINAL VALUE IS RECEIVED JULY 1ST (CLB 6/7/17)						

	INCREASE MILLAGE BY 0.0228 TO OFFSET SMALL REDUCTION IN DEBT MILLAGE. NEW MILLAGE OF 4.4770 YIELDS AN ADD'L \$97,382 AFTER BACKING OUT CRA'S.						97,382
	\$2,990,702,263/1000 X 4.4770 * 95% = \$12,719,905						
	LESS: TOWN CENTER CRA AT \$58,092						
	LESS EASTPORT CRA AT \$76,356						
	REMAINING GEN FUND TAX RV = \$12,585,457 (LP 7-13-17)						

	INCREASE MILLAGE TO 4.837 TO FUND SERVICE LEVELS BEING REQUESTED						1,012,009
	\$2,990,702,263/1000 X 4.837 X 95% = \$13,742,726						
	LESS TIF EASTPORT = \$82,496						
	LESS TIF TOWN CENTER = \$62,764						
	REMAINING GENERAL FUND RV = \$13,597,466 (LP 7-13-17)						

	DECREASE MILLAGE TO 4.5673 PER CC MTG 7-25-17						758,164-
	\$2,990,702,263/1000 X 4.5673 X 95% = \$12,976,462						
	LESS TIF EASTPORT = \$77,896						
	LESS TIF TOWN CENTER = \$59,264						
	REMAINING GENERAL FUND RV = \$12,839,302 (LP 7-26-17)						

							12,839,302
001-0000-311.20-00	DELINQUENT	219,158	210,516	175,000	175,000	241,812	200,000
	LEVEL 4						
	TEXT					TEXT AMT	
	ESTIMATED BASED ON HISTORICAL					200,000	
						200,000	
001-0000-311.30-00	INTEREST DELINQ. TAXES	12,757	17,627	1,119	1,119	0	0
001-0000-312.51-00	INSURANCE PREMIUM TAX FF	391,117	367,918	0	0	0	0
001-0000-312.52-00	STATE POLICE RETIR CONTRB	345,822	373,343	0	0	0	0
001-0000-314.10-00	ELECTRIC	4,103,884	4,209,725	4,222,823	4,222,823	3,013,653	4,307,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	LEVEL 4					TEXT AMT	
						4,307,000	
						4,307,000	
001-0000-314.30-00	UTILITY SERVICE TAX WATER	914,901	943,160	924,524	924,524	795,031	954,897
	LEVEL 4					TEXT AMT	
						954,897	
						954,897	
001-0000-314.40-00	UTILITY SERVICE TAXES-GAS	135,137	117,864	124,632	124,632	102,439	112,321
	LEVEL 4					TEXT AMT	
						112,321	
						112,321	
001-0000-315.20-00	COMMUNICATIONS SERVICES	1,886,648	1,784,375	1,722,687	1,722,687	1,231,162	1,618,112
	LEVEL 4					TEXT AMT	
						1,618,112	
						1,618,112	
001-0000-316.10-00	CITY-OCCUPATION	113,499	148,250	150,000	150,000	81,559	150,000
	LEVEL 4					TEXT AMT	
						150,000	
						150,000	
001-0000-322.10-00	BUILDING	0	0	0	0	20	0
001-0000-323.10-00	FPL FRANCHISE FEE	3,230,972	3,171,271	3,182,037	3,182,037	1,877,856	3,124,948
	LEVEL 4					TEXT AMT	
						3,124,948	
						3,124,948	
001-0000-323.40-00	PEOPLES GAS FRANCHISE	20,870	20,670	23,747	23,747	16,418	16,835
	LEVEL 4					TEXT AMT	
						16,835	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
							16,835
001-0000-323.75-00	RECYCLING	4,250	3,820	4,620	4,620	3,170	4,406
	LEVEL 4 TEXT BASED ON MODEL OF HISTORICAL DATA (CLB 6/7/17)					TEXT AMT 4,406	4,406
001-0000-329.10-00	FEES & PERMITS	12,980	16,110	16,039	16,039	11,185	11,848
	LEVEL 4 TEXT BASED ON HISTORICAL TRENDS THAT GENERALLY 75% OF REVENUE HAS BEEN REC. BY MAY. (CLB 6/7/17)					TEXT AMT 11,848	11,848
001-0000-329.10-08	ABANDONED PROP REG FEE	49,350	31,350	30,000	30,000	20,605	21,897
	LEVEL 4 TEXT BASED ON HISTORICAL TREND OF 74% REVENUE REC THROUGH MAY (CLB 6/7/17)					TEXT AMT 21,897	21,897
001-0000-331.20-05	JAG-VARIOUS GRANTS	10,000	7,315	0	8,652	0	0
001-0000-331.56-01	BJA-BULLETPROOF VESTS	0	2,596-	0	0	14,812	0
001-0000-334.10-11	VOCA GRANT V8004	59,719	59,786	76,500	76,500	59,985	40,000
	LEVEL 4 TEXT WILL UPDATE WHEN GRANT AWARD IS FINALIZED (CLB 6/7/17)					TEXT AMT 40,000	40,000
001-0000-335.12-00	STATE REVENUE SHARING	1,838,434	1,907,919	2,067,000	2,067,000	1,730,324	2,174,213
	LEVEL 4 TEXT BASED ON HISTORICAL TRENDS WILL UPDATE IN JULY WHEN FINAL ESTIMATES ARE REC FROM THE STATE (CLB 6/7/17)					TEXT AMT 2,174,213	2,174,213
001-0000-335.14-00	MOBILE HOME LICENSES	148,549	142,341	143,744	143,744	148,018	139,594
	LEVEL 4 TEXT BASED ON HISTORICAL TRENDS WILL UPDATE IN JULY WHEN FINAL ESTIMATES ARE REC FROM THE STATE (CLB 6/7/17)					TEXT AMT 139,594	139,594

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-0000-335.15-00	ALCOHOLIC BEV LIC	34,593	32,815	35,767	35,767	35,884	44,300
	LEVEL 4	TEXT BASED ON HISTORICAL TRENDS WILL UPDATE IN JULY WHEN FINAL ESTIMATES ARE REC FROM THE STATE (CLB 6/7/17)				TEXT AMT 44,300	
						44,300	
001-0000-335.18-00	LOCAL GOVT 1/2[SALES TAX	2,956,303	3,116,961	3,305,794	3,305,794	2,215,221	3,522,241
	LEVEL 4	TEXT BASED ON HISTORICAL TRENDS WILL UPDATE IN JULY WHEN FINAL ESTIMATES ARE REC BY THE STATE (CLB 6/7/17)				TEXT AMT 3,522,241	
						3,522,241	
001-0000-335.21-00	FIRE EDUCATION PAY	26,412	26,113	26,392	26,392	17,288	24,333
	LEVEL 4	TEXT BASED ON HISTORICAL TRENDS (CLB 6/7/17)				TEXT AMT 24,333 24,333	
001-0000-335.41-00	MTR FUEL TX REFUND	23,659	31,199	30,000	30,000	20,507	47,153
	LEVEL 4	TEXT BASED ON HISTORICAL TRENDS (CLB 6/7/17)				TEXT AMT 47,153 47,153	
001-0000-337.20-00	PUBLIC SAFETY	0	3,000	0	3,000	3,000	3,000
	LEVEL 4	TEXT PER MOA (CLB 6/7/17)				TEXT AMT 3,000 3,000	
001-0000-338.20-00	COUNTY-OCCUPATION	55,041	54,991	39,000	39,000	30,034	44,392
	LEVEL 4	TEXT BASED ON HISTORICAL TREND (CLB 6/7/17)				TEXT AMT 44,392 44,392	
001-0000-341.17-00	APPLICATION REVIEW FEES	297,792	534,076	340,000	340,000	265,188	361,134
	LEVEL 4	TEXT BASED ON HISTORICAL TREND (CLB 6/7/17)				TEXT AMT 361,134	
						361,134	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-0000-341.17-99	CONTRA-RV-COUNCIL WAIVERS	0	0	0	0	0	20,000-
	LEVEL 4 TEXT ESTABLISH A CONTRA-REVENUE ACCOUNT TO RECORD ***** APPLICATION REVIEW FEES WAIVED BY CITY COUNCIL (LP 8-11-17)					TEXT AMT 20,000-	
						20,000-	
001-0000-341.31-00	ENGINEERING REVIEW FEE	9,400	9,200	9,800	9,800	4,763	4,355
	LEVEL 4 TEXT BASED ON HISTORICAL DOWNWARD TREND (CLB 6/7/17)					TEXT AMT 4,355	
						4,355	
001-0000-341.39-00	ADMIN SERVICE FEES	1,418,012	1,375,354	1,575,604	1,575,604	1,313,003	1,671,647
	LEVEL 4 TEXT UPDATED FOR FY18 06/16/17 *****					TEXT AMT	
	ADMIN FEE FROM SOLID WASTE					365,017	
	ADMIN FEE FROM VEHICLE MAINT					50,021	
	ADMIN FEE FROM WATER & SEWER					802,581	
	ADMIN FEE FROM IT					117,044	
	ADMIN FEE FROM DRAINAGE					91,679	
	ADMIN FEE FROM RISK MGMT					99,868	
	ADMIN FEE FROM BLDG MAINT					74,807	
	ADMIN FEE FROM CD BLDG					52,330	
	ADMIN FEE FROM FIRE IMPACT					1,000	
	ADMIN FEE FROM TRANS IMPACT					2,800	
	ADMIN FEE FROM WS IMPACT					12,000	
	ADMIN FEE FROM REC IMPACT FEE					2,500	
						1,671,647	
001-0000-341.42-00	CLERK'S RECORDING FEES	3,103	4,657	4,000	4,000	3,946	2,759
	LEVEL 4 TEXT DEPENDENT ON PROJECTS & CUSTOMER SERVICE LIENS REVENUE MODEL REFLECTS DOWNWARD TREND (CLB 6/7/17)					TEXT AMT 2,759	
						2,759	
001-0000-342.20-00	SPECIAL FIRE SER	50,000	50,000	50,000	50,000	50,000	50,000
	LEVEL 4 TEXT CONTRACT WITH VOLUSIA COUNTY					TEXT AMT 50,000 50,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-0000-342.31-00	FIRE CPR/EMS FEES	6,156	3,836	2,000	2,000	9,438	10,000
	LEVEL 4 TEXT BASED ON HISTORICAL TRENDS (CLB 6/7/17)					TEXT AMT 10,000 10,000	
001-0000-342.80-00	SPECIAL STREET SER	81,011	59,982	65,577	65,577	68,405	65,577
	LEVEL 4 TEXT HIGHWAY MAINT MOA DATED 3/6/17, 3-YR TERM (CLB 6/29/17)					TEXT AMT 65,577 65,577	
001-0000-342.82-00	OTHER FIRE SERVICES	1,450	1,175	0	0	1,200	1,106
	LEVEL 4 TEXT BASED ON HISTORICAL TREND (CLB 6/7/17)					TEXT AMT 1,106 1,106	
001-0000-342.83-00	ANNUAL FIRE INSPECTIONS	6,704	6,884	6,700	6,700	6,639	6,631
	LEVEL 4 TEXT BASED ON HISTORICAL TRENDS (CLB 6/7/17)					TEXT AMT 6,631 6,631	
001-0000-342.84-00	BLDG PLANS REVIEW FIRE	11,094	6,475	6,000	6,000	15,285	10,000
	LEVEL 4 TEXT BASED ON HISTORICAL TRENDS-(CLB 6/7/17)					TEXT AMT 10,000 10,000	
001-0000-342.86-00	FIRE HYDRANT FLOW TESTS	495	450	400	400	1,125	549
	LEVEL 4 TEXT BASED ON HISTORICAL TRENDS (CLB 6/7/17)					TEXT AMT 549 549	
001-0000-343.66-00	SERVICE CHARGE/ LATE FEE	48,983	17,612-	30,000	30,000	39,018	30,000
	LEVEL 4 TEXT BUDGET FLAT FOR FY 18 (CLB 6/7/17)					TEXT AMT 30,000 30,000	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
WILL UPDATE (CLB 6/7/17) *****							
REDUCE BABE RUTH REVENUE (CLB 8-8-17)						3,000- 222,000	
001-0000-347.62-00	SPONSOR FEES	35,056	38,168	33,000	33,000	26,091	31,027
LEVEL 4	TEXT BASED ON HISTORICAL TREND (CLB 6/7/17)					TEXT AMT 31,027	
						31,027	
001-0000-347.62-50	P0150 / FOUNDERS DAY	0	0	0	10,500	26,000	29,000
LEVEL 4	TEXT NO HISTORY - BASED ON FY 17 REVENUE (CLB 6/7/17)					TEXT AMT 16,000	
	INCREASE REVENUE - (LP 7-10-17) *****					23,500	
	REDUCE FOUNDER'S DAY REVENUE (CLB 8-8-17)					10,500- 29,000	
001-0000-347.69-00	BABE RUTH DISTRICTS	0	0	0	7,750	7,000	3,000
LEVEL 4	TEXT PER COUNCIL DIRECTION ON 8/22/17 (CLB 8-24-17)					TEXT AMT 3,000 3,000	
001-0000-347.71-00	GET FIT CHALLENGE	200	0	0	0	0	0
001-0000-347.75-00	PAVILION EVENT REVENUE	612	0	0	0	0	0
001-0000-349.18-00	MISC RECORDING (N JOURNAL	6,855	10,047	9,000	9,000	8,931	9,000
LEVEL 4	TEXT FLAT BUDGET FY 18 (CLB 6/7/17)					TEXT AMT 9,000 9,000	
001-0000-351.10-00	FINES AND COURT CASES	114,883	112,152	105,000	105,000	85,040	90,000
LEVEL 4	TEXT BASED ON HISTORICAL TREND (CLB 6/7/17)					TEXT AMT 90,000	
						90,000	
001-0000-354.10-00	CODE ENFORCEMENT FINES	741,639	437,093	45,000	45,000	165,292	45,000
LEVEL 4	TEXT FLAT FY 18 BUDGET ***OFFSET BY BAD DEBT RESERVE IN 66-05***					TEXT AMT 45,000	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP 2
	(07-07-17 NT)							
							45,000	
001-0000-354.20-01	PARKING VIOLATIONS	3,690	3,130	2,250	2,250		17,134	5,000
	LEVEL 4 TEXT BASED ON HISTORICAL DATA (CLB 6/7/17)						TEXT AMT 5,000	
							5,000	
001-0000-354.20-02	ANIMAL CITATIONS	4,771	2,683	2,850	2,850		4,001	3,000
	LEVEL 4 TEXT BASED ON HISTORICAL TRENDS (CLB 6/7/17)						TEXT AMT 3,000	
							3,000	
001-0000-354.66-05	BAD DEBT RESERVE	0	327,154-	0	0		150,958-	0
	LEVEL 4 TEXT *** BAD DEBT RESERVE OFFSETS THE REVENUE IN 001-0000-354-10-00*** (07-07-17 NT)						TEXT AMT	
001-0000-359.10-01	INVESTIGATIVE RESTITUTION	1,850	2,100	2,500	2,500		1,000	2,000
	LEVEL 4 TEXT BASED ON HISTORICAL DATA (CLB 6/7/17)						TEXT AMT 2,000 2,000	
001-0000-361.10-00	INTEREST EARNINGS-INVESTM	93,025	78,227	100,000	100,000		47,939	75,000
	LEVEL 4 TEXT ESTIMATED BASED ON HISTORICAL DATA AND YTD (CLB 6/7/17)						TEXT AMT 75,000	
							75,000	
001-0000-361.15-00	INTERNAL INTEREST EARNING	880	880	6,770	6,770		0	6,770
	LEVEL 4 TEXT WILL UPDATE (CLB 6/7/17) INTERNAL LOANS INTEREST 07-13-17 (NT)						TEXT AMT 6,770 6,770	
001-0000-362.00-00	RENTS & ROYALTIES	1,200	1,200	1,200	1,200		1,000	1,200
	LEVEL 4 TEXT RON DESANTIS LOCAL OFFICE RENTAL @ \$100 PER MONTH (CLB 6/7/17)						TEXT AMT 1,200	
							1,200	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-0000-362.10-00	PALMER LAND LEASE	80,000	80,000	80,000	80,000	80,000	81,000
	LEVEL 4 TEXT PER CONTRACT (CLB 6/7/17) CONTRACT INCREASE FOR OCT 17 - SEP 18 (07-26-17 NT)					TEXT AMT 80,000 1,000 81,000	
001-0000-362.11-00	PALMER STORAGE LEASE	8,400	8,400	8,400	8,400	4,200	0
	LEVEL 4 TEXT CONTRACT NOT RENEWED FOR FY18 (CLB 6/7/17)					TEXT AMT 8,400 8,400-	
001-0000-362.12-00	PALMER RENT AGC	438,796	438,796	445,629	445,629	407,924	452,461
	LEVEL 4 TEXT PALMER RENT OCT-17 THROUGH SEP-18 ***** \$40,330.13 PALMER RENT (2,625.00) MONTHLY CREDIT \$37,705.13 (07-26-17 NT)					TEXT AMT 452,461 452,461	
001-0000-362.20-00	YMCA RENTAL	101,250	101,250	101,250	135,000	123,750	0
	LEVEL 4 TEXT ** NOTE: MOVE ALL YMCA RENT TO 106 TO FUND LARGE CAPITAL PROJECTS* 05-12-17 NT					TEXT AMT 101,250 101,250-	
001-0000-362.30-00	COUNCIL ON AGING	1,500	1,500	1,500	1,500	1,375	1,500
001-0000-362.40-00	VERIZON	23,805	27,376	27,376	27,376	27,376	27,376
	LEVEL 4 TEXT PER CONTRACT THROUGH 2025 (CLB 6/7/17)					TEXT AMT 27,376 27,376	
001-0000-362.60-00	AT&T RENTAL	29,486	34,688	30,000	30,000	33,377	30,000
	LEVEL 4 TEXT PER CONTRACT THROUGH 2036 (CLB 6/7/17)					TEXT AMT 30,000 30,000	
001-0000-364.23-00	SALE OF LAND	0	1,403,203	0	0	996,463	0

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
001-0000-365.10-00	SCRAP SALES	2,021	0	0	0	162		0
001-0000-366.45-00	TREE PLANTING	0	0	0	0	350		0
001-0000-366.51-00	YOUTH ADVISORY BOARD	411	0	0	0	0		0
001-0000-366.75-00	VETERANS PARK DONATIONS	2,300	350	0	0	350		0
001-0000-366.81-00	DONATIONS FOR FIRE SVC	0	0	0	0	300		0
001-0000-366.90-00	PRIVATE DONATIONS	500	0	0	0	193		0
001-0000-366.99-00	RECREATION DONATIONS	1,690-	0	0	0	0		0
001-0000-367.01-00	TREE MITIGATION	11,018	0	0	8,838	8,838		0
001-0000-367.10-00	LICENSES	3,906	3,982	3,781	3,781	2,941	3,000	
LEVEL 4	TEXT BASED ON HISTORICAL TREND (CLB 6/7/17)					TEXT AMT 3,000		
						3,000		
001-0000-369.36-00	ICMA FORFEITURES	59,071	0	0	0	191,990		0
001-0000-369.90-00	MISC REVENUE	35,791	85,792	20,000	23,396	25,480	30,000	
LEVEL 4	TEXT BASED ON HISTORICAL TREND (CLB 6/7/17)					TEXT AMT 30,000		
						30,000		
001-0000-369.90-02	CASH OVER/SHORT	0	119	0	0	0		0
001-0000-369.90-06	ADMIN FEES (Garnishments)	0	0	0	0	31		0
001-0000-369.90-07	POG TV	631	506	500	500	1		0
LEVEL 4	TEXT BRIGHHOUSE ANNUAL PAYMENT POG TV REMOVED FY 17					TEXT AMT 500 500-		
001-0000-369.90-15	LIEN SEARCH	56,574	55,754	28,553	28,553	44,664	23,000	
LEVEL 4	TEXT ESTIMATE BASED ON HISTORICAL DATA AND CONTRACT WITH OUTSIDE VENDOR (CLB 6/7/17)					TEXT AMT 23,000		
						23,000		
001-0000-369.90-16	BUS BENCH	35,753	0	0	0	0		0
LEVEL 4	TEXT BUS BENCH ADVERTISING AGREEMENT NOT RENEWED					TEXT AMT		
001-0000-369.91-00	MISC REVENUE POLICE	95,208	107,075	105,000	105,000	105,593	120,000	
LEVEL 4	TEXT BASED ON HISTORICAL TREND					TEXT AMT 120,000 120,000		

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-0000-369.91-10	WRECKER/TOWING CNT REVENU	72,939	100,250	105,092	105,092	96,320	107,189
	LEVEL 4 TEXT BASED ON CURRENT CONTRACT ***** OCT 2017 (\$8,772 PER MONTH) NOV 2017 - SEP 2018 2% INCREASE (\$8,947 PER MONTH) (07-26-17 NT)					TEXT AMT 8,772 98,417 107,189	
001-0000-381.21-00	TRANSFER FRM DRAINAGE	63,649	0	0	0	0	0
001-0000-381.37-00	TRANS FROM 203	0	4,161	0	0	0	0
001-0000-381.73-00	TRANSFER FROM 317 FUND	0	32,000	0	0	0	0
001-0000-381.94-00	TRANSFER FROM 108	0	212,211	0	0	0	0
001-0000-381.95-00	TRANSFER FROM 632	0	10,822	0	0	0	0
001-0000-382.20-00	IN LIEU OF TAX WATER/SWR	1,260,543	1,225,404	1,219,069	1,219,069	1,015,891	1,258,858
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 1,258,858 1,258,858	
001-0000-382.21-00	IN LIEU OF TAX DRAINAGE	191,841	184,572	187,758	187,758	156,465	195,098
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 195,098 195,098	
001-0000-382.70-00	SOLID WASTE	193,875	204,425	204,831	204,831	170,693	202,457
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 202,457 202,457	
001-0000-389.10-00	APPROPRIATED FUND BAL	0	0	2,912,000	12,433,629	0	1,649,851
	LEVEL 4 TEXT *FY18 INITIAL AMOUNT NEEDED TO FUND THE 317 CIP PROJECTS *FY18 INITIAL AMOUNT NEEDED TO FUND THE 505 CIP LEASE & REPLACEMENT FUND *REDUCE AMOUNT NEEDED TO FUND 505 - CM REDUCTION 07-10-17 (NT) *FY18 AMOUNT TO FUND ONE TIME ITEMS CITYWIDE *ADJUSTMENT TO BALANCE FUND *INCREASE AMOUNT NEEDED TO FUND 317 07-17-17 (NT)					TEXT AMT 640,000 600,000 150,000- 500,000 149- 60,000 1,649,851	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
*		32,336,740	34,877,002	36,446,004	46,057,139	29,384,688	36,729,931
**	GENERAL FUND	32,336,740	34,877,002	36,446,004	46,057,139	29,384,688	36,729,931
***	GENERAL FUND	32,336,740	34,877,002	36,446,004	46,057,139	29,384,688	36,729,931
****	GENERAL FUND	32,336,740	34,877,002	36,446,004	46,057,139	29,384,688	36,729,931

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-1000-519.31-13	OTHER PROF. SERVICES	93,201	54,705	50,000	161,863	93,570	65,500
	LEVEL 4						
	TEXT					TEXT	AMT
	GOVERNMENTAL CONSULTING						40,000
	5% INC ON GOVNMNTL CONSLTG FOR JULY,AUG,SEPT 2018						500
	OPEB UPDATED EVERY 2 YEARS						10,000
	(LAST DONE IN FY16, DUE IN FY18)						
	OTHER MISC PROFESSIONAL SERVICES						30,000

	(LP 5-9-17)						

	REDUCTION PER CM (CLB 8-8-17)						15,000-
							65,500
001-1000-519.31-63	PROJECT PROFESSIONAL SRVC	0	0	0	8,753,000	8,712,942	0
001-1000-519.34-14	CONTRACT SERVICES OTHER	0	0	2,500	6,300	6,300	2,500
	LEVEL 4						
	TEXT					TEXT	AMT
	DISCLOSURE/DISSEMINATION SERVICES WITH DIGITAL						2,500
	ASSURANCE CERTIFICATION LLC (DAC)						
	**THIS WAS A NEW SERVICE THAT STARTED IN FY17.						
							2,500
001-1000-519.40-00	TRAVEL PER DIEM	2,167	0	0	0	0	0
001-1000-519.40-10	EMPLOYEE TRAINING	13,487	13,828	25,000	21,200	8,019	25,000
001-1000-519.44-13	FLEET FINANCING	1,202	1,202	601	601	501	0
001-1000-519.49-19	LICENSES, TAXES & FEES	13,458	10,090	8,000	8,000	4,292	3,000
	LEVEL 4						
	TEXT					TEXT	AMT
	OTHER TAXES, LICENSES, & FEES						3,000

	PO BUSINESS PARK ASSESSMENT FEES FOR THE CITY						
	HAVE BEEN REMOVED SINCE THE PROPERTY WAS SOLD						
	IN FY17.						

							3,000
001-1000-519.49-20	EQUIP & OTHER NON-CAPITAL	6,228	0	0	0	0	0
001-1000-519.49-61	DATA PROCESSING 501	755,314	674,842	892,151	892,151	743,459	933,850
	LEVEL 4						
	TEXT					TEXT	AMT
	UPDATED FOR FY18						933,850
							933,850
001-1000-519.49-64	INSURANCE 504	810,619	832,479	564,052	564,052	470,043	656,218
	LEVEL						
	TEXT					TEXT	AMT

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
4	UPDATED FOR FY18					656,218 656,218		
001-1000-519.49-66	TRF TO 506 BLDG MAINT FD	264,022	272,513	321,584	321,584	267,987	107,030	
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 107,030 107,030		
001-1000-519.52-00	OTHER OPERATING SUPPLIES	1,005	0	0	0	0	0	
001-1000-519.52-02	SPECIAL INVENTORY ACCT	0	0	0	0	208,744	0	
001-1000-519.52-17	AGRICULTURE SUPPLIES	1,875	1,920	0	21,542	0	0	
001-1000-519.52-19	OTHER OPERATING-DONATED'	1,338	239	0	4,810	898	0	
*	OPERATING EXPENSE	1,963,916	1,861,818	1,863,888	10,755,103	10,516,755	1,793,098	
001-1000-519.63-97	PROJ CAPITAL OUTLAY	7,800	0	0	116,419	116,411	0	
001-1000-519.64-00	MACH & EQUIPMENT	5,670	0	0	22,260	22,260	0	
*	CAPITAL OUTLAY	13,470	0	0	138,679	138,671	0	
001-1000-519.81-19	VOL CTY BUSINESS DEV CORP	33,730	34,480	35,194	35,194	35,194	35,590	
LEVEL 4	TEXT TEAM VOLUSIA BUSINESS DEV PARTNERSHIP (.50 PER CAPITA BASED OFF 59,315) VOLUSIA TPO (.10 PER CAPITA BASED OFF 59,315) ***** (LP 5-9-17)					TEXT AMT 29,658 5,932 35,590		
001-1000-519.83-00	OTHER GRANTS AND AID	0	12,543	0	0	0	0	
*	GRANTS & AIDE	33,730	47,023	35,194	35,194	35,194	35,590	
001-1000-581.91-09	TRANSFER TO 109	2,613	0	0	0	0	0	
001-1000-581.91-14	TRANSFER TO 401	9,579	0	0	0	0	0	
001-1000-581.91-18	TRANSFER TO 410	888	0	0	0	0	0	
001-1000-581.91-30	TRANSFER TO 505	0	0	230,000	305,000	305,000	450,000	
LEVEL 4	TEXT TRANSFER TO 505 LEASE FUND FOR ADD'L FUNDING FOR NEW EQUIPMENT REQUESTS AS OF 06-01-17 REDUCE BY \$100,000 BASED ON 505 REV-EXP PROJECTION 06-16-17 NT ** REDUCE BY \$150,000 - CM REDUCTION TO 505 CIP 07-10-17 (NT)					TEXT AMT 700,000 100,000- 150,000-		

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
						450,000	
001-1000-581.91-33	TRANSFER TO 412 FUND	847,500	677,000	0	0	0	0
001-1000-581.91-41	TRANSFER TO 501	1,911	0	0	0	0	0
001-1000-581.91-44	TRANSFER TO 504	4,104	0	0	0	0	0
001-1000-581.91-51	TRANSFER TO 201	1,125	1,125	1,125	1,125	938	0
	LEVEL 4 TEXT					TEXT AMT	
	TRANSFER TO 201 TO FUND ADMIN FEE AND					1,125	
	AUDIT CONF FEE FOR 97 CAP IMPRV RV REF BNDS						

	VERIFYING THAT THIS FEE WILL END IN FY17 WHICH						
	WOULD MEAN WE COULD ELIMINATE THIS \$1,125.						
	(LP 6-8-17)						

	REMOVE TRANSFER - FINAL PYMT HAS BEEN MADE					1,125-	
	(LP 6-8-17)						
001-1000-581.91-70	TRANSFER TO 317 FUND	596,000	1,800,000	2,182,000	2,182,000	2,182,000	700,000
	LEVEL 4 TEXT					TEXT AMT	
	PLACEHOLDER FOR TRANSFER TO 317 FOR FY18 CIP					640,000	
	PROJECTS. 05-16-17 NT.						
	*INCREASE TRANSFER TO 317 07-17-17 (NT)					60,000	
						700,000	
*	TRANSFERS	1,463,720	2,478,125	2,413,125	2,488,125	2,487,938	1,150,000
001-1000-519.99-10	CONTINGENCY	0	0	237,383	214,567	0	190,000
	LEVEL 4 TEXT					TEXT AMT	
	CONTINGENCY POOL - COUNCIL PRIORITIES					148,000	
	INCREASE COUNCIL PRIORITIES					42,000	
						190,000	
001-1000-519.99-50	COMPRESSION RESERVE	0	0	114,000	114,000	0	0
*	NON-OPERATING EXPENSE	0	0	351,383	328,567	0	190,000
**	NON DEPARTMENTAL	3,474,836	4,386,966	4,663,590	13,745,668	13,178,558	3,168,688
***	NON DEPARTMENTAL	3,474,836	4,386,966	4,663,590	13,745,668	13,178,558	3,168,688

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP 2
001-1100-511.12-00	MAYOR & COUNCIL MAYOR & COUNCIL SALARIES AND WAGES	71,944	74,074	73,064	73,064		61,734	73,064
	LEVEL 4 TEXT CURRENT COUNCIL						TEXT AMT 73,064 73,064	
001-1100-511.21-00	FICA TAXES	4,782	4,585	5,593	5,593		4,218	5,593
	LEVEL 4 TEXT CURRENT COUNCIL						TEXT AMT 5,593 5,593	
001-1100-511.22-00	RETIREMENT CONTRIBUTION	465	465	465	465		78	465
	LEVEL 4 TEXT CURRENT COUNCIL						TEXT AMT 465 465	
001-1100-511.23-00	HEALTH INSURANCE	16,631	19,755	20,971	20,971		13,511	22,015
	LEVEL 4 TEXT HEALTH DENTAL LIFE						TEXT AMT 20,631 1,116 268 22,015	
001-1100-511.24-00	WORKER'S COMPENSATION	75	64	69	69		54	75
	LEVEL 4 TEXT CURRENT COUNCIL ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						TEXT AMT 69 6 75	
001-1100-511.26-00	EAP BENEFIT	187	187	187	187		156	187
	LEVEL 4 TEXT CURRENT COUNCIL						TEXT AMT 187 187	
* PERSONNEL SERVICES		94,084	99,130	100,349	100,349		79,751	101,399
001-1100-511.31-13	OTHER PROF. SERVICES	32,438	40,000	20,000	20,000		20,065	20,000
	LEVEL 4 TEXT CHAMBER OF COMMERCE CONTRACT						TEXT AMT 20,000	

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FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
						20,000	
001-1100-511.34-14	CONTRACT SERVICES OTHER	0	0	0	800	800	0
001-1100-511.40-00	TRAVEL PER DIEM	1,876	3,787	8,510	7,710	3,098	8,000
	LEVEL 4 TEXT					TEXT AMT	
	5 COUNCIL TO FLC CONFERENCE @ \$1,288 EACH					6,440	
	5 COUNCIL TO 6 VLOC DINNERS @ \$35 EACH					1,050	
	5 COUNCIL TO THE CAPITAL @ \$690 EACH					3,450	
	***REDUCED PER CM (CLB 8-8-17)					2,940-	
						8,000	
001-1100-511.41-00	COMMUNICATION SERVICES	4,696	4,458	3,160	2,910	948	160
	LEVEL 4 TEXT					TEXT AMT	
	3 LANDLINES @ \$9/MONTH					110	
	LONG DISTANCE SERVICE @ \$4/MO					50	
						160	
001-1100-511.46-10	GENERAL EQUIP MAINT	112	119	100	100	23	100
	LEVEL 4 TEXT					TEXT AMT	
	COPIER MAINTENANCE BASED ON PRINT VOLUME 2016 ACT					100	
						100	
001-1100-511.48-04	PUB RELATION ACTIVITY	1,503	1,232	640	640	81-	1,320
	LEVEL 4 TEXT					TEXT AMT	
	STUDENT GOV DAY MOVED TO OTHER OPERATING SUPPLIES						520
	FAMILY DAYS PROMOTIONAL ITEMS						800
	QUARTERLY NEWSLETTER MOVED FROM CM BUDGET AND						1,320
	CIRCULATED VIA HOMETOWN NEWS @\$200/QTR						
001-1100-511.49-66	TRF TO 506 BLDG MAINT FD	52,719	45,840	51,951	51,951	43,293	46,026
	LEVEL 4 TEXT					TEXT AMT	
	UPDATED FOR FY18					46,026	
						46,026	
001-1100-511.51-00	OFFICE SUPPLIES	119	1,366	400	400	283	400
	LEVEL 4 TEXT					TEXT AMT	
	PAPER, PENS, BINDERS, STAPLES, ETC (ON PCARD)					400	
	BASED ON HISTORICAL ACTUALS					400	
001-1100-511.52-00	OTHER OPERATING SUPPLIES	410	4,510	4,080	5,042	5,462	5,580

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-1200-512.12-00	CITY MANAGER CITY MANAGER SALARIES AND WAGES	337,806	366,303	306,772	337,895	290,844	438,609
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) **INCREASE DUE TO PIO POSITION WAGE INCREASE **ERP MANAGER (SALARY OFFSET IN 12-20)					TEXT AMT 356,035 6,362 76,212 438,609	
001-1200-512.12-10	CAR ALLOWANCE	905	8,464	8,400	8,400	7,269	8,400
	LEVEL 4 TEXT PER CM CONTRACT @ \$500/MONTH PER ACM CONTRACT @ \$200/MONTH					TEXT AMT 6,000 2,400 8,400	
001-1200-512.12-12	ADD'L SALARY & BENEFITS	0	3,000	0	0	0	0
001-1200-512.12-20	CAPITAL LABOR OFFSET	0	0	0	0	0	97,209
	LEVEL 4 TEXT **ERP MANAGER (SALARY CHARGED TO ZMI054)					TEXT AMT 97,209- 97,209-	
001-1200-512.14-00	OVERTIME	0	1,540	430	5,116	6,503	1,500
	LEVEL 4 TEXT AMOUNT BASED ON HISTORICAL ACTUALS					TEXT AMT 1,500 1,500	
001-1200-512.21-00	FICA TAXES	25,904	27,932	24,145	26,885	20,754	34,315
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) **INCREASE DUE TO PIO POSITION WAGE INCREASE **ERP MANAGER (SALARY OFFSET IN 12-20)					TEXT AMT 27,996 488 5,831 34,315	
001-1200-512.22-00	RETIREMENT CONTRIBUTIONS	11,640	46,533	39,279	42,319	37,561	54,842
	LEVEL 4 TEXT CURRENT STAFF **INCREASE DUE TO PIO POSITION WAGE INCREASE **ERP MANAGER (SALARY OFFSET IN 12-20)					TEXT AMT 46,357 863 7,622 54,842	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-1200-512.23-00	HEALTH INSURANCE	9,905	17,307	22,399	26,425	15,503	38,256
	LEVEL 4 TEXT					TEXT AMT	
	HEALTH INS						27,508
	**INCREASE DUE TO PIO POSITION						
	DENTAL						1,488
	LIFE INS						1,804
	WAGE INCREASE LIFE						24
	**ERP MANAGER (SALARY OFFSET IN 12-20)						7,432
							38,256
001-1200-512.24-00	WORKER'S COMPENSATION	322	643	285	361	310	443
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)						330
	**INCREASE DUE TO PIO POSITION						
	WAGE INCREASE						6
	ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						32
	**ERP MANAGER (SALARY OFFSET IN 12-20)						75
							443
001-1200-512.26-00	EAP BENEFIT	63	64	113	134	53	187
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF						150
	**INCREASE DUE TO PIO POSITION						
	**ERP MANAGER (SALARY OFFSET IN 12-20)						37
							187
* PERSONNEL SERVICES		386,545	471,786	401,823	447,535	378,797	479,343
001-1200-512.31-13	PROFESSIONAL SERVICES	1,103	17,778	81,535	61,898	49,718	67,800
	LEVEL 4 TEXT					TEXT AMT	
	BROOKS AND DUNN GRANTS CONTRACT. TOTAL CONTRACT IS						67,800
	\$67,800.						
							67,800
001-1200-512.40-00	TRAVEL PER DIEM	6,487	2,546	7,270	10,240	5,170	7,500
	LEVEL 4 TEXT					TEXT AMT	
	CONTRACTUAL OBLIGATION FOR CM TO 3 PROF CONF						4,670
	MID CAREER MANAGERS INSTITUTE (ACM)						2,670

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	PORT ORANGE DAYS FOR CM						810
	VLOC DINNERS FOR CM 6/YR @\$35 EACH						210
	FPRA CONFERENCE FOR PIO						1,570
	FPRA MONTHLY MEETINGS 12 @ \$20						240
	***REDUCED MID CAREER MANAGERS INSTITUTE (ACM)						2,670-
	PER CM (CLB 8-8-17)						7,500
001-1200-512.40-10	EMPLOYEE TRAINING	0	0	0	2,400	2,400	2,000
	LEVEL 4 TEXT					TEXT AMT	
	ACM MID CAREER MANAGER'S INSTITUTE						1,750
	ADMINISTRATIVE ASSISTANT TRAINING						250
							2,000
001-1200-512.41-00	COMMUNICATION SERVICES	4,426	4,694	4,080	4,170	3,062	3,360
	LEVEL 4 TEXT					TEXT AMT	
	3 CELL PHONES @ \$59/MONTH EACH						2,120
	1 FAX LINE AT \$18.50/MONTH						230
	SIGN BOARD MODEM @ \$73/MONTH						880
	SPECTRUM LONG DISTANCE@ \$30/MONTH						360
	ELIMINATE FAX LINE IN CM OFFICE						230-
							3,360
001-1200-512.46-18	CONT MAINT/COMM EQUIP	730	100	0	0	0	0
001-1200-512.47-00	PRINTING AND BINDING	0	8,463	300	900	525	0
	LEVEL 4 TEXT					TEXT AMT	
	MOVED TO CITY COUNCIL BUDGET						
001-1200-512.48-04	PUB RELATION ACTIVITY	0	3,825	5,000	5,100	5,100	5,710
	LEVEL 4 TEXT					TEXT AMT	
	WSBB RADIO SHOW AT \$425/MO						5,100
	AMOUNT CONSOLIDATED FROM POGTV						200
	NEW PUBLIC RELATIONS INITIATIVE						230
	TSHIRTS FOR PO UNIVERSITY						180
							5,710
001-1200-512.49-14	FURN & FIXTURE NON-CAP	0	10,750	7,000	1,300	453	0
	LEVEL 4 TEXT					TEXT AMT	
	REDUCTION USED FOR PIO SALARY						
001-1200-512.49-16	COMPUTER HARDWARE	0	0	0	1,443	1,442	0
001-1200-512.49-19	LICENSES, TAXES & FEES	0	0	0	200	200	0
001-1200-512.49-66	TFR TO 506 BLDG MAINT FD	52,493	45,644	51,729	51,729	43,108	45,986
	LEVEL 4 TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
4	UPDATED FOR FY18						45,986 45,986	
001-1200-512.51-00	OFFICE SUPPLIES	1,798	2,270	2,000	2,000	867	1,500	
LEVEL 4	TEXT BASED ON HISTORICAL ACTUALS AND POSSIBLE REDUCTION DUE TO PAPERLESS INITIATIVE					TEXT AMT 1,500 1,500		
001-1200-512.52-00	OTHER OPERATING SUPPLIES	558	467	1,000	1,500	389	700	
LEVEL 4	TEXT REDUCED BASED ON PRIOR YEAR ACTUALS					TEXT AMT 700 700		
001-1200-512.52-15	POSTAL SERVICE	410	15,516	660	660	62	210	
LEVEL 4	TEXT BASED ON HISTORICAL ACTUALS AND POSSIBLE INCREASE IN POSTAGE RATES OF 4.25%					TEXT AMT 210 210		
001-1200-512.54-00	DUES AND MEMBERSHIPS	2,000	4,585	1,885	2,335	2,278	2,280	
LEVEL 4	TEXT ICMA FOR CITY MANAGER (BASED ON SALARY) FCCMA FOR CITY MANAGER (BASED ON SALARY) FCCMA FOR ACM (BASED ON SALARY) FPRA FOR PIO					TEXT AMT 1,120 420 370 370 2,280		
001-1200-512.54-01	BOOKS & SUBSCRIPTIONS	0	0	500	500	159	500	
LEVEL 4	TEXT PER CITY MANAGER CONTRACT					TEXT AMT 500 500		
* OPERATING EXPENSE		70,005	116,638	162,959	146,375	114,933	137,546	
001-1200-512.64-00	MACH & EQUIPMENT	0	0	0	7,947	0	0	
* CAPITAL OUTLAY		0	0	0	7,947	0	0	
001-1200-512.83-00	OTHER GRANTS & AIDS	0	100	0	0	0	0	
LEVEL	TEXT					TEXT AMT		

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	4						
	BRIGHTHOUSE SPONSORED THE FILM FESTIVAL. SPECTRUM HAS REFUSED TO DO SO. THIS HAS BEEN ELIMINATED FROM REVENUE AND EXPENDITURE. PREVIOUSLY \$600						
*	GRANTS & AIDE	0	100	0	0	0	0
001-1200-512.99-10	CONTINGENCY	0	0	6,926	1,972	0	22,831
	LEVEL 4						
	TEXT					TEXT	AMT
	CONTINGENCY						15,000
	***REDUCED PER CM (CLB 8-8-17)						15,000-

	ADD CONTINGENCY BACK (LP 8-11-17)						22,831

							22,831
*	NON-OPERATING EXPENSE	0	0	6,926	1,972	0	22,831
**	CITY MANAGER	456,550	588,524	571,708	603,829	493,730	639,720
***	CITY MANAGER	456,550	588,524	571,708	603,829	493,730	639,720

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
001-1300-514.12-00	LEGAL SERVICES LEGAL SERVICES SALARIES AND WAGES	245,941	275,067	339,697	341,269	274,812	335,819
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	326,672
						WAGE INCREASE	1,219
						NEW: PARALEGAL CERTIFICATION	2,928
						NEW: PARALEGAL POSITION (JAN 2018)	31,284
						NEW: CITY ATTORNEY SALARY INCREASE	5,000
						REDUCTION OF PARALEGAL POSITION PER CM (CLB 7-11-17)	31,284-
							335,819
001-1300-514.12-10	CAR ALLOWANCE	0	2,354	3,600	3,600	3,115	3,600
	LEVEL 4 TEXT					TEXT AMT	
						ALLOWANCE FOR DEPUTY CITY ATTORNEY (\$300/MONTH)	3,600
							3,600
001-1300-514.12-20	CAP/OTHER LABOR OFFSET	12,150-	16,680-	0	2,775-	2,775-	0
001-1300-514.14-00	OVERTIME	8,695	4,215	8,700	9,027	6,380	8,700
	LEVEL 4 TEXT					TEXT AMT	
						ORIGINAL OVERTIME REQUEST	8,700
						*REDUCED PER DEPARTMENT HEAD (CLB 6-30-17)	8,200-
						*INCREASE OVERTIME PER CM DUE TO PARALEGAL POSITION BEING REDUCED (CLB 7-11-17)	8,000
						*INCREASE OVERTIME BACK TO ORIGINAL REQUEST (LP 7-12-17)	200
							8,700
001-1300-514.15-10	CERTIFICATION/LICENSES	185	1,401	1,500	2,100	1,065	1,650
	LEVEL 4 TEXT					TEXT AMT	
						FLORIDA BAR ASSOC - \$400 PER ATTORNEY	1,200
						FL BAR REGISTERED PARALEGAL - \$150 PER PARALEGAL 3 (ALL DUES PAID LAST QTR OF FY)	450
							1,650
001-1300-514.21-00	FICA TAXES	18,200	20,138	26,933	27,080	20,298	26,621
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	25,653
						WAGE INCREASE	367
						NEW: PARALEGAL CERTIFICATION	218
						NEW: PARALEGAL POSITION (JAN 2018)	2,394

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	NEW: POSSIBLE ADD'L STAFF INCREASES						383
	REDUCTION OF PARALEGAL POSITION PER CM (CLB 7-11-17)						2,394-
							26,621
001-1300-514.22-00	RETIREMENT CONTRIBUTIONS	29,602	32,847	45,213	45,372	30,793	44,601
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF						42,980
	WAGE INCREASE						578
	NEW: PARALEGAL CERTIFICATION						293
	NEW: PARALEGAL POSITION (JAN 2018)						3,050
	NEW: POSSIBLE ADD'L STAFF INCREASES						750
	REDUCTION OF PARALEGAL POSITION PER CM (CLB 7-11-17)						3,050-
							44,601
001-1300-514.23-00	HEALTH INSURANCE	24,957	26,787	32,156	32,156	27,164	33,714
	LEVEL 4 TEXT					TEXT AMT	
	HEALTH						30,947
	DENTAL						1,674
	LIFE						1,066
	INCREASE ON LIFE						9
	NEW: PARALEGAL CERTIFICATION						6
	NEW: CITY ATTORNEY INCREASE						12
	NEW: PARALEGAL POSITION (JAN 2018)						5,494
	REDUCTION OF PARALEGAL POSITION PER CM (CLB 7-11-17)						5,494-
							33,714
001-1300-514.24-00	WORKER'S COMPENSATION	214	217	288	289	230	312
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)						300
	WAGE INCREASE						4
	NEW: PARALEGAL CERTIFICATION						3
	NEW: PARALEGAL POSITION						28
	NEW: POSSIBLE ADD'L STAFF INCREASES						4
	REDUCTION OF PARALEGAL POSITION PER CM (CLB 7-11-17)						28-
	ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						29
							312
001-1300-514.25-00	UNEMPLOYMENT COMP	2,799	0	0	0	0	0
001-1300-514.26-00	EAP BENEFIT	152	149	168	168	143	168
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
4	CURRENT STAFF NEW: PARALEGAL POSITION (JAN 2018) REDUCTION OF PARALEGAL POSITION PER CM (CLB 7-11-17)						168 28 28- 168
-----		-----	-----	-----	-----	-----	-----
* PERSONNEL SERVICES		318,595	346,495	458,255	458,286	361,225	455,185
001-1300-514.31-12	LEGAL SERVICES	111,986	151,275	125,000	130,000	117,424	112,806
LEVEL 4	TEXT PROFESSIONAL SERVICES INCLUDES PRIVATE ATTORNEYS SERVING AS SPECIAL LEGAL COUNSEL FOR LABOR AND EMPLOYMENT, PENSION, ECONOMIC DEV. INCENTIVES, CONSTRUCTION LITIGATION, LOCAL PROSECUTIONS, COURT REPORTERS, REAL ESTATE CLOSING/TITLE AND OTHER PROFESSIONAL SERVICES. ***** PER COUNCIL DIRECTION ON 8/22/17 (CLB 8-24-17)					TEXT AMT 125,000	
001-1300-514.31-13	OTHER PROF. SERVICES	0	1,269	0	3,878	2,999	0
001-1300-514.34-15	TEMP HELP SERVICE FEE	5,861	1,656	0	25,753	10,910	6,000
LEVEL 4	TEXT TEMPORARY HELP IS ENABLING THE WORK REQUIRED FOR FILE FINALIZATION, STORAGE AND DISPOSAL. THE TEMP HELP IS IN ADDITION TO THE OVERTIME INCURRED BY CURRENTLY 2 STAFF MEMBERS. THE LEGAL OFFICES HAVE A BACKLOG OF WORK AND APPROXIMATLEY 5% OF THE WORK OF 3 STAFF MEMBERS IS INCOMPLETE. THE VOLUME OF WORK IS APPROXIMATLEY 312 HOURS. THIS BODY OF WORK INVOLVES THE FINAL REVIEW OF EACH FILE, INCLUDING SAVING DIGITAL RECORDS, PREPARING AND SAVING DOCUMENTS FOR STORAGE OF THE CLOSED FILE, REVIEWING THE FILE AND ASSIGNING THE CATEGORY FOR RETENTION AS REQUIRED BY LAW, OBTAINING ATTORNEY SIGNOFF AND DELIVERY OF THE FILE FOR STORAGE ***** REDUCED PER DEPARTMENT HEAD (CLB 6-30-17) ***** RESTORE ORIGINAL REQUEST PER CA & CM (7-12-17 LP) *****					TEXT AMT 6,000	
							5,500- 5,500 6,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-1300-514.40-00	TRAVEL PER DIEM	4,471	2,907	6,270	6,270	3,240	6,270
	LEVEL 4 TEXT					TEXT AMT	
	FL MUNICIPAL ATTORNEYS ASSOC (FMAA)JULY					1,636	
	FL ASSOC OF POLICE ATTORNEYS (FAPA)SEPT-OCT					592	
	FL LEAGUE OF CITIES					48	
	CERTIFICATION REVIEW COURSE					1,790	
	ANNUAL GOV'T LAW IN FL					914	
	NATL ASSOC OF LEGAL ASSISTANTS (NALA)					1,290	
						6,270	
001-1300-514.40-10	EMPLOYEE TRAINING	0	435	2,000	2,000	1,315	2,000
	LEVEL 4 TEXT					TEXT AMT	
	REGISTRATION FOR VARIOUS REQUIRED TRAINING					2,000	
						2,000	
001-1300-514.41-00	COMMUNICATION SERVICE	3,252	2,565	3,000	3,000	1,726	2,076
	LEVEL 4 TEXT					TEXT AMT	
	TIME WARNER - CISCO DEPT PHONES (\$53/ MONTH)					636	
	AT&T MOBILITY - 2 EA. CELL PHONES (\$165/MONTH)					1,980	
	AT&T MOBILITY - ESTIMATED ANNUAL AIR CARD CHARGES					384	

	REDUCE AIR CARD CHARGES PER CM					384-	
	(LP 7-11-17)						

	REDUCE CELL PHONES TO \$120/MONTH PER CA					540-	
	(7-12-17 LP)						
						2,076	
001-1300-514.46-11	REGULAR MAINT/INSP EQUIP	808	478	1,200	1,200	1,000	1,200
	LEVEL 4 TEXT					TEXT AMT	
	COPY MACHINE MAINTENANCE & SUPPORT					1,200	
	PURCHASED IN FY14						
						1,200	
001-1300-514.46-16	BUILDING MAINTENANCE	0	2,724	0	0	0	0
001-1300-514.46-18	CONT MAINT/COMM. EQUIP	200	0	0	0	0	0
001-1300-514.46-36	SOFTWARE MAINTENANCE	0	0	0	0	0	2,200
	LEVEL 4 TEXT					TEXT AMT	
	MAINTENANCE & SUPPORT FOR LEGAL FILES SOFTWARE					2,200	
	8 LICENSES TOTAL ESTIMATED AT \$310/EACH						
	*7 CHARGED TO LEGAL \$310 X 7 = \$2,170						
	*1 CHARGED TO RISK MGMT FUND 504						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	IN PREVIOUS YEARS, THIS COST WAS CHARGED TO 001-1300-514-49-02 SOFTWARE. (LP 6-19-17) *****						
	REMOVE 1 LICENSE FOR LEGAL PER CM (LP 7-11-17) *****						310-
	RESTORE 7TH LICENSE PER CITY ATTORNEY & CM (7-12-17 LP) *****						310
						2,200	
001-1300-514.49-02	COMPUTER SOFTWARE	1,927	3,593	2,165	2,165	0	0
	LEVEL 4 TEXT MAINTENANCE & SUPPORT FOR LEGAL FILES SOFTWARE *7 LICENSES FOR LEGAL 001-1300 *1 LICENSE FOR RISK 504 FUND *****					TEXT AMT 2,200	
	THIS WAS MOVED TO OBJECT 46-36 SOFTWARE MAINT. (LP 6-19-17) *****					2,200-	
001-1300-514.49-20	EQUIP & OTHER NON-CAPITAL	2,113	1,670	500	500	0	500
	LEVEL 4 TEXT 2 NEW PRINTERS REDUCED PER DEPARTMENT HEAD (CLB 6-30-17)					TEXT AMT 1,000 500- 500	
001-1300-514.49-66	TFR TO 506 BLDG MAINT FD	39,353	34,221	38,780	38,780	32,317	33,940
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 33,940 33,940	
001-1300-514.51-00	OFFICE SUPPLIES	3,154	3,197	3,085	3,085	2,521	2,500
	LEVEL 4 TEXT OFFICE SUPPLIES *****					TEXT AMT 3,085	
	REDUCTION PER CM (LP 7-11-17) *****					585-	
						2,500	
001-1300-514.52-00	OTHER OPERATING SUPPLIES	464	414	400	400	310	400

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
		LEVEL 4	TEXT OPERATING SUPPLIES			TEXT AMT 400 400	
001-1300-514.52-15	POSTAL SERVICE	345	224	500	500	116	350
		LEVEL 4	TEXT POSTAL SERVICE ***** REDUCTION PER CM (LP 7-11-17) *****			TEXT AMT 500 150- 350	
001-1300-514.54-00	DUES & MEMBERSHIPS	995	1,515	1,030	1,030	2,160	1,030
		LEVEL 4	TEXT INTERNATIONAL MUNICIPAL LAWYERS ASSOCIATION (IMLA) FLORIDA ASSOCIATION OF POLICE ATTORNEYS VOLUSIA COUNTY BAR ASSOCIATION-ADDITIONAL ATTORNEY			TEXT AMT 695 50 285 1,030	
001-1300-514.54-01	BOOKS & SUBSCRIPTIONS	6,183	9,352	10,500	10,500	10,433	10,500
		LEVEL 4	TEXT THOMSON REUTERS ONLINE RESEARCH AND ONE BOOK			TEXT AMT 10,500 10,500	
*	OPERATING EXPENSE	181,112	217,495	194,430	229,061	186,471	181,772
**	LEGAL SERVICES	499,707	563,990	652,685	687,347	547,696	636,957
***	LEGAL SERVICES	499,707	563,990	652,685	687,347	547,696	636,957

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-1500-513.12-00	CITY CLERK CITY CLERK SALARIES AND WAGES	118,164	137,165	143,117	142,107	112,313	146,639
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE					TEXT AMT 144,166 2,473 146,639	
001-1500-513.14-00	OVERTIME	0	759	0	1,434	1,434	250
	LEVEL 4 TEXT THIS AMOUNT WILL COVER TIMES WHEN STAFF NEEDS TO WORK OVERTIME BECAUSE EXTRA HOURS WORKED CANNOT BE MADE UP DURING THAT SPECIFIC WEEK. IT IS RARE BUT HAPPENS FROM TIME TO TIME.					TEXT AMT 250 250	
001-1500-513.15-10	CERTIFICATIONS/LICENSES	0	105	150	194	190	150
	LEVEL 4 TEXT NOTARY PUBLIC CERTIFICATIONS & RENEWALS AS NEEDED					TEXT AMT 150 150	
001-1500-513.21-00	FICA TAXES	8,813	10,177	10,951	10,984	8,378	11,242
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE					TEXT AMT 11,052 190 11,242	
001-1500-513.22-00	RETIREMENT CONTRIBUTIONS	11,137	14,299	15,926	15,926	11,287	15,644
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE					TEXT AMT 15,365 279 15,644	
001-1500-513.23-00	HEALTH INSURANCE	18,630	23,073	27,943	27,943	18,816	29,344
	LEVEL 4 TEXT HEALTH INS DENTAL INS LIFE INS INCREASE ON LIFE					TEXT AMT 27,508 1,488 342 6 29,344	
001-1500-513.24-00	WORKER'S COMPENSATION	117	121	131	132	98	147

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BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
001-1500-513.49-20	EQUIP & OTHER NON-CAPITAL	0	0	0	1,480	1,479	0	
001-1500-513.49-66	TFR TO 506 BLDG MAINT FD	39,490	34,336	38,915	38,915	32,429	32,677	
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 32,677 32,677		
001-1500-513.51-00	OFFICE SUPPLIES	2,984	2,265	2,500	2,000	827	1,500	
	LEVEL 4 TEXT GENERAL OFFICE SUPPLIES FOR THE CLERK'S OFFICE ***** REDUCTION PER CM (LP 7-11-17) *****					TEXT AMT 2,500 1,000- 1,500		
001-1500-513.52-00	OTHER OPERATING SUPPLIES	1,320	860	750	1,250	974	844	
	LEVEL 4 TEXT INCLUDES NAME PLATES, HAND SANITIZER, & OTHER MISC. SUPPLIES					TEXT AMT 844 844		
001-1500-513.52-15	POSTAL SERVICE	417	640	560	538	238	560	
	LEVEL 4 TEXT POSTAGE, USPS & OVERNIGHT MAIL					TEXT AMT 560 560		
001-1500-513.54-00	DUES & MEMBERSHIPS	855	1,035	1,190	1,190	819	812	
	LEVEL 4 TEXT IIMC MEMBERSHIP FOR CITY CLERK FACC MEMBERSHIP FOR CITY CLERK FIRST AMENDMENT FOUNDATION MEMBERSHIP FLORIDA RECORDS MANAGEMENT ASSOC MEMBERSHIP					TEXT AMT 200 125 300 187 812		
001-1500-513.54-01	BOOKS & SUBSCRIPTIONS	143	222	182	204	203	156	
	LEVEL 4 TEXT NEWSJOURNAL SUBSCRIPTION (ONLINE ONLY)					TEXT AMT 156 156		
* OPERATING EXPENSE		134,729	142,032	141,247	166,203	150,683	133,759	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
**	CITY CLERK	291,702	327,848	339,615	365,073	303,298	337,325
***	CITY CLERK	291,702	327,848	339,615	365,073	303,298	337,325

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-1600-513.12-00	SALARIES AND WAGES	575,903	636,644	787,691	782,980	621,964	815,350
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	798,218
						WAGE INCREASE	17,132
						**FINANCE DIRECTOR AND COMPLIANCE MGR SPLIT FUNDED	
						70%FIN/30%PU	
							815,350
001-1600-513.14-00	OVERTIME	8,553	2,462	15,000	16,205	12,246	10,000
	LEVEL 4					TEXT AMT	
						REGULAR OVERTIME	15,000
						REDUCE OVERTIME PER DEPT HEAD (CLB 7-11-17)	4,000-
						***REDUCED PER CM (8-8-17)	1,000-
							10,000
001-1600-513.15-10	CERTIFICATIONS/LICENSES	0	0	600	600	0	600
	LEVEL 4					TEXT AMT	
						CPA LICENSE	600
							600
001-1600-513.21-00	FICA TAXES	43,630	46,639	61,415	61,508	45,904	63,150
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	62,219
						WAGE INCREASE	1,314
						**FINANCE DIRECTOR AND COMPLIANCE MGR SPLIT FUNDED	
						70%FIN/30%PU	
						REDUCTION IN OVERTIME (CLB 7-11-17)	306-
						REDUCTION IN OVERTIME (CLB 8-8-17)	77-
							63,150
001-1600-513.22-00	RETIREMENT CONTRIBUTIONS	59,114	74,810	95,315	95,315	72,365	97,358
	LEVEL 4					TEXT AMT	
						CURRENT STAFF	95,230
						WAGE INCREASE	2,128
						**FINANCE DIRECTOR AND COMPLIANCE MGR SPLIT FUNDED	
						70%FIN/30%PU	
							97,358
001-1600-513.23-00	HEALTH INSURANCE	51,939	65,544	109,056	109,056	69,498	113,783
	LEVEL					TEXT AMT	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	CLB 7-31-17						
						24,200	
001-1600-513.34-14	CONTRACT SERVICES OTHER	0	862	1,000	1,000	300	1,000
	LEVEL 4 TEXT MISC. SERVICE TO RUN NEW LINES DUE TO OFFICE REALIGNMENT					TEXT AMT 1,000	
						1,000	
001-1600-513.34-15	TEMP HELP SERVICE FEE	0	2,980	0	4,711	4,711	0
001-1600-513.40-00	TRAVEL PER DIEM	2,038	1,065	2,000	2,000	803	2,000
	LEVEL 4 TEXT FGFOA CONFERENCES, FINANCIAL SOFTWARE CONFERENCES, UCF SCHOOL OF GOVERNMENT, FGFOA BOOT CAMP, IACPA CONFERENCE ***REDUCED PER CM (8-8-17)					TEXT AMT 3,000	
						1,000- 2,000	
001-1600-513.40-10	EMPLOYEE TRAINING	1,043	1,430	3,000	3,000	277	5,000
	LEVEL 4 TEXT 17 CURRENT STAFF MEMBERS					TEXT AMT 5,000 5,000	
001-1600-513.41-00	COMMUNICATION SERVICES	1,313	1,582	2,520	2,520	929	2,520
	LEVEL 4 TEXT 31 DEPT PHONES ESTIMATED @ \$150/MO DEPT HEAD CELL PHONE- SERVICE (\$60/MO)					TEXT AMT 1,800 720 2,520	
001-1600-513.46-11	REGULAR MAINT/INSP EQUIP	0	1,198	2,000	2,000	1,500	2,000
	LEVEL 4 TEXT RICOH/KONICA					TEXT AMT 2,000 2,000	
001-1600-513.46-16	BUILDING MAINT	0	0	0	646	0	0
001-1600-513.47-00	PRINTING AND BINDING	2,990	2,493	4,650	4,650	3,743	3,000
	LEVEL 4 TEXT BUDGET BOOK CAFR BLANK CHECK STOCK BUSINESS CARDS, MISC ITEMS *****					TEXT AMT 1,800 1,000 1,500 350	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
							8,000
001-1600-513.52-00	OTHER OPERATING SUPPLIES	5,572	2,036	4,500	4,500	3,228	4,000
	LEVEL 4 TEXT MISC ITEMS FOR DEPARTMENT ***** REDUCTION PER CM (LP 7-11-17) *****					TEXT AMT	4,500
							500-
							4,000
001-1600-513.52-15	POSTAL SERVICE	3,844	4,307	4,500	4,500	2,655	4,500
001-1600-513.54-00	DUES & MEMBERSHIPS	3,329	2,869	3,000	3,000	2,354	3,313
	LEVEL 4 TEXT FGFOA -\$35/PER PERSON TIMES 9 NIGP - \$185 BASE PLUS \$80 FOR 2-10 PERSON MEMBSHP FAPPO - \$50/PER PERSON TIMES 3 AICPA - \$255/PER PERSON TIMES 2 APA- \$254/PER PERSON TIMES 1 GFOA ANNUAL MEMBERSHIP GFOA CAFR AND BUDGET AWARD PROGRAM DUES VFFGFOA - \$15/PER PERSON TIMES 9					TEXT AMT	315 265 150 510 254 595 1,200 24 3,313
001-1600-513.54-01	BOOKS & SUBSCRIPTIONS	15	445	250	250	0	250
	LEVEL 4 TEXT GAAFR UPDATES					TEXT AMT	250 250
*	OPERATING EXPENSE	130,083	139,895	150,863	155,574	120,477	128,036
**	FINANCE	870,178	968,625	1,221,245	1,222,545	943,450	1,229,672
***	FINANCE	870,178	968,625	1,221,245	1,222,545	943,450	1,229,672

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
HUMAN RESOURCES							
HUMAN RESOURCES							
001-1700-513.12-00	SALARIES AND WAGES	179,208	148,377	207,679	188,528	134,478	207,928
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE					TEXT AMT 203,023 4,905 207,928	
001-1700-513.12-12	ADD'L SALARY & BENEFITS	0	2,500	0	0	0	0
001-1700-513.14-00	OVERTIME	0	131	600	606	6	600
	LEVEL 4 TEXT TO HANDLE HIGH WORKLOAD VOLUMES AT VARIOUS POINTS THROUGHOUT THE YEAR-FY END,CY END,OPEN ENROLLMENT					TEXT AMT 600 600	
001-1700-513.15-10	CERTIFICATIONS/LICENSES	0	0	0	0	0	1,850
	LEVEL 4 TEXT FPELRA CERTIFICATION (AMANDA) \$800 PHR & IPMA RENEWAL (HEATHER) \$150 & \$100, PHR (HR ADMIN) \$800 (PREVIOUSLY BUDGETED IN 54-00)					TEXT AMT 1,850 1,850	
001-1700-513.21-00	FICA TAXES	12,223	10,336	15,936	15,937	9,628	15,954
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE					TEXT AMT 15,579 375 15,954	
001-1700-513.22-00	RETIREMENT CONTRIBUTIONS	17,403	20,089	26,668	26,668	17,632	27,885
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE					TEXT AMT 27,187 698 27,885	
001-1700-513.23-00	HEALTH INSURANCE	17,513	12,272	28,234	28,234	10,313	29,620
	LEVEL 4 TEXT HEALTH DENTAL LIFE INCREASE ON LIFE					TEXT AMT 27,508 1,488 609 15 29,620	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-1700-513.24-00	WORKER'S COMPENSATION	151	132	192	193	116	209
	LEVEL 4 TEXT					TEXT AMT	
							188
	CURRENT STAFF						4
	WAGE INCREASE						17
	ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						209
001-1700-513.25-00	UNEMPLOYMENT COMP	0	259	0	0	0	0
001-1700-513.26-00	EAP BENEFIT	108	103	150	150	90	150
	LEVEL 4 TEXT					TEXT AMT	
							150
	CURRENT STAFF						150
* PERSONNEL SERVICES		226,606	194,199	279,459	260,316	172,263	284,196
001-1700-513.31-13	OTHER PROF. SERVICES	11,649	43,072	29,500	37,717	37,128	36,100
	LEVEL 4 TEXT					TEXT AMT	
							2,970
	HSA FEES 45 @ \$66						1,275
	FSA FEES 25 @ \$51						1,000
	DEGREE VERIFY 40 @ \$25						4,200
	BACKGROUND CHECKS 120 @ \$35						1,750
	PRE-EMPLOYMENT DRUG TESTS 50 @ \$35						14,000
	PRE-EMPLOYMENT PHYSICALS 20 @ \$700						3,750
	PSYCHOLOGICAL EVALUATIONS 15 @ \$250						
	**INCREASE IN COST DUE TO HIRING MORE EES						
	**PRIOR TO FY 16, THIS WAS ALL BUDGETED IN 52-16						
	OTHER SERVICES SUCH AS WRITTEN PROMOTIONAL EXAMS						9,055
	FOR PD & FD, IMMUNIZATIONS, ETC.						
	SUPPORTS GOAL 6 ORGANIZATIONAL EXCELLENCE						

	REDUCTIONS PER CM						
	*REDUCE DEGREE VERIFY						500-
	*REDUCE PRE-EMPLOYMENT PHYSICALS						1,400-
	(LP 7-11-17)						

							36,100
001-1700-513.34-14	CONTRACT SERVICES OTHER	0	0	0	3,200	2,850	0
001-1700-513.34-15	TEMP HELP SERVICE FEE	7,372	15,774	0	0	0	0
001-1700-513.40-00	TRAVEL PER DIEM	2,814	2,730	6,000	6,000	4,459	3,000
	LEVEL 4 TEXT					TEXT AMT	
							4,000
	FPELRA CONFERENCE (2EES), FPHRA CONFERENCE (2EES)						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	OTHER INTERNAL HR STAFF TRAINING. DUE TO EVER CHANGING REGULATIONS IT IS IMPORTANT HR STAFF STAYS WELL TRAINED. SUPPORTS GOAL 6 - ORGANIZATIONAL EXCELLENCE ***** REDUCE PER CM (LP 7-11-17) *****						1,000-
							3,000
001-1700-513.40-10	EMPLOYEE TRAINING	12,687	10,216	11,500	11,500	10,048	2,500
	LEVEL 4 TEXT HR STAFF PROFESSIONAL DEVELOPMENT					TEXT AMT 2,500 2,500	
001-1700-513.40-16	CITYWIDE TRAINING	0	0	0	0	0	14,000
	LEVEL 4 TEXT CITY WIDE TRAINING PROGRAMS INCLUDING BIZLIBRARY AS WELL AS OTHER **NEW** IN-PERSON AND CLASS ROOM TRAINING ***REDUCED PER CM (8-8-17)					TEXT AMT 11,500 3,500 1,000- 14,000	
001-1700-513.41-00	COMMUNICATION SERVICES	1,147	1,062	750	750	650	750
	LEVEL 4 TEXT DEP'T DIRECTOR CELL PHONE					TEXT AMT 750 750	
001-1700-513.44-10	EQUIP/OTHER RENTAL/LEASE	0	721	0	866	865	865
	LEVEL 4 TEXT COPIER LEASE FEE					TEXT AMT 865 865	
001-1700-513.46-16	BUILDING MAINT	0	0	0	984	983	0
001-1700-513.47-00	PRINTING AND BINDING	0	550	0	750	974	750
	LEVEL 4 TEXT PRINTING FEES FOR COPIER CURRENTLY AVERAGING \$70 PER MONTH ***** REDUCE PER CM (LP 7-11-17) *****					TEXT AMT 1,000 250- 750	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-1700-513.49-01	ADVERTISING	2,278	1,086	1,500	1,500	240	1,500
	LEVEL 4 TEXT ADVERTISING					TEXT AMT 1,500 1,500	
001-1700-513.49-02	COMPUTER SOFTWARE	0	0	0	5,500	0	15,815
	LEVEL 4 TEXT GOVERNMENTJOBS.COM(NEOGOV(MOVED FROM 31-13)ONGOING PROPOSED PRICE INCREASE FROM VENDOR ~15% PCHSD FY 17 WORKBRIGHT(ONBOARDING SOFTWARE)ONGOING **NEW-PAY SCALE (COMP & CLASS SOFTWARE)					TEXT AMT 8,815 1,500 5,500 15,815	
001-1700-513.49-03	SERVICE AWARDS	8,262	9,077	12,000	12,000	9,138	8,000
	LEVEL 4 TEXT SERVICE AWARDS BASED UPON EMPLOYEES RECEIVING AN AWARD THIS YEAR ***** REDUCE PER CM (LP 7-11-17) *****					TEXT AMT 11,000 3,000- 8,000	
001-1700-513.49-14	FURN. & FIXTURES NON-CAP	0	0	0	1,000	337	0
	LEVEL 4 TEXT NEW FILE CABINETS FOR FILE ROOM THAT WILL ELEVATE FILES AT LEAST 4 INCHES OFF THE FLOOR PER GSL GUIDELINES FOR RECORD RETENTION 6 @ \$770 ***** REDUCE PER CM (LP 7-11-17) *****					TEXT AMT 4,620 4,620-	
001-1700-513.49-19	LICENSES, TAXES & FEES	75	83	0	250	234	0
001-1700-513.49-66	TFR TO 506 BLDG MAINT FD	59,487	51,727	58,622	58,622	48,852	45,872
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 45,872 45,872	
001-1700-513.51-00	OFFICE SUPPLIES	2,554	3,006	3,000	3,000	2,252	3,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	LEVEL 4 TEXT OFFICE SUPPLIES					TEXT AMT 3,000 3,000	
001-1700-513.52-00	OTHER OPERATING SUPPLIES	2,531	2,334	3,000	1,384	911	2,500
	LEVEL 4 TEXT MISCELLANEOUS EXPENSES ***** REDUCE PER CM (LP 7-11-17) *****					TEXT AMT 3,000 500- 2,500	
001-1700-513.52-10	GAS, DIESEL, OIL, & GREASE	60	32	200	200	0	200
	LEVEL 4 TEXT FOR MAINTENANCE OF CITY VEHICLE					TEXT AMT 200 200	
001-1700-513.52-15	POSTAL SERVICE	539	475	700	700	301	500
	LEVEL 4 TEXT POSTAL ***REDUCED PER CM (8-8-17)					TEXT AMT 700 200- 500	
001-1700-513.52-16	MEDICAL & LAB SUPPLIES	14,228	0	0	0	0	0
	LEVEL 4 TEXT PRE-EMPLOYMENT DRUG TESTS, PHYSICALS, PSYCH EVALS MOVED TO 31-13 PROFESSIONAL SERVICES					TEXT AMT	
001-1700-513.54-00	DUES & MEMBERSHIPS	660	2,141	2,000	2,000	1,368	1,470
	LEVEL 4 TEXT SHRM NAT'L 4@\$190 SHRM LOCAL 4@\$50 IPMA 1@\$150 FPELRA \$225 AGENCY MEMBERSHIP, FPHRA FPHRA \$135 AGENCY MEMBERSHIP ALL HR STAFF NEED TO BE EDUCATED WITH THE VAST AMOUNT OF CHANGES THAT OCCUR EACH YEAR (FLSA, ACA, ADA, EEOC, ETC) IN ORDER TO STAY COMPLIANT WITH THESE LAWS. 1 ADDITIONAL STAFF MEMBER HAS BEEN ADDED. MOVED ~\$1,050 TO 15-10 SUPPORTS GOAL 6- ORGANIZATIONAL EXCELLENCE					TEXT AMT 760 200 150 225 135 1,470	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
*	OPERATING EXPENSE	----- 126,343	----- 144,086	----- 128,772	----- 147,923	----- 121,590	----- 136,822
**	HUMAN RESOURCES	----- 352,949	----- 338,285	----- 408,231	----- 408,239	----- 293,853	----- 421,018
***	HUMAN RESOURCES	----- 352,949	----- 338,285	----- 408,231	----- 408,239	----- 293,853	----- 421,018

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
COMMUNITY DEVELOPMENT PLANNING & DEV DIVISION							
001-1900-515.12-00	SALARIES AND WAGES	304,028	300,345	356,453	356,453	279,393	392,505
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE					TEXT AMT 382,832 9,673 392,505	
001-1900-515.14-00	OVERTIME	9	0	0	3,060	1,390	0
001-1900-515.15-10	CERTIFICATIONS/LICENSES	0	0	725	725	585	725
	LEVEL 4 TEXT AICP CERTIFICATION RENEWALS FOR PLANNING STAFF AND DIRECTOR.					TEXT AMT 725 725	
001-1900-515.21-00	FICA TAXES	22,146	21,162	27,272	27,354	19,951	30,030
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE					TEXT AMT 29,290 740 30,030	
001-1900-515.22-00	RETIREMENT CONTRIBUTIONS	32,098	27,950	35,881	35,881	30,462	39,764
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE					TEXT AMT 38,767 997 39,764	
001-1900-515.23-00	HEALTH INSURANCE	35,691	29,314	42,340	40,340	28,466	48,149
	LEVEL 4 TEXT HEALTH DENTAL LIFE INCREASE ON LIFE					TEXT AMT 44,701 2,418 1,003 27 48,149	
001-1900-515.24-00	WORKER'S COMPENSATION	307	1,890	2,724	2,725	2,183	3,348
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)					TEXT AMT 2,980 75 293 3,348	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
001-1900-515.25-00	UNEMPLOYMENT COMP	0	189	0	0	0	0	0
001-1900-515.26-00	EAP BENEFIT	213	166	225	225	149	243	243
	LEVEL 4 TEXT CURRENT STAFF					TEXT AMT	243	243
-----		394,492	381,016	465,620	466,763	362,579	514,764	
* PERSONNEL SERVICES								
001-1900-515.31-13	OTHER PROF. SERVICES	4,061	3,055	5,000	5,000	0	10,000	
	LEVEL 4 TEXT					TEXT AMT	5,000	
	**INCLUDES FUNDS FOR THE 10% MATCH FOR TPO FEASIBILITY STUDIES FOR SIDEWALK, TRAIL, TURN LANES, INTERSECTION ANALYSIS & TRAFFIC LIGHT IMPROVEMENTS. MATCH IS NOT CHARGED UNTIL LATE IN FY AFTER PROJECTS ARE RANKED IN THE SUMMER.						25,000	
	**INCREASE IS REQUESTED FOR FUNDING OF CONSULTANT TRAFFIC IMPACT ANALYSIS REPORTS, TRAFFIC MODELS FOR WESTSIDE BUILDOUT TO SUPPORT GRANT APPLICATIONS AND NEW ROADWAY PROPOSALS AND TRAFFIC ENGINEERING REVIEW OF DEVELOPMENT PROPOSALS. PRIOR TO THE RECESSION, TRAFFIC ENGINEERING CONSULTANTS REVIEWED ALL DEVELOPMENT PROPOSALS AND THIS LINE WAS SUBSTANTIALLY LARGER AT ABOUT \$150,000 IN THE PRE-RECESSION YEARS. CURRENTLY, STAFF CONDUCTS TRAFFIC ANALYSES FOR SMALLER PROJECTS AND THE CONSULTANT SERVICES ARE NEEDED FOR MAJOR PROJECTS LIKE RESIDENTIAL SUBDIVISIONS AND LARGER COMMERCIAL DEVELOPMENTS. ESTABLISH FAIR-SHARE PROJECTS TO ADDRESS CONCURRENCY ON ROADWAYS AND CREATING METHODOLOGY TO COLLECT FUNDS FROM LAND DEVELOPMENT. OTHER CONSULTANT SERVICES MAY INCLUDE: ANNUAL TRAFFIC REPORT FOR PLANNED COMMUNITY NO. 1, AS REQUIRED IN THE LDC, THE INTERLOCAL AGREEMENT WITH VOLUSIA COUNTY AS WELL AS OTHER TRAFFIC STUDIES REQUIRED AS PART OF THE COMPREHENSIVE PLAN. ALSO INCLUDES OCCASIONAL SURVEY COSTS FOR CITY BOUNDARY UPDATES, VOLUNTARY ANNEXATIONS AND ADMINISTRATIVE REZONINGS. FUNDS HAVE NOT BEEN USED IN RECENT YEARS BECAUSE MAJOR WESTSIDE DEVELOPMENT (WOODHAVEN) HAS NOT MOVED AT THE PACE ORIGINALLY EXPECTED BUT ARE NOW ANTICIPATED TO MOVE FORWARD IN FY 18.							

	REDUCE CONSULTANT FOR TRAFFIC ANALYSIS PER CM						20,000-	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
	(LP 7-11-17) *****						
						10,000	
001-1900-515.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	13,500
	LEVEL 4 TEXT PROPOSED OUTSOURCING SCANNING OF DECADES OF ARCHIVED SUBDIVISION, SITE PLANS, ZONING AND OTHER NON-BUILDING DEVELOPMENT PLANS. FLORIDA STATUTES REQUIRES RETAINING INFRASTRUCTURE RECORDS FOR THE LIFE OF THE STRUCTURE AND STORING HARD COPIES IS INEFFICIENT FOR RETRIEVAL AND TAKES UP VALUABLE SPACE. ***** BREAK UP SCANNING PROJECT OVER FY18 & FY19 AND CHARGE 10% TO 109 BUILDING FUND (\$30,000/2 X 90% = \$13,500) PER CM (7-11-17 LP) *****					TEXT AMT 30,000	
						16,500-	
						13,500	
001-1900-515.40-00	TRAVEL PER DIEM	9,108	7,670	9,000	9,000	5,235	10,000
	LEVEL 4 TEXT THIS LINE CONTAINS FUNDING FOR ALL TRAINING AND REQUIRED CONTINUING EDUCATION CLASSES FOR THE PLANNING STAFF AND DEPARTMENT DIRECTOR. THE LINE INCLUDES FUNDS FOR REGISTRATIONS AND TRAVEL WHEN NEEDED. MOST TRAINING FOR THE PLANNING STAFF OCCUR AFTER THE MIDPOINT OF THE FY INCLUDING THE STATE PLANNING CONFERENCE IN SEPT. ALSO INCLUDES FUNDS FOR WEBINARS. 6 AICP PLANNERS REQUIRE CONTINUING EDUCATION FOR AICP CREDITS. INCREASE DUE TO NEW TRANSPORTATION PLANNER POSITION. GOAL 6; OBJECTIVE 4					TEXT AMT 9,000	
						1,000	
						10,000	
001-1900-515.41-00	COMMUNICATION SERVICES	2,125	2,565	2,500	2,500	1,488	2,500
	LEVEL 4 TEXT PHONE LINES, MOBILE PHONES, AND OTHER COMMUNICATIONS. GOAL 6; OBJECTIVE 2					TEXT AMT 2,500	
						2,500	
001-1900-515.44-13	FLEET FINANCING	2,572	2,572	2,572	2,572	2,143	1,286

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	LEVEL 4 TEXT CLICK2GOV PLANNING & ENGINEERING AND CLICK2GOV BUSINESS LICENSES MODULES GOAL 6; OBJECTIVE 2					TEXT AMT 1,286 1,286	
001-1900-515.45-19	VEHICLE INSURANCE	394	0	0	0	0	0
001-1900-515.46-11	REGULAR MAINT/INSP EQUIP	LEVEL 4 1,995	TEXT VEHICLE INSURANCE 2,122	2,100	2,100	TEXT AMT 2,100	2,100
	LEVEL 4 TEXT SERVICE CONTRACTS/OFFICE EQUIPMENT OFFICE COPY MACHINES INCL MTHLY MAINT & OVERAGE CHARGES. GOAL 6; OBJECTIVE 2					TEXT AMT 2,100 2,100	
001-1900-515.46-12	VEH MAINT/REPAIR	371	0	0	0	0	0
001-1900-515.46-18	CONT MAINT/COMM EQUIP	100	0	0	0	0	0
001-1900-515.47-00	PRINTING & BINDING	494	60	500	500	576	500
	LEVEL 4 TEXT ZONING CHANGE SIGNS, BUSINESS CARDS, PLANS AND MAPS THAT ARE SENT OUT DUE TO SIZE OR COPIER MAINTENANCE, BROCHURES, AND MISC. PUBLIC EDUCATION MATERIALS. GOAL 4; OBJECTIVE 2					TEXT AMT 500 500	
001-1900-515.49-01	ADVERTISING	0	403	200	200	0	200
	LEVEL 4 TEXT COSTS INCURRED FOR ADVERTISING OPEN STAFF POSITIONS ON TRADE ORGANIZATION SITES (APA,FAPA, ETC.) GOAL 6; OBJECTIVE 1					TEXT AMT 200 200	
001-1900-515.49-02	COMPUTER SOFTWARE	0	0	0	0	0	3,500
	LEVEL 4 TEXT INCREASE DUE TO PURCHASE OF 2 GIS LICENSES FOR PLANNERS. THERE IS A ONE TIME PURCHASE COST AND THEN IT WILL COVER MAINTENANCE OF LICENSES IN FUTURE FY. THIS WILL INCREASE NUMBER OF					TEXT AMT 7,000	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	GIS LICENSES FROM 1 TO 3 FOR 6 PLANNERS. GOAL 6; OBJECTIVE 2 ***** REDUCE PER CM (LP 7-11-17) *****						3,500-
							3,500
001-1900-515.49-66	TFR TO 506 BLDG MAINT FD	30,537	26,604	30,097	30,097	25,081	34,779
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 34,779 34,779	
001-1900-515.51-00	OFFICE SUPPLIES	1,859	3,488	2,250	2,250	1,598	2,250
	LEVEL 4 TEXT STANDARD OFFICE SUPPLIES AND OTHER GRAPHICS SUPPLIES FOR STAFF OF 6. ALSO COVERS SUPPLIES FOR PLANNING COMMISSION, DEVELOPMENT REVIEW COMMITTEE, DISTRIBUTION OF FEASIBILITY STUDIES FOR REVIEW BY CITY STAFF, AND PREPARATION OF APPLICATIONS FOR TPO PROJECTS. SMALL INCREASE TO COVER OFFICE SUPPLIES FOR NEW TRANSPORTATION PLANNER. ALSO INCLUDES PREPARATION FOR TPO APPLICATIONS. FOCUS OF TRANSPORTATION PLANNER WILL BE TO INCREASE NUMBER AND QUALITY OF TPO APPLICATIONS. GOAL 3; OBJECTIVE 2 ***REDUCE INCREASE PER CM (8-8-17)					TEXT AMT 2,250	450
							450- 2,250
001-1900-515.52-00	OTHER OPERATING SUPPLIES	862	824	1,500	1,500	75	1,000
	LEVEL 4 TEXT MATERIALS SUCH AS POSTS AND PROTECTIVE SHEETING USED FOR PUBLIC HEARING SIGNS, VARIANCES, REZONINGS, PUDS, PCDS AND ZONING AMENDMENTS. OFFICE EQUIPMENT AND FURNITURE, CAMERA EQUIPMENT FOR SITE VISIT DOCUMENTATION, NOTIFICATIONS, AND FIELD TOOLS. WILL NEED TO PURCHASE OFFICE FURNITURE FOR NEW TRANSPORTATION PLANNER AS MOST OF OLD FURNITURE THROUGH PW WAS DISPOSED OF. ALSO USED TO PURCHASE LIMITED FOOD FOR NEIGHBORHOOD AND HOA MEETINGS. GOAL 6; OBJECTIVE 2 ***** REDUCE PER CM					TEXT AMT 1,500	500-

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
	(LP 7-11-17) *****						
						1,000	
001-1900-515.52-10	GAS, DIESEL, OIL, & GREASE	62	0	250	250	0	225
	LEVEL 4 TEXT EST 100 GALLONS @ \$2.25 PER GAL WITH SWITCH FROM DIVISION CAR TO DEPARTMENT POOL CAR, THE USE OF A VEHICLE HAS REDUCED. GOAL 6; OBJECTIVE 4					TEXT AMT 225	
						225	
001-1900-515.52-15	POSTAL SERVICE	420	2,161	2,000	2,000	405	2,000
	LEVEL 4 TEXT POSTAGE FOR GENERAL OFFICE MAIL, CERTIFIED MAIL FOR PUBLIC HEARING NOTICES, AND STATE PLANNING TRANSMITTAL. THERE WAS AN INCREASE IN THE NUMBER OF REDEVELOPMENT PROJECTS THAT REQUIRED VARIANCES OR SPECIAL EXCEPTIONS IN THE LAST FISCAL YEAR AND IT WAS ANTICIPATED THAT THIS TREND WILL CONTINUE AS EXISTING SITES ARE REDEVELOPED. THAT INCREASE HAS NOT OCCURRED IN THE CURRENT FY TO DATE BUT IS EXPECTED TO CONTINUE IN THE FUTURE. GOAL 6; OBJECTIVE 4					TEXT AMT 2,000	
						2,000	
001-1900-515.54-00	DUES & MEMBERSHIPS	5,320	3,035	4,500	4,500	3,814	5,500
	LEVEL 4 TEXT PLANNING STAFF AND DIRECTOR MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS INCLUDING APA, URBAN LAND INSTITUTE, ICSC AND INSTITUTE OF TRANSPORTATION ENGINEERS. SEVERAL RENEWALS OCCUR AFTER THE MIDPOINT OF THE FY. NOTE: EXPENDITURES WERE LOWER IN FY16 BECUASE THE DIRECTOR'S DUES WERE NOT PAID BY PORT ORANGE BUT ARE AGAIN INCLUDED. ALSO MEMBERSHIP FOR THE NEW TRANSPORTATION PLANNER WILL BE ADDED. GOAL 6; OBJECTIVE 4					TEXT AMT 4,500	
						1,000	
						5,500	
001-1900-515.54-01	BOOKS & SUBSCRIPTIONS	706	764	750	750	319	750
	LEVEL 4 TEXT ZONING, TRANSPORTATION, TRADE MAGAZINE					TEXT AMT 750	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	SUBSCRIPTIONS, AND OTHER PUBLICATIONS SUCH AS PARKING AND TRIP GENERATION MANUALS. MONTHLY SUBSCRIPTION FEE FOR ADOBE CREATIVE CLOUD LICENSE. GOAL 6; OBJECTIVE 4						750
* OPERATING EXPENSE		60,986	55,323	63,219	63,219	42,834	90,090
001-1900-515.63-97 PROJ CAPITAL OUTLAY		0	10,000	0	0	0	0
* CAPITAL OUTLAY		0	10,000	0	0	0	0
** PLANNING & DEV DIVISION		455,478	446,339	528,839	529,982	405,413	604,854

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-1902-515.12-00	CODE ENFORCEMENT SALARIES AND WAGES	230,471	240,772	266,153	266,153	208,414	251,465
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	257,549
						WAGE INCREASE	6,356
						NEW: STAFF ASSISTANT	24,618
						NEW: RECLASSIFY ADMIN ASST TO PERMIT LIC TECH	37,058-
							251,465
001-1902-515.14-00	OVERTIME	62	421	1,000	1,538	1,178	1,000
	LEVEL 4 TEXT					TEXT AMT	
						FUNDING FOR OVERTIME FOR OCCASIONAL AFTER HRS	1,000
						INSPECTIONS FOR LIGHT AT NIGHT, NOISE, LED	
						SIGNS. EXEMPT MANAGER HAD DONE THESE INSPECTIONS	
						BUT NOW NO CODE STAFF IS EXEMPT.	
						PRIMARILY USED COMP TIME IN LIEU OF OVERTIME IN	
						PAST YEARS BUT NEED TO BUDGET FOR THIS DUE TO	
						IMPACT ON ACCRUED LEAVE TIME.	
							1,000
001-1902-515.21-00	FICA TAXES	16,453	16,144	20,441	20,483	14,234	19,317
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	19,783
						WAGE INCREASE	485
						NEW: STAFF ASSISTANT	1,884
						NEW: RECLASSIFY ADMIN ASST TO PERMIT LIC TECH	2,835-
							19,317
001-1902-515.22-00	RETIREMENT CONTRIBUTIONS	27,026	33,682	38,619	38,619	30,385	39,409
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF	39,688
						WAGE INCREASE	965
						NEW: STAFF ASSISTANT	2,462
						NEW: RECLASSIFY ADMIN ASST TO PERMIT LIC TECH	3,706-
							39,409
001-1902-515.23-00	HEALTH INSURANCE	29,749	32,446	38,649	38,649	30,505	40,546
	LEVEL 4 TEXT					TEXT AMT	
						HEALTH	37,824
						DENTAL	2,046
						LIFE	688
						INCREASE ON LIFE	17
						NEW: STAFF ASSISTANT	7,309

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	NEW: RECLASSIFY ADMIN ASST TO PERMIT LIC TECH						7,338- 40,546
001-1902-515.24-00	WORKER'S COMPENSATION	2,032	1,815	2,052	2,059	1,529	2,170
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)						1,930
	WAGE INCREASE						61
	NEW: STAFF ASSISTANT						22
	NEW: RECLASSIFY ADMIN ASST TO PERMIT LIC TECH						34-
	ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						191
							2,170
001-1902-515.26-00	EAP BENEFIT	204	184	206	206	163	206
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF						206
	NEW: STAFF ASSISTANT						37
	NEW: RECLASSIFY ADMIN ASST TO PERMIT LIC TECH						37-
							206
-----		305,997	325,464	367,120	367,707	286,408	354,113
* PERSONNEL SERVICES							
001-1902-515.31-12	LEGAL SERVICES	16,796	14,823	20,000	17,500	11,980	20,000
	LEVEL 4 TEXT					TEXT AMT	
	FUNDING FOR THE SPECIAL MAGISTRATE AND CODE ATTORNEY. THERE ARE 22 SCHEDULED MAGISTRATE HEARINGS FOR THE YEAR. HEARINGS ARE AVERAGING 1.5 HOURS LONG. SOME CASES ARE OF A COMPLEX NATURE AND REQUIRE THE ASSISTANCE OF THE CODE ATTORNEY TO PROSECUTE. IT IS ANTICIPATED THERE WILL BE 12 APPEARANCES FOR THE STAFF ATTORNEY.						20,000
	Goal:4 ; Objective:1						
							20,000
001-1902-515.31-13	OTHER PROF. SERVICES	18,352	5,384	0	0	685	0
	LEVEL 4 TEXT					TEXT AMT	
	DECREASE DUE TO FUNDS MOVED TO LINE 34-14						
	0 5,475 20,000 28,117					27,312	25,000
001-1902-515.34-14	CONTRACT SERVICES OTHER						
	LEVEL 4 TEXT					TEXT AMT	
	FUNDING FOR CONTRACTED VENDORS TO PROVIDE NUISANCE/CODE VIOLATION ABATEMENT SERVICE SUCH AS LAWN MOWING, DEBRIS REMOVAL, SECURING PROPERTIES, DEMOLITION, ETC.						25,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
	ANTICIPATED WORKLOAD FOR VENDORS IS: 2 UNSAFE BUILDING ABATEMENTS (APPROX. \$7,000 EA) 1 MAJOR RESIDENTIAL CLEANUP (APPROX. \$4,000 EA) 50 LOT MOWINGS (AVERAGE APPROX. \$200 EA) 2 POOL ABATEMENTS (AVG. APPROX. \$1,800 EA) INCREASE BASED ON CURRENT TRENDS Goal:3 ; Objective:4						
						25,000	
001-1902-515.40-00	TRAVEL PER DIEM	3,478	3,750	4,100	4,100	2,441	4,100
	LEVEL 4 TEXT TRAINING FUNDING FOR 6 EMPLOYEES TO MAINTAIN THEIR CERTIFICATIONS FOR: FLORIDA ASSOCIATION OF CODE ENFORCEMENT, FLORIDA BENCHMARKING CONSORTIUM, FLORIDA ASSOCIATION OF BUSINESS TAX OFFICIALS 1 CODE SUPERVISOR/MANAGER: F.A.C.E., FBC & FABTO 4 CODE INSPECTORS: F.A.C.E. 1 BUSINESS TAX OFFICIAL: F.A.B.T.O. AND MANAGER AS A BACKUP. THIS IS A NEW INITIATIVE TO HAVE THE CODE MANAGER CERTIFIED AND TRAINED TO BACK UP THE BUSINESS TAX FUNCTION. THIS INCLUDES TRAVEL AND TRAINING FOR CONFERENCES,PER DIEM, LODGING. A MAJORITY OF TRAINING OPPORTUNITIES FOR CODE OCCUR LATE IN THE FY USUALLY AFTER MAY. Goal:6 ; Objective:4					TEXT AMT 4,100	
						4,100	
001-1902-515.41-00	COMMUNICATION SERVICES	5,771	6,911	6,100	6,100	6,845	6,100
	LEVEL 4 TEXT FUNDING FOR 5 MOBILE PHONES AND 5 AIR CARDS IN TABLETS. SUPPORTS COUNCIL OBJECTIVE TO HAVE MORE VISIBLE CODE ENFORCEMENT BY ALLOWING THEM TO DO MORE WORK IN THE FIELD.					TEXT AMT 6,100	
						6,100	
001-1902-515.44-13	FLEET FINANCING	8,499	11,251	15,175	15,175	12,646	17,448
001-1902-515.45-19	VEHICLE INSURANCE	2,758	2,608	1,934	1,934	1,612	2,163
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 2,163 2,163	
001-1902-515.46-11	REGULAR MAINT/INSP EQUIP	1,992	2,122	2,100	2,800	2,800	3,650
	LEVEL TEXT					TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	RICOH COPIER MAINTENANCE AGREEMENTS & SOUND METER MAINTENANCE AGREEMENT. FUNDS NEEDED FOR NEW COPIER/PRINTER AS OLD PRINTER FOR DEPARTMENT BROKE & WAS REPLACED WITH A LEASE: MONTHLY LEASE CHARGE = \$77 X 12 MONTHLY USAGE CHARGE = \$50 X 12						2,100 950 600 3,650
001-1902-515.46-12	VEH MAINT/REPAIR	8,589	6,148	4,000	4,000	5,157	4,000
LEVEL 4	TEXT TREND IS DOWN DUE TO NEWER VEHICLES FOR STAFF. MAINTENANCE COSTS WILL INCREASE AS VEHICLES AGE.					TEXT AMT	4,000 4,000
001-1902-515.46-18	CONT MAINT/COMM EQUIP	80	210	0	0	0	0
001-1902-515.46-27	ANNUAL FLEET MAINT CHRG	0	0	0	0	0	2,650
001-1902-515.47-00	PRINTING & BINDING	1,079	1,258	500	500	89	500
LEVEL 4	TEXT FUNDS USED FOR ITEMS SUCH AS DOOR HANGERS, BUSINESS CARDS, CITATIONS, AND COURTESY CARDS.					TEXT AMT	500 500
001-1902-515.49-04	OTHER CHARGES FOR SERVICE	750	0	0	0	0	0
001-1902-515.49-16	COMPUTER HARDWARE	4,837	2,874	0	0	0	0
001-1902-515.49-19	TAXES, LICENSES, AND FEES	174	477	0	0	628	0
001-1902-515.49-66	TFR TO 506 BLDG MAINT FD	21,212	18,479	20,906	20,906	17,422	35,050
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT	35,050 35,050
001-1902-515.51-00	OFFICE SUPPLIES	2,370	2,341	2,500	1,800	1,470	2,000
LEVEL 4	TEXT STANDARD OFFICE SUPPLIES FOR STAFF OF 6. ***** REDUCE PER CM (LP 7-11-17) *****					TEXT AMT	2,500 500- 2,000
001-1902-515.52-00	OTHER OPERATING SUPPLIES	906	486	500	500	89	500
LEVEL 4	TEXT FIELD EQUIPMENT SUCH AS STAKES FOR POSTING PROPERTIES. EMERGENCY PREPAREDNESS EQUIPMENT AND					TEXT AMT	500

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	DISASTER ASSESSMENT SUPPLIES.						500
001-1902-515.52-10	GAS, DIESEL, OIL, & GREASE	4,715	3,484	4,500	4,500	3,629	4,050
	LEVEL 4 TEXT EST 1800 GALLONS @ \$2.25 PER GALLON					TEXT AMT 4,050 4,050	
001-1902-515.52-12	UNIFORMS	1,326	657	1,000	1,000	261	1,000
	LEVEL 4 TEXT FUNDING FOR UNIFORM PURCHASE. SHIRTS, JACKETS, AND PANTS FOR CODE ENFORCEMENT OFFICERS. MAXIMUM 5 SHIRTS/YEAR FOR 5 OFFICERS. SAVINGS FROM PAST YEARS DUE TO SWITCH TO NEW COMPANY.					TEXT AMT 1,000	
							1,000
001-1902-515.52-15	POSTAL SERVICE	3,682	4,953	4,500	4,500	2,090	4,500
	LEVEL 4 TEXT FUNDING FOR MAILING OF BUSINESS TAX RENEWAL FORMS. 1ST MAILING IN JULY (APPROX. 3,000 MAILINGS) 2ND MAILING IN DEC.(APPROX. 1,500 MAILINGS) FOR ANY DELINQUENT. APPROX 3,000 BUSINESS TAX CERTIFICATES ARE EXPECTED TO BE MAILED ONCE RENEWED.					TEXT AMT 4,500	
							4,500
001-1902-515.54-00	DUES & MEMBERSHIPS	706	710	850	850	400	850
	LEVEL 4 TEXT AMERICAN ASSOCIATION OF CODE ENFORCEMENT, FLORIDA ASSOCIATION OF CODE ENFORCEMENT, FLORIDA ASSOCIATION OF BUSINESS TAX OFFICIALS, INTERNATIONAL CODE COUNCIL, AND OTHER PROFESSIONAL MEMBERSHIPS FOR 5 CODE STAFF AND 1 BUSINESS TAX OFFICER.					TEXT AMT 850	
							850
001-1902-515.54-01	BOOKS & SUBSCRIPTIONS	70	143	350	350	0	350
	LEVEL 4 TEXT SUBSCRIPTIONS FOR PROFESSIONAL JOURNALS AND MAGAZINES. TRAINING BOOKS. COPIES OF INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC). INCONSISTENT USE REFLECTS YEARS WHERE NO IPMC BOOKS WERE ORDERED.					TEXT AMT 350	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
				ESTIMATED COST \$35/IPMC BOOK. DUE TO COPYRIGHT PROTECTIONS, APPROX. 7-10 BOOKS ARE PURCHASED WITH EACH UPDATE.			350
*	OPERATING EXPENSE	108,142	94,544	109,015	114,632	97,556	133,911
001-1902-515.64-15	ADP EQUIPMENT	0	8,840	0	2,040	2,040	0
*	CAPITAL OUTLAY	0	8,840	0	2,040	2,040	0
**	CODE ENFORCEMENT	414,139	428,848	476,135	484,379	386,004	488,024

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
ENGINEERING DIVISION							
001-1903-515.12-00	SALARIES AND WAGES	238,937	365,492	371,915	371,915	304,047	375,137
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE					TEXT AMT 364,474 10,663 375,137	
001-1903-515.14-00	OVERTIME	417	0	2,000	3,850	4,628	6,500
	LEVEL 4 TEXT AVERAGE OF 6.5 HRS/WK FOR CONSTRUCTION INSPECTOR @ \$19/HR. (52 X 6.5 = 338 HRS) CONSTRUCTION INSPECTION INCREASED 1.4 % FROM FY16 TO FY17 & IS ANTICIPATED TO INCREASE IN FY18 WITH APPROXIMATELY 4 SUBDIVISIONS & 13 ACTIVE SITES TO VISIT EACH DAY.DUE TO A CAP ON COMP TIME WE EXPECT TO INCUR APPROXIAMTELY 6.5 HOURS PER WEEK OVERTIME FOR CONSTRUCTION INSPECTION TO MAINTAIN CURRENT PERFORMANCE. GOAL 3 OBJECTIVIES 2, 3, 4					TEXT AMT 6,500 6,500	
001-1903-515.15-10	CERTIFICATIONS/LICENSES	0	0	550	550	198	550
	LEVEL 4 TEXT PROFESSIONAL LICENSE CERTIFICATIONS FOR 2 ENGINEERS AND DEPARTMENT MANAGER. PE RENEWALS @ \$100EA IN ODD YEARS. LANDSCAPE ARCHITECTURE RENEWAL @ 350 IN ODD YEARS.					TEXT AMT 200 350 550	
001-1903-515.21-00	FICA TAXES	17,105	25,586	28,608	28,750	22,472	29,198
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE					TEXT AMT 28,383 815 29,198	
001-1903-515.22-00	RETIREMENT CONTRIBUTIONS	24,744	38,055	45,194	45,194	36,478	49,059
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE					TEXT AMT 47,628 1,431 49,059	
001-1903-515.23-00	HEALTH INSURANCE	21,727	35,150	36,631	36,631	31,922	38,455
	LEVEL TEXT					TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	INSPECTION FEES BASED ON THE VALUE OF CONSTRUCTION. ***REDUCED PER CM (8-8-17)						15,600- 50,000
001-1903-515.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	4,500
	LEVEL 4 TEXT **NEW** OUTSOURCING SCANNING OF DECADES OF ARCHIVED SUBDIVISION, SITE PLANS, ZONING AND OTHER NON-BUILDING DEVELOPMENT PLANS. FLORIDA STATUTES REQUIRES RETAINING INFRASTRUCTURE RECORDS FOR THE LIFE OF THE STRUCTURE AND STORING HARD COPIES IS INEFFICIENT FOR RETRIEVAL AND TAKES UP VALUABLE SPACE. ***** BREAK UP SCANNING PROJECT OVER FY18 & FY19 AND CHARGE 10% TO 109 BUILDING FUND (\$10,000/2 X 90% = \$4,500) PER CM (7-11-17 LP) *****					TEXT AMT 10,000	
							5,500-
							4,500
001-1903-515.40-00	TRAVEL PER DIEM	1,186	2,440	3,175	3,175	562	3,175
	LEVEL 4 TEXT FUNDS FOR TRAINING FOR REQUIRED CEU'S FOR MANAGER /LANDSCAPE ARCHITECT & PROFESSIONAL ENGINEERS. MOST TRAINING FOR THE ENGINEERING STAFF OCCURS AFTER THE MIDPOINT OF THE FY.					TEXT AMT 3,175	
							3,175
001-1903-515.41-00	COMMUNICATION SERVICES	951	1,692	1,650	1,650	1,345	1,650
	LEVEL 4 TEXT FUNDING FOR MOBILE PHONE AND AIR CARD FOR THE CONSTRUCTION INSPECTOR. FULL TIME IN-HOUSE INSPECTOR IN THE FIELD ALL DAY.					TEXT AMT 1,650	
							1,650
001-1903-515.44-13	FLEET FINANCING	0	0	4,733	4,733	3,944	9,942
001-1903-515.45-19	VEHICLE INSURANCE	394	373	773	773	644	865
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 865 865	
001-1903-515.46-11	REGULAR MAINT/INSP EQUIP	1,992	2,122	2,100	2,100	2,100	2,100

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	LEVEL 4					TEXT AMT	
						TO PAY PERCENTAGE OF MAINTENANCE AGREEMENT ON DEPT	2,100
						COPIER AND LARGE PLAN "BLUEPRINT" COPIER.	2,100
001-1903-515.46-12	VEH MAINT/REPAIR	213	2,092	1,000	1,000	2,440	1,000
	LEVEL 4					TEXT AMT	
						MAINTENANCE FOR NORMAL WEAR AND TEAR ON 2 VEHICLES	1,000
						FULL TIME IN-HOUSE INSPECTOR DRIVING VEHICLE	
						DAILY, PLUS INTERMITTENT DRIVING BY REST OF	
						DIVISION THROUGHOUT THE FY FOR SITE INSPECTIONS.	1,000
001-1903-515.46-18	CONT MAINT/COMM EQUIP	0	100	0	0	0	0
001-1903-515.46-27	ANNUAL FLEET MAINT CHRG	0	0	0	0	0	795
001-1903-515.47-00	PRINTING & BINDING	30	60	200	451	481	200
	LEVEL 4					TEXT AMT	
						TO PAY FOR PRINTING OF CRS OUTREACH MATERIAL,	200
						NPDES OUTREACH MATERIAL, POSSIBLE PLANS FOR	
						CAPITAL PROJECTS AND LANDSCAPE PLANS.	200
001-1903-515.49-02	COMPUTER SOFTWARE	95	1,250	1,850	1,850	1,200	700
	LEVEL 4					TEXT AMT	
						NEW BLUEBEAM PDF EDITOR ANNUAL LICENSES	700
						FOR PLAN REVIEW.	
						GOAL 6; OBJECTIVE 2	700
001-1903-515.49-16	COMPUTER HARDWARE	1,330	575	0	0	0	150
	LEVEL 4					TEXT AMT	
						NEW ONE 17 INCH COMPUTER MONITOR TO AID IN	150
						PLAN REVIEW.	
						GOAL 6; OBJECTIVE 2	150
001-1903-515.49-20	EQUIP & OTHER NON-CAPITAL	799	0	0	0	0	0
001-1903-515.49-66	TFR TO 506 BLDG MAINT FD	18,311	15,951	18,048	18,048	15,040	24,324
	LEVEL 4					TEXT AMT	
						UPDATED FOR FY18	24,324
							24,324

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-1903-515.51-00	OFFICE SUPPLIES	1,849	2,334	1,750	1,750	1,536	1,750
	LEVEL 4 TEXT STANDARD OFFICE SUPPLIES FOR STAFF OF 5.					TEXT AMT 1,750 1,750	
001-1903-515.52-00	OTHER OPERATING SUPPLIES	598	162	750	750	726	750
	LEVEL 4 TEXT OFFICE EQUIPMENT INCLUDING THUMB DRIVES AND CAD ITEMS FOR SMALL DESIGN PROJECTS, DIGITAL CAMERA, SD CARDS AND READERS, AND OFFICE FURNITURE. GOAL 6; OBJECTIVE 2					TEXT AMT 750 750	
001-1903-515.52-10	GAS, DIESEL, OIL, & GREASE	413	159	1,000	1,000	1,179	1,350
	LEVEL 4 TEXT EST 600 GALLONS @ \$2.25 PER GALLON FULL TIME IN-HOUSE CONSTRUCTION INSPECTOR DRIVING VEHICLE ALL DAY AND INTERMITTENT USE BY REST OF STAFF FOR SITE INSPECTIONS.					TEXT AMT 1,350 1,350	
001-1903-515.52-12	UNIFORMS	220	0	300	300	40	300
	LEVEL 4 TEXT UNIFORMS FOR CONSTRUCTION INSPECTOR: SHIRTS, PANTS, JACKET. LOW USAGE IN CURRENT YEAR DUE TO INSPECTOR NOT NEEDING NEW UNIFORMS THIS YEAR. HE WILL BE PURCHASING NEW UNIFORMS IN FY18.					TEXT AMT 300 300	
001-1903-515.52-15	POSTAL SERVICE	87	75	325	225	146	325
	LEVEL 4 TEXT OCCASIONAL OFFICE MAILINGS, REQUIRED MAILINGS FOR CRS REPETITIVE LOSS AREA NOTIFICATIONS AND PUBLIC OUTREACH.					TEXT AMT 325 325	
001-1903-515.54-00	DUES & MEMBERSHIPS	0	570	1,125	1,125	150	1,125
	LEVEL 4 TEXT TO PAY FOR REQUIRED PROFESSIONAL MEMBERSHIPS AND PROFESSIONAL PUBLICATIONS. RENEWALS FOR ENGINEERING STAFF OCCUR AFTER THE MIDPOINT OF THE FY.					TEXT AMT 1,125	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	GOAL 6; OBJECTIVE 4						1,125
001-1903-515.54-01	BOOKS & SUBSCRIPTIONS	204	1,150	200	49	0	200
	LEVEL 4 TEXT CODE BOOKS, TRADE MAGAZINES AND MANUALS AND OTHER PUBLICATIONS.					TEXT AMT	200
							200
*	OPERATING EXPENSE	92,342	46,023	78,979	85,754	74,669	105,201
**	ENGINEERING DIVISION	396,703	513,361	567,898	576,700	477,277	608,559
***	COMMUNITY DEVELOPMENT	1,266,320	1,388,548	1,572,872	1,591,061	1,268,694	1,701,437

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
001-3100-522.12-00	FIRE SERVICES FIRE SERVICES SALARIES & WAGES	3,006,879	3,369,195	3,357,475	3,354,281	2,776,071	3,421,085
	LEVEL 4 TEXT					TEXT AMT	
						3,312,867	
	CURRENT STAFF (INC: SPECIALTY PAY, HOLIDAY PAY, RIDE UP PAY, ACCRUAL PAYOUT EST)						
	WAGE INCREASE					81,573	
	NEW: PUBLIC EDUCATION SPECIALIST					39,546	
	NEW: ADMIN ASSISTANT					28,197	
	NEW: FIREFIGHTER/PARAMEDIC (4 POSITIONS) START DATE JAN 2018					106,581	
	**REDUCTION OF ADMIN ASST PER CM (CLB 7-11-17)					28,197-	
	**REDUCTION OF 3 FIREFIGHTER/PARMEDIC POSITIONS					79,936-	
	**REDUCTION OF PUBLIC EDUCATION SPECIALIST PER CM (CLB 8-8-17)					39,546-	
						3,421,085	
001-3100-522.14-00	OVERTIME	144,212	224,117	210,900	239,120	152,520	220,000
	LEVEL 4 TEXT					TEXT AMT	
						198,000	
	HISTORICAL BASE OVERTIME					25,000	
	*ADD'L OT DUE TO DECREASE IN LINE PERSONNEL					48,000	
	**TRT TRAINING BACKFILL						
	**POTENTIAL COST FOR CHANGES IN CONTRACT/FSLA *4/8						
	**POTENTIAL COST FOR AHA/CPR CLASSES FOR CITIZENS					3,000	
	TRANSPORT OVERTIME WXPOSURE WILL BE 177,000 IF ADDITIONAL PERSONNEL ARE NOT HIRED. POTENTIAL REVENUES FROM THE PROGRAM COULD OFFSET COSTS. ***						
	**REDUCTION OF OVERTIME. PER CM (8-8-17)					54,000-	
						220,000	
001-3100-522.15-10	CERTIFICATION/LICENSES	2,425	1,050	2,600	2,600	2,486	2,960
	LEVEL 4 TEXT					TEXT AMT	
						2,600	
	EMT AND PM CERTIFICATION RENEWALS					360	
	** REIMBURSEMENT COSTS FOR PERSONNEL RECEIVING DE AND OFFICER STATE CERTIFICATION						
						2,960	
001-3100-522.21-00	FICA TAXES	230,519	261,709	273,011	275,170	212,517	278,577
	LEVEL 4 TEXT					TEXT AMT	
						274,426	
	CURRENT STAFF (INC: SPECIALTY PAY, HOLIDAY PAY, RIDE UP PAY, ACCRUAL PAYOUT EST, OVERTIME)						
	WAGE INCREASE					6,244	
	NEW: PUBLIC EDUCATION SPECIALIST					3,026	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	NEW: ADMIN ASSISTANT						2,158
	NEW: FIREFIGHTER (4 POSITIONS) START JAN 2018						8,154
	**REDUCTION OF ADMIN ASST PER CM (CLB 7-11-17)						2,158-
	**REDUCTION OF 3 FIREFIGHTER POSITIONS						6,116-
	**REDUCTION OF PUBLIC EDUCATION SPECIALIST						3,026-
	**REDUCTION OF OVERTIME PER CM (CLB 8-8-17)						4,131-
							278,577
001-3100-522.22-00	RETIREMENT CONTRIBUTIONS	2,725,842	2,849,858	2,553,347	2,553,347	2,095,872	2,619,896
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF					2,521,835	
	WAGE INCREASE					74,373	
	NEW: PUBLIC EDUCATION SPECIALIST					6,842	
	NEW: ADMIN ASSISTANT					4,879	
	NEW: FIREFIGHTER (4 POSITIONS) START JAN 2018					13,909	
	**REDUCTION OF ADMIN ASST PER CM (CLB 7-11-17)					4,879-	

	**REDUCTION OF PUBLIC EDUCATION SPECIALIST REDUCED PER CM (CLB 8-8-17)					6,842-	
	**CALCULATION REVISION (CLB 8-8-17)					9,779	
						2,619,896	
001-3100-522.23-00	HEALTH INSURANCE	341,937	359,740	414,701	414,701	352,738	440,895
	LEVEL 4 TEXT					TEXT AMT	
	HEALTH					405,743	
	DENTAL					21,948	
	LIFE					7,361	
	INCREASE ON LIFE					214	
	NEW: PUBLIC EDUCATION SPECIALIST					7,344	
	NEW: ADMIN ASSISTANT					7,317	
	NEW: FIREFIGHTER (4 POSITIONS) START JAN 2018					22,515	
	**REDUCTION OF ADMIN ASST PER CM (CLB 7-11-17)					7,317-	

	**REDUCTION OF 3 FIREFIGHTER POSITIONS					16,886-	
	**REDUCTION OF PUBLIC EDUCATION SPECIALIST REDUCED PER CM (CLB 8-8-17)					7,344-	
						440,895	
001-3100-522.24-00	WORKER'S COMPENSATION	67,527	56,441	67,552	68,149	55,687	75,764
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF (INC: SPECIALTY PAY, HOLIDAY PAY, RIDE UP PAY, ACCRUAL PAYOUT EST, OVERTIME)					68,170	
	WAGE INCREASE					1,536	
	NEW: PUBLIC EDUCATION SPECIALIST					36	

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	NEW: ADMIN ASSISTANT						26
	NEW: FIREFIGHTER (4 POSITIONS) START JAN 2018						2,253
	**REDUCTION OF ADMIN ASST PER CM (CLB 7-11-17)						26-
	**ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						6,911

	**REDUCTION OF 3 FIREFIGHTER POSITIONS						1,852-
	**REDUCTION OF PUBLIC EDUCATION SPECIALIST						39-
	**REDUCTION OF OVERTIME PER CM (CLB 8-8-17)						1,251-
							75,764
001-3100-522.25-00	UNEMPLOYMENT COMP	370-	0	0	0	0	0
001-3100-522.26-00	EAP BENEFIT	2,125	2,075	2,209	2,209	1,706	2,237
	LEVEL 4						
	TEXT					TEXT	AMT
	CURRENT STAFF						2,209
	NEW: PUBLIC EDUCATION SPECIALIST						37
	NEW: STAFF ASSISTANT						37
	NEW: FIREFIGHTER (4 POSITIONS) START JAN 2018						112
	**REDUCTION OF ADMIN ASST PER CM (CLB 7-11-17)						37-

	**REDUCTION OF 3 FIREFIGHTER POSITIONS						84-
	**REDUCTION OF PUBLIC EDUCATION SPECIALIST						37-
	REDUCED PER CM (CLB 8-8-17)						2,237
-----		6,521,096	7,124,185	6,881,795	6,909,577	5,649,597	7,061,414
* PERSONNEL SERVICES							
001-3100-522.31-13	OTHER PROF. SERVICES	1,025	11,000	2,000	13,000	11,000	0
	LEVEL 4						
	TEXT					TEXT	AMT
	*MISC. ACTUARIAL AS NEEDED. THIS AMOUNT IS BASED OFF POTENTIAL CONTRACTUAL CHANGES IN THE UPCOMING YEAR. RECOMMENDATION FROM HR						3,000
	*THE DEPARTMENT CONDUCTED THE PROMOTIONAL TEST AND EXHAUSTED THE LIST CREATING A POTENTIAL CONTRACTUAL OBLIGATION TO INITIATE AN ADDITIONAL EXAM IF A POSITION BECOMES AVAILABLE. THIS IS A 3% INCREASE DUE TO INCREASED COST.						11,330
	REDUCED PER DEPT HEAD AT CM MEETING (CLB 6-30-17)						11,330-
	REDUCED PER DEPT HEAD (CLB 7-6-17)						3,000-
001-3100-522.34-13	UNIFORM CLEANING	823	1,025	1,100	1,100	1,130	1,100
	LEVEL 4						
	TEXT					TEXT	AMT
	DRY CLEANING OF UNIFORMS						1,100

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	ALTERATIONS PATCHES, HEMMING, ETC.						1,100
001-3100-522.34-14	CONTRACT SERVICES OTHER	0	0	21,600	29,918	8,443	0
	LEVEL 4 TEXT FIREFIGHTER STRESS TESTS 54 @ 400 PER CBA **MOVED FROM 3113 **DETERMINE THE NUMBER BY THE LABOR AGREEMENT CLARIFY WITH HR THE NEED 4/8/2017 **WAITING ON ADDITIONAL INFORMATION TO THE COST OF THE PHYSICALS. ***** REDUCED PER CM AS 54 STRESS TESTS ARE SCHEDULED IN FY 17 UNDER PROJECT FIR019 (CLB 8-11-17)					TEXT AMT 21,600	21,600-
001-3100-522.34-15	TEMP HELP SERVICE FEE	0	0	0	3,194	3,193	0
001-3100-522.40-00	TRAVEL PER DIEM	2,960	6,146	5,000	5,000	1,155	5,000
	LEVEL 4 TEXT FLORIDA FIRE CHIEFS ANNUAL CONFERENCE GOVERNOR'S HURRICANE CONFERENCE NATIONAL FIRE ACADEMY FLSA TRAINING SEMINAR					TEXT AMT 2,600 1,000 600 800 5,000	
001-3100-522.40-10	EMPLOYEE TRAINING	6,710	11,202	16,000	42,893	39,604	29,495
	LEVEL 4 TEXT TARGET SAFETY PROGRAM STAFF DEVELOPMENT TRAINING LEADERSHIP, CORE COMPENTENCIES, MANAGEMENT, FSLA ONLINE EDUCATIONAL COURSES **JOB RELATED COURSES THAT ARE NON DEGREE RELATED THAT ARE APPROVED BY FIRE CHIEF AND ARE PAID FROM DEPT. FUNDS PER CBA ARTICLE 31.7 ** REID TECHNIQUE OF INVESTIGATIVE INTERVIEWING AND ADVANCED INTERROGATION **LAW ENFORCEMENT ACADEMY FOR FM ** TECHNICAL RESCUE TRAINING FOR A TECHNICAL RESCUE TEAM TO SUPPORT ACTIVITIES FOR PUBLIC UTILITIES AND PUBLIC WORKS.					TEXT AMT 6,000 8,000 5,000 795 2,700 7,000 29,495	
001-3100-522.41-00	COMMUNICATION SERVICES	23,944	25,105	12,950	18,458	17,180	19,850
	LEVEL TEXT					TEXT AMT	

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4	SATELLITE PHONE STATE OF FLORIDA (MAINTAIN 1 PHONE LINE) SPECTRUM EJ WARD AT&T FAX LINE IN THE EOC ** ATT MONTHLY BILL 1200 A MONTH = 14,400 CELL PHONE REPLACEMENT AND SUPPLIES *NEW IPHONE FOR PUBLIC EDUCATION SPECIALIST						650 300 1,700 1,000 14,400 300 1,500 19,850
001-3100-522.44-13	FLEET FINANCING	294,860	359,957	426,412	426,412	355,343	470,162
001-3100-522.45-19	VEHICLE INSURANCE	15,595	15,954	7,734	7,734	6,445	8,653
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT	8,653 8,653
001-3100-522.46-10	GENERAL EQUIP MAINT	15,400	3,266	12,500	12,500	5,968	13,000
LEVEL 4	TEXT MOBILE/BASE/PORTABLE RADIO REPAIRS (NON WARRANTY) *INCLUDES BATTERIES, LAPEL MICS, AND HOLDERS NOZZLE REPAIRS FIRE EXTINGUISHER RECHARGE/REPAIR APPARATUS REPAIRS/SEWING CANVAS HOSE COVERS/STRAPS APPARATUS GENERATORS (PORTABLE) REPAIRS MISC REPAIRS					TEXT AMT	5,000 2,500 1,500 2,000 1,500 500 13,000
001-3100-522.46-11	REGULAR MAINT/INSP EQUIP	21,480	25,792	43,000	43,000	25,069	38,950
LEVEL 4	TEXT LIFE PAK ANNUAL MAINT.CONTRACT LADDER TESTING ANNUAL (REQ. BY NFPA 1932) CASCADE SYSTEM CONTRACT (FILL SCBA BOTTLES) FITNESS EQUIPMENT MAINTENANCE CONTRACT AMKUS/TNT TOOL MAINTENANCE ANNUAL SCBA FACE MASK/REGULATOR FLOW TESTING SCBA PARTS AND REPAIRS HYDROSTATIC TESTING OF AIR PACKS & O2 BOTTLES PUMP TESTING					TEXT AMT	14,800 3,200 4,150 3,200 6,000 2,500 2,500 500 2,100 38,950
001-3100-522.46-12	VEH MAINT/REPAIR	151,974	175,231	170,000	170,000	139,950	170,000
001-3100-522.46-16	BUILDING MAINT	19,807	6,605	0	4,890	4,283	3,000
LEVEL	TEXT					TEXT AMT	

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	4 CARPET CLEANING TILE CLEANING INCREASE DUE TO ALL 5 STATIONS NEED CARPET & TILE CLEANED						3,000
							3,000
001-3100-522.46-18	CONT MAINT/COMM. EQUIP	9,613	11,037	12,000	12,000	9,888	12,000
	LEVEL 4 TEXT CELL PHONE REPLACEMENT AND SUPPLIES HARRIS CONTRACT FOR RADIOS					TEXT AMT 1,500 10,500 12,000	
001-3100-522.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	44,936
001-3100-522.47-00	PRINTING AND BINDING	1,996	2,397	2,000	2,000	1,086	2,500
	LEVEL 4 TEXT INSPECTION FORMS EMS REPORT FORMS PARS TAGS LEAVE REQUEST/SICK/SHIFT EXCHANGE FORMS					TEXT AMT 800 700 200 800 2,500	
001-3100-522.48-04	PUB RELATION ACTIVITY	4,909	916	4,000	4,000	788	2,250
	LEVEL 4 TEXT SMOKE DETECTOR REPLACEMENT PROGRAM **REDUCED SMOKE DETECTOR PROGRAM, WAS \$2,500 IN FY17, DUE TO POTENTIAL GRANTS. MISC. EDUCATIONAL ITEMS FOR CITY SPONSORED EVENTS KIDS HELMETS, PAMPHLETS, COLORING BOOKS, CRAYONS **INCREASE DUE TO PUBLIC EDUCATION SPECIALIST PROGRAMS WITHIN THE SCHOOLS **EMERGENCY MANAGEMENT OUTREACH/NATIONAL PREP VARIOUS OUTREACH SOURCES TO BE BOUGHT AND GIVEN OUT DURING COMMUNITY ENGAGEMENT ACTIVITIES AT PARKS AND RECREATION EVENTS, HOA MEETINGS, ETC. ***** REDUCE PER CM (7-11-17 LP) ***** REDUCE SMOKE DETECTOR PROGRAM AS PUB ED SPEC. POSITION REMOVED. PER CM (CLB 8-8-17)					TEXT AMT 1,250 3,250 800 1,800- 1,250- 2,250	
001-3100-522.49-02	COMPUTER SOFTWARE	0	0	0	2,700	2,700	9,000
	LEVEL 4 TEXT SOFTWARE FOR BUILDING PREPLANS AND PERFORMING FIRE					TEXT AMT 9,000	

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	INSPECTIONS IN THE COMMUNITY. 6 LICENSES @ 1500 EACH						
	MAINTENANCE FEE FOR ZOLL SOFTWARE... REQUIRED FOR TRANSPORT RELATED PATIENT CARE REPORTING SYSTEM						600
	**WEB EOC - IMPERATIVE TO OBTAIN A FORMAL INCIDENT MANAGEMENT SYSTEM IN THE EOC. USING SHAREPOINT IS NOT ADEQUATE FOR A LARGE SCALE EVENT AND LEFT A LOT OF DATA/COLLECTION TRACKING HOLES WEB EOC IS ALSO COMPATIBLE WITH VOLUSIA COUNTY AND THE STATE OF FLORIDA WHICH MAKES IT THE BEST TOOL FOR OUR USE (YEAR 1 OF 3)						16,500

	REMOVE WEB EOC PER CM (7-11-17 LP)						16,500-

	ZOLL SOFTWARE REMOVED AS NO TRANSPORT SYSTEM IMPLEMENTED PER CM (CLB 8-11-17)						600-
							9,000
001-3100-522.49-14	FURN. & FIXTURES NON-CAP	0	18,589	6,800	22,385	20,197	2,000
	LEVEL 4						
	TEXT					TEXT AMT	
	OFFICE SPACE - CUBICLE ADDITIONS FOR TRAINING BLDG						4,400
	NEW KITCHEN TABLES FOR STATION 73 AND 74. THE OLD TABLES DATE BACK TO THE 80'S.						4,100
	REDUCED PER DEPT HEAD (CLB 7-6-17)						4,400-

	REDUCE TABLES PER CM (7-11-17 LP)						2,100-

							2,000
001-3100-522.49-16	COMPUTER HARDWARE	0	9,491	4,000	4,000	1,379	2,400
	LEVEL 4						
	TEXT					TEXT AMT	
	IPADS FOR USE WITH FIREHOUSE REPORTING PROGRAM ALLOWS INSPECTIONS AND PATIENT CARE REPORTS TO BE COMPLETED ON SCENE AND INCORPORATE WITH FIRE HOUSE INCIDENT REPORTING SOFTWARE						2,400
	6 IPADS @ \$400.00 EACH **NEW						
	**PURCHASED SURFACE PRO FOR TRANSPORT VEHICLE INSTEAD OF IPADS IN FY17						
	**WEATHER STEM - THIS IS A COMPREHENSIVE WEATHER STATION THAT WILL ENABLE OUR EOC TO MULTIPLY IN EFFICIENCY AND NOT RELY ON COUNTY WEATHER READINGS SO THAT WE ARE ABLE TO ENSURE THE SAFETY OF FIRST RESPONDERS AND CITIZENS. ERAU UTILIZES THE SYSTEM AND IT WAS THE ONLY STANDING WEATHER SYSTEM IN HURRICANE MATTHEW IN THE COUNTY AND EXEMPLIFIES THE EFFICIENCY AND STABILITY OF THE SYSTEM.						6,250

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	UTILIZING OUR OWN WEATHER STATION WILL HELP OUR CITY TO BE INDEPENDENTLY EFFICIENT INSTEAD OF BEING RELIANT ON OTHER JURISDICTIONS OR THE COUNTY FOR WEATHER READINGS. **CREATE A PAPERLESS CALL CENTER FOR THE EOC. PURCHASE 10 LAPTOPS FOR CUSTOMER SERVICE WHO ARE LOCATED IN THE EOC. COST PROVIDED BY I.T. ***** REMOVE WEATHER STEM PER CM REMOVE LAPTOPS FOR EOC PER CM (WILL USE REPURPOSED DESKTOPS INSTEAD) (7-11-17 LP) ***** 2,400						7,500 6,250- 7,500- 2,400
001-3100-522.49-20	EQUIP & OTHER NON-CAPITAL	8,994	3,821	13,500	10,800	4,488	17,025
	LEVEL 4 TEXT PURCHASE 02 BAGS (BACKPACK STYLE) 4 @ 400 PURCHASE RADIO FOR TRANSPORT VEHICLE POWER TOOL REPLACEMENT (MOVED FROM 5200) *PURCHASE AN ADULT EMS MANIKIN THAT WOULD SIMULATE MEDICAL EMERGENCIES. ***** MOVE POWER TOOL REPLACMENT TO OBJECT 52-16 (7-11-17 LP) ***** **REDUCTION OF RADIO FOR TRANSPORT VEHICLE PER CM (CLB 8-8-17)					TEXT AMT 1,600 2,800 3,000 15,425 3,000- 2,800- 17,025	
001-3100-522.49-66	TFR TO 506 BLDG MAINT FD	354,343	245,512	380,421	380,421	317,018	460,671
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 460,671 460,671	
001-3100-522.51-00	OFFICE SUPPLIES	3,721	3,851	5,000	5,000	4,042	5,000
	LEVEL 4 TEXT PAPER SUPPLIES WRITING SUPPLIES COMPUTER/PRINTER REPLACEMENT REPAIR OFFICE MACHINE REPLACEMENT (CALCULATOR, LAMINATOR) CALENDARS & JOURNAL TYPE LOG BOOKS PRINTER CARTRIDGES ***** REDUCE PER CM (7-11-17 LP)					TEXT AMT 500 150 1,300 450 1,500 3,100 2,000-	

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2

						5,000	
001-3100-522.52-00	OPERATING SUPPLIES	38,426	42,606	31,000	31,000	21,960	36,300
	LEVEL 4						
	TEXT					TEXT	AMT
	BATTERIES						3,000
	SHOVELS/BROOMS/AXES/SMALL TOOL REPLACEMENT						2,800
	FIREFIGHTING FOAM						4,800
	STORAGE SHELVES/CONTAINERS/COMPARTMENT MATTING						2,000
	STATION & FACILITY EQUIP (VACUUMS, LOCKS, FANS						2,700
	BLOWERS, WINDOW COVERINGS, BUCKETS, RAGS ETC)						
	APPARATUS EQUIP (LIGHTING, SAWS, BLADES, AXES,						2,000
	EXTINGUISHERS, RADIO ACCESSORIES, WRENCHES, ETC)						
	FOOD PREP, CONSUMPTION AND SERVING EQUIPMENT						1,450
	MSA REPLACEMENT MASKS/PARTS						1,000
	HOSE: 1000' 5"; 1000' 2-1/2"; 1000' 1-3/4"						6,000
	COFFEE AND COFFEE SUPPLIES						2,500
	POWER TOOL REPLACEMENT						4,000
	REPLACE ROPE						1,500
	SCENE LIGHTS 2 @ 625						1,250
	MISC SUPPLIES						1,300
							36,300
001-3100-522.52-10	GAS, DIESEL, OIL, & GREASE	50,945	36,191	58,065	52,557	36,059	45,000
	LEVEL 4						
	TEXT					TEXT	AMT
	EST UNLEADED FUEL - 4500 GALS @ \$2.25 PER GALLON						10,125
	EST DIESEL FUEL - 10,000 GALS @ \$2.75 PER GALLON						27,500
	EST DIESEL FOR GENERATORS - 6000 GAL @ \$2.75 GAL						16,500

	REDUCED PER CM BASED ON 22 MONTH ACTUAL SPENT						9,125-
	HISTORICAL AVERAGES \$45,000 ANNUALLY WITH AN						
	AVERAGE OF 2500 GALLONS OF UNLEADED FUEL USED						
	LAST 2 FISCAL YEARS						
							45,000
001-3100-522.52-11	JANITORIAL SUPPLIES	8,119	7,481	7,300	7,300	7,004	7,600
	LEVEL 4						
	TEXT					TEXT	AMT
	PAPER PRODUCTS (TOWELS, TOILET PAPER, ETC)						2,500
	CLEANING SUPPLIES FOR STATION & APPARATUS						3,000
	DRY-SORB FOR OIL SPILLS						800
	MOPS/BUCKETS/BRUSHES/COOLER/BROOMS/						1,000
	MISC SUPPLIES						300
							7,600
001-3100-522.52-12	UNIFORMS	20,710	69,681	56,872	56,872	35,755	63,625

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	LEVEL 4					TEXT AMT	
						BRUSHFIRE GOGGLES, HELMETS, GEAR, RESPIRATORS	3,500
						SEARCH & RESCUE LIGHTS AND BULBS REPLACE	3,000
						NAME TAGS, COLLAR BRASS & BADGES	2,500
						NOMEX HOODS & BUNKER BOOTS	4,800
						UNIFORM T-SHIRTS, SWEATSHIRTS, KNIT CAPS, POLO	15,000
						UNIFORM PANTS, BELTS	9,500
						HELMETS AND FACESHIELDS	6,000
						UNIFORMS NEEDS MISC.	1,800
						UNIFORM BOOTS (REPLACED AS NEEDED)	4,500
						REPLACE 10 SETS BUNKER GEAR @ \$2,325 EACH NFPA	23,250
						1851 PLACES A 10 YEAR EXPIRATION DATE ON BUNKER	
						GEAR AND WE HAVE A CONTINOUS ROTATION OF EMPLOYEES	
						THAT HAVE GEAR NEARING THE EXPIRATION DATE. WE	
						REMOVE THE GEAR 2 YEARS EARLY AND PLACE IN A POOL	
						OF GEAR AVAILABLE TO ALL EMPLOYEES. EXPOSURE TO	
						CONTAINMENANTS REQUIRE GEAR TO BE TAKEN OUT OF	
						SERVICE AND CLEANED.	
						BRUSHFIRE BOOTS (1 PAIR EA - NEW HIRES)	1,800
						SURVIVOR FLASH LIGHTS (1 EA - NEW HIRES)	400
						DRESS SHOES FOR EVENTS WHERE CLASS A/B IS WORN	5,000
						*** UPDATED BUNKER GEAR... REDUCED TO 10 SETS AND	
						INCLUDED A 3% INCREASE.	
						MISC GEAR	1,900
						** 4 SETS OF BUNKER GEAR FOR THE NEW HIRES @	9,300
						\$2325	

						**REDUCE BUNKER GEAR (\$6,975),BRUSH BOOTS (\$1,350)	8,625-
						FLASHLIGHTS (\$300) FOR 3 FIREFIGHTER POSITIONS	
						PER CM (CLB 8-8-17)	

						REDUCED BASED ON HISTORICAL HIGH ACTUAL OF \$40,375	20,000-
						PLUS \$23,250 FOR BUNKER GEAR=\$63,625	
						PER CM (CLB 8-11-17)	
							63,625
001-3100-522.52-15	POSTAL SERVICE	508	404	900	900	163	500
	LEVEL 4					TEXT AMT	
						BASED ON CURRENT USAGE	900
						MAILING OF HAZARDOUS USE PERMITS	
						DEPARTMENT ITEMS SENT FOR REPAIR	
						CERTIFIED MAIL ITEMS	

						REDUCE PER CM (7-11-17 LP)	400-

							500

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001-3100-522.52-16	MEDICAL & LAB SUPPLIES	50,817	40,703	48,000	48,320	30,904	53,000
	LEVEL 4 TEXT					TEXT AMT	
	OXYGEN					49,500	
	AIRWAY ADJUNCTS & RELATED RESPIRATORY EQUIPMENT						
	CARDIAC MONITOR SUPPLIES						
	BASIC LIFE SUPPORT SUPPLIES						
	DRUGS & SOLUTIONS						
	AED PUBLIC ACCESS DEFIBRILLATOR PROGRAM SUPPLIES						
	EMS TRAINING EQUIPMENT AND SUPPLIES						
	MISC. MEDICAL SUPPLIES (GLOVES, SCOPES, BACKBOARD, BANDAGING, IV, CATHETER, ETC)						
	MISC SUPPLIES						2,000

	ADD POWER TOOL REPLACEMENT (FROM 49-20) (7-11-17 LP)						3,000

	REDUCED PER CM (CLB 8-11-17)						1,500- 53,000
001-3100-522.52-17	CPR/EMS PROGRAM SUPPLIES	5,112	6,289	6,000	6,340	5,310	8,000
	LEVEL 4 TEXT					TEXT AMT	
	CARD STOCK FOR AHA TRAINING CENTER					6,000	
	DVDS, BOOKS, INSTRUCTOR MATERIALS FOR AMERICAN HEART ASSOCIATION (AHA) TRAINING CENTER						
	*INCREASE DUE TO AHA UPDATE WHICH REQUIRES ALL NEW TRAINING MATERIALS AS WELL AS NEW AED'S FOR STUDENT/INSTRUCTOR CERTIFICATIONS						
	**INCREASE IN BUDGET DUE TO MONTHLY CPR CLASS GIVEN TO THE COMMUNITY. THIS COST WILL BE OFFSET BY THE MONIES RECEIVED FROM THE CLASSES AND RETURNED TO THE GENERAL FUND. IT ALSO INCLUDE THE PURCHASE OF 10 CPR MANIKINS.						2,000
	***OFFSET IN REVENUE TO COVER EXPENSES (CLB 6-30-17)						8,000
001-3100-522.52-18	SHARPS PROGRAM SUPPLIES	670	813	880	2,248	440	880
	LEVEL 4 TEXT					TEXT AMT	
	SHARPS DISPOSAL					880 880	
001-3100-522.54-00	DUES & MEMBERSHIPS	1,192	1,144	1,700	1,700	1,261	2,065
	LEVEL TEXT					TEXT AMT	

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	4 INTL. ASSOC. OF FIRE CHIEFS						750
	FLORIDA FIRE CHIEFS ASSOC. (DEPT MEMBERSHIP)						665
	VOLUSIA COUNTY FIRE CHIEFS ASSOC (DEPT MEMBERSHIP)						150
	EAST CENTRAL FLORIDA FIRE INSPECTORS ASSOC.						200
	FLORIDA EMERGENCY PREPAREDNESS ASSOC.						100
	NATIONAL FIRE PROTECTION ASSOC.						200
	**SLIGHT INCREASE IN THE FFCA						
							2,065
001-3100-522.54-01	BOOKS & SUBSCRIPTIONS	1,949	1,480	4,000	4,000	3,195	4,500
	LEVEL 4 TEXT						TEXT AMT
	NFPA CODES RENEWAL						1,500
	STATION LIBRARY FOR STAFF DEVELOPMENT... THE						2,500
	DEPARTMENT IS REQUIRED PER CONTRACT TO FURNISH						
	BOOKS RELATED TO PROMOTIONAL PROCESSES						
	PURCHASE INSTRUCTOR MANUALS FOR IN-HOUSE TRAINING						1,000
	CLASSES. DRIVER ENGINEER, FIRE OFFICER, AND FIRE						
	INSPECTOR SERIES.						

