



REGULAR CITY COUNCIL MEETING

6:30 PM – COUNCIL CHAMBERS – CITY HALL

AUGUST 6, 2019

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

B. SPECIAL AWARDS, REPORTS, RECOGNITION AND PROCLAMATIONS

4. Presentation of Master Municipal Clerk Designation by Florida Association of City Clerks
5. Police Department Recognition Award of Merit Presentation
6. Recognition of Monica Marschick-Melendez and Jennifer Roberson on becoming U.S. Citizens

C. CONSENT AGENDA

7. Public Comments on Consent Agenda Items Only
8. Agenda Approval
9. Approval of Minutes
 - a. July 16, 2019 - Regular City Council Meeting
 - b. July 18, 2019 - City Council Budget Workshop
 - c. July 24, 2019 - City Council Budget Workshop
 - d. July 30, 2019 - City Council Special Meeting
10. Bid Awards and Contract Items
 - a. Award of ITB #19-20 to M&B Tree Service LLC for Palm Tree Trimming

- b. Approval of Task Authorization No. 23 (CA4619) - Mead & Hunt Inc. - Design/Permitting for Ponce Deleon Circle Sanitary Sewer Improvements

- 11. Approval of HUD CDBG Annual Action Plan for PY19 (October 1, 2019- September 30, 2020)
- 12. Resolution No. 19-28 - Supporting the East Central Florida Regional Resiliency Action Plan
- 13. Resolution No. 19-34- Ratifying and Accepting \$5,000 grant from Target Corporation for Shop With A Cop Program
- 14. Resolution No. 19-35 - Ratifying and Accepting \$105,492.00 for 2019-2020 Victims of Crime Act (VOCA) Grant
- 15. Resolution No. 19-36 - Naming the Boat Ramp under the bridge at Causeway Park the "Frank Scofield Memorial Boat Ramp"
- 16. Approval of the Fee Matrix for the 5k Run with Halifax Health Hospice
- 17. Approval of Fee Matrix Discount for Parkinson's Association Daytona Beach Fun Walk

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

E. COUNCIL COMMENTS

- 18. Comments/Concerns from Council Members

F. BOARD APPOINTMENTS, INTERVIEWS, REPORTS

- 19. Report from KemperSports on the Cypress Head Golf
- 20. Golf Advisory Board Report
- 21. Parks & Recreation Advisory Board Report

G. PUBLIC HEARING

- 22. Second Reading - Ordinance No. 2019-20 - Small-Scale Future Land Use Map Amendment/904 and 908 Taylor Road
- 23. Second Reading - Ordinance No. 2019-21 - Rezoning/904 and 908 Taylor Road

H. REGULAR AGENDA

- 24. First Reading - Ordinance No. 2019-8 - Dissolving the Code Enforcement Board in favor of a Special Magistrate Enforcement Method
- 25. First Reading - Ordinance No. 2019-25 - Amending Section 2-262 Purchase and Sale Procedures and ratifying purchases consistent with policy actions
- 26. Resolution No. 19-37 - Approval of FY20 - FY25 Capital Improvement Plan (CIP)

I. COMMENTS

27. City Attorney Comments

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 1-800-955-8771.

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

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

REGULAR CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
JULY 16, 2019

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.

Invocation by Pastor Sheila Turner of A Touch of HIS Hem Ministries

Pledge of Allegiance

Roll Call	Present:	Council Member Marilyn Ford Councilman Drew Bastian Councilman Scott Stiltner Vice Mayor Chase Tramont Mayor Donald Burnette
	Also Present:	City Manager Jake Johansson City Attorney Margaret Roberts City Clerk Robin Fenwick

CONSENT AGENDA

4. Public Comments on Consent Agenda Items Only

There were none.

5. Agenda Approval

Motion to pull consent agenda items 7d, e, and g for further discussion was made by Councilman Scott Stiltner and Seconded by Vice Mayor Chase Tramont. Motion carried unanimously by voice vote.

Motion to approve the agenda as amended was made by Vice Mayor Chase Tramont and Seconded by Councilwoman Marilyn Ford. Motion carried unanimously by voice vote.

Mayor Don Burnette asked for an update as to the change orders being requested. Jake Johansson, City Manager, provided the update on the issues found under the roadway during construction.

Motion to approve Item #7d and 7e was made by Vice Mayor Chase Tramont and Seconded by Councilman Drew Bastian. Motion carried unanimously by roll call vote.

Item 7g - Mayor Don Burnette advised the agreement with the baseball club (item #b8) has a scrivener's error. The new partner fee should actually be \$6,866 rather than \$6,688.

Motion to approve Item 7g was made by Vice Mayor Chase Tramont and Seconded by Council Member Marilyn Ford. Motion carried unanimously by roll call vote.

6. Approval of Minutes
 - a. June 18, 2019 - Regular City Council Meeting
 - b. June 25, 2019 - Special City Council Meeting
 - c. June 25, 2019 - City Council Workshop
7. Bid Awards and Contract Items
 - a. Award of ITB 19-22 Landscape Services Retention Ponds to Scotty Boy Landscaping & Maintenance LLC
 - b. Approval of Commercial License Agreement with AT&T for Sauls and McDonald Crosswalk Flashing Beacon Solar Panel Relocation
 - c. Approval of Contract to Vintage Painting Inc. for exterior painting of the YMCA building
 - d. Approval of Change Order Nos. 1-5 to the construction contract with The New Florida Industrial Electric (FIE) for the Dunlawton Street Lighting Project
 - e. Approval of Change Order No. 2 to TEDS for CEI services for the Dunlawton Lighting Project
 - f. Approval of Amendment One to the Pop Warner Agreement
 - g. Approval of Amendment One to the Port Orange Baseball Club agreement
 - h. Approval of Change Order #4 to Standard Contract for Services with Remedy Intelligent Staffing, LLC.
8. Resolution No. 19-32 - Acceptance of Deed of Dedication for public purposes along the south side of Herbert Street, adjacent to 415 Dunlawton Avenue
9. Resolution No. 19-33 - Budget Appropriation
10. Designation of a Voting Delegate for the 2019 Annual Florida League of Cities Conference
11. Approval of License Agreement for 3 Cedar St.
12. Approval of Lease Agreement for 4505 Clyde Morris Blvd/Rita L. Gray

Motion to approve the Consent Agenda

as amended was made by Vice Mayor Chase Tramont and Seconded by Councilman Scott Stiltner. Motion carried unanimously by roll call vote.

SPECIAL AWARDS, REPORTS, RECOGNITION AND PROCLAMATIONS

13. Envirothon Team and Josh Platt Recognition

Nancy Vaughn, citizen, introduced County Council Woman Debbie Denys, who presented the Spruce Creek High School Envirothon Team a proclamation from the County Council for their winning the state competition.

14. Parks and Recreation Month Proclamation

Mayor Don Burnette read the Proclamation for Parks & Recreation Month.

CITIZEN PARTICIPATION (Non-Agenda – 15 minutes)

Jim Scholtz, citizen, addressed Council with his concerns regarding fluoridation in the water and thanked Council for keeping Sugar Mill Gardens.

COUNCIL COMMENTS

15. Comments/Concerns from Council Members

Vice Mayor Chase Tramont asked what can be done to require a business license from panhandlers. Margaret Roberts, City Attorney, will provide a report on the subject. Mr. Johansson advised that the rules apply to everyone and cannot be enforced against certain people because they don't like what they are doing. He also discussed the things people can't do, such as walking in the road or median and can't harass citizens.

Mayor Don Burnette asked for data as to the turnaround time for permitting. Staff will provide. He also asked for an update on the Special Magistrate's ruling on the church on Williamson Blvd. Mr. Johansson provided details of the decision.

BOARD APPOINTMENTS, INTERVIEWS, REPORTS

16. Council Member Appointments

- 1) Fire Pension Board Appointment
- 2) ArtHaus

Motion to nominate Marilyn Ford to both boards was made by Vice Mayor Chase Tramont and Seconded by Council Member Drew Bastian. Motion carried unanimously by roll call vote.

PUBLIC HEARING

17. Second Reading - Ordinance No. 2019-19 - Fire Assessment Procedure
(Continued from June 18, 2019)

Mayor Don Burnette read Ordinance No. 2019-19.

ORDINANCE NO. 2019-19

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, FLORIDA, AMENDING CHAPTER 30 OF THE CITY OF PORT ORANGE CODE OF ORDINANCES TO ESTABLISH A NEW ARTICLE III RELATING TO THE FUNDING OF FIRE PROTECTION SERVICES, FACILITIES, AND PROGRAMS THROUGHOUT THE INCORPORATED AREAS OF PORT ORANGE, FLORIDA; AUTHORIZING THE IMPOSITION AND COLLECTION OF FIRE PROTECTION ASSESSMENTS AGAINST REAL PROPERTY; PROVIDING DEFINITIONS AND FINDINGS; ESTABLISHING A PROCEDURE FOR IMPOSING FIRE PROTECTION ASSESSMENTS; AUTHORIZING THE IMPOSITION OF INTERIM ASSESSMENTS; PROVIDING THAT ASSESSMENTS CONSTITUTE A LIEN ON ASSESSED PROPERTY UPON ADOPTION OF THE ASSESSMENT ROLL; DESCRIBING THE PROCEDURE FOR ADMINISTERING THE FIRE PROTECTION ASSESSMENT FROM YEAR TO YEAR AND FOR CORRECTING ERRORS AND OMISSIONS; PROVIDING FOR COLLECTION OF THE ASSESSMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2019-19
was made by Vice Mayor Chase
Tramont and Seconded by Councilman
Drew Bastian.

Discussion was held by Council regarding notification to citizens of changes in the fee should it be implemented in the future. Councilwoman Marilyn Ford asked that language regarding notification to citizens be included in the ordinance. Ms. Roberts said the language discussed can be added if approved by Council.

Matt Jones, Deputy City Attorney, explained the fee will be set in a resolution approved by Council.

Motion to table the ordinance until
Council directs Staff to bring the item

back for consideration was made by Councilwoman Marilyn Ford and Seconded by Vice Mayor Chase Tramont. Motion failed 2-3 by roll call vote with Council Member Marilyn Ford and Vice Mayor Chase Tramont voting yes and Council Members Scott Stiltner and Drew Bastian and Mayor Don Burnette voting no.

Motion to approve the Ordinance as presented carried 3-2 by roll call vote with Council Member Marilyn Ford and Vice Mayor Chase Tramont voting no.

18. Second Reading - Ordinance No. 2019-22 - Trespassing on Public Property

Mayor Don Burnette read Ordinance No. 2019-22.

ORDINANCE NO. 2019-22

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING CHAPTER 58 OF THE CODE OF ORDINANCES, TO ESTABLISH A NEW SECTION 58-4 SETTING FORTH THE AUTHORITY AND PROCEDURES FOR THE ISSUANCE OF TRESPASS WARNINGS FOR PUBLIC PROPERTY; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2019-22 was made by Vice Mayor Chase Tramont and Seconded by Councilman Drew Bastian.

Brendan Galbreath, citizen, discussed his situation of harassment at his restaurants. He doesn't believe the ordinance as written covers the issues he sees at his businesses.

Tom Jordan and Jonathan Foley, citizens, encouraged Council to pass the ordinance.

Motion carried unanimously by roll call vote.

Mayor Don Burnette announced a 10 minute recess at 8:10 p.m.

19. First Reading - Ordinance No. 2019-23 - Small-scale Future Land Use Map Amendment/Harbor Landings (Case No. 18-20000008)

Mayor Don Burnette read Ordinance Nos. 2019-23 and 2019-24 and asked Council to discuss the items together before voting separately.

ORDINANCE NO. 2019-23

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, RELATING TO COMPREHENSIVE PLANNING; AMENDING THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN; AMENDING THE FUTURE LAND USE DESIGNATION FOR +4.26 ACRES FROM OFFICE/RESIDENTIAL TRANSITION TO URBAN MEDIUM DENSITY RESIDENTIAL; PROVIDING FOR CONFLICTING ORDINANCES, SEVERABILITY AND AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2019-23 was made by Vice Mayor Chase Tramont and Seconded by Council Member Drew Bastian.

Penelope Cruz, Planning Manager, provided details of the amendment being requested. Parking issues were discussed as a concern.

Michael D. Chiumento III, Esq., Attorney for applicant, provided further details of their project.

Motion carried unanimously by roll call vote.

20. First Reading -Ordinance No. 2019-24 - PUD Rezoning and Harbor Landings Master Development Agreement and Conceptual Development Plan (Case No. 18-40000004)

Mayor Don Burnette read Ordinance No. 2019-24.

ORDINANCE NO. 2019-24

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, REZONING PROPERTY CONSISTING OF APPROXIMATELY ±4.74 ACRES LOCATED ON THE WEST SIDE OF RIVERSIDE DRIVE, EAST OF RIDGEWOOD AVENUE FROM PLANNED UNIT DEVELOPMENT (PUD) AND R-7SF (SINGLE-

FAMILY RESIDENTIAL) TO PUD AND APPROVING A MASTER DEVELOPMENT AGREEMENT AND CONCEPTUAL DEVELOPMENT PLAN FOR THE HARBOR LANDINGS PUD; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2019-24 was made by Vice Mayor Chase Tramont and Seconded by Council Member Drew Bastian. Motion carried unanimously by roll call vote.

REGULAR AGENDA

21. Presentation of 2019 Citizen Survey Report

Alan Rosen, Assistant City Manager, provided details from the 2019 citizen survey.

COMMENTS

22. City Attorney Comments

- a. Proposed FY 2020 Budget for CBL/BM Port Orange West CDD

Ms. Roberts asked Council if they had any questions regarding the budget presented by the CDD. They did not.

- b. Proposed FY 2020 Budget for SWI CDD

Ms. Roberts asked Council if they had any questions regarding the budget presented by the CDD. They did not.

23. City Manager Comments

- a. Feral Cat Discussion

Mr. Johansson provided an update on the feral cat (TNR) program in place with CCFW. Based on feedback from citizens, recent complaints at council meetings and first-hand evidence, staff is finding that the current management of the Feral Cat Program is insufficient in addressing the control of feral cats. Staff would like to discuss recent findings and trends before recommending a strategy for the future which may include; internal or contract management of the program, Trap, Neuter, and Release (TNR), Trap, Neuter, and return to field (RTF), the "Feral Freedom" program, development of enforceable ordinances, and other strategies that will assist the City of Port Orange develop a more effective program. He asked Council for their thoughts on moving forward.

Regular City Council Meeting

July 16, 2019

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Councilman Scott Stiltner wants a program with enforcement so residents are protected. Mr. Johansson will bring this to the August workshop after discussions with CCFAW. Council agreed to a workshop.

Pat Mahilk, CCFAW, believes the program is a good one but everyone needs to be onboard. She spoke regarding the program in Jacksonville.

COUNCIL COMMITTEE REPORTS

24. City Council Committee Reports

a. First Step Shelter

Vice Mayor Chase Tramont reported on the recent meeting.

b. Port Orange/South Daytona Chamber of Commerce

Mayor Don Burnette provided an update from their recent meeting and upcoming events.

c. Roundtable of Elected Officials

Mayor Don Burnette advised they did not meet.

ADJOURNMENT - 9:43 p.m.

Mayor Donald O. Burnette

Attest:

Robin Fenwick, MMC
City Clerk

CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
JULY 18, 2019

THE CITY COUNCIL WORKSHOP of the City of Port Orange was called to order by Mayor Donald O. Burnette at 5:00 p.m.

Silent Invocation

Pledge of Allegiance

Roll Call

Present:

Council Member Marilyn Ford
Councilman Drew Bastian
Councilman Scott Stiltner
Vice Mayor Chase Tramont
Mayor Donald Burnette

Also Present:

City Manager Jake Johansson
City Attorney Margaret Roberts
Assistant City Clerk Shelby Field

DISCUSSION ITEMS

1. Operating Budget Discussion

Scott Niels, Finance Director, gave a presentation on the preliminary budget and answered questions from the Council Members.

Each department spoke to their respective a la carte items, why they are requesting them, and answered questions from the Council Members.

Mayor asked for a 7-minute recess at 6:47pm.

Council reconvened and finished hearing the a la carte items.

Mayor Burnette called for an additional workshop meeting July 23, 2019 at 5:15pm to continue discussing the budget.

ADJOURNMENT – 7:50pm

Mayor Donald O. Burnette

Attest:

Robin Fenwick, MMC
City Clerk

CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
JULY 24, 2019

THE CITY COUNCIL WORKSHOP of the City of Port Orange was called to order by Mayor Donald O. Burnette at 5:23 p.m.

Silent Invocation

Pledge of Allegiance

Roll Call	Present:	Council Member Marilyn Ford Councilman Drew Bastian Councilman Scott Stiltner Vice Mayor Chase Tramont Mayor Donald Burnette
	Also Present:	Assistant City Manager Alan Rosen City Attorney Margaret Roberts City Clerk Robin Fenwick

DISCUSSION ITEMS

4. Operating Budget Discussion

Scott Neils, Finance Director, provided an update as to the budget items as discussed on July 18, 2019 and asked Council to provide further direction as to the maximum millage rate being proposed for adoption on July 30, 2019. The maximum millage rate can be lowered once set but cannot be raised. Department Heads provided details of their a la cart budget requests and answered questions of Council.

Council recessed for 10 minutes at 6:50 p.m.

Mayor Don Burnette asked Council to discuss the a la carte items as well as the capital items. Council discussed their thoughts on the a la cart items and will discuss them more and the Capital Fund items on Tuesday, July 30, 2019 at 5:00 p.m.

ADJOURNMENT - 8:21 p.m.

Mayor Donald O. Burnette

Attest:

Robin Fenwick, MMC
City Clerk

SPECIAL CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
JULY 30, 2019

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

Silent Invocation

Pledge of Allegiance

<u>Roll Call</u>	Present:	Council Member Marilyn Ford Councilman Drew Bastian Councilman Scott Stiltner Mayor Donald Burnette
	Absent:	Vice Mayor Chase Tramont
	Also Present:	City Manager Jake Johansson City Attorney Margaret Roberts City Clerk Robin Fenwick

ACTIONS ITEMS

4. Setting Maximum Operating and Debt Millage Rate for Fiscal Year 2020

Mayor Don Burnette asked Council Members for comments relating to the budget requests and process and goals they are hoping to achieve. Councilman Member Scott Stiltner hopes to roll the millage rate back from our current rate. Council Member Drew Bastian understands there are costs involved in the services the City provides but also wants to keep the rate as low as possible without seeing cuts to services, programs, or staff. Council Member Marilyn Ford agreed with both comments and also hopes to provide a cut for citizens. Mayor Don Burnette wants to improve on the budget and continue talks as they set the maximum millage rate tonight.

Alan Rosen, Assistant City Manager, discussed a few budget scenarios and the impact on homesteaded properties. Council discussed where they would like to be as it relates to the millage rate and asked questions of Mr. Rosen and Mr. Johansson.

Motion to approve the maximum operating millage of 4.5677 was made by Council Member Marilyn Ford and Seconded by Council Member Scott Stiltner. Motion carried unanimously by roll call vote.

Motion to approve the maximum debt rate of 0.2725 was made by Council Member Drew Bastian and Seconded by Council Member Scott Stiltner. Motion carried unanimously by roll call vote.

Motion to approve the budget hearings to be held on Wednesday, September 11, 2019 and Tuesday, September 24, 2019 beginning at 5:30 p.m. was made by Council Member Drew Bastian and Seconded by Council Member Scott Stiltner. Motion carried unanimously by roll call vote.

ADJOURNMENT - 6:11 p.m.

Mayor Donald O. Burnette

Attest:

Robin Fenwick, MMC
City Clerk



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: Yes

SUBJECT: (C10a) Award of ITB #19-20 to M&B Tree Service LLC for Palm Tree Trimming

DEPARTMENT: Public Works

GOAL: 2 - Infrastructure

RECOMMENDED MOTION: Move to award ITB 19-20, Palm Tree Trimming, to lowest responsive contractor M&B Tree Service LLC and authorize the Mayor and City Clerk to execute all required contract documents.

SUMMARY: The City advertised ITB #19-20, Palm Tree Trimming, and received three (3) responsive bids.

The Public Works & Utilities Department requests City Council approval to award ITB 19-20, Palm Tree Trimming to M&B Tree Service LLC as the lowest responsive bid. The bid will be awarded based on a price per tree species, number of trims, and appropriated budget approved by the Council. The number of trees and locations are subject to change based on the needs of the City. However, the cost to trim each specific type palm is set based on the bid price. The contract will have an initial two (2) year term with the option to renew for one (1) additional one-year term. Renewals will be approved by the City Manager and the budget will be approved by City Council.

Project No.: Funding Account No.: 001-4300-541-3420

Presenter: Lynn Stevens

ATTACHMENTS:

1.	M&B Tree Service LLC Standard Contract for Services	M&B Tree Service LLC Standard Contract for Services.pdf
2.	ITB 19 20 Palm Tree Trimming INTENT TO AWARD june 2019	ITB 19 20 Palm Tree Trimming INTENT TO AWARD june 2019.docx
3.	itb 19 20 Palm Tree Trimming BID TABULATION	itb 19 20 Palm Tree Trimming BID TABULATION.pdf
4.	ITB 19 20 Palm Tree Trimming Bid Pkg from bid release	ITB 19 20 Palm Tree Trimming Bid Pkg from bid release.pdf
5.	ITB 19 20 Palm Tree Trimming Attachment 1 from bid pkg bid release	ITB 19 20 Palm Tree Trimming Attachment 1 from bid pkg bid release.xlsx

6.	ITB 19 20 Palm Tree Trimming M&B Tree Service LLC BID SUBMITTAL	ITB 19 20 Palm Tree Trimming M&B Tree Service LLC BID SUBMITTAL.pdf
7.	19 20 Palm Tree Trimming Addendum 1 of 1	19 20 Palm Tree Trimming Addendum 1 of 1.pdf
8.	ITB 19 20 Palm Tree Trimming Daytona Tree Service BID SUBMITTAL june 2019	ITB 19 20 Palm Tree Trimming Daytona Tree Service BID SUBMITTAL june 2019.pdf
9.	ITB 19 20 Palm Tree Trimming Danella Construction BID SUBMITTAL june 2019	ITB 19 20 Palm Tree Trimming Danella Construction BID SUBMITTAL june 2019.pdf
10.	Justification Memo - Intent to Award ITB 19-20 palm trimming	Justification Memo - Intent to Award ITB 19-20 palm trimming.pdf

Kynah Cockcroft	Created/Initiated - 6/28/2019
Kynah Cockcroft	Approved - 6/28/2019
Julia Wiggins	Approved - 7/8/2019
Tom DiEulio	Approved - 7/8/2019
Ronny Buttrum	Approved - 7/10/2019
Lynn Stevens	Approved - 7/11/2019
Scott Neils	Approved - 7/16/2019
Margaret Roberts	Approved - 7/24/2019
Jake Johansson	Approved - 7/29/2019
Robin Fenwick	Final Approval - 7/29/2019



CITY OF PORT ORANGE STANDARD CONTRACT FOR SERVICES

This Standard Contract for Services ("Contract") is entered into this ____ day of _____, 2019, 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 **M&B TREE SERVICE, LLC** ("Contractor"), a Florida corporation whose principal address is 707 Shaw Lake Road, Pierson, Florida 32180. The City and Contractor are collectively referred to herein as the "Parties."

1. Provision of Services

- (a) The Contractor hereby agrees to provide all machinery, equipment, tools, materials, labor, supervision, transportation, supplies, insurance, proper safety measures, and all incidentals necessary to provide palm tree trimming, and as more specifically described in Invitation to Bid 19-20 ("ITB 19-20") and Addendum No. 1 which are made a part hereof by reference. Contractor's Schedule of Unit Pricing and Scope of Services referenced in ITB 19-20 are attached hereto as Exhibit "1," and made a part hereof by reference. A complete copy of ITB 19-16 and Addendum No. 1 is available in the Office of the City Clerk.

- (b) The time, manner and place for performance of such services shall be:

Initial Term: The initial term of this Contract shall become effective on the last date the Contract is signed by the Parties and shall continue for a period of Two (2) years (the "Term").

Renewals: Upon written agreement of the Parties, this Contract may be renewed for a one-year period, subject to review and approval of the City Manager.

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 and written Notice to Proceed 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 unit prices, as set forth in Exhibit "1." The City's obligation to pay Contractor under this Contract is limited to an amount not to exceed the budget appropriation for each 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 are attached as Exhibit "2" and must be completed, signed, witnessed and notarized as indicated, and returned to the City prior to the commencement of any services by Contractor under this Contract:

- a. Front Page for Bond (F.S. § 255.05)
- b. Combination Payment and Performance Bond (F.S. §255.05)

4. Liens: Contractor acknowledges that Contractor shall not be entitled to lien the City or other public property.

5. Contract Administration: The Public Works and Utility Director, Lynn Stevens, shall perform contract administration of this Contract. The City may change the contract administration, from time to time and at any time, upon written notice to Contractor. For notice provisions, see the paragraph below entitled "Notice."

6. 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.

7. 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.

8. 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.

9. 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.

10. 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 119.0701, 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

11. 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.

12. 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 Contract 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 Contract 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.

☒	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 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: \$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 Contract. "All Risk" coverage on latest ISO for or its equivalent. Permission granted to occupy. Owner named as insured AIMA	If 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	<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 - \$1,000,000.00 minimum.	
☒	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.		
☐	Unless otherwise required by law, Department Head waives Insurance for work described as follows: (check at least one) ☐ under \$25,000.00 ☐ including goods F.O.B. the place of destination		

13. Assignability of Contract. Neither this contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written approval of the City Council.

14. Modifications or Changes to this Contract

(a) Change Orders. The Department Head, with the concurrence of the City's signatory as required by the City's Purchasing Policy, shall without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a change order. Such orders shall be limited to reasonable changes in the services to be performed or the time of the performance. The City will not be held liable for any changes which have not been properly authorized and approved in accordance with this Contract.

(b) If any change under this clause causes an increase or decrease in Contractor's cost of, or time required for the performance of the work hereunder, Contractor shall receive an equitable adjustment in accordance with subparagraph (d), which shall include all compensation to the Contractor, or the City, of any kind in connection with such change, including all costs and damages related to or incidental to such change.

(c) Contractor need not perform any work described in any change order unless it has received a certification from the City that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

(d) No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

15. Sovereign Immunity. The City expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section of this Contract to the contrary, nothing in this Contract shall be deemed as a waiver of immunity or limits of liability of the City beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature and the cap on the amount and liability of the City for damages regardless of the number or nature of claims in tort or equity shall not exceed the dollar amount set by the legislature for tort. Nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing any claim against the City which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

16. Warranties. Contractor warrants that (1) the supplies to be provided to the City pursuant to this Contract are fit and sufficient for the purpose intended; (2) the supplies are merchantable, of good quality, and free from defects, whether patent or latent, in material or workmanship, and (3) the supplies sold to the City pursuant to this Contract conform to the standards required by this Contract.

Contractor further warrants that Contractor has title to the supplies provided, and that the supplies are free and clear of all liens encumbrances, and security interests. All warranties made in this Contract, together with service warranties and guarantees, shall run to the City and its successors and assigns.

17. Additional Warranties. Contractor further expressly warrants that materials and workmanship are warranted from defect for a one-year period. This is a minimum acceptable warranty.

18. Additional Bond Security If any surety bond furnished in connection with this Contract becomes unacceptable to the City, Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the City and a person supplying labor and materials in the prosecution of work contemplated by this Contract. Contractor expressly acknowledges that if the work to be performed hereunder is a public work, a Payment and Performance Bond, in accordance with Florida Statutes Section 255.05, in a form acceptable to the City, shall be provided and recorded with the Clerk of Volusia County at 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. 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 Contract and shall expressly require any subcontractor performing services pursuant to this 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 this Contract.

23. 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 Contract. 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.

24. 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.

25. Controlling Law. **THIS CONTRACT 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 CONTRACT 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.**

26. 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.

27. 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.

28. Notice. For purposes of this Contract, 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, Public Works and Utilities Director
1000 City Center Circle
Port Orange, Florida 32129
(386) 506-5575

Contractor: M&B Tree Services, LLC
Attention: Charles Gay, Managing Member
707 Shaw Lake Road
Pierson, Florida 32180
(386) 490-5611 – Telephone
ggay0606@aol.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.

29. Contract Construction

This Contract 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 Contract 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 Contract.

30. Authority to Sign. Each person signing this Contract warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.

[Remainder of this page intentionally left blank]

Witnesses:

M&B TREE SERVICE, LLC

By: _____

Charles Gay, Managing Member

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: _____

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Charles Gay, as Managing Member of M&B Tree Service, LLC, 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 _____, 2019, 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, MMC, City Clerk

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, 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" SCHEDULE OF UNIT PRICING****BID FORM****CITY OF PORT ORANGE****ITB # 19-20****Palm Tree Trimming Pricing Sheet**

Completed Attachment 1 Bid Proposal form MUST be included with Bid
Instruction to save Attachment from DemandStar website:

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

NAME OF BUSINESS: M & B Tree Service LLC**CONTACT PERSON:** Charles Gay**EMAIL ADDRESS:** Cgay@btree.com**AUTHORIZED NAME:** Charles Gay**AUTHORIZED SIGNATURE:**

TYPE OF PALM TREE	FLAT RATE \$/TREE
CABBAGE	20
WASHINGTONIA	22
MADJOL	25
SABLE	20
CANARY	25

ITEM #	LOCATION	TYPES OF PALMS	ESTIMATED NUMBER OF PALMS
FACILITIES			
1	City Hall Complex (City Center)	Cabbage Palms	50
2	City Center Dr. @ Annex	Washingtonia	3
3	City Center Dr. @ Annex	Madjool Palms	3
4	Public Works Facility Site	Cabbage Palms	23
5	Fire Station #71 Site	Cabbage Palms	2
6	Fire Station #71 Site	Washingtonia	5
7	Fire Station #72 Site	Cabbage Palms	40
8	Fire Station #75 Site	Cabbage Palms	24
9	Police Department Site	Madjool Palms	1
10	Causeway Park	Sabal Palm	351
11	Riverside And Riverwalk Park/Chamber of Commerce	Sable Palm	177
12	Gateway Park	Washingtonia	4
Facilities Estimated Total Trees			683
Right Of Way			
13	Ridgewood Avenue SE corner	Cabbage Palms	5
14	Ridgewood Avenue Medians	Madjool Palms	55
15	Dunlawton Avenue Medians	Washingtonia	86
16	Dunlawton Avenue Medians	Madjool Palms	3
17	Nova Road Medians	Cabbage Palms	18
18	Nova Road Medians	Madjool Palms	24
19	Town West Boulevard Medians	Washingtonia	121
20	Coraci Boulevard Medians	Washingtonia	45
21	McGinnis Avenue Medians	Washingtonia	81
22	Tree Garden Drive Median	Cabbage Palms	10
23	Tree Garden Drive Median	Canary Date	6
24	Wiltshire Boulevard & Countryside Medians	Cabbage Palms	24
25	Coral Way Medians	Cabbage Palms	12
26	Willow Run Blvd	Washingtonia	42
Right Of Way Estimated Total Trees			532

EXHIBIT "1"

SECTION 3 – SCOPE OF SERVICES AND REQUIREMENTS

STATEMENT OF RESPONSIBILITIES: The Contractor shall be responsible for providing machinery, equipment, tools, materials, labor, supervision, transportation, supplies, insurance, proper safety measures and all incidentals necessary to provide and perform Scope of Services for the Palm Tree Trimming Specifications.

Scope of Services

SCOPE OF WORK

1. Pricing / Location and Estimated Quantities
 - a. Price will be submitted at a “flat rate” for each type of tree.
 - b. Locations and estimated quantities are provided for informational purposes only. See maps and cost sheet for further clarification.
2. Work Schedule
 - a. It is the City’s intent that trimming of ALL palm trees (Sabal/Cabbage, Washingtonia, Canary Date and Medjool) be conducted bi-annually, during the months of April and October.
 - b. Contractor shall give 2 weeks (14 days) prior notice of start date for EACH service location.
3. Tree Contamination Protection Requirements
 - a. In order to avoid spreading fungus and other contaminations from one palm to another, the Contractor will be required to take all necessary precautions including dipping pruning tools in a cleaning agent between each palm tree.
 - b. The Contractor will be responsible for removal and replacement of palms (same size and type) that are infected by diseases or fungus caused by the Contractor’s negligence.
4. General Requirements
 - a. Contractor must use a bucket lift for all trees. Use of spikes to climb trees is prohibited in all locations.
 - b. Trim palm fronds up to the 9:00 o’clock & 3:00 o’clock positions, removing all berry stalks and all boots.
 - c. All palm fronds and debris to be properly disposed of by the Contractor. No debris is to be left on the ground, curbside, or in the roadway.
 - d. Vines, suckers, strangler figs, and unwanted ferns are to be removed from ALL palms. If the palm is at risk of being damaged by these removals, then the City representative/inspector will notify the supervisor for further action.
 - e. All work shall conform to the pruning standards as noted in the American National Standard Institute, ANSI A300 (Part 1) – 2008 Pruning Standard and the companion publication Best Management Practices, Tree Pruning (Revised 2008). In all cases, the City’s Representative/Inspector shall have complete and sole discretion in determining conformance and acceptability of trees trimmed by the Contractor. Trimmed trees rejected by the City’s Representative/Inspector shall be excluded from payment.

SAFETY

1. Contractor will be responsible for safe conduct and use of equipment on job site. Including, safety PPE and will be MOT certified.

2. All maintenance work must comply with FDOT requirements and specifications, including prescribed hours allowed for work to be performed, if any, and all safety requirements. Traffic control for Dunlawton Ave, Ridgewood Ave, and Nova Rd trimming using bucket truck must comply with FDOT Maintenance of Traffic Standards. (Index 600 Series).
3. Highway lane closures should be avoided, however, in the event a lane closure becomes necessary, it must be approved by the City of Port Orange Public Works Department and the Police Department with a minimum of 48 hours' notice.

INSPECTION & BILLING

1. The Contractor is to notify the City Representative/Inspector within 24 hours of location service completed for inspection and approval.
2. The Contractor is required to correct deficiencies within the time specified by the City. If noted deficient work has not been completed, payment for subject deficiency shall be withheld for current billing period and shall continue to be withheld until deficiency is corrected, without right to retroactive payments.
3. Billing shall be for actual services provided. The bills will itemize costs by the location, number and type of trees (as applicable). Each invoice will include the City's purchase order number.

It shall be noted that the City may have palm trees removed in the event of car accidents, weather disasters, beautification projects, etc.

End of Scope of Work

[Remainder of this page left intentionally blank]

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.

CONTRACT TERM:

The term of the contract shall be two (2) years with one (1) one (1) year renewal options agreed upon by both parties.

ELIGIBILITY OF VENDOR:

To be eligible to respond to this ITB, the Vendors must have prior experience working with the services described in this ITB. Please provide eligibility experience with your submittal.

Bidders must be a commercial entity licensed to do business in the State of Florida and perform the services identified herein.

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.

BID BONDS

A certified check or bank draft, payable to the City of Port Orange, Florida or a satisfactory bid bond executed by the Bidder and an acceptable surety, in an amount equal to five percent (5%) of the bid shall be submitted with each bid.

PAYMENT & PERFORMANCE BONDS

Upon award, the successful bidder will also be required to furnish and pay for a satisfactory contract one hundred percent (100%) Payment and Performance Bond to be recorded by the City, with the Clerk of the Circuit Court, Volusia County, Florida and to enter into a contract for services 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 requirement of Florida law. The City will bill the cost of recording to the contractor.

LICENCES AND PERMITS:

Contractor is responsible for all applicable local and state licenses, permits and fees

[Remainder of this page left intentionally blank]

EXHIBIT “2”

(Consisting of 3 pages)

FRONT PAGE FOR BOND REQUIRED BY SECTION 255.05, F.S.

PAYMENT AND PERFORMANCE BOND

(Public Works)

Notice and Time Limitations Must Be In Accordance
With Section 255.05(2), (8) and (10), Florida Statutes

BOND NO. _____

PRINCIPAL:

Developer or Contractor: M&B Tree Service, LLC
Principal Business Address: 707 Shaw Lake Road
Pierson, Florida 32180
Contact Person: Charles Gay, Managing Member
Phone Number: (386) 490-5611

SURETY:

Address: _____

Contact Person: _____
Phone Number: _____

OWNER:

City of Port Orange, Florida, a chartered municipal corporation
1000 City Center Circle
Port Orange, Florida 32129-4144
Contact Person: City Manager
Phone Number: (386) 506-5501

Amount: \$52,000.00 City Project Number: ITB 19-20 Palm Tree Trimming

Description of Work: Palm Tree Trimming

Project Location: Various locations in and around Port Orange, Volusia County, Florida

Legal Description: Locations within City of Port Orange, Volusia County, Florida for all public works identified in ITB 19-20

Front Page

All other pages are subsequent to this page regardless of any numbers that may be printed thereon.

M&B Tree Service, LLC

ITB 19-20 Palm Tree Trimming

Bond No. _____

**COMBINATION PAYMENT AND PERFORMANCE BOND
FOR
PUBLIC CONSTRUCTION**

per Section 255.05, Florida Statutes
Guaranty for Construction of Public Improvements

BY THIS BOND, We, **M&B Tree Services, LLC**, as Principal, and _____, a corporation, as Surety, are bound to **CITY OF PORT ORANGE, FLORIDA**, a Florida municipal corporation, herein called "Owner" or sometimes referred to as "City," in the sum of **FIFTY-TWO THOUSAND AND 00/100 DOLLARS (\$52,000.00)**, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the terms of that certain Standard Contract for Services, having an effective date of _____, entered into by and between the Principal and the City, for Palm Tree Trimming, hereinafter referred to as the "Contract," being made a part of this bond by reference, at the times and in the manner prescribed in the Contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the Contract (the "Work"); and
3. Pays Owner all losses, damages, delay damages (including contractually authorized liquidated damages), expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a breach or material breach by Principal under the Contract documents; and
4. Performs the guarantee of all work and materials furnished under the Contract for the time specified in the Contract, then this bond is void; otherwise it remains in full force.

Notice of Nonpayment and Time Limitations

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Sections 255.02(2), (8) and (10), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

IN WITNESS WHEREOF, this performance and payment bond is executed and shall be deemed an original, this _____, day of _____, 2019.

Attest:

M&B TREE SERVICE, LLC
(Principal)

(As to Corporate Principal) Secretary

By: _____
Charles Gay, Managing Member

(Witness to Principal)

(Corporate Seal)

(Surety)

(Witness to Surety)

By: _____
Name: _____
(Attorney-in-Fact)

(Corporate Seal)

NOTE: Date of BOND must not be prior to date of Contract. If Developer/Principal is Partnership, all partners should execute BOND. All BONDS signed by an agent must be accompanied by a certified copy of the authority to act.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida.



NOTICE OF INTENT TO AWARD

ITB 19-20 Palm Tree Trimming June 27, 2019

On June 25, 2019 Purchasing received Three (3) bids for the ITB 19-20 Palm Tree Trimming.

After review of the bids submitted, City Staff has made its recommendation to award to the lowest bidder, M&B Tree Services of Pierson, FL for PRICING LIST BELOW.

CABBAGE	FLAT RATE \$/TREE	\$20.00
WASHINGTONIA	FLAT RATE \$/TREE	\$22.00
MADJOOL	FLAT RATE \$/TREE	\$25.00
SABLE	FLAT RATE \$/TREE	\$20.00
CANARY	FLAT RATE \$/TREE	\$25.00

Recommendation to award will be presented for City Council approval on July 16, 2019.

**David Van Valkenburgh CFCM, C.P.M.
Purchasing Agent**



**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 #19-20 Palm Tree Trimming - Professional Services

OPENING DATE/TIME:

6/25/2019 AT 2:30 P.M.

			Response 1	Response 2	Response 3	Response 4
Submittal Required Forms (mark "yes" or "no")			DAYTONA TREE SERVICE INC	M & B TREE SERVICE LLC	Danella Construction	Vendor
1	Form 7.1 – Bid Submittal Checklist		YES	YES	YES	
2	Form 7.2 – Vendor's Acknowledgement		YES	YES	YES	
3	Form 7.3 – Addendum and Change Order Procedure		YES	YES	YES	
4	Form 7.4 – Drug Free/Tie Preference Statement		YES	YES	YES	
5	Form 7.5 – Public Entity Crimes Statement		YES	YES	YES	
6	Form 7.6 – Affidavit of Anti-Collusion		YES	YES	YES	
7	Form 7.7 – Statement of Vendor's Qualifications		YES	YES	YES	
8	Form 7.8 – Professional References for Previous Experience		YES	YES	YES	
9	Form 7.9 – Listing of Subcontractors		YES	YES	YES	
10	Form 7.10 – Local Business Affidavit of Eligibility		YES	YES	YES	
11	Attachment 1 – Bid Proposal		YES	YES	YES	
12	Bid Bond		YES	YES	YES	
13	Copy of Commercial Entity License		YES	YES	YES	
	1 Original, 1 Digital Copy (CD or flash drive) version in PDF format.		YES	YES	YES	
	Deemed Responsive?		YES	YES	YES	
	Additional Comments					
	CABBAGE	FLAT RATE \$/TREE	\$22.00	\$20.00	\$63.47	
	WASHINGTONIA	FLAT RATE \$/TREE	\$25.00	\$22.00	\$63.47	
	MADJOOL	FLAT RATE \$/TREE	\$35.00	\$25.00	\$63.47	
	SABLE	FLAT RATE \$/TREE	\$24.00	\$20.00	\$63.47	
	CANARY	FLAT RATE \$/TREE	\$30.00	\$25.00	\$63.47	
Opened by David Van Valkenburgh and tabulated by:			Joseph Castro Purchasing Buyer			
Witnessed by:			Michael Hall Buyer			

CITY OF PORT ORANGE, FLORIDA

INVITATION TO BID

PALM TREE TRIMMING - PROFESSIONAL SERVICES

ITB# 19-20



City of Port Orange Purchasing Division

Prepared by: David Van Valkenburgh Purchasing Agent

Release Date: May 21, 2019

Bid Due Date and Time: June 25, 2019 at 2:30 P.M.

City of Port Orange, Florida

1000 City Center Circle

Port Orange, FL 32129

(386) 506-5704

purchdiv@port-orange.org

www.port-orange.org



Legal Notice to Proposers

ITB #19-20

PALM TREE TRIMMING - PROFESSIONAL SERVICES

Notice is hereby given that the City of Port Orange is soliciting bids for ITB #19-20 PALM TREE TRIMMING - PROFESSIONAL SERVICES. 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 June 25, 2019** 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 and Site Visit Conference for the project at **10:00 A.M.** (local time) on **June 4, 2019** at **10:00 A.M.** (local time) at City Hall, Council Chambers (1st floor), 1000 City Center Circle, Port Orange, Florida 32129. Any and all dates and times for site visits will be arranged by the City of Port Orange Public Works Department. 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.

A Bid Guarantee in the form of a Bid Bond executed by the Bidder and an acceptable surety or a certified check or bank draft payable to the City of Port Orange, Florida in an amount equal to five percent (5%) of the proposed bid shall be submitted with each submission

DESCRIPTION: *The City of Port Orange is soliciting sealed Bids to acquiring the services for the PALM TREE TRIMMING – PROFESSIONAL SERVICES. Trimming of various palm trees throughout the City as described in the scope of work and specifications Bidders must be a commercial entity licensed to do business in the State of Florida and perform the services identified herein..*

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, the scope of service and all other pertinent information necessary to submit a complete package may be obtained electronically from Onvia the City of Port Orange website at www.port-orange.org/bids.aspx and (DemandStar) via their website at www.demandstar.com. All questions shall be directed **in writing** to the Purchasing Agent, David Van Valkenburgh, dvanvalkenburgh@port-orange.org or purchdiv@port-orange.org and reference **"Questions on ITB# 19-20 PALM TREE TRIMMING - PROFESSIONAL SERVICES"** in the subject line. Last day for questions will be **June 11, 2019 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. Upon award, the successful bidder will also be required to

furnish and pay for a satisfactory contract one hundred percent (100%) Payment and Performance Bond to be recorded by the City, with the Clerk of the Circuit Court, Volusia County, Florida and to enter into a contract for services with the City of Port Orange.

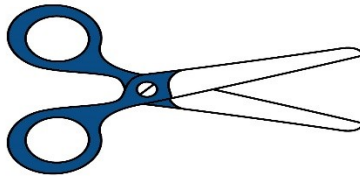
No Bids received after the time and date specified for the opening will be considered. The City of Port Orange, Florida reserves the right to reject any and all Bids, to waive any and all non-substantial irregularity in Bids received, whenever such waiver or rejection is in the best interest of the City.

Bids shall be **submitted to 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 VanValkenburgh, 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 #19-20 PALM TREE TRIMMING - PROFESSIONAL SERVICES."**

David Van Valkenburgh – Purchasing Agent
Legal Ad - One Time – **May 21, 2019**

[Remainder of this page left intentionally blank]

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 #19-20**

BID TITLE: _____ **PALM TREE TRIMMING - PROFESSIONAL SERVICES**

DUE DATE/TIME: _____ **June 25, 2019 at 2:30 P.M.**

SUBMITTED BY: _____
(Name of Company)

DELIVER TO: City of Port Orange City Clerk's Office
Attn: David Van Valkenburgh
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 of this Invitation to Bid (ITB) is to solicit competitive sealed bids from Firms or Companies (Vendors/Contractors) for the provision of contracting for ITB 19-20 PALM TREE TRIMMING - PROFESSIONAL SERVICES. Bidders must be a commercial entity licensed to do business in the State of Florida and perform the services identified 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:May 21, 2019

Non-Mandatory Pre-Bid ConferenceJune 4, 2019 at 10:00 A.M.

Deadline for Questions:June 11, 2019 by 5:00 P.M.

Final Addendum Posting:June 18, 2019 by 5:00 P.M.

Bids Due:June 25, 2019 by 2:30 P.M.

City Council Meeting for Approval of Recommendation of AwardTo Be Determined

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

City of Port Orange City Clerk's Office
Attn: David Van Valkenburgh 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 regarding this ITB 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.

PRE-BID CONFERENCE/SITE VISIT:

There will be a Non-Mandatory Pre-Bid Conference and site visit 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 attendees to the Mandatory 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 "ITB #19-20 PALM TREE TRIMMING - PROFESSIONAL SERVICES" 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 Van Valkenburgh
Purchasing Agent Buyer
1000 City Center Circle
Port Orange, FL 32129
dvanvalkenburgh@port-orange.org or
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 City website www.port-orange.org/bids.aspx and Demand Star websites. www.demandstar.com.

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 therefrom.

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 a commercial general contractor and 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 antitrust 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 the possession of the Vendor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

AMERICANS WITH DISABILITIES ACT (ADA):

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

[Remainder of this page left intentionally blank]

SECTION 3 – SCOPE OF SERVICES AND REQUIREMENTS

STATEMENT OF RESPONSIBILITIES: The Contractor shall be responsible for providing machinery, equipment, tools, materials, labor, supervision, transportation, supplies, insurance, proper safety measures and all incidentals necessary to provide and perform Scope of Services for the Palm Tree Trimming Specifications.

Scope of Services

SCOPE OF WORK

1. Pricing / Location and Estimated Quantities
 - a. Price will be submitted at a “flat rate” for each type of tree.
 - b. Locations and estimated quantities are provided for informational purposes only. See maps and cost sheet for further clarification.
2. Work Schedule
 - a. It is the City’s intent that trimming of ALL palm trees (Sabal/Cabbage, Washingtonia, Canary Date and Medjool) be conducted bi-annually, during the months of April and October.
 - b. Contractor shall give 2 weeks (14 days) prior notice of start date for EACH service location.
3. Tree Contamination Protection Requirements
 - a. In order to avoid spreading fungus and other contaminations from one palm to another, the Contractor will be required to take all necessary precautions including dipping pruning tools in a cleaning agent between each palm tree.
 - b. The Contractor will be responsible for removal and replacement of palms (same size and type) that are infected by diseases or fungus caused by the Contractor’s negligence.
4. General Requirements
 - a. Contractor must use a bucket lift for all trees. Use of spikes to climb trees is prohibited in all locations.
 - b. Trim palm fronds up to the 9:00 o’clock & 3:00 o’clock positions, removing all berry stalks and all boots.
 - c. All palm fronds and debris to be properly disposed of by the Contractor. No debris is to be left on the ground, curbside, or in the roadway.
 - d. Vines, suckers, strangler figs, and unwanted ferns are to be removed from ALL palms. If the palm is at risk of being damaged by these removals, then the City representative/inspector will notify the supervisor for further action.
 - e. All work shall conform to the pruning standards as noted in the American National Standard Institute, ANSI A300 (Part 1) – 2008 Pruning Standard and the companion publication Best Management Practices, Tree Pruning (Revised 2008). In all cases, the City’s Representative/Inspector shall have complete and sole discretion in determining conformance and acceptability of trees trimmed by the Contractor. Trimmed trees rejected by the City’s Representative/Inspector shall be excluded from payment.

SAFETY

1. Contractor will be responsible for safe conduct and use of equipment on job site. Including, safety PPE and will be MOT certified.

2. All maintenance work must comply with FDOT requirements and specifications, including prescribed hours allowed for work to be performed, if any, and all safety requirements. Traffic control for Dunlawton Ave, Ridgewood Ave, and Nova Rd trimming using bucket truck must comply with FDOT Maintenance of Traffic Standards. (Index 600 Series).
3. Highway lane closures should be avoided, however, in the event a lane closure becomes necessary, it must be approved by the City of Port Orange Public Works Department and the Police Department with a minimum of 48 hours' notice.

INSPECTION & BILLING

1. The Contractor is to notify the City Representative/Inspector within 24 hours of location service completed for inspection and approval.
2. The Contractor is required to correct deficiencies within the time specified by the City. If noted deficient work has not been completed, payment for subject deficiency shall be withheld for current billing period and shall continue to be withheld until deficiency is corrected, without right to retroactive payments.
3. Billing shall be for actual services provided. The bills will itemize costs by the location, number and type of trees (as applicable). Each invoice will include the City's purchase order number.

It shall be noted that the City may have palm trees removed in the event of car accidents, weather disasters, beautification projects, etc.

End of Scope of Work

[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 the 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 number 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 the 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 ITB 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, or Purchase Order issued 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 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 on the City of Port Orange website, Bid opportunities page at www.port-orange.org/bids.aspx or by email 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**

If required 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 City'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 nonresponse 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. **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.

37. **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.

38. **FACILITIES**

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

39. **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.

40. **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.

41. **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.

42. **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.

43. **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.

44. **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.

45. **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.

46. **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.

47. **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.

48. **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 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.

49. **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.

50. **INSURANCE**

If required 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.

51. **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.

52. **INSURANCE REQUIREMENTS**

If required, 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.
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53. **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.

54. **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.

55. **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.

56. **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.

57. **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.

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

If no brand, model or make is specified, Vendors shall submit 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.

59. **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) 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.

60. **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.

61. **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.

62. **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.

63. **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.

64. **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.

65. **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.

66. **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.

67. **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).

68. **PATENTS/COPYRIGHTS**

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

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

The Purchasing Manager shall determine if a pre-bid conference is required 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 non-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.

70. **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, or electronically imputed in the blank spaces for each item, with the amounts extended if a unit price bid, and all amounts totaled. 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.

71. **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.

72. **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.

73. **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.

74. **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.

75. **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.

76. **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.

77. **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.

78. **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.

79. **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.

80. **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.

81. **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.

82. **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.

83. **RECYCLED MATERIALS**

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

84. **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.)

85. **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.

86. **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.

87. **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.

88. **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.

89. **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.

90. **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.

91. **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.

92. **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.

93. **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.

94. **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.

95. **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.

96. **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.

97. **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 Van Valkenburgh, 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.

98. **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.

99. **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.

100. **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.

101. **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.

102. **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.

103. **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.

104. **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.

105. **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.

106. **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.

107. **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.

108. **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.

109. **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.

110. **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)

111. **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.

[Remainder of this page left intentionally blank]

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.

CONTRACT TERM:

The term of the contract shall be two (2) years with one (1) year renewal options agreed upon by both parties.

ELIGIBILITY OF VENDOR:

To be eligible to respond to this ITB, the Vendors must have prior experience working with the services described in this ITB. Please provide eligibility experience with your submittal.

Bidders must be a commercial entity licensed to do business in the State of Florida and perform the services identified herein.

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.

BID BONDS

A certified check or bank draft, payable to the City of Port Orange, Florida or a satisfactory bid bond executed by the Bidder and an acceptable surety, in an amount equal to five percent (5%) of the bid shall be submitted with each bid.

PAYMENT & PERFORMANCE BONDS

Upon award, the successful bidder will also be required to furnish and pay for a satisfactory contract one hundred percent (100%) Payment and Performance Bond to be recorded by the City, with the Clerk of the Circuit Court, Volusia County, Florida and to enter into a contract for services 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 requirement of Florida law. The City will bill the cost of recording to the contractor.

LICENCES AND PERMITS:

Contractor is responsible for all applicable local and state licenses, permits and fees

[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– Statement of Vendor’s Qualifications
- _____ Form 7.8 – Professional References for Previous Experience
- _____ Form 7.9 – Local Business Affidavit of Eligibility
- _____ Form 7.10 – Listing of Subcontractors
- _____ Attachment 1 – Bid Proposal
- _____ Bid Bond
- _____ Copy of General Contractors License
- _____ 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)

(NAME OF ORGANIZATION) and who:

[Notary: Please select one]

☐ is personally known to me; or

☐ has produced _____ as identification.

Notary Public, State of _____

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal

FORM 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 _____

This document must be completed and returned with your Submittal

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 _____, 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 – STATEMENT OF VENDOR’S QUALIFICATIONS

The undersigned warrants that he or she is duly authorized to complete this document, and hereby affirms that the information contained in Form 7.7 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. Have you ever failed to complete any work awarded to you? If so, where and why?
- 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 7.7 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 7.8 – 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.

LISTING OF PREVIOUS EXPERIENCE

Commercial Client List

The bidder proposes that he/she is qualified to perform the referenced work and has successfully done so on recent projects similar in nature and size. A minimum of three (3) projects must be listed below. The Owner reserves the right to check references and confirm information provided herein.

List all clients to whom you currently provide or have in the past provided **Wrecker/Towing Services** equal or similar to those required under the City's contract and as outlined in this bid package. A minimum of three (3) projects shall be listed below in order to bid on this contract. The Owner reserves the right to check references and confirm information provided herein.

	Contact Name	Phone	Current Client? Y or N	Number of years service provided	Description of service
1					
2					
3					

This document must be completed and returned with your Submittal.

FORM 7.9 – LISTING OF SUBCONTRACTORS

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 7.10 – 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 7.10 – 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

BID COST/FEE PROPOSAL

		CITY OF PORT ORANGE PALM TREE TRIMMING - ITB 19-20	
Completed Cart Sheet form MUST be included with Bid Submission			
NAME OF BUSINESS:			
CONTACT PERSON:			
EMAIL ADDRESS:			
AUTHORIZED SIGNATURE:			
		TYPE OF PALM TREE	FLAT RATE \$/TREE
		CABBAGE	
		WASHINGTONIA	
		MADJOO	
		SABLE	
		CANARY	
ITEM #	LOCATION	TYPES OF PALMS	ESTIMATED NUMBER OF PALMS
FACILITIES			
1	City Hall Complex (City Center)	Cabbage Palm	50
2	City Center Dr. @ Annex	Washingtonia	3
3	City Center Dr. @ Annex	Madjool Palm	3
4	Public Works Facility Site	Cabbage Palm	23
5	Fire Station #71 Site	Cabbage Palm	2
6	Fire Station #71 Site	Washingtonia	5
7	Fire Station #72 Site	Cabbage Palm	40
8	Fire Station #75 Site	Cabbage Palm	24
9	Police Department Site	Madjool Palm	1
10	Causeway Park	Sabal Palm	351
11	Riverside And Riverwalk Park/Chamber of Commerce	Sabal Palm	177
12	Gateway Park	Washingtonia	4
Facilities Estimated Total Trees			643
Right Of Way			
13	Ridgewood Avenue SE corner	Cabbage Palm	5
14	Ridgewood Avenue Median	Madjool Palm	55
15	Dunlutan Avenue Median	Washingtonia	86
16	Dunlutan Avenue Median	Madjool Palm	3
17	Nava Road Median	Cabbage Palm	18
18	Nava Road Median	Madjool Palm	24
19	Tamworth Boulevard Median	Washingtonia	121
20	Coraci Boulevard Median	Washingtonia	45
21	McGinnis Avenue Median	Washingtonia	81
22	Tree Garden Drive Median	Cabbage Palm	10
23	Tree Garden Drive Median	Canary Date	6
24	Wiltshire Boulevard @ Countryride Median	Cabbage Palm	24
25	Caral Way Median	Cabbage Palm	12
26	Willow Run Blvd	Washingtonia	42
Right Of Way Estimated Total Trees			532

This document must be completed and returned with your Submittal

AN ELECTRONIC EXCEL FILE MUST BE INCLUDED IN THE BID PACKAGE

BID BOND

BID BOND

Bond No.:

KNOW ALL MEN BY THESE PRESENTS that _____, as Contractor, duly authorized to conduct business in the State of Florida, whose principal place of business is located at _____, Tel.: _____, (hereinafter called "PRINCIPAL"), and _____, as SURETY, duly authorized to conduct business in the State of Florida, whose principal place of business is located at _____, Tel.: _____ (hereinafter called "SURETY"), are held and firmly bound unto the City of Port Orange, Florida, as CITY, a Florida municipal corporation, whose address is City of Port Orange, 1000 City Center Circle, Port Orange, Florida 32129, Tel.: (386) 506-5501, (hereinafter called "OBLIGEE" or "CITY"), in the penal sum of _____ dollars and (____)/100 (\$____), lawful money of the United States, for the payment of which sum shall and truly be made, whereof PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that, whereas the Principal has submitted the accompanying bid, dated _____, 20____, for:

Project Name / Bid No.:

Project Address:

Legal Description: See Attached

Description of Work:

NOW, THEREFORE,

A. If the principal shall not withdraw said bid within one hundred twenty (120) days after date of opening of the same, and shall within ten (10) days after the prescribed forms are presented to it for signature, enter into a written contract with the City in accordance with the bid as accepted, and give bonds with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.

B. In the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give such bonds within the time specified, if the principal shall pay the City the difference between the amount specified in said bid and the amount for which the City may procure the required work and supplies, if the latter amount be in excess of the former, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above parties have executed this instrument under their several seals, this _____ day of _____, A.D. 20____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Note: If the firm is a sole ownership or partnership including limited liability company, two (2) witnesses are required to attest the signature. If the firm is a corporation, then the corporate secretary shall attest and affix the corporate seal (Attach power of attorney to original bid bond and financial statement of Surety Company).

PRINCIPAL:

Signature

Corporate Officer & Title

ATTEST:

Signature

Corporate Secretary (Affix Corporate Seal)

WITNESSES:

SURETY:

Attorney-in-Fact (signature)

Name & Title

Name of Local Resident Agent

City, State, Zip

Telephone:
A.M. Best No.: _____ NAIC No. : _____

ATTEST:

Signature

Corporate Secretary (Affix Corporate Seal)

STATE OF _____
COUNTY OF _____

Before me this day personally appeared _____ (affiant), who, being duly sworn, deposes and says that he/she is the Attorney-in-Fact for the _____ (corporate surety) and that this person has been authorized by _____ (corporate surety) to execute the forgoing bond on behalf of the Contractor named therein in favor of the City of Port Orange, Florida.

Signature of Affiant

Sworn to / Affirmed and subscribed before me this _____ day of _____, 20____, by _____, who is personally known to me or who produced _____ as identification.

NOTARY PUBLIC – STATE OF

Type or print name: _____

Commission No.: _____

Commission Expires: _____

(Seal)

.....
END OF BID BOND

This document must be completed and returned with your Submittal

PERFORMANCE & PAYMENT BOND

RETURN RECORDED DOCUMENT TO:

City Clerk
1000 City Center Circle
Port Orange, Florida 32129-4144

Name of Project

City Project No. _____

Bond No. _____

Space Reserved for Recording Data

COMBINATION PAYMENT AND PERFORMANCE BOND FOR PUBLIC CONSTRUCTION

per Section 255.05, Florida Statutes
Guaranty for Construction of Public Improvements

BY THIS BOND, We, _____ as Principal, and _____, a corporation, as Surety, are bound to CITY OF PORT ORANGE, FLORIDA, a Florida municipal corporation, herein called "Owner" or sometimes referred to as "City," in the sum of _____ DOLLARS (\$ _____), for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the terms of that certain _____ having an effective date of _____, entered into by and between the Principal and the City, for _____, hereinafter referred to as the "Contract," being made a part of this bond by reference, at the times and in the manner prescribed in the Contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the Contract (the "Work"); and
3. Pays Owner all losses, damages, delay damages (including contractually authorized liquidated damages), expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a breach or material breach by Principal under the Contract documents; and
4. Performs the guarantee of all work and materials furnished under the Contract for the time specified in the Contract, then this bond is void; otherwise it remains in full force.

Notice of Nonpayment and Time Limitations

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Sections 255.02(2), (8) and (10), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

IN WITNESS WHEREOF, this performance and payment bond is executed in duplicate originals, each of which shall be deemed an original, this _____, day of _____, 20__.

Attest:

(Name of Principal)

(As to Corporate Principal) Secretary

By: _____

Name/Title: _____

(Witness to Principal)

(Corporate Seal)

(Surety)

(Witness to Surety)

By: _____

Name: _____

(Attorney-in-Fact)

(Corporate Seal)

NOTE: Date of BOND must not be prior to date of Contract. If Developer/Principal is Partnership, all partners should execute BOND. All BONDS signed by an agent must be accompanied by a certified copy of the authority to act.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida.



CITY OF PORT ORANGE STANDARD CONTRACT FOR SERVICES

This Standard Contract for Services ("Contract") is entered into this ____ day of _____, 2016, 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 _____ ("Contractor"), a _____ corporation whose principal address is _____. 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: This Contract shall become effective on the last date the Contract is signed by the Parties. Work shall be substantially completed within ____ calendar days from issuance of a Notice to Proceed and final completion ____ days thereafter (the "Term").

Manner and Place: The work shall be performed as outlined in Exhibit "____," 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(s) or Notice to Proceed(s), signed by an authorized agent of the City of Port Orange.

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 work or services or require the City to place any orders for work or service. Authorization for performance of services by the Contractor under this Contract shall be in the form of a written Notice to Proceed issued and executed by the City. The City reserves the right to contract with other parties for work and services contemplated by this Contract, as determined in the City's sole and absolute discretion.

Liquidated Damages: Contractor shall pay \$_____ for each day that expires after the date the Work is required to be Substantially Completed until the Contractor achieves Substantial Completion with the work. Contractor and City agree and recognize that the liquidated damages set forth herein shall not be treated as a penalty and are just damages that are proportionate to any damages that might reasonably be expected to follow from a delay to Substantial Completion.

2. City Obligations. In return for the services identified above, the City agrees to compensate the Contractor at the prices set forth in Exhibit "___" attached hereto, subject to a limit up to but not to exceed \$_____ for 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. Contract Documents. The following forms are attached as Exhibit "___" and must be completed, signed, witnessed and notarized as indicated, and returned to the City prior to the commencement of any services by Contractor under this Contract:

- a. Front Page for Bond (F.S. § 255.05)
- b. Combination Payment and Performance Bond (F.S. §255.05)

4. Liens. Contractor acknowledges that Contractor shall not be entitled to lien the City or other public property.

5. Contract Administration. The _____ shall perform contract administration of this Contract. For notice provisions, see the paragraph below entitled "Notice."

6. 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 20 of this contract concerning disputes.

7. 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.

8. 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.

9. 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.

10. 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

11. 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.

12. 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>Additional Coverage:</u>	Limits: Coverage A - Statutory Coverage B - \$100,000 All States (Broad Form) Voluntary Compensation	If the contract requires work on or about navigable waters, require Longshoreman's and Harbor Workers' Coverage. If vessels involved, require Jones Act coverage with limits of \$500,000.
Comprehensive General Liability (including Completed Operations and Contractual Liability) <u>Limits:</u>	Combined Single Limit Bodily Injury and Property damage \$500,000 occurrence \$1,000,000 Aggregate	When the Contract work on or under Railroad rights of way or properties, the Contractor shall take out and maintain during the life of the Contract, Railroad protective liability and property damage insurance in amounts as requested by the Railroad.
Comprehensive Business, Automobile Liability to include all automobiles. <u>Additional Coverage:</u>	Limits: 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>	Limits: 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) <u>Limits:</u>	Coverage - \$1,000,000 minimum	

13. Assignability of Contract. Neither this contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written approval of the City Council.

14. Modifications or Changes to this Contract

(a) Change Orders. The Department Head, with the concurrence of the City's signatory as required by the City's Purchasing Policy, shall without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a change order. Such orders shall be limited to reasonable changes in the services to be performed or the time of the performance. The City will not be held liable for any changes which have not been properly authorized and approved in accordance with this Contract.

(b) If any change under this clause causes an increase or decrease in Contractor's cost of, or time required for the performance of the work hereunder, Contractor shall receive an equitable adjustment in accordance

with subparagraph (d), which shall include all compensation to the Contractor, or the City, of any kind in connection with such change, including all costs and damages related to or incidental to such change.

(c) Contractor need not perform any work described in any change order unless it has received a certification from the City that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

(d) No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

15. **Sovereign Immunity.** The City expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section of this Contract to the contrary, nothing in this Contract shall be deemed as a waiver of immunity or limits of liability of the City beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature and the cap on the amount and liability of the City for damages regardless of the number or nature of claims in tort or equity shall not exceed the dollar amount set by the legislature for tort. Nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing any claim against the City which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

16. **Warranties.** Contractor warrants that (1) the supplies to be provided to the City pursuant to this Contract are fit and sufficient for the purpose intended; (2) the supplies are merchantable, of good quality, and free from defects, whether patent or latent, in material or workmanship, and (3) the supplies sold to the City pursuant to this Contract conform to the standards required by this Contract.

Contractor further warrants that Contractor has title to the supplies provided, and that the supplies are free and clear of all liens encumbrances, and security interests. All warranties made in this Contract, together with service warranties and guarantees, shall run to the City and its successors and assigns.

17. **Additional Warranties.** Contractor further expressly warrants that materials and workmanship are warranted from defect for a one-year period. This is a minimum acceptable warranty.

18. **Additional Bond Security.** If any surety bond furnished in connection with this Contract becomes unacceptable to the City, Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the City and a person supplying labor and materials in the prosecution of work contemplated by this Contract. Contractor expressly acknowledges that if the work to be performed hereunder is a public work, a Payment and Performance Bond, in accordance with Florida Statutes Section 255.05, in a form acceptable to the City, shall be provided and recorded with the Clerk of Volusia County at Contractors expense.

19. **Inspection**

(a) All supplies (which term throughout this clause includes without limitation raw materials, components, intermediate assemblies, and their products) shall be subject to inspection and test by the City, to the extent practicable at all times and places including the place of manufacturer, and in any event prior to acceptance.

(b) In the event any supplies or lots of supplies are defective in material or workmanship, or otherwise not in conformity with the requirements of this Contract, the City shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Finance Director, corrected in place by and at the expense of Contractor promptly after notice, and shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed or promptly to replace or correct such supplies or lots of supplies, the City may either (i) by contract or otherwise replace or correct such supplies and charge Contractor the cost for such replacement or correction; or (ii) may terminate this Contract for default as provided in the clause of

this Contract entitled "Termination for Default." Unless Contractor corrects or replaces such supplies within the delivery schedule, the Finance Director may require the delivery of such supplies at a reduction in price, which is equitable under the circumstances. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract. Failure to inspect and accept or reject supplies shall neither relieve Contractor from responsibility for such supplies as are not in accordance with the Contract requirements nor impose liability on the City therefor.

(c) The inspection and test by the City of any supplies or lots thereof does not relieve Contractor from any responsibility regarding defects or other failures to meet the Contract requirements, which may be discovered prior to acceptance. Except as otherwise provided in this Contract, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

20. Liability for Loss or Damage. Contractor shall be liable for any loss of, or damage to, City property caused by the negligence, recklessness, or intended wrongful misconduct of Contractor, his/its agents, servants and employees and shall indemnify and save the City harmless against all actions, proceedings, claims, demands, costs, damages and expenses, including attorney's fees, by reason of any suit or action brought for any actual or alleged injury to or death of any person or damage to property other than City property, resulting from the performance of the Contract by Contractor, his/its agents, servants and employees. Contractor shall submit a full written report to the Finance Director within twenty-four (24) hours following the occurrence of such damage, loss or injury.

21. Non-discrimination. During the performance of this Contract, Contractor agrees as follows:

(a) Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, marital status, age or national origin, except where such is a bona-fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor agrees and fully supports and complies with the Americans with Disabilities Act of 1990.

(b) Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor is an equal opportunity employer.

(c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient compliance with this provision. Contractor shall include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

22. Disputes. The Finance Director, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to Contractor, shall decide disputes with respect to this Contract in the first instance. The decision shall be final and binding unless, within thirty-(30) days from the date of such decision, Contractor mails or otherwise furnishes to the Finance Director a written appeal addressed to the City Manager. The decision by the City Manager shall be final and binding unless, within ten (10) days from the date of receipt of the decision of the City Manager, appeal is made to the City Council. The decision of the City Council shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessary to imply bad faith, or not to be supported by any evidence. Pending a final determination of a properly appealed decision of the Finance Director, Contractor shall proceed diligently with the performance of this Contract in accordance with that decision.

23. Force Majeure. Neither party shall be liable for any delay in performance or failure to perform any obligation hereunder if, and to the extent that, such failure or delay is caused by an event of Force Majeure. Force Majeure

shall mean any act, event or condition that is beyond the party's reasonable control, that materially and adversely affects the party's ability to perform its obligations hereunder, and that is not the result of the party's willful neglect, error, omission or failure to exercise reasonable due diligence.

24. Controlling Law. **THIS AGREEMENT CONTAINS IMPORTANT MATTERS AFFECTING LEGAL RIGHTS AND IS ACCEPTED AND ENTERED INTO IN FLORIDA AND ANY QUESTION REGARDING ITS VALIDITY, CONSTRUCTION, ENFORCEMENT, OR PERFORMANCE SHALL BE GOVERNED BY FLORIDA LAW. ANY LEGAL PROCEEDING ARISING FROM OR IN ANY WAY REGARDING THE AGREEMENT SHALL HAVE ITS VENUE LOCATED EXCLUSIVELY IN THE CIRCUIT COURT OF VOLUSIA COUNTY, FLORIDA, AND THE PARTIES HEREBY EXPRESSLY CONSENT AND SUBMIT THEMSELVES TO THE PERSONAL JURISDICTION AND VENUE OF THE COURT.**

25. Additional Provisions. This Contract includes all 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]

SAMPLE

Witnesses: _____

Printed Name: _____

Printed Name: _____

By: _____

Printed Name: _____

Title: _____

If this Contract is signed by an individual not identified as the President of the corporation in the records of the Florida Department of State, Division of Corporations, please provide written authorization for that individual to enter into contracts on behalf of the corporation.

Date: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, 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: _____ Donald O. Bumette, Mayor

Date: _____
Printed Name: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2017, by Donald O. Bumette, 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 _____, 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:



End of Solicitation Documents



**"ATTACHMENT 1" SCHEDULE OF UNIT PRICING
BID FORM**

ITB # 19-20

Palm Tree Trimming Pricing Sheet

Completed Attachment 1 Bid Proposal form MUST be included with Bid
Instruction to save Attachment from DemandStar website:

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 NAME:													
		AUTHORIZED SIGNATURE:													
		<table border="1"> <thead> <tr> <th>TYPE OF PALM TREE</th> <th>FLAT RATE \$/TREE</th> </tr> </thead> <tbody> <tr> <td>CABBAGE</td> <td></td> </tr> <tr> <td>WASHINGTONIA</td> <td></td> </tr> <tr> <td>MADJOO</td> <td></td> </tr> <tr> <td>SABLE</td> <td></td> </tr> <tr> <td>CANARY</td> <td></td> </tr> </tbody> </table>	TYPE OF PALM TREE	FLAT RATE \$/TREE	CABBAGE		WASHINGTONIA		MADJOO		SABLE		CANARY		
TYPE OF PALM TREE	FLAT RATE \$/TREE														
CABBAGE															
WASHINGTONIA															
MADJOO															
SABLE															
CANARY															
ITEM #	LOCATION	TYPES OF PALMS	ESTIMATED NUMBER OF PALMS												
FACILITIES															
1	City Hall Complex (City Center)	Cabbage Palms	50												
2	City Center Dr. @ Annex	Washingtonia	3												
3	City Center Dr. @ Annex	Madjool Palms	3												
4	Public Works Facility Site	Cabbage Palms	23												
5	Fire Station #71 Site	Cabbage Palms	2												
6	Fire Station #71 Site	Washingtonia	5												
7	Fire Station #72 Site	Cabbage Palms	40												
8	Fire Station #75 Site	Cabbage Palms	24												
9	Police Department Site	Madjool Palms	1												
10	Causeway Park	Sabal Palm	351												
11	Riverside And Riverwalk Park/Chamber of Commerce	Sable Palm	177												
12	Gateway Park	Washingtonia	4												
Facilities Estimated Total Trees			683												
Right Of Way															
13	Ridgewood Avenue SE corner	Cabbage Palms	5												
14	Ridgewood Avenue Medians	Madjool Palms	55												
15	Dunlawton Avenue Medians	Washingtonia	86												
16	Dunlawton Avenue Medians	Madjool Palms	3												
17	Nova Road Medians	Cabbage Palms	18												
18	Nova Road Medians	Madjool Palms	24												
19	Town West Boulevard Medians	Washingtonia	121												
20	Coraci Boulevard Medians	Washingtonia	45												
21	McGinnis Avenue Medians	Washingtonia	81												
22	Tree Garden Drive Median	Cabbage Palms	10												
23	Tree Garden Drive Median	Canary Date	6												
24	Wiltshire Boulevard & Countryside Medians	Cabbage Palms	24												
25	Coral Way Medians	Cabbage Palms	12												
26	Willow Run Blvd	Washingtonia	42												
Right Of Way Estimated Total Trees			532												

CITY OF PORT ORANGE, FLORIDA

INVITATION TO BID

PALM TREE TRIMMING - PROFESSIONAL SERVICES

ITB# 19-20



City of Port Orange Purchasing Division

Prepared by: David Van Valkenburgh Purchasing Agent

Release Date: May 21, 2019

Bid Due Date and Time: June 25, 2019 at 2:30 P.M.

City of Port Orange, Florida

1000 City Center Circle

Port Orange, FL 32129

(386) 506-5704

purchdiv@port-orange.org

www.port-orange.org

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– Statement of Vendor’s Qualifications
- _____ Form 7.8 – Professional References for Previous Experience
- _____ Form 7.9 – Local Business Affidavit of Eligibility
- _____ Form 7.10 – Listing of Subcontractors
- _____ Attachment 1 – Bid Proposal
- _____ Bid Bond
- _____ Copy of General Contractors License
- _____ Submission of one (1) original marked “ORIGINAL” and one (1) digital (CD or flash drive) version in PDF format.

BY:

M+B Tree Service LLC

Name of Business

[Signature]

Authorized Signature

6-25-19

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):

M + B Tree Service LLC

NAME OF BUSINESS

[Signature]

AUTHORIZED SIGNATURE

Charles Gay V. President

NAME, TITLE, TYPED

27-0559493

FEDERAL IDENTIFICATION #

STATE OF Florida COUNTY OF Volusia

P.O. Box 144

MAILING ADDRESS

Pierson FL 32180

CITY, STATE & ZIP CODE

386-490-5611

TELEPHONE NUMBER / FAX NUMBER

Ggay0606@aol.com

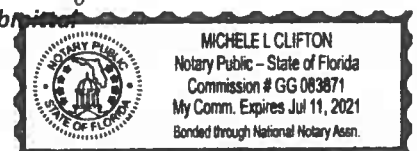
E-MAIL ADDRESS

The foregoing instrument was acknowledged before me this day of June 25, 2019 by Charles Gay, 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 Submission



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: 6-25-19 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."

M+ B Tree Service LLC

Name of Business

By: Charles Gay

Printed Name: Charles Gay

Title: V. President

STATE OF Florida
COUNTY OF Volusia

Sworn to (or affirmed) and subscribed before me this 25th day of June, 2019, by
Charles Gay as Vice President of
M+ B Tree Service LLC and who:
(NAME) (TITLE) (NAME OF ORGANIZATION)

[Notary: Please select one]

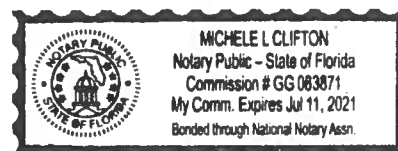
☒ is personally known to me; or

☐ has produced _____ as identification.

Michele L. Clifton
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.

M+B Tree Service LLC
Name of Business
By: Charles Gay
Printed Name: Charles Gay
Title: V. President

STATE OF Florida
COUNTY OF Volusia

Sworn to (or affirmed) and subscribed before me this 25th day of June, 2019, by
Charles Gay as Vice President of
M+B Tree Service, LLC and who:
(NAME) (TITLE) (NAME OF ORGANIZATION)

[Notary: Please select one]

- ☒ is personally known to me; or
☐ has produced _____ as identification.

This document must be completed and returned with your Submittal

Michele L. Clifton
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 Charles Gay, who, being by me first duly sworn, made the following statement:

1. The business address of 707 Shaw Lake Rd Pens FL 32180 (name of Offeror or business) is M+B Tree Service LLC.
2. My relationship to M+B Tree Service LLC (name of Offeror or business) is V. 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.)

M+B Tree Service LLC
Name of Business

By: Charles Gay
Printed Name: Charles Gay
Title: V. President

STATE OF Florida
COUNTY OF Volusia

Sworn to (or affirmed) and subscribed before me this 25th day of June, 2019, by Charles Gay as Vice President of M+B Tree Service, LLC and who:

[Notary: Please select one]

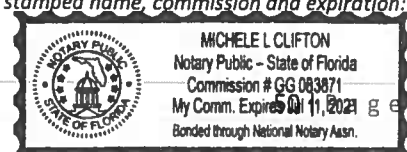
☒ is personally known to me; or

☐ has produced _____ as identification.

Michele R. Clifton
Notary Public, State of Florida

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: M + B Tree Service LLC

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

PRINTED SIGNATURE: Charles M. Gay

TITLE: V. President

ADDRESS: 707 Shaw Lake Rd Pierson

CITY: FL STATE: FL ZIP CODE: 32180
386-490-5611

TELEPHONE: 386-490-5611 FAX:

COMPLETION TIME: 6-25-19 12pm

F.E.I.N. NUMBER: 27-0559493

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 – STATEMENT OF VENDOR'S QUALIFICATIONS

The undersigned warrants that he or she is duly authorized to complete this document, and hereby affirms that the information contained in Form 7.7 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. M+B Tree Service LLC
- B. Permanent main office address. 707 Shaw Lake Rd Pison RC
- C. Date organized. 01-01-1997
- 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? 21 years
- F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.) Stetson University - Lake County School Board City of Longwood
- G. General character of work performed by your company. All phases of tree work
- H. Have you ever failed to complete any work awarded to you? If so, where and why? NO
- 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. Stetson University 75,000 Lake County School Board 35,000 Flagler County 30,000
- K. List your major equipment currently owned or leased. Bucket Truck - Genie lift 2 Vermeer Cippers 2 Chip trucks 1 Dump truck 2 skid steers + stump grinder 2 Dump trailers
- L. Experience in work similar to this type of project. yes
- 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? yes

(Form 7.7 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.

M+B Tree Service LLC
Name of Business

By: Charles Gay
Printed Name: Charles Gay
Title: V. President

STATE OF Florida
COUNTY OF Volusia

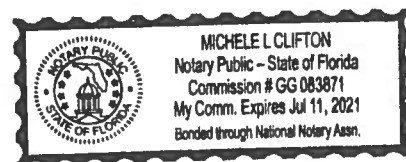
Sworn to (or affirmed) and subscribed before me this 25th day of June, 2019, by
Charles Gay, as Vice President
of M+B Tree Service, LLC and who:

[Notary: Please select one]

☒ is personally known to me; or

☐ has produced _____ as identification.

Michele L. Clifton
Notary Public, State of Florida
Printed, typed or stamped name, commission
and expiration:



This document must be completed and returned with your Submittal

FORM 7.8 – 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: Stetson University
Contact Person: Dawn Rigby
City, State: Deland FL
Telephone Number: 386-747-4460
Email Address: DRigby@Stetson.edu
Description of goods or
Services provided: Maintain all trees on 175+ Acre Campus
Contract Amount: 75,000 per year approx
Start/End Date of Contract: 2008 - thru current 2020
2. Company Name: Flader County
Contact Person: Tim Tefler
City, State: Bunnell Florida
Telephone Number: 386-313-4064
Email Address: _____
Description of goods or
Services provided: Trim + remove trees on County property right of ways + parks
Contract Amount: 30,000 yearly
Start/End Date of Contract: 2018 - 2021 currently
3. Company Name: Lake County School Board
Contact Person: Gary Aldermon
City, State: Tavares Florida
Telephone Number: 352-435-5542
Email Address: _____
Description of goods or
Services provided: Trim + remove trees on all School owned property
Contract Amount: _____
Start/End Date of Contract: 2018-2020 current

This document must be completed and returned with your Submittal.

LISTING OF PREVIOUS EXPERIENCE

Commercial Client List

The bidder proposes that he/she is qualified to perform the referenced work and has successfully done so on recent projects similar in nature and size. A minimum of three (3) projects must be listed below. The Owner reserves the right to check references and confirm information provided herein.

List all clients to whom you currently provide or have in the past provided **Wrecker/Towing Services** equal or similar to those required under the City's contract and as outlined in this bid package. A minimum of three (3) projects shall be listed below in order to bid on this contract. The Owner reserves the right to check references and confirm information provided herein.

	Contact Name	Phone	Current Client? Y or N	Number of years service provided	Description of service
1	David Rigby	386 747 4460	yes	10 plus	maintain school campus
2	Richard Large	386 527 9228	yes	10 plus	Removal of trim trees as needed on right of ways + construction projects
3	Gary Alderman	352 435 5542	yes	1 Still under contract	maintain school campus for entire county

This document must be completed and returned with your Submittal.

FORM 7.9 – LISTING OF SUBCONTRACTORS

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: NONE

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 7.10 – 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): ITB# 19-20BUSINESS NAME: M+B Tree Service LLCCONTACT PERSON/TITLE: Charles Gay, Jr. PresidentMAILING ADDRESS: P.O. Box 144CITY-STATE-ZIP: Pine FL 32180Length of Time at Address Provided: 42 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): 27-0559493BUSINESS STRUCTURE: ☐ Corporation ☒ LLC ☐ Partnership ☐ Sole Proprietorship☐ Other (Specify): _____PHONE NUMBER: 386-490-5611 FAX: _____EMAIL: Ggay@bldg.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 7.10 – Local Business Affidavit of Eligibility – Page 2)

SWORN AND SUBSCRIBED BEFORE ME

Michele L. Clifton
SIGNATURE OF NOTARY PUBLIC
THIS 25th DAY OF June, 2019
My Commission Expires: 7-11-21

NOTARY SEAL



Charles M. Gay 6-25-19
SIGNATURE OF AFFIANT DATE

Charles M. Gay U. President
PRINTED NAME OF AFFIANT / TITLE

M + B Tree Service LLC
COMPANY

This document must be completed and returned with your Submittal

**"ATTACHMENT 1" SCHEDULE OF UNIT PRICING****BID FORM****CITY OF PORT ORANGE****ITB # 19-20****Palm Tree Trimming Pricing Sheet**

Completed Attachment 1 Bid Proposal form **MUST** be included with Bid
 Instruction to save Attachment from DemandStar website:

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

NAME OF BUSINESS: *Mt B Tree Service LLC***CONTACT PERSON:** *Charles Gay***EMAIL ADDRESS:** *Cgay0606@portorange.com***AUTHORIZED NAME:** *Charles Gay***AUTHORIZED SIGNATURE:** *[Signature]***TYPE OF PALM TREE****FLAT RATE \$/TREE**

CABBAGE

20

WASHINGTONIA

22

MADJOL

25

SABLE

20

CANARY

25

ITEM #	LOCATION	TYPES OF PALMS	ESTIMATED NUMBER OF PALMS
FACILITIES			
1	City Hall Complex (City Center)	Cabbage Palms	50
2	City Center Dr. @ Annex	Washingtonia	3
3	City Center Dr. @ Annex	Madjool Palms	3
4	Public Works Facility Site	Cabbage Palms	23
5	Fire Station #71 Site	Cabbage Palms	2
6	Fire Station #71 Site	Washingtonia	5
7	Fire Station #72 Site	Cabbage Palms	40
8	Fire Station #75 Site	Cabbage Palms	24
9	Police Department Site	Madjool Palms	1
10	Causeway Park	Sabal Palm	351
11	Riverside And Riverwalk Park/Chamber of Commerce	Sable Palm	177
12	Gateway Park	Washingtonia	4
Facilities Estimated Total Trees			683
Right Of Way			
13	Ridgewood Avenue SE corner	Cabbage Palms	5
14	Ridgewood Avenue Medians	Madjool Palms	55
15	Dunlawton Avenue Medians	Washingtonia	86
16	Dunlawton Avenue Medians	Madjool Palms	3
17	Nova Road Medians	Cabbage Palms	18
18	Nova Road Medians	Madjool Palms	24
19	Town West Boulevard Medians	Washingtonia	121
20	Coraci Boulevard Medians	Washingtonia	45
21	McGinnis Avenue Medians	Washingtonia	81
22	Tree Garden Drive Median	Cabbage Palms	10
23	Tree Garden Drive Median	Canary Date	6
24	Wiltshire Boulevard & Countryside Medians	Cabbage Palms	24
25	Coral Way Medians	Cabbage Palms	12
26	Willow Run Blvd	Washingtonia	42
Right Of Way Estimated Total Trees			532

BID COST/FEE PROPOSAL



CITY OF PORT ORANGE PALM TREE TRIMMING - ITB 19-20

Completed Cost Sheet form MUST be included with Bid Submission

NAME OF BUSINESS:

CONTACT PERSON:

EMAIL ADDRESS:

AUTHORIZED SIGNATURE:

TYPE OF PALM TREE	FLAT RATE \$/TREE
CABBAGE	
WASHINGTONIA	
MADJOL	
SABLE	
CANARY	

ITEM #	LOCATION	TYPES OF PALMS	ESTIMATED NUMBER OF PALMS
FACILITIES			
1	City Hall Complex (City Center)	Cabbage Palm	50
2	City Center Dr. @ Annex	Washingtonia	3
3	City Center Dr. @ Annex	Medjool Palm	3
4	Public Works Facility Site	Cabbage Palm	23
5	Fire Station #71 Site	Cabbage Palm	2
6	Fire Station #71 Site	Washingtonia	5
7	Fire Station #72 Site	Cabbage Palm	40
8	Fire Station #75 Site	Cabbage Palm	24
9	Police Department Site	Medjool Palm	1
10	Getaway Park	Sable Palm	351
11	Riverzide And Riverwalk Park/Chamber of Commerce	Sable Palm	177
12	Getaway Park	Washingtonia	4
Facilities Estimated Total Trees			643
Right Of Way			
13	Ridgewood Avenue SE corner	Cabbage Palm	5
14	Ridgewood Avenue Median	Medjool Palm	55
15	Dunleuten Avenue Median	Washingtonia	86
16	Dunleuten Avenue Median	Medjool Palm	3
17	Navajo Road Median	Cabbage Palm	18
18	Navajo Road Median	Medjool Palm	24
19	Town West Boulevard Median	Washingtonia	121
20	Carroll Boulevard Median	Washingtonia	45
21	McGinnis Avenue Median	Washingtonia	81
22	Tree Garden Drive Median	Cabbage Palm	10
23	Tree Garden Drive Median	Canary Date	6
24	Wiltshire Boulevard & Countryzide Median	Cabbage Palm	24
25	Carol Way Median	Cabbage Palm	12
26	Willow Run Blvd	Washingtonia	42
Right Of Way Estimated Total Trees			532

This document must be completed and returned with your Submittal

AN ELECTRONIC EXCEL FILE MUST BE INCLUDED IN THE BID PACKAGE

BID BOND

BID BOND

Bond No.:

KNOW ALL MEN BY THESE PRESENTS that M+B Tree Service LLC, as Contractor, duly authorized to conduct business in the State of Florida, whose principal place of business is located at 707 Shaw Lake Rd. Port Orange FL 32129, Tel.: 386-490-5611 (hereinafter called "PRINCIPAL"), and M+B Tree Service LLC, as SURETY, duly authorized to conduct business in the State of Florida, whose principal place of business is located at _____, Tel.: _____ (hereinafter called "SURETY"), are held and firmly bound unto the City of Port Orange, Florida, as CITY, a Florida municipal corporation, whose address is City of Port Orange, 1000 City Center Circle, Port Orange, Florida 32129, Tel.: (386) 506-5501, (hereinafter called "OBLIGEE" or "CITY"), in the penal sum of _____ dollars and (____)/100 (\$____), lawful money of the United States, for the payment of which sum shall and truly be made, whereof PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that, whereas the Principal has submitted the accompanying bid, dated 6-25, 2019, for:

Project Name / Bid No.: ITB # 19-20

Project Address:

City of Port Orange

Legal Description: See Attached

Description of Work:

Palm Tree Trimming

NOW, THEREFORE,

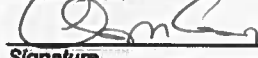
A. If the principal shall not withdraw said bid within one hundred twenty (120) days after date of opening of the same, and shall within ten (10) days after the prescribed forms are presented to it for signature, enter into a written contract with the City in accordance with the bid as accepted, and give bonds with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.

B. In the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give such bonds within the time specified, if the principal shall pay the City the difference between the amount specified in said bid and the amount for which the City may procure the required work and supplies, if the latter amount be in excess of the former, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above parties have executed this instrument under their several seals, this _____ day of _____, A.D. 20____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Note: If the firm is a sole ownership or partnership including limited liability company, two (2) witnesses are required to attest the signature. If the firm is a corporation, then the corporate secretary shall attest and affix the corporate seal (Attach power of attorney to original bid bond and financial statement of Surety Company).

PRINCIPAL:


Signature
Charles Gray V. President
Corporate Officer & Title

ATTEST:

Signature

Corporate Secretary (Affix Corporate Seal)

WITNESSES:

SURETY:

Attorney-in-Fact (signature)

Name & Title

Name of Local Resident Agent

City, State, Zip

Telephone:
A.M. Best No.: _____ NAIC No. : _____

ATTEST:

Signature

Corporate Secretary (Affix Corporate Seal)

STATE OF _____
COUNTY OF _____

Before me this day personally appeared _____ (affiant), who, being duly sworn, deposes and says that he/she is the Attorney-in-Fact for the _____ (corporate surety) and that this person has been authorized by _____ (corporate surety) to execute the foregoing bond on behalf of the Contractor named therein in favor of the City of Port Orange, Florida.

Signature of Affiant

Sworn to / Affirmed and subscribed before me this _____ day of _____, 20____, by _____, who is personally known to me or who produced _____ as identification.

NOTARY PUBLIC – STATE OF

Type or print name: _____

Commission No.: _____

Commission Expires: _____

(Seal)

.....
END OF BID BOND

This document must be completed and returned with your Submittal



CITY OF PORT ORANGE

PURCHASING DIVISION
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
TELEPHONE 386-506-5718
FAX 386-506-5711
purchdiv@port-orange.org

ADDENDUM NO. # 1

June 25, 2019

ITB 19-20

Palm Tree Trimming

To All Bidders:

The following changes, clarifications and additions are hereby made part of the bidding and specifications for the above referenced project dated **May 21, 2019** 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. CLARIFICATIONS:

N/A

B. CHANGES TO SPECIFICATIONS:

N/A

C. QUESTIONS AND ANSWERS:

Question 1

Is it possible that you can give us the area or location that the palm trees are in?

Answer: Throughout the City of Port Orange city limits; Refer to Page 59 of the Invitation to Bid, the pricing sheet indicates all locations.

Question 2

Will the contractor be responsible for tree trimming of palm trees that are on power lines or on the side where power lines are located?

Answer: No, any trees that need trimming near power lines will be hired out by either FPL or other electrical contractors.

Question 3

When we enter the price are we entering the price one time or is it twice as required; is the unit price the one time or is it twice?

Answer: Page 59 of the Invitation to Bid has the pricing sheet, which indicates the estimated number of palms and all locations. For the unit price, a flat rate is used for each type of tree per cut, twice a year.

Question 4

Is the contract length for two years?

Answer: Per Section 6 of the Invitation to Bid on Page 45, the contract is for two years with a one-year renewal option agreed upon by both parties and approval by Port Orange City Council.

Question 5

How many total cuts for the length of the contract?

Answer: There will be two cuts each year for the length of the contracting, totaling 4 cuts.

Question 6

Can the palms be trimmed with chainsaws or handsaws?

Answer: Trimming of the palms via chainsaws or handsaws is not indicated in the Scope of Work for the Invitation to Bid and therefore there is no preference by the City of Port Orange on how this aspect of the work is performed.

Question 7

Will the work orders be sent on an as needed basis or once a year?

Answer: No, we will not be issuing a work order. The contractor will need to follow the schedule in the Scope of Work in the Invitation to Bid. Additionally, the contractor shall give the City 2 weeks (14 days) notice of start date for **each service location**. **Work Schedule:** It is the City's intent that trimming of **all** palm trees (Sabal/Cabbage, Washingtonia, Canary Date and Medjool) be conducted bi-annually, during the months of April and October. Once a contract is awarded, a Notice to proceed and purchase order will be issued.

David Van Valkenburgh
Purchasing Agent

In all other respects, except as specifically stated herein, the subject ITB 19-20 remains unchanged.

END OF ADDENDUM NO. #1

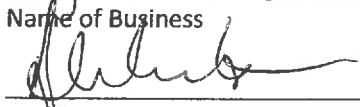
SECTION 7 – REQUIRED FORMS**FORM 7.1 – BID SUBMITTAL CHECKLIST**

- ☒ 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 – Statement of Vendor's Qualifications
- ☒ Form 7.8 – Professional References for Previous Experience
- ☒ Form 7.9 – Local Business Affidavit of Eligibility
- ☒ Form 7.10 – Listing of Subcontractors
- ☒ Attachment 1 – Bid Proposal
- ☒ Bid Bond
- ☒ Copy of General Contractors License
- ☒ Submission of one (1) original marked "ORIGINAL" and one (1) digital (CD or flash drive) version in PDF format.

BY:

Daytona Tree Service, Inc

Name of Business



Authorized Signature

June 24, 2016

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):

Daytona Tree Service, Inc

NAME OF BUSINESS

AUTHORIZED SIGNATURE

Alexander H. Reeber, President

NAME, TITLE, TYPED

52-2415846

FEDERAL IDENTIFICATION #

STATE OF

Florida

COUNTY OF

Volusia

The foregoing instrument was acknowledged before me this day of 21st June, 2019 by Alexander H. Reeber, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires:

Pamela A. Peerless
Notary Public

This document must be completed and returned with your Submittal



PAMELA A. PEERLESS
MY COMMISSION # FF 963148
EXPIRES: February 29, 2020
Bonded Thru Budget Notary Services

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: June 18, 2019 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."

Daytona Tree Service, Inc

Name of Business

By: Alexander H. Reeber

Printed Name: Alexander H. Reeber

Title: President

STATE OF Florida
COUNTY OF Volusia

Sworn to (or affirmed) and subscribed before me this 21st day of June, 2019, by
Alexander H. Reeber, as President of
(NAME) (TITLE)
Daytona Tree Service Inc. and who:
(NAME OF ORGANIZATION)

[Notary: Please select one]

☐ is personally known to me; or

☒ has produced FL Driver's Lic. as identification.

Pamela A. Peerless

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal



PAMELA A. PEERLESS
MY COMMISSION # FF 963148
EXPIRES: February 29, 2020
Bonded Thru Budget Notary Services

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.

Daytona Tree Service, Inc

Name of Business

By: [Signature]

Printed Name: Alexander H. Reeber

Title: President

STATE OF Florida

COUNTY OF Volusia

Sworn to (or affirmed) and subscribed before me this 21st day of June, 2019, by
Alexander H. Reeber, as President of
(NAME) (TITLE)
Daytona Tree Service, Inc. and who:
(NAME OF ORGANIZATION)

[Notary: Please select one]

☐ is personally known to me; or

☒ has produced A Driver's Lic. as identification.

[Signature]

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal



PAMELA A. PEERLESS
 MY COMMISSION # FF 963148
 EXPIRES: February 29, 2020
 Bonded Thru Budget Notary Services

Original

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 Alexander H. Reeber, who, being by me first duly sworn, made the following statement:

1. The business address of Daytona Tree Service, Inc (name of Offeror or business) is 895 Nixon Lane, Port Orange, FL 32129.
2. My relationship to Daytona Tree Service, Inc (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(9) 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.)**

Daytona Tree Service, Inc

Name of Business

By: Alexander H. Reeber

Printed Name: Alexander H. Reeber

Title: President

STATE OF Florida

COUNTY OF Volusia

Sworn to (or affirmed) and subscribed before me this 21st day of June, 2019, by Alexander H. Reeber, as President of Daytona Tree Service, Inc. and who:

[Notary: Please select one]

☐ is personally known to me; or

☒ has produced FL Driver's Lic. as identification.

Pamela A. Peerless

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

This document must be completed and returned with your Submittal



FORM 7.7 – STATEMENT OF VENDOR'S QUALIFICATIONS

The undersigned warrants that he or she is duly authorized to complete this document, and hereby affirms that the information contained in Form 7.7 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.
Daytona Tree Service, Inc
- B. Permanent main office address.
895 Nixon Lane, Port Orange, FL 32129
- C. Date organized.
November 17, 2003
- D. If a corporation, where incorporated.
State of Florida, County of Volusia, City of Port Orange
- E. How many years have you been engaged in the contracting business under your present firm or trade name?
Twenty-seven (27) years
- F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.)
No current contracts. Other entities procure services as needed.
- G. General character of work performed by your company.
Excellant.
- H. Have you ever failed to complete any work awarded to you? If so, where and why?
No.
- 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.
City of Panama City - Storm Clearing 10/24/18 - 12/31/18 Amount:\$63,300; City of Panama City - Storm Clearing Completed 3/5/19 \$22,500; (Yearly) City of South Daytona - Palms 6/3/19 \$6,550
- K. List your major equipment currently owned or leased. 1) 2018 International 7400 Grapple Loader, Dump; 2) JLG 45' Articulating High Reach
3) 2016 Ford F-550 with Dump Bed; 4) 2005 Ford F-350 w/ Dump Bed ; 5) 2013 Vermeer Brush Chipper; 6) 2018 Kaufman 25' Deck-Over Trailer; 7) 2018 Hitachi Wheel Loader w/ Grapple;
- L. Experience in work similar to this type of project.
City of South Daytona, City of Daytona Beach, Embry-Riddle Aeronautical University; Various HOAs and COAs
- M. Background and experience of the principal members of your organization, including the officers.
Alexander H. Reeber, President - Operations Manager, 29 years Tree Services, Climbing, all operations; Jael A. Reeber, Secretary - Business/Office Manager 30 years experience; Crew: Alexander H. Reeber, Jr, Crew Leader 5 years Tree Work, 2 years Crew Lead; Other Crew 5+ years Tree Work Experience each
- N. Credit currently available: \$ 30,000.00
- O. Give bank reference: Synovus Bank (Formerly FCB) - Curtis or Pam Peerless at (386) 756-4600
- P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner? Yes

(Form 7.7 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.

Daytona Tree Service, Inc
 Name of Business
 By: [Signature]
 Printed Name: Alexander H. Reeber
 Title: President

STATE OF Florida
 COUNTY OF Volusia

Sworn to (or affirmed), and subscribed before me this 21st day of June, 2019, by
Alexander H. Reeber, as President
 of Daytona Tree Service, Inc and who:

[Notary: Please select one]

☐ is personally known to me; or

☒ has produced FL Driver's Lic as identification.

[Signature]
 Notary Public, State of Florida
 Printed, typed or stamped name, commission
 and expiration:



PAMELA A. PEERLESS
 MY COMMISSION # FF 963148
 EXPIRES: February 29, 2020
 Bonded Thru Budget Notary Services

This document must be completed and returned with your Submittal

FORM 7.8 – 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: Embry-Riddle Aeronautical University
 Contact Person: Susan M. Rannie
 City, State: Daytona Beach, FL
 Telephone Number: (386) 235-1786
 Email Address: rannies@erau.edu
 Description of goods or
 Services provided: Tree Removal, Tree Trimming - Various Species, Stump Grinding/Removal, Debris Hauling
 Contract Amount: On-call procurement - contract: \$850 - Small Canopy Reduction for Signage Visibility
 Start/End Date of Contract: 06/24/19 - 06/24/19

2. Company Name: City of South Daytona
 Contact Person: Les Gillis
 City, State: South Daytona, FL
 Telephone Number: (386) 322-3080
 Email Address: lgillis@southdaytona.org
 Description of goods or
 Services provided: Tree Removal, Tree Trimming - Various Species, Stump Grinding/Removal, Debris Hauling
 Contract Amount: On-call procurement - contract: \$6550
 Start/End Date of Contract: 05/30/19 - 06/03/19

3. Company Name: City of Daytona Beach
 Contact Person: Ronald Kagle
 City, State: Daytona Beach, FL
 Telephone Number: (386) 671-8555
 Email Address: stinsonsandra@codb.us
 Description of goods or
 Services provided: Tree Removal, Tree Trimming - Various Species, Stump Grinding/Removal, Debris Hauling
 Contract Amount: On-call procurement - Current Bid \$16500
 Start/End Date of Contract: Bid Under Review

This document must be completed and returned with your Submittal.

(Form 7.8 – Professional References for Previous Experience Page 2)

LISTING OF PREVIOUS EXPERIENCE

Commercial Client List

The bidder proposes that he/she is qualified to perform the referenced work and has successfully done so on recent projects similar in nature and size. A minimum of three (3) projects must be listed below. The Owner reserves the right to check references and confirm information provided herein.

List all clients to whom you currently provide or have in the past provided **Wrecker/Towing Services** equal or similar to those required under the City's contract and as outlined in this bid package. A minimum of three (3) projects shall be listed below in order to bid on this contract. The Owner reserves the right to check references and confirm information provided herein.

	Contact Name	Phone	Current Client? Y or N	Number of years service provided	Description of service
1	Embry Riddle Aeronautical University Susan M. Rannie	(386) 235-1786	Y	11	Tree Removal, Tree Trimming - Various Species, Stump Removal, Debris Hauling
2	City of South Daytona Les Gillis	(386) 322-3080	Y	15	Tree Removal, Tree Trimming - Various Species, Stump Removal, Debris Hauling
3	City of Daytona Beach Ronald Kagle	(386) 671-8555	Y	15	Tree Removal, Tree Trimming - Various Species, Stump Removal, Debris Hauling

This document must be completed and returned with your Submittal.

FORM 7.9 – LISTING OF SUBCONTRACTORS

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 7.10 – 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): ITB# 19-20BUSINESS NAME: Daytona Tree Service, IncCONTACT PERSON/TITLE: Alexander H. Reeber, PresidentMAILING ADDRESS: 895 Nixon LaneCITY-STATE-ZIP: Port Orange, Florida 32129Length of Time at Address Provided: 21Physical 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): 52-2415846BUSINESS STRUCTURE: ☒ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietorship
☐ Other (Specify): _____PHONE NUMBER: (386) 760-9090

FAX: _____

EMAIL: daytonatreeserviceinc@gmail.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 Alexander H. Reeber who, after being sworn according to law, stated that he or she was authorized to represent Daytona Tree Service, Inc and to execute this affidavit on behalf of the said Business Entity and attests, under penalty of perjury, to the above.

Original

(Form 7.10 – Local Business Affidavit of Eligibility – Page 2)

SWORN AND SUBSCRIBED BEFORE ME

Pamela A. Peerless

SIGNATURE OF NOTARY PUBLIC

THIS 21st DAY OF June, 2019

My Commission Expires: _____

Peerless 6-21-19

SIGNATURE OF AFFIANT

DATE

Alexander H. Reeber, President

PRINTED NAME OF AFFIANT / TITLE

Daytona Tree Service, Inc

COMPANY

NOTARY SEAL



PAMELA A. PEERLESS
MY COMMISSION # FF 963148
EXPIRES: February 29, 2020
Bonded Thru Budget Notary Services

This document must be completed and returned with your Submittal

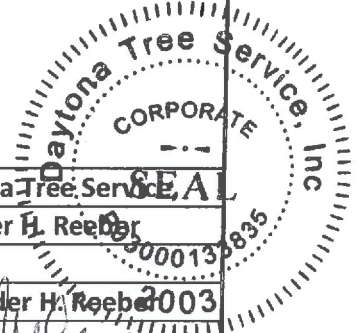
Original

**"ATTACHMENT 1" SCHEDULE OF UNIT PRICING****BID FORM****CITY OF PORT ORANGE****ITB # 19-20****Palm Tree Trimming Pricing Sheet**

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

Instruction to save Attachment from DemandStar website:

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

**NAME OF BUSINESS:** Daytona Tree Service, Inc.**CONTACT PERSON:** Alexander H. Reep**EMAIL ADDRESS:****AUTHORIZED NAME:** Alexander H. Reep**AUTHORIZED SIGNATURE:**

TYPE OF PALM TREE	FLAT RATE \$/TREE
CABBAGE	\$ 22.00
WASHINGTONIA	\$ 25.00
MADJOO	\$ 35.00
SABLE	\$ 24.00
CANARY	\$ 30.00



ITEM #	LOCATION	TYPES OF PALMS	ESTIMATED NUMBER OF PALMS
FACILITIES			
1	City Hall Complex (City Center)	Cabbage Palms	50
2	City Center Dr. @ Annex	Washingtonia	3
3	City Center Dr. @ Annex	Madjool Palms	3
4	Public Works Facility Site	Cabbage Palms	23
5	Fire Station #71 Site	Cabbage Palms	2
6	Fire Station #71 Site	Washingtonia	5
7	Fire Station #72 Site	Cabbage Palms	40
8	Fire Station #75 Site	Cabbage Palms	24
9	Police Department Site	Madjool Palms	1
10	Causeway Park	Sabal Palm	351
11	Riverside And Riverwalk Park/Chamber of Commerce	Sable Palm	177
12	Gateway Park	Washingtonia	4
Facilities Estimated Total Trees			683
Right Of Way			
13	Ridgewood Avenue SE corner	Cabbage Palms	5
14	Ridgewood Avenue Medians	Madjool Palms	55
15	Dunlawton Avenue Medians	Washingtonia	86
16	Dunlawton Avenue Medians	Madjool Palms	3
17	Nova Road Medians	Cabbage Palms	18
18	Nova Road Medians	Madjool Palms	24
19	Town West Boulevard Medians	Washingtonia	121
20	Coraci Boulevard Medians	Washingtonia	45
21	McGinnis Avenue Medians	Washingtonia	81
22	Tree Garden Drive Median	Cabbage Palms	10
23	Tree Garden Drive Median	Canary Date	6
24	Wiltshire Boulevard & Countryside Medians	Cabbage Palms	24
25	Coral Way Medians	Cabbage Palms	12
26	Willow Run Blvd	Washingtonia	42
Right Of Way Estimated Total Trees			532

Bid Form

Project: Palm Tree Trimming - Professional Services ITB#19-20

To: City of Port Orange, Finance Department
1000 City Center Circle
Port Orange, Florida
32129

Dear City of Port Orange, Finance Department,

Contract Price

1. I propose, as general contractor, to furnish all labor and materials required for the above Project and to complete the Project in strict conformity with all plans, Invitation to Bid, other specification and drawings, if any, provided by the Project Owner and any laws, statutes, ordinances, rules, or regulations of any governmental agencies or public authorities relating to the Project for the sum of the total project as found in "Attachement 1" Schedule of unit Pricing.

Time of Completion

2. I agree to execute a Contract for the Project, deliver the bonds required by that Contract, commence actual work on the Project within the times specified in the contract documents issued in connection with the Project, and to complete the Project bi-annually, within the months of April and October, unless delayed by any of the causes mentioned in the form of Contract issued in connection with the Project.

Examinations and Investigations

3. I acknowledge that I have performed the following:

A. Carefully examined the drawings and specifications for the Project as provided by the Project Owner.

B. Carefully examined all documents issued in connection with the Project, including:

ITB#19-20, 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 Statement of Vendor's Qualifications, Form 7.8 - Professional References for Previous Experience, Form 7.9 - Local Business Affidavit of Eligibility, Form 7.10 - Listing of Subcontractors, Attachment 1 Bid Proposal and Schedule of Unit Pricing, Bid Bond

- C. Examined the job site on which the Project is to be completed,
- D. Determined to my own satisfaction all conditions or limitations that exist or that may arise affecting the Project and all difficulties that may be encountered in the construction of the Project.
- E. Made this bid on the basis of the above examinations, inspections, and determinations, and not on the basis of any representations or promises made to me by City of Port Orange, Finance Department or David Van Valkenburgh,, or by any agent of City of Port Orange, Finance Department or David Van Valkenburgh,

Submission of Security

The following documents are attached and incorporated to this Bid Form:

ITB#19-20, 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 Statement of Vendor's Qualifications, Form 7.8 - Professional References for Previous Experience, Form 7.9 - Local Business Affidavit of Eligibility, Form 7.10 - Listing of Subcontractors, Attachment 1 Bid Proposal and Schedule of Unit Pricing, Bid Bond, Copy of City of Port Orange Contractor Registration Card, Copy of County of Volusia Business Tax Receipt, Digital Flash Drive with above referenced documents in Digital Format



Bidders Signature

Date

Alexander H. Reeber

Bidders Printed Name

Bidders Address: 895 Nixon Lane, Port Orange, FL 32129

Bidders Contact Number: (386) 760-9090

Bidders Email Address: daytonatreeserviceinc@gmail.com

BID BOND

Bond #72162914

BID BOND

Bond No.:

KNOW ALL MEN BY THESE PRESENTS that Daytona Tree Service, Inc., as Contractor, duly authorized to conduct business in the State of Florida, whose principal place of business is located at 895 Nixon Lane, Port Orange, FL 32129, Tel.: 386-760-9090, (hereinafter called "PRINCIPAL"), and WESTERN SURETY COMPANY, as SURETY, duly authorized to conduct business in the State of Florida, whose principal place of business is located at 151 N. Franklin, 17th Fl., Chicago, IL 60606, Tel.: 800-331-6053 (hereinafter called "SURETY"), are held and firmly bound unto the City of Port Orange, Florida, as CITY, a Florida municipal corporation, whose address is City of Port Orange, 1000 City Center Circle, Port Orange, Florida 32129, Tel.: (386) 506-5501, (hereinafter called "OBLIGEE" or "CITY"), in the penal sum of Five Percent of Amount Bid dollars and ()/100 (\$5% of amount bid lawful money of the United States, for the payment of which sum shall and truly be made, whereof PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that, whereas the Principal has submitted the accompanying bid, dated , 20 for:

Project Name / Bid No.: Palms Tree Trimming - Professional Services

Project Address:

Legal Description: See Attached

Description of Work: Palms Tree Trimming - Professional Services

NOW, THEREFORE,

A. If the principal shall not withdraw said bid within one hundred twenty (120) days after date of opening of the same, and shall within ten (10) days after the prescribed forms are presented to it for signature, enter into a written contract with the City in accordance with the bid as accepted, and give bonds with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.

B. In the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give such bonds within the time specified, if the principal shall pay the City the difference between the amount specified in said bid and the amount for which the City may procure the required work and supplies, if the latter amount be in excess of the former, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.

Original

Western Surety Company

POWER OF ATTORNEY - CERTIFIED COPY

Bond No. 72162914

Know All Men By These Presents, that WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota, and having its principal office in Sioux Falls, South Dakota (the "Company"), does by these presents make, constitute and appoint George Donald Dunn II

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred, to execute, acknowledge and deliver for and on its behalf as Surety, bonds for:

Principal: Daytona Tree Service, Inc.

Obligee: City of Port Orange

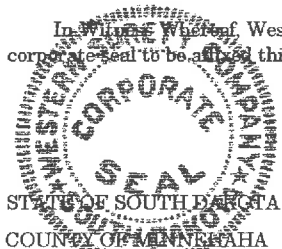
Amount: \$1,000,000.00

and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the Vice President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said attorney(s)-in-fact may do within the above stated limitations. Said appointment is made under and by authority of the following bylaw of Western Surety Company which remains in full force and effect.

"Section 7. All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

If Bond No. 72162914 is not issued on or before midnight of September 25, 2019, all authority conferred in this Power of Attorney shall expire and terminate.

In Sioux Falls Whereof Western Surety Company has caused these presents to be signed by its Vice President, Paul T. Bruflat, and its corporate seal to be affixed this 25th day of June, 2019.



ss

WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

On this 25th day of June, in the year 2019, before me, a notary public, personally appeared Paul T. Bruflat, who being to me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.



Notary Public - South Dakota

My Commission Expires June 23, 2021

I the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable, and furthermore, that Section 7 of the bylaws of the Company as set forth in the Power of Attorney is now in force.

In testimony whereof, I have hereunto set my hand and seal of Western Surety Company this 25th day of June, 2019.

WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.

Original



PO Box 5077 Sioux Falls SD 57117-5077

1-800-331-6053
Fax 1-605-335-0357
www.cnasurety.com
uwservices@cnasurety.com

DATE: May 29, 2019

AGENT CODE: 09-00403

ATTENTION: George Donald Dunn II

Number of Pages: 4

RE: Bond 72162914 - Daytona Tree Service, Inc.

Palms Tree Trimming - Professional Services

5%

Contract Amount: \$30,000.00

Company Code: 601 - Western Surety Company

Thank you for placing this business with CNA Surety.

Please execute the requested bond(s) by using the documents sent with this fax/email. Sign the bond(s) and attach a gold colored seal from your Western Surety Company kit to each bond issued.

****Please advise us of the bid results as soon as they are available. Please complete and fax/email us the following:

Contract Price: \$ _____

Contract Date: _____

Next two lowest bidders: \$ _____

\$ _____

Was the principal the low bidder? ☐ Yes ☐ No

Do you need approval for the Performance and Payment bond at this time? ☐ Yes ☐ No

Please check your supply of gold seals periodically to ensure you have an adequate amount. To reorder gold seals, simply visit cnasurety.com and click on the "Order Supplies Here" icon under the Broker/Agent Services section.

****IMPORTANT NOTICE AND REMINDER:** Approval of the requested Bid Bond is NOT an approval of any final or other bonds that may be requested by this principal. Further, the Bid Bond approval is limited to the contract amount approved by the underwriter. If the anticipated bid exceeds this amount, you must contact the underwriter at 800-331-6053 to inquire about specific approval before filing the bid. Failure to receive approval could result in declination of any subsequent performance and payment bond(s) requested. Furthermore, we reserve the right to decline any bond for any reason per the terms of the General Indemnity Agreement, and shall not be liable to the principal or any person or entity for such declination.

Original

IN WITNESS WHEREOF, the above parties have executed this instrument under their several seals, this 25th day of June, A.D. 2019, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Note: If the firm is a sole ownership or partnership including limited liability company, two (2) witnesses are required to attest the signature. If the firm is a corporation, then the corporate secretary shall attest and affix the corporate seal (Attach power of attorney to original bid bond and financial statement of Surety Company).

PRINCIPAL:

Signature

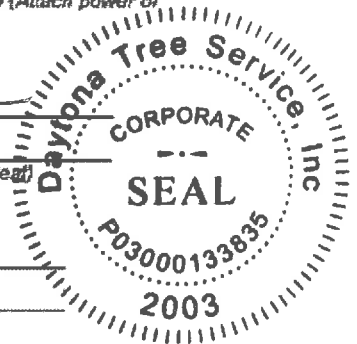
Corporate Officer & Title

ATTEST:

Signature

Corporate Secretary (Affix Corporate Seal)

WITNESSES:



SURETY:

Attorney-in-Fact (signature)

George Donald Dunn II, Attorney-in-Fact

Name & Title

Dunn & Associates Insurance, Inc.

Name of Local Resident Agent

324 W. Int'l Speedway Blvd., Daytona Beach, FL 32114-4289

City, State, Zip

386-255-2477

Telephone:

A.M. Best No.: NAIC No.:

Signature

Corporate Secretary (Affix Corporate Seal)

STATE OF

COUNTY OF

Before me this day personally appeared Alexander H. Reber & Jael A. Reber (affiant), who, being duly sworn, deposes and says that he/she is the Attorney-in-Fact for the Daytona Tree Service Inc (corporate surety) and that this person has been authorized by CNA Surety (corporate surety) to execute the foregoing bond on behalf of the Contractor named therein in favor of the City of Port Orange, Florida.

Signature of Affiant

Sworn to / Affirmed and subscribed before me this 21st day of June, 2019 by

Alexander H. Reber & Jael A. Reber
FL Driver's License as identification.

who is personally known to me or who produced



PAMELA A. PEERLESS
MY COMMISSION # FF 963148
EXPIRES: February 29, 2020
Bonded Thru Budget Notary Services

NOTARY PUBLIC - STATE OF

Type or print name: Pamela A. Peerless

Commission No.:

Commission Expires:

(Seal)

END OF BID BOND

This document must be completed and returned with your Submittal

Original



CITY OF PORT ORANGE
CONTRACTOR REGISTRATION CARD

DAYTONA TREE SERVICES
Alexander Reeber
Tree Specialty Contractor Reg.
#19-17291 Expires 09/30/2019

The above contractor has complied with the insurance and registration requirements of the City Code of Ordinances.

A handwritten signature in black ink, appearing to read "Alexander Reeber", is written over a horizontal line.

Signature of contractor

2018/2019

Volusia County Business Tax Receipt

Issued pursuant to F.S. 205 and Volusia County Code of Ordinances Chapter 114-1 by:

Volusia County Revenue Division - 123 W Indiana Ave, Room 103, Deland, FL 32720 - (386) 736-5938



Volusia County

FLORIDA

Account # 199607020016 Expires: September 30, 2019
Business Location: 895 NIXON LN

Business Name: DAYTONA TREE SERVICE INC
Owner Name: ALEXANDER H REEBER
Mailing Address: 895 NIXON LN

PORT ORANGE, FL 32119

BUSINESS TYPE	CODE	COUNT	TAX
Construction Subcontractor	451	1	\$22.00

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

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

Original

[Florida Department of State](#)

DIVISION OF CORPORATIONS

[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /**Detail by Entity Name**

Florida Profit Corporation
DAYTONA TREE SERVICE, INC.

Filing Information

Document Number	P03000133835
FEI/EIN Number	52-2415846
Date Filed	11/17/2003
Effective Date	11/17/2003
State	FL
Status	ACTIVE
Last Event	CANCEL ADM DISS/REV
Event Date Filed	10/16/2007
Event Effective Date	NONE

Principal Address

895 NIXON LANE
PORT ORANGE, FL 32129

Changed: 02/27/2012

Mailing Address

895 NIXON LANE
PORT ORANGE, FL 32129

Changed: 02/27/2012

Registered Agent Name & Address

REEBER, ALEXANDER H
895 NIXON LANE
PORT ORANGE, FL 32129

Name Changed: 05/03/2011

Address Changed: 02/27/2012

Officer/Director Detail**Name & Address**

Title President

REEBER, ALEXANDER H
895 NIXON LANE
PORT ORANGE, FL 32129

Title Secretary

Reeber, Jael Ann
895 NIXON LANE
PORT ORANGE, FL 32129

Annual Reports

Report Year	Filed Date
2017	01/09/2017
2018	01/10/2018
2019	01/21/2019

Document Images

01/21/2019 -- ANNUAL REPORT	View image in PDF format
01/10/2018 -- ANNUAL REPORT	View image in PDF format
01/09/2017 -- ANNUAL REPORT	View image in PDF format
03/04/2016 -- ANNUAL REPORT	View image in PDF format
04/23/2015 -- ANNUAL REPORT	View image in PDF format
02/27/2014 -- ANNUAL REPORT	View image in PDF format
04/25/2013 -- ANNUAL REPORT	View image in PDF format
02/27/2012 -- ANNUAL REPORT	View image in PDF format
05/03/2011 -- ANNUAL REPORT	View image in PDF format
04/15/2010 -- ANNUAL REPORT	View image in PDF format
01/14/2009 -- ANNUAL REPORT	View image in PDF format
04/07/2008 -- ANNUAL REPORT	View image in PDF format
10/16/2007 -- REINSTATEMENT	View image in PDF format
04/19/2006 -- ANNUAL REPORT	View image in PDF format
04/29/2005 -- ANNUAL REPORT	View image in PDF format
05/14/2004 -- ANNUAL REPORT	View image in PDF format
11/18/2003 -- Domestic Profit	View image in PDF format

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 – Statement of Vendor’s Qualifications
- ☒ Form 7.8 – Professional References for Previous Experience
- ☒ Form 7.9 – Local Business Affidavit of Eligibility
- ☒ Form 7.10 – Listing of Subcontractors
- ☒ Attachment 1 – Bid Proposal
- ☒ Bid Bond (copy of check + actual check in lieu of)
- ☒ Copy of General Contractors License
- ☒ Submission of one (1) original marked “ORIGINAL” and one (1) digital (CD or flash drive) version in PDF format.

BY: Daneda Construction Corp. of Florida
Name of Business


Authorized Signature

6/25/19
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):

Danella Construction Corp. of FL

NAME OF BUSINESS

Caitlin Loughran

AUTHORIZED SIGNATURE

Caitlin Loughran, Manager

NAME, TITLE, TYPED

59-2453991

FEDERAL IDENTIFICATION #

581 Washburn Rd

MAILING ADDRESS

Melbourne FL 32934

CITY, STATE & ZIP CODE

321-259-6124 / 321-242-0106

TELEPHONE NUMBER / FAX NUMBER

Cloughran@danella.com

E-MAIL ADDRESS

STATE OF Florida COUNTY OF Brevard

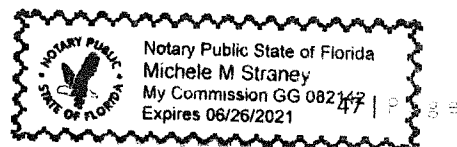
The foregoing instrument was acknowledged before me this day of June 24, 2019 by CAITLIN LOUGHRAN, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires:

Michele M. Straney

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: 6/17/19 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."

Danella Construction Corp.
Name of Business of Florida
By: Carlin Loughran
Printed Name: Carlin Loughran
Title: Manager

STATE OF Florida
COUNTY OF BREVARD

Sworn to (or affirmed) and subscribed before me this 24 day of June, 2019 by
CARLIN LOUGHRAN as _____ of _____
(NAME) (TITLE)

(NAME OF ORGANIZATION) and who:

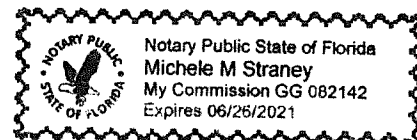
[Notary: Please select one]

☒ is personally known to me; or

☐ has produced _____ as identification.

Michele M. Straney
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.

Danella Construction Corp. of Florida
Name of Business
By: Thomas Schinske
Printed Name: Thomas Schinske
Title: Vice President

STATE OF FLORIDA
COUNTY OF BREVARD

Sworn to (or affirmed) and subscribed before me this 24 day of JUNE, 2019, by
THOMAS SCHINSKE, as VICE PRESIDENT of
DANELLA CONSTRUCTION CORP. OF FLORIDA and who:
(NAME) (TITLE)

[Notary: Please select one]

☒ is personally known to me; or

☐ has produced _____ as identification.

Michele M. Straney
Notary Public, State of FLORIDA

This document must be completed and returned with your Submittal

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 Tom Schinske, who, being by me first duly sworn, made the following statement:

1. The business address of Danella Construction Corp of FL (name of Offeror or business) is 581 Washburn Rd, Melbourne, FL 32934.
2. My relationship to Danella Construction Corp of FL (name of Offeror or business) is Vice 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.)

Danella Construction Corp of FL
Name of Business

By: Thomas Schinske IP
Printed Name: Thomas (Tom) Schinske
Title: Vice President

STATE OF FLORIDA
COUNTY OF BREVARD

Sworn to (or affirmed) and subscribed before me this 24 day of June, 2019, by Thomas Schinske, as _____ of _____ and who:

[Notary: Please select one]

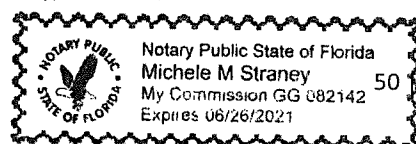
☒ is personally known to me; or

☐ has produced _____ as identification.

Michele M. Straney
Notary Public, State of FL 6/26/20

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: Danella Construction Corp. of Florida

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

PRINTED SIGNATURE: Thomas Schioske

TITLE: Vice President

ADDRESS: 581 Washburn Rd
Melbourne

CITY: FL STATE: FL ZIP CODE: 32934

TELEPHONE: 321-259-6124 FAX: 321-242-0106

COMPLETION TIME: 2 times per year at 4 weeks each

F.E.I.N. NUMBER: 59-2453991

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 – STATEMENT OF VENDOR’S QUALIFICATIONS

(See next 6 pgs)

The undersigned warrants that he or she is duly authorized to complete this document, and hereby affirms that the information contained in Form 7.7 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. Have you ever failed to complete any work awarded to you? If so, where and why?
- 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 7.7 – Statement of Vendor’s Qualifications (Supplement pages with answers)

- A. Name of Vendor – Danella Construction Corporation of FL. Inc.
- B. Permanent Main Office – 581 Washburn Rd. Melbourne, FL 32934
- C. Date Organized – 1984
- D. If corporation, where incorporated – Florida
- E. How many years have you been engaged in the contracting business under your present firm or trade name? 35 years
- F. Contracts on hand: AT&T – Central Florida Tree Trimming; AT&T – Palm/Indian River Florida Tree Trimming
- G. General character of work performed by your company – Underground & Aerial Utility Construction as well as Aerial Utility Tree Trimming
- H. Have you ever failed to complete any work awarded to you? If so, where and why? No
- 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.

Note: This answer corresponds to the projects listed on Form 7.8.

- 1. AT&T Tree Trimming – Semoran Blvd - \$8,200 – completed December 2018
 - 2. AT&T Tree Trimming – Golf Course - \$24,800 – completed February 2019
 - 3. AT&T Tree Trimming – West Palm Beach - \$43,600 – completed May 2019
- K. List your major equipment currently owned or leased. See attached – two pages
 - L. Experience in work similar to this type of project. We have experience with tree trimming requirements for over 25 years in our offices throughout the state. We have trimmed for existing and future utility lines, removed trees, and cleared the grounds to reach a utility pole.

All tree trimming work is completed to ensure that the trees being cut remain healthy.

Form 7.7 – Statement of Vendor’s Qualifications (Supplement pages with answers)

- M. Background and experience of the principal members of your organization, including the officers. See attached – two sheets
- N. Credit currently available: \$ (Can be provided upon award of work if still needed.)
- O. Give bank reference: PNC Bank John Wilden 215-585-4326
- P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner? Yes

H. Pg 1

Equipment	Quantity	Each	Purchase Price
4-reel trailers	2	\$3,800	\$7,600
6-ton small equip trailer	6	\$2,200	\$13,200
9-and 10-ton trailers	42	\$3,800	\$159,600
Air compressors	25	\$9,000	\$225,000
Arrow boards	11	\$3,000	\$33,000
Backhoes	14	\$29,000	\$406,000
Battery chargers	3	\$350	\$1,050
Boom trucks	6	\$60,000	\$360,000
Boring rig	2	\$200,000	\$400,000
Butt fuser	2	\$3,800	\$7,600
Cable cutter	1	\$1,800	\$1,800
Cable tester	1	\$2,543	\$2,543
Camcorder	2	\$800	\$1,600
Camera, digital still	7	\$293	\$2,051
Cargo trailers	4	\$6,000	\$24,000
Cement mixers	8	\$2,000	\$16,000
Chainsaw	15	\$200	\$3,000
Chipper	1	\$9,000	\$9,000
Cordless drills	4	\$150	\$600
Core bores	8	\$1,500	\$12,000
Core drill, handheld	6	\$675	\$4,050
Digger trucks	8	\$72,000	\$576,000
Directional drills	2	\$200,000	\$400,000
Double diaphragm pump	6	\$8,000	\$48,000
Dozers	1	\$49,900	\$49,900
Drill press	7	\$380	\$2,660
Drill saw kit	10	\$175	\$1,750
Dump trucks	6	\$20,000	\$120,000
Edger	12	\$300	\$3,600
Extendahoe	5	\$36,000	\$180,000
Fiber puller	8	\$11,000	\$88,000
Fusion splicer	2	\$5,600	\$11,200
Gas detectors	24	\$500	\$12,000
Generators	17	\$12,000	\$204,000
Glass beadars	4	\$500	\$2,000
Grinders	12	\$110	\$1,320
Hammerdrills	22	\$495	\$10,890
Hammerhead moles	11	\$1,800	\$19,800
Hand chisels	32	\$25	\$800
Hand drills	28	\$60	\$1,680
Hand rodder	14	\$925	\$12,950
Handheld cutoff saw	15	\$900	\$13,500
Heaters	4	\$175	\$700
Hoist	5	\$550	\$2,750
Hydraulic Jack	8	\$1,200	\$9,600
Hydraulic press	5	\$1,800	\$9,000
Impact wrench	8	\$525	\$4,200
Jackhammers	30	\$720	\$21,600
Jumping jacks	13	\$825	\$10,725
Laser	4	\$1,550	\$6,200
Lawn mowers	9	\$400	\$3,600
Lift	1	\$2,061	\$2,061
Locators, cable	95	\$5,200	\$494,000
Locators, directional	16	\$8,200	\$131,200
Lowboys	1	\$60,000	\$60,000

K. Pg 2

Manhole blowers	42	\$900	\$37,800
Mill machine	1	\$5,000	\$5,000
Mini excavator	3	\$28,435	\$85,305
Missiles	11	\$1,850	\$20,350
Mortar mixers	3	\$5,500	\$16,500
Mud recycler	2	\$32,000	\$64,000
Mudd trucks	12	\$42,000	\$504,000
Nailer	2	\$175	\$350
Office trailers	2	\$28,000	\$56,000
OTDR	3	\$15,000	\$45,000
Parts washer	6	\$180	\$1,080
Pavers	1	\$18,246	\$18,246
Plate tamps	16	\$1,500	\$24,000
Pole setters	3	\$18,000	\$54,000
Pole trucks	7	\$53,000	\$371,000
Porta power	8	\$500	\$4,000
Power pack	6	\$2,250	\$13,500
Pressure washers	6	\$1,000	\$6,000
Pumps	44	\$850	\$37,400
Reamers	56	\$1,250	\$70,000
Reel trailers	14	\$4,200	\$58,800
Rollers	6	\$4,800	\$28,800
Rotary hammers	11	\$900	\$9,900
Sep. mud mix systems	2	\$17,000	\$34,000
Shoring	25	\$3,700	\$92,500
Sod cutters	1	\$2,137	\$2,137
Splicing trailers	2	\$19,000	\$38,000
Tire changers	5	\$1,300	\$6,500
Trackhoe	3	\$39,000	\$117,000
Trans jack	8	\$1,100	\$8,800
Trench shields	7	\$6,000	\$42,000
Trenchers	12	\$10,000	\$120,000
Tripod retrieval system	4	\$2,500	\$10,000
Utility truck	6	\$12,000	\$72,000
Vacuum units	4	\$18,000	\$72,000
Walk-behind road saw	7	\$3,200	\$22,400
Water tank	1	\$288	\$288
Welders	8	\$2,200	\$17,600
Wheel balancer	4	\$1,800	\$7,200
Winch	5	\$22,000	\$110,000
Cars	2	\$15,000	\$30,000
Suburbans	5	\$20,000	\$100,000
Jeeps	1	\$11,000	\$11,000
Vans	6	\$13,000	\$78,000
Blazers/Explorers	24	\$10,000	\$240,000
1-ton trucks	35	\$20,000	\$700,000
3/4 ton trucks	72	\$9,000	\$648,000
2-ton flatbed	7	\$26,000	\$182,000
2-ton reel truck	17	\$31,000	\$527,000
2-ton reel truck winch	7	\$45,000	\$315,000
2-ton mixing system	9	\$36,000	\$324,000

GRAND TOTAL

\$9,663,836

Danella Construction Corporation of Florida – Member Certifications

- Tree Care Industry Association (TCIA) Member
- Trained in Electrical Awareness via FP&L
- Florida Urban Forestry Council Member

Resumes and Contact Information for Employees to work in City of Port Orange

Caitlin Loughran – Area Manager

Caitlin's area of responsibility includes cost estimating of construction and tree trimming projects, scheduling of work, and direct oversight of Danella Construction field supervisors. Caitlin has been a manager at Danella for 5 years. Prior to Danella Caitlin has worked as a Project Manager in both the manufacturing and the general contracting industries.

Cell: 321-704-3274

Email: cloughran@danella.com

Steve O'Donnell – Tree Trimming Supervisor

Steve O'Donnell oversees all tree trimming projects and has been with Danella Construction for 2 years. Steve is certified in a variety of levels of utility line tree trimming including Certified by the IBEW, a Certified Top Line Clearance Trimmer, and Certified in Danger Tree Removal. Steve is also certified as the Bucket Operator and in charge of training other members of our crew in Bucket Operations. Steve has 17 years total experience in both Florida and New York.

Cell: 321-576-4552

Email: sodonnell@danella.com

Stephen Chavis – Tree Trimming Foreman

Stephen Chavis has been with Danella Construction for a year. Stephen's responsibility includes pre-surveying the work, keeping redline drawings, and completing the aerial trimming, ground clearing and tree removal. Stephen also is in charge of our in-house crew.

Russell Phoenix – Groundsman/Laborer

Russell Phoenix is the tree crew groundsman with experience in brush dragging, brush chipping, and is currently being trained in bucket operations.

Danella Construction Corporation of Florida, Inc.
Key Personnel Skill Summary

M. pg 2

Name	Title	Regional Location	# Yrs in OSP Utility Engineering & Construction	Skill Summary Bullets
Tom Schinske	Vice President	Melbourne	34	manages all account activities. Controls all information systems and software applications. Implements equipment, material, personnel maintenance, and procurement. Extensive background in OSP utility construction, including area management. Possesses Florida and Georgia Utility construction licenses. Directly responsible for all safety training, practices, procedures, and enforcement of doctrine. Implements a strict investigative claims program resulting in fewer judgements against Danella Construction and its clients. Maintains master contract pricing negotiations, billing practices, and utility company database interfaces. Accomplishment of the design and management of a daily company wide profit and loss reporting software program has resulted in profit gains and greater overall operating efficiency company wide.
Mike Straney	Area Manager - State of Florida Security & Loss Control Manger Government Security Manager	Melbourne	33	Extensive experience working all phases of OSP construction. Manages and maintains Bellsouth master contracts and the crews that provide such services. As foreman, supervised crews in placement of underground aerial utilities, copper, fiber and conduit, as well as cable locates, for multiple utility companies in the state of Florida. Experienced in pre-surveying job sites and project management. Prepared work schedules, and all administrative paper work. Knowledgeable in the operation of many types of underground utility construction equipment.
Michelle Straney	Master Mechanic Fleet, Maintenance and Repair Manager OSP Manager, Bid Construction Group	Melbourne	31	Manages all claims. Handles clearances for Danella employees to do government work. Manages security and drug-free workplace enforcement.
JFR Tucker	Master Mechanic Fleet, Maintenance and Repair Manager OSP Manager, Bid Construction Group	Melbourne	28	Manages all rental vehicles. Manages, maintains and repairs all equipment and vehicles. Oversees all Danella garages in Florida
Steve Caccavale	Area Manager - North Florida	Daytona	27	Expertise in outside plant cabling. Resource for Danella bid division. Manages OSP projects.
Clinton Dodson	Safety Manager	Jacksonville	28	Worked many faucets of Outside Plant Engineering. Knowledge of cable, conduit, manholes, bores and pole placement. Experience supervising crews. Capable of operating miscellaneous equipment.
Doug Coleman	Safety Manager	Florida	17	Safety training management. CSX rail certified trainer. OSHA certified trainer. Competent person administration. Safety procedures monitoring management. Provides investigative claims procedure.

(Form 7.7 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.

Danella Construction Corp. of Florida
Name of Business

By: [Signature]
Printed Name: Thomas Schinske
Title: Vice President

STATE OF FLORIDA
COUNTY OF BREVARD

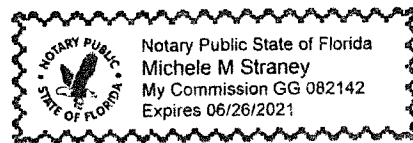
Sworn to (or affirmed), and subscribed before me this 24 day of June, 2019, by
Thomas Schinske, as Vice President
of _____ and who:

[Notary: Please select one]

☒ is personally known to me; or

☐ has produced _____ as identification.

Michele M. Straney
Notary Public, State of FLORIDA
Printed, typed or stamped name, commission
and expiration:



This document must be completed and returned with your Submittal

FORM 7.8 – 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: AT&T - Central Florida (Orlando + Brevard)
Contact Person: Kevin Loiselle
City, State: Cocoa, FL
Telephone Number: 772-332-7190
Email Address: KL6471@att.com

Description of goods or

Services provided: tree trimming, tree removal, ROW clearing
Contract Amount: Unit based Contract
Start/End Date of Contract: September 2017 - September 2020

2. Company Name: AT&T - Palm/Indian River Florida
Contact Person: Richard Bishop
City, State: Vero Beach, FL
Telephone Number: 772-569-9712
Email Address: RB3689@att.com

Description of goods or

Services provided: tree trimming, tree removal, ROW clearing
Contract Amount: unit based contract
Start/End Date of Contract: September 2017 - September 2020

3. Company Name: City of Palm Coast
Contact Person: Bill Eldredge
City, State: Palm Coast, FL
Telephone Number: 386-986-3757
Email Address: beldredge@palmcoastgov.com

Description of goods or

Services provided: Fiber optic network installation + splicing
Contract Amount: Unit based contract
Start/End Date of Contract: May 21, 2018 - May 21, 2019 (Two 1yr renew options)

This document must be completed and returned with your Submittal.

LISTING OF PREVIOUS EXPERIENCE

Commercial Client List

The bidder proposes that he/she is qualified to perform the referenced work and has successfully done so on recent projects similar in nature and size. A minimum of three (3) projects must be listed below. The Owner reserves the right to check references and confirm information provided herein.

List all clients to whom you currently provide or have in the past provided **Wrecker/Towing Services** equal or similar to those required under the City's contract and as outlined in this bid package. A minimum of three (3) projects shall be listed below in order to bid on this contract. The Owner reserves the right to check references and confirm information provided herein.

	Contact Name	Phone	Current Client? Y or N	Number of years service provided	Description of service
1	Kevin Loiselle	772-332-7190	Y	2	Set up night MOT for a lane closure and trimmed 7 large tree leads in a limited time frame
2	Fred Smith	561-329-4076	Y	2	Tree trimming required on high end golf course in West Palm Beach for AT&T needs
3	Sean Linn	772-332-4854	Y	2	Very large front easement utility line clearing in Loxahatchee - totaling 11,400' linear feet

This document must be completed and returned with your Submittal.

FORM 7.9 – LISTING OF SUBCONTRACTORS

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: Complete Tree Service

Description of Work: tree trimming, tree removal, ROW clearing

Percent of Contract Price: 60%

Previous Experience Together: Yes 6 years

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 7.10 – 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): 19-20

BUSINESS NAME: Danella Construction Corp. of Florida

CONTACT PERSON/TITLE: Thomas Schinske

MAILING ADDRESS: 581 Washburn Rd

CITY-STATE-ZIP: Melbourne, FL 32934

Length of Time at Address Provided: 35 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): 59-2453991

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

PHONE NUMBER: 321-259-6124 FAX: 321-242-0106

EMAIL: tschinske@danella.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 Thomas Schinske who, after being sworn according to law, stated that he or she was authorized to represent Danella Construction and to execute this affidavit on behalf of the said Business Entity and attests, under penalty of perjury, to the above.

(Form 7.10 – Local Business Affidavit of Eligibility – Page 2)

SWORN AND SUBSCRIBED BEFORE ME

Michele M. Straney

SIGNATURE OF NOTARY PUBLIC

THIS 24 DAY OF June, 2019

My Commission Expires: 6/26/21

Thomas Schinsky

SIGNATURE OF AFFIANT

DATE

Thomas Schinsky, Vice President
PRINTED NAME OF AFFIANT / TITLE

Danesta Construction Corp. of Florida
COMPANY

NOTARY SEAL



This document must be completed and returned with your Submittal

**"ATTACHMENT 1" SCHEDULE OF UNIT PRICING****BID FORM****CITY OF PORT ORANGE****ITB # 19-20****Palm Tree Trimming Pricing Sheet**Completed Attachment 1 Bid Proposal form **MUST** be included with Bid

Instruction to save Attachment from DemandStar website:

Bidders are required to complete all fields shaded in green. All other fields will be automatically calculated.**NAME OF BUSINESS:** Danella Construction Corp of Florida**CONTACT PERSON:** Caitlin Loughran**EMAIL ADDRESS:** cloughran@danella.com**AUTHORIZED NAME:** Thomas Schinske**AUTHORIZED SIGNATURE:**

TYPE OF PALM TREE	FLAT RATE \$/TREE
CABBAGE	\$63.47
WASHINGTONIA	\$63.47
MADJOOL	\$63.47
SABLE	\$63.47
CANARY	\$63.47

ITEM #	LOCATION	TYPES OF PALMS	ESTIMATED NUMBER OF PALMS
FACILITIES			
1	City Hall Complex (City Center)	Cabbage Palms	50
2	City Center Dr. @ Annex	Washingtonia	3
3	City Center Dr. @ Annex	Madjool Palms	3
4	Public Works Facility Site	Cabbage Palms	23
5	Fire Station #71 Site	Cabbage Palms	2
6	Fire Station #71 Site	Washingtonia	5
7	Fire Station #72 Site	Cabbage Palms	40
8	Fire Station #75 Site	Cabbage Palms	24
9	Police Department Site	Madjool Palms	1
10	Causeway Park	Sabal Palm	351
11	Riverside And Riverwalk Park/Chamber of Commerce	Sable Palm	177
12	Gateway Park	Washingtonia	4
Facilities Estimated Total Trees			683
Right Of Way			
13	Ridgewood Avenue SE corner	Cabbage Palms	5
14	Ridgewood Avenue Medians	Madjool Palms	55
15	Dunlawton Avenue Medians	Washingtonia	86
16	Dunlawton Avenue Medians	Madjool Palms	3
17	Nova Road Medians	Cabbage Palms	18
18	Nova Road Medians	Madjool Palms	24
19	Town West Boulevard Medians	Washingtonia	121
20	Coraci Boulevard Medians	Washingtonia	45
21	McGinnis Avenue Medians	Washingtonia	81
22	Tree Garden Drive Median	Cabbage Palms	10
23	Tree Garden Drive Median	Canary Date	6
24	Wiltshire Boulevard & Countryside Medians	Cabbage Palms	24
25	Coral Way Medians	Cabbage Palms	12
26	Willow Run Blvd	Washingtonia	42
Right Of Way Estimated Total Trees			532

Page 1 of 1

Our Account #:
Vendor Code: 2382

Inv. Date	Invoice No.	Job Number	Inv. Amount	Discount	Amount Paid	Retention	Remarks
06/25/19	CK REQ 6/25/19	B9JUNMAT	4,000.00	0.00	4,000.00	0.00	5% BID BOND SUBSTITUTE
Check Totals			4,000.00	0.00	4,000.00	0.00	

Check in lieu of Bid Bond

FORM 326FF350

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX



||072415|| 1:0310000531: 8611773375||



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

SCHINSKE, THOMAS M

DANELLA CONSTRUCTION CORPORATION OF FL INC

1140 ATZ ROAD

MALABAR FL 32950

LICENSE NUMBER: CUC056822

EXPIRATION DATE: AUGUST 31, 2020

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



BELOW IS YOUR LOCAL BUSINESS TAX RECEIPT
PLEASE DETACH AND CONSPICUOUSLY DISPLAY TO PUBLIC VIEW

* * * N O T I C E * * *

THIS RECEIPT MUST BE RENEWED BY
9/30/2019

Renewal AFTER 9/30/2019 will result in late
fees of up to 25% of the annual cost.

City of Melbourne

Local Business Tax Receipt
FY 2019

BTR 4874



Business Name: DANELLA CONSTRUCTION CORPORATION
Location: 581 Washburn Rd

Classification:

118 Professional Office

Comments/Restrictions:

Jeffrey C Towne

Issue Date 10/1/2018

Exp Date: 9/30/2019

TAX RECEIPT SHALL BE TRANSFERRED WITHIN 30 DAYS OF CHANGE OF OWNERSHIP OR LOCATION. NOTIFY REVENUE OFFICE UPON CLOSING BUSINESS



City of Port Orange Public Works & Utilities Department

TO: M.H. Johansson, City Manager

THRU Julia Wiggins, Public Works & Utilities Business Manager

FROM: Lynn Stevens, Public Works & Utilities Director
Ronny Buttrum, Assistant Public Works Director

DATE: June 28, 2019

SUBJECT: Intent to Award ITB 19-20 – Palm Tree Trimming

REQUEST:

The Public Works & Utilities Department requests City Council approval to award ITB 19-20, Palm Tree Trimming to M&B Tree Service LLC as the lowest responsive bid. The bid will be awarded based on a price per trim, per species and appropriated budget approved by the Council.

PURPOSE:

To ensure landscaping at City facilities is maintained.

CONSIDERATION:

The basis of award of this bid was changed from historic specifications. The bid is now based on a per species, per trimming price. An estimated number of species at each city location was developed and provided to the bidders for guidance in preparing their bids. The bid requires trimming two times per year, during the months of April and October. The number of trees and locations are subject to change based on the needs of the City. However, the cost to trim each specific type palm is set based on the bid price.

On June 25, 2019, the Purchasing Manager received three (3) competitive sealed bids for ITB 19-20 Palm Tree Trimming:

- a.) M&B Tree Service, LLC, Pierson, FL
- b.) Daytona Tree Service, Inc., Port Orange, FL
- c.) Danella Construction Corporation, Melbourne, FL

The Public Works Department carefully evaluated each bid. All three bids were deemed responsive. Daytona Tree Service, Inc. is a Port Orange vendor with local preference. This bid was further evaluated under City Code 2-275 for local business. The code states

that the local business initial bid must be within 8% of the lowest and best responsible bid. Local preference criteria was applied to Daytona Tree Service, Inc. when evaluating the bids. Upon calculating the estimated number of palms and the cost for each palm, M&B Tree Service, LLC was the lowest responsive bid.

When applying the bid price per type of palm and the estimated number of each species, the estimated cost for palm trimming under this bid is \$25,534 for M&B Tree Service to trim each tree once per year. The second low bid, Daytona Tree Service, is estimated at \$30,113. The previous bid was for one trim per year. Some locations require more than once per year service. Therefore, staff requests the bid be awarded based upon the price per species, per trim as outlined in the bid form.

The Public Works & Utilities Department is requesting the bid be awarded to M&B Tree Service, LLC as the lowest, best responsive bid. The bid will be awarded based on a price per trim, per species and appropriated budget approved by the Council. The contract will have an initial two (2) year term with the option to renew for one (1) additional one-year terms. Renewals will be approved by the City Manager and the budget will be approved by City Council. Vendor must provide Bond.

FUNDING:

Public Works – 58%

001 4300 541 3420

Estimated: \$29,619.44 annual

Parks & Recreation – 42%

001 4400 572 3420

Estimated: \$21,448.56 annual

NOTE: Contract will be based on a “per tree” unit cost and the appropriated budget approved by Council.

RECOMMENDATION:

City Council approval to award ITB 19-20, Palm Tree Trimming to M&B Tree Service LLC as the lowest responsive bid. The bid will be awarded based on a price per trim, per species and appropriated budget approved by the Council.

CC: Susan Lovallo, Parks & Recreation Director
Tom DiEulio, Operations Manager



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: Yes

SUBJECT: (C10b) Approval of Task Authorization No. 23 (CA4619) - Mead & Hunt Inc.
- Design/Permitting for Ponce DeLeon Circle Sanitary Sewer Improvements

DEPARTMENT: Public Utilities

GOAL: 2 - Infrastructure

RECOMMENDED MOTION: Move to approve Task Authorization No. 23 (CA4619) with Mead & Hunt for engineering, design and permitting services for the Ponce DeLeon Circle Sanitary Sewer Improvements for a cost not to exceed \$76,293.00.

SUMMARY: Over the past decade, onsite wastewater treatment systems in urban and coastal areas have proven to be a leading cause of nutrient loading and degradation of near shore water quality due to discharges from septic systems through the soil profile and shallow groundwater.

As part of the City's Septic to Sewer program which is intended to remove onsite wastewater treatment systems and reduce nutrient loading into the Halifax River, the Utilities Department desires to improve the sanitary sewer system along Ponce DeLeon Circle in the Town of Ponce Inlet.

Mead & Hunt has provided an estimate (TA No. 23) of \$76,293.00 for the engineering, design and permitting services required to provide the Town of Ponce Inlet with a "shovel ready" project. The Town of Ponce Inlet will then secure grant funding for the construction which is estimated at approximately \$1.04 million. Once constructed, the City of Port Orange will take over ownership and maintenance of the system.

Project No.: UET023
UET023

Funding Account No.: 401-0300-536-6397
405-0400-535-6397

Presenter:

ATTACHMENTS:

1.	Task Authorization No 23 - Ponce DeLeon Circle Sanitary Sewer Improvements	Task Authorization No 23 - Ponce DeLeon Circle Sanitary Sewer Improvements.pdf
2.	Justification Memo Ponce DeLeon Circle Engineering Fees revised July 24 2019	Justification Memo Ponce DeLeon Circle Engineering Fees revised July 24 2019.docx

Kynah Cockcroft	Created/Initiated - 6/25/2019
Kynah Cockcroft	Approved - 6/25/2019
Julia Wiggins	Approved - 6/25/2019
Richard Colby	Approved - 6/25/2019
Junos Reed	Approved - 6/26/2019
Steve Parnell	Approved - 6/27/2019
Lynn Stevens	Approved - 7/1/2019
Scott Neils	Approved - 7/1/2019
Margaret Roberts	Approved - 7/24/2019
Jake Johansson	Approved - 7/29/2019
Robin Fenwick	Final Approval - 7/29/2019

TASK AUTHORIZATION NO. 23
Master Contract for Engineering Services dated March 17, 2015
Between the City of Port Orange, Florida and Mead and Hunt, Inc. Pursuant to merger with
Quentin L. Hampton Associates Inc.

THIS Task Authorization is entered into by and between the **CITY OF PORT ORANGE, FLORIDA**, a chartered municipal corporation with its principal place of business at 1000 City Center Circle, Port Orange, Florida 32129 (the "City") and **MEAD AND HUNT INC.**, Pursuant to Merger with Quentin L. Hampton Associates Inc., a Wisconsin Corporation with its principal place of business at 2440 Deming Way, Middleton, Wisconsin 53562-1562 ("Contractor"), and hereinafter collectively referred to as the "Parties," and is to that certain Master Contract for Engineering Services dated March 17, 2015, and any amendments thereto, hereinafter collectively referred to as the "Contract." The Parties, in exchange for the mutual covenants contained herein and, in the Contract, agree as follows:

1. This Task Authorization expressly modifies the Contract and in the event of a conflict, the terms and conditions of this Task Authorization shall prevail.
2. The Public Works & Utilities Director, Lynn Stevens, shall perform contract administration for this Task Authorization No. 23 and can be contacted at (386) 506-5750.
3. In addition to all other terms and conditions contained in the Contract, Contractor shall provide services related to the **Ponce DeLeon Circle Sanitary Sewer Improvements**, as more particularly described in the Scope of Services attached hereto and incorporated herein as **Task Authorization No. 23 Exhibit "A."**
4. Engineer shall complete the task within 220 days from the issuance of a written Notice to Proceed with an additional thirty (30) days to finalize any outstanding items.
5. In return for the services identified above, the City agrees to compensate Contractor at the prices set forth in Exhibit "A" attached hereto and made a part hereof for all purposes, subject to a limit not to exceed **Seventy-Two Thousand One-hundred Ninety-Seven Dollars and No Cents (\$72,197.00)**. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.
6. This Task Authorization may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Task Authorization shall be deemed valid as if an original signature was delivered. No contract shall be formed between the Contractor and the City until the City signs this Task Authorization.

IN WITNESS WHEREOF, the Parties have made and executed this Task Authorization for the purposes herein expressed on the dates set forth below.

Witnesses:

**MEAD AND HUNT INC. PURSUANT TO MERGER WITH
QUENTIN L. HAMPTON ASSOCIATES INC.**

Printed Name: _____ By: _____
Brad T. Blais, P.E. Vice President

Printed Name: _____ Date: _____

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____ By: _____
Donald Burnett, Mayor

Printed Name: _____ Date: _____

Witnesses:

ATTEST:

Printed Name: _____ By: _____
Robin L. Fenwick, CMC, City Clerk

Printed Name: _____ Date: _____



July 24, 2019

Mr. Junos Reed, P.E.
Engineering and Construction Manager
City of Port Orange
1000 City Center Circle
Port Orange, FL. 32129

Email: jureed@port-orange.org

Hard Copy Mailed Only on Request

Subject: Ponce DeLeon Circle Sanitary Sewer Improvements

Dear Junos:

In accordance with your request, we are pleased to offer the enclosed scope of services and fee estimated for the Ponce DeLeon Circle Sanitary Sewer Improvements. This scope includes final design and permitting for the project. The project involves construction of sanitary system improvements on Ponce DeLeon Circle to allow abandonment of existing onsite septic systems. The project area and conceptual design is attached as Attachment 'C'.

Mead & Hunt has designed and assisted with numerous projects of this type throughout the central Florida area and are quite familiar with the unique challenges these types of projects present. We intend to sub-consult with local providers to provide survey and geotechnical services needed for plan preparation. We recommend bidding and construction phase services to be addressed through a separate task assignment.

We appreciate this opportunity to continue to be of service. If you have any questions or require additional information, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew M. Giannini".

Andrew M. Giannini, P.E.
Senior Project Manager

A handwritten signature in black ink, appearing to read "Brad T. Blais".

Brad T. Blais, P.E.
Vice President/Market Leader

AMG/BTB:cc

Junos Reed, P.E.

July 24, 2019

Page 2

Enclosures: Attachment 'A' – Scope of Services
Attachment 'B' – Fee Estimate
Attachment 'C' – Project Area

cc: Lynn Stevens, Port Orange; lstevens@port-orange.org
Jeaneen Witt, Town of Ponce Inlet; jwitt@ponce-inlet.org
Keith Gunter, Town of Ponce Inlet; kgunter@ponce-inlet.org

Mead & Hunt | 4401 Eastport Parkway, Port Orange, FL, 32127 | 386-761-6810 | meadhunt.com

ATTACHMENT 'A'
SCOPE OF SERVICES FOR
DESIGN ENGINEERING SERVICES
FOR
PONCE DELEON CIRCLE SANITARY SEWER IMPROVEMENTS

1. GENERAL

This Scope of Services is in conformance with the Professional Continuous Utility Engineering Consulting Services Contract RFQ #14-23 between the City of Port Orange (CITY) and Mead & Hunt renewed March 17, 2018.

2. BACKGROUND

The CITY of Port Orange Utilities Department desires to construct a sanitary sewer system along Ponce DeLeon Circle in the town of Ponce Inlet. This project was identified as Project 5A on the 2017 Sanitary Sewer Master Plan Update completed by the Town of Ponce Inlet.

The project consists of design and permitting of gravity sewer, force main and a lift station on Ponce DeLeon Circle in Ponce Inlet as shown on Attachment 'C'. The project is intended to remove onsite sewage treatment and disposal systems (OSTDS) and reduce nutrient loading to the Halifax River.

The work will consist of the following:

- 2.1 Design of approximately 1,110 LF of 8" PVC gravity sewer and sanitary manholes.
- 2.2 Design of approximately 1,300 LF of 4" PVC force main.
- 2.3 New sewer services to approximately 24 residents.
- 2.4 Design of a new lift station including wetwell, pumps and controls, valves, vault, piping and appurtenances, and electrical.

3. SCOPE OF WORK/SUB-TASKS

3.1 Topographic Survey

Mead & Hunt will provide the following topographic survey services:

- 3.1.1 Vertical and Horizontal Controls - Establish horizontal and vertical control on the proposed site. The coordinate system and datum will be based on Florida State Plane Coordinate System (NAD 83) horizontal and (NAVD 88) vertical. Two permanent control points will be set within the project area.
- 3.1.2 Topographic Survey - Perform a topographic survey on 50-foot intervals. The topographic survey will extend a minimum of 25 feet beyond the road right-of-way.

- 3.1.3 Field Survey - Field locate all existing concrete, asphalt, parking lot lines, buildings, drainage structures, drainage pipes, manholes, vaults, visible utilities, easements, signs, fences, and gates.
- 3.1.4 Digitize Survey - Develop a plan view drawing in AutoCAD format containing the following information.

