



REGULAR CITY COUNCIL MEETING

6:30 PM – COUNCIL CHAMBERS – CITY HALL

DECEMBER 13, 2022

AGENDA

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

A. OPENING

1. Invocation by Father Karl Bergin of The Catholic Church of the Epiphany
2. Pledge of Allegiance
3. Roll Call

B. CONSENT AGENDA

4. Public Comments on Consent Agenda Items Only
5. Agenda Approval
6. Approval of Minutes
 - a. December 6, 2022 - Regular City Council Meeting
7. Bid Awards and Contract Items
 - a. Approval of Lease for Office Space for U.S. Representative Cory Mills
 - b. Approval of one-month extension to the Annual Service and Trap Neuter Release (TNR) Agreement with Halifax Humane Society (HHS)
8. Resolution No. 22-46 - Financial Investment Policy
9. Approval to Reactivate the Department of Defense Surplus Equipment Program - The Florida 1033 Program

C. PUBLIC PARTICIPATION (Non-Agenda – 20 minutes)

D. COUNCIL COMMENTS

10. Comments/Concerns from Council Members

E. PUBLIC HEARING

11. Second Reading - Ordinance No. 2022-30 - Comprehensive Plan Amendment/Annual Capital Improvements Element Update (Case No. 22-27500001)
12. Approval of the Final Plat & Plans for Leila's Hammock Subdivision (Case No. 22-50000002)

F. REGULAR AGENDA

13. Update from Raftelis on Utility Rate Study - Water, Wastewater, Reclaimed Water rates, miscellaneous service charges and fees
14. Discussion on Legislative Priorities

G. ADDITIONAL ITEMS

15. City Attorney
16. City Manager
 - a. Hurricane Update

H. COUNCIL COMMITTEE REPORTS

17. City Council Committee Reports
 - a. Port Orange/South Daytona Chamber of Commerce
 - b. Round Table of Elected Officials - Mayor Don Burnette

I. ADJOURNMENT

NOTICES – PURSUANT TO SECTION 286.0105 OF THE FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT THIS PUBLIC MEETING OR HEARING, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, SUCH PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY DOES NOT PREPARE OR PROVIDE SUCH A RECORD.



FOR SPECIAL ACCOMMODATIONS, PLEASE NOTIFY THE CITY CLERK'S OFFICE (PHONE: 386-506-5563) 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 OR HEARING DATE.



HELP FOR THE HEARING IMPAIRED IS AVAILABLE THROUGH THE ASSISTIVE LISTENING SYSTEM RECEIVERS CAN BE OBTAINED FROM THE CITY CLERKS' OFFICE.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), 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, 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 OR HEARING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-955-8771.

Regular City Council Meeting

12/13/2022

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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
DECEMBER 6, 2022

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 Melissa Frantz

Pledge of Allegiance

Roll Call	Present:	Councilman Reed Foley Councilwoman Kat Atwood Councilman Drew Bastian Vice Mayor Scott Stiltner Mayor Donald Burnette
	Also Present:	City Manager Wayne Clark Assistant City Attorney Shannon Balmer City Clerk Robin Fenwick Assistant City Clerk Tracee Cody

4. Swearing-In Ceremony

The ceremony to swear in Councilwoman Kat Atwood and Councilmen Scott Stiltner and Reed Foley was completed.

5. Election of Vice Mayor

Councilman Drew Bastian nominated Councilman Reed Foley to serve as the Vice Mayor for 2023 and Vice Mayor Scott Stiltner seconded the nomination. Nomination carried unanimously by voice vote.

6. Appointments to Council Committees for 2023

Council discussed the current appointments. No changes were requested.

Motion to approve the appointments as listed below was made by Vice Mayor Scott Stiltner and Seconded by Councilman Drew Bastian. Motion carried unanimously by voice vote.

ArtHaus – Kat Atwood
General Employees Retirement Trust Fund – Scott Stiltner

River to Sea Transportation Planning Organization – Reed Foley

Municipal Firefighters Pension Board – Reed Foley

Municipal Police Officers Retirement Trust – Drew Bastian

Port Orange-South Daytona Chamber of Commerce – Don Burnette

Roundtable of Elected Officials - Don Burnette

First Step - Kat Atwood

CONSENT AGENDA

7. Public Comments on Consent Agenda Items Only

Robert Reinhausen, citizen, spoke regarding Item #15. He doesn't believe there will be no fiscal impact with the proposed changes.

8. Agenda Approval

There were no changes requested by Council.

Motion to approve was made by Vice Mayor Scott Stiltner and Seconded by Councilman Reed Foley. Motion carried unanimously by voice vote.

9. Approval of Minutes

a. November 15, 2022 - Regular City Council Meeting

b. November 8, 2022 - Special City Council Meeting - Hurricane Nicole

10. Bid Awards and Contract Items

a. Approval of Contract with JBI Contractors, LLC for ITB #22-11 Boggs Ford Road Drainage Improvements

b. Approval of Contract with West Florida Maintenance, Inc. for ITB #22-13 - Repainting Water Treatment Plant Buildings and Structures

c. Approval of Task Authorization No. 2 to Mead and Hunt for Construction Administration Services for ITB 22-07 Garnsey Water Treatment Plant Generator Installation

d. Approval of Task Authorization No. 2 to Schenkel Shultz Architecture for City Hall Building Assessment

11. Resolution No. 22-43 - Approval of Florida Division of Emergency Management Subrecipient Agreement for Hurricane Ian

12. Resolution No. 22-44 - Acceptance of the \$12,622.48 grant from the University of North Florida/Institute of Police Technology and Management for Florida's Bicycle Pedestrian Focused Initiative

13. Resolution No. 22-45 - Approval of the CDBG Program Year 2022 (PY22) Grant Agreement

14. Approval of the 2023 City Council Meeting Calendar

15. Approval of an Amendment to the Administrative Code

16. Acceptance of the 2022 Annual Concurrency Management Report

Motion to approve the Consent Agenda as presented was made by Vice Mayor Scott Stiltner and Seconded by Councilman Reed Foley. Motion carried unanimously by roll call vote.

HURRICANE UPDATE

Wayne Clark, City Manager, provided an update regarding the temporary fix to the Cambridge discharge trough retaining wall, which has been completed, as well as details of the second pass for debris pickup. Staff expects debris pickup to be completed by the end of next week. Vice Mayor Scott Stiltner asked Council to gather their thoughts and experiences from the hurricanes to provide for debriefing. He'd like to consider debris trailers to be able to get out quicker post-storm. Councilwoman Kat Atwood suggested static videos could be shared on PogTV.

PUBLIC PARTICIPATION (Non-Agenda – 20 minutes)

There was none.

BOARD APPOINTMENTS, INTERVIEWS, AND REPORTS

17. Golf Advisory Board Report

Lance Green, Chairman, provided details from their meeting. The course is in good shape, especially after the hurricanes.

COUNCIL COMMENTS

18. Comments/Concerns from Council Members

Vice Mayor Scott Stiltner asked for a timeline for a bond referendum for park expansions for the 2024 ballot to include Council Workshops and deadlines for the election. He's concerned about the runoff from the Kings Landing subdivision into the Hamlet and Southport subdivisions. Mr. Clark spoke regarding the complicated issues but will bring back additional information that shows the area. Vice Mayor Scott Stiltner asked that Code Enforcement address the lights at the Port Orange Pavilion.

Councilman Drew Bastian mentioned the lights on the south side of Dunlawton Ave. Mr. Clark explained there was an issue getting the switches to fix them.

Councilman Reed Foley thanked the Police Department staff and Spouses Backing the Blue organization for their charity event, Cops for Christmas. He also thanked staff for the extra events for children and families.

Councilwoman Kat Atwood thanked Parks and Recreation staff for the number and quality of the events.

Mayor Don Burnette thanked all staff for the Tree Lighting event and Christmas Parade. He thanked Mr. Clark for the work put into the Administrative Code changes.

PUBLIC HEARING

19. Second Reading - Ordinance No. 2022-28 - Ninth Amendment to the Crystal Lake Planned Unit Development Master Development Agreement

Mayor Don Burnette read Ordinance No. 2022-28.

ORDINANCE NO 2022-28

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, APPROVING THE NINTH AMENDMENT TO THE MASTER DEVELOPMENT AGREEMENT FOR CRYSTAL LAKE PLANNED UNIT DEVELOPMENT (PUD); PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY OF; AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2022-28 was made by Vice Mayor Scott Stiltner and Seconded by Councilman Reed Foley. Motion carried unanimously by roll call vote.

20. Second Reading - Ordinance No. 2022-29 - Consent to Assignment of the Franchise of TECO Energy, Inc to Peoples Gas System, Inc.

Mayor Don Burnette read Ordinance No. 2022-29.

ORDINANCE NO 2022-29

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA AUTHORIZING AND CONSENTING TO THE ASSIGNMENT OF THE NONEXCLUSIVE GAS FRANCHISE TO PEOPLES GAS SYSTEM, INC.; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

Motion to adopt Ordinance No. 2022-29 was made by Vice Mayor Scott Stiltner and Seconded by Councilwoman Kat Atwood. Motion carried unanimously by roll call vote.

21. First Reading - Ordinance No. 2022-30 - Comprehensive Plan Amendment/Annual Capital Improvements Element Update (Case No. 22-27500001)

Mayor Don Burnette read Ordinance No. 2022-30.

ORDINANCE NO 2022-30

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING THE COMPREHENSIVE PLAN CAPITAL IMPROVEMENT ELEMENT; PROVIDING FOR THE FY2023-2028 FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS AND SUPPORTING DATA; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2022-30 was made by Vice Mayor Scott Stiltner and Seconded by Councilwoman Kat Atwood.

Penelope Cruz, Planning Manager, provided details of the ordinance.

Motion carried unanimously by roll call vote.

22. First Reading - Ordinance No. 2022-32 - LDC Amendment/Chapter 20 - Ridgewood Targeted Business Program

Mayor Don Burnette read Ordinance No. 2022-32.

ORDINANCE NO 2022-32

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA AMENDING THE LAND DEVELOPMENT CODE CHAPTER 20 RELATING TO RIDGEWOOD CORRIDOR TARGETED BUSINESSES RELATING TO ADDITIONAL DEVELOPMENT INCENTIVES; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2022-32 was made by Vice Mayor Scott Stiltner and Seconded by Councilman Reed Foley.

Mrs. Cruz provided details of the pilot program and instead of requesting another extension of the pilot program, staff is requesting that it be made permanent.

Motion carried unanimously by roll call vote.

ADDITIONAL ITEMS

23. City Attorney

There was nothing further.

24. City Manager

There was nothing further.

COUNCIL COMMITTEE REPORTS

25. City Council Committee Reports

a. Fire Pension Plan - Council Member Reed Foley provided details from their recent meeting. The performance of the plan does not look good. He wants the plan looked at as far as the Plan Administrator, Actuary, Financial Planner, etc.

b. Police Pension Plan - Council Member Drew Bastian provided details from their recent meeting.

ADJOURNMENT - 8:20 p.m.

Mayor Donald O. Burnette

Attest:

Robin Fenwick, MMC
City Clerk



CITY COUNCIL AGENDA ITEM

COUNCIL MEETING DATE 12/13/2022

SUBJECT: (B7a) Approval of Lease for Office Space for U.S. Representative Cory Mills

DEPARTMENT: City Manager

GOAL: N/A

RECOMMENDED MOTION: Move to approve a District Office lease with Representative Cory Mills for a two year period, ending on January 2, 2025.

SUMMARY: The City currently leases office space within City Hall to the duly elected member of the U.S. House of Representatives for District 7. Due to the 2022 election, Cory Mills will be the new District 7 Representative and desires to continue the lease of this office space. The lease term will be from January 3, 2023 through January 2, 2025.

The proposed amount of rent due to the City would remain at \$100 per month over the period of the new lease.

PRESENTER: Robin Fenwick

ATTACHMENTS:

1.	City Lease to Mills for 118 District Office	City lease - 118_District_Office_Lease_Attachment-W9-EFT_Combo_Form.pdf
2.	W-9 form for City lease	W-9 form for City lease.pdf

Robin Fenwick	Created/Initiated - 12/6/2022
John McKinney	Approved - 12/6/2022
Wayne Clark	Approved - 12/6/2022
Shannon Balmer	Approved - 12/7/2022
Wayne Clark	Approved - 12/8/2022
Robin Fenwick	Final Approval - 12/8/2022

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 1 of 3 – 118th Congress)

Pursuant to 2 U.S.C.A. § 4313, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, _____

City of Port Orange, 1000 City Center Circle, Port Orange, FL 32129

(Landlord's name)

(Landlord's street address, city, state, ZIP code)

("Lessor"), and Cory Mills, a Member/Member-Elect of the U.S. House of Representatives ("Lessee"), agree as follows:

1. **Location.** Lessor shall lease to Lessee _____ square feet of office space located at
1000 City Center Circle
(Office street address)
in the city, state and ZIP code of Port Orange, FL 32129.
(Office city, state and ZIP)
2. **Lease Amenities.** Lessee shall be entitled to receive and Lessor shall be required to provide the amenities selected in Section A of the District Office Lease Attachment ("Attachment") accompanying this Lease.
3. **Term.** Lessee shall have and hold the leased premises for the period beginning January 3, 2023 and ending January 2, 2025. The term of this District Office Lease ("Lease") may not exceed two (2) years and may not extend beyond January 2, 2025, which is the end of the constitutional term of the Congress to which the Member is elected.
4. **Rent.** The monthly rent shall be \$100.00, and is payable in arrears on or before the last day of each calendar month. Rent payable under this Lease shall be prorated on a daily basis for any fraction of a month of occupancy.
5. **Early Termination.** This Lease may be terminated by either party giving 30 days' prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.
6. **Payments.** During the term of this Lease, rent payments under Section 4 of this Lease shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives (the "CAO") on behalf of the Lessee.
7. **District Office Lease Attachment for 118th Congress.** The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 118th Congress.
8. **Counterparts.** This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
9. **Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 2 of 3 – 118th Congress)

10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:

[Signature page follows.]

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 3 of 3 – 118th Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

City of Port Orange

Print Name of Lessor/Landlord/Company

Print Name of Lessee

By: _____
Lessor Signature
Name: Donald O. Burnette
Title: Mayor

Lessee Signature

Date

Date

Attest: _____
Robin L. Fenwick, MMC, City Clerk

This District Office Lease must be accompanied with an executed District Office Lease Attachment.

District Office Lease Attachment

(Page 1 of 5 – 118th Congress)

SECTION A **(Lease Amenities)**

Section A sets forth the amenities provided by the Lessor to be included in the Lease. Except as noted below, the amenities listed are not required for all district offices.

To be completed by the Lessor (required amenities):

☒ * **High-Speed Internet Available Within the Leased Space.**

Please list any internet providers known to provide service to the property:

☒ * **Interior Wiring CAT 5e or Better within Leased Space.**

To be completed by the Lessor (optional amenities):

- ☐ Amenities are separately listed elsewhere in the Lease.
(The below checklist can be left blank if the above box is checked.)

The Lease includes (please check and complete all that apply):

☒ **Lockable Space for Networking Equipment.**

☒ **Telephone Service Available.**

☒ **Parking.** _____ Assigned Parking Spaces
✓ _____ Unassigned Parking Spaces

☐ General Off-Street Parking on an As-Available Basis

☒ **Utilities.** Includes: _____

☒ **Janitorial Services.** Frequency: _____

☒ **Trash Removal.** Frequency: _____

☒ **Carpet Cleaning.** Frequency: _____

☒ **Window Washing.** ☐ **Window Treatments.**

☒ **Tenant Alterations Included In Rental Rate.**

☒ **After Hours Building Access.**

☐ **Office Furnishings.** Includes: _____

☒ **Cable TV Accessible.** If checked, Included in Rental Rate: ☒ Yes ☐ No

☐ **Building Manager.** ☐ Onsite ☐ On Call Contact Name: _____

Phone Number: _____ Email Address: _____

District Office Lease Attachment

(Page 2 of 5 – 118th Congress)

SECTION B **(Additional Lease Terms)**

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-elect of the U.S. House of Representatives) agree that this District Office Lease Attachment (“Attachment”) is incorporated into and made part of the Lease (“Lease”) and, if applicable, District Office Lease Amendment (“Amendment”) to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (the “House”) nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (the “CAO”) to Lessor to satisfy Lessee’s rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO (“Administrative Counsel”) must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing the last page of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance, U.S. House of Representatives, at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a) terminate the Lease by giving thirty (30) days’ prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee’s successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice

District Office Lease Attachment

(Page 3 of 5 – 118th Congress)

shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-elect before taking office. Should the Member-elect not take office to serve as a Member of the 118th Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, Attn: Kellie Wilson, via e-mail at FCLeasePayments@mail.house.gov, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
11. **Assignments.** Lessor shall provide thirty (30) days prior written notice to Lessee before assigning any of its rights, interests or obligations under the Lease, in whole or in part, by operation of law or otherwise. Lessor shall promptly file a copy of any such assignment notice with Administrative Counsel by e-mail at leases@mail.house.gov. Lessee and the House shall not be responsible for any misdirected payments resulting from Lessor's failure to file an assignment notice in accordance with this section.
12. **Sale or Transfer of Leased Premises.** Lessor shall provide thirty (30) days prior written notice to Lessee in the event (a) of any sale to a third party of any part of the leased premises, or (b) Lessor transfers or otherwise disposes of any of the leased premises, and provide documentation evidencing such sale or transfer in such notice. Lessor shall promptly file a copy of any such sale or transfer notice with Administrative Counsel by e-mail at leases@mail.house.gov.
13. **Bankruptcy and Foreclosure.** In the event (a) Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily), (b) the leased premises is foreclosed upon, or (c) of any similar occurrence, Lessor agrees to promptly notify Lessee in writing. Lessor shall also promptly file a copy of any such notice via e-mail with the Office of Finance, U.S. House of Representatives, Attn: Kellie Wilson, via e-mail at FCLeasePayments@mail.house.gov, and with Administrative Counsel by e-mail at leases@mail.house.gov.
14. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall require the review of Administrative Counsel, prior to Lessee signing the estoppel certificate. Lessor shall promptly provide a copy of any such estoppel certificate to Administrative Counsel by e-mail at leases@mail.house.gov.
15. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
16. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating

District Office Lease Attachment

(Page 4 of 5 – 118th Congress)

systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.

17. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 15 and 16.
18. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
19. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.
20. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
21. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
22. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
23. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
24. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.
25. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
26. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
27. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.

District Office Lease Attachment
(Page 5 of 5 – 118h Congress)

28. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
29. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

City of Port Orange

Print Name of Lessor/Landlord

Print Name of Lessee

By: _____

Lessor Signature

Name: Donald O. Burnette

Title: Mayor

Lessee Signature

Date

Date

Attest: _____
Robin L. Fenwick, MMC, City Clerk

From the Member's Office, who is the point of contact for questions?

Name _____ Phone (____) _____ E-mail _____@mail.house.gov

This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____, 20____.
(Administrative Counsel)

Clear Form

Save Form

This form is designed to be filled out using Adobe Reader

Print Form only, no instructions

Print Form & Instructions

U.S. House of Representatives

Substitute W-9 and ACH Vendor/Miscellaneous Payment Enrollment Form

Internal Revenue Code 6109, 31 U.S.C. 3322, 31 CFR 210 and the 1996 Debt Collection Improvement Act require all entities that do business with the United States Government to provide a Tax Identification Number (TIN) and Electronic Funds Transfer (EFT) information for payment. PL 93-579 protects your privacy and mandates that the information never be published or used for any other purpose than to pay you. **Please complete all sections below, sign and return via the email or fax number listed.**

RETURN FORM TO: VendorEFT@mail.house.gov

FAX NUMBER: (202) 225-6914

SECTION I UNITED STATES HOUSE OF REPRESENTATIVES INFORMATION

ADDRESS US HOUSE OF REPRESENTATIVES - ACCOUNTING, 3110 O'NEILL FEDERAL BUILDING, WASHINGTON, DC 20515
 AGENCY IDENTIFIER 53-6002523 AGENCY LOCATION CODE 4832 TELEPHONE NUMBER (202) 226-2277

SECTION II PAYEE/COMPANY INFORMATION

NAME (AS SHOWN ON YOUR INCOME TAX RETURN)		CHECK APPROPRIATE BOX FOR FEDERAL TAX CLASSIFICATION (required)	
BUSINESS NAME/DISREGARDED ENTITY NAME or DBA, IF DIFFERENT THAN ABOVE		☐ Individual/ Sole Proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate	
		☐ Limited Liability Company Enter tax classification (C=C corporation, S=S corporation, P= Partnership) Exempt payee ☐	
TYPE OF TAX IDENTIFICATION NUMBER	ENTER TAX IDENTIFICATION NUMBER	☐ OTHER (Other entities. Enter your business name below as shown on required federal tax documents "Name" line. <i>This name should match the name shown on the charter or other legal document creating the entity.</i> You may enter any business, trade, or DBA name on the "Business name/ disregarded entity name" line.)	
☐ SOCIAL SECURITY NUMBER (or)			
☐ EIN			
ADDRESS/CITY/STATE/ZIP		PURCHASE ORDER ADDRESS/CITY/STATE/ZIP	
CONTACT PERSON NAME			
EMAIL			
TELEPHONE NUMBER	FAX NUMBER	TELEPHONE NUMBER	FAX NUMBER
REMIT TO ADDRESS			

SECTION III FINANCIAL INSTITUTION INFORMATION

BANK NAME (Branch City, State)	
ACH COORDINATOR NAME	TELEPHONE NUMBER
NINE-DIGIT ROUTING TRANSIT NUMBER	
DEPOSITOR ACCOUNT TITLE	
DEPOSITOR ACCOUNT NUMBER	LOCKBOX NUMBER
TYPE OF ACCOUNT ☐ CHECKING ☐ SAVINGS ☐ LOCKBOX	

SECTION IV SOCIO-ECONOMIC INFORMATION

Clear Section IV

Type of Business	☐ Large Business-No Socio-Economic Designations ☐ Minority ☐ SmBusiness ☐ Sm-Disadv/Minority ☐ Sm-Disadv Only ☐ SmMin Only
Sm-Disadvantaged Business Prog	☐ 8 (a) Firm ☐ HUBZone Program ☐ HUBZone Eligible ☐ Emerging Small Business ☐ Women-Owned Business
Other Preference Programs	☐ Buy Indian ☐ Directed to JWOD Non-Profit ☐ No Preference/Not Listed ☐ Small Business Set-Aside ☐ Very Small Business Set-Aside
Veteran Owned Status	☐ Non-Vet Owned SmBus ☐ Other Vet Owned SmBus ☐ Serv-Disabled Vet Other Bus ☐ Serv-Disabled Vet Owned SB ☐ Vet-Owned Other Bus
Size of Business	☐ (A) 50 or less ☐ (B) 51-100 ☐ (C) 101-250 ☐ (D) 251-500 ☐ (E) 501-750 ☐ (F) 751-1,000 ☐ (G) Over 1,000 ☐ (M) 1 million or less ☐ (N) 1.1-2 million ☐ (P) 2.1-3.5 million ☐ (R) 3.1-5 million ☐ (S) 5.1-10 million ☐ (T) 10.1-17 million ☐ (Z) Over 17 million

SECTION V CERTIFICATION OF DATA BY PAYEE/COMPANY

NAME Donald O. Burnette	TITLE/POSITION
SIGNATURE	DATE
	TELEPHONE NUMBER

Page 20 of

Clear Form

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BUSINESS NAME/DISREGARDED ENTITY NAME or DBA, IF DIFFERENT THAN ABOVE		☐ Limited Liability Company Enter tax classification (C=C corporation, S=S corporation, P= Partnership) ☐ Exempt payee	
TYPE OF TAX IDENTIFICATION NUMBER ☐ SOCIAL SECURITY NUMBER (or) ☐ EIN	ENTER TAX IDENTIFICATION NUMBER	☐ OTHER (Other entities. Enter your business name below as shown on required federal tax documents "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/ disregarded entity name" line.)	
ADDRESS/CITY/STATE/ZIP		PURCHASE ORDER ADDRESS/CITY/STATE/ZIP	
CONTACT PERSON NAME		EMAIL	
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Size of Business	☐ (A) 50 or less ☐ (B) 51-100 ☐ (C) 101-250 ☐ (D) 251-500 ☐ (E) 501-750 ☐ (F) 751-1,000 ☐ (G) Over 1,000 ☐ (M) 1 million or less ☐ (N) 1.1-2 million ☐ (P) 2.1-3.5 million ☐ (R) 3.1-5 million ☐ (S) 5.1-10 million ☐ (T) 10.1-17 million ☐ (Z) Over 17 million		

SECTION V CERTIFICATION OF DATA BY PAYEE/COMPANY

NAME Donald O. Burnette	TITLE/POSITION
SIGNATURE	DATE
	TELEPHONE NUMBER

**Instructions for Completing
U.S. House of Representatives
Substitute W-9 and ACH Vendor/Miscellaneous Payment Enrollment Form**

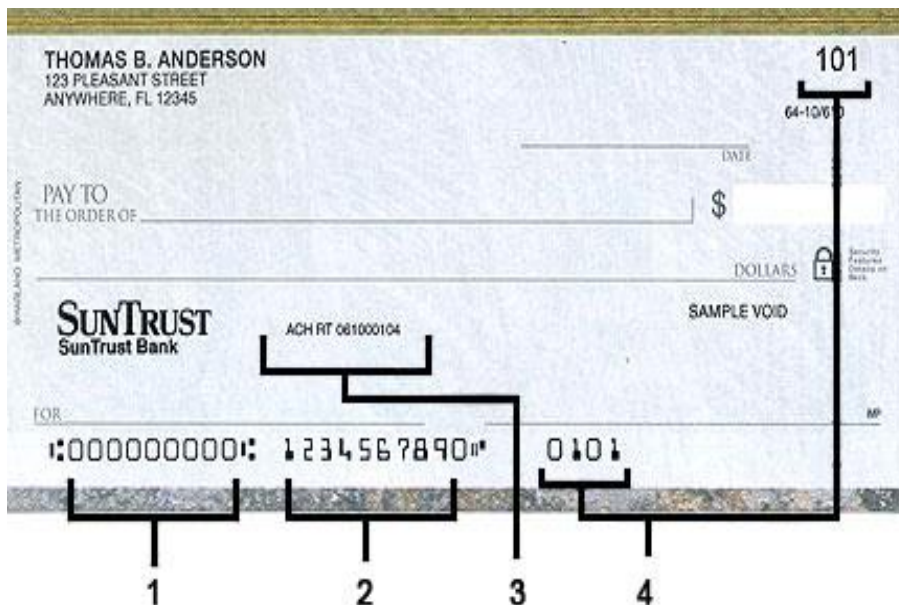
Section I - Agency Information – Includes the name and address, agency identifier, agency location code and telephone number for the House of Representatives.

Section II - Payee/Company Information – Print or type the name of the payee/company and address that will receive payment, social security or taxpayer ID number, contact person name, telephone number and email of the payee/company. Print or type the purchase order and remit to addresses if different from the payee/company address. Check the appropriate boxes for federal tax classification.

Section III - Financial Institution Information – Print or type the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Check the appropriate box for type of account. Payee/Company may include a voided check with this form.

ACH Account Information Located on a Check or Deposit Ticket

<u>FINANCIAL INSTITUTION NAME</u>	name of the financial institution to which the payments are to be directed
<u>ROUTING TRANSIT NUMBER (RTN)</u>	financial institution's 9 digit routing transit number; <i>found on the bottom of a check or deposit ticket or from your Financial Institution</i>
<u>ACCOUNT TITLE</u>	employee's or vendor's name on the account
<u>ACCOUNT NUMBER</u>	account number at the financial institution



1. Routing Transit Number (RTN) – nine digits located between two symbols. This number identifies the bank holding your account and check processing center.
2. Account number – this is your complete account number. Your account number can be up to 17 digits. Please include leading zeros.
3. ACH Routing Transit Number – Automated Clearing House routing number, use this number for your Routing Transit Number (RTN) if you bank with **SunTrust Bank**.
4. Check number – This information is not necessary - do not provide

Section IV - Socio-Economic Information – Check the boxes for each category, if applicable: type of business, small disadvantaged business program, HUBZone program, emerging small business, women-owned business, other preference programs, Veteran owned status and size of business. Detailed information related to Small Business programs can be found at <http://www.sba.gov/>.

Section V - Certification of Data By Payee/Company – Print or type the name, title/position and phone number of the Authorized official. The Authorized official must sign and date the form.



CITY COUNCIL AGENDA ITEM

COUNCIL MEETING DATE 12/13/2022

SUBJECT: (B7b) Approval of one-month extension to the Annual Service and Trap Neuter Release (TNR) Agreement with Halifax Humane Society (HHS)

DEPARTMENT: Police Services

GOAL: 3 - Quality of Life

RECOMMENDED MOTION: Move to approve the one-month extension to the services contract with Halifax Humane Society, subject to approval by Halifax Humane Society, and authorize the Mayor and City Clerk to execute all contract documents.

SUMMARY: The Halifax Humane Society (HHS) has proposed a new service agreement for the City's consideration. The proposed services agreement was not provided to the City with sufficient time for review of the new terms prior to the current agreement's expiration. In addition to the need for sufficient time to review said agreement, the recent storms caused delays in the process, necessitating the City and HHS to enter into two extensions (3 months total) to allow additional time to negotiate the terms of the new services agreement. While the City and HHS have made significant progress in the negotiations, the new services agreement has not been finalized. In order to provide the best possible agreement for the City, additional time is needed to finalize the terms of said agreement. Therefore, an additional one-month extension of the existing agreement is being requested. The new services agreement will be on the City Council Agenda in January. We expect increases in the costs of services provided by HHS.

PRESENTER: Manuel Marino

ATTACHMENTS:

1.	Extension No. 3 - HHS Agreement	Extension No. 3 - HHS Agreement.pdf
----	---------------------------------	-------------------------------------

Robin Fenwick	Created/Initiated - 12/7/2022
Shannon Balmer	Approved - 12/8/2022
Wayne Clark	Approved - 12/8/2022
Robin Fenwick	Final Approval - 12/8/2022

EXTENSION NO. 3
TO AGREEMENT FOR SERVICES BETWEEN HALIFAX HUMANE SOCIETY, INC. AND THE CITY OF PORT ORANGE
DATED SEPTEMBER 7, 2021

THIS EXTENSION NO. 3 ("Extension") is entered into on the day and year set forth hereinafter 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 **HALIFAX HUMANE SOCIETY, INC.** ("Contractor" and/or "HHS"), a Florida Not For Profit Corporation whose principal address is 2364 West LPGA Boulevard, Daytona Beach, FL 32124 (collectively "the Parties"). The Parties have agreed as follows:

WHEREAS, on the 7th day of September 2021, the Parties entered into an Agreement for Services ("Contract"), with an initial term commencing on October 1, 2021 and continuing until midnight between September 30, 2022 and October 1, 2022, with the option to extend the Contract for up to five (5) twelve (12) month periods, subject to review and approval of the City Manager and budget appropriation, or enter into contract negotiations, if so desire;

WHEREAS, the Parties entered into Extension No. 1 to the Contract, extending the initial term from October 1, 2022 until October 30, 2022;

WHEREAS, the Parties entered into Extension No. 2 to the Contract, extending the initial term from October 30, 2022 until December 31, 2022;

WHEREAS, the Parties desire to extend the Contract for one additional month (of the first 12 months extension period) in order for the parties to negotiate a new service agreement proposed by Contractor, notwithstanding the date of execution of this Extension, to commence on January 1, 2023, and continue until January 31, 2023, allowing for finalizing the Contract negotiations; and

WHEREAS, the Port Orange City Council has determined that the execution of this Extension is beneficial to the citizens of the City of Port Orange.

NOW, THEREFORE, the Parties, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

The foregoing recitals are true and correct and incorporated herein.

1. **Term.** The Term of this Contract as amended is hereby renewed. Notwithstanding the date of execution, the Contract shall renew on January 1, 2023, and continue until January 31, 2023.
2. **Integration.** This Extension expressly modifies the Contract and shall supersede all previous communications, representations, or agreements, written or verbal, between the Parties. In the event of a conflict, the terms and conditions of this Extension shall prevail. Unless modified herein, the original terms of the Contract shall remain in full force and effect.
3. **Contract Construction.** This Extension 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 Extension 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 Extension.

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

Witnesses:

HALIFAX HUMANE SOCIETY, INC.

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.

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 2022, by _____, as _____ of Halifax Humane Society, Inc., a Florida Corporation. He or she is ____ personally known or ____ 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 by means of ____ physical presence or ____ online notarization, this ____ day of _____, 2022, by Donald O. Burnette, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the city. He is ____ personally known or ____ produced _____ as identification.

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, by means of ____ physical presence or ____ online notarization, this ____ day of _____, 2022, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city. She is ____ personally known or ____ produced _____ as identification.

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



CITY COUNCIL AGENDA ITEM

COUNCIL MEETING DATE 12/13/2022

SUBJECT: (B8) Resolution No. 22-46 - Financial Investment Policy

DEPARTMENT: Finance

GOAL: 5 - Fiscal Sustainability

RECOMMENDED MOTION: Motion to approve Resolution No. 22-46.

SUMMARY: The purpose of the Investment Policy is to set forth the investment objectives and parameters for the management of the funds of the City of Port Orange. This policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices. This policy complies with Section 218.415, Florida Statutes, and applies to all cash and investments held or controlled by the City, with the exception of the City's Pension Funds and funds related to the issuance of debt where there are other existing policies or indentures in effect.

Additionally, any future revenues which have statutory investment requirements conflicting with this Investment Policy and funds held by state agencies (e.g., Department of Revenue), are not subject to the provisions of this policy.

Our current Investment Policy was approved by the City Council on November 4, 2019 by Resolution No. 19-63.

The two main changes from the previous version of this policy are listed below.

1. Internal Loan Program - Internal loans will be utilized to provide a short to medium-term financing alternative for departments seeking to finance such capital projects/capital outlay expenditures. All internal loans under the Program must be approved by the City Council.

2. Government Accounting Standards Board (GASB) - Updated the reference of current GASB pronouncement 40 "Deposit and Investment Risk Disclosures" under the Reporting section of the policy.

The revisions presented in this policy have been fully reviewed and recommended for approval by PFM Asset Management, LLC. They are the city's financial advisors related to the city's investment portfolio.

PRESENTER: John McKinney

ATTACHMENTS:

1.	Resolution No 22-46 with exhibit	Resolution No 22-46.pdf
2.	Port Orange Investment Policy 2022	Port Orange Investment Policy 2022.pdf

John McKinney	Created/Initiated - 11/9/2022
John McKinney	Approved - 11/9/2022
Matthew Jones	Approved - 12/2/2022
Wayne Clark	Approved - 12/6/2022
Robin Fenwick	Final Approval - 12/6/2022

RESOLUTION NO. 22-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PORT ORANGE, VOLUSIA COUNTY, FLORIDA;
UPDATING AND ADOPTING THE CITY'S INVESTMENT
POLICY; SUPERSEDING PRIOR RESOLUTIONS;
PROVIDING FOR REPEAL OF CONFLICTING
RESOLUTIONS; PROVIDING FOR SCRIVENER'S
ERRORS; 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 Investment Policy, attached hereto as **Exhibit "A"**, is hereby adopted by City Council, updating the established administrative policy for the City of Port Orange.

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.

Section 3. The attached Exhibit "A", from time to time, will be modified, updated and amended by the City Council, based upon policies as determined by City Council, Statutory and other compliance requirements, changing market conditions, recommendations and proposed modifications from City Management, and Professional Investment Advisors.

Section 4. This Resolution shall supersede Resolution No. 19-63.

Section 5. Any resolutions or parts thereof in conflict with the provisions of this Resolution are hereby repealed and replaced herewith.

Section 6. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

Section 7. 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: _____
Shannon K. Balmer, Assistant City Attorney



EXHIBIT "A"

CITY OF PORT ORANGE

INVESTMENT POLICY

FINANCE DEPARTMENT

December 13, 2022

RESOLUTION NO. 22 -46

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Investment Policy

City of Port Orange

I. PURPOSE

The purpose of this policy is to set forth the investment objectives and parameters for the management of the funds of the City of Port Orange, (hereinafter “City”). These policies are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

II. SCOPE

In accordance with Section 218.415, Florida Statutes, this investment policy applies to all cash and investments held or controlled by the City and shall be identified as “general operating funds” or “portfolio” of the City, excepting therefrom ~~with the exception of~~ the City’s Pension Funds, Other Post Employment Benefit Funds (OPEB), Deferred Compensation & Section 401(a) Plans, and funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. Additionally, any future revenues, which have statutory investment requirements conflicting with this Investment Policy and funds held by state agencies (e.g., Department of Revenue), are not subject to the provisions of this policy.

III. INVESTMENT OBJECTIVES

Safety of Principal

The foremost objective of this investment program is the safety of the principal of those funds within the portfolios. Investment transactions shall seek to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Maintenance of Liquidity

The portfolios shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodic cash flow analyses will be completed in order to ensure that the portfolios are positioned to provide sufficient liquidity.

Return on Investment

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. However, return is attempted through active management where the Investment Advisor utilizes a total return strategy (which includes both realized and unrealized gains and losses in the portfolio). This total return strategy seeks to increase the value of the portfolio through reinvestment of income and capital gains. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Despite this, an Investment Advisor may trade to recognize a loss from time to time to achieve a perceived relative value based on its potential to enhance the total return of the portfolio.

IV. DELEGATION OF AUTHORITY

In accordance with the City's Charter, the responsibility for providing oversight and direction in regard to the management of the investment program resides with the City Manager. The management responsibility for all City funds in the investment program and investment transactions is delegated to the City's Finance Director. The Finance Director shall receive concurrence from the City Manager for all transactions. The Finance Director shall establish written procedures for the operation of the investment portfolio and a system of internal accounting and daily procedures for investment trades and to regulate the activities of employees. The City may employ an Investment ~~Advisor~~Manager to assist in managing some of the City's portfolios. Such Investment ~~Advisor~~Manager must be registered under the Investment Advisers Act of 1940.

V. STANDARDS OF PRUDENCE

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported to the City Council in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "Prudent Person" rule states the following:

Investments should be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by investment officials who are officers or employees is the "Prudent Person" standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

VI. ETHICS AND CONFLICTS OF INTEREST

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Also, employees involved in the investment process shall disclose to the City Clerk, in accordance with the appropriate state statutes governing conflicts of interest, any material financial interests in financial institutions that conduct business with the City, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the City's investment program.

VII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES

The Finance Director shall establish a system of internal controls and operational procedures that are in writing and made a part of the City's operational procedures. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation, by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping, repurchase agreements, separation of transaction authority from accounting and record keeping, wire transfer agreements, banking service contracts, collateral/depository agreements, and "delivery vs. payment" procedures. No person may engage in an investment transaction except as authorized under the terms of this policy.

Independent auditors as a normal part of the annual financial audit for the City shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

VIII. CONTINUING EDUCATION

The Finance Director and appropriate staff shall annually complete a minimum 8 hours of continuing education in subjects or courses of study related to investment practices and products.

IX. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

Authorized City staff shall only purchase securities from financial institutions, which are Qualified Institutions by the City or institutions designated as "Primary Dealers" by the Federal Reserve Bank of New York. Authorized City staff shall only enter into repurchase agreements with financial institutions that are Qualified Institutions and Primary Dealers as designated by the Federal Reserve Bank of New York. The City's Investment Advisor(s) shall utilize and maintain its own list of approved primary and non-primary securities dealers. The Finance Director and/or designee shall maintain a list of financial institutions and broker/dealers that are approved for investment purposes and only firms meeting the following requirements will be eligible to serve as Qualified Institutions:

- 1) regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule);
- 2) Capital of no less than \$10,000,000;
- 3) registered as a dealer under the Securities Exchange Act of 1934;
- 4) member of the Financial Industry Regulatory Authority, Inc. (FINRA);
- 5) registered to sell securities in Florida; and
- 6) the firm and assigned broker have been engaged in the business of effecting transactions in U.S. government and agency obligations for at least five (5) consecutive years.
- 7) Public Depositories qualified by the Treasurer of the State of Florida, in accordance with Chapter 280, Florida Statutes.

All brokers, dealers and other financial institutions deemed to be Qualified Institutions shall be provided with current copies of the City's Investment Policy. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the City transacts business.

X. MATURITY AND LIQUIDITY REQUIREMENTS

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operating funds should have maturities of no longer than twenty-four (24) months.

Investments of bond reserves, construction funds, and other non-operating funds (“core funds”) shall have a term appropriate to the need for funds and in accordance with debt covenants, but should not exceed ten (10) years.

From time to time the above parameters may require modification in order to meet specific construction draw schedules or other predetermined operating, capital needs or to satisfy debt obligations but in no event shall exceed thirty (30) years.

The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Master Repurchase Agreement.

XI. RISK AND DIVERSIFICATION

Assets held shall be diversified to control risks resulting from over concentration of assets in a specific maturity, issuer, instruments, dealer, or bank through which these instruments are bought and sold. The Finance Director shall determine diversification strategies within the established guidelines.

XII. MASTER REPURCHASE AGREEMENT

The Finance Director will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the Securities Industry and Financial Markets Association (SIFMA) Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the SIFMA Master Repurchase Agreement.

XIII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

After the Finance Director or the Investment Advisor has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) Qualified Institutions and/or Primary Dealers must be contacted and asked to provide bids/offers on securities in questions. Bids will be held in confidence until the bid deemed to best meet the investment objectives is determined and selected.

However, if obtaining bids/offers are not feasible and appropriate, securities may be purchased utilizing the comparison to current market price method on an exception basis. Acceptable current market price providers include, but are not limited to:

- A. Tradeweb
 - B. Bloomberg Information Systems
 - C. Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing
 - D. Daily market pricing provided by the City’s custodian or their correspondent institutions
- The Finance Director or the Investment Advisor shall utilize the competitive bid process to select the securities to be purchased or sold. Selection by comparison to a current market price, as indicated above,

shall only be utilized when, in judgment of the Finance Director or the Investment Advisor, competitive bidding would inhibit the selection process.

Examples of when the City may use this method include:

1. When time constraints due to unusual circumstances preclude the use of the competitive bidding process
2. When no active market exists for the issue being traded due to the age or depth of the issue
3. When a security is unique to a single dealer, for example, a private placement
4. When the transaction involves new issues or issues in the “when issued” market

Overnight sweep investments or repurchase agreements will not be bid, but may be placed with the City’s depository bank relating to the demand account for which the sweep investments or repurchase agreement was purchased.

XIV. AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION

Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the City’s needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Finance Director or designee may sell the investment at the then-prevailing market price and place the proceeds into the proper account at the City’s custodian.

The following are the investment requirements and allocation limits on security types, issuers, and maturities as established by the City. The Finance Director or designee shall have the option to further restrict investment percentages from time to time based on market conditions, risk and diversification investment strategies. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment, at the time of purchase. Investments not listed in this policy are prohibited.

The allocation limits and security types do not apply to the investment of debt proceeds. These investments shall be governed by the debt covenant included in the debt instrument.

Permitted Investments

Sector	Sector Maximum (%)	Per Issuer Maximum (%)	Minimum Ratings Requirement ¹	Maximum Maturity
U.S. Treasury	100%	100%	N/A	10 Years (5.50 Years avg. life ⁴ for GNMA)
GNMA		40%		
Other U.S. Government Guaranteed (e.g. AID, GTC)		10%		
Federal Agency/GSE: FNMA, FHLMC, FHLB, FFCB*	75%	40% ³	N/A	10 Years
Federal Agency/GSE other than those above		10%		

Sector	Sector Maximum (%)	Per Issuer Maximum (%)	Minimum Ratings Requirement ¹	Maximum Maturity
Supranationals where U.S. is a shareholder and voting member	25%	10%	Highest ST or Two Highest LT Rating Categories (A-1/P-1, AAA/Aa, or equivalent)	5.50 Years
Corporates	50% ²	5%	Highest ST or Three Highest LT Rating Categories (A-1/P-1, A-/A3 or equivalent)	5.50 Years
Municipals	25%	5%	Two Highest LT Rating Categories (Aa, AA or equivalent)	5.50 Years
Agency Mortgage-Backed Securities (MBS)	25%	40% ³	N/A	5.50 Years Avg. Life ⁴
Asset-Backed Securities (ABS)	25%	5%	Highest ST or LT Rating (A-1+/P-1, AAA/Aaa, or equivalent)	5.50 Years Avg. Life ⁴
Non-Negotiable Collateralized Bank Deposits or Savings Accounts	50%	None, if fully collateralized	None, if fully collateralized.	2 Years
Commercial Paper (CP)	50% ²	5%	Highest ST Rating Category (A-1/P-1, or equivalent)	270 Days
Bankers' Acceptances (BAs)	10% ²	5%	Highest ST Rating Category (A-1/P-1, or equivalent)	180 Days
Repurchase Agreements (Repo or RP)	40%	20%	Counterparty (or if the counterparty is not rated by an NRSRO, then the counterparty's parent) must be rated in the Highest ST Rating Category (A-1/P-1, or equivalent) If the counterparty is a Federal Reserve Bank, no rating is required	1 Year
Money Market Funds (MMFs)	50%	25%	Highest Fund Rating by all NRSROs who rate the fund (AAAm/Aaa-mf, or equivalent)	N/A
Fixed-Income Mutual Funds & ETFs	20%	10%	N/A	N/A
Intergovernmental Pools (LGIPs)	50%	25%	Highest Fund Quality and Volatility Rating Categories by all NRSROs who rate the LGIP, (AAAm/AAAf, S1, or equivalent)	N/A
Florida Local Government Surplus Funds Trust Funds ("Florida Prime")	25%	N/A	Highest Fund Rating by all NRSROs who rate the fund (AAAm/Aaa-mf, or equivalent)	N/A

Notes:

¹ Rating by at least one SEC-registered Nationally Recognized Statistical Rating Organization ("NRSRO"), unless otherwise noted. ST=Short-term; LT=Long-term.

² Maximum allocation to all corporate and bank credit instruments is 50% combined.

³ Maximum exposure to any one Federal agency, including the combined holdings of Agency debt and Agency MBS, is 40%.

⁴ The maturity limit for MBS and ABS is based on the expected average life at time of settlement, measured using Bloomberg or other industry standard methods.

* Federal National Mortgage Association (FNMA); Federal Home Loan Mortgage Corporation (FHLMC); Federal Home Loan Bank or its District banks (FHLB); Federal Farm Credit Bank (FFCB).

- 1) **U.S. Treasury & Government Guaranteed** - U.S. Treasury obligations, and obligations the principal and interest of which are backed or guaranteed by the full faith and credit of the U.S. Government.

- 2) **Federal Agency/GSE** - Debt obligations, participations or other instruments issued or fully guaranteed by any U.S. Federal agency, instrumentality or government-sponsored enterprise (GSE).
- 3) **Supranationals** – U.S. dollar denominated debt obligations of a multilateral organization of governments where U.S. is a shareholder and voting member.
- 4) **Corporates** – U.S. dollar denominated corporate notes, bonds or other debt obligations issued or guaranteed by a domestic or foreign corporation, financial institution, non-profit, or other entity.
- 5) **Municipals** – Obligations, including both taxable and tax-exempt, issued or guaranteed by any State, territory or possession of the United States, political subdivision, public corporation, authority, agency board, instrumentality or other unit of local government of any State or territory.
- 6) **Agency Mortgage Backed Securities** - Mortgage-backed securities (MBS), backed by residential, multi-family or commercial mortgages, that are issued or fully guaranteed as to principal and interest by a U.S. Federal agency or government sponsored enterprise, including but not limited to pass-throughs, collateralized mortgage obligations (CMOs) and REMICs.
- 7) **Asset-Backed Securities** - Asset-backed securities (ABS) whose underlying collateral consists of loans, leases or receivables, including but not limited to auto loans/leases, credit card receivables, student loans, equipment loans/leases, or home-equity loans.
- 8) **Non-Negotiable Certificate of Deposit and Savings Accounts** - Non-negotiable interest bearing time certificates of deposit, or savings accounts in banks organized under the laws of this state or in national banks organized under the laws of the United States and doing business in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.
- 9) **Commercial Paper** – U.S. dollar denominated commercial paper issued or guaranteed by a domestic or foreign corporation, company, financial institution, trust or other entity, including both unsecured debt and asset-backed programs.
- 10) **Bankers' Acceptances** - Bankers' acceptances issued, drawn on, or guaranteed by a U.S. bank or U.S. branch of a foreign bank.
- 11) **Repurchase Agreements** - Repurchase agreements (Repo or RP) that meet the following requirements:
 - a. Must be governed by a written SIFMA Master Repurchase Agreement which specifies securities eligible for purchase and resale, and which provides the unconditional right to liquidate the underlying securities should the Counterparty default or fail to provide full timely repayment.
 - b. Counterparty must be a Federal Reserve Bank, a Primary Dealer as designated by the Federal Reserve Bank of New York, or a nationally chartered commercial bank.
 - c. Securities underlying repurchase agreements must be delivered to a third party custodian under a written custodial agreement and may be of deliverable or tri-party form. Securities must be held in the City's custodial account or in a separate account in the name of the City.
 - d. Acceptable underlying securities include only securities that are direct obligations of, or that are fully guaranteed by, the United States or any agency of the United States, or U.S. Agency-backed mortgage related securities.
 - e. Underlying securities must have an aggregate current market value of at least 102% (or 100% if the counterparty is a Federal Reserve Bank) of the purchase price plus current accrued price differential at the close of each business day.
 - f. Final term of the agreement must be 1 year or less.

- 12) **Money Market Funds** - Shares in open-end and no-load money market mutual funds, provided such funds are registered under the Investment Company Act of 1940 and operate in accordance with Rule 2a-7.

A thorough investigation of any money market fund is required prior to investing, and on an annual basis. Appendix B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

- 13) **Fixed-Income Mutual Funds and ETFs** - Shares in open-end and no-load fixed-income mutual funds or exchange-traded funds (ETFs) whose underlying investments would be permitted for purchase under this policy and all its restrictions.

- 14) **Local Government Investment Pools** – State, local government or privately-sponsored investment pools that are authorized pursuant to state law.

A thorough investigation of any intergovernmental investment pool is required prior to investing, and on an annual basis. Appendix B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

- 15) **The Florida Local Government Surplus Funds Trust Funds (“Florida Prime”)** A thorough investigation of the Florida Prime is required prior to investing, and on an annual basis. Appendix B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus or portfolio report must be obtained.

General Investment and Portfolio Limits

1. General investment limitations:
 - a. Investments must be denominated in U.S. dollars and issued for legal sale in U.S. markets.
 - b. Minimum ratings are based on the highest rating by any one Nationally Recognized Statistical Ratings Organization (“NRSRO”), unless otherwise specified.
 - c. All limits and rating requirements apply at time of purchase.
 - d. Should a security fall below the minimum credit rating requirement for purchase, the Investment Advisor will notify the Finance Director.
 - e. The maximum maturity (or average life for MBS/ABS) of any investment is 10 years. Maturity and average life are measured from settlement date. The final maturity date can be based on any mandatory call, put, pre-refunding date, or other mandatory redemption date.
2. General portfolio limitations:
 - a. The maximum effective duration of the aggregate portfolio is 3 years.
 - b. Maximum exposure to issuers in any non-U.S. country cannot exceed 10 percent per country.
3. Investment in the following are permitted, provided they meet all other policy requirements:
 - a. Callable, step-up callable, called, pre-refunded, putable and extendable securities, as long as the effective final maturity meets the maturity limits for the sector
 - b. Variable-rate and floating-rate securities
 - c. Subordinated, secured and covered debt, if it meets the ratings requirements for the sector
 - d. Zero coupon issues and strips, excluding agency mortgage-backed Interest-only structures (I/Os)
 - e. Treasury TIPS
4. The following are **NOT PERMITTED** investments, unless specifically authorized by statute and with prior approval of the governing body:
 - a. Trading for speculation
 - b. Derivatives (other than callables and traditional floating or variable-rate instruments)

- c. Mortgage-backed interest-only structures (I/Os)
- d. Inverse or leveraged floating-rate and variable-rate instruments
- e. Currency, equity, index and event-linked notes (e.g. range notes), or other structures that could return less than par at maturity
- f. Private placements and direct loans, except as may be legally permitted by Rule 144A or commercial paper issued under a 4(2) exemption from registration
- g. Convertible, high yield, and non-U.S. dollar denominated debt
- h. Short sales
- i. Use of leverage
- j. Futures and options
- k. Mutual funds, other than fixed-income mutual funds and ETFs, and money market funds
- l. Equities, commodities, currencies and hard assets

XV. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS

Investment in any derivative products or the use of reverse repurchase agreements requires specific City Council approval prior to their use, unless otherwise specified in Section XII of this Investment Policy. If the City Council approves the use of derivative products, the Finance Director shall develop sufficient understanding of the derivative products and have the expertise to manage them. A “derivative” is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values. If the City Council approves the use of reverse repurchase agreements or other forms of leverage, the investment shall be limited to transactions in which the proceeds are intended to provide liquidity and for which the Finance Director has sufficient resources and expertise to manage them.

XVI. PERFORMANCE MEASUREMENTS

In order to assist in the evaluation of the portfolios’ performance, the City will use performance benchmarks for short-term and long-term portfolios. The use of benchmarks will allow the City to measure its returns against other investors in the same markets.

- A. Investment performance of funds designated as short-term funds and other funds that must maintain a high degree of liquidity will be compared to the S&P Rated GIP Index Government 30-Day Gross of Fees yield will be used as a benchmark as compared to the portfolios’ net book value rate of return for current operating funds. Investments of current operating funds should have maturities of no longer than twenty-four (24) months.
- B. Investment performance of funds designated as core funds and other non-operating funds that have a longer-term investment horizon will be compared to the ~~ICE BofA Bank of America Merrill Lynch~~ 1-3 Year U.S. Treasury Note Index and the portfolio’s total rate of return will be compared to this benchmark. The appropriate index will have a duration and asset mix that approximates the portfolios and will be utilized as a benchmark to be compared to the portfolios’ total rate of return. Investments of bond reserves, construction funds, and other non-operating funds (“core funds”) should have a term appropriate to the need for funds and in accordance with debt covenants, but should not exceed ten (10) years.

XVII. REPORTING

The Finance Director and/or Investment Advisor shall provide the City Manager with a “Quarterly Investment Report” that summarizes but not limited to the following:

- A. Recent market conditions, economic developments and anticipated investment conditions.
- B. The investment strategies employed in the most recent quarter.
- C. A description of all securities held in investment portfolios at month-end.
- D. The total rate of return for the quarter and year-to-date versus appropriate benchmarks.
- E. Any areas of policy concern warranting possible revisions to current or planned investment strategies. The market values presented in these reports will be consistent with accounting guidelines in GASB Statement 31 and 40.

On an annual basis, the Finance Director shall submit to the City Council a written report on all invested funds. The annual report shall provide all, but not limited to, the following: a complete list of all invested funds, name or type of security in which the funds are invested, the amount invested, the maturity date, earned income, the book value, the market value, the yield on each investment.

The annual report will show performance on both a book value and total rate of return basis and will compare the results to the above-stated performance benchmarks. All investments shall be reported at fair value per GASB Statement 31 and 40. Investment reports shall be available to the public.

XVIII. THIRD-PARTY CUSTODIAL AGREEMENTS

Securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchase by, and all collateral obtained by; the City should be properly designated as an asset of the City. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the City Manager and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

The custodian shall provide the Finance Director with safekeeping statements that provide detail information on the securities held by the custodian. On a monthly basis, the custodian will also provide reports that list all securities held for the City, the book value of holdings and the market value as of month-end.

Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.

XIX INTERNAL LOAN PROGRAM

This section governs the extension of internal loans from the city's internal liquidity resources of the Pooled Cash Fund for the purpose of financing capital construction projects or capital outlay expenditures for which external financing is not available, or for providing interim financing for municipal strategic initiatives for which a gap exists between the acquisition or construction of a project and the timing of the cash receipts from planned sources of funding including permanent debt financing, federal and state grants, fees and charges and cash from general operating sources.

The Internal Loan Program ("Program") will be utilized to provide a short to medium-term financing alternative for departments seeking to finance such capital projects/capital outlay expenditures, in a manner that does not detract from the overall City portfolio investment objectives and liquidity requirements. All internal loans under the Program must be approved by the City Council. The Finance Director will establish the general objectives, guidelines, and financial reporting for the administration of the Program.

XX. INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by City resolution. ~~The City Manager or designee, Finance Director, Assistant Finance Director, and the Accounting Manager shall review the policy annually and submit recommendations to the City Manager for City Council consideration and approval of the City Council shall approve any modification made thereto.~~ Any inconsistencies between the current portfolio and this policy will be considered acceptable ~~as long as~~ if corrective measures are completed to adjust the portfolio in accordance with this policy.

Appendix A

Glossary of Cash and Investment Management Terms

The following is a glossary of key investing terms, many of which appear in the City's investment policy. This glossary clarifies the meaning of investment terms generally used in cash and investment management. This glossary has been adapted from the GFOA Sample Investment Policy and the Association of Public Treasurers of the United States and Canada's Model Investment Policy.

Accrued Interest. Interest earned but which has not yet been paid or received.

Agency. See "Federal Agency Securities."

Ask Price. Price at which a broker/dealer offers to sell a security to an investor. Also known as "offered price."

Asset Backed Securities (ABS). A fixed-income security backed by notes or receivables against assets other than real estate. Generally issued by special purpose companies that "own" the assets and issue the ABS. Examples include securities backed by auto loans, credit card receivables, home equity loans, manufactured housing loans, farm equipment loans, and aircraft leases.

Average Life. The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

Bankers' Acceptance (BA's). A draft or bill of exchange drawn upon and accepted by a bank. Frequently used to finance shipping of international goods. Used as a short-term credit instrument, bankers' acceptances are traded at a discount from face value as a money market instrument in the secondary market on the basis of the credit quality of the guaranteeing bank.

Basis Point. One hundredth of one percent, or 0.01%. Thus 1% equals 100 basis points.