	REDUCE PER CM (7-11-17 LP)						500-

							4,500
*	OPERATING EXPENSE	1,116,602	1,143,689	1,360,734	1,432,642	1,122,400	1,538,462
001-3100-522.64-00	MACH & EQUIPMENT	8,821	0	27,000	27,000	20,702	6,000
	LEVEL 4 TEXT						TEXT AMT
	PURCHASE OF 4X4 PICK-UP FOR BATTALION CHIEF'S						38,000
	THE OLD BC VEHICLE WILL BE REDEPLOYED TO						
	PUBLIC EDUCATION SPECIALIST.						
	**PORTABLE TRAINING PROPS... FORCIBLE ENTRY AND						6,000
	CONFINED SPACE PROPS FOR TRAINING OUR PERSONNEL						

	REMOVE 4X4 PICK-UP PER CM						38,000-
	(LP 7-11-17)						

							6,000
*	CAPITAL OUTLAY	8,821	0	27,000	27,000	20,702	6,000
**	FIRE SERVICES	7,646,519	8,267,874	8,269,529	8,369,219	6,792,699	8,605,876

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
***	FIRE SERVICES	7,646,519	8,267,874	8,269,529	8,369,219	6,792,699	8,605,876

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
001-3200-521.12-00	POLICE POLICE SALARIES AND WAGES	4,998,828	4,906,405	5,136,652	5,136,652	4,147,274	5,382,597
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC: SPECIALTY PAY, HOLIDAY PAY, ACCRUAL PAYOUT EST., CLOTHING ALLOW., INCREASE)	5,143,541
						WAGE INCREASE	134,015
						SPECIAL DUTY DETAILS	60,000
						NEW: CUSTODIAN (12 MOS)	20,712
						NEW: 1 POLICE OFFICER (7 MOS)	23,484
						NEW: 3 CSO (12 MOS)	82,282
						**REDUCTION OF 1 CSO POSITION PER CM (CLB 7-11-17)	27,427-
						**REDUCTION OF CUST TO PT PER CM (CLB 7-11-17)	7,767-

						**REDUCTION OF 1 CSO POSITION PER CM (CLB 8-8-17)	27,428-
						**REDUCTION OF PT CUSTODIAN PER CHIEF (CLB 8-8-17)	12,945-
						***MOVE PATROL OFFICER START DATE TO APRIL PER CM (CLB 8-11-17)	5,870-
							5,382,597
001-3200-521.12-12	ADD. SALARY & BENEFITS	0	0	0	0	3,000	0
001-3200-521.14-00	OVERTIME	478,935	473,845	463,000	528,265	493,486	485,000
	LEVEL 4					TEXT AMT	
						DEPARTMENT OVERTIME-	485,000
						UNSCHEDULED OT (ERT, CID, SHIFT COVERAGE, CRITICAL INCIDENTS, LATE CALLS/ARREST, ETC.)	
						SCHEDULED OT (BIKE WEEK, RACE WEEK, FAIRS, BIKETOBERFEST, 4TH OF JULY, YMCA RUNS, BUBB RUN, XMAS PARADE, ETC.)	
							485,000
001-3200-521.21-00	FICA TAXES	394,623	382,443	428,436	433,430	333,927	448,923
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC: SPECIALTY PAY, HOLIDAY PAY, ACCRUAL PAYOUT EST., CLOTHING ALLOW., INCREASE)	430,634
						WAGE INCREASE FOR THOSE NOT COVERED BY CBA	10,253
						SPECIAL DUTY DETAIL	4,590
						NEW: CUSTODIAN (12 MOS)	1,585
						NEW: 1 POLICE OFFICER (7 MOS)	1,797
						NEW: 3 CSO (12 MOS)	6,295
						**REDUCTION OF 1 CSO POSITION PER CM (CLB 7-11-17)	2,098-
						**REDUCTION OF CUST TO PT PER CM (CLB 7-11-17)	594-

						**REDUCTION OF 1 CSO POSITION PER CM (CLB 8-8-17)	2,099-
						**REDUCTION OF PT CUSTODIAN PER CHIEF (CLB 8-8-17)	991-

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	****MOVE PATROL OFFICER START DATE TO APRIL PER CM (CLB 8-11-17)						449- 448,923
001-3200-521.22-00	RETIREMENT CONTRIBUTIONS	3,137,153	3,290,650	2,946,953	2,946,953	2,407,241	3,331,867
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF (INCLUDING CBA WAGE AGREEMENTS)					3,250,740	
	WAGE INCREASE					76,429	
	NEW: CUSTODIAN					2,072	
	NEW: 1 POLICE OFFICER (7 MOS)					3,477	
	NEW: 3 CSO (12 MOS)					8,229	
	**REDUCTION OF CSO POSITION PER CM (CLB 7-11-17)					2,743-	
	**REDUCTION OF CUST TO PT PER CM (CLB 7-11-17)					2,072-	

	**REDUCTION OF 1 CSO POSITION PER CM (CLB 8-8-17)					2,743-	
	****MOVE PATROL OFFICER START DATE TO APRIL PER CM (CLB 8-11-17)					1,522-	
						3,331,867	
001-3200-521.23-00	HEALTH INSURANCE	575,380	593,090	758,806	736,806	553,300	813,216
	LEVEL 4 TEXT					TEXT AMT	
	HEALTH					749,594	
	DENTAL					40,548	
	LIFE					11,708	
	INCREASE ON LIFE					338	
	NEW: CUSTODIAN					7,229	
	NEW: 1 POLICE OFFICER (7 MOS)					4,873	
	NEW: 3 CSO (12 MOS)					22,143	
	NEW: 4 CID SPECIALTY \$90 PER						
	NEW: 10 SPECIALTY \$60 PER						
	**REDUCTION OF CSO POSITION PER CM (CLB 7-11-17)					7,381-	
	**REDUCTION OF CUST TO PT PER CM (CLB 7-11-17)					7,229-	

	**REDUCTION OF 1 CSO POSITION PER CM (CLB 8-8-17)					7,381-	
	****MOVE PATROL OFFICER START DATE TO APRIL PER CM (CLB 8-11-17)					1,226-	
						813,216	
001-3200-521.24-00	WORKER'S COMPENSATION	82,735	72,854	84,310	85,363	68,655	96,972
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF (INC: SPECIALTY PAY, HOLIDAY PAY, ACCRAUAL PAYOUT EST., CLOTHING ALLOW., INCREASE)					84,471	
	WAGE INCREASE					1,680	
	SPECIAL DUTY DETAIL					964	
	NEW: CUSTODIAN					19	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	NEW: 1 POLICE OFFICER (7 MOS)						378
	NEW: 3 CSO (12 MOS)						1,322
	**REDUCTION OF CSO POSITION PER CM (CLB 7-11-17)						440-
	**REDUCTION OF CUST TO PT PER CM (CLB 7-11-17)						7-
	**ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						9,186

	**REDUCTION OF 1 CSO POSITION PER CM (CLB 8-8-17)						485-
	**REDUCTION OF PT CUSTODIAN PER CHIEF (CLB 8-8-17)						13-
	***MOVE PATROL OFFICER START DATE TO APRIL PER CM (CLB 8-11-17)						103-
							96,972
001-3200-521.25-00	UNEMPLOYMENT COMP	2,963	1,307	0	0	0	0
001-3200-521.26-00	EAP BENEFIT	3,789	3,606	4,090	4,090	3,159	4,175
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF						4,119
	NEW: CUSTODIAN						37
	NEW: 1 POLICE OFFICER (7 MOS)						25
	NEW: 3 CSO (12 MOS)						111
	**REDUCTION OF CSO POSITION PER CM (7-11-17)						37-
	**REDUCTION OF CUST TO PT PER CM (CLB 7-11-17)						37-

	**REDUCTION OF 1 CSO POSITION PER CM (CLB 8-8-17)						37-
	***MOVE PATROL OFFICER START DATE TO APRIL PER CM (CLB 8-11-17)						6-
							4,175
-----		9,674,406	9,724,200	9,822,247	9,871,559	8,010,042	10,562,750
* PERSONNEL SERVICES							
001-3200-521.31-12	LEGAL SERVICES	0	1,600	500	650	642	1,000
	LEVEL 4 TEXT					TEXT AMT	
	COURT DOCUMENTS FOR CID/SIU INVESTIGATIONS						500
	LAWSUITS/EMPLOYEE GRIEVANCES AND APPEALS						
	FEES FOR WARRANTS, COURT ORDERS, ETC TO OBTAIN						
	PHONE CALL SEARCHES AND RECORDS						
	SUBPOENA MEDICAL RECORDS FOR INVESTIGATIONS						
	DOCUMENTS FOR MOTOR VEHICLE RECORD SEARCHES						
	NEW: CM REDUCED IN FY 17 NEED TO INCREASE >1,000						1,000
	** REDUCTION PER CM 07-10-17 (NT)						500-
							1,000
001-3200-521.31-13	OTHER PROF. SERVICES	61,188	64,861	49,415	49,415	41,125	114,415
	LEVEL 4 TEXT					TEXT AMT	
	CALEA - NAT. ACCREDITATION FEES - ANNUAL FEES						4,065

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	*FY18 IS NOT A CALEA INSPECTION YEAR. DUE FY19 FLORIDA ACCREDITATION POWER STANDARDS DMS PROGRAM						300
	POLICE K-9 VET CARE/MED./SHOTS 4 DOGS						10,500
	POLICE K-9 BOARDING						1,000
	HOG TRAPPING SERVICES						500
	INTERPRETER SERVICES						500
	AGENCY TRANSCRIPTION COSTS - INVESTIGATIONS						5,000
	AFTER HOURS EMERGENCY ANIMAL CLINIC SERVICES						1,000
	FERAL CAT TNR PROGRAM - 90 COLONIES MANAGED BY CCFWA, MONTHLY COST INCREASING >\$3,000 HISTORICAL						19,000
	METH LAB CLEAN UP COSTS (FDLE NO LONGER HANDLES)						3,500
	CID/INVESTIGATIVE SERVICES & FUNDS						
	MEDICAL RECORDS SEARCHES FOR INVESTIGATIONS						1,750
	PERSONS/PHONE/ADDRESS/ASSOCIATE SEARCHES						2,500
	EQUIFAX CREDIT CHECKS (INCREASED WORKLOAD)						1,500
	SOCIAL MEDIA/CELLULAR, MISC. SERVICES						1,000
	ANNUAL NSB FIRING RANGE FEE (AGREEMENT)						300
	NEW: HALIFAX HUMANE SOCIETY (MOVED FM 81-10)						65,000

	REDUCE FERAL CAT INCREASE PER CHIEF (CLB 8-8-17)						3,000- 114,415
001-3200-521.34-13	UNIFORM CLEANING	20,808	22,782	25,000	25,000	25,000	25,000
	LEVEL 4 TEXT					TEXT AMT	
	DRY CLEANING SERVICES FOR DEPARTMENT TO INCLUDE ALTERATIONS, UNIFORM REPAIRS, PATCH SEWING, ZIPPER REPLACEMENT, JAIL JUMPSUIT CLEANING, ETC **CONTRACT DUE IN NOV.						25,000
							25,000
001-3200-521.34-14	CONTRACT SERVICES OTHER	0	70,000	70,000	70,000	68,904	70,000
	LEVEL 4 TEXT					TEXT AMT	
	TASER INTERNATIONAL, BODY CAMERA LICENSING, EVIDENCE.COM LICENSING & DATA STORAGE						70,000 70,000
001-3200-521.35-00	INVESTIGATIONS	368	993	3,000	3,000	32	0
	LEVEL 4 TEXT					TEXT AMT	
	CID BUY MONEY REPLENISHMENT **MOVE TO PETTY CASH ON BS PER CM 07-10-17 (NT)						3,000 3,000-
001-3200-521.40-00	TRAVEL PER DIEM	9,502	7,468	10,000	10,000	6,859	10,000
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	4 TRAVEL FOR: FPCA, IACP, FDLE LAB RUNS, FBINAA, DRE, VFPCA, EVIDENCE COURIER RUNS, DRUG/GUN DESTRUCTS, CRIMINAL SUBPOENAS OUT OF COUNTY, STATE PAL, OUT OF COUNTY INTERVIEWS FOR DETECTIVES, & DEPT. TRAINING						10,000
							10,000
001-3200-521.40-10	EMPLOYEE TRAINING	10,909	16,156	15,000	15,000	11,483	15,000
	LEVEL 4 TEXT VARIOUS TRAINING CLASSES FOR DEPARTMENT SWORN AND NON-SWORN PERSONNEL, ERT, CANINE, CSO, ACO, MOTORS, INVESTIGATIONS, ACCREDITATION, BACKGROUND INVESTIGATIONS, HIGH LIABILITY, MANAGEMENT CLASSES INTERNAL AFFAIRS TRAINING, PUBLIC RECORDS CLASSES, DEFENSIVE TACTICS, GROUND FIGHTING, COMBAT SHOOTING CLASSES, LEADERSHIP TRAINING, DUI/FSE, RADAR TRAINING, DEFENSIVE DRIVING, SEX CRIMES, HOSTAGE NEGOTIATIONS, ACCIDENT RECONSTRUCTION, TRAFFIC HOMICIDE TRAINING, FIELD TRAINING OFFICER CLASSES, INTERVIEWS AND INTERROGATIONS TRAINING, NARCOTICS TRAINING, ETC. INCREASING COST & TRAINING HOURS DUE TO DOJ & OTHER RECOMMENDED CHANGES TO TRAINING NEW: >\$5,000 DUE TO HISTORICAL/INCREASED TRAINING ***** REDUCE INCREASE PER CM (8-11-17)					TEXT AMT 15,000	
							5,000
							5,000- 15,000
001-3200-521.41-00	COMMUNICATION SERVICES	85,340	95,796	96,030	96,030	81,790	86,460
	LEVEL 4 TEXT TELEPHONE SERVICES (AT&T, BELLSOUTH, IP PHONES) CELLULAR SERVICES (AT&T) - 41 CELL/SMART PHONES AIR CARD COSTS FOR 90 AT&T AIRCARD UNITS FOR: PATROL, MOTORS, ANIMAL CONTROL FOR VCSO CAD/RMS BRIGHTHOUSE NETWORK FOR INTERNET LINES (IT) CELL PHONE REPLACEMENT/SUPPLIES NEW: FY 18 PROJECTED INCREASE NEW: FY 17 AUDIT REDUCED COST <15,000					TEXT AMT 11,000 42,720 40,760 1,050 500 5,430 15,000- 86,460	
001-3200-521.44-10	EQUIP/OTHER RENTAL/LEASE	1,141	1,075	2,000	2,000	306	1,500
	LEVEL 4 TEXT RENTAL OF VEHICLES FOR THE SPECIAL INVESTIGATIONS UNIT FOR COVERT UNDERCOVER OPERATIONS AS THEIR ASSIGNED VEHICLES BECOME KNOWN. THESE VEHICLES					TEXT AMT 2,000	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
CAN BE RENTED AS NEEDED BY THE DAY, WEEK OR MONTH. **** ***REDUCED PER CM (CLB 8-8-17)							
							500- 1,500
001-3200-521.44-13	FLEET FINANCING	459,021	494,043	475,954	475,954	396,628	530,654
001-3200-521.45-19	VEHICLE INSURANCE	42,158	39,492	43,312	43,312	36,093	48,457
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 48,457 48,457	
001-3200-521.45-20	MARINE UNIT INSURANCE	0	0	280	280	0	0
	LEVEL 4 TEXT REGIONAL MARINE UNIT INSURANCE ROLL TO 46-20					TEXT AMT	
001-3200-521.46-10	GENERAL EQUIP MAINT	19,946	32,267	34,300	29,551	12,053	34,300
	LEVEL 4 TEXT COPY MACHINE CHARGES-MAINTENANCE/REPAIR(8 COPIERS) MAINTENANCE ON: WINDOW TINT METERS,DUI INTOXILYZER CAMCORDERS, LASER UNITS FIRE EXTINGUISHER MAINTENANCE (CARS) FIREARM MAINTENANCE (PISTOLS, SHOTGUNS, AR-15'S) VIP GOLF CART MAINTENANCE/REPAIR (2 GOLF CARTS) LIVESCAN FINGERPRINT MAINT INCL. 12 RAPID ID UNITS PAPER SHREDDERS REPAIRS/MAINTENANCE TRAFFIC METRO COUNT DEVICES COMMUNITY SPEED TRAILER BATTERY REPLACEMENT (CY) TRAFFIC SIGN MAINT. MESSAGE BOARD MAINTENANCE/REPAIRS/BATTERIES (CY) FITNESS/GYM EQUIPMENT SERVICE/MAINT. ANNUAL CALIBRATION OF SOUND METERS ALPR ANNUAL MAINTENANCE CONTRACT, EFF MARCH FY16 EVIDENCE DRYER FILTERS REPLACED 4X ANNUALLY					TEXT AMT 6,600 1,174 1,200 3,700 2,000 4,200 500 500 1,000 2,500 1,500 1,500 600 5,184 2,142 34,300	
001-3200-521.46-12	VEH MAINT/REPAIR	259,394	259,670	290,000	290,000	196,887	290,000
	LEVEL 4 TEXT VEH. MAINTENANCE FOR PD FLEET					TEXT AMT 290,000 290,000	
001-3200-521.46-16	BUILDING MAINT	23,363	28,094	34,360	36,120	36,078	36,000
	LEVEL 4 TEXT BLDG SECURITY SYSTEM/ACCESS CONTROL MAINT CONTRACT					TEXT AMT 34,000	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
	NEW 5 YEAR SERVICE CONTRACT, SOLE SOURCE BUILDING FIRE ALARM SYSTEM MONITORING > TO \$2000						2,000 36,000
001-3200-521.46-18	CONT MAINT/COMM EQUIP	44,601	39,887	54,550	54,550	39,696	54,550
	LEVEL 4 TEXT COMMUNICATIONS INT'L MONTHLY RADIO MAINTENANCE & REPAIRS FOR PORTABLE RADIOS, FLEET MOBILE RADIOS, EMERGENCY LIGHT BAR REPAIRS, SIREN REPAIRS, PA SYSTEM REPAIRS, ORION SS2000 REPAIRS LAPTOP MOUNTS/CONNECTIONS/ADAPTORS, CHARGE GUARDS, AND NECESSARY RADIO REPLACEMENT PARTS (ANTENNAS, MICS, WIRING, ETC.) >FY16 DUE TO FY15 COST REPAIRS OF MOTORS HELMET HEADSETS/PTT SYSTEMS COMM. INT'L RADAR REPAIRS FOR 2 SPEED TRAILERS SEMI-ANNUAL RADAR/LASER MANDATED CALIBRATIONS					TEXT AMT 40,050 2,000 2,000 10,500 54,550	
001-3200-521.46-20	MARINE UNIT MAINTENANCE	2,851	1,485	2,000	5,000	362	4,000
	LEVEL 4 TEXT MARINE UNIT MAINTENANCE FOR 2004 BOSTON WHALER SHARED BY POPD, SDPD, PIPD AND NSBPD NEW: COMBINE 45-20, 46-20 & 52-20 INTO ONE ACCT					TEXT AMT 4,000 4,000	
001-3200-521.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	71,420
001-3200-521.47-00	PRINTING & BINDING	3,694	6,405	10,000	10,000	6,874	8,000
	LEVEL 4 TEXT LITOCRAFT, PRIDE, COUCHMAN: VARIOUS DEPARTMENT PRINTING OF FORMS, ARREST 707'S VICTIM ADVOCATE BOOKLETS, DEPARTMENT STATIONARY, ENVELOPES, DOMESTIC VIOLENCE MATERIALS, ANNUAL REPORT, AGENCY BROCHURES, BUSINESS CARDS, ANIMAL CITATIONS, WRITTEN WARNINGS, PARKING TICKETS, RED TAGS, ACCREDITATION VEHICLE DECALS, LAW ENFORCEMENT DIRECTORY, ETC. ** REDUCTION PER CM 07-10-17 (NT)					TEXT AMT 10,000 2,000- 8,000	
001-3200-521.49-02	COMPUTER SOFTWARE	0	27,132	0	0	0	0
	LEVEL 4 TEXT NEW: ONLINE REPORTING SOFTWARE NEW: CELLEBRITE FORENSIC CELLULAR SOFTWARE *****					TEXT AMT 23,000 16,000	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	*MOVE ONLINE REPORTING SOFTWARE TO FORFEITURE FUND 607-3200-521-49-02 PER CM 07-10-17 (NT) *****						23,000-
	*MOVE CELLEBRITE FORENSIC CELLULAR SOFTWARE TO FORFEITURE FUND 607-3200-521-49-02 PER CM (7-11-17 LP) *****						16,000-
001-3200-521.49-14	FURN. & FIXTURES NON-CAP	0	0	0	2,989	1,538	0
001-3200-521.49-19	TAXES, LICENSES, & FEES	0	264	0	0	0	0
001-3200-521.49-20	EQUIP & OTHER NON-CAPITAL	70,511	103,786	60,931	70,727	56,349	65,975
LEVEL 4	TEXT					TEXT AMT	
	DIGITAL CAMERAS/REPLACEMENTS					1,000	
	ASP BATONS/HANDCUFFS					600	
	TASER CARTRIDGES - 25' FOR DUTY USE (150)					6,000	
	FLASHLIGHTS - DUTY BELT/CAR					2,000	
	ASP BATON AND TASER HOLSTERS					1,000	
	REPLACEMENT PORTABLE RADIO BATTERIES (JAGUARS/MRK)					3,000	
	BODY ARMOR (5 YEAR REPLACEMENT FOR 12 OFC)					15,000	
	BODY ARMOR - NEW HIRES (EST. 10)					12,000	
	DIGITAL VOICE RECORDERS, <500					500	
	HOLSTERS/DUTY GEAR, >500					1,500	
	REPLACEMENT FLARES (CRASH SCENES)					1,075	
	AUDIO/VIDEO SURVEILLANCE EQUIP UNDERCOVER OPS					3,000	
	ANIMAL CONTROL AMMONIA READER SUPPLIES					500	
	VEH. ELECTRONIC CITATION EQUIPMENT, REPLACEMENT PROGRAM, 2012 FDOT GRANT FUNDED (PRINTERS, SIG. PADS, USB HUBS, MAG READERS, CABLES, ETC.)					10,000	
	5 NEW OFC POS. EQUIPMENT (EST. \$8,800 PER OFC)					44,000	
	RADAR REPLACEMENT PROGRAM (10% ANNUALLY) *****					13,200	
	REDUCED PER CHIEF (CLB 6/5/17) *****					35,200-	
	REDUCE RADAR REPLACEMENT PROGRAM PER CHIEF (CLB 8-8-17)					13,200-	
						65,975	
001-3200-521.49-66	TFR TO 506 BLDG MAINT FD	374,587	277,053	405,094	405,094	337,578	548,946
LEVEL 4	TEXT					TEXT AMT	
	UPDATED FOR FY18					548,946	
						548,946	
001-3200-521.51-00	OFFICE SUPPLIES	19,400	31,070	35,000	35,000	18,786	30,000
LEVEL	TEXT					TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
4	VARIOUS DEPARTMENT OFFICE SUPPLIES: (CD'S, DVD'S, PENS, PAPER CLIPS, PAPER, INVESTIGATOR NOTEBOOKS, CALCULATOR TAPE, LABEL SUPPLIES, STAPLES, POST IT PADS, FOLDERS, FILES, HANGING FOLDERS, BINDERS, BINDER CLIPS, 1A FOLDERS, CALENDARS, SCOTCH TAPE TONER CARTRIDGES FOR PATROL, EVIDENCE, DETECTIVES RECORDS, QUARTERMASTER, JAIL, ADMIN ASSISTANT) INK PRINTER CARTRIDGES FOR 74 DEPARTMENT PRINTERS FAX MACHINE PRINTER CARTRIDGES THERMAL PAPER FOR PATROL VEHICLE PRINTERS ** REDUCTION PER CM 07-10-17 (NT)						24,500	
							6,000	
							2,000	
							2,500	
							5,000-	
							30,000	
001-3200-521.52-00	OTHER OPERATING SUPPLIES	75,951	56,963	86,550	98,092	67,337	83,550	
LEVEL 4	TEXT DEPARTMENT AMMUNITION-QUALIFICATIONS/TRAINING/ERT LESS LETHAL/SIMS/TRAINING SUPPLIES, >3000 PEPPER SPRAY REPLACEMENT CONF. LICENSE PLATE RENEWALS (20 PD CARS) >28 REPLACEMENT FLEET REGISTRATIONS/TITLES (15 CARS) ACO DOG/CAT FOOD, SUPPLIES & EQUIP, >500 FINGERPRINT KITS & CRIME SCENE SUPPLIES, <1500 QUARTERLY CITY MANAGER/VIP MEETINGS ANNUAL VIP AWARDS DINNER K-9 FOOD & SUPPLIES (5 POLICE DOGS) PLAQUES FOR RETIREMENTS, ETC PATROL/CID/ADMIN/EVIDENCE - MISC. SUPPLIES ACCREDITATION AUTO DECAL REPLACEMENT INTOXILYZER SUPPLIES POLICE BICYCLE SUPPLIES (4 BICYCLES) ERT SUPPLIES (GAS, LESS LETHAL, SLINGS, STRAPS, TARGETS, GAS MASK FILTERS, GOGGLES/GLASSES, ETC.) POLICE ID CARDS (POLICE/SHERIFFS PRESS) TRAFFIC SAFETY VESTS RAINGEAR METH LAB TASK FORCE REPLACEMENT SUPPLIES ***** REDUCE PER CHIEF (CLB 8-8-17)						TEXT AMT 38,100 10,000 1,000 1,000 2,200 3,000 1,500 500 1,200 8,200 500 4,500 500 1,250 500 7,500 300 300 500 4,000 3,000- 83,550	
001-3200-521.52-10	GAS, DIESEL, OIL, & GREASE	215,428	158,289	229,650	229,650	145,807	188,100	
LEVEL 4	TEXT 87,000 GAL 87 OCTANE @ \$2.25 PER GAL & 3,200 GAL DIESEL @ \$2.75 PER GAL 93 OCTANE FUEL FOR 2 POLICE HARLEY MOTORCYCLES NATURAL GAS FOR PD GENERATORS, HOT WATER HEATERS						TEXT AMT 195,750 8,800 1,600 950	

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	REDUCED PER CM BASED ON 22 MONTH OF ACTUALS AND LEAVING AN INCREASE FOR TWO NEW VEHICLES FOR FY 18 (CLB 8-11-17)						19,000-
							188,100
001-3200-521.52-11	JANITORIAL SUPPLIES	5,893	5,419	8,000	8,000	3,823	7,000
	LEVEL 4 TEXT					TEXT AMT	
	JANITORIAL SUPPLIES: MOPS, GARBAGE BAGS, MOP HEADS, TRASH BAG LINERS, FLOOR CLEANING SUPPLIES, BROOMS, COUNTER TOP CLEANER, BLEACH, SOAP DISPENSER SUPPLIES, TOILET PAPER, PAPER TOWELS, STAINLESS STEEL CLEANER, DISINFECTANTS, GLASS CLEANER, CARPET CLEANER, KITCHEN/DISHWASHER SOAP, LYSOL, TOILET SEAT COVERS, WET FLOOR SIGNS, DUSTING SUPPLIES, SCRUB PADS, DUST PANS, SPONGES, SPRAY CLEANERS, MAID CART SUPPLIES, MOP BUCKET/WRINGER REPLACEMENT BRUSHES/SQUEEGEES FOR FLOOR SCRUBBER REPLACEMENT VACUUM CLEANERS					8,000	

	REDUCE PER CHIEF (CLB 8-8-17)						1,000- 7,000
001-3200-521.52-12	UNIFORMS	38,218	39,230	39,081	45,044	45,515	40,781
	LEVEL 4 TEXT					TEXT AMT	
	POLICE UNIFORM SHIRTS LONG/SHORT, SUMMER SHIRTS, PANTS, ANIMAL CONTROL UNIFORMS, CSO UNIFORMS, VIP UNIFORMS, PATROL CSO UNIFORMS, RECORDS STAFF UNIFORMS, EMERGENCY RESPONSE TEAM BDU'S, HONOR GUARD UNIFORMS, SHOES, BOOTS, HATS, BALLCAPS DUTY BELTS, MOTOR BREECHES, TIES, TIE PINS, K-9 UNIFORMS, CUSTODIAN SHIRTS, WINTER JACKETS, DICKEYS, TRAINING INSTRUCTOR POLO'S, CPA SHIRTS, ETC					36,000	
	DEPARTMENT PATCHES FOR UNIFORMS: (POLICE, VIPS, NEW: 5 OFC & 3 CSO UNIFORMS					3,081 6,500	

	REDUCED PER CHIEF (CLB 6/5/17)						4,800- 40,781
001-3200-521.52-15	POSTAL SERVICE	2,322	2,010	2,500	2,500	1,702	2,500
	LEVEL 4 TEXT					TEXT AMT	
	POST OFFICE SUPPLIES, STAMPS, ETC					1,500	
	FEDERAL EXPRESS SHIPPING/POSTAL SUPPLIES					1,000 2,500	

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001-3200-521.52-16	MEDICAL & LAB SUPPLIES	4,268	5,614	6,850	6,850	4,874	6,850
	LEVEL 4 TEXT					TEXT AMT	
							350
	TITER TESTING FOR EMPLOYEES						675
	TETANUS SHOTS						650
	VACCINATION PROGRAM						250
	TB TESTING AND VACCINES						225
	BIO HAZARD AND EXPOSURE SUPPLIES						200
	DRUG TESTING NOT COVERED BY RISK MANAGEMENT						250
	RABIES VACCINATION FOR ANIMAL CONTROL OFFICERS						250
	PPE SUPPLIES (GLOVES, SPIT SHIELDS, FIRST AID)						1,500
	STERI-CYCLE BIO-HAZARD WASTE MONTHLY PICK UP						2,500
	REPLACE 90 RPD KIT SUPPLIES (CELOX/BANDAGES)						6,850
001-3200-521.52-20	MARINE UNIT SUPPLIES/FUEL	332	121	1,000	1,000	1,014	0
	LEVEL 4 TEXT					TEXT AMT	
	MARINE UNIT MAINTENANCE AND SUPPLIES						
	ROLL TO 46-20						
001-3200-521.54-00	DUES & MEMBERSHIP	7,277	4,833	5,460	5,460	4,590	5,460
	LEVEL 4 TEXT					TEXT AMT	
							3,960
	POWER DMS TRAINING DUES						700
	FLORIDA POLICE CHIEFS ASSOCIATION,						
	ROCIC, FBINAA, EQUIFAX, VOLUSIA POLICE CHIEFS						
	ASSOCIATION, FLORIDA SWAT, FLA-PAC, NOTARY PUBLIC						
	MEMBERSHIPS, FLORIDA ANIMAL CONTROL ASSOCIATION,						
	DATA SHARING CONSORTIUM, DRUG TRAK MEMBERSHIP,						
	INT'L CHIEFS OF POLICE ASSOCIATION, ERT TACTICAL						
	OFFICERS ASSOCIATION, PROPERTY & EVIDENCE						
	ASSOCIATION, AMERICAN POLYGRAPH ASSOCIATION,						
	LAW ENFORCEMENT EXECUTIVE DEVELOPMENT (LEEDA)						400
	3SI GPS TRACKING SYSTEM DUES						400
	ANNUAL CANINE CODE BLUE LICENSING FEE (K-9)						5,460
001-3200-521.54-01	BOOKS & SUBSCRIPTIONS	665	754	7,641	7,641	288	7,391
	LEVEL 4 TEXT					TEXT AMT	
							2,550
	ACCURINT, IPTM, DRUG BIBLES, NATIONAL NOTARY,						
	LEXIS/NEXIS, IAPE, ETC						200
	CRIME REPORTS.COM (FOR WEBSITE)						4,641
	ANNUAL REPLACEMENT OF LAW MANUALS						
	ELIMINATED NEWS JOURNAL <\$250						7,391

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* OPERATING EXPENSE		1,859,136	1,894,612	2,103,458	2,133,909	1,650,013	2,387,309
001-3200-521.62-00	BUILDINGS AND IMPR. TO	0	6,850	0	0	0	0
001-3200-521.64-00	MACH & EQUIPMENT	15,754	3,906	0	0	0	67,000
	LEVEL 4 TEXT					TEXT AMT	
	NEW: 8 OFC VEH (\$34,000 PER)					272,000	
	NEW: 3 CSO VEH (\$30,000 PER)					90,000	
	NEW: VIP GOLF CART (REPLACE AGING)					8,000	

	REDUCED 6 OFC VEH PER CHIEF (CLB 6/5/17)					204,000-	
	** REDUCTION OF 1 CSO VEHICLE PER CM 07-10-17 (NT)					30,000-	
	** INCREASE THE REMAINING 2 OFC VEH TO SUV'S					6,000	
	07-10-17 (NT)						

	**REDUCTION OF 1 CSO VEHICLE					30,000-	
	**REDUCTION OF 1 SPARE PATROL VEHICLE					37,000-	
	**REDUCTION OF 1 VIP GOLF CART					8,000-	
	PER CM (CLB 8-8-17)						
						67,000	
001-3200-521.64-22	GRANT CAPITAL	10,000	0	0	8,652	8,652	0
* CAPITAL OUTLAY		25,754	10,756	0	8,652	8,652	67,000
001-3200-521.81-10	AIDS TO HUMANE SOCIETY	63,331	39,260	65,000	87,000	87,000	0
	LEVEL 4 TEXT					TEXT AMT	
	COSTS FOR ANIMALS PICKED UP EMANATING WITHIN THE					65,000	
	CITY AND DELIVERED TO HALIFAX HUMANE SOCIETY BY						
	ANIMAL CONTROL OFFICERS AND/OR A PRIVATE CITIZEN						
	(DOMESTIC ANIMALS AND WILDLIFE) TO INCLUDE:						
	1,2,AND 3 DAY IMPOUNDMENT, LIVESTOCK, DECEASED						
	ANIMALS, QUARANTINED ANIMALS, CONFISCATED						
	ANIMALS, ALL STRAY ANIMALS, RABIES IMPOUNDMENT,						
	INJURED ANIMALS, ETC, <7500						
	PER FINANCE MOVED TO 31-13					65,000-	
* GRANTS & AIDE		63,331	39,260	65,000	87,000	87,000	0
** POLICE		11,622,627	11,668,828	11,990,705	12,101,120	9,755,707	13,017,059
*** POLICE		11,622,627	11,668,828	11,990,705	12,101,120	9,755,707	13,017,059

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ACCOUNTING PERIOD 11/2017

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001-4300-541.12-00	PUBLIC WORKS PUBLIC WORKS SALARIES AND WAGES	532,644	569,474	660,093	660,093	506,818	657,739
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)					627,831	
	WAGE INCREASE					20,728	

	REALIGN OPERATION MANAGER 60% PW/ 40% DR					29,482	
	OPERATIONS MANAGER CURRENTLY 100% FUNDED						
	IN DRAINAGE FUND 412.						
	(LP 6-9-17) (CLB 6-30-17)						

	REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW					20,302-	
	(CLB 8-11-17)						
						657,739	
001-4300-541.14-00	OVERTIME	20,832	18,777	30,000	51,805	46,503	30,000
	LEVEL 4 TEXT					TEXT AMT	
	CALL OUTS FOR ADVERSE WEATHER, DOWN TREES, ROADWAY					35,000	
	DISCREPANCIES, AND SPECIAL EVENTS. AVG MONTHLY						
	EXPENDITURES 2260 X 12 MONTHS-INCREASES IN 5K'S,						
	ADDITIONAL FUNDING FOR ADDED EXPENSES BASED ON A						
	PROJECTED INCREASE OF EVENTS (5K'S, MARATHONS,						
	RIVERWALK EVENTS)						

	**REDUCTION OF OVERTIME PER CM (CLB 8-8-17)					5,000-	
						30,000	
001-4300-541.15-10	CERTIFICATION/LICENSES	415	0	0	0	0	0
001-4300-541.21-00	FICA TAXES	40,979	42,825	52,802	54,472	40,841	52,625
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)					50,718	
	WAGE INCREASE					1,588	
	REALIGN OPERATION MANAGER 60% PW/ 40% DR					2,255	
	OPERATIONS MANAGER CURRENTLY 100% FUNDED						
	IN DRAINAGE FUND 412. (CLB 6-30-17)						

	REDUCTION IN OVERTIME PER CM (CLB 8-8-17)					383-	

	REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW					1,553-	
	(CLB 8-11-17)						
						52,625	
001-4300-541.22-00	RETIREMENT CONTRIBUTIONS	61,858	85,368	96,752	96,752	69,696	90,435
	LEVEL TEXT					TEXT AMT	

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	4							
	CURRENT STAFF						86,927	
	WAGE INCREASE						3,200	
	REALIGN OPERATION MANAGER 60% PW/ 40% DR						2,948	
	OPERATIONS MANAGER CURRENTLY 100% FUNDED							
	IN DRAINAGE FUND 412. (CLB 6-30-17)							

	REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW						2,640-	
	(CLB 8-11-17)							
							90,435	
001-4300-541.23-00	HEALTH INSURANCE	87,900	101,385	136,128	136,128	100,170	143,645	
	LEVEL 4							
	TEXT					TEXT AMT		
	HEALTH					134,102		
	DENTAL					7,254		
	LIFE					1,490		
	INCREASE ON LIFE					52		
	REALIGN OPERATION MANAGER 60% PW/ 40% DR					4,420		
	OPERATIONS MANAGER CURRENTLY 100% FUNDED							
	IN DRAINAGE FUND 412. (CLB 6-30-17)							

	REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW						3,673-	
	(CLB 8-11-17)							
							143,645	
001-4300-541.24-00	WORKER'S COMPENSATION	18,175	15,162	19,283	20,154	12,876	19,056	
	LEVEL 4							
	TEXT					TEXT AMT		
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)					17,061		
	WAGE INCREASE					502		
	REALIGN OPERATION MANAGER 60% PW/ 40% DR					26		
	OPERATIONS MANAGER CURRENTLY 100% FUNDED							
	IN DRAINAGE FUND 412. (CLB 6-30-17)							
	ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)					1,706		

	REDUCTION IN OVERTIME PER CM (CLB 8-8-17)					219-		

	REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW						20-	
	(CLB 8-11-17)							
							19,056	
001-4300-541.25-00	UNEMPLOYMENT COMP	0	1,003	0	0	874	0	
001-4300-541.26-00	OPEB / EAP BENEFIT	543	608	730	730	527	734	
	LEVEL 4							
	TEXT					TEXT AMT		
	CURRENT STAFF					730		
	REALIGN OPERATION MANAGER 60% PW/ 40% DR					22		
	OPERATIONS MANAGER CURRENTLY 100% FUNDED							

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ACCOUNTING PERIOD 11/2017

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IN DRAINAGE FUND 412. (CLB 6-30-17) *****							
	REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW (CLB 8-11-17)						18- 734

* PERSONNEL SERVICES		763,346	834,602	995,788	1,020,134	778,305	994,234
001-4300-541.34-14	CONTRACT SERVICES OTHER	18,945	47,765	23,000	24,750	3,758	10,320
	LEVEL 4 TEXT					TEXT AMT	
	UNSAFE AND LARGE TREE REMOVAL SERVICE					20,000	
	**NOTE:ADDITIONAL FUNDING IS REQUESTED FOR UNSAFE AND LARGE TREE REMOVAL EXPENSES TO BE OUTSOURCED. A SERVICE CONTRACT WILL BE EXECUTED FOR ALL TREE REMOVAL THAT THE PUBLIC WORKS DEPT. DOES NOT HAVE THE RESOURCES TO COMPLETE IN-HOUSE.						
	**THE AVERAGE COST OF TREE REMOVAL IS \$1,250 PER TREE. AS OF 5/3/2017 YTD, THERE HAVE BEEN 11 REMOVALS NOT RESULTING FROM HURRICANE DAMAGE.						
	CABLE REPAIRS					500	
	**REDUCTION PER CM 07-10-17 (NT)					1,750-	

	REDUCTION PER CM (CLB 8-8-17)					3,750-	

	MOVE \$4,680 TO SOFTWARE MAINT. OBJECT 46-36 TO PARTIALLY FUND ANNUAL LUCITY SOFTWARE MAINT. (SPLIT FUNDED BETWEEN 001/410/412/506 FUNDS) (LP 8-23-17)					4,680-	

							10,320
001-4300-541.34-15	TEMP HELP SERVICE FEE	6,374	0	0	0	0	0
001-4300-541.34-20	MOWING CONTRACT SERVICE	257,322	470,548	895,732	662,232	632,851	681,929
	LEVEL 4 TEXT					TEXT AMT	
	MOWING CONTRACT SECTION 1-FACILITIES					105,726	
	MOWING CONTRACT SECTION 2-RIGHTS OF WAY					533,076	
	MOWING CONTRACT SECTION 3-PALM TREE PRUNING					23,127	
	OF APPROX. 1,400 PALM TREES IN COPO						
	**NOTE: ADDITION OF MCGINNIS RIGHT OF WAY TO MEDIAN AND RENNEN ROAD TO RUSHWOOD AVE. MEDIAN THAT REQUIRES INCREASE IN COST OF RIGHT OF WAY SERVICES ESTIMATED AT \$20,000.00.					20,000	

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SECTION 1-FACILITIES FIGURE REVISED TO MATCH CONTRACT. PREVIOUSLY HAD INCLUDED P&R AMT. (LP 6-2-17)							
						681,929	
001-4300-541.40-00	TRAVEL PER DIEM	0	0	1,000	1,000	35	2,500
	LEVEL 4 TEXT					TEXT AMT	
	EMPLOYEE TRAINING						
	MAINTENANCE OF TRAFFIC (MOT) TRAINING, CHAINSAW SAFETY, ASPHALT INSPECTION AND MAINTENANCE, HERBICIDE CERTIFICATION AND RECERTIFICATION					1,000	
	APWA CONFERENCE						
	**LODGING, MEALS, TRAVEL					1,500	
						2,500	
001-4300-541.40-10	EMPLOYEE TRAINING	385	204	2,500	2,500	172	2,859
	LEVEL 4 TEXT					TEXT AMT	
	EMPLOYEE TRAINING						
	MAINTENANCE OF TRAFFIC (MOT) TRAINING						
	**SEVEN (7) ATTENDEES AT \$105 PER PERSON AS REQUIRED BY LAW					735	
	BASIC CHAINSAW SAFETY						
	**FOUR (4) ATTENDEES AT \$150 PER PERSON					600	
	CHAINSAW SAFETY AND DISASTER RECOVERY						
	**ONE (1) ATTENDEE AT \$250 PER PERSON					250	
	ASPHALT INSPECTION AND MAINTENANCE						
	**ONE (1) ATTENDEE AT \$175 PER PERSON					175	
	APWA NATIONAL CONFERENCE						
	**ONE (1) ATTENDEE AT MEMBER RATE OF \$799					799	
	HERBICIDE CERTIFICATION AND RECERTIFICATION					300	
	**TWO (2) ATTENDEES AT \$150 PER PERSON						
	CDL RENEWAL						
	**TWO (2) EMPLOYEES AT \$90 PER PERSON					180	

	REDUCTION OF CLD RENEWAL PER CM (CLB 8-8-17)					180-	
						2,859	
001-4300-541.41-00	COMMUNICATION SERVICES	11,602	9,570	8,558	8,558	7,416	10,086
	LEVEL 4 TEXT					TEXT AMT	
	CELL PHONES AND SERVICES					5,760	
	**NOTE EIGHT (8) PHONE LINES AT AVERAGE OF \$60.00/MONTH X 12 MONTHS						
	FAX AND LAND LINE					664	
	BRIGHTHOUSE					2,160	
	GPS FLEET MONITORING SERVICES					1,502	

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**NOTE: (18) FLEET MONITORING DEVICES AT \$6.95 PER UNIT X 12 MONTHS, TOTAL ANNUAL COST \$1,502							10,086
001-4300-541.43-10	ELECTRICAL SERVICES	625,894	615,160	660,000	660,000	550,133	672,000
	LEVEL 4 TEXT					TEXT AMT	
	STREET LIGHTS -- \$55K/MONTH					660,000	
	EST REVIEWED AND APPEARS TO BE SUFFICIENT TO COVER EXPECTED FPL INC						
	* ADJUST TO REFLECT PROJECTED FPL RATE INCREASE 07/10/17 (NT)					12,000	
						672,000	
001-4300-541.44-10	EQUIP/OTHER RENTAL/LEASE	18,000	0	5,000	10,564	0	2,000
	LEVEL 4 TEXT					TEXT AMT	
	MISCELLANEOUS RENTAL OF EQUIPMENT OR TRUCKS					5,000	
	**AS NEEDED BASIS						
	** REDUCTION PER CM 07-10-17 (NT)					3,000-	
						2,000	
001-4300-541.45-19	VEHICLE INSURANCE	9,062	6,334	6,574	6,574	5,478	8,220
	LEVEL 4 TEXT					TEXT AMT	
	UPDATED FOR FY18					8,220	
						8,220	
001-4300-541.46-03	TRAFFIC SIGNAL MAINT	0	0	0	0	0	38,000
	LEVEL 4 TEXT					TEXT AMT	
	ANNUAL PREVENTATIVE MAINTENANCE INSPECTIONS AND AS NEEDED REPAIRS FOR TRAFFIC CONTROL DEVICES AND SCHOOL ZONE SIGNALS.					40,000	
	**NOTE: TWO (2) MANDATORY PREVENTATIVE MAINTENANCE INSPECTIONS AT \$6,500 EACH AND AN AVERAGE ANNUAL COST FOR UNEXPECTED REPAIRS (CABINETS, LOOPS & OPTICONS) AT \$27,000.						
	**NOTE: MOVED EXPENSE FROM 46-11 REDUCED PER CM (CLB 8-11-17)					2,000-	
						38,000	
001-4300-541.46-10	GENERAL EQUIP MAINT	2,035	5,934	5,745	5,745	2,400	5,300
	LEVEL 4 TEXT					TEXT AMT	
	MISC. REPAIRS TO EQUIPMENT AS NEEDED FOR GRINDER, TAMP MACHINES, SIGN SHOP EQUIP, ETC.					5,300	
						5,300	

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001-4300-541.46-11	REGULAR MAINT/INSP EQUIP	49,421	35,497	28,000	28,000	25,480	540
	LEVEL 4 TEXT COPYTRONICS MAINT AGREEMENT **NOTE:AVERAGE \$45 PER MONTH X 12 MONTHS **NOTE:MOVED TRAFFIC CONTROL AND SCHOOL ZONE SIGNAL REPAIR TO 46-03					TEXT AMT 540	540
001-4300-541.46-12	VEH MAINT/REPAIR	73,282	69,544	90,000	90,000	61,202	70,458
	LEVEL 4 TEXT AVERAGE \$5,871.00 PER MONTH X 12 MONTHS					TEXT AMT 70,458 70,458	
001-4300-541.46-18	CONT MAINT/COMM EQUIP	200	1,964	0	0	0	0
001-4300-541.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	24,649
001-4300-541.46-36	SOFTWARE MAINTENANCE	0	0	0	0	0	4,680
	LEVEL 4 TEXT MOVED \$4,680 HERE FROM 34-14 TO PARTIALLY FUND ANNUAL LUCITY SOFTWARE MAINT. (SPLIT FUNDED BETWEEN 001/410/412/506 FUNDS) (LP 8-23-17) *****					TEXT AMT 4,680	4,680
001-4300-541.46-41	VEHICLE REPAIR - EXTERNAL	0	0	0	0	0	5,000
	LEVEL 4 TEXT DUMP TRUCK BODY REFURBISHMENT **NOTE: TWO (2) BODIES AT \$5,000 PER REFURB. ***** REDUCTION OF ONE (1) REFURB PER CM (CLB 8-8-17)					TEXT AMT 10,000	5,000- 5,000
001-4300-541.49-02	COMPUTER SOFTWARE	0	0	1,000	1,000	495	1,000
	LEVEL 4 TEXT AUTOCAD-2D CAD DRAFTING, DRAWING AND DOCUMENTING SOFTWARE-ANNUAL SUBSCRIPTION RENEWAL IN AUGUST, PARTIAL FUNDING IN 412-1800.					TEXT AMT 1,000	1,000
001-4300-541.49-14	FURN. & FIXTURES NON-CAP	0	16,041	0	0	0	0
001-4300-541.49-16	COMPUTER HARDWARE	0	0	0	0	0	1,200
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	4 THREE (3) IPADS USED FOR USE WITH THE NEW LUCITY WORK AND ASSET MANAGEMENT SYSTEM FOR WORK ORDERS. THREE (3) AT \$400 EACH.						1,200
							1,200
001-4300-541.49-20	EQUIP & OTHER NON-CAPITAL	4,983	4,622	5,000	9,755	5,753	5,000
	LEVEL 4 TEXT MINOR EQUIPMENT AND PARTS - WEED EATERS, JET HEADS, GRINDERS, AND BLADES, ETC.					TEXT AMT 5,000	5,000
001-4300-541.49-66	TRF TO 506 BLDG MAINT FD	36,455	34,599	39,196	39,196	32,663	63,576
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 63,576	63,576
001-4300-541.51-00	OFFICE SUPPLIES	2,938	3,509	1,800	3,300	2,443	1,500
	LEVEL 4 TEXT MISC. OFFICE SUPPLIES					TEXT AMT 1,500	1,500
001-4300-541.52-00	OTHER OPERATING SUPPLIES	26,810	17,952	16,400	18,129	18,538	15,500
	LEVEL 4 TEXT MISC. SUPPLIES (BLADES, CHEMICALS, SHOVELS, ETC.) ROADWAY/GROUNDS/LANDSCAPING SUPPLIES BATTERY FOR MESSAGE BOARD ***** REDUCTION PER CM (CLB 8-8-17)					TEXT AMT 13,000 2,500 900 900- 15,500	
001-4300-541.52-01	IRRIGATION	0	1,474	2,000	2,000	1,884	2,000
	LEVEL 4 TEXT IRRIGATION SUPPLIES AND EQUIPMENT					TEXT AMT 2,000 2,000	
001-4300-541.52-10	GAS, DIESEL, OIL, & GREASE	37,082	26,488	39,125	39,125	23,695	40,431
	LEVEL 4 TEXT EST UNLEADED 5,136 GAL @ \$2.25 EST DIESEL 10,000 GAL @ \$2.75 EST GENERATOR DIESEL 500 GAL @ \$2.75					TEXT AMT 11,556 27,500 1,375 40,431	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-4300-541.52-12	UNIFORMS	3,697	4,365	4,752	6,591	5,047	4,752
	LEVEL 4 TEXT UNIFORM RENTAL FOR 18 EMPLOYEES					TEXT AMT 4,752 4,752	
001-4300-541.52-15	POSTAL SERVICE	32	75	60	60	19	30
	LEVEL 4 TEXT \$5.00 PER MONTH X 12 MONTHS *****					TEXT AMT 60	
	REDUCTION PER CM (CLB 8-8-17)						30-30
001-4300-541.52-17	AGRICULTURE SUPPLIES	3,693	1,780	10,000	10,000	4,463	6,000
	LEVEL 4 TEXT SOD FOR VEGETATION FOR MEDIAN AND RIGHT OF WAY IMPROVEMENTS ** REDUCTION PER CM 07-10-17 (NT)					TEXT AMT 8,000 2,000-6,000	
001-4300-541.53-00	ROAD MATERIAL & SUPPLY	9,037	8,445	12,000	12,484	8,150	12,000
	LEVEL 4 TEXT ASPHALT FOR POTHOLE AND SHOULDER REPAIRS TACK SHELL LIMEROCK **REDUCTION PER CM 07-10-17 (NT) **ADD BACK IN \$2K PER CM (7-11-17 LP)					TEXT AMT 7,500 1,500 2,000 3,000 4,000-2,000 12,000	
001-4300-541.54-00	DUES & MEMBERSHIPS	0	1,085	1,350	1,350	1,010	1,480
	LEVEL 4 TEXT CERTIFICATIONS FOR MOT, EROSION CONTROL, AND STORMWATER INSPECTION APWA MEMBERSHIP **NOTE: THREE (3) MEMBERSHIPS AT \$160.00 EACH					TEXT AMT 1,000 480 1,480	
001-4300-541.54-01	BOOKS & SUBSCRIPTIONS	0	0	500	500	0	0
*	OPERATING EXPENSE	1,197,249	1,382,955	1,859,292	1,643,413	1,393,085	1,693,010
001-4300-541.64-00	MACH & EQUIPMENT	0	35,164	0	21,275	21,275	0
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
4	TRAFFIC CONTROL MESSAGE BOARDS						36,000
	***NOTE: TWO (2) UNITS @ \$18,000 EACH						
	**REMOVE - WILL PURCHASE IN FY17 FROM UNRESTRICTED						
	301-4300-541-64-00 07-10-17 (NT)						36,000-
*	CAPITAL OUTLAY	0	35,164	0	21,275	21,275	0
001-4300-541.99-10	CONTINGENCY	0	0	0	210,725	0	0
*	NON-OPERATING EXPENSE	0	0	0	210,725	0	0
**	PUBLIC WORKS	1,960,595	2,252,721	2,855,080	2,895,547	2,192,665	2,687,244
***	PUBLIC WORKS	1,960,595	2,252,721	2,855,080	2,895,547	2,192,665	2,687,244

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-4400-572.12-00	PARKS MAINTENANCE PARKS MAINTENANCE SALARIES AND WAGES	576,781	650,929	754,231	754,231	577,839	840,402
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	821,561
						WAGE INCREASE	18,841
						NEW: MAINTENANCE WORKER	26,109

						REDUCE MAITNENANCE WORKER PER CM (CLB 8-8-17)	26,109-
							840,402
001-4400-572.14-00	OVERTIME	28,613	29,490	31,595	40,207	32,120	27,295
	LEVEL 4					TEXT AMT	
						ORIGINAL BUDGET	31,595
						***REDUCED PER DEPT HEAD (CLB 8-8-17)	4,300-
							27,295
001-4400-572.21-00	FICA TAXES	42,519	47,418	60,094	60,753	42,701	66,395
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	65,281
						WAGE INCREASE	1,443
						NEW: MAINTENANCE WORKER	1,998

						REDUCE MAITNENANCE WORKER PER CM (CLB 8-8-17)	1,998-

						REDUCTION OF OVERTIME (CLB 8-8-17)	329-
							66,395
001-4400-572.22-00	RETIREMENT CONTRIBUTIONS	62,885	89,075	102,003	102,003	74,806	109,908
	LEVEL 4					TEXT AMT	
						CURRENT STAFF	107,235
						WAGE INCREASE	2,673
						NEW: MAINTENANCE WORKER	4,517

						REDUCE MAITNENANCE WORKER PER CM (CLB 8-8-17)	4,517-
							109,908
001-4400-572.23-00	HEALTH INSURANCE	88,751	111,988	148,291	148,291	106,808	174,879
	LEVEL 4					TEXT AMT	
						HEALTH	164,141
						DENTAL	8,950
						LIFE	1,744
						INCREASE ON LIFE	44

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	NEW: MAINTENANCE WORKER *****						7,321
	REDUCE MAITNENANCE WORKER PER CM (CLB 8-8-17)						7,321- 174,879
001-4400-572.24-00	WORKER'S COMPENSATION	10,294	10,966	13,862	14,013	1,796	16,815
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)						15,083
	WAGE INCREASE						358
	NEW: MAINTENANCE WORKER						457
	ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						1,501

	REDUCE MAITNENANCE WORKER PER CM (CLB 8-8-17)						501-

	REDUCTION OF OVERTIME (CLB 8-8-17)						83- 16,815
001-4400-572.25-00	UNEMPLOYMENT COMPENSATION	0	0	0	0	237-	0
001-4400-572.26-00	EAP BENEFIT	639	747	798	798	647	898
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF						898
	NEW: MAINTENANCE WORKER						37

	REDUCE MAITNENANCE WORKER PER CM (CLB 8-8-17)						37- 898
* PERSONNEL SERVICES		810,482	940,613	1,110,874	1,120,296	836,480	1,236,592
001-4400-572.31-13	OTHER PROF. SERVICES	0	1,900	0	0	0	0
001-4400-572.34-14	CONTRACT SERVICES OTHER	97,477	69,061	83,893	90,893	77,860	122,878
	LEVEL 4 TEXT					TEXT AMT	
	TURF MAINTENANCE CONTRACT (SPRAY & FERTILIZER)						62,559
	ATHLETIC FIELDS, DOG PARK, PARK BUILDINGS						
	CORACI, RIVERWALK 1A						
	** NEW RIVERWALK 1B TURF MAINTENANCE						25,920
	TREE MAINT.(TRIMMING/REMOVAL						4,800
	POND FOUNTAIN MAINTENANCE						3,128
	FIRE EXTINGUISHER/INSPECT, EXT. FOR ADULT CENTER,						2,671
	ADULT ANNEX, LAKESIDE, GYM, PARKS BUILDING, AND						
	3 CONCESSION STAND BUILDINGS						
	PEST & RODENT REMOVAL (PIGS, RACOONS, ETC.)						1,300
	WELDING MAINTENANCE - DOCKS, SOCCER GOALS, BLEACHERS						3,500
	STRIPPING/WAXING FLOORS @ ADULT CENTER						2,685
	RIVERWALK SPLASH PAD MAINTENANCE 1 MONTH						1,250

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	NEW INCREASE RIVERWALK SPLASH PAD MAINT. 11 MOS. ALLEN GREEN CENTER - VARIOUS SERVICES ***						13,750 2,000
	REDUCE FLOOR WAXING AT ADULT CENTER PER CM (CLB 8-8-17)						685- 122,878
001-4400-572.34-15	TEMP HELP SERVICE FEE	3,807	333	3,000	3,000	3,000	3,000
	LEVEL 4 TEXT TEMP SERVICES SPECIAL PROJECTS,STAFF SHORTAGE COVERAGE					TEXT AMT	3,000 3,000
001-4400-572.34-20	MOWING CONTRACT SERVICE	153,478	193,244	249,000	249,000	232,120	262,608
	LEVEL 4 TEXT MOWING CONTRACT ANNEX, LAKESIDE, AIRPORT, SPRUCE CREEK RECREATIONAL FACILITY, AMPHITEATER, CITY CENTER GYM, MEMORIAL, RIVER FRONT, SOUTHWINDS, WHITE PLACE, WILLOW RUN, HARBOR OAKS CORACI, SKATE PARK, POWER LINE AREA @ CITY CENTER POWER LINE AREA CITY CIRCLE, RIVERWALK. ** NEW MOWING RIVERWALK 1B					TEXT AMT 249,000	13,608 262,608
001-4400-572.40-00	TRAVEL PER DIEM	60	333	600	600	0	400
	LEVEL 4 TEXT MISC TRAVEL ***** REDUCE PER CM (LP 7-11-17) *****					TEXT AMT	600 200- 400
001-4400-572.40-10	EMPLOYEE TRAINING	415	985	1,900	1,000	459	1,000
	LEVEL 4 TEXT TRAINING MEDIA (SAFETY VIDEOS, BOOKS, ETC.) SEMINARS, COURSES INSIDE AND OUTSIDE CITY ***** REDUCE PER CM (CLB 8-8-17)					TEXT AMT	1,900 900- 1,000
001-4400-572.41-00	COMMUNICATION SERVICES	1,799	4,437	4,920	4,920	2,861	4,000
	LEVEL TEXT					TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
	4 COMMUNICATIONS SERVICES - EJ WARD						4,000	
							4,000	
001-4400-572.43-10	ELECTRICAL SERVICES	0	0	1,100	1,100	563		0
	LEVEL 4 TEXT ALLEN GREEN CENTER -ELECTRICAL SERVICES ***** REDUCE PER CM (CLB 8-8-17)					TEXT AMT	1,100	
							1,100-	
001-4400-572.44-10	EQUIP/OTHER RENTAL/LEASE	12,815	15,950	15,900	15,900	14,831		21,800
	LEVEL 4 TEXT STORAGE CONTAINERS SEPTIC SERVICES 45FT LIFT RENTAL FOR TREE LIGHTS LAKESIDE ROOF & CORACI NETS LIFT RENTAL SMALL LIFT FOR GYM & LAKESIDE CEILING RENTAL **ADDITIONAL PORTABLE RESTROOMS FOR SPECIAL EVENTS ** NEW LIFT RENTAL TREE TRIMMING FOR ALL PARKS **					TEXT AMT	3,600 4,500 5,259 2,541 1,400 4,500 21,800	
001-4400-572.44-13	FLEET FINANCING	101,543	120,928	120,900	120,900	100,750		114,749
001-4400-572.45-19	VEHICLE INSURANCE	6,698	6,706	6,961	6,961	5,801		8,220
	LEVEL 4 TEXT VEHICLE INSURANCE					TEXT AMT	8,220 8,220	
001-4400-572.46-10	GENERAL EQUIP MAINT	5,223	2,423	5,500	5,500	3,682		4,000
	LEVEL 4 TEXT GENERAL EQUIPMENT MAINT/SMALL EQUIPMENT REPAIRS CHARGED BACK FROM PUBLIC WORKS ALLEN GREEN CENTER - GENERAL MAINTENANCE *****8 REDUCE PER CM (CLB 8-8-17)					TEXT AMT	2,500 3,000 1,500- 4,000	
001-4400-572.46-12	VEH MAINT/REPAIR	56,574	47,252	54,746	50,746	48,847		55,746
	LEVEL 4 TEXT VEHICLE MAINTENANCE TRSF ** NEW VEHICLE MAINT. **					TEXT AMT	54,746 1,000 55,746	
001-4400-572.46-16	BUILDING REPAIRS	14,952	83,366	117,767	130,083	108,586		116,157

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	LEVEL 4 TEXT PAINTING PROJECTS MISC. **NEW** GYM EXTERIOR PAINTING **REMOVE GYM EXTERIOR PAINTING PER CM (7-11-17 LP) AC REPAIRS ELECTRICAL REPAIRS/INSTALLATION SIDE WALK /CONCRETE REPAIRS **NEW CONCRETE WORK @ MEMORIAL PARK ** PLUMBING REPAIRS-BILL SHAFER & MASTERCRAFT PLUMB SOUND EQUIPMENT REPAIRS-CITY CENTER & EVENTS DECKING BOARD REPLACEMENT/STAINLESS STEEL SCREWS REPLACEMENT PARK FURNITURE - TABLES, TRASH CANS, ETC., FOR ALL PARKS REPAIR SUPPLIES FOR PARKS - LUMBER, HARDWARE, ETC. ALLEN GREEN CENTER - MISC BLDG REPAIRS LOCK REPAIRS TO PDL DOORS XX ***** REDUCE PER CM (CLB 8-8-17) TEXT AMT 14,000 25,000 25,000- 21,800 27,000 3,700 3,000 6,900 2,000 8,557 10,000 10,000 9,610 4,200 4,610- 116,157						
001-4400-572.46-17	BALLFIELD MAINT.	16,272	39,953	47,554	47,554	34,596	50,554
	LEVEL 4 TEXT VARIOUS ITEMS: DIAMOND DRY 95 BAGS @ \$10.46 = \$994 FIELD DRY MARKER 110 BAGS @ \$8.66 = \$9,526 FIELD MARKER PAINT 460 CS @ \$39.00 = \$17,940 CLAY /TOP DRESS 200 YARDS @ \$ 24.00 = \$4,800 FIELD TOOLS (RAKES, SHOVELS, STRING, ECT) = \$794 REPLACE BASES, HOME PLATES, PITCHING RUBBERS, PITCHING MOUNDS, ETC. SPORTS FIELD IRRIGATION REPAIRS & REPLACEMENTS CLOCK, VALVES, SPRINKLER HEADS, LINES, ETC. ** NEW** TEMPORARY FENCE REPLACEMENT FOR FIELDS TEXT AMT 34,054 8,000 5,500 3,000 50,554						
001-4400-572.46-18	CONT MAINT/COMM EQUIP	0	1,596	0	0	0	0
001-4400-572.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	22,130
001-4400-572.49-14	FURN. & FIXTURES NON-CAP	0	0	0	6,000	5,025	0
001-4400-572.49-20	EQUIP & OTHER NON-CAPITAL	8,940	22,034	13,580	30,405	31,088	13,580
	LEVEL 4 TEXT HAND TOOLS, SHOVELS, PRUNERS, DRILLS, HAMMERS, ETC. GAS POWER TOOLS, WEED EATERS, BLOWERS, EDGER, POLE SAW, CHAIN SAW, SPREADERS, ETC. TEXT AMT 5,800 7,780 13,580						

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-4400-572.49-66	TRF TO 506 BLDG MAINT FD	290,853	166,233	256,058	256,058	213,382	306,022
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 306,022 306,022	
001-4400-572.52-00	OTHER OPERATING SUPPLIES	32,512	16,295	5,500	5,500	4,108	5,500
	LEVEL 4 TEXT EVENT FOOD AND SUPPLIES TAPE,ZIP TIES, CAUTION TAPE, SURVEY FLAGS, ETC.					TEXT AMT 2,500 3,000 5,500	
001-4400-572.52-10	GAS, DIESEL, OIL, & GREASE	28,424	20,662	39,910	39,910	20,370	34,050
	LEVEL 4 TEXT EST UNLEADED 7,600 @ \$2.25 PER GALLON EST DIESEL 4,000 & \$2.75 PER GALLON EST DIESEL FOR GENERATORS 1,800 @ \$2.75 PER GAL ** NEW VEHICLE FUEL **					TEXT AMT 17,100 11,000 4,950 1,000 34,050	
001-4400-572.52-11	JANITORIAL SUPPLIES	18,328	14,613	21,500	21,500	9,609	21,500
	LEVEL 4 TEXT TRASH BAGS, PAPER TOWELS, DOGGY BAGS, CLEANING SUPPLIES, VACUUM CLEANERS, ETC. ** NEW ** DOGGIE STATIONS FOR RIVERWALK (2) **REMOVE DOGGIE STATIONS AT RIVERWALK PER CM (7-11-17 LP)					TEXT AMT 21,500 4,600 4,600- 21,500	
001-4400-572.52-12	UNIFORMS	5,140	5,243	6,350	6,350	5,836	7,050
	LEVEL 4 TEXT UNIFORM PURCHASE GLOVES, SAFETY GLASSES/VESTS, RAIN GEAR, RUBBER BOOTS **NEW HIRE **					TEXT AMT 5,300 1,050 700 7,050	
001-4400-572.52-17	AGRICULTURE SUPPLIES	29,626	14,659	35,200	25,200	7,261	30,000
	LEVEL 4 TEXT MULCH, PINE BARK, SOD, PLAYGROUND MULCH FERTILIZER, TOP CHOICE, WEED CHEMICALS RYE SEED *****					TEXT AMT 14,200 17,000 4,000	

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	REDUCE PER CM (7-11-17 LP) *****						5,200- 30,000
001-4400-572.52-18	REP & MAINT SUPPLIES	31,108	56,845	35,472	38,816	42,612	35,472
	LEVEL 4 TEXT LANDSCAPING TREES, SHRUBS, PLANTS FENCING SUPPLIES 500FT @ \$10.00 PLUMBING REPAIRS TOILET, SINKS, WATER HEATERS, FAUCETS, MIRRORS, MINOR PARTS, ETC. GLASS REPAIRS IRRIGATION PUMP REPAIRS/REPLACEMENT REPAIR SUPPLIES FOR ALL PARKS, BUILDINGS, BOARDWALKS, BOAT RAMPS, FISHING PIERS AND PLAYGROUND EQUIPMENT, HAND TOOLS, FLORESCENT BULBS, BUBBLERS, FIXTURES, SCREWS, NAILS, NUTS, BOLTS, TIES					TEXT AMT 4,000 5,400 1,000 2,000 5,672 17,400 35,472	
* OPERATING EXPENSE		916,044	905,051	1,127,311	1,157,896	973,247	1,240,416
001-4400-572.63-00	IMP. OTHER THAN BLDGS	0	0	20,500	14,500	12,530	0
	LEVEL 4 TEXT *NEW: STAGE LIGHTING REPLACEMENT AT AMPHITHEATER **REMOVE STAGE LIGHTING PER CM (LP 7-11-17) *****					TEXT AMT 29,000 29,000-	
001-4400-572.63-97	PROJ CAPITAL OUTLAY	1,643	120,000	0	38,952	10,920	0
001-4400-572.64-00	MACH & EQUIPMENT	9,865	56,155	56,500	118,965	113,591	27,000
	LEVEL 4 TEXT *NEW FLEET* 8 PASSENGER VAN *NEW FLEET* 1500 PICK-UP TRUCK ***** REDUCE MAITNENANCE WORKER PER CM (CLB 8-8-17)					TEXT AMT 27,000 20,000 20,000- 27,000	
* CAPITAL OUTLAY		11,508	176,155	77,000	172,417	137,041	27,000
001-4400-581.91-32	TRANSFER TO 450/451	0	10,000	0	0	0	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
* TRANSFERS		0	10,000	0	0	0	0
001-4400-572.99-10	CONTINGENCY	0	0	0	0	0	10,000
	LEVEL 4					TEXT AMT 10,000	
							10,000
* NON-OPERATING EXPENSE		0	0	0	0	0	10,000
** PARKS MAINTENANCE		1,738,034	2,031,819	2,315,185	2,450,609	1,946,768	2,514,008
*** PARKS MAINTENANCE		1,738,034	2,031,819	2,315,185	2,450,609	1,946,768	2,514,008

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
RECREATION RECREATION 001-5100-572.12-00	SALARIES AND WAGES	334,580	373,772	314,264	314,264	269,020	368,036
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE NEW: RECREATION SUPERVISOR					TEXT AMT 319,182 9,300 39,554 368,036	
001-5100-572.14-00	OVERTIME	233	3,985	3,000	5,804	5,521	3,000
	LEVEL 4 TEXT OVERTIME TO COVER HOLIDAYS, PROGRAM COVERAGE, EVENTS					TEXT AMT 3,000 3,000	
001-5100-572.21-00	FICA TAXES	24,821	28,191	24,275	24,490	20,541	28,388
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE NEW: RECREATION SUPERVISOR					TEXT AMT 24,649 713 3,026 28,388	
001-5100-572.22-00	RETIREMENT CONTRIBUTIONS	40,743	51,489	43,894	43,894	38,751	53,859
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE NEW: RECREATION SUPERVISOR					TEXT AMT 47,681 1,431 4,747 53,859	
001-5100-572.23-00	HEALTH INSURANCE	41,073	41,078	35,500	35,500	27,278	44,632
	LEVEL 4 TEXT HEALTH DENTAL LIFE INCREASE ON LIFE NEW: RECREATION SUPERVISOR					TEXT AMT 34,385 1,860 1,012 31 7,344 44,632	
001-5100-572.24-00	WORKER'S COMPENSATION	2,362	2,873	3,334	3,384	779	4,658
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE NEW: RECREATION SUPERVISOR					TEXT AMT 3,462 158 692	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)							346 4,658
001-5100-572.26-00	EAP BENEFIT	245	260	187	187	164	225
	LEVEL 4 TEXT CURRENT STAFF NEW: RECREATION SUPERVISOR					TEXT AMT	188 37 225
-----		444,057	501,648	424,454	427,523	362,054	502,798
* PERSONNEL SERVICES							
001-5100-572.34-14	CONTRACT SERVICES OTHER	0	680	1,000	1,000	191	750
	LEVEL 4 TEXT COPY MACHINE SERVICE ***** REDUCE PER CM (LP 7-11-17) *****					TEXT AMT	1,000 250- 750
001-5100-572.40-00	TRAVEL PER DIEM	4,623	1,328	2,041	2,041	1,167	2,000
	LEVEL 4 TEXT TRAVEL FOR: STATE CONFERENCE - 4 EMPLOYEES AGENCY SUMMIT - 2 EMPLOYEES NATIONAL CONFERENCE - 1 EMPLOYEE ** NEW EMPLOYEE ** ***** REDUCE PER CM (7-11-17 LP) *****					TEXT AMT	2,041 500 541- 2,000
001-5100-572.40-10	EMPLOYEE TRAINING	0	1,430	1,820	1,820	212	2,020
	LEVEL 4 TEXT FRPA PROGRAM CLASSES FOR EMPLOYEES ** NEW EMPLOYEE **					TEXT AMT	1,820 200 2,020
001-5100-572.41-00	COMMUNICATION SERVICES	14,914	15,124	14,292	14,292	12,275	15,056
	LEVEL 4 TEXT ST OF FL APPROX. \$221 MO. ANALOG LINES = 12					TEXT AMT	2,652

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	FIRE ALARMS = 2 CREDIT CARD MACHINE FAX LINES = 6 AT&T APPROX. \$835 MO. CELL PHONES = 15 FULL TIME EMPLOYEES SUMMER CAMP = 5 EMPLOYEES INTERNET LINES/ACCESS @ PARKS BUILDINGS RIVERWALK 2 EMPLOYEES 2 MONTHS APPROX. \$120 MO. ** NEW EMPLOYEE CELL PHONES (3) ** ** NEW EMPLOYEE OFFICE PHONES ***** REDUCE PER CM (7-11-17 LP) *****						10,020 1,380 240 2,004 1,240- 15,056
001-5100-572.46-10	GENERAL EQUIP MAINT	0	3,900	3,700	3,700	3,500	3,700
	LEVEL 4 TEXT REC PRO MAINTENANCE					TEXT AMT 3,700 3,700	
001-5100-572.46-18	CONT MAINT/COMM EQUIP	0	152	0	0	0	0
001-5100-572.49-02	COMPUTER SOFTWARE	105	0	100	100	0	100
	LEVEL 4 TEXT PHOTO SHOP					TEXT AMT 100 100	
001-5100-572.49-14	FURN. & FIXTURES NON-CAP	0	0	2,000	2,000	1,603	2,000
	LEVEL 4 TEXT OFFICE FURNITURE & ACCESSORIES ** NEW EMPLOYEE DESK ** ***** REDUCE PER CM (7-11-17 LP) *****					TEXT AMT 2,000 1,500 1,500- 2,000	
001-5100-572.49-19	LICENSES, TAXES & FEES	0	0	0	3,201	0	0
001-5100-572.49-20	EQUIP & OTHER NON-CAPITAL	0	2,319	0	0	0	0
001-5100-572.51-00	OFFICE SUPPLIES	3,898	4,259	4,200	4,200	3,695	4,200
	LEVEL 4 TEXT OFFICE SUPPLIES FOR P & R DEPARTMENT ** NEW 4 EMPLOYEES ** ***** REDUCE PER CM (7-11-17 LP) *****					TEXT AMT 4,200 600 600-	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
							4,200
001-5100-572.52-00	OTHER OPERATING SUPPLIES	4,334	4,555	4,000	4,000	1,649	3,000
	LEVEL 4 TEXT MISC ITEMS FOR MEETINGS, TRAINING, PARKS BOARD, RIBBON CUTTING, ETC.					TEXT AMT 3,000	3,000
001-5100-572.52-15	POSTAL SERVICE	124	252	200	200	84	200
	LEVEL 4 TEXT POSTAL SERVICE					TEXT AMT 200 200	
001-5100-572.52-19	OTHER OPERATING- DONATED	0	0	0	500	0	0
001-5100-572.54-00	DUES & MEMBERSHIPS	390	1,720	2,000	2,000	380	2,160
	LEVEL 4 TEXT DUES & MEMBERSHIPS FRPA MEMBERSHIP 4 EMPLOYEES NRPA MEMBERSHIP 2 EMPLOYEES ** NEW FRPA MEMBERSHIP NEW EMPLOYEE **					TEXT AMT 2,000 160 2,160	
*	OPERATING EXPENSE	28,388	35,719	35,353	39,054	24,756	35,186
**	RECREATION	472,445	537,367	459,807	466,577	386,810	537,984

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP
001-5101-572.12-00	SALARIES AND WAGES	0	0	993	993	0	14,379
	LEVEL 4 TEXT CURRENT STAFF NEW: PROGRAM LEADER					TEXT AMT 5,749 8,630 14,379	
001-5101-572.21-00	FICA TAXES	0	0	76	76	0	1,101
	LEVEL 4 TEXT CURRENT STAFF NEW: PROGRAM LEADER					TEXT AMT 440 661 1,101	
001-5101-572.24-00	WORKER'S COMPENSATION	0	0	18	18	0	277
	LEVEL 4 TEXT CURRENT STAFF NEW: PROGRAM LEADER ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)					TEXT AMT 101 166 10 277	
-----		0	0	1,087	1,087	0	15,757
*	PERSONNEL SERVICES						
001-5101-572.31-13	OTHER PROF. SERVICES	20,131	650	0	0	0	0
001-5101-572.34-14	CONTRACT SERVICES OTHER	0	20,393	22,100	23,650	16,841	28,600
	LEVEL 4 TEXT					TEXT AMT	
	FAMILY DAYS INFLATABLES					150	
	HALLOWEEN ENTERTAINMENT					600	
	CONCERTS IN THE PARK ENTERTAINMENT					3,500	
	SPRING FAIR INFLATABLES					150	
	4TH OF JULY ENTERTAINERS & INFLATABLES					8,500	
	JAZZ FEST & ART FEST ENTERTAINMENT					1,000	
	MUSIC LICENSES,CERTIFICATIONS, WORKSHOPS, BACKGROUND CHECKS, ETC.					3,700	
	GET FIT INSTRUCTORS					500	
	CHRISTMAS EVENTS					4,000	
	** NEW ARTFEST JUDGE FEES **					600	
	(MOVED \$12K FOR ARTIST PRIZES TO 83-00)						
	(LP 5-8-17)						
	** NEW P0150 BANDS,HISTORIC SPEAKERS,DJ,ETC.**					6,500	

	ELIMINATE ART SHOW FEES PER CM (CLB 8-8-17)					600-	
						28,600	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-5101-572.48-03	FIREWORKS	0	19,500	20,000	20,000	19,500	30,000
	LEVEL 4 TEXT					TEXT AMT	
	JULY 4TH FIREWORKS PROGRAM					20,000	
	** NEW PO 150 FIREWORKS **					10,000	
						30,000	
001-5101-572.49-01	ADVERTISING	13,797	14,797	16,547	21,097	13,084	16,547
	LEVEL 4 TEXT					TEXT AMT	
	CITY EVENT ADVERTISING					14,547	
	HALLOWEEN, GET FIT, CONCERTS, ARTFEST, 4TH OF JULY.						
	CHRISTMAS PARADE, TREE LIGHTING, ETC.						
	GRAPHIC DESIGN WORK					2,000	
	** NEW ARTFEST **					1,000	
	** NEW PO 150/FOUNDERS DAY**					4,500	

	ELIMINATE ART SHOW FEES PER CM (CLB 8-8-17)					1,000-	
	ELIMINATE FOUNDER'S DAY FEES PER CM (CLB 8-8-17)					4,500-	
						16,547	
001-5101-572.49-16	COMPUTER HARDWARE	0	0	0	1,422	1,422	0
001-5101-572.52-00	OTHER OPERATING SUPPLIES	8,871	22,981	23,327	27,925	16,681	38,327
	LEVEL 4 TEXT					TEXT AMT	
	FAMILY DAYS SUPPLIES					200	
	HALLOWEEN DECORATIONS, PRIZES, GIFT BAGS, SUPPLIES					780	
	GET FIT EXPO BAGS, LUNCH AND LEARN FOOD,					3,200	
	FINALE GIVEAWAY PRIZES AND LUNCH.						
	SPRING FAIR HAND-OUTS & SUPPLIES					150	
	PARK OPENING DEDICATIONS, COMMUNITY MEETINGS					2,197	
	EQUIPMENT & SUPPLIES						
	SUPPLIES & DECORATIONS FOR ARTFEST, JAZZFEST,					16,800	
	4TH OF JULY, CHRISTMAS PROGRAMS, ETC.						
	** NEW EVENT PARTICIPATION SHIRTS, GET FIT,						
	HOLIDAY CHOIR **					2,500	
	** NEW ARTFEST BAGS / BOOK CARDS **					700	
	** NEW BANNERS RIVERWALK **					3,000	
	** NEW PO 150 INFLATABLES, KIDS GAMES, GIVEAWAYS,					18,500	
	BANNERS, ORANGE ZEST PROJECT.						

	REMOVE BANNERS RIVERWALK PER CM 7-11-17 LP					3,000-	

	ELIMINATE ART SHOW FEES PER CM (CLB 8-8-17)					700-	
	ELIMINATE FOUNDER'S DAY FEES PER CM (CLB 8-8-17)					6,000-	
						38,327	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
* OPERATING EXPENSE		42,799	78,321	81,974	94,094	67,528	113,474
001-5101-572.83-00	OTHER GRANTS & AIDS	0	0	0	12,000	12,000	0
	LEVEL 4						
	TEXT ** NEW ARTFEST - ARTIST CASH PRIZES **						

	ELIMINATE ART SHOW FEES PER CM (CLB 8-8-17)						12,000-
		-----	-----	-----	-----	-----	-----
* GRANTS & AIDE		0	0	0	12,000	12,000	0
** SPECIAL EVENTS		-----	-----	-----	-----	-----	-----
		42,799	78,321	83,061	107,181	79,528	129,231

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	SENIOR DANCES						
001-5104-572.31-13	OTHER PROF. SERVICES	1,100	0	0	0	0	0
001-5104-572.52-00	OTHER OPERATING SUPPLIES	1,349	0	0	0	0	0
		-----	-----	-----	-----	-----	-----
*	OPERATING EXPENSE	2,449	0	0	0	0	0
		-----	-----	-----	-----	-----	-----
**	SENIOR DANCES	2,449	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
001-5106-572.12-00	SUMMER RECREATION SALARIES AND WAGES	9,490	8,607	20,396	76,143	55,952	68,172
	LEVEL 4 TEXT CURRENT STAFF					TEXT AMT 68,172 68,172	
001-5106-572.14-00	OVERTIME	12	0	0	0	30	0
001-5106-572.21-00	FICA TAXES	727	658	1,561	5,813	4,282	5,216
	LEVEL 4 TEXT CURRENT STAFF					TEXT AMT 5,216 5,216	
001-5106-572.24-00	WORKER'S COMPENSATION	125	97	357	2,858	97	1,307
	LEVEL 4 TEXT CURRENT STAFF					TEXT AMT 1,189 118 1,307	
	ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						
* PERSONNEL SERVICES		10,354	9,362	22,314	84,814	60,361	74,695
001-5106-572.31-13	OTHER PROF. SERVICES	51,722	0	0	0	0	0
001-5106-572.34-15	TEMP HELP SERVICE FEE	0	65,331	62,500	0	0	0
	LEVEL 4 TEXT REMEDY STAFFING - FOR PLAYGROUNDS					TEXT AMT 62,500	
	17 SEASONAL EMPLOYEES						
	** REMEDY STAFF IS NOW ON CITY PAYROLL **					62,500-	
001-5106-572.40-10	EMPLOYEE TRAINING	0	456	0	0	0	0
001-5106-572.44-10	EQUIP/OTHER RENTAL/LEASE	29,239	30,780	33,000	33,000	30,000	33,000
	LEVEL 4 TEXT VOLUSIA COUNTY BUSSES FOR FIELD TRIPS					TEXT AMT 14,500 11,000 4,500 3,000 33,000	
	CAMP T-REC BUS						
	SCHOOL RENTAL						
	JUMPING BEANS INFLATABLES RENTAL						
001-5106-572.47-00	PRINTING AND BINDING	300	300	600	600	335	0
	LEVEL 4 TEXT FLYERS & HANDBOOKS					TEXT AMT 600	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
	REDUCE PER CM (7-11-17 LP)						600-

001-5106-572.52-00	OTHER OPERATING SUPPLIES	20,008	24,458	20,000	20,000	11,088	16,500
	LEVEL 4 TEXT					TEXT AMT	
	FIELD TRIPS FOR TEEN SITE AND ELEMENTARY SITE					17,000	
	ENTRY FEES FOR THEME PARKS, ETC.						
	GAMES, MEGAPHONES, ARTS & CRAFTS, ETC.					3,000	

	REDUCE PER DEPT HEAD (CLB 8-8-17)					3,500-	
						16,500	
001-5106-572.52-12	UNIFORMS	1,765	2,090	2,400	2,400	2,000	2,200
	LEVEL 4 TEXT					TEXT AMT	
	STAFF & CAMPER UNIFORMS					2,400	

	REDUCE PER CM (7-11-17 LP)					200-	

						2,200	
001-5106-572.52-13	ED. & REC. SUPPLIES	2,486	0	0	0	0	0
*	OPERATING EXPENSE	105,520	123,415	118,500	56,000	43,423	51,700
**	SUMMER RECREATION	115,874	132,777	140,814	140,814	103,784	126,395

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
X-MAS PROGRAM							
001-5108-572.31-13	OTHER PROF. SERVICES	4,088	0	0	0	0	0
001-5108-572.47-00	PRINTING AND BINDING	390	0	0	0	0	0
001-5108-572.49-01	ADVERTISING	1,775	0	0	0	0	0
001-5108-572.52-00	OTHER OPERATING SUPPLIES	6,404	0	0	0	0	0
-----		-----	-----	-----	-----	-----	-----
*	OPERATING EXPENSE	12,657	0	0	0	0	0
-----		-----	-----	-----	-----	-----	-----
**	X-MAS PROGRAM	12,657	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP	2
ADULT ACTIVITY									
001-5109-572.12-00	SALARIES AND WAGES	0	0	42,936	42,936		31,595		43,810
	LEVEL 4	TEXT					TEXT	AMT	
		CURRENT STAFF						42,941	
		WAGE INCREASE						869	
								43,810	
001-5109-572.14-00	OVERTIME	0	0	1,000	1,282		754		1,000
	LEVEL 4	TEXT					TEXT	AMT	
		CURRENT STAFF						1,000	
								1,000	
001-5109-572.21-00	FICA TAXES	0	0	3,364	3,386		2,338		3,431
	LEVEL 4	TEXT					TEXT	AMT	
		CURRENT STAFF						3,364	
		WAGE INCREASE						67	
								3,431	
001-5109-572.22-00	RETIREMENT CONTRIBUTIONS	0	0	3,474	3,474		3,011		3,579
	LEVEL 4	TEXT					TEXT	AMT	
		CURRENT STAFF						3,474	
		WAGE INCREASE						105	
								3,579	
001-5109-572.23-00	HEALTH INSURANCE	0	0	6,971	6,971		6,080		7,321
	LEVEL 4	TEXT					TEXT	AMT	
		HEALTH						6,877	
		DENTAL						372	
		LIFE						70	
		INCREASE ON LIFE						2	
								7,321	
001-5109-572.24-00	WORKER'S COMPENSATION	0	0	272	273		34		300
	LEVEL 4	TEXT					TEXT	AMT	
		CURRENT STAFF						272	
		WAGE INCREASE						1	
		ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						27	
								300	
001-5109-572.26-00	EAP BENEFIT	0	0	37	37		32		37
	LEVEL	TEXT					TEXT	AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	CURRENT STAFF						37 37
-----		0	0	58,054	58,359	43,844	59,478
* PERSONNEL SERVICES							
001-5109-572.31-13	OTHER PROF. SERVICES	957	1,215	1,500	1,500	1,500	1,500
	LEVEL 4 TEXT BANDS FOR DANCES & EVENTS					TEXT AMT 1,500 1,500	
001-5109-572.34-14	CONTRACT SERVICES OTHER	0	1,892	6,500	2,564	2,542	2,000
	LEVEL 4 TEXT FLOOR WAXING & CLEANING, WINDOW CLEANING COPIER SERVICES ***** REDUCE PER CM (CLB 8-8-17)					TEXT AMT 2,000 500- 2,000	
001-5109-572.46-11	REGULAR MAINT/INSP EQUIP	226	632	800	800	590	800
	LEVEL 4 TEXT FIRE SPRINKLER INSPECTIONS					TEXT AMT 800 800	
001-5109-572.47-00	PRINTING AND BINDING	548	0	0	0	0	0
001-5109-572.49-20	EQUIP & OTHER NON-CAPITAL	0	0	0	4,486	4,486	0
001-5109-572.52-00	OTHER OPERATING SUPPLIES	2,335	7,114	6,000	5,450	824	5,500
	LEVEL 4 TEXT REFRESHMENTS/FOOD FOR CLUB PARTIES,SHELVING, CENTER SUPPLIES, DANCE DECORATIONS,ETC. ***** REDUCE PER CM (CLB 8-8-17)					TEXT AMT 6,000 500- 5,500	
-----		4,066	10,853	14,800	14,800	9,942	9,800
* OPERATING EXPENSE							
-----		4,066	10,853	72,854	73,159	53,786	69,278
** ADULT ACTIVITY							

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
ALLEN GREEN CENTER							
001-5124-572.34-14	CONTRACT SERVICES OTHER	2,238	0	0	0	0	0
001-5124-572.46-10	GENERAL EQUIP MAINT	555	0	0	0	0	0
001-5124-572.46-16	BUILDING REPAIRS	1,663	0	0	0	0	0
-----		-----	-----	-----	-----	-----	-----
*	OPERATING EXPENSE	4,456	0	0	0	0	0
-----		-----	-----	-----	-----	-----	-----
**	ALLEN GREEN CENTER	4,456	0	0	0	0	0

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP	2
001-5125-572.12-00	LAKESIDE CENTER SALARIES AND WAGES	12,475	18,352	53,596	53,596		38,892		47,468
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE						TEXT AMT 46,207 1,261 47,468		
001-5125-572.14-00	OVERTIME	0	153	1,000	1,378		846		1,000
	LEVEL 4 TEXT CURRENT STAFF						TEXT AMT 1,000 1,000		
001-5125-572.21-00	FICA TAXES	954	1,416	4,179	4,208		3,035		3,711
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE						TEXT AMT 3,614 97 3,711		
001-5125-572.22-00	RETIREMENT CONTRIBUTIONS	0	0	4,703	4,703		3,117		3,547
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE						TEXT AMT 3,444 103 3,547		
001-5125-572.23-00	HEALTH INSURANCE	0	0	6,988	6,988		5,345		7,335
	LEVEL 4 TEXT HEALTH DENTAL LIFE INCREASE ON LIFE						TEXT AMT 6,877 372 83 3 7,335		
001-5125-572.24-00	WORKER'S COMPENSATION	233	299	342	343		44		267
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						TEXT AMT 240 4 23 267		
001-5125-572.26-00	EAP BENEFIT	0	0	37	37		32		37
	LEVEL TEXT						TEXT AMT		

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
4	CURRENT STAFF						37 37
-----		-----	-----	-----	-----	-----	-----
*	PERSONNEL SERVICES	13,662	20,220	70,845	71,253	51,311	63,365
001-5125-572.31-13	OTHER PROF. SERVICES	8,526	0	0	0	0	0
001-5125-572.34-14	CONTRACT SERVICES OTHER	0	7,139	6,580	7,180	6,485	6,580
LEVEL 4	TEXT					TEXT AMT	
	MONITOR SECURITY SYSTEM & BI-ANNUAL SYSTEM INSPEC						730
	COASTAL CLEAR WINDOW CLEANING						3,000
	PLANT PEOPLE SERVICES						1,500
	LINEN CLEANING SERVICES						500
	PEST SPRAY SERVICE						350
	FIRE SUPPRESSION SERVICE & INSPECTION						500
							6,580
001-5125-572.41-00	COMMUNICATION SERVICES	180	422	360	360	120	360
LEVEL 4	TEXT					TEXT AMT	
	CABLE SERVICE \$30 MONTHLY						360
							360
001-5125-572.43-10	ELECTRICAL SERVICES	21,711	15,755	16,800	16,800	13,848	16,800
LEVEL 4	TEXT					TEXT AMT	
	FPL ELECTRIC SERVICE						16,500
	TECO GAS SERVICE \$25 MONTHLY						300
							16,800
001-5125-572.46-16	BUILDING REPAIRS	6,786	9,892	10,838	13,838	13,712	13,838
LEVEL 4	TEXT					TEXT AMT	
	CEILING TILES,PAINT TOUCH-UP,ETC.						2,000
	RE-SEAL FLOORS KITCHEN & BATHROOMS						2,000
	PLUMBING REPAIRS						135
	AUDIO VISUAL EQUIPMENT MAINT - SOUND STAGE						1,630
	FRIDGE/FREEZER AND ICE MACHINE SERVICE						1,673
	CARPET CLEANING SERVICES						1,200
	ROTO ROOTER SEWER SERVICE/CLEANING						1,200
	PAINT RESTROOMS AND KITCHEN						1,000
	** ADD FROM ACCT. 5125-4901 FOR MAINT. PAINTING **						3,000
							13,838
001-5125-572.49-01	ADVERTISING	9,072	6,426	5,500	1,900	185	2,500
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	NEWS JOURNAL, FLYERS, MARKETING MATERIALS, ETC. **NEW ** DEDUCT OF 3,000 ADD TO ACCT 5125-4616						2,500
							2,500
001-5125-572.49-14	FURN. & FIXTURES NON-CAP	0	6,465	0	0	0	0
001-5125-572.49-19	LICENSES, TAXES & FEES	0	190	200	200	160	200
LEVEL 4	TEXT HEALTH DEPT.					TEXT AMT	200
							200
001-5125-572.52-00	OTHER OPERATING SUPPLIES	3,734	4,215	4,600	4,600	149	4,600
LEVEL 4	TEXT BUILDING SUPPLIES, TABLE CLOTHS, TABLE & CHAIR REPLACEMENTS, TABLE DECORATIONS, MISC. KITCHEN ITEMS, SIGNAGE REPLACEMENT, ETC. STAFF UNIFORMS * 5125-5212 NEEDS ESTABLISHED *					TEXT AMT	4,000
							600
							4,600
*	OPERATING EXPENSE	50,009	50,504	44,878	44,878	34,659	44,878
**	LAKESIDE CENTER	63,671	70,724	115,723	116,131	85,970	108,243
***	RECREATION	718,417	830,042	872,259	903,862	709,878	971,131

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
001-5200-579.12-00	ATHLETICS ATHLETICS SALARIES AND WAGES	132,720	200,014	237,636	237,636	168,649	289,078
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	230,645
						WAGE INCREASE	5,774
						LESS: REDUCTION OF PT PROG LEADER HOURS	36,087-
						NEW: PROGRAM SPECIALIST	28,182
						NEW: RECREATION SUPERVISOR	39,554
						NEW: ADMIN ASST	28,014
						**REDUCTION OF ADMIN ASST TO PT W/BENEFITS PER CM (CLB 7-11-17)	7,004-
							289,078
001-5200-579.14-00	OVERTIME	138	1,663	5,500	6,587	3,722	5,500
	LEVEL 4					TEXT AMT	
						OVERTIME	5,500
						TOURNAMENTS, HOLIDAYS, EVENTS	
							5,500
001-5200-579.21-00	FICA TAXES	9,760	14,560	18,610	18,694	12,337	22,544
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	18,073
						WAGE INCREASE	442
						LESS: REDUCTION OF PT PROG LEADER HOURS	2,761-
						NEW: PROGRAM SPECIALIST	2,156
						NEW: ADMIN ASST	2,144
						NEW: RECREATION SUPERVISOR	3,026
						**REDUCTION OF ADMIN ASST TO PT W/BENEFITS PER CM (CLB 7-11-17)	536-
							22,544
001-5200-579.22-00	RETIREMENT CONTRIBUTIONS	9,745	16,216	18,265	18,265	14,902	29,641
	LEVEL 4					TEXT AMT	
						CURRENT STAFF	18,984
						WAGE INCREASE	569
						NEW: PROGRAM SPECIALIST	2,819
						NEW: ADMIN ASST	3,362
						NEW: RECREATION SUPERVISOR	4,747
						**REDUCTION OF ADMIN ASST TO PT W/BENEFITS PER CM (CLB 7-11-17)	840-
							29,641
001-5200-579.23-00	HEALTH INSURANCE	15,238	22,740	27,962	27,962	21,531	47,699

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	LEVEL 4					TEXT AMT	
						HEALTH	27,508
						DENTAL	1,488
						LIFE	355
						INCREASE ON LIFE	11
						NEW: PROGRAM SPECIALIST	7,317
						NEW: ADMIN ASST	7,317
						NEW: RECREATION SUPERVISOR	7,344
						**REDUCTION OF ADMIN ASST TO PT W/BENEFITS PER CM (CLB 7-11-17)	3,641-
							47,699
001-5200-579.24-00	WORKER'S COMPENSATION	1,883	2,755	3,618	3,638	279	4,656
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	3,594
						WAGE INCREASE	84
						LESS: REDUCTION OF HRS PT PROGRAM LEADERS	588-
						NEW: PROGRAM SPECIALIST	493
						NEW: ADMIN ASST	26
						NEW: RECREATION SPECIALIST	692
						NEW: REDUCTION OF HRS PT PROGRAM LEADERS	
						**REDUCTION OF ADMIN ASST TO PT W/BENEFITS PER CM (CLB 7-11-17)	5-
						**ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)	360
							4,656
001-5200-579.26-00	EAP BENEFIT	92	141	150	150	119	262
	LEVEL 4					TEXT AMT	
						CURRENT STAFF	151
						NEW: PROGRAM SPECIALIST	37
						NEW: ADMIN ASST	37
						NEW: RECREATION SUPERVISOR	37
							262
* PERSONNEL SERVICES		169,576	258,089	311,741	312,932	221,539	399,380
001-5200-579.31-13	OTHER PROF. SERVICES	67,219	0	0	0	0	0
001-5200-579.34-14	CONTRACT SERVICES OTHER	0	76,950	80,045	77,845	73,851	84,048
	LEVEL 4					TEXT AMT	
						YOUTH & ADULT UMPIRES AND SCOREKEEPERS	75,795
						BACKGROUND CHECKS @ \$15 EACH	4,250
						** INCREASED FOR YOUTH & ADULT SPORTS **	3,790
						** INCREASED BACKGROUND CHECKS **	213

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
							84,048
001-5200-579.40-00	TRAVEL PER DIEM	2,857	2,647	4,500	4,500	1,399	5,300
	LEVEL 4 TEXT					TEXT AMT	
							1,500
	ATHLETIC CONFERENCE / FRPA 4 EMPLOYEES						3,000
	BABE RUTH TOURNAMENTS TRAVEL						800
	** NEW EMPLOYEES (2) **						

	REDUCE BABE RUTH PROGRAM PER CM (CLB 8-8-17)						3,000-

	PER COUNCIL DIRECTION ON 8/22/17 (CLB 8-24-17)						3,000
							5,300
001-5200-579.40-10	EMPLOYEE TRAINING	0	1,079	1,500	1,500	0	1,820
	LEVEL 4 TEXT					TEXT AMT	
							1,500
	ATHLETIC CONFERENCE / FRPA 4 EMPLOYEES						
	ATHLETIC BUSINESS CONFERENCE / 2 EMPLOYEES						320
	** NEW EMPLOYEES (2) TRAININGS						1,820
001-5200-579.49-01	ADVERTISING	0	1,716	4,000	1,000	785	2,000
	LEVEL 4 TEXT					TEXT AMT	
							4,000
	ATHLETIC ADVERTISING, FLYERS, ADS, RACK CARDS, ETC.						2,000-
	REDUCED PER DEPARTMENT HEAD						2,000
001-5200-579.49-02	COMPUTER SOFTWARE	631	2,511	2,664	2,664	1,884	2,664
	LEVEL 4 TEXT					TEXT AMT	
							2,664
	SERVER FEES TO SUPPORT REC- ALERT						
	AVERAGE MONTHLY FEE \$220.00						
001-5200-579.49-14	FURN. & FIXTURES NON-CAP	0	0	0	0	0	4,500
	LEVEL 4 TEXT					TEXT AMT	
							4,500
	** NEW DESKS FOR (3) EMPLOYEES **						4,500
001-5200-579.49-19	TAXES, LICENSES, FEES	12,457	16,956	16,344	16,344	14,784	16,994
	LEVEL 4 TEXT					TEXT AMT	
							125
	BABE RUTH STATE DUES						1,475
	BABE RUTH CHARTER FEES						7,194
	BABE RUTH INSURANCE						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
	ALL STAR TOURNAMENT FEES						3,400
	CREDIT CARD MERCHANT FEES,VISA,MASTER CARD,AM EXP, TELECHECK						4,800

	REDUCE BABE RUTH PROGRAM PER CM (CLB 8-8-17)						12,194-

	PER COUNCIL DIRECTION ON 8/22/17 (CLB 8-24-17						12,194
							16,994
001-5200-579.49-20	EQUIP & OTHER NON-CAPITAL	1,500	0	0	3,278	2,777	0
001-5200-579.52-00	OTHER OPERATING SUPPLIES	20,733	30,501	27,485	37,157	26,702	31,685
	LEVEL 4 TEXT					TEXT AMT	
	YOUTH & ADULT EQUIP.,BASKETBALLS, BASEBALLS, BATS, HELMETS, PITCHING MACHINE, KICKBALLS, CATCHER GLOVES, PENNIES, SOFTBALL MASKS, SOCCER, NETS,GOALS,VOLLEYBALL, ETC.						8,185
	** NEW ADDITIONAL EQUIPMENT **						2,210
	MISC SUPPLIES FOR SPECIAL ACTIVITIES,TRYOUTS, YOUTH CLINICS,STAFF MEETINGS,ETC.						2,800
	** NEW ADDITIONAL SUPPLIES **						140
	BANNERS						3,500
	YOUTH & ADULT TROPHIES / AWARDS						11,500
	** NEW ADDITIONAL TROPHIES/AWARDS **						575
	SENIOR GAMES EQUIPMENT & AWARDS						1,500
	** NEW ADDITIONAL SENIOR GAMES AWARDS,BANNERS, BACKDROP, SNACKS. **						675
	** NEW PROGRAM PICKLEBALL **						600
							31,685
001-5200-579.52-12	UNIFORMS	37,074	50,694	47,220	53,970	45,922	58,620
	LEVEL 4 TEXT					TEXT AMT	
	UNIFORMS FOR YOUTH SPORTS						45,700
	**NEW ADDITIONAL **						10,000
	ADULT SPORTS CHAMPIONSHIP SHIRTS						1,520
	** NEW SENIOR GAMES SHIRTS **						1,200
	** NEW (3) NEW EMPLOYEES **						200
							58,620
001-5200-579.52-16	MEDICAL & LAB SUPPLIES	300	304	750	0	0	750
	LEVEL 4 TEXT					TEXT AMT	
	FIRST AID ITEMS -ICE PACKS,BANDAIDS,GLOVES,ETC.						750
							750
* OPERATING EXPENSE		142,771	183,358	184,508	198,258	168,104	208,381

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017		FY2018
		Actual	Actual	Orig/Adopted	Adjusted	Y-T-D	ACTUAL	ENCMBRNC	CM PROP 2
001-5200-579.64-00	MACH & EQUIPMENT	0	0	6,000	0	0	0	0	0
*	CAPITAL OUTLAY	0	0	6,000	0	0	0	0	0
**	ATHLETICS	312,347	441,447	502,249	511,190	389,643	607,761		
***	ATHLETICS	312,347	441,447	502,249	511,190	389,643	607,761		

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
ADMINISTRATION ADMINISTRATION 001-7000-519.12-00	SALARIES AND WAGES	2,092	2,502	7,500	0	0	0
	LEVEL 4						
	TEXT *****						
	THIS BUDGET WAS INCORPORATED INTO THE CITY MANAGER'S BUDGET 001-1200 IN FY17. *****						
001-7000-519.21-00	FICA TAXES	160	191	574	0	0	0
001-7000-519.24-00	WORKER'S COMPENSATION	2	2	7	0	0	0
*	PERSONNEL SERVICES	2,254	2,695	8,081	0	0	0
001-7000-519.41-00	COMMUNICATION SERVICES	90	106	90	0	0	0
001-7000-519.52-00	OTHER OPERATING SUPPLIES	539	261	450	0	0	0
*	OPERATING EXPENSE	629	367	540	0	0	0
001-7000-519.83-00	OTHER GRANTS AND AID	250	400	600	0	0	0
*	GRANTS & AIDE	250	400	600	0	0	0
**	ADMINISTRATION	3,133	3,462	9,221	0	0	0
***	ADMINISTRATION	3,133	3,462	9,221	0	0	0
****	GENERAL FUND	31,413,661	34,271,671	36,446,004	46,057,139	38,979,248	36,729,931

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
TAX INCREMENT EASTPORT							
102-0000-311.10-00	CURRENT AD VALOREM	59,471	59,699	62,310	62,310	62,311	77,896
LEVEL 4	TEXT PROPERTY VALUE 17,952,215 X 4.4542 MILLS PER 1000 AT 95% (PRELIM VALUES CLB 6-16-17) ***** ADD'L RV DUE TO INCREASE IN MILLAGE TO 4.4770 (LP 7-13-17) ***** ADD'L RV DUE TO INCREASE IN MILLAGE TO 4.8370 PROP VALUE AT \$17,952,879 (LP 7-13-17) ***** REDUCE RV DUE TO DECREASE IN MILLAGE TO 4.5673 FY18 ESTIMATE IS NOW \$77,896 (LP 8-7-17) *****					TEXT AMT 75,965 391 6,140 4,600- 77,896	
102-0000-338.15-00	TAX INCREMENT FUNDS	101,651	105,630	103,771	103,771	103,940	119,576
LEVEL 4	TEXT TIF PROPERTY VALUES - \$17,952,879 / 1000 X 6.2989 COUNTY MILLS @95% HALIFAX HOSPITAL TIF @ .7122 MILL @ 95% ***** (08-07-17 NT)					TEXT AMT 107,429 12,147 119,576	
102-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,368	2,403	1,500	1,500	2,053	2,400
102-0000-369.90-00	MISC REVENUE	21	15	0	0	10,684	0
102-0000-389.10-00	APPROPRIATED FUND BAL	0	0	15,992	33,108	0	0
LEVEL 4	TEXT EST FUND BALANCE REQUIRED TO BALANCE THE FUND (NT 06-29-17) ***** ADJUSTMENT (LP 7-13-17) *****					TEXT AMT 2,730 2,730-	
*		163,511	167,747	183,573	200,689	178,988	199,872
**	TAX INCREMENT EASTPORT	163,511	167,747	183,573	200,689	178,988	199,872

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL NON DEPARTMENTAL							
102-1000-552.45-10	COMMERCIAL POLICY INS	4,950	5,116	5,250	5,250	5,227	5,484
	LEVEL 4 TEXT FLORIDA MUNICIPAL INSURANCE TRUST LIABILITY INSURANCE FOR CRA PROPERTY. ***** INCREASE DUE TO QUOTE RECIEVED FOR \$5,484 (LP 8-9-17) *****					TEXT AMT 5,250	
							234
							5,484
102-1000-552.49-03	ADVERTISING EXPENSE	679	82	1,000	1,000	0	1,000
	LEVEL 4 TEXT LOOPNET ADVERTISING: \$170/QUARTER = \$680 ADDITIONAL FUNDING FOR RFP TO SELL 2 LOTS LACK OF USAGE IN FY15 DUE TO HIRING REAL ESTATE AGENT WHO ADVERTISED THE PROPERTIES. ALSO INCLUDES PUBLIC HEARINGS ADVERTISEMENTS FOR ANNUAL REPORT AND OTHER MEETINGS IF SCHEDULED.					TEXT AMT 680 320	
							1,000
102-1000-552.52-15	POSTAL SERVICE	0	8	100	100	0	100
	LEVEL 4 TEXT MAILING COSTS TO SEND AMENDED PLAN TO TAXING AUTHORITIES BY CERTIFIED MAIL AS REQUIRED BY FLORIDA STATUTE. FUNDS NEEDED IF PLAN IS AMENDED.					TEXT AMT 100	
							100
102-1000-552.54-00	DUES & MEMBERSHIPS	548	175	550	550	548	550
	LEVEL 4 TEXT FLORIDA REDEVELOPMENT ASSOCIATION MEMBERSHIP \$745 ANNUALLY SPLIT BETWEEN EASTPORT AND TOWN CENTER CRA'S = \$372.50 DEPARTMENT OF ECONOMIC OPPORTUNITY MEMBERSHIP \$175 ANNUALLY AS REQUIRED BY STATE STATUTE.					TEXT AMT 375 175 550	
* OPERATING EXPENSE		6,177	5,381	6,900	6,900	5,775	7,134
102-1000-552.83-00	OTHER GRANTS & AIDS	0	15,000	0	8,090	0	0
* GRANTS & AIDE		0	15,000	0	8,090	0	0

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
102-1000-581.91-72	TRF TO 217 EASTPORT NOTE	180,596	181,184	176,673	176,673	147,228	177,066
	LEVEL 4 TEXT FUND FY18 DEBT SERVICE IN 217 FUND (NT 06-19-17)					TEXT AMT 177,066 177,066	
*	TRANSFERS	180,596	181,184	176,673	176,673	147,228	177,066
102-1000-552.99-10	CONTINGENCY	0	0	0	9,026	0	15,672
	LEVEL 4 TEXT BALANCE FUND (LP 7-13-17)					TEXT AMT 3,801	
	***** INCREASE DUE TO UPDATED COUNTY TIF AND HALIFAX HOSPITAL TIF (NT 8-7-17) *****					12,105	
	***** DECREASE TO FUND INCREASE IN INSURANCE ON LINE 45-10 (LP 8-9-17) *****						234-
						15,672	
*	NON-OPERATING EXPENSE	0	0	0	9,026	0	15,672
**	NON DEPARTMENTAL	186,773	201,565	183,573	200,689	153,003	199,872
***	NON DEPARTMENTAL	186,773	201,565	183,573	200,689	153,003	199,872
****	TAX INCREMENT EASTPORT	186,773	201,565	183,573	200,689	153,003	199,872

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
TAX INCREMENT TOWN CENTER							
103-0000-311.10-00	CURRENT AD VALOREM	39,142	42,329	53,543	53,543	53,656	59,264
	LEVEL 4 TEXT					TEXT AMT	
	PROPERTY VALUE 13,558,790 X 4.4542 MILLS PER 1000 AT 95% (PRELIM VALUES CLB 6-16-17)					57,374	

	ADD'L RV DUE TO INCREASE IN MILLAGE TO 4.4770 (LP 7-13-17)					718	

	ADD'L RV DUE TO INCREASE IN MILLAGE TO 4.8370 PROP VALUE \$13,658,693 (LP 7-13-17)					4,672	

	REDUCE RV DUE TO DECREASE IN MILLAGE TO 4.5673 FY18 ESTIMATE IS NOW \$59,264 (LP 8-7-17)					3,500-	

						59,264	
103-0000-334.69-01	#VO-PO-13-98	7,750	12,127	0	0	0	0
	LEVEL 4 TEXT					TEXT AMT	
	PENDING FOR FY16						
103-0000-334.69-02	#VO-PO-14-105 RIVERWALK	30,000	170,000	0	0	0	0
	LEVEL 4 TEXT					TEXT AMT	
	PENDING FOR FY16						
103-0000-334.69-03	#VO-PO-14-106 RIVERWALK	43,763	35,345	0	20,892	0	0
	LEVEL 4 TEXT					TEXT AMT	
	PENDING FOR FY16						
103-0000-334.69-04	#VO-PO-15-107 RIVERWALK	0	32,720	0	217,280	0	0
103-0000-337.70-10	ECHO 15-10 RIVERWALK PH I	39,600	1,198	0	392,605	0	0
103-0000-338.15-00	TAX INCREMENT FUNDS	66,903	75,452	89,170	89,170	89,503	90,974
	LEVEL 4 TEXT					TEXT AMT	
	TIF PROPERTY VALUE - \$13,658,693 / 1000 X 6.2989 COUNTY MILLS @95%					81,733	
	HALIFAX HOSPITAL TIF @ .7211 MILLS @ 95%					9,241	

	(NT 08-07-17)						
						90,974	
103-0000-349.30-00	PROPERTY TAX RECOVERY	3,803	3,862	3,271	3,271	3,129	0
	LEVEL 4 TEXT					TEXT AMT	
	CARDWELL IS NO LONGER A TENANT AT THE PROPERTY,						

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
LOCATED AT 3571 RIDGEWOOD AVE. AND THE PROPERTY TAX RECOVERY REV IS ELIMINATED FOR FY18 (06-29-17 NT)							
103-0000-361.10-00	INTEREST EARNINGS-INVESTM	968	703	1,200	1,200	785	1,200
103-0000-362.14-00	SANDY POINT PROG SPORTS	0	200	0	0	1,400	0
103-0000-362.15-00	CARDWELL LEASE	24,000	24,000	2,000	2,000	2,000	0
LEVEL 4		TEXT LEASE EXPIRED 12/31/16 - NO REV TO BUDGET FOR FY18 (06-29-17 NT)					TEXT AMT
103-0000-369.90-00	MISC REVENUE	12	7	0	0	7	0
103-0000-381.50-00	TRANSFER FROM 508 FUND	0	0	310,000	310,000	0	328,000
LEVEL 4		TEXT TRANSFER FROM LOAN POOL 508 TO COVER DEBT SRVC ***WILL REEVALUATE ONCE THE PROPERTY APPR RELEASES THE PROPERTY VALUES (06-29-17) *ADJUSTMENT FOR ECONOMIC DEVELOPMENT INCENTIVE					TEXT AMT 308,000 20,000 328,000
103-0000-381.73-00	TRANSFER FROM 317 FUND	0	0	0	5,000	5,000	0
103-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	94,692	0	0
*		255,941	397,943	459,184	1,189,653	155,480	479,438
** TAX INCREMENT TOWN CENTER		255,941	397,943	459,184	1,189,653	155,480	479,438
*** TAX INCREMENT TOWN CENTER		255,941	397,943	459,184	1,189,653	155,480	479,438
**** TAX INCREMENT TOWN CENTER		255,941	397,943	459,184	1,189,653	155,480	479,438

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
NON DEPARTMENTAL							
NON DEPARTMENTAL							
103-1000-552.34-14	CONTRACT SERVICES OTHER	0	0	0	1,112	1,112	0
103-1000-552.43-10	ELECTRICAL SERVICES	584	422	700	600	391	700
LEVEL 4	TEXT FUNDING FOR 3999 S. RIDGEWOOD AVE. MONUMENT SIGN LIGHTING AND 3843 S. RIDGEWOOD FOR HALIFAX TRAILER PARK LIGHTING. THE HALIFAX TRAILER PARK FEES WILL BE TRANSFERRED TO THE PARKS AND REC OPERATING BUDGET WHEN THEY TAKE OVER RIVERWALK PARK.					TEXT AMT 700	
							700
103-1000-552.43-12	LIBRARY IMPACT/UTILITY	228	833	2,056	1,056	514	2,056
LEVEL 4	TEXT FUNDING FOR WATER METERS FOR LANDSCAPING AT 3999 RIDGEWOOD AVE. FOR THE MONUMENT SIGN AREA AND 3483 RIDGEWOOD AVE. FOR WATER METERS AT THE HALIFAX TRAILER PARK AREA. THE HALIFAX TRAILER PARK FEES WILL BE TRANSFERRED TO THE PARKS AND REC OPERATING BUDGET WHEN THEY TAKE OVER RIVERWALK PARK. ***** NEW: PENNA COURT UTILITY BILL (\$129.60/MONTH) (LP 6-13-16)					TEXT AMT 500	
							1,556
							2,056
103-1000-552.43-13	GARBAGE	0	0	0	0	58	0
103-1000-552.43-14	DRAINAGE	0	0	0	267	233	480
LEVEL 4	TEXT 4 UNITS(ERU'S) @ \$10/MONTH X 12 MONTHS = \$480 LOCATION ID 567 3571 RIDGEWOOD AVE CUSTOMER ACCOUNT 145809-567 ***** 1 ERU = \$120 YEAR X 4 = \$480 ***** (LP 8-7-17)					TEXT AMT 480	
							480
103-1000-552.45-10	COMMERCIAL POLICY INS	4,950	5,120	5,250	5,383	5,383	5,670
LEVEL 4	TEXT FLORIDA MUNICIPAL TRUST INSURANCE LIABILITY INSURANCE FOR CRA PROPERTY. *****					TEXT AMT 5,250	

* OPERATING EXPENSE	10,113	10,412	13,806	13,623	11,994	14,286
103-1000-552.61-00 LAND	108,575	180,039	0	0	0	0
103-1000-552.63-97 PROJ CAPITAL OUTLAY	381,325	61,703	0	736,871	731,537	0

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
* CAPITAL OUTLAY		489,900	241,742	0	736,871	731,537	0
103-1000-552.72-11	INTEREST INTERNAL LOANS	24,466	29,026	39,568	34,568	16,560	44,488
	LEVEL 4						
	TEXT					TEXT	AMT
	INT ON \$410K LOAN POOL LOAN						10,342
	INT ON \$294,725 LOAN POOL LOAN						5,895
	INT ON FY15 \$279,964 LOAN POOL LOAN						4,200
	INT ON FY16 \$304,029 LOAN POOL LOAN						4,561
	INT ON INTERFUND LOAN OF \$44K FROM 001 FUND						880
	INT ON FY14 \$210,000 LOAN POOL LOAN						3,150
	INT ON FY15 \$114,000 FROM 001 FUND						2,280
	INT ON FY15 \$180,500 FROM 001 FUND						3,610
	INT ON FY17 \$310,000 LOAN POOL LOAN						4,650
	INT ON FY18 \$328,000 LOAN POOL LOAN						4,920
							44,488
* DEBT SERVICE		24,466	29,026	39,568	34,568	16,560	44,488
103-1000-552.83-00	OTHER GRANTS & AIDS	0	0	0	0	0	18,290
	LEVEL 4						
	TEXT					TEXT	AMT
	PLACEHOLDER FOR ECONOMIC DEVELOPMENT INCENTIVE						20,000

	REDUCTION (08-07-17 NT)						1,710-
							18,290
* GRANTS & AIDE		0	0	0	0	0	18,290
103-1000-581.91-78	TFR TO 218 TWN CTR BOND	350,592	401,192	404,591	404,591	337,159	402,374
	LEVEL 4						
	TEXT					TEXT	AMT
	FUND FY18 DEBT SERVICE ON TOWN CENTER IN 218 FUND						399,624
	FUND OTHER DEBT SERVICE FEES IN 218 FUND						2,750
							402,374
* TRANSFERS		350,592	401,192	404,591	404,591	337,159	402,374
103-1000-552.99-10	CONTINGENCY	0	0	1,219	0	0	0
	LEVEL 4						
	TEXT					TEXT	AMT
	ADJUSTMENT TO BALANCE FUND (LP 7-13-17)						470

	REMOVED TO PARTIALLY OFFSET NEW \$480 XP IN						470-

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	43-14 FOR DRAINAGE CHARGES (LP 8-7-17) *****						
*	NON-OPERATING EXPENSE	0	0	1,219	0	0	0
**	NON DEPARTMENTAL	875,071	682,372	459,184	1,189,653	1,097,250	479,438
***	NON DEPARTMENTAL	875,071	682,372	459,184	1,189,653	1,097,250	479,438
****	TAX INCREMENT TOWN CENTER	875,071	682,372	459,184	1,189,653	1,097,250	479,438

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
RECREATION FACILITIES							
106-0000-347.59-00	RENTAL	33,750	33,750	33,750	0	0	135,000
	LEVEL 4 TEXT YMCA RENTAL-100% OF \$11,250*12 TO FUND CAPITAL PROJECTS. 05-12-17 NT					TEXT AMT 135,000 135,000	
106-0000-361.10-00	INTEREST EARNINGS-INVESTM	4,858	5,874	3,000	3,000	4,532	3,000
106-0000-362.01-00	YMCA RENTAL	70,740	70,740	70,740	70,740	64,845	70,740
	LEVEL 4 TEXT YMCA R&R (\$5,895 * 12)					TEXT AMT 70,740 70,740	
106-0000-369.90-00	MISC REVENUE	3	0	0	0	0	0
106-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	81,861	0	21,760
*		109,351	110,364	107,490	155,601	69,377	230,500
**	RECREATION FACILITIES	109,351	110,364	107,490	155,601	69,377	230,500
***	RECREATION FACILITIES	109,351	110,364	107,490	155,601	69,377	230,500
****	RECREATION FACILITIES	109,351	110,364	107,490	155,601	69,377	230,500

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL							
NON DEPARTMENTAL							
106-1000-572.31-13	OTHER PROF. SERVICES	0	0	0	12,770	12,770	0
106-1000-572.34-14	CONTRACT SERVICES OTHER	0	0	2,000	2,000	0	2,000
106-1000-572.43-10	ELECTRICAL SERVICES	1,620	1,562	2,500	2,500	560	2,500
106-1000-572.46-15	YMCA REPAIR & MAINTENANCE	35,846	4,783	4,500	10,244	2,500	5,000
106-1000-572.46-16	BUILDING REPAIRS	0	3,987	0	4,134	0	0
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* OPERATING EXPENSE		37,466	10,332	9,000	31,648	15,830	9,500
106-1000-572.62-00	BUILDING AND IMP. TO	45,140	0	0	0	0	0
106-1000-572.63-97	PROJ CAPITAL OUTLAY	20,914	256,795	58,048	83,511	72,783	221,000
LEVEL 4		TEXT		TEXT		AMT	
		* PLACEHOLDER FOR FY18 CIP PROJECTS* 05-08-17 NT				221,000	
		AIR CONDITIONER REPLACEMENTS QPC049 -\$16,000					
		POOL RESURFACE - \$135,000					
		EXTERIOR REPAIRS AND PAINTING - \$70,000.					
						221,000	
106-1000-572.64-00	MACH & EQUIPMENT	240,054	0	0	0	0	0
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* CAPITAL OUTLAY		306,108	256,795	58,048	83,511	72,783	221,000
106-1000-572.99-10	CONTINGENCY	0	0	40,442	40,442	0	0
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* NON-OPERATING EXPENSE		0	0	40,442	40,442	0	0
-----		-----		-----		-----	
** NON DEPARTMENTAL		343,574	267,127	107,490	155,601	88,613	230,500
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*** NON DEPARTMENTAL		343,574	267,127	107,490	155,601	88,613	230,500

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
RECREATION LAKESIDE CENTER 106-5125-572.41-00	COMMUNICATION SERVICES	287	0	0	0	0	0
* OPERATING EXPENSE		287	0	0	0	0	0
** LAKESIDE CENTER		287	0	0	0	0	0
*** RECREATION		287	0	0	0	0	0
**** RECREATION FACILITIES		343,861	267,127	107,490	155,601	88,613	230,500

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP 2
		BUILDING SPECIAL REV FUND							
109-0000-322.10-00		BUILDING	1,201,737	918,234	1,110,000	1,110,000		1,655,294	1,200,000
	LEVEL 4	TEXT BASE PROJECTION						TEXT AMT 1,200,000 1,200,000	
109-0000-329.10-04		EDUCATION & TRAINING FEE	4,387	3,591	4,500	4,500		1,871	4,500
	LEVEL 4	TEXT BASE PROJECTION						TEXT AMT 4,500 4,500	
109-0000-329.10-06		INSPECTION FEES	19,090	14,410	15,000	15,000		35,570	15,000
	LEVEL 4	TEXT RE-INSPECTION FEES ARE RECORDED IN THIS ACCOUNT						TEXT AMT 15,000 15,000	
109-0000-329.10-07		ARCHIVING FEE-BUILDING	25,165	25,180	22,000	22,000		29,150	22,000
	LEVEL 4	TEXT BASE PROJECTION						TEXT AMT 22,000 22,000	
109-0000-361.10-00		INTEREST EARNINGS-INVESTM	9,047	14,363	9,000	9,000		13,972	9,000
109-0000-369.90-00		MISC REVENUE	140	126	0	0		271	0
109-0000-381.16-00		TRANSFER FROM 001	2,613	0	0	0		0	0
109-0000-389.10-00		APPROPRIATED FUND BAL	0	0	25,259	466,911		0	155,070
	LEVEL 4	TEXT UTILIZED TO BALANCE THE FUND (LP 6-20-17) ADJUSTMENT (LP 6-30-17) ADJUSTMENT (TR 7-11-17) ADJUSTMENT (LP 7-13-17) ADJUSTMENT TO BALANCE FUND (LP 8-9-17)						TEXT AMT 134,063 3,397 2,000 15,673 63- 155,070	
109-0000-389.40-00		APPROPRIATED TRAINING FB	0	0	36,000	36,000		0	7,000
	LEVEL 4	TEXT TRAINING REGISTRATION INSPECTOR PARTIAL SALARY (WAS \$19K FY17) NEW INSPECTOR PARTIAL SALARY (WAS \$12K IN FY17)						TEXT AMT 7,000 7,000	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP 2
*		1,262,179	975,904	1,221,759	1,663,411		1,736,128	1,412,570
		-----	-----	-----	-----		-----	-----
**	BUILDING SPECIAL REV FUND	1,262,179	975,904	1,221,759	1,663,411		1,736,128	1,412,570
		-----	-----	-----	-----		-----	-----
***	BUILDING SPECIAL REV FUND	1,262,179	975,904	1,221,759	1,663,411		1,736,128	1,412,570
		-----	-----	-----	-----		-----	-----
****	BUILDING SPECIAL REV FUND	1,262,179	975,904	1,221,759	1,663,411		1,736,128	1,412,570

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
COMMUNITY DEVELOPMENT BUILDING DIVISION							
109-1901-515.12-00	SALARIES AND WAGES	499,332	516,462	660,881	645,881	470,637	689,906
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	627,663
						WAGE INCREASE	16,768
						NEW:RECLASSIFY ADMIN ASST TO PERMIT LIC TECH (FROM 001-1902 TO 109-1901)	35,979
						NEW:RECLASSIFY STAFF ASST TO LIC PERMIT TECH	3,577
						NEW:RECLASSIFY LIC PERMIT TECH TO SR LIC PERM TECH	5,919
							689,906
109-1901-515.14-00	OVERTIME	20,650	42,662	20,000	30,000	70,328	35,000
	LEVEL 4 TEXT					TEXT AMT	
						OVERTIME NEEDED TO ADDRESS PEAK VOLUME DAYS. WORKLOAD CONTINUES TO TYPICALLY EXCEED 20 INSPECTIONS PER DAY PER INSPECTOR WITH SOME DAYS EXCEEDING 30-35 THAT CANNOT BE COMPLETED IN 8 HOURS. WORKLOAD HAS GONE UP SUBSTANTIALLY WITH THE ECONOMIC RECOVERY AND SUBSTANTIAL WEST SIDE RESIDENTIAL DEVELOPMENT. HIGH NUMBERS IN CURRENT FY ARE DUE TO THE HURRICANE AND 2 VACANCIES IN THE FIRST QUARTER.	35,000
							35,000
109-1901-515.15-10	CERTIFICATIONS/LICENSES	0	0	650	650	125	750
	LEVEL 4 TEXT					TEXT AMT	
						LICENSE RENEWALS FOR INTERNATIONAL CODE COUNCIL, INSPECTOR/PLANS EXAMINER LICENSES FOR 7 BUILDING STAFF AND 2 SR. PERMIT TECHS AND BUILDING PERMIT COORDINATOR.	650
						INCREASE DUE TO 2 SR. PERMIT TECH'S AND 1 BUILDING PERMIT COORDINATOR OBTAINING LICENSES.	100
							750
109-1901-515.21-00	FICA TAXES	37,705	40,070	52,095	52,860	39,031	55,466
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	50,605
						WAGE INCREASE	1,376
						NEW:RECLASSIFY ADMIN ASST TO PERMIT LIC TECH (FROM 001-1902 TO 109-1901)	2,753
						NEW:RECLASSIFY STAFF ASST TO LIC PERMIT TECH	279
						NEW RECLASSIFY LIC PERMIT TECH TO SR LIC PERM TECH	453
							55,466

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
109-1901-515.22-00	RETIREMENT CONTRIBUTIONS	55,576	66,025	83,696	83,696	67,921	89,152
	LEVEL 4					TEXT AMT	
						CURRENT STAFF	82,231
						WAGE INCREASE	2,366
						NEW:RECLASSIFY ADMIN ASST TO PERMIT LIC TECH (FROM 001-1902 TO 109-1901)	3,598
						NEW:RECLASSIFY STAFF ASST TO LIC PERMIT TECH	365
						NEW:RECLASSIFY LIC PERMIT TECH TO SR LIC PERM TECH	592
							89,152
109-1901-515.23-00	HEALTH INSURANCE	55,143	58,143	87,765	87,765	61,608	99,497
	LEVEL 4					TEXT AMT	
						HEALTH	85,963
						DENTAL	4,650
						LIFE	1,478
						WAGE INCREASE LIFE	46
						NEW:RECLASSIFY ADMIN ASST TO PERMIT LIC TECH (FROM 001-1902 TO 109-1901)	7,336
						NEW:RECLASSIFY STAFF ASST TO LIC PERMIT TECH	9
						NEW:RECLASSIFY LIC PERMIT TECH TO SR LIC PERM TECH	15
							99,497
109-1901-515.24-00	WORKER'S COMPENSATION	4,366	3,448	4,416	4,505	4,207	4,951
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	4,360
						WAGE INCREASE	115
						NEW:RECLASSIFY ADMIN ASST TO PERMIT LIC TECH (FROM 001-1902 TO 109-1901)	33
						NEW:RECLASSIFY STAFF ASST TO LIC PERMIT TECH	4
						NEW:RECLASSIFY LIC PERMIT TECH TO SR LIC PERM TECH	6
						ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)_	433
							4,951
109-1901-515.26-00	EAP BENEFIT	313	283	468	468	266	505
	LEVEL 4					TEXT AMT	
						CURRENT STAFF	468
						NEW:RECLASSIFY ADMIN ASST TO PERMIT LIC TECH FROM 001-1902 TO 109-1901)	37
							505
* PERSONNEL SERVICES		673,085	727,093	909,971	905,825	714,123	975,227

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
109-1901-515.31-13	OTHER PROF. SERVICES	9,392	58,769	0	22,500	0	0	0
109-1901-515.34-14	CONTRACT SERVICES OTHER	0	15,951	20,000	135,000	120,464	57,000	0
LEVEL 4	TEXT					TEXT AMT		
	*3RD YEAR OF 3 YEAR PROJECT TO OUTSOURCE SCANNING OF PAST YEARS (1980-2020) PLANS AND PERMITS. APPROX \$25,000 OF THE PROPOSED \$55,000 BUDGET WILL COMPLETE SCANNING OF ALL HISTORICAL FILES AND NOT BE NEEDED IN THE FUTURE.					25,000		
	*ADDITIONAL FUNDING FOR OUTSIDE AGENCIES FOR INSPECTORS, BUILDING PLAN REVIEW & OTHER SERVICES INCLUDING FRONT COUNTER TEMPORARY SUPPORT. FUNDS FOR CONTRACT INSPECTORS AND PLAN REVIEWERS ARE NOT SPENT UNLESS THERE IS STAFF TURNOVER OR HIGH WORKLOAD. THIS SUPPORT WILL REDUCE OT NEEDS AND REDUCE PHYSICAL DEMANDS ON INSPECTIONS STAFF DURING PEAK WORKLOADS. EXPENDITURES IN THIS LINE MAY BE OFFEST WITH REVENUE FROM PERMIT REVIEW FEES BECUASE USE WOULD LIKELY BE THE RESULT OF HIGHER BUILDING ACTIVITY THAN NORMAL.					22,200		
	*ALSO INCLUDES FUNDING FOR INITIAL TECHNICAL SUPPORT FROM THE SELECTED VENDOR FOR IMPLEMENTATION OF NEW ELECTRONIC PERMITTING SOFTWARE.					7,800		
	ADD 10% OF PLANNING & DEVELOPMENT SCANNING PROJECT					1,500		
	ADD 10% OF ENGINEERING SCANNING PROJECT (TR7-11-17)					500		
						57,000		
109-1901-515.34-15	TEMP HELP SERVICE FEE	548	0	0	0	0	0	0
109-1901-515.40-00	TRAVEL PER DIEM	0	0	500	500	250	0	0
109-1901-515.40-01	BUILD DIV TRAVEL & TRAIN	1,988	2,849	5,000	2,500	3,147	7,000	0
LEVEL 4	TEXT					TEXT AMT		
	FUNDS ARE FOR TRAINING RELATED TO ENFORCEMENT OF THE FLORIDA BUILDING CODE, SUCH AS, CODE CONFERENCES, CONTINUING EDUCATION CLASSES, LICENSE TRAINING, STATE OF FLORIDA CODE HEARINGS, AND INTERNATIONAL CODES. LOW EXPENDITURES IN PRIOR FY'S DUE TO SHORTAGE OF STAFF AND LACK OF TIME TO ATTEND TRAINING DUE TO HIGH WORKLOAD. FUNDS SUPPORT 7 BUILDING STAFF WITH MULTIPLE LICENSES REQUIRING CEU'S AND ARE AVAILABLE FOR 4 PERMIT TECHNICIANS' TRAINING. A MAJORITY OF THE TRAINING OPPORTUNITIES TYPICALLY OCCUR AFTER THE MIDPOINT OF THE FY. ALSO INCLUDES TRAINING FOR ANY NEW EMPLOYEES HIRED. TRAINING PREDICTED TO TAKE PORTION OF 1-5 YEARS TO GET THE NEW INSPECTORS					7,000		

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	FULLY LICENSED. PORTION OF INCREASE DUE TO 2 SR. PERMIT TECHSAND 1 BUILDING PERMIT COORDINATOR NEEDING TRAINING TO OBTAIN LICENSES. (THIS TRAINING WOULD PRIMARILY BE STAFF SPENDING TIME WITH OTHER COMMUNITIES USING THIS SAME PRODUCT WHO ARE FURTHER ALONG IN THE PROCESS OF IMPLEMENTATION.) PORTION OF INCREASE DUE TO IMPLEMENTATION OF ELECTRONIC PERMITTING SOFTWARE. FUNDS WILL BE USED FOR SITE VISITS TO SEE DIFFERENT SOFTWARE OPTIONS AND TRAINING DURING AND AFTER IMPLEMENTATION. CROSS-TRAINING PROGRAMS FOR PLAN REVIEW AND INSPECTIONS. CURRENT LICENSED EMPLOYEES CAN BECOME CERTIFIED IN ADDITIONAL CATEGORIES, BUILDING, ELECTRICAL, MECHANICAL, PLUMBING. HAVING LICENSED INSPECTORS AND REVIEWER IN MULTIPLE CATEGORIES MAKES US MORE EFFICIENT IN PROVIDING INSPECTION AND REVIEW SERVICES. \$495 X 11 = \$5445.00 FOR APPLICATIONS \$80 (AVG) x 22 (EST 1 yr)=\$1760 FOR CLASSES (BOAF) THE TRAINING RESERVES BUILT UP DURING THE RECESSION YEARS WHEN TRAVEL WAS NOT ALLOWED BY CM DIRECTION HAS OVER \$50,000 THAT NEED TO BE USED.						
						7,000	
109-1901-515.41-00	COMMUNICATION SERVICES	10,030	10,535	10,400	10,400	9,578	10,400
	LEVEL 4 TEXT CHARGES FOR OFFICE AND MOBILE COMMUNICATION LINES AND FLEET GPS AIR CHARGES. FUNDS SUPPORT 7 INSPECTORS/PLANS EXAMINERS AND 4 PERMIT TECHNICIANS.					TEXT AMT 10,400	
						10,400	
109-1901-515.44-13	FLEET FINANCING	2,209	8,762	17,724	17,724	14,770	24,255
109-1901-515.45-19	VEHICLE INSURANCE	3,152	1,863	1,547	1,547	1,289	1,731
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 1,731 1,731	
109-1901-515.46-11	REGULAR MAINT/INSP EQUIP	1,992	2,123	2,100	2,100	2,100	2,100
	LEVEL 4 TEXT MAINTENANCE AGREEMENTS FOR COPIERS.					TEXT AMT 2,100 2,100	
109-1901-515.46-12	VEH MAINT/REPAIR	11,308	7,022	13,000	13,000	3,822	13,000

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4	UPDATED FOR FY18						77,397 77,397
109-1901-515.49-90	ADMIN SERVICE FEES	34,496	34,037	42,701	42,701	35,584	52,330
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 52,330 52,330	
109-1901-515.51-00	OFFICE SUPPLIES	2,095	2,171	3,000	3,000	2,026	3,000
LEVEL 4	TEXT STANDARD OFFICE SUPPLIES FOR A STAFF OF 11.					TEXT AMT 3,000 3,000	
109-1901-515.52-00	OTHER OPERATING SUPPLIES	384	3,253	1,500	1,500	1,611	1,500
LEVEL 4	TEXT OFFICE EQUIPMENT. FIELD TOOLS AND EQUIPMENT, MISCELLANEOUS GEAR AND EMERGENCY PREPAREDNESS EQUIPMENT, DISASTER ASSESSMENT SUPPLIES, MISC.					TEXT AMT 1,500 1,500	
109-1901-515.52-10	GAS, DIESEL, OIL, & GREASE	7,062	5,517	9,200	9,200	5,626	8,280
LEVEL 4	TEXT EST UNLEADED 3,680 GALLONS @ \$2.25 PER GALLON					TEXT AMT 8,280 8,280	
109-1901-515.52-12	UNIFORMS	2,955	609	3,000	3,000	1,196	3,000
LEVEL 4	TEXT UNIFORMS AND SAFETY BOOTS FOR BUILDING INSPECTORS, PLANS EXAMINER, AND PERMIT TECHS. 7 STAFF WITH EXTENSIVE FIELD WORK ON CONSTRUCTION SITES REQUIRES REGULAR REPLACEMENT. PRIOR YEAR EXPENSES VARIED WITH CONTRACT TYPE AND STAFF TURNOVER. DECREASE IS DUE TO CHANGE IN VENDORS.					TEXT AMT 3,000 3,000	
109-1901-515.52-15	POSTAL SERVICE	350	332	400	400	345	400
LEVEL 4	TEXT MISCELLANEOUS MAILINGS INCLUDING NOTICES TO APPLICANTS CONCERNING EXPIRATION OF PERMITS.					TEXT AMT 400 400	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
109-1901-515.54-00	DUES & MEMBERSHIPS	1,241	1,114	650	3,150	3,070	4,500
	LEVEL 4 TEXT					TEXT AMT	
	MEMBERSHIP DUES FOR PROFESSIONAL ORGANIZATIONS SUCH AS: BUILDING OFFICIALS ASSOCIATION, INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS INTERNATIONAL CODE COUNCIL, AND OTHER PROFESSIONAL MEMBERSHIPS FOR 7 BUILDING STAFF AND 4 PERMIT LICENSING TECHS. *****						1,500
	INCREASE DUE TO PAYING FLORIDA BENCHMARKING CONSORTIUM (FBC) ANNUAL MEMBERSHIP. MEMBERSHIP FEE INCREASING FROM \$2,500 TO \$3,000 IN FY18. (LP/FINANCE 4-14-17) **						3,000
							4,500
109-1901-515.54-01	BOOKS & SUBSCRIPTIONS	4,862	379	2,000	2,000	1,881	6,000
	LEVEL 4 TEXT					TEXT AMT	
	NEW AND REQUIRED BOOKS AND MAGAZINE SUBSCRIPTIONS. NEW CODE BOOKS AND COMMENTARIES ARE PURCHASED LATE IN FY. INCONSISTENT SPENDING IN THIS LINE DUE TO PURCHASING UPDATES TO THE FL BUILDING CODE THAT TYPICALLY OCCUR IN 3 YEAR CYCLES. FY18 IS A PURCHASING CYCLE YEAR. (\$570 X 7 BOOK SETS = \$3,990)						2,000
							4,000
							6,000
* OPERATING EXPENSE		309,835	354,110	305,788	443,288	351,786	417,343
109-1901-515.64-15	ADP EQUIPMENT	0	13,700	0	308,298	4,080	0
* CAPITAL OUTLAY		0	13,700	0	308,298	4,080	0
109-1901-515.99-10	CONTINGENCY	0	0	0	0	0	20,000
	LEVEL 4 TEXT					TEXT AMT	
	CONTINGENCY POOL - COUNCIL PRIORITIES						20,000 20,000
109-1901-515.99-50	COMPRESSION RESERVE	0	0	6,000	6,000	0	0
* NON-OPERATING EXPENSE		0	0	6,000	6,000	0	20,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015	FY2016	FY2017	FY2017	FY2017	FY2018	
		Actual	Actual	Orig/Adopted Budget	Adjusted Budget	Y-T-D INCLD ENCMBRNCE	CM	PROP 2
**	BUILDING DIVISION	982,920	1,094,903	1,221,759	1,663,411	1,069,989	1,412,570	
***	COMMUNITY DEVELOPMENT	982,920	1,094,903	1,221,759	1,663,411	1,069,989	1,412,570	
****	BUILDING SPECIAL REV FUND	982,920	1,094,903	1,221,759	1,663,411	1,069,989	1,412,570	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
CDBG SPECIAL REVENUE FUND							
110-0000-331.19-27	CDBG MISCELLANEOUS	196,373	259,193	268,806	530,731	241,884	266,593
	LEVEL 4						
	TEXT CDBG FY2017 ACTION PLAN						
	*GOING TO PUBLIC HEARING ON 8/1/17						
	TO BE APPROVED BY COUNCIL						
						266,593	
110-0000-361.10-00	INTEREST EARNINGS-INVESTM	993	1,431	0	0	1,099	0
*		197,366	260,624	268,806	530,731	242,983	266,593
**	CDBG SPECIAL REVENUE FUND	197,366	260,624	268,806	530,731	242,983	266,593
***	CDBG SPECIAL REVENUE FUND	197,366	260,624	268,806	530,731	242,983	266,593
****	CDBG SPECIAL REVENUE FUND	197,366	260,624	268,806	530,731	242,983	266,593

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
110-1904-554.12-00	COMMUNITY DEVELOPMENT ADMINISTRATION SALARIES AND WAGES	21,985	18,698	0	0	0	0
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)					TEXT AMT 21,235	
	WAGE INCREASE					494	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					21,729-	
110-1904-554.21-00	FICA TAXES	1,656	1,404	0	0	0	0
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)					TEXT AMT 1,625	
	WAGE INCREASE					38	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					1,663-	
110-1904-554.22-00	RETIREMENT CONTRIBUTIONS	2,613	3,001	0	0	0	0
	LEVEL 4 TEXT CURRENT STAFF					TEXT AMT 3,099	
	WAGE INCREASE					77	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					3,176-	
110-1904-554.23-00	HEALTH INSURANCE	1,601	1,952	0	0	0	0
	LEVEL 4 TEXT HEALTH					TEXT AMT 1,946	
	DENTAL					124	
	LIFE					47	
	INCREASE ON LIFE					2	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					2,119-	
110-1904-554.24-00	WORKER'S COMPENSATION	21	152	0	0	0	0
	LEVEL 4 TEXT CURRENT STAFF					TEXT AMT 20	
	*CALCULATION REVISIONS (7/22/16 JLM)					12	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					32-	
110-1904-554.26-00	EAP BENEFIT	12	11	0	0	0	0
	LEVEL 4 TEXT CURRENT STAFF					TEXT AMT 11	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)							11-
* PERSONNEL SERVICES		27,888	25,218	0	0	0	0
110-1904-554.31-13	OTHER PROFESSIONAL SERV	0	39,460	53,761	53,761	10,948	53,319
	LEVEL 4 TEXT PLANNING & ADMINISTRATION (P&A) BUDGET FROM THE CDBG FY2017 ACTION PLAN					TEXT AMT 53,319 53,319	
110-1904-554.34-14	CONTRACT SERVICES OTHER	0	0	0	15,037	0	0
* OPERATING EXPENSE		0	39,460	53,761	68,798	10,948	53,319
110-1904-554.61-00	LAND	100-	0	0	0	0	0
110-1904-554.63-97	PROJ CAPITAL OUTLAY	169,532	196,490	215,045	461,933	236,889	213,274
	LEVEL 4 TEXT VIRGINIA & MONROE DRAINAGE IMPROVEMENTS PROJECT CDBG08					TEXT AMT 213,274 213,274	
* CAPITAL OUTLAY		169,432	196,490	215,045	461,933	236,889	213,274
** ADMINISTRATION		197,320	261,168	268,806	530,731	247,837	266,593
*** COMMUNITY DEVELOPMENT		197,320	261,168	268,806	530,731	247,837	266,593
**** CDBG SPECIAL REVENUE FUND		197,320	261,168	268,806	530,731	247,837	266,593

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
'06 & '16 GO BOND DEBT SRV							
214-0000-311.10-00	CURRENT AD VALOREM	1,068,225	1,074,999	902,691	902,691	899,758	901,786
	LEVEL 4						
	TEXT					TEXT AMT	
	2,982,735,229 X 0.3183 MILLS PER 1,000 @ 95%					901,934	
	REVENUES WILL BE UPDATED WHEN FINAL VALUES ARE						
	RECEIVED JULY 1ST (NT 06-19-17)						
	** FROM DR420DEBT - 2,990,702,263 X 0.3174 MILLS						148-
	PER 1,000 @ 95% = \$901,786						901,786
214-0000-311.20-00	DELINQUENT	22,430	21,343	0	0	19,165	0
214-0000-311.30-00	INTEREST DELINQ. TAXES	924	1,257	0	0	0	0
214-0000-361.10-00	INTEREST EARNINGS-INVESTM	5,498	2,757	1,200	1,200	3,657	1,200
	LEVEL 4						
	TEXT					TEXT AMT	
	INTEREST EARNINGS ESTIMATE (06-19-17 NT)					1,200	
						1,200	
214-0000-385.01-00	PROCEEDS REFUNDING BONDS	0	12,895,000	0	0	0	0
214-0000-385.77-00	BOND PREMIUM	0	1,063,353	0	0	0	0
*		1,097,077	15,058,709	903,891	903,891	922,580	902,986
**	'06 & '16 GO BOND DEBT SRV	1,097,077	15,058,709	903,891	903,891	922,580	902,986
***	'06 & '16 GO BOND DEBT SRV	1,097,077	15,058,709	903,891	903,891	922,580	902,986
****	'06 & '16 GO BOND DEBT SRV	1,097,077	15,058,709	903,891	903,891	922,580	902,986

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL							
NON DEPARTMENTAL							
214-1000-517.71-10	PRINCIPAL PAYMENT BONDS	385,000	400,000	540,000	540,000	540,000	485,000
214-1000-517.72-10	INTEREST BONDS	694,598	679,775	362,668	362,668	362,668	415,870
		LEVEL	TEXT			TEXT	AMT
		4	10/01/2017 INTEREST				207,935
			04/01/2018 INTEREST				207,935
							415,870
214-1000-517.73-00	OTHER DEBT SERVICE	750	750	1,223	1,223	750	2,116
214-1000-517.73-11	ISSUE COSTS	0	144,944	0	0	0	0
214-1000-517.74-00	DEPOSIT TO ESCROW	0	13,807,115	0	0	0	0
* DEBT SERVICE		1,080,348	15,032,584	903,891	903,891	903,418	902,986
** NON DEPARTMENTAL		1,080,348	15,032,584	903,891	903,891	903,418	902,986
*** NON DEPARTMENTAL		1,080,348	15,032,584	903,891	903,891	903,418	902,986
**** '06 & '16 GO BOND DEBT SRV		1,080,348	15,032,584	903,891	903,891	903,418	902,986

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
EASTPORT TAX INC NOTE							
217-0000-361.10-00	INTEREST EARNINGS-INVESTM	289	271	0	0	300	0
217-0000-381.71-00	TRANSFER FROM EASPORT 102	180,596	181,184	176,673	176,673	147,228	177,066
*		180,885	181,455	176,673	176,673	147,528	177,066
**	EASTPORT TAX INC NOTE	180,885	181,455	176,673	176,673	147,528	177,066
***	EASTPORT TAX INC NOTE	180,885	181,455	176,673	176,673	147,528	177,066
****	EASTPORT TAX INC NOTE	180,885	181,455	176,673	176,673	147,528	177,066

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL							
NON DEPARTMENTAL							
217-1000-517.71-10	PRINCIPAL PAYMENT BONDS	110,000	115,000	115,000	115,000	115,000	120,000
217-1000-517.72-10	INTEREST BONDS	70,596	66,184	61,673	61,673	61,673	57,066
	LEVEL TEXT						
	4 10/01/2017 INTEREST						29,710
	04/01/2018 INTEREST						27,356
							57,066
*	DEBT SERVICE	180,596	181,184	176,673	176,673	176,673	177,066
**	NON DEPARTMENTAL	180,596	181,184	176,673	176,673	176,673	177,066
***	NON DEPARTMENTAL	180,596	181,184	176,673	176,673	176,673	177,066
****	EASTPORT TAX INC NOTE	180,596	181,184	176,673	176,673	176,673	177,066

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP	2
2007 TWN CTR BOND DEBT SV										
218-0000-361.10-00		INTEREST EARNINGS-INVESTM	1,180	805	0	0		823		0
218-0000-381.57-00		TRANSFER FROM 103	350,592	401,192	404,591	404,591		337,159		402,374
		LEVEL	TEXT					TEXT AMT		
		4	2007 TOWN CTR FY18 DEBT SERVICE P&I					399,624		
			FUND OTHER FY18 DEBT SERV 73-00					2,750		
								402,374		
218-0000-381.81-00		TRANSFER FROM 318 FUND	0	337	0	0		0		0
*			351,772	402,334	404,591	404,591		337,982		402,374
**		2007 TWN CTR BOND DEBT SV	351,772	402,334	404,591	404,591		337,982		402,374
***		2007 TWN CTR BOND DEBT SV	351,772	402,334	404,591	404,591		337,982		402,374
****		2007 TWN CTR BOND DEBT SV	351,772	402,334	404,591	404,591		337,982		402,374

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL							
NON DEPARTMENTAL							
218-1000-517.71-10	PRINCIPAL PAYMENT BONDS	110,000	165,000	175,000	175,000	175,000	180,000
218-1000-517.72-10	INTEREST BONDS	237,841	233,441	226,841	226,841	226,841	219,624
	LEVEL TEXT					TEXT AMT	
	4 10/01/2017 INTEREST					109,812	
	04/01/2018 INTEREST					109,812	
						219,624	
218-1000-517.73-00	OTHER DEBT SERVICE	750	750	2,750	2,750	0	2,750
*	DEBT SERVICE	348,591	399,191	404,591	404,591	401,841	402,374
**	NON DEPARTMENTAL	348,591	399,191	404,591	404,591	401,841	402,374
***	NON DEPARTMENTAL	348,591	399,191	404,591	404,591	401,841	402,374
****	2007 TWN CTR BOND DEBT SV	348,591	399,191	404,591	404,591	401,841	402,374

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
2014 CAPITAL IMPV BOND							
220-0000-361.10-00	INTEREST EARNINGS-INVESTM	6,286	1,718	10,000	10,000	2,151	10,000
220-0000-381.21-00	TRANSFER FRM DRAINAGE	83,501	83,628	83,223	83,223	69,353	83,137
LEVEL 4	TEXT 2014 CAP IMPRV BOND (7.2% OF \$1,154,676)					TEXT AMT 83,137 83,137	
220-0000-381.56-00	TRANSFER FROM 506	626,257	627,170	624,173	624,173	520,144	623,525
LEVEL 4	TEXT 2014 CAPITAL IMPRV BOND (54% OF \$1,154,676)					TEXT AMT 623,525 623,525	
220-0000-389.10-00	APPROPRIATED FUND BAL	0	0	448,479	448,479	0	448,014
LEVEL 4	TEXT OFFSET GENERAL FUND 001 & BUS DVLP FND 626 AMTS WITH APPROPRIATED EQUITY IN THE 220 FUND GEN FUND AMT: \$415,683 BUS DVLP AMT: 32,331 ----- \$448,014 TOTAL					TEXT AMT 448,014 448,014	
*		716,044	712,516	1,165,875	1,165,875	591,648	1,164,676
**	2014 CAPITAL IMPV BOND	716,044	712,516	1,165,875	1,165,875	591,648	1,164,676
***	2014 CAPITAL IMPV BOND	716,044	712,516	1,165,875	1,165,875	591,648	1,164,676
****	2014 CAPITAL IMPV BOND	716,044	712,516	1,165,875	1,165,875	591,648	1,164,676

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL							
NON DEPARTMENTAL							
220-1000-517.71-10	PRINCIPAL PAYMENT BONDS	165,000	525,000	530,000	530,000	530,000	545,000
220-1000-517.72-10	INTEREST BONDS	446,249	636,425	625,875	625,875	625,875	609,676
	LEVEL 4	TEXT		TEXT		AMT	
		10/01/2017 INTEREST				310,288	
		04/01/2018 INTEREST				299,388	
						609,676	
220-1000-517.73-00	OTHER DEBT SERVICE	4,950	2,450	10,000	10,000	0	10,000
	LEVEL 4	TEXT		TEXT		AMT	
		ARBITRAGE REPORT FEE				2,500	
		ADMIN FEE FROM BNY MELLON				750	
		WIRE PROCESSING FEE FR BNY MELLON (IF APPLICABLE)				50	
		OTHER				6,700	
						10,000	
* DEBT SERVICE		616,199	1,163,875	1,165,875	1,165,875	1,155,875	1,164,676
** NON DEPARTMENTAL		616,199	1,163,875	1,165,875	1,165,875	1,155,875	1,164,676
*** NON DEPARTMENTAL		616,199	1,163,875	1,165,875	1,165,875	1,155,875	1,164,676
**** 2014 CAPITAL IMPV BOND		616,199	1,163,875	1,165,875	1,165,875	1,155,875	1,164,676

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
CAPITAL PROJECTS FUND							
301-0000-312.41-00 1-6[	LOCAL OPTION GAS TAX	660,570	718,495	681,282	681,282	494,193	703,250
	LEVEL 4 TEXT DEPT OF REVENUE 6/29/17 ESTIMATE \$740,263 @ 95% 07/12/17 NT					703,250	703,250
301-0000-312.42-00 1-5[	LOCAL OPTION FUEL	489,605	533,992	619,025	619,025	366,206	405,328
	LEVEL 4 TEXT DEPT OF REVENUE 6/29/17 ESTIMATE \$426,661 @ 95% 07/12/17 NT					405,328	405,328
301-0000-334.49-11	FDOT LAP 4302281586801	3,185	0	0	0	0	0
301-0000-361.10-00	INTEREST EARNINGS-INVESTM	17,015	27,019	7,000	7,000	23,703	7,000
301-0000-369.90-00	MISC REVENUE	0	146	0	10,255	10,255	0
301-0000-389.10-00	APPROPRIATED FUND BAL	0	0	7,659	2,335,593	0	221,663
	LEVEL 4 TEXT PRELIMINARY ESTIMATE TO BALANCE FUND 6-7-17 NT					29,934	
	** INCREASE AS REVENUE ESTIMATES FOR THE RESTRICTED GAS TAX CAME LOWER THAN EXPECTED. 07-12-17 (NT)					191,729	
						221,663	
*-----		1,170,375	1,279,652	1,314,966	3,653,155	894,357	1,337,241
**-----		1,170,375	1,279,652	1,314,966	3,653,155	894,357	1,337,241
***-----		1,170,375	1,279,652	1,314,966	3,653,155	894,357	1,337,241
****-----		1,170,375	1,279,652	1,314,966	3,653,155	894,357	1,337,241

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
PUBLIC WORKS							
PUBLIC WORKS							
301-4300-541.31-13	OTHER PROF. SERVICES	0	1,980	0	81,110	79,890	0
301-4300-541.31-63	PROJECT PROFESSIONAL SERV	3,402	0	0	100,000	0	0
301-4300-541.44-13	FLEET FINANCING	69,089	74,722	90,064	90,064	75,053	113,089
301-4300-541.46-00	REPAIR & MAINT. SERVICES	0	3,402	3,402	3,402	3,402	3,402
LEVEL 4		TEXT				TEXT AMT	
		OMI001 OAK STREET RR CROSSING REPAIR FOR FY18				1,701	
		OMI002 CHARLES ST RR CROSSING REPAIR FOR FY18				1,701	
						3,402	
301-4300-541.46-03	TRAFFIC SIGNAL MAINT	0	8,928	47,000	73,072	0	0
301-4300-541.49-20	EQUIP & OTHER NON-CAPITAL	0	0	13,500	13,500	4,195	6,750
LEVEL 4		TEXT				TEXT AMT	
		*BARRICADES WITH SOLAR LIGHTS- QUANTITY (40)				5,000	
		*TRAFFIC CONES- \$35/EACH, QUANTITY (50)				1,750	
						6,750	
301-4300-541.53-63	PROJECT RD MATERIAL/SUPP	246,571	230,373	410,000	606,198	349,935	410,000
LEVEL 4		TEXT				TEXT AMT	
		OMI007 SIDEWALK REPAIR				300,000	
		IMI002 STRIPING PROGRAM				50,000	
		IMI001 SIGNAGE				25,000	
		IMI006 GUARDRAIL RENEWAL PROGRAM				35,000	
						410,000	
* OPERATING EXPENSE		319,062	319,405	563,966	967,346	512,475	533,241
301-4300-541.63-97	PROJ CAPITAL OUTLAY	113,604	1,100,177	751,000	2,350,502	1,243,366	804,000
LEVEL 4		TEXT				TEXT AMT	
		* PLACEHOLDER FOR FY18 CIP PROJECTS* 05-08-17				804,000	
						804,000	
301-4300-541.64-00	MACH & EQUIPMENT	0	10,268	0	0	0	0
301-4300-541.64-15	ADP EQUIPMENT	0	0	0	20,000	19,350	0
* CAPITAL OUTLAY		113,604	1,110,445	751,000	2,370,502	1,262,716	804,000
301-4300-541.81-10	CONTRIBUTIONS ROAD & STR	1,344	0	0	0	0	0
* GRANTS & AIDE		1,344	0	0	0	0	0
301-4300-541.99-10	CONTINGENCY	0	0	0	315,307	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
* NON-OPERATING EXPENSE		0	0	0	315,307	0	0
** PUBLIC WORKS		434,010	1,429,850	1,314,966	3,653,155	1,775,191	1,337,241
*** PUBLIC WORKS		434,010	1,429,850	1,314,966	3,653,155	1,775,191	1,337,241
**** CAPITAL PROJECTS FUND		434,010	1,429,850	1,314,966	3,653,155	1,775,191	1,337,241

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
FIRE IMPACT FEE FUND							
311-0000-324.11-00	RESIDENTIAL PUBLIC SAFETY	32,670	21,870	25,000	25,000	44,280	25,000
311-0000-324.12-00	COMMERCIAL PUBLIC SAFETY	19,890	16,599	25,000	25,000	103,884	25,000
311-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,734	2,859	500	500	3,133	500
311-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	177	0	0
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*		54,294	41,328	50,500	50,677	151,297	50,500
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**	FIRE IMPACT FEE FUND	54,294	41,328	50,500	50,677	151,297	50,500
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***	FIRE IMPACT FEE FUND	54,294	41,328	50,500	50,677	151,297	50,500
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****	FIRE IMPACT FEE FUND	54,294	41,328	50,500	50,677	151,297	50,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
FIRE SERVICES							
FIRE SERVICES							
311-3100-522.49-90	ADMIN SERVICE FEES	1,051	769	1,000	1,000	833	1,000
*	OPERATING EXPENSE	1,051	769	1,000	1,000	833	1,000
311-3100-522.99-10	CONTINGENCY	0	0	49,500	49,677	0	49,500
*	NON-OPERATING EXPENSE	0	0	49,500	49,677	0	49,500
**	FIRE SERVICES	1,051	769	50,500	50,677	833	50,500
***	FIRE SERVICES	1,051	769	50,500	50,677	833	50,500
****	FIRE IMPACT FEE FUND	1,051	769	50,500	50,677	833	50,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
TRANSPORTATION IMPACT FEE							
312-0000-324.31-00	RESIDENTIAL TRANSPORTATIO	114,736	48,497	70,000	70,000	115,151	70,000
312-0000-324.32-00	COMMERCIAL TRANSPORTATION	168,809	267,641	70,000	70,000	105,324	70,000
312-0000-334.49-12	FDOT LAP 43007913801	325	13-	0	0	0	0
312-0000-334.49-13	FDOT LAP 4300791586801	279,882	244	0	0	0	0
312-0000-334.49-14	FDOT LAP 433666-1-58/6801	0	237,320	0	16,025	0	0
312-0000-334.49-15	FDOT LAP 43550013801	0	60,418	0	16,286	15,820	0
312-0000-334.49-16	FDOT LAP 435536-1-38-01	0	6,383	0	73,773	35,302	0
312-0000-334.49-19	FDOT LAP 435539-1-38-01	0	0	0	63,054	0	0
312-0000-334.49-20	FDOT LAP 4355001-58/68-01	0	0	0	333,975	0	0
312-0000-334.49-21	FDOT LAP 4355361-58/68-01	0	0	0	317,803	0	0
312-0000-361.10-00	INTEREST EARNINGS-INVESTM	9,629	9,017	5,000	5,000	10,174	5,000
312-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	522,638	0	0
*-----		573,381	629,507	145,000	1,488,554	281,771	145,000
**-----		573,381	629,507	145,000	1,488,554	281,771	145,000
***-----		573,381	629,507	145,000	1,488,554	281,771	145,000
****-----		573,381	629,507	145,000	1,488,554	281,771	145,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
PUBLIC WORKS							
PUBLIC WORKS							
312-4300-541.31-63	PROJECT PROFESSIONAL SERV	0	0	0	4,347	0	0
312-4300-541.49-90	ADMIN SERVICE FEES	5,671	6,323	2,800	2,800	2,333	2,800
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*	OPERATING EXPENSE	5,671	6,323	2,800	7,147	2,333	2,800
312-4300-541.63-97	PROJ CAPITAL OUTLAY	382,975	27,039	63,000	420,496	36,237	94,000
LEVEL 4		TEXT		TEXT		AMT	
		PLACEHOLDER FOR FY18 CIP PROJECTS 05-08-17 NT				91,000	
		NORTH SPRUCE CREEK RD SIDEWALK OMI017 - \$89,000					
		MADELINE AVE. (EAST) SIDEWALKS - \$2,000					
		TAYLOR RD/WILLIAMSON INTERSECTION - \$3,000				3,000	
						94,000	
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*	CAPITAL OUTLAY	382,975	27,039	63,000	420,496	36,237	94,000
312-4300-541.99-10	CONTINGENCY	0	0	79,200	239,996	0	48,200
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*	NON-OPERATING EXPENSE	0	0	79,200	239,996	0	48,200
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**	PUBLIC WORKS	388,646	33,362	145,000	667,639	38,570	145,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
312-4310-541.63-97	PUBLIC WORKS-GRANT EXP PROJ CAPITAL OUTLAY	283,351	302,051	0	820,915	130,860	0
*	CAPITAL OUTLAY	283,351	302,051	0	820,915	130,860	0
**	PUBLIC WORKS-GRANT EXP	283,351	302,051	0	820,915	130,860	0
***	PUBLIC WORKS	671,997	335,413	145,000	1,488,554	169,430	145,000
****	TRANSPORTATION IMPACT FEE	671,997	335,413	145,000	1,488,554	169,430	145,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
GENERAL CAPITAL FUND							
317-0000-334.49-17	FDOT JPA 43785415801	0	0	0	850,000	0	0
317-0000-334.49-18	FDOT JPA 43785815801	0	0	0	500,000	0	0
317-0000-337.70-08	ECHO CORACI PHASE IV	143,577	0	0	156,423	0	0
317-0000-337.70-09	ECHO 15-09 TRAIN DEPOT	0	72,699	0	0	0	0
317-0000-361.10-00	INTEREST EARNINGS-INVESTM	7,861	7,232	0	0	17,222	2,500
317-0000-381.16-00	TRANSFER FROM 001	596,000	1,800,000	2,182,000	2,182,000	2,182,000	700,000
		LEVEL	TEXT				TEXT AMT
		4	FY18 FUNDING FROM GENERAL FUND. 05-16-17 NT				640,000
			**INCREASE TRANSFER FROM GENERAL FUND 07-17-17(NT)				60,000
							700,000
317-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	2,582,375	0	0
*		747,438	1,879,931	2,182,000	6,270,798	2,199,222	702,500
**	GENERAL CAPITAL FUND	747,438	1,879,931	2,182,000	6,270,798	2,199,222	702,500
***	GENERAL CAPITAL FUND	747,438	1,879,931	2,182,000	6,270,798	2,199,222	702,500
****	GENERAL CAPITAL FUND	747,438	1,879,931	2,182,000	6,270,798	2,199,222	702,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
NON DEPARTMENTAL							
NON DEPARTMENTAL							
317-1000-519.61-00	LAND	25,646	152,087	0	7,074	0	0
317-1000-519.62-00	BUILDINGS AND IMP. TO	0	0	0	1,800,000	76,069	0
317-1000-519.63-97	PROJ CAPITAL OUTLAY	653,233	339,853	2,182,000	3,108,724	1,535,359	682,000
LEVEL 4	TEXT PLACEHOLDER FOR FY17 CIP PROJECTS - 05-08-17 NT ***** AI0004 - RIVERWALK PARK - 100K FIRE STATIONS FITNESS ROOM EQUIPMENT - 27K QPC067 - FENCE, DUGOUT & BACKSTOP REPLAC - 76K QPC062 - CAUSEWAY DOCK REFURBISHMENT - 225K GYM FLOOR REPLACEMENT - 103K QPC047 - RESURFACE PARKING LOT-YMCA - 80K RESURFACE PARKING LOT-ATHLETIC COMPLEX - 71K	TEXT AMT 682,000					
						682,000	
317-1000-519.64-00	MACH & EQUIPMENT	14,350	1,250	0	0	0	0
317-1000-519.64-15	ADP EQUIPMENT	0	37,862	0	0	0	0
*	CAPITAL OUTLAY	693,229	531,052	2,182,000	4,915,798	1,611,428	682,000
317-1000-581.91-22	TRANSFER TO 001	0	32,000	0	0	0	0
317-1000-581.91-64	TRANSFER TO 103 FUND	0	0	0	5,000	5,000	0
*	TRANSFERS	0	32,000	0	5,000	5,000	0
317-1000-580.99-10	CONTINGENCY	0	0	0	0	0	20,500
*	NON-OPERATING EXPENSE	0	0	0	0	0	20,500
**	NON DEPARTMENTAL	693,229	563,052	2,182,000	4,920,798	1,616,428	702,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
GRANT ACTIVITY							
317-1010-519.63-97	PROJ CAPITAL OUTLAY	0	0	0	1,350,000	293,334	0
*	CAPITAL OUTLAY	0	0	0	1,350,000	293,334	0
**	GRANT ACTIVITY	0	0	0	1,350,000	293,334	0
***	NON DEPARTMENTAL	693,229	563,052	2,182,000	6,270,798	1,909,762	702,500
****	GENERAL CAPITAL FUND	693,229	563,052	2,182,000	6,270,798	1,909,762	702,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
W&S O&M REVENUE FUND							
401-0000-343.31-00	WATER SALES	10,820,451	11,602,720	10,401,471	10,401,471	9,585,994	10,600,000
LEVEL 4	TEXT BGT PROJ BASED ON BURTON FIN STUDY (07/22/16 LB) **** ESTIMATEE INCREASE FOR FY18 (LP 6-22-17) ****					TEXT AMT 10,401,471 198,529 10,600,000	
401-0000-343.33-00	WATER ENGERY ADJ CHARGE	454,227	2,535-	0	0	9-	0
401-0000-343.34-00	HYDRANT RENTAL	36,164	46,423	46,010	46,010	43,615	46,010
LEVEL 4	TEXT INSIDE RT (UT @ 121 X \$9 X 12 MOS) 07/22/16 LB DBS HYDR RENTAL (VIA AR @ 85 X \$135/YR) 07/22/16 LB VC HYDR RENTAL (VIA AR @ 159 X \$135/YR) 07/22/16 LB *****MATCHES BURTON ESTIMATE FOR FY17 07/22/16 LB *****NOTES: **RATE RESO 14-82 INSIDE RT @ \$9.00/MO OUTSIDE RT @ \$11.25/MO **OLD RATE RESO 13-41 INSIDE @ \$7.50/MO OUTSIDE @ \$8.35/MO					TEXT AMT 13,070 11,475 21,465 46,010	
401-0000-343.51-00	SEWER SERVICE	9,779,178	10,597,868	9,758,533	9,758,533	8,790,487	10,100,000
LEVEL 4	TEXT BGT PROJ BASED ON BURTON FIN STUDY 07/22/16 LB ==> BASE CHGS @ \$4,093,647 + USAGE @ \$5,664,886 **** ESTIMATED INCREASE FOR FY18 (LP 6-22-17) ****					TEXT AMT 9,758,533 341,467 10,100,000	
401-0000-343.52-00	RECLAIMED WATER	1,288,785	1,381,212	1,289,324	1,289,324	1,178,810	1,300,000
LEVEL 4	TEXT BGT PROJ BASED ON BURTON FIN STUDY 07/22/16 LB **** ESTIMATED INCREASE FOR FY18 (LP 6-22-17) ****					TEXT AMT 1,289,324 10,676 1,300,000	
401-0000-343.53-00	RECLAIMED BACKFLOW FEE	206,614	253,763	251,590	251,590	213,354	251,590
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	BGT PROJ BASED ON BURTON FIN STUDY ***NOTES*** * RATE RESO #14-82 OF \$2.92 EFF DT 04/01/15 * OLD RATE RESO #13-41 OF \$1.70				07/22/16 LB	251,590	
						251,590	
401-0000-343.54-00	DAYT BCH SHORES SEWER	1,047,064	1,162,737	1,106,424	1,106,424	921,680	1,106,424
LEVEL 4	TEXT BGT PROJ BASED ON BURTON FIN STUDY ***NOTE*** RATE RESO 14-82:USAGE @ \$3.46/TGALS				07/22/16 LB 07/22/16 LB	TEXT AMT 1,106,424 1,106,424	
401-0000-343.58-00	SW SERVICE PONCE INLET	879,549	953,990	877,100	877,100	810,574	877,100
LEVEL 4	TEXT BGT PROJ BASED ON BURTON FIN STUDY ***NOTES*** RATE RESO 14-82: \$50/MO + \$4.24/TGALS INTERLOCAL AGREEMENT FOR SW SVCS EXP DT 05/12/2016				07/22/16 LB 07/22/16 LB	TEXT AMT 877,100 877,100	
401-0000-343.59-00	SEWER ENERGY ADJ CHARGE	438,651	2,597-	0	0	9-	0
401-0000-343.63-00	SEWER CONNECT	17,790	13,380	29,800	29,800	13,618	29,800
LEVEL 4	TEXT BGT PROJ BASED ON BURTON FIN STUDY				07/22/16 LB	TEXT AMT 29,800 29,800	
401-0000-343.64-00	RECLAIMED WATER CONNECT	65,525	60,547	56,200	56,200	80,876	56,200
LEVEL 4	TEXT BGT PROJ BASED ON BURTON FIN STUDY				07/22/16 LB	TEXT AMT 56,200 56,200	
401-0000-343.65-00	WATER CONNECTION	109,405	101,633	90,000	90,000	227,646	90,000
LEVEL 4	TEXT BGT PROJ BASED ON BURTON FIN STUDY				07/22/16 LB	TEXT AMT 90,000 90,000	
401-0000-343.66-00	SERVICE CHARGE/ LATE FEE	603,978	561,061	715,308	715,308	497,618	400,000
LEVEL 4	TEXT BGT PROJ BASED ON BURTON FIN STUDY **** ESTIMATED REDUCTION FOR FY18 (LP 6-22-17)				07/22/16 LB	TEXT AMT 715,308 315,308-	

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BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
**	W&S O&M REVENUE FUND	32,386,767	37,166,301	26,697,099	28,237,776	22,578,063	26,915,366
***	W&S O&M REVENUE FUND	32,386,767	37,166,301	26,697,099	28,237,776	22,578,063	26,915,366
****	W&S O&M REVENUE FUND	32,386,767	37,166,301	26,697,099	28,237,776	22,578,063	26,915,366

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
401-0100-536.12-00	CUSTOMER SERVICE CUSTOMER SERVICE SALARIES AND WAGES	351,324	374,919	409,081	409,981	342,965	446,988
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	414,941
						WAGE INCREASE	8,103
						NEW: CUSTOMER SERVICE REP	23,944
						**FINANCE DIRECTOR AND COMPLIANCE MGR SPLIT FUNDED 70%FIN/30%PU	
							446,988
401-0100-536.12-11	COMPENSATED ABSENCE	86-	1,265	0	0	0	0
401-0100-536.14-00	OVERTIME	8,338	5,240	7,500	8,090	2,475	6,500
	LEVEL 4 TEXT					TEXT AMT	
						BASE AMT	6,500
							6,500
401-0100-536.21-00	FICA TAXES	26,034	26,529	31,877	31,922	22,754	34,701
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	32,246
						WAGE INCREASE	623
						NEW: CUSTOMER SERVICE REP	1,832
						**FINANCE DIRECTOR AND COMPLIANCE MGR SPLIT FUNDED 70%FIN/30%PU	
							34,701
401-0100-536.22-00	RETIREMENT CONTRIBUTIONS	32,526	42,959	45,308	45,308	39,731	51,458
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF	48,069
						WAGE INCREASE	994
						NEW: CUSTOMER SERVICE REP	2,395
							51,458
401-0100-536.23-00	HEALTH INSURANCE	58,003	66,249	80,367	80,367	66,192	92,463
	LEVEL 4 TEXT					TEXT AMT	
						HEALTH	79,774
						DENTAL	4,315
						LIFE	1,048
						WAGE INCREASE LIFE	19
						NEW: CUSTOMER SERVICE REP	7,307
							92,463
401-0100-536.24-00	WORKER'S COMPENSATION	347	333	431	431	313	453

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
401-0100-536.34-15	TEMP HELP SERVICE FEE	0	0	0	3,500	3,500		0
401-0100-536.40-00	TRAVEL PER DIEM	0	0	2,000	1,000	0	1,000	
	LEVEL 4 TEXT MISCELLANEOUS TRAVEL FOR EMPLOYEE TRAINING					TEXT AMT 1,000		
						1,000		
401-0100-536.40-10	EMPLOYEE TRAINING	85	1,457	5,000	4,500	1,155	2,500	
	LEVEL 4 TEXT CUSTOMER SERVICE TRAINING FOR 13 EMPLOYEES@ \$208EA					TEXT AMT 2,500		
						2,500		
401-0100-536.41-00	COMMUNICATION SERVICES	4,778	5,642	4,800	4,800	895	4,800	
	LEVEL 4 TEXT BHN AND TW MONTHLY PHONE CHARGES \$400 PER MONTH					TEXT AMT 4,800		
						4,800		
401-0100-536.44-10	EQUIP/OTHER RENTAL/LEASE	851	1,469	1,500	1,500	1,876	1,500	
	LEVEL 4 TEXT KONICA COPIER LEASE AND COPY CHARGES					TEXT AMT 1,500		
						1,500		
401-0100-536.44-13	FLEET CHARGES	26,482	23,327	20,171	20,171	16,809	20,171	
401-0100-536.46-10	GENERAL EQUIP MAINT	1,397	3,426	4,330	4,330	3,870	4,330	
	LEVEL 4 TEXT CREDITRON SCANNING MACHINE HARDWARE MAINTENANCE					TEXT AMT 830		
						1,500		
						2,000		
						4,330		
401-0100-536.46-16	BUILDING MAINT	0	13,890	0	0	0	0	
401-0100-536.46-36	SOFTWARE MAINTENANCE	11,929	12,493	14,000	12,771	12,148	12,900	
	LEVEL 4 TEXT CREDITRON SCANNING MACHINE SOFTWARE MAINTENANCE					TEXT AMT 12,900		
						12,900		
401-0100-536.47-00	PRINTING AND BINDING	30,175	30,483	38,380	38,380	37,399	40,380	
	LEVEL 4 TEXT PRINT/PRODUCE UTILITY BILLS - INFOSEND					TEXT AMT 36,000		
						(THIS IS BASED ON \$3000 PER MONTH)(WAS IN 31-13)		
						EXTENSION FORMS - 4,000	380	
						AFTER HOURS CONNECT	200	

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FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
	YARD/GARAGE SALE PERMITS - 1,500						500
	ANIMAL LICENSES - 500						200
	ACTUAL ANIMAL DOG/CAT METAL TAG TS - 500						150
	BALANCE SHEET / MISC ADJUSTMENT NUMBERED FORMS						200
	PRE-NUMBERED ADJUSTMENT FORMS -10,000						500
	TAGS BLUE 2,000						150
	BUSINESS CARDS						100
	PROFESSIONAL PRINT- UTILITIES BROCHURE						2,000
							40,380
401-0100-536.49-04	OTHER CHARGES FOR SERVICE	21,384	21,361	22,300	21,529	21,528	21,917
	LEVEL 4 TEXT					TEXT AMT	
	2018 COST FOR TOWN OF PONCE BILLING- THIRD						21,917
	AMENDMENT TO INTERLOCAL AGREEMENT BETWEEN PONCE						
	AND THE CITY OF PORT ORANGE DATED 4/18/17						
							21,917
401-0100-536.49-14	FURN & FIXTURE NON-CAP	695	0	0	0	0	2,500
	LEVEL 4 TEXT					TEXT AMT	
	TO REPLACE WORKSTATIONS AND CHAIRS IN CS						2,500
							2,500
401-0100-536.49-16	COMPUTER HARDWARE	0	0	1,200	1,500	1,380	800
	LEVEL 4 TEXT					TEXT AMT	
	REPLACE MONITORS ON CUSTOMER SERVICE COMPUTERS						800
							800
401-0100-536.49-19	TAXES, LICENSES, AND FEES	2,729	173,004	160,000	160,000	162,684	184,040
	LEVEL 4 TEXT					TEXT AMT	
	SUNGARD PAYMENT FEES -(CLICK2GOV WEB PAYMENTS)						4,000
	SUNGARD PAYMENT FEES - ADD'L TO COVER INCREASE						4,000
	OF \$0.04 PER TRANSACTION						
	(ORIGINALLY IN 31-13-MVD TO HERE/NOT NEW BUDGET)						
	CREDIT CARD FEES - AMERICAN EXPRESS, DISCOVER,						176,040
	MERCHANT FEES, ETC. (AVERAGING APPROX.						
	\$14,670/MONTH)						

	NOTE: THE CREDIT CARD FEES, ETC. HAD PREVIOUSLY						
	BEEN CHARGED TO 401-0300-536-49-19 AND WERE						
	MOVED HERE IN FY16.						