3.2 Subsurface Utility Engineering (SUE)

Mead & Hunt will provide the following Level "A" Utility Locating services:

- 3.2.1 Premark the requested locate areas in the field per Low Impact Guidelines, Section 556.114, F.S.
- 3.2.2 Contact Sunshine One Call to register excavation ticket(s), including supplemental contact with utility company/contracted locator and verification of positive responses.
- 3.2.3 Utilize air and vacuum or other non-destructive excavation (up to 8 feet deep) to expose the known existing underground utilities at the following estimated intervals and/or number of locations. All designated utilities at 200-foot intervals along the corridor to develop "utility location cross sections".
- 3.2.4 Attempt to verify size and type of exposed utility, record information.
- 3.2.5 Collect horizontal and vertical location of exposed utility, including measurements to three visible features to enable the data to be added to mapping and enable future recovery, record information.
- 3.2.6 Coordinate collection of horizontal and vertical location of exposed utility with survey sub-consultant.
- 3.2.7 Fill and compact the excavations utilizing the removed material.
- 3.2.8 Repair damaged sod, minor concrete pavement, gravel, etc.
- 3.2.9 Provide required Maintenance of Traffic (MOT) equipment and setup.

3.3 Geotechnical

- 3.3.1 Mead & Hunt intends to sub-consult with Bechtol Engineering and Testing to perform a geotechnical investigation and analysis of sanitary sewer system route to determine if unsuitable material exists.

3.4 Design

Mead & Hunt will provide the following design services:

- 3.4.1 Collect and review available data from the City, Ponce Inlet, and utilities on existing and proposed facilities, sizes, elevations, materials, and operational data.

- 3.4.2 Prepare 30% documents for review by the City. Documents will include specifications outline and the following information:
 - 3.4.2.1 Proposed piping layouts and location options and recommended final route.
 - 3.4.2.2 A conflict analysis indicating the potential utility conflicts along the preliminary site layout and potential solution.
 - 3.4.2.3 Topographic survey including right of ways and easements.
 - 3.4.2.4 Geotechnical exploration and evaluation report including relevant pavement cores along the alignment, if alignment within roadways is proposed.
 - 3.4.2.5 Conceptual cost estimate.
- 3.4.3 Prepare 60% documents for review by the City. Documents will include the following information:
 - 3.4.3.1 Topographic survey including rights-of-way and easements.
 - 3.4.3.2 60% Drawings including preliminary cross-sections and details.
 - 3.4.3.3 Verify Tie in Location Facilities (size, type, materials).
 - 3.4.3.4 Updated cost estimate.
- 3.4.4 Prepare 90% documents for review by the City. Documents shall provide sufficient detail for construction, including the following:
 - 3.4.4.1 Adjudicated 60% review comments.
 - 3.4.4.2 Draft of Technical Specifications with schedule of values.
 - 3.4.4.3 Updated Cost Estimate.
 - 3.4.4.4 FDEP permit applications in draft form for City review and signature.
- 3.4.5 Prepare 100% design plans and specifications for bid. Along with the bid documents, the following items will be included:
 - 3.4.5.1 Adjudicated 90% review comments.
 - 3.4.5.2 Updated technical specifications and schedule of values.
 - 3.4.5.3 Final Cost Estimate.

3.5 Permitting

Mead & Hunt will provide the following permitting services:

- 3.5.1 Permit Preparation and Application - Preparation and Submittal of a FDEP application to construct a wastewater collection system.
- 3.5.2 Respond to all Requests for Additional Information (RAI) as required.
- 3.5.3 All permit fees, including application, inspection and other fees to be paid by Mead & Hunt. An allowance for such is included.

3.6 Deliverables

Mead & Hunt will provide the following deliverables:

- 3.6.1 Agendas and minutes for all meetings. (Assumed five (5) meetings; kickoff, 30%, 60%, 90%).
- 3.6.2 Plans and specifications at the 60% and 90% milestone.
- 3.6.3 Signed and sealed Final Design Documents.
- 3.6.4 Electronic copies of all deliverables in PDF format. Hard copies upon City request. Printing costs to be reimbursed.

3.7 Exclusions

- 3.7.1 All work not specifically described above.
- 3.7.2 Bidding and construction phase services to be addressed in separate future task order.

4. Compensation

- 4.1 Mead & Hunt proposes to complete the above stated work for an estimated fee of **Seventy-Six Thousand, Two Hundred Ninety-Three Dollars and 00/100 (\$76,293.00)**.
- 4.2 These fees are based on the attached estimated man hour schedule as Attachment 'B'.
- 4.3 The sub-task lump sums include various allowances as shown in the attached schedule. Fees will be adjusted accordingly due to actual costs of the allowance items.

5. Schedule

Mead & Hunt estimates the work to be completed according to the following:

- 5.1 Survey and SUE Work 45 Days from NTP
- 5.2 30% Plans 90 days from NTP

Junos Reed, P.E.

July 24, 2019

Page 7

5.3 60% Plans	30 days from receipt of comments from City on 30% Plans
5.4 90% Plans & Specs	30 days from receipt of comments from City on 60% Plans
5.5 Final Bid Documents	10 days from receipt of comments from City on 90% Plans

“PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF MEAD & HUNT INC., MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.”

IF THE CONTRACTOR (MEAD & HUNT, INC.) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S (MEAD & HUNT, INC.'s) DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY HALL, CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FL 32129, City Clerk, Robin Fenwick, (386) 506-5566, rfeenwick@port-orange.org.

ATTACHMENT 'B'
CITY OF PORT ORANGE
PONCE DELEON CIRCLE
SANITARY SEWER IMPROVEMENTS
ESTIMATED MANHOUR SCHEDULE

Task Order Reference	Description	Principal (hours)	Project Engineers (hours)	CADD Technicians (hours)	Production/QC Manager (hours)	SUE Technician (hours)	SUE Truck (day)	SUE Vacuum Excavator & GPR (day)	Administrative Support (hours)	Total Task (\$)
	Hourly Rate	\$183.00	\$155.00	\$83.00	\$102.00	\$68.00	\$330.00	\$825.00	\$68.00	See Below
3.1	Survey	2	4	4	2	0	0	0	1	\$ 1,590.00
3.2	Subsurface Utility Engineering (SUE)	2	2	4	2	18	2	2	2	\$ 4,882.00
3.3	Geotechnical	2	2	2	1	0	0	0	1	\$ 1,012.00
	Subtotals	6	8	10	5	18	2	2	4	\$ 7,484.00
3.4	Design									
3.4.2	Prepare 30% documents for review by the City	8	24	16	8	0	0	0	8	\$ 7,872.00
3.4.3	Prepare 60% documents for review by the City	16	32	60	20	0	0	0	40	\$ 17,628.00
3.4.4	Prepare 90% documents for review by the City	6	20	48	16	0	0	0	16	\$ 10,902.00
3.4.5	Prepare 100% design plans and specs for bid	4	12	36	8	0	0	0	8	\$ 6,940.00
	Subtotals	34	88	160	52	0	0	0	72	\$ 43,342.00
3.5	Permitting									
3.5.1	Permit Preparation and Submittal	4	4	0	8	0	0	0	8	\$ 2,712.00
3.5.2	Respond to Request for Additional Information (RAI)	2	8	4	8	0	0	0	8	\$ 3,288.00
	Subtotals	6	12	4	16	0	0	0	16	\$ 6,010.00
3.6	Deliverables									
3.6.1	Agendas and Minutes for all Meetings	2	2	0	0	0	0	0	20	\$ 2,036.00
3.6.2	Plans and Specs at the 60% and 90%	2	4	8	16	0	0	0	16	\$ 4,370.00
3.6.3	Prepare signed/sealed Final Design documents	2	1	0	4	0	0	0	4	\$ 1,201.00
	Subtotals	6	7	8	20	0	0	0	40	\$ 7,607.00
	TOTAL ALL TASKS	52	115	182	93	18	2	2	132	\$ 64,443.00
								Lump Sum Total		\$ 64,443.00
	Subconsultant/Allowance Breakdown:							Allowances Total		\$ 11,850.00
	Description	Amount						GRAND TOTAL		\$ 76,293.00
	Survey	\$ 5,550.00								
	SUE Supplies/Materials	\$ 1,000.00								
	Geotechnical	\$ 4,000.00								
	Permit Application Fee	\$ 300.00								
	Printing/Reproduction	\$ 1,000.00								
	Total	\$ 11,850.00								

Notes: 1. Bidding & Construction phase services are not included.



City of Port Orange Public Utilities Department

TO: M. H. Johansson, City Manager

THRU: Julia Wiggins, Public Works & Utilities Budget Analyst
Lynn Stevens, Public Works & Utilities Director

FROM: Junos Reed, Public Works & Utilities Engineering and Const. Manager

DATE: June 17, 2019

SUBJECT: Ponce DeLeon Circle Sanitary Sewer Improvements

REQUEST:

The Public Utilities Department is requesting the City Manager to approve the engineering and design service proposal from Mead & Hunt, Inc. in the amount not to exceed \$76,293.00 for the Ponce DeLeon Circle Sanitary Sewer Improvements project.

PURPOSE:

This Sanitary Sewer improvements project is part of our Septic to Sewer program which is intended to remove onsite wastewater treatment systems (OWTS) that will reduce nutrient loading and improve the water quality of the Halifax River.

CONSIDERATION:

Over the past decade onsite wastewater treatment systems (i.e. septic systems) in urban and coastal areas have proven to be a leading cause of nutrient loading and degradation of near shore water quality in Florida. Discharges from septic systems are typically through the soil profile and shallow groundwater. Only a small fraction (typically less than 10 percent) of the nutrients, primarily nitrogen, is removed from the wastewater effluent.

Since septic systems do not provide for the complete removal of nutrients (i.e nitrogen and phosphorus), wastewater effluent which migrates into our waterways can result in toxic algal blooms and the depletion of oxygen levels in near shore waters. As a result, many Florida communities have undertaken efforts to identify septic systems which are contaminating nearby surface waters, prioritize those areas which are contributing to the identified degradation, and eliminating identified septic systems by requiring residential and commercial properties to connect with a central sewer system for proper treatment and disposal.

This project is in the Town of Ponce Inlet, which the City of Port Orange provides sanitary sewer service. The City will provide the design service provide the Town a “shovel ready” project that they will use to secure grant funding for the construction. Once constructed the City will take over ownership and maintenance of the system.

The total estimated construction cost of the project is \$1.04 million which will be funded by the Town of Ponce Inlet. The engineering, design, and permitting fees for the project is \$76,293.00.

FUNDING:

Project #: UET023
Account #: 401-0300-536-63-97
405-0400-535-63-97

RECOMMENDATION:

The Public Utilities Department recommends the approval of the attached engineering and design services proposal from Mead & Hunt, Inc. in an amount not to exceed \$76,293.00.

ANTICIPATED SCHEDULE:

Complete design by early 2020 calendar year followed by the Town of Ponce Inlet applying for grant funding for construction.

ATTACHMENTS:

1. Mead & Hunt, Inc engineering and design services proposal for Ponce DeLeon Circle Sanitary Sewer Improvements REVISED July 24, 2019



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: Yes

SUBJECT: (C11) Approval of HUD CDBG Annual Action Plan for PY19 (October 1, 2019- September 30, 2020)

DEPARTMENT: Public Works

GOAL: 2 - Infrastructure

RECOMMENDED MOTION: Move to approve the City's CDBG PY2019 Annual Action Plan, and to authorize staff to submit this plan to the U.S. Department of Housing and Urban Development (HUD).

SUMMARY: The City of Port Orange was notified in April of 2019 of the anticipated PY2019 (October 1, 2019 – September 30, 2020) CDBG allocation of \$347,231.00. To receive these funds, the City must submit an Annual Action Plan that is consistent with the City's Five (5) Year CDBG Consolidated Plan approved by HUD.

Staff is proposing that the City's PY2019 CDBG allocation be expended on the (A) Howes Street Stormwater Improvements Project (\$277,784.80), (B) CDBG Planning and Administration (\$69,446.20).

The proposed PY2019 CDBG Annual Action Plan has been made available for public comment through the City's CDBG web page. In addition, the opportunity for public comment was advertised in the Daytona Beach News-Journal in compliance with the City's Citizen Participation Plan. Upon conclusion of the Public Hearing, which was held on July 25, 2019, and approval by City Council, this plan will be submitted to HUD for review and approval.

The draft Annual Action Plan is attached to this agenda item. At the time staff published this draft action plan, there had been no public comments.

Project No.: Funding Account No.:

Presenter: Amanda Lasecki

ATTACHMENTS:

1.	2019-2020 HUD CDBG Allocation Letter	2019-2020 HUD CDBG Allocation Letter.pdf
2.	Draft 2019 Action Plan	Draft 2019 Action Plan.docx
3.	Application for Federal Assistance SF424	Application for Federal Assistance SF424.pdf
4.	SF424D-For Mayor's Signature	SF424D-For Mayor's Signature.pdf

5.	Required Certifications for Annual Plan	Required Certifications for Annual Plan.pdf
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Amanda Lasecki	Created/Initiated - 7/16/2019
Julia Wiggins	Approved - 7/23/2019
Junos Reed	Approved - 7/23/2019
Lynn Stevens	Approved - 7/23/2019
Scott Neils	Approved - 7/25/2019
Margaret Roberts	Approved - 8/1/2019
Jake Johansson	Approved - 8/1/2019
Robin Fenwick	Final Approval - 8/1/2019



ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

RECEIVED

April 15, 2019

APR 26 2019

CITY OF PORT ORANGE
MAYOR

The Honorable Don Burnette
Mayor of Port Orange
1000 City Center Circle
City Hall
Port Orange, FL 32129-4144

Dear Mayor Burnette,

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2019 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations across the country. President Trump signed Public Law 116-6 on February 15, 2019, which includes FY 2019 funding for these programs. Your jurisdiction's FY 2019 available amounts are as follows:

Community Development Block Grant (CDBG)	\$347,231
HOME Investment Partnerships (HOME)	\$ 0
Housing Opportunities for Persons with AIDS (HOPWA)	\$ 0
Emergency Solutions Grant (ESG)	\$ 0
Housing Trust Fund (HTF)	\$ 0

This letter highlights several important points related to these programs. We remind grantees that CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including both for-profit and non-profit organizations.

Additionally, several of these CPD funding sources may serve as important resources to leverage investments in any designated Opportunity Zones in your jurisdiction. Created by the 2017 Tax Cut and Jobs Act, the Opportunity Zone program will stimulate private investment in designated, low-income census tracts nationwide. CPD will publish further guidance on how funding available through the formula grant programs can be deployed to leverage Opportunity Zone financing.

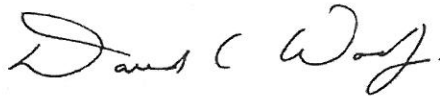
Based on the demographic requirements of designated Opportunity Zones, it is possible that your jurisdiction could use CDBG and Section 108 Guaranteed Loan Program funds to invest in infrastructure, assist existing businesses, or provide gap financing sources for real estate projects in these zones. Based on your jurisdiction's CDBG allocation for this year, you also have \$1,736,155

in available Section 108 borrowing authority. Since Section 108 loans are federally-guaranteed, this program can leverage your jurisdiction's existing CDBG funding to access low-interest, long-term financing to invest in Opportunity Zones or other target areas in your jurisdiction.

HUD continues to emphasize the importance of effective performance measurements in all of its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies, providing demographic and income information about the persons that benefited from a community's activities, and allowing HUD to monitor grantees. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,

A handwritten signature in black ink, reading "David C. Woll, Jr." in a cursive style.

David C. Woll, Jr.
Assistant Secretary (Acting)

DRAFT- City of Port Orange- 2019 Annual Action Plan

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

As a recipient of federal grant funds, the U.S. Department of Housing and Urban Development (HUD) requires the City of Port Orange to prepare and adopt a Five-Year Consolidated Plan for FY 2016 to FY 2020. This FY 2019 Annual Action Plan is the fourth-year implementation of the Consolidated Plan.

The Action Plan serves as the City's application for Community Development Block Grant (CDBG) funding, and describes needs, goals and objectives. This plan covers a period beginning October 1, 2019 and ending on September 30, 2020. This plan was developed pursuant to Federal guidelines found at 24 CFR 91.

The City of Port Orange is located within Volusia County Florida. The current population estimate is 61,009 persons. There are five Census Tracts within the City that have a population whose income is at or below 80% of the area median income. The City has not defined specific target areas within the City.

Port Orange has been advised that it will be eligible to receive a CDBG entitlement allocation of \$347,231.00 in FY 2019. These funds are proposed to be spent primarily on public infrastructure improvements. An estimated 80% of the City FY 2019 CDBG allocation will be focused on the public infrastructure improvements in this area.

Aligned with the adopted Five (5) Year CDBG Consolidated Plan approved by HUD, staff is proposing to utilize the city's FY 2019 CDBG allocation on the Howes Street Stormwater Improvements Project (\$277,784.80), and Planning and Administration (\$69,446.20).

2. Summarize the objectives and outcomes identified in the Plan

The City of Port Orange developed its Five-Year Consolidated Plan and Annual Action Plan based on an analysis of the data presented along with community participation and stakeholder consultation process. The Consolidated Plan identified the community's affordable housing, community development, homelessness, and economic development needs, and outlines a comprehensive and coordinated strategy for addressing them. The City's upcoming five-year strategy will devote CDBG

resources to those areas of the City with the highest concentration of low- and moderate-income persons, as well as targeting assistance directly to low- and moderate-income beneficiaries.

Through these efforts established during the Consolidated Plan the city identified three high priority needs in which to invest CDBG funding over the next four years. The priority needs included: 1) Public Improvements and Infrastructure, 2) Public Facilities, and 3) Economic Development.

To provide for the top priority needs, the goals for the next two years continue to be as follows:

1. Improve public infrastructure – Including improvements to streets, sidewalks, stormwater drainage, sewer, and other public infrastructure in low/moderate income areas. Residents have also expressed a desire for improving roads and striping on streets, fixing drainage, and stormwater runoff improvement.
2. Provide housing and services for homeless persons – Including emergency shelter, transitional housing, and permanent housing, as well as outreach and supportive services. The City will focus on providing funds to subrecipients that operate emergency shelters or transitional housing.
3. Activities addressing job creation, job training, and business development.

For FY 2019, the City will carry out a public infrastructure and improvement project in Census tract 825.11/ block group 2. This activity will benefit all the residents in this block group. See Low Mod Map below per HUD Exception threshold for Port Orange.

3. Evaluation of past performance

The City of Port Orange became eligible to receive HUD CPD funds in 2006. Per the Consolidated Plan, the highest priority activity for CDBG investment is public infrastructure improvements. In 2018, two projects were proposed including the Virginia Avenue and Monroe Street Drainage Improvements and Canal View and Spruce Creek Curb & Guardrail Replacement. These projects aligned with the residents' requests for infrastructure projects and served eligible LMI areas. Progress for the Virginia/Monroe Drainage Improvement project continues to be made. The final property acquisition for the project was completed in March 2019. The City is now preparing the bid documents for the projects with bid anticipated in August 2019. The Canal View and Spruce Creek Curb & Guardrail Replacement project is moving forward. A cost participation agreement was entered with Florida Power and Light for the project which delayed the timeline. It is anticipated that work on the project will be completed in September 2019.

4. Summary of Citizen Participation Process and consultation process

Consistent with the process identified in the city's adopted Citizen Participation Plan, the City of Port Orange has prepared this Annual Action Plan through an open process to obtain input from community stakeholders. The City held a Public Hearing on the Proposed Plan on July 25, 2019 after notice was

provided in the Daytona Beach News-Journal on July 13, 2019 and posted on the city website. The Port Orange City Council met on August 6, 2019 and approved the 2018 Annual Action Plan.

5. Summary of public comments

The City did not receive any public comments.

6. Summary of comments or views not accepted and the reasons for not accepting them

The City did not receive any public comments.

7. Summary

The City did not receive any public comments.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	PORT ORANGE	Finance Department

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

Amanda Lasecki
Grants Manager
(386) 506-5737

alasecki@port-orange.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

HUD Consolidated Plan regulations mandate that the City consult with other public and private agencies, State or local health and child welfare agencies adjacent governments, the local Continuum of Care (CoC), and Public Housing Authorities during the preparation of the Consolidated Plan. In its administration of the CDBG program, the City works with local, regional, and statewide agencies and organizations to ensure that services are provided or available to its residents. A comprehensive consultation process was conducted with stakeholders in the housing and community development industry. The City engaged with stakeholders by reaching out through its website, conducting online surveys, placing notices in City Hall and the Port Orange Regional Library, conducting stakeholder interviews (phone calls and emails), and placing newspaper advertisements in the Daytona Beach News-Journal.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Port Orange works closely with the Volusia County Community Assistance Division. The County receives State Housing Initiatives Program (SHIP) funding from the Florida Housing Finance Corporation to provide affordable housing for very low, low, and moderate-income households. The SHIP program encourages the development of local housing partnerships between municipalities in the County, lenders, real estate professionals, and advocates.

The City does not have a public housing authority and the Volusia County Community Assistance Division manages the Section 8 Housing Choice Voucher Program. The County PHA, provides portable housing choice vouchers that may be used in the City of Port Orange.

The City also works with local and regional non-profit housing providers and social service agencies to coordinate homelessness efforts.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Volusia/Flagler County Coalition for the Homeless (VFCCH) is the lead agency for the Continuum of Care (CoC) which serves Volusia County. The CoC is responsible for conducting the annual count of people experiencing homelessness, identifying the gaps in available housing and services to homeless subpopulations, and strategically planning and organizing the expansion of housing and supportive services to meet the needs. These “gaps” are missing services that are needed to ensure that clients can

successfully exit homelessness. The Continuum's priorities are in accordance with the Federal Strategy to Prevent and End Homelessness, the Volusia-Flagler County Ten Year Plan to End Homelessness as revised in the VFCoC strategic Plan, and as set forth in HUD's National Performance Objectives for Continuums of Care, as follows:

- The highest priority is permanent housing for chronically homeless persons, with a special emphasis on chronically homeless veterans. Since Volusia County has achieved functional zero for veterans as vetted by USICH and HUD, prevention has taken on a new role with maintaining veterans in their housing.
- The second highest priority is placed on the Homeless Management Information System (HMIS) in order for the CoC to measure system performance and meet HUD's reporting requirements under the HEARTH Act.
- The third priority is to develop a coordinated entry process which is a key step in assessing the needs of homeless/at risk of homeless individuals and families and prioritizing them for assistance.
- The fourth priority is to prevent and end homelessness for families and unaccompanied youth;
- The fifth priority is domestic violence victims.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Port Orange does not receive ESG funds and does not participate extensively in CoC deliberations.

As required by HUD, there is at least one homeless individual and several formerly homeless individuals who participate on committees for the Commission on Homelessness for Volusia Flagler Board of Directors for the FL 504 CoC. All meetings are open to the public and homeless individuals and homeless advocates are encouraged to attend. The public was an active part in the identification of goals and objectives and the formulation of the most recently updated Volusia Flagler CoC Strategic Plan. The whole CoC membership was invited to participate in a Continuum-wide poll to prioritize and rank the identified gaps in order of priority. In addition, the development of action steps within the objectives was voted on in planning meetings and brought to the Board meetings for discussion and final approval. The Commission on Homelessness for the Volusia-Flagler CoC is developing a Five-Year Action Plan to coincide with Opening Doors, the Federal Strategic Plan to End Homelessness. The public, including homeless individuals and families, are encouraged to attend the Strategic Planning Meetings and make public comments.

Within the planning process for the FL-504 CoC, the development of shelter housing for the area has been a long-standing issue. Several workgroups including homeless representatives have been

convened to assist with surveying the homeless population in order to get views on housing options, services and service delivery. The surveys request input on their preferences regarding shelters, shelter location(s), Housing First options, Rapid Re-Housing (RRH), outreach and other wrap-around services such as mental health, substance abuse and SSI/SSDI Outreach, Access and Recovery (SOAR) services.

These surveys will assist in identifying where and how the CoC will proceed in addressing the need, size and location for additional shelter beds (if determined necessary) as well as steering dollars to RRH and PSH beds and units.

The County of Volusia which is an entitlement district for ESG, consults with the CoC in formulating its agenda for ESG funding. The County holds community development meetings which are open to the public and requests stakeholders to attend in order to provide the needed input necessary to determine the means by which the funding will be used. The County of Volusia has previously used ESG funding for prevention but is shifting its focus to Rapid Rehousing in the coming year in alignment with HUD's goal of ending family homelessness.

The State of Florida released local solicitations for funding to non-entitlement areas (Flagler County, Daytona Beach, Port Orange and Deltona) for ESG through CoC Lead Agencies. The local funding supports Emergency Shelter, Rapid Rehousing, Prevention and Street Outreach for these non-entitlement areas. The sub-recipients awarded local funding include Halifax Urban Ministries, Salvation Army, New Hope Ministries and Family Life Center of Flagler County.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CITY OF PORT ORANGE
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Grantee Community Development Department.
2	Agency/Group/Organization	VOLUSIA COUNTY
	Agency/Group/Organization Type	Services - Housing Other government - County
	What section of the Plan was addressed by Consultation?	Public Housing Needs Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Volusia County works closely with Port Orange for its public housing needs and other planning needs in the region. Input was gathered through document review. Need for more coordination to address the housing needs of low- and moderate-income persons through owner-occupied rehabilitation and down payment assistance programs.
3	Agency/Group/Organization	Volusia County Community Assistance Division
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Volusia County Community Assistance Division is the local PHA serving Port Orange and administers Housing Choice Vouchers (Section 8). Input was gathered through document review. Need for more coordination to meet the needs of Section 8 voucher recipients.
4	Agency/Group/Organization	Volusia/Flagler Coalition for the Homeless
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Volusia/Flagler County Coalition for the Homeless CoC is a 501(c)3 nonprofit designed to lead a collaboration of agencies that provide emergency, transitional, and permanent housing opportunities and supportive services needed by people experiencing homelessness.
5	Agency/Group/Organization	Council on Homeless FL Dept of Children and Families
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Volusia-Flagler County Coalition for the Homeless (VFCCH) is the lead agency for the local Continuum of Care. VFCCH provided data and feedback, and additional input was gathered through document review. Need for more active participation of City of Port Orange officials in Continuum of Care proceedings.
6	Agency/Group/Organization	East Central Florida Regional Planning Council
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	East Central Florida Regional Planning provides the City with the Economic Development CEDS report.
7	Agency/Group/Organization	Florida Department of Health-Central
	Agency/Group/Organization Type	Health Agency
	What section of the Plan was addressed by Consultation?	Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Florida Department of Health, Volusia County Environmental Health, operates the Lead Poisoning Prevention Program for Volusia County. The agency was consulted through phone call and by e-mail to obtain information on lead poisoning trends in Port Orange/Volusia County.
8	Agency/Group/Organization	MID-FLORIDA HOUSING PARTNERSHIP
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Mid-Florida Housing Partnership operates Palmetto House, a transitional housing facility. Input was gathered through a key person interview. Identification of homeless needs.
9	Agency/Group/Organization	CareerSource
	Agency/Group/Organization Type	Services-Employment
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Input collected through stakeholder interview. CareerSource provides workforce development services to a wide range of individuals, including those transitioning out of homelessness and seeking stable employment. CareerSource provided insight into the needs of its client base, including a need for stronger public transportation options between residential areas and employment centers.
10	Agency/Group/Organization	Pregnancy Crisis Center
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Input collected through a stakeholder interview with Pregnancy Crisis Center. The Center provides pregnancy tests and other health services to women in need. The Center emphasized the importance of access to affordable housing in the area, particularly for single mothers expecting a child.
11	Agency/Group/Organization	Beach House Youth Prevention Center
	Agency/Group/Organization Type	Services-Children Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Input collected through a stakeholder interview with Beach House Youth Prevention Center. BHYPCC works with children at risk for delinquency and children with serious emotional disturbances. BHYPCC said that safe, affordable housing for families in unstable situations would be ideal, since many of their clients are from unstable home situations.
12	Agency/Group/Organization	Council on Aging of Volusia County
	Agency/Group/Organization Type	Services-Elderly Persons

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Solicited input through a stakeholder interview. The Council on Aging of Volusia County provides assistance for the elderly, including Meals on Wheels and other services, with an overall mission of keeping elderly residents in their home of choice. The Council indicated that many of their clients would benefit from rehabilitation funding because their homes are in poor condition and they have limited income to renovate or replace appliances.
13	Agency/Group/Organization	ESP Case Management Professionals, Inc
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Solicited input through a stakeholder interview. ESP Case Management Professionals, Inc. provides individualized case management to empower individuals towards self-sufficiency, including facilitating client access, employment, educational programs, mainstream benefits, mental health svcs., social svcs., transportation and housing. ESP Case Management indicated funding and provision of transitional care facilities and more permanent supportive housing options for individuals with disabilities is absolutely critical.

Identify any Agency Types not consulted and provide rationale for not consulting

There were no agency types not consulted during this process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Volusia/Flagler County Coalition for the Homeless	The goal to provide shelter and other housing facilities along with supportive services for the homeless population aligned with the CoC Homeless Plan
2018 City of Port Orange Citizen Survey Report	City of Port Orange	The report helped to determine priority needs based on residents' responses to survey questions and comments.
FY 2020-2025 Capital Improvement Plan	City of Port Orange	The goals of the Strategic Plan were supported by the capital needs identified in the CIP.
Volusia County Consolidated Plan	Volusia County Community Assistance Division	The County's affordable housing goals and Housing Choice Voucher program overlaps with the City's housing goals to expand the supply of affordable housing and preserve the existing affordable housing stock.
Local Housing Assistance Plan	Florida Housing Finance Corporation	The Strategic Plan is consistent with the Local Housing Assistance Plan which is based on the criteria established by FHFC to serve low- and moderate-income households by providing housing assistance and homeownership opportunities.
Analysis of Impediments to Fair Housing Choice	City of Port Orange	This plan was used to address sections of the Consolidated Plan related to barriers to affordable housing with the City of Port Orange.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

CDBG regulations require that the City of Port Orange provide ample opportunity for residents to participate in the development of the Annual Action Plan.

The City's Citizen Participation Plan adheres to the HUD requirements at Part 91. The plan includes soliciting participation from all City residents including low- and moderate-income persons, minorities, persons with disabilities, non-English speaking persons, and residents of slum and blighted areas. To gather the input of residents, on July 25, 2019 the City held a public hearing after work hours during the development of the Action Plan. A notice was published in the Daytona Beach News Journal on July 13, 2019. The notice was also published on the City's website to allow for 24/7 access. Residents also had an opportunity to comment on the Action Plan at the City Council meeting held on August 6, 2019.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	low/mod income persons	No response/No attendance	N/A	N/A	
2	Internet Outreach	low income persons	N/A	N/A	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Port Orange anticipates receiving \$347,231.00 in CDBG funds from HUD for FY 2019, the fourth year of the Consolidated Plan. The City does not expect to receive any program income and prior year funds will not be reallocated at this time. The City expects the level of funding to be roughly the same for the remaining years of the planning period. Based on the annual allocation, the City expects \$655,942.00 to be available for the remainder of the Consolidated Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation : \$	Program Income: \$	Prior Year Resources : \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvement s Public Services	347,231	0	0	347,231	308,711	Anticipated resources based on the FY 2019 allocation.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG program does not require a match from non-federal sources. However, the CDBG funds will leverage additional sources of funding including general and local funds and possibly State funding.

The needs of the City far outweigh the CDBG allocation and projects where CDBG funding is invested will

often be partially funded from other sources to make the project feasible. The source of these additional funds will depend on the nature of the activity and in some cases the location.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable

Discussion

While the City has not committed any local resources to address the priority needs as of the writing of the Plan, as projects are identified during the planning period, if there are funding deficits, the City may utilize available local funding and State funding to fill the gap, as needed.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Public Infrastructure	2016	2020	Non-Housing Community Development	LMI Area	Public Improvements and Infrastructure	CDBG: \$277,784.80	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Public Infrastructure
	Goal Description	Infrastructure improvements including flood and drainage, road improvements, sidewalk improvements, ADA improvements, and sewer connections.

Projects

AP-35 Projects – 91.220(d)

Introduction

The following table contains the projects that the City will fund in FY 2019 using CDBG funds. Up to 20% of the CDBG allocation can be expended on Planning and Administration.

Projects

#	Project Name
1	Howes Street Stormwater Improvements Project
2	Planning and Administration (2019)

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Priorities were determined based on stakeholders and community input, the needs assessment and market analysis, as well as other reports and studies conducted by the City including the CIP.

The primary obstacle to meeting the underserved needs in Port Orange is the limited financial resources. While the City recognizes that affordable housing, public facilities, homelessness, and economic development are important and necessary for a viable community, the CDBG funds received by the City cannot address all the needs of the residents. The activities that are proposed for funding in FY 2019 will have a significant impact on low- and moderate-income persons in the City.

AP-38 Project Summary

Project Summary Information

1	Project Name	Howes Street Stormwater Improvements Project
	Target Area	LMI Area
	Goals Supported	Improve Public Infrastructure
	Needs Addressed	Public Improvements and Infrastructure Public Facilities
	Funding	CDBG: \$277,784.80
	Description	Public Infrastructure project implemented by the City's Public Works Department in collaboration with contractors, architectural, engineering, and construction firms (as needed).
	Target Date	7/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that all residents in LMI Census Tract 825.11 Blockgroup 2 will benefit from this infrastructure project.
	Location Description	The project will occur at Howes Street and Orange.
	Planned Activities	Construction of a drainage system to reduce flooding and increase water quality.
2	Project Name	Planning and Administration (2019)
	Target Area	LMI Area
	Goals Supported	Improve Public Infrastructure
	Needs Addressed	Public Improvements and Infrastructure
	Funding	CDBG: \$69,446.20
	Description	Administration of CDBG program and oversight of grant activities.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Administration of CDBG program and oversight of grant activities.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Port Orange has identified 9 areas that have more than 49.84% (FY 2015 exception percentage) of their residents within low- and moderate-income category (0-80% AMI), as defined by HUD.

The City funds projects citywide and generally, does not direct its assistance based primarily on geographic location. The CDBG program allows resources to be allocated based on income characteristics of the direct beneficiaries or income characteristics of the area that will benefit from an activity. CDBG funded public improvement and infrastructure projects will be located in the City's low- and moderate income Census tracts. The Howes Street Stormwater Improvements Project will occur in a HUD identified LMI Census Tract 825.11/Block group 2.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	
LMI Area	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Since the primary objective of the CDBG program is to benefit low- and moderate-income persons, the City of Port Orange will utilize CDBG funds for projects and activities that will provide assistance to this target population and benefit the City as a whole by improving the living environment for the residents.

Discussion

For FY 2019, the City will carry out a public infrastructure and improvement projects in Census tract 825.11/ block group 2. These activities will benefit all the residents in this block group.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Port Orange does not plan on funding any affordable housing activities using CDBG funds. Due to the limited CDBG resources, the funds will be used for public infrastructure projects that will have a greater impact on the residents of the City. Affordable housing goals will continue to be addressed by the Volusia County Community Assistance Division through their allocation of SHIP funds and any other funding sources that become available that can be used countywide including municipalities within the County.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The City may utilize general funds to continue to address the housing and supportive services needs of the homeless population in Port Orange.

AP-60 Public Housing – 91.220(h)

Introduction

Public housing was established to provide decent and safe rental housing for eligible low- and moderate-income families, the elderly, and persons with disabilities. Public housing includes federally subsidized affordable housing that is owned and operated by the public housing authorities. The Volusia County Community Assistance Division is the county's Public Housing Agency and covers Port Orange. This organization works closely with state and federal agencies in administering various housing public assistance programs.

Actions planned during the next year to address the needs to public housing

There are currently no public housing units managed by the City of Port Orange. The public housing needs in Port Orange are served by the County of Volusia Department of Community Services (VDCS).

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The County of Volusia Department of Community Services will continue to provide opportunities using public meetings to inform citizens of engagement opportunities and review issues presented by the County's Human Services Advisory Board.

VDCS administers the Family Self Sufficiency (FSS) Program which helps residents of Public Housing attain success in their financial future. Participants sign a contract to be a part of the (FSS) Program for five (5) years and they are compensated monetarily at the end of the program. Monies received at the end of the program can be used in a variety of ways, such as a down payment of a home. The (FSS) Program also provides information and resources to the residents of how to repair their credit and is also a link to agencies that can provide financial guidance by putting them in touch with realtors and banks that can assist the resident in attaining homeownership if that is their goal.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The PHA is not listed as "troubled" by HUD. VDCS will continue to provide services that improve the lives of its public housing residents.

Discussion

See above.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

No actions are planned for FY 19.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

No actions are planned for FY 19.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Port Orange has provided funds for the First Step Shelter in Daytona Beach. These funds did not come from the CDBG program.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

No actions are planned for FY 19.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

No actions are planned for FY 19.

Discussion

see above.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

For the 14-year period from 2000 to 2014, Port Orange's median home income increased by 43% and rent increased 46%, despite the national housing downturn and prolonged recession. High home values and rents have resulted in most of the housing stock being out of the affordable range for large portions of the population and high percentages of cost burdened households when housing is able to be obtained. To combat market trends that prevent access to affordable housing, the City of Port Orange continues to strive to create an environment where existing affordable housing stock is supported and has provided guidance through several City policies to foster the development of additional affordable housing stock in the community.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Port Orange utilized a consultant to conduct an Impediments to Fair Housing study. From that study, the city was able to further fair housing through a variety of on-going activities. The city conducts internal reviews of its land use and zoning regulations and its administrative policies and procedures for their impact on affordable housing. Port Orange has established an expedited development review and permitting system that is applicable to affordable housing projects. All new city ordinances are required to be reviewed for their impact on affordable housing. No action is proposed in FY 2019.

Discussion:

See above.

AP-85 Other Actions – 91.220(k)

Introduction:

This section of the Action Plan reiterates from the 2016 Consolidated Plan the planned actions of the City and its partner agencies to meet underserved needs, fostering and maintaining affordable housing, reducing lead-based paint hazards, reducing the number of poverty-level families, and developing institutional structure.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting all the identified needs is the lack of financial resources available to public and private agencies who serve the needs of the City's low- and moderate-income residents. For FY 2019, the City has allocated \$277,784.80 in CDBG funding to assist residents in low income neighborhoods by addressing the public infrastructure needs of these communities. The City will continue to foster existing partnerships and collaborate with new partners to bring needed resources to meet the needs of Port Orange residents.

Actions planned to foster and maintain affordable housing

The affordable housing needs of Port Orange residents will continue to be addressed by the Volusia County Community Assistance Division.

Actions planned to reduce lead-based paint hazards

Lead-based paint hazards continue to be managed by Volusia County where regulatorily required. The Florida Department of Health will also reduce lead-based paint hazards through its Lead Poisoning Prevention program.

Actions planned to reduce the number of poverty-level families

According to the 2012 ACS, the poverty-rate in Port Orange is 10.5% as compared to a 16% poverty-rate in Volusia County. The City's Anti-poverty strategy describes the programs and policies that will be utilized to reduce the number of households living in poverty.

Actions planned to develop institutional structure

The Finance Department currently coordinates with City departments and Volusia County to meet the goals and objectives of the Consolidated Plan. During FY 2019, the City will continue to foster existing relationships and collaborate with new partners to meet the needs of residents. The partnership with the CoC and its member organizations will be further developed to address the needs of the homeless population.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to consult with the other local municipalities and Volusia County to ensure that the needs of homeless persons in the City are met.

Discussion:

See above.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The City directs 80% of CDBG funds annually on benefit persons who are low to moderate income. No program income is available to supplement funding for the City's infrastructure project for 2019.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
---	---

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

80.00%

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CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official

Date

Mayor_____
Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2019 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Signature of Authorized Official

Date

Mayor

Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

NOT APPLICABLE

Signature of Authorized Official

Date

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

NOT APPLICABLE

Signature of Authorized Official

Date

Title

Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

Discharge Policy – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

NOT APPLICABLE

Signature of Authorized Official

Date

Title

Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

NOT APPLICABLE

Signature of Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NOT APPLICABLE



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: No

SUBJECT: (C12) Resolution No. 19-28 - Supporting the East Central Florida Regional Resiliency Action Plan

DEPARTMENT: City Manager

GOAL: 1 - Public Safety

RECOMMENDED MOTION: Move to approve Resolution No. 19-28 supporting the East Central Florida Regional Planning Council's Regional Resiliency Action Plan.

SUMMARY: Over the last two years the East Central Florida Regional Planning Council (ECFRPC) has been working with local governments and other stakeholders throughout Brevard and Volusia Counties to create a regional resiliency action plan. With support from the Department of Environmental Protection, the Council is working to increase the ability of local and regional stakeholders to implement resiliency and climate adaptation strategies across disciplines.

Now that the action plan is complete, the ECFRPC is asking its partner jurisdictions to adopt a resolution in support of the action plan and to work towards the goals and objectives identified in the plan.

The Assistant City Manager served on the committee to create the plan and other staff members from the city were involved in group facilitated sessions to create the plan as well. The City is not obligated to complete all of the goals and objectives included in the plan, however, many of the items listed can be accomplished by actions the city is already undertaking.

Staff recommends adoption of the resolution to help create a resilient Port Orange by facilitating programs, opportunities, and community-wide education pertaining to local sustainability, disaster response and climate change mitigation strategies.

Project No.: Funding Account No.:

Presenter: Emily Dolatowski

ATTACHMENTS:

1.	Reso. No. 19-28	Reso. No. 19-28.pdf
2.	Reso. No. 19-28 Exhibit A - Resiliency Action Plan	Resiliency Action Plan.pdf

Alan Rosen
Tim Burman
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 5/10/2019
Approved - 5/15/2019
Approved - 7/24/2019
Approved - 7/29/2019
Final Approval - 7/29/2019

RESOLUTION NO. 19-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, SUPPORTING THE EAST CENTRAL FLORIDA REGIONAL RESILIENCY ACTION PLAN; CREATING A RESILIENT PORT ORANGE BY FACILITATING PROGRAMS, OPPORTUNITIES AND COMMUNITY WIDE EDUCATION PERTAINING TO LOCAL SUSTAINABILITY, DIASTER RESPONSE AND CLIMATE CHANGE MITIGATION STRATEGIES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a changing climate is increasingly causing current and future threats, such as elevated levels of flooding and erosion, changes in storm intensity and frequency, heat impacts, sea level rise, and others; and calling for action at every level of government and in the private and not-for-profit sectors; and

WHEREAS, fostering resilience is a long-term effort and requires holistic planning and preparation to increase resilience in the built, natural and social environment; and

WHEREAS, action, leadership and education of and by local governments and partners to improve resilience across disciplines provide multiple benefits; and

WHEREAS, these benefits include the implementation of green and gray infrastructure, protecting the natural environment, improving health and wellbeing and increasing economic and societal opportunities; and

WHEREAS, the East Central Florida Regional Resiliency Action Plan (ECF RRAP) was formulated for and by local governments, federal, regional and state agencies, educational institutions, NGOs and other stakeholders; and

WHEREAS, the ECF RRAP recognizes the clear relationship between emergency management, planning, health & safety, and economic development and aims to continue to fill gaps within the region and pursue initiatives that will achieve measurable improvements in risk reduction and the building of resilience in the region; and

WHEREAS, the success of the ECF RRAP depends on the participation of and collaboration with all local jurisdictions and partners, and a commitment to work together towards common goals.

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

Section 1. The City Council of the City of Port Orange agrees to adopt the East Central Florida Regional Resiliency Action Plan, attached hereto as **Exhibit “A”** to advance the direct implementation of activities aimed to improve safety, long-term resilience and sustainability in the City of Port Orange across sectors, expand economic sustainability and response to vulnerabilities within the community.

Section 2. The City Council of the City of Port Orange will work to increase the health and resilience of social, natural, and built resources by furthering the following goals:

- Promote leadership, education and empowerment in government, public, and private sectors to foster the implementation of resiliency strategies across disciplines and communities.
- Provide opportunities and strategies to foster economic prosperity and improve social equity and justice in preparation for and recovery from stressors and shocks.
- Encourage development of cross-disciplinary plans, policies and strategies to protect the health, safety and economic welfare of residents, businesses and visitors through recognition that natural disasters, changes to climate, and human manipulation require careful consideration of when and how to develop infrastructure, natural resources and a built environment that can withstand and adapt to these changes.
- Create resilient communities by facilitating programs, opportunities, and community-wide education pertaining to local sustainability, disaster response, and climate change mitigation strategies.

Section 3. The City Council of the City of Port Orange directs staff to work towards the implementation of relevant actions in the ECF RRAP, over the next five years, to further the following objectives:

- Incorporate resilience into local and regional plans, policies and objectives;
- Plan fiscally to implement resilient and sustainable solutions to long-term impacts;
- Implement strategies to promote adaptive measures that keep people and property safe from natural hazards;
- Engage and educate stakeholders and elected officials about strategies to increase resilience in the built, natural, and social environment;
- Protect high-value assets from natural hazards;
- Educate business about access to funding and financing services related to resiliency and sustainability;
- Facilitate and support the efficient recovery of business operations after an event;
- Increase skilled labor force;
- Improve social equity and justice in decision making process
- Prioritize the use of Green Infrastructure as a first line of defense;
- Promote interconnectivity of natural lands for habitat migration;
- Enhance stormwater systems to be more resilient;
- Improve water quality in surface water bodies;
- Preserve and adapt the built environment to keep people safe from and mitigate current and future natural hazards;
- Improve community mobility while improving vulnerable transportation infrastructure;
- Improve capacity of jurisdictions to better respond to hazard events;
- Improve capacity of medical facility operations to prepare for and recover from natural disasters and future conditions;

- Promote sustainable practices in government-owned facilities;
- Engage residents and business owners with locally relevant information about expected future changes in natural hazards and sustainable practices;
- Improve access to resources for the homeless, special needs, elderly, low income, and English-limited residents.

Section 4. This Resolution shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

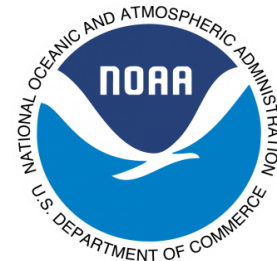
ATTEST:

Robin L. Fenwick, MMC, City Clerk

Adopted on the _____ day of _____ 2019

Reviewed and Approved: _____
Margaret T. Roberts, City Attorney

East Central Florida Regional Resiliency Action Plan



December 2018 | Prepared for Brevard and Volusia Counties by the East Central Florida Regional Planning Council

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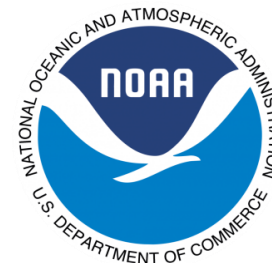
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Acknowledgements

The East Central Florida Regional Planning Council (ECFRPC) would like to thank the Florida Department of Environmental Protection and the National Ocean and Atmospheric Administration for providing the funding to develop the East Central Florida Regional Resiliency Action Plan (ECF RRAP) and engage stakeholders in the resilience conversation across Brevard and Volusia Counties.



Stakeholder and public engagement were a critical and large component of the plan development. The ECFRPC recognizes and thanks all agency, jurisdictional, NGO, educational and business sector representatives, elected officials, and public for your participation in the workshops held in 2018 that provided a forum for resilience education and discussion to formulate the action plan and efforts to move resilience strategies forward across the region.

The ECF RRAP steering committee comprised of agencies listed in the table below were instrumental in helping to guide the process and development the action plan including a regional approach to sea level rise and the engagement of stakeholders across the region. A special thank you goes out to all agency and jurisdictional representatives who served on the committee.

East Central Florida Regional Resiliency Action Plan Steering Committee

Brevard County GIS	Indian River Lagoon National Estuary Program
Brevard County Planning & Development	League of Women Voters Sustainability Committee
Brevard County Public Works	NASA Kennedy Space Center
Brevard Emergency Management	NOAA Office for Coastal Management
Brevard Natural Resource Management	Patrick Air Force Base
Canaveral Port Authority	River to Sea Transportation Planning Organization
City of Cape Canaveral	RWParkinson Consulting, Inc.
City of New Smyrna Beach	Florida Sea Grant
City of Port Orange	St. Johns River Water Management District
City of Rockledge	Space Coast Transportation Planning Organization
City of Satellite Beach	Stetson University
Erin L. Deady, PA	University of Florida GeoPlan Center
East Central Florida Regional Planning Council	UF IFAS Extension Volusia and Brevard
FEMA	U.S. Army Corps of Engineers
Florida Department of Economic Opportunity	U.S. Department of Agriculture
Florida Department of Environmental Protection	Volusia County Emergency Management
Florida Department of Health in Brevard	Volusia County Growth and Resource Management
Florida Department of Health in Volusia	Volusia County Stormwater
Florida Department of Transportation	Volusia County Environmental Management
Florida Fish and Wildlife Conservation Commission	Volusia County Traffic Engineering
Sustainability Program, Florida Institute of Technology	Volusia County Water Resources and Utilities

Executive Summary

The ECFRPC was awarded a Florida Department of Environmental Protection (FDEP) Grant in 2017 to work with stakeholders in Brevard and Volusia Counties to develop the East Central Florida Regional Resiliency Action Plan (ECF RRAP) with the goal to increase the ability of local and regional stakeholders to implement resiliency and climate adaptation strategies across disciplines. The plan development process revolved around guidance from a cross-disciplined steering committee and extensive stakeholder engagement and best practice research.

The Framework for the ECF RRAP was based on the 100 Resilient Cities program of the Rockefeller Foundation which works with cities around the world to help them “become more resilient to the physical, social and economic challenges that are a growing part of the 21st Century”. The action plan incorporates a five-year planning horizon based around four main focus areas of the 100 Resilient Cities program: Leadership and Strategy, Economic and Society, Infrastructure and Environment, and Health and Wellbeing. It is important to note that this action plan encompasses a variety of resiliency aspects and aims to incorporate discussion on infrastructure (water, energy, waste, etc.), health, planning, emergency preparedness, economics and leadership as they revolve around a more environmental “shock and stressor” approach. However, this framework allows for the replicability and refinement of the plan on a local or agency level to incorporate additional actions to address resilience to more shocks and stressors.

The Action Plan not only provides a matrix of actions for various levels of government from local to federal, but also includes actions for partnerships across agencies, not-for-profits, the business sector and other stakeholders. The report provides an in-depth discussion of the plan development process, stakeholder engagement and efforts across the region to implement resilience and sustainability measures and policies.

To guide the development of the RRAP, a steering committee was developed comprised of federal, state, regional and local agencies and institutions, local communities and subject matter experts. The first steering committee meeting, held in October of

2017, resulted in goals and direction for the plan and process. The committee met monthly (virtual and face-to-face) through December 2018. Additionally, two subcommittees were created: Sea Level Rise and Stakeholder Engagement. The subcommittees and steering committee assisted in the development of a regional approach to sea level rise planning and the subsequent technical and guidance section of this plan, developed workshop goals and processes, and provided oversight and development of the action plan itself, especially the goals, objectives and activity items. This East Central Florida Regional Resilience Action Plan is the result of 6 workshops, 11 Steering Committee calls and meetings, 7 Public Engagement Sub-Committee calls, 4 Sea Level Rise Sub-Committee calls and numerous agency interviews and feedback sessions.

In addition to best practice research across Florida and the nation and steering committee expertise, stakeholder engagement was a driving force behind the development of the RRAP. RRAP Listening Sessions took place on May 7th in Volusia County and on May 8th in Brevard County with two workshops occurring in each county: “Collaborating for Resilience” and “Building Economic and Social Resilience”. Additional workshops for Elected Officials, citizen advisory groups and other interested public, were held on August 20th and 21st. Findings from the workshop were incorporated into the ECF RRAP as appropriate. While some actions were outside the immediate scope of the RRAP, they are highlighted in this report to aid in their advancement. Additionally, some resilience gaps identified through stakeholder engagement were addressed by the ECFRPC through collaboration with and connection of appropriate agencies and departments and providing access to various available resources.

A “Plan and Policy Resiliency Integration” survey was conducted to provide insight into the progress of integrating resiliency into various local and regional plans and policies. The survey results facilitated the identification of gaps, needs and actionable items aimed at supporting resilient and sustainable coastal communities in the region. One of the principle conclusions of the survey was a lack of resources in order to conduct the analysis, planning and implementation of resilience strategies and policies across jurisdictions and agencies.

Information on the action plan and its process can be found here: <https://www.perilofflood.net/ecfresiliency>

Introduction

The Framework for the ECF RRAP was based on the 100 Resilient Cities program of the Rockefeller Foundation which works with cities around the world to help them “become more resilient to the physical, social and economic challenges that are a growing part of the 21st Century”. Focusing the ECF RRAP around the four main focus areas of the program, Leadership and Strategy, Economic and Society, Infrastructure and Environment, and Health & Wellbeing, allows the region and local governments to advance a variety of actions, initiatives and programs that promote resilience through these four broad areas that create a cohesive and resilient community. It should be noted that while the main focus of the ECF RRAP revolved around a more environmental “shock and stressor” approach, this framework allows for the replicability and refinement of the plan on a local or agency level to incorporate additional actions to address resilience to more shocks and stressors individual to that specific community.



In order to facilitate the implementation of the action plan within agencies and jurisdictions, a template resolution for adoption of the ECF RRAP has been developed and can be found in Appendix A of this report. A presentation for use by local governments and agencies has also been developed and can be found at: <https://www.perilofflood.net/ecfresiliency>

The pages that follow include the definition of **Resilience** the ECF RRAP adapted from 100 Resilient Cities in order to provide a truly regional approach to the definition for the purpose of the action plan. The goals and objectives developed for each area of focus are also included and guide the formulation of the action plan.

RESILIENCE DEFINITION

The capacity of individuals, communities, institutions, businesses, and systems within a region to plan, sustain, adapt, recover, improve and grow collaboratively – regardless what kind of chronic stresses and acute shocks they experience – through specific actions and implementation strategies geared to address specific vulnerabilities. *Adapted from the 100 Resilient Cities Definition*

Resilient Cities Definition

GOALS AND OBJECTIVES

EAST CENTRAL FLORIDA REGIONAL RESILIENCY ACTION PLAN GOAL

Increase the ability of local and regional stakeholders to implement resiliency and climate adaptation strategies across disciplines.

FOCUS AREAS

Leadership and Strategy

Promote leadership, education and empowerment both in government, and public and private sectors to foster the implementation of resiliency strategies across disciplines and communities.

Objectives

- Incorporate resiliency into local and regional plans, policies and objectives.

Chronic Stresses

Continuous or re-occurring issues or events that impact or “weaken the fabric of a community on a day to day or cyclical basis”. Examples:

- Water and Food Shortages
- Endemic Violence
- Homelessness
- Aging Infrastructure
- Poor Air Quality

Acute Shocks

“Single, sharp events that threaten a community”. Examples:

- Flooding
- Heat wave
- Severe Storms and Extreme Rainfall
- Infrastructure Failure
- Disease Outbreak

Source: 100 Resilient Cities

- Plan fiscally to implement resilient and sustainable solutions to long-term impacts.
- Implement strategies to promote adaptive measures that keep people and property safe from natural hazards.
- Engage and educate private sector stakeholders, elected officials and other members of the community about strategies to increase resilience in the built, natural, and social environment.

Economic and Society

Provide opportunities and strategies to foster economic prosperity and improve social equity and justice in preparation for and recovery from stressors and shocks.

Objectives

- Protect high-value assets from natural hazards.
- Educate businesses about access to funding and financing services related to resiliency and sustainability.
- Facilitate and support the efficient recovery of business operations after an event.
- Increase skilled labor force.
- Improve social equity and justice in decision making process.

Infrastructure and Environment

Encourage development of cross-disciplinary plans, policies and strategies to protect the health, safety and economic welfare of residents, businesses and visitors through recognition that natural disasters, changes to climate, and human manipulation require careful consideration of when and how to develop infrastructure, natural resources and a built environment that can withstand and adapt to these changes.

Objectives

- Prioritize the use of Green Infrastructure as a first line of defense.
- Promote interconnectivity of natural lands for habitat migration.
- Enhance stormwater systems to be more resilient.
- Improve water quality in surface water bodies.
- Incorporate resiliency into local and regional plans, policies, processes and objectives.
- Preserve and adapt the built environment to keep people safe from and mitigate current and future natural hazards.
- Improve community mobility while improving vulnerable transportation infrastructure.

Health and Wellbeing

Create resilient communities by facilitating programs, opportunities, and community-wide education pertaining to local sustainability, disaster response, and climate change mitigation strategies.

Objectives

- Improve capacity of jurisdictions to better respond to hazard events.
- Improve capacity of medical facility operations to prepare for and recover from natural disasters and future conditions.
- Promote sustainable practices in government owned facilities.
- Engage residents and business owners with locally relevant information about expected future changes in natural hazards and sustainable practices.
- Improve access to resources for the homeless, special needs, elderly, low income, and English-limited residents.

Socio-Economic Profile

Resilience reaches beyond the vulnerabilities of the built and natural environment and must include the perspective of social and economic vulnerabilities of a community and region. The people who live in a community and make it thrive, combined with the economic profile and opportunities available to the community, are the key to addressing resilience and creating a better position for the community to withstand and recover from shocks and stressors.



Centers for Disease Control (CDC) describes social vulnerability as the “resilience of communities when confronted by external stressors”. A community’s social vulnerability may determine how well it prepares for and responds to a disaster, as well as properly planning for future conditions such as increasing flooding and sea level rise. A number of factors weaken a community’s ability to secure human welfare and reduce economic loss from shocks and stressors, including poverty, inefficient housing and transportation, and prevalence of high-risk populations.

According to the U.S. Economic Development Administration, “economic resilience becomes inclusive of three primary attributes: the ability to recover quickly from a shock, the ability to withstand a shock, and the ability to avoid the shock altogether.” It necessitates both a local and regional perspective and involves the assessment of risks, evaluation of the risk impacts to key economic assets and plan appropriately with measures and capacity. The role of economic development organizations, and others such as Chambers of Commerce, is essential in helping to build the capacity of economic resilience in a community and region through coordination and education, information dissemination and funding opportunities. The EDA breaks down these roles and activities into *steady-state* and *responsive* initiatives. As the EDA Comprehensive Economic Development Strategy Program is a function of the ECFRPC, and as the “CEDS provides a critical mechanism to help identify regional vulnerabilities and prevent and/or respond to economic disruptions” (EDA), the ECFRPC and the CEDS document and steering committee are dedicated to work with communities, and regionally, to implement steady-state and responsive strategies focused on economic resilience.



Steady-State

Long-term efforts that seek to bolster the community or region's ability to withstand or avoid a shock (or stressor).

Example Strategies:

- Engaging in comprehensive planning efforts
- Diversify and broaden industry base
- Adapt programs to assist with economic recovery post-disruption
- Promoting business continuity and preparedness
- Resilient development strategies such as locating structures outside vulnerable areas and using green infrastructure

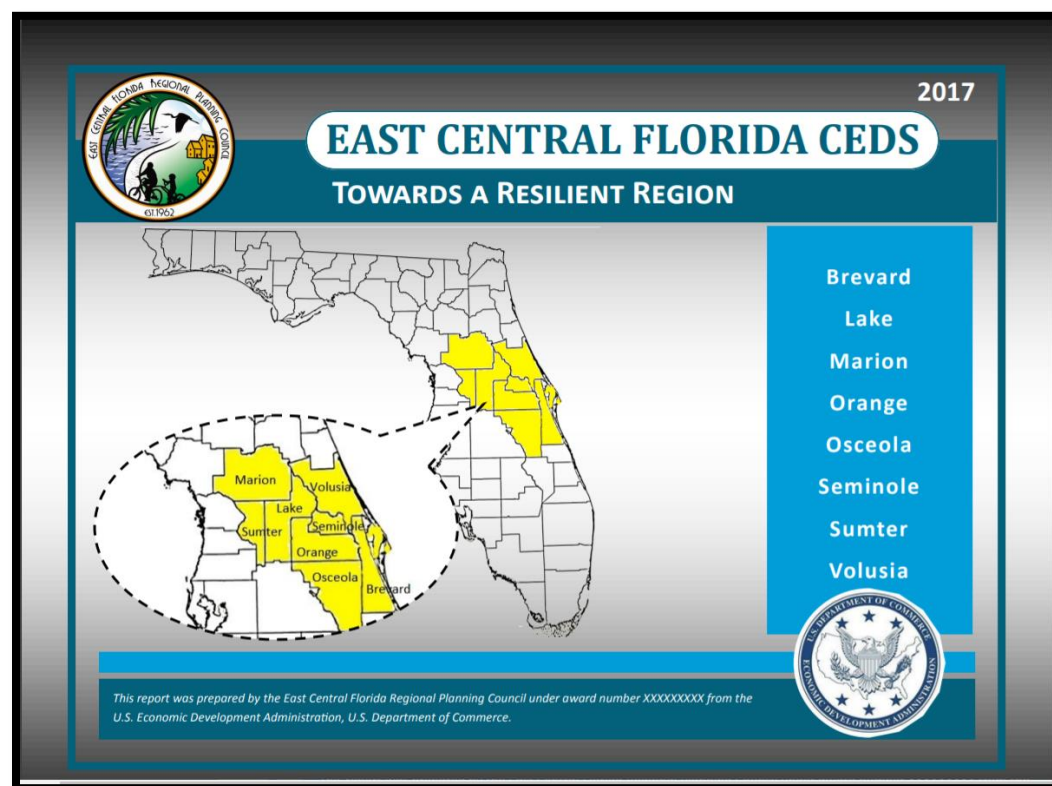
Responsive

Establishing capabilities for the economic development organization to be responsive to the region's recovery needs following an incident.

Example Strategies:

- Pre-Disaster Recovery Planning
- Coordinate business sector needs and impact assessment efforts
- Coordination and leadership succession plans for short, intermediate, and long-term recovery needs.

Source: US EDA



Socio-Economic Demographics Brevard County Profile

Brevard County is located along the Atlantic coast in Central FL. As a coastal community, the population is subject to environmental vulnerabilities. The *East Central Florida Regional Resiliency Action Plan* developed by ECFRPC and stakeholders across the state provides a framework for the counties of Brevard and Volusia to mitigate the effects of climate change and sea level rise in the areas of business/economic development, emergency response and transportation planning, growth management, health and natural resources.



https://img.bestplaces.net/images/county/FL_Brevard%20county.png

Table 1: General Demographics - Brevard County

Total Population:	560,683
Change in Population (Census 2000–2010)	+67,146
Expected Population (BEBR 2045)	711,100
¹ Median Home Value (ACS 2012–2016)	\$164,722.20
Median Household Income (ACS 2012–2016)	\$49,914
Number of Jurisdictions	16

Table 2: Potential Vulnerable Populations - Brevard County

Total Population:	560,683
Families Below Poverty Level (ACS 2012–2016)	14,963
People Below Poverty Level (ACS 2012–2016)	80,126 (14.2%)
Population Age 65 and Over (ACS 2012–2016)	126,104 (22.5%)
² Individuals who speak English less than Very Well (ACS)	18,246 (3.25%)
³ Total Persons Unemployed (ACS 2012–2016)	19,355
Unemployment Rate (ACS 2012–2016)	6.38
Occupied Household with No Vehicle (ACS 2012–2016)	11,174

¹ The Census Bureau defines value as the "estimate of how much the property (house and lot, mobile home and lot, or condominium unit) would sell for if it were for sale. For vacant units, value was the price asked for the property"

² Individuals age 5 and older who speak a language other than English at home and who speak English less than very well.

³ The Census Bureau defines the civilian unemployed population as "civilians 16 years old and over are classified as unemployed if they (1) were neither "at work" nor "with a job but not at work" during the reference week, and (2) were actively looking for work during the last 4 weeks, and (3) were available to accept a job.

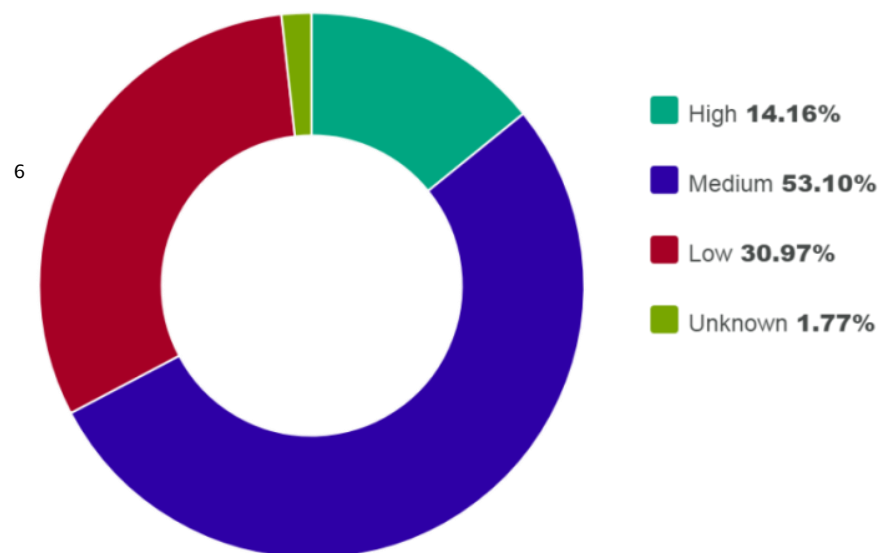
Table 3: Environmental Parameters- Brevard County

Average Annual Brevard County Losses to Natural Hazards	\$37.6 Million
⁴ Air Quality– Respiratory Hazard Index	*1.36
Potential Number of Businesses Affected by Hurricane Irma (Dun and Bradstreet)	53,590
⁵ Repetitive Loss Areas (BCEM 2015)	33

Figure 1: Social Vulnerability to Environmental Hazards - Brevard County

Social Vulnerability to Environmental Hazards (by count of Census Tracts)

Brevard County, FL



⁴ *Respiratory Hazard Index of 1 or above means further monitoring is needed to determine if the pollutant levels will cause non-cancer adverse health effects.

⁵ A repetitive loss area is a portion (or portions) of a community that includes buildings on FEMA's list of repetitive losses and also any nearby properties that are subject to the same or similar flooding conditions.

⁶ This social vulnerability index measures the social vulnerability to environmental hazards in coastal states. SoVI numerical score is calculated by adding together social and demographic data components at the census tract level. The SoVI scores were then apportioned to other geographies using weighted block apportionment. High SoVI scores are areas with high social vulnerability to environmental hazards while low SoVI scores are areas with low social vulnerability to environmental hazards. (Riskfinder)

Business and economic vulnerabilities and resilience is essential for a community to understand the full picture of how to take steps to create a resilient community. The economic profile in Brevard County that follows details the most vulnerable industries to sea level rise by 2070 using the USACE High projection rate curve, an intermediate planning horizon. Businesses within the vulnerability buffer were located and categorized using the North American Industry Classification System (NAICS). The majority of the affected establishments belong to three economic subsectors: Ambulatory Health Care Services, Professional, Scientific, and Technical Services, and Real Estate. *Ambulatory Health Care Services* provide services such as consultation, intervention, and rehabilitation; *Professional, Scientific, and Technical Services* are establishments engaged in processes where human capital is the major input and have production processes that are almost wholly dependent on worker skills. *Real Estate* firms are primarily engaged in renting or leasing real estate to others; managing real estate for others; selling, buying, or renting real estate for others; and providing other real estate related services, such as appraisal services.

Table 4: Most Vulnerable Economic Subsectors by Number of Establishments- Brevard County

Most Vulnerable Economic Subsectors by Number of Establishments	
Industry Description	Total # of Businesses
Ambulatory Health Care Services	1,482
Professional, Scientific, and Technical Services	1,295
Real Estate	757
All Other 3-Digit NAICS	9,012

Source: referenceusagov.com

Six of these establishments employ roughly 1,000 individuals or more (Table 5). The City of Melbourne has the densest cluster of large employers with 14 out of the 32 largest vulnerable companies located in the city. These 14 companies have over 5,000 employees. By far, the largest employer in the study area is Patrick Air Force Base, located on Merritt Island with over 2,500 employees. The Holmes Regional Medical Center in Melbourne is the second largest employer with close to 2,000 employees. The hospital is managed by Health First which operates three not-for-profit hospitals in Cocoa Beach, Palm Bay, and Melbourne.

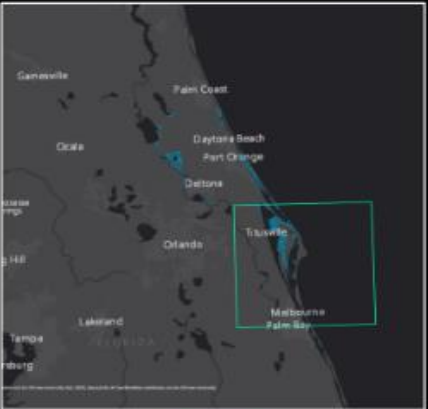
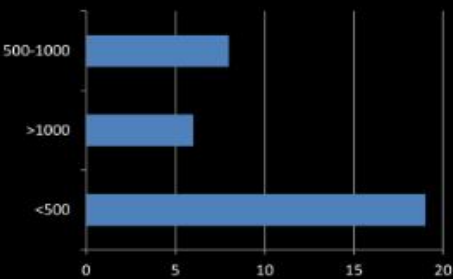
Table 5: Largest Employers Located within Inundation Area - Brevard County

Largest Employers Located within Inundation Area		
Business	Description	Employees
Patrick Air Force Base	Air Force Base	2,508
Holmes Regional Medical Center	General Medical and Surgical Hospitals	1,946
Spectrum	Cable & Other Subscription Services	1,700
Eastern Florida State College	Colleges, Universities & Professional Schools	1,700
Brevard County Sheriffs Dept	Police Protection	1,200
DRS Advanced Industries	Industrial Process Variable Instruments	900

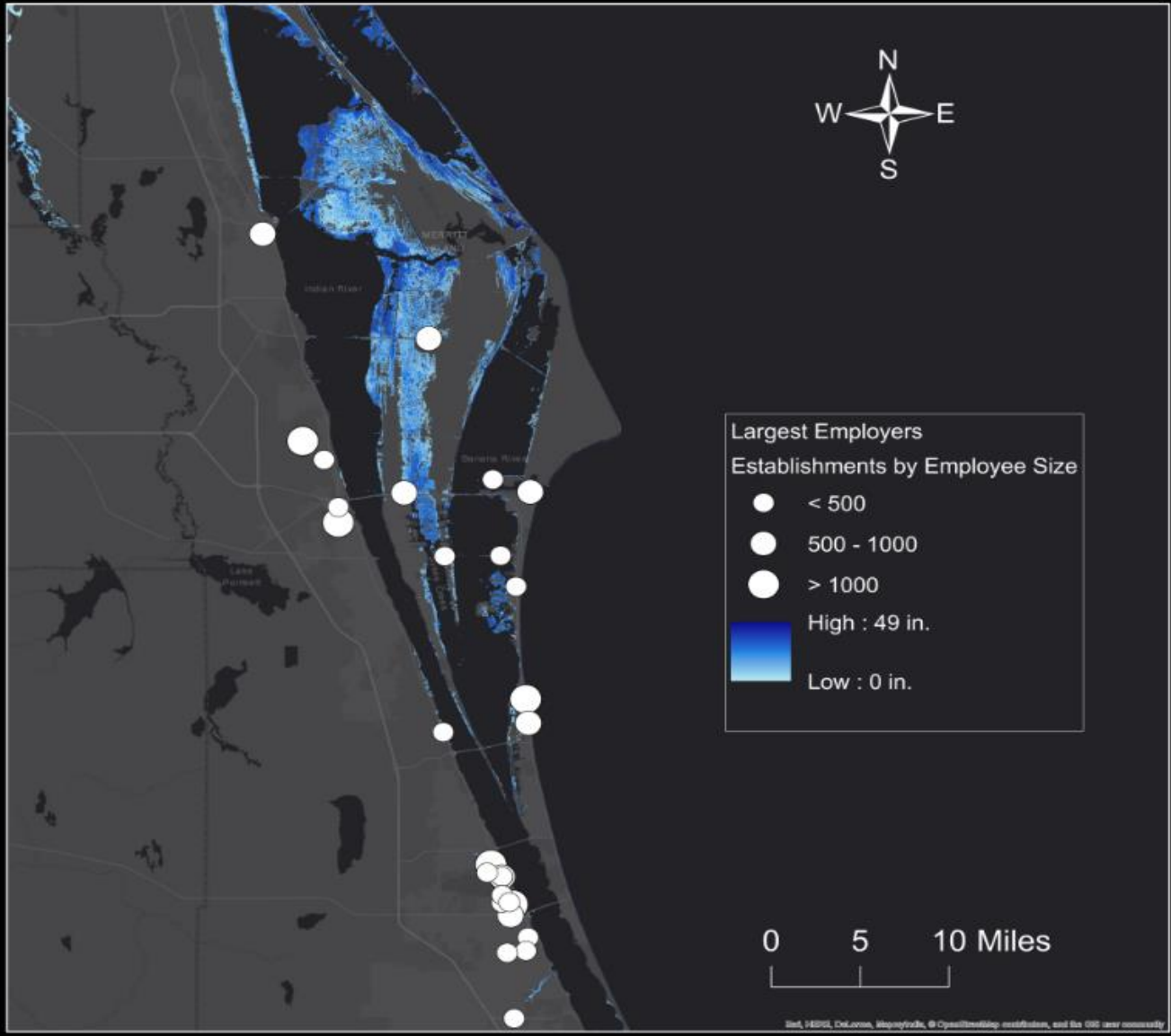
The map on the following page represents the areas anticipated to be impacted by 2.85 feet of sea level rise by 2070 (U.S. Army Corps of Engineers) and vulnerable employer establishments by number of employees. The table illustrates the top 32 largest vulnerable employers. The majority of the vulnerable employers have less than 500 employees.

Brevard County 2070 Inundation

Largest Employers by Size



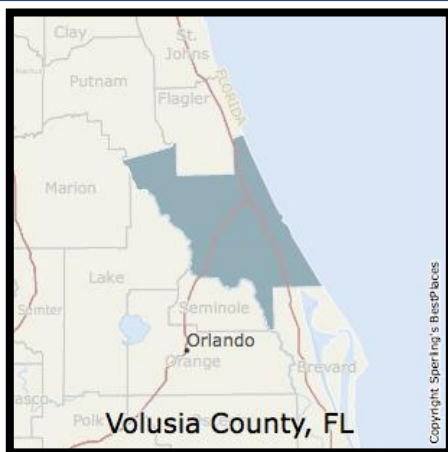
Sources: InfoGroup, University of Florida GeoPlan Center, ECFRPC
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Socio-Economic Demographics-Volusia County

Volusia County is located along the Atlantic coast in Central FL. As a coastal community, the population is subject to environmental vulnerabilities. The *East Central Florida Regional Resiliency Action Plan* developed by ECFRPC and stakeholders across the state provides a framework for the counties of Brevard and Volusia to mitigate the effects of climate change and sea level rise in the areas of business/economic development, emergency response and transportation planning, growth management, health and natural resources.



https://img.bestplaces.net/images/county/FL_Volusia%20county.png

Table 6: General Demographics - Volusia County

Total Population:	510,806
Change in Population (Census 2000–2010)	+ 51,250
Expected Population (BEBR 2045)	642,400
⁷ Median Home Value (ACS 2012–2016)	\$141,627.68
Median Household Income (ACS 2014)	\$44,037.12
Number of Jurisdictions	16

Table 7: Potential Vulnerable Populations - Volusia County

Total Population:	510,806
Families Below Poverty Level (ACS 2012–2016)	13,872
People Below Poverty Level (ACS 2012–2016)	83,166 (16.3%)
Population Age 65 and Over (ACS 2012–2016)	118,514 (23.2%)
⁸ Individuals who speak English less than Very Well (ACS)	20,372 (3.99%)
⁹ Total Persons Unemployed (ACS 2012–2016)	17,261
Unemployment Rate (ACS 2012–2016)	5.23
Occupied Household with No Vehicle (ACS 2012–2016)	13,012

⁷ The Census Bureau defines value as the "estimate of how much the property (house and lot, mobile home and lot, or condominium unit) would sell for if it were for sale. For vacant units, value was the price asked for the property"

⁸ Individuals age 5 and older who speak a language other than English at home and who speak English less than very well.

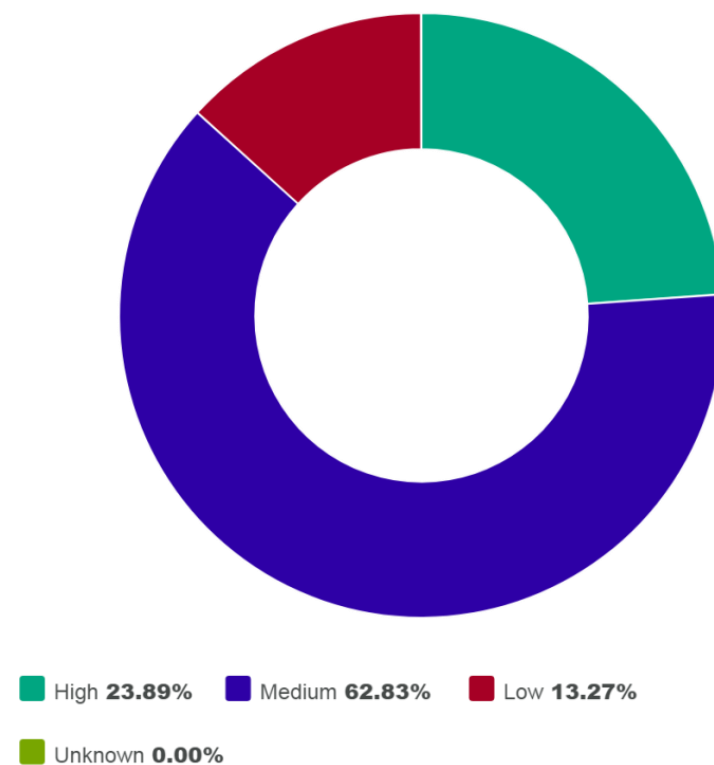
⁹ The Census Bureau defines the civilian unemployed population as "civilians 16 years old and over are classified as unemployed if they (1) were neither "at work" nor "with a job but not at work" during the reference week, and (2) were actively looking for work during the last 4 weeks, and (3) were available to accept a job.

Table 8: Environmental Parameters- Volusia County

Average Annual Volusia County Losses to Natural Hazards (Volusia County 2018)	\$30.9 Million
¹⁰ Air Quality– Respiratory Hazard Index	*1.48
Potential Number of Businesses Affected by Hurricane Irma (Dun and Bradstreet)	50,720
¹¹ Repetitive Loss Areas (VCEM 2018)	59

Social Vulnerability to Environmental Hazards (by count of Census Tracts)

ZIP Codes Visible Within Volusia County, FL¹²



mySidewalk.com · HVRI USC

¹⁰ *Respiratory Hazard Index of 1 or above means further monitoring is needed to determine if the pollutant levels will cause non-cancer adverse health effects.

¹¹ A repetitive loss area is a portion (or portions) of a community that includes buildings on FEMA's list of repetitive losses and also any nearby properties that are subject to the same or similar flooding conditions.

¹² This social vulnerability index measures the social vulnerability to environmental hazards in coastal states. SoVI numerical score is calculated by adding together social and demographic data components at the census tract level. The SoVI scores were then apportioned to other geographies using weighted block apportionment. High SoVI scores are areas with high social vulnerability to environmental hazards while low SoVI scores are areas with low social vulnerability to environmental hazards.

Business and economic vulnerabilities and resilience is essential for a community to understand the full picture of how to take steps to create a resilient community. The economic profile of Volusia County that follows details the most vulnerable industries to sea level rise by 2070 using the USACE High projection rate curve, an intermediate planning horizon. Businesses within the vulnerability buffer were located and categorized using the North American Industry Classification System (NAICS).

The ECFRPC developed an economic profile that details the most affected industries; Businesses within the buffer were located and categorized using the North American Industry Classification System (NAICS). The majority of the affected establishments belong to three economic subsectors (Table 9): Ambulatory Health Care Services, Professional, Scientific, and Technical Services, and Real Estate. *Ambulatory Health Care Services* provide services such as consultation, intervention, and rehabilitation; *Professional, Scientific, and Technical Services* are establishments engaged in processes where human capital is the major input and have production processes that are almost wholly dependent on worker skills. *Real Estate firms* are primarily engaged in renting or leasing real estate to others; managing real estate for others; selling, buying, or renting real estate for others; and providing other real estate related services, such as appraisal services.

Table 9: Most Vulnerable Economic Subsectors by Number of Establishments- Volusia County

Most Vulnerable Economic Subsectors by Number of Establishments	
Industry Description	Total # of Businesses
Ambulatory Health Care Services	761
Professional, Scientific, and Technical Services	749
Real Estate	641
All Other 3 Digit NAICS	5,226

Source: referenceusagov.com

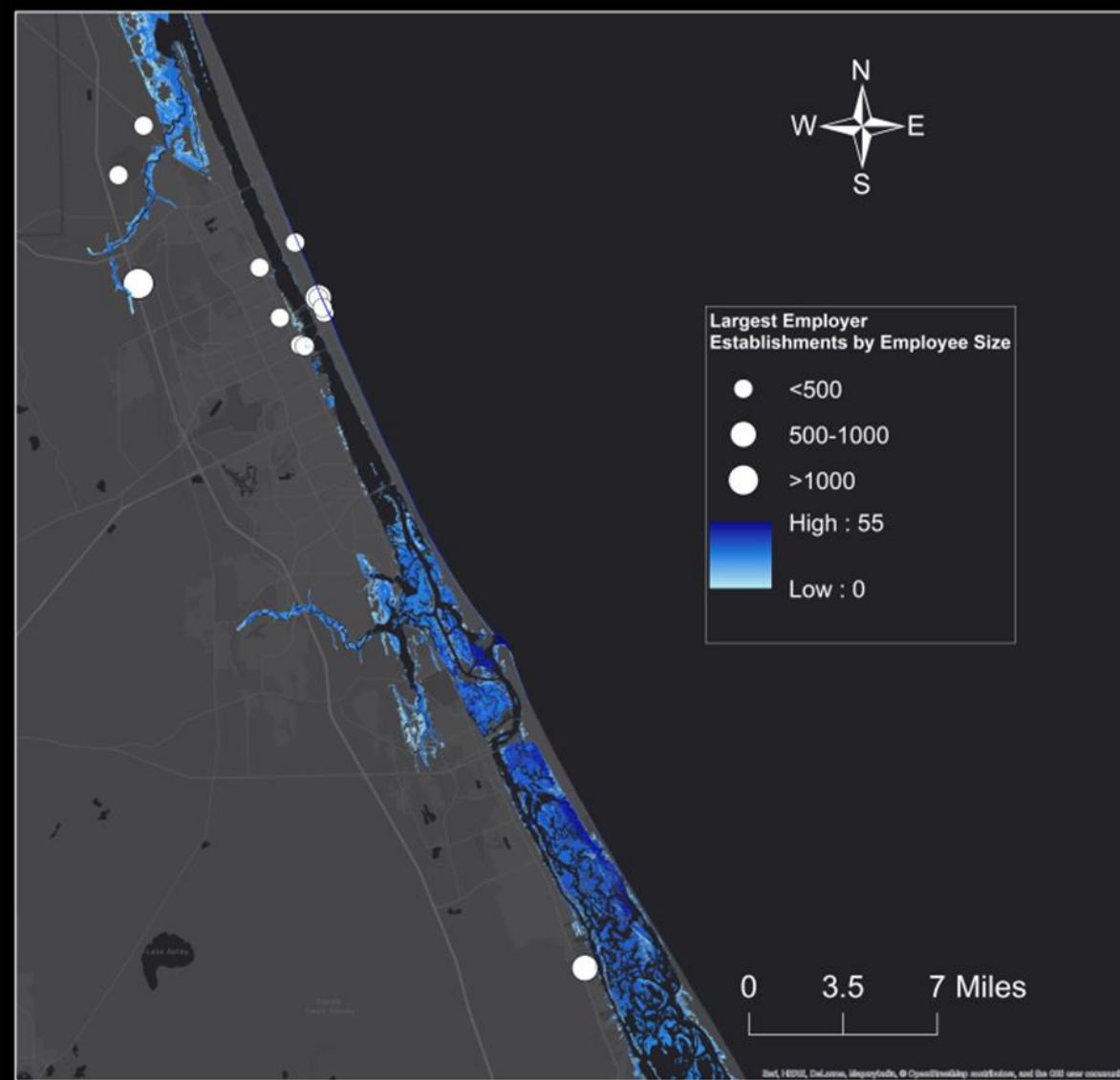
According to InfoGroup's industry analysis, 7,000 businesses were found within the search-boundary. Six employers in the search-boundary have over 400 employees (Table 10). Two of the area's largest employers are medical facilities. The Florida Hospital Memorial Medical Center is the largest employer with nearly 1,800 individuals (Table 10).

Table 10: Largest Employers Located within Inundation Area - Volusia County

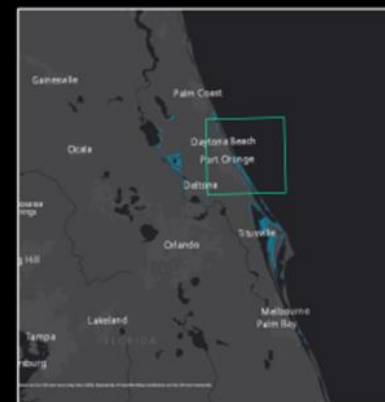
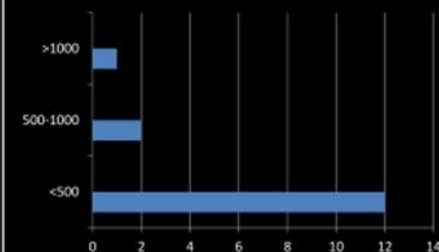
Largest Employers Located within Inundation Area		
Name	Description	Estimated Employees
Florida Memorial Hospital	General Medical and Surgical Hospitals	1,755
Florida Hospital New Smyrna	General Medical and Surgical Hospitals	700
Boston Whaler	Boat Manufacturer	500
Oceans Water Spa	Beauty Salon	500
Department of Child and Families	Public Administration	430
Florida Health Care Plans	Office Physicians	400

The map on the following page represents the areas anticipated to be impacted by 2.85 feet of sea level rise by 2070 (U.S. Army Corps of Engineers) and vulnerable employer establishments by number of employees. The table illustrates the top 15 largest vulnerable employers. The majority of the vulnerable employers have less than 500 employees.

Volusia County 2070 Inundation



Largest Employers by Size



Sources: InfoGroup, University of Florida GeoPlan Center, ECFRPC

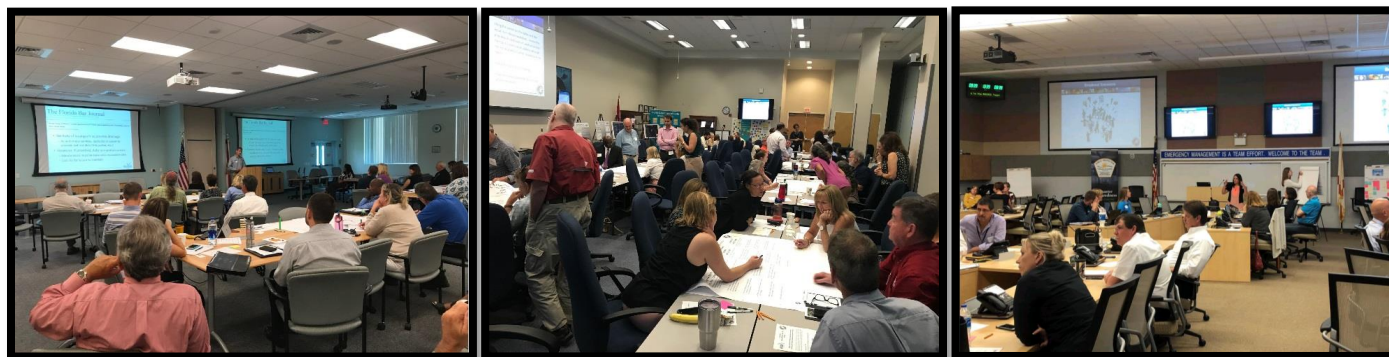
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Stakeholder Engagement Findings

The East Central Florida Regional Planning Council with direction and oversight from the East Central Regional Resiliency Action Plan Steering Committee and Stakeholder Engagement Sub-Committee conducted a policy integration survey and hosted six stakeholder engagement workshops between May and August of 2018.

A “Plan and Policy Resiliency Integration” survey was conducted to provide insight into the progress of integrating resiliency into various local and regional plans and policies. The survey results facilitated the identification of gaps, needs and actionable items aimed at supporting resilient and sustainable coastal communities in the region. One of the principle conclusions of the survey was a lack of resources in order to conduct the analysis, planning and implementation of resilience strategies and policies across jurisdictions and agencies. The full “Plan and Policy Resiliency Integration” survey report can be found in Appendix B.

The six workshops resulted in a total of 200 stakeholders participating in the workshops. The workshops not only focused on educating attendees about the overall project, laws pertaining to resilience, case studies of adaptation measures, and legal cases associated with resilience, but were designed to solicit input from the stakeholders to increase the ability of local and regional stakeholders to implement resiliency and climate adaptation strategies across disciplines. The results of the six workshops helped to create the objectives and action items in the East Central Florida Regional Resiliency Action Plan – Brevard and Volusia Counties. A full detailed report highlighting the findings associated with the workshops can be found in the Appendix B.



Regional Planning for Sea-Level Rise Recommendation

A regional, coordinated approach to planning for sea level rise is important as agencies and communities identify potential risks to infrastructure, plan for future land uses, and determine appropriate mitigation and adaptation measures to minimize the risks of future flooding and inundation. One way that local governments can collaborate is to create sea level rise projections that are jointly developed and utilized across a defined area. Two examples of successful Florida regional coordinated sea level rise adaption workgroups that have undertaken such efforts include:

- The *Southeast Florida Regional Climate Change Compact* which was established in 2010 by Broward, Miami-Dade, Monroe, and Palm Beach Counties as a mechanism for coordinating climate change mitigation, adaption, and associate policy development across the four counties. The Compact's Technical Ad Hoc Working group comprised of experts from local universities, scientists from NOAA and the U.S. Geological Survey, and civil engineers in public service, worked together with the USACE to create 2011, and later, the [2015 Unified Sea Level Rise Projection](#) which establishes a single baseline for regional adaptation planning and provided the foundation for the [Southeast Florida Regional Climate Change Action Plan 2.0](#).
- The Tampa Bay Climate Science Advisory Panel, an ad hoc network of scientists and resource managers in the Tampa Bay region (Pinellas, Hillsborough, Manatee, and Pasco counties) formed in 2014, with the goal of developing recommendations for local governments and regional agencies addressing climate change mitigation strategies associated with sea level rise in the Tampa Bay Region. The [Recommended Projection of Sea Level Rise in the Tampa Bay Region](#) was developed by the Panel in 2015. The projection model is used as guidance for the Tampa Bay Regional Planning Council One Bay Resilient Communities workgroup and provided foundation for [The Cost of Doing Nothing Report](#) in 2017.

It is important to note that the unified sea level rise projections reached by both groups are regionally specific and rely on tidal gauge data sourced from within each region.

Based upon the latest updates to the NOAA projection rate curves, the 2017 FEMA Community Rating System (CRS) Manual update, and the past sea level rise vulnerability assessments, as well as the findings from [NOAA Technical Report NOS CO-OPS 083](#) concerning the current and future occurrence of nuisance flooding, the ECF RRAP sub-

committee developed an approach to integrating these projections into planning processes and plans. The formal recommendation of the sub-committee is described below. The full Regional Planning for Sea Level Rise report is located in the Appendix C.

Formal Recommendation

The East Central Florida Regional Resiliency Action Plan's sea level rise projection sub-committee provides the following recommendation for the east central Florida region for planning for sea level rise:

No one projection rate curve should be used for planning purposes across all projects and programs. Instead, a range of rise should be considered based upon the vulnerability, allowable risk, and project service life and the forecast project "in-service" date of a facility or development. The range should include a minimum rise of 5.15 feet by 2100 (2013 USACE High) with an upper range of 8.48 feet by 2100 (2017 NOAA High). Short-term planning should consider impacts out to 2040 (20-year planning horizon), medium-term planning should consider impacts out to 2070 (50-year planning horizon), and long-term planning should extend out to 2100 (80-year planning horizon). Adaptation plans of the community should also be taken into consideration when planning, engineering and constructing infrastructure relative to sea level rise and flooding to ensure consistency with community development plans.

Upper Bound Description

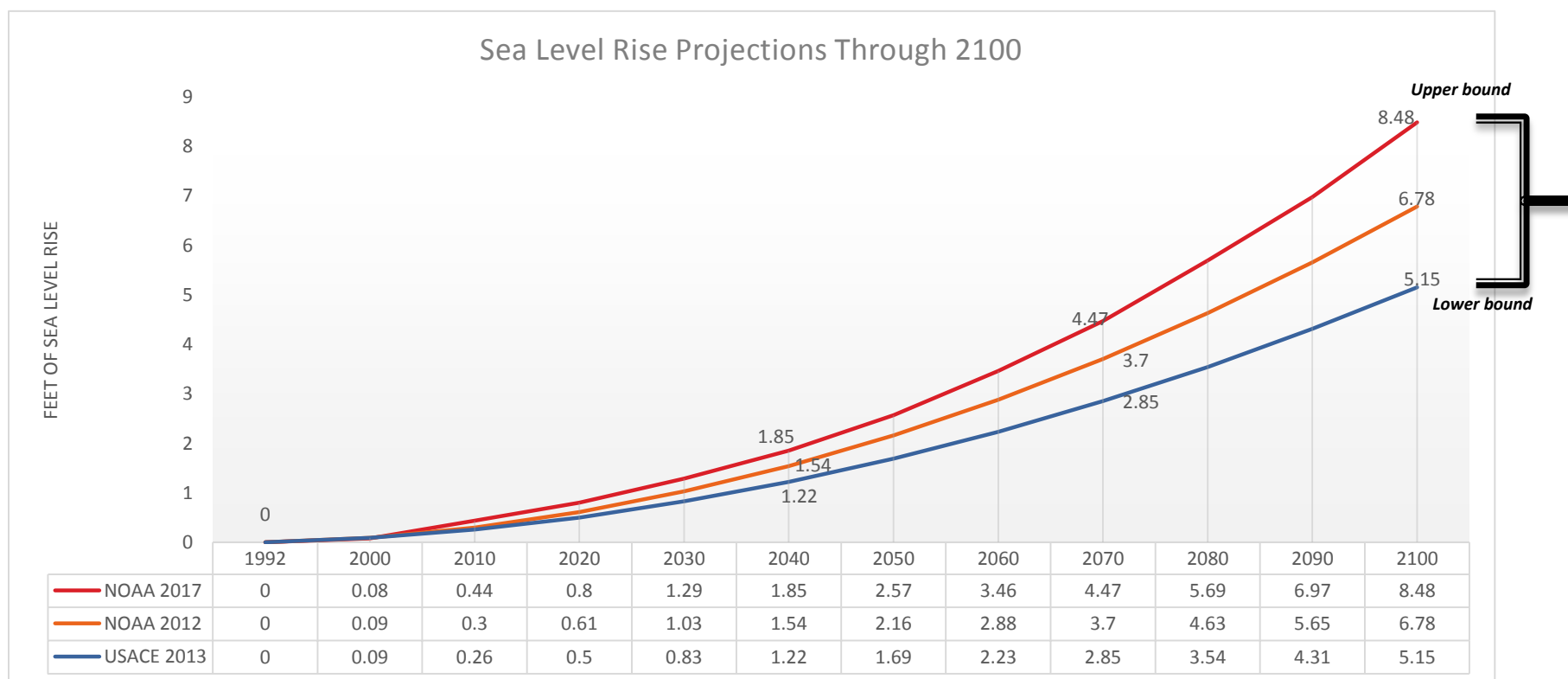
The sea level rise estimates associated with the NOAA 2017 high rate curve are recommended as the upper bound of the planning scenario. These data are recommended for assessment and adaptation, mitigation and minimization planning of those facilities that have little risk tolerance and long functional life span, as well as new/proposed (re)development or significant intensification on previously minimally developed land that may be on future fringes of vulnerable areas. The upper bound of sea level rise planning should consider the local estimate for the forecasted year of facility life expectancy based on in-service date. USACE guidance requires a 100-year potential service life of large infrastructure projects. These projects along with new community development projects should include an approved adaptation strategy prior to construction consistent with the community's adaptation plan. It is recommended that facilities necessitating an upper bound of sea level rise planning are recommended to plan for a minimum rise in sea level of 1.85 feet by 2040, 4.47 feet by 2070 and 8.48 feet by 2100.

Lower Bound Description

The recommended minimal or lower bound of planning level for consideration is the USACE 2013 High Rate Curve or a minimum planning of 5.15 feet of rise by 2100 (1.22 ft. by 2040 and 2.85 ft. by 2070). This minimal planning level would be recommended for facilities that are less vulnerable, have a greater risk tolerance to flooding, are of little impact in terms of the health, safety and welfare of the community, facilities with a short time-frame of functionality or facilities that are easily relocated or planned for relocation. Using the USACE 2013 High Rate Curve as a minimum ensures that CRS activities applying even this lower bound are eligible for CRS credits under the 2017 CRS manual.

The following figure illustrates the recommended range for sea level rise planning and includes the projected rise in sea level by decade. The 2012 NOAA High projection is included for reference to illustrate the change in projection for this rate curve since the initial 2012 assessment.

Figure 2: ECF Regional Resiliency Action Plan Recommended Bounds for Planning for Sea Level Rise



Action Plan Matrix

The Framework for the ECF RRAP was based on the 100 Resilient Cities program of the Rockefeller Foundation which works with cities around the world to help them “become more resilient to the physical, social and economic challenges that are a growing part of the 21st Century”. The action plan, which focuses on a five-year planning horizon, is based around the four main focus of the 100 Resilient Cities program: Leadership and Strategy, Economic and Society, Infrastructure and Environment, and Health and Wellbeing. It is important to note that this action plan encompasses a variety of resiliency aspects and aims to incorporate discussion on infrastructure (water, energy, waste, etc.), health, planning, emergency preparedness, economics and leadership as they revolve around a more environmental “shock and stressor” approach. However, this framework allows for the replicability and refinement of the plan on a local or agency level to incorporate additional actions to address resilience to additional localized shocks and stressors. The Action Plan not only provides a matrix of actions for various levels of government from local to federal, but also includes actions for partnerships across agencies, not-for-profits, the business sector and other stakeholders.

The following pages include the ECF RRAP Matrix which is broken into the four main focus areas and the subsequent objectives associated with each area. Action items to address the objectives have been arranged based upon the suggested year (1–5) of implementation or “on-going” for tasks that should be conducted every year or continuously. Each action item has been “assigned” an agency or jurisdictional department where appropriate to complete or lead the task. Where applicable, an existing or future plan has been identified that may be impacted or developed as a result of the action item. It is important to note that, as this is a regional plan, the department nomenclature may not be applicable to all jurisdictions and it is recommended to identify those items that would fit appropriately within various jurisdictional departments. It should be also noted that while all jurisdictions (or agencies) have required plans such as the comprehensive plan, other plans or documents may be considered a best practice of another community or agency. Finally, this action plan provides opportunity replicability and refinement of the plan on a local or agency level to incorporate additional actions to address local resilience to more shocks and stressors and assign tasks more specifically unique to that particular community. The electronic version of this action plan (excel) can be found here: <https://www.perilofflood.net/ecfresiliency>

Goal 1: Leadership & Strategy - *Promote leadership, education and empowerment both in government, and public and private sectors to foster the implementation of resiliency strategies across disciplines and communities.*

- LS1: Incorporate resiliency into local and regional plans, policies and objectives.
- LS2: Plan fiscally to implement resilient and sustainable solutions to long-term impacts.
- LS3: Implement strategies to promote adaptive measures that keep people and property safe from natural hazards.
- LS4: Engage and educate private sector stakeholders, elected officials and other members of the community about strategies to increase resilience in the built, natural, and social environment

Goal 2: Economic & Society - *Provide opportunities and strategies to foster economic prosperity and improve social equity and justice in preparation for and recovery from stressors and shocks.*

- ES1: Protect high-value assets from natural hazards.
- ES2: Educate business about access to funding and financing services related to resiliency and sustainability.
- ES3: Facilitate and support the efficient recovery of business operations after an event.
- ES4: Increase skilled labor force.
- ES5: Improve social equity and justice in decision making process.

Goal 3: Infrastructure & Environment - *Encourage development of cross-disciplinary plans, policies and strategies to protect the health, safety and economic welfare of residents, businesses and visitors through recognition that natural disasters, changes to climate, and human manipulation require careful consideration of when and how to develop infrastructure, natural resources and a built environment that can withstand and adapt to these changes.*

- IE1: Prioritize the use of Green Infrastructure as a first line of defense.
- IE2: Promote interconnectivity of natural lands for habitat migration.
- IE3: Enhance stormwater systems to be more resilient.
- IE4: Improve water quality in surface water bodies.
- IE5: Incorporate resiliency into local and regional plan, policies and objectives.
- IE6: Preserve and adapt the built environment to keep people safe from and mitigate current and future natural hazards.
- IE7: Improve community mobility while improving vulnerable transportation infrastructure.

Goal 4: Health & Well Being - *Create resilient communities by facilitating programs, opportunities, and community-wide education pertaining to local sustainability, disaster response, and climate change mitigation strategies.*

- HW1: Improve capacity of jurisdictions to better respond to hazard events.
- HW2: Improve capacity of medical facility operations to prepare for and recover from natural disasters and future conditions.
- HW3: Promote sustainable practices in government owned facilities.
- HW4: Engage residents and business owners with locally relevant information about expected future changes in natural hazards and sustainable practices.
- HW5: Improve access to resources for the homeless, special needs, elderly, low income, and English-limited residents.

Goal	Objective	Action	Agency or Department	Task	Year	Related Plans
Leadership & Strategy	LS1: Incorporate resiliency into local and regional plans, policies and objectives.	LS1.1	ECFRPC All Jurisdictions	Work with experts, agencies, public, stakeholders and elected officials across the region to develop the framework of a regional collaborative to focus on resilience.	1	
		LS1.2	ECFRPC	Evaluate existing programs as related to regional resilience action programs and plans.	1	
		LS1.3	Planning Department Sustainability Board Brevard County Sustainability Working Group	Create a jurisdiction-wide Sustainability/Resiliency Plan through the recommendations of the Sustainability Board, if applicable.	2	Sustainability Plan
		LS1.4	ECFRPC All Jurisdictions	Formalize the framework of the regional resilience collaborative through resolution.	2	
		LS1.5	All Jurisdictions	Secure a Chief Resiliency and/or Sustainability Officer to coordinate with private and public sectors.	2	
		LS1.6	All Jurisdictions All Agencies	Prioritize the review of all plans, policies and procedures to assess inclusion of resilience strategies or impediments, if not already completed.	3	
		LS1.7	All Jurisdictions All Agencies	Participate in a county-wide workshop to share best practices, needs and progress of local planning in regards to implementing the action plan and other resilience strategies (local level).	4	
		LS1.8	ECFRPC All Jurisdictions	Reassess existing framework and goals of the regional resilience collaborative.	5	
		LS1.9	All Jurisdictions	Reassess indicators established in the local Sustainability/Resiliency Plan.	5	

Leadership & Strategy: Incorporate resiliency into local and regional plans, policies and objectives.

Goal	Objective	Action	Agency or Department	Task	Year	Related Plans
Leadership & Strategy	LS2: Plan fiscally to implement resilient and sustainable solutions to long-term impacts.	LS2.1	All Local Government Commission All Jurisdictional Departments Public	Assess CIP to ensure inclusion of sustainable and resilient projects.	1	Capital Improvement Plan/Element
		LS2.2	Public Works Department All Local Government Commission	Procure funding and staff/contractor to update all stormwater system facilities in a master GIS database.	1	
		LS2.3	Local Government Commission Jurisdictional Departments Public Natural Resources Department Watershed Management Program	Conduct budgeting workshops and surveys to determine appropriate ways to build reserves and adjust budgets to include specific line items to be proactive in creating and maintaining sustainable and resilient communities.	2	
		LS2.4	All Local Government Commission All Jurisdictional Departments Public	Conduct survey of stakeholders to assess priority and funding of conservation lands and green infrastructure.	3	
		LS2.5	All Local Government Commission	Investigate and develop innovative long-term funding and revenue generators.	4	
		LS2.6	All Local Government Commission	Implement reserve building strategies incrementally to be proactive in creating sustainable and resilient communities.	4	
		LS2.7	All Local Government Commission All Jurisdictional Departments	Reassess budgeting and CIP involving resilient and sustainable projects to ensure continuing inclusion.	5	Capital Improvement Plan/Element
		LS2.8	SJRWMD Natural Lands Programs Natural Resource Department FDEP 1000 Friends of Florida NGOs	Evaluate strategies and alternative analysis for longer term funding for acquisition / management program.	5	

Leadership & Strategy Plan fiscally to implement resilient and sustainable solutions to long-term impacts.

Goal	Objective	Action	Agency or Department	Task	Year	Related Plans
Leadership & Strategy	LS3: Implement strategies to promote adaptive measures that keep people and property safe from natural hazards.	LS3.1	Natural Resources Department Planning Department SJRWMD UF IFAS Extension Natural Resources Conservation Service (USDA)	Assess and update LDC as necessary to allow private land owners to implement native vegetation programs, or other efforts that allow water to be treated on site.	1	
		LS3.2	Planning Department	Research appropriate parking standards for the community, and identify parking lots that can potentially be downsized to include green infrastructure and permeable surfaces as well as strategies to mitigate the heat island effect.	1	
		LS3.3	Natural Resources Department Planning Department	Streamline the permit process in order to allow private land owners to implement native vegetation programs, or other efforts that allow water to be treated on site.	2	Department Permitting Handbook
		LS3.4	Sustainability Boards All Jurisdictions ECFRPC	Ensure passing of information and infographic templates to and from agencies and jurisdictions through websites to better relay information.	2	
		LS3.5	Planning Department	Update parking standards within Land Development Regulations to allow for additional space to include green infrastructure, permeable surfaces and other strategies that mitigate the heat island effect.	2	Land Development Regulations
		LS3.6	Planning Department Public Works Department	Prioritize public and private parking lots that can be retrofitted to include more permeable surface to reduce stormwater loads and treat water on-site.	3	
		LS3.7	Utilities Department Emergency Management Public Works Department	Add stormwater mitigation efforts in parking lots to the stormwater management plan, LDRs, CIE where necessary and find best areas for retrofitting opportunities.	4	Stormwater Management Plan Comprehensive Plan Land Development Regulations
		LS3.8	Utilities Department Public Works Department	Reassess improvements to stormwater run-off and quality in areas of new projects.	5	

Leadership & Strategy: Implement strategies to promote adaptive measures that keep people and property safe from natural hazards.

Goal	Objective	Action	Agency or Department	Task	Year	Related Plans
Leadership & Strategy	LS4: Engage and educate private sector stakeholders, elected officials and other members of the community about strategies to increase resilience in the built, natural, and social environment.	LS4.1	ECFRPC All Jurisdictions	Find champions and strong advocates both elected and non-elected to participate in the regional resilience collaborative and locally.	On-going	
		LS4.2	All Local Government Commission All Jurisdictional Departments ECFRPC Florida Sea Grant	Conduct new leadership orientation.	On-going	
		LS4.3	ECFRPC	Create a regional education plan/tool box for use across the region for all levels and sectors both private and public as well as citizens.	1	
		LS4.4	Sustainability Board Planning Department Economic Development Commission UF IFAS Extension	Hold workshops or one-on-one meetings with private sector stakeholders to educate and train them on sustainable practices.	1	
		LS4.5	All Local Government Commission	Assess applicability of a Sustainability Board and develop goals for the board with a diverse group of stakeholders.	1	
		LS4.6	Sustainability Board	Create a social media account for the Sustainability Board.	1	
		LS4.7	Sustainability Board Planning Department UF IFAS Extension	Develop sustainability trainings for elected officials, boards, and staff that includes information on hazard mitigation and sustainability principles.	1	Sustainability Plan

Leadership & Strategy: Engage and educate private sector stakeholders, elected officials and other members of the community about strategies to increase resilience in the built, natural, and social environment.

Goal	Objective	Action	Agency or Department	Task	Year	Related Plans
		LS4.8	Sustainability Board Planning Department Economic Development Commission UF IFAS Extension	Hold workshops or one-on-one meetings with elected officials to inform them on sustainable practices.	1	
		LS4.9	Natural Resource Department UF IFAS Extension	Create workshops and info graphics to educate the public and elected officials about economic and mitigation benefits of ecosystem services.	2	
		LS4.10	RAPP Steering Committee ECFRPC	Host a Regional Climate Summit.	2	
		LS4.11	Sustainability Board Planning Department Economic Dev't Commission Natural Resource Department UF IFAS Extension	Develop an educational outreach plan with all appropriate departments to ensure stakeholders and elected officials are continuously engaged and educated about resilience at important junctures.	3/ on- goin g	
		LS4.12	Natural Resource Departments Sustainability Boards UF IFAS Extension	Conduct the series of natural resource workshops for the public and elected officials to educate them about economic and mitigation benefits of conservation lands etc.	3	
		LS4.13	Planning Department Sustainability Board RRAP Steering Committee ECFRPC UF IFAS Extension Regional Stakeholders	Provide outreach and educational opportunities to residents to learn about the importance of developing away from the natural hazard zones.	3	
		LS4.14	Sustainability Board Planning Department UF IFAS Extension	Develop volunteer initiatives based off of the educational opportunities in order to continue learning through hands-on activity.	4	

Leadership & Strategy: Engage and educate private sector stakeholders, elected officials and other members of the community about strategies to increase resilience in the built, natural, and social environment.

Goal	Objective	Action	Agency or Department	Task	Year	Related Plans
		LS4.15	Sustainability Board Planning Department Economic Dev't Commission Natural Resource Department UF IFAS Extension	Re-evaluate workshops and educational materials to determine gaps and lessons learned.	4	
		LS4.16	Sustainability Board Planning Department Economic Development Commission UF IFAS Extension Natural Resource Department	Using findings from LS4.15, update educational outreach plan, programs and materials.	5	
		LS4.17	Sustainability Board UF IFAS Extension Planning Department	Reassess engagement techniques and areas that would benefit from more participation/education of the community.	5	

Leadership & Strategy: Engage and educate private sector stakeholders, elected officials and other members of the community about strategies to increase resilience in the built, natural, and social environment.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Health & Well Being	HW1: Improve capacity of jurisdictions to better respond to hazard events.	HW1.1	Emergency Management Votran SCAT	Update evacuation plans to represent newest data of areas that are transportation dependent that will need assistance in evacuation and re-entry.	on-going	Evacuation Plans Special Needs Registry
		HW1.2	Emergency Management Votran SCAT	Identify/update, within the countywide COOP and transit plans, a listing of priority transit routes for operation after a natural hazard event - as needed.	on-going	County Post-Disaster Recovery Plans CEMP Annex
		HW1.3	Emergency Management	Identify staging areas for fueling trucks pre and post disaster for efficient evacuation and re-entry.	on-going	County COOP Plans
		HW1.4	Public Works Department Emergency Management Planning Department	Assess potable water supplies and infrastructure from natural disaster impacts such as sewage infiltration.	on-going	
		HW1.5	Emergency Management All Jurisdictional Departments	Update plans to include information gathered from Hurricane Irma After Action Reports.	1	
		HW1.6	Emergency Management	Identify and prioritize critical facilities, including storm/wastewater, waste management, transportation, etc. with generator needs and add to the appropriate funding list (i.e. LMS, CIP, etc.).	1	LMS CEMP COOP
		HW1.7	Public Works Department Emergency Management CERT	Investigate the feasibility of and needs associated with alternative energy fleet vehicles for emergency response use.	2	County COOP Plans Capital Improvement Plan/Element

Health & Wellbeing: Improve capacity of jurisdictions to better respond to hazard events.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		HW1.8	Emergency Management USDA Florida Department of Agriculture	Work with ranchers and farmers to determine gaps and needs associated with livestock and farming preparedness and recovery, especially, excessive long-term flooding.	2	
		HW1.9	ECFRPC Economic Development Commission Chambers of Commerce	Assess economic development plans, CRA plans, etc. for diversification and identify adaptive measures to economic vulnerabilities. (CDBG)	3	
		HW1.10	Emergency Management Department of Health United Way IFAS DACS Food Pantries Faith Based Organizations	Assess food insecurity in vulnerable populations to prepare for hazard events.	3	
		HW1.11	Emergency Management ECFRPC	Develop/Re-convene long-term care working group with the goal to create a county-wide model for preparedness and recovery and coordinate and determine an agency responsible.	4	
		HW1.12	Emergency Management	Identify funding to secure generators for facilities identified in HW1.7.	4	LMS CEMP COOP

Goal	Objective	Action	Agency	Task	Year	Related Plans
		HW1.13	Emergency Management Department of Health United Way IFAS DACS Food Pantries Faith Based Organizations	Work with food pantries and other resources to close the gaps identified in analysis HW1.10.	4	
		HW1.14	Public Works Department Emergency Management Planning Department	Reassess gaps in response to hazard events and address those gaps in future plans.	5	

Goal	Objective	Action	Agency	Task	Year	Related Plans
Health & Well Being	HW2: Improve capacity of medical facility operations to prepare for and recover from natural disasters and future conditions.	HW2.1	Emergency Management Medical Facilities	Hold training workshops at medical facilities that test response and evacuations from a hazard event.	on-going	Facility COOP plans Facility Evacuation/Response Plans
		HW2.2	Emergency Management Planning Department Medical Facilities	Assess vulnerability to medical facilities (hospitals, hospices, dialysis centers, assisted living facilities, nursing homes, etc.), helicopter pads and access points from sea level rise, flooding and storm surge impacts.	1	TPO and Local Vulnerability Analyses
		HW2.3	Emergency Management Medical Facilities	Develop or update plans for natural disasters such as strong hurricanes and tornadoes.	2	Facility COOP plans Facility Evacuation/Response Plans
		HW2.4	Emergency Management Medical Facilities	Provide county and City emergency management with current response and evacuation plans (and as updated).	3	
		HW2.5	Planning Department Medical Facilities	Determine mitigation/adaptation strategies for identified vulnerabilities to medical facilities and develop implementation plan.	3	
		HW2.6	Planning Department Building/Zoning Department Sustainability Board	Assess and update future land use and zoning codes to limit or mitigate the placement of medical facilities in vulnerable areas.	4	
		HW2.7	Emergency Management Medical Facilities	Reassess/update COOP and other plans with findings from the workshop in Action HW2.1	5	Facility COOP plans Facility Evacuation/Response Plans

Health & Wellbeing: Improve capacity of medical facility operations to prepare for and recover from natural disasters and future conditions.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Health & Well Being	HW3: Promote sustainable practices in government owned facilities.	HW3.1	Planning Department	Reassess budgets to determine for proactive resiliency and sustainability funding.	on-going	
		HW3.2	Planning Department	Assess feasibility of a sustainability program within the City and audit existing programs in other Cities as well as incentive programs such as Florida Green Building Coalition and the LEED program.	1	
		HW3.3	Planning Department	Develop priorities, actions and goals in a local government section of a Sustainability Plan to include a focus on government owned facilities. (where applicable)	2	
		HW3.4	Planning Department	Identify locations for electric charging stations, especially near/at publicly-owned properties and high employment areas.	2	
		HW3.5	Planning Department	Update local codes and policies to promote sustainable and Low Impact Development practices for government owned facilities.	3	Comprehensive Plans Land Development Codes
		HW3.6	Planning Department Building/Zoning Department Sustainability Board	Develop programs to install community gardens and green roofs on public buildings and on buildings within the community (where applicable).	3	Sustainability Plan
		HW3.7	GIS Department Sustainability Board	Conduct energy audit within jurisdiction and develop strategies to mitigate the effects.	3	Sustainability Plan
		HW3.8	School Board Planning Department	Work with the school board to maximize the use of green building techniques and sustainable practices to support the local government Sustainability Plan and to provide hazard mitigation opportunities.	3	Sustainability Plan

Health & Wellbeing: Promote sustainable practices in government owned facilities.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		HW3.9	Planning Department Building/Zoning Department Sustainability Board	Assess and update future land use and zoning codes to limit or mitigate the placement of government buildings in vulnerable areas, including areas projected to be significant impacted by sea level rise by 2100.	4	
		HW3.10	Planning Department Building/Zoning Department Sustainability Board	Reassess sustainability plan and metrics associated with the implementation of sustainable building practices in government facilities.	5	

Health & Wellbeing: Promote sustainable practices in government owned facilities.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Health and Wellbeing	HW4: Engage residents and business owners with locally relevant information about expected future changes in natural hazards and sustainable practices.	HW4.1	Emergency Management All Jurisdictions	Develop and implement campaign to include in hurricane preparedness season to communicate dangers of do-it-yourself tasks and home generators with residents.	on-going	CEMP
		HW4.2	Planning Department Building Department Sustainability Board	Evaluate existing programs in other jurisdictions and agencies aimed at educating residents and business owners about imminent natural hazards and sustainable practices, such as the City of Orlando Greenworks, FGBC, PACE.	on-going	Sustainability Plan
		HW4.3	Sustainability Boards IFAS Non-profits	Work with volunteers like religious institutions, clubs, schools etc. for beach clean-up, tree planting, bioswale creation, urban farming and other hands-on events.	ongoing	
		HW4.4	FEMA Sustainability Boards Emergency Management	Conduct in-depth community outreach events outside of the storm season to identify needs and barriers associated with resource accessibility and disaster response.	on-going	CEMP
		HW4.5	Planning Department Building Department Sustainability Programs Public Schools PIO's PIN Joint Info Center	Create a working group of staff and sustainability board to collaborate on the best approach for educating residents and business owners about imminent natural hazards, sustainable practices, and the heat island effect.	1	Sustainability Plan

Health & Wellbeing: Engage residents and business owners with locally relevant information about expected future changes in natural hazards and sustainable practices.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		HW4.6	Planning Department Building Department Sustainability Board Chambers of Commerce	Develop a "Resilient Homes" program or encourage participation in an existing program based on findings from program evaluation in HW4.2.	2	Sustainability Plan
		HW4.7	Emergency Management	Education about early warning systems that inform residents via reverse-911 and social media outlets of high tide or coastal flooding events.	2	County COOP Plan
		HW4.8	Health Departments	Engage in public outreach related to the heat island effect and the risks associated with heat exhaustion and increased local temperatures.	2	
		HW4.9	Planning Department Building/Zoning Department Sustainability Board	Develop indicators and begin tracking data to develop a baseline for future assessments.	3	Sustainability Plan
		HW4.10	Planning Department Building Department Sustainability Board Chambers of Commerce	Develop or utilize existing incentives to increase the energy efficiency and resilience of homes and businesses.	3	Sustainability Plan

Health & Wellbeing: Engage residents and business owners with locally relevant information about expected future changes in natural hazards and sustainable practices.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		HW4.11	Planning Departments Sustainability Board	Educate and engage community in improving tree canopy through plantings on residential properties as well as events (Florida Friendly Landscaping / Energy Efficiency).	4	Sustainability Plan
		HW4.12	Planning Department Building Department Sustainability Board	Develop "Return on Investment" Infographic on various resilient and sustainable strategies for homeowners and businesses.	4	Sustainability Plan
		HW4.13	Planning Department Building Department Sustainability Board	Distribute infographic via website, social, board/committees, etc.	4	Sustainability Plan
		HW4.14	Planning Department Building/Zoning Department Sustainability Board	Reassess sustainability plan and metrics associated with the implementation of sustainable and resilient programs and incentives in the community.	5	Sustainability Plan

Health & Wellbeing: Engage residents and business owners with locally relevant information about expected future changes in natural hazards and sustainable practices.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Health & Well Being	HW5: Improve access to resources for the homeless, special needs, elderly, low income, and English-limited residents.	HW5.1	Emergency Management	Continue to provide preparedness and storm-related information/alerts for English-limited populations including spanish and creole in all formats (in compliance with Title VI and ADA guidelines).	on-going	CEMP
		HW5.2	Emergency Management PIN and JINC	Continue “primary” social media account relays all disaster-related information.	on-going	CEMP
		HW5.3	Emergency Management Faith based organizations Non-profits	Continue to utilize pre-registration to identify shelters for special needs and seniors within the community.	on-going	
		HW5.4	Emergency Management Faith based organizations Non-profits	Prioritize and utilize the Idignity Program to ensure residents have essential documents before disasters.	on-going	
		HW5.5	Emergency Management Faith based organizations	Conduct in-depth community outreach events outside of the storm season to identify needs and barriers associated with resource accessibility and disaster response.	on-going	
		HW5.6	Emergency Management	Reassess marketing and registration process for special needs registration and determine how to fill gaps and better reach the special needs community.	1	
		HW5.7	Transit Agencies	Reassess transit routes and stops based on new development, resources, jobs, and transit dependent communities.	2	

Health & Wellbeing: Improve access to resources for the homeless, special needs, elderly, low income, and English-limited residents.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		HW5.8	Emergency Management	Implement improvements to the marketing and registration process for special needs registration as found in HW 5.6.	2	
		HW5.8	Planning Department Housing and Human Services Zoning Department	Identify areas outside vulnerabilities to encourage/incentivize the development of affordable housing.	2	Comprehensive Plan
		HW5.9	Planning Department Housing and Human Services	Assess plans and policies to encourage development of future affordable housing choices outside of vulnerable areas and with access to transit, jobs, and resources.	3	Comprehensive Plan
		HW5.10	All Jurisdictional Departments	Reassess plans and procedures to determine remaining gaps and success of implemented procedures.	5	

Health & Wellbeing: Improve access to resources for the homeless, special needs, elderly, low income, and English-limited residents.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Economic & Society	ES1: Protect high-value assets from natural hazards.	ES1.1	NASA Port Canaveral Patrick Air Force Base All Jurisdictions FDOT	Conduct assessment of land use and facilities to determine vulnerabilities to sea level rise, storm surge, coastal erosion and flooding. Reassess existing assessments to new RRAP sea level rise recommendations if NOAA 2017 was not included.	1	
		ES1.2	Emergency Management Economic Dev't Commission Chambers of Commerce	Identify local businesses such as gas stations, food suppliers or others that provide specific services or resources vital for recovery, thus classify them as critical facilities.	1	Business Resiliency Action Plan County COOP Plan
		ES1.3	Port Canaveral	Assess vulnerabilities and capabilities of service and access points for critical post-storm services such as fuel tanker fill stations and discernment. Find highest risk/ short term vulnerabilities for 2040.	1	
		ES1.4	Port Canaveral	Model changes in future water main pressure from the potential impacts of sea level rise to ensure that fuel stations will function properly after storm events in the long term.	2	
		ES1.5	NASA Port Canaveral Patrick Air Force Base All Jurisdictions FDOT	Update plans, policies, and procedures to implement the RRAP sea level rise to be included in asset development and mitigation efforts to include timeframes relevant to long-lasting, critical infrastructure.	2	
		ES1.6	Economic Development Agencies	Using vulnerability analysis findings, identify vulnerable areas of economic significance.	2	
		ES1.7	Planning Department	Develop and adopt policy language that prohibits the development of high value assets in vulnerable areas or if necessary, are mitigated to the greatest extent possible.	2	
		ES1.8	NASA Port Canaveral Patrick Air Force Base Planning Department Emergency Management FDOT	identify strategies and policies related to resilient rebuilding in identified vulnerable areas such as how to build back better, risk informed construction standards, streamlined processes for post disaster reconstruction, debris removal / pre-identified debris management resources, and a guide regeneration.	3	

Goal	Objective	Action	Agency	Task	Year	Related Plans
		ES1.9	NASA Port Canaveral Patrick Air Force Base Planning Department FDOT	Conduct an assessment of policy language and find existing case studies that direct high value assets away from vulnerable areas and test feasibility of those policies locally.	3	
		ES1.10	NASA Port Canaveral Patrick Air Force Base All Jurisdictions FDOT	Develop possible mitigation strategies of at-risk public infrastructure identified as part of the natural hazard vulnerability assessment.	3	
		ES1.11	ECFRPC	Conduct a region wide workshop focused on the financial side of resilience.	3	
		ES1.12	Emergency Management Economic Development Agencies Chambers of Commerce	Work with business identified in ES1.2 to determine needs and continuity plans to aid in disaster recovery efforts.	3	Business Resiliency Action Plan County COOP Plan
		ES1.13	NASA Port Canaveral Patrick Air Force Base All Jurisdictions FDOT	Conduct a risk-based cost-benefit analysis for mitigation strategies of at-risk structures identified as part of the natural hazard vulnerability assessment. Identify the assets with the highest short-term risk for inundation. Develop a prioritization process to address mitigation/adaptation strategies for vulnerable assets.	4	
		ES1.14	Economic Development Agencies	Develop a long-term financial plan for loss of or restructure of tax base in highly vulnerable areas.	4	
		ES1.15	NASA Port Canaveral Patrick Air Force Base All Jurisdictions FDOT	Finalize action plan to implement adaptation/mitigation strategies of at-risk assets identified as part of the natural hazard vulnerability assessment.	5	

Economic & Society: Protect high-value assets from natural hazards.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Economic & Society	ES2: Educate business about access to funding and financing services related to resiliency and sustainability.	ES2.1	Sustainability Board Chambers of Commerce	Research funding and financing services for pre/post disaster needs and sustainable practices. Determine role of jurisdiction in the implementation of financing mechanisms.	1	
		ES2.2	Sustainability Board Chambers of Commerce UF IFAS Extension Florida Sea Grant	Conduct a workshop with business owners to determine needs, wants and constraints as related to implementing resilient and sustainable practices.	1	
		ES2.3	Emergency Management Economic Dev't Commission Chambers of Commerce	Create/update disseminate an educational infographic for businesses with funding and financing services for pre/post-disaster needs and sustainable practices.	2	Business Resiliency Action Plan County COOP Plan
		ES2.4	Chambers of Commerce	Determine the feasibility and functionality of a program to help impacted businesses with rent deferment.	3	
		ES2.5	Sustainability Board Chambers of Commerce Brevard County Sustainability Working Group	Include in a sustainability plan actions to help community businesses implement sustainable practices.	3	
		ES2.6	Sustainability Board Chambers of Commerce	Reassess efforts and programs to fill identified gaps.	4	

Economic & Society: Educate business about access to funding and financing services related to resiliency and sustainability.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Economic & Society	ES3: Facilitate and support the efficient recovery of business operations after an event.	ES3.1	Emergency Management Economic Development Commission Chambers of Commerce Port Canaveral	Develop a process for businesses to coordinate with the EOC for review and execution of Business Continuity Plans.	1	Business Resiliency Action Plan County COOP Plan
		ES3.2	Chambers of Commerce Workforce Agencies	Research available templates for business and employee preparedness plans and create outreach proposal for businesses to update these templates.	1	
		ES3.3	Economic Development Commission Tourism Development Council	Create a tourism marketing program to implement after a disaster event to bring tourists back by showcasing that the area is "Open for Business". Create PSA's and other materials.	1	
		ES3.4	Economic Development commission	Identify "point person" in local government to act as a liaison between the business community and the local government for resiliency.	1	
		ES3.5	Chambers of Commerce Emergency Management EOC	Develop a section on agency website focused on disaster preparedness and include links to business continuity plan and employee disaster plan templates.	2	
		ES3.6	Emergency Management Chambers of Commerce Workforce Agencies	Develop "one-pager" with best practices and links for responding to and preparing for hazard events. Create/update and disseminate an educational infographic for businesses with emergency information to access for post disaster needs.	2	
		ES3.7	Emergency Management Economic Development Commission Chambers of Commerce	Begin to work with businesses and partners to develop Business Continuity Plans and provide to the EOC for exercising review.	2	Business Resiliency Action Plan County COOP Plan

Economic & Society: Facilitate and support the efficient recovery of business operations after an event.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		ES3.8	Emergency Management	Work with the identified local critical facility businesses to determine resources needed to aid in timely recovery efforts such as generators, mitigation projects, etc.	2	
		ES3.9	Florida Department of Children Services School Districts Childcare Centers	Hold a workshop with day cares and school districts to determine a feasible approach to share resources for care for children under the age of 12 after a disaster.	3	
		ES3.10	Incubator Facilities	Add "Business Continuity" to programs at incubator facilities.	3	
		ES3.11	Florida Department of Children Services School Districts Childcare Centers	If deemed feasible, develop a plan to provide child care services when schools are closed for longer than a week.	4	
		ES3.12	Chambers of Commerce	Reassess efforts and update plans and programs to fill identified gaps.	5	
		ES3.13	Chambers of Commerce	Consider implementing a long-term recovery plan for businesses to retain employees as soon as possible following a storm event.	5	

Economic & Society: Facilitate and support the efficient recovery of business operations after an event.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Economic & Society	ES4: Increase skilled labor force.	ES4.1	Workforce Agencies Community Colleges School Districts Economic Development Commissions	Collaborate with workforce and educational stakeholders to create a working group to facilitate the sustainable training of high school and tech school students in skilled labor.	1	
		ES4.2	Workforce Agencies Community Colleges School Districts Economic Development Commissions	Implement/expand apprenticeship programs in high schools with partner businesses.	2	
		ES4.3	ECFRPC Economic Development Commission Chambers of Commerce	Assess economic development plans, CRA plans, etc. for diversification and identify adaptive measures to economic vulnerabilities.	2	
		ES4.4	ECFRPC Economic Development Commission Chambers of Commerce	Create/update and disseminate an educational infographic for businesses with emergency information to access for post disaster needs.	2	Business Continuity of Operations Plan County COOP Plan
		ES4.5	Workforce Agencies School Districts Higher Education/Tech Schools Community Colleges Economic Development Commissions	Work with local colleges and tech schools to create programs to cross train manufacturing and installation sectors to create streamlined, sustainable job sectors with new titles.	3	

Economic & Society: Increase skilled labor force.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		ES4.6	Workforce Agencies School Districts Higher Education/Tech Schools Community Colleges Economic Development Commissions	Develop baseline data and benchmarks to assess success of approach and growth in skilled labor force.	3	
		ES4.7	Workforce Agencies School Districts Community Colleges Higher Education/Tech Schools Economic Development Commissions	Reassess efforts and update plans and programs to fill identified gaps.	4	
		ES4.8	Workforce Agencies School Districts community Colleges Higher Education/Tech Schools Economic Development Commissions	Implement/increase activities to fill gaps identified in task ES4.7.	5	
		ES4.9	Workforce Agencies School Districts Economic Development Commissions	Add "makerspace" facilities based on identified needs.	5	

Economic & Society: Increase skilled labor force.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Economic & Society	ES5: Improve social equity and justice in decision making process.	ES5.1	All Jurisdictions	Host community meetings in underserved, low income communities to discuss projects within and just outside the community.	on-going	
		ES5.2	All Jurisdictions	Partner with local organizations and faith-based organizations to provide feedback concerning needs and opportunities specific to a project or program.	on-going	
		ES5.3	All Jurisdictions	Conduct health impact assessments when considering projects that may affect underserved, low income communities, and determine benchmark health outcomes.	on-going	
		ES5.4	Emergency Management All Jurisdictions	Host specific community meetings in underserved, low income communities to discuss resilience and disaster response.	1	
		ES5.5	Planning Departments UF IFAS Extension Communications Departments	Engage with communities to identify gaps and priorities in the decision making process to improve social equity and justice.	1	
		ES5.6	Economic Development Chambers of Commerce Small Businesses	Connect communities with non-profit and faith-based organizations to address post-disaster issues such as the ability to return to the workforce after hazard events.	2	
		ES5.7	Planning Departments Communications Departments UF IFAS Extension	Create an outreach plan to involve all communities in an engaging opportunity to be a part of local decisions. Utilize priorities and findings from ES5.5.	3	
		ES5.8	Economic Development Chambers of Commerce Small Businesses UF IFAS Extension	Work with employers and employees to implement findings, processes, etc. determined from ES5.5.	3	

Economic & Society: Improve social equity and justice in decision making process.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		ES5.9	Planning Departments Communications Departments	Implement the outreach plan.	4	
		ES5.10	Communications Department	Reassess the gaps that remain in community involvement outcomes.	5	

Economic & Society: Improve social equity and justice in decision making process.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Infrastructure & Environment	IE1: Prioritize the use of Green Infrastructure as a first line of defense.	IE1.1	Public Works Department Natural Resource Department Environmental Department SJRWMD FDEP	Conduct an audit of coastal areas to identify locations for living shorelines and prioritize areas for implementation. (Example: UCF Study in Brevard, Gulf of Mexico Alliance Living Shoreline Study for Tampa Bay Region)	1	
		IE1.2	Transportation Department Engineering Department Public Works Department TPO FDOT	Include narrative to include use of green infrastructure to create "green streets" to mitigate stormwater impacts where feasible in project prioritization and programming.	1	Long Range Transportation Plan TPO Priority Project Listing
		IE1.3	Public Works Department Natural Resource Department SJRWMD FDEP Florida Sea Grant	Create/implement/expand a program or partnership to educate property owners about the benefits of living shorelines and assist with installation.	2	
		IE1.4	Planning Department Sustainability Board	Conduct an audit to improve urban tree canopy cover in jurisdiction and develop an Urban Canopy Plan.	2	Sustainability Plan
		IE1.5	Planning Department Natural Resource Department Environmental Department	Assess comprehensive plan, LDRs and process applications for barriers to implementing green infrastructure and to prioritize natural solutions versus engineered engineering projects.	2	Comprehensive Plan Land Development Regulations
		IE1.6	FDEP SJRWMD Natural Resource Department Environmental Department NEE	Develop a Restoration Plan(s) to prioritize the restoration of tidal wetlands, dunes and salt marshes and create living shorelines to soften the impacts of wave-induced erosion in high risk areas. Include indicators to measure success and return on investment.	3	Restoration Paln

Infrastructure & Environment: Prioritize the use of Green Infrastructure as a first line of defense.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		IE1.7	Planning Department Sustainability Board	Prioritize areas to improve urban tree canopy and develop action plan for implementation.	3	Sustainability Plan
		IE1.8	Planning Department Natural Resource Department Environmental Department	Update comprehensive plans, LDRs and process to address barriers to implementing green infrastructure and make it a priority to assess natural solutions as a first step prior to engineering solutions based on findings in IE1.5.	3	Comprehensive Plan Land Development Regulations
		IE1.9	Planning Department Natural Resource Department Environmental Department	Develop incentives for residents, businesses, and developers to use living shorelines and other green infrastructure techniques as a priority.	4	
		IE1.10	Natural Resource Department Environmental Department	Create partnerships with colleges, NGOs, contractors and others to install and maintain green infrastructure.	4	
		IE1.11	Planning Department Natural Resource Department Environmental Department	Analyze funding sources to move projects and programs forward that focus on Green Infrastructure. (ex: Brevard Living Shoreline Program)	5	
		IE1.12	Planning Department Natural Resource Department Environmental Department	Conduct assessment on green infrastructure projects based on indicators established in the plan to measure success and ROI.	5	
		IE1.13	Planning Department Natural Resource Department Environmental Department	Reassess plans, procedures, programs and policies to improve on any lessons learned.	5	Comprehensive Plan Land Development Regulations Sustainability Plan Restoration Plan

Infrastructure & Environment: Prioritize the use of Green Infrastructure as a first line of defense.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Infrastructure & Environment	IE2: Promote interconnectivity of natural lands for habitat migration.	IE2.1	SJRWMD Natural Lands Program Natural Resource Department FFWCC FDEP 1000 Friends of Florida	Work continuously with advocacy groups to inform the public on development strategies that support biodiversity and interconnectivity.	on-going	
		IE2.2	SJRWMD Natural Lands Program Natural Resource Department FFWCC FDEP USACE 1000 Friends of Florida	Assess coastal nesting areas based on future conditions to develop preservation strategies viability of these areas.	1	
		IE2.3	Natural Lands Program ECFRPC SJRWMD FFWCC FDACS USDA Natural Resource Department FDEP 1000 Friends of Florida	Assess undeveloped lands, agricultural lands, natural lands and migrating habitats to determine future priority corridors and properties for acquisition based on future conditions. Utilize the SLAMM model or other models as appropriate.	1	
		IE2.4	SJRWMD Natural Lands Program Natural Resource Department FFWCC FDEP USACE 1000 Friends of Florida	Further develop preservation strategies for coastal nests (birds, turtles, etc.) to ensure the ecological and economic viability of the coastline and incorporate into related plans.	2	

Infrastructure & Environment: Promote interconnectivity of natural lands for habitat migration.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		IE2.5	Natural Lands Program ECFRPC SJRWMD FFWCC FDACS USDA Natural Resource Department FDEP 1000 Friends of Florida	Conduct a regional exercise with stakeholders to discuss the findings of IE2.3 and work to establish a regional plan to protect the priority corridors.	3	Conservation and Acquisition Plan Regional Natural Lands Corridor Plan
		IE2.6	Local Government Commission Jurisdictional Departments Public FFWC FWS	Conduct survey of stakeholders to assess priority and funding of conservation lands for acquisition and maintenance.	3	
		IE2.7	Natural Resource Department FDEP SJRWMD FWC FWS	Re-evaluate and update conservation and acquisition plans to implement findings from future corridor assessment and prioritization plan.	4	Conservation and Acquisition Plan
		IE2.8	Planning Departments	Update comprehensive plan and other plans/codes with appropriate language to prevent future development from infringing on these priority corridors.	4	Comprehensive Plan Land Development Regulations
		IE2.9	SJRWMD Natural Lands Program Natural Resource Department FDEP 1000 Friends of Florida NGOs FFWCC	Evaluate strategies and alternative analysis for longer term funding for acquisition / management program.	5	

Infrastructure & Environment: Promote interconnectivity of natural lands for habitat migration.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Infrastructure & Environment	IE3: Enhance stormwater systems to be more resilient.	IE3.1	Planning Department Public Works Department Natural Resources Stormwater Management	Consider stormwater master plan designs that utilizes an interconnected system of green infrastructure to reduce stormwater impacts.	on-going	Stormwater Master Plan Mobility Master Plan
		IE3.2	Public Works Department All Local Government Commission ECFRPC	Procure funding and staff/contractor to update all stormwater system facilities in a master GIS database.	1	
		IE3.3	Transportation Department Engineering Department Public Works Department TPO FDOT	Consider future inundation and nuisance flooding to determine areas of flood impacts to roadway stormwater infrastructure.	1	Long Range Transportation Plan TPO Priority Listing
		IE3.4	Public Works Department Environmental Department Natural Resource Department	Evaluate existing green space for stormwater retention and evaluate findings based on future conditions.	1	
		IE3.5	Public Works Department Stormwater Management Department	Develop strategies to prioritize and implement the use of green space in stormwater management.	2	
		IE3.6	Public Works Department Stormwater Management Department	Assess stormwater system facilities to vulnerabilities to future inundation and erosion including elevations of outfalls into surface water bodies.	2	Stormwater Master Plan Vulnerability Analysis Studies
		IE3.7	Public Works Department Stormwater Management Department	Prioritize areas of critical vulnerable stormwater infrastructure. Review other projects to determine if improvement projects can be addressed simultaneously for a greater cost benefit.	3	Stormwater Master Plan

Infrastructure & Environment: Enhance stormwater systems to be more resilient.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		IE3.8	Public Works Department Environmental Department Natural Resource Department Stormwater Management Department	Prioritize areas for green space to be utilized in design for stormwater management.	3	
		IE3.9	Planning Department Public Works Department Stormwater Department	Develop prioritization process and funding mechanisms for infrastructure projects in Adaptation Action Areas. Incorporate into Stormwater master plan.	3	Stormwater Master Plan
		IE3.10	Public Works Department Stormwater Management Department	Identify feasible improvements, mitigation or adaptation strategies to address vulnerable stormwater system areas. Update stormwater master plan for implementation and add to Capital Improvement Plan; other project plans; or seek funding to implement the projects.	4	Stormwater Master Plan
		IE3.11	Planning Department Public Works Department Stormwater Department	Conduct a risk-based cost-benefit analysis for mitigation strategies of stormwater infrastructure identified as part of the natural hazard vulnerability assessment.	4	
		IE3.12	Planning Department Public Works Department Stormwater Department	Update stormwater master plan with updated project list based on cost-benefit analysis.	5	
		IE3.13	Public Works Department Stormwater Management Department	Reassess outfall and infrastructure elevation data to determine any gaps in data collection and analysis.	5	
		IE3.14	Planning Department Public Works Department Transportation Engineering Departments FDOT TPO	Identify a process or mechanism to determine what infrastructure/areas may not be upgraded or mitigated at a certain time or impact. Reference previous data/information developed on stormwater and cost/benefit analysis in this analysis in order to help create a legal justification of decisions.	5	All previous vulnerability analysis, master plans and cost benefit studies.

Infrastructure & Environment: Enhance stormwater systems to be more resilient.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Infrastructure and Environment	IE4: Improve water quality in surface water bodies.	IE4.1	Indian River Lagoon Council All Local Jurisdiction Commission FDEP SJRWMD	Continue financial/staff support of programs and projects to improve water quality.	on-going	
		IE4.2	Indian River Lagoon Council FDEP SJRWMD UF IFAS Extension Public Works Department	Identify and educate communities about best management practices (BMP's) for reducing nutrient loads flowing into surface waters via residential, commercial, industrial and agricultural lands.	on-going	
		IE4.3	FDACS USDA UF IFAS Extension	Educate agriculture land owners on fertilizer best practices as well as the ecological resources their property provides in regards to resilience and mitigation.	on-going	
		IE4.4	FDEP SJRWMD Colleges/Universities ECFRPC	Identify projects and programs aimed at improving water quality and conduct a gaps analysis.	1	
		IE4.5	FDEP SJRWMD Indian River Lagoon Council	Review current total maximum daily load (TMDL) requirements and recommend new targets.	2	
		IE4.6	Marine Resource Council ECFRPC UF IFAS Extension	Evaluate existing fertilizer ordinances and successfulness. Conduct gap analysis to determine a regional approach.	2	
		IE4.7	FDEP SJRWMD Colleges/Universities ECFRPC	Evaluate policies or ordinances for enhancing septic tank standards along waterways.	2	
		IE4.8	Planning Department All Local Jurisdiction Commission	Develop and adopt a fertilizer ordinance.	2	

Infrastructure & Environment: Improve water quality in surface water bodies.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		IE4.9	FDACS USDA UF IFAS Extension	Re-assess/prioritize areas of agricultural run-off.	2	
		IE4.10	FDACS USDA UF IFAS Extension	Evaluate existing outreach programs and enhance where necessary to work with property owners to reduce runoff in agriculture priority areas from ES4.9.	3	
		IE4.11	FDOT TPOs	Assess procedures and requirements for design alternatives to promote resilience of natural lands and waterway health.	3	
		IE4.12	Marine Resource Council ECFRPC	Develop and implement steps to promote the adoption of fertilizer ordinances region wide in areas where they do not exist.	4	
		IE4.13	Indian River Lagoon Council FDEP Marine Resource Council Public Works Department Planning Department SJRWMD FDACS Public Works Department	Reassess success of programs and policies aimed to improve water quality in surface water bodies.	5	
		IE4.14	Indian River Lagoon Council FDEP SJRWMD Public Works Department	Investigate financial strategies to continue programs into the future.	5	

Infrastructure & Environment: Improve water quality in surface water bodies.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Infrastructure & Environment	IE5: Incorporate resiliency into local and regional plans, policies, processes and objectives.	IE5.1	NASA Port Canaveral Patrick Air Force Base All Jurisdictions FDOT TPOs	Utilizing input gathered from the RRAP Sea Level Rise Steering Committee, update policies, plans and procedures with the RRAP recommendation for planning for sea level rise and for use in the geographic delineation of an "Adaptation Action Area" where appropriate.	1	Comprehensive Plan Land Development Regulations Long Range Transportation Plan TPO Priority Project Methodology Local Mitigation Strategy Others
		IE5.2	Planning Department	Determine if Adaptation Action Area designation and policies are appropriate for the jurisdiction. If determined appropriate, develop policies and maps to identify the area, purpose and other related policies.	1	Comprehensive Plan
		IE5.3	All Jurisdictions	Create cross-discipline review committees to assist in the audit of various plan goals policies and strategies as they relate to resilience and review impacts of new projects and developments in regards to resilience.	1	All plans
		IE5.4	All Local Jurisdiction Commission All Jurisdictions	Adopt an "Adaptation Action Area" that includes the 100-year floodplain, the adopted sea level rise hazard zone, and the Coastal High Hazard Zone (Category 1 Storm Surge).	2	Comprehensive Plan Land Development Regulations
		IE5.5	Planning Department	Assess other plans to reference Adaptation Action Areas and incorporate language as appropriate.	2	
		IE5.6	Planning Department Sustainability Board	Audit Comprehensive Plan to ensure that resiliency strategies are adequately addressed and policies are compatible in all applicable sections. Add/adjust appropriate language where needed.	2	Comprehensive Plan

Goal	Objective	Action	Agency	Task	Year	Related Plans
		IE5.7	Planning Department Sustainability Board Emergency Management Public Works	Audit Comprehensive plan against other plans (i.e. CRA plans, Downtown Development Plans, Economic Development Plans, LDRs, PDRP) to ensure compatibility of addressing resiliency and future development based on future conditions.	2	Comprehensive Plan CRA plan Downtown Development Plans Economic Development Plans Sustainability Plans Stormwater Plans Post Disaster Redevelopment Plans
		IE5.8	Planning Department Sustainability Board ECFRPC	Develop a Sustainability and/or Resiliency Plan if deemed appropriate by stakeholders and previous efforts.	2	Sustainability Plan Resilience Plan
		IE5.9	Planning Department Sustainability Board ECFRPC UF IFAS Extension FDEP SJRWMD	Adopt changes in all necessary plans to reduce the volume of nutrient loads and fertilizers from public and private property flowing into the Indian River Lagoon utilizing the research developed by FDEP and the SJRWMD derived from action IE4.4.	2	Land Development Regulations Comprehensive Plan
		IE5.10	Emergency Management LMS Working Group ECFRPC	Update the County FMP/LMS to include the future vulnerability analysis of public facilities.	2	
		IE5.11	Emergency Management LMS Working Group	Update mitigation prioritization process to include Adaptation Action Area proximity, future conditions and other criteria identified by the LMS Working Group.	2	
		IE5.12	FDOT TPO	Implement the requirement that alternative analysis of future conditions and consideration for long-term resilience and health of natural systems be included in planning and engineering of projects.	3	

Goal	Objective	Action	Agency	Task	Year	Related Plans
		IE5.13	Planning Department Sustainability Board ECFRPC	Add and adopt policies to Comprehensive Plan, and other plans, that result from the recommendations identified in the Resiliency/Sustainability Plan and comp plan audit.	3	Comprehensive Plan Other Plans as appropriate
		IE5.14	Public Works Department	Update stormwater master plan to include future flooding and inundation findings; priorities and projects where possible.	3	Stormwater Master Plan
		IE5.15	Planning Department Sustainability Board ECFRPC	Update/Enhance/Develop Design Guidelines within Land Development Regulations that protect and buffer structures from the impact of hazards. These guidelines should address sea level rise, storm surge, flooding, wind damage, and the urban heat island effect.	3	Land Development Regulations Sustainability Plan
		IE5.16	Planning Department Sustainability Board ECFRPC	Enhance/Develop an energy code to encourage property owners and government facilities to reduce carbon emissions and mitigate the urban heat island effect.	3	Land Development Regulations Sustainability Plan
		IE5.17	Planning Department Sustainability Board ECFRPC	Create Florida Green Building Codes or LEED-accreditation benchmarks for new and existing buildings, including public facilities, within the Land Development Code and Energy Code.	3	Land Development Regulations Sustainability Plan
		IE5.18	Planning Department Sustainability Board ECFRPC	Update Land Development Regulations and the Comprehensive Plan to set new parking and stormwater standards, utilizing the information derived from LS3.2.	3	Comprehensive Plan Land Development Regulations
		IE5.19	Planning Department Sustainability Board ECFRPC	Establish policies and practices for area-wide metrics such as net density requirements that cluster development away from high hazard areas.	4	Comprehensive Plan Land Development Regulations

Infrastructure & Environment: Incorporate resiliency into local and regional plans, policies, processes and objectives.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		IE5.20	Planning Department Sustainability Board ECFRPC	Update Land Development Regulations to alter coastal setback codes utilizing the information obtained from vulnerability analysis and task IE1.9 and IE2.4.	4	Land Development Regulations
		IE5.21	Public Works Department Planning Department ECFRPC	Update CIP to implement priority projects identified through vulnerability analysis and appropriate mitigation projects.	5	Comprehensive Plan

Infrastructure & Environment: Incorporate resiliency into local and regional plans, policies, processes and objectives.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Infrastructure & Environment	IE6: Preserve and adapt the built environment to keep people safe from and mitigate current and future natural hazards.	IE6.1	Planning Department Public Works Department Natural Resource Department Emergency Management	Conduct assessment to determine vulnerabilities to sea level rise, storm surge, coastal erosion and flooding for the built environment, natural resources and undeveloped properties.	2	Vulnerability Assessment
		IE6.2	Planning Department Public Works Department LMS Working Group TPO	Create (or add where one exists) a checklist for the planning, prioritization and funding of green and gray infrastructure projects to include assessment of vulnerabilities and if/how the project addresses long-term resiliency.	3	
		IE6.3	Planning Department; Building Department; Public Works	Assess community owned vulnerable or damaged coastal properties and determine best long-term approach for each property.	2	
		IE6.4	Planning Department Public Works Department LMS Working Group TPO	Prioritize public infrastructure within Adaptation Action Areas for adaptation/mitigation strategies to the effects of high winds, storm surge, flooding and wave velocity.	2	
		IE6.6	Planning Department Building Department	Review best practices for updating coastal setback and building rebuild codes that mitigate the potential effects of coastal erosion.	2	
		IE6.7	Planning Department	Develop incentives for developers to build outside vulnerable areas or build in a resilient/sustainable way in vulnerable areas.	2	
		IE6.8	Planning Department	Develop policies and strategies to reduce heat island effects through new projects, redevelopment and other opportunities.	2	

Infrastructure & Environment: Preserve and adapt the built environment to keep people safe from and mitigate current and future natural hazards.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		IE6.9	Planning Department Building Department	Develop incentives to developers that use methods consistent with Low Impact Development (LID) standards, Florida Green Building Coalition, and techniques to reduce the heat island effect.	2	LDRs Comprehensive Plan
		IE6.10	All Local Jurisdiction Commission Emergency Management	Provide dedicated funding for annual tree maintenance near power lines to help prevent storm damage and allow access for electricity providers to fix broken power lines in an efficient manner following a natural disaster.	2	County COOP Plan City COOP Plan Debris Management Plan
		IE6.11	Planning Department Public Works Department LMS Working Group TPO	Review other projects to determine if improvement projects can be addressed simultaneously for a greater cost benefit.	3	
		IE6.12	Planning Department	Research potential strategies addressing undeveloped parcels located within the Adaptation Action Area.	3	
		IE6.13	FDEP SJRWMD Public Works Department	Develop a risk assessment to determine wellfields, groundwater and underground infrastructure at risk to saltwater intrusion.	3	Groundwater Asset Risk Analysis
		IE6.14	Planning Department Public Works Department LMS Working Group TPO	Develop possible mitigation strategies of at-risk public infrastructure identified as part of the natural hazard vulnerability assessment.	3	
		IE6.15	Planning Department Public Works Department TPO	Develop prioritization process and funding mechanisms for infrastructure projects in Adaptation Action Areas. Incorporate into CIP, stormwater master plan, long range transportation plan, and other appropriate plans and procedures.	4	Comprehensive Plan Stormwater Master Plan L RTP

Infrastructure & Environment: Preserve and adapt the built environment to keep people safe from and mitigate current and future natural hazards.

Goal	Objective	Action	Agency	Task	Year	Related Plans
		IE6.16	Planning Department Public Works Department LMS Working Group TPO	Conduct a risk-based cost-benefit analysis for mitigation strategies of at-risk public infrastructure identified as part of the natural hazard vulnerability assessment.	4	
		IE6.17	Planning Department	Implement incentives to developers to build outside of vulnerable areas.	4	
		IE6.18	Planning Department Building Department	Implement incentives to developers that use methods consistent with Low Impact Development (LID) standards and Florida Green Building Coalition.	4	
		IE6.19	FDOT TPO	Conduct a vulnerability analysis for all vulnerable causeways and bridges identified in the 2017 Sea Level Rise Vulnerability Analysis using high resolution LIDAR data. Prioritize improvements based on the results of this assessment.	4	Long Range Transportation Plan TPO SLR Vulnerability Analysis Causeway Vulnerability Assessment
		IE6.20	FDOT TPO Colleges & Universities	Create a research committee consisting of FDOT, the TPO and a academia and environmental experts to develop standards for causeway designs that use innovative techniques to limit the impacts of sea level rise, flooding and storm surge and improve water quality and natural resource resilience.	4	Causeway Vulnerability Assessment
		IE6.21	Planning Department Public Works Department LMS Working Group TPO Emergency Management	Evaluate success of implemented actions and gaps to be addressed.	5	

Infrastructure & Environment: Preserve and adapt the built environment to keep people safe from and mitigate current and future natural hazards.

Goal	Objective	Action	Agency	Task	Year	Related Plans
Infrastructure & Environment	IE7: Improve community mobility while improving vulnerable transportation infrastructure.	IE7.1	Emergency Management Transit Agencies	Update evacuation plans to represent newest data of areas that are transportation dependent that will need assistance in evacuation and re-entry.	1	
		IE7.2	ECFRPC FDOT TPOs	Host a workshop focused on green infrastructure and multi-modal transportation highlighting tools and concepts to accomplish it.	2	
		IE7.3	FDOT TPO Planning Department Public Works Department	Prioritize and implement mitigation efforts on trails within the Adaptation Action Area and other vulnerable areas.	3	L RTP
		IE7.4	TPO Planning Department Public Works Department	Identify areas where bicycle and pedestrian improvements can be included in transportation projects that mitigate roadways vulnerable to natural hazards (green streets). Utilize Safe Routes to School.	4	
		IE7.5	Emergency Management Transit Agencies ECFRPC FDOT TPO Planning Department Public Works Department	Evaluate success of implemented actions and gaps to be addressed.	5	

Infrastructure & Environment: Improve community mobility while improving vulnerable transportation infrastructure.

Appendices

Appendix A

Template Resolution for ECF RRAP Adoption

Template Resolution for ECF RRAP Adoption

Resolution for the Adoption of the East Central Florida Regional Resiliency Action Plan

WHEREAS, a changing climate is increasingly causing current and future threats, such as elevated levels of flooding and erosion, changes in storm intensity and frequency, heat impacts, sea level rise, and others, calls for action at every level of government and in the private and not-for-profit sectors; and

WHEREAS, fostering resilience is a long-term effort and requires holistic planning and preparation to increase resilience in the built, natural and social environment; and

WHEREAS, action, leadership and education of and by local governments and partners to improve resilience across disciplines provide multiple benefits; and

WHEREAS, these benefits include the implementation of green and gray infrastructure, protecting the natural environment, improving health and wellbeing and increasing economic and societal opportunities; and

WHEREAS, the East Central Florida Regional Resiliency Action Plan (ECF RRAP) was formulated for and by local governments, federal, regional and state agencies, educational institutions, NGOs and other stakeholders; and

WHEREAS, the ECF RRAP recognizes the clear relationship between emergency management, planning, health & safety, and economic development and aims to continue to fill gaps within the region and pursue initiatives that will achieve measurable improvements in risk reduction and the building of resilience in the region; and

WHEREAS, the success of the ECF RRAP depends on the participation of and collaboration with all local jurisdictions and partners, and a commitment to work together towards common goals.

Now, Therefore, **Be It Resolved** that (name of jurisdiction/agency) agrees to adopt the East Central Florida Regional Resiliency Action Plan to advance the direct implementation of activities aimed to improve safety, long-term resilience and sustainability in (name of jurisdiction/agency) across sectors, expand economic sustainability and response to vulnerabilities within the community; and

Be It Further Resolved that (name of jurisdiction/agency) will work to increase the health and resilience of social, natural, and built resources by furthering the following goals:

- Promote leadership, education and empowerment in government, public, and private sectors to foster the implementation of resiliency strategies across disciplines and communities.
- Provide opportunities and strategies to foster economic prosperity and improve social equity and justice in preparation for and recovery from stressors and shocks.
- Encourage development of cross-disciplinary plans, policies and strategies to protect the health, safety and economic welfare of residents, businesses and visitors through recognition that natural disasters, changes to climate, and human manipulation require careful consideration of when and how to develop infrastructure, natural resources and a built environment that can withstand and adapt to these changes.
- Create resilient communities by facilitating programs, opportunities, and community-wide education pertaining to local sustainability, disaster response, and climate change mitigation strategies.

Be It Further Resolved that (name of jurisdiction/agency) directs staff to work towards the implementation of relevant actions in the ECF RRAP, over the next five years, to further the following objectives:

- Incorporate resilience into local and regional plans, policies and objectives;
- Plan fiscally to implement resilient and sustainable solutions to long-term impacts;
- Implement strategies to promote adaptive measures that keep people and property safe from natural hazards;
- Engage and educate stakeholders and elected officials about strategies to increase resilience in the built, natural, and social environment;
- Protect high-value assets from natural hazards;
- Educate business about access to funding and financing services related to resiliency and sustainability;
- Facilitate and support the efficient recovery of business operations after an event;
- Increase skilled labor force;
- Improve social equity and justice in decision making process
- Prioritize the use of Green Infrastructure as a first line of defense;
- Promote interconnectivity of natural lands for habitat migration;
- Enhance stormwater systems to be more resilient;
- Improve water quality in surface water bodies;

- Preserve and adapt the built environment to keep people safe from and mitigate current and future natural hazards;
- Improve community mobility while improving vulnerable transportation infrastructure;
- Improve capacity of jurisdictions to better respond to hazard events;
- Improve capacity of medical facility operations to prepare for and recover from natural disasters and future conditions;
- Promote sustainable practices in government-owned facilities;
- Engage residents and business owners with locally relevant information about expected future changes in natural hazards and sustainable practices;
- Improve access to resources for the homeless, special needs, elderly, low income, and English-limited residents.

Appendix B

Plan and Policy Resiliency Integration Survey Summary

Plan and Policy Resiliency Integration Survey Summary

Summary:

The ECFRPC is working with local, regional, state, and federal communities, departments and agencies to develop a regional resilience action plan for coastal east central Florida. This survey was developed to provide insight into the progress of integrating resiliency into various local and regional plans and policies.