Bearer Security. A security whose ownership is determined by the holder of the physical security. Typically, there is no registration on the issuer's books. Title to bearer securities is transferred by delivery of the physical security or certificate. Also known as "physical securities."

Benchmark Bills: In November 1999, FNMA introduced its Benchmark Bills program, a short-term debt securities issuance program to supplement its existing discount note program. The program includes a schedule of larger, weekly issues in three- and six-month maturities and biweekly issues in one-year for Benchmark Bills. Each issue is brought to market via a Dutch (single price) auction. FNMA conducts a weekly auction for each Benchmark Bill maturity and accepts both competitive and non-competitive bids through a web based auction system. This program is in addition to the variety of other discount note maturities, with rates posted on a daily basis, which FNMA offers. FNMA's Benchmark Bills are unsecured general obligations that are issued in book-entry form through the Federal Reserve Banks. There are no periodic payments of interest on Benchmark Bills, which are sold at a discount from the principal amount and payable at par at maturity. Issues under the Benchmark program constitute the same credit standing as other FNMA discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Benchmark Notes/Bonds: Benchmark Notes and Bonds are a series of FNMA "bullet" maturities (non-callable) issued according to a pre-announced calendar. Under its Benchmark Notes/Bonds program, 2, 3, 5, 10, and 30-year maturities are issued each quarter. Each Benchmark Notes new issue has a minimum size of \$4 billion, 30-year new issues having a minimum size of \$1 billion, with re-openings based on investor demand to further enhance liquidity. The amount of non-callable issuance has allowed FNMA to build a yield curve in Benchmark Notes and Bonds in maturities ranging from 2 to 30 years. The liquidity emanating from these large size issues has facilitated favorable financing opportunities through the development of a liquid overnight and term repo market. Issues under the Benchmark program constitute the same credit standing as other FNMA issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Benchmark. A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance, and duration of the actual portfolio's investments.

Bid Price. Price at which a broker/dealer offers to purchase a security from an investor.

Bond. Financial obligation for which the issuer promises to pay the bondholder (the purchaser or owner of the bond) a specified stream of future cash-flows, including periodic interest payments and a principal repayment.

Book Entry Securities. Securities that are recorded in a customer's account electronically through one of the financial markets electronic delivery and custody systems, such as the Fed Securities wire, DTC, and PTC

(as opposed to bearer or physical securities). The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. The vast majority of securities are now book entry securities.

Book Value. The value at which a debt security is reflected on the holder's records at any point in time. Book value is also called "amortized cost" as it represents the original cost of an investment adjusted for amortization of premium or accretion of discount. Also called "carrying value." Book value can vary over time as an investment approaches maturity and differs from "market value" in that it is not affected by changes in market interest rates.

Broker/Dealer. A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers, and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning inventory of securities, whereas a broker merely matches up buyers and sellers. See also "Primary Dealer."

Bullet Notes/Bonds. Notes or bonds that have a single maturity date and are non-callable.

Call Date. Date at which a call option may be or is exercised.

Call Option. The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date. Most fixed-income calls are a par, but can be at any previously established price. Securities issued with a call provision typically carry a higher yield than similar securities issued without a call feature. There are three primary types of call options (1) European - one-time calls, (2) Bermudan - periodically on a predetermined schedule (quarterly, semi-annual, annual), and (3) American - continuously callable at any time on or after the call date. There is usually a notice period of at least 5 business days prior to a call date.

Callable Bonds/Notes. Securities which contain an imbedded call option giving the issuer the right to redeem the securities prior to maturity at a predetermined price and time.

Certificate of Deposit (CD). Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity). Can be as long as 10 years to maturity, but most CDs purchased by public agencies are one year and under.

Collateral. Investment securities or other property that a borrower pledges to secure repayment of a loan, secure deposits of public monies, or provide security for a repurchase agreement.

Collateralization. Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

Collateralized Mortgage Obligation (CMO). A security that pools together mortgages and separates them into short, medium, and long-term positions (called tranches). Tranches are set up to pay different rates of interest depending upon their maturity. Interest payments are usually paid monthly. In "plain vanilla" CMOs, principal is not paid on a tranche until all shorter tranches have been paid off. This system provides interest and principal in a

more predictable manner. A single pool of mortgages can be carved up into numerous tranches each with its own payment and risk characteristics.

Commercial Paper. Short term unsecured promissory note issued by a company or financial institution. Issued at a discount and matures for par or face value. Usually a maximum maturity of 270 days and given a short-term debt rating by one or more NRSROs.

Convexity. A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

Corporate Note. A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

Counterparty. The other party in a two party financial transaction. "Counterparty risk" refers to the risk that the other party to a transaction will fail in its related obligations. For example, the bank or broker/dealer in a repurchase agreement.

Coupon Rate. Annual rate of interest on a debt security, expressed as a percentage of the bond's face value.

Current Yield. Annual rate of return on a bond based on its price. Calculated as (coupon rate / price), but does not accurately reflect a bond's true yield level.

Custody. Safekeeping services offered by a bank, financial institution, or trust company, referred to as the "custodian." Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement, and market values.

Dealer. A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

Delivery Versus Payment (DVP). Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

Depository Trust Company (DTC). A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange, the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs, and BAs clear through DTC.

Derivatives. (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities, or commodities). For hedging purposes, common derivatives are options, futures, interest rate swaps, and swaptions.

Derivative Security. Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

Designated Bond. FFCB's regularly issued, liquid, non-callable securities that generally have a 2 or 3 year original maturity. New issues of Designated Bonds are \$1 billion or larger. Re-openings of existing Designated Bond issues are generally a minimum of \$100 million. Designated Bonds are offered through a syndicate of two to six dealers. Twice each month the Funding Corporation announces its intention to issue a new Designated Bond, reopen an existing issue, or to not issue or reopen a Designated Bond. Issues under the Designated Bond program constitute the same credit standing as other FFCB issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Discount Notes. Unsecured general obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Very large primary (new issue) and secondary markets exist.

Discount Rate. Rate charged by the system of Federal Reserve Banks on overnight loans to member banks. Changes to this rate are administered by the Federal Reserve and closely mirror changes to the “fed funds rate.”

Discount Securities. Non-interest bearing money market instruments that are issued at discount and redeemed at maturity for full face value. Examples include: U.S. Treasury Bills, Federal Agency Discount Notes, Bankers' Acceptances, and Commercial Paper.

Discount. The amount by which a bond or other financial instrument sells below its face value. See also "Premium."

Diversification. Dividing investment funds among a variety of security types, maturities, industries, and issuers offering potentially independent returns.

Dollar Price. A bond's cost expressed as a percentage of its face value. For example, a bond quoted at a dollar price of 95 ½, would have a principal cost of \$955 per \$1,000 of face value.

Duff & Phelps. One of several NRSROs that provide credit ratings on corporate and bank debt issues.

Duration. The weighted average maturity of a security's or portfolio's cash-flows, where the present values of the cash-flows serve as the weights. The greater the duration of a security/portfolio, the greater its percentage price volatility with respect to changes in interest rates. Used as a measure of risk and a key tool for managing a portfolio versus a benchmark and for hedging risk. There are also different kinds of duration used for different purposes (e.g. MacAuley Duration, Modified Duration).

Fannie Mae. See "Federal National Mortgage Association."

Fed Money Wire. A computerized communications system that connects the Federal Reserve System with its member banks, certain U. S. Treasury offices, and the Washington D.C. office of the Commodity Credit Corporation. The Fed Money Wire is the book entry system used to transfer cash balances between banks for themselves and for customer accounts.

Fed Securities Wire. A computerized communications system that facilitates book entry transfer of securities between banks, brokers and customer accounts, used primarily for settlement of U.S. Treasury and Federal Agency securities.

Fed. See "Federal Reserve System."

Federal Agency Security. A debt instrument issued by one of the Federal Agencies. Federal Agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

Federal Agency. Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets. The largest Federal Agencies are GNMA, FNMA, FHLMC, FHLB, FFCB, SLMA, and TVA.

Federal Deposit Insurance Corporation (FDIC). Federal agency that insures deposits at commercial banks, currently to a limit of \$250,000 per depositor per bank.

Federal Farm Credit Bank (FFCB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system that is a network of cooperatively-owned lending institutions that provides credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm-affiliated

businesses. Consists of the consolidated operations of the Banks for Cooperatives, Federal Intermediate Credit Banks, and Federal Land Banks. Frequent issuer of discount notes, agency notes and callable agency securities. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. Also issues notes under its “designated note” program.

Federal Funds (Fed Funds). Funds placed in Federal Reserve Banks by depository institutions in excess of current reserve requirements, and frequently loaned or borrowed on an overnight basis between depository institutions.

Federal Funds Rate (Fed Funds Rate). The interest rate charged by a depository institution lending Federal Funds to another depository institution. The Federal Reserve influences this rate by establishing a "target" Fed Funds rate associated with the Fed's management of monetary policy.

Federal Home Loan Bank System (FHLB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its “global note” and “TAP” programs.

Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities, and MBS. Also issues notes under its “reference note” program.

Federal National Mortgage Association (FNMA or "Fannie Mae"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its “benchmark note” program.

Federal Reserve Bank. One of the 12 distinct banks of the Federal Reserve System.

Federal Reserve System (the Fed). The independent central bank system of the United States that establishes and conducts the nation's monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements, (2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven member Board of Governors known as the “Federal Reserve Board” and headed by its Chairman.

Financial Industry Regulatory Authority, Inc. (FINRA). A private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a non-governmental organization that performs financial regulation of member brokerage firms and exchange markets. The government also has a regulatory arm for investments, the Securities and Exchange Commission (SEC).

Fiscal Agent/Paying Agent. A bank or trust company that acts, under a trust agreement with a corporation or municipality, in the capacity of general treasurer. The agent performs such duties as making coupon payments, paying rents, redeeming bonds, and handling taxes relating to the issuance of bonds.

Fitch Investors Service, Inc. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Floating Rate Security (FRN or “floater”). A bond with an interest rate that is adjusted according to changes in an interest rate or index. Differs from variable-rate debt in that the changes to the rate take place immediately when the index changes, rather than on a predetermined schedule. See also “Variable Rate Security.”

Freddie Mac. See "Federal Home Loan Mortgage Corporation."

Ginnie Mae. See "Government National Mortgage Association."

Global Notes: Notes designed to qualify for immediate trading in both the domestic U.S. capital market and in foreign markets around the globe. Usually large issues that are sold to investors worldwide and therefore have excellent liquidity. Despite their global sales, global notes sold in the U.S. are typically denominated in U.S. dollars.

Government National Mortgage Association (GNMA or "Ginnie Mae"). One of the large Federal Agencies. Government-owned Federal Agency that acquires, packages, and resells mortgages and mortgage purchase commitments in the form of mortgage-backed securities. Largest issuer of mortgage pass-through securities. GNMA debt is guaranteed by the full faith and credit of the U.S. government (one of the few agencies that are actually full faith and credit of the U.S. government).

Government Securities. An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."

Government Sponsored Enterprise (GSE). Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. government, but they are not direct obligations of the U.S. government. For this reason, these securities will offer a yield premium over U.S. Treasuries. Examples of GSEs include: FHLB, FHLMC, FNMA, and SLMA.

Government Sponsored Enterprise Security. A security issued by a Government Sponsored Enterprise. Considered Federal Agency Securities.

Index. A compilation of statistical data that tracks changes in the economy or in financial markets.

Interest-Only (IO) STRIP. A security based solely on the interest payments from the bond. After the principal has been repaid, interest payments stop and the value of the security falls to nothing. Therefore, IOs are considered risky investments. Usually associated with mortgage-backed securities.

Internal Controls. An internal control structure ensures that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.

2. **Separation of transaction authority from accounting and record keeping** - A separation of duties is achieved by separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction.
3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

Inverse Floater. A floating rate security structured in such a way that it reacts inversely to the direction of interest rates. Considered risky as their value moves in the opposite direction of normal fixed-income investments and whose interest rate can fall to zero.

Investment Advisor. A company that provides professional advice managing portfolios, investment recommendations, and/or research in exchange for a management fee.

Investment Adviser Act of 1940. Federal legislation that sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

Investment Grade. Bonds considered suitable for preservation of invested capital, including bonds rated a minimum of Baa3 by Moody's, BBB- by Standard & Poor's, or BBB- by Fitch. Although "BBB" rated bonds are considered investment grade, most public agencies cannot invest in securities rated below "A."

Liquidity. Relative ease of converting an asset into cash without significant loss of value. Also, a relative measure of cash and near-cash items in a portfolio of assets. Additionally, it is a term describing the marketability of a money market security correlating to the narrowness of the spread between the bid and ask prices.

Local Government Investment Pool (LGIP). An investment by local governments in which their money is pooled as a method for managing local funds, (e.g., Florida State Board of Administration's Florida Prime Fund).

Long-Term Core Investment Program. Funds that are not needed within a one-year period.

Market Value. The fair market value of a security or commodity. The price at which a willing buyer and seller would pay for a security.

Mark-to-market. Adjusting the value of an asset to its market value, reflecting in the process unrealized gains or losses.

Master Repurchase Agreement. A widely accepted standard agreement form published by the Securities Industry and Financial Markets Association (SIFMA) that is used to govern and document Repurchase Agreements and protect the interest of parties in a repo transaction.

Maturity Date. Date on which principal payment of a financial obligation is to be paid.

Medium Term Notes (MTN's). Used frequently to refer to corporate notes of medium maturity (5-years and under). Technically, any debt security issued by a corporate or depository institution with a maturity from 1 to 10 years and issued under an MTN shelf registration. Usually issued in smaller issues with varying coupons and maturities, and underwritten by a variety of broker/dealers (as opposed to large corporate deals issued and underwritten all at once in large size and with a fixed coupon and maturity).

Money Market. The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

Money Market Mutual Fund (MMF). A type of mutual fund that invests solely in money market instruments, such as: U.S. Treasury bills, commercial paper, bankers' acceptances, and repurchase agreements. Money market mutual funds are registered with the SEC under the Investment Company Act of 1940 and are subject to "rule 2a-7" which significantly limits average maturity and credit quality of holdings. MMF's are managed to maintain a stable net asset value (NAV) of \$1.00. Many MMFs carry ratings by a NRSRO.

Moody's Investors Service. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Mortgage Backed Securities (MBS). Mortgage-backed securities represent an ownership interest in a pool of mortgage loans made by financial institutions, such as savings and loans, commercial banks, or mortgage companies, to finance the borrower's purchase of a home or other real estate. The majority of MBS are issued and/or guaranteed by GNMA, FNMA, and FHLMC. There are a variety of MBS structures with varying levels of risk and complexity. All MBS have reinvestment risk as actual principal and interest payments are dependent on the payment of the underlying mortgages which can be prepaid by mortgage holders to refinance and lower rates or simply because the underlying property was sold.

Mortgage Pass-Through Securities. A pool of residential mortgage loans with the monthly interest and principal distributed to investors on a pro-rata basis. The largest issuer is GNMA.

Municipal Note/Bond. A debt instrument issued by a state or local government unit or public agency. The vast majority of municipals are exempt from state and federal income tax, although some non-qualified issues are taxable.

Mutual Fund. Portfolio of securities professionally managed by a registered investment company that issues shares to investors. Many different types of mutual funds exist (e.g., bond, equity, and money market funds); all except money market funds operate on a variable net asset value (NAV).

Negotiable Certificate of Deposit (Negotiable CD). Large denomination CDs (\$100,000 and larger) that are issued in bearer form and can be traded in the secondary market.

Net Asset Value. The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets including securities, cash, and any accrued earnings, then subtracting the total assets from the fund's liabilities, and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)

$$[(\text{Total assets}) - (\text{Liabilities})]/(\text{Number of shares outstanding})$$

NRSRO. A “Nationally Recognized Statistical Rating Organization” (NRSRO) is a designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating. Includes Moody’s, S&P, Fitch, and Duff & Phelps.

Offered Price. See also "Ask Price."

Open Market Operations. A Federal Reserve monetary policy tactic entailing the purchase or sale of government securities in the open market by the Federal Reserve System from and to primary dealers in order to influence the money supply, credit conditions, and interest rates.

Par Value. The face value, stated value, or maturity value of a security.

Physical Delivery. Delivery of readily available underlying assets at contract maturity.

Portfolio. Collection of securities and investments held by an investor.

Premium. The amount by which a bond or other financial instrument sells above its face value. See also "Discount."

Primary Dealer. A designation given to certain government securities dealer by the Federal Reserve Bank of New York. Primary dealers can buy and sell government securities directly with the Fed. Primary dealers also submit daily reports of market activity and security positions held to the Fed and are subject to its informal oversight. Primary dealers are the largest buyers and sellers by volume in the U.S. Treasury securities market.

Prime Paper. Commercial paper of high quality. Highest rated paper is A-1+/A-1 by S&P and P-1 by Moody’s.

Principal. Face value of a financial instrument on which interest accrues. May be less than par value if some principal has been repaid or retired. For a transaction, principal is par value times price and includes any premium or discount.

Prudent Expert Rule. Standard that requires that a fiduciary manage a portfolio with the care, skill, prudence, and diligence, under the circumstances then prevailing, that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. This statement differs from the “prudent person” rule in that familiarity with such matters suggests a higher standard than simple prudence.

Prudent Investor Standard. Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. More stringent than the “prudent person” standard as it implies a level of knowledge commensurate with the responsibility at hand.

Qualified Public Depository - Per Subsection 280.02(26), F.S., “qualified public depository” means any bank, savings bank, or savings association that:

1. Is organized and exists under the laws of the United States, the laws of this state or any other state or territory of the United States.
2. Has its principal place of business in this state or has a branch office in this state which is authorized under the laws of this state or of the United States to receive deposits in this state.

3. Has deposit insurance under the provision of the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss.1811 et seq.
4. Has procedures and practices for accurate identification, classification, reporting, and collateralization of public deposits.
5. Meets all requirements of Chapter 280, F.S.
6. Has been designated by the Chief Financial Officer as a qualified public depository.

Range Note. A type of structured note that accrues interest daily at a set coupon rate that is tied to an index. Most range notes have two coupon levels; a higher accrual rate for the period the index is within a designated range, the lower accrual rate for the period that the index falls outside the designated range. This lower rate may be zero and may result in zero earnings.

Rate of Return. Amount of income received from an investment, expressed as a percentage of the amount invested.

Realized Gains (Losses). The difference between the sale price of an investment and its book value. Gains/losses are “realized” when the security is actually sold, as compared to “unrealized” gains/losses which are based on current market value. See “Unrealized Gains (Losses).”

Reference Bills: FHLMC’s short-term debt program created to supplement its existing discount note program by offering issues from one month through one year, auctioned on a weekly or on an alternating four-week basis (depending upon maturity) offered in sizeable volumes (\$1 billion and up) on a cycle of regular, standardized issuance. Globally sponsored and distributed, Reference Bill issues are intended to encourage active trading and market-making and facilitate the development of a term repo market. The program was designed to offer predictable supply, pricing transparency, and liquidity, thereby providing alternatives to U.S. Treasury bills. FHLMC’s Reference Bills are unsecured general corporate obligations. This program supplements the corporation’s existing discount note program. Issues under the Reference program constitute the same credit standing as other FHLMC discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Reference Notes: FHLMC’s intermediate-term debt program with issuances of 2, 3, 5, 10, and 30-year maturities. Initial issuances range from \$2 - \$6 billion with re-openings ranging \$1 - \$4 billion.

The notes are high-quality bullet structures securities that pay interest semiannually. Issues under the Reference program constitute the same credit standing as other FHLMC notes; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Repurchase Agreement (Repo). A short-term investment vehicle where an investor agrees to buy securities from a counterparty and simultaneously agrees to resell the securities back to the counterparty at an agreed upon time and for an agreed upon price. The difference between the purchase price and the sale price represents interest earned on the agreement. In effect, it represents a collateralized loan to the investor, where the securities are the collateral. Can be DVP, where securities are delivered to the investor’s custodial bank, or “tri-party” where the securities are delivered to a third party intermediary. Any type of security can be used as “collateral,” but only some types provide the investor with special bankruptcy protection under the law. Repos should be undertaken only when an appropriate Securities Industry and Financial Markets Association (SIFMA) approved master repurchase agreement is in place.

Reverse Repurchase Agreement (Reverse Repo). A repo from the point of view of the original seller of securities. Used by dealers to finance their inventory of securities by essentially borrowing at short-term rates. Can also be used to leverage a portfolio and in this sense, can be considered risky if used improperly.

Safekeeping. Service offered for a fee, usually by financial institutions, for the holding of securities and other valuables. Safekeeping is a component of custody services.

Secondary Market. Markets for the purchase and sale of any previously issued financial instrument.

Securities Industry and Financial Markets Association (SIFMA). The bond market trade association representing the largest securities markets in the world. In addition to publishing a Master Repurchase Agreement, widely accepted as the industry standard document for Repurchase Agreements, the SIFMA also recommends bond market closures and early closes due to holidays.

Securities Lending. An arrangement between an investor and a custody bank that allows the custody bank to “loan” the investor’s investment holdings, reinvest the proceeds in permitted investments, and share any profits with the investor. Should be governed by a securities lending agreement. Can increase the risk of a portfolio in that the investor takes on the default risk on the reinvestment at the discretion of the custodian.

Sinking Fund. A separate accumulation of cash or investments (including earnings on investments) in a fund in accordance with the terms of a trust agreement or indenture, funded by periodic deposits by the issuer (or other entity responsible for debt service), for the purpose of assuring timely availability of monies for payment of debt service. Usually used in connection with term bonds.

Spread. The difference between the price of a security and similar maturity U.S. Treasury investments, expressed in percentage terms or basis points. A spread can also be the absolute difference in yield between two securities. The securities can be in different markets or within the same securities market between different credits, sectors, or other relevant factors.

Standard & Poor’s. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

STRIPS (Separate Trading of Registered Interest and Principal of Securities). Acronym applied to U.S. Treasury securities that have had their coupons and principal repayments separated into individual zero-coupon Treasury securities. The same technique and “strips” description can be applied to non-Treasury securities (e.g., FNMA strips).

Structured Notes. Notes that have imbedded into their structure options such as step-up coupons or derivative-based returns.

Supranational. Supranational organizations are international financial institutions that are generally established by agreements among nations, with member nations contributing capital and participating in management. These agreements provide for limited immunity from the laws of member countries. Bonds issued by these institutions are part of the broader class of Supranational, Sovereign, and Non-U.S. Agency (SSA) sector bonds. Supranational bonds finance economic and infrastructure development and support environmental protection, poverty reduction, and renewable energy around the globe. For example, the World Bank, International Finance Corporation (IFC), and African Development Bank (AfDB) have “green bond” programs specifically designed for energy resource conservation and management. Supranational bonds, which are issued by multi-national organizations that transcend national boundaries. Examples include the World Bank, African Development Bank, and European Investment Bank.

Swap. Trading one asset for another.

TAP Notes: Federal Agency notes issued under the FHLB TAP program. Launched in 6/99 as a refinement to the FHLB bullet bond auction process. In a break from the FHLB’s traditional practice of bringing numerous small issues to market with similar maturities, the TAP Issue Program uses the four most common maturities and reopens them up regularly through a competitive auction. These maturities (2, 3, 5, and 10 year) will remain open for the calendar quarter, after which they will be closed and a new series of TAP issues will be opened to replace them. This reduces the number of separate bullet bonds issued, but generates enhanced awareness and liquidity in the marketplace through increased issue size and secondary market volume.

Tennessee Valley Authority (TVA). One of the large Federal Agencies. A wholly owned corporation of the United States government that was established in 1933 to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense. Power operations are separated from non-power operations. TVA securities represent obligations of TVA, payable solely from TVA's net power proceeds, and are neither obligations of nor guaranteed by the United States. TVA is currently authorized to issue debt up to \$30 billion. Under this authorization, TVA may also obtain advances from the U.S. Treasury of up to \$150 million. Frequent issuer of discount notes, agency notes, and callable agency securities.

Total Return. Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

Treasuries. Collective term used to describe debt instruments backed by the U.S. government and issued through the U.S. Department of the Treasury. Includes Treasury bills, Treasury notes, and Treasury bonds. Also a benchmark term used as a basis by which the yields of non-Treasury securities are compared (e.g., "trading at 50 basis points over Treasuries").

Treasury Bills (T-Bills). Short-term direct obligations of the United States government issued with an original term of one year or less. Treasury bills are sold at a discount from face value and do not pay interest before maturity. The difference between the purchase price of the bill and the maturity value is the interest earned on the bill. Currently, the U.S. Treasury issues 4-week, 13-week, and 26-week T-Bills.

Treasury Bonds. Long-term interest-bearing debt securities backed by the U.S. government and issued with maturities of ten years and longer by the U.S. Department of the Treasury.

Treasury Notes. Intermediate interest-bearing debt securities backed by the U.S. government and issued with maturities ranging from one to ten years by the U.S. Department of the Treasury. The Treasury currently issues 2-year, 3-year, 5-year, and 10-year Treasury Notes.

Trustee. A bank designated by an issuer of securities as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the bond documents and to represent bondholders in enforcing their contract with the issuer.

Uniform Net Capital Rule. SEC Rule 15c3-1 that outlines the minimum net capital ratio (ratio of indebtedness to net liquid capital) of member firms and non-member broker/dealers.

Unrealized Gains (Losses). The difference between the market value of an investment and its book value. Gains/losses are "realized" when the security is actually sold, as compared to "unrealized" gains/losses which are based on current market value. See also "Realized Gains (Losses)."

Variable-Rate Security. A bond that bears interest at a rate that varies over time based on a specified schedule of adjustment (e.g., daily, weekly, monthly, semi-annually, or annually). See also "Floating Rate Note."

Weighted Average Maturity (or just "Average Maturity"). The average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. A simple measure of risk of a fixed-income portfolio.

Weighted Average Maturity to Call. The average maturity of all securities and investments of a portfolio, adjusted to substitute the first call date per security for maturity date for those securities with call provisions.

Yield Curve. A graphic depiction of yields on like securities in relation to remaining maturities spread over a time line. The traditional yield curve depicts yields on U.S. Treasuries, although yield curves exist for Federal Agencies and various credit quality corporates as well. Yield curves can be positively sloped (normal) where longer-term

investments have higher yields, or “inverted” (uncommon) where longer-term investments have lower yields than shorter ones.

Yield to Call (YTC). Same as “Yield to Maturity,” except the return is measured to the first call date rather than the maturity date. Yield to call can be significantly higher or lower than a security’s yield to maturity.

Yield to Maturity (YTM). Calculated return on an investment, assuming all cash-flows from the security are reinvested at the same original yield. Can be higher or lower than the coupon rate depending on market rates and whether the security was purchased at a premium or discount. There are different conventions for calculating YTM for various types of securities.

Yield. There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call," and "Yield to Maturity."

Appendix B
Investment Pool/Fund Questionnaire

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?



CITY OF PORT ORANGE

INVESTMENT POLICY

FINANCE DEPARTMENT

December 13, 2022

RESOLUTION NO. 22 -46

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Investment Policy

City of Port Orange

I. PURPOSE

The purpose of this policy is to set forth the investment objectives and parameters for the management of the funds of the City of Port Orange, (hereinafter “City”). These policies are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

II. SCOPE

In accordance with Section 218.415, Florida Statutes, this investment policy applies to all cash and investments held or controlled by the City and shall be identified as “general operating funds” or “portfolio” of the City, excepting therefrom ~~with the exception of~~ the City’s Pension Funds, Other Post Employment Benefit Funds (OPEB), Deferred Compensation & Section 401(a) Plans, and funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. Additionally, any future revenues, which have statutory investment requirements conflicting with this Investment Policy and funds held by state agencies (e.g., Department of Revenue), are not subject to the provisions of this policy.

III. INVESTMENT OBJECTIVES

Safety of Principal

The foremost objective of this investment program is the safety of the principal of those funds within the portfolios. Investment transactions shall seek to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Maintenance of Liquidity

The portfolios shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodic cash flow analyses will be completed in order to ensure that the portfolios are positioned to provide sufficient liquidity.

Return on Investment

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. However, return is attempted through active management where the Investment Advisor utilizes a total return strategy (which includes both realized and unrealized gains and losses in the portfolio). This total return strategy seeks to increase the value of the portfolio through reinvestment of income and capital gains. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Despite this, an Investment Advisor may trade to recognize a loss from time to time to achieve a perceived relative value based on its potential to enhance the total return of the portfolio.

IV. DELEGATION OF AUTHORITY

In accordance with the City's Charter, the responsibility for providing oversight and direction in regard to the management of the investment program resides with the City Manager. The management responsibility for all City funds in the investment program and investment transactions is delegated to the City's Finance Director. The Finance Director shall receive concurrence from the City Manager for all transactions. The Finance Director shall establish written procedures for the operation of the investment portfolio and a system of internal accounting and daily procedures for investment trades and to regulate the activities of employees. The City may employ an Investment ~~Advisor~~Manager to assist in managing some of the City's portfolios. Such Investment ~~Advisor~~Manager must be registered under the Investment Advisers Act of 1940.

V. STANDARDS OF PRUDENCE

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported to the City Council in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "Prudent Person" rule states the following:

Investments should be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by investment officials who are officers or employees is the "Prudent Person" standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

VI. ETHICS AND CONFLICTS OF INTEREST

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Also, employees involved in the investment process shall disclose to the City Clerk, in accordance with the appropriate state statutes governing conflicts of interest, any material financial interests in financial institutions that conduct business with the City, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the City's investment program.

VII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES

The Finance Director shall establish a system of internal controls and operational procedures that are in writing and made a part of the City's operational procedures. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation, by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping, repurchase agreements, separation of transaction authority from accounting and record keeping, wire transfer agreements, banking service contracts, collateral/depository agreements, and "delivery vs. payment" procedures. No person may engage in an investment transaction except as authorized under the terms of this policy.

Independent auditors as a normal part of the annual financial audit for the City shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

VIII. CONTINUING EDUCATION

The Finance Director and appropriate staff shall annually complete a minimum 8 hours of continuing education in subjects or courses of study related to investment practices and products.

IX. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

Authorized City staff shall only purchase securities from financial institutions, which are Qualified Institutions by the City or institutions designated as "Primary Dealers" by the Federal Reserve Bank of New York. Authorized City staff shall only enter into repurchase agreements with financial institutions that are Qualified Institutions and Primary Dealers as designated by the Federal Reserve Bank of New York. The City's Investment Advisor(s) shall utilize and maintain its own list of approved primary and non-primary securities dealers. The Finance Director and/or designee shall maintain a list of financial institutions and broker/dealers that are approved for investment purposes and only firms meeting the following requirements will be eligible to serve as Qualified Institutions:

- 1) regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule);
- 2) Capital of no less than \$10,000,000;
- 3) registered as a dealer under the Securities Exchange Act of 1934;
- 4) member of the Financial Industry Regulatory Authority, Inc. (FINRA);
- 5) registered to sell securities in Florida; and
- 6) the firm and assigned broker have been engaged in the business of effecting transactions in U.S. government and agency obligations for at least five (5) consecutive years.
- 7) Public Depositories qualified by the Treasurer of the State of Florida, in accordance with Chapter 280, Florida Statutes.

All brokers, dealers and other financial institutions deemed to be Qualified Institutions shall be provided with current copies of the City's Investment Policy. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the City transacts business.

X. MATURITY AND LIQUIDITY REQUIREMENTS

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operating funds should have maturities of no longer than twenty-four (24) months.

Investments of bond reserves, construction funds, and other non-operating funds (“core funds”) shall have a term appropriate to the need for funds and in accordance with debt covenants, but should not exceed ten (10) years.

From time to time the above parameters may require modification in order to meet specific construction draw schedules or other predetermined operating, capital needs or to satisfy debt obligations but in no event shall exceed thirty (30) years.

The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Master Repurchase Agreement.

XI. RISK AND DIVERSIFICATION

Assets held shall be diversified to control risks resulting from over concentration of assets in a specific maturity, issuer, instruments, dealer, or bank through which these instruments are bought and sold. The Finance Director shall determine diversification strategies within the established guidelines.

XII. MASTER REPURCHASE AGREEMENT

The Finance Director will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the Securities Industry and Financial Markets Association (SIFMA) Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the SIFMA Master Repurchase Agreement.

XIII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

After the Finance Director or the Investment Advisor has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) Qualified Institutions and/or Primary Dealers must be contacted and asked to provide bids/offers on securities in questions. Bids will be held in confidence until the bid deemed to best meet the investment objectives is determined and selected.

However, if obtaining bids/offers are not feasible and appropriate, securities may be purchased utilizing the comparison to current market price method on an exception basis. Acceptable current market price providers include, but are not limited to:

- A. Tradeweb
 - B. Bloomberg Information Systems
 - C. Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing
 - D. Daily market pricing provided by the City’s custodian or their correspondent institutions
- The Finance Director or the Investment Advisor shall utilize the competitive bid process to select the securities to be purchased or sold. Selection by comparison to a current market price, as indicated above,

shall only be utilized when, in judgment of the Finance Director or the Investment Advisor, competitive bidding would inhibit the selection process.

Examples of when the City may use this method include:

1. When time constraints due to unusual circumstances preclude the use of the competitive bidding process
2. When no active market exists for the issue being traded due to the age or depth of the issue
3. When a security is unique to a single dealer, for example, a private placement
4. When the transaction involves new issues or issues in the “when issued” market

Overnight sweep investments or repurchase agreements will not be bid, but may be placed with the City’s depository bank relating to the demand account for which the sweep investments or repurchase agreement was purchased.

XIV. AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION

Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the City’s needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Finance Director or designee may sell the investment at the then-prevailing market price and place the proceeds into the proper account at the City’s custodian.

The following are the investment requirements and allocation limits on security types, issuers, and maturities as established by the City. The Finance Director or designee shall have the option to further restrict investment percentages from time to time based on market conditions, risk and diversification investment strategies. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment, at the time of purchase. Investments not listed in this policy are prohibited.

The allocation limits and security types do not apply to the investment of debt proceeds. These investments shall be governed by the debt covenant included in the debt instrument.

Permitted Investments

Sector	Sector Maximum (%)	Per Issuer Maximum (%)	Minimum Ratings Requirement ¹	Maximum Maturity
U.S. Treasury	100%	100%	N/A	10 Years (5.50 Years avg. life ⁴ for GNMA)
GNMA		40%		
Other U.S. Government Guaranteed (e.g. AID, GTC)		10%		
Federal Agency/GSE: FNMA, FHLMC, FHLB, FFCB*	75%	40% ³	N/A	10 Years
Federal Agency/GSE other than those above		10%		

Sector	Sector Maximum (%)	Per Issuer Maximum (%)	Minimum Ratings Requirement ¹	Maximum Maturity
Supranationals where U.S. is a shareholder and voting member	25%	10%	Highest ST or Two Highest LT Rating Categories (A-1/P-1, AAA/Aa, or equivalent)	5.50 Years
Corporates	50% ²	5%	Highest ST or Three Highest LT Rating Categories (A-1/P-1, A-/A3 or equivalent)	5.50 Years
Municipals	25%	5%	Two Highest LT Rating Categories (Aa, AA or equivalent)	5.50 Years
Agency Mortgage-Backed Securities (MBS)	25%	40% ³	N/A	5.50 Years Avg. Life ⁴
Asset-Backed Securities (ABS)	25%	5%	Highest ST or LT Rating (A-1+/P-1, AAA/Aaa, or equivalent)	5.50 Years Avg. Life ⁴
Non-Negotiable Collateralized Bank Deposits or Savings Accounts	50%	None, if fully collateralized	None, if fully collateralized.	2 Years
Commercial Paper (CP)	50% ²	5%	Highest ST Rating Category (A-1/P-1, or equivalent)	270 Days
Bankers' Acceptances (BAs)	10% ²	5%	Highest ST Rating Category (A-1/P-1, or equivalent)	180 Days
Repurchase Agreements (Repo or RP)	40%	20%	Counterparty (or if the counterparty is not rated by an NRSRO, then the counterparty's parent) must be rated in the Highest ST Rating Category (A-1/P-1, or equivalent) If the counterparty is a Federal Reserve Bank, no rating is required	1 Year
Money Market Funds (MMFs)	50%	25%	Highest Fund Rating by all NRSROs who rate the fund (AAAm/Aaa-mf, or equivalent)	N/A
Fixed-Income Mutual Funds & ETFs	20%	10%	N/A	N/A
Intergovernmental Pools (LGIPs)	50%	25%	Highest Fund Quality and Volatility Rating Categories by all NRSROs who rate the LGIP, (AAAm/AAAf, S1, or equivalent)	N/A
Florida Local Government Surplus Funds Trust Funds ("Florida Prime")	25%	N/A	Highest Fund Rating by all NRSROs who rate the fund (AAAm/Aaa-mf, or equivalent)	N/A

Notes:

¹ Rating by at least one SEC-registered Nationally Recognized Statistical Rating Organization ("NRSRO"), unless otherwise noted. ST=Short-term; LT=Long-term.

² Maximum allocation to all corporate and bank credit instruments is 50% combined.

³ Maximum exposure to any one Federal agency, including the combined holdings of Agency debt and Agency MBS, is 40%.

⁴ The maturity limit for MBS and ABS is based on the expected average life at time of settlement, measured using Bloomberg or other industry standard methods.

* Federal National Mortgage Association (FNMA); Federal Home Loan Mortgage Corporation (FHLMC); Federal Home Loan Bank or its District banks (FHLB); Federal Farm Credit Bank (FFCB).

- 1) **U.S. Treasury & Government Guaranteed** - U.S. Treasury obligations, and obligations the principal and interest of which are backed or guaranteed by the full faith and credit of the U.S. Government.

- 2) **Federal Agency/GSE** - Debt obligations, participations or other instruments issued or fully guaranteed by any U.S. Federal agency, instrumentality or government-sponsored enterprise (GSE).
- 3) **Supranationals** – U.S. dollar denominated debt obligations of a multilateral organization of governments where U.S. is a shareholder and voting member.
- 4) **Corporates** – U.S. dollar denominated corporate notes, bonds or other debt obligations issued or guaranteed by a domestic or foreign corporation, financial institution, non-profit, or other entity.
- 5) **Municipals** – Obligations, including both taxable and tax-exempt, issued or guaranteed by any State, territory or possession of the United States, political subdivision, public corporation, authority, agency board, instrumentality or other unit of local government of any State or territory.
- 6) **Agency Mortgage Backed Securities** - Mortgage-backed securities (MBS), backed by residential, multi-family or commercial mortgages, that are issued or fully guaranteed as to principal and interest by a U.S. Federal agency or government sponsored enterprise, including but not limited to pass-throughs, collateralized mortgage obligations (CMOs) and REMICs.
- 7) **Asset-Backed Securities** - Asset-backed securities (ABS) whose underlying collateral consists of loans, leases or receivables, including but not limited to auto loans/leases, credit card receivables, student loans, equipment loans/leases, or home-equity loans.
- 8) **Non-Negotiable Certificate of Deposit and Savings Accounts** - Non-negotiable interest bearing time certificates of deposit, or savings accounts in banks organized under the laws of this state or in national banks organized under the laws of the United States and doing business in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.
- 9) **Commercial Paper** – U.S. dollar denominated commercial paper issued or guaranteed by a domestic or foreign corporation, company, financial institution, trust or other entity, including both unsecured debt and asset-backed programs.
- 10) **Bankers' Acceptances** - Bankers' acceptances issued, drawn on, or guaranteed by a U.S. bank or U.S. branch of a foreign bank.
- 11) **Repurchase Agreements** - Repurchase agreements (Repo or RP) that meet the following requirements:
 - a. Must be governed by a written SIFMA Master Repurchase Agreement which specifies securities eligible for purchase and resale, and which provides the unconditional right to liquidate the underlying securities should the Counterparty default or fail to provide full timely repayment.
 - b. Counterparty must be a Federal Reserve Bank, a Primary Dealer as designated by the Federal Reserve Bank of New York, or a nationally chartered commercial bank.
 - c. Securities underlying repurchase agreements must be delivered to a third party custodian under a written custodial agreement and may be of deliverable or tri-party form. Securities must be held in the City's custodial account or in a separate account in the name of the City.
 - d. Acceptable underlying securities include only securities that are direct obligations of, or that are fully guaranteed by, the United States or any agency of the United States, or U.S. Agency-backed mortgage related securities.
 - e. Underlying securities must have an aggregate current market value of at least 102% (or 100% if the counterparty is a Federal Reserve Bank) of the purchase price plus current accrued price differential at the close of each business day.
 - f. Final term of the agreement must be 1 year or less.

- 12) **Money Market Funds** - Shares in open-end and no-load money market mutual funds, provided such funds are registered under the Investment Company Act of 1940 and operate in accordance with Rule 2a-7.

A thorough investigation of any money market fund is required prior to investing, and on an annual basis. Appendix B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

- 13) **Fixed-Income Mutual Funds and ETFs** - Shares in open-end and no-load fixed-income mutual funds or exchange-traded funds (ETFs) whose underlying investments would be permitted for purchase under this policy and all its restrictions.

- 14) **Local Government Investment Pools** – State, local government or privately-sponsored investment pools that are authorized pursuant to state law.

A thorough investigation of any intergovernmental investment pool is required prior to investing, and on an annual basis. Appendix B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

- 15) **The Florida Local Government Surplus Funds Trust Funds (“Florida Prime”)** A thorough investigation of the Florida Prime is required prior to investing, and on an annual basis. Appendix B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus or portfolio report must be obtained.

General Investment and Portfolio Limits

1. General investment limitations:
 - a. Investments must be denominated in U.S. dollars and issued for legal sale in U.S. markets.
 - b. Minimum ratings are based on the highest rating by any one Nationally Recognized Statistical Ratings Organization (“NRSRO”), unless otherwise specified.
 - c. All limits and rating requirements apply at time of purchase.
 - d. Should a security fall below the minimum credit rating requirement for purchase, the Investment Advisor will notify the Finance Director.
 - e. The maximum maturity (or average life for MBS/ABS) of any investment is 10 years. Maturity and average life are measured from settlement date. The final maturity date can be based on any mandatory call, put, pre-refunding date, or other mandatory redemption date.
2. General portfolio limitations:
 - a. The maximum effective duration of the aggregate portfolio is 3 years.
 - b. Maximum exposure to issuers in any non-U.S. country cannot exceed 10 percent per country.
3. Investment in the following are permitted, provided they meet all other policy requirements:
 - a. Callable, step-up callable, called, pre-refunded, puttable and extendable securities, as long as the effective final maturity meets the maturity limits for the sector
 - b. Variable-rate and floating-rate securities
 - c. Subordinated, secured and covered debt, if it meets the ratings requirements for the sector
 - d. Zero coupon issues and strips, excluding agency mortgage-backed Interest-only structures (I/Os)
 - e. Treasury TIPS
4. The following are **NOT PERMITTED** investments, unless specifically authorized by statute and with prior approval of the governing body:
 - a. Trading for speculation
 - b. Derivatives (other than callables and traditional floating or variable-rate instruments)

- c. Mortgage-backed interest-only structures (I/Os)
- d. Inverse or leveraged floating-rate and variable-rate instruments
- e. Currency, equity, index and event-linked notes (e.g. range notes), or other structures that could return less than par at maturity
- f. Private placements and direct loans, except as may be legally permitted by Rule 144A or commercial paper issued under a 4(2) exemption from registration
- g. Convertible, high yield, and non-U.S. dollar denominated debt
- h. Short sales
- i. Use of leverage
- j. Futures and options
- k. Mutual funds, other than fixed-income mutual funds and ETFs, and money market funds
- l. Equities, commodities, currencies and hard assets

XV. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS

Investment in any derivative products or the use of reverse repurchase agreements requires specific City Council approval prior to their use, unless otherwise specified in Section XII of this Investment Policy. If the City Council approves the use of derivative products, the Finance Director shall develop sufficient understanding of the derivative products and have the expertise to manage them. A “derivative” is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values. If the City Council approves the use of reverse repurchase agreements or other forms of leverage, the investment shall be limited to transactions in which the proceeds are intended to provide liquidity and for which the Finance Director has sufficient resources and expertise to manage them.

XVI. PERFORMANCE MEASUREMENTS

In order to assist in the evaluation of the portfolios’ performance, the City will use performance benchmarks for short-term and long-term portfolios. The use of benchmarks will allow the City to measure its returns against other investors in the same markets.

- A. Investment performance of funds designated as short-term funds and other funds that must maintain a high degree of liquidity will be compared to the S&P Rated GIP Index Government 30-Day Gross of Fees yield will be used as a benchmark as compared to the portfolios’ net book value rate of return for current operating funds. Investments of current operating funds should have maturities of no longer than twenty-four (24) months.
- B. Investment performance of funds designated as core funds and other non-operating funds that have a longer-term investment horizon will be compared to the ~~ICE BofA Bank of America Merrill Lynch~~ 1-3 Year U.S. Treasury Note Index and the portfolio’s total rate of return will be compared to this benchmark. The appropriate index will have a duration and asset mix that approximates the portfolios and will be utilized as a benchmark to be compared to the portfolios’ total rate of return. Investments of bond reserves, construction funds, and other non-operating funds (“core funds”) should have a term appropriate to the need for funds and in accordance with debt covenants, but should not exceed ten (10) years.

XVII. REPORTING

The Finance Director and/or Investment Advisor shall provide the City Manager with a “Quarterly Investment Report” that summarizes but not limited to the following:

- A. Recent market conditions, economic developments and anticipated investment conditions.
- B. The investment strategies employed in the most recent quarter.
- C. A description of all securities held in investment portfolios at month-end.
- D. The total rate of return for the quarter and year-to-date versus appropriate benchmarks.
- E. Any areas of policy concern warranting possible revisions to current or planned investment strategies. The market values presented in these reports will be consistent with accounting guidelines in GASB Statement 31 and 40.

On an annual basis, the Finance Director shall submit to the City Council a written report on all invested funds. The annual report shall provide all, but not limited to, the following: a complete list of all invested funds, name or type of security in which the funds are invested, the amount invested, the maturity date, earned income, the book value, the market value, the yield on each investment.

The annual report will show performance on both a book value and total rate of return basis and will compare the results to the above-stated performance benchmarks. All investments shall be reported at fair value per GASB Statement 31 and 40. Investment reports shall be available to the public.

XVIII. THIRD-PARTY CUSTODIAL AGREEMENTS

Securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchase by, and all collateral obtained by; the City should be properly designated as an asset of the City. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the City Manager and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

The custodian shall provide the Finance Director with safekeeping statements that provide detail information on the securities held by the custodian. On a monthly basis, the custodian will also provide reports that list all securities held for the City, the book value of holdings and the market value as of month-end.

Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.

XIX INTERNAL LOAN PROGRAM

This section governs the extension of internal loans from the city's internal liquidity resources of the Pooled Cash Fund for the purpose of financing capital construction projects or capital outlay expenditures for which external financing is not available, or for providing interim financing for municipal strategic initiatives for which a gap exists between the acquisition or construction of a project and the timing of the cash receipts from planned sources of funding including permanent debt financing, federal and state grants, fees and charges and cash from general operating sources.

The Internal Loan Program ("Program") will be utilized to provide a short to medium-term financing alternative for departments seeking to finance such capital projects/capital outlay expenditures, in a manner that does not detract from the overall City portfolio investment objectives and liquidity requirements. All internal loans under the Program must be approved by the City Council. The Finance Director will establish the general objectives, guidelines, and financial reporting for the administration of the Program.

XX. INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by City resolution. The ~~City Manager or designee~~, Finance Director, Assistant Finance Director, and the Accounting Manager shall review the policy annually and submit recommendations to the City Manager for City Council consideration and approval of the City Council ~~shall approve~~ any modification made thereto. Any inconsistencies between the current portfolio and this policy will be considered acceptable ~~as long as~~ if corrective measures are completed to adjust the portfolio in accordance with this policy.

Appendix A

Glossary of Cash and Investment Management Terms

The following is a glossary of key investing terms, many of which appear in the City's investment policy. This glossary clarifies the meaning of investment terms generally used in cash and investment management. This glossary has been adapted from the GFOA Sample Investment Policy and the Association of Public Treasurers of the United States and Canada's Model Investment Policy.

Accrued Interest. Interest earned but which has not yet been paid or received.

Agency. See "Federal Agency Securities."

Ask Price. Price at which a broker/dealer offers to sell a security to an investor. Also known as "offered price."

Asset Backed Securities (ABS). A fixed-income security backed by notes or receivables against assets other than real estate. Generally issued by special purpose companies that "own" the assets and issue the ABS. Examples include securities backed by auto loans, credit card receivables, home equity loans, manufactured housing loans, farm equipment loans, and aircraft leases.

Average Life. The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

Bankers' Acceptance (BA's). A draft or bill of exchange drawn upon and accepted by a bank. Frequently used to finance shipping of international goods. Used as a short-term credit instrument, bankers' acceptances are traded at a discount from face value as a money market instrument in the secondary market on the basis of the credit quality of the guaranteeing bank.

Basis Point. One hundredth of one percent, or 0.01%. Thus 1% equals 100 basis points.

Bearer Security. A security whose ownership is determined by the holder of the physical security. Typically, there is no registration on the issuer's books. Title to bearer securities is transferred by delivery of the physical security or certificate. Also known as "physical securities."

Benchmark Bills: In November 1999, FNMA introduced its Benchmark Bills program, a short-term debt securities issuance program to supplement its existing discount note program. The program includes a schedule of larger, weekly issues in three- and six-month maturities and biweekly issues in one-year for Benchmark Bills. Each issue is brought to market via a Dutch (single price) auction. FNMA conducts a weekly auction for each Benchmark Bill maturity and accepts both competitive and non-competitive bids through a web based auction system. This program is in addition to the variety of other discount note maturities, with rates posted on a daily basis, which FNMA offers. FNMA's Benchmark Bills are unsecured general obligations that are issued in book-entry form through the Federal Reserve Banks. There are no periodic payments of interest on Benchmark Bills, which are sold at a discount from the principal amount and payable at par at maturity. Issues under the Benchmark program constitute the same credit standing as other FNMA discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Benchmark Notes/Bonds: Benchmark Notes and Bonds are a series of FNMA "bullet" maturities (non-callable) issued according to a pre-announced calendar. Under its Benchmark Notes/Bonds program, 2, 3, 5, 10, and 30-year maturities are issued each quarter. Each Benchmark Notes new issue has a minimum size of \$4 billion, 30-year new issues having a minimum size of \$1 billion, with re-openings based on investor demand to further enhance liquidity. The amount of non-callable issuance has allowed FNMA to build a yield curve in Benchmark Notes and Bonds in maturities ranging from 2 to 30 years. The liquidity emanating from these large size issues has facilitated favorable financing opportunities through the development of a liquid overnight and term repo market. Issues under the Benchmark program constitute the same credit standing as other FNMA issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Benchmark. A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance, and duration of the actual portfolio's investments.

Bid Price. Price at which a broker/dealer offers to purchase a security from an investor.

Bond. Financial obligation for which the issuer promises to pay the bondholder (the purchaser or owner of the bond) a specified stream of future cash-flows, including periodic interest payments and a principal repayment.

Book Entry Securities. Securities that are recorded in a customer's account electronically through one of the financial markets electronic delivery and custody systems, such as the Fed Securities wire, DTC, and PTC

(as opposed to bearer or physical securities). The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. The vast majority of securities are now book entry securities.

Book Value. The value at which a debt security is reflected on the holder's records at any point in time. Book value is also called "amortized cost" as it represents the original cost of an investment adjusted for amortization of premium or accretion of discount. Also called "carrying value." Book value can vary over time as an investment approaches maturity and differs from "market value" in that it is not affected by changes in market interest rates.

Broker/Dealer. A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers, and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning inventory of securities, whereas a broker merely matches up buyers and sellers. See also "Primary Dealer."

Bullet Notes/Bonds. Notes or bonds that have a single maturity date and are non-callable.

Call Date. Date at which a call option may be or is exercised.

Call Option. The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date. Most fixed-income calls are a par, but can be at any previously established price. Securities issued with a call provision typically carry a higher yield than similar securities issued without a call feature. There are three primary types of call options (1) European - one-time calls, (2) Bermudan - periodically on a predetermined schedule (quarterly, semi-annual, annual), and (3) American - continuously callable at any time on or after the call date. There is usually a notice period of at least 5 business days prior to a call date.

Callable Bonds/Notes. Securities which contain an imbedded call option giving the issuer the right to redeem the securities prior to maturity at a predetermined price and time.

Certificate of Deposit (CD). Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity). Can be as long as 10 years to maturity, but most CDs purchased by public agencies are one year and under.

Collateral. Investment securities or other property that a borrower pledges to secure repayment of a loan, secure deposits of public monies, or provide security for a repurchase agreement.

Collateralization. Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

Collateralized Mortgage Obligation (CMO). A security that pools together mortgages and separates them into short, medium, and long-term positions (called tranches). Tranches are set up to pay different rates of interest depending upon their maturity. Interest payments are usually paid monthly. In "plain vanilla" CMOs, principal is not paid on a tranche until all shorter tranches have been paid off. This system provides interest and principal in a

more predictable manner. A single pool of mortgages can be carved up into numerous tranches each with its own payment and risk characteristics.

Commercial Paper. Short term unsecured promissory note issued by a company or financial institution. Issued at a discount and matures for par or face value. Usually a maximum maturity of 270 days and given a short-term debt rating by one or more NRSROs.

Convexity. A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

Corporate Note. A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

Counterparty. The other party in a two party financial transaction. "Counterparty risk" refers to the risk that the other party to a transaction will fail in its related obligations. For example, the bank or broker/dealer in a repurchase agreement.

Coupon Rate. Annual rate of interest on a debt security, expressed as a percentage of the bond's face value.

Current Yield. Annual rate of return on a bond based on its price. Calculated as (coupon rate / price), but does not accurately reflect a bond's true yield level.

Custody. Safekeeping services offered by a bank, financial institution, or trust company, referred to as the "custodian." Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement, and market values.

Dealer. A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

Delivery Versus Payment (DVP). Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

Depository Trust Company (DTC). A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange, the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs, and BAs clear through DTC.

Derivatives. (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities, or commodities). For hedging purposes, common derivatives are options, futures, interest rate swaps, and swaptions.

Derivative Security. Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

Designated Bond. FFCB's regularly issued, liquid, non-callable securities that generally have a 2 or 3 year original maturity. New issues of Designated Bonds are \$1 billion or larger. Re-openings of existing Designated Bond issues are generally a minimum of \$100 million. Designated Bonds are offered through a syndicate of two to six dealers. Twice each month the Funding Corporation announces its intention to issue a new Designated Bond, reopen an existing issue, or to not issue or reopen a Designated Bond. Issues under the Designated Bond program constitute the same credit standing as other FFCB issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Discount Notes. Unsecured general obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Very large primary (new issue) and secondary markets exist.

Discount Rate. Rate charged by the system of Federal Reserve Banks on overnight loans to member banks. Changes to this rate are administered by the Federal Reserve and closely mirror changes to the “fed funds rate.”

Discount Securities. Non-interest bearing money market instruments that are issued at discount and redeemed at maturity for full face value. Examples include: U.S. Treasury Bills, Federal Agency Discount Notes, Bankers' Acceptances, and Commercial Paper.

Discount. The amount by which a bond or other financial instrument sells below its face value. See also "Premium."

Diversification. Dividing investment funds among a variety of security types, maturities, industries, and issuers offering potentially independent returns.

Dollar Price. A bond's cost expressed as a percentage of its face value. For example, a bond quoted at a dollar price of 95 ½, would have a principal cost of \$955 per \$1,000 of face value.

Duff & Phelps. One of several NRSROs that provide credit ratings on corporate and bank debt issues.

Duration. The weighted average maturity of a security's or portfolio's cash-flows, where the present values of the cash-flows serve as the weights. The greater the duration of a security/portfolio, the greater its percentage price volatility with respect to changes in interest rates. Used as a measure of risk and a key tool for managing a portfolio versus a benchmark and for hedging risk. There are also different kinds of duration used for different purposes (e.g. MacAuley Duration, Modified Duration).

Fannie Mae. See "Federal National Mortgage Association."

Fed Money Wire. A computerized communications system that connects the Federal Reserve System with its member banks, certain U. S. Treasury offices, and the Washington D.C. office of the Commodity Credit Corporation. The Fed Money Wire is the book entry system used to transfer cash balances between banks for themselves and for customer accounts.

Fed Securities Wire. A computerized communications system that facilitates book entry transfer of securities between banks, brokers and customer accounts, used primarily for settlement of U.S. Treasury and Federal Agency securities.

Fed. See "Federal Reserve System."

Federal Agency Security. A debt instrument issued by one of the Federal Agencies. Federal Agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

Federal Agency. Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets. The largest Federal Agencies are GNMA, FNMA, FHLMC, FHLB, FFCB, SLMA, and TVA.

Federal Deposit Insurance Corporation (FDIC). Federal agency that insures deposits at commercial banks, currently to a limit of \$250,000 per depositor per bank.

Federal Farm Credit Bank (FFCB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system that is a network of cooperatively-owned lending institutions that provides credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm-affiliated

businesses. Consists of the consolidated operations of the Banks for Cooperatives, Federal Intermediate Credit Banks, and Federal Land Banks. Frequent issuer of discount notes, agency notes and callable agency securities. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. Also issues notes under its “designated note” program.

Federal Funds (Fed Funds). Funds placed in Federal Reserve Banks by depository institutions in excess of current reserve requirements, and frequently loaned or borrowed on an overnight basis between depository institutions.

Federal Funds Rate (Fed Funds Rate). The interest rate charged by a depository institution lending Federal Funds to another depository institution. The Federal Reserve influences this rate by establishing a "target" Fed Funds rate associated with the Fed's management of monetary policy.

Federal Home Loan Bank System (FHLB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its “global note” and “TAP” programs.

Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities, and MBS. Also issues notes under its “reference note” program.

Federal National Mortgage Association (FNMA or "Fannie Mae"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its “benchmark note” program.

Federal Reserve Bank. One of the 12 distinct banks of the Federal Reserve System.