							184,040
401-0100-536.49-20	EQUIP & OTHER NON-CAPITAL	3,272	2,357	700	700	163	700

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	LEVEL 4 TEXT CASH RECEIPT PRINTERS- 1 @ \$550 FRONT COUNTER CREDIT CARD MACHINE 1 @ \$150					TEXT AMT 550 150 700	
401-0100-536.49-66	TFR TO 506 BLDG MAINT FD	37,533	32,633	36,987	36,987	30,823	31,796
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 31,796 31,796	
401-0100-536.51-00	OFFICE SUPPLIES	4,772	7,266	5,500	5,500	2,904	5,000
	LEVEL 4 TEXT MISC OFFICE SUPPLIES					TEXT AMT 5,000 5,000	
401-0100-536.52-00	OTHER OPERATING SUPPLIES	3,678	2,970	4,000	3,700	1,217	2,000
	LEVEL 4 TEXT PRINTER INK & TONER AND MISCELLANEOUS ITEMS					TEXT AMT 2,000 2,000	
401-0100-536.52-15	POSTAL SERVICE	134,855	133,254	143,700	143,700	138,276	146,704
	LEVEL 4 TEXT INFOSEND SERVICES- \$11,5917*12 MONTHS BULK MAIL PERMIT LOCK BOX/PO BOX FEE FED EX/CERTIFIED MAILING/POSTAGE MACHINE					TEXT AMT 143,004 200 500 3,000 146,704	
* OPERATING EXPENSE		312,314	493,393	499,468	499,468	463,171	513,790
401-0100-536.63-99	FIXED ASSET TRANSFERS	10,332	0	0	0	0	0
401-0100-536.64-00	MACH & EQUIPMENT	10,332	0	0	4,668	0	0
* CAPITAL OUTLAY		0	0	0	4,668	0	0
** CUSTOMER SERVICE		789,135	1,011,238	1,074,481	1,080,684	937,912	1,146,843
*** CUSTOMER SERVICE		789,135	1,011,238	1,074,481	1,080,684	937,912	1,146,843

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						139,918	
401-0200-533.24-00	WORKER'S COMPENSATION	10,885	9,999	16,645	16,735	13,600	18,214
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	16,181
						WAGE INCREASE	415
						ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)	1,618
							18,214
401-0200-533.26-00	EAP BENEFIT	456	480	711	711	631	711
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF	711

							711
-----		870,053	917,325	1,346,775	1,357,225	1,127,981	1,359,731
* PERSONNEL SERVICES							
401-0200-533.31-13	OTHER PROF. SERVICES	42,186	38,132	15,140	10,400	6,070	15,140
	LEVEL 4 TEXT					TEXT AMT	
						PROFESSIONAL SERVICES DETAIL:	
						A.) VOLUSIA COUNTY HEALTH DEPARTMENT -	2,000
						PERMIT MODIFICATION FEES	
						B.) FLA DEPARTMENT OF HEALTH - TESTING REQ	840
						\$70/MONTH = \$840 ANNUAL ESTIMATE	
						C.) BIOLOGICAL CONSULTING CONTRACT - MULTI YEAR	12,300
						TOTAL CONTRACT \$24,600 ANNUAL, AMOUNT	
						IS SPLIT BETWEEN THE WATER PLANT AND THE	
						WATER RECLAMATION FACILITY	

							15,140
401-0200-533.34-11	LANDFILL SERVICES	37,778	39,227	45,000	40,000	40,001	45,000
	LEVEL 4 TEXT					TEXT AMT	
						ACET RECYCLING CONTRACT FOR LIME SLUDGE REMOVAL	45,000

							45,000
401-0200-533.34-14	CONTRACT SERVICES OTHER	0	0	100,203	100,203	65,043	110,203
	LEVEL 4 TEXT					TEXT AMT	
						VENDOR CONTRACTS FOR REPAIR/INSTALL SVC:	
						A.) HACH COMPANY- ANNUAL MAINTENANCE	22,256
						B.) CUMMINS POWER SOUTH - PREVENTATIVE MAINT	7,447

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	C.) DATA FLOW, INC - SOLE SOURCE CONTRACT						10,000
	D.) ECONOMY ELECTRIC - PIGGYBACK AGREEMENT						17,500
	E.) FLAIR INC, - PIGGYBACK AGREEMENT						5,000
	F.) SITESECURE - PIGGYBACK AGREEMENT (SECURITY)						8,000
	G.) STEWARTS ELECTRIC - PIGGYBACK AGREEMENT						25,000
	H.) GROUND STORAGE TANK INSPECTIONS *NEW*						10,000
	I.) OTHER CONTRACT SERVICES AS NEEDED						5,000

							110,203
401-0200-533.34-20	MOWING CONTRACT SERVICE	12,480	12,480	12,480	12,480	12,480	12,480
	LEVEL 4 TEXT					TEXT AMT	
	MOWING CONTRACT ON FILE WITH BRAUNS LAWN						
	FIVE YEAR AGREEMENT						
	LOCATIONS INCLUDED ARE:						
	*ENVIRONMENTAL CONTROL (SP CRK RD - OLD WTR TANK)						270
	*NORTH BRIGHTON LIFT STATION						480
	*WILLIAMSON BOULEVARD WATER TANK						1,380
	*GARNSEY WATER PLANT						4,650
	*WASTEWATER PLANT						5,100
	*WASTEWATER LAB						600
	NOTE: THIS CONTRACT IS SPLIT BETWEEN THE 0200 &						
	0400 DIVISIONS.						

							12,480
401-0200-533.40-00	TRAVEL PER DIEM	1,603	1,646	9,500	7,000	3,999	5,500
	LEVEL 4 TEXT					TEXT AMT	
	TRAVEL DETAIL:						
	A.) CEU FOR ST LICENSING OUT OF TOWN						1,000
	B.) THREE EMPLOYEES TO ATTEND 3 DAY EVENTS						4,500
	AT A COST OF \$1500 EACH						

							5,500
401-0200-533.40-10	EMPLOYEE TRAINING	0	945	2,250	5,055	3,705	4,250
	LEVEL 4 TEXT					TEXT AMT	
	EMPLOYEE TRAINING DETAIL:						
	A.) LOCAL TRAINING - DAYTONA STATE COLLEGE CLASSES						2,250
	B.) CERTIFICATION AND TECHNICAL TRAINING CLASSES						2,000

							4,250
401-0200-533.41-00	COMMUNICATION SERVICES	14,373	15,618	17,976	17,976	13,017	15,315
	LEVEL 4 TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
4	COMMUNICATIONS DETAIL:						
	A.) EJ WARD - GPS BASED ON FY17 ACTUAL OF \$41.70						505
	ESTIMATED ANNUAL \$500.40						
	B.) AT&T - CELL PHONES & AIR CARDS						2,400
	BASED ON FY17 ACTUAL						
	C.) CENTREX / ST OF FLA DEPT OF MGMT - FAX LINES						2,780
	BASED ON FY17 ACTUAL						
	D.) ST OF FLA DEPT OF MGMT LOCAL AND LONG DISTANCE						100
	E.) SPECTRUM - BUSINESS VIDEO						1,010
	BASED ON FY17 ACTUAL						
	F.) SPECTRUM - BASED ON FY17 ACTUAL						8,520

							15,315
401-0200-533.43-10	ELECTRICAL SERVICES	499,587	408,128	500,000	457,946	347,745	500,000
LEVEL 4	TEXT					TEXT AMT	
	ELECTRICAL DETAIL:						500,000
	WATER PLANT, WELLS, AND GATES						
	** NOTE: FY15 TOTAL ACTUAL \$499,586.50						
	FY16 TOTAL ACTUAL \$408,128.00						
	BASED FY17 ON AVERAGE PLUS 5%						
	NO INCREASE REQUEST FOR FY18						

							500,000
401-0200-533.43-12	WATER/SEWER SERVICES	4,255	1,358	2,700	3,475	2,469	1,080
LEVEL 4	TEXT					TEXT AMT	
	UTILITY BILLS FOR THE FOLLOWING LOCATIONS:						
	#43689-24909 - 4400 WELLFIELD DR (AVG \$85/MTH)						600
	#123-11147 - 5837 TRAILWOOD DR (AVR \$20/MTH)						480
	** PONCE INLET MASTER LIFT STATIONS - EXPENSES						
	MOVED TO THE WATER RECLAMATION FACILITY						
	WATER/SEWER ACCOUNT, NO INCREASE						

							1,080
401-0200-533.43-14	DRAINAGE	1,980	1,980	1,260	3,400	3,115	4,080
LEVEL 4	TEXT					TEXT AMT	
	DRAINAGE CHARGES FOR THE FOLLOWING LOCATION:						
	#43689-24909 - 4400 WELLFIELD DRIVE (\$102 MTHLY)						1,224
	#43689-24909 - 4400 WELLFIELD DRIVE (\$181.22 MTHLY)						2,175
	BASED ON FY17 ACTUAL CHARGES						

	ADD'L DUE TO INCREASE IN DRAINAGE FEES FROM						681
	\$100/YEAR TO \$120/YEAR						

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	34 ERU'S X \$10 = \$340 X 12 MONTHS = \$4,080 (LP 8-7-17) *****						4,080
401-0200-533.44-10	EQUIP/OTHER RENTAL/LEASE	1,920	15	3,925	3,925	140	2,060
LEVEL 4	TEXT RENTALS & LEASES DETAIL: A.) EMERGENCY EQUIPMENT RENTAL AS NEEDED B.) DOCUMENT TECH - COPIER FEES BASED ON FY17 ACTUAL OF \$15/QTRLY, ESTIMATED ANNUAL \$60 *****					TEXT AMT	
							2,000
							60
							2,060
401-0200-533.44-14	INVENTORY SHORT/OVER	453-	239	0	0	0	0
401-0200-533.45-19	VEHICLE INSURANCE	1,576	1,366	1,547	1,547	1,289	4,327
LEVEL 4	TEXT VEHICLE & ROLLING STOCK INSURANCE DETAIL: 2 - DUMP TRUCKS 1 - CAR 6 - PICKUP TRUCKS 1 - BACKHOE ** VAN FOR I&C TECH'S IS LISTED UNDER DIV 0400 ** *****					TEXT AMT	
							4,327
401-0200-533.46-10	GENERAL EQUIP MAINT	300	1,963	109,500	105,766	90,120	124,500
LEVEL 4	TEXT GENERAL EQ MAINTENANCE DETAIL: A.) LAB EQUIPMENT REPAIR / MAINTENANCE VENDORS ON CONTRACT FOR "EQ MAINTENANCE SVC": B.) BARNEY'S PUMP C.) CARL ERIC JOHNSON D.) CUMMINS POWER SOUTH - GENERATORS ADDITIONAL FUNDS NEEDED DUE TO AGE AND UPCOMING MAINTENANCE E.) DIGITAL CONTROL COMPANY F.) FLUID CONTROLS G.) MKI (MOSS KELLY INC) H.) RJH TECHNICAL SERVICES I.) TOMCO2 J.) WATER TREATMENT & CONTROLS K.) WESTECH ENGINEERING L.) CENTRAL FLORIDA CONTROLS M.) OTHER REPAIRS / MAINTENANCE SERVICES AS					TEXT AMT	
							2,000
							37,500
							5,000
							22,500
							2,500
							5,000
							10,000
							15,000
							5,000
							5,000
							5,000
							5,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015	FY2016	FY2017	FY2017	FY2017	FY2018
		Actual	Actual	Orig/Adopted	Adjusted	Y-T-D ACTUAL INCLD ENCMBRNCE	
				Budget	Budget		CM PROP 2
	THIS AMOUNT IS THE WATER PLANT PORTION ONLY *****						
							345
401-0200-533.49-16	COMPUTER HARDWARE	0	1,328	0	0	0	0
401-0200-533.49-19	TAXES, LICENSE, AND FEES	21,000	21,000	21,025	21,025	21,000	21,025
	LEVEL 4 TEXT					TEXT AMT	
	WATER PLANT ANNUAL OPERATING PERMIT FEES *****						21,025
							21,025
401-0200-533.49-20	EQUIP & OTHER NON-CAPITAL	3,379	5,656	5,000	0	0	5,000
	LEVEL 4 TEXT					TEXT AMT	
	LAB EQUIPMENT REPLACEMENT HACH TURBIDITY METER *****						5,000
							5,000
401-0200-533.51-00	OFFICE SUPPLIES	2,547	412	2,500	3,500	2,504	2,500
	LEVEL 4 TEXT					TEXT AMT	
	MISC OFFICE SUPPLIES AS NEEDED *****						2,500
							2,500
401-0200-533.52-00	OTHER OPERATING SUPPLIES	13,397	16,339	15,000	14,159	12,008	15,000
	LEVEL 4 TEXT					TEXT AMT	
	VARIOUS LAB TOOLS, HAND TOOLS, AND OTHER NON OFFICE RELATED ITEMS *****						15,000
							15,000
401-0200-533.52-10	GAS, DIESEL, OIL, & GREASE	11,938	8,801	50,235	42,235	15,762	40,166
	LEVEL 4 TEXT					TEXT AMT	
	FUEL DETAIL: A.) VEHICLES, ROLLING STOCK, EQUIPMENT REGULAR FUEL: 2,000 GAL EST @ \$2.25 = \$4,500 DIESEL FUEL : 3,333 GAL EST @ \$2.75 = \$9,166 B.) GENTRY OIL - EMERGENCY GENERATOR FILL UPS C.) SPECIALIZED OILS / LUBRICANTS FLEET DETAIL: 2 - DUMP TRUCKS 1 - CAR 6 - PICKUP TRUCKS						13,666
							24,000
							2,500

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	1 - BACKHOE ** VAN FOR THE I&C TECH'S IS UNDER DIV 0400 ** *****						
						40,166	
401-0200-533.52-11	JANITORIAL SUPPLIES	2,593	2,496	1,750	3,750	1,750	2,000
	LEVEL 4 TEXT MISC CLEANING SUPPLIES AS NEEDED *****					TEXT AMT 2,000	
						2,000	
401-0200-533.52-12	UNIFORMS	1,980	1,489	2,000	3,463	3,462	3,500
	LEVEL 4 TEXT REPLACEMENT UNIFORMS, RUBBER BOOTS, RAIN GEAR *****					TEXT AMT 3,500	
						3,500	
401-0200-533.52-16	MEDICAL & LAB SUPPLIES	23,591	19,092	25,000	30,000	25,235	25,000
	LEVEL 4 TEXT REQUIRED LAB SUPPLIES, INCREASED IN-HOUSE TESTING INFECTIOUS CONTROL KITS, PURCHASES OF REAGENTS, INDICATORS & STANDARD CALIBRATION CHEMICALS FOR 5 APA UNITS, 3 CL17'S AND 1 TURBIDIMETER ***** CONTRACTS ON FILE: FISHER SCIENTIFIC HACH COMPANY MISC ITEMS NOT UNDER ABOVE CONTRACTS *****					TEXT AMT	
						10,000	
						10,000	
						5,000	
						25,000	
401-0200-533.52-18	REP & MAINT SUPPLIES	1,590	33,591	25,000	88,000	83,758	90,000
	LEVEL 4 TEXT VENDORS THAT ARE USED FOR REPAIR PARTS AND SUPPLIES TO MAINTAIN EXISTING EQUIPMENT A.) AAA FENCE B.) CONSOLIDATED ELECTRIC DISTRIBUTORS INC C.) DAYTONA BOLT & NUT D.) GRAINGER, INC E.) HOME DEPOT F.) INTERSTATE BATTERY G.) LOWES H.) SUMNER HARDWARE I.) MISC. PUMP AND EQUIPMENT MANUFACTURERS *****					TEXT AMT 90,000	

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						90,000	
401-0200-533.52-19	CHEMICALS	493,510	502,516	532,718	524,772	434,940	582,350
	LEVEL 4 TEXT					TEXT AMT	
	A.) AIRGAS CARBONIC - LIQ CARBON DIOXIDE					35,000	
	B.) ALLIED UNIVERSAL - LQ SODIUM HYPOCHLORITE					108,000	
	C.) CARMEUSE LIME & STONE - HIGH CALCIUM QUICKLIME					385,000	
	D.) HARCROS CHEMICAL - HYDROFLUOSILLICIC ACID					18,750	
	E.) POLYDYNE - ANIONIC POLYMER					8,600	
	F.) HAWKINS, INC - LIQ AMMONIUM SULFITE					27,000	

	VENDORS HAVE INDICATED AN EXPECTED INCREASE OF						
	10-12% IN CHEMICAL COSTS						
	ITB 17-23, CHEMCIAL BID OUT FOR BID						

						582,350	
401-0200-533.54-00	DUES & MEMBERSHIPS	560	1,120	1,675	1,675	560	1,000
	LEVEL 4 TEXT					TEXT AMT	
	FWPCOA, FRWA, & SEDA MEMBERSHIPS					1,000	

						1,000	
401-0200-533.54-01	BOOKS & SUBSCRIPTIONS	0	0	425	425	0	425
	LEVEL 4 TEXT					TEXT AMT	
	TRAINING & SAFETY MATERIALS					425	

						425	
* OPERATING EXPENSE		1,211,387	1,153,702	1,543,254	1,539,877	1,217,418	1,664,261
401-0200-533.63-97	PROJ CAPITAL OUTLAY	1,905	0	0	0	0	50,000
	LEVEL 4 TEXT					TEXT AMT	
	FY18 CIP: WATER SUPPLY WELLS WWW002 (NT 08-15-17)					50,000	
						50,000	
401-0200-533.63-99	FIXED ASSET TRANSFERS	100,383-	0	0	0	0	0
401-0200-533.64-00	MACH & EQUIPMENT	6,759	0	0	5,225	5,225	0
	LEVEL 4 TEXT					TEXT AMT	
	NO REQUEST IN FY18						
401-0200-533.64-97	PROFESSIONAL SERVICES	91,719	0	0	0	0	0

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*	CAPITAL OUTLAY	0	0	0	5,225	5,225	50,000
401-0200-533.99-02	DEPRECIATION EXPENSE	35,448	0	0	0	0	0
*	NON-OPERATING EXPENSE	35,448	0	0	0	0	0
**	1987 BOND PROJECTS	2,116,888	2,071,027	2,890,029	2,902,327	2,350,624	3,073,992
***	WATER PRODUCTION	2,116,888	2,071,027	2,890,029	2,902,327	2,350,624	3,073,992

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NON DEPARTMENTAL BOND PROJECTS							
401-0300-536.22-99	NON CASH GASB 68 EXPENSE	172,063	80,574-	0	0	0	0
401-0300-536.26-01	OPEB	48,427	97,018	0	0	0	0
* PERSONNEL SERVICES		220,490	16,444	0	0	0	0
401-0300-536.31-13	OTHER PROF. SERVICES	7,974	0	0	0	0	0
401-0300-536.44-13	FLEET CHARGES	4,207	4,207	4,207	4,207	3,506	2,104
LEVEL 4	TEXT NAVILINE UTILITY IMAGING INTERFACE *****					TEXT AMT 2,104	
						2,104	
401-0300-536.49-19	TAXES, LICENSES, AND FEES	144,392	0	0	644	643	0
LEVEL 4	TEXT *BEGINNING IN FY16, THESE COSTS WERE MOVED TO ACCOUNT 401-0100-536-49-19 CUSTOMER SRVC. DIV. (CREDIT CARD FEES AND MERCHANT FEES)					TEXT AMT	
401-0300-536.49-61	DATA PROCESSING 501	412,856	410,900	411,417	411,417	342,848	412,665
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 412,665 412,665	
401-0300-536.49-64	INSURANCE 504	324,078	324,994	190,357	190,357	158,631	205,554
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 205,554 205,554	
401-0300-536.49-90	ADMIN SERVICE FEES	681,453	668,593	772,970	772,970	644,142	802,581
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 802,581 802,581	
401-0300-536.52-07	OBSOLETE INVENTORY	10,666	19,687	0	0	0	0
* OPERATING EXPENSE		1,585,626	1,428,381	1,378,951	1,379,595	1,149,770	1,422,904
401-0300-536.63-97	PROJ CAPITAL OUTLAY	16,234	17,052	605,000	826,147	280,000	0
LEVEL 4	TEXT * PLACEHOLDER FOR FY18 CIP PROJECTS* NT 05-08-17 *** NOTE: REDUCTION BY PUB UTILITIES JW 06-01-17					TEXT AMT 2,620,000 925,000-	

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	MOVE CIP PROJECTS TO THE APPROPRIATE DIVISIONS (NT 08-15-17)					1,695,000-	
401-0300-536.63-99	FIXED ASSET TRANSFERS	16,234-	0	0	0	0	0
401-0300-536.69-99	FA CAP INTEREST OFFSET	0	17,052-	0	0	0	0
*	CAPITAL OUTLAY	0	0	605,000	826,147	280,000	0
401-0300-536.72-10	INTEREST BONDS	15,188-	6,525-	0	0	0	0
401-0300-536.72-11	INTEREST INTERNAL LOANS	10,039	5,069	0	0	0	0
401-0300-536.73-02	AMORTIZATION EXP	159,547	142,643	0	0	0	0
*	DEBT SERVICE	154,398	141,187	0	0	0	0
401-0300-599.96-10	SINKING (402,413,417,418)	4,774,553	4,684,557	3,892,624	3,892,624	3,243,853	4,177,768
LEVEL 4	TEXT TRANSFER TO 417 FOR 2012 W/S DEBT *** UPDATED FOR FY18 ***					TEXT AMT 4,177,768	
						4,177,768	
401-0300-599.96-12	TO 418 SRLF DEBT SERVICE	1,574,806	1,574,806	2,604,611	2,604,611	2,170,509	2,604,611
LEVEL 4	TEXT SRF LOAN 3030 SRF LOAN 5080 SRF LOAN 5090 SRF LOAN 513P SRF LOAN 514S					TEXT AMT 295,477 614,276 291,354 914,135 489,369 2,604,611	
401-0300-599.96-13	TO 403 W/S R&R FUND	2,400,000	2,400,000	2,400,000	2,400,000	2,000,000	2,500,000
*	TRANSFERS	8,749,359	8,659,363	8,897,235	8,897,235	7,414,362	9,282,379
401-0300-536.99-02	DEPRECIATION EXPENSE	5,473,444	5,629,144	0	0	0	0
401-0300-536.99-10	CONTINGENCY	0	0	0	0	0	175,000
LEVEL 4	TEXT CONTINGENCY POOL - COUNCIL PRIORITIES					TEXT AMT 175,000 175,000	
401-0300-536.99-50	COMPRESSION RESERVE	0	0	47,000	47,000	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
*	NON-OPERATING EXPENSE	5,473,444	5,629,144	47,000	47,000	0	175,000
**	BOND PROJECTS	----- 16,183,317	----- 15,874,519	----- 10,928,186	----- 11,149,977	----- 8,844,132	----- 10,880,283

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP 2
		INTER FUND TRANSFERS								
401-0301-581.91-25		IN LIEU OF TAX TRANSFER		1,260,543	1,225,404	1,219,069	1,219,069		1,015,891	1,258,858
		LEVEL 4 TEXT UPDATED FOR FY18							TEXT AMT 1,258,858 1,258,858	
* TRANSFERS				1,260,543	1,225,404	1,219,069	1,219,069		1,015,891	1,258,858
** INTER FUND TRANSFERS				1,260,543	1,225,404	1,219,069	1,219,069		1,015,891	1,258,858
*** NON DEPARTMENTAL				17,443,860	17,099,923	12,147,255	12,369,046		9,860,023	12,139,141

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
*WASTEWATER TREATMENT WASTEWATER TREATMENT							
401-0400-535.12-00	SALARIES AND WAGES	573,226	613,034	997,518	997,518	734,570	984,347
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	925,481
						WAGE INCREASE	22,261
						NEW: CHIEF LIFT STATION MECHANIC	36,605
							984,347
401-0400-535.12-11	COMPENSATED ABSENCE	16,426-	17,421-	0	0	0	0
401-0400-535.14-00	OVERTIME	111,427	104,253	106,000	123,525	113,866	100,000
	LEVEL 4 TEXT					TEXT AMT	
						SHIFT COVERAGE, CALL OUT FOR LIFT STATION MECH	100,000

							100,000
401-0400-535.15-10	CERTIFICATION/LICENSES	1,277	400	2,500	2,500	1,025	2,500
	LEVEL 4 TEXT					TEXT AMT	
						EMPLOYEE CERTIFICATIONS & CDL LICENSE	2,500

							2,500
401-0400-535.21-00	FICA TAXES	49,030	50,644	84,429	85,770	60,263	82,962
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	78,449
						WAGE INCREASE	1,700
						NEW: CHIEF LIFT STATION MECHANIC	2,813

							82,962
401-0400-535.22-00	RETIREMENT CONTRIBUTIONS	68,585	87,889	137,241	137,241	101,959	140,974
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF	132,610
						WAGE INCREASE	3,605
						NEW: CHIEF LIFT STATION MECHANIC	4,759

							140,974
401-0400-535.23-00	HEALTH INSURANCE	73,984	81,559	154,060	154,060	123,696	168,955
	LEVEL 4 TEXT					TEXT AMT	
						HEALTH	151,294
						DENTAL	8,184

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
ACCOUNT NUMBER	ACCOUNT DESCRIPTION						
	LIFE						2,086
	WAGE INCREASE LIFE						54
	NEW: CHIEF LIFT STATION MECHANIC						7,337
							168,955
401-0400-535.24-00	WORKER'S COMPENSATION	9,528	8,576	16,780	16,896	11,448	17,530
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)						15,314
	WAGE INCREASE						62
	NEW: CHIEF LIFT STATION MECHANIC						622
	ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						1,532
							17,530
401-0400-535.26-00	EAP BENEFIT	450	472	824	824	668	861
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF						824
	NEW: CHIEF LIFT STATION MECHANIC						37

							861
* PERSONNEL SERVICES		871,081	929,406	1,499,352	1,518,334	1,147,495	1,498,129
401-0400-535.31-13	OTHER PROF. SERVICES	52,708	30,744	32,300	40,779	25,056	42,300
	LEVEL 4 TEXT					TEXT AMT	
	PROFESSIONAL SERVICES DETAIL:						
	A.) MISC ENGINEERING REQUEST						5,000
	B.) BIOLOGICAL CONSULTING SERVICES - PERMITTING						
	REQUIREMENTS FOR WELLFIELD, RECLAIM LAKES AND						12,300
	WETLAND MITIGATION						
	C.) DEP REQUIREMENTS						15,000
	E.) PERMIT RENEWAL APPLICATION (ENGINEER FEES)						10,000
	*****NEW*****						
							42,300
401-0400-535.34-11	LANDFILL SERVICES	438,870	0	0	0	0	475,000
	LEVEL 4 TEXT					TEXT AMT	
	BIOSOLIDS REMOVAL AND DISPOSAL						475,000
	SHELLEY'S ENVIRONMENTAL CONTRACT						
	MOVED FROM 3414 TO 3411 **NEW**						

							475,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
401-0400-535.34-14	CONTRACT SERVICES OTHER	0	481,102	686,081	686,081	545,903	161,081
LEVEL 4	TEXT					TEXT AMT	
	CONTRACT PROFESSIONAL SERVICES DETAIL:						
	A.) CLEAR WATERS LONG LEAF - LAKE MANAGEMENT					6,050	
	B.) HACH EQUIPMENT WARRANTY PLUS SERVICE					31,181	
	CONTRACT FOR 16 NEW ANALY. PROBE						
	C.) SHELLEY'S ENVIRONMENTAL - MOVED TO LANDFILL					525,000	
	ACCOUNT 3411					525,000-	
	D.) DENORA WATER TECH					3,000	
	E.) CLEANING FIVE (5) MASTER LIFT STATIONS					50,000	
	TWICE A YEAR (BID OUT ANNUALLY)						

	VENDORS ON CONTRACT FOR REPAIR / INSTALLATION						
	SERVICES (MAINT):						
	F.) CUMMINS POWER SOUTH - GENERATOR PREVENTIVE					10,850	
	MAINTENANCE						
	G.) DATA FLOW SYSTEMS, INC					10,000	
	H.) ECONOMY ELECTRIC					10,000	
	I.) FLAIR, INC					5,000	
	J.) SITESECURE - SECURITY SYSTEM MAINTENANCE					5,000	
	K.) STEWARTS ELECTRIC, INC					25,000	
	L.) OTHER CONTRACT SERVICES AS NEEDED					5,000	

						161,081	
401-0400-535.34-20	MOWING CONTRACT SERVICE	12,480	12,480	60,840	55,916	50,880	50,880
LEVEL 4	TEXT					TEXT AMT	
	MOWING CONTRACT DETAIL:						
	A.) BRAUNS LAWN ANNUAL CONTRACT FOR THE FOLLOWING						
	(COST ARE SPLIT WITH THE WATER PLANT)						
	* ENVIRONMENTAL CONTROL					270	
	* NORTH BRIGHTON LIFT STATION					480	
	* WILLIAMS BLVD WATER TANK					1,380	
	* GARNSEY WATER PLANT					4,650	
	* RECLAMATION FACILITY					5,100	
	* LAB OPERATIONS AREA					600	

	B.) KB LAWNCARE ANNUAL CONTRACT FOR THE FOLLOWING					24,600	
	* 3 PUMP STATIONS						
	* 1 AUGMENTATION STATION						
	* 55 LIFT STATIONS AT VARIOUS LOCATIONS						
	THROUGHOUT THE CITY						

	C.) ROCKING B ENTERPRISE, INC ANNUAL CONTRACT					13,800	
	FOR THE WELLFIELD / RECLAIM LAKES PER						
	BID B16-25 - CONTRACT IS SHARED WITH THE 420						

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
FORESTRY MANAGEMENT FUND *****							
						50,880	
401-0400-535.40-00	TRAVEL PER DIEM	1,572	11,223	9,500	4,500	2,246	5,500
	LEVEL 4 TEXT					TEXT AMT	
	TRAVEL DETAIL:						
	OUT OF TOWN TRAINING EXPENSEE					5,500	
	(HOTEL, MEALS, ETC,)						
	NOTE: ALL REGISTRATIONS ARE TO BE PAID OUT OF						
	THE EMPLOYEE TRAINING ACCOUNT 4010						

						5,500	
401-0400-535.40-10	EMPLOYEE TRAINING	818	2,665	1,000	6,000	5,209	5,000
	LEVEL 4 TEXT					TEXT AMT	
	EMPLOYEE TRAINING DETAIL:						
	A.) LOCAL TRAINING @ DATYONA STATE COLLEGE FOR					2,500	
	SAFETY CLASSES, MANAGEMENT SEMINARS, ETC						
	B.) CERTIFICATION AND TECHNICAL TRAINING CLASSES					2,500	

						5,000	
401-0400-535.41-00	COMMUNICATION SERVICES	3,861	7,043	7,063	12,281	11,007	13,535
	LEVEL 4 TEXT					TEXT AMT	
	COMMUNICATIONS SERVICES DETAIL:						
	A.) EJ WARD - GPS, BASED ON FY17 ACTUAL					920	
	B.) AT&T - CELL PHONES AND AIRCARDS, BASED ON					10,500	
	FY17 ACTUAL						
	C.) CENTREX / ST OF FLA DEPT OF MANAGEMENT					830	
	VARIOUS FAX LINES AND LAND LINES FY17 ACTUAL						
	D.) ST OF FL DEPT OF MGMT - LONG AND LOCAL DIST					100	
	E.) SPECTRUM - BUSINESS VIDEO, BASED ON FY17					915	
	ACTUAL						
	F.) SPECTRUM - CABLE TV, BASED ON FY17 ACTUAL					270	

						13,535	
401-0400-535.43-10	ELECTRICAL SERVICES	763,407	713,595	800,000	800,000	632,291	800,000
	LEVEL 4 TEXT					TEXT AMT	
	DETAILS AS FOLLOWS:					800,000	
	* RECLAIMED WATER PLANT (2 METERS)						
	* CENTRAL LAB						
	* LAB OPERATIONS (RUTH STREET)						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	* WAREHOUSE & METER SHOP * FIELD OPERATIONS SHOP * RECHARGE RESERVOIR PUMP STATION & GST * MEMORIAL, CYPRESS HEAD POND, KEN BURNS, WILLIAMSON BLVD PUMPS * APPROX 106 VARIOUS LIFT STATIONS NOTE: FY15 ACTUAL \$763,407, FY16 ACTUAL \$713,595 AVERAGE USED PLUS 5% = \$775,426 NO INCREASE REQUESTED *****						
						800,000	
401-0400-535.43-12	WATER/SEWER SERVICES	5,084	5,769	5,160	5,160	4,569	6,349
	LEVEL 4 TEXT UTILITY BILLS FOR THE FOLLOWING LOCATIONS: * #21969-20959 825 OAK STREET 1,148 * #21967-20958 825 OAK STREET LAB 2,379 * #123-39868 RECLAIMED @ 704 DUNLAWTON 561 * #123-39869 RECLAIMED @ 539 RUTH ST 561 * #133881-38002 RECLAIMED @ 3889 SUNSET COVE 260 ***** NOTE: MOVED PONCE INLET WATER BILLS FOR LIFT STATIONS FROM THE WATER PLANT BUDGET TO THE WATER RECLAMATION FACILITY BUDGET ***** PONCE INLET WATER BILLS FOR LIFT STATIONS * 4356 SO PENINSULA DRIVE 240 * 4369 SO ATLANTIC DRIVE 240 * 4668 SO PENINSULA DRIVE (MASTER) 240 * ADDITIONAL FUNDING FOR ANY HIGH BILLS DUE TO LEAKS 720 *****						6,349
401-0400-535.43-14	DRAINAGE	1,287	1,287	1,320	1,900	1,741	2,280
	LEVEL 4 TEXT DRAINAGE UTILITY BILLS FOR FOLLOWING LOCATION: #21969-20959 OAK STREET 1,900 BASED ON FY17 ACTUAL ***** ADD'L DUE TO INCREASE IN DRAINAGE FEES FROM 380 \$100/YEAR TO \$120/YEAR 19 ERU'S X \$10 = \$190 X 12 MONTHS = \$2,280 (LP 8-7-17) *****						2,280

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FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	A.) COMPUTER SCADA SERVICE						6,000
	B.) FIRE EXTINGUISHERS						1,000
	C.) COPY MACHINE						700
	D.) OTHER OFFICE EQUIPMENT						700
	E.) ANNUAL EQUIPMENT CALIBRATION						7,000
	F.) TETRA FILTER CONTRACT						8,000
	TETRA FILTER CONTRACT MOVED TO 3414						8,000-
	G.) MISC. INSPECTION SERVICES AS NEEDED						7,000
	H.) EQUIPMENT TESTING						7,000
	I.) FLOW METERS - MAINTENANCE						1,000

							30,400
401-0400-535.46-12	VEH MAINT/REPAIR	9,975	14,158	26,200	21,200	17,682	20,000
	LEVEL 4 TEXT					TEXT AMT	
	VEHICLE AND ROLLING STOCK REPAIRS / MAINTENANCE						20,000
	FLEET DETAIL:						
	4 - TRUCKS W/ HEAVY CRANES						
	4 - TRUCKS NO CRANES						
	1 - VAN (FOR THE INSTRUMENT TECHS)						

							20,000
401-0400-535.46-16	BUILDING MAINT	0	0	1,000	1,246	1,246	1,000
	LEVEL 4 TEXT					TEXT AMT	
	SMALL BUILDING REPAIRS AS NEEDED						1,000

							1,000
401-0400-535.46-18	CONT MAINT/COMM EQUIP	0	585	1,000	1,000	0	1,000
	LEVEL 4 TEXT					TEXT AMT	
	COMMUNICATIONS INTERNATIONAL - 800 MHZ RADIOS						1,000

							1,000
401-0400-535.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	7,951
401-0400-535.49-01	ADVERTISING	0	0	0	30	30	0
401-0400-535.49-02	COMPUTER SOFTWARE	0	0	345	345	50	345
	LEVEL 4 TEXT					TEXT AMT	
	SITASECURE - GENETEC SOFTWARE FOR RECLAIM PLANT						345
	**** 23 CAMERA'S @ \$30.00 EACH = \$690 ANNUAL						
	SPLIT BETWEEN WATER PLANT AND RECLAIMED PLANT						

	IN THE PAST THIS WAS FUNDED BY THE IT DEPT						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	BUT HAS BEEN MOVED TO WATER/SEWER DEPARTMENT FOR PROPER FUNDING *****						345
401-0400-535.49-16	COMPUTER HARDWARE	0	5,758	0	0	0	0
401-0400-535.49-19	TAXES, LICENSE, & FEES	7,000	7,000	7,500	7,500	7,000	7,500
	LEVEL 4 TEXT OPERATING PERMITS & LICENSES DEP ANNUAL PERMIT *****					TEXT AMT 7,500	7,500
401-0400-535.49-20	EQUIP & OTHER NON-CAPITAL	6,198	14,990	8,100	3,100	974	8,100
	LEVEL 4 TEXT COMPOSITE SAMPLER FOR RECHARGE RES OUTFALL *****					TEXT AMT 8,100	8,100
401-0400-535.51-00	OFFICE SUPPLIES	3,022	3,051	5,000	5,000	2,215	5,000
	LEVEL 4 TEXT VARIOUS OFFICE SUPPLIES AS NEEDED *****					TEXT AMT 5,000	5,000
401-0400-535.52-00	OTHER OPERATING SUPPLIES	14,496	45,029	30,000	30,000	19,083	30,000
	LEVEL 4 TEXT OPERATING SUPPLIES OTHER THEN OFFICE SUPPLIES EXAMPLES: GLOVES, BATTERIES, SPECIALIZED SAFETY EQUIPMENT HAND TOOLS, PAPER PRODUCTS, ETC *****					TEXT AMT 30,000	30,000
401-0400-535.52-10	GAS, DIESEL, OIL, & GREASE	1,291	7,980	30,405	30,405	18,043	32,166
	LEVEL 4 TEXT VEHICLES AND ROLLING STOCK, MISC EQUIPMENT A.) FLEET DETAIL: 4 - TRUCKS WITH HEAVY CRANES 4 - TRUCKS WITHOUT CRANES 1 - VAN (INSTRUMENT CONTROL TECHS) 1 - SEMI - YARD DOG REGULAR FUEL: 2,000 GAL @ \$2.25 = \$4,500					TEXT AMT 13,666	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	DIESEL FUEL: 3,333 GAL @ \$2.75 = \$9,166 *****						
	B.) GENTRY OIL - FUEL FOR EMERGENCY GENERATORS						16,000
	C.) SPECIALTIES SYNTHETIC OILS *****						2,500
							32,166
401-0400-535.52-11	JANITORIAL SUPPLIES	4,372	1,535	3,000	3,000	2,602	3,000
	LEVEL 4 TEXT SUPPLIES FOR CLEANING FACILITIES *****					TEXT AMT	3,000
							3,000
401-0400-535.52-12	UNIFORMS	5,316	3,997	3,500	5,092	5,091	3,500
	LEVEL 4 TEXT NEW / REPLACEMENT UNIFORMS FOR 20 EMPLOYEES *****					TEXT AMT	3,500
							3,500
401-0400-535.52-16	MEDICAL & LAB SUPPLIES	12,558	10,611	20,000	20,000	10,184	20,000
	LEVEL 4 TEXT LAB SUPPLIES DETIAL: A.) FISHER SCIENTIFIC B.) HACH COMPANY *****					TEXT AMT	10,000 10,000
							20,000
401-0400-535.52-18	REP & MAINT SUPPLIES	4,517	79,352	34,000	74,000	62,406	70,000
	LEVEL 4 TEXT REPAIR AND MAINTENANCE SUPPLIES DETAIL: A.) GRAINGER B.) VENDORS THAT ARE USED FOR REPAIR PARTS AND SUPPLIES TO MAINTAIN FACILITY OPERATIONS * AAA FENCE * CONSOLIDATED ELECTRIC DITRIBUTORS INC * DAYTONA BOLT & NUT * HD SUPPLY WATERWORKS * HOME DEPOT * INTERSTATE BATTERY * LOWES * SUMNER HARDWARE * WALMART C.) MISC PUMP AND EQUIPMENT MANUFACTURER PARTS D.) MISC TUBING, PIPES, FITTINGS, VALVES,					TEXT AMT	25,000 20,000
							15,000 10,000

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ACCOUNTING PERIOD 11/2017

		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
ACCOUNT NUMBER	ACCOUNT DESCRIPTION						
ELECTRICAL RELAYS, ETC. *****							
						70,000	
401-0400-535.52-19	CHEMICALS	579,600	525,914	764,282	762,690	573,555	765,000
LEVEL 4	TEXT					TEXT AMT	
	ALLIED UNIVERSAL - LIQ SODIUM HYPOCHLORITE					222,772	
	CEDARCHEM, LLC - POLYALUMINUM					55,991	
	ENVIRONMENTAL OPR SOL - RECYCLED METHANOL					141,680	
	POLYDYNE, INC - EMULSION POLYMER					35,521	
	PREMIER MAGNESIA LLC - MAGNESIUM HYDROXIDE SLURRY					164,340	
	THATCHER CHEMICALS - VIRGIN METHANOL					182,160	
	THATCHER CHEMICALS - LIQ SODIUM BISULFITE					32,636	

	VENDORS HAVE INDICATED AN EXPECTED INCREASE OF 5% YO 10% IN CHEMICAL COST FOR FY18 ITB 17-23 CHECMICAL BID IS OUT *****						
	REDUCTION PER DEPT. DIRECTOR BASED ON NEW INFORMATION (7-13-17 LP) *****					70,100-	
						765,000	
401-0400-535.54-00	DUES & MEMBERSHIPS	654	864	390	390	330	390
LEVEL 4	TEXT					TEXT AMT	
	FWPCOA					390	

						390	
401-0400-535.54-01	BOOKS & SUBSCRIPTIONS	335	140	1,000	1,000	0	500
LEVEL 4	TEXT					TEXT AMT	
	SAFETY TRAINING MATERIALS					500	

						500	
* OPERATING EXPENSE		2,021,853	2,051,569	2,748,971	2,761,584	2,157,323	2,774,211
401-0400-535.62-00	BUILDINGS AND IMP. TO	795	0	0	0	0	0
401-0400-535.63-00	IMP. OTHER THAN BLDGS	0	9,600	0	12,800	12,800	0
401-0400-535.63-97	PROJ CAPITAL OUTLAY	3,346	358,545	1,000,000	1,940,710	44,405	697,000
LEVEL 4	TEXT					TEXT AMT	
	CIP:RECLM FACILITY RENOVATION/REPLACEMENT SSP002					50,000	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	CIP:RECLM FACILITY SLUDGE TRLR STORAGE LOT SSP013					107,000	
	CIP:RECLM FACILITY ENTRY GATES REPLACEMENT SSP014					30,000	
	CIP:RECLM FACILITY OPERATIONS BLD EXPANSION SSP015					10,000	
	CIP: SEWER SYSTEM REHABILITATION URH001					500,000	
	(NT 08-15-17)					697,000	
401-0400-535.63-99	FIXED ASSET TRANSFERS	36,752-	491,244-	0	0	0	0
401-0400-535.64-00	MACH & EQUIPMENT	32,611	123,099	0	90,029	10,029	45,000
	LEVEL 4 TEXT NEW VEHICLE REQUIRE FOR NEW LIFT STATION POSITION *****					TEXT AMT 45,000	
						45,000	
*	CAPITAL OUTLAY	0	0	1,000,000	2,043,539	67,234	742,000
401-0400-535.99-02	DEPRECIATIN EXPENSE	6,722	0	0	0	0	0
*	NON-OPERATING EXPENSE	6,722	0	0	0	0	0
**	WASTEWATER TREATMENT	2,899,656	2,980,975	5,248,323	6,323,457	3,372,052	5,014,340
***	*WASTEWATER TREATMENT	2,899,656	2,980,975	5,248,323	6,323,457	3,372,052	5,014,340

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
401-0500-536.12-00	METER SHOP METER SHOP SALARIES AND WAGES	343,537	342,605	354,442	354,442	258,026	324,724
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	341,932
						WAGE INCREASE	9,044
						NEW: RECLASSIFY METER READER TO UTILITY SYSTEM OPERATOR IN 401-0800	26,252-
							324,724
401-0500-536.12-11	COMPENSATED ABSENCE	16,373-	4,880-	0	0	0	0
401-0500-536.14-00	OVERTIME	64,960	98,045	35,000	82,886	64,042	75,000
	LEVEL 4					TEXT AMT	
						AFTER HOURS CALL OUTS AND EMERGENCIES BASED ON FY17 ACTUAL, OVERTIME CAN BE REDUCED IN FY18	35,000
						*****	5,000-
						CIP ZMI044 - MOVED FROM 401-0800-536-14-00 (NT 08-15-17)	45,000
							75,000
401-0500-536.15-10	CERTIFICATION/LICENSES	0	0	0	0	0	1,000
	LEVEL 4					TEXT AMT	
						DISTRIBUTION STATE LICENSE FOR 5 EMPLOYEES *** NEW ***	1,000

							1,000
401-0500-536.21-00	FICA TAXES	28,644	31,553	29,798	29,907	23,619	30,586
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	28,458
						WAGE INCREASE	693
						NEW: RECLASSIFY METER READER TO UTILITY SYSTEM OPERATOR IN 401-0800	2,009-

						CIP ZMI044 FICA TAXES-MOVED FROM 401-0800-536-2100 (NT 08-15-17)	3,444
							30,586
401-0500-536.22-00	RETIREMENT CONTRIBUTIONS	36,739	48,503	47,754	47,754	36,559	45,555
	LEVEL 4					TEXT AMT	
						CURRENT STAFF	46,838
						WAGE INCREASE	1,326

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	NEW: RECLASSIFY METER READER TO UTILITY SYSTEM OPERATOR IN 401-0800						2,609- 45,555
401-0500-536.23-00	HEALTH INSURANCE	53,563	66,971	69,826	69,826	55,143	65,991
	LEVEL 4 TEXT HEALTH DENTAL LIFE WAGE INCREASE LIFE NEW: RECLASSIFY METER READER TO UTILITY SYSTEM OPERATOR IN 401-0800					TEXT AMT 68,770 3,720 790 23 7,312- 65,991	
401-0500-536.24-00	WORKER'S COMPENSATION	5,649	5,681	6,125	6,149	4,797	6,891
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE NEW: RECLASSIFY METER READER TO UTILITY SYSTEM OPERATOR IN 401-0800 ESTIMATED WC INCREASE @ 10% (CLB 7-11-17) ***** CIP ZMI044 BENEFITS-MOVED FROM 401-0800-536-2400 (NT 08-15-17)					TEXT AMT 5,824 139 445- 530 843 6,891	
401-0500-536.26-00	OPEB / EAP BENEFIT	351	382	374	374	294	337
	LEVEL 4 TEXT CURRENT STAFF NEW: RECLASSIFY METER READER TO UTILITY SYSTEM OPERATOR IN 401-0800					TEXT AMT 374 37- 337	
* PERSONNEL SERVICES		517,070	588,860	543,319	591,338	442,480	550,084
401-0500-536.31-13	OTHER PROF. SERVICES	456	0	0	2,000	489	0
401-0500-536.34-14	CONTRACT SERVICES OTHER	0	16,814	60,600	72,695	72,100	60,600
	LEVEL 4 TEXT CONTRACT PROFESSIONAL SERVICES DETAIL: A.) SENSUS TECH SUPPORT (LICENSE / BILLING FOR LOGIC B.) TOWER MAINTENANCE C.) CUSTOMER NOTIFICATION SOFTWARE SUPPORT					TEXT AMT 16,500 2,500 41,600	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
ACCOUNT NUMBER	ACCOUNT DESCRIPTION						
AQUAHAWK *****							
						60,600	
401-0500-536.40-00	TRAVEL PER DIEM	0	0	1,500	1,440	0	1,500
	LEVEL 4 TEXT					TEXT AMT	
	TRAVEL DETAIL:						
	SENSUS USER CONFERENCE					1,500	
	(HOTEL AND MEALS)						
	*****					1,500	
401-0500-536.40-10	EMPLOYEE TRAINING	0	0	1,500	1,500	0	1,500
	LEVEL 4 TEXT					TEXT AMT	
	EMPLOYEE TRAINING DETAIL:						
	LOCAL SCHOOL AND STATE LICENSE TRAINING					500	
	OSHA SAFETY CLASSES					500	
	CLASSES AT DAYTONA STATE					500	
	*****					1,500	
401-0500-536.41-00	COMMUNICATION SERVICES	5,148	4,855	5,300	5,300	3,318	4,160
	LEVEL 4 TEXT					TEXT AMT	
	COMMUNICATION SERVICES DETAL:						
	A.) AT&T MOBILIIY - CELL PHONES & AIRCARDS					3,000	
	BASED ON FY17 ACTUAL BILLING						
	B.) EJ WARD - GPS SERVICES					760	
	BASED ON FY17 ACTUAL BILLING						
	C.) CENTREX - ST OF FLA DEPT OF MANAGEMENT					300	
	FAX LINES AND LAND LINES						
	BASED ON FY17 ACTUAL						
	D.) SPECTRUM - CABLE SERVICES					100	
	BASED ON FY17 ACTUAL						
	*****					4,160	
401-0500-536.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	0	60	18	40
	LEVEL 4 TEXT					TEXT AMT	
	RENTAL / LEASE DETAIL:						
	DOCUMENT TECHNOLOGY					40	
	BASED ON FY17 ACTUAL						
	*****					40	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP 2
401-0500-536.45-19	VEHICLE INSURANCE	3,546	3,353	3,480	3,480		2,900	3,894
	LEVEL 4 TEXT VEHICLE INSURANCE FLEET DETAIL: 9 - PICKUP TRUCKS *****						TEXT AMT 3,894	
								3,894
401-0500-536.46-10	GENERAL EQUIP MAINT	9,091	5,545	5,000	5,000		3,000	5,000
	LEVEL 4 TEXT MAINTENANCE / REPAIR OF METER READING DEVICES *****						TEXT AMT 5,000	
								5,000
401-0500-536.46-11	REGULAR MAINT/INSP EQUIP	0	219	2,000	2,000		702	1,920
	LEVEL 4 TEXT MAINTENANCE INSPECTION SERVICES: A.) TYCO INTERGRATED BASED ON FY17 ACTUAL B.) ADDITIONAL INSPECTION SERVICES AS NEEDED *****						TEXT AMT 920 1,000	
								1,920
401-0500-536.46-12	VEH MAINT/REPAIR	24,232	16,487	23,000	18,000		7,926	8,400
	LEVEL 4 TEXT VEHICLE REPAIR SERVICES FLEET DETAIL: 9 - PICKUP TRUCKS BASED ON FY17 ACTUAL EXPENSE *****						TEXT AMT 8,400	
								8,400
401-0500-536.46-18	CONT MAINT/COMM EQUIP	402	378	500	0		0	500
	LEVEL 4 TEXT COMMUNICATIONS INTERNATIONAL - 800 MHZ RADIOS *****						TEXT AMT 500	
								500
401-0500-536.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0		0	3,445
401-0500-536.47-00	PRINTING AND BINDING	420	0	500	0		0	500
	LEVEL 4 TEXT DOOR TAGS REQUIRED FOR CUSTOMER NOTIFICATIONS						TEXT AMT 500	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
	AND BUSINESS CARDS FOR STAFF *****						500
401-0500-536.49-02	COMPUTER SOFTWARE	9,516	1,000	39,000	39,000	39,000	0
	LEVEL 4 TEXT CUSTOMER NOTIFICATION SOFTWARE (NEW FY17) ***** ONTIME EXPENSE, NO REQUIRMENTS FOR FY18 *****					TEXT AMT 39,000 39,000-	
401-0500-536.49-20	EQUIP & OTHER NON-CAPITAL	2,409	0	5,100	2,300	2,299	5,000
	LEVEL 4 TEXT REPLACEMENT OF 2 HAND HELD PROGRAMMERS *****					TEXT AMT 5,000 5,000	
401-0500-536.49-31	NON-CAP RPLMT MTR INSTALL	0	43,696	0	0	0	0
401-0500-536.49-66	TFR TO 506 BLDG MAINT FD	9,596	8,655	9,484	9,484	7,903	10,442
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 10,442 10,442	
401-0500-536.51-00	OFFICE SUPPLIES	4,097	3,107	4,000	4,000	2,357	4,000
	LEVEL 4 TEXT PURCHASE OF VARIOUS OFFICE SUPPLIES AS NEEDED *****					TEXT AMT 4,000 4,000	
401-0500-536.52-00	OTHER OPERATING SUPPLIES	7,377	10,561	8,000	8,000	4,760	8,000
	LEVEL 4 TEXT VARIOUS OPERATING SUPPLIES NOT REPLATED TO OFFICE SUPPLIES EXAMPLES: BUG SPRAY, SAFETY EQ, GLOVES, HAND TOOLS, PAPER PRODUCTS *****					TEXT AMT 8,000 8,000	
401-0500-536.52-10	GAS, DIESEL, OIL, & GREASE	17,706	12,404	18,000	13,505	11,058	13,500
	LEVEL 4 TEXT VEHICLES					TEXT AMT 13,500	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
ACCOUNT NUMBER	ACCOUNT DESCRIPTION						
	REGULAR ONLY: 6,000 GAL @ \$2.25						
	FLEET DETAIL:						
	9 - PICKUP TRUCKS						

							13,500
401-0500-536.52-12	UNIFORMS	2,163	1,089	2,000	0	0	2,000
	LEVEL 4 TEXT					TEXT AMT	
	NEW / REPLACEMENT UNIFORMS FOR 10 EMPLOYEES					2,000	
	INCLUDING RUBBER BOOTS, RAIN GEAR, ETC.						

							2,000
401-0500-536.52-15	POSTAL SERVICE	50	0	300	0	0	300
	LEVEL 4 TEXT					TEXT AMT	
	REQUIRED TO MAIL METER READING DEVICES TO					300	
	VENDOR FOR REPAIR						

							300
401-0500-536.52-18	REP & MAINT SUPPLIES	4,511	0	50,000	44,000	42,713	50,000
	LEVEL 4 TEXT					TEXT AMT	
	THIS LINE ITEM IS USED TO PURCHASE REPAIR PARTS,					50,000	
	METER BOXES, LIDS, ETC THAT ARE NOT PROJECT						
	RELATED						

							50,000
401-0500-536.54-00	DUES & MEMBERSHIPS	0	0	0	0	0	100
	LEVEL 4 TEXT					TEXT AMT	
	MISC					100	

							100
401-0500-536.55-31	NON-CAP RPLC MTR INSTALLS	19,695	0	0	0	0	0
*	OPERATING EXPENSE	120,415	128,163	239,264	231,764	200,543	184,801
401-0500-536.63-99	FIXED ASSET TRANSFERS	5,000-	0	0	0	0	0
401-0500-536.64-15	ADP EQUIPMENT	5,000	0	0	0	0	0
*	CAPITAL OUTLAY	0	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015	FY2016	FY2017	FY2017	FY2017	FY2018
		Actual	Actual	Orig/Adopted Budget	Adjusted Budget	Y-T-D ACTUAL INCLD ENCMBRNCE	
**	METER SHOP	637,485	717,023	782,583	823,102	643,023	FY2018 CM PROP 2 734,885
***	METER SHOP	----- 637,485	----- 717,023	----- 782,583	----- 823,102	----- 643,023	----- 734,885

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP	2
W/S MAINTENANCE									
W/S MAINT. DIVISION									
401-0600-536.12-00	SALARIES AND WAGES	516,320	503,864	0	0		0		0
401-0600-536.12-11	COMPENSATED ABSENCE	11,832-	8,208	0	0		0		0
401-0600-536.14-00	OVERTIME	56,653	50,944	0	0		0		0
401-0600-536.15-10	CERTIFICATION/LICENSES	475	0	0	0		0		0
401-0600-536.21-00	FICA TAXES	38,921	39,246	0	0		0		0
401-0600-536.22-00	RETIREMENT CONTRIBUTIONS	60,979	76,156	0	0		0		0
401-0600-536.23-00	HEALTH INSURANCE	79,208	87,627	0	0		0		0
401-0600-536.24-00	WORKER'S COMPENSATION	9,351	8,122	0	0		0		0
401-0600-536.26-00	OPEB / EAP BENEFIT	480	506	0	0		0		0
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* PERSONNEL SERVICES		750,555	774,673	0	0		0		0
401-0600-536.31-13	OTHER PROF. SERVICES	0	111-	0	0		0		0
401-0600-536.34-14	CONTRACT SERVICES OTHER	1,160	68,770	0	0		0		0
401-0600-536.34-20	MOWING CONTRACT SERVICE	26,247	23,529	0	0		0		0
401-0600-536.40-00	TRAVEL PER DIEM	0	5,692	0	0		0		0
401-0600-536.40-10	EMPLOYEE TRAINING	6,090	812	0	0		0		0
401-0600-536.41-00	COMMUNICATION SERVICES	7,042	4,549	0	0		0		0
401-0600-536.43-12	WATER/SEWER SERVICES	0	519	0	0		0		0
401-0600-536.44-10	EQUIP/OTHER RENTAL/LEASE	8,791	111	0	0		0		0
401-0600-536.45-19	VEHICLE INSURANCE	4,334	2,484	0	0		0		0
401-0600-536.46-10	GENERAL EQUIP MAINT	184,491	197,575	0	0		0		0
401-0600-536.46-12	VEH MAINT/REPAIR	22,729	7,003	0	0		0		0
401-0600-536.46-16	BUILDING MAINT	1,508	1,850	0	0		0		0
401-0600-536.46-18	CONT MAINT/COMM EQUIP	0	2,146	0	0		0		0
401-0600-536.49-20	EQUIP & OTHER NON-CAPITAL	7,620	0	0	0		0		0
401-0600-536.51-00	OFFICE SUPPLIES	2,357	36	0	0		0		0
401-0600-536.52-00	OTHER OPERATING SUPPLIES	8,341	8,420	0	0		0		0
401-0600-536.52-10	GAS,DIESEL,OIL,& GREASE	33,848	24,865	0	0		0		0
401-0600-536.52-11	JANITORIAL SUPPLIES	1,322	77	0	0		0		0
401-0600-536.52-12	UNIFORMS	5,549	1,989	0	0		0		0
401-0600-536.52-18	REP & MAINT SUPPLIES	177,107	40,486	0	0		0		0
401-0600-536.52-19	CHEMICALS	161	0	0	0		0		0
401-0600-536.54-00	DUES & MEMBERSHIPS	180	30	0	0		0		0
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* OPERATING EXPENSE		498,877	390,832	0	0		0		0
401-0600-536.63-99	FIXED ASSET TRANSFERS	29,422-	8,305-	0	0		0		0
401-0600-536.64-00	MACH & EQUIPMENT	29,422	8,305	0	0		0		0
-----		-----	-----	-----	-----	-----	-----	-----	-----
* CAPITAL OUTLAY		0	0	0	0		0		0
401-0600-536.99-02	DEPRECIATION EXPENSE	4,747	0	0	0		0		0
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* NON-OPERATING EXPENSE		4,747	0	0	0		0		0

BUDGET PREPARATION WORKSHEET
 FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
**	W/S MAINT. DIVISION	1,254,179	1,165,505	0	0	0	0
***	W/S MAINTENANCE	1,254,179	1,165,505	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
401-0800-536.12-00	W/S DISTRIBUTION WATER DISTRIBUTION SALARIES AND WAGES	554,844	650,110	687,516	687,912	527,197	746,141
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	691,945
						WAGE INCREASE	26,109
						NEW: UTILITY SYSTEM OPERATOR (RECLASSIFIED FROM METER READER 401 -0500)	28,087
							746,141
401-0800-536.12-11	COMPENSATED ABSENCE	13,455-	9,548	0	0	0	0
401-0800-536.14-00	OVERTIME	108,992	128,890	153,045	178,488	127,086	98,045
	LEVEL 4					TEXT AMT	
						CALLOUT AND EMERGENCIES	50,000

						CIP OVERTIME WILL BE UPDATED AT A LATER DATE	103,045

						CIP ZMI044 OVERTIME MOVE TO THE APPROPRIATE DIVISIONS (NT 08-15-17)	55,000-
						\$10,000 TO 401-0901-536-14-00	
						\$45,000 TO 401-0500-536-14-00	
							98,045
401-0800-536.15-10	CERTIFICATION/LICENSES	800	275	2,000	2,000	807	2,000
	LEVEL 4					TEXT AMT	
						BACKFLOW, CDL RENEWALS AND DISTRIBUTION LICENSES STATE LICENSING	2,000

							2,000
401-0800-536.21-00	FICA TAXES	46,899	56,795	64,312	65,021	46,381	64,588
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	64,656
						WAGE INCREASE	1,993
						NEW: UTILITY SYSTEM OPERATOR (RECLASSIFIED FROM METER READER 401 -0500)	2,149

						CIP ZMI044 - MOVE BENEFITS TO THE APPROPRIATE DIVISIONS (NT 08-15-17)	4,210-
						\$766 TO 401-0901-536-2100	
						\$3,444 TO 401-0500-536-2100	
							64,588
401-0800-536.22-00	RETIREMENT CONTRIBUTIONS	63,948	96,384	101,331	101,331	78,188	108,902

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	LEVEL 4					TEXT AMT	
						CURRENT STAFF	102,447
						WAGE INCREASE	3,662
						NEW: UTILITY SYSTEM OPERATOR (RECLASSIFIED FROM METER READER 401 -0500)	2,793
							108,902
401-0800-536.23-00	HEALTH INSURANCE	96,778	121,699	139,644	139,644	100,647	153,988
	LEVEL 4					TEXT AMT	
						HEALTH	137,540
						DENTAL	7,440
						LIFE	1,626
						WAGE INCREASE LIFE	65
						NEW: UTILITY SYSTEM OPERATOR (RECLASSIFIED FROM METER READER 401 -0500)	7,317
							153,988
401-0800-536.24-00	WORKER'S COMPENSATION	9,551	9,646	12,371	12,475	8,907	13,563
	LEVEL 4					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	12,468
						WAGE INCREASE	371
						NEW: UTILITY SYSTEM OPERATOR (RECLASSIFIED FOM METER READER 401-0500)	477
						ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)	1,278

						CIP ZMI044 - MOVE BENEFITS TO THE APPROPRIATE DIVISIONS (NT 08-15-17)	1,031-
						\$188 TO 401-0901-536-2400	
						\$843 TO 401-0500-536-2400	
							13,563
401-0800-536.25-00	UNEMPLOYMENT COMP	0	245	0	0	0	0
401-0800-536.26-00	OPEB / EAP BENEFIT	613	721	749	749	590	786
	LEVEL 4					TEXT AMT	
						CURRENT STAFF	749
						NEW: UTILITY SYSTEM OPERATOR (RECLASSIFIED FROM METER READER 401 -0500)	37
							786
* PERSONNEL SERVICES		868,970	1,074,313	1,160,968	1,187,620	889,803	1,188,013
401-0800-536.31-13	OTHER PROF. SERVICES	156,638	0	0	0	0	0
401-0800-536.34-14	CONTRACT SERVICES OTHER	0	136,108	176,000	178,664	147,394	187,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
	LEVEL 4 TEXT					TEXT AMT	
	OTHER PROFESSIONAL CONTRACT SERVICES DETAIL:						
	A.) AARONS BACKFLOW - RESIDENTIAL BACKFLOW					130,000	
	INSPECTIONS, CURRENT CONTRACT						
	NEW WILL NEED TO INCREASE THE SPENDING					10,000	
	AUTHORITY FOR THIS CONTRACT DUE TO ADDED						
	BACKFLOWS						
	B.) ANNUAL CLEAING OF LIFT STATOINS					25,000	
	C.) SUNSHINE ONE CALL - SERVICES LOCATES					5,000	
	D.) FLAIR, INC.					5,000	
	E.) INSTALLATION OF PORTABLE WATER LINE STOPS					11,000	
	F.) VARIOUS PROFESSIONAL SERVICES NOT RELATED TO					1,000	
	CONTRACTS.						
	EXAMPLES:						
	ABC LOCK						
	RESIDENTIAL PLUMBING REPAIRS						

						187,000	
401-0800-536.40-00	TRAVEL PER DIEM	512	375-	12,100	12,100	0	2,000
	LEVEL 4 TEXT					TEXT AMT	
	TRAVEL DETAIL:						
	TRAVEL EXPENSES FOR 3 EMPLOYEES TO ATTEND 4 DAYS					2,000	
	OUT OF TOWN, TRAINING IS FOR OPERATIONS,						
	MAINTENANCE, AND SPECIALTY EQUIPMENT TRAINING						
	(MEALS, HOTELS, ETC)						

						2,000	
401-0800-536.40-10	EMPLOYEE TRAINING	3,199	2,250	3,000	3,000	1,133	6,400
	LEVEL 4 TEXT					TEXT AMT	
	EMPLOYEE TRAINING DETAIL:						
	A.) CUES TRAINING FOR TV TRUCK, 2 EMPL @ \$1200 EA					2,400	
	B.) OSHA SAFETY AND CERTIFICATION TRAINING					4,000	
	CONFINED SPACE CERTIFICATIONS						

						6,400	
401-0800-536.41-00	COMMUNICATION SERVICES	6,600	8,865	6,600	8,938	7,233	7,760
	LEVEL 4 TEXT					TEXT AMT	
	COMMUNICATION SERVICES DETAIL:						
	A.) AT&T MOBILITY - CELL PHONES & AIR CARDS					6,060	
	BASED ON FY17 ACTUAL						
	B.) EJ WARD - GPS TRACKING					1,700	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
***** BASED ON FY17 ACTUAL *****							
						7,760	
401-0800-536.44-10	EQUIP/OTHER RENTAL/LEASE	1,198	11	1,200	1,200	812	1,260
	LEVEL 4 TEXT					TEXT AMT	
	EQUIPMENT RENTAL DETAIL:						
	A.) EMERGENCY FIELD EQUIPMENT					1,200	
	B.) DOCUMENT TECHNOLOGIES					60	
	***** BASED ON FY17 ACTUAL *****						
						1,260	
401-0800-536.45-19	VEHICLE INSURANCE	6,698	6,334	7,347	7,347	6,123	9,518
	LEVEL 4 TEXT					TEXT AMT	
	VEHICLE AND ROLLING STOCK INSURANCE DETAIL:					9,518	
	**BASED ON FY17 ACTUAL EXPENSES **						
	FLEET DETAIL - REQUIRES INSURANCE						
	1 - F800 TANKER						
	2 - VAC-CON TRUCKS						
	1 - DUMP TRUCK						
	7 - F250 TRUCKS						
	3 - PICKUP TRUCKS						
	3 - 3500 HD UTILITIY TRUCKS						
	1 - F500 TV TRUCK						
	1 - VAN TRANSIT (LOCATES)						
	1 - VALVE EXERCISING MACH						
	1 - 310SG BACKHOE						

						9,518	
401-0800-536.46-10	GENERAL EQUIP MAINT	2,631	10,891	10,000	11,000	11,041	30,500
	LEVEL 4 TEXT					TEXT AMT	
	GENERAL EQUIPMENT MAINTENANCE DETAIL:						
	A.) ELXSI (DBA CUES, INC) REPAIRS AND MAINT FOR					15,000	
	THE F500 TV TRUCK						
	B.) SOUTHERN SEWER SALES & EQUIPMENT					15,000	
	REPAIRS AND MAINTENANCE FOR THE VACCON						
	C.) REPAIRS AND REBUILDING OF MISC. SMALL EQ					500	

						30,500	
401-0800-536.46-11	REGULAR MAINT/INSP EQUIP	99	1,777	500	500	297	500
	LEVEL TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
4	MISC INSPECTION SERVICES FOR DISTRIBUTION AND COLLECTIONS LOCATIONS *VARIOUS EQUIPMENT (SAWS, PUMPS, ETC.) *BACKFLOW TESTER INSPECTIONS * FIRE EXTINGUISHER *****						500	
							500	
401-0800-536.46-12	VEH MAINT/REPAIR	32,030	43,311	45,000	50,000	44,437	45,000	
LEVEL 4	TEXT VEHICLE & ROLLING STOCK REPAIRS & MAINTENANCE FLEET DETAIL: 1 - F800 TANKER 2 - VAC-CON 7 - F250 TRUCKS 3 - PICKUP TRUCKS 1 - DUMP TRUCK 3 - 2500HD UTILITY TRUCKS 1 - F500 TV TRUCK 1 - VAN-TRANSIT (LOCATES) 1 - VALVE EXCERSING MACHINE W/TRAILER 1 - AIR COMPRESSOR / SULLAIR 5 - THOMPSON 6" PUMPS (ROLLING) *****						45,000	
							45,000	
401-0800-536.46-16	BUILDING MAINT	1,179	1,651	2,000	3,525	2,510	3,000	
LEVEL 4	TEXT SMALL BUILDING MAINTENANCE REPAIRS FOR DISTRIBUTION AND COLLECTIONS BUILDINGS *****						1,500 1,500 3,000	
							3,000	
401-0800-536.46-18	CONT MAINT/COMM EQUIP	393	147	1,000	1,000	67	1,000	
LEVEL 4	TEXT COMMUNICATIONS INTERNATIONAL - 800 MHZ RADIOS *****						1,000 1,000	
							1,000	
401-0800-536.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	20,538	
401-0800-536.46-36	SOFTWARE MAINTENANCE	0	3,000	10,000	10,000	3,000	5,000	
LEVEL 4	TEXT INFRAMAP ANNUAL SOFTWARE SUPPORT *****						5,000	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
									5,000
401-0800-536.47-00		PRINTING AND BINDING		89	593	300	0	0	300
	LEVEL 4	TEXT PRINTING OF MISC CUSTOMER NOTIFICATIONS LOCATE TICKETS *****							TEXT AMT 150 150 300
401-0800-536.49-20		EQUIP & OTHER NON-CAPITAL		4,301	24,562	5,000	3,762	1,559	5,000
	LEVEL 4	TEXT REPLACEMENT OF AGING NON CAPITAL EQUIPMENT CONCRETE SAWS BLOWERS PUMPS ROOT CUTTER *****							TEXT AMT 5,000 5,000
401-0800-536.49-31		NON-CAP RPLMT MTR INSTALL		0	789,674	760,500	760,500	683,714	760,500
	LEVEL 4	TEXT CIP: METER REPLACEMENT PROGRAM ZMI044 (NT 08-15-17)							TEXT AMT 760,500 760,500
401-0800-536.49-33		NON-CAP NEW MTR INSTALLS		0	39,493	100,000	100,000	100,987	100,000
	LEVEL 4	TEXT NON CAPITAL NEW METER INSTALLATIONS, NEW SERVICES THREE NEW SUBIDIVISIONS ARE SET FOR FY18 *****							TEXT AMT 100,000 100,000
401-0800-536.51-00		OFFICE SUPPLIES		351	165	2,000	2,000	2,000	2,000
	LEVEL 4	TEXT MISC. OFFICE SUPPLIES FOR DISTRIBUTION CREW COLLECTIONS CREW *****							TEXT AMT 1,000 1,000 2,000
401-0800-536.52-00		OTHER OPERATING SUPPLIES		57,375	60,606	47,000	44,475	33,166	68,500
	LEVEL	TEXT							TEXT AMT

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
4	OTHER OPERATING SUPPLIES DETAIL:						50,000	
	A.) MISC OPERATING SUPPLIES (HAND TOOLS, RAGS, PAPER PRODUCTIONS, GLOVES, ETC.)						2,000	
	B.) BACKFLOW PARTS AND SUPPLIES						16,500	
	C.) VALVE INSERTIONS, LINE STOPS, AND LATERAL REPAIRS (3 @ \$5500 EA)						68,500	

401-0800-536.52-10	GAS, DIESEL, OIL, & GREASE	26,791	25,518	31,000	31,000	21,011	27,334	
LEVEL 4	TEXT VEHICLES, ROLLING STOCK, AND GAS POWERED EQ REGULAR FUEL: 4,000 GAL @ \$2.25 = \$9,000 DIESEL FUEL: 6,667 GAL @ \$2.75 = \$18334 BASED ON FY17 ACTUAL FLEET DETAIL: 1 - F800 TANKER 2 - VAC-CON 1 - DUMP TRUCK 1 - VACUUM PUMP W/TRAILER 1 - F500 TV TRUCK 1 - VALVE EXERCISING MACHINE W/TRAILER 1 - AIR COMPRESSOR / SULLAIR 5 - THOMPSON 6" PUMPS MISC. GAS POWERED EQ (SAW'S, BLOWERS, ETC) *****					TEXT AMT	27,334	
401-0800-536.52-11	JANITORIAL SUPPLIES	2,675	566	3,500	3,500	3,500	3,500	
LEVEL 4	TEXT DISTRIBUTION AND COLLECTIONS BUILDING CLEANING SUPPLIES AND SUPPLIES TO CLEAN VEHICLES *****					TEXT AMT	3,500	
							3,500	
401-0800-536.52-12	UNIFORMS	6,373	5,256	6,000	9,000	7,693	6,000	
LEVEL 4	TEXT NEW / REPLACEMENT UNIFORMS FOR 20 EMPLOYEES UNIFORMS, HATS, TEE SHIRTS, RUBBER BOOTS *****					TEXT AMT	6,000	
							6,000	
401-0800-536.52-18	REP & MAINT SUPPLIES	73,060	108,847	125,000	125,000	115,454	125,000	
LEVEL	TEXT					TEXT AMT		

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	REPAIR & MAINTENANCE DETAIL: A.) REPAIR PARTS FOR THE WATER, RECLAIMED WATER AND SEWER SYSTEM B.) HYDRANT MAINTENANCE PARTS AND SUPPLIES *****						75,000 50,000 125,000
401-0800-536.53-00	ROAD MATERIAL & SUPPLY	22,404	27,548	27,500	27,500	20,806	27,500
LEVEL 4	TEXT ROAD MATERIALS & SUPPLIES DETAIL: A.) CONCRETE REPAIRS AFTER FIELD CREWS HAVE REPAIRED SERVICE LEAKS FOR POTABLE WATER, RECLAIMED WATER, AND SEWER B.) SOD FOR RESTORATION *****					TEXT AMT	25,000 2,500 27,500
401-0800-536.54-00	DUES & MEMBERSHIPS	360	0	450	0	0	450
LEVEL 4	TEXT 18 MEMBERSHIPS TO FWPCOA @ \$25/EA *****					TEXT AMT	450 450
401-0800-536.54-01	BOOKS & SUBSCRIPTIONS	0	0	350	0	210	350
LEVEL 4	TEXT SAFETY TRAINING MATERIALS *****					TEXT AMT	350 350
401-0800-536.55-31	NON-CAP RPLC MTR INSTALLS	920,826	0	0	0	0	0
401-0800-536.55-32	NON-CAP NEW MTR INSTALLS	51,829	0	0	0	0	0
* OPERATING EXPENSE		1,377,611	1,296,798	1,383,347	1,394,011	1,214,147	1,445,910
401-0800-536.63-97	PROJ CAPITAL OUTLAY	0	0	25,000	93,000	17,988	25,000
LEVEL 4	TEXT CIP: UTILITY COORDINATION URL007 (NT 08-15-17)					TEXT AMT	25,000 25,000
401-0800-536.63-99	FIXED ASSET TRANSFERS	52,458-	43,350-	0	0	0	0
401-0800-536.64-00	MACH & EQUIPMENT	12,845	3,905	12,000	22,865	10,865	240,000
LEVEL	TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
4	***NEW*** PURCHASE OF A NEW TV CAMERA TRUCK *****					240,000	
						240,000	
401-0800-536.64-15	ADP EQUIPMENT	20,714	7,475	0	0	0	0
401-0800-536.64-31	CAP NEW METER INSTALLS	0	31,970	150,000	150,000	0	100,000
LEVEL 4	TEXT REPLACEMENT OF LARGE METERS (COST OVER \$5000 EA) THIS IS BUDGETED ON AN ANNUAL BASES TO PURCHASE LARGE METERS THAT ARE IN NEED OF REPLACEMENT DUE TO AGE ***** CIP : MASTER METER REPLACEMENT PROGRAM ZMI044 (NT 08-15-17)					TEXT AMT 50,000	
						50,000	
						100,000	
401-0800-536.67-31	CAP NEW MTR INST/RPLC	18,900	0	0	0	0	0
*	CAPITAL OUTLAY	1	0	187,000	265,865	28,853	365,000
401-0800-536.99-02	DEPRECIATION EXPENSE	6,399	0	0	0	0	0
*	NON-OPERATING EXPENSE	6,399	0	0	0	0	0
**	WATER DISTRIBUTION	2,252,981	2,371,111	2,731,315	2,847,496	2,132,803	2,998,923

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
UTILITIES LAB DIVISION								
401-0824-536.12-00		SALARIES AND WAGES	192,837	182,021	224,654	224,654	156,046	212,177
LEVEL 4		TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE NEW: RECLASSIFY ASST LAB MGR FROM GRADE 117 TO 118 RECLASSIFY LAB TEC FROM GRADE 116 TO 118					TEXT AMT 194,062 3,847 3,942 10,326 212,177	
401-0824-536.12-11		COMPENSATED ABSENCE	24,058-	1,920	0	0	0	0
401-0824-536.14-00		OVERTIME	14,097	3,579	8,500	11,500	8,854	8,500
LEVEL 4		TEXT HOLIDAY COVERAGE, LINE BREAKS, EMERGENCIES *****					TEXT AMT 8,500 8,500	
401-0824-536.15-10		CERTIFICATION/LICENSES	110	0	1,500	204	75	1,500
LEVEL 4		TEXT OPERATOR CERTIFICATIONS *****					TEXT AMT 1,500 1,500	
401-0824-536.21-00		FICA TAXES	13,814	14,008	17,841	17,841	12,357	16,886
LEVEL 4		TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE NEW: RECLASSIFY ASST LAB MGR FROM GRADE 117 TO 118 RECLASSIFY LAB TECHS FROM GRADE 116 TO 118					TEXT AMT 15,501 293 302 790 16,886	
401-0824-536.22-00		RETIREMENT CONTRIBUTIONS	21,042	26,670	31,538	31,538	19,556	26,483
LEVEL 4		TEXT CURRENT STAFF WAGE INCREASE NEW: RECLASSIFY ASST LAB MGR FROM GRADE 117 TO 118 RECLASSIFY LAB TECS FROM GRADE 116 TO 118					TEXT AMT 24,494 196 491 1,302 26,483	
401-0824-536.23-00		HEALTH INSURANCE	18,226	20,153	35,028	35,028	17,100	36,738
LEVEL		TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
4	HEALTH DENTAL LIFE WAGE INCREASE LIFE NEW: RECLASSIFY ASST LAB MGR FROM GRADE 117 TO 118 RECLASSIFY LAB TECH FROM GRADE 116 TO 118						34,385 1,860 449 9 10 25 36,738	
401-0824-536.24-00	WORKER'S COMPENSATION	2,950	2,730	3,964	3,964	2,618	4,114	
LEVEL 4	TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE NEW: RECLASSIFY ASST LAB MGR FROM GRADE 117 TO 118 RECLASSIFY LAB TECH FROM GRADE 116 TO 118 ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)					TEXT AMT	3,487 4 74 193 356 4,114	
401-0824-536.26-00	OPEB / EAP BENEFIT	133	148	187	187	127	187	
LEVEL 4	TEXT CURRENT STAFF *****					TEXT AMT	187 187	
-----		239,151	251,229	323,212	324,916	216,733	306,585	
* PERSONNEL SERVICES								
401-0824-536.31-13	OTHER PROF. SERVICES	65,631	84,814	110,000	100,499	91,670	0	
LEVEL 4	TEXT **** ALL ITEMS MOVED TO 401 0824 536 3414 ***					TEXT AMT		
401-0824-536.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	114,000	
LEVEL 4	TEXT OUTSIDE LAB SERVICES (MOVED FROM 3113) A.) PACE ANALYTICAL B.) FLOWER CHEMICAL C.) MISC. OUTSIDE LABORATORY ANALYSIS AS NEEDED (EX: TOXICITY, UCMR2) D.) MANDATORY NELAC DOH AUDIT *****					TEXT AMT	50,000 50,000 10,000 4,000 114,000	
401-0824-536.34-15	TEMP HELP SERVICE FEE	0	9,885	0	0	0	0	
401-0824-536.40-00	TRAVEL PER DIEM	450	373	1,500	50	50	1,000	

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		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
ACCOUNT NUMBER	ACCOUNT DESCRIPTION						
	LEVEL 4	TEXT				TEXT AMT	
		ESTIMATED TRAVEL EXPENSES FOR 2 EMPLOYEES, 3 DAYS TO ATTEND TECHNICAL CONFERENCES *****				1,000	
						1,000	
401-0824-536.40-10	EMPLOYEE TRAINING	310	120	500	1,255	0	2,000
	LEVEL 4	TEXT				TEXT AMT	
		TECHNICAL TRAINING CLASSES, SAFETY TRAINING AND MANAGEMENT COURSES *****				2,000	
						2,000	
401-0824-536.41-00	COMMUNICATION SERVICES	212	167	500	900	576	890
	LEVEL 4	TEXT				TEXT AMT	
		COMMUNICATIONS DETAIL: A.) EJ WARD (GPS) \$13.90/MTH = \$166.80 ANNUAL EST BASED ON FY17 ACTUAL				170	
		B.) AT&T, CALL OUT PHONE BASED ON AN AVERAGE MONTHLY BILL OF \$60/MTH **NEW FY17 ** *****				720	
						890	
401-0824-536.45-19	VEHICLE INSURANCE	788	745	1,160	1,160	967	865
	LEVEL 4	TEXT				TEXT AMT	
		VEHCILE INSURANCE DETAIL: FLEET DETAIL: 2 - PICKUP TRUCKS *****				865	
						865	
401-0824-536.46-10	GENERAL EQUIP MAINT	191	0	500	0	0	500
	LEVEL 4	TEXT				TEXT AMT	
		LAB EQUIPMENT MAINT *****				500	
						500	
401-0824-536.46-11	REGULAR MAINT/INSP EQUIP	0	380	500	480	480	500
	LEVEL 4	TEXT				TEXT AMT	
		SAFETY EQUIPMENT INSPECTIONS SERVICES *****				500	
						500	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
401-0824-536.46-12	VEH MAINT/REPAIR	3,058	1,910	4,000	4,000	371	2,000
	LEVEL 4 TEXT VEHICLE MAINTENANCE DETAIL: ALL FLEET IS NEW FLEET DETIAL: 2 - PICKUP TRUCKS *****					TEXT AMT 2,000	2,000
401-0824-536.46-16	BUILDING MAINT	2,495	0	2,500	500	0	2,500
	LEVEL 4 TEXT MISC UPGRADES TO THE LAB AREA *****					TEXT AMT 2,500	2,500
401-0824-536.46-18	CONT MAINT/COMM EQUIP	0	84	0	0	0	0
401-0824-536.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	795
401-0824-536.49-14	FURN & FIXTURE NON-CAP	0	0	0	1,200	0	0
401-0824-536.49-16	COMPUTER HARDWARE	0	0	0	986	0	0
401-0824-536.49-19	TAXES, LICENSES, AND FEES	1,500	1,500	2,000	1,500	1,500	2,000
	LEVEL 4 TEXT ANNUAL LICENSE FOR LAB CERTIFICATION *****					TEXT AMT 2,000	2,000
401-0824-536.49-20	EQUIP & OTHER NON-CAPITAL	757	592	1,000	7,542	8,261	1,000
	LEVEL 4 TEXT REPLACE SMALL LAB TOOLS OVER \$500 BUT UNDER \$5,000 *****					TEXT AMT 1,000	1,000
401-0824-536.51-00	OFFICE SUPPLIES	1,678	693	1,500	1,500	1,500	1,500
	LEVEL 4 TEXT PURCHASE OF VARIOUS OFFICE SUPPLIES PENS, PAPER, INK, DESK ITEMS *****					TEXT AMT 1,500	1,500
401-0824-536.52-00	OTHER OPERATING SUPPLIES	2,180	2,289	2,000	1,500	1,012	2,000
	LEVEL TEXT					TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	MISC SUPPLIES OTHER THAN OFFICE SUPPLIES *****						2,000
							2,000
401-0824-536.52-10	GAS, DIESEL, OIL, & GREASE	1,244	1,093	1,938	1,938	916	1,744
LEVEL 4	TEXT VEHICLE FUEL ONLY REGUAL FUEL: 775 GAL @ 2.25 FLEET DETAIL: 2 - PICKUP TRUCKS *****					TEXT AMT 1,744	
							1,744
401-0824-536.52-11	JANITORIAL SUPPLIES	567	441	800	1,600	1,600	1,000
LEVEL 4	TEXT MISC OFFICE CLEANING SUPPLIES *****					TEXT AMT 1,000	
							1,000
401-0824-536.52-12	UNIFORMS	1,007	1,001	1,500	700	619	1,500
LEVEL 4	TEXT NEW AND REPLACEMENT UNIFORMS, RUBBER BOOTS, RAIN GEAR FOR 5 EMPLOYEES *****					TEXT AMT 1,500	
							1,500
401-0824-536.52-16	MEDICAL/LAB SUPPLIES	38,704	39,405	40,000	39,000	34,296	40,000
LEVEL 4	TEXT CONTRACTS ON FILE WITH THE FOLLOWING VENDORS FOR MISC. LAB SUPPLIES, CONTRACTS ARE FOR MULTIPLE YEARS ** HARDY DIAGNOSTICS IDEXX DISTRIBUTORS FISHER SCIENTIFIC HACH COMPANY MISC LAB SUPPLIES NOT COVERED UNDER THE ABOVE CONTRACTS *****					TEXT AMT	
							10,000
							10,000
							5,000
							10,000
							5,000
							40,000
401-0824-536.52-18	REP & MAINT SUPPLIES	295	6	400	977	905	400
LEVEL 4	TEXT MISC REPAIRS SUPPLIES					TEXT AMT 400	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2

							400
401-0824-536.54-00	DUES & MEMBERSHIPS	250	180	500	500	30	500
	LEVEL 4 TEXT FWPCOA, FRWA, FIPA, FSEA ANNUAL DUES					TEXT AMT	500

							500
401-0824-536.54-01	BOOKS & SUBSCRIPTIONS	150	0	100	100	0	100
	LEVEL 4 TEXT SAFETY MATERIAL					TEXT AMT	100

							100
* OPERATING EXPENSE		121,467	145,678	172,898	167,887	144,753	176,794
401-0824-536.64-00	MACH & EQUIPMENT	0	0	0	12,227	12,227	0
* CAPITAL OUTLAY		0	0	0	12,227	12,227	0
** UTILITIES LAB DIVISION		360,618	396,907	496,110	505,030	373,713	483,379
*** W/S DISTRIBUTION		2,613,599	2,768,018	3,227,425	3,352,526	2,506,516	3,482,302

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
UTILITY ADMINISTRATION								
UTILITY ADMINISTRATION								
401-0900-536.12-00		SALARIES AND WAGES	650,464	605,725	690,738	690,738	565,563	685,606
		LEVEL 4 TEXT					TEXT AMT	
		CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)					665,696	
		WAGE INCREASE					19,910	

							685,606	
401-0900-536.12-10		CAR ALLOWANCE	2,054	2,388	3,000	3,000	2,596	3,000
		LEVEL 4 TEXT					TEXT AMT	
		PER DEPT HEAD CONTRACT (\$175/MTH)					3,000	

							3,000	
401-0900-536.12-11		COMPENSATED ABSENCE	12,632	15,620-	0	0	0	0
401-0900-536.12-12		ADD. SALARY & BENEFITS	2,959	0	0	0	0	0
401-0900-536.14-00		OVERTIME	1,571	1,478	8,500	14,253	6,900	8,500
		LEVEL 4 TEXT					TEXT AMT	
		HOURLY EMPLOYEES:					8,500	
		UTILITY INSPECTOR						
		RIGHT OF WAY AGENT						
		ADMINISTRATIVE ASSISTANT						

							8,500	
401-0900-536.15-10		CERTIFICATION/LICENSES	404	0	2,000	350	350	2,000
		LEVEL 4 TEXT					TEXT AMT	
		FLA BOARD OF ENGINEERS (2)					500	
		DEP					500	
		RIGHT OF WAY AGENT					500	
		WATER LICENSE RENEWAL (2)					500	

							2,000	
401-0900-536.21-00		FICA TAXES	48,466	43,685	53,729	54,169	41,520	53,335
		LEVEL 4 TEXT					TEXT AMT	
		CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)					51,813	
		WAGE INCREASE					1,522	

							53,335	
401-0900-536.22-00		RETIREMENT CONTRIBUTIONS	79,218	82,319	95,285	95,285	77,363	98,466

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
		LEVEL	TEXT					TEXT	AMT
		4	CURRENT STAFF						95,597
			WAGE INCREASE						2,869

									98,466
401-0900-536.23-00	HEALTH INSURANCE			55,475	57,304	72,939	72,939	59,557	76,527
		LEVEL	TEXT					TEXT	AMT
		4	HEALTH						71,039
			DENTAL						3,843
			LIFE						1,599
			WAGE INCREASE LIFE						46

									76,527
401-0900-536.24-00	WORKER'S COMPENSATION			6,483	4,613	5,589	5,660	4,148	5,964
		LEVEL	TEXT					TEXT	AMT
		4	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)						5,216
			WAGE INCREASE						226
			ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)						522
									5,964
401-0900-536.25-00	UNEMPLOYMENT COMP			1,089	0	0	0	0	0
401-0900-536.26-00	OPEB / EAP BENEFIT			321	275	387	387	242	387
		LEVEL	TEXT					TEXT	AMT
		4	CURRENT STAFF						387

									387
-----				861,136	782,167	932,167	936,781	758,239	933,785
*	PERSONNEL SERVICES								
401-0900-536.31-13	OTHER PROF. SERVICES			98,594	99,140	100,000	101,790	36,884	100,000
		LEVEL	TEXT					TEXT	AMT
		4	VARIOUS CONSULTANTS/ RIGHT OF WAY SERVICES						
			DETAIL AS FOLLOWS:						
			A.) RIGHT OF WAY ISSUES						15,000
			B.) SURVEYS AND MISC REPORTS						5,000
			C.) ANNUAL FINANCE REPORT CONDITION ASSESSMENT						25,000
			D.) ENGINEER STUDIES						25,000
			E.) COUNCIL REQUEST STUDIES						3,000
			F.) UNFORESEEN ISSUES						27,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
						100,000	
401-0900-536.34-14	CONTRACT SERVICES OTHER	0	420-	0	0	0	0
401-0900-536.40-00	TRAVEL PER DIEM	1,049	1,549	1,125	325	0	500
	LEVEL 4 TEXT					TEXT AMT	
	TRAVEL ALLOWANCE FOR MEALS / HOTEL EXPENSES					500	
	*****					500	
401-0900-536.40-10	EMPLOYEE TRAINING	3,397	2,077	4,800	1,555	942	14,100
	LEVEL 4 TEXT					TEXT AMT	
	EMPLOYEE TRAINING:						
	A.) 4 - ONE DAY EVENTS @ \$150 EACH					600	
	B.) 3 - THREE DAY EVENTS @ \$500 EACH					1,500	
	C.) UTILITY MANAGEMENT TRAINING SCHOOL					1,000	
	D.) ENGINEERS PDS (2)					1,000	
	E.) DEPARTMENT WIDE SAFETY TRAINING					10,000	
	*** NEW IN FY18***						
	*****					14,100	
401-0900-536.41-00	COMMUNICATION SERVICES	2,653	3,653	3,020	4,570	4,284	5,351
	LEVEL 4 TEXT					TEXT AMT	
	COMMUNICATIONS DETAIL:						
	A.) AT&T MOBILITY - CELL PHONE & AIR CARDS					5,100	
	BASED ON FY17 ACTUAL BILLING AVG OF \$425/MTH						
	B.) EJ WARD = GPS FOR 3 VEHICLES					251	
	BASED ON FY17 ACTUAL BILLING \$20.85/MTH						
	*****					5,351	
401-0900-536.44-10	EQUIP/OTHER RENTAL/LEASE	603	11,471	16,000	14,000	13,585	13,580
	LEVEL 4 TEXT					TEXT AMT	
	EQUIPMENT RENTAL / LEASING DETAIL:						
	A.) FEC ANNUAL RIGHT OF WAY LICENSE AGREEMENT					13,000	
	BASED ON FY17 ACTUAL BILING						
	B.) DOCUMENT TECHNOLOGY - COPIER SERVICES					580	
	BASED ON 4145/QTRLY						
	*****					13,580	
401-0900-536.45-19	VEHICLE INSURANCE	788	745	5,414	5,414	4,512	1,298
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	VEHICLE INSURANCE FLEET DETAIL: 1 - FORD FUSION 1 - F150 PICKUP TRUCK 1 - COLORADO EX CAB *****						1,298
							1,298
401-0900-536.46-10	GENERAL EQUIP MAINT	0	0	500	0	0	500
LEVEL 4	TEXT MISC OFFICE EQUIPMENT MAINTENANCE AS NEEDED *****					TEXT AMT	500
							500
401-0900-536.46-11	REGULAR MAINT/INSP EQUIP	281	333	500	0	0	600
LEVEL 4	TEXT MISC. OFFICE EQUIPMENT INSPECTION SVC *****					TEXT AMT	600
							600
401-0900-536.46-12	VEH MAINT/REPAIR	856	4,975	2,000	2,000	581	2,000
LEVEL 4	TEXT REPAIR & MAINTENANCE OF DEPT VEHICLES & EQUIP. BASED ON FY17 ACTUAL FLEET DETAIL: 1 - FORD FUSION 1 - F150 PICKUP 1 - COLORADO EX CAB *****					TEXT AMT	2,000
							2,000
401-0900-536.46-18	CONT MAINT/COMM EQUIP	1,248	84	1,000	0	0	500
LEVEL 4	TEXT COMMUNICATION INTERNATIONAL FOR 800 MHZ RADIOS UPDATE *****					TEXT AMT	500
							500
401-0900-536.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	1,060
401-0900-536.47-00	PRINTING AND BINDING	60	1,197	200	149	149	200
LEVEL 4	TEXT FLYERS, NOTICES, MISC FORMS, BUSINESS CARDS *****					TEXT AMT	200

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
							200
401-0900-536.48-04	PUB RELATION ACTIVITY	2,000	350	3,000	1,000	866	2,500
	LEVEL 4 TEXT PUBLIC INFORMATION, FAMILY DAYS *****					TEXT AMT 2,500	2,500
401-0900-536.49-01	ADVERTISING	878	1,226	0	0	0	0
401-0900-536.49-02	COMPUTER SOFTWARE	6,632	0	0	2,289	2,288	0
401-0900-536.49-14	FURN & FIXTURE NON-CAP	0	1,423	0	0	0	0
401-0900-536.49-19	TAXES, LICENSES, AND FEES	11,578	0	0	0	0	0
401-0900-536.49-20	EQUIP & OTHER NON-CAPITAL	6,534	0	5,000	15,612	15,612	5,000
	LEVEL 4 TEXT REPLACE COLOR PRINTERS AND VARIOUS EQUIPMENT OVER \$500 BUT UNDER \$5,000 *****					TEXT AMT 5,000	5,000
401-0900-536.49-66	TFR TO 506 BLDG MAINT FD	94,409	80,442	92,900	92,900	77,417	71,864
	LEVEL 4 TEXT BUILDING MAINTENANCE ALLOCATION UPDATED FOR FY18					TEXT AMT 71,864	71,864
401-0900-536.51-00	OFFICE SUPPLIES	7,595	5,696	5,000	7,000	6,736	6,000
	LEVEL 4 TEXT MISC OFFICE SUPPLIES PENS, PAPER, PRINTER INK, VARIOUS OFFICE SUPPLIES *****					TEXT AMT 6,000	6,000
401-0900-536.52-00	OTHER OPERATING SUPPLIES	6,381	7,953	5,000	11,539	9,549	8,000
	LEVEL 4 TEXT MISC SUPPLIES OTHER THAN OFFICE SUPPLIES *****					TEXT AMT 8,000	8,000
401-0900-536.52-10	GAS, DIESEL, OIL, & GREASE	784	625	750	1,567	1,104	1,350
	LEVEL 4 TEXT VEHICLES ONLY REGULAR FUEL: 600 GALL @ \$2.25					TEXT AMT 1,350	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
ACCOUNT NUMBER ACCOUNT DESCRIPTION							
		** INCREASE IN FLEET **					
		FLEET DETAIL:					
		1 - FORD FUSION					
		1 - F150 PICKUP TRUCK					
		1 - COLORADO EX CAB					

							1,350
401-0900-536.52-11	JANITORIAL SUPPLIES	0	0	500	0	0	500
	LEVEL 4	TEXT				TEXT AMT	
		MISC CLEANING SUPPLIES AS NEEDED					500

							500
401-0900-536.52-12	UNIFORMS	0	0	500	1,098	1,098	850
	LEVEL 4	TEXT				TEXT AMT	
		NEW & REPLACEMENT UNIFORMS, RUBBER BOOTS, RAIN					850
		GEAR					

							850
401-0900-536.52-15	POSTAL SERVICE	305	319	500	2,500	1,886	800
	LEVEL 4	TEXT				TEXT AMT	
		POSTAGE					800
		INCREASE REQUEST DUE TO CERTIFIED MAILING FEES					
		FOR VARIOUS PROJECTS					

							800
401-0900-536.54-00	DUES & MEMBERSHIPS	6,143	7,092	7,780	6,780	6,500	7,110
	LEVEL 4	TEXT				TEXT AMT	
		DUES AND MEMBERSHIP DETAIL:					
		A.) ANNUAL DEPARTMENT WIDE MEMBERSHIP FOR AWWA					5,650
		B.) FLORIDA ENGINEERING SOCIETY (2 @ \$335 EA)					670
		C.) RIGHT OF WAY AGENT - IRWA					230
		D.) RIGHT OF WAY AGENT - NALA					140
		E.) DAYTONA BEACH NEWS JOURNAL					300
		F.) FWPCOA - 4 @ \$30.00 EA					120

							7,110
401-0900-536.54-01	BOOKS & SUBSCRIPTIONS	386	213	1,050	156	156	500
	LEVEL	TEXT				TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
4	SAFETY, OSHA, WATER INDUSTRY PUBLICATIONS *****						500 500
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*	OPERATING EXPENSE	253,154	230,143	256,539	272,244	184,149	244,163
401-0900-536.62-00	BUILDINGS AND IMP. TO	0	10,379	0	0	0	0
401-0900-536.63-99	FIXED ASSET TRANSFERS	0	10,379-	0	0	0	0
401-0900-536.64-00	MACH & EQUIPMENT	0	0	0	27,225	27,224	0
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*	CAPITAL OUTLAY	0	0	0	27,225	27,224	0
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**	UTILITY ADMINSTRATION	1,114,290	1,012,310	1,188,706	1,236,250	969,612	1,177,948

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015	FY2016	FY2017	FY2017	FY2017	ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
		Actual	Actual	Orig/Adopted Budget	Adjusted Budget	Y-T-D INCLD		
401-0901-536.12-00	UTILITY WAREHOUSE SALARIES AND WAGES	65,800	69,446	68,123	68,123		61,284	69,250
	LEVEL 4 TEXT						TEXT AMT	
								67,238
								2,012
								69,250
401-0901-536.12-11	COMPENSATED ABSENCE	198-	471	0	0	0	0	0
401-0901-536.14-00	OVERTIME	13,253	11,776	5,000	17,587		12,712	15,000
	LEVEL 4 TEXT						TEXT AMT	
								4,000
								1,000
								10,000
								15,000
401-0901-536.21-00	FICA TAXES	5,908	6,034	5,596	5,596		5,466	6,448
	LEVEL 4 TEXT						TEXT AMT	
								5,528
								154
								766
								6,448
401-0901-536.22-00	RETIREMENT CONTRIBUTIONS	7,355	10,136	9,658	9,658		8,311	10,831
	LEVEL 4 TEXT						TEXT AMT	
								10,516
								315
								10,831
401-0901-536.23-00	HEALTH INSURANCE	12,393	13,384	13,950	13,950		12,435	14,650
	LEVEL 4 TEXT						TEXT AMT	
								13,754
								744
								146
								6

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
							14,650
401-0901-536.24-00	WORKER'S COMPENSATION	737	672	729	729	643	991
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)						715
	WAGE INCREASE						17
	ESTIMATED WC INCREASE @ 10% (CLB 7-11-17						71

	CIP ZMI044 BENEFITS-MOVED FROM 401-0800-536-2400						188
	(NT 08-15-17)						
							991
401-0901-536.26-00	OPEB / EAP BENEFIT	75	76	75	75	66	75
	LEVEL 4 TEXT					TEXT AMT	
	CURRENT STAFF						75

							75
* PERSONNEL SERVICES		105,323	111,995	103,131	115,718	100,917	117,245
401-0901-536.31-13	OTHER PROF. SERVICES	197	0	0	0	0	0
401-0901-536.34-14	CONTRACT SERVICES OTHER	0	658	1,200	1,200	0	500
	LEVEL 4 TEXT					TEXT AMT	
	CONTRACT SERVICES DETAIL:						
	A.) TYCO INTERGRATED - WAREHOUSE SECURITY						800
	MOVED TO 4611						800-
	B.) UNFORSEEN SERVICES AS NEEDED						500

							500
401-0901-536.40-00	TRAVEL PER DIEM	0	0	1,000	1,000	0	0
	LEVEL 4 TEXT					TEXT AMT	
	NO REQUEST FOR FY18						
401-0901-536.40-10	EMPLOYEE TRAINING	0	0	510	510	0	700
	LEVEL 4 TEXT					TEXT AMT	
	EMPLOYEE TRAINING DETAIL:						
	A.) ONE DAY DEVELOPMENT CLASSES 2 @ \$125 EA						250
	B.) SCHOOLS, SEMINARS, CONFERENCES, STAFF TRAINING						100
	C.) WAREHOUSE MANAGEMENT TRAINING						100
	D.) CROSS CONNECTION TRAINING						250

							700

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
401-0901-536.41-00	COMMUNICATION SERVICES	961	920	1,665	1,665	501	600
	LEVEL 4 TEXT					TEXT AMT	
	COMMUNICATION SERVICES AS FOLLOWS:						
	A.) EJ WARD - GPS MONITORING						575
	-NO FUNDING REQUIREMENTS - NO VEHICLE						575-
	B.) AT&T - CELL PHONE FOR ON CALL						420
	BASED ON ACTUAL FY17 \$35/MTH						
	C.) SPECTRUM - CABLE SERVICES						180
	BASED ON ACTUAL FY17 \$15/MTH						

							600
401-0901-536.44-10	EQUIP/OTHER RENTAL/LEASE	29	442	500	500	140	1,000
	LEVEL 4 TEXT					TEXT AMT	
	EQUIPMENT RENTAL / LEASING DETAIL:						
	A.) EMERGENCY FORKLIFT RENTAL						800
	B.) DOCUMENT TECHNOLOGY - COPIER SERVICES						200
	BASED ON FY17 ACTUAL \$50/QTR						

							1,000
401-0901-536.45-19	VEHICLE INSURANCE	394	373	387	387	323	0
	LEVEL 4 TEXT					TEXT AMT	
	NO VEHICLE INSURANCE REQUIRED, WAREHOUSE DOES						387
	NOT HAVE A VEHICLE ASSIGNED						387-
401-0901-536.46-10	GENERAL EQUIP MAINT	27	56	200	200	54	500
	LEVEL 4 TEXT					TEXT AMT	
	REPAIR & MAINTENANCE FOR SCANNERS/BARCODE EQUIP						500

							500
401-0901-536.46-11	REGULAR MAINT/INSP EQUIP	179	233	500	1,130	958	980
	LEVEL 4 TEXT					TEXT AMT	
	MAINTENANCE INSPECTION SERVICE DETAIL:						
	A.) TYCO INTERGRATED - WAREHOUSE SECURITY						980
	BASED ON FY17 ACTUAL \$245/QTR						
	*** MOVED F ROM 3414 ***						

							980

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
401-0901-536.46-12	VEH MAINT/REPAIR	786	556	1,000	1,000	557	1,000
	LEVEL 4 TEXT MAINTENANCE / REPAIRS FOR WAREHOUSE FORKLIFTS (2) *****					TEXT AMT 1,000 1,000	
401-0901-536.46-16	BUILDING MAINT	888	307	600	600	147	600
	LEVEL 4 TEXT VARIOUS REPAIRS/MAINTENANCE AT WAREHOUSE FACILITY *****					TEXT AMT 600 600	
401-0901-536.46-18	CONT MAINT/COMM EQUIP	0	0	300	0	0	300
	LEVEL 4 TEXT COMMUNICATIONS INTERNATIONAL - 800 MHZ RADIO UPGRADES *****					TEXT AMT 300 300	
401-0901-536.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	530
401-0901-536.49-02	COMPUTER SOFTWARE	790	790	800	800	790	800
	LEVEL 4 TEXT TOKAY - CROSS CONNECTIONS SOFTWARE UPDATE *****					TEXT AMT 800 800	
401-0901-536.49-66	TFR TO 506 BLDG MAINT FD	9,393	13,839	15,929	15,929	13,274	10,060
	LEVEL 4 TEXT WAREHOUSE JANITORIAL SERVICES UPDATED FOR FY18					TEXT AMT 10,060 10,060	
401-0901-536.51-00	OFFICE SUPPLIES	2,899	1,442	2,500	2,500	2,500	2,500
	LEVEL 4 TEXT PURCHASE OF VARIOUS OFFICE SUPPLIES *****					TEXT AMT 2,500 2,500	
401-0901-536.52-00	OTHER OPERATING SUPPLIES	5,833	4,146	6,000	5,370	4,991	6,000
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	PURCHASE OF VARIOUS NON-OFFICE RELATED SUPPLIES *****						6,000
							6,000
401-0901-536.52-10	GAS, DIESEL, OIL, & GREASE	395	277	500	500	327	600
LEVEL 4	TEXT PURCHASE OF LP GAS FOR FORKLIFTS APPROX. \$50.00 PER FILL *****					TEXT AMT 600	600
401-0901-536.52-12	UNIFORMS	352	0	500	0	0	500
LEVEL 4	TEXT UNIFORMS FOR STORE KEEPER & PARTTIME REPAIR TECH *****					TEXT AMT 500	500
401-0901-536.52-15	POSTAL SERVICE	676	922	675	1,128	1,017	1,200
LEVEL 4	TEXT MAILING OF BACKFLOW LETTERS FOR COMPLIANCE - CERTIFIED MAILING *****					TEXT AMT 1,200	1,200
401-0901-536.54-00	DUES & MEMBERSHIPS	226	0	100	0	0	0
401-0901-536.54-01	BOOKS & SUBSCRIPTIONS	0	226	300	247	247	300
LEVEL 4	TEXT DAYTONA BEACH NEWS JOURNAL SUBSCRIPTION *****					TEXT AMT 300	300
*	OPERATING EXPENSE	24,025	25,187	35,166	34,666	25,826	28,670
**	UTILITY WAREHOUSE	129,348	137,182	138,297	150,384	126,743	145,915
***	UTILITY ADMINSTRATION	1,243,638	1,149,492	1,327,003	1,386,634	1,096,355	1,323,863
****	W&S O&M REVENUE FUND	28,998,440	28,963,201	26,697,099	28,237,776	20,766,505	26,915,366

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP 2
W/S R&R FUND (A)								
403-0000-334.38-00	ST JOHNS WATER MANAGEMENT	0	135,135	0	503,511		216,611	0
403-0000-361.10-00	INTEREST EARNINGS-INVESTM	12,058	13,602	5,000	5,000		19,192	5,000
403-0000-369.90-00	MISC REVENUE	0	0	0	0		29,820	0
403-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	2,871,420		0	0
403-0000-399.10-12	FRM 401 WATER/SEWER REV	2,400,000	2,400,000	2,400,000	2,400,000		2,000,000	2,500,000
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*		2,412,058	2,548,737	2,405,000	5,779,931		2,265,623	2,505,000
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**	W/S R&R FUND (A)	2,412,058	2,548,737	2,405,000	5,779,931		2,265,623	2,505,000
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***	W/S R&R FUND (A)	2,412,058	2,548,737	2,405,000	5,779,931		2,265,623	2,505,000
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****	W/S R&R FUND (A)	2,412,058	2,548,737	2,405,000	5,779,931		2,265,623	2,505,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
WATER PRODUCTION							
1987 BOND PROJECTS							
403-0200-533.44-13	FLEET FINANCING	245,876	296,972	316,294	316,294	263,578	299,747
*	OPERATING EXPENSE	245,876	296,972	316,294	316,294	263,578	299,747
403-0200-533.63-97	PROJ CAPITAL OUTLAY	345,439	211,226	680,000	1,178,558	185,873	150,000
LEVEL 4		TEXT				TEXT AMT	
		PLACEHOLDER FOR FY18 PROJECTS 05-08-17 NT					
		CIP: WATER SYSTEM REPLACEMENTS-URP001				300,000	
		CIP: WATER TREATMENT PLANT R&R EQUIPMENT - WWP003				150,000	
		MOVE URP001 TO 0800 06-5-17 NT				300,000-	
						150,000	
403-0200-533.63-99	FIXED ASSET TRANSFERS	351,999-	269,194-	0	0	0	0
403-0200-533.64-97	PROFESSIONAL SERVICES	9,010	57,969	0	89,912	37,238	0
*	CAPITAL OUTLAY	2,450	1	680,000	1,268,470	223,111	150,000
**	1987 BOND PROJECTS	248,326	296,973	996,294	1,584,764	486,689	449,747
***	WATER PRODUCTION	248,326	296,973	996,294	1,584,764	486,689	449,747

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
NON DEPARTMENTAL							
BOND PROJECTS							
403-0300-536.63-97	PROJ CAPITAL OUTLAY	0	0	0	750,000	0	0
403-0300-536.63-99	FIXED ASSET TRANSFERS	2,450-	0	0	0	0	0
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*	CAPITAL OUTLAY	2,450-	0	0	750,000	0	0
403-0300-536.99-10	CONTINGENCY	0	0	223,706	223,706	0	170,253
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*	NON-OPERATING EXPENSE	0	0	223,706	223,706	0	170,253
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**	BOND PROJECTS	2,450-	0	223,706	973,706	0	170,253
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***	NON DEPARTMENTAL	2,450-	0	223,706	973,706	0	170,253

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
*WASTEWATER TREATMENT WASTEWATER TREATMENT							
403-0400-535.63-97	PROJ CAPITAL OUTLAY	144,489	146,968	885,000	1,551,012	243,656	1,385,000
	LEVEL 4						
	TEXT					TEXT AMT	
	PLACEHOLDER FOR FY18 CIP PROJECTS 05-08-17 NT						
	CIP: WRF - R&R - SSP002					450,000	
	CIP: WRF-ELECTRIC SYSTEM REPAIR/REPLACEMENT SSP012					575,000	
	CIP: WRF- REPLACE EXISTING LIFT STATIONS- SLS002					360,000	
						1,385,000	
403-0400-535.63-99	FIXED ASSET TRANSFERS	144,489-	306,954-	0	0	0	0
403-0400-535.64-97	PROFESSIONAL SERVICES	0	0	0	200,950	117,060	200,000
	LEVEL 4						
	TEXT					TEXT AMT	
	CIP: WRF - TELEMETRY INSTRUMENT/CTRL SYS- MME003					200,000	
						200,000	
*	CAPITAL OUTLAY	0	159,986-	885,000	1,751,962	360,716	1,585,000
**	WASTEWATER TREATMENT	0	159,986-	885,000	1,751,962	360,716	1,585,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	WASTEWATER COLLECTION						
403-0401-535.63-97	PROJ CAPITAL OUTLAY	494,366	683,062	0	0	0	0
403-0401-535.63-99	FIXED ASSET TRANSFERS	494,366-	683,062-	0	0	0	0
		-----	-----	-----	-----	-----	-----
*	CAPITAL OUTLAY	0	0	0	0	0	0
		-----	-----	-----	-----	-----	-----
**	WASTEWATER COLLECTION	0	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
403-0410-535.63-97	SRF PROJECTS/OTHR GRANTS PROJ CAPITAL OUTLAY	0	159,986	0	478,660	191,760	0
*	CAPITAL OUTLAY	0	159,986	0	478,660	191,760	0
**	SRF PROJECTS/OTHR GRANTS	0	159,986	0	478,660	191,760	0
***	*WASTEWATER TREATMENT	0	0	885,000	2,230,622	552,476	1,585,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
METER SHOP							
METER SHOP							
403-0500-536.49-31	NON-CAP RPLMT MTR INSTALL	0	246,687	0	41,935	41,935	0
403-0500-536.55-31	NON-CAP RPLC MTR INSTALLS	186,576	8,681	0	0	0	0
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*	OPERATING EXPENSE	186,576	255,368	0	41,935	41,935	0
-----		-----	-----	-----	-----	-----	-----
**	METER SHOP	186,576	255,368	0	41,935	41,935	0
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***	METER SHOP	186,576	255,368	0	41,935	41,935	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP 2
W/S DISTRIBUTION								
WATER DISTRIBUTION								
403-0800-533.63-97	PROJ CAPITAL OUTLAY	33,468	257,116	300,000	948,904		204,335	300,000
	LEVEL 4							
	TEXT CIP: WATER SYSTEM REPLACEMENTS URP001							
							TEXT AMT	
							300,000	
							300,000	
403-0800-533.63-99	FIXED ASSET TRANSFERS	33,468-	257,116-	0	0		0	0
*	CAPITAL OUTLAY	0	0	300,000	948,904		204,335	300,000
**	WATER DISTRIBUTION	0	0	300,000	948,904		204,335	300,000
***	W/S DISTRIBUTION	0	0	300,000	948,904		204,335	300,000
****	W/S R&R FUND (A)	432,452	552,341	2,405,000	5,779,931		1,285,435	2,505,000

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	IMPACT FEE						
405-0000-324.21-00	RESIDENTIAL PHYSICAL ENVI	0	0	0	0	10,830	0
405-0000-324.21-30	RESIDENTIAL WATER	228,475	204,303	150,000	150,000	192,765	150,000
	LEVEL 4 TEXT INITIAL ESTIMATE FOR FY18					TEXT AMT 150,000	
	*****					150,000	
405-0000-324.21-50	RESIDENTIAL SEWER	233,616	239,623	150,000	150,000	214,034	150,000
	LEVEL 4 TEXT INITIAL ESTIMATE FOR FY18					TEXT AMT 150,000	
	*****					150,000	
405-0000-324.22-00	COMMERCIAL PHYSICAL ENVIR	0	0	0	0	22,548	0
405-0000-324.22-30	COMMERCIAL WATER	189,956	72,425	150,000	150,000	211,799	150,000
	LEVEL 4 TEXT INITIAL ESTIMATE FOR FY18					TEXT AMT 150,000	
						150,000	
405-0000-324.22-50	COMMERCIAL SEWER	159,532	134,296	150,000	150,000	233,105	150,000
	LEVEL 4 TEXT INITIAL ESTIMATE FOR FY18					TEXT AMT 150,000	
						150,000	
405-0000-361.10-00	INTEREST EARNINGS-INVESTM	24,088	16,777	1,000	1,000	15,770	1,000
405-0000-369.90-00	MISC REVENUE	7,533	0	0	0	38,477	0
405-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	1,791,261	0	236,000
	LEVEL 4 TEXT AMOUNT NEEDED TO BALANCE THE FUND 06-06-17 NT					TEXT AMT 236,000	
						236,000	
405-0000-389.40-01	OTHER GRANTS/DONATIONS	6,000	0	0	0	0	0
*		849,200	667,424	601,000	2,392,261	939,328	837,000
**	IMPACT FEE	849,200	667,424	601,000	2,392,261	939,328	837,000
***	IMPACT FEE	849,200	667,424	601,000	2,392,261	939,328	837,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	WATER PRODUCTION						
	1987 BOND PROJECTS						
405-0200-533.63-97	PROJ CAPITAL OUTLAY	0	0	0	158,552	0	0
*	CAPITAL OUTLAY	0	0	0	158,552	0	0
**	1987 BOND PROJECTS	0	0	0	158,552	0	0
***	WATER PRODUCTION	0	0	0	158,552	0	0

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
NON DEPARTMENTAL BOND PROJECTS							
405-0300-536.49-90	ADMIN SERVICE FEES	16,037	11,396	12,000	12,000	10,000	12,000
*	OPERATING EXPENSE	16,037	11,396	12,000	12,000	10,000	12,000
405-0300-536.99-10	CONTINGENCY	0	0	64,000	64,000	0	0
*	NON-OPERATING EXPENSE	0	0	64,000	64,000	0	0
**	BOND PROJECTS	16,037	11,396	76,000	76,000	10,000	12,000
***	NON DEPARTMENTAL	16,037	11,396	76,000	76,000	10,000	12,000

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP	2
*WASTEWATER TREATMENT									
WASTEWATER TREATMENT									
405-0400-535.63-97	PROJ CAPITAL OUTLAY	1,030,143	1,682,995	0	1,221,044		39,171	300,000	
	LEVEL 4								
	TEXT CIP: SEWER SYSTEM EXPANSION UET023								
								300,000	
								300,000	
405-0400-535.63-99	FIXED ASSET TRANSFERS	1,030,143-	1,682,995-	0	0		0	0	
*	CAPITAL OUTLAY	0	0	0	1,221,044		39,171	300,000	
**	WASTEWATER TREATMENT	0	0	0	1,221,044		39,171	300,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
405-0401-535.63-97	WASTEWATER COLLECTION PROJ CAPITAL OUTLAY	194,340	80,252	50,000	122,608	0	50,000
	LEVEL 4 TEXT CIP: CITY COST PARTICIPATION UCP001					TEXT AMT 50,000 50,000	
405-0401-535.63-99	FIXED ASSET TRANSFERS	194,340-	80,252-	0	0	0	0
*	CAPITAL OUTLAY	0	0	50,000	122,608	0	50,000
**	WASTEWATER COLLECTION	0	0	50,000	122,608	0	50,000
***	*WASTEWATER TREATMENT	0	0	50,000	1,343,652	39,171	350,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
W/S DISTRIBUTION							
WATER DISTRIBUTION							
405-0800-533.63-97	PROJ CAPITAL OUTLAY	76,700	350,041	475,000	814,057	84,905	475,000
	LEVEL 4						
	TEXT					TEXT AMT	
	CIP: WATER SYSTEM REPLACEMENT URP001					375,000	
	CIP: WATER SYSTEM EXTENSION /UPSIZING UET001					50,000	
	CIP: CITY COST PARTICIPATION UCP001					50,000	
						475,000	
405-0800-533.63-99	FIXED ASSET TRANSFERS	76,700-	350,041-	0	0	0	0
*	CAPITAL OUTLAY	0	0	475,000	814,057	84,905	475,000
**	WATER DISTRIBUTION	0	0	475,000	814,057	84,905	475,000
***	W/S DISTRIBUTION	0	0	475,000	814,057	84,905	475,000
****	IMPACT FEE	16,037	11,396	601,000	2,392,261	134,076	837,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
SOLID WASTE							
410-0000-343.41-00	GARBAGE-CURBSIDE	5,289,926	5,349,794	5,200,000	5,200,000	4,362,968	5,300,000
	LEVEL 4 TEXT PROJ REV BASED ON FY15/16 AVERAGE ***DOES NOT ASSUME AN INCR***				06/23/17 CLB	TEXT AMT 5,300,000	
						5,300,000	
410-0000-343.42-00	ENERGY FEE-GARBAGE	612,058	622,625	613,359	613,359	512,118	612,759
	LEVEL 4 TEXT PROJ REV BASED ON FY15/16 AVERAGE ***DOES NOT ASSUME A RATE INCR***				06/23/17 CLB	TEXT AMT 612,759	
						612,759	
410-0000-343.43-00	LANDFILL FEE	0	739-	0	0	21-	0
410-0000-343.44-00	COMMERCIAL-GARBAGE CONTAI	1,118,817	1,161,135	1,128,629	1,128,629	984,501	1,139,976
	LEVEL 4 TEXT PROJ REV BASED ON FY15/16 AVERAGE ***DOES NOT ASSUME A RATE INCR***				06/23/17 CLB	TEXT AMT 1,139,976	
						1,139,976	
410-0000-343.46-00	COMMERCIAL-ROLL OFF	16,265	17,605	17,000	17,000	23,875	17,000
	LEVEL 4 TEXT FLAT PROJ BASED ON FY15/16 AVERAGE				06/23/17 CLB	TEXT AMT 17,000	
						17,000	
410-0000-343.66-00	SERVICE CHARGE/ LATE FEE	0	39	0	0	0	0
410-0000-361.10-00	INTEREST EARNINGS-INVESTM	13,809	24,128	14,000	14,000	19,224	20,000
	LEVEL 4 TEXT FLAT PROJBASED ON FY15/16 AVERAGE *****				06/23/17 CLB	TEXT AMT 14,000	
	INCREASE RV BASED ON ACTUALS *TO HELP OFFSET THE XP INCREASE DUE TO SPLIT-FUNDING SALARY & BENES OF PW BUSINESS MANAGER POSITION BETWEEN 001/410/412 BEGINNING IN FY18 (LP 8-11-17) *****					6,000	
						20,000	
410-0000-369.90-00	MISC REVENUE	42	809	0	0	5	0
410-0000-369.97-00	RECYCLING PROCEEDS	15,273	18,621	8,300	8,300	29,433	20,282
	LEVEL 4 TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
4	PROJ REV BASED ON FY15/16 AVERAGE *****				06/23/17 CLB		15,000
	INCREASE RV BASED ON ACTUALS *TO HELP OFFSET THE XP INCREASE DUE TO SPLIT-FUNDING SALARY & BENES OF PW BUSINESS MANAGER POSITION BETWEEN 001/410/412 BEGINNING IN FY18 (LP 8-11-17) *****						5,282
							20,282
410-0000-381.16-00	TRANSFER FROM 001	888	0	0	0	0	0
410-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	17,954	0	123,307
LEVEL 4	TEXT PLACEHOLDER TO BALANCE FUND (CLB 6-23-17) ADJUSTMENT (LP 7-13-17) ADJUSTMENT (CLB 7-31-17) ADJUSTMENT TO BALANCE FUND (LP 8-9-17)					TEXT AMT	
						136,906	
						5,779-	
						495-	
						7,325-	
						123,307	
*		7,067,078	7,194,017	6,981,288	6,999,242	5,932,103	7,233,324
**	SOLID WASTE	7,067,078	7,194,017	6,981,288	6,999,242	5,932,103	7,233,324
***	SOLID WASTE	7,067,078	7,194,017	6,981,288	6,999,242	5,932,103	7,233,324
****	SOLID WASTE	7,067,078	7,194,017	6,981,288	6,999,242	5,932,103	7,233,324

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
410-6100-534.12-00	SOLID WASTE SOLID WASTE ADMIN. SALARIES & WAGES	168,173	188,320	168,007	161,589	148,397	172,637
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	160,603
						WAGE INCREASE	3,913
						****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW (CLB 8-11-17)	8,121
							172,637
410-6100-534.12-11	COMPENSATED ABSENCE	5,267-	0	0	0	0	0
410-6100-534.14-00	OVERTIME	101	21	0	1,800	1,874	0
	LEVEL 4 TEXT					TEXT AMT	
						NONE ANTICIPATED	
410-6100-534.21-00	FICA TAXES	12,257	13,857	12,855	12,503	11,027	13,208
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	12,288
						WAGE INCREASE	299
						****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW (CLB 8-11-17)	621
							13,208
410-6100-534.22-00	RETIREMENT CONTRIBUTIONS	18,386	25,067	19,591	19,299	15,484	20,152
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF	18,616
						WAGE INCREASE	480
						****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW (CLB 8-11-17)	1,056
							20,152
410-6100-534.22-99	NON CASH GASB 68 EXPENSE	5,091	2,384-	0	0	0	0
410-6100-534.23-00	HEALTH INSURANCE	19,388	23,119	23,235	23,235	17,736	25,855
	LEVEL 4 TEXT					TEXT AMT	
						HEALTH	22,694
						DENTAL	1,228
						LIFE	452
						WAGE INCREASE LIFE	12
						****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW (CLB 8-8-17)	1,469
							25,855
410-6100-534.24-00	WORKER'S COMPENSATION	3,530	2,992	1,064	1,080	705	1,023
	LEVEL 4 TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
4	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE ESTIMATED WC INCREASE @ 10% (CLB 7-11-17 ****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW (CLB 8-11-17)						906 19 90 8 1,023
410-6100-534.26-00	OPEB / EAP BENEFIT	117	130	124	124	90	131
LEVEL 4	TEXT CURRENT STAFF ****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW (CLB 8-11-17)					TEXT AMT	124 7 131
410-6100-534.26-01	OPEB	1,589	3,183	0	0	0	0
*	PERSONNEL SERVICES	223,365	254,305	224,876	219,630	195,313	233,006
410-6100-534.31-13	OTHER PROF. SERVICES	0	0	0	16,000	0	0
410-6100-534.31-16	AUDIT FEE	13,703	5,350	5,445	5,445	4,950	4,950
LEVEL 4	TEXT 9% OF ANNUAL AUDIT FEE OF \$60,500 (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 **UPDATED WITH FY 18 CONTRACT 9% OF \$55,000 (CLB 7-31-17)					TEXT AMT	5,445 495- 4,950
410-6100-534.34-11	LANDFILL SERVICES	1,393,923	1,413,273	1,430,000	1,430,000	1,429,351	1,517,630
LEVEL 4	TEXT *AVG PAYMENTS TO VOLUSIA COUNTY LANDFILL \$126,575 X 12 MONTHS ***** MOVE \$1,270 TO SOFTWARE MAINT. OBJECT 46-36 TO PARTIALLY FUND ANNUAL LUCITY SOFTWARE MAINT. (SPLIT FUNDED BETWEEN 001/410/412/506 FUNDS) (LP 8-23-17)					TEXT AMT	1,518,900 1,270-

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
410-6100-534.45-19	VEHICLE INSURANCE	394	373	387	387	323	433
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 433 433	
410-6100-534.46-12	VEH MAINT/REPAIR	1,970	252	2,250	2,250	1,539	2,250
	LEVEL 4 TEXT PARTS LABOR					TEXT AMT 1,000 1,250 2,250	
410-6100-534.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	265
410-6100-534.46-36	SOFTWARE MAINTENANCE	0	0	0	0	0	1,270
	LEVEL 4 TEXT MOVED \$1,270 HERE FROM 34-11 TO PARTIALLY FUND ANNUAL LUCITY SOFTWARE MAINT. (SPLIT FUNDED BETWEEN 001/410/412/506 FUNDS) (LP 8-23-17) *****					TEXT AMT 1,270	
							1,270
410-6100-534.47-00	PRINTING AND BINDING	11,360	0	0	0	0	0
410-6100-534.48-03	FIREWORKS	19,500	0	0	0	0	0
410-6100-534.49-02	COMPUTER SOFTWARE	0	0	0	0	0	1,595
	LEVEL 4 TEXT RISI TECHNOLOGY SOFTWARE **NOTE: FOUR (4) YEAR CONTRACT WITH ANNUAL SUBSCRIPTION FEE OF \$1,595.00. RISI SOFTWARE WILL ALLOW THE SOLID WASTE MANAGER TO CONFIRM THAT THE CITY'S REIMBURSEMENT FOR MONTHLY RECYCLABLES PICKED UP AT EACH RESIDENCE IS ACCURATE ACCORDING TO THE CURRENT PUBLISHED RATE (RATE ONLY AVAILABLE FROM THIS SOURCE AND ONLY WITH A SUBSCRIPTION).					TEXT AMT 1,595	
							1,595
410-6100-534.49-61	DATA PROCESSING 501	179,732	182,305	171,132	171,132	142,610	194,319
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 194,319 194,319	
410-6100-534.49-64	INSURANCE 504	10,332	10,611	6,295	6,295	5,246	6,678
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	UPDATED FOR FY18						6,678 6,678
410-6100-534.49-66	TFR TO 506 BLDG MAINT FD	5,281	4,356	6,628	6,628	5,523	10,105
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 10,105 10,105	
410-6100-534.49-90	ADMIN SERVICE FEES	310,217	309,387	336,904	336,904	280,753	365,017
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 365,017 365,017	
410-6100-534.51-00	OFFICE SUPPLIES	0	0	0	0	0	250
LEVEL 4	TEXT OFFICE SUPPLIES-PAPER, PENS, ETC. **NOTE: ONE EMPLOYEE FUNDED FROM THIS ACCOUNT					TEXT AMT 250 250	
410-6100-534.52-00	OTHER OPERATING SUPPLIES	0	8,571	1,325	335	245	1,000
LEVEL 4	TEXT OPERATING SUPPLIES					TEXT AMT 1,000 1,000	
410-6100-534.52-10	GAS, DIESEL, OIL, & GREASE	2,022	829	2,680	2,680	1,196	2,415
LEVEL 4	TEXT EST UNLEADED 1,000 GAL @ \$2.25 PER GALLON EST DIESEL 60 GAL @ \$2.75 PER GALLON					TEXT AMT 2,250 165 2,415	
410-6100-534.52-12	UNIFORMS	159	38	0	191	191	123
LEVEL 4	TEXT UNIFORM RENTAL EXPENSE FOR THE SOLID WASTE MANAGER **NOTE: AVG \$2.36 PER WEEK					TEXT AMT 123 123	
410-6100-534.52-15	POSTAL SERVICE	21,195	0	0	0	0	0
410-6100-534.54-00	DUES & MEMBERSHIPS	644	0	300	300	300	160
LEVEL 4	TEXT ANNUAL MEMBERSHIP FEES FOR AMERICAN PUBLIC WORKS ASSOCIATION. FEES ARE BASED ON POPULATION AND					TEXT AMT 160	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
	WE FALL INTO THE 50,000 TO 100,000 RANGE. *ESTIMATE PER EMPLOYEE IS APPROX. \$160/EACH TOTAL COMES TO \$1,600 AND WILL BE CHARGED AS FOLLOWS TO DEPARTMENTS: 1 EA SOLID WASTE FUND 410 \$160 1 EA. BUILDING MAINTENANCE FUND 506 \$160 4 EA. DRAINAGE FUND 412 \$640 3 EA. IN GENERAL FUND 001-4300 \$480 1 EA. IN FLEET FUND 503-4500 \$160						160
*	OPERATING EXPENSE	6,349,090	6,456,071	6,446,314	6,469,514	6,363,086	6,796,761
410-6100-534.64-15	ADP EQUIPMENT	0	0	0	30,500	30,500	0
*	CAPITAL OUTLAY	0	0	0	30,500	30,500	0
410-6100-534.99-02	DEPRECIATION EXPENSE	957	957	0	0	0	0
410-6100-534.99-10	CONTINGENCY	0	0	105,267	74,767	0	1,100
	LEVEL 4 TEXT CONTINGENCY POOL - COUNCIL PRIORITIES					TEXT AMT	1,100 1,100
*	NON-OPERATING EXPENSE	957	957	105,267	74,767	0	1,100
**	SOLID WASTE ADMIN.	6,573,412	6,711,333	6,776,457	6,794,411	6,588,899	7,030,867

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
INTERFUND TRANSFERS							
410-6101-581.91-25	IN LIEU OF TAX TRANSFER	193,875	204,425	204,831	204,831	170,693	202,457
		LEVEL 4	TEXT UPDATED FOR FY18			TEXT AMT 202,457 202,457	
*	TRANSFERS	193,875	204,425	204,831	204,831	170,693	202,457
**	INTERFUND TRANSFERS	193,875	204,425	204,831	204,831	170,693	202,457
***	SOLID WASTE	6,767,287	6,915,758	6,981,288	6,999,242	6,759,592	7,233,324
****	SOLID WASTE	6,767,287	6,915,758	6,981,288	6,999,242	6,759,592	7,233,324

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
DRAINAGE CONST OPERATING							
412-0000-325.10-00	CAPITAL IMPROVEMENT	0	0	0	0	3,341	0
412-0000-325.20-00	CHARGES FOR PUBLIC SERVIC	3,860,256	3,846,382	3,967,009	3,967,009	3,875,432	4,735,977
LEVEL 4	TEXT					TEXT AMT	
	38,333 ERU'S X \$120 X 97% = \$4,461,961					4,461,961	
	*BILLED ON PROP. TAX BILLS THROUGH COUNTY						

	2,743 ERU'S X 120 X 97% = \$319,285					319,285	
	*BILLED ON UTILITY BILLS THROUGH CUST. SRVC.						

	TOTAL ESTIMATE FOR FY18 IS \$4,781,246						

	(NT 7-13-17)						

	REDUCE BGT BASED ON REVISED STATS UB BILLS (LB):						
	DC: \$43.64/U X 2,284 UNITS = \$99,673.76						
	DC25 = 30 UNITS * \$10.91 = \$327.30						
	DC50 = 59 UNITS * \$21.82 = \$1,287.38						
	DR = 2,373 UNITS * \$76.36 = \$181,202.28						
	UB TOTAL = \$282,490.72						
	REVISED UB EST: \$282,490.72 * .97= \$274,016					45,269-	
	UB REVISIONS: LB 8/2/2017						
	LEGEND FOR UTILITY BILLING ESTIMATES (LB) 8/2/2017						
	DR CAP (DC) EST AT 36.4% OF \$120 = \$43.64						
	DR CAP .75 DSCT (DC25) = 25% * 43.64= \$10.91						
	DR CAP .50 DSCT (DC50) = 50% * 43.64= \$21.82						
	DR OPER (DR) EST AT 63.6% OF \$120 = \$76.36						
						4,735,977	
412-0000-334.21-16	CAMBRIDGE CANAL LP64041	255,496	535,467	0	506,537	0	0
412-0000-334.36-02	WHITE ACRES FY16	0	165,391	0	584,609	439,786	0
412-0000-361.10-00	INTEREST EARNINGS-INVESTM	22,783	20,992	26,700	26,700	20,843	26,700
412-0000-364.49-00	GAIN/(LOSS) ON SALE F/A	0	32,301	0	0	0	0
412-0000-369.90-00	MISC REVENUE	218	5,494	0	0	260	0
412-0000-381.16-00	TRANSFER FROM 001	847,500	677,000	0	0	0	0
412-0000-389.10-00	APPROPRIATED FUND BAL	0	0	62,031	2,162,017	0	0
412-0000-399.10-59	FRM 414 DRNAGE BOND SINKN	1,340,469	2,440,585	0	0	0	0
*		6,326,722	7,723,612	4,055,740	7,246,872	4,339,662	4,762,677
**	DRAINAGE CONST OPERATING	6,326,722	7,723,612	4,055,740	7,246,872	4,339,662	4,762,677
***	DRAINAGE CONST OPERATING	6,326,722	7,723,612	4,055,740	7,246,872	4,339,662	4,762,677

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
412-1800-541.12-00	DRAINAGE UTILITY DRAINAGE UTILITY SALARIES AND WAGES	517,397	536,095	679,700	679,700	429,347	644,686
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	650,142
						WAGE INCREASE	12,013
						REALIGN OPERATION MANAGER 60% PW/ 40% DR	29,650-
						OPERATIONS MANAGER CURRENTLY 100% FUNDED	
						IN DRAINAGE FUND 412. (CLB 6-30-17)	
						****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW	12,181
						(CLB 8-11-17)	
							644,686
412-1800-541.12-11	COMPENSATED ABSENSE	14,753-	9,796-	0	0	0	0
412-1800-541.14-00	OVERTIME	3,223	2,101	5,000	16,189	16,769	5,000
	LEVEL 4 TEXT					TEXT AMT	
						FLOOD CONTROL, AFTER HOUR CALL OUTS, & SUPPORT OF	5,000
						SPECIAL EVENT; FAMILY DAYS, FIREWORKS, ART FEST	
						NON-CITY EVENTS; 5K RUNS AND SOCIAL EVENTS.	
							5,000
412-1800-541.21-00	FICA TAXES	35,634	37,482	52,388	53,244	32,067	49,716
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	50,128
						WAGE INCREASE	919
						REALIGN OPERATION MANAGER 60% PW/ 40% DR	2,263-
						OPERATIONS MANAGER CURRENTLY 100% FUNDED	
						IN DRAINAGE FUND 412. (CLB 6-30-17)	
						****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW	932
						(CLB 8-11-17)	
							49,716
412-1800-541.22-00	RETIREMENT CONTRIBUTIONS	59,994	72,653	94,320	94,320	55,361	87,299
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF	87,255
						WAGE INCREASE	1,408
						REALIGN OPERATION MANAGER 60% PW/ 40% DR	2,948-
						OPERATIONS MANAGER CURRENTLY 100% FUNDED	
						IN DRAINAGE FUND 412. (CLB 6-30-17)	
						****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW	1,584
						(CLB 8-11-17)	
							87,299
412-1800-541.22-99	NON CASH GASB 68 EXPENSE	24,951	11,683-	0	0	0	0

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
412-1800-541.23-00	HEALTH INSURANCE	82,528	81,456	117,027	117,027	72,728	120,595
	LEVEL 4 TEXT					TEXT AMT	
						114,846	
	HEALTH					6,212	
	DENTAL					1,730	
	LIFE					23	
	WAGE INCREASE					4,420-	
	REALIGN OPERATION MANAGER 60% PW/ 40% DR						
	OPERATIONS MANAGER CURRENTLY 100% FUNDED						
	IN DRAINAGE FUND 412. (CLB 6-30-17)						
	****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW					2,204	
	(CLB 8-11-17)						
						120,595	
412-1800-541.24-00	WORKER'S COMPENSATION	15,794	9,946	14,490	14,601	6,421	10,980
	LEVEL 4 TEXT					TEXT AMT	
						9,607	
	CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)					429	
	WAGE INCREASE					29-	
	REALIGN OPERATION MANAGER 60% PW/ 40% DR						
	OPERATIONS MANAGER CURRENTLY 100% FUNDED						
	IN DRAINAGE FUND 412. (CLB 6-30-17)						
	ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)					961	
	****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW					12	
	(CLB 8-11-17)						
						10,980	
412-1800-541.25-00	UNEMPLOYMENT COMP	0	0	0	0	819	0
412-1800-541.26-00	OPEB / EAP BENEFIT	536	512	625	625	414	614
	LEVEL 4 TEXT					TEXT AMT	
						625	
	CURRENT STAFF					22-	
	REALIGN OPERATION MANAGER 60% PW/ 40% DR						
	OPERATIONS MANAGER CURRENTLY 100% FUNDED						
	IN DRAINAGE FUND 412. (CLB 6-30-17)						
	****REALIGN PW BUSINESS MGR TO 50%PW/30%DR/20%SW					11	
	(CLB 8-11-17)						
						614	
412-1800-541.26-01	OPEB	8,522	16,109	0	0	0	0
*	PERSONNEL SERVICES	733,826	734,875	963,550	975,706	613,926	918,890
412-1800-541.31-13	OTHER PROF. SERVICES	14,255	14,272	83,500	101,000	29,296	42,000
	LEVEL 4 TEXT					TEXT AMT	
						3,000	
	*FEC WATCHMAN NEEDED WHEN CLEANING DITCH ALONG RR						
	TRACKS AT 2ND & 3RD ST. AND CANAL & OAK ST						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	*NAVA - PROPERTY APPRAISER FEE TO CHARGE						19,000
	STORMWATER FEE ON TAX BILL - FY17 RATE WAS						
	\$0.77 TIME 22,194 UNITS/PARCELS = \$17,090						
	*NAVA - TAX COLLECTOR FEE TO CHARGE STORMWATER						15,000
	FEE ON TAX BILL (MOVED THIS HERE FROM 34-14)						
	FY17 RATE WAS \$0.55 TIMES 22,194 UNITS/PARCELS						
	= \$12,207						
	MISC. ENGINEERING SURVEYS						5,000
	**NOTE: MOVED FROM 34-14						

	NOTE: DECREASE OF \$60,000 DUE TO REMOVAL OF ONE						
	TIME STORMWATER UTILITY METHODOLOGY UPDATE						
							42,000
412-1800-541.31-16	AUDIT FEE	13,703	3,745	4,235	4,235	3,850	3,850
	LEVEL 4					TEXT AMT	
	7% OF ANNUAL AUDIT FEE OF \$60,500						4,235
	(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						
	UPDATED WITH FY 18 CONTRACT 7% OF \$55,000						385-
	(CLB 7-31-17)						
							3,850
412-1800-541.31-63	PROJECT PROFESSIONAL SERV	7,089	4,570	10,000	9,505	630	40,000
	LEVEL 4					TEXT AMT	
	EMERGENCY DRAINAGE ENGINEERING SERVICE						20,000
	**NOTE: INCREASED DUE TO ENGINEERING SERVICES						
	NEEDS FOR DRAINAGE PIPE FAILURES.						
	FUTURE NEEDS WILL BE ADDRESSED FOLLOWING THE						
	COMPLETION OF THE STORMWATER MASTER PLAN.						
	ENGINEERING DESIGN FOR BARHYDT AND TURTON						20,000
	DRAINAGE IMPROVEMENTS						
							40,000
412-1800-541.34-14	CONTRACT SERVICES OTHER	48,982	38,826	106,142	108,642	87,146	109,430
	LEVEL 4					TEXT AMT	
	CONTRACT AQUATIC SPRAYING OF RETENTION PONDS						45,000

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	NOTE: INCREASE DUE TO ADDED AREAS TO BE INCLUDED IN THE NEW CONTRACT TERMS (MAY 2018) TECHNICAL SERVICE OF ALUM STATION 9,430 CONCRETE REPAIR AND REPLACEMENT 10,000 RETENTION PONDS FOUNTAIN MAINTENANCE, REPAIR AND INSTALLATION. 20,000 NEW-CAMBRIDGE CANAL PUMP STATION PREP, PRIME, PAINT 25,000 **NOTE: MAINTENANCE UPDATES ARE TO MITIGATE DETERIORATION. FUTURE YEAR PREVENTATIVE MAINTENANCE EXPENSE OF \$750 ANNUALLY. *** *NAVA FEES CONSOLIDATED INTO OBJECT 31-13 (LP 5-24-17) *****						
						109,430	
412-1800-541.34-20	MOWING CONTRACT SERVICE	21,936	11,442	77,000	60,256	0	77,000
	LEVEL 4 TEXT ANNUAL MOWING PROGRAM FOR RETENTION PONDS. 77,000 **NOTE: PROGRAM APPROVED FOR FY17. BID OPENINGS ARE SCHEDULED FOR 5/18/17 AND A CONTRACT IS EXPECTED TO BE EXECUTED BY JULY 2017 WITH SERVICES TO BEGIN IMMEDIATELY AFTER.						
						77,000	
412-1800-541.40-00	TRAVEL PER DIEM	0	0	200	200	0	2,250
	LEVEL 4 TEXT TRAINING TRAVEL-MAINTENANCE OF TRAFFIC (MOT), STORMWATER EROSION & SEDIMENT CONTROL (NPDES), ADVANCED MOT TRAINING. 1,000 APWA CONFERENCE 1,250						
						2,250	
412-1800-541.40-10	EMPLOYEE TRAINING	837	1,100	1,100	5,844	96	2,819
	LEVEL 4 TEXT STORMWATER OPERATOR CERTIFICATION 500 **TWO (2) ATTENDEES AT \$250 PER PERSON MAINTENANCE OF TRAFFIC CERTIFICATION 630 **SIX (6) ATTENDEES AT \$105 PER PERSON PUMP OPERATOR COURSE 300 **TWO (2) ATTENDEES AT \$150 PER PERSON APWA CONFERENCE 799 **ONE (1) ATTENDEE AT MEMBER RATE OF \$799 VACCON OPERATOR COURSE 300 **ONE (1) ATTENDEE AT \$150 PER PERSON						

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	STORMWATER EROSION AND SEDIMENT CONTROL (NPDES) **ONE (1) ATTENDEE AT \$290 PER PERSON						290 2,819
412-1800-541.41-00	COMMUNICATION SERVICES	1,375	2,516	2,285	2,285	2,007	3,245
	LEVEL 4 TEXT GPS MONITORING 13 UNITS **THIRTEEN (13) UNITS AT \$6.95 PER MONTH X 12 MONTHS. CELL PHONE SERVICES **THREE (3) PHONES AT AVERAGE \$60 PER MONTH X 12 MONTHS					TEXT AMT	1,085 2,160 3,245
412-1800-541.44-10	EQUIP/OTHER RENTAL/LEASE	0	8,702	8,500	8,500	0	8,500
	LEVEL 4 TEXT FEC STORMWATER DISCHARGE OUTLET (AT N. SIDE LEMON AT POWERS) FEC STORMWATER DITCH (ALONG EAST ROW EXTENDING 930 DEGREES NORTH OF OAK STREET) FEC 42" STORMWATER PIPE (AT HOWES STREET)					TEXT AMT	8,500 8,500
412-1800-541.44-13	FLEET FINANCING	157,524	163,598	256,018	256,018	213,348	268,742
	LEVEL 4 TEXT FLEET FINANCING AS OF 05-02-17 REDUCTION AS OF 06-01-17					TEXT AMT	273,349 4,607- 268,742
412-1800-541.45-19	VEHICLE INSURANCE	5,122	5,216	5,414	5,414	4,512	7,355
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT	7,355 7,355
412-1800-541.46-10	GENERAL EQUIP MAINT	0	1,885	3,200	15,200	10,651	3,200
	LEVEL 4 TEXT GENERATOR MAINTENANCE AT CAMBRIDGE PUMP STATION REPAIRS OR REPLACEMENTS FOR EMERGENCY PORTABLE PUMPS, HOSES, CONNECTORS, AND IMPELLARS.					TEXT AMT	1,700 1,500 3,200
412-1800-541.46-12	VEH MAINT/REPAIR	141,756	87,452	120,000	120,000	93,024	120,000
	LEVEL TEXT					TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	AVERAGE 10,000 PER MONTH X 12 MONTHS					120,000 120,000	
412-1800-541.46-18	CONT MAINT/COMM EQUIP	0	210	0	0	0	0
412-1800-541.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	21,598
412-1800-541.46-36	SOFTWARE MAINTENANCE	0	0	0	0	0	4,680
LEVEL 4	TEXT MOVED \$4,680 HERE FROM 99-10 TO PARTIALLY FUNDED ANNUAL LUCITY SOFTWARE MAINT. (SPLIT FUNDED BETWEEN 001/410/412/506 FUNDS) (LP 8-23-17) *****					TEXT AMT 4,680	
						4,680	
412-1800-541.46-41	VEHICLE REPAIR - EXTERNAL	0	0	0	0	0	10,000
LEVEL 4	TEXT DUMP TRUCK BODY REFURBISHMENT **NOTE: TWO (2) BODIES AT \$5,000 PER REFURB.					TEXT AMT 10,000	
						10,000	
412-1800-541.47-00	PRINTING AND BINDING	0	0	0	2,500	2,500	0
412-1800-541.49-01	ADVERTISING	0	0	500	500	0	0
412-1800-541.49-02	COMPUTER SOFTWARE	0	1,994	2,195	2,195	0	2,195
LEVEL 4	TEXT ICPR4 SOFTWARE AND TECH SUPPORT LICENSE (NEW) AUTOCAD-2D CAD DRAFTING, DRAWING AND DOCUMENTING SOFTWARE-ANNUAL SUBSCRIPTION **NOTE: PARTIAL FUNDING IN 001-4300. RENEWAL OCCURS ANNUALLY IN AUGUST. REQUIRED FOR SUPPORTING THE ENGINEERING DIVISION IN MODELING STORMWATER MANAGEMENT SYSTEMS.					TEXT AMT 1,200 995	
						2,195	
412-1800-541.49-19	LICENSES, TAXES, FEES	0	0	11,200	11,200	0	0
LEVEL 4	TEXT NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)PERMIT. GENERAL PERMIT FOR STORMWATER DISCHARGE. **NOTE: \$11,200 FEE IS ONLY DUE FOR PERMITTING FEES ONCE EVERY TWO YEARS. THE ANNUAL FEE WILL BE PAID IN FY17 AND WILL NOT BE DUE AGAIN UNTIL FY19.					TEXT AMT	
412-1800-541.49-20	EQUIP & OTHER NON-CAPITAL	2,690	225	10,000	13,945	11,799	10,000
LEVEL 4	TEXT					TEXT AMT	

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4	PURCHASE OF PRE-FORMED CATCH BASINS AND INLETS **FUTURE PROJECTS WILL REQUIRE MATERIALS SUCH AS REINFORCED CONCRETE PIPE THAT ARE MORE EXPENSIVE THAN THE CURRENT PIPE AND MATERIALS USED UNDER ROADWAYS.						10,000
							10,000
412-1800-541.49-61	DATA PROCESSING 501	171,528	189,015	168,123	168,123	140,103	188,324
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 188,324 188,324	
412-1800-541.49-64	TFR TO 504 SELF INSUR FD	51,659	53,695	33,456	33,456	27,880	33,794
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 33,794 33,794	
412-1800-541.49-66	TRF TO 506 BLDG MAINT FD	33,768	32,063	45,894	45,894	38,245	47,537
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 47,537 47,537	
412-1800-541.49-90	ADMIN SERVICE FEES	83,673	78,768	89,086	89,086	74,238	91,679
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 91,679 91,679	
412-1800-541.51-00	OFFICE SUPPLIES	0	0	0	0	0	1,000
LEVEL 4	TEXT MISC OFFICE SUPPLIES *NOTE:FUNDING FOR DRAINAGE EMPLOYEES' USE OF OFFICE SUPPLIES.					TEXT AMT 1,000 1,000	
412-1800-541.52-00	OTHER OPERATING SUPPLIES	27,877	20,963	16,500	16,500	16,829	16,500
LEVEL 4	TEXT *PHYSICAL SAFETY EQUIPMENT (GLASSES, GLOVES, ETC.) *FIELD EQUIP (SHOVELS, BROOMS, ETC.) *CEMEX MATERIALS AND SUPPLIES FOR CONSTRUCTION					TEXT AMT 3,500 5,000 8,000 16,500	
412-1800-541.52-10	GAS,DIESEL,OIL,& GREASE	35,877	18,649	36,750	36,750	14,600	28,575

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
							1,340
* OPERATING EXPENSE		822,632	754,219	1,145,998	1,185,509	804,677	1,197,113
412-1800-541.63-97	PROJ CAPITAL OUTLAY	417,693	1,034,906	109,000	2,577,307	1,079,587	797,000
	LEVEL 4						
	TEXT						TEXT AMT
	DIP059 - VIRGINIA AND MONROE DRAINAGE						1,947,000
	DIP069 - HOWES ST STORMWATER IMPROV. -						456,000
	CHARLES ST DRAINAGE IMPROVEMENTS-						110,000
	*DRAFT 1 OF FY18-FY23 CIP - 05-02-17 NT						
	MOVE ALL PROJECTS TO UNFUNDED. AWAITING FURTHER						2,513,000-
	DIRECTION FROM CITY COUNCIL ON WHAT PROJECTS TO						
	FUND. 06-09-17 NT						

	VIRGINIA AND MONROE DRAINAGE BASIN (DIP059)						297,000
	STORMWATER MASTER PLAN (DIP055)						380,000
	YORKTOWNE SIDEWALK						120,000
							797,000
412-1800-541.63-99	FIXED ASSET TRANSFERS	436,693-	1,588,084-	0	0	0	0
412-1800-541.64-00	MACH & EQUIPMENT	19,000	343,151	94,000	71,000	68,628	0
412-1800-541.64-15	ADP EQUIPMENT	0	20,000	0	0	0	0
412-1800-541.69-99	FA CAP INTEREST OFFSET	0	5,736-	0	0	0	0
* CAPITAL OUTLAY		0	195,763-	203,000	2,648,307	1,148,215	797,000
412-1800-541.72-10	INTEREST BONDS/BANS	11,335	9,482	0	0	0	0
412-1800-541.72-11	INTEREST INTERNAL LOANS	8,719	2,033	0	0	0	0
* DEBT SERVICE		20,054	11,515	0	0	0	0
412-1800-541.91-22	TRANSFER TO 001	63,649	0	0	0	0	0
412-1800-599.96-31	414 DRAINAGE BOND SINKING	1,756,425	1,453,369	1,465,211	1,465,211	1,221,009	1,476,449
	LEVEL 4						
	TEXT						TEXT AMT
	2005 STORM						222,935
	2008 STORM						555,865
	2003B CAP IMPRVMNT						110,561
	5100 SRF						107,669
	5150 SRF						475,319
	OTHER DEBT SRVC IN 73-00						4,100
							1,476,449
* TRANSFERS		1,820,074	1,453,369	1,465,211	1,465,211	1,221,009	1,476,449

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
412-1800-541.99-02	DEPRECIATION EXPENSE	1,188,666	1,226,821	0	0	0	0
412-1800-541.99-10	CONTINGENCY	0	0	0	58,922	0	94,990
LEVEL 4	TEXT PLACEHOLDER TO BALANCE FUND SINCE NO CAPITAL HAS BEEN FUNDED AS OF YET. (LP 6-23-17) REDUCE AFTER CIP ADDED BACK(06-29-17 NT) CONTINGENCY POOL - COUNCIL PRIORITIES ** INCREASE CONTINGENCY TO BALANCE THE FUND 07-13-17 (NT) **REDUCE CONTINGENCY (CLB 7-31-17) ***** **REDUCE CONTINGENCY DUE TO REDUCTION IN REVENUE FOR THE UTILITY BILLED PORTION OF DRAINAGE FEES (LB 8/2/17) ***** INCREASE CONTINGENCY TO BALANCE FUND (LP 8-9-17) ***** REDUCE CONTINGENCY TO OFFSET THE SPLIT FUNDING OF PW BUSINESS MANAGER BETWEEN 001/410/412 (LP 8-11-17) ***** ENDING CONTINGENCY BALANCE BREAKDOWN: *FOR COUNCIL PRIORITIES \$21,000 *FOR OTHER DRAINAGE NEEDS 78,670 TOTAL: \$99,670 ***** MOVE \$4,680 TO SOFTWARE MAINT. OBJECT 46-36 TO PARTIALLY FUND ANNUAL LUCITY SOFTWARE MAINT. (SPLIT FUNDED BETWEEN 001/410/412/506 FUNDS) (LP 8-23-17) ***** NEW BREAKDOWN OF CONTINGENCY POOL: *FOR COUNCIL PRIORITIES \$21,000 *FOR OTHER DRAINAGE NEEDS 73,990 TOTAL: \$94,990 (LP 8-23-17) *****	TEXT AMT 124,049 					

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
INTERFUND TRANSFERS							
412-1801-581.91-25	IN LIEU OF TAX TRANSFER	191,841	184,572	187,758	187,758	156,465	195,098
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 195,098 195,098	
412-1801-581.91-29	TRANSFER TO 220 FUND	83,501	83,628	83,223	83,223	69,353	83,137
	LEVEL 4 TEXT 2014 CAP IMPRV BOND (7.2% OF \$1,154,675 DEBT SRV)					TEXT AMT 83,137 83,137	
*	TRANSFERS	275,342	268,200	270,981	270,981	225,818	278,235
**	INTERFUND TRANSFERS	275,342	268,200	270,981	270,981	225,818	278,235

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	DRAINAGE GRANTS						
412-1810-541.63-97	PROJ CAPITAL OUTLAY	0	195,764	0	554,236	409,413	0
*	CAPITAL OUTLAY	0	195,764	0	554,236	409,413	0
**	DRAINAGE GRANTS	0	195,764	0	554,236	409,413	0
***	DRAINAGE UTILITY	4,860,594	4,449,000	4,055,740	7,246,872	4,423,058	4,762,677
****	DRAINAGE CONST OPERATING	4,860,594	4,449,000	4,055,740	7,246,872	4,423,058	4,762,677

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
DRAINAGE BOND SINKING							
414-0000-361.10-00	INTEREST EARNINGS-INVESTM	7,224	9,547	0	0	6,953	0
414-0000-399.10-21	FRM 412 DRAINAGE CONST OP	1,756,425	1,453,369	1,465,211	1,465,211	1,221,009	1,476,449
	LEVEL TEXT TEXT AMT						
	4 2005 STORM						222,935
	2008 STORM						555,865
	2003B CAP IMPRVMNT						110,561
	5100 SRF						107,669
	5150 SRF						475,319
	OTHER DEBT SRVC 73-00						4,100
							1,476,449
*		1,763,649	1,462,916	1,465,211	1,465,211	1,227,962	1,476,449
**	DRAINAGE BOND SINKING	1,763,649	1,462,916	1,465,211	1,465,211	1,227,962	1,476,449
***	DRAINAGE BOND SINKING	1,763,649	1,462,916	1,465,211	1,465,211	1,227,962	1,476,449
****	DRAINAGE BOND SINKING	1,763,649	1,462,916	1,465,211	1,465,211	1,227,962	1,476,449

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
414-1800-541.71-10	DRAINAGE UTILITY DRAINAGE UTILITY PRINCIPAL PAYMENT BONDS	0	0	1,085,930	1,085,930	418,909	1,122,738
	LEVEL 4 TEXT 2003B SRF 5100 SRF 5150 2005 STORM 2008 STORM					TEXT AMT 105,000 96,189 381,549 540,000 1,122,738	
414-1800-541.72-10	INTEREST BONDS/BANS	398,134	385,520	375,181	375,181	235,936	349,611
	LEVEL 4 TEXT 2003B SRF 5100 SRF 5150 2005 STORM 2008 STORM					TEXT AMT 5,561 11,480 93,770 222,935 15,865 349,611	
414-1800-541.73-00	OTHER DEBT SERVICE	2,000	2,750	4,100	4,100	750	4,100
	LEVEL 4 TEXT ARBITRAGE RPT FEE 2005 STORM ESCROW AGENT FEE 2008 STORM ADMIN FEE 98 STORM					TEXT AMT 3,000 100 1,000 4,100	
*	DEBT SERVICE	400,134	388,270	1,465,211	1,465,211	655,595	1,476,449
414-1800-599.96-33	412 DRAINAGE CONST OPERAT	1,340,469	2,440,585	0	0	0	0
*	TRANSFERS	1,340,469	2,440,585	0	0	0	0
**	DRAINAGE UTILITY	1,740,603	2,828,855	1,465,211	1,465,211	655,595	1,476,449
***	DRAINAGE UTILITY	1,740,603	2,828,855	1,465,211	1,465,211	655,595	1,476,449
****	DRAINAGE BOND SINKING	1,740,603	2,828,855	1,465,211	1,465,211	655,595	1,476,449

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
WETLAND MITIGATION CREDIT							
416-0000-361.10-00	INTEREST EARNINGS-INVESTM	5,276	8,296	3,000	3,000	7,265	5,000
416-0000-361.15-00	INTERNAL INTEREST EARNING	5,941	3,000	0	0	0	0
416-0000-389.10-00	APPROPRIATED FUND BAL	0	0	38,775	164,137	0	71,775
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*		11,217	11,296	41,775	167,137	7,265	76,775
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**	WETLAND MITIGATION CREDIT	11,217	11,296	41,775	167,137	7,265	76,775
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***	WETLAND MITIGATION CREDIT	11,217	11,296	41,775	167,137	7,265	76,775
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****	WETLAND MITIGATION CREDIT	11,217	11,296	41,775	167,137	7,265	76,775

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP 2
NON DEPARTMENTAL								
BOND PROJECTS								
416-0300-536.12-00	SALARIES AND WAGES	124-	0	0	0	0		0
*	PERSONNEL SERVICES	124-	0	0	0	0		0
416-0300-536.31-13	OTHER PROF. SERVICES	51,845	19,221	0	24,216		5,290	0
	LEVEL 4	TEXT					TEXT	AMT
416-0300-536.34-14	CONTRACT SERVICES OTHER	0	16,498	41,775	138,921		42,244	76,775
	LEVEL 4	TEXT					TEXT	AMT
		CONTRACT PROFESSIONAL SERVICES DETAIL:						
		A.)	BIOLOGICAL CONSULTING SERVICES					10,650
		B.)	CLEAR WATERS LONG LEAF					16,125
		C.)	DATA LOGGER REPAIRS (XYLEM - OI ANALYTICAL)					5,000
		D.)	SURVEYING SERVICES					10,000
		E.)	PERMIT MODIFICATIONS					10,000
		F.)	MISC. PROFESSIONAL SERVICES AS NEEDED					25,000
		*****						76,775
416-0300-536.34-20	MOWING CONTRACT SERVICE	0	0	0	4,000		4,000	0
*	OPERATING EXPENSE	51,845	35,719	41,775	167,137		51,534	76,775
**	BOND PROJECTS	51,721	35,719	41,775	167,137		51,534	76,775
***	NON DEPARTMENTAL	51,721	35,719	41,775	167,137		51,534	76,775
****	WETLAND MITIGATION CREDIT	51,721	35,719	41,775	167,137		51,534	76,775