Goal:

The goal of the Regional Resilience Action Plan is to increase the ability of local and regional stakeholders to implement resiliency and climate adaptation strategies across disciplines. It is important to note that this action plan encompasses a variety of resiliency aspects and aims to incorporate discussion on infrastructure (water, energy, waste, etc.), health, planning, emergency preparedness, economics and leadership.

Major Finding:

East Central Florida jurisdictions and agencies are working toward resiliency, though as indicated lack of resources may be a hindrance to substantial work and policy development. The majority of staff feels they are prepared and educated to address resiliency. Regional agencies and jurisdictions feel there is a real concern about Sea Level Rise and climate impacts at a community and staff level. Many agencies and communities are engaging stakeholders in “resiliency” conversations and looking at future conditions as a matter responsibility practice not policy.



Survey Summary Results:

Who responded to the survey?

29 respondents

Local Governments
City of Satellite Beach
Volusia County
Volusia County Emergency Management
Volusia County Growth and Resource Management
City of Rockledge
City of Titusville
City of Ormond Beach
City of Cape Canaveral
Brevard County Natural Resources Management Department
Town of Melbourne Beach
City of Cocoa
New Smyrna Beach
City of Indian Harbour Beach
City of Orange City
County of Volusia

Agencies
FDOT
Space Coast TPO
River to Sea TPO
Canaveral Port Authority
SJRWMD
Indian River Lagoon Council
FDOT - District 5
Department of Economic Opportunity
University of Florida IFAS Extension Brevard County
East Central Florida Regional Planning Council
NASA Kennedy Space Center

Question 5: Have you adopted required Peril of Flood policies into the most recent version of the Coastal Element of your Comprehensive Plan? (<http://www.adaptationclearinghouse.org/resources/florida-sb-1094-e-an-act-relating-to-the-peril-of-flood-e.html>)

Response Results	
10.71%	It is in draft form and working through the Commission and DEO
50.00%	Not applicable to our jurisdiction/agency.
32.14%	We have not drafted language yet.
7.14%	Yes, it has been adopted.

Question 6: Have you identified and adopted Adaptation Action Areas in the most recent version of the Coastal Element of your Comprehensive Plan?

Response Results	
7.14%	Yes, we have adopted AAAs.
0.00%	It is in draft form and working through the Commission and DEO.
28.57%	We intend to consider AAA but have not drafted language yet.
0.00%	We do not intend to adopt AAAs.
21.43%	We are interested but have not yet due to lack of capacity (staff, time, resources, money, etc.).
42.86%	Not applicable to our jurisdiction/agency.

Question 7: Please consider the following question in reference to the plans below: Has your agency or jurisdiction implemented future water levels (i.e. sea level rise, nuisance flooding) into the following plans? Leave unchecked if not applicable.

Response Results	Plans
40.00%	Stormwater Master Plan
10.00%	Conservation Plan
25.00%	Floodplain Management Plan
35.00%	Comprehensive Plan
10.00%	Long Range Transportation Plan
5.00%	Local Mitigation Plan
15.00%	Capital Improvement Plan
10.00%	Sustainability Action Plan
10.00%	Building Codes
5.00%	Strategic Regional Policy Plan
5.00%	Sustainability Plan
5.00%	Beach Renourishment/Dune Restoration Plan
30.00%	Other

Other (please specify) - 30.00%

- “Assessment of future water supplies”; – *SJRWMD*
- “Future water levels are being considered for the 2045 LRTP” – *R2CTPO*
- “State of the System Report (next year's)” – *Space Coast TPO*
- “Comprehensive Emergency Management Plan” – *VCEM*
- “We will begin to include in our Comprehensive Economic Development District Strategy. We work with local communities and agencies to incorporate future water level conditions in various plans and policies. We conduct vulnerability assessments.” - *ECFRPC*

Question 8: Please consider the following question in reference to the plans below: Has your agency or jurisdiction implemented future climate conditions and associated impacts (i.e. heat, drought, invasive species, disease, food security, etc.) into the following plans? Leave unchecked if not applicable.

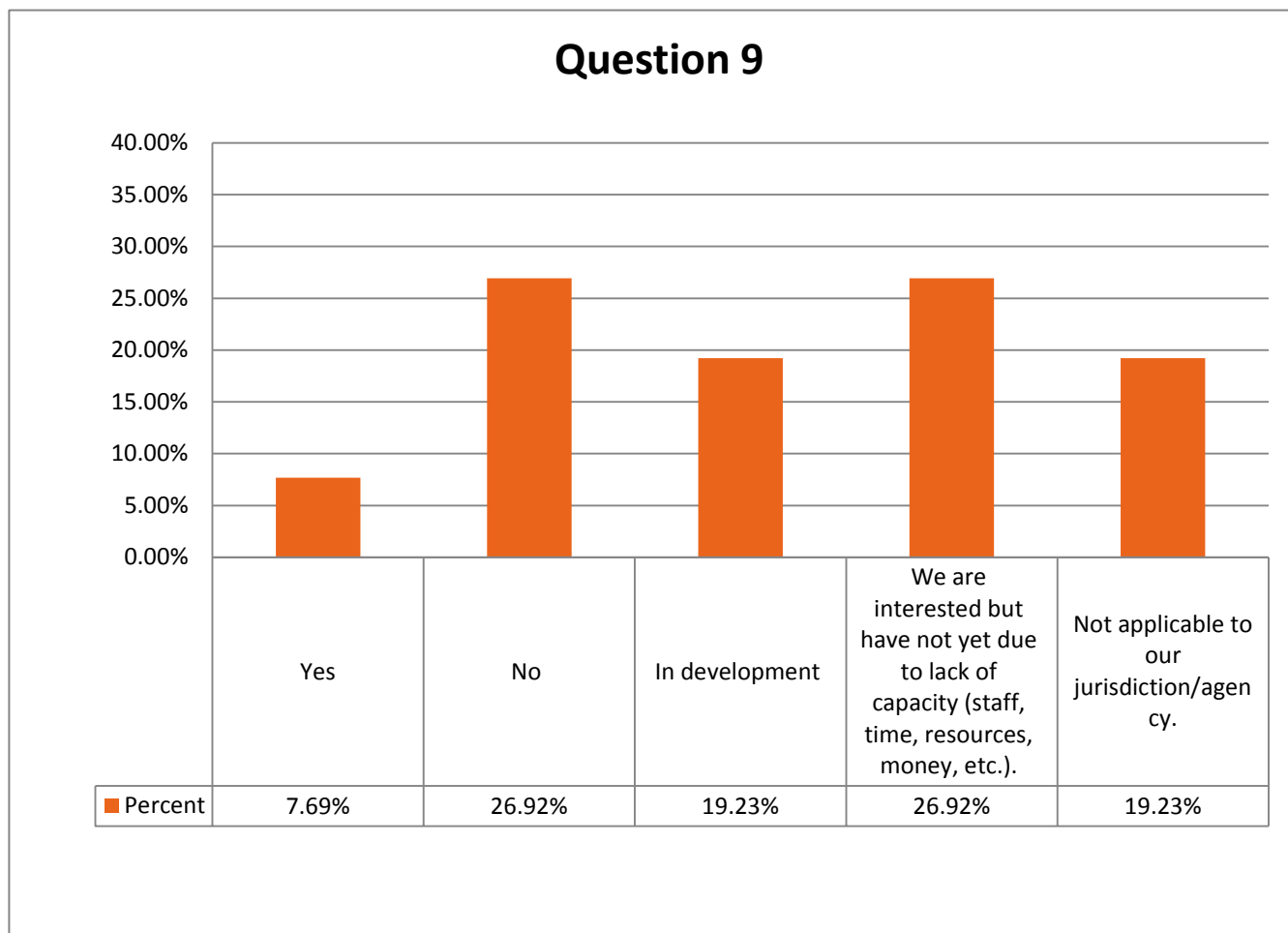
3 respondents implemented future climate conditions and associated impacts into these plans.	Comprehensive Plan
2 respondents implemented future climate conditions and associated impacts into these plans.	Stormwater Master Plan Conservation Plan Floodplain Management Plan Long Range Transportation Plan Sustainability Plan
	Strategic Regional Policy Plan Long Range Transportation Plan Sustainability Action Plan Building Codes Community Rating System Roadway Design Manual
38.46%	*Other (please specify)*

Other (please specify) - 38.46%

- “Landscape/Land Clearing Ordinance includes provisions for invasive species, keeping diversity to prevent diseases and measures against heat island effects, but not specifically related to Climate Change”- *Brevard County Natural Resources Management Department*
- “Assessment of future water supplies”- *SJRWMD*
- “We will begin to include in our Comprehensive Economic Development District Strategy.” – *ECFRPC*
- 2 responses “No/ Not yet”

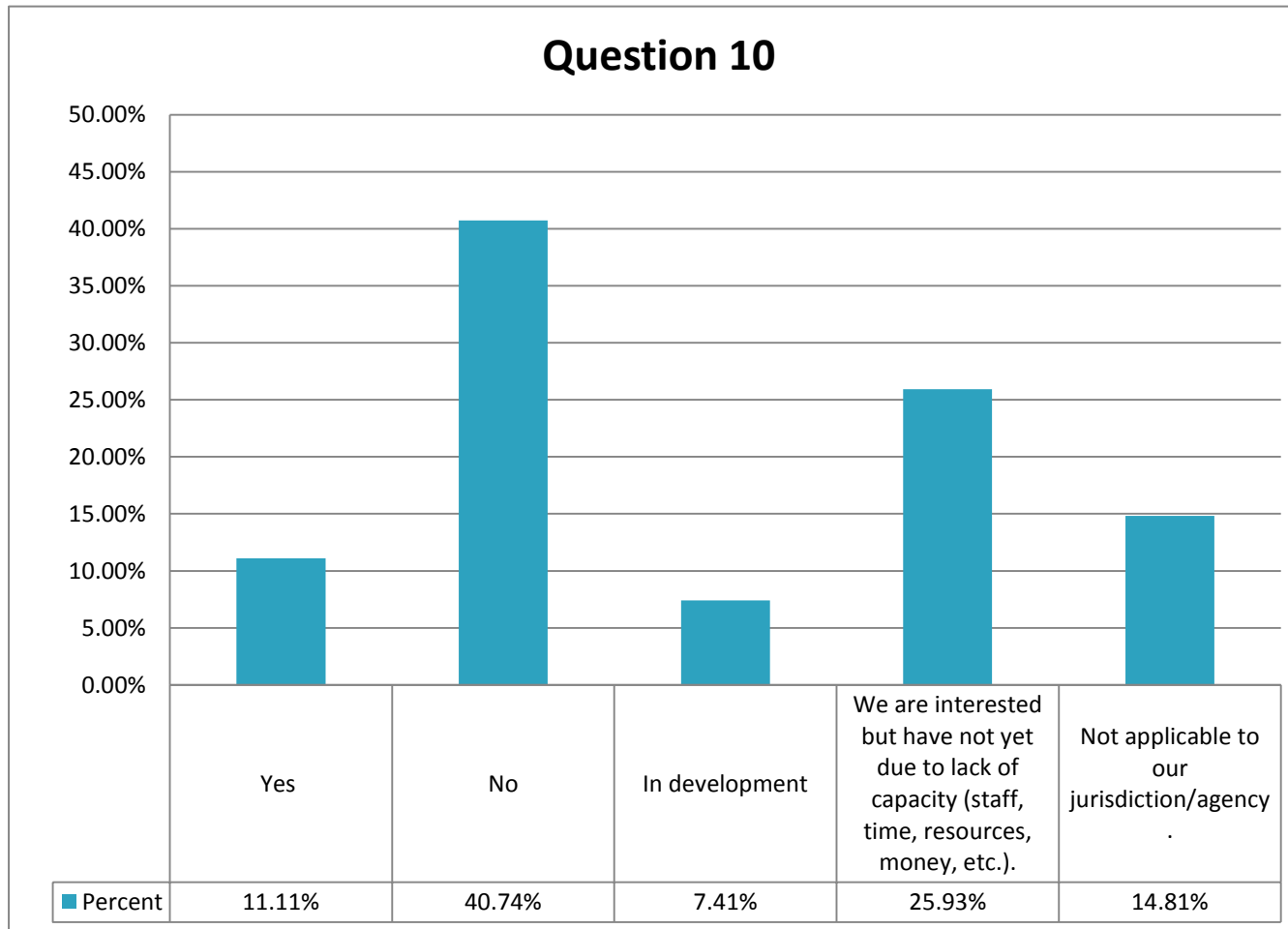
Question 9: Does your agency or jurisdiction have an adopted Resiliency Plan?

Yes/In Development- *City of Satellite beach, Volusia County, City of Ormond Beach, River to Sea TPO, Town of Melbourne Beach, IRL Council.*

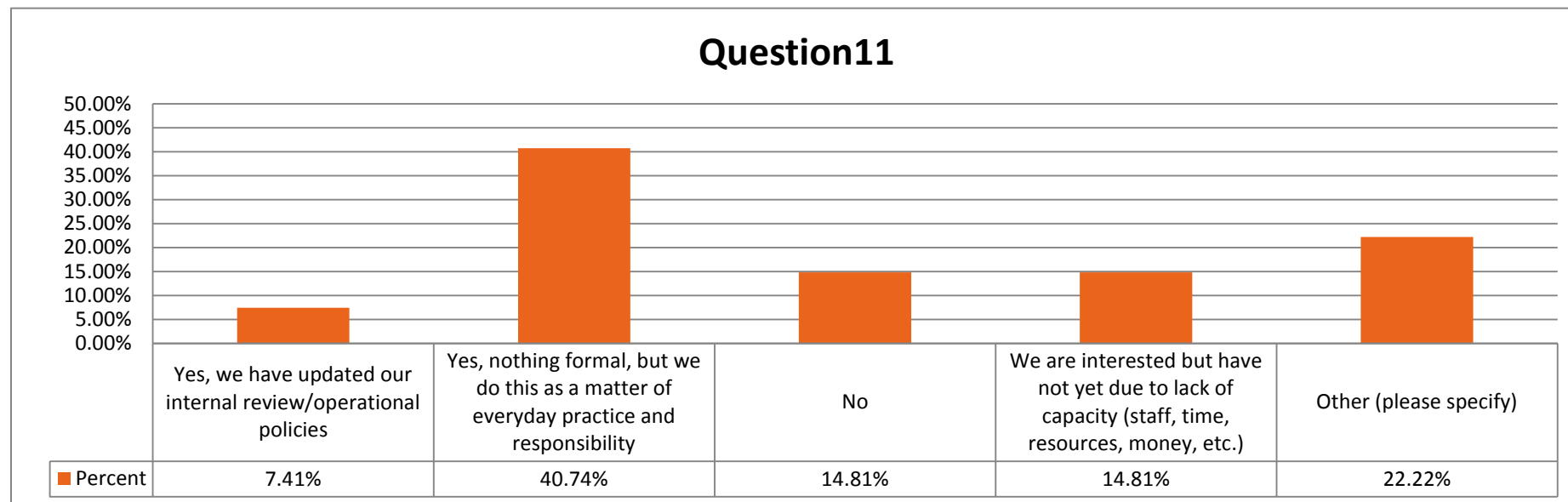


Question 10: Does your agency or jurisdiction have an adopted Sustainability Plan?

Yes/In Development- *City of Satellite Beach, Volusia County, City of Ormond Beach, Town of Melbourne Beach, NASA Kennedy Space Center.*



Question 11: Has your agency or jurisdiction issued policies or direction to assess projects and proposals with a resiliency lens (i.e. future flood conditions, ecosystem migration, and sustainability)?

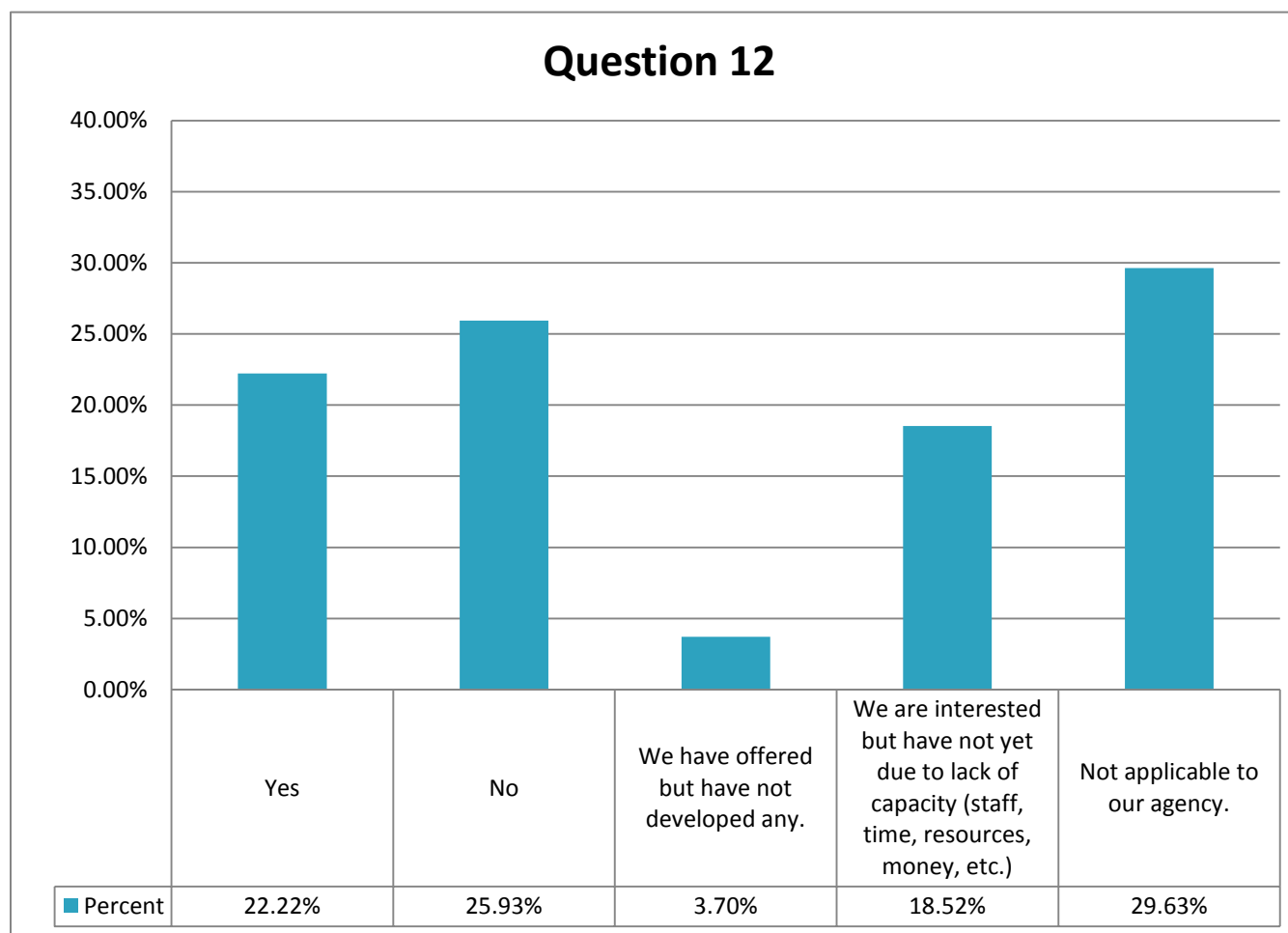


Yes/Yes, nothing formal- *City of Satellite Beach, City of Rockledge, Space Coast TPO, FDOT, City of Ormond Beach, Town of Melbourne Beach, IRL Council, FDOT- District 5, Department of Economic Opportunity, City of Cocoa, University of Florida IFAS Extension Brevard County, ECFRPC, NASA Kennedy Space Center.*

Other (Please Specify)-

- “Yes, for Federal grant applications to elevate flooded homes.” - *VCEM*
- “In development.” - *River to Sea TPO*
- “Flood Plain Regulation.” - *Canaveral Port Authority*
- “Started project with ECFRPC.” - *Brevard County Natural Resources Management*
- “Defer to our Drainage/Permitting section” - *FDOT*
- “Resiliency is entering the window of planning” - *SJRWMD*

Question 12: Has your agency or jurisdiction worked with small businesses to develop Continuity of Operations Plans (COOP) as disaster or major business interruption can have significant impacts on small businesses?



Question 13:

Has your agency or jurisdiction completed a vulnerability assessment in any of the following areas?

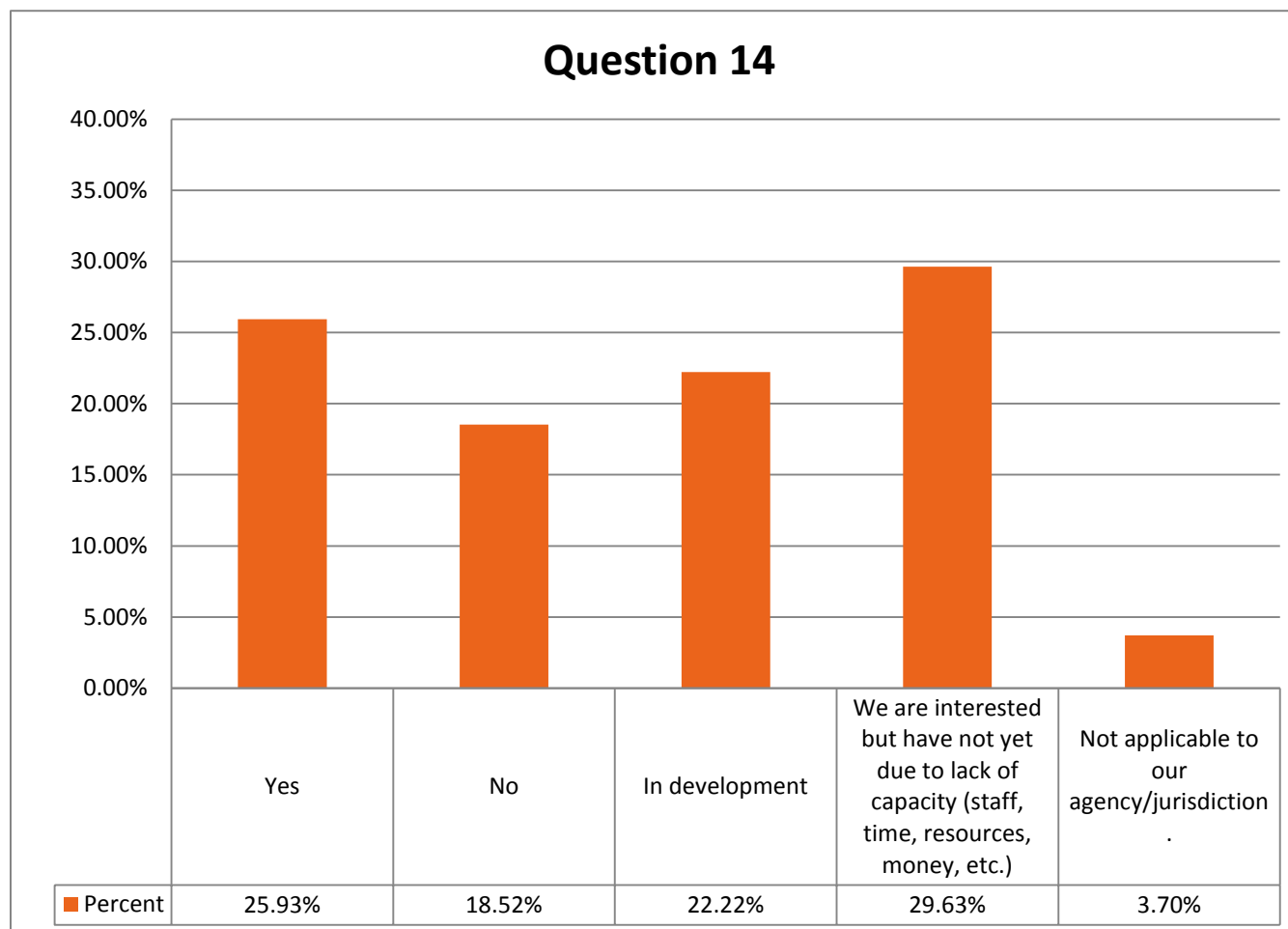
Response Results	Areas
28.00%	Transportation Infrastructure
20.00%	Water Infrastructure (storm, waste, sewer)
12.00%	Social vulnerability
16.00%	Environmental resources/ natural systems
16.00%	General asset and area assessment
0.00%	Groundwater Supply
12.00%	We have not conducted a vulnerability assessment.
24.00%	We are interested but have not yet due to lack of capacity (staff, time, resources, money, etc.)
8.00%	Not applicable to our agency/jurisdiction.
28.00%	*Other (please specify)*

Other (please specify)- **28.00%**

- “On a project-by-project basis”- *FDOT*
- “We have conducted a variety of vulnerability assessments for TPOs, and Counties and anticipate more this year. To not provide double counting we did not answer for these studies. We are currently doing a high level business and social vulnerability assessment for the RRAP.” - *ECFRPC*
- “Started project with ECFRPC.”- *Brevard County Natural Resources Management Department*
- “Defer to Drainage/Permitting section”- *FDOT District 5*
- “We have examined sea level rise as it may affect natural resources along the coast”- *SJRWMD*
- “Vulnerability and risk assessment in progress”- *IRL Council and IRL National Estuary Program*
- “Another section of FDOT will need to respond on this one.”- *FDOT District 5*

Question 14:

Has your agency or jurisdiction conducted an assessment of future climate impacts on particular projects?

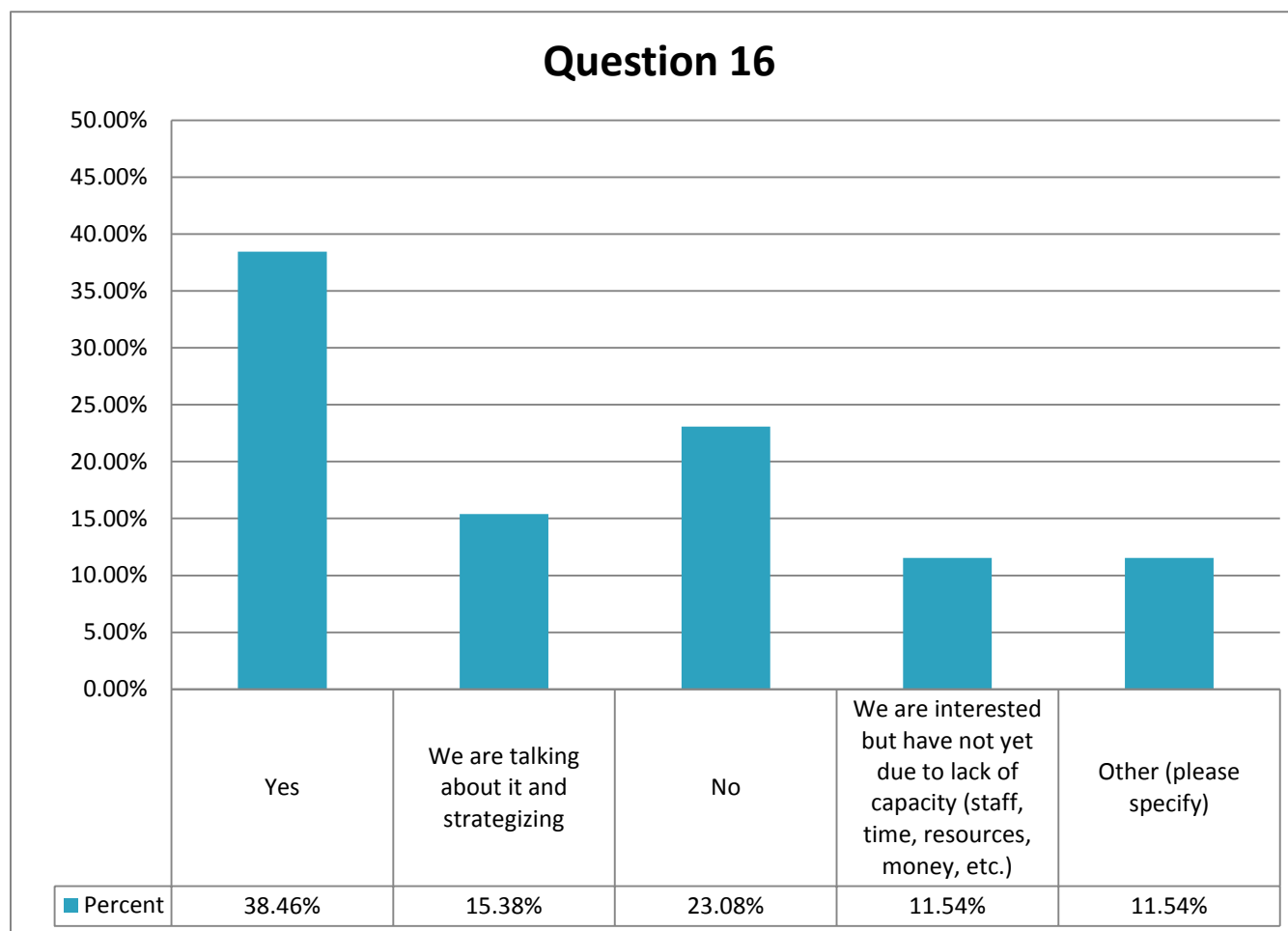


Question 15:

Please describe the projects have you assessed future climate impacts and the what impacts were assessed? **15 Responses-** (2 "N/A"):

- "Various high-level research has been conducted assessing vulnerable coastline assets. KSC's Master Plan and its Central Campus Consolidation Strategy identifies the most feasible areas with higher elevations to concentrate future development." - *NASA Kennedy Space Center*
- "When we reviewed plans for facilities through the facility siting process, we provided comments to consider sea level rise and increased surge on these private critical facilities." - *ECFRPC*
- "Mitigation projects for home owners in flood prone areas. Also requires home owners to mitigate against all other hazards." - *Volusia County Growth and Resource Management and Emergency Management*
- "Mitigation projects to elevate flooded homes; sea level rise." - *VCEM*
- "Stormwater Infrastructure Sanitary Sewer Collection ---Infiltration"-*City of Ormond Beach*
- "Sea Level Rise for evacuation routes and critical facilities." - *River to Sea TPO*
- "Currently working with ECFRPC." - *Brevard County Natural Resources Management Department*
- "pertains to south Fla, FDOT District 6" -*FDOT District 5*
- "Water withdrawals from the St. Johns River" - *SJRWMD*
- "Program funded some of Satellite Beach Climate Change Research. Working on revised Comprehensive Conservation and Management Plan for the IRL"- *IRL Council and IRL National Estuary Program*
- "We are currently working on a retro fit and FEMA reimbursement program for rising up to 50 homes within an area impacted by rising seas." - *City of New Smyrna Beach*
- "Extension as a whole has looked at agriculture practices and health related impacts to climate change. Extension also works with stakeholders on thinking about climate change impacts." - *University of Florida IFAS Extension Brevard County*

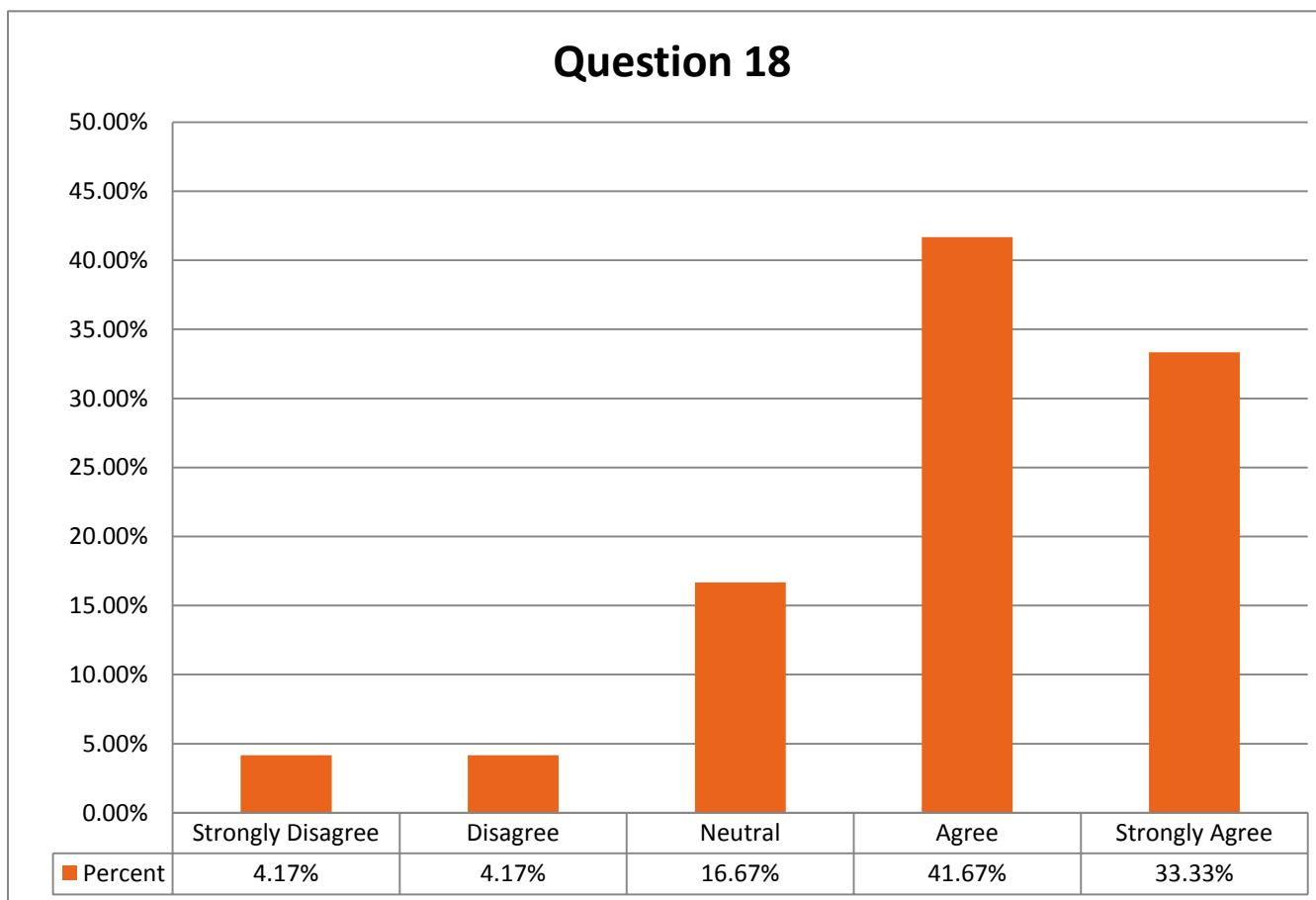
Question 16: Has your agency or jurisdiction been actively engaging stakeholders and citizens in the conversation about resiliency?



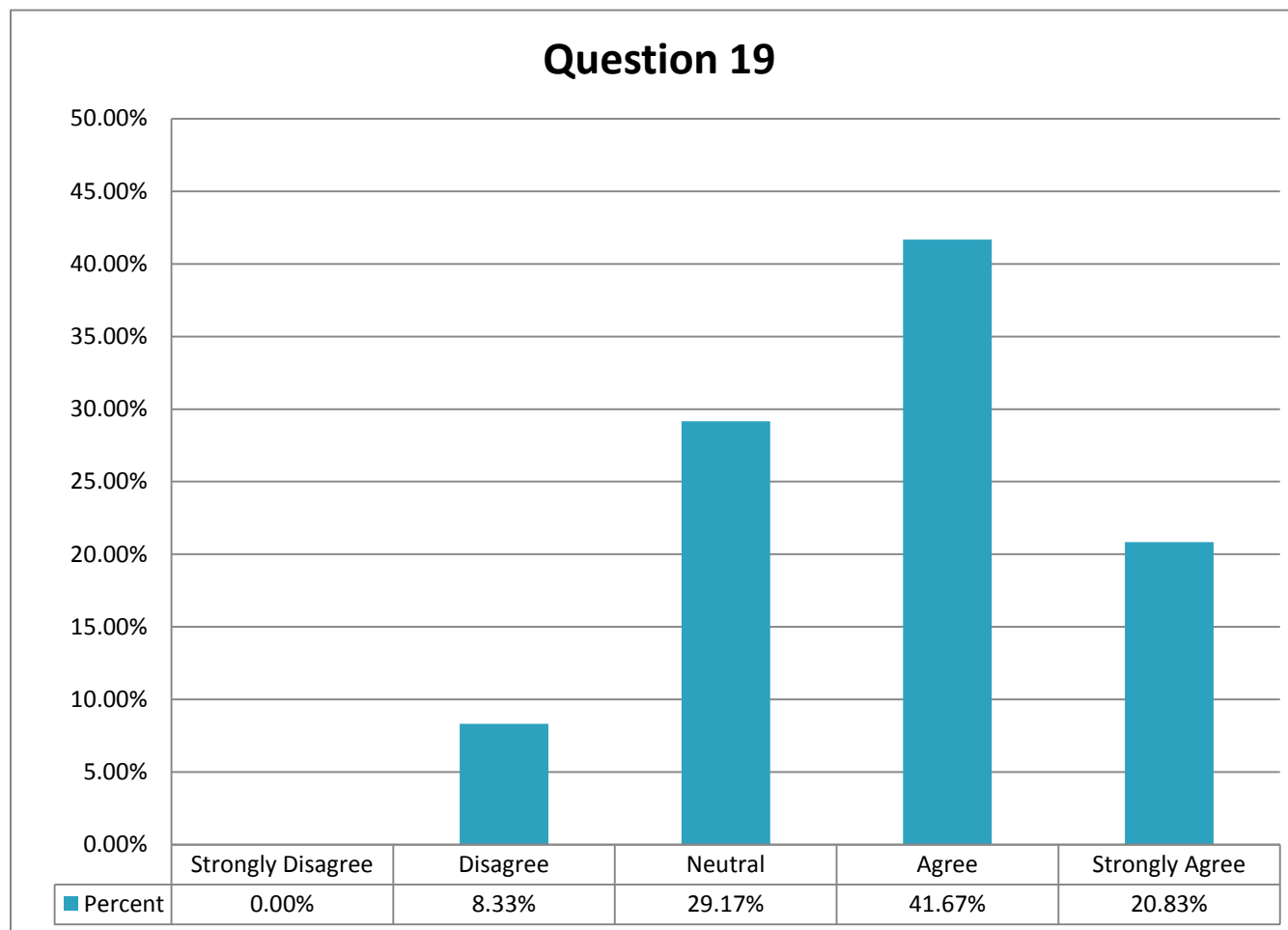
Question 17: Please share successes or lessons learned concerning your engagement efforts that the project team and other jurisdictions should be aware of. **16 Responses-** (7 "N/A):

- “KSC has focused significant resources on adaption strategies such as dune restoration to protect valuable launch infrastructure naturally located on the coast. Even if these measures prove successful over time, there are still many questions related to how general transportation access across Center will be impacted, i.e. how will employees and support services be able to reach launch pads on the coast if inland water levels (Banana River & Banana Creek) rise significantly.” - *NASA Kennedy Space Center*
- “Each community is different and discussion needs to be tailored to each specific community.” - *ECFRPC*
- “We discuss resiliency during our public outreach presentations to various groups.” - *VCEM*
- “Elected officials and senior staff from Public Works, Emergency Management and Traffic Engineering must be represented in the stakeholder group.” - *River to Sea TPO*
- “Long-term concerns get overrun by immediate issues” - *SJRWMD*
- “Public confusion and political positioning on climate change can make risk assessment and adaptation planning process more difficult than it needs to be.” - *IRL Council and IRL National Estuary Program*
- “We have pilot studies from three local communities on adaptation action planning, are working with DEP to complete an Adaptation Planning Guidebook and Post Disaster Redevelopment Guidebook update and provide funding and technical assistance to local governments in preparation of Peril of Flood amendments and resilience planning in their comprehensive plans.” - *Department of Economic Opportunity*
- “We are starting a year of CCR community meetings on Jan 16, 2018-covering all areas.” - *City of New Smyrna Beach*
- “Extension often works with stakeholders to discuss sustainability and climate change issues and what stakeholders should think about in regards to these impacts.” - *University of Florida IFAS Extension Brevard County*

Question 18: The people in my organization/ agency are concerned about SLR and flooding.



Question 19: The people in the community I work for are concerned about SLR and flooding.



Question 20: How educated and prepared does your organization's staff feel to plan for the impacts of SLR and coastal flooding issues?

11.54%	Unprepared and under-educated to appropriately plan for impacts.
61.54%	Somewhat prepared and educated to appropriately plan for impacts
7.69%	Unprepared but sufficiently educated to appropriately plan for impacts.
3.85%	Prepared but under-educated to appropriately plan for impacts.
15.38%	Sufficiently prepared and educated to appropriately plan for impacts.

Question 21:

What did we miss that is relevant to your plans, policies and actions that your agency or jurisdiction is undertaking to address resiliency?

13 Responses- (9 "N/A"):

- "I will need to investigate actions in other parts of the agency"- *SJRWMD*
- "NEPs follow the EPA workbook guidance on this issue."- *IRL Council and IRL National Estuary Program*
- "Help local governments implement Peril of Flood statutory requirements in comprehensive plans."- *Department of Economic Opportunity*
- "We have worked with the RPC to apply for a grant to do the city-wide assessment."- *City of New Smyrna Beach*



Appendix C

Stakeholder Engagement Findings

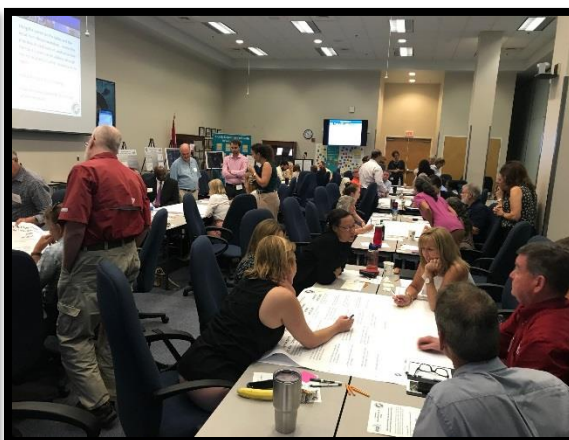
Stakeholder Engagement Findings

The East Central Florida Regional Planning Council with direction and oversight from the East Central Regional Resiliency Action Plan Steering Committee and Stakeholder Engagement Sub-Committee hosted six stakeholder engagement workshops between May and August of 2018. A total of 200 stakeholders participated in the workshops. The workshops not only focused on educating attendees about the overall project, laws pertaining to resilience, case studies of adaptation measures, and legal cases associated with resilience, but were designed to solicit input from the stakeholders to increase the ability of local and regional stakeholders to implement resiliency and climate adaptation strategies across disciplines. The results of the six workshops helped to create the objectives and action items in the East Central Florida Regional Resiliency Action Plan – Brevard and Volusia Counties.

This findings report highlights the findings associated with the engagement process conducted during the workshops noted

Listening Session Workshops: May 7th-Volusia; May 8th-Brevard

Stakeholder Engagement Workshops: August 20th-Brevard; August 21st-Volusia



May Workshops–Introduction:

Goal of the East Central Florida Regional Resiliency Action Plan:

Increase the ability of local and regional stakeholders to implement resiliency and climate adaptation strategies across disciplines.

East Central Florida Regional Resiliency Action Plan Listening Workshops:

The Listening Sessions took place on May 7th in Volusia County and on May 8th in Brevard County. Two workshops occurred in each county: “*Collaborating for Resilience*” and “*Building Economic and Social Resilience*”. This report provides an overview of the workshop findings and highlights reoccurring and identified priorities and actions. These findings were then incorporated, where feasible, in the ECF RRAP. While some actions are outside the immediate scope of the RRAP, they are highlighted in this report to aid in their advancement. Additionally, the ECFRPC began to some address some identified gaps after the workshops by connecting various agencies and departments and providing access to various available resources.

Attendance:

Volusia Collaborating for Resilience	32 attendees
Volusia Building Economic	9 attendees
Brevard Collaborating for Resilience	37 attendees
Brevard Building Economic	25 attendees

Break-Out Session Groupings:

Workshop attendees participated in break-out sessions, as listed below, to discuss barriers and opportunities for resiliency and developed priorities and actions based on topics described below. The *Building Economic and Social Resilience* groups were aggregated because some registrants did not attend the workshop. The findings from the breakout sessions in each workshop were categorized into the following groupings to reflect the framework of the RRAP: Leadership and Strategy, Economic and Society, Infrastructure and Environment, Health and Well-Being. The breakout sessions are noted below:

Collaborating for Resilience Workshop Break-Out Groups:

1. Grey and Green Infrastructure
2. Health
3. Local Fiscal Perspective
4. Planning
5. Leadership
6. Social Stability, Security and Justice

Building Economic and Social Resilience Workshop Break-Out Groups:

1. Leadership
2. Business Resiliency
3. Workforce
4. Infrastructure and Financing/Funding Tools
5. Tourism

1. Infrastructure and Environment:

Goal:

Create cross-discipline plans, policies and strategies to develop infrastructure, natural resources and a built environment that can withstand and adapt to natural disasters, changes to climate, and human manipulation to protect the health, safety and economic welfare of residents, businesses and visitors.

Priorities:

- 1) Post Disaster Recovery Plans (PDRP) – revisit and ensure consistency between plans and consider incorporation of green/gray infrastructure
- 2) Educate the public and elected officials about economic and mitigation benefits of conservation lands
- 3) Improve infrastructure for sewage, water, stormwater and address high nutrient loading into natural systems
- 4) Be proactive across all activities
- 5) Conduct assessments and implement code and policy changes
- 6) Engage leaders to get problems recognized and acted upon
- 7) Address issues of flooding (nuisance flooding, storm surge impacts, and sea level rise)
- 8) Plan fiscally for long-term impacts

Action Items:

- 1) Determine locations of all vulnerable infrastructure
- 2) Collaborate with partners to discuss the development of a “Resilient Homes Program”
- 3) Create (or add where one exists) a checklist for the planning, prioritization and funding of infrastructures projects to include assessment of vulnerabilities and if/how the project addresses long-term resiliency
- 4) Create or update stormwater utility inventory database

- 5) Conduct a vulnerability assessment for stormwater infrastructure and prioritize and plan for stormwater infrastructure improvements and mitigation activities including raising outfall infrastructure
- 6) Implement strategies for wastewater level of service improvements
- 7) Assess intersections and assign generator priorities to operate traffic lights
- 8) Assess existing plans for obstruction of resilient goals; diversify and identify adaptive measures to vulnerabilities
- 9) Develop methodology/procedures for inspecting infrastructure (stormwater) after a storm
- 10) Create a one page document for benefits of green infrastructure
- 11) Find funding/partners to look at Return on Investment (ROIs) and benefits for green infrastructure
- 12) Reassess utility/conservation lands plan to integrate stormwater solutions more effectively
- 13) Develop demonstration sites for utilization of green infrastructure on a variety of scales
- 14) Identify program overlaps (Promise Lands, LMS, CRS, WMD, Stormwater, etc.) and identify what is being done that can be used for other planning and to advance resiliency
- 15) Limit or prohibit public infrastructure investment for new developments built in hazard zones
- 16) Create a Chief Resilience Officer a position
- 17) Create a regional education plan/tool box for use across the region for all levels and sectors
- 18) Conduct constant education of elected officials, public, developers, businesses etc. about different aspects of resiliency, natural systems and environmental issues such as current freshwater supply and the current saltwater intrusion problem
- 19) Update evacuation plans to ensure inclusion of transit to address current areas of need, new staging areas and include reentry planning
- 20) Integrate appropriate flood reduction measures on new and improved road facilities
- 21) Update codes and policies to discourage development and high rises along coast and vulnerable areas
- 22) Assess Land Development Codes (LDC)/Land Development Regulations (LDRs) and comprehensive plans, and other plans (stormwater, transportation, open space, etc.) and update as needed to include resiliency measures and ensure they are all compatible
- 23) Address development and population growth in hazardous/vulnerable areas

- 24) Assess existing plans for obstruction of resilient goals
- 25) Prioritize the need to protect natural infrastructure from development pressures
- 26) Create a resiliency checklist for developers and planning staff
- 27) Revisit PDRP for resiliency and how it relates to new/updated plans
- 28) Develop off-shoot of County PDRP to implement on the City-wide scale
- 29) Train county, city and agency staff to respond to disasters or events through emergency exercises



Brevard Collaborating for Resilience Workshop May 8, 2018

Major Findings:

2. Health and Wellbeing:

Goal:

Create sustainable, resilient and healthier communities, programs and opportunities for all to better respond to disaster and adapt to climate and social stressors and shocks.

Priorities:

- 1) Communicate with and educate residents
- 2) Protect residents by disallowing development in high-risk areas
- 3) Ensure that the water supply and stormwater infrastructure are protected
- 4) Build reserves and adjust budgets to include specific line items to be proactive in creating sustainable and resilient communities
- 5) Access to Services
- 6) Homeless, Special Needs, Elderly and Low Income

Action Items:

- 1) Communicate dangers of do-it-yourself tasks and generators with residents
- 2) Ensure that English-limited populations have storm-related information/alerts
- 3) Change future land use and zoning codes in vulnerable areas to promote resilient planning
- 4) Ensure that a “primary” social media account relays all disaster-related information
- 5) Continue to include real-time information on shelters, openings/closings, and resources on County Emergency Management websites and social media
- 6) Include information regarding specific medical supply and other resources available at specific public shelters. Vulnerable populations should know which shelter to report to.

- 7) Train county, city and agency staff to respond to disasters or events through emergency exercises
- 8) Continue efforts for Total Max Daily Load (TMDL) reductions for the Indian River Lagoon
- 9) Protect sources of potable water from sewage and natural hazard infringement
- 10) Purchase portable towers for emergency cell phone services
- 11) Provide tax incentives that would minimize impervious surfaces
- 12) Research the potential of the existing financing programs and the roles they may play in the community (i.e. PACE, CDFI, IIVA)
- 13) Develop a financial plan to build reserves for a “rainy day/disaster fund”
- 14) Reassess budgets to determine what programs/line items may need additional funding for proactive resiliency funding (i.e. debris management, conservation lands, planning, etc.)
- 15) Advocate for Multiple Listing Service (MLS) standards to include vulnerabilities or scale of vulnerability
- 16) Create a Chief Resilience Officer position
- 17) Address development and population growth in hazardous/vulnerable areas
- 18) Utilize HMP to hardening facilities
- 19) Develop a program and find a funding source to purchase resources (AC, generators, etc.) for fixed and low-income and citizens
- 20) Include transportation to and from shelters in evacuation plans and test it. Take into factor post storm and how tying up the transit system limits availability to those who rely on the services to get to and from work.
- 21) Identify ways to encourage residents that are determined not to evacuate to adhere to warnings
- 22) Continue to utilize pre-registration to identify shelters for special needs and seniors within the community
- 23) Prioritize and Utilize IDignity program as a Disaster Preparedness tool. Develop funding mechanism to provide identification and paperwork
- 24) Identify and develop food pantry collaboration– access funds for development of regional food pantry network disaster plan for activation prior to FEMA arrival

- 25) Explore options for reverse *211 for consistent social services emergency messaging. (United Way) Use *211 as pre-registration tool for vulnerable populations
- 26) Discuss, investigate and develop the criteria for setting up mobile post-disaster DRC in affected vulnerable communities
- 27) Coordinate with transportation services to identify communities/locations with high ridership and compare those locations with flood prone evacuation sites
- 28) Utilize existing or develop a single app for efficient communication of resources– (explore the idea of Virtual Business or expanding county app)



Volusia Collaborating for Resilience Workshop May 7, 2018

Major Findings:

3. Economy and Society:

Goal:

Provide opportunities and strategies to foster economic prosperity and improve social equity and justice in preparation for and recovery from stressors and shocks.

Priorities:

- 1) Business to Business Mentoring and Outreach
- 2) Ensure that small businesses are prepared to deal with hazard events
- 3) Identify “point person” in local government to act as a liaison between the business community and the local government for resiliency
- 4) Communication during disaster situations
- 5) Education for all entities
- 6) Enhance transit access and efficiency especially in transit dependent communities
- 7) Access to funding and finances
- 8) Coordination between jurisdictions and agencies to address financial side of resiliency
- 9) Build financial security to be proactive
- 10) Bridge the gap between expenditures and FEMA reimbursement process
- 11) Affordable Housing
- 12) Special Needs Shelter/Senior Shelters
- 13) Access to Services
- 14) Homeless, Special Needs, Elderly and Low Income

Action Items:

- 1) Engage small businesses to ensure they have contingency plans and contingency funds for hazard events.
- 2) Develop “one-pager” from the Chamber of Commerce with best practices and links for responding to and preparing for hazard events
- 3) Develop and facilitate program development of Business Action/Continuity Plans (BCOOP) planning with small businesses and utilize local colleges and universities
- 4) Identify 20+ businesses to assist in development of BCOOPs as a pilot
- 5) Enforce against and educate about price gouging
- 6) Assess existing plans for diversification and identify adaptive measures to economic vulnerabilities
- 7) Develop plans and policies to encourage and develop future affordable housing choices in areas outside vulnerabilities and with access to transit, jobs, and resources. Refocus funding to make more affordable housing
- 8) Develop a program to help impacted businesses with rent deferment
- 9) Research the potential of the existing financing programs and the roles they may play in the community (i.e. PACE, CDFI ,IIVA)
- 10) Develop a financial plan to build reserves for a “rainy day/disaster fund”
- 11) Develop a long-term financial plan for loss of or restructure of tax base in highly vulnerable areas
- 12) Assess reserves and develop a plan to build reserves for disaster preparedness and response – Update charter to build reserves and conduct referendum where necessary
- 13) Promote legislation that increases property taxes in high hazard zones to create a financial avenue for mitigation/adaptation strategies.
- 14) Build reserves and adjust budgets to include specific line items to be proactive regarding vulnerable infrastructure including commercial infrastructure

Major Findings:

4. Leadership and Strategy:

Goal:

Promote leadership, education and empowerment both in government, and public and private sectors to foster the implementation of resiliency strategies across disciplines and communities.

Priorities:

- 1) Overcome leadership roadblocks like budgets, political agendas, term limits, lobbyists, and lack of education
- 2) Develop regional and local collaboration through a more formal and continuous format
- 3) Education for everyone, including leadership. Have a succession plan and focus on keeping the end goal in mind
- 4) Build trust between government agencies and between the public and government agencies
- 5) Build financial security to be proactive

Action Items:

- 1) Replicate the New Smyrna Beach Coastal Community Resiliency Campaign in other communities and update annually
- 2) Develop Positive Public Leadership Relations and Newsletters, Forums, etc.
- 3) Identify vulnerable priorities
- 4) Educate leadership on potential political impacts (Quarterly)
- 5) Conduct new leadership orientation
- 6) Insure municipal guaranteed property tax revenue
- 7) Investigate and develop innovative long-term funding and revenue generators
- 8) Create a Chief Resilience Officer position

- 9) Build reserves and adjust budgets to include specific line items to be proactive regarding vulnerable infrastructure including commercial infrastructure
- 10) Support the update of codes and policies to discourage development and high rises along coast and vulnerable areas
- 11) Find champions and strong advocates for planning for resiliency and natural systems, both elected and non-elected
- 12) Promote legislation that increases property taxes in high hazard zones to create a financial avenue for mitigation/adaptation strategies.
- 13) Create a regional education plan/tool box for use across the region for all levels and sectors both private and public as well as citizens



Volusia Building Economic and Social Resilience Workshop May 7, 2018

Other Action Plan Items and Take-Aways:

- 1) Work with CareerSource, Chambers, and others to assist in the development of a template for workplace communication pre- and post-disaster
- 2) Review/overlay/consider identified aging infrastructure (public works projects), flood prone areas, vulnerable communities and high use transit stops for “hot spot” evacuation/post storm assistance
- 3) Assist the county and cities through their already established Council in developing and promoting language to encourage affordable housing choices policies with stronger building codes that address/consider resiliency. At the same time have county/cities pre-identify developers. Research Orlando model to mirror
- 4) Work with Brevard EOC on identifying clear path for reviewing Business Continuity of Operations
- 5) Develop/Re-convene long-term care working group with the goal to create a county wide model for preparedness and recovery and coordinate and determine an agency responsible
- 6) Finalize Long-Term Care Model and share with facilities
- 7) Implement Long-Term Care Model at facilities across the county
- 8) Identify and disseminate a clear path after development of private business COOP, what/ where do with the plan/ who reviews them
- 9) Interplanetary species – create resiliency on our own planet before we explore other planets
- 10) Education, funding and political will is key



August Workshop–Introduction:

Goal of the East Central Florida Regional Resiliency Action Plan:

Increase the ability of local and regional stakeholders to implement resiliency and climate adaptation strategies across disciplines.

East Central Florida Regional Resiliency Action Plan Stakeholder Workshops:

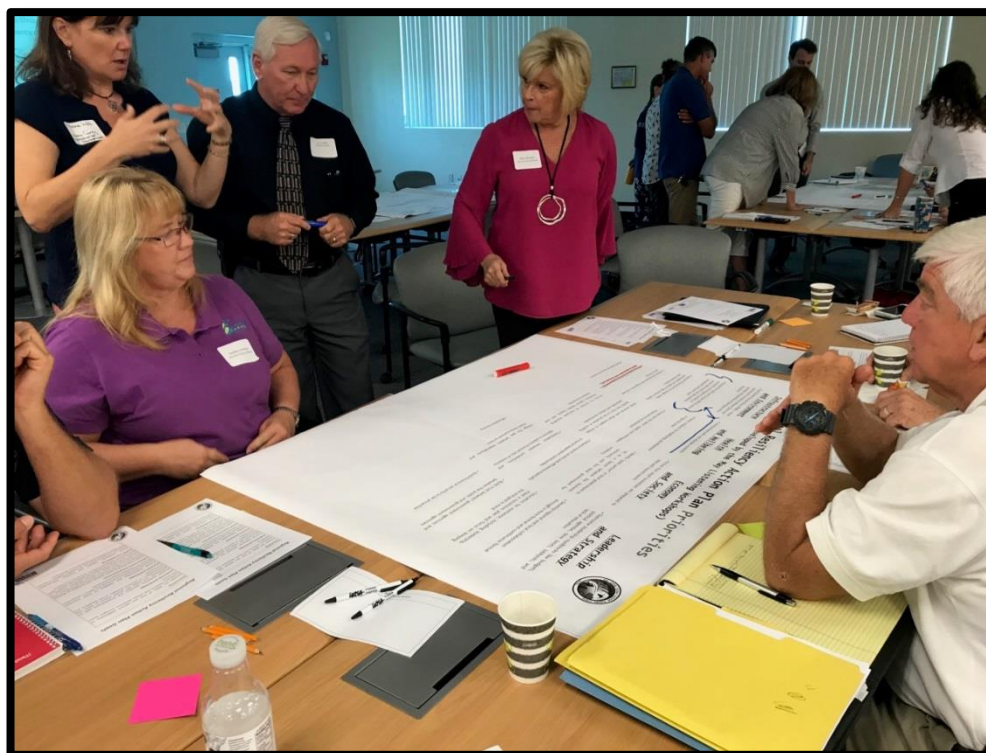
The East Central Florida Regional Planning Council worked with stakeholders to develop a Regional Resiliency Action Plan for Brevard and Volusia Counties to “Increase the ability of local and regional stakeholders to implement resiliency and climate adaptation strategies across disciplines.” These workshops, which took place on August 20th and 21st, focused on engaging Public Officials, Agencies, and the Public in order to further the development of the plan. Presenters at the workshop included the East Central Florida Regional Planning Council, Florida Sea Grant, and Dedy Law to provide an educational opportunity about the overall project, laws pertaining to resilience, case studies of adaptation measures, and legal cases associated with resilience. With the findings from the May workshops and informative presentations, the attendees were able to narrow-down, edit, and add to the priorities and actions that were formulated in May.

Attendance:

Brevard Stakeholder Workshop	47 attendees
Volusia Stakeholder Workshop	50 attendees

Break-Out Session Groupings:

For this workshop, the attendees participated in break-out groups which had a “Priorities” and an “Actions” poster that encompassed the main ideas from the May workshops. The groups worked through the top 5 Priorities that were established in each of the 4 frameworks of the plan. The groups then worked through the Actions that coincide with each specific Priority on the Action poster. This exercise was used as a means for these stakeholders to narrow down and revise the priorities and actions used to formulate the plan. Discussions during the exercise focused on the needs, feasibility of the actions as presented, additional steps necessary to complete action items, departments/agencies, projects or programs already in place to accomplish tasks, and barriers.



Brevard Stakeholder Engagement Workshop August 20th, 2018

Major Findings:

Most Important Actions Chosen by Stakeholders:

Infrastructure and Environment	Health and Wellbeing	Economy and Society	Leadership and Strategy
1 a) Improve infrastructure for sewage, water, stormwater and address high nutrient loading into natural systems.	1) Communicate with and educate residents.	1) Coordination between jurisdictions and agencies to address financial side of resiliency.	1) Overcome leadership roadblocks like budgets, political agendas, term limits, lobbyists, and lack of education.
1 b) Educate the public and elected officials about economic and mitigation benefits of conservation lands and get problems recognized and acted upon.	2) Ensure that the water supply and stormwater infrastructure are protected.	2) Enhance transit access and efficiency especially in transit dependent communities.	2) Develop regional and local collaboration through a more formal and continuous format.
2) Conduct assessments and implement code and policy changes.	3) Protect residents by disallowing development in high-risk areas.	3) Identify "point person" in local government to act as a liaison between the business community and the local government for resiliency.	3) Education for everyone, including leadership. Have a succession plan and focus on keeping the end goal in mind.
3) Plan fiscally for long-term impacts.		4) Ensure that small businesses are prepared to deal with hazard events.	4) Build financial security to be proactive.
4) Address issues of flooding (nuisance flooding, storm surge impacts, and sea level rise).			

1. Infrastructure and Environment:

- Determine locations of all vulnerable infrastructures
- Create (or add where one exists) a checklist for the planning, prioritization and funding of infrastructures projects to include assessment of vulnerabilities and if/how the project addresses long-term resiliency (and maintain funding) (Need funding to gain new data on city level/parcel level to be able to plan and educate with accurate and up to date data)
- Create a one-page document for benefits of green infrastructure
- Create a regional education plan/tool box for use across the region for all levels and sectors
- Conduct constant education of elected officials, public, developers, businesses etc. about different aspects of resiliency, natural systems and environmental issues (County Departments, TPOs, implement and reinforce) (educating public on how infrastructure works and its relationship with the environment– develop a strategy to do this)
- Train county, city and agency staff to respond to disasters or events through emergency exercises
- Identify program overlaps (Promise Lands, LMS, CRS, WMD, Stormwater, etc.) and identify what is being done that can be used for other planning and to advance resiliency
- Conduct a vulnerability assessment for stormwater infrastructure and prioritize and plan for stormwater infrastructure improvements and mitigation activities
- Implement strategies for wastewater level of service improvements
- Assess existing plans for obstruction of resilient goals; diversify and identify adaptive measures to vulnerabilities
- Reassess utility/conservation lands plan to integrate stormwater solutions more effectively (currently do to some degree– SJRWMD, capital projects, LDRs)

2. Health and Wellbeing:

- Change future land use and zoning codes in vulnerable areas to promote resilient planning (3–5+ years, consider future conditions like SLR and stormwater)
- Protect sources of potable water from sewage and natural hazard infringement
- Research the potential of the existing financing programs and the roles they may play in the community (i.e. PACE, CDFI ,IIVA)
- Revisit comp. plan and revise as necessary to assume that population does not surpass sustainable levels
- Reassess budgets to determine for proactive resiliency funding (i.e. debris management, conservation lands, planning, etc.)
- Continue to utilize pre-registration to identify shelters for special needs and seniors within the community
- Ensure that a “primary” social media account relays all disaster-related information (currently doing EOC)

3. Economy and Society:

- Develop a long-term financial plan for loss of or restructure of tax base in highly vulnerable areas
- Promote legislation that increases property taxes in high hazard zones to create a financial avenue for mitigation/adaptation strategies (cut out “increases property taxes”, AAAs)
- Engage small businesses (stakeholders) to ensure they have contingency plans and contingency funds for hazard events
- Develop and facilitate program development of Business Action/Continuity Plans (BCOOP) planning with small businesses and utilize local colleges and universities (Use 20+ businesses as a pilot)
- Develop a financial plan to build reserves for a “rainy day/disaster fund”
- Assess reserves and develop a plan to build reserves for disaster preparedness and response – Update charter to build reserves and conduct referendum where necessary
- Research the potential of the existing financing programs and the roles they may play in the community (i.e. PACE, CDFI ,IIVA)

- Assess existing plans for diversification and identify adaptive measures to economic vulnerabilities
- Help businesses develop and plan for resilience individually and with groups like Chamber of Commerce
- Enforce against and educate about price gouging
- Can use EOC model as a guideline for interagency long-term planning

4. Leadership and Strategy:

- Find champions and strong advocates for planning for resiliency and natural systems, both elected and non-elected
- Create a climate compact
- Develop Positive Public Leadership Relations and Newsletters, Forums, etc.
- Investigate and develop innovative long-term funding and revenue generators
- Create a Chief Resilience Officer position
- Support the update of codes and policies to discourage development and high rises along coast and vulnerable areas
- Build reserves and adjust budgets to include specific line items to be proactive regarding vulnerable infrastructure including commercial infrastructure
- Educate leadership on potential political impacts (Quarterly workshops for elected officials)
- Support the update of codes and policies to discourage development and high rises along coast and vulnerable areas
- Identify the roadblocks and acknowledge them as a first step

Take-aways:

As one can tell, this activity from the workshops narrowed down the initial ideas. This was the goal of the workshop so that the community as a whole would be the driving force behind the plan's elements. Going forward, the Priorities and Actions are to be revised by our RRAP Steering Committee, ECFRPC staff, and any other necessary stakeholder to work toward a final form document.



Volusia Stakeholder Engagement Workshop August 21st, 2018

Appendix D

Regional Planning for Sea Level Rise Recommendation

Regional Planning for Sea-Level Rise Recommendation

A regional, coordinated approach to planning for sea level rise is important as agencies and communities identify potential risks to infrastructure, plan for future land uses, and determine appropriate mitigation and adaptation measures to minimize the risks of future flooding and inundation. One way that local governments can collaborate is to create sea level rise projections that are jointly developed and utilized across a defined area. Two examples of successful Florida regional coordinated sea level rise adaption workgroups that have undertaken such efforts include:

- The *Southeast Florida Regional Climate Change Compact* which was established in 2010 by Broward, Miami-Dade, Monroe, and Palm Beach Counties as a mechanism for coordinating climate change mitigation, adaption, and associate policy development across the four counties. The Compact's Technical Ad Hoc Working group comprised of experts from local universities, scientists from NOAA and the U.S. Geological Survey, and civil engineers in public service, worked together with the USACE to create 2011, and later, the [2015 Unified Sea Level Rise Projection](#) which establishes a single baseline for regional adaptation planning and provided the foundation for the [Southeast Florida Regional Climate Change Action Plan 2.0](#).
- The Tampa Bay Climate Science Advisory Panel, an ad hoc network of scientists and resource managers in the Tampa Bay region (Pinellas, Hillsborough, Manatee, and Pasco counties) formed in 2014, with the goal of developing recommendations for local governments and regional agencies addressing climate change mitigation strategies associated with sea level rise in the Tampa Bay Region. The [Recommended Projection of Sea Level Rise in the Tampa Bay Region](#) was developed by the Panel in 2015. The projection model is used as guidance for the Tampa Bay Regional Planning Council One Bay Resilient Communities workgroup and provided foundation for [The Cost of Doing Nothing Report](#) in 2017.

It is important to note that the unified sea level rise projections reached by both groups are regionally specific and rely on tidal gauge data sourced from within each region.

Summary

The East Central Florida Regional Resiliency Action Plan Planning for Sea Level Rise Sub-Committee, comprised of federal, regional and local experts, academia and planners across sectors, developed a regional planning approach to sea level rise. The purpose of this approach is to provide local governments and regional agencies with a coordinated and vetted approach to planning for sea level rise. The recommended sea level rise range developed by the Sea Level Rise Sub-Committee provides a flexible approach to sea level rise planning as no one projection rate curve should be used for planning purposes across the board.

To date in the east central Florida region, most vulnerability analyses conducted have been based on the U.S. Army Corps of Engineers 2013 sea level rise projections. [ER 1100-2-8162](#) is the current USACE guidance for calculating Sea Level Change curves. These curves represent the range of potential future sea level change conditions considered by USACE planners and engineers. These curves were the first to be included in the Florida Department of Transportation funded [Sea Level Scenario Sketch Planning Tool](#) developed by the UF Geoplan Center in 2012 to help identify transportation infrastructure vulnerable to current and future flood risks. In phase three of the tool, improvements were made to analyze and visualize current flood risks (100-year and 500-year floodplains and hurricane storm surge zones) as well as future flood risks from sea level rise using the 2012 National Oceanic and Atmospheric Administration (NOAA)/ National Climate Assessment data.

In the 2017 update of the FEMA Community Rating System Manual (CRS), more emphasis was placed on future conditions and impacts of climate change in section 116.c of the CRS Manual by providing credit for communities that:

- provide information about areas (not mapped on the FIRM) that are predicted to be susceptible to flooding in the future because of climate change or sea level rise;
- demonstrate that it has programs that minimize increases in future flooding; use regulatory flood elevations in the V and coastal A Zones that reflect future conditions, including sea level rise;
- advise prospective property buyers of the potential for flooding due to climate changes and/or sea level rise; base regulatory map on future-conditions hydrology, including sea level rise; when a community accounts for sea level rise in managing its coastal A Zones;
- regulates runoff from future development in the stormwater program;
- manages future peak flows in the watershed master plan so that they do not exceed present values;

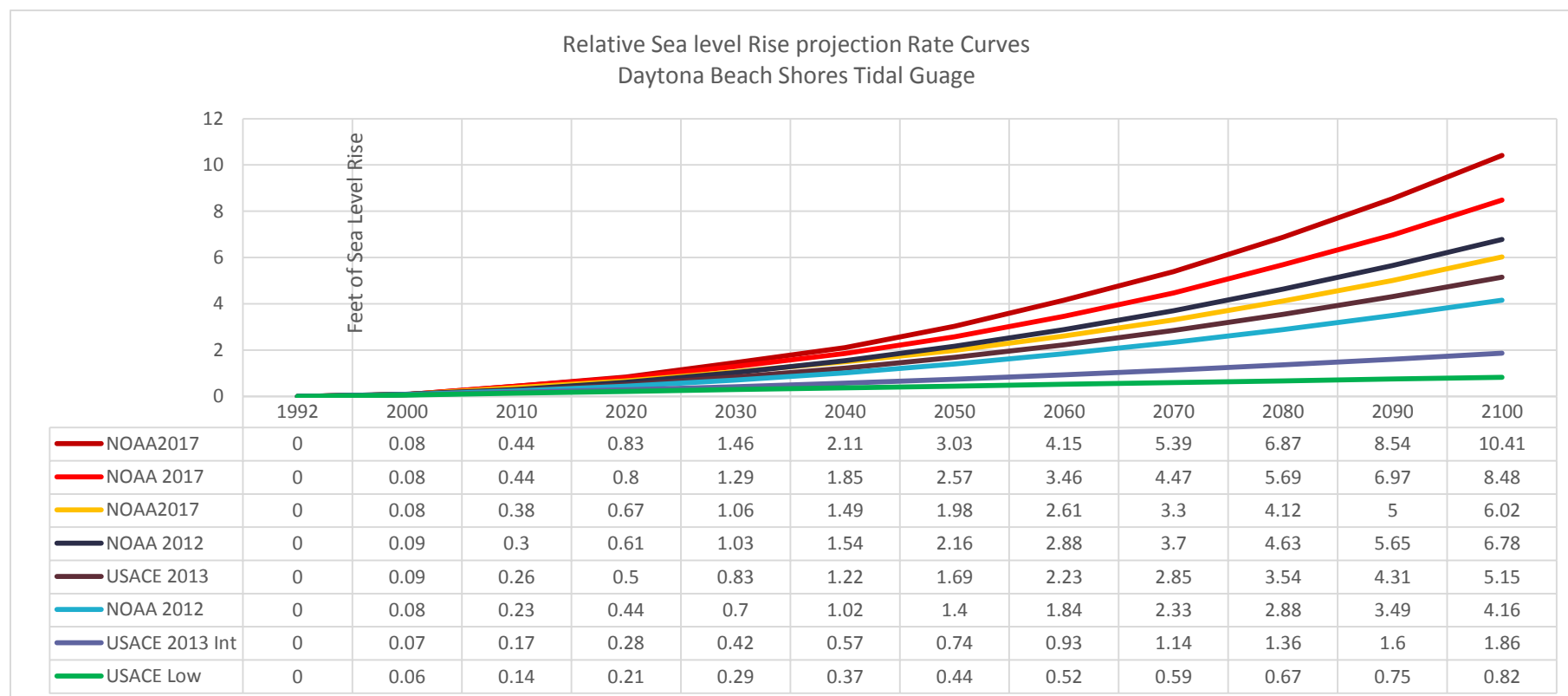
- address impacts of sea level rise in the watershed master plan (coastal communities);
- conducts flood hazard assessment and problem analysis to address areas likely to flood and flood problems that are likely to get worse in the future, including (1) changes in floodplain development and demographics, (2) development in the watershed, and (3) climate change or sea level rise.

According to the guidance in Section 404 of the manual, the CRS has adopted the base minimum projection for sea level rise for the purpose of CRS credits and prerequisites. *“The “intermediate-high” projection for 2100, as included in the report Global Sea Level Rise Scenarios for the United States National Climate Assessment (National Oceanic and Atmospheric Administration, 2012, https://scenarios.globalchange.gov/sites/default/files/NOAA_SLR_r3_0.pdf), is the minimum projection that must be used for CRS purposes. Communities may use other projections provided that they are equal to or greater to NOAA’s “intermediate-high” projection for 2100.”*

Also in 2017, as part of the science update for the Fourth National Climate Assessment, NOAA updated its projection rate curves based on the most updated data, science, modeling, literature and technical expertise. NOAA’s technical report, [NOAA Technical Report NOS CO-OPS 083](#), provides further information concerning the 2017 Global and Regional Sea Level Rise Scenarios for the United States. These curves exceed the previous projections from 2012. NOAA 2017 projections are “grounded” in 2000, while the NOAA 2012 and USACE curves are “grounded” in 1992 (different tidal epochs). This means that when comparing the mean sea level projections for NOAA 2012 and NOAA 2017 in the [USACE sea level change](#) calculator, NOAA 2012 for intermediate high shows 0.08 feet for the year 2000, while NOAA 2017 shows 0.00 feet for high in 2000. Therefore, the calculator settings must be adjusted to compensate for the different tidal epochs and provide a comparable starting point. This is accomplished by checking the box “Adjust to MSL (83-01) Datum” in the calculator when assessing NOAA 2017 curves.

The figure below illustrates the NOAA 2012, USACE 2013 and the NOAA 2017 sea level rise projection rate curves after epoch adjustment.

Figure 3: All Relative Sea Level Rise Projection Rate Curves



Based upon the latest updates to the NOAA projection rate curves, the 2017 CRS Manual update, and the past sea level rise vulnerability assessments, as well as the findings from [NOAA Technical Report NOS CO-OPS 083](#) concerning the current and future occurrence of nuisance flooding, the sub-committee developed an approach to implementing these projections into planning processes and plans. The formal recommendation of the sub-committee is described below..

Formal Recommendation

The East Central Florida Regional Resiliency Action Plan's sea level rise projection sub-committee provides the following recommendation for the east central Florida region for planning for sea level rise:

No one projection rate curve should be used for planning purposes across all projects and programs. Instead, a range of rise should be considered based upon the vulnerability, allowable risk, and project service life and the forecast project "in-service" date of a facility or development. The range should include a minimum rise of 5.15 feet by 2100 (2013 USACE High) with an upper range of 8.48 feet by 2100 (2017 NOAA High). Short-term planning should consider impacts out to 2040 (20-year planning horizon), medium-term planning should consider impacts out to 2070 (50-year planning horizon), and long-term planning should extend out to 2100 (80-year planning horizon). Adaptation plans of the community should also be taken into consideration when planning, engineering and constructing infrastructure relative to sea level rise and flooding to ensure consistency with community development plans.

Upper Bound Description

The sea level rise estimates associated with the NOAA 2017 high rate curve are recommended as the upper bound of the planning scenario. These data are recommended for assessment and adaptation, mitigation and minimization planning of those facilities that have little risk tolerance and long functional life span, as well as new/proposed (re)development or significant intensification on previously minimally developed land that may be on future fringes of vulnerable areas. The upper bound of sea level rise planning should consider the local estimate for the forecasted year of facility life expectancy based on in-service date. USACE guidance requires a 100-year potential service life of large infrastructure projects. These projects along with new community development projects should include an approved adaptation strategy prior to construction consistent with the community's adaptation plan. It is recommended that

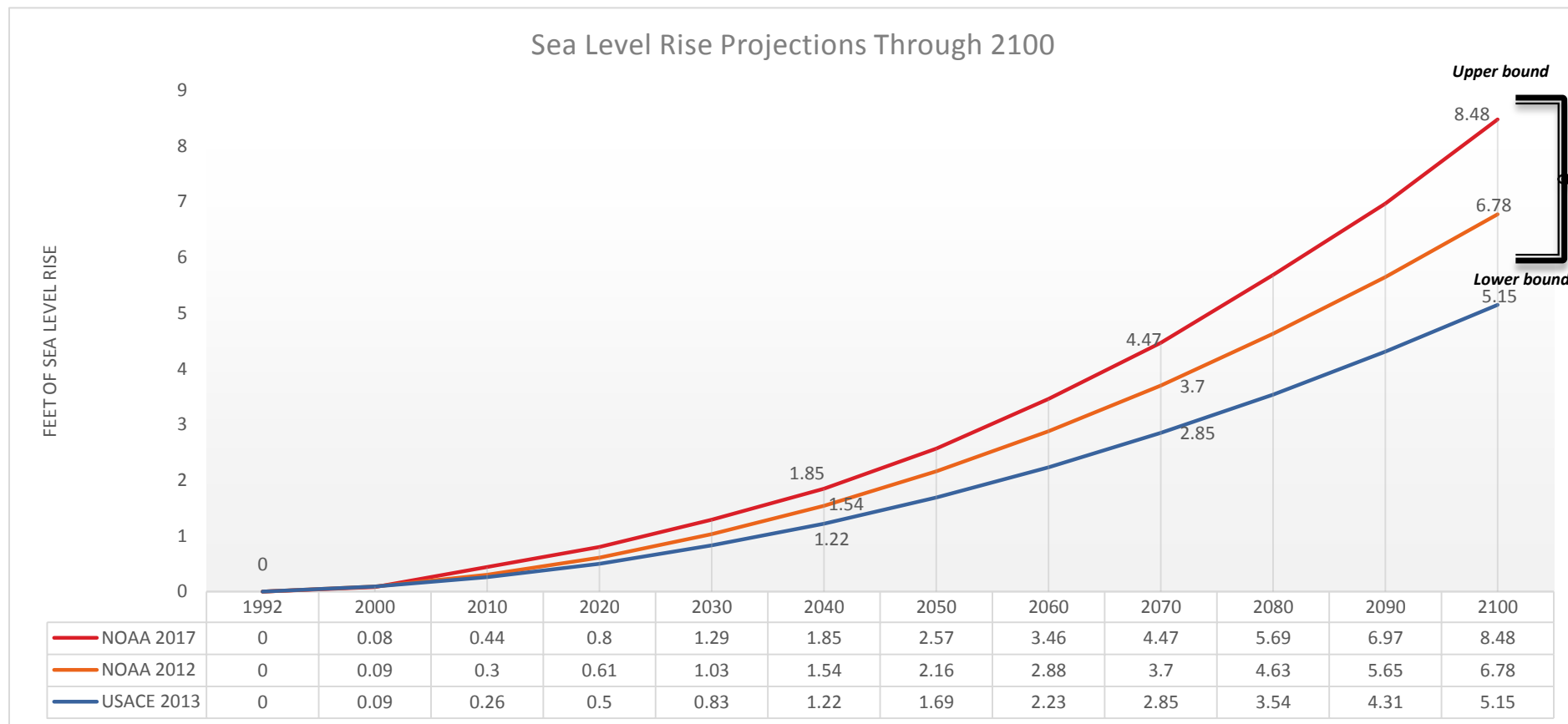
facilities necessitating an upper bound of sea level rise planning are recommended to plan for a minimum rise in sea level of 1.85 feet by 2040, 4.47 feet by 2070 and 8.48 feet by 2100.

Lower Bound Description

The recommended minimal or lower bound of planning level for consideration is the USACE 2013 High Rate Curve or a minimum planning of 5.15 feet of rise by 2100 (1.22 ft. by 2040 and 2.85 ft. by 2070). This minimal planning level would be recommended for facilities that are less vulnerable, have a greater risk tolerance to flooding, are of little impact in terms of the health, safety and welfare of the community, facilities with a short time-frame of functionality or facilities that are easily relocated or planned for relocation. Using the USACE 2013 High Rate Curve as a minimum ensures that CRS activities applying even this lower bound are eligible for CRS credits under the 2017 manual.

The following figure illustrates the recommended range for sea level rise planning and includes the projected rise in sea level by decade. The 2012 NOAA High projection is included for reference to illustrate the change in projection for this rate curve since the initial 2012 assessment.

Figure 4: ECF Regional Resiliency Action Plan Recommended Bounds for Planning for Sea Level Rise



Appendix E

FDEP Adaptation Planning Guidebook Grant Resources

FDEP Adaptation Planning Guidebook Grant Resources

<https://floridadep.gov/sites/default/files/AdaptationPlanningGuidebook.pdf>

The FDEP Adaptation Planning Guidebook provides a listing of grants and funding sources to implement resilience measures across sectors. The pages that follow include the excerpt from the document.

Federal Funding Opportunity	Description and Details
DOC/Economic Development Administration Investment for Public Works and Economic Development Facilities	Economic Development Administration (EDA) provides assistance to support the construction or rehabilitation of essential public infrastructure and facilities necessary to generate or retain long-term private sector jobs and investments, attract private sector capital, and promote regional competitiveness. Grants may be used for projects such as expanding and upgrading infrastructure to attract new industry, supporting technology-led development, redeveloping brownfield sites, promoting eco-industrial development, and supporting heritage preservation development. Generally, EDA investment assistance may not exceed 50% of the project cost. Projects may receive an additional amount that shall not exceed 30%, based on the relative needs of the region in which the project will be located, as determined by EDA. Additional financial limitations may apply depending on the recipient.
EPA Aquatic Ecosystem Restoration (CAP Section 206)	Work under this authority may carry out aquatic ecosystem restoration projects that will improve the quality of the environment, are in the public interest, and are cost-effective. There is no requirement that an existing US Army Corps of Engineers project be involved.
EPA BEACH Grants	EPA makes grants available to eligible coastal and Great Lakes states, territories, and tribes to help them implement programs to monitor water quality at their beaches and to notify the public when water quality problems exist.
EPA Coastal Program	The U.S. Fish and Wildlife Service (FWS) Coastal Program partners with communities to provide technical and financial assistance to assess, protect, and restore or enhance priority coastal habitats for the benefit of fish and wildlife. The program is delivered through a network of 24 field offices in priority coastal habitats along the Atlantic, Pacific, Gulf of Mexico coasts and in the Great Lakes. Program biologists provide restoration expertise and financial assistance to federal and state agencies, local and tribal governments, businesses, private landowners, and conservation organizations such as local land trusts and watershed councils.

Federal Funding Opportunity	Description and Details
EPA Smart Growth Implementation Assistance Program	The SGIA program is an annual, competitive solicitation of state, local, regional, and tribal governments (and non-profits that have partnered with a governmental entity) that want to incorporate smart growth techniques into their future development. Once selected, communities receive direct technical assistance from a team of national experts in one of two areas: policy analysis (e.g., reviewing state and local codes, school siting guidelines, transportation policies, etc.) or public participatory processes (e.g., visioning, design workshops, alternative analysis, build-out analysis, etc.). The assistance is tailored to the community's unique situation and priorities. EPA provides the assistance through a contractor team – not a grant. Through a multiple-day site visit and a detailed final report, the multi-disciplinary teams provide information to help the community achieve its goal of encouraging growth that fosters economic progress and environmental protection. EPA initiated the SGIA program in 2005 with three goals in mind: 1. To support communities interested in implementing smart growth policies; 2. To create regional examples of smart growth that can catalyze similar projects in the area; and 3. To identify common barriers and opportunities for smart growth development and create new tools.
FEMA Community Disaster Loan Program	The Federal Emergency Management Agency (FEMA) provides direct loans to local governments to offset the loss of tax or other revenues as a result of a major disaster. The local government must demonstrate a need to maintain local governmental functions such as police and fire protection, or water and sewer services. Loans are not to exceed 25% of the local government's annual operating budget for the fiscal year in which the major disaster occurs, up to a maximum of \$5 million. To apply: The State's Governor requests a Presidential declaration of an emergency or disaster. An applicant should consult the office or official designated as the single point of contact in the state for more information on the process. Upon declaration, one may apply for assistance through the Governor's authorized representative.
FEMA Flood Mitigation Assistance Program	FEMA provides funds to local governments, tribes and some non-profits to reduce or eliminate claims made under the National Flood Insurance Program (NFIP). Specifically, the program aims to reduce the number of repetitive loss structures insured by NFIP. (Repetitive loss structures are those that have sustained two or more losses, each exceeding \$1000, within a ten-year period.) There are three types of grants that fall within the Flood Mitigation Assistance (FMA) program area: 1. Planning Grants to prepare flood mitigation plans; 2. Project Grants to implement measures to reduce flood losses, such as elevation, acquisition, or relocation of NFIP-insured structures; 3. Technical Assistance Grants for the state to help administer the FMA program and activities. To apply projects should be submitted as the need arises to the state which then selects applications based on predetermined priorities set forth in a disaster specific Mitigation Strategy to send to FEMA for final approval.
FEMA Hazard Mitigation Grant Program	FEMA provides funds to local governments, tribes and some non-profits to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. Grants given through the states to local governments following an official Presidential disaster declaration are used to implement long-term hazard mitigation measures that provide a long-term solution to a specific risk. For example, the grant could be used to elevate flood-prone homes or businesses, thus allowing floodwater to flow under the house rather than through it. FEMA will pay up to 75% of the project cost, while the remaining 25% must be funded through the state, local government applicants or individual property owners. In-kind services and materials can be used.

Federal Funding Opportunity	Description and Details
Pre-Disaster Mitigation Grant Program	The Pre-Disaster Mitigation (PDM) program provides annual funding to support states, territories, Indian tribal governments, communities, and universities for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event. This program promotes implementation of activities designed to reduce injuries, loss of life, and damage and destruction to property from natural hazards. Administered by the state, the Pre-Disaster Mitigation (PDM) program is a competitive federal grant program that was created to assist communities with the implementation of cost effective mitigation activities prior to disasters. The intent of this program is to reduce overall risk to people and property, while also minimizing the cost of disaster recovery. The State of Florida provides workshops to explain the purposes of the program, eligible project types and application requirements. A 25-percent local match is required (to the federal contribution of 75 percent); this is a cost reimbursement program.
Repetitive Flood Claims Program	The Repetitive Flood Claims (RFC) grant program makes up to \$10 million available annually for FEMA to provide RFC funds to states and communities to assist them in reducing flood damages to insured properties that have had one or more claims with the NFIP. FEMA may contribute up to 100 percent of the total amount approved under the RFC grant award to implement approved activities, if the applicant has demonstrated that the proposed activities cannot be funded under the Flood Mitigation Assistance (FMA) program.
Transportation Enhancement Program by Federal Highway Administration	The Transportation Enhancement Program provides funding and technical assistance for eligible activities, as specified in the federal act (SAFTEA-LU), including bicycle/pedestrian facilities, renovation of historical transportation facilities and other transportation enhancement activities. All projects must be related to the transportation system; project examples include bicycle and pedestrian facilities, scenic or historic site acquisition, scenic or historic highway programs, landscaping and beautification projects, historic preservation, rehabilitation and operation of historic transportation facilities, preservation of abandoned railroad corridors, control and removal of outdoor advertising, planning and research, and mitigation of water pollution due to highway runoff. Local governments, metropolitan planning organizations (MPOs), state agencies, federal agencies and statewide or national interest groups are eligible to apply. Application requirements are coordinated through the Florida Department of Transportation's (FDOT) Environmental Management Office.
USACE - Aquatic Ecosystem Restoration	There is a total of \$50 million available nationwide per fiscal year under this authority. The federal funding limit per project is \$5 million. The source is continuing authority given by Congress to the USACE.
USACE – Hurricane and Storm Damage Reduction Projects	Authority for this action is provided under Section 103 of the River and Harbor Act of 1962, as amended. This authority may be used for protecting multiple public or private properties and facilities, and for the protection of single non-federal public properties against damages caused by storm-driven waves and currents. This authority allows federal participation in the cost of protecting the shores from hurricane and storm damage. The source is continuing authority given by Congress to the USACE. There is a total of \$30 million available nationwide per fiscal year under this authority. The federal funding limit per project is \$5 million.

Federal Funding Opportunity	Description and Details
USACE – Ecosystem Restoration in Connection With Dredging	Authority for this action is provided under Section 204 of the Water Resources Development Act of 1992. This program authorizes “projects for the protection, restoration and creation of aquatic and ecologically related habitats, including wetlands, in connection with dredging an authorized navigation project.” The source is continuing authority given by Congress to the USACE. There is a total of \$15 million available nationwide per fiscal year under this authority. There is no per project federal funding limit for this authority.
USACE - Clearing and Snagging for Flood Control	Authority for this action is provided under Section 208 of the Flood Control Act of 1954, as amended. Program authority provides for minimal measures to reduce nuisance flood damages caused by debris and minor shoaling of rivers. Work under this authority is limited to in stream clearing and snagging, or channel excavation and improvement with limited embankment construction by use of materials from the channel excavation. The source is continuing authority given by Congress to the USACE. There is a total of \$7.5 million available nationwide per fiscal year under this authority. The federal funding limit per project is \$500,000.
USACE - Flood Plain Management Services Program	The Corps may provide flood plain information and planning assistance to state, county and city governments, and Native American nations as well as to other federal agencies. Flood and floodplain information also is provided to private citizens, corporations and groups. Funding for FPMS is obtained through appropriations for non-reimbursable FPMS items and through cost recovery for reimbursable services. Non-reimbursable items are funded with congressional appropriation through the USACE. Within personnel and funding capabilities, technical services and planning guidance shall be provided for state, regional or local governments, other non-federal public agencies and for Indian tribes without charge. Requests from federal agencies and private persons for services limited to “quick responses” (walk-in or telephone requests each of which require only 10 minutes or less of work by one person) may also be honored without charge; otherwise, technical services and planning guidance shall be provided to federal agencies and private persons on a 100-percent cost-recovery basis.
USACE- Emergency Streambank and Shoreline Protection	Authority for this action is Section 14 of the Flood Control Act of 1946, as amended. This program is designed to implement projects to protect public or not-for-profit public facilities and/or services that are open to all on equal terms, have been properly maintained but threatened by natural processes on stream banks and shorelines, and are essential and important enough to merit federal participation in their protection. A non-federal interest must be a public agency able to enter into an agreement in accordance with the requirements of Section 221 of the Flood Control Act of 1970. Section 221 specifies that the non-federal sponsor be a legally constituted public body with full authority and capability to perform the terms of its agreement and to pay damages, if necessary. There is a total of \$15 million available nationwide per fiscal year under this authority. The federal funding limit per project is \$1.5 million. Total project costs, including any planning and design costs in excess of \$100,000, are cost shared. The maximum non-federal contribution is 50 percent.

Federal Funding Opportunity	Description and Details
USACE- Flood Damage Reduction	Authority for this action is provided under Section 205 of the Flood Control Act of 1948, as amended. This program provides authority to plan, design and construct certain small flood-control projects in accordance with current policies and procedures, and that have not already been specifically authorized by Congress. Both structural (levees, channels or pumps, for instance) and non-structural (flood proofing or relocation of structures, for example) solutions to reduce damages caused by over-bank flooding are considered. A non-federal interest must be a public agency able to enter into an agreement in accordance with the requirements of Section 221 of the Flood Control Act of 1970. Section 221 specifies that the non-federal sponsor be a legally constituted public body with full authority and capability to perform the terms of its agreement and to pay damages, if necessary, in the event of failure to perform. There is a total of \$55 million available nationwide per fiscal year under this authority. The federal funding limit per project is \$7 million. The minimum non-federal share is 35 percent. The maximum non-federal contribution is 50 percent.
USACE- Environmental Restoration	Authority for this action is provided under Section 1135 of the Water Resources Development Act of 1986. The program provides authority for the USACE to review and modify the structures and operations of water-resources projects constructed by the Corps for the purpose of improving the quality of the environment when it is determined that such modifications are feasible, consistent with the authorized project purposes, and will improve the quality of the environment in the public interest. If it is determined that a Corps water-resources project has contributed to the degradation of the quality of the environment, restoration measures may be implemented at the project site or at other locations that have been affected by the construction or operation of the project if such measures do not conflict with the authorized project purposes. There is a total of \$40 million available nationwide per fiscal year under this authority. The federal funding limit per project is \$5 million. The non-federal share of the costs of Section 1135 modifications shall be 25 percent, and the first \$100,000 is paid 100-percent federal and any additional costs are shared 50/50 with the sponsor.
USDA Community Facility Loan Program	U.S. Department of Agriculture (USDA) Rural Development provides loans and loan guarantees to rural communities and municipalities of 20,000 population or less to assist them in developing public facilities that provide essential services to their residents. Facilities providing health care, public safety, transportation or cultural services, public buildings and improvements are examples of eligible projects. No match is required; joint funding of projects with state, local and private funds is encouraged. Public bodies, such as municipalities, county governments and special districts; Indian tribes and community-based, not-for-profit corporations are encouraged to apply. Pre-applications may be filed with the rural development office serving your area; applications may be filed year-round.
USDA Community Facility Grant Program	USDA Community Facility Grants can be used to assist low-income, rural areas and municipalities in developing essential public facilities for public bodies, not-for-profit corporations and Indian tribes and rural areas and municipalities with a population of less than 20,000. Funding is on a graduated scale, with larger percentages geared toward small and low-income communities. A maximum of 75 percent of project costs may be funded with this grant, depending on population and median household income of the community. Remaining costs may be funded with a rural development loan or matching funds from other sources. Pre-applications may be filed with the rural development office serving your area; applications may be filed year-round.

Federal Funding Opportunity	Description and Details
USDA/RD Business and Industry Loan Program	USDA – Rural Development provides direct and guaranteed loans. Loan purposes include but are not limited to: Business and industrial acquisitions when the loan will keep the business from closing, prevent the loss of employment opportunities, or provide expanded job opportunities; Business conversion, enlargement, repair, modernization, or development; Purchase and development of land, basements, rights-of-way, buildings, or facilities; Purchase of equipment, leasehold improvements, machinery, supplies, or inventory. Applicants can be a cooperative organization, corporation, partnership, or other legal entities organized and operated on a profit or non-profit basis; an Indian tribe on a Federal or State reservation or other Federally recognized tribal group; a public body; or an individual. The total amount of Agency loans to one borrower must not exceed \$10 million. Initial applications are accepted on a rolling basis. The maximum percentage of guarantee is 80% for loans of \$5 million or less, 70% for loans between \$5 and \$10 million, and 60% for loans exceeding \$10 million.
Rural Development Water and Waste Disposal Loan and Grant Program	The U.S. Department of Agriculture's Rural Development Department provides long-term low-interest loans and grants, as well as loan guarantees, to rural communities and small municipalities of 10,000 or less people. These loans and grants may be used to help fund new, upgraded, renovated and expanded water-supply storage and distribution systems and waste-collection treatment and disposal systems, including wastewater, solid waste and storm drainage. Applications may be filed with the Rural Development office serving your area; applications may be filed year-round. No match is required; however, joint funding of projects with private funds is encouraged.
National Science Foundation - Science, Engineering, and Education for Sustainability Program NSF-Wide Investment (SEES)	This addresses the challenge of building a sustainable future through promoting research and education. Research efforts are to include global community sustainability, sustainable energy, modeling, vulnerability, resilience, sensitivity to regional change, and public engagement.
National Science Foundation - Division of Ocean Sciences	Funding opportunity on the subject of Physical Oceanography. In years past, this program has funded several climate change-focused research projects, including climate impacts on proglacial lake outbursts, the role of ice in large lake response to climate change, effects of lunar nodal tide on climate variability, and ocean data assimilation to research climate change. Applicants can include scientists, engineers, and educators representing universities and colleges, state and local governments, non-profit organizations, for-profit organizations, and individuals. NSF does not typically provide awards to federal agencies.
National Association of Counties Strengthening Coastal Communities Challenge	This association invites coastal counties from the Gulf of Mexico region with populations of less than 250,000 and the communities within and surrounding them to form multidisciplinary teams to apply for technical assistance. The technical assistance program will help communities identify ways to strengthen existing and implement new local plans and policies to increase resilience to extreme weather and climate-related hazards across the region.
National Oceanic and Atmospheric Administration Office for Coastal Management Coastal Resilience Grant	This competitive grant program funds projects that are helping coastal communities and ecosystems prepare for and recover from extreme weather events, climate hazards, and changing ocean conditions. All project proposals undergo a rigorous merit review and selection process by a panel of subject matter experts from across the United States that include representatives of government, academia, and private industry. Funding is typically available on an annual cycle.

Federal Funding Opportunity	Description and Details
Gulf of Mexico Alliance Gulf Star Funding	Gulf Star is a public-private partnership administered by the Gulf of Mexico Alliance, a 501c3 public charity with flexibility to collaborate with others in the Gulf region. Gulf Star partners are agencies, businesses, private organizations, and citizens that provide funding for projects that are tied directly to Gulf economies such as sustainable seafood, loss of critical habitats, coastal resilience, water resources, living marine resources, and monitoring. The goal of the Gulf Star program is to facilitate partnerships between the Gulf of Mexico Alliance and outside funders who wish to use their investments strategically to achieve measurable results around these priority issues that are common to all five states of the Gulf of Mexico region.

State Funding Opportunity	Description
Florida Department of Environmental Protection - Coastal Partnership Initiative	The Coastal Partnership Initiative was developed to promote the protection and effective management of Florida's coastal resources in four specific priority areas: Resilient Communities, Coastal Resource Stewardship, Access to Coastal Resources, & Working Waterfronts. Florida's 35 coastal counties and all municipalities within their boundaries that are required to include a coastal element in their comprehensive plan are eligible to apply. Florida's public colleges, universities, regional planning councils, national estuary programs and non-profit groups may also apply, provided that an eligible local government agrees to participate as a partner. Applications are accepted once a year in response to a "Notice of Availability of Funds" published in the Florida Administrative Weekly. The funding year typically begins July 1 and ends June 30; however, this timeframe may be shifted if the grant cycle is delayed or postponed. Projects are to be completed within one year, no matter when the funding cycle begins.
DEP Clean Water State Revolving Fund Loan Program	The Clean Water State Revolving Fund (CWSRF) program provides low interest loans for planning, designing, and constructing water pollution control facilities. The Department solicits information each year for wastewater and stormwater projects. The information is used to establish project priorities for the following annual cycle. Funds are made available for Preconstruction Loans and Construction Loans. The Loan Terms include a 20-year amortization and low-interest rates. Preconstruction loans are available to all communities and provide up front disbursements for administrative services, project planning and project design. Cities, counties, authorities, and special districts responsible for sewerage services, stormwater management, and estuary protection are eligible for loans. The local government agency must generally own, operate, and maintain the facilities to be financed by a loan.
DEP Drinking Water State Revolving Fund Program	The Drinking Water State Revolving Fund Program provides financial assistance for improvements to drinking water facilities. Projects receiving the top priority are those that address public health risk problems. Compliance projects, those necessary to bring a system into compliance with the Safe Drinking Water Act, also receive a favorable priority score. Other projects are also eligible to secure remaining funds. Approximately \$65 million annually. Submit "Request for Inclusion on a Priority List" form, which may be obtained from the grant program office. A facilities plan required; project must be environmentally sound. Plans and specifications are required; all necessary permits must be obtained.

State Funding Opportunity	Description
DEP Florida Beach Erosion Control Program	The Florida Beach Erosion Control Program was established for the purpose of working in concert with local, state and federal governmental sponsors to achieve the protection, preservation and restoration of the coastal sandy beach resources of the state. Eligible activities of this grant-in-aid program include beach restoration and nourishment activities, project design and engineering studies, environmental studies and monitoring, inlet management planning, inlet sand transfer, dune restoration and protection activities, dune walkover construction and other beach erosion prevention-related activities. All projects must be cost effective and compliant with the Florida Strategic Beach Management Plan. Up to 50 percent of the project costs for beach restoration projects and up to 75 percent for inlet management projects; other state grant-in-aid funds may not be used as a local match. The program requires submittal of funding request, including a long-range budget plan with supporting information for ranking as required by Rule 62B-36, Florida Administrative Code. Annual updates of budget plans are due September 1 of each year.
DEP Florida Greenways & Trails Program - Financial Assistance	The purpose of the Florida Greenways & Trails Acquisition Program is to acquire lands to facilitate the establishment of a statewide system of greenways and trails. A greenway is defined as (1) a linear open space established along either a natural corridor, such as a riverfront, stream, valley or ridge-line, or over land along a railroad right of way converted to recreational use, a canal, a scenic road or other route; (2) any natural or landscaped course for pedestrian or bicycle passage; (3) an open space connector linking parks, nature reserves, cultural features or historic sites with each other and populated areas; or (4) a local strip or linear park designated as a parkway or greenbelt. Trails are linear corridors and any adjacent support parcels on land or water providing public access for recreation or authorized alternative modes of transportation. Florida Greenways & Trails Program proposal applications must be submitted by the deadline published in the Florida Administrative Weekly. Federal, state and local governments; not-for-profit organizations and individual are encouraged to apply. The program receives 1.5 percent of the allocations funded by the state under the Florida Forever Act. Limited funds will be applied to projects on a current workplan. Prior to submittal of an application, applicants must apply for and receive a "Certificate of Eligibility." Applicants must meet the minimum requirements: the project must meet the definition of a greenway or trail; the planned project corridor must be located on the recreational prioritization maps; and there must be a seller willing to negotiate and a willing manager.
Florida Department of Environmental Protection Recreational Trails Program	The Recreational Trails Program (RTP) provides funds for projects that provide, renovate or maintain recreation trails. Project proposals may address motorized trails, non-motorized trails or mixed-use projects (motorized, non-motorized or both). RTP grant applications must be submitted during an announced RTP application submission period; applicants may submit only one application during the submission period. Applications must involve only one project site. Florida Department of Environmental Protection staff will conduct grant application workshops to provide guidance and answer questions regarding the program. A 50/50, 60/40 or 80/20 match is required. Municipal, county, state or federal government agencies approved by the state. Florida non-profit corporations are eligible to apply and receive funding to conduct projects on public lands.

State Funding Opportunity	Description
Florida Inland Navigation District (FIND) - Cooperative Assistance Program	Under the Florida Inland Navigation District's Cooperative Assistance Program, financial assistance is provided to federal, state and regional governments with waterway management responsibility in the district's 12 counties for the development and implementation of waterway-related improvement projects. Applications are due April 1. Funding is available as of October 1 of each year. All projects require a 50-percent match except some public navigation dredging, which may qualify for a lesser match. Federal, state and regional governments that have waterway access and improvement management responsibility within the district's boundaries (the East Coast of Florida from Nassau County to Miami-Dade County) are encouraged to apply.
FIND - Waterways Assistance Program	Under the Florida Inland Navigation District's Waterways Assistance Program, financial assistance is provided to municipalities and county governments within the district's 12 counties for the development and implementation of waterway-related improvement projects. Approximately \$10 million per year. Funding is available as of October 1 of each year. Applications are due April 1. All projects require a 50-percent match except some public navigation dredging, which may qualify for a lesser match. General purpose local governments (municipalities and county governments) located within the district's boundaries (the East Coast of Florida, from Nassau County to Miami-Dade County) are encouraged to apply.
Florida Fish and Wildlife Conservation Commission (FWC) - Florida Boating Improvement Program (FBIP)	FBIP provides funding through competitive grants for boating access projects and other boating-related activities on coastal and inland waters of Florida. Projects eligible for funding through FBIP include recreational channel marking and other uniform waterway marking; publicly owned boat ramps, piers, docks, lifts, boats, hoists, marine railways, and other public launching facilities; derelict vessel removal; boater education; economic development initiatives that promote boating; and other local boating-related activities. Dependent upon annual appropriation by the Legislature. No cash match is required. Some non-cash (in-kind) match required. Eligible program participants include county governments, municipalities and other governmental entities of the State of Florida.
FWC State Wildlife Grants	Often this grant has a climate change, sea level rise, or resilience initiative that allows for grant funding to support a efforts towards the initiative.
DEM Residential Construction Mitigation Program	Section 215.559, Florida Statutes, created the Hurricane Loss Mitigation Program, which funds the Residential Construction Mitigation Program (RCMP). Annually, the Legislature appropriates \$10 million from the Florida Hurricane Catastrophe Fund for different mitigation programs which is funded by insurance surcharges. Notice of Funding Availability (NOFA) is advertised in the Florida Administrative Weekly and all requests for proposals are issued via the www.myflorida.com Web portal. Application deadlines can also be found at www.floridadisaster.org/mitigation/rcmp/index.htm .
Southwest Florida Water Management District - Cooperative Funding Initiative	The Cooperative Funding Initiative (CFI) is a cost-share program that covers up to 50 percent of the cost of projects that help create sustainable water resources, enhance conservation efforts, restore natural systems and provide flood protection. All CFI funding decisions are made by volunteer Basin Board members who are well informed on the specific resources and challenges within their individual basins. Working with local governments and community partners allows the district to leverage its investment. Approximately \$25 million is available yearly. 50/50 cash cost share between the Basin Boards and the cooperator. (In-kind services not eligible as a match.)

State Funding Opportunity	Description
State of Florida Pollution Control Bond Program	This State of Florida Pollution Control Bond Program provides loans to local governments for construction of water, wastewater, solid waste, stormwater and air pollution control facilities. Proceeds from bonds sold by the state provide for up to \$300 million per year. Eligible entities must submit complete loan applications with plans and specs. Florida municipalities, county governments and special districts are encouraged to apply.
State Revolving Fund Loan Program for Wastewater Treatment	The State Revolving Fund (SRF) Loan Program for Wastewater Treatment provides low-interest loans to fund water pollution control activities and facilities. Eligible projects include publicly owned wastewater and stormwater treatment, collection, transmission, disposal and reclamation re-use facilities, as well as infiltration/inflow correction. In addition, the SRF can now fund agricultural stormwater runoff pollution control activities, brownfields associated with contamination of ground or surface waters, and estuary pollution control activities. Funded by annual federal and state match appropriation, plus repayments from previous loans, investment earnings and bond proceeds. Municipalities, county governments, special districts, authorities or agencies thereof with jurisdiction over collection, transmission, treatment or disposal of wastewater, industrial wastes or other wastes are eligible as well as districts or authorities with responsibility to provide airport, industrial or research park, or port facilities to the public. Non-governmental parties are eligible for loans to control stormwater pollution related to agricultural operations.

Non-Profit Funding Opportunity	Description
The Trust for Public Land - Conservation Finance Program	A national, non-profit organization, TPL offers a variety of services to cities, including conservation real estate transactions and conservation finance. TPL's Conservation Finance Program helps local governments gauge public support for open space and craft ballot and legislative initiatives that can generate new sources of funding for conservation. Over the last eight years, TPL's Conservation Finance Program has worked on 303 successful state and local measures to create more than \$22 billion in new funding for land, conservation including 15 measures in Florida. Over the last 12 years, TPL's Conservation Finance Program has supported 294 local ballot measures that have created \$19.3 billion in land conservation funding. In Florida, TPL's Conservation Finance Program has assisted 18 local governments in creating more than \$1.3 billion in new funds for land conservation. There is no application deadline; contact TPL with requests, as needed. Local governments and citizen groups are encouraged to apply.
Southeast RCAP Financial Service	Southeast RCAP Financial Service, is a regional non-profit lender committed to helping rural communities with water, wastewater, and housing and economic development activities in DE, MD, VA, NC, SC, GA, and FL. Its loan fund offers interim funding up to \$500,000, with interest rates as low as 3%. The terms are flexible and can be tailored to meet the needs of rural communities. It also provides money to entities that are currently waiting to draw down on rural development money. In addition, Southeast RCAP Financial Service provides financial assistance to individual household members to reconstruct and refurbish their wells. This program allows a 1% loan up to \$11,000 for a term that is flexible from 10 to 20 years for the 7-state region. The maximum loan for individual household well loans is approximately \$11,000; loan amounts for water, wastewater, housing development activities and economic development loans is \$150,000. Loans cover 75 to 100 percent of total project costs, up to \$150,000. There is a 1-percent application fee and filing cost. Borrower must pay applicable attorney fees, which are usually around \$800. There are no deadlines. Applications are accepted year-round. Commitment letters are issued within 60 to 90 days of receipt of application. Local governments, public service authorities, user associations and not-for-profits are encouraged to apply.

Non-Profit Funding Opportunity	Description
The Wildlife Conservation Society's Climate Adaptation Fund	Funding for on-the-ground projects that focus on implementing conservation actions for a climate adaptation at a landscape scale. U.S.-based non-profit organizations with approved IRS 501(c)(3) status are encouraged to apply. Public agencies, tribal governments, and universities may partner with eligible non-profits to submit proposals. There is a 1:1 match ranging from \$50K to \$250K with a maximum of 50% match funding from in-kind sources.
The Doris Duke Charitable Foundation (DDCF)	DDCF's Environmental Program strives to meet four main strategies through grant awards: 1) enabling strategic wildlife habitat conservation in an era of climate change; 2) reducing impacts on the landscape from increased energy development and energy demand; 3) encouraging land stewardship and sustainability; 4) helping to build a clean-energy economy.
The Rockefeller Family Foundation (RFF)	RFF focuses on public education of the risks of global warming, conservation of natural resources, protection of health as affected by the environment, meaning implementation of environmental laws, and public participation in national environmental policy debates. Since 2006, RFF has focused its Environment program almost exclusively on climate change. The program emphasizes public education on the risks of global warming and implementation of sound solutions. RFF is interested in the development of initiatives designed to enact aggressive policies at the state and national levels to reduce carbon emissions; disrupt the coal life cycle from mining and burning to ash disposal and exporting; bring diverse and compelling new voices into the climate debate; and examine how special interests are distorting science and delaying constructive steps to deal with this impending global crisis. United States non-profit organizations engaged in activities of national significance are encouraged to apply.
The Kresge Foundation	This Foundation's Environmental program invests in projects that revolve around the following strategies: 1) building the field of climate change adaptation; 2) fostering development of place-based adaptation strategies; 3) informing and promoting climate-wise policies and practices. The foundation primarily accepts grants by invitation; however, preliminary applications can be submitted that includes background information about the proposal. 501(c)(3) organizations, government entities are encouraged to apply
Surdna Foundation	This foundation invests in projects that support their program areas of Sustainable Environments, Strong Local Economies, Thriving Cultures, Community Revitalization, and Effective Citizenry. An example of a previous grant award is \$200K to the American Planning Association to aid U.S. planners with initiatives to integrate energy sustainability and climate change in to contemporary planning practices. U.S. based non-profit organizations are encouraged to apply. There are no application deadlines. Grants are assessed three times a year (Feb, May, and Sept), and must be submitted three to four months prior to staff review.
Alfred P. Sloan Foundation	This foundation offers grant assistance in 6 major program areas. Two such areas are the "Public Understanding of Science," and the "Basic Research" areas. Through these programs, the foundation offers grants for high-quality, original STEM (science, technology, engineering, and math) research that benefits the scientific community, as well as increases the public understanding of relevant and complex scientific issues. The Public Understanding of Science program promotes using books, television, radio, film, theatre, and other media in order to engage the public in science and technology. No application deadlines. The foundation makes grants year-round.

Appendix F

Best Practice Resources

Best Practice Resources

The following best practice resource documents were reviewed and utilized to guide the Regional Resiliency Action Plan in effort to not to recreate already established and dynamic plans, policies and ideas.

A Procurement Guide to Nature-Based Solutions - The Nature Conservancy-

http://nrcsolutions.org/wpcontent/uploads/2018/02/NBS_Procurement_Guide.pdf

An Rx for Resiliency - By Tom Sieniewicz, AICP, AIA, LEED AP, and Kim Way, PLA, ASLA-

<https://www.planning.org/login/?next=/planning/2018/mar/rxforresiliency/>

A Region Responds to a Changing Climate – Southeast Florida Regional Climate Change Compact Counties Regional Climate Action Plan 2012-

<http://www.southeastfloridacclimatecompact.org/wp-content/uploads/2014/09/regional-climate-action-plan-final-ada-compliant.pdf>

A Survey of Regional Planning for Climate Adaptation – National Association of Regional Councils and NOAA-

http://narc.org/wp-content/uploads/NOAA_White_Paper-FINAL2.pdf

Building Resilience A Climate Adaptation Plan- Nashville Area Metropolitan Planning Organization-

http://www.nashvillempo.org/docs/2030_LRTP_FINAL.pdf

Guide to Public-Private Collaboration on City Climate Resilience Planning – Center for Climate and Energy Solutions 2017-

<https://www.c2es.org/document/guide-to-public-private-collaboration-on-city-climate-resilience-planning/>

Miami Dade County Climate Action Plan-

https://www.miamidade.gov/greenprint/pdf/climate_action_plan.pdf

Monroe County Sustainability Action Plan- 5 Year Work Plan- Monroe County-

<http://www.templatemodifiers.com/monroe-wp/wp-content/uploads/2016/12/Appendix-I-5-Year-Work-Plan.pdf>

New Orleans Main Street Resilience Plan - City of New Orleans-

<https://www.nola.gov/nola/media/One-Stop-Shop/CPC/Main-St-Resilience-Plan-FINAL-8-16-16.pdf>

Norfolk Resilience Strategy - City of Norfolk-

<https://www.norfolk.gov/DocumentCenter/View/27257>

NYC Climate Resiliency Guidelines - NYC Mayor's Office of Recovery and Resiliency-

https://www1.nyc.gov/assets/orr/pdf/NYC_Climate_Resiliency_Design_Guidelines_v2-0.pdf

Planning for a More Resilient Future: A Guide to Regional Approaches – National Association of Development Organizations 2015-

https://www.nado.org/wp-content/uploads/2015/10/Regional_Resilience_report_FINAL.pdf

Realizing Resilience: Social Equity + Economic Opportunity – ULI Tampa Bay-

https://issuu.com/ulitampabay/docs/realizing_resilience

Summary and Regional Action Plan – Regional Community Institute of Northeast Florida, Inc. 2013-

<https://www.nefrc.org/WiP/PDFs/Resource-Library/Regional-Action-Plan.pdf>

Volusia County Sustainability Action Plan - Volusia County-

https://www.volusia.org/core/fileparse.php/6149/urlt/Volusia_Co_SAP_CS6_Final.pdf





CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: Yes

SUBJECT: (C13) Resolution No. 19-34- Ratifying and Accepting \$5,000 grant from Target Corporation for Shop With A Cop Program

DEPARTMENT: Police Services

GOAL: 1 - Public Safety

RECOMMENDED MOTION: Move to approve Resolution 19-34, Ratifying and accepting grant funds of \$5,000.00 from Target Corporation for Shop With A Cop Program.

SUMMARY: The Police Department has been awarded a \$5,000 grant from the Target Corporation for the Shop With A Cop Program. This annual program provides an opportunity for underserved youth in the community to purchase Christmas gifts with Police Officers and build strong community relations.

Project No.: Funding Account No.: 60600003699003

Presenter: Amanda Lasecki

ATTACHMENTS:

1.	Reso. No. 19-34	Reso. No. 19-34 .pdf
2.	Target \$5,000 Grant Award Notification	Target \$5,000 Grant Award Notification.pdf

Amanda Lasecki
William Proctor
Thomas Grimaldi
Scott Neils
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 7/1/2019
Approved - 7/1/2019
Approved - 7/1/2019
Approved - 7/1/2019
Approved - 7/24/2019
Approved - 7/29/2019
Final Approval - 7/29/2019

RESOLUTION NO. 19-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PORT ORANGE, VOLUSIA COUNTY, FLORIDA;
PROVIDING FOR ACCEPTANCE OF GRANT FUNDS
FROM TARGET CORPORATION FOR THE SHOP WITH A
COP PROGRAM; AUTHORIZING THE MAYOR AND CITY
CLERK TO EXECUTE AGREEMENTS AND CONTRACTS;
PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Police Department and Grants Manager applied for grant funds from the Target Corporation for the Shop With A Cop Program; and

WHEREAS, the City Council of the City of Port Orange desires to ratify and accept the grant funding from the Target Corporation.

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

Section 1. The City Council of the City of Port Orange hereby ratifies the acceptance of grant funding in the amount of \$5,000.00 for the Shop With A Cop Program.

Section 2. The Mayor and City Clerk shall be authorized to execute any and all documents, agreement or contracts necessary to implement this Resolution.

Section 3. This Resolution shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, MMC, City Clerk

Adopted on the _____ day of _____, 2019

Reviewed and Approved: _____
Margaret T. Roberts, City Attorney

From: do-not-reply@cybergrants.com
To: [Lasecki, Amanda](#)
Subject: [EXT] Target Application Approved - Application ID 54352835
Date: Friday, June 21, 2019 5:23:03 PM

City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

Program: Shop with a Cop
Payment Amount: \$5,000.00
Check #0002719207
Check Date:06/20/2019
Grant Request ID#54352835

Dear Amanda:

Target is pleased to inform you that your organization's grant request has been approved. Your grant check should have arrived or will arrive in the next few days and is specifically for the program and amount referenced above. Please note that your grant check is void if it is not cashed within five months.

As always, Target grants are one-time gifts. By making annual commitments, we ensure we can remain flexible and respond to changing community and business needs.

Since 1946, Target has given 5 percent of profit to local communities. We are proud to partner with organizations like yours to meet the needs of our communities. Whether it's inspiring young minds, offering unique cultural experiences or meeting your community's most basic needs; we thank you for your continued commitment to making a difference.

Kind Regards,

Target

CG/JMAIL/156853201



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: Yes

SUBJECT: (C14) Resolution No. 19-35 - Ratifying and Accepting \$105,492.00 for 2019-2020 Victims of Crime Act (VOCA) Grant

DEPARTMENT: Police Services

GOAL: 1 - Public Safety

RECOMMENDED MOTION: Move to approve Resolution No. 19-35, ratifying and accepting grant funds from the State of Florida Office of the Attorney General in the amount of \$105,492.00 for the Victim of Crime Act (VOCA) Grant program.

SUMMARY: The Police Department was awarded \$105,492.00 from the Victims of Crime Act (VOCA) Grant program. The 2019-2020 funding cycle will continue to assist victims of crime. The grant program requires a City match of \$26,373.00. Matching funds are included in the FY 2020 Police Department budget salary line.

Project No.: Funding Account No.:

Presenter: Amanda Lasecki

ATTACHMENTS:

1.	Reso. No. 19-35	Reso. No. 19-35.pdf
2.	2019-2020 VOCA Award Letter 7.2.19	2019-2020 VOCA Award Letter 7.2.19.pdf
3.	VOCA Contract Version 2019	Voca Contract Version 2019.pdf

Amanda Lasecki
William Proctor
Thomas Grimaldi
Scott Neils
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 7/3/2019
Approved - 7/9/2019
Approved - 7/10/2019
Approved - 7/16/2019
Approved - 7/24/2019
Approved - 7/29/2019
Final Approval - 7/29/2019

RESOLUTION NO. 19-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PORT ORANGE, VOLUSIA COUNTY, FLORIDA;
RATIFYING THE APPLICATION FOR AND AUTHORIZING
THE MAYOR AND CITY CLERK TO APPROVE THE
ACCEPTANCE OF GRANT FUNDS FROM THE STATE OF
FLORIDA IN THE AMOUNT OF \$105,492.00 FOR THE
VICTIMS OF CRIME ACT (VOCA) GRANT PROGRAM;
AUTHORIZING THE MAYOR AND CITY CLERK TO
EXECUTE ANY AGREEMENTS OR CONTRACTS; AND
PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Port Orange Police Department has been awarded \$105,492.00 from the State of Florida Department of Legal Affairs Office of the Attorney General to assist victims of crime; and

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

Section 1. The Mayor and City Clerk of the City of Port Orange hereby ratify the application for and authorize acceptance of the grant funds from the State of Florida award of the Victims of Crime Act grant in the amount of \$105,492.00.

Section 2. The Mayor and City Clerk are hereby authorized to execute all documents between the City of Port Orange and the State of Florida necessary to implement this Resolution.

Section 3. The City shall provide matching funds of \$26,373.00 for this grant program.

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

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, MMC, City Clerk

Adopted on the day of

Reviewed and Approved:

Margaret T. Roberts, City Attorney

AWARD LETTER

July 02, 2019

VOCA-2019-Port Orange Police Depart-00048

Chief Thomas R. Grimaldi
Chief of Police
4545 Clyde Morris Boulevard
Port Orange , Florida 32129-4062

Dear Chief Thomas R. Grimaldi, Chief of Police

The Office of the Attorney General, Bureau of Advocacy and Grants Management, is pleased to inform you that Port Orange Police Department will be awarded a Victims of Crime Act (VOCA) grant for the 2019-2020 funding cycle in the amount of \$105,492.00.

Our staff has worked diligently to determine how best to distribute the available VOCA grant funding while maintaining mandatory federal grant distribution guidelines and mission critical services. These considerations and your agency's commitment to providing services to crime victims in your community were the key factors used in making our decision.

Reimbursement is contingent upon resolving all items noted on the Technical Review Results Form.

Please contact the Bureau of Advocacy and Grants Management at (850) 414-3380 or Contact.Voca@myfloridalegal.com with any questions on this grant. Thank you for your continuing efforts in providing assistance to victims of crime.

Sincerely,

Emery A. Gainey,
Director

FY 2019/2020
(2019-2020)

AGREEMENT BETWEEN THE STATE OF FLORIDA
DEPARTMENT OF LEGAL AFFAIRS
OFFICE OF THE ATTORNEY GENERAL

AND

Port Orange Police Department

GRANT NO: VOCA-2019-Port Orange Police Depart-00048

THIS AGREEMENT is entered into in the City of Tallahassee, Leon County, Florida by and between the State of Florida, Department of Legal Affairs, Office of the Attorney General (OAG), the pass-through agency for the Victims of Crime Act (VOCA), Catalog of Federal Domestic Assistance (CFDA) Number - 16.575, hereafter referred to as “the OAG,” an agency of the State of Florida, with headquarters located at PL-01, The Capitol, Tallahassee, Florida 32399-1050, and the **Port Orange Police Department**, hereafter referred to as “the Provider,” and jointly referred to as “the Parties.” The parties hereto mutually agree as follows:

ARTICLE 1. ENGAGEMENT OF THE PROVIDER

The OAG engages the Provider to perform services as specified in this Agreement. All services are to be performed solely by the Provider and may not be subcontracted or assigned without prior written consent of the OAG. The consent of the OAG does not vest any rights in the subcontractor or create any obligation on behalf of the OAG to the subcontractor. All subcontract agreements will contain a disclosure to this effect.

The Provider will provide the OAG with written notification of any change in its designated representative for this Agreement. This Agreement will be performed in accordance with the rules implementing the provisions of VOCA, 34 U.S.C. § 20103, Crime Control and Law Enforcement, 28 C.F.R. §§ 94.101 through 94.122, the federal government-wide grant rules as set forth in 2 C.F.R. § 200, et. seq., and the U.S. Department of Justice, (DOJ), Office of Justice Programs, DOJ Grants Financial Guide, (Financial Guide), incorporated herein by reference, and any other regulations or guidelines currently or subsequently required by the U.S. Department of Justice and State or Federal laws.

ARTICLE 2. SCOPE OF WORK

For the term of this Agreement, the Provider will maintain a victim services program that will be available to provide direct services to victims of crime who are identified by the Provider or are presented to the Provider, as specified in the approved Grant Application of the Provider for the Grant Period as approved by the OAG and incorporated herein by reference.

ARTICLE 3. TIME OF PERFORMANCE

This Agreement will become effective on October 1, 2019, or on the date when this Agreement has been signed by all parties, whichever is later, and will end on September 30, 2020. No costs incurred by the Provider prior to the effective date of this Agreement will be reimbursed and the Provider is solely responsible for any such expenses.

ARTICLE 4. GRANT FUNDS

The Provider will not commingle grant funds (payments and reimbursements made under this Agreement) with other personal or business accounts. The U.S. Department of Justice, DOJ Grants Financial Guide does not require physical segregation of cash deposits or the establishment of any eligibility requirements for funds which are provided to a Provider. The Provider's accounting systems must ensure grant funds are not commingled with funds on either a program-by-program or a project-by-project basis. Grant funds specifically budgeted and received for one project may not be used to support another. Where the Provider's existing accounting system cannot comply with this requirement, the Provider will establish an additional accounting system to provide adequate grant fund accountability for each project.

In accordance with the provisions of Section 287.0582, Florida Statutes, if the terms of this Agreement and reimbursement contemplated by this Agreement extend beyond the current fiscal year, the OAG's performance and obligation to reimburse under this Agreement are contingent upon an annual appropriation and spending authority by the Florida Legislature. In addition, the OAG's performance and obligation to reimburse under this Agreement is contingent upon the OAG's Victims of Crime Act award, as funded through the U.S. Department of Justice, Office for Victims of Crime formula grant program.

ARTICLE 5. FINANCIAL CONSEQUENCES

In accordance with Section 215.971, Florida Statutes, provisions specifying the financial consequences that apply if the Provider fails to perform the minimum level of service required by this Agreement are set forth in this paragraph. The Provider will be held responsible for maintaining a victim services program that will be available to provide direct services to victims of crime who are identified by the Provider or are presented to the Provider, and meeting the deliverables and the performance standards as outlined in the current year VOCA Grant Application and approved by the OAG, included within the OAG E-Grants Management System, and incorporated herein by reference in the approved application, unless otherwise modified as approved by the OAG in writing. If the Provider does not maintain a victim services program that will be available to provide direct services to victims of crime as outlined in the approved application without an approved justification, the OAG will impose a corrective action plan and/or a reduction of the final payment for the grant period under this Agreement by five percent of the total award amount listed in Article 34. Additionally, failure of Provider to comply with all provisions of this agreement, including but not limited to compliance with audits, maintenance of documentation, monitoring, and report submissions may result in the withholding of payments until such issues are resolved as determined by the OAG. The provisions in the Article do not limit the OAG's rights under the law with regard to breach of this agreement or specified termination provisions.

ARTICLE 6. REGISTRATION REQUIREMENTS

Prior to execution of this Agreement, the Provider will be registered electronically with the State of Florida at MyFloridaMarketPlace.com. If the parties agree that exigent circumstances exist that would prevent such registration from taking place prior to execution of this Agreement, then the Provider will register within 21 days from execution. The online registration can be completed at:

<https://vendor.myfloridamarketplace.com>

The Provider will comply with the applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by the Federal Office of Management and Budget and the DOJ's Office of Justice Programs), and to acquire and provide a Data Universal Numbering System (DUNS) number. The Provider will comply with applicable restrictions on subcontractors that do not acquire and provide a DUNS number. The details of Provider obligations are posted on the Office of Justice Programs' website at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference. This special condition does not apply to the Provider who is an individual and received the grant award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

ARTICLE 7. W-9 REQUIREMENT

The State of Florida Department of Financial Services requires that vendors have a verified Substitute Form W-9 on file to avoid delays in payments. Information on how to register and complete your Substitute Form W-9 can be found at <http://flvendor.myfloridacfo.com>. The Vendor Management Section can also be reached at (850) 413-5519.

ARTICLE 8. AUTHORIZED EXPENDITURES

Only expenditures which are detailed in the approved budget of the grant application, a revised budget, or an amended budget approved by the OAG are eligible for reimbursement with grant funds. Any requested modification to the budget must be submitted by the Provider in writing to the OAG and will require prior approval by the OAG. Budget modification approval is at the sole discretion of the OAG. Any grant funds reimbursed under this Agreement must be used in accordance with the rules implementing the provisions of VOCA, 34 U.S.C. § 20103, Crime Control and Law Enforcement, 28 C.F.R. §§94.101 through 94.122, the federal government-wide grant rules as set forth in the 2 C.F.R. § 200, and the U.S. Department of Justice, (DOJ), Office of Justice Programs, DOJ Grants Financial Guide, (Financial Guide), incorporated herein by reference, and any other regulations or guidelines currently or subsequently required by the U.S. Department of Justice and State or Federal laws. Expenditures for the acquisition and maintenance of telephones and equipment will be proportional to the percentage of VOCA grant funded staff who utilize the telephones and equipment, as contemplated by this Agreement.

Grant funds cannot be used as a revenue generating source and crime victims cannot be charged either directly or indirectly for services reimbursed with grant funds. Third party payers such as insurance companies, victim compensation, Medicare or Medicaid may not be billed for services provided by grant funded personnel to clients. Grant funds must be used to provide services to all crime victims, regardless of their financial resources or availability of insurance or third-party reimbursements. Travel expenses will be reimbursed with grant funds only in accordance with Section 112.061, Florida Statutes.

Expenditures of state financial assistance must be in compliance with all laws, rules and regulations applicable to

expenditures of State funds, including, but not limited to, the Florida Reference Guide for State Expenditures.

Only allowable costs resulting from obligations incurred during the term of this Agreement are eligible for reimbursement, and any balances of unobligated cash that have been advanced or paid that are not authorized to be retained for direct program costs in a subsequent period must be refunded to the OAG. Any funds paid in excess of the amount to which the Provider is entitled under the terms of this Agreement must be refunded to the OAG.

The Provider will reimburse the OAG for all unauthorized expenditures and the Provider will not use grant funds for any expenditures made by the Provider prior to the execution of this Agreement or after the termination date of this Agreement. If the Provider is a unit of local or state government, the Provider must follow the written purchasing procedures of that governmental agency or unit. If the Provider is a non-profit organization, the Provider will obtain a minimum of three written quotes for all single item grant-related purchases equal to or in excess of \$2,500 unless it is documented that the vendor is a sole source supplier. The Provider will use the lowest quote for the purchase.

The Provider will not use any federal funds (including grant funds), either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of the U.S. Department of Justice, Office of Justice Programs.

The Provider must report suspected fraud, waste and abuse to the OAG's Office of the Inspector General at 850-414-3300.

ARTICLE 9. PROGRAM INCOME

The Provider will provide services to crime victims, at no charge, through the VOCA grant funded project. Upon request, the Provider will provide the OAG with financial records and internal documentation regarding the collection and disposition of program income, including, but not limited to, Victim Compensation, insurance, Medicare, Medicaid, restitution and direct client fees.

ARTICLE 10. METHOD OF PAYMENT

Payment for services performed under this Agreement will be issued in accordance with the provisions of Section 215.422, Florida Statutes. The OAG will have 20 days from the receipt of any invoice for the approval and inspection of goods or services.

All required performance reports must be completed by the Provider and received by the OAG to document the provision of the project deliverables. Processing of reimbursement of a monthly invoice is contingent upon timely OAG receipt of performance reports, subject to approval by the OAG of the level of service provided during the invoiced period, and approval by the OAG of all required performance reports. The Provider will provide all performance reports on a quarterly and annual basis unless otherwise requested by the OAG. The quarterly reports for quarters ending December, March, and June must be submitted by the Provider to the OAG by the 15th day of the month immediately following the end of the quarter.

Except for the monthly invoices for December, March and June, each monthly invoice and all required supporting documentation, including a Certificate of Availability, must be submitted by the Provider to the OAG by the last day of the month immediately following the month for which reimbursement is requested, unless otherwise approved by the OAG in writing. The monthly invoices for December, March and June and all required supporting documentation, including a Certificate of Availability, must be submitted by the Provider to the OAG by the 15th day of the month immediately following the month for which reimbursement is requested, unless otherwise approved by the OAG in writing. The Provider will maintain appropriate documentation of all costs for which reimbursement is sought on the invoice. The OAG may require any appropriate documentation of expenditures prior to approval of the invoice and may withhold reimbursement if services are not satisfactorily completed or if the documentation is not satisfactory. The final invoice and final performance reports are due to the OAG no later than the last day of the month immediately following the cancellation, expiration, or termination of this Agreement.

If the Provider submits an invoice that does not accurately reflect the costs associated for that month, the correct costs must be submitted on the next monthly invoice or forfeit reimbursement from the grant for those particular costs. The OAG will not accept any corrected invoices that are not received within this timeframe. If complete and correctly documented invoices are not received within these time frames, all right to reimbursement may be forfeited, the OAG may not honor any subsequent requests for payment

Any reimbursement due or any approval necessary under the terms of this Agreement will be withheld until all evaluation, financial and program reports due from the Provider, and necessary adjustments thereto, have been approved by the OAG. The Provider is required to inform the OAG if they are being investigated by any governmental agency for financial, programmatic, or other issues. If it comes to the attention of the OAG that the Provider is being investigated, all pending requests for reimbursement may not be processed until the matter is resolved to the satisfaction of the OAG.

The Provider will maintain and timely submit such progress, fiscal, inventory, and other reports as the OAG may require pertaining to this grant.

The Provider is required to match the grant award as required in the rules implementing the Federal Victims of Crime Act. Match contributions equal to 20 percent (cash or in-kind) of the total cost of each VOCA project (VOCA grant funds plus match contributions) must be reported monthly to the OAG. All funds designated as match contributions are restricted in the same manner and to be expended for the same uses as the VOCA victim assistance grant funds and must be expended within the grant period. Unless otherwise approved by the OAG, match contributions must be reported on a monthly basis in an amount consistent with the amount of funding requested for reimbursement.

ARTICLE 11. VENDOR OMBUDSMAN

Pursuant to Section 215.422(7), Florida Statutes, the Florida Department of Financial Services has established a Vendor Ombudsman, whose duties and responsibilities are to act as an advocate for vendors who may have problems obtaining timely payments from state agencies. The Vendor Ombudsman may be reached at (850) 413-5516.

ARTICLE 12. LIABILITY AND ACCOUNTABILITY

The Provider, if a non-profit entity, will provide continuous and adequate director, officer, and employee liability insurance coverage against any personal liability or accountability by reason of actions taken while acting within the scope of their authority during the existence of this Agreement and any renewal and extension thereof. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida.

ARTICLE 13. INDEPENDENT CONTRACTOR

The Provider is an independent contractor and not an officer, employee, agent, servant, joint venture, or partner of the State of Florida, except where the Provider is a state Agency. Neither the Provider nor its agents, employees, subcontractors or assignees will represent to others that the Provider has the authority to bind the OAG. This Agreement does not create any right to any state retirement, leave or other benefits applicable to State of Florida personnel as a result of the Provider performing its duties or obligations under this Agreement. The Provider will take such actions as may be necessary to ensure that each subcontractor of the Provider will be deemed an independent contractor and will not be considered or permitted to be an officer, employee, agent, servant, joint venturer, or partner of the State of Florida. The OAG will not furnish support services (e.g., office space, office supplies, telephone service, and administrative support) to the Provider, or its subcontractor or assignee, unless specifically agreed to in writing by the OAG.

All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds and all necessary insurance for the Provider, the Provider's officers, employees, agents, subcontractors, or assignees will be the sole responsibility of the Provider.

ARTICLE 14. DOCUMENTATION, RECORD RETENTION AND PUBLIC RECORDS

The Provider will maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of grant funds.

The Provider will maintain a file for inspection by the OAG or its designee, Chief Financial Officer, Auditor General, or U.S. Department of Justice that contains written invoices for all fees, or other compensation for services and expenses, in detail sufficient for a proper pre-audit and post-audit. This includes the nature of the services performed or expenses incurred, the identity of any persons who performed the services or incurred the expenses, the daily time and attendance records and the amount of time expended in performing the services (including the day on which the services were performed), and if expenses were incurred, a detailed itemization of such expenses. All documentation, including audit working papers, will be maintained at the office of the Provider for a period of five years from the termination date of this Agreement, or until any audit has been completed and any findings have been resolved, whichever is later.

The Provider will give authorized representatives of the OAG the right to access, receive and examine all records, books, papers, case files, documents, goods and services related to the grant funds. The Provider, by signing this Agreement specifically authorizes the OAG to receive and review any record reasonably related to the purpose of the

grant as authorized in the original approved grant application and or the amendments thereto. Failure to provide documentation as requested by the OAG under the provisions of this Agreement will result in either the termination of the agreement or suspension of further reimbursements to the Provider until all requested documentation has been received, reviewed, and the costs are approved for reimbursement by the OAG.

The Provider will comply with Chapter 119, Florida Statutes, Florida's public records law. Pursuant to Section 119.071, Florida Statutes, the Provider will keep and maintain public records required by the OAG to perform all services required under this Agreement. Upon request by the OAG to inspect or copy public records relating to this Agreement, the Provider will provide the OAG with a copy of the requested records at no cost to the OAG, or allow the records to be inspected or copied by the member of the public making the records request at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. The Provider must ensure that in allowing public access to all documents, papers, letters, or other materials made or received in conjunction with this Agreement, those records that are exempt or confidential and exempt from public records disclosure requirements by operation of Section 119.071, Florida Statutes or Chapter 119, Florida Statutes, are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Provider does not transfer the records to the OAG.

If the Provider fails to provide the public records to the OAG within a reasonable time, it may be subject to penalties under Section 119.10, Florida Statutes. In the event the Provider's business closes or the Provider is permanently unable to perform said services, the Provider will electronically transfer all public records, at no cost, to the OAG upon becoming aware of any impending closure or event that renders the Provider unable to perform said services. If the Provider transfers all public records upon the Provider's business closing or becoming unable to perform services, the Provider will destroy all duplicate public records that are exempt or confidential and exempt from public record disclosure. The Provider will otherwise keep and maintain public records upon completion of the agreement and will meet all applicable requirements for retaining public records. Upon completion of this Agreement, the Provider will keep and maintain public records required by the OAG to perform the services to be provided in the scope of this Agreement, or electronically transfer in a file format compatible with the information technology systems of the OAG, at no cost to the OAG, all public records in possession of the Provider. In the event the Provider's business closes or the Provider is permanently unable to perform under this Agreement, the Provider will electronically transfer, at no cost, all public records to the OAG upon becoming aware of any impending closure or event that renders the Provider unable to perform said services. If the Provider transfers all public records to the OAG upon completion or termination of the Agreement, the Provider will destroy all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Provider keeps and maintains public records upon completion of the Agreement, it must meet all applicable requirements for retaining public records, consistent with the state of Florida's records retention schedule. All public records stored electronically must be provided to the OAG, upon request of its Custodian of Public Records, at no cost to the OAG, in a format compatible with the information technology systems of the OAG. The OAG may unilaterally terminate this Agreement if the Provider refuses to allow access to all public records made or maintained by the Provider in conjunction with this Agreement, unless the records are exempt from Section 24(a) of Art. I, Florida State Constitution, and Sections 119.07(1) or 960.15, Florida Statutes.

IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 850-414-3634, publicrecordsrequest@mvfloridalegal.com, OFFICE OF THE ATTORNEY GENERAL, PL-01, THE CAPITOL, TALLAHASSEE, FL 32399-1050.

ARTICLE 15. VICTIM SERVICES PRACTITIONER DESIGNATION TRAINING

The Provider will have all VOCA grant funded staff members complete training and achieve the Victim Services Practitioner Designation through the staff members' successful participation in the OAG's Victim Services Practitioner Designation Training Course provided through the Florida Crime Prevention Training Institute (FCPTI). All VOCA funded staff members must timely renew and maintain this designation certification by applying for renewal of the designation with the OAG within the time frame mandated by the OAG through its Victim Services Practitioner Designation Requirements.

ARTICLE 16. PROPERTY

The Provider will be responsible for the proper care and custody of all property purchased with grant funds and agrees not to sell, transfer, encumber, or otherwise dispose of property acquired with grant funds without the written permission of the OAG. If the Provider is no longer a grant funds recipient, all property acquired by grant funds will be subject to the provisions of the Financial Guide.

ARTICLE 17. AUDITS; COMPLIANCE WITH THE INSPECTOR GENERAL

Pursuant to Section 20.055, Florida Statutes, the Provider, and any subcontractor to the Provider understand and will comply with their duty to cooperate with the Inspector General in any investigations, audit inspection or review.

The administration of funds disbursed by the OAG to the Provider may be subject to audits and or monitoring by the OAG, as described in this section.

This part is applicable if the Provider is a non-federal entity, meaning a State, local government, Indian tribe, institution of higher learning, or nonprofit organization that carries out a Federal award as a recipient or subrecipient, as defined in Title 2 C.F.R. Part 200, Subpart A.

1. In the event the Provider expends \$750,000 or more during the non-federal entity's fiscal year in federal awards, it must have a single or program-specific audit conducted for that year in accordance with the provisions of federal government-wide grant rules as set forth in 2 C.F.R. § 200, et. seq. Article 34 to this Agreement indicates the amount of federal funds disbursed through the OAG by this Agreement. In determining the federal awards expended in its fiscal year, the Provider will take into account all sources of federal awards, including federal resources received from the OAG. The determination of amounts of federal awards expended should be in accordance with the guidelines established by federal government-wide grant rules as set forth in 2 C.F.R. § 200. An audit of the Provider conducted by the Auditor General in accordance with the 2 C.F.R. § 200.500, will meet the requirements of this part.

2. In connection with the audit requirements addressed in this part, the Provider will fulfill the requirements relative to auditee responsibilities as provided in 2 C.F.R. § 200.508.

3. If the Provider expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with 2 C.F.R. § 200.500. In the event the Provider expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with 2 C.F.R. § 200.500, the cost of the audit must be reimbursed from non-federal funds (i.e., the cost of such an audit must be reimbursed from Provider resources obtained from other than federal entities), as mandated in 2 C.F.R. § 200.400.

ARTICLE 18. AUDIT REPORT SUBMISSION

Audit reports must be submitted no later than 150 days following cancellation, termination or expiration of this Agreement.

1. Copies of audit reports for audits conducted in accordance with the 2 C.F.R. § 200.500, and required by this Agreement will be submitted, when required by 2 C.F.R. § 200.512, by or on behalf of the Provider directly to the following:
 - A. Office of the Attorney General
Bureau of Advocacy and Grants Management
PL-01, The Capitol
Tallahassee, Florida 32399-1050
2. Any reports, management letters, or other information required to be submitted to the OAG pursuant to this Agreement will be submitted timely in accordance with federal government-wide grant rules as set forth in 2 C.F.R. § 200, et. seq., as applicable.
3. Providers should indicate the date the financial reporting package was delivered in correspondence accompanying the financial reporting package.

ARTICLE 19. MONITORING

In addition to reviews of audits conducted in accordance with 2 C.F.R. § 200.500, the Provider will comply and cooperate with any monitoring procedures and processes and additional audits deemed appropriate by the OAG, including but not limited to on-site visits. The Provider will also comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the OAG or its designee, Chief Financial Officer, Auditor General or the U.S. Department of Justice.

The Provider may not accept duplicate funding for any cost, position, service or deliverable funded by the OAG. Duplicative funding is defined as more than 100 percent payment from all funding sources for any cost, position, service or deliverable. If there are multiple funding sources and a program is funded by the OAG, the OAG or its designee has the

right to review all documents related to those funding sources to determine whether duplicative funding is an issue. If duplicate funding is found, this Agreement may be suspended, terminated or both while the extent of the overpayment is determined. Failure to comply with state or federal law, and the U.S. Department of Justice Programs, Financial Guide, may also result in the suspension, termination or both of this Agreement while the extent of the overpayment is determined. Absent fraud, in the event that there has been an overpayment to the Provider for any reason, if the amount of the overpayment cannot be determined to a reasonable degree of certainty, as determined in the sole discretion of the OAG, the Provider will reimburse to the OAG one half of the monies previously paid to the Provider for that line item for the grant year in question.

ARTICLE 20. RETURN OF FUNDS

The Provider will return to the OAG any overpayments made to the Provider for unearned income or disallowed items pursuant to the terms and conditions of this Agreement. In the event the Provider or any outside accountant or auditor determines that an overpayment has been made, the Provider will immediately return to the OAG such overpayment without prior notification from the OAG. In the event the OAG discovers that an overpayment has been made, the contract manager, on behalf of the OAG, will notify the Provider and the Provider will forthwith return the funds to the OAG. Should the Provider fail to immediately reimburse the OAG for any overpayment, the Provider will be charged interest at the rate in effect on the date of the overpayment, as determined by the State of Florida, Chief Financial Officer, pursuant to Chapter 55, Florida Statutes, on the amount of the overpayment or outstanding balance thereof. Interest will accrue from the date of the Provider's initial receipt of funds up to the date of reimbursement of said overpayment funds to the OAG.

ARTICLE 21. PUBLIC ENTITY CRIME

Pursuant to Section 287.133, Florida Statutes, the following restrictions are placed on persons convicted of public entity crimes to transact business with the OAG: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals or replies 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 in 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. The Provider certifies that neither it nor any affiliate has been placed on such convicted vendor list and will notify the OAG within five days of its, or any of its affiliate's, placement thereon.

ARTICLE 22. GRATUITIES

The Provider will not offer or give any gift or any form of compensation to any OAG employee. As part of the consideration for this Agreement, the parties intend that this provision will survive this Agreement for a period of two years. In addition to any other remedies available to the OAG, any violation of this provision will result in referral of the

Provider's name and description of the violation of this term to the Department of Management Services for the potential inclusion of the Provider's name on the suspended vendors list for an appropriate period. The Provider will ensure that its subcontractors, if any, comply with these provisions.

ARTICLE 23. PATENTS, COPYRIGHTS, AND ROYALTIES

The Provider agrees that if any discovery or invention arises or is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected herewith, the discovery or invention will be deemed transferred to and owned by the State of Florida. Any and all patent rights accruing under or in connection with the performance of this Agreement are hereby reserved to the State of Florida.

In the event that any books, manuals, films, or other copyrightable materials are produced, the Provider will identify all such materials to the Agency. The Provider does hereby assign to the OAG and its assigns or successors, all rights accruing under or in connection with performance under this Agreement, including the United States Copyright, all other literary rights, all rights to sell, transfer or assign the copyright, and all rights to secure copyrights anywhere in the world.

The Provider will indemnify and hold the OAG and its employees harmless from any claim or liability whatsoever, including costs and expenses, arising out of any copyrighted, patented, or unpatented invention, process, or article manufactured or used by the Provider in the performance of this Agreement. The Provider will indemnify and hold the OAG and its employees harmless from any claim against the OAG for infringement of patent, trademark, copyright or trade secrets. The OAG will provide prompt written notification of any such claim. During the pendency of any claim of infringement, the Provider may, at its option and expense, procure for the OAG, the right to continue use of, or to replace or modify the article to render it non-infringing. If the Provider uses any design, device, or materials covered by letters patent, or copyright, it is mutually agreed and understood without exception the compensation paid pursuant to this Agreement includes all royalties or costs arising from the use of such design, device, or materials in any way involved in the work contemplated by this Agreement.

Subcontracts must specify that all patent rights and copyrights are reserved to the State of Florida.

ARTICLE 24. INDEMNIFICATION AND ASSUMPTION OF LIABILITY

The Provider will be liable for and indemnify, defend, and hold the OAG, and all of its officers, agents, and employees, harmless from all claims, suits, judgments, or damages, including attorney's fees and costs, arising out of any act or omission or neglect by the Provider and its agents, employees and subcontractors during the performance or operation of this Agreement or any subsequent modifications or extensions thereof.

The Provider's evaluation or inability to evaluate its liability will not excuse the Provider's duty to defend and to indemnify the OAG within seven days after notice by the OAG. The Provider will pay all costs and fees including attorney's fees related to these obligations and their enforcement by the OAG. The OAG's failure to notify the Provider of a claim will not release the Provider from these duties. The Provider will not be liable for any claims, suits, judgments,

or damages arising solely from the negligent acts of the OAG.

The Provider will assume all liability associated with providing services under the terms and conditions of this Agreement. This includes, but is not limited to, premises liability and any travel taken by any employee of Provider or any recipient of Provider's services.

ARTICLE 25. TERMINATION

This Agreement may be terminated by the OAG for any reason upon five days written notice via certified U.S. mail, hand delivery, or email to the Provider to the physical or email address provided by the Provider in the application.

In the event funds for payment pursuant to this Agreement become unavailable, the OAG may terminate this Agreement upon no less than 24 hours written notice to the Provider. The notice will be sent by a method of email, or by hand delivery with proof of delivery, to the representative of the Provider responsible for administration of the program. The OAG will be the final authority as to the availability and adequacy of funds.

In the event this Agreement is terminated by the OAG, the Provider will deliver documentation of ownership or title, if appropriate for all supplies, equipment and personal property purchased with grant funds to the OAG, within 30 days after termination of this Agreement. Any finished or unfinished documents, data, correspondence, reports and other products prepared by or for the Provider under this Agreement will be made available to and for the exclusive use of the OAG.

Notwithstanding the above, the Provider will not be relieved of liability to the OAG for damages sustained by the OAG by any termination by the OAG of this Agreement by the Provider. In the event this Agreement is terminated by the OAG, the Provider will be reimbursed for satisfactorily performed and documented services provided prior to the effective date of termination.

ARTICLE 26. AMENDMENTS

Modification of any provision of this Agreement must be mutually agreed upon by all parties and requires a written and fully executed amendment to this Agreement, except as provided for budget modifications submitted by the Provider in writing which have been previously approved by the OAG pursuant to the terms of ARTICLE 8, AUTHORIZED EXPENDITURES.

ARTICLE 27. NONDISCRIMINATION

Recipients of federal financial assistance must comply with applicable federal civil rights laws, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act of 1984, as amended (34 U.S.C. § 20110(e)); The Juvenile Justice and Delinquency Prevention Act of 1974, as amended (34 U.S.C. § 11182(b)); Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §

12131-34); Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and Exec. Order 13279 (67 Fed. Reg. 241).

Pursuant to applicable federal laws and Chapter 760, Florida Statutes, the Provider will not discriminate against any client or employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, marital status or sex. All contractors, subcontractors, sub-grantees, or others that the Provider engages to provide services or benefits to clients or employees in connection with any of its programs and activities will not discriminate against those clients or employees because of age, race, religion, color, disability, national origin, marital status or sex.

The Provider must have policies and procedures in place for responding to complaints of discrimination that employees and beneficiaries file directly with the Provider. Information provided by the U.S. Department of Justice, Office of Justice Programs, to assist with policy and procedure development is available at <http://ojp.gov/about/offices/ocr.htm>.

In the event a federal or state court, or a federal or state administrative agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, marital status or sex against the Provider, the Provider will forward a copy of the findings to the Office of Justice Programs, Office for Civil Rights (OCR), and the OAG.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Safe Streets Act and Title VI of the Civil Rights Act of 1964, the Provider must take reasonable steps to ensure that LEP persons have meaningful access to its programs and activities. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The Provider is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its programs and activities. Additional assistance and information regarding your LEP obligations can be found at <http://www.lep.gov>.

In accordance with federal civil rights laws, the Provider will not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

All Providers must complete a review of the Office of Justice Programs, Office for Civil Rights training modules and confirm compliance with this requirement to the OAG through self-reporting by December 31, 2019. The training modules are available at <http://ojp.gov/about/ocr/assistance.htm>.

Pursuant to Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a response on a contract to provide any goods or services to a public entity; may not submit a response on a contract with a public entity for the construction or repair of a public building or public work; may not submit a response 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.

The Provider will notify the OAG if it or any of its suppliers, subcontractors, or consultants have been placed on the convicted vendor list or the discriminatory vendor list during the life of this Agreement.

The OCR issued an advisory document for federal grant recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at http://ojp.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOPs).

ARTICLE 28. NONDISCRIMINATION IN PROGRAMS INVOLVING STUDENTS

The Provider will not use award funding to discriminate against students that are participating in (or benefiting from) programs that are funded by those same federal funds. As an example provided by the Office for Victims of Crime, Office of Justice Programs, the Provider cannot use VOCA funding to treat a Catholic student differently than a non-Catholic student when both are applying for, or receiving benefits from, the VOCA program. This same protection also applies to the students' parents or legal guardians.

ARTICLE 29. ACKNOWLEDGMENTS

All publications, advertising or written descriptions of the sponsorship of the program will state: "This project was supported by Award No. VOCA-2019-Port Orange Police Depart-00048 awarded by the Office for Victims of Crime, Office of Justice Programs. Sponsored by (name of Provider) and the State of Florida."

The Provider is required to display a civil rights statement prominently on all publications, websites, posters and informational materials mentioning USDOJ programs in bold print and no smaller than the general text of the document. The full civil rights statement must be used whenever possible. Single page documents that do not have space for the full civil rights statement may contain a condensed version in a print size no smaller than the text used throughout the document. If the civil rights statement is missing on a publication, the statement must be included the next time the publication is revised or reprinted and printed copies of the statement must be attached to the current supply of the publication until the next revision is reprinted.

Full Civil Rights Statement: In accordance with federal law and U.S. Department of Justice policy, this organization is prohibited from discriminating on the basis of race, color, national origin, religion, sex, age, or disability. To file a complaint of discrimination, write the Florida Department of Legal Affairs, Federal Discrimination Complaint Coordinator, PL-01 The Capitol, Tallahassee, Florida, 32399-1050, or call 850-414-3300, or write Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, Washington, DC 20531 or call 202-307-0690 (Voice) or 202-307-2027 (TDD/TYY) or <https://ojp.gov/about/ocr/complaint.htm>. Individuals who are

hearing impaired or have speech disabilities may also contact OCR through the Federal Relay Service at 800-877-8339 (TTY), 877-877-8982 (Speech), or 800-845-6136 (Spanish).

Condensed Civil Rights Statement: The Port Orange Police Department is an equal opportunity provider and employer.

The Provider is required to display the OAG's "Civil Rights Fact Sheet" at locations open to the public. The "Civil Rights Fact Sheet" will be made available to the Provider via the OAG E-Grants Management System.

ARTICLE 30. EMPLOYMENT

The employment of unauthorized aliens by the Provider is considered a violation of Section 274A(a) of the Immigration and Nationality Act. If the Provider knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement. Any services performed by any such unauthorized aliens will not be paid.

The Provider will utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all persons hired during this Agreement term.

ARTICLE 31. NO THIRD-PARTY RIGHTS

This Agreement and the rights and obligations created by it are intended for the sole benefit of the OAG and the Provider. No third party to this Agreement, including the victims served by the Provider, have any rights under this Agreement. No third party may rely upon this Agreement or the rights and representations created by it for any purpose.

ARTICLE 32. ADMINISTRATION OF AGREEMENT

All approvals referenced in this Agreement must be obtained from the parties' contract administrators or their designees. The OAG's contract administrator is Christina F. Harris, Chief, Bureau of Advocacy and Grants Management. All notices must be given to the parties' contract administrators respectively.

ARTICLE 33. CONTROLLING LAW AND VENUE

This Agreement will be governed by the laws of the State of Florida. All litigation arising under this Agreement will be instituted in the appropriate court of general jurisdiction in Leon County, Florida.

ARTICLE 34. AMOUNT OF FUNDS

The OAG will reimburse the Provider for contractual services and/or availability to provide services for the entire Time of Performance, as set forth in Article 3 of this Agreement, and completed in accordance with the terms and conditions of this Agreement. The total sum of monies available for reimbursement to the Provider for services provided will not exceed \$105,492.00.

“Availability to Provide Services” is defined as maintaining sufficient capacity to assist victims during the

Provider's core business hours throughout the Time of Performance, as set forth in Article 3 of this Agreement. Core business hours are between 8:00 a.m. to 6:00 p.m., Monday through Friday, unless otherwise approved as alternative core business hours by the OAG. Employee leave earned under this grant period is reimbursable; however, the Provider must continue to maintain sufficient capacity to assist victims.

"Contractual Services" are defined as those specified services established within the OAG approved budget for which the Provider is to be paid upon completion at the set rate also established within the OAG approved budget, as authorized expenditures eligible for payment, or reimbursement pursuant to ARTICLE 8, AUTHORIZED EXPENDITURES, of this Agreement.

ARTICLE 35. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument and the approved 2019-2020 grant application in the E-grants Management System, embody the entire Agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein. This Agreement supersedes all previous communications, representations or Agreements on this same subject, verbal or written, between the parties.

There are no representations or statements that are relied upon by the Provider that are not expressly set forth herein.

The Provider's signature below specifically acknowledges understanding of the fact that the privilege of obtaining a VOCA grant is not something this or any Provider is entitled to receive. This Agreement is for one-time funding only and will not exceed one federal fiscal year. There is absolutely no expectation or guarantee, implied or otherwise, the Provider will receive VOCA funding in the future. The OAG strongly encourages the Provider to secure funding from other sources if the Provider anticipates the program will continue beyond the current grant year.

Each of the parties executing this Agreement have full authority to do so and have received all lawfully necessary approvals to enter into this Agreement.

IN WITNESS WHEREOF, the OFFICE OF THE ATTORNEY GENERAL and Port Orange Police Department,
have executed this agreement.

Authorizing Official

OAG Authorizing Official

Print Name

Print Name

Date

DATE

Authorizing Official*

Print Name

Date

Authorizing Official*

Print Name

Date

FEID# of Provider

SAMAS Code

* Provided for use if multiple signatures are required by your organization.