Federal Reserve System (the Fed). The independent central bank system of the United States that establishes and conducts the nation's monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements, (2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven member Board of Governors known as the “Federal Reserve Board” and headed by its Chairman.

Financial Industry Regulatory Authority, Inc. (FINRA). A private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a non-governmental organization that performs financial regulation of member brokerage firms and exchange markets. The government also has a regulatory arm for investments, the Securities and Exchange Commission (SEC).

Fiscal Agent/Paying Agent. A bank or trust company that acts, under a trust agreement with a corporation or municipality, in the capacity of general treasurer. The agent performs such duties as making coupon payments, paying rents, redeeming bonds, and handling taxes relating to the issuance of bonds.

Fitch Investors Service, Inc. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Floating Rate Security (FRN or “floater”). A bond with an interest rate that is adjusted according to changes in an interest rate or index. Differs from variable-rate debt in that the changes to the rate take place immediately when the index changes, rather than on a predetermined schedule. See also “Variable Rate Security.”

Freddie Mac. See "Federal Home Loan Mortgage Corporation."

Ginnie Mae. See "Government National Mortgage Association."

Global Notes: Notes designed to qualify for immediate trading in both the domestic U.S. capital market and in foreign markets around the globe. Usually large issues that are sold to investors worldwide and therefore have excellent liquidity. Despite their global sales, global notes sold in the U.S. are typically denominated in U.S. dollars.

Government National Mortgage Association (GNMA or "Ginnie Mae"). One of the large Federal Agencies. Government-owned Federal Agency that acquires, packages, and resells mortgages and mortgage purchase commitments in the form of mortgage-backed securities. Largest issuer of mortgage pass-through securities. GNMA debt is guaranteed by the full faith and credit of the U.S. government (one of the few agencies that are actually full faith and credit of the U.S. government).

Government Securities. An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."

Government Sponsored Enterprise (GSE). Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. government, but they are not direct obligations of the U.S. government. For this reason, these securities will offer a yield premium over U.S. Treasuries. Examples of GSEs include: FHLB, FHLMC, FNMA, and SLMA.

Government Sponsored Enterprise Security. A security issued by a Government Sponsored Enterprise. Considered Federal Agency Securities.

Index. A compilation of statistical data that tracks changes in the economy or in financial markets.

Interest-Only (IO) STRIP. A security based solely on the interest payments from the bond. After the principal has been repaid, interest payments stop and the value of the security falls to nothing. Therefore, IOs are considered risky investments. Usually associated with mortgage-backed securities.

Internal Controls. An internal control structure ensures that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.

2. **Separation of transaction authority from accounting and record keeping** - A separation of duties is achieved by separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction.
3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

Inverse Floater. A floating rate security structured in such a way that it reacts inversely to the direction of interest rates. Considered risky as their value moves in the opposite direction of normal fixed-income investments and whose interest rate can fall to zero.

Investment Advisor. A company that provides professional advice managing portfolios, investment recommendations, and/or research in exchange for a management fee.

Investment Adviser Act of 1940. Federal legislation that sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

Investment Grade. Bonds considered suitable for preservation of invested capital, including bonds rated a minimum of Baa3 by Moody's, BBB- by Standard & Poor's, or BBB- by Fitch. Although "BBB" rated bonds are considered investment grade, most public agencies cannot invest in securities rated below "A."

Liquidity. Relative ease of converting an asset into cash without significant loss of value. Also, a relative measure of cash and near-cash items in a portfolio of assets. Additionally, it is a term describing the marketability of a money market security correlating to the narrowness of the spread between the bid and ask prices.

Local Government Investment Pool (LGIP). An investment by local governments in which their money is pooled as a method for managing local funds, (e.g., Florida State Board of Administration's Florida Prime Fund).

Long-Term Core Investment Program. Funds that are not needed within a one-year period.

Market Value. The fair market value of a security or commodity. The price at which a willing buyer and seller would pay for a security.

Mark-to-market. Adjusting the value of an asset to its market value, reflecting in the process unrealized gains or losses.

Master Repurchase Agreement. A widely accepted standard agreement form published by the Securities Industry and Financial Markets Association (SIFMA) that is used to govern and document Repurchase Agreements and protect the interest of parties in a repo transaction.

Maturity Date. Date on which principal payment of a financial obligation is to be paid.

Medium Term Notes (MTN's). Used frequently to refer to corporate notes of medium maturity (5-years and under). Technically, any debt security issued by a corporate or depository institution with a maturity from 1 to 10 years and issued under an MTN shelf registration. Usually issued in smaller issues with varying coupons and maturities, and underwritten by a variety of broker/dealers (as opposed to large corporate deals issued and underwritten all at once in large size and with a fixed coupon and maturity).

Money Market. The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

Money Market Mutual Fund (MMF). A type of mutual fund that invests solely in money market instruments, such as: U.S. Treasury bills, commercial paper, bankers' acceptances, and repurchase agreements. Money market mutual funds are registered with the SEC under the Investment Company Act of 1940 and are subject to "rule 2a-7" which significantly limits average maturity and credit quality of holdings. MMF's are managed to maintain a stable net asset value (NAV) of \$1.00. Many MMFs carry ratings by a NRSRO.

Moody's Investors Service. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Mortgage Backed Securities (MBS). Mortgage-backed securities represent an ownership interest in a pool of mortgage loans made by financial institutions, such as savings and loans, commercial banks, or mortgage companies, to finance the borrower's purchase of a home or other real estate. The majority of MBS are issued and/or guaranteed by GNMA, FNMA, and FHLMC. There are a variety of MBS structures with varying levels of risk and complexity. All MBS have reinvestment risk as actual principal and interest payments are dependent on the payment of the underlying mortgages which can be prepaid by mortgage holders to refinance and lower rates or simply because the underlying property was sold.

Mortgage Pass-Through Securities. A pool of residential mortgage loans with the monthly interest and principal distributed to investors on a pro-rata basis. The largest issuer is GNMA.

Municipal Note/Bond. A debt instrument issued by a state or local government unit or public agency. The vast majority of municipals are exempt from state and federal income tax, although some non-qualified issues are taxable.

Mutual Fund. Portfolio of securities professionally managed by a registered investment company that issues shares to investors. Many different types of mutual funds exist (e.g., bond, equity, and money market funds); all except money market funds operate on a variable net asset value (NAV).

Negotiable Certificate of Deposit (Negotiable CD). Large denomination CDs (\$100,000 and larger) that are issued in bearer form and can be traded in the secondary market.

Net Asset Value. The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets including securities, cash, and any accrued earnings, then subtracting the total assets from the fund's liabilities, and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)

$$[(\text{Total assets}) - (\text{Liabilities})]/(\text{Number of shares outstanding})$$

NRSRO. A “Nationally Recognized Statistical Rating Organization” (NRSRO) is a designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating. Includes Moody’s, S&P, Fitch, and Duff & Phelps.

Offered Price. See also "Ask Price."

Open Market Operations. A Federal Reserve monetary policy tactic entailing the purchase or sale of government securities in the open market by the Federal Reserve System from and to primary dealers in order to influence the money supply, credit conditions, and interest rates.

Par Value. The face value, stated value, or maturity value of a security.

Physical Delivery. Delivery of readily available underlying assets at contract maturity.

Portfolio. Collection of securities and investments held by an investor.

Premium. The amount by which a bond or other financial instrument sells above its face value. See also "Discount."

Primary Dealer. A designation given to certain government securities dealer by the Federal Reserve Bank of New York. Primary dealers can buy and sell government securities directly with the Fed. Primary dealers also submit daily reports of market activity and security positions held to the Fed and are subject to its informal oversight. Primary dealers are the largest buyers and sellers by volume in the U.S. Treasury securities market.

Prime Paper. Commercial paper of high quality. Highest rated paper is A-1+/A-1 by S&P and P-1 by Moody’s.

Principal. Face value of a financial instrument on which interest accrues. May be less than par value if some principal has been repaid or retired. For a transaction, principal is par value times price and includes any premium or discount.

Prudent Expert Rule. Standard that requires that a fiduciary manage a portfolio with the care, skill, prudence, and diligence, under the circumstances then prevailing, that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. This statement differs from the “prudent person” rule in that familiarity with such matters suggests a higher standard than simple prudence.

Prudent Investor Standard. Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. More stringent than the “prudent person” standard as it implies a level of knowledge commensurate with the responsibility at hand.

Qualified Public Depository - Per Subsection 280.02(26), F.S., “qualified public depository” means any bank, savings bank, or savings association that:

1. Is organized and exists under the laws of the United States, the laws of this state or any other state or territory of the United States.
2. Has its principal place of business in this state or has a branch office in this state which is authorized under the laws of this state or of the United States to receive deposits in this state.

3. Has deposit insurance under the provision of the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss.1811 et seq.
4. Has procedures and practices for accurate identification, classification, reporting, and collateralization of public deposits.
5. Meets all requirements of Chapter 280, F.S.
6. Has been designated by the Chief Financial Officer as a qualified public depository.

Range Note. A type of structured note that accrues interest daily at a set coupon rate that is tied to an index. Most range notes have two coupon levels; a higher accrual rate for the period the index is within a designated range, the lower accrual rate for the period that the index falls outside the designated range. This lower rate may be zero and may result in zero earnings.

Rate of Return. Amount of income received from an investment, expressed as a percentage of the amount invested.

Realized Gains (Losses). The difference between the sale price of an investment and its book value. Gains/losses are “realized” when the security is actually sold, as compared to “unrealized” gains/losses which are based on current market value. See “Unrealized Gains (Losses).”

Reference Bills: FHLMC’s short-term debt program created to supplement its existing discount note program by offering issues from one month through one year, auctioned on a weekly or on an alternating four-week basis (depending upon maturity) offered in sizeable volumes (\$1 billion and up) on a cycle of regular, standardized issuance. Globally sponsored and distributed, Reference Bill issues are intended to encourage active trading and market-making and facilitate the development of a term repo market. The program was designed to offer predictable supply, pricing transparency, and liquidity, thereby providing alternatives to U.S. Treasury bills. FHLMC’s Reference Bills are unsecured general corporate obligations. This program supplements the corporation’s existing discount note program. Issues under the Reference program constitute the same credit standing as other FHLMC discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Reference Notes: FHLMC’s intermediate-term debt program with issuances of 2, 3, 5, 10, and 30-year maturities. Initial issuances range from \$2 - \$6 billion with re-openings ranging \$1 - \$4 billion.

The notes are high-quality bullet structures securities that pay interest semiannually. Issues under the Reference program constitute the same credit standing as other FHLMC notes; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Repurchase Agreement (Repo). A short-term investment vehicle where an investor agrees to buy securities from a counterparty and simultaneously agrees to resell the securities back to the counterparty at an agreed upon time and for an agreed upon price. The difference between the purchase price and the sale price represents interest earned on the agreement. In effect, it represents a collateralized loan to the investor, where the securities are the collateral. Can be DVP, where securities are delivered to the investor’s custodial bank, or “tri-party” where the securities are delivered to a third party intermediary. Any type of security can be used as “collateral,” but only some types provide the investor with special bankruptcy protection under the law. Repos should be undertaken only when an appropriate Securities Industry and Financial Markets Association (SIFMA) approved master repurchase agreement is in place.

Reverse Repurchase Agreement (Reverse Repo). A repo from the point of view of the original seller of securities. Used by dealers to finance their inventory of securities by essentially borrowing at short-term rates. Can also be used to leverage a portfolio and in this sense, can be considered risky if used improperly.

Safekeeping. Service offered for a fee, usually by financial institutions, for the holding of securities and other valuables. Safekeeping is a component of custody services.

Secondary Market. Markets for the purchase and sale of any previously issued financial instrument.

Securities Industry and Financial Markets Association (SIFMA). The bond market trade association representing the largest securities markets in the world. In addition to publishing a Master Repurchase Agreement, widely accepted as the industry standard document for Repurchase Agreements, the SIFMA also recommends bond market closures and early closes due to holidays.

Securities Lending. An arrangement between an investor and a custody bank that allows the custody bank to “loan” the investor’s investment holdings, reinvest the proceeds in permitted investments, and share any profits with the investor. Should be governed by a securities lending agreement. Can increase the risk of a portfolio in that the investor takes on the default risk on the reinvestment at the discretion of the custodian.

Sinking Fund. A separate accumulation of cash or investments (including earnings on investments) in a fund in accordance with the terms of a trust agreement or indenture, funded by periodic deposits by the issuer (or other entity responsible for debt service), for the purpose of assuring timely availability of monies for payment of debt service. Usually used in connection with term bonds.

Spread. The difference between the price of a security and similar maturity U.S. Treasury investments, expressed in percentage terms or basis points. A spread can also be the absolute difference in yield between two securities. The securities can be in different markets or within the same securities market between different credits, sectors, or other relevant factors.

Standard & Poor’s. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

STRIPS (Separate Trading of Registered Interest and Principal of Securities). Acronym applied to U.S. Treasury securities that have had their coupons and principal repayments separated into individual zero-coupon Treasury securities. The same technique and “strips” description can be applied to non-Treasury securities (e.g., FNMA strips).

Structured Notes. Notes that have imbedded into their structure options such as step-up coupons or derivative-based returns.

Supranational. Supranational organizations are international financial institutions that are generally established by agreements among nations, with member nations contributing capital and participating in management. These agreements provide for limited immunity from the laws of member countries. Bonds issued by these institutions are part of the broader class of Supranational, Sovereign, and Non-U.S. Agency (SSA) sector bonds. Supranational bonds finance economic and infrastructure development and support environmental protection, poverty reduction, and renewable energy around the globe. For example, the World Bank, International Finance Corporation (IFC), and African Development Bank (AfDB) have “green bond” programs specifically designed for energy resource conservation and management. Supranational bonds, which are issued by multi-national organizations that transcend national boundaries. Examples include the World Bank, African Development Bank, and European Investment Bank.

Swap. Trading one asset for another.

TAP Notes: Federal Agency notes issued under the FHLB TAP program. Launched in 6/99 as a refinement to the FHLB bullet bond auction process. In a break from the FHLB’s traditional practice of bringing numerous small issues to market with similar maturities, the TAP Issue Program uses the four most common maturities and reopens them up regularly through a competitive auction. These maturities (2, 3, 5, and 10 year) will remain open for the calendar quarter, after which they will be closed and a new series of TAP issues will be opened to replace them. This reduces the number of separate bullet bonds issued, but generates enhanced awareness and liquidity in the marketplace through increased issue size and secondary market volume.

Tennessee Valley Authority (TVA). One of the large Federal Agencies. A wholly owned corporation of the United States government that was established in 1933 to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense. Power operations are separated from non-power operations. TVA securities represent obligations of TVA, payable solely from TVA's net power proceeds, and are neither obligations of nor guaranteed by the United States. TVA is currently authorized to issue debt up to \$30 billion. Under this authorization, TVA may also obtain advances from the U.S. Treasury of up to \$150 million. Frequent issuer of discount notes, agency notes, and callable agency securities.

Total Return. Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

Treasuries. Collective term used to describe debt instruments backed by the U.S. government and issued through the U.S. Department of the Treasury. Includes Treasury bills, Treasury notes, and Treasury bonds. Also a benchmark term used as a basis by which the yields of non-Treasury securities are compared (e.g., "trading at 50 basis points over Treasuries").

Treasury Bills (T-Bills). Short-term direct obligations of the United States government issued with an original term of one year or less. Treasury bills are sold at a discount from face value and do not pay interest before maturity. The difference between the purchase price of the bill and the maturity value is the interest earned on the bill. Currently, the U.S. Treasury issues 4-week, 13-week, and 26-week T-Bills.

Treasury Bonds. Long-term interest-bearing debt securities backed by the U.S. government and issued with maturities of ten years and longer by the U.S. Department of the Treasury.

Treasury Notes. Intermediate interest-bearing debt securities backed by the U.S. government and issued with maturities ranging from one to ten years by the U.S. Department of the Treasury. The Treasury currently issues 2-year, 3-year, 5-year, and 10-year Treasury Notes.

Trustee. A bank designated by an issuer of securities as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the bond documents and to represent bondholders in enforcing their contract with the issuer.

Uniform Net Capital Rule. SEC Rule 15c3-1 that outlines the minimum net capital ratio (ratio of indebtedness to net liquid capital) of member firms and non-member broker/dealers.

Unrealized Gains (Losses). The difference between the market value of an investment and its book value. Gains/losses are "realized" when the security is actually sold, as compared to "unrealized" gains/losses which are based on current market value. See also "Realized Gains (Losses)."

Variable-Rate Security. A bond that bears interest at a rate that varies over time based on a specified schedule of adjustment (e.g., daily, weekly, monthly, semi-annually, or annually). See also "Floating Rate Note."

Weighted Average Maturity (or just "Average Maturity"). The average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. A simple measure of risk of a fixed-income portfolio.

Weighted Average Maturity to Call. The average maturity of all securities and investments of a portfolio, adjusted to substitute the first call date per security for maturity date for those securities with call provisions.

Yield Curve. A graphic depiction of yields on like securities in relation to remaining maturities spread over a time line. The traditional yield curve depicts yields on U.S. Treasuries, although yield curves exist for Federal Agencies and various credit quality corporates as well. Yield curves can be positively sloped (normal) where longer-term

investments have higher yields, or “inverted” (uncommon) where longer-term investments have lower yields than shorter ones.

Yield to Call (YTC). Same as “Yield to Maturity,” except the return is measured to the first call date rather than the maturity date. Yield to call can be significantly higher or lower than a security’s yield to maturity.

Yield to Maturity (YTM). Calculated return on an investment, assuming all cash-flows from the security are reinvested at the same original yield. Can be higher or lower than the coupon rate depending on market rates and whether the security was purchased at a premium or discount. There are different conventions for calculating YTM for various types of securities.

Yield. There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call," and "Yield to Maturity."

Appendix B
Investment Pool/Fund Questionnaire

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?



CITY COUNCIL AGENDA ITEM

COUNCIL MEETING DATE 12/13/2022

SUBJECT: (B9) Approval to Reactivate the Department of Defense Surplus Equipment Program - The Florida 1033 Program

DEPARTMENT: Police Services

GOAL: 1 - Public Safety 5 - Fiscal Sustainability

RECOMMENDED MOTION: Move to authorize the Chief of Police to execute and submit the application for participation in the Florida 1033 Program along with any required agreements (subject to City Attorney review), and approve the list of equipment that may be requested by the Police Department in FY23.

SUMMARY: The following is a request for approval to reactivate the police department's Florida 1033 account through the Defense Logistics Law Enforcement Support Office. Florida 1033 facilitates a law enforcement support program, which originated from the National Defense Authorization Act of Fiscal Year 1997 (FY 97). This law allows transfer of excess Department of Defense property to participating law enforcement agencies. All items were excess equipment which had been turned in by military units or had been held as part of reserve stocks until no longer needed. The Florida 1033 program then coordinates the transfer of said excess Department of Defense property that might otherwise be destroyed to law enforcement agencies in the State of Florida. More than 8,000 law enforcement agencies have enrolled in the program nationwide, with Florida having more than 200 actively participating agencies. The Port Orange Police Department had previously participated in the Florida 1033 Program, but deactivated its account after not having acquired equipment in recent years. However, due to the issues experienced during this past hurricane season, the Department would utilize this resource to potentially identify equipment that could vastly improve its emergency response capabilities.

In accordance with the terms of the Agreement with the Department of Defense, the Chief has provided a memorandum attached to this agenda item specifically listing the equipment that may be requested under this program.

The Port Orange Police Department may request the below controlled property items from the Law Enforcement Support Office (LESO), or other Federal source:

Controlled Property Description

- All-Terrain Vehicles (ATV)
- Armored Wheeled Vehicles
- Command and Control Vehicles

-
- Floodlights
 - High Mobility Multipurpose Wheeled Vehicles (HMMWV)
 - Office Equipment
 - Shipping Containers
 - Tactical Wheeled Vehicles
 - Vessels/Boats

PRESENTER: Manuel Marino

ATTACHMENTS:

1.	Application v March 2022 with Instructions Blank	Application v March 2022 with Instructions Blank.pdf
2.	SPO_2021_Revised Blank	SPO_2021_Revised Blank.docx
3.	FINAL SPO Addendum_Florida Blank	FINAL SPO Addendum_Florida Blank.pdf
4.	CGB Notice Letter	CGB Notice Letter.pdf

Beth Unruh	Created/Initiated - 11/23/2022
Manuel Marino	Approved - 11/23/2022
John McKinney	Approved - 11/28/2022
Matthew Jones	Approved - 12/2/2022
Wayne Clark	Approved - 12/6/2022
Robin Fenwick	Final Approval - 12/6/2022

Law Enforcement Support Office (LESO)

Instructions for completing an Application for Participation/Authorized Screeners Letter

SECTION 1

(*Indicates a required field)

The LESO will only accept applications from the State Coordinators office. DO NOT send directly to the LESO.

***ORI number:** Enter the law enforcement Originating Agency Identifier (ORI) number assigned to the agency. If the agency does not have a law enforcement ORI, please contact your State Coordinator. Law enforcement ORI numbers consist of 9 alpha/numeric characters (Ex. ME0010100). Positions 1 and 2 are alphabetical characters representing the state or country the agency is located (Ex. ME0010100).

Note-The LESO Program coordinates with DLA Office of Inspector General (OIG) for ORI number validation against the Federal Bureau of Investigation's National Crime Information Center (NCIC) data base.

***Agency name:** Enter official agency name.

***Physical address:** Enter physical address of your agency.

***NCIC P.O. box or other address:** If National Crime and Information Center (NCIC) has a P.O. box listed for the agency address, or address is different than agency physical address (i.e. the NCIC terminal location) enter it in this section.

***City:** Enter City name.

***State:** Enter two-digit state abbreviation.

***Zip code:** Enter zip code of agency address.

***Email address:** Enter agency email address (Email address is used for automated system notifications).

***Phone number:** Enter main agency phone number.

***Full-time & part-time officers:** An agency must have at least one full-time law enforcement officer to enroll in the LESO Program. Only full-time and part-time officers may receive property. Non-compensated officers are not authorized to receive property.

Full-time: The number of full-time compensated officers with arrest and apprehension authority employed when at full strength/manning.

Part-time: The number of part-time compensated officers with arrest and apprehension authority employed when at full strength/manning.

Note-Both boxes MUST be filled in. If agency does not have part-time officers, enter "N/A", "0" or line through the empty space (Ex. -----). This is ONLY acceptable in the part-time officer field.

***Reutilization, Transfer and Donation (RTD) Screener:** Individual(s) authorized to search for equipment (on behalf of the agency) that may become available to law enforcement via the LESO Program. RTD Screeners must be employees of the agency. Contractors may not conduct screening on behalf of the agency. Agencies must identify at least 1 RTD Screener.

***Official Title/Rank:** Ex. Chief, Sheriff, Investigator, Captain, Armorer, Pilot.

***First name:** Enter full first name as shown on a valid US driver's license. Initials are not acceptable.

***Last name:** Enter last name as shown on a valid US driver's license.

***Email:** Enter the RTD Screener's email address.

***Phone number:** Enter the RTD Screener's phone number.

Point of Contact (POC): Enter "Aircraft", "Small Arms" or "Vehicle" for the RTD Screener if designated as such by the agency. Enter "N/A" if not applicable.

Note-Identify the number of RTD Screeners deemed necessary by the agency. Fill in empty fields with "XXXXX", black-out the field, or line through. If more than 4 RTD Screeners are necessary, submit an additional application form marked with "1 of 2", "2 of 2", etc. in the lower or upper right corner.

SECTION 2: Reserved for Law Enforcement Agency Use Only

(*Indicates a required field)

The LESO will only accept applications from the State Coordinators office. DO NOT send directly to the LESO.

***Certification statement:** This box must be checked prior to submission to the State Coordinator. Checking this box certifies your agency:

- 1) meets the definition of a law enforcement agency as defined by the LESO Program,
- 2) information contained on the application form is accurate,
- 3) agrees to update the application form if changes are made to the Chief Law Enforcement Officer (CLEO), agency address or RTD Screeners,
- 4) agency is abiding by the current version of the LESO approved State Plan of Operation (SPO),
- 5) agency has a signed copy of the SPO on file

Note-Agencies not meeting the definition of "Law Enforcement Agency" (as indicated on the application form) are unauthorized to participate in the LESO Program. Unauthorized participants include non-governmental entities such as private railroad police, private security, private academies, correctional departments/prisons, security police at private schools or colleges. Fire departments, by definition, are ineligible to participate.

***Select the statement that best applies to the individual signing Section #2 (CHECK ONLY ONE BOX):**

1. The CLEO is signing the application.

OR

2. An "Acting CLEO", "Interim CLEO" or other person with signature authority granted to their official position at the agency is signing the application.

*****If this box is checked, please provide appropriate documentation (i.e., current department policy, agency memorandum or other suitable documentation that provides such signature authority to the individual holding that official position).**

***Title:** Provide official title (ex. Sheriff, Chief).

***Printed name:** Enter full name as indicated on a valid US driver's license. Initials are not acceptable.

***Signature:** Applications must be signed by the CLEO. Digital signatures are acceptable.

***Date:** Enter date of signature. Applications must be submitted to the LESO within 30 days of both the CLEO and the State Coordinators office signatures.

SECTION 3: Reserved for State Coordinators Office Use Only

(*Indicates a required field)

The LESO will only accept applications from the State Coordinators office. DO NOT send directly to the LESO.

***Printed name:** Enter full name as indicated on a valid US driver's license. Initials are not acceptable.

***Signature:** Applications must be signed by an authorized State Coordinator or State Point of Contact. Digital signatures are acceptable.

***Date:** Enter date of signature. Applications must be submitted to the LESO within 30 days of both the CLEO and the State Coordinators office signatures.



DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092

CLEAR FORM

Law Enforcement Support Office (LESO)
Application for Participation / Authorized Screeners Letter

(This form is for State/Local Law Enforcement Agencies (LEA) only)

*Indicates Required Fields

SECTION 1:

*Agency Name: Originating Agency Identifier (ORI) #: (if applicable)

*Agency Physical Address: *City:

*State: *Zip Code: *NCIC P.O. Box or Address (if different than above i.e., terminal location)

*Phone #: *Email: Note: Email is needed for automated system notifications.

Agency MUST have at least 1 full-time officer to participate in the program. Indicate the number of compensated officers with arrest and apprehension authority. Part-time field MUST be filled in: N/A, 0 or - is acceptable.

*Full-time: *Part-time:

RTD Screener - RTD Screeners MUST be employed by the aforementioned LEA. Individuals identified below may request access to act as an authorized "RTD Screener" on behalf of this Law Enforcement Agency. **Agency MUST have at least 1 RTD Screener.** Enter "XXXXX" or "N/A" into all screener fields not used.

#1	*Official Title / Rank	*First Name	*Last Name	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#2	*Official Title / Rank	*First Name	*Last Name	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#3	*Official Title / Rank	*First Name	*Last Name	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#4	*Official Title / Rank	*First Name	*Last Name	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#5	*Official Title / Rank	*First Name	*Last Name	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#6	*Official Title / Rank	*First Name	*Last Name	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#7	*Official Title / Rank	*First Name	*Last Name	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)

SECTION 2:**RESERVED FOR LAW ENFORCEMENT AGENCY USE ONLY**

Law Enforcement Agency/Activity - The LESO Program defines this as a Governmental agency/activity whose primary function is the enforcement of applicable Federal, State and Local laws and whose compensated Law Enforcement officers have the powers of arrest and apprehension.

I certify that my agency meets the definition of a "Law Enforcement Agency/Activity" as described above. I certify that all information contained in this application is valid and accurate. I understand that I must provide my State Coordinator an application to update my agency participant information if the following information changes: a) Chief Law Enforcement Official (CLEO) changes, b) Agency physical address changes, c) RTD Screener additions/deletions, d) that my agency is abiding by the current version of the LESO approved State Plan of Operation (SPO) and e) that my agency has a signed copy of the SPO on file.

☐ I am signing this document as the CLEO of this law enforcement agency.

*(Check only one): ☐ In my official position or as Acting/Interim, I am authorized to sign documents on behalf of the CLEO for this agency. If checked, please provide appropriate documentation (i.e., current department policy, agency memorandum or other suitable documentation that provides such signature authority to the individual holding that official position).

By signing this application, I certify that my Agency will comply with U.S. Code 2576a for all controlled property, which states; With the authorization of the relevant local governing body or authority, that my agency has adopted publically available protocols for the appropriate use of controlled property, the supervision of such use, and the evaluation of the effectiveness of such use, including auditing and accountability policies; and that it provides annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property. I certify under penalty of perjury that the foregoing is true and correct. Making a false statement may result in judicial actions or prosecution under 18 USC § 1001.

*TITLE	*PRINTED FIRST NAME:	*PRINTED LAST NAME:
*EMAIL	*SIGNATURE	*DATE

SECTION 3:**RESERVED FOR STATE COORDINATORS OFFICE USE ONLY**

By signing this application, I certify that as the State Coordinator/State Point of Contact, I have determined that: a) the agency meets the definition of a "Law Enforcement Agency/Activity" as described in Section 2, b) that all information contained in this application is valid and accurate, c) that the LEA is abiding by the current version of the LESO approved State Plan of Operation (SPO) and d) that the LEA has a signed copy of the SPO on file.

*PRINTED NAME FIRST & LAST	*SIGNATURE	*DATE

SECTION 4:**RESERVED FOR LESO USE ONLY**

NOTICE FOR DLA DISPOSITION SERVICES PERSONNEL: Regulatory guidance outlining Screener Identification and Authorization must be accomplished in accordance with DOD 4160.21-M, Volume 3, Enclosure 5, Section 3 (k). In accordance with the aforementioned reference, the LESO Program authorizes the individuals identified in Section 1 of this form to screen excess property at your facilities as authorized participants in the LESO Program. This authorized screener letter supersedes all previously issued screener letters for this Law Enforcement Agency/Activity and is valid only on or after the date signed by authorized LESO signatory. Only two individuals authorized to screen per visit; however, additional personnel may assist receiving material previously screened and approved for transfer.

*This agency is authorized to screen items via the LESO Program under authorized Agency DODAAC:

*LESO Authorized Signatory:	*Screener letter is valid one year from this date:
*Signature	

Note: After one year from the LESO signatory date, the screener letter is no longer valid. LEAs may request a new screener letter through their SC/SPOC.

LESO Notes:

State Plan of Operation (SPO) between:

The State of Florida and the

(State/United States Territory)

Choose an item.

Law Enforcement Agency (LEA)

1) PURPOSE This State Plan of Operation (SPO) is entered into between the State/United States (U.S.) Territory and Law Enforcement Agency (as identified above), to set forth the terms and conditions which will be binding on the parties with respect to Department of Defense (DoD) excess personal property conditionally transferred pursuant to 10 USC § 2576a, in order to promote the efficient, expeditious transfer of property and to ensure accountability of the same.

2) AUTHORITY The Secretary of Defense (SECDEF) is authorized by 10 USC § 2576a to transfer to Federal and State Law Enforcement Agencies (LEAs), personal property that is excess to the needs of the DoD, including small arms and ammunition, that the Secretary determines is suitable to be used by such agencies in law enforcement activities, with preferences for counter-drug/counter-terrorism, disaster-related emergency preparedness or border security activities, under such terms prescribed by the Secretary. The SECDEF has delegated program management authority to the DLA. The DLA Disp Svcs LESO administers the program in accordance with (IAW) 10 USC § 2576a, 10 USC § 280, DoDM 4160.21 and DLAI 4140.11. The DLA defines “law enforcement activities” as activities performed by governmental agencies whose primary function is the enforcement of applicable federal, State, and local laws and whose compensated law enforcement officers have powers of arrest and apprehension.

3) GENERAL TERMS AND CONDITIONS “DoD excess personal property” also known as “items”, “equipment”, “program property”, or “property”. “DLA Disposition Services Law Enforcement Support Office” also known as “1033 Program”, “LESO Program”, “the program”, or “LESO”. “State or U.S. Territory” also known as “the State”, “State Coordinator (SC)”, “State Point of Contact (SPOC)”, or “SC/SPOC”. “Law Enforcement Activities” also known as “agencies in law enforcement activities”, “Law Enforcement Agency (LEA)”, “program participant”, or “State/LEA”.

a) Property made available under this agreement is not for personal use and is for the use of authorized program participants only. All requests for property shall be based on bona fide law enforcement requirements. Authorized participants who receive property from the program will not loan, donate, or otherwise provide property to other groups or entities (i.e., public works, county garage, schools, etc.) that are not otherwise authorized to participate in the program. Property will not be obtained by program participants for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan. To receive such property, on an annual basis the LEA shall certify that they have:

- i) Obtained authorization of the relevant local governing body authority (i.e., city council, mayor, etc.).
- ii) Adopted publicly available protocols for the appropriate use of controlled property, the supervision, and the evaluation of the effectiveness of such use, including auditing and accountability policies.
- iii) Annual training in place and provides it to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property, including respect for the rights of citizens under the Constitution of the U.S. and de-escalation of force.

b) All costs associated with the transportation, turn-in, transfer, repair, maintenance, insurance, disposal, repossession or other expenses related to property are the sole responsibility of the State/LEA. The State/LEA shall also be responsible to reimburse the U.S Government (USG) for costs incurred in retrieving and/or

repossessing property impermissibly transferred by the State/LEA to unauthorized participants.

c) The State/LEA will maintain and enforce regulations designed to impose adequate security and accountability measures for controlled property to mitigate the risk of loss or theft of property. Program participants shall implement controls to ensure property made available under this agreement is used for official law enforcement use only. The State/LEA shall take appropriate administrative and/or disciplinary action against individuals that violate provisions of the Memorandum of Agreement (MOA) between the Federal Government and the State/U.S. Territory and/or this SPO, including unauthorized use of property.

d) All property transferred to the State/LEA via the program is on an as-is, where-is basis.

e) LESO reserves the right to recall property issued to a State/LEA at any time.

f) General use of definitions/terms:

i) Demilitarization (DEMIL code)-a code assigned to DoD property that indicates the degree of required physical destruction, identifies items requiring specialized capabilities or procedures, and identifies items which do not require DEMIL but may require Trade Security Controls (TSC). Program participants are not authorized to conduct physical demilitarization of property.

ii) "Controlled property"-items with a DEMIL code of B, C, D, E, F, G, and Q (with an Integrity Code of "3". Title and ownership of controlled property remains with the DoD in perpetuity and will not be relinquished to the State/LEA. When a State/LEA no longer has a legitimate law enforcement use for controlled property, they shall notify the LESO and the property will be transferred to another program participating State/LEA (via standard transfer process) or returned to DLA Disp Svcs for disposition.

iii) "Non-controlled" property"-items with a DEMIL code of A or Q (with an Integrity Code of "6"). These items are conditionally transferred to the State/LEA and will remain on State/LEA accountable inventory for one year from the ship date. However, after one year from the ship date, DLA will relinquish ownership and title for the property to the State/LEA without issuance of further documentation. During this one year period, the State/LEA remains responsible for the accountability and physical control of the property and the LESO retains the right to recall the property. Participants should return any property in this one year period that becomes excess to their needs or they otherwise determine is not serviceable.

(1) The LEA receives title and ownership of DEMIL "A" and "Q6" property as governmental entities. Title and ownership of this property does not pass from DoD to any private individual or State/LEA official in their private capacity. Such property shall be maintained and ultimately disposed of IAW provisions in State and local laws that govern public property.

(2) Sales/gifting of DEMIL "A" and "Q6" property after one year from the ship date inconsistent with State/local law may constitute grounds to deny future participation in the program.

(3) After one year from ship date, DEMIL "A" and "Q6" property may be transferred, cannibalized for usable parts, sold, donated, or scrapped.

(4) Once the property is no longer on the LEA accountable inventory, the property is no longer subject to the annual physical inventory requirements and will not be inventoried during a LESO Program Compliance Review (PCR).

g) All physical transfers of property require LESO approval. Program participants will not physically transfer property until the LESO approval process is complete. Program participants may request their SC/SPOC approval to temporarily conditionally loan property to another program participant (if mission requires). If the SC/SPOC approves the temporary conditional loan, it shall be done using an acceptable Equipment Custody Receipt (ECR). At the end of the temporary conditional loan, the item (s) shall be returned to the original LEA

for accountability. All requests for conditional loans will be based on bona fide law enforcement requirements.

h) The program may authorize digital signatures on required program documentation.

i) The State/LEA is not required to maintain insurance on controlled property, aircraft or other property with special handling requirements that remain titled to DoD. However, the State/LEA will be advised that if they elect to carry insurance and the insured property is on the program inventory at the time of loss or damage, the recipient will submit a check made payable to DLA for insurance proceeds received in excess of their actual costs of acquiring and rehabilitating the property prior to its loss, damage, or destruction.

4) STATE PLAN OF OPERATION The State shall:

a) Assist in training LEAs with enrollment, property requests, transfers, turn-ins, and disposal procedures.

b) Adhere to the requirements outlined in the MOA between the Federal Government and the State/U.S. Territory and ensure MOA amendments or modifications are incorporated into this SPO and program participants are notified and acknowledge responsibility to comply with changes.

c) Submit a SPO to LESO that shall address procedures for determining LEA eligibility, allocation, equitable distribution of property, accountability, inventory, training, and education, State-level internal PCRs, export control requirements, procedures for turn-in, transfer, and disposal and other responsibilities concerning property.

d) Enter into written agreement with each LEA, via the LESO-approved SPO, to ensure program participants acknowledge the terms, conditions, and limitations applicable to property. This SPO must be signed by the current Chief Law Enforcement Official (CLEO) (or designee) and the current SC/SPOC.

e) Provide program participants the following information:

i) The LESO Program State POCs:

State Coordinator (SC): Zachariah Barton

State Point of Contact (SPOC): Cherie Williams

State Point of Contact (SPOC):

State Point of Contact (SPOC):

ii) SC/SPOC Facility Information:

Physical Mailing Address: 4050 Esplanade Way, Tallahassee FL, 32399

Email: zachariah.barton@dms.fl.gov

Phone Number: 850-879-4539

Website: <https://www.dms.myflorida.com/LESO>

Hours of Operation: 8:00 a.m. to 5:00 p.m., Monday - Friday

iii) Funding to administer the LESO Program at the State-level is provided via:

The Governor of the State of Florida has designated in writing with an effective date of February. 13,

2014, to implement this program statewide as well as conduct management and oversight of this program. Funding/Budgeting to administer this program is provided by administrative fees.

The administrative fees are used to provide program oversight, support assistance to the LEAs to include computer / telephone/technical and LESO program access and physical site visits to the LEAs for inventory accountability

5) PROPERTY ACCOUNTING SYSTEM The State will maintain access to Federal Excess Property Management Information System (FEPMIS) (or current property accounting system), to ensure LEAs maintain property books, to include, but not limited to, transfers, turn-ins, and disposal requests from an LEA or to generate these requests at the State-level and forward all approvals to the LESO for action. The State will:

- a) Conduct quarterly reconciliations of State property records.
- b) Ensure at least one person per LEA maintains access to the property accounting system. Users may be “active” or “inactive” in the system, so long as they are registered. Ensure registered users are employees of the State/LEA.
- c) Ensure LEAs receive and account for property in the property accounting system within 30 days.

6) LESO WEBSITE The State shall access the LESO website for timely and accurate guidance, information, and links concerning the program and ensure that all relevant information is passed to the program participants.

7) ANNUAL TRAINING 10 USC § 280 provides that the SECDEF, in cooperation with the U.S. Attorney General, shall conduct an annual briefing of law enforcement personnel of each State (including law enforcement personnel of the political subdivisions of each State). Individuals who wish to attend are responsible for funding their own travel expenses. The briefing will include information on training, technical support, equipment, and facilities that are available to civilian law enforcement personnel from the DoD. The state shall provide program participants training material as discussed during the annual LESO training which includes information on property management best practices to include (but not limited to) searching for property, accounting for property on inventory, transfer and turn-in of property when it is no longer needed or serviceable.

8) ENROLLMENT The LESO shall establish and implement program eligibility criteria IAW 10 USC § 2576a, DLA Instructions and Manuals and this SPO and retains final approval/disapproval authority for application packages forwarded by the State. Non-governmental law enforcement entities such as private railroad police, private security, private academies, correctional departments, prisons, or security police at private schools/colleges are not eligible to participate. Fire departments (by definition) are not eligible to participate and should be referred to the DLA Fire Fighter program administered by USDA. Law enforcement agencies requesting program participation shall have at least one full-time law enforcement officer. Program property may only be issued to full-time/part-time law enforcement officers. Non-compensated reserve officers are not authorized to receive property. State law enforcement training facilities/ academies may be authorized to participate in the program given their primary function is the training of bona fide State/local law enforcement officers. Law enforcement training facilities/academies will be reviewed on a case-by-case basis. The State shall:

- a) Validate the authenticity of state/LEAs that are applying for program participation. Only submit to the LESO those application packages that the SC/SPOC recommends/certifies are government agencies whose primary function is the enforcement of applicable federal, State, and local laws and whose compensated officers have the powers of arrest and apprehension. If the State forwards an unauthorized participant application package, this may result in a formal suspension of the State.
- b) Have sole discretion to disapprove state/LEA application packages in their State. The SC/SPOC should provide notification to the LESO when application packages are disapproved at the State-level.

- c) Ensure that screeners listed in the application package are employees of the LEA. A screener may only screen property for two LEAs. Contractors may not conduct screening on behalf of a LEA.
- d) Make recommendation on what constitutes a “full-time” or “part-time” law enforcement officer.
- e) Ensure LEAs update their account information annually, or as needed. This may require the LEA to submit an updated application package. An updated application package shall be submitted for (but is not limited to) the following: a change in CLEO, the addition or removal of a screener, a change in the LEA physical address or contact information.
- f) Provide the LEA a comprehensive program overview once approved by the LESO for enrollment. The overview will be done within 90-days of a LEA being approved to participate.

9) PROPERTY ALLOCATION

a) The LESO shall:

- i) Upon receipt of a SC/SPOC validated request for property through the RTD website, will review and give preference to requisitions indicating that the requested property will be used in the counter-drug, counter-terrorism, disaster-related emergency preparedness, or border security activities of the requesting LEA. Program participants that request vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference.
- ii) Require additional justification for small arms, aircraft, ammunition, and vehicles and to the greatest extent possible, ensure fair and equitable distribution of property based on current LEA inventory and justification for property.
- iii) Reserve the right to determine and/or adjust allocation limits, to include the type, quantity and location of property allocated to the State/LEA. Generally, no more than one item (per part-time/full-time officer) will be allocated. Quantity exceptions may be granted by the LESO on a case-by-case basis based on the justification provided by the LEA. Currently, the following allocation limits apply:

- (1) Robots: one (of each type) for every ten officers (full-time/part-time).
- (2) High Mobility Multipurpose Wheeled Vehicle (HMMWV)/Up-Armored HMMWV (UAH): one vehicle for every three officers (full-time/part-time).
- (3) Mine Resistant Ambush Protected (MRAP) / Armored Vehicles: two vehicles per LEA.
- (4) Small arms: one (of each type) per officer (full-time/part-time).

(a) LESO may authorize over allocations of small arms in preparation for inevitable scenarios, i.e. training, equipment downtime (damage, routine maintenance, inspections) or other law enforcement needs. The chart below is the standard for small arms acceptable over-allocations:

Small Arms Acceptable Over-Allocations	
# of Officers	# by type
1-10	2 or less
11-25	3 or less
26-100	5 or less
101-299	8 or less
300 or more	10 or less

- (b) In instances where small arm allocation amounts exceed the “acceptable over-allocation” levels, the LESO will coordinate with States to verify accuracy of the officer count. If small arm allocation is still beyond acceptable levels, LESO may authorize one of the following:
- 1) an exception to policy, 2) a transfer, or 3) a turn-in.

b) The State shall:

- i) Assist the LEA in the use of electronic screening of property via the RTD website and shall access the RTD website a minimum of once daily (Monday-Friday) to review and process LEA requests for property. Property justifications shall be validated to ensure they meet the intent of 10 USC § 2576a as suitable for use by agencies in law enforcement activities. Prior to approving a request or transfer, review the LEAs property allocation report to prevent over allocation.
- ii) Upon receipt of a valid LEA request for property, provide a recommendation to the LESO on the preference to be given to those requisitions for property that will be used in counter-drug, counter-terrorism, disaster-related emergency preparedness or border security activities of the recipient agency. Requests for vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference. The State shall consider the fair and equitable distribution of property based on current LEA inventory and LEA justifications for property. The State shall ensure the type and quantity of property being requested by LEAs is reasonable and justifiable given the number of officers (full-time/part-time) and prior requisitions for similar items they have received (both controlled and non-controlled property). Generally, no more than one of any item per officer (full-time/part-time) will be allocated.

10) PROPERTY MANAGEMENT Certain controlled equipment shall have a documented chain of custody (i.e. an acceptable ECR), including a signature of the recipient. Controlled property requiring an ECR: small arms (including parts and accessories), aircraft, vehicles, optics, and robots. It is encouraged to utilize ECRs for all controlled property. LEAs may request cannibalization on aircraft or vehicles. Cannibalization requests shall be submitted to the State for review. Cannibalization must be approved by the LESO prior to any cannibalization actions. The cannibalized end item shall be returned to DLA Disp Svcs within the timeframes determined by the LESO.

- a) Aircraft-Aircraft will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and shall be reported to the LESO at the end of their useful life. All aircraft are considered controlled property, regardless of DEMIL code. Aircraft that are no longer needed or serviceable shall be reported to the General Services Administration (GSA) for final disposition by the LESO Program Aircraft Specialist.
- b) Vehicles-Program participants that request vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference. Vehicles will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and vehicles that are considered controlled property will be returned to DLA Disp Svcs at the end of their useful life. DLA Disp Svcs Field Activity/Site will identify qualifying DEMIL A or Q6 vehicles and may issue (upon LEA request) a Standard Form (SF) SF-97 to the LEA upon physical transfer of the vehicle. The LEA may modify the vehicle during the one year conditional transfer period.
- c) Ammunition-LESO will support the U.S. Army (USA), in allocating ammunition to program participants. Ammunition obtained via the program will be for training use only. At the time of request, the LEA will certify in writing that the ammunition will be used for training use/purposes only. The USA will issue approved transfers directly to the State/LEA. The State/LEA is responsible for funding all packing, crating, handling, and shipping costs for ammunition. The LEA will make reimbursements directly to the USA. Ammunition will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan. Ammunition obtained via the program shall not be sold. Ammunition will be treated as a consumable item and not tracked in any DLA inventory system or inspected during PCRs.

LESO shall track and maintain necessary records of ammunition that has been transferred to LEAs and will post all requests, approvals, and denials on the LESO public website.

d) Small arms:

i) Small arms will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and shall be returned to DLA Disp Svcs at the end of their useful life. Cannibalization of small arms is not authorized.

ii) Temporary modifications to small arms are authorized; permanent modifications to small arms are not authorized (i.e. drilling holes in the lower receiver of a small arm). In cases of temporary modifications, all parts are to be retained and accounted for in a secured location under the original serial number for the small arm until final disposition is determined. If the modified small arm is transferred to another LEA, all parts will accompany the small arm to the receiving LEA.

iii) Small arms will be issued utilizing an acceptable ECR which obtains certain information about the property being issued to include (but is not limited to) the signature of the law enforcement officer who is accepting responsibility for the small arm(s), the serial number of the small arm, the date in which the law enforcement officer took possession of the small arm, etc.

iv) Small arms that are not carried on an officer's person or in the officer's immediate physical vicinity will be secured using "two levels of physical security". Two levels of physical security meaning two distinct lockable barriers, each specifically designed to render a small arm inaccessible and unusable to unauthorized persons. Lockable barriers meeting this description may be either manual or electronic.

v) Program participants no longer requiring program small arm(s) shall request authorization to transfer the small arm to another participating LEA or request authorization to turn-in/return the small arm. Transfers and turn-in requests shall receive final approval from the LESO; small arms will not physically move until the LESO provides official notification that the approval process is complete. When turning-in small arms to Anniston Army Depot, the LEA shall follow LESO turn-in guidance.

vi) Local destruction (DEMIL) of small arms is not authorized.

vii) Lost, Stolen or Destroyed (LSD) small arms:

(1) Program participants with multiple instances of LSD small arms in a five-year window will be assessed by DLA Disp Svcs to determine if a systemic problem exists IAW DLAI 4140.11.

(2) DLA OIG investigations may be initiated if small arms are improperly disposed of or become LSD while in program inventory. The State/LEA may be required to reimburse DLA the fair market value of the small arms when negligence, willful misconduct, or a violation of the MOA between the Federal Government and the State/U.S. Territory and/or this SPO is confirmed at the conclusion of the Financial Liability Investigation of Property Loss (FLIPL).

(a) Reimbursement will be within 60-days of the completion of the FLIPL.

(b) Title will never transfer to the recipient regardless of the status of the small arm.

(c) Payments due to DLA Disp Svcs, based upon the findings of the FLIPL, may be paid by one of three methods: 1) credit card via pay.gov, 2) cashier/ business check, or 3) wire transfer.

(3) In instances of LSD small arm recovery, DoD retains title in perpetuity and the small arm shall

be immediately relinquished/surrendered back to the program.

11) PROGRAM COMPLIANCE REVIEWS (PCR)

a) The LESO shall:

- i) Conduct PCRs to ensure that the SC/SPOC, and all LEAs within a State are compliant with the terms and conditions of the program as required by 10 USC § 2576a, the MOA between the Federal Government and the State/U.S. Territory and/or this SPO and any DLA Instructions and manuals regarding the program. PCRs are conducted to ensure property accountability, program compliance, and program eligibility.
- ii) Conduct PCRs for participating States every 2 years, providing training to the State/LEA as needed.
- iii) Reserve the right to conduct no notice PCRs, or require an annual review, or similar inspection, on a more frequent basis for any State/LEA.
- iv) Intend to physically inventory 100% of property selected for review at each LEA during a PCR. The use of ECRs in lieu of physical inspection is discouraged during PCRs. Extensive use of the ECR (without prior coordination with LESO) may result in a non-compliance finding during the PCR.
- v) Intend to review as much property as possible during a PCR.
 - (1) The goal is to review 20% of a State's overall small arms inventory.
 - (2) The goal for inventory selections (at LEAs selected for review) is 15% of an LEAs general property to include non-controlled property (DEMIL code A and Q6).
- vi) Select LEAs not visited during the last three regularly scheduled PCR cycles (as applicable).
- vii) Recommend corrective actions (which may include suspending a State/LEA from program participation) for findings of non-compliance identified during a PCR.
 - (1) The LESO shall issue corrective actions (with suspense dates) to the State, which will identify what is needed to rectify the identified deficiencies within the State/LEA.
 - (2) If the State/LEA fails to correct identified deficiencies within the LESO suspense dates, the LESO may move to restrict, suspend, or terminate the State/LEA from program participation.
 - (3) States found non-compliant for a PCR will be suspended for a minimum of 60-days and will not be reinstated until the State successfully passes a LESO-conducted PCR.
- viii) Ensure the State/LEA understand that property shall be transferred to a participating agency with SC/SPOC and LESO approval or returned to DLA Disp Svcs when no longer needed or serviceable.

b) The State shall:

- i) Assist the LESO as required, prior to, during and upon completion of the PCR.
- ii) Assist in the coordination of the PCR daily schedule of events and forward the schedule to LEAs that have been selected for review.

iii) Contact LEAs that have been selected for the PCR via phone, email or in person to ensure they are aware of the schedule and are prepared for the PCR.

iv) Receive inventory selections from the LESO and forward them to the selected LEAs. The State shall ensure the LEA physically gathers the selected property in a central location (to the greatest extent possible) which will allow the LESO to physically inventory the property efficiently during the PCR.

v) Coordinate the use of any ECR with the LESO prior to the PCR.

vi) Ensure LEAs understand property shall be transferred to a participating agency with SC and LESO approval or returned to DLA Disp Svcs when deemed no longer needed or serviceable.

vii) Conduct State-level (internal) PCRs of participating LEAs to ensure property accountability, program compliance and program eligibility utilizing a PCR checklist provided by the LESO, or equivalent (for uniformity purposes).

(1) Ensure a State-level (internal) PCR of at least 8% of LEAs with program inventory is completed annually (3% of which will be focused on program participants with no controlled property). Results of the State-level (internal) PCR will be kept on-file with the State. Documentation shall be provided to the LESO for each LEA that received a State-level PCR.

(2) The State-level (internal) PCR will include, at minimum:

(a) A review of the dually-signed SPO, ensuring it is uploaded to the property accounting system.

(b) A review of the LEA application package to confirm authenticity and eligibility of the LEA.

(c) An inventory of property selected for review at each LEA.

(d) A review of each selected LEA files for any of the following which may include turn-in/transfer DD Form 1348-1A, ECR, small arm documentation, FLIPL documents, exception to policy letters, approved cannibalization requests, or other pertinent documentation as required.

(3) Request that the LESO restrict, suspend or terminate an LEA based on findings during State-level internal PCR or due to non-compliance with terms of the MOA between the Federal Government and the State/U.S. Territory and/or this SPO, DLA Instruction/Manual or any statute or regulation regarding the program.

(4) Notify the LESO and initiate an investigation into any questionable activity or action involving property issued to a LEA that comes to the attention of the State and is otherwise within the authority of the Governor/State to investigate. Upon conclusion of any such investigation, take appropriate action and/or make appropriate recommendations on restriction, suspension, or termination of the State/LEA to the LESO. The SC may suspend or terminate a State/LEA participation in the program at any time for non-compliance.

12) ANNUAL PHYSICAL INVENTORY Each State/LEA is required to conduct an annual physical inventory of all property on the active property book and provide certification in the property accounting system. DEMIL “A” and “Q6” property records will not be closed during the annual physical inventory period.

In the State of **Florida**, the annual physical inventory and certification in the property accounting system process starts on July 1st and must be completed by **August 31st**. The State shall:

a) Provide training to LEAs to properly conduct the annual physical inventory and complete the certification

of property in the property accounting system.

b) Ensure an approved and current SPO is uploaded in the property accounting system for each LEA.

c) Validate the annual physical inventory certifications submitted by LEAs.

d) Adhere to annual physical inventory certification requirements as identified by the LESO. Physical inventories and certification statements will be maintained on file IAW the DLA records schedule.

e) Annually certify property is utilized and is within allocation limits IAW the MOA between the Federal Government and the State/U.S. Territory and this SPO .

f) Recommend suspension of program participants who fail to complete or submit the certified annual physical inventory.

13) REPORTING LOST, STOLEN, OR DESTROYED (LSD) PROPERTY Any property identified as LSD on a LEA current inventory, shall be reported to the State/LESO. A FLIPL (aka the DD Form 200) shall be submitted to the State/LESO for LSD property. Program participants agree to cooperate with investigations into LSD property by any federal, state, or local investigative body and, when requested, assist with recovery of LSD property.

a) LSD controlled property shall be reported to the State/LESO within 24-hours. Program participants may be required to provide their SC/SPOC additional documentation which may include (but is not limited to):

1) Comprehensive police report, 2) NCIC report/entry, and 3) Contact information for the Civilian Governing Body (CGB) over the LEA involved, to include: Title, Name, Email, and mailing address.

b) LSD property with a DEMIL code of “A” and “Q6” shall be reported to the State/LESO within 7-days.

14) RESTRICTION, SUSPENSION OR TERMINATION Program participants are required to abide by the terms and conditions of the MOA between the Federal Government and the State/U.S. Territory and this SPO in order to maintain active program participation status. If a State/LEA fails to comply with any term or condition of the MOA, SPO, DLA Instruction or Manual, federal statute or regulation, the State/LEA may be suspended, terminated, or placed on restricted status. Restriction, suspension, or termination notifications will be in writing and will identify remedial measures required for reinstatement (if applicable). Suspension-A specified period in which an entire State/LEA is prohibited from requesting or receiving additional property through the program. Additional requirements may be implemented, to include the State/LEA requirement to return specifically identified controlled property. Suspensions will be for a minimum of 60-days. Termination-The removal of a State/LEA from program participation. The terminated State/LEA shall transfer or turn-in all controlled property previously received through the program at the expense of the State/LEA involved. Restricted Status-A specified period in which a State/LEA is restricted from receiving an item or commodity due to isolated issues with the identified item or commodity. Restricted status may also include restricting a State/LEA from all controlled property.

a) State termination-The SC/SPOC will coordinate with LESO to identify a realistic timeframe to complete the transfer or turn-in of all property. The LESO retains final authority to determine timeframe requirements.

b) LEA termination-The SC/SPOC will coordinate with LESO to identify a realistic timeframe to complete the transfer or turn-in of all property. The LESO retains final authority to determine timeframe requirements.

c) In the event of a termination, the State/LEA will make every attempt to transfer the property of the terminated State/LEA to an authorized State/LEA, as applicable, prior to requesting a turn-in of the property to DLA Disp Svcs. In cases that require a repossession or turn-in of property, the State/LEA will bear all expenses related to the repossession, turn-in or transfer of property to DLA Disp Svcs.

d) The State shall:

- i) Suspend LEAs for a minimum of 60-days in all situations relating to the suspected or actual abuse of property or requirements and/or repeated non-compliance related to the terms and conditions of this SPO. Suspension may lead to termination. The State shall also issue corrective action guidance to the LEA with suspense dates to rectify issues and/or discrepancies that caused the restriction, suspension, or termination. The State shall require the LEA to submit results on completed police investigations and/or reports on LSD property to include the LEA CAP. The LESO retains final discretion on reinstatement requests. Reinstatement to full participation from a restriction, suspension or termination is not automatic.
- ii) Initiate corrective action to rectify suspensions or terminations of the LEA for non-compliance to the terms and conditions of the program. The State shall also make contact (until resolved) with suspended LEAs to ensure corrective actions are rectified within required timeframes provided by the LESO.
- iii) Require the LEA to complete and submit results on completed police investigations or reports regarding LSD property. The State will submit all documentation to LESO upon receipt.
- iv) Provide documentation to LESO when actionable items are rectified for the State/LEA.
- v) Request that the LESO suspend or terminate an LEA based upon their findings during State-level internal PCR or due to non-compliance with any term of this SPO, DLA Instruction/Manual or any statute or regulation regarding the program.
- vi) Notify the LESO and initiate an investigation into any questionable activity or action involving property issued to an LEA that comes to the attention of the State and is otherwise within the authority of the Governor/State to investigate. Upon conclusion of any such investigation, take appropriate action and/or make appropriate recommendations on restriction, suspension, or termination of the LEA to the LESO. The SC may revoke or terminate concurrence for LEA participation in the program at any time.
- vii) Provide written request to the LESO for reinstatement of an LEA for full participation status at the conclusion of a restriction or suspension period. Written verification shall be provided that the SC/SPOC has validated the LEA CAP.