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
2003 & 2012 WS DEBT SVC							
417-0000-361.10-00	INTEREST EARNINGS-INVESTM	8,277	383	5,000	5,000	13,971	5,000
	LEVEL 4 TEXT FUNDS OTHER DEBT SERVICE IN 73-00					TEXT AMT 5,000 5,000	
417-0000-381.32-00	TRANS FROM 402	0	2,564,678	0	0	0	0
417-0000-399.10-12	FRM 401 WATER/SEWER REV	1,676,152	2,210,292	3,892,624	3,892,624	3,243,853	4,177,768
	LEVEL 4 TEXT TRANSFER FROM 401 FOR 2012 W/S NOTE					TEXT AMT 4,177,768 4,177,768	
*		1,684,429	4,775,353	3,897,624	3,897,624	3,257,824	4,182,768
**	2003 & 2012 WS DEBT SVC	1,684,429	4,775,353	3,897,624	3,897,624	3,257,824	4,182,768
***	2003 & 2012 WS DEBT SVC	1,684,429	4,775,353	3,897,624	3,897,624	3,257,824	4,182,768
****	2003 & 2012 WS DEBT SVC	1,684,429	4,775,353	3,897,624	3,897,624	3,257,824	4,182,768

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
2003 & 2012 WS DEBT SVC							
417-0000-361.10-00	INTEREST EARNINGS-INVESTM	8,277	383	5,000	5,000	13,971	5,000
	LEVEL 4 TEXT FUNDS OTHER DEBT SERVICE IN 73-00					TEXT AMT 5,000 5,000	
417-0000-381.32-00	TRANS FROM 402	0	2,564,678	0	0	0	0
417-0000-399.10-12	FRM 401 WATER/SEWER REV	1,676,152	2,210,292	3,892,624	3,892,624	3,243,853	4,177,768
	LEVEL 4 TEXT TRANSFER FROM 401 FOR 2012 W/S NOTE					TEXT AMT 4,177,768 4,177,768	
*		1,684,429	4,775,353	3,897,624	3,897,624	3,257,824	4,182,768
**	2003 & 2012 WS DEBT SVC	1,684,429	4,775,353	3,897,624	3,897,624	3,257,824	4,182,768
***	2003 & 2012 WS DEBT SVC	1,684,429	4,775,353	3,897,624	3,897,624	3,257,824	4,182,768
****	2003 & 2012 WS DEBT SVC	1,684,429	4,775,353	3,897,624	3,897,624	3,257,824	4,182,768

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL BOND PROJECTS							
417-0300-536.71-10	PRINCIPAL PAYMENTS BONDS	0	0	3,510,000	3,510,000	0	3,860,000
	LEVEL 4 TEXT 2012 W/S NOTE FY18 PRINCIPAL					TEXT AMT 3,860,000 3,860,000	
417-0300-536.72-10	INTEREST BONDS	460,768	418,240	382,624	382,624	175,696	317,768
	LEVEL 4 TEXT 10/01/17 INTEREST 4/01/18 INTEREST					TEXT AMT 175,868 141,900 317,768	
417-0300-536.73-00	OTHER DEBT SERVICE	0	0	5,000	5,000	0	5,000
*	DEBT SERVICE	460,768	418,240	3,897,624	3,897,624	175,696	4,182,768
417-0300-599.96-14 TO 401	W&S O&M REV	420,000	6,002,052	0	0	0	0
*	TRANSFERS	420,000	6,002,052	0	0	0	0
**	BOND PROJECTS	880,768	6,420,292	3,897,624	3,897,624	175,696	4,182,768
***	NON DEPARTMENTAL	880,768	6,420,292	3,897,624	3,897,624	175,696	4,182,768
****	2003 & 2012 WS DEBT SVC	880,768	6,420,292	3,897,624	3,897,624	175,696	4,182,768

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
ST REV LOAN FUND DEBT SER								
418-0000-361.10-00		INTEREST EARNINGS-INVESTM	3,806	3,542	0	0	2,639	0
418-0000-399.10-12		FRM 401 WATER/SEWER REV	1,574,806	1,574,806	2,604,611	2,604,611	2,170,509	2,604,611
		LEVEL TEXT					TEXT AMT	
		4 SRF 3030					295,477	
		SRF 5080					614,276	
		SRF 5090					291,354	
		SRF 513P					914,135	
		SRF 514S					489,369	
							2,604,611	
*-----			1,578,612	1,578,348	2,604,611	2,604,611	2,173,148	2,604,611
**-----			1,578,612	1,578,348	2,604,611	2,604,611	2,173,148	2,604,611
***-----			1,578,612	1,578,348	2,604,611	2,604,611	2,173,148	2,604,611
****-----			1,578,612	1,578,348	2,604,611	2,604,611	2,173,148	2,604,611

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL BOND PROJECTS							
418-0300-536.71-10	PRINCIPAL PAYMENTS BONDS	0	0	2,152,249	2,152,249	1,068,347	2,215,376
	LEVEL 4					TEXT AMT	
						SRF 3030	230,136
						SRF 5080	557,809
						SRF 5090	272,058
						SRF 513P	773,332
						SRF 514S	382,041
							2,215,376
418-0300-536.72-10	INTEREST BONDS	532,472	495,957	452,362	452,362	233,957	389,235
	LEVEL 4					TEXT AMT	
						SRF 3030	65,341
						SRF 5080	56,467
						SRF 5090	19,296
						SRF 513P	140,803
						SRF 514S	107,328
							389,235
*	DEBT SERVICE	532,472	495,957	2,604,611	2,604,611	1,302,304	2,604,611
418-0300-599.96-14 TO 401 W&S O&M REV		1,272,774	1,309,289	0	0	0	0
*	TRANSFERS	1,272,774	1,309,289	0	0	0	0
**	BOND PROJECTS	1,805,246	1,805,246	2,604,611	2,604,611	1,302,304	2,604,611
***	NON DEPARTMENTAL	1,805,246	1,805,246	2,604,611	2,604,611	1,302,304	2,604,611
****	ST REV LOAN FUND DEBT SER	1,805,246	1,805,246	2,604,611	2,604,611	1,302,304	2,604,611

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
FORESTRY MANAGEMENT							
420-0000-329.50-00	GOPHER TORTOISE RELOC FEE	3,250	31,650	0	0	126,250	0
420-0000-343.71-00	TIMBER/PALMETTO SALES	0	0	0	0	4,663	50,000
LEVEL 4	TEXT ESTIMATED REVENUE BASE ON COPO-ALFORD TIMBER CONTRACT CA5722					TEXT AMT 50,000	
						50,000	
420-0000-361.10-00	INTEREST EARNINGS-INVESTM	5,500	9,074	2,000	2,000	8,827	7,000
420-0000-361.15-00	INTERNAL INTEREST EARNING	4,098	2,069	0	0	0	0
420-0000-362.00-00	RENTS & ROYALTIES	76,961	77,417	78,409	78,409	65,341	84,525
LEVEL 4	TEXT SMOKEY HUNT CLUB LEASE - 10 MONTHS IMPACT FY18 *ANNUAL RENT OF \$84,524.71 FOR PERIOD COVERING 08/01/2017 THROUGH 7/31/18 \$7,043.72/MONTH => 10 MONTHS = \$70,437 ***** ESTIMATE FOR AUGUST 2018 ESTIMATE FOR SEPT 2018 ***** (LP 6-22-17)					TEXT AMT 70,437	
						7,044	
						7,044	
						84,525	
420-0000-362.50-00	BILLBOARD RENTAL	24,661	35,013	35,000	35,000	45,873	35,000
420-0000-367.50-00	GOPHER TORTOISE RELOC FEE	750	0	0	0	0	0
420-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	84,832	0	4,982
*		115,220	155,223	115,409	200,241	250,954	181,507
**	FORESTRY MANAGEMENT	115,220	155,223	115,409	200,241	250,954	181,507
***	FORESTRY MANAGEMENT	115,220	155,223	115,409	200,241	250,954	181,507
****	FORESTRY MANAGEMENT	115,220	155,223	115,409	200,241	250,954	181,507

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FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
* CAPITAL OUTLAY		0	0	0	7,000	6,080	0
420-1000-536.99-10	CONTINGENCY	0	0	55,842	55,842	0	0
* NON-OPERATING EXPENSE		0	0	55,842	55,842	0	0
** NON DEPARTMENTAL		75,396	84,035	115,409	200,241	132,257	181,507
*** NON DEPARTMENTAL		75,396	84,035	115,409	200,241	132,257	181,507
**** FORESTRY MANAGEMENT		75,396	84,035	115,409	200,241	132,257	181,507

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
GOLF COURSE OPERATING							
450-0000-347.36-00	GOLF COURSE RESTAURANT	0	27,000	27,000	27,000	24,923	27,192
	LEVEL 4 TEXT RESTAURANT RENT (\$2,266 FOR 12 MONTHS)					TEXT AMT 27,192 27,192	
450-0000-347.50-01	AGENT	1,004,270	1,180,066	1,219,823	1,219,823	1,042,391	1,289,032
	LEVEL 4 TEXT AGENT REQUEST					TEXT AMT 1,289,032 1,289,032	
450-0000-347.51-00	CITY SURCHARGE R&R	0	0	39,853	39,853	34,754	39,944
450-0000-347.51-01	GOLF COURSE	0	37,806	0	0	0	0
450-0000-361.10-00	INTEREST EARNINGS-INVESTM	896-	136	0	0	270	0
450-0000-369.90-00	MISC REVENUE	335	147	0	0	19	0
450-0000-381.16-00	TRANSFER FROM 001	0	10,000	0	0	0	0
450-0000-381.62-00	TRANSFER FROM 508 FUND	0	0	42,306	42,306	0	73,409
	LEVEL 4 TEXT TRANSFER FROM LOAN POOL TO BALANCE FUND ***** REDUCE LOAN FROM THE 508 FUND BY \$40K SINCE THE CANOPY AND LIGHTNING SHELTER ARE BEING DEFERRED TO FY19 (LP 8-14-17) *****					TEXT AMT 113,409 40,000- 73,409	
450-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	8,654	0	0
*		1,003,709	1,255,155	1,328,982	1,337,636	1,102,357	1,429,577
**	GOLF COURSE OPERATING	1,003,709	1,255,155	1,328,982	1,337,636	1,102,357	1,429,577
***	GOLF COURSE OPERATING	1,003,709	1,255,155	1,328,982	1,337,636	1,102,357	1,429,577
****	GOLF COURSE OPERATING	1,003,709	1,255,155	1,328,982	1,337,636	1,102,357	1,429,577

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
NON DEPARTMENTAL							
BOND PROJECTS							
450-0300-579.34-00	OTHER CONTRACT SERVICES	7	539	0	0	540-	0
450-0300-579.46-16	BUILDING REPAIRS	0	1,187	0	8,654	8,122	0
450-0300-579.49-19	TAXES, LICENSES, FEES	0	159	0	0	53	0
-----		-----		-----		-----	
* OPERATING EXPENSE		7	1,885	0	8,654	7,635	0
450-0300-599.96-29	451 GOLF CRS CAP RESERVE	24,901	37,806	0	0	0	0
-----		-----		-----		-----	
* TRANSFERS		24,901	37,806	0	0	0	0
450-0300-579.99-02	DEPRECIATION EXPENSE	131,182	149,486	0	0	0	0
-----		-----		-----		-----	
* NON-OPERATING EXPENSE		131,182	149,486	0	0	0	0
-----		-----		-----		-----	
** BOND PROJECTS		156,090	189,177	0	8,654	7,635	0

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
450-0350-579.46-16	SURCHARGE / R&R BUILDING REPAIRS	0	3,540	35,000	35,000	6,625	20,000
	LEVEL 4						
	TEXT					TEXT	AMT
	CANOPY FOR MAINTENANCE FACILITY						20,000
	IRRIGATION AUDIT						20,000
	LIGHTNING SHELTER ON FRONT NINE						20,000

	DEFER CANOPY FOR MAINT. FACILITY TO FY19						20,000-
	DEFER LIGHTNING SHELTER ON FROM NINE TO FY19						20,000-
	(LP 8-14-17)						

							20,000
450-0350-579.46-20	IRRIGATION REPAIR	0	6,990	0	0	0	0
450-0350-579.49-20	EQUIP & OTHER NON-CAPITAL	0	6,765	0	0	0	0
*	OPERATING EXPENSE	0	17,295	35,000	35,000	6,625	20,000
**	SURCHARGE / R&R	0	17,295	35,000	35,000	6,625	20,000
***	NON DEPARTMENTAL	156,090	206,472	35,000	43,654	14,260	20,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
* ADMINISTRATION							
450-5300-579.34-01	AGENT	1,249,033	1,181,914	1,171,079	1,171,079	905,906	1,281,516
	LEVEL 4 TEXT ORIGINAL - CASH BASIS					TEXT AMT 1,281,516 1,281,516	
450-5300-579.44-13	FLEET FINANCING	0	118,408	122,903	122,903	102,419	128,061
	LEVEL 4 TEXT GOLF CARTS EQUIPMENT LEASE					TEXT AMT 64,268 63,793 128,061	
* OPERATING EXPENSE							
		1,249,033	1,300,322	1,293,982	1,293,982	1,008,325	1,409,577
450-5300-579.99-02	DEPRECIATION EXPENSE	9,405	0	0	0	0	0
* NON-OPERATING EXPENSE							
		9,405	0	0	0	0	0
** ADMINISTRATION							
		1,258,438	1,300,322	1,293,982	1,293,982	1,008,325	1,409,577
*** *							
		1,258,438	1,300,322	1,293,982	1,293,982	1,008,325	1,409,577

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
* GOLF COURSE EXPENSE									
450-5400-579.44-13 FLEET FINANCING				53,939	0	0	0	0	0
		LEVEL 4 TEXT MOVED TO DIVISION 5300						TEXT AMT	
* OPERATING EXPENSE				53,939	0	0	0	0	0
** GOLF COURSE EXPENSE				53,939	0	0	0	0	0
*** *				53,939	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
* 450-5500-579.44-13	GOLF CARTS FLEET FINANCING	72,386	0	0	0	0	0
	LEVEL 4 TEXT MOVED TO DIVISION 5300						
* OPERATING EXPENSE		72,386	0	0	0	0	0
** GOLF CARTS		72,386	0	0	0	0	0
*** *		72,386	0	0	0	0	0
**** GOLF COURSE OPERATING		1,540,853	1,506,794	1,328,982	1,337,636	1,022,585	1,429,577

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP 2
INFORMATION TECHNOLOGY								
501-0000-341.20-12	WATER AND SEWER FD (401)	412,856	410,900	411,417	411,417		342,848	412,665
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 412,665 412,665	
501-0000-341.20-16	GENERAL FUND (001)	755,314	674,842	892,151	892,151		743,459	933,850
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 933,850 933,850	
501-0000-341.20-17	SOLID WASTE FUND (410)	179,732	182,305	171,132	171,132		142,610	194,319
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 194,319 194,319	
501-0000-341.20-21	DRAINAGE FUND (412)	171,528	189,015	168,123	168,123		140,103	188,324
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 188,324 188,324	
501-0000-341.20-24	VEHICLE MAINT. FD (503)	37,261	57,642	42,357	42,357		35,298	44,010
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 44,010 44,010	
501-0000-341.20-56	BUILDING MAINT. FD (506)	4,066	7,160	7,958	7,958		6,632	10,877
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 10,877 10,877	
501-0000-341.20-69	CD BLDG SPECIAL REV 109	116,152	103,138	80,417	80,417		67,014	86,845
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 86,845 86,845	
501-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,666	2,214	1,500	1,500		1,482	1,500
501-0000-369.90-00	MISC REVENUE	768	2,184	0	0		1,133	0
501-0000-381.16-00	TRANSFER FROM 001	1,911	0	0	0		0	0
501-0000-389.10-00	APPROPRIATED FUND BAL	0	0	112,080	170,608		0	120,761

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	LEVEL						
	4						
	TEXT						TEXT AMT
	*FY18 APPROPRIATED EQUITY USED FOR TRANSFERS						112,080
	CALCULATION						
	*CHANGE IN BLDG MAINT & INSURANCE ALLOCATIONS						817-
	*ADJUSTMENT TO BALANCE (LP 7-13-17)						30,530

	*ADJUSTMENT TO REDUCE USAGE OF EQUITY TO \$120K						21,032-
	DUE TO AMOUNT PROJECTED TO BE AVAILABLE						
	(LP 8-7-17)						

							120,761
*		1,682,254	1,629,400	1,887,135	1,945,663	1,480,579	1,993,151
**	INFORMATION TECHNOLOGY	1,682,254	1,629,400	1,887,135	1,945,663	1,480,579	1,993,151
***	INFORMATION TECHNOLOGY	1,682,254	1,629,400	1,887,135	1,945,663	1,480,579	1,993,151
****	INFORMATION TECHNOLOGY	1,682,254	1,629,400	1,887,135	1,945,663	1,480,579	1,993,151

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
INFORMATION TECHNOLOGY							
INFORMATION TECHNOLOGY							
501-0700-519.12-00	SALARIES AND WAGES	556,730	586,236	613,664	613,664	514,578	631,592
	LEVEL 4 TEXT					TEXT AMT	
						613,343	
						18,249	
						631,592	
501-0700-519.12-11	COMPENSATED ABSENCE	5,812	2,399	0	0	0	0
501-0700-519.12-12	ADD. SALARY & BENEFITS	0	1,250	0	0	0	0
501-0700-519.14-00	OVERTIME	2,032	607	7,200	10,375	3,547	0
	LEVEL 4 TEXT					TEXT AMT	
						1,015	
						1,015-	
501-0700-519.15-10	CERTIFICATIONS/LICENSES	0	0	2,450	2,450	0	0
501-0700-519.21-00	FICA TAXES	41,508	42,483	47,503	47,746	35,733	48,324
	LEVEL 4 TEXT					TEXT AMT	
						47,005	
						1,397	
						78-	
						48,324	
501-0700-519.22-00	RETIREMENT CONTRIBUTIONS	61,472	70,979	73,883	73,883	62,108	79,027
	LEVEL 4 TEXT					TEXT AMT	
						76,727	
						2,300	
						79,027	
501-0700-519.23-00	HEALTH INSURANCE	59,931	70,381	86,067	86,067	68,389	90,372
	LEVEL 4 TEXT					TEXT AMT	
						84,243	
						4,557	
						1,528	
						44	
						90,372	
501-0700-519.24-00	WORKER'S COMPENSATION	543	904	1,192	1,247	563	1,054
	LEVEL 4 TEXT					TEXT AMT	
						938	
						25	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)							91 1,054
501-0700-519.26-00	EAP BENEFIT	419	436	459	459	365	459
	LEVEL 4 TEXT CURRENT STAFF					TEXT AMT	459 459
* PERSONNEL SERVICES		728,447	775,675	832,418	835,891	685,283	850,828
501-0700-519.31-13	OTHER PROF. SERVICES	51,437	111,181	11,250	36,953	16,335	11,250
	LEVEL 4 TEXT CISCO VOIP ENGINEERING SERVICES (75 HOURS)					TEXT AMT	11,250 11,250
501-0700-519.34-14	CONTRACT SERVICES OTHER	0	0	66,896	66,896	16,915	47,228
	LEVEL 4 TEXT BARRACUDA CLOUD OFFSITE BACKUP					TEXT AMT	14,186
							5,000
							500
							11,840
							2,500
							500
							5,000
							5,000
							5,000
							5,090
							1,112
							2,000-
							1,000-
							500-
							47,228
501-0700-519.40-00	TRAVEL PER DIEM	5,294	7,620	3,500	3,500	3,264	4,500
	LEVEL 4 TEXT TRAVEL/LODGING EXPENSES RELATED TO TRAINING					TEXT AMT	4,500
							4,500
501-0700-519.40-10	EMPLOYEE TRAINING	16,974	14,267	20,500	23,045	12,971	15,825

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
	LEVEL 4 TEXT GLOBALKNOWLEDGE IT TRAINING (7 CLASSES) REDUCED GLOBALKNOWLEDGE PER CM 07/10/17 FLGISA ANNUAL CONFERENCE FOR 3					TEXT AMT 17,500 2,500- 825 15,825	
501-0700-519.41-00	COMMUNICATION SERVICES	109,419	120,877	81,540	81,540	85,337	100,246
	LEVEL 4 TEXT CELL PHONE SERVICE-ATT WIRELESS AT&T MOBILE DATA CARD SERVICE HR/CITY MANAGER PANIC BUTTONS FLEET GPS CHARGES-2 VEHICLES SPECTRUM ENTERPRISE INTERNET SVC 1000 MBPS SPECTRUM ENTERPRISE TELEPHONY 48 SIP SESSIONS SPECTRUM LONG DISTANCE BUNDLE 5000 MINUTES SPECTRUM INTERNET BACKUP EOC CONNECTION SPECTRUM IP ADDRESS BUNDLE ATT BACKUP PHONE CONNECTION @ EOC *NEW SPECTRUM INTERNET SERVICE-FIRE STATIONS, PARKS MAINT, CYPRESS HEAD CELL TOWER					TEXT AMT 3,100 1,120 330 1,260 60,000 9,600 1,500 3,600 1,536 5,400 12,800 100,246	
501-0700-519.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	3,611	3,611	2,041	3,611
	LEVEL 4 TEXT FPL FIBER OPTIC CABLE LAND FEE OAK STREET RAILROAD FIBER OPTIC CONDUIT					TEXT AMT 3,000 611 3,611	
501-0700-519.44-13	FLEET FINANCING	185,964	359,499	309,943	309,943	258,286	339,245
	LEVEL 4 TEXT ORIGINAL ESTIMATE ADJUSTMENT NEEDED BASED ON CIP REVISIONS (LP 8-7-17) DEFER ERP A FULL YEAR TO FY19					TEXT AMT 403,635 2,115 66,505- 339,245	
501-0700-519.45-19	VEHICLE INSURANCE	788	745	773	773	644	865
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 865 865	
501-0700-519.46-10	GENERAL EQUIP MAINT	15,463	40,552	58,401	54,713	36,487	74,549
	LEVEL TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
4	ACOM CHECK PRINTERS & HARDWARE						2,241
	IBM ISERIES/AS400 CITY HALL						9,093
	IBM SERIES/AS400-POPD BACKUP						4,852
	CISCO SMARTNET-CORE 4510 SWITCH AT CITY HALL						9,000
	DIGITAL RECORDING SYSTEM FOR CITY CLERK						1,600
	IBM MATRIX PRINTERS						1,250
	IBM OPTICAL LIBRARY & DISK EXPANSION						6,315
	IT MULTIFUNCTION PRINTER/SCANNER/FAX						600
	IT DATACENTER FIRE ALARM MAINTENANCE						1,250
	IT DATACENTER APC UPS BATTERY BACKUP						4,900
	CITY WIDE SURVEILLANCE CAMERA MAINT						5,000
	ALIENVault INTRUSION DETECTION MAINT						9,300
	BARRACUDA BACKUP 895 1 YEAR INSTANT REPLACEMENT						
	*MOVED FROM 34-14						6,599
	BARRACUDA BACKUP 895 SOFTWARE & FIRMWARE UPDATES						
	1 YEAR *MOVED FROM 34-14						5,399
	DATRIUM DVX NETSHELF STORAGE APPLIANCE (PURCHASED IN FY 17)						9,000

	REMOVE DIGITAL RECORDING SYSTEM FOR CITY CLERK						1,600-
	REDUCE IT DATACENTER FIRE ALARM MAINTENANCE PER CM (LP 8-7-17)						250-

							74,549
501-0700-519.46-12	VEH MAINT/REPAIR	2,403	572	3,000	3,000	2,019	3,000
501-0700-519.46-18	CONT MAINT/COMM EQUIP	974	3,749	500	500	73	500
LEVEL 4	TEXT REPAIR/REPLACEMENT - PHONES & DATA CARDS					TEXT AMT	
							500
							500
501-0700-519.46-27	ANNUAL FLEET MAINT CHARGE	0	0	0	0	0	530
501-0700-519.46-36	SOFTWARE MAINTENANCE	167,851	204,561	164,515	170,228	169,215	182,528
LEVEL 4	TEXT					TEXT AMT	
	SUNGARD NAVILINE ANNUAL MAINTENANCE CONTRACT						121,664
	ACOM SOFTWARE MODULES						8,111
	ARCGIS SERVER SOFTWARE MAINTENANCE						7,900
	QUATRED BARCODE INVENTORY						2,200
	SYMANTEC ENTERPRISE VAULT EMAIL ARCHIVE						5,370
	ONBASE DOCUMENT IMAGING SOFTWARE						6,000
	EXECUTIME TIME & ATTENDANCE						3,750
	IT HELPDESK WORKORDER SOFTWARE						3,950
	ZIPCODE SOFTWARE						2,500
	GENETEC SURVEILLANCE SOFTWARE						4,000
	ADAUDIT-USER ACTIVITY REPORTING SOFTWARE						2,000
	ADMANAGER-USER ACCOUNT CONTROL SOFTWARE						2,000

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
	VMWARE HORIZON VIRTUALIZATION STANDARD SOFTWARE LICENSES (PRODUCT PURCHASED IN FY 17)					13,083 182,528	
501-0700-519.49-02	COMPUTER SOFTWARE	52,839	49,924	97,436	109,336	83,678	84,086
	LEVEL 4 TEXT					TEXT AMT	
	ANTI-MALWARE SOFTWARE					5,500	
	CITYWIDE 0365 SHAREPOINT/OFFICE/ONEDRIVE/EMAIL					65,000	
	DAMEWARE REMOTE SUPPORT SOFTWARE					950	
	ADOBE PHOTOSHOP GRAPHIC DESIGN (2 LICENSES)					936	
	MICROSOFT SERVER CLIENT ACCESS LICENSES					7,500	
	FOXIT PHANTOM PDF EDITING SOFTWARE					2,000	
	*NEW COGNOS BUSINESS INTELLIGENCE UPGRADE CURRENT VERSION WILL NO LONGER BE SUPPORTED					11,100	
	*NEW EXECUTIME V4.0 UPGRADE -CURRENT VERSION WILL NO LONGER BE SUPPORTED					5,100	
	LIQUIDWARE LABS PROFILE MGMT SOFTWARE -PURCHASED IN FY 17					2,200	

	REMOVE NEW COGNOS BUSINESS INTELLIGENCE UPGRADE					11,100-	
	REMOVE NEW EXECUTIME V4.0 UPGRADE -CURRENT VERSION PER CM (LP 8-7-17)					5,100-	

						84,086	
501-0700-519.49-16	COMPUTER HARDWARE	46,644	95,933	63,000	75,022	74,282	52,240
	LEVEL 4 TEXT					TEXT AMT	
	APC DESKTOP BATTERY BACKUPS					2,500	
	DESKTOP PERIPHERALS & COMPONENTS					8,500	
	DESKTOP PRINTERS/SCANNERS					2,500	
	FLAT SCREEN MONITORS FOR NEW & EXISTING EMPLOYEES					8,000	
	MS SURFACES					7,450	
	ONBASE COMPATIBLE SCANNERS					2,000	
	CISCO IP PHONE REPLACEMENTS					8,000	
	*NEW FLAT SCREEN TO REPLACE AGING SMART BOARD IN 2ND FLOOR CONFERENCE ROOM					5,000	
	THIN CLIENTS FOR VIRTUAL DESKTOP ACCESS FOR NEW AND EXISTING EMPLOYEES (\$400 EACH)					24,240	

	REMOVE DESKTOP PRINTERS/SCANNERS					2,500-	
	REMOVE MS SURFACES					7,450-	
	RE ONBASE COMPATIBLE SCANNERS FROM \$2K TO \$1K					1,000-	
	REMOVE NEW FLAT SCREEN TO REPLACE AGING SMART BOARD IN 2ND FLOOR CONFERENCE ROOM PER CM (8-7-17)					5,000-	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP	2
								52,240	
501-0700-519.49-64	INSURANCE 504	34,697	36,172	25,045	25,045		20,871		24,789
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT		24,789
									24,789
501-0700-519.49-66	TRF TO 506 BLDG MAINT FD	38,478	33,460	37,917	37,917		31,598		42,161
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT		42,161
									42,161
501-0700-519.49-90	ADMIN SERVICES FEES	90,313	80,120	92,621	92,621		77,184		117,044
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT		117,044
									117,044
501-0700-519.51-00	OFFICE SUPPLIES	0	640	0	0		0		3,000
	LEVEL 4 TEXT MISCELLANEOUS OFFICE SUPPLIES (PREVIOUSLY BUDGETED IN 52-00)						TEXT AMT		3,000
									3,000
501-0700-519.52-00	OTHER OPERATING SUPPLIES	10,542	10,966	5,701	5,701		7,265		3,776
	LEVEL 4 TEXT						TEXT AMT		
									300
									200
									300
									500
									1,500
									250
									400
									326
									3,776
501-0700-519.52-10	GAS, DIESEL, OIL & GREASE	207	166	718	718		249		500
	LEVEL 4 TEXT FUEL 287 GALS @ \$2.25						TEXT AMT		500
									500
501-0700-519.52-15	POSTAL SERVICE	45	18	100	100		12		100
501-0700-519.54-00	DUES & MEMBERSHIPS	494	494	500	500		779		500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP	2
	LEVEL 4 TEXT						TEXT AMT		
								250	
								250	
								500	
501-0700-519.54-01	BOOKS & SUBSCRIPTIONS	259	73	250	250	0		250	
	LEVEL 4 TEXT						TEXT AMT		
								250	
								250	
*	OPERATING EXPENSE	831,085	1,171,589	1,047,717	1,101,912	899,505		1,112,323	
501-0700-519.63-99	FIXED ASSET TRANSFERS	0	3,975	0	0	0		0	
501-0700-519.64-15	ADP EQUIPMENT	0	3,975	0	860	0		0	
*	CAPITAL OUTLAY	0	0	0	860	0		0	
501-0700-519.99-02	DEPRECIATION EXPENSE	13,942	3,651	0	0	0		0	
501-0700-519.99-10	CONTINGENCY	0	0	0	0	0		30,000	
	LEVEL 4 TEXT						TEXT AMT		
								30,000	
								30,000	
501-0700-519.99-50	COMPRESSION RESERVE	0	0	7,000	7,000	0		0	
*	NON-OPERATING EXPENSE	13,942	3,651	7,000	7,000	0		30,000	
**	INFORMATION TECHNOLOGY	1,573,474	1,950,915	1,887,135	1,945,663	1,584,788		1,993,151	
***	INFORMATION TECHNOLOGY	1,573,474	1,950,915	1,887,135	1,945,663	1,584,788		1,993,151	
****	INFORMATION TECHNOLOGY	1,573,474	1,950,915	1,887,135	1,945,663	1,584,788		1,993,151	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
VEHICLE MAINTENANCE SER.							
503-0000-341.20-08	FLEET RENTAL GOLF 450	739	0	0	0	0	0
503-0000-341.20-12	WATER AND SEWER FD (401)	111,133	103,300	135,200	135,200	96,035	140,634
	LEVEL 4 TEXT					TEXT AMT	
						INITIAL PROJECTION (CLB 6-23-17)	103,400
						ADD ANNUAL FLEET MAINT CHARGES (LP 7-13-17)	37,234
							140,634
503-0000-341.20-16	GENERAL FUND (001)	550,586	560,457	609,746	609,746	452,269	757,784
	LEVEL 4 TEXT					TEXT AMT	
						INITIAL PROJECTION (CLB 6-23-17)	591,204
						ADD ANNUAL FLEET MAINT CHARGES (LP 7-13-17)	166,580
							757,784
503-0000-341.20-17	SOLID WASTE FUND (410)	1,970	252	2,250	2,250	1,539	2,515
	LEVEL 4 TEXT					TEXT AMT	
						INITIAL PROJECTION (CLB 6-23-17)	2,250
						ADD ANNUAL FLEET MAINT CHARGES (LP 7-13-17)	265
							2,515
503-0000-341.20-19	IT FUND (501)	2,403	572	3,000	3,000	2,019	3,530
	LEVEL 4 TEXT					TEXT AMT	
						INITIAL PROJECTION (CLB 6-23-17)	3,000
						ADD ANNUAL FLEET MAINT CHARGES (LP 7-13-17)	530
							3,530
503-0000-341.20-21	DRAINAGE FUND (412)	141,756	87,452	120,000	120,000	93,024	141,598
	LEVEL 4 TEXT					TEXT AMT	
						INITIAL PROJECTION (CLB 6-23-17)	120,000
						ADD ANNUAL FLEET MAINT CHARGES (LP 7-13-17)	21,598
							141,598
503-0000-341.20-56	BUILDING MAINT. FD (506)	21	0	7,000	7,000	3,858	6,855
	LEVEL 4 TEXT					TEXT AMT	
						INITIAL PROJECTION (CLB 6-23-17)	5,000
						ADD ANNUAL FLEET MAINT CHARGES (LP 7-13-17)	1,855
							6,855
503-0000-341.20-69	CD BLDG SPECIAL REV 109	11,308	7,022	13,000	13,000	3,822	14,855
	LEVEL 4 TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
4	INITIAL PROJECTION (CLB 6-23-17)						13,000
	ADD ANNUAL FLEET MAINT CHARGES (LP 7-13-17)						1,855
							14,855
503-0000-341.20-70	RISK MGMT (504)	0	137	0	0	0	0
503-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,552	859	1,000	1,000	340	1,000
503-0000-369.90-00	MISC REVENUE	2,338	4,183	0	0	1,393	0
503-0000-389.10-00	APPROPRIATED FUND BAL	0	0	70,992	91,462	0	843
LEVEL	TEXT					TEXT	AMT
4	ADJUSTMENT TO BALANCE FUND (LP 7-13-17)						1,034
	ADJUSTMENT TO BALANCE FUND (LP 8-9-17)						191-
							843
*		823,806	764,234	962,188	982,658	654,299	1,069,614
**	VEHICLE MAINTENANCE SER.	823,806	764,234	962,188	982,658	654,299	1,069,614
***	VEHICLE MAINTENANCE SER.	823,806	764,234	962,188	982,658	654,299	1,069,614
****	VEHICLE MAINTENANCE SER.	823,806	764,234	962,188	982,658	654,299	1,069,614

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
503-4500-519.12-00	VEHICLE MAINTENANCE VEHICLE MAINTENANCE SALARIES AND WAGES	200,509	210,523	253,913	248,913	195,977	251,433
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE					TEXT AMT 244,963 6,470 251,433	
503-4500-519.12-11	COMPENSATED ABSENCE	1,382	791	0	0	0	0
503-4500-519.14-00	OVERTIME	2,431	2,921	3,500	6,560	9,602	3,500
	LEVEL 4 TEXT AFTER HOUR CALL OUTS AND SUPPORT OF SPECIAL EVENTS					TEXT AMT 3,500 3,500	
503-4500-519.21-00	FICA TAXES	15,346	16,040	19,695	19,929	15,154	19,506
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE					TEXT AMT 19,012 494 19,506	
503-4500-519.22-00	RETIREMENT CONTRIBUTIONS	24,755	30,321	33,709	33,709	26,788	35,569
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE					TEXT AMT 34,613 956 35,569	
503-4500-519.23-00	HEALTH INSURANCE	37,241	39,955	48,911	48,911	38,377	51,345
	LEVEL 4 TEXT HEALTH DENTAL LIFE INCREASE ON LIFE					TEXT AMT 48,139 2,604 585 17 51,345	
503-4500-519.24-00	WORKER'S COMPENSATION	2,909	2,543	2,929	3,000	2,713	3,596
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)					TEXT AMT 3,198 82 316 3,596	
503-4500-519.26-00	EAP BENEFIT	225	228	262	262	209	262

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
	LEVEL 4 TEXT CURRENT STAFF					TEXT AMT	
						262	
						262	
* PERSONNEL SERVICES		284,798	303,322	362,919	361,284	288,820	365,211
503-4500-519.40-00 TRAVEL PER DIEM		441	157	1,000	1,000	160	1,500
	LEVEL 4 TEXT TRAVEL REQUIRING OVERNIGHT STAY					TEXT AMT	
	**ANNUAL GOVERNMENT FLEET EXPO, NATIONAL ASSOC.					1,500	
	OF FLEET ADMINISTRATORS CONFERENCE					1,500	
503-4500-519.40-10 EMPLOYEE TRAINING		3,570	2,619	4,000	3,000	2,333	4,350
	LEVEL 4 TEXT AUTOMOTIVE SERVICE EXCELLENCE (ASE) CERTIFICATION					TEXT AMT	
	AND RECERTIFICATION					500	
	EMERGENCY VEHICLE TECHNICIAN (EVT) CERTIFICATION					2,000	
	AND RECERTIFICATION					1,500	
	CERTIFIED AUTOMOTIVE FLEET MANAGER TRAINING						
	AND CERTIFICATION						
	**NOTE: INCREASE TO FY17 EMPLOYEE TRAINING						
	SUPPORTED BY DECREASE TO TRAVEL PER DIEM.						
	STARS FORD MECHANIC CONTINUING EDUCATION PROGRAM					350	
						4,350	
503-4500-519.41-00 COMMUNICATION SERVICES		1,481	1,926	1,400	1,400	1,698	2,024
	LEVEL 4 TEXT E.J. WARD GPS MONITORING					TEXT AMT	
	**AVERAGE OF \$48.65 PER MONTH X 12 MONTHS					584	
	CELL PHONE						
	**FLEET MANAGER AND FLEET MAINTENANCE CELL					1,440	
	PHONE AT \$60 PER MONTH X 12 MONTHS					2,024	
503-4500-519.44-13 FLEET FINANCING		47,668	38,503	31,400	31,400	26,167	37,035
503-4500-519.44-14 INVENTORY SHORT/OVER		23	6	0	0	0	0
503-4500-519.45-19 VEHICLE INSURANCE		0	2,608	2,707	2,707	2,256	3,029
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT	
						3,029	
						3,029	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
503-4500-519.46-10	GENERAL EQUIP MAINT	14,121	13,702	16,300	28,800	28,429	23,800
	LEVEL 4						
	TEXT					TEXT AMT	
	EJ WARD FUEL SYSTEM REPLACEMENT PARTS					2,500	
	SUBSCRIPTION FOR LIGHT DUTY VEHICLE DIAGNOSIS AND SCHEMATICS					1,500	
	SUBSCRIPTION FOR HEAVY DUTY VEHICLE DIAGNOSIS AND SCHEMATICS					1,500	
	FUEL TANK ANNUAL REGISTRATION FEES					550	
	FUEL TANK TIGHTNESS TESTING AND INTERSTITIAL MONITORING INSPECTION					3,500	
	FUEL TANK LEAK MONITORING CERTIFICATION					1,500	
	MISCELLANEOUS MAINTENANCE AND REPAIR-SHOP EQUIP.					750	
	FUEL PUMP REPAIRS AS NEEDED					10,000	
	**NOTE: \$7,500 EXPENDED YTD FY2016						
	SHOP VEHICLE LIFT MAINTENANCE					2,000	
	**NOTE: EJ WARD FUEL SYSTEM SOFTWARE SUPPORT AND MAINTENANCE CONTRACT MOVED TO 46-11 IN THE AMOUNT OF \$7,000.						
						23,800	
503-4500-519.46-11	REGULAR MAINT/INSP EQUIP	0	0	0	0	2,550	7,200
	LEVEL 4						
	TEXT					TEXT AMT	
	EJ WARD FUEL SYSTEM SOFTWARE SUPPORT AND MAINTENANCE CONTRACT					7,200	
	**NOTE: MOVED FROM 46-10, INCREASE OF \$200 FROM FY17 REQUEST DUE TO INCREASED SERVICE NEEDS.						
						7,200	
503-4500-519.46-18	CONT MAINT/COMM EQUIP	0	126	0	0	0	1,500
	LEVEL 4						
	TEXT					TEXT AMT	
	2-WAY RADIO MAINTENANCE AND REPAIR					1,500	
						1,500	
503-4500-519.46-36	SOFTWARE MAINTENANCE	0	0	0	2,550	0	0
503-4500-519.49-02	COMPUTER SOFTWARE	0	0	0	4,000	2,995	0
503-4500-519.49-20	EQUIP & OTHER NON-CAPITAL	0	0	0	4,075	4,075	0
503-4500-519.49-61	DATA PROCESSING 501	37,261	57,642	42,357	42,357	35,298	44,010
	LEVEL 4						
	TEXT					TEXT AMT	
	UPDATED FOR FY18					44,010	
						44,010	
503-4500-519.49-64	INSURANCE 504	18,505	19,292	13,230	13,230	11,027	14,165
	LEVEL						
	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	UPDATED FOR FY18						14,165 14,165
503-4500-519.49-66	TRF TO 506 BLDG MAINT FD	26,398	21,758	33,136	33,136	27,614	50,517
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 50,517 50,517	
503-4500-519.49-90	ADMIN SERVICES FEES	46,756	43,509	49,639	49,639	41,366	50,021
LEVEL 4	TEXT UPDATED FOR FY18					TEXT AMT 50,021 50,021	
503-4500-519.51-00	OFFICE SUPPLIES	0	0	0	0	0	1,000
LEVEL 4	TEXT OFFICE SUPPLIES (PAPER, PENS, TONER, INK, ETC) NOTE:ADDITIONAL OF FLEET SERVICE COORDINATOR					TEXT AMT 1,000 1,000	
503-4500-519.52-00	OTHER OPERATING SUPPLIES	25,351	26,329	26,500	17,801	16,269	25,000
LEVEL 4	TEXT NUTS, BOLTS, GLOVES, SHOP RAGS, ABSORBENT, TOOLS. QUARTERLY DISPOSAL OF USED OIL **AVERAGE 1,400 GALLONS ANNUALLY. COST \$1,500.					TEXT AMT 23,500 1,500 25,000	
503-4500-519.52-10	GAS, DIESEL, OIL & GREASE	13,185	10,559	3,000	3,000	2,671	3,000
LEVEL 4	TEXT FUEL FOR FLEET AND POOL VEHICLES EST. UNLEADED 915 GALLONS AT \$2.25 PER GALLON EST. DIESEL 600 GALLONS AT \$2.75 PER GALLON					TEXT AMT 3,000 3,000	
503-4500-519.52-12	UNIFORMS	3,149	3,292	4,000	4,000	3,899	4,250
LEVEL 4	TEXT UNIFORMS INCLUDING CLEANING. ONE REPLACEMENT SET OF UNIFORMS PER YEAR PER EMPLOYEE **NOTE: SUBJECT TO ANNUAL CPI INCREASE					TEXT AMT 4,000 250 4,250	
503-4500-519.52-20	VEHICLE PARTS	357,713	321,886	350,000	355,530	344,132	408,242
LEVEL	TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
4	DETERMINED BY DEPARTMENTS					408,242 408,242	
503-4500-519.52-27	BULK OIL & GREASE	0	0	17,000	14,450	13,000	13,000
LEVEL 4	TEXT BULK OIL, GREASE, ANTIFREEZE, DEF **ALL DEPARTMENTS EXCEPT FLEET**					TEXT AMT 13,000 13,000	
503-4500-519.54-00	DUES & MEMBERSHIPS	489	705	600	600	549	760
LEVEL 4	TEXT NATIONAL ASSOCIATION OF FLEET ADMINISTRATORS(NAFA) FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS (FLAGFA) APWA MEMBERSHIP FEE **ONE (1) MEMBERSHIP AT \$160 PER PERSON					TEXT AMT 500 100 160 760	
* OPERATING EXPENSE		596,111	564,619	596,269	612,675	566,488	694,403
503-4500-519.63-99	FIXED ASSET TRANSFERS	0	38,943	0	0	0	0
503-4500-519.64-00	MACH & EQUIPMENT	0	16,443	0	5,699	5,699	0
503-4500-519.64-15	ADP EQUIPMENT	0	22,500	0	0	0	0
* CAPITAL OUTLAY		0	0	0	5,699	5,699	0
503-4500-519.99-02	DEPRECIATION EXPENSE	24,206	31,301	0	0	0	0
503-4500-519.99-10	CONTINGENCY	0	0	0	0	0	10,000
LEVEL 4	TEXT CONTINGENCY POOL - COUNCIL PRIORITIES					TEXT AMT 10,000 10,000	
503-4500-519.99-50	COMPRESSION RESERVE	0	0	3,000	3,000	0	0
* NON-OPERATING EXPENSE		24,206	31,301	3,000	3,000	0	10,000
** VEHICLE MAINTENANCE		905,115	899,242	962,188	982,658	861,007	1,069,614
*** VEHICLE MAINTENANCE		905,115	899,242	962,188	982,658	861,007	1,069,614
**** VEHICLE MAINTENANCE SER.		905,115	899,242	962,188	982,658	861,007	1,069,614

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2018 CM PROP 2
RISK MANAGEMENT FUND								
504-0000-341.20-12	WATER AND SEWER FD (401)	324,078	324,994	190,357	190,357		158,631	205,554
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 205,554 205,554	
504-0000-341.20-16	GENERAL FUND (001)	810,619	832,479	564,052	564,052		470,043	656,218
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 656,218 656,218	
504-0000-341.20-17	SOLID WASTE FUND (410)	10,332	10,611	6,295	6,295		5,246	6,678
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 6,678 6,678	
504-0000-341.20-19	IT FUND (501)	34,697	36,172	25,045	25,045		20,871	24,789
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 24,789 24,789	
504-0000-341.20-20	W/C PERSONAL SERVICES	277,766	244,746	302,785	302,785		213,457	320,000
	LEVEL 4 TEXT UPDATED 08/04/17 PER LP						TEXT AMT 320,000 320,000	
504-0000-341.20-21	DRAINAGE FUND (412)	51,659	53,695	33,456	33,456		27,880	33,794
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 33,794 33,794	
504-0000-341.20-24	VEHICLE MAINT. FD (503)	18,505	19,292	13,230	13,230		11,027	14,165
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 14,165 14,165	
504-0000-341.20-41	VEHICLE INSURANCE	106,609	100,900	100,158	100,158		83,465	115,518
	LEVEL 4 TEXT UPDATED FOR FY18						TEXT AMT 115,518	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
						115,518	
504-0000-341.20-56	BUILDING MAINT. FD (506)	18,135	21,317	18,203	18,203	15,169	17,504
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 17,504 17,504	
504-0000-341.20-69	CD BLDG SPECIAL REV 109	30,194	31,477	24,346	24,346	20,288	34,400
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 34,400 34,400	
504-0000-361.10-00	INTEREST EARNINGS-INVESTM	6,140	10,505	6,000	6,000	9,508	6,000
504-0000-369.30-00	INS. PROCEEDS	82,264	82,338	0	56,023	54,957	0
504-0000-369.90-00	MISC REVENUE	107,409	53	0	0	122	0
504-0000-381.16-00	TRANSFER FROM 001	4,104	0	0	0	0	0
504-0000-389.10-00	APPROPRIATED FUND BAL	0	0	572,216	583,957	0	500,000
	LEVEL 4 TEXT FY18 USAGE OF APPR. EQUITY FUND ENDING BALANCE EXPECTED AT \$1.531M					TEXT AMT 500,000 500,000	
*		1,882,511	1,768,579	1,856,143	1,923,907	1,090,664	1,934,620
**	RISK MANAGEMENT FUND	1,882,511	1,768,579	1,856,143	1,923,907	1,090,664	1,934,620
***	RISK MANAGEMENT FUND	1,882,511	1,768,579	1,856,143	1,923,907	1,090,664	1,934,620
****	RISK MANAGEMENT FUND	1,882,511	1,768,579	1,856,143	1,923,907	1,090,664	1,934,620

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
NON DEPARTMENTAL NON DEPARTMENTAL							
504-1000-519.12-00	SALARIES AND WAGES	208,434	201,614	219,222	219,222	179,113	206,508
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	197,446
						WAGE INCREASE	4,062
						NEW:CITY ATTORNEY SALARY INCREASE	5,000
							206,508
504-1000-519.12-11	COMPENSATED ABSENCE	3,705	1,304	0	0	0	0
504-1000-519.12-12	ADD. SALARY & BENEFITS	0	1,250	0	0	0	0
504-1000-519.14-00	OVERTIME	1,448	2,216	2,500	3,433	3,823	750
	LEVEL 4 TEXT					TEXT AMT	
						OVERTIME	3,000
						REDUCED PER DEPARTMENT HEAD	2,250-750
504-1000-519.15-10	CERTIFICATIONS/LICENSES	0	0	0	1,175	0	1,500
	LEVEL 4 TEXT					TEXT AMT	
						*NEW ARM-P (ASSOCIATE IN RISK MGMT FOR PUBLIC ENTITIES - CERTIFICATION FOR NEW RISK MANAGER 1.5 YEAR PROCESS)	1,500
							1,500
504-1000-519.21-00	FICA TAXES	14,964	14,372	16,966	17,038	13,469	15,858
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	15,210
						WAGE INCREASE	265
						NEW: CITY ATTORNEY INCREASE	383
							15,858
504-1000-519.22-00	RETIREMENT CONTRIBUTIONS	24,198	27,451	29,081	29,081	23,624	27,801
	LEVEL 4 TEXT					TEXT AMT	
						CURRENT STAFF	26,531
						WAGE INCREASE	520
						NEW: CITY ATTORNEY INCREASE	750
							27,801
504-1000-519.23-00	HEALTH INSURANCE	31,545	50,504	23,302	23,302	18,969	24,411
	LEVEL 4 TEXT					TEXT AMT	
						HEALTH	22,348
						DENTAL	1,209

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	LIFE WAGE INCREASE LIFE NEW: CITY ATTORNEY INCREASE						830 12 12 24,411
504-1000-519.23-04	EMPLOYEE (HDHP-EMPLOYER)	0	13,586	0	0	0	0
504-1000-519.23-05	EMPLOYER (FHC-EMPLOYER)	0	143,862	0	0	0	0
504-1000-519.24-00	WORKER'S COMPENSATION	172	577	661	741	217	194
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE NEW: CITY ATTORNEY INCREASE ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)					TEXT AMT	171 2 4 17 194
504-1000-519.26-00	EAP BENEFIT	113	120	122	122	94	122
	LEVEL 4 TEXT CURRENT STAFF					TEXT AMT	122 122
* PERSONNEL SERVICES		284,579	456,856	291,854	294,114	239,309	277,144
504-1000-519.31-13	OTHER PROF. SERVICES	19,736	12,601	62,400	62,400	58,500	60,900
	LEVEL 4 TEXT BROWN & BROWN BROKER FEE (HEALTH & WELLNESS) (NO BROKER SERVICES IN FY 15 & 16) IBNR ACTUARIAL SERVICES ***** REDUCE B&B BROKER FEE PER CM (LP 8-7-17) *****					TEXT AMT	60,000 2,400 1,500- 60,900
504-1000-519.34-14	CONTRACT SERVICES OTHER	0	0	42,400	41,225	19,183	35,600
	LEVEL 4 TEXT ONE CARE CDL ALCH/ DRUG TESTING PROGRAM INFECTION CONTROL PROGRAM PREVENTION CARE EMPLOYEE AFTER HOURS DRUG/ALCH TESTING BUSINESS TRAINING LIBRARY CONSULTING SERVICES EMPLOYEE SAFETY PROGRAMS DRIVER SAFETY PROGRAMS SOUTHEASTERN SECURITY CONSULTANTS DRIVER RECORDS					TEXT AMT	3,000 3,000 2,500 2,500 10,000 2,000 2,000 5,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
	CENTRA CARE NON-DOT ALCH/DRUG TESTING						
	*RANDOMS MOVED FROM HR						4,000
	REMEDIAL AND REFRESHER PROFESSIONAL TRAINING FOR						
	EMPLOYEES						6,600
	ADVANCED URGENT CARE W/C DRUG TESTING (POST ACC)						1,100
	***EFFECTIVE FY 18, MULTIPLE ITEMS HAVE BEEN MOVED						
	INTO THIS ACCT FROM 31-13 AND 45-20.						
	***REDUCTIONS PER CM 07/10/17						
	*CONSULTING SERVICES						2,500-
	*DRIVER SAFETY PROGRAMS						2,000-
	*REMEDIAL AND REFRESHER PROFESSIONAL TRAINING						
	FOR EMPLOYEES						1,600-

	REDUCE INFECTION CONTROL PROGRAM PREVENTION CARE						500-
	PER CM (LP 8-7-17)						

							35,600
504-1000-519.40-00	TRAVEL PER DIEM	13	0	500	500	0	750
	LEVEL 4 TEXT					TEXT AMT	
	EMPLOYEE TRAVEL PER DIEM					750	
						750	
504-1000-519.40-10	EMPLOYEE TRAINING	20	1,029	2,000	2,000	1,037	2,000
	LEVEL 4 TEXT					TEXT AMT	
	MANDATED OR SPECIALIZED TRAINING					2,000	
						2,000	
504-1000-519.41-00	COMMUNICATION SERVICES	491	916	1,300	1,300	736	1,200
	LEVEL 4 TEXT					TEXT AMT	
	IP PHONE LINE					100	
	MOBILE PHONE FOR RISK MANAGER					800	
	CONFIDENTIAL MEDICAL FAX ANNUAL FEE					300	
						1,200	
504-1000-519.44-10	EQUIP/OTHER RENTAL/LEASE	0	721	870	870	865	870
	LEVEL 4 TEXT					TEXT AMT	
	EQUIPMENT RENTALS COPY MACHINE					870	
	(NOTE: RISK'S SHARE OF RENTAL IS \$72.50/MONTH X12						
	MONTHS)						
							870
504-1000-519.45-10	COMMERCIAL POLICY INS	964,025	718,051	837,234	837,234	786,822	875,157
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP	2
4	B&B AD&D (10/1 RENEWAL)						6,664	
	B&B ENVIRONMENTAL LEGAL LIABILITY (6/21 RENEWAL)						42,000	
	B&B EQUIP BREAKDOWN (BOILER/MACHINERY/EQUIP) (10/1 RENEWAL)						6,379	
	B&B EXCESS CRIME (10/1 RENEWAL)						1,600	
	B&B FIDUCIARY LIABILITY (GEN EMPLOYEES PLAN) (3/21 RENEWAL)						3,700	
	B&B PGIT AD&D (LAW ENFORCEMENT & FIREFIGHTERS)						7,500	
	B&B PACKAGE (PROPERTY/CRIME/INLAND MARINE/TERRORISM (10/1 RENEWAL)						300,000	
	B&B PORT ORANGE BUSINESS PARK GENERAL LIABILITY (8/4 RENEWAL)						950	
	B&B WRIGHT FLOOD INSURANCE						51,801	
	FMIT EXECUTIVE TRAVEL LIABILITY (10/1 RENEWAL)						1,500	
	FMIT PACKAGE (LIABILITY/AUTO)						371,364	
	JW EDENS WAIVER OF RECOURSE FIRE PENS (US SPEC) (10/5 RENEWAL)						75	
	OTHER POLICIES & PLANS - RUNOVERS						20,271	

	REMOVE B&B AD&D (10/1 RENEWAL)						6,664-	
	REDUCE B&B EXCESS CRIME (10/1 RENEWAL)						200-	
	REDUCE B&B PGIT AD&D (LAW ENFRMNT & FF)						3,500-	
	REMOVE B&B PORT ORANGE BUS PRK GEN LIAB (8/4 RENEWAL)						950-	
	INCREASE FMIT PACKAGE (LIABILITY/AUTO)						82,938	
	REDUCE OTHER POLICIES & PLANS - RUNOVERS						10,271-	
	PER CM (LP 8-7-17)							

							875,157	
504-1000-519.45-16	WORKERS COMP INSURANCE	342,405	261,746	322,021	322,021	305,266	376,456	
LEVEL	TEXT						TEXT AMT	
4	FMIT WORKERS' COMP ANNUAL PREMIUM						336,410	
	ALTERNATIVE SERVICE CONCEPTS W/C CLAIMS						5,000	
	OTHER W/C CLAIMS DEDUCTIBLES/PLAN EXPENSES						14,575	

	INCREASE FMIT WORKERS' COMP ANNUAL PREMIUM						25,046	
	REDUCE OTHER W/C CLAIMS DEDUCTIBLES/PLAN EXPENSES						4,575-	
	PER CM (LP 8-7-17)							

							376,456	
504-1000-519.45-20	CLAIMS LOSS	215,759	188,864	184,000	210,937	147,566	199,000	
LEVEL	TEXT						TEXT AMT	
4	HALIFAX HEALTH - EMPLOY MED WC CLAIMS						2,000	
	UNDER DEDUCTIBLE ANNUAL CLAIMS LOSS						198,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	***** REDUCE HALIFAX HEALTH - EMPLOY MED WC CLAIMS PER CM (LP 8-7-17) *****						1,000-
							199,000
504-1000-519.45-23	CHANGE IN IBNR	5,000	1,000-	0	0	0	0
504-1000-519.46-10	GENERAL EQUIP MAINT	5	0	0	0	0	0
504-1000-519.46-12	VEH MAINT/REPAIR	0	137	0	0	0	0
504-1000-519.46-36	SOFTWARE MAINTENANCE	0	0	0	0	0	310
	LEVEL 4 TEXT MAINTENANCE & SUPPORT FOR LEGAL FILES SOFTWARE 9 LICENSES TOTAL ESTIMATED AT \$310/EACH *7 CHARGED TO LEGAL 001-1300 *2 CHARGED TO RISK MGMT \$310 X 2 = \$620 ***** (THIS IS A NEW CHARGE FOR RISK. LP 6-19-17) ***** REDUCED TO 1 LICENSE PER DEPT HEAD					TEXT AMT 620	310- 310
504-1000-519.47-00	PRINTING AND BINDING	0	30	850	850	250	400
	LEVEL 4 TEXT NEW EMPLOYEE ORIENTATION RISK AND SAFETY PACKETS DOT RANDOM TESTING PROGRAM TRAINING MATERIALS DRUG FREE WORKPLACE PROGRAM TRAINING MATERIALS SAFETY TRAINING MATERIALS WORKERS COMP, OTHER LIABILITY COPY MATERIALS ***** REDUCE PER CM (LP 8-7-17) *****					TEXT AMT 100 100 100 100 100 100- 400	
504-1000-519.49-16	COMPUTER HARDWARE	0	0	0	0	430	0
504-1000-519.49-19	LICENSES, TAXES & FEES	613	833	650	650	612	650
	LEVEL 4 TEXT ADMIN SERVICES WELLS FARGO BANKING FEES NOTE: IN CONJUNCTION WITH ALTERNATIVE SERVICES CONCEPTS WORKERS COMP CASE MANAGEMENT)					TEXT AMT 650 650	
504-1000-519.49-90	ADMIN SERVICES FEES	88,744	89,715	104,589	104,589	87,158	99,868
	LEVEL 4 TEXT ADMIN SERVICES FEES					TEXT AMT 99,868	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
						99,868	
504-1000-519.51-00	OFFICE SUPPLIES	2,934	1,384	1,820	2,820	2,266	1,250
	LEVEL 4 TEXT					TEXT AMT	
						OFFICE SUPPLIES (PAPER, PENS, FOLDERS, BINDERS, ETC.)	1,820
						**REDUCTION PER CM 07/10/17	570-
							1,250
504-1000-519.52-00	OTHER OPERATING SUPPLIES	10	1,096	550	550	726	550
	LEVEL 4 TEXT					TEXT AMT	
						OTHER GOVERNMENTAL EDUCATIONAL/INSTRUCTOR SERVICES	350
						SAFETY VESTS, HARD HATS, GLOVES, SAFETY GLASSES	350
						*NEW -EMPLOYEE RISK MITIGATION INCENTIVE	300
						SPECIALTY TRAINING GIVEAWAY (MOVED FROM 52-15)	75
						***REDUCTION PER CM 07/10/17	
						*NEW -EMPLOYEE RISK MITIGATION INCENTIVE	300-

						REDUCE PER CM (LP 8-7-17)	225-

							550
504-1000-519.52-10	GAS, DIESEL, OIL & GREASE	0	13	0	0	71	0
504-1000-519.52-15	POSTAL SERVICE	15	21	105	105	21	30
	LEVEL 4 TEXT					TEXT AMT	
						DOT AND DFW NOTIFICATION LETTERS	10
						WORKERS COMP, LIABILITY CORRESPONDENCE	20
							30
504-1000-519.54-00	DUES & MEMBERSHIPS	1,360	774	2,500	1,500	579	1,285
	LEVEL 4 TEXT					TEXT AMT	
						SUNSHINE SAFETY COUNCIL	600
						RISK MANAGER PROFESSIONAL DEVELOPMENT	900
						NALA (NATIONAL ASSOCIATION FOR LEGAL ASSISTANTS)	150
						PRIMA (PUBLIC RISK MANAGEMENT ASSOCIATION)	400
						PRIMA CF (PRIMA CENTRAL FLORIDA CHAPTER)	35
						FLORIDA SAFETY COUNCIL - SAFE DRIVER PROG. MEMB	100

						REMOVE RISK MANAGER PROFESSIONAL DEVELOPMENT	900-
						PER CM (LP 8-7-17)	

							1,285
504-1000-519.54-01	BOOKS & SUBSCRIPTIONS	0	950	500	500	268-	200
	LEVEL 4 TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	PROFESSIONAL TRAINING MANUALS CDL DRIVERS						200
	SAFE DRIVER TRAINING COURSE MANUALS (NON-CDL)						300
	***REDUCTION PER CM 07/10/17						
	***SAFE DRIVER TRAINING COURSE MANUALS (NON-CDL)						300- 200
*	OPERATING EXPENSE	1,641,130	1,277,881	1,564,289	1,590,051	1,411,820	1,656,476
504-1000-519.63-99	FIXED ASSET TRANSFERS	0	1,032-	0	0	0	0
504-1000-519.64-00	MACH & EQUIPMENT	0	1,032	0	39,742	22,674	0
*	CAPITAL OUTLAY	0	0	0	39,742	22,674	0
504-1000-519.99-02	DEPRECIATION EXPENSE	0	17	0	0	0	0
504-1000-519.99-10	CONTINGENCY	0	0	0	0	0	1,000
LEVEL	TEXT						TEXT AMT
4	CONTINGENCY POOL - COUNCIL PRIORITIES						1,000 1,000
*	NON-OPERATING EXPENSE	0	17	0	0	0	1,000
**	NON DEPARTMENTAL	1,925,709	1,734,754	1,856,143	1,923,907	1,673,803	1,934,620
***	NON DEPARTMENTAL	1,925,709	1,734,754	1,856,143	1,923,907	1,673,803	1,934,620
****	RISK MANAGEMENT FUND	1,925,709	1,734,754	1,856,143	1,923,907	1,673,803	1,934,620

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
LEASE & REPLACEMENT FUND							
505-0000-341.20-01	FLEET RENTAL GENERAL FD	867,697	989,953	1,046,347	1,046,347	871,956	1,144,241
505-0000-341.20-02	FLEET RENTAL DRAINAGE 412	157,524	163,598	256,018	256,018	213,348	268,742
505-0000-341.20-03	FLEET RENTAL GAS TAX	69,089	74,722	90,064	90,064	75,053	113,089
505-0000-341.20-04	FLEET RENTAL W/S R&R	245,876	296,972	316,294	316,294	263,578	299,747
505-0000-341.20-05	FLEET RENTAL GARB. R&R	2,630	5,168	0	0	0	4,475
505-0000-341.20-06	FLEET RENTAL D/P (501)	185,964	359,499	309,943	309,943	258,286	339,245
505-0000-341.20-07	FLEET RENTAL VEH MNT 503	47,668	38,503	31,400	31,400	26,167	37,035
505-0000-341.20-08	FLEET RENTAL GOLF 450	126,325	118,408	122,903	122,903	102,419	128,061
LEVEL 4		TEXT				TEXT	AMT
		LEASE FOR EQUIPMENT					63,793
		LEASE FOR GOLF CART					64,268
							128,061
505-0000-341.20-10	FLEET RENTAL CD BLDG 109	2,209	8,762	17,724	17,724	14,770	24,255
505-0000-341.20-14	FLEET FIN. RENTAL	30,689	27,534	24,378	24,378	20,315	22,275
505-0000-341.20-15	FLEET RENTAL BLDG MT 506	0	6,807	9,050	9,050	7,542	16,686
505-0000-361.10-00	INTEREST EARNINGS-INVESTM	20,375	17,773	5,500	5,500	18,527	20,000
LEVEL 4		TEXT				TEXT	AMT
		ORIGINAL AMOUNT					5,500
		INCREASE BASED ON HISTORICAL INFORMATION					14,500
		(LP 8-8-17)					
							20,000
505-0000-364.02-00	INSURANCE PROCEEDS PD	0	0	0	0	1,975-	0
505-0000-364.41-00	EQUIPMENT	0	0	0	0	135,219	0
505-0000-364.49-00	GAIN/(LOSS) ON SALE F/A	132,021	60,891-	0	0	4,283-	0
505-0000-369.90-00	MISC REVENUE	15	0	0	0	0	0
505-0000-381.16-00	TRANSFER FROM 001	0	0	230,000	305,000	305,000	450,000
LEVEL 4		TEXT				TEXT	AMT
		INITIAL AMOUNT TO FUND 505 CIP					600,000
		** REDUCE BY \$150,000 - CM REDUCTION OF CIP					150,000-
		07-10-17 (NT)					
							450,000
505-0000-389.10-00	APPROPRIATED FUND BAL	0	0	158,379	2,552,018	0	0
*-----		1,888,082	2,046,808	2,618,000	5,086,639	2,305,922	2,867,851
**-----		1,888,082	2,046,808	2,618,000	5,086,639	2,305,922	2,867,851
***-----		1,888,082	2,046,808	2,618,000	5,086,639	2,305,922	2,867,851

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP	2
NON DEPARTMENTAL								
NON DEPARTMENTAL								
505-1000-519.46-12	VEH MAINT/REPAIR	0	87,811	0	0	0		0
505-1000-519.49-02	COMPUTER SOFTWARE	18,622	25,555	0	14,045	0		0
505-1000-519.49-16	COMPUTER HARDWARE	24,887	59,779	0	86,515	71,468		0
505-1000-519.49-20	EQUIP & OTHER NON-CAPITAL	49,692	21,468	0	46,032	18,226		0
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* OPERATING EXPENSE		93,201	194,613	0	146,592	89,694		0
505-1000-519.63-99	FIXED ASSET TRANSFERS	1,857,238-	2,646,598-	0	0	0		0
505-1000-519.64-00	MACH & EQUIPMENT	1,691,406	2,507,855	1,918,000	2,233,550	1,713,378	2,259,000	
LEVEL 4		TEXT		TEXT AMT				
		*FY18 VEHICLES				1,664,000		
		*FY18 CYPRESS HEAD EQUIP & GOLF CARTS				79,000		
		*FY18 EQUIPMENT				516,000		
		EQUIPMENT: FIR003 12 LEAD HEART MONITORS \$60K						
		EQUIPMENT: FIR014 EXTRICATION EQUIP \$40K						
		EQUIPMENT:FIRE - RADIOS \$12K						
		EQUIPMENT:FIRE - EXHAUST EXTRACTORS - \$5K						
		EQUIPMENT:ZMI067 RADIO REPLC P-25 \$399K						
		(TOTAL EQUIPMENT \$516K)						
		(BASED ON FLEET AS OF 07-10-17 NT)						
						2,259,000		
505-1000-519.64-06	COMMUNICATIONS EQUIPMENT	24,338	0	0	0	0		0
505-1000-519.64-15	ADP EQUIPMENT	141,494	138,743	700,000	2,706,497	500,565	450,000	
LEVEL 4		TEXT		TEXT AMT				
		*FY18 EQUIPMENT - IT PROJECTS				470,000		

		IT PROJECT - ZMI015 \$30K (MUNICIPAL NETWORK)						
		IT PROJECT - ZMI016 \$25K (COMPUTER HARDWARE)						
		IT PROJECT - ZMI032 \$30K (PUB SAFETY LAPTOP RPLC)						
		IT PROJECT - OLD PD TECHN INFRASTRUCTURE \$145K						
		IT PROJECT - FIBER OPTIC NETWORK TRACER WIRE \$40K						
		IT PROJECT - ZMI054 \$200K (ERP PROJECT)						
		(EQUIPMENT AS OF 06-01-17 NT)						

		REDUCE IT PROJECT -ZMI015 FROM \$30K TO \$20K				10,000-		
		REDUCE IT PROJECT - OLD PD TECH INFR. FROM \$145K				10,000-		
		TO \$135K						
		PER CM (LP 8-8-17)						

						450,000		
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* CAPITAL OUTLAY		0	0	2,618,000	4,940,047	2,213,943	2,709,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
505-1000-519.99-02	DEPRECIATION EXPENSE	1,373,713	1,681,981	0	0	0	0
505-1000-519.99-10	CONTINGENCY	0	0	0	0	0	158,851
	LEVEL 4						
	TEXT ORIGINAL AMOUNT						TEXT AMT 200,311

	REDUCE TO BALANCE FUND DUE TO REDUCE RV FROM DEFERRING ERP PAYBACK AND OTHER MISC CHANGES (LP 8-8-17)						41,460-

							158,851
*	NON-OPERATING EXPENSE	1,373,713	1,681,981	0	0	0	158,851
**	NON DEPARTMENTAL	1,466,914	1,876,594	2,618,000	5,086,639	2,303,637	2,867,851
***	NON DEPARTMENTAL	1,466,914	1,876,594	2,618,000	5,086,639	2,303,637	2,867,851
****	LEASE & REPLACEMENT FUND	1,466,914	1,876,594	2,618,000	5,086,639	2,303,637	2,867,851

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
BUILDING MAINTENANCE							
506-0000-341.20-12	WATER AND SEWER FD (401)	150,931	135,569	155,300	155,300	129,417	124,162
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 124,162 124,162	
506-0000-341.20-16	GENERAL FUND (001)	1,696,880	1,333,725	1,785,954	1,785,954	1,488,295	1,848,052
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 1,848,052 1,848,052	
506-0000-341.20-17	SOLID WASTE FUND (410)	5,281	4,356	6,628	6,628	5,523	10,105
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 10,105 10,105	
506-0000-341.20-19	IT FUND (501)	38,478	33,460	37,917	37,917	31,598	42,161
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 42,161 42,161	
506-0000-341.20-21	DRAINAGE FUND (412)	33,768	32,063	45,894	45,894	38,245	47,537
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 47,537 47,537	
506-0000-341.20-24	VEHICLE MAINT. FD (503)	26,398	21,758	33,136	33,136	27,614	50,517
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 50,517 50,517	
506-0000-341.20-69	CD BLDG SPECIAL REV 109	68,766	60,123	67,803	67,803	56,503	77,397
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 77,397 77,397	
506-0000-361.10-00	INTEREST EARNINGS-INVESTM	4,804	4,883	1,850	1,850	3,903	1,850
506-0000-364.49-00	GAIN/(LOSS) ON SALE F/A	0	0	0	0	6,053-	0
506-0000-369.90-00	MISC REVENUE	426	897	0	0	585	0
506-0000-389.10-00	APPROPRIATED FUND BAL	0	0	209,728	381,113	0	174,156

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	LEVEL 4						
	TEXT						TEXT AMT
	FY17 APPROP. EQUITY USED IN CALCULATION FOR						200,000
	TRANSFERS TO OTHER FUNDS						
	CAPITAL BLDG CHARG						25,844-
	ESTIMATED ENDING FUND BALANCE FOR FY17 \$221,106						174,156
*		2,025,732	1,626,834	2,344,210	2,515,595	1,775,630	2,375,937
**	BUILDING MAINTENANCE	2,025,732	1,626,834	2,344,210	2,515,595	1,775,630	2,375,937
***	BUILDING MAINTENANCE	2,025,732	1,626,834	2,344,210	2,515,595	1,775,630	2,375,937
****	BUILDING MAINTENANCE	2,025,732	1,626,834	2,344,210	2,515,595	1,775,630	2,375,937

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
BUILDING MAINTENANCE BUILDING MAINTENANCE 506-4200-539.12-00	SALARIES AND WAGES	185,188	172,474	321,019	311,019	167,556	289,312
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE					TEXT AMT 282,759 6,553 289,312	
506-4200-539.12-11 506-4200-539.14-00	COMPENSATED ABSENCE OVERTIME	5,267- 959	18,858- 3,237	0 3,000	0 5,082	0 4,495	0 2,750
	LEVEL 4 TEXT AFTER HOURS CALL OUTS **NOTE: OVERTIME NEEDED FOR SCHEDULING OF DEEP CLEANING AND FOR THE ANTICIPATED CLEANING AT THE FORMER POLICE DEPARTMENT (CITY CENTER ANNEX) FOR THE LAST 16 WEEKS OF FY17 UNTIL ADDITIONAL PERSONNEL IS APPROVED FOR THAT FACILITY REDUCED OVERTIME PER CM (CLB 7-11-17)					TEXT AMT 5,500 2,750- 2,750	
506-4200-539.21-00	FICA TAXES	13,148	11,416	24,793	24,953	11,775	22,347
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE REDUCTION OF OVERTIME PER CM (CLB 7-11-17)					TEXT AMT 22,057 500 210- 22,347	
506-4200-539.22-00	RETIREMENT CONTRIBUTIONS	20,524	24,043	46,830	46,830	23,551	39,723
	LEVEL 4 TEXT CURRENT STAFF WAGE INCREASE					TEXT AMT 38,848 875 39,723	
506-4200-539.23-00	HEALTH INSURANCE	26,205	25,189	55,961	55,961	30,604	55,009
	LEVEL 4 TEXT HEALTH DENTAL LIFE WAGE INCREASE LIFE					TEXT AMT 51,578 2,790 626 15 55,009	
506-4200-539.24-00	WORKER'S COMPENSATION	6,519	4,065	9,124	9,161	4,057	7,566

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
	LEVEL 4 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE ESTIMATED WC INCREASE @ 10% (CLB 7-11-17)					TEXT AMT 6,869 143 554 7,566	
506-4200-539.26-00	EAP BENEFIT	207	176	337	337	194	300
	LEVEL 4 TEXT CURRENT STAFF					TEXT AMT 300 300	
-----		247,483	221,742	461,064	453,343	242,232	417,007
*	PERSONNEL SERVICES						
506-4200-539.31-13	OTHER PROF. SERVICES	0	3,660	0	1,060	1,025	1,500
	LEVEL 4 TEXT AIR QUALITY TESTS AT POLICE DEPARTMENT AS A FOLLOW UP TO THE FY2017 A/C REPAIR AND UPGRADE					TEXT AMT 1,500 1,500	
506-4200-539.31-15	JANITORIAL SERVICE	4,790	0	0	0	0	0
506-4200-539.34-14	CONTRACT SERVICES OTHER	60,385	32,436	15,381	15,593	14,656	15,820
	LEVEL 4 TEXT OFFICE PLANT SERVICES PEST CONTROL-ALL FACILITIES TERMITE BOND-BASED ON FY17 INVOICE AMOUNT LAUNDRY SERVICES **INCREASE DUE TO THE ADDITION OF FORMER POLICE DEPARTMENT (CITY CENTER ANNEX) DURING THE FINAL 16 WEEKS OF FY17 WINDOW CLEANING FOR CITY HALL & POLICE DEPARTMENT					TEXT AMT 3,230 4,500 750 1,000 6,340 15,820	
506-4200-539.34-15	TEMP HELP SERVICE FEE	0	0	0	0	0	4,000
	LEVEL 4 TEXT TEMP CUSTODIAN FOR USE DURING FINAL 8 WEEKS AT THE FORMER POLICE DEPARTMENT (CITY CENTER ANNEX) UNTIL A PERMANENT NEW POSITION IS APPROVED FOR FY2018. **NOTE: TEMP COST EST. \$12.50 PER HOUR X 8 WEEKS. TOTAL ANTICIPATED COST OF \$4,000					TEXT AMT 4,000 4,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
506-4200-539.41-00	COMMUNICATION SERVICES	94	1,270	1,200	1,200	953	2,495
	LEVEL 4 TEXT					TEXT AMT	
	DEPARTMENTAL PHONES RENTAL AND SERVICES					2,160	
	**THREE(3)PHONES AT AVERAGE OF \$60 PER MONTH X 12 MONTHS						
	EJ WARD GPS FLEET MONITORING						335
	**FOUR (4) UNITS AT \$6.95 PER MONTH X 12 MONTHS						2,495
506-4200-539.43-10	ELECTRICAL SERVICES	408,205	484,504	500,000	500,000	408,988	480,000
	LEVEL 4 TEXT					TEXT AMT	
	ELECTRIC - AVERAGE \$39,949 PER MONTH X 12 MONTHS					480,000	
	**NOTE:ALL BUILDINGS						
	**NOTE: REMOVED PROJECTED INCREASE OF \$20,000. AVERAGE MONTHLY COST HAS MAINTAINED AT \$39,949 PER MONTH. FPL INFORMED DEPARTMENT THAT THE FY17 RATE INCREASE WAS EXPECTED TO COVER THROUGH FY2020 AND THAT ANY ADDITIONAL IMPACT ON FY18 WOULD NOT BE IDENTIFIED UNTIL OCTOBER OF FY17. AVERAGE CALCULATED BASED ON OCTOBER FY2017 TO APRIL FY2017 ACTUALS.						480,000
506-4200-539.43-12	WATER/SEWER SERVICES	140,142	133,715	132,000	132,000	137,848	171,108
	LEVEL 4 TEXT					TEXT AMT	
	AVERAGE \$14,259 PER MONTH X 12 MOS					171,108	
	**NOTE:INCLUDES ADDITION OF POLICE DEPARTMENT						171,108
506-4200-539.43-14	DRAINAGE	32,277	32,306	63,708	63,708	41,659	54,480
	LEVEL 4 TEXT					TEXT AMT	
	PORT ORANGE APPROX. \$3,781/MONTH X 12					45,372	
	**NOTE:INCLUDES PD AND FD STATIONS						
	REMOVE ORIGINAL ESTIMATE					45,372-	

	REVISING AMOUNT						
	432 ERU'S X 3.64 (CAP)= \$1,573 X 12 MONTHS						18,876
	30 ERU'S X 0.91 (CAP W/ 75% CREDIT)= \$28 X 12 MOS						336
	462 ERU'S X 6.36 = \$2,939 X 12 MONTHS						35,268

	GRAND TOTAL FOR FY18 = 4,540/MONTH						
	(LP 8-7-17) \$4,540 X 12 MONTHS = \$54,480						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
						54,480	
506-4200-539.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	1,000	0	0	1,500
	LEVEL 4 TEXT					TEXT AMT	
	AREAL LIFTS/SCISSORS LIFT					1,500	
	**NOTE: FOR USE IN AREAS AT CITY HALL WHERE THE BUCKET TRUCK CAN NOT GAIN ACCESS FOR PRESSURE WASHING OF THE BUILDING						
						1,500	
506-4200-539.44-13	FLEET FINANCING	0	6,807	9,050	9,050	7,542	16,686
	LEVEL 4 TEXT					TEXT AMT	
	ORIGINAL FY18 AMOUNT					19,105	
	ADJUSTMENT DUE TO REMOVAL OF VEHICLE FOR ENGR. INSPECTOR PER CM (LP 8-8-17)					2,419-	
						16,686	
506-4200-539.45-19	VEHICLE INSURANCE	0	1,490	1,547	1,547	1,289	1,731
	LEVEL 4 TEXT					TEXT AMT	
	UPDATED FOR FY18					1,731	
						1,731	
506-4200-539.46-10	GENERAL EQUIP MAINT	5,203	8,657	34,257	34,888	34,008	27,757
	LEVEL 4 TEXT					TEXT AMT	
	CITY HALL MESSAGE BOARD SIGN ANNUAL MAINTENANCE					4,500	
	\$375/MONTH X 12 MONTHS						
	BUILDING EQUIPMENT REPAIRS AND REPLACEMENTS					3,000	
	APPLIANCE REPAIRS					2,000	
	EMERGENCY GENERATOR SERVICE					20,757	
	**NOTE: FOR ALL FACILITIES (FIRE, CITY HALL, YMCA, AND PUBLIC WORKS) MOVED FROM 46-11						
	REDUCED -CITY HALL MESSAGE BOARD SIGN ANNUAL MAINT					2,500-	
	**REDUCTION PER CM 07/10/17						
						27,757	
506-4200-539.46-11	REGULAR MAINT/INSP EQUIP	2,755	31,349	29,000	29,596	18,921	20,200
	LEVEL 4 TEXT					TEXT AMT	
	FIRE ALARM SYSTEM INSPECTIONS					3,200	
	FIRE SPRINKLER SYSTEM INSPECTIONS					4,000	
	FIRE SYSTEMS BACKFLOW INSPECTIONS					2,000	
	FIRE EXTINGUISHER REPAIR/REPLACEMENT					1,600	
	ELEVATOR REPAIRS AND MAINTENANCE					1,500	
	ELEVATOR SERVICE INSPECTION CH & PD					7,900	

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
	IN TRUCK BAY						
	**REFINISH INTERIOR MASONRY WALLS						10,000
	**REMOVE MISCELLANEOUS ELECTRICAL CONDUITS AND WIRING FROM SYSTEMS NOT IN USE						450
	**CONVERT (3) SHOWERS INTO (2) LARGER SHOWERS						11,000
	**REMOVE AND REPLACE STEEL TOILET PARTITIONS						5,600
	**REMOVE (2) SINKS AND REPLACE WITH ONCE PIECE						1,970
	FIRE STATION NO. 74 RENOVATIONS						
	**REMOVE AND REPLACE CARPET AND VINYL BASE						3,600
	**REFINISH FLOORS IN TRUCK BAY						4,500
	**REFINISH DOORS AND FRAMES IN TRUCK BAY						800
	FIRE STATION NO. 75 RENOVATIONS						
	**PAINT LIVING AREA WALLS & INSTALL CORNER GUARDS ON ALL EXTERIOR CORNERS						10,200
	**REFINISH FLOORS IN TRUCK BAY						4,500
	**REFINISH PASS DOORS AT THE TRUCK BAY						800
	**ADD 1X6 CHAIR RAIL IN THE DINING AREA						560
	ATM REMOVAL AND WALL REFINISH IN FINANCE SUITE						4,800
	FUEL TANK MAINTENANCE						20,000

	REDUCTIONS PER CM 07/10/17						
	FIRE STATION NO. 71 RENOVATIONS						8,550-
	FIRE STATION NO. 74 RENOVATIONS						8,900-

	REMOVE WALL REFINISH IN FINANCE SUITE						4,800-
	REMOVE FIRE STATION 72 RENOVATIONS						17,960-
	REMOVE FIRE STATION 75 RENOVATIONS						16,060-
	PER CM (LP 8-8-17)						

							286,020
506-4200-539.46-18	CONT MAINT/COMM EQUIP	0	126	0	0	0	0
506-4200-539.46-27	FLEET MAINT /415 MSTR PLN	0	0	0	0	0	1,855
506-4200-539.46-36	SOFTWARE MAINTENANCE	0	0	0	0	0	1,270
LEVEL 4	TEXT MOVED \$1,270 HERE FROM 52-11 TO PARTIALLY FUND ANNUAL LUCITY SOFTWARE MAINT. (SPLIT FUNDED BETWEEN 001/410/412/506 FUNDS) (LP 8-23-17) *****					TEXT AMT	1,270
							1,270
506-4200-539.49-16	COMPUTER HARDWARE	0	0	0	0	0	400
LEVEL 4	TEXT ONE (1) IPAD FOR USE WITH NEW LUCITY ASSET MANAGEMENT SOFTWARE FOR RECEIPT AND MANAGEMENT					TEXT AMT	400

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNCE	FY2018 CM PROP 2
	OF WORK ORDERS **NOTE: ONE (1) IPAD AT \$400 EACH						400
506-4200-539.49-20	EQUIP & OTHER NON-CAPITAL	0	2,791	1,500	3,794	3,468	2,000
	LEVEL 4 TEXT *MINOR EQUIPMENT SUCH AS PRESSURE WASHER, BUFFER, AND VACUUM CLEANERS					TEXT AMT 2,000 2,000	
506-4200-539.49-61	DATA PROCESSING 501	4,066	7,160	7,958	7,958	6,632	10,877
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 10,877 10,877	
506-4200-539.49-64	INSURANCE 504	18,135	21,317	18,203	18,203	15,169	17,504
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 17,504 17,504	
506-4200-539.49-90	ADMIN SERVICE FEES	55,972	50,296	68,794	68,794	57,328	74,807
	LEVEL 4 TEXT UPDATED FOR FY18					TEXT AMT 74,807 74,807	
506-4200-539.51-00	OFFICE SUPPLIES	0	0	0	2,759	2,657	500
	LEVEL 4 TEXT OFFICE SUPPLIES FOR BUILDING MAINTENANCE STAFF **NOTE: INCLUDES FOREMAN, FACILITIES MANAGER, AND ENGINEERING INSPECTOR					TEXT AMT 500 500	
506-4200-539.52-00	OTHER OPERATION SUPPLIES	6,166	18,456	13,500	18,741	17,071	13,000
	LEVEL 4 TEXT PAINT MISC. MAINTENANCE SUPPLIES (LIGHT FIXTURES, DOOR HANDLES, ETC.) VARIOUS FILTERS FOR FACILITIES HVAC UNITS LOCK/KEY REPLACEMENT-INTERNAL MAINTENANCE					TEXT AMT 5,000 4,500 1,000 1,000 1,500 13,000	
506-4200-539.52-10	GAS, DIESEL, OIL, & GREASE	348	189	2,000	2,000	3,348	6,000

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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
	LEVEL 4					TEXT AMT	
						EST UNLEADED 1,200 GALLONS AT \$2.25 PER GALLON	2,500
						EST DIESEL 1,400 GALLONS AT \$2.75 PER GALLON	3,500
							6,000
506-4200-539.52-11	JANITORIAL SUPPLIES	10,864	9,121	8,000	12,000	12,783	11,230
	LEVEL 4					TEXT AMT	
						*JANITORIAL CLEANING SUPPLIES AND EQUIPMENT	9,000
						*EQUIPMENT REPLACEMENT, VAC BAGS, BUCKETS, & CARTS	3,500

						MOVE \$1,270 TO SOFTWARE MAINT. OBJECT 46-36 TO	1,270-
						PARTIALLY FUND ANNUAL LUCITY SOFTWARE MAINT.	
						(SPLIT FUNDED BETWEEN 001/410/412/506 FUNDS)	
						(LP 8-23-17)	

							11,230
506-4200-539.52-12	UNIFORMS	0	0	175	175	51	525
	LEVEL 4					TEXT AMT	
						UNIFORMS FOR THREE (3) EMPLOYEES	525
						**NOTE: PREVIOUSLY ONLY ONE FOREMAN, INCREASE	
						DUE TO THE ADDITION OF UNIFORM EXPENSES FOR	
						FACILITIES MANAGER AND ENGINEERING INSPECTOR	
							525
506-4200-539.54-00	DUES & MEMBERSHIPS	0	155	0	0	0	320
	LEVEL 4					TEXT AMT	
						APWA ANNUAL MEMBERSHIP	320
						**TWO (2) MEMBERSHIPS AT \$160 PER PERSON	
							320
* OPERATING EXPENSE		883,244	991,371	1,119,773	1,200,607	1,020,893	1,228,585
506-4200-539.62-00	BUILDINGS AND IMP. TO	0	3,080	33,700	11,250	750	0
	LEVEL 4					TEXT AMT	
						** MOVE FROM 001-3100-522-46-16** 05-12-17 NT	
						NEW KITCHEN CABINETS AT FS71 AND FS74. THIS	13,000
						IS AN ADDITIONAL REQUEST TO THE \$20,000 BUDGETED	
						IN FY17 AS THE QUOTE WAS HIGHER THAN ANTICIPATED.	
						** REMOVE - THE \$20,000 FY17 WAS ALLOCATED TO	
						AN EMERGENCY GENERATOR PURCHASE FOR FS71.THE FULL	
						\$34,000 PLUSS 3% TO REDO THE KITCHENS TO BE FUNDED	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
IN FY18 AS PART OF THE CIP. 05-15-17							13,000-
506-4200-539.63-97	PROJ CAPITAL OUTLAY	3,000	55,459	68,000	123,315	3,600	85,820
LEVEL 4	TEXT					TEXT AMT	
	PLACEHOLDER FOR FY18 CIP 05-12-17 NT						112,000
	CIP: FS73 EMERGENCY POWER GENERATOR \$76,000						
	CIP: KITCHEN REPLACEMENT AF FS71 & FS74 \$36,000						

	REMOVE KITCHEN REPLACEMENT AT FIRE STATION 71						18,000-
	REMOVE KITCHEN REPLACEMENT AT FIRE STATION 74						18,000-
	ADD: PARTIAL FUNDING FOR BAY DOOR REPLACEMENT						9,820
	AT FIRE STATION 73						
	PER CM (LP 8-8-17)						

							85,820
506-4200-539.63-99	FIXED ASSET TRANSFER	11,340-	77,552-	0	0	0	0
506-4200-539.64-00	MACH & EQUIPMENT	0	8,419	10,000	66,000	55,120	10,000
LEVEL 4	TEXT					TEXT AMT	
	*UNFORESEEN REPLACEMENT OF CAPITAL EQUIPMENT						10,000
	(WATER HEATERS, A/C UNITS, ETC.)						
	* NEW EXTENDED CAB PICKUP FOR ENGINEERING						23,000
	INSPECTOR* PER JEFF FONTANE ADDED ON 06-08-17.NT						

	REMOVE PICKUP FOR ENGR. INSPECTOR PER CM						23,000-
	(LP 8-8-17)						

							10,000
506-4200-539.64-04	FURNITURE & FIXTURES	8,340	0	23,500	23,500	23,390	0
506-4200-539.64-15	IT EQUIPMENT/OTHER	0	10,594	0	9,407	9,406	0
* CAPITAL OUTLAY		0	0	135,200	233,472	92,266	95,820
506-4200-581.91-29	TRANSFER TO 220 FUND	626,257	627,170	624,173	624,173	520,144	623,525
LEVEL 4	TEXT					TEXT AMT	
	2014 CAP IMPRV BOND (54% OF \$1,154,675 DEBT SRV)						623,525
							623,525
* TRANSFERS		626,257	627,170	624,173	624,173	520,144	623,525
506-4200-539.99-02	DEPRECIATION EXPENSE	94,030	97,394	0	0	0	0
506-4200-539.99-10	CONTINGENCY	0	0	0	0	0	11,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
		LEVEL 4	TEXT CONTINGENCY POOL - COUNCIL PRIORITIES			TEXT AMT 11,000 11,000	
506-4200-539.99-50	COMPRESSION RESERVE	0	0	4,000	4,000	0	0
*	NON-OPERATING EXPENSE	94,030	97,394	4,000	4,000	0	11,000
**	BUILDING MAINTENANCE	1,851,014	1,937,677	2,344,210	2,515,595	1,875,535	2,375,937
***	BUILDING MAINTENANCE	1,851,014	1,937,677	2,344,210	2,515,595	1,875,535	2,375,937
****	BUILDING MAINTENANCE	1,851,014	1,937,677	2,344,210	2,515,595	1,875,535	2,375,937

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
LOAN POOL							
508-0000-361.10-00	INTEREST EARNINGS-INVESTM	25,471	20,728	10,000	10,000	17,977	10,000
508-0000-361.15-00	INTERNAL INTEREST EARNING	79,403	68,753	62,421	62,421	46,184	64,716
	LEVEL 4 TEXT					TEXT AMT	
	611 FUND INTERNAL INTEREST					20,228	
	103 FUND INTERNAL INTEREST					44,488	
						64,716	
508-0000-389.10-00	APPROPRIATED FUND BAL	0	0	279,885	279,885	0	326,693
	LEVEL 4 TEXT					TEXT AMT	
	FUND LOANS TO TOWN CENTER (103) AND GOLF					366,693	
	COURSE 07-13-17 NT						

	REDUCE LOAN TO THE 450 FUND BY \$40K SINCE THE					40,000-	
	CANOPY AND LIGHTNING SHELTER ARE BEING						
	DEFERRED TO FY19						
	(LP 8-14-17)						

						326,693	
*		104,874	89,481	352,306	352,306	64,161	401,409
**	LOAN POOL	104,874	89,481	352,306	352,306	64,161	401,409
***	LOAN POOL	104,874	89,481	352,306	352,306	64,161	401,409
****	LOAN POOL	104,874	89,481	352,306	352,306	64,161	401,409

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL							
NON DEPARTMENTAL							
508-1000-590.91-32	TRANSFER TO 450/451 fund	0	0	42,306	42,306	0	73,409
	LEVEL 4 TEXT					TEXT AMT	
	TRANSFER TO 450 GOLF COURSE FUND TO BALANCE					113,409	
	THAT FUND 07-13-17						

	REDUCE LOAN TO THE 450 FUND BY \$40K SINCE THE					40,000-	
	CANOPY AND LIGHTNING SHELTER ARE BEING						
	DEFERRED TO FY19						
	(LP 8-14-17)						

						73,409	
508-1000-590.91-54	TRANSFER TO 103 FUND	0	0	310,000	310,000	0	328,000
	LEVEL 4 TEXT					TEXT AMT	
	TRANSFER TO THE 103 FUND FOR DEBT SERVICE					328,000	
	07-13-17 (NT)						
						328,000	

*	TRANSFERS	0	0	352,306	352,306	0	401,409

**	NON DEPARTMENTAL	0	0	352,306	352,306	0	401,409

***	NON DEPARTMENTAL	0	0	352,306	352,306	0	401,409

****	LOAN POOL	0	0	352,306	352,306	0	401,409

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FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
POLICE BENEFIT TRST FUND							
606-0000-361.10-00	INTEREST EARNINGS-INVESTM	110	113	100	100	86	100
606-0000-366.90-00	PRIVATE DONATIONS	1,988	200	0	0	100	0
606-0000-366.90-32	HOLIDAY DONATIONS	1,602	832	0	0	1,348	0
606-0000-369.90-00	MISC REVENUE	35	63	0	0	312	0
606-0000-369.90-03	CRIME PREVENTION	2,588	1,500	0	0	0	0
606-0000-369.90-05	COKE MACHINE RECEIPTS	2,503	2,595	2,400	2,400	1,899	2,400
606-0000-389.10-00	APPROPRIATED FUND BAL	0	0	5,200	5,200	0	5,200
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*		8,826	5,303	7,700	7,700	3,745	7,700
-----		-----	-----	-----	-----	-----	-----
**	POLICE BENEFIT TRST FUND	8,826	5,303	7,700	7,700	3,745	7,700
-----		-----	-----	-----	-----	-----	-----
***	POLICE BENEFIT TRST FUND	8,826	5,303	7,700	7,700	3,745	7,700
-----		-----	-----	-----	-----	-----	-----
****	POLICE BENEFIT TRST FUND	8,826	5,303	7,700	7,700	3,745	7,700

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
POLICE POLICE 606-3200-521.40-00	TRAVEL PER DIEM	695	673	1,300	1,300	0	1,300
	LEVEL 4 TEXT TOUR DE FORCE, ANNUAL, FROM CP FUNDS					TEXT AMT 1,300 1,300	
606-3200-521.52-00	OTHER OPERATING SUPPLIES	7,510	3,624	4,000	4,000	3,683	4,000
	LEVEL 4 TEXT VENDING MACHINE, MISC EXPENSES, ANNUAL					TEXT AMT 4,000 4,000	
606-3200-521.52-02	CRIME PREVENTION	1,687	1,372	1,000	1,000	2,108	1,000
	LEVEL 4 TEXT CRIME PREVENTION EXPENSES					TEXT AMT 1,000 1,000	
606-3200-521.52-03	HOLIDAY DONATIONS PROGRAM	1,242	1,365	1,400	1,400	1,309	1,400
	LEVEL 4 TEXT HOLIDAY DONATIONS (VA, XMAS TOYS, ETC.) VA606					TEXT AMT 1,400 1,400	
* OPERATING EXPENSE		11,134	7,034	7,700	7,700	7,100	7,700
** POLICE		11,134	7,034	7,700	7,700	7,100	7,700
*** POLICE		11,134	7,034	7,700	7,700	7,100	7,700
**** POLICE BENEFIT TRST FUND		11,134	7,034	7,700	7,700	7,100	7,700

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
POLICE FORFEITURE TRUST							
607-0000-351.11-00	CASH FORFEITURES	14,194	686,969	0	0	4,334	0
607-0000-358.20-00	SALE OF CONFISCATED PROP	10,868	519	0	0	0	0
607-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,144	5,786	1,000	1,000	5,231	1,000
607-0000-369.91-00	MISC REVENUE POLICE	0	0	10,000	10,000	0	0
607-0000-389.10-00	APPROPRIATED FUND BAL	0	0	689,000	693,926	0	411,000
LEVEL 4		TEXT				TEXT AMT	
		ORIGINAL NEED TO BALANCE FUND				362,000	

		ADJUSTMENT NEEDED TO BALANCE FUND SINCE WE MOVED				39,000	
		\$39K TO THE SOFTWARE LINE					
		(7-11-17 LP)					

		ADJUSTMENT SINCE WE ZEROED OUT THE MISC. RV LINE				10,000	
		(7/27/17 LP)					

						411,000	
607-0000-399.10-25	FRM 608 POLICE EVIDENCE	50,911	4,004	0	1,002	1,002	0
*		77,117	697,278	700,000	705,928	10,567	412,000
** POLICE FORFEITURE TRUST		77,117	697,278	700,000	705,928	10,567	412,000
*** POLICE FORFEITURE TRUST		77,117	697,278	700,000	705,928	10,567	412,000
**** POLICE FORFEITURE TRUST		77,117	697,278	700,000	705,928	10,567	412,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
POLICE POLICE 607-3200-521.31-12	LEGAL SERVICES	13,569	32,577	50,000	50,000	7,436	50,000
	LEVEL 4 TEXT ANNUAL LEGAL EXPENSES (CITY ATTORNEY & OTHER FEES)					TEXT AMT 50,000 50,000	
607-3200-521.31-13	OTHER PROF. SERVICES	0	1,100	0	0	0	0
607-3200-521.40-13	LAW ENFORCEMENT ED	2,185	0	5,000	5,000	0	5,000
	LEVEL 4 TEXT TRAVEL/TRAINING FOR ITEMS THAT EXCEED 001 FUNDS					TEXT AMT 5,000 5,000	
607-3200-521.43-10	ELECTRICAL SERVICES	0	117	0	0	491	0
607-3200-521.43-12	WATER/SEWER SERVICES	0	0	0	0	373	0
607-3200-521.49-02	COMPUTER SOFTWARE	0	0	0	0	0	39,000
	LEVEL 4 TEXT *MOVED FROM 001-3200-521-49-02 PER CM 07-10-17(NT) ONLINE REPORTING SOFTWARE 07-10-17 (NT) ***** *MOVED FROM 001-3200-521-49-02 PER CM FOR CELLEBRITE FORENSIC CELLULAR SOFTWARE (7-11-17 LP) *****					TEXT AMT 23,000 16,000 39,000	
607-3200-521.49-04	OTHER CHARGES FOR SERVICE	0	2,911	5,000	5,000	4,731	5,000
	LEVEL 4 TEXT RAHMAN PROPERTY FEE (\$1,091 PER QTR)					TEXT AMT 5,000 5,000	
607-3200-521.49-19	TAXES, LICENSES, & FEES	0	0	0	4,254	4,253	0
607-3200-521.49-20	EQUIP & OTHER NON-CAPITAL	0	25,189	69,300	69,300	38,641	75,000
	LEVEL 4 TEXT VARIOUS NON-CAPITAL EQUIP. INCL. BUT NOT LIMIT TO: WEAPONS FOR 5 NEW OFC POS. (HANDGUN, SHOTGUN, AR) (EST @ \$1,900 PER OFFICER) EQUIPMENT FOR ERT, MOTORS, CID, PATROL, CST, ETC.					TEXT AMT 75,000 75,000	
607-3200-521.52-00	OTHER OPERATING SUPPLIES	30,828	4,348	50,000	41,108	0	50,000
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
4	FOR MISC UNFORESEEN NON-CAPITAL OPERATING EXPENSES THAT EXCEED 001 FUNDS						50,000
							50,000
607-3200-529.40-00	TRAVEL PER DIEM	0	0	0	1,000	837	0
607-3200-529.40-10	EMPLOYEE TRAINING	1,181	399	700	1,425	1,423	3,000
LEVEL 4	TEXT COMM. RELATIONS, EMPLOYEE TRAINING					TEXT AMT 3,000 3,000	
607-3200-529.52-00	OTHER OPERATING SUPPLIES	7,771	4,030	10,000	13,201	15,314	10,000
LEVEL 4	TEXT COMM. RELATIONS EXPENSES					TEXT AMT 10,000 10,000	
* OPERATING EXPENSE		55,534	70,671	190,000	190,288	73,499	237,000
607-3200-521.63-97	PROJ CAPITAL OUTLAY	0	0	435,000	435,000	0	0
607-3200-521.64-00	MACH & EQUIPMENT	32,034	8,808	75,000	75,000	3,318	175,000
LEVEL 4	TEXT FATS SYSTEM (EST \$50,000-\$60,000) VARIOUS CAPITAL ITEMS TO INCLUDE, BUT NOT LIMITED FLEET EXPANSION, UNFORSEEN RANGE ISSUES					TEXT AMT 75,000 100,000 175,000	
607-3200-521.64-99	K-9 Officer	0	0	0	5,640	5,640	0
* CAPITAL OUTLAY		32,034	8,808	510,000	515,640	8,958	175,000
**	POLICE	87,568	79,479	700,000	705,928	82,457	412,000
***	POLICE	87,568	79,479	700,000	705,928	82,457	412,000
****	POLICE FORFEITURE TRUST	87,568	79,479	700,000	705,928	82,457	412,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
RECREATION IMPACT FUND							
611-0000-324.61-00	RESIDENTIAL CULTURE/RECRE	181,475	122,000	125,000	125,000	736,100	125,000
611-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,445	2,504	0	0	4,473	0
611-0000-389.10-00	APPROPRIATED FUND BAL	0	0	95,068	145,068	0	95,069
*-----		183,920	124,504	220,068	270,068	740,573	220,069
**-----		183,920	124,504	220,068	270,068	740,573	220,069
***-----		183,920	124,504	220,068	270,068	740,573	220,069
****-----		183,920	124,504	220,068	270,068	740,573	220,069

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
RECREATION							
RECREATION							
611-5100-572.49-90	ADMIN SERVICE FEES	3,630	2,440	2,500	2,500	2,083	2,500
*	OPERATING EXPENSE	3,630	2,440	2,500	2,500	2,083	2,500
611-5100-572.63-97	PROJ CAPITAL OUTLAY	1,092	0	0	50,000	0	0
*	CAPITAL OUTLAY	1,092	0	0	50,000	0	0
611-5100-572.71-11	PRINCIPAL L/P	0	0	187,943	187,943	0	197,341
	LEVEL 4 TEXT PRINCIPAL ON \$1.6M LOAN FOR CORACI PARK					TEXT AMT 197,341 197,341	
611-5100-572.72-11	LOAN POOL INTEREST	47,098	38,574	29,625	29,625	29,625	20,228
	LEVEL 4 TEXT INTEREST ON \$1.6M LOAN FOR CORACI PARK					TEXT AMT 20,228 20,228	
*	DEBT SERVICE	47,098	38,574	217,568	217,568	29,625	217,569
**	RECREATION	51,820	41,014	220,068	270,068	31,708	220,069
***	RECREATION	51,820	41,014	220,068	270,068	31,708	220,069
****	RECREATION IMPACT FUND	51,820	41,014	220,068	270,068	31,708	220,069

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
POLICE EDUCATION TRUST							
615-0000-351.30-00	POLICE EDUCATION	11,788	11,089	10,000	10,000	8,353	10,000
615-0000-361.10-00	INTEREST EARNINGS-INVESTM	21	49	0	0	67	0
*		11,809	11,138	10,000	10,000	8,420	10,000
**	POLICE EDUCATION TRUST	11,809	11,138	10,000	10,000	8,420	10,000
***	POLICE EDUCATION TRUST	11,809	11,138	10,000	10,000	8,420	10,000
****	POLICE EDUCATION TRUST	11,809	11,138	10,000	10,000	8,420	10,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER		ACCOUNT DESCRIPTION		FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
POLICE									
POLICE									
615-3200-521.40-13		LAW ENFORCEMENT ED		7,876	6,233	10,000	10,000	10,564	10,000
		LEVEL	TEXT						
		4	OFFICER TRAINING ONLY						
*		OPERATING EXPENSE		7,876	6,233	10,000	10,000	10,564	10,000
**		POLICE		7,876	6,233	10,000	10,000	10,564	10,000
***		POLICE		7,876	6,233	10,000	10,000	10,564	10,000
****		POLICE EDUCATION TRUST		7,876	6,233	10,000	10,000	10,564	10,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
RECREATION SCHOLARSHIP							
621-0000-347.22-00	CONCESSION PROCEEDS	16,715	16,931	18,000	18,000	14,345	17,000
621-0000-347.35-00	GOLF TOURNAMENTS	7,423	9,030	8,000	8,000	9,240	8,000
621-0000-361.10-00	INTEREST EARNINGS-INVESTM	319	563	300	300	515	300
621-0000-366.95-00	MAYORS FUND RAISING	11,270	8,920	10,000	10,000	11,141	10,000
	LEVEL 4 TEXT GOLF TOURNAMENT CONTRIBUTIONS					TEXT AMT 10,000 10,000	
621-0000-369.90-05	COKE MACHINE RECEIPTS	3,009	3,358	3,000	3,000	2,064	2,500
621-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	13,440	0	0
*		38,736	38,802	39,300	52,740	37,305	37,800
**	RECREATION SCHOLARSHIP	38,736	38,802	39,300	52,740	37,305	37,800
***	RECREATION SCHOLARSHIP	38,736	38,802	39,300	52,740	37,305	37,800
****	RECREATION SCHOLARSHIP	38,736	38,802	39,300	52,740	37,305	37,800

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNC	FY2018 CM PROP 2
NON DEPARTMENTAL							
NON DEPARTMENTAL							
621-1000-572.40-00	TRAVEL PER DIEM	0	0	0	13,440	9,600	0
621-1000-572.49-20	EQUIP & OTHER NON-CAPITAL	0	0	0	3,105	3,105	0
621-1000-572.52-00	OTHER OPERATING SUPPLIES	11,081	11,453	16,450	13,345	10,422	12,450
4	LEVEL TEXT						
	SCHOLARSHIP FUNDS-CONCESSION ITEMS,						
	SNACK MACHINE ITEMS						
	HOT DOGS, SODA, CHIPS, GATORAIDE, CANDY, ETC.						
	MISC. PREP ITEMS, CLEANING SUPPLIES,						
	HEALTH DEPT. INSPECTION FOR 3 CONCESSIONS						330
	@ \$110 EACH						120
	STAFF FOOD HANDLING CERTIFICATIONS \$40EA.						12,450
621-1000-572.52-20	GOLF TOURNAMENT EXPENSE	12,158	13,789	12,000	14,000	14,892	12,000
*	OPERATING EXPENSE	23,239	25,242	28,450	43,890	38,019	24,450
621-1000-572.83-00	OTHER GRANTS & AIDS	3,213	2,149	10,000	8,000	0	10,000
*	GRANTS & AIDE	3,213	2,149	10,000	8,000	0	10,000
621-1000-572.99-10	CONTINGENCY	0	0	850	850	0	3,350
*	NON-OPERATING EXPENSE	0	0	850	850	0	3,350
**	NON DEPARTMENTAL	26,452	27,391	39,300	52,740	38,019	37,800
***	NON DEPARTMENTAL	26,452	27,391	39,300	52,740	38,019	37,800
****	RECREATION SCHOLARSHIP	26,452	27,391	39,300	52,740	38,019	37,800

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2018 CM PROP 2
FEDERAL POLICE FORFEITURE							
625-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,301	1,344	1,000	1,000	577	1,000
625-0000-389.10-00	APPROPRIATED FUND BAL	0	0	49,000	49,000	0	49,000
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*		1,301	1,344	50,000	50,000	577	50,000
-----		-----	-----	-----	-----	-----	-----
**	FEDERAL POLICE FORFEITURE	1,301	1,344	50,000	50,000	577	50,000
-----		-----	-----	-----	-----	-----	-----
***	FEDERAL POLICE FORFEITURE	1,301	1,344	50,000	50,000	577	50,000
-----		-----	-----	-----	-----	-----	-----
****	FEDERAL POLICE FORFEITURE	1,301	1,344	50,000	50,000	577	50,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2018

ACCOUNTING PERIOD 11/2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015 Actual	FY2016 Actual	FY2017 Orig/Adopted Budget	FY2017 Adjusted Budget	FY2017 Y-T-D INCLD ENCMBRNC	FY2018 CM PROP 2
POLICE							
POLICE							
625-3200-521.34-14	CONTRACT SERVICES OTHER	0	71,747	0	0	0	0
625-3200-521.49-16	COMPUTER HARDWARE	0	1,905	0	0	0	0
625-3200-521.49-20	EQUIP & OTHER NON-CAPITAL	0	15,526	0	0	0	0
625-3200-521.52-00	OTHER OPERATING SUPPLIES	0	0	25,000	25,000	0	25,000
	LEVEL 4 TEXT					TEXT	AMT
							25,000
							25,000

* OPERATING EXPENSE		0	89,178	25,000	25,000	0	25,000
625-3200-521.64-00	MACH & EQUIPMENT	0	0	25,000	25,000	0	25,000
	LEVEL 4 TEXT					TEXT	AMT
							25,000
							25,000
625-3200-521.64-15	ADP EQUIPMENT	0	72,453	0	0	0	0

* CAPITAL OUTLAY		0	72,453	25,000	25,000	0	25,000

** POLICE		0	161,631	50,000	50,000	0	50,000

*** POLICE		0	161,631	50,000	50,000	0	50,000

**** FEDERAL POLICE FORFEITURE		0	161,631	50,000	50,000	0	50,000



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (B5) Resolution No. 17-35 - Adopting the Tentative Millage Rate for FY18

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 17-35.

SUMMARY: The attached Resolution will establish the City of Port Orange's Tentative Millage rate of 4.5673 mills for the FY18 (October 1, 2017 to September 30, 2018) Operating and Capital Budgets, and a Tentative Millage rate of .3174 mills for voter approved debt service.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Resolution No. 17-35 FY18 Tentative Millage Rate	1.1 Resolution 17-35 Tent Millage Rate.pdf
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Lisa Pallante
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Final Approval - 08/29/2017

RESOLUTION NO. 17-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE PROPERTY TAX MILLAGE RATES TO BE LEVIED FOR FISCAL YEAR 2018 (OCTOBER 1, 2017 TO SEPTEMBER 30, 2018); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange, Florida, has determined the amount of revenue required to meet the City's operating and capital objectives for fiscal year 2018; and

WHEREAS, a substantial portion of this operating revenue is derived from ad valorem tax receipts; and

WHEREAS, the voters of the City of Port Orange approved the levy of additional millage necessary to fund debt service payments on bonds issued for public safety capital facilities; and

WHEREAS, a public hearing on the proposed millage rate has been conducted by City Council at 6:30 P.M. on September 5, 2017, and will be conducted on September 19, 2017, in the City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The tentative millage rate for fiscal year 2018 for the City of Port Orange is hereby levied at 4.5673 mills per \$1,000.00 of valuation. This tentative millage rate is a 8.89% increase above the rolled-back rate, which is the percentage increase in property taxes adopted by the City Council for general government operating and capital purposes.

Section 2. The millage rate of .3174 mills per \$1,000.00 of valuation is hereby adopted as a voter approved levy of additional millage necessary to fund debt service payments on bonds issued for public safety capital facilities.

Section 4. This resolution shall take effect immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the 5th day of September, 2017

Reviewed and Approved: _____
City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (B6) Resolution No. 17-36 - Adopting the Tentative Operating Budget for FY18

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 17-36.

SUMMARY: The attached Resolution will establish the City of Port Orange's Tentative Operating Budget for FY18 (October 1, 2017 to September 30, 2018).

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Resolution No. 17-36 FY18 Tentative Operating Budget	1.2 Reso. No. 17-36 Tent Operating Budget.pdf
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Lisa Pallante
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Final Approval - 08/29/2017

RESOLUTION NO. 17-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 FOR THE CITY OF PORT ORANGE; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$98,365,206; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION AND PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Charter, Section 3.08 of the City of Port Orange Code of Ordinances, as amended on October 9, 2001 states that the City Council shall by resolution adopt the annual budget, budget amendments and authorize appropriations; and

WHEREAS, the City adopts its budget pursuant to its Charter and Section 166.241, Florida Statutes; and

WHEREAS, the City Manager of the City of Port Orange has prepared the annual report and budget for the City of Port Orange for fiscal year 2018 (October 1, 2017 to September 30, 2018) and has submitted same to the City Council; and

WHEREAS, the proposed budget sets forth, in detail, information on revenues and expenditures, including debt service, and comparative figures for preceding fiscal years; and

WHEREAS, the City Council has made a study of the recommended budget and has made amendments thereto as indicated in the budget; and

WHEREAS, a general summary of the proposed budget has been posted on the City's website and is available for public inspection in the office of the City Clerk; and

WHEREAS, a public hearing on the proposed budget has been conducted by the City Council at 6:30 PM on September 5, 2017 and will be conducted on September 19, 2017, in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The following amounts are appropriated for various funds:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
001	General Fund	\$36,729,931
106	Recreation Facilities Fund	230,500
109	Building Special Revenue Fund	1,412,570
110	CDBG Special Revenue Fund	266,593
214	2006/2016 GO Debt Service Fund	902,986
217	2007 Eastport Note Debt Service	177,066
218	2007 Town Center Bond Debt Service Fund	402,374
220	Debt Service Fund 2014 Bonds	1,164,676
401	Water and Sewer O & M Revenue Fund	26,915,366
410	Solid Waste Fund	7,233,324
412	Stormwater Utility Operating Fund	4,762,677
414	Stormwater Utility Bond Sinking Fund	1,476,449
417	Debt Service Fund 2012 W/S Bonds	4,182,768
418	State Revolving Loan Fund Debt Service Fund	2,604,611
420	Forestry Management Fund	181,507
450	Golf Course Operating Fund	1,429,577
501	Information Technology Fund	1,993,151
503	Vehicle Maintenance Service Fund	1,069,614
504	Risk Management Fund	1,934,620
506	Building Maintenance Fund	2,375,937
508	Loan Pool Fund	401,409
606	Police Benefit Trust Fund	7,700
607	Police Forfeiture Trust Fund	412,000
615	Police Education Trust	10,000
621	Recreation Scholarship Fund	37,800
625	Federal Police Forfeiture	<u>50,000</u>
	TOTAL	<u>\$ 98,365,206</u>

A summary of the estimated revenues and appropriations for all funds is attached hereto as Composite Exhibit A.

Section 2. The 2018 fiscal year operating budget for the City of Port Orange, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the City departments, is hereby tentatively adopted.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures of the City during the ensuing fiscal year effective October 1, 2017 through September 30, 2018.

Section 4. 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 5. This resolution shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L Fenwick, CMC, City Clerk

Passed and adopted on the 5th day of September, 2017

Reviewed and Approved: _____
City Attorney

FY 2018: GENERAL FUND (#001)
 PREPARED: August 24, 2017
 FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Ad Valorem Taxes (4.5673 mills)	12,839,302
Delinquent Taxes & Interest	200,000
Sale and Use	3,522,241
Business Tax	150,000
Franchise Taxes	3,146,189
Utility Service Tax	5,374,218
Telecommunications Services Tax	1,618,112
License & Permits	33,745
Intergovernmental Revenue	2,516,985
Charges for Services	1,247,732
Fines & Foreitures	145,000
Interest Revenue	81,770
Miscellaneous Revenues	876,726
Admin. Fees	1,671,647
Transfers from other funds	1,656,413
Appropriated Equity	1,649,851
<u>TOTAL REVENUES:</u>	<u>36,729,931</u>
<u>EXPENDITURES:</u>	
NonDepartmental	3,168,688
Mayor & Council	192,035
City Manager	639,720
City Attorney	636,957
City Clerk	337,325
Finance	1,229,672
Human Resources	421,018
Community Development	1,701,437
Fire Services	8,605,876
Police Services	13,017,059
Public Works	2,687,244
Parks Maintenance	2,514,008
Recreation	971,131
Athletics	607,761
<u>TOTAL EXPENDITURES:</u>	<u>36,729,931</u>

FY 2018: Recreation Facilities Fund (#106)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Services	135,000
Misc. Revenue	73,740
Appropriated Equity	<u>21,760</u>
TOTAL REVENUES:	<u><u>230,500</u></u>
<u>EXPENDITURES:</u>	
Non-Departmental	<u>230,500</u>
TOTAL EXPENDITURES:	<u><u>230,500</u></u>

FY 2018: Building Special Revenue Fund (#109)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
License & Permits	1,200,000
Charges for Service	41,500
Interest Earnings	9,000
Appropriated Equity	<u>162,070</u>
TOTAL REVENUES:	<u>1,412,570</u>
<u>EXPENDITURES:</u>	
Community Development-Building	<u>1,412,570</u>
TOTAL EXPENDITURES:	<u>1,412,570</u>

FY 2018: CDBG Special Revenue Fund (#110)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Federal Grant Revenue	266,593
TOTAL REVENUES:	266,593
<u>EXPENDITURES:</u>	
Non-Departmental	266,593
TOTAL EXPENDITURES:	266,593

FY 2018: Debt Service Fund 2006/2016 GO Bonds (#214)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Ad Valorem Tax	901,786
Appropriated Equity	-
Interest Revenue	1,200
TOTAL REVENUES:	902,986
<u>EXPENDITURES:</u>	
Debt Service	902,986
TOTAL EXPENDITURES:	902,986

FY 2018: Debt Service Fund Eastport Tax Inc Note (#217)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Transfer From Other Funds	<u>177,066</u>
TOTAL REVENUES:	<u><u>177,066</u></u>
<u>EXPENDITURES:</u>	
Debt Service	<u>177,066</u>
TOTAL EXPENDITURES:	<u><u>177,066</u></u>

FY 2018: Debt Service Fund 2007 Town Center Tax Inc Bonds (#218)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Transfer From Other Funds	<u>402,374</u>
TOTAL REVENUES:	<u><u>402,374</u></u>
 <u>EXPENDITURES:</u>	
Debt Service	<u>402,374</u>
TOTAL EXPENDITURES:	<u><u>402,374</u></u>

FY 2018: Debt Service Fund 2014 Bonds (#220)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Interest Revenue	10,000
Appropriated Equity	448,014
Transfers from other funds	706,662
TOTAL REVENUES:	1,164,676
<u>EXPENDITURES:</u>	
Debt Service	1,164,676
TOTAL EXPENDITURES:	1,164,676

FY 2018: Water & Sewer O&M Fund (#401)

PREPARED: August 24, 2017

FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Services	24,858,224
Interest Revenue	74,448
Miscellaneous Revenue	35,153
Appropriated Equity	<u>1,947,541</u>
TOTAL REVENUES:	<u>26,915,366</u>
<u>EXPENDITURES:</u>	
Non Departmental	12,139,141
Meter Readers	734,885
Customer Service	1,146,843
Water/Sewer Distribution	2,998,923
Water Production	3,073,992
Sewer Service	5,014,340
Lab	483,379
Warehouse	145,915
Administration	<u>1,177,948</u>
TOTAL EXPENDITURES:	<u>26,915,366</u>

FY 2018: Solid Waste Fund (#410)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Service	7,069,735
Miscellaenous Revenue	40,282
Appropriated Equity	<u>123,307</u>
TOTAL REVENUES:	<u><u>7,233,324</u></u>
<u>EXPENDITURES:</u>	
Solid Waste	<u>7,233,324</u>
TOTAL EXPENDITURES:	<u><u>7,233,324</u></u>

FY 2018: Drainage Fund (#412)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Fees	4,735,977
Pending State Grants	-
Interest Revenue	26,700
Appropriated Equity	-
TOTAL REVENUES:	4,762,677
<u>EXPENDITURES:</u>	
Drainage Utility	4,762,677
TOTAL EXPENDITURES:	4,762,677

FY 2018: Drainage Bond Sinking Fund (#414)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Transfer from Other Funds	<u>1,476,449</u>
TOTAL REVENUES:	<u><u>1,476,449</u></u>
<u>EXPENDITURES:</u>	
Debt Service	<u>1,476,449</u>
TOTAL EXPENDITURES:	<u><u>1,476,449</u></u>

FY 2018: W/S 2003 Bond Debt Service Fund (#417)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Interest Revenue	5,000
Transfer from Other Funds	4,177,768
Appropriated Equity	-
TOTAL REVENUES:	<u>4,182,768</u>
<u>EXPENDITURES:</u>	
Debt Service	<u>4,182,768</u>
TOTAL EXPENDITURES:	<u>4,182,768</u>

FY 2018: State Revolving Loan Fund (#418)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Transfers from Other Funds	2,604,611
Appropriated Equity	-
TOTAL REVENUES:	<u>2,604,611</u>
<u>EXPENDITURES:</u>	
Debt Service	<u>2,604,611</u>
TOTAL EXPENDITURES:	<u>2,604,611</u>

FY 2018: Forestry Fund (#420)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Miscellaneous Revenue	84,525
Timber Sales	50,000
Billboard Rental	35,000
Appropriated Equity	4,982
Interest Earnings	7,000
TOTAL REVENUES:	181,507
<u>EXPENDITURES:</u>	
Non-Departmental	181,507
TOTAL EXPENDITURES:	181,507

FY 2018: Golf Course Operating Fund (#450)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Services	1,356,168
Transfer	<u>73,409</u>
TOTAL REVENUES:	<u><u>1,429,577</u></u>
<u>EXPENDITURES:</u>	
Non Departmental	-
Surcharge/R&R	20,000
Administration/Agent	1,281,516
Fleet Financing	<u>128,061</u>
TOTAL EXPENDITURES:	<u><u>1,429,577</u></u>

FY 2018: Information Technology Fund (#501)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Service	1,870,890
Miscellaneous Revenue	1,500
Appropriated Equity	<u>120,761</u>
TOTAL REVENUES:	<u>1,993,151</u>
<u>EXPENDITURES:</u>	
Information Technology	<u>1,993,151</u>
TOTAL EXPENDITURES:	<u>1,993,151</u>

FY 2018: Vehicle Maintenance Fund (#503)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Service	1,067,771
Appropriated Equity	843
Misc. Revenue	<u>1,000</u>
TOTAL REVENUES:	<u><u>1,069,614</u></u>
<u>EXPENDITURES:</u>	
Vehicle Maintenance	<u>1,069,614</u>
TOTAL EXPENDITURES:	<u><u>1,069,614</u></u>

FY 2018: Risk Management Fund (#504)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Interest Revenue	6,000
Charges for Service	1,428,620
Appropriated Equity	<u>500,000</u>
TOTAL REVENUES:	<u><u>1,934,620</u></u>
<u>EXPENDITURES:</u>	
Non-Departmental	<u>1,934,620</u>
TOTAL EXPENDITURES:	<u><u>1,934,620</u></u>

FY 2018: Building Maintenance Fund (#506)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Services	2,199,931
Interest Revenue	1,850
Appropriated Equity	<u>174,156</u>
TOTAL REVENUES:	<u><u>2,375,937</u></u>
<u>EXPENDITURES:</u>	
Building Maintenance	<u>2,375,937</u>
TOTAL EXPENDITURES:	<u><u>2,375,937</u></u>

FY 2018: Loan Pool Fund (#508)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Interest Revenue	74,716
Appropriated Equity	<u>326,693</u>
TOTAL REVENUES:	<u><u>401,409</u></u>
<u>EXPENDITURES:</u>	
Transfers	<u>401,409</u>
TOTAL EXPENDITURES:	<u><u>401,409</u></u>

FY 2018: POLICE BENEFIT TRST FUND (#606)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Misc Revenue	2,500
Appropriated Equity	<u>5,200</u>
TOTAL REVENUES:	<u><u>7,700</u></u>
<u>EXPENDITURES:</u>	
Police	<u>7,700</u>
TOTAL EXPENDITURES:	<u><u>7,700</u></u>

FY 2018: POLICE FORFEITURE TRST FUND (#607)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Misc Revenue	-
Interest Revenue	1,000
Appropriated Equity	<u>411,000</u>
TOTAL REVENUES:	<u>412,000</u>
<u>EXPENDITURES:</u>	
Police - (pursuant to the Florida Contraband Forfeiture Act)	<u>412,000</u>
TOTAL EXPENDITURES:	<u>412,000</u>

FY 2018: POLICE EDUCATION TRST FUND (#615)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Police Education	<u>10,000</u>
TOTAL REVENUES:	<u><u>10,000</u></u>
 <u>EXPENDITURES:</u>	
Police	<u>10,000</u>
TOTAL EXPENDITURES:	<u><u>10,000</u></u>

FY 2018: RECREATION SCHOLARSHIP FUND (#621)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Service	25,000
Interest Revenue	300
Misc Revenue	<u>12,500</u>
TOTAL REVENUES:	<u>37,800</u>
<u>EXPENDITURES:</u>	
Recreation	<u>37,800</u>
TOTAL EXPENDITURES:	<u>37,800</u>

FY 2018: FEDERAL POLICE FORFEITURE FUND (#625)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Interest Revenue	1,000
Appropriated Equity	<u>49,000</u>
TOTAL REVENUES:	<u><u>50,000</u></u>
<u>EXPENDITURES:</u>	
Police - (pursuant to Federal Forfeiture Regulations)	<u>50,000</u>
TOTAL EXPENDITURES:	<u><u>50,000</u></u>



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (B7) Resolution No. 17-37 - Adopting the Tentative Capital Budget for FY18

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 17-37.

SUMMARY: The attached Resolution adopts the Tentative Capital Budget for FY18 (October 1, 2017 to September 30, 2018).

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Resolution No. 17-37 FY18 Tentative Capital Budget	4.1 Resol. No. 17-37 Adopting the Tentative Capital Budget for FY18.pdf
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Lisa Pallante
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Final Approval - 08/29/2017

RESOLUTION NO. 17-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE CAPITAL BUDGET FOR FISCAL YEAR OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 FOR THE CITY OF PORT ORANGE; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE AMOUNT OF \$8,741,936; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION EXPENDITURES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange approved the Capital Improvement Program for FY2018 – FY2023 by Resolution No. 17-33 on August 15, 2017; and

WHEREAS, the proposed program sets forth, in detail, information on revenues and expenditures, including debt service, and comparative figures for preceding fiscal years; and

WHEREAS, the City Council has made a study of the recommended program and has made amendments thereto as indicated in the budget; and

WHEREAS, a general summary of the proposed program has been advertised in a newspaper of general circulation in the City with notice to all citizens that the program is available for public inspection in the office of the City Clerk; and

WHEREAS, a public hearing on the proposed program was conducted by the City Council at 6:30 PM on August 15, 2017, in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida; and

WHEREAS, a public hearing on the Tentative Capital Budget was conducted by the City Council at 6:30 P.M. on September 5, 2017, and will be conducted on September 19, 2017 in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida; and

WHEREAS, the City Council hereby adopts a tentative capital budget for fiscal year October 1, 2017 through September 30, 2018 as reflected herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The following amounts are appropriated for various funds:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
301	Capital Projects	\$ 1,337,241
311	Fire Impact Fee Fund	50,500
312	Transportation Impact Fee	145,000
317	General Capital Projects Fund	702,500
403	W & S Renewal & Replacement	2,505,000
405	W & S Impact Fee	837,000
416	Wetland Mitigation Credit	76,775
505	Lease and Replacement	2,867,851
611	Recreation Impact Fee Fund	220,069
Total:		<u>\$ 8,741,936</u>

Section 2. The 2018 fiscal year (October 1, 2017 through September 30, 2018) capital budget for the City of Port Orange for the Capital Projects Fund, Fire Impact Fee Fund, Transportation Impact Fee Fund, General Capital Projects Fund, Water and Sewer Renewal and Replacement Fund, Water and Sewer Impact Fee Fund, Wetland Mitigation Credit Fund, Lease and Replacement Fund, and Recreation Impact Fee Fund, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the City departments, is hereby tentatively adopted. An operating summary of the revenues and appropriations by fund is attached hereto as Composite Exhibit A.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures for the City during the ensuing fiscal year effective October 1, 2017 through September 30, 2018.

Section 4. 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 5. This resolution shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the ____ day of September 2017.

Reviewed and Approved: _____
City Attorney

COMPOSITE EXHIBIT A

Resolution Number: 17 - 37

FY 2018 Capital Projects Fund #301
PREPARED: 8/24/17
FINANCE: Nadia Todor

	PROPOSED BUDGET
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REVENUES:

Gasoline Tax	1 - 6 cent	703,250
Gasoline Tax	1 - 5 cent	405,328
Interest Revenue		7,000
Appropriated Fund Equity		221,663
TOTAL REVENUES:		<u>1,337,241</u>

EXPENDITURES:

Public Works Expenditures	1,337,241
TOTAL EXPENDITURES:	<u>1,337,241</u>

COMPOSITE EXHIBIT A

Resolution Number: 17 - 37

FY 2018 Fire Impact Fee Fund #311
PREPARED: 8/24/17
FINANCE: Nadia Todor

	PROPOSED BUDGET
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REVENUES:

Interest Revenue	500
Fire Impact Fee	50,000

TOTAL REVENUES:	<u>50,500</u>
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EXPENDITURES:

Fire Services Expenditures	50,500
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TOTAL EXPENDITURES:	<u>50,500</u>
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COMPOSITE EXHIBIT A

Resolution Number: 17 - 37

FY 2018 Transportation Impact Fee Fund #312
PREPARED: 8/24/17
FINANCE: Nadia Todor

	PROPOSED BUDGET
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REVENUES:

Interest Revenue	5,000
Transportation Impact Fee	140,000
TOTAL REVENUES:	<u>145,000</u>

EXPENDITURES:

Public Works Expenditures	145,000
TOTAL EXPENDITURES:	<u>145,000</u>

COMPOSITE EXHIBIT A

Resolution Number: 17 - 37

FY 2018 General Capital Projects Fund #317
PREPARED: 8/24/17
FINANCE: Nadia Todor

	PROPOSED BUDGET
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REVENUES:

Transfer from General Fund	700,000
Interest Revenue	2,500
TOTAL REVENUES:	<u>702,500</u>

EXPENDITURES:

Non-Departmental Expenditures	702,500
TOTAL EXPENDITURES:	<u>702,500</u>

COMPOSITE EXHIBIT A

Resolution Number: 17 - 37

FY 2018 Water and Sewer Renewal and Replacement Fund #403
PREPARED: 8/24/17
FINANCE: Nadia Todor

	PROPOSED BUDGET
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REVENUES:

Transfers from Other Funds	2,500,000
Interest Revenue	5,000
TOTAL REVENUES:	<u>2,505,000</u>

EXPENDITURES:

Water & Sewer Expenditures	2,505,000
TOTAL EXPENDITURES:	<u>2,505,000</u>

COMPOSITE EXHIBIT A

Resolution Number: 17 - 37

FY 2018 Water and Sewer Impact Fee Fund #405
PREPARED: 8/24/17
FINANCE: Nadia Todor

	PROPOSED BUDGET
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REVENUES:

Impact Fees	600,000
Interest Revenue	1,000
Appropriated Fund Balance	236,000
TOTAL REVENUES:	<u><u>837,000</u></u>

EXPENDITURES:

Water & Sewer Expenditures	837,000
TOTAL EXPENDITURES:	<u><u>837,000</u></u>

COMPOSITE EXHIBIT A

Resolution Number: 17 - 37

FY 2018 Wetland Mitigation Credit Fund #416
PREPARED: 8/24/17
FINANCE: Nadia Todor

	PROPOSED BUDGET
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REVENUES:

Interest Revenue	5,000
Appropriated Fund Equity	71,775

TOTAL REVENUES:	<u>76,775</u>
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EXPENDITURES:

Non-Departmental Expenditures	76,775
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TOTAL EXPENDITURES:	<u>76,775</u>
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COMPOSITE EXHIBIT A

Resolution Number: 17 - 37

FY 2018 Lease and Replacement Fund #505
PREPARED: 8/24/17
FINANCE: Nadia Todor

	PROPOSED BUDGET
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REVENUES:

Interest Revenue	20,000
Transfer from Other Funds	2,847,851
TOTAL REVENUES:	<u>2,867,851</u>

EXPENDITURES:

Non-Departmental Expenditures	2,867,851
TOTAL EXPENDITURES:	<u>2,867,851</u>

COMPOSITE EXHIBIT A

Resolution Number: 17 - 37

FY 2018 Recreation Impact Fee Fund #611
PREPARED: 8/24/17
FINANCE: Nadia Todor

	PROPOSED BUDGET
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REVENUES:

Recreation Impact Fees	125,000
Appropriated Fund Equity	95,069

TOTAL REVENUES:	<u>220,069</u>
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EXPENDITURES:

Recreation Expenditures	220,069
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TOTAL EXPENDITURES:	<u>220,069</u>
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CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (B8) Resolution No. 17-38 - Adopting the Tentative Millage Rate for FY18 for Town Center CRA Tax Increment District

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 17-38.

SUMMARY: The attached Resolution will establish the Tentative Millage rate of 4.5673 mills for the Town Center tax increment district for FY18 (October 1, 2017 to September 30, 2018). CRA members are not required for this adoption but will be required prior to the final approval on the 19th. This goes for the other CRA related items as well.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Resolution NO. 17-38 FY18 Town Center CRA Tentative Millage Rate	2.1 Reso. No. 17-38 Tent Millage Rate Town Ctr CRA Tax Increment District.pdf
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Lisa Pallante
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Final Approval - 08/29/2017

RESOLUTION NO. 17-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PORT ORANGE, VOLUSIA COUNTY, FLORIDA;
ADOPTING THE TENTATIVE PROPERTY TAX MILLAGE
RATE TO BE LEVIED FOR THE TOWN CENTER TAX
INCREMENT DISTRICT, FOR FISCAL YEAR 2018
(OCTOBER 1, 2017 TO SEPTEMBER 30, 2018); AND
PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange, Florida, has determined the amount of revenue required to meet the Town Center Tax increment district operating and capital objectives for fiscal year 2018; and

WHEREAS, a substantial portion of this operating revenue is derived from ad valorem tax receipts; and

WHEREAS, a public hearing on the tentative millage rate has been conducted by City Council at 6:30 P.M. on September 5, 2017, and will be conducted on September 19, 2017, in the City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The tentative millage rate for fiscal year 2018 for the Community Redevelopment Agency for Port Orange Town Center Tax Increment District of the City of Port Orange is hereby levied at 4.5673 mills per \$1,000.00 of valuation. This tentative millage rate is a 8.89% increase above the rolled-back rate, which is the percentage increase in property taxes adopted by the City Council for tax increment district operating and capital purposes.

Section 2. This resolution shall take effect immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the 5th day of September, 2017

Reviewed and Approved: _____
City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (B9) Resolution No. 17-39 - Adopting the Tentative Operating Budget for FY18 for Town Center CRA Tax Increment District

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 17-39.

SUMMARY: The attached Resolution will establish the tentative operating budget for the Town Center CRA tax increment district for FY18 (October 1, 2017 to September 30, 2018).

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Resolution No. 17-39 FY18 Town Center CRA Tentative Operating Budget	2.2 Reso. No. 17-39 Town Center Tent Operating.pdf
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Lisa Pallante
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Final Approval - 08/29/2017

RESOLUTION NO. 17-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE TOWN CENTER TAX INCREMENT DISTRICT OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$479,438; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION AND PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Charter, Section 3.08 of the City of Port Orange Code of Ordinances, as amended on October 9, 2001 states that the City Council shall by resolution adopt the annual budget, budget amendments and authorize appropriations; and

WHEREAS, the City adopts its budget pursuant to its Charter and Section 166.241, Florida Statutes; and

WHEREAS, the City Manager of the City of Port Orange has prepared the annual report and budget for the Town Center Tax increment district of the City of Port Orange for fiscal year 2018 (October 1, 2017 to September 30, 2018) and has submitted same to the City Council; and

WHEREAS, the proposed budget sets forth, in detail, information on revenues and expenditures, including debt service, and comparative figures for preceding fiscal years; and

WHEREAS, the City Council has made a study of the recommended budget and has made amendments thereto as indicated in the budget; and

WHEREAS, a general summary of the proposed budget has been posted on the City's website and is available for public inspection in the office of the City Clerk; and

WHEREAS, a public hearing on the proposed budget has been conducted by the City Council at 6:30 PM on September 5, 2017 and will be conducted on September 19, 2017, in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The following amounts are appropriated for various funds:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
103	Tax Increment Town Center Fund	<u>479,438</u>
TOTAL		\$ <u>479,438</u>

A summary of the estimated revenues and appropriations for all funds is attached hereto as Composite Exhibit A.

Section 2. The 2018 fiscal year operating budget for the Community Redevelopment Agency for Port Orange Town Center Tax Increment District of the City of Port Orange, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the district, is hereby tentatively adopted.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures of the Town Center tax increment district of the City during the ensuing fiscal year effective October 1, 2017 through September 30, 2018.

Section 4. 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 5. This resolution shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed and adopted on the 5th day of September, 2017

Reviewed and Approved: _____
City Attorney

COMPOSITE EXHIBIT A

Resolution Number: 17-39

FY 2018: TAX INCREMENT TOWNCENTER FUND (#103)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	59,264
Interest Revenue	1,200
Rentals	
Intergovernmental Revenue	90,974
Transfer from other Funds	328,000
Property Tax Recovery	
TOTAL REVENUES:	479,438
<u>EXPENDITURES:</u>	
Town Center Tax Increment expenses	479,438
TOTAL EXPENDITURES:	479,438



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (B10) Resolution No. 17-40 - Adopting the Tentative Millage Rate for FY18 for Eastport CRA Tax Increment District

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 17-40.

SUMMARY: The attached Resolution will establish the Tentative Millage rate of 4.5673 mills for the Eastport tax increment district for FY18 (October 1, 21017 to September 30, 2018).

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Resolution No. 17-40 FY18 Eastport CRA Tentative Millage Rate	3.1 Reso. No. 17-40 Tent Millage Rate Eastport CRA Tax Increment District.pdf
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Lisa Pallante
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Final Approval - 08/29/2017

RESOLUTION NO. 17-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE PROPERTY TAX MILLAGE RATE TO BE LEVIED FOR THE EASTPORT TAX INCREMENT DISTRICT, FOR FISCAL YEAR 2018 (OCTOBER 1, 2017 TO SEPTEMBER 30, 2018); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange, Florida, has determined the amount of revenue required to meet the Eastport Tax increment district operating and capital objectives for fiscal year 2018; and

WHEREAS, a substantial portion of this operating revenue is derived from ad valorem tax receipts; and

WHEREAS, a public hearing on the tentative millage rate has been conducted by City Council at 6:30 P.M. on September 5, 2017, and will be conducted on September 19, 2017, in the City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The tentative millage rate for fiscal year 2018 for the Community Redevelopment Agency for Eastport Business Center of the City of Port Orange is hereby levied at 4.5673 mills per \$1,000.00 of valuation. This tentative millage rate is a 8.89% increase above the rolled-back rate, which is the percentage increase in property taxes adopted by the City Council for tax increment district operating and capital purposes.

Section 2. This resolution shall take effect immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the 5th day of September, 2017

Reviewed and Approved: _____
City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (B11) Resolution No. 17-41 - Adopting the Tentative Operating Budget for FY18 for Eastport CRA Tax Increment District

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 17-41.

SUMMARY: The attached Resolution will establish the tentative operating budget for the Eastport CRA tax increment district for FY18 (October 1, 2017 to September 30, 2018).

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Resolution No. 17-41 FY18 Eastport CRA Tentative Operating Budget	3.2 Reso. No. 17-41 Eastport Tent Operating.pdf
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Lisa Pallante
Tracey Riehm
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Final Approval - 08/29/2017

RESOLUTION NO. 17-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE EASTPORT TAX INCREMENT DISTRICT OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$199,872; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION AND PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Charter, Section 3.08 of the City of Port Orange Code of Ordinances, as amended on October 9, 2001 states that the City Council shall by resolution adopt the annual budget, budget amendments and authorize appropriations; and

WHEREAS, the City adopts its budget pursuant to its Charter and Section 166.241, Florida Statutes; and

WHEREAS, the City Manager of the City of Port Orange has prepared the annual report and budget for the Eastport Tax increment district of the City of Port Orange for fiscal year 2018 (October 1, 2017 to September 30, 2018) and has submitted same to the City Council; and

WHEREAS, the proposed budget sets forth, in detail, information on revenues and expenditures, including debt service, and comparative figures for preceding fiscal years; and

WHEREAS, the City Council has made a study of the recommended budget and has made amendments thereto as indicated in the budget; and

WHEREAS, a general summary of the proposed budget has been posted on the City's website and is available for public inspection in the office of the City Clerk; and

WHEREAS, a public hearing on the proposed budget has been conducted by the City Council at 6:30 PM on September 5, 2017 and will be conducted on September 19, 2017, in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The following amounts are appropriated for various funds:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
102	Tax Increment Eastport Fund	<u>199,872</u>
TOTAL		\$ <u>199,872</u>

A summary of the estimated revenues and appropriations for all funds is attached hereto as Composite Exhibit A.

Section 2. The 2018 fiscal year operating budget for the Community Redevelopment Agency for Eastport Business Center tax increment district of the City of Port Orange, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the district, is hereby tentatively adopted.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures of the Eastport tax increment district of the City during the ensuing fiscal year effective October 1, 2017 through September 30, 2018.

Section 4. 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 5. This resolution shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed and adopted on the 5th day of September, 2017

Reviewed and Approved: _____
City Attorney

COMPOSITE EXHIBIT A

Resolution Number: 17-41

FY 2018: TAX INCREMENT EASTPORT FUND (#102)
PREPARED: August 24, 2017
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	77,896
Intergovernmental Revenue	119,576
Appropriated Fund Balance	-
Interest	2,400
TOTAL REVENUES:	199,872
<u>EXPENDITURES:</u>	
Eastport Tax Increment Expenses	199,872
TOTAL EXPENDITURES:	199,872



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (B12) Second 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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Robin Fenwick

Created/Initiated - 08/16/2017

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:

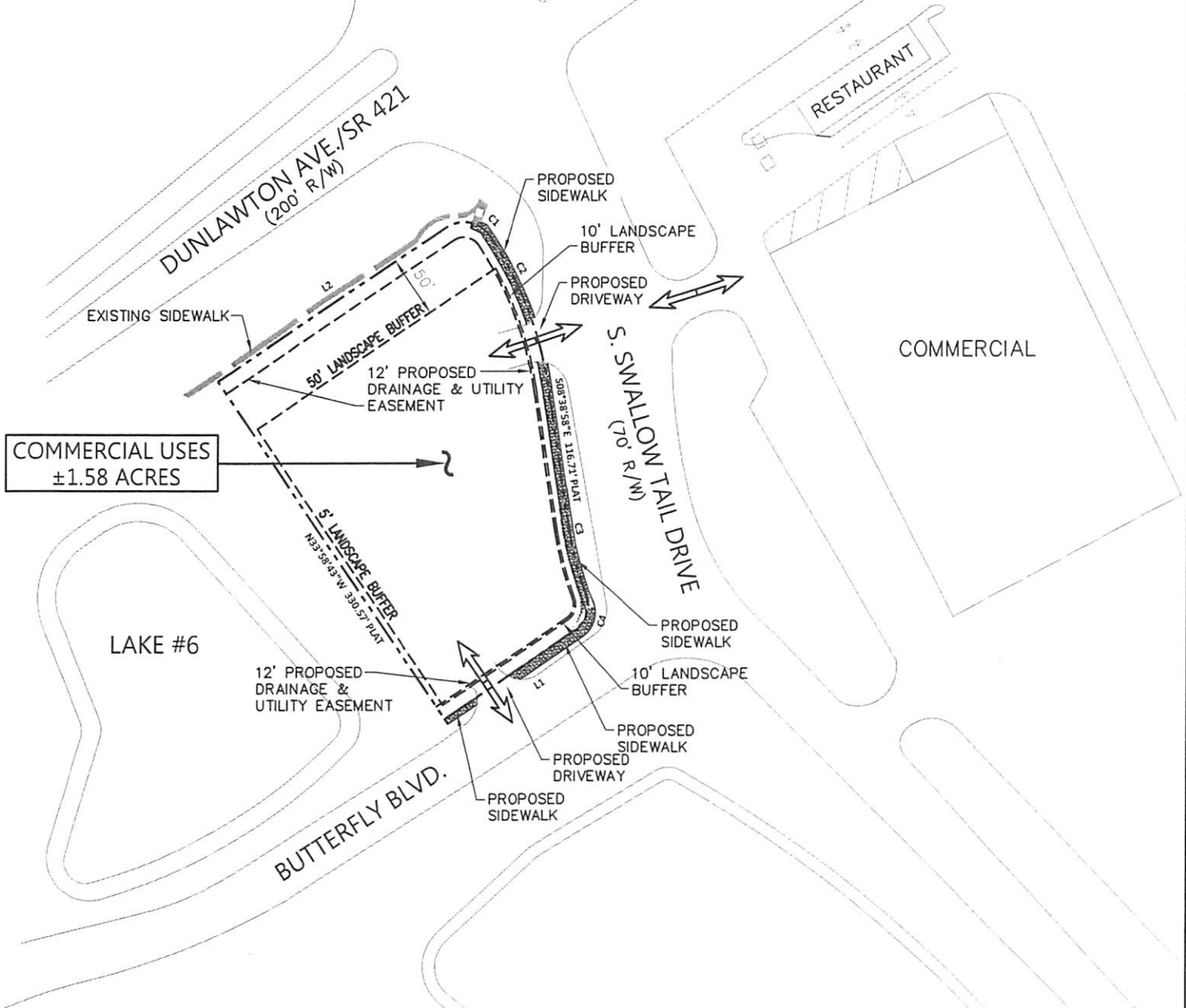
A portion of Parcel "A", of HOWELL PLACE AT COUNTRYSIDE, according to plat thereof recorded in Plat Book 40, Page 12 of the Public Records of Volusia County, Florida, being more particularly described as follows:

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 09/05/2017

Consent item: No

SUBJECT: (B13) 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	CCStaff 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 CONTACT:	Penelope Cruz, Principal Planner (386) 506-5671
STAFF RECOMMENDATION:	Approval , based on the general direction provided by the City Council at their 7-18-17 meeting
PLANNING COMMISSION:	Recommended Approval
CITY COUNCIL DATE:	September 5, 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.

REGULAR CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
AUGUST 15, 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

Silent Invocation

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

Mayor Burnette advised the audience the mini-storage and medical marijuana items will be heard in September 2017.

CONSENT AGENDA

4. Public Comments on Consent Agenda Items Only

There were none.

5. Agenda Approval

There were no changes to the agenda order.

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.

Motion to approve the Consent Agenda
as presented was made by Councilman
Bastian, and Seconded by Councilman

Stiltner. Motion carried unanimously by roll call vote.

SPECIAL AWARDS, REPORTS, RECOGNITION AND PROCLAMATIONS

10. Senator Dorothy L. Hukill

Senator Dorothy Hukill asked Council to let her know if the City has any items for her to address during the Legislative Session. She also presented Council with a check for \$750,000 check for the flooding mitigation request that was funded by the State. The State provided a Resolution to the City for the 150th Anniversary of Port Orange. She thanked Council for the naming of the old Police Department Building. Mayor Burnette thanked Senator Hukill for her service.

11. Recognition of the 16U Port Orange Panthers All Star Team

Susan Lovallo, Parks and Recreation Director, introduced the 16U Port Orange Panthers All Star Team and congratulated them on their 5th place finish in the Babe Ruth World Series, as well as their receipt of the Sportsmanship Award. Mayor Burnette declared August 15, 2017 as Lady Panther Day in the City of Port Orange. Mike Belus, Coach, thanked Council for their support of the team and the travel to the World Series.

Mr. Johansson introduced Jane Davis who will be handling the ERP project.

12. Golf Advisory Board Report

John Cameron, Chairman, provided the report for the Golf Advisory Board, which included the conditions of the course and other issues affecting play. The Board is very concerned about the future of the golf course. They would like Council to allow Mr. Cameron to discuss the legal issues with the City Attorney's Office. Vice Mayor Ford doesn't believe there is any interest of this Council removing the golf course. He said the documents do not require the golf course be closed in 2023. Council agreed to allow Mr. Cameron to discuss the issue with the City Attorney's Office.

CITIZEN PARTICIPATION (Agenda)

13. Spruce Creek High School Athletic Director Fee Waiver

Mike Randow and Tony Plowden, Athletic Directors from Spruce Creek and Atlantic High Schools, respectively, asked for a fee waiver as to the police presence and fire and rescue for the varsity football games. They are renting bleachers and have other expenses. Mr. Randow asked for the usage of the signage on Clyde Morris Blvd. for the Spruce Creek vs. Atlantic High School game on September 1, 2017.

Councilman Tramont will abstain from the vote but is available for discussion. (Form 8B Memorandum of Voting Conflict is attached hereto.)

Councilman Stiltner believes these are Port Orange events, not just school events and wants to support their needs.

Councilman Bastian agreed but expenses are tight on the City's side. Mr. Randow advised they were hoping to have the expansion of the bleachers done by now but they've had to continue to rent them, which makes their finances tight.

Vice Mayor Ford supports the request. He asked if the Fire Department could be on stand-by. Mr. Randow said yes, they understand if there's a call, the Fire Department will need to go handle that call. He asked for the sign board during the Atlantic vs. Spruce Creek game on September 1, 2017.

Mr. Johansson asked that the school reach out to EVAC to volunteer their time during the games.

Vice Mayor Ford would like the Volusia County Sheriff's Office to provide another deputy.

Councilman Tramont asked how to quantify the in-kind payment from the players. Mr. Johansson will provide a list to the schools of the City's events for in-kind service.

Councilman Bastian suggested the schools put a sign on their fence with the game information.

Motion to approve the request (public safety & signage) was made by Councilman Stiltner, and Seconded by Vice Mayor Ford. Motion carried 3-1 by roll call vote with Councilman Bastian voting no.

CITIZEN PARTICIPATION (Non-Agenda – 15 minutes)

Robert Reinhausen, 1425 Dexter Drive, discussed his concerns with the flooding at Yorktowne Blvd. He asked Council to direct the City Manager to review the Comp Plan to see where the breakdown occurred.

COUNCIL COMMENTS

14. Comments/Concerns from Council Members

Vice Mayor Ford believes the finances for the City need to be budgeted for more than one year at a time.

Councilman Stiltner addressed some positive comments he has received from citizens relating to the Police Department. He thanked Chief Grimaldi for his efforts.

Mayor Burnette asked for some attention at Atlantic High School with drivers in and out of the school. He reminded Council of the new website launch on Monday, August 21, 2017. He asked Council to review the new website so they are familiar with it. He thanked Staff for the work on the Volusia League of Cities Dinner.

BOARD APPOINTMENTS, INTERVIEWS, REPORTS

15. Citizen Advisory Committee for TPO

Bobby Ball provided an update from the most recent meeting.

16. Environmental Advisory Board Report

Derek LaMontange, Chairman, and Newton White, Vice Chairman, were unable to attend the meeting to provide the report; however, Mr. LaMontange provided a written report via email, which was provided to the City Council by the City Clerk.

PUBLIC HEARING

17. Second 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.

18. Second 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 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. Motion carried unanimously by roll call vote.

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

Mayor Burnette read Ordinance No. 2017-27.

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.

Motion to approve Ordinance No. 2017-27 was made by Councilman Bastian, and Seconded by Councilman Stiltner.

Tim Burman, Planning Manager, explained the changes being requested.

Motion carried unanimously by roll call vote.

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

Motion to approve as presented was made by Councilman Tramont, and Seconded by Councilman Bastian.

Lynn Stevens, Public Utilities Director, explained the need for Change Order No. 2.

Councilman Stiltner is concerned with QLH handling the re-design when they were so off on the first design.

Motion carried 4-1 by roll call vote with Councilman Stiltner voting no.

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

Motion to approve as presented was made by Councilman Bastian, and Seconded by Councilman Tramont.

Wayne Clark, Community Development Director, provided details of the agreement being requested.

Dwight Durrant, Zev Cohen & Associates, explained the change of Yorktowne Blvd. as it relates to the County.

Mr. Reinhausen asked Council to vote no on this item.

Councilman Tramont is concerned with the road not being completed.

Motion carried 4-1 by roll call vote with Vice Mayor Ford voting no.

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

Motion to approve as presented was made by Councilman Bastian, and Seconded by Councilman Stiltner. Motion carried 4-1 by roll call vote with Vice Mayor Ford voting no.

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

Mayor Burnette read Resolution No. 17-33.

RESOLUTION NO. 17-33

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, ADOPTING A SIX YEAR CAPITAL IMPROVEMENT PROGRAM FOR THE CITY OF PORT ORANGE FOR FY 2018-2023; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Resolution No. 17-33
was made by Councilman Bastian, and
Seconded by Councilman Tramont.

Council took a break at 8:30 p.m.

Tracey Riehm, Finance Director, asked Council to approve the CIP in concept. The final approval will occur at the September Council meetings. She reviewed the historical CIP funding sources.

Council discussed their concerns regarding the CIP and funding issues. There is concern regarding the unfunded drainage projects.

Motion carried 4-1 by roll call vote with
Vice Mayor Ford voting no.

COMMENTS

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

Margaret Roberts, City Attorney, explained the need for special legal counsel to assist with the proposed stormwater rate increase and moratorium relating to communication towners within the right of way. She asked Council to consider the engagement of Christopher Roe and Gary Resnick, as well as Attorney Maggie Shultz relating to the temporary liquor license for the restaurant at the golf course. The temporary liquor license is expected this week and the full liquor license to follow next week.

Motion to approve as requested was
made by Councilman Bastian, and
Seconded by Councilman Tramont.
Motion carried unanimously by voice
vote.

Ms. Roberts asked Council for approval to move forward with legal action as needed against The Tavern owners, subject to the City Manager's review and approval.

Motion to approve as presented was made by Councilman Stiltner, and Seconded by Councilman Bastian. Motion carried unanimously by voice vote.

25. City Manager Comments

Mr. Johansson requested approval of Change Order No 2 to Premier Magnesia, LLC in the amount of \$50,000.

Motion to approve as presented was made by Councilman Stiltner, and Seconded by Councilman Tramont. Motion carried unanimously by voice vote.

Mr. Johansson announced the resignations of the Public Works Director, Public Works Assistant Director, and Community Development Director and discussed his plans for their replacements. Lynn Stevens, Public Utilities Director, will serve as the Interim Public Works Director in addition to her current duties.

He explained the plan for the restaurant at the golf course. The food trucks have been on site. Council does not want KemperSports to handle the restaurant. Mr. Johansson asked for more flexibility with the next restaurant venture. He asked for approval to move forward to bridge a gap without competitively bidding until an RFP can be prepared.

Motion to approve the request to bridge the gap as requested was made by Councilman Tramont, and Seconded by Councilman Bastian. Motion carried unanimously by voice vote.

COUNCIL COMMITTEE REPORTS

26. City Council Committee Reports

a. ArtHaus – Vice Mayor Ford reported on the recent meeting. Mr. Johansson asked for an art wall for the Port Orange 150 from ArtHaus. He also advised that the art festival has been cut from the budget because there are no sponsors.

b. Port Orange/South Daytona Chamber of Commerce – Mayor Burnette reported on upcoming events.

Regular City Council Meeting

August 15, 2017

Page 9 of 9

c. Roundtable of Elected Officials – Mayor Burnette advised the meeting was cancelled. The next meeting is in October.

ADJOURNMENT: 9:42 p.m.

Mayor Donald O. Burnette

Attest:

Robin Fenwick, CMC
City Clerk

PORT ORANGE CITY COUNCIL
SPECIAL MEETING/ WORKSHOP MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
AUGUST 22, 2017

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

Pledge of Allegiance

Silent Invocation

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 Roberts, City Attorney Michelle Cusella, Sr. Administrative Assistant

ACTION ITEMS

Motion to add an item to direct the City Attorney to provide a change in the citizen notification procedure to the agenda as item 4(a) for a vote was made by Vice Mayor Ford, and Seconded by Councilman Stiltner.

Margaret Roberts, City Attorney, advised Council that their Ordinance prohibits them from taking action on an item not noticed on their agenda for a Special Meeting. The item may be discussed on the workshop agenda though.

Motion to amend the Motion for the item to be added to the workshop agenda for discussion to change citizen notification procedures as to the agenda as amended as item 4(a) was made by Vice Mayor Ford, and Seconded by Councilman Stiltner. Motion carried unanimously by voice vote.

4. Approval of Settlement Agreement between Cypress Greens LLC. & the City of Port Orange

Matthew Jones, Deputy City Attorney, explained to Council the former tenant at the restaurant at Cypress Head Golf Course vacated their five-year lease early. Mr. Jones explained Cypress Greens LLC will be paying \$6,000 to the City as well as returning property to the City that was taken.

Motion to approve the agreement as presented was made by Councilman Bastian, and Seconded by

Councilman Tramont. Motion carried unanimously by roll call vote.

Jake Johansson, City Manager, explained the improvements the City made to the restaurant and what action he believes should be taken in the meantime.

Bob Duquette, General Manager of Cypress Head Golf Course, stated the loss of revenue since the restaurant closed has been noticed but stated there have also been many rainy days that have effected play.

Council questioned the financial impact that the closing of the restaurant will have.

Council requested the restaurant's financial statements through the remainder of the year.

DISCUSSION ITEMS

4(a). Discussion to change procedure for City Attorney to bring to Council all citizen notifications

Vice Mayor Ford believes the mailing that went out to the citizens of Port Orange about the stormwater fee was uninterpretable.

He asked if with reasonable time, Council can see any future citizen notifications before they are released.

Councilman Tramont and Councilman Stiltner both stated they had received numerous phone calls asking questions about the letter they had received.

Mr. Johansson agreed to present major citizen notifications to Council.

5. Septic Tank Evaluation

Lynn Stevens, Public Utilities Director, stated in October of 2016 Council directed Staff to evaluate the septic tanks within the city. The study was conducted and ranked the systems based on the impact to our environment and have now provided some options on how to convert the septic systems over to city sewer systems

Dan Burden, Wade Trim, presented a brief overview on the septic tank evaluation and the purpose of the study.

Councilman Stiltner asked for clarification if each home would have its own power pump and stated his concerns for the life expectancy of the pumps in certain areas.

6. FY18 General Fund Budget

Tracey Riehm, Finance Director, provided details from the FY18 General Fund Budget.

Council asked for clarification on various budget cuts.

Mike Navarra, citizen, questioned the \$15,000 budget cut for the program for Babe Ruth.

Ted Noftall, citizen, believes the budget is understated.

Jim Cameron, Daytona Regional Chamber, asked Council to consider allocating \$48,000 to the First Step Homeless Shelter.

Council discussed which items they believed should be cut more and which funds should be kept.

Mr. Johansson, asked Council to leave the decisions of budget cuts to the city employees that are more familiar with the needs and necessities to run the city.

Recess taken at 8:40

Council's consensus was to keep the Babe Ruth fund.

Vice Mayor Ford asked Council to consider cutting the City Manager's contingency. Council's consensus was no.

Vice Mayor Ford asked Council to consider cutting some of the City's Legal Departments contingency. Council's consensus was no.

Vice Mayor Ford requested to have Outside Legal Services budget of \$125,000 cut to \$100,000 with no objections.

Vice Mayor Ford asked Council to consider cutting one of the new Parks and Recreation employee positions. Council's consensus was no.

Council would like the City to find the funds to allocate \$35,000 for the Homeless Shelter.

7. Financial Report - July 2017

Ms. Riehm provided details from the July 2017 Financial Report.

ADJOURNMENT 9:53 p.m.

Mayor Donald O. Burnette

Attest:

Robin Fenwick, City Clerk



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (C17a) Approval of the Port Orange/South Daytona Chamber of Commerce Services Agreement

DEPARTMENT: City Manager

GOAL: 4 - Economic Development

RECOMMENDED MOTION: Move to approve the Services Agreement with Port Orange/South Daytona Chamber of Commerce.