Office of the Attorney General
Grant Award Project Summary

 Office of the Attorney General Division of Victim Services Bureau of Advocacy and Grants Management PL-01 The Capitol Tallahassee, Florida	Office of the Attorney General Victims of Crime Act Grant		2019-2020
Subrecipient Name and Address Port Orange Police Department 4545 Clyde Morris Boulevard Port Orange, Florida 32129-4062	OAG Grant Number VOCA-2019-Port Orange Police Depart-00048		
Subrecipient DUNS Number 008075645	Project Period: From 10/1/2019 To 9/30/2020		
Subrecipient IRS/Vendor/FEIN Number 596000412	Budget Period: From 10/1/2019 To 9/30/2020		
Project Title OVC FY 17 VOCA Victim Assistance Formula OVC FY 18 VOCA Victim Assistance Formula	Award Date	Award is R&D (Y/N) No	
	Federal Indirect Cost Rate or De Minimis Rate		
Previous Award Amount \$0.00	Amount of this Award \$105,492.00	Total Award \$105,492.00	
Special Conditions The above grant project is approved subject to such conditions or limitations as are set forth in the Office of the Attorney General contract.			
Catalog of Domestic Federal Assistance (CFDA Number) 16.575 - Crime Victim Assistance			
Summary Description of Project This grant award provides funds from the Crime Victims Fund to enhance crime victim services in the State of Florida. Victims of Crime Act (VOCA) assistance funds are typically competitively awarded by the Office of the Attorney General to public agencies and/or local, not-for-profit organizations that provide direct services to crime victims.			
Federal Award Agency U.S. Department of Justice Office of Justice Programs Office for Victims of Crime	OVC Project Period 2017-2018: From 10/1/2016 To 9/30/2020 2018-2019: From 10/1/2017 to 9/30/2021		
OVC Federal Award Number 2017-VA-GX-0060 2018-V2-GX-0018	OVC Total Award to OAG \$115,217,117 \$210,755,732		
OAG Staff Contact Christina Harris, Bureau Chief (850) 414-3380	Bureau Contact contact.voca@myfloridalegal.com (850) 414-3380		
Signature, OAG Authorizing Official, Date	Signature, Agency Executive Director, Date		



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: No

SUBJECT: (C15) Resolution No. 19-36 - Naming the Boat Ramp under the bridge at Causeway Park the "Frank Scofield Memorial Boat Ramp"

DEPARTMENT: Parks & Recreation

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 19-36.

SUMMARY: Council requested a resolution to name the boat ramps under the bridge at Causeway Park, the Frank Scofield Memorial Boat Ramps in memory of Deputy Frank Scofield and in recognition of his contributions of time and talents to the City of Port Orange and its boating community. Deputy Scofield was part of the marine unit and worked for the city as an officer before going to the sheriffs office. He worked to protect our citizens on the water and teach the youth water safety. A sample sign is attached and can be made in house at a cost less than \$150.00.

Resolution 16-57 park naming policy is attached for your review.

The Parks & Recreation Advisory Board will hold a special meeting on August 6, 2019 to provide a recommendation. Staff will report their recommendation at the meeting.

Project No.: Funding Account No.:

Presenter:

ATTACHMENTS:

1.	Reso. No. 19-36	Reso. No. 19-36.pdf
2.	Frank Scofield Sign	Frank Scofield Sign.pdf
3.	Reso. No. 16-57 - Park Naming Policy	20161101 Reso. No. 16-57.pdf

Susan Lovallo
Susan Lovallo
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 7/17/2019
Approved - 7/17/2019
Approved - 7/24/2019
Approved - 7/29/2019
Final Approval - 7/29/2019

RESOLUTION NO. 19-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; NAMING THE BOAT RAMP AND LAUNCH FACILITIES AT CAUSEWAY PARK IN HONOR OF VOLUSIA COUNTY SENIOR DEPUTY SHERIFF FRANK SCOFIELD; PROVIDING THAT THE BOAT RAMPS AND LAUNCH FACILITIES BE NAMED THE "FRANK SCOFIELD BOAT RAMPS AND LAUNCH FACILITIES"; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Port Orange City Council made recommendation to the Mayor on June 4, 2019 seeking to name the Causeway Park boat ramps and launch facilities in honor of Senior Deputy Sheriff Frank Scofield; and

WHEREAS, Senior Deputy Frank Scofield spent the last 22 years of his Law Enforcement career patrolling the waterways of Port Orange and Volusia County; and

WHEREAS, the Port Orange Causeway boat ramps and launch facility served as Senior Deputy Frank Scofield primary launch site and shore office for his daily routine; and

WHEREAS, Senior Deputy Frank Scofield was dedicated to promoting safety on the water, environmental protection and conservation, and was an exemplary role model as a servant leader in our community.

WHEREAS, Senior Deputy Frank Scofield was a Citizen of Port Orange for over 25 years, a Police Officer in Port Orange from 1994 to 1995 and served as a Deputy in the Volusia County Sheriff's Office in Volusia County for 24 years with honor and unrelenting commitment.

NOW, THEREFORE, BE IT RESOLVED 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 names the boat ramps and launch facilities at the Causeway Park “Frank Scofield Boat Ramp and Launch Facility” in honor of Senior Deputy Sheriff Frank Scofield.

Section 2. 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 3. This resolution shall take effect immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, MMC, City Clerk

Adopted on the day of

Reviewed and Approved: _____
Margaret T. Roberts, City Attorney

Francis E. Scofield
Memorial Boat Ramp
04/12/1961 - 06/02/2019

A devoted family man, a loyal friend and an avid boater. Frank was a U.S. Navy veteran who also served his community as a Port Orange Police Officer and Volusia County Sheriff's Deputy.

RESOLUTION NO. 16-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, ADOPTING THE CITY'S PARK NAMING POLICY; SUPERSEDING PRIOR RESOLUTIONS; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1. The City of Port Orange Park Naming Policy, attached hereto as Exhibit "A", is hereby adopted by City Council.

Section 2. Nothing in this Resolution or Exhibit "A" shall be interpreted or construed to abrogate or conflict with any specific provision of the Florida Statutes and Section 166, as amended and construed by the Courts.

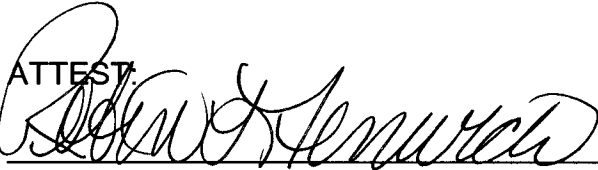
Section 3. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

Section 4. This resolution shall become effective upon adoption.



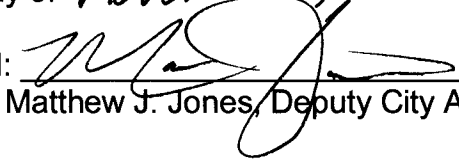
MAYOR ALLEN GREEN

ATTEST:



Robin L. Fenwick, CMC, City Clerk

Adopted on the 1st day of November, 2010.

Reviewed and Approved: 

Matthew J. Jones, Deputy City Attorney

Exhibit "A"

City of Port Orange Park Naming Policy

I. Introduction

The naming or renaming of athletic and recreation facilities is a complex and sometimes emotionally evocative process since assigning a name is a powerful identity for a public place or facility. The naming and renaming of athletic and recreation facilities often requires significant resources in terms of changing names on signs, maps, and literature. In addition, excessive and constant name changing can be the source of confusion to the public.

II. Purpose

The purpose of this policy is to establish criteria and a uniform procedure for the naming and renaming of athletic and recreation facilities throughout the City of Port Orange.

III. Authorization

The City Council shall have the authority for the naming of all athletic and recreation facilities and for determining what constitutes a substantial or major contribution for the purposes of facility naming. The Parks and Recreation Advisory Board shall provide recommendations on naming requests for City Council consideration.

IV. Definitions

Major Donation or Contribution means a significant donation of time and commitment to the City of Port Orange Parks and Recreation Department, or a donation of significant value to the City of Port Orange, Port Orange Parks and Recreation Department or Parks and Recreation Foundation.

Athletic facility means a field, court or gymnasium owned and operated by the city, including but not limited to the field/court of play, sidelines and bleachers, where sporting events, practices and games are routinely held.

Recreation facility means a building, park or amphitheater owned and operated by the city and primarily used for recreational activities, community gatherings and special events.

V. Qualifying Name

It is the policy of the City of Port Orange to reserve the naming or renaming of athletic and recreation facilities for circumstances that will best serve the interests of the city and ensure a worthy and enduring legacy for the city's parks and recreation system.

To this end, the City of Port Orange supports consideration of naming requests within the following broad categories:

- Nearby Geographic Locations
- Historic Events, People and Places
- Outstanding Individuals
- Adjoining Subdivisions
- Major Donations or Contributions

VI. Guidelines for Naming Parks and Recreation Facilities

The following general guidelines will be used when naming an athletic or recreation facility.

1. A permanent name shall be assigned as soon as possible.
2. Duplication of other places or facility names in the City shall not be considered.
3. An existing name of an athletic or recreation facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.
4. Prominent geographic features or local reference points (i.e., notable geographic feature, street, community or neighborhood) shall be considered.
5. Naming an athletic or recreation facility in honor of a person shall only be considered if one or more of the following criteria has been met:
 - a. The individual is of national significance.
 - b. The individual contributed significantly to the acquisition or development of the park, the facility or to the overall parks system. The suggested name must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, facility, or parks system overall.

- c. The individual made a major donation or contribution to the City of Port Orange or to the Department of Parks and Recreation.
- 6. Naming of athletic or recreation facility for corporate entity.
 - a. The name used shall be the shortest name possible to identify the entity (i.e. "Walmart" instead of "Walmart Stores Southeast, LLC")
 - b. Corporate logos, insignias, or marketing text shall not be used in the naming text.
 - c. The naming rights shall be limited to not longer than the life of the corporate entity.
 - d. The following criteria must be met in order to be eligible for naming:
 - i. Does not discriminate against any person, employee, member, or volunteer on the basis of race, color, creed, religion, gender, sexual preference, age, marital status, ancestry, national origin, or physical or mental disability;
 - ii. Does not have connotations that by contemporary community standards are derogatory or offensive;
 - iii. Does not promote environmental, work, or other practices that, if they took place in the city, would violate federal, state or local law;
 - iv. Does not promote illegal drugs, alcohol or tobacco;
 - v. Does not constitute violations of law;
 - vi. Does not participate in unethical business practices as determined by a court of law; and
 - vii. Does not exploit participants or staff members of the city.

VII. Naming Procedure

- 1. Recommendations for a park or facility name shall be submitted to the Director of Parks and Recreation and first be heard by the Port Orange Parks and Recreation Advisory Board. Following the Board's review and recommendations, the item will be scheduled for consideration by the City Council.
- 2. After the Port Orange City Council selects a park or facility name, a thirty (30) day comment period on the proposed name will begin. Written citizen comments and recommendations for thirty (30) day public-notice period will be accepted by the Director of Parks and Recreation and items mailed to the City Manager for inclusion in the Council Agenda Packet.

3. After the thirty (30) day comment period, a resolution establishing the name of the park or facility will be scheduled for the Port Orange City Council's consideration.

VIII. Renaming

The renaming of athletic and recreation facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

Only those facilities named for a location or subdivision shall be considered for renaming. Parks named by deed restriction shall not be considered for renaming.

Athletic and recreation facilities named after individuals shall not be changed unless it is found that the individual's personal character is or was such that the continuing use of the name for a park or facility would not be in the best interest of the community.

In order for an athletic or recreation facility to be considered for renaming, the recommended name must qualify according to this policy, and be accompanied by a renaming recommendation from the Parks and Recreation Advisory Board.

IX. Other Naming Alternatives

Parks and facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to the guidelines set forth in this policy and approved by the City Council. A facility within a park, i.e., playground, picnic shelter, etc., can be named separately from the park or facility location subject to guidelines set forth in this policy.

X. Final Naming Approval

All naming or renaming action shall require approval of the City Council.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: Yes

SUBJECT: (C16) Approval of the Fee Matrix for the 5k Run with Halifax Health Hospice

DEPARTMENT: Parks & Recreation

GOAL:

RECOMMENDED MOTION: Move to approve the Fee Matrix discount of 85% for the Hospice 5k and authorize the Mayor and City Clerk to execute the associated documents.

SUMMARY: Halifax Hospice will be hosting their 5K Run once again at the Kenneth W. Parker Amphitheater, and are requesting a fee waiver. The event will take place on 9/7/2019, from 5:00am-10:00pm. The invoice before any fee waiver is \$2,477.00.

The established Fee Matrix has yielded an 85% discount bringing the discounted invoice total to \$371.55.

Insurance will be required of the applicant to meet the requirements of the City.

Project No.: Funding Account No.:

Presenter:

ATTACHMENTS:

1.	Halifax Health Application	Halifax Health Application.pdf
2.	Halifax Health Letter	Halifax Health Letter.pdf
3.	Hospice 5K Fee Matrix	Hospice 5K Fee Matrix.xlsx
4.	Halifax Health invoice	Halifax Health invoice.xls

Peter Ferreira
Susan Lovallo
Thomas Grimaldi
Lynn Stevens
Jake Johansson
Robin Fenwick

Created/Initiated - 7/18/2019
Approved - 7/23/2019
Approved - 7/24/2019
Approved - 7/26/2019
Approved - 7/29/2019
Final Approval - 7/29/2019

CITY OF PORT ORANGE SPECIAL EVENT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 30 DAYS PRIOR TO THE EVENT
Port Orange Parks and Recreation, 4655 City Center Circle, Port Orange, FL 32129 Fax: 386-756-5351



Please submit a \$100 reservation deposit upon application.

Accepted forms of payment include cash, credit card, and check (rendered to the City of Port Orange).

SECTION 1: LESSEE INFORMATION

Individual

(This section is for use by individuals only)

Name: _____ Email: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Daytime Phone: _____ Cell: _____ Fax No: _____
Event Point of Contact (POC): _____ POC Phone: _____

Company/Organization

Company/Organization Name: Halifax Health - Hospice Email: emily.smith@halifax.org
Address: 3800 Woodbridge Trl City: Port Orange State: FL Zip Code: 32129
Organization Website: halifaxhealth.org/hospice
Authorized Representative Point of Contact (POC) Name & Title: Emily Smith - Fund Development Specialist
POC Daytime Phone: 386-425-4747 Cell: 386-640-4042 Fax No: 386-425-8725

Tax Exempt: ☒ Yes ☐ No
(Florida Exemption Certificate Required)

SECTION 2: EVENT INFORMATION

Date of Event: 9/7/19 Name of Event: Halifax Health - Hospice 5K Run and Walk
Describe Event: 5K Run and Walk to benefit Halifax Health - Hospice

Rental Hours: 5 AM/PM to 10 AM/PM

The total number of rented hours shall include the time necessary for set-up and clean-up.

Event Timeframe: Set-Up/Assembly: 5:00 AM Event Hours: 8:00 AM - 10:00 AM Clean-Up: 10:00 AM

Please check next to the expected number of people in attendance:

1-50 _____	50-100 _____	100-500 _____	500-1000 ☒	1000-2000 _____	2000-4000 _____	5000 _____	Other _____
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Please check next to the section(s) you will be utilizing:

Amphitheater ☒	City Center Circle _____	Other _____	Riverwalk Park (1A) _____
City Hall Plaza & Green _____	Green Space south of Soccer Field _____	Veteran's Park _____	Riverwalk Park (1B) _____

SECTION 3: EVENT DETAILS

Please answer the following questions regarding your event:

Is the event open to the public? ☒ YES ☐ NO

Will the event be promoted/advertised? ☒ YES ☐ NO If yes, please describe all methods print, radio, social media

Will admission (tickets, donations, solicitations, ect) be charged for the event? ☒ YES ☐ NO If yes, detail cost per person and revenue sources \$30 - \$40 to register for race

Does your event have vendors selling or distributing food, beverages, services, ect? YES ☒ NO If yes, who and what will be sold? _____

Will you be catering the event? YES ☒ NO If yes, who will be catering? _____

Is alcohol being requested at the event? YES ☒ NO If yes, an additional alcohol application is required to be filled out and approved by the Special Event Alcohol Committee.

The following activities/uses may require a permit, fee and/or additional documentation. Please check all that apply to your event.

☒ Amplified sound	☐ Amusement Rides	☒ Street, lane, sidewalk closure	☒ Live or recorded music
☐ Stages	☐ Additional power source	☒ Tents/banners/signs	☐ Commercial filming/photography
☐ Parade	☐ Parachutes	☐ Inflatable devices	☐ Fireworks/pyrotechnics
☐ Aircraft	☐ Watercraft	☐ Portable restrooms	☐ Live animals

If you checked any of the above items, please provide a complete description of the activity or need.

Sound for music and race instructions, Street closure for run/walk, banners on stage, tents for sponsors

Is there anything about the event that you think we should know? _____

SECTION 4: HOLD HARMLESS/INSURANCE AGREEMENT

The contractor, vendor, or user, hereby promises and agrees to indemnify and save harmless the City of Port Orange, a municipal corporation, its officers, agents, and employees from and against any and all liability claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees, for trial and on appeal of any kind and nature arising or growing out of, or in any way connected with the performance of the agreement whether by act or omission of the contractor, vendor, officers, agents, servants, employees, or others, or because of, or due to the mere existence of the agreement between parties.

The licensee shall supply a "Certificate of Liability Insurance" reflecting minimum coverage of \$1,000,000 (one million dollars) per occurrence. The City of Port Orange shall be named as an additional insured, which shall be noted on the certificate. The certificate shall indicate that the applicant's insurance policy shall not be cancelable without thirty days prior written notice to the City. The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply a "Certificate of Insurance" to the Department of Recreation no later than thirty (30) calendar days prior to program/event date. This requirement may be waived by the head of the Parks and Recreation department or his or her designee.

COPYRIGHT LAW: Licensee assumes all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used on, or incorporated in the conduct of any event covered under the agreement; and licensee agrees to Indemnify and hold harmless the City, from all damages, costs and expenses in law or equity for, or on account of, any patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights furnished or used by licensee in connection with this agreement and will defend the City from any such suit, or action, regardless of whether it be groundless, or fraudulent.

Licensee Signature: Mary Jo Ann

Date: 4/15/19

SECTION 5: RULES AND REGULATIONS

Applications & Deposits

1. Applications must be received at least 30 days prior to the event.
2. A reservation deposit of \$100.00 is due when the application is submitted and will be credited to the rental invoice.

Cancellations & Refunds

1. All cancellations must be received in writing.
2. To receive a full refund of any payment remitted to the City of Port Orange, including the reservation deposit, written notification must be received within 30 days of rental.

Payments

100% of fees must be paid 14 days prior to the rental date.

Licensee Initials: MA

Special Event Facilities Guidelines

1. All events and functions must file a permit with the City of Port Orange (hereafter "the City") Parks and Recreation Department. Sub-leasing is prohibited.
2. The City prohibits gate admission being charged to the public on the City property without the express written consent of the City Manager, or his designee.
4. If additional staging is added to the present stage, a \$1,000.00 bond (cash) must be posted before construction.
5. No heavy equipment or props will be brought onto event site, or seating area without the expressed written consent of the City.
6. Lessee's are responsible for the clean-up of the City facility/property proceeding their event and may be charged for excessive clean up incurred by the Parks and Recreation Department once the lessee has vacated the premises. Facility/property must be left in the same condition, as when rented; if not, the damage/clean-up costs will be charged back to the applicant.
7. The lessee agrees to remove any equipment, decorations, props, etc. at the termination of their permit. The lessee agrees to pay any costs associated with the storage, moving or disposal of such items and holds harmless the City for any damage, which may occur during the moving or storage of items.
8. Permanent attachment of props or decorations by using screws, nails etc. is prohibited on City property.
9. Lessees are responsible for any damage obtained as a direct result of the lessee's guests, activities etc.
10. Alcoholic beverages are prohibited in all the City parks and facilities without the express written consent of the City Manager, or his designee. Any event that is requesting alcohol at their event must fill out an alcohol application that must be approved by the Special Event Alcohol Committee.
11. Profanity or unacceptable behavior by performers, lessee, or their guests will not be tolerated. If Parks and Recreation personnel deem behavior and/or performances unacceptable, they have the right to revoke all permits, present and future, for this facility and terminate any and all activities.
12. The City holds the right to cancel, or terminate any permit if they feel that the public's safety is in jeopardy.
13. It is the lessee's responsibility to hire and pay for any required City Services or equipment such as, but not limited to, Police, Fire, Parks, Public Works etc., unless written consent has been granted by the City Manager, City Council or their designees.
14. Amplified sound is not permissible during the times of 10pm-7am as deemed by the City noise ordinance without the express written consent of the City Manager, or his designee.

Licensee Initials: MA

As a representative of the event, I do hereby accept that I have read and agree to all of the provided rules, regulations and guidelines for facility rentals as put forth by the City of Port Orange.

Licensee Signature: Mary Jo Allen Print Name: Mary Jo Allen Date: 4/15/19

SECTION 6: LICENSEE ACKNOWLEDGEMENT

You are required to sign and date your agreement. Falsification of information may result in rejection of the agreement, or cancellation of the event by the City of Port Orange.

Licensee Signature: Mary Jo Allen

Date: 4/15/19

The program/event will be terminated should it create or cause any violation of Local, State, Federal laws or ordinances.

To whom it may concern,

Did you know that Halifax Health – Hospice has been serving our community for over 40 years and is the top rated and most recommended hospice in Central Florida? As a not-for-profit, we provided \$2.7 million in community benefits in 2018 and have provided over \$32 million since 1979. One of the ways we are able to help those in Volusia, Flagler, Orange and Osceola counties is by holding fundraisers. This year, on Saturday, September 7, we will be hosting our 18th Annual 5K Run & Walk at Port Orange City Center.

We are writing you today to ask for the City of Port Orange to waive the special event fees. By waiving these fees you will allow us to allocate more funds to patients, families and caregivers in our community. All funds raised stay within our community and directly support our Family Caregiver Program. This program plays an integral role in the health of both the patient and their caregivers while providing one-on-one care for patients, allowing for intermittent caregiver support. After all these years, we are still moved by the dedication and sacrifices family members give to their loved ones as they face the end-of-life journey.

Last year the Halifax Health - Hospice 5K brought out over 1,000 people and we are looking to grow it even more this year. While many people do pay a registration fee for the actual race, this event is open to public participation without regard to religion or other membership requirements. Children 12 and under also receive a free registration with an adult registration. We have a kiddie fitness zone that is completely free for children to participate in, a live DJ, sponsors who set up tables with collateral and mascots from local businesses. This event is family friendly and appeals to all age groups.

For over 40 years, Halifax Health - Hospice has enhanced the quality of life to enable our patients to live every moment as fully as possible with comfort and dignity. As we proudly serve the community out of our main offices in Port Orange, we ask you to support us by waiving the special event fees for our 18th Annual 5K Run & Walk.

Thank you, in advance, for your support and please contact us if you need more information.

Sincerely,



Emily Smith
Fund Development Specialist
386-425-4747
Emily.Smith@halifax.org



Priscilla Chanfrau
Fund Development Manager
386-425-8798
Priscilla.Chanfrau@halifax.org

Halifax Hospice, Inc., d/b/a Hospice of Volusia/Flagler is exempt from federal income tax under Section 501(c)(3) I.R.C. Contributions are tax deductible to the extent allowed by law. Our tax ID number is 59-2661284.
"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE WITHIN THE STATE 800-435-7352 OR CALLING OUTSIDE THE STATE 850-488-2221. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."



HALIFAX HEALTH
HOSPICE
Licensed since 1979

3800 Woodbriar Tr.

Port Orange, FL 32129

halifaxhealth.org/hospice | 800.272.2717

Event	Hospice 5K	
Question	Checklist	Yes
1	Open to public participation without regard to religious or other membership requirements	x
2	Activity or event is aimed at promoting and facilitating physical, social or cultural activities for the community	x
3	Free Admission	x
4	Proceeds benefit a non-profit, government or public educational institution (Select "No" if proceeds benefit a for-profit or individual)	x
5	Local Preference	Port Orange

TOTAL FINAL CHARGE (as a percent of normal fees)

Directions:
Answer the questions as best you can based on the response from the person requesting a waiver.
Answer "Yes" or "No" by placing an "X" in the correct column
Questions 1 and 2 must have an "X" in one of the columns
Question 3 can be left blank if it is a "private event"
Question 4 can be left blank if there are no proceeds (i.e., ticket sales, food sales, clothing sales, etc.)
Question 5 is a drop down box. Pick the appropriate response. Leave it blank if the person or organization is from outside the State of Florida
The resulting percentage is the recommended amount someone would pay as a percent of the total normal fees.



CITY OF PORT ORANGE

1000 City Center Circle, Port Orange, FL 32129

City Center Park

Renter: Halifax Health-Hospice

Event: Hospice 5K

Rental Date: 9/7/2019

Phone: 386-425-4747

Date: 7/16/2019

MAKE ALL CHECKS PAYABLE TO THE CITY OF PORT ORANGE

MAIL ALL CHECKS TO PARKS AND RECREATION ATTN: Shannon Bungart
4655 CITY CENTER CIRCLE PORT ORANGE, FLORIDA 32129

ITEM	TIMES	QTY	UNIT	RATES	TOTAL
Location: City Center Circle and Kenneth W. Parker Amphitheater					
City Center Circle	5:00am-10:00am	5	hours	\$ 100.00	\$ 500.00
Special Event Staff (2)	5:00am-10:00am	10	hours	\$ 15.00	\$ 150.00
Parks Staff (1)	5:00am-10:00am	5	hours	\$ 25.00	\$ 125.00
Police Officers (8)	7:00am-10:00am	24	hours	\$ 40.00	\$ 960.00
Public Works Staff	5:00am-11:00am	18	hours	\$ 25.00	\$ 450.00
Cones	5:00am-10:00am	90	each	\$ 1.00	\$ 90.00
Barricades	5:00am-10:00am	26	each	\$ 2.00	\$ 52.00
Electronic Sign Board	5:00am-10:00am	2	each	\$ 65.00	\$ 130.00
Trash Cans	5:00am-10:00am	10	each	\$ 2.00	\$ 20.00
				Total Fees	\$ 2,477.00
				Total Tax	
				Invoice Total	\$ 2,477.00
				Fee Waiver (85%)	\$ 2,105.45
				BALANCE DUE	\$ 371.55



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: Yes

SUBJECT: (C17) Approval of Fee Matrix Discount for Parkinson's Association Daytona Beach Fun Walk

DEPARTMENT: Parks & Recreation

GOAL:

RECOMMENDED MOTION: Move to approve the fee matrix discount of 82% for the Parkinsons Association's event and authorize the Mayor and City Clerk to execute the associated documents.

SUMMARY: The Parkinson's Association of Daytona Beach will be hosting their fun walk once again at the Kenneth W. Parker Amphitheater, and are requesting a fee waiver. The event will take place on 11/2/2019, from 8:00am-2:00pm. The invoice before any fee waiver is \$690.00.

The established Fee Matrix has yielded an 82% discount bringing the discounted invoice total to \$124.20.

Insurance will be required from the applicant to meet the city's requirements.

Project No.: Funding Account No.:

Presenter: Susan Lovallo

ATTACHMENTS:

1.	Parkinsons Walk Application	Parkinsons Walk Application.pdf
2.	Parkinson's Walk Fee Matrix	Parkinson's Walk Fee Matrix.xlsx
3.	Parkinsons Walk Invoice	Parkinsons Walk Invoice.pdf
4.	Parkinsons Walk Letter	Parkinsons Walk Letter.pdf

Peter Ferreira
Susan Lovallo
Thomas Grimaldi
Jake Johansson
Robin Fenwick

Created/Initiated - 7/18/2019
Approved - 7/18/2019
Approved - 7/22/2019
Approved - 7/24/2019
Final Approval - 7/24/2019

CITY OF PORT ORANGE SPECIAL EVENT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 30 DAYS PRIOR TO THE EVENT
Port Orange Parks and Recreation, 4655 City Center Circle, Port Orange, FL 32129 Fax: 386-756-5351



Please submit a \$100 reservation deposit upon application.

Accepted forms of payment include cash, credit card, and check (rendered to the City of Port Orange).

SECTION 1: LESSEE INFORMATION

Individual

(This section is for use by individuals only)

Name: _____ Email: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Daytime Phone: _____ Cell: _____ Fax No: _____
Event Point of Contact (POC): _____ POC Phone: _____

(PAGDB)

Company/Organization

Company/Organization Name: PARKINSON ASSOC. GRANADA BEACH Email: YOVINNY57@aol.com
Address: 555 W. GRANADA BLVD. STE. A1 City: ORMOND BEACH State: FL Zip Code: 32174
Organization Website: WWW.PARKINSONDAYTONA.ORG
Authorized Representative Point of Contact (POC) Name & Title: VINCE KINSLER, EXECUTIVE DIRECTOR
POC Daytime Phone: 386-676-6375 Cell: 386-871-3878 Fax No: 386-676-9921

Tax Exempt: Yes No ATTACHED
(Florida Exemption Certificate Required)

SECTION 2: EVENT INFORMATION

Date of Event: 11/2/2019 Name of Event: "SOLE SUPPORT FOR PARKINSON'S" FUN WALK
Describe Event: FUN WALK TO BENEFIT PEOPLE WITH PARKINSON'S DISEASE.

Rental Hours: 8 AM/PM to 2 AM/PM

The total number of rented hours shall include the time necessary for set-up and clean-up.

Event Timeframe: Set-Up/Assembly: 8A-10A Event Hours: 10A-1P Clean-Up: 1P-2P

Please check next to the expected number of people in attendance:

1-50 _____	50-100 _____	100-500 <u>✓</u>	500-1000 _____	1000-2000 _____	2000-4000 _____	5000 _____	Other _____
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Please check next to the section(s) you will be utilizing:

Amphitheater <u>✓</u>	City Center Circle _____	Other _____	Riverwalk Park (1A) _____
City Hall Plaza & Green _____	Green Space south of Soccer Field _____	Veteran's Park _____	Riverwalk Park (1B) _____

SECTION 3: EVENT DETAILS

Please answer the following questions regarding your event:

- Is the event open to the public? ☒ YES ☐ NO
- Will the event be promoted/advertised? ☒ YES ☐ NO If yes, please describe all methods NEWSLETTER, FLYERS, CSA'S, WEBSITE
- Will admission (tickets, donations, solicitations, ect) be charged for the event? ☒ YES ☐ NO If yes, detail cost per person and revenue sources INDIVIDUAL REGISTRANTS \$10-\$20 + SPONSORSHIPS FR: BUSINESSES
- Does your event have vendors selling or distributing food, beverages, services, ect? YES ☒ NO If yes, who and what will be sold? _____
- Will you be catering the event? YES ☒ NO If yes, who will be catering? _____
- Is alcohol being requested at the event? YES ☒ NO If yes, an additional alcohol application is required to be filled out and approved by the Special Event Alcohol Committee.

The following activities/uses may require a permit, fee and/or additional documentation. Please check all that apply to your event.

- | | | | |
|---|--|--|--|
| ☒ Amplified sound | ☐ Amusement Rides | ☒ Street, lane, sidewalk closure | ☒ Live or recorded music |
| ☐ Stages | ☐ Additional power source | ☐ Tents <u>banners/signs</u> | ☐ Commercial filming/photography |
| ☐ Parade | ☐ Parachutes | ☐ Inflatable devices | ☐ Fireworks/pyrotechnics |
| ☐ Aircraft | ☐ Watercraft | ☐ Portable restrooms | ☐ Live animals |

If you checked any of the above items, please provide a complete description of the activity or need. WE WILL HAVE A BAND PLAYING LIVE MUSIC - they will need to plug their equipment into outlets on the stage. The crosswalks fr: Amphitheater + Lakeside COMM. CTR to walking trail around the lake will need to be blocked off to thru traffic for safety. We will have a large sign and possibly a large banner.

Is there anything about the event that you think we should know? WE HAVE HELD this event at this location for 9+ years - VERY NICE, well organized + predictable event.

SECTION 4: HOLD HARMLESS/INSURANCE AGREEMENT

The contractor, vendor, or user, hereby promises and agrees to indemnify and save harmless the City of Port Orange, a municipal corporation, its officers, agents, and employees from and against any and all liability claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees, for trial and on appeal of any kind and nature arising or growing out of, or in any way connected with the performance of the agreement whether by act or omission of the contractor, vendor, officers, agents, servants, employees, or others, or because of, or due to the mere existence of the agreement between parties.

The licensee shall supply a "Certificate of Liability Insurance" reflecting minimum coverage of \$1,000,000 (one million dollars) per occurrence. The City of Port Orange shall be named as an additional insured, which shall be noted on the certificate. The certificate shall indicate that the applicant's insurance policy shall not be cancelable without thirty days prior written notice to the City. The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply a "Certificate of Insurance" to the Department of Recreation no later than thirty (30) calendar days prior to program/event date. This requirement may be waived by the head of the Parks and Recreation department or his or her designee.

COPYRIGHT LAW: Licensee assumes all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used on, or incorporated in the conduct of any event covered under the agreement; and licensee agrees to Indemnify and hold harmless the City, from all damages, costs and expenses in law or equity for, or on account of, any patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights furnished or used by licensee in connection with this agreement and will defend the City from any such suit, or action, regardless of whether it be groundless, or fraudulent.

Licensee Signature: Vanessa Kessler for PAGDB

Date: 2.5.2019

SECTION 5: RULES AND REGULATIONS

Applications & Deposits

1. Applications must be received at least 30 days prior to the event.
2. A reservation deposit of \$100.00 is due when the application is submitted and will be credited to the rental invoice.

Cancellations & Refunds

1. All cancellations must be received in writing.
2. To receive a full refund of any payment remitted to the City of Port Orange, including the reservation deposit, written notification must be received within 30 days of rental.

Payments

100% of fees must be paid 14 days prior to the rental date.

Licensee Initials: UK

Special Event Facilities Guidelines

1. All events and functions must file a permit with the City of Port Orange (hereafter "the City") Parks and Recreation Department. Sub-leasing is prohibited.
2. The City prohibits gate admission being charged to the public on the City property without the express written consent of the City Manager, or his designee.
4. If additional staging is added to the present stage, a \$1,000.00 bond (cash) must be posted before construction.
5. No heavy equipment or props will be brought onto event site, or seating area without the expressed written consent of the City.
6. Lessee's are responsible for the clean-up of the City facility/property proceeding their event and may be charged for excessive clean up incurred by the Parks and Recreation Department once the lessee has vacated the premises. Facility/property must be left in the same condition, as when rented; if not, the damage/clean-up costs will be charged back to the applicant.
7. The lessee agrees to remove any equipment, decorations, props, etc. at the termination of their permit. The lessee agrees to pay any costs associated with the storage, moving or disposal of such items and holds harmless the City for any damage, which may occur during the moving or storage of items.
8. Permanent attachment of props or decorations by using screws, nails etc. is prohibited on City property.
9. Lessees are responsible for any damage obtained as a direct result of the lessee's guests, activities etc.
10. Alcoholic beverages are prohibited in all the City parks and facilities without the express written consent of the City Manager, or his designee. Any event that is requesting alcohol at their event must fill out an alcohol application that must be approved by the Special Event Alcohol Committee.
11. Profanity or unacceptable behavior by performers, lessee, or their guests will not be tolerated. If Parks and Recreation personnel deem behavior and/or performances unacceptable, they have the right to revoke all permits, present and future, for this facility and terminate any and all activities.
12. The City holds the right to cancel, or terminate any permit if they feel that the public's safety is in jeopardy.
13. It is the lessee's responsibility to hire and pay for any required City Services or equipment such as, but not limited to, Police, Fire, Parks, Public Works etc., unless written consent has been granted by the City Manager, City Council or their designees.
14. Amplified sound is not permissible during the times of 10pm-7am as deemed by the City noise ordinance without the express written consent of the City Manager, or his designee.

Licensee Initials: UK

As a representative of the event, I do hereby accept that I have read and agree to all of the provided rules, regulations and guidelines for facility rentals as put forth by the City of Port Orange.

Licensee Signature: Vince Kinsler Print Name: Vince Kinsler Date: 2-5-2019

SECTION 6: LICENSEE ACKNOWLEDGEMENT

You are required to sign and date your agreement. Falsification of information may result in rejection of the agreement, or cancellation of the event by the City of Port Orange.

Licensee Signature: Vince Kinsler Date: 2-5-2019

The program/event will be terminated should it create or cause any violation of Local, State, Federal laws or ordinances.

Event	Parkinson's Walk	
Question	Checklist	Yes
1	Open to public participation without regard to religious or other membership requirements	x
2	Activity or event is aimed at promoting and facilitating physical, social or cultural activities for the community	x
3	Free Admission	x
4	Proceeds benefit a non-profit, government or public educational institution (Select "No" if proceeds benefit a for-profit or individual)	x
5	Local Preference	Volusia

TOTAL FINAL CHARGE (as a percent of normal fees)

Directions:
Answer the questions as best you can based on the response from the person requesting a waiver.
Answer "Yes" or "No" by placing an "X" in the correct column
Questions 1 and 2 must have an "X" in one of the columns
Question 3 can be left blank if it is a "private event"
Question 4 can be left blank if there are no proceeds (i.e., ticket sales, food sales, clothing sales, etc.)
Question 5 is a drop down box. Pick the appropriate response. Leave it blank if the person or organization is from outside the State of Florida
The resulting percentage is the recommended amount someone would pay as a percent of the total normal fees.



City of Port Orange
Parks & Recreation Department
1395 Dunlawton Avenue
Phone: 386-506-5851
www.port-orange.org/parks

Facility Rental Invoice

Invoice #: 6033 Page 1 of 1
Invoice Date: 02/07/2019
Payment Due: 10/18/2019
Permit #: 19-00085
Use Type: Special Event
Description: "Sole Support for Parkinson's" Fun Walk

Customer

President - Vince Kinsler
Parkinson Association Daytona Beach
555 W. Granada Blvd.
Ste A-1
Ormond Beach, FL 32174

Location: Amphitheater - Amphitheater Hours: 6.00

Date	Day	Time	Fee Description	Qty	Unit	Rate	Total	Tax
11/02/2019	Sat	8:00 AM-2:00 PM	Amphitheater Hourly	6.00	Hours	\$100.00	\$600.00	\$0.00
11/02/2019	Sat	8:00 AM-2:00 PM	Special Event Staff Flat Rate	6.00	Each	\$15.00	\$90.00	\$0.00

Total Hours	6.00
Total Fees	\$690.00
Total Tax	\$0.00
Invoice Total	\$690.00
Amount Paid	\$100.00
Balance Due	\$590.00



PAGDB

Parkinson Association of Greater Daytona Beach
555 W. Granada Blvd., Suite A1 Ormond Beach, FL 32174
501C Tax ID# 20-0678283

"PD" Tulip – *The unifying symbol for Parkinson's awareness*

6/7/2019

Shannon Bungart
Special Events Coordinator - City of Port Orange
4655 City Center Circle
Port Orange, FL 32129

Dear Shannon,

The Parkinson Association of Greater Daytona Beach (PAGDB) has been serving the community for over 27 years. Our organization is primarily comprised of volunteers who assist in the facilitation of providing education, programs, and other resources to those in our community that are affected by Parkinson's disease (PD), including family members and care providers as well. The programs and services we provide are either free of charge or substantially or wholly subsidized.

The PAGDB is a registered 501 (c) (3) non-profit organization with between 60 & 70% of the annual dollars required for us to run the association coming from the sponsorship's and registrations derived from our Annual Fun Walk event. This event has been held at the Port Orange Lakeside Community Center / Amphitheater for the past 10+ years.

Our average annual income from the past 3 years is approximately \$31,000. Given what value our community receives from our association, it is plain to see why it is so important for us to keep our costs at an absolute minimum; every penny we keep enables us to sustain and continue to provide for our community.

It is therefore, I wish to plead my case before the city of Port Orange in an effort to receive a fee waiver for the Parkinson Association of Greater Daytona Beach (PAGDB) for the Annual Sole Support for Parkinson's Fun Walk that we again will be hosting at the Lakeside Community Center & Amphitheater.

If there is anything else you need from me – please don't hesitate to contact me directly.

I look forward to hearing back from you. Thank you so much for your consideration!

Gratefully yours,

Vince

Vince Kinsler, Executive Director
PAGDB
O (386) 676-6375 C (386) 871-3878
PAGDB Direct (386) 871-3879

**The Golf Club at Cypress Head
Course Cash Flow Report
May 31, 2019**

	<u>May</u>	<u>YTD</u>
EBITDA	(\$10,107.51)	\$124,238.28
Management Fee Expense	(5,943.66)	(47,549.28)
Depreciation & Amortization	<u>(95.53)</u>	<u>(764.24)</u>
Net Income	(16,146.70)	75,924.76
Working Capital Changes		
Inventory	260.46	(4,715.25)
Receivables	(1,881.92)	105,166.95
Payables	(10,975.10)	11,559.19
Due to from the City	(7.02)	770.31
Prepays	3,377.80	15,459.20
Accrued Liabilities	(17,931.37)	(8,535.00)
Other Liabilities	(19,004.88)	(158,219.84)
Depreciation & Amortization	<u>95.53</u>	<u>764.24</u>
Operating Cash Flow	(62,213.20)	38,174.56
Investing Cash Flows	<u> </u>	<u> </u>
Financing Cash Flow	<u> </u>	<u> </u>
Net Cash Flows	<u>(62,213.20)</u>	<u>38,174.56</u>
Beginning Cash	246,262.71	145,874.95
Net Cash Flows	<u>(62,213.20)</u>	<u>38,174.56</u>
Ending Cash	<u>184,049.51</u>	<u>184,049.51</u>

The Golf Club at Cypress Head
Comparative Income Statement
For the Eight Months Ending May 31, 2019

	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	71,018	846,040	1,111,456	76%	85,219	836,517	1,193,457	70%
Merchandise	6,293	49,830	68,906	72%	5,758	49,093	66,700	74%
Other Pro Shop	428	9,994	15,010	67%	630	10,365	12,341	84%
Range	2,451	26,484	34,886	76%	3,403	25,474	41,000	62%
Food and Beverage	0	121,455	121,455	100%	0	0	0	
Other Operating Revenues	2,323	27,378	36,815	74%	2,931	26,211	39,300	67%
Other G&A Income	0	0	0		0	472	0	
TOTAL REVENUE	82,513	1,081,181	1,388,528	78%	97,941	948,132	1,352,798	70%
COST OF SALES								
Merchandise	4,334	30,592	41,273	74%	1,640	30,614	40,020	76%
Food & Beverage	0	55,573	55,573	100%	0	0	0	
TOTAL COGS	4,334	86,165	96,846	89%	1,640	30,614	40,020	76%
COGS - Merchandise %	68.9%	61.4%	59.9%	102.5%	28.5%	62.4%	60.0%	103.9%
COGS - Food %		45.8%	45.8%	100.0%				
PAYROLL								
Course and Grounds	25,003	192,956	286,413	67%	26,353	197,186	410,798	48%
Carts, Range, Starters, Etc.	6,382	59,890	86,159	70%	7,924	61,597	95,625	64%
Pro Shop	4,207	33,093	56,997	58%	4,309	36,687	60,916	60%
Food and Beverage	0	81,967	81,967	100%	0	0	0	
General and Administrative	12,168	92,058	138,756	66%	12,375	93,891	148,394	63%
Marketing	4,766	34,858	51,006	68%	4,784	35,697	51,051	70%
TOTAL PAYROLL	52,525	494,820	701,298	71%	55,745	425,058	766,784	55%
OPERATING EXPENSES								
Course and Grounds	23,523	133,630	208,057	64%	25,661	147,557	260,225	57%
Carts, Range, Starters, Etc.	6,388	55,703	82,037	68%	7,599	62,011	80,417	77%
Pro Shop	333	5,533	6,359	87%	300	5,358	6,900	78%
Food and Beverage	(846)	17,884	17,884	100%	0	0	0	
General and Administrative	14,983	146,634	208,210	70%	15,297	142,003	226,888	63%
Marketing	2,184	12,363	20,064	62%	1,808	11,295	25,200	45%
TOTAL OPERATING EXPENSES	46,564	371,747	542,612	69%	50,664	368,223	599,630	61%
TOTAL EXPENSES	103,424	952,732	1,340,755	71%	108,049	823,894	1,406,434	59%
OTHER INCOME (EXPENSE)								
MANAGEMENT FEES	(5,827)	(51,758)	(75,067)	69%	(5,944)	(47,549)	(70,608)	67%
Depreciation & Amortization	(96)	(764)	(1,146)	67%	(96)	(764)	(1,140)	67%
TOTAL OTHER INCOME (EXPENSE)	(5,923)	(52,523)	(76,213)	69%	(6,039)	(48,314)	(71,748)	67%
NET INCOME	(26,833)	75,926	(28,441)	-267%	(16,147)	75,925	(125,384)	-61%
Paid Rounds	2,196	26,513	35,583	17%	3,037	26,892	38,434	70%
Annual Pass Rounds	483	5,066	6,899	16%	362	3,417	8,541	40%
Other Rounds	184	1,737	2,590	17%	246	1,794	1,594	113%
Total Rounds	2,863	33,316	45,072	16%	3,645	32,103	48,569	66%
Revenue/Paid Rounds	38	41	39.02	106%	32	35	35	100%
Revenue/Total Rounds	29	32	30.81	106%	27	30	28	106%

The Golf Club at Cypress Head
For the Eight Months Ending May 31, 2019

	<u>05/31/19</u>	<u>09/30/18</u>	<u>05/31/18</u>
ASSETS			
CURRENT ASSETS:			
Cash			
Cash - Depository	156,990	113,142	183,103
Cash - Payroll	25,710	31,383	33,574
Cash - Manual Checks	850	850	850
Cash - Housebank & Other	500	500	595
Total Cash	<u>184,050</u>	<u>145,875</u>	<u>218,122</u>
Accounts Receivable			
A/R Member	2,718	107,885	981
Total Accounts Receivable	<u>2,718</u>	<u>107,885</u>	<u>981</u>
Other Current Assets			
Inventory - Merchandise	21,282	16,567	16,089
Prepaid Insurance	3,845	20,601	3,824
Prepaid Exp - Other	12,266	10,969	7,937
Total Other Current Assets	<u>37,393</u>	<u>48,137</u>	<u>27,849</u>
TOTAL CURRENT ASSETS	<u>224,161</u>	<u>301,897</u>	<u>246,953</u>
PROPERTY, PLANT AND EQUIPMENT:			
Buildings & Improvements	30,598	30,598	30,598
Machinery & Equipment	5,550	5,550	5,550
Property Plant and Equipment	36,148	36,148	36,148
Accumulated Depreciation	<u>(27,293)</u>	<u>(26,529)</u>	<u>(26,147)</u>
TOTAL PROPERTY, PLANT AND EQUIPMENT	<u>8,854</u>	<u>9,619</u>	<u>10,001</u>
TOTAL ASSETS	<u><u>233,015</u></u>	<u><u>311,516</u></u>	<u><u>256,954</u></u>

The Golf Club at Cypress Head
For the Eight Months Ending May 31, 2019

	<u>05/31/19</u>	<u>09/30/18</u>	<u>05/31/18</u>
LIABILITIES AND STOCKHOLDERS' EQUITY			
CURRENT LIABILITIES:			
Accts Pay - Trade	41,023	29,464	28,196
Accts Pay - Other	22,826	22,055	21,841
Accrued Expenses	600	480	1,313
Accrued Payroll	18,679	29,420	14,849
Accrued Taxes	5,562	3,477	4,246
Deferred Revenue	96,843	255,063	110,585
TOTAL CURRENT LIABILITIES	<u>185,533</u>	<u>339,958</u>	<u>181,029</u>
 TOTAL LIABILITIES	 <u>185,533</u>	 <u>339,958</u>	 <u>181,029</u>
 STOCKHOLDER'S EQUITY			
Retained Earnings	47,483	(28,442)	75,925
Net Retained Earnings	47,483	(28,442)	75,925
Stockholders Equity	47,483	(28,442)	75,925
TOTAL STOCKHOLDER'S EQUITY	<u>47,483</u>	<u>(28,442)</u>	<u>75,925</u>
 TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY	 <u>233,015</u>	 <u>311,516</u>	 <u>256,954</u>

The Golf Club at Cypress Head
Course Cash Flow Report
For the Year Ended May 31, 2019

	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	(7,009)	1,237	(1,126)	27,742	45,702	50,223	17,578	(10,108)	0	0	0	0	124,238
Management Fee Expense	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	0	0	0	0	(47,549)
Depreciation & Amortization	(96)	(96)	(96)	(96)	(96)	(96)	(96)	(96)	0	0	0	0	(764)
Net Income	(13,049)	(4,803)	(7,165)	21,702	39,663	44,184	11,539	(16,147)	0	0	0	0	75,925
Working Capital Changes													
Inventory	(1,972)	(2,275)	1,518	508	(6,555)	3,032	769	260	0	0	0	0	(4,715)
Receivables	103,675	3,387	514	(151)	(1,248)	(1,295)	2,167	(1,882)	0	0	0	0	105,167
Prepaid Expenses	4,583	4,583	(2,761)	11,811	(9,259)	(1,254)	4,300	3,378	0	0	0	0	15,459
Payables	(3,400)	(445)	(12,756)	6,152	28,315	(11,453)	16,121	(10,975)	0	0	0	0	11,559
Due to from the City	909	(12)	(135)	170	(3)	(314)	163	(7)	0	0	0	0	770
Accrued Expenses	6,055	(15,461)	3,650	7,260	1,545	3,744	2,604	(17,931)	0	0	0	0	(8,535)
Deferred Revenues	(62,311)	(5,093)	(13,297)	(15,438)	(14,657)	(14,274)	(14,145)	(19,005)	0	0	0	0	(158,220)
Depreciation & Amortization	96	96	96	96	96	96	96	96	0	0	0	0	764
Operating Cash Flow	34,586	(20,023)	(30,338)	32,110	37,896	22,465	23,692	(62,213)	0	0	0	0	38,175
Investing Activities													
Financing Activities													
Net Cash Flows	34,586	(20,023)	(30,338)	32,110	37,896	22,465	23,692	(62,213)	0	0	0	0	38,175
Beginning Cash	145,875	180,461	160,438	130,100	162,210	200,106	222,570	246,263	184,050	174,825	174,825	174,825	2,156,547
Net Cash Flows	34,586	(20,023)	(30,338)	32,110	37,896	22,465	23,692	(62,213)	0	0	0	0	38,175
Ending Cash	180,461	160,438	130,100	162,210	200,106	222,570	246,263	184,050	184,050	174,825	174,825	174,825	2,194,722

The Golf Club at Cypress Head
Summary of All Units
For the Eight Months Ending May 31, 2019

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												
50,570	52,571	96%	41,413	122%	Green Fees	516,644	544,395	95%	508,794	102%	714,205	669,958
34,650	40,087	86%	29,606	117%	Cart Fee	319,873	326,640	98%	337,246	95%	479,252	431,975
20	20	100%	20	100%	Handicap Fee	4,225	4,200	101%	4,129	102%	4,280	4,265
190	250	76%	138	138%	Lessons	3,790	3,861	98%	3,505	108%	4,861	7,666
420	200	210%	270	156%	Rental Clubs	2,350	2,400	98%	2,360	100%	3,200	3,450
5,758	5,500	105%	6,293	91%	Retail	49,093	49,800	99%	49,830	99%	66,700	68,169
3,403	3,400	100%	2,451	139%	Range	25,474	29,200	87%	26,484	96%	41,000	33,877
0	0	0%	0	0%	Food & Beverage	0	0	0%	63,318	0%	0	0
0	0	0%	0	0%	Beer	0	0	0%	34,326	0%	0	0
0	0	0%	0	0%	Liquor	0	0	0%	19,723	0%	0	0
0	0	0%	0	0%	Wine	0	0	0%	3,896	0%	0	0
0	0	0%	0	0%	F&B Other	0	0	0%	191	0%	0	0
2,931	3,200	92%	2,323	126%	City Surcharge R & R	26,211	28,700	91%	27,378	96%	39,300	35,648
0	0	0%	0	0%	Miscellaneous G&A	472	0	0%	0	0%	0	472
97,941	105,228	93%	82,513	119%	Total Revenues	948,132	989,196	96%	1,081,181	88%	1,352,798	1,255,479
COST OF GOODS SOLD												
1,640	3,300	50%	4,334	38%	COGS - Merchandise	30,614	29,880	102%	30,592	100%	40,020	41,295
0	0	0%	0	0%	COGS - Food & Beverage	0	0	0%	29,560	0%	0	0
0	0	0%	0	0%	COGS - Beer	0	0	0%	17,668	0%	0	0
0	0	0%	0	0%	COGS - Liquor	0	0	0%	6,639	0%	0	0
0	0	0%	0	0%	COGS - Wine	0	0	0%	1,707	0%	0	0
1,640	3,300	50%	4,334	38%	Total COGS	30,614	29,880	102%	86,165	36%	40,020	41,295
96,301	101,928	94%	78,179	123%	GROSS MARGIN	917,519	959,316	96%	995,016	92%	1,312,778	1,214,185
28.48%	60.00%	47.47%	68.87%	41.36%	COGS - Merchandise %	62.36%	60.00%	103.93%	61.39%	101.57%	60.00%	710.41%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Food & Beverage %	0.00%	0.00%	0.00%	46.68%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Beer %	0.00%	0.00%	0.00%	51.47%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Liquor %	0.00%	0.00%	0.00%	33.65%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Wine %	0.00%	0.00%	0.00%	43.82%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - All Food & Bev	0.00%	0.00%	0.00%	45.83%	0.00%	0.00%	0.00%
PAYROLL												
19,331	18,965	102%	19,071	101%	Gross Payroll - Salaried	150,818	151,336	100%	138,468	109%	227,198	227,028
0	0	0%	0	0%	Gross Kitchen Payroll - Salaried	0	0	0%	33,256	0%	0	0
25,281	34,448	73%	22,896	110%	Gross Payroll - Hourly	200,024	269,962	74%	202,551	99%	405,532	296,789
0	0	0%	0	0%	Gross Kitchen Payroll - Hourly	0	0	0%	34,550	0%	0	0
44,612	53,413	84%	41,967	106%	S/T Wages	350,842	421,298	83%	408,825	86%	632,730	523,817
3,211	4,086	79%	3,080	104%	Payroll Tax - FICA	25,234	32,229	78%	29,605	85%	48,404	37,322
185	499	37%	168	110%	Payroll Tax - UC	1,913	3,898	49%	2,923	65%	5,240	2,503
1,050	1,046	100%	690	152%	Payroll Tax - WC	6,169	8,006	77%	7,594	81%	12,146	9,209
6,686	5,818	115%	6,620	101%	Benefits	40,900	44,994	91%	45,874	89%	68,264	58,684
11,132	11,448	97%	10,558	105%	S/T Adders	74,216	89,127	83%	85,995	86%	134,054	107,718
55,745	64,862	86%	52,525	106%	TOTAL PAYROLL	425,058	510,425	83%	494,820	86%	766,784	631,535
OPERATING EXPENSES												
0	0	0%	0	0%	Bar Supplies	0	0	0%	144	0%	0	0
347	250	139%	48	716%	Cart Supplies	921	1,205	76%	827	111%	2,005	1,578
279	500	56%	433	64%	Chemicals	1,434	3,750	38%	3,906	37%	5,350	2,378
0	150	0%	0	0%	Course Accessories	1,564	780	200%	502	311%	1,805	3,811
0	0	0%	0	0%	Dining Room Supplies	0	0	0%	4,027	0%	0	0
1,811	2,500	72%	2,687	67%	Fertilizer	20,009	19,700	102%	17,041	117%	32,900	24,794
0	0	0%	0	0%	Flowers/Decor	0	100	0%	0	0%	750	59
0	1,100	0%	1,178	0%	Fuel	6,424	9,400	68%	7,765	83%	14,400	9,277
180	150	120%	0	0%	Fungicides	725	1,200	60%	1,001	72%	4,450	1,175
2,240	2,700	83%	1,818	123%	Herbicides	8,909	11,950	75%	10,786	83%	23,200	18,280
1,636	4,000	41%	579	283%	Insecticides	9,621	13,705	70%	4,420	218%	19,805	19,638
(117)	400	-29%	488	-24%	Janitorial Supplies	3,947	3,700	107%	4,087	97%	5,300	5,631
0	0	0%	0	0%	Kitchen Supplies	0	0	0%	974	0%	0	0
0	0	0%	0	0%	Laundry/Linens	0	0	0%	1,465	0%	0	0
0	0	0%	0	0%	Laundry/Uniforms	617	780	79%	1,212	51%	1,780	1,119
416	300	139%	193	215%	Office Supplies	2,951	3,965	74%	4,390	67%	5,177	4,181
0	0	0%	0	0%	Range Balls	2,650	2,900	91%	2,650	100%	2,900	2,650
0	100	0%	10	0%	Range Equipment	1,773	685	259%	511	347%	1,085	2,624
0	0	0%	0	0%	Range Expenses	0	0	0%	439	0%	0	0
3,901	3,500	111%	1,505	259%	Sand/Topdress	6,721	7,500	90%	3,547	190%	14,300	10,307
2,025	0	0%	0	0%	Seeds/Trees	11,570	4,400	263%	1,530	756%	4,400	13,220
0	100	0%	0	0%	Small Tools	367	950	39%	221	166%	1,050	435
0	0	0%	0	0%	Staff/Volunteer Uniforms	0	300	0%	0	0%	850	0
0	75	0%	331	0%	Supplies	680	775	88%	1,693	40%	1,075	621
300	80	375%	0	0%	Tournament Expense	348	640	54%	43	818%	960	496
262	95	276%	79	332%	Alarm System	2,614	885	295%	967	270%	1,490	3,423

The Golf Club at Cypress Head
Summary of All Units
For the Eight Months Ending May 31, 2019

MTD	MTD	% of	MTD	% of		YTD	YTD	% of	YTD	% of	Annual	
Actual	Budget	Budget	Prior Year	PY		Actual	Budget	Budget	Prior Year	PY	Budget	
0	550	0%	0	0%	Carpet Cleaning	0	550	0%	0	0%	550	0
21	100	21%	0	0%	Cart Repairs	162	800	20%	640	25%	1,200	162
54	250	21%	42	129%	Computer Service	54	1,400	4%	1,102	5%	2,400	179
812	812	100%	812	100%	Contract Cleaning	6,496	6,496	100%	6,549	99%	9,744	9,744
0	0	0%	0	0%	Guest Relations	135	60	225%	64	211%	60	135
0	0	0%	0	0%	Handicap Expense	3,681	4,000	97%	3,705	105%	4,225	4,332
0	0	0%	0	0%	Indoor Plant Maint	0	100	0%	0	0%	100	0
(146)	400	-37%	2,370	-6%	Irrigation	3,203	4,530	71%	6,203	52%	6,680	4,082
0	0	0%	0	0%	Lesson Expense	0	300	0%	0	0%	450	286
0	0	0%	0	0%	Pest Control	0	0	0%	375	0%	0	0
2,339	2,400	97%	1,659	141%	Repair & Maint - Equipment	12,311	15,630	79%	14,985	82%	22,950	18,794
273	400	68%	16	1707%	Repair & Maint - Building	3,158	2,400	132%	2,747	115%	3,700	4,029
6,225	5,136	121%	5,356	116%	Cart Lease	48,947	41,085	119%	42,845	114%	61,627	70,370
5,356	6,445	83%	5,316	101%	Equipment Lease	43,694	51,557	85%	43,438	101%	77,335	64,959
176	175	101%	176	100%	Off-Site Storage	1,408	1,400	101%	1,352	104%	2,100	2,132
1,216	1,300	94%	1,234	99%	Utilities - Electric	9,190	9,680	95%	9,523	97%	14,030	13,767
0	0	0%	(846)	0%	Utilities - Gas	0	0	0%	4,390	0%	0	0
3,613	3,300	109%	3,315	109%	Utilities - Other	26,917	25,960	104%	26,652	101%	40,860	39,919
158	250	63%	267	59%	Utilities - Telephone/Fax	2,222	2,000	111%	1,583	140%	3,000	3,449
212	200	106%	260	82%	Utilities - Water	1,800	1,900	95%	1,848	97%	2,800	2,586
1,808	1,750	103%	2,184	83%	Advertising & Promotion	11,156	15,350	73%	12,420	90%	24,000	16,757
272	300	91%	430	63%	Bank Charges	4,268	3,325	128%	3,883	110%	4,525	5,828
(254)	0	0%	(198)	128%	Cash Short/(Over)	(613)	0	0%	(2,031)	30%	0	(812)
200	200	100%	200	100%	Cell Phone	1,500	1,600	94%	1,542	97%	2,400	2,300
2,931	3,200	92%	2,323	126%	City Surcharge R & R	26,211	28,700	91%	27,378	96%	39,300	35,648
0	0	0%	0	0%	Copier/Photocopies	0	175	0%	0	0%	175	0
2,530	3,000	84%	2,689	94%	Credit Card Discounts	17,449	20,600	85%	21,668	81%	29,300	22,132
50	0	0%	163	31%	Donations	(90)	300	-30%	479	-19%	300	281
0	0	0%	0	0%	Dues & Subscriptions	358	460	78%	200	179%	1,160	897
0	0	0%	0	0%	Education & Training	0	200	0%	0	0%	200	45
(154)	0	0%	18	-856%	Employee Relations	(1,433)	1,375	-104%	1,104	-130%	1,945	(1,192)
0	30	0%	0	0%	Employee Testing	116	240	48%	93	124%	360	145
4,320	4,471	97%	4,341	100%	Insurance Expense	34,564	35,768	97%	34,731	100%	53,652	51,824
79	40	199%	0	0%	Member Relations	1,215	320	380%	0	0%	480	1,215
0	30	0%	26	0%	Messenger Service - Fedex	73	240	30%	225	32%	360	124
0	0	0%	0	0%	Miscellaneous	20	0	0%	(57)	-36%	0	20
0	0	0%	0	0%	O/S - Accounting	9,690	12,360	78%	12,000	81%	12,360	12,690
0	0	0%	0	0%	O/S - Legal	0	700	0%	720	0%	780	0
3,800	3,900	97%	3,800	100%	O/S - Other	5,897	5,900	100%	3,800	155%	7,900	8,647
413	500	83%	526	78%	Payroll Processing Fee	3,821	4,450	86%	4,382	87%	6,450	5,378
217	50	434%	47	458%	Postage/Shipping	1,068	790	135%	786	136%	1,340	1,704
(30)	0	0%	(30)	100%	Tax/Licenses/Fees	(230)	0	0%	(240)	96%	0	(275)
0	0	0%	0	0%	Theft Loss	0	0	0%	82	0%	0	0
438	0	0%	68	644%	Travel - Meals	2,612	0	0%	1,998	131%	0	2,652
458	1,150	40%	652	70%	Travel - Other	3,148	9,200	34%	4,319	73%	13,800	6,300
0	0	0%	0	0%	Website Expenses	0	0	0%	0	0%	0	2,100
0	0	0%	0	0%	Employee Meals	0	0	0%	113	0%	0	56
50,664	56,338	90%	46,564	109%	TOTAL OPERATING EXPENSES	368,223	401,170	92%	371,747	99%	599,630	539,087
(10,108)	(19,273)	52%	(20,911)	48%	EBITDA	124,238	47,721	260%	128,448	97%	(53,636)	43,562
5,944	5,884	101%	5,827	102%	Management Fee	47,549	47,072	101%	51,758	92%	70,608	70,858
5,944	5,884	101%	5,827	102%	Management Fees	47,549	47,072	101%	51,758	92%	70,608	70,858
23	23	101%	23	100%	Deprec - Mach & Equip	185	184	101%	185	100%	276	278
72	72	101%	72	100%	Deprec - Buildings	579	576	101%	579	100%	864	869
96	95	101%	96	100%	S/T DEPR. & AMORT	764	760	101%	764	100%	1,140	1,146
(16,147)	(25,252)	64%	(26,833)	60%	NET INCOME	75,925	(111)	-68345%	75,926	100%	(125,384)	(28,442)

The Golf Club at Cypress Head
Course & Grounds
For the Eight Months Ending May 31, 2019

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												
50,570	52,571	96%	41,413	122%	Green Fees	516,644	544,395	95%	508,794	102%	714,205	669,958
2,931	3,200	92%	2,323	126%	City Surcharge R & R	26,211	28,700	91%	27,378	96%	39,300	35,648
53,501	55,771	96%	43,736	122%	Total Revenues	542,855	573,095	95%	536,172	101%	753,505	705,606
53,501	55,771	96%	43,736	122%	GROSS MARGIN	542,855	573,095	95%	536,172	101%	753,505	705,606
PAYROLL												
7,324	7,303	100%	7,082	103%	Gross Payroll - Salaried	57,277	58,040	99%	47,497	121%	87,253	86,804
13,561	21,406	63%	12,658	107%	Gross Payroll - Hourly	104,616	167,795	62%	112,548	93%	252,038	153,068
20,885	28,709	73%	19,740	106%	S/T Wages	161,892	225,835	72%	160,045	101%	339,291	239,872
1,480	2,196	67%	1,447	102%	Payroll Tax - FICA	11,384	17,276	66%	11,276	101%	25,956	16,611
48	265	18%	53	92%	Payroll Tax - UC	830	1,967	42%	1,069	78%	2,570	919
473	562	84%	323	146%	Payroll Tax - WC	2,782	4,291	65%	2,916	95%	6,513	4,167
3,467	3,109	112%	3,441	101%	Benefits	20,297	24,033	84%	17,649	115%	36,468	29,074
5,468	6,132	89%	5,263	104%	S/T Adders	35,293	47,568	74%	32,910	107%	71,507	50,771
26,353	34,841	76%	25,003	105%	TOTAL PAYROLL	197,186	273,402	72%	192,956	102%	410,798	290,643
OPERATING EXPENSES												
279	500	56%	433	64%	Chemicals	1,434	3,750	38%	3,906	37%	5,350	2,378
0	150	0%	0	0%	Course Accessories	1,564	780	200%	502	311%	1,805	3,811
1,811	2,500	72%	2,687	67%	Fertilizer	20,009	19,700	102%	17,041	117%	32,900	24,794
0	0	0%	0	0%	Flowers/Decor	0	100	0%	0	0%	750	59
0	1,100	0%	1,178	0%	Fuel	6,424	9,400	68%	7,765	83%	14,400	9,277
180	150	120%	0	0%	Fungicides	725	1,200	60%	1,001	72%	4,450	1,175
2,240	2,700	83%	1,818	123%	Herbicides	8,909	11,950	75%	10,786	83%	23,200	18,280
1,636	4,000	41%	579	283%	Insecticides	9,621	13,705	70%	4,420	218%	19,805	19,638
3,901	3,500	111%	1,505	259%	Sand/Topdress	6,721	7,500	90%	3,547	190%	14,300	10,307
2,025	0	0%	0	0%	Seeds/Trees	9,920	4,400	225%	1,530	648%	4,400	11,570
0	100	0%	0	0%	Small Tools	367	950	39%	221	166%	1,050	435
0	0	0%	0	0%	Staff/Volunteer Uniforms	0	300	0%	0	0%	850	0
(146)	400	-37%	2,370	-6%	Irrigation	3,203	4,530	71%	6,203	52%	6,680	4,082
2,339	2,300	102%	1,659	141%	Repair & Maint - Equipment	11,225	14,600	77%	14,200	79%	20,800	17,708
0	100	0%	0	0%	Repair & Maint - Building	0	300	0%	221	0%	700	97
5,356	6,445	83%	5,316	101%	Equipment Lease	43,694	51,557	85%	42,529	103%	77,335	64,959
210	200	105%	261	81%	Utilities - Electric	1,654	1,630	101%	1,733	95%	2,730	2,826
1,638	1,300	126%	1,510	108%	Utilities - Other	11,665	9,960	117%	11,455	102%	15,660	16,070
152	100	152%	118	128%	Utilities - Telephone/Fax	710	800	89%	747	95%	1,200	1,205
212	200	106%	260	82%	Utilities - Water	1,800	1,900	95%	1,848	97%	2,800	2,586
0	0	0%	0	0%	Employee Relations	0	100	0%	0	0%	200	0
0	30	0%	0	0%	Employee Testing	116	240	48%	93	124%	360	145
3,800	3,900	97%	3,800	100%	O/S - Other	5,897	5,900	100%	3,800	155%	7,900	8,647
29	50	58%	30	97%	Travel - Other	249	400	62%	83	298%	600	284
25,661	29,725	86%	23,523	109%	TOTAL OPERATING EXPENSES	145,907	165,652	88%	133,630	109%	260,225	220,334
1,488	(8,795)	-17%	(4,790)	-31%	EBITDA	199,763	134,041	149%	209,587	95%	82,482	194,629
1,488	(8,795)	-17%	(4,790)	-31%	NET INCOME	199,763	134,041	149%	209,587	95%	82,482	194,629

The Golf Club at Cypress Head
Maintenance
For the Eight Months Ending May 31, 2019

<u>MTD</u> <u>Actual</u>	<u>MTD</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>	<u>MTD</u> <u>Prior Year</u>	<u>% of</u> <u>PY</u>		<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>	<u>YTD</u> <u>Prior Year</u>	<u>% of</u> <u>PY</u>	<u>Annual</u> <u>Budget</u>	
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	OPERATING EXPENSES							
					Seeds/Trees	<u>1,650</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>1,650</u>
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	TOTAL OPERATING EXPENSES	<u>1,650</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>1,650</u>
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	EBITDA	<u>(1,650)</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>(1,650)</u>
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	NET INCOME	<u>(1,650)</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>(1,650)</u>

The Golf Club at Cypress Head
Carts
For the Eight Months Ending May 31, 2019

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
34,650	40,087	86%	29,606	117%	REVENUES	319,873	326,640	98%	337,246	95%	479,252	431,975
34,650	40,087	86%	29,606	117%	Cart Fee	319,873	326,640	98%	337,246	95%	479,252	431,975
34,650	40,087	86%	29,606	117%	Total Revenues	319,873	326,640	98%	337,246	95%	479,252	431,975
					GROSS MARGIN	319,873	326,640	98%	337,246	95%	479,252	431,975
7,073	7,307	97%	5,746	123%	PAYROLL	55,541	57,279	97%	53,918	103%	86,036	79,215
7,073	7,307	97%	5,746	123%	Gross Payroll - Hourly	55,541	57,279	97%	53,918	103%	86,036	79,215
					S/T Wages	55,541	57,279	97%	53,918	103%	86,036	79,215
556	559	99%	454	122%	Payroll Tax - FICA	4,413	4,382	101%	4,273	103%	6,582	6,245
83	113	74%	65	127%	Payroll Tax - UC	594	805	74%	654	91%	1,248	887
178	143	125%	101	176%	Payroll Tax - WC	992	1,088	91%	973	102%	1,652	1,429
34	9	375%	16	219%	Benefits	57	72	79%	71	80%	108	91
851	824	103%	636	134%	S/T Adders	6,056	6,347	95%	5,971	101%	9,589	8,652
7,924	8,131	97%	6,382	124%	TOTAL PAYROLL	61,597	63,626	97%	59,890	103%	95,625	87,866
347	250	139%	48	718%	OPERATING EXPENSES	921	1,205	76%	827	111%	2,005	1,578
21	100	21%	0	0%	Cart Supplies	162	800	20%	640	25%	1,200	162
6,225	5,136	121%	5,356	116%	Cart Repairs	48,947	41,085	119%	42,845	114%	61,627	70,370
1,006	1,100	91%	974	103%	Cart Lease	7,537	8,050	94%	7,789	97%	11,300	10,940
7,599	6,586	115%	6,378	119%	Utilities - Electric	57,567	51,140	113%	52,102	110%	76,132	83,050
19,127	25,370	75%	16,846	114%	TOTAL OPERATING EXPENSES	200,709	211,875	95%	225,254	89%	307,495	261,058
19,127	25,370	75%	16,846	114%	EBITDA	200,709	211,875	95%	225,254	89%	307,495	261,058
					NET INCOME	200,709	211,875	95%	225,254	89%	307,495	261,058

The Golf Club at Cypress Head
Range
For the Eight Months Ending May 31, 2019

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							
3,403	3,400	100%	2,451	139%	Range	25,474	29,200	87%	26,484	96%	41,000	33,877
3,403	3,400	100%	2,451	139%	Total Revenues	25,474	29,200	87%	26,484	96%	41,000	33,877
3,403	3,400	100%	2,451	139%	GROSS MARGIN	25,474	29,200	87%	26,484	96%	41,000	33,877
					OPERATING EXPENSES							
0	0	0%	0	0%	Range Balls	2,650	2,900	91%	2,650	100%	2,900	2,650
0	100	0%	10	0%	Range Equipment	1,773	685	259%	511	347%	1,085	2,624
0	0	0%	0	0%	Range Expenses	0	0	0%	439	0%	0	0
0	0	0%	0	0%	Repair & Maint - Equipment	21	0	0%	0	0%	300	21
0	100	0%	10	0%	TOTAL OPERATING EXPENSES	4,444	3,585	124%	3,601	123%	4,285	5,295
3,403	3,300	103%	2,441	139%	EBITDA	21,030	25,615	82%	22,883	92%	36,715	28,582
3,403	3,300	103%	2,441	139%	NET INCOME	21,030	25,615	82%	22,883	92%	36,715	28,582

The Golf Club at Cypress Head
F & B Cafe
For the Eight Months Ending May 31, 2019

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%	Food & Beverage	0	0	0%	63,318	0%	0	0
0	0	0%	0	0%	Beer	0	0	0%	34,326	0%	0	0
0	0	0%	0	0%	Liquor	0	0	0%	19,723	0%	0	0
0	0	0%	0	0%	Wine	0	0	0%	3,896	0%	0	0
0	0	0%	0	0%	F&B Other	0	0	0%	191	0%	0	0
0	0	0%	0	0%	Total Revenues	0	0	0%	121,455	0%	0	0
COST OF GOODS SOLD												
0	0	0%	0	0%	COGS - Food & Beverage	0	0	0%	29,560	0%	0	0
0	0	0%	0	0%	COGS - Beer	0	0	0%	17,668	0%	0	0
0	0	0%	0	0%	COGS - Liquor	0	0	0%	6,638	0%	0	0
0	0	0%	0	0%	COGS - Wine	0	0	0%	1,707	0%	0	0
0	0	0%	0	0%	Total COGS	0	0	0%	55,573	0%	0	0
0	0	0%	0	0%	GROSS MARGIN	0	0	0%	65,882	0%	0	0
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Food & Beverage %	0.00%	0.00%	0.00%	46.68%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Beer %	0.00%	0.00%	0.00%	51.47%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Liquor %	0.00%	0.00%	0.00%	33.65%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Wine %	0.00%	0.00%	0.00%	43.82%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - All Food & Bev	0.00%	0.00%	0.00%	45.83%	0.00%	0.00%	0.00%
PAYROLL												
0	0	0%	0	0%	Gross Kitchen Payroll - Salaried	0	0	0%	33,256	0%	0	0
0	0	0%	0	0%	Gross Kitchen Payroll - Hourly	0	0	0%	34,550	0%	0	0
0	0	0%	0	0%	S/T Wages	0	0	0%	67,806	0%	0	0
0	0	0%	0	0%	Payroll Tax - FICA	0	0	0%	5,177	0%	0	0
0	0	0%	0	0%	Payroll Tax - UC	0	0	0%	613	0%	0	0
0	0	0%	0	0%	Payroll Tax - WC	0	0	0%	1,413	0%	0	0
0	0	0%	0	0%	Benefits	0	0	0%	6,959	0%	0	0
0	0	0%	0	0%	S/T Adders	0	0	0%	14,161	0%	0	0
0	0	0%	0	0%	TOTAL PAYROLL	0	0	0%	81,967	0%	0	0
OPERATING EXPENSES												
0	0	0%	0	0%	Bar Supplies	0	0	0%	144	0%	0	0
0	0	0%	0	0%	Dining Room Supplies	0	0	0%	4,027	0%	0	0
0	0	0%	0	0%	Kitchen Supplies	0	0	0%	974	0%	0	0
0	0	0%	0	0%	Laundry/Linens	0	0	0%	1,465	0%	0	0
0	0	0%	0	0%	Office Supplies	0	0	0%	316	0%	0	0
0	0	0%	0	0%	Contract Cleaning	0	0	0%	4,925	0%	0	0
0	0	0%	0	0%	Repair & Maint - Equipment	0	0	0%	650	0%	0	0
0	0	0%	0	0%	Equipment Lease	0	0	0%	910	0%	0	0
0	0	0%	(846)	0%	Utilities - Gas	0	0	0%	4,390	0%	0	0
0	0	0%	0	0%	Theft Loss	0	0	0%	82	0%	0	0
0	0	0%	(846)	0%	TOTAL OPERATING EXPENSES	0	0	0%	17,884	0%	0	0
0	0	0%	846	0%	EBITDA	0	0	0%	(33,969)	0%	0	0
0	0	0%	0	0%	Management Fee	0	0	0%	5,142	0%	0	0
0	0	0%	0	0%	Management Fees	0	0	0%	5,142	0%	0	0
0	0	0%	846	0%	NET INCOME	0	0	0%	(39,110)	0%	0	0

The Golf Club at Cypress Head
Golf Shop
For the Eight Months Ending May 31, 2019

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												
20	20	100%	20	100%	Handicap Fee	4,225	4,200	101%	4,129	102%	4,280	4,265
190	250	76%	138	138%	Lessons	3,790	3,861	98%	3,505	108%	4,861	7,666
420	200	210%	270	156%	Rental Clubs	2,350	2,400	98%	2,360	100%	3,200	3,450
5,758	5,500	105%	6,293	91%	Retail	49,093	49,800	99%	49,830	99%	66,700	66,169
6,388	5,970	107%	6,721	95%	Total Revenues	59,458	60,261	99%	59,824	99%	79,041	83,550
COST OF GOODS SOLD												
1,640	3,300	50%	4,334	38%	COGS - Merchandise	30,614	29,880	102%	30,592	100%	40,020	41,295
1,640	3,300	50%	4,334	38%	Total COGS	30,614	29,880	102%	30,592	100%	40,020	41,295
4,748	2,670	178%	2,387	199%	GROSS MARGIN	28,845	30,381	95%	29,232	99%	39,021	42,255
28.48%	60.00%	47.47%	68.87%	41.36%	COGS - Merchandise %	62.36%	60.00%	103.93%	61.39%	101.57%	60.00%	710.41%
PAYROLL												
3,864	4,672	83%	3,798	102%	Gross Payroll - Hourly	33,241	36,624	91%	29,915	111%	55,011	54,977
3,864	4,672	83%	3,798	102%	S/T Wages	33,241	36,624	91%	29,915	111%	55,011	54,977
297	357	83%	299	99%	Payroll Tax - FICA	2,588	2,802	92%	2,324	111%	4,208	4,243
46	60	76%	43	107%	Payroll Tax - UC	259	443	58%	319	81%	641	429
102	91	112%	67	154%	Payroll Tax - WC	599	696	86%	535	112%	1,056	941
445	509	87%	409	109%	S/T Adders	3,446	3,940	87%	3,178	108%	5,905	5,614
4,309	5,181	83%	4,207	102%	TOTAL PAYROLL	36,687	40,564	90%	33,093	111%	60,916	60,591
OPERATING EXPENSES												
0	50	0%	3	0%	Office Supplies	219	140	157%	92	239%	190	219
0	75	0%	331	0%	Supplies	680	775	88%	1,693	40%	1,075	621
300	80	375%	0	0%	Tournament Expense	348	640	54%	43	818%	960	496
0	0	0%	0	0%	Handicap Expense	3,881	4,000	97%	3,705	105%	4,225	4,332
0	0	0%	0	0%	Lesson Expense	0	300	0%	0	0%	450	286
0	0	0%	0	0%	Repair & Maint - Building	230	0	0%	0	0%	0	230
300	205	146%	333	90%	TOTAL OPERATING EXPENSES	5,358	5,855	92%	5,533	97%	6,900	6,184
139	(2,716)	-5%	(2,153)	-6%	EBITDA	(13,200)	(16,038)	82%	(9,393)	141%	(28,795)	(24,520)
139	(2,716)	-5%	(2,153)	-6%	NET INCOME	(13,200)	(16,038)	82%	(9,393)	141%	(28,795)	(24,520)

The Golf Club at Cypress Head
G & A
For the Eight Months Ending May 31, 2019

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%	Miscellaneous G&A	472	0	0%	0	0%	0	472
0	0	0%	0	0%	Total Revenues	472	0	0%	0	0%	0	472
0	0	0%	0	0%	GROSS MARGIN	472	0	0%	0	0%	0	472
PAYROLL												
8,231	8,260	100%	8,187	101%	Gross Payroll - Salaried	64,452	66,080	98%	62,468	103%	99,120	97,803
784	1,063	74%	695	113%	Gross Payroll - Hourly	6,626	8,265	80%	6,170	107%	12,448	9,529
9,014	9,323	97%	8,881	101%	S/T Wages	71,078	74,345	96%	68,638	104%	111,568	107,332
606	713	85%	602	101%	Payroll Tax - FICA	4,766	5,687	84%	4,508	106%	8,535	7,214
9	44	19%	8	111%	Payroll Tax - UC	145	479	30%	179	81%	562	182
212	183	116%	147	144%	Payroll Tax - WC	1,279	1,413	91%	1,245	103%	2,141	1,944
2,533	2,181	116%	2,530	100%	Benefits	16,624	16,866	99%	17,488	95%	25,588	23,917
3,360	3,121	108%	3,286	102%	S/T Adders	22,813	24,445	93%	23,420	97%	36,826	33,258
12,375	12,444	99%	12,168	102%	TOTAL PAYROLL	93,891	98,790	95%	92,058	102%	148,394	140,589
OPERATING EXPENSES												
(117)	400	-29%	488	-24%	Janitorial Supplies	3,947	3,700	107%	4,087	97%	5,300	5,631
0	0	0%	0	0%	Laundry/Uniforms	617	780	79%	1,212	51%	1,780	1,119
416	250	166%	191	218%	Office Supplies	2,732	3,825	71%	3,982	69%	4,987	3,962
262	95	276%	79	332%	Alarm System	2,614	885	295%	967	270%	1,490	3,423
0	550	0%	0	0%	Carpet Cleaning	0	550	0%	0	0%	550	0
54	250	21%	42	129%	Computer Service	54	1,400	4%	1,102	5%	2,400	179
812	812	100%	812	100%	Contract Cleaning	6,496	6,496	100%	1,624	400%	9,744	9,744
0	0	0%	0	0%	Guest Relations	135	60	225%	64	211%	60	135
0	0	0%	0	0%	Indoor Plant Maint	0	100	0%	0	0%	100	0
0	0	0%	0	0%	Pest Control	0	0	0%	375	0%	0	0
0	100	0%	0	0%	Repair & Maint - Equipment	1,065	1,030	103%	135	789%	1,850	1,065
273	300	91%	16	1707%	Repair & Maint - Building	2,928	2,100	139%	2,526	116%	3,000	3,702
176	175	101%	176	100%	Off-Site Storage	1,408	1,400	101%	1,352	104%	2,100	2,132
1,974	2,000	99%	1,805	109%	Utilities - Other	15,252	16,000	95%	15,198	100%	25,200	23,849
6	150	4%	149	4%	Utilities - Telephone/Fax	1,512	1,200	126%	835	181%	1,800	2,244
272	300	91%	430	63%	Bank Charges	4,268	3,325	128%	3,883	110%	4,525	5,828
(254)	0	0%	(198)	128%	Cash Short/(Over)	(613)	0	0%	(2,031)	30%	0	(812)
200	200	100%	200	100%	Cell Phone	1,500	1,500	94%	1,542	97%	2,400	2,300
2,931	3,200	92%	2,323	126%	City Surcharge R & R	26,211	28,700	91%	27,378	96%	39,300	35,648
0	0	0%	0	0%	Copier/Photocopies	0	175	0%	0	0%	175	0
2,530	3,000	84%	2,689	94%	Credit Card Discounts	17,449	20,600	85%	21,668	81%	29,300	22,132
50	0	0%	163	31%	Donations	(90)	300	-30%	479	-19%	300	281
0	0	0%	0	0%	Dues & Subscriptions	358	460	78%	200	179%	1,160	897
0	0	0%	0	0%	Education & Training	0	200	0%	0	0%	200	45
(154)	0	0%	18	-856%	Employee Relations	(1,433)	1,275	-112%	1,104	-130%	1,745	(1,192)
4,320	4,471	97%	4,341	100%	Insurance Expense	34,564	35,768	97%	34,731	100%	53,652	51,824
79	40	199%	0	0%	Member Relations	1,215	320	380%	0	0%	480	1,215
0	30	0%	26	0%	Messenger Service - Fedex	73	240	30%	225	32%	360	124
0	0	0%	0	0%	Miscellaneous	20	0	0%	0	0%	0	20
0	0	0%	0	0%	O/S - Accounting	9,690	12,360	78%	12,000	81%	12,360	12,690
413	500	83%	526	78%	O/S - Legal	0	700	0%	720	0%	780	0
217	50	434%	47	76%	Payroll Processing Fee	3,821	4,450	86%	4,382	87%	6,450	5,378
(30)	0	0%	47	458%	Postage/Shipping	1,068	790	135%	786	136%	1,340	1,704
438	0	0%	68	100%	Tax/Licenses/Fees	(230)	0	0%	0	0%	0	(275)
429	1,000	43%	622	64%	Travel - Meals	2,612	0	0%	1,998	131%	0	2,652
0	0	0%	0	0%	Travel - Other	2,761	8,000	35%	4,235	65%	12,000	5,878
					Employee Meals	0	0	0%	113	0%	0	56
15,297	17,873	86%	14,983	102%	TOTAL OPERATING EXPENSES	142,003	158,789	89%	146,634	97%	226,888	203,579
(27,671)	(30,317)	91%	(27,151)	102%	EBITDA	(235,422)	(257,579)	91%	(238,692)	99%	(375,282)	(343,696)
5,944	5,884	101%	5,827	102%	Management Fee	47,549	47,072	101%	46,617	102%	70,608	70,858
5,944	5,884	101%	5,827	102%	Management Fees	47,549	47,072	101%	46,617	102%	70,608	70,858
23	23	101%	23	100%	Deprec - Mach & Equip	185	184	101%	185	100%	276	278
72	72	101%	72	100%	Deprec - Buildings	579	576	101%	579	100%	864	869
96	95	101%	96	100%	S/T DEPR. & AMORT	764	760	101%	764	100%	1,140	1,146
(33,711)	(36,296)	93%	(33,073)	102%	NET INCOME	(283,735)	(305,411)	93%	(286,074)	99%	(447,030)	(415,700)

The Golf Club at Cypress Head
Marketing
For the Eight Months Ending May 31, 2019

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							
3,776	3,402	111%	3,802	99%	Gross Payroll - Salaried	29,090	27,216	107%	28,503	102%	40,824	42,421
3,776	3,402	111%	3,802	99%	S/T Wages	29,090	27,216	107%	28,503	102%	40,824	42,421
272	260	105%	279	98%	Payroll Tax - FICA	2,083	2,082	100%	2,047	102%	3,123	3,008
0	17	0%	0	0%	Payroll Tax - UC	85	204	42%	88	97%	220	85
85	67	127%	53	161%	Payroll Tax - WC	517	517	100%	512	101%	784	728
651	519	125%	633	103%	Benefits	3,922	4,024	97%	3,708	106%	6,100	5,602
1,008	863	117%	964	105%	S/T Adders	6,607	6,827	97%	6,355	104%	10,227	9,424
4,784	4,265	112%	4,766	100%	TOTAL PAYROLL	35,697	34,043	105%	34,858	102%	51,051	51,845
					OPERATING EXPENSES							
1,808	1,750	103%	2,184	83%	Advertising & Promotion	11,156	15,350	73%	12,420	90%	24,000	16,757
0	0	0%	0	0%	Miscellaneous	0	0	0%	(57)	0%	0	0
0	100	0%	0	0%	Travel - Other	138	800	17%	0	0%	1,200	138
0	0	0%	0	0%	Website Expenses	0	0	0%	0	0%	0	2,100
1,808	1,850	98%	2,184	83%	TOTAL OPERATING EXPENSES	11,295	16,150	70%	12,363	91%	25,200	18,995
(6,592)	(6,115)	108%	(6,950)	95%	EBITDA	(46,992)	(50,193)	94%	(47,221)	100%	(76,251)	(70,841)
(6,592)	(6,115)	108%	(6,950)	95%	NET INCOME	(46,992)	(50,193)	94%	(47,221)	100%	(76,251)	(70,841)

The Golf Club at Cypress Head
For the Eight Months Ending May 31, 2019

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												
85,219	92,658	92%	71,018	120%	Green Fees & Cart Fees	836,517	871,035	96%	846,040	99%	1,193,457	1,101,933
5,758	5,500	105%	6,293	91%	Merchandise	49,093	49,800	99%	49,830	99%	66,700	66,169
630	470	134%	428	147%	Other Pro Shop	10,365	10,461	99%	9,984	104%	12,341	15,381
3,403	3,400	100%	2,451	139%	Range	25,474	29,200	87%	26,484	96%	41,000	33,877
0	0	0%	0	0%	Food and Beverage	0	0	0%	121,455	0%	0	0
2,931	3,200	92%	2,323	126%	Other Operating Revenues	26,211	28,700	91%	27,378	96%	39,300	35,648
0	0	0%	0	0%	Other G&A Income	472	0	0%	0	0%	0	472
97,941	105,228	93%	82,513	119%	TOTAL REVENUE	948,132	989,196	96%	1,081,181	88%	1,352,798	1,255,479
COST OF SALES												
1,640	3,300	50%	4,334	38%	Merchandise	30,614	29,880	102%	30,592	100%	40,020	41,295
0	0	0%	0	0%	Food & Beverage	0	0	0%	55,573	0%	0	0
1,640	3,300	50%	4,334	38%	TOTAL COGS	30,614	29,880	102%	86,165	36%	40,020	41,295
28.5%	60.0%	47.5%	68.9%	41.4%	COGS - Merchandise %	62.4%	60.0%	103.9%	61.4%	101.6%	60.0%	710.4%
0.0%	0.0%	0.0%	0.0%	0.0%	COGS - Food %	0.0%	0.0%	0.0%	45.8%	0.0%	0.0%	0.0%
PAYROLL												
26,353	34,841	76%	25,003	105%	Course and Grounds	197,186	273,402	72%	192,956	102%	410,798	290,643
7,924	8,131	97%	6,382	124%	Carts, Range, Starters, Etc.	61,597	63,626	97%	59,890	103%	95,625	87,866
4,309	5,181	83%	4,207	102%	Pro Shop	36,687	40,564	90%	33,093	111%	60,916	60,591
0	0	0%	0	0%	Food and Beverage	0	0	0%	81,967	0%	0	0
12,375	12,444	99%	12,168	102%	General and Administrative	93,891	98,790	95%	92,058	102%	148,394	140,589
4,784	4,265	112%	4,766	100%	Marketing	35,697	34,043	105%	34,858	102%	51,051	51,845
55,745	64,862	86%	52,525	106%	TOTAL PAYROLL	425,058	510,425	83%	494,820	86%	766,784	631,535
OPERATING EXPENSES												
25,661	29,725	86%	23,523	109%	Course and Grounds	147,557	165,652	89%	133,630	110%	260,225	221,984
7,599	6,686	114%	6,388	119%	Carts, Range, Starters, Etc.	62,011	54,725	113%	55,703	111%	80,417	88,345
300	205	146%	333	90%	Pro Shop	5,358	5,855	92%	5,533	97%	6,900	6,184
0	0	0%	(846)	0%	Food and Beverage	0	0	0%	17,884	0%	0	0
15,297	17,873	86%	14,983	102%	General and Administrative	142,003	158,789	89%	146,634	97%	226,888	203,579
1,808	1,850	98%	2,184	83%	Marketing	11,295	16,150	70%	12,363	91%	25,200	18,995
50,664	56,338	90%	46,564	109%	TOTAL OPERATING EXPENSES	368,223	401,170	92%	371,747	99%	599,630	539,087
108,049	124,500	87%	103,424	104%	TOTAL EXPENSES	823,894	941,476	88%	952,732	86%	1,406,434	1,211,917
(10,108)	(19,273)	52%	(20,911)	48%	EBITDA	124,238	47,721	260%	128,448	97%	(53,636)	43,562

The Golf Club at Cypress Head
For the Eight Months Ending May 31, 2019

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
(10,108)	(19,273)	52%	(20,911)	48%	EBITDA	124,238	47,721	260%	128,448	97%	(53,636)	43,562
(5,944)	(5,884)	101%	(5,827)	102%	MANAGEMENT FEES	(47,549)	(47,072)	101%	(51,758)	92%	(70,608)	(70,858)
(96)	(95)	101%	(96)	100%	OTHER INCOME (EXPENSE)	(764)	(760)	101%	(764)	100%	(1,140)	(1,146)
(96)	(95)	101%	(96)	100%	Depreciation & Amortization	(764)	(760)	101%	(764)	100%	(1,140)	(1,146)
(16,147)	(25,252)	64%	(26,833)	60%	TOTAL OTHER INCOME (EXPENSE)	(764)	(760)	101%	(764)	100%	(1,140)	(1,146)
					NET INCOME	75,925	(111)	-68345%	75,926	100%	(125,384)	(28,442)
3,037	3,257	93%	2,196	138%	Paid Rounds	26,892	25,853	104%	26,513	101%	38,434	35,962
362	657	55%	483	75%	Annual Pass Rounds	3,417	6,066	56%	5,066	67%	8,541	5,250
246	166	148%	184	134%	Other Rounds	1,794	1,001	179%	1,737	103%	1,594	2,647
3,645	4,080	89%	2,863	127%	Total Rounds	32,103	32,920	98%	33,316	96%	48,569	43,859
32	32	100%	38	86%	Revenue/Paid Rounds	35	38	92%	41	86%	35	417
27	26	104%	29	93%	Revenue/Total Rounds	30	30	98%	32	91%	28	339

**The Golf Club at Cypress Head
Course Cash Flow Report
May 31, 2019**

	<u>May</u>	<u>YTD</u>
EBITDA	(\$10,107.51)	\$124,238.28
Management Fee Expense	(5,943.66)	(47,549.28)
Depreciation & Amortization	<u>(95.53)</u>	<u>(764.24)</u>
Net Income	(16,146.70)	75,924.76
Working Capital Changes		
Inventory	260.46	(4,715.25)
Receivables	(1,881.92)	105,166.95
Payables	(10,975.10)	11,559.19
Due to from the City	(7.02)	770.31
Prepays	3,377.80	15,459.20
Accrued Liabilities	(17,931.37)	(8,535.00)
Other Liabilities	(19,004.88)	(158,219.84)
Depreciation & Amortization	<u>95.53</u>	<u>764.24</u>
Operating Cash Flow	(62,213.20)	38,174.56
Investing Cash Flows	<u> </u>	<u> </u>
Financing Cash Flow	<u> </u>	<u> </u>
Net Cash Flows	<u>(62,213.20)</u>	<u>38,174.56</u>
Beginning Cash	246,262.71	145,874.95
Net Cash Flows	<u>(62,213.20)</u>	<u>38,174.56</u>
Ending Cash	<u>184,049.51</u>	<u>184,049.51</u>

The Golf Club at Cypress Head
Comparative Income Statement
For the Eight Months Ending May 31, 2019

	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	71,018	846,040	1,111,456	76%	85,219	836,517	1,193,457	70%
Merchandise	6,293	49,830	68,906	72%	5,758	49,093	66,700	74%
Other Pro Shop	428	9,994	15,010	67%	630	10,365	12,341	84%
Range	2,451	26,484	34,886	76%	3,403	25,474	41,000	62%
Food and Beverage	0	121,455	121,455	100%	0	0	0	
Other Operating Revenues	2,323	27,378	36,815	74%	2,931	26,211	39,300	67%
Other G&A Income	0	0	0		0	472	0	
TOTAL REVENUE	82,513	1,081,181	1,388,528	78%	97,941	948,132	1,352,798	70%
COST OF SALES								
Merchandise	4,334	30,592	41,273	74%	1,640	30,614	40,020	76%
Food & Beverage	0	55,573	55,573	100%	0	0	0	
TOTAL COGS	4,334	86,165	96,846	89%	1,640	30,614	40,020	76%
COGS - Merchandise %	68.9%	61.4%	59.9%	102.5%	28.5%	62.4%	60.0%	103.9%
COGS - Food %		45.8%	45.8%	100.0%				
PAYROLL								
Course and Grounds	25,003	192,956	286,413	67%	26,353	197,186	410,798	48%
Carts, Range, Starters, Etc.	6,382	59,890	86,159	70%	7,924	61,597	95,625	64%
Pro Shop	4,207	33,093	56,997	58%	4,309	36,687	60,916	60%
Food and Beverage	0	81,967	81,967	100%	0	0	0	
General and Administrative	12,168	92,058	138,756	66%	12,375	93,891	148,394	63%
Marketing	4,766	34,858	51,006	68%	4,784	35,697	51,051	70%
TOTAL PAYROLL	52,525	494,820	701,298	71%	55,745	425,058	766,784	55%
OPERATING EXPENSES								
Course and Grounds	23,523	133,630	208,057	64%	25,661	147,557	260,225	57%
Carts, Range, Starters, Etc.	6,388	55,703	82,037	68%	7,599	62,011	80,417	77%
Pro Shop	333	5,533	6,359	87%	300	5,358	6,900	78%
Food and Beverage	(846)	17,884	17,884	100%	0	0	0	
General and Administrative	14,983	146,634	208,210	70%	15,297	142,003	226,888	63%
Marketing	2,184	12,363	20,064	62%	1,808	11,295	25,200	45%
TOTAL OPERATING EXPENSES	46,564	371,747	542,612	69%	50,664	368,223	599,630	61%
TOTAL EXPENSES	103,424	952,732	1,340,755	71%	108,049	823,894	1,406,434	59%
OTHER INCOME (EXPENSE)								
MANAGEMENT FEES	(5,827)	(51,758)	(75,067)	69%	(5,944)	(47,549)	(70,608)	67%
Depreciation & Amortization	(96)	(764)	(1,146)	67%	(96)	(764)	(1,140)	67%
TOTAL OTHER INCOME (EXPENSE)	(5,923)	(52,523)	(76,213)	69%	(6,039)	(48,314)	(71,748)	67%
NET INCOME	(26,833)	75,926	(28,441)	-267%	(16,147)	75,925	(125,384)	-61%
Paid Rounds	2,196	26,513	35,583	17%	3,037	26,892	38,434	70%
Annual Pass Rounds	483	5,066	6,899	16%	362	3,417	8,541	40%
Other Rounds	184	1,737	2,590	17%	246	1,794	1,594	113%
Total Rounds	2,863	33,316	45,072	16%	3,645	32,103	48,569	66%
Revenue/Paid Rounds	38	41	39.02	106%	32	35	35	100%
Revenue/Total Rounds	29	32	30.81	106%	27	30	28	106%

The Golf Club at Cypress Head
For the Eight Months Ending May 31, 2019

	<u>05/31/19</u>	<u>09/30/18</u>	<u>05/31/18</u>
ASSETS			
CURRENT ASSETS:			
Cash			
Cash - Depository	156,990	113,142	183,103
Cash - Payroll	25,710	31,383	33,574
Cash - Manual Checks	850	850	850
Cash - Housebank & Other	500	500	595
Total Cash	<u>184,050</u>	<u>145,875</u>	<u>218,122</u>
Accounts Receivable			
A/R Member	2,718	107,885	981
Total Accounts Receivable	<u>2,718</u>	<u>107,885</u>	<u>981</u>
Other Current Assets			
Inventory - Merchandise	21,282	16,567	16,089
Prepaid Insurance	3,845	20,601	3,824
Prepaid Exp - Other	12,266	10,969	7,937
Total Other Current Assets	<u>37,393</u>	<u>48,137</u>	<u>27,849</u>
TOTAL CURRENT ASSETS	<u>224,161</u>	<u>301,897</u>	<u>246,953</u>
PROPERTY, PLANT AND EQUIPMENT:			
Buildings & Improvements	30,598	30,598	30,598
Machinery & Equipment	5,550	5,550	5,550
Property Plant and Equipment	36,148	36,148	36,148
Accumulated Depreciation	<u>(27,293)</u>	<u>(26,529)</u>	<u>(26,147)</u>
TOTAL PROPERTY, PLANT AND EQUIPMENT	<u>8,854</u>	<u>9,619</u>	<u>10,001</u>
TOTAL ASSETS	<u><u>233,015</u></u>	<u><u>311,516</u></u>	<u><u>256,954</u></u>

The Golf Club at Cypress Head
For the Eight Months Ending May 31, 2019

	<u>05/31/19</u>	<u>09/30/18</u>	<u>05/31/18</u>
LIABILITIES AND STOCKHOLDERS' EQUITY			
CURRENT LIABILITIES:			
Accts Pay - Trade	41,023	29,464	28,196
Accts Pay - Other	22,826	22,055	21,841
Accrued Expenses	600	480	1,313
Accrued Payroll	18,679	29,420	14,849
Accrued Taxes	5,562	3,477	4,246
Deferred Revenue	96,843	255,063	110,585
TOTAL CURRENT LIABILITIES	<u>185,533</u>	<u>339,958</u>	<u>181,029</u>
 TOTAL LIABILITIES	 <u>185,533</u>	 <u>339,958</u>	 <u>181,029</u>
 STOCKHOLDER'S EQUITY			
Retained Earnings	47,483	(28,442)	75,925
Net Retained Earnings	47,483	(28,442)	75,925
Stockholders Equity	47,483	(28,442)	75,925
TOTAL STOCKHOLDER'S EQUITY	<u>47,483</u>	<u>(28,442)</u>	<u>75,925</u>
 TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY	 <u>233,015</u>	 <u>311,516</u>	 <u>256,954</u>

The Golf Club at Cypress Head
Course Cash Flow Report
For the Year Ended May 31, 2019

	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	(7,009)	1,237	(1,126)	27,742	45,702	50,223	17,578	(10,108)	0	0	0	0	124,238
Management Fee Expense	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	0	0	0	0	(47,549)
Depreciation & Amortization	(96)	(96)	(96)	(96)	(96)	(96)	(96)	(96)	0	0	0	0	(764)
Net Income	(13,049)	(4,803)	(7,165)	21,702	39,663	44,184	11,539	(16,147)	0	0	0	0	75,925
Working Capital Changes													
Inventory	(1,972)	(2,275)	1,518	508	(6,555)	3,032	769	260	0	0	0	0	(4,715)
Receivables	103,675	3,387	514	(151)	(1,248)	(1,295)	2,167	(1,882)	0	0	0	0	105,167
Prepaid Expenses	4,583	4,583	(2,761)	11,811	(9,259)	(1,254)	4,300	3,378	0	0	0	0	15,459
Payables	(3,400)	(445)	(12,756)	6,152	28,315	(11,453)	16,121	(10,975)	0	0	0	0	11,559
Due to from the City	909	(12)	(135)	170	(3)	(314)	163	(7)	0	0	0	0	770
Accrued Expenses	6,055	(15,461)	3,650	7,260	1,545	3,744	2,604	(17,931)	0	0	0	0	(8,535)
Deferred Revenues	(62,311)	(5,093)	(13,297)	(15,438)	(14,657)	(14,274)	(14,145)	(19,005)	0	0	0	0	(158,220)
Depreciation & Amortization	96	96	96	96	96	96	96	96	0	0	0	0	764
Operating Cash Flow	34,586	(20,023)	(30,338)	32,110	37,896	22,465	23,692	(62,213)	0	0	0	0	38,175
Investing Activities													
Financing Activities													
Net Cash Flows	34,586	(20,023)	(30,338)	32,110	37,896	22,465	23,692	(62,213)	0	0	0	0	38,175
Beginning Cash	145,875	180,461	160,438	130,100	162,210	200,106	222,570	246,263	184,050	174,825	174,825	174,825	2,156,547
Net Cash Flows	34,586	(20,023)	(30,338)	32,110	37,896	22,465	23,692	(62,213)	0	0	0	0	38,175
Ending Cash	180,461	160,438	130,100	162,210	200,106	222,570	246,263	184,050	184,050	174,825	174,825	174,825	2,194,722

The Golf Club at Cypress Head
Summary of All Units
For the Eight Months Ending May 31, 2019

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												
50,570	52,571	96%	41,413	122%	Green Fees	516,644	544,395	95%	508,794	102%	714,205	669,958
34,650	40,087	86%	29,606	117%	Cart Fee	319,873	326,640	98%	337,246	95%	479,252	431,975
20	20	100%	20	100%	Handicap Fee	4,225	4,200	101%	4,129	102%	4,280	4,265
190	250	76%	138	138%	Lessons	3,790	3,861	98%	3,505	108%	4,861	7,666
420	200	210%	270	156%	Rental Clubs	2,350	2,400	98%	2,360	100%	3,200	3,450
5,758	5,500	105%	6,293	91%	Retail	49,093	49,800	99%	49,830	99%	66,700	68,169
3,403	3,400	100%	2,451	139%	Range	25,474	29,200	87%	26,484	96%	41,000	33,877
0	0	0%	0	0%	Food & Beverage	0	0	0%	63,318	0%	0	0
0	0	0%	0	0%	Beer	0	0	0%	34,326	0%	0	0
0	0	0%	0	0%	Liquor	0	0	0%	19,723	0%	0	0
0	0	0%	0	0%	Wine	0	0	0%	3,896	0%	0	0
0	0	0%	0	0%	F&B Other	0	0	0%	191	0%	0	0
2,931	3,200	92%	2,323	126%	City Surcharge R & R	26,211	28,700	91%	27,378	96%	39,300	35,648
0	0	0%	0	0%	Miscellaneous G&A	472	0	0%	0	0%	0	472
97,941	105,228	93%	82,513	119%	Total Revenues	948,132	989,196	96%	1,081,181	88%	1,352,798	1,255,479
COST OF GOODS SOLD												
1,640	3,300	50%	4,334	38%	COGS - Merchandise	30,614	29,880	102%	30,592	100%	40,020	41,295
0	0	0%	0	0%	COGS - Food & Beverage	0	0	0%	29,560	0%	0	0
0	0	0%	0	0%	COGS - Beer	0	0	0%	17,668	0%	0	0
0	0	0%	0	0%	COGS - Liquor	0	0	0%	6,639	0%	0	0
0	0	0%	0	0%	COGS - Wine	0	0	0%	1,707	0%	0	0
1,640	3,300	50%	4,334	38%	Total COGS	30,614	29,880	102%	86,165	36%	40,020	41,295
96,301	101,928	94%	78,179	123%	GROSS MARGIN	917,519	959,316	96%	995,016	92%	1,312,778	1,214,185
28.48%	60.00%	47.47%	68.87%	41.36%	COGS - Merchandise %	62.36%	60.00%	103.93%	61.39%	101.57%	60.00%	710.41%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Food & Beverage %	0.00%	0.00%	0.00%	46.68%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Beer %	0.00%	0.00%	0.00%	51.47%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Liquor %	0.00%	0.00%	0.00%	33.65%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Wine %	0.00%	0.00%	0.00%	43.82%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - All Food & Bev	0.00%	0.00%	0.00%	45.83%	0.00%	0.00%	0.00%
PAYROLL												
19,331	18,965	102%	19,071	101%	Gross Payroll - Salaried	150,818	151,336	100%	138,468	109%	227,198	227,028
0	0	0%	0	0%	Gross Kitchen Payroll - Salaried	0	0	0%	33,256	0%	0	0
25,281	34,448	73%	22,896	110%	Gross Payroll - Hourly	200,024	269,962	74%	202,551	99%	405,532	296,789
0	0	0%	0	0%	Gross Kitchen Payroll - Hourly	0	0	0%	34,550	0%	0	0
44,612	53,413	84%	41,967	106%	S/T Wages	350,842	421,298	83%	408,825	86%	632,730	523,817
3,211	4,086	79%	3,080	104%	Payroll Tax - FICA	25,234	32,229	78%	29,605	85%	48,404	37,322
185	499	37%	168	110%	Payroll Tax - UC	1,913	3,898	49%	2,923	65%	5,240	2,503
1,050	1,046	100%	690	152%	Payroll Tax - WC	6,169	8,006	77%	7,594	81%	12,146	9,209
6,686	5,818	115%	6,620	101%	Benefits	40,900	44,994	91%	45,874	89%	68,264	58,684
11,132	11,448	97%	10,558	105%	S/T Adders	74,216	89,127	83%	85,995	86%	134,054	107,718
55,745	64,862	86%	52,525	106%	TOTAL PAYROLL	425,058	510,425	83%	494,820	86%	766,784	631,535
OPERATING EXPENSES												
0	0	0%	0	0%	Bar Supplies	0	0	0%	144	0%	0	0
347	250	139%	48	716%	Cart Supplies	921	1,205	76%	827	111%	2,005	1,578
279	500	56%	433	64%	Chemicals	1,434	3,750	38%	3,906	37%	5,350	2,378
0	150	0%	0	0%	Course Accessories	1,564	780	200%	502	311%	1,805	3,811
0	0	0%	0	0%	Dining Room Supplies	0	0	0%	4,027	0%	0	0
1,811	2,500	72%	2,687	67%	Fertilizer	20,009	19,700	102%	17,041	117%	32,900	24,794
0	0	0%	0	0%	Flowers/Decor	0	100	0%	0	0%	750	59
0	1,100	0%	1,178	0%	Fuel	6,424	9,400	68%	7,765	83%	14,400	9,277
180	150	120%	0	0%	Fungicides	725	1,200	60%	1,001	72%	4,450	1,175
2,240	2,700	83%	1,818	123%	Herbicides	8,909	11,950	75%	10,786	83%	23,200	18,280
1,636	4,000	41%	579	283%	Insecticides	9,621	13,705	70%	4,420	218%	19,805	19,638
(117)	400	-29%	488	-24%	Janitorial Supplies	3,947	3,700	107%	4,087	97%	5,300	5,631
0	0	0%	0	0%	Kitchen Supplies	0	0	0%	974	0%	0	0
0	0	0%	0	0%	Laundry/Linens	0	0	0%	1,465	0%	0	0
0	0	0%	0	0%	Laundry/Uniforms	617	780	79%	1,212	51%	1,780	1,119
416	300	139%	193	215%	Office Supplies	2,951	3,965	74%	4,390	67%	5,177	4,181
0	0	0%	0	0%	Range Balls	2,650	2,900	91%	2,650	100%	2,900	2,650
0	100	0%	10	0%	Range Equipment	1,773	685	259%	511	347%	1,085	2,624
0	0	0%	0	0%	Range Expenses	0	0	0%	439	0%	0	0
3,901	3,500	111%	1,505	259%	Sand/Topdress	6,721	7,500	90%	3,547	190%	14,300	10,307
2,025	0	0%	0	0%	Seeds/Trees	11,570	4,400	263%	1,530	756%	4,400	13,220
0	100	0%	0	0%	Small Tools	367	950	39%	221	166%	1,050	435
0	0	0%	0	0%	Staff/Volunteer Uniforms	0	300	0%	0	0%	850	0
0	75	0%	331	0%	Supplies	680	775	88%	1,693	40%	1,075	621
300	80	375%	0	0%	Tournament Expense	348	640	54%	43	818%	960	496
262	95	276%	79	332%	Alarm System	2,614	885	295%	967	270%	1,490	3,423

The Golf Club at Cypress Head
Summary of All Units
For the Eight Months Ending May 31, 2019

MTD	MTD	% of	MTD	% of		YTD	YTD	% of	YTD	% of	Annual	
Actual	Budget	Budget	Prior Year	PY		Actual	Budget	Budget	Prior Year	PY	Budget	
0	550	0%	0	0%	Carpet Cleaning	0	550	0%	0	0%	550	0
21	100	21%	0	0%	Cart Repairs	162	800	20%	640	25%	1,200	162
54	250	21%	42	129%	Computer Service	54	1,400	4%	1,102	5%	2,400	179
812	812	100%	812	100%	Contract Cleaning	6,496	6,496	100%	6,549	99%	9,744	9,744
0	0	0%	0	0%	Guest Relations	135	60	225%	64	211%	60	135
0	0	0%	0	0%	Handicap Expense	3,681	4,000	97%	3,705	105%	4,225	4,332
0	0	0%	0	0%	Indoor Plant Maint	0	100	0%	0	0%	100	0
(146)	400	-37%	2,370	-6%	Irrigation	3,203	4,530	71%	6,203	52%	6,680	4,082
0	0	0%	0	0%	Lesson Expense	0	300	0%	0	0%	450	286
0	0	0%	0	0%	Pest Control	0	0	0%	375	0%	0	0
2,339	2,400	97%	1,659	141%	Repair & Maint - Equipment	12,311	15,630	79%	14,985	82%	22,950	18,794
273	400	68%	16	1707%	Repair & Maint - Building	3,158	2,400	132%	2,747	115%	3,700	4,029
6,225	5,136	121%	5,356	116%	Cart Lease	48,947	41,085	119%	42,845	114%	61,627	70,370
5,356	6,445	83%	5,316	101%	Equipment Lease	43,694	51,557	85%	43,438	101%	77,335	64,959
176	175	101%	176	100%	Off-Site Storage	1,408	1,400	101%	1,352	104%	2,100	2,132
1,216	1,300	94%	1,234	99%	Utilities - Electric	9,190	9,680	95%	9,523	97%	14,030	13,767
0	0	0%	(846)	0%	Utilities - Gas	0	0	0%	4,390	0%	0	0
3,613	3,300	109%	3,315	109%	Utilities - Other	26,917	25,960	104%	26,652	101%	40,860	39,919
158	250	63%	267	59%	Utilities - Telephone/Fax	2,222	2,000	111%	1,583	140%	3,000	3,449
212	200	106%	260	82%	Utilities - Water	1,800	1,900	95%	1,848	97%	2,800	2,586
1,808	1,750	103%	2,184	83%	Advertising & Promotion	11,156	15,350	73%	12,420	90%	24,000	16,757
272	300	91%	430	63%	Bank Charges	4,268	3,325	128%	3,883	110%	4,525	5,828
(254)	0	0%	(198)	128%	Cash Short/(Over)	(613)	0	0%	(2,031)	30%	0	(812)
200	200	100%	200	100%	Cell Phone	1,500	1,600	94%	1,542	97%	2,400	2,300
2,931	3,200	92%	2,323	126%	City Surcharge R & R	26,211	28,700	91%	27,378	96%	39,300	35,648
0	0	0%	0	0%	Copier/Photocopies	0	175	0%	0	0%	175	0
2,530	3,000	84%	2,689	94%	Credit Card Discounts	17,449	20,600	85%	21,668	81%	29,300	22,132
50	0	0%	163	31%	Donations	(90)	300	-30%	479	-19%	300	281
0	0	0%	0	0%	Dues & Subscriptions	358	460	78%	200	179%	1,160	897
0	0	0%	0	0%	Education & Training	0	200	0%	0	0%	200	45
(154)	0	0%	18	-856%	Employee Relations	(1,433)	1,375	-104%	1,104	-130%	1,945	(1,192)
0	30	0%	0	0%	Employee Testing	116	240	48%	93	124%	360	145
4,320	4,471	97%	4,341	100%	Insurance Expense	34,564	35,768	97%	34,731	100%	53,652	51,824
79	40	199%	0	0%	Member Relations	1,215	320	380%	0	0%	480	1,215
0	30	0%	26	0%	Messenger Service - Fedex	73	240	30%	225	32%	360	124
0	0	0%	0	0%	Miscellaneous	20	0	0%	(57)	-36%	0	20
0	0	0%	0	0%	O/S - Accounting	9,690	12,360	78%	12,000	81%	12,360	12,690
0	0	0%	0	0%	O/S - Legal	0	700	0%	720	0%	780	0
3,800	3,900	97%	3,800	100%	O/S - Other	5,897	5,900	100%	3,800	155%	7,900	8,647
413	500	83%	526	78%	Payroll Processing Fee	3,821	4,450	86%	4,382	87%	6,450	5,378
217	50	434%	47	458%	Postage/Shipping	1,068	790	135%	786	136%	1,340	1,704
(30)	0	0%	(30)	100%	Tax/Licenses/Fees	(230)	0	0%	(240)	96%	0	(275)
0	0	0%	0	0%	Theft Loss	0	0	0%	82	0%	0	0
438	0	0%	68	644%	Travel - Meals	2,612	0	0%	1,998	131%	0	2,652
458	1,150	40%	652	70%	Travel - Other	3,148	9,200	34%	4,319	73%	13,800	6,300
0	0	0%	0	0%	Website Expenses	0	0	0%	0	0%	0	2,100
0	0	0%	0	0%	Employee Meals	0	0	0%	113	0%	0	56
50,664	56,338	90%	46,564	109%	TOTAL OPERATING EXPENSES	368,223	401,170	92%	371,747	99%	599,630	539,087
(10,108)	(19,273)	52%	(20,911)	48%	EBITDA	124,238	47,721	260%	128,448	97%	(53,636)	43,562
5,944	5,884	101%	5,827	102%	Management Fee	47,549	47,072	101%	51,758	92%	70,608	70,858
5,944	5,884	101%	5,827	102%	Management Fees	47,549	47,072	101%	51,758	92%	70,608	70,858
23	23	101%	23	100%	Deprec - Mach & Equip	185	184	101%	185	100%	276	278
72	72	101%	72	100%	Deprec - Buildings	579	576	101%	579	100%	864	869
96	95	101%	96	100%	S/T DEPR. & AMORT	764	760	101%	764	100%	1,140	1,146
(16,147)	(25,252)	64%	(26,833)	60%	NET INCOME	75,925	(111)	-68345%	75,926	100%	(125,384)	(28,442)

The Golf Club at Cypress Head
Course & Grounds
For the Eight Months Ending May 31, 2019

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												
50,570	52,571	96%	41,413	122%	Green Fees	516,644	544,395	95%	508,794	102%	714,205	669,958
2,931	3,200	92%	2,323	126%	City Surcharge R & R	26,211	28,700	91%	27,378	96%	39,300	35,648
53,501	55,771	96%	43,736	122%	Total Revenues	542,855	573,095	95%	536,172	101%	753,505	705,606
53,501	55,771	96%	43,736	122%	GROSS MARGIN	542,855	573,095	95%	536,172	101%	753,505	705,606
PAYROLL												
7,324	7,303	100%	7,082	103%	Gross Payroll - Salaried	57,277	58,040	99%	47,497	121%	87,253	86,804
13,561	21,406	63%	12,658	107%	Gross Payroll - Hourly	104,616	167,795	62%	112,548	93%	252,038	153,068
20,885	28,709	73%	19,740	106%	S/T Wages	161,892	225,835	72%	160,045	101%	339,291	239,872
1,480	2,196	67%	1,447	102%	Payroll Tax - FICA	11,384	17,276	66%	11,276	101%	25,956	16,611
48	265	18%	53	92%	Payroll Tax - UC	830	1,967	42%	1,069	78%	2,570	919
473	562	84%	323	146%	Payroll Tax - WC	2,782	4,291	65%	2,916	95%	6,513	4,167
3,467	3,109	112%	3,441	101%	Benefits	20,297	24,033	84%	17,649	115%	36,468	29,074
5,468	6,132	89%	5,263	104%	S/T Adders	35,293	47,568	74%	32,910	107%	71,507	50,771
26,353	34,841	76%	25,003	105%	TOTAL PAYROLL	197,186	273,402	72%	192,956	102%	410,798	290,643
OPERATING EXPENSES												
279	500	56%	433	64%	Chemicals	1,434	3,750	38%	3,906	37%	5,350	2,378
0	150	0%	0	0%	Course Accessories	1,564	780	200%	502	311%	1,805	3,811
1,811	2,500	72%	2,687	67%	Fertilizer	20,009	19,700	102%	17,041	117%	32,900	24,794
0	0	0%	0	0%	Flowers/Decor	0	100	0%	0	0%	750	59
0	1,100	0%	1,178	0%	Fuel	6,424	9,400	68%	7,765	83%	14,400	9,277
180	150	120%	0	0%	Fungicides	725	1,200	60%	1,001	72%	4,450	1,175
2,240	2,700	83%	1,818	123%	Herbicides	8,909	11,950	75%	10,786	83%	23,200	18,280
1,636	4,000	41%	579	283%	Insecticides	9,621	13,705	70%	4,420	218%	19,805	19,638
3,901	3,500	111%	1,505	259%	Sand/Topdress	6,721	7,500	90%	3,547	190%	14,300	10,307
2,025	0	0%	0	0%	Seeds/Trees	9,920	4,400	225%	1,530	648%	4,400	11,570
0	100	0%	0	0%	Small Tools	367	950	39%	221	166%	1,050	435
0	0	0%	0	0%	Staff/Volunteer Uniforms	0	300	0%	0	0%	850	0
(146)	400	-37%	2,370	-6%	Irrigation	3,203	4,530	71%	6,203	52%	6,680	4,082
2,339	2,300	102%	1,659	141%	Repair & Maint - Equipment	11,225	14,600	77%	14,200	79%	20,800	17,708
0	100	0%	0	0%	Repair & Maint - Building	0	300	0%	221	0%	700	97
5,356	6,445	83%	5,316	101%	Equipment Lease	43,694	51,557	85%	42,529	103%	77,335	64,959
210	200	105%	261	81%	Utilities - Electric	1,654	1,630	101%	1,733	95%	2,730	2,826
1,638	1,300	126%	1,510	108%	Utilities - Other	11,665	9,960	117%	11,455	102%	15,660	16,070
152	100	152%	118	128%	Utilities - Telephone/Fax	710	800	89%	747	95%	1,200	1,205
212	200	106%	260	82%	Utilities - Water	1,800	1,900	95%	1,848	97%	2,800	2,586
0	0	0%	0	0%	Employee Relations	0	100	0%	0	0%	200	0
0	30	0%	0	0%	Employee Testing	116	240	48%	93	124%	360	145
3,800	3,900	97%	3,800	100%	O/S - Other	5,897	5,900	100%	3,800	155%	7,900	8,647
29	50	58%	30	97%	Travel - Other	249	400	62%	83	298%	600	284
25,661	29,725	86%	23,523	109%	TOTAL OPERATING EXPENSES	145,907	165,652	88%	133,630	109%	260,225	220,334
1,488	(8,795)	-17%	(4,790)	-31%	EBITDA	199,763	134,041	149%	209,587	95%	82,482	194,629
1,488	(8,795)	-17%	(4,790)	-31%	NET INCOME	199,763	134,041	149%	209,587	95%	82,482	194,629

The Golf Club at Cypress Head
Maintenance
For the Eight Months Ending May 31, 2019

<u>MTD</u> <u>Actual</u>	<u>MTD</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>	<u>MTD</u> <u>Prior Year</u>	<u>% of</u> <u>PY</u>		<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>	<u>YTD</u> <u>Prior Year</u>	<u>% of</u> <u>PY</u>	<u>Annual</u> <u>Budget</u>	
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	OPERATING EXPENSES							
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	Seeds/Trees	<u>1,650</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>1,650</u>
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	TOTAL OPERATING EXPENSES	<u>1,650</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>1,650</u>
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	EBITDA	<u>(1,650)</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>(1,650)</u>
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	NET INCOME	<u>(1,650)</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>(1,650)</u>

The Golf Club at Cypress Head
Carts
For the Eight Months Ending May 31, 2019

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
34,650	40,087	86%	29,606	117%	REVENUES	319,873	326,640	98%	337,246	95%	479,252	431,975
34,650	40,087	86%	29,606	117%	Cart Fee	319,873	326,640	98%	337,246	95%	479,252	431,975
34,650	40,087	86%	29,606	117%	Total Revenues	319,873	326,640	98%	337,246	95%	479,252	431,975
					GROSS MARGIN	319,873	326,640	98%	337,246	95%	479,252	431,975
7,073	7,307	97%	5,746	123%	PAYROLL	55,541	57,279	97%	53,918	103%	86,036	79,215
7,073	7,307	97%	5,746	123%	Gross Payroll - Hourly	55,541	57,279	97%	53,918	103%	86,036	79,215
					S/T Wages	55,541	57,279	97%	53,918	103%	86,036	79,215
556	559	99%	454	122%	Payroll Tax - FICA	4,413	4,382	101%	4,273	103%	6,582	6,245
83	113	74%	65	127%	Payroll Tax - UC	594	805	74%	654	91%	1,248	887
178	143	125%	101	176%	Payroll Tax - WC	992	1,088	91%	973	102%	1,652	1,429
34	9	375%	16	219%	Benefits	57	72	79%	71	80%	108	91
851	824	103%	636	134%	S/T Adders	6,056	6,347	95%	5,971	101%	9,589	8,652
7,924	8,131	97%	6,382	124%	TOTAL PAYROLL	61,597	63,626	97%	59,890	103%	95,625	87,866
347	250	139%	48	718%	OPERATING EXPENSES	921	1,205	76%	827	111%	2,005	1,578
21	100	21%	0	0%	Cart Supplies	162	800	20%	640	25%	1,200	162
6,225	5,136	121%	5,356	116%	Cart Repairs	48,947	41,085	119%	42,845	114%	61,627	70,370
1,006	1,100	91%	974	103%	Cart Lease	7,537	8,050	94%	7,789	97%	11,300	10,940
7,599	6,586	115%	6,378	119%	Utilities - Electric	57,567	51,140	113%	52,102	110%	76,132	83,050
19,127	25,370	75%	16,846	114%	TOTAL OPERATING EXPENSES	200,709	211,875	95%	225,254	89%	307,495	261,058
19,127	25,370	75%	16,846	114%	EBITDA	200,709	211,875	95%	225,254	89%	307,495	261,058
					NET INCOME	200,709	211,875	95%	225,254	89%	307,495	261,058

The Golf Club at Cypress Head
Range
For the Eight Months Ending May 31, 2019

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
3,403	3,400	100%	2,451	139%	REVENUES							
3,403	3,400	100%	2,451	139%	Range	25,474	29,200	87%	26,484	96%	41,000	33,877
3,403	3,400	100%	2,451	139%	Total Revenues	25,474	29,200	87%	26,484	96%	41,000	33,877
3,403	3,400	100%	2,451	139%	GROSS MARGIN	25,474	29,200	87%	26,484	96%	41,000	33,877
0	0	0%	0	0%	OPERATING EXPENSES							
0	100	0%	10	0%	Range Balls	2,650	2,900	91%	2,650	100%	2,900	2,650
0	0	0%	0	0%	Range Equipment	1,773	685	259%	511	347%	1,085	2,624
0	0	0%	0	0%	Range Expenses	0	0	0%	439	0%	0	0
0	0	0%	0	0%	Repair & Maint - Equipment	21	0	0%	0	0%	300	21
0	100	0%	10	0%	TOTAL OPERATING EXPENSES	4,444	3,585	124%	3,601	123%	4,285	5,295
3,403	3,300	103%	2,441	139%	EBITDA	21,030	25,615	82%	22,883	92%	36,715	28,582
3,403	3,300	103%	2,441	139%	NET INCOME	21,030	25,615	82%	22,883	92%	36,715	28,582

The Golf Club at Cypress Head
F & B Cafe
For the Eight Months Ending May 31, 2019

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%	Food & Beverage	0	0	0%	63,318	0%	0	0
0	0	0%	0	0%	Beer	0	0	0%	34,326	0%	0	0
0	0	0%	0	0%	Liquor	0	0	0%	19,723	0%	0	0
0	0	0%	0	0%	Wine	0	0	0%	3,896	0%	0	0
0	0	0%	0	0%	F&B Other	0	0	0%	191	0%	0	0
0	0	0%	0	0%	Total Revenues	0	0	0%	121,455	0%	0	0
COST OF GOODS SOLD												
0	0	0%	0	0%	COGS - Food & Beverage	0	0	0%	29,560	0%	0	0
0	0	0%	0	0%	COGS - Beer	0	0	0%	17,668	0%	0	0
0	0	0%	0	0%	COGS - Liquor	0	0	0%	6,638	0%	0	0
0	0	0%	0	0%	COGS - Wine	0	0	0%	1,707	0%	0	0
0	0	0%	0	0%	Total COGS	0	0	0%	55,573	0%	0	0
0	0	0%	0	0%	GROSS MARGIN	0	0	0%	65,882	0%	0	0
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Food & Beverage %	0.00%	0.00%	0.00%	46.68%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Beer %	0.00%	0.00%	0.00%	51.47%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Liquor %	0.00%	0.00%	0.00%	33.65%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Wine %	0.00%	0.00%	0.00%	43.82%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - All Food & Bev	0.00%	0.00%	0.00%	45.83%	0.00%	0.00%	0.00%
PAYROLL												
0	0	0%	0	0%	Gross Kitchen Payroll - Salaried	0	0	0%	33,256	0%	0	0
0	0	0%	0	0%	Gross Kitchen Payroll - Hourly	0	0	0%	34,550	0%	0	0
0	0	0%	0	0%	S/T Wages	0	0	0%	67,806	0%	0	0
0	0	0%	0	0%	Payroll Tax - FICA	0	0	0%	5,177	0%	0	0
0	0	0%	0	0%	Payroll Tax - UC	0	0	0%	613	0%	0	0
0	0	0%	0	0%	Payroll Tax - WC	0	0	0%	1,413	0%	0	0
0	0	0%	0	0%	Benefits	0	0	0%	6,959	0%	0	0
0	0	0%	0	0%	S/T Adders	0	0	0%	14,161	0%	0	0
0	0	0%	0	0%	TOTAL PAYROLL	0	0	0%	81,967	0%	0	0
OPERATING EXPENSES												
0	0	0%	0	0%	Bar Supplies	0	0	0%	144	0%	0	0
0	0	0%	0	0%	Dining Room Supplies	0	0	0%	4,027	0%	0	0
0	0	0%	0	0%	Kitchen Supplies	0	0	0%	974	0%	0	0
0	0	0%	0	0%	Laundry/Linens	0	0	0%	1,465	0%	0	0
0	0	0%	0	0%	Office Supplies	0	0	0%	316	0%	0	0
0	0	0%	0	0%	Contract Cleaning	0	0	0%	4,925	0%	0	0
0	0	0%	0	0%	Repair & Maint - Equipment	0	0	0%	650	0%	0	0
0	0	0%	0	0%	Equipment Lease	0	0	0%	910	0%	0	0
0	0	0%	(846)	0%	Utilities - Gas	0	0	0%	4,390	0%	0	0
0	0	0%	0	0%	Theft Loss	0	0	0%	82	0%	0	0
0	0	0%	(846)	0%	TOTAL OPERATING EXPENSES	0	0	0%	17,884	0%	0	0
0	0	0%	846	0%	EBITDA	0	0	0%	(33,969)	0%	0	0
0	0	0%	0	0%	Management Fee	0	0	0%	5,142	0%	0	0
0	0	0%	0	0%	Management Fees	0	0	0%	5,142	0%	0	0
0	0	0%	846	0%	NET INCOME	0	0	0%	(39,110)	0%	0	0

The Golf Club at Cypress Head
Golf Shop
For the Eight Months Ending May 31, 2019

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												
20	20	100%	20	100%	Handicap Fee	4,225	4,200	101%	4,129	102%	4,280	4,265
190	250	76%	138	138%	Lessons	3,790	3,861	98%	3,505	108%	4,861	7,666
420	200	210%	270	156%	Rental Clubs	2,350	2,400	98%	2,360	100%	3,200	3,450
5,758	5,500	105%	6,293	91%	Retail	49,093	49,800	99%	49,830	99%	66,700	66,169
6,388	5,970	107%	6,721	95%	Total Revenues	59,458	60,261	99%	59,824	99%	79,041	83,550
COST OF GOODS SOLD												
1,640	3,300	50%	4,334	38%	COGS - Merchandise	30,614	29,880	102%	30,592	100%	40,020	41,295
1,640	3,300	50%	4,334	38%	Total COGS	30,614	29,880	102%	30,592	100%	40,020	41,295
4,748	2,670	178%	2,387	199%	GROSS MARGIN	28,845	30,381	95%	29,232	99%	39,021	42,255
28.48%	60.00%	47.47%	68.87%	41.36%	COGS - Merchandise %	62.36%	60.00%	103.93%	61.39%	101.57%	60.00%	710.41%
PAYROLL												
3,864	4,672	83%	3,798	102%	Gross Payroll - Hourly	33,241	36,624	91%	29,915	111%	55,011	54,977
3,864	4,672	83%	3,798	102%	S/T Wages	33,241	36,624	91%	29,915	111%	55,011	54,977
297	357	83%	299	99%	Payroll Tax - FICA	2,588	2,802	92%	2,324	111%	4,208	4,243
46	60	76%	43	107%	Payroll Tax - UC	259	443	58%	319	81%	641	429
102	91	112%	67	154%	Payroll Tax - WC	599	696	86%	535	112%	1,056	941
445	509	87%	409	109%	S/T Adders	3,446	3,940	87%	3,178	108%	5,905	5,614
4,309	5,181	83%	4,207	102%	TOTAL PAYROLL	36,687	40,564	90%	33,093	111%	60,916	60,591
OPERATING EXPENSES												
0	50	0%	3	0%	Office Supplies	219	140	157%	92	239%	190	219
0	75	0%	331	0%	Supplies	680	775	88%	1,693	40%	1,075	621
300	80	375%	0	0%	Tournament Expense	348	640	54%	43	818%	960	496
0	0	0%	0	0%	Handicap Expense	3,881	4,000	97%	3,705	105%	4,225	4,332
0	0	0%	0	0%	Lesson Expense	0	300	0%	0	0%	450	286
0	0	0%	0	0%	Repair & Maint - Building	230	0	0%	0	0%	0	230
300	205	146%	333	90%	TOTAL OPERATING EXPENSES	5,358	5,855	92%	5,533	97%	6,900	6,184
139	(2,716)	-5%	(2,153)	-6%	EBITDA	(13,200)	(16,038)	82%	(9,393)	141%	(28,795)	(24,520)
139	(2,716)	-5%	(2,153)	-6%	NET INCOME	(13,200)	(16,038)	82%	(9,393)	141%	(28,795)	(24,520)

The Golf Club at Cypress Head
G & A
For the Eight Months Ending May 31, 2019

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%	Miscellaneous G&A	472	0	0%	0	0%	0	472
0	0	0%	0	0%	Total Revenues	472	0	0%	0	0%	0	472
0	0	0%	0	0%	GROSS MARGIN	472	0	0%	0	0%	0	472
PAYROLL												
8,231	8,260	100%	8,187	101%	Gross Payroll - Salaried	64,452	66,080	98%	62,468	103%	99,120	97,803
784	1,063	74%	695	113%	Gross Payroll - Hourly	6,626	8,265	80%	6,170	107%	12,448	9,529
9,014	9,323	97%	8,881	101%	S/T Wages	71,078	74,345	96%	68,638	104%	111,568	107,332
606	713	85%	602	101%	Payroll Tax - FICA	4,766	5,687	84%	4,508	106%	8,535	7,214
9	44	19%	8	111%	Payroll Tax - UC	145	479	30%	179	81%	562	182
212	183	116%	147	144%	Payroll Tax - WC	1,279	1,413	91%	1,245	103%	2,141	1,944
2,533	2,181	116%	2,530	100%	Benefits	16,624	16,866	99%	17,488	95%	25,588	23,917
3,360	3,121	108%	3,286	102%	S/T Adders	22,813	24,445	93%	23,420	97%	36,826	33,258
12,375	12,444	99%	12,168	102%	TOTAL PAYROLL	93,891	98,790	95%	92,058	102%	148,394	140,589
OPERATING EXPENSES												
(117)	400	-29%	488	-24%	Janitorial Supplies	3,947	3,700	107%	4,087	97%	5,300	5,631
0	0	0%	0	0%	Laundry/Uniforms	617	780	79%	1,212	51%	1,780	1,119
416	250	166%	191	218%	Office Supplies	2,732	3,825	71%	3,982	69%	4,987	3,962
262	95	276%	79	332%	Alarm System	2,614	885	295%	967	270%	1,490	3,423
0	550	0%	0	0%	Carpet Cleaning	0	550	0%	0	0%	550	0
54	250	21%	42	129%	Computer Service	54	1,400	4%	1,102	5%	2,400	179
812	812	100%	812	100%	Contract Cleaning	6,496	6,496	100%	1,624	400%	9,744	9,744
0	0	0%	0	0%	Guest Relations	135	60	225%	64	211%	60	135
0	0	0%	0	0%	Indoor Plant Maint	0	100	0%	0	0%	100	0
0	0	0%	0	0%	Pest Control	0	0	0%	375	0%	0	0
0	100	0%	0	0%	Repair & Maint - Equipment	1,065	1,030	103%	135	789%	1,850	1,065
273	300	91%	16	1707%	Repair & Maint - Building	2,928	2,100	139%	2,526	116%	3,000	3,702
176	175	101%	176	100%	Off-Site Storage	1,408	1,400	101%	1,352	104%	2,100	2,132
1,974	2,000	99%	1,805	109%	Utilities - Other	15,252	16,000	95%	15,198	100%	25,200	23,849
6	150	4%	149	4%	Utilities - Telephone/Fax	1,512	1,200	126%	835	181%	1,800	2,244
272	300	91%	430	63%	Bank Charges	4,268	3,325	128%	3,883	110%	4,525	5,828
(254)	0	0%	(198)	128%	Cash Short/(Over)	(613)	0	0%	(2,031)	30%	0	(812)
200	200	100%	200	100%	Cell Phone	1,500	1,500	94%	1,542	97%	2,400	2,300
2,931	3,200	92%	2,323	126%	City Surcharge R & R	26,211	28,700	91%	27,378	96%	39,300	35,648
0	0	0%	0	0%	Copier/Photocopies	0	175	0%	0	0%	175	0
2,530	3,000	84%	2,689	94%	Credit Card Discounts	17,449	20,600	85%	21,668	81%	29,300	22,132
50	0	0%	163	31%	Donations	(90)	300	-30%	479	-19%	300	281
0	0	0%	0	0%	Dues & Subscriptions	358	460	78%	200	179%	1,160	897
0	0	0%	0	0%	Education & Training	0	200	0%	0	0%	200	45
(154)	0	0%	18	-856%	Employee Relations	(1,433)	1,275	-112%	1,104	-130%	1,745	(1,192)
4,320	4,471	97%	4,341	100%	Insurance Expense	34,564	35,768	97%	34,731	100%	53,652	51,824
79	40	199%	0	0%	Member Relations	1,215	320	380%	0	0%	480	1,215
0	30	0%	26	0%	Messenger Service - Fedex	73	240	30%	225	32%	360	124
0	0	0%	0	0%	Miscellaneous	20	0	0%	0	0%	0	20
0	0	0%	0	0%	O/S - Accounting	9,690	12,360	78%	12,000	81%	12,360	12,690
413	500	83%	526	78%	O/S - Legal	0	700	0%	720	0%	780	0
217	50	434%	47	458%	Payroll Processing Fee	3,821	4,450	86%	4,382	87%	6,450	5,378
(30)	0	0%	0	0%	Postage/Shipping	1,068	790	135%	786	136%	1,340	1,704
438	0	0%	68	100%	Tax/Licenses/Fees	(230)	0	0%	(240)	96%	0	(275)
429	1,000	43%	622	64%	Travel - Meals	2,612	0	0%	1,998	131%	0	2,652
0	0	0%	0	0%	Travel - Other	2,761	8,000	35%	4,235	65%	12,000	5,878
					Employee Meals	0	0	0%	113	0%	0	56
15,297	17,873	86%	14,983	102%	TOTAL OPERATING EXPENSES	142,003	158,789	89%	146,634	97%	226,888	203,579
(27,671)	(30,317)	91%	(27,151)	102%	EBITDA	(235,422)	(257,579)	91%	(238,692)	99%	(375,282)	(343,696)
5,944	5,884	101%	5,827	102%	Management Fee	47,549	47,072	101%	46,617	102%	70,608	70,858
5,944	5,884	101%	5,827	102%	Management Fees	47,549	47,072	101%	46,617	102%	70,608	70,858
23	23	101%	23	100%	Deprec - Mach & Equip	185	184	101%	185	100%	276	278
72	72	101%	72	100%	Deprec - Buildings	579	576	101%	579	100%	864	869
96	95	101%	96	100%	S/T DEPR. & AMORT	764	760	101%	764	100%	1,140	1,146
(33,711)	(36,296)	93%	(33,073)	102%	NET INCOME	(283,735)	(305,411)	93%	(286,074)	99%	(447,030)	(415,700)

The Golf Club at Cypress Head
Marketing
For the Eight Months Ending May 31, 2019

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												
3,776	3,402	111%	3,802	99%	Gross Payroll - Salaried	29,090	27,216	107%	28,503	102%	40,824	42,421
3,776	3,402	111%	3,802	99%	S/T Wages	29,090	27,216	107%	28,503	102%	40,824	42,421
272	260	105%	279	98%	Payroll Tax - FICA	2,083	2,082	100%	2,047	102%	3,123	3,008
0	17	0%	0	0%	Payroll Tax - UC	85	204	42%	88	97%	220	85
85	67	127%	53	161%	Payroll Tax - WC	517	517	100%	512	101%	784	728
651	519	125%	633	103%	Benefits	3,922	4,024	97%	3,708	106%	6,100	5,602
1,008	863	117%	964	105%	S/T Adders	6,607	6,827	97%	6,355	104%	10,227	9,424
4,784	4,265	112%	4,766	100%	TOTAL PAYROLL	35,697	34,043	105%	34,858	102%	51,051	51,845
OPERATING EXPENSES												
1,808	1,750	103%	2,184	83%	Advertising & Promotion	11,156	15,350	73%	12,420	90%	24,000	16,757
0	0	0%	0	0%	Miscellaneous	0	0	0%	(57)	0%	0	0
0	100	0%	0	0%	Travel - Other	138	800	17%	0	0%	1,200	138
0	0	0%	0	0%	Website Expenses	0	0	0%	0	0%	0	2,100
1,808	1,850	98%	2,184	83%	TOTAL OPERATING EXPENSES	11,295	16,150	70%	12,363	91%	25,200	18,995
(6,592)	(6,115)	108%	(6,950)	95%	EBITDA	(46,992)	(50,193)	94%	(47,221)	100%	(76,251)	(70,841)
(6,592)	(6,115)	108%	(6,950)	95%	NET INCOME	(46,992)	(50,193)	94%	(47,221)	100%	(76,251)	(70,841)

The Golf Club at Cypress Head
For the Eight Months Ending May 31, 2019

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												
85,219	92,658	92%	71,018	120%	Green Fees & Cart Fees	836,517	871,035	96%	846,040	99%	1,193,457	1,101,933
5,758	5,500	105%	6,293	91%	Merchandise	49,093	49,800	99%	49,830	99%	66,700	66,169
630	470	134%	428	147%	Other Pro Shop	10,365	10,461	99%	9,984	104%	12,341	15,381
3,403	3,400	100%	2,451	139%	Range	25,474	29,200	87%	26,484	96%	41,000	33,877
0	0	0%	0	0%	Food and Beverage	0	0	0%	121,455	0%	0	0
2,931	3,200	92%	2,323	126%	Other Operating Revenues	26,211	28,700	91%	27,378	96%	39,300	35,648
0	0	0%	0	0%	Other G&A Income	472	0	0%	0	0%	0	472
97,941	105,228	93%	82,513	119%	TOTAL REVENUE	948,132	989,196	96%	1,081,181	88%	1,352,798	1,255,479
COST OF SALES												
1,640	3,300	50%	4,334	38%	Merchandise	30,614	29,880	102%	30,592	100%	40,020	41,295
0	0	0%	0	0%	Food & Beverage	0	0	0%	55,573	0%	0	0
1,640	3,300	50%	4,334	38%	TOTAL COGS	30,614	29,880	102%	86,165	36%	40,020	41,295
28.5%	60.0%	47.5%	68.9%	41.4%	COGS - Merchandise %	62.4%	60.0%	103.9%	61.4%	101.6%	60.0%	710.4%
0.0%	0.0%	0.0%	0.0%	0.0%	COGS - Food %	0.0%	0.0%	0.0%	45.8%	0.0%	0.0%	0.0%
PAYROLL												
26,353	34,841	76%	25,003	105%	Course and Grounds	197,186	273,402	72%	192,956	102%	410,798	290,643
7,924	8,131	97%	6,382	124%	Carts, Range, Starters, Etc.	61,597	63,626	97%	59,890	103%	95,625	87,866
4,309	5,181	83%	4,207	102%	Pro Shop	36,687	40,564	90%	33,093	111%	60,916	60,591
0	0	0%	0	0%	Food and Beverage	0	0	0%	81,967	0%	0	0
12,375	12,444	99%	12,168	102%	General and Administrative	93,891	98,790	95%	92,058	102%	148,394	140,589
4,784	4,265	112%	4,766	100%	Marketing	35,697	34,043	105%	34,858	102%	51,051	51,845
55,745	64,862	86%	52,525	106%	TOTAL PAYROLL	425,058	510,425	83%	494,820	86%	766,784	631,535
OPERATING EXPENSES												
25,661	29,725	86%	23,523	109%	Course and Grounds	147,557	165,652	89%	133,630	110%	260,225	221,984
7,599	6,686	114%	6,388	119%	Carts, Range, Starters, Etc.	62,011	54,725	113%	55,703	111%	80,417	86,345
300	205	146%	333	90%	Pro Shop	5,358	5,855	92%	5,533	97%	6,900	6,184
0	0	0%	(846)	0%	Food and Beverage	0	0	0%	17,884	0%	0	0
15,297	17,873	86%	14,983	102%	General and Administrative	142,003	158,789	89%	146,634	97%	226,888	203,579
1,808	1,850	98%	2,184	83%	Marketing	11,295	16,150	70%	12,363	91%	25,200	18,995
50,664	56,338	90%	46,564	109%	TOTAL OPERATING EXPENSES	368,223	401,170	92%	371,747	99%	599,630	539,087
108,049	124,500	87%	103,424	104%	TOTAL EXPENSES	823,894	941,476	88%	952,732	86%	1,406,434	1,211,917
(10,108)	(19,273)	52%	(20,911)	48%	EBITDA	124,238	47,721	260%	128,448	97%	(53,636)	43,562

The Golf Club at Cypress Head
For the Eight Months Ending May 31, 2019

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
(10,108)	(19,273)	52%	(20,911)	48%	EBITDA	124,238	47,721	260%	128,448	97%	(53,636)	43,562
(5,944)	(5,884)	101%	(5,827)	102%	MANAGEMENT FEES	(47,549)	(47,072)	101%	(51,758)	92%	(70,608)	(70,858)
(96)	(95)	101%	(96)	100%	OTHER INCOME (EXPENSE)	(764)	(760)	101%	(764)	100%	(1,140)	(1,146)
(96)	(95)	101%	(96)	100%	Depreciation & Amortization	(764)	(760)	101%	(764)	100%	(1,140)	(1,146)
(16,147)	(25,252)	64%	(26,833)	60%	TOTAL OTHER INCOME (EXPENSE)	(764)	(760)	101%	(764)	100%	(1,140)	(1,146)
					NET INCOME	75,925	(111)	-68345%	75,926	100%	(125,384)	(28,442)
3,037	3,257	93%	2,196	138%	Paid Rounds	26,892	25,853	104%	26,513	101%	38,434	35,962
362	657	55%	483	75%	Annual Pass Rounds	3,417	6,066	56%	5,066	67%	8,541	5,250
246	166	148%	184	134%	Other Rounds	1,794	1,001	179%	1,737	103%	1,594	2,647
3,645	4,080	89%	2,863	127%	Total Rounds	32,103	32,920	98%	33,316	96%	48,569	43,859
32	32	100%	38	86%	Revenue/Paid Rounds	35	38	92%	41	86%	35	417
27	26	104%	29	93%	Revenue/Total Rounds	30	30	98%	32	91%	28	339

TRIAL BALANCE SUMMARY FOR 2018

The Golf Club at Cypress Head

General Ledger

Ranges: From: To: 5/31/2019 Last

Sorted By: Account Posting, Unit

Include: Print Currency In: Functional (Z-US\$)

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	10020-5950-900	Cash - Course Depository NEW	\$217,420.85	\$130,657.45	\$191,088.80	(\$60,431.35)	\$156,989.50
	10050-5950-900	Cash - Course Payroll BMO	\$27,491.86	\$60,720.38	\$62,502.23	(\$1,781.85)	\$25,710.01
	10100-5950-900	Cash - Course Other	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00
	10120-5950-900	Cash - New Payroll	\$0.00	\$168.00	\$168.00	\$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	\$836.33	\$9,546.42	\$7,664.50	\$1,881.92	\$2,718.25
	12000-5950-900	Inventory - Merchandise	\$21,542.45	\$10,757.67	\$11,018.13	(\$260.46)	\$21,281.99
	13020-5950-900	Prepaid Insurance	\$8,165.78	\$0.00	\$4,320.44	(\$4,320.44)	\$3,845.34
	13040-5950-900	Prepaid Exp - Other	\$11,323.09	\$7,405.44	\$6,462.80	\$942.64	\$12,265.73
	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	\$3,769.02	\$0.00	\$23.12	(\$23.12)	(\$3,792.14)
	22080-5950-900	Accum. Deprec - Buildings	(\$23,428.90)	\$0.00	\$72.41	(\$72.41)	(\$23,501.31)
	30000-5950-900	Accts Pay - Trade	(\$51,997.91)	\$172,444.63	\$161,469.53	\$10,975.10	(\$41,022.81)
	30040-5950-900	Accts Pay - Other	(\$22,832.55)	\$11,965.36	\$11,958.34	\$7.02	(\$22,825.53)
	31000-5950-900	Accrued Expenses	(\$750.00)	\$750.00	\$600.00	\$150.00	(\$600.00)
	31020-5950-900	Accrued Payroll	(\$34,865.51)	\$24,606.85	\$8,288.63	\$16,318.22	(\$18,547.29)
	31080-5950-900	Accrued Tips Payable	(\$70.00)	\$226.50	\$288.00	(\$61.50)	(\$131.50)
	31220-5950-900	Accrued Sales Tax	(\$7,086.96)	\$7,036.49	\$5,511.84	\$1,524.65	(\$5,562.31)
	31400-5950-900	Accrued City Surcharge	\$0.00	\$2,931.39	\$2,931.39	\$0.00	\$0.00
	32000-5950-900	Deferred Rev - Rainchecks	(\$1,039.45)	\$686.97	\$1,014.12	(\$327.15)	(\$1,366.60)
	32020-5950-900	Deferred Rev - Outing Deposits	(\$6,243.25)	\$4,226.09	\$25.00	\$4,201.09	(\$2,042.16)
	32040-5950-900	Deferred Rev - Legacy GF Passes	(\$18,649.03)	\$3,729.81	\$0.00	\$3,729.81	(\$14,919.22)
	32050-5950-900	Deferred Revenue - Cypress GF Passes	(\$13,460.53)	\$2,692.11	\$0.00	\$2,692.11	(\$10,768.42)
	32060-5950-900	Deferred Rev - Gift Certificates	(\$125.14)	\$0.00	\$0.00	\$0.00	(\$125.14)
	32070-5950-900	Deferred Rev - Gift Cards	(\$22,289.49)	\$595.04	\$489.77	\$105.27	(\$22,184.22)
	32100-5950-900	Deferred Rev - Credit Books	(\$12,733.64)	\$930.12	\$587.88	\$342.24	(\$12,391.40)
	32120-5950-900	Deferred Rev - Trail Fee Pass	(\$40,775.00)	\$8,155.00	\$0.00	\$8,155.00	(\$32,620.00)
	32220-5950-900	Deferred Rev - Founders Pass	(\$532.53)	\$106.51	\$0.00	\$106.51	(\$426.02)
	49020-5950-900	Retained Earnings - Current	\$28,442.07	\$0.00	\$0.00	\$0.00	\$28,442.07
	50000-5950-100	Green Fees - Annual Pass	(\$45,026.32)	\$0.00	\$6,528.43	(\$6,528.43)	(\$51,554.75)
	50040-5950-100	Green Fees - Member	(\$397,768.10)	\$67.63	\$41,177.31	(\$41,109.68)	(\$438,877.78)
	50070-5950-100	Green Fees - (surcharge)	(\$23,280.04)	\$2,931.39	\$5,862.78	(\$2,931.39)	(\$26,211.43)
	50500-5950-200	Cart Fee 18	(\$229,398.12)	\$0.00	\$26,494.67	(\$26,494.67)	(\$255,892.79)
	50520-5950-200	Cart Fee - Annual Trail	(\$55,825.00)	\$0.00	\$8,155.00	(\$8,155.00)	(\$63,980.00)
	52090-5950-600	Handicap Fee	(\$4,205.00)	\$0.00	\$20.00	(\$20.00)	(\$4,225.00)
	52150-5950-600	Lessons	(\$3,600.00)	\$0.00	\$190.00	(\$190.00)	(\$3,790.00)
	52280-5950-600	Rental Clubs	(\$1,930.00)	\$0.00	\$420.00	(\$420.00)	(\$2,350.00)
	52310-5950-600	Retail	(\$43,335.29)	\$0.00	\$5,757.79	(\$5,757.79)	(\$49,093.08)
	53050-5950-220	Range Pass Revenue	(\$22,071.20)	\$0.00	\$3,402.80	(\$3,402.80)	(\$25,474.00)
	56120-5950-100	City Surcharge R & R	(\$23,280.04)	\$0.00	\$2,931.39	(\$2,931.39)	(\$26,211.43)
	59010-5950-900	Miscellaneous G&A	(\$472.00)	\$0.00	\$0.00	\$0.00	(\$472.00)
	60000-5950-600	COGS - Merchandise - Accessories	\$28,973.42	\$10,226.10	\$8,586.00	\$1,640.10	\$30,613.52
	70000-5950-100	Gross Payroll - Salaried	\$49,952.50	\$7,796.70	\$472.53	\$7,324.17	\$57,276.67
	70000-5950-900	Gross Payroll - Salaried	\$56,220.56	\$8,755.78	\$524.84	\$8,230.94	\$64,451.50
	70000-5950-950	Gross Payroll - Salaried	\$25,313.90	\$3,983.93	\$207.80	\$3,776.13	\$29,090.03
	70010-5950-100	Gross Payroll - Hourly	\$91,054.70	\$14,531.64	\$970.70	\$13,560.94	\$104,615.64
	70010-5950-200	Gross Payroll - Hourly	\$48,468.26	\$7,493.45	\$420.90	\$7,072.55	\$55,540.81
	70010-5950-600	Gross Payroll - Hourly	\$29,377.14	\$4,318.94	\$454.93	\$3,864.01	\$33,241.15
	70010-5950-900	Gross Payroll - Hourly	\$5,842.68	\$885.65	\$102.13	\$783.52	\$6,626.20
	71000-5950-100	Payroll Tax - FICA	\$9,903.80	\$1,590.35	\$110.41	\$1,479.94	\$11,383.74
	71000-5950-200	Payroll Tax - FICA	\$3,856.94	\$588.19	\$32.20	\$555.99	\$4,412.93
	71000-5950-600	Payroll Tax - FICA	\$2,290.84	\$331.99	\$34.80	\$297.19	\$2,588.03
	71000-5950-900	Payroll Tax - FICA	\$4,160.00	\$654.01	\$47.96	\$606.05	\$4,766.05
	71000-5950-950	Payroll Tax - FICA	\$1,810.96	\$288.02	\$15.90	\$272.12	\$2,083.08
	71010-5950-100	Payroll Tax - UC	\$781.91	\$48.14	\$0.00	\$48.14	\$830.05
	71010-5950-200	Payroll Tax - UC	\$511.12	\$82.72	\$0.00	\$82.72	\$593.84