15) RECORDS MANAGEMENT The LESO, SC/SPOC, and LEAs participating in the program will maintain program records IAW the DLA records schedule. Records for property acquired through the program have retention controls based on the DEMIL code. Property records will be filed, retained, and destroyed IAW DLA records schedule. Records may include, but are not limited to: DD Form 1348-1A for transfers, turn-ins, requisitions, Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) Forms 5 and 10.

16) TRADE SECURITY CONTROL (TSC) and COMPLIANCE WITH EXPORT CONTROL REGULATIONS Items transferred to program participants, including DEMIL A and Q (with an Integrity Code of 6) property, may be subject to export control restrictions. Program participants shall comply with U.S. export control laws and regulations if they contemplate further transfers of any property. Once title transfers, LEAs should consult with the Department of State (DoS) and Department of Commerce (DoC) export control regulators about the type of export controls that may apply to items, regardless of DEMIL code. Program participants may request a formal Commodity Classification from the DoC, Bureau of Industry and Security (BIS), or submit a general correspondence request to the DoS, Directorate of Defense Trade Controls. Information on managing exports of CCL items can be found at the U.S. DoC Bureau of Industry and Security website. Program participants shall notify all subsequent purchasers or transferees, in writing, of their responsibility to comply with U.S. export control laws and regulations.

17) NOTICES Any notices, communications, or correspondence related to this SPO shall be provided by email, the U.S. Postal Service (USPS), express service, or facsimile to the appropriate DLA office. The LESO may (from time to time) make unilateral modifications or amendments to the provisions of the MOA between the Federal

Government and the State/U.S. Territory and/or this SPO. Notice of these changes will be provided to the State in writing. Unless the State takes immediate action to terminate the MOA between the Federal Government and the State/U.S. Territory and/or this SPO, such modifications or amendments will become binding. In such cases, reasonable opportunity will (insofar as practicable) be afforded the State/LEA to conform to changes affecting their operations.

18) ANTI-DISCRIMINATION By signing or accepting property, the State/LEA pledges agreement to comply with provisions of the national policies prohibiting discrimination: 1) On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) as implemented by DoD regulations 32 CR Part 195, 2) On the basis of age, in the Age Discrimination Act of 1975 (42 USC 6101, et seq) as implemented by Department of Health and Human Services regulations in 45 CFR Part 90 and 3) On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, as amended by the Rehabilitation Act Amendments of 1974, P.L. 93-516 (29 USC 794), as implemented by Department of Justice (DoJ) regulations in 28 CFR Part 41 and DoD regulations at 32 CFR Part 56. These elements are the minimum essential ingredients for establishment of a satisfactory business agreement between the State and the DoD.

19) INDEMNIFICATION CLAUSE The State/LEA is required to maintain adequate liability insurance to cover damages or injuries to persons or property relating to the use of property issued under the program. Self-insurance by the State/LEA is considered acceptable. The USG assumes no liability for damages or injuries to any person(s) or property arising from the use of property issued under the program. It is recognized that State and local law generally limit or preclude the State/LEA from agreeing to open ended indemnity provisions. However, to the extent permitted by State and local laws, the State/LEA shall indemnify and hold the USG harmless from any and all actions, claims, debts, demands, judgments, liabilities, cost, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of, or damage to property and injuries, illness or disabilities to, or death of any and all persons whatsoever, including members of the general public, or to the property of any legal or political entity including States, local and interstate bodies, in any manner caused by or contributed to by the State/LEA, its agents, servants, employees, or any person subject to its control while the property is in the possession of, used by, or subject to the control of the State/LEA, its agents, servants, or employees after the property has been removed from USG control.

20) TERMINATION This SPO may be terminated by either party, provided the other party receives a thirty (30) day notice (in writing) or as otherwise stipulated by Public Law. The undersigned SC hereby agrees to comply with all provisions set forth herein and acknowledges that any violation of the terms and conditions of this SPO may be grounds for immediate termination and possible legal consequences, to include pursuit of criminal prosecution if so warranted.

21) AGREEMENT OF PARTIES The parties below agree to enter this agreement as of the last date below:

Governor-appointed SC/SPOC, State of: Florida

Full Name (Print): Zachariah Barton

Signature (Sign): _____ Date (MM/DD/YYYY): _____

Chief Law Enforcement Official (CLEO) (or designee): _____

Title (Print): _____

Full Name (Print): _____

Signature (Sign): _____ Date (MM/DD/YYYY): _____



**DEFENSE LOGISTICS AGENCY
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GPL

August 15, 2022

**MEMORANDUM FOR LAW ENFORCEMENT SUPPORT OFFICE (LESO) PROGRAM
PARTICIPATING LAW ENFORCEMENT AGENCY (LEA)**

SUBJECT: Addendum to LESO Program State Plan of Operation (SPO)

This addendum amends the existing State Plan of Operation (dated February 2021) between the State and Law Enforcement Agency (LEA) and is herein referred to as the SPO Addendum. The SPO Addendum implements requirements found within Presidential Executive Order (EO) 14074 (Section 12), signed on May 25, 2022. In accordance with current SPO-Paragraph 17, notice is being provided of a unilateral change to the SPO. Unless an LEA takes immediate action to terminate the current SPO, the modifications or amendments will become binding.

1) ROLES AND RESPONSIBILITIES The State Shall:

- a) Ensure each LESO Program participating Law Enforcement Agency (LEA) has signed the LESO-approved SPO Addendum no later than January 1, 2023. The SPO Addendum will be signed by the Chief Law Enforcement Official (CLEO) (or assigned designee) and the current State Coordinator (SC) (or authorized State Point of Contact [SPOC]).
- b) Provide LESO with a comprehensive list of LEAs who do not sign the SPO Addendum by January 1, 2023. LESO will restrict the LEA to ensure LEA may not request or receive “controlled” property as defined within this addendum.

2) MODIFICATION TO DEFINITION OF “CONTROLLED” PROPERTY This SPO Addendum adds the below items to the “controlled” property definitions currently found in the 2021 SPO. These items are added pursuant to EO 14074 which reestablishes EO 13688. In 2017, the Law Enforcement Equipment Working Group (established by EO 13688), further added, deleted and refined the definitions of “controlled” items in their annual equipment list review. Provisions within the 2021 MOA applicable to “controlled” property apply to the items listed below (regardless of DEMIL and/or DEMIL Integrity Code). Title and ownership of the “controlled” property listed below remains with the DoD in perpetuity and will not be relinquished to the LEA (regardless of DEMIL and/or Integrity Code). The LESO retains final authority to determine what items qualify as “controlled” property. The below items listed in Section 1.2 of Law Enforcement Equipment Working Group (LEEWG) Recommendations (as modified in 2017), will be managed and issued as controlled property unless other restrictions or conditions are noted:

- a) *Manned Aircraft, Fixed Wing:* Powered aircraft with a crew aboard, such as airplanes, that use a fixed wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).
- b) *Manned Aircraft Rotary Wing:* Powered aircraft with a crew aboard, such as helicopters, that use a rotary wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).

- c) *Unmanned Aerial Vehicles*: A remotely piloted powered aircraft without a crew onboard. (Note: These items are not currently issued in the LESO Program).
- d) *Armored Vehicles, Wheeled*: Any wheeled vehicle either purpose-built or modified to provide ballistic protection to its occupants, such as a Mine-Resistant Ambush Protected (MRAP) vehicle or an Armored Personnel Carrier (APC). These vehicles are sometimes used by law enforcement personnel involved in dangerous operating conditions, including active shooter or similar high-threat situations. These vehicles often have weapon-firing ports. (Note: These vehicles were previously considered controlled due to DEMIL code and are now prohibited unless certification requirements in Section 3 are met).
- e) *Tactical Vehicles, Wheeled*: A vehicle purpose-built to operate on- and off- road in support of military operations, such as a High Mobility Multi-purpose Wheeled Vehicle (HMMWV), 2.5-ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached. These vehicles are sometimes used by law enforcement in rough terrain or inclement weather for search and rescue operations, as well as other law enforcement functions. This excludes commercially available vehicles not tactical in nature, such as pick-up trucks or SUVs. (Note 1: This is LEEWG modified definition from 2017. Note 2: All tactical vehicles will now be considered controlled, and title will not pass. Note 3: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).
- f) *Command and Control Vehicles*: Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident. Command and control vehicles provide a variety of capabilities to incident Commander, including, but not limited to, the provision for enhanced communications and other situational awareness capabilities. Command and Control Vehicles are similar to a recreational vehicle and can accommodate multiple people at multiple workstations in the command center. This category does not include SUVs and is not intended for other types of vehicles that could serve as a command-and-control center. (Note 1: This is the LEEWG modified definition from 2017. Note 2: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).
- g) *Specialized Firearms and Ammunition Under .50-Caliber (excludes firearms and ammunition designed for regularly assigned duties) and less lethal launchers*: Weapons and corresponding ammunition for specialized operations or assignment. This includes launchers specifically designed and built to launch less lethal projectiles. This excludes weapons such as service issued handguns, rifles or shotguns that are issued or approved by the agency to be used by all sworn officers/deputies during the course of regularly assigned duties. (Note 1: This is the LEEWG modified definition from 2017. Note 2: The LESO Program only issues weapons under .50 caliber that are designed for regularly assigned duties).
- h) *Explosives and Pyrotechnics*: Includes “flash bangs” as well as explosive breaching tools often used by special operations units. (Note: These items were previously prohibited in the LESO Program and are now specifically prohibited in EO 14074).
- i) *Breaching Apparatus*: Tools designed to provide rapid entry into a building or through a secured doorway. These tools may be mechanical in nature (a battering ram connected to a vehicle or a propellant), ballistic (slugs), or explosive. This category does not include dual purpose tools such as a sledgehammer or bolt cutter. (Note: This is the LEEWG modified definition from 2017).
- j) *Riot/Crowd Control Batons*: Non-expandable of greater length (more than 24 inches) than service-issued types and are intended to protect its wielder during crowd control situations by providing distance from assailants. This category includes all batons with advanced features such as tear gas discharge, electronic or “stun” capabilities. (Note: This is the LEEWG modified definition from 2017).

k) *Riot Helmets*: Helmets designed to protect the wearer's face and head from injury during melees from projectiles including rocks, bricks, liquids, etc. Riot helmets include a visor which protects the face. (Note 1: The LEEWG removed these items from the controlled list in 2017. Note 2: LESO does not issue Kevlar helmets based on DoD policy).

l) *Riot/Crowd Control Shields*: Shields intended to protect wielders from their head to their knees in crowd control situations. Most are designed for the protection of the user from projectiles including rocks, bricks, and liquids. Some afford limited ballistic protection as well. (Note: This is the LEEWG modified definition from 2017).

3) PROHIBITED ITEMS THAT MAY BE ISSUED FOR LIMITED PURPOSES EO 14074 lists the below items as "prohibited" for issue under the LESO Program; however identifies specific authorized uses for these "prohibited" items if requested, utilized and annually certified as being used only in authorized manners. When utilized in an authorized manner (as indicated in the below example descriptions), the items are categorized as "controlled" property.

a) *Long Range Acoustic Devices (LRAD) that do not have commercial application*- LRADs are capable of directing sound over great distances at extreme volume in more geographical precision than an ordinary speaker. Certain LRAD capabilities which are aimed at dispersing individuals or groups as a kinetic use-of-force shall not be used. Examples of LRAD capabilities that shall not be used include (but are not limited to) attention commanding alert tones, powerful warning tones and/or deterrent tones.

i) *Authorized uses*- LRADs may only be utilized as a public address system for commercial purposes. Any other use is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with LRADs must certify that the LRAD is utilized exclusively as a public address system for commercial purposes. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023 or who fail to annually certify the LRAD is being used in an authorized manner must return LRAD(s) to DLA Disposition Services.

b) *Vehicles that do not have commercial application*- This includes all tracked and armored vehicles, such as a Mine-Resistant Ambush Protected (MRAP), Armored Personnel Carrier (APC), or Armored HMMWV. (Note: This category excludes vehicles with commercial application, such as pick-up trucks, non-armored HMMWVs, 2.5-ton trucks, 5-ton trucks, or SUVs. The LESO Program identifies/defines vehicles with "commercial application" as items with a DEMIL Code of "A" or DEMIL "Q" (with an Integrity Code of 6) that may be sold to the general public under DoD sales programs).

i) *Authorized uses*- EO 14074 allows limited transfer of vehicles that do not have commercial application if the LEA certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief. Any other use of these vehicles is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with these vehicles must certify that the vehicle(s) is utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023 or who fail to annually certify that the vehicle(s) use is exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief must return vehicle(s) to DLA Disposition Services.

4) ACQUIRING (OR RETAINING) CONTROLLED PROPERTY The State shall:

a) Review, verify and only submit to LESO for approval, requests for controlled property by LEAs who have current SPO and SPO Addendum on file with the state.

b) Ensure LEAs return controlled property to DLA Disposition Services if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

c) Ensure that prior to requesting/acquiring any controlled property, the LEAs:

i) Provide written or electronic notification to the local community of its intent to request controlled property. The notification must be translated into appropriate languages to inform individuals with limited English proficiency. The LESO Program would *recommend* that LEAs provide a notice of intent to request controlled property to the local community on or before January 1, 2023 and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that may be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published.

ii) Provide written or electronic notification to the city council or appropriate local Civilian Governing Body (CGB) of its intent to request controlled property and allow “reasonable opportunity to review” (normally 30-days). The LESO Program would *recommend* that LEAs provide a notice of intent to the CGB on or before January 1, 2023 and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that may be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published. Requests for controlled property must comport with all applicable approval requirements of the CGB.

(1) The above requirement includes elected Sheriff’s who also shall notify their CGB or city or county government within their jurisdiction.

(2) In cases of disagreement between requesting LEAs and CGB, the Governor appointed LESO Program State Coordinator (SC) will obtain an advisory opinion from the States Attorney General’s Office on whether CGBs are authorized by state law to deny the request.

iii) *Campus LEAs operating in Institutions of Higher Education (IHE)*- LEAs operating in IHEs otherwise referred to as “Campus Police” or “Campus LEAs” must also adhere to the requirements identified below:

(1) Obtain the IHE Board of Governors (or an equivalent body) *explicit approval* for the acquisition of controlled property. Such approval must be evidenced in the Campus LEAs request submitted to the LESO Program. Silence or inaction by the Campus LEAs Board of Governors does not constitute evidence of approval, and the “reasonable opportunity to review” (normally 30-days) standard does not apply to Campus LEA applications.

(2) Certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

(3) Campus LEAs who receive controlled vehicles are required to remove the militaristic appearance (i.e., painting the vehicle a different color).

5) REGIONAL SHARING AGREEMENTS LESO Program participants who are part of a regional sharing agreement must also adhere to the following requirements. LEAs shall:

a) Provide information regarding the size of the region, including the number and size of the LEA with access to the requested controlled property and the estimated population served.

b) Ensure any controlled property providing support in a regional sharing agreement is utilized in accordance with the LESO Program SPO and this SPO Addendum.

c) Ensure that only LESO Program participants within the regional sharing agreement utilize the controlled property. Agencies/activities who are not LESO Program participants may not utilize or direct the use of controlled property obtained via the LESO Program.

d) Obtain SC/SPOC approval to temporarily conditionally loan property to another LESO Program participant within the regional sharing agreement (if mission requires). If the SC/SPOC approves the temporary conditional loan, it shall be done using an acceptable Equipment Custody Receipt (ECR). At the end of the temporary conditional loan, the item (s) shall be returned to the original LEA for accountability. All requests for conditional loans will be based on bona fide law enforcement requirements.

i) The LESO Program participant with controlled property on their inventory must certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan:

(1) Has adopted requisite protocols (in Section 6 below) or will adopt those protocols before their personnel use the controlled property,

(2) Have provided requisite training (in Section 7 below) or will provide that training before their personnel use the controlled property, and

(3) Will adhere to the information collection and retention requirements (in Section 8 below).

ii) The LEA conditionally loaning the controlled property will remain accountable to the LESO Program to ensure the above provisions are met.

6) POLICIES/PROCEDURES LEAs must establish policies/procedures that are consistent with the standards listed below, in order to request or maintain controlled property. LEAs must:

a) Adopt and comply with general policing standards.

i) *Community Policing*- LEA policies/procedures should reflect the concept that trust and mutual respect between police and the communities they serve are critical to public safety. Community policing fosters relationships between law enforcement and the local community which promotes public confidence in LEAs therefore increasing LEA ability to investigate crimes and keep the peace.

ii) *Constitutional Policing*- LEA policies/procedures must emphasize that all police work should be carried out in a manner consistent with the requirements of the U.S. Constitution and federal law. Policies/procedures must include First, Fourth, and Fourteenth Amendment principles in law enforcement activity, as well as compliance with Federal and State civil rights laws. LEA certified law enforcement officers receive training on the rights embodied by such Constitutional Amendments and how these amendments inform policing policies/procedures.

iii) *Community Input and Impact*- LEA policies/procedures must identify mechanisms that LEAs will use to engage the communities they serve to inform them and seek their input about LEAs actions, role in, and relationships with the community. LEAs should make particular efforts to seek the input of communities where controlled property is likely to be used so as to mitigate the effect that such use may have on public confidence in the police. This could be achieved through the LEAs regular interactions with the public through community forums, town halls, or meetings with the Chief, or community outreach divisions.

b) Adopt and comply with controlled property standards.

i) *Appropriate Use of Controlled Property*- LEA policies/procedures must define appropriate use of controlled property; officers who are authorized to use controlled property must be trained on these policies/procedures. LEAs should examine scenarios in which controlled property will likely be deployed, the decision-making processes that will determine whether controlled property is used, and the potential that both use and misuse of controlled property could create fear and distrust in the community. Policies/procedures should consider whether measures can be taken to mitigate that effect (i.e., keep armored vehicles at a staging area until needed) and any alternatives to the use of such property and tactics to minimize negative effects on the community, while preserving officer safety.

ii) *Supervision of Use*- LEA policies/procedures must specify appropriate supervision of personnel operating or utilizing controlled property. Supervision must be tailored to the type of controlled property being used and the nature of the engagement or operation during which the property will be used. Policies/procedures must describe when a supervisor of appropriate authority is required to be present and actively overseeing the property being used.

iii) *Effectiveness Evaluation*- LEA policies/procedures must articulate that the LEA will regularly monitor and evaluate the effectiveness and value of controlled property to determine whether continued deployment and use is warranted on operational, tactical, and technical grounds. LEAs should routinely review after-action reports and analyze any data on, for example, how often controlled property is used or whether controlled property is used more frequently in certain law enforcement operations or in particular locations or neighborhoods.

iv) *Auditing and Accountability*- LEA must establish policies/procedures that are designed to prevent misuse, unauthorized use and/or loss of controlled property. LEA will hold personnel accountable to agree and comply with State, local, Tribal and Federal controlled property use policies/procedures.

v) *Transparency and Notice*- LEA policies/procedures must articulate that LEA will engage the community regarding controlled property, policies/procedures governing its use, and review of “significant incidents” (as defined in Section 8), with the understanding that there are reasonable limitations on disclosures of certain information and law enforcement sensitive operations and procedures.

c) Must adopt and comply with record-keeping requirements for controlled property.

i) Upon LESO request, LEAs must provide a copy of the general policing standards and specific controlled property standards that were adopted, to include any related policies/procedures.

ii) *Record-Keeping Requirement*- LEAs must retain comprehensive training records, either in the personnel file of the officer who was trained or by the LEAs training division or equivalent entity, for a period of at least three (3) years, and must provide a copy of these records, upon LESO request.

7) TRAINING LEAs that request or have acquired controlled property via the LESO Program must establish written policies/procedures for controlled property use, and all personnel who are authorized to use the controlled property will be trained on these policies/procedures. LEAs must:

a) Provide annual training on general policing standards to personnel who may use the controlled property.

b) Provide annual training on property standards to personnel who may use the controlled property.

c) Provide controlled property operational and technical training to personnel and ensure personnel are proficient prior to using controlled property.

d) Provide scenario-based training to personnel that combines constitutional and community policing principles with controlled property specific training. LEA personnel authorizing or directing the use of controlled property should have enhanced scenario-based training to examine, deliberate, and review the circumstances in which controlled property should or should not be used.

8) DOCUMENTATION REQUIRED FOR “SIGNIFICANT INCIDENTS” LEAs must collect and retain the information (described below) when any law enforcement activity involves a “Significant Incident” which requires (or results in) the use of controlled property on the LEAs inventory. A “Significant Incident” is defined as any law enforcement operation or action that involves: 1) a violent encounter among civilians or between civilians and the police, 2) a use-of-force that causes death or serious bodily injury, 3) a demonstration or other public exercise of First Amendment rights, or 4) an event that draws, or could be reasonably expected to draw, a large number of attendees or participants, such as those where advanced planning is needed. LEAs must:

a) Collect and retain documentation for controlled property used in a “Significant Incident” for a minimum of three (3) years after the incident has occurred. The LEA must provide documentation to LESO upon request.

i) Documentation should also be made available to the community the LEA serves in accordance with applicable policies/procedures with exemptions made concerning the disclosure of any sensitive information.

b) No new report or format is required for “Significant Incident” reports so long as information is easily accessible and organized. The required information may already exist in a police report, operations plan, officer daily log, incident report, after-action report or described in a use-of-force report. If required information (annotated below) is contained in a pre-existing reports, the LEA must simply ensure that the report includes information that controlled property was used. Required information is listed below:

i) Name and quantity of controlled property used, including relevant details such as make/model/serial number of controlled property used.

- ii) Description of the LEA action/operation involving the controlled property.
- iii) Identification of LEA personnel who used and directed the use of the controlled property.
- iv) Identify or describe civilians who were the subject or target of LEA action/operation. For large crowds or multiple persons, the LEA must provide general description of the civilians (i.e., a crowd of approximately 250 people).
- v) Result of the action/operation in which controlled property was used (i.e., arrests, citations, injuries or fatalities, use-of-force, victim extraction, or property damage).

9) ANNUAL CERTIFICATIONS By signing the SPO Addendum, the LEA agrees to the below certification statements. In addition, the LEA must annually certify compliance with the below certification statements during the Annual LESO Program Inventory. LEAs must:

- a) Certify they have authorization from their CGB to participate in the LESO Program.
- b) Certify they have provided their CGB and local community a comprehensive list of controlled property that may be requested through the LESO Program.
 - i) Notification may be made electronically or in writing and must be translated into appropriate languages to inform individuals with limited English proficiency. It is recommended this notification be done on an annual basis.
 - ii) If controlled property is not identified in the comprehensive list provided to the CGB and local community, an updated notification to CGB and local community must be made. The CGB and local community will be afforded 30-days to review what additional items are being requested.
- c) Certify the request for controlled property comports/complies with all applicable approval requirements of the CGB.
- d) Certify they have adopted and comply with controlled property standards (i.e., appropriate use, supervision of use, effectiveness evaluation, auditing/accountability of use, transparency/notice of use, and record-keeping requirements).
- e) Certify they have provided annual training to personnel on the maintenance, sustainment, and appropriate use of controlled property, including respect for the rights of citizens under the Constitution of the United States and de-escalation of force.
- f) (*LEAs with LRADs*) Certify that the LRAD is utilized exclusively as a public address system for commercial purposes.
- g) Certify that controlled property vehicle(s) are utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.
- h) Certify that controlled property requiring a license (or other authorization), is only utilized by personnel who hold license (or other authorization) to operate such property.
- i) Certify that controlled property will be returned to DLA Disposition Services when no longer needed.
- j) Certify that they are abiding by the current LESO Program SPO and SPO Addendum, and maintain a signed copy of these documents on file.

k) Certify the Application for Participation on-file with LESO Program is current and accurately reflects the number of officers in the agency when fully staffed. (Note: If Application for Participation is not accurate, LEA must provide an updated Application for Participation to State Coordinators Office).

l) Certify they are compliant with LESO Program allocation limits. (Note: Property allocation limits are based on the number of officers at an LEA when fully staffed).

m) Certify that they agree to return the controlled property if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

n) *Campus LEAs (as described in Section 4)* must also certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

o) *Program participants who are part of a regional sharing agreement (as described in Section 5)*, must also certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan: 1) Have adopted requisite protocols in (as described in Section 6) or will adopt those protocols before their personnel use the controlled property, 2) Have provided requisite training (as described in Section 7) or will provide that training before their personnel use the controlled property, and 3) Will adhere to the information collection and retention requirements (as described in Section 8).

10) SAVINGS CLAUSE/INTERPRETATION Nothing in this SPO Addendum shall be construed to impair or otherwise affect the requirements under the existing SPO between the State and LEA (dated February 2021), unless expressly amended herein. To the extent there is a disagreement concerning the interpretation of this SPO Addendum or the extent this SPO Addendum affects requirements under the existing SPO, the disagreement shall be resolved at the exclusive discretion of the LESO Program.

11) AGREEMENTS OF PARTIES By signing this SPO Addendum, the State and LEA acknowledges and accepts these changes. The SPO Addendum must be signed by LEAs no later than January 1, 2023 to remain eligible for LESO Program participation. The changes contained in this SPO Addendum are acknowledged and accepted by the following:

Governor-appointed State Coordinator State of Florida

Title (Print): State Coordinator

Name (Print): Zach Barton

Signature (Sign): Zachariah Barton Date MM/DD/YYYY): 09/12/2022

Law Enforcement Agency Name: _____

Chief Law Enforcement Official (CLEO) Title (Print): _____

Name (Print): _____

Signature (Sign): _____ Date MM/DD/YYYY): _____



PORT ORANGE POLICE DEPARTMENT

4545 CLYDE MORRIS BOULEVARD
PORT ORANGE, FLORIDA 32129
TELEPHONE (386) 506-5870
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www.port-orange.org

December 13, 2022

SUBJECT: Notification to Civilian Governing Body and Local Community

On May 25, 2022, Presidential Executive Order (EO) 14074 "Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety" was signed.

In accordance with EO 14074 (Section 12), State, Tribal, Local, and Territorial Law Enforcement agencies (LEAs) must:

- 1) Notify their Civilian Governing Body (CGB) (*i.e., City Council, County Government or other local governing body*) of its intent to request property from Federal sources (to include Federal funds or grants).
- 2) Notify the Local Community of its request for property transfers, purchases from Federal funds, agencies or subcontractors (including existing transfer contracts or grants).

The Port Orange Police Department may request the below controlled property items from the Law Enforcement Support Office (LESO), or other Federal source:

Controlled Property Description

- All-Terrain Vehicles (ATV)
- Armored Wheeled Vehicles
- Command and Control Vehicles
- Floodlights
- High Mobility Multipurpose Wheeled Vehicles (HMMWV)
- Office Equipment
- Shipping Containers
- Tactical Wheeled Vehicles
- Vessels/Boats

Pursuant to EO 14074 (Section 12), this memo fulfills the requirement to notify the Civilian Governing Body (CGB) and Local Community of my agency's intent to request the controlled property items identified in the list above.

Manuel J. Marino
Chief of Police
Port Orange Police Department





CITY COUNCIL AGENDA ITEM

COUNCIL MEETING DATE 12/13/2022

SUBJECT: (E11) Second Reading - Ordinance No. 2022-30 - Comprehensive Plan Amendment/Annual Capital Improvements Element Update (Case No. 22-27500001)

DEPARTMENT: Community Development

GOAL: 5 - Fiscal Sustainability

RECOMMENDED MOTION: Move to approve Ordinance No. 2022-30, amending the Capital Improvements Element of the City's Comprehensive Plan, in accordance with Florida Statutes.

SUMMARY: PLANNING COMMISSION ACTION (11/17/22): Recommended approval 6-0

Each year, the City is required to amend its Comprehensive Plan Capital Improvements Element (CIE) to include projects from the City's current FY23-28 Capital Improvements Program (CIP). The projects copied from the FY23-28 CIP are primarily improvements needed to maintain the City's adopted level of service (LOS) standards for public facilities. These facilities include water, sewer, stormwater, solid waste, roads, parks, and schools. The CIP was adopted by the City Council as part of the FY23 Operating and Capital Budgets on September 21, 2022, by Resolution No. 22-30. The FY23-28 CIP includes various projects to support the LOS for City public facilities. The proposed amendments take these projects previously approved by Council with the CIP and add them to the CIE. All of the required public facilities are at sufficient levels based on the adopted Level-of-Service (LOS).

State law requires that local governments update their Comprehensive Plan Capital Improvements Element (CIE) every year to show that they have funded or planned to fund the public facility improvements needed to support their population. The proposed amendments in Exhibit 1 are required to be in the underline/strikethrough format. For each table or text that is to be updated from the prior year (FY22 – 27) to the current year CIP (FY23 – 28), the deleted prior year text is struck through and the added current year text is underlined. Text neither struck through nor underlined remains as existing text.

PRESENTER: Penelope Cruz, Tim Burman

ATTACHMENTS:

1.	Ordinance No. 2022-30 with exhibit	Ord. No. 2022-30 CIE Annual.pdf
2.	Staff Report	Staff Report.pdf

Penelope Cruz
Robin Fenwick

Created/Initiated - 11/22/2022
Final Approval - 11/23/2022

ORDINANCE NO. 2022-30

AN ORDINANCE OF THE CITY OF PORT ORANGE,
VOLUSIA COUNTY, FLORIDA, AMENDING THE
COMPREHENSIVE PLAN CAPITAL IMPROVEMENT
ELEMENT; PROVIDING FOR THE FY2023-2028 FIVE-
YEAR SCHEDULE OF CAPITAL IMPROVEMENTS AND
SUPPORTING DATA; PROVIDING FOR REPEAL OF
CONFLICTING ORDINANCES AND RESOLUTIONS;
PROVIDING FOR SEVERABILITY; AND PROVIDING AN
EFFECTIVE DATE.

WHEREAS, after careful review, the Planning Commission, sitting as the Local Planning Agency, has forwarded a recommendation to the City Council regarding the adoption of the Five Year Schedule of Capital Improvements as set forth in the Capital Improvement Element of the Comprehensive Plan for the City of Port Orange including supporting data; and

WHEREAS, Section 163.3177(3), Florida Statutes (2022) requires the City to review the Capital Improvement Element annually, together with other elements or sub-elements that are directly related to the Five Year Schedule of Capital Improvements; and

WHEREAS, the attached documents incorporate data from the Transportation Planning Organization (TPO) Transportation Improvements Program (TIP) and the Volusia County School District Five-Year Work Program; and

WHEREAS, the City Council has provided an opportunity to receive comments and proposals from the general public with regard to the adoption of the Five-Year Schedule of Capital Improvements; and

WHEREAS, the City has determined that this ordinance may be published in accordance with Section 166.041(3)(a), Florida Statutes (2022); and

WHEREAS, the City Council has received comments on the proposed amendment to the Comprehensive Plan; 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, 2018-30, 2018-36, 2019-11, 2019-21, 2019-23, 2019-33, 2019-41, 2020-2, 2020-5, 2020-11, 2020-14, 2020-22, 2020-34, 2020-39, 2021-1, 2021-14, 2021-24, 2021-28, 2022-8, 2022-11, 2022-13, and this ordinance; and including Binder No. 2, Supporting Data.

Section 2. The City Council hereby adopts an amendment setting forth the Five Year Schedule of Improvements for the Capital Improvements Element for the Comprehensive Plan City of Port Orange 2010-2025, as attached hereto as **Exhibit “1”**, and incorporated herein by this reference.

Section 3. The Community Development Director or designee is hereby authorized to transmit copies of the proposed amendment to the Capital Improvement Element of the Comprehensive Plan City of Port Orange 2010-2025 to the appropriate agencies and to any other unit of local government.

Section 4. All ordinances or resolutions or parts of ordinances or resolutions 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 adoption.

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: _____
Shannon K. Balmer, Assistant City Attorney

Exhibit 1

Annual Update to the Capital Improvements Element

~~Strikethrough~~ indicates text is to be deleted; Underline
indicates text is to be added

Please Note: No changes after page 10-29

COMPREHENSIVE PLAN

CAPITAL IMPROVEMENTS ELEMENT

Policy Document

CHAPTER 10: CAPITAL IMPROVEMENTS ELEMENT

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INVENTORY OF MAPS

FIGURE 10 – 1 CAPITAL IMPROVEMENT PROJECTS

INTRODUCTION

Under the 1985 Growth Management Act, local governments are mandated to plan for the availability of public facilities and services to support development and the impacts of such development. The purpose of the Capital Improvements Element (CIE) and the Capital Improvements Schedule (Schedule) is to identify the capital improvements that are needed to implement the Comprehensive Plan and ensure that the adopted Level of Service (LOS) Standards are achieved and maintained for concurrency related facilities.

The 2005 Growth Management Act requires the Schedule to be financially feasible. As defined by Chapter 163.3164(32) F.S., in order for a Schedule to be financially feasible it must demonstrate that sufficient revenues are currently available or will be available from committed funding sources for the first 3 years, or will be available from committed or planned funding sources for years 4 and 5. These revenues must be adequate to fund the projected costs of the capital improvements identified in the comprehensive plan necessary to ensure that adopted LOS standards are achieved and maintained within the period covered by the 5-year Schedule. The requirement that LOS standards be achieved and maintained does not apply if the proportionate-share process set forth in Chapter 163.3180(12) and (16), F.S., is used.

This Element, intended to demonstrate the financial feasibility of the City of Port Orange's Comprehensive Plan, commences in the fiscal year ~~2021/22~~2022/23 and identifies potential projects for the initial five-year planning period. Individual Capital Improvement needs identified in this Element are, for the most part, those improvements which cost \$25,000 or more and are generally non-recurring purchase items. The capital improvements identified in the other Elements of this Comprehensive Plan are listed with a brief description in Table 1 along with their estimated cost, funding source, and projected year of expenditure. The improvements are listed by type of service, related to the various Elements of the Comprehensive Plan. The Capital Improvements Element addresses existing and future capital improvements needed for at least the first five fiscal years after the adoption of the comprehensive plan. Therefore, Table 1 lists improvements identified for the years ~~2022~~2023-20272028.

The capital improvements projects listed in Table 1 are not inclusive of all anticipated capital expenditures by the City during the designated time period. For the most part, the list of improvements has been limited to the capital projects required to meet or maintain adopted LOS standards or implement the Goals, Objectives, and Policies of the Comprehensive Plan. Improvements on a smaller scale (generally under \$25,000 in cost) are outlined in the City's five-year Capital Improvement Program and annual budget as they are needed over time.

CAPITAL IMPROVEMENTS ELEMENT

TABLE 1
CAPITAL IMPROVEMENTS SCHEDULE

Project #	Description	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
WATER								
029408	Water System Replacement/ Upsizing	2,000,000	600,000	400,000	400,000	500,000	500,000	4,400,000
	Water/Sewer Operating 401	1,200,000	200,000	200,000	200,000	200,000	200,000	-2,200,000
	Water/Sewer R&R 403	400,000	400,000	-200,000	200,000	-300,000	300,000	-1,800,000
	Water Impact Fee 405	400,000	-	-	-	-	-	400,000
-	Total	2,000,000	-600,000	-400,000	400,000	-500,000	500,000	-4,400,000
Planned replacement of undersized galvanized steel piping in older sections of the city and peninsula area. Target areas to be accomplished based on current priorities. This project will improve water quality and fire flow. (Consistent w/ Comp Plan: Pot. Water, Policy 1.1, 2.6 and 2.7)								
029409A	Water System Extensions/ Upsizing	-	50,000	50,000	50,000	50,000	50,000	250,000
	Water Impact Fee 405	-	50,000	50,000	50,000	50,000	50,000	250,000
-	Total	-	50,000	50,000	50,000	50,000	50,000	250,000
Provide water service to existing residential areas not presently served by the City and provide for greater system redundancy and looping. Additional water main installations that serve to reinforce the distribution system to eliminate or avoid areas of substandard water pressure. (Consistent w/ Comp Plan: Pot. Water, Policy 2.2, 2.4 and 2.5)								
039493A	Water Treatment Plant R&R— Equipment	100,000	125,000	150,000	200,000	200,000	250,000	1,025,000
	Water/Sewer Operating 401	-100,000	-125,000	-150,000	-200,000	-200,000	-250,000	-1,025,000
	Water/Sewer R&R 403	-	-	-	-	-	-	-
-	Total	-100,000	-125,000	-150,000	-200,000	-200,000	-250,000	-1,025,000
On-going R&R program to maintain the City's Garnsey Water Treatment Plant and three off-site storage/pump stations to ensure continued operation. (Consistent w/ Comp Plan: Pot. Water, Policy 1.7 and San. Swr., Policy 1.6)								
039494	Water Treatment Plant 1— Million Gallon Water Storage Tank	-	-	1,500,000	-	-	-	1,500,000
	Sewer Impact Fee 405	-	-	1,500,000	-	-	-	1,500,000
-	Total	-	-	1,500,000	-	-	-	1,500,000
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 one 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 (Consistent w/ Comp Plan: Pot. Water, Objectives 1 & 2, Policy 2.1)								
039495	Water Treatment Plant Raw Water Main Replacement	-	3,000,000	-	-	-	-	3,000,000
	Water/Sewer R&R 403	-	3,000,000	-	-	-	-	3,000,000
-	Total	-	3,000,000	-	-	-	-	3,000,000
There is currently only one pipeline from the wellfield on Shantz 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 specialty 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. (Consistent w/ Comp Plan: Pot. Water, Objectives 1 & 2)								
028813	Production Well Replacement	-	250,000	250,000	225,000	250,000	250,000	1,225,000
	Water/Sewer R&R 403	-	-250,000	-250,000	-225,000	-250,000	-250,000	-1,225,000
-	Total	-	-250,000	-250,000	-225,000	-250,000	-250,000	-1,225,000

CAPITAL IMPROVEMENTS ELEMENT

Project #	Description	FY-21-22	FY-22-23	FY-23-24	FY-24-25	FY-25-26	FY-26-27	Total
This project is to replace four wells that are impacting water quality due to increase salinity levels. The wells, constructed in 1973, can not be rehabilitated. This project is to replace the four wells, one per year. (Consistent w/ Comp Plan: Pot. Water, Objectives 1 & 2, Policy 2.1)								
NEW	Water System Rehab—16" Water Main River Crossing	2,000,000	-	-	-	-	-	2,000,000
	Water/Sewer R&R 401	-	-	-	-	-	-	-
	Water/Sewer R&R 403	2,000,000	-	-	-	-	-	2,000,000
-	Total	2,000,000	-	-	-	-	-	2,000,000
The existing pipeline was installed in late 1980 and constructed of ductile iron pipes. The western section of the water main was installed in shallow trenches via dredging and thus are exposed to salt water. In the winter of 2020 the pipeline had failures at two different locations, both times a hole approximately 6" x 9" was found, and repair bands were installed at both locations. This watermain is one of two mains that provide potable water and fire protection to Ponce Inlet, Daytona Beach Shores and unincorporated Wilber by the Sea. A new pipeline is needed to provide more reliability and save money on costly point repairs to the existing pipeline. (Consistent w/ Comp Plan: Pot. Water, Objectives 1 & 2, Policy 2.1)								
TOTAL WATER		2,100,000	-4,025,000	2,350,000	-900,000	1,000,000	1,050,000	11,425,000
SANITARY SEWER								
049467	Sewer System Rehab.	850,000	750,000	750,000	750,000	750,000	-	3,850,000
	Water/Sewer Operating 401	850,000	750,000	750,000	750,000	750,000	-	3,850,000
-	Total	850,000	750,000	750,000	750,000	750,000	-	3,850,000
There are currently 111 lift stations in the collection system. This is an on-going repair and rehabilitation project for the sewer collection system at each lift station. The scope of work will depend upon the condition, age and capacity of the pipeline. (Consistent w/ Comp Plan: San. Swr., Policy 1.5 and 4.3)								
038964A	Water Reclamation Facility R&R	800,000	600,000	500,000	500,000	550,000	550,000	3,500,000
	Water/Sewer Operating 401	-	-	-	-	-	-	-
	Water/Sewer R&R 403	800,000	600,000	500,000	500,000	550,000	550,000	3,500,000
-	Total	800,000	600,000	500,000	500,000	550,000	550,000	3,500,000
Repair and replacement of existing Water Reclamation Treatment Plant equipment as required in DEP Operating Permit. (Consistent w/ Comp Plan: Pot. Water, Policy 1.1 and 2.6 along with San. Swr, Policy 1.6)								
049468	Sewer System Rehab—Force Main River Crossing	3,000,000	-	-	-	-	-	3,000,000
	Sewer Impact Fee 405	-	-	-	-	-	-	-
	Future Grant/Bonds	3,000,000	-	-	-	-	-	3,000,000
-	Total	3,000,000	-	-	-	-	-	3,000,000
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. (Consistent w/ Comp Plan: Pot. Water, Policy 1.1 and 2.6 along with San. Swr, Policy 1.6)								
038972	Water Reuse Program	-	-	-	-	3,000,000	-	3,000,000
	Sewer Impact Fee 405	-	-	-	-	1,500,000	-	1,500,000
	Future Grant/Bond	-	-	-	-	1,500,000	-	1,500,000
-	Total	-	-	-	-	3,000,000	-	3,000,000
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. (Consistent w/ Comp Plan: San. Swr, Objective 3)								
089409	Sewer System Expansion	-	3,000,000	3,000,000	300,000	-	-	9,000,000
	Water/Sewer Operating 401	-	-	3,000,000	-	-	-	3,000,000
	Sewer Impact Fee 405	-	2,000,000	-	2,000,000	-	-	4,000,000
	Future Grant/Bonds	-	1,000,000	-	1,000,000	-	-	2,000,000
-	Total	-	3,000,000	3,000,000	300,000	-	-	9,000,000
Sewer system construction at locations that are currently on septic. The locations and the priorities have been determined and design has been initiated. (Consistent w/ Comp Plan: San. Swr., Policy 2.2 and 2.3)								

CAPITAL IMPROVEMENTS ELEMENT

Project #	Description	FY-21-22	FY-22-23	FY-23-24	FY-24-25	FY-25-26	FY-26-27	Total
-	TOTAL— SANITARY SEWER	4,650,000	4,350,000	4,250,000	4,250,000	4,300,000	550,000	22,350,000
<u>WATER & SANITARY SEWER</u>								
038710	City-Cost Participation	-	50,000	50,000	50,000	50,000	50,000	250,000
Water Impact Fee 405		-	25,000	25,000	25,000	25,000	25,000	125,000
Sewer Impact Fee 405		-	25,000	25,000	25,000	25,000	25,000	125,000
-	Total	-	50,000	50,000	50,000	50,000	50,000	250,000
Citywide annual cost participation program with new development to upsize various water and sewer lines, extension of various mains, upsizing of lift stations, and other miscellaneous items. (Consistent w/ Comp Plan: San. Swr., Policy 4.2 and Pot. Water, Policy 2.5 & 2.7)								
TOTAL—WATER & SANITARY SEWER		-	50,000	50,000	50,000	50,000	50,000	250,000
<u>TRANSPORTATION</u>								
430201	Road Program	800,000	800,000	800,000	800,000	800,000	800,000	4,800,000
Capital Projects 301		800,000	800,000	800,000	800,000	800,000	800,000	4,800,000
-	Total	800,000	800,000	800,000	800,000	800,000	800,000	4,800,000
Annual citywide resurface program for existing streets and collector roads. (Consistent w/ Comp Plan: Transp. Objective 2.14 and 2.7)								
200905	Williamson Blvd. N. of Pavilion	-	220,000	260,935	2,200,000	-	-	2,680,935
Developer Constructed		-	220,000	260,935	2,200,000	-	-	2,680,935
-	Total	-	220,000	260,935	2,200,000	-	-	2,680,935
This project involves adding 2 lanes to the existing 2 lane Williamson Blvd. roadway from the north boundary of the Pavilion project north to Townwest Blvd., a 0.53-mile section. Project cost estimates are 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. (Consistent w/ Comp Plan: Transp. Objective 2.6, 2.7, 2.13, and 2.14)								
200907	Coraci Blvd. Extension	-	257,000	2,150,000	-	-	-	2,407,000
Developer Constructed		-	257,000	2,150,000	-	-	-	2,407,000
-	Total	-	257,000	2,150,000	-	-	-	2,407,000
This project involves construction of a 1/2 mile 2 lane divided roadway extending Coraci Blvd. 2600' from Forest Lakes subdivision (Carmody Lake Drive) 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 the Taylor Rd./Williamson Blvd. intersection. This roadway is indicated as a future collector road in the Comprehensive Plan. (Consistent w/ Comp Plan: Transp. Objective 2.7, 2.10, and 2.14)								
201008	Yorktowne Blvd North Section	150,250	1,894,000	-	-	-	-	2,044,250
General Capital Replacement (317)		-	1,407,020	-	-	-	-	1,407,020
Developer Fairshare Contr. (Planned)		150,250	-	-	-	-	-	150,250
Developer Constructed		-	486,980	-	-	-	-	486,980
-	Total	150,250	1,894,000	-	-	-	-	2,044,250
This project is proposed as either a 2 lane or 4 lane divided curb and gutter road designed to major collector street standards. This improvement is required to complete the Yorktowne Blvd. connection between Hidden Lakes Dr. and Willow Run Blvd. Completion of these sections would redirect traffic and relieve congestion at the I-95/Dunlawton Ave. intersection and Williamson Boulevard, south of Willow Run Boulevard. The north Yorktowne Boulevard segment is +/- 3,000 ft from the B-19 tributary crossing to Willow Run Boulevard and is proposed to be located west of the homes along Chardonnay Lane, on property currently owned by NLA Holdings, LLC. According to the 2018 Agreement between NLA Holdings, LLC, and the City of Port Orange, the dedication of the 100' right of way needed for the north segment will be provided by the property owner 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 a 2018 Agreement the City obtained the rights to all of the roadway designs, surveys, legal description for the road alignment, and all documents for the active Environmental Resource Permit, for the north segment of the Yorktowne Boulevard. Prior to construction, the City will have to modify the two sets of roadway plans (north and central) to create one set that can be used for bidding and construction to complete the full Yorktowne Boulevard extension between Hidden Lakes Drive and Willow Run Boulevard. The cost estimates have been updated based on inflation and current cost data. (Consistent w/ Comp Plan: Transp. Objective 2.7, 2.9, 2.13 and 2.14)								

CAPITAL IMPROVEMENTS ELEMENT

Project #	Description	FY-21-22	FY-22-23	FY-23-24	FY-24-25	FY-25-26	FY-26-27	Total
201015	Willow Run Boulevard Widening	-	200,000	1,125,000	-	-	-	1,325,000
Capital Projects 301		-	200,000	-	-	-	-	200,000
TPO Funds		-	-	1,125,000	-	-	-	1,125,000
-	Total	-	200,000	1,125,000	-	-	-	1,325,000
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. A signalized intersection, traffic circle, or other feasible improvements at the Willow Run/Yorktowne intersection will be considered as part of the design. (Consistent w/ Comp Plan: 2.7, 2.9, 2.13, and 2.14)								
201647	WB Dunlawn Ave Right Turn Lane and City Center Prkwy	85,270	657,612	-	-	-	-	742,882
Capital Projects 301		8,527	65,761	-	-	-	-	74,288
TPO Funds		76,743	591,851	-	-	-	-	668,594
-	Total	85,270	657,612	-	-	-	-	742,882
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 should be needed for this project. The project will add roadway capacity at the intersection and reduce delays for westbound Dunlawton Avenue vehicles turning right. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)								
201750	Eastbound Dunlawton Ave Right Turn Lane at Clyde Morris Blvd.	111,448	678,616	-	-	-	-	790,064
Capital Projects 301		11,145	67,862	-	-	-	-	79,007
TPO Funds		100,303	610,754	-	-	-	-	711,057
-	Total	111,448	678,616	-	-	-	-	790,064
This project consists of a proposal to construct 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 should be needed for this project. The project will add roadway capacity at the intersection and reduce delays for eastbound vehicles turning right. (Consistent w/ Comp Plan: 2.7, 2.9, 2.13, and 2.14)								
201751	WB Dunlawton Ave Right Turn Lane at Nova Rd.	148,726	260,000	698,629	-	-	-	1,107,355
Capital Projects 301		20,273	260,000	69,863	-	-	-	350,136
General Capital Replacement 317		-	-	-	-	-	-	-
TPO Funds		128,453	-	628,766	-	-	-	757,219
-	Total	148,726	260,000	698,629	-	-	-	1,107,355
This project consists of a proposal to construct 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 prior to design being funded. The project will add roadway capacity at the intersection and reduce delays for westbound vehicles turning right. (Consistent w/ Comp Plan: 2.7, 2.9, 2.13, and 2.14)								
201856	EB & WB Herbert St. Turn Lanes at Nova Rd.	-	35,000	100,000	660,000	-	-	795,000
Capital Projects 301		-	3,500	10,000	66,000	-	-	79,500
TPO Funds		-	31,500	90,000	594,000	-	-	715,500
-	Total	-	35,000	100,000	660,000	-	-	795,000

CAPITAL IMPROVEMENTS ELEMENT

Project #	Description	FY-21-22	FY-22-23	FY-23-24	FY-24-25	FY-25-26	FY-26-27	Total
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. ▲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. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)								
New-002	Madeline Ave Widening between Clyde Morris and Nova Rd	-	35,000	200,000	1,125,000	-	-	1,360,000
Transportation Impact Fee 312		-	3,500	20,000	112,500	-	-	136,000
TPO Funds		-	31,500	180,000	1,012,500	-	-	1,224,000
-	Total	-	35,000	200,000	1,125,000	-	-	1,360,000
This project consists of widening the current vehicle travel lanes on Madeline Avenue between Clyde Morris and Nova Road. The proposed improvements are anticipated to be constructed within the existing right of way of Madeline Avenue; additional right of way is not anticipated to be requested for this project. Removal of existing tree within the right of way may be required to accommodate the widening to improve driver safety, maintain sidewalks, LOS capacity, safety conditions, and long-term maintenance. The City submitted the project for TPO funding in Spring 2020. Under the 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. Once ranked by the TPO, a feasibility study will be conducted; upon construction, the project will be eligible for inclusion in the TPO program 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.								
New-001	Madeline Avenue EB & WB Turn Lane Improvement at Nova Road	-	35,000	100,000	660,000	-	-	795,000
Transportation Impact Fee 312		-	3,500	10,000	66,000	-	-	79,500
TPO Funds		-	31,500	90,000	594,000	-	-	715,500
-	Total	-	35,000	100,000	660,000	-	-	795,000
The project consists of widening the current vehicle travel lanes on Madeline Avenue between Clyde Morris Boulevard and Nova Road. The proposed improvements are anticipated to be constructed within the existing right of way of Madeline Avenue; additional right of way is not anticipated to be required for this project. Removal of existing trees within the right of way may be required to accommodate the widening to improve driver safety, maintain sidewalks, LOS capacity, safety conditions, and long term maintenance. The City submitted the project for TPO funding in Spring 2020. Under the 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. Once ranked by the TPO, a feasibility study will be conducted; upon completion, the project will be eligible for inclusion in the TPO program 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.								
201859	Taylor Rd/Williams on Blvd Intersection Improvement	-	2,000,000	4,521,736	-	-	-	6,521,736
Transportation Impact Fee 312		-	25,000	452,174	-	-	-	477,174
General Capital Replacement (317)		-	1,750,000	-	-	-	-	1,750,000
TPO Funds		-	225,000	4,069,562	-	-	-	4,294,562
-	Total	-	2,000,000	4,521,736	-	-	-	6,521,736

CAPITAL IMPROVEMENTS ELEMENT

Project #	Description	FY-21-22	FY-22-23	FY-23-24	FY-24-25	FY-25-26	FY-26-27	Total
A Feasibility Study was completed in April 2020. The Feasibility Study identified alternatives that provide 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. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project. The TPO does not provide matching funds for land acquisition. Now that the study is completed, the projects identified by the feasibility study will be eligible for inclusion in the TPO's Project Priority List for design and construction funding. The current estimated cost for the improvement recommended in the Feasibility Study is \$4,137,135 and this cost does not include anticipated right-of-way needed for stormwater drainage at an anticipated 1.75 million dollars. The TPO does not provide matching funds for land or right-of-way acquisition. Staff plans to further discuss the recommendations in this Feasibility Study with FDOT to determine if these can be improvements completed by FDOT as they would add capacity, minimize delays to traffic, eliminate or reduce crashes, and improve sidewalks and crosswalks for pedestrians. The proposed improvements include: Taylor Road at Williamson Boulevard: 1) Provide an additional southbound left turn lane (3rd turn lane) and 2) Modify the sidewalk and crosswalk on the north leg as shown to improve pedestrian visibility. Taylor Road/Dunlawton Avenue at I-95 SB Ramps: 1) Provide an additional southbound left turn lane, and 2) Remove the southbound channelized right turn lane and bring it under a signal, 3) Add a lane under the bridge in the westbound direction that will drop as outside westbound left turn lane at Taylor Road and Williamson Boulevard, and 4) Provide an eastbound right turn lane and remove the channelized right turn lane. Dunlawton Avenue at I-95 NB Ramps: 1) Extend the existing storage lane for the westbound left turn to I-95 SB on-ramp to help mitigate the lane imbalance issue along westbound Taylor Road, 2) Add an exclusive westbound right turn for I-95 NB on-ramp with the current westbound outside lane being dropped as a right turn lane to I-95 NB on-ramp, and 3) Provide sidewalk south of Taylor Road between east of Williamson Boulevard and east of I-95 NB Ramps.								
201964	Taylor Rd./Clyde Morris Blvd. Intersection Improvement	35,000	50,000	350,000	-	-	-	435,000
Transportation Impact Fee 312		3,500	5,000	80,000	-	-	-	43,500
TPO Funds		31,500	45,000	270,000	-	-	-	391,500
-	Total	35,000	50,000	350,000	-	-	-	435,000
The project consists of looking at options to modify the intersection at Taylor Rd./Clyde Morris Blvd. to improve movement through the intersection, specifically the eastbound Taylor Rd. through movement and left turn on to Clyde Morris Blvd. Additional right of way is anticipated for any intersection improvements. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)								
202065	Dunlawton Ave. Existing Left Turn Lanes Extension	153,174	635,343	-	-	-	-	788,517
Capital Projects 301		15,317	63,534	-	-	-	-	78,851
TPO Funds		137,857	571,809	-	-	-	-	709,666
-	Total	153,174	635,343	-	-	-	-	788,517
The project consists of extending the existing left turn lanes along Dunlawton Ave. at the intersection of Nova Road (eastbound) and Clyde Morris Blvd. (westbound) to improve traffic flow and roadway capacity, reduce delays for turning and through movements, improve intersection safety and reduce damage and maintenance costs for the medians. Additional right of way is not anticipated to be needed for this project. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)								
202067	NB Clyde Morris Blvd. Right Turn Lane at Reed Canal Rd.	-	275,500	488,000	-	-	-	763,500
Capital Projects 301		-	162,550	48,800	-	-	-	211,350
TPO Funds		-	112,950	439,200	-	-	-	552,150
-	Total	-	275,500	488,000	-	-	-	763,500
The project consists of a right turn lane on northbound Clyde Morris Blvd. at the intersection with Reed Canal Rd. to improve traffic flow, reduce delays for turning and through movements and improve intersection safety. Additional right of way is not anticipated to be needed for this project. The project will add roadway capacity at the intersection and reduce delays for northbound vehicles turning right or through northbound traffic. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)								
202068	NB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	-	75,000	440,000	-	-	-	515,000

CAPITAL IMPROVEMENTS ELEMENT

Project #	Description	FY-21-22	FY-22-23	FY-23-24	FY-24-25	FY-25-26	FY-26-27	Total
Capital Projects 301		-	7,500	44,000	-	-	-	51,500
TPO Funds		-	67,500	396,000	-	-	-	463,500
-	Total	-	75,000	440,000	-	-	-	515,000
The project consists of a right turn lane on northbound Clyde Morris Blvd. at the intersection with Madeline Ave. to improve traffic flow, reduce delays for turning and through movements and improve intersection safety. Additional right of way is not anticipated to be needed for this project. The project will add roadway capacity at the intersection and reduce delays for northbound vehicles turning right or through northbound traffic. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)								
202069	SB Clyde Morris Blvd. Right Turn Lane at Willow Run Blvd.	-	135,750	483,000	-	-	-	618,750
Capital Projects 301		-	58,575	48,300	-	-	-	106,875
TPO Funds		-	77,175	434,700	-	-	-	511,875
-	Total	-	135,750	483,000	-	-	-	618,750
The project consists of a right turn lane on southbound Clyde Morris Blvd. at the intersection with Willow Run Blvd. to improve traffic flow, reduce delays for turning and through movements and improve intersection safety. Additional right of way is not anticipated to be needed for this project. The project will add roadway capacity at the intersection and reduce delays for southbound vehicles turning right or through southbound traffic. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)								
202070	SB Clyde Morris Blvd. Right Turn Lane at Madeline Ave.	-	217,000	510,350	-	-	-	727,350
Capital Projects 301		-----	111,700	51,035	-----	-----	-	162,735
TPO Funds		-----	105,300	459,315	-----	-	-	564,615
-	Total	-----	217,000	510,350	-----	-----	-	727,350
The project consists of a right turn lane on southbound Clyde Morris Blvd. at the intersection with Madeline Ave. to improve traffic flow, reduce delays for turning and through movements and improve intersection safety. Additional right of way is not anticipated to be needed for this project. The project will add roadway capacity at the intersection and reduce delays for southbound vehicles turning right or through southbound traffic. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)								
202072	SB & NB Yorktowne Blvd. Right Turn Lanes at Dunlawton Ave.	115,000	660,000	-	-	-	-	775,000
Transportation Impact Fee 312		11,500	66,000	-	-	-	-	77,500
TPO Funds		103,500	594,000	-	-	-	-	697,500
-	Total	115,000	660,000	-	-	-	-	775,000
The project consists of a right turn lane on southbound Yorktowne Blvd. at the intersection with Dunlawton Ave. and extension of the existing right turn lane for northbound Yorktowne Blvd. at the intersection with Dunlawton Ave. to improve traffic flow, reduce delays for turning and through movements and improve intersection safety. Additional right of way is not anticipated to be needed for this project. The project will add roadway capacity and reduce delays at the intersection. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)								
202073	Spruce Creek Elem. School EB Taylor Rd. Right Turn Lane and Pedestrian Improvement	-	35,000	75,000	440,000	-	-	550,000
Capital Projects 301		-	3,500	7,500	44,000	-	-	55,000
TPO Funds		-	31,500	67,500	396,000	-	-	495,000
-	Total	-	35,000	75,000	440,000	-	-	550,000