SUMMARY: The Port Orange/South Daytona Chamber of Commerce ("The Chamber") provides economic development and preservation services by contract with the City of Port Orange in the amount of \$20,000 annually. The current contract expires on September 30, 2017.

City staff recommends approval of a new contract with the Chamber for the same annual amount of \$20,000. The draft contract is attached to this item and is for a three year period beginning on October 1, 2017 and ending on September 30, 2020. As per the draft contract, this agreement can be terminated by either party with 30 days written notice.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Services Agreement	PO-SD Services Agreement.pdf
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Robin Fenwick	Created/Initiated - 08/11/2017
Alan Rosen	Approved - 08/15/2017
Tracey Riehm	Approved - 08/24/2017
Matthew Jones	Approved - 08/24/2017
Jake Johansson	Approved - 08/24/2017
Robin Fenwick	Final Approval - 08/29/2017

CHAMBER SERVICES AGREEMENT

This Agreement is made this _____ day of August, 2017 by and between the **City of Port Orange**, a Florida municipal corporation (hereinafter “**City**”) and the **Port Orange/South Daytona Chamber of Commerce**, a Florida not-for-profit corporation (hereinafter “**Chamber**”) and in consideration of the mutual conditions and covenants contained herein, the parties agree as follows:

1. Services. The Chamber shall provide the services as outlined on Attachment A, which are hereby incorporated by reference and made a part of this Agreement.

2. Term. This Agreement shall be for a term of three (3) years commencing on October 01, 2017 and ending on September 30, 2020.

3. Compensation. The City shall pay the Chamber for the work performed hereunder the total sum of \$20,000.00 annually. Such compensation shall be payable annually during the term of this agreement in the first week of November (2017, 2018 and 2019).

4. Termination. Either party may terminate this Agreement thirty (30) days after receipt by the other party of written notice of intent to terminate. In the event of a termination of this agreement by either party, the Chamber shall provide the City a refund of the compensation prorated monthly.

5. Governing Law and Venue. This Agreement, the rights and obligations of the parties hereto, any and all claims or disputes relating thereto, shall be exclusively governed by and construed in accordance with the laws of the State of Florida. Venue for any dispute under this Agreement shall exclusively be in the state courts of competent jurisdiction sitting in Volusia County, Florida.

6. Indemnity. The Chamber will indemnify and hold harmless the City from and against all claims, damages, injuries, liabilities, losses and expenses, including reasonable attorney’s fees and costs, arising out of or resulting from the performance of its operations under this Agreement.

7. Notices. All notices required to be given by either party shall be in writing addressed to the other party as follows, and delivered by certified mail, return receipt requested, or in person:

CITY: City Manager
1000 City Center Circle
Port Orange, FL 32129

CHAMBER: President
Port Orange/South Daytona Chamber of Commerce, Inc.
3431 Ridgewood Avenue
Port Orange, FL 32119

8. Contract Administration. The assistant city manager shall perform contract administration of this Agreement.

9. Headings. Section and other headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement or any provision hereof.

10. Severability. In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained in this Agreement.

11. Waiver. No waiver of any breach of any agreement or provision in this Agreement shall be deemed a waiver of any preceding or succeeding breach of this Agreement. No extension of time or performance of any obligation or act shall be deemed an extension of time for performance of any other obligation or act.

12. Entire Agreement. This Agreement represents the entire agreement of the parties with respect of the subject matter of this Agreement, and all other prior agreements, written or oral, are hereby merged in this Agreement and are of no further force of effect. This Agreement may not be changed orally, but only by agreement in writing, signed, by the party against whom enforcement of any waiver, change, modification or discharge is sought.

13. Interpretation. It is the express agreement of the parties under the circumstances calling for the construction of interpretation of any of the provisions or terms herein, that this Agreement shall not be construed against a party by reason of responsibility for its drafting.

City of Port Orange

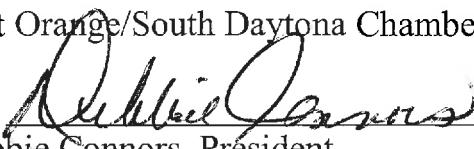
By: _____
Donald O. Burnette, Mayor

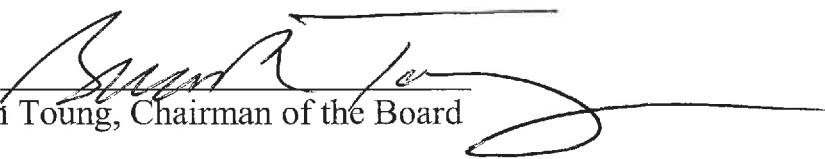
Attest:

By: _____
Robin Fenwick, CMC
Port Orange City Clerk

And: _____
Michael H. Johanssen, City Manager

Port Orange/South Daytona Chamber of Commerce

By: 
Debbie Connors, President

And: 
Brian Toung, Chairman of the Board

APPROVED AS TO FORM:

Matthew J. Jones
Deputy City Attorney

ATTACHMENT A SERVICES TO BE PROVIDED

The following list of services are grouped into goal areas and include measures that are to be reported quarterly

Provide technical assistance to the City on issues impacting economic development and small business

1. Work with the City, Team Volusia and the Volusia County Business Development Corporation to retain businesses and follow up on business prospects visiting the area.
 - Activities with Team Volusia and VCBDC to enhance recruitment and retention efforts
2. Organize business owners and coordinate advisory task forces to work with the City at the City's request on issues impacting small businesses. Assist the City in reviewing issues directly affecting the business community. Participate in the City's activities to promote economic development in the Ridgewood corridor. Work with the Port Orange Community Development Director to update and accomplish the Ridgewood Corridor Plan adopted by the City.
 - Specific activities to promote development on the Ridgewood Corridor and address issues affecting the business community.
3. Recruit members for involvement in City committees, boards and activities affecting growth and development in the area.
 - Chamber provided information to members when vacancy exists.

Provide technical assistance to businesses and the public on issues impacting economic development and small business

1. Conduct monthly visits to local businesses within Port Orange to offer assistance and resources. Update current Business Resource Guide and distribute to local businesses.
 - Number of City businesses visited and Resource Guides distributed.
2. Conduct small business development seminars or programs to assist area businesses. In conjunction with the City, develop and cosponsor at least one (1) conference or seminar for small businesses interested in: providing services to the City, learning about the City's permitting processes, or other issues pertaining to enhancing the relationship between the City and the business community.
 - Number of small business seminars conducted

3. Assist in promoting Port Orange Family Days business expo to Chamber Members
 - Did the Chamber assist in promoting business expo?
4. Maintain the Leadership Training Program to encourage individuals to become involved in the Chamber and the community.
 - Number of individuals completing the Leadership Training Program
5. Provide information on the community for people visiting or relocating to the City
 - Number of inquiries received including walk-ins, calls and referrals
6. Maintain current business tax list issued by the City in order to determine all possible businesses eligible for Chamber membership and assistance.
 - Did the Chamber maintain a current business tax list?
7. Receive and process complaints on businesses located in the City.
 - Number of complaints received and processed

Provide services to the City

1. Provide a page for the City of Port Orange in the Community and Business Guide every year.
 - Did the Chamber provide a page to the City in the Community Business Guide?
2. Maintain an area web page that will be hyperlinked to the City web page and Team Volusia web page.
 - Did the Chamber maintain an area web page with links to the City and Team Volusia web pages?
3. Make the Riverside Pavilion available to the City when not in use and when needed for City functions.
 - Did the Chamber make the Riverside pavilion available to City when not in use?
4. Provide copies of the chamber newsletter to the Mayor, City Council Members, and City Manager.
 - Did the Chamber provide copies of the monthly newsletters to the Mayor, City Council, and City Manager?
5. Develop and distribute informational materials for economic development purposes.
 - Number of informational materials distributed

Foster continuous communication with the City

1. Provide an opportunity for City officials to speak during at least one (1) chamber program annually.
 - Number of chamber programs where City officials were invited to speak
2. Provide updates to the City on activities in other communities through chamber meetings and activities with other chambers.
 - List of joint meetings or activities attended
3. Provide reports to the City Council at Council's request, but not more frequently than quarterly detailing the services provided to the City within the reporting period. Reports should include updates on the objectives and measures included in this agreement.
 - Number of reports provided to City Council
4. Meet with the City Manager and Council Liaison monthly to maintain lines of communication between the Council and the Chamber.
 - Number of meetings with City Manager and Council Liaison
5. Provide at least two (2) forums annually for the business community to meet with local elected officials.
 - Number of forums provided for business community to meet local elected officials



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (C17b) Award of ITB #17-30 to Kenworth of Jacksonville for Pre-owned Yard Spotter Truck

DEPARTMENT: Public Works

GOAL:

RECOMMENDED MOTION: Move to approve the award of ITB # 17-30 to Kenworth of Jacksonville.

SUMMARY:

On August 10, 2017, there was one bid proposal submitted for ITB # 17-30, purchase of Pre-owned Yard Spotter truck to replace Asset# 1660, a 1986 Ford Fifth Wheel Tractor which is used for sludge trailering at the Reclaimed Water Plant. Kenworth of Jacksonville had a responsive and responsible base bid at a cost of \$58,750.00. Budget amount in the Vehicle Replacement Fund is \$60,000.00.

Project No.: Funding Account No.: 505-1000-519-6400

ATTACHMENTS:

1.	Standard Contract for Services	Standard Contract for Services.pdf
2.	ITB # 17-30	ITB_#17-30_PRE-OWNED_YARD_SPOTTER_TRUCK.PDF
3.	ITB # 17-30 Tabulation Sheet	ITB # 17-30 Tabulation Sheet.pdf
4.	ITB # 17-30 Kenworth Response	ITB 17-30 Kenworth Response(08-11-17).pdf
5.	ITB # 17-30 Intent to Award	Intent To Award ITB 17-30.pdf
6.	Exhibit 1 (if necessary)	Exhibit 1.pdf

Jeff Fontane
Alyssa Parnell
Mike Silvey
Branford Adumuah
Tracey Riehm
Margaret Roberts

Created/Initiated - 08/16/2017
Approved - 08/16/2017
Approved - 08/17/2017
Approved - 08/17/2017
Approved - 08/23/2017
Approved - 08/28/2017

Jake Johansson
Robin Fenwick

Approved - 08/28/2017
Final Approval - 08/29/2017



CITY OF PORT ORANGE STANDARD CONTRACT FOR SERVICES

This Standard Contract for Services ("Contract") is entered into this ____ day of _____, 2017, 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 **KENWORTH OF JACKSONVILLE, INC.**, a Florida corporation whose principal address is 833 Pickettville Road, Jacksonville, Florida 32220. The City and Contractor are collectively referred to herein as the "Parties."

1. Provision of Services

(a) The Contractor hereby agrees to provide the City of Port Orange with a pre-owned yard spotter truck to stage sludge trailers for collections at the reclaimed plant, as further described in the scope of Invitation to Bid 17-30 ("ITB 17-30"), and the Contractor's Bid Proposal Schedule of Unit Pricing, attached hereto as Exhibit "1." A complete copy of ITB 17-30, and the Contractor's Proposal is available in the Office of the City Clerk, City Hall, 1000 City Center Circle, Port Orange, Florida.

(b) The time, manner and place for performance of such services shall be:

Term: This Contract shall become effective on the last date the Contract is signed by the Parties and shall continue for a period of 45 days from the issuance of a written Purchase Order. The Contractor shall deliver the vehicle to 407 Virginia Avenue within 30 days issuance of a written Purchase Order with an additional 15 days for final documentation closeout (the "Term").

Manner and Place: The work shall be performed in accordance with 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.

Time and Essence: Contractor acknowledges that time is of the essence for this Contract.

Authorization for Services: This Contract standing alone does not authorize the purchase of any goods or services or require the City to place any orders for goods or service. Authorization for the purchase of goods or services from Contractor under this Contract shall be upon issuance of a written Purchase Order issued and executed by the City. The City reserves the right to contract with other parties for the goods and services contemplated by this Contract, as determined in the City's sole and absolute discretion.

2. City Obligations. In return for the services identified above, the City agrees to compensate the Contractor at the prices set forth in Exhibit "1," subject to a limit not to exceed Fifty-Eight Thousand Seven Hundred Fifty and 00/100 Dollars (\$58,750.00), during the term of this Contract. 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. Liens. Contractor acknowledges that Contractor shall not be entitled to lien the City or other public property.

4. Contract Administration. The Interim Public Works Director, Lynn Stevens, 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 21 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.

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 for the duration of the Contract term.

(d) Upon completion of the Contract, Contractor shall transfer to the City, at no cost, all public records in possession of the Contractor 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.

CONTRACTOR QUESTIONS RELATING TO CONTRACTOR'S DUTIES TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT MUST BE FORWARDED TO THE OFFICE OF THE

**CITY CLERK, CITY HALL, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129
TELEPHONE: (386) 506-5563 E-MAIL: CITYCLERK@PORT-ORANGE.ORG**

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.

Standard Insurance Requirements			
	Insurance	Standards	Additional Requirements
☒	Workers' Compensation <u>Additional Coverage:</u>	<u>Limits:</u> Coverage A - Statutory Coverage B - \$100,000 All States (Broad Form) Voluntary Compensation	☐ If Agreement requires work on or about navigable waters, Longshoreman's and Harbor Workers' Coverage required. ☐ If vessels involved, Jones Act coverage with limits of \$500,000 required.
☐	Officer(s) Exemption	Documentation Required for Exemption: (<i>must be attached to Purchase Order</i>) ☐ Florida Department of Financial Services business activities on exemption detail page. ☐ Verification of Workers' Compensation for employee(s) and subcontractor(s). ☐ List of all subcontractor(s) utilized for work provided by this Purchase Order.	

☒	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 work is on or under Railroad rights of way or properties, the Contractor shall take out and maintain during the life of the Agreement, 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>	<u>Limits:</u> Auto Liability Bodily Injury: \$200,000 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

Additional Insurance Requirements			
☐	Property Insurance Builders Risk. <u>Additional Coverage:</u>	<u>Limits:</u> Buildings - Completed value of agreement. "All Risk" coverage on latest ISO for or its equivalent. Permission granted to occupy. Owner named as insured AIMA	If Agreement 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	<u>Limits:</u> Coverage - \$1,000,000 minimum	
☐	Installation Floater (IT)	<u>Limits:</u> Coverage - \$ <u>To be determined.</u>	
☐	Contractor Pollution Liability	<u>Limits:</u> Coverage - \$ <u>1,000,000.00.</u>	
☐	Errors and Omissions	<u>Limits:</u> Coverage - \$ <u>To be determined.</u>	Agents acting on behalf of the City.
☐	Payment and Performance Bond Required	<u>Limits:</u> Coverage - Equal to amount of Contract.	
☐	Department Head waives Payment and Performance Bond for work under \$25,000.00.		
☐	Department Head waives Insurance for work under \$_____, unless otherwise required by law.		

12. 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.

13. 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.

14. **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.

15. **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.

16. **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.

17. **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.

18. 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.

19. 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.

20. E-Verify. Contractor 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 Contractor during the term of this Agreement and shall expressly require any subcontractor performing services pursuant to this Agreement 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 this Agreement.

21. Disputes. The City Manager, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to Contractor, shall decide disputes with respect to this Agreement. The decision by the City Manager shall be final and binding unless, within five (5) business days from the date of delivery of the decision of the City Manager, appeal is made to the City Council in writing and delivered to the City Clerk, Robin L. Fenwick, CMC. 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.

22. 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.

23. 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.**

24. Additional Provisions. This Contract includes all additional provisions as may have been outlined in 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.

25. 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.

26. 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: Lynn Stevens, Interim Public Works Director 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5576
Contractor:	Kenworth of Jacksonville, Inc. Attention: Denis M. Ross, President 833 Pickettville Road Jacksonville, Florida 32220 (904) 739-2296 – Telephone (904) 730-3461 – Facsimile edcostello@kwjax.com

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.

27. 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.

28. 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:

KENWORTH OF JACKSONVILLE, INC.

Printed Name: _____

By: _____
Denis M. Ross, President

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.

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this ____ day of _____, 2017, by Denis M. Ross, as President of Kenworth of Jacksonville, Inc., a Florida corporation, and who:

[Notary: Please select one]

☐ is personally known to me; or
☐ has produced _____ as identification.

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____

Donald O. Burnette, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2017, by Donald O. Burnette, 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 _____, 2017, 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:



**ATTACHMENT 1 BID PROPOSAL SCHEDULE OF UNIT PRICING
BID FORM**

**CITY OF PORT ORANGE
PRE-OWNED YARD SPOTTER TRUCK**

ITB # 17-30

Completed Exhibit 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 green cells, preferably electronically.

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

NAME OF BUSINESS: KENWORTH OF JACKSONVILLE

CONTACT PERSON: ED COSTELLO

EMAIL ADDRESS: Edcostello@kwjax.com

AUTHORIZED SIGNATURE:

MAKE:	Kalmar	COLOR:	White		
MODEL:	Ottawa	VIN/SERIAL:	329896		
YEAR:	2011	MILEAGE:	N/A		
HOURS WORKED:	12,560	ENGINE SPECS:	173 HP Cummins QSB 6.7		
ITEM #	DESCRIPTION	QTY	UNIT	UNIT COST DELIVERED	TOTAL COST
1	PRE-OWNED YARD SPOTTER TRUCK (PER SPECIFICATIONS IN SCOPE)	1	EA.	\$ 58,750.00	\$ 58,750.00
TOTAL BASE BID					\$ 58,750.00
ALTERNATE #1	COST OF WARRANTY EXTENSION FOR ONE (1) YEAR	1	EA.	\$ -	\$ -
EQUIPMENT MAINTENANCE RECORDS MUST BE SUBMITTED WITH BID					

EXHIBIT "1"

SECTION 3 – SCOPE OF WORK

PROJECT DESCRIPTION:

The City of Port Orange is looking to purchase a pre-owned yard spotter truck to stage sludge trailers for collection at the reclaimed plant.

SCOPE:

PRE-OWNED YARD SPOTTER TRUCK

1.0 TECHNICAL SPECIFICATIONS

The City of Port Orange is seeking competitive bids for a Used Ottawa brand Model # YT30 yard spotter truck or equivalent.

1.1 MINIMUM SPECIFICATIONS

The unit shall be in good condition with all functions operational as designed and possess the following minimum specifications:

- A. The unit shall be free of any structural rust or corrosion.
- B. All cab and body panels shall be free of damage or rust through.
- C. The unit shall be a 2007 model year or newer.
- D. The unit shall have less than 15,000 hours worked.
- E. The unit shall have a Caterpillar or Cummins Turbo Diesel engine rated at 220 horsepower minimum.
- F. The unit shall have an Allison automatic transmission.
- G. The unit shall have heat and air conditioning.
- H. The unit shall be a high roof design.
- I. The unit shall have an air release fifth wheel.
- J. The unit shall have a hydraulic fifth wheel plate.
- K. The unit shall have a PTO powered hydraulic system.
- L. The unit shall have a minimum gross vehicle weight rating (GVWR) of 35,000 pounds.
- M. The unit shall be a single rear axle with a wheel base not to exceed 125 inches.
- N. The unit shall have air brakes with air dryer.
- O. The unit shall have 11R 22.5 tires which are less than six (6) years old with 50% minimum tread.
- P. The unit shall not have any fluid leaks.
- Q. Vendors must submit all applicable service records with bid.

Inspection:

The City of Port Orange reserves the right to inspect the unit that is quoted to ensure that it meets the minimum specifications before awarding the bid. (Please submit pictures of actual unit being quoted)

Pursuant to Standard Terms and Conditions Section 5 item 63: 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

[Remainder of this page left intentionally blank]

CITY OF PORT ORANGE, FLORIDA

INVITATION TO BID

PRE-OWNED YARD SPOTTER TRUCK

ITB #17-30



City of Port Orange Purchasing Division

Prepared by: David Battaglia, Purchasing Agent

Release Date: July 13, 2017

Bid Due Date and Time: August 10, 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 Proposers

ITB #17-30 PRE-OWNED YARD SPOTTER TRUCK

Notice is hereby given that the City of Port Orange is soliciting bids for the PRE-OWNED YARD SPOTTER TRUCK.

Bids 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 August 10, 2017** which may be amended by addendum issued by the City. All untimely Bids will not be considered and will be returned to the Bidder unopened. All Bids will be evaluated to ensure they contain all required forms in order to deem the Bidder responsive or non-responsive. Bids will be opened and read aloud at 2:30 P.M. in the 2nd Floor Conference Room.

DESCRIPTION: The City of Port Orange is looking to purchase a pre-owned yard spotter truck to stage sludge trailers for collection at the reclaimed plant.

All Bids are solicited and shall be made pursuant to the Code of Ordinances, City of Port Orange, Chapter 2, Article VI, Division 2, Section 2-256, and all Bids 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 32129, and at www.municode.com. Local vendors may be given a local preference pursuant to the Code of Ordinances, City of Port Orange, Chapter 2, Article VI, Division 2, Section 2-275.

Copies of the Bid 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 Agent, David Battaglia Dbattaglia@portorange.org and reference "Questions on ITB #17-30 PRE-OWNED YARD SPOTTER TRUCK" in the subject line. Last day for questions will be **August 3, 2017 at 5:00 P.M.**

All Bidders 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 bid shall be withdrawn for a period of ninety (90) days subsequent to the bid opening without the consent of the City of Port Orange, Florida.

No Bids 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 Bids, to waive any and all non-substantial irregularity in Bids received, whenever such waiver or rejection is in the best interest of the City.

Bids shall be **submitted in the City Clerk's office** with one (1) original and one (1) identical digital (CD or flash drive) version in pdf format, addressed to David Battaglia, Purchasing Agent, Finance Department, City Hall, 1000 City Center Circle, Port Orange, Florida 32129 in a **SEALED ENVELOPE/PACKAGE** plainly marked on the outside: **ITB #17-30 PRE-OWNED YARD SPOTTER TRUCK.**

David Battaglia Purchasing Agent
Legal Ad - One Time – **July 13, 2017**

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



SEALED BID • DO NOT OPEN	
SEALED BID NO.	ITB #17-30
BID TITLE:	PRE-OWNED YARD SPOTTER TRUCK
DUE DATE/TIME:	August 10, 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 Invitation to Bid (ITB) is to solicit competitive sealed bids from Firms or Companies (Vendors) for the provision of purchasing a pre-owned yard spotter truck to stage trailers for collection at the reclaimed water plant as described herein.

It is the intent and purpose of the City of Port Orange (City) that this Invitation to Bid promotes competitive selection. It shall be the Bidder'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 ITB to a single source.

[Remainder of this page left intentionally blank]

SECTION 2 – INSTRUCTIONS TO BIDDERS

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

TIMELINE (Local Time):

The City reserves the right to alter dates as needed.

Date of Distribution: July 13, 2017

Deadline for Questions: August 3, 2017 by 5:00 P.M.

Final Addendum Posting: August 7, 2017 by 5:00 P.M.

Bids Due: August 10, 2017 by 2:30 P.M.

City Council Meeting for Approval of Recommendation of Award To Be Determined

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

Bids shall be sealed and Vendors shall clearly indicate on the outside of their bid the following:

- a) Invitation to Bid (ITB) 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 Bids to the City prior to the deadline set for receiving bids. Carrier and hand deliveries of bids will be accepted in the City Clerk's Office, Port Orange City Hall, 1000 City Center Circle, Port Orange, Florida 32129 until the date and time referenced in the Timeline above or as amended by addendum issued by the City. Bids 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 bid package. **Faxed bids shall be rejected as non-responsive regardless of where or when the fax is received.**

All Bids 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 Bids or parts of Bids, if it is in the best interest of the City.

NON-MANDATORY PRE-BID CONFERENCE/SITE VISIT:

There will be a Non-Mandatory Pre-Bid Conference for the project on the date and time referenced in the Timeline above at City Hall, Council Chambers (1st Floor), 1000 City Center Circle, Port Orange, Florida 32129. All prospective Vendors are strongly encouraged to attend because the Pre-Bid Conference will offer potential Vendors the opportunity to ask questions and discuss the project directly with staff. All attendees to the Pre-Bid Conference must sign in. The representative of each Vendor shall be an authorized employee of the Vendor and shall sign in accordingly.

QUESTIONS REGARDING THIS ITB:

All questions shall reference "Questions on **ITB #17-30 PRE-OWNED YARD SPOTTER TRUCK**" in the subject line. All questions concerning this ITB shall be submitted in writing no later than the date and time referenced in the Timeline above to:

David Battaglia
Purchasing Manager
1000 City Center Circle
Port Orange, FL 32129
Dbattaglia@port-orange.org
purchdiv@port-orange.org

ADDENDA REGARDING THE INVITATION TO BID:

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Bid Due Date. Vendors should not rely on any representations, statements or explanations other than those made in this ITB or in any addendum to this ITB. Where there appears to be a conflict between the ITB 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 Bid that all addenda have been received. Vendors should acknowledge the correct number of addenda received as part of their Bids. It is the responsibility of the Vendor to ensure all addenda have been received prior to submitting a bid.

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 ITB price(s) is considered a major irregularity and will be cause for rejection of the Bid.

The City of Port Orange reserves the right to consider the omission of an acknowledgement of addendum as cause for rejection of the ITB 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 ITB. Lack of understanding and/or misinterpretation of any portions of this ITB shall not be cause for withdrawal of your Bid 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.

MINIMUM QUALIFICATIONS:

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

Vendors must be properly registered and licensed to provide the goods or services identified in the scope of work, 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 ITB on the provided "Professional References" form. 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.

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 ITB. 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 Bids for this project. Any Vendor contacting individuals mentioned herein in violation of this warning may automatically be disqualified from further consideration for this ITB.

PRICING SHEETS:

Pricing sheets/Bid Forms are to be completed as directed and without modification and returned as part of the ITB submittal prior to the ITB deadline for submission. Failure to fill out the price sheets/bid forms as directed and without modification may negatively affect the evaluation of your bid.

EXCEPTIONS TO SPECIFICATIONS:

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

BID SUBMISSION AND WITHDRAWAL:

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

CORRECTION OF BIDS:

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

WITHDRAWAL OF BIDS:

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

OPENING OF BIDS:

Bids will be received until the date and time stated in this ITB 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 Bid 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 (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.

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.

REJECTION OF BIDS:

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

BIDS 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.

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SECTION 3 – SCOPE OF WORK

PROJECT DESCRIPTION:

The City of Port Orange is looking to purchase a pre-owned yard spotter truck to stage sludge trailers for collection at the reclaimed plant.

SCOPE:

PRE-OWNED YARD SPOTTER TRUCK

1.0 TECHNICAL SPECIFICATIONS

The City of Port Orange is seeking competitive bids for a Used Ottawa brand Model # YT30 yard spotter truck or equivalent.

1.1 MINIMUM SPECIFICATIONS

The unit shall be in good condition with all functions operational as designed and possess the following minimum specifications:

- A. The unit shall be free of any structural rust or corrosion.
- B. All cab and body panels shall be free of damage or rust through.
- C. The unit shall be a 2007 model year or newer.
- D. The unit shall have less than 15,000 hours worked.
- E. The unit shall have a Caterpillar or Cummins Turbo Diesel engine rated at 220 horsepower minimum.
- F. The unit shall have an Allison automatic transmission.
- G. The unit shall have heat and air conditioning.
- H. The unit shall be a high roof design.
- I. The unit shall have an air release fifth wheel.
- J. The unit shall have a hydraulic fifth wheel plate.
- K. The unit shall have a PTO powered hydraulic system.
- L. The unit shall have a minimum gross vehicle weight rating (GVWR) of 35,000 pounds.
- M. The unit shall be a single rear axle with a wheel base not to exceed 125 inches.
- N. The unit shall have air brakes with air dryer.
- O. The unit shall have 11R 22.5 tires which are less than six (6) years old with 50% minimum tread.
- P. The unit shall not have any fluid leaks.
- Q. Vendors must submit all applicable service records with bid.

Inspection:

The City of Port Orange reserves the right to inspect the unit that is quoted to ensure that it meets the minimum specifications before awarding the bid. (Please submit pictures of actual unit being quoted)

Pursuant to Standard Terms and Conditions Section 5 item 63: 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

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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 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 Body 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. **PROPRIETY 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:

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

AWARD: Award will be made to the lowest, responsive, responsible bidder.

AFTER AWARD: Vendor will supply vehicle to address: 407 Virginia Avenue, Port Orange Florida 32127 within 30 days after issuance of Purchase Order.

CONTRACT TERM / COMPLETION TIME:

The term of the contract shall be from the notice to proceed in the form of a purchase order issuance. Substantial completion will be 30 days for delivery with completion being 45 days for final documentation closeout.

NOTICE: The City reserves the right to consider cooperative contracts, federal, state municipal etc.; in the evaluation process. If in the City's best interest, the City may utilize a cooperative contract in lieu of making an award.

[Remainder of this page left intentionally blank]

SECTION 7 – REQUIRED FORMS

FORM 7.1 – BID SUBMITTAL CHECKLIST

- _____ Form 7.2 – Vendor’s Acknowledgement
- _____ Form 7.3 – Addendum and Change Order Procedure Acknowledgement
- _____ Form 7.4 – Drug Free/Tie Preference Statement
- _____ Form 7.5 – Public Entity Crimes Statement
- _____ Form 7.6 – Affidavit of Anti-Collusion
- _____ Form 7.7 – Authorized Signatures/Negotiators
- _____ Form 7.8– Statement of Vendor’s Qualifications
- _____ Form 7.9 – Professional References for Previous Experience
- _____ Form 7.10 – Listing of Subcontractors
- _____ Form 7.11 – Notice to Vendors
- _____ Form 7.12 – Local Business Affidavit (If applicable)
- _____ Attachment 1 – Bid Proposal
- _____ Submission of one (1) original marked “ORIGINAL” and one (1) digital (CD or flash drive) version in PDF format.

BY: _____
Name of Business

Authorized Signature

Date

This document must be completed and returned with your Submittal

FORM 7.2 – VENDOR’S ACKNOWLEDGEMENT FORM

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.

I hereby propose to furnish the goods or services specified in the Invitation to Bid at the prices or rates as finally negotiated. I agree that my bid 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 proposed bid. Furthermore, I agree to abide by all conditions of the Invitation to Bid.

I certify that all information contained in this Bid is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this Bid 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 Bid is made without prior understanding, Contract, connection, discussion, or collusion with any person, firm or corporation submitting a Bid 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 ITB; 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 ITB.

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 Bid non-responsive.

NO EXCEPTIONS ALLOWED AFTER THE BID 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 7.3 – 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)

and who:

(NAME OF ORGANIZATION)

[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 7.4 – 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)

_____, and who:

(NAME OF ORGANIZATION)

[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 7.5 – SWORN STATEMENT UNDER SECTION 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 _____

This document must be completed and returned with your Submittal

Printed, typed or stamped name, commission and expiration:

FORM 7.6 – ANTI-COLLUSION FORM

ANTI-COLLUSION STATEMENT BID FORM:

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

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

IT IS AGREED BY THE UNDERSIGNED VENDOR THAT THE SIGNING AND DELIVERY OF THE BID 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 VENDORS 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 Bid may be withdrawn for a period of ninety (90) days subsequent to the submittal of the Bids, without the consent of the City of Port Orange.

NO BID (REASON): _____

This document must be completed and returned with your Submittal

FORM 7.7 – 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:

<u>Name</u>	<u>Title</u>	<u>Phone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Authorized Signature)

This document must be completed and returned with your Submittal

FORM 7.8 – STATEMENT OF VENDOR’S QUALIFICATIONS

This document must be completed and returned with your Submittal

The undersigned warrants that he or she is duly authorized to complete this document, and hereby affirms that the information contained in Form 7.8 is complete, true, and correct to the best of their knowledge and belief. If necessary, questions may be answered on separate paper and attached, with any additional information that may be pertinent.

- A. Name of Vendor.
- B. Permanent main office address.
- C. Date organized.
- D. If a corporation, where incorporated.
- E. How many years have you been engaged in the contracting business under your present firm or trade name?
- F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.)
- G. General character of work performed by your company.
- H.⁽¹⁾ Have you ever failed to complete any work awarded to you? If so, where and why?
- H.⁽²⁾ Provide list of any lawsuits or judgments filed by or against your company in the last three years, indicating the nature and outcome.
- I. Have you ever defaulted on a contract? If so, where and why?
- J. List the more important projects recently completed by your company, stating the approximate cost for each and the month and year completed.
- K. List your major equipment currently owned or leased.
- L. Experience in work similar to this type of project.
- M. Background and experience of the principal members of your organization, including the officers.
- N. Credit currently available: \$_____
- O. Give bank reference: _____
- P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner?

(Form 7.8 Statement of Vendor's Qualifications – Page 2)

- Q. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Vendor's Qualifications.

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 7.9 – PROFESSIONAL REFERENCES FOR PREVIOUS EXPERIENCE

The Vendor proposes that he/she is qualified to perform the referenced work and has successfully done so on recent projects similar in nature and size. The City reserves the right to check references and confirm information provided herein.

Please provide three (3) current and correct references from clients for similar services.

(Do not include the City of Port Orange)

1. Company Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____
Email Address: _____
Description of goods or
Services provided: _____
Contract Amount: _____
Start/End Date of Contract: _____
2. Company Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____
Email Address: _____
Description of goods or
Services provided: _____
Contract Amount: _____
Start/End Date of Contract: _____
3. Company Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____
Email Address: _____
Description of goods or
Services provided: _____
Contract Amount: _____
Start/End Date of Contract: _____

This document must be completed and returned with your Submittal.

FORM 7.10 – LISTING OF SUBCONTRACTORS (IF APPLICABLE)

The Vendor proposes that the following subcontractors are qualified to perform the referenced work and have successfully done so on recent projects similar in nature and size. All subcontractors whose work product accounts for 5% or more of the total contract value shall be listed. Upon approval of subcontractors listed, the successful Vendor shall not substitute subcontractors without approval from the Engineer. Vendor shall attach additional sheets as necessary.

Subcontractor No. 1

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 2

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 3

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 4

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 5

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

This document must be completed and returned with your Submittal

FORM 7.11 – NOTICE TO VENDORS

*** NOTE 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 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 7.12 – 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 FranchiseAnd 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 7.12 – Local Business Affidavit of Eligibility – Page 2)

SWORN AND SUBSCRIBED BEFORE ME

SIGNATURE OF NOTARY PUBLIC
THIS _____ DAY OF _____, 20____
My Commission Expires: _____

NOTARY SEAL

SIGNATURE OF AFFIANT DATE

PRINTED NAME OF AFFIANT / TITLE

COMPANY

This document must be completed and returned with your Submittal

ATTACHMENT 1 – BID PROPOSAL

Attachment 1 – Bid Proposal is available as a fillable Excel file on DemandStar.com for the Vendor to download, complete electronically, and submit with the Vendor's Bid package.



ATTACHMENT 1 BID PROPOSAL SCHEDULE OF UNIT PRICING BID FORM

CITY OF PORT ORANGE PRE-OWNED YARD SPOTTER TRUCK

ITB # 17-30

Completed Exhibit 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 green 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:

MAKE:		COLOR:			
MODEL:		VIN/SERIAL:			
YEAR:		MILEAGE:			
HOURS WORKED:		ENGINE SPECS:			
ITEM #	DESCRIPTION	QTY	UNIT	UNIT COST DELIVERED	TOTAL COST
1	PRE-OWNED YARD SPOTTER TRUCK (PER SPECIFICATIONS IN SCOPE)	1	EA.	\$ -	\$ -
TOTAL BASE BID					\$ -
ALTERNATE #1	COST OF WARRANTY EXTENSION FOR ONE (1) YEAR	1	EA.	\$ -	\$ -
EQUIPMENT MAINTENANCE RECORDS MUST BE SUBMITTED WITH BID					

This document must be completed and returned with your Submittal



**CITY OF PORT ORANGE
STANDARD CONTRACT FOR GOODS/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) (v), 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	Coverage A - Statutory Coverage B - \$100,000	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.
<u>Additional Coverage:</u>	All States (Broad Form) Voluntary Compensation	

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 Bodily 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 AIMA	
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 2-272 (Alterations or modifications of contracts), 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 Contractor's 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: _____

STATE OF _____
COUNTY OF _____

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: _____

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

By: _____
Printed Name: _____ Allen Green, Mayor

Date: _____
Printed Name: _____

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:

By: _____
Printed Name: _____ Robin L. Ferwick, CMC, City Clerk

Date: _____
Printed Name: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Robin L. Ferwick, 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:

JCA _____



End of Solicitation Documents



**CITY OF PORT ORANGE, FLORIDA
ITB TABULATION SHEET**

ALL BIDS ACCEPTED BY THE CITY OF PORT ORANGE ARE SUBJECT TO THE CITY'S TERMS AND CONDITIONS. ANY AND ALL ADDITIONAL TERMS AND CONDITIONS SUBMITTED BY THE BIDDERS ARE REJECTED AND SHALL HAVE NO FORCE AND EFFECT. BIDS FROM THE BIDDERS LISTED HEREIN ARE THE ONLY BIDS RECEIVED TIMELY AS OF THE OPENING DATE AND TIME. ALL OTHER BIDS SUBMITTED IN RESPONSE TO THIS SOLICITATION, IF ANY, ARE HEREBY REJECTED AS LATE. ALL BIDS ARE SUBJECT TO REVIEW BY THE CITY AND AWARD REQUIRES A FORMAL CONTRACT AND APPROVAL BY CITY COUNCIL.

ITB NUMBER: ITB #17-30
ITB TITLE: PRE-OWNED YARD SPOTTER TRUCK
OPENING DATE/TIME: AUGUST 10, 2017 AT 2:30 P.M.

		Response 1	Response 2	Response 3	Response 4
Submittal Required Forms		Kenworth			
1	Form 7.1 Submittal Checklist	YES			
2	Form 7.2 Bidder's Acknowledgment	YES			
3	Form 7.3 Addendum & Change Order Acknowledgement	YES			
4	Form 7.4 Drug Free Preference Statement	YES			
5	Form 7.5 Statement on Public Entity Crimes	YES			
6	Form 7.6 Affidavit of Anti-Collusion	YES			
7	Form 7.7 Authorized Signatures/Negotiators	YES			
8	Form 7.8 Statement of Vendors Qualifications	YES			
9	Form 7.9 Professional References	YES			
10	Form 7.10 Listing of Subcontractors	YES			
11	Form 7.11 Notice to Vendors	YES			
12	Form 7.12 Local Business Affidavit of Eligibility	YES			
13	Attachment 1-Bid Proposal	YES			
1 Original, 1 Digital Copy		1 ORIGINAL			
Deemed Responsive?		YES			
TOTAL BASE BID		\$ 58,750.00	\$ -	\$ -	\$ -
ALTERNATE #1 ONE (1) YEAR WARRANTY		NO BID			
Opened and tabulated by: David Battaglia, Purchasing Agent					

SECTION 7 – REQUIRED FORMS

FORM 7.1 – BID SUBMITTAL CHECKLIST

- _____ Form 7.2 – Vendor’s Acknowledgement
- _____ Form 7.3 – Addendum and Change Order Procedure Acknowledgement
- _____ Form 7.4 – Drug Free/Tie Preference Statement
- _____ Form 7.5 – Public Entity Crimes Statement
- _____ Form 7.6 – Affidavit of Anti-Collusion
- _____ Form 7.7 – Authorized Signatures/Negotiators
- _____ Form 7.8– Statement of Vendor’s Qualifications
- _____ Form 7.9 – Professional References for Previous Experience
- _____ Form 7.10 – Listing of Subcontractors
- _____ Form 7.11 – Notice to Vendors
- _____ Form 7.12 – Local Business Affidavit (If applicable)
- _____ Attachment 1 – Bid Proposal
- _____ Submission of one (1) original marked “ORIGINAL” and one (1) digital (CD or flash drive) version in PDF format.

BY:

Kenworth of Jacksonville

Name of Business



Authorized Signature

7-21-17

Date

This document must be completed and returned with your Submittal

FORM 7.2 – VENDOR'S ACKNOWLEDGEMENT FORM

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.

I hereby propose to furnish the goods or services specified in the Invitation to Bid at the prices or rates as finally negotiated. I agree that my bid 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 proposed bid. Furthermore, I agree to abide by all conditions of the Invitation to Bid.

I certify that all information contained in this Bid is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this Bid 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 Bid is made without prior understanding, Contract, connection, discussion, or collusion with any person, firm or corporation submitting a Bid 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 ITB; 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 ITB.

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 Bid non-responsive.

NO EXCEPTIONS ALLOWED AFTER THE BID IS SUBMITTED:

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

2007, 220 HP, AC, AIR dryer

Kenworth of Jacksonville

NAME OF BUSINESS

833 Pickettville Road

MAILING ADDRESS

[Signature]

AUTHORIZED SIGNATURE

Jacksonville, FL 32220

CITY, STATE & ZIP CODE

Denis Ross President

NAME, TITLE, TYPED

904-739-2296 / 904-730-3461

TELEPHONE NUMBER / FAX NUMBER

75-3100853

FEDERAL IDENTIFICATION #

edcastello@kwjax.com

E-MAIL ADDRESS

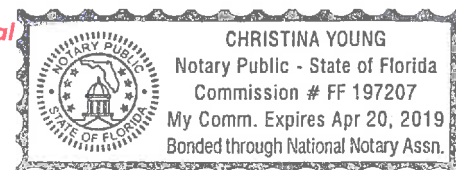
STATE OF Florida COUNTY OF Duval

The foregoing instrument was acknowledged before me this day of July 21, 2017 by Denis Ross, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires: April 20, 2019

Christina Young
Notary Public

This document must be completed and returned with your Submittal



FORM 7.3 – 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.”

Kenworth of Jacksonville
Name of Business

By: _____

Printed Name: Denis Ross

Title: President

STATE OF Florida
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me this 21 day of July, 2017, by
Denis Ross, as President of

(NAME) Kenworth of Jacksonville, Inc. (TITLE)
(NAME OF ORGANIZATION) and who:

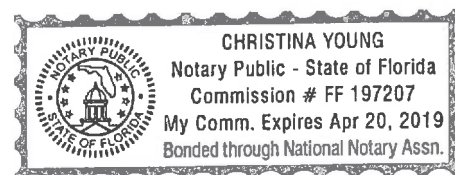
[Notary: Please select one]

☒ is personally known to me; or

☐ has produced _____ as identification.

Christina Young
Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal



FORM 7.4 – 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.

Kenworth of Jacksonville
Name of Business

By: [Signature]

Printed Name: Denis Ross

Title: President

STATE OF Florida
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me this 21 day of July, 2017, by
Denis Ross (NAME), as President (TITLE) of
Kenworth of Jacksonville, Inc (NAME OF ORGANIZATION) and who:

[Notary: Please select one]

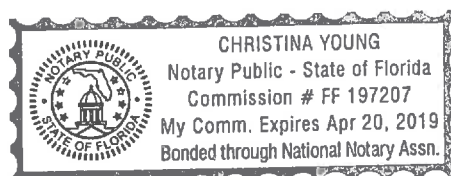
☒ is personally known to me; or

☐ has produced _____ as identification.

This document must be completed and returned with your Submittal

Christina Young
Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:



FORM 7.5 – SWORN STATEMENT UNDER SECTION 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 Denis Ross, who, being by me first duly sworn, made the following statement:

1. The business address of Kenworth of Jacksonville (name of Offeror or business) is 833 Pickettville Rd Jacksonville, FL 32220.
2. My relationship to Denis Ross (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.)

Kenworth of Jacksonville

Name of Business

By: _____

Printed Name: Denis Ross

Title: President

STATE OF Florida
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me this 21 day of July, 2017, by Denis Ross, as President of Kenworth of Jacksonville, Inc and who:

[Notary: Please select one]

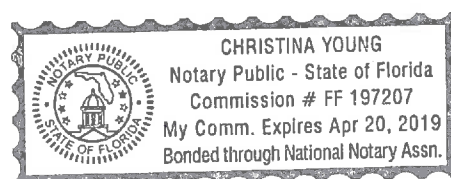
☒ is personally known to me; or

☐ has produced _____ as identification.

Christina Young
Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal



FORM 7.6 – ANTI-COLLUSION FORM

ANTI-COLLUSION STATEMENT BID FORM:

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

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

IT IS AGREED BY THE UNDERSIGNED VENDOR THAT THE SIGNING AND DELIVERY OF THE BID 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 VENDORS AND THE CITY OF PORT ORANGE.

NAME OF FIRM: Kenworth of Jacksonville

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

PRINTED SIGNATURE: Denis Ross

TITLE: President

ADDRESS: 833 Pickettville Rd.

Jacksonville

CITY: FL STATE: 32220 ZIP CODE:

TELEPHONE: 904-739-2294 FAX: 904-730-3461

COMPLETION TIME: 7/21/17

F.E.I.N. NUMBER: 75-3100853

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

NO BID (REASON): _____

This document must be completed and returned with your Submittal

FORM 7.7 – 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:

<u>Name</u>	<u>Title</u>	<u>Phone #</u>
Ed Costello	Sales Manager	904-739-2296
_____	_____	_____
_____	_____	_____
_____	_____	_____



(Authorized Signature)

This document must be completed and returned with your Submittal

FORM 7.8 – STATEMENT OF VENDOR'S QUALIFICATIONS

This document must be completed and returned with your Submittal

The undersigned warrants that he or she is duly authorized to complete this document, and hereby affirms that the information contained in Form 7.8 is complete, true, and correct to the best of their knowledge and belief. If necessary, questions may be answered on separate paper and attached, with any additional information that may be pertinent.

- A. Name of Vendor.
- B. Permanent main office address.
- C. Date organized.
- D. If a corporation, where incorporated.
- E. How many years have you been engaged in the contracting business under your present firm or trade name?
- F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.)
- G. General character of work performed by your company.
- H.⁽¹⁾ Have you ever failed to complete any work awarded to you? If so, where and why?
- H.⁽²⁾ Provide list of any lawsuits or judgments filed by or against your company in the last three years, indicating the nature and outcome.
- I. Have you ever defaulted on a contract? If so, where and why?
- J. List the more important projects recently completed by your company, stating the approximate cost for each and the month and year completed.
- K. List your major equipment currently owned or leased.
- L. Experience in work similar to this type of project.
- M. Background and experience of the principal members of your organization, including the officers.
- N. Credit currently available: \$ 2.5 m
- O. Give bank reference: TD Bank
- P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner?

(Form 7.8 Statement of Vendor's Qualifications – Page 2)

- Q. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Vendor's Qualifications.

Kenworth of Jacksonville

Name of Business

By: 

Printed Name: Denis Ross

Title: President

STATE OF Florida
COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me this 21 day of July, 2017, by
Denis Ross, as President
of Kenworth of Jacksonville, Inc and who:

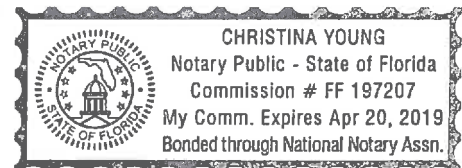
[Notary: Please select one]

☒ is personally known to me; or

☐ has produced _____ as identification.


Notary Public, State of Florida

Printed, typed or stamped name, commission
and expiration:



This document must be completed and returned with your Submittal

FORM 7.9 – PROFESSIONAL REFERENCES FOR PREVIOUS EXPERIENCE

The Vendor proposes that he/she is qualified to perform the referenced work and has successfully done so on recent projects similar in nature and size. The City reserves the right to check references and confirm information provided herein.

Please provide three (3) current and correct references from clients for similar services.

(Do not include the City of Port Orange)

1. Company Name: PHB
Contact Person: Bill Murray
City, State: Atl. GA
Telephone Number: 912-658-1936
Email Address: Billmurray@etranscarriers.com
Description of goods or
Services provided: Full Service Lease Yard Spotters
Contract Amount: 18 units
Start/End Date of Contract: ON going 2012 - Current
2. Company Name: CEVA Logistics
Contact Person: Jason Siegers
City, State: Jax, FL
Telephone Number: 904-928-1452
Email Address: jason.siegers@CEVALogistics.com
Description of goods or
Services provided: Full Service Lease Yard Spotters
Contract Amount: 9 units
Start/End Date of Contract: 2012 - Current
3. Company Name: Cordele Intermodal
Contact Person: Justin McKinney
City, State: Cordele GA
Telephone Number: _____
Email Address: jmckinney@cordeleintermodal.com
Description of goods or
Services provided: FSL + Retail Yard Spotters
Contract Amount: (5) FSL + (2) Retail
Start/End Date of Contract: 2016 - Current

This document must be completed and returned with your Submittal.

FORM 7.10 – LISTING OF SUBCONTRACTORS (IF APPLICABLE)

The Vendor proposes that the following subcontractors are qualified to perform the referenced work and have successfully done so on recent projects similar in nature and size. All subcontractors whose work product accounts for 5% or more of the total contract value shall be listed. Upon approval of subcontractors listed, the successful Vendor shall not substitute subcontractors without approval from the Engineer. Vendor shall attach additional sheets as necessary.

Subcontractor No. 1

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 2

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 3

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 4

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 5

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

This document must be completed and returned with your Submittal

FORM 7.11 – NOTICE TO VENDORS

*** NOTE 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 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

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
KENWORTH OF JACKSONVILLE INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
☐ Other (see instructions) ▶
☐ C Corporation
☒ S Corporation
☐ Partnership
☐ Trust/estate
Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):
Exempt payee code (if any):
Exemption from FATCA reporting code (if any):
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
833 PICKETTville ROAD

6 City, state, and ZIP code
JACKSONVILLE, FL 32220

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								

OR

Employer identification number								
7	5		3	1	0	0	8	5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here: Signature of U.S. person ▶ *David M Butler* Date ▶ *5/5/15*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1096-T (dividend)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

FORM 7.12 – 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: Kenworth of JacksonvilleCONTACT PERSON/TITLE: Ed Costello / sales managerMAILING ADDRESS: 833 Pickettville Rd. Jacksonville, FL 32220CITY-STATE-ZIP: FLLength of Time at Address Provided: 14 yearsPhysical Presence of Business: ☐ Headquarters, ☐ Manufacturing Facility, or ☐ Locally Owned FranchiseAnd within Legal Boundaries: ☐ The City of Port Orange ☐ Volusia County ☒ The State of FloridaFEIN (Federal Employer Identification Number): 75-3100853BUSINESS STRUCTURE: ☒ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietorship☐ Other (Specify): _____PHONE NUMBER: 904-739-2290 FAX: 904-730-3401EMAIL: edcostello@kwjax.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 _____ 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 7.12 – Local Business Affidavit of Eligibility – Page 2)

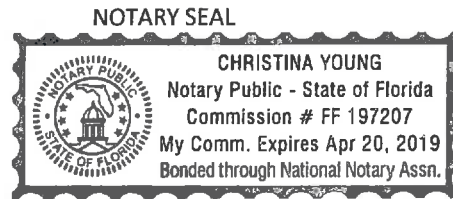
SWORN AND SUBSCRIBED BEFORE ME

Christina Young
SIGNATURE OF NOTARY PUBLIC
THIS 21 DAY OF July, 2017
My Commission Expires: April 20, 2019

[Signature] 7-21-17
SIGNATURE OF AFFIANT DATE

Denis Ross
PRINTED NAME OF AFFIANT / TITLE

Kenworth of Jacksonville
COMPANY



This document must be completed and returned with your Submittal



ATTACHMENT 1 BID PROPOSAL SCHEDULE OF UNIT PRICING
BID FORM
CITY OF PORT ORANGE
PRE-OWNED YARD SPOTTER TRUCK

ITB # 17-30

Completed Exhibit 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 green cells, preferably electronically.

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

NAME OF BUSINESS:	KENWORTH OF JACKSONVILLE
CONTACT PERSON:	ED COSTELLO
EMAIL ADDRESS:	Edcostello@kwjax.com
AUTHORIZED SIGNATURE:	

MAKE:	Kalmar	COLOR:	White		
MODEL:	Ottawa	VIN/SERIAL:	329896		
YEAR:	2011	MILEAGE:	N/A		
HOURS WORKED:	12,560	ENGINE SPECS:	173 HP Cummins QSB 6.7		
ITEM #	DESCRIPTION	QTY	UNIT	UNIT COST DELIVERED	TOTAL COST
1	PRE-OWNED YARD SPOTTER TRUCK (PER SPECIFICATIONS IN SCOPE)	1	EA.	\$ 58,750.00	\$ 58,750.00
TOTAL BASE BID					\$ 58,750.00
ALTERNATE #1	COST OF WARRANTY EXTENSION FOR ONE (1) YEAR	1	EA.	\$ -	\$ -
EQUIPMENT MAINTENANCE RECORDS MUST BE SUBMITTED WITH BID					

ATLANTIC EQUIPMENT LEASING, LLC

833 Picketville Road
 Jacksonville, FL 32220
 Phone: 904-365-4111
 Fax: 904-448-2507
 www.kwjax.com

Invoice: 038514.02
 Date / Hour: 2/23/2017 8:24:47AM
 Repair Order: 8514
 Customer: 10673
 Branch: 3
 Total Invoice: \$ 3,884.80
 Charge
 Page 1 of 4

MV# MV48124 & MV48125

Bill To: COASTAL INDUSTRIAL
 EQUIPMENT LLC
 833 PICKETVILLE ROAD
 JACKSONVILLE, FL 32220

Ship To: COASTAL INDUSTRIAL
 EQUIPMENT LLC
 833 PICKETVILLE ROAD
 JACKSONVILLE, FL 32220

Work: 904-739-2296

Shop: 904-739-2296

Fax: 904-730-3461

Customer P/O: dsohn House Orig R/O: 0 Completion Date: 1/16/2017

Unit Number: S1164

Model Year: 2012

Make/Model: Ottawa T2

Type: Yard Spotter

VIN: 327552

Meter: 11764 Hours

Task: 1 4500005 Ottawa PM

Department: Service

Complaint: CHECK ALL FLUID LEVELS AND GREASE CHASSIS
 PERFORM PM INSPECTION
 FILL OUT KALMAR PM FORM COMPLETE
 PLACESTICKER IN WINDOW
 Correction: PERFORMED PM SERVICE ON UNIT

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
BAL	BF7922JAB	FILTER-HD FUEL SPIN-ON (DIES)	EACH	1.0	\$11.90	\$11.90
HRL	10W30BULK	10W30 OIL	EACH	18.0	\$2.26	\$40.68
HRL	ATFSYN	SYN ATF FLUID	EACH	1.0	\$6.34	\$6.34
BAL	BT839JAB	FILTER SPIN ON	EACH	1.0	\$5.21	\$5.21
BAL	BF1385SPSJAB	FILTER-FUEL	EACH	1.0	\$21.81	\$21.81
HRL	GREASE	GREASE	EACH	2.0	\$2.60	\$5.20
Tech:	42	coverstreet				

Task 1 Subtotals
 7777 2.00
 Parts: \$91.14
 Labor: \$166.00
 Miscellaneous: \$13.28
Task 1 Subtotals \$270.42

Task: 2 6233100 Tires

Department: Service

Complaint: Replace tires
 Correction: replace drive tires with matching lugs and refferbished wheels
 replace steer tires with rib tires and refferbished wheels

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
OTW	388ISRC	ottawa rear caps	EACH	4.0	\$302.29	\$1,209.16
OTW	388BRMC	ottawa steer tire	EACH	2.0	\$244.89	\$489.78
XX	REFINISHED WHEELS	White Refinished Wheels	EACH	6.0	\$33.75	\$202.50
Tech:	42	coverstreet				

Task 2 Subtotals
 7777 1.50
 Parts: \$1,901.44
 Labor: \$124.50
 Miscellaneous: \$9.96
Task 2 Subtotals \$2,035.90

Task: 3 4100000 Air intake system

Department: Service

Complaint: check and repair air cleaner lid
 Correction: REGLUE SEAL ON AIR CLEANER LID AND INSTALLED NEW BOLT FOR LID

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
Tech:	42	coverstreet				
Task 3 Subtotals						
			7777 0.38			
					Parts:	\$0.00
					Labor:	\$31.54

** See Last Page for Invoice Total **

ATLANTIC EQUIPMENT LEASING, LLC

833 Pickettville Road
Jacksonville, FL 32220
Phone: 904-365-4111
Fax: 904-448-2507
www.kwjax.com

Invoice: **038514.02**
Date / Hour: 2/23/2017 8:24:47AM
Repair Order: 8514
Customer: 10673
Branch: 3
Total Invoice: \$ 3,884.80
Charge
Page 2 of 4

Bill To: COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220

Ship To: COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220

Work: 904-739-2296

Shop: 904-739-2296

Fax: 904-730-3461

Customer P/O:

dsohn

House

Orig R/O: 0

Completion Date: 1/16/2017

Miscellaneous: \$2.52

Task 3 Subtotals \$34.06

Task: 5 0200013 Floor Coverings & Mats

Complaint: replace floor mat

Correction: REMOVED SEAT AND PULLED OLD FLOOR MAT OUT. CLEANED DIRT OUT OF FLOOR BOARD AND INSTALLED NEW FLOORMAT AND REINSTALLED SEAT

Department: Service

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
KW	53567295	floor mat	EA	1.0	\$177.28	\$177.28
	Tech: 42	coverstreet				

Task 5 Subtotals

7777 1.50 Parts: \$177.28

Labor: \$124.50

Miscellaneous: \$9.96

Task 5 Subtotals \$311.74

Task: 6 6235750 Mudflaps

Complaint: install rear flexible fenders and mud flaps

Correction: INSTALLED NEW FENDER AND MUD FLAPS

Department: Service

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
AE	24X30KW	KW OF JAX MUDFLAP	EACH	2.0	\$17.21	\$34.42
OTW	53551827	FENDER	EACH	2.0	\$83.79	\$167.58
	Tech: 42	coverstreet				

Task 6 Subtotals

7777 0.40 Parts: \$202.00

Labor: \$83.00

Miscellaneous: \$6.64

Task 6 Subtotals \$291.64

Task: 8 1400005 Battery box and Mounts

Complaint: replace top step on battery box

Correction: Removed top step and replaced with one from parts truck out back.

Department: Service

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
KW	53561782	cover battery box	EA	1.0	\$252.44	\$252.44
KW	53561782	COVER BATTERY BOX	EA	-1.0	\$252.44	(\$252.44)
	Tech: 42	coverstreet				

Task 8 Subtotals

7777 1.00 Parts: \$0.00

Labor: \$83.00

Miscellaneous: \$6.64

Task 8 Subtotals \$89.64

Task: 9 6242295 Beacon light

Complaint: Replace beacon light

Correction: INSTALLED NEW BEACON LIGHT

Department: Service

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
-------	------	--------------------------	-----	----------	-------	----------------

** See Last Page for Invoice Total **

ATLANTIC EQUIPMENT LEASING, LLC

833 Pickettville Road
Jacksonville, FL 32220
Phone: 904-365-4111
Fax: 904-448-2507
www.kwjax.com

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Page 3 of 4

Bill To: COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220

Ship To: COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220

Work: 904-739-2296

Shop: 904-739-2296

Fax: 904-730-3461

Customer P/O:			dsohn		House		Orig R/O: 0		Completion Date: 1/16/2017	
KW	7660A		led hybrid beacon			EA	1.0	\$219.76	\$219.76	
KW	7660A		LED HYBRID BEACON			EA	-1.0	\$219.76	(\$219.76)	
ECC	7945A		STROBE LIGHT			EACH	1.0	\$116.06	\$116.06	
Tech:	42	coverstreet								
Task 9 Subtotals							Parts:	\$116.06		
7777 0.50							Labor:	\$41.50		
							Miscellaneous:	\$3.32		
Task 9 Subtotals								\$160.88		

Task: 10 0200037 Seat Assy

Complaint: replace seat
Correction: Body shop had seat recovered.

Department: Service

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
KW	2339130-544	seat-mb t915 vnl blk std	EA	1.0	\$597.89	\$597.89
Task 10 Subtotals				Parts:		\$597.89
7777 0.00				Labor:		\$0.00
Task 10 Subtotals						\$597.89

Task: 12 4500007 Ottawa 6000 hour PM

Complaint: CHANGE TRANSMISSION FLUID AND FILTER
CHANGE OIL IN REAR DIFFERENTIAL
CHANGE HYDRAULIC OIL AND FILTER
CHANGE COOLANT
RUN OVERHEAD VALVE ADJUSTMENT
REPLACE DEF FILTER
REMOVE AND CLEAN DPF
CLEAN AND INSPECT ALL SENSORS
INSPECT AFTERTREATMENT SYSTEM - CLEAN H/C & DEF DOSER
UPDATE PROGRAMMING
INSPECT EGR COOLER

Department: Service

Correction: Changed transmission oil and filter. Changed oil in rear differential. Replaced hydraulic filter. Ran overhead valve adjustment.

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
HRL	ATFSYN	SYN ATF FLUID	EACH	20.0	\$6.34	\$126.80
BAL	BT7237JAB	FILTER	EACH	1.0	\$11.41	\$11.41
BAL	PT9415MPG-K1TJAB	KIT-TRANS FILTER	EACH	1.0	\$59.29	\$59.29
	Tech: 42	coverstreet				
				Task 12 Subtotals	Parts:	\$197.50
				7777 5.50	Labor:	\$456.50
					Miscellaneous:	\$36.52
					Task 12 Subtotals	\$690.52
Detail Tax Info:						

Detail Tax Info:
Sales Tax

\$0.00
\$0.00

Total Parts: \$3,283.31
Total Labor: \$1,110.54
Total Miscellaneous: \$88.84
130-544 - seat-mb t915 vnl blk std: (\$597.89)

** See Last Page for Invoice Total **

ATLANTIC EQUIPMENT LEASING, LLC

833 Pickettville Road
Jacksonville, FL 32220
Phone: 904-365-4111
Fax: 904-448-2507
www.kwjax.com

Invoice: **038514.02**
Date / Hour: 2/23/2017 8:24:47AM
Repair Order: 8514
Customer: 10673
Branch: 3
Total Invoice: \$ 3,884.80
Charge

Page 4 of 4

Bill To: COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220

Ship To: COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220

Work: 904-739-2296

Shop: 904-739-2296

Fax: 904-730-3461

Customer P/O:

dsohn

House

Orig R/O: 0

Completion Date: 1/16/2017

Invoice Subtotal:	\$3,884.80
Total Tax:	\$0.00
Total Invoice:	\$3,884.80

Payment Method
Charge

Terms
Net 30 Days

Due Date
3/25/2017

Payment is due upon receipt unless other payment terms are approved in advance. Credit is only extended to pre-approved accounts and only in writing. Credit privileges may be revoked if not paid within terms. Credit invoices are due within 30 days of invoice date. Lease/Rental invoices are due within 10 days of invoice date. Customer agrees by acknowledgement on reverse to delinquency charge of 1.5% (18% annual percentage rate) which will be applied to all past due invoices and balances and customer agrees to payment in full of all service charges, attorney's fees, court costs or any collection charges to affect collection of this invoice.

Warranties:

Any warranties on the products sold hereby are those made by the manufacturer only. The seller hereby disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and seller neither assumes nor authorizes any other person to assume for it any liability in connection with sale of said products. I (Customer) have read and understand disclaimer of warranty. Seller (Dealer) warrants our repair labor for a period of ninety (90) days. OEM parts installed by dealer carry a Parts and Labor Warranty of one year. Non OEM or used parts installed by Dealer at Customer's request are not covered by parts or labor warranty (No Dealer Warranty). All claims for warranty must be accompanied by purchase invoice or proof of warranty eligibility.

Return Policy:

No returns or refunds without invoice. No returns on electrical, special order or open kits. All returns will be assessed a 20% restocking fee plus applicable sales tax. No returns on parts after 15 days, Dealer may limit refunds to dealer credit only or delay refunds by check to allow for customer's original payment to be processed by bank. No cash refunds over \$25.00.

Returning Cores and Core Credit:

Core credits will only be issued after core is returned to dealer and core is certified as usable by dealer for meeting applicable core criteria. No core credit will be given for rejected or unusable cores. Customer agrees to pay all core charges on invoice in full. No deletion may be made from this invoice for core credit. Core credit will be by specific invoice credit issued by dealer. Customer agrees to be responsible for any freight or handling charges for returning cores to dealer. Customer is responsible for evidence that core is returned. In the event of a dispute, no credit will be considered without customer's carrier proof of delivery. Customer agrees that all cores returned for credit will be returned within 30 days. Customer agrees that all claims for cores will be resolved within 30 days from invoice date. Any claims after 30 days from invoice date are at the sole discretion of the dealer.

Customer Authorization:

I (Customer) hereby authorize the repair work to be done along with materials included. You (Dealer) and your employees may operate vehicle for purposes of testing, inspection or delivery at my (customer's) risk. An express mechanic's lien is acknowledged on vehicle to secure the amount of repairs or parts provided thereto. Seller is not responsible for loss or damage to the vehicle or contents. Seller is not responsible for damage from unsecured contents left inside truck shifting when truck's position is changed by lifting, jacking or tilting to effect repairs. Seller is not responsible for any lading left in trucks or trailers on seller's premises.

Signature _____ Date _____

12/27/2016 10:13:40AM
8514

Wank TO Be Done

10673 * 3 *
Charge

Page 1 of 4

** HARD COPY **

Billing Customer

COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220
Phone: 904-739-2296
Customer P/O:

Owning Customer

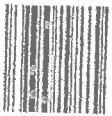
COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220
Phone: 904-739-2296
Contact:

Repair Order

8514

sharper

Creation Date
12/27/2016



Unit: S1164

Year: 2012

In-Service Date:

Make/Model: Ottawa/T2

Type: Yard Spotter

VIN: 327552

Meter: 11,764 Hours

ECM Reading:

Component Name

Manufacturer / Model

Serial Number

Unit Comments:

General Comments:

LPO Comments:

Task 1 Open

Repair Type: 4500001 PM service medium duty class 6&5

Repair Group: Pm

Dept.: Service



Complaint: perform PM

change enginr filters, air cleaner, hydrolic filter, transmission filter

Cause: PM Service

service Trans

Correction:

Comment

Supplier	Part Number	Description/Comment	Bin Location	QTY	Price
	1-BT7237	1-BF7922	1-PT9415	18qt	10W-30
	1-BF1385	505	1-BT839	1-gal	ATF

Task 2 Open

Repair Type: 6240825 TIRES OR WHEELS

Repair Group: Electrical

Dept.: Service



Complaint: replace drive tires with matching lugs and referbished wheels

replace steer tires with rib tires and referbished wheels

Cause:

Correction:

Comment

Supplier Part Number

Description/Comment

Bin Location

QTY

Price

Repair Order

8514

sharper

Creation Date

12/27/2016

** HARD COPY **

Page 2 of 4

General Comments:

LPO Comments:

Task 3 Open

Repair Type: 4100000 Air intake system

Repair Group: Intake

Dept.: Service

Complaint: check and repair air cleaner lid

Cause:

Correction: Be gunk seal on Air Cleaner Lid. INSTALL new bolt for Lid.

Comment

Supplier Part Number

Description/Comment

Bin Location

QTY

Price

Task 4 Open

Repair Type: 6283576 Exhaust stack

Repair Group: Exhaust

Dept.: Service

Complaint: check and replace clamps as needed

Cause:

Correction: CHECK EXHAUST CLAMP FOUND TWO OF THEM NEED REPLACING.

Comment

Supplier Part Number

Description/Comment

Bin Location

QTY

Price

Task 5 Open

Repair Type: 0200013 Floor Coverings & Mats

Repair Group: Cab

Dept.: Service

Complaint: replace floor mat

Cause:

Correction: Remove seat pull old floor mat out clean DMS OUT OF FLOOR BOARD. INSTALL new FLOOR MAT IN THE SEAT BACK IN.

Comment

Supplier Part Number

Description/Comment

Bin Location

QTY

Price

Task 6 Open

Repair Type: 6235750 Mudflaps

Repair Group: Frame

Dept.: Service

Complaint: install rear flexible fenders and mud flaps

Cause:

Correction: REMOVE old mud FLAPS

Comment

Supplier Part Number

Description/Comment

Bin Location

QTY

Price

2- mud FLAP

2-53551827- Fender

40-5/16 x1 BOLT 80-5/16 FLAT WASHER

40 5/16 NUTS

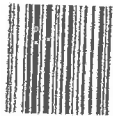
Repair Order

8514

sharper

Creation Date

12/27/2016



** HARD COPY **

General Comments:

Page 3 of 4

LPO Comments:

Task 7

Open

Repair Type: 3400010 Work lights

Repair Group: Electrical

Dept.: Service

Complaint: remove left lower rear flood light

Cause:

Correction:

Comment

Done
Remove Flood Lite.

Supplier Part Number

Description/Comment

Bin Location

QTY

Price

Task 8

Open

Repair Type: 1400005 Battery box and Mounts

Repair Group: Battery

Dept.: Service

Complaint: replace top step on battery box

Cause:

Correction:

Comment

BS

Supplier Part Number

Description/Comment

Bin Location

QTY

Price

Task 9

Open

Repair Type: 6242295 Beacon light

Repair Group: Electrical

Dept.: Service

Complaint: replace beacon light with used or inexpensive one

Cause: INSTANT new

Correction:

Comment

Beacon Light wire L.T. from fuse panel
BS Light

Supplier Part Number

Description/Comment

Bin Location

QTY

Price

Task 10

Open

Repair Type: 0200037 Seat Assy

Repair Group: Cab

Dept.: Service

Complaint: replace seat

Cause:

Correction:

Comment

BS

Supplier Part Number

Description/Comment

Bin Location

QTY

Price

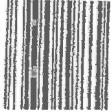
Repair Order

8514

sharper

Creation Date

12/27/2016



**** HARD COPY ****

General Comments: _____

Page 4 of 4

LPO Comments: _____

Task 11

Open

Repair Type: **6283576 Exhaust stack**



Repair Group: Exhaust

Dept.: Service

Complaint: replace tail pipe

Cause: _____

Correction: _____

Comment _____

Supplier Part Number

Description/Comment

Bin Location

QTY

Price

ATLANTIC EQUIPMENT LEASING, LLC

833 Pickettville Road
 Jacksonville, FL 32220
 Phone: 904-365-4111
 Fax: 904-448-2507
 www.kwjax.com

MV# MV48124 & MV48125

Invoice: **038986.02**
 Date / Hour: 2/22/2017 3:34:06PM
 Repair Order: 8986
 Customer: 10673
 Branch: 3
 Total Invoice: \$ 1,017.35
 Charge
 Page 1 of 3

Bill To: COASTAL INDUSTRIAL
 EQUIPMENT LLC
 833 PICKETVILLE ROAD
 JACKSONVILLE, FL 32220

Ship To: COASTAL INDUSTRIAL
 EQUIPMENT LLC
 833 PICKETVILLE ROAD
 JACKSONVILLE, FL 32220

Work: 904-739-2296

Shop: 904-739-2296

Fax: 904-730-3461

Customer P/O:

dsohn

House

Orig R/O: 0

Completion Date: 2/2/2017

Unit Number: S1164

Model Year: 2012

Make/Model: Ottawa T2

Type: Yard Spotter

VIN: 327552

Meter: 11764 Hours

Task: 1 4500020 Perform inspection on truck or trailer

Department: Service

Complaint: check over to rent out

Correction: INSPECTED UNIT TO RENT

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
	Techn: 304	cwheat				

Task 1 Subtotals

7777

Parts: \$0.00

Labor: \$83.00

Miscellaneous: \$6.64

Task 1 Subtotals \$89.64

Task: 2 6283576 Exhaust stack

Department: Service

Complaint: Exhaust stack and muffler

Correction: INSTALLED NEW MUFFLER AND STACK WITH NEW CLAMPS. CUT TAIL PIPE 15" TO BE BELOW CAB HEIGHT.

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
KW	3-41-48cp	stack	EA	1.0	\$209.18	\$209.18
KW	86108m	muffler	EA	1.0	\$116.73	\$116.73
KW	ec40fbz	clamp exhaust hd fltbn4"	EA	2.0	\$6.59	\$13.18
KW	EC40PLA	CLAMP-EXHAUST, 4"	EACH	2.0	\$9.84	\$19.68

LOYALTY CARD: Y1724 YR DISC: 1

Techn: 304 cwheat

Task 2 Subtotals

7777

Parts: \$358.77

Labor: \$126.99

Miscellaneous: \$10.16

Task 2 Subtotals \$495.92

Task: 3 6234345 Spot lamp

Department: Service

Complaint: INSTALLED NEW SPOT LIGHT AND REWIRED THEM

Correction: INSTALLED 3 NEW LED SPOT LIGHTS ON UNIT AND WIRED INTO SWITCH IN DASH. REPLACED FLASHER RELAY FOR TURN SIGNALS TO WORK. REPLACED BLOWN TAIL LIGHTS.

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
KW	44540	3 PRONG FLASHER	EACH	1.0	\$25.26	\$25.26
TRKLT	40282R	LAMP-ECONOMY	EACH	2.0	\$3.51	\$7.02
ECC	E92004	LED (6), flood beam, round	EACH	3.0	\$60.56	\$181.68

Techn: 304 cwheat

Task 3 Subtotals

7777

Parts: \$213.96

Labor: \$166.00

Miscellaneous: \$13.28

Task 3 Subtotals \$393.24

Task: 4 MISC MISC. REPAIR

Department: Service

** See Last Page for Invoice Total **

ATLANTIC EQUIPMENT LEASING, LLC

833 Pickettville Road
Jacksonville, FL 32220
Phone: 904-365-4111
Fax: 904-448-2507
www.kwjax.com

Invoice: **038986.02**
Date / Hour: 2/22/2017 3:34:06PM
Repair Order: 8986
Customer: 10673
Branch: 3
Total Invoice: \$ 1,017.35
Charge
Page 2 of 3

Bill To: COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220

Ship To: COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220

Work: 904-739-2296

Shop: 904-739-2296

Fax: 904-730-3461

Customer P/O:

dsohn

House

Orig R/O: 0

Completion Date: 2/2/2017

Complaint: CAB LIFT SWITCH UPSIDE DOWN

Correction: REVERSED CAB LIFT SWITCH SO UP IS UP AND DOWN IS DOWN.

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
-------	------	--------------------------	-----	----------	-------	----------------

Tech:	304	cwheat				
-------	-----	--------	--	--	--	--

Task 4 Subtotals

7777 0.43

Parts:

\$0.00

Labor:

\$35.69

Miscellaneous:

\$2.86

Task 4 Subtotals

\$38.55

Detail Tax Info:

Sales Tax

\$0.00

\$0.00

4.96

Total Parts:

\$572.73

Total Labor:

\$411.68

Total Miscellaneous:

\$32.94

Invoice Subtotal:

\$1,017.35

Total Tax:

\$0.00

Total Invoice:

\$1,017.35

Payment Method
Charge

Terms
Net 30 Days

Due Date
3/24/2017

ATLANTIC EQUIPMENT LEASING, LLC

833 Pickettville Road
Jacksonville, FL 32220
Phone: 904-365-4111
Fax: 904-448-2507
www.kwjax.com

Invoice: **038986.02**
Date / Hour: 2/22/2017 3:34:06PM
Repair Order: 8986
Customer: 10673
Branch: 3
Total Invoice: \$ 1,017.35
Charge

Page 3 of 3

Bill To: COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220

Ship To: COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220

Work: 904-739-2296

Shop: 904-739-2296

Fax: 904-730-3461

Customer P/O:

dsohn

House

Orig R/O: 0

Completion Date: 2/2/2017

Payment is due upon receipt unless other payment terms are approved in advance. Credit is only extended to pre-approved accounts and only in writing. Credit privileges may be revoked if not paid within terms. Credit invoices are due within 30 days of invoice date. Lease/Rental invoices are due within 10 days of invoice date. Customer agrees by acknowledgement on reverse to delinquency charge of 1.5% (18% annual percentage rate) which will be applied to all past due invoices and balances and customer agrees to payment in full of all service charges, attorney's fees, court costs or any collection charges to affect collection of this invoice.

Warranties:

Any warranties on the products sold hereby are those made by the manufacturer only. The seller hereby disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and seller neither assumes nor authorizes any other person to assume for it any liability in connection with sale of said products. I (Customer) have read and understand disclaimer of warranty. Seller (Dealer) warrants our repair labor for a period of ninety (90) days. OEM parts installed by dealer carry a Parts and Labor Warranty of one year. Non OEM or used parts installed by Dealer at Customer's request are not covered by parts or labor warranty (No Dealer Warranty). All claims for warranty must be accompanied by purchase invoice or proof of warranty eligibility.

Return Policy:

No returns or refunds without invoice. No returns on electrical, special order or open kits. All returns will be assessed a 20% restocking fee plus applicable sales tax. No returns on parts after 15 days. Dealer may limit refunds to dealer credit only or delay refunds by check to allow for customer's original payment to be processed by bank. No cash refunds over \$25.00.

Returning Cores and Core Credit:

Core credits will only be issued after core is returned to dealer and core is certified as usable by dealer for meeting applicable core criteria. No core credit will be given for rejected or unusable cores. Customer agrees to pay all core charges on invoice in full. No deletion may be made from this invoice for core credit. Core credit will be by specific invoice credit issued by dealer. Customer agrees to be responsible for any freight or handling charges for returning cores to dealer. Customer is responsible for evidence that core is returned. In the event of a dispute, no credit will be considered without customer's carrier proof of delivery. Customer agrees that all cores returned for credit will be returned within 30 days. Customer agrees that all claims for cores will be resolved within 30 days from invoice date. Any claims after 30 days from invoice date are at the sole discretion of the dealer.

Customer Authorization:

I (Customer) hereby authorize the repair work to be done along with materials included. You (Dealer) and your employees may operate vehicle for purposes of testing, inspection or delivery at my (customer's) risk. An express mechanic's lien is acknowledged on vehicle to secure the amount of repairs or parts provided thereto. Seller is not responsible for loss or damage to the vehicle or contents. Seller is not responsible for damage from unsecured contents left inside truck shifting when truck's position is changed by lifting, jacking or tilting to effect repairs. Seller is not responsible for any lading left in trucks or trailers on seller's premises.

Signature _____ Date _____

**** HARD COPY ****

Billing Customer

COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220
Phone: 904-739-2296
Customer P/O:

Owning Customer

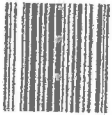
COASTAL INDUSTRIAL
EQUIPMENT LLC
833 PICKETVILLE ROAD
JACKSONVILLE, FL 32220
Phone: 904-739-2296
Contact:

Repair Order

8986

sharper

Creation Date
2/1/2017



Unit: **S1164**

Year: **2012**

In-Service Date:

Make/Model: **Ottawa/T2**

Type: **Yard Spotter**

VIN: **327552**

Meter: **11,764** Hours

ECM Reading:

Component Name

Manufacturer / Model

Serial Number

Unit Comments:

General Comments:

LPO Comments:

Task 1 Open

Repair Type: **4500020 Perform inspection on truck or trailer**



Repair Group: Inspection

Dept.: Service

Complaint: check over to rent out

Cause:

Correction:

Comment

Supplier Part Number

Description/Comment

Bin Location

QTY

Price

Drive tires on ~~front~~ axle switch for steer tires on rear axle.
Reversed cab lift switch (up was down now it is up)
Flasher relay switch (144540) PN Replaced ~~rear~~ tail lights (402822) PN
Installed new muffler with new clamps. cut tail pipe 15 in it's below cab height. En
Installed new spot light and rewired ~~them~~ them.

898

[illegible]

ATLANTIC EQUIPMENT LEASING, LLC

833 Pickettville Road
 Jacksonville, FL 32220
 Phone: 904-365-4111
 Fax: 904-448-2507
 www.kwjax.com

Invoice: **039054.02**
 Date / Hour: 2/22/2017 2:56:39PM
 Repair Order: 9054
 Customer: 10673
 Branch: 3
 Total Invoice: \$ 386.39
 Charge
 Page 1 of 2

MV# MV48124 & MV48125

Bill To: COASTAL INDUSTRIAL
 EQUIPMENT LLC
 833 PICKETVILLE ROAD
 JACKSONVILLE, FL 32220

Ship To: COASTAL INDUSTRIAL
 EQUIPMENT LLC
 833 PICKETVILLE ROAD
 JACKSONVILLE, FL 32220

Work: 904-739-2296

Shop: 904-739-2296

Fax: 904-730-3461

Customer P/O: dsohn House Orig R/O: 0 Completion Date: 2/6/2017

Unit Number: S1164

Model Year: 2012

Make/Model: Ottawa T2

Type: Yard Spotter

VIN: 327552

Meter: 11768 Hours

Task: 1 6235710 FIFTH WHEEL, SLIDING MOUNT

Department: Service

Complaint: 5th wheel won't go up or down

Correction: Adjusted and repaired cable for 5th wheel boom and secured. Added oil to hydraulic tank as needed.

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
HRL	ATFSYN	SYN ATF FLUID	EACH	4.0	\$6.33	\$25.32
	Tech: 221 jrich					

Task 1 Subtotals

7777

Parts: \$25.32

Labor: \$83.00

Miscellaneous: \$6.64

Task 1 Subtotals \$114.96

Task: 2 6234410 Dome light

Department: Service

Complaint: Repair lights

Correction: Repaired wires that had come apart for the dome light to work. Removed extra spot light on top of cab. Installed new trailer light cord at back of cab.

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
KW	PE15800	CABLE-COILED ELECT. ABS, 15'	EACH	1.0	\$85.64	\$85.64
	Tech: 221 jrich					

Task 2 Subtotals

7777

Parts: \$85.64

Labor: \$83.00

Miscellaneous: \$6.64

Task 2 Subtotals \$175.28

Task: 4 6054025 Coolant

Department: Service

Complaint: Check coolant.

Correction: Added coolant and replaced radiator cap.

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
FG	CC36076FLG	COOLANT-55 GAL DRUM	EACH	1.0	\$13.98	\$13.98
KW	RC1540	CAP-RADIATOR FILLER 15PSI	EACH	1.0	\$11.64	\$11.64
	Tech: 221 jrich					

Task 4 Subtotals

7777

Parts: \$25.62

Labor: \$24.90

Miscellaneous: \$1.99

Task 4 Subtotals \$52.51

Task: 5 6229935 Spot mirror

Department: Service

Complaint: Needs spot mirror

Correction: Installed new spot mirror on unit.

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
-------	------	--------------------------	-----	----------	-------	----------------

** See Last Page for Invoice Total **

ATLANTIC EQUIPMENT LEASING, LLC

833 Pickettville Road
 Jacksonville, FL 32220
 Phone: 904-365-4111
 Fax: 904-448-2507
 www.kwjax.com

Invoice: **039054.02**
 Date / Hour: 2/22/2017 2:56:39PM
 Repair Order: 9054
 Customer: 10673
 Branch: 3
 Total Invoice: \$ 386.39
 Charge

Page 2 of 2

Bill To: COASTAL INDUSTRIAL
 EQUIPMENT LLC
 833 PICKETVILLE ROAD
 JACKSONVILLE, FL 32220

Ship To: COASTAL INDUSTRIAL
 EQUIPMENT LLC
 833 PICKETVILLE ROAD
 JACKSONVILLE, FL 32220

Work: 904-739-2296

Shop: 904-739-2296

Fax: 904-730-3461

Customer P/O:	dsohn	House	Orig R/O: 0	Completion Date: 2/6/2017
KW	SC1-8C0F	MIRROR-8" CHROME-OFFSET-GLAS	EACH	1.0
Tech: 221	jrich			\$21.23 \$21.23

Task 5 Subtotals	7777	0.25	Parts:	\$21.23
			Labor:	\$20.75
			Miscellaneous:	\$1.66
Task 5 Subtotals				\$43.64

Detail Tax Info:

Sales Tax

\$0.00

\$0.00

2.55

Total Parts:	\$157.81
Total Labor:	\$211.65
Total Miscellaneous:	\$16.93
Invoice Subtotal:	\$386.39
Total Tax:	\$0.00
Total Invoice:	\$386.39

Payment Method
 Charge

Terms
 Net 30 Days

Due Date
 3/24/2017

Payment is due upon receipt unless other payment terms are approved in advance. Credit is only extended to pre-approved accounts and only in writing. Credit privileges may be revoked if not paid within terms. Credit invoices are due within 30 days of invoice date. Lease/Rental invoices are due within 10 days of invoice date. Customer agrees by acknowledgement on reverse to delinquency charge of 1.5% (18% annual percentage rate) which will be applied to all past due invoices and balances and customer agrees to payment in full of all service charges, attorney's fees, court costs or any collection charges to affect collection of this invoice.

Warranties:

Any warranties on the products sold hereby are those made by the manufacturer only. The seller hereby disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and seller neither assumes nor authorizes any other person to assume for it any liability in connection with sale of said products. I (Customer) have read and understand disclaimer of warranty. Seller (Dealer) warrants our repair labor for a period of ninety (90) days. OEM parts installed by dealer carry a Parts and Labor Warranty of one year. Non OEM or used parts installed by Dealer at Customer's request are not covered by parts or labor warranty (No Dealer Warranty). All claims for warranty must be accompanied by purchase invoice or proof of warranty eligibility.

Return Policy:

No returns or refunds without invoice. No returns on electrical, special order or open kits. All returns will be assessed a 20% restocking fee plus applicable sales tax. No returns on parts after 15 days. Dealer may limit refunds to dealer credit only or delay refunds by check to allow for customer's original payment to be processed by bank. No cash refunds over \$25.00.

Returning Cores and Core Credit:

Core credits will only be issued after core is returned to dealer and core is certified as usable by dealer for meeting applicable core criteria. No core credit will be given for rejected or unusable cores. Customer agrees to pay all core charges on invoice in full. No deletion may be made from this invoice for core credit. Core credit will be by specific invoice credit issued by dealer. Customer agrees to be responsible for any freight or handling charges for returning cores to dealer. Customer is responsible for evidence that core is returned. In the event of a dispute, no credit will be considered without customer's carrier proof of delivery. Customer agrees that all cores returned for credit will be returned within 30 days. Customer agrees that all claims for cores will be resolved within 30 days from invoice date. Any claims after 30 days from invoice date are at the sole discretion of the dealer.

Customer Authorization:

I (Customer) hereby authorize the repair work to be done along with materials included. You (Dealer) and your employees may operate vehicle for purposes of testing, inspection or delivery at my (customer's) risk. An express mechanic's lien is acknowledged on vehicle to secure the amount of repairs or parts provided thereto. Seller is not responsible for loss or damage to the vehicle or contents. Seller is not responsible for damage from unsecured contents left inside truck shifting when truck's position is changed by lifting, jacking or tilting to effect repairs. Seller is not responsible for any lading left in trucks or trailers on seller's premises.

Signature _____ Date _____

PacLease of Jacksonville

Customer In Shop

Date:

Part Number & Description

Quantity

Unit #

Mileage/Hours

Coolant gallon

1

Rad CAP RC1540

1

ATF gallon

1

Spot mirror SC1-8COF

2

PE-15800

1

#221 had to fix cable to

the 5th wheel to go up and

Down and had to fix wires

to the Door light in Cab

and had to Remove Spotlight on

Top of the Cap and had to

Put A gallon of Coolant in the

Radiator and A New Radiator

Cap

Technician

Time In

9:05

Time Out

12:15



INTENT TO AWARD

ITB # 17-30

PRE-OWNED YARD SPOTTER TRUCK

AUGUST 15, 2017

On August 10, 2017 purchasing received one (1) bid proposal submittals or ITB #17-30 Pre-Owned Yard Spotter Truck. After review of the proposal submitted, City staff has made its recommendation to award to Kenworth of Jacksonville, Florida in the amount of \$58,750.00.

Recommendation to award will be presented for City Council approval on September 5, 2017.

David Battaglia
Purchasing Agent

"Exhibit 1"

CURRENT VEHICLE #	MAKE	DESCRIPTION	VENDOR	REPLACEMENT	CONTRACT	SPEC. NO.	PRICE
1660	1986 FORD	TRACTOR (SEMI)	Kenworth of Jacksonville	2011 Kalmar Ottawa Spotter Truck	ITB # 17-30 Bid	N/A	58,750.00



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: Yes

SUBJECT: (C17c) Ratification of Change Order No. 2 to Premier Magnesia, LLC

DEPARTMENT: City Manager

GOAL: 3 - Quality of Life

RECOMMENDED MOTION: Move to ratify Change Order No 2 to the Standard Contract for Services No CA5023 with Premier Magnesia, LLC for an amount not to exceed \$50,000; revised contract amount of \$199,400.

SUMMARY: On August 15, 2017, the City Council and City Manager approved the Public Utilities Department. The intent of this request is for ratification. The increase to the contract and purchase order has already been processed.

On September 22, 2015, the City entered into a Standard Contract for Services with Premier Magnesia, LLC for the purchase of Magnesium Hydroxide Slurry per Bid No 15-24. The approved spending authority is \$149,400.

On August 1, 2016, the City Manager approved Change Order No 1. This change order was for an increase of \$15,600. However, this change order was for fiscal year 2016 only and did not carry over for FY2017.

On December 29, 2016, the City Manager approved the contract extension request for a final term of one (1) year; January 2017 through December 31, 2017. No additional spending authority.

The Water Reclamation Facility (WRF) is requesting Change Order No 2 in the amount of \$50,000; revised contract amount of \$199,400. This increase is needed to cover the cost of placing a 2500-gallon tank at the Williamson Regional Pump Station. This chemical is used to adjust pH, Alkalinity and for corrosion control within the City's wastewater system.

Project No.: none Funding Account No.: 401 0400 535 5219

ATTACHMENTS:

1.	Department Justification memo	Public+Utilities+Department+Memo+-+Premier+Change+Order+No+2.pdf
2.	Change Order No 2	Change+Order+No+2.pdf

Robin Fenwick
Jake Johansson
Robin Fenwick

Created/Initiated - 08/16/2017
Approved - 08/17/2017
Final Approval - 08/30/2017



City of Port Orange Public Utilities Department

TO: M.H. Johansson, City Manager
Tracey Riehm, Finance Director
James Tillman, Purchasing Manager

THRU: Lynn Stevens, Public Utilities Director
THRU: Julia Wiggins, Budget Analyst – Public Utilities

FROM: Steve Parnell, Reclaimed Water Production Manager

DATE: August 10, 2017

**SUBJECT: Premier Magnesia, LLC – Contract No CA5023 Change Order No 2
Additional Spending Authority**

REQUEST:

The Public Utilities Department is requesting approval of Change Order No 2 to the Standard Contract for Services No CA5023 with Premier Magnesia, LLC for an amount not to exceed \$50,000; revised contract amount of \$199,400. This contract is to purchase Magnesium Hydroxide.

PURPOSE:

The purpose of the request is to maintain compliance with state and federal regulatory water quality standards.

CONSIDERATION:

On September 22, 2015, the City entered into a Standard Contract for Services with Premier Magnesia, LLC for the purchase of Magnesium Hydroxide Slurry per Bid No 15-24. The approved spending authority is \$149,400.

On August 1, 2016, the City Manager approved Change Order No 1. This change order was for an increase of \$15,600. However, this change order was for fiscal year 2016 only and did not carry over for FY2017.

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The Water Reclamation Facility (WRF) is requesting Change Order No 2 in the amount of \$50,000; revised contract amount of \$199,400. This increase is needed to cover the cost of placing a 2500-gallon tank at the Williamson Regional Pump Station. This chemical is used to adjust pH, Alkalinity and for corrosion control within the City's wastewater system.

FUNDING:

Water Reclamation Facility Chemical Account 401 0400 535 5219

RECOMMENDATION:

The Public Utilities Department recommends the approval of Change Order No 2 to the Standard Contract for Services No CA5023 with Premier Magnesia, LLC for an amount not to exceed \$50,000; revised contract amount of \$199,400. This contract is to purchase Magnesium Hydroxide.

ANTICIPATED SCHEDULE:

- a.) Place in Boardsync – 8/11/17
- b.) Fully executed – 8/25/17

ATTACHMENTS:

- a.) Change Order No 2 - Draft
- b.) Department Justification Memo
- c.) Change Order No 1 – fully executed
- d.) Standard Contract for Services – fully executed
- e.) Updated Vendor Packet, W9, and Certificate of Insurance

CHANGE ORDER NO. 2
To the Standard Agreement, signed September 22, 2015
Effective date, October 1, 2015
Premier Magnesia, LLC, Contractor

Project: Magnesium Hydroxide Slurry – per Bid B15-24 Water and Wastewater Chemicals

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ 149,400	Original Contract Times Substantial Completion: ____ days Final Completion: ____ days
Net changes from previous Change Order: Change Order No 1 \$ 15,600 FY2016 Only	Changes in contract time from previous Change Orders: 0 days
Contract Price prior to this Change Order: \$ 149,400	Contract Completion Date prior to this Change Order: Final Completion: December 31, 2017
Net Increase (decrease) of this Change Order No 1: \$ 50,000	Changes in contract time requested this Change Order No. 1: (Requires Council Approval) 0 days
Contract Price with all approved Change Orders: \$ 199,400	Contract Times with all approved Change Orders: Final Completion: December 31, 2017

CHANGES ORDERED:

- I. GENERAL: This Change Order is necessary to cover the work to be performed under the Standard Contract for Services, entered into by and between parties on September 22, 2015.
- II. REQUIRED CHANGES: To provide additional spending authorization to purchase Magnesium Hydroxide Slurry for the Water Reclamation Facility, under Bid B15-24. No goods shall be delivered nor services commenced hereunder until this Change Order has been fully executed by all parties.
- III. JUSTIFICATION: Additional spending authority required to fund the purchase of Magnesium Hydroxide Slurry for the Water Reclamation Facility (WRF). The WRF added a new 2500-gallon tank at the Williamson Regional Pump Station to assist with state and federal regulatory water quality standards.
- IV. PAYMENT: Payment for this Change Order shall be made in accordance with the terms of the Standard Contract for Services subject to a limit not to exceed **Fifty Thousand dollars and no cents. (\$50,000)**; for a revised contract amount of **One Hundred Ninety-Nine Thousand Four Hundred Dollars and no cents (\$199,400)**. 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:
Steve Parnell, Reclaimed
Water Production Manager
Department

By: _____
Steve Parnell, Reclaim Water
Production Manager

Date Signed: _____

ACCEPTED BY:
PREMIER MAGNESIA, LLC.
CONTRACTOR

By: _____
John K. Gehret, Managing Member

Date Signed: _____

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: _____

City Manager

By: _____
M. H. Johansson, City Manager

Date Signed: _____

If Council approval is required:

Affirmed:

By: _____
Donald O. Burnette, Mayor

Robin L. Fenwick, CMC, City Clerk

Date Signed: _____

Date Signed: _____



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: Yes

SUBJECT: (C17d) Renewal of Property, Inland Marine, Crime, Equipment Breakdown, and AD&D for Law Enforcement Officers and Firefighters Insurance

DEPARTMENT: Administrative Services

GOAL:

RECOMMENDED MOTION: Move to approve renewal of insurance policies covering Property, Inland Marine, Crime, Equipment Breakdown, and AD&D for Law Enforcement Officers and Firefighters in the amount of \$292,078.50, subject to Council's approval of the FY2018 budget, and to authorize the Mayor and City Clerk to execute all necessary documents, subject to receipt and acceptance of the policy.

SUMMARY: On October 20, 2015, Council approved an initial two year rate guarantee for insurance policies brokered through Brown & Brown for Property, Inland Marine, Crime, Equipment Breakdown, and AD&D for Law Enforcement Officers and Firefighters from 10/01/2015 through 09/30/2017 pursuant to RFP 15-27. RFP 15-27 provides that the initial term of the agreement shall be for a period of two years, and that the City reserves the right to extend the contract for additional one-year periods provided all terms, conditions, and specifications remain the same, both parties agree to the extension and such extension is approved by the City Council.

Brown & Brown has agreed to extend the existing rate for an additional two-year period; however, staff intends to issue a new Request for Proposal for these lines of coverage prior to FY19. While the rate remains the same, the premiums for the third year policy period is determined based upon updated exposure and changes to scheduled property and inland marine.

In early 2016, the property values were updated based on the appraisal completed by Asset Works. Staff has worked extensively to update and modify the property and inland marine schedules based on property sold, demolished, or acquired since the original schedules were prepared.

The FY17 premiums were \$289,479.00. For FY 2018, the premiums will be \$292,078.50. Staff has provided a chart showing the rate comparisons from Fiscal 2016 to current which breaks down the historical information on the major lines of insurance covered under Risk Management (which is covered by multiple carriers). Funding is contingent upon approval of the FY2018 budget.

Project No.: Funding Account No.: 504-1000-519.45-10

ATTACHMENTS:

1.	Insurance Proposal	20170811 17-18 WORKING PROPOSAL - Final.pdf
2.	FY16 - FY 18 Insurance Plan Summary	FY16 - FY18 Insurance Plan Summary.pdf

Grace Stewart	Created/Initiated - 06/29/2017
Jamie Miller	Approved - 08/10/2017
Tracey Riehm	Approved - 08/14/2017
Margaret Roberts	Approved - 08/23/2017
Jake Johansson	Approved - 08/23/2017
Robin Fenwick	Final Approval - 08/29/2017

THE CITY OF PORT ORANGE

INSURANCE PROPOSAL

Effective: 10/01/2017 – 10/01/2018

Presented By:

Bobbi Barlow, CPCU
Senior Vice President

Ara Morales, AAI
Senior Account Manager

Brittney Alamo, AU
Marketing Analyst



This proposal contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, refer to the policy document. A specimen copy is available upon request. In the event of any differences between the policy and this summary, the policy will control.

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* *All coverages, forms and limits are presented strictly for the purpose of this proposal and do not constitute an insurance policy or contract.*

CLIENT SERVICE TEAM

PRODUCER	Bobbi Barlow, CPCU Senior Vice President
Email	BBarlow@bbdaytona.com
Phone	(386) 239-5724
ACCOUNT MANAGER	Ara Dresner, AAI
Email	ADresner@bbdaytona.com
Phone	(386) 239-5757
CLAIMS ANALYST	Marie Blom, CPSR
Email	MBlom@bbdaytona.com
Phone	(386) 239-7282
MAIN OFFICE PHONE	(386) 252-9601
TOLL FREE OFFICE PHONE	(800) 877-2769

***Preferred* Governmental Insurance Trust Excess Insurance Structure**

To protect members of the fund from large losses and to protect the financial security of the fund, the *Preferred* Governmental Insurance Trust (*Preferred*) board of trustees has elected to purchase an extremely conservative excess of loss insurance structure. We stress *Preferred*'s excess of loss structure because an excess structure provides *Preferred* members several levels of protection that reinsurance does not.

Foremost among these is the fact that *Preferred*'s excess of loss policies list every individual member as a named insured, giving every member direct access to the insurance company for payment of claims. Reinsurers are only responsible to the trust itself. Therefore, if a trust became financially troubled, there is no guarantee from an insurance company that any individual claim will be paid or even that a reimbursement will go towards the originating claim.

Preferred is a non-assessable Trust authorized under Florida Statute and is not rated by AM Best. *Preferred* is not protected by the Florida Guarantee Association in the event it becomes unable to meet its claims payment obligations. *Preferred* members are not constrained by notice requirements or punitive run-off claims costs to exit. *Preferred* is a non-admitted pool in the state of Florida.

PRU – Public Risk Underwriters

Public Risk Underwriters, as part of Brown & Brown, Inc., is one of the premier insurance service organizations for public entities in the United States. Our exclusive focus and in-depth understanding of the unique risk exposures and operating environment of the public sector allows us to tailor customized products and services to meet our clients' needs.

PGCS – *Preferred* Governmental Claim Solutions

PGCS is dedicated to exclusively serving Florida governmental agencies. PGCS administers and closely controls all claims from start to finish. This team of full-time, licensed adjusters understands federal laws and state statutes governing actions against public entities. A toll-free telephone number is provided to facilitate reporting of claims

Preferred Governmental Insurance Trust
Municipality Excess Insurance Structure 17-18

Statutory Limits	All Property Insured by Trust						
	\$320,000,000 Total Limit						
Colony Insurance Company	Arch Specialty Aspen Specialty Chubb Custom Endurance UK Liberty Lloyds Markel RSUI Westport Insurance \$120,000,000 (Excess over Tower 1 & Tower 2)		Higher Limits Available			Higher Limits Available	
			\$1,000,000 Per Occurrence Limit				
\$2,000,000 Retention			Princeton Excess & Surplus Lines Insurance Company	Princeton Excess & Surplus Lines Insurance Company	Princeton Excess & Surplus Lines Insurance Company	\$1,000,000 Limit	
						Princeton Excess & Surplus Lines Insurance Company	
	\$100,000,000 AWAC Arch Specialty Beazley Chubb Custom Colony Ins. Co. Endurance UK Endurance US Ironshore Lloyds RSUI Starr Surplus Westchester (Tower 1)	\$100,000,000 AWAC Arch Specialty Aspen Specialty Brit USA Colony Ins. Co. Endurance UK Endurance US Everest Ironshore Lloyds Navigators RSUI Starr Surplus Westchester Westport Ins (Tower 2)	\$200,000 Retention	\$200,000 Retention	\$150,000 Retention	Princeton Excess & Surplus Lines Insurance Company	
\$25,000 Retention						\$100,000 Retention	
Workers' Compensation	Property Inland Marine and Automobile PD	Automobile Liability					General Liability

MARKET SUMMARY

Market:	Line of Coverage:	Response:
ACE American Insurance Company	Accident, Death & Dismemberment	Quoted: \$8,577 with Payable Annual Installments of \$4,288
Hartford	Accident, Death & Dismemberment	Quoted: In the Line of Duty and Fresh Pursuit Coverage with a limit of \$66,635 Unlawful and Intentional Death at a Limit of \$198,670. Two Year Rate Guarantee \$5,365 with no Clerical \$5,422 with Clerical
National Union Fire Insurance Company of Pittsburgh, PA (Incumbent)	Accident, Death & Dismemberment	Quoted: See Proposal
Continental Casualty Company	Equipment Breakdown	Quoted: \$6,250 for \$50 Million Dollar Combined Single Limit
Travelers Boiler and Machinery	Equipment Breakdown	No Response - Not Competitive
Federal Insurance Company (Incumbent)	Equipment Breakdown	Quoted: See Proposal
Hartford Fire Insurance Company	Excess Crime	Quoted: \$3,343 Annual Term
Travelers Casualty and Surety Company of America (Incumbent)	Excess Crime, Crime	Quoted: See Proposal
Chubb	Excess Crime	Declined to quote
Preferred Governmental Insurance Trust (Incumbent)	Package: Property, Inland Marine	Quoted: See Proposal

Preferred Governmental Insurance Trust

PROPOSED PROPERTY COVERAGE

Client ultimately chooses value insured

Description of Coverage:

Building & Personal Property Coverage Form
Causes of Loss – Special Form Excluding Earthquake and anything specifically excluded

Location of Premises:

See Proposed Schedule of Property Values and Locations

Description of Property:	Limits of Coverage:
Building & Contents Total Insured Values – Blanket	\$113,035,460
Flood Limit - Per Occurrence and Aggregate Excess of NFIP, whether purchased or not	\$2,000,000
Earth Movement Limit – Per Occurrence and Aggregate	\$1,000,000
TRIA (Including Inland Marine if Applicable)	\$5,000,000

Deductibles:	
Per Occurrence Building & Contents / Extensions of Coverage	\$25,000
Named Windstorm, Per Occurrence Subject to a Minimum Per Occurrence of:	3% \$35,000
Per Flood per Any One Occurrence Except Property designated as being with Flood Zone A or Flood Zone V to include “will have a deductible equal to all flood insurance available for such property under the NFIP, whether purchased or not or 5% of the Total Insured Value at each affected location whichever is the greater.” See bottom of next page for definition of Flood Zones A or V.	\$25,000
Per Earth Movement	\$25,000

Coinsurance:

No Coinsurance Provision

Valuation:

Replacement Cost Coverage - subject to limits shown in the policy at time of loss

25% Minimum Earned Premium

NOTE: Detached walls, fences, free-standing property improvements such as athletic equipment, windcreens, light poles, or signs are not covered unless specifically scheduled on the policy.

Preferred Governmental Insurance Trust

PROPOSED PROPERTY COVERAGE (Continued)

Client ultimately chooses value insured

Property Not Covered:

- Animals, Water, Land Including Land on Which the Property is Located, Shrubs, Trees, Lawns, Growing Crops or Standing Timber
- Aircraft
- Vehicles licensed or designed for highway use, unless shown on the Property Schedule excluding collision with another object. The Named Storm deductible from PGIT 122 applies per vehicle rather than per location. This coverage is paid at actual cash value at time of loss.
- Property You Sold Under Conditional Sale, Trust Agreement, Installment Payment, or Other Deferred Payment Plan After Such Property Has Been Delivered to the Customer
- Caves, Caverns, Mines of Any Type or Any Property Contained Within Them
- Accounts, Records, Bills, Valuable Papers, Abstracts, Deeds, Manuscripts, Currency, Evidence of Debt, Money Notes or Securities, Unless Scheduled in the Declarations
- Dams, Dikes or Levees
- Contraband or Property in the Course of Illegal Transportation or Trade
- Property Covered Under Import or Export Ocean Cargo Policies
- Property You Transport as a Common Carrier
- Property Shipped by Mail, Unless Sent Registered or Certified
- Watercraft, unless loss is from a specified peril

Exclusions Include (but are not limited to):

- War, Military Action and Terrorism
- Earth Movement
- Pollution
- Nuclear Reaction
- Utility Failure, Except as Provided Under Special Property Coverages
- Demolition and Increased Cost of Construction, Except as Provided Under Special Property Coverages
- Building Ordinance Enforcement
- Mold/Fungus
- Earthquake
- Water, Except as Provided Under Extensions of Coverage
- Asbestos
- Inventory Shortage
- Terrorism
- Damage from Offshore Oil Well, Oil Shipping/Tanker Incident, Oil Spill

Definition of Flood Zones A or V:

Flood Zones A will include but not be limited to all the sub-classifications of AO, AH, AE, AR, A1 through A99, or any sub-classification with the A prefix or designation. Flood Zones V will include, but not be limited to all of the sub-classifications of VO, VH, VE, VR, V1 through V99 or any other sub-classification with a V prefix or designation.

Preferred Governmental Insurance Trust

PROPOSED COVERAGE ENHANCEMENTS

Client ultimately chooses value insured

Extensions of Coverage:

Accounts Receivable	\$ 500,000
Additional Expense	\$ 1,000,000
Animals	\$ 1,000/\$5,000
Loss of Business Income	\$ 1,000,000
Debris Removal	\$250,000/25% of Loss
Demolition, Ordinance and ICC	\$ 500,000
Errors and Omissions	\$ 250,000
Expediting Expense	\$ 5,000
Fire Department Charges	\$ 25,000
Fungus Cleanup Expense	\$10,000/\$20,000
Lawns, Plants, Trees and Shrubs	\$ 25,000
New Locations	\$ 2,000,000
Personal Property of Employees	\$25,000/\$50,000
Pollution Cleanup Expense	\$25,000/\$50,000
Preservation of Property	\$ 250,000
Recertification	\$ 10,000
Service Interruption Coverage	\$ 100,000
Transit	\$ 250,000
Vehicle Property Coverage	\$ 0
Property at Miscellaneous Unnamed Locations	\$ 150,000
Buildings Under Construction	If Shown on Property Schedule

Note: If the City acquires new locations during this policy period, there will be no premium charge made to add the location mid-term by endorsement.

Preferred Governmental Insurance Trust

PROPOSED INLAND MARINE COVERAGES

Client ultimately chooses value insured

Description of Coverage:

Inland Marine Coverage Form

Description of Property:	Limits of Coverage:
Blanket Unscheduled Inland Marine Subject to \$25,000 Any One Item (Excludes Watercraft)	\$1,000,000
Scheduled Inland Marine	\$2,730,580
Valuable Papers & Records	\$500,000
Total All Inland Marine	\$4,230,580

Deductibles:	
Per Occurrence	Varies: See Schedule

Valuation:

Actual Cash Value - Replacement Cost of the Property less Depreciation
Subject to a Maximum Valuation of;
 \$25,000 per item for Unscheduled Inland Marine
Scheduled Inland Marine: Agreed Value

Forms & Endorsements include (but are not limited to):

Standard Policy Forms & Endorsements as issued by Carrier
25% Minimum Earned Premium

Exclusions include (but are not limited to):

Standard Policy Exclusions as issued by Carrier

Note:

Blanket Unscheduled Inland Marine items are insured with a limit of \$1,526,703. This covers any item valued at \$25,000 or less. Because this coverage is blanket, full limits are not necessary. The limit should be based on the probable maximum loss per location. This coverage also applies to Electronic Data Processing items.

Federal Insurance Company

PROPOSED EQUIPMENT BREAKDOWN COVERAGES

Client ultimately chooses value insured

Description of Coverage:

Coverages	Limits of Coverage:
Blanket Limit	
Property Damage	\$120,000,000
Business Income / Extra Expense – Extended Period Unlimited	\$1,000,000
Ammonia Contamination	\$100,000
Debris Removal	\$100,000
Dependent Business Premises	\$100,000
Electronic Data	\$1,000,000
Fungus Cleanup or Removal	\$50,000
Loss of Utilities	\$1,000,000
Off Premises Property Damage	\$100,000
Pair and Set	\$50,000
Pollutant Cleanup or Removal	
Property Damage	\$250,000
Business Income	\$250,000
Preparation of Loss Fees	
Property Damage	\$50,000
Business Income	\$50,000
Unintentional Errors or Omissions Property Damage	\$1,000,000
Newly Acquired Premises	365 Days

\$250,000 Blanket Limit of Insurance:

Electronic Data
 Expediting Expenses
 Public Safety Service Charge
 Spoilage – Scheduled Locations & Utility Owned Equipment
 Water Damage

Deductibles:

Property Damage	\$25,000
Business Income	24 Hours
Dependent Business Premises	24 Hours
Loss of Utilities	24 Hours

Federal Insurance Company

PROPOSED EQUIPMENT BREAKDOWN COVERAGES

Client ultimately chooses value insured

Forms, Endorsements & Exclusions include (but are not limited to):

Standard Policy Forms, Endorsements & Exclusions as issued by ISO or Carrier
Premium Summary
Direct Bill Notice
How to Report a Loss
AOD Policyholder Notice
Important Notice – Terrorism
Title Page
Insuring Agreement
Property Declarations with Premise Locations
Supplementary Declarations – Property
Supplementary Declarations – Business Income
Property Damage Contract
Property/Business Income with Extra Expense
Property/ Business Income Conditions and Definitions
Florida Mandatory Conditions
Special Waiting Period Provisions Added
Cap on Certified Terrorism Losses

Additional Features:

Alternative Power Generating Systems Included in Business Income
Alternative Water Systems Included in Business Income
Brands & Labels Included in Property Damage
Civil Authority Included – 30 Days
Diagnostic Equipment Included
Elevators, Escalators, Conveyors & Hoist Equipment Included
Enhanced Safety Valuation – 25% of the loss amount to repair or replace
Existing Green Standards Included
Extended Warranties Valuation Included
Joint Loss Agreement Included
Newly Acquired Premises – 365 Days Included
Notice of Cancellation – 60 Days, except 20 days for non-payment of premium
Ordinance or Law Valuation Included
Pollutants (Hazardous Substances) Included
Replacement Cost Included

Travelers Casualty and Surety Company of America

PROPOSED CRIME COVERAGE

Higher limits may be available upon request

Description of Coverage:	Limits of Coverage:
Employee Dishonesty	\$1,000,000
Forgery or Alteration	\$1,000,000
On Premises (Money, Securities and Other Property)	\$1,000,000
In Transit (Money, Securities and Other Property)	\$1,000,000
Money Orders and Counterfeit Money	\$1,000,000
Computer Fraud	\$1,000,000
Funds Transfer Fraud	\$1,000,000
Claim Expense	\$5,000

Retention:	
Employee Dishonesty	\$10,000
Forgery or Alteration	\$10,000
On Premises (Money, Securities and Other Property)	\$10,000
In Transit (Money, Securities and Other Property)	\$10,000
Money Orders and Counterfeit Money	\$10,000
Computer Fraud	\$10,000
Funds Transfer Fraud	\$10,000
Claim Expense	\$0

Forms, Endorsements & Exclusions include (but are not limited to):

Standard Policy Forms, Endorsements & Exclusions as issued by ISO or Carrier
Commercial Crime Form – Discovery Form
Removal of Short Rate Cancellation Endorsement
Global Coverage Compliance Endorsement – Adding Financial Interest Coverage
And Sanctions Condition and Amending Territory Condition
Replace Engineering Fraud Insuring Agreement Endorsement
Social Engineering Fraud Insuring Agreement Endorsement
\$100K Limit/\$10K Retention
Florida Changes Endorsement
Florida Cancellation or Termination Endorsement
Governmental Entity Crime Endorsement – Faithful Performance of Duty
Governmental Entity Crime Endorsement Including Coverage for Treasurers and
Tax Collectors

National Union Fire Insurance Company of Pittsburgh

PROPOSED ACCIDENT, DEATH & DISMEMBERMENT COVERAGE

Higher limits may be available upon request

Description of Class:
Class 1: All Full-time and part-time Law Enforcement Officers of the Policyholder
Class 2: All full-time Firefighters of the Policyholder

Description of Coverage:	Limits of Coverage:
Accidental Death a) If an Insured is killed while: i) in fresh pursuit; or ii) responding to an emergency or what he reasonably believed to be an emergency; or iii) responding to a traffic accident; or iv) while enforcing what is reasonably believed to be a traffic law or ordinance; or v) in the case of firefighter, participating in a training exercise; an additional \$72,764 will be paid b) If an Insured is killed as a result of an unlawful and intentional act by another person, an additional \$205,818 will be paid	\$72,764
Accidental Dismemberment a) If an Insured suffers a dismemberment while: i) in fresh pursuit; or ii) responding to an emergency or what he reasonably believed to be an emergency; or iii) responding to a traffic accident; or iv) while enforcing what is reasonably believed to be a traffic law or ordinance; or v) in the case of firefighter, participating in a training exercise; an additional \$72,764 will be paid b) If an Insured is dismembered as a result of an unlawful and intentional act by another person, an additional \$205,818 will be paid	\$72,764
Burial Benefit	\$1,000
Day Care Benefit Max Years: 2 Due to death and/or Dismemberment	\$2,000
Education Benefit Max Years: 2 Children or Spouse Undergraduate, Post baccalaureate, Career Certificate	\$2,000
Medical Continuation Benefit Due to Death	\$5,000
Weekly Accident Indemnity Benefit Period: 52 Weeks, retroactive Elimination Period: 7 days Percentage of Salary: 66.67%	\$100

National Union Fire Insurance Company of Pittsburgh

**PROPOSED ACCIDENT, DEATH & DISMEMBERMENT
COVERAGE (*Continued*)**

Higher limits may be available upon request

Forms, Endorsements & Exclusions include (but are not limited to):

Standard Policy Forms, Endorsements & Exclusions as issued by ISO or Carrier
Blanket Accident Insurance Policy
Master Application
Injury Definition and Exclusions Amendatory Rider
Florida Statutory Benefit Endorsement
Florida Annual Accidental Death Benefit Adjustment Rider
Florida Statutory Burial Benefit Rider
Day Care Benefit Rider
Florida Statutory Medical Continuation Rider
Florida Education Benefit Rider
Weekly Accident Indemnity Rider
Coverage Territory Endorsement
Policy Amendment
Important Consumer Service Information Regarding Your Insurance

SUMMARY OF PROPOSED PREMIUMS & RELATED INFORMATION

Premiums as Proposed:	Expiring:	Renewal:
Property	\$ 261,990.00	\$ 263,744.00
Equipment Breakdown	\$ 6,379.00	\$ 6,250.00
Inland Marine	\$ 12,122.00	\$ 11,940.00
Crime	\$ 924.00	\$ 3,057.00
Excess Crime	\$ 1,400.00	N/A
AD&D	\$ 6,664.00	\$7,087.50
Total Premium	\$ 289,479.00	\$ 292,078.50

Line of Coverage:	Carrier:	Billing:	Payment Option:
Property, Inland Marine	<i>Preferred</i> Governmental Insurance Trust	Agency Bill	• \$68,21.00 First Payment then 3 Quarterly Installments of \$68,921
Equipment Breakdown	Federal Insurance Company	Direct Bill	• Annual Premium Due in Full
Accident, Death & Dismemberment	National Union Fire Insurance Company of Pittsburgh	Agency Bill	• Annual Premium Due in Full
Crime	Travelers Casualty and Surety Company	Agency Bill	• Annual Premium Due in Full

BINDING INSTRUCTIONS

Line of Coverage:	Carrier:	Items Needed to Bind Coverage:
Property, Inland Marine	Preferred Governmental Insurance Trust	Signed First Page of PGIT Application (Florida Fraud Statement) Signed and Dated Signature Page

Please refer to the individual proposed coverage parts for terms and conditions that this proposal may be subject to. This proposal is based upon the exposures to loss made known to the Agency. Any changes in these exposures (i.e., new operations, new products, additional states of hire, etc.) need to be promptly reported to us in order that proper coverage(s) may be put into place.

SUMMARY OF PROPOSED PREMIUMS & RELATED INFORMATION *(Continued)*

Terms & Conditions Include (but are not limited to):

Additional coverages may be available and may not be included in this renewal quote.

1. The Coverage Agreement shall be 25% minimum earned as of the first day of the "Coverage Period."
2. Total Premium due within 30 days of inception.
3. Deletion of any coverage presented, Package/Workers' Compensation, will result in re-pricing of account.
4. Request to bind must be received in writing.
5. Coverage is not bound until confirmation is received from a licensed representative of Public Risk Underwriters.
6. The PGIT Property Program is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by PGIT on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence.

Renewal quote is Subject To Review and Acceptance by Preferred Board of Trustees

A.M. BEST FINANCIAL RATING

The insurance company providing coverage has the following A. M. Best* Financial rating:

*** Rating Guide:** A++ to C- = Highest to lowest rating
XV to I = Largest to smallest rating

	<u>Rating for Stability</u>	<u>Rating for Assets/Surplus</u>
All Other Coverages		
<i>Preferred</i> Governmental Insurance Trust	Not Rated	
Equipment Breakdown		
Federal Insurance Company	A++	XV
Crime		
Travelers Casualty & Surety Co of America	A++	XV
Accident, Death & Dismemberment		
National Union Fire Insurance Company of Pittsburgh	A	XV

PGIT is not protected by the Florida Guarantee Association in the event it becomes unable to meet its claims payment obligations. However; PGIT's excess of loss policies list every individual member a named insured, giving every member direct access to the insurance company of payment of claims.

A.M. BEST FINANCIAL RATING *(Continued)*

A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. It is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile.

Financial Strength Rating Guide	
<i>Secure</i>	<i>Vulnerable</i>
A++, A+ (Superior)	B, B- (Fair)
A, A- (Excellent)	C++, C+ (Marginal)
B++, B+ (Good)	C, C- (Weak)
	D (Poor)
	E (Under Regulatory Supervision)
	F (In Liquidation)
	S (Suspended)

Financial Size Category Guide	
<i>Class Adj. PHS (\$ Millions)</i>	<i>Class Adj. PHS (\$ Millions)</i>
I Less than 1	IX 250 to 500
II 1 to 2	X 500 to 750
III 2 to 5	XI 750 to 1,000
IV 5 to 10	XII 1,000 to 1,250
V 10 to 25	XIII 1,250 to 1,500
VI 25 to 50	XIV 1,500 to 2,000
VII 50 to 100	XV 2,000 or greater
VIII 100 to 250	

NOTICE OF CARRIER FINANCIAL STATUS

Brown & Brown of Florida Inc. and its parent company, Brown & Brown, Inc. (collectively “Brown & Brown”) do not certify, warrant or guarantee the financial soundness or stability of any insurance carrier or alternative risk transfer entity. We endeavored to place your coverage with an insurance carrier with an A.M. Best Company financial rating of “A-” or better.* While Brown & Brown cannot certify, warrant or guarantee the financial soundness or stability of a company or otherwise predict whether the financial condition of a company might improve or deteriorate, we are hereby providing you with notice and disclosure of financial condition so that you can make an informed decision regarding the placement of insurance coverage. Accordingly, this will serve as notice of the following with regard to the placement of the insurance indicated below and with regard to any subsequent renewal of such insurance:

- Brown & Brown attempted to present other options for your insurance placement, including quotations with insurance carriers holding an “A-” or better rating from A.M. Best Company, but we were unable to secure such a quote.
- Coverage is being placed through ***Preferred Governmental Insurance Trust (“Preferred”)***, which is as a Florida local government self-insurance fund established pursuant to Section 624.4622, Florida Statutes, as such ***Preferred*** is not rated by the A.M. Best Company.
- ***Preferred*** is not subject to the protections afforded by any state guaranty fund or association.
- The financial condition of insurance companies and other coverage providers including local government self-insurance funds like ***Preferred*** may change rapidly and that such changes are beyond the control of Brown & Brown.
- You should review the financial and membership information from ***Preferred*** and agree to abide by the conditions of membership established by ***Preferred***.
- You should consider the information provided, including the ***Preferred*** coverage quote and coverage placement and review it with your accountants, legal counsel and advisors.

By: [NAME OF AUTHORIZED REPRESENTATIVE OF INSURED]

Named Insured: The City of Port Orange

Policy Number: TBD

Policy Period: 10/01/2017 -10/01/2018

Date of Notice: 7/5/2017

* A.M. Best Rating Guide: Rating for Stability: A++ to D = Highest to lowest rating
Rating for Assets/ Surplus: 15 to 1 - Largest to smallest rating

APPENDIX

Public Risk Underwriters, Inc. Compensation Disclosure

We appreciate the opportunity to assist with your insurance needs. Information concerning compensation paid to other entities for this placement and related services appears below. Please do not hesitate to contact us if any additional information is required.

Our office is owned by Brown & Brown of Florida Inc. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so.

For the Coverage Term referenced above, your insurance was placed through *Preferred* Governmental Insurance Trust (*Preferred*). *Preferred* is an independent entity formed by Florida public entities through an Interlocal Agreement for the purpose of providing its members with an array of insurance coverages and services. *Preferred* has contracted with entities owned by Brown & Brown, Inc. to perform various services. As explained below, those Brown & Brown entities are compensated for their services.

Preferred has contracted with Public Risk Underwriters (PRU), a company owned by Brown & Brown, Inc., to administer PGIT's operations. The administrative services provided by PRU to *Preferred* include:

- Underwriting
- Coverage review
- Marketing
- Policy Review
- Accounting
- Issuance of *Preferred* Coverage Agreements
- *Preferred* Member Liaison
- Risk Assessment and Control

Pursuant to its contract with *Preferred*, Public Risk Underwriters (PRU) receives an administration fee, based on the size and complexity of the account, of up to 12% of the *Preferred* premiums billed and collected.

Preferred has also contracted with *Preferred* Governmental Claims Solutions (PGCS), a company owned by Brown & Brown, Inc., for purposes of administering the claims of *Preferred* members. The services provided by PGCS to *Preferred* may include:

- Claims Liaison with Insurance Company
- Claims Liaison with *Preferred* Members
- Claims Adjustment

Public Risk Underwriters, Inc.
Compensation Disclosure (*Continued*)

Pursuant to its contract with *Preferred*, PGCS receives a claims administration fee for those accounts which PGCS services of up to 5% of the non-property portion of the premiums you pay to *Preferred*.

Preferred also utilizes wholesale insurance brokers, some of which (such as Peachtree Special Risk Brokers and MacDuff Underwriters) are owned by Brown & Brown, Inc., for the placement of *Preferred*'s insurance policies, and for individual risk placements for some *Preferred* members (excess and surplus lines, professional liability coverage, etc.) The wholesale insurance broker may provide the following services:

- Risk Placement
- Coverage review
- Claims Liaison with Insurance Company
- Policy Review
- Current Market Intelligence

The wholesale insurance broker's compensation is derived from your premium, and is largely dictated by the insurance company. It typically ranges between 10% and 17% of the premiums you pay to *Preferred* for your coverage. Some wholesale brokers used by Brown to place your coverage may also act as Managing General Agents for various insurance companies, and may be compensated directly by those insurance companies for their services in placing and maintaining coverage with those particular companies.

The wholesale insurance brokerage utilized in the placement of your property insurance was Peachtree Special Risk Brokers, which is a company owned by Brown & Brown Inc. Furthermore, any professional liability coverage afforded by the package of insurance you purchased was acquired through Apex Insurance Services, which is also a company owned by Brown & Brown Inc.

RELATED INFORMATION

Compensation: In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown, Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or “pooled”) with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products & services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based on the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date the premiums are remitted to the insurance company or intermediary. In the event we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

Questions and Information Requests: Should you have any questions, or require additional information, please contact this office at 1-800-877-2769 or, if you prefer, submit your question or request online at: <http://www.bbinsurance.com/customerinquiry.shtml>.

SCHEDULES

Agreement No.: PK2FL1 0642010 17-03

Agreement Period: 10/01/2017 through 10/01/2019

Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
001	CITY HALL: BUILDING 1000 CITY CENTER CIRCLE PORT ORANGE, FL 32129		1986	10/01/2017	\$5,361,600	\$6,886,700	
			119 - JM	10/01/2018	\$1,525,100		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			
002	CITY HALL: PEDESTRIAN BRIDGE 1000 CITY CENTER CIRCLE PORT ORANGE, FL 32127		1986	10/01/2017	\$237,500	\$237,500	
			202 - Bridges	10/01/2018	\$0		
	Dome	Medium (10 to 30)		Light Metal Panels			
003	OLD POLICE STATION (Vacant) 1395 DUNLAWTON AVENUE PORT ORANGE, FL 32127		1986	10/01/2017	\$2,574,800	\$3,637,200	
			111 - MNC	10/01/2018	\$1,062,400		
	Hip	Medium (10 to 30)		Clay Tile			
004	OLD POLICE STATION: COMMUNICATION BUILDING (Vacant) 1395 DUNLAWTON AVENUE PORT ORANGE, FL 32127		1986	10/01/2017	\$167,400	\$2,122,400	
			111 - MNC	10/01/2018	\$1,955,000		
	Flat	Low (< 10)		Clay Tile			
005	OLD POLICE STATION: FIRE LOGISTICS BUILDING 1395 DUNLAWTON AVENUE PORT ORANGE, FL 32127		2001	10/01/2017	\$510,060	\$668,960	
			111 - MNC	10/01/2018	\$158,900		
	Hip	Medium (10 to 30)		Clay Tile			
006	FIRE STATION #71 4200 S. RIDGEWOOD AVE PORT ORANGE, FL 32127		2001	10/01/2017	\$1,054,360	\$1,177,160	
			111 - MNC	10/01/2018	\$122,800		
	Hip	Medium (10 to 30)		Steel - Standing Seam			
007	FIRE STATION #73 1090 CITY CENTER BOULEVARD PORT ORANGE, FL 32127		1982	10/01/2017	\$2,152,250	\$2,365,850	
			111 - MNC	10/01/2018	\$213,600		
	Hip	Medium (10 to 30)		Clay Tile			
008	FIRE STATION #74 6701 AIRPORT ROAD PORT ORANGE, FL 32127		2000	10/01/2017	\$1,345,370	\$1,476,070	
			111 - MNC	10/01/2018	\$130,700		
	Hip	Medium (10 to 30)		Steel - Standing Seam			
009	ADULT ACTIVITY CENTER ANNEX 3738 HALIFAX DRIVE PORT ORANGE, FL 32127		1987	10/01/2017	\$268,610	\$348,210	
			101 - Frame	10/01/2018	\$79,600		
	Pyramid	High (> 30)		Asphalt Shingle			
010	ADULT ACTIVITY CENTER BUILDING 4790 RIDGEWOOD AVENUE PORT ORANGE, FL 32127		1991	10/01/2017	\$545,800	\$657,000	
			119 - JM	10/01/2018	\$111,200		
	Gable end with bracing	Medium (10 to 30)		Asphalt Shingle			

Agreement No.: PK2FL1 0642010 17-03

Agreement Period: 10/01/2017 through 10/01/2019

Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch			Roof Covering		Covering Replaced
011	ARTHAUS MUSEUM 3840 RIDGEWOOD AVENUE PORT ORANGE, FL 32127		1951	10/01/2017	\$277,970	\$352,970	
			119 - JM	10/01/2018	\$75,000		
	Flat	Low (< 10)			Built up roof with gravel		
012	ALLEN GREEN CIVIC CENTER 4705 CLYDE MORRIS BOULEVARD PORT ORANGE, FL 32127		1980	10/01/2017	\$3,093,740	\$4,002,140	
			119 - JM	10/01/2018	\$908,400		
	Complex	Medium (10 to 30)			Steel - Standing Seam		
013	KENNETH W. PARKER AMPITHEATRE 2001 CITY CENTER CIRCLE PORT ORANGE, FL 32127		2000	10/01/2017	\$401,210	\$401,210	
			152 - NC	10/01/2018	\$0		
	Shed	Low (< 10)			Steel - Standing Seam		
014	CITY CENTER SPORTS COMPLEX: CONCESSION/BATHROOM BUILDING 4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		1986	10/01/2017	\$77,800	\$77,800	
			101 - Frame	10/01/2018	\$0		
	Gable end with bracing	Low (< 10)			Asphalt Shingle		
015	CITY CENTER SPORTS COMPLEX: DUGOUT #1A 4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		1986	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)			Wood Shakes		
016	CITY CENTER SPORTS COMPLEX: DUGOUT #1B 4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		1986	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)			Wood Shakes		
017	CITY CENTER SPORTS COMPLEX: DUGOUT #2A 4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		1986	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)			Wood Shakes		
018	CITY CENTER SPORTS COMPLEX: DUGOUT #2B 4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		1986	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)			Wood Shakes		
019	CITY CENTER SPORTS COMPLEX: DUGOUT #3A 4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		1986	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)			Wood Shakes		
020	CITY CENTER SPORTS COMPLEX: DUGOUT #3B 4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		1986	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)			Wood Shakes		

Agreement No.: PK2FL1 0642010 17-03

Agreement Period: 10/01/2017 through 10/01/2019

Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
021	CITY CENTER SPORTS COMPLEX: DUGOUT #4A		1986	10/01/2017	\$9,100	\$9,100	
	4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)		Wood Shakes			
022	CITY CENTER SPORTS COMPLEX: DUGOUT #4B		1986	10/01/2017	\$9,100	\$9,100	
	4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)		Wood Shakes			
023	CITY CENTER SPORTS COMPLEX: DUGOUT #5A		1986	10/01/2017	\$9,100	\$9,100	
	4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)		Wood Shakes			
024	CITY CENTER SPORTS COMPLEX: DUGOUT #5B		1986	10/01/2017	\$9,100	\$9,100	
	4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)		Wood Shakes			
025	CITY CENTER SPORTS COMPLEX: OUTDOOR LIGHTING, SCOREBOARDS, STRUCTURES		1986	10/01/2017	\$349,700	\$349,700	
	4625 CITY CENTER DRIVE PORT ORANGE, FL 32127		243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
026	PORT ORANGE GYMNASIUM: GYM BUILDING		1989	10/01/2017	\$2,492,400	\$2,720,600	
	4655 CITY CENTER CIRCLE PORT ORANGE, FL 32127		111 - MNC	10/01/2018	\$228,200		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			
027	PORT ORANGE GYMNASIUM: EQUIPMENT STORAGE		1975	10/01/2017	\$185,180	\$219,180	
	4655 CITY CENTER CIRCLE PORT ORANGE, FL 32127		111 - MNC	10/01/2018	\$34,000		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			
028	YMCA BUILDING		1984	10/01/2017	\$3,346,320	\$3,751,820	
	4701 CITY CENTER CIRCLE PORT ORANGE, FL 32127		111 - MNC	10/01/2018	\$405,500		
	Flat	Low (< 10)		Single ply membrane			
029	TALLUTO PARK: CITY SIGN STRUCTURE		1975	10/01/2017	\$59,300	\$59,300	
	DUNLAWTON AVE. & RIDGEWOOD AVE. PORT ORANGE, FL 32127		102 - PITO	10/01/2018	\$0		
	N/A	N/A		N/A			
030	PUMP HOUSE/LIFT STATION		1980	10/01/2017	\$57,500	\$125,500	
	6231 PALM VISTA PORT ORANGE, FL 32127		251 - Pump/Lift Station	10/01/2018	\$68,000		
	Flat	Low (< 10)		Steel - Standing Seam			

Agreement No.: PK2FL1 0642010 17-03

Agreement Period: 10/01/2017 through 10/01/2019

Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description Address		Year Built Const Type	Eff. Date	Building Value	Total Insured Value	
				Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt
031	AIRPORT ROAD PARK: RESTROOM BUILDING 6751 AIRPORT ROAD PORT ORANGE, FL 32127		2000	10/01/2017	\$84,300	\$84,300	
			111 - MNC	10/01/2018	\$0		
	Flat	Low (< 10)		Asphalt Shingle			
032	AIRPORT ROAD PARK: LAND IMPROVEMENTS 6751 AIRPORT ROAD PORT ORANGE, FL 32127		2000	10/01/2017	\$95,760	\$95,760	
			111 - MNC	10/01/2018	\$0		
	N/A	N/A		N/A			
033	AIRPORT ROAD PARK: MACHINERY 6751 AIRPORT ROAD PORT ORANGE, FL 32127		2000	10/01/2017	\$55,000	\$55,000	
			111 - MNC	10/01/2018	\$0		
	Flat	Low (< 10)		Asphalt Shingle			
034	AIRPORT ROAD PARK: RESTROOM BUILDING 6751 AIRPORT ROAD PORT ORANGE, FL 32127		2002	10/01/2017	\$52,200	\$52,200	
			119 - JM	10/01/2018	\$0		
	Hip	Low (< 10)		Steel - Standing Seam			
035	AIRPORT ROAD PARK: SHELTER 6751 AIRPORT ROAD PORT ORANGE, FL 32127		2002	10/01/2017	\$41,000	\$41,000	
			101 - Frame	10/01/2018	\$0		
	Hip	Low (< 10)		Steel - Standing Seam			
036	AIRPORT ROAD PARK: PLANT (EQUIP) IN OPEN 6751 AIRPORT ROAD PORT ORANGE, FL 32127		2002	10/01/2017	\$40,000	\$40,000	
			102 - PITO	10/01/2018	\$0		
	N/A	N/A		N/A			
037	SPRUCE CREEK REC. FACILITY: CONCESSION/RESTROOM BUILDING 5959 S. SPRUCE CREEK ROAD PORT ORANGE, FL 32127		2000	10/01/2017	\$152,200	\$186,100	
			101 - Frame	10/01/2018	\$33,900		
	Hip	Medium (10 to 30)		Steel - Standing Seam			
038	SPRUCE CREEK REC. FACILITY: PLANT/EQUIP IN OPEN 5959 S. SPRUCE CREEK ROAD PORT ORANGE, FL 32127		1997	10/01/2017	\$130,680	\$130,680	
			102 - PITO	10/01/2018	\$0		
	N/A	N/A		N/A			
039	SPRUCE CREEK REC. FACILITY: SCORE BOARD 5959 S. SPRUCE CREEK ROAD PORT ORANGE, FL 32127		1997	10/01/2017	\$30,000	\$30,000	
			102 - PITO	10/01/2018	\$0		
	N/A	N/A		N/A			
040	SPRUCE CREEK REC. FACILITY: DUGOUT #1 5959 S. SPRUCE CREEK ROAD PORT ORANGE, FL 32127		1997	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)		Wood Shakes			

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Agreement Period: 10/01/2017 through 10/01/2019

Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description Address		Year Built Const Type	Eff. Date	Building Value	Total Insured Value	
				Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt
041	SPRUCE CREEK REC. FACILITY: DUGOUT #2 5959 S. SPRUCE CREEK ROAD PORT ORANGE, FL 32127		1997	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)		Wood Shakes			
042	SPRUCE CREEK REC. FACILITY: DUGOUT #3 5959 S. SPRUCE CREEK ROAD PORT ORANGE, FL 32127		1997	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)		Wood Shakes			
043	SPRUCE CREEK REC. FACILITY: DUGOUT #4 5959 S. SPRUCE CREEK ROAD PORT ORANGE, FL 32127		1997	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)		Wood Shakes			
044	SPRUCE CREEK REC. FACILITY: RESTROOM BUILDING 5959 S. SPRUCE CREEK ROAD PORT ORANGE, FL 32127		1997	10/01/2017	\$54,400	\$54,400	
			101 - Frame	10/01/2018	\$0		
	Hip	Low (< 10)		Asphalt Shingle			
045	SPRUCE CREEK REC. FACILITY: SHELTER 5959 S. SPRUCE CREEK ROAD PORT ORANGE, FL 32127		1997	10/01/2017	\$40,500	\$40,500	
			101 - Frame	10/01/2018	\$0		
	Hip	Low (< 10)		Asphalt Shingle			
046	SPRUCE CREEK REC. FACILITY: BOARD WALK 5959 S. SPRUCE CREEK ROAD PORT ORANGE, FL 32127		1997	10/01/2017	\$140,500	\$140,500	
			257 - Waterfront Structures	10/01/2018	\$0		
	N/A	N/A		N/A			
047	SPRUCE CREEK REC. FACILITY: PLAYGROUND EQUIPMENT (40 STATION PRIVATE CLUB PLAYSET & SYNTHETIC 5959 S. SPRUCE CREEK ROAD PORT ORANGE, FL 32127		1997	10/01/2017	\$54,300	\$54,300	
			102 - PITO	10/01/2018	\$0		
	N/A	N/A		N/A			
048	MEMORIAL PARK: FISHING DOCK #1 3801 JACKSON STREET PORT ORANGE, FL 32127		2000	10/01/2017	\$121,600	\$121,600	
			257 - Waterfront Structures	10/01/2018	\$0		
	N/A	N/A		N/A			
049	MEMORIAL PARK: FISHING DOCK #2 3801 JACKSON STREET PORT ORANGE, FL 32127		2000	10/01/2017	\$153,700	\$153,700	
			257 - Waterfront Structures	10/01/2018	\$0		
	N/A	N/A		N/A			
050	WILLOW RUN PARK: RESTROOM BUILDING 1351 SCHOOL HOUSE DRIVE PORT ORANGE, FL 32127		1989	10/01/2017	\$82,680	\$82,680	
			111 - MNC	10/01/2018	\$0		
	Gable end without bracing	Low (< 10)		Asphalt Shingle			



Property Schedule
City of Port Orange

Reference Number: 50962

Scheduled Items Effective As of : 08/01/2017

Agreement No.: PK2FL1 0642010 17-03

Agreement Period: 10/01/2017 through 10/01/2019

Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
051	WILLOW RUN PARK: TENNIS COURTS 1351 SCHOOL HOUSE DRIVE PORT ORANGE, FL 32127		1989	10/01/2017	\$10,560	\$10,560	
			102 - PITO	10/01/2018	\$0		
	N/A	N/A		N/A			
052	WILLOW RUN PARK: LIGHTS 1351 SCHOOL HOUSE DRIVE PORT ORANGE, FL 32127		1989	10/01/2017	\$18,600	\$18,600	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
053	PUBLIC UTILITIES FACILITY: WAREHOUSE/OFFICE BUILDING 500 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$1,023,480	\$1,387,380	
			111 - MNC	10/01/2018	\$363,900		
	Gable end without bracing	Low (< 10)		Steel - Standing Seam			
054	PUBLIC UTILITIES FACILITY: OFFICE/FIELD OPS 502 OAK STREET PORT ORANGE, FL 32127		1985	10/01/2017	\$469,140	\$663,640	
			111 - MNC	10/01/2018	\$194,500		
	Shed	Low (< 10)		Steel - Standing Seam			
055	PUBLIC WORKS FACILITY: STORAGE BAYS (24) 407 VIRGINIA AVENUE PORT ORANGE, FL 32127		1991	10/01/2017	\$147,340	\$260,840	
			111 - MNC	10/01/2018	\$113,500		
	Shed	Low (< 10)		Steel - Standing Seam			
056	PUBLIC WORKS FACILITY: GARAGE 407 VIRGINIA AVENUE PORT ORANGE, FL 32127		1991	10/01/2017	\$26,300	\$31,900	
			131 - FR	10/01/2018	\$5,600		
	Gambrel	Low (< 10)		Steel - Standing Seam			
057	PUBLIC WORKS FACILITY: STORAGE BUILDING (THE PALACE) 407 VIRGINIA AVENUE PORT ORANGE, FL 32127		1990	10/01/2017	\$201,200	\$229,800	
			152 - NC	10/01/2018	\$28,600		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			
058	PUBLIC WORKS FACILITY: OFFICE & GARAGE 407 VIRGINIA AVENUE PORT ORANGE, FL 32127		1990	10/01/2017	\$1,007,700	\$1,051,600	
			152 - NC	10/01/2018	\$43,900		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			
059	ALUM FEED BLDNG #1 210 COMMONWEALTH AVENUE PORT ORANGE, FL 32127		2005	10/01/2017	\$74,730	\$1,324,730	
			251 - Pump/Lift Station	10/01/2018	\$1,250,000		
	Hip	Low (< 10)		Steel - Standing Seam			
060	ALUM FEED BLDNG #2 5724 RIDGEWOOD AVENUE PORT ORANGE, FL 32127		2006	10/01/2017	\$69,560	\$1,319,560	
			251 - Pump/Lift Station	10/01/2018	\$1,250,000		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

Agreement No.: PK2FL1 0642010 17-03

Agreement Period: 10/01/2017 through 10/01/2019

Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
061	CAUSEWAY PARK: BOAT DOCK #1 93 DUNLAWTON AVENUE PORT ORANGE, FL 32127		1995	10/01/2017	\$10,700	\$10,700	
			257 - Waterfront Structures	10/01/2018	\$0		
	N/A	N/A		N/A			
062	CAUSEWAY PARK: BOAT DOCK #2 93 DUNLAWTON AVENUE PORT ORANGE, FL 32127		1995	10/01/2017	\$10,700	\$10,700	
			257 - Waterfront Structures	10/01/2018	\$0		
	N/A	N/A		N/A			
063	CAUSEWAY PARK: SHELTER 93 DUNLAWTON AVENUE PORT ORANGE, FL 32127		1992	10/01/2017	\$27,500	\$27,500	
			101 - Frame	10/01/2018	\$0		
	Gable end without bracing	Low (< 10)		Steel - Standing Seam			
064	CAUSEWAY PARK: RESTROOM BUILDING 93 DUNLAWTON AVENUE PORT ORANGE, FL 32127		1992	10/01/2017	\$43,800	\$43,800	
			119 - JM	10/01/2018	\$0		
	Gable end without bracing	Low (< 10)		Asphalt Shingle			
065	CAUSEWAY PARK: FISHING DOCK #1 93 DUNLAWTON AVENUE PORT ORANGE, FL 32127		1995	10/01/2017	\$304,500	\$304,500	
			257 - Waterfront Structures	10/01/2018	\$0		
	N/A	N/A		N/A			
066	CAUSEWAY PARK: FISHING DOCK #2 93 DUNLAWTON AVENUE PORT ORANGE, FL 32127		1995	10/01/2017	\$136,800	\$136,800	
			257 - Waterfront Structures	10/01/2018	\$0		
	N/A	N/A		N/A			
067	CAUSEWAY PARK: FISHING DOCK #3 (EAST SIDE) 93 DUNLAWTON AVENUE PORT ORANGE, FL 32127		1995	10/01/2017	\$127,900	\$127,900	
			257 - Waterfront Structures	10/01/2018	\$0		
	N/A	N/A		N/A			
068	WASTEWATER PLANT: OLD LIFT STATION BUILDING (LIFT) 817 OAK STREET PORT ORANGE, FL 32127		1975	10/01/2017	\$225,400	\$263,400	
			251 - Pump/Lift Station	10/01/2018	\$38,000		
	Flat	Low (< 10)		Single ply membrane			
069	WASTEWATER PLANT: COLLECTION SYSTEMS OFFICE 817 OAK STREET PORT ORANGE, FL 32127		2004	10/01/2017	\$196,500	\$283,800	
			119 - JM	10/01/2018	\$87,300		
	Hip	Medium (10 to 30)		Steel - Standing Seam			
070	WASTEWATER PLANT: ADMINISTRATION BUILDING 817 OAK STREET PORT ORANGE, FL 32127		1980	10/01/2017	\$204,300	\$458,700	
			119 - JM	10/01/2018	\$254,400		
	Hip	Medium (10 to 30)		Asphalt Shingle			

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Agreement Period: 10/01/2017 through 10/01/2019

Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt
071	WASTEWATER PLANT: BISULFITE STORAGE BUILDING		1990	10/01/2017	\$66,400	\$136,400	
	817 OAK STREET PORT ORANGE, FL 32127		111 - MNC	10/01/2018	\$70,000		
	Flat	Low (< 10)		Steel - Standing Seam			
072	WASTEWATER PLANT: CHLORINE STORAGE BUILDING		1990	10/01/2017	\$82,200	\$107,800	
	817 OAK STREET PORT ORANGE, FL 32127		111 - MNC	10/01/2018	\$25,600		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			
073	WASTEWATER PLANT: SLUDGE BUILDING		1990	10/01/2017	\$653,820	\$653,820	
	817 OAK STREET PORT ORANGE, FL 32127		223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	Gable end with bracing	Medium (10 to 30)		Steel - Standing Seam			
074	WASTEWATER PLANT: THICKENER		1990	10/01/2017	\$81,450	\$92,050	
	817 OAK STREET PORT ORANGE, FL 32127		223 - On Ground Liquid Storage Tank	10/01/2018	\$10,600		
	N/A	N/A		N/A			
075	WASTEWATER PLANT: MAINTENANCE BUILDING		1990	10/01/2017	\$106,240	\$131,940	
	817 OAK STREET PORT ORANGE, FL 32127		152 - NC	10/01/2018	\$25,700		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			
076	WASTEWATER PLANT: GENERATOR BUILDING		1990	10/01/2017	\$335,800	\$335,800	
	817 OAK STREET PORT ORANGE, FL 32127		131 - FR	10/01/2018	\$0		
	Flat	Low (< 10)		Single ply membrane			
077	WASTEWATER PLANT: STORAGE BUILDING		1990	10/01/2017	\$23,500	\$30,900	
	817 OAK STREET PORT ORANGE, FL 32127		111 - MNC	10/01/2018	\$7,400		
	Flat	Low (< 10)		Steel - Standing Seam			
078	WASTEWATER PLANT: ELECTRICAL BUILDING		1990	10/01/2017	\$29,900	\$74,300	
	817 OAK STREET PORT ORANGE, FL 32127		243 - Electrical Equipment	10/01/2018	\$44,400		
	Flat	Low (< 10)		Built up roof w/out gravel			
079	WASTEWATER PLANT: DIGESTER #1		1996	10/01/2017	\$1,396,400	\$1,396,400	
	817 OAK STREET PORT ORANGE, FL 32127		223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			
080	WASTEWATER PLANT: DIGESTER #2		1980	10/01/2017	\$1,396,400	\$1,396,400	
	817 OAK STREET PORT ORANGE, FL 32127		223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			

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Agreement Period: 10/01/2017 through 10/01/2019

Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description Address		Year Built Const Type	Eff. Date	Building Value	Total Insured Value	
				Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt
081	WASTEWATER PLANT: DIGESTER #3 817 OAK STREET PORT ORANGE, FL 32127		1980	10/01/2017	\$1,396,400	\$1,396,400	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			
082	WASTEWATER PLANT: CLARIFIER #1 817 OAK STREET PORT ORANGE, FL 32127		1980	10/01/2017	\$793,000	\$1,257,200	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$464,200		
	N/A	N/A		N/A			
083	WASTEWATER PLANT: CLARIFIER #2 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$793,000	\$1,257,200	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$464,200		
	N/A	N/A		N/A			
084	WASTEWATER PLANT: FILTER STRUCTURE 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$662,300	\$945,700	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$283,400		
	N/A	N/A		N/A			
085	WASTEWATER PLANT: ALUM & METHANOL TANK STORAGE BUILDING 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$64,300	\$85,400	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$21,100		
	Flat	Low (< 10)		Steel - Standing Seam			
086	WASTEWATER PLANT: RE-AERATION & CHLORINE CONTACT STRUCTURE 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$491,800	\$591,800	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$100,000		
	N/A	N/A		N/A			
087	WASTEWATER PLANT: BLOWER BUILDING (NORTH) 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$109,300	\$259,300	
			251 - Pump/Lift Station	10/01/2018	\$150,000		
	Flat	Low (< 10)		Steel - Standing Seam			
088	WASTEWATER PLANT: FILTER CONTROL BUILDING 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$197,500	\$275,700	
			251 - Pump/Lift Station	10/01/2018	\$78,200		
	Flat	Low (< 10)		Single ply membrane			
089	WASTEWATER PLANT: RECLAIMED WATER TANK 817 OAK STREET PORT ORANGE, FL 32127		1991	10/01/2017	\$1,819,850	\$1,819,850	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			
090	WASTEWATER PLANT: REUSE PUMPS 817 OAK STREET PORT ORANGE, FL 32127		1991	10/01/2017	\$168,400	\$490,400	
			251 - Pump/Lift Station	10/01/2018	\$322,000		
	Flat	Low (< 10)		Single ply membrane			

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Agreement Period: 10/01/2017 through 10/01/2019

Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description Address		Year Built Const Type	Eff. Date	Building Value	Total Insured Value	
				Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt
091	WASTEWATER PLANT: A/O REACTION BASIN 817 OAK STREET PORT ORANGE, FL 32127		1991	10/01/2017	\$5,108,500	\$5,108,500	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			
092	WASTEWATER PLANT: BLOWER BUILDING (SOUTH) 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$109,370	\$259,370	
			152 - NC	10/01/2018	\$150,000		
	Flat	Low (< 10)		Steel - Standing Seam			
093	WASTEWATER PLANT: CLARIFIER #3 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$1,127,000	\$1,327,000	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$200,000		
	N/A	N/A		N/A			
094	WASTEWATER PLANT: CLARIFIER #4 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$1,127,000	\$1,327,000	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$200,000		
	N/A	N/A		N/A			
095	WASTEWATER PLANT: GRIT REMOVAL SCREENING 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$740,300	\$1,242,900	
			131 - FR	10/01/2018	\$502,600		
	N/A	N/A		N/A			
096	WASTEWATER PLANT: MASTER LIFT STATION (EAST) 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$1,116,900	\$1,616,900	
			251 - Pump/Lift Station	10/01/2018	\$500,000		
	Flat	Low (< 10)		Single ply membrane			
097	WASTEWATER PLANT: GENERATOR BUILDING 817 OAK STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$335,800	\$335,800	
			244 - Mechanical Equipment	10/01/2018	\$0		
	Flat	Low (< 10)		Single ply membrane			
098	RUTH STREET PUMP STATION: LAB BUILDING 541 RUTH STREET PORT ORANGE, FL 32127		1987	10/01/2017	\$237,840	\$551,340	
			119 - JM	10/01/2018	\$313,500		
	Pyramid	Medium (10 to 30)		Asphalt Shingle			
099	GARNSEY WATER PLANT: LIME SILO #1 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$84,000	\$84,000	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			
100	GARNSEY WATER PLANT: LIME SILO #2 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$84,000	\$84,000	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			

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Agreement Period: 10/01/2017 through 10/01/2019

Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
101	GARNSEY WATER PLANT: LIME SILO #3 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$84,000	\$84,000	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			
102	GARNSEY WATER PLANT: SLUDGE FACILITY 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		2015	10/01/2017	\$190,350	\$646,650	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$456,300		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			
103	GARNSEY WATER PLANT: OPERATIONS BUILDING 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$278,400	\$554,800	
			111 - MNC	10/01/2018	\$276,400		
	Flat	Low (< 10)		Single ply membrane			
104	GARNSEY WATER PLANT: THICKENER #1 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$92,350	\$92,350	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			
105	GARNSEY WATER PLANT: ACCELERATOR #1 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$479,100	\$600,600	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$121,500		
	Flat	Low (< 10)		Light Metal Panels			
106	GARNSEY WATER PLANT: ACCELERATOR #2 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$479,100	\$600,600	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$121,500		
	Flat	Low (< 10)		Light Metal Panels			
107	GARNSEY WATER PLANT: ACCELERATOR #3 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		2000	10/01/2017	\$479,100	\$600,600	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$121,500		
	Flat	Low (< 10)		Light Metal Panels			
108	GARNSEY WATER PLANT: FLOURIDE FEED BUILDING 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1981	10/01/2017	\$148,100	\$212,900	
			111 - MNC	10/01/2018	\$64,800		
	Flat	Low (< 10)		Single ply membrane			
109	GARNSEY WATER PLANT: MAINTENANCE GARAGE 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$49,900	\$67,200	
			119 - JM	10/01/2018	\$17,300		
	Gable end with bracing	Low (< 10)		Asphalt Shingle			
110	GARNSEY WATER PLANT: FILTER/CLEARWELL/TRANSFER BUILDING #4 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$781,880	\$1,156,880	
			251 - Pump/Lift Station	10/01/2018	\$375,000		
	Flat	Low (< 10)		Light Metal Panels			

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Agent: Brown & Brown, Inc. (Daytona Beach, FL)

Unit #	Description Address		Year Built Const Type	Eff. Date	Building Value	Total Insured Value	
				Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt
111	GARNSEY WATER PLANT: FILTER/CLEARWELL/TRANSFER BUILD #3 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$781,880	\$1,159,880	
			251 - Pump/Lift Station	10/01/2018	\$378,000		
	Flat	Low (< 10)		Light Metal Panels			
112	GARNSEY WATER PLANT: FILTER/CLEARWELL/TRANSFER BUILD #3 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$781,880	\$1,159,880	
			251 - Pump/Lift Station	10/01/2018	\$378,000		
	Flat	Low (< 10)		Light Metal Panels			
113	GARNSEY WATER PLANT: BACKWASH RECOVERY BUILDING 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1981	10/01/2017	\$260,000	\$400,600	
			131 - FR	10/01/2018	\$140,600		
	N/A	N/A		N/A			
114	GARNSEY WATER PLANT: MAINTENANCE STORAGE BUILDING 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$79,900	\$92,100	
			152 - NC	10/01/2018	\$12,200		
	Flat	Low (< 10)		Steel - Standing Seam			
115	GARNSEY WATER PLANT: GENERATOR BUILDING 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		2000	10/01/2017	\$434,460	\$434,460	
			244 - Mechanical Equipment	10/01/2018	\$0		
	Flat	Low (< 10)		Steel - Standing Seam			
116	GARNSEY WATER PLANT: ELECTRICAL BUILDING 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		2000	10/01/2017	\$116,000	\$250,000	
			111 - MNC	10/01/2018	\$134,000		
	Flat	Low (< 10)		Single ply membrane			
117	GARNSEY WATER PLANT: CHLORINE STORAGE BUILDING 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		2000	10/01/2017	\$135,900	\$191,000	
			111 - MNC	10/01/2018	\$55,100		
	Flat	Low (< 10)		Steel - Standing Seam			
118	GARNSEY WATER PLANT: HIGH SERVICE PUMP STATION 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		2000	10/01/2017	\$358,000	\$811,900	
			251 - Pump/Lift Station	10/01/2018	\$453,900		
	Flat	Low (< 10)		Single ply membrane			
119	GARNSEY WATER PLANT: GROUND STORAGE TANK 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1977	10/01/2017	\$1,004,470	\$1,004,470	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			
120	GARNSEY WATER PLANT: MAINTENANCE OFFICE 4400 WELLFIELD ROAD PORT ORANGE, FL 32127		1977	10/01/2017	\$138,400	\$213,400	
			119 - JM	10/01/2018	\$75,000		
	Gable end with bracing	Medium (10 to 30)		Asphalt Shingle			

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Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
121	GARNSEY WATER PLANT: THICKENER #2		1990	10/01/2017	\$92,370	\$92,370	
	4400 WELLFIELD ROAD PORT ORANGE, FL 32127		223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			
122	OCEANS PUMP STATION: GENERATOR BUILDING		1980	10/01/2017	\$246,700	\$470,700	
	2842 RIDGE ROAD AVENUE DAYTONA BEACH, FL 32118		251 - Pump/Lift Station	10/01/2018	\$224,000		
	Gable end with bracing	Medium (10 to 30)		Asphalt Shingle			
123	OCEANS PUMP STATION: WATER STORAGE TANK		1980	10/01/2017	\$1,224,020	\$1,224,020	
	2842 RIDGE ROAD AVENUE DAYTONA BEACH, FL 32118		223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			
124	PENINSULA PUMP STATION: GENERATOR BUILDING		1980	10/01/2017	\$242,300	\$495,300	
	4270 S. ATLANTIC AVENUE PORT ORANGE, FL 32127		251 - Pump/Lift Station	10/01/2018	\$253,000		
	Gable end with bracing	Medium (10 to 30)		Asphalt Shingle			
125	PENINSULA PUMP STATION: WATER STORAGE TANK		1980	10/01/2017	\$1,004,470	\$1,004,470	
	4270 S. ATLANTIC AVENUE PORT ORANGE, FL 32127		223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	N/A	N/A		N/A			
126	PONCE INLET MASTER LIFT STATION: GENERATOR BUILDING		1990	10/01/2017	\$1,110,400	\$1,529,800	
	4668 S. PENINSULA DRIVE PONCE INLET, FL 32127		251 - Pump/Lift Station	10/01/2018	\$419,400		
	Flat	Low (< 10)		Single ply membrane			
127	PONCE INLET LIFT STATION		1975	10/01/2017	\$70,140	\$70,140	
	34 MAR AZUL NORTH PORT ORANGE, FL 32127		251 - Pump/Lift Station	10/01/2018	\$0		
	Gable end without bracing	Low (< 10)		Asphalt Shingle			
128	HERBERT NOVA REGIONAL MASTER LIFT STATION		1975	10/01/2017	\$105,000	\$272,300	
	HERBERT STREET & NOVA ROAD PORT ORANGE, FL 32127		251 - Pump/Lift Station	10/01/2018	\$167,300		
	Flat	Low (< 10)		Single ply membrane			
129	GENERATOR BUILDING FOR WELLS 13, 14, 15, 16		1980	10/01/2017	\$43,700	\$59,000	
	1264 RICHEL DRIVE PORT ORANGE, FL 32127		244 - Mechanical Equipment	10/01/2018	\$15,300		
	Gable end with bracing	Low (< 10)		Asphalt Shingle			
130	CHRISTIANCY MASTER LIFT STATION: GENERATOR BUILDING AND EMERGENCY GENERATOR		1990	10/01/2017	\$123,700	\$263,700	
	5367 CHRISTIANCY AVENUE PORT ORANGE, FL 32127		251 - Pump/Lift Station	10/01/2018	\$140,000		
	Hip	Medium (10 to 30)		Asphalt Shingle			

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Unit #	Description Address		Year Built Const Type	Eff. Date	Building Value	Total Insured Value	
				Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt
131	CRISTIANCY MASTER LIFT STATION: GENERATOR BUILDING 5367 CHRISTIANCY AVENUE PORT ORANGE, FL 32127		1980	10/01/2017	\$31,800	\$42,400	
			244 - Mechanical Equipment	10/01/2018	\$10,600		
	Gable end with bracing	Low (< 10)		Asphalt Shingle			
132	COUNTRYSIDE REGIONAL LIFT STATION: GENERATOR BUILDING 633 TAYLOR ROAD PORT ORANGE, FL 32127		1975	10/01/2017	\$47,250	\$125,250	
			251 - Pump/Lift Station	10/01/2018	\$78,000		
	Gable end with bracing	Medium (10 to 30)		Asphalt Shingle			
133	GENERATOR BUILDING 633 TAYLOR ROAD PORT ORANGE, FL 32127		1975	10/01/2017	\$28,100	\$47,900	
			244 - Mechanical Equipment	10/01/2018	\$19,800		
	Hip	Low (< 10)		Steel - Standing Seam			
134	S. WILLIAMSON PUMP STATION: WATER STORAGE TANK 6262 S. WILLIAMSON BLVD. PORT ORANGE, FL 32127		1980	10/01/2017	\$1,819,850	\$1,819,850	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	Flat	Low (< 10)		Concrete Tile			
135	S. WILLIAMSON PUMP STATION: GENERATOR BUILDING 6262 S. WILLIAMSON BLVD. PORT ORANGE, FL 32127		1980	10/01/2017	\$210,100	\$544,600	
			251 - Pump/Lift Station	10/01/2018	\$334,500		
	Flat	Low (< 10)		Single ply membrane			
136	WELLFIELD: RECLAIMED PUMP STATION TROUTMAN TRAIL PORT ORANGE, FL 32127		1990	10/01/2017	\$342,000	\$670,800	
			251 - Pump/Lift Station	10/01/2018	\$328,800		
	Hip	Medium (10 to 30)		Steel - Standing Seam			
137	WELLFIELD: RECLAIMED WATER STORAGE TANK 2330 FLOW WAY PORT ORANGE, FL 32127		1980	10/01/2017	\$1,004,470	\$1,004,470	
			223 - On Ground Liquid Storage Tank	10/01/2018	\$0		
	Flat	Low (< 10)		Concrete Tile			
138	WELLFIELD: MAINTENANCE BUILDING 2331 FLOW WAY PORT ORANGE, FL 32127		1980	10/01/2017	\$56,500	\$78,700	
			119 - JM	10/01/2018	\$22,200		
	Hip	Medium (10 to 30)		Asphalt Shingle			
139	WELLFIELD: CR 20 WELLFIELD GENERATOR BUILDING 2440 DREMA WAY PORT ORANGE, FL 32127		1993	10/01/2017	\$59,820	\$99,820	
			251 - Pump/Lift Station	10/01/2018	\$40,000		
	Flat	Low (< 10)		Concrete Tile			
140	GENERATOR BUILDING 2396 CAMPSITE ROAD PORT ORANGE, FL 32127		1985	10/01/2017	\$54,560	\$90,560	
			244 - Mechanical Equipment	10/01/2018	\$36,000		
	Flat	Low (< 10)		Concrete Tile			

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Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
141	WHITE PLACE PARK: DUGOUT #1 210 WHITE PLACE PORT ORANGE, FL 32127		1970	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)		Wood Shakes			
142	WHITE PLACE PARK: DUGOUT #2 210 WHITE PLACE PORT ORANGE, FL 32127		1970	10/01/2017	\$9,100	\$9,100	
			101 - Frame	10/01/2018	\$0		
	Flat	Low (< 10)		Wood Shakes			
143	WHITE PLACE PARK: LIGHTING, OTHER 210 WHITE PLACE PORT ORANGE, FL 32127		1970	10/01/2017	\$72,560	\$72,560	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
144	RUSSELL PROPERTY: MAIN HOUSE 6060 DEER FEED TRAIL PORT ORANGE, FL 32127		2006	10/01/2017	\$548,840	\$608,840	
			101 - Frame	10/01/2018	\$60,000		
	Gambrel	High (> 30)		Asphalt Shingle			
145	RUSSELL PROPERTY: PUMPHOUSE 6060 DEER FEED TRAIL PORT ORANGE, FL 32127		2006	10/01/2017	\$19,100	\$38,100	
			251 - Pump/Lift Station	10/01/2018	\$19,000		
	Gable end with bracing	Low (< 10)		Asphalt Shingle			
146	RUSSELL PROPERTY: SHED 6060 DEER FEED TRAIL PORT ORANGE, FL 32127		2006	10/01/2017	\$47,500	\$57,700	
			101 - Frame	10/01/2018	\$10,200		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			
147	TRAFFIC LIGHTS DUNLAWTON AVENUE & CITY CENTER CIRCLE PORT ORANGE, FL 32127		1975	10/01/2017	\$205,900	\$205,900	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
148	TRAFFIC LIGHTS DUNLAWTON AVENUE & VILLAGE TRAIL / SWALLOWTAIL PORT ORANGE, FL 32127		1975	10/01/2017	\$183,200	\$183,200	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
149	TRAFFIC LIGHTS NOVA ROAD & VILLAGE TRAIL PORT ORANGE, FL 32127		1990	10/01/2017	\$262,000	\$262,000	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
150	TRAFFIC LIGHTS NOVA ROAD & HERBERT STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$206,300	\$206,300	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			

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			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
151	TRAFFIC LIGHTS NOVA ROAD & MADELINE AVENUE PORT ORANGE, FL 32127		1990	10/01/2017	\$264,200	\$264,200	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
152	TRAFFIC LIGHTS DUNLAWTON AVENUE & YORKTOWNE BLVD. PORT ORANGE, FL 32127		1975	10/01/2017	\$204,800	\$204,800	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
153	TRAFFIC LIGHTS DUNLAWTON AVENUE & SPRUCE CREEK RD. PORT ORANGE, FL 32127		1975	10/01/2017	\$225,400	\$225,400	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
154	TRAFFIC LIGHTS RIDGEWOOD AVENUE & HERBERT STREET PORT ORANGE, FL 32127		1990	10/01/2017	\$205,600	\$205,600	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
155	TRAFFIC LIGHTS RIDGEWOOD MEEKER PLACE PORT ORANGE, FL 32127		1990	10/01/2017	\$139,500	\$139,500	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
156	LAKESIDE COMMUNITY CENTER: BUILDING 1999 CITY CENTER CIRCLE PORT ORANGE, FL 32127		2007	10/01/2017	\$951,230	\$1,067,630	
			111 - MNC	10/01/2018	\$116,400		
	Hip	High (> 30)		Steel - Standing Seam			
157	LAKESIDE COMMUNITY CENTER: STORAGE BUILDING 1999 CITY CENTER CIRCLE PORT ORANGE, FL 32127		2007	10/01/2017	\$89,900	\$89,900	
			119 - JM	10/01/2018	\$0		
	Flat	Low (< 10)		Steel - Standing Seam			
158	POLICE EVIDENCE BUILDING 5839 TRAILWOOD DRIVE PORT ORANGE, FL 32127		1990	10/01/2017	\$124,420	\$186,120	
			152 - NC	10/01/2018	\$61,700		
	Gable end without bracing	Low (< 10)		Steel - Standing Seam			
159	TRAILWOOD DRIVE BRIDGE # 4 5839 TRAILWOOD DRIVE PORT ORANGE, FL 32127		2007	10/01/2017	\$118,500	\$118,500	
			202 - Bridges	10/01/2018	\$0		
	N/A	N/A		N/A			
160	CONTROL BUILDING 5839 TRAILWOOD DRIVE PORT ORANGE, FL 32127		1990	10/01/2017	\$33,200	\$233,200	
			131 - FR	10/01/2018	\$200,000		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			

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Unit #	Description Address		Year Built Const Type	Eff. Date	Building Value	Total Insured Value	
				Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt
161	PARKS MAINTENANCE FACILITY 5839 TRAILWOOD DRIVE PORT ORANGE, FL 32127		1977	10/01/2017	\$1,146,000	\$1,288,900	
			131 - FR	10/01/2018	\$142,900		
	Flat	Low (< 10)		Single ply membrane			
162	TRAFFIC LIGHTS DUNLAWTON AVENUE & 1-95 N. RAMP PORT ORANGE, FL 32127		1975	10/01/2017	\$244,600	\$244,600	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
163	TRAFFIC LIGHTS TAYLOR ROAD & SUMMERTREES ROAD PORT ORANGE, FL 32127		1990	10/01/2017	\$241,700	\$241,700	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
164	TRAFFIC LIGHTS WILLIAMSON BLVD. & WILLOW RUN BLVD. PORT ORANGE, FL 32127		1990	10/01/2017	\$153,700	\$153,700	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
165	TRAFFIC LIGHTS SPRUCE CREEK ROAD & EASTPORT PARK WAY PORT ORANGE, FL 32127		1990	10/01/2017	\$147,900	\$147,900	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
166	TRAILWOOD DRIVE BRIDGE # 5 5899 TRAILWOOD DRIVE PORT ORANGE, FL 32127		2007	10/01/2017	\$235,000	\$235,000	
			202 - Bridges	10/01/2018	\$0		
	N/A	N/A		N/A			
167	TRAILWOOD DRIVE BRIDGE # 3 5899 TRAILWOOD DRIVE PORT ORANGE, FL 32127		2007	10/01/2017	\$118,500	\$118,500	
			202 - Bridges	10/01/2018	\$0		
	N/A	N/A		N/A			
168	TRAILWOOD DRIVE BRIDGE # 2 5898 TRAILWOOD DRIVE PORT ORANGE, FL 32127		2007	10/01/2017	\$118,500	\$118,500	
			202 - Bridges	10/01/2018	\$0		
	N/A	N/A		N/A			
169	TRAILWOOD DRIVE BRIDGE # 1 5910 TRAILWOOD DRIVE PORT ORANGE, FL 32127		2007	10/01/2017	\$118,500	\$118,500	
			202 - Bridges	10/01/2018	\$0		
	N/A	N/A		N/A			
170	FIRE STATION #72 6027 CENTRAL PARK BLVD. PORT ORANGE, FL 32127		1990	10/01/2017	\$1,081,550	\$1,214,650	
			111 - MNC	10/01/2018	\$133,100		
	Hip	Medium (10 to 30)		Steel - Standing Seam			

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			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
171	FIRE STATION #75 1701 TOWN WEST BLVD. PORT ORANGE, FL 32127		2009	10/01/2017	\$1,081,510	\$1,214,610	
			111 - MNC	10/01/2018	\$133,100		
	Hip	Medium (10 to 30)		Steel - Standing Seam			
172	POLICE STATION 4545 CLYDE MORRIS BLVD. PORT ORANGE, FL 32127		2009	10/01/2017	\$9,423,170	\$11,914,770	
			111 - MNC	10/01/2018	\$2,491,600		
	Flat	Low (< 10)		Single ply membrane			
173	POLICE STORAGE/OFFICE 4545 CLYDE MORRIS BLVD. PORT ORANGE, FL 32127		2009	10/01/2017	\$527,840	\$738,740	
			111 - MNC	10/01/2018	\$210,900		
	Flat	Low (< 10)		Single ply membrane			
174	CORACI PARK: 1 PLAYSET, ALUMINUM BLEACHERS, ALUMINUM BENCHES 5200 CORACI BLVD. PORT ORANGE, FL 32127		1990	10/01/2017	\$50,000	\$50,000	
			102 - PITO	10/01/2018	\$0		
	N/A	N/A		N/A			
175	CORACI PARK: CONCESSION/RESTROOM BUILDING 5200 CORACI BLVD. PORT ORANGE, FL 32127		2009	10/01/2017	\$185,050	\$185,050	
			119 - JM	10/01/2018	\$0		
	Pyramid	High (> 30)		Steel - Standing Seam			
176	CORACI PARK: OUTDOOR LIGHTING 5200 CORACI BLVD. PORT ORANGE, FL 32127		1990	10/01/2017	\$800,000	\$800,000	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
177	CORACI PARK: CHAIN LINK FENCING 5200 CORACI BLVD. PORT ORANGE, FL 32127		1990	10/01/2017	\$100,000	\$100,000	
			102 - PITO	10/01/2018	\$0		
	N/A	N/A		N/A			
178	CORACI PARK: SCOREBOARD 5200 CORACI BLVD. PORT ORANGE, FL 32127		1990	10/01/2017	\$50,000	\$50,000	
			102 - PITO	10/01/2018	\$0		
	N/A	N/A		N/A			
179	EMERGENCY GENERATOR - 750 KW 5835 TRAILWOOD DRIVE PORT ORANGE, FL 32127		2000	10/01/2017	\$274,000	\$274,000	
			244 - Mechanical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
180	TRAFFIC LIGHTS SUMMER TREES RD & S WILLIAMSON BLVD/The Pavilion PORT ORANGE, FL 32127		1990	10/01/2017	\$353,700	\$353,700	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			

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			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt
181	TRAFFIC LIGHTS 1701 TOWN WEST BLVD. PORT ORANGE, FL 32127		1990	10/01/2017	\$112,100	\$112,100	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
182	TRAFFIC LIGHTS S. WILLIAMSON BLVD. & MADELINE AVENUE PORT ORANGE, FL 32127		1990	10/01/2017	\$154,400	\$154,400	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
183	TRAFFIC LIGHTS SPRUCE CREEK ROAD & CENTRAL PARK BLVD. PORT ORANGE, FL 32127		1990	10/01/2017	\$129,900	\$129,900	
			243 - Electrical Equipment	10/01/2018	\$0		
	N/A	N/A		N/A			
184	SOUTHWINDS PARK: RESTROOM BUILDING 1200 RICHEL DRIVE PORT ORANGE, FL 32127		1975	10/01/2017	\$61,900	\$61,900	
			119 - JM	10/01/2018	\$0		
	Gable end with bracing	Low (< 10)		Asphalt Shingle			
185	SOUTHWINDS PARK: PLAY STRUCTURE 1200 RICHEL DRIVE PORT ORANGE, FL 32127		1975	10/01/2017	\$40,000	\$40,000	
			102 - PITO	10/01/2018	\$0		
	N/A	N/A		N/A			
186	RUSSELL PROPERTY: FLOATING DOCK 6060 DEER FEED TRAIL PORT ORANGE, FL 32127		2006	10/01/2017	\$116,900	\$116,900	
			257 - Waterfront Structures	10/01/2018	\$0		
	N/A	N/A		N/A			
187	CAMBRIDGE PUMP STATION (STORM WATER) 4839 TRAILWOOD DRIVE PORT ORANGE, FL 32127			10/01/2017	\$13,600	\$183,800	
			251 - Pump/Lift Station	10/01/2018	\$170,200		
	N/A	N/A		N/A			
188	RIVERWALK PARK A1: RESTROOM BUILDING 3351 S. RIDGEWOOD AVENUE PORT ORANGE, FL 32127		2016	10/01/2017	\$158,000	\$158,000	
			119 - JM	10/01/2018	\$0		
	Gable end with bracing	Low (< 10)		Steel - Standing Seam			
189	RIVERWALK PARK A1: BOARDWALK & FISHING PIER 3431 S. RIDGEWOOD AVENUE PORT ORANGE, FL 32127		2016	10/01/2017	\$134,000	\$134,000	
			257 - Waterfront Structures	10/01/2018	\$0		
	N/A	N/A		N/A			
190	PORT ORANGE TRAIN DEPOT 415 HERBERT STREET PORT ORANGE, FL 32127		1894	10/01/2017	\$172,000	\$172,000	
			101 - Frame	10/01/2018	\$0		
	Gable end with bracing	Low (< 10)					

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	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering		Covering Replaced	Roof Yr Blt	
191	CORACI PARK: GRANDSTANDS		101 - Frame	10/01/2017	\$300,000		\$300,000	
	5200 CORACI BLVD. PORT ORANGE, FL 32127			10/01/2018	\$0			
192	CORACI PARK: PRE-FAB RESTROOM		101 - Frame	10/01/2017	\$160,000		\$160,000	
	5200 CORACI BLVD. PORT ORANGE, FL 32127			10/01/2018	\$0			
193	WILLIAMSON REGIONAL LIFT STATION #9: GENERATOR BUILDING		2016	10/01/2017	\$30,000		\$105,000	
	5955 S. WILLIAMSON BLVD. PORT ORANGE, FL 32127		131 - FR	10/01/2018	\$75,000			
	N/A	N/A		Light Metal Panels				
194	WILLIAMSON REGIONAL LIFT STATION #9: RECLAIMED WATER STORAGE TANK		2016	10/01/2017	\$45,000		\$445,000	
	5955 S. WILLIAMSON BLVD. PORT ORANGE, FL 32127		131 - FR	10/01/2018	\$400,000			
	N/A	N/A		Concrete Tile				
195	SIGNAGE: EASTPORT BUSINESS PARK		102 - PITO	10/01/2017	\$10,000		\$10,000	
	DUNLAWTON AVENUE & SPRUCE CREEK ROAD PORT ORANGE, FL 32127			10/01/2018	\$0			
	N/A							
196	RIVERWALK PARK B1: SPLASH PARK		2017	10/01/2017	\$320,400		\$320,400	
	3431 S. RIDGEWOOD AVENUE PORT ORANGE, FL 32127		102 - PITO	10/01/2018	\$0			
197	RIVERWALK PARK B1: PLAYGROUND EQUIPMENT		2017	10/01/2017	\$106,000		\$106,000	
	3431 S. RIDGEWOOD AVENUE PORT ORANGE, FL 32127		102 - PITO	10/01/2018	\$0			
198	RIVERWALK PARK B1: RESTROOM / CONCESSION BUILDING		2017	10/01/2017	\$269,800		\$269,800	
	3431 S. RIDGEWOOD AVENUE PORT ORANGE, FL 32127		101 - Frame	10/01/2018	\$0			
				Total:	\$88,866,460		\$24,169,000	\$113,035,460

Agreement No.: PK2FL1 0642010 17-03

Agreement Period: Agreement Period: 10/01/2017
through 10/01/2019

Agent Brown & Brown, Inc. (Daytona Beach, FL)

Item #	Description	Serial Number	Classification Code	Eff. Date	Value	Deductible
				Term Date		
001	Unscheduled Items		Blanket Unscheduled Inland Marine	10/01/2017 10/01/2018	\$1,000,000	\$500
002	2012 Challenger MT465B	5012	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$106,477	\$1,000
003	2014 Cues Camera System, Asset	9538	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$59,160	\$1,000
004	2005 Thompson Pump	4220	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$30,297	\$500
005	2008 John Deere Mower	113	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$26,341	\$500
006	2009 John Deer Fariway Mower	216	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$39,301	\$500
007	2009 John Deer Fariway Mower	217	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$39,301	\$500
008	Gen, Onan Gensets Trlr Mtd	4192	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$27,048	\$500
009	Gen, Onan Gensets Trlr Mtd	4193	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$27,048	\$500
010	Message Sign, Addeo DH1000	9694	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$27,500	\$500
011	2002 John Deere 550H Bulldozer	7191	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$68,713	\$1,000
012	2001 Case 580M Backhoe	7446	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$36,750	\$500
013	2001 Case 721 C Loader	5340	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$115,362	\$1,000
014	2003 Generator, Trlr Mntd	3821	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$37,580	\$500
015	2005 John Deere Backhoe Loader	9783	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$56,605	\$1,000
016	2005 Thompson Pump	4232	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$71,458	\$1,000
017	2005 John Deere Loader	9584	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$109,816	\$1,000
018	2005 Thompson Pump	4309	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$33,714	\$500
019	2005 Thompson Pump	4310	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$33,714	\$500
020	2006 Caterpillar Excavator	356	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$181,801	\$1,000
021	Tow Pwer Portable Generator	4132	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$71,079	\$1,000
022	2004 Tore Fairway Mower	621	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$34,250	\$500
023	2004 Tore Fairway Mower	619	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$34,250	\$500
024	2005 Thompson Pump	4335	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$31,520	\$500
025	2005 Thompson Pump	4351	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$31,520	\$500

Agreement No.: PK2FL1 0642010 17-03

Agreement Period: Agreement Period: 10/01/2017
through 10/01/2019

Agent Brown & Brown, Inc. (Daytona Beach, FL)

Item #	Description	Serial Number	Classification Code	Eff. Date	Value	Deductible
				Term Date		
026	2005 Thompson Pump	4355	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$31,520	\$500
027	2005 Thompson Pump	4377	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$30,297	\$500
028	2005 Thompson Pump	4378	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$30,297	\$500
029	Trailer, Fire Safety	6046	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$57,578	\$1,000
030	2006 Caterpillar Backhoe	1376	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$57,545	\$1,000
031	2008 Menzi Muck Excavator	5492	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$192,260	\$1,000
032	2009 Challenger Tractor w/Boom	2026	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$139,890	\$1,000
033	2004 Boston Whaler 210 JC	D404	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$42,699	\$500
034	2005 Thompson 6 inch Pump	34293	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$24,600	\$1,000
035	2005 Thompson 6 inch Pump	34294	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$24,600	\$1,000
036	2013 John Deere 2500 Greens Mower	70162	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$30,387	\$1,000
037	2013 John Deere 2500 Greens Mower	70163	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$30,387	\$1,000
038	2013 Cat 305E Mini Excavator	XFA01600	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$48,493	\$1,000
039	2013 Cat CB24 Asphalt Roller	24001900	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$43,371	\$1,000
040	2014 John Deere 1445 Flail Mower	135044	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$26,716	\$1,000
041	2014 Cat 259D Skid Steer Loader	FTL00571	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$56,708	\$1,000
042	2014 John Deere Progator/Sprayer	75165	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$28,115	\$1,000
043	2014 John Deere 2500 Mower	80092	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$30,760	\$1,000
044	2014 John Deere 2500 Mower	80093	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$30,760	\$1,000
045	2015 John Deere 2653B Mower	900042	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$28,095	\$1,000
046	2015 Toro 3280 72" Mower	315000166	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$19,814	\$1,000
047	2015 John Deere 5065E Tractor	PF4113077	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$26,032	\$1,000
048	2016 Ventrac 4500Y Mower	AJ03986	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$24,014	\$1,000
049	2016 Toro 3505D Mower	316000103	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$26,990	\$1,000
050	2016 Kubota L3901 Tractor	60073	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$30,822	\$1,000



Inland Marine Schedule

City of Port Orange

Reference Number: 50962

Scheduled Items Effective As of : 08/01/2017

Agreement No.: PK2FL1 0642010 17-03

Agreement Period: Agreement Period: 10/01/2017
through 10/01/2019

Agent Brown & Brown, Inc. (Daytona Beach, FL)

Item #	Description	Serial Number	Classification Code	Eff. Date	Value	Deductible
				Term Date		
051	2016 Cat 416F Backhoe Loader	KSF02137	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$73,058	\$1,000
052	2005 Nissan Forklift	9J0243	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$24,116	\$1,000
053	2012 Vactron Portable Pump Trailer	1108	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$44,198	\$1,000
054	2015 Wachs Valve Exercising Trailer	297990	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$61,100	\$1,000
055	2015 Falcon Asphalt patching Trailer	339048	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$35,164	\$1,000
056	2017 Cat 304E Mini Excavator	ME402622	Contractor's / Mobile Equipment - Agreed Value	10/01/2017 10/01/2018	\$49,589	\$1,000
057	Unscheduled Items		Valuable Papers - RC	10/01/2017 10/01/2018	\$500,000	\$1,000
				Total	\$4,230,580	

Major Risk Management Insurance Plan Summary
FY16 through FY18

Brown & Brown-Brokered Policies								
Coverage	FY16 Property Values	FY 16 Premium		FY17 Property Values	FY17 Premium		FY18 Property Values	FY18 Premium
Property ¹	\$ 117,873,468.00	\$ 277,327.00		\$ 114,471,740.00	\$ 261,990.00		\$ 113,035,460.00	\$ 263,744.00
Inland Marine	\$ 4,082,545.00	\$ 10,420.00		\$ 4,543,116.00	\$ 12,122.00		\$ 4,230,580.00	\$ 11,940.00
Equipment Breakdown		\$ 6,364.00			\$ 6,379.00			\$ 6,250.00
Crime ²		\$ 924.00			\$ 924.00			\$ 3,057.00
Excess Crime ²		\$ 1,400.00			\$ 1,400.00			\$ -
AD&D Police & Firefighters		\$ 6,664.00			\$ 6,664.00			\$ 7,087.50

¹Each building is rated based on its individual characteristics, including year built, type of construction, location, roof shape, roof type, etc. PGIT did not increase their program "rates." The difference in premium is a result of removing properties from the property schedule that had a lower rate, and adding other locations (*e.g.* , Riverside Park facilities) that carried a higher rate.