TRIAL BALANCE SUMMARY FOR 2018

The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	71010-5950-600	Payroll Tax - UC	\$212.80	\$45.84	\$0.00	\$45.84	\$258.64
	71010-5950-900	Payroll Tax - UC	\$136.46	\$8.59	\$0.00	\$8.59	\$145.05
	71010-5950-950	Payroll Tax - UC	\$85.27	\$0.00	\$0.00	\$0.00	\$85.27
	71020-5950-100	Payroll Tax - WC	\$2,309.67	\$472.52	\$0.00	\$472.52	\$2,782.19
	71020-5950-200	Payroll Tax - WC	\$814.22	\$178.18	\$0.00	\$178.18	\$992.40
	71020-5950-600	Payroll Tax - WC	\$497.13	\$102.13	\$0.00	\$102.13	\$599.26
	71020-5950-900	Payroll Tax - WC	\$1,066.34	\$212.16	\$0.00	\$212.16	\$1,278.50
	71020-5950-950	Payroll Tax - WC	\$431.80	\$84.75	\$0.00	\$84.75	\$516.55
	71030-5950-100	Benefits	\$16,830.28	\$5,663.23	\$2,196.26	\$3,466.97	\$20,297.25
	71030-5950-200	Benefits	\$22.54	\$82.30	\$48.10	\$34.20	\$56.74
	71030-5950-900	Benefits	\$14,090.05	\$3,730.26	\$1,196.77	\$2,533.49	\$16,623.54
	71030-5950-950	Benefits	\$3,271.16	\$1,043.37	\$392.06	\$651.31	\$3,922.47
	80110-5950-200	Cart Supplies	\$573.80	\$347.49	\$0.00	\$347.49	\$921.29
	80120-5950-100	Chemicals	\$1,155.18	\$279.23	\$0.00	\$279.23	\$1,434.41
	80170-5950-100	Course Accessories	\$1,563.78	\$0.00	\$0.00	\$0.00	\$1,563.78
	80230-5950-100	Fertilizer	\$18,198.16	\$1,920.00	\$108.89	\$1,811.11	\$20,009.27
	80270-5950-100	Fuel	\$6,424.14	\$0.00	\$0.00	\$0.00	\$6,424.14
	80280-5950-100	Fungicides	\$545.00	\$283.41	\$103.86	\$179.55	\$724.55
	80320-5950-100	Herbicides	\$6,668.96	\$2,239.76	\$0.00	\$2,239.76	\$8,908.72
	80370-5950-100	Insecticides	\$7,984.78	\$1,636.17	\$0.00	\$1,636.17	\$9,620.95
	80380-5950-900	Janitorial Supplies	\$4,064.33	\$0.00	\$117.40	(\$117.40)	\$3,946.93
	80420-5950-900	Laundry/Uniforms	\$617.16	\$0.00	\$0.00	\$0.00	\$617.16
	80520-5950-600	Office Supplies	\$219.41	\$0.00	\$0.00	\$0.00	\$219.41
	80520-5950-900	Office Supplies	\$2,315.42	\$416.23	\$0.00	\$416.23	\$2,731.65
	80610-5950-220	Range Balls	\$2,650.00	\$0.00	\$0.00	\$0.00	\$2,650.00
	80620-5950-220	Range Equipment	\$1,772.85	\$0.00	\$0.00	\$0.00	\$1,772.85
	80690-5950-100	Sand/Topdress	\$2,820.60	\$3,900.62	\$0.00	\$3,900.62	\$6,721.22
	80710-5950-100	Seeds/Trees	\$7,895.00	\$2,025.00	\$0.00	\$2,025.00	\$9,920.00
	80710-5950-150	Seeds/Trees	\$1,650.00	\$0.00	\$0.00	\$0.00	\$1,650.00
	80730-5950-100	Small Tools	\$367.16	\$0.00	\$0.00	\$0.00	\$367.16
	80780-5950-600	Supplies	\$679.88	\$0.00	\$0.00	\$0.00	\$679.88
	80810-5950-600	Tournament Expense	\$48.02	\$300.00	\$0.00	\$300.00	\$348.02
	81010-5950-900	Alarm System	\$2,352.01	\$262.28	\$0.00	\$262.28	\$2,614.29
	81090-5950-200	Cart Repairs	\$140.50	\$21.25	\$0.00	\$21.25	\$161.75
	81130-5950-900	Computer Service	\$0.00	\$53.70	\$0.00	\$53.70	\$53.70
	81140-5950-900	Contract Cleaning	\$5,684.00	\$812.00	\$0.00	\$812.00	\$6,496.00
	81200-5950-900	Guest Relations	\$135.00	\$0.00	\$0.00	\$0.00	\$135.00
	81220-5950-600	Handicap Expense	\$3,880.50	\$0.00	\$0.00	\$0.00	\$3,880.50
	81250-5950-100	Irrigation	\$3,349.19	\$132.29	\$278.59	(\$146.30)	\$3,202.89
	81350-5950-100	Repair & Maint - Equipment	\$8,885.92	\$2,338.71	\$0.00	\$2,338.71	\$11,224.63
	81350-5950-220	Repair & Maint - Equipment	\$20.86	\$0.00	\$0.00	\$0.00	\$20.86
	81350-5950-900	Repair & Maint - Equipment	\$1,065.37	\$0.00	\$0.00	\$0.00	\$1,065.37
	81360-5950-600	Repair & Maint - Building	\$230.04	\$0.00	\$0.00	\$0.00	\$230.04
	81360-5950-900	Repair & Maint - Building	\$2,655.35	\$272.75	\$0.00	\$272.75	\$2,928.10
	82000-5950-200	Cart Lease	\$42,722.67	\$6,224.50	\$0.00	\$6,224.50	\$48,947.17
	82020-5950-100	Equipment Lease	\$38,338.52	\$5,355.67	\$0.00	\$5,355.67	\$43,694.19
	82060-5950-900	Off-Site Storage	\$1,232.00	\$176.00	\$0.00	\$176.00	\$1,408.00
	83000-5950-100	Utilities - Electric	\$1,443.41	\$210.14	\$0.00	\$210.14	\$1,653.55
	83000-5950-200	Utilities - Electric	\$6,531.04	\$1,005.90	\$0.00	\$1,005.90	\$7,536.94
	83020-5950-100	Utilities - Other	\$10,027.29	\$1,638.04	\$0.00	\$1,638.04	\$11,665.33
	83020-5950-900	Utilities - Other	\$13,277.31	\$1,974.48	\$0.00	\$1,974.48	\$15,251.79
	83030-5950-100	Utilities - Telephone/Fax	\$558.09	\$151.84	\$0.00	\$151.84	\$709.93
	83030-5950-900	Utilities - Telephone/Fax	\$1,505.42	\$306.21	\$300.00	\$6.21	\$1,511.63
	83050-5950-100	Utilities - Water	\$1,588.14	\$212.24	\$0.00	\$212.24	\$1,800.38
	84040-5950-950	Adv/Promo - Mktg/Bus Dev	\$9,348.46	\$1,807.62	\$0.00	\$1,807.62	\$11,156.08
	85020-5950-900	Bank Charges	\$3,996.52	\$271.59	\$0.00	\$271.59	\$4,268.11
	85050-5950-900	Cash Short/(Over)	(\$359.02)	\$218.30	\$472.70	(\$254.40)	(\$613.42)
	85060-5950-900	Cell Phone	\$1,300.00	\$200.00	\$0.00	\$200.00	\$1,500.00
	85070-5950-900	City Surcharge R & R	\$23,280.04	\$2,931.39	\$0.00	\$2,931.39	\$26,211.43
	85120-5950-900	Credit Card Discounts	\$14,919.63	\$2,529.51	\$0.00	\$2,529.51	\$17,449.14
	85140-5950-900	Donations	(\$140.00)	\$400.00	\$350.00	\$50.00	(\$90.00)
	85150-5950-900	Dues & Subscriptions	\$357.83	\$0.00	\$0.00	\$0.00	\$357.83
	85190-5950-900	Employee Relations	(\$1,278.91)	\$831.50	\$985.57	(\$154.07)	(\$1,432.98)

TRIAL BALANCE SUMMARY FOR 2018

The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	85200-5950-100	Employee Testing	\$116.00	\$0.00	\$0.00	\$0.00	\$116.00
	85280-5950-900	Insurance Expense	\$30,243.08	\$4,320.44	\$0.00	\$4,320.44	\$34,563.52
	85320-5950-900	Member Relations	\$1,135.38	\$699.43	\$620.00	\$79.43	\$1,214.81
	85330-5950-900	Messenger Service - Fedex	\$73.13	\$0.00	\$0.00	\$0.00	\$73.13
	85340-5950-900	Miscellaneous	\$20.09	\$0.00	\$0.00	\$0.00	\$20.09
	85390-5950-900	O/S - Accounting	\$9,690.34	\$0.00	\$0.00	\$0.00	\$9,690.34
	85430-5950-100	O/S - Other	\$2,097.00	\$3,800.00	\$0.00	\$3,800.00	\$5,897.00
	85480-5950-900	Payroll Processing Fee	\$3,408.37	\$862.68	\$450.00	\$412.68	\$3,821.05
	85490-5950-900	Postage/Shipping	\$850.60	\$216.95	\$0.00	\$216.95	\$1,067.55
	85610-5950-900	Tax/Licenses/Fees	(\$199.96)	\$0.00	\$30.00	(\$30.00)	(\$229.96)
	85710-5950-900	Travel - Meals	\$2,173.82	\$438.09	\$0.00	\$438.09	\$2,611.91
	85720-5950-100	Travel - Other	\$219.61	\$28.89	\$0.00	\$28.89	\$248.50
	85720-5950-900	Travel - Other	\$2,332.15	\$428.72	\$0.00	\$428.72	\$2,760.87
	85720-5950-950	Travel - Other	\$138.45	\$0.00	\$0.00	\$0.00	\$138.45
	90000-5950-900	Management Fee	\$41,605.62	\$5,943.66	\$0.00	\$5,943.66	\$47,549.28
	98020-5950-900	Deprec - Mach & Equip	\$161.84	\$23.12	\$0.00	\$23.12	\$184.96
	98040-5950-900	Deprec - Buildings	\$506.87	\$72.41	\$0.00	\$72.41	\$579.28
	RCMWD-5950-100	Rounds - Complimentary - Weekday	13,783.00	130.00	0.00	130.00	13,913.00
	REMWD-5950-100	Rounds - Employee - Weekday	19,780.00	116.00	0.00	116.00	19,896.00
	RMBWD-5950-100	Rounds - Member - Weekday	74,753.00	362.00	0.00	362.00	75,115.00
	RPKWD-5950-100	Rounds - Peak - Weekday	398,483.00	3,037.00	0.00	3,037.00	401,520.00
	RPKWE-5950-100	Rounds - Peak - Weekend	5,071.00	0.00	0.00	0.00	5,071.00
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TRIAL BALANCE SUMMARY FOR 2018

The Golf Club at Cypress Head

General Ledger

Ranges: From: To: 5/31/2019 Last

Sorted By: Account Posting, Unit

Include: Print Currency In: Functional (Z-US\$)

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	10020-5950-900	Cash - Course Depository NEW	\$217,420.85	\$130,657.45	\$191,088.80	(\$60,431.35)	\$156,989.50
	10050-5950-900	Cash - Course Payroll BMO	\$27,491.86	\$60,720.38	\$62,502.23	(\$1,781.85)	\$25,710.01
	10100-5950-900	Cash - Course Other	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00
	10120-5950-900	Cash - New Payroll	\$0.00	\$168.00	\$168.00	\$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	\$836.33	\$9,546.42	\$7,664.50	\$1,881.92	\$2,718.25
	12000-5950-900	Inventory - Merchandise	\$21,542.45	\$10,757.67	\$11,018.13	(\$260.46)	\$21,281.99
	13020-5950-900	Prepaid Insurance	\$8,165.78	\$0.00	\$4,320.44	(\$4,320.44)	\$3,845.34
	13040-5950-900	Prepaid Exp - Other	\$11,323.09	\$7,405.44	\$6,462.80	\$942.64	\$12,265.73
	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	\$3,769.02	\$0.00	\$23.12	(\$23.12)	(\$3,792.14)
	22080-5950-900	Accum. Deprec - Buildings	(\$23,428.90)	\$0.00	\$72.41	(\$72.41)	(\$23,501.31)
	30000-5950-900	Accts Pay - Trade	(\$51,997.91)	\$172,444.63	\$161,469.53	\$10,975.10	(\$41,022.81)
	30040-5950-900	Accts Pay - Other	(\$22,832.55)	\$11,965.36	\$11,958.34	\$7.02	(\$22,825.53)
	31000-5950-900	Accrued Expenses	(\$750.00)	\$750.00	\$600.00	\$150.00	(\$600.00)
	31020-5950-900	Accrued Payroll	(\$34,865.51)	\$24,606.85	\$8,288.63	\$16,318.22	(\$18,547.29)
	31080-5950-900	Accrued Tips Payable	(\$70.00)	\$226.50	\$288.00	(\$61.50)	(\$131.50)
	31220-5950-900	Accrued Sales Tax	(\$7,086.96)	\$7,036.49	\$5,511.84	\$1,524.65	(\$5,562.31)
	31400-5950-900	Accrued City Surcharge	\$0.00	\$2,931.39	\$2,931.39	\$0.00	\$0.00
	32000-5950-900	Deferred Rev - Rainchecks	(\$1,039.45)	\$686.97	\$1,014.12	(\$327.15)	(\$1,366.60)
	32020-5950-900	Deferred Rev - Outing Deposits	(\$6,243.25)	\$4,226.09	\$25.00	\$4,201.09	(\$2,042.16)
	32040-5950-900	Deferred Rev - Legacy GF Passes	(\$18,649.03)	\$3,729.81	\$0.00	\$3,729.81	(\$14,919.22)
	32050-5950-900	Deferred Revenue - Cypress GF Passes	(\$13,460.53)	\$2,692.11	\$0.00	\$2,692.11	(\$10,768.42)
	32060-5950-900	Deferred Rev - Gift Certificates	(\$125.14)	\$0.00	\$0.00	\$0.00	(\$125.14)
	32070-5950-900	Deferred Rev - Gift Cards	(\$22,289.49)	\$595.04	\$489.77	\$105.27	(\$22,184.22)
	32100-5950-900	Deferred Rev - Credit Books	(\$12,733.64)	\$930.12	\$587.88	\$342.24	(\$12,391.40)
	32120-5950-900	Deferred Rev - Trail Fee Pass	(\$40,775.00)	\$8,155.00	\$0.00	\$8,155.00	(\$32,620.00)
	32220-5950-900	Deferred Rev - Founders Pass	(\$532.53)	\$106.51	\$0.00	\$106.51	(\$426.02)
	49020-5950-900	Retained Earnings - Current	\$28,442.07	\$0.00	\$0.00	\$0.00	\$28,442.07
	50000-5950-100	Green Fees - Annual Pass	(\$45,026.32)	\$0.00	\$6,528.43	(\$6,528.43)	(\$51,554.75)
	50040-5950-100	Green Fees - Member	(\$397,768.10)	\$67.63	\$41,177.31	(\$41,109.68)	(\$438,877.78)
	50070-5950-100	Green Fees - (surcharge)	(\$23,280.04)	\$2,931.39	\$5,862.78	(\$2,931.39)	(\$26,211.43)
	50500-5950-200	Cart Fee 18	(\$229,398.12)	\$0.00	\$26,494.67	(\$26,494.67)	(\$255,892.79)
	50520-5950-200	Cart Fee - Annual Trail	(\$55,825.00)	\$0.00	\$8,155.00	(\$8,155.00)	(\$63,980.00)
	52090-5950-600	Handicap Fee	(\$4,205.00)	\$0.00	\$20.00	(\$20.00)	(\$4,225.00)
	52150-5950-600	Lessons	(\$3,600.00)	\$0.00	\$190.00	(\$190.00)	(\$3,790.00)
	52280-5950-600	Rental Clubs	(\$1,930.00)	\$0.00	\$420.00	(\$420.00)	(\$2,350.00)
	52310-5950-600	Retail	(\$43,335.29)	\$0.00	\$5,757.79	(\$5,757.79)	(\$49,093.08)
	53050-5950-220	Range Pass Revenue	(\$22,071.20)	\$0.00	\$3,402.80	(\$3,402.80)	(\$25,474.00)
	56120-5950-100	City Surcharge R & R	(\$23,280.04)	\$0.00	\$2,931.39	(\$2,931.39)	(\$26,211.43)
	59010-5950-900	Miscellaneous G&A	(\$472.00)	\$0.00	\$0.00	\$0.00	(\$472.00)
	60000-5950-600	COGS - Merchandise - Accessories	\$28,973.42	\$10,226.10	\$8,586.00	\$1,640.10	\$30,613.52
	70000-5950-100	Gross Payroll - Salaried	\$49,952.50	\$7,796.70	\$472.53	\$7,324.17	\$57,276.67
	70000-5950-900	Gross Payroll - Salaried	\$56,220.56	\$8,755.78	\$524.84	\$8,230.94	\$64,451.50
	70000-5950-950	Gross Payroll - Salaried	\$25,313.90	\$3,983.93	\$207.80	\$3,776.13	\$29,090.03
	70010-5950-100	Gross Payroll - Hourly	\$91,054.70	\$14,531.64	\$970.70	\$13,560.94	\$104,615.64
	70010-5950-200	Gross Payroll - Hourly	\$48,468.26	\$7,493.45	\$420.90	\$7,072.55	\$55,540.81
	70010-5950-600	Gross Payroll - Hourly	\$29,377.14	\$4,318.94	\$454.93	\$3,864.01	\$33,241.15
	70010-5950-900	Gross Payroll - Hourly	\$5,842.68	\$885.65	\$102.13	\$783.52	\$6,626.20
	71000-5950-100	Payroll Tax - FICA	\$9,903.80	\$1,590.35	\$110.41	\$1,479.94	\$11,383.74
	71000-5950-200	Payroll Tax - FICA	\$3,856.94	\$588.19	\$32.20	\$555.99	\$4,412.93
	71000-5950-600	Payroll Tax - FICA	\$2,290.84	\$331.99	\$34.80	\$297.19	\$2,588.03
	71000-5950-900	Payroll Tax - FICA	\$4,160.00	\$654.01	\$47.96	\$606.05	\$4,766.05
	71000-5950-950	Payroll Tax - FICA	\$1,810.96	\$288.02	\$15.90	\$272.12	\$2,083.08
	71010-5950-100	Payroll Tax - UC	\$781.91	\$48.14	\$0.00	\$48.14	\$830.05
	71010-5950-200	Payroll Tax - UC	\$511.12	\$82.72	\$0.00	\$82.72	\$593.84

TRIAL BALANCE SUMMARY FOR 2018

The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	71010-5950-600	Payroll Tax - UC	\$212.80	\$45.84	\$0.00	\$45.84	\$258.64
	71010-5950-900	Payroll Tax - UC	\$136.46	\$8.59	\$0.00	\$8.59	\$145.05
	71010-5950-950	Payroll Tax - UC	\$85.27	\$0.00	\$0.00	\$0.00	\$85.27
	71020-5950-100	Payroll Tax - WC	\$2,309.67	\$472.52	\$0.00	\$472.52	\$2,782.19
	71020-5950-200	Payroll Tax - WC	\$814.22	\$178.18	\$0.00	\$178.18	\$992.40
	71020-5950-600	Payroll Tax - WC	\$497.13	\$102.13	\$0.00	\$102.13	\$599.26
	71020-5950-900	Payroll Tax - WC	\$1,066.34	\$212.16	\$0.00	\$212.16	\$1,278.50
	71020-5950-950	Payroll Tax - WC	\$431.80	\$84.75	\$0.00	\$84.75	\$516.55
	71030-5950-100	Benefits	\$16,830.28	\$5,663.23	\$2,196.26	\$3,466.97	\$20,297.25
	71030-5950-200	Benefits	\$22.54	\$82.30	\$48.10	\$34.20	\$56.74
	71030-5950-900	Benefits	\$14,090.05	\$3,730.26	\$1,196.77	\$2,533.49	\$16,623.54
	71030-5950-950	Benefits	\$3,271.16	\$1,043.37	\$392.06	\$651.31	\$3,922.47
	80110-5950-200	Cart Supplies	\$573.80	\$347.49	\$0.00	\$347.49	\$921.29
	80120-5950-100	Chemicals	\$1,155.18	\$279.23	\$0.00	\$279.23	\$1,434.41
	80170-5950-100	Course Accessories	\$1,563.78	\$0.00	\$0.00	\$0.00	\$1,563.78
	80230-5950-100	Fertilizer	\$18,198.16	\$1,920.00	\$108.89	\$1,811.11	\$20,009.27
	80270-5950-100	Fuel	\$6,424.14	\$0.00	\$0.00	\$0.00	\$6,424.14
	80280-5950-100	Fungicides	\$545.00	\$283.41	\$103.86	\$179.55	\$724.55
	80320-5950-100	Herbicides	\$6,668.96	\$2,239.76	\$0.00	\$2,239.76	\$8,908.72
	80370-5950-100	Insecticides	\$7,984.78	\$1,636.17	\$0.00	\$1,636.17	\$9,620.95
	80380-5950-900	Janitorial Supplies	\$4,064.33	\$0.00	\$117.40	(\$117.40)	\$3,946.93
	80420-5950-900	Laundry/Uniforms	\$617.16	\$0.00	\$0.00	\$0.00	\$617.16
	80520-5950-600	Office Supplies	\$219.41	\$0.00	\$0.00	\$0.00	\$219.41
	80520-5950-900	Office Supplies	\$2,315.42	\$416.23	\$0.00	\$416.23	\$2,731.65
	80610-5950-220	Range Balls	\$2,650.00	\$0.00	\$0.00	\$0.00	\$2,650.00
	80620-5950-220	Range Equipment	\$1,772.85	\$0.00	\$0.00	\$0.00	\$1,772.85
	80690-5950-100	Sand/Topdress	\$2,820.60	\$3,900.62	\$0.00	\$3,900.62	\$6,721.22
	80710-5950-100	Seeds/Trees	\$7,895.00	\$2,025.00	\$0.00	\$2,025.00	\$9,920.00
	80710-5950-150	Seeds/Trees	\$1,650.00	\$0.00	\$0.00	\$0.00	\$1,650.00
	80730-5950-100	Small Tools	\$367.16	\$0.00	\$0.00	\$0.00	\$367.16
	80780-5950-600	Supplies	\$679.88	\$0.00	\$0.00	\$0.00	\$679.88
	80810-5950-600	Tournament Expense	\$48.02	\$300.00	\$0.00	\$300.00	\$348.02
	81010-5950-900	Alarm System	\$2,352.01	\$262.28	\$0.00	\$262.28	\$2,614.29
	81090-5950-200	Cart Repairs	\$140.50	\$21.25	\$0.00	\$21.25	\$161.75
	81130-5950-900	Computer Service	\$0.00	\$53.70	\$0.00	\$53.70	\$53.70
	81140-5950-900	Contract Cleaning	\$5,684.00	\$812.00	\$0.00	\$812.00	\$6,496.00
	81200-5950-900	Guest Relations	\$135.00	\$0.00	\$0.00	\$0.00	\$135.00
	81220-5950-600	Handicap Expense	\$3,880.50	\$0.00	\$0.00	\$0.00	\$3,880.50
	81250-5950-100	Irrigation	\$3,349.19	\$132.29	\$278.59	(\$146.30)	\$3,202.89
	81350-5950-100	Repair & Maint - Equipment	\$8,885.92	\$2,338.71	\$0.00	\$2,338.71	\$11,224.63
	81350-5950-220	Repair & Maint - Equipment	\$20.86	\$0.00	\$0.00	\$0.00	\$20.86
	81350-5950-900	Repair & Maint - Equipment	\$1,065.37	\$0.00	\$0.00	\$0.00	\$1,065.37
	81360-5950-600	Repair & Maint - Building	\$230.04	\$0.00	\$0.00	\$0.00	\$230.04
	81360-5950-900	Repair & Maint - Building	\$2,655.35	\$272.75	\$0.00	\$272.75	\$2,928.10
	82000-5950-200	Cart Lease	\$42,722.67	\$6,224.50	\$0.00	\$6,224.50	\$48,947.17
	82020-5950-100	Equipment Lease	\$38,338.52	\$5,355.67	\$0.00	\$5,355.67	\$43,694.19
	82060-5950-900	Off-Site Storage	\$1,232.00	\$176.00	\$0.00	\$176.00	\$1,408.00
	83000-5950-100	Utilities - Electric	\$1,443.41	\$210.14	\$0.00	\$210.14	\$1,653.55
	83000-5950-200	Utilities - Electric	\$6,531.04	\$1,005.90	\$0.00	\$1,005.90	\$7,536.94
	83020-5950-100	Utilities - Other	\$10,027.29	\$1,638.04	\$0.00	\$1,638.04	\$11,665.33
	83020-5950-900	Utilities - Other	\$13,277.31	\$1,974.48	\$0.00	\$1,974.48	\$15,251.79
	83030-5950-100	Utilities - Telephone/Fax	\$558.09	\$151.84	\$0.00	\$151.84	\$709.93
	83030-5950-900	Utilities - Telephone/Fax	\$1,505.42	\$306.21	\$300.00	\$6.21	\$1,511.63
	83050-5950-100	Utilities - Water	\$1,588.14	\$212.24	\$0.00	\$212.24	\$1,800.38
	84040-5950-950	Adv/Promo - Mktg/Bus Dev	\$9,348.46	\$1,807.62	\$0.00	\$1,807.62	\$11,156.08
	85020-5950-900	Bank Charges	\$3,996.52	\$271.59	\$0.00	\$271.59	\$4,268.11
	85050-5950-900	Cash Short/(Over)	(\$359.02)	\$218.30	\$472.70	(\$254.40)	(\$613.42)
	85060-5950-900	Cell Phone	\$1,300.00	\$200.00	\$0.00	\$200.00	\$1,500.00
	85070-5950-900	City Surcharge R & R	\$23,280.04	\$2,931.39	\$0.00	\$2,931.39	\$26,211.43
	85120-5950-900	Credit Card Discounts	\$14,919.63	\$2,529.51	\$0.00	\$2,529.51	\$17,449.14
	85140-5950-900	Donations	(\$140.00)	\$400.00	\$350.00	\$50.00	(\$90.00)
	85150-5950-900	Dues & Subscriptions	\$357.83	\$0.00	\$0.00	\$0.00	\$357.83
	85190-5950-900	Employee Relations	(\$1,278.91)	\$831.50	\$985.57	(\$154.07)	(\$1,432.98)

TRIAL BALANCE SUMMARY FOR 2018

The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance	
	85200-5950-100	Employee Testing	\$116.00	\$0.00	\$0.00	\$0.00	\$116.00	
	85280-5950-900	Insurance Expense	\$30,243.08	\$4,320.44	\$0.00	\$4,320.44	\$34,563.52	
	85320-5950-900	Member Relations	\$1,135.38	\$699.43	\$620.00	\$79.43	\$1,214.81	
	85330-5950-900	Messenger Service - Fedex	\$73.13	\$0.00	\$0.00	\$0.00	\$73.13	
	85340-5950-900	Miscellaneous	\$20.09	\$0.00	\$0.00	\$0.00	\$20.09	
	85390-5950-900	O/S - Accounting	\$9,690.34	\$0.00	\$0.00	\$0.00	\$9,690.34	
	85430-5950-100	O/S - Other	\$2,097.00	\$3,800.00	\$0.00	\$3,800.00	\$5,897.00	
	85480-5950-900	Payroll Processing Fee	\$3,408.37	\$862.68	\$450.00	\$412.68	\$3,821.05	
	85490-5950-900	Postage/Shipping	\$850.60	\$216.95	\$0.00	\$216.95	\$1,067.55	
	85610-5950-900	Tax/Licenses/Fees	(\$199.96)	\$0.00	\$30.00	(\$30.00)	(\$229.96)	
	85710-5950-900	Travel - Meals	\$2,173.82	\$438.09	\$0.00	\$438.09	\$2,611.91	
	85720-5950-100	Travel - Other	\$219.61	\$28.89	\$0.00	\$28.89	\$248.50	
	85720-5950-900	Travel - Other	\$2,332.15	\$428.72	\$0.00	\$428.72	\$2,760.87	
	85720-5950-950	Travel - Other	\$138.45	\$0.00	\$0.00	\$0.00	\$138.45	
	90000-5950-900	Management Fee	\$41,605.62	\$5,943.66	\$0.00	\$5,943.66	\$47,549.28	
	98020-5950-900	Deprec - Mach & Equip	\$161.84	\$23.12	\$0.00	\$23.12	\$184.96	
	98040-5950-900	Deprec - Buildings	\$506.87	\$72.41	\$0.00	\$72.41	\$579.28	
	RCMWD-5950-100	Rounds - Complimentary - Weekday	13,783.00	130.00	0.00	130.00	13,913.00	
	REMWD-5950-100	Rounds - Employee - Weekday	19,780.00	116.00	0.00	116.00	19,896.00	
	RMBWD-5950-100	Rounds - Member - Weekday	74,753.00	362.00	0.00	362.00	75,115.00	
	RPKWD-5950-100	Rounds - Peak - Weekday	398,483.00	3,037.00	0.00	3,037.00	401,520.00	
	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:			142	\$0.00	\$597,056.40	\$597,056.40	\$0.00	\$0.00



June 20th, 2019

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 May 2019 at Cypress Head Golf Club. These numbers reflect only the Golf portion for the month and year to date.

FINANCIAL SUMMARY FOR GOLF MONTH ENDING May 2019								
	Current				Year to Date			
	Actual	Budget	Variance vs. Budget		Actual	Budget	Prior Year	Variance vs. Budget
Revenue								
Green Fees	\$ 50,570	\$ 52,571	\$ (2,001)		\$ 516,644	\$ 544,395	\$ 508,794	\$ (27,751)
Cart Fees	\$ 34,650	\$ 40,087	\$ (5,437)		\$ 319,873	\$ 326,640	\$ 337,246	\$ (6,767)
Range	\$ 3,403	\$ 3,400	\$ 3		\$ 25,474	\$ 29,200	\$ 26,484	\$ (3,726)
Pro- Shop Revenues	\$ 6,388	\$ 5,970	\$ 418		\$ 59,458	\$ 60,261	\$ 59,824	\$ (803)
City Surcharge R/R	\$ 2,931	\$ 3,200	\$ (269)		\$ 26,683	\$ 28,700	\$ 27,378	\$ (2,017)
Total Revenue	\$ 97,942	\$ 105,228	\$ (7,286)		\$ 948,132	\$ 989,196	\$ 959,726	\$ (41,064)
Cost of Sales	\$ 1,640	\$ 3,300	\$ (1,660)	60%	\$ 30,614	\$ 29,880	\$ 30,592	\$ 734
Merchandise	\$ 1,640	\$ 3,300	\$ (1,660)		\$ 30,614	\$ 29,880	\$ 30,592	\$ 734
Gross Margin	\$ 96,302	\$ 101,928	\$ (5,626)		\$ 917,518	\$ 959,316	\$ 929,134	\$ (41,798)
Total Payroll	\$ 55,745	\$ 64,862	\$ (9,117)		\$ 425,058	\$ 510,425	\$ 412,853	\$ (85,367)
Total Operating Expenses	\$ 50,661	\$ 56,336	\$ (5,675)		\$ 366,223	\$ 401,170	\$ 353,863	\$ (34,947)
Net Operating Income	\$ (10,106)	\$ (19,273)	\$ 9,167		\$ 124,238	\$ 47,721	\$ 162,415	\$ 76,517
Other Expenses	\$ 6,040	\$ 5,979	\$ 61		\$ 48,313	\$ 47,832	\$ 47,380	\$ 481
Management Fee	\$ 5,944	\$ 5,884	\$ 60		\$ 47,549	\$ 47,072	\$ 46,616	\$ 477
Interest Expense	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 96	\$ 95	\$ 1		\$ 764	\$ 760	\$ 764	\$ 4
Net Cash From Ops	\$ (16,146)	\$ (25,252)	\$ 9,106		\$ 75,925	\$ (111)	\$ 115,035	\$ 76,036
Rounds								
Total Rounds	3,645	4,080	(435)		32,103	32,920	33,316	(817)
Paid Rounds	3,037	3,257	(220)		26,892	25,863	26,513	1,029
Avg. GF/CF Total rounds	\$23.38	\$22.71	\$ 0.67		\$26.06	\$26.46	\$25.39	\$ (0.40)
Avg. GF/CF Paid rounds	\$28.06	\$28.45	\$ (0.39)		\$31.11	\$33.68	\$31.91	\$ (2.57)
Avg. Merchandise/round	\$1.75	\$1.46	\$ 0.29		\$1.85	\$1.83	\$1.80	\$ 0.02

Overview:

- Overall golf revenues for May finished slightly lower than the projected budget for the month. Range & Pro Shop revenues were equal to the budget.
- Total payroll for the month was lower than the projected budgeted amount, for a savings of \$9,117.00. This was as a result of controlling labor costs during days when rounds were reduced.
- Our operating expenses finished lower to the budgeted amount.
- The month of May is the eighth month in our fiscal year 2018-2019. YTD revenues were lower than projected, the range was slightly lower & the Pro Shop revenues were equal to the amount budgeted. The payroll and operating expenses are both lower than the projected budgeted amounts.

Food & Beverage:

Our entire team continues to support Flagsticks restaurant and we continue to build a strong relationship with Kevin Hannah, the owner. Our Sales Director, Reggie Hunter continues to work with Kevin to promote the facility to all our guests by e-mail blasts, promotional advertising, along with posts on Facebook and Instagram.

R&R Projects:

- There were no projects for the month of May 2019.

Tee Sheet Activity:

- There were 3,645 total rounds for the month which included 3,037 paid rounds, 362 Annual with Cypress Pass member rounds and 246 other rounds. The round type for the month included 2,692 eighteen hole rounds and 853 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.

May 2019 and YTD rounds mix:

Type	Actual	Budget	Month- P.Y.	Y.T.D	P.Y-Y.T.D
Paid	3037	3257	2196	26892	26513
Annual	362	657	483	3417	5066
Other rounds	246	166	184	1794	1737
Total Rounds	3645	4080	2863	32103	33316

Departmental Summaries:

Course & Grounds/Range

- We performed an aerification of our greens and tee boxes during May which is designed to promote the health of the root system. The combination of fertilizers and necessary nutrients were added to the topdressing which helps promote a faster recovery of the putting surfaces. The combination of warmer weather, sunshine and adherence to the agronomic plans will produce a noticeable improvement in the putting surfaces for our players.

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 Antigua, Footjoy, Titleist, Callaway, Bridgestone, Nancy Lopez, Ahead merchandise and St Andrews products. There was \$534.00 in gift card sales purchased for the month with \$6,388.00 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. We are participating in a KemperSports initiative for Player development. This program includes complimentary lessons, junior summer camp programs, Golf get Ready programs and complimentary golf and range for all juniors.
- The MGA and the WGA are continuing their league play. We also host a weekly Homeowner's Nine & Dine event where the players enjoy nine holes of golf and return to the clubhouse for their dinner and cocktails. Our weekly seasonal golf leagues have been active.

Marketing and Sales:

- Ms. Reggie Hunter, our Director of Sales & Marketing, is booking tournament events for the 2019/20 season.
- Ms. Hunter continues to assist Mr. Hannah in his marketing efforts to promote Flagsticks restaurant at Cypress Head.
- 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 approximately 11,000 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, Daytona Beach Chamber, SEV Chamber and the POSD Rotary club.
- We continue to increase the visibility of Cypress Head Golf Course on the various social media platforms such as Facebook, twitter and Instagram.

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:

- Our entire team is dedicated to serving the needs of our community and continues in providing the best in class service for all of our guests throughout the season.
- In appreciation for all of our military, Cypress Head donated \$400.00 to the Folds of Honor foundation during our Memorial Day weekend promotion.
- Our tournament season continues and we are looking forward to the biggest event of the year, The Mayor's Tournament in June.
- Cypress Head will continue to promote our junior summer camp series to engage junior golfers in a fun but competitive learning experience where they get to play and meet new friends.

Respectfully Submitted,

Bob Duquette, PGA

General Manager
The Golf Club at Cypress Head

Matt Lindley

Regional Operating Executive
KemperSports Management

**The Golf Club at Cypress Head
Course Cash Flow Report
June 30, 2019**

	<u>June</u>	<u>YTD</u>
EBITDA	(\$18,260.03)	\$105,978.25
Management Fee Expense	(5,943.66)	(53,492.94)
Depreciation & Amortization	<u>(95.53)</u>	<u>(859.77)</u>
Net Income	(24,299.22)	51,625.54
Working Capital Changes		
Inventory	(1,542.03)	(6,257.28)
Receivables	(10,647.57)	94,519.38
Payables	(2,555.23)	9,003.96
Due to from the City	(226.51)	543.80
Prepays	4,231.08	19,690.28
Accrued Liabilities	3,282.12	(5,252.88)
Other Liabilities	(13,481.62)	(171,701.46)
Depreciation & Amortization	<u>95.53</u>	<u>859.77</u>
Operating Cash Flow	(45,143.45)	(6,968.89)
Investing Cash Flows	<u> </u>	<u> </u>
Financing Cash Flow	<u> </u>	<u> </u>
Net Cash Flows	<u>(45,143.45)</u>	<u>(6,968.89)</u>
Beginning Cash	184,049.51	145,874.95
Net Cash Flows	<u>(45,143.45)</u>	<u>(6,968.89)</u>
Ending Cash	<u>138,906.06</u>	<u>138,906.06</u>

The Golf Club at Cypress Head
For the Nine Months Ending June 30, 2019

	<u>06/30/19</u>	<u>09/30/18</u>	<u>06/30/18</u>
ASSETS			
CURRENT ASSETS:			
Cash			
Cash - Depository	112,456	113,142	142,526
Cash - Payroll	25,101	31,383	32,334
Cash - Manual Checks	850	850	850
Cash - Housebank & Other	500	500	595
Total Cash	<u>138,906</u>	<u>145,875</u>	<u>176,305</u>
Accounts Receivable			
A/R Member	<u>13,366</u>	<u>107,885</u>	<u>10,600</u>
Total Accounts Recievable	<u>13,366</u>	<u>107,885</u>	<u>10,600</u>
Other Current Assets			
Inventory - Merchandise	22,824	16,567	15,043
Prepaid Insurance	0	20,601	19,433
Prepaid Exp - Other	<u>11,880</u>	<u>10,969</u>	<u>7,816</u>
Total Other Current Assets	<u>34,704</u>	<u>48,137</u>	<u>42,292</u>
TOTAL CURRENT ASSETS	<u>186,976</u>	<u>301,897</u>	<u>229,197</u>
PROPERTY, PLANT AND EQUIPMENT:			
Buildings & Improvements	30,598	30,598	30,598
Machinery & Equipment	<u>5,550</u>	<u>5,550</u>	<u>5,550</u>
Property Plant and Equipment	36,148	36,148	36,148
Accumulated Depreciation	<u>(27,389)</u>	<u>(26,529)</u>	<u>(26,243)</u>
TOTAL PROPERTY, PLANT AND EQUIPMENT	<u>8,759</u>	<u>9,619</u>	<u>9,905</u>
TOTAL ASSETS	<u><u>195,735</u></u>	<u><u>311,516</u></u>	<u><u>239,102</u></u>

The Golf Club at Cypress Head
For the Nine Months Ending June 30, 2019

	<u>06/30/19</u>	<u>09/30/18</u>	<u>06/30/18</u>
LIABILITIES AND STOCKHOLDERS' EQUITY			
CURRENT LIABILITIES:			
Accts Pay - Trade	38,468	29,464	43,400
Accts Pay - Other	22,599	22,055	22,271
Accrued Expenses	3,153	480	5,187
Accrued Payroll	21,021	29,420	17,336
Accrued Taxes	3,949	3,477	3,574
Deferred Revenue	83,362	255,063	93,756
TOTAL CURRENT LIABILITIES	<u>172,551</u>	<u>339,958</u>	<u>185,523</u>
 TOTAL LIABILITIES	 <u>172,551</u>	 <u>339,958</u>	 <u>185,523</u>
 STOCKHOLDER'S EQUITY			
Retained Earnings	23,183	(28,442)	53,579
Net Retained Earnings	23,183	(28,442)	53,579
Stockholders Equity	23,183	(28,442)	53,579
TOTAL STOCKHOLDER'S EQUITY	<u>23,183</u>	<u>(28,442)</u>	<u>53,579</u>
 TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY	 <u>195,735</u>	 <u>311,516</u>	 <u>239,102</u>

The Golf Club at Cypress Head
Course Cash Flow Report
For the Year Ended June 30, 2019

	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	(7,009)	1,237	(1,126)	27,742	45,702	50,223	17,578	(10,108)	(18,260)	0	0	0	105,978
Management Fee Expense	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	(5,944)	0	0	0	(53,493)
Depreciation & Amortization	(96)	(96)	(96)	(96)	(96)	(96)	(96)	(96)	(96)	0	0	0	(860)
Net Income	(13,049)	(4,803)	(7,165)	21,702	39,663	44,184	11,539	(16,147)	(24,299)	0	0	0	51,626
Working Capital Changes													
Inventory	(1,972)	(2,275)	1,518	508	(6,555)	3,032	769	260	(1,542)	0	0	0	(6,257)
Receivables	103,675	3,367	514	(151)	(1,248)	(1,295)	2,167	(1,882)	(10,648)	0	0	0	94,519
Prepaid Expenses	4,583	4,583	(2,761)	11,811	(9,259)	(1,254)	4,300	3,378	4,231	0	0	0	19,690
Payables	(3,400)	(445)	(12,756)	6,152	28,315	(11,453)	16,121	(10,975)	(2,555)	0	0	0	9,004
Due to from the City	909	(12)	(135)	170	(3)	(314)	163	(7)	(227)	0	0	0	544
Accrued Expenses	6,055	(15,461)	3,650	7,260	1,545	3,744	2,604	(17,931)	3,282	0	0	0	(5,253)
Deferred Revenues	(62,311)	(5,093)	(13,297)	(15,438)	(14,657)	(14,274)	(14,145)	(19,005)	(13,482)	0	0	0	(171,701)
Depreciation & Amortization	96	96	96	96	96	96	96	96	96	0	0	0	860
Operating Cash Flow	34,586	(20,023)	(30,338)	32,110	37,896	22,465	23,692	(62,213)	(45,143)	0	0	0	(6,969)
Investing Activities													
Financing Activities													
Net Cash Flows	34,586	(20,023)	(30,338)	32,110	37,896	22,465	23,692	(62,213)	(45,143)	0	0	0	(6,969)
Beginning Cash	145,875	180,461	160,438	130,100	162,210	200,106	222,570	246,263	184,050	138,906	129,185	129,185	2,029,348
Net Cash Flows	34,586	(20,023)	(30,338)	32,110	37,896	22,465	23,692	(62,213)	(45,143)	0	0	0	(6,969)
Ending Cash	180,461	160,438	130,100	162,210	200,106	222,570	246,263	184,050	138,906	138,906	129,185	129,185	2,022,379

The Golf Club at Cypress Head
Summary of All Units
For the Nine Months Ending June 30, 2019

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												
39,419	42,596	93%	37,549	105%	Green Fees	556,063	586,991	95%	546,343	102%	714,205	671,828
28,652	37,925	76%	28,448	101%	Cart Fee	348,524	364,566	96%	365,694	95%	479,252	432,179
20	20	100%	0	0%	Handicap Fee	4,245	4,220	101%	4,129	103%	4,280	4,285
1,899	250	758%	2,063	92%	Lessons	5,679	4,111	138%	5,568	102%	4,861	7,492
210	200	105%	240	88%	Rental Clubs	2,560	2,600	98%	2,600	98%	3,200	3,420
4,395	4,400	100%	5,150	85%	Retail	53,488	54,200	99%	54,981	97%	66,700	67,413
2,185	3,300	66%	2,120	103%	Range	27,659	32,500	85%	28,603	97%	41,000	33,942
0	0	0%	0	0%	Food & Beverage	0	0	0%	63,318	0%	0	0
0	0	0%	0	0%	Beer	0	0	0%	34,326	0%	0	0
0	0	0%	0	0%	Liquor	0	0	0%	19,723	0%	0	0
0	0	0%	0	0%	Wine	0	0	0%	3,896	0%	0	0
0	0	0%	0	0%	F&B Other	0	0	0%	191	0%	0	0
2,523	2,600	97%	2,451	103%	City Surcharge R & R	28,735	31,300	92%	29,829	96%	39,300	35,720
0	0	0%	0	0%	Miscellaneous G&A	472	0	0%	0	0%	0	472
79,293	91,291	87%	78,021	102%	Total Revenues	1,027,425	1,080,488	95%	1,159,202	89%	1,352,798	1,256,751
COST OF GOODS SOLD												
2,552	2,640	97%	2,699	95%	COGS - Merchandise	33,166	32,520	102%	33,291	100%	40,020	41,148
0	0	0%	0	0%	COGS - Food & Beverage	0	0	0%	29,560	0%	0	0
0	0	0%	0	0%	COGS - Beer	0	0	0%	17,668	0%	0	0
0	0	0%	0	0%	COGS - Liquor	0	0	0%	6,636	0%	0	0
0	0	0%	0	0%	COGS - Wine	0	0	0%	1,707	0%	0	0
2,552	2,640	97%	2,699	95%	Total COGS	33,166	32,520	102%	88,864	37%	40,020	41,148
76,741	88,651	87%	75,322	102%	GROSS MARGIN	994,260	1,047,968	95%	1,070,338	93%	1,312,778	1,215,604
58.07%	60.00%	96.79%	52.40%	110.82%	COGS - Merchandise %	62.01%	60.00%	103.34%	60.55%	102.40%	60.00%	716.08%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Food & Beverage %	0.00%	0.00%	0.00%	46.68%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Beer %	0.00%	0.00%	0.00%	51.47%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Liquor %	0.00%	0.00%	0.00%	33.65%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Wine %	0.00%	0.00%	0.00%	43.82%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - All Food & Bev	0.00%	0.00%	0.00%	45.83%	0.00%	0.00%	0.00%
PAYROLL												
18,445	18,965	97%	17,844	103%	Gross Payroll - Salaried	169,264	170,301	99%	156,312	108%	227,198	227,630
0	0	0%	0	0%	Gross Kitchen Payroll - Salaried	0	0	0%	33,256	0%	0	0
23,940	33,337	72%	23,783	101%	Gross Payroll - Hourly	223,963	303,299	74%	226,334	99%	405,532	296,946
0	0	0%	0	0%	Gross Kitchen Payroll - Hourly	0	0	0%	34,550	0%	0	0
42,385	52,302	81%	41,626	102%	S/T Wages	393,227	473,600	83%	450,452	87%	632,730	524,576
3,062	4,001	77%	3,017	102%	Payroll Tax - FICA	28,296	36,231	78%	32,621	87%	48,404	37,367
175	415	42%	185	94%	Payroll Tax - UC	2,087	4,313	48%	3,108	67%	5,240	2,492
693	1,024	68%	1,067	65%	Payroll Tax - WC	6,862	9,030	76%	8,661	79%	12,146	8,836
5,014	5,817	86%	4,246	118%	Benefits	45,914	50,811	90%	50,120	92%	68,264	59,452
8,944	11,258	79%	8,515	105%	S/T Adders	83,160	100,385	83%	94,510	88%	134,054	108,147
51,329	63,560	81%	50,141	102%	TOTAL PAYROLL	476,387	573,985	83%	544,962	87%	766,784	632,723
OPERATING EXPENSES												
0	0	0%	0	0%	Bar Supplies	0	0	0%	144	0%	0	0
0	200	0%	117	0%	Cart Supplies	921	1,405	66%	944	98%	2,005	1,461
110	300	37%	617	18%	Chemicals	1,544	4,050	38%	4,523	34%	5,350	1,872
46	400	11%	134	34%	Course Accessories	1,608	1,180	136%	636	253%	1,805	3,722
0	0	0%	0	0%	Dining Room Supplies	0	0	0%	0,027	0%	0	0
3,434	5,300	65%	3,098	111%	Fertilizer	23,443	25,000	94%	20,138	116%	32,900	25,130
0	0	0%	59	0%	Flowers/Decor	0	100	0%	59	0%	750	0
1,557	1,400	111%	(489)	-319%	Fuel	7,981	10,800	74%	7,276	110%	14,400	11,323
0	1,000	0%	0	0%	Fungicides	725	2,200	33%	1,001	72%	4,450	1,175
237	3,500	7%	1,815	13%	Herbicides	9,145	15,450	59%	12,601	73%	23,200	16,701
0	2,500	0%	1,588	0%	Insecticides	9,621	16,205	59%	6,008	160%	19,805	18,050
440	400	110%	542	81%	Janitorial Supplies	4,387	4,100	107%	4,630	95%	5,300	5,529
0	0	0%	0	0%	Kitchen Supplies	0	0	0%	974	0%	0	0
0	0	0%	0	0%	Laundry/Linens	0	0	0%	1,465	0%	0	0
0	0	0%	451	0%	Laundry/Uniforms	617	780	79%	1,663	37%	1,780	669
224	300	75%	492	46%	Office Supplies	3,175	4,265	74%	4,882	65%	5,177	3,913
0	0	0%	0	0%	Range Balls	2,650	2,900	91%	2,650	100%	2,900	2,650
0	100	0%	0	0%	Range Equipment	1,773	785	226%	511	347%	1,085	2,624
0	0	0%	0	0%	Range Expenses	0	0	0%	439	0%	0	0
0	1,100	0%	2,197	0%	Sand/Topdress	6,721	8,600	78%	5,743	117%	14,300	8,110
600	0	0%	0	0%	Seeds/Trees	12,170	4,400	277%	1,530	795%	4,400	13,820
0	0	0%	0	0%	Small Tools	367	950	39%	221	166%	1,050	435
0	400	0%	0	0%	Staff/Volunteer Uniforms	0	700	0%	0	0%	850	0
206	75	274%	(59)	-349%	Supplies	886	850	104%	1,634	54%	1,075	886
114	80	143%	(148)	-77%	Tournament Expense	462	720	64%	(105)	-439%	960	758
262	200	131%	79	332%	Alarm System	2,877	1,085	265%	1,046	275%	1,490	3,606

The Golf Club at Cypress Head
Summary of All Units
For the Nine Months Ending June 30, 2019

MTD	MTD	% of	MTD	% of		YTD	YTD	% of	YTD	% of	Annual	
Actual	Budget	Budget	Prior Year	PY		Actual	Budget	Budget	Prior Year	PY	Budget	
0	0	0%	0	0%	Carpet Cleaning	0	550	0%	0	0%	550	0
86	100	86%	0	0%	Cart Repairs	248	900	28%	640	39%	1,200	248
124	250	49%	42	29%	Computer Service	177	1,650	11%	1,144	15%	2,400	261
812	812	100%	812	100%	Contract Cleaning	7,308	7,308	100%	7,361	99%	9,744	9,744
0	0	0%	0	0%	Guest Relations	135	60	225%	64	211%	60	135
0	0	0%	0	0%	Handicap Expense	3,681	4,000	97%	3,705	105%	4,225	4,332
0	0	0%	0	0%	Indoor Plant Maint	0	100	0%	0	0%	100	0
0	250	0%	0	0%	Irrigation	3,203	4,780	67%	6,203	52%	6,680	4,082
19	75	26%	180	11%	Lesson Expense	19	375	5%	180	11%	450	126
0	0	0%	0	0%	Pest Control	0	0	0%	375	0%	0	0
1,169	1,130	103%	658	178%	Repair & Maint - Equipment	13,480	16,760	80%	15,643	86%	22,950	19,305
243	400	61%	143	170%	Repair & Maint - Building	3,401	2,800	121%	2,890	118%	3,700	4,130
6,225	5,136	121%	5,356	116%	Cart Lease	55,172	46,220	119%	48,201	114%	61,627	71,239
5,356	6,445	83%	5,316	101%	Equipment Lease	49,050	58,001	85%	48,754	101%	77,335	64,998
176	175	101%	186	95%	Off-Site Storage	1,584	1,575	101%	1,538	103%	2,100	2,122
1,190	1,100	108%	1,092	109%	Utilities - Electric	10,381	10,780	96%	10,615	98%	14,030	13,865
0	0	0%	0	0%	Utilities - Gas	0	0	0%	4,390	0%	0	0
4,840	3,800	127%	3,490	139%	Utilities - Other	31,757	29,760	107%	30,142	105%	40,860	41,270
302	250	121%	263	115%	Utilities - Telephone/Fax	2,523	2,250	112%	1,846	137%	3,000	3,488
204	200	102%	196	104%	Utilities - Water	2,005	2,100	95%	2,044	98%	2,800	2,594
3,049	4,150	73%	319	956%	Advertising & Promotion	14,205	19,500	73%	12,739	112%	24,000	19,487
316	300	105%	396	80%	Bank Charges	4,584	3,625	126%	4,279	107%	4,525	5,748
(2)	0	0%	(5)	44%	Cash Short/(Over)	(616)	0	0%	(2,035)	30%	0	(809)
200	200	100%	200	100%	Cell Phone	1,700	1,800	94%	1,742	98%	2,400	2,300
2,523	2,600	97%	2,451	103%	City Surcharge R & R	28,735	31,300	92%	29,829	96%	39,300	35,720
0	0	0%	0	0%	Copier/Photocopies	0	175	0%	0	0%	175	0
1,550	3,000	52%	1,186	131%	Credit Card Discounts	19,000	23,600	81%	22,854	83%	29,300	22,496
(10)	0	0%	64	-16%	Donations	(100)	300	-33%	543	-18%	300	207
536	600	89%	539	99%	Dues & Subscriptions	894	1,060	84%	739	121%	1,160	894
0	0	0%	0	0%	Education & Training	0	200	0%	0	0%	200	45
245	200	123%	25	991%	Employee Relations	(1,188)	1,575	-75%	1,129	-105%	1,945	(972)
40	30	132%	0	0%	Employee Testing	156	270	58%	93	166%	360	185
4,320	4,471	97%	4,344	99%	Insurance Expense	38,884	40,239	97%	39,075	100%	53,652	51,800
0	40	0%	0	0%	Member Relations	1,215	360	337%	0	0%	480	1,215
0	30	0%	0	0%	Messenger Service - Fedex	73	270	27%	225	32%	360	124
0	0	0%	0	0%	Miscellaneous	20	0	0%	(57)	-36%	0	20
0	0	0%	0	0%	O/S - Accounting	9,690	12,360	78%	12,000	81%	12,360	12,690
0	0	0%	0	0%	O/S - Legal	0	700	0%	720	0%	780	0
1,890	0	0%	0	0%	O/S - Other	7,787	5,900	132%	3,800	205%	7,900	10,537
911	500	182%	1,043	87%	Payroll Processing Fee	4,732	4,950	96%	5,425	87%	6,450	5,247
62	100	62%	123	51%	Postage/Shipping	1,130	890	127%	909	124%	1,340	1,643
(30)	0	0%	(30)	100%	Tax/Licenses/Fees	(260)	0	0%	(270)	96%	0	(275)
0	0	0%	0	0%	Theft Loss	0	0	0%	82	0%	0	0
37	0	0%	0	0%	Travel - Meals	2,649	0	0%	1,998	133%	0	2,689
59	1,150	5%	621	9%	Travel - Other	3,206	10,350	31%	4,940	65%	13,800	5,737
0	0	0%	2,100	0%	Website Expenses	0	0	0%	2,100	0%	0	0
0	0	0%	0	0%	Employee Meals	0	0	0%	113	0%	0	56
<u>43,672</u>	<u>54,748</u>	<u>80%</u>	<u>41,603</u>	<u>105%</u>	TOTAL OPERATING EXPENSES	<u>411,894</u>	<u>455,919</u>	<u>90%</u>	<u>413,350</u>	<u>100%</u>	<u>599,630</u>	<u>541,156</u>
<u>(18,260)</u>	<u>(29,657)</u>	<u>62%</u>	<u>(16,423)</u>	<u>111%</u>	EBITDA	<u>105,978</u>	<u>18,064</u>	<u>587%</u>	<u>112,026</u>	<u>95%</u>	<u>(53,636)</u>	<u>41,725</u>
<u>5,944</u>	<u>5,884</u>	<u>101%</u>	<u>5,827</u>	<u>102%</u>	Management Fee	<u>53,493</u>	<u>52,956</u>	<u>101%</u>	<u>57,586</u>	<u>93%</u>	<u>70,608</u>	<u>70,974</u>
<u>5,944</u>	<u>5,884</u>	<u>101%</u>	<u>5,827</u>	<u>102%</u>	Management Fees	<u>53,493</u>	<u>52,956</u>	<u>101%</u>	<u>57,586</u>	<u>93%</u>	<u>70,608</u>	<u>70,974</u>
<u>23</u>	<u>23</u>	<u>101%</u>	<u>23</u>	<u>100%</u>	Deprec - Mach & Equip	<u>208</u>	<u>207</u>	<u>101%</u>	<u>208</u>	<u>100%</u>	<u>276</u>	<u>278</u>
<u>72</u>	<u>72</u>	<u>101%</u>	<u>72</u>	<u>100%</u>	Deprec - Buildings	<u>652</u>	<u>648</u>	<u>101%</u>	<u>652</u>	<u>100%</u>	<u>864</u>	<u>869</u>
<u>96</u>	<u>95</u>	<u>101%</u>	<u>96</u>	<u>100%</u>	S/T DEPR. & AMORT	<u>860</u>	<u>855</u>	<u>101%</u>	<u>860</u>	<u>100%</u>	<u>1,140</u>	<u>1,146</u>
<u>(24,299)</u>	<u>(35,636)</u>	<u>68%</u>	<u>(22,345)</u>	<u>109%</u>	NET INCOME	<u>51,626</u>	<u>(35,747)</u>	<u>-144%</u>	<u>53,581</u>	<u>96%</u>	<u>(125,384)</u>	<u>(30,396)</u>

The Golf Club at Cypress Head
Course & Grounds
For the Nine Months Ending June 30, 2019

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												
39,419	42,596	93%	37,549	105%	Green Fees	556,063	586,991	95%	546,343	102%	714,205	671,828
2,523	2,600	97%	2,451	103%	City Surcharge R & R	28,735	31,300	92%	29,829	96%	39,300	35,720
41,943	45,196	93%	40,000	105%	Total Revenues	584,798	618,291	95%	576,172	101%	753,505	707,549
41,943	45,196	93%	40,000	105%	GROSS MARGIN	584,798	618,291	95%	576,172	101%	753,505	707,549
PAYROLL												
7,088	7,303	97%	6,978	102%	Gross Payroll - Salaried	64,365	65,343	99%	54,475	118%	87,253	86,914
11,401	20,715	55%	11,049	103%	Gross Payroll - Hourly	116,017	188,510	62%	123,597	94%	252,038	153,420
18,489	28,019	66%	18,027	103%	S/T Wages	180,381	253,854	71%	178,072	101%	339,291	240,334
1,297	2,143	60%	1,252	104%	Payroll Tax - FICA	12,680	19,420	65%	12,528	101%	25,956	16,655
39	209	19%	43	91%	Payroll Tax - UC	869	2,176	40%	1,113	78%	2,570	915
315	549	57%	538	59%	Payroll Tax - WC	3,098	4,840	64%	3,454	90%	6,513	3,944
2,499	3,109	80%	2,086	120%	Benefits	22,796	27,142	84%	19,735	116%	36,468	29,486
4,150	6,010	69%	3,920	106%	S/T Adders	39,443	53,578	74%	36,830	107%	71,507	51,001
22,639	34,029	67%	21,947	103%	TOTAL PAYROLL	219,824	307,431	72%	214,902	102%	410,798	291,335
OPERATING EXPENSES												
110	300	37%	617	18%	Chemicals	1,544	4,050	38%	4,523	34%	5,350	1,872
45	400	11%	134	34%	Course Accessories	1,609	1,180	136%	636	253%	1,805	3,722
3,434	5,300	65%	3,098	111%	Fertilizer	23,443	25,000	94%	20,138	116%	32,900	25,130
0	0	0%	59	0%	Flowers/Decor	0	100	0%	59	0%	750	0
1,557	1,400	111%	(489)	-319%	Fuel	7,981	10,800	74%	7,276	110%	14,400	11,323
0	1,000	0%	0	0%	Fungicides	725	2,200	33%	1,001	72%	4,450	1,175
237	3,500	7%	1,815	13%	Herbicides	9,145	15,450	59%	12,601	73%	23,200	16,701
0	2,500	0%	1,588	0%	Insecticides	9,621	16,205	59%	6,008	160%	19,805	18,050
0	1,100	0%	2,197	0%	Sand/Topdress	6,721	8,600	78%	5,743	117%	14,300	8,110
600	0	0%	0	0%	Seeds/Trees	10,520	4,400	239%	1,530	688%	4,400	12,170
0	0	0%	0	0%	Small Tools	367	950	39%	221	166%	1,050	435
0	400	0%	0	0%	Staff/Volunteer Uniforms	0	700	0%	0	0%	850	0
0	250	0%	0	0%	Irrigation	3,203	4,780	67%	6,203	52%	6,680	4,082
757	1,000	76%	658	115%	Repair & Maint - Equipment	11,981	15,600	77%	14,858	81%	20,800	17,807
0	100	0%	0	0%	Repair & Maint - Building	0	400	0%	221	0%	700	97
5,356	6,445	83%	5,316	101%	Equipment Lease	49,050	58,000	85%	47,845	103%	77,335	64,998
258	200	129%	277	93%	Utilities - Electric	1,912	1,830	104%	2,011	95%	2,730	2,807
2,518	1,500	168%	1,252	201%	Utilities - Other	14,183	11,460	124%	12,707	112%	15,660	17,337
0	100	0%	119	0%	Utilities - Telephone/Fax	710	900	79%	866	82%	1,200	1,086
204	200	102%	196	104%	Utilities - Water	2,005	2,100	95%	2,044	98%	2,800	2,594
80	0	0%	0	0%	Employee Relations	80	100	80%	0	0%	200	80
40	30	132%	0	0%	Employee Testing	156	270	58%	93	166%	360	185
1,890	0	0%	0	0%	O/S - Other	7,787	5,900	132%	3,800	205%	7,900	10,537
59	50	117%	0	0%	Travel - Other	307	450	68%	83	369%	600	342
17,144	25,775	67%	16,837	102%	TOTAL OPERATING EXPENSES	163,050	191,426	85%	150,467	108%	260,225	220,641
2,160	(14,608)	-15%	1,216	178%	EBITDA	201,924	119,433	169%	210,803	96%	82,482	195,573
2,160	(14,608)	-15%	1,216	178%	NET INCOME	201,924	119,433	169%	210,803	96%	82,482	195,573

The Golf Club at Cypress Head
Maintenance
For the Nine Months Ending June 30, 2019

<u>MTD</u> <u>Actual</u>	<u>MTD</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>	<u>MTD</u> <u>Prior Year</u>	<u>% of</u> <u>PY</u>		<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>	<u>YTD</u> <u>Prior Year</u>	<u>% of</u> <u>PY</u>	<u>Annual</u> <u>Budget</u>	
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	OPERATING EXPENSES	<u>1,650</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>1,650</u>
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	Seeds/Trees	<u>1,650</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>1,650</u>
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	TOTAL OPERATING EXPENSES	<u>1,650</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>1,650</u>
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	EBITDA	<u>(1,650)</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>(1,650)</u>
<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	NET INCOME	<u>(1,650)</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>(1,650)</u>

The Golf Club at Cypress Head
Carts
For the Nine Months Ending June 30, 2019

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
28,652	37,925	76%	28,448	101%	REVENUES							
28,652	37,925	76%	28,448	101%	Cart Fee	348,524	364,566	96%	365,694	95%	479,252	432,179
28,652	37,925	76%	28,448	101%	Total Revenues	348,524	364,566	96%	365,694	95%	479,252	432,179
28,652	37,925	76%	28,448	101%	GROSS MARGIN	348,524	364,566	96%	365,694	95%	479,252	432,179
6,400	7,071	91%	5,686	113%	PAYROLL							
6,400	7,071	91%	5,686	113%	Gross Payroll - Hourly	61,941	64,350	96%	59,604	104%	86,036	79,929
					S/T Wages	61,941	64,350	96%	59,604	104%	86,036	79,929
524	541	97%	468	112%	Payroll Tax - FICA	4,937	4,923	100%	4,742	104%	6,582	6,301
77	109	70%	69	111%	Payroll Tax - UC	670	914	73%	723	93%	1,248	895
101	138	73%	156	65%	Payroll Tax - WC	1,094	1,227	89%	1,129	97%	1,652	1,373
14	9	163%	(10)	-140%	Benefits	71	80	88%	60	118%	108	116
716	797	90%	683	105%	S/T Adders	6,772	7,144	95%	6,654	102%	9,589	8,685
7,116	7,869	90%	6,369	112%	TOTAL PAYROLL	68,713	71,494	96%	66,258	104%	95,625	88,614
0	200	0%	117	0%	OPERATING EXPENSES							
17	0	0%	0	0%	Cart Supplies	921	1,405	66%	944	98%	2,005	1,461
86	100	86%	0	0%	Supplies	17	0	0%	0	0%	0	17
6,225	5,136	121%	5,356	116%	Cart Repairs	248	900	28%	640	39%	1,200	248
932	900	104%	815	114%	Cart Lease	55,172	46,220	119%	48,201	114%	61,627	71,239
7,260	6,336	115%	6,288	115%	Utilities - Electric	8,469	8,950	95%	8,604	98%	11,300	11,057
14,275	23,721	60%	15,791	90%	TOTAL OPERATING EXPENSES	64,827	57,475	113%	58,390	111%	76,132	84,022
14,275	23,721	60%	15,791	90%	EBITDA	214,984	235,596	91%	241,045	89%	307,495	259,542
14,275	23,721	60%	15,791	90%	NET INCOME	214,984	235,596	91%	241,045	89%	307,495	259,542

The Golf Club at Cypress Head
Range
For the Nine Months Ending June 30, 2019

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
2,185	3,300	66%	2,120	103%	REVENUES	27,659	32,500	85%	28,603	97%	41,000	33,942
2,185	3,300	66%	2,120	103%	Range	27,659	32,500	85%	28,603	97%	41,000	33,942
2,185	3,300	66%	2,120	103%	Total Revenues	27,659	32,500	85%	28,603	97%	41,000	33,942
					GROSS MARGIN	27,659	32,500	85%	28,603	97%	41,000	33,942
					OPERATING EXPENSES							
0	0	0%	0	0%	Range Balls	2,650	2,900	91%	2,650	100%	2,900	2,650
0	100	0%	0	0%	Range Equipment	1,773	785	226%	511	347%	1,085	2,624
0	0	0%	0	0%	Range Expenses	0	0	0%	439	0%	0	0
0	0	0%	0	0%	Repair & Maint - Equipment	21	0	0%	0	0%	300	21
0	100	0%	0	0%	TOTAL OPERATING EXPENSES	4,444	3,685	121%	3,601	123%	4,285	5,295
2,185	3,200	68%	2,120	103%	EBITDA	23,215	28,815	81%	25,003	93%	36,715	28,646
2,185	3,200	68%	2,120	103%	NET INCOME	23,215	28,815	81%	25,003	93%	36,715	28,646

The Golf Club at Cypress Head
F & B Cafe
For the Nine Months Ending June 30, 2019

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%	Food & Beverage	0	0	0%	63,318	0%	0	0
0	0	0%	0	0%	Beer	0	0	0%	34,326	0%	0	0
0	0	0%	0	0%	Liquor	0	0	0%	19,723	0%	0	0
0	0	0%	0	0%	Wine	0	0	0%	3,896	0%	0	0
0	0	0%	0	0%	F&B Other	0	0	0%	191	0%	0	0
0	0	0%	0	0%	Total Revenues	0	0	0%	121,455	0%	0	0
COST OF GOODS SOLD												
0	0	0%	0	0%	COGS - Food & Beverage	0	0	0%	29,560	0%	0	0
0	0	0%	0	0%	COGS - Beer	0	0	0%	17,668	0%	0	0
0	0	0%	0	0%	COGS - Liquor	0	0	0%	6,638	0%	0	0
0	0	0%	0	0%	COGS - Wine	0	0	0%	1,707	0%	0	0
0	0	0%	0	0%	Total COGS	0	0	0%	55,573	0%	0	0
0	0	0%	0	0%	GROSS MARGIN	0	0	0%	65,882	0%	0	0
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Food & Beverage %	0.00%	0.00%	0.00%	46.68%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Beer %	0.00%	0.00%	0.00%	51.47%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Liquor %	0.00%	0.00%	0.00%	33.65%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Wine %	0.00%	0.00%	0.00%	43.82%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - All Food & Bev	0.00%	0.00%	0.00%	45.83%	0.00%	0.00%	0.00%
PAYROLL												
0	0	0%	0	0%	Gross Kitchen Payroll - Salaried	0	0	0%	33,256	0%	0	0
0	0	0%	0	0%	Gross Kitchen Payroll - Hourly	0	0	0%	34,550	0%	0	0
0	0	0%	0	0%	S/T Wages	0	0	0%	67,806	0%	0	0
0	0	0%	0	0%	Payroll Tax - FICA	0	0	0%	5,177	0%	0	0
0	0	0%	0	0%	Payroll Tax - UC	0	0	0%	613	0%	0	0
0	0	0%	0	0%	Payroll Tax - WC	0	0	0%	1,413	0%	0	0
0	0	0%	0	0%	Benefits	0	0	0%	6,959	0%	0	0
0	0	0%	0	0%	S/T Adders	0	0	0%	14,161	0%	0	0
0	0	0%	0	0%	TOTAL PAYROLL	0	0	0%	81,967	0%	0	0
OPERATING EXPENSES												
0	0	0%	0	0%	Bar Supplies	0	0	0%	144	0%	0	0
0	0	0%	0	0%	Dining Room Supplies	0	0	0%	4,027	0%	0	0
0	0	0%	0	0%	Kitchen Supplies	0	0	0%	974	0%	0	0
0	0	0%	0	0%	Laundry/Linens	0	0	0%	1,465	0%	0	0
0	0	0%	0	0%	Office Supplies	0	0	0%	316	0%	0	0
0	0	0%	0	0%	Contract Cleaning	0	0	0%	4,925	0%	0	0
0	0	0%	0	0%	Repair & Maint - Equipment	0	0	0%	650	0%	0	0
0	0	0%	0	0%	Equipment Lease	0	0	0%	910	0%	0	0
0	0	0%	0	0%	Utilities - Gas	0	0	0%	4,390	0%	0	0
0	0	0%	0	0%	Theft Loss	0	0	0%	82	0%	0	0
0	0	0%	0	0%	TOTAL OPERATING EXPENSES	0	0	0%	17,884	0%	0	0
0	0	0%	0	0%	EBITDA	0	0	0%	(33,969)	0%	0	0
0	0	0%	0	0%	Management Fee	0	0	0%	5,142	0%	0	0
0	0	0%	0	0%	Management Fees	0	0	0%	5,142	0%	0	0
0	0	0%	0	0%	NET INCOME	0	0	0%	(39,110)	0%	0	0

The Golf Club at Cypress Head
Golf Shop
For the Nine Months Ending June 30, 2019

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												
20	20	100%	0	0%	Handicap Fee	4,245	4,220	101%	4,129	103%	4,280	4,285
1,889	250	756%	2,063	92%	Lessons	5,679	4,111	138%	5,568	102%	4,861	7,492
210	200	105%	240	88%	Rental Clubs	2,560	2,600	98%	2,600	98%	3,200	3,420
4,395	4,400	100%	5,150	85%	Retail	53,488	54,200	99%	54,981	97%	66,700	67,413
6,514	4,870	134%	7,453	87%	Total Revenues	65,972	65,131	101%	67,278	98%	79,041	82,610
COST OF GOODS SOLD												
2,552	2,640	97%	2,699	95%	COGS - Merchandise	33,166	32,520	102%	33,291	100%	40,020	41,148
2,552	2,640	97%	2,699	95%	Total COGS	33,166	32,520	102%	33,291	100%	40,020	41,148
3,962	2,230	178%	4,754	83%	GROSS MARGIN	32,806	32,611	101%	33,987	97%	39,021	41,462
58.07%	60.00%	96.79%	52.40%	110.82%	COGS - Merchandise %	62.01%	60.00%	103.34%	60.55%	102.40%	60.00%	716.08%
PAYROLL												
5,360	4,521	119%	6,361	84%	Gross Payroll - Hourly	38,601	41,145	94%	36,276	106%	55,011	53,976
5,360	4,521	119%	6,361	84%	S/T Wages	38,601	41,145	94%	36,276	106%	55,011	53,976
413	346	120%	498	83%	Payroll Tax - FICA	3,002	3,148	95%	2,822	106%	4,208	4,158
50	58	87%	66	77%	Payroll Tax - UC	309	501	62%	385	80%	641	414
82	89	92%	99	83%	Payroll Tax - WC	681	785	87%	634	107%	1,056	924
546	493	111%	663	82%	S/T Adders	3,992	4,433	90%	3,841	104%	5,905	5,497
5,905	5,014	118%	7,024	84%	TOTAL PAYROLL	42,593	45,578	93%	40,117	106%	60,916	59,473
OPERATING EXPENSES												
0	50	0%	0	0%	Office Supplies	219	190	115%	92	239%	190	219
189	75	252%	(59)	-320%	Supplies	869	850	102%	1,634	53%	1,075	869
114	80	143%	(148)	-77%	Tournament Expense	462	720	64%	(105)	-439%	960	758
0	0	0%	0	0%	Handicap Expense	3,881	4,000	97%	3,705	105%	4,225	4,332
19	75	26%	180	11%	Lesson Expense	19	375	5%	180	11%	450	126
0	0	0%	0	0%	Repair & Maint - Building	230	0	0%	0	0%	0	230
322	280	115%	(27)	-1183%	TOTAL OPERATING EXPENSES	5,680	6,135	93%	5,506	103%	6,900	6,533
(2,266)	(3,064)	74%	(2,242)	101%	EBITDA	(15,466)	(19,102)	81%	(11,635)	133%	(28,795)	(24,544)
(2,266)	(3,064)	74%	(2,242)	101%	NET INCOME	(15,466)	(19,102)	81%	(11,635)	133%	(28,795)	(24,544)

The Golf Club at Cypress Head
G & A
For the Nine Months Ending June 30, 2019

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%	Miscellaneous G&A	472	0	0%	0	0%	0	472
0	0	0%	0	0%	Total Revenues	472	0	0%	0	0%	0	472
0	0	0%	0	0%	GROSS MARGIN	472	0	0%	0	0%	0	472
PAYROLL												
7,721	8,260	93%	7,646	101%	Gross Payroll - Salaried	72,173	74,340	97%	70,114	103%	99,120	97,878
779	1,029	76%	687	113%	Gross Payroll - Hourly	7,405	9,294	80%	6,857	108%	12,448	9,620
8,500	9,289	92%	8,333	102%	S/T Wages	79,577	83,634	95%	76,971	103%	111,568	107,498
606	711	85%	566	107%	Payroll Tax - FICA	5,372	6,398	84%	5,073	106%	8,535	7,255
8	35	24%	8	110%	Payroll Tax - UC	153	513	30%	187	82%	562	183
145	182	80%	217	67%	Payroll Tax - WC	1,423	1,594	89%	1,462	97%	2,141	1,871
2,025	2,181	93%	1,784	114%	Benefits	18,649	19,047	98%	19,273	97%	25,588	24,159
2,785	3,108	90%	2,575	108%	S/T Adders	25,598	27,552	93%	25,995	98%	36,826	33,468
11,285	12,396	91%	10,908	103%	TOTAL PAYROLL	105,176	111,186	95%	102,966	102%	148,394	140,966
OPERATING EXPENSES												
440	400	110%	542	81%	Janitorial Supplies	4,387	4,100	107%	4,630	95%	5,300	5,529
0	0	0%	451	0%	Laundry/Uniforms	617	780	79%	1,663	37%	1,780	669
224	250	90%	492	46%	Office Supplies	2,956	4,075	73%	4,474	66%	4,987	3,694
262	200	131%	79	332%	Alarm System	2,877	1,085	265%	1,046	275%	1,490	3,606
0	0	0%	0	0%	Carpet Cleaning	0	550	0%	0	0%	550	0
124	250	49%	42	296%	Computer Service	177	1,650	11%	1,144	15%	2,400	261
812	812	100%	812	100%	Contract Cleaning	7,308	7,308	100%	2,436	300%	9,744	9,744
0	0	0%	0	0%	Guest Relations	135	60	225%	64	211%	60	135
0	0	0%	0	0%	Indoor Plant Maint	0	100	0%	0	0%	100	0
0	0	0%	0	0%	Pest Control	0	0	0%	375	0%	0	0
412	130	317%	0	0%	Repair & Maint - Equipment	1,477	1,160	127%	135	1094%	1,850	1,477
243	300	81%	143	170%	Repair & Maint - Building	3,171	2,400	132%	2,669	119%	3,000	3,803
176	175	101%	186	95%	Off-Site Storage	1,584	1,575	101%	1,538	103%	2,100	2,122
2,322	2,300	101%	2,238	104%	Utilities - Other	17,574	18,300	96%	17,435	101%	25,200	23,933
302	150	201%	145	208%	Utilities - Telephone/Fax	1,813	1,350	134%	980	185%	1,800	2,401
316	300	105%	396	80%	Bank Charges	4,584	3,625	126%	4,279	107%	4,525	5,748
(2)	0	0%	(5)	44%	Cash Short/(Over)	(616)	0	0%	(2,035)	30%	0	(809)
200	200	100%	200	100%	Cell Phone	1,700	1,800	94%	1,742	98%	2,400	2,300
2,523	2,600	97%	2,451	103%	City Surcharge R & R	28,735	31,300	92%	29,829	96%	39,300	35,720
0	0	0%	0	0%	Copier/Photocopies	0	175	0%	0	0%	175	0
1,550	3,000	52%	1,186	131%	Credit Card Discounts	19,000	23,600	81%	22,854	83%	29,300	22,496
(10)	0	0%	64	-16%	Donations	(100)	300	-33%	543	-18%	300	207
536	600	89%	539	99%	Dues & Subscriptions	894	1,060	84%	739	121%	1,160	894
0	0	0%	0	0%	Education & Training	0	200	0%	0	0%	200	45
165	200	83%	25	668%	Employee Relations	(1,268)	1,475	-86%	1,129	-112%	1,745	(1,052)
4,320	4,471	97%	4,344	99%	Insurance Expense	38,884	40,239	97%	39,075	100%	53,652	51,800
0	40	0%	0	0%	Member Relations	1,215	360	337%	0	0%	480	1,215
0	30	0%	0	0%	Messenger Service - Fedex	73	270	27%	225	32%	360	124
0	0	0%	0	0%	Miscellaneous	20	0	0%	0	0%	0	20
0	0	0%	0	0%	O/S - Accounting	9,690	12,360	78%	12,000	81%	12,360	12,690
0	0	0%	0	0%	O/S - Legal	0	700	0%	720	0%	780	0
911	500	182%	1,043	87%	Payroll Processing Fee	4,732	4,950	96%	5,425	87%	6,450	5,247
62	100	62%	123	51%	Postage/Shipping	1,130	890	127%	909	124%	1,340	1,643
(30)	0	0%	(30)	100%	Tax/Licenses/Fees	(260)	0	0%	(270)	0%	0	(275)
37	0	0%	0	0%	Travel - Meals	2,649	0	0%	1,998	133%	0	2,688
0	1,000	0%	621	0%	Travel - Other	2,761	9,000	31%	4,857	57%	12,000	5,256
0	0	0%	0	0%	Employee Meals	0	0	0%	113	0%	0	56
15,896	18,008	88%	16,087	99%	TOTAL OPERATING EXPENSES	157,900	176,797	89%	162,721	97%	226,888	203,388
(27,181)	(30,404)	89%	(26,995)	101%	EBITDA	(262,603)	(287,983)	91%	(265,687)	99%	(375,282)	(343,882)
5,944	5,884	101%	5,827	102%	Management Fee	53,493	52,956	101%	52,444	102%	70,608	70,974
5,944	5,884	101%	5,827	102%	Management Fees	53,493	52,956	101%	52,444	102%	70,608	70,974
23	23	101%	23	100%	Deprec - Mach & Equip	208	207	101%	208	100%	276	278
72	72	101%	72	100%	Deprec - Buildings	652	648	101%	652	100%	864	869
96	95	101%	96	100%	S/T DEPR. & AMORT	860	855	101%	860	100%	1,140	1,146
(33,221)	(36,383)	91%	(32,918)	101%	NET INCOME	(316,956)	(341,794)	93%	(318,991)	99%	(447,030)	(416,003)

The Golf Club at Cypress Head
Marketing
For the Nine Months Ending June 30, 2019

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												
3,637	3,402	107%	3,220	113%	Gross Payroll - Salaried	32,727	30,618	107%	31,723	103%	40,824	42,838
3,637	3,402	107%	3,220	113%	S/T Wages	32,727	30,618	107%	31,723	103%	40,824	42,838
222	260	85%	232	96%	Payroll Tax - FICA	2,305	2,342	98%	2,279	101%	3,123	2,998
0	4	0%	0	0%	Payroll Tax - UC	85	208	41%	88	97%	220	85
50	67	75%	56	89%	Payroll Tax - WC	567	584	97%	569	100%	784	722
475	519	92%	385	123%	Benefits	4,398	4,543	97%	4,093	107%	6,100	5,692
747	850	88%	674	111%	S/T Adders	7,354	7,677	96%	7,029	105%	10,227	9,497
4,384	4,252	103%	3,894	113%	TOTAL PAYROLL	40,081	38,295	105%	38,752	103%	51,051	52,335
OPERATING EXPENSES												
3,049	4,150	73%	319	956%	Advertising & Promotion	14,205	19,500	73%	12,739	112%	24,000	19,487
0	0	0%	0	0%	Miscellaneous	0	0	0%	(57)	0%	0	0
0	100	0%	0	0%	Travel - Other	138	900	15%	0	0%	1,200	138
0	0	0%	2,100	0%	Website Expenses	0	0	0%	2,100	0%	0	0
3,049	4,250	72%	2,419	126%	TOTAL OPERATING EXPENSES	14,344	20,400	70%	14,782	97%	25,200	19,626
(7,433)	(8,502)	87%	(6,313)	118%	EBITDA	(54,425)	(58,695)	93%	(53,534)	102%	(76,251)	(71,961)
(7,433)	(8,502)	87%	(6,313)	118%	NET INCOME	(54,425)	(58,695)	93%	(53,534)	102%	(76,251)	(71,961)

The Golf Club at Cypress Head
For the Nine Months Ending June 30, 2019

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												
68,071	80,521	85%	65,997	103%	Green Fees & Cart Fees	904,588	951,557	95%	912,037	99%	1,193,457	1,104,007
4,395	4,400	100%	5,150	85%	Merchandise	53,488	54,200	99%	54,981	97%	66,700	67,413
2,119	470	451%	2,303	92%	Other Pro Shop	12,484	10,931	114%	12,297	102%	12,341	15,197
2,185	3,300	66%	2,120	103%	Range	27,659	32,500	85%	28,603	97%	41,000	33,942
0	0	0%	0	0%	Food and Beverage	0	0	0%	121,455	0%	0	0
2,523	2,600	97%	2,451	103%	Other Operating Revenues	28,735	31,300	92%	29,829	96%	39,300	35,720
0	0	0%	0	0%	Other G&A Income	472	0	0%	0	0%	0	472
79,293	91,291	87%	78,021	102%	TOTAL REVENUE	1,027,425	1,080,488	95%	1,159,202	89%	1,352,798	1,256,751
COST OF SALES												
2,552	2,640	97%	2,699	95%	Merchandise	33,166	32,520	102%	33,291	100%	40,020	41,148
0	0	0%	0	0%	Food & Beverage	0	0	0%	55,573	0%	0	0
2,552	2,640	97%	2,699	95%	TOTAL COGS	33,166	32,520	102%	88,864	37%	40,020	41,148
58.1%	60.0%	96.8%	52.4%	110.8%	COGS - Merchandise %	62.0%	60.0%	103.3%	60.6%	102.4%	60.0%	716.1%
0.0%	0.0%	0.0%	0.0%	0.0%	COGS - Food %	0.0%	0.0%	0.0%	45.8%	0.0%	0.0%	0.0%
PAYROLL												
22,639	34,029	67%	21,947	103%	Course and Grounds	219,824	307,431	72%	214,902	102%	410,798	291,335
7,116	7,869	90%	6,369	112%	Carts, Range, Starters, Etc.	68,713	71,494	96%	66,258	104%	95,625	88,614
5,905	5,014	118%	7,024	84%	Pro Shop	42,593	45,578	93%	40,117	106%	60,916	59,473
0	0	0%	0	0%	Food and Beverage	0	0	0%	81,967	0%	0	0
11,285	12,396	91%	10,908	103%	General and Administrative	105,176	111,186	95%	102,966	102%	148,394	140,966
4,384	4,252	103%	3,894	113%	Marketing	40,081	38,295	105%	38,752	103%	51,051	52,335
51,329	63,560	81%	50,141	102%	TOTAL PAYROLL	476,387	573,985	83%	544,962	87%	766,784	632,723
OPERATING EXPENSES												
17,144	25,775	67%	16,837	102%	Course and Grounds	164,700	191,426	86%	150,467	109%	260,225	222,291
7,260	6,436	113%	6,288	115%	Carts, Range, Starters, Etc.	69,271	61,160	113%	61,991	112%	80,417	89,317
322	280	115%	(27)	-1183%	Pro Shop	5,680	6,135	93%	5,506	103%	6,900	6,533
0	0	0%	0	0%	Food and Beverage	0	0	0%	17,884	0%	0	0
15,896	18,008	88%	16,087	99%	General and Administrative	157,900	176,797	89%	162,721	97%	226,888	203,388
3,049	4,250	72%	2,419	126%	Marketing	14,344	20,400	70%	14,782	97%	25,200	19,626
43,672	54,748	80%	41,603	105%	TOTAL OPERATING EXPENSES	411,894	455,919	90%	413,350	100%	599,630	541,156
97,553	120,948	81%	94,444	103%	TOTAL EXPENSES	921,447	1,062,424	87%	1,047,176	88%	1,406,434	1,215,027
(18,260)	(29,657)	62%	(16,423)	111%	EBITDA	105,978	18,064	587%	112,026	95%	(53,636)	41,725

The Golf Club at Cypress Head
For the Nine Months Ending June 30, 2019

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
(18,260)	(29,657)	62%	(16,423)	111%	EBITDA	105,978	18,064	587%	112,026	95%	(53,636)	41,725
(5,944)	(5,884)	101%	(5,827)	102%	MANAGEMENT FEES	(53,493)	(52,956)	101%	(57,586)	93%	(70,608)	(70,974)
(96)	(95)	101%	(96)	100%	OTHER INCOME (EXPENSE)	(860)	(855)	101%	(860)	100%	(1,140)	(1,146)
(96)	(95)	101%	(96)	100%	Depreciation & Amortization	(860)	(855)	101%	(860)	100%	(1,140)	(1,146)
(24,299)	(35,636)	68%	(22,345)	109%	TOTAL OTHER INCOME (EXPENSE)	51,626	(35,747)	-144%	53,581	96%	(125,384)	(30,396)
					NET INCOME							
2,620	3,172	83%	2,335	112%	Paid Rounds	29,512	29,025	102%	28,848	102%	38,434	36,247
310	596	52%	470	66%	Annual Pass Rounds	3,727	6,662	56%	5,536	67%	8,541	5,090
201	110	183%	233	86%	Other Rounds	1,995	1,111	180%	1,970	101%	1,594	2,615
3,131	3,878	81%	3,038	103%	Total Rounds	35,234	36,798	96%	36,354	97%	48,569	43,952
30	29	105%	33	91%	Revenue/Paid Rounds	35	37	94%	40	87%	35	414
25	24	108%	26	99%	Revenue/Total Rounds	29	29	99%	32	91%	28	339

The Golf Club at Cypress Head
Comparative Income Statement
For the Nine Months Ending June 30, 2019

	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	65,997	912,037	1,111,456	82%	68,071	904,588	1,193,457	76%
Merchandise	5,150	54,981	68,906	80%	4,395	53,488	66,700	80%
Other Pro Shop	2,303	12,297	15,010	82%	2,119	12,484	12,341	101%
Range	2,120	28,603	34,886	82%	2,185	27,659	41,000	67%
Food and Beverage	0	121,455	121,455	100%	0	0	0	
Other Operating Revenues	2,451	29,829	36,815	81%	2,523	28,735	39,300	73%
Other G&A Income	0	0	0		0	472	0	
TOTAL REVENUE	78,021	1,159,202	1,388,528	83%	79,293	1,027,425	1,352,798	76%
COST OF SALES								
Merchandise	2,699	33,291	41,273	81%	2,552	33,166	40,020	83%
Food & Beverage	0	55,573	55,573	100%	0	0	0	
TOTAL COGS	2,699	88,864	96,846	92%	2,552	33,166	40,020	83%
COGS - Merchandise %	52.4%	60.6%	59.9%	101.1%	58.1%	62.0%	60.0%	103.3%
COGS - Food %		45.8%	45.8%	100.0%				
PAYROLL								
Course and Grounds	21,947	214,902	286,413	75%	22,639	219,824	410,798	54%
Carts, Range, Starters, Etc.	6,369	66,258	86,159	77%	7,116	68,713	95,625	72%
Pro Shop	7,024	40,117	56,997	70%	5,905	42,593	60,916	70%
Food and Beverage	0	81,967	81,967	100%	0	0	0	
General and Administrative	10,908	102,966	138,756	74%	11,285	105,176	148,394	71%
Marketing	3,894	38,752	51,006	76%	4,384	40,081	51,051	79%
TOTAL PAYROLL	50,141	544,962	701,298	78%	51,329	476,387	766,784	62%
OPERATING EXPENSES								
Course and Grounds	16,837	150,467	208,057	72%	17,144	164,700	260,225	63%
Carts, Range, Starters, Etc.	6,288	61,991	82,037	76%	7,260	69,271	80,417	86%
Pro Shop	(27)	5,506	6,359	87%	322	5,680	6,900	82%
Food and Beverage	0	17,884	17,884	100%	0	0	0	
General and Administrative	16,087	162,721	208,210	78%	15,896	157,900	226,888	70%
Marketing	2,419	14,782	20,064	74%	3,049	14,344	25,200	57%
TOTAL OPERATING EXPENSES	41,603	413,350	542,612	76%	43,672	411,894	599,630	69%
TOTAL EXPENSES	94,444	1,047,176	1,340,755	78%	97,553	921,447	1,406,434	66%
OTHER INCOME (EXPENSE)								
MANAGEMENT FEES	(5,827)	(57,586)	(75,067)	77%	(5,944)	(53,493)	(70,608)	76%
Depreciation & Amortization	(96)	(860)	(1,146)	75%	(96)	(860)	(1,140)	75%
TOTAL OTHER INCOME (EXPENSE)	(5,923)	(58,445)	(76,213)	77%	(6,039)	(54,353)	(71,748)	76%
NET INCOME	(22,345)	53,581	(28,441)	-188%	(24,299)	51,626	(125,384)	-41%
Paid Rounds	2,335	28,848	35,583	17%	2,620	29,512	38,434	77%
Annual Pass Rounds	470	5,536	6,899	16%	310	3,727	8,541	44%
Other Rounds	233	1,970	2,590	17%	201	1,995	1,594	125%
Total Rounds	3,038	36,354	45,072	16%	3,131	35,234	48,569	73%
Revenue/Paid Rounds	33	40	39.02	106%	30	35	35	99%
Revenue/Total Rounds	26	32	30.81	106%	25	29	28	105%

The Golf Club at Cypress Head

General Ledger

Ranges: From:
Date: 6/1/2019
Account: First

To:
6/30/2019
Last

Sorted By:
Include:
Print Currency In:

Account
Posting, Unit
Functional (Z-US\$)

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	10020-5950-900	Cash - Course Depository NEW	\$156,989.50	\$69,406.00	\$113,939.95	(\$44,533.95)	\$112,455.55
	10050-5950-900	Cash - Course Payroll BMO	\$25,710.01	\$40,163.55	\$40,773.05	(\$609.50)	\$25,100.51
	10100-5950-900	Cash - Course Other	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00
	10180-5950-900	Cash - Pro Shop Bank	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
	11160-5950-900	A/R Member	\$2,718.25	\$24,201.39	\$13,553.82	\$10,647.57	\$13,365.82
	12000-5950-900	Inventory - Merchandise	\$21,281.99	\$8,755.76	\$7,213.73	\$1,542.03	\$22,824.02
	13020-5950-900	Prepaid Insurance	\$3,845.34	\$0.00	\$3,845.34	(\$3,845.34)	\$0.00
	13040-5950-900	Prepaid Exp - Other	\$12,265.73	\$6,261.63	\$6,647.37	(\$385.74)	\$11,879.99
	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	(\$3,792.14)	\$0.00	\$23.12	(\$23.12)	(\$3,815.26)
	22080-5950-900	Accum. Deprec - Buildings	(\$23,501.31)	\$0.00	\$72.41	(\$72.41)	(\$23,573.72)
	30000-5950-900	Accts Pay - Trade	(\$41,022.81)	\$96,003.18	\$93,447.95	\$2,555.23	(\$38,467.58)
	30040-5950-900	Accts Pay - Other	(\$22,825.53)	\$11,958.34	\$11,731.83	\$226.51	(\$22,599.02)
	31000-5950-900	Accrued Expenses	(\$600.00)	\$600.00	\$3,152.76	(\$2,552.76)	(\$3,152.76)
	31020-5950-900	Accrued Payroll	(\$18,547.29)	\$8,288.63	\$10,519.20	(\$2,230.57)	(\$20,777.86)
	31080-5950-900	Accrued Tips Payable	(\$131.50)	\$505.00	\$617.00	(\$112.00)	(\$243.50)
	31220-5950-900	Accrued Sales Tax	(\$5,562.31)	\$5,507.44	\$3,894.23	\$1,613.21	(\$3,949.10)
	31400-5950-900	Accrued City Surcharge	\$0.00	\$2,523.43	\$2,523.43	\$0.00	\$0.00
	32000-5950-900	Deferred Rev - Rainchecks	(\$1,366.60)	\$1,515.50	\$2,420.87	(\$905.37)	(\$2,271.97)
	32020-5950-900	Deferred Rev - Outing Deposits	(\$2,042.16)	\$2,312.66	\$2,724.46	(\$411.80)	(\$2,453.96)
	32040-5950-900	Deferred Rev - Legacy GF Passes	(\$14,919.22)	\$3,729.81	\$0.00	\$3,729.81	(\$11,189.41)
	32050-5950-900	Deferred Revenue - Cypress GF Passes	(\$10,768.42)	\$2,692.11	\$0.00	\$2,692.11	(\$8,076.31)
	32060-5950-900	Deferred Rev - Gift Certificates	(\$125.14)	\$0.00	\$0.00	\$0.00	(\$125.14)
	32070-5950-900	Deferred Rev - Gift Cards	(\$22,184.22)	\$603.33	\$625.89	(\$22.56)	(\$22,206.78)
	32100-5950-900	Deferred Rev - Credit Books	(\$12,391.40)	\$557.50	\$419.58	\$137.92	(\$12,253.48)
	32120-5950-900	Deferred Rev - Trail Fee Pass	(\$32,620.00)	\$8,155.00	\$0.00	\$8,155.00	(\$24,465.00)
	32220-5950-900	Deferred Rev - Founders Pass	(\$426.02)	\$106.51	\$0.00	\$106.51	(\$319.51)
	49020-5950-900	Retained Earnings - Current	\$28,442.07	\$0.00	\$0.00	\$0.00	\$28,442.07
	50000-5950-100	Green Fees - Annual Pass	(\$51,554.75)	\$0.00	\$6,528.43	(\$6,528.43)	(\$58,083.18)
	50040-5950-100	Green Fees - Member	(\$438,877.78)	\$834.03	\$31,201.62	(\$30,367.59)	(\$469,245.37)
	50070-5950-100	Green Fees - (surcharge)	(\$26,211.43)	\$2,523.43	\$5,046.86	(\$2,523.43)	(\$28,734.86)
	50500-5950-200	Cart Fee 18	(\$255,892.79)	\$0.00	\$20,496.54	(\$20,496.54)	(\$276,389.33)
	50520-5950-200	Cart Fee - Annual Trail	(\$63,980.00)	\$0.00	\$8,155.00	(\$8,155.00)	(\$72,135.00)
	52090-5950-600	Handicap Fee	(\$4,225.00)	\$0.00	\$20.00	(\$20.00)	(\$4,245.00)
	52150-5950-600	Lessons	(\$3,790.00)	\$0.00	\$1,889.00	(\$1,889.00)	(\$5,679.00)
	52280-5950-600	Rental Clubs	(\$2,350.00)	\$0.00	\$210.00	(\$210.00)	(\$2,560.00)
	52310-5950-600	Retail	(\$49,093.08)	\$0.00	\$4,395.18	(\$4,395.18)	(\$53,488.26)
	53050-5950-220	Range Pass Revenue	(\$25,474.00)	\$0.00	\$2,184.56	(\$2,184.56)	(\$27,658.56)
	56120-5950-100	City Surcharge R & R	(\$26,211.43)	\$0.00	\$2,523.43	(\$2,523.43)	(\$28,734.86)
	59010-5950-900	Miscellaneous G&A	(\$472.00)	\$0.00	\$0.00	\$0.00	(\$472.00)
	60000-5950-600	COGS - Merchandise - Accessories	\$30,613.52	\$4,998.89	\$2,446.51	\$2,552.38	\$33,165.90
	70000-5950-100	Gross Payroll - Salaried	\$57,276.67	\$8,269.24	\$1,181.32	\$7,087.92	\$64,364.59
	70000-5950-900	Gross Payroll - Salaried	\$64,451.50	\$9,552.62	\$1,831.60	\$7,721.02	\$72,172.52
	70000-5950-950	Gross Payroll - Salaried	\$29,090.03	\$3,636.55	\$0.00	\$3,636.55	\$32,726.58
	70010-5950-100	Gross Payroll - Hourly	\$104,615.64	\$14,503.73	\$3,102.84	\$11,400.89	\$116,016.53
	70010-5950-200	Gross Payroll - Hourly	\$55,540.81	\$7,254.56	\$854.32	\$6,400.24	\$61,941.05
	70010-5950-600	Gross Payroll - Hourly	\$33,241.15	\$5,912.80	\$553.00	\$5,359.80	\$38,600.95
	70010-5950-900	Gross Payroll - Hourly	\$6,626.20	\$955.25	\$176.53	\$778.72	\$7,404.92
	71000-5950-100	Payroll Tax - FICA	\$11,383.74	\$1,624.35	\$327.74	\$1,296.61	\$12,680.35
	71000-5950-200	Payroll Tax - FICA	\$4,412.93	\$589.44	\$65.36	\$524.08	\$4,937.01
	71000-5950-600	Payroll Tax - FICA	\$2,588.03	\$455.78	\$42.30	\$413.48	\$3,001.51
	71000-5950-900	Payroll Tax - FICA	\$4,766.05	\$720.26	\$113.88	\$606.38	\$5,372.43
	71000-5950-950	Payroll Tax - FICA	\$2,083.08	\$261.47	\$39.74	\$221.73	\$2,304.81
	71010-5950-100	Payroll Tax - UC	\$830.05	\$39.17	\$0.00	\$39.17	\$869.22
	71010-5950-200	Payroll Tax - UC	\$593.84	\$76.51	\$0.00	\$76.51	\$670.35
	71010-5950-600	Payroll Tax - UC	\$258.64	\$50.45	\$0.00	\$50.45	\$309.09

TRIAL BALANCE SUMMARY FOR 2018

The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	71010-5950-900	Payroll Tax - UC	\$145.05	\$8.39	\$0.00	\$8.39	\$153.44
	71010-5950-950	Payroll Tax - UC		\$85.27	\$0.00	\$0.00	\$85.27
	71020-5950-100	Payroll Tax - WC	\$2,782.19	\$315.31	\$0.00	\$315.31	\$3,097.50
	71020-5950-200	Payroll Tax - WC	\$992.40	\$101.20	\$0.00	\$101.20	\$1,093.60
	71020-5950-600	Payroll Tax - WC	\$599.26	\$81.70	\$0.00	\$81.70	\$680.96
	71020-5950-900	Payroll Tax - WC	\$1,278.50	\$144.89	\$0.00	\$144.89	\$1,423.39
	71020-5950-950	Payroll Tax - WC	\$516.55	\$50.13	\$0.00	\$50.13	\$566.68
	71030-5950-100	Benefits	\$20,297.25	\$4,695.22	\$2,196.26	\$2,498.96	\$22,796.21
	71030-5950-200	Benefits	\$56.74	\$47.61	\$33.18	\$14.43	\$71.17
	71030-5950-900	Benefits	\$16,623.54	\$3,164.54	\$1,139.08	\$2,025.46	\$18,649.00
	71030-5950-950	Benefits	\$3,922.47	\$839.48	\$364.30	\$475.18	\$4,397.65
	80110-5950-200	Cart Supplies	\$921.29	\$0.00	\$0.00	\$0.00	\$921.29
	80120-5950-100	Chemicals	\$1,434.41	\$110.00	\$0.00	\$110.00	\$1,544.41
	80170-5950-100	Course Accessories	\$1,563.78	\$45.12	\$0.00	\$45.12	\$1,608.90
	80230-5950-100	Fertilizer	\$20,009.27	\$3,433.96	\$0.00	\$3,433.96	\$23,443.23
	80270-5950-100	Fuel	\$6,424.14	\$1,557.01	\$0.00	\$1,557.01	\$7,981.15
	80280-5950-100	Fungicides	\$724.55	\$0.00	\$0.00	\$0.00	\$724.55
	80320-5950-100	Herbicides	\$8,908.72	\$236.69	\$0.00	\$236.69	\$9,145.41
	80370-5950-100	Insecticides	\$9,620.95	\$1,000.00	\$1,000.00	\$0.00	\$9,620.95
	80380-5950-900	Janitorial Supplies	\$3,946.93	\$440.29	\$0.00	\$440.29	\$4,387.22
	80420-5950-900	Laundry/Uniforms	\$617.16	\$0.00	\$0.00	\$0.00	\$617.16
	80520-5950-600	Office Supplies	\$219.41	\$0.00	\$0.00	\$0.00	\$219.41
	80520-5950-900	Office Supplies	\$2,731.65	\$224.09	\$0.00	\$224.09	\$2,955.74
	80610-5950-220	Range Balls	\$2,650.00	\$0.00	\$0.00	\$0.00	\$2,650.00
	80620-5950-220	Range Equipment	\$1,772.85	\$0.00	\$0.00	\$0.00	\$1,772.85
	80690-5950-100	Sand/Topdress	\$6,721.22	\$0.00	\$0.00	\$0.00	\$6,721.22
	80710-5950-100	Seeds/Trees	\$9,920.00	\$600.00	\$0.00	\$600.00	\$10,520.00
	80710-5950-150	Seeds/Trees	\$1,650.00	\$0.00	\$0.00	\$0.00	\$1,650.00
	80730-5950-100	Small Tools	\$367.16	\$0.00	\$0.00	\$0.00	\$367.16
	80780-5950-200	Supplies	\$0.00	\$16.97	\$0.00	\$16.97	\$16.97
	80780-5950-600	Supplies	\$679.88	\$188.84	\$0.00	\$188.84	\$868.72
	80810-5950-600	Tournament Expense	\$348.02	\$114.37	\$0.00	\$114.37	\$462.39
	81010-5950-900	Alarm System	\$2,614.29	\$262.23	\$0.00	\$262.23	\$2,876.52
	81090-5950-200	Cart Repairs	\$161.75	\$525.27	\$439.03	\$86.24	\$247.99
	81130-5950-900	Computer Service	\$53.70	\$123.51	\$0.00	\$123.51	\$177.21
	81140-5950-900	Contract Cleaning	\$6,496.00	\$812.00	\$0.00	\$812.00	\$7,308.00
	81200-5950-900	Guest Relations	\$135.00	\$0.00	\$0.00	\$0.00	\$135.00
	81220-5950-600	Handicap Expense	\$3,880.50	\$0.00	\$0.00	\$0.00	\$3,880.50
	81250-5950-100	Irrigation	\$3,202.89	\$0.00	\$0.00	\$0.00	\$3,202.89
	81270-5950-600	Lesson Expense	\$0.00	\$19.15	\$0.00	\$19.15	\$19.15
	81350-5950-100	Repair & Maint - Equipment	\$11,224.63	\$756.66	\$0.00	\$756.66	\$11,981.29
	81350-5950-220	Repair & Maint - Equipment	\$20.86	\$0.00	\$0.00	\$0.00	\$20.86
	81350-5950-900	Repair & Maint - Equipment	\$1,065.37	\$412.00	\$0.00	\$412.00	\$1,477.37
	81360-5950-600	Repair & Maint - Building	\$230.04	\$0.00	\$0.00	\$0.00	\$230.04
	81360-5950-900	Repair & Maint - Building	\$2,928.10	\$243.00	\$0.00	\$243.00	\$3,171.10
	82000-5950-200	Cart Lease	\$48,947.17	\$6,224.50	\$0.00	\$6,224.50	\$55,171.67
	82020-5950-100	Equipment Lease	\$43,694.19	\$5,355.67	\$0.00	\$5,355.67	\$49,049.86
	82060-5950-900	Off-Site Storage	\$1,408.00	\$176.00	\$0.00	\$176.00	\$1,584.00
	83000-5950-100	Utillies - Electric	\$1,653.55	\$258.10	\$0.00	\$258.10	\$1,911.65
	83000-5950-200	Utillities - Electric	\$7,536.94	\$932.01	\$0.00	\$932.01	\$8,468.95
	83020-5950-100	Utillies - Other	\$11,665.33	\$2,518.05	\$0.00	\$2,518.05	\$14,183.38
	83020-5950-900	Utillities - Other	\$15,251.79	\$2,322.09	\$0.00	\$2,322.09	\$17,573.88
	83030-5950-100	Utillies - Telephone/Fax	\$709.93	\$0.00	\$0.00	\$0.00	\$709.93
	83030-5950-900	Utillies - Telephone/Fax	\$1,511.63	\$451.84	\$150.00	\$301.84	\$1,813.47
	83050-5950-100	Utillies - Water	\$1,800.38	\$204.36	\$0.00	\$204.36	\$2,004.74
	84040-5950-950	Adv/Promo - Mktg/Bus Dev	\$11,156.08	\$949.36	\$0.00	\$949.36	\$12,105.44
	84110-5950-950	Adv/Promo - Website	\$0.00	\$2,100.00	\$0.00	\$2,100.00	\$2,100.00
	85020-5950-900	Bank Charges	\$4,268.11	\$315.88	\$0.00	\$315.88	\$4,583.99
	85050-5950-900	Cash Short/(Over)	(\$613.42)	\$45.03	\$47.14	(\$2.11)	(\$615.53)
	85060-5950-900	Cell Phone	\$1,500.00	\$200.00	\$0.00	\$200.00	\$1,700.00
	85070-5950-900	City Surcharge R & R	\$26,211.43	\$2,523.43	\$0.00	\$2,523.43	\$28,734.86
	85120-5950-900	Credit Card Discounts	\$17,449.14	\$1,550.46	\$0.00	\$1,550.46	\$18,999.60
	85140-5950-900	Donations	(\$90.00)	\$10.00	\$20.00	(\$10.00)	(\$100.00)

TRIAL BALANCE SUMMARY FOR 2018
The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance	
	85150-5950-900	Dues & Subscriptions	\$357.83	\$536.00	\$0.00	\$536.00	\$893.83	
	85190-5950-100	Employee Relations	\$0.00	\$80.00	\$0.00	\$80.00	\$80.00	
	85190-5950-900	Employee Relations	(\$1,432.98)	\$165.25	\$0.00	\$165.25	(\$1,267.73)	
	85200-5950-100	Employee Testing	\$116.00	\$39.50	\$0.00	\$39.50	\$155.50	
	85280-5950-900	Insurance Expense	\$34,563.52	\$4,320.34	\$0.00	\$4,320.34	\$38,883.86	
	85320-5950-900	Member Relations	\$1,214.81	\$0.00	\$0.00	\$0.00	\$1,214.81	
	85330-5950-900	Messenger Service - Fedex	\$73.13	\$0.00	\$0.00	\$0.00	\$73.13	
	85340-5950-900	Miscellaneous	\$20.09	\$0.00	\$0.00	\$0.00	\$20.09	
	85390-5950-900	O/S - Accounting	\$9,690.34	\$0.00	\$0.00	\$0.00	\$9,690.34	
	85430-5950-100	O/S - Other	\$5,897.00	\$1,890.00	\$0.00	\$1,890.00	\$7,787.00	
	85480-5950-900	Payroll Processing Fee	\$3,821.05	\$1,360.86	\$450.00	\$910.86	\$4,731.91	
	85490-5950-900	Postage/Shipping	\$1,067.55	\$62.19	\$0.00	\$62.19	\$1,129.74	
	85610-5950-900	Tax/Licenses/Fees	(\$229.96)	\$0.00	\$30.00	(\$30.00)	(\$259.96)	
	85710-5950-900	Travel - Meals	\$2,611.91	\$37.12	\$0.00	\$37.12	\$2,649.03	
	85720-5950-100	Travel - Other	\$248.50	\$58.58	\$0.00	\$58.58	\$307.08	
	85720-5950-900	Travel - Other	\$2,760.87	\$0.00	\$0.00	\$0.00	\$2,760.87	
	85720-5950-950	Travel - Other	\$138.45	\$0.00	\$0.00	\$0.00	\$138.45	
	90000-5950-900	Management Fee	\$47,549.28	\$5,943.66	\$0.00	\$5,943.66	\$53,492.94	
	98020-5950-900	Deprec - Mach & Equip	\$184.96	\$23.12	\$0.00	\$23.12	\$208.08	
	98040-5950-900	Deprec - Buildings	\$579.28	\$72.41	\$0.00	\$72.41	\$651.69	
	RCMWD-5950-100	Rounds - Complimentary - Weekday	13,913.00	239.00	130.00	109.00	14,022.00	
	REMWD-5950-100	Rounds - Employee - Weekday	19,896.00	208.00	116.00	92.00	19,988.00	
	RMBWD-5950-100	Rounds - Member - Weekday	75,115.00	672.00	362.00	310.00	75,425.00	
	RPKWD-5950-100	Rounds - Peak - Weekday	401,520.00	5,657.00	3,037.00	2,620.00	404,140.00	
	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:	145	\$0.00	\$417,400.74	\$417,400.74	\$0.00	\$0.00



July 19th, 2019

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 June 2019 at Cypress Head Golf Club. These numbers reflect only the Golf portion for the month and year to date.

FINANCIAL SUMMARY FOR GOLF MONTH ENDING June 2019								
	Current				Year to Date			
	Actual	Budget	Variance vs. Budget		Actual	Budget	Prior Year	Variance vs. Budget
Revenue								
Green Fees	\$ 39,419	\$ 42,596	\$ (3,177)		\$ 556,063	\$ 586,991	\$ 546,343	\$ (30,928)
Cart Fees	\$ 28,652	\$ 37,925	\$ (9,273)		\$ 348,524	\$ 364,586	\$ 365,694	\$ (16,062)
Range	\$ 2,185	\$ 3,300	\$ (1,115)		\$ 27,659	\$ 32,500	\$ 26,603	\$ (4,841)
Pro- Shop Revenues	\$ 6,514	\$ 4,870	\$ 1,644		\$ 66,444	\$ 65,131	\$ 67,278	\$ 1,313
City Surcharge R/R	\$ 2,523	\$ 2,600	\$ (77)		\$ 28,735	\$ 31,300	\$ 28,829	\$ (2,565)
Total Revenue	\$ 79,293	\$ 91,291	\$ (11,998)		\$ 1,027,425	\$ 1,080,508	\$ 1,034,747	\$ (53,083)
Cost of Sales	\$ 2,552	\$ 2,640	\$ (88)		\$ 33,165	\$ 35,520	\$ 33,291	\$ (2,355)
Merchandise	\$ 2,552	\$ 2,640	\$ (88)	58%	\$ 33,165	\$ 35,520	\$ 33,291	\$ (2,355) 62%
Gross Margin	\$ 76,741	\$ 88,651	\$ (11,910)		\$ 994,260	\$ 1,044,988	\$ 1,001,456	\$ (50,728)
Total Payroll	\$ 51,329	\$ 63,560	\$ (12,231)		\$ 476,387	\$ 573,985	\$ 462,995	\$ (97,598)
Total Operating Expenses	\$ 43,672	\$ 54,748	\$ (11,076)		\$ 411,894	\$ 455,919	\$ 395,466	\$ (44,025)
Net Operating Income	\$ (18,260)	\$ (29,657)	\$ 11,397		\$ 105,978	\$ 18,064	\$ 145,995	\$ 87,914
Other Expenses	\$ 6,040	\$ 5,979	\$ 61		\$ 54,353	\$ 53,811	\$ 53,304	\$ 542
Management Fee	\$ 5,944	\$ 5,884	\$ 60		\$ 53,493	\$ 52,956	\$ 52,444	\$ 537
Interest Expense	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 96	\$ 95	\$ 1		\$ 860	\$ 855	\$ 860	\$ 5
Net Cash From Ops	\$ (24,300)	\$ (35,636)	\$ 11,336		\$ 51,625	\$ (35,747)	\$ 92,691	\$ 87,372
Rounds								
Total Rounds	3,131	3,878	(747)		35,234	36,798	36,354	(1,564)
Paid Rounds	2,620	3,172	(552)		29,512	29,025	28,848	487
Avg. GF/CF Total rounds	\$21.74	\$20.76	\$ 0.98		\$25.67	\$25.86	\$25.09	\$ (0.19)
Avg. GF/CF Paid rounds	\$25.98	\$25.38	\$ 0.60		\$30.65	\$32.78	\$31.62	\$ (2.13)
Avg. Merchandise/round	\$2.08	\$1.26	\$ 0.82		\$1.89	\$1.77	\$1.85	\$ 0.12

Overview:

- Overall golf revenues for June finished slightly lower than the projected budget for the month due to a combination of triple digit heat indexes and heavy amounts of afternoon thundershowers. The range revenues were lower than budgeted & Pro Shop revenues were higher than budgeted.
- Total payroll for the month was lower than the projected budgeted amount, for a savings of \$12,231.00. This was as a result of controlling labor costs during days when rounds were reduced.
- Our operating expenses finished lower to the budgeted amount.
- The month of June is the ninth month in our fiscal year 2018-2019. YTD revenues were lower than projected, the range was slightly lower & the Pro Shop revenues were equal to the amount budgeted. The payroll and operating expenses are both lower than the projected budgeted amounts.

Food & Beverage:

Our entire team continues to support Flagsticks restaurant and we have built a strong relationship with Kevin Hannah, the owner. Our Sales Director, Reggie Hunter continues to work with Kevin to promote the facility to all our guests by e-mail blasts, promotional advertising, along with posts on Facebook and Instagram.

R&R Projects:

- There were no projects for the month of June 2019.

Tee Sheet Activity:

- There were 3,131 total rounds for the month which included 2,620 paid rounds, 310 Annual with Cypress Pass member rounds and 201 other rounds. The round type for the month included 2,316 eighteen hole rounds and 737 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.
- It was once again our pleasure to work with the Port Orange Parks & Recreation department on the Annual Mayor's Invitational Golf Tournament. It was a full field event with proceeds going to the Parks & Recreation scholarship fund.

June 2019 and YTD rounds mix:

Type	Actual	Budget	Month- P.Y.	Y.T.D	P.Y-Y.T.D
Paid	2620	3172	2335	29512	28848
Annual	310	596	470	3727	5536
Other rounds	201	110	233	1995	1970
Total Rounds	3131	3878	3038	35234	36354

Departmental Summaries:

Course & Grounds/Range

- Fertilization of the aerified greens were performed which helps promote a faster recovery of the putting surfaces. The combination of warmer weather, sunshine and adherence to the agronomic plans has made a noticeable improvement in the putting surfaces for our players. During the month we have also applied fungicides and insecticides to the putting surfaces to control weed growth. Herbicides were applied across the fairways and roughs to control the weed population. Verticutting and topdressing of the putting greens were also performed to improve smoothness of the surfaces.

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 Antigua, Footjoy, Titleist, Callaway, Bridgestone, Nancy Lopez, Ahead merchandise and St Andrews products. There was \$780.00 in gift card sales purchased for the month with \$6,514.00 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. We are participating in a KemperSports initiative for Player development. This program includes complimentary lessons, junior summer camp programs, Golf get Ready programs and complimentary golf and range for all juniors.

- The MGA and the WGA are continuing their league play. We also host a weekly Homeowner's Nine & Dine event where the players enjoy nine holes of golf and return to the clubhouse for their dinner and cocktails. Our weekly seasonal golf leagues have been active.

Marketing and Sales:

- Ms. Reggie Hunter, our Director of Sales & Marketing, is booking tournament events for the 2019/20 season.
- Ms. Hunter continues to assist Mr. Hannah in his marketing efforts to promote Flagsticks restaurant at Cypress Head.
- 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 approximately 11,000 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, Daytona Beach Chamber, SEV Chamber and the POSD Rotary club.
- We continue to increase the visibility of Cypress Head Golf Course on the various social media platforms such as Facebook, twitter and Instagram.

Mindshare Reviews and Comments:

Report run: 7/9/2019 12:39 PM MDT
Data current as of: 7/9/2019 12:38 PM MDT

REPORT CRITERIA

Date of Survey	6/1/19 - 6/30/19
Select level	Cypress Head Golf Club

Number of Surveys: 22

#	Zip Code	Date Golfer	Date of Survey	Tee Time	Overall Rating	Service Rating	Course Rating	Recommend Rating	NPS	Overall Rating w/o FAB	Comments	
Totals					9.0	9.7	8.2	9.0	68.2	9.0		
Cypress Head Golf Club					9.0	9.7	8.2	9.0	68.2	9.0		
Golf					9.0	9.7	8.2	9.0	68.2	9.0		

- There were over 400 questionnaires mailed out to players during the month of June 2019. The overall rating for the golf course received a 9.0 with a recommended rating of 9.0 and our service rating is at 9.7.
- 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:

- Our entire team is dedicated to serving the needs of our community and continues in providing the best in class service for all of our guests throughout the season.
- We initiated a national search for a new Head Superintendent through Kemper Sports and the GCSAA organization and we expect to have a new superintendent in place for July.
- Cypress Head will continue to promote our junior summer camp series to engage junior golfers in a fun but competitive learning experience where they get to play and meet new friends.

Respectfully Submitted,

Bob Duquette, PGA

General Manager
The Golf Club at Cypress Head

Matt Lindley

Regional Operating Executive
KemperSports Management



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: No

SUBJECT: (F21) Parks & Recreation Advisory Board Report

DEPARTMENT: Parks & Recreation

GOAL:

RECOMMENDED MOTION:

SUMMARY: Chairman Mark Bowling will provide an update from the Board's recent meeting.

Project No.: Funding Account No.:

Presenter:

ATTACHMENTS:

Susan Lovallo
Robin Fenwick

Created/Initiated - 7/22/2019
Final Approval - 7/22/2019



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: No

SUBJECT: (G22) Second Reading - Ordinance No. 2019-20 - Small-Scale Future Land Use Map Amendment/904 and 908 Taylor Road

DEPARTMENT: Community Development

GOAL:

RECOMMENDED MOTION: Move to approve Ordinance No. 2019-21, to change the Future Land Use (FLU) designation for ±4.4-acres from *Office/Residential Transition* to *Commercial*, and authorization for staff to send the amendment to the required review agencies.

SUMMARY: Planning Commission Action (05/23/19): Recommended Approval

The applicant is requesting to change the Future Land Use (FLU) designation for ±4.4-acres from *Office/Residential Transition* to *Commercial*. The 4.4-acre subject property includes the Port Orange Christian Church site (904 Taylor Rd.) and an adjacent vacant parcel (908 Taylor Rd.). According to the applicant, if the FLU amendment request is approved, the applicant intends to request the subject property be rezoned from Professional Office (PO) to Community Commercial (CC) (see Case No. 19-60000001).

According to the applicant, the Port Orange Christian Church is in the process of relocating to a new site, located at 1801 Taylor Road, and wants to sell their land to fund the new site. Together with the owner of the adjacent vacant parcel, N & T Enterprises, LLC, they have requested to amend the FLU of the subject property to expand the number of non-residential uses allowed to be developed on the subject property to facilitate redevelopment. The applicant also stated that the request is to put in place FLU designation and zoning that better reflects the development pattern surrounding Taylor Road/ Dunlawton Avenue/ I-95 commercial node.

The proposed FLU amendment is generally consistent with the pertinent Goals, Objectives, and Policies of the City's Comprehensive Plan. The proposed FLU designation is compatible with adjacent parcels. There are no new impacts to public facilities from the proposed amendment. Adequate capacity exists for portable water, sewer, schools, recreation, and stormwater, and solid waste. As for transportation, while the proposed amendment reduces the thermotical maximum number of PM Peak and daily trips, there are still failing road segments identified. As with all development, the specific site development proposals for the subject property will be subject to concurrency regulations requiring adequate public facilities to be provided to mitigate the impacts

As documented in the staff report, changing the FLU designation for the subject

property will reduce the theoretical maximum demand the subject property will have on all public infrastructure and services. The staff report is attached for your review.

Project No.: Funding Account No.:

Presenter: Penelope Cruz

ATTACHMENTS:

1.	Ord. No. 2019-20	Ord. No. 2019-20 .pdf
2.	Ord. No. 2019-20 Exhibit A	Ord. No. 2019-20 Exhibit A.pdf
3.	Staff Report	CC_FLUA Staff Report_SW Corner_Taylor Rd_Boggs Ford Ln.pdf

Penelope Cruz
Tim Burman
Jake Johansson
Robin Fenwick

Created/Initiated - 7/9/2019
Approved - 7/9/2019
Approved - 7/10/2019
Final Approval - 7/18/2019

ORDINANCE NO. 2019-20

AN ORDINANCE OF THE CITY OF PORT ORANGE,
VOLUSIA COUNTY, FLORIDA, RELATING TO
COMPREHENSIVE PLANNING; AMENDING THE FUTURE
LAND USE MAP OF THE COMPREHENSIVE PLAN;
AMENDING THE FUTURE LAND USE DESIGNATION FOR
±4.4 ACRES FROM OFFICE/RESIDENTIAL TRANSITION
TO COMMERCIAL; PROVIDING FOR CONFLICTING
ORDINANCES, SEVERABILITY AND AN EFFECTIVE
DATE.

WHEREAS, after careful review and a public hearing, the Planning Commission, sitting as the Local Planning Agency, has forwarded a recommendation to the City Council regarding this proposed amendment to the Comprehensive Plan for the City of Port Orange; and

WHEREAS, the proposed amendment to the Comprehensive Plan directly relates to small scale development activities as provided in Section 163.3187(1)(c), Florida Statutes; and

WHEREAS, the City Council of the City of Port Orange has received comments and proposals from the general public and held at least one public hearing with regard to the proposed amendment to the Comprehensive Plan; and

WHEREAS, the amendment to the Comprehensive Plan shall be submitted to the Volusia Growth Management Commission for a determination of consistency in accordance with Section 202.3 of the Charter of Volusia County, Florida; and

WHEREAS, the City Council hereby declares that the purpose and intent of the proposed amendment to the Comprehensive Plan is to guide future growth and development; encourage the most appropriate use of land, water, and other resources,

consistent with the public interest; promote and protect the public health, safety, comfort, good order, appearance, convenience, aesthetics, and general welfare; prevent the overcrowding of land and avoid undue concentration of population; provide adequate and efficient transportation, water, sewage, drainage, fire protection, parks, recreational facilities, housing, and other services, facilities and resources; and conserve and protect natural resources within the City, while protecting private property rights; and

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

Section 1. For purposes herein, the term “Comprehensive Plan”, shall mean the Comprehensive Plan for the City of Port Orange, consisting of the two (2) volumes entitled “Comprehensive Plan City of Port Orange 2010-2025”, including Binder No. 1, consisting of ten (10) elements, including Future Land Use and Future Land Use Map; Transportation; Housing; Public Facilities; Public Schools Facilities; Coastal Zone Management; Conservation; Recreation and Open Space; Intergovernmental Coordination; and Capital Improvements, all as adopted by Ordinance No. 1999-43, as subsequently amended by Ordinances No. 1999-46, 1999-56, 1999-57, 2000-1, 2000-8, 2000-13, 2000-25, 2000-29, 2000-41, 2001-2, 2001-21, 2001-26, 2001-28, 2001-75, 2001-76, 2001-89, 2002-7, 2002-20, 2003-3, 2003-1, 2003-22, 2003-39, 2004-34, 2004-39, 2005-1, 2005-3, 2005-13, 2005-15, 2005-25, 2005-27, 2005-30, 2005-31, 2005-49, 2006-9, 2006-16, 2006-24, 2006-41, 2006-51, 2006-53, 2007-4, 2007-14, 2007-30, 2007-48, 2007-55, 2007-57, 2007-60, 2007-61, 2008-2, 2008-8, 2008-9, 2008-12, 2008-16, 2008-19, 2008-36, 2009-3, 2009-19, 2009-20, 2010-14, 2010-20, 2010-30, 2011-24, 2011-34, 2012-8, 2012-24, 2012-30, 2013-20, 2013-25, 2014-31, 2014-32,

2015-42, 2015-44, 2016-6, 2016-20, 2016-24, 2016-26, 2017-4, 2017-33, 2018-10, 2018-15, 2018-18, 2018-20, 2018-29, 2018-30, 2019-11 and this ordinance.

Section 2. The Future Land Use Map of the Comprehensive Plan is hereby amended from Office/Residential to Commercial as shown on the Map depicted in **Exhibit “A”**, attached hereto and by reference made a part hereof.

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:

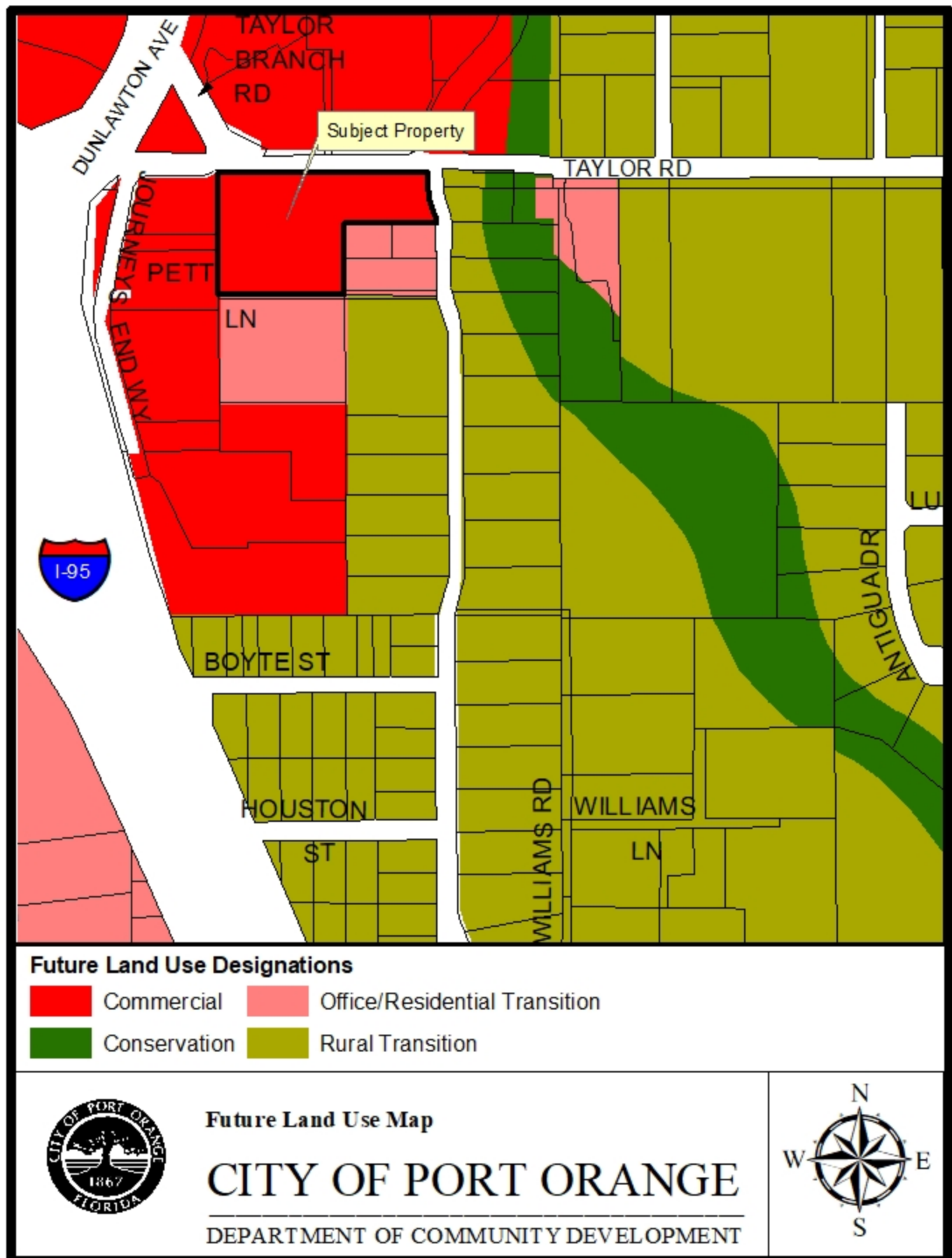
Robin L. Fenwick, CMC, City Clerk

Passed on first reading on the day of

Passed and adopted on second and final reading on the day of

Reviewed and Approved: _____
Shannon K. Balmer, Assistant City Attorney

Exhibit "A"





STAFF REPORT

Small-Scale Comprehensive Plan Future Land Use Amendment/Southwest corner of Taylor Rd. and Boggs Ford Rd.
Case No. 19-20000001

REQUEST:	Change the Comprehensive Plan Future Land Use (FLU) designation for ±4.4 acres from <i>Office/Residential Transition</i> to <i>Commercial</i> .
LOCATION:	Southwest corner of Taylor Rd. and Boggs Ford Rd. (Figure 1 - Location Map)
OWNERS:	Port Orange Christian Church, Inc. and N & T Enterprises, LLC
APPLICANT:	Storch Law Firm
STAFF CONTACT:	Penelope Cruz, Planning Manager (386) 506-5671
STAFF RECOMMENDATION:	Approval
PLANNING COMMISSION ACTION:	Recommended Approval (May 23, 2019)
CITY COUNCIL:	June 18, 2019

INTRODUCTION

The applicant is requesting to change the Future Land Use (FLU) designation for ±4.4-acres from *Office/Residential Transition* to *Commercial*. The 4.4-acre subject property includes the Port Orange Christian Church site (904 Taylor Rd.) and an adjacent vacant parcel (908 Taylor Rd.). According to the applicant, if the FLU amendment request is approved, the applicant intends to request the subject property be rezoned from Professional Office (PO) to Community Commercial (CC) (see Case No. 19-60000001).



Figure 1. Location Map

Map created by the City of Port Orange Community Development Department

According to the applicant, the Port Orange Christian Church is in the process of relocating to a new site, located at 1801 Taylor Road, across from the Forest Lakes Preserve subdivision and wants to sell their land to fund the new site. Together with the owner of the adjacent vacant parcel, N & T Enterprises, LLC, they have requested to amend the FLU of the subject property to expand the number of non-residential uses allowed to be developed on the subject property to facilitate redevelopment. The applicant also stated that the request is to put in place FLU designation and zoning that better reflects the development pattern surrounding Taylor Road/ Dunlawton Avenue/ I-95 commercial node.

The current *ORT* FLU designation allows for the mixture of uses to be developed at a higher intensity (square-footage) and/or residential density. The intent of the requested *Commercial* land use designation is to provide for the retail sale of items and services to the general public. In locating commercial areas on the Future Land Use Map, the City has maintained the policy of designating commercial nodes at intersections of roadways. In this case, the subject property is part of Regional Node located at the intersection of I-95 and Dunlawton Avenue. The node classification was determined based on the functional classification of the adjacent roadways and size of the surrounding neighborhoods. A Regional Node is intended to serve the needs of residents within a 4-mile radius of the node.

As documented in the staff report, changing the FLU designation for the subject property will reduce the theoretical maximum demand the subject property will have on water, potable water, sewer, recreation, schools, transportation network, stormwater, and solid waste.

DISCUSSION

The following discussion will examine the proposed amendment and the impacts of the proposed amendment.

PROPERTY OVERVIEW

The subject property currently includes the Port Orange Christian Church site and an adjacent undeveloped parcel. The surrounding existing land uses, Future Land Use designations, and Zoning classifications are identified in Table 1. The current adopted FLU designation for the subject property and adjacent properties is identified on Exhibit A. The proposed FLU designation for the subject property and the current FLU designation of the adjacent properties are identified on Exhibit B. The current zoning classification of the subject property and adjacent properties are identified on Exhibit C. The proposed zoning classification of the subject property and current zoning classification of adjacent properties are identified on Exhibit D.

All future development plans (site plan or subdivision) submitted will require detailed technical review by the Development Review Committee (SDRC) to determine all requirements in the Land Development Code (LDC) are met. As with all development, specific site development proposals for the subject property are subject to concurrency regulations at the time of development requiring transportation facilities to be provided or for the developer to enter into a mitigation agreement for their impacts.

Table 1. Surrounding Land Uses and Zoning

Direction	Existing Land Use	FLU Designation	Zoning District
North	Altamira Planned Commercial Development (PCD)	Commercial	Planned Commercial Development (PCD)
South	Single-family homes	Office/Residential Transition; Rural Transition (0-2 units/acre)	Professional Office; Agriculture
East	Boggs Ford Road right-of-way; single-family homes	Boggs Ford Road right-of-way; Rural Transition (0-2 units/acre)	Agriculture
West	Journey's End Planned Commercial Development (PCD)	Commercial	Planned Commercial Development (PCD); Interchange Commercial (ICD)

PROPOSED AMENDMENT

The proposed amendment is to change the FLU designation for ±4.4-acres from *Office/Residential Transition* to *Commercial*. The following tables identify the current adopted and proposed FLU designations by acreage (Table 2) and maximum allowable density/intensity and net change in density/intensity (Table 3).

The current *Office/Residential Transition* FLU designation is a mixed-use category that allows for a distribution of uses within the 4.4-acres, with the cumulative mixture of uses totaling 100%. In Table 3, the maximum allowable density/intensity and net change in density/intensity is based on two theoretical maximum scenarios currently allowed with the *Office/Residential Transition* FLU designation (Scenario #1: 25% Residential/75% Office; and Scenario #2: 25% commercial/75% office).

Table 2. Current & Proposed Future Land Uses – Acreage by Category

	Current FLU (acres)	Proposed FLU (acres)	Net Change in FLU (acres)
Office/Residential Transition	4.4	0	- 4.4
Commercial	0	4.4	+4.4
TOTAL ACREAGE	4.4	4.4	0

Table 3. Current & Proposed Future Land Uses – Maximum Density/Intensity by Category

	Current FLU	Proposed FLU	Net Change in FLU
	[Theoretical Maximum Density/Intensity]		
Office/Residential Transition <i>Scenario #1</i> 25% Residential (10 units/acre)/75% Office (1.5 FAR*)	44 dwelling units 215,622 sq.ft.	0	-44 dwelling units -215,622 sq.ft.
Office/Residential Transition <i>Scenario #2</i> 25% commercial (1.5 FAR)* /75% office (1.5 FAR)*	287,496 sq.ft.	0	-287,496 sq.ft.
Commercial (1.0 FAR)*	0	191,664 sq. ft.	191,664 sq. ft.
TOTAL	Scenario #1: 44 dwelling units 215,622 sq.ft.	191,664 sq. ft.	Scenario #1: -44 dwelling units - 23,958 sq.ft
	Scenario #2: 287,496 sq.ft.		Scenario #2: -95,832 sq.ft.

*The floor area ratio (FAR) is the total covered area on all floors of all buildings on a certain lot divided by the total area of the lot.

INFRASTRUCTURE IMPACT ASSESSMENT

In accordance with standard practice from the Florida Department of Economic Opportunity (DEO) and other review agencies, an impact comparison analysis of the proposed amendment has been completed based upon the theoretical maximum development potential under the currently adopted Future Land Use designation versus the proposed designation. The following seven public facilities and services were examined (Table 4).

- | | |
|-------------------|------------------------|
| 1. Transportation | 5. Stormwater Drainage |
| 2. Sanitary Sewer | 6. Recreation |
| 3. Potable Water | 7. Schools |
| 4. Solid Waste | |

Overall, the proposed amendment would result in a net decrease in impacts to all public infrastructure and services.

Table 4. Impact Analysis (Theoretical Max.)

DEVELOPMENT VARIABLE	CURRENT LAND USE		PROPOSED LAND USE	NET CHANGE	
	Scenario 1 (25% Residential/ 75% Office)	Scenario 2 (25% commercial/ 75% office)		Scenario 1	Scenario 2
Residential Units	44	0	0	-44	0
Non-residential Buildable Sq. Ft.	215,622	287,496	191,664	-23,958	-95,832
Population ¹	99	0	0	-99	0
PM Peak Hour Trips/Daily Trips ²	948/8,083	1,187/10,859	711/8,184	-237/-101	-476/-2,675
Sanitary Sewer (gallons/day) ³	28,602	28,750	19,166	-9,436	-9,584
Potable Water (gallons/day) ⁴	29,482	28,750	19,166	-10,316	-9,584
Solid Waste (lbs./person) ⁵	2,474	2,875	1,917	-557	-958
Stormwater Drainage ⁶	n/a	n/a	n/a	n/a	n/a
Recreation/Open Space ⁷ (acres)	0.69	0	0	-0.69	0

Table 4 Notes:

1. Population: 2.25 persons per household (per 2010 Census)
2. Transportation: Apartment (220) 0.62 PM Peak Hour, 6.65 Average Daily; Shopping Center (820) trips per 1000 sq.ft. - 3.71 PM Peak Hour; 42.70 Average Daily; Medical Office (720) trips per 1000 sq.ft. - 4.27 PM Peak Hour, 36.13 Average Daily; ITE Trip Generation Manual, 10th Edition
3. Sanitary Sewer: 160 gallons per day per Equivalent Residential Unit; 1/10 gallon per square foot per day of non-residential development
4. Potable Water: 180 gallons per day per Equivalent Residential Unit; 1/10 gallon per square foot per day of non-residential development
5. Solid Waste: 3.21 pounds per person per day; 10 lbs. per 1,000 square feet of non- residential development per day
6. Stormwater Drainage: LOS standard = 25-year, 24-hour event; Drainage system will be designed to meet the requirements of the Land Development Code.
7. Rec. & Open Space: 7 acres/1,000 persons (0.007 acres/person)

TRANSPORTATION

A transportation analysis has been prepared by traffic engineering firm, LTG, Inc., and reviewed by staff. A decrease in the number of daily trips and P.M. peak hour trips is expected to result from the proposed FLU amendment. Based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 10th Edition, the proposed *Commercial* FLU designation could generate 237 less P.M. peak hour trips and 101 less daily trips, based on the maximum allowed development for the current (Scenario #1) and proposed FLU designations. When compared to the current FLU designation under scenario #2, proposed *Commercial* FLU designation could generate 476 less P.M. peak hour trips and 2,675 less daily trips, based on the maximum allowed development for the current (Scenario #2) and proposed FLU designations.

The current FLU designation allows is a mixed-use designation that allows for mostly office, some commercial and multi-family residential uses. According to the ITE Trip Generation Manual, the medical and professional office and residential uses allowed under the current FLU designation generate more vehicular trips, especial during peak school traffic times, than the general commercial uses allowed under the proposed FLU designation. In addition, the uses allowed in the *Office/Residential Transition* FLU designation typically attract new trips to an area and while the *Commercial* FLU designation also attracts trips, there is typically a portion of trips that already exist on the adjacent roadways. Therefore, the *Commercial* FLU designation reduces the buildable area (square-footage) and supports uses that will attract a percentage of existing trips on the roadway network.

The analysis shows there will be deficiencies under the current land use in the long-term and the land use proposed in the amendment is expected to still add traffic to these roadway segments. However, due to the reduction in intensity and density through the proposed FLU amendment, the amount of traffic added is anticipated to be less.

As with all development, the specific site development proposals for the subject property will be subject to concurrency regulations at the time of development, requiring adequate transportation facilities to be provided or to mitigate their impacts.

SANITARY SEWER

The City has available capacity to accommodate the proposed amendment and future development of the subject property. The City's adopted LOS standard for sanitary sewer is 160 gallons per day per Equivalent Residential Unit (ERU), and 1/10 gallon per square foot per day of non-residential development. Using these standards, the proposed FLU designation would theoretically generate 19,166 gallons per day (gpd) of wastewater. This is a net decrease of over 9,000 gpd between the current and proposed FLU designations.

POTABLE WATER

The City has available well and Consumptive Use Permit (CUP) capacity to serve the proposed land use change. The City's adopted LOS standard for potable water is 180 gallons per day per Equivalent Residential Unit. Using this standard, the proposed FLU designation would demand 19,166 gallons of potable water per day based on the theoretical maximum development analysis, which is a net decrease of over 9,000 gallons per day.

SOLID WASTE COLLECTION

There is available capacity at the landfill to address the City's solid waste disposal needs. Solid waste generated within the City of Port Orange is delivered to the Volusia County landfill, a 3,000-acre Class I landfill with a projected life span to the year 2050. The City's adopted LOS standard for solid waste is 3.21 pounds per person per day and 10 lbs. per 1,000 square feet of non-residential development per day. Using this standard, the proposed FLU designation would generate 1,917 pounds per day of solid waste based on the theoretical maximum development analysis, which is a net decrease of over 500 pounds per day.

STORMWATER DRAINAGE

There is no anticipated impact to the City's drainage system from the proposed land use change. Stormwater management in the City of Port Orange deals with both quality and quantity. The City's adopted LOS standard for stormwater is the 25-year, 24-hour storm event. More specifically, the stormwater facilities must be capable of treating and conveying the runoff from such a storm without causing flooding of adjacent properties or polluting any receiving water bodies. In addition, the Comprehensive Plan and Land Development Code require that there be no net loss of stormwater retention function as a result of development. In other words, a given parcel must have the same ability to store and discharge water after development as it does before development occurs. Any future development of the property will be required to address stormwater retention on the property in accordance with these City standards.

RECREATION

The proposed FLU designation does not require additional parkland because it is a non-residential FLU designation that does not increase residential demand. According to the City's 2018 Concurrency Management Report, the City has an excess of 68 acres of parkland, so no additional parkland is needed.

SCHOOLS

Pursuant to the Volusia County School District criteria, the proposed FLU amendment and any future development of this property is exempt from School Concurrency review because the request is to change to a non-residential designation.

REVIEW CRITERIA AND STAFF FINDINGS

1. *Consistency with the City's Comprehensive Plan.*

Staff finding: The proposed FLU amendment is generally consistent with the pertinent Goals, Objectives, and Policies of the City's Comprehensive Plan. The proposed FLU designation is compatible with adjacent parcels. There are no new impacts to public facilities from the proposed amendment. Adequate capacity exists for portable water, sewer, schools, recreation, and stormwater, and solid waste. As for transportation, while the proposed amendment reduces the theoretical maximum number of PM Peak and daily trips, there are still failing road segments identified. As with all development, the specific site development proposals for the subject property will be subject to concurrency regulations requiring adequate public facilities to be provided to mitigate the impacts.

2. *Compatibility with land use designations for adjacent parcels and neighborhoods.*

Staff finding: The proposed FLU amendment is compatible with the adjacent properties. Compatibility is defined in the Comprehensive Plan as a condition in which dissimilar land uses can co-exist in relative proximity to one another in a stable fashion over time, such that neither use is negatively impacted by the other. The subject property is part of the I-95/Dunlawton regional commercial node and is primarily surrounded by properties with commercial or office FLU designations. Any future development will be required to comply with all LDC requirements, including those pertaining to buffers and screening (fence or wall) between non-residential and existing adjacent residential homes.

3. *Impacts on public facilities/infrastructure/services.*

Staff finding: The proposed amendment would result in an overall decrease in impacts to public facilities, infrastructure and services. The detailed use-specific concurrency analysis will be conducted as part of any future proposed development.

As with all development, a specific site plan or subdivision will be subject to concurrency regulations requiring adequate public facilities to be provided to mitigate impacts.

4. *Whether the amendment increases the clearance time for evacuation of the population in the Hurricane Vulnerability Zone above twelve hours.*

Staff finding: The subject property is not located within the Hurricane Vulnerability Zone and will not have any negative impact on the clearance time for evacuation of the population in the Hurricane Vulnerability Zone.

5. *Whether the amendment discourages the proliferation of urban sprawl.*

Staff finding: The proposed amendment will not encourage sprawl. The amendment area is surrounded by existing development, with access to existing infrastructure.

PUBLIC NOTICE

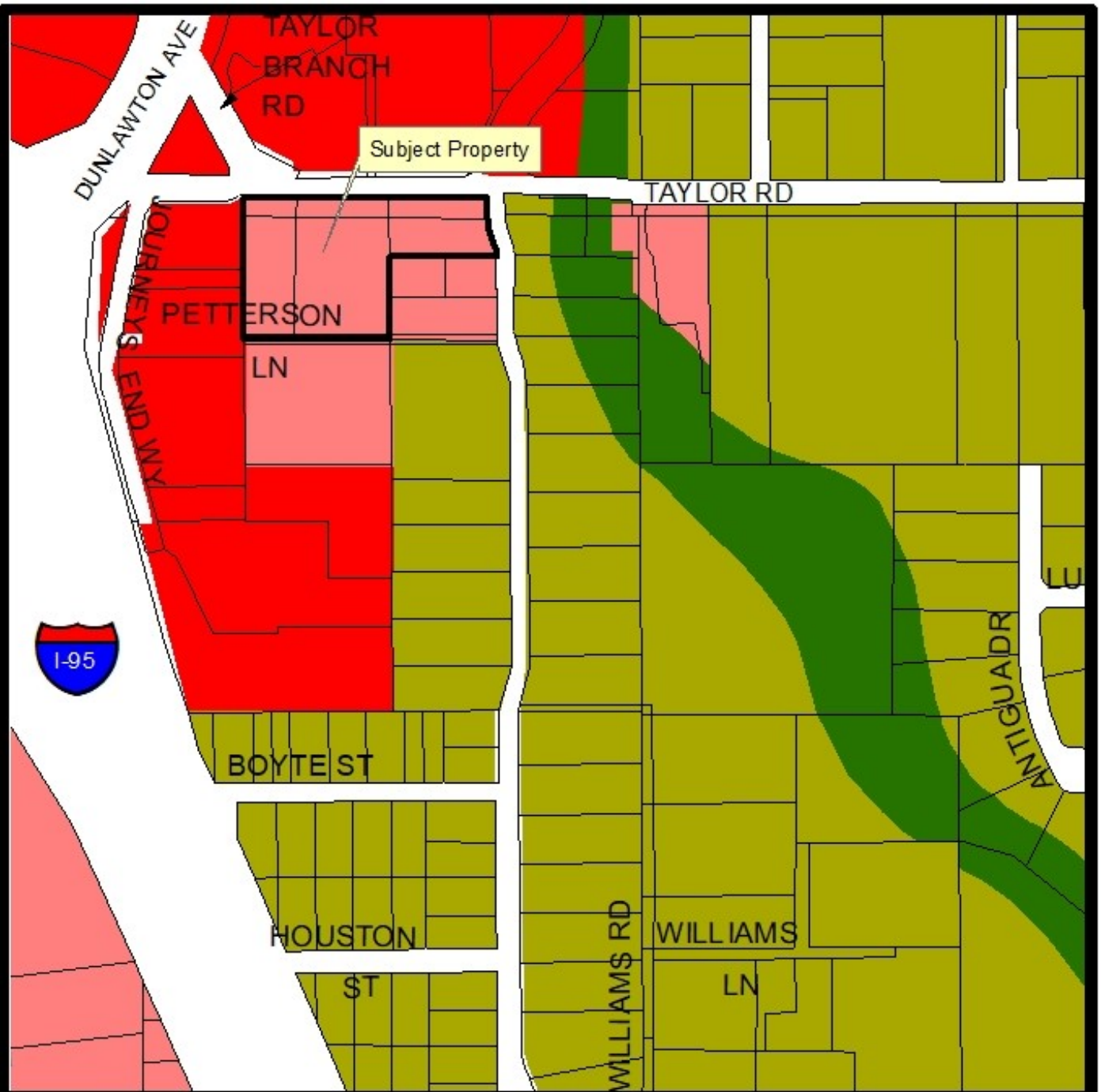
On April 5, 2019, staff posted the property notifying the public of the proposed amendment. The proposed amendment has also been advertised in the *News-Journal* pursuant to Florida Statutes.

STAFF RECOMMENDATION

Staff recommends approval of the request to change the FLU designation of ±4.4 acres from *Office/Residential Transition* to *Commercial*, and authorization for staff to send the amendment to the required review agencies.

ATTACHMENTS

Exhibit A – Current Future Land Use Map
Exhibit B – Proposed Future Land Use Map
Exhibit C – Current Zoning Map
Exhibit D – Proposed zoning Map



Future Land Use Designations

- | | |
|--|--|
| Commercial | Office/Residential Transition |
| Conservation | Rural Transition |

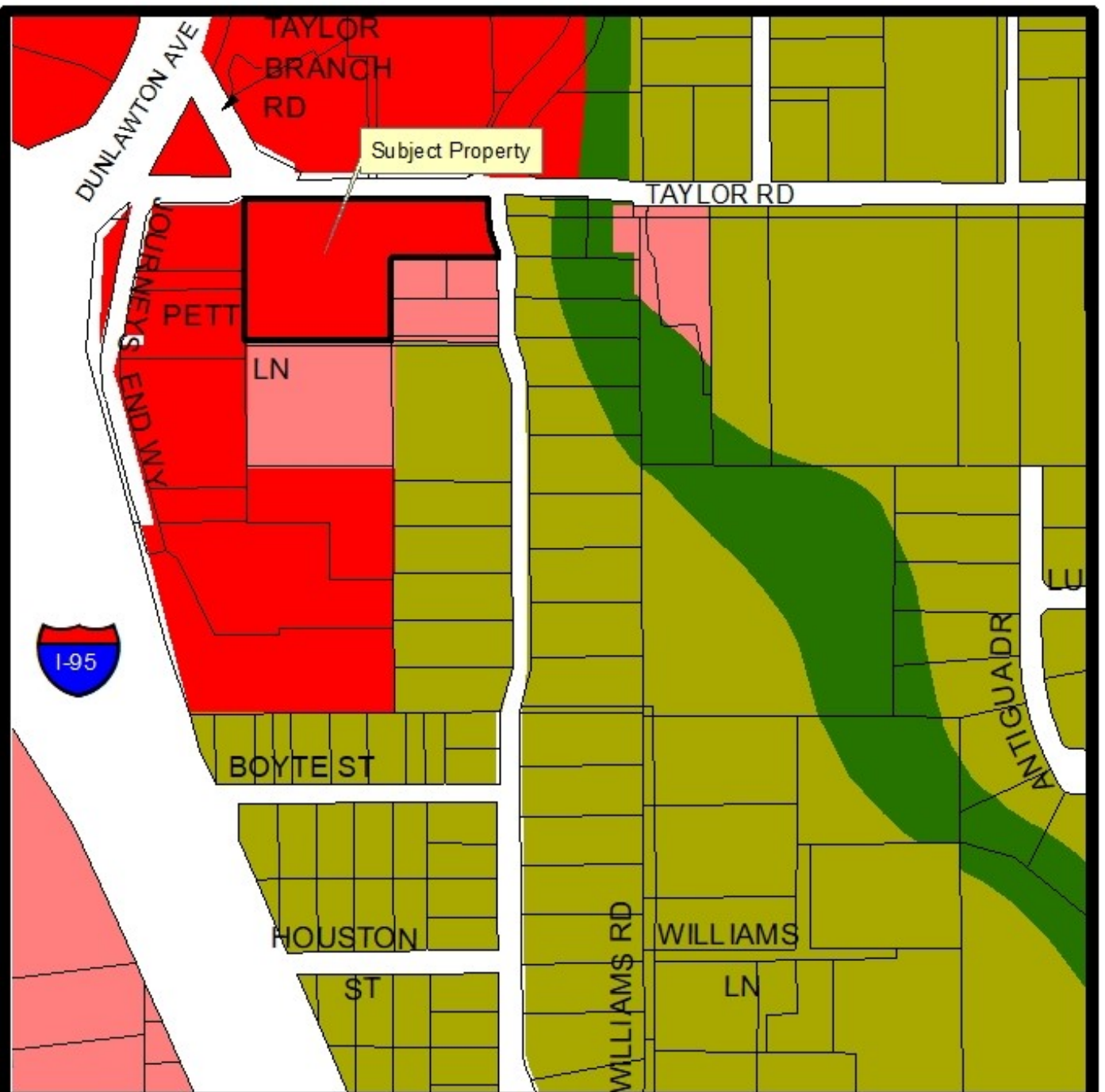


Exhibit A - Current Future Land Use Map

CITY OF PORT ORANGE

DEPARTMENT OF COMMUNITY DEVELOPMENT





Future Land Use Designations

- | | | | |
|---|--------------|---|-------------------------------|
|  | Commercial |  | Office/Residential Transition |
|  | Conservation |  | Rural Transition |

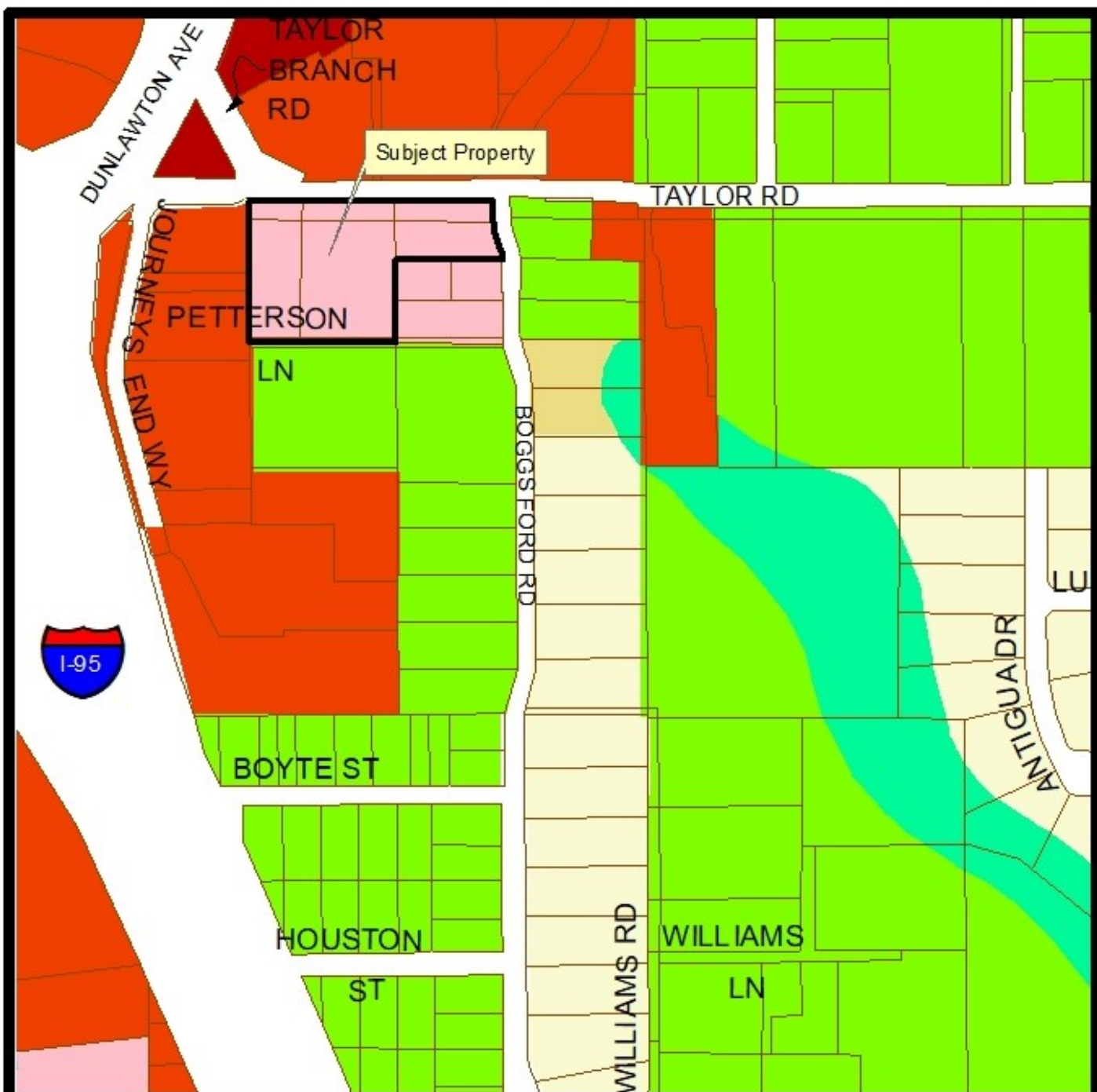


Exhibit B - Proposed Future Land Use Map

CITY OF PORT ORANGE

DEPARTMENT OF COMMUNITY DEVELOPMENT





Zoning Classifications

 Agriculture	 Interchange Commercial District	 R-20SF Single Family Residential
 Community Commercial	 Planned Commercial Development	 Rural Residential
 Flood Plain-Conservation	 Professional Office	

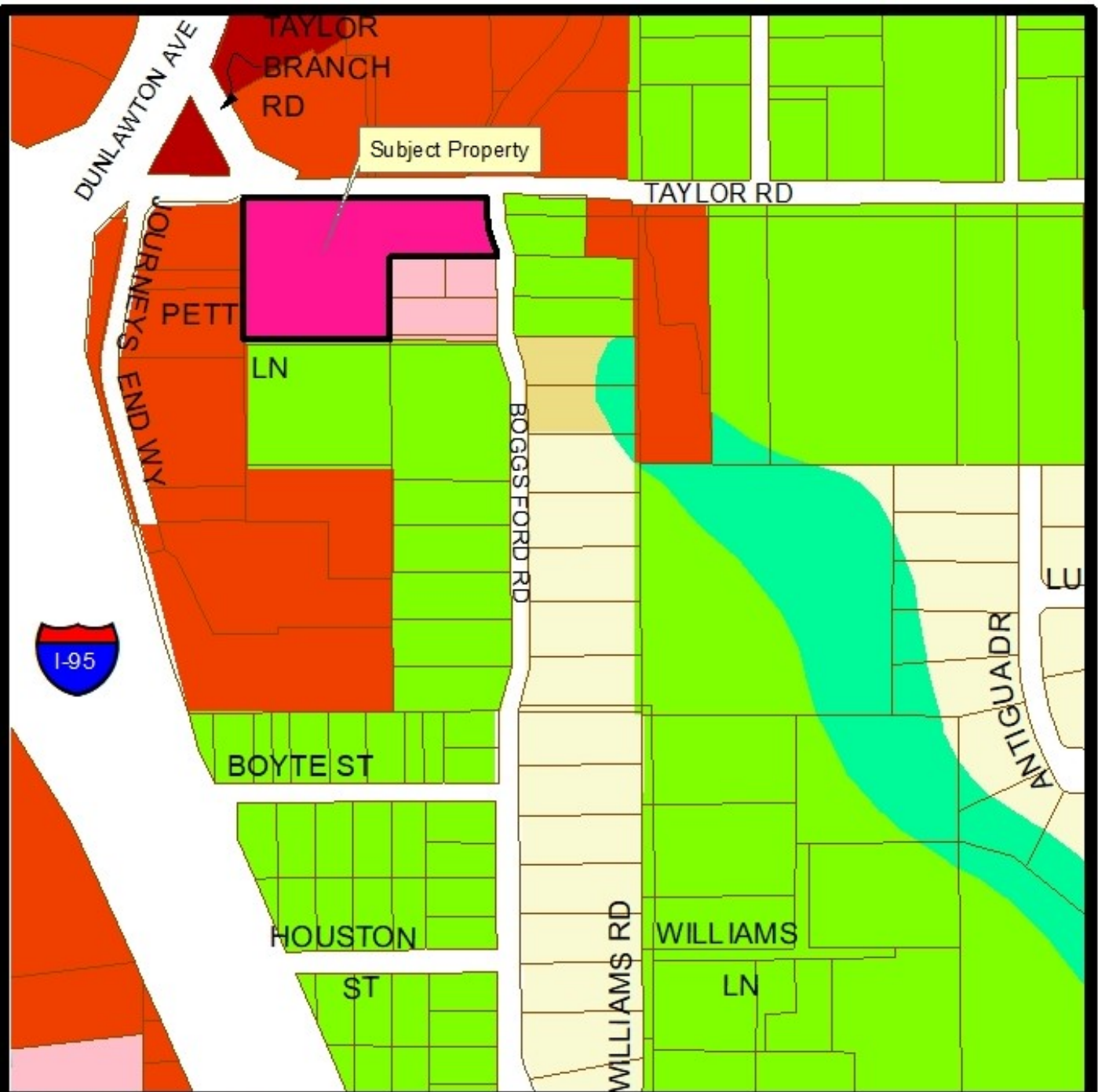


Exhibit C - Current Zoning Map

CITY OF PORT ORANGE

DEPARTMENT OF COMMUNITY DEVELOPMENT





Zoning Classifications

 Agriculture	 Interchange Commercial District	 R-20SF Single Family Residential
 Community Commercial	 Planned Commercial Development	 Rural Residential
 Flood Plain-Conservation	 Professional Office	



Exhibit D - Proposed Zoning Map

CITY OF PORT ORANGE

DEPARTMENT OF COMMUNITY DEVELOPMENT





CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: No

SUBJECT: (G23) Second Reading - Ordinance No. 2019-21 - Rezoning/904 and 908 Taylor Road

DEPARTMENT: Community Development

GOAL:

RECOMMENDED MOTION: Move to approve Ordinance No. 2019-21, rezoning ± 4.4 -acres from Professional Office (PO) to Community Commercial (CC).