CAPITAL IMPROVEMENTS ELEMENT

Project #	Description	FY-21-22	FY-22-23	FY-23-24	FY-24-25	FY-25-26	FY-26-27	Total
The project consists of a right turn lane on eastbound Taylor Rd. at the intersection with Spruce-Creel Elementary School to improve safety, improve traffic flow, reduce delays for turning vehicles and through vehicles during school drop off and pick up. Additionally, pedestrian improvements and modifications to the left turn lane could also be accomplished with this project. The project will improve safety at the school, improve roadway capacity and reduce delays for eastbound and westbound vehicles. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)								
TOTAL— TRANSPORTATION		1,563,868	-7,070,821	7,330,914	-5,225,000	-800,000	-800,000	22,790,603
DRAINAGE								
201439	Halifax River Outfall Replacement	130,000	285,430	285,430	285,430	285,430	285,430	1,557,150
Drainage Fund 412		130,000	285,430	285,430	285,430	285,430	285,430	1,557,150
-	Total	130,000	285,430	285,430	285,430	285,430	285,430	1,557,150
There are 23 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. (Consistent w/ Comp Plan: Drainage, Policy 1.2 through 1.4)								
201441	Southwinds Stormwater Pond Outfall Retrofit	-	680,400	680,400	-	-	-	1,360,800
Drainage Fund 412		-	680,400	680,400	-	-	-	1,360,800
-	Total	-	680,400	680,400	-	-	-	1,360,800
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. (Consistent w/ Comp Plan: Drainage, Policy 1.2 through 1.4)								
201645	White Place & Riverside Drive Drainage Improvement	115,000	-	-	-	-	-	115,000
Drainage Fund 412		115,000	-	-	-	-	-	115,000
-	Total	115,000	-	-	-	-	-	115,000
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. (Consistent w/ Comp Plan: Drainage, Policy 1.2 through 1.4)								
201647	Pipe Repair and Replacement	350,000	350,000	350,000	350,000	350,000	350,000	2,100,000
Drainage Fund 412		-350,000	-350,000	-350,000	-350,000	-350,000	-350,000	-2,100,000
-	Total	-350,000	-350,000	-350,000	-350,000	-350,000	-350,000	-2,100,000
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. (Consistent w/ Comp Plan: Drainage, Policy 1.2 through 1.4)								
201868	Storm Water Master Plan Phase I Projects	-	1,500,000	1,500,000	1,500,000	-	-	4,500,000
American Rescue Plan Act		-	1,500,000	1,500,000	1,500,000	-	-	4,500,000
-	Total	-	1,500,000	1,500,000	1,500,000	-	-	4,500,000
The City's Stormwater Master Plan Update 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 I of the plan assessed the Eastern Basin and the vicinity of District I and IV. Projects will be designed and scheduled based on the priorities determined by the Phase I assessment. (Consistent w/ Comp. Plan: Drainage Objective 1, Policy 1.1—1.4)								
201866	Storm Water Master Plan Phase II	250,000	-	-	-	-	-	100,000
American Rescue Plan Act		250,000	-	-	-	-	-	100,000
-	Total	250,000	-	-	-	-	-	100,000

CAPITAL IMPROVEMENTS ELEMENT

Project #	Description	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
The Stormwater Master Plan Update 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 prioritize spending for future capital drainage projects and ensure existing stormwater drainage systems are adequately and proactively maintained. Phase 2 of the plan is anticipated to begin in Fiscal Year 2022. (Consistent w/ Comp Plan: Drainage; Policy 1.2 through 1.4)								
202069	Delmar and Palmas Drive	125,000	-	-	-	-	-	125,000
Drainage Fund 412		125,000	-	-	-	-	-	125,000
-	Total	125,000	-	-	-	-	-	125,000
At the intersection of Del Mar Drive 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. (Consistent w/ Comp Plan: Drainage, Policy 1.2 through 1.4)								
TOTAL DRAINAGE		-720,000	-1,565,830	-1,315,830	-635,430	-635,430	-635,430	-5,507,950
PARKS AND RECREATION								
201686	Recreational Educational Cultural Center (REC)	281,000	-	-	-	-	-	281,000
Recreation Impact Fee 611		281,000	-	-	-	-	-	281,000
-	Total	281,000	-	-	-	-	-	281,000
This project will provide for a re-purposing and expansion of a former gymnasium to a Recreational, Educational and Cultural Center that will include areas for classes, after school programs, community meetings, dance/exercise room and a youth activity room. New restrooms will be constructed, and the Center will provide for ADA access. This project will provide expanded recreational opportunities for the City.								
201378	West Side Sports Complex (Coraei North)	-	3,500,000	120,000	1,150,000	575,000	575,000	6,495,000
Grant Funding		-	3,500,000	120,000	1,150,000	575,000	575,000	6,495,000
-	Total	-	3,500,000	120,000	1,150,000	575,000	575,000	6,495,000
This project involves the design and construction of a sports complex to include 3 baseball fields, 4-6 soccer / football fields, lighting and support buildings. The project would encompass 100 acres with the construction of roadways, ponds, parking lots, playgrounds and picnic areas as well as trails and open space. The project would be eligible for FRDAP and ECHO grants and provide availability for partnerships with other public groups and private donors. This project will provide expanded recreational opportunities for the City.								
201795	West Side Community Center	-	55,000	4,000,000	-	-	-	4,055,000
Grant Funding - Unsecured		-	55,000	4,000,000	-	-	-	4,055,000
-	Total	-	55,000	4,000,000	-	-	-	4,055,000
This project will provide for the construction of a 15,000 SF community center to include two gyms, community rooms, after school areas and offices. The center would be equipped with technology, office furniture and miscellaneous equipment. Proposed funding is from grants, bonds or possibly a community foundation. This project will provide expanded recreational opportunities for the City.								
TOTAL PARKS AND RECREATION		-281,000	-3,555,000	-4,120,000	-1,150,000	-575,000	-1,150,000	10,831,000
TOTAL CAPITAL IMPROVEMENTS		9,314,868	20,616,651	19,416,744	12,210,430	7,360,430	4,235,430	73,154,553

Project #	Description	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
WATER							
URP001	Water System Replacement/ Upsizing	400,000	300,000	300,000	300,000	300,000	1,600,000
Water/Sewer Operating (401)		-	100,000	100,000	100,000	100,000	400,000
Water/Sewer R&R (403)		400,000	200,000	200,000	200,000	200,000	1,200,000
Total		400,000	300,000	300,000	300,000	300,000	1,600,000

CAPITAL IMPROVEMENTS ELEMENT

Planned replacement of undersized galvanized steel piping in older sections of the city and peninsula area. Target areas to be accomplished based on current priorities. (Consistent w/ Comp Plan: Pot. Water, Policy 1.1, 2.6 and 2.7)							
UET001	Water System Extensions/Upsizing	-	-	50,000	50,000	50,000	150,000
Water Impact Fee (405)		-	-	50,000	50,000	50,000	150,000
Total		-	-	50,000	50,000	50,000	150,000
Provide water service to existing residential areas not presently served by the City and provide for greater system redundancy and looping. Additional water main installations that serve to reinforce the distribution system to eliminate or avoid areas of substandard water pressure. (Consistent w/ Comp Plan: Pot. Water, Policy 2.2, 2.4 and 2.5)							
WWP003	Water Treatment Plant R&R - Equipment	200,000	200,000	200,000	200,000	250,000	1,050,000
Water/Sewer Operating (401)		200,000	200,000	200,000	200,000	250,000	1,050,000
Total		200,000	200,000	200,000	200,000	250,000	1,050,000
Planned improvements for City's water treatment plant and various wells per Table 2A Water Treatment Plant Improvements. (Consistent w/ Comp Plan: Pot. Water, Policy 1.7 and San. Swr., Policy 1.6)							
WWP007	Water Treatment Plant-1 Million Gal Water Storage Tank	-	1,500,000	-	1,500,000	-	3,000,000
Sewer Impact Fee (405)		-	1,500,000	-	1,500,000	-	3,000,000
Total		-	1,500,000	-	1,500,000	-	3,000,000
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 one-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 (Consistent w/ Comp Plan: Pt. Water, Obj. 2, Policy 2.1, Policy 2.6)							
WWW005	Production Well Replacement	-	250,000	250,000	250,000	250,000	1,000,000
Water/Sewer R&R (403)		-	250,000	250,000	250,000	250,000	1,000,000
Total		-	250,000	250,000	250,000	250,000	1,000,000
This project is to replace four wells that are impacting water quality due to increase salinity levels. The wells, constructed in 1973, cannot be rehabilitated. This project is to replace the four wells, one per year.							
WRP002	Ridgewood Avenue Water Main Replacement	150,000	100,000	900,000	100,000	900,000	2,150,000
Water and Sewer Impact Fees (405)		150,000	100,000	900,000	100,000	900,000	2,150,000
Total		150,000	100,000	900,000	100,000	900,000	2,150,000
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. Farmbrook to Niver being replaced in FY21, Dunlawton to Commonwealth being replaced with North Commonwealth project, see URP001.							
TOTAL - WATER		750,000	2,350,000	1,700,000	2,400,000	1,750,000	8,950,000
SANITARY SEWER							
URH001	Sewer System Rehabilitation	1,500,000	750,000	750,000	750,000	750,000	4,500,000
Water/Sewer Operating (401)		1,500,000	750,000	750,000	750,000	750,000	4,500,000
Total		1,500,000	750,000	750,000	750,000	750,000	4,500,000
There are currently 110 lift stations in the collection system. This is an on-going repair and rehabilitation project for the sewer collection system at each lift station. The scope of work will depend upon the condition, age, and capacity of the pipeline. (Consistent w/ Comp Plan: San. Swr., Policy 1.5 and 4.3)							
SSP002	Water Reclamation Facility R&R	600,000	500,000	500,000	550,000	550,000	2,700,000
Water/Sewer R&R (403)		600,000	500,000	500,000	550,000	550,000	2,700,000
Total		600,000	500,000	500,000	550,000	550,000	2,700,000
Scheduled facility repair and equipment replacement of electrical and mechanical system components for the City's wastewater treatment plant per Table 2D Wastewater Treatment Plant Improvements. (Consistent w/ Comp Plan: Pot. Water, Policy 1.1 and 2.6 along with San. Swr, Policy 1.6)							
SSP017	Water Reuse Program	-	-	-	5,000,000	-	5,000,000
Future Grant/Bonds		-	-	-	5,000,000	-	5,000,000
Total		-	-	-	5,000,000	-	5,000,000

CAPITAL IMPROVEMENTS ELEMENT

<u>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. (Consistent w/ Comp Plan: San. Swr. Obj. 3)</u>							
UET023	Sewer System Expansion	-	-	-	2,000,000	-	2,000,000
Sewer Impact Fee (405)		-	-	-	1,000,000	-	1,000,000
Future Grant/Bonds		-	-	-	1,000,000	-	1,000,000
Total		-	-	-	2,000,000	-	2,000,000
<u>Sewer system construction at locations that are currently on septic. The locations and the priorities have been determined and design has been initiated. (Consistent w/ Comp Plan: San. Swr., Policy 2.2 and 2.3)</u>							
SLS203	Williams Regional Lift Station Rehab	150,000	1,500,000	-	-	-	1,650,000
Water/Sewer Operating (401)		150,000	1,500,000	-	-	-	1,650,000
Total		150,000	1,500,000	-	-	-	1,650,000
<u>This wastewater transmission system improvement project involves the design, permitting, and construction of mechanical, electrical, Odor control, building, and site upgrades to the Williamson Regional Lift Station (Station No. 95). This project is necessary to insure uninterrupted collection and transmission of wastewater. Williamson is a regional lift station that provides service to residences in the southwest portion of the City. The proposed improvements include installation of an advance odor control system, installation of static mixers in the wet well, replacement of electrical equipment damaged by the excessive hydrogen sulfide gasses, and rehabilitation of the existing electrical building. (Consistent w/ Comp. Plan: San. Swr. Obj. 1 and Obj. 4)</u>							
SLS204	Sugar Forest Lift Station Rehab	250,000	700,000	-	-	-	950,000
Water/Sewer Operating (401)		250,000	700,000	-	-	-	950,000
Total		250,000	700,000	-	-	-	950,000
<u>This wastewater transmission system improvement project involves the design, permitting, and construction of mechanical, electrical, and site upgrades to the Sugar Forest Lift Station (Station No. 40). This project is necessary to insure uninterrupted collection and transmission of wastewater. Due do the shallow existing wet well, the gravity sewer lines in the area of the lift station are often surcharged, additionally the lift station is constructed in the center median at the entrance of the Sugar Forest neighborhood. This location makes it difficult to properly maintain the lift station. The proposed improvements include installing a new, deeper wet well, converting from suction lift pumping to submersible pumping, installation of a new electrical control panel, and site improvements. (Consistent w/ Comp. Plan: San. Swr. Obj. 1 and Obj. 4)</u>							
SLS202	Lowes/Gateway Lift Station Rehab	550,000	-	-	-	-	550,000
Water/Sewer Operating (401)		550,000	-	-	-	-	550,000
Total		550,000	-	-	-	-	550,000
<u>This wastewater transmission system improvement project involves the design, permitting, and construction of mechanical, electrical, and site upgrades to the Lowes/Gateway Lift Station (Station No. 82). This project is necessary to insure uninterrupted collection and transmission of wastewater. The proposed improvements include converting from suction lift pumping to submersible pumping, installation of a new control panel, and site improvements. This lift station was constructed in 1999 and has not been upgraded since initially constructed. (Consistent w/ Comp. Plan: San. Swr. Obj. 1 and Obj. 4)</u>							
TOTAL - SANITARY SEWER		3,050,000	3,450,000	1,250,000	8,300,000	1,300,000	17,350,000
WATER & SANITARY SEWER							
UCP001	City Cost Participation	-	-	-	50,000	50,000	100,000
Water Impact Fee (405)		-	-	-	25,000	25,000	50,000
Sewer Impact Fee (405)		-	-	-	25,000	25,000	50,000
Total		-	-	-	50,000	50,000	100,000
<u>Citywide annual cost participation program with new development to upsize various water and sewer lines, extension of various mains, upsizing of lift stations, and other miscellaneous items. (Consistent w/ Comp Plan: San. Swr., Policy 4.2 and Pot. Water, Policy 2.5 & 2.7)</u>							
TOTAL - WATER & SANITARY SEWER		-	-	-	50,000	50,000	100,000
TRANSPORTATION							
POL204	Road Program	800,000	800,000	800,000	800,000	800,000	4,000,000
Capital Projects (301)		800,000	800,000	800,000	800,000	800,000	4,000,000
Total		800,000	800,000	800,000	800,000	800,000	4,000,000
<u>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. (Consistent w/ Comp Plan: Transp. Objective 2.14 and 2.7)</u>							
200905	Williamson Blvd. N. of Pavilion	-	-	-	220,000	260,935	480,935

CAPITAL IMPROVEMENTS ELEMENT

Developer Constructed		-	-	-	220,000	260,935	480,935
Total		-	-	-	220,000	260,935	480,935
This project involves adding 2 lanes to the existing 2 lane Williamson Blvd. roadway from the north boundary of the Pavilion project north to Townwest Blvd., a 0.53-mile section. Project cost estimates are 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. (Consistent w/ Comp Plan: Transp. Objective 2.6, 2.7, 2.13, and 2.14)							
200907	Coraci Blvd. Extension	-	-	-	-	257,000	257,000
Developer Constructed		-	-	-	-	257,000	257,000
Total		-	-	-	-	257,000	257,000
This project involves construction of a 1/2 mile 2-lane divided roadway extending Coraci Blvd. 2600' from the south limits of Coquina Cove III to Carmody Lake Drive 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 and reliever route for traffic generated by the Forest Lakes subdivision and to a lesser extent to Coquina Cove and reduce impacts on Taylor Road. This roadway is indicated as a future collector road in the Comprehensive Plan. (Consistent w/ Comp Plan: Transp. Objective 2.7, 2.10, and 2.14)							
PNC015	Yorktowne Blvd North Section (Nautica Lakes)	-	-	-	2,131,414	-	2,131,414
Developer Fairshare Contr. (Planned)		-	-	-	2,131,414	-	2,131,414
Total		-	-	-	2,131,414	-	2,131,414
This project is proposed as either a 2-lane or 4-lane divided curb and gutter road designed to major collector street standards. The Yorktowne Boulevard extension consist of two segments, the north and central segment. The central segment has been permitted and the funds for construction is already dedicated. This design of the north segment is required to complete the Yorktowne Blvd. connection between Hidden Lakes Dr. and Willow Run Blvd. Construction of the north section along with the central sections would redirect traffic and relieve congestion at the I-95/Dunlawton Ave. intersection and Williamson Boulevard, south of Willow Run Boulevard. (Consistent w/ Comp Plan: Transp. Objective 2.7, 2.9, 2.13 and 2.14)							
201015	Willow Run Boulevard Widening	-	200,000	1,125,000	-	-	1,325,000
Capital Projects (301)		-	200,000	-	-	-	200,000
TPO Funds		-	-	1,125,000	-	-	1,125,000
Total		-	200,000	1,125,000	-	-	1,325,000
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. A traffic circle or other improvements at the Willow Run/Yorktowne intersection will be considered as part of the design. (Consistent w/ Comp Plan: 2.7, 2.9, 2.13, and 2.14)							
PNC200	Dunlawton and Yorktowne Turn Lane Bundle	-	886,158	1,359,960	-	-	2,246,118
Capital Projects (301)		-	88,616	135,996	-	-	224,612
TPO Funds		-	797,542	1,223,964	-	-	2,021,506
Total		-	886,158	1,359,960	-	-	2,246,118
This project is a bundle of three previous separate projects (PNC020, IMI011, PNC018, PNC019) . This project consists of five turn lanes: 1) Westbound Dunlawton Ave. right turn lane at Nova Road; extension of existing left turn lanes westbound Dunlawton Ave. at Clyde Morris Boulevard and eastbound Dunlawton Ave. at Nova Road and a right-turn lane on southbound Yorktowne Boulevard at the intersection with Dunlawton Avenue and modification to the left-turn lane on northbound Yorktowne Boulevard at the intersection with Dunlawton Avenue. (Consistent w/ Comp Plan: Transp. Objective , 2.7, Policy 2.7.3)							
PNC024	Clyde Morris Turn Lane Bundle	217,446	441,000	5,125,054	-	-	5,783,500
Capital Projects (301)		20,275	36,000	117,225	-	-	173,500
TPO Funds		197,171	405,000	5,007,829	-	-	5,610,000
Total		217,446	441,000	5,125,054	-	-	5,783,500

CAPITAL IMPROVEMENTS ELEMENT

<u>THIS PROJECT IS PART OF A BUNDLE OF CLYDE MORRIS TURNLANES. (PNC021, PNC022, PNC023) 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. The project will add roadway capacity at the intersection and reduce delays for northbound vehicles turning right or through northbound traffic. Additional right-of-way is anticipated to be needed for this project. The City submitted the project for TPO funding in Spring 2019 and a feasibility study was completed in February 2020. Under current policy, the TPO will fund up to 90% of the project design, construction and CEI cost and the City will fund 10% of the project. The project is now on the TPO's Project Priority List and is eligible for funding if the City commits to support the design and construction phases based on the feasibility study. The City's local match will be funded with restricted Gas Tax funds (Fund 301). The cost estimate was updated in March 2022 based on inflation and current cost data. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)</u>							
New-002	<u>Widening of Madeline Avenue Between Clyde Morris Blvd & Nova Road</u>	-	<u>1,125,000</u>	-	-	-	<u>1,125,000</u>
Transportation Impact Fee (312)		-	<u>112,500</u>	-	-	-	<u>112,500</u>
TPO Funds		-	<u>1,012,500</u>	-	-	-	<u>1,012,500</u>
Total		-	<u>1,125,000</u>	-	-	-	<u>1,125,000</u>
The project consists of widening the current vehicle travel lanes on Madeline Avenue between Clyde Morris Boulevard and Nova Road. The proposed improvements are anticipated to be constructed within the existing right-of-way of Madeline Avenue; additional right-of-way is not anticipated to be required for this project. Removal of existing trees within the right-of-way may be required to accommodate the widening to improve driver safety, maintain sidewalks, LOS capacity, safety conditions, and long-term maintenance. The City submitted the project for TPO funding in Spring 2020. Under the 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. Once ranked by the TPO, a feasibility study will be conducted; upon completion, the project will be eligible for inclusion in the TPO program 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. (Consistent w/ Comp Plan: Transp. Obj. 2.7, 2.9, 2.13, and 2.14)							
001	<u>Madeline Avenue Eastbound & Westbound Turn Lane Improvement at Nova Road</u>	-	<u>155,800</u>	<u>640,800</u>	-	-	<u>796,600</u>
Capital Projects (301)		-	<u>15,580</u>	<u>64,080</u>	-	-	<u>79,660</u>
TPO Funds		-	<u>140,220</u>	<u>576,720</u>	-	-	<u>716,940</u>
Total		-	<u>155,800</u>	<u>640,800</u>	-	-	<u>796,600</u>
The project consists of widening the current vehicle travel lanes on Madeline Avenue between Clyde Morris Boulevard and Nova Road. The proposed improvements are anticipated to be constructed within the existing right-of-way of Madeline Avenue; additional right-of-way is not anticipated to be required for this project. Removal of existing trees within the right-of-way may be required to accommodate the widening to improve driver safety, maintain sidewalks, LOS capacity, safety conditions, and long-term maintenance. The City submitted the project for TPO funding in Spring 2020. Under the 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. Once ranked by the TPO, a feasibility study will be conducted; upon completion, the project will be eligible for inclusion in the TPO program 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. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)							
201859	<u>Taylor Rd./Williamson Blvd. Intersection Improvement</u>	-	-	<u>2,000,000</u>	<u>4,521,736</u>	-	<u>6,521,736</u>
Transportation Impact Fee (312)		-	-	<u>1,775,000</u>	<u>452,174</u>	-	<u>2,227,174</u>
TPO Funds		-	-	<u>225,000</u>	<u>4,069,562</u>	-	<u>4,294,562</u>
Total		-	-	<u>2,000,000</u>	<u>4,521,736</u>	-	<u>6,521,736</u>

A Feasibility Study was completed in April 2020. The Feasibility Study identified alternatives that provide 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 1-95. Under current policy, the TPO will fund up to 90% of the project and the City will fund 10% of the project. the TPO does not provide matching funds for land acquisition. Now that the study is completed, the projects identified by the feasibility study will be eligible for inclusion in the TPO's Project Priority List for design and construction funding. The current estimated cost for the improvement recommended in the Feasibility Study is \$4,137,135 and this cost does not include anticipated right-of-way needed for stormwater drainage at an anticipated 1.75 million dollars. The TPO does not provide matching funds for land or right-of-way acquisition. Staff plans to further discuss the recommendations in this Feasibility Study with FDOT to determine if these can be improvements completed by FOOT as they would add capacity, minimize delays to traffic, eliminate or reduce crashes, and improve sidewalks and crosswalks for pedestrians. The proposed improvements include Taylor Road at Williamson Boulevard: 1)Provide an additional southbound left turn lane (3rd turn lane) and 2)Modify the sidewalk and crosswalk on the north leg as shown to Improve pedestrian visibility. Taylor Road/Dunlawton Avenue at 1-95 SB Ramps: 1) Provide an additional southbound left turn lane, and 2) Remove the southbound channelized right turn lane and bring it under a signal, 3) Add a lane under the bridge in the westbound direction that will drop as outside westbound left turn lane at Taylor Road and Williamson Boulevard, and 4) Provide an eastbound right turn lane and remove the channelized right turn lane. Dunlawton Avenue at 1-95 NB Ramps: 1) Extend the existing storage lane for the westbound left turn to 1-95 SB on-ramp to help mitigate the lane imbalance issue along westbound Taylor Road, 2) Add an exclusive westbound right turn for 1-95 NB on-ramp with the current westbound outside lane being dropped as a right turn lane to 1-95 NB on-ramp. and 3) Provide sidewalk south of Taylor Road between east of Williamson Boulevard and east of 1-95 NB Ramps. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)

OMI037	Taylor Rd./Clyde Morris Blvd. Intersection Improvements						
		-	-	90,000	385,000	-	475,000
Transportation Impact Fee (312)		-	-	9,000	38,500	-	47,500
TPO Funds		-	-	81,000	346,500	-	427,500
Total		-	-	90,000	385,000	-	475,000

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. 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 City's local match will be funded with Transportation Impact Fee Fund 312. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3, Obj. 2.8)

PNC025	Spruce Creek Elem. School EB Taylor Rd. Right Turn Lane and Pedestrian Improvements						
		-	-	75,000	440,000	-	515,000
Capital Projects (301)		-	-	7,500	44,000	-	51,500
TPO Funds		-	-	67,500	396,000	-	463,500
Total		-	-	75,000	440,000	-	515,000

The project consists of a right turn lane on eastbound Taylor Rd. at the intersection with Spruce Creel Elementary School to improve safety, improve traffic flow, reduce delays for turning vehicles and through vehicles during school drop off and pick up. Additionally, pedestrian improvements and modifications to the left turn lane could also be accomplished with this project. The project will improve safety at the school, improve roadway capacity and reduce delays for eastbound and westbound vehicles. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)

PNC016	EB & WB Herbert St. Turn Lanes at Nova Rd						
		32,700	-	100,000	660,000	-	792,700
Capital Projects (301)		3,000	-	10,000	66,000	-	79,000
TPO Funds		29,700	-	90,000	594,000	-	713,700
Total		32,700	-	100,000	660,000	-	792,700

CAPITAL IMPROVEMENTS ELEMENT

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 but as of March 2022, this project has not been selected to receive funds for a feasibility study. The estimated design and construction cost of the project is \$760,000 but will be adjusted after the feasibility study is completed. Based on this estimated cost, the City's share would be \$78,000 including \$2,000 for feasibility study, \$10,000 for design, \$60,000 for construction, and \$6,000 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. (Consistent w/ Comp Plan: Transp. Objective 2.7, Policy 2.7.3)							
TOTAL - TRANSPORTATION		1,050,146	3,607,958	11,315,814	9,158,150	1,317,935	26,450,003
DRAINAGE							
DIP068	Halifax River Outfall Replacement	285,430	285,430	285,430	285,430	285,430	1,427,150
Stormwater Utility Capital Project Fund 413		285,430	285,430	285,430	285,430	285,430	1,427,150
Total		285,430	285,430	285,430	285,430	285,430	1,427,150
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 saltwater 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. (Consistent w/ Comp Plan: Drainage, Policy 1.2 through 1.4)							
DIP200	Southwinds Stormwater Pond Outfall Retrofit	-	-	100,000	-	-	100,000
Stormwater Utility Capital Project Fund 413		-	-	100,000	-	-	100,000
Total		-	-	100,000	-	-	100,000
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. (Consistent w/ Comp Plan: Drainage, Policy 1.2 through 1.4)							
DIP075	Pipe Repair and Replacement	350,000	350,000	350,000	350,000	350,000	1,750,000
Stormwater Utility Capital Project Fund 413		350,000	350,000	350,000	350,000	350,000	1,750,000
Total		350,000	350,000	350,000	350,000	350,000	1,750,000
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. (Consistent w/ Comp Plan: Drainage, Policy 1.2 through 1.4)							
DIP073	Storm Water Master Plan Phase II	250,000	1,500,000	1,500,000	1,500,000	1,500,000	6,250,000
Stormwater Utility Capital Project Fund 413		250,000	1,500,000	1,500,000	1,500,000	1,500,000	6,250,000
Total		250,000	1,500,000	1,500,000	1,500,000	1,500,000	6,250,000
The Stormwater Master plan 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 \$605,000.00. Phase 1 of the plan began in Fiscal Year 2016 at a cost of \$247,340.00. This phase only included the Eastern Basin and the vicinity of District I and IV. Phase 2 of the plan is anticipated to begin in Fiscal Year 2021 at a cost of \$200,00.00. (Consistent w/ Comp Plan: Drainage, Policy 1.2 through 1.4)							
DIP203	Delmar and Palmas Drive	150,000	-	-	-	-	150,000
Stormwater Utility Capital Project Fund 413		150,000	-	-	-	-	150,000
Total		150,000	-	-	-	-	150,000

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<u>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) is 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. (Consistent w/ Comp Plan: Drainage, Policy 1.2 through 1.4)</u>							
TOTAL - DRAINAGE		1,035,430	2,135,430	2,235,430	2,135,430	2,135,430	9,677,150
PARKS AND RECREATION							
QPC082	Recreational Educational Cultural Center (REC) Center Expansion	281,000	-	-	-	-	281,000
General Capital Replacement (317)		281,000	-	-	-	-	281,000
Total		281,000	-	-	-	-	281,000
<u>This project will provide for a re-purposing and expansion of a former gymnasium to a Recreational, Educational and Cultural Center that will include areas for classes, after school programs, community meetings, dance/exercise room and a youth activity room. New restrooms will be constructed, and the Center will provide for ADA access. This project will provide expanded recreational opportunities for the City. (Consistent w/ Comp Plan: ROSE, Obj. 1, Policy 1.2, Obj. 2, Policy 2.2)</u>							
QPC200	Coraci North	-	1,210,000	575,000	575,000	575,000	2,935,000
Grant Funding		-	1,210,000	575,000	575,000	575,000	2,935,000
Total		-	1,210,000	575,000	575,000	575,000	2,935,000
<u>This project involves the design and construction of a sports complex to include 3 baseball fields, 4 - 6 soccer / football fields, lighting, and support buildings. The project would encompass 100 acres with the construction of roadways, ponds, parking lots, playgrounds, and picnic areas as well as trails and open space. The project would be eligible for FRDAP and ECHO grants and provide availability for partnerships with other public groups and private donors. This project will provide expanded recreational opportunities for the City. (Consistent w/ Comp Plan: ROSE, Obj. 1, Policy 1.1, Obj. 2, Policy 2.1)</u>							
201795	West Side Community Center	-	630,000	-	5,250,000	-	5,880,000
Grant Funding - Unsecured		-	630,000	-	5,250,000	-	5,880,000
Total		-	630,000	-	5,250,000	-	5,880,000
<u>This project will provide for the construction of a 15,000 SF community center to include two gyms, community rooms, after school areas and offices. The center would be equipped with technology, office furniture and miscellaneous equipment. Proposed funding is from grants, bonds or possibly a community foundation. This project will provide expanded recreational opportunities for the City. (Consistent w/ Comp Plan: ROSE, Obj. 1, Policy 1.1, Obj. 2, Policy 2.2)</u>							
TOTAL - PARKS AND RECREATION		281,000	1,840,000	575,000	5,825,000	575,000	9,096,000
TOTAL - CAPITAL IMPROVEMENTS		6,166,576	13,383,388	17,076,244	27,868,580	7,128,365	71,623,153

Source: City of Port Orange, Department of Finance, Department of Community Development, ~~2021~~2022

CAPITAL IMPROVEMENTS ELEMENT

TABLE 2
TRANSPORTATION PROPORTIONATE FAIR-SHARE AGREEMENTS BY PROJECT

Developer	Development	Agreement Approval	Date of Contribution	Total
Project 1: Dunlawton / Taylor at I-95				
Intervest Construction, Inc	Waters Edge Phase 9A and 11	08/17/04	01/26/06	50,000
Centerline Homes (Prev. Olson Assoc 4/25/06)	Port Orange Landings Phase I	03/29/05	03/29/05	32,878
Tomoka Farms Dev, LLC (DR Horton)	Coquina Cove Phase I	04/19/05	04/19/05	104,242
Airport Pharmacy LLC (Charles Wayne)	Walgreens at Taylor Road	08/16/05	02/23/07	13,763
Villages of Royal Palm (Winston-James)	Royal Palm PUD, Phase III	11/15/05	11/15/05	54,797
D.R. Horton	Port Orange Plantation Phase II	11/15/05	11/15/05	32,878
Holiday Builders	Port Orange Landings, Phase II	03/21/06	09/27/07	41,034
Viscomi and Associates (Paytas Homes)	Pinnacle PUD, Phase II	06/27/06	09/22/06	106,791
D.R. Horton	Port Orange Plantation Phases III, IV, V	07/25/06	12/06/06	49,445
D.R. Horton	Villas of P.O. Plantation Phases I, II	09/26/06	12/06/06	62,953
Intervest Construction, Inc	Waters Edge Phase 9B	06/05/07	07/05/07	27,526
Quest Design Group	Crystal Lake Business Park	08/07/07	09/19/07	16,567
Floridian Bank	Floridian Bank	08/28/07	08/28/07	10,959
All Aboard Storage	Nova Depot	09/18/07	09/18/07	10,959
Shoppes at Southwinds LLC	Shoppes at Southwinds	10/08/07	10/08/07	8,156
Port Orange Properties, LC	Port Orange Properties	11/13/07	11/16/07	38,486
Halifax Veterinary Clinic	Halifax Veterinary Clinic	12/18/07	01/04/08	2,804
Continental 217 Fund, LLC	Westport Square - Kohls	01/15/08	01/15/08	175,351
Atlantic Coast, LLC	Atlantic Coast Office Building	04/16/08	04/16/08	2,804
Cruz Investment Group	Nova Bella Piazza	04/22/08	04/23/08	10,959
City of Port Orange	Port Orange Business Park	05/06/08	08/05/09	235,756
Port Orange Apartment Assoc.	Reserve at Crystal Lake	05/27/08	02/24/09	2,804
K E M Associates, LLC	Countryside Commercial	08/19/08	09/17/08	2,804
Sun Glow Construction Inc.	Summer Trees Plaza - Site "B"	01/27/09	05/02/09	2,804
Sun Glow Construction Inc.	National City Bank	01/27/09	01/27/09	8,156
Four Lanes, LLC	CVS Pharmacy #4112 (Altamira CVS)	04/15/10	04/15/10	8,156
US Foodservice, Inc.	US Foodservice Facility Expansion	06/22/10	06/22/10	13,763
The Pavilion at Port Orange, LLC	Pavilion at Port Orange	08/19/09	09/30/09	500,000
Four Lanes, LLC	Altamira Shopping Center	01/24/12	Deferred	312,472
Dunlawton Yorktowne, LLC	Dunlawton-Yorktowne Shopping Center	01/24/12	Deferred	134,317
Ferber Construction Mgmt, LLC	Gateway Center Lot 6A – Multi-Tenant Retail	02/28/12	02/28/12	43,838
Total - Approved Contribution Amounts for Project 1				\$ 2,118,222
Project 2: Dunlawton / Clyde Morris				
D.R. Horton	Port Orange Plantation Phase II	11/15/05	11/15/05	19,788
Villages of Royal Palm (Winston-James)	Royal Palm PUD, Phase III	11/15/05	11/15/05	29,681
Holiday Builders	Port Orange Landings, Phase II	03/21/06	09/27/07	74,204
Viscomi and Associates (Paytas Homes)	Pinnacle PUD, Phase II	06/27/06	09/22/06	39,575
D.R. Horton	Port Orange Plantation Phases III, IV, V	07/25/06	12/06/06	34,628
Linen Group	Nova Oaks	09/26/06	09/26/06	9,894
D.R. Horton	Villas of P.O. Plantation Phases I, II	09/26/06	12/06/06	34,628
Intervest Construction, Inc	Waters Edge Phase 9B	06/05/07	07/05/07	14,841
Quest Design Group	Crystal Lake Business Park	08/07/07	09/19/07	9,894
Floridian Bank	Floridian Bank	08/28/07	08/28/07	54,416

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Developer	Development	Agreement Approval	Date of Contribution	Total
All Aboard Storage	Nova Depot	09/18/07	09/18/07	9,894
Shoppes at Southwinds LLC	Shoppes at Southwinds	10/08/07	10/08/07	9,894
Port Orange Properties, LC	Port Orange Properties	11/13/07	11/16/07	29,681
Halifax Veterinary Clinic	Halifax Veterinary Clinic	12/18/07	01/04/08	4,947
CBL	Pavillion at Port Orange	12/18/07	01/08/08	317,447
Continental 217 Fund, LLC	Westport Square - Kohls	01/15/08	1/15/2008	34,628
Atlantic Coast, LLC	Atlantic Coast Office Building	04/16/08	04/16/08	9,894
Cruz Investment Group	Nova Bella Piazza	04/22/08	04/23/08	9,894
City of Port Orange	Port Orange Business Park	05/06/08	08/05/09	29,681
Port Orange Apartment Assoc.	Reserve at Crystal Lake	05/27/08	02/24/09	14,841
The Animal, LLC	Ravenwood Veterinary Clinic	08/18/08	09/05/08	4,947
K E M Associates, LLC	Countryside Commercial	08/19/08	09/17/08	4,947
ABC Liquors, Inc.	ABC Liquor Store and Bank	05/19/09	05/27/09	9,894
LaCour & Company (Southwind Villas)	Dollar General Store	01/19/10	01/19/10	4,947
Four Lanes, LLC	CVS Pharmacy #4112 (Altamira CVS)	04/15/10	04/15/10	29,681
Houligan's Port Orange, LLC	Houligan's Restaurant & Office Bldg.	06/03/10	06/03/10	4,947
Four Lanes, LLC	Altamira Shopping Center	01/24/12	04/15/12	59,363
Dunlawton Yorktowne, LLC	Dunlawton-Yorktowne Shopping Center	01/24/12	06/21/12	24,735
Total - Approved Contribution Amounts for Project 2				\$ 935,811
Project 3: Town West / Williamson Signalization				
D.R. Horton	Port Orange Plantation Phase II	11/15/05	11/15/05	82,994
D. R. Horton Refund	Port Orange Plantation Phase II	11/15/05	12/21/17	(9,969)
Villages of Royal Palm (Winston-James)	Royal Palm PUD, Phase III	11/15/05	11/15/05	66,736
Villages of Royal Palm (Winston-James) Refund	Royal Palm PUD, Phase III	11/15/05	09/27/17	(8,015)
D.R. Horton	Port Orange Plantation Phases III, IV, V	07/25/06	12/06/06	80,770
D. R. Horton Refund	Port Orange Plantation Phases III, IV, V	07/25/06	10/23/17	(9,702)
D.R. Horton	Villas of P.O. Plantation Phases I, II	09/26/06	12/06/06	76,064
D. R. Horton Refund	Villas of P.O. Plantation Phases I, II	09/26/06	10/23/17	(9,137)
Port Orange Properties, LLC	Port Orange Properties	11/13/07	11/16/07	5,813
Port Orange Properties, LLC (additional Payment)	Port Orange Properties	11/13/07	09/30/16	8,792
Port Orange Properties, LLC (City Council Approved Write Off of Additional Payment)	Port Orange Properties	11/13/07	09/28/18	(8,792)
CBL	Pavillion at Port Orange	12/18/07	01/08/08	162,657
Continental 217 Fund, LLC	Westport Square - Kohls	01/15/08	01/15/08	24,957
Continental 217 Fund, LLC – (Refund Issued)	Westport Square - Kohls	01/15/08	12/20/12	(17,467)
Continental 217 Fund, LLC (additional payment)	Westport Square - Kohls	01/15/08	09/30/16	11,331
Continental 217 Fund, LLC (City Council Approved Write Off of Additional Payment)	Westport Square - Kohls	01/15/08	09/28/18	(11,331)
Total - Approved Contribution Amounts for Project 3				\$445,701
Project 4: Summertrees Road Extension				
Villages of Royal Palm (Winston-James)	Royal Palm PUD, Phase III	11/15/05	11/15/05	65,896
Holiday Builders	Port Orange Landings, Phase II	03/21/06	09/27/07	18,287
Viscomi and Associates (Paytas Homes)	Pinnacle PUD, Phase II	06/27/06	09/22/06	84,183
D.R. Horton	Port Orange Plantation Phases III, IV, V	07/25/06	12/06/06	47,609

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Developer	Development	Agreement Approval	Date of Contribution	Total
D.R. Horton	Villas of P.O. Plantation Phases I, II	09/26/06	12/06/06	40,358
Intervest Construction, Inc	Waters Edge Phase 9B	06/05/07	07/05/07	22,071
All Aboard Storage	Nova Depot	09/18/07	09/18/07	7,252
Shoppes at Southwinds LLC	Shoppes at Southwinds	10/08/07	10/08/07	7,252
Port Orange Properties, LC	Port Orange Properties	11/13/07	11/16/07	47,609
Halifax Veterinary Clinic	Halifax Veterinary Clinic	12/18/07	01/04/08	3,784
CBL	Pavillion at Port Orange	12/18/07	01/08/08	889,220
Continental 217 Fund, LLC	Westport Square - Kohls	01/15/08	01/15/08	172,466
Atlantic Coast, LLC	Atlantic Coast Office Building	04/16/08	04/16/08	3,784
City of Port Orange	Port Orange Business Park	05/06/08	08/05/09	168,682
Port Orange Apartment Assoc.	Reserve at Crystal Lake	05/27/08	02/24/09	7,252
K E M Associates, LLC	Countryside Commercial	08/19/08	09/17/08	7,252
Sun Glow Construction Inc.	Summer Trees Plaza - Site "B"	01/27/09	05/02/09	11,035
Sun Glow Construction Inc.	National City Bank	01/27/09	01/27/09	36,574
Four Lanes, LLC	CVS Pharmacy #4112 (Altamira CVS)	04/15/10	04/15/10	11,035
US Foodservice, Inc.	US Foodservice Facility Expansion	06/22/10	06/22/10	29,322
Four Lanes, LLC	Altamira Shopping Center	01/24/12	04/15/12	102,786
Dunlawton Yorktowne, LLC	Dunlawton-Yorktowne Shopping Center	01/24/12	06/21/12	44,142
Ferber Construction Mgmt, LLC	Gateway Center Lot 6A – Multi-Tenant Retail	02/28/12	02/28/12	11,036
Intervest Construction, Inc	Water's Edge Phase XII	06/05/07	08/30/13	91,751
LIV Development	Whitepalm Apartments	02/26/13	03/18/13	47,610
Edge Cove LLC	Westport Reserve Subdivision PH 2	08/16/16	08/19/16	3,784
Edge Cove LLC	Sanctuary at Westport PH 2A	06/21/16	06/23/16	14,665
Westport Reserve LLC	Westport Reserve Subdivision-PH 3	12/12/17	12/18/17	14,819
Westport Reserve LLC	Westport Reserve Subdivision-PH 4	12/12/17	12/18/17	7,252
2017 Yorktown Port Orange LLC	Port Orange Gateway Center Lot 3A	03/20/18	03/26/18	11,036
Acorn Ministorage of Brevard	Acorn Mini-Storage	05/01/18	09/17/18	18,288
Z Development Services	Arby's Site Plan	08/21/18	08/28/18	3,784
Autozone Stores LLC	AutoZone	12/18/18	12/28/18	51,393
Continental 425 Fund LLC	Springs Apartments	12/04/18	03/13/19	106,254
Memorial Health Systems Inc	Advent Health Medical Center	5/5/2020	8/12/20	164,979
Central Parc at Oakwater	Central Parc at Oakwater	11/05/19	12/09/19	87,989
NX Port Orange Owner LLC	Palms at Ashtopn Lakes ALF & Commercial Development	02/14/20	02/14/20	43,994
Noon Development of Florida LLC	Halifax Health Port Orange (Springs Lot 3)	12/15/20	12/29/20	58,659
Memorial Health Systems Inc	Advent Health MOB	04/06/21	04/13/21	21,998
N&T Enterprises, LLC	Paytas Office Building	08/27/20	12/28/20	3,666
<u>Crane Lakes Depot, LLC</u>	<u>Crane Lakes Depot</u>	<u>12/15/21</u>	<u>12/22/21</u>	<u>65,896</u>
<u>Woodhaven, LLC</u>	<u>Woodhaven Phase II</u>	<u>10/25/21</u>	<u>10/29/21</u>	<u>130,704</u>
<u>HPI Self Storage Port Orange, LLC</u>	<u>Port Orange Neighborhood Storage</u>	<u>02/17/22</u>	<u>04/19/22</u>	<u>18,331</u>
<u>Town West Senior Living Partners, LTD</u>	<u>Town West Senior Living</u>	<u>5/11/22</u>	<u>6/29/22</u>	<u>21,997</u>
<u>Health Care 4, LLC</u>	<u>New Port Lot 4 -Conviva</u>	<u>06/07/22</u>	<u>06/08/22</u>	<u>3,666</u>
<u>Stor-It Self Storage Port Orange, LLC</u>	<u>Stor-It</u>	<u>06/07/22</u>	<u>06/08/22</u>	<u>14,665</u>
<u>Southern Hospitality Management & Development, INC</u>	<u>Woodspring Suites</u>	<u>03/01/22</u>	<u>04/22/22</u>	<u>7,251</u>
Total - Approved Contribution Amounts for Project 4				\$2,590,808 2,853,318
Project 5: Devon / Taylor Road Signalization				
Coventry Partners LLC	Kings Landing – PH 1	12/05/17	12/20/17	3,653
N&T Enterprises, LLC	Paytas Office Building	08/27/20	12/28/20	176

CAPITAL IMPROVEMENTS ELEMENT

Developer	Development	Agreement Approval	Date of Contribution	Total
<u>Southern Hospitality Management & Development, INC</u>	<u>Woodspring Suites</u>	<u>03/01/22</u>	<u>04/22/22</u>	<u>232</u>
Total - Approved Contribution Amounts for Project 5				<u>\$3,829,061</u>
Project 6: Yorktowne Boulevard Extension				
Westport Reserve LLC	Westport Reserve Subdivision-PH 3	12/12/17	12/18/17	117,795
Westport Reserve LLC	Westport Reserve Subdivision-PH 4	12/12/17	12/18/17	77,363
2017 Yorktown Port Orange LLC	Port Orange Gateway Center Lot 3A	03/20/18	03/26/18	17,741
Acorn Ministorage of Brevard	Acorn Mini-Storage	05/01/18	09/17/18	16,968
Z Development Services	Arby's Site Plan	08/21/18	08/28/18	1,580
Edengate Development	Eden (formerly Lazul) at Crysal Lake	12/04/18	09/05/19	27,825
Autozone Stores LLC	AutoZone	12/18/18	12/28/18	33,704
POA Development LLC	New Port Apartments	11/05/19	11/13/19	240,354
Central Parc at Oakwater	Central Parc at Oakwater	11/05/19	12/09/19	30,916
NX Port Orange Owner LLC	Palms at Ashton Lakes ALF & Commercial Development	02/14/20	02/14/20	72,984
N&T Enterprises, LLC	Paytas Office Building	08/27/20	12/28/20	5,773
<u>Health Care 4, LLC</u>	<u>New Port Lot 4 - Conviva</u>	<u>06/07/22</u>	<u>06/08/22</u>	<u>82,922</u>
Total - Approved Contribution Amounts for Project 6				<u>\$643,003</u> <u>725,925</u>
Grand Total - All Projects				<u>\$6,737,375</u> <u>7,083,039</u>

Notes: Initial funding for above transportation concurrency projects was appropriated during previous or current fiscal years.

Total contributions received through fair share agreements through 9/30/~~21~~22. Total contributions include actual project costs for projects 1, 2, 3 and 4 which have been completed. Total contributions, on projects 5 and 6, include estimated project costs and contingency funding for potential cost overruns.

SOURCE: City of Port Orange, Department of Finance, Department of Community Development, ~~2021~~2022

CAPITAL IMPROVEMENTS ELEMENT

TABLE 3
SUMMARY OF CAPITAL IMPROVEMENTS

Facility Type	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
Water	2,100,000	—4,025,000	—2,350,000	—900,000	1,000,000	—1,050,000	—11,425,000
Sanitary Sewer	4,650,000	—4,350,000	—4,250,000	—4,250,000	4,300,000	—550,000	—22,350,000
Water & Sewer	—	—50,000	—50,000	—50,000	—50,000	—50,000	—250,000
Drainage	—720,000	—1,565,830	—1,315,830	—635,430	—635,430	—635,430	—5,507,950
Transportation	1,563,868	—7,070,821	—7,330,914	—5,225,000	—800,000	—800,000	—22,790,603
Parks & Recreation	281,000	—3,555,000	—4,120,000	—1,150,000	—575,000	—1,150,000	—10,831,000
Total Capital Improvements	9,314,868	—20,616,651	—19,416,744	12,210,430	7,360,430	—4,235,430	—73,154,553

Facility Type	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
Water	750,000	2,350,000	1,700,000	2,400,000	1,750,000	8,950,000
Sanitary Sewer	3,050,000	3,450,000	1,250,000	8,300,000	1,300,000	17,350,000
Water & Sewer	—	—	—	50,000	50,000	100,000
Stormwater	1,035,430	2,135,430	2,235,430	2,135,430	2,135,430	9,677,150
Transportation	1,050,146	3,607,958	11,315,814	9,158,150	1,317,935	26,450,003
Parks and Recreation	281,000	1,840,000	575,000	5,825,000	575,000	9,096,000
Total Capital Improvements	6,166,576	13,383,388	17,076,244	27,868,580	7,128,365	71,623,153

TABLE 4
SUMMARY SCHEDULE OF COMMITTED AND PLANNED FUNDS

Fund	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
Capital Projects (301)	—855,262	—1,807,982	—1,089,498	—976,000	—800,000	—800,000	6,328,742
Transportation Impact Fee (312)	—15,000	—99,500	—507,174	—112,500	—	—	—734,174
General Capital Rplmnt Fund (317)	—281,000	—3,157,020	—	—	—	—	3,438,020
Water/Sewer Operating (401)	—2,150,000	—1,075,000	—4,100,000	1,150,000	1,150,000	—450,000	10,075,000
Water/Sewer R&R (403)	—1,200,000	—4,250,000	—950,000	950,000	1,100,000	1,100,000	9,550,000
Water/Sewer Impact (405)	—400,000	—2,100,000	—1,600,000	2,100,000	1,600,000	—100,000	7,900,000
Drainage Construct/Operating (412)	—720,000	—1,315,830	—1,315,830	—635,430	—635,430	—635,430	5,257,950
Recreation Impact Fee (611)	—	—	—	—	—	—	—
Proportionate Fair Share/ Other / Grant	—	—4,555,000	—4,120,000	2,150,000	2,075,000	1,150,000	14,050,000
TPO Funds	—578,356	—3,127,339	—8,295,043	2,596,500	—	—	14,597,238
Developer Fairshare Contr. (Planned)	—150,250	—963,980	—2,410,935	2,200,000	—	—	5,725,165
American Rescue Plan Act	—5,000,000	—1,750,000	—1,500,000	—1,500,000	—	—	—9,750,000
Total Committed and Planned Funds	11,349,868	24,201,651	25,888,480	14,370,430	7,360,430	4,235,430	87,406,289

Fund	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
Capital Projects (301)	823,275	1,140,196	1,134,801	910,000	800,000	4,808,272
Transportation Impact Fee (312)	—	112,500	1,784,000	490,674	—	2,387,174

CAPITAL IMPROVEMENTS ELEMENT

General Capital Fund (317)	<u>281,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>281,000</u>
Water/Sewer Operating (401)	<u>2,650,000</u>	<u>3,250,000</u>	<u>1,050,000</u>	<u>1,050,000</u>	<u>1,100,000</u>	<u>9,100,000</u>
Water/Sewer R&R (403)	<u>1,000,000</u>	<u>950,000</u>	<u>950,000</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>4,900,000</u>
Water/Sewer Impact Fee (405)	<u>150,000</u>	<u>1,600,000</u>	<u>950,000</u>	<u>2,700,000</u>	<u>1,000,000</u>	<u>6,400,000</u>
Stormwater Utility (413)	<u>1,035,430</u>	<u>2,135,430</u>	<u>2,235,430</u>	<u>2,135,430</u>	<u>2,135,430</u>	<u>9,677,150</u>
Recreation Impact Fee (611)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Proportionate Fair Share / Other / Grant	<u>-</u>	<u>1,840,000</u>	<u>575,000</u>	<u>12,045,000</u>	<u>1,092,935</u>	<u>15,552,935</u>
TPO Funds	<u>226,871</u>	<u>2,355,262</u>	<u>8,397,013</u>	<u>5,406,062</u>	<u>-</u>	<u>16,385,208</u>
ARPA	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Developer Fairshare Contr. (Planned)	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,131,414</u>	<u>-</u>	<u>2,131,414</u>
Total Committed and Planned Funds	<u>6,166,576</u>	<u>13,383,388</u>	<u>17,076,244</u>	<u>27,868,580</u>	<u>7,128,365</u>	<u>71,623,153</u>

SOURCE (For Tables 3 and 4): City of Port Orange, Department of Finance, 2021

Table 5 identifies transportation improvements included in the first five years of the applicable Transportation Planning Organization's (TPO) adopted Transportation Improvement Program (TIP), to the extent that such improvements are relied upon to ensure concurrency and financial feasibility.

TABLE 5
TPO TRANSPORTATION IMPROVEMENT PLAN*

~~*There are no concurrency related improvements in the 2021/22 – 2025/26 TPO TIP.~~

Project Name	Work Summary	Agency	2022/23	2023/24	2024/25	2025/26	2026/27	Total
<u>Dunlawton Ave. Turn Lanes Various Locations</u>	<u>Intersection improvements at various intersections along Dunlawton Ave.</u>	<u>City of Port Orange</u>	<u>\$610,050</u>	<u>=</u>	<u>\$290,940</u>	<u>=</u>	<u>\$4,728,567</u>	<u>\$5,629,557</u>

SOURCE: TPO TIP FY ~~2021/22 – 2025/26~~2022/23 – 2023/27; City of Port Orange, Department of Community Development, ~~2021~~2022

Table 6 identifies public school facilities improvements included in the first five years of the ~~2021/22~~2022/23 – ~~2025 – 26~~2023/27 Volusia County School District Work Program.