²FY18 Crime and Excess Crime coverages were combined in FY18; added Forgery & Alteration coverage - \$1M / \$10K retention; added Social Engineering Fraud coverage - \$100K / 10K retention

Florida Municipal Insurance Trust Policies								
	FY16 Values	FY16 Premium		FY17 Values	FY17 Premium		FY18 Values	FY18 Premium
Automobile Liability/Physical Damage ³	\$ 11,910,761.00	\$ 92,397.00		\$ 14,404,470.00	\$ 115,519.00		\$ 12,882,443.00	\$ 144,428.00
General/Professional Liability		\$ 316,558.00			\$ 291,226.00			\$ 309,874.00

³While the number of vehicles insured has remained level during the reported fiscal years, premiums vary based on the individual characteristics of each vehicle, rather than the total scheduled value. The amount of loss for both auto liability and auto physical damage has increased, resulting in an increase in the experience modification, and therefore an increase in premiums.

	FY16	FY17	FY18
Workers Compensation			
Experience Modification	0.9	0.99	1.02
Payroll	\$ 18,823,134.00	\$ 21,526,508.00	\$ 22,048,819.00
Net Premium	\$ 295,871.00	\$ 300,366.00	\$ 361,456.00

Project No.: Funding Account No.: 504-1000-519.45-10
504-1000-519.45-10

ATTACHMENTS:

1.	Policy Summary	Policy Summary.pdf
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Grace Stewart	Created/Initiated - 06/29/2017
Jamie Miller	Approved - 08/07/2017
Tracey Riehm	Approved - 08/09/2017
Margaret Roberts	Approved - 08/23/2017
Jake Johansson	Approved - 08/23/2017
Robin Fenwick	Final Approval - 08/29/2017

**Wright National Flood Insurance
Policy Summary
Broker: Brown Brown - Daytona Beach**

POLICY #	STREET ADDRESS	EFFECTIVE DATE	FLOOD ZONE	FY17 Premium	FY18 Premium	Change from FY17	Percent of Change
09 1150077010 08	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - PUBLIC WORKS	09.14.2017 - 09.14.2018	X	\$ 3,097.00	\$ 3,097.00	\$ -	0.00%
09 1150077011 08	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - STORAGE-THE PALACE	09.14.2017 - 09.14.2018	X	\$ 1,510.00	\$ 1,510.00	\$ -	0.00%
09 1150077012 08	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - PUBLIC UTILITY OFFICE	09.14.2017 - 09.14.2018	X	\$ 2,406.00	\$ 2,406.00	\$ -	0.00%
09 1150077013 08	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - STORAGE BAYS	09.14.2017 - 09.14.2018	X	\$ 1,510.00	\$ 1,510.00	\$ -	0.00%
09 1150077014 08	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - OFFICE BLDG	09.14.2017 - 09.14.2018	AE	\$ 2,973.00	\$ 2,973.00	\$ -	0.00%
09 1150077367 08	817 OAK ST, PORT ORANGE, FL 32127 - MASTER LIFT STATION	09.14.2017 - 09.14.2018	AE	\$ 2,919.00	\$ 3,090.00	\$ 171.00	5.86%
09 1150077368 08	817 OAK ST, PORT ORANGE, FL 32127 - LAB BUILDING	09.14.2017 - 09.14.2018	AE	\$ 1,994.00	\$ 2,025.00	\$ 31.00	1.55%
09 1150077369 08	817 OAK ST, PORT ORANGE, FL 32127 - COLLECTIONS SYSTEM OFFICE	09.14.2017 - 09.14.2018	AE	\$ 2,047.00	\$ 2,083.00	\$ 36.00	1.76%
09 1150077370 08	817 OAK ST, PORT ORANGE, FL 32127 - OLD LIFT STATION	09.14.2017 - 09.14.2018	AE	\$ 931.00	\$ 931.00	\$ -	0.00%
09 1150077371 08	817 OAK ST, PORT ORANGE, FL 32127 - PLANT STORAGE BLDG	09.14.2017 - 09.14.2018	AE	\$ 677.00	\$ 683.00	\$ 6.00	0.89%
09 1150077372 08	817 OAK ST, PORT ORANGE, FL 32127 - CONTROL OFFICE BLDG	09.14.2017 - 09.14.2018	AE	\$ 2,031.00	\$ 2,063.00	\$ 32.00	1.58%
09 1150077374 08	817 OAK ST, PORT ORANGE, FL 32127 - GENERATOR BLDG	09.14.2017 - 09.14.2018	X	\$ 467.00	\$ 487.00	\$ 20.00	4.28%
09 1150077375 08	817 OAK ST, PORT ORANGE, FL 32127 - ELECTRICAL BLDG	09.14.2017 - 09.14.2018	AE	\$ 670.00	\$ 673.00	\$ 3.00	0.45%
09 1150077376 08	817 OAK ST, PORT ORANGE, FL 32127 - GENERATOR BLDG #2	09.14.2017 - 09.14.2018	AE	\$ 461.00	\$ 482.00	\$ 21.00	4.56%
09 1150077377 08	4790 S RIDGEWOOD AVE, PORT ORANGE, FL 32127 - ADULT ACTIVITY CNTR	09.14.2017 - 09.14.2018	AE	\$ 2,330.00	\$ 2,506.00	\$ 176.00	7.55%
09 1150077378 08	3840 S RIDGEWOOD AVE, PORT ORANGE, FL 32129 - ART HAUS BLDG	09.14.2017 - 09.14.2018	AE	\$ 1,961.00	\$ 2,057.00	\$ 96.00	4.90%
09 1150077379 08	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - GARAGE	09.14.2017 - 09.14.2018	X	\$ 662.00	\$ 666.00	\$ 4.00	0.60%
09 1150077381 08	3738 HALIFAX DR, PORT ORANGE, FL 32129 - PRESCHOOL	09.14.2017 - 09.14.2018	AE	\$ 3,356.00	\$ 3,374.00	\$ 18.00	0.54%
09 1150077382 08	4200 S RIDGEWOOD AVE, PORT ORANGE, FL 32127 - FIRE STATION 1	09.14.2017 - 09.14.2018	AE	\$ 1,670.00	\$ 1,667.00	\$ (3.00)	-0.18%
09 1150077383 08	5839 TRAILWOOD DR, PORT ORANGE, FL 32127 - PARKS & RECREATION BLDG	09.14.2017 - 09.14.2018	AE	\$ 4,684.00	\$ 4,800.00	\$ 116.00	2.48%
09 1150077384 08	740 COMMONWEALTH BLVD, PORT ORANGE, FL 32127 - ALUM FEED BLDG 1	09.14.2017 - 09.14.2018	AE	\$ 1,146.00	\$ 1,157.00	\$ 11.00	0.96%
09 1150077385 08	740 COMMONWEALTH BLVD, PORT ORANGE, FL 32127	09.14.2017 - 09.14.2018	X	\$ 2,327.00	\$ 2,356.00	\$ 29.00	1.25%
09 1150077386 08	4668 S PENINSULA DR, PONCE INLET, FL 32127 - LIFT STATION	09.14.2017 - 09.14.2018	AE	\$ 1,552.00	\$ 1,609.00	\$ 57.00	3.67%
09 1150077387 08	5959 SPRUCE CREEK RD, PORT ORANGE, FL 32127 - ALL CHILDRENS PARK RR BLDG	09.14.2017 - 09.14.2018	AE	\$ 431.00	\$ 431.00	\$ -	0.00%
09 1150077388 08	5959 SPRUCE CREEK RD, PORT ORANGE, FL 32127 - SHELTER REC BLDG	09.14.2017 - 09.14.2018	AE	\$ 368.00	\$ 378.00	\$ 10.00	2.72%
09 1151090449 03	817 OAK ST, PORT ORANGE, FL 32127 - MAINTENANCE BLDG	09.14.2017 - 09.14.2018	X	\$ 1,330.00	\$ 1,330.00	\$ -	0.00%
Total for 09.14.2017 (FY17)				\$ 45,510.00	\$ 46,344.00	\$ 834.00	1.83%
09 1151283731 01	817 OAK ST BLDG 23, PORT ORANGE, FL 32127	10.03.2017 - 10.03.2018	X	\$ 2,246.00	\$ 2,291.00	\$ 45.00	2.00%
09 1151283734 01	817 OAK ST BLDG 21, PORT ORANGE, FL 32127	10.03.2017 - 10.03.2018	X	\$ 1,799.00	\$ 1,835.00	\$ 36.00	2.00%
Total for 10.03.2017 (FY18)				\$ 4,045.00	\$ 4,126.00	\$ 81.00	2.00%
09 1150295534 07	6027 CENTRAL PK BLVD, PORT ORANGE, FL 32127	04.12.2018 - 04.12.2019	X	\$ 2,246.00	\$ 2,291.00	\$ 45.00	2.00%
Total for 04.12.2018 (FY18)				\$ 2,246.00	\$ 2,291.00	\$ 45.00	2.00%
Option A - Current Coverage							
Renewal Notices Pending - FY18 Premiums estimated based on a 2% increase over FY17 premiums							



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: Yes

SUBJECT: (C17f) Renewal of Florida Municipal Insurance Trust Policies

DEPARTMENT: Administrative Services

GOAL:

RECOMMENDED MOTION: Move to renew FMIT policies for General/Professional Liability, Automobile Liability/Physical Damage, and Workers Compensation coverage for FY18, subject to approval of the FY18 budget, ad receipt and acceptance of the Agreement and/or policy; and to authorize the Mayor and City Clerk to execute all necessary documents.

SUMMARY: On September 9, 2015, Council approved the award to Florida Municipal Insurance Trust (FMIT) for General/Professional Liability, Automobile Liability/Physical Damage, and Workers Compensation coverage for FY16 pursuant to RFP 15-27. On September 20, 2016, Council approved the renewal of these lines of coverage for FY17. RFP 15-27 provides that the initial term of the agreement shall be for a period of two years, and that the City reserves the right to extend the contract for additional one-year periods provided all terms, conditions, and specifications remain the same, both parties agree to the extension, and such extension is approved by the City Council.

Increases in payroll and an increased experience modification based on the amount of loss for the three year look back period has resulted in an increased Workers' Compensation premium. In addition to the increase in payroll and experience modification rating, the National Council on Compensation Insurance (NCCI) has been granted by the Office of Insurance Regulation (OIR) a significant increase to the state wide Worker's Compensation rates.

Likewise, while the number of vehicles insured has remained level during the three year look back period, an increase in the amount of loss for both auto liability and auto physical damage has increased, resulting in an increase in the experience modification, and therefore an increase in Auto Liability/Physical Damages premiums.

Staff intends to issue a new Request for Proposal for these lines of coverage prior to FY19.

The FY17 premiums totaled \$707,111.00. For FY18, the premiums will be \$815,758.00. Staff has provided a chart showing the rate comparisons from Fiscal 2016 to current which breaks down the historical information on the major lines of insurance covered under Risk Management (which is covered by multiple carriers). Staff is recommending renewal for FY18, subject to Council's approval of the FY18 budget.

Project No.: Funding Account No.: 504-1000-519.45-16

504-1000-519.45-10

504-1000-519.45-10

ATTACHMENTS:

1.	FMIT Renewal Quote for FY18	20170614 Renewal Quote for 2017-2018.pdf
2.	FY16 - FY18 Insurance Plan Summary	FY16 - FY18 Insurance Plan Summary.pdf

Grace Stewart

Jamie Miller

Tracey Riehm

Margaret Roberts

Jake Johansson

Robin Fenwick

Created/Initiated - 08/03/2017

Approved - 08/17/2017

Approved - 08/25/2017

Approved - 08/28/2017

Approved - 08/28/2017

Final Approval - 08/29/2017



Department of Insurance and Financial Services

FLORIDA MUNICIPAL INSURANCE TRUST

RENEWAL QUOTE FOR 2017-2018

City of Port Orange

FMIT 0496

<u>Coverage</u>	<u>Deductible</u>	<u>Limit</u>	<u>Premium</u>
General/Professional Liability	\$0	\$2,000,000	\$309,874
Automobile Liability	\$0	\$2,000,000	\$121,523
Automobile Physical Damage	Per Schedule		\$22,905
Workers' Compensation	\$25,000	Total Payroll	
Experience Modification	1.02 10/1/17	\$22,048,819	\$361,456 ✓
TOTAL NET PREMIUM			\$815,758

*Includes: Drug Free Credit: YES
Safety Credit: YES

Note: Coverage summaries provided herein are intended as an outline of coverage only and are necessarily brief. In the event of loss, all terms, conditions, and exclusions of actual Agreement and/or Policies will apply.

Major Risk Management Insurance Plan Summary
FY16 through FY18

Brown & Brown-Brokered Policies								
Coverage	FY16 Property Values	FY 16 Premium		FY17 Property Values	FY17 Premium		FY18 Property Values	FY18 Premium
Property ¹	\$ 117,873,468.00	\$ 277,327.00		\$ 114,471,740.00	\$ 261,990.00		\$ 113,035,460.00	\$ 263,744.00
Inland Marine	\$ 4,082,545.00	\$ 10,420.00		\$ 4,543,116.00	\$ 12,122.00		\$ 4,230,580.00	\$ 11,940.00
Equipment Breakdown		\$ 6,364.00			\$ 6,379.00			\$ 6,250.00
Crime ²		\$ 924.00			\$ 924.00			\$ 3,057.00
Excess Crime ²		\$ 1,400.00			\$ 1,400.00			\$ -
AD&D Police & Firefighters		\$ 6,664.00			\$ 6,664.00			\$ 7,087.50

¹Each building is rated based on its individual characteristics, including year built, type of construction, location, roof shape, roof type, etc. PGIT did not increase their program "rates." The difference in premium is a result of removing properties from the property schedule that had a lower rate, and adding other locations (*e.g.* , Riverside Park facilities) that carried a higher rate.

²FY18 Crime and Excess Crime coverages were combined in FY18; added Forgery & Alteration coverage - \$1M / \$10K retention; added Social Engineering Fraud coverage - \$100K / 10K retention

Florida Municipal Insurance Trust Policies								
	FY16 Values	FY16 Premium		FY17 Values	FY17 Premium		FY18 Values	FY18 Premium
Automobile Liability/Physical Damage ³	\$ 11,910,761.00	\$ 92,397.00		\$ 14,404,470.00	\$ 115,519.00		\$ 12,882,443.00	\$ 144,428.00
General/Professional Liability		\$ 316,558.00			\$ 291,226.00			\$ 309,874.00

³While the number of vehicles insured has remained level during the reported fiscal years, premiums vary based on the individual characteristics of each vehicle, rather than the total scheduled value. The amount of loss for both auto liability and auto physical damage has increased, resulting in an increase in the experience modification, and therefore an increase in premiums.

	FY16	FY17	FY18
Workers Compensation			
Experience Modification	0.9	0.99	1.02
Payroll	\$ 18,823,134.00	\$ 21,526,508.00	\$ 22,048,819.00
Net Premium	\$ 295,871.00	\$ 300,366.00	\$ 361,456.00



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: Yes

SUBJECT: (C17g) Rejection of all bids for ITB #17-28 for a Pre-Owned Ambulance

DEPARTMENT: Fire/Rescue Services

GOAL: To gain acceptance of the attached ITB 17-28 Bid Proposal by ETR LLC.

RECOMMENDED MOTION: Move to reject all bids for ITB #17-28.

SUMMARY: On July 10th, 2017, there was one bid proposal submitted for ITB#17-28 Purchase of Pre-owned Type III Ambulance. ETR, LLC of Sanford, Florida had responsive and responsible base bid at a cost of \$26,903; \$1,000 for Alternate #1, Cost of Warranty Extension for one (1) year; \$5,088 for Alternate #2, Emergency LED Lighting; \$1,125 for Alternate #3, Scenic LED Lighting; and \$563 for Alternate #4, Load LED Lighting.

The prices were deemed to be reasonable for the work to be performed and staff originally recommended that the Pre-owned Type III Ambulance base bid, Alternate #1, Alternate #2, Alternate #3, and Alternate #4 be awarded to ETR, L.L.C. of Sanford, Florida.

FY18 funding is not currently available in the FY18 budget and it has been Council's general consensus that we will not pursue the Ambulance service at this time.

Project No.: FIR018 Funding Account No.: 505-1000-519-64-00

ATTACHMENTS:

1.	ITB 17-28 Solicitation	ITB 17-28 Final (06-22-17).pdf
2.	ITB 17-28 ETR LLC., RESPONSE	ITB 17-28 ETR LLC. RESPONSE(07-31-17).pdf
3.	ITB 17-28 ADDENDUM NO.1	ITB_#17-28_Addendum__Addendum_No._1_(07-17-17) (1).pdf

Megan Asher
Ken Fustin
Tracey Riehm
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Created/Initiated - 08/23/2017
Approved - 08/24/2017
Approved - 08/25/2017
Approved - 08/25/2017
Approved - 08/25/2017
Final Approval - 08/29/2017

CITY OF PORT ORANGE, FLORIDA

INVITATION TO BID

PRE-OWNED TYPE III AMBULANCE PURCHASE

ITB #17-28



City of Port Orange Purchasing Division

Prepared by: David Battaglia, Purchasing Agent

Release Date: June 26, 2017

Bid Due Date and Time: July 31, 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 Proposers

ITB #17-28 PRE-OWNED TYPE III AMBULANCE PURCHASE

Notice is hereby given that the City of Port Orange is soliciting bids for the PRE-OWNED TYPE III AMBULANCE PURCHASE. Bids 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 July 31, 2017** which may be amended by addendum issued by the City. All untimely Bids will not be considered and will be returned to the Bidder unopened. All Bids will be evaluated to ensure they contain all required forms in order to deem the Bidder responsive or non-responsive. Bids will be opened and read aloud at 2:30 P.M. in Council Chambers.

There will be a Non-Mandatory Pre-Bid Conference for the project at 10:00 A.M. (local time) on **July 10, 2017** at City Hall, 2nd Floor Conference Room, 1000 City Center Circle, Port Orange, Florida 32129. All attendees to the Pre-Bid Conference must sign in. The representative of each Bidder shall be an authorized employee of the Bidder and shall sign in accordingly. Bidders are urged to obtain Bid documents and familiarize themselves with the documents prior to the Pre-Bid meeting

DESCRIPTION: *The City of Port Orange is soliciting sealed bids for purchasing a pre-owned Type III Ambulance for transport of ALS patients within the City of Port Orange.*

All Bids are solicited and shall be made pursuant to the Code of Ordinances, City of Port Orange, Chapter 2, Article VI, Division 2, Section 2-256, and all Bids 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 32129, and at www.municode.com. Local vendors may be given a local preference pursuant to the Code of Ordinances, City of Port Orange, Chapter 2, Article VI, Division 2, Section 2-275.

Copies of the Bid 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 Agent, David Battaglia dbattaglia@port-orange.org

and reference "Questions on ITB #17-28 PRE-OWNED TYPE III AMBULANCE PURCHASE" in the subject line. Last day for questions will be **July 17, 2017 at 5:00 P.M.**

All Bidders 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 bid shall be withdrawn for a period of ninety (90) days subsequent to the bid opening without the consent of the City of Port Orange, Florida.

No Bids 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 Bids, to waive any and all non-substantial irregularity in Bids received, whenever such waiver or rejection is in the best interest of the City.

Bids shall be **submitted in the City Clerk's office** with one (1) original and one (1) identical digital (CD or flash drive) version in pdf format, addressed to David Battaglia, Purchasing Agent, Finance Department, City Hall, 1000 City Center Circle, Port Orange, Florida 32129 in a **SEALED ENVELOPE/PACKAGE** plainly marked on the outside: **ITB #17-28 PRE-OWNED TYPE III AMBULANCE PURCHASE.**

David Battaglia Purchasing Agent
Legal Ad - One Time – June 26, 2017

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



SEALED BID • DO NOT OPEN	
SEALED BID NO.	ITB #17-28
BID TITLE:	PRE-OWNED TYPE III AMBULANCE PURCHASE
DUE DATE/TIME:	July 31, 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 Invitation to Bid (ITB) is to solicit competitive sealed bids from Firms or Companies (Vendors) for the provision of purchasing a pre-owned Type III Ambulance for transport of ALS patients within the City of Port Orange to local hospitals.

It is the intent and purpose of the City of Port Orange (City) that this Invitation to Bid promotes competitive selection. It shall be the Bidder'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 ITB to a single source.

[Remainder of this page left intentionally blank]

SECTION 2 – INSTRUCTIONS TO BIDDERS

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

TIMELINE (Local Time):

The City reserves the right to alter dates as needed.

Date of Distribution: June 26, 2017
 Non-Mandatory Pre-Bid Conference July 10, 2017 at 10:00 A.M.
 Deadline for Questions: July 17, 2017 by 5:00 P.M.
 Final Addendum Posting: July 24, 2017 by 5:00 P.M.
Bids Due: **July 31, 2017 by 2:30 P.M.**
 City Council Meeting for Approval of Recommendation of Award To Be Determined

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

Bids shall be sealed and Vendors shall clearly indicate on the outside of their bid the following:

- a) Invitation to Bid (ITB) 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 Bids to the City prior to the deadline set for receiving bids. Carrier and hand deliveries of bids will be accepted in the City Clerk's Office, Port Orange City Hall, 1000 City Center Circle, Port Orange, Florida 32129 until the date and time referenced in the Timeline above or as amended by addendum issued by the City. Bids 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 bid package. **Faxed bids shall be rejected as non-responsive regardless of where or when the fax is received.**

All Bids 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 Bids or parts of Bids, if it is in the best interest of the City.

NON-MANDATORY PRE-BID CONFERENCE/SITE VISIT:

There will be a Non-Mandatory Pre-Bid Conference for the project on the date and time referenced in the Timeline above at City Hall, 2nd Floor Conference Room, 1000 City Center Circle, Port Orange, Florida 32129. All prospective Vendors are strongly encouraged to attend because the Pre-Bid Conference will offer potential Vendors the opportunity to ask questions and discuss the project directly with staff. All attendees to the Pre-Bid Conference must sign in. The representative of each Vendor shall be an authorized employee of the Vendor and shall sign in accordingly.

QUESTIONS REGARDING THIS ITB:

All questions shall reference "Questions on **ITB #17-28 PRE-OWNED TYPE III AMBULANCE PURCHASE**" in the subject line. All questions concerning this ITB 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
purchdiv@port-orange.org

ADDENDA REGARDING THE INVITATION TO BID:

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Bid Due Date. Vendors should not rely on any representations, statements or explanations other than those made in this ITB or in any addendum to this ITB. Where there appears to be a conflict between the ITB 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 Bid that all addenda have been received. Vendors should acknowledge the correct number of addenda received as part of their Bids. It is the responsibility of the Vendor to ensure all addenda have been received prior to submitting a bid.

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 ITB price(s) is considered a major irregularity and will be cause for rejection of the Bid.

The City of Port Orange reserves the right to consider the omission of an acknowledgment of addendum as cause for rejection of the ITB 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 ITB. Lack of understanding and/or misinterpretation of any portions of this ITB shall not be cause for withdrawal of your Bid 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.

MINIMUM QUALIFICATIONS:

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

Vendors must be properly registered and licensed to provide the goods or services identified in the scope of work, 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 ITB on the provided "Professional References" form. 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.

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 ITB. 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 Bids for this project. Any Vendor contacting individuals mentioned herein in violation of this warning may automatically be disqualified from further consideration for this ITB.

PRICING SHEETS:

Pricing sheets/Bid Forms are to be completed as directed and without modification and returned as part of the ITB submittal prior to the ITB deadline for submission. Failure to fill out the price sheets/bid forms as directed and without modification may negatively affect the evaluation of your bid.

EXCEPTIONS TO SPECIFICATIONS:

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

BID SUBMISSION AND WITHDRAWAL:

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

CORRECTION OF BIDS:

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

WITHDRAWAL OF BIDS:

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

OPENING OF BIDS:

Bids will be received until the date and time stated in this ITB 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 Bid 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 (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.

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.

REJECTION OF BIDS:

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

BIDS 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 WORK

PROJECT DESCRIPTION:

The city of Port Orange is soliciting competitive sealed bids for the purchase of a 2003 or newer used Wheeled Coach Type III ALS Ambulance or equivalent.

SCOPE:

MINIMUM SPECIFICATIONS

The unit shall be in good condition with all functions operational as designed and possess the following minimum specifications:

- 2003 or newer model year dual rear Wheeled Coach Type III ALS Ambulance.
- Engine-diesel.
- Tires (6) LT225/17.5R16 with minimum 50% tread life and Phoenix type chrome wheel covers
- Color: complete unit to be white or red with no stripping.
- Mileage not to exceed 60,000.
- Module Size: L 172" W 96" and interior height 72"
- Compartment dimension size and locations: M1 H 82" W 18", M2 H 60" W 34", M3 H 60" W 34", M5 H 82" W 23", M6 H 20" W 16", M7 H 47" W 20" with inside-outside access.
- Emergency Lighting: Front bulkhead Whelen 5-900 (R/RC/C/CR/R), rear bulkhead Whelen 2-900, 3- 700 (R/L/A/L/R) Traffic Adviser amber, window height Whelen 2-900 (RA & AR), Whelen 2-600 amber turn arrow, lower Truck-Lite brake, tail/turn, back up, and sides Whelen 4-900 red and 4-900 scene lights.
- CPR seat with flip down counter top and telemetry.
- Restocking cabins with clear Plexiglas and security tapes.
- Dual position floor plate for either Ferno or Stryker cots with lock bar and antler.
- Child safety seat with squad bench safety net at head.
- Wheeled Coach PAF HVAC with 110/12V.
- Action area top load sharps container.
- Sharps and trash container located head squad bench.
- Sharps safety lock sharps container at foot of squad bench.
- Floor covering.
- Lonseal 424 TX Gun Metal gray.
- Vanned inverter 20-1050.
- Vehicle maintenance records must be submitted with the bid.

Inspection:

The City of Port Orange reserves the right to inspect the unit that is quoted to ensure that it meets the minimum specifications before awarding the bid. (Please submit pictures of actual unit being quoted)

Per Standard Terms and Conditions section, 5 item 63 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

[Remainder of this page left intentionally blank]

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 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

mentioned 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 Body 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. **PROPRIETY 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:

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

AWARD: Award will be made to the lowest, responsive, responsible bidder.

CONTRACT TERM / COMPLETION TIME:

The term of the contract shall be from the notice to proceed in the form of a purchase order issuance. Substantial Completion will be 60 days and Final Completion will be 30 days more.

NOTICE: The City reserves the right to consider cooperative contracts, federal, state municipal etc.; in the evaluation process. If in the City's best interest, the City may utilize a cooperative contract in lieu of making an award.

[Remainder of this page left intentionally blank]

SECTION 7 – REQUIRED FORMS

FORM 7.1 – BID SUBMITTAL CHECKLIST

- _____ Form 7.2 – Vendor’s Acknowledgement
- _____ Form 7.3 – Addendum and Change Order Procedure Acknowledgement
- _____ Form 7.4 – Drug Free/Tie Preference Statement
- _____ Form 7.5 – Public Entity Crimes Statement
- _____ Form 7.6 – Affidavit of Anti-Collusion
- _____ Form 7.7 – Authorized Signatures/Negotiators
- _____ Form 7.8– Statement of Vendor’s Qualifications
- _____ Form 7.9 – Professional References for Previous Experience
- _____ Form 7.10 – Listing of Subcontractors
- _____ Form 7.11 – Notice to Vendors
- _____ Form 7.12 – Local Business Affidavit of Eligibility
- _____ Attachment 1 – Bid Proposal
- _____ Submission of one (1) original marked “ORIGINAL” and one (1) digital (CD or flash drive) version in PDF format.

BY: _____

Name of Business

Authorized Signature

Date

This document must be completed and returned with your Submittal

FORM 7.2 – VENDOR’S ACKNOWLEDGEMENT FORM

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.

I hereby propose to furnish the goods or services specified in the Invitation to Bid at the prices or rates as finally negotiated. I agree that my bid 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 proposed bid. Furthermore, I agree to abide by all conditions of the Invitation to Bid.

I certify that all information contained in this Bid is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this Bid 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 Bid is made without prior understanding, Contract, connection, discussion, or collusion with any person, firm or corporation submitting a Bid 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 ITB; 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 ITB.

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 Bid non-responsive.

NO EXCEPTIONS ALLOWED AFTER THE BID 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 7.3 – 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)

and who:

(NAME OF ORGANIZATION)

[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 7.4 – 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)

_____, and who:

(NAME OF ORGANIZATION)

[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 7.5 – SWORN STATEMENT UNDER SECTION 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 _____

This document must be completed and returned with your Submittal

Printed, typed or stamped name, commission and expiration:

FORM 7.6 – ANTI-COLLUSION FORM

ANTI-COLLUSION STATEMENT BID FORM:

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

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

IT IS AGREED BY THE UNDERSIGNED VENDOR THAT THE SIGNING AND DELIVERY OF THE BID 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 VENDORS 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 Bid may be withdrawn for a period of ninety (90) days subsequent to the submittal of the Bids, without the consent of the City of Port Orange.

NO BID (REASON): _____

This document must be completed and returned with your Submittal

FORM 7.7 – 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:

<u>Name</u>	<u>Title</u>	<u>Phone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Authorized Signature)

This document must be completed and returned with your Submittal

FORM 7.8 – STATEMENT OF VENDOR’S QUALIFICATIONS

This document must be completed and returned with your Submittal

The undersigned warrants that he or she is duly authorized to complete this document, and hereby affirms that the information contained in Form 7.8 is complete, true, and correct to the best of their knowledge and belief. If necessary, questions may be answered on separate paper and attached, with any additional information that may be pertinent.

- A. Name of Vendor.
- B. Permanent main office address.
- C. Date organized.
- D. If a corporation, where incorporated.
- E. How many years have you been engaged in the contracting business under your present firm or trade name?
- F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.)
- G. General character of work performed by your company.
- H.⁽¹⁾ Have you ever failed to complete any work awarded to you? If so, where and why?
- H.⁽²⁾ Provide list of any lawsuits or judgments filed by or against your company in the last three years, indicating the nature and outcome.
- I. Have you ever defaulted on a contract? If so, where and why?
- J. List the more important projects recently completed by your company, stating the approximate cost for each and the month and year completed.
- K. List your major equipment currently owned or leased.
- L. Experience in work similar to this type of project.
- M. Background and experience of the principal members of your organization, including the officers.
- N. Credit currently available: \$_____
- O. Give bank reference: _____
- P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner?

(Form 7.8 Statement of Vendor's Qualifications – Page 2)

Q. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Vendor's Qualifications.

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 7.9 – PROFESSIONAL REFERENCES FOR PREVIOUS EXPERIENCE

The Vendor proposes that he/she is qualified to perform the referenced work and has successfully done so on recent projects similar in nature and size. The City reserves the right to check references and confirm information provided herein.

Please provide three (3) current and correct references from clients for similar services.

(Do not include the City of Port Orange)

1. Company Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____
Email Address: _____
Description of goods or
Services provided: _____
Contract Amount: _____
Start/End Date of Contract: _____
2. Company Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____
Email Address: _____
Description of goods or
Services provided: _____
Contract Amount: _____
Start/End Date of Contract: _____
3. Company Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____
Email Address: _____
Description of goods or
Services provided: _____
Contract Amount: _____
Start/End Date of Contract: _____

This document must be completed and returned with your Submittal.

FORM 7.10 – LISTING OF SUBCONTRACTORS (IF APPLICABLE)

The Vendor proposes that the following subcontractors are qualified to perform the referenced work and have successfully done so on recent projects similar in nature and size. All subcontractors whose work product accounts for 5% or more of the total contract value shall be listed. Upon approval of subcontractors listed, the successful Vendor shall not substitute subcontractors without approval from the Engineer. Vendor shall attach additional sheets as necessary.

Subcontractor No. 1

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 2

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 3

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 4

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 5

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

This document must be completed and returned with your Submittal

FORM 7.11 – NOTICE TO VENDORS

*** NOTE 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 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 7.12 – 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 7.12 – Local Business Affidavit of Eligibility – Page 2)

SWORN AND SUBSCRIBED BEFORE ME

SIGNATURE OF NOTARY PUBLIC
THIS _____ DAY OF _____, 20____
My Commission Expires: _____

NOTARY SEAL

SIGNATURE OF AFFIANT DATE

PRINTED NAME OF AFFIANT / TITLE

COMPANY

This document must be completed and returned with your Submittal

ATTACHMENT 1 – BID PROPOSAL

Attachment 1 – Bid Proposal is available as a fillable Excel file on DemandStar.com for the Vendor to download, complete electronically, and submit with the Vendor's Bid package.



ATTACHMENT 1 BID PROPOSAL SCHEDULE OF UNIT PRICING BID FORM

CITY OF PORT ORANGE PRE-OWNED TYPE III AMBULANCE PURCHASE

ITB # 17-28

Completed Exhibit 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 green 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:

MAKE:		COLOR:			
MODEL:		VIN/SERIAL:			
YEAR:		MILEAGE:			
HOURS WORKED:		ENGINE SPECS:			
ITEM #	DESCRIPTION	QTY	UNIT	UNIT COST DELIVERED	TOTAL COST
1	PRE-OWNED TYPE III AMBULANCE PER SPECIFICATIONS IN SCOPE	1	EA.	\$ -	\$ -
TOTAL BASE BID					\$ -
ALTERNATE #1	COST OF WARRANTY EXTENSION FOR ONE (1) YEAR	1	EA.	\$ -	\$ -
VEHICLE MAINTENANCE RECORDS MUST BE SUBMITTED WITH BID.					

This document must be completed and returned with your Submittal



**CITY OF PORT ORANGE
STANDARD CONTRACT FOR GOODS/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) (v), 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	Coverage A - Statutory Coverage B - \$100,000	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.
<u>Additional Coverage:</u>	All States (Broad Form) Voluntary Compensation	

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 Bodily 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 AIMA	
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 2-272 (Alterations or modifications of contracts), 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 Contractor's 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: _____

STATE OF _____
COUNTY OF _____

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: _____

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

By: _____
Printed Name: _____ Allen Green, Mayor

Date: _____
Printed Name: _____

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:

By: _____
Printed Name: _____ Robin L. Ferwick, CMC, City Clerk

Date: _____
Printed Name: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Robin L. Ferwick, 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.

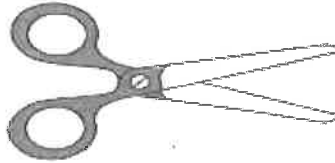
Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

JCA _____



End of Solicitation Documents

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



SEALED BID * DO NOT OPEN	
SEALED BID NO.	ITB #17-28
BID TITLE:	PRE-OWNED TYPE III AMBULANCE PURCHASE
DUE DATE/TIME:	July 31, 2017 at 2:30 P.M.
SUBMITTED BY:	ETR, L.L.C. (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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CITY OF PORT ORANGE, FLORIDA

INVITATION TO BID

PRE-OWNED TYPE III AMBULANCE PURCHASE

ITB #17-28



City of Port Orange Purchasing Division

Prepared by: David Battaglia, Purchasing Agent

Release Date: June 26, 2017

Bid Due Date and Time: July 31, 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 Proposers

ITB #17-28 PRE-OWNED TYPE III AMBULANCE PURCHASE

Notice is hereby given that the City of Port Orange is soliciting bids for the **PRE-OWNED TYPE III AMBULANCE PURCHASE**. Bids 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 July 31, 2017** which may be amended by addendum issued by the City. All untimely Bids will not be considered and will be returned to the Bidder unopened. All Bids will be evaluated to ensure they contain all required forms in order to deem the Bidder responsive or non-responsive. Bids will be opened and read aloud at 2:30 P.M. in Council Chambers.

There will be a Non-Mandatory Pre-Bid Conference for the project at 10:00 A.M. (local time) on **July 10, 2017** at City Hall, 2nd Floor Conference Room, 1000 City Center Circle, Port Orange, Florida 32129. All attendees to the Pre-Bid Conference must sign in. The representative of each Bidder shall be an authorized employee of the Bidder and shall sign in accordingly. Bidders are urged to obtain Bid documents and familiarize themselves with the documents prior to the Pre-Bid meeting.

DESCRIPTION: *The City of Port Orange is soliciting sealed bids for purchasing a pre-owned Type III Ambulance for transport of ALS patients within the City of Port Orange.*

All Bids are solicited and shall be made pursuant to the Code of Ordinances, City of Port Orange, Chapter 2, Article VI, Division 2, Section 2-256, and all Bids 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 32129, and at www.municode.com. Local vendors may be given a local preference pursuant to the Code of Ordinances, City of Port Orange, Chapter 2, Article VI, Division 2, Section 2-275.

Copies of the Bid 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 Agent, David Battaglia dbattaglia@port-orange.org

and reference "Questions on ITB #17-28 PRE-OWNED TYPE III AMBULANCE PURCHASE" in the subject line. Last day for questions will be **July 17, 2017 at 5:00 P.M.**

All Bidders 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.

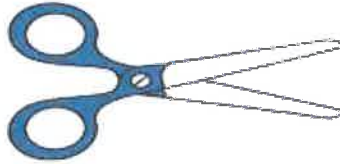
NO bid shall be withdrawn for a period of ninety (90) days subsequent to the bid opening without the consent of the City of Port Orange, Florida.

No Bids 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 Bids, to waive any and all non-substantial irregularity in Bids received, whenever such waiver or rejection is in the best interest of the City.

Bids shall be **submitted in the City Clerk's office** with one (1) original and one (1) identical digital (CD or flash drive) version in pdf format, addressed to David Battaglia, Purchasing Agent, Finance Department, City Hall, 1000 City Center Circle, Port Orange, Florida 32129 in a **SEALED ENVELOPE/PACKAGE** plainly marked on the outside: **ITB #17-28 PRE-OWNED TYPE III AMBULANCE PURCHASE**.

David Battaglia Purchasing Agent
Legal Ad - One Time – June 26, 2017

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



SEALED BID • DO NOT OPEN	
SEALED BID NO.	ITB #17-28
BID TITLE:	PRE-OWNED TYPE III AMBULANCE PURCHASE
DUE DATE/TIME:	July 31, 2017 at 2:30 P.M.
SUBMITTED BY:	ETR, L.L.C. (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 Invitation to Bid (ITB) is to solicit competitive sealed bids from Firms or Companies (Vendors) for the provision of purchasing a pre-owned Type III Ambulance for transport of ALS patients within the City of Port Orange to local hospitals.

It is the intent and purpose of the City of Port Orange (City) that this Invitation to Bid promotes competitive selection. It shall be the Bidder'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 ITB to a single source.

[Remainder of this page left intentionally blank]

SECTION 2 – INSTRUCTIONS TO BIDDERS

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

TIMELINE (Local Time):

The City reserves the right to alter dates as needed.

Date of Distribution:June 26, 2017
Non-Mandatory Pre-Bid Conference July 10, 2017 at 10:00 A.M.
Deadline for Questions: July 17, 2017 by 5:00 P.M.
Final Addendum Posting: July 24, 2017 by 5:00 P.M.
Bids Due: July 31, 2017 by 2:30 P.M.
City Council Meeting for Approval of Recommendation of Award To Be Determined

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

Bids shall be sealed and Vendors shall clearly indicate on the outside of their bid the following:

- a) Invitation to Bid (ITB) 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 Bids to the City prior to the deadline set for receiving bids. Carrier and hand deliveries of bids will be accepted in the City Clerk's Office, Port Orange City Hall, 1000 City Center Circle, Port Orange, Florida 32129 until the date and time referenced in the Timeline above or as amended by addendum issued by the City. Bids 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 bid package. **Faxed bids shall be rejected as non-responsive regardless of where or when the fax is received.**

All Bids 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 Bids or parts of Bids, if it is in the best interest of the City.

NON-MANDATORY PRE-BID CONFERENCE/SITE VISIT:

There will be a Non-Mandatory Pre-Bid Conference for the project on the date and time referenced in the Timeline above at City Hall, 2nd Floor Conference Room, 1000 City Center Circle, Port Orange, Florida 32129. All prospective Vendors are strongly encouraged to attend because the Pre-Bid Conference will offer potential Vendors the opportunity to ask questions and discuss the project directly with staff. All attendees to the Pre-Bid Conference must sign in. The representative of each Vendor shall be an authorized employee of the Vendor and shall sign in accordingly.

QUESTIONS REGARDING THIS ITB:

All questions shall reference "Questions on ITB #17-28 PRE-OWNED TYPE III AMBULANCE PURCHASE" in the subject line. All questions concerning this ITB 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
purchdiv@port-orange.org

ADDENDA REGARDING THE INVITATION TO BID:

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Bid Due Date. Vendors should not rely on any representations, statements or explanations other than those made in this ITB or in any addendum to this ITB. Where there appears to be a conflict between the ITB 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 Bid that all addenda have been received. Vendors should acknowledge the correct number of addenda received as part of their Bids. It is the responsibility of the Vendor to ensure all addenda have been received prior to submitting a bid.

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 ITB price(s) is considered a major irregularity and will be cause for rejection of the Bid.

The City of Port Orange reserves the right to consider the omission of an acknowledgment of addendum as cause for rejection of the ITB 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 ITB. Lack of understanding and/or misinterpretation of any portions of this ITB shall not be cause for withdrawal of your Bid 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.

MINIMUM QUALIFICATIONS:

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

Vendors must be properly registered and licensed to provide the goods or services identified in the scope of work, 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 ITB on the provided "Professional References" form. 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.

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 ITB. 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 Bids for this project. Any Vendor contacting individuals mentioned herein in violation of this warning may automatically be disqualified from further consideration for this ITB.

PRICING SHEETS:

Pricing sheets/Bid Forms are to be completed as directed and without modification and returned as part of the ITB submittal prior to the ITB deadline for submission. Failure to fill out the price sheets/bid forms as directed and without modification may negatively affect the evaluation of your bid.

EXCEPTIONS TO SPECIFICATIONS:

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

BID SUBMISSION AND WITHDRAWAL:

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

CORRECTION OF BIDS:

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

WITHDRAWAL OF BIDS:

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

OPENING OF BIDS:

Bids will be received until the date and time stated in this ITB 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 Bid 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 (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.

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.

REJECTION OF BIDS:

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

BIDS 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.

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SECTION 3 – SCOPE OF WORK

PROJECT DESCRIPTION:

The city of Port Orange is soliciting competitive sealed bids for the purchase of a 2003 or newer used Wheeled Coach Type III ALS Ambulance or equivalent.

SCOPE:

MINIMUM SPECIFICATIONS

The unit shall be in good condition with all functions operational as designed and possess the following minimum specifications:

- 2003 or newer model year dual rear Wheeled Coach Type III ALS Ambulance.
- Engine-diesel.
- Tires (6) LT225/17.5R16 with minimum 50% tread life and Phoenix type chrome wheel covers
- Color: complete unit to be white or red with no stripping.
- Mileage not to exceed 60,000.
- Module Size: L 172" W 96" and interior height 72"
- Compartment dimension size and locations: M1 H 82" W 18", M2 H 60" W 34", M3 H 60" W 34", M5 H 82" W 23", M6 H 20" W 16", M7 H 47" W 20" with inside-outside access.
- Emergency Lighting: Front bulkhead Whelen 5-900 (R/RC/C/CR/R), rear bulkhead Whelen 2-900, 3- 700 (R/L/A/L/R) Traffic Adviser amber, window height Whelen 2-900 (RA & AR), Whelen 2-600 amber turn arrow, lower Truck-Lite brake, tail/turn, back up, and sides Whelen 4-900 red and 4-900 scene lights.
- CPR seat with flip down counter top and telemetry.
- Restocking cabins with clear Plexiglas and security tapes.
- Dual position floor plate for either Ferno or Stryker cots with lock bar and antler.
- Child safety seat with squad bench safety net at head.
- Wheeled Coach PAF HVAC with 110/12V.
- Action area top load sharps container.
- Sharps and trash container located head squad bench.
- Sharps safety lock sharps container at foot of squad bench.
- Floor covering.
- Lonseal 424 TX Gun Metal gray.
- Vanned inverter 20-1050.
- Vehicle maintenance records must be submitted with the bid.

Inspection:

The City of Port Orange reserves the right to inspect the unit that is quoted to ensure that it meets the minimum specifications before awarding the bid. (Please submit pictures of actual unit being quoted)

Per Standard Terms and Conditions section, 5 item 63 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

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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 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 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

aforementioned 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. **PROPRIETY 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:

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

AWARD: Award will be made to the lowest, responsive, responsible bidder.

CONTRACT TERM / COMPLETION TIME:

The term of the contract shall be from the notice to proceed in the form of a purchase order issuance. Substantial Completion will be 60 days and Final Completion will be 30 days more.

NOTICE: The City reserves the right to consider cooperative contracts, federal, state municipal etc.; in the evaluation process. If in the City's best interest, the City may utilize a cooperative contract in lieu of making an award.

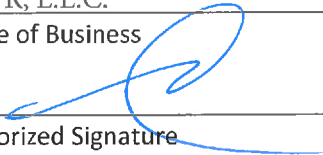
[Remainder of this page left intentionally blank]

SECTION 7 – REQUIRED FORMS

FORM 7.1 – BID SUBMITTAL CHECKLIST

- X Form 7.2 – Vendor’s Acknowledgement
- X Form 7.3 – Addendum and Change Order Procedure Acknowledgement
- X Form 7.4 – Drug Free/Tie Preference Statement
- X Form 7.5 – Public Entity Crimes Statement
- X Form 7.6 – Affidavit of Anti-Collusion
- X Form 7.7 – Authorized Signatures/Negotiators
- X Form 7.8– Statement of Vendor’s Qualifications
- X Form 7.9 – Professional References for Previous Experience
- X Form 7.10 – Listing of Subcontractors
- X Form 7.11 – Notice to Vendors
- X Form 7.12 – Local Business Affidavit of Eligibility
- X Attachment 1 – Bid Proposal
- X Submission of one (1) original marked “ORIGINAL” and one (1) digital (CD or flash drive) version in PDF format.

BY: ETR, L.L.C.
Name of Business


Authorized Signature

07/31/2017
Date

This document must be completed and returned with your Submittal

FORM 7.2 – VENDOR’S ACKNOWLEDGEMENT FORM

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.

I hereby propose to furnish the goods or services specified in the Invitation to Bid at the prices or rates as finally negotiated. I agree that my bid 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 proposed bid. Furthermore, I agree to abide by all conditions of the Invitation to Bid.

I certify that all information contained in this Bid is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this Bid 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 Bid is made without prior understanding, Contract, connection, discussion, or collusion with any person, firm or corporation submitting a Bid 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 ITB; 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 ITB.

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 Bid non-responsive.

NO EXCEPTIONS ALLOWED AFTER THE BID IS SUBMITTED:

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

One (1) year warranty not available for this unit.

ETR, L.L.C.
NAME OF BUSINESS

212 Hickman Dr.
MAILING ADDRESS

[Signature]
AUTHORIZED SIGNATURE

Sanford, FL 32771
CITY, STATE & ZIP CODE

Jerry Michaluk CEO/President
NAME, TITLE, TYPED

407-339-6737 / 407-339-8198
TELEPHONE NUMBER / FAX NUMBER

59-3751100
FEDERAL IDENTIFICATION #

jerry@etrllc.org
E-MAIL ADDRESS

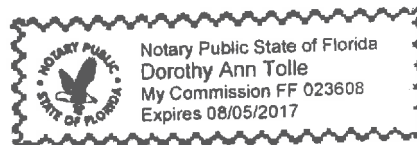
STATE OF Florida COUNTY OF Seminole

The foregoing instrument was acknowledged before me this day of July 31, 2017 by Jerry Michaluk, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires:

[Signature]
Notary Public

This document must be completed and returned with your Submittal



FORM 7.3 – 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: 07/17/2017 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."

ETR, L.L.C.

Name of Business

By: _____

Printed Name: Jerry Michaluk

Title: President/CEO

STATE OF Florida

COUNTY OF Seminole

Sworn to (or affirmed) and subscribed before me this 31 day of July, 2017, by
Jerry Michaluk, as President/CEO of
(NAME) (TITLE)

ETR, L.L.C.

(NAME OF ORGANIZATION)

and who:

[Notary: Please select one]

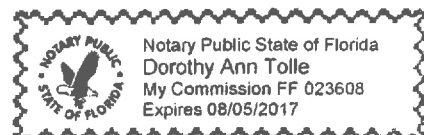
☒ is personally known to me; or

☐ has produced _____ as identification.

Dorothy Ann Tolle
Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal



FORM 7.4 – 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.

ETR, L.L.C.

Name of Business

By: 

Printed Name: Jerry Michaluk

Title: President/CEO

STATE OF Florida

COUNTY OF Seminole

Sworn to (or affirmed) and subscribed before me this 31 day of July, 2017, by
Jerry Michaluk, as President/CEO of

(NAME)

(TITLE)

ETR, L.L.C.

(NAME OF ORGANIZATION)

and who:

[Notary: Please select one]

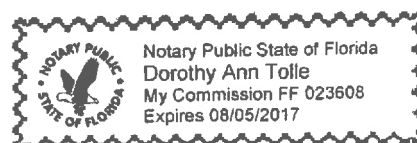
☒ is personally known to me; or

☐ has produced _____ as identification.

This document must be completed and returned with your Submittal


Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:



FORM 7.5 – SWORN STATEMENT UNDER SECTION 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 Jerry Michaluk, who, being by me first duly sworn, made the following statement:

1. The business address of 212 Hickman Dr. Sanford FL 32771 (name of Offeror or business) is Jerry Michaluk President/CEO
2. My relationship to ETR, L.L.C. (name of Offeror or business) is President (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.)

ETR, L.L.C.

Name of Business

By: _____

Printed Name: Jerry Michaluk

Title: President/CEO

STATE OF Florida

COUNTY OF Seminole

Sworn to (or affirmed) and subscribed before me this 31 day of July, 2017, by Jerry Michaluk, as President/CEO of ETR, L.L.C. and who:

[Notary: Please select one]

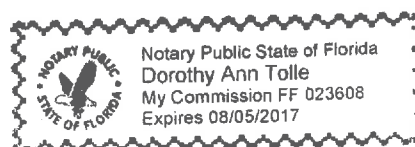
☒ is personally known to me; or

☐ has produced _____ as identification.

This document must be completed and returned with your Submittal

Dorothy Ann Tolle
Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:



FORM 7.6 – ANTI-COLLUSION FORM

ANTI-COLLUSION STATEMENT BID FORM:

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

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

IT IS AGREED BY THE UNDERSIGNED VENDOR THAT THE SIGNING AND DELIVERY OF THE BID 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 VENDORS AND THE CITY OF PORT ORANGE.

NAME OF FIRM: ETR, L.L.C.

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

PRINTED SIGNATURE: Jerry Michaluk

TITLE: President/CEO

ADDRESS: 212 Hickman Dr.

Sanford
CITY: Sanford STATE: FL ZIP CODE: 32771

407-339-6737
TELEPHONE: 407-339-6737 FAX: 407-339-8198

COMPLETION TIME: Estimate delivery of unit 45 days or less based on final Alternate items chosen

F.E.I.N. NUMBER: 59-3751100

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

NO BID (REASON): _____

This document must be completed and returned with your Submittal

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:

Phone #

407-339-6737

Structure

ITB #17-28 PRE-OWNED TYPE III AMBULANCE PURCHASE

FORM 7.8 – STATEMENT OF VENDOR'S QUALIFICATIONS

This document must be completed and returned with your Submittal

The undersigned warrants that he or she is duly authorized to complete this document, and hereby affirms that the information contained in Form 7.8 is complete, true, and correct to the best of their knowledge and belief. If necessary, questions may be answered on separate paper and attached, with any additional information that may be pertinent.

- A. Name of Vendor. ETR, L.L.C.
- B. Permanent main office address. 212 Hickman Dr. Sanford, FL 32771
- C. Date organized. 09/2001
- D. If a corporation, where incorporated. Florida
- E. How many years have you been engaged in the contracting business under your present firm or trade name? 15
- F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.)
- G. General character of work performed by your company.
- H.⁽¹⁾ Have you ever failed to complete any work awarded to you? If so, where and why? No
- H.⁽²⁾ Provide list of any lawsuits or judgments filed by or against your company in the last three years, indicating the nature and outcome. None
- I. Have you ever defaulted on a contract? If so, where and why? No
- J. List the more important projects recently completed by your company, stating the approximate cost for each and the month and year completed. See attached
- K. List your major equipment currently owned or leased. Shop equipment - \$1 m + Service Trucks 3
- L. Experience in work similar to this type of project. 15 + years see attached company profile
- M. Background and experience of the principal members of your organization, including the officers. See company profile
- N. Credit currently available: \$ Please contact Bank United for credit references below
- O. Give bank reference: Bank United Ryan Tennyson VP Business Banker 407-308-3529
- P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner? Please contact Bank United for credit references.

(Form 7.8 Statement of Vendor's Qualifications – Page 2)

- Q. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Vendor's Qualifications.

ETR, L.L.C.
Name of Business
By: [Signature]
Printed Name: Jerry Michaluk
Title: President/CEO

STATE OF Florida
COUNTY OF Seminole

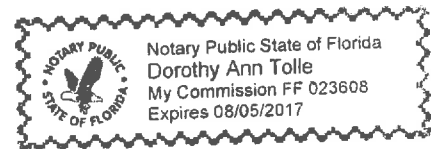
Sworn to (or affirmed) and subscribed before me this 31 day of July, 2017, by
Jerry Michaluk, as President/CEO
of ETR, L.L.C. and who:

[Notary: Please select one]

☒ is personally known to me; or

☐ has produced _____ as identification

Dorothy Ann Tolle
Notary Public, State of Florida
Printed, typed or stamped name, commission
and expiration:



This document must be completed and returned with your Submittal

FORM 7.9 – PROFESSIONAL REFERENCES FOR PREVIOUS EXPERIENCE

The Vendor proposes that he/she is qualified to perform the referenced work and has successfully done so on recent projects similar in nature and size. The City reserves the right to check references and confirm information provided herein.

Please provide three (3) current and correct references from clients for similar services.

(Do not include the City of Port Orange)

1. Company Name: Lake EMS, Inc.
Contact Person: Pat Stephens, Director of Operations
City, State: Leesburg, FL
Telephone Number: 352-267-5789
Email Address: pstephens@lakeems.org
Description of goods or
Services provided: New, remounts, service, parts, collision of ambulances
Contract Amount: \$500,000.00 +
Start/End Date of Contract: 2006 on going since
2. Company Name: Marion County Fire Rescue
Contact Person: Chief S. Hall
City, State: Ocala FL
Telephone Number: 352-291-8000
Email Address: shari.hall@marioncountyfl.org
Description of goods or
Services provided: New, remounts, service, parts, collision of ambulances
Contract Amount: \$900,000.00 +
Start/End Date of Contract: 2009 on going since
3. Company Name: Lee County EMS
Contact Person: Bruce Collins Captain
City, State: JFt. Meyers FL
Telephone Number: 239-940-3461
Email Address: bcollins@leegov.com
Description of goods or
Services provided: New, remounts, service, parts, collision of ambulances
Contract Amount: \$1,000,000.00+
Start/End Date of Contract: 2008 on going since

This document must be completed and returned with your Submittal.

FORM 7.10 – LISTING OF SUBCONTRACTORS (IF APPLICABLE)

The Vendor proposes that the following subcontractors are qualified to perform the referenced work and have successfully done so on recent projects similar in nature and size. All subcontractors whose work product accounts for 5% or more of the total contract value shall be listed. Upon approval of subcontractors listed, the successful Vendor shall not substitute subcontractors without approval from the Engineer. Vendor shall attach additional sheets as necessary.

Subcontractor No. 1

Name: ETR, L.L.C does not use Subcontractors for any parts of our services

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 2

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 3

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 4

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 5

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

This document must be completed and returned with your Submittal

FORM 7.11 – NOTICE TO VENDORS

*** NOTE 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 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: Jerry Michaluk Title: President/CEO

Commodity/Services New, used, remounts, parts, service, collision of ambulances

This document must be completed and returned with your Submittal

FORM 7.12 – 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): Bid

BUSINESS NAME: ETR, L.L.C.

CONTACT PERSON/TITLE: Jerry Michaluk, President/CEO

MAILING ADDRESS: 212 Hickman Dr.

CITY-STATE-ZIP: Sanford, FL 32771

Length of Time at Address Provided: 5 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): 59-3751100

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

PHONE NUMBER: 407-339-6737 FAX: 407-339-8198

EMAIL: jerry@etrllc.org

****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 Jerry Michaluk who, after being sworn according to law, stated that he or she was authorized to represent ETR, L.L.C. and to execute this affidavit on behalf of the said Business Entity and attests, under penalty of perjury, to the above.

(Form 7.12 – Local Business Affidavit of Eligibility – Page 2)

SWORN AND SUBSCRIBED BEFORE ME

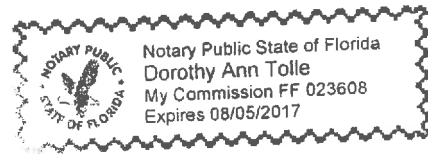
Dorothy Ann Tolle
SIGNATURE OF NOTARY PUBLIC
THIS 31 DAY OF July, 2017
My Commission Expires: 08/05/2017

[Signature] 07/31/17
SIGNATURE OF AFFIANT DATE

Jerry Michaluk President/CEO
PRINTED NAME OF AFFIANT / TITLE

ETR, L.L.C.
COMPANY

NOTARY SEAL



This document must be completed and returned with your Submittal

ATTACHMENT 1 – BID PROPOSAL

Attachment 1 – Bid Proposal is available as a fillable Excel file on DemandStar.com for the Vendor to download, complete electronically, and submit with the Vendor's Bid package.



ATTACHMENT 1 BID PROPOSAL SCHEDULE OF UNIT PRICING BID FORM

CITY OF PORT ORANGE PRE-OWNED TYPE III AMBULANCE PURCHASE

ITB # 17-28

Completed Exhibit 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 green cells, preferably electronically.
Bidders are required to complete all fields shaded in green. All other fields will be automatically calculated.

NAME OF BUSINESS:		SEE ADDENDUM #1			
CONTACT PERSON:					
EMAIL ADDRESS:					
AUTHORIZED SIGNATURE:					
MAKE:		COLOR:			
MODEL:		VIN/SERIAL:			
YEAR:		MILEAGE:			
HOURS WORKED:		ENGINE SPECS:			
ITEM #	DESCRIPTION	QTY	UNIT	UNIT COST DELIVERED	TOTAL COST
1	PRE-OWNED TYPE III AMBULANCE PER SPECIFICATIONS IN SCOPE	1	EA.	\$ -	\$ -
TOTAL BASE BID					\$ -
ALTERNATE #1	COST OF WARRANTY EXTENSION FOR ONE (1) YEAR	1	EA.	\$ -	\$ -
VEHICLE MAINTENANCE RECORDS MUST BE SUBMITTED WITH BID.					

This document must be completed and returned with your Submittal

STANDARD CITY OF PORT ORANGE CONTRACT DOCUMENTS (FOR INFORMATIONAL PURPOSES ONLY)



CITY OF PORT ORANGE
STANDARD CONTRACT FOR GOODS/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:

- (1) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - (i) 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 (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>	Coverage A - Statutory Coverage B - \$100,000	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.
<u>Additional Coverage</u>		All States (Broad Form) Voluntary Compensation	

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 Contractor 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>	<u>Limits</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>	<u>Limits</u> Buildings - Completed value of contract. "All Risk" coverage on latest ISO form or its equivalent. Permission granted to occupy. Owner named as insured IAMA.	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)	<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 2-272 (Alterations or modifications of contracts), 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 to 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 Contractor's 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, its/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, its/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

Majorure 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: _____

STATE OF _____
COUNTY OF _____

By _____

Printed Name _____

Title _____

If the 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 _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ as _____ of _____ corporation, and who:

(Initials - Please reference)

☐ 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

By _____
Printed Name: _____ Allen Green, Mayor

Date _____
Printed Name: _____

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:

By _____
Printed Name: _____ Robin L. Fenwick, CMC, City Clerk

Date _____
Printed Name: _____

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

July 17, 2017

ITB #17-28

Pre-Owned Type III Ambulance Purchase

To All Bidders:

The following changes, clarifications and additions are hereby made part of the bidding and specifications for the above referenced project dated July 31, 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. CHANGES TO SPECIFICATIONS:

A new schedule of unit pricing bid form has been revised to include bid alternate upgrades to include LED emergency lighting, LED scenic lighting and LED load lighting.

B. QUESTIONS AND ANSWERS:

1. What kind of lighting is required?

Answer: We would like the option to upgrade from halogen to LED included on the bid form. Emergency, scene and load light pricing will be included as bid alternates.

In all other respects, except as specifically stated herein, the subject ITB #17-28 remains unchanged.

END OF ADDENDUM NO. #1



**ATTACHMENT 1 BID PROPOSAL SCHEDULE OF UNIT PRICING
BID FORM - REVISED PER ADDENDUM NO. 1**

**CITY OF PORT ORANGE
PRE-OWNED TYPE III AMBULANCE**

ITB # 17-28

Completed Exhibit 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 green cells, preferably electronically.

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

NAME OF BUSINESS: ETR, L.L.C.

CONTACT PERSON: Jerry Michaluk

EMAIL ADDRESS: jerry@etrllc.org

AUTHORIZED SIGNATURE:

MAKE:	Ford	COLOR:	White with blue strips		
MODEL:	E-450 Wheeled Coach Type III	VIN/SERIAL:	1FDXE45F13HB49037		
YEAR:	2003	MILEAGE:	55,500		
HOURS WORKED:	N/A	ENGINE SPECS:	7.3L		
ITEM #	DESCRIPTION	QTY	UNIT	UNIT COST DELIVERED	TOTAL COST
1	PRE-OWNED TYPE III AMBULANCE PER SPECIFICATIONS IN SCOPE	1	EA.	\$26,903.00	\$26,903.00 -
					\$ -
ALTERNATE #1	COST OF WARRANTY EXTENSION FOR ONE (1) YEAR	1	EA.	\$*1,000.00	\$* 1,000 .00
ALTERNATE #2	EMERGENCY LED LIGHTING	ALL	ALL	\$ 5,088.00	\$ 5,088.00
ALTERNATE #3	SCENIC LED LIGHTING	ALL	ALL	\$ 1,125.00	\$ 1,125.00
ALTERNATE #4	LOAD LED LIGHTING	ALL	ALL	\$ 563.00	\$ 563.00
VEHICLE MAINTENANCE RECORDS MUST BE SUBMITTED WITH BID					

NOTE: Maintenance records are not available from previous owner, because of potential liability

* NOTE: One year warranty on Wheeled Coach module only - not on Ford E-450 chassis .



Pre-Bid Sign In Sheet

Date & Time: July 10, 2017 @ 10:00 AM

ITB #17-28

Pre-Owned Type III Ambulance Purchase

City of Port Orange
1000 City Center Circle
Port Orange, FL 32129
Purchasing Division

386-506-5718
purchdiv@port-orange.org

#	Name	Title	Company	Phone	Email
1	David Battaglia	Purchasing Agent	City of Port Orange	386-506-5704	dbattaglia@port-orange.org
2	James Tillman	Purchasing Manager	City of Port Orange	386-506-5718	jtillman@port-orange.org
3	O.T. Powell	Buyer	City of Port Orange	386-506-5717	opowell@port-orange.org
4	FRED JOSEPH	REGIONAL MGR.	ETR	904-424-4267	FRED@ETRVEHICLES.COM
5	KEN KUSTIN	FIRE CHIEF	PORT ORANGE	386-214-6947	KKUSTIN@PORT-ORANGE.ORG
6					
7					
8					
9					
10					
11					
12					
13					
14					



ETR

Emergency • Tactical • Rescue Vehicles



ETR, L.L.C.

COMPANY PROFILE

ETR, L.L.C. is a full service company devoted to the Emergency, Tactical, and Rescue industries. ETR, L.L.C. was incorporated in September, 2001 and is a Florida corporation (Federal ID #59-3751100). Our facility is located in Sanford FL. We are a new vehicle dealer for the State of Florida AVE (American Emergency Vehicles), Frontline M1 and in the State of Georgia Frontline M1, Road Rescue, and Wheeled Coach. In addition to new vehicles sales we provide collision, custom Command conversions, graphic, parts, and reconditioning, remounting, service, and warranty repairs. Our facility is 27,500 square feet of space, with the mechanical shop being 18,000 sq. ft., body shop 6,000 sq. ft., graphics dept. 1,500 sq. ft. and parts dept. 1,000 sq. ft... We maintain a parts inventory between \$75 -80,000.00. We have three service trucks for customer on site repairs and warranty work.

ETR's reconditioning and remounting program is the largest and oldest (continuing operation) in the state of Florida. ETR performed the first remount for Orlando Fire Rescue in February of 2002. Since then we are over 450 remounts to date.

ETR was the first company in the World to assist in the design and final installation of a Mac-Lift installed in the side entrance door of a Wolfson Neonatal/Pediatrics transport unit, and is the only authorized installer for this project.

ETR's is the largest minor/major ambulance collision center in the state of Florida. In time of an accident ETR works with its customers to assist them in assuring that the customer receives complete corporation/funding from the Insurance agency for the unit to be repaired correctly and back in service with the least amount of down time.

Our staff consists of a general manager, office manager, shop supervisors, 2 electrical engineers, graphic designer, parts manager, three outside sales people, and 33 technicians. Our management team has over 88 years of experience in the manufacturing and servicing of emergency vehicles. Our technicians have over 270 years of experience in the industry. Our technicians are manufacturer trained (American Emergency Vehicles, American LaFrance, Medic Master, Ferrara Fire Apparatus, KME Fire Apparatus, Road Rescue, Wheeled Coach and Frontline M1) and EVT certified. Our painters are PPG and I-CAR certified and our welders are G3 and G4 certified in aluminum, stainless, and steel in all positions.

ETR is the only one stop dealer in the state of Florida under one roof.

07/31/17



ITEM F. CONTRACTS ON HAND:

- Miami Dade Fire Rescue - \$3,000,000.00 estimated to be completed December 2017
- Marion County Fire Rescue - \$1,000,000.00 estimated to be completed July 2017
- Lee County EMS - \$970,000.00 estimated to be completed January 2018
- Lake EMS - \$480,000.00 estimated to be completed July 2017



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
2005 Apalachee Pkwy
Tallahassee, Florida 32399-6500

September 14, 2016

ETR, LLC
212 HICKMAN DR
SANFORD, FL 32771-8210

SUBJECT: Motor Vehicle Repair Shop Registration MV43525

Your application for registration as a motor vehicle repair shop as required by section 559.904, Florida Statutes, has been received and processed.

Your registration certificate appears below. This registration certificate will expire October 11, 2018.

Your registration number is required by law to be placed on your invoice forms. The registration number is also required to be included in advertisements which are placed in a newspaper, magazine or directory.

If you have any questions, please do not hesitate to call the Division of Consumer Services, Bureau of Compliance, at 800-435-7352 or 850-410-3800.

Cut Here



POST CERTIFICATE
CONSPICUOUSLY

State of Florida
Department of Agriculture and Consumer Services
Division of Consumer Services
2005 Apalachee Pkwy
Tallahassee, Florida 32399-6500

Registration No.: **MV43525**
Issue Date: September 13, 2016
Expiration Date: October 11, 2018

Motor Vehicle Repair Registration Certificate

Chapter 559, Florida Statutes
GOOD ONLY FOR THE LOCATION LISTED BELOW

ETR, LLC
212 HICKMAN DR
SANFORD, FL 32771-8210

OWNED BY:
ETR, L. L. C.

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the Motor Vehicle Repair Shop whose name and address are shown above has registered and paid the prescribed fee (based on the declared number of mechanics, technicians, and helpers) as required by s. 559.904 F.S. and is authorized to perform Motor Vehicle Repairs at the location shown above.

[Florida Department of State](#)

DIVISION OF CORPORATIONS

[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /**Detail by FEI/EIN Number**

Florida Limited Liability Company

ETR, L.L.C.

Filing Information**Document Number** L01000014619**FEI/EIN Number** 59-3751100**Date Filed** 08/28/2001**State** FL**Status** ACTIVEPrincipal Address212 HICKMAN DRIVE
SANFORD, FL 32771

Changed: 04/26/2012

Mailing Address212 HICKMAN DRIVE
SANFORD, FL 32771

Changed: 04/26/2012

Registered Agent Name & AddressMICHALUK, GERALD
212 HICKMAN DRIVE
SANFORD, FL 32771

Name Changed: 04/26/2012

Address Changed: 04/26/2012

Authorized Person(s) Detail**Name & Address**

Title MGR

MICHALUK, GERALD
212 HICKMAN DRIVE
SANFORD, FL 32771

Title MEMB

GULF INVESTORS, LLC

16626 N. DALE MABRY HWY
TAMPA, FL 33618

Title MEMB

GRM INVESTMENTS, LLC
1228 GLENCREST DRIVE
HEATHROW, FL 32746

Annual Reports

Report Year	Filed Date
2015	02/26/2015
2016	05/04/2016
2017	01/25/2017

Document Images

01/25/2017 -- ANNUAL REPORT	View image in PDF format
05/04/2016 -- ANNUAL REPORT	View image in PDF format
02/26/2015 -- ANNUAL REPORT	View image in PDF format
02/25/2014 -- ANNUAL REPORT	View image in PDF format
03/27/2013 -- ANNUAL REPORT	View image in PDF format
04/26/2012 -- ANNUAL REPORT	View image in PDF format
02/28/2011 -- ANNUAL REPORT	View image in PDF format
01/07/2010 -- ANNUAL REPORT	View image in PDF format
04/27/2009 -- ANNUAL REPORT	View image in PDF format
11/03/2008 -- ANNUAL REPORT	View image in PDF format
03/03/2008 -- ANNUAL REPORT	View image in PDF format
04/18/2007 -- ANNUAL REPORT	View image in PDF format
08/18/2006 -- ANNUAL REPORT	View image in PDF format
05/03/2005 -- ANNUAL REPORT	View image in PDF format
04/30/2004 -- ANNUAL REPORT	View image in PDF format
05/23/2003 -- ANNUAL REPORT	View image in PDF format
05/24/2002 -- ANNUAL REPORT	View image in PDF format
08/28/2001 -- Florida Limited Liabilities	View image in PDF format

Florida Department of State, Division of Corporations

LICENSE CERTIFICATE

STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND
MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES

ETR LLC
212 HICKMAN DR
SANFORD, FL 32771-6915

License

FOR A DEALER IN FRANCHISED
MOTOR VEHICLES

LICENSE NUMBER
VF/1022844/1

PRIMARY LOT

EFFECTIVE DATE

12/08/2015

EXPIRATION DATE

12/31/2017

THIS CERTIFIES, THAT

ETR LLC

AT 212 HICKMAN DR
SANFORD, FL 32771

IS HEREBY LICENSED UNDER THE PROVISIONS OF SECTION

320.27, FLORIDA STATUTES TO CONDUCT AND CARRY ON BUSINESS AS
A DEALER IN FRANCHISED MOTOR VEHICLES AT THE ABOVE DESCRIBED
LOCATION

GIVEN UNDER MY HAND AND SEAL THE ABOVE DATE WRITTEN.

Ed Broyles

BUREAU CHIEF



Chas. B. Walker

DIRECTOR

HSMV 84103 (REV. 2/11)S

STATE OF FLORIDA

VOID
IF
ALTERED

VOID
IF
ALTERED

Certificate of Compliance

ETR, LLC

HAS SUCCESSFULLY IMPLEMENTED A FULLY COMPLYING

DRUG-FREE WORKPLACE

meeting standards established by the State of Florida for the maintenance of comprehensive drug abuse and alcohol misuse deterrence, education, training and assistance programs which comply with applicable Federal and State laws, including Florida Statutes, Chapter 440 Workers' Compensation, Section 440.101 - .102 and Chapter 59A-24 Drug-Free Workplace Standards. Compliance may be verified by contacting Alcohol & Substance Abuse Prevention Programs, Inc. at (800) 329-6334.

October - 2017

CERTIFIED THROUGH



Alcohol & Substance Abuse Prevention Programs

USCIS Office Plaza • 5635 Hoover Blvd. • Tampa, FL 33634



Company ID Number: 601860

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer ETR, L.L.C.	
DOROTHY TOLLE	
Name (Please Type or Print)	Title
Electronically Signed	09/21/2012
Signature	Date
Department of Homeland Security -- Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
Electronically Signed	09/21/2012
Signature	Date
Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name:	ETR, L.L.C.
Company Facility Address:	212 HICKMAN DRIVE
	SANFORD, FL 32771
Company Alternate Address:	212 HICKMAN DRIVE
	SANFORD, FL 32771
County or Parish:	SEMINOLE
Employer Identification Number:	593751100



Company ID Number: 601860

North American Industry Classification Systems Code:	811
Administrator:	
Number of Employees:	20 to 99
Number of Sites Verified for:	1
Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:	
• FLORIDA	1 site(s)

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name:	DOROTHY A TOLLE		
Telephone Number:	(407) 339 - 6737 ext. 103	Fax Number:	(407) 339 - 8198
E-mail Address:	DTOLLE@ETRLC.ORG		



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/26/2016

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 JD Fulwiler & Co. Insurance, Inc. 5727 SW Macadam Ave PO Box 69508 Portland OR 97239		CONTACT NAME: Cleonie Nathanielsz PHONE (A/C, No, Ext): (503) 293-8325 FAX (A/C, No): (503) 293-5418 E-MAIL ADDRESS: cnathanielsz@jdfulwiler.com	
INSURED ETR LLC 212 Hickman Dr Sanford FL 32771		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Property Casualty Co INSURER B: Travelers Indemnity Co INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 36161 25658	

COVERAGES**CERTIFICATE NUMBER:** CL1692342135**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 ☐ PROJECT ☐ LOC ☐ OTHER:			6305H916536	10/1/2016	10/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☒ GARAGE ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS			GA5H916536	10/1/2016	10/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Auto Only/Gar Ops Liab \$ 1,000,000
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$			CUP5H916536	10/1/2016	10/1/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	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 \$

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

As provided for in Section 320.02(5) (e) Florida Statutes, the listed insurance policies may not be cancelled on less than 30 days written notice by the insurer to the Dept. of Highway Safety & Motor Vehicles, such 30 days notice to commence from the date notice is received by the department. Notice of cancellation applies for Non-Payment of premium.

CERTIFICATE HOLDER**CANCELLATION**

Dept. of Highway Safety &
Motor Vehicles
Neil Kirkman Bldg A312
2900 Apalachee pkwy
Tallahassee, FL 32399

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

Becky Harding/CLEONI *Becky Harding, CLEONI*

© 1988-2014 ACORD CORPORATION. All rights reserved.



INSURANCE BINDER

DATE (MM/DD/YYYY)
10/3/2016

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON PAGE 2 OF THIS FORM.

AGENCY JD Fulwiler & Co. Insurance, Inc. 5727 SW Macadam Ave PO Box 69508 Portland OR 97239		COMPANY Travelers Property Casualty Co		BINDER # B1610327402	
PHONE (A/C, No, Ext): (503) 293-8325 FAX (A/C, No): (503) 293-5418		DATE EFFECTIVE 11/13/2016 12:01		TIME X AM PM	
CODE: 04095 SUB CODE:		DATE EXPIRATION 01/12/2017		TIME X 12:01 AM NOON	
AGENCY CUSTOMER ID: 00101482		THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY PER EXPIRING POLICY #: UB006H805926			
INSURED AND MAILING ADDRESS ETR LLC 212 Hickman Dr Sanford FL 32771		DESCRIPTION OF OPERATIONS / VEHICLES / PROPERTY (Including Location)			

COVERAGES

LIMITS

TYPE OF INSURANCE	COVERAGE / FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS ☐ BASIC ☐ BROAD ☐ SPEC				
GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR				
VEHICLE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				
VEHICLE PHYSICAL DAMAGE DED ☐ COLLISION: ☐ OTHER THAN COL:	☐ ALL VEHICLES ☐ SCHEDULED VEHICLES			
GARAGE LIABILITY ☐ ANY AUTO				
EXCESS LIABILITY ☐ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM				
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	11/13/2016 to 11/13/2017			
SPECIAL CONDITIONS / OTHER COVERAGES				

EACH OCCURRENCE	\$
DAMAGE TO RENTED PREMISES	\$
MED EXP (Any one person)	\$
PERSONAL & ADV INJURY	\$
GENERAL AGGREGATE	\$
PRODUCTS - COMP/OP AGG	\$
COMBINED SINGLE LIMIT	\$
BODILY INJURY (Per person)	\$
BODILY INJURY (Per accident)	\$
PROPERTY DAMAGE	\$
MEDICAL PAYMENTS	\$
PERSONAL INJURY PROT	\$
UNINSURED MOTORIST	\$
ACTUAL CASH VALUE	\$
STATED AMOUNT	\$
AUTO ONLY - EA ACCIDENT	\$
OTHER THAN AUTO ONLY:	
EACH ACCIDENT	\$
AGGREGATE	\$
EACH OCCURRENCE	\$
AGGREGATE	\$
SELF-INSURED RETENTION	\$
X PER STATUTE	
E.L. EACH ACCIDENT	\$ 1,000,000
E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
FEES	\$
TAXES	\$
ESTIMATED TOTAL PREMIUM	\$

NAME & ADDRESS

MORTGAGEE		ADDITIONAL INSURED	
LOSS PAYEE			
LOAN #:			
AUTHORIZED REPRESENTATIVE			
Becky Harding/CLEONI			

07/31/2017







07/31/2017



07/31/2017



07/31/2017





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

July 17, 2017

ITB #17-28

Pre-Owned Type III Ambulance Purchase

To All Bidders:

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A. CHANGES TO SPECIFICATIONS:

A new schedule of unit pricing bid form has been revised to include bid alternate upgrades to include LED emergency lighting, LED scenic lighting and LED load lighting.

B. QUESTIONS AND ANSWERS:

1. What kind of lighting is required?

Answer: We would like the option to upgrade from halogen to LED included on the bid form. Emergency, scene and load light pricing will be included as bid alternates.

In all other respects, except as specifically stated herein, the subject ITB #17-28 remains unchanged.

END OF ADDENDUM NO. #1



**ATTACHMENT 1 BID PROPOSAL SCHEDULE OF UNIT PRICING
BID FORM - REVISED PER ADDENDUM NO. 1**

**CITY OF PORT ORANGE
PRE-OWNED TYPE III AMBULANCE**

ITB # 17-28

Completed Exhibit 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 green 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:

MAKE:		COLOR:			
MODEL:		VIN/SERIAL:			
YEAR:		MILEAGE:			
HOURS WORKED:		ENGINE SPECS:			
ITEM #	DESCRIPTION	QTY	UNIT	UNIT COST DELIVERED	TOTAL COST
1	PRE-OWNED TYPE III AMBULANCE PER SPECIFICATIONS IN SCOPE	1	EA.	\$ -	\$ -
					\$ -
ALTERNATE #1	COST OF WARRANTY EXTENSION FOR ONE (1) YEAR	1	EA.	\$ -	\$ -
ALTERNATE #2	EMERGENCY LED LIGHTING	ALL	ALL	\$ -	\$ -
ALTERNATE #3	SCENIC LED LIGHTING	ALL	ALL	\$ -	\$ -
ALTERNATE #4	LOAD LED LIGHTING	ALL	ALL	\$ -	\$ -
VEHICLE MAINTENANCE RECORDS MUST BE SUBMITTED WITH BID					



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: Yes

SUBJECT: (C18) Resolution No. 17-34 - Conservation Easement Vacation – 1058 Dunlawton Avenue

DEPARTMENT: Community Development

GOAL: 3 - Quality of Life

RECOMMENDED MOTION: Move to approve Resolution No. 17-34 vacating a conservation easement located at 1058 Dunlawton Avenue.

SUMMARY: Staff has received an application to vacate a conservation easement at 1058 Dunlawton Avenue, a former SunTrust Bank site. The easement is located along the Dunlawton Avenue roadway frontage of the property. The applicant has made this request in connection with a proposal to redevelop the property.

The easement was created by the Howell Place at Countryside subdivision plat recorded in 1984 and appears it was intended to protect the existing trees located in the code required 50' wide landscape buffer. Requiring conservation easements for buffer areas is not current practice and is not necessary to protect the healthy trees in the buffer and allow the planting of additional trees and shrubs to meet current landscape requirements. The easement area contains a mixture of Cabbage Palms, Sweetgum and Oak trees with very little understory as evident in the attached photos. This area is lower than most of the site and captures rainwater. Two of the Oak trees are showing decline and have evident decay due to the fluctuating water table.

At the time a site plan is submitted for any development of the subject property, the required tree survey and any proposed tree removal will be reviewed. Tree preservation requirements set forth in the Land Development Code will be applied along with any additional landscape buffer requirements. Removal of the conservation easement will aid in future long term maintenance of the buffer, as the strict interpretation of a conservation easement does not allow irrigation, trimming, mowing or maintenance of any kind.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Resolution No. 17-34 w/exhibit	2017_08_21_12_07_40.pdf
2.	aerial photo	csde aerial.pdf
3.	location map	csde location.pdf
4.	Photos of the conservation easement	photos of trees in ce.pdf

Chip Glor
Wayne Clark
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/17/2017
Approved - 08/17/2017
Approved - 08/23/2017
Approved - 08/24/2017
Final Approval - 08/29/2017

RESOLUTION NO.17-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PORT ORANGE, VOLUSIA COUNTY, FLORIDA,
VACATING A CONSERVATION EASEMENT LOCATED ON
LOT 3, HOWELL PLACE AT COUNTRYSIDE
SUBDIVISION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Suntrust, a Georgia Banking corporation, is the record owner of Lot 3, Howell Place at Countryside Subdivision, according to the Warranty Deed recorded in Official Records Book 4820, Page 1593, Public Records of Volusia County, Florida, and has applied for the vacation of a conservation easement on Lot 3 as platted, in connection with the cleanup of dead trees and in aid of future long term maintenance of the buffer area; and

WHEREAS, the applicant has complied with the requirements of Section 177.101(4), Florida Statutes; and

WHEREAS, the City Council of the City of Port Orange has the power and authority to vacate publicly dedicated easements within the City limits under constitutional home rule powers and Chapters 166 and 177, Florida Statutes; and

WHEREAS, the City Council of the City of Port Orange has determined that the public's interest in the easement to be vacated is not required in its present location, and that it is in the best interest and welfare of the City of Port Orange and the citizens thereof to vacate and abandon that dedicated conservation easement as more particularly described on the attached **Exhibit "A"**, comprised of two (2) pages consisting of a legal description and a boundary survey.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The interest of the public in the easement depicted and described on the aforementioned **Exhibit "A"** is hereby declared to be vacated and abandoned, and any right, title and interest of the public in and to the easement depicted and described on the aforementioned **Exhibit "A"** hereby vacated is renounced and disclaimed. All other easements located within Lot 3, Howell Place at Countryside Subdivision, not previously vacated shall remain in full force and effect.

Section 2. By application, acceptance and recording of a certified copy of this Resolution, the Property Owners acknowledge and accept full and sole responsibility for any damage to any private improvements placed or constructed within the vacated area.

Section 3. This resolution shall become effective upon recording of a certified copy of this Resolution in the Public Records of Volusia County, Florida.

MAYOR DONALD O. BURNETTE

ATTEST

Robin L. Fenwick, CMC, City Clerk

Adopted on the _____ day of _____, 2017

Reviewed and Approved: _____
Shannon K. Balmer, Assistant City Attorney

EXHIBIT "A"

SKETCH OF DESCRIPTION

DESCRIPTION

A PARCEL OF LAND LYING IN THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 16 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF PARCEL "A", HOWELL PLACE AT COUNTRYSIDE, AS RECORDED IN PLAT BOOK 40, PAGE 12, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; RUN THENCE N56°01'11"E ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF DUNLAWTON BOULEVARD (STATE ROAD 421) A DISTANCE OF 212.75 FEET TO A POINT OF CURVATURE ON A CURVE CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 25.97 FEET, A CHORD BEARING OF S78°58'49"E, A CHORD DISTANCE OF 36.73 FEET, RUN THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE AND THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF SOUTH SWALLOW DRIVE, A 70.00 FOOT RIGHT-OF-WAY, THROUGH A CENTRAL ANGLE OF 90°00'00", A DISTANCE OF 40.79 FEET TO A POINT OF COMPOUND CURVATURE ON A CURVE CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 300.00 FEET, A CHORD BEARING OF S31°40'59"E, A CHORD DISTANCE OF 24.05 FEET, RUN THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE CONTINUING ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE THROUGH A CENTRAL ANGLE OF 04°35'40", A DISTANCE OF 24.06 FEET TO A NON-TANGENT POINT; THENCE S56°01'11"W A DISTANCE OF 247.76 FEET TO A POINT ON THE WEST LINE OF THE EAST 10.00 FEET OF SAID PARCEL "A"; THENCE N33°58'43"W A DISTANCE OF 50.00 FEET; THENCE N56°01'11"E A DISTANCE OF 10.00 FEET TO THE POINT OF BEGINNING.

CONTAINS 12,284 SQUARE FEET MORE OR LESS.

THIS SKETCH IS NOT A BOUNDARY SURVEY.

SHEET 1 OF 2

JOB #47239
CF# VC40-12 CONSERVATION
DATE: 6/23/2017
SCALE: 1" = 80'
DRAWN BY: AAD

PREPARED FOR: Z DEVELOPMENT SERVICES
BEARING STRUCTURE IS ASSUMED AND BASED ON THE MONUMENTED NORTHERLY RIGHT-OF-WAY LINE OF BUTTERFLY BOULEVARD BEING: S56°02'38"W.

REVISIONS:

THIS SURVEY MEETS THE "STANDARDS OF PRACTICE" AS REQUIRED BY CHAPTER 5J-17 FLORIDA BOARD OF LAND SURVEYORS, PURSUANT TO SECTION 472.027 OF THE FLORIDA STATUTES.


JAMES D. BRAY, PSM 6507

"NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF THIS FLORIDA LICENSED SURVEYOR AND MAPPER." OR THE DIGITAL SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY JAMES D. BRAY, PSM 6507.

ACCURIGHT

ACCURIGHT SURVEYS
OF ORLANDO INC., LB 4475
2012 E. Robinson Street Orlando, Florida 32803
www.AccurightSurveys.net
Admin@AccurightSurveys.net
PHONE: (407) 894-6314

LEGEND

CLC	- CENTERLINE	IR	- IRON ROD
CLW	- CALCULATED	L	- ARC LENGTH
CLF	- CONCRETE BLOCK WALL	MEAS	- MEASURED
CM	- CHAIN LINK FENCE	MS	- METAL SHED
CM	- CONCRETE MONUMENT	N&D	- NAIL & DISK
CP	- CONCRETE PAD	ORB	- OFFICIAL RECORDS BOOK
CONC	- CONCRETE	P&M	- PLAT & MEASURED
COVD	- COVERED	PC	- POINT OF CURVATURE
CW	- CONCRETE WALKWAY	PG	- PAGE
D	- CENTRAL ANGLE	POB	- POINT OF BEGINNING
DB	- DEED BOOK	POC	- POINT OF COMMENCEMENT
DE	- DRAINAGE EASEMENT	R/W	- RIGHT OF WAY
DW	- DRIVEWAY	R	- RADIUS
EP	- EDGE OF PAVEMENT	TYP	- TYPICAL
ESMT	- EASEMENT	UB	- UTILITY BOX
FFE	- FINISHED FLOOR ELEVATION	UE	- UTILITY EASEMENT
FND	- FOUND	WF	- WOOD FENCE
IP	- IRON PIPE		

SKETCH OF DESCRIPTION

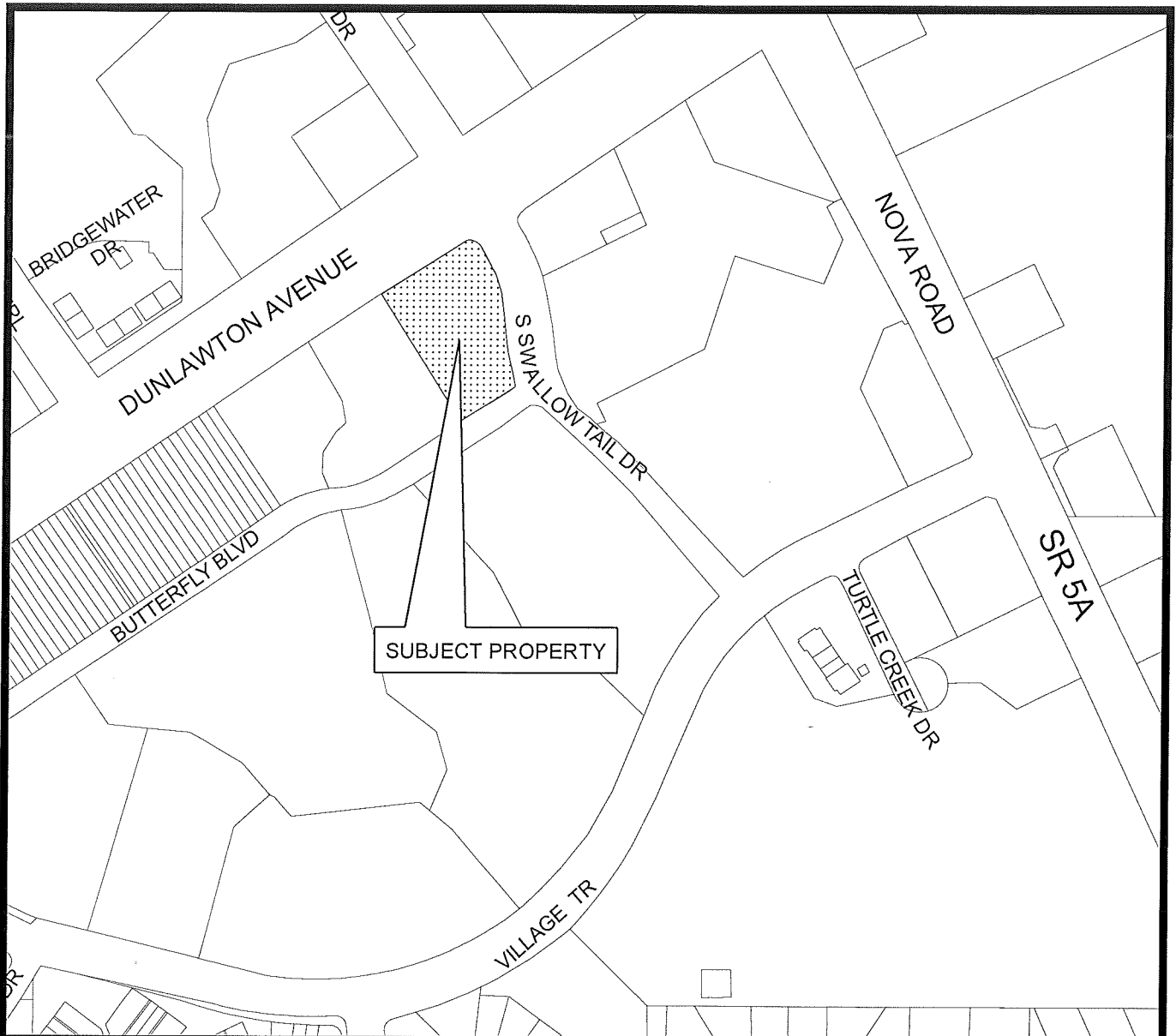




Google earth

feet
meters





Case No.: 17-35000005

Applicant: Z Development Services

Location: Lot 3, Howell Place at
Countryside (1058 Dunlawton
Avenue)

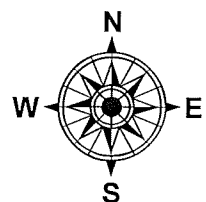
Requested Action: To vacate a fifty-foot
wide Conservation
Easement located
on Lot 3 of the
Howell Place at
Countryside
Subdivision



Location Map

CITY OF PORT ORANGE

DEPARTMENT OF COMMUNITY DEVELOPMENT





View of west side of conservation easement



View of central portion of conservation easement.



View of east side of conservation easement



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: Yes

SUBJECT: (C19) Request for Historic Tree Removal at 846 Bears Trail

DEPARTMENT: Community Development

GOAL: 3 - Quality of Life

RECOMMENDED MOTION: Move to approve the request to remove one historic tree located at 846 Bears Trail.

SUMMARY: The applicant is requesting to remove one 36-inch diameter live oak tree. The tree was struck by lightning and has been dropping dead limbs and branches onto the roof of the house. The lightning also damaged the roof and chimney of the house. The homeowner is preparing to repair the damage to the house and would like approval to remove the tree before investing in expensive repairs. The tree trunk is within a few feet of the exterior wall of the house and the canopy overhangs much of the roof. The tree is damaged and will continue to drop debris onto the structure if it is left in place.

Based on the location and condition of the tree and damage to the structure, staff recommends approval of the request to remove one historic 36-inch diameter live oak tree.

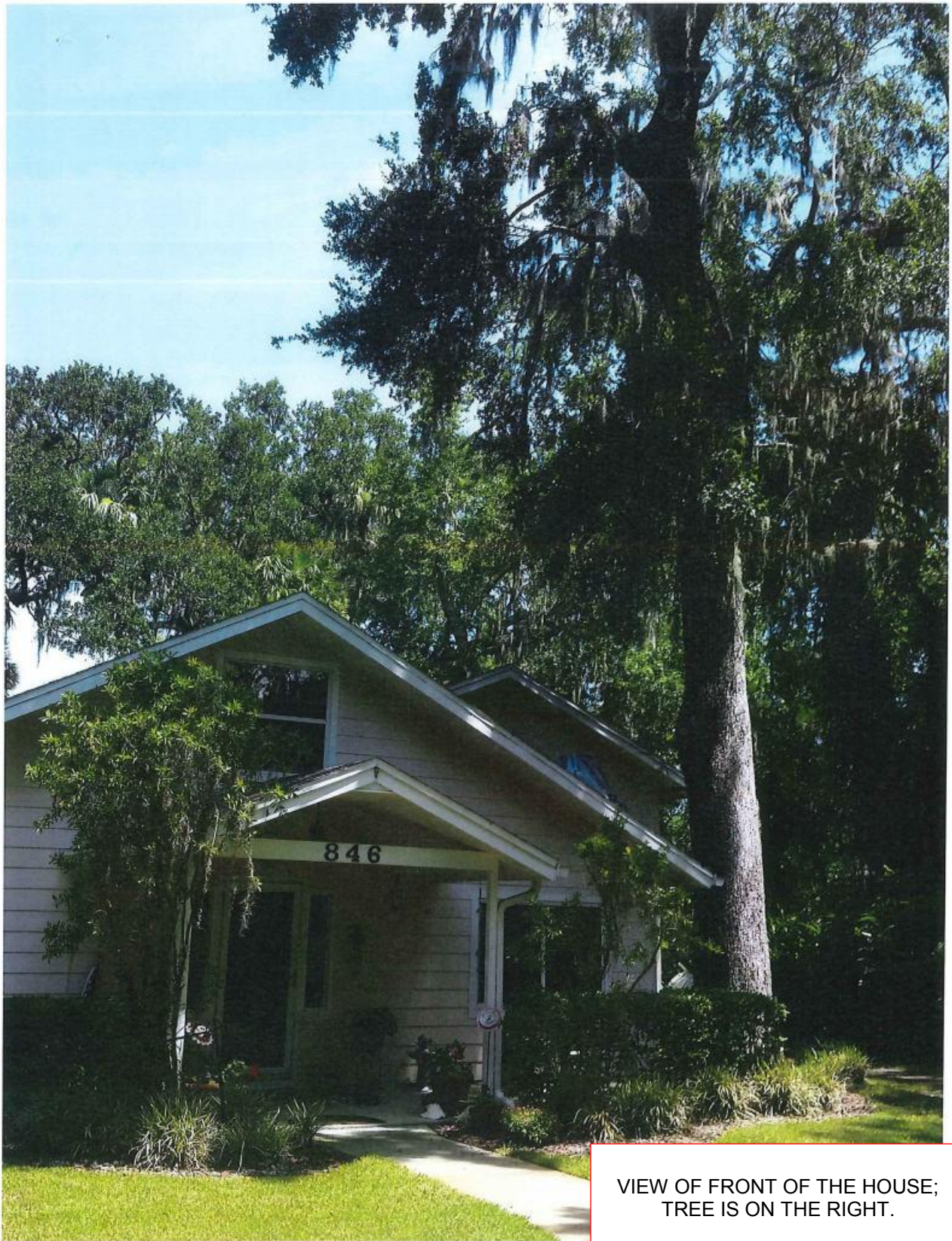
Project No.: Funding Account No.:

ATTACHMENTS:

1.	846 Bears Trail tree photos	846 Bears Trail tree photos.pdf
----	-----------------------------	---------------------------------

Margaret Tomlinson
Wayne Clark
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/15/2017
Approved - 08/15/2017
Approved - 08/29/2017
Approved - 08/29/2017
Final Approval - 08/29/2017



VIEW OF FRONT OF THE HOUSE;
TREE IS ON THE RIGHT.



TRUNK IN CLOSE PROXIMITY TO THE HOUSE.
DAMAGED CHIMNEY IS TO THE LEFT OF THE TREE.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: Yes

SUBJECT: (C20) Approval of the Amended Conservation Easement for Gopher Tortoise Relocation

DEPARTMENT: Public Utilities

GOAL: N/A

RECOMMENDED MOTION: Move to approve subject acceptance by the State of Florida Department of Environmental Protection and the St. Johns River Water Management District, the Amended Conservation Easement - Port Orange Gopher Tortoise Recipient Areas with the Florida Fish and Wildlife Conservation Commission; and to authorize the Mayor and City Clerk to execute all required documents and to authorize the city manager to approve modifications as necessary to effectuate the purposes of this agenda item.

SUMMARY: The Public Utilities Department is seeking review and approval of the attached Amendment Conservation Easement to the Florida Fish and Wildlife Conservation Commission.

Our conservation easement for gopher tortoises is a seven phase project with phases 1-3 currently active. This amendment will activate phases 4 and 5 to allow for additional gopher tortoise habitat areas. This will expand the capacity for gopher tortoises that are currently waiting for habitats to become available. Each gopher tortoise relocated to the conservation area generates \$600 in revenue and each phase can accommodate over 500 gopher tortoises.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Amended Conservation Easement	AmendedConservationEasement-Add Phases IV + V_Draft-1.pdf
2.	6436-3677 Conservation Easement	6436-3677_ConversationEasement_GTLR-09.pdf
3.	3285-1764 Warranty Deed	3285-1764_WarrantyDeed_Var-Gal.pdf
4.	Title Commitment	TITLE COMMITMENT.pdf
5.	Resolution 07-62	Resolution #; 07-62 - Date Adopted; 7-24-2007 - Action Code;.tif
6.	Resolution 15-43	Resolution #; 15-43 - Date Adopted; 8-4-2015 - Action Code; APPROVED.tif

Julia Wiggins	Created/Initiated - 07/20/2017
Julia Wiggins	Approved - 07/20/2017
Linda Johnson	Approved - 07/20/2017
Kenny Ho	Approved - 07/20/2017
Lynn Stevens	Approved - 07/20/2017
Margaret Roberts	Approved - 08/24/2017
Jake Johansson	Approved - 08/24/2017
Robin Fenwick	Final Approval - 08/29/2017

This instrument prepared by:

City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

Return recorded original to:
Florida Fish and Wildlife Conservation Commission
ATTN: Rick McCann
620 South Meridian Street
Tallahassee, FL 32399-1600

AMENDED CONSERVATION EASEMENT
Port Orange Gopher Tortoise Recipient Areas

THIS CONSERVATION EASEMENT is made this ____ day of _____, 2017, by the **CITY OF PORT ORANGE**, a Florida municipal corporation having an address at 1000 City Center Circle, Port Orange, Florida 32129 ("Grantor"), in favor of the **FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION**, an agency of the State of Florida, having a mailing address at 620 South Meridian Street, Tallahassee, FL 32399-1600 ("Grantee").

WITNESSETH:

WHEREAS, Grantor owns in fee simple certain real property in Volusia County, Florida, more particularly described in **Exhibit "A"** attached hereto and incorporated by this reference as Port Orange Gopher Tortoise Recipient Area, Phases I through V (the "Property"); and

WHEREAS, Grantor granted to Grantee a Conservation Easement dated November 10, 2009, filed of record at Official Records Book 6436, Page 2677, Public Records of Volusia County, Florida as a condition of Permit #GTLR-09-00009 for Phases I through III issued by the Grantee for the Port Orange Gopher Tortoise

Recipient Area, and by this Amended Conservation Easement desires to modify the Permit by including Phases IV and V; and

NOW THEREFORE, in consideration of the above and the mutual covenants, terms, conditions and restrictions contained herein, and pursuant to the provisions of the current and potential future Permits for the Port Orange Gopher Tortoise Recipient Areas upon the Property described in Exhibit A, which shall run with the land and be binding upon Grantor, its heirs, successors and assigns and remain in full force and effect forever, Grantor hereby voluntarily grants and conveys to Grantee a conservation easement in perpetuity over the Property of the nature and character and to the extent hereinafter set forth (the "Conservation Easement"). Grantor fully warrants title to said Property, and will warrant and defend the same against the lawful claims of all persons whomsoever.

1. Prior Easement. The terms and conditions, purposes and prohibitions of Conservation Easement filed of record at Official Records Book 6436, Page 2677, Public Records of Volusia County, Florida as a condition of Permit #GTLR-09-00009 for Phases I through III issued by the Grantee for the Port Orange Gopher Tortoise Recipient Area, are incorporated herein and made a part hereof by reference.

2. Modification of Easement Property. The "Property" subject to this Amended Conservation Easement includes Phases I, II, III, IV, and V, more particularly described and depicted on the several pages of **Exhibit "A,"** attached hereto and made a part hereof.

3. Recordation. Grantor shall record this Amended Conservation Easement in timely fashion in the Official Records of Volusia County, Florida and shall rerecord it

at any time Grantee may require to preserve its rights. Grantor shall pay all recording costs and taxes necessary to record this Conservation Easement in the public records. Grantor will hold Grantee harmless from any recording costs or taxes necessary to record this Conservation Easement in the public records.

4. Successors. The covenants, terms, conditions and restrictions of this Amended Conservation Easement shall be binding upon, and inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors and assigns and shall continue as a servitude running in perpetuity with the Property.

IN WITNESS WHEREOF, Grantor has executed this Conservation Easement on the day and year first above written.

Signed, sealed and delivered
in our presence as witnesses:

GRANTOR:

CITY OF PORT ORANGE,
a Florida municipal corporation

Signature: _____

By: _____
Donald O. Burnette, Mayor

Printed Name: _____

Attest:

Signature: _____

By: _____
Robin L. Fenwick, CMC, City Clerk

Printed Name: _____

(SEAL)

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing conservation easement was acknowledged before me this _____ day of _____, 2017, by DONALD O. BURNETTE, Mayor and ROBIN L. FENWICK, CMC, City Clerk, in their respective official capacities on behalf of the City of Port Orange, who did not take an oath and who are personally known to me.

Notary Public, State of Florida at Large
My Commission Expires: _____
Commission No. _____

GRANTEE'S ACCEPTANCE

The Florida Fish and Wildlife Conservation Commission hereby accepts the foregoing Amended Conservation Easement granted by City of Port Orange, Florida.

FLORIDA FISH AND WILDLIFE
CONSERVATION COMMISSION

By: _____

Title: _____

Date: _____

Approved as to form and legal sufficiency

By _____
FWC Attorney

SCHEDULE "A"

EXHIBIT "A"

DESCRIPTION:

A portion of Sections 29, 30, 31 and 32, Township 16 South, Range 32 East, Volusia County, Florida being more particularly described as follows:

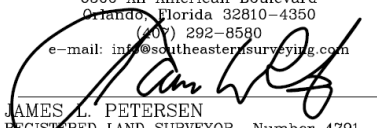
Commence at the East one quarter corner of Section 30, Township 16 South, Range 32 East, Volusia County, Florida; thence South 89°44'00" West, a distance of 470.31 feet, along the South line of the Northeast Quarter of said Section 30 to the POINT OF BEGINNING; thence departing said South line South 31°46'53" East, a distance of 678.55 feet; thence South 28°36'50" East, a distance of 150.31 feet; thence South 27°54'44" East, a distance of 451.06 feet; thence South 52°38'03" East, a distance of 134.40 feet; thence North 87°39'51" East, a distance of 150.79 feet; thence North 55°28'27" East, a distance of 149.90 feet; thence North 43°22'34" East, a distance of 150.47 feet; thence North 55°59'59" East, a distance of 146.46 feet; thence South 83°53'43" East, a distance of 150.08 feet; thence South 71°29'25" East, a distance of 149.13 feet; thence South 60°47'55" East, a distance of 150.21 feet; thence South 70°56'32" East, a distance of 150.74 feet; thence South 73°35'37" East, a distance of 150.75 feet; thence South 75°42'56" East, a distance of 150.73 feet; thence North 86°48'48" East, a distance of 144.96 feet; thence North 72°07'44" East, a distance of 150.65 feet; thence North 61°55'18" East, a distance of 141.67 feet; thence North 49°39'26" East, a distance of 149.33 feet; thence North 58°17'42" East, a distance of 150.51 feet; thence North 61°25'53" East, a distance of 150.60 feet; thence North 72°07'50" East, a distance of 149.34 feet; thence North 65°58'36" East, a distance of 144.66 feet; thence South 10°25'50" East, a distance of 144.44 feet; thence South 04°00'56" West, a distance of 150.14 feet; thence South 02°31'01" West, a distance of 150.03 feet; thence South 08°45'33" East, a distance of 149.64 feet; thence South 02°53'53" West, a distance of 148.83 feet; thence South 01°52'54" East, a distance of 150.19 feet; thence South

Continued on Sheet 2

SURVEYOR'S REPORT:

1. Bearings shown hereon are based on the South line of the Northeast Quarter of Section 30, Township 16 South, Range 32 East, Volusia County, Florida, being South 89°44'00" West, assumed.
2. I hereby certify that the "Sketch of Description" of the above described property is true and correct to the best of my knowledge and belief as recently drawn under my direction and that it meets the Standards of Practice for Land Surveying Chapter 5J-17 requirements.

NOT VALID WITHOUT SHEETS 2-8

DESCRIPTION FOR CITY OF PORT ORANGE, FLORIDA	Date: 05/08/2017 KR		Certification Number LB2108 61215005
	Job Number: 61215	Scale: 1" = 1000'	 SOUTHEASTERN SURVEYING AND MAPPING CORPORATION 6500 All American Boulevard Orlando, Florida 32810-4350 (407) 292-8580 e-mail: info@southeasternsurveying.com
	Chapter 5J-17, Florida Administrative Code requires that a legal description drawing bear the notation that THIS IS NOT A SURVEY.		
	SHEET 1 OF 8 SEE SHEETS 4-5 FOR SKETCH		
			 JAMES L. PETERSEN REGISTERED LAND SURVEYOR Number 4791

Continued from Sheet 1

08°27'25" East, a distance of 149.91 feet; thence South 26°09'09" East, a distance of 148.59 feet; thence South 10°14'16" East, a distance of 149.93 feet; thence South 19°21'05" East, a distance of 150.11 feet; thence South 06°22'58" East, a distance of 150.03 feet; thence South 07°30'36" East, a distance of 150.10 feet; thence South 04°54'12" East, a distance of 150.15 feet; thence South 01°09'01" East, a distance of 146.95 feet; thence South 17°04'52" West, a distance of 149.23 feet; thence South 13°53'12" East, a distance of 148.72 feet; thence South 11°03'01" East, a distance of 146.61 feet; thence South 39°09'53" East, a distance of 149.31 feet; thence South 12°45'40" West, a distance of 138.79 feet; thence South 03°43'08" West, a distance of 149.20 feet; thence South 47°22'22" West, a distance of 145.95 feet; thence South 38°08'11" East, a distance of 52.25 feet; thence South 38°33'55" East, a distance of 104.22 feet; thence South 15°51'34" West, a distance of 115.00 feet; thence South 16°59'11" West, a distance of 115.00 feet; thence South 11°28'26" West, a distance of 114.50 feet; thence South 02°55'52" West, a distance of 114.82 feet; thence South 00°58'59" East, a distance of 114.88 feet; thence South 04°33'56" East, a distance of 114.97 feet; thence South 13°50'36" East, a distance of 114.94 feet; thence South 21°29'05" East, a distance of 114.87 feet; thence South 16°11'40" East, a distance of 114.59 feet; thence South 05°59'27" East, a distance of 114.38 feet; thence South 13°45'47" East, a distance of 113.40 feet; thence South 19°16'09" East, a distance of 114.99 feet; thence South 22°19'40" East, a distance of 114.47 feet; thence South 29°13'34" East, a distance of 115.00 feet; thence South 28°36'51" East, a distance of 114.42 feet; thence South 17°15'32" East, a distance of 115.01 feet; thence South 19°09'50" East, a distance of 115.00 feet; thence South 19°41'55" East, a distance of 114.95 feet; thence South 12°50'08" East, a distance of 114.99 feet; thence South 13°29'38" East, a distance of 114.95 feet; thence South 17°01'29" East, a distance of 115.00 feet; thence South 18°42'41" East, a distance of 115.01 feet; thence South 12°21'15" East, a distance of 114.45 feet; thence South 15°40'28" East, a distance of 114.41 feet; thence South 18°14'03" East, a distance of 114.62 feet; thence North 84°42'12" West, a distance of 80.58 feet; thence North 77°58'27" West, a distance of 113.68 feet; thence South 88°51'53" West, a distance of 115.19 feet; thence North 85°56'24" West, a distance of 115.35 feet; thence North 65°06'05" West, a distance of 110.03 feet; thence North 52°00'37" West, a distance of 113.75 feet; thence North 69°35'28" West, a distance of 115.34 feet; thence North 71°14'17" West, a distance of 115.19 feet; thence South 86°03'30" West, a distance of 115.20 feet; thence South 83°52'45" West, a distance of 114.37 feet; thence South 73°01'20" West, a distance of 115.37 feet; thence North 87°55'53" West, a distance of

Continued on Sheet 3



Drawing No. 61215005
Job No. 61215
Date: 05/08/2017
SHEET 2 OF 8
See Sheet 1 - 3 for Description

THIS IS NOT A SURVEY.
NOT VALID WITHOUT SHEETS 1 THROUGH 8^e-mail: info@southeasternsurveying.com

SOUTHEASTERN SURVEYING
AND MAPPING CORPORATION
6500 All American Boulevard
Orlando, Florida 32810-4350
(407) 292-8580
Certification Number LB2108

Continued from Sheet 2

114.66 feet; thence North 66°20'35" West, a distance of 110.16 feet; thence South 41°43'10" West, a distance of 50.18 feet; thence South 87°49'43" West, a distance of 238.93 feet; thence South 14°53'46" West, a distance of 104.34 feet; thence South 04°41'04" West, a distance of 238.04 feet; thence South 31°56'09" West, a distance of 116.88 feet; thence South 20°25'51" West, a distance of 117.99 feet; thence South 16°42'40" West, a distance of 238.11 feet; thence North 56°47'02" West, a distance of 101.84 feet; thence North 40°27'16" West, a distance of 114.00 feet; thence North 10°37'09" West, a distance of 238.06 feet; thence North 18°41'48" West, a distance of 117.07 feet; thence North 19°06'04" West, a distance of 115.16 feet; thence North 12°20'24" West, a distance of 113.82 feet; thence North 42°14'33" West, a distance of 238.44 feet; thence North 09°46'23" West, a distance of 116.91 feet; thence North 21°42'15" West, a distance of 116.29 feet; thence North 31°43'28" West, a distance of 357.42 feet; thence North 29°32'05" West, a distance of 119.05 feet; thence North 27°37'08" West, a distance of 357.34 feet; thence North 37°47'36" West, a distance of 118.80 feet; thence North 39°53'46" West, a distance of 238.40 feet; thence North 38°13'01" West, a distance of 118.98 feet; thence North 31°26'06" West, a distance of 714.84 feet; thence North 29°26'44" West, a distance of 118.44 feet; thence North 10°27'49" West, a distance of 357.10 feet; thence North 05°24'28" West, a distance of 118.15 feet; thence North 04°08'18" East, a distance of 119.02 feet; thence North 04°39'58" West, a distance of 117.89 feet; thence North 11°46'51" West, a distance of 238.07 feet; thence North 05°38'59" West, a distance of 118.97 feet; thence North 05°08'34" West, a distance of 238.04 feet; thence North 11°49'05" East, a distance of 118.57 feet; thence North 07°27'15" East, a distance of 117.23 feet; thence North 09°31'28" West, a distance of 238.06 feet; thence North 01°24'06" East, a distance of 119.02 feet; thence North 09°04'11" West, a distance of 82.33 feet; thence North 24°05'14" West, a distance of 2705.81 feet; thence North 75°33'12" East, a distance of 94.87 feet; thence South 82°43'27" East, a distance of 150.79 feet; thence North 82°42'43" East, a distance of 149.91 feet; thence North 80°07'25" East, a distance of 150.78 feet; thence South 62°11'10" East, a distance of 125.01 feet; thence South 31°46'53" East, a distance of 223.76 feet to the POINT OF BEGINNING.

Containing 377.62 acres, more or less.



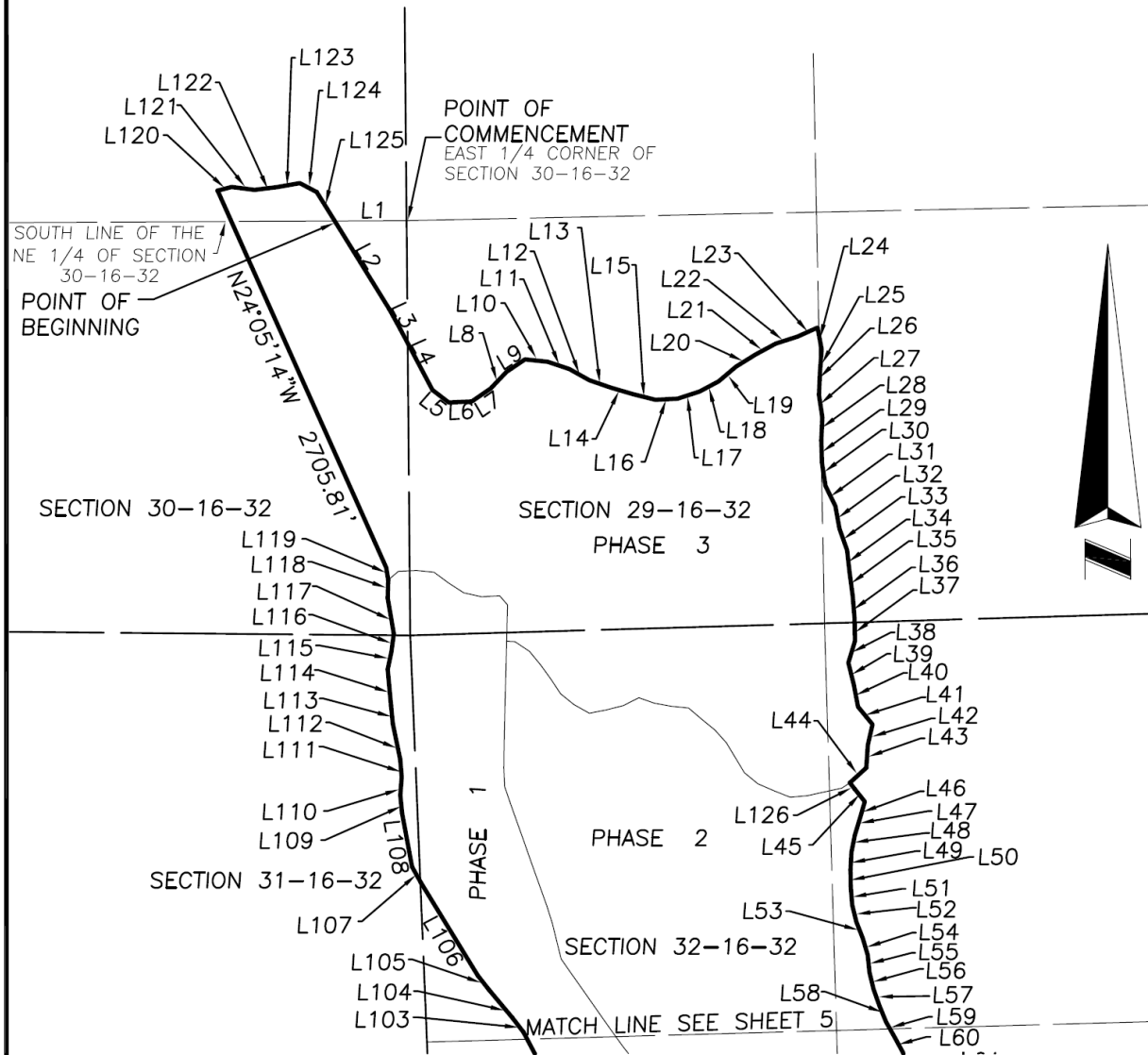
Drawing No. 61215005
Job No. 61215
Date: 05/08/2017
SHEET 3 OF 8
See Sheet 1 - 3 for Description

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SKETCH OF DESCRIPTION

EXHIBIT "A"
(continued)

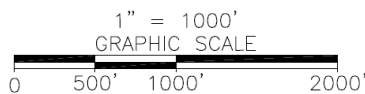


LEGEND :

L1 = LINE NUMBER

NOTE :

SEE SHEETS 6-8 FOR LINE TABLE.



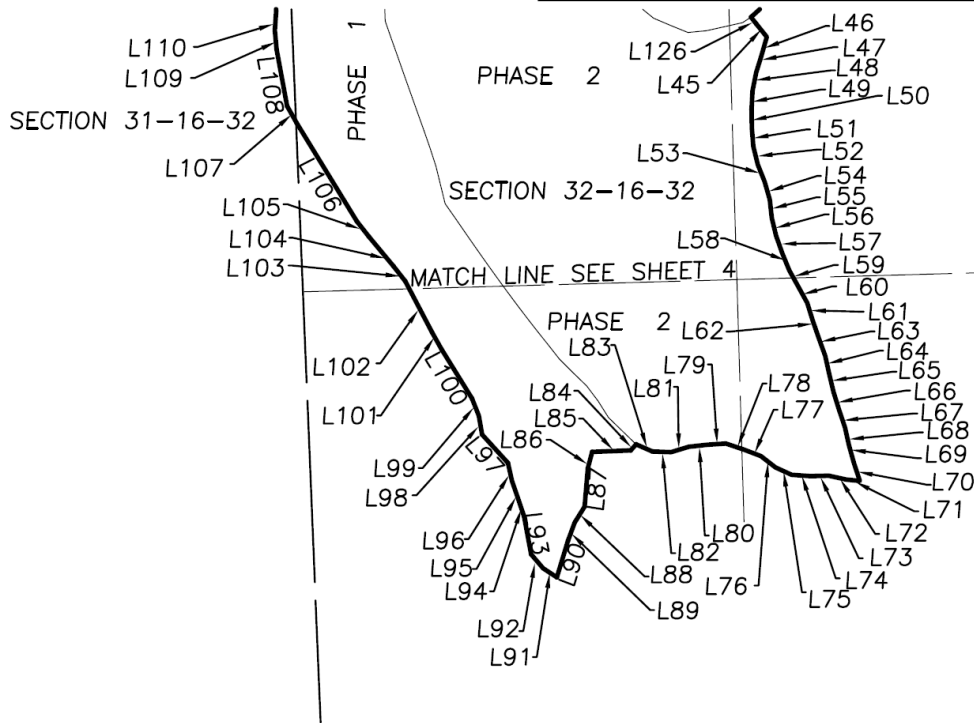
Drawing No. 61215005
Job No. 61215
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SHEET 4 OF 8
See Sheet 1 - 3 for Description

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SKETCH OF DESCRIPTION

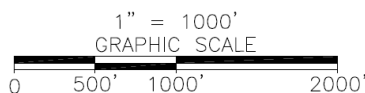


NOTE:

SEE SHEETS 6-8 FOR LINE TABLE.

LEGEND :

L1 = LINE NUMBER



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Drawing No. 61215005
Job No. 61215
Date: 05/08/2017
SHEET 5 OF 8
See Sheet 1 - 3 for Description

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LINE TABLE		
LINE #	BEARING	LENGTH
L1	S89°44'00"W	470.31'
L2	S31°46'53"E	678.55'
L3	S28°36'50"E	150.31'
L4	S27°54'44"E	451.06'
L5	S52°38'03"E	134.40'
L6	N87°39'51"E	150.79'
L7	N55°28'27"E	149.90'
L8	N43°22'34"E	150.47'
L9	N55°59'59"E	146.46'
L10	S83°53'43"E	150.08'
L11	S71°29'25"E	149.13'
L12	S60°47'55"E	150.21'
L13	S70°56'32"E	150.74'
L14	S73°35'37"E	150.75'
L15	S75°42'56"E	150.73'
L16	N86°48'48"E	144.96'
L17	N72°07'44"E	150.65'
L18	N61°55'18"E	141.67'
L19	N49°39'26"E	149.33'
L20	N58°17'42"E	150.51'
L21	N61°25'53"E	150.60'
L22	N72°07'50"E	149.34'
L23	N65°58'36"E	144.66'

LINE TABLE		
LINE #	BEARING	LENGTH
L24	S10°25'50"E	144.44'
L25	S04°00'56"W	150.14'
L26	S02°31'01"W	150.03'
L27	S08°45'33"E	149.64'
L28	S02°53'53"W	148.83'
L29	S01°52'54"E	150.19'
L30	S08°27'25"E	149.91'
L31	S26°09'09"E	148.59'
L32	S10°14'16"E	149.93'
L33	S19°21'05"E	150.11'
L34	S06°22'58"E	150.03'
L35	S07°30'36"E	150.10'
L36	S04°54'12"E	150.15'
L37	S01°09'01"E	146.95'
L38	S17°04'52"W	149.23'
L39	S13°53'12"E	148.72'
L40	S11°03'01"E	146.61'
L41	S39°09'53"E	149.31'
L42	S12°45'40"W	138.79'



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Drawing No. 61215005
Job No. 61215
Date: 05/08/2017
SHEET 6 OF 8
See Sheet 1 - 3 for Description

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LINE TABLE		
LINE #	BEARING	LENGTH
L43	S03°43'08"W	149.20'
L44	S47°22'22"W	145.95'
L45	S38°33'55"E	104.22'
L46	S15°51'34"W	115.00'
L47	S16°59'11"W	115.00'
L48	S11°28'26"W	114.50'
L49	S02°55'52"W	114.82'
L50	S00°58'59"E	114.88'
L51	S04°33'56"E	114.97'
L52	S13°50'36"E	114.94'
L53	S21°29'05"E	114.87'
L54	S16°11'40"E	114.59'
L55	S05°59'27"E	114.38'
L56	S13°45'47"E	113.40'
L57	S19°16'09"E	114.99'
L58	S22°19'40"E	114.47'
L59	S29°13'34"E	115.00'
L60	S28°36'51"E	114.42'
L61	S17°15'32"E	115.01'
L62	S19°09'50"E	115.00'
L63	S19°41'55"E	114.95'
L64	S12°50'08"E	114.99'
L65	S13°29'38"E	114.95'

LINE TABLE		
LINE #	BEARING	LENGTH
L66	S17°01'29"E	115.00'
L67	S18°42'41"E	115.01'
L68	S12°21'15"E	114.45'
L69	S15°40'28"E	114.41'
L70	S18°14'03"E	114.62'
L71	N84°42'12"W	80.58'
L72	N77°58'27"W	113.68'
L73	S88°51'53"W	115.19'
L74	N85°56'24"W	115.35'
L75	N65°06'05"W	110.03'
L76	N52°00'37"W	113.75'
L77	N69°35'28"W	115.34'
L78	N71°14'17"W	115.19'
L79	S86°03'30"W	115.20'
L80	S83°52'45"W	114.37'
L81	S73°01'20"W	115.37'
L82	N87°55'53"W	114.66'
L83	N66°20'35"W	110.16'
L84	S41°43'10"W	50.18'



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Drawing No. 61215005
Job No. 61215
Date: 05/08/2017
SHEET 7 OF 8
See Sheet 1 - 3 for Description

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LINE TABLE		
LINE #	BEARING	LENGTH
L85	S87°49'43"W	238.93'
L86	S14°53'46"W	104.34'
L87	S04°41'04"W	238.04'
L88	S31°56'09"W	116.88'
L89	S20°25'51"W	117.99'
L90	S16°42'40"W	238.11'
L91	N56°47'02"W	101.84'
L92	N40°27'16"W	114.00'
L93	N10°37'09"W	238.06'
L94	N18°41'48"W	117.07'
L95	N19°06'04"W	115.16'
L96	N12°20'24"W	113.82'
L97	N42°14'33"W	238.44'
L98	N09°46'23"W	116.91'
L99	N21°42'15"W	116.29'
L100	N31°43'28"W	357.42'
L101	N29°32'05"W	119.05'
L102	N27°37'08"W	357.34'
L103	N37°47'36"W	118.80'
L104	N39°53'46"W	238.40'
L105	N38°13'01"W	118.98'
L106	N31°26'06"W	714.84'
L107	N29°26'44"W	118.44'

LINE TABLE		
LINE #	BEARING	LENGTH
L108	N10°27'49"W	357.10'
L109	N05°24'28"W	118.15'
L110	N04°08'18"E	119.02'
L111	N04°39'58"W	117.89'
L112	N11°46'51"W	238.07'
L113	N05°38'59"W	118.97'
L114	N05°08'34"W	238.04'
L115	N11°49'05"E	118.57'
L116	N07°27'15"E	117.23'
L117	N09°31'28"W	238.06'
L118	N01°24'06"E	119.02'
L119	N09°04'11"W	82.33'
L120	N75°33'12"E	94.87'
L121	S82°43'27"E	150.79'
L122	N82°42'43"E	149.91'
L123	N80°07'25"E	150.78'
L124	S62°11'10"E	125.01'
L125	N31°46'53"E	223.76'
L126	S38°08'11"E	52.25'



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Drawing No. 61215005
Job No. 61215
Date: 05/08/2017
SHEET 8 OF 8
See Sheet 1 - 3 for Description

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SCHEDULE "A"

Phases IV and V

EXHIBIT "A"
(continued)

DESCRIPTION:

A portion of Sections 19, 29, 30 and 32, Township 16 South, Range 32 East, Volusia County, Florida, being more particularly described as follows:

Commence at the East One Quarter corner of Section 30, Township 16 South, Range 32 East, Volusia County, Florida; thence South 89°44'00" West, a distance of 470.31 feet, along the South line of the Northeast Quarter of said Section 30, to the POINT OF BEGINNING; thence departing said South line North 31°46'53" West, a distance of 223.76 feet; thence North 62°11'10" West, a distance of 125.01 feet; thence South 80°07'25" West, a distance of 150.78 feet; thence South 82°42'43" West, a distance of 149.91 feet; thence North 82°43'27" West, a distance of 150.79 feet; thence South 75°33'12" West, a distance of 94.87 feet; thence North 25°43'44" West, a distance of 83.87 feet; thence North 23°46'28" West, a distance of 1057.03 feet; thence North 25°44'16" West, a distance of 150.96 feet; thence North 26°59'29" West, a distance of 604.12 feet; thence North 27°20'27" West, a distance of 151.03 feet; thence North 27°28'17" West, a distance of 453.10 feet; thence North 28°15'03" West, a distance of 151.00 feet; thence North 30°25'51" West, a distance of 604.23 feet; thence North 29°04'51" West, a distance of 150.96 feet; thence North 26°26'28" West, a distance of 1510.25 feet; thence North 25°42'53" West, a distance of 140.67 feet; thence South 45°56'57" East, a distance of 756.03 feet; thence North 88°30'58" East, a distance of 139.53 feet; thence North 77°24'24" East, a distance of 151.45 feet; thence North 80°44'47" East, a distance of 454.40 feet; thence North 77°36'11" East, a distance of 151.34 feet; thence North 75°59'11" East, a distance of 302.89 feet; thence South 77°56'36" East, a distance of 142.87 feet; thence South 63°40'19" East, a distance of 151.37 feet; thence South 70°52'21" East, a distance of 150.59 feet; thence South 75°51'00" East, a distance of 302.89 feet; thence

Continued on Sheet 2

SURVEYOR'S REPORT:

1. Bearings shown hereon are based on the South line of the Northeast Quarter of Section 30, Township 16 South, Range 32 East, Volusia County, Florida, being South 89°44'00" West, assumed.
2. I hereby certify that the "Sketch of Description" of the above described property is true and correct to the best of my knowledge and belief as recently drawn under my direction and that it meets the Standards of Practice for Land Surveying Chapter 5J-17 requirements.

NOT VALID WITHOUT SHEETS 2-10

DESCRIPTION FOR CITY OF PORT ORANGE, FLORIDA	Date: 05/03/2017 KR		Certification Number LB2108 61215004
	Job Number: 61215	Scale: 1" = 1000'	 SOUTHEASTERN SURVEYING AND MAPPING CORPORATION 6500 All American Boulevard Orlando, Florida 32810-4350 (407) 292-8580 e-mail: info@southeasternsurveying.com <i>James L. Petersen</i> JAMES L. PETERSEN REGISTERED LAND SURVEYOR Number 4791
	Chapter 5J-17, Florida Administrative Code requires that a legal description drawing bear the notation that THIS IS NOT A SURVEY.		
	SHEET 1 OF 10 SEE SHEET 5-10 FOR SKETCH		

DESCRIPTION continued from Sheet 1:

North 88°11'28" East, a distance of 149.99 feet; thence North 84°10'20" East, a distance of 151.47 feet; thence South 40°57'00" East, a distance of 118.57 feet; thence South 14°46'12" East, a distance of 150.95 feet; thence South 16°15'48" East, a distance of 150.25 feet; thence South 36°51'51" East, a distance of 302.23 feet; thence South 33°12'57" East, a distance of 148.85 feet; thence South 06°45'32" East, a distance of 150.92 feet; thence South 18°46'28" East, a distance of 148.46 feet; thence South 27°56'29" East, a distance of 151.04 feet; thence South 32°03'44" East, a distance of 302.14 feet; thence South 34°02'18" East, a distance of 150.09 feet; thence South 56°07'45" East, a distance of 302.61 feet; thence South 53°13'11" East, a distance of 151.20 feet; thence South 52°08'06" East, a distance of 151.27 feet; thence South 67°23'23" East, a distance of 84.31 feet; thence North 79°48'03" East, a distance of 134.33 feet; thence North 73°28'41" East, a distance of 133.94 feet; thence North 70°39'23" East, a distance of 402.87 feet; thence North 70°31'58" East, a distance of 134.29 feet; thence North 69°39'56" East, a distance of 268.57 feet; thence South 15°12'36" West, a distance of 105.25 feet; thence South 22°16'43" West, a distance of 133.91 feet; thence South 21°49'03" West, a distance of 133.85 feet; thence South 15°29'17" West, a distance of 133.88 feet; thence South 04°06'30" East, a distance of 133.75 feet; thence South 04°19'50" East, a distance of 133.84 feet; thence South 11°38'08" East, a distance of 131.91 feet; thence South 24°50'51" East, a distance of 267.86 feet; thence South 24°40'40" East, a distance of 133.91 feet; thence South 19°31'34" East, a distance of 133.90 feet; thence South 15°47'39" East, a distance of 133.83 feet; thence South 12°25'17" East, a distance of 133.62 feet; thence South 07°57'25" East, a distance of 401.55 feet; thence South 10°28'58" West, a distance of 132.42 feet; thence South 14°19'23" West, a distance of 133.87 feet; thence South 45°15'05" East, a distance of 130.33 feet; thence South 48°06'35" East, a distance of 134.12 feet; thence South 74°16'04" East, a distance of 122.20 feet; thence North 82°53'33" East, a distance of 134.34 feet; thence South 74°26'40" East, a distance of 119.08 feet; thence South 41°13'16" East, a distance of 134.06 feet; thence South 14°10'38" East, a distance of 127.95 feet; thence South 19°32'47" East, a distance of 127.36 feet; thence South 29°55'33" East, a distance of 131.18 feet; thence South 37°26'46" East, a distance of 129.94 feet; thence South 16°26'33" East, a distance of 133.72 feet; thence South 23°47'23" East, a distance of 132.50 feet; thence South 22°42'26" East, a distance of 131.83 feet; thence South 12°43'55" East, a distance of 133.86 feet; thence South 14°00'32" East, a distance of 133.84 feet; thence South 15°11'09" East, a distance of 133.87 feet; thence South 15°04'21" East, a distance of

Continued on Sheet 3



Drawing No. 61215004
Job No. 61215
Date: 05/03/2017
SHEET 2 OF 10
See Sheet 1 for Description

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DESCRIPTION continued from Sheet 2:

133.87 feet; thence South 14°30'21" East, a distance of 401.61 feet; thence South 18°22'09" East, a distance of 130.11 feet; thence South 64°30'03" East, a distance of 134.25 feet; thence South 66°46'39" East, a distance of 134.17 feet; thence South 68°49'54" East, a distance of 134.28 feet; thence South 55°29'44" East, a distance of 133.01 feet; thence South 27°08'15" East, a distance of 121.75 feet; thence South 00°25'27" West, a distance of 133.73 feet; thence South 06°27'37" West, a distance of 132.65 feet; thence South 22°47'47" West, a distance of 133.91 feet; thence South 35°25'18" West, a distance of 133.79 feet; thence South 16°02'33" West, a distance of 130.55 feet; thence South 04°18'58" West, a distance of 133.84 feet; thence South 04°32'53" West, a distance of 401.53 feet; thence South 35°59'17" West, a distance of 118.71 feet; thence South 60°48'03" West, a distance of 134.18 feet; thence South 65°44'46" West, a distance of 134.26 feet; thence North 85°01'56" West, a distance of 51.34 feet; thence North 03°43'08" East, a distance of 149.20 feet; thence North 12°45'40" East, a distance of 138.79 feet; thence North 39°09'53" West, a distance of 149.31 feet; thence North 11°03'01" West, a distance of 146.61 feet; thence North 13°53'12" West, a distance of 148.72 feet; thence North 17°04'52" East, a distance of 149.23 feet; thence North 01°09'01" West, a distance of 146.95 feet; thence North 04°54'12" West, a distance of 150.15 feet; thence North 07°30'36" West, a distance of 150.10 feet; thence North 06°22'58" West, a distance of 150.03 feet; thence North 19°21'05" West, a distance of 150.11 feet; thence North 10°14'16" West, a distance of 149.93 feet; thence North 26°09'09" West, a distance of 148.59 feet; thence North 08°27'25" West, a distance of 149.91 feet; thence North 01°52'54" West, a distance of 150.19 feet; thence North 02°53'53" East, a distance of 148.83 feet; thence North 08°45'33" West, a distance of 149.64 feet; thence North 02°31'01" East, a distance of 150.03 feet; thence North 04°00'56" East, a distance of 150.14 feet; thence North 10°25'50" West, a distance of 144.44 feet; thence South 65°58'36" West, a distance of 144.66 feet; thence South 72°07'50" West, a distance of 149.34 feet; thence South 61°25'53" West, a distance of 150.60 feet; thence South 58°17'42" West, a distance of 150.51 feet; thence South 49°39'26" West, a distance of 149.33 feet; thence South 61°55'18" West, a distance of 141.67 feet; thence South 72°07'44" West, a distance of 150.65 feet; thence South 86°48'48" West, a distance of 144.96 feet; thence North 75°42'56" West, a distance of 150.73 feet; thence North 73°35'37" West, a distance of 150.75 feet; thence North 70°56'32" West, a distance of 150.74 feet; thence North 60°47'55" West, a distance of 150.21 feet; thence North 71°29'25" West, a distance of 149.13 feet; thence North 83°53'43" West, a distance of 150.08 feet; thence South 55°59'59" West, a distance of

Continued on Sheet 4



Drawing No. 61215004
Job No. 61215
Date: 05/03/2017
SHEET 3 OF 10
See Sheet 1 for Description

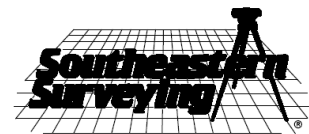
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DESCRIPTION continued from Sheet 3:

146.46 feet; thence South 43°22'34" West, a distance of 150.47 feet; thence South 55°28'27" West, a distance of 149.90 feet; thence South 87°39'51" West, a distance of 150.79 feet; thence North 52°38'03" West, a distance of 134.40 feet; thence North 27°54'44" West, a distance of 451.06 feet; thence North 28°36'50" West, a distance of 150.31 feet; thence North 31°46'53" West, a distance of 678.55 feet to the POINT OF BEGINNING.