SUMMARY: Planning Commission Action (05/23/19): Recommended Approval

The applicant is requesting to rezone ± 4.4 -acres from Professional Office (PO) to Community Commercial (CC). The 4.4-acre subject property consist of two sites: 904 and 908 Taylor Road. At this time, there is no pending development proposed on the subject property. The applicant is requesting the rezoning to expand the number of non-residential uses allowed to be developed on the subject property.

The subject property currently includes the Port Orange Christian Church site and an adjacent vacant parcel. The rezoning request was reviewed according to the criteria established in Chapter 3, Section 5 of the LDC in terms of consistency with the Comprehensive Plan and the surrounding land uses and zoning.

All future development plans (site plan or subdivision) submitted will require detailed technical review by the Development Review Committee (SDRC) to determine all requirements in the Land Development Code (LDC) are met. As with all development, specific site development proposals for the subject property are subject to concurrency regulations at the time of development requiring transportation facilities to be provided or for the developer to enter into a mitigation agreement for their impacts.

The staff report is attached for your review.

Project No.: Funding Account No.:

Presenter: Penelope Cruz

ATTACHMENTS:

1.	Ord. No. 2019-21	Ord. No. 2019-21.pdf
2.	Ord. No. 2019-21 Exhibit 1	Exhibit A for Taylor Rd FLU.pdf
3.	Ord. No. 2019-21	Ord. No. 2019-21 Exhibit 2.pdf

	Exhibit 2	
4.	Staff Report	CC_Rezoning Staff Report_SW Corner_Taylor Rd_Boggs Ford Ln.pdf

Penelope Cruz
Tim Burman
Jake Johansson
Robin Fenwick

Created/Initiated - 7/9/2019
Approved - 7/9/2019
Approved - 7/10/2019
Final Approval - 7/18/2019

ORDINANCE NO. 2019-21

AN ORDINANCE OF THE CITY OF PORT ORANGE,
VOLUSIA COUNTY, FLORIDA, REZONING ±4.4 ACRES
LOCATED AT 904 AND 908 TAYLOR ROAD FROM
PROFESSIONAL OFFICE (PO) TO COMMUNITY
COMMERCIAL (CC); AUTHORIZING REVISION OF THE
OFFICIAL ZONING ATLAS; AND PROVIDING AN
EFFECTIVE DATE.

WHEREAS, the property to be rezoned consists of ±4.4 acres located at 904 and 908 Taylor Road from Professional Office (PO) to Community Commercial (CC); and

WHEREAS, a public hearing was held following public notice as prescribed by ordinance; and

WHEREAS, the Planning Commission has by a majority vote recommended approval of the proposed rezoning; and

WHEREAS, the City Council has approved by a majority vote of the members present the rezoning of the described property; and

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 rezone the following described property from Professional Office (PO) Community Commercial (CC).

Section 2. The property rezoned consists of ±4.4 acres located at 904 and 908 Taylor Road more particularly described on **Exhibit “1”** attached hereto.

Section 3. The City Council of the City of Port Orange does hereby approve, authorize and direct the revision of the City's Official Zoning Atlas to show the classification for the area as hereby rezoned as shown on **Exhibit “2”**, attached hereto.

Section 4. 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

Passed and adopted on second and final reading on the day of

Reviewed and Approved: _____
Shannon K. Balmer, Assistant City Attorney

EXHIBIT "1"

PARCEL 1: A PORTION OF LOT 1A OF PLAT NUMBER 2 MAP OF CRAIG FARMS, AS RECORDED IN BOOK 11, PAGE 90, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS: THE EASTERLY 260 FEET LYING EAST OF THE PROPERTY CONVEYED TO MORRIS F. TODD AND JOAN E. TODD, HUSBAND AND WIFE, BY THAT CERTAIN DEED DATED FEBRUARY 20, 1961, AND RECORDED FEBRUARY 27, 1961, IN OFFICIAL RECORDS BOOK 352, PAGE 313.

PARCEL 2: THE EASTERLY 130 FEET OF THE WESTERLY 540 FEET OF THE NORTHERLY 330.48 FEET OF THE NORTHWEST 1/4 OF SECTION 20, TOWNSHIP 16 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA. RESERVING A PERMANENT EASEMENT FOR PUBLIC ROAD PURPOSES OVER THE SOUTHERLY 10 FEET THEREOF;

AND

PARCEL 3: THE EASTERLY 130 FEET OF THE WESTERLY 670 FEET OF THE NORTHERLY 330.48 FEET OF THE NORTHWEST 1/4 OF SECTION 20, TOWNSHIP 16 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA. RESERVING A PERMANENT EASEMENT FOR PUBLIC ROAD PURPOSES OVER THE SOUTHERLY 10 FEET THEREOF.

LEGAL DESCRIPTION (PARCEL 4)

PART OF LOT 1-A, PLAT #2, CRAIG FARMS, PER MAP BOOK 11, PAGE 90, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SECTION 20, TOWNSHIP 16 SOUTH, RANGE 33 EAST, COUNTY OF VOLUSIA, FLORIDA; THENCE NORTH 88 DEGREES 11 MINUTES 30 SECONDS EAST ALONG THE NORTHERLY LINE OF SAID SECTION 20, FOR A DISTANCE OF 670 FEET TO THE POINT OF BEGINNING; THENCE NORTH 01 DEGREES 45 MINUTES 30 SECONDS WEST FOR A DISTANCE OF 44.54 FEET TO THE SOUTHERLY PRESCRIPTIVE RIGHT-OF-WAY LINE OF TAYLOR ROAD (A COUNTY ROAD MAINTAINED AND IN USE); THENCE NORTH 89 DEGREES 00 MINUTES 19 SECONDS EAST ALONG THE SAID SOUTHERLY LINE OF TAYLOR ROAD FOR A DISTANCE OF 19.13 FEET; THENCE SOUTH 01 DEGREES 45 MINUTES 12 SECONDS EAST LEAVING SAID SOUTHERLY LINE OF TAYLOR ROAD FOR A DISTANCE OF 44.23 FEET TO THE NORTH LINE OF SAID SECTION 20; THENCE SOUTH 88 DEGREES 11 MINUTES 30 SECONDS WEST ALONG THE SAID NORTH LINE FOR A DISTANCE OF 19.20 FEET TO THE POINT OF BEGINNING.

LEGAL DESCRIPTION (PARCEL 5)

PART OF WEST 315.78 FEET OF THE EAST 650 FEET OF LOT 1-A PLAT #2, CRAIG FARMS, PER MAP 11, PAGE 90, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA TOGETHER WITH A PORTION OF NORTHWEST 1/4 OF SECTION 20, TOWNSHIP 16 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

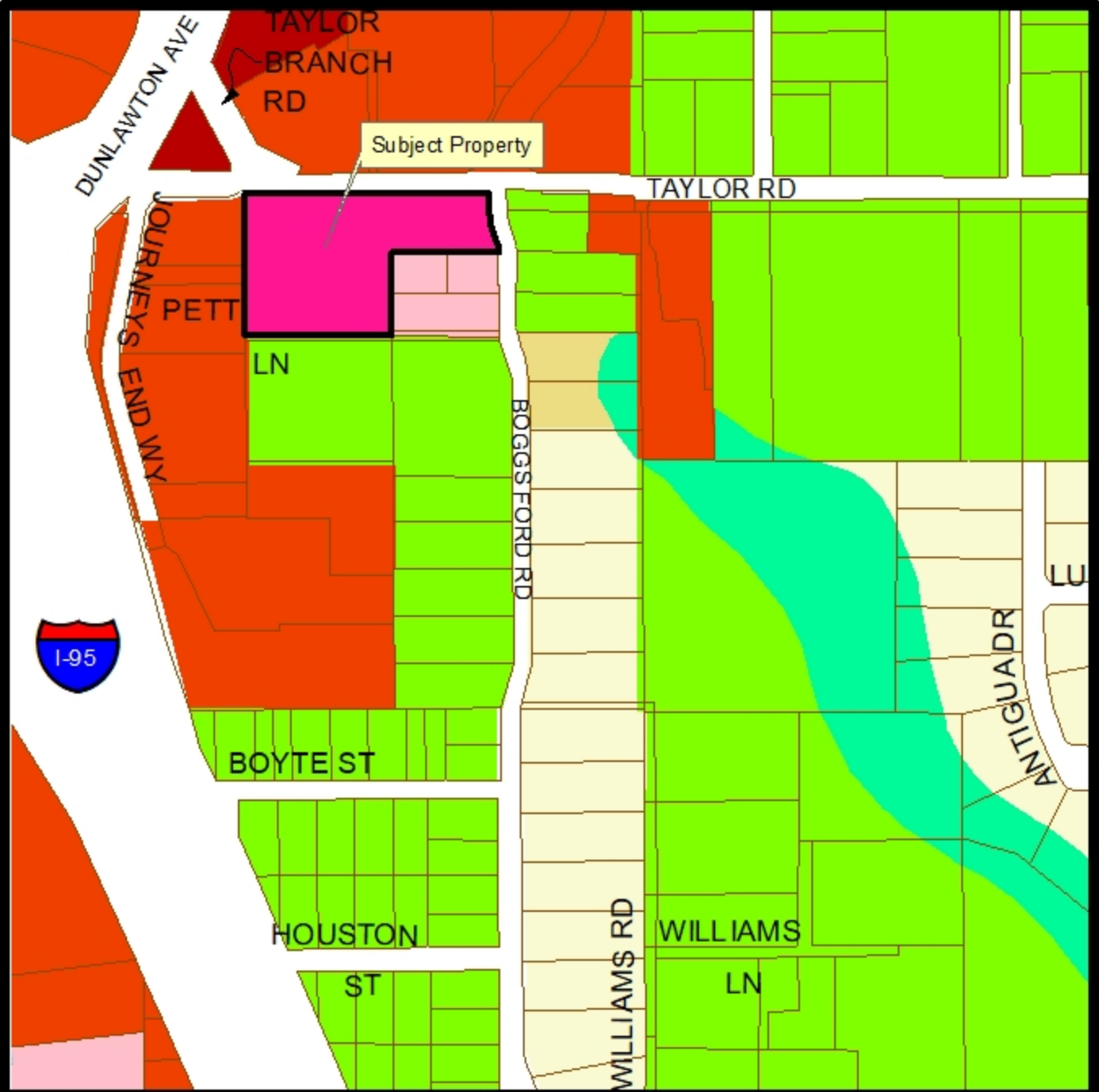
COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 20: THENCE THE N 88 11' 30" E ALONG THE NORTHERLY LINE OF SAID SECTION 20 A DISTANCE OF 670 FEET TO A POINT OF BEGINNING; THENCE CONTINUE N 88 11' 30" E ALONG SAID NORTH LINE OF SECTION 20 OF DISTANCE OF 19.20 FEET; THENCE N 01 45' 12" W A DISTANCE OF 44.23 FEET TO THE SOUTH LINE TAYLOR ROAD AS NOW OCCUPIED AND MAINTAINED; THENCE N 89 00' 19" E ALONG SAID SOUTH LINE OF TAYLOR ROAD A DISTANCE OF 240.66 FEET TO THE WEST RIGHT-OF-WAY OF BOGGS FORD ROAD AS NOW ESTABLISHED AND OCCUPIED; THENCE SOUTH AND SOUTHEAST ALONG A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 25 FEET, A CENTRAL ANGLE OF 7 52'05", AN ARC LENGTH OF 3.43 FEET TO THE POINT OF TANGENCY; THENCE S 01 39' 10" E A DISTANCE OF 62.55 FEET TO THE POINT OF CURVATURE TO THE LEFT, SAID CURVE, HAVING A CENTRAL ANGLE OF 23 33' 24" AND RADIUS OF 175 FEET; THENCE SOUTH TO SOUTHEAST ALONG SAID CURVE AN ARC LENGTH OF 71.95 FEET TO THE POINT OF REVERSE CURVE TO THE RIGHT, SAID CURVE HAVING A CENTRAL ANGLE OF 7 14' 37", A RADIUS OF 125 FEET; THENCE SOUTHEAST TO SOUTH LINE ALONG SAID CURVE AN ARC LENGTH OF 15.80 FEET; THENCE S 88 11' 30" W LEAVING SAID CURVE A DISTANCE OF 279.77 FEET; THENCE N 01 45' 30" W A DISTANCE OF 110.00 FEET TO THE POINT OF BEGINNING.

ABOVE DESCRIBED PARCEL CONTAINS 0.905 ACRES MORE OR LESS.

AND

THE EASTERLY 130 FEET OF THE WESTERLY 410 FEET OF THE NORTHERLY 330.48 FEET OF SECTION 20, TOWNSHIP 16 SOUTH, RANGE 33 EAST. SUBJECT TO AN EASEMENT FOR ROAD AND UTILITY PURPOSES OVER THE SOUTHERLY 10 FEET THEREOF, AND THAT PART OF LOT 1-A, PLAT #12, CRAIG FARMS SUBDIVISION AS RECORDED IN MAP BOOK 11, PAGE 90, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, LYING NORTH OF AND BETWEEN THE NORTHERLY PROLONGATION OF THE EAST AND WEST LINES OF THE AFORESAID PROPERTY, PORTION OF LOT 1-A, CRAIG FARMS SUBDIVISION, OTHERWISE AS DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SECTION 20, TOWNSHIP 16 SOUTH, RANGE 33 EAST, THENCE NORTH 88°11'30" EAST ALONG THE SOUTHERLY LINE OF SAID LOT 1-A, A DISTANCE OF 280 FEET TO THE PLACE OF BEGINNING; THENCE NORTH 01°45'30" WEST AND PARALLEL TO THE WESTERLY LINE OF SAID SECTION 20, A DISTANCE OF 58.52 FEET TO A POINT IN THE SOUTHERLY LINE OF NEW ROAD (A 50-FOOT RECORDED ROAD); THENCE EASTERLY ALONG THE SOUTHERLY LINE OF SAID NEW ROAD, A DISTANCE OF 130 FEET; THENCE SOUTH 01°45'30" EAST, A DISTANCE OF 57.83 FEET TO A POINT IN THE NORTHERLY LINE OF SAID SECTION 20; THENCE SOUTH 88°11'30" WEST ALONG THE NORTHERLY LINE OF SAID SECTION 20, A DISTANCE OF 130 FEET TO THE PLACE OF BEGINNING.

Exhibit "2"



Zoning Classifications

- | | | |
|--------------------------|---------------------------------|----------------------------------|
| Agriculture | Interchange Commercial District | R-20SF Single Family Residential |
| Community Commercial | Planned Commercial Development | Rural Residential |
| Flood Plain-Conservation | Professional Office | |



Zoning Map

CITY OF PORT ORANGE

DEPARTMENT OF COMMUNITY DEVELOPMENT





STAFF REPORT

Rezoning/Southwest corner of Taylor Rd. and
Boggs Ford Rd.
Case No. 19-60000001

REQUEST:	Rezone ± 4.4 acres from Professional Office (PO) to Community Commercial (CC).
LOCATION:	Southwest corner of Taylor Rd. and Boggs Ford Rd. (Figure 1 - Location Map)
OWNERS:	Port Orange Christian Church, Inc. and N & T Enterprises, LLC
APPLICANT:	Storch Law Firm
STAFF CONTACT:	Penelope Cruz, Planning Manager (386) 506-5671
STAFF RECOMMENDATION:	Approval
PLANNING COMMISSION ACTION:	Recommended Approval (May 23, 2019)
CITY COUNCIL:	June 18, 2019

INTRODUCTION

The applicant is requesting to rezone ± 4.4 -acres from Professional Office (PO) to Community Commercial (CC). The 4.4-acre subject property consist of two sites: 904 and 908 Taylor Road. At this time, there is no pending development proposed on the subject property. The applicant is requesting the rezoning to expand the number of non-residential uses allowed to be developed on the subject property.



Figure 1. Location Map

Map created by the City of Port Orange Community Development Department

DISCUSSION

The subject property currently includes the Port Orange Christian Church site and an adjacent vacant parcel. The rezoning request was reviewed according to the criteria established in Chapter 3, Section 5 of the LDC in terms of consistency with the Comprehensive Plan and the surrounding land uses and zoning.

All future development plans (site plan or subdivision) submitted will require detailed technical review by the Development Review Committee (SDRC) to determine all requirements in the Land Development Code (LDC) are met. As with all development, specific site development proposals for the subject property are subject to concurrency regulations at the time of development requiring transportation facilities to be provided or for the developer to enter into a mitigation agreement for their impacts.

The City has planned for and designated commercial nodes at intersections of major roads in the Future Land Use Element of the Comprehensive Plan. In this case, the subject property is part of a Regional Commercial Node located around the intersection of Dunlawton Avenue and I-95. The node is intended to support the City with a mix of retail uses for the surrounding area within a ± 4 -mile radius of the I-95 interchange area.

Consistency with Comprehensive Plan

The proposed rezoning to the Community Commercial (CC) zoning district is consistent with the proposed Commercial FLU designation. The subject property is currently designated *Office/Residential Transition* (ORT), but the applicant has applied to change the Future Land Use (FLU) designation to *Commercial* (see Exhibit B and Case No. 19-20000001).

Compatibility with Surrounding Uses and Zoning

The requested zoning is consistent with the surrounding properties that are zone Planned Commercial Development (PCD) and compatible with other surrounding properties currently developed with single-family homes. Compatibility is defined in the Comprehensive Plan as a condition in which dissimilar land uses can co-exist in relative proximity to one another in a stable fashion over time, such that neither use is unduly negatively impacted by the other. Any future development will be required to comply with all Land Development Code requirements, including those pertaining to buffers between non-residential and existing adjacent residential homes.

The surrounding existing land uses, Future Land Use designations, and Zoning classifications are identified in Table 1. The current adopted FLU designation for the subject property and adjacent properties are identified on Exhibit A. The proposed FLU designation for the subject property and the current FLU designation of the adjacent properties are identified on Exhibit B. The current zoning classification of the subject property and adjacent properties are identified on Exhibit C. The proposed zoning classification of the subject property and current zoning classification of adjacent properties are identified on Exhibit D.

Table 1. Surrounding Land Uses and Zoning

Direction	Existing Land Use	FLU Designation	Zoning District
North	Altamira Planned Commercial Development (PCD)	Commercial	Planned Commercial Development (PCD)
South	Single-family homes	Office/Residential Transition; Rural Transition (0-2 units/acre)	Professional Office; Agriculture
East	Boggs Ford Road right-of-way; single-family homes	Boggs Ford Road right-of-way; Rural Transition (0-2 units/acre)	Agriculture
West	Journey's End Planned Commercial Development (PCD)	Commercial	Planned Commercial Development (PCD); Interchange Commercial (ICD)

PUBLIC NOTICE

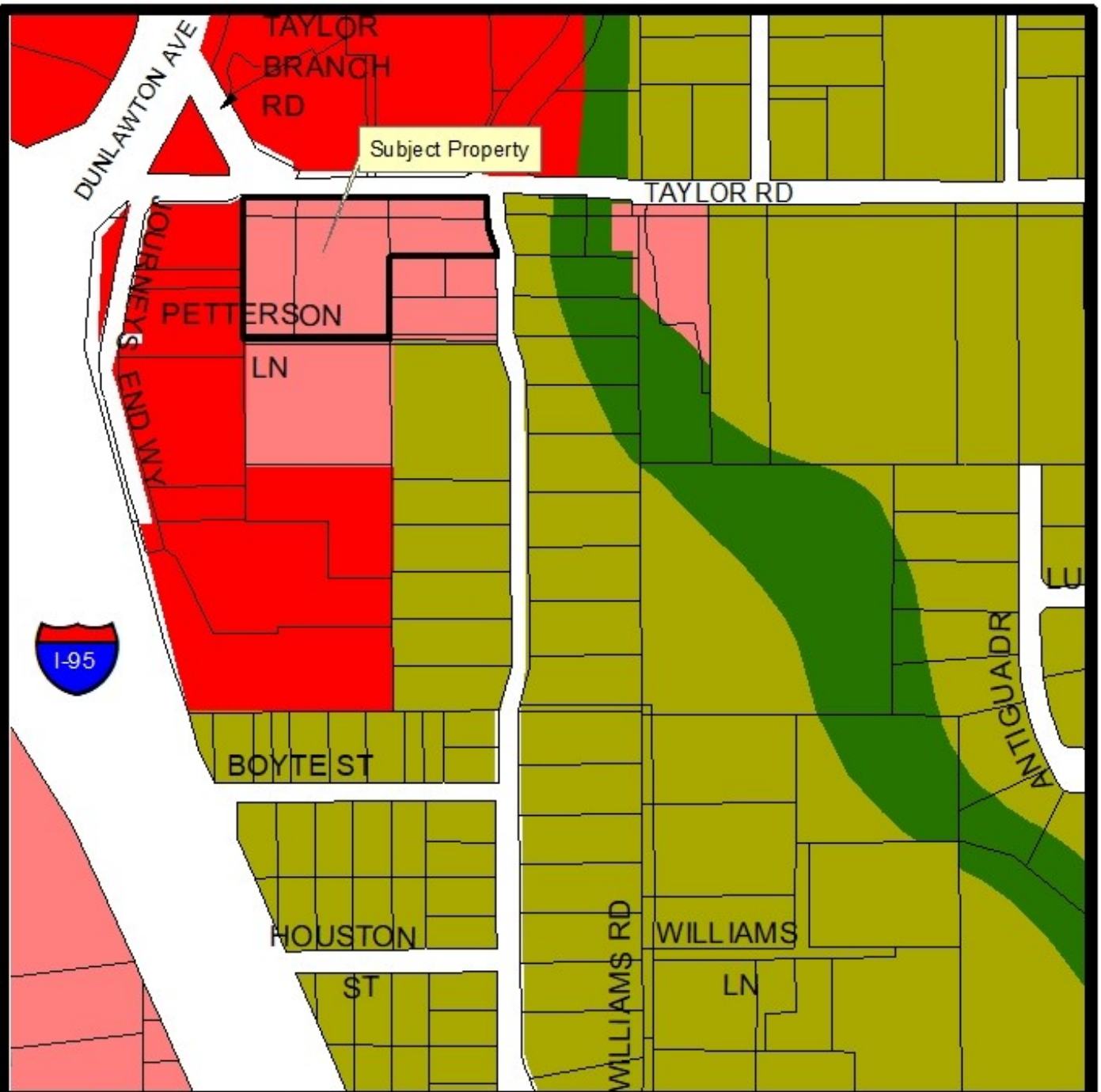
On April 5, 2019, staff posted the property notifying the public of the proposed amendment.

STAFF RECOMMENDATION

Staff recommends approval of the request to rezone ±4.4 acres from Professional Office (PO) to Community Commercial (CC).

ATTACHMENTS

- Exhibit A – Current Future Land Use Map
- Exhibit B – Proposed Future Land Use Map
- Exhibit C – Current Zoning Map
- Exhibit D – Proposed zoning Map
- Exhibit E – Community Commercial Zoning District Permitted Uses



Future Land Use Designations

- | | |
|--|--|
| Commercial | Office/Residential Transition |
| Conservation | Rural Transition |

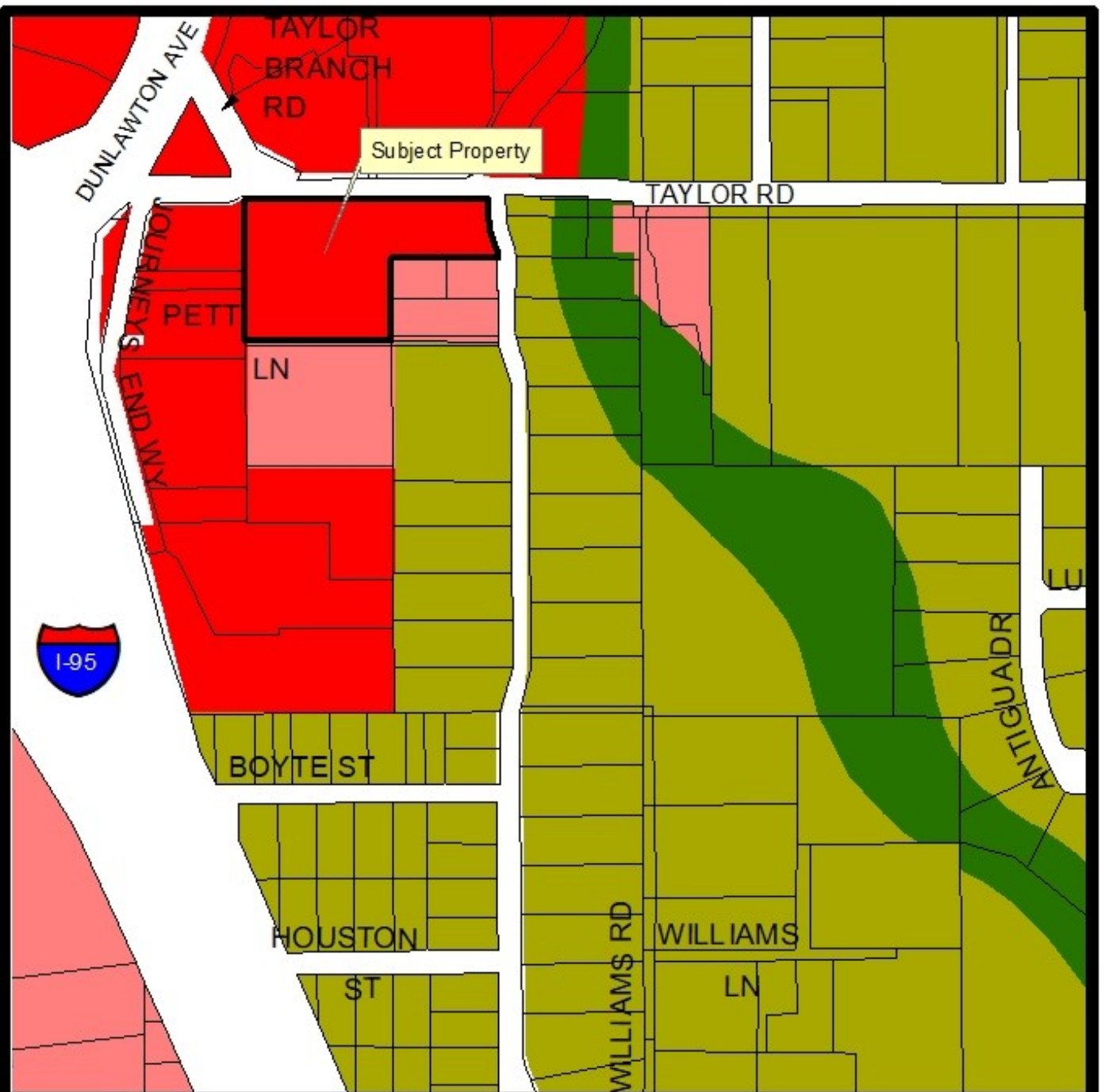


Exhibit A - Current Future Land Use Map

CITY OF PORT ORANGE

DEPARTMENT OF COMMUNITY DEVELOPMENT





Future Land Use Designations

- | | |
|--|--|
| Commercial | Office/Residential Transition |
| Conservation | Rural Transition |

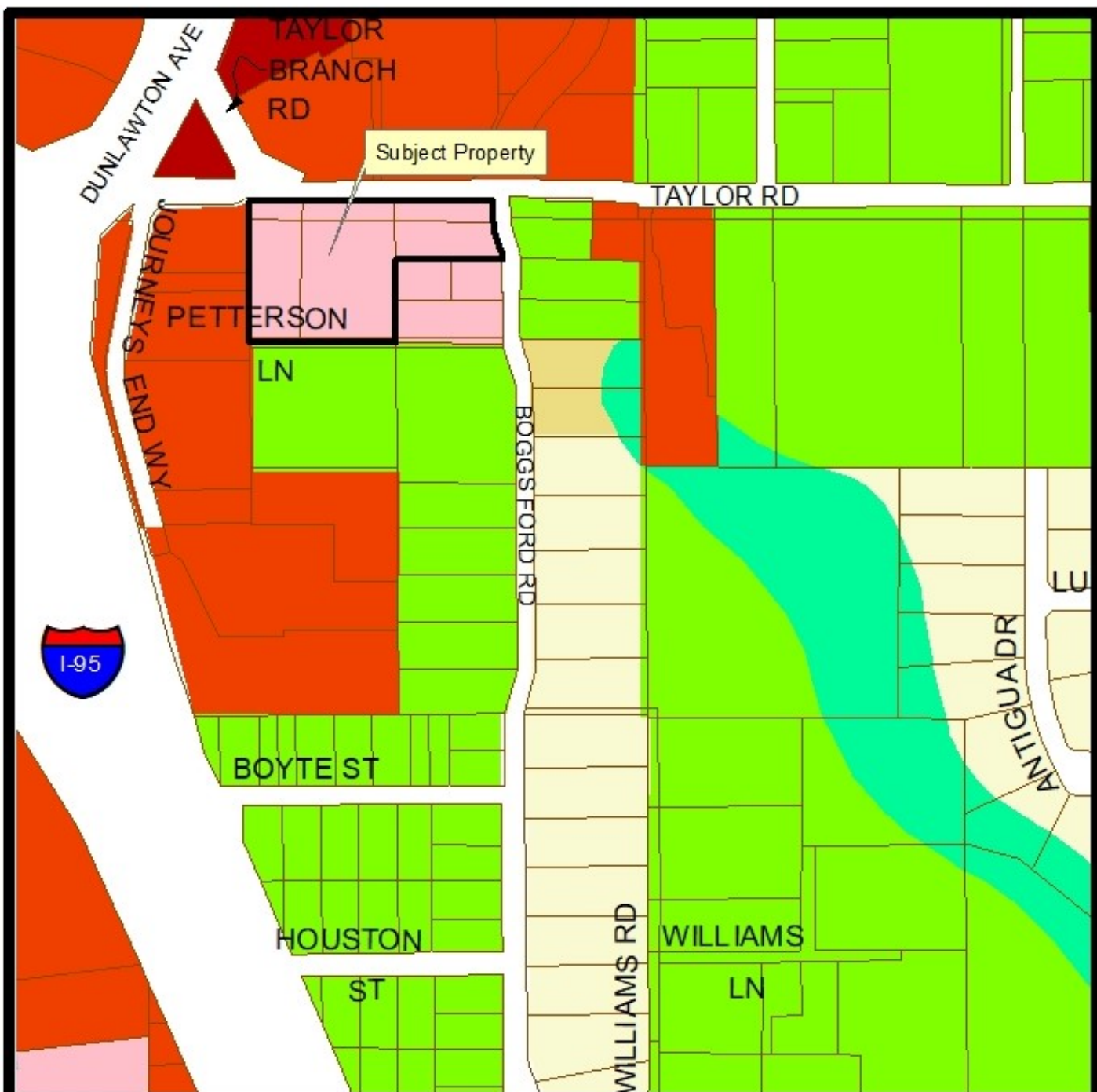


Exhibit B - Proposed Future Land Use Map

CITY OF PORT ORANGE

DEPARTMENT OF COMMUNITY DEVELOPMENT





Zoning Classifications

 Agriculture	 Interchange Commercial District	 R-20SF Single Family Residential
 Community Commercial	 Planned Commercial Development	 Rural Residential
 Flood Plain-Conservation	 Professional Office	

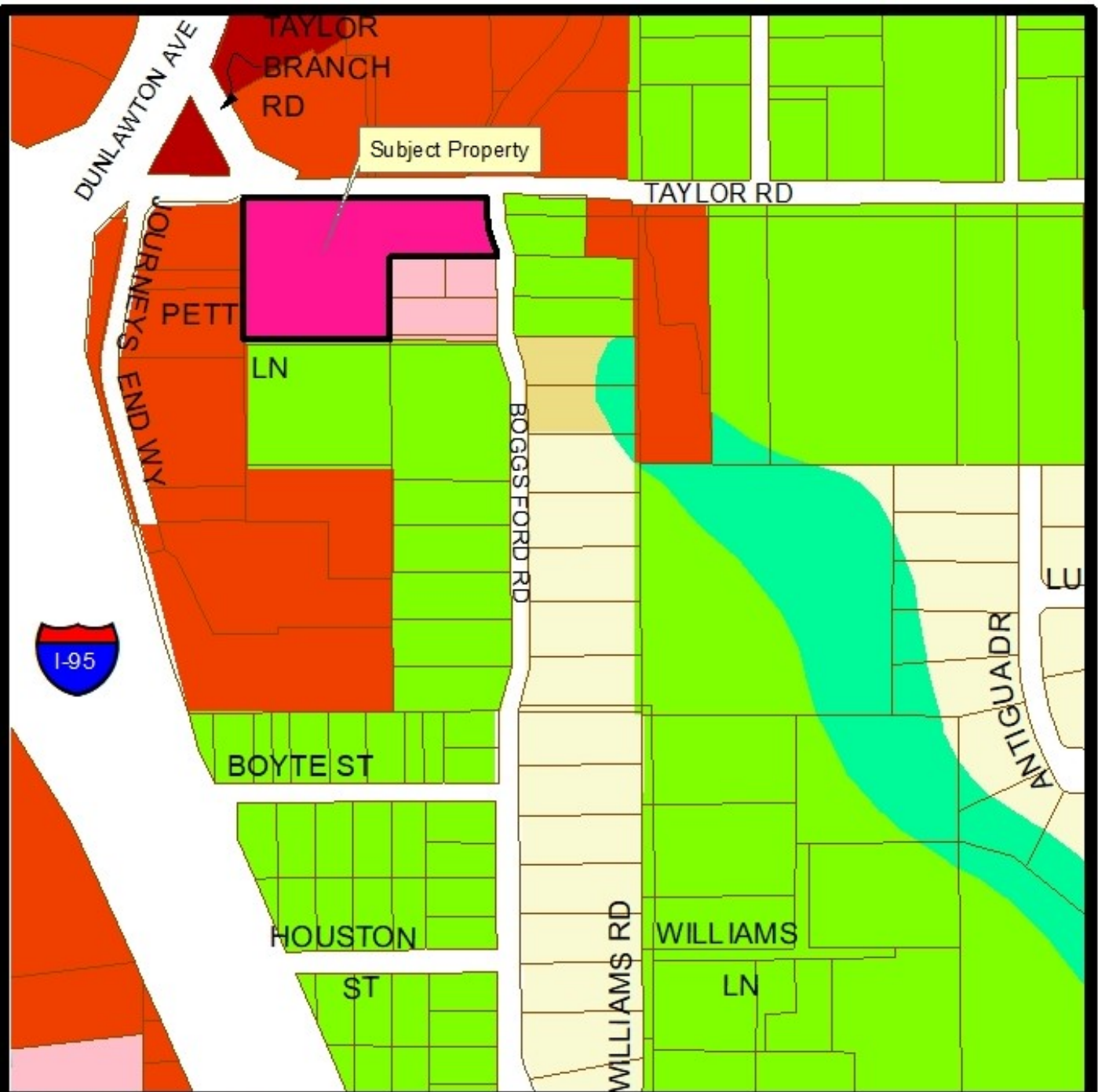


Exhibit C - Current Zoning Map

CITY OF PORT ORANGE

DEPARTMENT OF COMMUNITY DEVELOPMENT





Zoning Classifications

 Agriculture	 Interchange Commercial District	 R-20SF Single Family Residential
 Community Commercial	 Planned Commercial Development	 Rural Residential
 Flood Plain-Conservation	 Professional Office	



Exhibit D - Proposed Zoning Map

CITY OF PORT ORANGE

DEPARTMENT OF COMMUNITY DEVELOPMENT



Exhibit E

Land Development Code

Chapter 17 – Zoning

Section 21: - Community commercial (CC) district.

(a) Purpose and intent. The community commercial (CC) district is intended to provide for community scale businesses that customarily require freestanding buildings on individual sites.

(b) Permitted uses.

- (1) Adult/vocational education.
- (2) Appliance/electronic repair shops.
- (3) Banks.
- (4) Business services.
- (5) Clubs, lodges, and fraternal organizations.
- (6) Camouflaged and monopole communication towers.
- (7) Convenience stores with or without fuel operations.
- (8) Financial services.
- (9) Fleet-based services.
- (10) Funeral homes.
- (11) Furniture and appliance stores.
- (12) Health/exercise clubs.
- (13) Medical offices/clinics.
- (14) Motor vehicle service stations.
- (15) Offices.
- (16) Office supplies.
- (17) Personal services.
- (18) Restaurants.
- (19) Retail home building materials.
- (20) Retail nurseries and garden supplies.
- (21) Retail sales and services.
- (22) Veterinary clinics.

(bb) Permitted uses with special development requirements (chapter 18, section 4).

- (1) Athletic/sports facilities (subsection 2).
- (2) Brewery (subsection 3.7).
- (3) Child care centers (subsection 4).
- (4) Craft food and beverage producer (subsection 5.15).
- (5) Community gardens (subsection 5.1). (6) Microbrewery (subsection 9.57).
- (6) Theaters (subsection 17).

(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) Marina, recreational (subsection 9.6).
- (5) Mini-warehouses (subsection 10).
- (6) Motor vehicle and boat storage facilities (subsection 12).



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: No

SUBJECT: (H24) First Reading - Ordinance No. 2019-8 - Dissolving the Code Enforcement Board in favor of a Special Magistrate Enforcement Method

DEPARTMENT: Police Services

GOAL:

RECOMMENDED MOTION: Move to approve Ordinance No. 2019-8.

SUMMARY: Dissolves the Code Enforcement Board. The ordinance will amend the terminology in the Code and LDC to be consistent with our current practice of using the special magistrate for code enforcement hearings. This ordinance also authorizes the City Manager to determine when foreclosure of a code enforcement lien is appropriate.

Project No.: Funding Account No.:

Presenter:

ATTACHMENTS:

1.	Ordinance No. 2019-8	Ordinance No. 2019-8.pdf
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Thomas Grimaldi
William Proctor
Thomas Grimaldi
Matthew Jones
Jake Johansson
Robin Fenwick

Created/Initiated - 1/7/2019
Approved - 2/21/2019
Approved - 2/22/2019
Approved - 7/25/2019
Approved - 7/29/2019
Final Approval - 7/29/2019

ORDINANCE NO. 2019-8

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, DISSOLVING THE CODE ENFORCEMENT BOARD IN FAVOR OF THE SPECIAL MAGISTRATE METHOD OF ENFORCEMENT; AMENDING VARIOUS SECTIONS OF THE CODE OF ORDINANCES AND THE LAND DEVELOPMENT CODE TO DELETE REFERENCES TO THE "CODE ENFORCEMENT BOARD" OR "SPECIAL MASTER" AND REPLACE SAID REFERENCES WITH "SPECIAL MAGISTRATE"; PROVIDING FOR THE APPOINTMENT OF A SPECIAL MAGISTRATE AND DESCRIBING THE POWERS AND DUTIES OF THE SPECIAL MAGISTRATE; REMOVING REFERENCE TO THE CODE ENFORCEMENT BOARD ATTORNEY; AUTHORIZING THE CITY MANAGER TO MAKE DETERMINATIONS ON WHETHER TO FORECLOSE ON CODE ENFORCEMENT LIENS; PRESERVING THE VALIDITY AND ENFORCEABILITY OF ALL ADMINISTRATIVE ACTIONS, ORDERS, AND LIENS OF THE CODE ENFORCEMENT BOARD PRIOR TO THE ADOPTION OF THIS ORDINANCE; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Port Orange previously provided for both a code enforcement board, or a Special Magistrate (aka "Special Master") in the City of Port Orange Code of Ordinances; and

WHEREAS, Chapter 162, Florida Statutes, as amended, authorizes the use of a Special Magistrate to enforce the City's codes and ordinances; and

WHEREAS, the City currently utilizes a Special Magistrate to hear code enforcement violation and other administrative hearings; and

WHEREAS, designating a professional Special Magistrate to conduct code enforcement hearings provides for a timely and cost effective approach to conducting such hearings; and

WHEREAS, a Special Magistrate is capable of rendering decisions on code enforcement matters and other administrative hearings in a fair and impartial manner; and

WHEREAS, the City finds it desirable to provide for notice and appeal procedures to ensure the fairness and impartiality of code enforcement hearings; and

WHEREAS, the residents of the City of Port Orange have a duty to abide by City ordinances and benefit from other residents abiding by such ordinances; and

WHEREAS, the enforcement of code enforcement ordinances provides benefits to public health, comfort, convenience, safety, welfare and prosperity of the residents of the City of Port Orange; and

WHEREAS, as a matter of legislative determination and public policy, the City Council finds it in the public interest for the provisions, prohibitions and penalties hereinafter contained and enacted; and

WHEREAS, for purposes of this Ordinance text with underlined (underlined) type shall constitute additions to the original text and text with strike-through (~~strike-through~~) type shall constitute deletions to the original text.

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

SECTION 1. Chapter 2, Article V, of the Code of Ordinances, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

ARTICLE V. - CODE ENFORCEMENT

Division 1. - Generally

Sec. 2-206. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

~~*Board attorney* means the legal counselor who represents the code enforcement board, who may also be the city attorney.~~

City attorney means the legal counselor for the city, any of his or her assistants or his or her designee.

City council means the legislative body of the city.

~~*Code enforcement board clerk* means the city manager's designated employee or agent of the city whose duty is to prepare and maintain code enforcement case files, prepare legal documents, and act as the recording secretary for the code enforcement board.~~

Code enforcement manager means the city manager's designated employee or agent of the city whose duty it is to review all cases referred to the ~~code enforcement board~~ special magistrate, prepare and present cases, or supervise the presentation of cases to the ~~board~~ special magistrate and oversee the general operation of the ~~code enforcement board~~ staff.

Code compliance inspector means any designated employee or agent of the city whose duty it is to enforce codes and ordinances enacted by the city and this term shall be interpreted to include code inspector wherever the term code compliance inspector is used in this article; provided, however, nothing in this article shall be construed to authorize any person designated as a code compliance inspector to perform any function or duties of a law enforcement officer other than as authorized by law. A code compliance inspector shall not make physical arrests or take any person into custody, and except for fire inspectors shall be exempt from requirements relating to the special risk class of the Florida Retirement System, bonding, and the criminal justice standards and training commission, as defined and required by general law.

Law enforcement officer means any person who is elected, appointed or employed full-time by any municipality or the state or any political subdivision thereof; who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic or highway laws of the state.

Repeat violation means a violation of a provision of a code or ordinance by a person who has been previously found to have violated or who has admitted violating the same provision within five years prior to the current violation, notwithstanding the violations occur at different locations.

Special magistrate clerk means the city manager's designated employee or agent of the city whose duty is to prepare and maintain code enforcement case files, prepare legal documents, and act as the recording secretary for the special magistrate.

Sec. 2-207. - Statutory authority.

This article is adopted pursuant to the authority granted to municipalities in F.S. ch. 162 and F.S. ch. 166 to supplement methods of enforcing codes and ordinances in the city, and is enacted to protect the public health, safety and welfare of the citizens of the city. Any code or ordinance of the City of Port Orange shall be enforceable through this article.

Sec. 2-208. - Intent and purpose.

It is the intent and purpose of this article to promote, protect and improve the health, safety and welfare of the citizens of the City of Port Orange, by ~~authorizing the creation of an administrative board appointing a special magistrate~~ to provide an equitable, expeditious, effective and inexpensive method of enforcing any codes and ordinances in force in the city, where a pending or repeated violation continues to exist. Furthermore, it is the intent and purpose of this article to give the city manager sole discretion to determine the appropriate remedy for enforcement of each alleged violation, with full authority to elect the ~~code enforcement board, special-master~~ magistrate, or citation system or other legal remedies.

Division 2. - Enforcement Through the ~~Code Enforcement Board or Special Master~~ Magistrate

Sec. 2-209. - Jurisdiction.

The ~~code enforcement board~~ special magistrate shall have jurisdiction over all city codes and ordinances.

Sec. 2-210. - ~~Membership and organization, board attorney, Appointment of sSpecial-masters~~ Magistrate.

- (a) ~~Appointment of members; composition.~~ The city council, in its sole discretion, shall appoint a seven-member code enforcement board and may appoint up to two alternate members to serve in the absence of board members. The city council may appoint additional code enforcement boards from time to time, as it deems necessary. Members of the code enforcement board shall be residents of the city. Appointments shall be made in accordance with law and ordinances based on experience or interest in the subject matter and jurisdiction of the respective code enforcement board. The membership of the code enforcement board shall, whenever possible, include an architect, a business person, an engineer, a general contractor, a subcontractor, and a realtor.
- (b) ~~Term of office.~~ The initial appointments to the code enforcement board shall be as follows:
- (1) ~~Two members appointed for a term of one year.~~
 - (2) ~~Three members appointed for a term of two years.~~

~~(3) Two members appointed for a term of three years.~~

~~Thereafter, all appointments shall be made for a term of three years. A member may be reappointed upon approval of the city council. Appointments to fill any vacancy on the code enforcement board shall be for the remainder of the unexpired term of office. If any member fails to attend two of three successive meetings without cause and without prior approval of the chairman, the board shall declare the member's office vacant, and the city council shall promptly fill such vacancy. The members shall serve in accordance with ordinances of the city council, and may be suspended and removed for cause as provided by law for the removal of members of the boards.~~

~~(c) *Chairman; quorum; compensation of members.* The members of the code enforcement board shall elect a chairman, who shall be a voting member from among the members of the board. The presence of four or more members shall constitute a quorum of the code enforcement board. Members shall serve without compensation but may be reimbursed for such travel, mileage and per diem expenses as may be authorized by the city council, or as otherwise provided by law.~~

~~(d) *Special masters magistrate.* The city manager, based on authority granted to him by Charter section 4.04 (d), may, from time to time, appoint one or more special masters magistrates to adjudicate any code enforcement or other administrative matter which could be brought before the code enforcement board. The special master magistrate shall have the same status as the code enforcement board, shall have all the same powers granted to the board, and shall be subject to all the provisions of this article unless specified in the order of appointment.~~

~~(e) *Board attorney.* The board attorney shall serve as counsel to the code enforcement board and special masters. In no case shall the city attorney represent the city before the code enforcement board while simultaneously counseling the code enforcement board.~~

Sec. 2-211. - Powers of the board special magistrate.

~~The code enforcement board~~ special magistrate shall have the power to:

- ~~(1) Adopt rules for the conduct of its~~ special magistrate hearings.
- ~~(2) Subpoena alleged violators and witnesses to its~~ special magistrate hearings. The police department of the city may serve subpoenas. Fees for the service of subpoenas by the police department of the city shall be the same as that provided by law for service of witness subpoenas by sheriffs of the state.
- ~~(3) Subpoena evidence to its~~ special magistrate hearings.
- ~~(4) Take testimony under oath.~~

- (5) Issue orders having the force of law commanding whatever steps are necessary to bring a violation into compliance or otherwise resolve an administrative matter in accordance with the Code.

Sec. 2-212. - Duties of code compliance inspectors; enforcement proceedings generally.

- (a) It shall be the duty of code compliance inspectors to initiate enforcement proceedings of alleged violations of the various codes or ordinances of this city; provided, however, ~~no member of the code enforcement board~~ special magistrate shall have the power to initiate such enforcement proceedings.
- (b) Except as provided in subsections (c) and (d) of this section, if a violation of the codes or ordinances of the city is found, the code compliance inspector shall notify the violator and give him or her a reasonable time to correct the violation. Should the violation continue beyond the time specified for correction, the code compliance inspector shall notify ~~the code enforcement board~~ special magistrate through the code enforcement manager, and request a hearing. ~~The code enforcement board~~ special magistrate, through ~~its~~ his or her clerk, shall schedule a hearing, and written notice of such hearing shall be hand delivered or mailed as provided in section 2-217 to said violator. Notice may additionally be served by publication or posting as provided in section 2-217. If the violation is corrected and then recurs, or if the violation is not corrected by the time specified for correction by the code compliance inspector, the case may be presented to ~~the code enforcement board~~ special magistrate even if the violation has been corrected prior to the board hearing and the notice shall so state.
- (c) If a repeat violation is found, the code compliance inspector shall notify the violator but is not required to give the violator a reasonable time to correct the violation. The code compliance inspector, upon notifying the violator of a repeat violation, shall, through the code enforcement manager, notify ~~the code enforcement board~~ special magistrate and request a hearing. ~~The code enforcement board~~ special magistrate, through ~~its~~ his or her clerk, shall schedule a hearing and shall provide notice pursuant to section 2-217. The case may be presented to ~~the code enforcement board~~ special magistrate even if the repeat violation has been corrected before the ~~board~~ hearing, and the notice shall so state. If the repeat violation has been corrected, ~~the code enforcement board~~ special magistrate retains the right to schedule a hearing to determine costs and impose the payment of reasonable enforcement fees upon the repeat violator. The repeat violator may choose to waive his or her rights to this hearing and pay said costs as determined by ~~the code enforcement board~~ special magistrate.
- (d) If the code compliance inspector has a reason to believe a violation or the condition causing the violation presents a serious threat to the public health, safety, and welfare, or if the violation is irreparable or irreversible in nature, the code compliance inspector shall make a reasonable effort to notify the

violator and may, through the code enforcement manager, immediately notify the ~~code enforcement board~~ special magistrate and request a hearing.

- (e) If the owner of property which is subject to an enforcement proceeding before the ~~code enforcement board~~, ~~special master~~ magistrate, or court, transfers ownership of such property between the time the initial pleading or notice was served and the time of the hearing, such owner shall:
- (1) Disclose, in writing, the existence and the nature of the proceeding to the prospective transferee.
 - (2) Deliver to the prospective transferee a copy of the pleadings, notices, and other materials relating to the code enforcement proceeding received by the transferor.
 - (3) Disclose, in writing, to the prospective transferee that the new owner will be responsible for compliance with the applicable code and with orders issued in the code enforcement proceeding.
 - (4) File a notice with the code enforcement clerk of the transfer of the property, with the identity and address of the new owner and copies of the disclosures made to the new owner, within five days after the date of the transfer.

A failure to make the disclosure described in paragraphs (1), (2), and (3) before the transfer creates a rebuttable presumption of fraud. If the property is transferred before the hearing, the proceeding shall not be dismissed, but the new owner shall be provided a reasonable period of time to correct the violation before the hearing is held.

Sec. 2-213. - Hearings.

- (a) Upon request of the code enforcement manager or code inspector, or at such other times as may be necessary, the ~~chairman of the code enforcement board~~ special magistrate may call a hearing ~~of the code enforcement board. Hearings may also be called by the vote of at least three members of the code enforcement board at a duly called meeting.~~ Minutes shall be kept of all hearings ~~by code enforcement board~~ of the special magistrate, and all hearings and proceedings shall be open to the public. The city council shall provide clerical and administrative personnel, supplies and equipment as may be reasonably required by the ~~code enforcement board~~ special magistrate for the proper performance of its his or her duties.
- (b) Presentation of case. Each case before the ~~code enforcement board~~ special magistrate may be presented by the city attorney, the code compliance inspector, the code enforcement manager, or a member of the administrative staff of the city.
- (c) Testimony and evidence. The ~~code enforcement board~~ special magistrate shall proceed to hear the cases on the agenda for that day. All testimony shall be under oath and shall be recorded. The ~~code enforcement board~~

special magistrate may take testimony from city staff members, the alleged violator or any interested party. Formal rules of evidence shall not apply, but fundamental due process shall be observed and shall govern said proceedings. If the city prevails in prosecuting a case before the ~~code enforcement board~~ special magistrate, it shall be entitled to recover all costs incurred in prosecuting the case before the ~~board~~ special magistrate, and such costs may be included in the lien authorized under section 2-214(e).

- (d) Action by ~~board~~ special magistrate. At the conclusion of the hearing, the ~~code enforcement board~~ special magistrate shall issue findings of fact, based on evidence of record and conclusions of law, and shall issue an order affording the proper relief consistent with powers granted in this article. ~~The findings shall be by motion approved by a majority of those present and voting, except that at least four members of the code enforcement board must vote in order for the action to be official.~~ The order may include a notice that it must be complied with by a specified date; an assessment of the costs of prosecution; that a fine of a certain amount may be imposed against the property owner, or its successors; that upon the ~~board~~ special magistrate's receipt of an affidavit of non-compliance the ~~board chairman~~ special magistrate shall be authorized ~~by the board~~ to issue an order imposing an administrative fine; and under the conditions specified in section 2-214 the cost of repairs in a certain amount may be included along with the fine if the order is not complied with by said date. A certified copy of such order may be recorded in the public records of the county and shall constitute notice to any subsequent purchasers, successors in interest or assigns if the violation concerns real property; and the findings therein shall be binding upon the violator and, if the violation concerns real property, subsequent purchasers, successors in interest or assigns. If an order is recorded in the public records pursuant to this section, and the order is complied with by the date specified in the order, the code compliance inspector shall issue an affidavit of compliance and provide copies to the ~~code enforcement board~~ special magistrate. ~~The code enforcement board chairman~~ special magistrate shall issue an order acknowledging compliance and the order shall be recorded in the public records. A hearing is not required to issue such an order acknowledging compliance.

Sec. 2-214. - Administrative fines; liens generally.

- (a) The ~~code enforcement board~~ special magistrate, upon notification by the code compliance inspector, or the code enforcement manager, that a previous order of the ~~code enforcement board~~ special magistrate has not been complied with by the set time or upon finding that a repeat violation has been committed, may order the violator to pay a fine in an amount specified in this section for each day the violation continues past the date set by the ~~code enforcement board~~ special magistrate for compliance or, in the case of a repeat violation, for each day the repeat violation continues, beginning with the date the repeat violation is found by the code inspector to have occurred. In addition, if the violation is a violation described in F.S. 162.06(4), or its

successor, the ~~code enforcement board~~ special magistrate shall notify the city council, which may make all reasonable repairs which are required to bring the property into compliance and charge the violator with the reasonable cost of the repairs along with the fine imposed pursuant to this section. Making such repairs does not create a continuing obligation on the part of the city council to make further repairs or to maintain the property and does not create any liability against the city for any damages to the property if such repairs were completed in good faith. If a finding of a violation or a repeat violation has been made as provided in this section, a hearing shall not be necessary for issuance of the order imposing the fine. If, after due notice and hearing, the ~~code enforcement board~~ special magistrate finds a violation irreparable or irreversible in nature, it may order the violator to pay a fine as specified in subsection (b).

- (b) A fine imposed pursuant to this section shall not exceed \$250.00 per day for a first violation, \$500.00 per day for a repeat violation, and up to \$5,000.00 per violation if the ~~code enforcement board~~ special magistrate finds the violation to be irreparable or irreversible in nature, except as increased as provided herein upon resolution of the city council. In the event the city population increases to a population equal to or greater than 50,000 persons, then the city manager may bring forth a resolution to the city council which certifies that the population has increased and surpassed 50,000 persons, and the city council through approval of this resolution, by a majority vote plus one, may authorize the imposition of fines in excess of those set forth above. Upon the city council's authorization by resolution, such fines shall not exceed \$1,000.00 per day per violation for a first violation, \$5,000.00 per day per violation for a repeat violation, and up to \$15,000.00 per violation if the ~~code enforcement board or special master magistrate~~ special magistrate finds the violation to be irreparable or irreversible in nature. For the purposes of this section, each day shall be considered a separate violation. In addition to any fines, the ~~code enforcement board~~ special magistrate may impose additional fines to cover all costs incurred by the city in enforcing its codes and all costs of repairs pursuant to subsection (a).
- (c) In determining the amount of the fine, if any, the ~~code enforcement board~~ special magistrate shall consider the following factors:
 - (1) The gravity of the violation;
 - (2) Any actions taken by the violator to correct the violation; and
 - (3) Any previous violations committed by the violator.
- (d) A fine imposed by the ~~code enforcement board or special magistrate~~ shall not exceed 50 percent of the just value of the real property where the violation occurred: however, this cap shall not apply to the city's actual abatement, administrative, and prosecutorial costs incurred during enforcement. Just value shall be determined by the just value listed by the county property appraiser as of the date of the order assessing the fine.

- (e) ~~The code enforcement board~~ special magistrate may reduce a fine imposed pursuant to this section.
- (f) A certified copy of an order imposing a fine, or a fine plus repair and prosecution costs, may be recorded in the public records and thereafter shall constitute a lien against the land on which the violation exists and upon any other real or personal property owned by the violator. The city council may petition the circuit court for enforcement of the order, and the order shall be enforceable in the same manner as a court judgment by the sheriffs of this state, including execution and levy against the personal property of the violator, but such order shall not be deemed to be a court judgment except for enforcement purposes. A fine imposed pursuant to this section shall continue to accrue until the violator comes into compliance or until judgment is rendered in a suit to foreclose on a lien filed pursuant to this section, whichever occurs first. A lien arising from a fine imposed pursuant to this section runs in favor of the city, and the city may execute a satisfaction or release of lien entered pursuant to this section. After three months from the filing of any such lien, which remains unpaid, ~~the code enforcement board~~ city manager may authorize the city attorney to foreclose on the lien. No lien created pursuant to the provisions of this article may be foreclosed on real property which is a homestead under Article X, Section 4 of the State Constitution of the State of Florida. All fines and liens imposed by ~~the code enforcement board~~ special magistrate shall bear interest at the rate provided by law for court judgments. Such liens may be foreclosed in the same manner as provided by law for the foreclosure of mortgages.

[No changes to Section 2-215]

Sec. 2-216. - Appeal of orders of ~~board~~ special magistrate.

An aggrieved party, including the city, may appeal a final administrative order of ~~the code enforcement board~~ special magistrate to the circuit court. Such an appeal shall not be a hearing de novo but shall be limited to appellate review of the record created before ~~the code enforcement board~~ special magistrate. An appeal shall be filed within 30 days of the execution of the order to be appealed.

[No changes to Section 2-217]

Division 3. - Enforcement through Citation

[No changes to Sections 2-218 through 2-224]

Sec. 2-225. - Scope of article and provisions.

- (a) Nothing contained in this article or in F.S. ch. 162 shall prohibit the city council from enforcing its codes by any other means. It is the legislative

intent of F.S. ch. 162 to provide an additional or supplemental means of obtaining compliance with local codes.

~~(b) Adoption of this ordinance shall not require the reappointment or a change in the terms of office held by any code enforcement board member currently serving on the code enforcement board established by Code 1981, sections 7-1 through 7-8.~~

[No changes to Sections 2-226 through 2-230]

SECTION 2. Chapter 6, Article I, Section 6-1, of the Code of Ordinances, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

ARTICLE I. - IN GENERAL

Sec. 6-1. - Hours of sale, service and consumption.

[No changes to Sub-Sections 6-1(a) through 6-1(c)]

- (d) *Extended hours of operation permits.* An establishment dealing in alcoholic beverages desiring to remain open for business for the purposes of selling, offering for sale, delivering, serving or permitting consumption of alcoholic beverages after 12:00 a.m., shall make application with the city for an extended hours of operation permit. The requirements associated with this permit are as follows:

[No changes to Sub-Sections 6-1(d)(1) through 6-1(d)(7)]

- (8) Upon the issuance of three violation notices to any alcoholic beverage establishment, within a 12-month period, or upon the recommendation by the city manager due to the severity or gravity of any one violation, the matter shall be placed on the city council agenda to consider the suspension or revocation of the alcoholic beverage establishment's extended hours permit.
- a. Written notice of the charges against the alcoholic beverage establishment shall be provided at least seven days in advance of the hearing. The notice shall contain the date, time and place of the hearing. The notice shall also advise the establishment alleged to be in violation, of the right to be heard, of the right to be represented by counsel, of the right to present sworn testimony on the alcoholic beverage establishment's behalf, the right to cross-examine witnesses, and the right to appeal to circuit court.
 - b. After consideration of the matter and allowing the alcoholic beverage establishment to be heard, the city council may take no action, suspend, or revoke the permit, with or without conditions for

reinstatement of the extended hours privilege, as the city council deems appropriate. The city council shall base its decision on whether there is substantial, competent evidence presented that supports a finding of non-compliance with any of the criteria in subsection (d)(6) of this section on three or more occasions during any 12-month period, or a finding that a violation occurring on one occasion is so severe that it warrants immediate suspension or revocation.

- c. The city council may require, as a condition of the continuation of the privilege of extra hours of operation, compliance with any reasonable conditions determined to be necessary to mitigate or eliminate the adverse effects proven to the city council of such extra hours. These conditions may include, without being limited to, provision by the owner or operator of the premises to provide, at the owner or operator's expense, additional off-street parking, security personnel, trash maintenance and screening and buffering from nearby properties.
 - d. The city council may delegate the responsibility for conducting hearings pursuant to this section to a ~~special-master~~ magistrate. Any such delegation shall be by resolution.
- (9) Any alcoholic beverage establishment that has had an extended hours of operation permit suspended, revoked, or otherwise conditioned cannot avoid the consequences of the city council's action by changing its name or corporate status. Upon a showing to the city council that there has been a legitimate change in ownership at the location effected by the city council's action(s), the city council may consider allowing an extended hours of operation permit to issue at the site, subject to applicable conditions, if any, to prevent a recurrence of the harms that caused the earlier action.
- (10) The fee for the permit required by this subsection, and for permit renewal, shall be \$50.00
- (11) It shall be a violation of this Code to violate any of the terms of a permit, including, in particular, those terms set forth in subsection (c)(6) of this section. In addition to other enforcement actions authorized by this code, violations of the terms of a permit may be presented to the ~~code enforcement board~~ special magistrate for prosecution.
- ~~(de)~~ Nothing contained in subsections (a) through ~~(ed)~~ of this section shall prevent a business from operating any licensed function unconnected to its operation as an establishment dealing in alcoholic beverages during any lawful hour.

SECTION 3. Chapter 14, Article II, Sections 14-28 and 14-29, of the Code of Ordinances, City of Port Orange, Florida, is hereby amended, in part, to read as

follows:

Chapter 14 - BUILDINGS AND BUILDING REGULATIONS

ARTICLE II. - PROPERTY MAINTENANCE CODE

Sec. 14-28. - Violations and penalties.

- (a) A person violating any of the terms, conditions, regulations, limitations or provisions of this code shall be punished in accordance with section 1-8 of the Code of Ordinances of the City of Port Orange, Florida. Each day that any violation of the terms, conditions, regulations, limitations or provisions of this code continues to exist shall constitute a misdemeanor and shall be a separate and distinct offense. Any continuing violations of the terms, conditions, regulations, limitations or provisions of this code may be enjoined and restrained by an injunctive order of the circuit court in appropriate proceedings instituted for such purposes, or by any other proceeding provided by law.
- (b) Violations of this code may be referred to the ~~municipal code enforcement board~~ special magistrate.
- (c) In addition to any other remedies, whether civil or criminal, the city shall, at its discretion, have the right to seek the aid of the courts of the state with respect to the enforcement hereof and the violation of this code or any lawful order of the city council, ~~code enforcement board~~, ~~special master~~ magistrate, building official or any other duly authorized city officer or city board.

Sec. 14-29. - Appeals.

An aggrieved party, including the city, may appeal a final administrative order to the circuit court. Such an appeal shall not be a hearing de novo but shall be limited to appellate review of the record created before the city council or ~~the code enforcement board~~ special magistrate. An appeal shall be filed within 30 days of the execution of the order to be appealed.

SECTION 4. Chapter 14, Article VII, Section 14-313, of the Code of Ordinances,

City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 14 - BUILDINGS AND BUILDING REGULATIONS

ARTICLE VII. - COMMERCIAL PROPERTY MAINTENANCE STANDARDS

Sec. 14-313. - Inspections, enforcement, appeals.

- (a) *Inspections.* The standards of this article shall be maintained at all times. The city shall inspect all commercial properties on a regular basis to determine compliance with this section.

(b) *Enforcement.* Upon determination of violation, a written report explaining the violation and necessary remedies shall be sent to the property owner, outlining an appropriate time frame for compliance. This compliance plan should take into account:

- (1) The amount of improvements required.
- (2) The size of the business involved.
- (3) The overall upkeep of the property outside of the area of violation.
- (4) The importance of deficiencies based on safety and buffering concerns.

If the violator does not voluntarily comply with the terms of the compliance plan within such reasonable period of time as established by the code inspector, the matter shall be referred to the first available ~~agenda hearing~~ of the ~~code enforcement board~~ special magistrate by the code inspector. The ~~code enforcement board~~ special magistrate shall have jurisdiction to enforce the provisions of this article.

(c) *Appeals.* Any appeal from the terms of the compliance plan shall be filed with the administrative official within 15 days of the issuance of the violation report. Appeals shall be heard by the planning commission, which may alter the terms of the plan based on the criteria of subsection (b) above or the following additional criteria:

- (1) The sufficiency of existing landscape material to meet the intent of the code.
- (2) The extent that site improvement conditions reflect acceptable wear and tear as opposed to functional deficiency.
- (3) Other extenuating circumstances, outside of the cost of compliance itself, suggesting different terms of compliance.

SECTION 5. Chapter 18, Article IX, Section 18-237, of the Code of Ordinances, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 18 – BUSINESSES

ARTICLE IX. - SEXUALLY ORIENTED BUSINESSES

Sec. 18-237. - Enforcement.

Unless otherwise specified, the provisions of this article may be enforced by:

- (a) A suit brought by the city in the circuit court to restrain, enjoin or prevent a violation of this article;
- (b) Enforcement proceedings by the ~~code enforcement board~~ special magistrate; or

- (c) Prosecution in a court of competent jurisdiction, as provided in section 1-8, Code of Ordinances.

SECTION 6. Chapter 18, Article XIV, Sections 18-313 and 18-314, of the Code of Ordinances, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 18 – BUSINESSES

ARTICLE XIV. - SHOPPING CARTS

Sec. 18-313. - Enforcement.

- (a) The code compliance inspectors shall be authorized to enforce this article in accordance with chapter 2, article V of this Code.
- (b) The police department through its law enforcement officers shall be authorized to enforce this article in accordance with section 1-8 of this Code.
- (c) In addition to any other enforcement mechanism, whether civil or criminal, the city shall, at its discretion, have the right to seek the aid of the courts of this state with respect to the enforcement hereof and the violation of this article or any lawful order of the city council, ~~code enforcement board~~, special ~~master~~ magistrate or building official, which rights shall include the right to seek injunctive relief against such persons as may be determined by the city to be in violations of the terms and provisions of this article.

Sec. 18-314. - Violation and penalty.

It shall be a violation of this article for any business establishment to fail to comply with the requirements set forth herein. Any person, firm, or corporation violating any of the provisions set forth in this article shall be subject to the penalties provided in section 1-8 of this Code and as may be imposed by the ~~code enforcement board or special master~~ magistrate in accordance with section 2-214 of this Code. Each day that any violation of the terms, conditions, regulations, limitations or provisions of this article shall continue to exist shall constitute a separate and distinct offense, punishable as herein provided. Any continuing violations of the terms, conditions, regulations, limitations or provisions of this article may be enjoined and restrained by an injunctive order of the circuit court in appropriate proceedings instituted for such purposes.

SECTION 7. Chapter 42, Article II, Section 42-27, of the Code of Ordinances, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 42 – NUISANCES

ARTICLE II. - GARBAGE, JUNK AND UNDERGROWTH

Sec. 42-27. - Same—City to clean upon failure of owner; assessment of costs, creation of lien.

- (a) If the city manager or his designee determines that any property owner has failed to comply with the provisions of section 42-26, the property owner or abutting property owner to a parkage shall be notified by first class United States mail as follows: A written notice of violation of section 42-26 shall be sent to the property owner, or property owner whose real property most closely abuts the parkage, as his name appears in the most recent real property tax rolls available to the city advising that he has ten calendar days to comply with section 42-26.
- (b) If compliance is not had, the city may then cause compliance at the expense of the property owner whose property is in violation or abutting property owner when the abutting parkage is in violation.
- (c) A lien shall be imposed on the property in violation, or abutting property in the case of a failure to maintain parkage, for the costs incurred by the city in bringing the property or parkage into compliance with section 42-26, plus administrative costs related thereto.
- (d) A hearing may be timely requested, generally within three days, in writing to the city manager for review of any determination made in accordance with section 42-26 or this section.
- (e) The city manager or his designee is hereby authorized to cause any property or parkage in violation of section 42-26, after notice as provided in subsection (a), to be brought into compliance and to lien the property, or abutting real property in the case of a parkage violation, for the expenses and costs thereof. The city manager or his designee shall make the sole and final administrative determination of the correctness of the lien and the amount thereof.
- (f) The costs and expenses, as set forth in subsection (c), shall be due and payable to the city within 20 days of the mailing of the bill to the owner. Such costs shall include any public records ownership search required to determine the name and address of the record owner of the property where there is reason to believe that the name and address appearing on the latest tax roll is inaccurate. If the costs and expenses provided herein are not paid as and when due, any unpaid balance thereof, together with interest at the rate of 12 percent per annum from the due date, shall be a lien on such lot, piece or parcel of property or abutting real property, in the case of a parkage violation. Such lien shall be superior and paramount to the interest in such lands of any owner, lessee, tenant, mortgagee or other person, except the lien of state, county or municipal taxes, and shall be on a parity with lien of such state, county and municipal taxes. If any such cost, expense or charge is not paid as and when due and is in default for 30 days or more, the unpaid balance thereof and all interest accrued thereon, together with attorney's

fees and costs, may be recovered and such liens may be foreclosed by the city in the manner provided by the laws of the state for foreclosure of mortgages or real property.

- (g) The procedures set forth in this section shall be cumulative and supplemental to other procedures and penalties for violation of this Code and violations of section 42-26 may be referred to the ~~code enforcement board~~ special magistrate as provided in this Code.

SECTION 8. Chapter 42, Article IV, Section 42-84, of the Code of Ordinances,

City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 42 – NUISANCES

ARTICLE IV. - NOISE AND LIGHT REGULATIONS

Sec. 42-84. - Enforcement.

- (a) The code enforcement officer and police department shall have enforcement responsibility for this article.
- (b) In the case of continuous or recurring violations, the code enforcement officer shall refer the violation to the ~~code enforcement board~~ special magistrate pursuant to section 2-206 et seq.
- (c) In the case of motor vehicle and isolated violations, the police shall issue a notice to appear pursuant to administrative procedures established for the county courts.
- (d) The owner of property, a tenant, a lessee, a manager, an overseer, an agent, corporation, or any other person or persons entitled to lawfully possess or who claims lawful possession of such property at the particular time involved shall be responsible for compliance with this article and each may be punished for violation of this article. It shall not be lawful defense to assert that some other person caused such sound or light, but each lawful possessor or claimant of the premises shall be responsible for operating or maintaining such premises in compliance with this article and shall be punished whether or not the person actually causing such sound or light is also punished.

SECTION 9. Chapter 42, Article V, Division 2, Section 42-105, of the Code of

Ordinances, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

ARTICLE V. - UNSAFE CONDITIONS

DIVISION 2. - NUISANCE TREES

Sec. 42-105. - Enforcement—Failure of owner to abate nuisance; assessments of costs, creation of lien.

- (a) If the city manager or his designee determines that any property owner has failed to comply with the provisions of section 42-4, the property owner shall be notified by certified return receipt requested United States mail as follows: A written notice of violation of section 42-4 shall be sent to the property owner, as the name appears in the most recent real property tax rolls available to the city advising that he has ten calendar days to comply with section 42-4.
- (b) If compliance is not had, the city may then cause compliance at the expense of the property owner whose property is in violation.
- (c) A lien shall be imposed on the property in violation, for the costs incurred by the city in bringing the property into compliance with section 42-4, plus administrative costs related thereto.
- (d) A hearing may be timely requested, within three days of receipt of the certified notice of violation. The request shall be in writing to the city manager for review of any determination made in accordance with section 42-4 or this section.
- (e) The city manager or his designee is hereby authorized to cause any property in violation of section 42-4, after notice as provided in subsection (a), to be brought into compliance and to lien the property, for the expenses and costs thereof. The city manager or his designee shall make the sole and final administrative determination of the correctness of the lien and the amount thereof.
- (f) The costs and expenses, as set forth in subsection (c), shall be due and payable to the city within 20 days of the mailing of the bill to the owner. Such costs shall include any public records ownership search required to determine the name and address of the record owner of the property where there is reason to believe that the name and address appearing on the latest tax roll is inaccurate. If the costs and expenses provided herein are not paid as and when due, any unpaid balance thereof, together with interest at the rate of 12 percent per annum from the due date, shall be a lien on such lot, piece or parcel of property. Such lien shall be superior and paramount to the interest in such lands of any owner, lessee, tenant, mortgagee or other person, except the lien of state, county or municipal taxes, and shall be on a parity with lien of such state, county and municipal taxes. If any such costs, expense or charge is not paid as and when due and is in default for 30 days or more, the unpaid balance thereof and all interest accrued thereon, together with attorney's fees and costs, may be recovered and such liens may be foreclosed by the city in the manner provided by the laws of the state for foreclosure of mortgages or real property.
- (g) The procedures set forth in this section shall be cumulative and supplemental to other procedures and penalties for violation of this Code and

violations of section 42-4 may be referred to the ~~code enforcement board~~ special magistrate as provided in this Code.

SECTION 10. Chapter 74, Article III, Division 2, Sections 74-118 and 74-119, of the Code of Ordinances, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 74 – UTILITIES

ARTICLE III. - SEWER SYSTEM AND SEWAGE DISPOSAL

DIVISION 2. - INDUSTRIAL PRETREATMENT PROGRAM

Sec. 74-118. - Enforcement.

[No changes to Sub-Sections 74-118(a) through 74-118(c)]

(d) *Show cause hearing:*

- (1) The city may order any industrial user who causes or allows an unauthorized discharge to enter the WWF and/or COPOSS to show cause before the city council or ~~code board~~ special magistrate why the proposed enforcement action should not be taken. A notice shall be served on the industrial user specifying the time and place of a hearing to be held by the city council regarding the violation, the reasons why the action is to be taken, the proposed enforcement action and directing the industrial user to show cause before the city council why the proposed enforcement action should not be taken. The notice of the hearing shall be served personally or by registered or certified mail, return receipt requested, at least ten days before the hearing. Service may be made on any agent or officer of a corporation.
- (2) The city council or ~~code board~~ special magistrate may itself conduct the hearing and take the evidence or may designate any of its members or any staff member or employee of the city to:
 - a. Issue in the name of the city council or ~~code board~~ special magistrate notices of hearings requesting the attendance and testimony of witnesses and the production of evidence relevant to any matter involved in such hearings.
 - b. Take the evidence.
 - c. Transmit a report of the evidence and hearing, including transcripts and other evidence, together with recommendations to the city council or ~~code board~~ special magistrate for action thereon.

- (3) At any hearing held pursuant to this division, testimony taken must be under oath and recorded. If evidence is taken by other than the city council or ~~code board~~ special magistrate it shall be recorded stenographically for review by the city council or ~~code board~~ special magistrate.
- (4) After the city council or ~~code board~~ special magistrate has reviewed the evidence, it may issue an order to the industrial user responsible for the discharge directing that, following a specified time period, the sewer service be discontinued unless adequate treatment facilities, devices or other related appurtenances shall have been installed on existing treatment facilities and are properly operated. Further orders and directives as are necessary and appropriate may be issued.

[No changes to Sub-Sections 74-118(e) through 74-118(j)]

Sec. 74-119. - Penalty.

- (a) Violations of any provision of this division, an individual WDP, order issued hereunder, or any pretreatment standard or requirement, by an industrial or domestic user shall result in a fine of \$1,000.00 per violation. Each day that any such violation shall continue to exist shall constitute a separate and distinct offense, punishable as herein provided. The city shall also have the authority to seek injunctive relief in order to enjoin continuing violations of this division by filing for such relief in a court of competent jurisdiction. Injunctive relief shall be supplemental to any fines imposed for violations.
- (b) Violations of the industrial pretreatment program ordinance codified in this division may be referred to the municipal ~~code enforcement board~~ special magistrate as prescribed by section 2-206 et seq. of this Code.
- (c) Any person who knowingly makes any false statements, representations or certifications in any applications, record, report, plan or other document filed or required to be maintained pursuant to this division or wastewater discharge permit, or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this division, shall, upon conviction, be punished as provided by section 1-8 of this Code; except that the maximum fine shall be \$1,000.00.

SECTION 11. Chapter 74, Article VIII, Section 74-242, of the Code of Ordinances, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 74 – UTILITIES

ARTICLE VIII. - CROSS CONNECTION CONTROL

Sec. 74-242. - Cross connection prohibited; penalties.

Cross connection shall be prohibited, as defined by Rule 62-550.200(22), Florida Administrative Code, as amended from time to time. Any person making, or allowing to be made, such cross connection to the city water system shall be subject to the penalties of section 1-8 of this Code, ~~code enforcement board~~ special magistrate orders, or such other penalties as provided by law.

SECTION 12. Chapter 3, Article I, Section 7.2, of the Land Development Code, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

LAND DEVELOPMENT CODE OF THE CITY OF PORT ORANGE, FLORIDA

Chapter 3 – ADMINISTRATION

ARTICLE I: - CODE ADMINISTRATION

Section 7.2: - Enforcement.

The city shall reserve the right to enforce the provisions of this code in any manner as provided by law. Specific enforcement options are outlined as follows:

- (a) *In general.* Whenever the department has reason to believe that the provisions of this code are being violated, it shall notify the alleged violator of the nature of the violation(s), and require correction of the violation(s) in a reasonable period of time, based on the policies of the code enforcement division. If not corrected within the time specified, the violation(s) shall be referred to the ~~code enforcement board~~ special magistrate for enforcement as authorized in the Code of Ordinances.
- (b) *Additional enforcement procedures.* Specialized enforcement procedures are outlined for use in addition to those above, in the following areas:
 - (1) Chapter 8, building and fire codes, as specified in codes adopted by reference.
 - (2) Chapter 9, environmental protection, as outlined in each article therein.
 - (3) Chapter 10, clearing, grading and stormwater management.
 - (4) Chapter 15, signs.

SECTION 13. Chapter 9, Article II, Section 22, of the Land Development Code, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 9 - ENVIRONMENTAL PROTECTION

ARTICLE II: - TREE PRESERVATION

Section 22: - Violation and enforcement.

- (a) *Restoration plan required.* All violations of this article involving the unauthorized removal of trees and vegetation shall require the land owner to file a restoration plan as provided for below.
- (b) ~~[Referral to code enforcement board]~~ special magistrate. Other violations of this article involving reversible conditions may be referred to the ~~code enforcement board~~ special magistrate as outlined in chapter 3.
- (c) *Stop work order.* A stop work order shall be issued for all sites in violation, upon which construction has been authorized. No further city permits for the subject property or project shall be issued, or attendant inspections completed, until such violations are corrected or a restoration plan has been accepted by the city. This shall include the certificate of occupancy for the attendant structure.
- (d) *Restoration plan criteria.* When unauthorized removal of trees or vegetation has occurred, the owner or developer shall submit a restoration plan within 30 days after being cited for such violation. All restoration plans involving removal of specimen trees on raw land without development approvals, or those specimen trees specifically designated for preservation, shall be approved by the city council. Other restoration plans may be approved by the department.

In evaluating a proposed restoration plan, the city shall consider the following:

- (1) The cross-sectional area of trunk(s) removed.
- (2) The specific aesthetic character of the material removed.
- (3) Any special function the material carried out as a screen or buffer.
- (4) The amount of other natural material preserved on the site, and the opportunities for planting additional materials.

The primary consideration of the restoration plan shall be to return the affected portion of the site to its natural state, or, if that is impossible, to mitigate the negative effects of the violation over the entire site to the greatest extent possible. The implementation of the plan shall be inspected by the city, and the city may require any guarantees deemed necessary to insure the maintenance and survival of the implemented restoration plan.

SECTION 14. Chapter 10, Article I, Section 7, of the Land Development Code,

City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 10 - CLEARING, GRADING, AND STORMWATER MANAGEMENT

ARTICLE I: - CLEARING AND GRADING

Section 7: - Violation and enforcement.

- (a) *Restoration plan required.* All violations of this code involving the unauthorized removal of trees or vegetation shall require the landowner to file a restoration plan as outlined in article II, chapter 9.
- (b) ~~{Referral to code enforcement board}~~ special magistrate. Other violations of this code involving reversible conditions may be referred to the ~~code enforcement board~~ special magistrate as outlined in chapter 3.
- (c) *Stop work order.* A stop-work order shall be issued for all sites in violation upon which construction has been authorized. No further city permits for the subject property or project shall be issued, or attendant inspections completed, until such violations are corrected or a restoration plan has been accepted by the city. This shall include the certificate of occupancy for the attendant structure.

SECTION 15. Chapter 10, Article II, Section 14, of the Land Development Code,

City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 10 - CLEARING, GRADING, AND STORMWATER MANAGEMENT

ARTICLE II: - STORMWATER MANAGEMENT

Section 14: - Enforcement.

Any changes or amendments to the approved plans must be approved by the department. If the completed development appears to deviate from the approved plans the department may require the developer to submit as-built plans of the completed project. In consideration of the city's review and approval of plans, the owner or his agent shall grant city inspectors inspection rights and right-of-entry privileges in order to insure compliance with the requirements of this article.

- (a) If the city determines that the project is not being carried out in accordance with the approved plans or if any project subject to this article is being carried out without a permit it is authorized to:
 - (1) Take actions authorized under chapter 3 of this code; or
 - (2) Issue a stop-work order directing the applicant or person in possession to cease and desist all or any portion of the work which violates the provisions of this article.
- (b) Should the owner fail to properly maintain the system(s) the department shall give such owner written notice of the nature of the corrective action

necessary. Should [the] owner fail, within 30 days from the date of the notice, to take, or commence taking, the necessary corrective action, the city may either enter upon the property, take corrective action and place a lien on the property of the owner for the costs thereof, or bring an action before the ~~city's code enforcement board~~ special magistrate in order to obtain compliance herewith.

SECTION 16. Chapter 10, Article III, Sections 26 and 27, of the Land Development Code, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 10 - CLEARING, GRADING, AND STORMWATER MANAGEMENT

ARTICLE III: - ILLICIT CONNECTIONS AND DISCHARGES TO THE CITY'S SEPARATE STORM SEWER SYSTEM (MS4)

Section 26: - Violations, enforcement and penalties.

- (a) *Violations.* It shall be unlawful for any person to violate any provision of this article or fail to comply with any of the requirements of this article. Any person who has violated or continues to violate the provisions of this article shall be subject to appropriate enforcement actions consistent with the ordinances of the city and all other applicable laws, rules and regulations.
- (b) *Notice of violation.* Whenever the city finds that a person has violated a prohibition or failed to meet a requirement of this article, the city shall order compliance by written notice of violation to the responsible person. The notice of violation shall contain the following:
 - (1) The name and address of the alleged violator;
 - (2) The address, when available, or a description of the building, structure or land upon which the violation is occurring, or has occurred;
 - (3) A statement specifying the nature of the violation;
 - (4) A description of the remedial measures necessary to restore compliance with this ordinance and a time schedule for the completion of such remedial action;
 - (5) A statement of the penalty or penalties that shall be assessed against the person to whom the notice of violation is directed;
 - (6) A statement that the notice of violation may be scheduled for a hearing before the ~~city's code enforcement board~~ special magistrate if the notice of violation is not remedied in a timely manner; or, in the case of an emergency, the notice of violation shall be scheduled for a hearing

before the special ~~master~~ magistrate, per subsection 2-210(d), Code of Ordinances, City of Port Orange, Florida; and

- (7) A statement specifying that, should the violator fail to restore compliance within the established time schedule, the city may undertake either or both of the following steps:
 - a. Disconnect the premises from the MS4;
 - b. With the written permission of the property owner, or upon a lawful order, direct city personnel or a licensed contractor hired by the city to enter upon the premises, undertake the required work, and charge the expense thereof to the violator.
- (8) Such notice of violation shall require, without limitation, one or more of the following:
 - a. The performance of monitoring, analyses, and reporting;
 - b. The elimination of illicit connections or discharges;
 - c. The cease and desisting of all violating discharges, practices, or operations;
 - d. The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
 - e. Payment of a fine to cover administrative and remediation costs, with a lien placed against the violator's premises should the fine go unpaid after 30 days; and
 - f. The implementation of source control or treatment BMPs.
- (c) *Emergency cease and desist orders.* When the ~~city's~~ special ~~master~~ magistrate determines that any person has violated, or continues to violate, any provision of this ordinance, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has or have caused or contributed to an actual or threatened discharge to the MS4, watercourses or receiving waters which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the ~~city's~~ special ~~master~~ magistrate shall issue an order to the violator directing it to immediately cease and desist all such violations and directing the violator to:
 - (1) Immediately comply with all permit, ordinance and other requirements of law; and
 - (2) Take such appropriate preventive action as may be needed to properly address a continuing or threatened violation, including immediately halting operations and/or terminating the discharge.

Any person notified of an emergency order directed to it under this subsection shall immediately comply and stop or eliminate its endangering discharge. In the event of a discharger's failure to immediately comply voluntarily

with the emergency order, the ~~city's special-master~~ magistrate shall order the city to take such steps as deemed necessary to prevent or minimize harm to the MS4, watercourses, or receiving waters, and/or endangerment to persons or to the environment, including immediate termination of a facility's water supply, sewer connection, or other municipal utility services. The city may allow the person to recommence its discharge when it has demonstrated to the satisfaction of the city that the period of endangerment has passed, unless further termination proceedings are initiated against the discharger under this article. A person that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful discharge and the measures taken to prevent any future occurrence, to the city within three days of receipt of the emergency order. Issuance of an emergency cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the violator.

- (d) *Immediate suspension due to illicit discharges in emergency situations.* The city's community development engineer shall, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4, watercourses, or receiving waters. If the violator fails to comply with a suspension order issued in an emergency, the city shall take such further steps as deemed necessary to prevent or minimize damage to the MS4, watercourses or receiving waters, or to minimize danger to persons, with all costs and expenses thereof borne by the violator.
- (e) *Civil penalties, costs.* In addition to all other remedies at law and in equity, in the event the alleged violator fails to take the remedial measures set forth in the notice of violation or otherwise fails to cure the violations described therein within the time set forth in the notice, the violation of this article shall constitute a violation punishable as provided in section 1-8, Code of Ordinances, City of Port Orange, Florida.

Section 27: - Appeal.

An aggrieved party, including the city, may appeal a final administrative order of the ~~code enforcement board~~ or the special-~~master~~ magistrate to the circuit court. Such an appeal shall not be a hearing de novo but shall be limited to appellate review of the record created before the ~~code enforcement board~~ or special-~~master~~ magistrate. An appeal shall be filed within 30 days of the execution of the order to be appealed.

SECTION 17. Chapter 15, Section 9, of the Land Development Code, City of Port

Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 15 – SIGNS

Section 9: - Enforcement.

The department shall be empowered to enforce this code.

(a) *Removal of prohibited signs.*

- (1) Prohibited signs on public property or rights-of-way shall be removed immediately, and may be removed by the city or its agent without notice.
- (2) Temporary signs and parasite signs shall be removed within 48 hours after receipt of written notification of the code enforcement officer or building official.
- (3) Abandoned signs shall be removed by the owner, agent or person in charge of the premises within 30 days after receipt of written notification by the code enforcement officer or building official. If the sign is not removed in a timely manner, the code enforcement officer may refer the violation to the ~~municipal code enforcement board~~ special magistrate.

(b) *Removal of unsafe signs.* Should any sign become unsecured or in danger of falling, in disrepair or deteriorated, or otherwise unsafe in the opinion of the building official, the owner thereof, or person or firm maintaining it, shall, upon receipt of written notification from the building official immediately, in the case of imminent danger, or within ten days in other instances, secure the sign or cause it to be placed in good repair in a manner approved by the building official, or said sign shall be removed by the owner thereof. If such order is not complied with, the city may remove the sign at the expense of the owner and may place a lien for the cost thereof upon the property on which the sign was located together with any other cost incurred by the city by filing such lien. The lien may be foreclosed in the same manner provided by law for the foreclosure of mortgages and the city shall have the right to receive all costs of court including reasonable attorney fees.

(c) *Removal of illegally erected signs.* Where this chapter requires work to be done by a licensed contractor and such work is not performed by a licensed contractor, the owner or lessee of the property where such illegally erected sign is located shall either:

- (1) Have the sign immediately removed; or
- (2) Have a licensed contractor secure a permit for such sign. City inspections of the sign shall be performed. If neither of the above actions is completed within ten days after notification by the building official or code enforcement officer the violation may be referred to the ~~code enforcement board~~ special magistrate.

(d) *Termination of unlawful illumination.* Upon receipt of written notification by the department that a sign is unlawfully illuminated in violation of this chapter, the owner, his agent, or person in control of the premises, shall

immediately terminate the prohibited illumination or animation of such sign.

- (e) *Violation; penalties; continuing violations and penalty therefor.* Violations of this code, including those sections authorizing city removal of signs or other penalties, may be referred to the ~~code enforcement board~~ special magistrate as prescribed by the Code of Ordinances.

SECTION 18. Chapter 19, Section 1, of the Land Development Code, City of Port Orange, Florida, is hereby amended, in part, to read as follows:

Chapter 19 - VARIANCES

Section 1: - Variances.

(g) *Review criteria.*

- (1) *Review criteria, building and fire code variances.* When reviewing an application for a variance, the construction regulation board and city council shall consider the following criteria:
- (a) Special circumstances exist which are peculiar to the particular property or structure, and which are not applicable to similar properties or structures in general.
 - (b) The special circumstances do not result from the direct actions of the applicant.
 - (c) Literal interpretation of this code would result in unnecessary and undue hardship on the applicant.
 - (d) The granting of the variance is consistent with the overall intent of this code, and will not result in increased danger or reduced safety to the owner or general public.
 - (e) The variance represents a reasonable disposition of a claim brought under the Bert J. Harris Private Property Rights Protection Act, chapter 95-181, Laws of Florida, that a development order of the city has unreasonably burdened the applicant's property, based upon the recommendations of the ~~special master~~ special magistrate appointed in accordance with the act, or the order of a court as described in the act.

The above criteria shall be used to determine the justification for granting of relief from requirements of the development code. All variance requests shall demonstrate the application of each criterion to the specific case.

- (2) *Review criteria, all other variances.* The following criteria shall apply in all variance cases other than those relating to building and fire codes:

- (a) Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district.
- (b) The special conditions and circumstances are not the result of actions of the applicant.
- (c) Literal interpretation and enforcement of the development code regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the development code, and would work unnecessary and undue hardship on the applicant.
- (d) The variance, if granted, is the minimum variance necessary to make possible the reasonable use of the land, building or structure.
- (e) Granting of the variance request will not confer on the applicant any special privilege that is denied by the development code to other lands, buildings or structures in the same zoning district.
- (f) The granting of the variance will be in harmony with the general intent and purpose of this code, and will not be injurious to the surrounding properties or detrimental to the public welfare.
- (g) The variance represents a reasonable disposition of a claim brought under the Bert J. Harris Private Property Rights Protection Act, chapter 95-181, Laws of Florida, that a development order of the city has unreasonably burdened the applicant's property, based upon the recommendations of the ~~special-master~~ magistrate appointed in accordance with the act, or the order of a court as described in the act.

The above criteria shall be used to determine the justification for granting of relief from requirements of the development code. All variance requests shall demonstrate the application of each criterion to the specific case.

- (3) *Financial hardship.* Financial disadvantages or inconvenience to the applicant shall not of themselves constitute conclusive evidence of unnecessary and undue hardship and be grounds to justify granting of a variance.
- (4) *Physical hardship.* Notwithstanding the foregoing criteria, variances may be granted under the authority of the Americans with Disabilities Act as reasonable accommodations based on the disabilities of any applicant or a member of the applicant's household. For purposes herein, "reasonable accommodation" and "disabilities" shall have the meanings provided under the Americans with Disabilities Act.
- (5) *Hardship related to provision of personal wireless communications.* Notwithstanding the foregoing criteria, variances may be granted to any person applying for a permit for personal wireless communications-

related development, from any requirement of this code which, as applied to such person, would have the "effect of prohibiting the provision of wireless communication services," as that phrase is used in Section 704 of the Telecommunications Act of 1996.

SECTION 19. The Code Enforcement Board is hereby dissolved upon the adoption of this Ordinance, provided, all prior administrative actions, orders and liens imposed by such Code Enforcement Board shall remain in full force and effect.

SECTION 20. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION 21. 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 22. The provisions of this ordinance shall become and be made a part of the Code of Ordinances and the Land Development Code 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 liberal authority to codify the provisions of the ordinance.

SECTION 23. 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

Passed and adopted on second and final reading on the day of

Reviewed and Approved: _____
Matthew J. Jones, Deputy City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: No

SUBJECT: (H25) First Reading - Ordinance No. 2019-25 - Amending Section 2-262 Purchase and Sale Procedures and ratifying purchases consistent with policy actions

DEPARTMENT: Finance

GOAL: 5 - Fiscal Sustainability

RECOMMENDED MOTION: Move to approve Ordinance No. 2019-25 and to ratify purchases consistent with policy actions and this agenda item.

SUMMARY: The City's purchasing card (P-card) limit was increased recently from \$1,999 to \$3,500. This was done for four main reasons. (1) To speed up low-dollar transactions so that departments can provide services more efficiently and effectively to customers. (2) To minimize the number of low-dollar purchase orders (POs) that bog down processing times in the purchasing division. In 2018 the number of purchase orders between \$2,000 and \$3,500 were 210 or 17% of all purchase orders. (3) To match the federal micro-purchasing level so that our purchasing policies match those identified by 2-CRF-200 regulations for purchasing items that might be reimbursed for disasters like hurricanes or other federal grants. (4) To take full advantage of process improvement changes identified by the ERP transition to Workday.

While the code does set a monthly purchasing limit on individual p-cards at \$25,000 (in section 2-261), the largest single purchase amount is relegated to the City Manager in the purchasing manual. However, while the increase in single p-card transactions to \$3,500 only needs administrative approval, the code of ordinances needs to be amended in order to fully implement this change.

Section 2-262 (c) reads, "Purchases up to and including \$2,500.00 are purchased on the open market if the quoted price appears fair and reasonable. Items with a purchase price of more than \$2,500.00 but less than or equal to \$5,000.00 shall be made using two verbal quotations. Items with a purchase price of more than \$5,000.00 but less than or equal to \$25,000.00 shall be made with three quotations confirmed in writing."

Staff would like to make a change to this language to bring it in line with our new p-card limit initiated in May. The proposed language reads, "Purchases up to and including \$3,500.00 are purchased on the open market if the quoted price appears fair and reasonable. Items with a purchase price of more than \$3,500.00 but less than or equal to \$5,000.00 shall be made using two verbal quotations. Items with a purchase price of more than \$5,000.00 but less than or equal to \$25,000.00 shall be made with three quotations confirmed in writing."

This will establish a uniform standard for when evidence of competition is required for all purchases, including p-cards, purchase orders, or other small purchases. The benefits of the ordinance and policy changes have proven effective in the purchasing division.

Project No.: Funding Account No.:

Presenter: Scott Neils

ATTACHMENTS:

1.	Ord. No. 2019-25	Ord. No. 2019-25 .pdf
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Alan Rosen	Created/Initiated - 7/5/2019
James Tillman	Approved - 7/5/2019
Scott Neils	Approved - 7/5/2019
Margaret Roberts	Approved - 7/25/2019
Jake Johansson	Approved - 7/29/2019
Robin Fenwick	Final Approval - 7/29/2019

ORDINANCE NO 2019-25

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE VI, DIVISION 2, SECTION 2-262 OF THE CODE OF ORDINANCES REGARDING PURCHASE AND SALES PROCEDURES; INCREASING THE PURCHASING THRESHOLD FOR A SINGLE QUOTE UP TO AND INCLUDING \$3,500.00; RATIFYING PURCHASES EFFECTIVE MAY 1, 2019; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Purchasing Division has determined that the amendment to the purchasing threshold will speed up low-dollar transactions providing more efficient and effective customer service; and will minimize the number of low-dollar purchases, reducing the number of purchase orders processed by the purchasing division; and

WHEREAS, in 2018 the number of purchase orders between \$2,000.00 and \$3,500.00 were 210 or 17% of all purchase orders; and

WHEREAS, this amendment will match the federal micro-purchasing level set forth in 2 Code of Federal Regulations (CRF) 200 thereby complying with FEMA reimbursements for hurricane disasters or other federal grants; and

WHEREAS, this amendment improves the process identified by the ERP transition to Workday; and

WHEREAS, the City Council deems it necessary to follow federal and state law requirements for funding procurements with federal or state grants; 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, Article VI, Division 2, Section 2-262 of the Code of Ordinances to read as follows:

Chapter 2 – ADMINISTRATION

ARTICLE VI. – FINANCE

DIVISION 2. – PURCHASE AND SALE PROCEDURE

Sec. 2-262. – Purchase and sales procedures.

- (a) All supplies, equipment and contractual services, except as otherwise provided herein, when the estimated purchase price thereof shall exceed \$25,000.00, shall be purchased from the bidder determined by the city council to be the lowest and best responsible bidder pursuant to the formal bidding procedure.
- (b) No contract or purchase shall be subdivided to avoid the requirements of this article. Separate purchases from the same vendor by different departments for different purposes shall not be considered subdivided purchases. Such purchases will be reported to the city council on a quarterly basis or as soon as practicable, and will follow the bidding guidelines outlined in the City of Port Orange Purchasing Manual Policies and Procedures, to ensure cost efficiency and maximize competition.
- (c) Purchases up to and including ~~\$2,500.00~~ \$3,500.00 are purchased on the open market if the quoted price appears fair and reasonable. Items with a purchase price of more than ~~\$2,500.00~~ \$3,500.00 but less than or equal to \$5,000.00 shall be made using two verbal quotations. Items with a purchase price of more than \$5,000.00 but less than or equal to \$25,000.00 shall be made with three quotations confirmed in writing.
- (d) All sales of personal property (except trade-in personal property) which has become obsolete or unusable or the sale of which is otherwise determined to be in the best interest of the city, when the estimated value exceeds \$25,000.00, shall be made to the highest responsible bidder pursuant to the formal bidding procedure of this article. Acceptance or rejection of bids for such sales shall be made by the city council. The city council may, by appropriate resolution, authorize the city manager or other city official to execute any and all title transfers, bills of sale or other documents necessary to convey and transfer such property to the successful bidder. In the absence of such authorization by resolution, the mayor and city clerk may execute such instruments.
- (e) All sales of personal property (except trade-in personal property) which has become obsolete or unusable or the sale of which is otherwise determined to be in the best interest of the city, when the estimated value is \$25,000.00 or less, may be sold upon the written approval of the city manager. Notice of such sale shall be posted in city hall and, insofar as is practicable and reasonable, written and sealed bids should be solicited. Notwithstanding the foregoing, such property may be sold by negotiated sale, auction or other procedure approved by the city manager. Formal advertising or compliance with the formal bidding procedure shall not be required. The city manager, or such person as he shall designate in writing, is authorized to execute any and all title transfers, bills of sale or other documents necessary to convey and transfer such property to the purchaser thereof.

- (f) Junk/non-real property. The city manager may declare that any non-real property that is determined by the city manager to have reached the end of its useful life and/or may expose the city to potential liability from its continued use or sale and/or whose disposition cost exceeds its value is junk. Non-real property declared by the city manager to be junk shall be disposed of without receipt of consideration (or, if necessary, at a cost to the city) and shall be rendered useless and not be donated.
- (g) In the event of a conflict between any provision in this Code or the city's purchasing policy, and federal or state law, or the terms of any grant; the federal or state law, and terms of the grant shall control.

SECTION 2. The City Council hereby ratifies all purchases on P-cards effective May 1, 2019 and thereafter, consistent with this ordinance.

SECTION 3. 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 4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION 5. 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 6. This ordinance shall become effective immediately upon final passage by the City Council.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, MMC, 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: _____
Margaret T. Roberts, City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 8/6/2019

Consent item: No

SUBJECT: (H26) Resolution No. 19-37 - Approval of FY20 - FY25 Capital Improvement Plan (CIP)

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to approve Resolution No. 19-37.

SUMMARY: The Capital Improvement Program (CIP) is a spending plan for capital projects for FY20 through FY25. This plan is reviewed and adopted each year and the FY20 projects will become part of the proposed FY20 Capital Budget.

Project No.: Funding Account No.:

Presenter: Scott Neils

ATTACHMENTS:

1.	Reso. No. 19-37	Reso. No. 19-37.pdf
2.	CIP Book for Aug 6 2019 CC July 29 2019 KF	CIP Book for Aug 6 2019 CC revised 8-1-19.pdf

Lisa Pallante
Lupe Reyna-Coffin
Scott Neils
Margaret Roberts
Jake Johansson
Robin Fenwick

Created/Initiated - 7/17/2019
Approved - 7/29/2019
Approved - 7/29/2019
Approved - 7/30/2019
Approved - 7/30/2019
Final Approval - 7/30/2019

RESOLUTION NO. 19-37

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PORT ORANGE, VOLUSIA COUNTY,
FLORIDA; ADOPTING A SIX YEAR CAPITAL
IMPROVEMENT PROGRAM FOR THE CITY OF PORT
ORANGE FOR FY 2020 - FY 2025; AND PROVIDING
AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Port Orange has prepared a Six Year Capital Improvement Program for Fiscal Year 2020 through Fiscal Year 2025 and has submitted said Capital Improvement Program to the City Council; and

WHEREAS, the proposed Six Year Capital Improvement Program sets forth in detail information on the capital expenditures for the ensuing six years; and

WHEREAS, the City Council has made a study of the recommended program; and

WHEREAS, the proposed Capital Improvement Program has been duly advertised in a newspaper of general circulation in the City, with notice to all citizens that the budget is available for public inspection in the office of the City Clerk and the time and place for a public hearing hereon; and

WHEREAS, a public hearing on the Capital Improvement Program and budget has been conducted by the City Council at 6:30 p.m. on August 6, 2019 in the City Council Chambers, Port Orange City Hall, 1000 City Center Circle, Port Orange, Florida; and

WHEREAS, this resolution is adopted pursuant to the provisions of Section 2-296(b), Code of Ordinances, City of Port Orange, Florida.

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

Section 1. The Six Year Capital Improvement Program for the City of Port Orange for FY 2020 through FY 2025, as submitted by the City Manager and reviewed by the City Council, is hereby adopted. A copy of said Six Year Capital Improvement Program is attached hereto as Exhibit A.

Section 2. The program adopted in the preceding section shall serve as a guideline for the capital expenditures of the City during the ensuing six years.

Section 3. This resolution shall become effective immediately upon adoption.

MAYOR DONALD O. BURNETTE

ATTEST:

Robin L. Fenwick, MMC City Clerk

Adopted on the _____ day of _____, 2019

Reviewed and Approved: _____
Margaret T. Roberts, City Attorney



Capital Improvement Program (CIP) FY20 through FY25

August 6, 2019
(Revised)

City of Port Orange Finance Department

**Capital Improvement Program (CIP)
FY20 - FY25
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Capital Improvement Program

The Capital Improvement Program (CIP) provides the means through which the City of Port Orange takes a planned and programmed approach to utilizing available financial resources in the most responsive and efficient manner in order to meet the public service and facility needs of its citizens. The annual process involves the assessment and coordination of the capital needs across the City. Each department evaluates its current capital inventory and service capabilities and develops a list of capital needs which are combined into the Citywide CIP.

In developing the long-term capital improvement plan, a number of factors are considered. First, projects are evaluated for their consistency with the City Comprehensive Plan and with the goals, objectives, and priorities of the City Council. Higher priority is given to projects that are necessary to either maintain service levels or to correct existing deficiencies in service standards.

Next, potential funding sources for each proposed project are identified. Such revenue sources include, but are not limited to:

- General Revenues
- Special Revenue Funds
- Tax Increment District Funds
- Impact Fees and Developer Contributions
- Federal, State, and County Grants
- General Obligation and Revenue Bonds
- State Revolving Loan Funds and Short-term Notes

The current financial condition of various funding sources and forecast revenues and expenditures over the six-year planning period are used to determine the capability of the City to finance and carry out requested projects.

Finally, each project is evaluated for its overall impact on the City's annual operating budget. Future operating expenses and revenues associated with each capital improvement are projected and factored into the overall review process. Such factors include:

- Increases or decreases in staffing levels
- Impact on annual maintenance and operating costs
- New annual revenue sources
- Improvements in operations and/or service delivery to citizens

The CIP is an important management tool for City Council and staff. It also provides valuable information for citizens, businesses, and other government agencies interested in the overall development of the City.

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City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
 (in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
City Manager											
201501	Enterprise Resource Planning System	City Manager	Funded	505	88	106	110	-	-	-	304
Total City Manager - All:					88	106	110	-	-	-	304
City Manager - Funded:					88	106	110	-	-	-	304
City Manager - Unfunded:					-	-	-	-	-	-	-
City Manager - Contingent Proposed:					-	-	-	-	-	-	-
Total City Manager - All:					88	106	110	-	-	-	304

Fund Legend:		311 Fire Impact Fee	403 W/S R&R	505 Lease & Replacement
001 General Fund	312 Transp. Impact Fee	405 W/S Impact Fee	506 Building Maintenance	
106 Recreation Facilities (YMCA)	317 General Capital	412 Drainage	611 Recreation Impact Fee	
301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course		



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
Community Development											
200905	Williamson Blvd. North of Pavilion	Comm. Dvlp.	Contingent Proposed	Dvlpr Constr.	-	-	220	261	2,200	-	2,681
200907	Coraci Blvd. Extension	Comm. Dvlp.	Contingent Proposed	Dvlpr Constr.	-	-	-	257	2,150	-	2,407
201008	Yorktowne Blvd. North Section (Nautica Lakes)	Comm. Dvlp.	Contingent Proposed	Dvlpr Constr.	-	1,200	-	-	-	-	1,200
	Yorktowne Blvd. North Section (Nautica Lakes)	Comm. Dvlp.	Funded	312	46	-	-	-	-	-	46
201015	Willow Run Blvd. Widening	Comm. Dvlp.	Funded	301 (Restricted)	-	200	-	-	-	-	200
	Willow Run Blvd. Widening	Comm. Dvlp.	Contingent Proposed	TPO Grant	-	-	1,125	-	-	-	1,125
201336	Willow Run Blvd. Sidewalk (South Side)	Comm. Dvlp.	Funded	312	-	9	104	-	-	-	113
	Willow Run Blvd. Sidewalk (South Side)	Comm. Dvlp.	Contingent Proposed	TPO Grant	-	134	374	-	-	-	508
201545	Riverwalk Park - South Section Phase	Comm. Dvlp.	Unfunded	317	-	1,500	-	-	-	-	1,500
201647	WB Dnlwtn Ave. Right Turn Lane at City Center Parkway	Comm. Dvlp.	Funded	301 (Restricted)	2	58	-	-	-	-	60
	WB Dnlwtn Ave. Right Turn Lane at City Center Parkway	Comm. Dvlp.	Contingent Proposed	TPO Grant	60	202	-	-	-	-	262
201648	I-95 Gateway Signage	Comm. Dvlp.	Funded	317	115	-	-	-	-	-	115
201749	SUN Trail - St. Johns River to Sea Loop	Comm. Dvlp.	Contingent Proposed	FDOT	-	90	400	-	-	-	490
201750	EB Dnlwtn Ave. Right Turn Lane at Clyde Morris Blvd.	Comm. Dvlp.	Funded	301 (Restricted)	-	88	-	-	-	-	88
	EB Dnlwtn Ave. Right Turn Lane at Clyde Morris Blvd.	Comm. Dvlp.	Contingent Proposed	TPO Grant	68	341	-	-	-	-	409
201751	WB Dnlwtn Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	Funded	301 (Restricted)	-	-	11	88	-	-	99
	WB Dnlwtn Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	Unfunded	317	-	260	-	-	-	-	260
	WB Dnlwtn Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	Contingent Proposed	TPO Grant	-	-	99	333	-	-	432
201856	EB Herbert St. Left Turn Lane at Nova Rd.	Comm. Dvlp.	Funded	301 (Restricted)	-	-	10	120	-	-	130
	EB Herbert St. Left Turn Lane at Nova Rd.	Comm. Dvlp.	Contingent Proposed	TPO Grant	-	18	90	540	-	-	648
201857	Madeline Avenue (East) and Bruner Rd. Trail/Sidewalks	Comm. Dvlp.	Funded	312	23	323	-	-	-	-	346
	Madeline Avenue (East) and Bruner Rd. Trail/Sidewalks	Comm. Dvlp.	Contingent Proposed	TPO Grant	199	1,147	-	-	-	-	1,346
201858	Madeline Avenue (West) Sidewalk/Trail	Comm. Dvlp.	Funded	312	28	465	-	-	-	-	493
	Madeline Avenue (West) Sidewalk/Trail	Comm. Dvlp.	Contingent Proposed	TPO Grant	252	1,834	-	-	-	-	2,086
201859	Taylor Rd./Williamson Blvd. Inter. Feasibility Study	Comm. Dvlp.	Funded	312	-	-	-	-	-	-	-
	Taylor Rd./Williamson Blvd. Inter. Feasibility Study	Comm. Dvlp.	Contingent Proposed	TPO Grant	36	-	-	-	-	-	36
201861	Sidewalk Gap Project	Comm. Dvlp.	Funded	312	1	137	-	-	-	-	138
	Sidewalk Gap Project	Comm. Dvlp.	Contingent Proposed	TPO Grant	80	247	-	-	-	-	327
201963	ADA Transition Plan	Comm. Dvlp.	Funded	317	200	-	-	-	-	-	200



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
Community Development Continued											
201964	Taylor Rd./Clyde Morris Blvd. Inter. Improvements	Comm. Dvlp.	Funded	312	-	5	80	-	-	-	85
	Taylor Rd./Clyde Morris Blvd. Inter. Improvements	Comm. Dvlp.	Contingent Proposed	TPO Grant	18	45	270	-	-	-	333
202065	Dunlawton Ave. Existing Left Turn Lanes Extensions	Comm. Dvlp.	Funded	301	2	8	98	-	-	-	108
	Dunlawton Ave. Existing Left Turn Lanes Extensions	Comm. Dvlp.	Contingent Proposed	TPO Grant	18	67	342	-	-	-	427
202066	Down Under Revitalization	Comm. Dvlp.	Funded	317	95	-	-	-	-	-	95
202067	NB Clyde Morris Blvd. Right Turn Ln at Reed Canal Rd.	Comm. Dvlp.	Funded	301	2	8	98	-	-	-	108
	NB Clyde Morris Blvd. Right Turn Ln at Reed Canal Rd.	Comm. Dvlp.	Contingent Proposed	TPO Grant	18	67	342	-	-	-	427
202068	NB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	Comm. Dvlp.	Funded	301	2	8	98	-	-	-	108
	NB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	Comm. Dvlp.	Contingent Proposed	TPO Grant	18	67	342	-	-	-	427
202069	SB Clyde Morris Blvd. Right Turn Ln at Willow Run Blvd.	Comm. Dvlp.	Funded	301	2	8	98	-	-	-	108
	SB Clyde Morris Blvd. Right Turn Ln at Willow Run Blvd.	Comm. Dvlp.	Contingent Proposed	TPO Grant	18	67	342	-	-	-	427
202070	SB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	Comm. Dvlp.	Funded	301	2	8	98	-	-	-	108
	SB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	Comm. Dvlp.	Contingent Proposed	TPO Grant	18	67	342	-	-	-	427
202071	Williamson Blvd. and Willow Run Sidewalk	Comm. Dvlp.	Funded	312	2	8	105	-	-	-	115
	Williamson Blvd. and Willow Run Sidewalk	Comm. Dvlp.	Contingent Proposed	TPO Grant	18	72	405	-	-	-	495
202072	SB and NB Yorktowne Blvd. Right Turn Lanes at Dunlawton Ave.	Comm. Dvlp.	Funded	312	-	2	10	130	-	-	142
	SB and NB Yorktowne Blvd. Right Turn Lanes at Dunlawton Ave.	Comm. Dvlp.	Contingent Proposed	TPO Grant	-	18	90	450	-	-	558
202073	Spruce Creek Elem. Sch. EB Taylor Rd. Right Turn Lane & Ped. Imprvmnts	Comm. Dvlp.	Funded	301	2	8	98	-	-	-	108
	Spruce Creek Elem. Sch. EB Taylor Rd. Right Turn Lane & Ped. Imprvmnts	Comm. Dvlp.	Contingent Proposed	TPO Grant	18	67	342	-	-	-	427
NEW	Land Acquisition - Former Dave's Pest Control Property	Comm. Dvlp.	Unfunded	317	1,150	-	-	-	-	-	1,150
Fleet	Veh. Rplcmnt. - CD Planning	Comm. Dvlp.	Funded	505	-	-	-	-	-	-	-
Fleet	Veh. Rplcmnt. - CD Building	Comm. Dvlp.	Funded	505	-	-	-	-	-	23	23
Fleet	Veh. Rplcmnt. - CD Engrng	Comm. Dvlp.	Funded	505	-	-	-	-	-	-	-
Total Community Development - All:					2,513	8,853	6,033	2,179	4,350	23	23,951
Community Development - Funded:					524	1,343	908	338	-	23	3,136
Community Development - Unfunded:					1,150	1,760	-	-	-	-	2,910
Community Development - Contingent Proposed:					839	5,750	5,125	1,841	4,350	-	17,905
Total Community Development - All:					2,513	8,853	6,033	2,179	4,350	23	23,951

Fund Legend:	311 Fire Impact Fee	403 W/S R&R	501 Information Technology
001 General Fund	312 Transp. Impact Fee	405 W/S Impact Fee	505 Lease & Replacement
106 Recreation Facilities (YMCA)	317 General Capital	412 Drainage	506 Building Maintenance
301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course	611 Recreation Impact Fee



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
Fire											
201023	Thermal Imaging Camera Replacement Program	Fire	Funded	505	16	16	16	-	-	-	48
201637	Extrication Equipment	Fire	Funded	505	-	-	-	40	-	-	40
201838	Training Facility/Tower	Fire	Funded	311	547	-	-	-	-	-	547
	Training Facility/Tower	Fire	Unfunded	317	108	-	-	-	-	-	108
201839	Emergency Traffic Control	Fire	Funded	505	167	-	-	-	-	-	167
201841	Rescue Company Unified Command Post Apparatus	Fire	Funded	505	-	1,000	-	-	-	-	1,000
201844	Addition to FS 71	Fire	Unfunded	317	-	50	300	-	-	-	350
201949	Gear Extractor and Dryers	Fire	Funded	317	44	-	-	-	-	-	44
202052	Additional ALS Transport Units	Fire	Unfunded	317	-	270	-	310	-	-	580
202053	Training Building Renovation	Fire	Unfunded	317	-	145	-	-	-	-	145
202055	Station Based Alerting System	Fire	Unfunded	317	-	25	50	50	-	-	125
202050	Drone Program	Fire	Unfunded	317	-	16	-	-	-	-	16
Fleet	Veh. Rplcmnt. - Fire	Fire	Funded	505	465	45	45	85	751	190	1,581
Total Fire - All:					1,347	1,567	411	485	751	190	4,751
Fire - Funded:					1,239	1,061	61	125	751	190	3,383
Fire - Unfunded:					108	506	350	360	-	-	1,368
Fire - Contingent Proposed:					-	-	-	-	-	-	-
Total Fire - All:					1,347	1,567	411	485	751	190	4,751

Fund Legend:			
001 General Fund	311 Fire Impact Fee	403 W/S R&R	501 Information Technology
106 Recreation Facilities (YMCA)	312 Transp. Impact Fee	405 W/S Impact Fee	505 Lease & Replacement
301 Capital Proj. (Gas Tax)	317 General Capital	412 Drainage	506 Building Maintenance
	401 W/S Operating	450 Golf Course	611 Recreation Impact Fee



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
Information Technology (IT)											
200501	City Municipal Network	Info. Tech.	Funded	505	50	30	30	30	100	30	270
200503	Maintain Hardware Infrastructure	Info. Tech.	Funded	505	35	25	25	25	25	25	160
201321	Public Safety Technology Refresh	Info. Tech.	Funded	505	30	30	30	30	30	30	180
201626	Virtual Desktop Infrastructure	Info. Tech.	Funded	505	50	-	-	-	-	-	50
201728	Audio Visual Upgrades	Info. Tech.	Unfunded	317	-	15	15	-	-	-	30
202035	ArcGIS Enterprise Upgrade	Info. Tech.	Funded	501	28	-	-	-	-	-	28
Fleet	Veh. Rplcmnt. - IT	Info. Tech.	Funded	505	-	-	-	-	23	-	23
Total Information Technology - All:					193	100	100	85	178	85	741
Information Technology - Funded:					193	85	85	85	178	85	711
Information Technology - Unfunded:					-	15	15	-	-	-	30
Information Technology - Contingent Proposed:					-	-	-	-	-	-	-
Total Information Technology - All:					193	100	100	85	178	85	741

Fund Legend:		311 Fire Impact Fee	403 W/S R&R	501 Information Technology
001 General Fund	312 Transp. Impact Fee	405 W/S Impact Fee	505 Lease & Replacement	
106 Recreation Facilities (YMCA)	317 General Capital	412 Drainage	506 Building Maintenance	
301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course	611 Recreation Impact Fee	



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
Parks & Recreation											
201376	Parks Maintenance Storage	Parks & Rec.	Unfunded	317	39	234	-	-	-	-	273
201378	West Side Sports Complex	Parks & Rec.	Contingent Proposed	Bond / Debt	-	860	60	1,150	575	575	3,220
201481	Ball Field Lamp Replacement	Parks & Rec.	Unfunded	317	332	240	193	-	-	-	765
201686	The REC Center Remodel and Expansion	Parks & Rec.	Funded	611	400	100	-	-	-	-	500
	The REC Center Remodel and Expansion	Parks & Rec.	Contingent Proposed	Grants / Bond	400	-	-	-	-	-	400
201792	Restroom/Concession Facility	Parks & Rec.	Unfunded	317	-	219	-	-	-	-	219
201794	Playground Replacements	Parks & Rec.	Funded	317	100	-	-	-	-	-	100
	Playground Replacements	Parks & Rec.	Unfunded	317	-	100	-	-	-	-	100
	Playground Replacements	Parks & Rec.	Contingent Proposed	Grants / Bond	100	100	-	-	-	-	200
201795	Westside Community Center	Parks & Rec.	Contingent Proposed	Grants / Bond	-	-	-	55	4,000	-	4,055
201896	Amphitheater Seating Replacement	Parks & Rec.	Unfunded	317	-	89	20	165	-	-	274
202097	Concession Restroom Replacement	Parks & Rec.	Unfunded	317	-	30	220	-	-	-	250
202098	Land Acquisition on Spruce Creek	Parks & Rec.	Unfunded	317	-	1,000	-	-	-	-	1,000
202099	Floating Docks on South Side of Causeway Park	Parks & Rec.	Unfunded	317	42	445	-	-	-	-	487
Fleet	Veh. Rplcmnt. - Parks & Rec	Parks & Rec.	Funded	505	8	46	13	126	132	147	472
Total Parks & Recreation - All:					1,421	3,463	506	1,496	4,707	722	12,315
Parks & Recreation - Funded:					508	146	13	126	132	147	1,072
Parks & Recreation - Unfunded:					413	2,357	433	165	-	-	3,368
Parks & Recreation - Contingent Proposed:					500	960	60	1,205	4,575	575	7,875
Total Parks & Recreation - All:					1,421	3,463	506	1,496	4,707	722	12,315

Fund Legend:		311 Fire Impact Fee	403 W/S R&R	501 Information Technology
001 General Fund	312 Transp. Impact Fee	405 W/S Impact Fee	505 Lease & Replacement	
106 Recreation Facilities (YMCA)	317 General Capital	412 Drainage	506 Building Maintenance	
301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course	611 Recreation Impact Fee	



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
 (in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
Police											
Fleet	Veh. Rplcmnt - Police	Police	Funded	505	516	393	342	717	852	918	3,738
Fleet	Veh. Rplcmnt - Police - Comm. Imprv.	Police	Funded	505	-	-	-	22	-	42	64
Total Police - All:					516	393	342	739	852	960	3,802
Police - Funded:					516	393	342	739	852	960	3,802
Police - Unfunded:					-	-	-	-	-	-	-
Police - Contingent Proposed:					-	-	-	-	-	-	-
Total Police - All:					516	393	342	739	852	960	3,802

Fund Legend:					403	W/S R&R	501	Information Technology
001	General Fund	311	Fire Impact Fee		405	W/S Impact Fee	505	Lease & Replacement
106	Recreation Facilities (YMCA)	312	Transp. Impact Fee		412	Drainage	506	Building Maintenance
301	Capital Proj. (Gas Tax)	317	General Capital		450	Golf Course	611	Recreation Impact Fee
		401	W/S Operating					



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
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#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
Public Utilities											
028812	WTP - Water Supply Wells	Public Utilities	Funded	403	-	-	10	20	20	20	70
028813	Production Well Replacement	Public Utilities	Funded	403	25	250	250	250	225	-	1,000
029408	Field Ops - Water System Replacements	Public Utilities	Funded	401	200	200	200	200	200	200	1,200
	Field Ops - Water System Replacements	Public Utilities	Funded	403	300	300	400	200	200	300	1,700
	Field Ops - Water System Replacements	Public Utilities	Funded	405	500	500	-	-	-	-	1,000
029409A	Eng - Water System Extensions / Upsizing	Public Utilities	Funded	405	50	50	50	50	50	50	300
038710	Eng - City Cost Participation Project	Public Utilities	Funded	405 (Water Impact)	25	25	25	25	25	25	150
038710	Eng - City Cost Participation Project	Public Utilities	Funded	405 (Sewer Impact)	25	25	25	25	25	25	150
038825B	Water Reclamation Facility - Telemetry Instrument/Control System	Public Utilities	Funded	401	80	110	110	110	130	130	670
	Water Reclamation Facility - Telemetry Instrument/Control System	Public Utilities	Funded	403	40	50	50	50	60	60	310
038825A	Water Treatment Plant - Telemetry Instrument/Control System	Public Utilities	Funded	401	25	25	25	25	25	25	150
038955	Eng - Utilities Mapping	Public Utilities	Funded	401	50	-	-	-	-	50	100
038964A	Water Reclamation Facility - R&R	Public Utilities	Funded	401	50	50	50	50	50	50	300
	Water Reclamation Facility - R&R	Public Utilities	Funded	403	250	250	300	350	400	450	2,000
038964B	Water Reclamation Facility - R&R	Public Utilities	Funded	403	-	500	500	500	500	-	2,000
038967	WRF - Electric System Repair/Replacement	Public Utilities	Funded	403	500	500	-	-	-	-	1,000
038970	WRF - Operations Building Expansion	Public Utilities	Funded	403	300	-	-	-	-	-	300
038971	WRF - Nutrient Removal Process Improvements	Public Utilities	Funded	405 (Sewer Impact)	500	-	3,000	-	-	-	3,500
038971	WRF - Nutrient Removal Process Improvements	Public Utilities	Contingent Proposed	Grants / Bond	-	-	3,000	-	-	-	3,000
038972	WRF - Water Reuse Program	Public Utilities	Funded	405 (Sewer Impact)	-	2,000	-	-	-	-	2,000
038972	WRF - Water Reuse Program	Public Utilities	Contingent Proposed	Grants / Bond	-	1,000	-	-	-	-	1,000
038973	Generator Replacements	Public Utilities	Funded	403	1,000	100	1,000	100	200	-	2,400
039493A	Wtr Treatment Plant - R&R Equipment	Public Utilities	Funded	401	25	25	25	25	25	25	150
	Wtr Treatment Plant - R&R Equipment	Public Utilities	Funded	403	200	200	225	250	275	300	1,450
039494	WTP - 1 M Gallon Water Storage Tank	Public Utilities	Funded	405 (Water Impact)	-	1,500	-	-	-	-	1,500
048922	WRF - Replace Existing Lift Stations	Public Utilities	Funded	403	200	200	360	360	360	360	1,840



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(in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
049467	Sewer System Rehabilitation (Field Ops Division)	Public Utilities	Funded	401	750	500	500	750	750	750	4,000
089409	Sewer System Expansion (Field Ops Division)	Public Utilities	Funded	401	-	300	-	-	300	-	600
	Sewer System Expansion (Field Ops Division)	Public Utilities	Funded	405 (Sewer Impact)	-	-	2,000	2,000	-	2,000	6,000
	Sewer System Expansion (Field Ops Division)	Public Utilities	Contingent Proposed	Grants / Bond	-	-	1,000	1,000	-	1,000	3,000
200304	Eng - Utility Coordination / Relocation	Public Utilities	Funded	401	25	25	25	25	25	25	150
039497	Water Treatment Plant Softener Replacement	Public Utilities	Funded	403	145	-	1,880	-	-	-	2,025
200546B	Field Operations - Large Meter Replacement	Public Utilities	Funded	401	25	25	25	50	50	50	225
201051	Eng - Taylor Road Improvements	Public Utilities	Funded	403	-	-	-	800	-	-	800
	Eng - Taylor Road Improvements	Public Utilities	Funded	405 (Water Impact)	-	-	-	400	-	-	400
	Eng - Taylor Road Improvements	Public Utilities	Funded	405 (Sewer Impact)	-	-	-	400	-	-	400
049468	Sewer System Rehab - Force Main River Crossing	Public Utilities	Funded	405 (Sewer Impact)	-	1,000	-	-	-	-	1,000
	Sewer System Rehab - Force Main River Crossing	Public Utilities	Contingent Proposed	Grants / Bond	-	1,000	-	-	-	-	1,000
039495	Raw Water Main Replacement - WTP	Public Utilities	Funded	403	-	-	-	3,000	-	-	3,000
039498	City Wide Class Pipe Replacement	Public Utilities	Funded	403	180	1,895	1,060	1,165	650	-	4,950
039499	Ridgewood Ave Water Main Replacement	Public Utilities	Funded	405 (Water Impact)	700	-	90	900	-	90	1,780

Public Utilities Continued

039500	Water Main Rplcmnt Prior to Public Works Imprmnts	Public Utilities	Funded	403	50	100	100	100	100	100	550
039501	Field Operations - New Facility	Public Utilities	Funded	403	300	3,000	-	-	-	-	3,300
	Field Operations - New Facility	Public Utilities	Contingent Proposed	Grants / Bond	-	500	-	-	-	-	500

Public Utilities Project Totals: **6,520 16,205 16,285 13,180 4,645 6,085 62,920**

Fleet	Veh. Rplcmnt. - Water Prod	Public Utilities	Funded	505	40	80	-	92	-	-	212
Fleet	Veh. Rplcmnt. - Wastewater	Public Utilities	Funded	505	-	-	-	-	-	-	-
Fleet	Veh. Rplcmnt. - Meter Readers	Public Utilities	Funded	505	-	22	-	-	-	-	22
Fleet	Veh. Rplcmnt. - Water Dist	Public Utilities	Funded	505	172	80	66	466	-	-	784
Fleet	Veh. Rplcmnt. - W/S Lab Ops	Public Utilities	Funded	505	-	-	-	-	-	-	-
Fleet	Veh. Rplcmnt. - W/S Admin.	Public Utilities	Funded	505	-	-	22	-	-	-	22
Fleet	Veh. Rplc. - W/S Warehouse	Public Utilities	Funded	505	-	-	-	30	-	-	30

Public Utilities Vehicle Totals: **212 182 88 588 - - 1,070**

Total Public Utilities - All: **6,732 16,387 16,373 13,768 4,645 6,085 63,990**

Public Utilities - Funded: **6,732 13,887 12,373 12,768 4,645 5,085 55,490**

Public Utilities - Unfunded: **- - - - - - -**

Public Utilities - Contingent Proposed: **- 2,500 4,000 1,000 - 1,000 8,500**

Total Public Utilities - All: **6,732 16,387 16,373 13,768 4,645 6,085 63,990**

Fund Legend:	311 Fire Impact Fee	403 W/S R&R	501 Information Technology
001 General Fund	312 Transp. Impact Fee	405 W/S Impact Fee	505 Lease & Replacement
106 Recreation Facilities (YMCA)	317 General Capital	412 Drainage	506 Building Maintenance
301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course	611 Recreation Impact Fee



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
Public Works											
430201A	Road Resurfacing and Reconstruction	Public Works	Funded	301 (Restricted)	800	800	800	800	800	800	4,800
430201B	Curb & Guard Rail Replacement	Public Works	Contingent Proposed	Grant	-	237	-	-	-	-	237
201698	City Hall Building HVAC	Public Works	Unfunded	317	-	300	410	450	-	-	1,160
201753	City Hall Repurposing	Public Works	Funded	317	125	-	-	-	-	-	125
201753	City Hall Repurposing	Public Works	Unfunded	317	-	150	-	-	-	-	150
201870	Standby Power Generator Rebuild / Replacement	Public Works	Funded	506	75	75	100	100	100	100	550
201957	Public Works Fence Replacement	Public Works	Funded	506	25	-	-	-	-	-	25
430102A	Resurface Parking Lots - City Parks	Public Works	Funded	317	100	-	-	-	-	-	100
430102A	Resurface Parking Lots - City Parks	Public Works	Unfunded	317	-	202	45	-	-	-	247
430102B	Resurface Parking Lots - City Facilities	Public Works	Unfunded	317	-	70	-	26	-	-	96
201750	PW Administration Building HVAC	Public Works	Unfunded	317	200	-	-	-	-	-	200
201754	Work Shop	Public Works	Unfunded	317	73	-	-	-	-	-	73
201756	City Center Complex Landscape Improvements	Public Works	Unfunded	317	-	100	125	100	-	-	325
	City Center Complex Landscape Improvements	Public Works	Contingent Proposed	Grant	-	50	-	-	-	-	50
Fleet	Veh. Rplcmnt. - Pub Works	Public Works	Funded	505	165	171	180	84	-	-	600
Fleet	Veh. Rplcmnt. - Bldg Maint	Public Works	Funded	505	-	-	-	-	-	-	-
Fleet	Veh. Rplcmnt. - Veh Maint	Public Works	Funded	505	45	-	-	-	-	-	45
Fleet	Veh. Rplcmnt. - Solid Waste	Public Works	Funded	505	-	-	-	-	-	-	-
Total Public Works - All:					1,608	2,155	1,660	1,560	900	900	8,783
Public Works - Funded:					1,335	1,046	1,080	984	900	900	6,245
Public Works - Unfunded:					273	822	580	576	-	-	2,251
Public Works - Contingent Proposed:					-	287	-	-	-	-	287
Total Public Works - All:					1,608	2,155	1,660	1,560	900	900	8,783

Fund Legend:		311 Fire Impact Fee	403 W/S R&R	501 Information Technology
001 General Fund	312 Transp. Impact Fee	405 W/S Impact Fee	505 Lease & Replacement	
106 Recreation Facilities (YMCA)	317 General Capital	412 Drainage	506 Building Maintenance	
301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course	611 Recreation Impact Fee	



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
Stormwater Utility											
201439	Halifax River Outfall Replacement	Stormwater	Funded	412	-	286	286	286	286	286	1,430
201441	Southwinds Stormwater Outfall Retrofit (Ph I) Design	Stormwater	Unfunded	412	-	45	-	-	-	-	45
	Southwinds Stormwater Outfall Retrofit (Phase I)	Stormwater	Unfunded	412	-	-	681	-	-	-	681
	Southwinds Stormwater Outfall Retrofit (Phase II)	Stormwater	Unfunded	412	-	-	-	681	-	-	681
201642	Howes St. Stormwater Improvements	Stormwater	Funded	412	1,065	-	-	-	-	-	1,065
201645	White Pl. & Riverside Drainage Improvements	Stormwater	Unfunded	412	109	-	-	-	-	-	109
201647	Drainage Pipe R&R	Stormwater	Funded	412	350	350	350	350	350	350	2,100
201760	City Center Shoreline Stabilization	Stormwater	Unfunded	412	25	224	-	-	-	-	249
201761	Powers Ave. at Lemon St. Drainage Improvements	Stormwater	Unfunded	412	-	-	176	-	-	-	176
201762	Viking Dr. Stormwater Improvements	Stormwater	Unfunded	412	-	-	30	-	-	-	30
201763	Charles St. Drainage Improvements	Stormwater	Unfunded	412	-	730	-	-	-	-	730
201866	Storm Water Master Plan Phase II	Stormwater	Funded	412	-	200	-	-	-	-	200
	Storm Water Master Plan Phase II	Stormwater	Unfunded	412	-	-	200	-	-	-	200
202068	Projects from Storm Water Master Plan Phase I	Stormwater	Unfunded	412	-	-	-	1,500	1,500	1,500	4,500
202069	Delmar and Palmas Drive Drainage Imprvmnts	Stormwater	Unfunded	412	-	-	30	125	-	-	155
Fleet	Veh. Rplcmnt. - Stormwater	Stormwater	Funded	505	-	500	978	27	60	60	1,625
Total Stormwater Utility - All:					1,549	2,335	2,731	2,969	2,196	2,196	13,976
Stormwater Utility - Funded:					1,415	1,336	1,614	663	696	696	6,420
Stormwater Utility - Unfunded:					134	999	1,117	2,306	1,500	1,500	7,556
Stormwater Utility - Contingent Proposed:					-	-	-	-	-	-	-
Total Stormwater Utility - All:					1,549	2,335	2,731	2,969	2,196	2,196	13,976

Fund Legend:				311 Fire Impact Fee	403 W/S R&R	501 Information Technology
001 General Fund		312 Transp. Impact Fee		405 W/S Impact Fee		505 Lease & Replacement
106 Recreation Facilities (YMCA)		317 General Capital		412 Drainage		506 Building Maintenance
301 Capital Proj. (Gas Tax)		401 W/S Operating		450 Golf Course		611 Recreation Impact Fee



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Cypress Head Golf Course</u>											
201992	Irrigation Repair and Replacement	Cypress Head	Funded	450	21	20	-	-	-	-	41
202093	Restroom Renovations	Cypress Head	Funded	450	15	40	-	-	-	-	55
Fleet	Equip. Rplc. - Cypress Head	Cypress Head	Funded	505	61	57	57	44	21	8	248
Fleet	Golf Cart Rplc. - Cypress Head	Cypress Head	Funded	505	-	-	-	-	-	-	-
Total Cypress Head Golf Course - All:					97	117	57	44	21	8	344
Cypress Head Golf Course - Funded:					97	117	57	44	21	8	344
Cypress Head Golf Course - Unfunded:					-	-	-	-	-	-	-
Cypress Head Golf Course - Contingent Proposed:					-	-	-	-	-	-	-
Total Cypress Head Golf Course - All:					97	117	57	44	21	8	344

Fund Legend:					403	W/S R&R	501	Information Technology
001	General Fund	311	Fire Impact Fee		405	W/S Impact Fee	505	Lease & Replacement
106	Recreation Facilities (YMCA)	312	Transp. Impact Fee		412	Drainage	506	Building Maintenance
301	Capital Proj. (Gas Tax)	317	General Capital		450	Golf Course	611	Recreation Impact Fee
		401	W/S Operating					



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
YMCA											
xxx	xxx	YMCA	Funded	106	-	-	-	-	-	-	-
xxx	xxx	YMCA	Funded	106	-	-	-	-	-	-	-
Total YMCA - All:					-	-	-	-	-	-	-
YMCA - Funded:					-	-	-	-	-	-	-
YMCA - Unfunded:					-	-	-	-	-	-	-
YMCA - Contingent Proposed:					-	-	-	-	-	-	-
Total YMCA - All:					-	-	-	-	-	-	-

Fund Legend:	311 Fire Impact Fee	403 W/S R&R	501 Information Technology
001 General Fund	312 Transp. Impact Fee	405 W/S Impact Fee	505 Lease & Replacement
106 Recreation Facilities (YMCA)	317 General Capital	412 Drainage	506 Building Maintenance
301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course	611 Recreation Impact Fee



City of Port Orange, Florida
Capital Improvement Program (CIP) FY20 - FY25
Summary by Department and Funding Status/Source
(in thousands)



#	Project	Department	Funding Status	Funding Source	FY20	FY21	FY22	FY23	FY24	FY25	Total
Grand Total - All Departments:					16,064	35,476	28,323	23,325	18,600	11,169	132,957
All Departments - Funded:					12,647	19,520	16,643	15,872	8,175	8,094	80,951
All Departments - Unfunded:					2,078	6,459	2,495	3,407	1,500	1,500	17,439
All Departments - Contingent Proposed:					1,339	9,497	9,185	4,046	8,925	1,575	34,567
Grand Total - All Departments:					16,064	35,476	28,323	23,325	18,600	11,169	132,957

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

Fund Legend:	301 Capital Proj. (Gas Tax)	401 W/S Operating	450 Golf Course
001 General Fund	311 Fire Impact Fee	403 W/S R&R	505 Lease & Replacement
106 Recreation Facilities (YMCA)	312 Transp. Impact Fee	405 W/S Impact Fee	506 Building Maintenance
109 Building Special Revenue	317 General Capital	412 Drainage	611 Recreation Impact Fee

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 301 Capital Projects</u>									
201015	Willow Run Blvd. Widening	Comm. Dvlp.	-	200	-	-	-	-	200
201647	WB Dnlwtn Ave. Right Turn Lane at City Center Parkway	Comm. Dvlp.	2	58	-	-	-	-	60
201750	EB Dnlwtn Ave. Right Turn Lane at Clyde Morris Blvd.	Comm. Dvlp.	-	88	-	-	-	-	88
201751	WB Dnlwtn Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	-	-	11	88	-	-	99
201856	EB Herbert St. Left Turn Lane at Nova Rd.	Comm. Dvlp.	-	-	10	120	-	-	130
202065	Dunlawton Ave. Existing Left Turn Lanes Extensions	Comm. Dvlp.	2	8	98	-	-	-	108
202067	NB Clyde Morris Blvd. Right Turn Ln at Reed Canal Rd.	Comm. Dvlp.	2	8	98	-	-	-	108
202068	NB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	Comm. Dvlp.	2	8	98	-	-	-	108
202069	SB Clyde Morris Blvd. Right Turn Ln at Willow Run Blvd.	Comm. Dvlp.	2	8	98	-	-	-	108
202070	SB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	Comm. Dvlp.	2	8	98	-	-	-	108
202073	Spruce Creek Elem. Sch. EB Taylor Rd. Right Turn Lane & Ped. Imprvmnts	Comm. Dvlp.	2	8	98	-	-	-	108
430201A	Road Resurfacing and Reconstruction	Public Works	800	800	800	800	800	800	4,800
Total Fund 301:			814	1,194	1,409	1,008	800	800	6,025

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 311 Fire Impact Fee</u>									
201838	Training Facility/Tower	Fire	547	-	-	-	-	-	547
Total Fund 311:			547	-	-	-	-		547

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 312 Transportation Impact Fee</u>									
201336	Willow Run Blvd. Sidewalk (South Side)	Comm. Dvlp.	-	9	104	-	-	-	113
201857	Madeline Avenue (East) and Bruner Rd. Trail/Sidewalks	Comm. Dvlp.	23	323	-	-	-	-	346
201858	Madeline Avenue (West) Sidewalk/Trail	Comm. Dvlp.	28	465	-	-	-	-	493
201861	Sidewalk Gap Project	Comm. Dvlp.	1	137	-	-	-	-	138
201964	Taylor Rd./Clyde Morris Blvd. Inter. Improvements	Comm. Dvlp.	-	5	80	-	-	-	85
201008	Yorktowne Blvd. North Section (Nautica Lakes)	Comm. Dvlp.	46	-	-	-	-	-	46
202071	Williamson Blvd. and Willow Run Sidewalk	Comm. Dvlp.	2	8	105	-	-	-	115
202072	SB and NB Yorktowne Blvd. Right Turn Lanes at Dunlawton Ave.	Comm. Dvlp.	-	2	10	130	-	-	142
Total Fund 312:			100	949	299	130	-	-	1,478

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that are Funded / Unfunded - Continued:</u>									
<u>Funded 317 General Capital Fund</u>									
201963	ADA Transition Plan	Comm. Dvlp.	200	-	-	-	-	-	200
201794	Playground Replacements	Parks & Rec.	100	-	-	-	-	-	100
201949	Gear Extractor and Dryers	Fire	44	-	-	-	-	-	44
201753	City Hall Repurposing	Public Works	125	-	-	-	-	-	125
201648	I-95 Gateway Signage	Comm. Dvlp.	115	-	-	-	-	-	115
202066	Down Under Revitalization	Comm. Dvlp.	95	-	-	-	-	-	95
430102A	Resurface Parking Lots - City Parks	Public Works	100	-	-	-	-	-	100
Subtotal Funded 317 Projects:			779	-	-	-	-	-	779
<u>Unfunded 317 General Capital Fund</u>									
201698	City Hall Building HVAC	Public Works	-	300	410	450	-	-	1,160
201753	City Hall Repurposing	Public Works	-	150	-	-	-	-	150
201545	Riverwalk Park South Phase - Constr.	Comm. Dvlp.	-	1,500	-	-	-	-	1,500
201376	Parks Maintenance Storage - Design	Parks & Rec.	39	234	-	-	-	-	273
430102B	Resurface Parking Lots - City Facilities	Public Works	-	70	-	26	-	-	96
430102A	Resurface Parking Lots - City Parks	Public Works	-	202	45	-	-	-	247
201754	Work Shop	Public Works	73	-	-	-	-	-	73
201794	Playground Replacements	Parks & Rec.	-	100	-	-	-	-	100
201756	City Center Complex Landscape Improvements	Public Works	-	100	125	100	-	-	325
201481	Ball Field Lamp Replacement	Parks & Rec.	332	240	193	-	-	-	765
201751	WB Dnlwtn Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	-	260	-	-	-	-	260
201838	Training Facility/Tower	Fire	108	-	-	-	-	-	108
201844	Addition to FS 71	Fire	-	50	300	-	-	-	350
201728	Audio Visual Upgrades	Info. Tech.	-	15	15	-	-	-	30
201896	Amphitheater Seating Replacement	Parks & Rec.	-	89	20	165	-	-	274
201792	Restroom/Concession Facility	Parks & Rec.	-	219	-	-	-	-	219
201750	PW Administration Building HVAC	Public Works	200	-	-	-	-	-	200
NEW	Land Acquisition - Former Dave's Pest Control Property	Comm. Dvlp.	1,150	-	-	-	-	-	1,150
202050	Drone Program	Fire	-	16	-	-	-	-	16
202052	Additional ALS Transport Units	Fire	-	270	-	310	-	-	580
202053	Training Building Renovation	Fire	-	145	-	-	-	-	145
202055	Station Based Alerting System	Fire	-	25	50	50	-	-	125
202097	Concession Restroom Replacement	Parks & Rec.	-	30	220	-	-	-	250
202098	Land Acquisition on Spruce Creek	Parks & Rec.	-	1,000	-	-	-	-	1,000
202099	Floating Docks on South Side of Causeway Park	Parks & Rec.	42	445	-	-	-	-	487
Subtotal Unfunded 317 Projects:			1,944	5,460	1,378	1,101	-	-	9,883
Total Fund 317:			2,723	5,460	1,378	1,101	-	-	10,662

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 401 Water & Sewer Operating</u>									
038825B	Water Reclamation Facility - Telemetry Instrument/Control System	Public Utilities	80	110	110	110	130	130	670
038825A	Water Treatment Plant - Telemetry Instrument/Control System	Public Utilities	25	25	25	25	25	25	150
038964A	Water Reclamation Facility - R&R	Public Utilities	50	50	50	50	50	50	300
039493A	Wtr Treatment Plant - R&R Equipment	Public Utilities	25	25	25	25	25	25	150
089409	Sewer System Expansion(Field Ops Division)	Public Utilities	-	300	-	-	300	-	600
049467	Sewer System Rehabilitation(Field Ops Division)	Public Utilities	750	500	500	750	750	750	4,000
200546B	Field Operations - Large Meter Replacement	Public Utilities	25	25	25	50	50	50	225
029408	Field Ops - Water System Replacements	Public Utilities	200	200	200	200	200	200	1,200
038955	Eng - Utilities Mapping	Public Utilities	50	-	-	-	-	50	100
200304	Eng - Utility Coordination / Relocation	Public Utilities	25	25	25	25	25	25	150
Total Fund 401:			1,230	1,260	960	1,235	1,555	1,305	7,545

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 403 Water & Sewer R & R</u>									
028812	WTP - Water Supply Wells	Public Utilities	-	-	10	20	20	20	70
029408	Field Ops - Water System Replacements	Public Utilities	300	300	400	200	200	300	1,700
028813	Production Well Replacement	Public Utilities	25	250	250	250	225	-	1,000
038825B	Water Reclamation Facility - Telemetry Instrument/Control System	Public Utilities	40	50	50	50	60	60	310
038964A	Water Reclamation Facility - R&R	Public Utilities	250	250	300	350	400	450	2,000
038964B	Water Reclamation Facility - R&R	Public Utilities	-	500	500	500	500	-	2,000
038967	WRF - Electric System Repair/Replacement	Public Utilities	500	500	-	-	-	-	1,000
038970	WRF - Operations Building Expansion	Public Utilities	300	-	-	-	-	-	300
038973	Generator Replacements	Public Utilities	1,000	100	1,000	100	200	-	2,400
039493A	Wtr Treatment Plant - R&R Equipment	Public Utilities	200	200	225	250	275	300	1,450
048922	WRF - Replace Existing Lift Stations	Public Utilities	200	200	360	360	360	360	1,840
039497	Water Treatment Plant Softener Replacement	Public Utilities	145	-	1,880	-	-	-	2,025
201051	Eng - Taylor Road Improvements	Public Utilities	-	-	-	800	-	-	800
039495	Raw Water Main Replacement - WTP	Public Utilities	-	-	-	3,000	-	-	3,000
039498	City Wide Class Pipe Replacement	Public Utilities	180	1,895	1,060	1,165	650	-	4,950
039500	Water Main Rplcmnt Prior to Public Works Imprmnts	Public Utilities	50	100	100	100	100	100	550
039501	Field Operations - New Facility	Public Utilities	300	3,000	-	-	-	-	3,300
Total Fund 403:			3,490	7,345	6,135	7,145	2,990	1,590	28,695

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 405 Water & Sewer Impact Fee</u>									
<u>Water Impact Fee</u>									
029408	Field Ops - Water System Replacements	Public Utilities	500	500	-	-	-	-	1,000
029409A	Eng - Water System Extensions / Upsizing	Public Utilities	50	50	50	50	50	50	300
039494	WTP - 1 M Gallon Water Storage Tank	Public Utilities	-	1,500	-	-	-	-	1,500
201051	Eng - Taylor Road Improvements	Public Utilities	-	-	-	400	-	-	400
039499	Ridgewood Ave Water Main Replacement	Public Utilities	700	-	90	900	-	90	1,780
038710	Eng - City Cost Participation Project	Public Utilities	25	25	25	25	25	25	150
Subtotal Water Impact Fee:			1,275	2,075	165	1,375	75	165	5,130
<u>Sewer Impact Fee</u>									
049468	Sewer System Rehab - Force Main River Crossing	Public Utilities	-	1,000	-	-	-	-	1,000
201051	Eng - Taylor Road Improvements	Public Utilities	-	-	-	400	-	-	400
089409	Sewer System Expansion (Field Ops Division)	Public Utilities	-	-	2,000	2,000	-	2,000	6,000
038972	WRF - Water Reuse Program	Public Utilities	-	2,000	-	-	-	-	2,000
038971	WRF - Nutrient Removal Process Improvements	Public Utilities	500	-	3,000	-	-	-	3,500
038710	Eng - City Cost Participation Project	Public Utilities	25	25	25	25	25	25	150
Subtotal Sewer Impact Fee:			525	3,025	5,025	2,425	25	2,025	13,050
Total Fund 405:			1,800	5,100	5,190	3,800	100	2,190	18,180

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that are Funded / Unfunded - Continued:</u>									
<u>Funded 412 Drainage Projects</u>									
201647	Drainage Pipe R&R	Stormwater	350	350	350	350	350	350	2,100
201642	Howes St. Stormwater Improvements	Stormwater	1,065	-	-	-	-	-	1,065
201439	Halifax River Outfall Replacement	Stormwater	-	286	286	286	286	286	1,430
202068	Storm Water Master Plan Phase II	Stormwater	-	200	-	-	-	-	200
Subtotal Funded 412 Drainage Projects:			1,415	836	636	636	636	636	4,795
<u>Unfunded 412 Drainage Projects</u>									
201441	Southwinds Stormwater Outfall Retrofit (Phase I)	Stormwater	-	45	681	-	-	-	726
201441	Southwinds Stormwater Outfall Retrofit (Phase II)	Stormwater	-	-	-	681	-	-	681
201645	White Pl. & Riverside Drainage Improvements	Stormwater	109	-	-	-	-	-	109
201760	City Center Shoreline Stabilization	Stormwater	25	224	-	-	-	-	249
201761	Powers Ave. at Lemon St. Drainage Improvements	Stormwater	-	-	176	-	-	-	176
201762	Viking Dr. Stormwater Improvements	Stormwater	-	-	30	-	-	-	30
201763	Charles St. Drainage Improvements	Stormwater	-	730	-	-	-	-	730
201866	Storm Water Master Plan Phase II	Stormwater	-	-	200	-	-	-	200
202068	Projects from Storm Water Master Plan Phase I	Stormwater	-	-	-	1,500	1,500	1,500	4,500
202069	Delmar and Palmas Drive Drainage Imprvmnts	Stormwater	-	-	30	125	-	-	155
Subtotal Unfunded 412 Drainage Projects:			134	999	1,117	2,306	1,500	1,500	7,556
Total Fund 412:			1,549	1,835	1,753	2,942	2,136	2,136	12,351

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that are Funded - Continued:</u>									
Fund 450 Golf Course									
202093	Restroom Renovations	Cypress Head	15	40	-	-	-	-	55
201992	Irrigation Repair and Replacement	Cypress Head	21	20	-	-	-	-	41
Total Fund 450:			36	60	-	-	-	-	96

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 501 Information Technology</u>									
202035	ArcGIS Enterprise Upgrade	Info. Tech.	28	-	-	-	-	-	28
Total Fund 501:			28	-	-	-	-	-	28
<u>Fund 505 Lease & Replacement Fund</u>									
201501	Enterprise Resource Planning System	City Manager	88	106	110	-	-	-	304
Fleet	Veh. Rplcmnt. - CD Building	Comm. Dvlp.	-	-	-	-	-	23	23
201023	Thermal Imaging Camera Replacement Program	Fire	16	16	16	-	-	-	48
201637	Extrication Equipment	Fire	-	-	-	40	-	-	40
201839	Emergency Traffic Control	Fire	167	-	-	-	-	-	167
201841	Rescue Company Unified Command Post Apparatus	Fire	-	1,000	-	-	-	-	1,000
Fleet	Veh. Rplcmnt. - Fire	Fire	465	45	45	85	751	190	1,581
200501	City Municipal Network	Info. Tech.	50	30	30	30	100	30	270
200503	Maintain Hardware Infrastructure	Info. Tech.	35	25	25	25	25	25	160
201321	Public Safety Technology Refresh	Info. Tech.	30	30	30	30	30	30	180
201626	Virtual Desktop Infrastructure	Info. Tech.	50	-	-	-	-	-	50
Fleet	Veh. Rplcmnt. - IT	Info. Tech.	-	-	-	-	23	-	23
Fleet	Veh. Rplcmnt. - Parks & Rec	Parks & Rec.	8	46	13	126	132	147	472
Fleet	Veh. Rplcmnt - Police	Police	516	393	342	717	852	918	3,738
Fleet	Veh. Rplcmnt - Police - Comm. Imprv.	Police	-	-	-	22	-	42	64
Fleet	Veh. Rplcmnt. - Water Prod	Public Utilities	40	80	-	92	-	-	212
Fleet	Veh. Rplcmnt. - Wastewater	Public Utilities	-	-	-	-	-	-	-
Fleet	Veh. Rplcmnt. - Meter Readers	Public Utilities	-	22	-	-	-	-	22
Fleet	Veh. Rplcmnt. - Water Dist	Public Utilities	172	80	66	466	-	-	784
Fleet	Veh. Rplcmnt. - W/S Lab Ops	Public Utilities	-	-	-	-	-	-	-
Fleet	Veh. Rplcmnt. - W/S Admin.	Public Utilities	-	-	22	-	-	-	22
Fleet	Veh. Rplc. - W/S Warehouse	Public Utilities	-	-	-	30	-	-	30
Fleet	Veh. Rplcmnt. - Pub Works	Public Works	165	171	180	84	-	-	600
Fleet	Veh. Rplcmnt. - Bldg Maint	Public Works	-	-	-	-	-	-	-
Fleet	Veh. Rplcmnt. - Veh Maint	Public Works	45	-	-	-	-	-	45
Fleet	Veh. Rplcmnt. - Solid Waste	Public Works	-	-	-	-	-	-	-
Fleet	Veh. Rplcmnt. - Stormwater	Stormwater	-	500	978	27	60	60	1,625
Fleet	Equip. Rplc. - Cypress Head	Cypress Head	61	57	57	44	21	8	248
Fleet	Golf Cart Rplc. - Cypress Head	Cypress Head	-	-	-	-	-	-	-
Total Fund 505:			1,908	2,601	1,914	1,818	1,994	1,473	11,708

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that are Funded - Continued:</u>									
<u>Fund 506 Building Maintenance</u>									
201870	Standby Power Generator Rebuild / Replacement	Public Works	75	75	100	100	100	100	550
201957	Public Works Fence Replacement	Public Works	25	-	-	-	-	-	25
Total Fund 506:			100	75	100	100	100	100	575

Projects that are Funded - Continued:

Fund 611 Recreation Impact Fee Fund

201686	The REC Center Remodel and Expansion	Parks & Rec.	400	100	-	-	-	-	500
Total Fund 611			400	100	-	-	-	-	500

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that have Contingent Proposed Funding:</u>									
<u>Bond/Debt/Grant /Other Funding</u>									
201378	West Side Sports Complex	Parks & Rec.	-	860	60	1,150	575	575	3,220
201686	The REC Center Remodel and Expansion	Parks & Rec.	400	-	-	-	-	-	400
201794	Playground Replacements	Parks & Rec.	100	100	-	-	-	-	200
201795	Westside Community Center	Parks & Rec.	-	-	-	55	4,000	-	4,055
038971	WRF - Nutrient Removal Process Improvements	Public Utilities	-	-	3,000	-	-	-	3,000
038972	WRF - Water Reuse Program	Public Utilities	-	1,000	-	-	-	-	1,000
089409	Sewer System Expansion - Field Operations	Public Utilities	-	-	1,000	1,000	-	1,000	3,000
049468	Sewer System Rehab - Force Main River Crossing	Public Utilities	-	1,000	-	-	-	-	1,000
201756	City Center Complex Landscape Improvements	Public Works	-	50	-	-	-	-	50
430201B	Curb & Guard Rail Replacement	Public Works	-	237	-	-	-	-	237
038972	Field Operations - New Facility	Public Utilities	-	500	-	-	-	-	500
Total Contingent Proposed Bond/Debt/Grant/Other Funding:			500	3,747	4,060	2,205	4,575	1,575	16,662

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that have Contingent Proposed Funding:</u>									
<u>Developer Constructed</u>									
200905	Williamson Blvd. North of Pavilion	Comm. Dvlp.	-	-	220	261	2,200	-	2,681
200907	Coraci Blvd. Extension	Comm. Dvlp.	-	-	-	257	2,150	-	2,407
201008	Yorktowne Blvd. North Section (Nautica Lakes)	Comm. Dvlp.	-	1,200	-	-	-	-	1,200
Total Contingent Proposed Developer Constructed Funding:			-	1,200	220	518	4,350	-	6,288

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that have Contingent Proposed Funding:</u>									
<u>TPO Grants</u>									
201015	Willow Run Blvd. Widening	Comm. Dvlp.	-	-	1,125	-	-	-	1,125
201336	Willow Run Blvd. Sidewalk (South Side)	Comm. Dvlp.	-	134	374	-	-	-	508
201647	WB Dnlwtn Ave. Right Turn Lane at City Center Parkway	Comm. Dvlp.	60	202	-	-	-	-	262
201750	EB Dnlwtn Ave. Right Turn Lane at Clyde Morris Blvd.	Comm. Dvlp.	68	341	-	-	-	-	409
201751	WB Dnlwtn Ave. Right Turn Lane at Nova Rd.	Comm. Dvlp.	-	-	99	333	-	-	432
201856	EB Herbert St. Left Turn Lane at Nova Rd.	Comm. Dvlp.	-	18	90	540	-	-	648
201857	Madeline Avenue (East) and Bruner Rd. Trail/Sidewalks	Comm. Dvlp.	199	1,147	-	-	-	-	1,346
201858	Madeline Avenue (West) Sidewalk/Trail	Comm. Dvlp.	252	1,834	-	-	-	-	2,086
201859	Taylor Rd./Williamson Blvd. Inter. Feasibility Study	Comm. Dvlp.	36	-	-	-	-	-	36
201861	Sidewalk Gap Project	Comm. Dvlp.	80	247	-	-	-	-	327
201964	Taylor Rd./Clyde Morris Blvd. Inter. Improvements	Comm. Dvlp.	18	45	270	-	-	-	333
202065	Dunlawton Ave. Existing Left Turn Lanes Extensions	Comm. Dvlp.	18	67	342	-	-	-	427
202067	NB Clyde Morris Blvd. Right Turn Ln at Reed Canal Rd.	Comm. Dvlp.	18	67	342	-	-	-	427
202068	NB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	Comm. Dvlp.	18	67	342	-	-	-	427
202069	SB Clyde Morris Blvd. Right Turn Ln at Willow Run Blvd.	Comm. Dvlp.	18	67	342	-	-	-	427
202070	SB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	Comm. Dvlp.	18	67	342	-	-	-	427
202071	Williamson Blvd. and Willow Run Sidewalk	Comm. Dvlp.	18	72	405	-	-	-	495
202072	SB and NB Yorktowne Blvd. Right Turn Lanes at Dunlawton Ave.	Comm. Dvlp.	-	18	90	450	-	-	558
202073	Spruce Creek Elem. Sch. EB Taylor Rd. Right Turn Lane & Ped. Imprvmnts	Comm. Dvlp.	18	67	342	-	-	-	427
Total Contingent Proposed TPO Grant Funding:			839	4,460	4,505	1,323	-	-	11,127

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

Capital Improvement Program (CIP) FY20 - FY25

Summary by Funding Source

(in thousands)

#	Project	Department	FY20	FY21	FY22	FY23	FY24	FY25	Total
<u>Projects that have Contingent Proposed Funding:</u>									
<u>FDOT Funded</u>									
201749	SUN Trail - St. Johns River to Sea Loop	Comm. Dvlp.	-	90	400	-	-	-	490
Total Contingent Proposed FDOT Funding:			-	90	400	-	-	-	490

Note: The projects with contingent proposed funding are reliant upon additional budget appropriations.