CAPITAL IMPROVEMENTS ELEMENT

Table 6
VOLUSIA COUNTY SCHOOL DISTRICT FIVE-YEAR WORK PROGRAM

	Budget 2021-2022	Forecast 2022-2023	Forecast 2023-2024	Forecast 2024-2025	Forecast 2025-2026
Major Projects - New Construction					
New Smyrna Beach Mid - HVAC, Ceiling, Lighting and Flooring Campus Wide	500,000	-	-	-	-
Ortona and Osceola Elm - Master Plan	2,000,000	-	-	-	-
Woodward Elm - Renovations and Addition	19,000,000	1,750,000	-	-	-
Turle T. Small Elm - Master Plan	24,000,000	2,000,000	-	-	-
Tomoka Elm - Master Plan	2,000,000	26,000,000	2,000,000	-	-
Starke Elm - Renovations and Classroom Addition	1,550,000	10,500,000	1,000,000	-	-
Orange City Elm - Renovations and Classroom Addition	1,500,000	17,000,000	1,200,000	-	-
Spruce Creek HS - Classroom Addition and Auditorium Remodeling	1,200,000	10,000,000	5,000,000	1,200,000	-
Port Orange Elm - Renovations	-	500,000	5,000,000	500,000	-
McInnis Elm - Renovations and Administration Addition	-	650,000	6,500,000	500,000	-
Read-Patillo Elm - Remodeling	-	-	700,000	7,000,000	500,000
Enterprise Elm - Remodeling	-	-	800,000	8,000,000	500,000
Silver Sands Mid - Classroom Addition and Remodeling	-	-	1,500,000	12,000,000	750,000
Ormond Beach Elm - Renovations	-	-	-	500,000	5,000,000
New Smyrna Beach Mid - Classroom Addition	-	-	1,500,000	10,000,000	750,000
Citrus Grove Elm - Classroom Addition	-	-	-	750,000	8,500,000
Timbercrest Elm - Classroom Addition	-	-	-	750,000	8,500,000
Pineridge HS - Classroom Addition	-	-	-	-	1,000,000
Creekside Mid - Classroom Addition	-	-	-	-	750,000
Total Major Projects - New Construction	51,750,000	68,400,000	25,200,000	41,200,000	26,250,000
Projects at Existing Schools and Facilities					
Atlantic HS - Upgrade HVAC Ceiling and Lighting Bldgs. 9 and 10	2,200,000	-	-	-	-
Atlantic HS - Replace Generator Bldg. 1	475,000	-	-	-	-
Brewster Center - Interior Renovations	-	-	-	3,000,000	-
Campbell Mid - Upgrade HVAC Bldgs. 3 and 7	-	1,800,000	-	-	-
Creekside Mid - Upgrade HVAC Bldg. 4	2,200,000	-	-	-	-
DeBary Elm - Resurface Bus Loop and Parking	-	350,000	-	-	-
DeBary Elm - Upgrade HVAC, Ceiling and Lighting Bldgs. 1 and 4	-	3,100,000	-	-	-
DeLand HS - Upgrade HVAC Bldgs. 14 and 15	-	1,900,000	-	-	-
DeLand HS - Replace Cafeteria Chiller	-	800,000	-	-	-
DeLand HS - Replace Culinary Lab Flooring	85,000	-	-	-	-
DeLand Mid - Campus Wide VAV Insulation	150,000	-	-	-	-
DeLand Warehouse - Leases	109,304	-	-	-	-
Deltona HS - Upgrade CEP	-	1,200,000	-	-	-
Deltona HS - Upgrade Stage Lighting	-	100,000	-	-	-
Deltona HS - Parking Lot Tree Removal and Lighting Upgrade	600,000	-	-	-	-
Deltona Lakes Elm - Upgrade HVAC, Ceiling and Lighting Bldgs. 1 - 2	1,400,000	-	-	-	-
Deltona Transportation - Site Improvements	1,500,000	-	-	-	-
Enterprise Elm - Upgrade HVAC, Ceiling and Lighting Bldg. 3	-	2,250,000	-	-	-
Facilities Services - Garbage Truck Wash Station	400,000	-	-	-	-
Forest Lake Elm - Replace OAU and Duct Work	1,500,000	-	-	-	-
Friendship Elm - Replace Intercom	-	300,000	-	-	-
Freedom Elm - Upgrade Parking Lot Lighting	-	250,000	-	-	-
Galaxy Mid - Upgrade Door Hardware	700,000	-	-	-	-
Heritage Mid - Replace Roof Campus Wide	-	200,000	-	-	-
Heritage Mid - Upgrade HVAC, Ceiling and Lighting Bldg. 3 and Chiller	-	-	2,750,000	-	-
Hinson Mid - CEP and Bldgs. 2 and 10 HVAC Upgrade	1,300,000	-	-	-	-
Hinson Mid - Replace Gutters and Downspouts	500,000	-	-	-	-
Hinson Mid - Upgrade HVAC and Lighting Bldgs. 7 and 9	-	2,600,000	-	-	-
Hinson Mid - Upgrade Parking Lot Lighting	-	250,000	-	-	-
Holly Hill School - Replace Switchgear Bldg. 6	-	300,000	-	-	-
Indian River Elm - Door Replacement Bldgs. 1 and 4	500,000	-	-	-	-
Indian River Elm - Upgrade HVAC, Ceiling and Lighting Bldgs. 2 - 4	-	2,000,000	-	-	-
Mainland HS - Upgrade Chiller Plant	175,000	-	-	-	-
Mainland HS - Upgrade Site Lighting	-	625,000	-	-	-
McInnis Elm - Potable Water and Sanitary Sewer	100,000	100,000	100,000	350,000	100,000
McInnis Elm - Upgrade Site Lighting	-	250,000	-	-	-
New Smyrna Beach HS - Replace Intercom	-	400,000	-	-	-
New Smyrna Beach HS - Upgrade BAS System Bldgs 6 - 8	-	1,150,000	-	-	-
New Smyrna Beach Mid - New Parent Loop and Parking	1,200,000	-	-	-	-

CAPITAL IMPROVEMENTS ELEMENT

	Budget 2021-2022	Forecast 2022-2023	Forecast 2023-2024	Forecast 2024-2025	Forecast 2025-2026
Ormond Beach Elm - Reroof Bldg. 1	105,000	-	-	-	-
Palm Terrace Elm - Replace Fire Alarm	750,000	-	-	-	-
Palm Terrace Elm - Replace Roof	1,800,000	-	-	-	-
Pathways Elm - Replace Fire Alarm	-	750,000	-	-	-
Pine Ridge HS - Upgrade HVAC, Ceiling and Lighting Bldg. 3	2,000,000	-	-	-	-
Pine Trail Elm - Intercom Replacement	-	150,000	-	-	-
Pine Trail Elm - Replace Gutter and Downspouts	230,000	-	-	-	-
Port Orange Elm - Renovate Reception	-	130,000	-	-	-
Port Orange Elm - Remodel Clinic and Office Toilet Rooms	-	150,000	-	-	-
Port Orange Elm - Parking Area	-	100,000	-	-	-
Portables - Lease	100,000	100,000	100,000	100,000	100,000
Portables - Moves & Compliance	400,000	400,000	400,000	400,000	400,000
Pride Elm - Replace Shelter Generators	1,100,000	-	-	-	-
RJ Longstreet Elm - Upgrade Lighting at Parking Lot and Canopy	-	250,000	-	-	-
Seabreeze HS - Intercom Replacement	250,000	-	-	-	-
Seabreeze HS - Upgrade HVAC Bldgs. 8 and 9	2,900,000	-	-	-	-
Silver Sands Mid - Replace Switchgear Bldg. 12	-	300,000	-	-	-
Southwestern Mid - Replace 250 Ton Chiller	-	700,000	-	-	-
Starke Elm - Replace South Canopy Bldg. 2	310,000	-	-	-	-
Sugar Mill Elm - Intercom Replacement	-	250,000	-	-	-
Sunrise Elm - Drainage Between Buildings	660,000	-	-	-	-
Sunrise Elm - Upgrade OAU and Chiller Bldgs. 1 - 4	-	-	1,300,000	-	-
T. Dewitt Taylor Mid-HS - Replace Football Field Lighting	-	800,000	-	-	-
Timbercrest Elm - Replace Loop Boiler	40,000	-	-	-	-
Tomoka Elm - Upgrade HVAC Bldgs. 1, 9 - 11	-	1,800,000	-	-	-
University HS - Upgrade AHU Sensors, Dampers and Duct Heaters	-	950,000	-	-	-
University HS - Renovate Cupola	250,000	-	-	-	-
Westside Elm - Replace Doors and Hardware Bldg. 1	-	350,000	-	-	-
Various Schools - Infrastructure for Technology	250,000	250,000	250,000	250,000	250,000
Various Schools - Minor Projects	3,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Various Schools - Pavilions	555,000	350,000	350,000	350,000	350,000
Various Schools - Playgrounds	270,000	300,000	300,000	300,000	300,000
Various Schools - Security	1,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Various Schools - HS School Athletics	800,000	2,000,000	3,000,000	3,000,000	3,000,000
Total Projects at Existing Schools and Facilities	31,864,304	36,005,000	14,550,000	13,750,000	10,500,000
Facilities Management					
Facilities Management - Various Projects	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000
Total Facilities Management	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000
Technology					
Network, EDP & Communications Equipment	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
Total Technology	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
System Wide Equipment and Vehicles					
Various Schools & Departments Vehicles	500,000	500,000	500,000	500,000	500,000
Various Schools & Departments Furniture & Equipment	500,000	1,000,000	1,000,000	1,000,000	1,000,000
Total System Wide Equipment and Vehicles	1,000,000	1,500,000	1,500,000	1,500,000	1,500,000
Buses					
Transportation Dept - Bus Replacement	2,295,160	2,386,960	2,386,960	2,386,960	2,386,960
Total Buses	2,295,160	2,386,960	2,386,960	2,386,960	2,386,960
PROJECT TOTALS	\$ 98,709,464	\$ 120,091,960	\$ 55,436,960	\$ 70,636,960	\$ 52,436,960
Transfers					
Transfers - To General Fund	9,465,133	7,579,258	5,722,766	5,515,160	5,515,160
Transfers - To Debt Service	49,337,438	48,951,525	48,953,625	36,057,388	36,053,663
Total Transfers	58,802,571	56,530,783	54,676,391	41,572,548	41,568,823
GRAND TOTAL	\$ 157,512,035	\$ 176,622,743	\$ 110,113,351	\$ 112,209,508	\$ 94,005,783

CAPITAL IMPROVEMENTS ELEMENT

	Budget 2022-2023	Forecast 2023-2024	Forecast 2024-2025	Forecast 2025-2026	Forecast 2026-2027
Major Projects - New Construction					
Woodward Elm - Renovations and Addition	1,750,000	-	-	-	-
Tucie T. Small Elm - Master Plan	16,000,000	-	-	-	-
Tomoka Elm - Master Plan	35,000,000	2,000,000	-	-	-
Starke Elm - Renovations and Classroom Addition	16,500,000	1,000,000	-	-	-
Orange City Elm - Renovations and Classroom Addition	28,300,000	1,200,000	-	-	-
Spruce Creek HS - Classroom Addition and Auditorium Remodeling	-	10,000,000	5,000,000	1,200,000	-
Enterprise Elm - Master Plan	2,000,000	18,000,000	2,000,000	-	-
McInnis Elm - Renovations and Administration Addition	650,000	6,500,000	500,000	-	-
Spruce Creek Elm - Campuswide HVAC and Lighting	-	1,200,000	12,200,000	-	-
Tucie T. Small Elm - Joint Venture	-	1,500,000	5,000,000	500,000	-
Avalon Park	-	-	3,000,000	65,000,000	3,000,000
Timbercrest Elm - Classroom Addition	-	700,000	7,000,000	500,000	-
Citrus Grove Elm - Classroom Addition	-	800,000	8,000,000	500,000	-
Silver Sands Mid - Classroom Addition and Remodeling	-	1,500,000	12,000,000	750,000	-
Ormond Beach Elm - Renovations	-	-	500,000	5,000,000	-
Creekside Mid - Classroom Addition	-	750,000	8,500,000	750,000	-
Port Orange Elm - Renovations	-	-	750,000	8,500,000	-
Read-Patullo Elm - Remodeling	-	-	750,000	8,500,000	-
Pineledge HS - Classroom Addition	-	-	-	1,000,000	-
New Smyrna Beach Mid - Classroom Addition	-	-	-	1,500,000	10,000,000
Total Major Projects - New Construction	100,200,000	45,150,000	65,200,000	93,700,000	13,000,000
Projects at Existing Schools and Facilities					
Atlantic HS - Install Grandstands	150,000	-	-	-	-
Atlantic HS - Pressbox Concession	300,000	-	-	-	-
Atlantic HS - Repair Exterior Doors	-	-	306,000	-	-
Atlantic HS - Upgrade Auditorium Seating and Flooring	792,000	-	-	-	-
Blue Lake Elm - Resurface Basketball Court	100,000	-	-	-	-
Brewster Center - Interior Renovations	-	-	3,000,000	-	-
Brewster Center - Repair Wood Floor Joists	-	117,600	-	-	-
Brewster Center - Replace First and Second Floor Outside Air Units	464,445	-	-	-	-
Brewster Center - Replace Generator, Upgrade Main Electrical Distribution	-	2,000,000	-	-	-
Campbell Mid - Generator Replacement	-	225,000	-	-	-
Campbell Mid - Repair Security Gates	78,000	-	-	-	-
Campbell Mid - Upgrade HVAC Bldgs. 1 and 2	-	-	-	1,129,086	-
Campbell Mid - Upgrade HVAC Bldgs. 3 and 7	2,219,661	-	-	-	-
Campbell Mid - Upgrade HVAC Bldgs. 5 and 9	-	-	1,817,016	-	-
Campbell Mid - Upgrade HVAC Bldgs. 8 and 10	-	518,906	-	-	-
Chisholm Elm - Perimeter Fencing	115,000	-	-	-	-
DeBary Elm - Upgrade HVAC, Ceiling and Lighting Bldgs 1 and 4	-	3,777,026	-	-	-
DeBary Elm - Resurface Bus Loop and Parking	350,000	-	-	-	-
DeLand HS - Replace Cafeteria Chiller	941,512	-	-	-	-
DeLand HS - Replace Site Generator	528,000	-	-	-	-
DeLand HS - Softball Field Lighting	-	660,000	-	-	-
DeLand HS - Upgrade HVAC Bldgs 14 and 15	-	3,022,390	-	-	-
Deltona HS - Rebuild Chillers, Cooling Tower and Piping	-	2,400,000	-	-	-
Deltona HS - Relocate and Replace Shelter Generator	1,400,000	-	-	-	-
Deltona HS - Repair Building Cracks Campus Wide	1,500,000	-	-	-	-
Deltona HS - Upgrade Stage Lighting	100,000	-	-	-	-
Deltona Lakes Elm - Upgrade HVAC, Ceiling and Lighting Bldgs. 3 and 4	1,759,583	-	-	-	-
Deltona Transportation - Site Improvements	-	2,000,000	-	-	-
Forest Lake Elm - Resurface Basketball Court	100,000	-	-	-	-
Freedom Elm - Upgrade Parking Lot Lighting	250,000	-	-	-	-
Friendship Elm - Replace Intercom	483,000	-	-	-	-
Galaxy Mid - Replace 50 KW Kitchen Generator	200,000	-	-	-	-
Galaxy Mid - Replace Gymnasium Bleachers	400,000	-	-	-	-
Galaxy Mid - Upgrade Intrusion and Monitoring	396,000	-	-	-	-
George Marks Elm - Coat Roof Bldg 2	33,600	-	-	-	-

CAPITAL IMPROVEMENTS ELEMENT

	Budget 2022-2023	Forecast 2023-2024	Forecast 2024-2025	Forecast 2025-2026	Forecast 2026-2027
Heritage Mid - Replace Gymnasium Bleachers	400,000	-	-	-	-
Heritage Mid - Replace Roof Campus Wide	200,000	-	-	-	-
Heritage Mid - Resurface Tennis and Basketball Courts	60,000	-	-	-	-
Heritage Mid - Upgrade Chiller, HVAC Ceiling and Lighting Bldg. 3	-	2,930,610	-	-	-
Hinson Mid - Upgrade HVAC and Lighting Bldg. 7	-	1,800,000	-	-	-
Hinson Mid - Upgrade HVAC, Ceiling and Lighting Bldgs. 6 and 8	3,608,302	-	-	-	-
Holly Hill School - Replace Switchgear Bldg. 6	300,000	-	-	-	-
Indian River Elm - Replace Doors and Hardware Buildings 2 and 3	831,600	-	-	-	-
Indian River Elm - Upgrade HVAC, Ceiling and Lighting Bldgs 2, 3 and 4	-	2,591,224	-	-	-
Indian River Elm - Upgrade Intrusion and Monitoring	396,000	-	-	-	-
Mainland HS - Upgrade Chiller Plant	-	1,700,000	-	-	-
Mainland HS - Upgrade Site Lighting	-	900,000	-	-	-
McInnis Elm - Potable Water and Sanitary Sewer	100,000	100,000	350,000	100,000	100,000
McInnis Elm - Upgrade Site Lighting	250,000	-	-	-	-
New Smyrna Beach HS - Replace Intercom	690,000	-	-	-	-
New Smyrna Beach HS - Upgrade Controls Campus Wide	-	1,629,826	-	-	-
New Smyrna Beach HS - Upgrade BAS System Bldgs 6 - 8	1,150,000	-	-	-	-
New Smyrna Beach HS - Traffic Signal	300,000	-	-	-	-
New Smyrna Beach Mid - Replace Millwork Campus Wide	-	1,479,604	-	-	-
Palm Terrace Elm - Replace Roof	2,338,000	-	-	-	-
Pathways Elm - Replace Fire Alarm	990,000	-	-	-	-
Pathways Elm - Upgrade Parking Lot Poles and Lighting	-	-	258,000	-	-
Piereson Elm - Upgrade Fire Suppression Water Tank	95,497	-	-	-	-
Piereson Transportation - Remove Underground Fuel Tank and Pumps	150,000	-	-	-	-
Pine Ridge HS - Upgrade HVAC, Ceiling and Lighting Bldgs. 9 and 10	2,488,374	-	-	-	-
Pine Trail Elm - Intercom Replacement	150,000	-	-	-	-
Port Orange Elm - Renovate Reception Area	-	168,000	-	-	-
Port Orange Elm - Parking Area	100,000	-	-	-	-
Port Orange Elm - Remodel Clinic and Office Toilet Rooms	150,000	-	-	-	-
Port Orange Elm - Renovate Reception	130,000	-	-	-	-
Portables - Lease	100,000	100,000	100,000	100,000	100,000
Portables - Moves & Compliance	400,000	400,000	400,000	400,000	400,000
River Springs Mid - New Chiller Plant	-	-	3,500,000	-	-
RJ Longstreet Elm - Upgrade Lighting at Parking Lot and Canopy	250,000	-	-	-	-
Seabreeze HS - New Chiller 3, Upgrade HVAC Bldgs 4, 5, and 6	3,579,930	-	-	-	-
Seabreeze HS - Reroof Media Center	504,536	-	-	-	-
Silver Sands Mid - Replace Gymnasium Bleachers	-	-	-	400,000	-
Silver Sands Mid - Renovate Culinary Lab	514,700	-	-	-	-
Silver Sands Mid - Replace Cafeteria 30 Ton WSHHP	175,000	-	-	-	-
Silver Sands Mid - Replace Main Electrical Switchgear Bldg 12	528,000	-	-	-	-
Southwestern Mid - Replace 250 Ton Chiller	700,000	-	-	-	-
Sugar Mill Elm - Intercom Replacement	250,000	-	-	-	-
Sunrise Elm - Upgrade HVAC, Ceiling and Lighting Bldgs. 2 and 3	-	2,125,000	-	-	-
Sunrise Elm - Upgrade OAU and Chiller Bldgs. 1 - 4	-	1,300,000	-	-	-
T. Devitt Taylor Mid-HS - Replace Gutters	260,534	-	-	-	-
Transportation - Warehouse DeLand - Warehouse Renovations	2,500,000	-	-	-	-
University HS - Install Grandstands	275,000	-	-	-	-
University HS - Pressbox Concession	300,000	-	-	-	-
University HS - Repair Wall Flashings Bldg 2	177,360	-	-	-	-
University HS - Upgrade AHU Sensors, Dampers and Duct Heaters	1,007,535	-	-	-	-
Westside Elm - Replace Doors and Hardware Bldg. 1	764,000	-	-	-	-
Various Locations - Rural Broadband	2,500,000	-	-	-	-
Various Schools - HS School Athletics	3,070,000	3,000,000	3,000,000	3,000,000	3,000,000
Various Schools - Infrastructure for Technology	250,000	250,000	250,000	250,000	250,000

CAPITAL IMPROVEMENTS ELEMENT

	Budget 2022-2023	Forecast 2023-2024	Forecast 2024-2025	Forecast 2025-2026	Forecast 2026-2027
Various Schools - Minor Projects	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Various Schools - Minor Projects - Spruce Creek HS	500,000	-	-	-	-
Various Schools - Parking Lot Improvements	-	4,000,000	-	-	-
Various Schools - Pavilions	250,000	-	-	-	-
Various Schools - Playgrounds	350,000	300,000	300,000	300,000	300,000
Various Schools - Security	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Total Projects at Existing Schools and Facilities	53,745,169	46,495,186	20,281,016	12,679,086	11,150,000
Facilities Management					
Facilities Management - Various Projects	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000
Total Facilities Management	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000
Technology					
Network, EDP & Communications Equipment	2,537,007	2,537,007	2,716,902	9,000,000	9,000,000
Total Technology	2,537,007	2,537,007	2,716,902	9,000,000	9,000,000
System Wide Equipment and Vehicles					
Various Schools & Departments Vehicles	500,000	500,000	500,000	500,000	500,000
Various Schools & Departments Furniture & Equipment	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Total System Wide Equipment and Vehicles	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Buses					
Transportation Dept - Bus Safety Upgrades	2,300,000	-	-	-	-
Transportation Dept - Bus Replacement	-	2,386,960	2,386,960	2,386,960	2,386,960
Total Buses	2,300,000	2,386,960	2,386,960	2,386,960	2,386,960
PROJECT TOTALS	\$ 163,282,176	\$ 101,069,153	\$ 95,084,878	\$ 122,266,046	\$ 40,036,960
Transfers					
Transfers - To General Fund	16,242,204	14,323,935	11,938,434	5,655,336	5,655,336
Transfers - To Debt Service	48,951,525	48,953,625	36,057,388	36,053,663	36,059,450
Total Transfers	65,193,729	63,277,560	47,995,822	41,708,999	41,714,786
GRAND TOTAL	\$ 228,475,905	\$ 164,346,713	\$ 143,080,700	\$ 163,975,045	\$ 81,751,746

Source: Volusia County School District, Work Program adopted September ~~14, 2021~~ 13, 2022

IMPLEMENTATION

5-YEAR SCHEDULE OF IMPROVEMENTS

The 5-Year Schedule of Improvements (Table 1) is the mechanism by which the City can effectively stage the timing, location (see Figure 10-1), projected cost, and revenue sources for the capital improvements derived from the other Comprehensive Plan Elements. This table lists only those capital projects that will be funded by the City of Port Orange as part of its annual Capital Improvement Program. Based upon the Inventory, Analysis, and Goals, Objectives, and Policies of this Element, the 5-Year Schedule of Improvements has been developed to document the financial feasibility of the City of Port Orange's *Comprehensive Plan*.

MONITORING AND EVALUATION

The role of monitoring and evaluation is vital to the effectiveness of any Comprehensive Plan and particularly for the Capital Improvements Element. As part of the annual budgeting process, the City evaluates the status of all scheduled capital improvements and the overall status of public facilities in relation to current and projected demand. This evaluation ensures that revisions to the budget, work programs, the Capital Improvements Program and this Comprehensive Plan may be made as necessary to provide facilities in a timely and financially feasible manner, consistent with adopted level-of-service standards. This review is coordinated by the Capital Improvements Project Manager. In addition, the issuance of development orders and development permits is monitored continuously to ensure consistency with this Plan.

The City's annual review includes the following considerations, which are also evaluated each year to determine their continued applicability:

- 1) Any corrections, updates, and modifications concerning costs; revenue sources; acceptance of facilities pursuant to dedications which are consistent with the element; or the date of construction of any facility listed in this Element,
- 2) The Capital Improvement Element's consistency with the other Elements and its support of the Future Land Use Element.
- 3) The City's ability to provide public facilities and services within the Urban Service Area in order to determine any need for boundary modification or adjustment.
- 4) The priority assignment of existing public facility deficiencies.
- 5) The City's progress in meeting those needs that are determined to be existing deficiencies.
- 6) The criteria used to evaluate capital improvement projects in order to ensure that projects are being ranked in their appropriate order of priority.
- 7) The City's effectiveness in maintaining the adopted LOS standards.
- 8) The City's effectiveness in reviewing the impacts of plans and programs of state agencies and water management districts that provide public facilities within the City's jurisdiction.
- 9) The effectiveness of impact fees, and mandatory dedications or fees in lieu of, for assessing new development a pro rata share of the improvement costs which they generate.

CAPITAL IMPROVEMENTS ELEMENT

- 10) The impacts of special districts and any regional facility and service provision upon the City's ability to maintain its adopted LOS standards.
- 11) The ratio of outstanding indebtedness to the property tax base.
- 12) Efforts made to secure grant or private funds, whenever available to finance the provision of capital improvements.
- 13) The transfer of any unexpended account balances.
- 14) The criteria used to evaluate proposed plan amendments and requests for new development or redevelopment.
- 15) Capital improvements needed for the latter part of the planning period, for inclusion in the 5-Year Schedule of Improvements.

CONCURRENCY MANAGEMENT SYSTEM

OVERVIEW

The purpose of a Concurrency Management System is to provide the necessary regulatory mechanism for evaluating development orders to ensure that the level-of-service standards adopted as part of the *Comprehensive Plan* are maintained. The system consists of three primary components: 1) an inventory of existing public facilities for which concurrency is to be determined; 2) a concurrency assessment of each application for a final development order or permit; and 3) a schedule of improvements needed to correct any existing public facility deficiencies. Under this system, and according to the Florida State Legislature, no development orders may be issued which will cause a public facility to operate below its adopted level-of-service standard. However, development orders may be conditioned such that needed public facility improvements will be in place concurrent with the impacts of the proposed development.

In order to ensure that all public facilities included within this system are available concurrent with the impacts of development, concurrency will be determined during the final site plan or final subdivision plan approval process. All development orders and permits will specify any needed improvements and a schedule for their implementation. Thus, while some required improvements may not have to be completed until a certificate of occupancy is applied for, the requirements for the certificate of occupancy will have already been specified as a condition of approval of the original development order. If a development proposal can not meet the test for concurrency, then it may not proceed under any circumstances and no development orders or permits may be issued. Likewise, if a development fails to meet a condition of approval once it has commenced, then no additional development orders, permits, or certificates of occupancy may be issued.

APPLICABILITY

Prior to the granting of a development order, all applications for a final site plan or final subdivision plan shall be reviewed for concurrency consistent with the provisions and requirements of this system. Development orders may be issued only upon a finding by the City that the public facilities addressed under the Concurrency Management System will be available concurrent with the impacts of the development.

All applicants for development permits shall be required to provide all information deemed necessary by the City so that the impacts of the proposed development may be accurately assessed.

The City's land development regulations specifically list the application requirements for development permits that reflect the informational needs for the determination of concurrency, and application forms have been developed accordingly.

DEPARTMENT OF COMMUNITY DEVELOPMENT

The City's Department of Community Development is responsible for the four primary tasks which are described below. The Director of Community Development may delegate all or a part of these functions to the employees within this Department. The four tasks are: 1) maintaining an inventory of existing public facilities and capacities or deficiencies; 2) determining concurrency of proposed development which does not require City Council approval; 3) providing advisory concurrency assessments and recommending conditions of approval to the City Council for those applications for development orders which require City Council approval; and 4) reporting the status of all public facilities covered under this system to the City's Capital Improvement Facilities Project Manager and recommending a schedule of improvements for those public facilities found to have existing deficiencies.

CAPACITY AND LEVEL-OF-SERVICE INVENTORY

The Department of Community Development collects, and makes available to the public, information on certain facilities as described below in Table 7. The information has been available since November 1, 1990 and is updated annually thereafter. The provisions and requirements of the Concurrency Management System apply only to those facilities listed in Table 7.

CAPITAL IMPROVEMENTS ELEMENT

TABLE 7
PUBLIC FACILITIES CAPACITIES AND LEVEL-OF-SERVICE INVENTORY
FOR CONCURRENCY MANAGEMENT

The following inventories shall be maintained by the Department of Community Development to be used for the concurrency assessment of new development.

TRANSPORTATION

Design capacity of different roadway types and bikeways.

The existing level of service measurement.

Analysis of specific facilities.

The service degradation on those facilities classified as backlogged, based on the methodology described in the Transportation Element of this Plan.

The adopted level of service standards for all roadway types and desired level of service standard for bikeways.

The existing capacities or deficiencies of the transportation system.

The capacities reserved for approved but unbuilt development.

The projected capacities or deficiencies due to approved but unbuilt development.

The improvements to be made to the transportation system in the current fiscal year by the City, Volusia County, the Florida Department of Transportation, or other public agency and the impact of such improvements on the existing capacities or deficiencies.

SANITARY SEWER

The design capacity of the wastewater treatment facilities.

The existing level-of-service standards measured by the average number of gallons per day unit based on the average flows experienced at the treatment plant and the total number of equivalent residential units within the service area.

The adopted level-of-service standard for average daily flows per equivalent residential unit.

The existing deficiencies of the system.

The capacities reserved for approved but unbuilt development.

The projected capacities or deficiencies due to approved but unbuilt development.

The improvements to be made to the facility in the current fiscal year by any approved developments pursuant to previous development orders and the impact of such improvements on the existing capacities or deficiencies.

POTABLE WATER

Permitted groundwater withdrawal capacity as per the City's Consumptive Use Permit.

The design capacity of potable water treatment facilities.

The existing level of service measured by the average number of gallons per day per unit based on the average flows experienced and the total number of equivalent residential units within the service area.

The existing potable water storage capabilities of the water system.

CAPITAL IMPROVEMENTS ELEMENT

TABLE 7
(Continued)

POTABLE WATER (Continued)

The existing minimum water pressure.

The adopted level-of-service standards for the potable water facility components.

The existing capacities or deficiencies of the system.

The capacities reserved for approved but unbuilt development.

The improvements to be made to the facility in the current fiscal year by any approved developments pursuant to previous development orders and the impact of such improvements on the existing capacities or deficiencies.

The improvements to be made to the facility in the current fiscal year by the City and the impact of such improvements on the existing capacities or deficiencies.

SOLID WASTE DISPOSAL

The design capacity of solid waste disposal facilities.

The existing level of service measured by the number of units served per route.

The adopted level-of-service standard for solid waste.

The capacities reserved for approved but unbuilt development.

The projected capacities or deficiencies due to approved but unbuilt development.

The improvements to be made to the system in the current fiscal year by any approved developments pursuant to previous development orders and the impact of such improvements on the existing capacities or deficiencies.

The improvements to be made to the system in the current fiscal year by the City and the impact of such improvements on the existing capacities or deficiencies.

STORMWATER DRAINAGE

The existing level of service measured by storm event.

The adopted level-of-service standard for stormwater drainage quantity and quality.

RECREATION AND OPEN SPACE

The existing acreage of parkland and the existing number of recreation facilities in the Recreation and Open Space Element of this Plan.

The existing level of service measured by the number of acres of parkland available per 1,000 residents of the City based on an inventory of parklands in the City and the population of the City.

The existing level of service for recreation facilities measured by the adopted standard based on an inventory of the facilities in the City and the population of the City.

The adopted level-of-service standards for parkland acreage and individual recreation facilities in the Recreation and Open Space Element of this Plan.

CAPITAL IMPROVEMENTS ELEMENT

TABLE 7
(Continued)

RECREATION AND OPEN SPACE (Continued)

The existing capacities reserved for approved but unbuilt development.

The projected capacities or deficiencies due to approved but unbuilt development.

The improvements to be made to the recreation facilities in the current fiscal year by any approved developments pursuant to previous development orders and the impact of such improvements on the existing capacities or deficiencies.

The improvements to be made to the recreation facilities in the current fiscal year by the City and the impact of such improvements on the existing capacities or deficiencies.

PUBLIC SCHOOL FACILITIES*

The existing level-of-service for each School Concurrency Service Area.

The adopted level-of-service standard for each School Concurrency Service Area.

The existing and projected deficiencies of the system.

The number of approved residential units and their projected students that have received school concurrency certificates, but whose units are not constructed.

The projected capacities and level-of-service due to approved but unbuilt residential development.

The improvements to be made by any approved developments pursuant to Capacity Enhancement Agreements and/or Mitigation Agreements and the projected impact of such improvements on school capacities and the adopted level-of-service.

*The Public School Facilities inventories are maintained by the School Board of Volusia County.

Source: City of Port Orange, 2009

CONCURRENCY ASSESSMENT

The Department of Community Development is responsible for determining concurrency for all applications of development orders for final site plans and/or applications of development orders for final site plans and/or final subdivision plans. When reviewing applications for such development orders, the Department performs a Concurrency Assessment to ensure that public facilities are available concurrent with the impacts of the proposed development. To conduct the assessment, the inventory presented in Table 7 is used as a base for the establishment of existing conditions. The capacity of existing public facilities to service new development shall then be determined by using the general rules presented in Table 8 and the facility-specific rules presented in Table 9. Finally, a determination of concurrency is made. Such determination may include conditions of approval which are deemed necessary for concurrency to be ensured.

The Department of Community Development provides recommendations to the Planning Commission and City Council concerning those development order applications which require Planning Commission and City Council approval. The comments and recommendations provided by the Department include, but are not limited to:

1. the ability of existing facilities to accommodate the proposed development at the adopted level-of-service standards;
2. any existing facility deficiencies that will need to be corrected prior to the completion of the proposed development;
3. the facility(s) improvements or additions that will be needed to accommodate the impacts of the proposed development at the adopted level(s)-of-service standard(s);
4. the date such facility(s) improvements or additions will need to be completed to be concurrent with the impacts on such facility(s) created by the proposed development; and
5. a recommendation of approval or denial with any applicable conditions for the timing and location of needed improvements.

Prior to the issuance of a development order for a proposed new development, the City Council and/or the Department of Community Development determines:

1. the impacts created by the proposed development;
2. whether the public facilities covered under the Concurrency Management System will be available concurrent with the impacts of new development at the adopted level;
3. those facility(s) improvements or additions that are required to ensure the finding of concurrency; and
4. the entity responsible for the design and installation of all required facility(s) improvements or additions.
5. whether the development will have to participate in a Concurrency and Fair Share Agreement, as outlined in the City's Proportionate Fair Share Ordinance.

The adopted level-of-service standards are the minimum acceptable standards with which all proposed new development shall comply. The Concurrency Management System does not preclude the Planning Commission or the City Council from imposing other conditions of approval, including improvements and additions to the facilities covered under this system beyond the minimums necessary to achieve concurrency.

FACILITIES REPORTING

Annually, the Department of Community Development reports to the City Council the information required in Table 7. The report includes the degree of any deficiencies and a summary of the impacts the deficiencies will have on the approval of development orders. The Department of Community Development then recommends a schedule of improvements necessary to prevent a moratorium or a reduction in the approval of development orders.

CAPITAL IMPROVEMENTS ELEMENT

TABLE 8
GENERAL RULES FOR CONCURRENCY ASSESSMENT

EXISTING DEFICIENCIES

No development may be approved which will impact any facility which is currently deficient unless the facility is required to be improved in the current fiscal year pursuant to a previous development order or permit, except within the Transportation Concurrency Exception Area. Any needed improvements shall be completed prior to the projected impacts of the proposed development as required by Table 7. Developments within the Town Center TCEA shall be required to provide funding contributions or mobility improvements commensurate with anticipated level of impact to the overall transportation system and shall be credited for any mobility improvements or programs deemed acceptable by the City as a means of offsetting such mobility impacts.

APPROVED IMPACTS

The impacts of new development shall be assessed against the existing conditions as described in Table 7 and the projected impacts from approved but unbuilt development. These two items together shall be considered the existing conditions for all public facilities for the impact assessment of all proposed development.

PHASING

Development that is proposed to be phased may also phase the improvement of facilities provided the concurrency requirements for each facility as described in Table 7 are met.

TIME SPECIFIC APPROVAL

All development approvals shall have a time period specified in the development order or permit in which development must commence. The time period may involve two or more phases but the timing of each phase shall be specified in the development order or permit.

Any required improvements shall also require a time period for construction and completion. Should development or facilities improvements fail to begin or be completed in accordance with the development order or site construction permit, all outstanding approvals of the development shall expire. Amendments to time schedules shall be permitted but must be approved consistent with the procedures established in the Land Development Code.

ADDITIONAL INFORMATION

The Department of Community Development may require additional information from applicants or other City Departments in order for an accurate assessment to be conducted. Such additional informational requests shall be reasonable and be provided in writing to the applicant or appropriate Department.

Should the Department of Community Development require a special study (such as traffic counts on a road that is not regularly monitored), the applicant shall provide such information. Review and approval of proposed development may be postponed for a reasonable time period in order that more information may be gathered on a facility. Proposed development may be denied approval, for failure of the applicant to provide adequate information on the projected impacts created by the development.

Source: City of Port Orange, 2009

TABLE 9
FACILITY SPECIFIC RULES FOR CONCURRENCY ASSESSMENT

TRANSPORTATION

Traffic impact analysis studies are required for development projects to determine the project impacts, maintain information on roadway conditions, and develop appropriate mobility mitigation strategies. Such studies must be consistent with the adopted TPO Guidelines. The studies shall calculate the number of trips generated by the proposed development, show the distribution and assignment of the projected trips, and project the level of service of impacted road links. Traffic studies shall still be required for projects within the Town Center Transportation Concurrency Exception Area (TCEA) to provide a measure of the projects impacts and to maintain information on the roadway conditions within the TownCenter TCEA to develop, monitor, and adjust mobility strategies.

Prior to the issuance of a Certificate of Occupancy, all facility improvements necessary to accommodate the impacts of the development shall be in place or planned for construction within the first three years of the adopted FDOT Work Program, County Road Program, and/or City CIP. If the necessary facility improvements will not be in place or under construction within three years of the time of the development approval, the development's approval will be subject to the signing of an enforceable development agreement, such as a Concurrency and Fair-Share Agreement, as outlined in the City's Proportionate Fair Share Ordinance. Completed improvements may be required prior to the issuance of a building permit if deemed necessary for public safety purposes. Outside the boundaries of the Transportation Concurrency Exception Area, the City may grant *de minimus* exceptions up to a cumulative 10% degradation of the adopted peak-hour LOS standard volume, as long as the facility is not an evacuation route or part of the State's SIS.

SANITARY SEWER

The City's Land Development Code provides sanitary sewer use standards for residential development based on equivalent residential units and for non-residential development based on gross leasable area. The City may also require commercial and industrial developments to provide a description and estimate of wastewater generations for any commercial or industrial processes which create wastewater that will be discharged into the City's system.

Prior to the issuance of a Certificate of Occupancy, all facility improvements necessary to accommodate the impacts of that portion of the development receiving a Certificate of Occupancy shall be in place, as required by the Development Order.

POTABLE WATER

The City's Land Development Code provides potable water use standards for residential development based on equivalent residential units and for non-residential development based on gross leasable area. The City may also require commercial and industrial developments to provide a description and estimate of water use needs for any commercial or industrial processes involving potable water.

Prior to the issuance of a Certificate of Occupancy, groundwater or alternative water supplies and all facility improvements necessary to accommodate the impacts of that portion of the development receiving a Certificate of Occupancy shall be in place, as required by the Development Order and the City Consumptive Use Permit.

CAPITAL IMPROVEMENTS ELEMENT

TABLE 9
(Continued)

SOLID WASTE

The City's Land Development Code provides solid waste generation standards based on land use types. Commercial and industrial developments which are potential hazardous waste generators shall provide a description and estimate of tonnage of solid waste to be generated. The applicant will be responsible for coordinating with Volusia County for disposal of such waste. The City will then obtain written approval from Volusia County that the proposed development's hazardous waste generation can be accommodated at the County's landfill.

Prior to the issuance of a Certificate of Occupancy, all facility improvements necessary to accommodate the impacts of that portion of the development receiving a Certificate of Occupancy shall be in place.

STORMWATER DRAINAGE

All development shall prepare a drainage plan based on the Stormwater Management regulations which incorporate the level-of-service design storm. Such plans shall be approved by the City's Storm Drainage Engineer prior to the approval of the development.

Prior to the issuance of a building permit, all facility improvements necessary to accommodate the impacts of that portion of the development receiving the building permit shall be approved and a schedule established for their implementation such that all improvements shall be completed prior to the issuance of a Certificate of Occupancy.

RECREATION

The City's Land Development Code provides recreation standards for residential uses. Commercial and industrial developments shall not be assessed as having an impact on recreational facilities. However, the City reserves the right to require the provision of recreational facilities a part of Planned Commercial Developments.

Prior to the issuance of a building permit, all facility improvements necessary to accommodate the impacts of the entire development shall be approved and a schedule established for their implementation such that all improvements shall be completed prior to the issuance of the last Certificate of Occupancy.

PUBLIC SCHOOLS

The Interlocal Agreement for Public School Facilities Planning, the Public School Facilities Element, and the City's Land Development Code provides district-wide level-of-service standards for all school types and establishes Concurrency Service Areas for each school type.

The School Board shall conduct a concurrency review that includes findings and recommendations of whether there is adequate capacity to accommodate proposed development for each type of school, consistent with the adopted level-of-service. Prior to the issuance of the Final Development Order for a residential development or a development with a residential component, facility capacity necessary to accommodate the impacts of that portion of the development receiving a Development Order shall be in place or planned for construction within the first three years of the adopted five-year School District Capital Improvement Program. If the necessary facility capacity will not be in place or under construction within three years of the time of the development approval, the developer has the option to enter into negotiations for a Mitigation Agreement and development approval will be subject to the execution of the Mitigation Agreement.

Source: City of Port Orange, 2009

GOALS, OBJECTIVES, AND POLICIES

GOAL 1: CAPITAL IMPROVEMENTS

THE CITY SHALL UNDERTAKE NECESSARY ACTIONS TO ECONOMICALLY AND EFFICIENTLY PROVIDE NEEDED PUBLIC FACILITIES AND SERVICES TO ALL RESIDENTS WITHIN ITS JURISDICTION IN A MANNER WHICH PROTECTS INVESTMENTS IN EXISTING FACILITIES, MAXIMIZES THE USE OF EXISTING FACILITIES, AND PROMOTES ORDERLY COMPACT URBAN GROWTH.

Objective 1.1: Capital improvements will be provided to correct existing deficiencies, to accommodate anticipated future growth, and to replace outdated and obsolete facilities, as indicated in the Schedule of Improvements of this Element.

Policy 1.1.1: The City shall include all projects required to meet or maintain adopted LOS standards or implement the Goals, Objectives, and Policies of the Comprehensive Plan and determined to be of relatively large scale in cost (\$25,000 or greater) as Capital Improvement Projects to be included in the Schedule of Improvements of this Element;

Policy 1.1.2: The City shall, for accounting purposes, also include into this Element Debt Service and Operating expenditures.

Policy 1.1.3: The City shall, as a matter of priority, schedule and fund all capital improvement projects in the City's annual Capital Improvement Program which are designed to correct existing deficiencies as listed in the various other Elements of this Plan.

Policy 1.1.4: The City will continue its current program providing for renewal and replacement of capital facilities as outlined in the various Elements of this Plan.

Policy 1.1.5: The Capital Improvements Coordinating Committee, composed of senior staff from operating departments and Finance, shall evaluate and rank on an annual basis in order of priority the projects proposed to be included in the Schedule of Improvements.

Policy 1.1.6: Proposed City capital improvement projects shall be evaluated and ranked in order of priority according to the following criteria:

- A. Whether the project is needed to protect public health and safety, to fulfill the City's legal commitment to provide facilities and services, or to preserve or achieve full use of those facilities already in place.
- B. Whether the project increases efficiency of use of existing facilities, prevents or reduces future improvement costs, provides services to developed areas lacking full service, or promotes in-fill development.
- C. Whether the project represents a logical extension of facilities and services and is coordinated with the plans of state agencies that provide facilities within

- the City.
- D. Whether the project implements the policies of this Comprehensive Plan as they pertain to the concurrency requirements or mobility strategies in support of the City's Town Center TCEA.
 - E. Whether the project is financially feasible.

Policy 1.1.7: The potential for reducing Vehicle Miles Traveled (VMTs) and green house gas (GHG) emissions should be considered in all location and investment decisions for public facilities.

Objective 1.2: Future development will bear a proportionate cost of facility improvements or mobility strategies necessitated by the development in order to maintain the adopted level-of-service standards or to maintain mobility within the City's Town Center Transportation Concurrency Exception Area (TCEA).

Policy 1.2.1: The City will continue to collect impact fees from development projects to pay for the provision of public facilities and services required by those projects.

Policy 1.2.2: The City shall consider the use of other impact fees to fund TCEA mobility strategies.

Policy 1.2.3: All new development shall be required to donate or reserve their fair share of right-of-way adjacent to major roadways prior to the issuance of a final development order.

Policy 1.2.4: All new development shall be required to pay its proportionate fair share toward transportation LOS and mobility improvements necessary to provide capacity for its impacts.

Objective 1.3: The City will manage its fiscal resources to ensure the provision of needed capital improvements for previously issued development orders and for future development and redevelopment.

Policy 1.3.1: In providing capital improvements, the City shall limit the maximum ratio of outstanding indebtedness to no greater than 15% of the property tax base.

Policy 1.3.2: The City shall continue to adopt a Capital Improvement Program and an Operating Budget on a yearly basis as part of this budgeting process for implementation of the Goals, Objectives, and Policies set forth in this Comprehensive Plan.

Policy 1.3.3: The City shall continue to apply for and secure grants or private funds whenever available to finance the provision of capital improvements and other City improvement projects.

Policy 1.3.4: Prior to the issuance of Certificates of Occupancy, the City will provide for all public facilities needed to service development for which Development Orders were previously issued.

Policy 1.3.5: The City shall allocate the costs of new public facilities on the basis of the benefits received by existing and future residents.

Policy 1.3.6: The City shall identify and use stable revenue sources which are also responsive to growth for financing public facilities.

Policy 1.3.7: The City shall continue to strive for financial self-sufficiency in the provision of public facilities.

Policy 1.3.8: A capital improvement scheduled to be funded through grants and/or funding that requires a referendum will not be undertaken if the grants are not secured or the referendum is not passed; however, if the improvement is needed to maintain a LOS standard, then all new development will be required to contribute its fair share towards the improvement.

Policy 1.3.9: The City shall identify funding sources for the mobility strategies in the Town Center Transportation Concurrency Exception Area (TCEA) annually during the update to the Capital Improvements Plan. Mitigation shall be satisfied through a combination of physical infrastructure improvements, as listed in the Transportation Mobility Element, or payment of impact fees, and proportionate fair-share contributions, or other future identified sources.

Policy 1.3.10: The City may create a special assessment district to secure funding for TCEA strategies and identified improvements within the Port Orange Town Center Redevelopment District. The City shall amend the Capital Improvements Schedule annually to incorporate funding from the special assessment district for capital improvements to enhance mobility within the TCEA.

Policy 1.3.11: The City will pursue and secure funding from other revenue sources including, but not limited to:

- Florida Inland Navigation Department (FIND) grants
- Volusia County ECHO grants
- Community Development Block Grant (CDBG) funds
- Ponce de Leon Port District
- Special Assessment District
- Florida Department of Economic Opportunity (DEO)
- Florida Department of Transportation (FDOT)
- Transportation Planning Organization (TPO)
- Transportation impact fees
- Utility projects (drainage, water, wastewater)
- Parking credits
- Gas tax

Objective 1.4: The City will utilize a Concurrency Management System so that decisions regarding the issuance of development orders and permits will be based upon coordination of the development requirements included in this Plan, the land development regulations, and the availability of necessary public facilities to support such development at the time needed.

The Transportation Concurrency Exception Area provides concurrency exceptions for the issuance of development orders and permits for infill development and redevelopment based upon the multimodal transportation policies and strategies for mobility included in this Plan.

Policy 1.4.1: The City shall use the following Level-of-Service (LOS) standards in reviewing the impacts of new development and redevelopment upon public facility provision, except for the Roadways within the Transportation Concurrency Exception Area as described in the Transportation Mobility Element:

Sanitary Sewer --

Capacity: 160 gallons per equivalent residential unit per day. 1/10 gallon per square foot per day of commercial, industrial, or institutional development

Solid Waste --

Capacity: 3.21 pounds per capita per day; up to 1,350 residential units per curbside collection vehicle; 10 lbs/1,000 square feet of non-residential development

Potable Water --

Per Capita Consumption: 180 gallons per day per equivalent residential unit. 1/10 gallon per square foot per day of commercial, industrial, or institutional development; not to exceed CUP capacity for groundwater withdrawals

System Minimum Pressure during fire flow: 20 psi

Storage Provided: 50% of daily flow

Well Capacity: Meet or exceed CUP capacity for groundwater withdrawals

Normal Operating Pressure: 60-70 psi

Water Plant Capacity: Adequate for peak day. Three year lead time for planned expansion.

High Service Pumping: Peak hour with largest pump out of service. Expansion concurrent with treatment capacity.

Water Quality: Meet State and Federal Drinking Water Standards.

Drainage --

Quantity: 25-year, 24-hour storm event; per Drainage Sub-Element.

Quality: Reduction of pollutants to a level compatible with State Standards.

Transportation --

LOS C for FIHS and SIS roads

LOS E for City and County-maintained arterials and collectors

LOS D for Williamson Boulevard (*Spruce Creek* to Airport Road)
LOS D for State maintained non SIS or FIHS roadways, and
designated hurricane evacuation routes

Desired LOS D for bikeways

Recreation Standards for Facilities --

Parkland	7 acres / 1,000 persons
Ball Field	1 field / 5,000 persons
Basketball Court	1 court / 4,000 persons
Multipurpose Field	1 field / 3,500 persons
Tennis Court	1 court / 4,000 persons
Neighborhood Center	1 facility / 15,000 persons

Policy 1.4.2: Prior to the approval of an application for a final subdivision or development plan, the City will review the proposed application to ensure that public facilities and services needed to support the development are available concurrent with the impacts of such development based on the Concurrency Management System as set forth in the Capital Improvements Element (Tables 7, 8, and 9) and as provided in Goals 1 and 2 of the Transportation Mobility Element.

Policy 1.4.3: Provisions in the Comprehensive Plan that ensure public facilities and services standards will be met to satisfy the Concurrency requirement are listed below.

- A. The necessary facilities and services are in place or under construction at the time a development permit is issued; or
- B. A development permit is issued subject to the condition that the necessary facilities and services will be in place when the impacts of the development occur. For required roadway facilities, the construction commencement and completion date and source of funds for the necessary facility shall be adopted in the Capital Improvements Schedule; or
- C. The necessary facilities and services are guaranteed in an enforceable development agreement. The agreement must guarantee that the necessary facilities and services will be in place when the impacts of the development occur; or
- D. At the time the development permit is issued, the necessary facilities and services are the subject of a binding executed contract which provides for the commencement of the actual construction of the required facilities or the provision of services within three years of the development approval; or
- E. The necessary facilities and services are guaranteed in an enforceable development agreement which required the commencement of the actual construction of the facilities or the provision of services within one year of the issuance of the applicable development permit; or
- F. The necessary facilities and services are guaranteed in an adopted CIP but are not funded for construction within the first three years, and the development has entered into a Fair-Share Agreement to pay its proportionate fair share toward the required facilities.

For potable water, sewer, solid waste, and drainage facilities, at a minimum, one of

provisions A-C must be met to satisfy the concurrency requirement. For parks and recreation and transportation facilities, any one of the provisions A-E must be met to satisfy the concurrency requirement. It should be noted, however, that concurrency for transportation facilities, as per provisions C and E, is predicated only upon development agreements which are subject to Chapter 163.3220 (Florida Local Government Development Agreement Act) or Chapter 380 (Land and Water Management), Florida Statutes. Pursuant to 163.3180 F.S., the portion of the City designated as a Transportation Concurrency Exception Area (TCEA) is not subject to State-mandated transportation concurrency requirements. In accordance with this statute, the City has developed mobility strategies which must be met for development to occur, in the TCEA. As development occurs, mitigation shall be satisfied through a combination of physical infrastructure improvements, as listed in the Transportation Mobility Element, or payment of impact fees, and proportionate fair-share contributions, or other future identified sources. These must be guaranteed using any one of options above.

Policy 1.4.4: Proposed plan amendments and requests for new development or redevelopment shall be evaluated according to the following guidelines as to whether the proposed action would:

- A. Be consistent with the Public Facilities Element and the Coastal Management Element and not contribute to a condition of public hazard.
- B. Be consistent with the Transportation Mobility Element; Public Facilities Element; and Recreation and Open Space Element and not intensify any existing public facility capacity deficits not envisioned within this plan.
- C. Generate public facility demands that may be accommodated by planned capacity increases.
- D. Conform with future land uses as shown on the future land use map, and Urban Service Areas as described in the Public Facilities Element of this Plan.
- E. Accommodate public facility demands based upon level-of-service standards by provision of facilities by the developer or by the City consistent with this element.
- F. Be consistent with state and regional agencies' and water management district's facilities plans.

Policy 1.4.5: The City shall include projects within the City's Five-Year Capital Improvements Program and the Capital Improvements Element to fund mobility and implement strategies to support the Town Center Transportation Concurrency Exception Area (TCEA). The identified projects will be prioritized consistent with the Transportation Mobility Element.

Policy 1.4.6: The City will work annually through the TPO's Transportation Improvement Program (TIP) with FDOT, the TPO and Volusia County to promote the inclusion of projects in their plans, programs and development regulations that maintain mobility within or that would benefit the TCEA in terms of mobility; and to identify joint funding strategies, including special assessment and developer contributions, that would allow for the acceleration of long range improvements for inclusion with the TIP or the City's 5-year Capital Improvements Schedule, as appropriate.

Policy 1.4.7: Capital Improvements necessary for water supply concurrency will be identified and included in the annual update to the Capital Improvements Schedule.

GOAL 2: PUBLIC SCHOOL FACILITIES

PROVIDE FOR A FINANCIALLY FEASIBLE PUBLIC SCHOOL FACILITIES PROGRAM.

Objective 2.1: The City of Port Orange shall ensure that the capacity of schools is sufficient to support residential subdivisions and site plans at the adopted level-of-service standard. This level of service standard shall be consistent with the level of service standard adopted in the interlocal agreement entered into by the School Board and the local governments within Volusia County.

Policy 2.1.1: The level-of-service standard adopted by the City of Port Orange is the same as adopted by all local governments within Volusia County and by the School Board and shall be applied district-wide to all schools of the same type.

Policy 2.1.2: Consistent with the interlocal agreement, the uniform, district-wide level-of-service standards are set as follows using FISH capacity based on the traditional school calendar:

Elementary Schools: 115% of permanent FISH capacity for the concurrency service area

K- 8 Schools: 115% of permanent FISH capacity for the concurrency service area.

Middle Schools: 115% of permanent FISH capacity for the concurrency service area

High Schools: 120% of permanent FISH capacity for the concurrency service area

Special Purpose Schools: 100% of permanent FISH capacity

Objective 2.2: The City of Port Orange shall cooperate with the School Board to ensure existing deficiencies and future needs are addressed consistent with adopted level of service standards for public schools.

Policy 2.2.1: By December 1 of each year, the City of Port Orange shall adopt as part of its Capital Improvement Element the Volusia County School District five year work program approved in September of each year as part of the School

District budget, including planned facilities and funding sources to ensure a financially feasible capital improvements program and to ensure the level of service standards will be achieved by the end of the five-year period.

Policy 2.2.3: The City of Port Orange shall coordinate with the School Board and adopt development requirements to ensure that future development pays a proportionate share of the costs of capital facility capacity needed to accommodate new development and to assist in maintaining the adopted level-of-service standards via impact fees and other legally available and appropriate methods.

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STAFF REPORT

CASE NO. 22-27500001

Comprehensive Plan Capital Improvements Element -
2022 Annual Update

REQUEST:	Update and amend the Comprehensive Plan Capital Improvements Element (CIE) in accordance with Florida Statutes
APPLICANT:	City of Port Orange
STAFF RECOMMENDATION:	Approval
STAFF CONTACT:	Penelope Cruz, Planning Manager, (386) 506-5671
PLANNING COMMISSION:	Recommended Approval 6-0 (November 17, 2022)
CITY COUNCIL:	December 6, 2022

INTRODUCTION

Each year, the city is required to amend their Comprehensive Plan Capital Improvements Element (CIE) to include projects from the City's current FY23-28 Capital Improvements Program (CIP). The projects copied from the CIP are primarily improvements needed to maintain the City's adopted level of service (LOS) standards for public facilities. These facilities include water, sewer, stormwater, solid waste, roads, parks, and schools. The CIP was adopted in concept by City Council on September 7, 2022, by Resolution No. 22-26 and it was formally adopted as part of the FY23 Operating and Capital Budgets on September 21, 2022, by Resolution No. 22-30. The CIP includes various projects to support the LOS for City public facilities. The proposed amendments take these projects previously approved by Council with the CIP and add them into the CIE.

State law requires that local governments update their Comprehensive Plan Capital Improvements Element (CIE) every year to show that they have funded or planned to fund the public facility improvements needed to support their population¹. The proposed amendments in Exhibit A are required to be in the underline/strikethrough format. For each table or text that is to be updated from the prior year CIP (FY22 – FY27) to the current year CIP (FY23 – FY28) the deleted prior year text is shown in strikethrough (~~strikethrough~~) format and the added current year text is underlined (underlined). Text that is not struck through or underlined remains as existing text in the current year CIE.

PURPOSE

Under the 1985 Growth Management Act, local governments are mandated to plan for the availability of public facilities and services to support development and the impacts of such development. The purpose of the CIE and the 5-year Capital Improvements Schedule is to identify the capital improvements needed to implement the Comprehensive Plan and

¹ Ch. 163.3177(3) F.S.

ensure the adopted Level of Service (LOS) Standards for concurrency-related facilities are achieved and maintained.

DISCUSSION

The amendments to the CIE include the updated Schedule (copied from the City's adopted FY23 – 28 Capital Improvements Program) and other amendments to update data related to the Schedule and other statutorily required information, such as excerpts from the Transportation Planning Organization's (TPO) Transportation Improvements Program (TIP) and the Volusia County School District Five-Year Work Program (Exhibit 1, Tables 5 and 6).

The CIE Schedule includes projects required to meet or maintain adopted LOS standards for concurrency-related facilities or implement the Goals, Objectives, and Policies of the Comprehensive Plan (Exhibit 1). The concurrency management system for the City of Port Orange is established by policy in the City's Comprehensive Plan and administered through regulations contained within the City's Land Development Code.

The City is required to monitor the cumulative effect of all approved Development Orders and Development Permits on the capacity of public facilities. This obligation is met through individual concurrency reviews of development proposals and the annual Concurrency Management Report (CMR). The City's concurrency review evaluates the following public facilities and services:

- Transportation
- Sanitary Sewer
- Potable Water
- Stormwater Drainage
- Solid Waste
- Recreation
- Public Schools

The 2022 CMR identified that all public facilities and services subject to concurrency are at sufficient levels based on adopted Level-of-Service (LOS). The CMR also identified improvements that are planned or programmed to ensure that the city continues to maintain the adopted LOS.

RECOMMENDATION

Staff recommends **approval** of the adoption of the 2022 CIE Annual Update.

ATTACHMENT

Exhibit 1 – Annual Update to the CIE (See Ordinance Exhibit)



CITY COUNCIL AGENDA ITEM

COUNCIL MEETING DATE 12/13/2022

SUBJECT: (E12) Approval of the Final Plat & Plans for Leila's Hammock Subdivision (Case No. 22-50000002)

DEPARTMENT: Community Development

GOAL: 3 - Quality of Life

RECOMMENDED MOTION: Move to approve the Final Plat & Plans for Leila's Hammock Subdivision

SUMMARY: Planning Commission Action (11/17/22): Recommended Approval 4-2

The applicant requests approval of the Leila's Hammock Subdivision. If approved, the applicant intends to subdivide a ± 1.84 -acre property into six (6) single-family lots along with tracts for tree preservation, stormwater retention, and open space. The subject property is located on the south side of Old Hammock Road in the Bennett's Hammock subdivision.



The subject property is currently vacant, zoned Planned Unit Development (PUD), and has a Future Land Use designation of Urban High-Density Residential (8-16 units/acre). In September 2021, the City Council approved the 7th Amendment to the Bennett's Hammock PUD Master Development Agreement (MDA) which provides the framework for the development of six (6) single-family home lots.

The proposed subdivision layout maintains the same layout shown on the approved Conceptual Development Plan (CDP) in the 7th MDA Amendment. The plat and subdivision plans have been designed according to the requirements of the City's Land Development Code (LDC) and the dimensional standards in the 7th MDA Amendment (Figure 2). The lots within the subdivision will have access from Old Hammock Road, along with the following subdivision improvements that will be constructed.