Containing 381.76 acres, more or less.



Drawing No. 61215004
Job No. 61215
Date: 05/03/2017
SHEET 4 OF 10
See Sheet 1 for Description

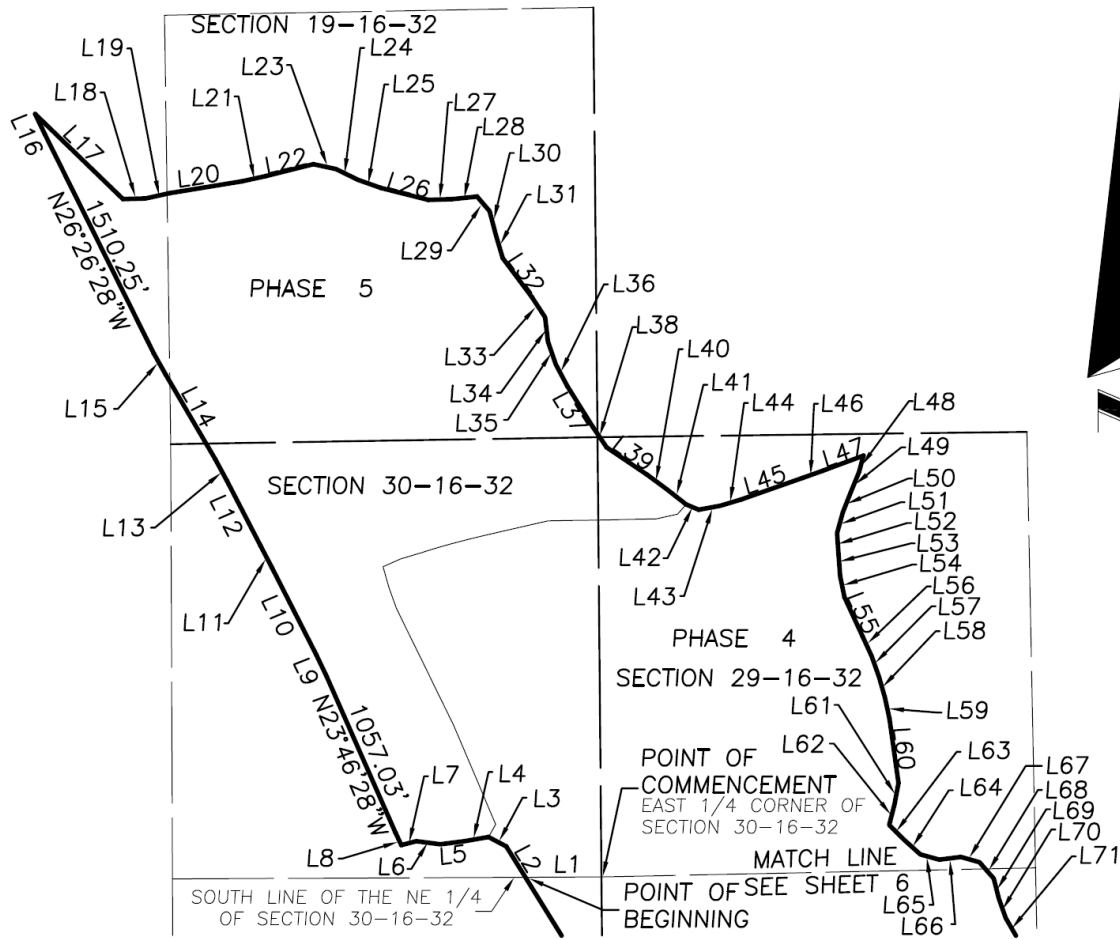
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SKETCH OF DESCRIPTION

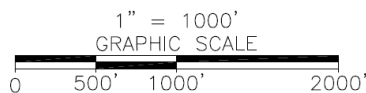
Sketch of Phases IV and V

Exhibit "A"
(Continued)



NOTE :

SEE SHEETS 7 - 10 FOR LINE TABLES

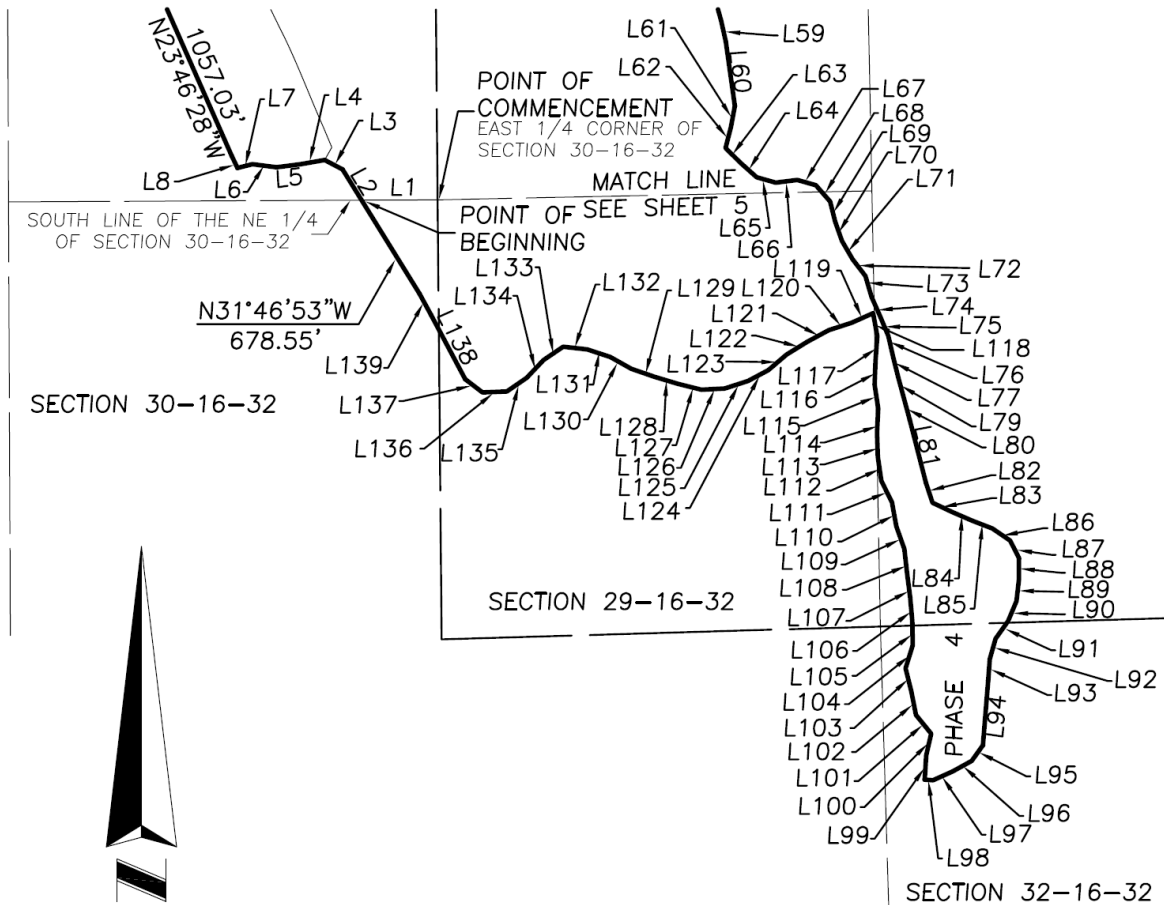


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Drawing No. 61215004
Job No. 61215
Date: 05/03/2017
SHEET 5 OF 10
See Sheet 1 for Description

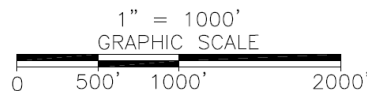
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NOT VALID WITHOUT SHEETS 1 THROUGH 10^{e-mail: info@southeasternsurveying.com}

SKETCH OF DESCRIPTION



NOTE :

SEE SHEETS 7 - 10 FOR LINE TABLES.



Drawing No. 61215004
Job No. 61215
Date: 05/03/2017
SHEET 6 OF 10
See Sheet 1 for Description

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SKETCH OF DESCRIPTION

LINE TABLE		
LINE #	BEARING	LENGTH
L1	S89°44'00"W	470.31'
L2	N31°46'53"W	223.76'
L3	N62°11'10"W	125.01'
L4	S80°07'25"W	150.78'
L5	S82°42'43"W	149.91'
L6	N82°43'27"W	150.79'
L7	S75°33'12"W	94.87'
L8	N25°43'44"W	83.87'
L9	N25°44'16"W	150.96'
L10	N26°59'29"W	604.12'
L11	N27°20'27"W	151.03'
L12	N27°28'17"W	453.10'
L13	N28°15'03"W	151.00'
L14	N30°25'51"W	604.23'
L15	N29°04'51"W	150.96'
L16	N25°42'53"W	140.67'
L17	S45°56'57"E	756.03'
L18	N88°30'58"E	139.53'
L19	N77°24'24"E	151.45'
L20	N80°44'47"E	454.40'
L21	N77°36'11"E	151.34'
L22	N75°59'11"E	302.89'
L23	S77°56'36"E	142.87'

LINE TABLE		
LINE #	BEARING	LENGTH
L24	S63°40'19"E	151.37'
L25	S70°52'21"E	150.59'
L26	S75°51'00"E	302.89'
L27	N88°11'28"E	149.99'
L28	N84°10'20"E	151.47'
L29	S40°57'00"E	118.57'
L30	S14°46'12"E	150.95'
L31	S16°15'48"E	150.25'
L32	S36°51'51"E	302.23'
L33	S33°12'57"E	148.85'
L34	S06°45'32"E	150.92'
L35	S18°46'28"E	148.46'
L36	S27°56'29"E	151.04'
L37	S32°03'44"E	302.14'
L38	S34°02'18"E	150.09'
L39	S56°07'45"E	302.61'
L40	S53°13'11"E	151.20'
L41	S52°08'06"E	151.27'
L42	S67°23'23"E	84.31'



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Drawing No. 61215004
Job No. 61215
Date: 05/03/2017
SHEET 7 OF 10
See Sheet 1 for Description

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SKETCH OF DESCRIPTION

LINE TABLE		
LINE #	BEARING	LENGTH
L43	N79°48'03"E	134.33'
L44	N73°28'41"E	133.94'
L45	N70°39'23"E	402.87'
L46	N70°31'58"E	134.29'
L47	N69°39'56"E	268.57'
L48	S15°12'36"W	105.25'
L49	S22°16'43"W	133.91'
L50	S21°49'03"W	133.85'
L51	S15°29'17"W	133.88'
L52	S04°06'30"E	133.75'
L53	S04°19'50"E	133.84'
L54	S11°38'08"E	131.91'
L55	S24°50'51"E	267.86'
L56	S24°40'40"E	133.91'
L57	S19°31'34"E	133.90'
L58	S15°47'39"E	133.83'
L59	S12°25'17"E	133.62'
L60	S07°57'25"E	401.55'
L61	S10°28'58"W	132.42'
L62	S14°19'23"W	133.87'
L63	S45°15'05"E	130.33'
L64	S48°06'35"E	134.12'
L65	S74°16'04"E	122.20'

LINE TABLE		
LINE #	BEARING	LENGTH
L66	N82°53'33"E	134.34'
L67	S74°26'40"E	119.08'
L68	S41°13'16"E	134.06'
L69	S14°10'38"E	127.95'
L70	S19°32'47"E	127.36'
L71	S29°55'33"E	131.18'
L72	S37°26'46"E	129.94'
L73	S16°26'33"E	133.72'
L74	S23°47'23"E	132.50'
L75	S22°42'26"E	131.83'
L76	S12°43'55"E	133.86'
L77	S14°00'32"E	133.84'
L78	NOT USED	
L79	S15°11'09"E	133.87'
L80	S15°04'21"E	133.87'
L81	S14°30'21"E	401.61'
L82	S18°22'09"E	130.11'
L83	S64°30'03"E	134.25'
L84	S66°46'39"E	134.17'



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Drawing No. 61215004
Job No. 61215
Date: 05/03/2017
SHEET 8 OF 10
See Sheet 1 for Description

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SKETCH OF DESCRIPTION

LINE TABLE		
LINE #	BEARING	LENGTH
L85	S68°49'54"E	134.28'
L86	S55°29'44"E	133.01'
L87	S27°08'15"E	121.75'
L88	S00°25'27"W	133.73'
L89	S06°27'37"W	132.65'
L90	S22°47'47"W	133.91'
L91	S35°25'18"W	133.79'
L92	S16°02'33"W	130.55'
L93	S04°18'58"W	133.84'
L94	S04°32'53"W	401.53'
L95	S35°59'17"W	118.71'
L96	S60°48'03"W	134.18'
L97	S65°44'46"W	134.26'
L98	N85°01'56"W	51.34'
L99	N03°43'08"E	149.20'
L100	N12°45'40"E	138.79'
L101	S39°09'53"E	149.31'
L102	N11°03'01"W	146.61'
L103	N13°53'12"W	148.72'
L104	N17°04'52"E	149.23'
L105	N01°09'01"W	146.95'
L106	N04°54'12"W	150.15'
L107	N07°30'36"W	150.10'

LINE TABLE		
LINE #	BEARING	LENGTH
L108	N06°22'58"W	150.03'
L109	N19°21'05"W	150.11'
L110	N10°14'16"W	149.93'
L111	N26°09'09"W	148.59'
L112	N08°27'25"W	149.91'
L113	N01°52'54"W	150.19'
L114	N02°53'53"E	148.83'
L115	N08°45'33"W	149.64'
L116	N02°31'01"E	150.03'
L117	N04°00'56"E	150.14'
L118	N10°25'50"W	144.44'
L119	S65°58'36"W	144.66'
L120	S72°07'50"W	149.34'
L121	S61°25'53"W	150.60'
L122	S58°17'42"W	150.51'
L123	S49°39'26"W	149.33'
L124	S61°55'18"W	141.67'
L125	S72°07'44"W	150.65'
L126	S86°48'48"W	144.96'



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Drawing No. 61215004
Job No. 61215
Date: 05/03/2017
SHEET 9 OF 10
See Sheet 1 for Description

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SKETCH OF DESCRIPTION

LINE TABLE		
LINE #	BEARING	LENGTH
L127	N75°42'56"W	150.73'
L128	N73°35'37"W	150.75'
L129	N70°56'32"W	150.74'
L130	N60°47'55"W	150.21'
L131	N71°29'25"W	149.13'
L132	N83°53'43"W	150.08'
L133	S55°59'59"W	146.46'
L134	S43°22'34"W	150.47'
L135	S55°28'27"W	149.90'
L136	S87°39'51"W	150.79'
L137	N52°38'03"W	134.40'
L138	N27°54'44"W	451.06'
L139	N28°36'50"W	150.31'



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Drawing No. 61215004
Job No. 61215
Date: 05/03/2017
SHEET 10 OF 10
See Sheet 1 for Description

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This instrument prepared by:
Margaret T. Roberts, City Attorney
City of Port Orange
1000 City Center Circle
Port Orange, FL 32129
Return recorded original to:
Florida Fish and Wildlife Conservation Commission
ATTN: Rick McCann
620 South Meridian Street
Tallahassee, FL 32399-1600

CONSERVATION EASEMENT

THIS CONSERVATION EASEMENT is made this 10th day of November, 2009, by the City of Port Orange, a Florida municipal corporation, having an address at 1000 City Center Circle, Port Orange, Florida 32129 ("Grantor"), in favor of the FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION, an agency of the State of Florida, having a mailing address at 620 South Meridian Street, Tallahassee, FL 32399-1600 ("Grantee").

WITNESSETH:

WHEREAS, Grantor solely owns in fee simple certain real property in Volusia County, Florida, as illustrated on Exhibit "1" attached hereto and incorporated by this reference and planned as the Port Orange Gopher Tortoise Recipient Area Phases 1 through 7, with a total Phase acreage of 725.1 +/- acres; and

WHEREAS, Grantor grants this conservation easement as a condition of Permit #GTLR [REDACTED] for Phases 1 through 3 (hereinafter, the "Property") issued by the Grantee for the Port Orange Gopher Tortoise Recipient Area with a total acreage of 377.7 +/- acres; and

WHEREAS, Grantor desires to preserve the Property in its natural condition in perpetuity in accordance with Florida Fish and Wildlife Conservation Commission Gopher Tortoise Recipient Site Permit #GTLR [REDACTED] for Phases 1 through 3, and in

accordance with potential future Gopher Tortoise Recipient Site Permits and commensurate future grants of conservation easements for Phases 4 through 7, compatible with the Port Orange Gopher Tortoise Recipient Areas and the Habitat Management Plan (Exhibit 3); and

WHEREAS, existing and gated access roads, closed to the public, are described on Exhibit "2" attached hereto and incorporated herein by this reference; and

WHEREAS, the Property possesses natural, scenic, open space, wildlife preservation and conservation values (collectively, "conservation values") of great importance to Grantor, the people of Volusia County, and the people of the State of Florida; and

WHEREAS, the specific conservation values of the Property are documented as part of the Habitat Management Plan pertaining to the Property (hereinafter, "Plan"), a copy of which is attached hereto as Exhibit "3" and incorporated herein by reference. The Plan is an accurate representation of the Property at the time of the grant of this Easement and is intended to serve as an objective information baseline for monitoring compliance with the terms of this Easement; and

WHEREAS, Grantor intends that the conservation values of the Property be preserved and maintained by the continuation of land use patterns, including, without limitation, those relating to timber production existing at the time of this grant, that do not significantly impair or interfere with those values; and

WHEREAS, Grantor further intends, as owner of the Property, to convey to Grantee the right to preserve and protect the conservation values of the Property in perpetuity, consistent and in conformance with the Habitat Management Plan; and

WHEREAS, it is the intention of the parties to utilize the benefits of the Property as Gopher Tortoise Recipient Areas under Phases 1 through 3, adjacent to current and future wetlands Mitigation Bank Instruments and permits issued by, and conservation easements granted to, St. John's River Water Management District, the U.S. Army Corps of Engineers, and the Florida Department of Environmental Protection.

NOW THEREFORE, in consideration of the above and the mutual covenants, terms, conditions and restrictions contained herein, and pursuant to the provisions of the current Permit for the Port Orange Gopher Tortoise Recipient Areas upon the Property illustrated in Exhibit "1", which shall run with the land and be binding upon Grantor, its heirs, successors and assigns and remain in full force and effect forever, Grantor hereby voluntarily grants and conveys to Grantee a Conservation Easement in perpetuity over the Property of the nature and character and to the extent hereinafter set forth (the "Conservation Easement"). Grantor fully warrants title to the Property, and will warrant and defend the same against the lawful claims of all persons whomsoever.

1. Purpose. The purpose of this Conservation Easement is to assure that the Property will be retained forever in its existing natural condition, to prevent any use of said Property that will impair or interfere with the environmental value of the Property, to be protected forever, and to be used as a conservation area consistent with the Habitat Management Plan.

2. Prohibited Uses. Any activity on or use of the Property inconsistent with the purpose of this Conservation Easement is prohibited. Without limiting the generality of the foregoing, the following activities and uses are expressly prohibited:

(a) Construction or placing buildings, roads (except for existing gated access roads closed to the public described and depicted on Exhibit "2"), signs, billboards or other advertising, utilities not otherwise permitted or other structures on or above the ground.

(b) Dumping or placing soil or other substance or material as landfill or dumping or placing of trash, waste or unsightly or offensive materials.

(c) Removing or destroying trees, shrubs, or other vegetation, except as permitted by and in conformance with the Habitat Management Plan.

(d) Excavating, dredging or removing loam, peat, gravel, soil, rock or other material substances in such a manner as to affect the surface.

(e) Surface use, except for purposes that permit the land or water area to remain predominantly in its natural condition.

(f) Activities detrimental to drainage, flood control, water conservation, erosion control, soil conservation, or fish and wildlife habitat preservation.

(g) Acts or uses detrimental to such retention of land or water areas.

(h) Acts or uses detrimental to the preservation of the structural integrity or physical appearance of sites or properties of historical, architectural, archaeological, or cultural significance.

3. Reserved Rights. Grantor reserves unto itself, and its successors and assigns, all rights accruing from its ownership of the Property, including the right to engage in or permit or invite others to engage in all uses of the Property that are not expressly prohibited herein and are not inconsistent with the purpose of this Conservation Easement or the Habitat Management Plan. Without limiting the

generality of the foregoing, the following activities and uses are expressly reserved as follows:

(a) Operation, maintenance, construction and repair of raw water system and facilities as lawfully permitted and pursuant to any permitted modifications together with existing access roadways and structures as shown on the map and legal descriptions identified in Exhibit "2", said access roadways gated and closed to public use.

4. Rights of Grantee. To accomplish the purposes stated herein, Grantor conveys the following rights to Grantee:

(a) To enter upon and inspect the Property in a reasonable manner and at reasonable times to determine if Grantor or its successors and assigns are complying with the covenants and prohibitions contained in this Conservation Easement.

(b) To proceed at law or in equity to enforce the provisions of this Conservation Easement and the covenants set forth herein, to prevent the occurrence of any of the prohibited activities set forth herein, and require the restoration of areas or features of the Property that may be damaged by any activity inconsistent with this Conservation Easement.

5. Grantee's Discretion. Grantee may enforce the terms of this Conservation Easement at its discretion, but if Grantor breaches any term of this Conservation Easement and Grantee does not exercise its rights under this Conservation Easement, Grantee's forbearance shall not be construed to be a waiver by Grantee of such term, or of any subsequent breach of the same, or any other term of this Conservation Easement, or of any of the Grantee's rights under this Conservation Easement. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by

Grantor shall impair such right or remedy or be construed as a waiver. Grantee shall not be obligated to Grantor, or to any other person or entity, to enforce the provisions of this Conservation Easement.

6. Grantee's Liability. Grantor will assume all liability for any injury or damage to the person or property of third parties which may occur on the Property arising from Grantor's ownership of the Property. Neither Grantor, nor any person or entity claiming by or through Grantor, shall hold Grantee liable for any damage or injury to person or personal property which may occur on the Property.

7. Waiver. Grantor intends that enforcement of the terms and provisions of this Conservation Easement and the Habitat Management Plan shall be at the discretion of Grantee and that any forbearance on behalf of Grantee to exercise its right hereunder in the event of any breach hereof by Grantor, its heirs, successors, personal representatives or assigns shall not be deemed or so construed to be a waiver of Grantee's rights hereunder in the event of a subsequent breach. Grantor hereby waives any defense of laches, estoppel, or prescription.

8. Notices; References. All notices, consents, approvals or other communications hereunder shall be in writing and shall be deemed properly given as of the second business day after mailing if sent by United States certified mail, return receipt requested, or by overnight mail service (e.g., FedEx, UPS), properly addressed to the appropriate party or successor-in-interest, at the above set forth address or such new addresses as either party may in writing deliver to the other. This Conservation Easement to Grantee shall include all successors-in-interest of Grantor and Grantee.

9. Venue; Waiver of Jury Trial. This Conservation Easement has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. As part of the consideration for this Conservation Easement, the parties hereby waive trial by jury in any action or proceeding brought by any party against any other party pertaining to any matter whatsoever arising out of or in any way connected with this Conservation Easement.

10. Acts Beyond Grantor's Control. Nothing contained in this Conservation Easement shall be construed to entitle Grantee to bring any action against Grantor for any injury to or change in the Property, Phases 1 through 3, resulting from natural causes beyond Grantor's control, including, without limitation, fire, flood, storm and earth movement, or from any necessary action taken by Grantor under emergency conditions to prevent, abate or mitigate significant injury to the Property or to persons resulting from such causes.

11. Recordation. Grantor shall record this Conservation Easement in timely fashion in the Official Records of Volusia County, Florida, and shall rerecord it at any time Grantee may require to preserve its rights. Grantor shall pay all recording costs and taxes necessary to record this Conservation Easement in the public records. Grantor will hold Grantee harmless from any recording costs or taxes necessary to record this Conservation Easement in the public records.

12. Successors. The covenants, terms, conditions and restrictions of this Conservation Easement shall be binding upon, and inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors and assigns and shall continue as a servitude running in perpetuity with the Property.

IN WITNESS WHEREOF, Grantor has executed this Conservation Easement on the day and year first above written.

Signed, sealed and delivered
in our presence as witnesses:

GRANTOR: CITY OF PORT ORANGE,
a Florida municipal corporation

Signature: Glenda J. LeFur

Printed Name: Glenda J. LeFur

Signature: Margaret T. Roberts

Printed Name: Margaret T. Roberts

By: Allen Green
Mayor Allen Green

Attest:

By: Kenneth W. Parker
Kenneth W. Parker, City Manager

(SEAL)

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing Conservation Easement was acknowledged before me this 10th day of November, 2009, by Allen Green and Kenneth W. Parker, the mayor and City Manager, respectively, of the City of Port Orange, who did not take an oath and who are personally known to me.

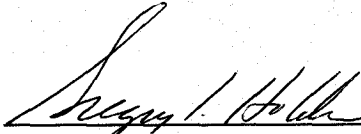


Margaret T. Roberts
Notary Public, State of Florida at Large

GRANTEE'S ACCEPTANCE

The Florida Fish and Wildlife Conservation Commission hereby accepts the foregoing Conservation Easement.

FLORIDA FISH AND WILDLIFE
CONSERVATION COMMISSION

By: 

Title: Asst. Exec. Dir.

Date: 12/23/09

Approved as to form and legal sufficiency by:

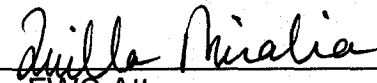

FWC Attorney

EXHIBIT 1

CITY OF PORT ORANGE GOPHER TORTOISE
RECIPIENT AREA PHASES 1 THROUGH 7

DEPICTED AND ATTACHED HERETO AS:

EXHIBIT A – PHASES 1 THROUGH 3 HEREBY GRANTED
PHASES 4 THROUGH 7 SUBJECT TO FUTURE GRANTS

PHASES 1, 2 AND 3 ARE DESCRIBED AS A PORTION OF SECTIONS 29, 30, 31
AND 32, TOWNSHIP 16 SOUTH, RANGE 32 EAST, VOLUSIA COUNTY, FLORIDA,
AND AS FURTHER DESCRIBED BY GPS BOUNDARY POINTS ATTACHED
HERETO AS:

EXHIBIT B – PHASE 1

EXHIBIT C – PHASE 2

EXHIBIT D – PHASE 3

Instrument# 2010-008046 # 11
Book: 6436
Page: 3687



Instrument# 2010-008046 # 12
Book: 6436
Page: 3688

Point No	X Long	Y Lat
PH1-1	81° 7.611' W	29° 4.591' N
PH1-2	81° 7.611' W	29° 4.610' N
PH1-3	81° 7.598' W	29° 4.620' N
PH1-4	81° 7.576' W	29° 4.621' N
PH1-5	81° 7.555' W	29° 4.619' N
PH1-6	81° 7.537' W	29° 4.607' N
PH1-7	81° 7.518' W	29° 4.597' N
PH1-8	81° 7.496' W	29° 4.582' N
PH1-9	81° 7.474' W	29° 4.563' N
PH1-10	81° 7.454' W	29° 4.583' N
PH1-11	81° 7.465' W	29° 4.584' N
PH1-12	81° 7.465' W	29° 4.544' N
PH1-13	81° 7.465' W	29° 4.524' N
PH1-14	81° 7.465' W	29° 4.505' N
PH1-15	81° 7.467' W	29° 4.485' N
PH1-16	81° 7.467' W	29° 4.466' N
PH1-17	81° 7.468' W	29° 4.446' N
PH1-18	81° 7.468' W	29° 4.426' N
PH1-19	81° 7.468' W	29° 4.407' N
PH1-20	81° 7.467' W	29° 4.387' N
PH1-21	81° 7.460' W	29° 4.369' N
PH1-22	81° 7.453' W	29° 4.350' N
PH1-23	81° 7.445' W	29° 4.332' N
PH1-24	81° 7.438' W	29° 4.313' N
PH1-25	81° 7.430' W	29° 4.294' N
PH1-26	81° 7.423' W	29° 4.276' N
PH1-27	81° 7.415' W	29° 4.257' N
PH1-28	81° 7.408' W	29° 4.239' N
PH1-29	81° 7.403' W	29° 4.220' N
PH1-30	81° 7.396' W	29° 4.200' N
PH1-31	81° 7.385' W	29° 4.184' N
PH1-32	81° 7.372' W	29° 4.168' N
PH1-33	81° 7.359' W	29° 4.152' N
PH1-34	81° 7.346' W	29° 4.136' N
PH1-35	81° 7.333' W	29° 4.120' N
PH1-36	81° 7.320' W	29° 4.104' N
PH1-37	81° 7.306' W	29° 4.089' N
PH1-38	81° 7.293' W	29° 4.073' N
PH1-39	81° 7.279' W	29° 4.058' N
PH1-40	81° 7.265' W	29° 4.042' N
PH1-41	81° 7.249' W	29° 4.025' N
PH1-42	81° 7.233' W	29° 4.015' N
PH1-43	81° 7.220' W	29° 3.999' N
PH1-44	81° 7.206' W	29° 3.982' N
PH1-45	81° 7.192' W	29° 3.969' N
PH1-46	81° 7.175' W	29° 3.955' N
PH1-47	81° 7.162' W	29° 3.949' N
PH1-48	81° 7.148' W	29° 3.948' N
PH1-49	81° 7.226' W	29° 3.947' N
PH1-50	81° 7.231' W	29° 3.931' N
PH1-51	81° 7.233' W	29° 3.911' N
PH1-52	81° 7.235' W	29° 3.892' N
PH1-53	81° 7.247' W	29° 3.875' N
PH1-54	81° 7.254' W	29° 3.857' N
PH1-55	81° 7.261' W	29° 3.838' N
PH1-56	81° 7.267' W	29° 3.819' N
PH1-57	81° 7.283' W	29° 3.823' N
PH1-58	81° 7.299' W	29° 3.843' N
PH1-59	81° 7.301' W	29° 3.862' N
PH1-60	81° 7.305' W	29° 3.882' N
PH1-61	81° 7.313' W	29° 3.900' N
PH1-62	81° 7.320' W	29° 3.918' N
PH1-63	81° 7.324' W	29° 3.936' N
PH1-64	81° 7.339' W	29° 3.951' N
PH1-65	81° 7.354' W	29° 3.965' N
PH1-66	81° 7.368' W	29° 3.984' N
PH1-67	81° 7.366' W	29° 4.002' N
PH1-68	81° 7.378' W	29° 4.019' N
PH1-69	81° 7.390' W	29° 4.035' N
PH1-70	81° 7.402' W	29° 4.052' N
PH1-71	81° 7.413' W	29° 4.069' N
PH1-72	81° 7.423' W	29° 4.087' N
PH1-73	81° 7.433' W	29° 4.104' N
PH1-74	81° 7.444' W	29° 4.122' N
PH1-75	81° 7.457' W	29° 4.140' N
PH1-76	81° 7.472' W	29° 4.152' N
PH1-77	81° 7.486' W	29° 4.167' N
PH1-78	81° 7.500' W	29° 4.182' N
PH1-79	81° 7.512' W	29° 4.198' N
PH1-80	81° 7.524' W	29° 4.216' N
PH1-81	81° 7.535' W	29° 4.233' N
PH1-82	81° 7.547' W	29° 4.250' N
PH1-83	81° 7.558' W	29° 4.266' N
PH1-84	81° 7.570' W	29° 4.283' N
PH1-85	81° 7.581' W	29° 4.300' N
PH1-86	81° 7.595' W	29° 4.319' N
PH1-87	81° 7.589' W	29° 4.338' N
PH1-88	81° 7.594' W	29° 4.358' N
PH1-89	81° 7.596' W	29° 4.377' N
PH1-90	81° 7.584' W	29° 4.397' N
PH1-91	81° 7.566' W	29° 4.416' N
PH1-92	81° 7.569' W	29° 4.436' N
PH1-93	81° 7.605' W	29° 4.455' N
PH1-94	81° 7.607' W	29° 4.474' N
PH1-95	81° 7.609' W	29° 4.494' N
PH1-96	81° 7.611' W	29° 4.513' N
PH1-97	81° 7.607' W	29° 4.533' N
PH1-98	81° 7.604' W	29° 4.552' N
PH1-99	81° 7.606' W	29° 4.571' N
PH1-100	81° 7.611' W	29° 4.591' N



Scale: N/A
Date: August 2008
Photo Date: N/A
Project No. P9204



PHASE 1 BOUNDARY TABLE

PORT ORANGE GOPHER TORTOISE RECIPIENT AREA
SECTIONS 19, 20, 29, 30, 31, 32 TOWNSHIP 16 SOUTH, RANGE 32 EAST
VOLUSIA COUNTY, FLORIDA

Exhibit
B

Instrument# 2010-008046 # 13
Book : 6436
Page : 3689

Point No	X Long	Y Lat
PH2-1	81° 7.469' W	29° 4.387' N
PH2-2	81° 7.468' W	29° 4.406' N
PH2-3	81° 7.468' W	29° 4.425' N
PH2-4	81° 7.467' W	29° 4.444' N
PH2-5	81° 7.467' W	29° 4.463' N
PH2-6	81° 7.466' W	29° 4.482' N
PH2-7	81° 7.466' W	29° 4.501' N
PH2-8	81° 7.465' W	29° 4.520' N
PH2-9	81° 7.465' W	29° 4.539' N
PH2-10	81° 7.465' W	29° 4.544' N
PH2-11	81° 7.437' W	29° 4.533' N
PH2-12	81° 7.423' W	29° 4.519' N
PH2-13	81° 7.410' W	29° 4.503' N
PH2-14	81° 7.399' W	29° 4.487' N
PH2-15	81° 7.382' W	29° 4.476' N
PH2-16	81° 7.363' W	29° 4.466' N
PH2-17	81° 7.342' W	29° 4.470' N
PH2-18	81° 7.322' W	29° 4.475' N
PH2-19	81° 7.302' W	29° 4.483' N
PH2-20	81° 7.283' W	29° 4.477' N
PH2-21	81° 7.263' W	29° 4.474' N
PH2-22	81° 7.241' W	29° 4.472' N
PH2-23	81° 7.225' W	29° 4.460' N
PH2-24	81° 7.209' W	29° 4.448' N
PH2-25	81° 7.195' W	29° 4.435' N
PH2-26	81° 7.183' W	29° 4.418' N
PH2-27	81° 7.172' W	29° 4.402' N
PH2-28	81° 7.156' W	29° 4.380' N
PH2-29	81° 7.136' W	29° 4.383' N
PH2-30	81° 7.116' W	29° 4.376' N
PH2-31	81° 7.094' W	29° 4.377' N
PH2-32	81° 7.073' W	29° 4.382' N
PH2-33	81° 7.052' W	29° 4.386' N
PH2-34	81° 7.037' W	29° 4.385' N
PH2-35	81° 7.024' W	29° 4.371' N
PH2-36	81° 7.030' W	29° 4.353' N
PH2-37	81° 7.036' W	29° 4.335' N
PH2-38	81° 7.041' W	29° 4.316' N
PH2-39	81° 7.042' W	
PH2-40	81° 7.041' W	
PH2-41	81° 7.040' W	29° 4.259' N
PH2-42	81° 7.034' W	29° 4.241' N
PH2-43	81° 7.026' W	29° 4.223' N
PH2-44	81° 7.021' W	29° 4.205' N
PH2-45	81° 7.018' W	29° 4.186' N
PH2-46	81° 7.013' W	29° 4.168' N
PH2-47	81° 7.006' W	29° 4.150' N
PH2-48	81° 6.998' W	29° 4.133' N
PH2-49	81° 6.987' W	29° 4.116' N
PH2-50	81° 6.977' W	29° 4.100' N
PH2-51	81° 6.971' W	
PH2-52	81° 6.963' W	29° 4.064' N
PH2-53	81° 6.956' W	29° 4.046' N
PH2-54	81° 6.951' W	29° 4.027' N
PH2-55	81° 6.946' W	29° 4.009' N
PH2-56	81° 6.940' W	29° 3.991' N
PH2-57	81° 6.933' W	29° 3.973' N
PH2-58	81° 6.928' W	29° 3.954' N
PH2-59	81° 6.923' W	29° 3.936' N
PH2-60	81° 6.916' W	29° 3.918' N
PH2-61	81° 6.931' W	29° 3.919' N
PH2-62	81° 6.962' W	29° 3.923' N
PH2-63	81° 6.973' W	29° 3.923' N
PH2-64	81° 6.995' W	29° 3.924' N
PH2-65	81° 7.014' W	29° 3.932' N
PH2-66	81° 7.031' W	29° 3.944' N
PH2-67	81° 7.051' W	29° 3.950' N
PH2-68	81° 7.071' W	29° 3.956' N
PH2-69	81° 7.093' W	29° 3.965' N
PH2-70	81° 7.114' W	29° 3.963' N
PH2-71	81° 7.135' W	29° 3.947' N
PH2-72	81° 7.156' W	29° 3.948' N
PH2-73	81° 7.175' W	29° 3.955' N
PH2-74	81° 7.191' W	29° 3.968' N
PH2-75	81° 7.207' W	29° 3.981' N
PH2-76	81° 7.218' W	29° 3.987' N
PH2-77	81° 7.230' W	29° 4.013' N
PH2-78	81° 7.246' W	29° 4.026' N
PH2-79	81° 7.261' W	29° 4.038' N
PH2-80	81° 7.275' W	29° 4.054' N
PH2-81	81° 7.288' W	29° 4.069' N
PH2-82	81° 7.301' W	29° 4.084' N
PH2-83	81° 7.314' W	29° 4.099' N
PH2-84	81° 7.326' W	29° 4.114' N
PH2-85	81° 7.339' W	29° 4.130' N
PH2-86	81° 7.352' W	29° 4.145' N
PH2-87	81° 7.364' W	29° 4.160' N
PH2-88	81° 7.377' W	29° 4.176' N
PH2-89	81° 7.390' W	29° 4.191' N
PH2-90	81° 7.400' W	29° 4.207' N
PH2-91	81° 7.406' W	29° 4.226' N
PH2-92	81° 7.411' W	29° 4.244' N
PH2-93	81° 7.416' W	29° 4.263' N
PH2-94	81° 7.424' W	29° 4.281' N
PH2-95	81° 7.431' W	29° 4.298' N
PH2-96	81° 7.439' W	29° 4.316' N
PH2-97	81° 7.446' W	29° 4.334' N
PH2-98	81° 7.454' W	29° 4.352' N
PH2-99	81° 7.461' W	29° 4.370' N
PH2-100	81° 7.469' W	29° 4.387' N



Scale: N/A
Date: August 2009
Photo Date: N/A
Project No. P9204



PHASE 2 BOUNDARY TABLE

PORT ORANGE GOPHER TORTOISE RECIPIENT AREA
SECTIONS 19, 20, 29, 30, 31, 32 TOWNSHIP 16 SOUTH, RANGE 32 EAST
VOLUSIA COUNTY, FLORIDA

Exhibit
C

Instrument# 2010-008046 # 14
Book: 6436
Page: 3690

Point No	X Long	Y Lat
PH3-1	81° 7.508' W	29° 4.803' N
PH3-2	81° 7.485' W	29° 4.817' N
PH3-3	81° 7.465' W	29° 4.836' N
PH3-4	81° 7.443' W	29° 4.849' N
PH3-5	81° 7.415' W	29° 4.846' N
PH3-6	81° 7.388' W	29° 4.838' N
PH3-7	81° 7.364' W	29° 4.826' N
PH3-8	81° 7.337' W	29° 4.818' N
PH3-9	81° 7.310' W	29° 4.811' N
PH3-10	81° 7.282' W	29° 4.805' N
PH3-11	81° 7.255' W	29° 4.807' N
PH3-12	81° 7.228' W	29° 4.814' N
PH3-13	81° 7.205' W	29° 4.825' N
PH3-14	81° 7.183' W	29° 4.841' N
PH3-15	81° 7.159' W	29° 4.854' N
PH3-16	81° 7.134' W	29° 4.866' N
PH3-17	81° 7.108' W	29° 4.874' N
PH3-18	81° 7.083' W	29° 4.883' N
PH3-19	81° 7.078' W	29° 4.890' N
PH3-20	81° 7.060' W	29° 4.895' N
PH3-21	81° 7.061' W	29° 4.811' N
PH3-22	81° 7.077' W	29° 4.786' N
PH3-23	81° 7.078' W	29° 4.762' N
PH3-24	81° 7.077' W	29° 4.737' N
PH3-25	81° 7.073' W	29° 4.713' N
PH3-26	81° 7.061' W	29° 4.691' N
PH3-27	81° 7.055' W	29° 4.666' N
PH3-28	81° 7.046' W	29° 4.643' N
PH3-29	81° 7.043' W	29° 4.618' N
PH3-30	81° 7.040' W	
PH3-31	81° 7.037' W	29° 4.599' N
PH3-32	81° 7.036' W	29° 4.545' N
PH3-33	81° 7.045' W	29° 4.621' N
PH3-34	81° 7.038' W	
PH3-35	81° 7.032' W	29° 4.474' N
PH3-36	81° 7.015' W	29° 4.454' N
PH3-37	81° 7.021' W	29° 4.432' N
PH3-38	81° 7.022' W	29° 4.406' N
PH3-39	81° 7.043' W	29° 4.391' N
PH3-40	81° 7.068' W	29° 4.362' N
PH3-41	81° 7.096' W	29° 4.377' N
PH3-42	81° 7.124' W	29° 4.378' N
PH3-43	81°	
PH3-44	81° 7.172' W	29° 4.402' N
PH3-45	81° 7.187' W	29° 4.423' N
PH3-46	81° 7.202' W	29° 4.444' N
PH3-47	81° 7.224' W	29° 4.459' N
PH3-48	81° 7.245' W	29° 4.473' N
PH3-49	81° 7.274' W	29° 4.474' N
PH3-50	81° 7.299' W	29° 4.484' N
PH3-51	81° 7.324' W	29° 4.473' N
PH3-52	81° 7.352' W	29° 4.468' N
PH3-53	81° 7.377' W	29° 4.473' N
PH3-54	81° 7.399' W	29° 4.488' N
PH3-55	81° 7.415' W	29° 4.509' N
PH3-56	81° 7.432' W	29° 4.528' N
PH3-57	81° 7.454' W	29° 4.543' N
PH3-58	81° 7.465' W	29° 4.553' N
PH3-59	81° 7.464' W	29° 4.587' N
PH3-60	81° 7.485' W	29° 4.592' N
PH3-61	81° 7.513' W	
PH3-62	81° 7.537' W	29° 4.607' N
PH3-63	81° 7.560' W	29° 4.621' N
PH3-64	81° 7.588' W	29° 4.620' N
PH3-65	81° 7.613' W	29° 4.624' N
PH3-66	81° 7.625' W	29° 4.646' N
PH3-67	81° 7.636' W	29° 4.669' N
PH3-68	81° 7.648' W	29° 4.692' N
PH3-69	81° 7.659' W	29° 4.714' N
PH3-70	81° 7.671' W	29° 4.737' N
PH3-71	81° 7.683' W	29° 4.759' N
PH3-72	81° 7.694' W	
PH3-73	81° 7.706' W	29° 4.805' N
PH3-74	81° 7.717' W	29° 4.827' N
PH3-75	81° 7.729' W	29° 4.850' N
PH3-76	81° 7.740' W	29° 4.873' N
PH3-77	81° 7.752' W	29° 4.895' N
PH3-78	81° 7.763' W	29° 4.918' N
PH3-79	81° 7.775' W	29° 4.941' N
PH3-80	81° 7.787' W	29° 4.963' N
PH3-81	81° 7.798' W	29° 4.986' N
PH3-82	81° 7.810' W	29° 5.008' N
PH3-83	81° 7.821' W	29° 5.031' N
PH3-84	81° 7.804' W	29° 5.035' N
PH3-85	81° 7.776' W	29° 5.032' N
PH3-86	81° 7.748' W	29° 5.035' N
PH3-87	81° 7.720' W	29° 5.038' N
PH3-88	81° 7.692' W	29° 5.030' N
PH3-89	81° 7.664' W	29° 5.006' N
PH3-90	81° 7.670' W	29° 4.987' N
PH3-91	81° 7.654' W	29° 4.965' N
PH3-92	81° 7.640' W	29° 4.945' N
PH3-93	81° 7.625' W	29° 4.924' N
PH3-94	81° 7.610' W	29° 4.903' N
PH3-95	81° 7.595' W	29° 4.882' N
PH3-96	81° 7.583' W	29° 4.859' N
PH3-97	81° 7.570' W	29° 4.838' N
PH3-98	81° 7.555' W	29° 4.816' N
PH3-99	81° 7.537' W	29° 4.802' N
PH3-100	81° 7.508' W	29° 4.803' N



Scale: N/A
Date: August 2009
Photo Date: N/A
Project No. P9204



PHASE 3 BOUNDARY TABLE

PORT ORANGE GOPHER TORTOISE RECIPIENT AREA
SECTIONS 19, 20, 29, 30, 31, 32 TOWNSHIP 16 SOUTH, RANGE 32 EAST
VOLUSIA COUNTY, FLORIDA

Exhibit
D

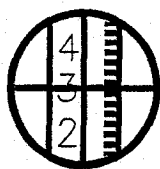
EXHIBIT 2

LEGAL DESCRIPTION OF ACCESS ROADS RESERVED TO GRANTOR

DEPICTED AS: EXCEPTIONS A AND B

ATTACHED HERETO AS SHEET 1 OF 7 AND SHEET 6 OF 7

Instrument# 2010-008046 # 16
Book: 6436
Page: 3692



SLIGER & ASSOCIATES, INC.

PROFESSIONAL LAND SURVEYORS

LICENSED BUSINESS CERTIFICATION NO. 3019

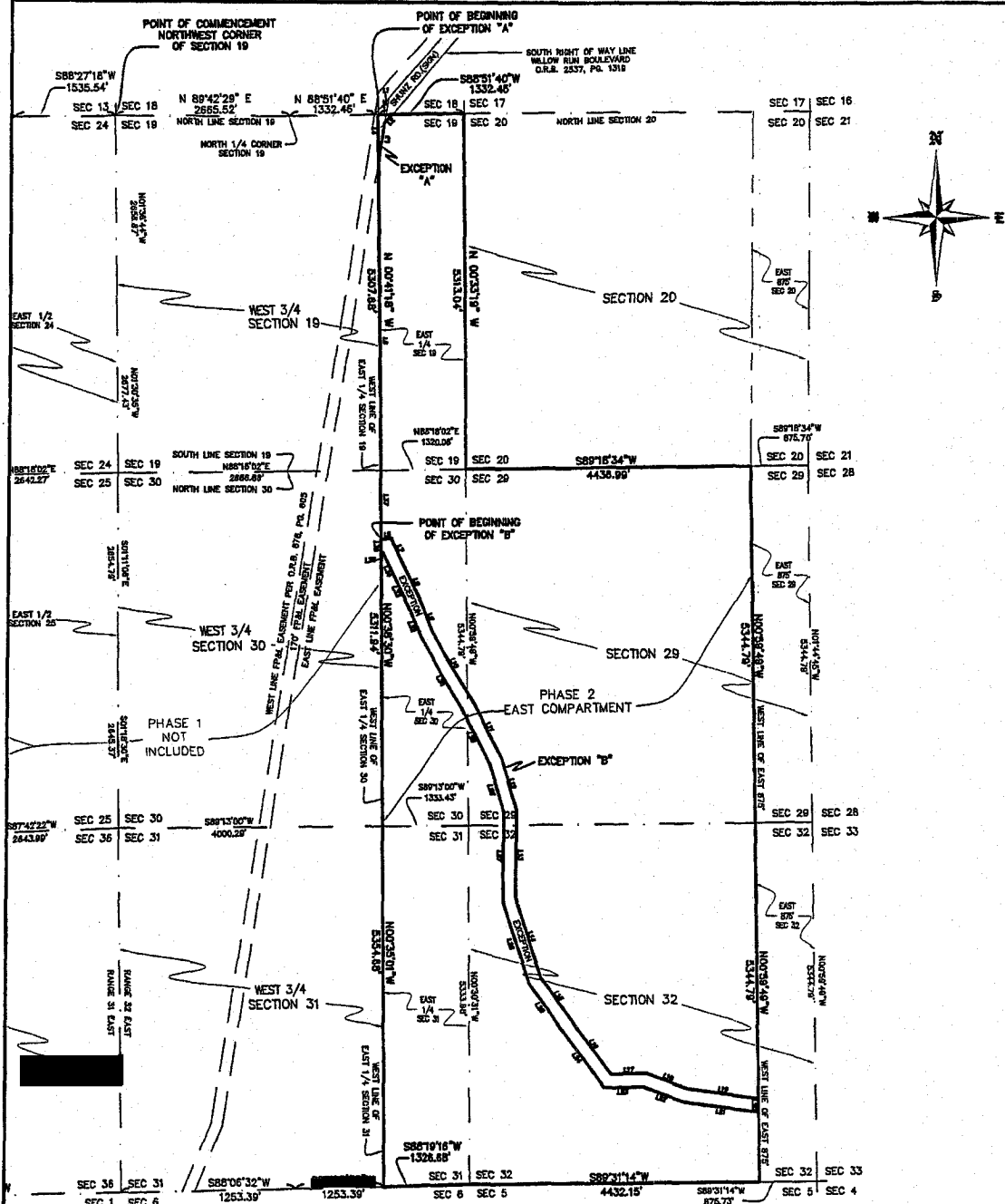
3921 NOVA ROAD

PORT ORANGE, FL 32127

(386) 761-5385

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SKETCH OF DESCRIPTION NOT A BOUNDARY SURVEY

FOR: CITY OF PORT ORANGE, FLORIDA

DESCRIPTION:

PHASE II(EAST COMPARTMENT)

THE EAST 1/4 OF SECTION 19, THE EAST 1/4 OF SECTION 30, THE EAST 1/4 OF SECTION 31, ALL OF SECTION 29, EXCEPTING THE EAST 875 FEET THEREOF. ALL OF SECTION 32, EXCEPTING THE EAST 875 FEET THEREOF.

SEE SHEET 6 OF 7 FOR COMPLETE DESCRIPTION

JOB #08-0739

SCALE: 1"= 2000' FIELD BOOK:

PAGE:

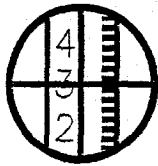
ABBREVIATIONS

(P)	PLATTED DIMENSION
(D)	DEEDED DIMENSION
(M)	MEASURED DIMENSION
(C)	CALCULATED DIMENSION
ID	IDENTIFICATION
A/C	AIR CONDITIONER
R/W	RIGHT OF WAY
CL	CENTERLINE
D	CENTRAL ANGLE
R	RADIUS
L	ARC LENGTH
CB	CHORD BEARING
FP&L CO.	FLORIDA POWER & LIGHT COMPANY
N.G.V.D.	NATIONAL GEODETTIC VERTICAL DATUM
U.S.C. & G.S.	UNITED STATES COAST AND GEODETTIC SURVEY

SHEET 1 OF 7

LEGEND

●	IRON ROD WITH CAP
○	IRON PIPE
□	CONCRETE MONUMENT
■	PERMANENT REFERENCE MONUMENT
△	PERMANENT CONTROL POINT
(R)	RADIAL LINE
(NR)	NON-RADIAL LINE
○	EXISTING ELEVATION
□	PROPOSED ELEVATION



SLIGER & ASSOCIATES, INC.

PROFESSIONAL LAND SURVEYORS

LICENSED BUSINESS CERTIFICATION NO. 3019

3921 NOVA ROAD
PORT ORANGE, FL 32127
(386) 761-5385

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LEGAL DESCRIPTION:

PHASE II(EAST COMPARTMENT)

THE EAST 1/4 OF SECTION 19, TOWNSHIP 16 SOUTH, RANGE 31 EAST. ALL OF SECTION 29, EXCEPTING THE EAST 875 FEET THEREOF. THE EAST 1/4 OF SECTION 30. THE EAST 1/4 OF SECTION 31. ALL OF SECTION 32, EXCEPTING THE EAST 875 FEET THEREOF. ALL LYING IN TOWNSHIP 16 SOUTH, RANGE 32 EAST, VOLUSIA COUNTY, FLORIDA. CONTAINING 1561.454 ACRES, MORE OR LESS.

LESS AND EXCEPT THE FOLLOWING DESCRIBED PARCEL:

EXCEPTION "A"

COMMENCE AT A THE NORTHWEST CORNER OF SECTION 19, TOWNSHIP 16 SOUTH, RANGE 32 EAST; THENCE RUN ALONG THE NORTH LINE OF SAID SECTION 19, N89°42'29"E, 2665.52 FEET TO THE NORTH 1/4 CORNER OF SAID SECTION 19; THENCE CONTINUE ALONG THE NORTH LINE OF SAID SECTION 19, N88°51'40"E, 1332.46 FEET TO THE WEST LINE OF THE EAST 1/4 OF SECTION 19 AND THE POINT OF BEGINNING; THENCE CONTINUE ALONG THE NORTH LINE OF SAID SECTION 19 N88°51'40"E, 214.74 FEET TO THE EASTERLY LINE OF A 200' EASEMENT AS RECORDED IN O.R.B. 2537, PG. 1319 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE ALONG SAID EASTERLY LINE S41°23'25"W, 173.54 FEET TO THE EAST LINE OF A 170' FP&L EASEMENT AS RECORDED IN O.R.B. 678, PG. 605 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA. THENCE ALONG SAID EAST LINE S09°01'39"W, 583.26 FEET TO THE WEST LINE OF THE EAST 1/4 OF SECTION 19; THENCE ALONG SAID WEST LINE N00°41'18"W, 702.01 FEET TO THE POINT OF BEGINNING. CONTAINING 1.108 ACRES, MORE OR LESS.

ALSO LESS AND EXCEPT THE FOLLOWING DESCRIBED PARCEL:

EXCEPTION "B"

COMMENCE AT A THE NORTHWEST CORNER OF SECTION 19, TOWNSHIP 16 SOUTH, RANGE 32 EAST; THENCE RUN ALONG THE NORTH LINE OF SAID SECTION 19, N89°42'29"E, 2665.52 FEET TO THE NORTH 1/4 CORNER OF SAID SECTION 19; THENCE CONTINUE ALONG THE NORTH LINE OF SAID SECTION 19, N88°51'40"E, 1332.46 FEET TO THE WEST LINE OF THE EAST 1/4 OF SECTION 19; THENCE CONTINUE ALONG THE NORTH LINE OF SAID SECTION 19 N88°51'40"E, 214.74 FEET TO THE EASTERLY LINE OF A 200' EASEMENT AS RECORDED IN O.R.B. 2537, PG. 1319 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE ALONG SAID EASTERLY LINE S41°23'25"W, 173.54 FEET TO THE EAST LINE OF A 170' FP&L EASEMENT AS RECORDED IN O.R.B. 678, PG. 605 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA. THENCE ALONG SAID EAST LINE S09°01'39"W, 583.26 FEET TO THE WEST LINE OF THE EAST 1/4 OF SAID SECTION 19; THENCE ALONG SAID WEST LINE S00°41'18"E, 4605.68 FEET TO THE SOUTH LINE OF SAID SECTION 19; THENCE ALONG THE WEST LINE OF THE EAST 1/4 OF SAID SECTION 30, S00°38'30"E, 1027.27 FEET TO THE POINT OF BEGINNING; THENCE N81°52'46"E, 155.86 FEET; THENCE S24°47'15"E, 400.49 FEET; THENCE S25°37'33"E, 710.63 FEET; THENCE S22°00'55"E, 417.39 FEET; THENCE S32°11'20"E, 1182.93 FEET; THENCE S27°51'13"E, 1012.69 FEET; THENCE S17°02'18"E, 796.28 FEET; THENCE S00°27'57"W, 1298.61 FEET; THENCE S18°37'16"E, 1252.18 FEET; THENCE S36°17'19"E, 775.11 FEET; THENCE S36°45'27"E, 1034.61 FEET; THENCE N89°05'29"E, 553.49 FEET; THENCE S69°45'40"E, 651.88 FEET; THENCE S82°22'57"E, 1094.47 FEET TO THE WEST LINE OF THE EAST 875 FEET, OF SECTION 32, TOWNSHIP 16 SOUTH, RANGE 32 EAST; THENCE ALONG SAID WEST LINE OF EAST 875 FEET, S00°59'49"E, 202.28 FEET; THENCE DEPART SAID EAST LINE, N82°22'57"W, 1146.91 FEET; THENCE N69°45'40"W, 636.66 FEET; THENCE S89°05'29"W, 618.37 FEET; THENCE N36°45'27"W, 1136.85 FEET; THENCE N36°17'19"W, 806.19 FEET; THENCE N18°37'16"W, 1316.89 FEET; THENCE N00°27'57"E, 1301.45 FEET; THENCE N17°02'18"W, 746.56 FEET; THENCE N27°51'13"W, 986.19 FEET; THENCE N32°11'20"W, 1193.16 FEET; THENCE N22°00'55"W, 428.89 FEET; THENCE N25°37'33"W, 705.79 FEET; THENCE N24°47'15"W, 253.06 FEET; THENCE S81°52'46"W, 33.22 FEET TO THE WEST LINE OF THE EAST 1/4 OF SECTION 30; THENCE ALONG SAID WEST LINE, N00°38'30"W, 201.72 FEET TO THE POINT OF BEGINNING. CONTAINING 51.979 ACRES, MORE OR LESS.

THE TOTAL NET ACREAGE BEING [REDACTED]

EXHIBIT 3

HABITAT MANAGEMENT PLAN

(CONSISTING OF 5 PAGES)

5.0 CONSERVATION AND MANAGEMENT

The management of this tract is a proven commodity and has been in place for 17 years. The City has established a Mitigation Bank on this property and has managed the tract for said purpose.

The Port Orange Mitigation Bank will be managed to provide habitat for native plant and wildlife species. Particular emphasis is placed on managing for threatened, endangered and special concern species and is managed to create and maintain the historical habitat conditions found in Pre-Columbian Florida.

5.1 Upland Management

The management objective in the pine upland habitat type will be to establish and maintain successional diversity. Food production for most species occurs in the early succession stages of the cover type. Most of the wetland stands will be maintained in the mature forest stages, this makes the early stages of upland development even more important to the wildlife species supported by this bank such as gopher frogs.

5.2 Upland Understory Restoration

The restoration of the understory will be accomplished by roller chopping and/or burning. The roller chopping maintains palmetto and gallberry dominance and allows other understory species to thrive. These plants are still found but at present are very minor components. When exposed to sunlight the disturbance caused by the roller chopping and burning, plants respond with rapid growth and seed production. Aggressive prescribed burning has been and will be used to prevent the reoccurrence of palmetto dominance. Roller chopping will not be utilized within 25 feet of a gopher tortoise burrow during nesting season (summer and early fall).

5.3 Overstory Restoration

Historically slash and longleaf pine canopy predominantly occupied this site. Invading pond pines where present will be removed. Snags, future snags and nesting trees will be marked and protected. The slash and longleaf stands will be re-established by planting one-year-old nursery stock. Planting is planned to provide some areas of open, some areas of heavy stocking and some areas of light stocking. The goal for restoring the pine canopy includes a minimum of 300 trees per acre must survive in each stand.

To prevent pine dominance of the uplands, periodic thinning will occur to maintain average basal areas at 50 square feet per acre. The surviving longleaf will be protected and natural reseeding encouraged through timing of the application of prescribed fire to coincide with seed release. In stands less than 50 square feet of basal area, the reforestation will coincide with understory restoration.

Nesting cavities are a limiting factor for many species of birds. The bank will maintain 15 trees per acre for snags, future snags and nesting trees. Areas without suitable trees will be planted.

The understory and overstory restoration will occur on 100 acres each year until the uplands are fully restored to the historic fire climax vegetation. Twenty-five percent of the uplands will be maintained in the early successional stages using selective harvesting and understory restoration where needed.

5.4 Sand Pine and Scrub Oak Management

The majority of hard mast production occurs on the upland scrub, primarily from scrub oak species. This food source is an important wildlife component providing critical calories prior to winter stress.

Fire kills the above ground stems of all but the largest oaks and sets back acorn production for seven years. This cover type is protected from fire during prescribed burning.

5.5 Wetland Management

Historically cypress harvesting occurred on the site. These stands have regenerated naturally. A dragline roadway was constructed as a part of this logging operation. This roadway dams sheet flow and interrupts the natural hydroperiod. Ten-foot wide openings to the original grade were installed every 600 feet to restore the sheet water flow into the wetland.

No harvesting or mechanical equipment will be permitted in the wetlands. The tract boundaries will be marked, posted and maintained. Security prevents poaching timber trespass and livestock trespass. Fire lines on adjacent uplands are maintained by disking and returned to natural grade. Fire will be excluded from the wetlands by timing prescribed burning with water levels in the wetlands.

5.6 Wildlife Management

Historically this tract was intensely hunted with little regard to game laws. Cattle grazing without rotation eliminated or diminished most non-game species. When the City began its restoration program the cattle were eliminated. Hunting continues but under strict regulation and with the elimination of dogs used in hunting game. Both game and non-game species have dramatically increased in numbers. Deer population is close to exceeding the carrying capacity. Hunting is limited to primitive weapons and used as a management tool to prevent overpopulation. Harvest records and population levels are measured each year to insure healthy population levels.

5.7 Prescribed Burning

Prescribed burning on the Mitigation Bank will occur on a three-year average. Recent Nature Conservancy research shows positive understory response from a

varied fire schedule. An average of 300 acres each year will be burned on the mitigation bank.

5.8 Other Protected Species

Rugel's PawPaw (*Deeringothamnus rugelii*)

The proposed Port Orange Mitigation Bank contains over half of the known population of the Rugel's PawPaw. The establishment of this bank could well determine the future of this species.

The Rugel's PawPaw is found only in Eastern Volusia County. It has been documented in only twenty-nine locations and the total known population is 4,639 plants. The plant is a fire climax species and is threatened by lack of fire, development and grazing. By far the majority of this species is located on sites where the City of Port Orange has completed understory restoration.

As part of the Mitigation Bank the City of Port Orange has committed to establishing a nursery, which researches, documents and propagates the Rugel's PawPaw. The City will plant the species in suitable secure locations developed by the Florida Natural Area Inventory. The City will adopt this species and insure both its survival and the longterm health and availability of the species.

5.9 Gopher Tortoise

To facilitate the donor tortoises' acclimation at the Gopher Tortoise Recipient Site at the Port Orange Mitigation Bank, CPH constructs starter burrows to provide additional protection for the tortoise. In addition, the use of silt fence along the perimeter of the recipient site phase(s) is used to prevent tortoise migration and promote site fidelity (**Figure 9**).

The City of Port Orange has dedicated the entire Mitigation Bank as conservation lands in perpetuity. Documentation supporting this is found in **Appendix B** in the form of a conservation easement and warranty deed. The City has also provided documentation stating the willingness of the City to accept tortoises (**Appendix B**). The City of Port Orange gopher tortoise recipient area activity log is found in **Appendix C**.

6.0 REPORTING

To ensure proper management of the Gopher Tortoise Recipient Site at the Port Orange Mitigation Bank, CPH will conduct periodic surveys every 90 days to monitor the gopher tortoise population with reports to FFWCC every 4 months once a reporting protocol has been established by FFWCC. CPH will continue to report to the FFWCC after receipt of tortoises from donor sites. CPH will conduct surveys of each phase until the appropriate phase has reached carrying capacity for the tortoise and receipt of tortoises has ceased. Documentation will include, at a minimum, results of the last recipient site survey, the number of tortoises received, tortoise morphological data, permit number of the donor site and other pertinent data.

WARRANTY DEED

THIS WARRANTY DEED Made and executed the 6th day of April, 1989 by VAR-GAL TREE FARM, INC., a corporation existing under the laws of Florida, and having its principal place of business at 170 East Granada Blvd., Ormond Beach, Florida hereinafter called the Grantor, to **THE CITY OF PORT ORANGE, FLORIDA**, a Florida municipal corporation, whose tax identification number is [REDACTED] and whose post office address is Post Office Drawer 291038, Port Orange, Florida 32029-1038, hereinafter called the Grantee:

(Wherever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

WITNESSETH: That the Grantor, for and in consideration of the sum of \$10.00 and other valuable considerations, receipt whereof is hereby acknowledged, by these presents does grant, bargain, sell, alien, remise, release, convey and confirm unto the Grantees, all that certain land situate in Volusia County, Florida, viz:

That portion of Township 16 South, Range 32 East, Volusia County, Florida as follows:

The West 1/2 of Section 5, East of Interstate Highway No. 4, (SR 400); the west 1/2 of Section 8, East of Interstate Highway No. 4, (SR 400); the East 1/4 of Section 19; All of Section 20 excepting the East 875 feet thereof; All of Section 29 excepting the East 875 feet thereof; The East 1/4 of Section 30; the East 1/4 of Section 31; All of Section 32 excepting the East 875 feet thereof.

Containing 2316 acres, more or less.

The property appraisers parcel identification numbers for the property are: 6208-00-00-0010, 6219-00-00-0010 1/4 (.25), 6220-00-00-0020 5/6 (.8333), 6229-00-00-0010 5/6 (.8333), 6230-00-00-0010 1/4 (.25), 6231-00-00-0010 1/4 (.25) and 6232-00-00-0010 5/6 (.8333).

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

TO HAVE AND TO HOLD, the same in fee simple forever, subject, however, to an outstanding 50% reservation in all oil, gas and mineral rights in the above described property and to easements and restrictions of record.

THE Grantor hereby covenants with said Grantee that it is lawfully seized of said land in fee simple; that it has good right and lawful authority to sell and convey said land; that it hereby fully warrants the title to said land and will defend the same against the lawful claims of persons whomsoever; and that said land is free of all encumbrances.

IN WITNESS WHEREOF the grantor has caused these presents to be executed in its name, and its corporate seal to be hereunto affixed, by its proper officers thereunto duly authorized, the day and year first above written.

Signed, sealed and delivered in presence of:

VAR-GAL TREE FARM, INC.

BY: Joseph P. Gallagher
PRESIDENT

ATTEST: Richard Gallagher
SECRETARY

STATE OF FLORIDA
COUNTY OF VOLUSIA

044876 The foregoing instrument was acknowledged before me this 6th day of April, 1989 by JOSEPH P. GALLAGHER, President and RICHARD GALLAGHER, Secretary of VAR-GAL TREE FARM, INC., a Florida Corporation, on behalf of the corporation.

James R. Wilson
Notary Public, State of Florida
My commission expires:

April 10, 1992

PREPARED BY:
JAMES R. WILSON, ESQ.
P. O. Box 65
Ormond Beach, FL 32075

REC'D FEES \$ 6.00
DOC ST \$ 17.825.00
INT TAX \$
PENALTY \$
INTEREST \$
REC'D PAYMENT AS
INDICATED FOR CLASS
INTANGIBLE & DOC
STAMP TAXES SIGNED
Clerk Circuit Court Volusia Co. Florida

044876

FILED FOR RECORD
RECORD VERIFIED
69 APR - 7 PM 2:46
CLERK CIRCUIT COURT
VOLUSIA CO., FL



File No.: P-23602

AMERICAN LAND TITLE ASSOCIATION COMMITMENT FOR TITLE INSURANCE

**Issued by
CHICAGO TITLE INSURANCE COMPANY**

NOTICE

IMPORTANT—READ CAREFULLY: THIS COMMITMENT IS AN OFFER TO ISSUE ONE OR MORE TITLE INSURANCE POLICIES. ALL CLAIMS OR REMEDIES SOUGHT AGAINST THE COMPANY INVOLVING THE CONTENT OF THIS COMMITMENT OR THE POLICY MUST BE BASED SOLELY IN CONTRACT.

THIS COMMITMENT IS NOT AN ABSTRACT OF TITLE, REPORT OF THE CONDITION OF TITLE, LEGAL OPINION, OPINION OF TITLE, OR OTHER REPRESENTATION OF THE STATUS OF TITLE. THE PROCEDURES USED BY THE COMPANY TO DETERMINE INSURABILITY OF THE TITLE, INCLUDING ANY SEARCH AND EXAMINATION, ARE PROPRIETARY TO THE COMPANY, WERE PERFORMED SOLELY FOR THE BENEFIT OF THE COMPANY, AND CREATE NO EXTRACONTRACTUAL LIABILITY TO ANY PERSON, INCLUDING A PROPOSED INSURED.

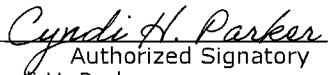
THE COMPANY'S OBLIGATION UNDER THIS COMMITMENT IS TO ISSUE A POLICY TO A PROPOSED INSURED IDENTIFIED IN SCHEDULE A IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF THIS COMMITMENT. THE COMPANY HAS NO LIABILITY OR OBLIGATION INVOLVING THE CONTENT OF THIS COMMITMENT TO ANY OTHER PERSON.

COMMITMENT TO ISSUE POLICY

Subject to the Notice; Schedule B, Part I—Requirements; Schedule B, Part II—Exceptions; and the Commitment Conditions, CHICAGO TITLE INSURANCE COMPANY, a Florida Corporation (the "Company"), commits to issue the Policy according to the terms and provisions of this Commitment. This Commitment is effective as of the Commitment Date shown in Schedule A for each Policy described in Schedule A, only when the Company has entered in Schedule A both the specified dollar amount as the Proposed Policy Amount and the name of the Proposed Insured. If all of the Schedule B, Part I—Requirements have not been met within 6 months after the Commitment Date, this Commitment terminates and the Company's liability and obligation end.

CHICAGO TITLE INSURANCE COMPANY

Issued through the Office Of:



Authorized Signatory
Cyndi H. Parker
Professional Title Agency, A Division of
LandCastle Title Group, LLC
747 S Ridgewood Ave 2nd Fl
Daytona Beach, FL 32114-5325
Tel: 386-761-4477
Fax: 386-761-2708

By:



President

Attest:



Secretary



File No.: P-23602

This page is only a part of a 2016 ALTA[®] Commitment for Title Insurance [issued by Chicago Title Insurance Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I—Requirements; and Schedule B, Part II—Exceptions.

COMMITMENT CONDITIONS

1. DEFINITIONS

- (a) "Knowledge" or "Known": Actual or imputed knowledge, but not constructive notice imparted by the Public Records.
 - (b) "Land": The land described in Schedule A and affixed improvements that by law constitute real property. The term "Land" does not include any property beyond the lines of the area described in Schedule A, nor any right, title, interest, estate, or easement in abutting streets, roads, avenues, alleys, lanes, ways, or waterways, but this does not modify or limit the extent that a right of access to and from the Land is to be insured by the Policy.
 - (c) "Mortgage": A mortgage, deed of trust, or other security instrument, including one evidenced by electronic means authorized by law.
 - (d) "Policy": Each contract of title insurance, in a form adopted by the American Land Title Association, issued or to be issued by the Company pursuant to this Commitment.
 - (e) "Proposed Insured": Each person identified in Schedule A as the Proposed Insured of each Policy to be issued pursuant to this Commitment.
 - (f) "Proposed Policy Amount": Each dollar amount specified in Schedule A as the Proposed Policy Amount of each Policy to be issued pursuant to this Commitment.
 - (g) "Public Records": Records established under state statutes at the Commitment Date for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without Knowledge.
 - (h) "Title": The estate or interest described in Schedule A.
2. If all of the Schedule B, Part I—Requirements have not been met within the time period specified in the Commitment to Issue Policy, this Commitment terminates and the Company's liability and obligation end.
3. The Company's liability and obligation is limited by and this Commitment is not valid without:
- (a) the Notice;
 - (b) the Commitment to Issue Policy;
 - (c) the Commitment Conditions;
 - (d) Schedule A;
 - (e) Schedule B, Part I—Requirements;
 - (f) Schedule B, Part II—Exceptions; and
 - (g) a counter-signature by the Company or its issuing agent that may be in electronic form.

4. COMPANY'S RIGHT TO AMEND

The Company may amend this Commitment at any time. If the Company amends this Commitment to add a defect, lien, encumbrance, adverse claim, or other matter recorded in the Public Records prior to the Commitment Date, any liability of the Company is limited by Commitment Condition 5. The Company shall not be liable for any other amendment to this Commitment.

5. LIMITATIONS OF LIABILITY

- (a) The Company's liability under Commitment Condition 4 is limited to the Proposed Insured's actual expense incurred in the interval between the Company's delivery to the Proposed Insured of the Commitment and the delivery of the amended Commitment, resulting from the Proposed Insured's good faith reliance to:
 - (i) comply with the Schedule B, Part I—Requirements;
 - (ii) eliminate, with the Company's written consent, any Schedule B, Part II—Exceptions; or
 - (iii) acquire the Title or create the Mortgage covered by this Commitment.
- (b) The Company shall not be liable under Commitment Condition 5(a) if the Proposed Insured requested the amendment or had Knowledge of the matter and did not notify the Company about it in writing.
- (c) The Company will only have liability under Commitment Condition 4 if the Proposed Insured would not have incurred the expense had the Commitment included the added matter when the Commitment was first delivered to the Proposed Insured.

- (d) The Company's liability shall not exceed the lesser of the Proposed Insured's actual expense incurred in good faith and described in Commitment Conditions 5(a)(i) through 5(a)(iii) or the Proposed Policy Amount.
- (e) The Company shall not be liable for the content of the Transaction Identification Data, if any.
- (f) In no event shall the Company be obligated to issue the Policy referred to in this Commitment unless all of the Schedule B, Part I— Requirements have been met to the satisfaction of the Company.
- (g) In any event, the Company's liability is limited by the terms and provisions of the Policy.

6. LIABILITY OF THE COMPANY MUST BE BASED ON THIS COMMITMENT

- (a) Only a Proposed Insured identified in Schedule A, and no other person, may make a claim under this Commitment.
- (b) Any claim must be based in contract and must be restricted solely to the terms and provisions of this Commitment.
- (c) Until the Policy is issued, this Commitment, as last revised, is the exclusive and entire agreement between the parties with respect to the subject matter of this Commitment and supersedes all prior commitment negotiations, representations, and proposals of any kind, whether written or oral, express or implied, relating to the subject matter of this Commitment.
- (d) The deletion or modification of any Schedule B, Part II—Exception does not constitute an agreement or obligation to provide coverage beyond the terms and provisions of this Commitment or the Policy.
- (e) Any amendment or endorsement to this Commitment must be in writing and authenticated by a person authorized by the Company.
- (f) When the Policy is issued, all liability and obligation under this Commitment will end and the Company's only liability will be under the Policy.

7. IF THIS COMMITMENT HAS BEEN ISSUED BY AN ISSUING AGENT

The issuing agent is the Company's agent only for the limited purpose of issuing title insurance commitments and policies. The issuing agent is not the Company's agent for the purpose of providing closing or settlement services.

8. PRO-FORMA POLICY

The Company may provide, at the request of a Proposed Insured, a pro-forma policy illustrating the coverage that the Company may provide. A pro-forma policy neither reflects the status of Title at the time that the pro-forma policy is delivered to a Proposed Insured, nor is it a commitment to insure.

Transaction Identification Data for reference only:

Professional Title Agency, A Division of LandCastle Title Group, LLC
747 S. Ridgewood Ave.; 2nd Floor,
Daytona Beach, FL 32114
ALTA Universal ID:
LOAN ID Number:
Issuing Office File Number: P-23602
Order No.: 6427773
Property Address: 2411 Flow Way
Port Orange, FL 32128 E I-4
Port Orange, FL 32128 E I-4
Port Orange, FL 32128 Campsite Rd
Port Orange, FL 32128 2845 Campsite Rd
Port Orange, FL 32128 FL FL
Revision Number:

Chicago Title Insurance Company

SCHEDULE A

AMERICAN LAND TITLE ASSOCIATION COMMITMENT

1. Commitment Date: 06/23/2017 5:00 PM
2. Policy or Policies to be issued:
 - A. ALTA Owners 2006 with Florida Modifications
Proposed Insured: The City of Port Orange
Proposed Amount of Insurance: \$1,025,163.00
3. The estate or interest in the Land described or referred to in this Commitment is (Identify estate covered, i.e., fee, leasehold, etc):

Fee Simple
4. Title to the Fee Simple estate or interest in the land is at the Commitment Date vested in:

The City of Port Orange, a Florida municipal corporation by virtue of that certain Warranty Deed recorded in Official Records Book 3285, Page 1764 and by virtue of that certain Personal Representative's Deed recorded in Official Records Book 2537, Page 1315 and by virtue of that certain Mineral Quit-Claim Deed recorded in Official Records Book 2537, Page 1317.
5. The Land is described as follows in Exhibit "A" attached hereto and made part hereof.

Countersigned:

BY: Cyndi H. Parker
Authorized Officer or Agent

**SCHEDULE B SECTION I
REQUIREMENTS
AMERICAN LAND TITLE ASSOCIATION COMMITMENT**

The following are requirements must be met:

1. Payment to or for the account of the grantors or mortgagors of the full consideration for the estate or interest to be insured.
2. Instrument(s) creating the estate or interest to be insured must be properly executed, delivered and filed for record:
 - A. NONE.

END OF SCHEDULE B SECTION I

**SCHEDULE B SECTION II
EXCEPTIONS**
AMERICAN LAND TITLE ASSOCIATION COMMITMENT

THIS COMMITMENT DOES NOT REPUBLISH ANY COVENANT, CONDITION, RESTRICTION, OR LIMITATION CONTAINED IN ANY DOCUMENT REFERRED TO IN THIS COMMITMENT TO THE EXTENT THAT THE SPECIFIC COVENANT, CONDITION, RESTRICTION, OR LIMITATION VIOLATES STATE OR FEDERAL LAW BASED ON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

The Policy will not insure against loss or damage resulting from the terms and provisions of any lease or easement identified in Schedule A, and will include the following Exceptions unless cleared to the satisfaction of the Company:

1. Defects, liens, encumbrances, adverse claims or other matters, if any, created, first appearing in the public records or attaching subsequent to the effective date hereof but prior to the date the proposed insured acquires for value of record the estate or interest or mortgage thereon covered by this Commitment.
2. Taxes and assessments for the year 2017 and subsequent years, which are not yet due and payable.

NOTE: Real Property Taxes for the year 2017 are totally exempt for the following Tax Parcel Numbers: 6219-00-00-0010; 6219-00-00-0011; 6229-00-00-0010; 6230-00-00-0010; 6230-00-00-0011; 6231-00-00-0010; 6232-00-00-0010

3. Standard Exceptions:
 - A. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land.
 - B. Rights or claims of parties in possession not shown by the public records.
 - C. Any lien, or right to a lien, for services, labor, or materials heretofore or hereafter furnished, imposed by law and not shown by the public records.
 - D. Taxes or assessments which are not shown as existing liens in the public records.
4. Any claim that any portion of the insured land is sovereign lands of the State of Florida, including submerged, filled or artificially exposed lands accreted to such land.
5. Any lien provided by County Ordinance or by Chapter 159, Florida Statutes, in favor of any city, town, village or port authority for unpaid service charges for service by any water, sewer or gas system supplying the insured land.
6. Any right, title or interest in railroad rights of way traversing the property.
7. An undivided one-half interest in all oil, gas and minerals as reserved in that certain Trustees' Deed recorded May 28, 1951, in Official Records Book 442, Page 269; as subsequently conveyed in Official Records Book 8, Page 108; Official Records Book 8, Page 231; Official Records Book 82, Page 288; Official Records Book 761, Page 563; Official Records Book 1708, Page 1233; Official Records Book 1876, Page 1778; Official Records Book 2605, Page 1907; Official Records Book 2639, Page 1461; Official Records Book 2639, Page 1470; Official Records Book 2687, Page 1800; and, Official Records

**SCHEDULE B SECTION II
EXCEPTIONS****AMERICAN LAND TITLE ASSOCIATION COMMITMENT**

Book 2917, Page 471; as affected by Notice of Interest in Land Pursuant to Section 704.05 and Chapter 712, Florida Statutes recorded in Official Records Book 6947, Pages 4646 and 4659.

8. A one-half royalty interest reserved in that certain Mineral Quit Claim Deed and Assignment recorded September 12, 1984, in Official Records Book 2605, Page 1907.
9. Right-of-Way Agreement with Florida Power & Light Company recorded October 19, 1959, in Official Records Book 238, Page 539; as amended by instrument recorded January 8, 1965 in Official Records Book 678, Page 605; and as affected by Assignment of Easement Interest for Utility Purposes and Consent Agreement by and between Florida Power & Light Company and the City of Port Orange recorded July 7, 1986 in Official Records Book 2842, Page 250.
10. Easement in favor of Florida Power & Light Company recorded July 7, 1986, in Official Records Book 2842, Page 248.
11. Conservation Easement in favor of the St. Johns River Water Management District recorded April 1, 1999, in Official Records Book 4417, Page 141.
12. Conservation Easement in favor of the St. Johns River Water Management District recorded February 2, 2004, in Official Records Book 5252, Page 253.
13. Interlocal Agreement by and between the City of Port Orange and the County of Volusia recorded July 26, 2004, in Official Records Book 5367, Page 4318.
14. Permanent Exclusive utilities Easement in favor of Florida Power & Light Company recorded March 8, 2005, in Official Records Book 5506, Page 681.
15. Conservation Easement in favor of the State of Florida Department of Environmental Protection recorded June 17, 2009, in Official Records Book 6365, Page 1293.
16. Conservation Easement in favor of Florida fish and Wildlife Conservation Commission, an agency of the State of Florida recorded January 15, 2010, in Official Records Book 6436, Page 3677.
17. Notwithstanding the insuring provisions, this policy does not insure any right of access to and from the land.

NOTE: Exception 1 above shall be deemed deleted as of the time the settlement funds or proceeds of the loan to be secured by the insured mortgage, as applicable, are disbursed by the Company or its authorized agent. Neither the Company nor its agent shall, however, be under any duty to disburse any sum except upon a determination that no such adverse intervening matters have appeared of record or occurred.

NOTES ON STANDARD EXCEPTIONS:

Item 3A will be deleted from the policy(ies) upon receipt of an accurate survey of the Land acceptable to the Company. Exception will be made for any encroachment, setback line violation, overlap, boundary line dispute or other adverse matter disclosed by the survey.

Items 3B, 3C, and 3D will be deleted from the policy(ies) upon receipt of an affidavit acceptable to the Company, affirming that, except as disclosed therein (i) no parties in possession of the Land exist other

**SCHEDULE B SECTION II
EXCEPTIONS****AMERICAN LAND TITLE ASSOCIATION COMMITMENT**

than the record owner(s); (ii) no improvements have been made to the Land within 90 days prior to closing which have not have been paid for in full; and (iii) no unpaid taxes or assessments are against the Land which are not shown as existing liens in the public records. Exception will be made for matters disclosed in the affidavit.

NOTE: All recording references in this commitment/policy shall refer to the public records of Volusia County, Florida, unless otherwise noted.

NOTE: In accordance with Florida Statutes section 627.4131, please be advised that the insured hereunder may present inquiries, obtain information about coverage, or receive assistance in resolving complaints, by contacting Chicago Title Insurance Company, 2400 Maitland Center Parkway, Suite 110 , Maitland, FL 32751; Telephone 866-632-6200.

Searched By: Debra Ashworth Stewart, CLS/Debbie.Stewart@fnf.com/386-624-0369

END OF SCHEDULE B SECTION II

EXHIBIT "A"**PARCEL 1: (PHASES 1-3)**

A portion of Sections 29, 30, 31 and 32, Township 16 South, Range 32 East, Volusia County, Florida, being more particularly described as follows:

Commence at the East 1/4 corner of Section 30, Township 16 South, Range 32 East, Volusia County, Florida; thence South 89°44'00" West, a distance of 470.31 feet, along the South line of the Northeast 1/4 of said Section 30 to the POINT OF BEGINNING; thence departing said South line South 31°46'53" East, a distance of 678.55 feet; thence South 28°36'50" East, a distance of 150.31 feet; thence South 27°54'44" East, a distance of 451.06 feet; thence South 52°38'03" East, a distance of 134.40 feet; thence North 87°39'51" East, a distance of 150.79 feet; thence North 55°28'27" East, a distance of 149.90 feet; thence North 43°22'34" East, a distance of 150.47 feet; thence North 55°59'59" East, a distance of 146.46 feet; thence South 83°53'43" East, a distance of 150.08 feet; thence South 71°19'25" East, a distance of 149.13 feet; thence South 60°47'55" East, a distance of 150.21 feet; thence South 70°56'32" East, a distance of 150.74 feet; thence South 73°35'37" East, a distance of 150.75 feet; thence South 75°42'56" East, a distance of 150.73 feet; thence North 86°48'48" East, a distance of 144.96 feet; thence North 72°07'44" East, a distance of 150.65 feet; thence North 61°55'18" East, a distance of 141.67 feet; thence North 49°39'26" East, a distance of 149.33 feet; thence North 58°17'42" East, a distance of 150.51 feet; thence North 61°25'53" East, a distance of 150.60 feet; thence North 72°07'50" East, a distance of 149.34 feet; thence North 65°58'36" East, a distance of 144.66 feet; thence South 10°25'50" East, a distance of 144.44 feet; thence South 04°00'56" West, a distance of 150.14 feet; thence South 02°31'01" West, a distance of 150.03 feet; thence South 08°45'33" East, a distance of 149.64 feet; thence South 02°53'53" West, a distance of 148.83 feet; thence South 01°52'54" East, a distance of 150.19 feet; thence South 08°27'25" East, a distance of 149.91 feet; thence South 26°09'09" East, a distance of 148.59 feet; thence South 10°14'16" East, a distance of 149.93 feet; thence South 19°21'05" East, a distance of 150.11 feet; thence South 06°22'58" East, a distance of 150.03 feet; thence South 07°30'36" East, a distance of 150.10 feet; thence South 04°54'12" East, a distance of 150.15 feet; thence South 01°09'01" East, a distance of 146.95 feet; thence South 17°04'52" West, a distance of 149.23 feet; thence South 13°53'12" East, a distance of 148.72 feet; thence South 11°03'01" East, a distance of 146.61 feet; thence South 39°09'53" East, a distance of 149.31 feet; thence South 12°45'40" West, a distance of 138.79 feet; thence South 03°43'08" West, a distance of 149.20 feet; thence South 47°22'22" West, a distance of 145.95 feet; thence South 38°08'11" East, a distance of 52.25 feet; thence South 38°33'55" East, a distance of 104.22 feet; thence South 15°51'34" West, a distance of 115.00 feet; thence South 16°59'11" West, a distance of 115.00 feet; thence South 11°28'26" West, a distance of 114.50 feet; thence South 02°55'52" West, a distance of 114.82 feet; thence South 00°58'59" East, a distance of 114.88 feet; thence South 04°33'56" East, a distance of 114.97 feet; thence South 13°50'36" East, a distance of 114.94 feet; thence South 21°29'05" East, a distance of 114.87 feet; thence South 16°11'40" East, a distance of 114.59 feet; thence South 05°59'27" East a distance of 114.38 feet; thence South 13°45'47" East, a distance of 113.40 feet; thence South 19°16'09" East, a distance of 114.99 feet; thence South 22°19'40" East, a distance of 114.47 feet; thence South 29°13'34" East, a distance of 115.00 feet; thence South 28°36'51" East, a distance of 114.42 feet; thence South 17°15'32" East, a distance of 115.01 feet; thence South 19°09'50" East, a distance of 115.00 feet; thence South 19°41'55" East, a distance of 114.95 feet; thence South 12°50'08" East, a distance of 114.99 feet; thence South 13°29'38" East, a distance of 114.95 feet; thence South 17°01'29" East, a distance of 115.00 feet; thence South 18°42'41" East, a distance of 115.01 feet; thence South 12°21'15" East, a distance of 114.45 feet; thence South 15°40'28" East, a distance of 114.41 feet; thence South 18°14'03" East, a distance of 114.62 feet; thence North 84°42'12" West, a distance of 80.58 feet; thence North 77°58'27" West, a distance of 113.68 feet; thence South 88°51'53" West, a distance of 115.19 feet; thence North 85°56'24" West, a distance of 115.35 feet; thence North 65°06'05" West, a distance of 110.03 feet; thence North 52°00'37" West, a distance of 113.75 feet; thence North 69°35'28" West, a distance of 115.34 feet; thence

Exhibit "A" continued

North 71°14'17" West, a distance of 115.19 feet; thence South 86°03'30" West, a distance of 115.20 feet; thence South 83°52'45" West, a distance of 114.37 feet; thence South 73°01'20" West, a distance of 115.37 feet; thence North 87°55'53" West, a distance of 114.66 feet; thence North 66°20'35" West, a distance of 110.16 feet; thence South 114.66 feet; thence North 66°20'35" West, a distance of 110.16 feet; thence South 41°43'10" West, a distance of 50.18 feet; thence South 87°49'43" West, a distance of 238.93 feet; thence South 14°53'46" West, a distance of 104.34 feet; thence South 04°41'04" West, a distance of 238.04 feet; thence South 31°56'09" West, a distance of 116.88 feet; thence South 20°25'51" West, a distance of 117.99 feet; thence South 16°42'40" West, a distance of 238.11 feet; thence North 56°47'02" West, a distance of 101.84 feet; thence North 40°27'16" West, a distance of 114.00 feet; thence North 10°37'09" West, a distance of 238.06 feet; thence North 18°41'48" West, a distance of 117.07 feet; thence North 19°06'04" West, a distance of 115.16 feet; thence North 12°20'24" West, a distance of 113.82 feet; thence North 42°14'33" West, a distance of 238.44 feet; thence North 09°46'23" West, a distance of 116.91 feet; thence North 21°42'15" West, a distance of 116.29 feet; thence North 31°43'28" West, a distance of 357.42 feet; thence North 29°32'05" West, a distance of 119.05 feet; thence North 27°37'08" West, a distance of 357.34 feet; thence North 37°47'36" West, a distance of 118.80 feet; thence North 39°53'46" West, a distance of 238.40 feet; thence North 38°13'01" West, a distance of 118.98 feet; thence North 31°26'06" West, a distance of 714.84 feet; thence North 29°26'44" West, a distance of 118.44 feet; thence North 10°27'49" West, a distance of 357.10 feet; thence North 05°24'28" West, a distance of 118.15 feet; thence North 04°08'18" East, a distance of 119.02 feet; thence North 04°39'58" West, a distance of 117.89 feet; thence North 11°46'51" West, a distance of 238.07 feet; thence North 05°38'59" West, a distance of 118.97 feet; thence North 05°08'34" West, a distance of 238.04 feet; thence North 11°49'05" East, a distance of 118.57 feet; thence North 07°27'15" East, a distance of 117.23 feet; thence North 09°31'28" West, a distance of 238.06 feet; thence North 01°24'06" East, a distance of 119.02 feet; thence North 09°04'11" West, a distance of 82.33 feet; thence North 24°05'14" West, a distance of 2705.81 feet; thence North 75°33'12" East, a distance of 94.87 feet; thence South 82°43'27" East, a distance of 150.79 feet; thence North 82°43'27" East, a distance of 150.79 feet; thence North 82°42'43" East, a distance of 149.91 feet; thence North 80°07'25" East, a distance of 150.78 feet; thence South 62°11'10" East, a distance of 125.01 feet; thence South 31°46'53" East, a distance of 223.76 feet to the POINT OF BEGINNING.

PARCEL 2: (PHASES 4 AND 5)

A portion of Sections 19, 29, 30 and 32, Township 16 South, Range 32 East, Volusia County, Florida, being more particularly described as follows:

Commence at the East 1/4 corner of Section 30, Township 16 South, Range 32 East, Volusia County, Florida; thence South 89°44'00" West, a distance of 470.31 feet, along the South line of the Northeast 1/4 of said Section 30 to the POINT OF BEGINNING; thence departing said South line 31°46'53" West, a distance of 223.76 feet; thence North 62°11'10" West, a distance of 125.01 feet; thence South 80°07'25" West, a distance of 150.78 feet; thence South 82°42'43" West, a distance of 149.91 feet; thence North 82°43'27" West, a distance of 150.79 feet; thence South 75°33'12" West, a distance of 94.87 feet; thence North 25°43'44" West, a distance of 83.87 feet; thence North 23°46'28" West, a distance of 1057.03 feet; thence North 25°44'16" West, a distance of 150.96 feet; thence North 26°59'29" West, a distance of 604.12 feet; thence North 27°20'27" West, a distance of 151.03 feet; thence North 27°28'17" West, a distance of 453.10 feet; thence North 28°15'03" West, a distance of 151.00 feet; thence North 30°25'51" West, a distance of 604.23 feet; thence North 29°04'51" West, a distance of 150.96 feet; thence North 26°26'28" West, a distance of 1510.25 feet; thence North 25°42'53" West, a distance of 140.67 feet; thence South 45°56'57" East, a distance of 756.03 feet; thence North 88°30'58" East, a distance of 139.53 feet; thence North 77°24'24" East, a distance of 151.45 feet; thence North 80°44'47" East,

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ALTA Commitment (6-17-06)



Exhibit "A" continued

a distance of 454.40 feet; thence North 77°36'11" East, a distance of 151.34 feet; thence North 75°59'11" East, a distance of 302.89 feet; thence South 77°56'36" East, a distance of 142.87 feet; thence South 63°40'19" East, a distance of 151.37 feet; thence South 70°52'21" East, a distance of 150.59 feet; thence South 75°51'00" East, a distance of 302.89 feet; thence North 88°11'28" East, a distance of 149.99 feet; thence North 84°10'20" East, a distance of 151.47 feet; thence South 40°57'00" East, a distance of 118.57 feet; thence South 14°46'12" East, a distance of 150.95 feet; thence South 16°15'48" East, a distance of 150.25 feet; thence South 36°51'51" East, a distance of 302.23 feet; thence South 33°12'57" East, a distance of 148.85 feet; thence South 06°45'32" East, a distance of 150.92 feet; thence South 18°46'28" East, a distance of 148.46 feet; thence South 27°56'29" East, a distance of 151.04 feet; thence South 32°03'44" East, a distance of 302.14 feet; thence South 34°02'18" East, a distance of 150.09 feet; thence South 56°07'45" East, a distance of 302.61 feet; thence South 53°13'11" East, a distance of 151.20 feet; thence South 52°08'06" East, a distance of 151.27 feet; thence South 67°23'23" East, a distance of 84.31 feet; thence North 79°48'03" East, a distance of 134.33 feet; thence North 73°28'41" East, a distance of 133.94; thence North 70°39'23" East, a distance of 402.87 feet; thence North 70°31'58" East, a distance of 134.29 feet; thence North 69°39'56" East, a distance of 268.57 feet; thence South 15°12'36" West, a distance of 105.25 feet; thence South 22°16'43" West, a distance of 133.91 feet; thence South 21°49'03" West, a distance of 133.85 feet; thence South 15°29'17" West, a distance of 133.88 feet; thence South 04°06'30" East, a distance of 133.75 feet; thence South 04°19'50" East, a distance of 133.84 feet; thence South 11°38'08" East, a distance of 131.91 feet; thence South 24°50'51" East, a distance of 267.86 feet; thence South 24°40'40" East, a distance of 133.91 feet; thence South 19°31'34" East, a distance of 133.90 feet; thence South 15°47'39" East, a distance of 133.83 feet; thence South 12°25'17" East, a distance of 133.62 feet; thence South 07°57'25" East, a distance of 401.55 feet; thence South 10°28'58" West, a distance of 132.42 feet; thence South 14°19'23" West, a distance of 133.87 feet; thence South 45°15'05" East, a distance of 130.33 feet; thence South 48°06'35" East, a distance of 134.12 feet; thence South 74°16'04" East, a distance of 122.20 feet; thence North 82°53'33" East, a distance of 134.34 feet; thence South 74°26'40" East, a distance of 119.08 feet; thence South 41°13'16" East, a distance of 134.06 feet; thence South 14°10'38" East, a distance of 127.95 feet; thence South 19°32'47" East, a distance of 127.36 feet; thence South 29°55'33" East, a distance of 131.18 feet; thence South 37°26'46" East, a distance of 129.94 feet; thence South 16°26'33" East, a distance of 133.72 feet; thence South 23°47'23" East, a distance of 132.50 feet; thence South 22°42'26" East, a distance of 131.83 feet; thence South 12°43'55" East, a distance of 133.86 feet; thence South 14°00'32" East, a distance of 133.84 feet; thence South 15°11'09" East, a distance of 133.87 feet; thence South 15°04'21" East, a distance of 133.87 feet; thence South 14°30'21" East, a distance of 401.61 feet; thence South 18°22'09" East, a distance of 130.11 feet; thence South 64°30'03" East, a distance of 134.25 feet; thence South 66°46'39" East, a distance of 134.17 feet; thence South 68°49'54" East, a distance of 134.28 feet; thence South 55°29'44" East, a distance of 133.01 feet; thence South 27°08'15" East, a distance of 121.75 feet; thence South 00°25'27" West, a distance of 133.73 feet; thence South 06°27'37" West, a distance of 132.65 feet; thence South 22°47'47" West, a distance of 133.91 feet; thence South 35°25'18" West, a distance of 133.79 feet; thence South 16°02'33" West, a distance of 130.55 feet; thence South 04°18'58" West, a distance of 133.84 feet; thence South 04°32'53" West, a distance of 401.53 feet; thence South 35°59'17" West, a distance of 118.71 feet; thence South 60°48'03" West, a distance of 134.18 feet; thence South 65°44'46" West, a distance of 134.26 feet; thence North 85°01'56" West, a distance of 51.34 feet; thence North 03°43'08" East, a distance of 149.20 feet; thence North 12°45'40" East, a distance of 138.79 feet; thence North 39°09'53" West, a distance of 149.31 feet; thence North 11°03'01" West, a distance of 146.61 feet; thence North 13°53'12" West, a distance of 148.72 feet; thence North 17°04'52" East, a distance of 149.23 feet; thence North 01°09'01" West, a distance of 146.95 feet; thence North 04°54'12" West, a distance of 150.15 feet; thence North 07°30'36" West, a distance of 150.10 feet; thence North 06°22'58" West, a distance of 150.03 feet; thence North 19°21'05" West, a distance of 150.11 feet; thence

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ALTA Commitment (6-17-06)



Exhibit "A" continued

North 10°14'16" West, a distance of 149.93 feet; thence North 26°09'09" West, a distance of 148.59 feet; thence North 08°27'25" West, a distance of 149.91 feet; thence North 01°52'54" West, a distance of 150.19 feet; thence North 02°53'53" East, a distance of 148.83 feet; thence North 08°45'33" West, a distance of 149.64 feet; thence North 02°31'01 East, a distance of 150.03 feet; thence North 04°00'56" East, a distance of 150.14 feet; thence North 10°25'50" West, a distance of 144.44 feet; thence South 65°58'36" West, a distance of 144.66 feet; thence South 72°07'50" West, a distance of 149.34 feet; thence South 61°25'53" West, a distance of 150.60 feet; thence South 58°17'42" West, a distance of 150.51 feet; thence South 49°39'26" West, a distance of 149.33 feet; thence South 149.33 feet; thence South 61°55'18" West, a distance of 141.67 feet; thence South 72°07'44" West, a distance of 150.65 feet; thence South 86°48'48" West, a distance of 144.96 feet; thence North 75°42'56" West, a distance of 150.73 feet; thence North 73°35'37" West, a distance of 150.75 feet; thence North 70°56'32" West, a distance of 150.74 feet; thence North 60°47'55" West, a distance of 150.21 feet; thence North 71°29'25" West, a distance of 149.13 feet; thence North 83°53'43" West, a distance of 150.08 feet; thence South 55°59'59" West, a distance of 146.46 feet; thence South 43°22'34" West, a distance of 150.47 feet; thence South 55°28'27" West, a distance of 149.90 feet; thence South 87°39'51" West, a distance of 150.79 feet; thence North 52°38'03" West, a distance of 134.40 feet; thence North 27°54'44" West, a distance of 451.06 feet; thence North 28°36'50" West, a distance of 150.31 feet; thence North 31°46'53" West, a distance of 678.55 feet to the POINT OF BEGINNING.

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ALTA Commitment (6-17-06)



RESOLUTION NO. 07- 62

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, ESTABLISHING POLICIES AND FEES FOR RELOCATION OF GOPHER TORTOISES TO THE CITY OF PORT ORANGE RELOCATION BANK; PROVIDING FOR CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Port Orange Tortoise relocation site has the potential for 1 000 acres of suitable habitat located on portions of the central wellfield properties; and

WHEREAS, the first "phase" is already permitted by the State of Florida and has taken one approved relocation from the Eastport project; and

WHEREAS, staff recommends a tiered system to encourage the relocation of animals within our service area rather than destroying them through incidental take permits. The pricing scale also promotes relocation from local donor sites, while also promoting areas outside our geographic area to establish their own relocation sites; and

WHEREAS, the relocation bank should become self-sustaining with Phase I. Once Phase I has reached capacity, sufficient funds should be available for initial survey and permitting of Phase II. This practice would continue until the bank area is reasonably inhabited with animals in the entire 1000-acre area; and

WHEREAS, City sponsored projects would have preference over donor sites outside our service area; and

WHEREAS, the City Council has determined that policies and fees should be adopted for the operation of the gopher tortoise relocation bank as more particularly set forth hereinafter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The City Council hereby authorizes the fees and policies set forth in this resolution and for the relocation of gopher tortoises from donor sites both within the City service area and outside the City, more specifically as follows:

\$ 800* - per tortoise for relocation from donor sites within the City service area.

\$1,000* - per tortoise for relocation from a donor site outside the City service area but within Volusia County.

\$1,200* - per tortoise for relocation from a donor site outside Volusia County.

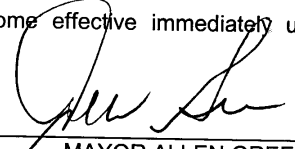
*The listed costs do not include any charges for capture, examination and transport.

Section 2. The City Council hereby authorizes all requests for relocation be done through the City's contract Forestry Management Company, CPH Engineers, with the approval of the City prior to actual relocation.

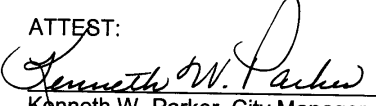
Section 3. The Gopher Tortoise Relocation Bank Administrator shall review the fees and policies set forth in this resolution at least every two years and shall determine the reasonable value of the gopher tortoise relocation. The Administrator shall recommend to the City Manager any adjustments deemed appropriate for relocation and for the policies of the City.

Section 4. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

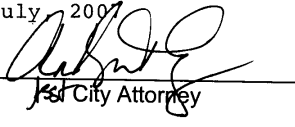
Section 5. This resolution shall become effective immediately upon adoption.


MAYOR ALLEN GREEN

ATTEST:


Kenneth W. Parker, City Manager

Adopted this 24th day of July, 2007

Reviewed and Approved: 
City Attorney

C:\Legal\RES\gopher tortoise relocation bank.doc

RESOLUTION NO. 15- 43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PORT ORANGE, VOLUSIA COUNTY, FLORIDA
ESTABLISHING POLICIES AND FEES FOR RELOCATION
OF GOPHER TORTOISES TO THE CITY OF PORT
ORANGE RECIPIENT SITE; PROVIDING FOR
CONFLICTING RESOLUTIONS, AND PROVIDING AN
EFFECTIVE DATE.

WHEREAS, the City of Port Orange was the first Gopher Tortoise Recipient Site permitted by Florida Fish and Wildlife Conservation Commission (FWCC) and currently operates under Permit # GTLR-09-00009B. The Recipient Site has the potential for 1,000 acres of suitable habitat located on portions of the central wellfield properties; and

WHEREAS, Resolution No. 07-62 established a tiered system to encourage the relocation of animals within our service area while promoting areas outside our geographic area to establish their own relocation sites. Since that time, other gopher tortoise relocation sites have been permitted throughout the State of Florida; and

WHEREAS, the first three phases of the City Recipient Site have been active since 2007 and continue to have capacity; and

WHEREAS, the City Council has determined that policies and fees should be reviewed, revised, and adopted for the continued operation of the City of Port Orange Gopher Tortoise Recipient Site as more particularly set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The City Council hereby authorizes the fees and policies set forth in this Resolution and for the relocation of gopher tortoises from donor sites within the City service area as follows:

- A. Service Area. Florida Fish and Wildlife Conservation Commission has determined the "Service Area" for the City permitted Recipient Site to be that area within 100-longitudinal miles north and south of the recipient site.
- B. Fee Schedule:
 - i. Receipt of 1 --to-- 10 tortoises: \$750 per tortoise received;
 - ii. Receipt of 11 --to-- 50 tortoises: \$725 per tortoise received;
 - iii. Receipt of over 50 tortoises: \$700 per tortoise.

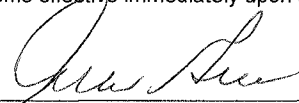
C. Costs. Charges for capture, examination, and transport per tortoise shall be deducted from the fee per terms of agreement in effect from time to time with the City's FFWCC Authorized Gopher Tortoise Agent.

Section 2. The City Council hereby authorizes all requests for relocation to be submitted to the City's authorized FFWCC Gopher Tortoise Agent. Prior to actual relocation, the applicant shall obtain written approval from the City Public Utilities Director, or his designee acting as the Gopher Tortoise Recipient Site Administrator.

Section 3. The Gopher Tortoise Recipient Site Administrator shall review the fees and policies set forth in this Resolution at least every two years and shall determine the reasonable value of the gopher tortoise relocation to the City-owned site. The Administrator shall recommend to the City Manager any revision to this Resolution No. 15-43 to implement adjustments deemed appropriate for relocation and for the policies of the City.

Section 4. All resolution or parts of resolution in conflict with the provisions of this Resolution are hereby repealed to the extent of such conflict.

Section 5. This Resolution shall become effective immediately upon adoption.



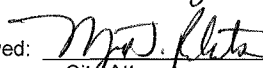
MAYOR ALLEN GREEN

ATTEST:



Robin L. Fenwick, CMC, City Clerk

Adopted on the 4th day of August, 2015

Reviewed and Approved: 

City Attorney

**The Golf Club at Cypress Head
Course Cash Flow Report
July 31, 2017**

	<u>July</u>	<u>YTD</u>
EBITDA	(\$13,824.00)	\$82,447.60
Management Fee Expense	(5,712.85)	(57,128.50)
Depreciation & Amortization	<u>(153.61)</u>	<u>(1,534.10)</u>
Net Income	(19,690.46)	23,785.00
Working Capital Changes		
Inventory	2,476.17	61.57
Receivables	151.66	80,360.99
Payables	17,978.67	(13,305.86)
Due to from the City	80,997.38	81,804.29
Prepays	4,214.63	(6,199.03)
Accrued Liabilities	4,578.86	(30,073.07)
Other Liabilities	(15,689.33)	(217,397.76)
Depreciation & Amortization	<u>153.61</u>	<u>1,534.10</u>
Operating Cash Flow	75,171.19	(79,429.77)
Investing Cash Flows	<u> </u>	<u> </u>
Financing Cash Flow	<u> </u>	<u> </u>
Net Cash Flows	<u>75,171.19</u>	<u>(79,429.77)</u>
Beginning Cash	22,400.14	177,001.10
Net Cash Flows	<u>75,171.19</u>	<u>(79,429.77)</u>
Ending Cash	<u>97,571.33</u>	<u>97,571.33</u>

The Golf Club at Cypress Head
Comparative Income Statement
For the Ten Months Ending July 31, 2017

	MTD Prior Year	YTD Prior Year	Audited Prior Year	Percent of Total	MTD Actual	YTD Actual	Annual Budget	Percent of Total
REVENUES								
Green Fees & Cart Fees	79,621	944,926	1,077,267	88%	70,564	1,023,068	1,116,089	92%
Merchandise	5,080	46,537	54,320	86%	5,608	54,509	57,514	95%
Other Pro Shop	1,305	13,312	14,505	92%	535	12,491	11,540	108%
Range	2,379	29,851	34,150	87%	2,537	31,567	34,679	91%
Food and Beverage	0	0	137		0	0	0	
Other Operating Revenues	3,188	32,935	37,806	87%	2,710	34,754	39,852	87%
TOTAL REVENUE	91,573	1,067,562	1,218,185	88%	81,954	1,156,390	1,259,674	92%
COST OF SALES								
Merchandise	2,757	31,811	36,189	88%	3,290	32,062	40,260	80%
TOTAL COGS	2,757	31,811	36,189	88%	3,290	32,062	40,260	80%
COGS - Merchandise %	54.3%	68.4%	66.6%	102.6%	58.7%	58.8%	70.0%	84.0%
PAYROLL								
Course and Grounds	32,392	285,000	339,558	84%	25,845	294,270	351,366	84%
Carts, Range, Starters, Etc.	6,306	68,832	81,091	85%	6,560	73,875	92,546	80%
Pro Shop	4,636	45,328	53,209	85%	4,173	37,428	55,398	68%
General and Administrative	11,335	106,884	127,363	84%	11,588	110,064	129,158	85%
Marketing	3,976	41,070	48,834	84%	3,973	42,036	49,603	85%
TOTAL PAYROLL	58,646	547,114	650,054	84%	52,139	557,672	678,071	82%
OPERATING EXPENSES								
Course and Grounds	17,170	173,051	247,630	70%	18,225	212,464	212,591	100%
Carts, Range, Starters, Etc.	6,249	68,120	80,708	84%	6,447	67,586	85,302	79%
Pro Shop	195	8,666	10,107	86%	187	5,710	9,015	63%
Food and Beverage	0	322	322	100%	0	0	0	
General and Administrative	13,915	163,148	197,823	82%	14,397	180,325	205,607	88%
Marketing	1,302	31,062	34,250	91%	1,093	18,122	33,063	55%
TOTAL OPERATING EXPENSES	38,831	444,369	570,840	78%	40,349	484,208	545,578	89%
TOTAL EXPENSES	100,233	1,023,294	1,257,084	81%	95,778	1,073,942	1,263,909	85%
OTHER INCOME (EXPENSE)								
MANAGEMENT FEES	(5,713)	(58,785)	(70,211)	84%	(5,713)	(57,129)	(69,924)	82%
Depreciation & Amortization	(381)	(3,810)	(11,147)	34%	(154)	(1,534)	(4,572)	34%
TOTAL OTHER INCOME (EXPENSE)	(6,094)	(62,595)	(81,358)	77%	(5,866)	(58,663)	(74,496)	79%
NET INCOME	(14,753)	(18,327)	(120,257)	15%	(19,690)	23,785	(78,731)	-30%
Paid Rounds	2,961	30,535	34,878	88%	2,469	32,639	38,696	84%
Annual Pass Rounds	678	7,474	8,657	86%	557	7,128	5,051	141%
Other Rounds	269	2,100	2,437	86%	239	2,370	2,812	84%
Total Rounds	3,908	40,109	45,972	87%	3,265	42,137	46,559	91%
Revenue/Paid Rounds	30.93	34.96	34.93	100%	33.19	35.43	32.55	109%
Revenue/Total Rounds	23.43	26.62	26.50	100%	25.10	27.44	27.06	101%

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2017

	<u>07/31/17</u>	<u>09/30/16</u>	<u>07/31/16</u>
ASSETS			
CURRENT ASSETS:			
Cash			
Cash - Depository	72,744	176,360	50,278
Cash - Payroll	23,478	0	0
Cash - Manual Checks	850	850	850
Cash - Housebank & Other	500	(209)	(1,930)
Total Cash	<u>97,571</u>	<u>177,001</u>	<u>49,198</u>
Accounts Receivable			
A/R Member	<u>12,232</u>	<u>92,593</u>	<u>5,719</u>
Total Accounts Receivable	<u>12,232</u>	<u>92,593</u>	<u>5,719</u>
Other Current Assets			
Inventory - Merchandise	16,172	16,234	14,080
Prepaid Insurance	15,739	10,248	14,424
Prepaid Exp - Other	7,747	7,038	16,096
Total Other Current Assets	<u>39,657</u>	<u>33,520</u>	<u>44,600</u>
TOTAL CURRENT ASSETS	<u>149,461</u>	<u>303,115</u>	<u>99,517</u>
PROPERTY, PLANT AND EQUIPMENT:			
Buildings & Improvements	30,598	30,598	54,143
Furniture and Fixtures	0	0	9,045
Machinery & Equipment	5,550	5,550	16,000
Property Plant and Equipment	36,148	36,148	79,187
Accumulated Depreciation	<u>(25,771)</u>	<u>(24,236)</u>	<u>(59,939)</u>
TOTAL PROPERTY, PLANT AND EQUIPMENT	<u>10,377</u>	<u>11,911</u>	<u>19,248</u>
TOTAL ASSETS	<u><u>159,839</u></u>	<u><u>315,026</u></u>	<u><u>118,766</u></u>

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2017

	<u>07/31/17</u>	<u>09/30/16</u>	<u>07/31/16</u>
LIABILITIES AND STOCKHOLDERS' EQUITY			
CURRENT LIABILITIES:			
Accts Pay - Trade	61,806	75,111	12,722
Accts Pay - Other	(28,585)	(110,389)	10,126
Accrued Expenses	327	7,783	618
Accrued Payroll	18,300	25,945	21,137
Accrued Taxes	4,268	13,903	4,590
Accrued Interest	0	5,337	0
Deferred Revenue	79,939	297,337	87,900
TOTAL CURRENT LIABILITIES	<u>136,055</u>	<u>315,027</u>	<u>137,093</u>
 TOTAL LIABILITIES	 <u>136,055</u>	 <u>315,027</u>	 <u>137,093</u>
 STOCKHOLDER'S EQUITY			
Retained Earnings	<u>23,784</u>	<u>(1)</u>	<u>(18,327)</u>
Net Retained Earnings	<u>23,784</u>	<u>(1)</u>	<u>(18,327)</u>
Stockholders Equity	<u>23,784</u>	<u>(1)</u>	<u>(18,327)</u>
TOTAL STOCKHOLDER'S EQUITY	<u>23,784</u>	<u>(1)</u>	<u>(18,327)</u>
 TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY	 <u><u>159,839</u></u>	 <u><u>315,026</u></u>	 <u><u>118,766</u></u>

The Golf Club at Cypress Head
Course Cash Flow Report
For the Year Ended September 30, 2017

	OCT Actual	NOV Actual	DEC Actual	JAN Actual	FEB Actual	MAR Actual	APR Actual	MAY Actual	JUN Actual	JUL Actual	AUG Actual	SEP Actual	TOTAL
EBITDA	(25,773)	1,227	3,690	28,175	49,683	44,924	28,214	(10,175)	(23,693)	(13,824)	10,793	0	93,241
Management Fee Expense	(5,713)	(5,713)	(5,713)	(5,713)	(5,713)	(5,713)	(5,713)	(5,713)	(5,713)	(5,713)	0	0	(57,129)
Depreciation & Amortization	(154)	(152)	(154)	(154)	(154)	(154)	(154)	(154)	(154)	(154)	0	0	(1,534)
Net Income	(31,640)	(4,638)	(2,176)	22,308	43,817	39,058	22,348	(16,042)	(29,560)	(19,690)	10,793	0	34,578
Working Capital Changes													
Inventory	(2,093)	(2,542)	(2,392)	63	393	2,988	705	2,418	(1,954)	2,476	0	0	62
Receivables	88,276	1,618	2,360	(282)	(40)	(2,905)	1,015	(574)	(9,258)	152	0	0	80,361
Prepaid Expenses	(1,862)	2,690	(3,230)	(29,902)	10,524	20,018	3,530	3,349	(15,531)	4,215	0	0	(6,199)
Payables	(33,493)	17,150	(34,265)	(4,666)	9,232	(7,714)	17,121	2,247	3,104	17,979	(56,354)	0	(69,660)
Due to from the City	512	111	(123)	68	82	(1)	133	(276)	301	80,997	0	0	81,804
Accrued Expenses	(25,855)	(15,548)	13,018	10,207	(2,391)	4,973	(22,733)	1,433	2,244	4,579	(12,463)	0	(42,536)
Deferred Revenues	(52,262)	(16,409)	(13,360)	(20,779)	(21,262)	(19,537)	(20,065)	(19,543)	(18,491)	(15,689)	0	0	(217,398)
Depreciation & Amortization	154	152	154	154	154	154	154	154	154	154	0	0	1,534
Operating Cash Flow	(58,263)	(17,418)	(40,014)	(22,829)	40,508	37,033	2,207	(26,833)	(68,991)	75,171	(58,025)	0	(137,454)
Investing Activities													
Financing Activities													
Net Cash Flows	(58,263)	(17,418)	(40,014)	(22,829)	40,508	37,033	2,207	(26,833)	(68,991)	75,171	(58,025)	0	(137,454)
Beginning Cash	177,001	118,738	101,320	61,306	38,477	78,985	116,018	118,225	91,392	22,400	97,571	39,547	1,060,979
Net Cash Flows	(58,263)	(17,418)	(40,014)	(22,829)	40,508	37,033	2,207	(26,833)	(68,991)	75,171	(58,025)	0	(137,454)
Ending Cash	118,738	101,320	61,306	38,477	78,985	116,018	118,225	91,392	22,400	97,571	39,547	39,547	923,524

MTD	MTD	% of	MTD	% of		YTD	YTD	% of	YTD	% of	Annual	
Actual	Budget	Budget	Prior Year	PY		Actual	Budget	Budget	Prior Year	PY	Budget	
					REVENUES							
40,147	41,404	97%	42,673	94%	Green Fees	599,765	565,941	106%	542,094	111%	646,060	674,231
30,417	32,709	82%	36,948	82%	Cart Fee	423,304	415,179	102%	402,832	105%	470,029	481,178
0	0	0%	0	0%	Merchandise	0	0	0%	0	0%	0	(137)
10	20	50%	40	25%	Handicap Fee	4,610	4,527	102%	4,839	95%	4,567	4,660
285	250	114%	1,025	28%	Lessons	5,441	3,431	159%	5,943	92%	3,931	6,433
0	0	0%	0	0%	Other Pro Shop Revenue	0	0	0%	74	0%	0	0
240	200	120%	240	100%	Rental Clubs	2,440	2,642	92%	2,457	99%	3,042	2,590
5,608	4,300	130%	5,080	110%	Retail	54,509	49,614	110%	46,537	117%	57,514	62,429
2,537	2,579	98%	2,379	107%	Range	31,567	29,480	107%	29,851	106%	34,679	35,866
0	0	0%	0	0%	Food & Beverage	0	0	0%	0	0%	137	0
2,710	3,088	88%	3,188	85%	City Surcharge R & R	34,754	35,169	99%	32,935	106%	39,852	39,625
81,954	84,550	97%	91,573	89%	Total Revenues	1,156,390	1,105,983	105%	1,067,562	108%	1,259,674	1,307,013
					COST OF GOODS SOLD							
3,290	3,010	109%	2,757	119%	COGS - Merchandise	32,062	34,730	92%	31,811	101%	40,260	36,440
3,290	3,010	109%	2,757	119%	Total COGS	32,062	34,730	92%	31,811	101%	40,260	36,440
78,664	81,540	96%	88,817	89%	GROSS MARGIN	1,124,328	1,071,253	105%	1,035,750	109%	1,219,414	1,270,573
58.67%	70.00%	83.81%	54.26%	108.12%	COGS - Merchandise %	58.82%	70.00%	84.03%	68.36%	86.05%	70.00%	698.51%
					PAYROLL							
17,188	19,078	90%	25,158	68%	Gross Payroll - Salaried	196,240	190,780	103%	188,515	104%	228,936	239,390
26,551	26,206	101%	23,958	111%	Gross Payroll - Hourly	259,511	267,036	97%	258,111	101%	318,603	303,928
43,738	45,284	97%	49,116	89%	S/T Wages	455,752	457,816	100%	446,626	102%	547,539	543,318
3,291	3,465	95%	3,715	89%	Payroll Tax - FICA	34,179	35,028	98%	33,611	102%	41,893	40,610
178	256	69%	336	53%	Payroll Tax - UC	3,657	4,466	82%	5,282	69%	4,953	4,117
844	989	85%	800	106%	Payroll Tax - WC	8,626	9,759	88%	9,819	88%	11,719	10,070
4,087	6,250	65%	4,679	87%	Benefits	55,458	59,469	93%	51,775	107%	71,967	62,498
8,401	10,960	77%	9,529	88%	S/T Adders	101,921	108,722	94%	100,487	101%	130,532	117,295
52,139	56,244	93%	58,646	89%	TOTAL PAYROLL	557,672	566,538	98%	547,114	102%	678,071	660,613
					OPERATING EXPENSES							
163	215	76%	0	0%	Cart Supplies	1,530	2,121	72%	1,160	132%	2,521	1,727
0	162	0%	267	0%	Course Accessories	3,349	3,195	105%	2,123	158%	3,886	3,446
773	913	85%	537	144%	Fertilizer	26,974	23,536	115%	20,933	129%	25,094	44,857
0	125	0%	0	0%	Flowers/Decor	0	399	0%	607	0%	399	998
796	1,070	74%	1,629	49%	Fuel	9,920	10,954	91%	8,031	124%	13,026	13,226
168	200	84%										

The Golf Club at Cypress Head
Summary of All Units
For the Ten Months Ending July 31, 2017

MTD	MTD	% of	MTD	% of		YTD	YTD	% of	YTD	% of	Annual	
Actual	Budget	Budget	Prior Year	PY		Actual	Budget	Budget	Prior Year	PY	Budget	
1,093	1,459	75%	1,302	84%	Advertising & Promotion	17,110	14,692	116%	16,044	107%	16,247	20,298
506	17	2974%	140	361%	Bank Charges	5,134	1,314	391%	2,070	248%	1,382	6,336
(293)	0	0%	(229)	128%	Cash Short/(Over)	(692)	0	0%	(510)	136%	0	93
150	200	75%	150	100%	Cell Phone	1,650	2,075	80%	1,825	90%	2,475	2,000
2,710	3,088	88%	3,188	85%	City Surcharge R & R	34,754	35,169	99%	32,935	106%	39,852	39,625
(17)	84	-20%	39	-44%	Copier/Photocopies	525	579	108%	658	95%	671	730
1,402	2,000	70%	1,217	115%	Credit Card Discounts	22,131	24,110	92%	21,092	105%	27,744	24,541
0	0	0%	0	0%	Donations	(267)	0	0%	164	-163%	0	(67)
0	0	0%	0	0%	Dues & Subscriptions	1,039	1,009	103%	609	171%	1,109	1,039
0	0	0%	0	0%	Education & Training	525	200	263%	0	0%	200	525
(32)	190	-17%	163	-20%	Employee Relations	1,288	1,889	68%	1,512	85%	2,122	2,122
0	28	0%	32	0%	Employee Testing	409	187	219%	206	199%	244	754
4,178	3,871	108%	3,504	119%	Insurance Expense	38,904	38,635	101%	37,286	104%	46,377	47,329
0	0	0%	0	0%	Member Relations	65	396	16%	131	49%	649	65
(59)	23	-258%	36	-166%	Messenger Service - Fedex	156	334	47%	318	49%	403	270
0	700	0%	0	0%	Miscellaneous	864	12,291	7%	13,291	7%	13,291	900
0	0	0%	0	0%	O/S - Accounting	12,000	12,000	100%	12,000	100%	12,000	12,000
0	0	0%	0	0%	O/S - Legal	0	0	0%	0	0%	80	0
0	0	0%	0	0%	O/S - Legal-Mgmt Contracts	56	0	0%	0	0%	0	56
0	0	0%	1,233	0%	O/S - Other	5,750	7,218	80%	9,872	58%	9,218	13,116
717	305	235%	510	141%	Payroll Processing Fee	9,317	2,905	321%	3,397	274%	3,535	12,607
109	121	90%	0	0%	Postage/Shipping	687	280	245%	97	707%	634	725
(30)	(30)	100%	45	-67%	Tax/Licenses/Fees	315	(40)	-788%	(195)	-162%	(100)	255
0	0	0%	0	0%	Theft Loss	0	0	0%	106	0%	0	0
30	0	0%	0	0%	Travel - Meals	1,589	683	233%	1,424	112%	683	2,058
1,248	890	140%	1,072	116%	Travel - Other	8,561	14,478	59%	9,712	88%	16,423	10,175
0	0	0%	0	0%	Website Expenses	0	3,000	0%	3,000	0%	4,000	0
0	200	0%	0	0%	Employee Meals	0	400	0%	25	0%	669	0
40,349	39,832	101%	38,831	104%	TOTAL OPERATING EXPENSES	484,208	470,488	103%	444,369	109%	545,578	610,679
(13,824)	(14,536)	95%	(8,659)	160%	EBITDA	82,448	34,227	241%	44,268	186%	(4,235)	(719)
5,713	5,827	98%	5,713	100%	Management Fee	57,129	58,270	98%	58,785	97%	69,924	68,554
5,713	5,827	98%	5,713	100%	Management Fees	57,129	58,270	98%	58,785	97%	69,924	68,554
37	98	38%	98	38%	Deprec - Mach & Equip	369	980	38%	976	38%	1,176	1,320
117	283	41%	283	41%	Deprec - Buildings	1,165	2,830	41%	2,835	41%	3,396	7,551
154	381	40%	381	40%	S/T DEPR. & AMORT	1,534	3,810	40%	3,810	40%	4,572	8,871
(19,690)	(20,744)	95%	(14,753)	133%	NET INCOME	23,785	(27,853)	-85%	(18,327)	-130%	(78,731)	(78,145)

The Golf Club at Cypress Head
Course & Grounds
For the Ten Months Ending July 31, 2017

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
40,147	41,404	97%	42,673	94%	Green Fees	599,765	565,941	106%	542,094	111%	646,060	674,231
2,710	3,088	88%	3,188	85%	City Surcharge R & R	34,754	35,169	99%	32,935	106%	39,852	39,625
42,857	44,492	96%	45,861	93%	Total Revenues	634,518	601,110	106%	575,029	110%	685,912	713,856
42,857	44,492	96%	45,861	93%	GROSS MARGIN	634,518	601,110	106%	575,029	110%	685,912	713,856
PAYROLL												
4,821	7,802	62%	13,154	37%	Gross Payroll - Salaried	77,860	78,020	100%	74,469	105%	93,624	96,058
16,854	15,738	107%	14,094	120%	Gross Payroll - Hourly	159,361	155,161	103%	156,258	102%	186,129	185,639
21,675	23,540	92%	27,248	80%	S/T Wages	237,221	233,181	102%	230,727	103%	279,753	283,698
1,535	1,801	85%	1,981	77%	Payroll Tax - FICA	16,782	17,839	94%	16,467	102%	21,402	19,973
68	66	102%	183	37%	Payroll Tax - UC	1,911	1,919	100%	2,589	74%	2,040	2,111
365	514	71%	429	85%	Payroll Tax - WC	4,226	4,973	85%	4,890	86%	5,990	4,954
2,202	3,665	60%	2,552	86%	Benefits	34,131	34,852	98%	30,328	113%	42,181	38,092
4,169	6,046	69%	5,145	81%	S/T Adders	57,049	59,583	96%	54,273	105%	71,613	65,130
25,845	29,586	87%	32,392	80%	TOTAL PAYROLL	294,270	292,764	101%	285,000	103%	351,366	348,828
OPERATING EXPENSES												
0	162	0%	267	0%	Course Accessories	3,349	3,195	105%	2,123	158%	3,886	3,446
773	913	85%	537	144%	Fertilizer	26,974	23,536	115%	20,933	129%	25,094	44,857
0	125	0%	0	0%	Flowers/Decor	0	399	0%	607	0%	399	998
796	1,070	74%	1,629	49%	Fuel	9,920	10,954	91%	8,031	124%	13,026	13,226
168	200	84%	0	0%	Fungicides	4,900	2,606	188%	2,204	222%	4,045	7,919
994	971	102%	2,056	48%	Herbicides	15,444	13,166	117%	12,281	126%	15,068	23,684
4,496	0	0%	386	1165%	Insecticides	27,928	14,076	198%	7,557	370%	15,077	35,320
1,424	3,000	47%	1,294	110%	Sand/Topdress	7,652	8,006	96%	7,655	100%	9,011	11,077
0	0	0%	0	0%	Seeds/Trees	4,400	4,069	108%	3,469	127%	4,069	4,400
59	0	0%	0	0%	Small Tools	1,261	307	411%	55	2281%	407	1,729
0	133	0%	0	0%	Staff/Volunteer Uniforms	0	833	0%	0	0%	833	41
10	403	2%	589	2%	Irrigation	5,427	5,007	108%	4,704	115%	6,392	5,908
2,635	1,917	137%	1,073	246%	Repair & Maint - Equipment	21,613	18,628	117%	21,808	100%	20,663	29,071
0	0	0%	0	0%	Repair & Maint - Building	10	1,207	1%	270	4%	1,207	10
4,886	4,886	100%	4,512	108%	Equipment Lease	48,863	48,860	100%	45,116	108%	58,632	57,886
245	308	80%	265	93%	Utilities - Electric	2,260	2,112	107%	2,041	111%	2,703	2,766
1,487	1,397	106%	2,469	60%	Utilities - Other	22,248	13,840	161%	18,114	123%	16,748	26,259
0	92	0%	99	0%	Utilities - Telephone/Fax	901	886	102%	1,009	89%	1,072	1,101
252	182	138%	228	110%	Utilities - Water	2,627	2,513	105%	2,682	98%	2,897	3,122
0	0	0%	0	0%	Education & Training	375	0	0%	0	0%	0	375
0	0	0%	504	0%	Employee Relations	0	200	0%	513	0%	200	29
0	28	0%	32	0%	Employee Testing	409	187	219%	206	199%	244	754
0	0	0%	1,233	0%	O/S - Other	5,400	7,218	75%	9,872	55%	9,218	12,766
0	0	0%	0	0%	Tax/Licenses/Fees	300	0	0%	0	0%	0	300
0	100	0%	0	0%	Travel - Other	0	1,500	0%	1,800	0%	1,700	0
18,225	15,887	115%	17,170	106%	TOTAL OPERATING EXPENSES	212,464	183,305	116%	173,051	123%	212,591	287,043
(1,213)	(981)	124%	(3,702)	33%	EBITDA	127,785	125,041	102%	116,979	109%	121,955	77,985
(1,213)	(981)	124%	(3,702)	33%	NET INCOME	127,785	125,041	102%	116,979	109%	121,955	77,985

The Golf Club at Cypress Head
Carts
For the Ten Months Ending July 31, 2017

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
30,417	32,709	93%	36,948	82%	REVENUES	423,304	415,179	102%	402,832	105%	470,029	481,178
30,417	32,709	93%	36,948	82%	Cart Fee	423,304	415,179	102%	402,832	105%	470,029	481,178
30,417	32,709	93%	36,948	82%	Total Revenues	423,304	415,179	102%	402,832	105%	470,029	481,178
					GROSS MARGIN	423,304	415,179	102%	402,832	105%	470,029	481,178
5,914	6,239	95%	5,663	104%	PAYROLL	66,366	70,402	94%	61,172	108%	82,679	77,334
5,914	6,239	95%	5,663	104%	Gross Payroll - Hourly	66,366	70,402	94%	61,172	108%	82,679	77,334
464	477	97%	434	107%	S/T Wages	5,214	5,384	97%	4,787	109%	6,323	6,088
86	130	66%	109	79%	Payroll Tax - FICA	1,009	1,432	70%	1,504	67%	1,688	1,229
101	136	74%	91	111%	Payroll Tax - UC	1,221	1,499	81%	1,280	95%	1,767	1,395
(5)	7	-71%	9	-54%	Payroll Tax - WC	64	76	85%	89	72%	89	87
646	750	86%	643	100%	Benefits	7,509	8,391	89%	7,660	98%	9,867	8,800
					S/T Adders							
6,560	6,989	94%	6,306	104%	TOTAL PAYROLL	73,875	78,793	94%	68,832	107%	92,546	86,134
163	215	76%	0	0%	OPERATING EXPENSES	1,530	2,121	72%	1,160	132%	2,521	1,727
0	200	0%	0	0%	Cart Supplies	33	1,455	2%	1,032	3%	1,855	327
5,356	5,356	100%	5,356	100%	Cart Repairs	53,557	53,560	100%	53,556	100%	64,272	64,268
928	712	130%	893	104%	Cart Lease	8,802	9,087	97%	8,541	103%	10,680	10,188
6,447	6,483	99%	6,249	103%	Utilities - Electric	63,922	66,223	97%	64,289	99%	79,328	76,509
17,410	19,237	91%	24,393	71%	TOTAL OPERATING EXPENSES	285,507	270,163	106%	269,711	106%	298,155	318,534
17,410	19,237	91%	24,393	71%	EBITDA	285,507	270,163	106%	269,711	106%	298,155	318,534
					NET INCOME	285,507	270,163	106%	269,711	106%	298,155	318,534

The Golf Club at Cypress Head
Range
For the Ten Months Ending July 31, 2017

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
2,537	2,579	98%	2,379	107%	REVENUES							
2,537	2,579	98%	2,379	107%	Range	31,567	29,480	107%	29,851	106%	34,679	35,866
2,537	2,579	98%	2,379	107%	Total Revenues	31,567	29,480	107%	29,851	106%	34,679	35,866
2,537	2,579	98%	2,379	107%	GROSS MARGIN	31,567	29,480	107%	29,851	106%	34,679	35,866
0	0	0%	0	0%	OPERATING EXPENSES							
0	100	0%	0	0%	Range Balls	2,515	3,330	76%	2,550	99%	3,330	2,515
0	0	0%	0	0%	Range Equipment	1,149	1,084	106%	1,258	91%	1,284	1,149
0	75	0%	0	0%	Range Expenses	0	410	0%	23	0%	460	0
0	175	0%	0	0%	Repair & Maint - Equipment	0	750	0%	0	0%	900	0
0	175	0%	0	0%	TOTAL OPERATING EXPENSES	3,664	5,574	66%	3,831	96%	5,974	3,664
2,537	2,404	106%	2,379	107%	EBITDA	27,903	23,906	117%	26,020	107%	28,705	32,202
2,537	2,404	106%	2,379	107%	NET INCOME	27,903	23,906	117%	26,020	107%	28,705	32,202

The Golf Club at Cypress Head
F & B Cafe
For the Ten Months Ending July 31, 2017

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
0	0	0%	0	0%	REVENUES							
0	0	0%	0	0%	Food & Beverage	0	0	0%	0	0%	0	137
0	0	0%	0	0%	Total Revenues	0	0	0%	0	0%	0	137
0	0	0%	0	0%	GROSS MARGIN	0	0	0%	0	0%	0	137
0	0	0%	0	0%	OPERATING EXPENSES							
0	0	0%	0	0%	Repair & Maint - Equipment	0	0	0%	79	0%	0	0
0	0	0%	0	0%	Cash Short/(Over)	0	0	0%	137	0%	0	0
0	0	0%	0	0%	Theft Loss	0	0	0%	106	0%	0	0
0	0	0%	0	0%	TOTAL OPERATING EXPENSES	0	0	0%	322	0%	0	0
0	0	0%	0	0%	EBITDA	0	0	0%	(322)	0%	0	137
0	0	0%	0	0%	NET INCOME	0	0	0%	(322)	0%	0	137

The Golf Club at Cypress Head
Golf Shop
For the Ten Months Ending July 31, 2017

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
0	0	0%	0	0%	Merchandise	0	0	0%	0	0%	0	(137)
10	20	50%	40	25%	Handicap Fee	4,610	4,527	102%	4,839	95%	4,567	4,660
285	250	114%	1,025	28%	Lessons	5,441	3,431	159%	5,943	92%	3,931	6,433
0	0	0%	0	0%	Other Pro Shop Revenue	0	0	0%	74	0%	0	0
240	200	120%	240	100%	Rental Clubs	2,440	2,642	92%	2,457	99%	3,042	2,590
5,608	4,300	130%	5,080	110%	Retail	54,509	49,614	110%	46,537	117%	57,514	62,429
6,143	4,770	129%	6,385	96%	Total Revenues	67,000	60,214	111%	59,849	112%	69,054	75,976
COST OF GOODS SOLD												
3,290	3,010	109%	2,757	119%	COGS - Merchandise	32,062	34,730	92%	31,811	101%	40,260	36,440
3,290	3,010	109%	2,757	119%	Total COGS	32,062	34,730	92%	31,811	101%	40,260	36,440
2,853	1,760	162%	3,629	79%	GROSS MARGIN	34,939	25,484	137%	28,038	125%	28,794	39,536
58.67%	70.00%	83.81%	54.26%	108.12%	COGS - Merchandise %	58.82%	70.00%	84.03%	68.36%	86.05%	70.00%	698.51%
PAYROLL												
3,783	4,229	89%	4,202	90%	Gross Payroll - Hourly	33,784	41,473	81%	40,681	83%	49,795	40,954
3,783	4,229	89%	4,202	90%	S/T Wages	33,784	41,473	81%	40,681	83%	49,795	40,954
300	324	93%	323	93%	Payroll Tax - FICA	2,650	3,175	83%	3,142	84%	3,812	3,206
24	55	44%	44	55%	Payroll Tax - UC	385	628	61%	682	56%	728	425
66	92	72%	68	97%	Payroll Tax - WC	609	882	69%	822	74%	1,063	724
390	471	83%	434	90%	S/T Adders	3,644	4,685	78%	4,646	78%	5,603	4,355
4,173	4,700	89%	4,636	90%	TOTAL PAYROLL	37,428	46,158	81%	45,328	83%	55,398	45,309
OPERATING EXPENSES												
0	50	0%	0	0%	Office Supplies	860	500	172%	739	116%	600	860
50	150	33%	0	0%	Supplies	927	1,501	62%	1,489	62%	1,801	2,021
137	200	69%	0	0%	Tournament Expense	(250)	1,174	-21%	910	-28%	1,174	(481)
0	28	0%	0	0%	Handicap Expense	4,174	4,317	97%	4,417	94%	4,475	4,681
0	75	0%	195	0%	Lesson Expense	0	815	0%	1,080	0%	965	71
0	0	0%	0	0%	Repair & Maint - Building	0	0	0%	31	0%	0	0
187	503	37%	195	96%	TOTAL OPERATING EXPENSES	5,710	8,307	69%	8,666	66%	9,015	7,151
(1,507)	(3,443)	44%	(1,202)	125%	EBITDA	(8,199)	(28,981)	28%	(25,956)	32%	(35,619)	(12,924)
(1,507)	(3,443)	44%	(1,202)	125%	NET INCOME	(8,199)	(28,981)	28%	(25,956)	32%	(35,619)	(12,924)

The Golf Club at Cypress Head
G & A
For the Ten Months Ending July 31, 2017

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
PAYROLL												
9,075	7,905	115%	8,729	104%	Gross Payroll - Salaried	83,732	79,050	106%	80,357	104%	94,860	99,977
9,075	7,905	115%	8,729	104%	S/T Wages	83,732	79,050	106%	80,357	104%	94,860	99,977
758	605	125%	741	102%	Payroll Tax - FICA	7,045	6,050	116%	6,788	104%	7,260	8,380
0	0	0%	0	0%	Payroll Tax - UC	237	291	82%	344	69%	291	237
186	173	108%	160	117%	Payroll Tax - WC	1,889	1,685	112%	2,141	88%	2,031	2,207
1,568	2,153	73%	1,706	92%	Benefits	17,161	20,410	84%	17,254	99%	24,716	19,741
2,513	2,931	86%	2,606	96%	S/T Adders	26,332	28,436	93%	26,528	99%	34,298	30,566
11,588	10,836	107%	11,335	102%	TOTAL PAYROLL	110,064	107,486	102%	106,884	103%	129,158	130,542
OPERATING EXPENSES												
211	457	46%	430	49%	Janitorial Supplies	2,502	3,625	69%	3,521	71%	4,136	3,057
0	100	0%	14	0%	Laundry/Uniforms	238	845	28%	69	344%	1,038	311
0	117	0%	140	0%	Office Supplies	2,472	3,054	81%	3,117	79%	3,766	3,316
207	171	121%	313	66%	Alarm System	2,727	1,193	229%	1,804	151%	1,425	3,342
0	0	0%	0	0%	Carpet Cleaning	0	550	0%	0	0%	890	0
151	258	59%	204	74%	Computer Service	2,246	6,394	35%	2,793	80%	6,912	2,585
0	0	0%	0	0%	Contract Cleaning	0	130	0%	130	0%	130	0
0	0	0%	0	0%	Guest Relations	32	0	0%	135	24%	0	32
0	0	0%	0	0%	Indoor Plant Maint	0	100	0%	0	0%	100	0
0	0	0%	0	0%	Pest Control	0	230	0%	0	0%	230	0
15	86	17%	0	0%	Repair & Maint - Equipment	2,640	1,022	258%	479	551%	1,022	4,426
0	0	0%	510	0%	Repair & Maint - Building	2,820	2,001	141%	2,782	101%	2,001	3,089
168	162	104%	168	100%	Off-Site Storage	1,680	1,650	102%	1,717	98%	1,974	2,016
2,735	2,265	121%	2,670	102%	Utilities - Other	24,071	20,509	117%	22,014	109%	25,123	29,136
292	150	194%	135	216%	Utilities - Telephone/Fax	1,534	1,077	142%	1,216	126%	1,377	1,673
506	17	2974%	140	361%	Bank Charges	5,134	1,314	391%	2,070	248%	1,382	6,336
(293)	0	0%	(229)	128%	Cash Short/(Over)	(692)	0	0%	(647)	107%	0	93
150	200	75%	150	100%	Cell Phone	1,650	2,075	80%	1,825	90%	2,475	2,000
2,710	3,088	88%	3,188	85%	City Surcharge R & R	34,754	35,169	99%	32,935	106%	39,852	39,625
(17)	84	-20%	39	-44%	Copier/Photocopies	625	579	108%	658	95%	671	730
1,402	2,000	70%	1,217	115%	Credit Card Discounts	22,131	24,110	92%	21,092	105%	27,744	24,541
0	0	0%	0	0%	Donations	(267)	0	0%	164	-163%	0	(67)
0	0	0%	0	0%	Dues & Subscriptions	1,039	1,009	103%	609	171%	1,109	1,039
0	0	0%	0	0%	Education & Training	150	200	75%	0	0%	200	150
(32)	190	-17%	(341)	9%	Employee Relations	1,288	1,689	76%	999	129%	1,922	2,093
4,178	3,871	108%	3,504	119%	Insurance Expense	38,904	38,635	101%	37,286	104%	46,377	47,329
0	0	0%	0	0%	Member Relations	65	396	16%	131	49%	649	65
(59)	23	-258%	36	-166%	Messenger Service - Fedex	156	334	47%	318	49%	403	270
0	200	0%	0	0%	Miscellaneous	(36)	1,675	-2%	1,675	-2%	1,675	0
0	0	0%	0	0%	O/S - Accounting	12,000	12,000	100%	12,000	100%	12,000	12,000
0	0	0%	0	0%	O/S - Legal	0	0	0%	0	0%	80	0
0	0	0%	0	0%	O/S - Legal-Mgmt Contracts	56	0	0%	0	0%	0	56
0	0	0%	0	0%	O/S - Other	350	0	0%	0	0%	350	0
717	305	235%	510	141%	Payroll Processing Fee	9,317	2,905	321%	3,397	274%	3,535	12,607
109	121	90%	0	0%	Postage/Shipping	687	280	245%	97	707%	634	725
(30)	(30)	100%	45	-67%	Tax/Licenses/Fees	15	(40)	-38%	(195)	-8%	(100)	(45)
30	0	0%	0	0%	Travel - Meals	1,589	683	233%	1,424	112%	683	2,058
1,248	690	181%	1,072	116%	Travel - Other	8,449	11,978	71%	7,509	113%	13,523	10,063
0	200	0%	0	0%	Employee Meals	0	400	0%	25	0%	669	0
14,397	14,725	98%	13,915	103%	TOTAL OPERATING EXPENSES	180,325	177,771	101%	163,148	111%	205,607	215,001
(25,985)	(25,561)	102%	(25,250)	103%	EBITDA	(290,389)	(285,257)	102%	(270,032)	108%	(334,765)	(345,543)
5,713	5,827	98%	5,713	100%	Management Fee	57,129	58,270	98%	58,785	97%	69,924	68,554
5,713	5,827	98%	5,713	100%	Management Fees	57,129	58,270	98%	58,785	97%	69,924	68,554
37	98	38%	98	38%	Deprec - Mach & Equip	369	980	38%	976	38%	1,176	1,320
117	283	41%	283	41%	Deprec - Buildings	1,165	2,830	41%	2,835	41%	3,396	7,551
154	381	40%	381	40%	S/T DEPR. & AMORT	1,534	3,810	40%	3,810	40%	4,572	8,871
(31,852)	(31,769)	100%	(31,344)	102%	NET INCOME	(349,051)	(347,337)	100%	(332,628)	105%	(409,261)	(422,968)

The Golf Club at Cypress Head
Marketing
For the Ten Months Ending July 31, 2017

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
					PAYROLL							
3,291	3,371	98%	3,276	100%	Gross Payroll - Salaried	34,649	33,710	103%	33,690	103%	40,452	41,355
3,291	3,371	98%	3,276	100%	S/T Wages	34,649	33,710	103%	33,690	103%	40,452	41,355
234	258	91%	237	99%	Payroll Tax - FICA	2,489	2,580	96%	2,426	103%	3,096	2,963
0	5	0%	0	0%	Payroll Tax - UC	115	196	59%	163	71%	206	115
127	74	171%	52	245%	Payroll Tax - WC	682	720	95%	687	99%	868	790
322	425	76%	412	78%	Benefits	4,102	4,131	99%	4,105	100%	4,981	4,577
682	762	90%	701	97%	S/T Adders	7,387	7,627	97%	7,380	100%	9,151	8,445
3,973	4,133	96%	3,976	100%	TOTAL PAYROLL	42,036	41,337	102%	41,070	102%	49,603	49,800
					OPERATING EXPENSES							
1,093	1,459	75%	1,302	84%	Advertising & Promotion	17,110	14,692	116%	16,044	107%	16,247	20,298
0	500	0%	0	0%	Miscellaneous	900	10,616	8%	11,616	8%	11,616	900
0	100	0%	0	0%	Travel - Other	112	1,000	11%	402	28%	1,200	112
0	0	0%	0	0%	Website Expenses	0	3,000	0%	3,000	0%	4,000	0
1,093	2,059	53%	1,302	84%	TOTAL OPERATING EXPENSES	18,122	29,308	62%	31,062	58%	33,063	21,311
(5,066)	(6,192)	82%	(5,278)	96%	EBITDA	(60,159)	(70,645)	85%	(72,132)	83%	(82,666)	(71,111)
(5,066)	(6,192)	82%	(5,278)	96%	NET INCOME	(60,159)	(70,645)	85%	(72,132)	83%	(82,666)	(71,111)

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2017

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
70,564	74,113	95%	79,621	89%	Green Fees & Cart Fees	1,023,068	981,120	104%	944,926	108%	1,116,089	1,155,409
5,608	4,300	130%	5,080	110%	Merchandise	54,509	49,614	110%	46,537	117%	57,514	62,292
535	470	114%	1,305	41%	Other Pro Shop	12,491	10,600	116%	13,312	94%	11,540	13,663
2,537	2,579	98%	2,379	107%	Range	31,567	29,480	107%	29,851	106%	34,679	35,866
0	0	0%	0	0%	Food and Beverage	0	0	0%	0	0%	0	137
2,710	3,088	88%	3,188	85%	Other Operating Revenues	34,754	35,169	99%	32,935	106%	39,852	39,625
81,954	84,550	97%	91,573	89%	TOTAL REVENUE	1,156,390	1,105,983	105%	1,067,562	108%	1,259,674	1,307,013
COST OF SALES												
3,290	3,010	109%	2,757	119%	Merchandise	32,062	34,730	92%	31,811	101%	40,260	36,440
3,290	3,010	109%	2,757	119%	TOTAL COGS	32,062	34,730	92%	31,811	101%	40,260	36,440
58.7%	70.0%	83.8%	54.3%	108.1%	COGS - Merchandise %	58.8%	70.0%	84.0%	68.4%	86.0%	70.0%	698.5%
PAYROLL												
25,845	29,586	87%	32,392	80%	Course and Grounds	294,270	292,764	101%	285,000	103%	351,366	348,828
6,560	6,989	94%	6,306	104%	Carts, Range, Starters, Etc.	73,875	78,793	94%	68,832	107%	92,546	86,134
4,173	4,700	89%	4,636	90%	Pro Shop	37,428	46,158	81%	45,328	83%	55,398	45,309
11,568	10,836	107%	11,335	102%	General and Administrative	110,064	107,486	102%	106,884	103%	129,158	130,542
3,973	4,133	96%	3,976	100%	Marketing	42,036	41,337	102%	41,070	102%	49,603	49,600
52,139	56,244	93%	58,646	89%	TOTAL PAYROLL	557,672	566,538	98%	547,114	102%	678,071	660,613
OPERATING EXPENSES												
18,225	15,887	115%	17,170	106%	Course and Grounds	212,464	183,305	116%	173,051	123%	212,591	287,043
6,447	6,658	97%	6,249	103%	Carts, Range, Starters, Etc.	67,586	71,797	94%	68,120	99%	85,302	80,174
187	503	37%	195	96%	Pro Shop	5,710	8,307	69%	8,666	66%	9,015	7,151
0	0	0%	0	0%	Food and Beverage	0	0	0%	322	0%	0	0
14,397	14,725	98%	13,915	103%	General and Administrative	180,325	177,771	101%	163,148	111%	205,607	215,001
1,093	2,059	53%	1,302	84%	Marketing	18,122	29,308	62%	31,062	58%	33,063	21,311
40,349	39,832	101%	38,831	104%	TOTAL OPERATING EXPENSES	484,208	470,488	103%	444,369	109%	545,578	610,679
95,778	99,086	97%	100,233	96%	TOTAL EXPENSES	1,073,942	1,071,756	100%	1,023,294	105%	1,263,909	1,307,732
(13,824)	(14,536)	95%	(8,659)	160%	EBITDA	82,448	34,227	241%	44,268	186%	(4,235)	(719)

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2017

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
(13,824)	(14,536)	95%	(8,659)	160%	EBITDA	82,448	34,227	241%	44,268	186%	(4,235)	(719)
(5,713)	(5,827)	98%	(5,713)	100%	MANAGEMENT FEES	(57,129)	(58,270)	98%	(58,785)	97%	(69,924)	(68,554)
(154)	(381)	40%	(381)	40%	OTHER INCOME (EXPENSE)	(1,534)	(3,810)	40%	(3,810)	40%	(4,572)	(8,871)
(154)	(381)	40%	(381)	40%	Depreciation & Amortization	(1,534)	(3,810)	40%	(3,810)	40%	(4,572)	(8,871)
(19,690)	(20,744)	95%	(14,753)	133%	TOTAL OTHER INCOME (EXPENSE)	23,785	(27,853)	-85%	(18,327)	-130%	(78,731)	(78,145)
					NET INCOME							
2,469	3,275	75%	2,961	83%	Paid Rounds	32,639	33,248	98%	30,535	107%	38,696	36,982
557	340	164%	678	82%	Annual Pass Rounds	7,128	4,483	159%	7,474	95%	5,051	8,311
239	310	77%	269	89%	Other Rounds	2,370	2,371	100%	2,100	113%	2,812	2,707
3,265	3,925	83%	3,908	84%	Total Rounds	42,137	40,102	105%	40,109	105%	46,559	48,000
33	26	129%	31	107%	Revenue/Paid Rounds	35	33	107%	35	101%	33	422
25	22	117%	23	107%	Revenue/Total Rounds	27	28	100%	27	103%	27	323

TRIAL BALANCE SUMMARY FOR 2016

The Golf Club at Cypress Head

General Ledger

Ranges: From: To: 7/31/2017

Date: 7/1/2017

Account: First Last

Sorted By: Account

Include: Posting, Unit

Print Currency In: Functional (Z-US\$)

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	10020-5950-900	Cash - Course Depository NEW	(\$3,668.32)	\$156,391.30	\$79,979.42	\$76,411.88	\$72,743.56
	10050-5950-900	Cash - Course Payroll BMO	\$24,718.46	\$42,084.29	\$43,324.98	(\$1,240.69)	\$23,477.77
	10100-5950-900	Cash - Course Other	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00
	10120-5950-900	Cash - New Payroll	\$0.00	\$95.00	\$95.00	\$0.00	\$0.00
	10180-5950-900	Cash - Pro Shop Bank	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
	11160-5950-900	A/R Member	\$12,384.13	\$7,079.55	\$7,231.21	(\$151.66)	\$12,232.47
	12000-5950-900	Inventory - Merchandise	\$18,648.10	\$918.82	\$3,394.99	(\$2,476.17)	\$16,171.93
	13020-5950-900	Prepaid Insurance	\$19,562.94	\$0.00	\$3,823.99	(\$3,823.99)	\$15,738.95
	13040-5950-900	Prepaid Exp - Other	\$8,137.24	\$5,712.85	\$6,103.49	(\$390.64)	\$7,746.60
	20100-5950-900	Machinery & Equipment	\$5,550.40	\$0.00	\$0.00	\$0.00	\$5,550.40
	20160-5950-900	Buildings and Improvements	\$30,597.54	\$0.00	\$0.00	\$0.00	\$30,597.54
	22040-5950-900	Accum. Deprec - Mach & Equip	(\$3,384.05)	\$0.00	\$36.87	(\$36.87)	(\$3,420.92)
	22080-5950-900	Accum. Deprec - Buildings	(\$22,232.89)	\$0.00	\$116.74	(\$116.74)	(\$22,349.63)
	30000-5950-900	Accts Pay - Trade	(\$43,826.93)	\$65,440.59	\$83,419.26	(\$17,978.67)	(\$61,805.60)
	30040-5950-900	Accts Pay - Other	\$109,582.09	\$10,673.91	\$91,671.29	(\$80,997.38)	\$28,584.71
	31000-5950-900	Accrued Expenses	(\$354.08)	\$4,154.18	\$4,126.81	\$27.37	(\$326.71)
	31020-5950-900	Accrued Payroll	(\$13,885.05)	\$7,720.97	\$12,136.36	(\$4,415.39)	(\$18,300.44)
	31080-5950-900	Accrued Tips Payable	(\$350.00)	\$360.00	\$10.00	\$350.00	\$0.00
	31220-5950-900	Accrued Sales Tax	(\$3,727.07)	\$3,727.07	\$4,267.91	(\$540.84)	(\$4,267.91)
	31400-5950-900	Accrued City Surcharge	\$0.00	\$5,420.98	\$5,420.98	\$0.00	\$0.00
	32000-5950-900	Deferred Rev - Rainchecks	(\$2,579.57)	\$745.64	\$1,315.16	(\$569.52)	(\$3,149.09)
	32020-5950-900	Deferred Rev - Outing Deposits	(\$1,882.06)	\$2,351.19	\$6,041.23	(\$3,690.04)	(\$5,572.10)
	32040-5950-900	Deferred Rev - Legacy GF Passes	(\$14,892.42)	\$4,964.15	\$0.00	\$4,964.15	(\$9,928.27)
	32050-5950-900	Deferred Revenue - Cypress GF Passes	(\$14,540.23)	\$4,846.73	\$0.00	\$4,846.73	(\$9,693.50)
	32060-5950-900	Deferred Rev - Gift Certificates	(\$129.14)	\$4.00	\$0.00	\$4.00	(\$125.14)
	32070-5950-900	Deferred Rev - Gift Cards	(\$19,184.32)	\$734.39	\$195.03	\$539.36	(\$18,644.96)
	32100-5950-900	Deferred Rev - Credit Books	(\$14,707.59)	\$761.76	\$404.72	\$357.04	(\$14,350.55)
	32120-5950-900	Deferred Rev - Trail Fee Pass	(\$27,417.37)	\$9,139.13	\$0.00	\$9,139.13	(\$18,278.24)
	32220-5950-900	Deferred Rev - Founders Pass	(\$295.47)	\$98.48	\$0.00	\$98.48	(\$196.99)
	49020-5950-900	Retained Earnings - Current	\$1.12	\$0.00	\$0.00	\$0.00	\$1.12
	50000-5950-100	Green Fees - Annual Pass	(\$88,669.57)	\$0.00	\$9,909.36	(\$9,909.36)	(\$98,578.93)
	50040-5950-100	Green Fees - Member	(\$438,905.32)	\$0.00	\$27,526.82	(\$27,526.82)	(\$466,432.14)
	50070-5950-100	Green Fees - (surcharge)	(\$32,043.19)	\$2,710.49	\$5,420.98	(\$2,710.49)	(\$34,753.68)
	50500-5950-200	Cart Fee 18	(\$310,904.66)	\$0.00	\$21,277.71	(\$21,277.71)	(\$332,182.37)
	50520-5950-200	Cart Fee - Annual Trail	(\$81,982.05)	\$0.00	\$9,139.13	(\$9,139.13)	(\$91,121.18)
	52090-5950-600	Handicap Fee	(\$4,600.00)	\$0.00	\$10.00	(\$10.00)	(\$4,610.00)
	52150-5950-600	Lessons	(\$5,155.98)	\$0.00	\$285.00	(\$285.00)	(\$5,440.98)
	52280-5950-600	Rental Clubs	(\$2,200.00)	\$0.00	\$240.00	(\$240.00)	(\$2,440.00)
	52310-5950-600	Retail	(\$48,901.29)	\$0.00	\$5,608.19	(\$5,608.19)	(\$54,509.48)
	53050-5950-220	Range Pass Revenue	(\$29,030.02)	\$0.00	\$2,537.06	(\$2,537.06)	(\$31,567.08)
	56120-5950-100	City Surcharge R & R	(\$32,043.19)	\$0.00	\$2,710.49	(\$2,710.49)	(\$34,753.68)
	60000-5950-600	COGS - Merchandise - Accessories	\$28,771.81	\$3,290.08	\$0.00	\$3,290.08	\$32,061.89
	70000-5950-100	Gross Payroll - Salaried	\$73,038.23	\$5,439.56	\$618.13	\$4,821.43	\$77,859.66
	70000-5950-900	Gross Payroll - Salaried	\$74,656.82	\$12,599.68	\$3,524.81	\$9,074.87	\$83,731.69
	70000-5950-950	Gross Payroll - Salaried	\$31,357.72	\$3,795.78	\$504.40	\$3,291.38	\$34,649.10
	70010-5950-100	Gross Payroll - Hourly	\$142,507.26	\$19,632.77	\$2,778.81	\$16,853.96	\$159,361.22
	70010-5950-200	Gross Payroll - Hourly	\$60,452.40	\$6,951.77	\$1,037.91	\$5,913.86	\$66,366.26
	70010-5950-600	Gross Payroll - Hourly	\$30,001.05	\$4,397.06	\$614.33	\$3,782.73	\$33,783.78
	71000-5950-100	Payroll Tax - FICA	\$15,246.98	\$1,779.95	\$245.35	\$1,534.60	\$16,781.58
	71000-5950-200	Payroll Tax - FICA	\$4,749.73	\$546.70	\$82.82	\$463.88	\$5,213.61
	71000-5950-600	Payroll Tax - FICA	\$2,349.57	\$349.94	\$49.45	\$300.49	\$2,650.06
	71000-5950-900	Payroll Tax - FICA	\$6,286.67	\$870.65	\$112.35	\$758.30	\$7,044.97
	71000-5950-950	Payroll Tax - FICA	\$2,254.45	\$270.03	\$35.94	\$234.09	\$2,488.54
	71010-5950-100	Payroll Tax - UC	\$1,843.07	\$67.61	\$0.00	\$67.61	\$1,910.68
	71010-5950-200	Payroll Tax - UC	\$923.33	\$86.04	\$0.00	\$86.04	\$1,009.37
	71010-5950-600	Payroll Tax - UC	\$361.08	\$24.06	\$0.00	\$24.06	\$385.14
	71010-5950-900	Payroll Tax - UC	\$237.18	\$0.00	\$0.00	\$0.00	\$237.18

TRIAL BALANCE SUMMARY FOR 2016

The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	71010-5950-950	Payroll Tax - UC	\$114.92	\$0.00	\$0.00	\$0.00	\$114.92
	71020-5950-100	Payroll Tax - WC	\$3,861.24	\$364.53	\$0.00	\$364.53	\$4,225.77
	71020-5950-200	Payroll Tax - WC	\$1,120.45	\$100.91	\$0.00	\$100.91	\$1,221.36
	71020-5950-600	Payroll Tax - WC	\$542.69	\$65.92	\$0.00	\$65.92	\$608.61
	71020-5950-900	Payroll Tax - WC	\$1,702.06	\$186.49	\$0.00	\$186.49	\$1,888.55
	71020-5950-950	Payroll Tax - WC	\$555.51	\$126.51	\$0.00	\$126.51	\$682.02
	71030-5950-100	Benefits	\$31,928.53	\$4,207.05	\$2,004.60	\$2,202.45	\$34,130.98
	71030-5950-200	Benefits	\$69.23	\$14.35	\$19.33	(\$4.98)	\$64.25
	71030-5950-900	Benefits	\$15,592.75	\$3,015.28	\$1,446.84	\$1,568.44	\$17,161.19
	71030-5950-950	Benefits	\$3,780.28	\$596.53	\$275.02	\$321.51	\$4,101.79
	80110-5950-200	Cart Supplies	\$1,366.80	\$162.86	\$0.00	\$162.86	\$1,529.66
	80170-5950-100	Course Accessories	\$3,348.91	\$0.00	\$0.00	\$0.00	\$3,348.91
	80230-5950-100	Fertilizer	\$26,201.32	\$773.16	\$0.00	\$773.16	\$26,974.48
	80270-5950-100	Fuel	\$9,123.85	\$796.19	\$0.00	\$796.19	\$9,920.04
	80280-5950-100	Fungicides	\$4,731.82	\$168.44	\$0.00	\$168.44	\$4,900.26
	80320-5950-100	Herbicides	\$14,450.52	\$993.88	\$0.00	\$993.88	\$15,444.40
	80370-5950-100	Insecticides	\$23,432.75	\$4,495.50	\$0.00	\$4,495.50	\$27,928.25
	80380-5950-900	Janitorial Supplies	\$2,291.38	\$210.56	\$0.00	\$210.56	\$2,501.94
	80420-5950-900	Laundry/Uniforms	\$238.12	\$0.00	\$0.00	\$0.00	\$238.12
	80520-5950-600	Office Supplies	\$860.32	\$0.00	\$0.00	\$0.00	\$860.32
	80520-5950-900	Office Supplies	\$2,472.15	\$0.00	\$0.00	\$0.00	\$2,472.15
	80610-5950-220	Range Balls	\$2,515.00	\$0.00	\$0.00	\$0.00	\$2,515.00
	80620-5950-220	Range Equipment	\$1,149.15	\$0.00	\$0.00	\$0.00	\$1,149.15
	80690-5950-100	Sand/Topdress	\$6,228.03	\$1,424.25	\$0.00	\$1,424.25	\$7,652.28
	80710-5950-100	Seeds/Trees	\$4,400.00	\$0.00	\$0.00	\$0.00	\$4,400.00
	80730-5950-100	Small Tools	\$1,202.66	\$58.74	\$0.00	\$58.74	\$1,261.40
	80780-5950-600	Supplies	\$877.50	\$49.50	\$0.00	\$49.50	\$927.00
	80810-5950-600	Tournament Expense	(\$387.77)	\$237.30	\$99.90	\$137.40	(\$250.37)
	81010-5950-900	Alarm System	\$2,520.50	\$206.50	\$0.00	\$206.50	\$2,727.00
	81090-5950-200	Cart Repairs	\$33.11	\$0.00	\$0.00	\$0.00	\$33.11
	81130-5950-900	Computer Service	\$2,094.32	\$151.46	\$0.00	\$151.46	\$2,245.78
	81200-5950-900	Guest Relations	\$31.94	\$0.00	\$0.00	\$0.00	\$31.94
	81220-5950-600	Handicap Expense	\$4,173.50	\$0.00	\$0.00	\$0.00	\$4,173.50
	81250-5950-100	Irrigation	\$5,417.10	\$9.79	\$0.00	\$9.79	\$5,426.89
	81350-5950-100	Repair & Maint - Equipment	\$19,178.43	\$2,635.04	\$0.00	\$2,635.04	\$21,813.47
	81350-5950-900	Repair & Maint - Equipment	\$2,625.44	\$14.68	\$0.00	\$14.68	\$2,640.12
	81360-5950-100	Repair & Maint - Building	\$10.42	\$0.00	\$0.00	\$0.00	\$10.42
	81360-5950-900	Repair & Maint - Building	\$2,820.29	\$0.00	\$0.00	\$0.00	\$2,820.29
	82000-5950-200	Cart Lease	\$48,201.03	\$5,355.67	\$0.00	\$5,355.67	\$53,556.70
	82020-5950-100	Equipment Lease	\$43,976.25	\$4,886.25	\$0.00	\$4,886.25	\$48,862.50
	82060-5950-900	Off-Site Storage	\$1,512.00	\$168.00	\$0.00	\$168.00	\$1,680.00
	83000-5950-100	Utilities - Electric	\$2,015.27	\$280.53	\$35.32	\$245.21	\$2,260.48
	83000-5950-200	Utilities - Electric	\$7,873.58	\$928.45	\$0.00	\$928.45	\$8,802.03
	83020-5950-100	Utilities - Other	\$20,761.35	\$1,487.13	\$0.00	\$1,487.13	\$22,248.48
	83020-5950-900	Utilities - Other	\$21,336.00	\$2,734.73	\$0.00	\$2,734.73	\$24,070.73
	83030-5950-100	Utilities - Telephone/Fax	\$900.54	\$0.00	\$0.00	\$0.00	\$900.54
	83030-5950-900	Utilities - Telephone/Fax	\$1,242.22	\$291.63	\$0.00	\$291.63	\$1,533.85
	83050-5950-100	Utliities - Water	\$2,375.18	\$251.65	\$0.00	\$251.65	\$2,626.83
	84030-5950-950	Adv/Promo - Local/Regional Print	\$700.00	\$1,100.00	\$0.00	\$1,100.00	\$1,800.00
	84040-5950-950	Adv/Promo - Mktg/Bus Dev	\$13,217.11	\$1,827.25	\$1,834.31	(\$7.06)	\$13,210.05
	84110-5950-950	Adv/Promo - Website	\$2,100.00	\$0.00	\$0.00	\$0.00	\$2,100.00
	85020-5950-900	Bank Charges	\$4,628.79	\$505.66	\$0.00	\$505.66	\$5,134.45
	85050-5950-900	Cash Short/(Over)	(\$399.67)	\$24.83	\$317.63	(\$292.80)	(\$692.47)
	85060-5950-900	Cell Phone	\$1,500.00	\$150.00	\$0.00	\$150.00	\$1,650.00
	85070-5950-900	City Surcharge R & R	\$32,043.19	\$2,710.49	\$0.00	\$2,710.49	\$34,753.68
	85110-5950-900	Copier/Photocopies	\$641.98	\$58.40	\$75.18	(\$16.78)	\$625.20
	85120-5950-900	Credit Card Discounts	\$20,728.45	\$1,402.43	\$0.00	\$1,402.43	\$22,130.88
	85140-5950-900	Donations	(\$266.95)	\$0.00	\$0.00	\$0.00	(\$266.95)
	85150-5950-900	Dues & Subscriptions	\$1,039.00	\$0.00	\$0.00	\$0.00	\$1,039.00
	85160-5950-100	Education & Training	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
	85160-5950-900	Education & Training	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
	85190-5950-900	Employee Relations	\$1,319.87	\$175.50	\$207.50	(\$32.00)	\$1,287.87
	85200-5950-100	Employee Testing	\$409.40	\$0.00	\$0.00	\$0.00	\$409.40

TRIAL BALANCE SUMMARY FOR 2016

The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	85280-5950-900	Insurance Expense	\$34,725.57	\$5,240.31	\$1,062.24	\$4,178.07	\$38,903.64
	85320-5950-900	Member Relations	\$64.50	\$0.00	\$0.00	\$0.00	\$64.50
	85330-5950-900	Messenger Service - Fedex	\$215.36	\$0.00	\$59.29	(\$59.29)	\$156.07
	85340-5950-900	Miscellaneous	(\$35.64)	\$0.00	\$0.00	\$0.00	(\$35.64)
	85340-5950-950	Miscellaneous	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00
	85390-5950-900	O/S - Accounting	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00
	85420-5950-900	O/S - Legal-Mgmt Contracts	\$56.00	\$0.00	\$0.00	\$0.00	\$56.00
	85430-5950-100	O/S - Other	\$5,400.00	\$0.00	\$0.00	\$0.00	\$5,400.00
	85430-5950-900	O/S - Other	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00
	85480-5950-900	Payroll Processing Fee	\$8,599.67	\$1,559.38	\$841.97	\$717.41	\$9,317.08
	85490-5950-900	Postage/Shipping	\$577.99	\$108.87	\$0.00	\$108.87	\$686.86
	85610-5950-100	Tax/Licenses/Fees	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
	85610-5950-900	Tax/Licenses/Fees	\$45.00	\$0.00	\$30.00	(\$30.00)	\$15.00
	85710-5950-900	Travel - Meals	\$1,559.47	\$29.68	\$0.00	\$29.68	\$1,589.15
	85720-5950-900	Travel - Other	\$7,201.27	\$1,247.74	\$0.00	\$1,247.74	\$8,449.01
	85720-5950-950	Travel - Other	\$112.32	\$0.00	\$0.00	\$0.00	\$112.32
	90000-5950-900	Management Fee	\$51,415.65	\$5,712.85	\$0.00	\$5,712.85	\$57,128.50
	98020-5950-900	Deprec - Mach & Equip	\$331.83	\$36.87	\$0.00	\$36.87	\$368.70
	98040-5950-900	Deprec - Buildings	\$1,048.66	\$116.74	\$0.00	\$116.74	\$1,165.40
	RCMWD-5950-100	Rounds - Complimentary - Weekday	11,269.00	138.00	0.00	138.00	11,407.00
	REMWD-5950-100	Rounds - Employee - Weekday	17,568.00	101.00	0.00	101.00	17,669.00
	RMBWD-5950-100	Rounds - Member - Weekday	63,275.00	557.00	0.00	557.00	63,832.00
	RPKWD-5950-100	Rounds - Peak - Weekday	332,311.00	2,469.00	0.00	2,469.00	334,780.00
	RPKWE-5950-100	Rounds - Peak - Weekend	5,071.00	0.00	0.00	0.00	5,071.00
		<u>Accounts</u>	<u>Beginning Balance</u>	<u>Debit</u>	<u>Credit</u>	<u>Net Change</u>	<u>Ending Balance</u>
	Grand Totals:	144	\$0.00	\$455,693.61	\$455,693.61	\$0.00	\$0.00



August 20th, 2017

Robin Fenwick
City of Port Orange
100 City Center Circle
Port Orange, FL 32129

Dear Ms. Fenwick,

The following is the financial and operational summary report for July 2017 at Cypress Head Golf Club.