All Funds - Funded Projects:	12,647	19,520	16,643	15,872	8,175	8,094	80,951
All Funds - Unfunded Projects:	2,078	6,459	2,495	3,407	1,500	1,500	17,439
All Funds - Contingent Proposed Projects:	1,339	9,497	9,185	4,046	8,925	1,575	34,567
Grand Total - All Projects:	16,064	35,476	28,323	23,325	18,600	11,169	132,957

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Revenue and Expense Projections by Fund

Recreation Facilities Fund 106	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues							
Actual thru 06/30/2019	163,648						
Remainder of FY19	53,790						
Interest	4,300	3,000	3,000	3,000	3,000	3,000	3,000
YMCA Rental Revenue (New Contract)		223,608	228,262	232,700	237,354	242,116	246,878
Total Revenues:	221,738	226,608	231,262	235,700	240,354	245,116	249,878
Expenditures							
Actual thru 06/30/2019	166,522						
Remainder of FY19	177,350						
Encumbrances	78,710						
Operating Expenses		9,500	9,500	9,500	9,500	9,500	9,500
Total Expenditures:	422,582	9,500	9,500	9,500	9,500	9,500	9,500
Increase / (Decrease) per Fiscal Year:	(200,844)	217,108	221,762	226,200	230,854	235,616	240,378
Beginning Available Funds (Cash Reserves):	348,736	147,892	365,000	586,763	812,963	1,043,816	1,279,433
Ending Available Funds (Cash Reserves):	147,892	365,000	586,763	812,963	1,043,816	1,279,433	1,519,811

Committed FY19 Recreation Facilities Projects as of 6/30/19						
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
R YMCA REPAIRS	QPC020	9,244.00	4,394.00	-	4,850.00	47.53%
R YMCA RESURFACE PARKING	QPC047	80,000.00	-	78,709.95	1,290.05	98.39%
R YMCA Pool Resurfacing	QPC077	178,917.00	162,127.50	-	16,789.50	90.62%
R YMCA Ext Rprs&Painting	QPC078	107,000.00	-	-	107,000.00	0.00%
Total for Recreation Facilities 106 Fund:		375,161.00	166,521.50	78,709.95	129,929.55	65.37%

Revenue and Expense Projections by Fund

Capital Projects Fund 301	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues							
Actual 1-6 Cents Unrestricted Gas Tax RV thru 06/30/2019	434,671						
Actual 1-5 Cents Restricted Gas Tax RV thru 06/30/2019	323,783						
Actual 1-5 Cents Restricted Misc RV thru 06/30/2019							
Actual 1-6 Cents Unrestricted Interest thru 06/30/2019	47,212						
Actual LAP RV thru 06/30/2019	159,513						
Remaining FY19 1-6 Cents Unrestricted Gas Tax RV	290,427						
Remaining FY19 1-5 Cents Restricted Gas Tax RV	254,451						
Remaining FY19 1-6 Cents Unrestricted Interest							
Remaining FY19 LAP RV	399,487						
Gas Tax 1 - 6 cents (New Constr, Expansion, Operations or Paving) Unrestricted		731,451	731,451	731,451	731,451	731,451	731,451
Gas Tax 1 - 5 cents (New Constr. or Expansion Only) Restricted		536,633	536,633	536,633	536,633	536,633	536,633
Interest on Investments - Unrestricted		7,000	7,000	7,000	7,000	7,000	7,000
Total Revenues:	1,909,544	1,275,084	1,275,084	1,275,084	1,275,084	1,275,084	1,275,084
Expenditures							
Actual 1-6 Cents Unrestricted Gas Tax XP thru 06/30/2019	743,876						
Actual 1-5 Cents Restricted Gas Tax XP thru 06/30/2019	509,796						
Remaining 1-6 Cents Unrestricted Gas Tax XP	885,693						
Remaining 1-5 Cents Restricted Gas Tax XP	1,192,583						
Encumbrances							
Remainder of FY19 - 1 - 6 Cents (New, Expansion, Paving, Ops.) Unrestricted	716,795						
Remainder of FY19 - 1 - 5 Cents (New or Expansion Only) Restricted	687,220						
Contingency	2,713						
Remainder of FY19 - 1 - 5 Cents (New or Expansion Only) Restricted	-						
Remainder of FY19 - 1 - 6 Cents (New, Expansion, Paving, Ops.) Unrestricted	-						
Operating Expenses (1 - 6 Cents or Misc. RV Funding) Unrestricted - Fleet Financing		128,494	144,404	141,711	122,935	129,082	130,349
Operating Expenses (1 - 6 Cents or Misc. RV Funding) Unrestricted - RR Annual Maint, Striping, Signage, Sidewalk Repair		375,350	375,350	375,350	375,350	375,350	375,350
Capital Improvement Program (CIP)							
Unrestricted (1 - 6 Cents or Misc. RV Funding)							
Capital Improvement Program (CIP)							
Restricted (1 - 5 Cents RV Funding)							
Willow Run Blvd. Widening		-	200,000	-	-	-	-
WB Dnlwn Ave. Right Turn Lane at City Center Parkway		2,000	58,000	-	-	-	-
EB Dnlwn Ave. Right Turn Lane at Clyde Morris Blvd.		-	88,000	-	-	-	-
WB Dnlwn Ave. Right Turn Lane at Nova Rd.		-	-	11,000	88,000	-	-
EB Herbert St. Left Turn Lane at Nova Rd.		-	-	10,000	120,000	-	-
Dunlawton Ave. Existing Left Turn Lanes Extensions		2,000	8,000	98,000	-	-	-
NB Clyde Morris Blvd. Right Turn Ln at Reed Canal Rd.		2,000	8,000	98,000	-	-	-
NB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.		2,000	8,000	98,000	-	-	-
SB Clyde Morris Blvd. Right Turn Ln at Willow Run Blvd.		2,000	8,000	98,000	-	-	-
SB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.		2,000	8,000	98,000	-	-	-
Spruce Creek Elem. Sch. EB Taylor Rd. Right Turn Lane & Ped. Imprvmnts		2,000	8,000	98,000	-	-	-
Road Resurfacing and Reconstruction		800,000	800,000	800,000	800,000	800,000	800,000
Total Expenditures:	4,738,675	1,317,844	1,713,754	1,926,061	1,506,285	1,304,432	1,305,699
Increase / (Decrease) per Fiscal Year:	(2,829,131)	(42,760)	(438,670)	(650,977)	(231,201)	(29,348)	(30,615)
Beginning Available Funds (Cash Reserves):	4,116,348	1,287,217	1,244,457	805,787	154,810	(76,391)	(105,739)
Ending Available Funds (Cash Reserves):	1,287,217	1,244,457	805,787	154,810	(76,391)	(105,739)	(136,354)
Available Funds End of Year - Unrestricted:	(20,142)	(595,535)	(1,216,838)	(2,285,448)	(2,845,282)	(3,411,263)	(3,978,511)
Available Funds End of Year - Restricted:	1,307,359	1,839,992	2,022,625	2,440,258	2,768,891	3,305,524	3,842,157
Total Available Funds End of Year:	1,287,217	1,244,457	805,787	154,810	(76,391)	(105,739)	(136,354)

Revenue and Expense Projections by Fund

Capital Projects Fund 301 Continued		Committed FY19 Capital Projects as of 06/30/19				
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
CD DnlwtnStreetLightImprv	AIO016	400,262.00	150,050.71	165,142.55	85,068.74	78.75%
CD DnlwtnStreetLightImprv	AIO016	559,000.00	249,039.53	309,960.47	-	100.00%
P Asset Mgmt Software Sys	DIP064	10,012.00	5,390.09	4,621.75	0.16	100.00%
P SIGNAGE	IMI001	81,564.00	28,274.66	-	53,289.34	30.46%
P STREET STRIPING	IMI002	67,470.00	7,574.52	2,425.48	57,470.00	14.82%
P EMG TRAFFIC CONTROL SYS	IMI003	26,072.00	8,250.00	3,600.00	14,222.00	45.45%
P GUARDRAIL REPAIRS	IMI006	2,954.00	-	-	2,954.00	0.00%
P GUARDRAIL REPAIRS	IMI006	130,738.00	-	-	130,738.00	0.00%
CD Dunlwn WB R TurnLane	IMI011	7,000.00	-	-	7,000.00	0.00%
P OAK ST RR CROSSING	OMI001	80,577.00	-	80,576.06	0.94	0.00%
P OAK ST RR CROSSING	OMI001	1,800.00	1,800.00	-	-	100.00%
P CHARLES ST RR CROSSING	OMI002	80,576.00	-	80,576.06	(0.06)	0.00%
P CHARLES ST RR CROSSING	OMI002	1,800.00	1,800.00	-	-	100.00%
P SIDEWALK MAINTENANCE	OMI007	432,788.00	142,270.00	25,000.00	265,518.00	38.65%
P MISC NEW SIDEWALKS	OMI024	1,552.00	-	-	1,552.00	0.00%
P ADA Sidewalk Study	OMI034	99,000.00	53,557.50	44,892.50	550.00	99.44%
P YORKTOWNE MDL SEGMENT	PNC007	725,000.00	-	-	725,000.00	0.00%
CD EB HerbSt Left TL Nova	PNC016	2,000.00	-	-	2,000.00	0.00%
CD MadelineAve Med/TurnLn	PNC017	2,000.00	-	-	2,000.00	0.00%
CD EB Dunlawton RT Lane Clyde Morris	PNC018	8,000.00	-	-	8,000.00	0.00%
P Curb & Guardrail Rplcmn	IMI014	237,000.00	-	-	237,000.00	0.00%
P FY19 Road Program	POL046	852,991.00	4,408.00	400,000.00	448,583.00	47.41%
P FY18 Paving Program	POL043	792,608.00	505,387.54	287,220.46	-	100.00%
Total for Capital Projects 301 Fund:		4,602,764.00	1,157,802.55	1,404,015.33	2,040,946.12	55.66%

Revenue and Expense Projections by Fund

Fire Impact Fee Fund 311	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues							
Actual thru 06/30/2019	132,665						
Remainder of FY19	113,523						
Interest on Investments	8,330	3,000	3,000	3,000	3,000	3,000	3,000
Fire Impact Fees - Commercial		45,885	10,000	25,000	25,000	25,000	25,000
Fire Impact Fees - Residential		123,120	140,000	25,000	25,000	25,000	25,000
Total Revenues:	254,518	172,005	153,000	53,000	53,000	53,000	53,000
Expenditures							
Actual thru 06/30/2019	116,816						
Reminder of FY19 (includes \$56,488 of Contingency)	132,402						
Encumbrances	-						
Admin Service Fees		1,000	1,000	1,000	1,000	1,000	1,000
Capital Improvement Program (CIP)							
Training Facility/Tower		547,000	-	-	-	-	-
Total Expenditures:	249,218	548,000	1,000	1,000	1,000	1,000	1,000
Increase / (Decrease) per Fiscal Year:	5,300	(375,995)	152,000	52,000	52,000	52,000	52,000
Beginning Available Funds (Cash Reserves):	716,017	721,317	345,322	497,322	549,322	601,322	653,322
Ending Available Funds (Cash Reserves):	721,317	345,322	497,322	549,322	601,322	653,322	705,322
Committed FY19 Fire Impact Fee Fund Projects as of 6/30/19							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
F Training Facility/Tower	FIR027	75,000.00	-	-	75,000.00	0.00%	
F Pierce 107' Aerial Ladder	FIR026	116,730.00	116,065.63	-	664.37	99.43%	
Total for 311 Fire Impact Fee Fund:		191,730.00	116,065.63	0.00	75,664.37	60.54%	

Revenue and Expense Projections by Fund

Transportation Impact Fee Fund 312	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues							
Actual thru 06/30/2019	137,574						
Remainder of FY19	2,426						
FDOT LAP Agreements	11,114						
Transportation Impact Fees		140,000	140,000	140,000	140,000	140,000	140,000
Interest on Investments	24,936	5,000	5,000	5,000	5,000	5,000	5,000
Total Revenues:	176,049	145,000	145,000	145,000	145,000	145,000	145,000
Expenditures							
Actual thru 06/30/2019	15,031						
Remainder of FY19 (includes \$129,200 of Contingency)	538,660						
Encumbrances	16,294						
Admin. Service Fees (2% of Impact Fee Revenue)		2,800	2,800	2,800	2,800	2,800	2,800
Capital Improvement Program (CIP)							
Willow Run Blvd. Sidewalk (South Side)		-	9,000	104,000	-	-	-
Madeline Avenue (East) and Bruner Rd. Trail/Sidewalks		23,000	323,000	-	-	-	-
Madeline Avenue (West) Sidewalk/Trail		28,000	465,000	-	-	-	-
Sidewalk Gap Project		1,000	137,000	-	-	-	-
Taylor Rd./Clyde Morris Blvd. Inter. Improvements		-	5,000	80,000	-	-	-
Yorktowne Blvd. North Section (Nautica Lakes)		46,000	-	-	-	-	-
Williamson Blvd. and Willow Run Sidewalk		2,000	8,000	105,000	-	-	-
B Yorktowne Blvd. Right Turn Lanes at Dunlawton Ave.		-	2,000	10,000	130,000	-	-
Total Expenditures:	569,985	102,800	951,800	301,800	132,800	2,800	2,800
Increase / (Decrease) per Fiscal Year:	(393,936)	42,200	(806,800)	(156,800)	12,200	142,200	142,200
Beginning Available Funds (Cash Reserves):	1,876,512	1,482,576	1,524,776	717,976	561,176	573,376	715,576
Ending Available Funds (Cash Reserves):	1,482,576	1,524,776	717,976	561,176	573,376	715,576	857,776
Committed FY19 Transp. Impact Fee Projects as of 06/30/19							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
CD N SPR CRK RD SIDEWALK	OMI017	1,456.00	-	-	1,456.00	0.00%	
CD N SPR CRK RD SIDEWALK	OMI017	88,565.00	11,044.50	16,293.60	61,226.90	30.87%	
P WILLOW RUN SIDEWALK SO	OMI023	6,494.00	-	-	6,494.00	0.00%	
P MISC NEW SIDEWALKS	OMI024	5,013.00	-	-	5,013.00	0.00%	
CD MadelineAve E Sidewalk	OMI032	2,000.00	1,886.50	-	113.50	94.33%	
CD Taylor/Williamson Feasibility Study	OMI033	4,000.00	-	-	4,000.00	0.00%	
CD MadelineAve W Sidewalk	OMI035	2,000.00	-	-	2,000.00	0.00%	
CD Sidewalk Gap Project	OMI036	8,000.00	-	-	8,000.00	0.00%	
CD TylrRd/ClydeM Intrscr	OMI037	2,000.00	-	-	2,000.00	0.00%	
P Yorktowne N Segment	PNC007	238,280.00	-	-	238,280.00	0.00%	
CD Yorktowne N Segment	PNC015	6,000.00	-	-	6,000.00	0.00%	
CD SB Rt Ln Yorketowne Blvd	PNC019	70,000.00	-	-	70,000.00	0.00%	
CD N SPR CRK Rd Sidewalk	OMI017	4,177.00	-	-	4,177.00	0.00%	
Total for 312 Transportation Impact Fee Fund:		437,985.00	12,931.00	16,293.60	408,760.40	6.67%	

Revenue and Expense Projections by Fund

General Capital Fund 317	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues							
Actual thru 06/30/2019	-						
FY19 FDOT JPA	-						
FY19 FIND N Causeway Dock	-	-	-	-	-	-	-
FY19 Public Safety Grant	575,760						
Remainder of FY19	1,274,240						
Interest on Investments	21,518	2,500	2,500	2,500	2,500	2,500	2,500
Transfer from General Fund	200,000	-	-	-	-	-	-
Total Revenues:	2,071,518	2,500	2,500	2,500	2,500	2,500	2,500
Expenditures							
Actual thru 06/30/2019	1,248,589						
Remainder of FY19	2,045,380						
Encumbrances	889,136						
Pending adjustment to balance fund							
Personnel Services		-	-	-	-	-	-
Operating Expenses		-	-	-	-	-	-
Capital Improvement Program (CIP)							
ADA Transition Plan		200,000	-	-	-	-	-
Playground Replacements		100,000	-	-	-	-	-
Gear Extractor and Dryers		44,000	-	-	-	-	-
City Hall Repurposing		125,000	-	-	-	-	-
I-95 Gateway Signage		115,000	-	-	-	-	-
Down Under Revitalization		95,000	-	-	-	-	-
Resurface Parking Lots - City Parks		100,000	-	-	-	-	-
Total Expenditures:	4,183,105	779,000	-	-	-	-	-
Increase / (Decrease) per Fiscal Year:	(2,111,587)	(197,500)	2,500	2,500	2,500	2,500	2,500
Beginning Available Funds (Cash Reserves):	2,235,736	124,149	(73,351)	(70,851)	(68,351)	(65,851)	(63,351)
Ending Available Funds (Cash Reserves):	124,149	(73,351)	(70,851)	(68,351)	(65,851)	(63,351)	(60,851)
317 General Capital - Unfunded Project Requests							
Riverwalk Park South Phase - Constr.		-	1,500,000	-	-	-	-
Parks Maintenance Storage - Design **		39,000	234,000	-	-	-	-
Resurface Parking Lots - City Facilities		-	70,000	-	26,000	-	-
Resurface Parking Lots - City Parks		-	202,000	45,000	-	-	-
Work Shop **		73,000	-	-	-	-	-
Playground Replacements		-	100,000	-	-	-	-
City Center Complex Landscape Improvements		-	100,000	125,000	100,000	-	-
Ball Field Lamp Replacement **		332,000	240,000	193,000	-	-	-
City Hall Building HVAC		-	300,000	410,000	450,000	-	-
City Hall Repurposing		-	150,000	-	-	-	-
WB Dnlwn Ave. Right Turn Lane at Nova Rd.		-	260,000	-	-	-	-
Training Facility/Tower **		108,000	-	-	-	-	-
Addition to FS 71		-	50,000	300,000	-	-	-
Audio Visual Upgrades		-	15,000	15,000	-	-	-
Amphitheater Seating Replacement		-	89,000	20,000	165,000	-	-
Restroom/Concession Facility		-	219,000	-	-	-	-
PW Administration Building HVAC **		200,000	-	-	-	-	-
Drone Program		-	16,000	-	-	-	-
Additional ALS Transport Units		-	270,000	-	310,000	-	-
Training Building Renovation		-	145,000	-	-	-	-
Station Based Alerting System		-	25,000	50,000	50,000	-	-
Concession Restroom Replacement		-	30,000	220,000	-	-	-
Land Acquisition on Spruce Creek		-	1,000,000	-	-	-	-
Floating Docks on South Side of Causeway Park **		42,000	445,000	-	-	-	-
Land Acquisition - Former Dave's Pest Control Property **		1,150,000	-	-	-	-	-
Total Unfunded Requests:	-	1,944,000	5,460,000	1,378,000	1,101,000	-	-
Contingent on FEMA Reimbursement **							

Revenue and Expense Projections by Fund

Capital Projects Fund 317 Continued		Committed FY19 General Capital Projects as of 06/30/19				
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
R DLH City Center Annex	AIO014	734,543.00	713,399.35	21,376.24	(232.59)	100.03%
CD Dnlwtn Medians Ph I&II	AIO022	256,526.00	12,077.00	11,804.30	232,644.70	9.31%
CD Dnlwtn Medians Ph I&II	AIO022	850,000.00	-	-	850,000.00	0.00%
CD Landscape Imprv I-95	AIO032	28,529.00	16,870.00	7,930.00	3,729.00	86.93%
CD Riverwalk South Phase	AIO034	100,000.00	-	-	100,000.00	0.00%
LE Evidence Rm A/C Mitgtn	CIP011	202,541.00	32,206.28	162,776.16	7,558.56	96.27%
LE PUB SAFETY TRAIN FACIL	CNE009	800,000.00	-	575,759.53	224,240.47	71.97%
P City Hall HVAC Contrlr Rpl	OBM008	190,294.00	-	-	190,294.00	0.00%
P Ext Repairs PW Facility	OBM012	167,280.00	151,114.00	16,166.00	-	100.00%
P Pave City Ctr Athl Complex	POL045	71,000.00	-	-	71,000.00	0.00%
R Causeway Dock Refurbish	QPC062	-	9,000.00	-	(9,000.00)	-
R Fence,Dugout,Bkstp Rplc	QPC067	60,000.00	5,520.00	19,490.00	34,990.00	41.68%
R Playground Replacements	QPC074	6,779.00	-	-	6,779.00	0.00%
R North Pier-CausewayDock	QPC081	200,000.00	131,630.00	-	68,370.00	65.82%
R Rec Center Remodel	QPC082	363.00	327.50	-	35.50	90.22%
CD City Hall Repurposing	ZMI065	27,250.00	-	3,311.00	23,939.00	12.15%
CD ADA Transition Plan	ZMI076	200,000.00	46,814.98	53,185.02	100,000.00	50.00%
R Adult Center A/C Rplcmt	QPC086	18,000.00	-	17,338.00	662.00	96.32%
CM CityTelevision Station	ZMI003	70,000.00	-	-	70,000.00	0.00%
R North Pier-Causeway Dock Grant	QPC081	200,000.00	129,630.00	-	70,370.00	64.82%
Total for 317 General Capital Fund:		4,183,105.00	1,248,589.11	889,136.25	2,045,379.64	51.10%

Revenue and Expense Projections by Fund

Water & Sewer R & R Fund 403	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues							
Actual thru 06/30/2019	1,938,218						
Remainder of FY19	625,000						
Grants							
Interest on Investments	-	5,000	5,000	5,000	5,000	5,000	5,000
Transfer from Water/Sewer Revenue	-	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Total Revenues:	2,563,218	2,505,000	2,505,000	2,505,000	2,505,000	2,505,000	2,505,000
Expenditures							
Actual thru 06/30/2019	1,996,357						
Remainder of FY19 (includes \$268,260 Contingency)	5,482,708						
Encumbrances	410,487						
Operating Expenses - Fleet Transfers		217,000	182,000	180,000	816,000	-	762,000
		-	-	-	-	-	-
Capital Improvement Program (CIP)							
Field Ops - Water System Replacements		300,000	300,000	400,000	200,000	200,000	300,000
Water Reclamation Facility - Telemetry Instrument/Control System		40,000	50,000	50,000	50,000	60,000	60,000
Water Reclamation Facility - R&R		250,000	250,000	300,000	350,000	400,000	450,000
Wtr Treatment Plant - R&R Equipment		-	500,000	500,000	500,000	500,000	-
Production Well Replacement		25,000	250,000	250,000	250,000	225,000	-
WRF - Electric System Repair/Replacement		500,000	500,000	-	-	-	-
WRF - Operations Building Expansion		300,000	-	-	-	-	-
Raw Water Main Replacement - WTP		-	-	-	3,000,000	-	-
Generator Replacements		1,000,000	100,000	1,000,000	100,000	200,000	-
City Wide Class Pipe Replacement		180,000	1,895,000	1,060,000	1,165,000	650,000	-
Wtr Treatment Plant - R&R Equipment		200,000	200,000	225,000	250,000	275,000	300,000
WRF - Replace Existing Lift Stations		200,000	200,000	360,000	360,000	360,000	360,000
Water Treatment Plant Softener Replacement		145,000	-	1,880,000	-	-	-
Eng - Taylor Road Improvements		-	-	-	800,000	-	-
Water Main Rplcmnt Prior to Public Works Imprmnts		50,000	100,000	100,000	100,000	100,000	100,000
Field Operations - New Facility		300,000	3,000,000	-	-	-	-
WTP - Water Supply Wells		-	-	10,000	20,000	20,000	20,000
Total Expenditures:	7,889,553	3,490,000	7,345,000	6,135,000	7,145,000	2,990,000	1,590,000
Increase / (Decrease) per Fiscal Year:	(5,326,335)	(985,000)	(4,840,000)	(3,630,000)	(4,640,000)	(485,000)	915,000
Beginning Available Funds (Cash Reserves):	5,552,581	226,246	(758,754)	(5,598,754)	(9,228,754)	(13,868,754)	(14,353,754)
Ending Available Funds (Cash Reserves):	226,246	(758,754)	(5,598,754)	(9,228,754)	(13,868,754)	(14,353,754)	(13,438,754)

Committed FY19 W/S R&R Fund Projects as of 06/30/19						
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
U WTP Raw Wtr Main Replacement	WWP008	300,000.00	-	-	300,000.00	0.00%
U Telemetry I & C	MME003	52,676.00	-	-	52,676.00	0.00%
U Telemetry I & C	MME003	280,588.00	112,090.41	31,653.11	136,844.48	51.23%
U Utilities Master Plan	MPL001	350,000.00	-	167,625.00	182,375.00	47.89%
U R & R Lift Station	SLS002	412,535.00	87,275.77	19,184.96	306,074.27	25.81%
U Sewer Plant Replacement	SSP002	1,311,217.00	100,865.46	13,500.00	1,196,851.54	8.72%
U WWTP InflntStrctreByps	SSP011	219,060.00	214,730.10	4,329.90	-	100.00%
U WRF ElecSysRpr/Rplcmnt	SSP012	1,075,000.00	-	-	1,075,000.00	0.00%
U Replacement, WA System	URP001	1,041,440.00	43,367.72	45,896.20	952,176.08	8.57%
U RplcWtrMainBeforePaving	URP011	458,933.00	456,492.07	2,436.83	4.10	100.00%
U Water Plant Improvement	WWP003	1,037,385.00	742,140.17	42,100.44	253,144.39	75.60%
U WW Repairs/Maint	WWW002	3,265.00	-	-	3,265.00	0.00%
U Lift Station Rehab Herbert and Nova	SLS004	200,000.00	-	-	200,000.00	0.00%
U WRF Ops Bldg Expansion	SSP015	100,000.00	-	32,361.00	67,639.00	32.36%
U Generator Replacements	SSP018	100,000.00	-	51,400.00	48,600.00	51.40%
U Swr System Rehab Force Main River Crossing	URH003	300,000.00	-	-	300,000.00	0.00%
Total for 403 W/S R&R Fund:		7,242,099.00	1,756,961.70	410,487.44	5,074,649.86	29.93%

Revenue and Expense Projections by Fund

Water & Sewer Impact Fee Fund 405	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues							
Actual thru 06/30/2019	713,984						
Remainder of FY19	132,015						
Grant Reimbursements	-						
Water Impact Fees - Residential		250,000	250,000	250,000	250,000	250,000	250,000
Water Impact Fees - Commercial		250,000	250,000	250,000	250,000	250,000	250,000
Sewer Impact Fees - Residential		250,000	250,000	250,000	250,000	250,000	250,000
Sewer Impact Fees - Commercial		250,000	250,000	250,000	250,000	250,000	250,000
Interest on Investments		1,000	1,000	1,000	1,000	1,000	1,000
Total Revenues:	845,999	1,001,000	1,001,000	1,001,000	1,001,000	1,001,000	1,001,000
Expenditures							
Actual thru 06/30/2019	9,000						
Remainder of FY19	4,589,930						
Encumbrances	-						
Admin. Service Fees (2% of Impact Fee Revenue)		20,000	20,000	20,000	20,000	20,000	20,000
Debt Service		-	-	-	-	-	-
Capital Improvement Program (CIP)							
Water							
Field Ops - Water System Replacements		500,000	500,000	-	-	-	-
Eng - Water System Extensions / Upsizing		50,000	50,000	50,000	50,000	50,000	50,000
WTP - 1 M Gallon Water Storage Tank		-	1,500,000	-	-	-	-
Eng - Taylor Road Improvements		-	-	-	400,000	-	-
Ridgewood Ave Water Main Replacement		700,000	-	90,000	900,000	-	90,000
Eng - City Cost Participation Project		25,000	25,000	25,000	25,000	25,000	25,000
Sewer							
Sewer System Rehab - Force Main River Crossing		-	1,000,000	-	-	-	-
Eng - Taylor Road Improvements		-	-	-	400,000	-	-
Sewer System Expansion(Field Ops Division)		-	-	2,000,000	2,000,000	-	2,000,000
WRF - Water Reuse Program		-	2,000,000	-	-	-	-
WRF - Nutrient Removal Process Improvements		500,000	-	3,000,000	-	-	-
Eng - City Cost Participation Project		25,000	25,000	25,000	25,000	25,000	25,000
Total Expenditures:	4,598,930	1,820,000	5,120,000	5,210,000	3,820,000	120,000	2,210,000
Increase / (Decrease) per Fiscal Year:	(3,752,931)	(819,000)	(4,119,000)	(4,209,000)	(2,819,000)	881,000	(1,209,000)
Beginning Available Funds (Cash Reserves):	6,046,180	2,293,249	1,474,249	(2,644,751)	(6,853,751)	(9,672,751)	(8,791,751)
Ending Available Funds (Cash Reserves):	2,293,249	1,474,249	(2,644,751)	(6,853,751)	(9,672,751)	(8,791,751)	(10,000,751)
Committed FY19 W/S Impact Fee Fund Projects as of 06/30/19							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
U Utilities Master Plan	MPL001	125,000.00	-	-	125,000.00	0.00%	
U Utilities Master Plan	MPL001	125,000.00	-	-	125,000.00	0.00%	
U Sewer Plant Replacement	SSP002	8,145.00	-	-	8,145.00	0.00%	
U Cost Participation	UCP001	222,608.00	-	-	222,608.00	0.00%	
U Cost Participation	UCP001	110,422.00	-	-	110,422.00	0.00%	
U Extension, Water System	UET001	195,742.00	-	-	195,742.00	0.00%	
U Extension, Sewer System	UET002	4,328.00	-	-	4,328.00	0.00%	
U Septic to Sewer	UET023	1,614,145.00	-	-	1,614,145.00	0.00%	
U Replacement, WA System	URP001	158,552.00	-	-	158,552.00	0.00%	
U Replacement, WA System	URP001	1,322,988.00	-	-	1,322,988.00	0.00%	
U RplcWtrMainBeforePaving	URP011	100,000.00	-	-	100,000.00	0.00%	
U WTP 3M Wtr Storage Tank	WWP007	300,000.00	-	-	300,000.00	0.00%	
U WRF Water Reuse Program	SSP017	300,000.00	-	-	300,000.00	0.00%	
Total for 405 W/S Impact Fee Fund:		4,586,930.00	-	-	4,586,930.00	0.00%	

Revenue and Expense Projections by Fund

Drainage Construction Operating Fund 412	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues							
Actual thru 06/30/2019	4,463,333						
Remainder of FY19 - Drainage Fees	85,164						
Remainder of FY19 - Grants	2,144,250						
Remainder of FY19 - Interest	-						
Drainage Fees		4,481,278	4,481,278	4,481,278	4,481,278	4,481,278	4,481,278
Interest on Investments		26,700	26,700	26,700	26,700	26,700	26,700
Total Revenues:	6,692,748	4,507,978	4,507,978	4,507,978	4,507,978	4,507,978	4,507,978
Expenditures							
Actual thru 06/30/2019	3,430,776						
Remainder of FY19 - Personnel	228,010						
Remainder of FY19 - Operating	394,408						
Remainder of FY19 - Capital	4,538,233						
Remainder of FY19 - Debt Srvc	370,554						
Remainder of FY19 - Transf. for Pymt-in-lieu-of-taxes	50,181						
Remainder of FY19 - Encumbrances	134,866						
Personnel Expense		944,794	944,794	944,794	944,794	994,794	994,794
Operating Expense		1,646,773	1,646,773	1,646,773	1,646,773	1,646,773	1,646,773
Debt Service		805,922	810,022	810,022	702,354	702,354	702,354
Transfers for 2014 Bond Share & In-lieu		283,976	283,976	283,976	283,976	283,976	283,976
New Capital Projects Operational Impact		-	-	-	-	-	-
Capital Improvement Program (CIP)							
Drainage Pipe R&R		350,000	350,000	350,000	350,000	350,000	350,000
Halifax River Outfall Replacement		-	286,000	286,000	286,000	286,000	286,000
Howes St. Stormwater Improvements		1,065,000	-	-	-	-	-
Storm Water Master Plan Phase II		-	200,000	-	-	-	-
Total Expenditures:	9,147,027	5,096,465	4,521,565	4,321,565	4,213,897	4,263,897	4,263,897
Increase / (Decrease) per Fiscal Year:	(2,454,280)	(588,487)	(13,587)	186,413	294,081	244,081	244,081
Beginning Available Funds (Cash Reserves):	3,599,102	1,144,822	556,335	542,748	729,160	1,023,241	1,267,322
Ending Available Funds (Cash Reserves):	1,144,822	556,335	542,748	729,160	1,023,241	1,267,322	1,511,402
Reserve Requirement:	647,892	647,892	647,892	647,892	647,892	660,392	660,392
Ending Net Available for Capital:	496,932	(91,557)	(105,144)	81,268	375,349	606,930	851,011
412 Drainage - Unfunded Project Requests							
Southwinds Stormwater Outfall Retrofit (Phase I)		-	45,000	681,000	-	-	-
Delmar and Palmas Drive Drainage Imprvmnts		-	-	30,000	125,000	-	-
Charles St. Drainage Improvements		-	730,000	-	-	-	-
Viking Dr. Stormwater Improvements		-	-	30,000	-	-	-
White Pl. & Riverside Drainage Improvements		109,000	-	-	-	-	-
Powers Ave. at Lemon St. Drainage Improvements		-	-	176,000	-	-	-
Storm Water Master Plan Phase II		-	-	200,000	-	-	-
Southwinds Stormwater Outfall Retrofit (Ph I) Design		-	-	-	681,000	-	-
City Center Shoreline Stabilization		25,000	224,000	-	-	-	-
Projects from Storm Water Master Plan Phase I		-	-	-	1,500,000	1,500,000	1,500,000
Total 412 Projects - Unfunded:		134,000	999,000	1,117,000	2,306,000	1,500,000	1,500,000

Revenue and Expense Projections by Fund

Drainage Construction Operating Fund Continued		Committed FY19 Drainage Projects as of 6/30/19				
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
P StormwaterMasterPlanPh1	DIP055	31,160.00	31,160.35	-	(0.35)	100.00%
P Virginia/MonroeDrainIm	DIP059	688,264.00	51,884.93	15,831.32	620,547.75	9.84%
P Virginia/MonroeDrainIm	DIP059	1,500,000.00	-	-	1,500,000.00	0.00%
P Virginia/MonroeDrainIm	DIP059	644,250.00	-	-	644,250.00	0.00%
P SleepyHollow Drain.Impr	DIP060	27,375.00	-	-	27,375.00	0.00%
P Halifax Rvr OutfallRplc	DIP068	60,000.00	-	-	60,000.00	0.00%
P Howes St StrmwtrImprvmn	DIP069	5,555.00	-	-	5,555.00	0.00%
P StrmwtrUtilMethRateAssm	DIP071	40,504.00	32,999.00	7,505.00	-	100.00%
P Yorktowne Sidewalk Impr	DIP072	120,000.00	14,461.02	-	105,538.98	12.05%
P Strmwtr Mstr Plan PhII	DIP073	38,371.00	-	-	38,371.00	0.00%
P Drainage R&R Projects	DIP075	14,021.00	-	-	14,021.00	0.00%
P Drainage R&R Projects	DIP075	474,591.00	59,787.54	-	414,803.46	12.60%
P White Acres Stormwater	DIP076	3,072.00	3,071.97	-	0.03	100.00%
P YORKTOWNE MDL SEGMENT	PNC007	761,720.00	-	-	761,720.00	0.00%
P Tumblewood Dr Strmwtr Imprv	DIP077	231,925.00	-	22,000.00	209,925.00	9.49%
P Charles St Drainage Improvements	DIP079	110,000.00	-	-	110,000.00	0.00%
CM City Sponsored Event	ZMI071	939.00	1,265.67	-	(326.67)	134.79%
Total for 412 Drainage Construction Operating:		4,751,747.00	194,630.48	45,336.32	4,511,780.20	5.05%

Revenue and Expense Projections by Fund

Lease & Replacement Fund 505	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues							
Actual thru 06/30/2019	2,157,822						
Remainder of FY19	1,488,859						
Fleet Rentals		2,617,790	2,825,114	2,839,622	2,558,445	2,385,131	2,326,861
Interest on Investments		20,000	20,000	20,000	20,000	20,000	20,000
Miscellaneous Revenues		-	-	-	-	-	-
Transfer from General Fund	-	-	-	-	-	-	-
Total Revenues:	3,646,681	2,637,790	2,845,114	2,859,622	2,578,445	2,405,131	2,346,861
Expenditures							
Actual thru 06/30/2019	4,112,806						
Remainder of FY19	1,065,673						
Encumbrances	1,818,147						
Capital Improvement Program (CIP)							
Enterprise Resource Planning System		88,000	106,000	110,000	-	-	-
Thermal Imaging Camera Replacement Program		16,000	16,000	16,000	-	-	-
Extrication Equipment		-	-	-	40,000	-	-
Emergency Traffic Control		167,000	-	-	-	-	-
Rescue Company Unified Command Post Apparatus		-	1,000,000	-	-	-	-
Veh. Rplcmnt - CD Building		-	-	-	-	-	23,000
Veh. Rplcmnt. - Fire		465,000	45,000	45,000	85,000	751,000	190,000
City Municipal Network		50,000	30,000	30,000	30,000	100,000	30,000
Maintain Hardware Infrastructure		35,000	25,000	25,000	25,000	25,000	25,000
Public Safety Technology Refresh		30,000	30,000	30,000	30,000	30,000	30,000
Virtual Desktop Infrastructure		50,000	-	-	-	-	-
Veh. Rplcmnt. - IT		-	-	-	-	23,000	-
Veh. Rplcmnt. - Parks & Rec		8,000	46,000	13,000	126,000	132,000	147,000
Veh. Rplcmnt - Police		516,000	393,000	342,000	717,000	852,000	918,000
Veh. Rplcmnt - Police - Comm. Imprv.		-	-	-	22,000	-	42,000
Veh. Rplcmnt. - Water Prod		40,000	80,000	-	92,000	-	-
Veh. Rplcmnt. - Meter Readers		-	22,000	-	-	-	-
Veh. Rplcmnt. - Water Dist		172,000	80,000	66,000	466,000	-	-
Veh. Rplcmnt. - W/S Lab Ops		-	-	-	-	-	-
Veh. Rplcmnt. - W/S Admin.		-	-	22,000	-	-	-
Veh. Rplc. - W/S Warehouse		-	-	-	30,000	-	-
Veh. Rplcmnt. - Pub Works		165,000	171,000	180,000	84,000	-	-
Veh. Rplcmnt. - Bldg Maint		-	-	-	-	-	-
Veh. Rplcmnt. - Veh Maint		45,000	-	-	-	-	-
Veh. Rplcmnt. - Solid Waste		-	-	-	-	-	-
Veh. Rplcmnt. - Stormwater		-	500,000	978,000	27,000	60,000	60,000
Equip. Rplc. - Cypress Head		61,000	57,000	57,000	44,000	21,000	8,000
Golf Cart Rplc. - Cypress Head		-	-	-	-	-	-
Total Expenditures:	6,996,626	1,908,000	2,601,000	1,914,000	1,818,000	1,994,000	1,473,000
Increase / (Decrease) per Fiscal Year:	(3,349,945)	729,790	244,114	945,622	760,445	411,131	873,861
Beginning Available Funds (Cash Reserves):	3,687,380	337,435	1,067,225	1,311,339	2,256,961	3,017,406	3,428,537
Ending Available Funds (Cash Reserves):	337,435	1,067,225	1,311,339	2,256,961	3,017,406	3,428,537	4,302,398
Vehicles - Subtotal		1,411,000	1,337,000	1,646,000	1,649,000	1,795,000	1,357,000
Equipment - Subtotal		436,000	1,207,000	211,000	125,000	178,000	108,000
Cypress Head - Subtotal		61,000	57,000	57,000	44,000	21,000	8,000
Total		1,908,000	2,601,000	1,914,000	1,818,000	1,994,000	1,473,000

Revenue and Expense Projections by Fund

Lease & Replacement Fund 505 Continued		Committed FY19 Lease & Replacement Projects as of 06/30/19				
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED
F Radio Replc P-25 Comply	FIR007	5,272.00	5,187.32	-	84.68	98.39%
F Ambulance (Used)	FIR018	165,956.00	165,956.79	-	(0.79)	100.00%
F Radios - Rplc Portable	FIR021	224,911.00	2,317.15	213,697.60	8,896.25	96.04%
F Radios - Rplc Portable	FIR021	2,089.00	-	2,088.08	0.92	99.96%
F Pierce 107' Aerial Ladder	FIR026	825,000.00	825,000.00	-	-	100.00%
P Menzi Muck for Drainage	DIP080	30,000.00	-	-	30,000.00	0.00%
P Emergency Traffic Control System	IMI003	120,000.00	117,138.00	-	2,862.00	97.62%
CM ERP Software System	ZMI054	3,519,196.00	1,645,877.35	1,452,993.23	420,325.42	88.06%
CM ERP Software System	ZMI054	13,500.00	13,500.00	-	-	100.00%
IT Public Safety Laptop Replace	ZMI032	31,500.00	24,022.48	-	7,477.52	76.26%
IT Large Format Printers	ZMI013	6,000.00	-	-	6,000.00	0.00%
IT Municipal Network	ZMI015	87,248.00	56,264.74	-	30,983.26	64.49%
IT Municipal Network	ZMI015	19,402.00	-	-	19,402.00	0.00%
IT Computer Hardware	ZMI016	48,054.00	-	-	48,054.00	0.00%
IT Computer Hardware	ZMI016	23,322.00	-	-	23,322.00	0.00%
IT Computer Hardware	ZMI016	764.00	-	-	764.00	0.00%
IT Doc Collbrtn EOC Softw	ZMI037	19,502.00	-	-	19,502.00	0.00%
IT Doc Collbrtn EOC Softw	ZMI037	14,045.00	-	-	14,045.00	0.00%
IT VideoSurveillance&Sec.	ZMI040	8,811.00	-	-	8,811.00	0.00%
IT VideoSurveillance&Sec.	ZMI040	1,485.00	-	-	1,485.00	0.00%
IT VideoSurveillance&Sec.	ZMI040	504.00	-	-	504.00	0.00%
FN Interactive Voice Reco	ZMI047	95,900.00	-	-	95,900.00	0.00%
IT Virtual Desktop Infra	ZMI058	103,830.00	-	-	103,830.00	0.00%
U Silent Night Pump	ZMI080	40,000.00	-	-	40,000.00	0.00%
LE Proj-25 Radio Rplcmnt	ZMI067	646.00	-	645.61	0.39	99.94%
IT CH Annex Tech Infrastr	ZMI069	120,101.00	121,652.54	-	(1,551.54)	101.29%
IT FibrOpticNetTracerWire	ZMI070	80,000.00	-	-	80,000.00	0.00%
IT Digital Signage	ZMI077	26,000.00	-	-	26,000.00	0.00%
Total for 505 Lease & Replacement Fund:		5,633,038.00	2,976,916.37	1,669,424.52	986,697.11	82.48%

Revenue and Expense Projections by Fund

Building Maintenance Fund 506	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues							
Actual thru 06/30/2019	1,819,230						
Remainder of FY19	600,554						
Transfers		2,464,809					
Interest on Investments		3,000					
Total Revenues:	2,419,784	2,467,809					
Expenditures							
Actual thru 06/30/2019	1,779,591						
Encumbrances	234,231						
Remaining FY19 - Personnel	170,972						
Remaining FY19 - Operating	300,022						
Remaining FY19 - Capital	146,078						
Remaining FY19 - Contingency	7,418						
Remaining FY19 - Transfer for Debt	-						
Personnel Services		465,206					
Operating Expenses		1,310,495					
Transfers for Debt - 2014 Cap Imprv Bonds		624,390					
Contingency		27,718					
Capital Improvement Program (CIP)		-					
Standby Power Generator Rebuild / Replacement		75,000	75,000	100,000	100,000	100,000	100,000
Public Works Fence Replacement		25,000	-	-	-	-	-
Total Expenditures:	2,638,313	2,527,809	75,000	100,000	100,000	100,000	100,000
Increase / (Decrease) per Fiscal Year:	(218,530)	(60,000)	(75,000)	(100,000)	(100,000)	(100,000)	(100,000)
Beginning Available Funds (Cash Reserves):	649,358	430,828	370,828	295,828	195,828	95,828	(4,172)
Ending Available Funds (Cash Reserves):	430,828	370,828	295,828	195,828	95,828	(4,172)	(104,172)
Committed FY19 Building Maintenance Fund Projects as of 6/30/19							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
P Asset Mgmt Software Sys	DIP064	1,557.00	1,556.69	-	0.31	99.98%	
P City Hall Light Sensors	OBM009	37,000.00	-	-	37,000.00	0.00%	
P Generator for FS73	OBM013	81,080.00	-	48,940.00	32,140.00	60.36%	
P Standby Generator Replacement	OBM014	100,000.00	22,200.00	41,762.00	36,038.00	63.96%	
P FS71 & FS74 Kitchen Replacements	OBM015	40,000.00	-	39,600.00	400.00	99.00%	
P CH Fire Alarm Replacement	OBM016	40,500.00	-	-	40,500.00	0.00%	
CM Non-City Sponsored Event	ZMI072	-	171.24	-	(171.24)	-	
CM City Sponsored Event	ZMI071	805.00	1,421.35	-	(616.35)	176.57%	
Total for 506 Building Maintenance Fund:		300,942.00	25,349.28	130,302.00	145,290.72	51.72%	

Revenue and Expense Projections by Fund

Recreation Impact Fund 611	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues							
Actual thru 06/30/2019	623,028						
Remainder of FY19	566,016						
Impact Fees		650,000	815,000				
Interest on Investments		2,000	2,000				
Total Revenues:	1,189,044	652,000	817,000				
Expenditures							
Actual thru 06/30/2019	2,125						
Remainder of FY19	777,944						
Encumbrances	-						
Operating Expenses		2,500	2,500				
Debt Service		217,569	217,569				
Capital Improvement Program (CIP)							
The REC Center Remodel and Expansion		400,000	100,000	-	-	-	-
Total Expenditures:	780,069	620,069	320,069	-	-	-	-
Increase / (Decrease) per Fiscal Year:	408,975	31,931	496,931	-	-	-	-
Beginning Available Funds (Cash Reserves):	982,198	1,391,173	1,423,104	1,920,035	1,920,035	1,920,035	1,920,035
Ending Available Funds (Cash Reserves):	1,391,173	1,423,104	1,920,035	1,920,035	1,920,035	1,920,035	1,920,035
Committed FY19 Recreation Impact Fund Projects as of 6/30/19							
PROJECT DESC	PROJ #	BUDGET	EXPENSES	ENCUMBERED	BALANCE	% BUDGET EXPENDED	
R Gamble Launch VOPO-0360	XSG007	50,000.00	-	-	50,000.00	0.00%	
R REC Center Remodel	QPC082	510,000.00	250.00	-	509,750.00	0.05%	
Total for 611 Recreation Impact Fee Fund:		560,000.00	250.00	0.00	559,750.00	0.04%	

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Capital Improvement Program (CIP)

Example Project Page

Proposed capital improvement projects are reviewed and evaluated from information provided in CIP requests forms such as the one below. Program descriptions include detailed project characteristics and features. Justifications address adopted service level standards; concurrency requirements; relevance to other projects; and other benefits associated with undertaking the project. All project cost components and possible funding sources should be identified.

The annual operating impact of each project must also be carefully considered. Sufficient revenue sources should be identified in order to cover any additional operating costs such as staffing, maintenance, and equipment.

General Project Information

Estimated Project Costs by Category

Funding Sources by Category

Probable Funding Source for Operating Impact

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200526

PROJECT NAME	Athletic Complex	Project Manager	Susan Lovallo
DEPARTMENT	Parks and Recreation	Original Plan Date	April 16, 2004
LOCATION	Coraci Property	Concurrency Requirement	Recreation/Open Space

DESCRIPTION/JUSTIFICATION:

This project calls for the design and construction of a multi-purpose athletic complex to serve the continued demand for a variety of youth and adult recreational programs. The proposed complex will be located in the vicinity of Planned Community No. 1 on a 36-acre tract of land and will consist of (4) lighted multi-purpose athletic fields, an 11,000 sq. ft. gymnasium/community center, 4,500 linear foot trail system, picnic area and children's playground. Currently, the number of ballfields is slightly below the adopted level of service standard in the City's Comprehensive Plan. Construction of the new ballfields during Phase I of the project will provide enough capacity to accommodate current and anticipated residential growth over the next several years. A conceptual Master Plan has already been developed for the park. Construction of the first phase of the complex began during FY 2007-08.

A portion of the funding for this project will be obtained from grants from the Florida Recreation Development Assistance Program and Volusia ECHO with the remainder funded from recreational impact fees generated by the new residential development in the area.

PROJECT EXPENDITURES/FUNDING SOURCES:							
PROJECT COSTS:	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
Engineering & Planning	-	-	-	-	-	-	-
Construction	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000
TOTAL PROJECT COSTS	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000

SOURCES OF FUNDS:	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
Proposed Grants (FRDAP)	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000
Recreation Impact Fee Fund (611)	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	2,000,000	2,000,000	2,000,000	1,000,000	-	7,000,000

OPERATIONAL IMPACT

New registration fees and concession revenues will be derived from expanded baseball, softball, basketball, soccer and other programs. These revenues will be used to partially offset the costs of general maintenance and additional personnel required to maintain the new facilities and the programs offered.

OPERATIONAL IMPACT	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
Additional Revenues							
Charges for Services (Registration Fees)	-	-	83,000	102,000	121,000	140,000	446,000
Other Revenues	-	-	-	-	-	-	-
Less Additional Expenditures							
Personnel	-	-	55,000	85,000	90,000	140,000	370,000
Maintenance and Other Operating	-	-	65,000	90,000	95,000	350,000	600,000
Non Operating (Equipment)	-	-	-	20,000	-	20,000	40,000
Net Annual Impact on Operations	-	-	37,000	93,000	64,000	370,000	564,000

FUNDING SOURCES	FY10	FY11	FY12	FY13	FY14	FY15	TOTAL
General Fund - (001)	-	-	37,000	93,000	64,000	370,000	564,000
Total	-	-	37,000	93,000	64,000	370,000	564,000

Comprehensive Plan Element Type

Project Description and Justification

Potential Operating Impact

Estimated Operating Costs of Proposed Project

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**City of Port Orange, Florida
Capital Improvements Program
FY20 to FY25**



CITY MANAGER

PROJECT	Project #	Prior Years Funding	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Enterprise Resource Planning System	201501	\$3,720,000	\$ 87,920	\$105,990	\$109,170	\$ -	\$ -	\$ -	\$4,023,080
Total City Manager:		3,720,000	87,920	105,990	109,170	-	-	-	4,023,080
FY20 - FY25 Total Only:			\$ 87,920	\$105,990	\$109,170	\$ -	\$ -	\$ -	\$ 303,080

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201501
ZMI054

Project Name: Enterprise Resource Planning System Department: City Manager Location: City Hall	Project Manager: Alan Rosen Original Plan Date: 03/31/14 Concurrency Requirement:
Goal / Objective: Goal 6, Objectives 2; Goal 5 Objectives 4&5	
Priority II: ESSENTIAL (Should-Do)	

DESCRIPTION / JUSTIFICATION:

The City of Port Orange has been utilizing SunGard/HTE software for its enterprise financial and community service applications infrastructure since 1988. Although this system has been adequate, technological advancements and changes in business models have proven the need to implement a more modern ERP (Enterprise Resource Planning) solution. In December 2018, the City signed a contract with Collaborative Solutions to assist in implementing Workday for our new finance, HR, payroll, purchasing, contract management, budgeting and other related needs.

The project is currently on schedule and we hope to complete the first phase of implementation in January 2020. The additional request for funds below are for the second phase of the project that include additional integrations between Workday and ancillary systems for more efficient operations, additional training needs not identified due to turnover of key staff, and the retention of the ERP project manager to assist with phase II implementation Phase II will include the migration of Community Development, Utility Billing and Cash Management systems. Most of these funds are already or will be budgeted in different funds.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Temporary Assistance	340,000	-	-	-	-	-	-	340,000
Consulting/Prj. Management	200,000	22,920	105,990	109,170	-	-	-	438,080
Construction	-	-	-	-	-	-	-	-
Software Sub./Hardware Capital	700,000	-	-	-	-	-	-	700,000
Implementation Services	2,480,000	65,000	-	-	-	-	-	2,545,000
TOTAL PROJECT COSTS	3,720,000	87,920	105,990	109,170	-	-	-	4,023,080
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Lease & Replacement Fund 505	3,720,000	87,920	105,990	109,170	-	-	-	4,023,080
Other	-	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	3,720,000	87,920	105,990	109,170	-	-	-	4,023,080

OPERATIONAL IMPACT

The major operational impact to the City is our software subscription fees. Workday subscription fees are based on our original purchase agreement and are included below. The original estimate was \$350,000, but the signed contract was less expensive than originally anticipated. The amount below is not the net cost to the city however. As the city moves off of the HTE platform, the software maintenance costs for that system will decrease, thus reducing the overall net costs of the ongoing impact to the city.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	278,924	278,922	278,922	278,922	278,922	287,290	295,908	1,977,810
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	278,924	278,922	278,922	278,922	278,922	287,290	295,908	1,977,810
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Lease & Replacement Fund (505)	278,924							278,924
Information Technology Fund (501)	-	278,922	278,922	278,922	278,922	287,290	295,908	1,698,886
General Fund (001)	-	-	-	-	-	-	-	-
Total	-	278,922	278,922	278,922	278,922	287,290	295,908	1,977,810

**City of Port Orange, Florida
Capital Improvements Program
FY20 to FY25**



COMMUNITY DEVELOPMENT

PROJECT	Project #	Prior Years Funding	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
ADA Transition Plan	201963	200,000	200,000	-	-	-	-	-	400,000
Willow Run Boulevard Widening	201015	-	-	200,000	1,125,000	-	-	-	1,325,000
Willow Run Boulevard Sidewalk (South Side)	201336	21,934	-	142,569	477,596	-	-	-	642,099
Riverwalk Park - South Section	201545	100,000	-	1,500,000	-	-	-	-	1,600,000
WB Dunlawton Ave Right Turn Lane and City Center Pkwy.	201647	20,500	61,800	259,700	-	-	-	-	342,000
I-95 Gateway Signage	201648	28,529	115,000	-	-	-	-	-	143,529
SUN Trail - St. Johns River to Sea Loop	201749	-	-	90,000	400,000	-	-	-	490,000
EB Dunlawton Ave. Right Turn Lane at Clyde Morris Blvd.	201750	23,000	67,500	429,000	-	-	-	-	519,500
WB Dunlawton Ave. Right Turn Lane at Nova Rd.	201751	15,000	-	260,000	110,000	421,000	-	-	806,000
EB & WB Herbert St. Turn Lanes at Nova Rd.	201856	2,000	-	18,000	100,000	660,000	-	-	780,000
Madeline Ave. (East) and Bruner Rd. Trail/Sidewalks	201857	20,000	222,000	1,470,000	-	-	-	-	1,712,000
Madeline Avenue (West) Sidewalk/Trail	201858	20,000	280,000	2,298,350	-	-	-	-	2,598,350
Taylor Rd/Williamson Blvd. Intersection Feasibility Study	201859	4,000	36,000	-	-	-	-	-	40,000
Sidewalk Gap Project	201861	28,000	80,500	384,000	-	-	-	-	492,500
Taylor Rd./Clyde Morris Blvd. Intersection Improvements	201964	2,000	18,000	50,000	350,000	-	-	-	420,000
Dunlawton Ave. Existing Left Turn Lanes Extensions	202065	-	20,000	75,000	440,000	-	-	-	535,000
Down Under Revitalization	202066	-	95,000	-	-	-	-	-	95,000
NB Clyde Morris Blvd. Right Turn Lane at Reed Canal Rd.	202067	-	20,000	75,000	440,000	-	-	-	535,000
NB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	202068	-	20,000	75,000	440,000	-	-	-	535,000
SB Clyde Morris Blvd. Right Turn Lane at Willow Run Blvd.	202069	-	20,000	75,000	440,000	-	-	-	535,000
SB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	202070	-	20,000	75,000	440,000	-	-	-	535,000
Williamson Blvd. and Willow Run Sidewalk	202071	-	20,000	80,000	510,000	-	-	-	610,000
SB and NB Yorktowne Blvd. Right Turn Lanes at Dunlawton Ave.	202072	-	-	20,000	100,000	580,000	-	-	700,000
Spruce Creek Elem. School EB Taylor Rd. Right Turn Ln. & Ped. Imp.	202073	-	20,000	75,000	440,000	-	-	-	535,000
Yorktowne Blvd. - North Segment	201008	6,000	45,700	1,200,000	-	-	-	-	1,251,700
Williamson Blvd North of Pavilion	200905	-	-	-	220,000	260,935	2,200,000	-	2,680,935
Coraci Blvd Extension	200907	-	-	-	-	257,000	2,150,000	-	2,407,000
Land Acquisition -Former Dave's Pest Control Property	New	5,000	1,150,000	-	-	-	-	-	1,155,000
Vehicle Replacement	FLEET	-	-	-	-	-	-	23,000	23,000
Total Community Development:		495,963	2,511,500	8,851,619	6,032,596	2,178,935	4,350,000	23,000	24,443,613
Total FY20 - FY25 Only:			2,511,500	8,851,619	6,032,596	2,178,935	4,350,000	23,000	23,947,650

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201963

PROJECT NAME: ADA Transition Plan	Project Manager: CD Engineer
DEPARTMENT: Community Development	Original Plan Date: March 2, 2018
LOCATION: N/A	Concurrency Requirement: No

Goal / Objective: Goal 3

Priority I : IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The Americans with Disabilities Act (ADA) is a civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, public accommodations, government services, public transportation, and telecommunications. Title II of the ADA also requires that all programs, services, and activities (PSAs) of public entities provide equal access for individuals with disabilities. Title II has the broadest impact on the City. Included in Title II are administrative requirements for all government entities employing more than 50 people. These administrative requirements are: Completion of a Self-Evaluation; Development of an ADA complaint procedure; Designation of at least one person who is responsible for overseeing Title II compliance; and Development of a Transition plan to schedule the removal of barriers uncovered by the Self-Evaluation process. The Transition Plan will become a working document until all barriers have been addressed. The ADA Transition Plan will guide the planning and implementation of necessary program and facility modifications over the next 10 years.

Phase 1 of the Transition Plan will focus on the evaluation and modification of facilities within the public rights-of way to improve accessibility.

Phase 2 of the Transition Plan will focus on the evaluation and modification of City programs, services, activities, and facilities.

Component	Total Cost	City %	Total City \$	TPO \$
Phase 1	\$ 200,000	100%	\$ 200,000	\$ -
Phase 2	200,000	100%	200,000	-
Total Proj. Cost:	\$ 400,000		\$ 400,000	\$ -

Note: Project ZMI076 was established in FY18 with a budget of \$200,000 in the General Capital Replacement Fund 317.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Phase 1	200,000	-	-	-	-	-	-	200,000
Phase 2	-	200,000	-	-	-	-	-	200,000
TOTAL PROJECT COSTS	200,000	200,000	-	-	-	-	-	400,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Transportation Impact Fee Fund 312	-	-	-	-	-	-	-	-
Water & Sewer Fund 401	-	-	-	-	-	-	-	-
Drainage Const Operating Fund 412	-	-	-	-	-	-	-	-
General Capital Fund 317	200,000	200,000	-	-	-	-	-	400,000
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	200,000	200,000	-	-	-	-	-	400,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201015

Project Name: Willow Run Boulevard Widening
Department: Community Development
Location: Willow Run Blvd. east of Williamson Blvd.

Project Manager: CD Planner
Original Plan Date: February 23, 2009
Concurrency Requirement: Yes-Transportation

Goal / Objective: Goal 3 Objective 5

Priority II: ESSENTIAL (Should-do)

DESCRIPTION/JUSTIFICATION:

Improvements to Willow Run Boulevard will be needed as part of the proposed Yorktowne Boulevard improvements. A 1/4-mile segment of Willow Run east of Williamson Boulevard to the proposed intersection of the Yorktowne Boulevard extension will need to be improved to accommodate future traffic flows diverted from Williamson Boulevard and future traffic on the new Yorktowne north extension. Stormwater retention should be able to be provided in the existing 200-foot wide Willow Run Boulevard right-of-way so additional right-of-way acquisition is not anticipated. This project also includes improvements at the Willow Run/Yorktowne intersection which may include a signalized intersection, traffic circle, or other feasible options.

The City will submit an application to the TPO for funds to construct this project once the City receives right-of-way for the north Yorktowne Boulevard segment.

The City will fund 10% of this project and the TPO will fund 90%. Once the design is completed, the project will be eligible for inclusion in the TPO's Project Priority List for construction and CEI funding and the cost estimates will be updated.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study	\$ -	10%	-	-
Eng. & Plan:	200,000	100%	200,000	-
Construction:	1,000,000	100%	-	1,000,000
CEI*:	125,000	100%	-	125,000
Total Proj. Cost:	\$ 1,325,000		\$ 200,000	\$ 1,125,000

**CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

This project needs to be in the CIP so that it can remain in the annually updated Comprehensive Plan Capital Improvements Element (CIE).

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study	-	-	-	-	-	-	-	-
Engineering & Planning	-	-	200,000	-	-	-	-	200,000
CEI	-	-	-	125,000	-	-	-	125,000
Construction	-	-	-	1,000,000	-	-	-	1,000,000
TOTAL PROJECT COSTS	-	-	200,000	1,125,000	-	-	-	1,325,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Capital Projects Fund (301) Restr.	-	-	200,000	-	-	-	-	200,000
Transportation Impact Fee Fund	-	-	-	-	-	-	-	-
TPO Funds	-	-	-	1,125,000	-	-	-	1,125,000
TOTAL PROJECT REVENUE	-	-	200,000	1,125,000	-	-	-	1,325,000

OPERATIONAL IMPACT

New road segment to be added to resurfacing program, which is presently on an 18 - 26 year program cycle. As additional roads are added to the program, the overall maintenance cycle would lengthen. It is further expected that the Public Works Department would not incur additional mowing and drainage maintenance costs than what is currently required along this corridor unless supplemental landscaping is provided. The average annual operational cost for a new road (5 miles or less) 1 (one) year after construction is \$1,500 for the first 7 (seven) years of life.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures	-	-	-	-	-	-	-	-
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	1,500	1,500	1,500	4,500
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	1,500	1,500	1,500	4,500
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	1,500	1,500	1,500	4,500
Total	-	-	-	-	1,500	1,500	1,500	4,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201336
OMI023

Project Name: Willow Run Boulevard Sidewalk (South Side)
Department: Community Development
Location: Clyde Morris Boulevard to Harms Way

Project Manager: CD Planner
Original Plan Date: February 24, 2012
Concurrency Requirement: No

Goal / Objective: Goal 3, Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of constructing a minimum five-foot-wide sidewalk along the south side of Willow Run Boulevard from Clyde Morris Boulevard to Harms Way a distance of 1,225 feet (0.23 miles). Completing this project will improve safety for pedestrians accessing City Center area, schools, and existing sidewalk network and eliminate the need to use the shoulder. The sidewalk will be located along the southerly portion of the 200-foot wide right-of-way which also contains Willow Run Boulevard. Additional right-of-way is not anticipated for this project. A feasibility study was conducted in 2019. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. Now that the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding. The cost estimates have been updated based on the feasibility study.

Component	Total Cost*	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,440	10%	\$ 1,544	\$ 13,896
Engr & Plan:	148,569	10%	14,857	133,712
CEI:	62,360	100%	62,360	-
Construction:	415,730	10%	41,573	374,157
Total Proj. Cost:	\$ 642,099		\$ 120,334	\$ 521,765

*Estimated cost based on the feasibility study.

**CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: This is **Project OMI023** and currently has a budget of \$6,494 funded from Transportation Impact Fee Fund 312. The breakdown is as follow: \$6,000 for Engineering and Planning and \$494 for Construction.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study	15,440	-	-	-	-	-	-	15,440
Engineering & Planning	6,000	-	142,569	-	-	-	-	148,569
CEI	-	-	-	62,360	-	-	-	62,360
Construction	494	-	-	415,236	-	-	-	415,730
TOTAL PROJECT COSTS	21,934	-	142,569	477,596	-	-	-	642,099
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Transportation Impact Fee Fund 312	8,038	-	8,857	103,439	-	-	-	120,334
TPO Funds	13,896	-	133,712	374,157	-	-	-	521,765
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	21,934	-	142,569	477,596	-	-	-	642,099

OPERATIONAL IMPACT

Once constructed, the improvements would be maintained by the City. This will include periodic resurfacing or slab replacement, mowing and drainage maintenance costs which will impact the operating budget. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures	-							
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	500	500	500	500	2,000
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	500	500	500	500	2,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	500	500	500	500	2,000
Total	-	-	-	500	500	500	500	2,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201545
AIO034

Project Name: Riverwalk Park - South Section Department: Community Development Location: Dunlawton Avenue to North City Limits	Project Manager: Margaret Tomlinson Original Plan Date: February 25, 2014 Concurrency Requirement: No
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Goal / Objective: Goal 3 Objective 3 Priority II: **ESSENTIAL** (Should-do)

DESCRIPTION/JUSTIFICATION:

The City Council and Town Center CRA have placed a priority on completion of the public park at Riverwalk. The park is comprised of three distinct sections. The North section includes the kayak/canoe launch which was completed in 2016, a splash pad, playground, event lawn and riverfront promenade which was completed in 2017. The North section of the park was funded with a combination of proceeds of Bond Refinancing (\$3.01M), approximately \$1M in Grants, and City funding. The Central section is being built by private developers according to the Riverwalk MDA and will be turned over to the City in 2019. The design of the South section was funded in FY18, but reallocated to another project. Conceptually, the south segment is envisioned as a linear park along the existing alignment of Halifax Drive linking the other two sections to Dunlawton Avenue. The multi-use trail portion of the south section of Riverwalk is proposed to be designed and constructed as part of the FDOT 12.5-mile multi-use trail project (see project 201749 for more information). Other features that are contemplated include volleyball courts, a building for park staffing and maintenance, additional parking, living shorelines and a boardwalk over the water.

Phase - South Section

Component	Cost
Engr & Plan:	\$ 100,000
Construction:	1,500,000
Total Cost:	\$ 1,600,000

Note: Project AIO034 was established in FY18 with a budget of \$100,000 in the General Capital Repl Fund 317 to fund Engineering and Planning of Phase - South Section.

FIND, ECHO, FRDAP, TPO and other grants will be sought for construction. Grant funds will be sought for the South section in 2019-2020.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	100,000	-	-	-	-	-	-	100,000
Construction	-	-	1,500,000	-	-	-	-	1,500,000
TOTAL PROJECT COSTS	100,000	-	1,500,000	-	-	-	-	1,600,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Grants (FIND, ECHO, etc.)	-	-	-	-	-	-	-	-
Proceeds from Bond Refinancing	-	-	-	-	-	-	-	-
General Capital Rplcmnt Fund 317	100,000	-	-	-	-	-	-	100,000
General Capital Fund - 317 Unfunded	-	-	1,500,000	-	-	-	-	1,500,000
TOTAL PROJECT REVENUE	100,000	-	1,500,000	-	-	-	-	1,600,000

OPERATIONAL IMPACT

Once the South Phase is constructed it will be maintained by the City. Parks & Rec. will need to hire additional staff to operate and maintain the park including two (2) full time Maintenance Workers, one (1) full time Recreation Coordinator and one (1) part time Custodian. The same crew will maintain Halifax Linear Park and the Pedestrian Bridge over Dunlawton Ave. (please see prj. 201749 and 201859).

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	138,000	138,000	138,000	138,000	552,000
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	138,000	138,000	138,000	138,000	552,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	138,000	138,000	138,000	138,000	552,000
Total	-	-	-	138,000	138,000	138,000	138,000	552,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201647

Project Name: WB Dunlawton Ave Right Turn Lane and City Center Pkwy.
Department: Community Development
Location: Dunlawton Avenue and City Center Pkwy.

Project Manager: CD Planner
Original Plan Date: March 10, 2015
Concurrency Requirement: No

Goal / Objective: Goal 3, Objective 5

Priority II: ESSENTIAL (Should-do)

DESCRIPTION/JUSTIFICATION:

This project consists of a proposal to construct a westbound right turn lane on Dunlawton Avenue at the intersection with City Center Parkway to improve traffic flow and reduce delays for turning vehicles and Dunlawton Avenue through vehicles. No additional right-of-way is needed for this project. The project will add roadway capacity at the intersection and reduce delays for westbound Dunlawton Avenue vehicles turning right. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of CEI. A feasibility study was completed in April 2016. The City provided matching (10%) funding for the feasibility study. The project is now on the TPO's Project Priority List and is eligible for funding if the City commits to support the design and construction phases based on the feasibility study. The City's local match for design and construction and 100% of CEI will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for westbound Dunlawton Avenue vehicles turning right.

Component	Total	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	10%	\$ 1,500	\$ 13,500
Engr & Plan:	67,000	10%	6,700	60,300
CEI*:	35,000	100%	35,000	-
Construction:	225,000	10%	22,500	202,500
Total Proj. Cost:	\$ 342,000		\$ 65,700	\$ 276,300

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: This is **Project IMI011** and currently has a budget of \$7,000 - funded from Capital Projects Fund 301.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study		15,000	-	-	-	-	-	15,000
Engineering & Planning		5,200	61,800	-	-	-	-	67,000
CEI		300	-	34,700	-	-	-	35,000
Construction		-	-	225,000	-	-	-	225,000
TOTAL PROJECT COSTS		20,500	61,800	259,700	-	-	-	342,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Capital Projects Fund (301) Restr.	7,000	1,500	57,200	-	-	-	-	65,700
Transportation Impact Fee Fund	-	-	-	-	-	-	-	-
TPO Funds	13,500	60,300	202,500	-	-	-	-	276,300
TOTAL PROJECT REVENUE	20,500	61,800	259,700	-	-	-	-	342,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement will be maintained by FDOT.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201648
AIO032

Project Name: I-95 Gateway Signage Department: Community Development Location: Dunlawton/Taylor Rd. and I-95	Project Manager: Margaret Tomlinson Original Plan Date: Feb. 2015 Concurrency Requirement: No
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Goal / Objective: Goal 3 Objective 4

Priority IV: DESIRABLE (Other Year)

DESCRIPTION/JUSTIFICATION:

The City Council has placed a priority on enhancing the appearance of the City's landscape and gateway areas. The interchange was reconstructed with the I-95 widening project. FDOT has contracted with Kimley-Horn for design of landscaping for the I-95 corridor and FDOT will pay for construction and maintenance. The landscaping is anticipated to be installed in 2019.

Constructing entry signs will help to create a welcoming environment and hometown feel; and be a source of community pride. The signage will help form a positive first impression for visitors to the City. Based on City Council direction giving at the October 2018 workshop, signage at Dunlawton and I-95 is proposed to consist of signage on the wing walls of the interchange bridge structure. Based on this proposed design, the construction cost is estimated to be \$150,000.

Component	Total Cost \$
Signage Engr & Plan:	28,529
CEI:	15,000
Signage(Dunlawton and I-95) Construction:	100,000
Total Proj Cost:	\$ 143,529

Note: Project AIO032 currently has a budget of \$28,529 for Engineering and Planning.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	28,529	-	-	-	-	-	-	28,529
CEI	-	15,000	-	-	-	-	-	15,000
Construction	-	100,000	-	-	-	-	-	100,000
TOTAL PROJECT COSTS	28,529	115,000	-	-	-	-	-	143,529
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Fund 317	28,529	115,000	-	-	-	-	-	143,529
General Capital Fund - 317 Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	28,529	115,000	-	-	-	-	-	143,529

OPERATIONAL IMPACT

Once installed, the signage and associated lighting will be maintained by the City. This will include cleaning, bulb replacement, re-painting and electrical costs which will have an impact on the operating budget.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	3,600	3,600	3,600	3,600	3,600	18,000
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	3,600	3,600	3,600	3,600	3,600	18,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	3,600	3,600	3,600	3,600	3,600	18,000
Total	-	-	3,600	3,600	3,600	3,600	3,600	18,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201749

Project Name: SUN Trail - St. Johns River to Sea Loop
Department: Community Development
Location: Spruce Creek Road

Project Manager: CD Planner
Original Plan Date: March 10, 2016
Concurrency Required: No

Goal / Objective: Goal 3 Objective 2

Priority IV: DESIRABLE (Other Year)

DESCRIPTION/JUSTIFICATION:

The SUN Trail - St. Johns River to Sea Loop project will consist of a 12.5-mile multi-use trail along McDonald Road, Spruce Creek Road, Nova Road from New Smyrna Beach to South Daytona. 3.5-miles of the 12.5-mile multi-use trail will be located in Port Orange, primarily along Spruce Creek Road. The 12.5-mile multi-use trail will be part of the East Coast Greenway and the 300-mile St. Johns River to Sea Loop that will traverse five counties (Brevard, Flagler, Putnam, St. Johns, and Volusia). The project will provide a safe multi-use trail for all residents to walk or bike and expand opportunities for residents to access existing parks located in the City and to the north (South Daytona) and south (New Smyrna Beach) by biking or walking.

FDOT is currently preparing a Project Development and Environment (PD&E) Study for the 12.5-mile multi-use trail. The PD&E study will evaluate the construction of a 12.5-mile multi-use trail along McDonald Road, Spruce Creek Road, and Nova Road or an alternative route from New Smyrna Beach to South Daytona. If FDOT decides to construct the 12.5-mile trail segment, FDOT will pay for the design, right-of-way, construction, and CEI. FDOT anticipates completing the PD&E Study in Summer 2019. The funding phase of the project has not been scheduled at this time.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study	-	-	-	-	-	-	-	-
Right-of-Way	-	-	-	-	-	-	-	-
Engineering & Planning	-	-	90,000	-	-	-	-	90,000
Construction	-	-	-	400,000	-	-	-	400,000
TOTAL PROJECT COSTS	-	-	90,000	400,000	-	-	-	490,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Transportation Impact Fee Fund 312	-	-	-	-	-	-	-	-
Proportionate Fair Share Contributions	-	-	-	-	-	-	-	-
FDOT	-	-	90,000	400,000	-	-	-	490,000
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	90,000	400,000	-	-	-	490,000

OPERATIONAL IMPACT

The City will be responsible for maintaining the portion of the multi-use trail in the City. This will include, cleaning/clearing the multi-use trail of debris, removal of trash, landscaping and mowing, and periodic resurfacing or slab replacement/maintenance costs which will impact the operating budget. The City will incur personnel costs for maintaining the trail.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures	-	-	-	-	-	-	-	-
New Personnel	-	-	-	-	1,000	1,000	1,000	3,000
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	1,000	1,000	1,000	3,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	1,000	1,000	1,000	3,000
Total	-	-	-	-	1,000	1,000	1,000	3,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201750

Project Name: EB Dunlawton Ave. Right Turn Lane at Clyde Morris Blvd.
Department: Community Development
Location: Dunlawton Ave. and Clyde Morris Blvd.

Project Manager: CD Planner
Original Plan Date: March 10, 2016
Concurrency Requirement: No

Goal / Objective: Goal 3 Objective 5

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on eastbound Dunlawton Avenue at the intersection with Clyde Morris Boulevard to improve traffic flow and reduce delays for turning vehicles and through vehicles. No additional right-of-way is anticipated for this project. The City submitted the project for TPO funding in Spring 2016. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project. The City will need to fund 100% of CEI. A feasibility study was completed in January 2017. FDOT funded 100% of the feasibility study and the City did not need to provide the typical 10% match. The project is now on the TPO's Project Priority List and is eligible for funding if the City commits to support the design and construction phases based on the feasibility study. The City's local match for design and construction and 100% of CEI will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for eastbound vehicles turning right.

Component	Total Cost	City %	Total City	TPO \$
Feasibility Study:	\$ 15,000	0.00%	\$ -	\$ 15,000
Eng. & Design:	75,500	10.00%	7,550	67,950
CEI*:	50,000	100.00%	50,000	-
Construction:	379,000	10.00%	37,900	341,100
Total Proj. Cost:	\$ 519,500		\$ 95,450	\$ 424,050

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: This is project **PNC018** and currently has a budget of \$8,000, funded from Capital Projects Fund 301. The \$8,000 is the City's 10% share for Engineering and design. FDOT funded 100% of the Feasibility Study - \$15,000 in FY17.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study		15,000	-	-	-	-	-	15,000
Engineering & Planning		8,000	67,500	-	-	-	-	75,500
CEI		-	-	50,000	-	-	-	50,000
Construction		-	-	379,000	-	-	-	379,000
TOTAL PROJECT COSTS		23,000	67,500	429,000	-	-	-	519,500
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317		-	-	-	-	-	-	-
Capital Projects Fund (301) Restr.		8,000	-	87,450	-	-	-	95,450
Transportation Impact Fee Fund		-	-	-	-	-	-	-
TPO Funds		15,000	67,950	341,100	-	-	-	424,050
TOTAL PROJECT REVENUE		23,000	67,950	428,550	-	-	-	519,500

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement would be maintained by FDOT.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services		-	-	-	-	-	-	-
Other Revenues		-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel		-	-	-	-	-	-	-
Maintenance and Other Operating		-	-	-	-	-	-	-
Non Operating (Debt Service)		-	-	-	-	-	-	-
Net Annual Impact on Operations		-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)		-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201751

Project Name: WB Dunlawton Ave. Right Turn Lane at Nova Rd.
Department: Community Development
Location: Dunlawton Avenue and Nova Road

Project Manager: CD Planner
Original Plan Date: March 10, 2016
No

Goal / Objective: Goal 3 Objective 5

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on westbound Dunlawton Avenue at the intersection with Nova Road to improve traffic flow and reduce delays for turning vehicles and through vehicles. Additional right-of-way is needed for this project (in front of Bank of America) prior to design being funded. The City submitted the project for TPO funding in Spring 2016. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. A feasibility study was completed in January 2017. FDOT funded 100% of the feasibility study and the City did not need to provide the typical 10% match. The project is now on the TPO's Project Priority List and is eligible for funding if the City commits to support the design and construction phases based on the feasibility study. The City's local match for design and construction and 100% of CEI will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for westbound vehicles turning right.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 15,000	0%	\$ -	\$ 15,000
R/W Acquisition:	260,000	100%	260,000	-
Eng. & Design:	110,000	10%	11,000	99,000
Construction:	371,000	10%	37,100	333,900
CEI*:	50,000	100%	50,000	-
Total Proj. Cost:	\$ 806,000		\$ 358,100	\$ 447,900

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: FDOT funded 100% of the Feasibility Study - \$15,000 in FY17.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study	15,000	-	-	-	-	-	-	15,000
R/W Acquisition	-	-	260,000	-	-	-	-	260,000
Engineering & Planning	-	-	-	110,000	-	-	-	110,000
CEI	-	-	-	-	50,000	-	-	50,000
Construction	-	-	-	-	371,000	-	-	371,000
TOTAL PROJECT COSTS	15,000	-	260,000	110,000	421,000	-	-	806,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Gas Tax Fund 301 (restricted funds)	-	-	-	11,000	87,100	-	-	98,100
General Capital Fund 317- Unfunded	-	-	260,000	-	-	-	-	260,000
TPO Funds	15,000	-	-	99,000	333,900	-	-	447,900
TOTAL PROJECT REVENUE	15,000	-	260,000	110,000	421,000	-	-	806,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement would be maintained by FDOT.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201856
PNC016

Project Name: EB & WB Herbert St. Turn Lanes at Nova Rd.

Project Manager: CD Planner

Department: Community Development

Original Plan Date: February 22, 2017

Location: Herbert Street and Nova Road

No

Goal / Objective: Goal 3 Objective 5

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The project consists of looking at options to modify the intersection of Nova Road and Herbert Street to improve movement through the intersection. The intersection experiences congestion throughout the day, most notably in the morning and late afternoon. Additional right-of-way is anticipated to be needed for any intersection improvements. The City submitted the project for TPO funding in Spring 2017. The estimated design and construction cost of the project is \$680,000 but will be adjusted after the feasibility study is completed. Based on this estimated cost, the City's share would be \$132,000 including \$2,000 for feasibility study, \$10,000 for design, \$60,000 for construction, and \$60,000 for CEI. The City's local match will be funded with restricted Gas Tax funds (Fund 301). As part application request for a feasibility study, the City requests that multiple options be evaluated. With improvements to the intersection, specifically, turn lane improvements on Herbert Street and Nova Road along with corresponding signal timing improvements more green time could be allocated to Nova Road.

• **Option 1:** Extend the stacking area for the existing left-turn lane on eastbound Herbert Street at Nova Road, realigning the westbound Herbert Street travel lane, along with necessary improvements to the intersection.

• **Option 2:** Modify eastbound Herbert Street at Nova Road to create a left-turn lane, right-turn lane, and a thru lane. Also, realigning the westbound Herbert Street travel lane and realigning the westbound Herbert Street travel lane, along with necessary improvements to the intersection.

• **Option 3:** Other modifications or design alternatives that the consultant, selected by the TPO to prepare the Feasibility Study, can recommend to improve movement through the intersection, specifically for vehicles turning onto Nova Road and Herbert Street.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10%	\$ 2,000	\$ 18,000
Engr & Design:	100,000	10%	10,000	90,000
CEI*:	60,000	100%	60,000	-
Construction:	600,000	10%	60,000	540,000
Total Proj. Cost:	\$ 780,000		\$ 132,000	\$ 648,000

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: Project PNC016 was established in FY18 with a budget of \$2,000 for the City's share of the Feasibility Study funded from Capital Projects Fund 301.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study		2,000	-	18,000	-	-	-	20,000
Engineering & Planning		-	-	-	100,000	-	-	100,000
CEI		-	-	-	-	60,000	-	60,000
Construction		-	-	-	-	600,000	-	600,000
TOTAL PROJECT COSTS		2,000	-	18,000	100,000	660,000	-	780,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317		-	-	-	-	-	-	-
Capital Projects Fund (301) Restr.		2,000	-	-	10,000	120,000	-	132,000
Transportation Impact Fee Fund		-	-	-	-	-	-	-
TPO Funds		-	-	18,000	90,000	540,000	-	648,000
TOTAL PROJECT REVENUE		2,000	-	18,000	100,000	660,000	-	780,000

OPERATIONAL IMPACT

This segment would maintained by the Public Works Department. The road segment is presently on the 26-year resurfacing program cycle and the Public Works Department would incur a minor increase in maintenance costs.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services		-	-	-	-	-	-	-
Other Revenues		-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel		-	-	-	-	-	-	-
Maintenance and Other Operating		-	-	-	-	-	-	-
Non Operating (Debt Service)		-	-	-	-	-	-	-
Net Annual Impact on Operations		-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)		-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201857
OMI032

Project Name: Madeline Ave. (East) and Bruner Rd. Trail/Sidewalks
Department: Community Development
Madeline Ave. between Clyde Morris Blvd. and
Location: Nova Rd. and Bruner Rd.

Project Manager: CD Planner
Original Plan Date: February 22, 2017

Concurrency Requirement: No

Goal / Objective: Goal 3 Objective 2

Priority IV: DESIRABLE (Other Year)

DESCRIPTION/JUSTIFICATION:

This project consists of constructing a minimum eight-foot wide sidewalk along the north side of Madeline Avenue from Clyde Morris Boulevard to Nova Road, a distance of 6,200 feet (1.17 miles) and a minimum five-foot wide sidewalk on the east side of Bruner Road, from Madeline Avenue to Stillwood Court, a distance of 1,000 feet (0.19 miles). Completion of this project will provide a safe route for pedestrian along this corridor. This segment is also part of the City's proposed Madeline Avenue trail that will eventually connect Coraci Park to Riverwalk Park. The City submitted the project for TPO funding in Spring 2017. A feasibility study was completed December 2018. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. Now that the feasibility study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding. The cost estimates have been updated based on the feasibility study.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10%	\$ 2,000	\$ 18,000
Engr & Design:	222,000	10%	22,200	199,800
Right-of-way:	N/A	100%	-	-
CEI*:	195,000	100%	195,000	-
Construction:	1,275,000	10%	127,500	1,147,500
Total Proj. Cost:	\$ 1,712,000		\$ 346,700	\$ 1,365,300

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: Project OMI032 was established in FY18 with a budget of \$2,000 for the City's share of the Feasibility Study funded from Transportation Impact Fee Fund 312.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study		20,000	-	-	-	-	-	20,000
Engineering & Planning		-	222,000	-	-	-	-	222,000
CEI		-	-	195,000	-	-	-	195,000
Construction		-	-	1,275,000	-	-	-	1,275,000
Right-of-Way		-	-	-	-	-	-	-
TOTAL PROJECT COSTS		20,000	222,000	1,470,000	-	-	-	1,712,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317		-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312		2,000	22,200	322,500	-	-	-	346,700
Transportation Impact Fee Fund		-	-	-	-	-	-	-
TPO Funds		18,000	199,800	1,147,500	-	-	-	1,365,300
TOTAL PROJECT REVENUE		20,000	222,000	1,470,000	-	-	-	1,712,000

OPERATIONAL IMPACT

Once constructed, the improvements would be maintained by the City. This will include periodic resurfacing or slab replacement, mowing, and drainage maintenance costs which will impact the operating budget. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services		-	-	-	-	-	-	-
Other Revenues		-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel		-	-	-	-	-	-	-
Maintenance and Other Operating		-	-	500	500	500	500	2,000
Non Operating (Debt Service)		-	-	-	-	-	-	-
Net Annual Impact on Operations		-	-	500	500	500	500	2,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)		-	-	500	500	500	500	2,000
Total		-	-	500	500	500	500	2,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201858

Project Name: Madeline Avenue (West) Sidewalk/Trail
Department: Community Development
 Madeline Ave. between Williamson Blvd. and Clyde
Location: Morris Blvd.

Project Manager: CD Planner
Original Plan Date: February 22, 2017

Concurrency Requirement: No

Goal / Objective: Goal 3 Objective 2

Priority IV: DESIRABLE (Other Year)

DESCRIPTION/JUSTIFICATION:

This project consists of constructing a minimum eight- foot wide sidewalk along the north side of Madeline Avenue from Williamson Boulevard to Sunset Cove Drive a distance of 3,325 feet (0.63 miles) and a minimum five-foot wide sidewalk on the south side of Madeline Avenue from Long Grove Lane to Town Park Subdivision a distance of 4,000 feet (0.75 miles). Completion of this project will provide a safe route for pedestrian along this corridor. This segment is also part of the City's proposed Madeline Avenue trail that will eventually connect Coraci Park to Riverwalk Park. The City submitted the project for TPO funding in Spring 2018. Additional right-of-way is not anticipated for the sidewalks along Madeline Avenue. A feasibility study was completed November 2018. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. The City provided matching (10%) funding for the feasibility study. Now that the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding. The cost estimates have been updated based on the feasibility study.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10%	\$ 2,000	\$ 18,000
Engr & Design:	280,000	10%	28,000	252,000
Right-of-way:	-	100%	-	-
CEI*:	260,850	100%	260,850	-
Construction:	2,037,500	10%	203,750	1,833,750
Total Proj. Cost:	\$ 2,598,350		\$ 494,600	\$ 2,103,750

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: Project OMI035 was established in FY18 with a budget of \$2,000 for the City's share of the Feasibility Study funded from Transportation Impact Fee Fund 312.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study		20,000	-	-	-	-	-	20,000
Engineering & Planning		-	280,000	-	-	-	-	280,000
CEI		-	-	260,850	-	-	-	260,850
Construction		-	-	2,037,500	-	-	-	2,037,500
TOTAL PROJECT COSTS		20,000	280,000	2,298,350	-	-	-	2,598,350
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317		-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312		2,000	28,000	464,600	-	-	-	494,600
Transportation Impact Fee Fund		-	-	-	-	-	-	-
TPO Funds		18,000	252,000	1,833,750	-	-	-	2,103,750
TOTAL PROJECT REVENUE		20,000	280,000	2,298,350	-	-	-	2,598,350

OPERATIONAL IMPACT

Once constructed, the improvements would be maintained by the City. This will include periodic resurfacing or slab replacement, mowing and drainage maintenance costs which will impact the operating budget. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services		-	-	-	-	-	-	-
Other Revenues		-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel		-	-	-	-	-	-	-
Maintenance and Other Operating		-	-	500	500	500	500	2,000
Non Operating (Debt Service)		-	-	-	-	-	-	-
Net Annual Impact on Operations		-	-	500	500	500	500	2,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)		-	-	500	500	500	500	2,000
Total		-	-	500	500	500	500	2,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201859
OMI033

Project Name:	Taylor Rd/Williamson Blvd. Intersection Feasibility Study	Project Manager:	CD Planner
Department:	Community Development	Original Plan Date:	March 31, 2017
Location:	Taylor Road/ Williamson Boulevard intersection and Taylor Road/Dunlawton Avenue corridor at I-	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 2

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

The City submitted the project for TPO funding in Spring 2017. This project will consist of a Feasibility Study to identify effective improvements to minimize delays to traffic, eliminate or reduce crashes, and improve sidewalks and crosswalks for pedestrians at the Taylor Road and Williamson Boulevard intersection, and along the Taylor Road/Dunlawton Avenue corridor at I-95. The main objective of this request is for a Feasibility Study that identifies specific intersection and roadway improvements for both vehicles and pedestrians, and provides cost estimates for the proposed improvements. A feasibility study will first need to be conducted to identify intersection improvements and develop an estimated cost for design and construction of the recommended projects. Under current policy, the City will need to provide a local match of 10% for the feasibility study, estimated at \$4,000. Staff would then use the findings in the Feasibility Study to submit for TPO funds if the City commits to support the design and construction of the identified intersection improvements. Once the study is completed, the projects identified in the study will be eligible for inclusion in the TPO's Project Priority List for design and construction funding and we will be submitting new CIP pages in the future.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 40,000	10%	\$ 4,000	\$ 36,000
Total Proj. Cost:	\$ 40,000		\$ 4,000	\$ 36,000

Note: Project OMI033 was established in FY18 with a budget of \$3,000 for the City's share of the Feasibility Study funded from Transportation Impact Fee Fund 312.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study		4,000	36,000	-	-	-	-	40,000
Engineering & Planning		-	-	-	-	-	-	-
CEI		-	-	-	-	-	-	-
Construction		-	-	-	-	-	-	-
TOTAL PROJECT COSTS		4,000	36,000	-	-	-	-	40,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317		-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312		4,000	-	-	-	-	0	4,000
Transportation Impact Fee Fund		-	-	-	-	-	0	-
TPO Funds		-	36,000	-	-	-	0	36,000
TOTAL PROJECT REVENUE		4,000	36,000	-	-	-	-	40,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services		-	-	-	-	-	-	-
Other Revenues		-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel		-	-	-	-	-	-	-
Maintenance and Other Operating		-	-	-	500	500	500	1,500
Non Operating (Debt Service)		-	-	-	-	-	-	-
Net Annual Impact on Operations		-	-	-	500	500	500	1,500
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)		-	-	-	500	500	500	1,500
Total		-	-	-	500	500	500	1,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201861

Project Name:	Sidewalk Gap Project	Project Manager:	CD Planner
Department:	Community Development	Original Plan Date:	March 10, 2016
Location:	Various Locations within the City	Concurrency Requirement:	No
Goal / Objective:	Goal 1 Objective 1	Priority IV:	DESIRABLE (Other Year)

DESCRIPTION/JUSTIFICATION:

This project consists of filling sidewalk gaps along major roadways to enhance pedestrian connectivity to schools, bus stops, parks, and retail areas. A feasibility study was completed in April 2017. The estimated design and construction cost for the project is \$562,000 the estimated CEI for the project is \$60,000 and the estimated cost for utility pole adjustment is 35,000. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI and relocation of utility poles. The City's local match will be funded with Transportation Impact Fees (Fund 312). Completing these gaps will improve the safety of pedestrians that walk along these major roadway corridors by eliminating the need to use the shoulder or roadway.

The following sidewalk gaps have been identified and will be filled as part of this project:

- Herbert Street (south side) from City Center Drive to Gulfstream Village Driveway;
- Taylor Road (west side) from Dunlawton Avenue to Journey's End Way; and
- Woodlake Drive & Ravenwood Drive (north and south side) 300' west of Clyde Morris Boulevard.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10.00%	\$ 2,000	\$ 18,000
Engr & Plan:	88,500	10.00%	8,850	79,650
Construction:	275,000	10.00%	27,500	247,500
CEI:	46,000	100.00%	46,000	-
Utility Pole Adjustment:	39,000	100.00%	39,000	-
Right-of-way:	24,000	100.00%	24,000	-
Total Proj Cost:	\$ 492,500		\$ 147,350	\$ 345,150

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: Project OMI036 was established in FY18 with a budget of \$8,000 for the City's share of the Engr & Planning funded from Transportation Impact Fee Fund 312.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study		20,000	-	-	-	-	-	20,000
Right-of-Way Acquisition		-	24,000	-	-	-	-	24,000
Engineering & Planning		8,000	80,500	-	-	-	-	88,500
Construction		-	-	275,000	-	-	-	275,000
CEI		-	-	46,000	-	-	-	46,000
Utility Pole Adjustment		-	-	39,000	-	-	-	39,000
TOTAL PROJECT COSTS		28,000	80,500	384,000	-	-	-	492,500
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund (301) Restr.		-	-	-	-	-	-	-
Transportation Impact Fee Fund 312		8,000	850	136,500	-	-	-	145,350
Proportionate Fair Share Contributions		-	-	-	-	-	-	-
TPO Funds		18,000	79,650	247,500	-	-	-	345,150
General Fund 001		2,000	-	-	-	-	-	2,000
TOTAL PROJECT REVENUE		28,000	80,500	384,000	-	-	-	492,500

OPERATIONAL IMPACT

Once completed, the signage, crosswalk and sidewalk improvements would be maintained by the City. This will include periodic resurfacing or slab replacement/maintenance costs. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services		-	-	-	-	-	-	-
Other Revenues		-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel		-	-	-	-	-	-	-
Maintenance and Other Operating		-	-	500	500	500	500	2,000
Non Operating (Debt Service)		-	-	-	-	-	-	-
Net Annual Impact on Operations		-	-	500	500	500	500	2,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)		-	-	500	500	500	500	2,000
Total		-	-	500	500	500	500	2,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201964

PROJECT NAME: Taylor Rd./Clyde Morris Blvd. Intersection Improvements	Project Manager: CD Planner
DEPARTMENT: Community Development	Original Plan Date: April 9, 2018
LOCATION: Taylor Rd./Clyde Morris Blvd. Intersection	Concurrency Requirement: No

Goal / Objective: Goal 3 Objective 5

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The project consists of looking at options to modify the intersection at Taylor Road/Clyde Morris Boulevard to improve movement through the intersection, specifically the eastbound Taylor Road through movement and left-turn onto Clyde Morris Boulevard. The intersection experiences congestion throughout the day, most notably in the morning and late afternoon. Additional right-of-way is anticipated to be needed for any intersection improvements. The City submitted the project for TPO funding to prepare a Feasibility Study in Spring 2018. A Feasibility Study will first need to be conducted to develop an estimated cost for design and construction. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project and 100% of the CEI cost. Once the study is completed, the project will be eligible for inclusion in the TPO's Project Priority List for design and construction funding and the cost estimates will be updated. The estimated design and construction cost of the project is \$420,000 but will be adjusted after the Feasibility Study is completed. Based on this estimated cost, the City's share would be \$87,000, including \$2,000 for Feasibility Study, \$18,000 for design, \$30,000 for construction, and \$60,000 for CEI. The City's local match will be funded with Transportation Impact Fee Fund 312.

Component	Total Cost	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10%	\$ 2,000	\$ 18,000
Eng. & Design:	50,000	10%	5,000	45,000
Construction:	300,000	10%	30,000	270,000
CEI*:	50,000	100%	50,000	-
Total Proj. Cost:	\$ 420,000		\$ 87,000	\$ 333,000

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

Note: Project OM037 was established in FY18 with a budget of \$2,000 for the City's share of the Feasibility Study funded from Transportation Impact Fee Fund 312.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study:		2,000	18,000	-	-	-	-	20,000
Engineering & Planning		-	-	50,000	-	-	-	50,000
Construction		-	-	-	350,000	-	-	350,000
TOTAL PROJECT COSTS		2,000	18,000	50,000	350,000	-	-	420,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317		-	-	-	-	-	-	-
Transportation Impact Fee Fund 312		2,000	-	5,000	80,000	-	-	87,000
Capital Projects Fund (301) Restr.		-	-	-	-	-	-	-
TPO Funds		-	18,000	45,000	270,000	-	-	333,000
TOTAL PROJECT REVENUE		2,000	18,000	50,000	350,000	-	-	420,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement is anticipated to be maintained by Volusia County.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services		-	-	-	-	-	-	-
Other Revenues		-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel		-	-	-	-	-	-	-
Maintenance and Other Operating		-	-	-	-	-	-	-
Non Operating (Debt Service)		-	-	-	-	-	-	-
Net Annual Impact on Operations		-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)		-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202065

PROJECT NAME: Dunlawton Ave. Existing Left Turn Lanes Extensions
DEPARTMENT: Community Development
LOCATION: Various locations along Dunlawton Avenue

Project Manager: CD Planner
Original Plan Date: March 1, 2019
Concurrency Requirement:

Goal / Objective: Goal 3 Objective 5

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of extending the existing left turn lanes along Dunlawton Avenue at the intersection with I-95 (westbound), Yorktowne Blvd. (westbound), Clyde Morris Blvd. (westbound), Spruce Creek Rd. (westbound), and Victoria Gardens Blvd. (westbound) to improve traffic flow and roadway capacity, reduce delays for turning and through vehicles, improve intersection safety, and reduce damage and maintenance cost for medians. There are existing left turn lanes at these intersections and this project would be to extend the existing turn lanes to improve capacity. Additional right-of-way is not anticipated to be needed for this project. A feasibility study will first need to be conducted to develop an estimated cost for design and construction. The City submitted the project for TPO funding in Spring 2019 Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost of the project will be adjusted after the feasibility study is completed. Based on this estimated cost, the City's share is listed below. The City's local match and CEI will be funded with restricted Gas Tax funds (Fund 301).

Component	Total	City %	Total City \$	TPO \$
Feasibility Study:	\$ 20,000	10%	\$ 2,000	\$ 18,000
Engr & Plan:	75,000	10%	7,500	67,500
CEI*:	60,000	100%	60,000	-
Construction:	380,000	10%	38,000	342,000
Total Proj. Cost:	\$ 535,000		\$ 107,500	\$427,500

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study		20,000						
Engineering & Planning	-	-	75,000	-	-	-	-	75,000
Construction	-	-	-	380,000	-	-	-	380,000
CEI	-	-	-	60,000	-	-	-	60,000
TOTAL PROJECT COSTS	-	20,000	75,000	440,000	-	-	-	535,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301	-	2,000	7,500	98,000	-	-	-	107,500
Transportation Impact Fee Fund 312	-	-	-	-	-	-	-	-
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
TPO Funds	-	18,000	67,500	342,000	-	-	-	427,500
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	20,000	75,000	440,000	-	-	-	535,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement is anticipated to be maintained by FDOT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202066

PROJECT NAME:	Down Under Revitalization	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 1, 2019
LOCATION:	Under the Dunlawton Bridge, West of S. Peninsula Dr.	Concurrency Requirement:	

Goal / Objective: Goal 3 Objective 5

Priority II: ESSENTIAL (Should-do)

DESCRIPTION/JUSTIFICATION:

The Down Under Revitalization project includes improvements to the Down Under area to make it a unique destination in the River District. The Down Under area is the commercial area located under the Dunlawton Avenue Bridge, west of South Peninsula Drive. The Down Under area is one of 5 districts identified in the Port Orange Town Center CRA Plan. These proposed improvements would build upon the recent redevelopment in this area (e.g. DiMucci building, Hunter building, DJ's Deck, Jimmy Hula's) and improve the aesthetics and vitality of the area. The proposed improvements include: Murals and Lighting on the concrete bridge pilings and walls under the bridge, Site Furniture and Landscaping and Master Sign Replacement. Funding is anticipated to be a combination of City funding, funding from community partners and business owners in the Down Under area and grants.

Component	Total Cost
Eng. & Design:	\$ 28,000
Murals & Lighting:	-
Site Furniture & Landscape:	-
Master Sign Replacement:	67,000
Total Proj. Cost:	\$ 95,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Murals & Lighting	-	-	-	-	-	-	-	-
Site Furniture & Landscape:	-	-	-	-	-	-	-	-
Master Sign Replacement:	-	95,000	-	-	-	-	-	95,000
TOTAL PROJECT COSTS	-	95,000	-	-	-	-	-	95,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301	-	-	-	-	-	-	-	-
Transportation Impact Fee Fund 312	-	-	-	-	-	-	-	-
Gen Capital Fund 317	-	95,000	-	-	-	-	-	95,000
Gen Capital Fund 317- Unfunded	-	-	-	-	-	-	-	-
TPO Funds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	95,000	-	-	-	-	-	95,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202067

PROJECT NAME:	NB Clyde Morris Blvd. Right Turn Lane at Reed Canal Rd.	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 8, 2019
LOCATION:	Clyde Morris Blvd. and Reed Canal Rd.	Concurrency Requirement:	

Goal / Objective: Goal 3 Objective 5

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on northbound Clyde Morris Boulevard at the intersection with Reed Canal Road to improve traffic flow, reduce delays for turning vehicles and through vehicles, and improve intersection safety. Additional right-of-way is not anticipated to be needed for this project. A feasibility study will first need to be conducted to develop an estimated cost for design and construction. The City submitted the project for TPO funding in Spring 2019. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost will be adjusted after the feasibility study is completed. The City's local match and CEI will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for northbound vehicles turning right or through northbound traffic.

Component	Total	City %	Total City \$	TPO \$
Feasibility Study:	20,000	10%	\$ 2,000	\$ 18,000
Engr & Plan:	75,000	10%	\$ 7,500	67,500
CEI*:	60,000	100%	60,000	-
Construction:	380,000	10%	38,000	342,000
Total Proj. Cost:	\$ 535,000		\$ 107,500	\$ 427,500

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study		20,000						20,000
Engineering & Planning	-	-	75,000	-	-	-	-	75,000
Construction	-	-	-	380,000	-	-	-	380,000
CEI	-	-	-	60,000	-	-	-	60,000
TOTAL PROJECT COSTS	-	20,000	75,000	440,000	-	-	-	535,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Transportation Impact Fee Fund 312	-	-	-	-	-	-	-	-
Capital Projects Fund 301	-	2,000	7,500	98,000	-	-	-	107,500
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
TPO Funds	-	18,000	67,500	342,000	-	-	-	427,500
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	20,000	75,000	440,000	-	-	-	535,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement is anticipated to be maintained by Volusia County

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202068

PROJECT NAME: NB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.
DEPARTMENT: Community Development
LOCATION: Clyde Morris Blvd. and Madeline Ave.

Project Manager: CD Planner
Original Plan Date: March 8, 2019
Concurrency Requirement:

Goal / Objective: **Goal 3 Objective 5**

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on northbound Clyde Morris Boulevard at the intersection with Madeline Avenue to improve traffic flow, reduce delays for turning vehicles and through vehicles, and improve intersection safety. Additional right-of-way is not anticipated to be needed for this project. A feasibility study will first need to be conducted to develop an estimated cost for design and construction. The City submitted the project for TPO funding in Spring 2019. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost of the project will be adjusted after the feasibility study is completed. The City's local match and CEI will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for northbound vehicles turning right or through northbound traffic.

Component	Total	City %	Total City \$	TPO \$
Feasibility Study:	20,000	10%	\$ 2,000	\$ 18,000
Engr & Plan:	75,000	10%	\$ 7,500	67,500
CEI*:	60,000	100%	60,000	-
Construction:	380,000	10%	38,000	342,000
Total Proj. Cost:	\$ 535,000		\$ 107,500	\$ 427,500

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study		\$ 20,000	-	-	-	-	-	\$ 20,000
Engineering & Planning	-	-	75,000	-	-	-	-	75,000
Construction	-	-	-	380,000	-	-	-	380,000
CEI	-	-	-	60,000	-	-	-	60,000
TOTAL PROJECT COSTS	-	20,000	75,000	440,000	-	-	-	535,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301	-	2,000	7,500	98,000	-	-	-	107,500
Transportation Impact Fee Fund 312	-	-	-	-	-	-	-	-
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
TPO Funds	-	18,000	67,500	342,000	-	-	-	427,500
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	20,000	75,000	440,000	-	-	-	535,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement is anticipated to be maintained by Volusia County

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202069

PROJECT NAME:	SB Clyde Morris Blvd. Right Turn Lane at Willow Run Blvd.	Project Manager:	CD Planner
DEPARTMENT:	Community Development	Original Plan Date:	March 8, 2019
LOCATION:	Clyde Morris Blvd. and Willow Run Blvd.	Concurrency Requirement:	
Goal / Objective: Goal 3 Objective 5		Priority III: IMPORTANT (Could-Do)	

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on southbound Clyde Morris Boulevard at the intersection with Willow Run Boulevard to improve traffic flow, reduce delays for turning vehicles and through vehicles, and improve intersection safety. Additional right-of-way is not anticipated to be needed for this project. A feasibility study will first need to be conducted to develop an estimated cost for design and construction. The City submitted the project for TPO funding in Spring 2019. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost of the project will be adjusted after the feasibility study is completed. The City's local match and CEI will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for northbound vehicles turning right or through northbound traffic.

Component	Total	City %	Total City \$	TPO \$
Feasibility Study:	20,000	10%	\$ 2,000	\$ 18,000
Engr & Plan:	75,000	10%	\$ 7,500	67,500
CEI*:	60,000	100%	60,000	-
Construction:	380,000	10%	38,000	342,000
Total Proj. Cost:	\$ 535,000		\$ 107,500	\$ 427,500

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study	-	20,000	-	-	-	-	-	20,000
Engineering & Planning	-	-	75,000	-	-	-	-	75,000
Construction	-	-	-	380,000	-	-	-	380,000
CEI	-	-	-	60,000	-	-	-	60,000
TOTAL PROJECT COSTS	-	20,000	75,000	440,000	-	-	-	535,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Transportation Impact Fee Fund 312	-	-	-	-	-	-	-	-
Capital Projects Fund 301	-	2,000	7,500	98,000	-	-	-	107,500
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
TPO Funds	-	18,000	67,500	342,000	-	-	-	427,500
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	20,000	75,000	440,000	-	-	-	535,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement is anticipated to be maintained by Volusia County

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202070

PROJECT NAME: SB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.
DEPARTMENT: Community Development
LOCATION: Clyde Morris Blvd. and Madeline Ave.

Project Manager: CD Planner
Original Plan Date: March 8, 2019
Concurrency Requirement:

Goal / Objective: Goal 3 Objective 5

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on southbound Clyde Morris Boulevard at the intersection with Madeline Avenue to improve traffic flow, reduce delays for turning vehicles and through vehicles, and improve intersection safety. Additional right-of-way is not anticipated to be needed for this project. A feasibility study will first need to be conducted to develop an estimated cost for design and construction. The City submitted the project for TPO funding in Spring 2019. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost will be adjusted after the feasibility study is completed. The City's local match and CEI will be funded with restricted Gas Tax funds (Fund 301). The project will add roadway capacity at the intersection and reduce delays for northbound vehicles turning right or through northbound traffic.

Component	Total	City %	Total City \$	TPO \$
Feasibility Study:	20,000	10%	\$ 2,000	\$ 18,000
Engr & Plan:	75,000	10%	\$ 7,500	67,500
CEI*:	60,000	100%	60,000	-
Construction:	380,000	10%	38,000	342,000
Total Proj. Cost:	\$ 535,000		\$ 107,500	\$ 427,500

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study	-	20,000	-	-	-	-	-	20,000
Engineering & Planning	-	-	75,000	-	-	-	-	75,000
Construction	-	-	-	380,000	-	-	-	380,000
CEI	-	-	-	60,000	-	-	-	60,000
TOTAL PROJECT COSTS	-	20,000	75,000	440,000	-	-	-	535,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Transportation Impact Fee Fund 312	-	-	-	-	-	-	-	-
Capital Projects Fund 301	-	2,000	7,500	98,000	-	-	-	107,500
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
TPO Funds	-	18,000	67,500	342,000	-	-	-	427,500
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	20,000	75,000	440,000	-	-	-	535,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement is anticipated to be maintained by Volusia County

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202071

PROJECT NAME: Williamson Blvd. and Willow Run Sidewalk
DEPARTMENT: Community Development
LOCATION: Williamson Blvd. and Willow Run Sidewalk

Project Manager: CD Planner
Original Plan Date: March 8, 2019
Concurrency Requirement:

Goal / Objective: Goal 3 Objective 2

Priority I: **IMPERATIVE (Must-Do)**

DESCRIPTION/JUSTIFICATION:

This project consists of constructing a minimum eight-foot-wide sidewalk along the east side of Williamson Boulevard from Town Park Subdivision to Willow Run Boulevard a distance of 1,000 feet (0.18miles) and a minimum eight-foot-wide sidewalk along the north side of Willow Run Boulevard from Williamson Boulevard to Chardonney Drive a distance of 1,100 feet (0.20 miles). A feasibility study will first need to be conducted to develop an estimated cost for design and construction. The City submitted the project for TPO funding in Spring 2019. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. Additional right-of-way is not anticipated for this project. The City will need to provide a local match of 10% for the feasibility study, estimated at \$2,000.

Component	Total	City %	Total City \$	TPO \$
Feasibility Study:	20,000	10%	\$ 2,000	\$ 18,000
Engr & Plan:	80,000	10%	\$ 8,000	72,000
CEI*:	60,000	100%	60,000	-
Construction:	450,000	10%	45,000	405,000
Total Proj. Cost:	\$ 610,000		\$ 115,000	\$ 495,000

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study	-	20,000	-	-	-	-	-	20,000
Engineering & Planning	-	-	80,000	-	-	-	-	80,000
Construction	-	-	-	450,000	-	-	-	450,000
CEI	-	-	-	60,000	-	-	-	60,000
TOTAL PROJECT COSTS	-	20,000	80,000	510,000	-	-	-	610,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301	-	-	-	-	-	-	-	-
Transportation Impact Fee Fund 312	-	2,000	8,000	105,000	-	-	-	115,000
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
TPO Funds	-	18,000	72,000	405,000	-	-	-	495,000
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	20,000	80,000	510,000	-	-	-	610,000

OPERATIONAL IMPACT

Once constructed, the improvements would be maintained by the City. This will include periodic resurfacing or slab replacement, mowing and drainage maintenance costs which will impact the operating budget. The average annual operational cost for 1 (one) mile or less of new sidewalk 1 (one) year after construction is \$500.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	500	500	500	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	500	500	500	1,500
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202072

PROJECT NAME: SB and NB Yorktowne Blvd. Right Turn Lanes at Dunlawton Ave.
DEPARTMENT: Community Development
LOCATION: Yorktowne Blvd. and Dunlawton Ave.

Project Manager: CD Planner
Original Plan Date: March 8, 2019
Concurrency Requirement:

Goal / Objective: Goal 3 Objective 5

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on southbound Yorktowne Boulevard at the intersection with Dunlawton Avenue and extension of the existing right turn lane for northbound Yorktowne Boulevard at the intersection with Dunlawton Avenue to improve traffic flow, reduce delays for turning vehicles and through vehicles, and improve intersection safety. Additional right-of-way is not anticipated to be needed for this project. A feasibility study will first need to be conducted to develop an estimated cost for design and construction. The City will be submitted the project for TPO funding in Spring 2020. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost will be adjusted after the feasibility study is completed. Based on this estimated cost. The project will add roadway capacity at the intersection and reduce delays for northbound vehicles turning right or through northbound traffic.

Component	Total	City %	Total City \$	TPO \$
Feasibility Study:	20,000	10%	\$ 2,000	\$ 18,000
Engr & Plan:	100,000	10%	\$ 10,000	90,000
CEI*:	80,000	100%	80,000	-
Construction:	500,000	10%	50,000	450,000
Total Proj. Cost:	\$ 700,000		\$ 142,000	\$ 558,000

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study	-	-	20,000	-	-	-	-	-
Engineering & Planning	-	-	-	100,000	-	-	-	100,000
Construction	-	-	-	-	80,000	-	-	80,000
CEI	-	-	-	-	500,000	-	-	500,000
TOTAL PROJECT COSTS	-	-	20,000	100,000	580,000	-	-	680,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301	-	-	-	-	-	-	-	-
Transportation Impact Fee Fund 312	-	-	2,000	10,000	130,000	-	-	142,000
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
TPO Funds	-	-	18,000	90,000	450,000	-	-	558,000
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	20,000	100,000	580,000	-	-	700,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement is anticipated to be maintained by Volusia County

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202073

PROJECT NAME: Spruce Creek Elem. School EB Taylor Rd. Right Turn Ln. & Ped. Imp.
DEPARTMENT: Community Development
LOCATION: EB Taylor Rd. at the intersection with Spruce Creek ES

Project Manager: CD Planner
Original Plan Date: March 8, 2019
Concurrency Requirement:

Goal / Objective: Goal 3 Objective 5

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

This project consists of a right turn lane on eastbound Taylor Road at the intersection with Spruce Creek Elementary School to improve safety, improve traffic flow and reduce delays for turning vehicles and through vehicles during school drop-off and pick-up. Pending the results of a feasibility study, pedestrian and modifications to the left-turn lane could also be included as part of this project. A feasibility study will need to be completed to develop a list of improvements (pedestrian and roadway) and estimated cost for design and construction. The City submitted the project for TPO funding in Spring 2019. Under current policy, the TPO will fund up to 90% of the project design and construction cost and the City will fund 10% of the project. The City will need to fund 100% of CEI. Once ranked by the TPO, a feasibility study will need to be conducted. Once the study is completed, the project will be eligible for inclusion in the TPO Project Priority List if the City commits to support the design and construction phases. The estimated design and construction cost of the project will be adjusted after the feasibility study is completed. The City's local match and CEI will be funded with restricted Gas Tax funds (Fund 301). The project will improve safety at this school, roadway capacity and reduce delays for eastbound and westbound vehicles.

Component	Total	City %	Total City \$	TPO \$
Feasibility Study:	20,000	10%	\$ 2,000	\$ 18,000
Engr & Plan:	75,000	10%	\$ 7,500	67,500
CEI*:	60,000	100%	60,000	-
Construction:	380,000	10%	38,000	342,000
Total Proj. Cost:	\$ 535,000		\$ 107,500	\$ 427,500

*CEI - Construction Engineering and Inspection (CEI) services are required by FDOT for contract administration, inspection, federal compliance oversight, and materials sampling and testing for the construction project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study	-	20,000	-	-	-	-	-	20,000
Engineering & Planning	-	-	75,000	-	-	-	-	75,000
Construction	-	-	-	60,000	-	-	-	60,000
CEI	-	-	-	380,000	-	-	-	380,000
TOTAL PROJECT COSTS	-	20,000	75,000	440,000	-	-	-	535,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Transportation Impact Fee Fund 312	-	-	-	-	-	-	-	-
Capital Projects Fund 301	-	2,000	7,500	98,000	-	-	-	107,500
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
TPO Funds	-	18,000	67,500	342,000	-	-	-	427,500
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	20,000	75,000	440,000	-	-	-	535,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because this improvement is anticipated to be maintained by Volusia County.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201008
PNC015

Project Name: Yorktowne Blvd. - North Segment
Department: Community Development
Location: Willow Run Blvd. to Project Site Limits

Project Manager: CD Engineer
Original Plan Date: 02/20/09
Concurrency Requirement: Yes

Goal / Objective: Goal 3 Objective 5

Priority III: IMPORTANT (Could-Do)

DESCRIPTION / JUSTIFICATION:

This improvement is required to complete the Yorktowne Blvd. connection between Hidden Lakes Dr. and Willow Run Blvd.(two segments - North and Central). Completion of the Yorktowne Blvd. extension would redirect traffic and relieve congestion at the I-95/Dunlawton Ave. intersection and Williamson Boulevard, south of Willow Run Boulevard.

The north segment is +/- 3,000 fit from the B-19 tributary crossing to Willow Run Boulevard and located on the former Nautical Lakes PCD property. The dedication of the 100' right-of-way needed for this segment has been guaranteed August 2018 Agreement with NLA Holdings, LLC (and Port Orange) to occur prior to any development on the NLA Holdings, LLC property, or within 30 days after written notice to the property owner that the City intends to construct the Yorktowne Boulevard extension. As part of this Agreement, the City will obtain the rights to all of the roadway designs, surveys, legal description for the current road alignment and proposed road alignment, and all documents for the active Environmental Resource Permit, for the north segment of the Yorktowne Boulevard. The City is working to modify the two sets of roadway plans (north and central) to create one set that can be use for bid and construction to complete the full extension. The funds for construction of the central segment is already dedicated. The north segment is proposed as either and 2-lane or 4-lane divided curb and gutter roadway designed to major collector street standards.

Note: Project PNC015 was established in FY17 with a budget of \$6,000 for the Feasibility Study.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Feasibility Study	6,000	-	-	-	-	-	-	6,000
Engineering & Planning	-	45,700	-	-	-	-	-	45,700
Right-of-way Acquisition	-	-	-	-	-	-	-	-
Construction	-	-	1,200,000	-	-	-	-	1,200,000
TOTAL PROJECT COSTS	6,000	45,700	1,200,000	-	-	-	-	1,251,700
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	6,000	45,700	-	-	-	-	-	51,700
Proportionate Fair Share Contributions	-	-	-	-	-	-	-	-
Proposed Developer Constructed	-	-	1,200,000	-	-	-	-	1,200,000
TOTAL PROJECT REVENUE	6,000	45,700	1,200,000	-	-	-	-	1,251,700

OPERATIONAL IMPACT

This road was designed as a City collector and will be maintained by the City, it will be a new road segment to be added to resurfacing program, which is presently on a 26 year program cycle. As additional roads are added to the program, the overall maintenance cycle would lengthen. It is further expected that the Public Works Department would incur additional mowing and drainage maintenance costs. The average annual operational cost for a new road (5 miles or less) 1 (one) year after construction is \$1,500 for the first 7 (seven) years of life.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	1,500	1,500	1,500	1,500	6,000
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	1,500	1,500	1,500	1,500	6,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	1,500	1,500	1,500	1,500	6,000
Total	-	-	-	1,500	1,500	1,500	1,500	6,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200905

Project Name: Williamson Blvd North of Pavilion
Department: Community Development
Location: North Boundary-Pavilion to Town West Blvd.

Project Manager: CD Engineer
Original Plan Date: February 20, 2008
Concurrency Requirement: Yes -Transportation

Goal / Objective: Goal 3 Objective 5

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

This project involves adding 2 lanes to the existing 2 lane Williamson Blvd. roadway from the north boundary of the Pavilion project north to Town West Blvd, a 0.53 mile section. The project cost estimate is based on construction of an additional 2 travel lanes within the existing right-of-way with minimal impact to the existing roadway. The new construction will require stormwater treatment and it will be necessary to acquire an estimated 1 acre of off-site property for this purpose.

This project needs to be in the CIP so that it can remain in the annually updated Comprehensive Plan Capital Improvements Element (CIE) and so that the City can retain the option of creating a proportionate-share project and collect funds for this improvement.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-		220,000	-	-	-	220,000
Right-of Way (stormwater retention)	-				260,935	-	-	260,935
Construction	-	-	-	-		2,200,000	-	2,200,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	-	220,000	260,935	2,200,000	-	2,680,935
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	-	-	-	-	-	-	-	-
Proportionate Fair Share Contributions	-	-	-	-	-	-	-	-
Proposed Developer Constructed	-	-	-	220,000	260,935	2,200,000	-	2,680,935
TOTAL PROJECT REVENUE	-	-	-	220,000	260,935	2,200,000	-	2,680,935

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project because once completed the road will be maintained by the County.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200907

Project Name: Coraci Blvd Extension
Department: Community Development
Location: Carmody Lake Dr. to South of Sanctuary at Westport Apartment
Goal / Objective: Goal 3 Objective 5

Project Manager: CD Engineer
Original Plan Date: February 23, 2009
Concurrency Requirement: Yes-Transportation
Priority IV: DESIRABLE (Other Year)

DESCRIPTION/JUSTIFICATION:

This project involves construction of a 1/2-mile 2-lane divided roadway extending Coraci Blvd. 2,600 feet from Forest Lakes subdivision (Carmody Lake Dr.) to Sanctuary at Westport Apartment within the existing undeveloped right-of-way. Drainage improvements are projected to be constructed in the right-of-way. This will serve as an alternate route for traffic from the Forest Lakes subdivision and reduce impacts on Taylor Road and the Taylor Rd./Williamson Blvd. intersection. This roadway is indicated as a future collector road in the Comprehensive Plan.

This project needs to be in the CIP so that it can be in the annually updated Comprehensive Plan Capital Improvements Element (CIE) and so that the City can retain the option of creating a proportionate-share project and collect funds for this improvement.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	257,000	-	-	257,000
Construction	-	-	-	-	-	2,150,000	-	2,150,000
Equipment	-	-	-	-	-	-	-	-
Right-of-Way Acquisition	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	-	-	257,000	2,150,000	-	2,407,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Transportation Impact Fee Fund - 312	-	-	-	-	-	-	-	-
Proportionate Fair Share Contributions	-	-	-	-	-	-	-	-
Proposed Developer Constructed	-	-	-	-	257,000	2,150,000	-	2,407,000
TOTAL PROJECT REVENUE	-	-	-	-	257,000	2,150,000	-	2,407,000

OPERATIONAL IMPACT

New road segment to be added to resurfacing program, which is presently on a 26 year program cycle. As additional roads are added to the program, the overall maintenance cycle would lengthen. It is further expected that the Public Works Department would incur additional mowing and drainage maintenance costs. The average annual operational cost for a new road (5 miles or less) 1 (one) year after construction is \$1,500 for the first 7 (seven) years of life.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	1,500	1,500	3,000
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	PRIOR YEARS	-	-	-	-	1,500	1,500	3,000
FUNDING SOURCES		FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	1,500	1,500	3,000
Total			-	-	-	1,500	1,500	3,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # New

PROJECT NAME: Land Acquisition -Former Dave's Pest Control Property
DEPARTMENT: Community Development
LOCATION: 3641 Ridgewood Avenue

Project Manager: Alan Rosen
Original Plan Date: July 31, 2019
Concurrency Requirement:

Goal / Objective: Goal 4 Objective 1

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

The former Dave's Pest Control Property at 3641 Ridgewood Avenue within the Town Center Community Redevelopment Agency is vacant. This property provides the City with an opportunity to assist in the assemblage of properties for the potential redevelopment of a key location within the Town Center CRA or made available as a stand alone redevelopment site.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Acquisition	-	1,150,000	-	-	-	-	-	1,150,000
TOTAL PROJECT COSTS	-	1,150,000	-	-	-	-	-	1,150,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301	-	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	1,150,000	-	-	-	-	-	1,150,000
***Contingent on FEMA Reimb	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	1,150,000	-	-	-	-	-	1,150,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

LEASE AND REPLACEMENT FUND

FLEET REPLACEMENT SCHEDULE - Community Development

VEH #	MAKE	DESCRIPTION	YEAR	FY20	FY21	FY22	FY23	FY24	FY25
1900 PLANNING & DEVELOPMENT									
SUB TOTAL - Planning & Development				-	-	-	-	-	-
1901 BUILDING DIVISION									
1727	CHEVY	S10 BLAZER	2005	-	-	-	-	-	-
1782	CHEVY	COLORADO PICKUP	2006	-	-	-	-	-	-
1754	CHEVY	COLORADO PICKUP	2006	-	-	-	-	-	-
2076	Nissan	Frontier Ext. Cab Pickup	2015	-	-	-	-	-	23,000
2100	FORD	F150 EXT. CAB PICKUP	2016	-	-	-	-	-	-
2101	FORD	F150 EXT. CAB PICKUP	2016	-	-	-	-	-	-
SUB TOTAL - Building Division				-	-	-	-	-	23,000
1903 ENGINEERING DIVISION									
1637	S10	PICKUP 4X4	2003	-	-	-	-	-	-
1726	Ford	PICKUP 4X2	2006	-	-	-	-	-	-
SUB TOTAL - Engineering				-	-	-	-	-	-
TOTAL- Community Development				-	-	-	-	-	23,000

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

**City of Port Orange, Florida
Capital Improvements Program
FY20 to FY25**



Fire Rescue

PROJECT	Project #	Prior Years Funding	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Thermal Imaging Camera Replacement Program	201023	\$ 41,615	\$ 15,600	\$ 15,600	\$ 15,600	\$ -	\$ -	\$ -	\$ 88,415
Extrication Equipment	201637	120,000	-	-	-	40,000	-	-	160,000
Training Facility/Tower	201838	75,000	655,000	-	-	-	-	-	730,000
Emergency Traffic Control	201839	146,072	167,000	-	-	-	-	-	313,072
Add'l ALS Transport Units	202052	-	-	270,000	-	310,000	-	-	580,000
Rescue Company Unified Command Post Apparatus	201841	-	-	1,000,000	-	-	-	-	1,000,000
Addition to FS 71	201844	-	-	50,000	300,000	-	-	-	350,000
Gear Extractor and Dryers	201949	-	44,000	-	-	-	-	-	44,000
Training Building Renovation	202053	-	-	145,000	-	-	-	-	145,000
Station Based Alerting System	202055	-	-	25,000	50,000	50,000	-	-	125,000
Drone Program	202050	-	-	16,000	-	-	-	-	16,000
Vehicle Replacement	FLEET		465,000	45,000	45,000	85,000	751,000	190,000	1,581,000
Total Fire and Rescue:		\$ 382,687	\$ 1,346,600	\$ 1,566,600	\$ 410,600	\$ 485,000	\$ 751,000	\$ 190,000	\$ 5,132,487
FY20 - FY25 Total Only:			\$ 1,346,600	\$ 1,566,600	\$ 410,600	\$ 485,000	\$ 751,000	\$ 190,000	\$ 4,749,800

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201023

Project Name:	Thermal Imaging Camera Replacement Program	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	02/01/09
Location:	1090 City Center Blvd.	Concurrency Requirement:	N/A

Goal / Objective: Goal 1 Objectives 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION / JUSTIFICATION:

There are six (6) thermal imaging cameras currently in service. The department replaced 2 units in FY11, two units in FY13 and purchased two units in FY14. We are recommending to phase in replacements due to normal wear, based on availability of parts and service as technology changes.

Note: Project FIR005 was established in FY13 and 4 cameras were purchased for \$7,400/each. Two from the Fire Program Fund 609, one from the Fire Impact Fee Fund 311 (new camera) and the other from the Lease and Replacement Fund 505 (replacement camera). Prior to establishing the project, the department purchased two cameras for a total cost of \$12,015 from General Fund 001.

We are projecting to start the replacement cycle again in 2020 at an estimated cost of \$7,800 per camera.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	41,615	15,600	15,600	15,600	-	-	-	88,415
TOTAL PROJECT COSTS	41,615	15,600	15,600	15,600	-	-	-	88,415
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Fire Program Fund 609 (closed)	14,800	-	-	-	-	-	-	14,800
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	7,400	15,600	15,600	15,600	-	-	-	54,200
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-	-
Fire Impact Fee Fund 311	7,400	-	-	-	-	-	-	7,400
General Fund 001	12,015	-	-	-	-	-	-	12,015
TOTAL PROJECT REVENUE	41,615	15,600	15,600	15,600	-	-	-	88,415

OPERATIONAL IMPACT

Replacement of existing equipment due to age and condition. Routine maintenance is currently programmed within the department's operating budget. No additional operating costs are anticipated.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund 001	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201637

FIR014

Project Name: Extrication Equipment

Project Manager: Ken Fustin

Department: Fire Rescue

Original Plan Date: 03/01/15

Location:

Concurrency Requirement:

Goal / Objective: Goal 1 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

Description:

Purchase of six new cutters for all fire apparatuses.

Impact:

Ensuring that this equipment is in good working order will allow first responders to complete life saving techniques with more assurances that equipment will not fail. The purchase of the new Amkus cutters will be placed on a 5-year replacement plan to account for the improved technologies in vehicles. The rate at which vehicle manufactures are producing lighter and stronger metals renders this tool obsolete in a shorter timeframe. Establishing a replacement cycle of every five years will ensure that our department is capable of performing extrication procedures on all vehicles that pass within our boundaries.

The plan is to replace all 5 cutters in FY23. Each costs approximately \$8,000.

Note: Project FIR014 was established in FY16 with \$40,000 in budget. In FY17 and FY18, an additional \$80,000 was funded for this project.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	120,000	-	-	-	40,000	-	-	160,000
TOTAL PROJECT COSTS	120,000	-	-	-	40,000	-	-	160,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	120,000	-	-	-	40,000	-	-	160,000
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	120,000	-	-	-	40,000	-	-	160,000

OPERATIONAL IMPACT

Replacement of existing equipment due to age and condition. Routine maintenance is currently programmed within the department's operating budget. No additional operating costs are anticipated.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund 001	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201838

Project Name: Training Facility/Tower
Department: Fire Rescue
Location: Fire Stations

Project Manager: Ken Fustin
Original Plan Date: 02/01/17
Concurrency Requirement:

Goal / Objective: Goal 1 Objective 2

Priority III: IMPORTANT (Could-Do)

DESCRIPTION / JUSTIFICATION:

Currently Fire Rescue does not have an easily accessible training ground available on a regular basis within the City Limits. Requesting to build a new training facility to include a burn building, smoke/high rise tower, and the installation of piping to carry LP gases, air, and water for simulated hazardous materials incidents. Facilities are also required to ensure personnel can meet the training requirements established by OSHA for confined space training. Renovations at the former facility, located at 5839 Trailwood Drive, have been proposed for many years. Due to Fire Station #72's relocation and subsequent use as a drainage/retention area, it is necessary to construct a new and possibly joint training facility. The requested funding is based on estimates from vendors and conversations with Fire professionals that are currently working on similar projects. Staff is including a new SCBA fill station and various training props including: confined space maze, propane fed car fire simulator, propane tank simulator, computer driving simulator.

Note: Project FIR027 was established in FY19 with \$75,000 budgeted in the Fire Impact Fee Fund 311.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	75,000	-	-	-	-	-	-	75,000
Construction	-	575,000	-	-	-	-	-	575,000
Equipment - SCBA fill station	-	45,000	-	-	-	-	-	45,000
Equipment - Various props	-	35,000	-	-	-	-	-	35,000
TOTAL PROJECT COSTS	75,000	655,000	-	-	-	-	-	730,000
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Fire Impact Fee Fund 311	75,000	547,000	-	-	-	-	-	622,000
General Capital Fund 317- Unfunded ***Contingent of FEMA Reimb	-	108,000	-	-	-	-	-	108,000
TOTAL PROJECT REVENUE	75,000	655,000	-	-	-	-	-	730,000

OPERATIONAL IMPACT

Additional annual operating costs will include general maintenance and repairs, utilities, insurance, and operating supplies. Some of these costs may be offset by new revenue generated from renting the training faculty to other agencies.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services - CIAA	-	-	40,000	40,000	40,000	40,000	-	160,000
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	2,000	2,000	2,000	2,000	8,000
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	(40,000)	(38,000)	(38,000)	(38,000)	2,000	(152,000)
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund 001	-	-	-	2,000	2,000	2,000	2,000	8,000
Total	-	-	-	2,000	2,000	2,000	2,000	8,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201839

Project Name: Emergency Traffic Control
Department: Fire Rescue
Location: Fire Stations

Project Manager: Ken Fustin
Original Plan Date: 02/01/17
Concurrency Requirement:

Goal / Objective: Goal 1 Objective 2

Priority III: IMPORTANT (Could-Do)

DESCRIPTION / JUSTIFICATION:

The current infrared Traffic Management System (TMS), which was implemented in 1997, then upgraded to cover the majority of the City's intersections in all four directions in 2001, has become unreliable, antiquated, and expensive to repair. The replacement of the TMS with a modern GPS system will provide the City with a more reliable and efficient TMS. The benefits to the City include: reduction in response times up to 25%, 70% reduction in crash rates at intersections, and decreases liability. GPS TMS can also be installed on any City vehicle. To equip ONLY the fire apparatus and Battalion Chief vehicle, and protect ONLY the major intersections of the city, the cost is \$120,000. To cover all fire apparatus, the Battalion Chief, and one administrative vehicle with ALL intersections in the city covered, the cost is \$287,000. If the City decided to lease the equipment in lieu of buying it, it would be a recurring cost of \$39,571 per year over 10 years (total cost of \$395,710). Each additional vehicle, regardless of whether the City buys the system or leases it, costs \$4,423 per vehicle to upgrade it with the equipment that is needed to have the GPS TMS installed.

Note: Project IMI003 currently has a budget of \$146,072, split between Capital Projects Fund 301 at \$26,072 and Lease and Replacement Fund 505 at \$120,000.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	146,072	167,000	-	-	-	-	-	313,072
TOTAL PROJECT COSTS	146,072	167,000	-	-	-	-	-	313,072
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	120,000	167,000	-	-	-	-	-	287,000
General Projects Fund 301	26,072	-	-	-	-	-	-	26,072
TOTAL PROJECT REVENUE	146,072	167,000	-	-	-	-	-	313,072

OPERATIONAL IMPACT

The expected cost for maintenance of the new system will be approximately \$5,000 per year.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	5,000	5,000	5,000	5,000	5,000	25,000
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	5,000	5,000	5,000	5,000	5,000	25,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund 001	-	-	5,000	5,000	5,000	5,000	5,000	25,000
Total	-	-	5,000	5,000	5,000	5,000	5,000	25,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

202052

Project Name: Addtl ALS Transport Units
Department: Fire & Rescue
Location: FS71 & FS75

Project Manager: Ken Fustin
Original Plan Date: March 2019
Concurrency Requirement:

Goal / Objective: Goal 1 Objective 2

Priority IV: IDESIRED (Other Year)

DESCRIPTION / JUSTIFICATION:

Now that Port Orange is operating under the new and improved C.A.R.E Agreement with Volusia County we anticipate the need of additional transport units. We are requesting one (second unit) in FY21 and another one (third unit) in FY23. Both units will be fully equipped with power lift stretchers ready for operation.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	-	-	270,000	-	310,000	-	-	580,000
TOTAL PROJECT COSTS	-	-	270,000	-	310,000	-	-	580,000
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Fire Impact Fee Fund 311	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	-	-	-	-	-	-	-
General Capital Fund 317- Unfunded	-	-	270,000	-	310,000	-	-	580,000
TOTAL PROJECT REVENUE	-	-	270,000	-	310,000	-	-	580,000

OPERATIONAL IMPACT

Anticipated additional revenues of \$400,000 per transport vehicle per year. Each new transport unit would require 6 new staff (6 FY21, 6 FY23).

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	400,000	-	400,000	-	-	800,000
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	420,000	-	420,000	-	-	840,000
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	20,000	-	20,000	-	-	40,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Fire 001	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201841

Project Name:	Rescue Company Unified Command Post Apparatus	Project Manager:	Ken Fustin
Department:	Fire Rescue	Original Plan Date:	06/01/17
Location:	Fire Stations	Concurrency Requirement:	

Goal / Objective: Goal 1 Objective 2

Priority IV: DESIRED (Other Year)

DESCRIPTION / JUSTIFICATION:

Rescue company - possible funding from South East Fire Rescue Agencies. As the Southeast Regional Fire Departments (SERF) move towards a consolidated and regional approach to special operations deployment and response, we find it necessary to have one standard response vehicle to store and deploy the most likely needed equipment for a structural fire, EMS call, high angle rescue, confined space rescue, a structural collapse or a trench/excavation cave in. To have all the various types of equipment in one response vehicle will require a vehicle of this type. Based on current sales quote from Pierce, a new Rescue company is priced at \$875,000. This estimate is good through calendar year 2017, but will go up 3% per year afterward. The additional \$125,000 will be used to outfit the apparatus with hand tools, fire hose, extrication equipment, specialized rescue equipment, etc. The current quote from Ten-8 Fire Equipment to outfit the apparatus is \$112,260.97, but will go up the longer the project is delayed.

Looking to increase the capabilities of this vehicle by adding unified command post capabilities that could be utilized by law enforcement and fire rescue personnel.

Note: This is a purchase of a new apparatus that will need to be approved as part of the FY21 operating budget process.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	-	-	1,000,000	-	-	-	-	1,000,000
TOTAL PROJECT COSTS	-	-	1,000,000	-	-	-	-	1,000,000
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund 001	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	-	-	-	-	-	-	-
Gen Capital Fund 317 - Unfunded	-	-	1,000,000	-	-	-	-	1,000,000
Grant Funding	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	1,000,000	-	-	-	-	1,000,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund 001	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201844

Project Name: Addition to FS 71

Project Manager: Ken Fustin

Department: Fire Rescue

Original Plan Date: 02/07/17

Location: Fire Stations

Concurrency Requirement:

Goal / Objective: Goal 1 Objective 2 & Goal 2 Objective 2

Priority III: IMPORTANT (Could-Do)

DESCRIPTION / JUSTIFICATION:

Addition to Fire Station 71 to accommodate larger response vehicles. Per the City of Port Orange's building official, the apparatus bay at Station 71 is classified as S2 (low hazard storage) and would normally run approx. \$78/sqft for NEW CONSTRUCTION. However, because there will be demolition and tying into our existing structure, he stated that the estimates will be closer to \$155-185 per square foot, as he has seen this exact type of addition before. Therefore, to add an additional 1000 sqft onto Station 71 would be \$155,000-185,000 for construction on the lower end, then adding electrical, new bay doors, engineer and planning, etc. This project will come in very close to the \$350,000 that is currently being requested.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	50,000	-	-	-	-	50,000
Construction	-	-	-	300,000	-	-	-	300,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	50,000	300,000	-	-	-	350,000
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	-	-	-	-	-	-	-
General Capital Fund 317- Unfunded	-	-	50,000	300,000	-	-	-	350,000
TOTAL PROJECT REVENUE	-	-	50,000	300,000	-	-	-	350,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund 001	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201949

Project Name: Gear Extractor and Dryers

Project Manager: Ken Fustin

Department: Fire Rescue

Original Plan Date: March 2018

Location: Fire Stations

Concurrency Requirement:

Goal / Objective: Goal 01 Objective 02

Priority 1: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

Currently the department has four gear extractors to clean bunker gear in accordance with NFPA standards. This CIP would allow for all stations to have a gear extractor and additionally provide three gear dryers for the department. The current process for cleaning gear takes about two days due to the lack of dryers. The addition of the dryers would allow same day turn around for gear cleaning which would increase efficiency and reduce costs for our pool gear.

We are looking at getting 1 gear extractor and 3 drying racks to significantly decrease our turnaround time for gear cleaning. The purchase of the gear extractor will allow us to have gear washers in all fire stations. The gear driers will be strategically placed at the fire station, most likely based on call volume. Probably stations 71, 73 and 75 would house the drying racks systems.

The list price for an extractor is approximately \$10,170 and this would be for FS73.

The list price for the Gear Dryers is approximately \$11,000 - \$12,000 apiece.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	-	44,000	-	-	-	-	-	44,000
TOTAL PROJECT COSTS	-	44,000	-	-	-	-	-	44,000
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Fund 317	-	44,000	-	-	-	-	-	44,000
Fire Impact Fee Fund 311	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	-	-	-	-	-	-	-
General Capital Fund 317- Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	44,000	-	-	-	-	-	44,000

OPERATIONAL IMPACT

Operating cost for parts and repair is expected and will be budgeted in FY20 after the one year warranty expires.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	500	500	500	500	500	2,500
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	500	500	500	500	500	2,500
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Fire 001	-	-	500	500	500	500	500	2,500
Total	-	-	500	500	500	500	500	2,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

202053

Project Name: Training Building Renovation

Project Manager: Ken Fustin

Department: Fire Rescue

Original Plan Date: March 2019

Location: Fire Rescue

Concurrency Requirement:

Goal / Objective: Goal 01 Objective 01

Priority III: IMPORTANT (Could-Do)

DESCRIPTION / JUSTIFICATION:

Training Building Renovation - This project will transform the two acquired Public Utility buildings located at North end of City yards into a comprehensive training facility. The Fire Department desires to renovate these building into multiple classrooms, multiple training rooms and storage facility for props and equipment. The current buildings are used as 1/4 office spaces and 3/4 storage and repair facility. The project will transform a large usable space under roof, into an ADA compliant classroom/training facility. The additional equipment costs would be due to furnishing and audio/visual equipment needed for education delivery. The renovation project will allow the Fire department to provide most required State certification classes to department personnel for department development and contractual requirements for personnel to occupy job specific jobs. The completion of this project will also lower cost exposures by the city for contractual tuition re-imbursement requirements.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	10,000	-	-	-	-	10,000
Construction	-	-	100,000	-	-	-	-	100,000
Equipment	-	-	35,000	-	-	-	-	35,000
TOTAL PROJECT COSTS	-	-	145,000	-	-	-	-	145,000
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Fire Impact Fee Fund 311	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	-	-	-	-	-	-	-
General Capital Fund 317- Unfunded	-	-	145,000	-	-	-	-	145,000
TOTAL PROJECT REVENUE	-	-	145,000	-	-	-	-	145,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Fire 001	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

202055

Project Name: Station Based Alerting System
Department: Fire Rescue
Location: Fire Rescue

Project Manager: Ken Fustin
Original Plan Date: March 2019
Concurrency Requirement:

Goal / Objective: Goal 01 Objective 01

Priority II: IMPORTANT (Could-Do)

DESCRIPTION / JUSTIFICATION:

Currently, POFR's five station alerting (FSA) systems are all analog. Although all of our radios are P25 compliant, our station alerting systems have not yet been updated as VC Dispatch is still in the process of moving to a full digital (IP based) system, and still has the capability of dispatching units via the outdated, analog system. That being said, the County is in the process of updating the entire CAD system, and once that is done, we will need to be able to be "toned out" for alarms. County will be going out for RFP in FY20 with a proposed start date for station upgrades in FY21. (Estimates are based on preliminary discussions with County representatives.)

The new FSA system will provide fire station alerting to the existing five fire stations and personnel provided with subscriber radios. Also, the CAD system could interface with multiple FSA systems to provide alerting to the stations, message boards at stations, as well as alerts to smart phones, tablets, PC, and telephone. This IP based system is scalable and will also help improve ISO ratings by having a redundant, dedicated second circuit for dispatching alarms to POFR.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	-	-	25,000	50,000	50,000	-	-	125,000
TOTAL PROJECT COSTS	-	-	25,000	50,000	50,000	-	-	125,000
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Rplcmnt Fund 317	-	-	-	-	-	-	-	-
Fire Impact Fee Fund 311	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	-	-	-	-	-	-	-
General Capital Fund 317- Unfunded	-	-	25,000	50,000	50,000	-	-	125,000
TOTAL PROJECT REVENUE	-	-	25,000	50,000	50,000	-	-	125,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	1,500	-	-	-	-	-	1,500
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	1,500	-	-	-	-	-	1,500
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Fire 001	-	1,500	-	-	-	-	-	1,500
Total	-	1,500	-	-	-	-	-	1,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

202050

Project Name: Drone Program

Project Manager: Ken Fustin

Department: Fire & Rescue

Original Plan Date: March 2019

Location: Fire Admin

Concurrency Requirement:

Goal / Objective: Goal XX Objective XX

Priority IV: DESIRED (Other Year)

DESCRIPTION / JUSTIFICATION:

The recent development of advanced unmanned aerial vehicle (UAV) technologies provides the opportunity for Port Orange Fire Rescue to operate a safe, efficient, and affordable aviation program. The information and intelligence gathered by a UAV and its operator can be invaluable for the protection of public and private property, life safety and wellbeing of the citizens we serve, as well as the safety of all public safety personnel. Some examples of the uses of this technology are as follows:

- Missing or endangered person/s
- Traffic observation surveys
- Natural disaster recovery and restoration efforts
- Fire scene surveillance
- Barricaded suspect surveillance (law enforcement request)
- Fleeing suspect search (law enforcement request)
- Accident investigation
- Building inspections
- Special event management (Parks and Recreation request)
- Photography/videography missions

These uses are only a fraction of the uses in which a UAV can benefit the agency, the city, and the community. The costs below include equipment, software, and training for 6 pilots.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Training & FAA License	-	-	2,400	-	-	-	-	2,400
Construction	-	-	-	-	-	-	-	-
Equipment	-	-	13,600	-	-	-	-	13,600
TOTAL PROJECT COSTS	-	-	16,000	-	-	-	-	16,000
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Plcmnt Fund 317	-	-	-	-	-	-	-	-
Fire Impact Fee Fund 311	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	-	-	-	-	-	-	-	-
General Capital Fund 317- Unfunded	-	-	16,000	-	-	-	-	16,000
TOTAL PROJECT REVENUE	-	-	16,000	-	-	-	-	16,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Training / FAA license	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Fire 001	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Fire and Rescue

VEH #	MAKE	DESCRIPTION	YEAR	FY20	FY21	FY22	FY23	FY24	FY25
3100 FIRE DEPARTMENT									
1793	FORD	F550 BRUSH TRUCK	2008	-	-	-	70,000	-	-
1802	TATRA	BRUSH TRUCK/TANKER	2008	420,000	-	-	-	-	-
1832	PIERCE	CONTENDER PUMPER (MOVES TO BACKUP)	2009	-	-	-	-	725,000	-
1866	CHEVY	K2500 4X4 PICKUP	2011	45,000	-	-	-	-	-
1867	CHEVY	K2500 4X4 PICKUP	2011	-	45,000	-	-	-	-
1868	CHEVY	K2500 4X4 PICKUP	2011	-	-	45,000	-	-	-
2045	FORD	EXPLORER SUV	2014	-	-	-	-	26,000	-
2058	CHEVY	TAHOE 4X4 SUV	2015	-	-	-	-	-	40,000
9402	POLARIS	RANGER ATV	2013	-	-	-	15,000	-	-
2228	RAM/OSAGE	4500 AMBULANCE (2016 MODEL)	2018						150,000
TOTAL - Fire and Rescue:				465,000	45,000	45,000	85,000	751,000	190,000
Less: Vehicles/Equip purchased out of Fire:				-	-	-	-	-	-
Grand Total:				465,000	45,000	45,000	85,000	751,000	190,000

**City of Port Orange, Florida
Capital Improvements Program
FY20 to FY25**



INFORMATION TECHNOLOGY

PROJECT	Project #	Prior Years Funding	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
City Municipal Network	200501	\$ 413,519	\$ 50,000	\$ 30,000	\$30,000	\$30,000	\$100,000	\$30,000	\$ 683,519
Maintain Hardware Infrastructure	200503	486,050	35,000	25,000	25,000	25,000	25,000	25,000	646,050
Public Safety Technology Refresh	201321	294,155	30,000	30,000	30,000	30,000	30,000	30,000	474,155
Virtual Desktop Infrastructure	201626	350,001	50,000	-	-	-	-	-	400,001
ArcGIS Enterprise Upgrade	202035	-	28,000	-	-	-	-	-	28,000
Audio Visual Upgrades	201728	-	-	15,000	15,000	-	-	-	30,000
Vehicle Replacement	FLEET	-	-	-	-	-	23,000	-	23,000
Total Information Technology:		\$ 1,543,725	\$ 193,000	\$100,000	#####	\$85,000	\$178,000	\$85,000	\$2,284,725
FY20 - FY25 Total Only:			\$ 193,000	\$100,000	#####	\$85,000	\$178,000	\$85,000	\$ 741,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200501
ZMI015

PROJECT NAME	City Municipal Network	Project Manager:	James Hicks
DEPARTMENT	Information Technology	Original Plan Date:	October 1, 2004
LOCATION	Various Department Locations	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Infrastructure

Priority II: ESSENTIAL (Should do)

DESCRIPTION/JUSTIFICATION:

Information Technology manages and maintains a complex fiber optic network ring encompassing 16 City facilities and covering a distance of 8.5 miles. To secure this network and deliver the necessary bandwidth needed to support modern applications and technology, telecommunications infrastructure must continually be upgraded and replaced. This includes fiber optic network switches, routers, firewalls, intrusion detection systems, and all associated peripherals. Related devices are typically kept in production until no longer supported by the manufacturer, or unless security issues or significant technology changes require upgrades prior to the devices end-of-life date.

FY20: The original request for FY20 was for \$30,000 for the routine replacement of networking equipment as needed. However, staff have increased this request to \$50,000 for additional funding to add a second firewall for redundancy. As the city moves forward with more cloud based applications, access to the internet is more critical for operations. Currently, the city's primary internet connection is routed through only one firewall which creates a single point of failure. Staff recommends integrating a secondary firewall in a load balancing configuration. Not only will this allow for internet access to continue if the primary firewall were to malfunction, but as internet traffic increases, the two firewalls can work in tandem.

Note: Project ZMI015 Municipal Network currently has \$50,385 budgeted/available in FY19. This is a recurring capital expense for the City and various amounts have been funded throughout the years: FY07 \$86,000; FY14 - FY16 \$75,000/year; FY17 \$45,000, FY18 \$20,000, and FY19 \$40,000.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	413,519	50,000	30,000	30,000	30,000	100,000	30,000	683,519
TOTAL PROJECT COSTS	413,519	50,000	30,000	30,000	30,000	100,000	30,000	683,519
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	413,519	50,000	30,000	30,000	30,000	100,000	30,000	683,519
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	413,519	50,000	30,000	30,000	30,000	100,000	30,000	683,519

OPERATIONAL IMPACT

No additional operating expenses are anticipated as a result of this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-		-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 200503
ZMI016

PROJECT NAME	Maintain Hardware Infrastructure	Project Manager:	James Hicks
DEPARTMENT	Information Technology	Original Plan Date:	October 1, 2004
LOCATION	Various Department Locations	Concurrency Requirement:	N/A
Goal / Objective: Goal 2 Infrastructure		Priority II: ESSENTIAL (Should do)	

DESCRIPTION/JUSTIFICATION:

This project will address the ongoing need to update and replace various types of capital technology hardware such as servers and enterprise storage devices. Currently, Information Technology manages 18 physical servers which contain over 75 virtual servers as well as highly available storage area networks with 35 terabytes of data. The typical lifespan of these devices range from 3 to 6 years, depending on multiple factors including usage, wear and tear, purpose, etc. While continuous efforts are made to extend the lifespan of these devices by repairing and upgrading components as needed instead of replacing the entire device, to keep up with technological advancements and ensure that appropriate technology can be supported by IT staff as well as vendors, equipment does need to be replaced on a scheduled basis.

FY20: The original request for \$35,000 should be sufficient funding to replace the current physical servers that house the virtual applications that comprise the city's phone system. These servers are nearing end of life and will no longer be supported by Cisco unless replaced.

Note: Project ZMI016 Computer Hardware currently has \$73,000 budgeted/available in FY19. This is recurring capital expense for the City and various amounts have been funded throughout the years.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	486,050	35,000	25,000	25,000	25,000	25,000	25,000	646,050
TOTAL PROJECT COSTS	486,050	35,000	25,000	25,000	25,000	25,000	25,000	646,050
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund (501)	30,701	-	-	-	-	-	-	30,701
Lease & Replacement Fund 505	455,349	35,000	25,000	25,000	25,000	25,000	25,000	615,349
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	486,050	35,000	25,000	25,000	25,000	25,000	25,000	646,050

OPERATIONAL IMPACT

No additional operating expenses are anticipated as a result of this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201321
ZMI032

Project Name:	Public Safety Technology Refresh	Project Manager:	James Hicks
Department:	Information Technology	Original Plan Date:	2/23/2012
Location:	Police Department/Fire Department	Concurrency Requirement:	

Goal / Objective: Goal 1 Public Safety**Priority II:** ESSENTIAL (Should do)**DESCRIPTION / JUSTIFICATION:**

All patrol vehicles are currently equipped with an HP Probook which is a standard notebook computer. Staff recommend migrating to Panasonic Toughbooks which are more rugged and will extend the life of the unit. All notebooks are currently on a 3 year replacement cycle which will be extended to 5 years. Staff do not think that the technology behind the CAD and RMS applications provided by VCSO is advancing at such a pace that keeping a unit in service for 5 years is unreasonable. The laptop replacement program will also start to align with the vehicle replacement program and Toughbooks will only be purchased for new vehicles with an accomodating toughbook mount. Typically, approximatley 15 vehicles are replaced every year, so additional operating funds will be needed to extend the lifespan of the laptops currently in use until the vehicle is scheduled for replacement.

Note: Project ZMI032 Police Laptop Replacement Program currently has \$30,542 budgeted/available in FY19. This is recurring capital expense and the City and various amounts have been funded throughout the years.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	294,155	30,000	30,000	30,000	30,000	30,000	30,000	474,155
TOTAL PROJECT COSTS	294,155	30,000	30,000	30,000	30,000	30,000	30,000	474,155
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund 501	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	234,160	30,000	30,000	30,000	30,000	30,000	30,000	414,160
Federal Police Forfeiture Fund 625	59,995	-	-	-	-	-	-	59,995
TOTAL PROJECT REVENUE	294,155	30,000	30,000	30,000	30,000	30,000	30,000	474,155

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this annual program.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	2,500	2,000	1,500	1,000	500	-	7,500
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	2,500	2,000	1,500	1,000	500		7,500
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund (501)	-	2,500	2,000	1,500	1,000	500	-	7,500
Total	-	2,500	2,000	1,500	1,000	500		7,500

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201626

Project Name:	Virtual Desktop Infrastructure	Project Manager:	James Hicks
Department:	Information Technology	Original Plan Date:	03/11/15
Location:	Various Department Locations	Concurrency Requirement:	
Goal / Objective: Goal 6 Organizational Excellence / Objective 2		Priority III: IMPORTANT (Could do)	

DESCRIPTION / JUSTIFICATION:

Virtual Desktop Infrastructure (VDI) refers to the practice of hosting a desktop operating system within a virtual machine running on a centralized server. Unlike conventional PCs, a virtual desktop is hosted from the City's datacenter using powerful servers supporting the computing needs of multiple users simultaneously. Individual users access the hosted desktop environment using low-cost, energy efficient Thin Client devices, which have a significantly longer lifecycle of 7 to 10 years typically. There are numerous benefits to implementing VDI throughout an organization including enhanced security, data integrity, lower cost equipment, efficiency and flexibility, and energy savings.

FY20: Staff believe that the existing \$103,830 funded from FY18 that rolled into FY19 will be sufficient funding to expand the infrastructure enough to make significant progress on this project. Therefore, the original request of \$100,000 for FY20 has been reduced to \$50,000 in funding to complete this project.

Note: Project ZMI058 Virtual Desktop Infrastructure currently has \$103,830 budgeted/available in FY19.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	350,001	50,000	-	-	-	-	-	400,001
TOTAL PROJECT COSTS	350,001	50,000	-	-	-	-	-	400,001
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund 501	-	-	-	-	-	-	-	-
Lease & Replacement Fund 505	350,001	50,000	-	-	-	-	-	400,001
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	350,001	50,000	-	-	-	-	-	400,001

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this annual program.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202035

Project Name:	ArcGIS Enterprise Upgrade	Project Manager:	James Hicks
Department:	Administrative Services	Original Plan Date:	
Location:	Information Technology	Concurrency Requirement:	

Goal / Objective: Goal 6 Organizational Excellence **Priority III: IMPORTANT (Could do)**

DESCRIPTION / JUSTIFICATION:

FY20: The City's GIS unit currently uses ESRI ArcGIS Workgroup in order to produce paper based and online geospatial maps for staff and residents. ArcGIS is the industry standard for GIS. Several years ago, ESRI released an Enterprise version which adds additional functionality and capabilities. Staff believe that upgrading the current ArcGIS platform from Workgroup to Enterprise would be beneficial in several areas. It would eliminate the concurrent user restrictions and allow more staff to access data citywide. The database size limit would be increased allowing for more interactive maps to be created, which is the direction that GIS is taking by eliminating static PDF maps. Staff have been circumventing the database size limit by creating multiple databases but topology and other tools are limited because of this workaround. The upgrade would also open up more accessibility for creating story maps and online dashboards. While there will be ongoing operating costs for maintenance and support, staff believe it will be comparable to what is currently budgeted and don't anticipate a large increase to maintain the Enterprise license once purchased.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Software	-	28,000	-	-	-	-	-	28,000
Electrical	-	-	-	-	-	-	-	-
Installation	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	28,000	-	-	-	-	-	28,000
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund (501)	-	28,000	-	-	-	-	-	28,000
Lease & Replacement Fund 505	-	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	28,000	-	-	-	-	-	28,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201728

Project Name:	Audio Visual Upgrades	Project Manager:	James Hicks
Department:	Information Technology	Original Plan Date:	03/21/16
Location:	City Hall	Concurrency Requirement:	

Goal / Objective: Goal 6 Organizational Excellence / Objective 2 **Priority IV:** DESIRABLE (Other Year)

DESCRIPTION / JUSTIFICATION:

FY20: The second floor conference room is a mixed-used room used to host staff meetings, board and commission meetings, and community gatherings. Staff recommend replacing the existing audio/visual equipment in this room with an integrated system that would allow for the room to be used as a whole or split into two. This project would involve installing LED flat screens, overhead speakers, and wireless presentation equipment. With an integrated system in place, meetings in the conference room would be more efficient and productive.