- ☐ Grading and stormwater drainage infrastructure
- ☐ Water and sewer infrastructure
- ☐ Landscaping buffers along the east and west perimeters of the subdivision; and
- ☐ Common areas with Tree Conservation Easements for the preservation of trees and specimen trees.

Public facilities and services such as roads, public infrastructure, schools, and recreational facilities are currently available to serve the proposed six (6) single-family residential lots.

Review of subdivision plats is a ministerial review, in that the approving body must consider the technical criteria of the LDC and any applicable PUD/PCD requirements. The plat will be approved if the technical requirements are met.

The Staff Report is attached for more information.

PRESENTER: Penelope Cruz, Tim Burman

ATTACHMENTS:

1.	Staff Report	Staff Report .pdf
2.	FINAL SUBDIVISION PLAT AND PLANS - LEILA'S HAMMOCK	FINAL SUBDIVISION PLAT AND PLANS - LEILA'S HAMMOCK.pdf

Penelope Cruz	Created/Initiated - 11/21/2022
Tim Burman	Approved - 11/28/2022
Shannon Balmer	Approved - 11/28/2022
Wayne Clark	Approved - 12/6/2022
Robin Fenwick	Final Approval - 12/6/2022



STAFF REPORT

LEILA'S HAMMOCK SUBDIVISION PLAT & PLANS

CASE NO. 22-50000002

REQUEST:	Approval of the Leila's Hammock Final Subdivision Plat and Plans
LOCATION:	1143 Old Hammock Road (Figure 1)
APPLICANT:	Hamid Reza Toutounchian
OWNER:	Riga, Inc.
STAFF CONTACT:	Gwen Perney, Principal Planner (386) 506-5673
STAFF RECOMMENDATION:	Approval
PLANNING COMMISSION:	Recommended Approval 4-2 (November 17, 2022)
CITY COUNCIL:	December 13, 2022

DEVELOPMENT PROPOSAL

The applicant requests approval of the Leila's Hammock Subdivision. If approved, the applicant intends to subdivide a ± 1.84 -acre property into six (6) single-family lots along with tracts for tree preservation, stormwater retention, and open space. The subject property is located on the south side of Old Hammock Road in the Bennett's Hammock subdivision.

Figure 1. Location Map

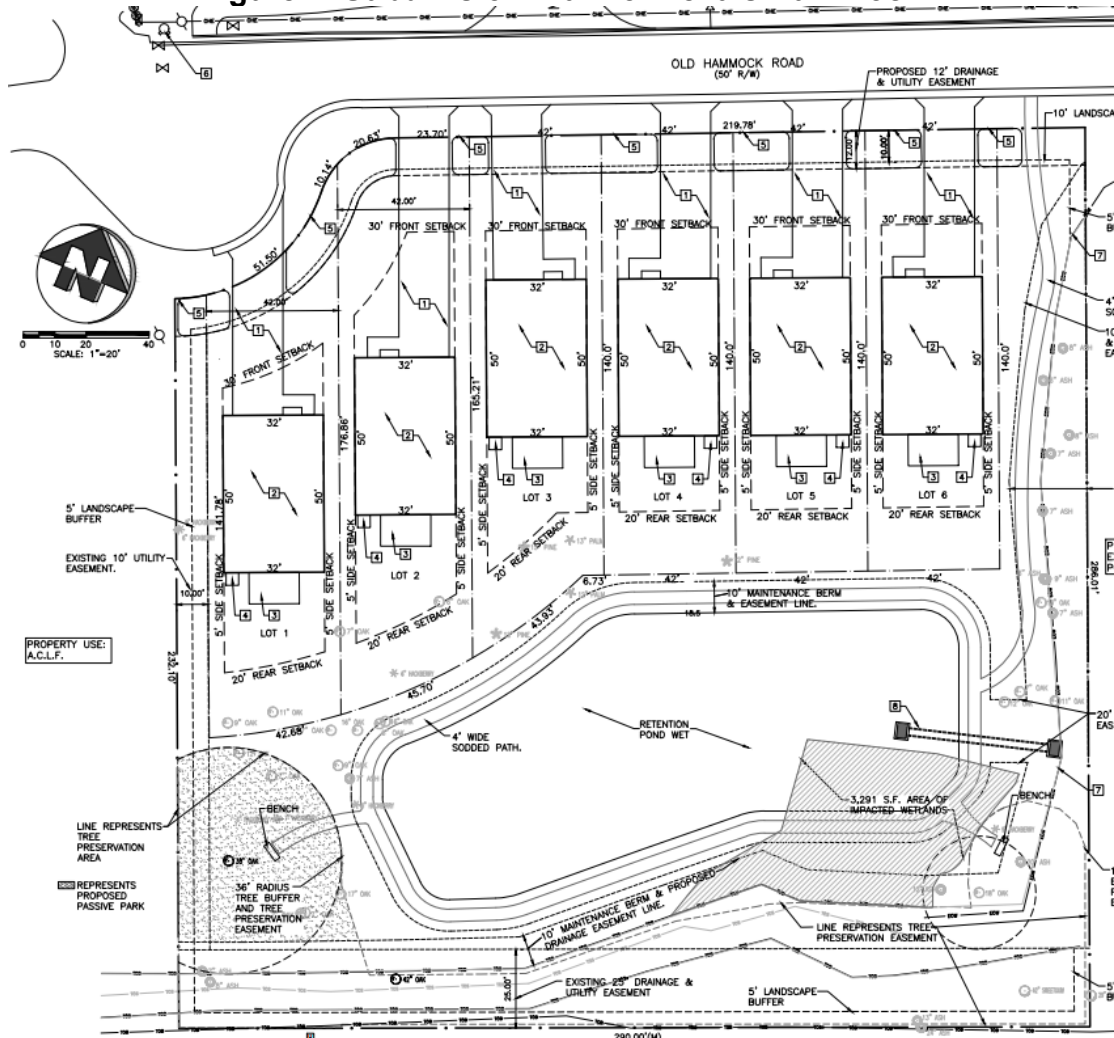


The subject property is currently vacant, zoned Planned Unit Development (PUD), and has a Future Land Use designation of *Urban High-Density Residential (8-16 units/acre)*. In September 2021, the City Council approved the 7th Amendment to the Bennett's Hammock PUD Master Development Agreement (MDA) which provides the framework for the development of six (6) single-family home lots.

The proposed subdivision layout maintains the same layout shown on the approved Conceptual Development Plan (CDP) in the 7th MDA Amendment. The plat and subdivision plans have been designed according to the requirements of the City's Land Development Code (LDC) and the dimensional standards in the 7th MDA Amendment (Figure 2). The lots within the subdivision will have access from Old Hammock Road, along with the following subdivision improvements that will be constructed.

- Grading and stormwater drainage infrastructure
- Water and sewer infrastructure
- Landscaping buffers along the east and west perimeters of the subdivision; and
- Common areas with Tree Conservation Easements for the preservation of trees and specimen trees.

Figure 2. Subdivision Plan for Leila's Hammock



CONCURRENCY REVIEW

Public facilities and services such as roads, public infrastructure, schools, and recreational facilities are currently available to serve the proposed six (6) single-family residential lots (Table 1). The following discussion summarizes the impacts the proposed development will have on these public facilities and services.

Table 1 - Infrastructure Impact Assessment for Six (6) Single-Family Lots

DEVELOPMENT VARIABLE	IMPACTS
Population ¹	15
A.M./P.M./Daily Peak Hour Trips ²	5/7/58 trips
Sanitary Sewer (gallons per day) ³	960 gallons
Potable Water (gallons per day) ⁴	1,080 gallons
Solid Waste (lbs. Per day) ⁵	49 pounds
Stormwater Drainage ⁶	See Note
Recreation & Open Space ⁷	0.1 acres

Notes:

1. **Population:** 2.39 persons per household (per 2020 Census)
2. **Transportation:** ITE Trip Generation Manual, 11th Edition: 9.52 daily trips, 0.77 AM peak hour, and 1.02 PM peak hour trips per unit per day
3. **Sanitary Sewer:** 160 gallons per day per Equivalent Residential Unit
4. **Potable Water:** 180 gallons per day per Equivalent Residential Unit
5. **Solid Waste:** 3.21 pounds per person per day
6. **Stormwater Drainage:** LOS standard = 25-year, 24-hour event. The drainage system will be designed to meet the requirements of the Land Development Code.
7. **Rec. & Open Space:** 7 acres per 1,000 persons (0.007 acres/person)

Water and Sewer

The City has available potable water and sanitary sewer capacity to accommodate the proposed six (6) lot subdivision. All lots will be provided with stub-outs for utilities. The developer will construct potable water and sanitary sewer lines in accordance with the approved utility plan for this project. Irrigation water will be provided by a private well on the site.

Stormwater Drainage

The City's adopted level-of-service standard for stormwater drainage requires that all new retention/detention facilities be able to treat and convey the runoff from the 25-year, 24-hour storm event without causing flooding or pollution of receiving water bodies. In addition, there must be no net loss of stormwater retention function because of development; therefore, the subdivision property must have the same ability to store and discharge water after development as it does before development occurs. The proposed subdivision design provides stormwater retention for the six (6) single-family lots and complies with all current City stormwater design requirements and Standard Construction details.

Recreation and Open Space

According to the City's 2021 Concurrency Management Report, the City is not deficient in any of the recreational facilities categories and there are sufficient facilities to support the additional population from the six (6) single-family lot subdivision.

School Capacity

Single-family subdivisions which are less than 10 lots are exempt from School Concurrency review. However, using the Volusia County School District's student generation rate, a total of two (2) students are anticipated to be generated by the proposed development.

Transportation

According to the Institute of Transportation Engineers (ITE) Trip Generation Manual, the trip generation rate for six (6) single-family lots is anticipated to generate 5 AM peak-hour trips, 7 PM peak-hour trips, and 58 daily trips. The roadways within the general area of the proposed subdivision are operating within the adopted level of service standards and the traffic generated from the 6-lot single-family lot subdivision will not exceed level of service standards for these roadways.

The Institute of Transportation Engineers (ITE) Trip Generation Manual is nationally recognized by transportation professionals including, transportation engineers, transportation planners, consultants, educators, technologists, and researchers for conducting vehicle trip generation rate analysis studies, determining on-site circulation patterns, performing access management studies, and determining traffic signal timing.

According to the latest traffic counts on the surrounding roadways (Clyde Morris Boulevard, Nova Road, and Herbert Street), there is capacity for the vehicular traffic estimated to be generated by the 6-lot single-family lots (Table 2).

Table 2. Roadway Capacity for Adjacent Roadways (Herbert St., Clyde Morris Blvd, and Nova Rd.)

Roadway Segment	Maximum Capacity Vehicles per day	2020 volume per day	2021 volume per day	2022 volume per day	Remaining Capacity Vehicles per day	V/C Ratio*
Herbert St. Clyde Morris Blvd. to City Center Dr.	12,744	6,710	7,129	8,183	4,561	0.64
Herbert St. City Center Dr. to Nova Rd.	12,744	7,173	8,159	8,385	4,359	0.66
Clyde Morris Blvd. Madeline Ave. to Willow Run Blvd.	37,970	18,820	23,390	N/A	14,580	0.62
Nova Rd. Madeline Ave. to Dunlawton Ave.	39,800	18,000	18,000	N/A	21,800	0.45

Source: City of Port Orange Herbert St. counts conducted by Traffic Engineering Data Solutions, Inc. (TEDS) April 2022

Clyde Morris Blvd. (County facility) and Nova Rd. (State facility) counts; Volusia County Traffic Engineering, 2021

Where no data is available the previous year's count was used for the purpose of calculating total counts and percent volume change for total counts.

*Volume/Capacity (V/C) Ratio - Volume-Demand-to-Capacity Ratio compares roadway demand (vehicle volumes) with roadway supply (carrying capacity). A V/C ratio of 1.00 indicates the roadway is operating at its capacity.

CONSISTENCY WITH THE COMPREHENSIVE PLAN

The proposed subdivision is consistent with the 7th Amendment to the Bennett's Hammock PUD Master Development Agreement and Conceptual Development Plan which have already been determined to be consistent with the City's Comprehensive Plan. The subject property has a Future Land Use (FLU) designation of *Urban High-Density Residential (8-16 units/acre)* on the City's Future Land Use Map. According to the Comprehensive Plan, the maximum gross residential density for the 1.84-acre subject property is 29 units. The development of six (6) single-family lots is consistent with the allowable density for the current FLU designation on the subject property.

RECOMMENDATION

Staff recommends approval of the final Plat and Subdivision Plans for the Leila's Hammock Subdivision.

ATTACHMENTS:

1. Exhibit A – Leila's Hammock Subdivision Plat and Plans

LEILA'S HAMMOCK

SECTION 5, TOWNSHIP 16 SOUTH, RANGE 33 EAST, CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA BEING A RE-PLAT OF A PORTION OF TRACT III, SEVENTH ADDITION BENNETT'S HAMMOCK, ACCORDING TO THE MAP OR PLAT THEREOF, AS RECORDED IN PLAT BOOK 42, PAGE 137, PUBLIC RECORDS OF VOLUISA COUNTY, FLORIDA.

GENERAL NOTES:

- BEARINGS SHOWN HEREON ARE ASSUMED ALONG THE SOUTH RIGHT-OF-WAY LINE OF OLD HAMMOCK ROAD, A 50' PRIVATE RIGHT-OF-WAY AS SHOWN ON PLAT OF BENNETT'S HAMMOCK, AS RECORDED IN PLAT BOOK 42, PAGE 137, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA BEING (N 89°07'09"E). FOR ANGLE MEASUREMENT ONLY.
 - MONUMENTATION
 - ⊙ - DENOTES PERMANENT REFERENCE MONUMENT FOUND STAMPED (AS NOTED).
 - ⊠ - DENOTES PERMANENT REFERENCE MONUMENT SET 4"x4" CONCRETE MONUMENT STAMPED "LB 8205".
 - - DENOTES LOT CORNERS SET 5/8" IRON ROD AND CAP STAMPED "LB 8205".
 - (NR) - DENOTES A LINE NOT RADIAL RELATIVE TO ADJACENT CURVE.
 - DIMENSIONS SHOWN ARE IN FEET AND DECIMALS THEREOF.
 - ACCURACY
 - THE BOUNDARY LINEAR ERROR OF CLOSURE DOES NOT EXCEED 1:10,000.
 - THE BOUNDARY ANGULAR ERROR OF CLOSURE DOES NOT EXCEED 15 SECONDS MULTIPLIED BY THE SQUARE ROOT OF THE NUMBER OF ANGLE TURNED.
 - BEARINGS SHOWN HERE ARE RELATIVE TO ASSUMED DATUM, BASED ON NORTH AMERICAN DATUM 1983 (NAD83).
 - NOTE: ALL MEASUREMENTS REFER TO HORIZONTAL PLANE IN ACCORDANCE WITH THE DEFINITION OF THE U.S.SURVEY FOOT OR METER ADOPTED BY THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY. ALL MEASUREMENTS SHALL USE THE $3937/12\pi - 3.28083333333$ EQUATION FOR CONVERSION FROM A U.S. FOOT TO METERS.
 - NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.
 - THIS PLAT IS SUBJECT TO ALL EASEMENTS OF RECORD AND RESERVATIONS OF EASEMENTS, INCLUDING BUT NOT LIMITED TO DRAINAGE, UTILITY AND ACCESS EASEMENTS GRANTED HEREON WHICH SHALL BE LOCATED AS FOLLOWS EXCEPT AS OTHERWISE NOTED ON THE PLAT:
 - a.) 12 FOOT WIDE ON STREET FRONTAGE OF LOTS AND COMMON AREAS.
 - UTILITIES INCLUDE BUT ARE NOT LIMITED TO SANITARY SEWER, POTABLE WATER, RECLAIMED WATER, STORM DRAINAGE, ELECTRIC, TELEPHONE, CABLE TELEVISION, SECURITY, NATURAL GAS, FIBER OPTIC, TELECOMMUNICATION.
 - UTILITY EASEMENTS PROVIDED ON THIS PLAT INCLUDE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES, PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS, OR OTHER PUBLIC UTILITY.
 - ALL OTHER EASEMENTS ARE SUBORDINATE TO ANY CONSERVATION EASEMENTS DEDICATED HEREON. THERE SHALL BE NO REMOVAL OR DISTURBANCE OF ANY VEGETATION WITHIN SUCH CONSERVATION EASEMENTS. ANY PROPOSED CONSTRUCTION OR OTHER USE WITHIN A CONSERVATION EASEMENT MUST BE REVIEWED AND APPROVED BY THE CITY OF PORT ORANGE AND ANY OTHER AUTHORITY HAVING JURISDICTION OVER THE CONST CONSERVATION.
 - TREE PRESERVATION EASEMENT AS DEFINED ON THIS PLAT IS FOR THE EXPRESS PURPOSE OF THE PRESERVATION AND LONGEVITY OF THE TREES THEREIN. ACTIONS DETRIMENTAL TO TREE HEALTH SURVIVAL WITHIN THE BOUNDARIES OF THE DRIPLINE ARE PROHIBITED WITHOUT THE EXPRESS PERMISSION OF THE CITY OF PORT ORANGE AND ANY OTHER AUTHORITY HAVING JURISDICTION OVER THE CONSERVATION EASEMENT. NOTHING HEREIN SHALL, HOWEVER, BE CONSTRUCTED TO PREVENT NATURAL VEGETATION WITHIN THE EASEMENT AREA FROM BEING CLEARED BY HAND TO PROVIDED A NEAT, MANICURED APPEARANCE. IN ADDITION, NOTHING HEREIN SHALL BE CONSTRUED TO PREVENT THE PLACEMENT OF SOD, IRRIGATION AND LANDSCAPE PLANTS OR TO PREVENT NORMAL LAWN MAINTENANCE SUCH AS MOWING, EDGING AND WEEDING NOT HARMFUL TO THE OBJECTIVE OF TREE PRESERVATION WITH THE EASEMENT AREA. ANY PROPOSED CONSTRUCTION OR OTHER USE WITHIN A CONSERVATION EASEMENT MUST BE REVIEWED AND APPROVED BY THE CITY OF PORT ORANGE AND ANY OTHER AUTHORITY HAVING JURISDICTION OVER THE CONSERVATION EASEMENT.
- LOT SETBACKS AND OPEN SPACES/COVERAGE REQUIREMENTS FOR SINGLE FAMILY LOTS

14. MAXIMUM LOT IMPERVIOUS AREA:	60%
MAXIMUM BUILDING AREA:	40%
MINIMUM OPEN AREA PER LOT:	40%
FRONT SETBACK:	30'
REAR SETBACK:	20'
SIDE SETBACK:	5'
- THE COMMON AREAS GRANTED TO THE LEILA'S HAMMOCK HOMEOWNERS ASSOCIATION, INC. BY THIS PLAT SHALL BE SUBJECT TO EASEMENTS AS SHOWN OR DESCRIBED HEREON OR GRANTED IN ACCORDANCE WITH THE LEILA'S HAMMOCK HOMEOWNERS ASSOCIATION, INC.'S COVENANTS AND RESTRICTIONS. THE GRANTING OF SUCH COMMON AREAS IS NOT INTENDED TO GRANT ANY RIGHT TO THE GENERAL PUBLIC.
 - THE LEILA'S HAMMOCK HOMEOWNERS ASSOCIATION INC., A FLORIDA NON-PROFIT CORPORATION SHALL BE RESPONSIBLE FOR THE OPERATION AND MAINTENANCE OF THE DRAINAGE SYSTEM SERVING THE AREA WITHIN THE BOUNDARIES OF THIS PLAT, AS DEPICTED ON THE STORMWATER MANAGEMENT PLAN APPROVED FOR THE DEVELOPMENT BY THE CITY OF PORT ORANGE, FLORIDA. SHOULD THE ASSOCIATION FAIL TO PERFORM THE MAINTENANCES OF THE DRAINAGE AND STORMWATER MANAGEMENT SYSTEMS, THE CITY OF PORT ORANGE SHALL BE ENTITLED TO ENTER UPON THE COMMON AREAS AND DESIGNATED EASEMENT AREAS TO PERFORM MAINTENANCE, REPAIR OR REPLACE THE FACILITIES; AND, SHALL HAVE THE RIGHT TO LIEN ALL OWNERS OF RECORD IN PROPERTY FOR THE COST OF SUCH MAINTENANCE, REPAIR, AND REPLACEMENT, AS DEEMED BY THE CITY TO BE NECESSARY. IN THE EVENT OF TERMINATION, DISSOLUTION, OR FINAL LIQUIDATION OF THE ASSOCIATION, THE RESPONSIBILITY FOR THE OPERATION AND MAINTENANCE OF THE SURFACE WATER OR STORM WATER MANAGEMENT SYSTEM WILL BE TRANSFERRED TO AND ACCEPTED BY AN IDENTITY WHICH COMPLIES WITH SECTION 40C-42.027, F.A.C. AND BE APPROVED BY THE SAINT JOHNS RIVER WATER MANAGEMENT DISTRICT PRIOR TO SUCH TERMINATION, DISSOLUTION, OR LIQUIDATION.
 - RETENTION AREAS AND COMMON AREAS ARE GRANTED AS EASEMENTS TO THE CITY OF PORT ORANGE WITH RIGHTS OF ACCESS, INGRESS, AND EGRESS.
 - THE LEILA'S HAMMOCK HOMEOWNERS ASSOCIATION, INC. SHALL BE RESPONSIBLE FOR MAINTAINING ALL LANDSCAPING AND IRRIGATION IN COMMON AREAS.
 - THE ARTICLES OF INCORPORATION FOR THE LEILA'S HAMMOCK HOMEOWNERS ASSOCIATION, INC. ARE RECORDED IN OFFICIAL RECORDS BOOK _____ PAGES _____ OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA. THE DECLARATION OF COVENANTS AND RESTRICTIONS FOR THE LEILA'S HAMMOCK HOMEOWNERS ASSOCIATION, INC. ARE RECORDED IN OFFICIAL RECORDS BOOK _____, PAGES _____ THROUGH _____, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA.

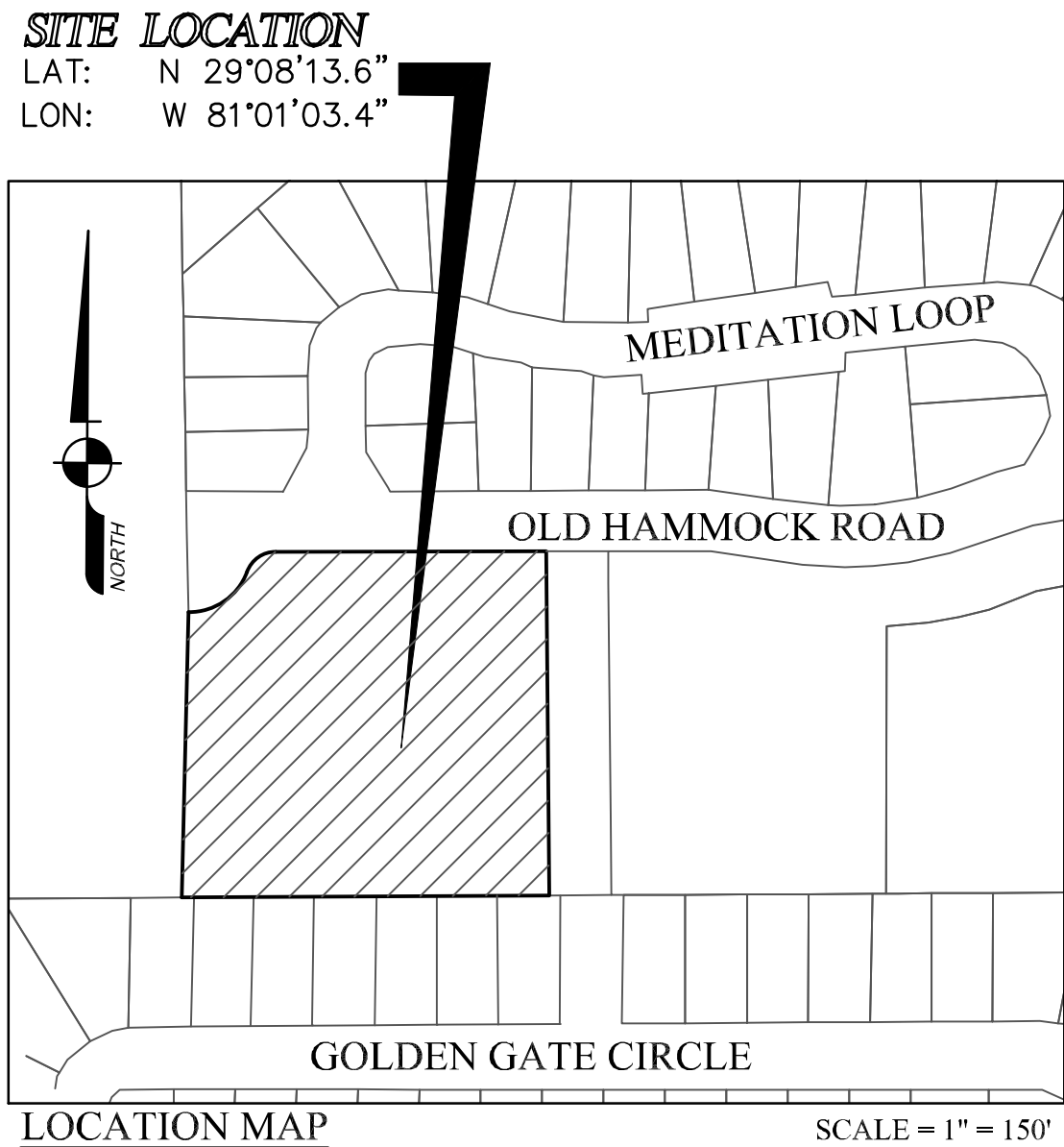
LEGAL DESCRIPTION:

BEING A PORTION OF TRACT III, BENNETT'S HAMMOCK, ACCORDING TO THE PLAT THEREOF, RECORDED IN MAP BOOK 42, PAGE 137, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA.

BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS.

BEGIN AT THE SOUTHWEST CORNER OF TRACT III, PLAT OF BENNETT'S HAMMOCK, RECORDED IN MAP BOOK 42, PAGE 137, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, MARKED BY A 4 INCH ROUND CONCRETE MONUMENT, NO ID, THENCE ALONG THE WEST LINE OF SAID TRACT III NORTH 00 DEGREES 18 MINUTES 52 SECONDS WEST, A DISTANCE OF 232.10 FEET TO A POINT ON A THE SOUTHERLY RIGHT-OF-WAY LINE OF OLD HAMMOCK ROAD, A 50 FOOT RIGHT-OF-WAY, ALSO BEING ON A NON-TANGENT CURVE, CONCAVE NORTHERLY AND TO THE LEFT, SAID CURVE HAVING A CENTRAL ANGLE OF 70 DEGREES 32 MINUTES 59 SECONDS, RADIUS OF 50.00 FEET, A CHORD BEARING NORTH 53 DEGREES 51 MINUTES 55 SECONDS EAST, CHORD LENGTH 57.75 FEET; THENCE ALONG THE ARC OF SAID CURVE 61.57 FEET TO A POINT ON A REVERSE CURVE, CONCAVED SOUTHERLY AND TO THE RIGHT, SAID CURVE HAVING A CENTRAL ANGLE 70 DEGREES 31 MINUTES 17 SECONDS EAST, A RADIUS OF 25.00 FEET, A CHORD BEARING NORTH 53 DEGREES 51 MINUTES 17 SECONDS EAST, A CHORD LENGTH 51.75 FEET; THENCE ALONG SAID ARC A DISTANCE OF 61.57 FEET TO A POINT ON THE NORTH LINE OF TRACT III OF AFORESAID BENNETT'S HAMMOCK ALSO BEING THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID OLD HAMMOCK ROAD; THENCE NORTH 89 DEGREES 07 MINUTES 09 SECONDS EAST ALONG THE NORTH LINE OF TRACT III; A DISTANCE OF 219.78 FEET; THENCE DEPARTING SAID NORTH LINE OF SAID TRACT III SOUTH 00 DEGREES 18 MINUTES 52 SECONDS EAST AND PARALLEL TO THE WEST LINE OF SAID TRACT III A DISTANCE OF 286.01 FEET TO A POINT ON THE SOUTH LINE OF SAID TRACT III ALSO BEING THE NORTH LINE OF TWIN GATES MOBILE ESTATES SUBDIVISION, MAP BOOK 33, PAGE 48, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE ALONG SAID SOUTH LINE OF TRACT III SOUTH 89 DEGREES 53 MINUTES 26 SECONDS WEST, A DISTANCE OF 290.00 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED LAND CONTAINS 80,349 SQUARE FEET OR 1.8 ACRES MORE OR LESS.



LEGEND:

FD FOUND	Ⓢ CENTERLINE RIGHT-OF-WAY
FL FLORIDA	
ID IDENTIFICATION	⊙ FOUND 4" ROUND CONCRETE MONUMENT (AS NOTED)
IRC IRON ROD & CAP	
LB LICENSED BUSINESS	⊠ SET 4" X 4" CONCRETE MONUMENT STAMPED
LC LICENSED SURVEYOR	PRM LB 8205
M.B. MAP BOOK	
No. NUMBER	● SET 5/8" IRON ROD & CAP LB 8205 AT ALL LOTS,
O.R. OFFICIAL RECORD BOOK	TRACTS AND RIGHT-OF-WAY CORNERS, EXCEPT
P.B. PLAT BOOK	NOTED BY A PRM OR PCP WILL BE SET IN
PG PAGE	ACCORDANCE WITH CHAPTER 177, PART 1,
PGS PAGES	FLORIDA STATUTES.
PSM PROFESSIONAL SURVEYOR & MAPPER	
PRM PERMANENT REFERENCE MONUMENT	
PRC POINT OF REVERSE CURVATURE	
PT POINT OF TANGENT	
R/W RIGHT-OF-WAY	
V.C.R. VOLUSIA COUNTY RECORDS	

INDEX OF SHEETS:

SHEET PL-1 - COVER, LEGAL DESCRIPTION, DEDICATIONS, NOTES, LEGEND, AND VICINITY MAP
SHEET PL-2 - LOT DETAIL MAP
SHEET PL-3 - EASEMENT DETAILS

SHEET PL-1 OF PL-3

Professional Surveyor

Phone: 386.216.5730

555 W Granada Blvd., Suite D7, Ormond Beach, Florida 32174 LB 8205

S A I A

SURVEYING, INC.

Residential Commercial Construction

PLAT BOOK

PAGE

DEDICATION

KNOW ALL MEN BY THESE PRESENTS, THAT LEILA'S HAMMOCK HOMEOWNERS ASSOCIATION, INC., BEING THE OWNER IN FEE SIMPLE OF THE LANDS SHOWN HEREON AS THE PLAT ENTITLED LEILA'S HAMMOCK, LOCATED IN THE CITY OF PORT ORANGE, FLORIDA, HEREBY GRANTS THE SAID LANDS AND PLAT FOR THE USE AND PURPOSES HEREON EXPRESSED, DRAINAGE, MAINTENANCE, UTILITIES, TREE PRESERVATION AND ACCESS EASEMENTS, UNLESS OTHERWISE INDICATED ARE GRANTED TO THE CITY OF PORT ORANGE. TRACT A IS HEREBY GRANTED TO LEILA'S HAMMOCK HOMEOWNERS ASSOCIATION, INC. FOR THE BENEFIT OF ALL LOT OWNERS OF THE LANDS DESCRIBED HEREIN AND FOR PURPOSES DESCRIBED IN THE GENERAL NOTES.

IN WITNESS WHEREOF, _____ HAS CAUSED THESE PRESENTS TO BE SIGNED,
ATTESTED, AND SEALED BY THOSE NAMED BELOW ON THIS _____.

SIGNED AND SEALED IN
THE PRESENCE OF:

_____	WITNESS
LAND OWNER	PRINTED NAME:

PRINTED NAME:
STATE OF FLORIDA, COUNTY OF VOLUSIA

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS _____ DAY OF _____, 2022, BY _____, AS MANAGING MEMBER OF, A FLORIDA LIMITED LIABILITY COMPANY, ON BEHALF OF SAID COMPANY, IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.

NOTARY PUBLIC

PRINT NAME _____ SEAL
MY COMMISSION EXPIRES: _____
COMMISSION NUMBER: _____

CERTIFICATE OF SURVEYOR AND MAPPER

KNOW ALL MEN BY THESE PRESENTS, THAT THE UNDERSIGNED, BEING A LICENSED AND REGISTERED SURVEYOR AND MAPPER, DOES HEREBY CERTIFY THAT THE PLAT SHOWN AND DESCRIBED HEREON, ENTITLED LEILA'S HAMMOCK, WAS PREPARED UNDER MY DIRECTION AND SUPERVISION, THAT THE PLAT COMPLIES WITH ALL OF THE SURVEY REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES, AND THAT ALL MONUMENTATION SHOWN HEREON OR REQUIRED PER CHAPTER 177, FLORIDA STATUTES, HAS BEEN PROPERLY PLACED.

DAVID McMILLEN PSM #6378
AIA SURVEYING, Inc.
555 W. Granada Blvd., Ste. D-7
Ormond Beach, FL 32174

DATE: _____
REGISTRATION NUMBER
LB #8205

REVIEW BY SURVEYOR & MAPPER FOR THE CITY OF PORT ORANGE

I HEREBY CERTIFY TO THE CITY, THAT I HAVE REVIEWED THE FOREGOING PLAT FOR COMPLIANCE WITH THE REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES, AND THAT I AVE PROVIDED BOTH THE CITY AND THE SURVEYOR AND MAPPER OF RECORD A LIST OF DEVIATIONS, IF ANY, FROM SUCH REQUIREMENTS.

NAME _____ DATE _____
PRINT NAME: _____ P.L.S. No.: _____

PLANNING COMMISSION CERTIFICATE OF APPROVAL

THIS STATEMENT HEREBY CERTIFIED THAT THE PLAT ENTITLED, LEILA'S HAMMOCK, WAS APPROVED BY THE PORT ORANGE PLANNING COMMISSION ON _____.

BY: _____
CHAIRMAN OF THE PORT ORANGE PLANNING COMMISSION

CITY COUNCIL CERTIFICATE OF APPROVAL

THIS STATEMENT HEREBY CERTIFIES THAT THE PLAT ENTITLED, LEILA'S HAMMOCK, WAS APPROVED BY THE PORT ORANGE CITY COUNCIL ON _____.

BY: _____ ATTEST: _____
MAYOR OF THE CITY OF PORT ORANGE CITY CLERK OF PORT ORANGE

CERTIFICATE OF CLERK

I HEREBY CERTIFY THAT I HAVE EXAMINED THE FOREGOING PLAT AND FOUND THAT IT COMPLIES, IN FORM, WITH ALL REQUIREMENTS STATED IN CHAPTER 177, FLORIDA STATUTES, AND THAT IT WAS FILED FOR RECORD ON _____ AT _____ A.M. / P.M.

FILE # _____

BY: _____
CLERK OF THE CIRCUIT COURT
IN AND FOR VOLUSIA COUNTY, FLORIDA.

LEILA'S HAMMOCK

SECTION 5, TOWNSHIP 16 SOUTH, RANGE 33 EAST, CITY OF PORT ORANGE,
VOLUSIA COUNTY, FLORIDA BEING A RE-PLAT OF A PORTION OF TRACT III,
SEVENTH ADDITION BENNETT'S HAMMOCK, ACCORDING TO THE MAP OR
PLAT THEREOF, AS RECORDED IN PLAT BOOK 42, PAGE 137, PUBLIC RECORDS
OF VOLUISA COUNTY, FLORIDA.

PLAT
BOOK

PAGE

#1152
PARCEL ID:
6305-04-00-0021
O.R. 7891, PG 3374
V.C.R.

FD
5/8" IRC
NO ID
(TYPICAL)
SET PRM
4"x4" CM
LB 8205
(TYPICAL)

10' PUBLIC
UTILITY
EASEMENT
M.B. 42, PG 137
V.C.R.

#1152
PARCEL ID:
6305-04-00-0021
O.R. 7891, PG 3374
V.C.R.

**POINT OF
BEGINNING**
SOUTHWEST CORNER
TRACT III
M.B. 42, PG 137

OLD HAMMOCK ROAD
(50' R/W)
(PUBLIC R/W)

MEDITATION
LOOP
(VARYING R/W)
(PRIVATE)

N89°07'09"E
(BASIS OF BEARING)

SOUTH R/W LINE

V.C.R.)

SET (TYPICAL)
5/8" IRC
LB 8205

S00°18'52"E

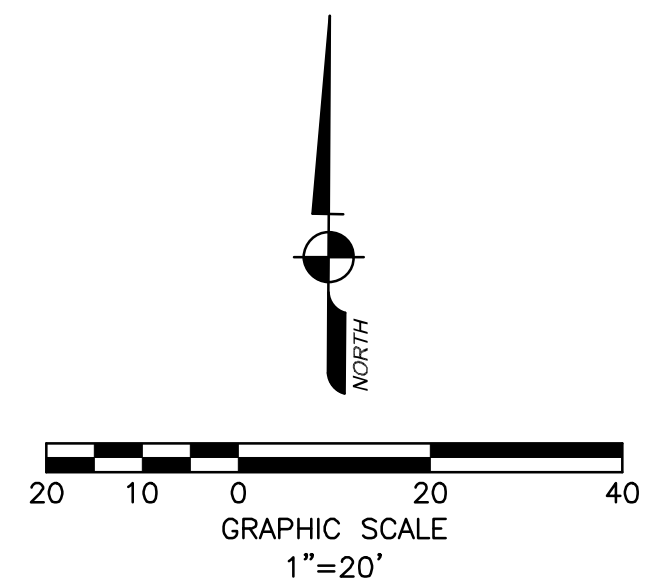
286.01'

60.00'(D)(M)

S89°53'26"W

290.00'

TWIN GATES
MOBILE ESTATES
SUBDIVISION
M.B. 33, PG 48
VOLUSIA COUNTY
FLORIDA



PORTION NOT INCLUDED
BENNETT'S HAMMOCK
M.B. 42, PG 137
V.C.R.
PARCEL ID:
6305-08-00-0030

EAST LINE OF TRACT III, M.B. 42, PG 137, V.C.R.

EASEMENT ACREAGE / SQUARE FOOTAGE TOTALS

DRAINAGE AND UTILITY STREET FRONTAGE:
LOT 1: 504 SQUARE FEET / 0.0116 ACRES
LOT 2: 504 SQUARE FEET / 0.0116 ACRES
LOT 3: 504 SQUARE FEET / 0.0116 ACRES
LOT 4: 504 SQUARE FEET / 0.0116 ACRES
LOT 5: 583 SQUARE FEET / 0.0134 ACRES
LOT 6: 691 SQUARE FEET / 0.0159 ACRES
COMMON AREA ALONG EAST LINE: 335 SQUARE FEET / 0.0077 ACRES
COMMON AREA ALONG WEST LINE: 121 SQUARE FEET / 0.0028 ACRES
EXISTING 25' DRAINAGE ALONG THE SOUTH: 7,250 SQUARE FEET / 0.1664 ACRES.

CURVE TABLE BOUNDARY

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	50.0'	61.57'	57.75'	N 53°51'56" E	70°32'59"
C2	25.0'	30.77'	28.87'	N 53°51'17" E	70°31'44"

CURVE TABLE PARCELS

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C3	50.0'	10.08'	10.06'	N 83°21'57" E	11°32'56"
C4	50.0'	51.49'	49.24'	N 48°05'27" E	59°00'04"
C5	25.0'	10.43'	10.35'	N 30°32'23" E	23°53'55"
C6	25.0'	20.35'	19.79'	N 65°48'15" E	46°37'49"
C7	189.84'	43.93'	43.83'	S 53°12'13" W	13°15'30"
C8	189.93'	45.77'	45.59'	S 66°43'07" W	13°47'16"
C9	190.17'	42.83'	42.74'	S 80°04'41" W	12°54'11"
C10	189.9'	132.46'	129.79'	S 66°33'21" W	39°57'58"

SHEET PL-2 OF PL-3

Professional Surveyor

S A I A

SURVEYING, INC.

Residential Commercial Construction

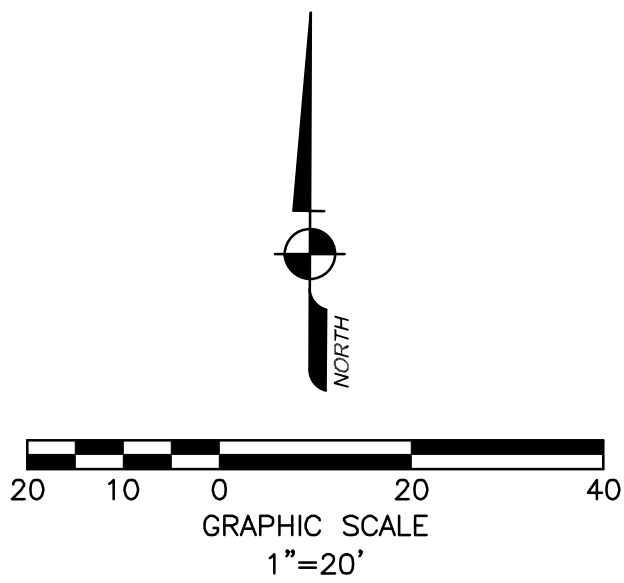
555 W Granada Blvd., Suite D7, Ormond Beach, Florida 32174 LB 8205

LEILA'S HAMMOCK

SECTION 5, TOWNSHIP 16 SOUTH, RANGE 33 EAST, CITY OF PORT ORANGE,
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OF VOLUISA COUNTY, FLORIDA.

PLAT
BOOK

PAGE



LINE / CURVE TABLE
10' MAINTENANCE BERM
& DRAINAGE EASEMENT

LINE	BEARING	DISTANCE
L1	S 00°18'52" E	10.04'
L2	S 00°18'52" E	191.91'
L3	N 89°42'25" W	19.39'
L12	S 89°51'08" E	20.21'
L13	N 89°12'45" E	26.23'
L14	N 89°06'06" E	23.30'
L15	N 88°33'19" E	38.88'
L16	N 70°24'41" E	82.03'
L17	S 66°46'36" E	15.50'
L18	S 87°10'55" E	38.54'
L19	N 87°52'17" E	22.26'
L20	N 15°01'28" E	36.39'
L21	S 90°00'00" W	11.89'
L22	S 45°00'00" W	10.34'
L23	S 90°00'00" W	46.54'
L24	S 70°25'46" W	74.33'
L25	S 88°04'04" W	14.65'
L26	N 25°58'30" W	25.17'
L27	N 89°07'09" E	91.01'
L28	S 00°00'00" E	16.63'
L29	N 90°00'00" E	11.55'
L30	N 02°54'12" W	11.66'
L31	N 04°55'28" W	57.89'
L32	N 04°57'37" E	32.48'
L33	N 05°34'20" E	22.32'
L34	N 11°10'29" E	27.64'
L35	N 33°38'28" E	25.11'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	18.00'	14.29'	13.92'	S 22°15'28" W	45°29'04"
C2	18.00'	14.14'	13.78'	S 67°30'00" W	45°00'00"
C3	13.58'	4.71'	4.69'	S 80°21'49" W	19°52'06"
C4	35.33'	10.81'	10.77'	S 79°18'12" W	17°31'45"
C5	20.00'	23.02'	21.77'	N 58°57'13" W	65°57'26"
C6	24.56'	42.33'	37.28'	N 19°44'13" E	98°46'33"
C7	163.93'	64.83'	64.41'	N 57°47'42" E	22°39'35"
C8	34.56'	22.72'	22.31'	N 70°06'53" E	37°39'58"
C9	22.00'	34.90'	31.35'	S 45°26'26" E	90°52'51"

LINE TABLE / CURVE TABLE
TREE PRESERVATION EASEMENT

LINE	BEARING	DISTANCE
L36	S 00°18'52" E	146.50'
L37	S 00°02'28" E	8.16'
L38	S 17°20'38" E	29.91'
L39	N 89°21'50" E	49.78'
L40	N 70°47'58" E	50.39'
L41	N 79°32'53" E	30.29'
L42	N 87°25'16" E	10.02'
L43	S 87°28'36" E	32.82'
L44	N 88°49'07" E	9.96'
L45	N 89°58'02" E	9.61'
L46	N 15°34'11" E	7.87'
L47	N 00°55'26" E	7.97'
L48	S 00°01'14" E	52.91'
L49	S 89°57'51" W	236.68'
L50	S 00°02'28" E	0.99'
L51	S 90°00'00" W	51.79'
L52	N 00°18'52" W	85.27'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C10	36.00'	73.16'	61.20'	S 58°34'03" E	116°25'57"
C11	18.00'	56.72'	36.00'	N 89°58'46" E	180°32'42"

EASEMENT ACREAGE / SQUARE FOOTAGE TOTALS

DRAINAGE EASEMENT, VARYING WIDTH: 24,320 SQUARE FEET / 0.5583 ACRES.
TREE PRESERVATION EASEMENT, VARYING WIDTH: 12,483 SQUARE FEET / 0.29 ACRES.

SHEET PL-3 OF PL-3

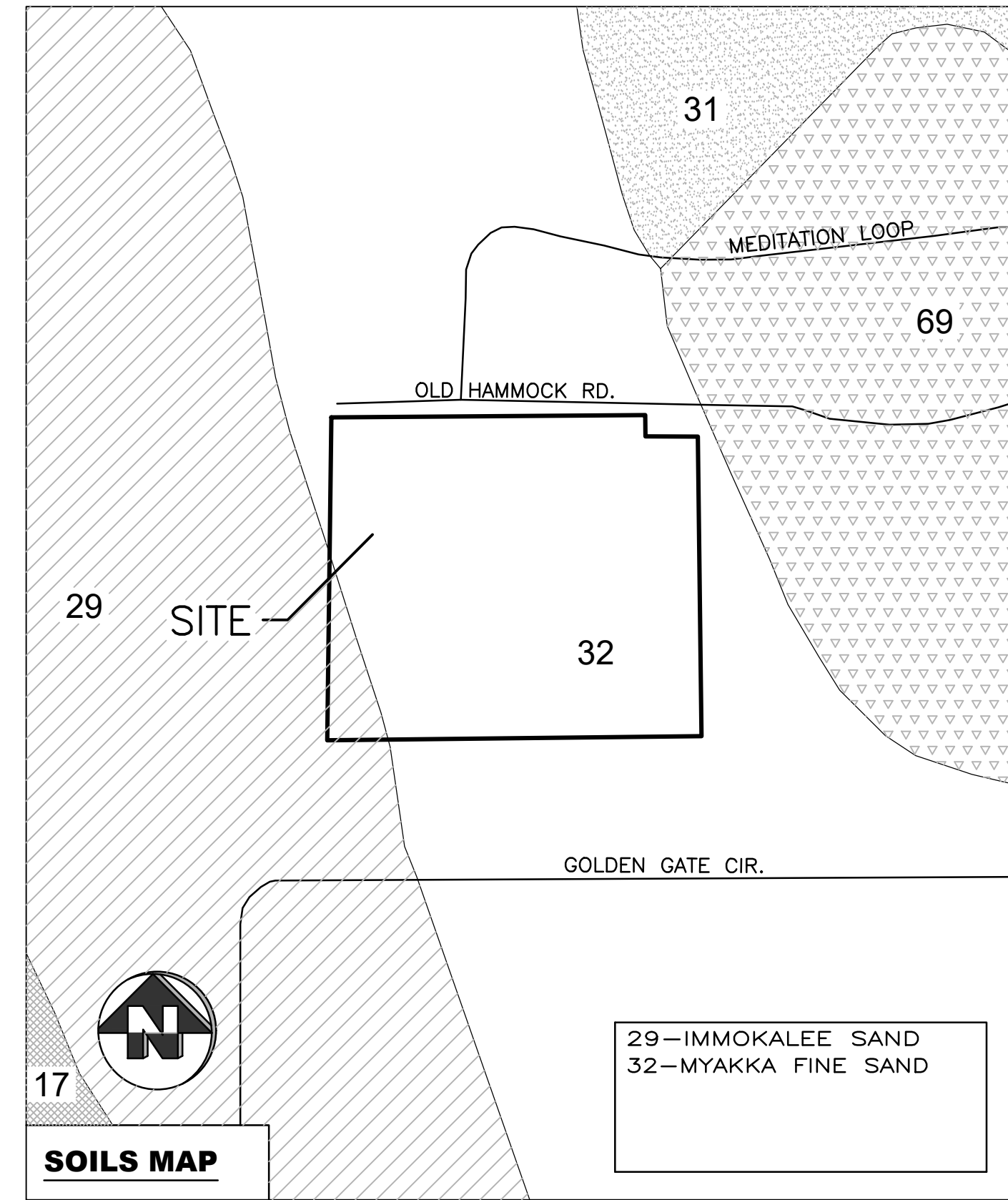
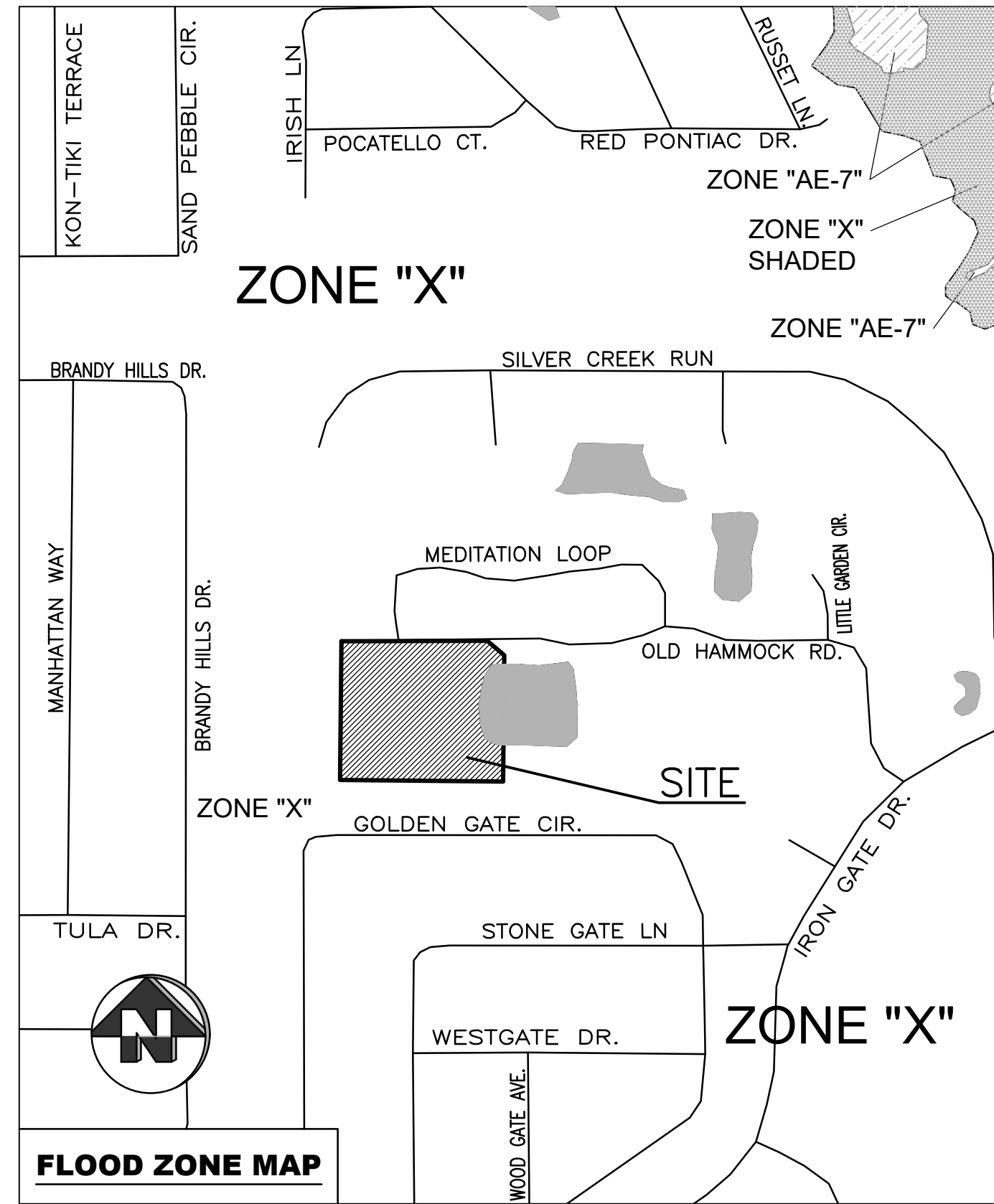
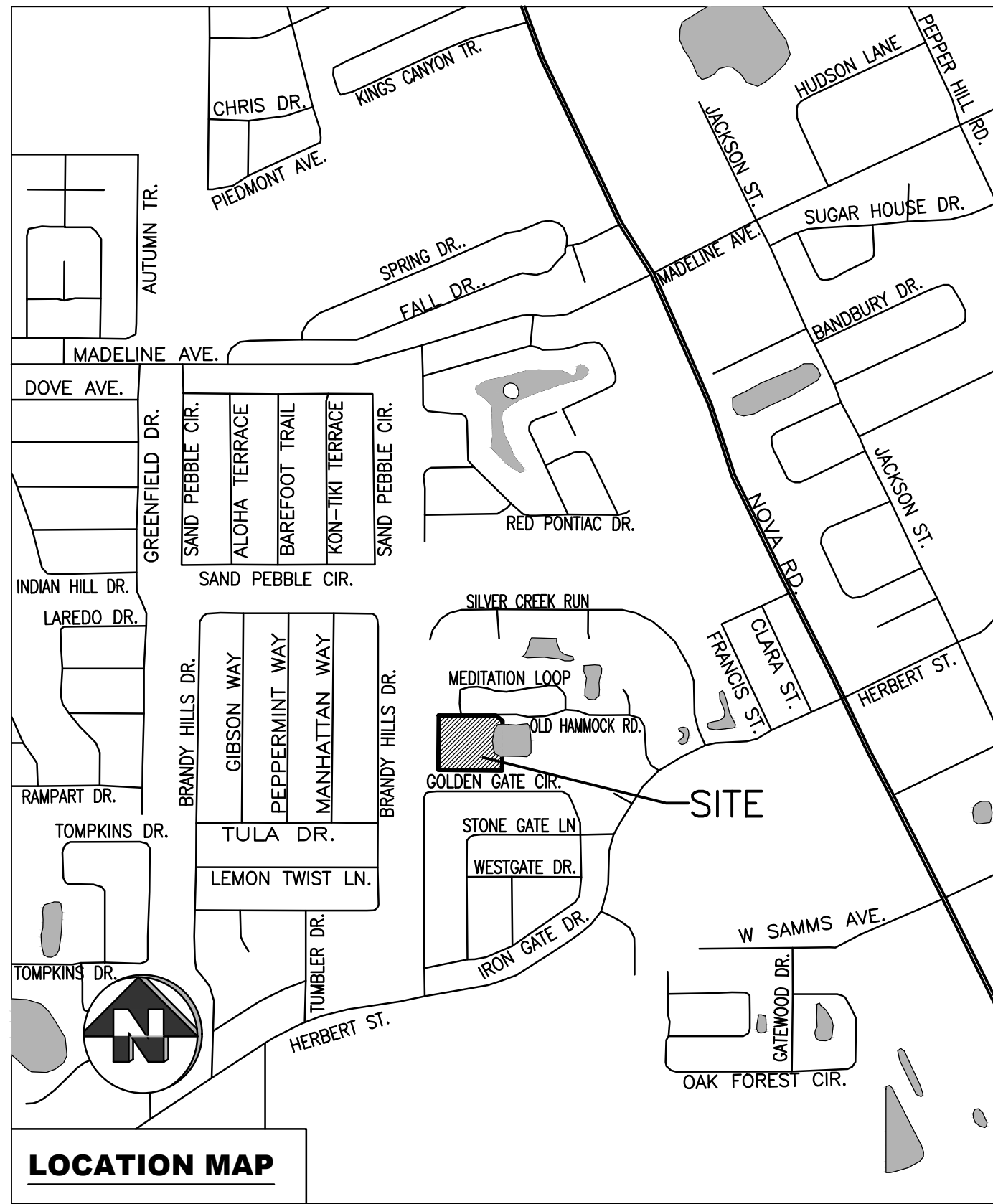
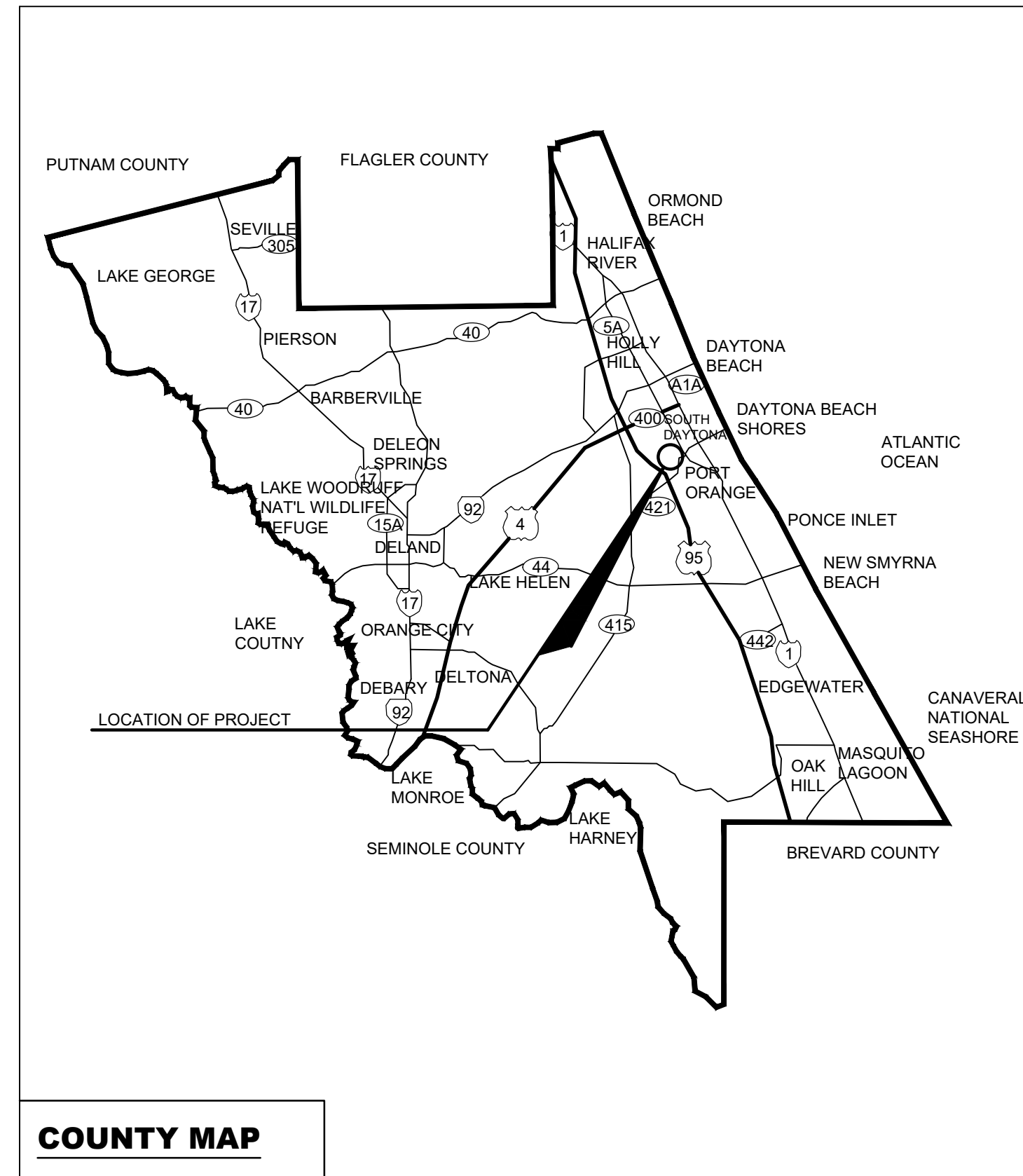
Professional Surveyor

SURVEYING, INC.