FINANCIAL SUMMARY FOR MONTH ENDING July 2017								
	Current				Year to Date			
	Actual	Budget	Variance vs. Budget		Actual	Budget	Prior Year	Variance vs. Budget
Revenue								
Green Fees	\$ 40,147	\$ 41,404	\$ (1,257)		\$ 599,765	\$ 565,941	\$ 542,094	\$ 33,824
Cart Fees	\$ 30,417	\$ 32,709	\$ (2,292)		\$ 423,304	\$ 415,179	\$ 402,832	\$ 8,125
Range	\$ 2,537	\$ 2,579	\$ (42)		\$ 31,567	\$ 29,480	\$ 29,851	\$ 2,087
Pro- Shop Revenues	\$ 6,143	\$ 4,770	\$ 1,373		\$ 67,000	\$ 60,214	\$ 59,850	\$ 6,786
City Surcharge R/R	\$ 2,710	\$ 3,088	\$ (378)		\$ 34,754	\$ 35,169	\$ 32,935	\$ (415)
Total Revenue	\$ 81,954	\$ 84,550	\$ (2,596)		\$ 1,156,390	\$ 1,105,983	\$ 1,067,562	\$ 50,407
Cost of Sales	\$ 3,290	\$ 3,010	\$ 280		\$ 32,062	\$ 34,730	\$ 31,811	\$ (2,668)
Merchandise	\$ 3,290	\$ 3,010	\$ 280	58%	\$ 32,062	\$ 34,730	\$ 31,811	\$ (2,668) 58%
Gross Margin	\$ 78,664	\$ 81,540	\$ (2,876)		\$ 1,124,328	\$ 1,071,253	\$ 1,035,751	\$ 53,075
Total Payroll	\$ 52,139	\$ 56,244	\$ (4,105)		\$ 557,672	\$ 566,538	\$ 547,114	\$ (8,866)
Total Operating Expenses	\$ 40,349	\$ 39,832	\$ 517		\$ 484,208	\$ 470,488	\$ 444,369	\$ 13,720
Net Operating Income	\$ (13,824)	\$ (14,536)	\$ 712		\$ 82,448	\$ 34,227	\$ 44,268	\$ 48,221
Other Expenses	\$ 5,867	\$ 6,208	\$ (341)		\$ 58,663	\$ 62,080	\$ 62,595	\$ (3,417)
Management Fee	\$ 5,713	\$ 5,827	\$ (114)		\$ 57,129	\$ 58,270	\$ 58,785	\$ (1,141)
Interest Expense	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 154	\$ 381	\$ 545		\$ 1,534	\$ 3,810	\$ 3,810	\$ (2,276)
Net Cash From Ops	\$ (19,691)	\$ (20,744)	\$ 1,053		\$ 23,785	\$ (27,853)	\$ (18,327)	\$ 51,638
Rounds								
Total Rounds	3,265	3,925	(660)		32,639	33,248	30,535	(609)
Avg. Green Fee/Cart Fee	\$21.61	\$18.88	\$ 2.73		\$31.34	\$29.51	\$30.95	\$ 1.84
Avg. Merchandise/round	\$1.88	\$1.22	\$ 0.67		\$2.05	\$1.81	\$1.96	\$ 0.24

Overview:

- Overall revenues for July finished at \$81,954 versus a budgeted amount of \$84,550. The range revenue was equal to the budgeted amount for the month. The pro shop and merchandise sales were \$1,373 over the projected budgeted amount.
- Total payroll for the month was lower than the projected budgeted amount, for a savings of \$4,105.
- Our operating expenses were slightly over the projected budget by \$517 for the month.
- The month of July is the tenth month in our fiscal year with the revenues being ahead of budget by \$50,407 as we continue to offer exceptional customer service and outstanding course conditions. Total payroll YTD is under the projected budget by \$8,866 with total expenses being over budget by \$13,720 mostly due to the additional expenses required for herbicides, fertilizers, insecticides and topdressing materials to maintain the conditions of the putting greens and golf course.
- The rains have continued throughout the month of July with 8 inches in our area. Due to the large amount of rain we had 7 days of cart path restricted play. Unfortunately, this reduces the amount of players and rounds due to an older population who will not play with limited access to the course.
- Even with all the challenges for the month we were able to attain 97% of the revenue budget.

R&R Projects:

- There were no projects for the month of July.

Tee Sheet Activity:

- There were 3,265 total rounds for the month which included 2,469 paid rounds, 557 Annual with Cypress Pass member rounds and 239 other rounds. The round type for the month included 2,596 eighteen hole rounds and 575 nine hole rounds.
- The Golf staff continues to monitor daily tee sheet activity and they are trained to recognize underutilization of the tee sheet and offer promotional prices through the website to increase the number of potential players.

July 2017 and YTD rounds mix:

Type	Actual	Budget	Month- P.Y.	Y.T.D	P.Y-Y.T.D
Paid	2469	3275	2961	32639	30535
Annual	557	340	678	7128	7474
Other rounds	239	310	269	2370	2100
Total Rounds	3265	3925	3908	42137	40109

Departmental Summaries:**Course & Grounds/Range**

- In regards to the maintenance department, because of the continued amount of heavy rains, over 8 inches in July, the regular schedule involving the mowing patterns for the golf course continues to be affected. Some areas that were very wet could not sustain the equipment so to prevent any damage to the course or the equipment there were some locations that were not able to be mowed.
- A foliar application of nutrients was distributed over the tees, greens and fairways. A nematode application was applied to all the putting surfaces as well as some specific areas on fairways and tees.

- We performed a verticutting process with topdressing of all putting surfaces according to our agronomic schedule. A process of rolling the putting surfaces has also been performed and this is designed to increase the playability and speed of the greens.
- The maintenance team is continuing with projects on the golf course including spot spraying for weeds, detailing the edges of cart paths, tee sign beds and bunkers.

Golf Shop/Carts

- New merchandise continues to arrive and is regularly updated to enhance the professional nature of the golf shop and help promote merchandise sales. Vendors include Horn Legend, Footjoy, Titleist, Callaway, Bridgestone, Bermuda Sands, Ahead headwear and St Andrews products. There was \$275 in gift card sales purchased for the month as well as over \$6,143 in pro-shop sales.
- We continue to follow all regular maintenance procedures regarding the cart fleet which includes registering monthly totals for battery amperage and mileage as well as proper watering of all batteries to protect all warranties associated with the fleet. In addition to the monthly process our carts are inspected daily for any damage which may have occurred during normal play. We continue to be committed to providing quality carts for the enjoyment of all our players.
- The staff at Cypress Head Golf Course continues to offer lesson packages for beginners as well as advanced players. In conjunction with the Kemper Sports Player Development initiatives, we offered a Golf Get Ready program for all levels of golfers from beginners to skilled players.
- The MGA, the WGA and our summer leagues continue to play on a weekly basis and continue to be well attended. We also host a weekly Homeowner's Nine & Dine event where the players enjoy nine holes of golf followed by dinner at the Tavern.
- Due to the success of the Kemper sponsored player development programs, we continued to offer junior clinic every Saturday and we have another summer camp clinic scheduled in August.

- Cypress Head hosted 40 junior golfers from the Volusia Flagler Junior Golf Association in July.

Marketing and Sales:

- Ms. Reggie Hunter, our Director of Sales & Marketing, is focusing on booking tournament events for the upcoming season. We were also informed by the Daytona Beach News-Journal that Cypress Head Golf Club was voted the “**Best golf course in Volusia County**” for the 8th straight year and “**Best golf shop in Volusia County**” for the second year in a row.
- We are continuing our involvement with Daytona CVB, Golf Pac, and Tee-Times USA along with other National wholesaler and Golf Now to maximize utilization of our tee sheet.
- We continue to maintain our database of emails with over 10,200 unique e-mail addresses. The golf staff continues to register player profiles including residency, phone numbers and proper classifications of all players. This process will allow us an opportunity to offer promotions to our database to experience all that Cypress Head has to offer.
- Ms. Hunter continues to cultivate her relationships in the community by her continued involvement in the POSD Chamber, POSD Ambassadors program, Daytona Beach Chamber, SEV Chamber and the POSD Rotary club.
- We continued to have our Junior Summer program in place including summer camps, junior clinics and our “Kids Play Free” initiative. The information has been shared with the Parks & Recreation department for distribution by the city of Port Orange. All of us here at Cypress Head are committed to assisting our junior golfers and increasing our presence in the community.
- We continue to increase our visibility on various social media platforms such as Facebook, twitter and Instagram.

Mindshare Reviews and Comments:

Report run: 8/18/2017 1:21 PM MDT

Data current as of: 8/18/2017 1:19 PM MDT

REPORT CRITERIA	
Date of Survey	7/1/17 - 7/31/17
Select level:	Cypress Head

Number of Surveys: 47



	#	Zip Code	Date Golfed	Date of Survey	Tee Time	Overall Rating	Service Rating	Course Rating	Food Rating	Recommend Rating	NPS	Overall Rating w/o F&B	Comments	
Totals						9.2	9.6	8.7	7.8	9.4	87.2	9.2		
Cypress Head						9.2	9.6	8.7	7.8	9.4	87.2	9.2		
Golf						9.2	9.6	8.7	7.8	9.4	87.2	9.2		

- There were over 300 questionnaires mailed out to players during the month with an overall rating for the golf course receiving a 9.2. We also received a recommended rating of 9.4 and our service rating is at 9.6.
- We continue to assist all players by helping them to enjoy their experience here at Cypress Head. There were some reviews that had constructive ideas to help us improve in some areas which we will evaluate as a team. The comments returned by the players in this avenue are useful tools in helping our maintenance and golf staff team improve. We also review all negative comments and they are discussed by our team and if required we will contact the individual to help us better understand their concerns. Players also have access to a suggestion box which is located at the clubhouse near the Men's and Ladies bulletin boards.



Corporate Support:

- Kemper Sports Center for Excellence – Ongoing resource. We have been participating in monthly webinars designed to share best practices used at Kemper properties throughout the country.

Insights:

- Cypress Head is very excited about hosting the Port Orange South Daytona Chamber of Commerce golf tournament, The Spruce Creek Girls Volleyball tournament fundraiser and The Executive Women's Golf Association in August.

Respectfully Submitted,

Bob Duquette, PGA

General Manager
The Golf Club at Cypress Head.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (G23) Planning Commission Appointments

DEPARTMENT: City Clerk

GOAL:

RECOMMENDED MOTION: Move to re-appoint John Junco and Newton White to the Planning Commission.

SUMMARY: The terms for John Junco and Newton White are expiring in September. Both have expressed the desire to continue serving the City in this capacity. No other applications were received by the City Clerk.

Project No.: Funding Account No.:

ATTACHMENTS:

Robin Fenwick
Jake Johansson

Created/Initiated - 08/16/2017
Final Approval - 08/17/2017



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (H24) First Reading - Ordinance No. 2017-19 - Increasing Police Pension Board Terms to Four Years (Continued from 7/18/17)

DEPARTMENT: City Attorney

GOAL:

RECOMMENDED MOTION: Move to approve Ordinance No. 2017-19.

SUMMARY: At a special meeting on June 11, 2015, the Port Orange Pension Board approved a proposed ordinance amendment increasing the terms of trustees from two (2) years to four (4) years. On August 19, 2015, City Council considered this request and did not want to make the change at that time. The Port Orange Police Pension Board asked that City Council re-consider their request as the change will allow more time for the Trustees to learn and become more efficient.

Recently, the Police Pension Board again approved recommending an increase the Trustees' terms from two (2) years to four (4) years to allow more efficiency with the Plan members.

Karan Rounsavall is the Plan Administrator and will be present to provide further information and answer any questions.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Ord. No. 2017-19	Ord. No. 2017-19 Police Pension Four Year Staggered Terms.pdf
2.	Statement of No Impact	Statement of no Impact.pdf

Robin Fenwick
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 08/10/2017
Approved - 08/23/2017
Approved - 08/23/2017
Final Approval - 08/29/2017

ORDINANCE NO. 2017-19

AN ORDINANCE OF THE CITY OF PORT ORANGE,
VOLUSIA COUNTY, FLORIDA, AMENDING SECTION 54-
134(a) RELATING TO THE POLICE PENSION FUND BOARD
OF TRUSTEES TERM OF OFFICE; PROVIDING FOR
STAGGERED TERMS OF FOUR YEARS FOR EACH
TRUSTEE; PROVIDING FOR CONFLICTING ORDINANCES;
PROVIDING FOR SEVERABILITY AND PROVIDING AN
EFFECTIVE DATE.

WHEREAS, the City of Port Orange (the “City”) has established a Police Pension Fund (“Pension Fund”); and

WHEREAS, Section 185.05(1)(a), Florida Statutes, provides that trustees may serve terms of up to four years; and

WHEREAS, Section 54-134(a) of the City Code provides that trustees of the Pension Fund shall serve concurrent two-year terms; and

WHEREAS, the trustees of the Pension Fund have requested and approved an amendment providing for staggered four year terms; and

WHEREAS, the trustees of the Pension Fund consider such an amendment to be in the best interest of the participants and beneficiaries to improve the administration of the Pension Fund;

WHEREAS, the City Council has received and reviewed an actuarial impact statement related to this change; and

WHEREAS, the City Council has determined that is in the best interest of the citizens of the City of Port Orange to amend Section 54-134(a) as set forth hereinafter.

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 ENACTED BY THE CITY COUNCIL OF THE
CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. Section 54-134(a) of the Port Orange Police Pension Fund is hereby amended as follows:

Sec. 54-134. Board of trustees.

(a) *Authority; membership; term of office; meetings.*

(1) The board of trustees shall be solely responsible for administering the plan. The board of trustees shall consist of five trustees, two of whom, unless otherwise prohibited by law, shall be legal residents of the city, who shall be appointed by the city council, and two of whom shall be full-time police officer participants in the plan, who shall be elected by a majority of the police officers who are participants in the plan. The fifth trustee shall be chosen for a two year term by a majority of the previous four trustees as provided for in this subsection, and such person's name shall be submitted to the city council. Upon receipt of the fifth person's name, the city council shall, as a ministerial duty, appoint such person to the board of trustees as its fifth trustee. The fifth trustee shall have the same rights as each of the other four trustees as provided in this subsection.

(2) All trustees may serve successive terms. Commencing October 1, 2017, the term of office for three trustees, including, two police officers and the fifth trustee, shall be four years. Additionally, commencing October 1, 2017, the term of office for two resident trustees shall be two years; and thereafter commencing on October 1, 2019, the term of office for two resident trustees shall be four years. Each resident trustee may be replaced by the city council at whose pleasure the trustee shall serve. If a police officer trustee is not employed by the city as a police officer then a successor shall be chosen in the same manner as the departing trustee to serve the remainder of the term. The fifth trustee shall have the same rights as each of the other four trustees appointed or elected as provided in this subsection and shall serve a two-year term, unless the office is sooner vacated, and may succeed himself in office. Each resident trustee shall serve as trustee for a period of two years, unless sooner replaced by the city council, at whose pleasure the trustee shall serve, and may succeed himself as a trustee. Each police officer trustee shall serve as trustee for a period of two years, unless he sooner leaves the employment of the city as a police officer or otherwise vacates his office as trustee, whereupon a successor shall be chosen in the same manner as the departing trustee. Each police officer may succeed himself in office.

- (3) The board of trustees shall meet at least quarterly each year. The chairman or secretary of the board of trustees may, and upon the written request of any two trustees shall, call a meeting of the trustees at any time by giving at least five days' notice in writing of the time and place thereof to the remaining trustees. Notice of such meetings shall be posted or advertised to the public. The board of trustees shall be a legal entity with, in addition to other powers and responsibilities contained in this article, the power to bring and defend lawsuits of every kind, nature and description.

Section 2. The provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Port Orange and the Sections of this Ordinance may be renumbered or re-lettered to accomplish such intention. The Code codifier is granted reasonable authority to codify the provisions of this Ordinance.

Section 3. All ordinances or parts of ordinances in conflict with 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, such invalidity shall not affect other provision or applications of this ordinance which can be given effect without the invalid provision or application, and to this and the provisions of this ordinance are declared severable.

Section 5 This ordinance amendment shall take effect 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: _____
Margaret T. Roberts, City Attorney



August 28, 2017

Karan Rounsavall
Pension Administrator
City of Port Orange Police Officers' Pension Fund
3695 Indian River Drive
Cocoa FL 32926

Re: Impact of Proposed Ordinance Regarding Trustee Terms

Dear Karan:

As requested, we have determined the impact associated with the attached proposed ordinance revising the provisions of the City of Port Orange (the City) Police Officers' Pension Fund (the Plan) to extend Trustee terms from two to four years. This letter outlines our understanding of the proposed changes and summarizes the actuarial cost impact on the Plan. The changes are summarized as follows:

Section	Amendment
54-134(a)	Modifies language to extend Trustee terms from two to four years.

Actuarial Impact

The total amount of benefits payable under the Plan is not anticipated to be affected by this change in Plan provisions. Therefore, there is no material impact to the cost of Plan.

Please let us know if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad M. Little", is positioned above the printed name.

Chad M. Little, ASA, EA
Partner, Consulting Actuary



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (H25) Approval of Lease Extension for the Port Orange YMCA and Halifax Sublease

DEPARTMENT: City Manager

GOAL: 3 - Quality of Life

RECOMMENDED MOTION: Move to approve three month extension with YMCA and Halifax/Brooks and provide notice of change in rent.

SUMMARY: The City of Port Orange and the Volusia/Flagler YMCA currently have a lease agreement for the YMCA building in City Center. The current one-year lease expires on October 12, 2017. The YMCA also has a sublease with Brooks/Halifax Health for the same timeframe. The City has taken the last year to ensure the new lease document is comprehensive and clear. City staff has communicated with YMCA on the proposed lease and only a few items remain unresolved including:

- Rent
- Use of Pool and Gym
- Dedicated maintenance personnel

City staff recommends providing a 3 (three) month extension, until December 31, 2017. The YMCA has requested a six month extension (through April 12, 2018) in order to discuss these items with their leadership.

Regardless of the extension timeline, City staff recommends discussing the proposed rent tonight and providing YMCA notice that the City intends to change the rent as of January 1, 2018. This will assist YMCA in anticipating any necessary budget adjustments they might need to make in next year's budget as their fiscal year begins January 1.

Staff has included a rent analysis in the attached slides. We recommend increasing rent from \$4.75228 per square foot per year to \$5.50 per square foot per year starting in January 2018. The rental rate of \$5.50 per square foot per year is the lowest value on scale of rental rates, as provided in the Broker Opinion of Value (BOV). The BOV was provided to the City last year by our broker Mr. John Trost. It is likely that a newer BOV would reflect an increase since that time.

Regardless of the rent discussion, if Council and the YMCA agree in principle to the 3 month extension, staff will prepare the extension agreements through December 31, 2017 to be executed by the YMCA and Halifax.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Presentation	YMCA Lease Presentation 9-5-17.pdf
2.	Original Lease	YMCA lease agreement 1989.tif
3.	Amendment 1	YMCA lease agreement amendment 1 (1992).tif
4.	Amendment 2	YMCA lease agreement amendment 2 (1998).tif
5.	Amendment 3a	YMCA lease agreement amendment 3 (1999).tif
6.	Amendment 3b	YMCA lease agreement amendment 3 (2001).tif
7.	Amendment 4	YMCA Amendment 4.pdf
8.	Amendment 5	Amendment 5 2016.pdf
9.	2014 Renovation Projects	2014 List of Projects.pdf
10.	Broker Opinion of Value	Port Orange YMCA BOV 09192016.pdf
11.	YMCA Extension Request	YMCA 6 Month Ext Request.pdf
12.	Maintenance Matrix	Maintenance Responsibility Matrix.pdf
13.	Proposed Extension YMCA	YMCA Amendment No. 6 Extension 8.25.17.pdf
14.	Proposed Sublease Extension Draft	YMCA Sublease Extension Draft 8.25.17.pdf

Alan Rosen
Shannon Balmer
Jake Johansson
Robin Fenwick

Created/Initiated - 08/15/2017
Approved - 08/25/2017
Approved - 08/28/2017
Final Approval - 08/29/2017



YMCA Lease Extension & Rent



Section 1.3 Renewal. The term of this Agreement shall be extended for a period of one (1) year from October 12, 2016, upon the same terms and

Renewed until October 12, 2017

 Reply  Reply All  Forward



Mon 7/17/2017 2:45 PM

Rosen, Alan

Amendment and Restatement of YMCA Lease

To ☐ 'Teresa Rand'

Cc ☐ Lovallo, Susan; ☐ Balmer, Shannon; ☐ Johansson, Michael



YMCA draft Agreemen...
829 KB

Teresa,

I hope you are doing well. I know it has been a while since we all sat c

Sent draft lease 3 months behind schedule



Staff recommends 3 month extension

Outstanding Issues

- Tonight
 - Rent
- Sept/Oct
 - Use of Pool and Gym
 - Dedicated Maintenance Personnel



Rent has remained at \$205,740 since 2008.



Broker Opinion of Value



CITY OF PORT ORANGE

4701 City Center Parkway, Port Orange, FL 32127

Annual Base Rent \$236,600 to \$279,600

Price Per SF: \$5.50 - \$6.50 per SF

Number of Buildings: 2

Building SF: 43,013 & 280 SF Land : N/A

Area: Port Orange

Parking Spaces: 160+/-

Subject Property: Port Orange YMCA

Men and Ladies health facility, swimming pool, gymnasium, racquetball courts

Cross Street: City Center Circle

Market: Port Orange

Street Frontage: City Center Parkway

Tax Parcel No(s): A portion of 6308-00-06-0010

No. of Parcels: A portion of

Year Built: 1990, 2001 & 2008

Corner: No

Zoning: GPU Government/Public Use

BOV is Between \$5.50 - \$6.50 Per Sq. Ft.



	Current Rent	Low Market Rent	Average Market Rent	High Market Rent
Annual Rent	\$205,740	\$238,112	\$259,758	\$281,405

Current Market Discount
\$32,371 - \$75,665

“Yearly the Port Orange YMCA serves more than 10,000 Port Orange citizens and gives out more than \$50,000 in financial assistance for memberships and programs.”

-YMCA

	Sq. ft.	\$/Sq. ft. / yr.	Annual Rent
Current Rent Paid by YMCA	43,293	\$4.75228	\$205,740
Average BOV (9/2016)	43,293	\$6.00	\$259,758
Rent Subsidy			\$54,018

Upcoming Projects

\$16,000



\$135,000



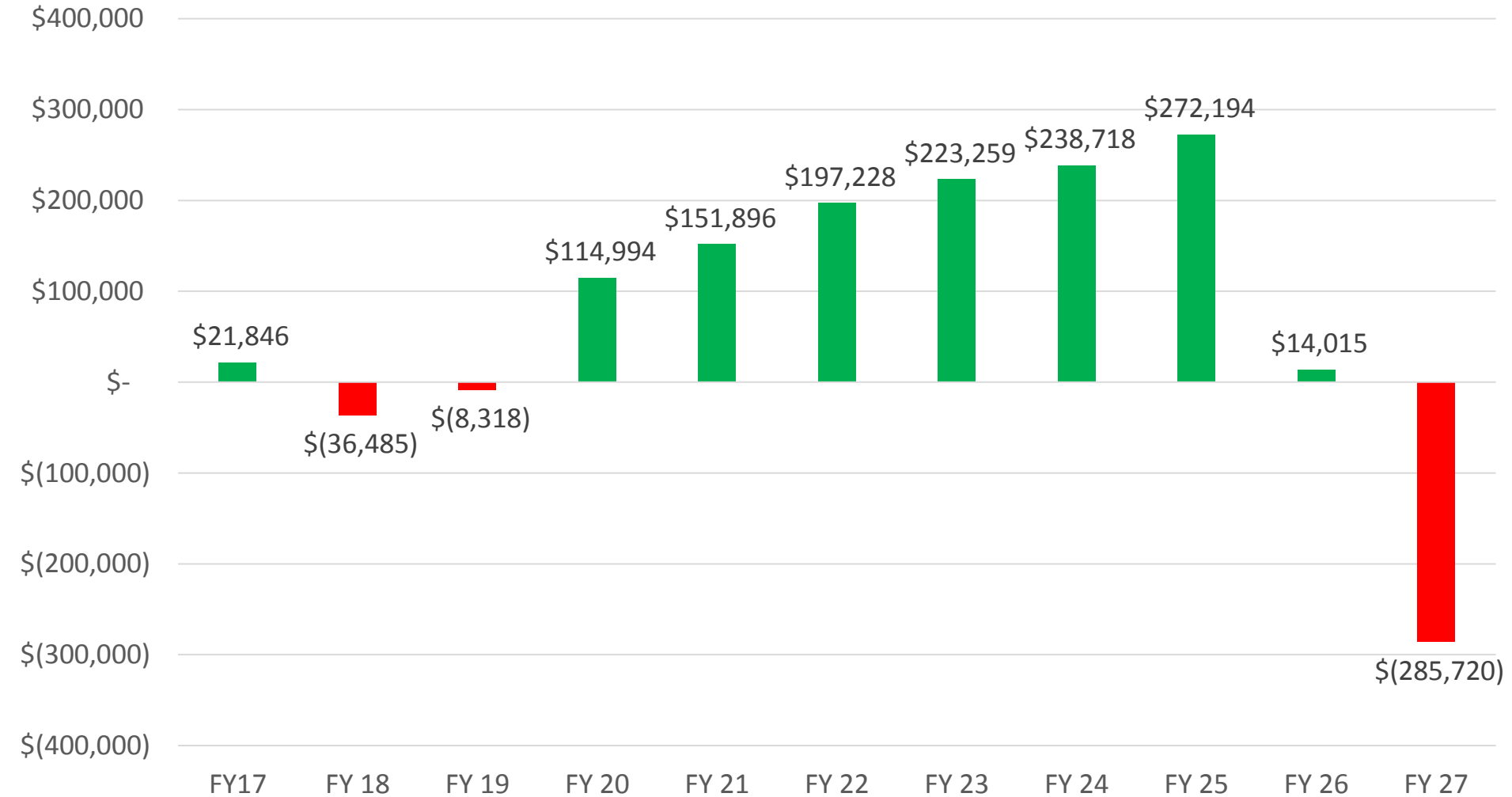
\$107,000



No Change In Rent



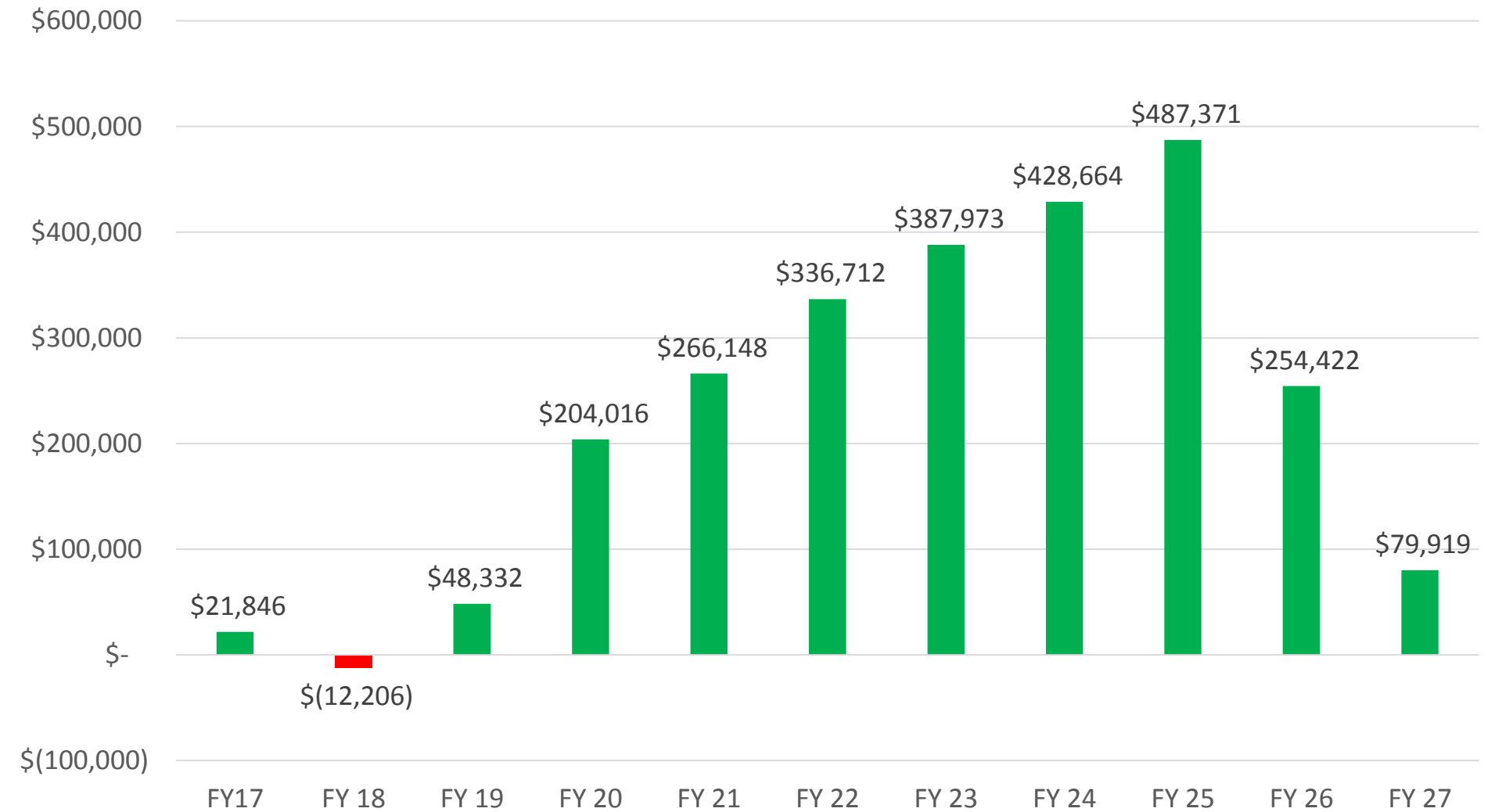
YMCA Building Ending Fund Balance



Proposed Rent



YMCA Building Ending Fund Balance



Major changes

- Defining specific maintenance responsibilities (wood floor, exercise equipment, etc.)
- No shift in responsibilities
- Requiring 1 full time maintenance staff

Proposed Rent

Lease Period	Square Feet	Rate per Square Foot Per Year	Monthly Rent	Total Period Rent
Oct. 1, 2017 - Dec. 31, 2017	43,293	\$4.75228	\$17,145.04	\$51,435.11
Jan. 1, 2018 - Dec. 31, 2018	43,293	\$5.50	\$19,842.63	\$238,111.50
Jan. 1, 2019 - Dec. 31, 2019	43,293	\$5.50	\$19,842.63	\$238,111.50
Jan. 1, 2020 - Sep. 30, 2020	43,293	\$5.50	\$19,842.63	\$238,111.50
Oct. 1, 2020 - Sep. 30, 2021	43,293	\$5.81	\$20,961.03	\$251,532.33
Oct. 1, 2021 - Sep. 30, 2022	43,293	\$5.81	\$20,961.03	\$251,532.33
Oct. 1, 2022 - Sep. 30, 2023	43,293	\$5.81	\$20,961.03	\$251,532.33
Oct. 1, 2023 - Sep. 30, 2024	43,293	\$6.14	\$22,151.59	\$265,819.02
Oct. 1, 2024 - Sep. 30, 2025	43,293	\$6.14	\$22,151.59	\$265,819.02
Oct. 1, 2025 - Sep. 30, 2026	43,293	\$6.14	\$22,151.59	\$265,819.02
Oct. 1, 2026 - Sep. 30, 2027	43,293	\$6.14	\$22,151.59	\$265,819.02

- Rent hasn't changed since 2008.
- No recommended increase until Jan. 2018.
- 6 month extension would result in
 - Further general fund cuts
 - Possible closure of pool
 - Additional infrastructure damage.

CITY OF PORT ORANGE - YMCA

LEASE AGREEMENT

THIS AGREEMENT is made this 11 day of OCTOBER, 1989, by and between CITY OF PORT ORANGE, a Florida municipality ("CITY"), and DAYTONA BEACH YOUNG MENS CHRISTIAN ASSOCIATION, INC., a Florida non-profit corporation, ("YMCA").

WHEREAS, the CITY has entered into a Lease-Purchase Agreement with the Port Orange Leasing Finance Corporation whereby the CITY has leased from the Corporation a recreational facility as more fully described herein and being the same facilities which are the subject of this sublease; and

WHEREAS, the CITY desires to sublease the Demised Premises as described herein to the YMCA for the operation and maintenance of the Demised Premises by the YMCA and the YMCA desires to so sublease from the CITY.

NOW, THEREFORE, in consideration of the terms, conditions, promises, covenants and payments hereinafter set forth, the CITY and YMCA agree as follows:

ARTICLE I

PREMISES, TERM AND RENTAL

Section 1.1 Demised Premises. CITY, for and in consideration of the rents herein reserved and of the covenants and agreements herein contained on the part of the YMCA to be kept, observed and performed has demised and leased and by these presents does demise and lease to the YMCA, certain buildings and facilities located in the City Center Municipal Complex, as delineated in Exhibit "A" attached hereto and made a part hereof, (the "Demised Premises"), to have and to hold the same for and during the term of this Lease and the renewal periods, as hereafter set forth.

Section 1.2 Term. This Lease shall become effective upon its execution by both parties and shall continue for a period of two years (unless sooner terminated under the provisions hereof) from the day upon which YMCA receives a Certificate of Occupancy for the improvement to be constructed upon the Demised Premises (the "Rental Commencement Date"). The parties agree, upon the request of either party made on or after the Rental Commencement Date, promptly to

execute, acknowledge and deliver an instrument setting forth the date of the Rental Commencement Date and the end of the term of this Lease.

Section 1.3 Renewal. The term of this Agreement shall be automatically extended for a period of two (2) years upon the same terms and conditions as contained herein upon the expiration of the initial term hereof, and shall thereafter be similarly automatically renewed for subsequent two year periods upon the expiration of each extension thereafter, unless either party gives written notice to the other of its intent not to renew, which notice shall be sent by certified mail not less than one hundred and eighty (180) days prior to the expiration of the then existing term. At any time after the initial term hereof or any extension hereunder, and in lieu of termination, the parties may renegotiate mutually satisfactory amendments hereto.

Section 1.4 Rental. YMCA covenants and agrees to pay to CITY, as a rental for the Demised Premises, a total annual rental of One Hundred Forty-Four Thousand Dollars (\$144,000.00), payable in twelve (12) equal monthly installments in advance beginning on the Rental Commencement Date and continuing during the lease term. If the annual net revenues of the YMCA from revenue generated by the Port Orange YMCA facility, after reasonable expenses, provision for prior years' deficits (if any) and less operating, capital and maintenance reserves as established by the YMCA for the Port Orange YMCA facility exceed the lease payments set forth herein, then the YMCA shall pay such excess funds to the City as additional rent not to exceed a total combined annual rent of \$250,000. The parties recognize that this additional rent reflects the agreement of the parties that the YMCA will endeavor to pay from revenues generated by the Port Orange YMCA facility the full debt service which the City is incurring in conjunction with the YMCA facility. The first rental payment shall be due on the Rental Commencement Date, with subsequent payments due on each monthly anniversary thereof. Such rentals shall be due and payable to the City of Port Orange, Finance Department, Post Office Drawer 291038, Port Orange, FL 32129-1038.

ARTICLE II

CONSTRUCTION OF FACILITY

Section 2.1 Improvements to be Constructed. CITY will construct for the YMCA, all facilities needed to support a YMCA Facility. The construction of improvements will be a "turn-key project" and all construction costs, including all impact fees and permits, as well as all architectural, legal, engineering and other

fees and expenses, are to be included in the cost of construction, and at no additional cost to YMCA. The facilities to be constructed by CITY shall include but not be limited to the following: 50 meter heated swimming pool designed for families and competition; four indoor raquetball courts; mens' health facility and ladies' health facility; youth locker rooms (boys and girls); nautilus room; free weight room; multipurpose room; gymnasium.

Section 2.2 Approval of Plans.

(a) The CITY shall prepare a site/facilities plan, and shall graphically describe all the facilities called for in the Agreement. The site/facilities plan and description shall be submitted to YMCA for its approval. Upon approval of the site/facilities plan by both parties, it shall be initialled and incorporated into this Agreement by attaching it as an Exhibit "B" hereto.

(b) Following approval of the site/facilities plan, CITY shall, through an architect licensed by the State of Florida, prepare plans, specifications and drawings for the improvements to be constructed. Upon approval of plans, specifications and drawings by YMCA, a set shall be initialled by the parties and the CITY may proceed with construction of the facility. If both parties cannot agree on an approved set of plans, specifications and drawings, this Lease shall become void upon notice of either party to the other.

(c) Architecture shall, at the option of the CITY, be in keeping with other buildings in the City Center Municipal Complex.

Section 2.3 Signage. All signage for the facility shall be placed in accordance with the provisions of the Port Orange Sign Code. Public information/governmental signage shall be at the CITY'S sole discretion and location. Signage on the YMCA Facilities site itself shall be as reflected in Exhibit "B" (the site/facilities plan).

ARTICLE III

OPERATION OF FACILITY

Section 3.1 Use. YMCA shall occupy and use the Demised Premises exclusively for a YMCA Facility.

Section 3.2 Equipment. CITY shall furnish, and the same shall be included in the cost of construction, all necessary built-in items for the operation of the facility as a YMCA, including but not

limited to: carpeting, steam generators, lockers, etc. YMCA shall furnish the necessary office equipment, nautilus equipment, free weights and sporting equipment, etc. All such equipment or additional facilities and material will be new and of modern design and safety features, and of first class material. YMCA agrees to maintain said equipment in a safe, sanitary and neat condition, and in accordance with applicable governmental standards at all times.

Section 3.3 Compatibility. The YMCA agrees to operate, maintain and promote the operation and maintenance of the facility in a manner consistent with nationwide and local YMCA policies and practices. The YMCA'S operation of the facility shall be in accordance with applicable City regulations. The YMCA further agrees to comply with reasonable requests of the CITY pertaining to the operation and promotion of the facility in order to provide for the safety of YMCA members and the public. YMCA agrees that its operation of the facility as a YMCA Facility will not unreasonably interfere with the use of the contiguous park area by members of the general public or by CITY. It is the parties' intention that the operation of the facility will be compatible with the Parks and Recreation Programs of the CITY, and the parties hereto agree to coordinate any special events and/or programs within their operations. YMCA agrees that it will not discriminate in its hiring or promotional practices.

Section 3.4 Maintenance. It shall be the responsibility of YMCA to keep the premises clean, sanitary and free from trash and debris. The complete upkeep and maintenance shall be borne by YMCA and YMCA agrees to maintain the premises in accordance with the terms and conditions of this Agreement, any companion Continuing Service Agreement, and consistent with prudent and well-reasoned maintenance procedures and techniques.

Section 3.5 Utilities. YMCA shall make all arrangements for and pay timely all costs of all utilities and services furnished to or used by it, including, without limitation, gas, electricity, water, telecommunication, cable TV, trash collection and sewer services.

Section 3.6 Additional Taxes. The parties acknowledge that as a YMCA Facility, YMCA presently enjoys a tax exempt status, however, to the extent the same may be applicable, YMCA shall pay all taxes, including any tax due on any rent payable under this Lease, all personal property taxes, all real property taxes, leasehold improvements and/or leasehold interest taxes, sales taxes which may be assessed against or arise by reason of YMCA'S leasing of the Demised Premises or its operation of the facilities as a YMCA Facility.

Section 3.7 Schedule of Operation. The Port Orange YMCA Board of Directors will determine the hours of operation of the Port Orange YMCA. The same shall be in accordance with nationwide and local YMCA practices and policies.

Section 3.8 Concessions. The YMCA may, but shall not be required to, dispense food and/or drink on the premises for consumption by users of the facility.

Section 3.9 Fees. The right to set and control fees charged to members by the YMCA shall remain with the YMCA and shall not be within the control or directive of the CITY.

ARTICLE IV

INSURANCE

Without limiting any of the other obligations or liabilities of YMCA, YMCA shall provide, pay for, and maintain in force, throughout the term of this Agreement, the insurance coverages set forth in this Article.

Section 4.1 Workers' Compensation. Workers' Compensation Insurance to apply for all employees in compliance with the "Workers Compensation Law" of the State of Florida and all applicable Federal laws. In addition, the policy(s) must include:

- A. Employers' Liability with a limit of One Hundred Thousand Dollars (\$100,000.00) each accident.
- B. Notice of Cancellation and/or Restriction -- The policy(s) must be endorsed to provide CITY of Port Orange with thirty (30) days notice of cancellation and/or restriction.

Section 4.2 Comprehensive. Comprehensive General Liability with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:

- A. Premises and/or Operations.
- B. Independent Contractors.
- C. Personal Injury Coverage with Employee and Contractual Exclusions removed with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.
- D. CITY is to be included as an "Additional Insured" in the name of "City of Port Orange" with respect to liability arising out of operations performed for CITY by or on behalf of YMCA or acts or omissions of CITY in connection with general supervisions of such operations.
- E. Notice of Cancellation and/or Restriction --- The policy(s) must be endorsed to provide The City of Port Orange with thirty (30) days notice of cancellation and/or restriction.

ARTICLE V

Section 5.1 Discharge of Liens. The property shall be free and clear of all liens at the time of delivery to the YMCA. After YMCA acceptance of the premises, YMCA shall do all things necessary to prevent the filing of any mechanics' or other lien against the Demised Premises by reason of any work, labor, services or materials performed or supplied or claimed to have been performed or supplied to YMCA, or anyone holding the Demised Premises, or any part of them, through or under YMCA. If any claim of lien is filed, YMCA shall have it cancelled of record within thirty (30) business days after the date of the filing or, if YMCA in good faith determines that the lien should be contested, YMCA shall furnish security to release the claim of lien as a lien against the real property and to prevent any foreclosure of it during the pendency of the contest. If YMCA does not release the claim of lien, the CITY may, but shall not be obligated to, release the claim of lien either by paying the amount claimed to be due or by procuring the release of the claim of lien by giving security or in such other manner as may be prescribed by law. YMCA shall repay to the CITY all sums disbursed or deposited by the CITY pursuant to the foregoing provisions of this paragraph, including the CITY'S cost and expenses and attorney's fees reasonably incurred in connection therewith as additional rent hereunder on demand. Nothing contained herein shall imply any consent or agreement of the CITY or the owner of the entire premises to subject their interests to liability under any mechanics'

or other lien law whether or not the performance or the furnishing of such work, labor, services or materials to YMCA or anyone holding the Demised Premises, or any part of them, through or under YMCA has been consented to by the CITY or the owner of the premises.

ARTICLE VI

CONDEMNATION

Section 6.1 Complete Taking. In the event of a taking of all of the Demised Premises (or so much thereof as to render the Demised Premises unfit for continued occupancy by the YMCA) for any public or quasi-public use, under any statute or by right of eminent domain or any conveyance in lieu there-of, the YMCA'S liability to pay rent, additional rent or otherwise to perform the terms and conditions of this Agreement shall cease, but the YMCA shall be entitled to any claim against the condemnor that the YMCA may be entitled to because of (a) loss of improvements placed upon the Demised Premises by the YMCA, at the YMCA'S cost and expense; (b) loss of trade fixtures and moving expenses; or (c) the loss of the unexpired term of this Lease by reason of such taking, all in accordance with Section 8.4 hereof.

Section 6.2 Partial Taking. In the event of a partial taking by condemnation or eminent domain and provided such partial taking shall not render the demised property unfit for continued occupancy by the YMCA, then rental shall be proportionately reduced and the YMCA shall be entitled to only the claim against the condemnor that the YMCA may be entitled to because of loss of improvements placed upon the Demised Premises by the YMCA at the YMCA'S cost and expense, loss of trade fixtures and moving expenses.

ARTICLE VII

FIXTURES

Section 7.1 YMCA'S Fixtures. All of YMCA'S trade fixtures, and all personal property, signage, apparatus, machinery and equipment hereafter supplied by YMCA and located upon the Demised Premises, whether or not the same are affixed thereto, shall be and remain the personal property of the YMCA and may, at the option of the YMCA, be removed from the Demised Premises, provided YMCA is not in default under this personal property on the Demised Premises at the termination of this Lease, such trade fixtures or personal property so left shall be and become the property of the CITY.

ARTICLE VIII

TERMINATION

Section 8.1 Termination by CITY. The occurrence of any of the following may cause this Agreement to be terminated at the option of the CITY by notice to the YMCA.

- A. Assignment by YMCA for the benefit of creditors.
- B. Abandonment or discontinuation of operations at the facility during usual business hours and on such days as comparable facilities are open for business, provided however, that if such abandonment or discontinuation shall be due to causes beyond YMCA'S reasonable control such as, without limitation, acts of God, government laws or action, war, civil commotion, casualty, fire, storm, labor disputes or energy shortages, this Agreement shall not be terminated as long as such condition continues.
- C. Any final judicial determination that litigation instituted by YMCA against the CITY was groundless.

In addition, the CITY shall have the right to terminate this Agreement after thirty (30) days written notice by registered mail to YMCA, of the non-performance of any provisions of this Agreement, unless the same shall have been corrected or remedial action started and diligently pursued within such period, to the reasonable satisfaction of the CITY.

Upon any termination pursuant to this Section, or if YMCA fails to exercise its option to renew, CITY shall have, in addition to any other remedies, the option to require that YMCA remove, at YMCA'S cost, all improvements made by YMCA to the Demised Premises. This option must be exercised prior to the use of such improvements by CITY, or it will be considered waived.

Section 8.2 Termination by YMCA. YMCA shall have the right upon thirty (30) days written notice to the CITY to terminate this Agreement at any time after the occurrence of one or more of the following events:

- A. Issuance by any court of competent jurisdiction of any injunction substantially restricting the use of the facilities for its intended purposes, and the remaining in force of said injunction or period of more than thirty (30) calendar days.

- B. A breach by the CITY of any of the terms, covenants or conditions contained in this Agreement and the failure of the CITY to remedy such breach within thirty (30) days after receipt of written notice sent by registered mail from YMCA of the existence of such breach, unless the same shall have been corrected or remedial action started and diligently pursued within such period.
- C. The assumption by the United States Government or any authorized agency thereof, or any other governmental agency, or the operation control or use of the facilities, or any substantial part, or parts, thereof in such a manner as substantially to restrict YMCA'S operations for a period of thirty (30) calendar days or more.

Section 8.3 Right to Remove Personal Property. At the termination of the Agreement, either by expiration of the term or otherwise (except in the case of termination without cause by the YMCA), YMCA shall have the right to remove from the leased premises all its personal property and equipment used in the operation provided, however, that the CITY shall have a first and prior lien upon all such personal property to secure the payment to it of any and all sums due from YMCA.

Section 8.4 Termination Without Cause by CITY. CITY shall have the right to terminate this Agreement upon 90 days notice without cause and without penalty. Notwithstanding any provision hereof to the contrary, upon such termination the YMCA shall have the option of removing equipment and furnishings provided by the YMCA without use of bond monies, or selling the equipment and furnishings to the CITY for the sum of \$20,000.

Section 8.4A Termination upon Payment in Full of the Bonds. Upon payment in full of the obligations of the Port Orange Lease Finance Corporation to finance the cost of the acquisition and construction of the facility, this Lease shall terminate.

Section 8.5 Termination Without Cause by YMCA. The parties agree that the YMCA may terminate this Lease without cause upon 120⁹⁰ days notice without cause. Upon such termination and as liquidated damages for the termination, the YMCA agrees to convey to the CITY and leave on the leasehold property all furnishings and equipment normally located thereon by YMCA.

Section 8.6 In the event of default under this Lease by either party and in recognition of the difficulty in determining liquidated or actual damages in the event of such default, the parties agree that their sole remedies under this Agreement shall be the termination without cause provisions contained herein and both parties waive any other legal or equitable remedies.

ARTICLE IX

MISCELLANEOUS

Section 9.1 Assignment. Subject to the provisions of this Agreement, YMCA shall not assign or encumber its interest in this Agreement or in the Demised Premises, or allow any other person or entity (except YMCA'S authorized representatives) to occupy or use all or any part of the premises and the building and improvements located thereon, without first obtaining CITY'S written consent. YMCA shall not unreasonably withhold or delay its consent. However, any proposed assignee must have similar background and experience in the operation of a YMCA Facility, must operate the facility and provide substantially the same services on the Demised Premises as provided in this Agreement and must have adequate financial resources. Should YMCA (assign or attempt to assign this) Lease or sublet any portion of the Demised Premises without the prior written consent of the CITY, then this Lease shall be terminated forthwith, without prior notice to YMCA. No consent to any assignment or encumbrance shall constitute a waiver of the provisions of this Section.

Section 9.2 Risk of Loss. The YMCA agrees to assume all risks of loss by fire, water, weather or other unforeseen damages to or destruction of any property or stock placed on the premises by the CITY and to hold the CITY harmless from any responsibility or liability therefor.

Section 9.3 Holding Over. YMCA may not hold over or remain in possession of the Demised Premises after cancellation or termination of this Agreement or after expiration of any term of this Agreement.

Section 9.4 CITY'S Warranties - Quiet Enjoyment.

(a) CITY covenants and warrants that it has full right and lawful authority to enter into this Lease for the full term hereof.

(b) CITY covenants and agrees to and with YMCA that at all times when YMCA is not in default under the terms of and during the term of this Lease, YMCA'S quiet and peaceable enjoyment of the Demised Premises shall not be disturbed or interfered with by CITY or any person claiming by, through or under CITY.

Section 9.5 Approvals. It is understood by the parties to this Agreement that where the approval of either of the parties is required by the Agreement, such approval shall not be unreasonably withheld.

Section 9.6 No Waiver. Failure of either party to insist upon strict performance of any covenant or condition of this Agreement, or to exercise any right herein contained, shall not be construed as a waiver or relinquishment for the future of any such covenant, condition or right; but the same shall remain in full force and effect. None of the conditions, covenants or provisions of this Agreement shall be waived or modified except by the parties hereto in writing.

Section 9.7 Net Lease. This Lease is, except to the extent otherwise provided herein, a net lease, and YMCA hereby assumes and agrees to pay and perform all payments, expenses, duties and obligations with relation to the Demised Premises, the improvements constructed upon the Demised Premises and appurtenances thereto, maintenance and operation thereof, whether such duties and obligations would otherwise be construed to be those of the CITY or YMCA, except as otherwise provided herein, so that no matter from what source arising, if anything shall be required to be done in, upon or about the Demised Premises, the improvements constructed upon the Demised Premises or appurtenances thereto, the same shall be done and fulfilled at the sole expense and responsibility of YMCA, without any expense, liability, or obligations whatsoever to or on the CITY, except for such obligations as are expressly assumed by the CITY herein.

Section 9.8 Independent Contractor. YMCA is an independent contractor under this Lease. Services provided by YMCA shall be by employees of YMCA and subject to the supervision by YMCA, and not as officers, employees or agents of the CITY. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, travel, per diem policies, purchasing policies and other similar administrative procedures applicable to services rendered by YMCA in the Demised Premises shall be those of YMCA. Nothing contained in this Lease shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the CITY and YMCA, it being expressly understood and agreed that neither the method of computation of rent nor any of the other provisions contained in this Lease nor any act or acts of the parties hereto shall be deemed to create any relationship between the CITY and YMCA other than the relationship of landlord and tenant.

Section 9.9 Entire Agreement. This Agreement expresses the whole agreement between the parties, there being no representation, warranties or other understanding not hereto expressly set forth or provided for. No change or modification of or addition to this Agreement shall be valid unless in writing and signed by parties hereto.

Section 9.10 Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Florida.

Section 9.11 Notices. All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given if sent by Certified Mail, Return Receipt Requested, as follows:

TO YMCA:

Director
Daytona Beach YMCA, Inc.
825 Derbyshire Road
Daytona Beach, FL 32117

TO CITY:

City Manager
City of Port Orange
City Hall
1000 City Center Circle
Port Orange, FL 32129

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement by and through their authorized representatives on the respective dates under each signature.

CITY

CITY OF PORT ORANGE, FLORIDA, a
Florida municipality

ATTEST:

Mariela Solana
City Clerk

By: [Signature]

Mayor

Date: OCTOBER 11, 1989

YMCA

DAYTONA BEACH YOUNG MENS
CHRISTIAN ASSOCIATION, INC., a
Florida non-profit corporation

WITNESS:

Wayne Boster

By: [Signature]

TITLE: President

Date: 10/10/89

FD:10/5/89

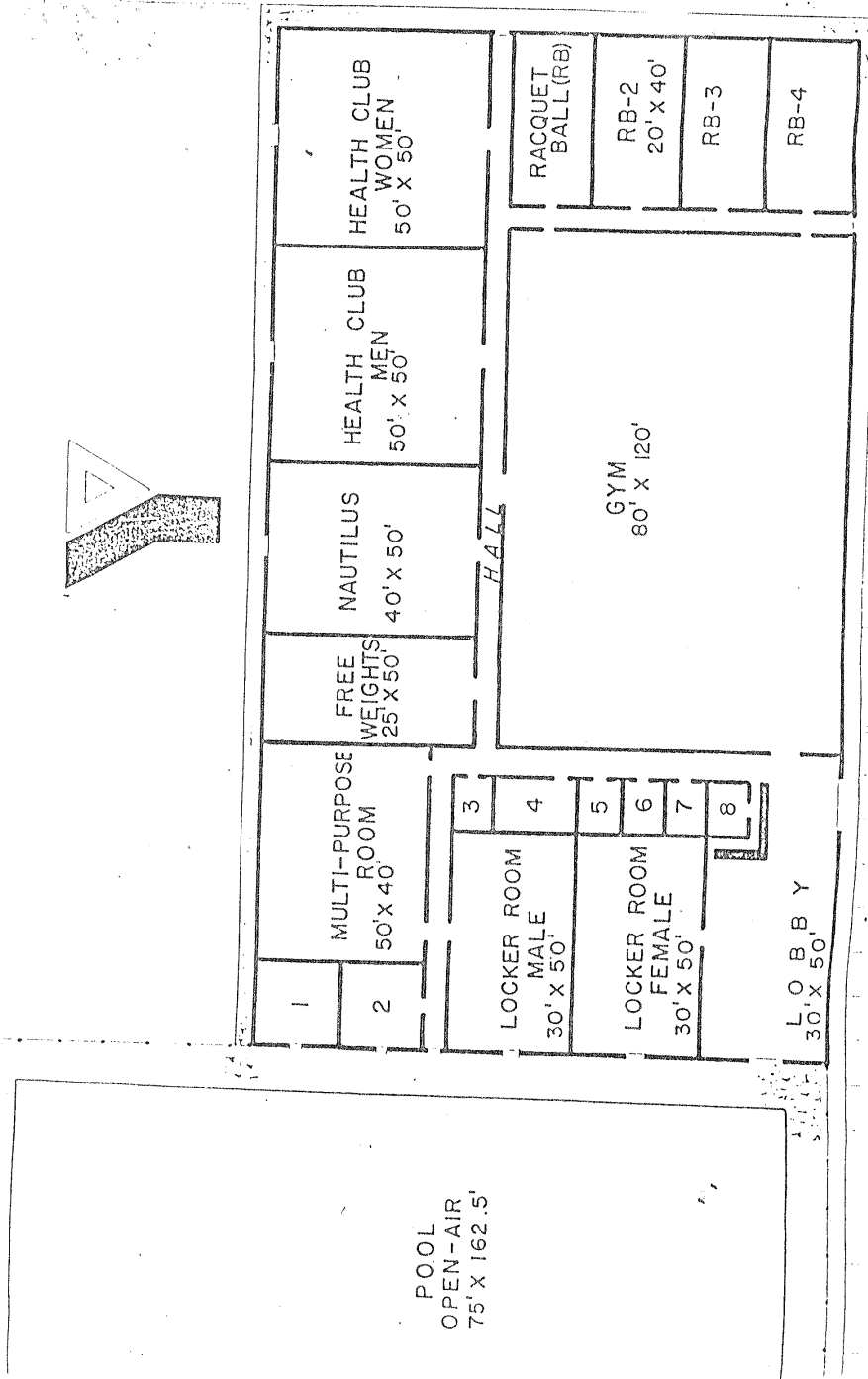
Exhibit "A"

The following described parcel, except the North 480 feet:

A PORTION OF THOSE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1932, PAGE 0922, OFFICIAL RECORDS BOOK 2149, PAGE 1969 AND OFFICIAL RECORDS BOOK 2528, PAGE 1583-1584; ALL RECORDED IN THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT A CONCRETE MONUMENT MARKED "3290" AT THE SOUTHWEST CORNER OF TWIN GATES MOBILE ESTATES AS RECORDED IN MAP BOOK 33 AT PAGE 48 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, SAID POINT BEING AT THE INTERSECTION OF THE EAST LINE OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 16 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA AS NOW MONUMENTED AND THE NORTHERLY RIGHT-OF-WAY LINE OF HERBERT STREET AS NOW LAID OUT (RIGHT-OF-WAY VARIES); THENCE GO S01 37'37"W ALONG THE AFORESAID MONUMENTED EAST LINE OF THE NORTHWEST QUARTER OF SECTION 8 A DISTANCE OF 1625.20 FEET TO A CONCRETE MONUMENT AT THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF THE AFORESAID SECTION 8, SAID MONUMENT BEING IN THE NORTH LINE OF A FLORIDA POWER & LIGHT COMPANY RIGHT-OF-WAY EASEMENT AS RECORDED IN OFFICIAL RECORDS BOOK 1544 AT PAGE 84 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA AND THE POINT OF BEGINNING; THENCE DEPARTING THE AFORESAID EAST LINE GO S88 30'13"E ALONG THE NORTH LINE OF THE SOUTHEAST QUARTER OF THE AFORESAID SECTION 8 A DISTANCE OF 668.04 FEET; THENCE DEPARTING THE AFORESAID NORTH LINE GO S01 41'53"E A DISTANCE OF 260.40 FEET; THENCE GO N88 30'13"W A DISTANCE OF 542.84 FEET; THENCE GO S01 41'53"E A DISTANCE OF 1002.00 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHWESTERLY AND HAVING A RADIUS OF 260.00 FEET; THENCE GO NORTHWESTERLY ALONG THE AFORESAID CURVE HAVING A RADIUS OF 260.00 FEET, AN ARC DISTANCE OF 193.06 FEET (CHORD = 108.65 FEET, CHORD BEARING = N22 58'11"W) TO THE POINT OF TANGENCY; THENCE GO N44 14'30"W A DISTANCE OF 413.01 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY AND HAVING A RADIUS OF 62.00 FEET; THENCE GO NORTHERLY ALONG THE AFORESAID CURVE HAVING A RADIUS OF 62.00 FEET, AN ARC DISTANCE OF 79.69 FEET (CHORD = 74.32 FEET, CHORD BEARING = N07 25'05"W) TO THE POINT OF REVERSE CURVATURE OF A CURVE CONCAVE NORTHWESTERLY AND HAVING A RADIUS OF 350.00 FEET; THENCE GO NORTHEASTERLY ALONG THE AFORESAID CURVE HAVING A RADIUS OF 350.00 FEET, AN ARC DISTANCE OF 174.99 FEET (CHORD = 173.18 FEET, CHORD BEARING = N15 04'55"E) TO THE POINT OF TANGENCY; THENCE GO N00 45'30"E A DISTANCE OF 78.00 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE NORTHWESTERLY AND HAVING A RADIUS OF 260.00 FEET; THENCE GO NORTHWESTERLY ALONG THE AFORESAID CURVE HAVING A RADIUS OF 260.00 FEET, AN ARC DISTANCE OF 326.11 FEET (CHORD = 305.15 FEET, CHORD BEARING = N35 10'24"W) TO A POINT ON THE AFORESAID CURVE; THENCE DEPARTING THE AFORESAID CURVE GO N01 43'40"E A DISTANCE OF 236.95 FEET TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE AFORESAID SECTION 8, SAID LINE ALSO BEING THE NORTH LINE OF THE AFORESAID FLORIDA POWER & LIGHT COMPANY EASEMENT; THENCE GO S88 20'55"E ALONG THE AFORESAID NORTH LINE OF THE SOUTHWEST QUARTER OF SECTION 8 A DISTANCE OF 331.49 FEET TO THE POINT OF BEGINNING.

EXHIBIT



AMENDMENT NO. 1 TO
CITY OF PORT ORANGE - YMCA
LEASE AGREEMENT

THIS AGREEMENT, made and entered into this 21st day of April, 1992, by and between CITY OF PORT ORANGE, a Florida municipality ("CITY"), and THE GREATER DAYTONA BEACH AREA YOUNG MEN'S CHRISTIAN ASSOCIATION, INC., a Florida non-profit corporation ("YMCA"), constitutes Amendment No. 1 to the Lease Agreement between City of Port Orange and Daytona Beach Young Mens Christian Association, Inc., dated October 11, 1989.

WHEREAS, CITY and YMCA executed a Lease Agreement dated October 11, 1989; and

WHEREAS, said Lease Agreement provides for CITY to sublease the Demised Premises to YMCA for the operation and maintenance of a recreational facility; and

WHEREAS, CITY and YMCA desire to amend various provisions of said Lease Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, promises, covenants and payments hereinafter set forth, CITY and YMCA agree as follows:

1. The first sentence of Section 1.4 Rental of the Lease Agreement between CITY and YMCA dated October 11, 1989, is hereby amended and superseded by the provisions of Section 1.5 Adjustment of Rent and Section 1.6 Renewal and Replacement Fund.

2. The Lease Agreement between CITY and YMCA dated October 11, 1989, is hereby amended by the addition of Section 1.5 Adjustment of Rent to read as follows:

Section 1.5 Adjustment of Rent. Effective January 1, 1992, the monthly rent installments specified in Section 1.4 shall be reduced to eight thousand dollars (\$8,000.00) for the remainder of the initial term of the Lease Agreement. In the event the term of the Lease Agreement is extended or renewed as provided in Section 1.3 of the Lease Agreement, YMCA shall pay to CITY, as rent during the term of such extension or renewal, the amounts set forth in Exhibit "C", attached hereto and incorporated by reference in the Lease Agreement.

3. The Lease Agreement between CITY and YMCA dated October 11, 1989, is hereby amended by the addition of Section 1.6 Renewal and Replacement Fund to read as follows:

Section 1.6 Renewal and Replacement Fund. Effective January 1, 1992, YMCA shall pay to CITY, in addition to the monthly rent payments specified in Section 1.5 or Exhibit "C", the amount of one thousand dollars (\$1,000.00) per month during the remainder

of the initial term of the Lease Agreement and the term of any extension or renewal of the Lease Agreement. This amount shall be retained by CITY in a separate Renewal and Replacement Fund for capital improvements to the Leased Premises approved by CITY. YMCA shall prepare and submit to CITY a proposed capital budget for the Renewal and Replacement Fund in accordance with CITY's budget calendar and procedures. CITY shall approve, disapprove, or approve in modified form the capital budget for the Renewal and Replacement Fund in accordance with CITY's budget calendar and procedures. Any expenditures from the Renewal and Replacement Fund for capital improvements to the Leased Premises shall be made only in accordance with the approved capital budget and shall comply with CITY's purchasing and accounting procedures. Any funds remaining in the Renewal and Replacement Fund upon termination of the term of the Lease Agreement, including any extension or renewal of the Lease Agreement, shall belong to CITY.

4. The Lease Agreement between CITY and YMCA dated October 11, 1989, is hereby amended by the addition of Section 1.7 Financial Reports to read as follows:

Section 1.7 Financial Reports. Effective January 1, 1992, YMCA shall submit to CITY monthly financial reports within ten (10) days after the end of each month during the remainder of the initial term of the Lease Agreement and the term of any extension or renewal of the Lease Agreement. The monthly financial reports for the period between January 1, 1992, and the date of execution of this Amendment shall be submitted within ten (10) days after execution of this Amendment by both parties. In addition, YMCA shall submit to CITY annual financial reports, audited by an independent certified public accountant, within ninety (90) days after the end of each fiscal year during the initial term of the Lease Agreement and the term of any extension or renewal of the Lease Agreement. The monthly and annual financial reports shall include a separate accounting of all revenues and expenditures relating to the Leased Premises and Port Orange YMCA.

5. The Lease Agreement between CITY and YMCA dated October 11, 1989, is hereby amended by the revision of Section 8.5 Termination Without Cause by YMCA to read as follows:

Section 8.5 Termination Without Cause by YMCA. The parties agree that YMCA may terminate this Lease Agreement without cause upon 90 days notice without penalty, other than as set forth in this Section 8.5. Upon such termination and as liquidated damages for the termination, YMCA agrees to convey to the CITY and leave on the leasehold property all furnishings and equipment normally located thereon by YMCA.

6. The Lease Agreement between CITY and YMCA dated October 11, 1989, is hereby amended by the revision of Section 8.6 to read as follows:

Section 8.6 Remedies. In the event of default under this Lease Agreement by either party and in recognition of the difficulty in determining liquidated or actual damages relating to periods subsequent to termination in the event of such default, the parties agree that their sole remedies under this Lease Agreement shall be the termination without cause provisions contained herein (see Sections 8.4 and 8.5) and both parties waive any other legal or equitable remedies. This Section 8.6 is not intended to waive any rights or remedies of the parties for damages, causes of action or actions relating to periods prior to termination.

As to CITY's rights or remedies for actions, causes of action or damages relating to or arising from periods prior to termination, the total amount owed by YMCA to CITY shall not exceed an amount equal to six months of rent payments in effect for the fiscal year specified in Exhibit "C", excluding interest and costs and attorneys fees incurred as a result of litigation; unless YMCA becomes a "hold over" tenant, in which event said limitation on damages shall be increased by the amount of unpaid rent (including funds for deposit to the Renewal and Replacement Fund) for the "hold over" period.

7. All other terms, conditions and provisions of the Lease Agreement between CITY and YMCA dated October 11, 1989, shall remain in full force and effect to the extent not otherwise amended or modified herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment, by and through their authorized representatives, on the respective dates under each signature.

CITY

WITNESSES:

CITY OF PORT ORANGE, FLORIDA,
a Florida municipality

William A. Warner
Joyce H. Weaver
William A. Warner
Joyce H. Weaver

By: James E. Ward
James E. Ward, Mayor

Attest: Kenneth W. Parker
Kenneth W. Parker,
City Manager

Date: APRIL 21, 1992

WITNESSES:

Donna Duffey Brown
Gary R. Jones
Donna Duffey Brown
Gary R. Jones

YMCA

THE GREATER DAYTONA BEACH AREA
YOUNG MEN'S CHRISTIAN
ASSOCIATION, INC., a Florida
non-profit corporation

By:

Gary E. Ballard
Gary Ballard, President

Attest:

Preston Root
Preston Root, Secretary

Date: April 21, 1992

CITY OF PORT ORANGE
RECREATIONAL FACILITY LEASE REVENUE BOND
SERIES 1989
1/23/92

YEAR	PRINCIPAL REDUCTION	CALL PRICE	PRINCIPAL DUE	INTEREST DUE	TOTAL DEBT	ACTUAL PAYMENT	CITY
90							
91	\$2,660,000 NC		\$40,000	\$232,750	\$232,750	\$232,750	\$232,750
92	2,620,000		45,000	232,750	272,750	272,750	272,750
93	2,575,000		45,000	229,250	274,250	274,250	274,250
94	2,530,000		50,000	225,313	270,313	270,312	270,312
95	2,480,000		55,000	221,375	271,375	271,375	271,375
96	2,425,000		60,000	217,000	272,000	272,000	272,000
97	2,365,000		65,000	212,187	272,187	272,187	272,187
98	2,300,000		70,000	206,938	271,938	271,938	271,938
99	2,230,000 102%		75,000	201,250	271,250	271,250	271,250
0	2,155,000 101%		85,000	195,125	270,125	270,125	270,125
1	2,070,000 100%		90,000	188,563	273,563	273,562	273,562
2	0		100,000	181,125	271,125	272,125	273,125
3			105,000	173,250	273,250	2,070,000	
4			115,000	164,500	269,500		
5			125,000	155,312	270,312		
6			140,000	145,250	270,250		
7			150,000	134,313	274,313		
8			165,000	122,063	272,063		
9			180,000	108,938	273,938		
10			195,000	94,500	274,500		
11			210,000	78,750	273,750		
12			495,000	61,688	271,688		
			<u>\$2,660,000</u>	<u>\$3,825,500</u>	<u>\$6,485,500</u>	<u>\$5,294,624</u>	<u>\$3,226,000</u>

Payment Schedule for 10/1/91 to 9/30/92

October through December - 12,000/month

January through September - 8,000/month

AMENDMENT NO. 2 TO
CITY OF PORT ORANGE - YMCA
LEASE AGREEMENT

THIS AGREEMENT, made and entered into this 3RD day of NOVEMBER, 1998, by and between CITY OF PORT ORANGE, a Florida municipality ("CITY"), and THE GREATER DAYTONA BEACH AREA YOUNG MEN'S CHRISTIAN ASSOCIATION, INC., a Florida non-profit corporation ("YMCA"), constitutes Amendment No. 2 to the Lease Agreement between City of Port Orange and Daytona Beach Young Mens Christian Association, Inc., dated October 11, 1989.

WHEREAS, CITY and YMCA executed a Lease Agreement dated October 11, 1989; and

WHEREAS, CITY and YMCA executed Amendment No. 1 to the Lease Agreement dated April 21, 1992; and

WHEREAS, said Lease Agreement provides for the CITY to sublease the Demised Premises to YMCA for the operation and maintenance of a recreational facility; and

WHEREAS, CITY and YMCA desire to amend various provisions of said Lease Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, promises, covenants and payments hereinafter set forth, CITY and YMCA agree as follows:

1. The Lease Agreement between CITY and YMCA dated October 11, 1989, is hereby amended by the revision of the second Whereas clause to read as follows:

WHEREAS, the CITY has completed the purchase of the recreational facility from the Port Orange Leasing Finance Corporation; and

2. The Lease Agreement between CITY and YMCA dated October 11, 1989, is hereby amended by the addition of a third Whereas clause to read as follows:

WHEREAS, the CITY desires to continue to lease the Demised Premises as described herein to the YMCA for the operation and maintenance of a recreational facility located thereon and the YMCA desires to so lease from the CITY and to sublease a portion of such facility to a sublessee for the operation of certain health related facilities therein.

3. The Lease Agreement between CITY and YMCA dated October 11, 1989, as amended by Amendment No. 1 dated April 21, 1992, is hereby amended by the revision of Section 1.6 Renewal and Replacement Fund to read as follows:

Section 1.6 Renewal and Replacement Fund. Effective October 1, 1998, YMCA shall pay to CITY, in addition to the monthly rent payments specified in Section 1.5 or Exhibit "C", the amount specified in Exhibit "C" for each month during the remainder of the initial term of the Lease Agreement and the term of any extension or renewal of the Lease Agreement. This amount shall be retained by CITY in a separate Renewal and Replacement Fund for capital improvements to the Demised Premises approved by CITY. For purposes of this section, capital improvements to be paid from the Renewal and Replacement Fund shall be defined as repair, renovation or replacement of major or permanent improvements to the YMCA Facility or the Demised Premises consisting of paving, landscaping, irrigation, carpeting, flooring, paneling, exterior painting, roofing, and electrical, mechanical, gas and plumbing systems or fixtures the cost of which exceeds one thousand five hundred dollars (\$1,500.00). YMCA shall prepare and submit to CITY a proposed capital budget for the Renewal and Replacement Fund in accordance with CITY's budget calendar and procedures. CITY shall approve, disapprove, or approve in modified form the capital budget for the Renewal and Replacement Fund in accordance with CITY's budget calendar and procedures. Any expenditures from the Renewal and Replacement Fund for capital improvements to the Demised Premises shall be made only in accordance with the approved capital budget and shall comply with CITY's purchasing and accounting procedures. Any funds remaining in the Renewal and Replacement Fund upon termination of the term of the Lease Agreement, including any extension or renewal of the Lease Agreement, shall belong to CITY.

4. The Lease Agreement between CITY and YMCA dated October 11, 1989, as amended by Amendment No. 1 dated April 21, 1992, is hereby amended by the addition of Section 1.8 CITY Use of Facilities to read as follows:

Section 1.8 CITY Use of Facilities. YMCA shall permit and allow CITY to use the gym and pool facilities located on the Demised Premises for practice by CITY sponsored teams, subject to the following conditions:

- a. Use of said facilities by CITY shall not exceed a total of five hundred twenty (520) hours per calendar year.
- b. Any hours CITY does not use said facilities in one (1) calendar year shall not be carried forward to the next calendar year.
- c. Dates and times for use of said facilities by CITY shall be subject to mutual agreement between director of YMCA's Port Orange branch and director of CITY's Parks and Recreation Department.

5. The Lease Agreement between CITY and YMCA dated

October 11, 1989, as amended by Amendment No. 1 dated April 21, 1992, is hereby amended by the addition of Section 1.9 CITY Use of Parking Areas to read as follows:

Section 1.9 CITY Use of Parking Areas. Upon written notice by CITY to director of YMCA's Port Orange branch, YMCA shall permit and allow CITY to use the parking lots and other parking areas located on the Demised Premises for parking of vehicles during special events and activities conducted on any portion of adjacent CITY property, including, but not limited to, CITY hall, gymnasium, athletic fields, municipal complex and grounds.

6. The Lease Agreement between CITY and YMCA dated October 11, 1989, is hereby amended by the addition of Section 2.4 Improvements to read as follows:

Section 2.4 Improvements. YMCA may construct additional improvements on the Demised Premises only with the prior written approval of CITY. The cost of such improvements and the cost of operation and maintenance thereof shall be the responsibility of YMCA.

7. The Lease Agreement between CITY and YMCA dated October 11, 1989, is hereby amended by the revision of Section 3.1 Use to read as follows:

Section 3.1 Use. YMCA shall occupy and use the Demised Premises for a YMCA Facility and for such other purposes as shall be approved in writing by CITY.

8. The Lease Agreement between CITY and YMCA dated October 11, 1989, is hereby amended by the substitution of Exhibit "B", attached hereto, in place of Exhibit "B" attached to said Lease Agreement.

9. Amendment No. 1 to the Lease Agreement between CITY and YMCA dated April 21, 1992, is hereby amended by the substitution of Exhibit "C", attached hereto, in place of Exhibit "C" attached to said Amendment No. 1.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment, by and through their authorized representatives, on the respective dates under each signature.

WITNESSES:

William A. Wannen
Franklin A. Kline
William A. Wannen
Franklin A. Kline

CITY

CITY OF PORT ORANGE, FLORIDA,
a Florida municipality

By: Allen Green

Allen Green, Mayor

Attest: Kenneth W. Parker

Kenneth W. Parker,
City Manager

Date: Nov. 3, 1998

WITNESSES:

Bill Voges
Bill Voges
Wayne Boston
Marcy Thomas

YMCA

THE GREATER DAYTONA BEACH AREA
YOUNG MEN'S CHRISTIAN
ASSOCIATION, INC., a Florida
non-profit corporation

By: Bill Voges

Bill Voges, President

Attest: Richard Kearley

Richard Kearley,
Secretary

Date: Sept 25 98

GYMNASIUM

NEW STORAGE ROOM

NEW H V A C UNITS

REFINISH WOOD FLOOR

ACOUSTICAL TREATMENT

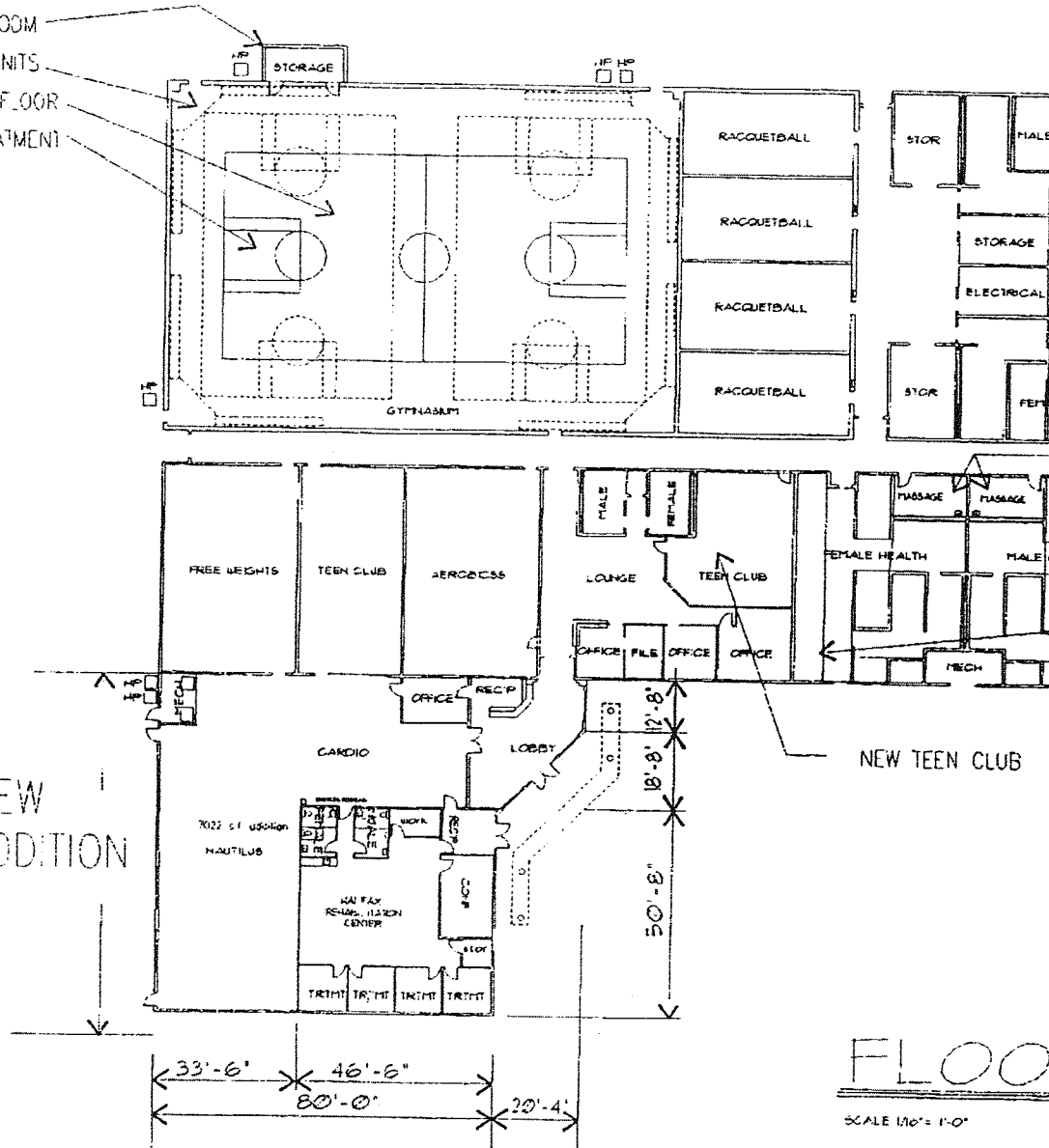


Exhibit "C"

**YMCA RENTAL AND R&R PAYMENTS
PAYABLE TO THE CITY OF PORT ORANGE
MONTHLY PAYMENTS BEGINNING FISCAL YEAR
OCTOBER 1, 1998 AND EACH FISCAL YEAR THEREAFTER
THROUGH SEPTEMBER 30, 2022**

OCTOBER 1,	YMCA TOTAL MONTHLY PAYMENT	DETAIL OF MONTHLY PAYMENT FROM YMCA	
		RENT	R&R
1998	14,900	11,900	3,000
1999	14,900	11,900	3,000
2000	14,900	11,900	3,000
2001	15,400	11,900	3,500
2002	15,400	11,900	3,500
2003	15,400	11,900	3,500
2004	15,400	11,900	3,500
2005	15,400	11,900	3,500
2006	15,400	11,900	3,500
2007	16,900	11,400	5,500
2008	14,000	8,500	5,500
2009	14,000	8,500	5,500
2010	14,000	8,500	5,500
2011	14,000	8,500	5,500
2012	14,000	8,500	5,500
2013	14,000	8,500	5,500
2014	14,000	8,500	5,500
2015	14,000	8,500	5,500
2016	14,000	8,500	5,500
2017	14,000	8,500	5,500
2018	14,000	8,500	5,500
2019	14,000	8,500	5,500
2020	14,000	8,500	5,500
2021	14,000	8,500	5,500
2022	14,000	8,500	5,500

Note: The Hospital portion of this lease extends for the first ten years only. After this initial term and full defeasance of the outstanding building debt, the lease should be renegotiated to include the additional rent for this space. After 2007, the hospital space of 2,100 sq. ft., should be established by market and added to the above rents.

Exhibit "C"

**YMCA RENTAL AND R&R PAYMENTS
PAYABLE TO THE CITY OF PORT ORANGE
MONTHLY PAYMENTS BEGINNING FISCAL YEAR
OCTOBER 1, 1998 AND EACH FISCAL YEAR THEREAFTER
THROUGH SEPTEMBER 30, 2022**

OCTOBER 1,	YMCA TOTAL MONTHLY PAYMENT	DETAIL OF MONTHLY PAYMENT FROM YMCA	
		RENT	R&R
1998	14,900	11,900	3,000
1999	14,900	11,900	3,000
2000	14,900	11,900	3,000
2001	15,400	11,900	3,500
2002	15,400	11,900	3,500
2003	15,400	11,900	3,500
2004	15,400	11,900	3,500
2005	15,400	11,900	3,500
2006	15,400	11,900	3,500
2007	16,900	11,400	5,500
2008	14,000	8,500	5,500
2009	14,000	8,500	5,500
2010	14,000	8,500	5,500
2011	14,000	8,500	5,500
2012	14,000	8,500	5,500
2013	14,000	8,500	5,500
2014	14,000	8,500	5,500
2015	14,000	8,500	5,500
2016	14,000	8,500	5,500
2017	14,000	8,500	5,500
2018	14,000	8,500	5,500
2019	14,000	8,500	5,500
2020	14,000	8,500	5,500
2021	14,000	8,500	5,500
2022	14,000	8,500	5,500

Note: The Hospital portion of this lease extends for the first ten years only. After this initial term and full defeasance of the outstanding building debt, the lease should be renegotiated to include the additional rent for this space. After 2007, the hospital space of 2,100 sq. ft., should be established by market and added to the above rents.

AMENDMENT NO. 3 TO
CITY OF PORT ORANGE - YMCA
LEASE AGREEMENT

THIS AGREEMENT, made and entered into this 3RD day of AUGUST, 1999, by and between CITY OF PORT ORANGE, a Florida municipality ("CITY"), and THE GREATER DAYTONA BEACH AREA YOUNG MEN'S CHRISTIAN ASSOCIATION, INC., a Florida non-profit corporation ("YMCA"), constitutes Amendment No. 3 to the Lease Agreement between City of Port Orange and Daytona Beach Young Mens Christian Association, Inc., dated October 11, 1989.

WHEREAS, CITY and YMCA executed a Lease Agreement dated October 11, 1989; and

WHEREAS, CITY and YMCA executed Amendment No. 1 to the Lease Agreement dated April 21, 1992; and

WHEREAS, CITY and YMCA executed Amendment No. 2 to the Lease Agreement dated November 3, 1998; and

WHEREAS, said Lease Agreement provides for CITY to sublease the Demised Premises to YMCA for the operation and maintenance of a recreational facility; and

WHEREAS, CITY and YMCA desire to amend Exhibit "C" of said Lease Agreement relating to YMCA Rental and R&R Payments.

NOW, THEREFORE, in consideration of the terms, conditions, promises, covenants and payments hereinafter set forth, CITY and YMCA agree as follows:

1. Amendment No. 2 to the Lease Agreement between CITY and YMCA dated November 3, 1998, is hereby amended by the substitution of Exhibit "C", attached hereto, in place of Exhibit "C" attached to said Amendment No. 2.

2. All other terms, conditions and provisions of the Lease Agreement between CITY and YMCA dated October 11, 1989, as amended by Amendment No. 1 dated April 21, 1992, and Amendment No. 2 dated November 3, 1998, shall remain in full force and effect to the extent not otherwise amended or modified herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment, by and through their authorized representatives, on the respective dates under each signature.

WITNESSES:

William A. Wanner
Melissa Peterson
William A. Wanner
Melissa Peterson

CITY

CITY OF PORT ORANGE, FLORIDA,
 a Florida municipality

By: Allen Green
 Allen Green, Mayor

Attest: Kenneth W. Parker
 Kenneth W. Parker,
 City Manager

Date: AUG. 3, 1999

WITNESSES:

Brian Reun
Amy Neill
Brian Reun
Amy Neill

YMCA

THE GREATER DAYTONA BEACH AREA
 YOUNG MEN'S CHRISTIAN
 ASSOCIATION, INC., a Florida
 non-profit corporation

By: Ed Dytch
 Ed Dytch, President

Attest: Bob Ludlow
 Bob Ludlow, Secretary

Date: 7/30/99

EXHIBIT "C"

**YMCA RENTAL AND R&R PAYMENTS
 PAYABLE TO THE CITY OF PORT ORANGE
 MONTHLY PAYMENTS BEGINNING FISCAL YEAR
 OCTOBER 1, 1998 AND EACH FISCAL YEAR THEREAFTER
 THROUGH SEPTEMBER 30, 2022**

OCTOBER 1,	YMCA TOTAL MONTHLY PAYMENT	DETAIL OF MONTHLY PAYMENT FROM YMCA PORTION	
		RENT	R&R
1998	12,000	9,000	3,000
1999	14,900	11,900	3,000
2000	14,900	11,900	3,000
2001	15,400	11,900	3,500
2002	15,400	11,900	3,500
2003	15,400	11,900	3,500
2004	15,400	11,900	3,500
2005	15,400	11,900	3,500
2006	15,400	11,900	3,500
2007	16,400	11,400	5,000
2008	15,500	10,500	5,000
2009	15,500	10,500	5,000
2010	15,500	10,500	5,000
2011	15,500	10,500	5,000
2012	15,500	10,500	5,000
2013	15,500	10,500	5,000
2014	15,500	10,500	5,000
2015	15,500	10,500	5,000
2016	15,500	10,500	5,000
2017	15,500	10,500	5,000
2018	15,500	10,500	5,000
2019	15,500	10,500	5,000
2020	15,500	10,500	5,000
2021	15,500	10,500	5,000
2022	15,500	10,500	5,000

Note: The Hospital portion of this lease extends for the first ten years only. The hospital portion of rentals (@\$1400/mo) begins when they occupy their new space. After this initial term and full defeasance of the outstanding building debt the lease should be renegotiated to include the additional rent for this space.

After the 120 month lease term, the hospital space of 2,100 sq. ft. should be established by market and added to the above rents. The additional \$1,500 per month rental is for 5,000 sp. ft. of new YMCA space that will be constructed. It is computed at approximately the same current rental rate and will continue through the life of the lease to begin after construction is complete.

AMENDMENT NO. 3 TO
CITY OF PORT ORANGE - YMCA
LEASE AGREEMENT

THIS AGREEMENT, made and entered into this 24 day of July, 2001, by and between CITY OF PORT ORANGE, a Florida municipality ("CITY"), and THE GREATER DAYTONA BEACH AREA YOUNG MEN'S CHRISTIAN ASSOCIATION, INC., a Florida non-profit corporation ("YMCA"), constitutes Amendment No. 3 to the Lease Agreement between City of Port Orange and Daytona Beach Young Mens Christian Association, Inc., dated October 11, 1989.

WHEREAS, CITY and YMCA executed a Lease Agreement dated October 11, 1989; and

WHEREAS, CITY and YMCA executed Amendment No. 1 to the Lease Agreement dated April 21, 1992; and

WHEREAS, CITY and YMCA executed Amendment No. 2 to the Lease Agreement dated November 3, 1998; and

WHEREAS, the legal description for the Demised Premises is set forth in the Lease Agreement dated October 11, 1989, Exhibit "A", and

WHEREAS, the Floor Plan as amended in 1998 is set forth in Amendment No. 2 to the City of Port Orange - YMCA Lease Agreement, Exhibit "B", and

WHEREAS, the schedule of the YMCA Rental and R&R Payments as of October 1, 1998 is set forth in Amendment No. 2 to the City of Port Orange - YMCA Lease Agreement, Exhibit "C", and

WHEREAS, the CITY and YMCA desire to update the floor plan and schedule of payments in accordance with the new expansion as more particularly set forth herein.

NOW, THEREFORE, in consideration of the terms, conditions, promises, covenants and payments hereinafter set, CITY and YMCA agree as follows:

1. The foregoing premises are true and correct and incorporated herein by reference.
2. The Lease Agreement between the CITY and YMCA, as amended, is hereby further amended to include Exhibit "B" as attached hereto and in substitution of the Exhibit "B" attached in 1998.
3. The Lease Agreement between the CITY and YMCA, as amended, is hereby further amended to include Exhibit "C" as attached hereto and in substitution of the Exhibit "C" attached in 1998.
4. All of the terms and conditions set forth in the Lease Agreement, as amended, shall remain in full force and effect, except as modified herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment, by and through their authorized representatives, on the respective dates under each signature.

WITNESSES:

Shirley M. Kelly
Melissa Peterson

CITY

CITY OF PORT ORANGE, FLORIDA,
a Florida municipality

By: Dorothy L. Huggill
Dorothy L. Huggill, Mayor

Attest: Kenneth W. Parker
Kenneth W. Parker, City Manager

Date: 8/2/01

WITNESSES:

Harold T. Hickey
Shirley M. Kelly
Shirley M. Kelly

YMCA

THE GREATER DAYTONA BEACH AREA
YOUNG MEN'S CHRISTIAN
ASSOCIATION, INC., a Florida
non-profit corporation

By: Randy Brown
Randy Brown, President

Attest: _____

Title: _____

Date: 7-30-01

A:\ymca amend 3 to leaseRevsd.wpd

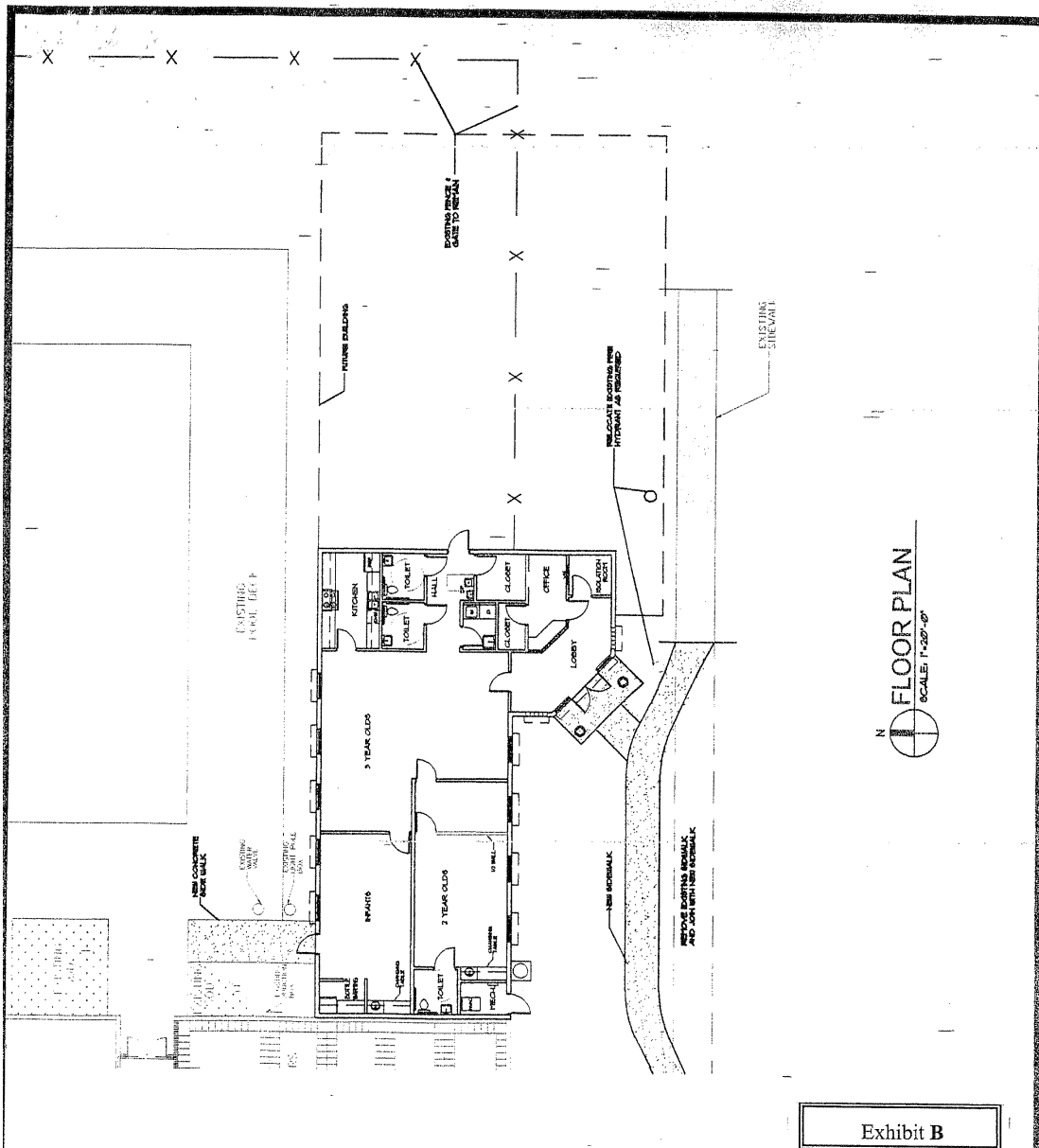


Exhibit B

DA
DICKENS & ASSOCIATES, INC.
 Engineers • Architects • Planners
 Interior Designers • Technologists
 233 Oakridge Rd.
 Daytona Beach, FL 32117
 Phone: (386) 255-1811 Fax: (386) 255-0673

PROJECT: ADDITION TO PORT ORANGE YMCA
DRAWING TITLE: NEW FLOORPLAN ADDITION
DRAWING APPLIES TO CONTRACT DOCUMENTS, SHEET(S):

DATE: JUNE 15, 2001

DRAWN BY: VTP

SUPPLEMENTAL
 DRAWING NUMBER

CDR

SHEET

1 OF 1

EXHIBIT "C"

June 14, 2001

**YMCA RENTAL AND R&R PAYMENTS
PAYABLE TO THE CITY OF PORT ORANGE
MONTHLY PAYMENTS BEGINNING FISCAL YEAR
OCTOBER 1, 1998 AND EACH FISCAL YEAR THEREAFTER
THROUGH SEPTEMBER 30, 2022**

OCTOBER 1,	YMCA TOTAL REVISED MONTHLY PAYMENT	DETAIL OF EXISTING MONTHLY PAYMENT FROM YMCA		DETAIL OF ADDITIONAL MONTHLY PAYMENT FROM YMCA	
		RENT	R&R	RENT	R&R
1998	12,000	9,000	3,000	N/A	N/A
1999	14,900	11,900	3,000	N/A	N/A
2000	14,900	11,900	3,000	N/A	N/A
2001	16,370	11,900	3,500	750	220
2002	16,370	11,900	3,500	750	220
2003	16,370	11,900	3,500	750	220
2004	16,370	11,900	3,500	750	220
2005	16,370	11,900	3,500	750	220
2006	16,370	11,900	3,500	750	220
2007	17,510	11,400	5,000	750	360
2008	17,145	10,500	5,500	750	395
2009	17,145	10,500	5,500	750	395
2010	17,145	10,500	5,500	750	395
2011	17,145	10,500	5,500	750	395
2012	17,145	10,500	5,500	750	395
2013	17,145	10,500	5,500	750	395
2014	17,145	10,500	5,500	750	395
2015	17,145	10,500	5,500	750	395
2016	17,145	10,500	5,500	750	395
2017	17,145	10,500	5,500	750	395
2018	17,145	10,500	5,500	750	395
2019	17,145	10,500	5,500	750	395
2020	17,145	10,500	5,500	750	395
2021	17,145	10,500	5,500	750	395
2022	17,145	10,500	5,500	750	395

Note: The Hospital portion of this lease extends for the first ten years only. The hospital portion of rentals (@\$1400/mo) begins when they occupy their new space. After this initial term and full defeasance of the outstanding building debt the lease should be renegotiated to include the additional rent for this space.

After the 120 month lease term, the hospital space of 2,100 sq. ft. should be established by market and added to the above rents. The \$1,500 per month rental for 5,000 sp. ft. of YMCA space that was constructed in 1999. It is computed at approximately the same current rental rate and will continue through the life of the lease to begin after construction is complete.

After occupancy of the 2500 sq. ft. child care space in the summer of 2001, monthly rental rates are to be adjusted accordingly to the new proposed rate.

NEW PROPOSED RATES (SAME AS OLD RATE):
2500 SQUARE FEET @ \$3.59 PER SQ. FOOT

8,975.00
- 12

ADDITIONAL RENTAL RATE PER MONTH

750.00
=====

R & R PAYMENTS HAVE BEEN MODIFIED AND INCLUDED TO FUND EXPECTED BUILDING IMPROVEMENTS AND REPAIRS. THESE REPAIRS INCLUDE EXTERIOR PAINTING, ROOF ELECTRICAL, A/C AND FLOORING REPAIR AND REPLACEMENT.

Exhibit C

**AMENDMENT NO. 4 TO
CITY OF PORT ORANGE-YMCA
LEASE AGREEMENT**

THIS AMENDMENT NO. 4 to City of Port Orange-YMCA Lease Agreement is made and entered into this 1st day of April, 2014, by and between the **CITY OF PORT ORANGE**, a Florida municipality ("City") and **VOLUSIA/FLAGLER FAMILY YOUNG MEN'S CHRISTIAN ASSOCIATION, INC.** formerly known as The Greater Daytona Beach Area Young Men's Christian Association, Inc. ("YMCA" or "Lessee"). (City and YMCA shall be collectively referred to herein as the "Parties.")

WHEREAS, on October 11, 1989, City and YMCA executed City of Port Orange-YMCA Lease Agreement (the "Lease Agreement"); and

WHEREAS, the Lease Agreement provides for City to sublease the Demised Premises to YMCA for the operation and maintenance of a recreational facility; and

WHEREAS, at the time the Lease Agreement was entered into, the correct name for YMCA was "The Greater Daytona Beach Area Young Men's Christian Association, Inc."; and

WHEREAS, on April 21, 1992, City and YMCA executed Amendment No. 1 to the Lease Agreement; and

WHEREAS, on November 3, 1998, City and YMCA executed Amendment No. 2 to the Lease Agreement; and

WHEREAS, on August 3, 1999, City and YMCA executed Amendment No. 3 to the Lease Agreement; and

WHEREAS, on July 24, 2001, City and YMCA executed a second Amendment No. 3 to the Lease Agreement; and

WHEREAS, on June 20, 2008, The Greater Daytona Beach Area Young Men's Christian Association, Inc. and West Volusia Family Young Men's Christian Association, a Florida not-for-profit corporation filed Articles of Merger with the Florida Department of State, Division of Corporations, wherein the surviving entity was West Volusia Family Young Men's Christian Association, a Florida not-for-profit corporation; and

WHEREAS, on June 26, 2008, West Volusia Family Young Men's Christian Association, Inc. filed Articles of Amendment to Articles of Incorporation with the Florida Department of State, Division of Corporations, wherein the name of the corporation was changed to Volusia/Flagler Family Young Men's Christian Association, Inc., a Florida not-for-profit corporation; and

WHEREAS, City and YMCA desire to amend various provisions of the Lease Agreement and provide for the utilization of accumulated renewal and replacement revenues.

NOW, THEREFORE, in consideration of the terms conditions, promises, covenants and payments hereinafter set forth, City and YMCA agree as follows:

1. The foregoing premises are true and correct and incorporated herein by reference.
2. The Parties hereby acknowledge that the Volusia/Flagler Family Young Men's Christian Association, Inc. shall be the Lessee under the Lease Agreement.
3. Section 1.1 of the Lease Agreement between City and YMCA, as amended, is hereby further amended to include the current YMCA facilities, including the pool, pool deck, storm water areas, and parking areas in the Demised Premises, as set forth in the revised and substituted Exhibit "A" attached hereto.
4. A new Section 3.3 shall be added to the Lease Agreement as follows:

Section 3.3 Exercise Equipment. Notwithstanding, any other provision of the Lease Agreement and all amendments thereto, City shall reimburse YMCA for the purchase and use of exercise equipment to be located at the Demised Premises. YMCA's purchase of the equipment shall be governed by a selection procedure substantially the same as set forth in Paragraph 11, Section 10.2 of this Lease Amendment No. 4. YMCA shall maintain City's equipment at the expense of the YMCA. YMCA shall identify and mark each piece of equipment in a manner approved by the City's finance director. YMCA shall permit City to inspect the equipment each year upon reasonable notice. YMCA shall not remove the equipment from the Demised Premises unless authorized in writing by the City Manager.

5. Section 4.1 of the Lease Agreement between City and YMCA, as amended, is hereby further amended to provide for Workers' Compensation insurance coverage as required by statute. Section 4.1 of the Lease Agreement shall be revised to read as follows:

Section 4.1 Workers' Compensation. Workers' Compensation Insurance to apply to all employees in compliance with the "Workers Compensation Law" of the State of Florida and all applicable Federal laws. In addition, the policy(s) must include:

- A. Employers' Liability with a limit of Five Hundred Thousand Dollars (\$500,000.00) each accident.

- B. Notice of Cancellation and/or Restriction – The City the City of Port Orange shall be listed as additional insured on the insurance document. YMCA 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.

6. Section 9.10 of the Lease Agreement shall be revised to read as follows:

Section 9.10 Governing 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.

7. Section 9.11 of the Lease Agreement shall be revised to read as follows:

Section 9.11 Notice. Any notice or other communication given hereunder shall 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 below. 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.

TO CITY:

City of Port Orange
Attention: City Manager
1000 City Center Circle
Port Orange, Florida 32129
(386) 506-5501 – telephone
(386) 756-5208 - facsimile
gkisela@port-orange.org - e-mail

TO YMCA:

Volusia/Flagler Family Young Men's
Christian Association, Inc.
Attention: President/CEO
761 E. International Speedway Blvd.
DeLand, Florida 32724
(386) 738-9622 - telephone
(386) 822-9622 - facsimile
trogers@vfymca.org - e-mail

8. A new Section 9.12 shall be added to the Lease Agreement as follows:

Section 9.12 Financial Information. YMCA agrees that it shall provide monthly financial statements and annual audits to the City immediately upon acceptance and approval by the YMCA Corporate Board.

9. A new Section 9.13 shall be added to the Lease Agreement as follows:

Section 9.13 Public Records Compliance. YMCA, when acting on behalf of the City for rehabilitation and completion of the improvements provided for herein, 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.

10. A new section 9.14 shall be added to the Lease Agreement as follows:

Section 9.14 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.

11. A new section 9.15 shall be added to the Lease Agreement as follows:

Section 9.15 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.

12. A new Article X shall be added to the Lease Agreement as follows:

ARTICLE X

PORT ORANGE YMCA RENOVATION PROJECT 2014

Section 10.1 Phases I and III. City shall be responsible for implementation of the improvements to the Demised Premises described as Phase I and Phase III of the Port Orange YMCA Renovation Project 2014, as set forth on Exhibit "D" hereto.

Section 10.2 Phase II. YMCA shall be responsible for the design and implementation of the Phase II improvements to be located on the Demised Premises described on Exhibit "D" hereto. YMCA shall select licensed and insured contractors for the completion of the work. YMCA shall utilize a competitive, fair and impartial selection procedure as set forth herein and including the following:

- A. Established written specifications for the scope of work
- B. Solicitation of three written bids for the scope of work;
- C. The City Manager's written waiver for payment and performance bonding; and
- D. Furnish City a copy of the bids, contract and the contractor's certificate of insurance naming the City of Port Orange as an additional insured pursuant to the terms of the Lease Agreement and all amendments thereto with the coverage limits as set forth in Exhibit "E," attached hereto.
- E. Designation of Project Manager responsible for oversight of the project.
- F. Obtain contractor's release and waiver of liens prior to final payment.

YMCA shall within five (5) days after receipt from the contractor, hand deliver the original and e-mail the contractor's request for payment to Wayne Saunders, City of Port Orange, Finance Director. YMCA shall include with each request for payment YMCA's approval of the pay request and the project manager's certification that work has been completed. City shall not be responsible for contractor's late charges for untimely delivery to City's finance director. City shall issue a check to the contractor for each properly submitted pay request. If a pay request is not properly submitted, City shall promptly notify YMCA and the contractor simultaneously and request specific corrective action. City's total payment for the renovation services shall not exceed the amount of Forty-Eight Thousand and No/100 Dollars

(\$48,000.00) unless approved by vote of City Council and upon receipt of a written change order executed by City and Contractor.

13. All other terms and conditions of the Lease Agreement, as amended, shall remain in full force and effect, except as modified herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment, by and through their authorized representatives, on the respective dates under each signature.

YMCA

WITNESSES:

VOLUSIA/FLAGLER FAMILY YOUNG MEN'S
CHRISTIAN ASSOCIATION, INC.

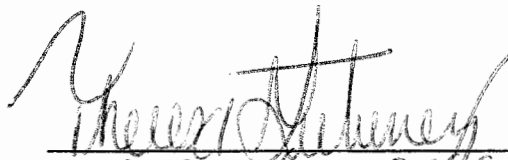
Elizabeth J. Kamm

By: [Signature]
Printed Name: Teresa Rogers
Title: President/CEO

[Signature]

Attest: _____
Printed Name: _____
Title: _____
Date: 11/12/14

WITNESSES:

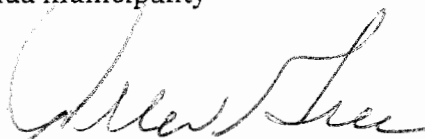


Theresa Gutierrez

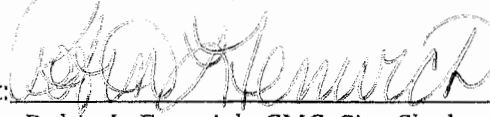

Barbara J. Abbate

CITY

CITY OF PORT ORANGE, FLORIDA
a Florida municipality

By 

Allen Green, Mayor

Attest: 

Robin L. Fenwick, CMC, City Clerk

Date: 11/14/14

[CA #003302 - v5]

EXHIBIT "A"

DESCRIPTION

A PORTION OF SECTION 8, TOWNSHIP 16 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF PORT ORANGE CORPORATE PARK, AS RECORDED IN MAP BOOK 47, PAGES 99 AND 100, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE RUN S88°02'49"W ALONG THE NORTH LINE OF SAID PORT ORANGE CORPORATE PARK, 266.19 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID NORTH LINE S88°02'49"W, 256.09 FEET; THENCE ALONG SAID NORTH LINE S69°52'58"W, 38.85 FEET TO THE BEGINNING OF A CURVE CONCAVE NORTHERLY HAVING A RADIUS OF 25.00 FEET AND A CENTRAL ANGLE OF 76°26'21"; THENCE WESTERLY ALONG THE ARC OF SAID CURVE, 33.35 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 260.00 FEET AND A CENTRAL ANGLE OF 10°48'44"; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE, 49.06 FEET; THENCE N44°29'25"W, 407.67 FEET TO THE BEGINNING OF A CURVE CONCAVE EASTERLY HAVING A RADIUS OF 62.00 FEET AND A CENTRAL ANGLE OF 74°01'04"; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE, 80.09 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE WESTERLY HAVING A RADIUS OF 350.00 FEET AND A CENTRAL ANGLE OF 28°38'51"; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE, 175.00 FEET; THENCE N88°52'11"E, 532.85 FEET; THENCE S00°45'00"E, 226.68 FEET; THENCE S45°17'43"E, 87.10 FEET; THENCE S00°49'24"E, 315.83 FEET TO THE POINT OF BEGINNING.
CONTAINING 7.20 ACRES, MORE OR LESS.



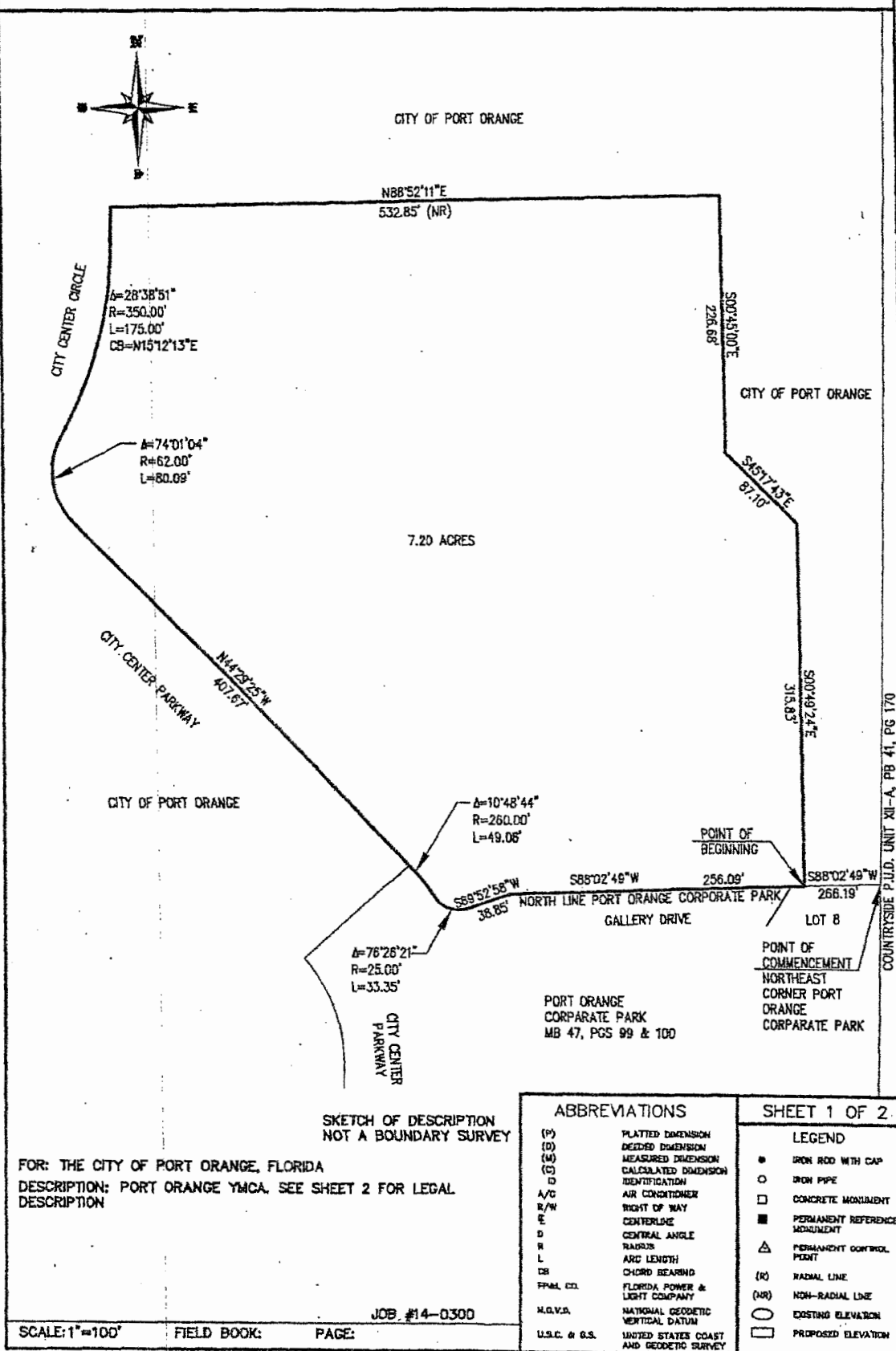
SLIGER & ASSOCIATES, INC.

PROFESSIONAL LAND SURVEYORS

LICENSED BUSINESS CERTIFICATION NO. 3019

3921 NOVA ROAD
PORT ORANGE, FL 32127
(386) 781-5385

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www.sligerassociates.com



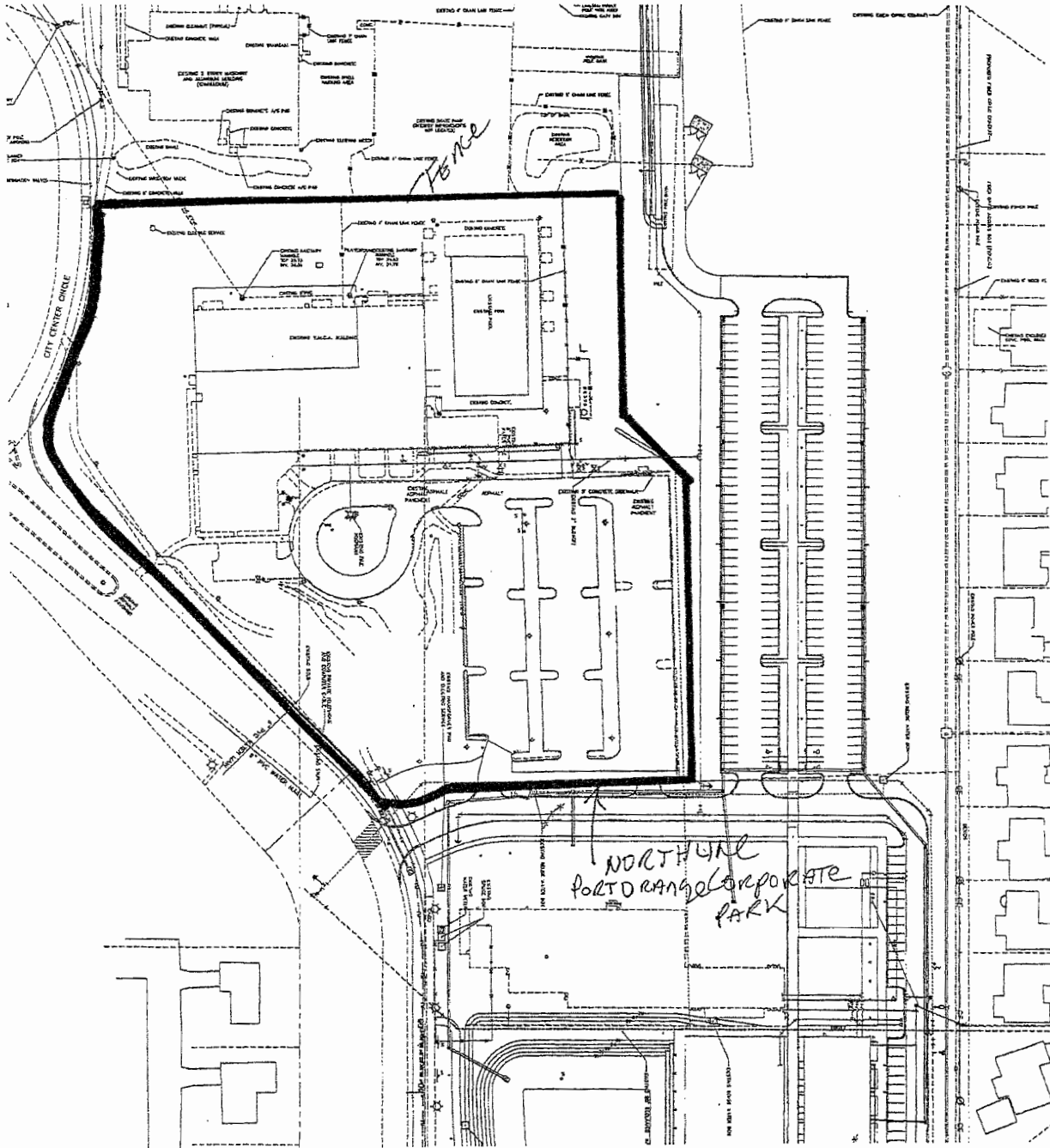
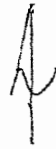


Exhibit "B" Remains Unchanged

Exhibit "C" Remains Unchanged

Port Orange YMCA Renovation Project 2014

Phase I

February 17 – April 15

Pool Deck	\$213,000
Pool Heater	48,000
Pool Lights	2,500
Pool Vacuum	8,000
Pool Blanket	3,000
Lap Lanes	16,000
Pool Furniture	7,000
Subtotal	\$297,500

Phase II

March 1 – May 15

Replace Exercise Equipment	\$200,000
Carpet Tile in Lobby/Wellness Areas	16,000
Rubber Tile in Free Weight Area	7,000
Paint	25,000
Subtotal	\$248,000

Phase III

July 1 – September 1

Remodel Men's Locker Room	\$135,000
Architect Fees	13,500
Remodel Ladies' Lobby Restroom	10,000
Subtotal	\$158,500

Renovation Project Total

Grand Total	\$704,000
-------------	-----------

EXHIBIT "D"

Insurance:

Contractor 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 according to the A.M. Best Company.

Insurance		Standards	Comments
Workers' Compensation	<u>Limits:</u>	Coverage A - Statutory Coverage B - \$100,000	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.
<u>Additional Coverage:</u>		All States (Broad Form) Voluntary Compensation	
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 AIMA	
Professional Liability (Errors & Omissions)	<u>Limits:</u>	Coverage- \$1,000,000 minimum	

Policies other than Workers' Compensation shall be issued only by companies authorized by subsisting certificates of authority issued to the companies by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a rating of "A" or better according to the A.M.

Best Company. 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.

**AMENDMENT NO. 5 TO
CITY OF PORT ORANGE-YMCA
LEASE AGREEMENT**

THIS AMENDMENT NO. 5 to City of Port Orange-YMCA Lease Agreement is made and entered into this 4th day of October, 2016, by and between the **CITY OF PORT ORANGE**, a Florida municipality ("City") and **VOLUSIA/FLAGLER FAMILY YOUNG MEN'S CHRISTIAN ASSOCIATION, INC.** formerly known as The Greater Daytona Beach Area Young Men's Christian Association, Inc. ("YMCA" or "Lessee"). (City and YMCA shall be collectively referred to herein as the "Parties.")

WHEREAS, on October 11, 1989, City and YMCA executed City of Port Orange-YMCA Lease Agreement (the "Lease Agreement"); and

WHEREAS, the Lease Agreement provides for City to sublease the Demised Premises to YMCA for the operation and maintenance of a recreational facility; and

WHEREAS, at the time the Lease Agreement was entered into, the correct name for YMCA was "The Greater Daytona Beach Area Young Men's Christian Association, Inc."; and

WHEREAS, on April 21, 1992, City and YMCA executed Amendment No. 1 to the Lease Agreement; and

WHEREAS, on November 3, 1998, City and YMCA executed Amendment No. 2 to the Lease Agreement; and

WHEREAS, on August 3, 1999, City and YMCA executed Amendment No. 3 to the Lease Agreement; and

WHEREAS, on July 24, 2001, City and YMCA executed a second Amendment No. 3 to the Lease Agreement; and

WHEREAS, on June 20, 2008, The Greater Daytona Beach Area Young Men's Christian Association, Inc. and West Volusia Family Young Men's Christian Association, a Florida not-for-profit corporation filed Articles of Merger with the Florida Department of State, Division of Corporations, wherein the surviving entity was West Volusia Family Young Men's Christian Association, a Florida not-for-profit corporation; and

WHEREAS, on June 26, 2008, West Volusia Family Young Men's Christian Association, Inc. filed Articles of Amendment to Articles of Incorporation with the Florida Department of State, Division of Corporations, wherein the name of the corporation was changed to Volusia/Flagler Family Young Men's Christian Association, Inc., a Florida not-for-profit corporation; and

WHEREAS, Amendment No. 4 to the Lease Agreement, dated April 1, 2014, was executed by the City and YMCA in November, 2014; and

WHEREAS, City and YMCA desire to amend the expiration and renewal schedule as set forth herein.

NOW, THEREFORE, in consideration of the terms conditions, promises, covenants and payments hereinafter set forth, City and YMCA agree as follows:

1. The foregoing premises are true and correct and incorporated herein by reference.
2. The Parties hereby acknowledge that the Volusia/Flagler Family Young Men's Christian Association, Inc. shall be the Lessee under the Lease Agreement.
3. Section 1.3 of the Lease Agreement between City and YMCA, is hereby amended to read as follows:

Section 1.3 Renewal. The term of this Agreement shall be extended for a period of one (1) year from October 12, 2016, upon the same terms and conditions as contained herein. Upon the expiration of the term set forth herein, this Agreement may be extended upon mutual agreement and approval by the YMCA and the City. If either party has the intent not to renew, then written notice to the other of its intent not to renew shall be sent by certified mail not less than one hundred and eighty (180) days prior to the expiration of the term set forth herein. At any time subsequent to the initial term of the Lease Agreement, the parties may renegotiate mutually satisfactory amendments hereto.

4. All other terms and conditions of the Lease Agreement, as amended, shall remain in full force and effect, except as modified herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment, by and through their authorized representatives, on the respective dates under each signature.

YMCA

WITNESSES:

VOLUSIA/FLAGLER FAMILY YOUNG MEN'S
CHRISTIAN ASSOCIATION, INC.

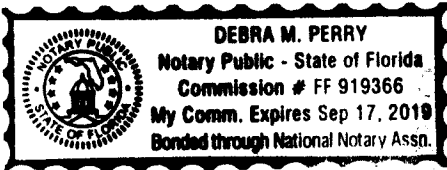
Jennifer Rice
Print Name: Jennifer Rice

Debra M. Bammery
Print Name: Debra M Bammery

Teresa Rand
By: _____
Printed Name: Teresa Rand
Title: Pres CEO

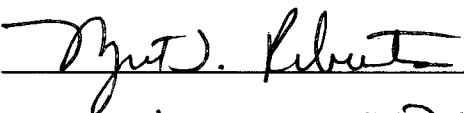
Debra M. Perry
Attest: _____
Printed Name: Debra M. Perry
Title: Exec Asst TO CEO / Notary

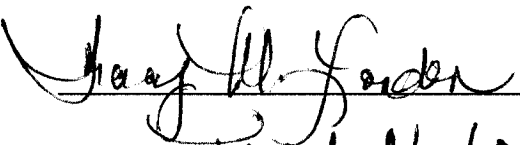
Date: 10-4-2016

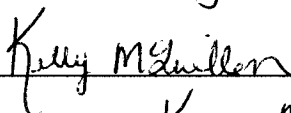


WITNESSES:


Print Name: Drew Boston

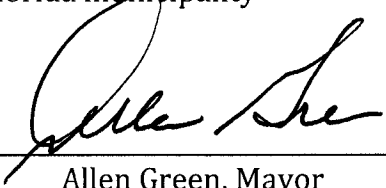

Print Name: Margaret T. Roberts


Print Name: Tracy M. London

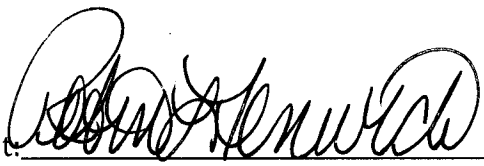

Print Name: Kelly McGuillen

CITY

CITY OF PORT ORANGE, FLORIDA
a Florida municipality

By 
Allen Green, Mayor

Date: 10/4/16

Attest: 
Robin L. Fenwick, CMC, City Clerk

Date: 10/4/16



Port Orange YMCA Renovation Project 2014

Phase I

February 17 – April 15

Pool Deck	\$213,000
Pool Heater	48,000
Pool Lights	2,500
Pool Vacuum	8,000
Pool Blanket	3,000
Lap Lanes	16,000
Pool Furniture	7,000
Subtotal	\$297,500

Phase II

March 1 – May 15

Replace Exercise Equipment	\$200,000
Carpet Tile in Lobby/Wellness Areas	16,000
Rubber Tile in Free Weight Area	7,000
Paint	25,000
Subtotal	\$248,000

Phase III

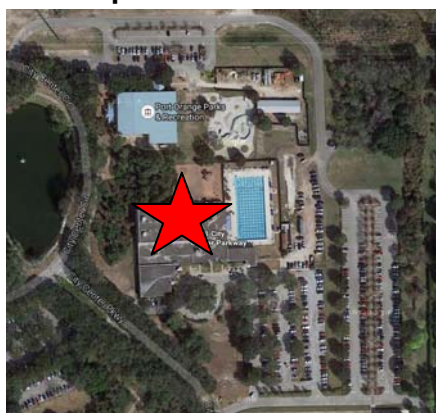
July 1 – September 1

Remodel Men's Locker Room	\$135,000
Architect Fees	13,500
Remodel Ladies' Lobby Restroom	10,000
Subtotal	\$158,500

Renovation Project Total

Grand Total	\$704,000
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Broker Opinion of Value



CITY OF PORT ORANGE

4701 City Center Parkway, Port Orange, FL 32127

Annual Base Rent \$236,600 to \$279,600

Price Per SF: \$5.50 - \$6.50 per SF

Number of Buildings: 2

Building SF: 43,013 & 280 SF Land : N/A

Area: Port Orange

Parking Spaces: 160+/-

Subject Property: Port Orange YMCA

Men and Ladies health facility, swimming pool, gymnasium, racquetball courts

Cross Street: City Center Circle

Market: Port Orange

Street Frontage: City Center Parkway

Tax Parcel No(s): A portion of 6308-00-06-0010

No. of Parcels: A portion of Year Built: 1990, 2001 & 2008

Corner: No

Zoning: GPU Government/Public Use

Valuations

Properties for Lease

115 Business Center Drive, Ormond Beach, FL

2330 S. Nova Road, Daytona Beach, FL

1631 S Nova Road, So. Daytona, FL

475 Fentress Blvd., Daytona Beach, FL

880 N Spring Garden Ave, Deland, FL

1 S. Old Kings Road, Ormond Beach, FL

\$4.25 psf NNN 21,000 sf includes 3,480 sf office and 3480 sf mezzanie

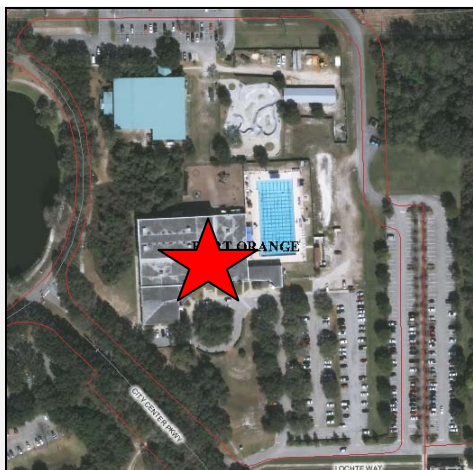
\$6.50 psf NNN 8,100 sf includes 1,200 sf office

\$5.95 psf NNN 19,600 sf includes 4,500 sf office

\$4.50 psf NNN 11,250 sf 120 parking spaces

\$2.75 psf NNN 41,473 sf retail exposure

\$2.40 psf Modified Gross lease 25,866 sf former Gym and Racquetball facility



Prepared for: City of Port Orange
ATTN: Shannon Balmer

Prepared 9/19/2016 by: John W. Trost, PA, CCIM
SVN | Alliance Commercial Real Estate Advisors
1275 W. Granada Boulevard, Suite 5B,
Ormond Beach, FL 32174
386-301-4581 John.Trost@svn.com

Respectfully submitted as of date stated.

The information listed above has been obtained from sources we believe to be reliable, but we make no representations or warranties, expressed or implied. We accept no responsibility for its accuracy or correctness.
This evaluation is not an appraisal, it is limited to the use of Recipient and is not a guarantee of value.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

August 23, 2017

To: Port Orange Mayor Don Burnette and Council Members

From: Port Orange YMCA Chief Volunteer Officer, Bob Ludlow and CEO, Teresa Rand

Re: Port Orange lease renewal

Honorable Mayor Don Burnette and Council Members,

This October marks the 28th anniversary of the Port Orange YMCA. We have enjoyed a wonderful partnership with the City of Port Orange that has resulted in more than 10,000 Port Orange citizens annually benefitting from the forward thinking of the Mayor, the Council and the YMCA Board at that time.

As you are aware, our current lease for the facility expires on October 4, 2017. City staff presented a new proposed 10-year lease to Teresa Rand, YMCA CEO, on July 17, 2017. This new lease contains many material changes from the terms and conditions of our current lease, which would result in a significant increase in costs to the YMCA.

The YMCA has met with City staff and a second revision was given to Ms. Rand on August 21st, 2017. We have not yet been able to reach an agreement on the proposed changes, nor has the YMCA had sufficient time to complete its assessment of the financial and operational impact of the City's requested changes. Furthermore, the YMCA needs additional time to meet with its Corporate Board on how to respond to the new lease requirements. The Y simply cannot afford any additional expenses and must have time to determine its next steps.

We are requesting a six-month extension of the current lease from October 4, 2017 to April 4, 2018. We value our long-term relationship with the City of Port Orange and hope you will approve our request.

Respectfully,

Robert "Bob" Ludlow, Port Orange YMCA Board Chair

Teresa Rand, YMCA CEO

CC: Volusia Flagler Board Chair, Rufus Johnson and Board Members

Volusia Flagler Family YMCA
Association Office
761 E. International Speedway Boulevard
DeLand, FL 32724
Phone: (386) 738-9622 Fax: (386) 822-9622



The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Version	Date	YMCA Responsibilities	City Responsibilities
Original	1989	"Keep the premises clean, sanitary and free from trash and debris." "The Complete upkeep and maintenance shall be borne by YMCA."	Build the building
Amendment 2	1998	"YMCA may construct additional improvements... The cost of such improvements and the cost of operation and maintenance thereof shall be the responsibility of the YMCA."	
Amendment 4	2014	"YMCA shall maintain City's [exercise] equipment at the expense of the YMCA."	"City shall reimburse YMCA for purchase and use of exercise equipment."
Amendment 4	2014		Construct Renovation project and purchase items and equipment (estimated total of \$704,000): Pool furniture and equipment, exercise equipment, carpet and rubber tile, interior paint, Remodel men's locker room)
Proposed Lease	2017-2018	1 Full time Maintenance staff member	
Proposed Lease	2017-2018	"YMCA, at it's own expense, may make alterations... If the proposed alterations necessitate an upgrade to the structural elements or mechanical systems... then YMCA shall be responsible for the costs of said upgrade to the affected... element or... system."	"The city is responsible for repair, replacement and/or restoration of the structural elements... and mechanical systems."
Proposed Lease	2017-2018	Day to day routine repairs, replacements and maintenance of the interior, non-structural components, grounds maintenance, signs, mowing, landscaping, tree trimming and irrigation maintenance. Refinish wood floors at least 1 time per year. Monthly walk throughs with City staff to identify problems	
Proposed Lease	2017-2018	"Routine maintenance of parking areas, drives and sidewalks	"Repair and replacement... of all parking areas, drives and sidewalks.
Proposed Lease	2017-2018	Provide proof of maintenance of exercise equipment	

**AMENDMENT NO. 6 TO
CITY OF PORT ORANGE-YMCA
LEASE AGREEMENT**

THIS AMENDMENT NO. 6 to City of Port Orange-YMCA Lease Agreement ("Amendment No. 6") is made and entered into this ____ day of _____, 2017, by and between the **CITY OF PORT ORANGE**, a Florida municipality ("City") and **VOLUSIA/FLAGLER FAMILY YOUNG MEN'S CHRISTIAN ASSOCIATION, INC.** formerly known as The Greater Daytona Beach Area Young Men's Christian Association, Inc. ("YMCA" or "Lessee"). (City and YMCA shall be collectively referred to herein as the "Parties.")

WHEREAS, on October 11, 1989, City and YMCA executed City of Port Orange-YMCA Lease Agreement (the "Lease Agreement"); and

WHEREAS, the Lease Agreement provides for City to sublease the Demised Premises to YMCA for the operation and maintenance of a recreational facility; and

WHEREAS, at the time the Lease Agreement was entered into, the correct name for YMCA was "The Greater Daytona Beach Area Young Men's Christian Association, Inc."; and

WHEREAS, on April 21, 1992, City and YMCA executed Amendment No. 1 to the Lease Agreement ("Amendment No.1"); and

WHEREAS, on November 3, 1998, City and YMCA executed Amendment No. 2 to the Lease Agreement("Amendment No. 2"); and

WHEREAS, on August 3, 1999, City and YMCA executed Amendment No. 3 to the Lease Agreement("Amendment No. 3(1999)"); and

WHEREAS, on July 24, 2001, City and YMCA executed a second Amendment No. 3 to the Lease Agreement("Amendment No.3 (2001)"); and

WHEREAS, on June 20, 2008, The Greater Daytona Beach Area Young Men's Christian Association, Inc. and West Volusia Family Young Men's Christian Association, a Florida not-for-profit corporation filed Articles of Merger with the Florida Department of State, Division of Corporations, wherein the surviving entity was West Volusia Family Young Men's Christian Association, a Florida not-for-profit corporation; and

WHEREAS, on June 26, 2008, West Volusia Family Young Men's Christian Association, Inc. filed Articles of Amendment to Articles of Incorporation with the Florida Department of State, Division of Corporations, wherein the name of the corporation was changed to Volusia/Flagler Family Young Men's Christian Association, Inc., a Florida not-for-profit corporation; and

WHEREAS, Amendment No. 4 to the Lease Agreement, dated April 1, 2014, was executed by the City and YMCA in November, 2014("Amendment No.4"); and

WHEREAS, on October 4, 2016 City and YMCA executed Amendment No. 5 to the Lease Agreement ("Amendment No.5"); and

WHEREAS, City and YMCA desire to amend the expiration and renewal schedule as set forth herein; and

WHEREAS, the Lease Agreement, as amended in Amendment No.1, Amendment No. 2, Amendment No. 3(1999), Amendment No. 3(2001), Amendment No. 4, and Amendment No. 5 hereinafter collectively referred to as "Lease Agreement".

NOW, THEREFORE, in consideration of the terms conditions, promises, covenants and payments hereinafter set forth, City and YMCA agree as follows:

1. The foregoing premises are true and correct and incorporated herein by reference.
2. The Parties hereby acknowledge that the Volusia/Flagler Family Young Men's Christian Association, Inc. shall be the Lessee under the Lease Agreement.
3. Section 1.3 Renewal of the Lease Agreement between City and YMCA, is hereby amended to read as follows:

Section 1.3 Renewal. The term of this Lease Agreement shall expire at midnight on the 31st of December, 2017 unless otherwise extended by mutual agreement of the Parties. If YMCA and City are unable to mutually agree on an extension or restatement of the Lease Agreement prior to the expiration of the term set forth herein, this provision shall serve as notice of non-renewal and YMCA shall have six (6) months from date of expiration, to terminate all activities and vacate the Demised Premises on or before midnight on the 30th of June, 2018, after which the City shall enter and take possession of the Demised Premises, securing it for its own purposes and alternative uses as City may see fit. It is mutually agreed that if, after the expiration of this Lease Agreement, the YMCA remains in possession of the Demised Premises, without a written agreement as to such possession; then such holding over shall be deemed and taken to be a holding upon a tenancy at sufferance subject to all of the provisions of this Lease Agreement, including but not limited to the requirement of payment of rent. Nothing contained in this Section 1.3 shall be construed to alter or impair any of City's rights of re-entry or eviction or constitute a waiver thereof.

4. All other terms and conditions of the Lease Agreement, as amended, shall remain in full force and effect, except as modified herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment No. 6, by and through their authorized representatives, on the respective dates under each signature.

YMCA

WITNESSES:

**VOLUSIA/FLAGLER FAMILY YOUNG MEN'S
CHRISTIAN ASSOCIATION, INC.**

*Print Name:*_____

By:_____
Printed Name:_____
Title:_____

*Print Name:*_____

Attest:_____
Printed Name:_____
Title:_____

Date:_____

WITNESSES:

CITY

CITY OF PORT ORANGE, FLORIDA
a Florida municipality

*Print Name:*_____

By_____ **Donald O. Burnette, Mayor**

*Print Name:*_____

Date: _____

*Print Name:*_____

Attest:_____ **Robin L. Fenwick, CMC, City Clerk**

*Print Name:*_____

Date: _____

[Seal]

AMENDMENT NO. 2 OF THE SUBLEASE AGREEMENT

THIS AMENDMENT NO. 2 OF THE SUBLEASE AGREEMENT ("Amendment No. 2") is dated as of _____, 2017, and is entered into by and between **Volusia/Flagler Family Young Men's Christian Association, Inc.** formerly known as The Greater Daytona Beach Area Young Men's Christian Association, Inc., hereinafter "YMCA" or "Sublessor,"; **Halifax Hospital Medical Center**, a special taxing district formed under the laws of the State of Florida, hereinafter "Halifax" and **HB Outpatient Rehabilitative Services, Inc.**, a Georgia not for profit corporation, authorized to do business in the State of Florida, and **Genesis Health Development, Inc.**, a Florida not for profit doing business as Brooks Health Development, hereinafter "Sublessees."

WHEREAS, the YMCA and City of Port Orange ("City") entered into a certain Lease Agreement, as has been amended, for use of the premises located at 4701 City Center Parkway, Port Orange, Volusia County, Florida dated October 12, 1989, hereinafter "Lease Agreement", a true, correct, and complete copy of which is attached hereto as **Exhibit "A"** and incorporated herein by this reference; and

WHEREAS, The YMCA and Halifax Hospital Medical Center, a special taxing district formed under the laws of the State of Florida ("Halifax"), entered into a certain Sublease Agreement for use of a portion of the premises located at 4701 City Center Parkway, Port Orange, Volusia County, Florida dated October 12, 2013 for a term of two (2) years, beginning October 12, 2013 terminating on the 11th of October, 2015, hereinafter "Sublease," a true, correct, and complete copy of which is attached hereto as **Exhibit "B"** and incorporated herein by this reference; and

WHEREAS, The YMCA and Halifax, entered into an Amendment to Sublease Agreement dated October 12, 2015 for a term of two (2) years, beginning October 12, 2015 terminating on the 11th of October, 2017 with automatic annual renewals for three successive one (1) year terms, unless either party provides written notice of non-renewal at least 180 days prior to the expiration of the current or renewal term., hereinafter "Amendment," a true, correct, and complete copy of which is attached hereto as **Exhibit "C"** and incorporated herein by this reference; and

WHEREAS, The YMCA and Halifax entered in an Assignment and Amendment to Sublease Agreement dated October 11, 2016 assigning to HB Outpatient Rehabilitative Services, Inc., a Georgia not for profit corporation and Genesis Health Development, Inc., a Florida not for profit doing business as Brooks Health Development all of Halifax's right, title and interest in and under the Sublease and amendments thereto; and HB Outpatient Rehabilitative Services, Inc., a Georgia not for profit corporation and Genesis Health Development, Inc., a Florida not for profit doing business as Brooks Health Development acceptance of such assignment and assumption of all of Halifax's duties and obligations thereunder and extending the term of the Sublease for one (1) year, beginning on October 12, 2016 terminating on the 11th of October, 2017; and

WHEREAS, the YMCA and HB Outpatient Rehabilitative Services, Inc., a Georgia not for profit corporation, and Genesis Health Development, Inc., a Florida not for profit doing

business as Brooks Health Development, hereinafter "Sublessees," desire to extend the term of the Sublease, as amended; and

WHEREAS, the Lease Agreement requires the City to review and approve any assignments and amendments of the Sublease.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, receipt of which is hereby acknowledged, YMCA, and Sublessees agree as follows:

1. The premises set forth above are true and correct, and form a material part of this Assignment.

2. Sublessees hereby agree to perform all of the duties and obligations arising under the Sublease and amendments thereto.

4. Except as expressly modified by this Amendment No. 2, the Sublease, inclusive of any executed amendments to date, shall remain in full force and effect.

5. Sublessees agree to indemnify and hold City and YMCA harmless from any and all loss, liability, cost or expense, including reasonable attorneys' fees suffered or incurred by Sublessees as a result of a breach of any of the foregoing warranties.

6. Paragraph 2 of the Sublease (TERM) is replaced in its entirety by:

The term of this SUBLEASE shall expire at midnight on the 31st of December, 2017 unless otherwise extended by mutual agreement of the Parties and approval by the City of Port Orange. If Parties are unable to mutually agree on an extension or amendment of the SUBLEASE prior to the expiration of the term set forth herein, this provision shall serve as notice of non-renewal and Sublessees shall have six (6) months from date of expiration, to terminate all activities and vacate the Demised Premises on or before midnight on the 30th of June, 2018.

7. The City of Port Orange, Florida does hereby consent to and join in this Assignment as required in Article IX, Section 9.1 of the Lease Agreement, as amended, between the City and the YMCA, referenced in the Sublease, for purposes of acknowledgment and approval of said Sublessees.

9. The effective date of this Amendment No. 2 shall be the date of the signing of all parties to this Contract.

10. This Amendment No. 2 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 electronic transmittal of an executed copy of this Amendment No. 2 shall be deemed valid as if an original signature was delivered.

[SIGNATURES TO FOLLOW ON NEXT PAGES]

IN WITNESS WHEREOF, the parties hereto have set their hands and seal on the day and year set forth hereinafter.

WITNESSES:

Signature

Print Name

Signature

Print Name

SUBLESSOR:

VOLUSIA/FLAGLER YOUNG MEN'S
CHRISTIAN ASSOCIATION, INC.
a Florida not for profit corporation

By: _____
Teresa Rand, President/ CEO

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing Assignment and Amendment was acknowledged before me this _____ day of _____, 2017, by Teresa Rand, as President and CEO of Volusia/Flagler Family Young Men's Christian Association, Inc., a Florida not for profit corporation, on behalf of said corporation. She is personally known to me.

Notary Public, State of Florida at Large
Printed Name, Commission Seal and Term Expiration Date

WITNESSES:

Signature

Print Name

Signature

Print Name

STATE OF _____

COUNTY OF _____

The foregoing Amendment No. 2 was acknowledged before me this _____ day of _____, 2017, by _____, as _____ of HB Outpatient Rehabilitative Services, Inc., a Georgia non-profit corporation, on behalf of said corporation. He/She is personally known to me.

SUBLESSEE:

HB Outpatient Rehabilitative Services, Inc.,
a Georgia not for profit corporation

By: _____

Name: _____

Title: _____

Date: _____

Notary Public, State of _____ at Large

Printed Name, Commission Seal and Term Expiration Date

WITNESSES:

Signature

Print Name

Signature

Print Name

SUBLESSEE:

Genesis Health Development, Inc.,
a Florida not for profit corporation d/b/a
Brooks Health Development

By: _____

NAME _____

TITLE _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing Assignment and Amendment was acknowledged before me this ____ day
of _____, 2017, by _____, as _____ of Genesis Health
Development, Inc. a Florida not for profit corporation d/b/a Brooks Health Development, on
behalf of said corporation. He/She is personally known to me.

Notary Public, State of Florida at Large
Printed Name, Commission Seal and Term Expiration Date

Consent and Joinder of City of Port Orange for the purpose of acknowledgement and approval.

**CITY OF PORT ORANGE,
a Florida Municipal Corporation**

WITNESSES:

Signature

Print Name: _____

Signature

Print Name: _____

Signature

Print Name: _____

Signature

Print Name: _____

By: _____
Donald O. Burnette, Mayor

Date: _____

Attest: _____
Robin L. Fenwick, CMC, City Clerk

Date: _____

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 Florida municipal corporation, on behalf of the City. They are personally known to me and did not take an oath.

Notary Public, State of Florida at Large
Printed Name, Commission Seal and Term Expiration Date

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by Robin L. Fenwick, City Clerk of the CITY OF PORT ORANGE, FLORIDA, a Florida municipal corporation, on behalf of the City. They are personally known to me and did not take an oath.

Notary Public, State of Florida at Large
Printed Name, Commission Seal and Term Expiration Date



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (H26) Resolution No. 17-42 - Emergency Management for Hurricane Irma

DEPARTMENT: City Attorney

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 17-42.

SUMMARY: Resolution No. 17-42 authorizes the city manager to act effective September 5, 2017 at 11:00 p.m. as the Emergency Management Director, the NIMS Incident Commander and as otherwise authorized pursuant to Section 252.38, Florida Statutes and Chapter 26 of the City of Port Orange Code of Ordinances for the Hurricane Irma storm event.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Reso. No. 17-42	Reso. No. 17-42.pdf
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Robin Fenwick
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 09/05/2017
Approved - 09/05/2017
Approved - 09/05/2017
Final Approval - 09/05/2017

RESOLUTION NO. 17-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AUTHORIZING THE EMERGENCY MANAGEMENT DIRECTOR TO DECLARE A STATE OF LOCAL EMERGENCY COMMENCING SEPTEMBER 5, 2017 AT 11:00 P.M.; RATIFYING ALL ACTIONS, IF ANY, OF THE CITY IN THE RESPONSE TO THE LOCAL EMERGENCY COMMENCING ON SEPTEMBER 5, 2017 AT 11:00 P.M.; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Hurricane Irma Storm event may cause damage to public utilities, public buildings, public streets and roads, public drainage systems, potentially other public infrastructure, commercial and residential buildings and areas as well as causing life threatening conditions for the residents; and

WHEREAS, Section 252.38, Florida Statutes, and Sections 26.6.1, et seq. of the City of Port Orange Code of Ordinances provides authority for a political subdivision such as the City of Port Orange to declare a state of local emergency and to waive the procedures and formalities otherwise required of political subdivisions in order to take whatever action is necessary to ensure the health, safety and welfare of the community; and

WHEREAS, on September 4, 2017, Governor Rick Scott issued Executive Order Number 17-235, declaring that a state of emergency exists in every county in the State of Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, as follows:

Section 1. The Hurricane Irma Storm event poses a serious threat to the lives and property of the residents of the City of Port Orange. The City Council hereby declares a State of Local Emergency effective on September 5, 2017 at 11:00 p.m.. The City Manager shall act as the NIMS Incident Commander and the Emergency Management Director for the purposes of the Hurricane Irma Storm event. The State of Local Emergency shall be limited to seven (7) days from the effective date of this Resolution No.17-42, but may be extended by subsequent resolution in accordance with Section 252.38, Florida Statutes and Chapter 26 of the Code of Ordinances.

Section 2. The City Council or the Mayor, or in the Mayor's absence the Vice Mayor, or in the absence of the Mayor and Vice Mayor, any one City Council Member hereby exercises their authority and waives the procedures and formalities required by law of a political subdivision, as provided in Section 252.38, Florida Statutes, and Chapter 26 of the City of Port Orange Code of Ordinances. The Emergency Management Director (City Manager) or the successor as provided in Section 26.6.4 of the Code of Ordinances is hereby authorized and empowered to exercise all powers and duties and take all actions deemed appropriate as authorized in Section 252.38, Fla. Stat., and Sections 26.6.1, et seq. of the City of Port Orange Code of Ordinances.

Section 3. The City Council hereby ratifies all of the City's actions commencing on September 5, 2017 through September 12, 2017 at 11:00 p.m., inclusive, in response to the Hurricane Irma Storm event local emergency.

Section 4. This resolution shall become effective on September 5, 2017
at 11:00 p.m.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the day of

Reviewed and Approved: _____
Margaret T. Roberts, City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/05/2017

Consent item: No

SUBJECT: (I27) City Attorney Comments - 1. Request to engage James Pickens, Esquire as Special Legal Counsel and to authorize filing legal action against N-Viro, LP
2. Request to approve rate payer notice procedures.

DEPARTMENT: City Attorney

GOAL:

RECOMMENDED MOTION: Move to authorize the services of James Pickens Esquire and to authorize filing legal action against N-Viro, LP.

Move to approve rate payer notice procedures.

SUMMARY: 1. Request to authorize the services of attorney James Pickens as special counsel to assist with the Florida N-Viro LP contract litigation. Mr. Pickens is a partner with the firm Kinsey, Vincent and Pyle, P.A. and has a government rate of \$200 per hour. This firm has extensive experience in complex contract litigation and most recently assisted the City in the solid waste bid protest. The anticipated legal expenses for this litigation is \$35,000, and the potential recovery is in excess of \$80,000.

2. Discussion and consideration of approving the following language by motion of the city council.

"Prior to issuance of a legally required notice to increase rates, the city staff shall prepare a plain meaning summary to accompany the notice and shall provide copies to the city council in advance of sending the notice."

Project No.: Funding Account No.:

ATTACHMENTS:

Robin Fenwick
Margaret Roberts
Robin Fenwick
Jake Johansson

Created/Initiated - 08/09/2017
Approved - 08/24/2017
Approved - 08/29/2017
Final Approval - 08/30/2017