FY21: The audio/visual system at the Lakeside Community Center is in need of upgrades. The two projectors were upgraded in 2018, however, the projector screens and the audio system including speakers need replacement. The cabling also needs to be upgraded to allow for high-definition quality resolutions.

Note: The name on this project was previously "Conference Room Upgrades".

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	1,000	-	-	-	-	1,000
Construction	-	-	4,000	5,000	-	-	-	9,000
Equipment	-	-	10,000	10,000	-	-	-	20,000
TOTAL PROJECT COSTS	-	-	15,000	15,000	-	-	-	30,000
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund 501	-	-	-	-	-	-	-	-
Lease and Replacement Fund 505	-	-	-	-	-	-	-	-
General Capital Fund - 317 Unfunded	-	-	15,000	15,000	-	-	-	30,000
TOTAL PROJECT REVENUE	-	-	15,000	15,000	-	-	-	30,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this annual program.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Information Technology Fund (501)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

LEASE AND REPLACEMENT FUND

FLEET REPLACEMENT SCHEDULE - Information Technology

VEH #	MAKE	DESCRIPTION	YEAR	FY20	FY21	FY22	FY23	FY24	FY25
0700 INFORMATION TECHNOLOGY									
2044	FORD	TRANSIT CARGO VAN	2014	-	-	-	-	23,000	-
2144	FORD	ESCAPE	2017	-					
TOTAL - Information Technology				-	-	-	-	23,000	-

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

**City of Port Orange, Florida
Capital Improvements Program (CIP)
FY20 to FY25**



POLICE SERVICES

PROJECT	Project #	Prior Years Funding	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Vehicle Replacement - Police	FLEET	\$ -	\$ 516,000	\$ 393,000	\$ 342,000	\$ 717,000	\$ 852,000	\$ 918,000	\$ 3,738,000
Vehicle Replacement - Police - Comm. Imprv.	FLEET	-	-	-	-	22,000	-	42,000	64,000
Total Police Department:		\$ -	\$ 516,000	\$ 393,000	\$ 342,000	\$ 739,000	\$ 852,000	\$ 960,000	\$ 3,802,000
FY20 - FY25 Total Only:			\$ 516,000	\$ 393,000	\$ 342,000	\$ 739,000	\$ 852,000	\$ 960,000	\$ 3,802,000

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Police

VEH #	MAKE	DESCRIPTION	YEAR	FY20	FY21	FY22	FY23	FY24	FY25
3200 POLICE DEPARTMENT									
1701	CHEVY	SILVERADO 1500 PICKUP	2005	-	23,000	-	-	-	-
1757	FORD	E350 ERT VAN	2006	-	30,000	-	-	-	-
1850	CHEVY	IMPALA DETECTIVE	2010	22,000	-	-	-	-	-
1851	CHEVY	IMPALA DETECTIVE	2010	22,000	-	-	-	-	-
1852	FORD	FUSION V1	2010	-	23,000	-	-	-	-
1853	FORD	FUSION V2	2010	-	23,000	-	-	-	-
1854	FORD	FUSION V3	2010	-	23,000	-	-	-	-
1855	FORD	FUSION V4	2010	-	23,000	-	-	-	-
1856	FORD	FUSION V5	2010	-	23,000	-	-	-	-
1861	CHEVY	IMPALA DETECTIVE	2011	-	22,000	-	-	-	-
1862	CHEVY	IMPALA TRAFFIC	2011	-	22,000	-	-	-	-
1864	CHEVY	TAHOE SERGEANT 58 RPL W SUV	2011	45,000	-	-	-	-	-
1865	CHEVY	TAHOE SERGEANT 59 RPL W SUV	2011	-	39,000	-	-	-	-
1871	CHEVY	COLORADO PICKUP CSO	2012	-	-	21,000	-	-	-
2003	CHEVY	MALIBU DETECTIVE	2013	-	-	-	22,000	-	-
2004	CHEVY	MALIBU DETECTIVE	2013	-	-	-	22,000	-	-
2011	NISSAN	ALTIMA DETECTIVE	2013	-	-	-	22,000	-	-
2015	NISSAN	ALTIMA DETECTIVE	2013	-	-	-	22,000	-	-
2020	FORD	FUSION DETECTIVE	2013	-	-	-	22,000	-	-
2021	FORD	FUSION DETECTIVE	2013	-	-	-	22,000	-	-
2022	FORD	TAURUS ASST. CHIEF	2014	-	-	-	-	23,000	-
2023	FORD	TAURUS CHIEF	2014	-	-	-	-	23,000	-
2024	CHEVY	CAPRICE PATROL 12 RPL W SUV	2013	45,000	-	-	-	-	-
2025	CHEVY	CAPRICE PATROL 17 RPL W SUV	2013	45,000	-	-	-	-	-
2026	CHEVY	CAPRICE PATROL 20 RPL W SUV	2013	45,000	-	-	-	-	-
2027	CHEVY	CAPRICE PATROL 39 RPL W SUV	2013	45,000	-	-	-	-	-
2028	CHEVY	CAPRICE PATROL 23 RPL W SUV	2013	45,000	-	-	-	-	-
2029	CHEVY	CAPRICE PATROL 21 RPL SUV	2013	45,000	-	-	-	-	-
2030	CHEVY	2500HD ACO TRUCK	2013	-	-	-	65,000	-	-
2031	CHEVY	CAPRICE PATROL K9 40	2013	50,000	-	-	-	-	-
2033	CHEVY	CAPRICE PATROL 61	2013	45,000	-	-	-	-	-
2034	CHEVY	CAPRICE PATROL K9 11	2013	50,000	-	-	-	-	-
2040	CHEVY	CAPTIVA SUV	2013	-	-	-	22,000	-	-
2041	CHEVY	CAPTIVA SUV	2013	-	-	-	22,000	-	-
2046	FORD	INTERCEPTOR UTILITY 45 K-9	2014	-	45,000	-	-	-	-
2047	FORD	INTERCEPTOR UTILITY 63 K-9	2014	-	45,000	-	-	-	-
2048	CHEVY	2500HD ACO TRUCK	2013	-	-	-	-	50,000	-
2051	FORD	INTERCEPTOR SED 64 RPL W SUV	2014	-	40,000	-	-	-	-
2060	FORD	INTERCEPTOR SED 24 RPL W SUV	2015	-	-	39,000	-	-	-
2061	FORD	INTERCEPTOR SED 41 RPL W SUV	2015	-	-	39,000	-	-	-
2062	FORD	INTERCEPTOR SED 42 RPL W SUV	2015	-	-	39,000	-	-	-
2063	FORD	INTERCEPTOR SED 43 RPL W SUV	2015	-	-	39,000	-	-	-
2064	FORD	INTERCEPTOR SED 46 RPL W SUV	2015	-	-	39,000	-	-	-
2065	FORD	INTERCEPTOR SED 48 RPL W SUV	2015	-	-	39,000	-	-	-
2066	FORD	INTERCEPTOR SED 49 RPL W SUV	2015	-	-	39,000	-	-	-
2067	FORD	INTERCEPTOR SED 65 RPL W SUV	2015	-	-	39,000	-	-	-
2079	FORD	FUSION DETECTIVE	2015	-	-	-	-	-	21,000
2085	VICTORY	COMMANDER I MOTORCYCLE	2015	-	-	-	-	-	-
2086	VICTORY	COMMANDER I MOTORCYCLE	2015	-	-	-	-	-	-
2087	VICTORY	COMMANDER I MOTORCYCLE	2015	-	-	-	-	-	-
2088	VICTORY	COMMANDER I MOTORCYCLE	2015	-	-	-	-	-	-
2089	VICTORY	COMMANDER I MOTORCYCLE	2015	-	-	-	-	-	-
2092	DODGE	CONFISCATED VEHICLE	2003	-	-	-	-	-	-
2102	FORD	F150 EXTENDED CAB PICKUP	2016	-	-	-	-	-	-

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Police

VEH #	MAKE	DESCRIPTION	YEAR	FY20	FY21	FY22	FY23	FY24	FY25
3200 POLICE DEPARTMENT									
2104	FORD	INTERCEPTOR SED 22 RPL W SUV	2016	-	-	-	39,000	-	-
2105	FORD	INTERCEPTOR SED 33 RPL W SUV	2016	-	-	-	39,000	-	-
2112	FORD	INTERCEPTOR SED 28 RPL W SUV	2016	-	-	-	39,000	-	-
2113	FORD	INTERCEPTOR SED 29 RPL W SUV	2016	-	-	-	39,000	-	-
2114	FORD	INTERCEPTOR SED 51 RPL W SUV	2016	-	-	-	39,000	-	-
2115	FORD	INTERCEPTOR SED 47 RPL E SUV	2016	-	-	-	39,000	-	-
2116	FORD	INTERCEPTOR SED 66 RPL E SUV	2016	-	-	-	39,000	-	-
2117	FORD	INTERCEPTOR SED 44 RPL W SUV	2016	-	-	-	39,000	-	-
2119	FORD	INTERCEPTOR SUV K-9 UNIT 44	2016	-	-	-	40,000	-	-
2125	FORD	INTERCEPTOR W K9(WAS PATR 14)	2016	-	-	-	39,000	-	-
2130	NISSAN	ALTIMA UNDERCOVER	2013				23,000		-
2146	FORD	INTERCEPTOR SUV AWD 52	2017	-	-	-		39,000	-
2147	FORD	INTERCEPTOR SUV AWD 50	2017	-	-	-	-	39,000	-
2148	FORD	INTERCEPTOR SUV AWD 27	2017	-	-	-	-	39,000	-
2149	FORD	INTERCEPTOR SUV AWD 56	2017	-	-	-	-	39,000	-
2150	FORD	INTERCEPTOR SUV AWD 16	2017	-	-	-	-	39,000	-
2151	FORD	INTERCEPTOR SUV AWD 7	2017	-	-	-	-	39,000	-
2152	FORD	INTERCEPTOR SUV AWD 25	2017	-	-	-	-	39,000	-
2153	FORD	INTERCEPTOR SUV AWD 26	2017	-	-	-	-	39,000	-
2154	FORD	INTERCEPTOR SUV AWD 30	2017	-	-	-	-	39,000	-
2155	FORD	INTERCEPTOR SUV AWD 31	2017	-	-	-	-	39,000	-
2156	FORD	INTERCEPTOR SUV AWD 38	2017	-	-	-	-	39,000	-
2158	FORD	INTERCEPTOR SUV AWD 67	2017	-	-	-	-	39,000	-
2159	FORD	INTERCEPTOR SUV AWD 68	2017	-	-	-	-	39,000	-
2169	HARLEY	ELECTRA GLIDE MOTORCYCLE	2018	-	-	-	24,000		-
2170	HARLEY	ELECTRA GLIDE MOTORCYCLE	2018	-	-	-	24,000		-
2171	FORD	INTERCEPTOR SUV AWD 69	2017	-	-	-	-	39,000	-
2176	FORD	INTERCEPTOR SUV AWD 60	2018	-	-	-	-	-	39,000
2181	FORD	INTERCEPTOR SUV AWD 62	2018	-	-	-	-	-	39,000
2182	FORD	INTERCEPTOR SUV AWD 47	2018	-	-	-	-	-	39,000
2183	FORD	INTERCEPTOR SUV AWD 2	2018	-	-	-	-	-	39,000
2184	FORD	INTERCEPTOR SUV AWD 3	2018	-	-	-	-	-	39,000
2185	FORD	INTERCEPTOR SUV AWD 32	2018	-	-	-	-	-	39,000
2186	FORD	INTERCEPTOR SUV AWD 34	2018	-	-	-	-	-	39,000
2187	FORD	INTERCEPTOR SUV AWD 80	2018	-	-	-	-	-	39,000
2188	FORD	INTERCEPTOR SUV AWD 81	2018	-	-	-	-	-	39,000
2189	FORD	INTERCEPTOR SUV AWD 82	2018	-	-	-	-	-	39,000
2190	FORD	INTERCEPTOR SUV AWD 1	2018	-	-	-	-	-	39,000
2191	FORD	INTERCEPTOR SUV AWD 70	2018	-	-	-	-	39,000	-
2205	FORD	INTERCEPTOR SUV AWD 74	2018	-	-	-	-	-	39,000
2215	FORD	INTERCEPTOR SUV AWD 4	2019	-	-	-	-	-	39,000
2216	FORD	INTERCEPTOR SUV AWD 6	2019	-	-	-	-	-	39,000
2217	FORD	INTERCEPTOR SUV AWD 9	2019	-	-	-	-	-	39,000
2218	FORD	INTERCEPTOR SUV AWD 18	2019	-	-	-	-	-	39,000
2219	FORD	INTERCEPTOR SUV AWD 19	2019	-	-	-	-	-	39,000
2220	FORD	INTERCEPTOR SUV AWD 37	2019	-	-	-	-	-	39,000
2221	FORD	INTERCEPTOR SUV AWD 8	2019	-	-	-	-	-	39,000
2222	FORD	INTERCEPTOR SUV AWD 10	2019	-	-	-	-	-	39,000
2223	FORD	INTERCEPTOR SUV AWD 13	2019	-	-	-	-	-	39,000
2224	FORD	INTERCEPTOR SUV AWD 15	2019	-	-	-	-	-	39,000
2226	FORD	INTERCEPTOR SUV AWD 88	2019	-	-	-	-	-	39,000
2227	FORD	INTERCEPTOR SUV AWD 89	2019	-	-	-	-	39,000	-
2225	FORD	INTERCEPTOR SUV AWD 90	2019	-	-	-	-	39,000	-
2235	CHEVY	IMPALA FOR NEW LIEUTENANT	2019	-	-	-	-	39,000	-
2236	CHEVY	MALIBU	2019	-	-	-	-	39,000	-
	ACCESSORIES	TRANSF OF RADIOS/RADARS/GRAPHICS		12,000	12,000	9,000	14,000	15,000	-
SUB TOTAL - Police:				516,000	393,000	342,000	717,000	852,000	918,000
POLICE DEPARTMENT COMMUNITY IMPROVEMENT									
2012	TOYOTA	TACOMA EXT. CAB PICKUP	2013	-	-	-	22,000	-	-
2054	CHEVY	SILVERADO 1500 PICKUP	2015	-	-	-	-	-	20,000
2072	NISSAN	FRONTIER EXT. CAB PICKUP	2015	-	-	-	-	-	22,000
SUB TOTAL - Police - Community Improvement:				-	-	-	22,000	-	42,000
GRAND TOTAL - Police:				516,000	393,000	342,000	739,000	852,000	960,000

**City of Port Orange, Florida
Capital Improvements Program
FY20 to FY25**



PARKS AND RECREATION

PROJECT	Project #	Prior Years Funding	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Parks Maintenance Storage	201376	-	\$ 38,500	\$ 233,530	\$ -	\$ -	\$ -	\$ -	\$ 272,030
Ball Field Lamp Replacement	201481	-	331,500	239,850	192,400	-	-	-	763,750
Playground Replacement	201794	-	200,000	200,000	-	-	-	-	400,000
Recreational Educational Cultural (REC) Center Remodel and Expansion	201686	-	800,000	100,000	-	-	-	-	900,000
Amphitheater Seating Replacement	201896	-	-	88,690	20,000	165,000	-	-	273,690
Concession Restroom Replacement	202097	-	-	30,000	220,000	-	-	-	250,000
Floating Docks on South Side of Causeway	202099	-	42,000	444,482	-	-	-	-	486,482
Land Acquisition on Spruce Creek	202098	-	-	1,000,000	-	-	-	-	1,000,000
Restroom/ Concession Facility	201792	-	-	218,926	-	-	-	-	218,926
West Side Sports Complex	201378	-	-	860,000	60,000	1,150,000	575,000	575,000	3,220,000
Westside Community Center	201795	-	-	-	-	55,000	4,000,000	-	4,055,000
Vehicle Replacement	FLEET	-	8,000	46,000	13,000	126,000	132,000	146,500	471,500
									-
Total Parks & Recreation:		-	1,420,000	3,461,478	505,400	1,496,000	4,707,000	721,500	12,311,378
FY20 - FY25 Total Only:			\$1,420,000	\$3,461,478	\$ 505,400	\$ 1,496,000	\$ 4,707,000	\$ 721,500	\$12,311,378

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201376

Project Name:	Parks Maintenance Storage	Project Manager:	Susan L. Lovallo
Department:	Parks and Recreation	Original Plan Date:	03/01/12
Location:	City Center - Alongside the Gym	Concurrency Requirement:	
Goal / Objective: Goal 2 Objective 4		Priority II : ESSENTIAL (Should-Do)	

DESCRIPTION / JUSTIFICATION:

Purchase and install a 5,000 square foot aluminum building for the purpose of equipment storage and offices at City Center next to the skate park. The current yard is only secured by a six foot chain link fence and small sheds. Much of the equipment is exposed. \$25.00 per square foot = \$125,000 concrete slab 6,000 sq. feet at \$5.00 per square foot = 30,000, electrical/HVAC to building \$30,000, \$19,300 contingency (10%), 35,000 for construction inspections and management, plus permits. There is already electrical on site from the old trailer. This is important for the security and integrity of equipment and supplies. This cost was updated in 2015 staff has added 10% increase to estimate. Changed priority to imperative must do since staff will need to be moved for upcoming renovations to the Rec.

Item	Size	Unit Cost	Total Cost	
Aluminum Building	5,000 sq. ft.	\$ 27.50	\$ 137,500	Construction
Concrete Slab	6000 sq. ft.	\$ 5.50	33,000	Construction
Electrical to Building			33,000	Construction
Landscaping			8,800	Construction
10% Contingency for Construction			21,230	Construction
Construction Inspections & Mgmt., Permits			38,500	Engr. & Planning
Total Estimated Cost:			\$ 272,030	

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	38,500	-	-	-	-	-	38,500
Construction	-	-	233,530	-	-	-	-	233,530
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	38,500	233,530	-	-	-	-	272,030
SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-	-
General Capital Fund 317	-	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	38,500	233,530	-	-	-	-	272,030
**Contingent on FEMA Reimb								
TOTAL PROJECT REVENUE	-	38,500	233,530	-	-	-	-	272,030

OPERATIONAL IMPACT

May be additional cost in transfer fund for utilities.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201481

PROJECT NAME:	Ball Field Lamp Replacement	Project Manager:	Susan L. Lovallo
DEPARTMENT:	Parks and Recreation	Original Plan Date:	2/26/2013
LOCATION:	City Center and Spruce Creek Road Park	Concurrency Requirement:	

Goal / Objective: Goal 6 Objective 2

Priority II : ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

The current lamps at these fields are approaching 25 years of age and will need to be replaced to meet current safety standards. Lights will be replaced with newest technology that makes financial sense.

City Center	Material Costs	Labor Costs	Total	Priority	Schedule
Ball Fields 1, 2, 3	\$ 227,500	\$ 104,000	\$ 331,500	1	FY20
Ball Fields 4, 5	91,000	68,900	159,900	2	FY21
2 Soccer Fields	123,500	68,900	192,400	3	FY22
Spruce Creek Road Park	Cost	Labor Costs	Total	Priority	Schedule
1 Ball Field	\$ 45,500	\$ 34,450	\$ 79,950	2	FY21
	\$ 487,500	\$ 276,250	\$ 763,750		

Staff is researching paying for re lamping on savings in energy costs and grants from utility companies. FPL has also indicated that funding could be available from them for the replacement of these lamps.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	331,500	239,850	192,400	-	-	-	763,750
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	331,500	239,850	192,400	-	-	-	763,750
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - Recreation 001	-	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	331,500	239,850	192,400	-	-	-	763,750
**Contingent on FEMA Reimb								
TOTAL PROJECT REVENUE	-	331,500	239,850	192,400	-	-	-	763,750

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201794

Project Name:	Playground Replacement	Project Manager:	Susan L. Lovallo
Department:	Parks & Recreation	Original Plan Date:	03/04/16
Location:	Airport Road Park	Concurrency Requirement:	No
Goal / Objective: Goal 2 Objective 4		Priority I: IMPERATIVE (Must-Do)	

DESCRIPTION / JUSTIFICATION:

The playground at Airport Road is 20 years old and in need of replacement. The playground is 5,966 sq. feet. This project will be submitted as a design build with two phases. Phase I will occur in FY20 and Phase II in FY21. The City will also apply for an ECHO Grant for both phases to assist with funding.

Note: This is a recurring project (QPC074) and currently has a budget balance of \$16,779 in FY19, budgeted in General Fund 001-4400-572-63-97 \$10,000 and General Capital Fund 317-1000-519-63-97 \$6,779. In FY18, the Department replaced the small playground at Spruce Creek Road Park (SCRCP) that had met its life expectancy of 20 years.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	200,000	200,000	-	-	-	-	400,000
Equipment	115,000	-	-	-	-	-	-	115,000
TOTAL PROJECT COSTS	115,000	200,000	200,000	-	-	-	-	515,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Recreation 001	10,000	-	-	-	-	-	-	10,000
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	105,000	100,000	-	-	-	-	-	205,000
General Capital Fund 317 - Unfunded	-	-	100,000	-	-	-	-	100,000
ECHO Grant	-	100,000	100,000	-	-	-	-	200,000
TOTAL PROJECT REVENUE	115,000	200,000	200,000	-	-	-	-	515,000

OPERATIONAL IMPACT

No additional operating costs are projected with this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201686

Project Name:	Recreational Educational Cultural (REC) Center Remodel and Expansion	Project Manager:	Susan L. Lovallo
Department:	Parks & Recreation	Original Plan Date:	02/01/15
Location:	Port Orange Gym	Concurrency Requirement:	
Goal / Objective:	Goal 3 Objective 1	Priority III:	IMPORTANT (Could Do)

DESCRIPTION / JUSTIFICATION:

The Gym building is currently occupied mostly by Parks and Recreation administrative offices. The amount of interest in the gym for programs, classes, clubs, after school programs, and community meeting space is growing and staff is recommending that the building is repurposed as a Recreational, Cultural and Educational Center and the admin offices relocated. The remodel of the second floor will include dance/exercise room, new restrooms and ADA access. The first floor would have renovated restrooms, a youth activity room and meeting space. The expansion will also allow Arthaus and PAL to operate in the center. The City will complete a limited design in FY18 in order to apply for ECHO funding in FY19. If the grant funding is approved the City will be responsible for funding 100% of the design cost and 50% of the construction cost.

Estimate provided by the Facility Manager is:

Engineering	\$ 190,000
Construction	1,100,000
Inspections	40,000
Contingency	80,000
Total Renovation:	\$ 1,410,000

Note: This is project **QPC082** and we budgeted \$510,000 in FY19. An ECHO grant is in the works for \$400,000 and should be approved/appropriated before the end of FY19. Our current budget of \$510,000 includes our match for this grant. We expect an additional ECHO grant in FY20, for another \$400,000, which the City will have to match accordingly.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	80,000	-	-	-	-	-	-	80,000
Construction	430,000	800,000	-	-	-	-	-	1,230,000
Equipment- furnishing	-	-	100,000	-	-	-	-	100,000
TOTAL PROJECT COSTS	510,000	800,000	100,000	-	-	-	-	1,410,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-	-
Recreation Impact Fee 611 - Funded	510,000	400,000	100,000	-	-	-	-	1,010,000
General Capital Fund 317 - Unfunded	-	-	-	-	-	-	-	-
Grants / Bonds	-	400,000	-	-	-	-	-	400,000
TOTAL PROJECT REVENUE	510,000	800,000	100,000	-	-	-	-	1,410,000

OPERATIONAL IMPACT

Would need to create one Full Time Recreation Supervisor, one Full Time Recreation Coordinator, one Full Time Program Specialist and 40 hours/week various PT Program Leader. The operational budget is also estimated to increase by \$6,000. Additional revenues are projected to increase by \$70,000.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	70,000	70,000	70,000	70,000	70,000	350,000
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	175,941	175,941	175,941	175,941	175,941	879,705
Maintenance and Other Operating	-	-	6,000	6,000	6,000	6,000	6,000	30,000
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	111,941	111,941	111,941	111,941	111,941	559,705
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund (001)	-	-	111,941	111,941	111,941	111,941	111,941	559,705
Total	-	-	111,941	111,941	111,941	111,941	111,941	559,705

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201896

Project Name:	Amphitheater Seating Replacement	Project Manager:	Susan L. Lovallo
Department:	Parks & Recreation	Original Plan Date:	02/01/17
Location:	Amphitheater Seating Replacement	Concurrency Requirement:	No
Goal / Objective: Goal 2 Objective 4		Priority IV: DESIRABLE (Other Year)	

DESCRIPTION / JUSTIFICATION:

The stadium style seating in the amphitheater is 15 years old and replacement parts are hard to come by. This site is the focal point of most of our City events and staff is recommending that the seating be changed and shade structures be added to the site. Each time a seat must be replaced we have to wait until we have a minimum of \$5,000 in repairs as it is the required company minimum for equipment to ship. The below costs were received from a quote. There are two options - replace fold down seats for a cost of \$147,700 or replace with an aluminum bench style seat with back for a cost of \$80,627. Adding a 10% markup for unforeseen costs to the budget. The shade structures quote for sporadic coverage is \$ 150,000 and for full coverage is \$275,000.

This could be a phased project with replacing the seating in year one, engineering for the shade in year two, and replacing the shade in year three. Staff believes the aluminum bench seats with back are our best return on investment.

Option I - Fold Down Seats / Full Cover	
Engineering & Planning	20,000
Equipment - Fold Down Seats	147,700
Equipment - Shade (Full Cover)	275,000
10% Contingency	42,270
Total:	484,970

Option II - Aluminum Bench / Sporadic Cover		
Engineering & Planning		20,000
Equipment - Bench style Seats		80,627
Equipment - Shade (Sporadic)		150,000
10% Contingency		23,063
Total:		273,690

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	20,000	-	-	-	20,000
Construction	-	-	-	-	-	-	-	-
Equipment	-	-	88,690	-	165,000	-	-	253,690
TOTAL PROJECT COSTS	-	-	88,690	20,000	165,000	-	-	273,690
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	-	88,690	20,000	165,000	-	-	273,690
TOTAL PROJECT REVENUE	-	-	88,690	20,000	165,000	-	-	273,690

OPERATIONAL IMPACT

No additional operating costs are projected with this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

202097

Project Name:	Concession Restroom Replacement	Project Manager:	Susan L. Lovallo
Department:	Parks & Recreation	Original Plan Date:	02/19/19
Location:	Spruce Creek Road Park (SCRCP)	Concurrency Requirement:	no
Goal / Objective:	Goal 2 Objective 4 Priority III: IMPORTANT (Could Do)		

DESCRIPTION / JUSTIFICATION:

The current concession / restroom facility is 32 years old and the building is 1,200 square feet. The design does not meet ADA standards and has outlived its useful life. The request is to renovate the building and remove the second floor, redesign the interior to meet ADA and close the breezway. The building will still contain a mens and womens restroom, concession and storage. We have an engineers estimate of \$50,000 for design and contingency and \$200,000 for construction, bringing the total cost to \$250,000. Grants could be available through ECHO.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	30,000	-	-	-	-	30,000
Construction	-	-	-	220,000	-	-	-	220,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	30,000	220,000	-	-	-	250,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-	-
Recreation Impact Fee 611 - Funded	-	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	-	30,000	220,000	-	-	-	250,000
Grants / Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	30,000	220,000	-	-	-	250,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services								
Other Revenues								
Less Additional Expenditures								
New Personnel								
Maintenance and Other Operating								
Non Operating (Debt Service)								
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund (001)	-	-						
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

202099

Project Name:	Floating Docks on South Side of Causeway Park	Project Manager:	Susan L. Lovallo
Department:	Parks & Recreation	Original Plan Date:	March 2019
Location:	Causeway Park	Concurrency Requirement:	

Goal / Objective: Goal 3 Objective 1

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

The south boat launch at Causeway Park has reached its life expectancy. The three floating docks and ramps will need to be replaced. Current ramps are under water during high tides and floaters under docks continue to require repairs. Current system does not meet ADA and new construction would be more resilient through storms.

FIND grants may be available.

Note: Prices are based off of current work from the North Boat ramps at Causeway Park.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	42,000	-	-	-	-	-	42,000
Construction	-	-	444,482	-	-	-	-	444,482
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	42,000	444,482	-	-	-	-	486,482
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-	-
Recreation Impact Fee 611 - Funded	-	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	42,000	444,482	-	-	-	-	486,482
**Contingent on FEMA Reimb	-	-	-	-	-	-	-	-
Grants / Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	42,000	444,482	-	-	-	-	486,482

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services								
Other Revenues								
Less Additional Expenditures								
New Personnel								
Maintenance and Other Operating								
Non Operating (Debt Service)								
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund (001)	-	-						
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

202098

Project Name:	Land Acquisition on Spruce Creek	Project Manager:	Susan L. Lovallo
Department:	Parks & Recreation	Original Plan Date:	02/28/19
Location:	TBD	Concurrency Requirement:	No

Goal / Objective: Goal 3 Objective 1

Priority IV: DESIRABLE (Other Year)

DESCRIPTION / JUSTIFICATION:

Spruce Creek has been designated an outstanding waterway in Florida. It is also one of the few natural resources located in Port Orange. The City currently does not have public access for current or future generations to access and enjoy. Estimated budget is one million dollars.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning			1,000,000					
Construction								
Equipment								
TOTAL PROJECT COSTS	-	-	1,000,000	-	-	-	-	-
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Recreation 001			1,000,000					
Recreation Impact Fee 611 - Funded								
General Capital Fund 317 - Unfunded								
Grants / Bonds								
TOTAL PROJECT REVENUE	-	-	1,000,000	-	-	-	-	-

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services								
Other Revenues								
Less Additional Expenditures								
New Personnel								
Maintenance and Other Operating								
Non Operating (Debt Service)								
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund (001)	-	-						
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201792

Project Name:	Restroom/ Concession Facility	Project Manager:	Susan L. Lovallo
Department:	Parks & Recreation	Original Plan Date:	03/04/16
Location:	City Center Fields 4&5 & Soccer Fields	Concurrency Requirement:	no
Goal / Objective: Goal 3 Objective1		Priority IV: DESIRABLE (Other Year)	

DESCRIPTION / JUSTIFICATION:

Design build a restroom concession stand in between Ball Fields 4 & 5 and Soccer Fields at City Center. Building would consist of split faced block metal roof to match the Gym. The facility would include four handicapped accessible restrooms (2 men; 2 women) and a small concession area. This could be a pre fab restroom.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	18,076	-	-	-	-	18,076
Construction	-	-	200,850	-	-	-	-	200,850
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	218,926	-	-	-	-	218,926
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	-	218,926	-	-	-	-	218,926
TOTAL PROJECT REVENUE	-	-	218,926	-	-	-	-	218,926

OPERATIONAL IMPACT

No additional operating costs are projected with this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201378

Project Name:	West Side Sports Complex	Project Manager:	Susan L. Lovallo
Department:	Parks and Recreation	Original Plan Date:	03/1/2012
Location:	Well Field Property/Coraci Park	Concurrency Requirement:	

Goal / Objective: Goal 3 Objective 1

Priority III: IMPORTANT (Could do)

DESCRIPTION / JUSTIFICATION:

Design and build a sports complex to include 3 baseball fields, 4 - 6 soccer/ football fields, lights, and support buildings. Construct ponds, roadway, parking lots, playgrounds and picnic areas. Provide for some open space and trails on the property. Project would include 100 acres.

FY21 Phase I:	Needs Assessments, Master Plan and Land Acquisition - estimated at \$860K
FY22 Phase II:	Engineering, planning and permits - estimated at \$60K
FY23 Phase III:	Construction of roads and infrastructure and first set of amenities - estimated at \$1.150M
FY24 Phase IV:	Construction of second set of amenities - estimated at \$575K
FY25 Phase V:	Construction of third set of amenities - estimated at \$575K
FY26 Phase VI:	Construction of final set of amenities - estimated at \$575K

This project would be eligible for FRDAP and ECHO grants. We could also partner with other public groups like schools and other municipalities as well as private donors.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	60,000	60,000	150,000	75,000	75,000	420,000
Land Acquisition	-	-	800,000	-	-	-	-	800,000
Construction	-	-	-	-	1,000,000	500,000	500,000	2,000,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	860,000	60,000	1,150,000	575,000	575,000	3,220,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-	-
Grants / Bonds	-	-	860,000	60,000	1,150,000	575,000	575,000	3,220,000
TOTAL PROJECT REVENUE	-	-	860,000	60,000	1,150,000	575,000	575,000	3,220,000

OPERATIONAL IMPACT

The Parks Department will need two full-time Parks employees (1 operator, 1 maintenance worker) and 1,300 hours of part-time, no benefits at \$9.00 per hour. We will need additional money for agricultural supplies, equipment, uniforms, ball field maintenance, transfer fund, repair and maintenance, contract services and janitorial. We will need another 520 hours for janitorial help and the Recreation Department will need 400 hours at \$9.00 per hour for part time help. Should be able to bring in \$18,000 in revenue the first year.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	18,000	18,000	18,000	18,000	72,000
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	91,380	101,308	101,308	101,308	395,304
Maintenance and Other Operating	-	-	-	40,000	50,000	50,000	50,000	190,000
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	113,380	133,308	133,308	133,308	513,304
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund (001)	-	-	-	113,380	133,308	133,308	133,308	513,304
Total	-	-	-	113,380	133,308	133,308	133,308	513,304

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201795

Project Name: Westside Community Center
Department: Parks & Recreation
Location: Airport Road Park

Project Manager: Susan L. Lovallo
Original Plan Date: 03/04/16
Concurrency Requirement: NO

Goal / Objective: Goal 3 Objective 1

Priority III: IMPORTANT (Could do)

DESCRIPTION / JUSTIFICATION:

US Census shows that the majority of children in our community live in the Westside section of town. Construct a 15,000 sq. ft. community center to include two gyms, community rooms, afterschool areas and offices. Building would also have to be equipped with technology, office furniture, misc. equipment etc. Proposed funding through Grants, Bond or possibly Community Foundation.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	55,000	-	-	55,000
Construction	-	-	-	-	-	4,000,000	-	4,000,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	-	-	55,000	4,000,000	-	4,055,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - Recreation 001	-	-	-	-	-	-	-	-
Recreation Impact Fee Fund 611	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Grants / Bonds	-	-	-	-	55,000	4,000,000	-	4,055,000
TOTAL PROJECT REVENUE	-	-	-	-	55,000	4,000,000	-	4,055,000

OPERATIONAL IMPACT

Require 1 FT Center Supervisor, 1 Ft Program Coordinator, 1 FT program Specialist and 50 hours per week Part time.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Parks and Recreation

VEH #	MAKE	DESCRIPTION	YEAR	FY20	FY21	FY22	FY23	FY24	FY25
4400 PARKS DEPARTMENT									
1863	CHEVY	C2500 UTILITY	2011	-	28,000	-	-	-	-
2009	CHEVY	2500HD UTILITY	2013	-	-	-	26,000	-	-
2013	CHEVY	2500HD UTILITY	2013	-	-	-	26,000	-	-
2036	FORD	TRANSIT CARGO VAN	2013	-	-	-	22,000	-	-
2038	CHEVY	2500HD UTILITY	2014	-	-	-	-	26,000	-
2042	CHEVY	2500HD UTILITY	2014	-	-	-	-	26,000	-
2053	CHEVY	SILVERADO 1500 PICKUP	2015	-	-	-	-	-	23,000
2059	FORD	ESCAPE SUV	2015	-	-	-	-	-	21,000
8327	CHEROKEE	6X16 EQUIPMENT TRAILER	2005	-	-	-	-	-	8,000
8354	TRIPLE CROWN	EQUIPMENT TRAILER	2005	-	-	-	-	-	8,000
9090	JOHN DEERE	GATOR ATV	2010	8,000	-	-	-	-	-
9216	JOHN DEERE	997 Z TRAK MOWER	2011	-	18,000	-	-	-	-
9309	JOHN DEERE	1200A FIELD RAKE	2012	-	-	13,000	-	-	-
9403	JOHN DEERE	GATOR ATV	2013	-	-	-	8,000	-	-
9404	JOHN DEERE	GATOR ATV	2013	-	-	-	8,000	-	-
9406	JOHN DEERE	1200A FIELD RAKE	2013	-	-	-	14,000	-	-
9407	JOHN DEERE	1200A FIELD RAKE	2013	-	-	-	14,000	-	-
9523	JOHN DEERE	GATOR ATV	2014	-	-	-	8,000	-	-
9525	JOHN DEERE	1445 W/FLAIL MOWER	2014	-	-	-	-	26,000	-
9534	JOHN DEERE	997 Z TRAK MOWER	2014	-	-	-	-	18,000	-
9535	JOHN DEERE	997 Z TRAK MOWER	2014	-	-	-	-	18,000	-
9537	JOHN DEERE	997 Z TRAK MOWER	2014	-	-	-	-	18,000	-
9561	JOHN DEERE	2653B TURF MOWER	2015	-	-	-	-	-	30,000
9601	JOHN DEERE	GATOR ATV	2015	-	-	-	-	-	9,000
9605	TORO	PROPASS 200 TOP DRESSER ATTCHMNT	2015	-	-	-	-	-	14,000
9606	TORO	687 AERATOR	2015	-	-	-	-	-	6,500
9794	JOHN DEERE	GATOR ATV	2016	-	-	-	-	-	9,000
9795	JOHN DEERE	GATOR ATV	2016	-	-	-	-	-	9,000
9796	JOHN DEERE	GATOR ATV	2016	-	-	-	-	-	9,000
TOTAL - Parks and Recreation				8,000	46,000	13,000	126,000	132,000	146,500
Less: Vehicles/Equip. Purchased out of Parks Maintenance:				-	-	-	-	-	-
Grand Total:				8,000	46,000	13,000	126,000	132,000	146,500

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

City of Port Orange
Capital Improvements Program
FY20 to FY25



PUBLIC UTILITIES

PROJECT	Project #	Prior Years Funding	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water Treatment Plant - Water Supply Wells	028812	\$ 525,000	\$ -	\$ -	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 595,000
Field Operations - Water System Replacements	029408	4,712,000	1,000,000	1,000,000	600,000	400,000	400,000	500,000	8,612,000
Water Reclamation Facility - Telemetry Inst/Control Sys	038825 B	1,030,000	120,000	160,000	160,000	160,000	190,000	190,000	2,010,000
Water Reclamation Facility - R&R	038964 A	550,000	300,000	300,000	350,000	400,000	450,000	500,000	2,850,000
Water Reclamation Facility - R&R	038964 B	100,000	-	500,000	500,000	500,000	500,000	-	2,100,000
WRF Electric System Repair/Replacement	038967	1,075,000	500,000	500,000	-	-	-	-	2,075,000
Generator Replacements	038973	100,000	1,000,000	100,000	1,000,000	100,000	200,000	-	2,500,000
Water Treatment Plant R & R - Equipment	039493 A	350,000	225,000	225,000	250,000	275,000	300,000	325,000	1,950,000
Water Reclamation Facility - Replace Existing Lift Sta.	048922	3,660,000	200,000	200,000	360,000	360,000	360,000	360,000	5,500,000
Field Operations - Sewer System Rehabilitation	049467	4,080,000	750,000	500,000	500,000	750,000	750,000	750,000	8,080,000
Field Operations - Sewer System Expansion	089409	600,000	-	300,000	3,000,000	3,000,000	300,000	3,000,000	10,200,000
Engineering - Utility Coordination and Relocation	200304	200,000	25,000	25,000	25,000	25,000	25,000	25,000	350,000
Field Operations - Meter Replacement Program	200546 A	3,529,000	-	-	-	-	-	-	3,529,000
Engineering - Taylor Road Improvements	201051	-	-	-	-	1,600,000	-	-	1,600,000
Sewer System Rehab - Force Main River Crossing	049468	300,000	-	2,000,000	-	-	-	-	2,300,000
WTP - Raw Water Main Replacement	039495	300,000	-	-	-	3,000,000	-	-	3,300,000
Water Treatment Plant Softener Replacement	039497	-	145,000	-	1,880,000	-	-	-	2,025,000
City Wide Class Pipe Replacement	039498	-	180,000	1,895,000	1,060,000	1,165,000	650,000	-	4,950,000
Ridgewood Avenue Water Main Replacement	039499	-	700,000	-	90,000	900,000	-	90,000	1,780,000
Water Main Replacement Prior to Public Works Imprv	039500	-	50,000	100,000	100,000	100,000	100,000	100,000	550,000
Field Operations - New Facility	039501	-	300,000	3,500,000	-	-	-	-	3,800,000
Field Operations - Large Meter Replacement	200546 B	200,000	25,000	25,000	25,000	50,000	50,000	50,000	425,000
Engineering - Utilities Mapping	038955	890,000	50,000	-	-	-	-	50,000	990,000
Water Treatment Plant-1 Million Gal Wtr Storage Tank	039494	300,000	-	1,500,000	-	-	-	-	1,800,000
Production Well Replacement	028813	-	25,000	250,000	250,000	250,000	225,000	-	1,000,000
Engineering - Water System Extensions/Upsizing	029409 A	770,000	50,000	50,000	50,000	50,000	50,000	50,000	1,070,000
Water Treatment Plant - Telemetry Instrument/Control Sys	038825 A	700,000	25,000	25,000	25,000	25,000	25,000	25,000	850,000
Engineering - City Cost Participation Project	038710	2,870,000	50,000	50,000	50,000	50,000	50,000	50,000	3,170,000
Water Reclamation Facility - Water Reuse Program	038972	300,000	-	3,000,000	-	-	-	-	3,300,000
WRF Nutrient Removal Process Improvements	038971	-	500,000	-	6,000,000	-	-	-	6,500,000
Water Treatment Plant R & R	039493 B	-	-	-	-	-	-	-	-
WRF Operations Building Expansion	038970	110,000	300,000	-	-	-	-	-	410,000
Vehicle Replacement	FLEET	-	212,000	182,000	88,000	588,000	-	-	1,070,000
Total Public Utilities:		\$ 27,251,000	\$ 6,732,000	\$ 16,387,000	\$ 16,373,000	\$ 13,768,000	\$ 4,645,000	\$ 6,085,000	\$ 91,241,000

FY20 - FY25 Total Only: \$ 6,732,000 \$ 16,387,000 \$ 16,373,000 \$ 13,768,000 \$ 4,645,000 \$ 6,085,000 \$ 63,990,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

028812

WWW002

PROJECT NAME	Water Treatment Plant - Water Supply Wells	Project Manager:	Lynn Stevens
DEPARTMENT	Public Utilities	Original Plan Date:	FY 1988
LOCATION	Central Recharge and Wellfield Areas	Concurrency Requirement:	Potable Water

Goal / Objective: Goal 2 Objectives 2 & 4

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The Garnsey Water Treatment Plant withdraws water from the Florida Aquifer through a series of 40 production wells. These wells are drilled to an average depth of 300 feet and the submersible pump/motors are set to an average of 60 feet below land surface. The wells vary in size, depending on the location and substrata below. Because the equipment is below ground, they are considered sealed units and therefore routine maintenance is not performed on them. Lightning, water corrosion, and other factors will cause failure in the equipment over time. There are sufficient number of wells to rotate the equipment regularly and provide sufficient quantity when one well fails. This program is the on-going purchase of equipment and materials to repair and/or replace the equipment upon failure. Equipment replacement can cost \$8,000 to \$10,000 per well. Experience indicates that 3 to 5 wells per year require some type of equipment replacement. The program maintains compliance with SJRWMD and FDEP requirements for operation of a Water Treatment Plant.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	525,000	-	-	10,000	20,000	20,000	20,000	595,000
TOTAL PROJECT COSTS	525,000	-	-	10,000	20,000	20,000	20,000	595,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	100,000	-	-	-	-	-	-	100,000
Water & Sewer R&R Fund (403)	425,000	-	-	10,000	20,000	20,000	20,000	495,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	525,000	-	-	10,000	20,000	20,000	20,000	595,000

OPERATIONAL IMPACT

These are budgeted funds for renewal and replacements of existing wellheads. No additional operational costs are anticipated.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues			-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

028813

WWW005

PROJECT NAME Production Well Replacement

Project Manager: Lynn Stevens

DEPARTMENT Public Utilities / Wellfield

Original Plan Date: FY 2017

LOCATION WTP Facilities

Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2,3,4

Priority II: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The existing wellfield consists of 40 wells to provide water to the water treatment plant. Four of these wells were constructed in 1973. They are located near the water treatment facility. The salinity in these wells has been steadily increasing making it difficult to use the wells without impacting the finished water quality. The wells cannot be rehabilitated and must be replaced. This project is to replace the four wells, one per year.

PROJECT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Replacement wells (4)	-	25,000	250,000	250,000	250,000	225,000	-	1,000,000
TOTAL:	-	25,000	250,000	250,000	250,000	225,000	-	1,000,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	25,000	25,000	25,000	25,000	-	-	100,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	-	-	225,000	225,000	225,000	225,000	-	900,000
TOTAL PROJECT COSTS	-	25,000	250,000	250,000	250,000	225,000	-	1,000,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	25,000	250,000	250,000	250,000	225,000	-	1,000,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	25,000	250,000	250,000	250,000	225,000	-	1,000,000

OPERATIONAL IMPACT

These new wells will replace existing equipment, therefore, no impact on operational expenses.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)								
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

029408

URP001

PROJECT NAME Field Operations - Water System Replacements

Project Manager: Wilson/Gardiner

DEPARTMENT Public Utilities

Original Plan Date: March 1994

LOCATION Various

Concurrency Requirement: Water

Goal / Objective: Goal 2 Objectives 2, 3 & 4

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

This project is designed to replace potable water pipelines due to age, under sizing for new customers in the area, and pipe material. Many of the pipes in these areas are constructed of galvanized, asbestos cement (AC), and PVC pipe that have reached their useful service life. **405 Funding can be utilized in some areas since the pipelines are being upsized and fire hydrants are being added. The project will improve water quality and fire flow to the customers.**

Program	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
N Commonwealth Water Maint Repl	-	1,000,000	1,000,000	-	-	-	-	2,000,000
Charles Water Maint Repl	-	-	-	600,000	-	-	-	600,000
Summertrees Water Maint Repl	-	-	-	-	400,000	-	-	400,000
Cambridge Area	-	-	-	-	-	400,000	-	400,000
TBD - Water Main Replacement	-	-	-	-	-	-	500,000	500,000
Other - Prior Years	4,712,000	-	-	-	-	-	-	4,712,000
TOTALS:	4,712,000	1,000,000	1,000,000	600,000	400,000	400,000	500,000	8,612,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	769,197	200,000	-	60,000	40,000	40,000	50,000	1,159,197
Land	-	-	-	-	-	-	-	-
Construction	3,942,803	800,000	1,000,000	540,000	360,000	360,000	450,000	7,452,803
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	4,712,000	1,000,000	1,000,000	600,000	400,000	400,000	500,000	8,612,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	1,025,000	200,000	200,000	200,000	200,000	200,000	200,000	2,225,000
Water & Sewer R&R Fund (403)	2,162,000	300,000	300,000	400,000	200,000	200,000	300,000	3,862,000
Water Impact Fee Fund (405)	1,525,000	500,000	500,000	-	-	-	-	2,525,000
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	4,712,000	1,000,000	1,000,000	600,000	400,000	400,000	500,000	8,612,000

OPERATIONAL IMPACT

No additional operating costs are expected. Replacement program will improve the overall efficiency and reliability of the current water system and reduce future operational costs.

OPERATIONAL IMPACT	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Note: *Prior Years number was corrected to include only original budgets approved with the CIP.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

029409 A

UET001

PROJECT NAME	Engineering - Water System Extensions/Upsizing	Project Manager:	Engineering
DEPARTMENT	Public Utilities	Original Plan Date:	Continuous
LOCATION	Various	Concurrency Requirement:	Potable Water

Goal / Objective: Goal 4 Objectives 3, 5

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

Provide water service to existing residential areas not presently served by the City & provide system redundancy and looping.
405 funding can be utilized at 100%

Program	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Economic Development	770,000	50,000	50,000	50,000	50,000	50,000	50,000	1,070,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
TOTALS:	770,000	50,000	50,000	50,000	50,000	50,000	50,000	1,070,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	770,000	50,000	50,000	50,000	50,000	50,000	50,000	1,070,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	770,000	50,000	50,000	50,000	50,000	50,000	50,000	1,070,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	770,000	50,000	50,000	50,000	50,000	50,000	50,000	1,070,000
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	770,000	50,000	50,000	50,000	50,000	50,000	50,000	1,070,000

OPERATIONAL IMPACT

No appreciable increase in operating costs are expected as a result of this project. This project will provide redundancy and looping reliability of the water system which actually may assist in reducing overall operational costs.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues								
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)								
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Note: *Prior Years number was corrected.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

038710

UCP001

PROJECT NAME Engineering - City Cost Participation Project

Project Manager: Engineering

DEPARTMENT Public Utilities

Original Plan Date: Continuous

LOCATION Citywide

Concurrency Requirement: Water/Sewer

Goal / Objective: Goal 4 Objectives 4, 5

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

The City participates in development costs due to depth of the sewer main, upsizing various water and sewer lines during development construction activities, additional extension of various mains, upsizing lift stations and other miscellaneous items as per outlined in Chapter 11, of the Land Development Code. Funding provides participation in these opportunity costs as they arise.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Cost Participation	2,870,000	50,000	50,000	50,000	50,000	50,000	50,000	3,170,000
TOTAL PROJECT COSTS	2,870,000	50,000	50,000	50,000	50,000	50,000	50,000	3,170,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	1,270,000	25,000	25,000	25,000	25,000	25,000	25,000	1,420,000
Sewer Impact Fee Fund (405)	1,600,000	25,000	25,000	25,000	25,000	25,000	25,000	1,750,000
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	2,870,000	50,000	50,000	50,000	50,000	50,000	50,000	3,170,000

OPERATIONAL IMPACT

Projects necessary to properly service growth in the respective areas. Additional operating costs would be offset by the an expected increase in the overall revenues collected from new utility customers.

OPERATIONAL IMPACT	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Note: *Prior Years number was corrected.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

038825 B

MME003

PROJECT NAME	Water Reclamation Facility - Telemetry Inst/Control Sys	Project Manager: Parnell
DEPARTMENT	Public Utilities / Reclaimed Water Plant	Original Plan Date: FY 1988
LOCATION	Citywide	Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 1, 2, 3

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The City currently utilizes radio telemetry to monitor remote pumping stations and City lift stations. The reliability of these systems is coming into question. Service and support from the manufacturer is an issue. PLC's that run system processes at the Water Reclamation Facility and lift stations are unable to be supported and no replacements are offered by current vendor. Migrating towards an open architecture platform which would allow flexibility in operations and monitoring would ensure redundancy with the City's 150+ remotely monitored sites.

PROJECT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Lift Station Telemetry R & R	-	80,000	110,000	110,000	110,000	130,000	130,000	670,000
(12 Per year) (RTU)								-
Programmable Logic Controls (PLC)	-	20,000	20,000	20,000	20,000	20,000	20,000	120,000
Variable Frequency Drives (VFD)	-	20,000	30,000	30,000	30,000	40,000	40,000	190,000
Other - Prior Year	1,030,000							1,030,000
TOTAL:	1,030,000	120,000	160,000	160,000	160,000	190,000	190,000	2,010,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	1,030,000	120,000	160,000	160,000	160,000	190,000	190,000	2,010,000
TOTAL PROJECT COSTS	1,030,000	120,000	160,000	160,000	160,000	190,000	190,000	2,010,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	130,000	80,000	110,000	110,000	110,000	130,000	130,000	800,000
Water & Sewer R&R Fund (403)	900,000	40,000	50,000	50,000	50,000	60,000	60,000	1,210,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	1,030,000	120,000	160,000	160,000	160,000	190,000	190,000	2,010,000

OPERATIONAL IMPACT

Telemetry technology improves detection capability and overall response time to resolving potential problem areas within the related systems.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

038825 A

MME003

PROJECT NAME	Water Treatment Plant - Telemetry Instrument/Control Sys	Project Manager: Potts/Stevens
DEPARTMENT	Public Utilities / Water Plant	Original Plan Date: FY 1988
LOCATION	WTP Facilities	Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2,3,4

Priority II: **ESSENTIAL** (Should-Do)

DESCRIPTION/JUSTIFICATION:

Renewal/Rehabilitation/replacement to Radio Telemetry System equipment at Water Plant, 40 wells, and 3 remote storage tanks with pumping stations. The program includes in plant programmable logic controllers, all radio telemetry units to communicate with off-site locations, electronic speed control (VFD) units for process control, and security systems. This life expectancy for most equipment is 10 years. This is an on-going R&R program to maintain the integrity of the system.

PROJECT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
R&R for Telemetry/Instruments/Control Equipment	700,000	25,000	25,000	25,000	25,000	25,000	25,000	850,000
TOTAL:	700,000	25,000	25,000	25,000	25,000	25,000	25,000	850,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	700,000	25,000	25,000	25,000	25,000	25,000	25,000	850,000
TOTAL PROJECT COSTS	700,000	25,000	25,000	25,000	25,000	25,000	25,000	850,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	50,000	25,000	25,000	25,000	25,000	25,000	25,000	200,000
Water & Sewer R&R Fund (403)	650,000	-	-	-	-	-	-	650,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	700,000	25,000	25,000	25,000	25,000	25,000	25,000	850,000

OPERATIONAL IMPACT

Telemetry technology improves detection capability and overall response time to resolving potential problem areas within the related systems.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

038955

MMP001

PROJECT NAME	Engineering - Utilities Mapping	Project Manager:	Engineering
DEPARTMENT	Public Utilities	Original Plan Date:	FY 1989
LOCATION	Citywide	Concurrency Requirement:	N/A

Goal / Objective: Goal 4 Objective 2, 3, 5

Priority II: **ESSENTIAL (Should-Do)**

DESCRIPTION/JUSTIFICATION:

In order to accommodate growth and add additional customers to the utility system, maps of underground infrastructure must be continuously updated to support available services.
 Digital mapping by computer of all as-built will allow us to obtain a print-out of any section of the collection or distribution systems. Data management software needed for management of system attributes information to avoid double entry of text/data.
 Approximately 28 sections of land fall within the city limits. Approximately 36 sections of land fall within the utilities service area.
 Beachside mapping is complete and up to date.

Program is to be coordinated with city-wide GIS and mapping.

Program expanded to include creation and periodic update of Utility Atlas.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Mapping	890,000	50,000	-	-	-	-	50,000	990,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	890,000	50,000	-	-	-	-	50,000	990,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	200,000	50,000	-	-	-	-	50,000	300,000
Water & Sewer R&R Fund (403)	690,000	-	-	-	-	-	-	690,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	890,000	50,000	-	-	-	-	50,000	990,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project. Significant cost and time efficacies may develop related to response times involving utility line breaks and locate requests for information etc.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

038964 A

SSP002

PROJECT NAME	Water Reclamation Facility - R&R	Project Manager:	Parnell
DEPARTMENT	Public Utilities	Original Plan Date:	FY 1989
LOCATION	RWP, Reservoir, & Remote PS	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Objectives 2, 3 & 4

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Repair and replacement of existing Water Reclamation Treatment plant and lift station equipment as required in DEP Operating Permit.

PROJECT	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water Reclamation equipment R&R	550,000	300,000	300,000	350,000	400,000	450,000	500,000	2,850,000
Totals:	550,000	300,000	300,000	350,000	400,000	450,000	500,000	\$ 2,850,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	550,000	300,000	300,000	350,000	400,000	450,000	500,000	2,850,000
TOTAL PROJECT COSTS	550,000	300,000	300,000	350,000	400,000	450,000	500,000	2,850,000
SOURCES OF FUNDS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	150,000	50,000	50,000	50,000	50,000	50,000	50,000	450,000
Water & Sewer R&R Fund (403)	400,000	250,000	250,000	300,000	350,000	400,000	450,000	2,400,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	550,000	300,000	300,000	350,000	400,000	450,000	500,000	2,850,000

OPERATIONAL IMPACT

Replacement of existing pumps and treatment processes.

OPERATIONAL IMPACT	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Note: *Prior Years number was corrected. The project was revised in FY18 to only include one project page for R&R Equipment. Prior year includes funding for FY18 and FY19.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

038964 B

SSP002

PROJECT NAME	Water Reclamation Facility - R&R	Project Manager:	Parnell
DEPARTMENT	Public Utilities	Original Plan Date:	FY 1989
LOCATION	RWP, Reservoir, & Remote PS	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Objectives 2, 3 & 4

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The plant currently uses five (5) belt presses to dewater biosolids prior to disposal. Original equipment was installed in 1992 and it is due for replacement. The first year required \$50,000 for piloting various equipment and engineering services. The current cost of one replacement belt press is estimated to be \$500,000. The equipment purchase would go out for bid.

PROJECT	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Replace Belt Presses (5)	100,000		500,000	500,000	500,000	500,000		2,100,000
One per year								
Totals:	100,000	-	500,000	500,000	500,000	500,000	-	2,100,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	100,000	-	-	-	-	-	-	100,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	500,000	500,000	500,000	500,000	-	2,000,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	100,000	-	500,000	500,000	500,000	500,000	-	2,100,000
SOURCES OF FUNDS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	100,000	-	-	-	-	-	-	100,000
Water & Sewer R&R Fund (403)	-	-	500,000	500,000	500,000	500,000	-	2,000,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	100,000	-	500,000	500,000	500,000	500,000	-	2,100,000

OPERATIONAL IMPACT

Replacement of equipment.

OPERATIONAL IMPACT	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Note: *Prior Years number was corrected. The project was revised in FY18 to only include one project page for Replacement of Belt Presses. Prior year includes funding for FY18 and FY19.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038967
SSP012

Project Name: WRF Electric System Repair/Replacement **Project Manager:** Parnell
Department: Public Utilities **Original Plan Date:** 2017
Location: Water Reclamation Facility (WRF) **Concurrency Requirement:** N/A
Goal / Objective: **Goal 2 Objective 2, 3, 4** **Priority I: IMPERATIVE (Must-Do)**

DESCRIPTION / JUSTIFICATION:

The Water Reclamation Facility (WRF) was originally built in 1960's. Major expansions to the plant occurred in 1980 and 1988. Each expansion added additional electrical equipment and wiring. Today, staff is experiencing numerous failure in the electrical supply to various equipment and failing components due to electrical shorts in the wiring. In order to maintain compliance with state and federal regulations for treatment, equipment and components must be repaired and replaced as needed to maintain full plant operations. The current state of the electrical system is reducing the reliability of the treatment plant. Safety and compliance concerns are driving this upgrade. While upgrading the electrical system, future process modifications and expansions will be under consideration.

PROJECT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Electrical system replacements	1,075,000	-	-	-	-	-	-	1,075,000
Plant Fiber & Process Controls	-	500,000	500,000					1,000,000
								-
Totals:	1,075,000	500,000	500,000	-	-	-	-	2,075,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	100,000	-	-	-	-	-	100,000
Construction	1,075,000	400,000	500,000	-	-	-	-	1,975,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	1,075,000	500,000	500,000	-	-	-	-	2,075,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	1,075,000	500,000	500,000	-	-	-	-	2,075,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	1,075,000	500,000	500,000	-	-	-	-	2,075,000

OPERATIONAL IMPACT

Upgrading electrical wiring and components should reduce some electrical power costs.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

038970

SSP015

Project Name: WRF Operations Building Expansion

Project Manager: Parnell

Department: Public Utilities

Original Plan Date: 2017

Location: Water Reclamation Facility (WRF)

Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2, 4

Priority IV: Emergency Preparedness

DESCRIPTION / JUSTIFICATION:

The operations building at the water reclamation facility was built in 1980 and accommodates 16-22 employees. During recent hurricane Matthew, it became evident that the Water Reclamation Facility has no space to accommodate emergency responses staff beyond a 16 hour period. In addition, the building is lacking storage, office space, and the plant operations control room needs information technology upgrades which requires more space. Design will be completed in FY19.

PROJECT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Construct additional building space	110,000	300,000						410,000
								-
Totals:	110,000	300,000	-	-	-	-	-	410,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	10,000	-	-	-	-	-	-	10,000
Construction	100,000	300,000	-	-	-	-	-	400,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	110,000	300,000	-	-	-	-	-	410,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	10,000	-	-	-	-	-	-	10,000
Water & Sewer R&R Fund (403)	100,000	300,000	-	-	-	-	-	400,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	110,000	300,000	-	-	-	-	-	410,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

038971

SSP016

PROJECT NAME	WRF Nutrient Removal Process Improvements	Project Manager:	Parnell
DEPARTMENT	Public Utilities	Original Plan Date:	FY2019
LOCATION	RWP, Reservoir, & Remote PS	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Objectives 2, 4

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

Maintenance and repairs to existing Reclaimed Water Treatment Plant, remote pump stations, augmentation wells, and reclaimed reservoir to prevent deterioration. This is a continuing effort that will be extended as additional items wear from facility aging.

PROJECT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
BNR								
Engineering Design for Plant Modification for 5-5-3-1	-	500,000	-	-	-	-	-	500,000
Plant Modification for 5-5-3-1	-	-	-	6,000,000	-	-	-	6,000,000
Totals:	-	500,000	-	6,000,000	-	-	-	6,500,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	500,000	-	-	-	-	-	500,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	6,000,000	-	-	-	6,000,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	500,000	-	6,000,000	-	-	-	6,500,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	500,000	-	3,000,000	-	-	-	3,500,000
Future Grant/Bonds	-	-	-	3,000,000	-	-	-	3,000,000
TOTAL PROJECT REVENUE	-	500,000	-	6,000,000	-	-	-	6,500,000

OPERATIONAL IMPACT

Replacement of existing pumps and treatment processes to more efficient systems

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues								
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)								
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

038972

SSP017

PROJECT NAME: Water Reclamation Facility - Water Reuse Program

Project Manager: Parnell

DEPARTMENT: Public Utilities

Original Plan Date: 2019

LOCATION: Wellfields

Concurrency Requirement: Water Conservation

Goal / Objective: 2 Objectives 1,2

Priority III: IMPORTANT (Could-Do)

DESCRIPTION/JUSTIFICATION:

A three million gallon ground storage tank with pump station to provide additional reuse supply for irrigation and minimize discharge to the Halifax River. Location to be identified in utility master plan. Staff will apply for grant funding. Current grant funding from SFRWMD is 33% for shovel ready projects.

Project		PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
3 MG Ground Storage and pump station		300,000	-	3,000,000	-	-	-	-	3,300,000
TOTAL		300,000	-	3,000,000	-	-	-	-	3,300,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	300,000	-	-	-	-	-	-	300,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	3,000,000	-	-	-	-	3,000,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	300,000	-	3,000,000	-	-	-	-	3,300,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	300,000	-	2,000,000	-	-	-	-	2,300,000
Future Grant/Bonds	-	-	1,000,000	-	-	-	-	1,000,000
TOTAL PROJECT REVENUE	300,000	-	3,000,000	-	-	-	-	3,300,000

OPERATIONAL IMPACT

Additional chemical and utility costs (\$60,000/yr.) are anticipated for GST & System when put into full operation.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	30,000	30,000	60,000	60,000	60,000	60,000	300,000
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	30,000	30,000	60,000	60,000	60,000	60,000	300,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	30,000	30,000	60,000	60,000	60,000	60,000	300,000
	-	-	-	-	-	-	-	-
Total	-	30,000	30,000	60,000	60,000	60,000	60,000	300,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

038973

SSP018

Project Name: Generator Replacements

Project Manager: Parnell/Miller

Department: Public Utilities

Original Plan Date: 2020

Location: WRF & WTP

Concurrency Requirement:

Goal / Objective: Goal 2 Objective 2

Priority I: Imperative (Must-do)

DESCRIPTION / JUSTIFICATION:

The Utilities Department utilizes 17 emergency standby generators to maintain water and sewer service. Locations include the Water Treatment Plant (1), the wellfield (6), potable water storage/pump stations (3), the Water Reclamation Facility (2), and master sewage lift stations (5). The age of these stationary units varies between 13 to 40 years old. Per FEMA recommendations, 19 years is the expected lifecycle for a stationary generator. The generators are critical to ensuring that the system maintains operations during storm events and power outages. These generators allow the system to maintain EPA and DEP compliance. Many of the units have experienced failures and it is recommended that this ongoing program be initiated prior to catastrophic failure. The plan includes replacing 2 - 900 kw generators at the wastewater treatment plant (1997), followed by 100 kw unit at the Ponce Inlet lift station (1989), then Peninsula potable water storage/pump station (1978).

*Please see next page for a listing of all generators.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	100,000	-	100,000	-	20,000	-	-	220,000
Construction	-	50,000	-	50,000	20,000	50,000	-	170,000
Equipment	-	950,000	-	950,000	60,000	150,000	-	2,110,000
TOTAL PROJECT COSTS	100,000	1,000,000	100,000	1,000,000	100,000	200,000	-	2,500,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	100,000	1,000,000	100,000	1,000,000	100,000	200,000	-	2,500,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	100,000	1,000,000	100,000	1,000,000	100,000	200,000	-	2,500,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 038973
SSP018

GENERATOR MAINTENANCE PUBLIC UTILITIES WATER TREATMENT PLANT

Generator Location	Make	S/N	KW
1 Garnsey Water Plant	Spectrum T123-7K361250DS4	5262000438 665388	1250
2 Well #8	MTUIDDC 6081AF001 230DSEJB	RG6081A170700 7034978	230
3 Well #12	MTUIDDC 6081AF001 230DSEJB	RG6081A170689 2034929	230
4 Well #15	MTUIDDC 6068HF285 180RJC6DT3	PE6068L10442 318770-1-1-0310	180
5 Well #23	MTUIDDC 6081AF001 230DSEJB	RG6081A170670 2033696	230
6 Oceans	MTU 6068HF485 180RJC6DT3	PE6068L 104339 318770-2-1-0310	180
7 Peninsula	MTU 6068HF485 180RJC6DT3	PE6068L 104351 318770-2-2-310	180
8 Artesian Way	DDC 1063-7305 432RSL	6A470727 ZL4080472-02	215

GENERATOR MAINTENANCE PUBLIC UTILITIES WATER RECLAMATION FACILITY

Generator Location	Make	S/N	KW
1 Reclaimed Water Plant North	Spectrum R1637K36900DSE4	5362001357 701714	900
2 Reclaimed Water Plant South	Spectrum R1637K36900DSE4	5362001340 701699	900
3 Lab Operations	John Deere 4024HF285 Diesel	95090601369	50
4 Christiancy	Spectrum 4045TF250 80DSEJB	PE4045T247119 752348	80
5 Clark Reg Lift Station	Caterpillar 3306 SR4 Genset	9NR03327 6YR01660	260
6 Cypress Head	DDC 10637405 432RSL4511BH	06A04688755 YF-19-53837-6125	200
7 Drema Way	DDC 10637405 432RSL4511BH	06A0470728 ZL4080472-02	215
8 Herbert & Nova	Spectrum 6081AF001 150DSEJ	RG6081A109809 673885	150
9 Ponce Inlet	Caterpillar 3116DJ 362G34606	2SG00587 LM683208-0207	100
10 Taylor Countyside	Spectrum 4045TF250 60DSEJB	PE4045T220274 740030	60
11 Port 1 Onan	Onan 4BT3.9G4 DGCB4491442	46050126 K000174192	60
12 Port 2 Onan	Onan 4BT3.9G4 DGCB4491442	46050127 K000172193	60

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

039494

WWP007

PROJECT NAME Water Treatment Plant-1 Million Gal Wtr Storage Tank

Project Manager: Lynn Stevens

DEPARTMENT Public Utilities / Water Plant

Original Plan Date: FY 17

LOCATION WTP Facilities

Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2,3,4

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:

The water plant produces and distributes an average of 6 million gallons per day of drinking water. The plant has one water storage tank that holds 1 million gallons. The tank was constructed in 1983. There are three storage tanks located throughout the City to store a total of 4.5 million gallons of water. In order to ensure water can be produced and distributed continuously from the treatment plant, an additional storage tank needs to be constructed. It is recommended that a three million gallon tank be constructed on the property adjacent to the water plant. The City owns the property. The existing pumping equipment would be sufficient to distribute the water from the new tank. Since this is an expansion of service to our customers, water impact fee funds could be used.

PROJECT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
1 million gallon water storage tank	300,000	-	1,500,000	-	-	-	-	1,800,000
								-
TOTAL:	300,000	-	1,500,000	-	-	-	-	1,800,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	300,000	-	-	-	-	-	-	300,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	1,500,000	-	-	-	-	1,500,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	300,000	-	1,500,000	-	-	-	-	1,800,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	300,000	-	1,500,000	-	-	-	-	1,800,000
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	300,000	-	1,500,000	-	-	-	-	1,800,000

OPERATIONAL IMPACT

This project would not impact the operating budget for the treatment plant.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues		-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

048922

SLS002

PROJECT NAME Water Reclamation Facility - Replace Existing Lift Sta.

Project Manager Parnell

DEPARTMENT Public Utilities

Original Plan Date FY 1989

LOCATION Citywide

Concurrency Requirement N/A

Goal / Objective: Goal 2 Objectives 2, 3, 4

Priority I: **IMPERATIVE (Must-Do)**

DESCRIPTION/JUSTIFICATION:

There are 110 sewage lift stations located throughout the city which pump sewage from the gravity collection system to the wastewater treatment plant. Life expectancy of the equipment is 15 years. Much of the existing equipment is at the end of their useful life. Costs for repair/rehabilitation/replacement currently averages \$60,000 per station. Each year the stations are evaluated based on age, capacity, and overall condition. In FY 20, the stations located at Christiancy, Halifax Estates, Town Homes West and Sugar Forest are anticipated to require capital R&R. This is an ongoing R&R program with the anticipation of work on 5 to 6 stations per year. This work will be performed by in-house staff.

PROJECT	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
R&R on 6 Lift Stations Per Year	3,660,000	200,000	200,000	360,000	360,000	360,000	360,000	5,500,000
(actual stations to be identified each year based on age, condition, capacity)	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	3,660,000	200,000	200,000	360,000	360,000	360,000	360,000	5,500,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	3,660,000	200,000	200,000	360,000	360,000	360,000	360,000	5,500,000
TOTAL PROJECT COSTS	3,660,000	200,000	200,000	360,000	360,000	360,000	360,000	5,500,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	180,000	-	-	-	-	-	-	180,000
Water & Sewer R&R Fund (403)	3,480,000	200,000	200,000	360,000	360,000	360,000	360,000	5,320,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	3,660,000	200,000	200,000	360,000	360,000	360,000	360,000	5,500,000

OPERATIONAL IMPACT

Improved service and increased reliability will result from lift station replacements. With new equipment, reduced energy consumption is expected which will help slow increases in annual utility costs.

OPERATIONAL IMPACT	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Note: *Prior Years number was corrected to include only original budgets approved with the CIP for active funds.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

049467

URH001

PROJECT NAME Field Operations - Sewer System Rehabilitation

Project Manager Wilson/Gardiner

DEPARTMENT Public Utilities

Original Plan Date March 2015

LOCATION Various Locations

Concurrency Requirement Sewer

Goal / Objective: Goal 2 Objectives 1, 2, & 3

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

There are 110 lift stations in the collection system and more stations are added as new development is constructed. This is an on-going repair and rehabilitation project for the sewer collection system for each lift station. The scope of work will depend upon condition, age, and capacity of the pipeline. The planned scope of work at each station will vary and includes:

- 1) system inspection
- 2) cleaning pipes, manholes, and wetwells
- 3) manhole, wetwell repair/replacement
- 4) sewer lateral repair, lining, replacement
- 5) sewer clean out repair/replacement

The cost of each area rehabilitation will range from \$50,000 to \$250,000 depending on size, age, condition assessment, and repairs needed to maintain the system. Anticipate work on 5 areas per year.

NOTE: Smoke Testing has been moved to Operating Budget under 3414.

PROJECT	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Sewer Collection R&R (5 sta per year)	4,080,000	750,000	500,000	500,000	750,000	750,000	750,000	8,080,000
	-	-	-	-	-	-	-	-
TOTALS:	4,080,000	750,000	500,000	500,000	750,000	750,000	750,000	8,080,000

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	4,080,000	750,000	500,000	500,000	750,000	750,000	750,000	8,080,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	4,080,000	750,000	500,000	500,000	750,000	750,000	750,000	8,080,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	2,250,000	750,000	500,000	500,000	750,000	750,000	750,000	6,250,000
Water & Sewer R&R Fund (403)	1,830,000	-	-	-	-	-	-	1,830,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	4,080,000	750,000	500,000	500,000	750,000	750,000	750,000	8,080,000

OPERATIONAL IMPACT

Rehabilitation projects will improve overall reliability to our customers and reduce unwanted water into the collection system from leaking pipelines, manholes, wetwells. Furthermore, reduced operating expenses are anticipated due to reduction in pump station electrical costs and less water to the treatment plant. In addition, costs associated with emergency call outs due to sewer back-ups, high volumes, and equipment failures are expected to be reduced.

OPERATIONAL IMPACT	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Note: *Prior Years number was corrected to include only original budgets approved with the CIP for active funds.

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

089409

UET023

Project Name: Field Operations - Sewer System Expansion
Department: Public Utilities
Location: Citywide

Project Manager: Reed/Parnell
Original Plan Date: 10/1/2017
Concurrency Requirement:

Goal / Objective: Goal 2 Objective 1

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION / JUSTIFICATION:

Locations and priority of sewer system construction were ranked by the Wade Trim septic tank study completed in June 2017. In FY 19, we contracted with a design engineer to begin Phase 1 design. Projects must be shovel ready to apply for grant funding. In FY20, staff will apply for grant funding for phase 1 and begin design of phase 2. In FY 21, with grants secured, construction of phase 1 will commence followed by construction of phase 2 in FY22.

Program	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	Total
Septic to Sewer Phase 1	-	-	-	-	-	-	-	-
Septic to Sewer Phas	-	-	300,000	-	-	-	-	300,000
Septic to Sewer Phas	-	-	-	3,000,000	3,000,000	-	-	6,000,000
Septic to Sewer Phas	-	-	-	-	-	300,000	3,000,000	3,300,000
Prior Years	600,000	-	-	-	-	-	-	600,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	600,000	-	300,000	3,000,000	3,000,000	300,000	3,000,000	10,200,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	300,000	-	-	300,000	-	600,000
Construction	600,000	-	-	3,000,000	3,000,000	-	3,000,000	9,600,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	600,000	-	300,000	3,000,000	3,000,000	300,000	3,000,000	10,200,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	300,000	-	-	300,000	-	600,000
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	600,000	-	-	2,000,000	2,000,000	-	2,000,000	6,600,000
Future Grant/Bonds	-	-	-	1,000,000	1,000,000	-	1,000,000	3,000,000
TOTAL PROJECT REVENUE	600,000	-	300,000	3,000,000	3,000,000	300,000	3,000,000	10,200,000

OPERATIONAL IMPACT

This project will increase the number of lift stations in the system. However, until design is complete, operational impact cannot be accurately determined.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

200304

URL007

PROJECT NAME	Engineering - Utility Coordination and Relocation	Project Manager	Engineering
DEPARTMENT	Public Utilities	Original Plan Date	Continuous
LOCATION	Citywide	Concurrency Requirement	N/A

Goal / Objective: Goal 2 Objectives 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Utility pipelines are often constructed on State or County roads and in the State and County rights of way. The State or County owns the property or rights to the property and if/when they perform construction on their roads/sidewalks, the City must relocate City owned underground utility pipelines, valves, manholes, etc. in conflict. The project deals with widening of Williamson and will be funded at a later date.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	15,000	15,000	15,000	15,000	15,000	15,000	90,000
Construction	200,000	10,000	10,000	10,000	10,000	10,000	10,000	260,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	200,000	25,000	25,000	25,000	25,000	25,000	25,000	350,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	100,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Water & Sewer R&R Fund (403)	100,000	-	-	-	-	-	-	100,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	200,000	25,000	25,000	25,000	25,000	25,000	25,000	350,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS*	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

039497

WWPXXX

PROJECT NAME Water Treatment Plant Softener Replacement

Project Manager: Lynn Stevens

DEPARTMENT Public Utilities

Original Plan Date: March 7, 2019

LOCATION Garnsey Water Plant

Concurrency Requirement: No

Goal / Objective: Goal 2 Objectives 2

Priority I: Imperative (Must-Do)

DESCRIPTION/JUSTIFICATION:

The City's Garnsey Water Treatment Plant is a lime softening facility with three treatment trains. The plant operates two of three trains to maintain potable water production demands. Each of these trains includes an Accelator softening unit and a Greenleaf sand filter. The south train is out of service due to softener tank leaks. This leaves the facility vulnerable if one of the other two trains malfunctions. Numerous attempts have been made historically to repair the leaks. A liner was installed but has failed requiring a more detailed approach to repairs. This project includes the design for the rehabilitation or replacement of the south train softener while planning for the future rehabilitation of the north and central trains.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	145,000		80,000	-	-	-	225,000
Land	-	-		-	-	-	-	-
Construction	-	-		1,800,000	-	-	-	1,800,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	145,000	-	1,880,000	-	-	-	2,025,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	145,000		1,880,000	-	-	-	2,025,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	145,000	-	1,880,000	-	-	-	2,025,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues			-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

200546 B

ZMI044

Project Name:	Field Operations - Large Meter Replacement	Project Manager:	Wilson/Gardiner
Department:	Public Utilities	Original Plan Date:	10/1/2016
Location:	Citywide	Concurrency Requirement:	

Goal / Objective: Goal 2 Objectives 2 & 4

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION / JUSTIFICATION:

This is an on-going replacement program for commercial potable meters and fire line meters larger than 3 inches. There are approximately 200 of these meters in the system. The expected life cycle is 10 years. It is cost effective to rebuild these meters in lieu of replacement. However, periodically the meters must be replaced. One large 6 inch meter can cost an estimated \$5,000.

Program	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	Total
R & R Large Meter	200,000	25,000	25,000	25,000	50,000	50,000	50,000	425,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	200,000	25,000	25,000	25,000	50,000	50,000	50,000	425,000

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	200,000	25,000	25,000	25,000	50,000	50,000	50,000	425,000
TOTAL PROJECT COSTS	200,000	25,000	25,000	25,000	50,000	50,000	50,000	425,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	200,000	25,000	25,000	25,000	50,000	50,000	50,000	425,000
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	200,000	25,000	25,000	25,000	50,000	50,000	50,000	425,000

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	Total
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	Total
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201051

Not assigned

PROJECT NAME Engineering - Taylor Road Improvements

Project Manager Engineering

DEPARTMENT Public Utilities

Original Plan Date 1/1/2009

LOCATION Taylor (Summer Trees/Tomoka Farms)

Concurrency Requirement N/A

Goal / Objective: Goal 4 Objectives 5

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Volusia County initiated roadway widening and associated drainage improvements requiring utility adjustments. Project currently not contained in the Volusia County 5 year Road Plan. \$ 1.6 million originally estimated in 2009. Design for this Utility Relocation Project completed in 2009 .

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	1,600,000	-	-	1,600,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	-	-	1,600,000	-	-	1,600,000
PROPOSED SOURCES OF FUNDS	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	800,000	-	-	800,000
Water Impact Fee Fund (405)	-	-	-	-	400,000	-	-	400,000
Sewer Impact Fee Fund (405)	-	-	-	-	400,000	-	-	400,000
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	-	-	1,600,000	-	-	1,600,000

OPERATIONAL IMPACT

Additional operating cost would be based on future pipe lines to be constructed.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

049468

URH003

Project Name: Sewer System Rehab - Force Main River Crossing

Project Manager: Lynn Stevens

Department: Public Utilities

Original Plan Date: 03/22/18

Location: River Crossing

Concurrency Requirement:

Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-do)

DESCRIPTION / JUSTIFICATION:

To provide a second sewage transmission force main under the Halifax River and connecting to the existing sewer system at US 1. There is currently only 1 - 20" diameter pipeline crossing under the Halifax River to provide service to Ponce Inlet, Daytona Beach Shores, and Port Orange customers east of US1 and north of Dunlawton. The pipeline was installed in 1986 and constructed of ductile iron pipe. The pipe is not very deep under the bed of the river and exposed to salt water. There is no secondary service to this area should the pipeline fail. In addition, Ponce Inlet is undertaking a septic to sewer program to increase the amount of customers in that area. This new pipeline would provide more reliability and ensure sufficient capacity for the new customers. Since this new pipeline provides redundancy and expanded capacity to the beachside area, we believe grant funding is available.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	300,000	-	-	-	-	-	-	300,000
Construction	-	-	2,000,000	-	-	-	-	2,000,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	300,000	-	2,000,000	-	-	-	-	2,300,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	300,000	-	-	-	-	-	-	300,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	1,000,000	-	-	-	-	1,000,000
Future Grant/Bonds	-	-	1,000,000	-	-	-	-	1,000,000
TOTAL PROJECT REVENUE	300,000	-	2,000,000	-	-	-	-	2,300,000

OPERATIONAL IMPACT

there will be no operational impact. This is an underwater pipeline.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

039495

WWP008

Project Name: WTP - Raw Water Main Replacement

Project Manager: Lynn Stevens

Department: Public Utilities

Original Plan Date: 03/22/18

Location: Shntz Road to Water Plant

Concurrency Requirement:

Goal / Objective: Goal 2 Objective 2

Priority I: Imperative (Must-do)

DESCRIPTION / JUSTIFICATION:

There is currently only one pipeline from the wellfield on Shuntz Road to the Garnsey Water Treatment Plant. This pipeline provides 80% of the well water into the treatment plant. The 30 inch diameter, 5 mile long prestressed concrete pipeline has been in service over 30 years. It is a specialty pipe that staff cannot repair in house. In fact, there are very few speciality firms that can repair this type of pipeline. Should the pipe fail, damages would be significant to the surrounding area and significantly impair the treatment plants ability to supply drinking water to the customers. This project would provide a secondary pipeline to the treatment plant to provide reliability on the system.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	300,000	-	-	-	-	-	-	300,000
Construction	-	-	-	-	3,000,000	-	-	3,000,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	300,000	-	-	-	3,000,000	-	-	3,300,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	300,000	-	-	-	3,000,000	-	-	3,300,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	300,000	-	-	-	3,000,000	-	-	3,300,000

OPERATIONAL IMPACT

There is not operational impact.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

039498

ZMIXXX

PROJECT NAME City Wide Class Pipe Replacement
DEPARTMENT Public Utilities
LOCATION City Wide

Project Manager: Lynn Stevens
Original Plan Date: March 7, 2019
Concurrency Requirement: No

Goal / Objective: Goal 2 Objectives 2

Priority I: Imperative (Must-Do)

DESCRIPTION/JUSTIFICATION:

Identify and replace critical sections of large diameter (10" and greater) potable water transmission mains that are construction out of Class Pipe. Class Pipe water mains are an industry wide problem in water distribution. Over time the pipe can fail prematurely causing outages for large areas of a service area and require expensive emergency repairs. Failures have already occurred on Spruce Creek Road and Taylor Road, causing significant damage.

The following is a list of streets identified as having Class Pipe:

Spruce Creek Road from Taylor Rd to Del Mar Dr. 8,000 LF 12" \$1.8M

Canal

View Blvd from Jackson St. to Dunlawton Ave, 4,500 LF 8" & 10" \$950,000

Clyde Morris Blvd from Madeline Ave to Big Tree Rd. 5,100 LF 12" \$1.1M

Taylor

Rd from Clyde Morris Blvd to Journey's End Dr. 3,000 LF 12" \$650,000

Note: there is more class pipe yet to be identified in the system

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	180,000	95,000	110,000	65,000	-	-	450,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	1,800,000	950,000	1,100,000	650,000	-	4,500,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	180,000	1,895,000	1,060,000	1,165,000	650,000	-	4,950,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	180,000	1,895,000	1,060,000	1,165,000	650,000	-	4,950,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	180,000	1,895,000	1,060,000	1,165,000	650,000	-	4,950,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues								
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

039499

URPXXX

PROJECT NAME Ridgewood Avenue Water Main Replacement
DEPARTMENT Public Utilities
LOCATION Farmbrook to Niver

Project Manager: Lynn Stevens
Original Plan Date: March 7, 2019
Concurrency Requirement: No

Goal / Objective: Goal 2 Objectives 2

Priority I: Imperative (Must-Do)

DESCRIPTION/JUSTIFICATION:

Replacement of substandard water mains and associated fittings, valves and hydrants on Ridgewood Avenue between Farmbrook Road and Niver Street. These improvements will include an upsizing of the water main project. The current water main is 2". this project would include upsizing to a 6" pipeline and adding fire hydrants where needed. This is to encourage commercial development on the Ridgewood corridor by providing sufficient water to service potential customers and provide sufficient fire flow.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	65,000	-	-	-	-	-	65,000
Land	-	-	-	-	-	-	-	-
Construction	-	635,000	-	90,000	900,000	-	90,000	1,715,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	700,000	-	90,000	900,000	-	90,000	1,780,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	-	-	-	-	-	-	-
Water Impact Fee Fund (405)	-	700,000	-	90,000	900,000	-	90,000	1,780,000
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	700,000	-	90,000	900,000	-	90,000	1,780,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues								
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)								
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

039500

URPXXX

PROJECT NAME Water Main Replacement Prior to Public Works Imprv
DEPARTMENT Public Utilities
LOCATION City Wide

Project Manager: Lynn Stevens
Original Plan Date: March 7, 2019
Concurrency Requirement: No

Goal / Objective: Goal 2 Objectives 2

Priority I: Imperative (Must-Do)

DESCRIPTION/JUSTIFICATION:

the city is planning many stormwater improvement projects over the next few years. This project will enable the Utilities Department to relocate pressurized water mains and/or sewer mains that are in conflict with gravity storm piping or water/sewer mains that are aging and need to be replaced. it is in the City's best interest to address all underground infrasture while performing any underground work in the same area.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	50,000	100,000	100,000	100,000	100,000	100,000	550,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	50,000	100,000	100,000	100,000	100,000	100,000	550,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	50,000	100,000	100,000	100,000	100,000	100,000	550,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	50,000	100,000	100,000	100,000	100,000	100,000	550,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues								
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)								
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

NEW

PROJECT NAME	Field Operations - New Facility	Project Manager: Lynn Stevens
DEPARTMENT	Public Utilities	Original Plan Date: May 1, 2019
LOCATION	Field Operations	Concurrency Requirement: No

Goal / Objective: Goal 2 Objectives 2

Priority I: Imperative (Must-Do)

DESCRIPTION/JUSTIFICATION:

With the addition of the new fire tower and training building being installed on the Public Works/Public Utilities property at Oak and Virginia, there is insufficient room for Field Operations to park city and personal vehicles and continue working at that site. The site was already too small of a footprint and required part of the Field Operations crews to be located at the wastewater treatment plant. The heavy equipment used in field operations also had to be located elsewhere in the city. Field Operations is also an emergency response team. When a potential emergency occurs, these crews have to be housed at the water treatment plant to avoid flooded roads in the area of the current facility. This project will design/construct a new building with adequate parking for all Field Operations employees and equipment on the city owned property behind the Police Station. In addition, the purchase of the adjacent property will provide a city owned debris management site should it be needed for any future hurricanes.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	300,000	-	-	-	-	-	300,000
Land	-	-	500,000	-	-	-	-	500,000
Construction	-	-	3,000,000	-	-	-	-	3,000,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	300,000	3,500,000	-	-	-	-	3,800,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer Op Fund (401)	-	-	-	-	-	-	-	-
Water & Sewer R&R Fund (403)	-	300,000	3,000,000	-	-	-	-	3,300,000
Water Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Sewer Impact Fee Fund (405)	-	-	-	-	-	-	-	-
Future Grant/Bonds	-	-	500,000	-	-	-	-	500,000
TOTAL PROJECT REVENUE	-	300,000	3,500,000	-	-	-	-	3,800,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues			-	-	-	-	-	-
Less Additional Expenditures								
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)			-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Water & Sewer O&M Fund (401)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Total	-	-	-	-	-	-	-	-
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LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Public Utilities

VEH # MAKE	DESCRIPTION	YEAR	FY20	FY21	FY22	FY23	FY24	FY25
0200 WATER PRODUCTION								
1666 FORD	RANGER PICKUP	2004	-	-	-	-	-	-
1733 STERLING	18 YD DUMP TRUCK	2005	-	-	-	-	-	-
1734 STERLING	18 YD DUMP TRUCK	2005	-	-	-	-	-	-
1858 FORD	F350 UTILITY	2010	40,000	-	-	-	-	-
2010 CHEVY	2500HD 4X4 UTILITY	2013	-	-	-	42,000	-	-
2017 TOYOTA	TACOMA 4X4 PICKUP	2013	-	-	-	25,000	-	-
2018 TOYOTA	TACOMA 4X4 PICKUP	2013	-	-	-	25,000	-	-
2110 CHEVY	FORD ESCAPE	2016	-	-	-	-	-	-
2118 NISSAN	FRONTIER 4X4	2016	-	-	-	-	-	-
8604 CATERPILLER	420E BACKHOE	2006	-	80,000	-	-	-	-
SUB TOTAL - Water Production			40,000	80,000	-	92,000	-	-
0400 WASTEWATER								
2068 CHEVY	SILVERADO 4X4 PICKUP	2015	-	-	-	-	-	-
2077 FORD	F250 W/3200LB CRANE	2015	-	-	-	-	-	-
2078 FORD	F250 W/3200LB CRANE	2015	-	-	-	-	-	-
2082 CHEVY	1500 EXPRESS CARGO VAN	2015	-	-	-	-	-	-
2090 FORD	F450 W/5000LB CRANE	2015	-	-	-	-	-	-
2094 FORD	F150 4X2 PICKUP	2016	-	-	-	-	-	-
2108 NISSAN	FRONTIER 4X4 PICKUP	2016	-	-	-	-	-	-
9358 JOHN DEERE	GATOR	2013	-	-	-	-	-	-
2166 KALMAR	USED YARD SPOTTER TRUCK	2017	-	-	-	-	-	-
2174 FORD	TRANSIT T-150 CARGO VAN	2017	-	-	-	-	-	-
2175 FORD	F250 4X4 W/CRANE	2017	-	-	-	-	-	-
2208 FORD	F250 4X4 W/CRANE	2018	-	-	-	-	-	-
SUB TOTAL - Wastewater			-	-	-	-	-	-
0500 METER READERS								
1641 FORD	RANGER- RPL W NISSAN FRONTIER	2003	-	-	-	-	-	-
1644 FORD	RANGER- RPL W NISSAN FRONTIER	2003	-	-	-	-	-	-
1813 CHEVY	COLORADO- RPL W NISSAN FRONTIER	2008	-	-	-	-	-	-
1870 CHEVY	COLORADO PICKUP	2011	-	22,000	-	-	-	-
2055 CHEVY	SILVERADO PICKUP	2015	-	-	-	-	-	-
2056 CHEVY	SILVERADO PICKUP	2015	-	-	-	-	-	-
2095 FORD	F150 PICKUP	2016	-	-	-	-	-	-
2096 FORD	F150 PICKUP	2016	-	-	-	-	-	-
20?? NISSAN	FRONTIER EXT. CAB 4X2	2017	-	-	-	-	-	-
SUB TOTAL - Meter Readers			-	22,000	-	-	-	-
0800 WATER DISTRIBUTION								
1382 FORD	94 SLUDGE TRUCK (REFURB)	2012	-	-	-	-	-	-
1857 FORD	F550 CAMERA TRUCK	2010	-	-	-	-	-	-
1859 INTERNATIONAL	DURASTAR 5 YD. DUMP	2010	-	-	-	-	-	-
1872 CHEVY	COLORADO PICKUP	2012	-	-	18,000	-	-	-
1886 VACCON	VACCON PUMP	2013	-	-	-	360,000	-	-
1886 INTERNATIONAL	NAVISTAR VACCON TRUCK	2013	-	-	-	-	-	-
2005 CHEVY	2500HD UTILITY	2013	-	-	-	28,000	-	-
2006 TOWMASTER	TRAILER (EXCAVATOR)	2013	-	-	-	-	-	-
2007 CHEVY	2500HD UTILITY	2013	-	-	-	28,000	-	-
2008 CHEVY	2500HD UTILITY	2013	-	-	-	28,000	-	-
2035 FORD	TRANSIT CARGO VAN	2013	-	-	-	22,000	-	-
2069 FORD	F350 UTILITY	2015	-	-	-	-	-	-
2070 FORD	F250 UTILITY W/ LIFTGATE	2015	-	-	-	-	-	-
2071 FORD	F250 UTILITY W/ LIFTGATE	2015	-	-	-	-	-	-
2080 FORD	F250 UTILITY W/ LIFTGATE	2015	-	-	-	-	-	-
2121 FORD	F250 UTILITY	2016	-	-	-	-	-	-
2124 FORD	F250 UTILITY CREWCAB	2016	-	-	-	-	-	-
2127 FORD	F250 UTILITY W/TOMMYGATE	2016	-	-	-	-	-	-
2128 FORD	EXPLORER SUV	2017	-	-	-	-	-	-
8213 DRAGGIN	DUMP TRAILER	2005	-	-	-	-	-	-
8296 JOHN DEERE	310SG BACKHOE	2005	92,000	-	-	-	-	-
8355 THOMPSON	6 INCH PUMP	2005	-	-	-	-	-	-
8356 THOMPSON	6 INCH PUMP	2005	40,000	-	-	-	-	-
8404 THOMPSON	6 INCH PUMP	2005	40,000	-	-	-	-	-

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Public Utilities

VEH # MAKE	DESCRIPTION	YEAR	FY20	FY21	FY22	FY23	FY24	FY25
8405 THOMPSON	6 INCH PUMP	2005	-	40,000	-	-	-	-
8406 THOMPSON	6 INCH PUMP	2005	-	40,000	-	-	-	-
9307 VACTRON	LP555DT VACCUM PUMP	2012	-	-	48,000	-	-	-
9409 CATERPILLER	305E BACKHOE	2013	-	-	-	-	-	-
9609 BIG TEX	DUMP TRAILER	2013	-	-	-	-	-	-
9662 WACHS	VALVE EXERCISING MACHINE/TRLR	2015	-	-	-	-	-	-
1601P STERLING	VACCON Pump	2002	-	-	-	-	-	-
1601T STERLING	LT7500 VACCON Truck	2002	-	-	-	-	-	-
20?? NISSAN or CHEV	FRONTIER EXT. CAB 4x2	2017	-	-	-	-	-	-
TBD FORD	CAMERA TRUCK	2018	-	-	-	-	-	-
SUB TOTAL - Water Distribution			172,000	80,000	66,000	466,000	-	-
0824 LABORATORY OPERATIONS								
2109 NISSAN	FRONTIER PICKUP	2016	-	-	-	-	-	-
2122 NISSAN	FRONTIER PICKUP	2016	-	-	-	-	-	-
SUB TOTAL - Laboratory Operations			-	-	-	-	-	-
0900 PUBLIC UTILITIES ADMINISTRATION								
1873 CHEVY	COLORADO PICKUP	2012	-	-	22,000	-	-	-
2099 FORD	F150	2016	-	-	-	-	-	-
2123 FORD	FUSION SEDAN	2016	-	-	-	-	-	-
SUB TOTAL - Public Utilities Administration			-	-	22,000	-	-	-
0901 WAREHOUSE								
5180 Nissan	FORKLIFT	1993	-	-	-	-	-	-
8284 Nissan	FORKLIFT	2005	-	-	-	30,000	-	-
SUB TOTAL - Warehouse			-	-	-	30,000	-	-
TOTAL PUBLIC UTILITIES:			212,000	182,000	88,000	588,000	-	-
GRAND TOTAL			212,000	182,000	88,000	588,000	-	-

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

**City of Port Orange, Florida
Capital Improvements Program
FY19 to FY24**



PUBLIC WORKS

PROJECT	Project #	Prior Years Funding	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Road Resurfacing and Reconstruction	430201A	\$ -	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$4,800,000
Curb & Guard Rail Replacement	430201B	237,000	-	237,000	-	-	-	-	\$ 474,000
City Hall Building HVAC	201698	220,000	-	300,000	410,000	450,000	-	-	\$1,380,000
City Hall Repurposing	201753	30,000	125,000	150,000	-	-	-	-	\$ 305,000
Standby Power Generator Rebuild/Replacement	201870	176,000	75,000	75,000	100,000	100,000	100,000	100,000	\$ 726,000
Public Works Fence Replacement	201957	-	25,000	-	-	-	-	-	\$ 25,000
Resurface Parking Lots - City Parks	430102A	-	100,000	201,429	44,884	-	-	-	\$ 346,313
Resurface Parking Lots - City Facilities	430102B	71,000	-	70,000	-	25,725	-	-	\$ 166,725
PW Administration Building HVAC	201750	150,000	200,000	-	-	-	-	-	\$ 350,000
Work Shop	201754	-	73,000	-	-	-	-	-	\$ 73,000
City Center Complex Landscape Improvements	201756	-	-	150,000	125,000	100,000	-	-	\$ 375,000
Vehicle Replacement	FLEET	-	209,500	171,000	180,000	84,000	-	-	\$ 644,500
Total Public Works:		\$ 884,000	\$1,607,500	\$2,154,429	\$1,659,884	\$1,559,725	\$900,000	\$ 900,000	\$9,665,538
FY20 - FY25 Total Only:			\$1,607,500	\$2,154,429	\$1,659,884	\$1,559,725	\$900,000	\$ 900,000	\$8,781,538

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

430102A

PROJECT NAME	Resurface Parking Lots - City Parks	Project Manager:	Ronny Buttrum
DEPARTMENT	Public Works	Original Plan Date:	February 28, 2000
LOCATION	Various Locations	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Objective 2

Priority II: ESSENTIAL (Should-Do)

DESCRIPTION/JUSTIFICATION:									
PROGRAM	PROJECT NO	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Causeway Park	NEW PRJ #	-	100,000	157,000	-	-	-	-	257,000
Willow Run Park	NEW PRJ #	-	-	44,429	-	-	-	-	44,429
All Children's Park	NEW PRJ #	-	-	-	44,884	-	-	-	44,884
		-	100,000	201,429	44,884	-	-	-	346,313

Ongoing maintenance of City parking lots to maintain public safety - Causeway Park will have the ramps and access roads repaved in FY20 and the parkage done in FY21.

PROJECT EXPENDITURES/FUNDING SOURCES:								
PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	100,000	179,736	40,396	-	-	-	320,132
Striping / Retro-Reflective Markers	-	-	21,693	4,488	-	-	-	26,181
TOTAL PROJECT COSTS	-	100,000	201,429	44,884	-	-	-	346,313
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301 - (not eligible)	-	-	-	-	-	-	-	-
YMCA R&R Fund 106	-	-	-	-	-	-	-	-
General Capital Fund 317	-	100,000	-	-	-	-	-	100,000
General Capital Fund 317 - Unfunded	-	-	201,429	44,884	-	-	-	246,313
TOTAL PROJECT REVENUE	-	100,000	201,429	44,884	-	-	-	346,313

OPERATIONAL IMPACT								
None - work to be performed by contractors.								
OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

430102B

PROJECT NAME	Resurface Parking Lots - City Facilities	Project Manager:	Ronny Buttrum
DEPARTMENT	Public Works	Original Plan Date:	February 28, 2000
LOCATION	Various Locations	Concurrency Requirement:	N/A

Goal / Objective: Goal 2 Objective 2 **Priority II: ESSENTIAL (Should-Do)**

DESCRIPTION/JUSTIFICATION:									
PROGRAM	PROJECT NO	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Athletic Complex	POL045	71,000	-	-	-	-	-	-	71,000
Public Works	NEW PRJ #	-	-	70,000	-	-	-	-	70,000
Fire Station No 72	NEW PRJ #	-	-	-	-	25,725	-	-	25,725
		71,000	-	70,000	-	25,725	-	-	166,725

POL045 is in process and will be completed by 9/30/19

Note: This is **project POL045** and \$71,000 was budgeted in FY18 in the General Capital Fund 317.

PROJECT EXPENDITURES/FUNDING SOURCES:								
PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	63,000	-	65,000	-	22,806	-	-	150,806
Striping / Retro-Reflective Markers	8,000	-	5,000	-	2,919	-	-	15,919
TOTAL PROJECT COSTS	71,000	-	70,000	-	25,725	-	-	166,725
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Fund 317 - Funded	71,000	-	-	-	-	-	-	71,000
Capital Projects Fund 301 - (not eligible)	-	-	-	-	-	-	-	-
YMCA R&R Fund 106	-	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	-	70,000	-	25,725	-	-	95,725
TOTAL PROJECT REVENUE	71,000	-	70,000	-	25,725	-	-	166,725

OPERATIONAL IMPACT								
None - work to be performed by contractors.								
OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

430201A

POLXXX

PROJECT NAME Road Resurfacing and Reconstruction

Project Manager: Ronny Buttrum

DEPARTMENT Public Works

Original Plan Date: February 26, 2001

LOCATION Various Locations

Concurrency Requirement: Transportation

Goal / Objective: Goal 2 Objectives 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Multi Year Reconstruction Program

Ongoing routine maintenance program to repair/replace paving on existing streets throughout the city. This project also includes unexpected repairs that cannot be performed by in-house staff.

Note: This program covers only public roads throughout the City.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	750,000	750,000	750,000	750,000	750,000	750,000	4,500,000
Striping / Retro-Reflective Markers	-	50,000	50,000	50,000	50,000	50,000	50,000	300,000
TOTAL PROJECT COSTS	-	800,000	800,000	800,000	800,000	800,000	800,000	4,800,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301 (Restricted)	-	800,000	800,000	800,000	800,000	800,000	800,000	4,800,000
TOTAL PROJECT REVENUE	-	800,000	800,000	800,000	800,000	800,000	800,000	4,800,000

OPERATIONAL IMPACT

In-house staff will inspect the work product

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

430201B

IM1014

PROJECT NAME: Curb & Guard Rail Replacement

Project Manager: Ronny Buttrum

DEPARTMENT: Public Works

Original Plan Date: October 1, 2018

LOCATION: Various locations

Concurrency Requirement: No

Goal / Objective: Goal 2 Objectives 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:									
PROGRAM	PROJECT NO	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Canal View		185,100	-	237,000	-	-	-	-	422,100
Spruce Creek		51,900	-	-	-	-	-	-	51,900
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
		237,000	-	237,000	-	-	-	-	474,000

This project will involve replacing and/or adding curbing to the existing roadways. This is replacement, not maintenance. Routine maintenance is budgeted in the operating account. These areas are a significant safety issue due to rainwater runoff eroding the edge of the roadway. The first phase of this project is being completed in FY20.

PROJECT EXPENDITURES/FUNDING SOURCES:									
PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL	
Engineering & Planning	16,000	-	16,000	-	-	-	-	32,000	
Construction	221,000	-	221,000	-	-	-	-	442,000	
TOTAL PROJECT COSTS	237,000	-	237,000	-	-	-	-	474,000	
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL	
Capital Projects Fund 301 (Unrestricted)	237,000	-	-	-	-	-	-	237,000	
General Capital Fund 317 - Funded	-	-	-	-	-	-	-	-	
General Capital Fund 317 - Unfunded	-	-	-	-	-	-	-	-	
CDGB - pending			237,000	-	-	-	-	237,000	
TOTAL PROJECT REVENUE	237,000	-	237,000	-	-	-	-	474,000	

OPERATIONAL IMPACT									
No operational impact									
OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL	
Additional Revenues									
Charges for Services	-	-	-	-	-	-	-	-	
Other Revenues	-	-	-	-	-	-	-	-	
Less Additional Expenditures									
New Personnel	-	-	-	-	-	-	-	-	
Maintenance and Other Operating	-	-	-	-	-	-	-	-	
Non Operating (Debt Service)	-	-	-	-	-	-	-	-	
Net Annual Impact on Operations	-	-	-	-	-	-	-	-	
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL	
General Fund - (001)	-	-	-	-	-	-	-	-	
Total	-	-	-	-	-	-	-	-	

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201698

OBM008

PROJECT NAME: City Hall Building HVAC

Project Manager: Ronny Buttrum

DEPARTMENT: Public Works

Original Plan Date:

LOCATION: City Hall

Concurrency Requirement:

Goal / Objective: Goal 2 Objectives 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The City Hall HVAC duct work, dampeners, and control system is not operating properly. In fact, many components are obsolete and cannot be repaired. The duct work and controls are original to the building construction. The project will be completed in three phases. The design is completed. This is funding for the first phase of the construction.

This work will require installation of light sensors in accordance with new building codes. The entire project is estimated to cost \$1,380,000

Note: This is **project OBM008** and funds were allocated in FY17 but were insufficient to construct the project. The design was completed in FY2018.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	10,000	-	-	-	-	-	-	10,000
Construction	210,000	-	300,000	410,000	450,000	-	-	1,370,000
TOTAL PROJECT COSTS	220,000	-	300,000	410,000	450,000	-	-	1,380,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301 - Gas Tax	-	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	220,000	-	-	-	-	-	-	220,000
General Capital Fund 317 - Unfunded	-	-	300,000	410,000	450,000	-	-	1,160,000
			-	-	-	-	-	-
TOTAL PROJECT REVENUE	220,000	-	300,000	410,000	450,000	-	-	1,380,000

OPERATIONAL IMPACT

This project will save in monthly electrical costs due to savings from wasted/inefficient AC.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201750

OMB012

Project Name:	PW Administration Building HVAC	Project Manager:	Ronny Buttrum
Department:	Public Works	Original Plan Date:	10/01/18
Location:	Public Works Administration Building	Concurrency Requirement:	No
Goal / Objective:	Goal 2 Objective 2 Priority II: ESSENTIAL (Should-Do)		

DESCRIPTION / JUSTIFICATION:

Public Works Administration building is over 30 years old. No major renovations have been performed. The roof leaks have resulted in significant moisture retainage inside the building resulting in mold inside the ceiling panels and air conditioning ductwork. The exterior and roof were repaired in FY18 and FY19 which stopped water leakage inside the building. The HVAC and all duct work is the next phase of maintaining this building. The future phases of the project includes interior demolition, dry-wall, electrical, ceilings, plumbing, mechanical work/design, painting, and flooring.

Note: This is project OBM012 and \$150,000 was funded during FY17 from identified surplus for exterior renovation.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering	-	20,000	-	-	-	-	-	20,000
Construction	150,000	180,000	-	-	-	-	-	330,000
								-
								-
TOTAL PROJECT COSTS	150,000	200,000	-	-	-	-	-	350,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301 - Gas Tax	-	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	150,000	-	-	-	-	-	-	150,000
General Capital Fund 317 - Unfunded	-	200,000	-	-	-	-	-	200,000
***Contingent of FEMA Reimb								
TOTAL PROJECT REVENUE	150,000	200,000	-	-	-	-	-	350,000

OPERATIONAL IMPACT

Continuous maintenance program. Additional operating costs are not expected as a result of this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201753
Mvd from CD to PW ZMI065

PROJECT NAME: City Hall Repurposing DEPARTMENT: Public Works LOCATION: City Hall	Project Manager: Lynn Stevens Original Plan Date: October 1, 2018 Concurrency Requirement: No
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Goal / Objective: Goal 2 Objectives 2 **Priority I:** IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The first phase of this project is in connection with the repurposing of the former Police Station. Office Space vacated by Utilities Administration in City Hall will need interior remodeling to serve new purposes and accommodate current staff at City Hall. Preliminary designs have not yet been completed and will be needed to estimate construction costs and options. The second phase will include other areas of the building to include hardening to enhance the safety of employees and visitors in the building.

Note: This is project ZMI065 and \$30,000 was funded in FY17 for Engineering and Planning in General Capital Fund 317. The balance available in FY19 is \$27,250.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	30,000		-	-	-	-	-	30,000
Construction	-	125,000	150,000	-	-	-	-	275,000
TOTAL PROJECT COSTS	30,000	125,000	150,000	-	-	-	-	305,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301 - Gas Tax	-	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	30,000	125,000	-	-	-	-	-	155,000
General Capital Fund 317 - Unfunded	-	-	150,000	-	-	-	-	150,000
TOTAL PROJECT REVENUE	30,000	125,000	150,000	-	-	-	-	305,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201754

OBMXXX

Project Name: Work Shop	Project Manager: Ronny Buttrum
Department: Public Works	Original Plan Date: 10/01/17
Location: Public Works	Concurrency Requirement: No
Goal / Objective: Goal 2, Objective 2	Priority II: ESSENTIAL (Should-Do)

DESCRIPTION / JUSTIFICATION:

Replace existing 30x30 wood frame building with masonry. The currently building has deteriorated beyond repair.

NOTE:

With the construction of the fire training tower, the existing building will be demolished. Construction of this building will become imperative

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	3,000	-	-	-	-	-	3,000
Construction	-	70,000	-	-	-	-	-	70,000
	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	73,000	-	-	-	-	-	73,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301 - Gas Tax	-	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	73,000	-	-	-	-	-	73,000
***Contingent of FEMA Reimb	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	73,000	-	-	-	-	-	73,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-



CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201756

OMI030

PROJECT NAME: City Center Complex Landscape Improvements

Project Manager: Ronny Buttrum

DEPARTMENT: Public Works

Original Plan Date: October 1, 2017

LOCATION: City Hall

Concurrency Requirement: No

Goal / Objective: Goal 2 Objective 2

Priority III: IMPORTANT (Could do)

DESCRIPTION/JUSTIFICATION:

This is Phase I of the City Center Complex Landscaping project. Services to include materials, installation, and repair / replace of the irrigation system. This project will improve landscape in high visible areas and improve irrigation efficiency. Due to budget constraints, this project has been postponed from previous fiscal years.

Phase II will include plant material.

Note: Project OMI030 was established in FY17 with a budget of \$650,000 in the General Capital Fund 317. However due to a change of priorities the funding was reallocated to the US1 Landscape Improvement project and the Causeway Dock Refurbishment project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	25,000	-	-	-	25,000
Construction Phase I	-	-	150,000	-	-	-	-	150,000
Construction Phase 2	-	-	-	100,000	100,000	-	-	200,000
TOTAL PROJECT COSTS	-	-	150,000	125,000	100,000	-	-	375,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301 - Gas Tax	-	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	-	100,000	125,000	100,000	-	-	325,000
Possible Grant Funding-SJRWMD	-	-	50,000	-	-	-	-	50,000
TOTAL PROJECT REVENUE	-	-	150,000	125,000	100,000	-	-	375,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	105,000	105,000	105,000	105,000	105,000	525,000
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	105,000	105,000	105,000	105,000	105,000	525,000
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	105,000	105,000	105,000	105,000	105,000	525,000
Total	-	-	105,000	105,000	105,000	105,000	105,000	525,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201870

OBM014

PROJECT NAME: Standby Power Generator Rebuild/Replacement

Project Manager: Ronny Buttrum

DEPARTMENT: Public Works

Original Plan Date: February 18, 2017

LOCATION: Various Locations

Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Purchase and Installation of Stand-by power generators and transfer switches at various City facilities. Public Works currently maintains 18 generators.

While routine preventative maintenance is performed on all the City's generators, they are still affected by the environment and will be placed on a replacement schedule much like the vehicles and equipment the City owns going forward and will be based on 15-year replacement schedules. Maximum useful life for backup generators as defined by FEMA is 19 years.

As of FY19, the generators at Fire Stations 71, 73, and 74 have been replaced or on order to be replaced. In addition, modifications to the YMCA auxiliary power plan have been made and modifications to the Police Department generator system have been made.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Equipment	176,000	75,000	75,000	100,000	100,000	100,000	100,000	726,000
TOTAL PROJECT COSTS	176,000	75,000	75,000	100,000	100,000	100,000	100,000	726,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Capital Fund 317 - Funded	-	-	-	-	-	-	-	-
General Capital Fund 317 - Unfunded	-	-	-	-	-	-	-	-
Building Maintenance Fund 506	176,000	75,000	75,000	100,000	100,000	100,000	100,000	726,000
TOTAL PROJECT REVENUE	176,000	75,000	75,000	100,000	100,000	100,000	100,000	726,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

	CAPITAL IMPROVEMENT PROGRAM DETAIL					
					PROJECT #	201870
						OBM014
	PUBLIC WORKS STANDBY GENERATORS INVENTORY LISTING					
	#	Generator Location	Year	Make	S/N	KW
	1	Trailwood Pump Station		Cummins Onan QTS30-G5	37227326 C070042106	750
	2	City Hall		Detroit 6063TK35 400 DSE	06R08347030 2047132	400
	3	New Police Station North		Generac P222FE 10456910500	EUY0B802353 2101166	600
	4	New Police Station South		Generac P222FE 10456910500	EUYOB802368 2101165	600
	5	Public Works		Cummins 6CTA8.3 DGFB5588551	46276204 A030453821	175
	6	Old Police Station		Detroit 6063TX35 275REOZD	06R0509875 0632631	275
	7	Public Works Backup		Detroit 6063HK35 400DSE	06R083131683	400
	8	Public Works Portable		Kohler Generator/John Deere Power	T04039D346489 4039FF001	25
	9	Ruth St Pump Station		Baldor IDLC275-4JU/John Deere 6090HF484	37227326 C070042106	275
	10	Fire Station 1	2018	Kohler 135R02J	RG6081T138314 707983	135
	11	Fire Station 2		John Deere 6068HF485	PE6068L055157 178301-1-1-0908	200
	12	Fire Station 3	2019	Cummins DFCE5601251	30369608 C030482466	400
	13	Fire Station 4	2019	Generac 99A037985 9G22T87800867	TE861237 2049299	130
	14	Fire Station 5		John Deere 6068HF485	PE6068L054629 178293-1-1-0908	200
	15	YMCA	2019	removed and outfitted with external plug for portable generator connection		
	16	Gymnasium		400FDR8024GG 10637305	6A0421786 MB-95189	155
	17	Parks & Rec Warehouse		John Deere Magnamiten Genset	TO4276D126719 RN3256824	45
	18	Pavilion		Detroit 6063MK35	06R0897648 2095153	250

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201957

New Prj #

PROJECT NAME: Public Works Fence Replacement

Project Manager: Ronny Buttrum

DEPARTMENT: Public Works

Original Plan Date: March 1, 2018

LOCATION: Virginia Avenue

Concurrency Requirement:

Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The Public Works fencing that is located on the West side of the facility has degenerated over the years and is in need of repairs. There is approx. 1,100 lf that will need to be replaced.

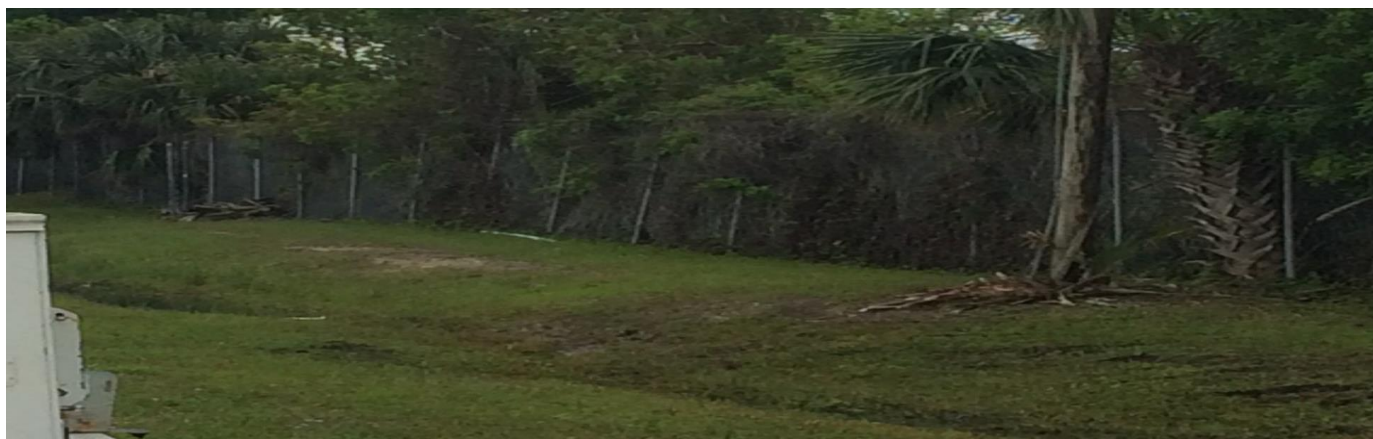
PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	25,000	-	-	-	-	-	25,000
TOTAL PROJECT COSTS	-	25,000	-	-	-	-	-	25,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Capital Projects Fund 301 - Gas Tax	-	-	-	-	-	-	-	-
General Capital Fund 317 - Funded	-	-	-	-	-	-	-	-
Building Maintenance Fund 506	-	25,000	-	-	-	-	-	25,000
General Capital Fund 317 - Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	25,000	-	-	-	-	-	25,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Additional Detail for Public Works CIP Project 201957 - Public Works Fence



LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Public Works

VEH #	MAKE	DESCRIPTION	YEAR	FY20	FY21	FY22	FY23	FY24	FY25
4300 PUBLIC WORKS									
5234	TRIPLE CROWN	TRAILER	1993	-	-	-	-	-	-
1568	STERLING	LT7500 12YD DUMP	2001	-	125,000	-	-	-	-
1696	STERLING	LT7500 12YD DUMP	2004	-	-	125,000	-	-	-
1735	STERLING	ACTERRA TRASH TRUCK	2005	135,000	-	-	-	-	-
1860	FORD	F250 CREWCAB UTILITY	2011	-	28,000	-	-	-	-
1885	FORD	F550 DUMP	2012	-	-	40,000	-	-	-
2002	CHEVY	SILVERADO 1500 PICKUP	2013	21,000	-	-	-	-	-
2019	FORD	F150 PICKUP	2013	-	-	-	23,000	-	-
2043	FORD	EXPLORER SUV	2014	-	-	-	-	-	-
2057	CHEVY	SILVERADO 1500 4X4 PICKUP	2015	-	-	-	-	-	-
2081	FORD	F550 BUCKET TRUCK	2015	-	-	-	-	-	-
2084	FREIGHTLINER	M2 TRASH TRUCK	2015	-	-	-	-	-	-
2129	FORD	F350 CREWCAB UTILITY TRUCK	2016	-	-	-	-	-	-
2163	FORD	F250 UTILITY	2017	-	-	-	-	-	-
2164	FORD	F250 UTILITY	2017	-	-	-	-	-	-
2167	FORD	ESCAPE	2017	-	-	-	-	-	-
2173	FORD	F250 EXT. CAB UTILITY	2017	-	-	-	-	-	-
2197	FORD	F250 CREWCAB PICKUP	2018	-	-	-	-	-	-
2203	FORD	F250 UTILITY	2017	-	-	-	-	-	-
2209	FORD	F250 UTILITY	2017	-	-	-	-	-	-
6166	ALLEMAND	LIGHT PLANT	1998	-	-	-	-	-	-
6193	ALLEMAND	LIGHT PLANT	1998	-	-	-	-	-	-
6357	SHOP BUILT	TRAILER (REFURB 2013)	1999	-	-	-	8,000	-	-
6375	YAHAMA	BEAR TRACKER ATV	1999	-	-	-	-	-	-
6380	ALLEMAND	LIGHT PLANT	1999	8,500	-	-	-	-	-
6561	ALLEMAND	LIGHT PLANT	2001	-	9,000	-	-	-	-
6613	JOHN DEERE	609 BUSHHOG ATT. (ON 6473)	2004	-	-	-	-	-	-
6905	ALLEMAND	LIGHT PLANT	2001	-	9,000	-	-	-	-
7983	TRIPLE CROWN	TRAILER	2003	-	-	-	8,000	-	-
8048	JOHN DEERE	GS-75 WALK BEHIND MOWER	2004	-	-	-	-	-	-
8053	JOHN DEERE	5105 BOX TRACTOR	2004	-	-	-	-	-	-
8243	JOHN DEERE	5105 TRACTOR/MOWER	2005	-	-	-	-	-	-
9348	CHALLENGER	MT525B TRACTOR/BATWING MO	2012	-	-	-	-	-	-
9349	SUZUKI	UTV	2012	-	-	7,500	-	-	-
9350	SUZUKI	UTV	2012	-	-	7,500	-	-	-
9501	CATERPILLER	CB24 VIBRATORY ROLLER	2013	-	-	-	-	-	-
9526	CATERPILLER	259D SKID STEER LOADER	2013	-	-	-	45,000	-	-
9529	JOHN DEERE	997 Z TRAK MOWER	2014	-	-	-	-	-	-
9663	TOWMASTER	7.5X16 TANDEM TRAILER	2015	-	-	-	-	-	-
9790	FALCON	4 TON ASPHALT RECYCLER &	2015	-	-	-	-	-	-
9937	WANCO	T825 MESSAGE BOARD	2017	-	-	-	-	-	-
9938	WANCO	T825 MESSAGE BOARD	2017	-	-	-	-	-	-
9991	JOHN DEERE	GATOR	2017	-	-	-	-	-	-
9997	JOHN DEERE	5045E TRACTOR	2017	-	-	-	-	-	-
10119	TOWMASTER	TRAILER	2017	-	-	-	-	-	-
10124	JOHN DEERE	390 FLAIL MOWER ATTACHMENT	1999	-	-	-	-	-	-
10211	TOWMASTER	20 TON TRAILER	2017	-	-	-	-	-	-
NEW	CMS	T331 SOLAR MESSAGE BOARD	2019	-	-	-	-	-	-
NEW	CMS	T331 SOLAR MESSAGE BOARD	2019	-	-	-	-	-	-
Less: Vehicles/Equip. purchased out of PW Operating				-	-	-	-	-	-
SUB TOTAL - Public Works				164,500	171,000	180,000	84,000	-	-
4200 BUILDING MAINTENANCE									
1643	FORD	RANGER PICKUP	2018	-	-	-	-	-	-
2093	FORD	F150 42 REG CAP	2016	-	-	-	-	-	-
21??	FORD	F250 UTILITY	2017	-	-	-	-	-	-
21??	CHEVY	SILVERADO 1500 PICKUP	2017	-	-	-	-	-	-
SUB TOTAL - Building Maintenance				-	-	-	-	-	-
4500 VEHICLE MAINTENANCE									
1600	D 2500	3/4 TON 4X4	2001	45,000	-	-	-	-	-
POOL VEHICLES									
1776	FORD	FOCUS SEDAN	2006	-	-	-	-	-	-
2052	CHEVY	CRUZE SEDAN	2015	-	-	-	-	-	-
2079	FORD	FUSION SEDAN	2015	-	-	-	-	-	-
2097	FORD	F150 4X2 PICKUP	2016	-	-	-	-	-	-
2106	FORD	ESCAPE SUV	2016	-	-	-	-	-	-
6443	JOHN DEERE	GATOR ATV	2017	-	-	-	-	-	-
21??	FORD	ESCAPE SUV	2017	-	-	-	-	-	-
21??	CHEVY	MALIBU SEDAN	2017	-	-	-	-	-	-
SUB TOTAL - Vehicle Maintenance				45,000	-	-	-	-	-
6100 SOLID WASTE ADMIN.									
2075	Chevy	2500HD Ext Cab Pickup	2015	-	-	-	-	-	-
SUB TOTAL - Solid Waste Admin.				-	-	-	-	-	-
TOTAL - Public Works				209,500	171,000	180,000	84,000	-	-
GRAND TOTAL				209,500	171,000	180,000	84,000	-	-

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

**City of Port Orange, Florida
Capital Improvements Program
FY20 to FY25**



STORMWATER UTILITY

PROJECT	Project #	Prior Years Funding	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Halifax River Outfall Replacements	201439	\$ 60,000	\$ -	\$ 285,430	\$ 285,430	\$ 285,430	\$ 285,430	\$ 285,430	\$ 1,487,150
Southwinds Stormwater Pond Outfall Retrofit	201441	-	-	45,000	680,400	680,400	-	-	\$ 1,405,800
Howes Street Stormwater Improvements	201642	49,000	1,064,641	-	-	-	-	-	\$ 1,113,641
White Place & Riverside Drive Drainage Impr.	201645	-	108,750	-	-	-	-	-	\$ 108,750
Drainage Pipe R&R	201647	320,000	350,000	350,000	350,000	350,000	350,000	350,000	\$ 2,420,000
City Center Shoreline Stabilization	201760	-	25,000	223,925	-	-	-	-	\$ 248,925
Powers Avenue at Lemon Street Drainage Improvements	201761	-	-	-	175,769	-	-	-	\$ 175,769
Viking Drive Stormwater Improvements	201762	-	-	-	30,000	-	-	-	\$ 30,000
Charles Street Drainage Improvements	201763	110,000	-	730,000	-	-	-	-	\$ 840,000
Storm Water Master Plan Phase II	201866	247,000	-	200,000	200,000	-	-	-	\$ 647,000
Storm Water Master Plan Phase 1 Projects	202068	-	-	-	-	1,500,000	1,500,000	1,500,000	\$ 4,500,000
Delmar and Palmas Drive	202069	-	-	-	30,000	125,000	-	-	\$ 155,000
Vehicle Replacement	FLEET	-	-	500,000	978,000	27,000	60,000	60,000	\$ 1,625,000
Total Stormwater Utility:		\$ 786,000	\$1,548,391	\$2,334,355	\$2,729,599	\$2,967,830	\$2,195,430	\$2,195,430	\$14,757,035
FY20 - FY25 Total Only:			\$1,548,391	\$2,334,355	\$2,729,599	\$2,967,830	\$2,195,430	\$2,195,430	\$13,971,035

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201439

DIP068

PROJECT NAME: Halifax River Outfall Replacements

Project Manager: Ronny Buttrum

DEPARTMENT: Stormwater Utility

Original Plan Date: 2/27/2013

LOCATION: Halifax River City-Wide

Concurrency Requirement: No

Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

There are 14 stormwater discharge outfalls directly to the Halifax River throughout the City. Many of these outfalls are constructed of metal pipes that have corroded throughout the years due to the harsh salt water environment. These pipes need to be replaced with Reinforced Concrete Pipe; in addition, headwalls will need to be constructed or reconstructed to accommodate the reinforced concrete pipe and possibly upsized in the diameter of the pipe. Also, the storm water pipe networks associated with the outfalls are tidally influenced which allows river water to enter the networks and equalize to the tidal water level. This project presents an opportunity to install engineered tidal gates at all locations where flooding issues are caused by tidal surcharge and lack of stormwater capacity.

Component	Cost
Eng. Admin/Insp:	\$ 60,000
Construction:	1,712,578

Total Proj Cost:

Note: Project DIP068 was established in FY17 with a budget of \$60,000 for Engineering & Planning budgeted/available in the Drainage Operating Fund 412. Still being designed

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	60,000	-	-	-	-	-	-	60,000
Engineering Admin / Inspection	-	-	-	-	-	-	-	-
Construction	-	-	285,430	285,430	285,430	285,430	285,430	1,427,150
TOTAL PROJECT COSTS	60,000	-	285,430	285,430	285,430	285,430	285,430	1,487,150
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Drainage Fund 412 - Funded	60,000	-	285,430	285,430	285,430	285,430	285,430	1,487,150
Capital Projects Fund 301	-	-	-	-	-	-	-	-
Drainage Fund 412 - Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	60,000	-	285,430	285,430	285,430	285,430	285,430	1,487,150

OPERATIONAL IMPACT

These outfalls are already in a maintenance plan, therefore, once completed, additional operating budget will not be required.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201441
NEED PRJ # **DIPxxx**

PROJECT NAME: Southwinds Stormwater Pond Outfall Retrofit DEPARTMENT: Stormwater Utility LOCATION: Southwinds Subdivision	Project Manager: Ronny Buttrum Original Plan Date: 2/27/2013 Concurrency Requirement: No
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Goal / Objective: Goal 2 Objective 2

Priority II: Essential (Should -Do)

DESCRIPTION/JUSTIFICATION:

This project involves modification to the existing stormwater ponds of the Southwinds neighborhood stormwater system. Currently, the subdivision does not have a positive stormwater outfall discharge. An engineered plan will be required to design and permit an outfall.

<u>Componer</u>	<u>Cost</u>
Engr & Plan:	45,000
Construction Phase I:	680,400
Construction Phase II:	680,400
Total Proj Cost:	1,405,800

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-		45,000	-	-	-	-	45,000
Construction	-	-	-	680,400	680,400	-	-	1,360,800
TOTAL PROJECT COSTS	-	-	45,000	680,400	680,400	-	-	1,405,800
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Drainage Fund 412 - Funded	-	-	-	-	-	-	-	-
Drainage Fund 412 - Unfunded (Phase I)	-	-	45,000	680,400	-	-	-	725,400
Drainage Fund 412 - Unfunded (Phase II)	-	-	-	-	680,400	-	-	680,400
Other	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	-	45,000	680,400	680,400	-	-	1,405,800

OPERATIONAL IMPACT

Once installed, the new pump system will be maintained by the city. This will include periodic testing of the pumps and replacement of damaged parts as appropriate.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201642

DIP069

PROJECT NAME: Howes Street Stormwater Improvements

Project Manager: Ronny Buttrum

DEPARTMENT: Stormwater Utility

Original Plan Date: March 18, 2015

LOCATION: Various

Concurrency Requirement: N/A

Goal / Objective: Goal 2 Objective 2

Priority I: **IMPERATIVE (Must-Do)**

DESCRIPTION/JUSTIFICATION:

Howes Street is located north of Commonwealth Boulevard and west of Ridgewood Avenue in the Allendale area of Port Orange. Howes Street experiences roadway flooding several times a year due to no drainage system to convey the stormwater runoff. Public Works has expended numerous efforts in traffic control and pumping due to the roadway flooding. The proposed solution to alleviate roadway flooding consist of constructing 25 storm inlets, +/-1,150 LF of exfiltration trenches, +/-1,610 LF of RCP pipe, and +/- 2,560 LF of curbs to collect stormwater runoff. Part of Orange Ave roadway will be re-built to eliminate low spots. The new stormwater system will be connected to the B-23 Canal at Howes Street and Westridge Avenue for discharge.

Design of this project is complete. Staff is working to secure grant funding if available.

Note: Project DIP069 was established in FY17 with a budget of \$49,000 for Engineering & Planning, budgeted/available in the Drainage Operating Fund 412.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	49,000	-	-	-	-	-	-	49,000
Engineering Administration / Inspection	-	60,000	-	-	-	-	-	60,000
Construction	-	1,004,641	-	-	-	-	-	1,004,641
TOTAL PROJECT COSTS	49,000	1,064,641	-	-	-	-	-	1,113,641
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	49,000	1,064,641	-	-	-	-	-	1,113,641
Grant Funding-unsecured	-	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	49,000	1,064,641	-	-	-	-	-	1,113,641

OPERATIONAL IMPACT

No operational cost expected.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201645
NEED PRJ # DIPxxx

PROJECT NAME: White Place & Riverside Drive Drainage Impr. DEPARTMENT: Stormwater Utility LOCATION: White Place & Riverside	Project Manager: Ronny Buttrum Original Plan Date: Concurrency Requirement: No
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Goal / Objective: Goal 2 Objective 2 **Priority I: IMPERATIVE (Must -Do)**

DESCRIPTION/JUSTIFICATION:

Analyze, design, and construct improvements to White Place and Riverside Drive drainage system to improve storm water storage and conveyance to reduce potential for flooding. Improvements will include the boring and installation of properly sized pipe.

NOTE:

Part of this project will fall under the Virgina /Monroe project.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	25,000	-	-	-	-	-	25,000
Construction	-	78,750	-	-	-	-	-	78,750
Permits (SJWMD)	-	5,000	-	-	-	-	-	5,000
TOTAL PROJECT COSTS	-	108,750	-	-	-	-	-	108,750
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	108,750	-	-	-	-	-	108,750
TOTAL PROJECT REVENUE	-	108,750	-	-	-	-	-	108,750

OPERATIONAL IMPACT

No operational cost anticipated.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201647
DIP078 DIP075

PROJECT NAME: Drainage Pipe R&R DEPARTMENT: Stormwater Utility LOCATION: Various Locations throughout the City	Project Manager: Ronny Buttrum Original Plan Date: Concurrency Requirement: YES
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Goal / Objective: Goal 2 Objective 2 Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

R & R funding to replace/repair deteriorated and/or undersized corrugated metal pipes with properly sized reinforced concrete pipe or liners to improve storm water conveyance to reduce potential for flooding.

Note: Project DIP078 was established in FY19 with a budget of \$320K but it has since been closed and the funds have been moved under DIP075 Drainage Pipe R&R. DIP075 has a FY19 budget of \$154,591.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY20	FY21	FY22	FY23	FY24	TOTAL
Engineering & Planning	20,000	20,000	20,000	20,000	20,000	20,000	20,000	140,000
Construction	300,000	330,000	330,000	330,000	330,000	330,000	330,000	2,280,000
TOTAL PROJECT COSTS	320,000	350,000	350,000	350,000	350,000	350,000	350,000	2,420,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY20	FY21	FY22	FY23	FY24	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	320,000	350,000	350,000	350,000	350,000	350,000	350,000	2,420,000
Other	-	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	320,000	350,000	350,000	350,000	350,000	350,000	350,000	2,420,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY20	FY21	FY22	FY23	FY24	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY20	FY21	FY22	FY23	FY24	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201760
Need Prj # DIPxxx

PROJECT NAME: City Center Shoreline Stabilization DEPARTMENT: Stormwater Utility LOCATION: City Center, Port Orange	Project Manager: Ronny Buttrum Original Plan Date: July 10, 2015 Concurrency Requirement: No
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Goal / Objective: Goal 2, Objective 2 **Priority I:** IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:				
Construction to stabilize the existing lake's shoreline erosion deficiencies and to repair and improve the eroded drainage outfalls, retaining walls, and the sidewalks around the lake at City Hall for public safety. On May 20, 2016, a design for the City Center shoreline stabilization was funded and completed. However, that design will need to be updated.				
Item	Qty	Unit	Price/Unit	Price
Mobilization / Demobilization	1	LS	30,000	30,000
Construction Survey & As-Built Survey	1	LS	17,500	17,500
Environmental Compliance	1	LS	15,000	15,000
Demobilization and Hauling	1	LS	20,000	20,000
Grading and Hauling	1	LS	17,815	17,815
Fill	600	CY	12	7,200
Sidewalk	180	CY	365	65,700
Concrete Seawall Construction	50	LF	500	25,000
Endwall	1 EA			2,500
18" RCP pipe	15 LF			900
Sodding	1800 SY			6,300
Contingent				41,010
Total Construction Cost:				\$ 248,925

PROJECT EXPENDITURES/FUNDING SOURCES:								
PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering Administration / Inspection	-	25,000	-	-	-	-	-	25,000
Construction	-	-	223,925	-	-	-	-	223,925
TOTAL PROJECT COSTS	-	25,000	223,925	-	-	-	-	248,925
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	25,000	223,925	-	-	-	-	248,925
TOTAL PROJECT REVENUE	-	25,000	223,925	-	-	-	-	248,925

OPERATIONAL IMPACT								
No operational impact is anticipated.								
OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201761

Need Pr #

PROJECT NAME: Powers Avenue at Lemon Street Drainage Improvements
DEPARTMENT: Stormwater Utility
LOCATION: Power Avenue at Lemon Street

Project Manager: Ronny Buttrum
Original Plan Date: March 16, 2016
Concurrency Requirement: No

Goal / Objective: Goal 2 Objective 1, 2

Priority I: IMPERATIVE (Must -Do)

DESCRIPTION/JUSTIFICATION:

At the intersection of Powers Avenue and Lemon Street, roadway and property continually flood due to the absence of a drainage system to convey stormwater runoff. In addition, the existing grade at the intersection is much lower than the surrounding areas allowing the stormwater runoff to accumulate. The accumulation causes flooding on the roadway and adjacent residential properties. The project consists of correcting the drainage deficiencies at Powers Avenue where it intersects with Lemon Street. **The cost of drainage easement acquisition (if required) are not included.**

Item	QTY	Cost	Item	QTY	Cost
Mobilization	1 LS	9,000	Open Cut & Repair Asphalt	30 SY	9,750
Clearing & Grubbing	1 LS	16,500	Restoration	1 LS	25,000
Pre-construction Video	1 LS	2,000	Unsuitable Material Rmvl	1 LS	2,000
Storm Structure (1)	1 EA	5,000	MOT	1 LS	2,500
Manholes	2 EA	10,000	Erosion & Sedimentation Ctrl	1 LS	2,000
Endwall	1 EA	10,000	Engineering & Planning		24,040
18 Inch pipe	600 LF	42,000	Contingency (10%)		15,979
	Subtotal:	94,500		Subtotal:	81,269

Total Construction Cost: \$ 175,769

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	24,040	-	-	-	24,040
Construction	-	-	-	135,750	-	-	-	135,750
Contingency (10%)	-	-	-	15,979	-	-	-	15,979
TOTAL PROJECT COSTS	-	-	-	175,769	-	-	-	175,769
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	-	-	175,769	-	-	-	175,769
TOTAL PROJECT REVENUE	-	-	-	175,769	-	-	-	175,769

OPERATIONAL IMPACT

no operational impact is anticipated for this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201762

No prj # DIPxxx

PROJECT NAME: Viking Drive Stormwater Improvements

Project Manager: Ronny Buttrum

DEPARTMENT: Stormwater Utility

Original Plan Date: March 16, 2016

LOCATION: Viking Drive, Port Orange

Concurrency Requirement: No

Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Presently, Viking Drive does not have a stormwater system in place, and the localized depression area near 112 Viking Drive experiences standing water over the roadway during most rain events. This project consists of design and permitting stormwater improvements within Viking Drive area. Construction cost estimates to follow completion of the design.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	30,000	-	-	-	30,000
Construction	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	-	-	30,000	-	-	-	30,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	-	-	30,000	-	-	-	30,000
TOTAL PROJECT REVENUE	-	-	-	30,000	-	-	-	30,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201763

DIP079

PROJECT NAME: Charles Street Drainage Improvements

Project Manager: Ronny Buttrum

DEPARTMENT: Stormwater Utility

Original Plan Date: October 21, 2015

LOCATION: Charles Street, Port Orange

Concurrency Requirement: No

Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

Analysis, design, and construction for drainage between Herbert Street, Charles Street and Oceans Avenue drainage system to improve stormwater runoff conveyance, stormwater capacity, conveyances, and to reduce the potential for flooding. This will require removing the existing inadequate storm pipe between Herbert Street and Charles Street and replacing the pipe.

Note: Project DIP079 was established in FY19 with a budget of \$110,000 for Engineering & Planning, Budgeted/available in the Drainage Operating Fund 412.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	110,000	-	-	-	-	-	-	110,000
Construction	-	-	730,000	-	-	-	-	730,000
TOTAL PROJECT COSTS	110,000	-	730,000	-	-	-	-	840,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	110,000	-	-	-	-	-	-	110,000
Other	-	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	-	730,000	-	-	-	-	730,000
TOTAL PROJECT REVENUE	110,000	-	730,000	-	-	-	-	840,000

OPERATIONAL IMPACT

No operational impact by this project.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Drainage Operating Fund 412	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

201866

DIP073

PROJECT NAME: Storm Water Master Plan Phase II

Project Manager: Ronny Buttrum

DEPARTMENT: Stormwater Utility

Original Plan Date: July 1, 2016

LOCATION:

Concurrency Requirement: No

Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The City's Stormwater Master Plan was initially developed in 1990 but has not been updated since. Objective 1, Policy 1.1 of the Comprehensive Plan Drainage Sub-Element states that the City shall update the drainage plan every five years. While updates have been prepared for specific basins, the system as a whole has not been updated since the plan was first created.

The update will identify corrective measures to alleviate existing deficiencies in the system and proactively plan for new improvements needed to accommodate future development. The Stormwater Master Plan will help prioritize spending for future capital drainage projects and ensure existing stormwater drainage systems are adequately and proactively maintained. The current estimated cost to update the Stormwater Master Plan is \$605,000.

Phase 1 of the plan began in Fiscal Year 2016 at a cost of \$247,340. This phase only included the Eastern Basin and the vicinity of District I and IV. Phase 2 of the plan is anticipated to begin in Fiscal Year 2022 at a cost of \$200,000.

Note: This is **project DIP073** that was established in FY18 with a budget of \$380,000. Due to a City Council approved reduction of the assessment from \$120 to \$115 per ERU this project was reduced by \$221,629 to offset the lower revenue. The remaining balance of \$158,371 was allocated by the Department to fund emergency pipe replacement project. Currently the project has \$38,371 budgeted/available in FY19.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	247,000	-	200,000	-	-	-	-	447,000
Construction	-	-	-	200,000	-	-	-	200,000
TOTAL PROJECT COSTS	247,000	-	200,000	200,000	-	-	-	647,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	247,000	-	200,000	-	-	-	-	447,000
Other	-	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	-	-	200,000	-	-	-	200,000
TOTAL PROJECT REVENUE	247,000	-	200,000	200,000	-	-	-	647,000

OPERATIONAL IMPACT

The Master Plan Update can be prepared by the City's engineering consultants. Staff resources will be those typically required to prepare the scope of work, administer the contract, and ensure that the work product is sufficient.

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Fund - (001)	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT #

202068

NEW PRJ#

DIPxxx

PROJECT NAME: Storm Water Master Plan Phase 1 Projects

Project Manager: Ronny Buttrum

DEPARTMENT: Stormwater Utility

Original Plan Date: March 8, 2019

LOCATION:

Concurrency Requirement: No

Goal / Objective: Goal 2 Objective 2

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

The City's Stormwater Master Plan was initially developed in 1990. Objective 1, Policy 1.1 of the Comprehensive Plan Drainage Sub-Element states that the City shall update the drainage plan every five years. While updates have been prepared for specific basins, the system as a whole has not been updated since the plan was first created.

The review has identified corrective measures to alleviate existing deficiencies in the system and proactively plan for new improvements needed to accommodate future development. The Stormwater Master Plan has prioritized spending for future capital drainage projects and ensure existing stormwater drainage systems are adequately and proactively maintained.

Phase 1 of the plan assessed the Eastern Basin and the vicinity of District I and IV.

Note: Projects will be designed and scheduled based on the priorities determined by the SWMP Phase I assessment.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	-	-	-	-	-
Construction	-	-	-	-	1,500,000	1,500,000	1,500,000	4,500,000
TOTAL PROJECT COSTS	-	-	-	-	1,500,000	1,500,000	1,500,000	4,500,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	-	-	-	1,500,000	1,500,000	1,500,000	4,500,000
TOTAL PROJECT REVENUE	-	-	-	-	1,500,000	1,500,000	1,500,000	4,500,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Drainage Fund 412 - Funded	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202069
New Prj # DIPXXX

PROJECT NAME: Delmar and Palmas Drive DEPARTMENT: Stormwater Utility LOCATION:	Project Manager: Ronny Buttrum Original Plan Date: March 8, 2019 Concurrency Requirement: No
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Goal / Objective: **Goal 2 Objective 2**

Priority I: IMPERATIVE (Must-Do)

DESCRIPTION/JUSTIFICATION:

At the intersection of Delmar and Palmas Drive, roadway and property continually flood due to the absence of a drainage system to convey stormwater runoff. In addition, the existing grade at the intersection is much lower than the surrounding areas allowing the stormwater runoff to accumulate. The accumulation causes flooding on the roadway and adjacent residential properties. The project consists of correcting the drainage deficiencies at Delmar where it intersects with Palmas Drive. The cost of drainage easement acquisition (if required) are not included.

The design is to create a path for the stormwater runoff to drain to the exiting stormwater drainage system and prevent continued flooding of this intersection.

PROJECT EXPENDITURES/FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	-	-	30,000	-	-	-	30,000
Construction	-	-	-	-	125,000	-	-	125,000
TOTAL PROJECT COSTS	-	-	-	30,000	125,000	-	-	155,000
PROPOSED SOURCES OF FUNDS:	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
General Operating - (001)	-	-	-	-	-	-	-	-
Drainage 412 Fund - Funded	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Drainage 412 Fund - Unfunded	-	-	-	30,000	125,000	-	-	155,000
TOTAL PROJECT REVENUE	-	-	-	30,000	125,000	-	-	155,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEARS	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Drainage Fund 412 - Funded	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Stormwater / Drainage

VEH #	MAKE	DESCRIPTION	YEAR	FY20	FY21	FY22	FY23	FY24	FY25
1800 DRAINAGE UTILITY									
6418	TRAILER	6X16 TRAILER	2000	-	-	-	-	-	-
1433	FORD	F800 5YD DUMP FY17	1996	-	-	-	-	-	-
1570	STERLING	LT7500 12YD DUMP	2001	-	125,000	-	-	-	-
1571	STERLING	LT7500 12YD DUMP	2001	-	125,000	-	-	-	-
1575	STERLING	LT7500 12YD DUMP	2001	-	125,000	-	-	-	-
1576	STERLING	LT7500 12YD DUMP	2001	-	125,000	-	-	-	-
1775	STERLING	LT7500 VACCON	2006	-	-	360,000	-	-	-
1775	VACCON	VACCON PUMP	2013	-	-	-	-	-	-
1869	CHEVY	K2500 UTILITY 4X4	2011	-	-	28,000	-	-	-
2014	CHEVY	2500HD UTILITY	2013	-	-	-	-	28,000	-
2016	CHEVY	2500HD UTILITY 4X4	2013	-	-	-	-	32,000	-
2091	FREIGHTLINER	M2-114SD VACCON	2016	-	-	-	-	-	-
2093	FORD	F150 4X2 PICKUP	2016	-	-	-	-	-	-
2103	FORD	F150 PICKUP	2016	-	-	-	-	-	-
2126	FORD	F250 UTILITY	2016	-	-	-	-	-	-
2145	FORD	F450 STAKE BODY DUMP	2017	-	-	-	-	-	-
6418	TRIPLE CROWN	6X16 TRAILER	2000	-	-	-	-	-	-
6556	JOHN DEERE	550 DOZER	2001	-	-	150,000	-	-	-
6560	CASE	721 LOADER	2001	-	-	120,000	-	-	-
8302	JOHN DEERE	544J LOADER	2005	-	-	-	-	-	-
8440	CATERPILLER	M318 EXCAVATOR	2005	-	-	-	-	-	-
9064	MENZI MUCK	WALKING EXCAVATOR	2008	-	-	320,000	-	-	-
9065	CHALLENGER	MT525B TRACTOR/BOOM MOWER	2009	-	-	-	-	-	-
9310	JOHN DEERE	1445 72" MOWER	2012	-	-	-	17,000	-	-
9352	JOHN DEERE	GATOR ATV	2012	-	-	-	10,000	-	-
9513	JOHN DEERE	997 Z TRAK MOWER	2014	-	-	-	-	-	20,000
9522	JOHN DEERE	997 Z TRAK MOWER	2014	-	-	-	-	-	20,000
9536	JOHN DEERE	997 Z TRAK MOWER	2014	-	-	-	-	-	20,000
9538	CUES	K2 DRAINAGE CAMERA SYSTEM	2014	-	-	-	-	-	-
9539	DIAMOND	8.5X16 BOX TRAILER FOR CAMERA	2014	-	-	-	-	-	-
9789	VENTRAC	4500Y 72" MOWER	2016	-	-	-	-	-	-
9797	JOHN DEERE	GATOR ATV	2016	-	-	-	-	-	-
9838	GRADALL	3100 4X4 EXCAVATOR	2016	-	-	-	-	-	-
9996	CATERPILLER	304E MINI EXCAVATOR	2017	-	-	-	-	-	-
9998	SULLAIR	185CFM AIR COMPRESSOR	2017	-	-	-	-	-	-
10202	CATERPILLER	420F IT BACKHOE LOADER	2017	-	-	-	-	-	-
10211	TOWMASTER	EQUIPMENT TRAILER	2017	-	-	-	-	-	-
TOTAL - Drainage Utility				-	500,000	978,000	27,000	60,000	60,000
Less: Equipment Purchased out of Drainage Fund 412:				-	-	-	-	-	-
Grand Total:				-	500,000	978,000	27,000	60,000	60,000

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles.

**City of Port Orange, Florida
Capital Improvements Program
FY20 to FY25**



GOLF COURSE AT CYPRESS HEAD

PROJECT	Project #	Prior Years Funding	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Irrigation Repair and Replacement	201992	\$ 849	\$ 21,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 41,849
Restroom Renovations	202093	-	15,000	40,000	-	-	-	-	55,000
Vehicle/Equipment Replacement	FLEET	-	60,500	57,000	56,500	43,500	21,000	7,500	246,000
Total Golf Course:		\$ 849	\$ 96,500	\$ 117,000	\$ 56,500	\$ 43,500	\$ 21,000	\$ 7,500	\$ 342,849
FY20 - FY25 Total Only:			\$ 96,500	\$ 117,000	\$ 56,500	\$ 43,500	\$ 21,000	\$ 7,500	\$ 342,000

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 201992

Project Name:	Irrigation Repair and Replacement	Project Manager:	Bob Duquette
Department:	Golf Course at Cypress Head	Original Plan Date:	
Location:	Golf Course at Cypress Head	Concurrency Requirement:	

Goal / Objective: Goal 2 Objective 4

Priority II: Essential (Should do)

DESCRIPTION / JUSTIFICATION:

The current Irrigation System is over 25 years old and was installed when the course was built in 1992. An irrigation audit is currently under way to determine the necessary changes to the current system. The audit will determine if we need to replace the current underground piping and replace existing sprinkler heads along with replacing control panels to operate the system. There has been multiple joint failures underground leading to costly repairs and shutdown of the system. The replacement of the system would reduce repair costs, significantly improve watering of the grass surfaces, reduce waste and reduce water costs. The recommendation would be to start the replacement on the back nine to help reduce interruption of regular play and limit any revenue losses.

The audit indicated that all the control boxes need to be replaced and there are 19 on the course. Staff is recommending breaking this into two phases and replace half in FY20 and the other half in FY21. Estimated cost to replace all 19 boxes is \$41,000.

Note: The City funded \$20,000 towards the irrigation audit in FY18 on Project QPC080 but only used \$849. The remaining funds were re-allocated to other Golf Course needs. (Greens Rollers and Irrigation Pump Repair)

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEAR	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	849	-	-	-	-	-	-	849
Construction	-	21,000	20,000	-	-	-	-	41,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	849	21,000	20,000	-	-	-	-	41,849
SOURCES OF FUNDS:	PRIOR YEAR	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Golf Course Operating Fund 450	849	21,000	20,000	-	-	-	-	41,849
Recreation Impact Fees Fund 611	-	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	849	21,000	20,000	-	-	-	-	41,849

OPERATIONAL IMPACT

No additional operating costs are expected as a result of this project.

OPERATIONAL IMPACT	PRIOR YEAR	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEAR	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Golf Course Operating Fund 450	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM DETAIL

PROJECT # 202093

Project Name: Restroom Renovations
Department: Golf Course at Cypress Head
Location: Golf Course at Cypress Head

Project Manager: Bob Duquette
Original Plan Date:
Concurrency Requirement:

Goal / Objective: Goal 2 Objective 4

Priority III: Important (Could do)

The restrooms at the golf course are original and are in need of renovations. One of the top complaints we receive from patrons is the restrooms. The restrooms would need to be re design to current ADA standards and an engineers estimate will be provided for construction.

PROJECT EXPENDITURES / FUNDING SOURCES:

PROJECT COSTS:	PRIOR YEAR	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Engineering & Planning	-	15,000	-	-	-	-	-	15,000
Construction	-	-	40,000	-	-	-	-	40,000
Equipment	-	-	-	-	-	-	-	-
TOTAL PROJECT COSTS	-	15,000	40,000	-	-	-	-	55,000
SOURCES OF FUNDS:	PRIOR YEAR	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Golf Course Operating Fund 450	-	15,000	40,000	-	-	-	-	55,000
Recreation Impact Fees Fund 611	-	-	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-	-	-
TOTAL PROJECT REVENUE	-	15,000	40,000	-	-	-	-	55,000

OPERATIONAL IMPACT

OPERATIONAL IMPACT	PRIOR YEAR	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Additional Revenues								
Charges for Services	-	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-
Less Additional Expenditures								
New Personnel	-	-	-	-	-	-	-	-
Maintenance and Other Operating	-	-	-	-	-	-	-	-
Non Operating (Debt Service)	-	-	-	-	-	-	-	-
Net Annual Impact on Operations	-	-	-	-	-	-	-	-
FUNDING SOURCES	PRIOR YEAR	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Golf Course Operating Fund 450	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

LEASE AND REPLACEMENT FUND
FLEET REPLACEMENT SCHEDULE - Cypress Head Golf Course

VEH #	MAKE	DESCRIPTION	YEAR	FY20	FY21	FY22	FY23	FY24	FY25
Cypress Head Golf Course									
6791	JOHN DEERE	5105 TRACTOR	2003	-	-	-	-	-	-
6879	TORO	3100D ROUGH MOWER	1997	28,000	-	-	-	-	-
6882	MONTANA	4920 FRONT END LOADER	2007	-	-	-	-	-	-
6893	JOHN DEERE	2500B GREENS MOWER (1693)	2008	-	-	-	-	-	-
6897	JOHN DEERE	7700 FAIRWAY MOWER	2009	-	-	-	-	-	-
6899	SISIS	GREENS MULTI SHEARER	2009	-	7,500	-	-	-	-
9229	CUSHMAN	HAULER 800	2012	-	8,500	-	-	-	-
9230	CUSHMAN	HAULER 1200	2012	-	8,500	-	-	-	-
9308	JOHN DEERE	1200A FIELD RAKE	2012	-	-	13,000	-	-	-
9405	JOHN DEERE	2500B GREENS MOWER	2013	32,500	-	-	-	-	-
9408	JOHN DEERE	2500B GREENS MOWER	2013	-	32,500	-	-	-	-
9532	JOHN DEERE	2500B GREENS MOWER	2014	-	-	33,000	-	-	-
9533	JOHN DEERE	2500B GREENS MOWER	2014	-	-	-	33,000	-	-
9559	JOHN DEERE	GATOR TE ELECTRIC	2015	-	-	10,500	-	-	-
9560	JOHN DEERE	GATOR TE ELECTRIC	2015	-	-	-	10,500	-	-
9603	TORO	3280 72" DECK MOWER	2015	-	-	-	-	21,000	-
9604	TORO	PROFORCE BLOWER	2015	-	-	-	-	-	7,500
	EZ GO	GOLF CARTS (75)	2016	-	-	-	-	-	-
TOTAL Golf Course at Cypress Head				60,500	57,000	56,500	43,500	21,000	7,500

Operational Impact: No additional operating costs are expected from this routine replacement of fleet vehicles

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Capital Improvement Program (CIP) FY20 - FY25
Summary by Department => Impact on Operations for Funded Projects

Project	Department	Project #	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
City Manager =>									
Enterprise Resource Planning System	City Manager	201501	278,922	278,922	278,922	278,922	287,290	295,908	1,698,886
Total City Manager:			278,922	278,922	278,922	278,922	287,290	295,908	1,698,886
Community Development =>									
Willow Run Blvd. Widening	Comm. Development	201015	-	-	-	1,500	1,500	1,500	4,500
Willow Run Blvd. Sidewalk (South Side)	Comm. Development	201336	-	-	500	500	500	500	2,000
Riverwalk Park - South Section	Comm. Development	201545	-	-	138,000	138,000	138,000	138,000	552,000
I-95 Gateway Signage	Comm. Development	201648	-	3,600	3,600	3,600	3,600	3,600	18,000
SUN Trail - SJ River to Sea Loop	Comm. Development	201749	-	-	1,750	1,750	1,750	1,750	7,000
Madeline Avenue (East) and Bruner Rd. Trail/Sidewalks	Comm. Development	201857	-	-	500	500	500	500	2,000
Madeline Avenue (West) Sidewalk/Trail	Comm. Development	201858	-	-	500	500	500	500	2,000
Taylor Rd./Williamson Blvd. Inter. Feasibility Study	Comm. Development	201859	-	-	-	500	500	500	1,500
Williamson Blvd. and Willow Run Sidewalk	Comm. Development	202071	-	-	-	500	500	500	1,500
Yorktowne Blvd. - North Segment	Comm. Development	201008	-	-	1,500	1,500	1,500	1,500	6,000
Coraci Blvd. Extension	Comm. Development	200907	-	-	-	-	1,500	1,500	3,000
Sidewalk Gap Project	Comm. Development	201861	-	-	500	500	500	500	2,000
Total Community Development:			-	3,600	146,850	149,350	150,850	150,850	601,500
Fire and Rescue =>									
Training Facility/Tower	Fire and Rescue	201838	-	-	2,000	2,000	2,000	2,000	8,000
Emergency Traffic Control	Fire and Rescue	201839	-	5,000	5,000	5,000	5,000	5,000	25,000
Gear Extractor and Dryers	Fire and Rescue	201949	-	500	500	500	500	500	2,500
Total Fire and Rescue:			-	5,500	7,500	7,500	7,500	7,500	35,500
Information Technology									
Public Safety Technology Refresh	Information Tech	201321	2,500	2,000	1,500	1,000	500	-	7,500
Total Information Technology:			2,500	2,000	1,500	1,000	500	-	7,500
Parks & Recreation									
REC Center Remodel	Parks & Recreation	201686	41,941	41,941	41,941	41,941	41,941	41,941	251,646
West Side Sports Complex	Parks & Recreation	201378	-	-	95,380	115,308	115,308	115,308	441,304
Total Parks & Recreation:			41,941	41,941	137,321	157,249	157,249	157,249	692,950
Public Utilities =>									
WRF - Water Reuse Program	Public Utilities	38972	30,000	30,000	60,000	60,000	60,000	60,000	300,000
Total Public Utilities:			30,000	30,000	60,000	60,000	60,000	60,000	300,000
Grand Total of Operational Impact for FY20-FY25 Funded Projects:			353,363	361,963	632,093	654,021	663,389	671,507	3,336,336