Residential Commercial Construction
555 W Granada Blvd., Suite D7, Ormond Beach, Florida 32174 LB 8205

Cover Page For:
S HAW
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA

DEVELOPER:	COMMUNITY DEVELOPMENT DIRECTOR	CIVIL ENGINEER:	SURVEYOR:	PROJECT BIOLOGIST:	GEOTECHNICAL ENGINEER:
RIGA INC. REZA (RAY) TOUTOUNCHIAN P.O. BOX 2027 DAYTONA BEACH, FL. 32115 Phone: (386)	TIM BURMAN 1000 CITY CENTER CIRCLE PORT ORANGE, FL. 32129 Phone: (386) 506-5625 Fax: (386)	RICHARD J. DIXON, P.E. 102 SOUTH ORANGE AVENUE NEW SMYRNA BEACH, FL Phone: (386) 428-5834 Fax: (386) 409-3781	A1A SURVEYING, INC. DAVID McMILLEN 555 W. GRANADA BLVD., STE D7 ORMOND BEACH, FL. 32174 Phone: (386) 5730	YOUNG BEAR ENVIRONMENTAL DANNY YOUNG 2773 DATE PALM DRIVE EDGEWATER, FL. 32132 Phone: (386) 576-3541	BRIAN POHL, P.E. UNIVERSAL ENGINEERING SERVICES 911 BEVILLE ROAD, STE. #3 SOUTH DAYTONA, FL. Phone: 386-756-1105 Fax: 386-760-4067
E-mail: REZA32174@YAHOO.COM	E-mail: TBURMAN@PORT-ORANGE.ORG	E-mail: RICK@ANDERSONDIXONLLC.COM	E-mail: DAVID@A1ASURVEYING.COM	E-mail: DYOUNG@YBECONSULTING.COM	E-mail: BPOHL@UNIVERSALENGINEERING.COM

[illegible]

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DATE:
03-28-22

**ANDERSON
DIXON**

ENGINEERING • PLANNING • PERMITTING
PHONE: (386) 428-5834 - FAX: (386) 409-3781

RICHARD J. DIXON, P.E.
PROFESSIONAL ENGINEER
FL. REG.# 47544
102 SOUTH ORANGE STREET
NEW SMYRNA BEACH, FL
32168
(386) 428-5834

**COVERPAGE FOR:
LEILA'S HAMMOCK**

**OLD HAMMOCK ROAD
EDGEWATER, FLORIDA**

- CITY COMMENTS

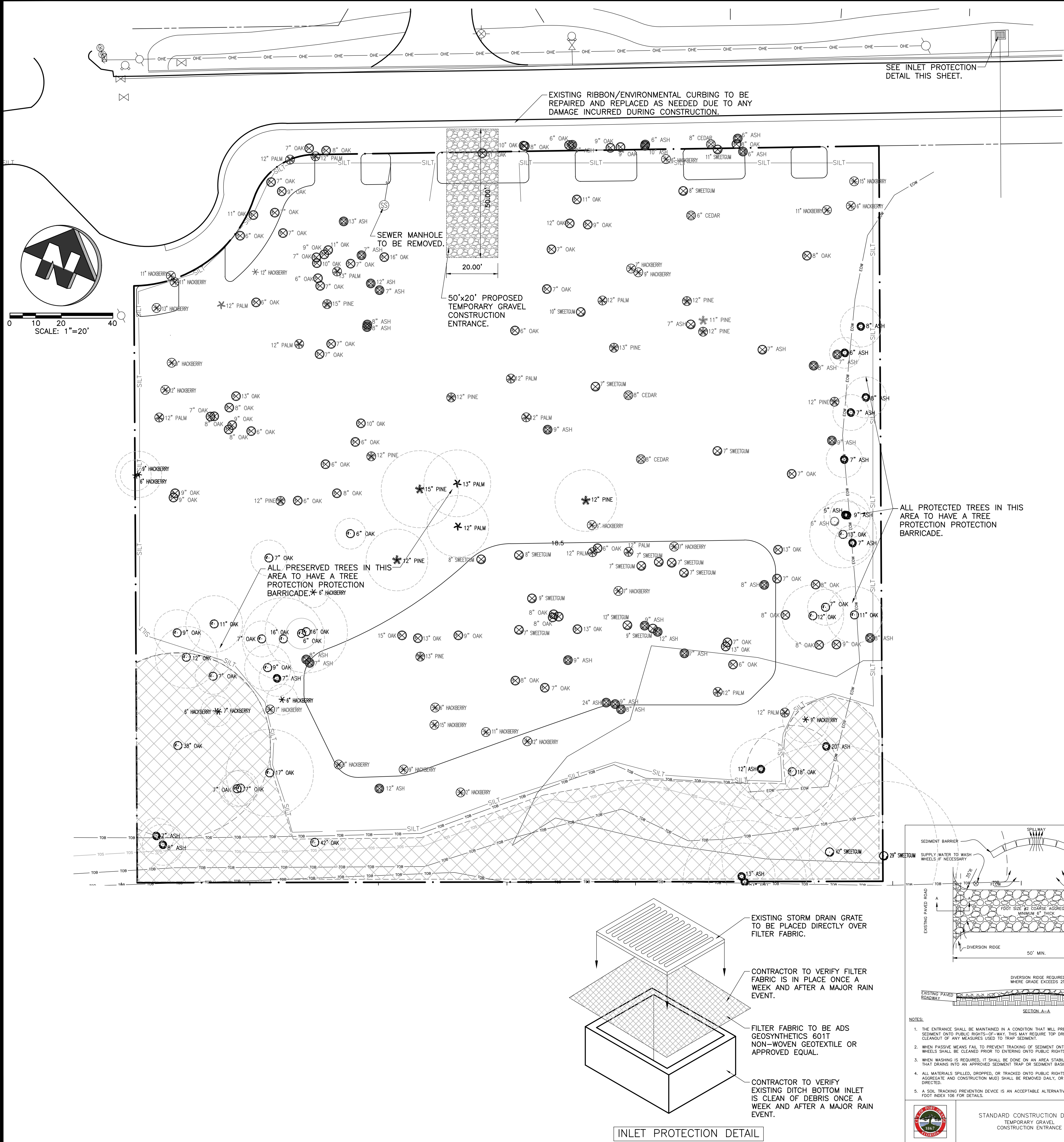
- CITY COMMENTS

- CITY COMMENTS

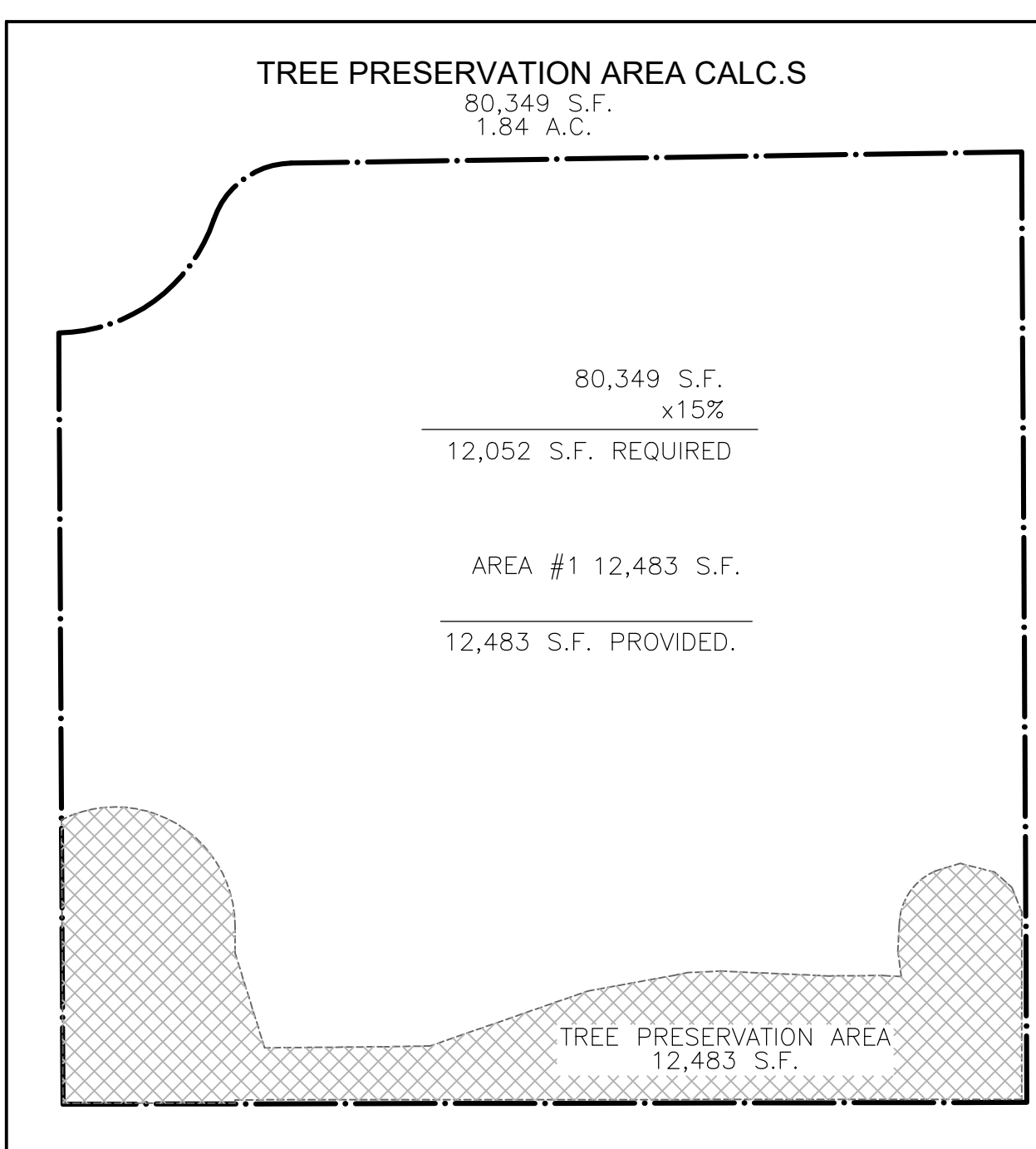
REZA (RAY) TOUTOUNCHIAN
P.O. BOX 2027
DAYTONA BEACH, FL. 32115

REV.	DATE:
1	09-01-22
2	12-12-22
3	10-27-22
DRAFTER: DBA	
CHECKED BY: RD	

SHEET NO.
C-1



- ### DEMOLITION/EROSION NOTES
- CONTRACTOR TO LOCATE ALL UNDERGROUND UTILITIES BEFORE CONSTRUCTION. CONTACT SUNSHINE 811 FOR LOCATIONS. USE EXTREME CAUTION WHEN DIGGING AROUND EXISTING UTILITIES.
 - CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES BEFORE STARTING DEMOLITION / CLEARING.
 - NO WORK SHALL BE PERFORMED OUTSIDE OF SILT FENCE/LIMITS OF CONSTRUCTION LINE.
 - SILT FENCES AND FILTER BARRIERS SHALL BE INSPECTED IMMEDIATELY AFTER EACH RAINFALL. ANY REQUIRED REPAIRS SHALL BE MADE IMMEDIATELY.
 - THE CONTRACTOR IS RESPONSIBLE FOR FOLLOWING THE BEST EROSION AND SEDIMENT CONTROL CONTROL PRACTICES AS OUTLINED IN THE PLANS, SPECIFICATIONS AND ST. JOHNS RIVER WATER MANAGEMENT DISTRICT SPECIFICATIONS AND CRITERIA.
 - SOD SHALL BE PLACED IN AREAS WHICH MAY REQUIRE IMMEDIATE EROSION PROTECTION TO ENSURE WATER QUALITY STANDARDS ARE MAINTAINED.
 - SWALES AND GRASSED AREAS WILL BE MOWED AS NECESSARY AND ARE TO BE CHECKED PERIODICALLY FOR EROSION, ALL TO BE MAINTAINED BY OWNER ONCE CONSTRUCTION IS COMPLETED.
 - SEE TREE PROTECTION DETAIL THIS SHEET, PROVIDE TREE PROTECTION AROUND ALL EXISTING TREES TO REMAIN ON SITE.
 - SILT FENCE TO BE LOCATED JUST IN SIDE OF PROPERTY LINES AND TREE PRESERVATION AREA LIMITS, UNLESS OTHERWISE SHOWN.
 - CONTRACTOR TO REMOVE ALL ORGANIC SOILS AND ORGANIC DEBRIS WHICH MAY EXIST BENEATH THE BUILDING, DRIVEWAY, AND PARKING AREA FOOTPRINTS. SEE PROJECT GEOTECHNICAL REPORT BY UNIVERSAL ENGINEERING.
 - CONTRACTOR TO OBTAIN NATIONAL POLLUTION DISCHARGE ELIMINATION PERMIT AND PROVIDE TO THE CITY.
 - CLEARING, GRADING AND SITE PREPARATION ACTIVITY MUST ADHERE TO THE CITY'S CONSTRUCTION SITE MANAGEMENT STANDARDS.
 - SOIL TRACKING DEVICE IS REQUIRED AT OLD HAMMOCK STREET. SEE CITY DETAIL THIS SHEET. CONTRACTOR TO MAINTAIN DEVICE TO PREVENT SOIL DEPOSITION ON OLD HAMMOCK STREET THROUGH OUT CONSTRUCTION.

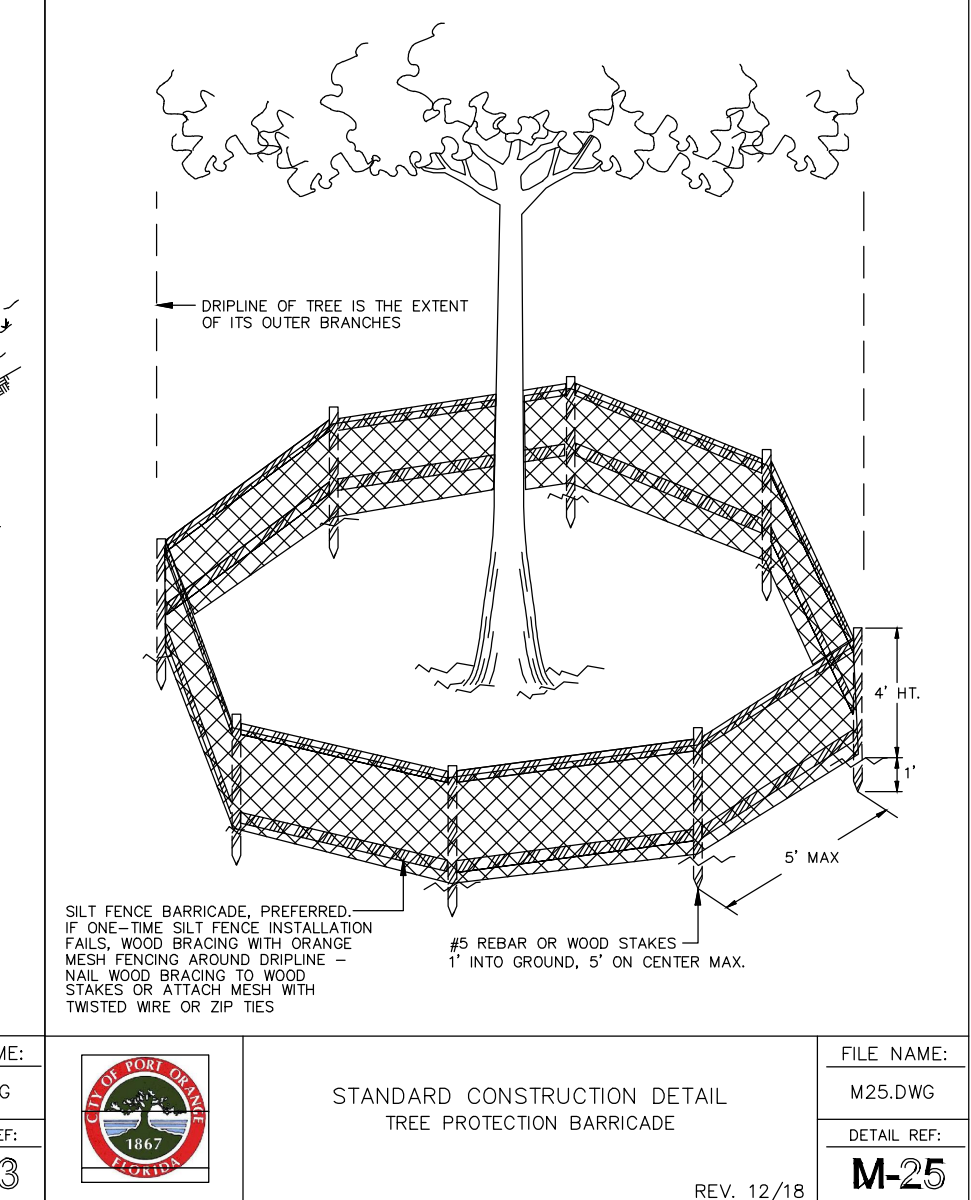
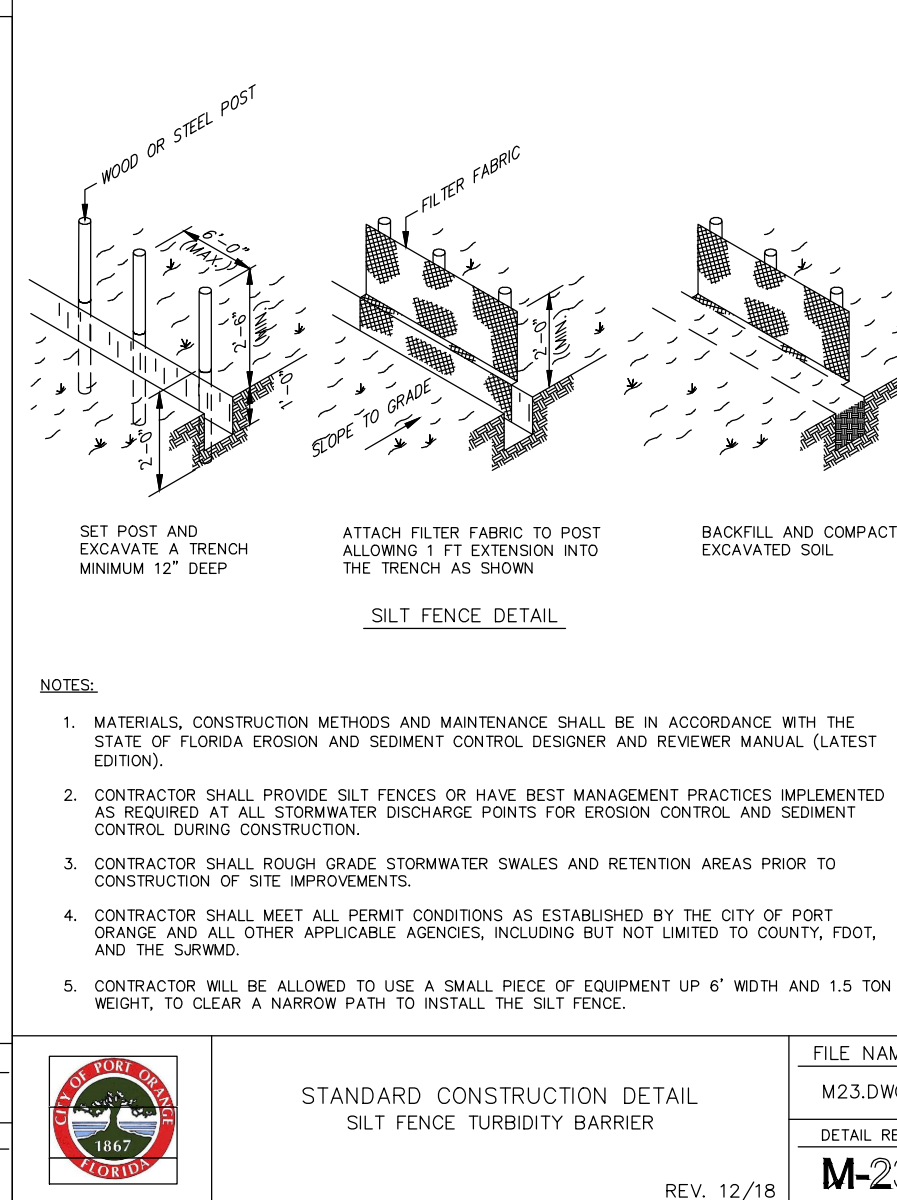
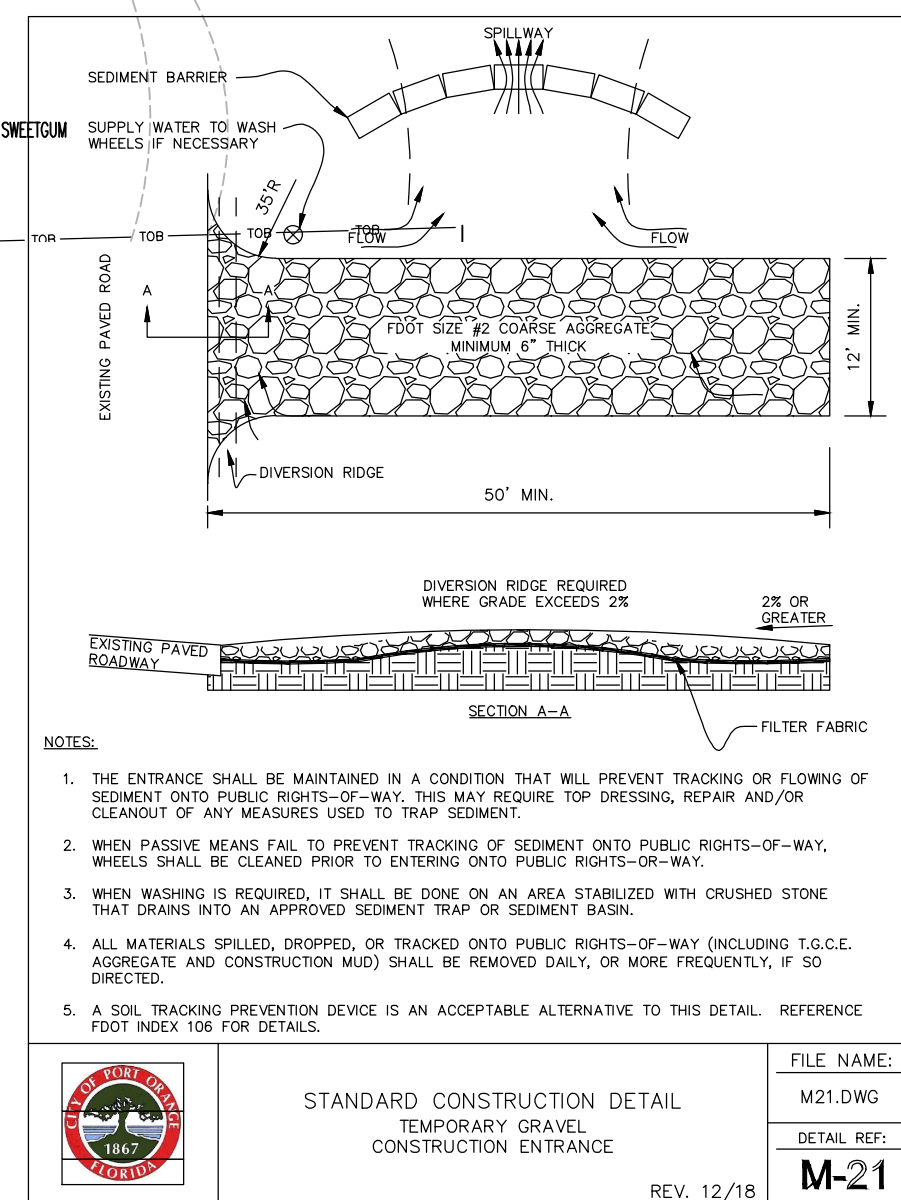
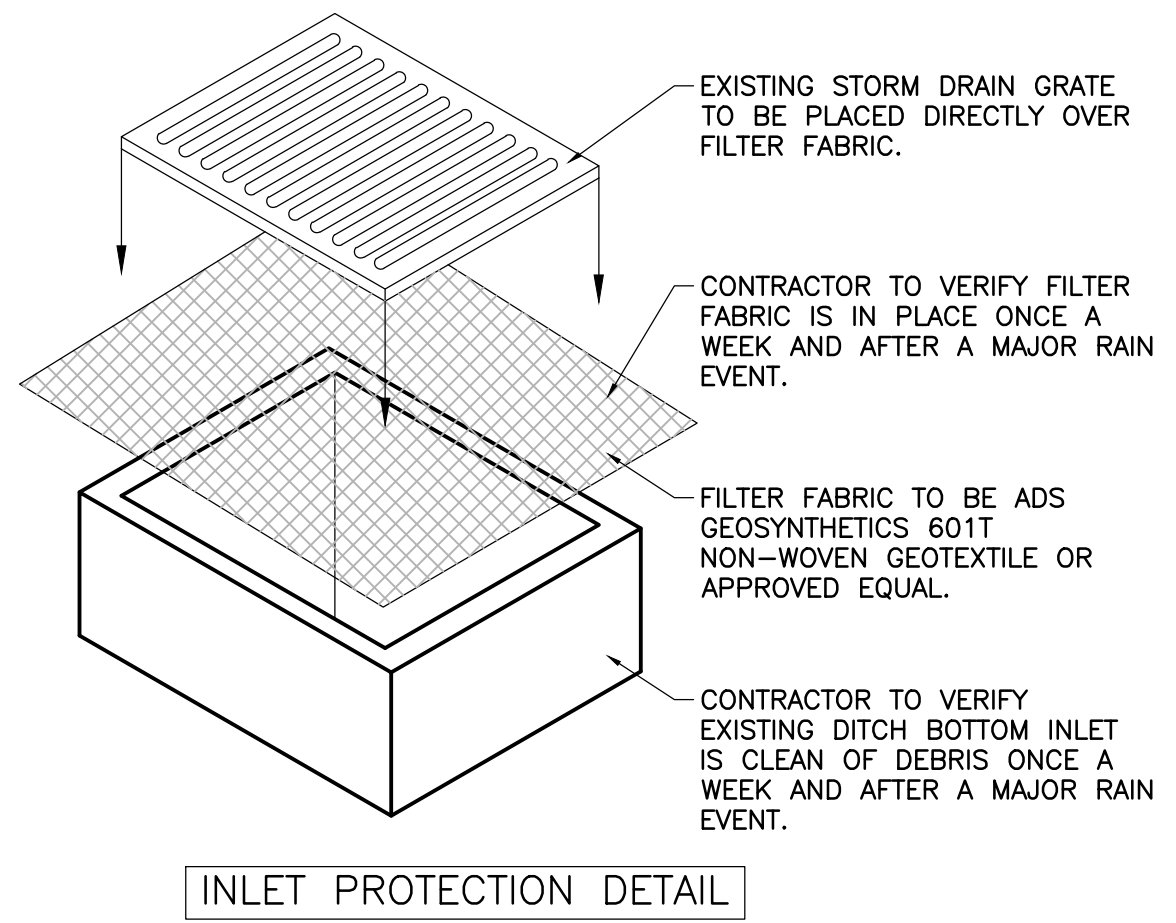


LEGEND

- PROPERTY LINES
- SILT FENCE
- # TREE EXISTING TREES TO REMAIN
- TREE PRESERVATION AREA
- EXISTING TREES TO BE REMOVED.

ALL PROTECTED TREES IN THIS AREA TO HAVE A TREE PROTECTION PROTECTION BARRICADE.

ALL PRESERVED TREES IN THIS AREA TO HAVE A TREE PROTECTION PROTECTION BARRICADE.



(PERMIT SUBMITTAL SET)

DATE: 03-28-22

ANDERSON DIXON

ENGINEERING-PLANNING-PERMITTING

PHONE: (386) 428-5834 - FAX: (386) 409-3781

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CLEARING PLAN FOR:

LEILA'S HAMMOCK

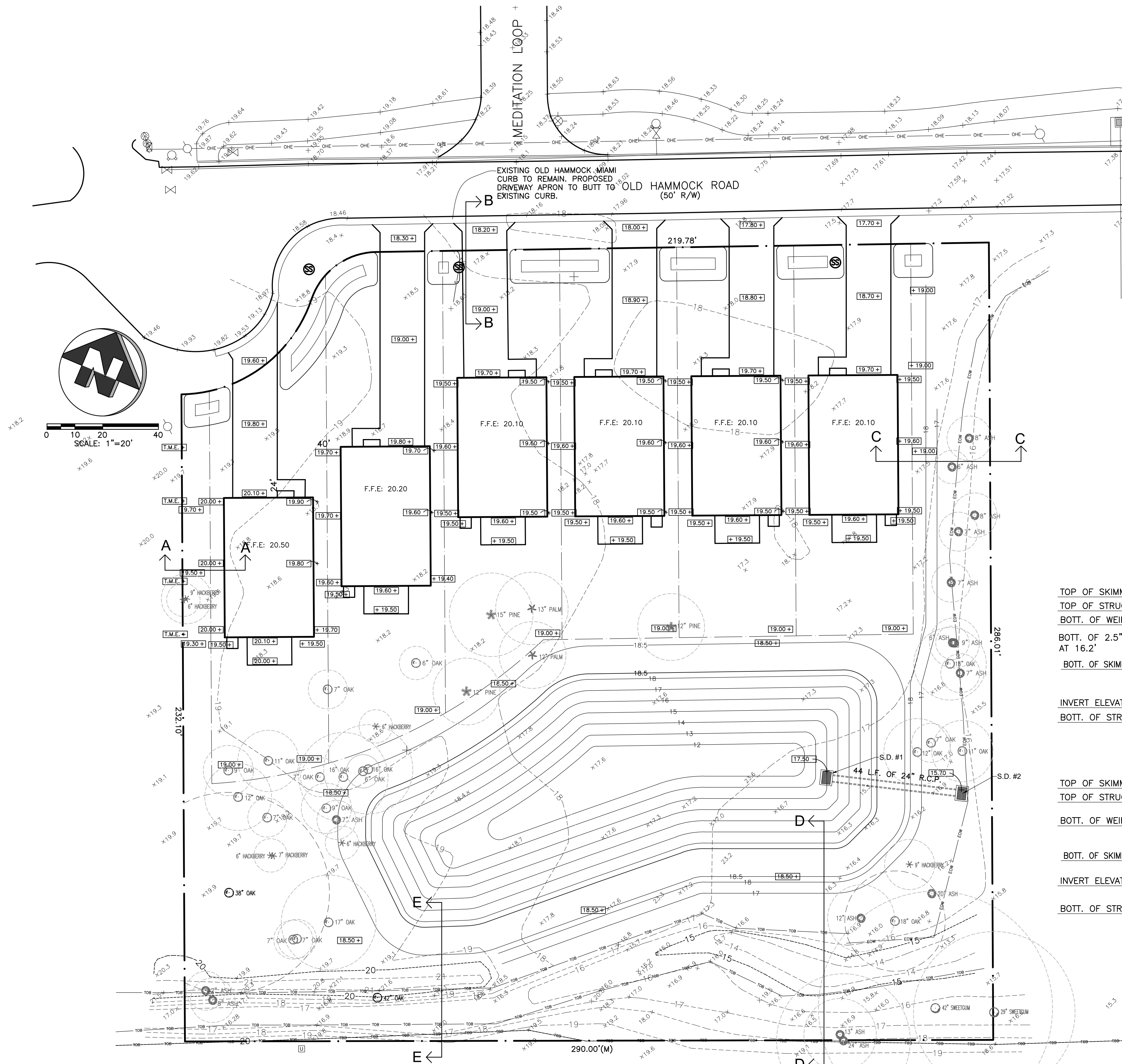
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA

REV.	DATE:	NOTES:
1	09-01-22	R.A.I. #1 - CITY COMMENTS
2	10-12-22	R.A.I. #2 - CITY COMMENTS

CLIENT: REZA (RAY) TOUTOUNCHIAN
P.O. BOX 2027
DAYTONA BEACH, FL 32115

DRAFTER: DBA
CHECKED BY: RD
PROJECT NO. 20-1282

SHEET NO. C-3



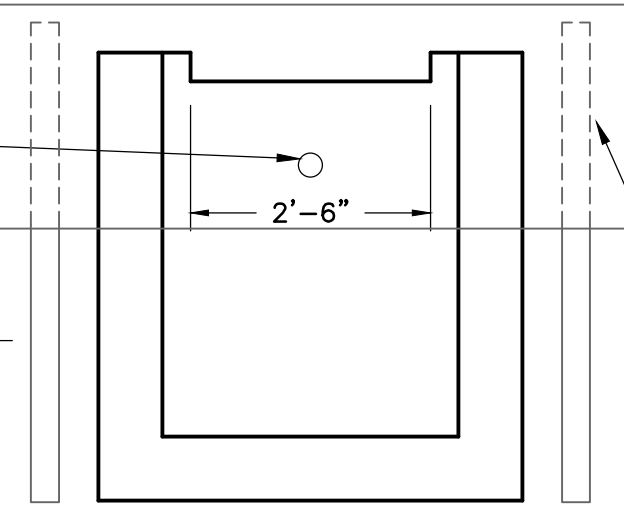
- GRADING NOTES:
1. CONTRACTOR TO CALL FOR UTILITY LOCATES AND HAND DIG AROUND ALL EXISTING UTILITIES AND USE EXTREME CAUTION.
 2. NO CLEARING OR ROUGH GRADING WILL COMMENCE UNTIL ALL EROSION CONTROL MEASURES ARE IN PLACE. SEE CLEARING PLAN FOR SILT FENCE LOCATION AND INSTALLATION DETAILS.
 3. IMMEDIATELY SOD AND STABILIZE ALL SLOPED AREAS TO MAINTAIN PROPOSED GRADES AND TO PREVENT EROSION.
 4. ELEVATIONS SHOWN ON PLANS ARE NAVD 88 DATUM.
 5. GRADING ELEVATIONS IN MULCHED LANDSCAPED AREAS ARE TO TOP OF FINISHED MULCH.
 6. PROPOSED GRADES SHOWN IN BUFFER AND NATURAL VEGETATION AREAS ARE SHOWN, WHERE EXISTING TREES ARE SHOWN TO BE SAVED, LEAVE EXISTING GRADE AROUND TREES TO THE EXTENT POSSIBLE TO PREVENT ROOT DAMAGE.
 7. ALL PROPOSED HOMES TO HAVE A MIN. 6" REVEAL FROM FINISHED FLOOR ELEVATION TO ADJACENT PROPOSED GRADE.

- STORMWATER NOTES:
1. CONTRACTOR TO VERIFY EXISTING UTILITIES PRIOR TO CONSTRUCTION COMMENCEMENT AND NOTIFY ENGINEER OF RECORD IF LOCATIONS OF EXISTING UTILITIES ARE NOT AS SHOWN ON PLANS.
 2. BUILDINGS DRAINAGE TO BE DIRECTED TO RETENTION POND AT THE SOUTH END OF THE PROPERTY USING BUILDING GUTTERING SYSTEM AND SHEET FLOW DRAINAGE. SEE POST DRAINAGE PLAN SHEET C-5.
 3. ALL BUILDING DRIVEWAYS ONLY SHALL DRAIN TO THE SHALLOW SWALES IN THE FRONT YARDS.
 4. ELEVATIONS SHOWN ON PLANS ARE NAVD 1988 DATUM.
 5. CONTRACTOR TO OBTAIN AS-BUILT SURVEY INFORMATION TO BE APPROVED BY THE ENGINEER OF RECORD AND CITY ENGINEER.
 6. ADJUST FRONT YARD SWALES AROUND PROPOSED SEWER MANHOLES WHERE REQUIRED.

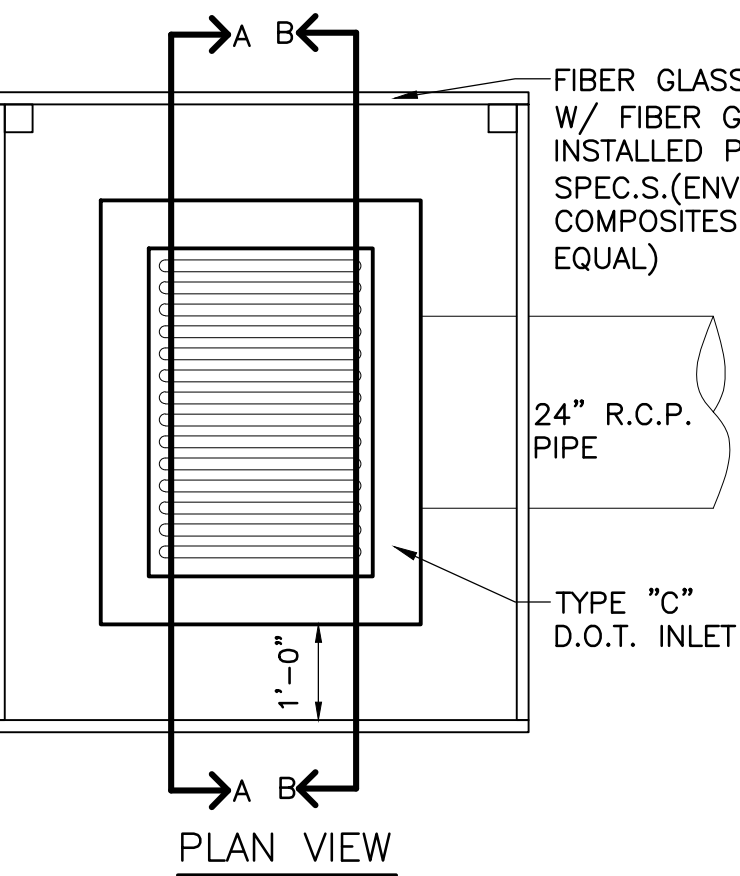
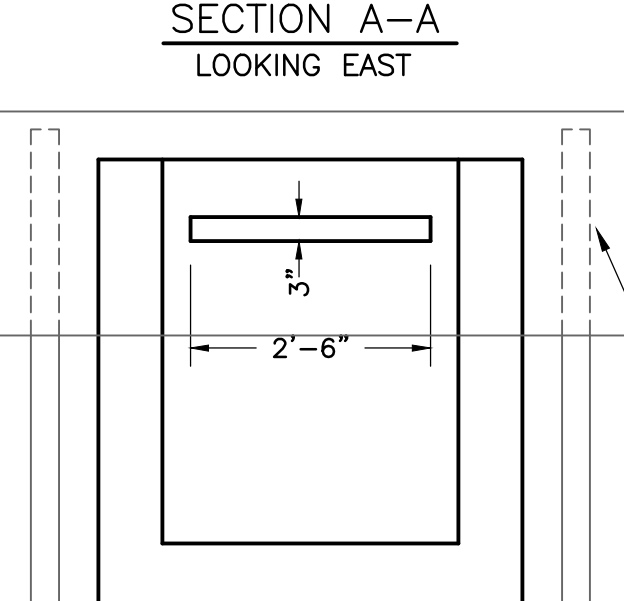
CATCH BASIN SCHEDULE

ITEM DESC.	TOP ELEV.	INVERT ELEVATIONS				STRUCTURE:
		NORTH	WEST	SOUTH	EAST	
S.D. #1	17.50	—	—	—	12.00	TYPE "D"
S.D. #2	15.70	—	11.80	—	—	TYPE "C"

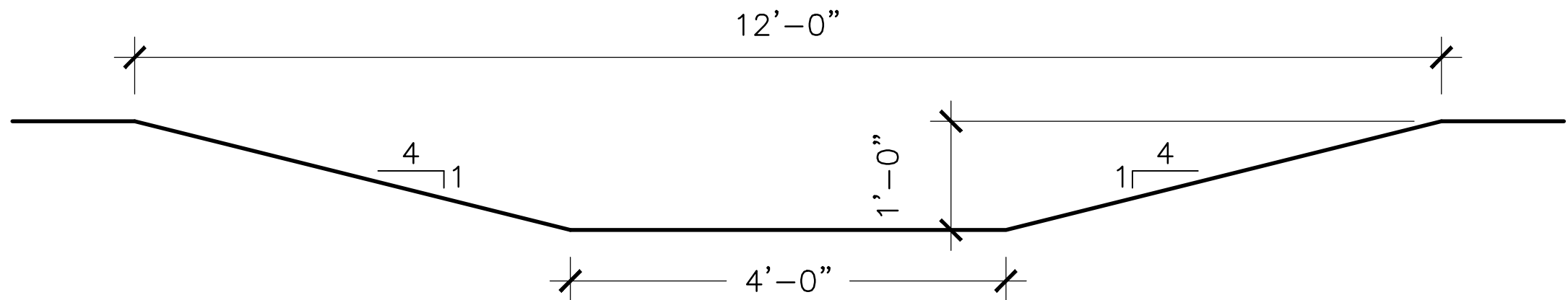
TOP OF SKIMMER = 18.0'
TOP OF STRUCTURE = 17.50'
BOTT. OF WEIR = 17.20'
BOTT. OF 2.5" ORIFICE AT 16.2'
BOTT. OF SKIMMER = 15.67'
INVERT ELEVATION = 14.50'
BOTT. OF STRUCTURE = 13.50'



TOP OF SKIMMER = 18.0'
TOP OF STRUCTURE = 17.50'
BOTT. OF WEIR = 16.75'
BOTT. OF SKIMMER = 15.67'
INVERT ELEVATION = 14.50'
BOTT. OF STRUCTURE = 13.50'



CONTROL STRUCTURE S.D. #1



FRONT SWALE SECTION (TYP.)

(PERMIT SUBMITTAL SET)

PAVING-GRADING-STORMWATER PLAN FOR:
LEILA'S HAMMOCK
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA

REV.	DATE:	NOTES:	
		R.A.I. #1 - CITY COMMENTS	R.A.I. #3 - CITY COMMENTS
1	09-01-22		
3	10-27-22		
DRAFTER: DBA		CLIENT: REZA (RAY) TOUTOUNCHIAN	
CHECKED BY: RD		P.O. BOX 2027	
		DAYTONA BEACH, FL 32115	
		PROJECT NO. 20-1282	

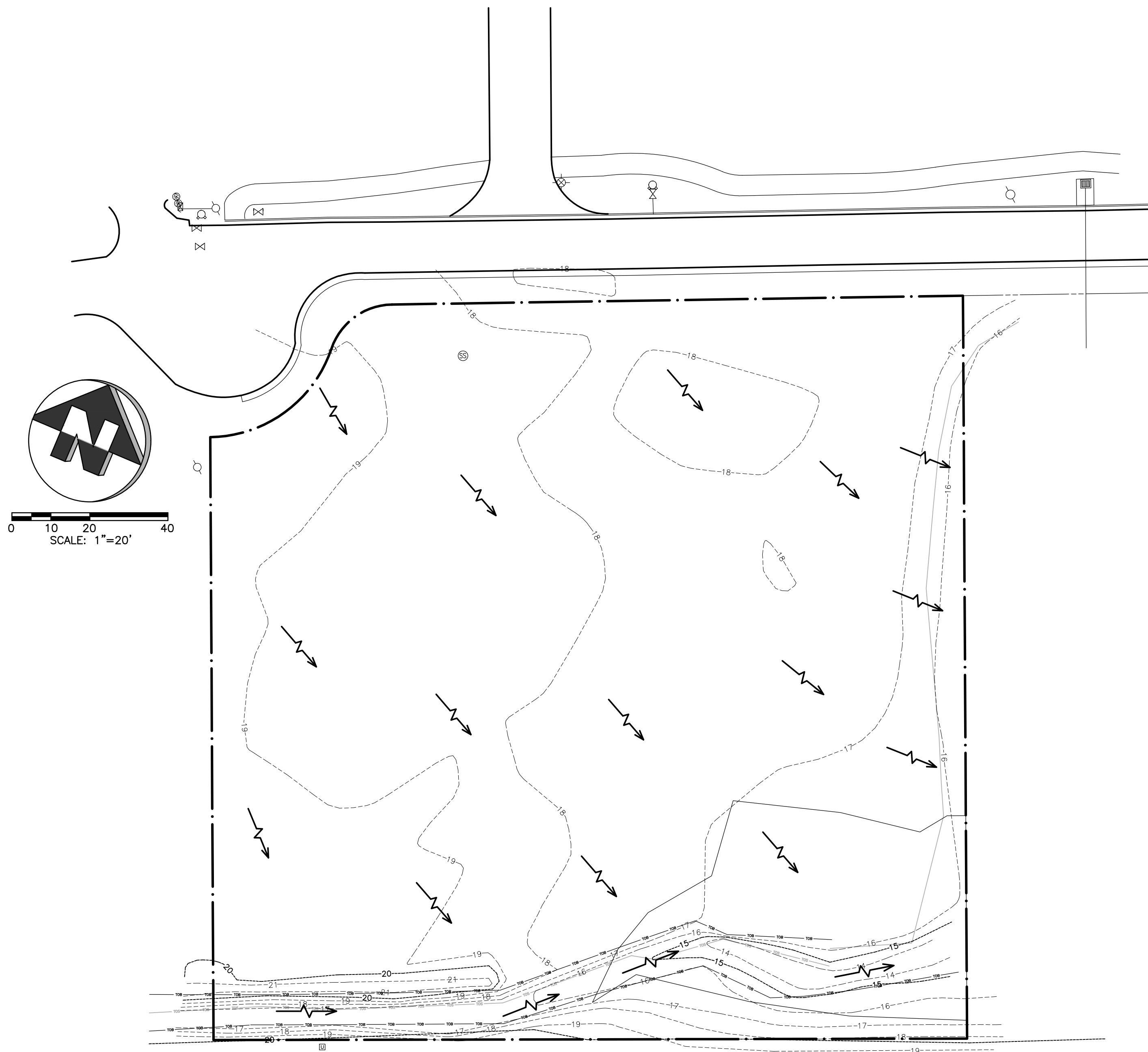
SHEET NO.
C-4

DATE:
03-28-22

**ANDERSON
DIXON**
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PHONE: (386) 428-5834 - FAX: (386) 409-3781

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(386) 428-5834

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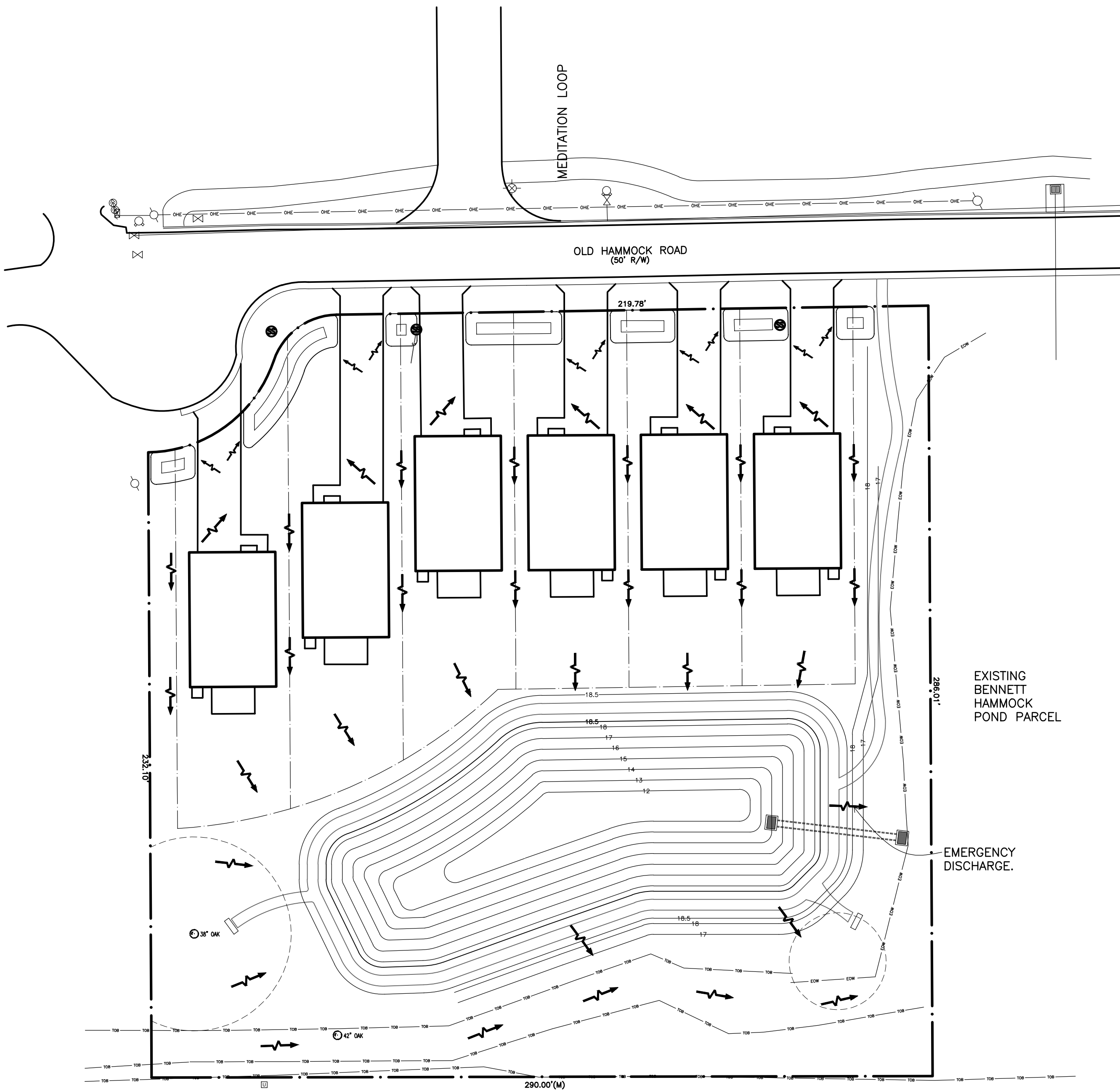


PRE-DRAINAGE PLAN

LEGEND	
	EXISTING FLOW DIRECTION
	PROPOSED FLOW DIRECTION

PRE-DEVELOPMENT NOTES:

- ELEVATIONS SHOWN ARE NAVD 88.
- SEE ALSO SITE SURVEY BY A1A SURVEYING.
- THE SITE GENERALLY DRAINS FROM THE NORTH WEST CORNER TO THE SOUTH EAST CORNER TO THE EXISTING SWALE THAT DRAINS TO AN EXISTING RETENTION POND ON PROPERTY TO EAST.
- EXISTING DITCH ALONG SOUTH BOUNDARY PROVIDES FOR OFF-SITE WATER TO BE DELIVERED TO THE EXISTING BENNETTS HAMMOCK POND.



POST-DRAINAGE PLAN

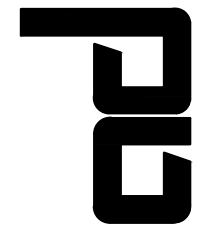
POST-DEVELOPMENT NOTES:

- S.J.R.W.M.D. PERMIT AND CITY SITE PLAN APPROVAL REQUIRED FOR THIS PROJECT.
- FRONT YARDS AND DRIVEWAYS WILL DRAIN TO THE SHALLOW FRONT YARD SWALES.
- SIDE AND REAR YARDS AND BUILDING DRAINAGE WILL BE DIRECTED TO BACKYARDS WHICH WILL DRAIN TOWARD THE PROPOSED POND.
- THE EMERGENCY OUTFALL WILL DISCHARGE TO THE EXISTING BENNETT HAMMOCK POND PARCEL.

(PERMIT SUBMITTAL SET)

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03-28-22

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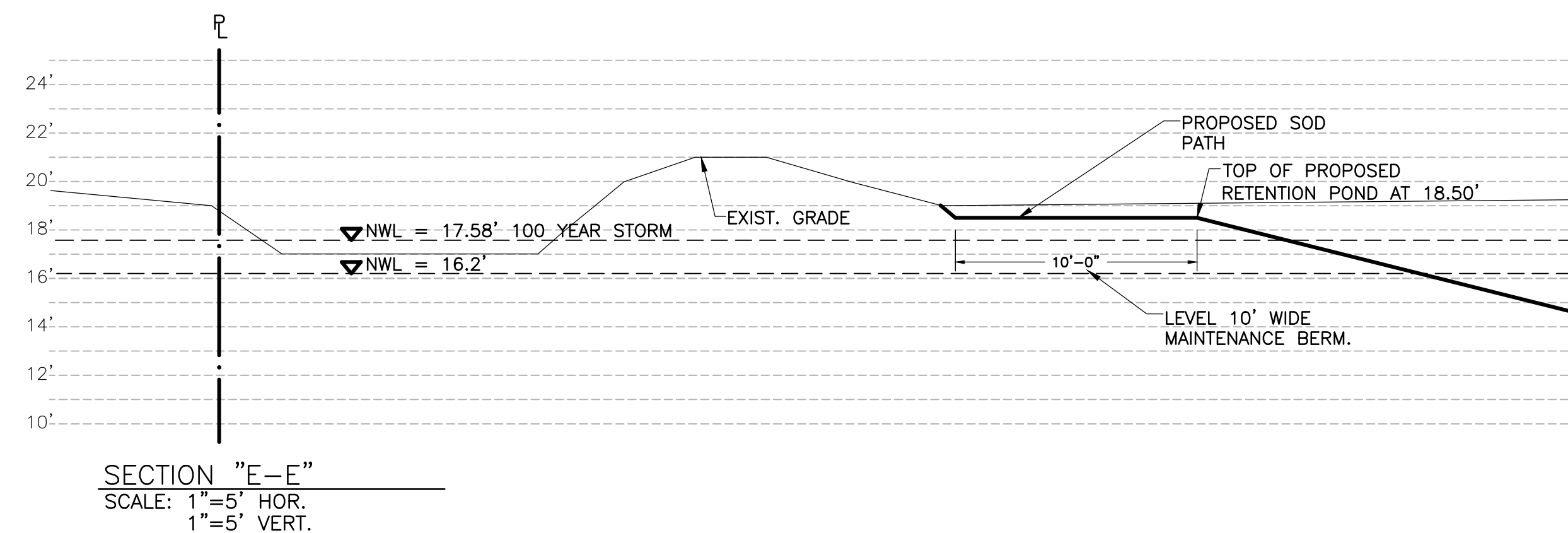
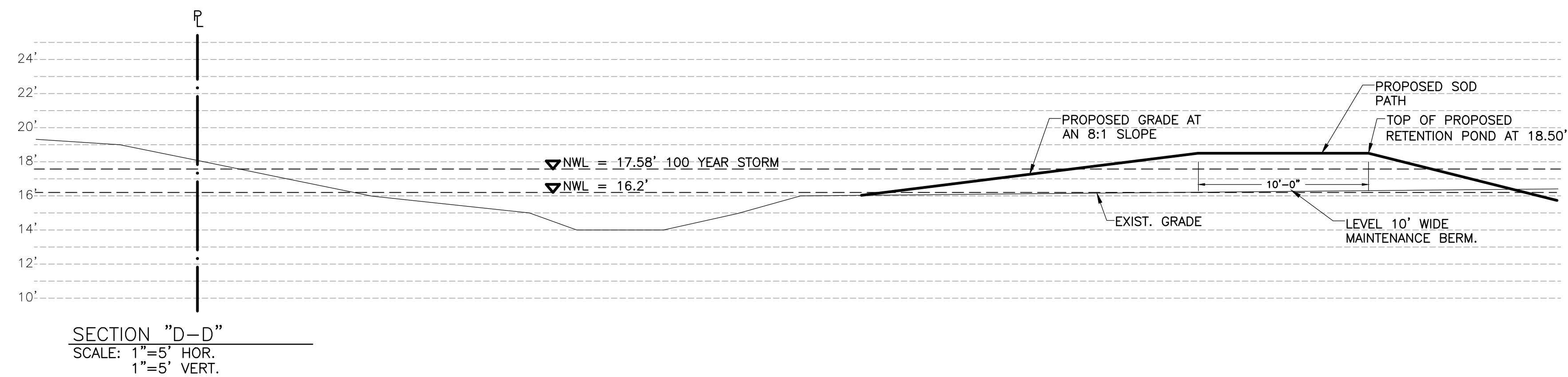
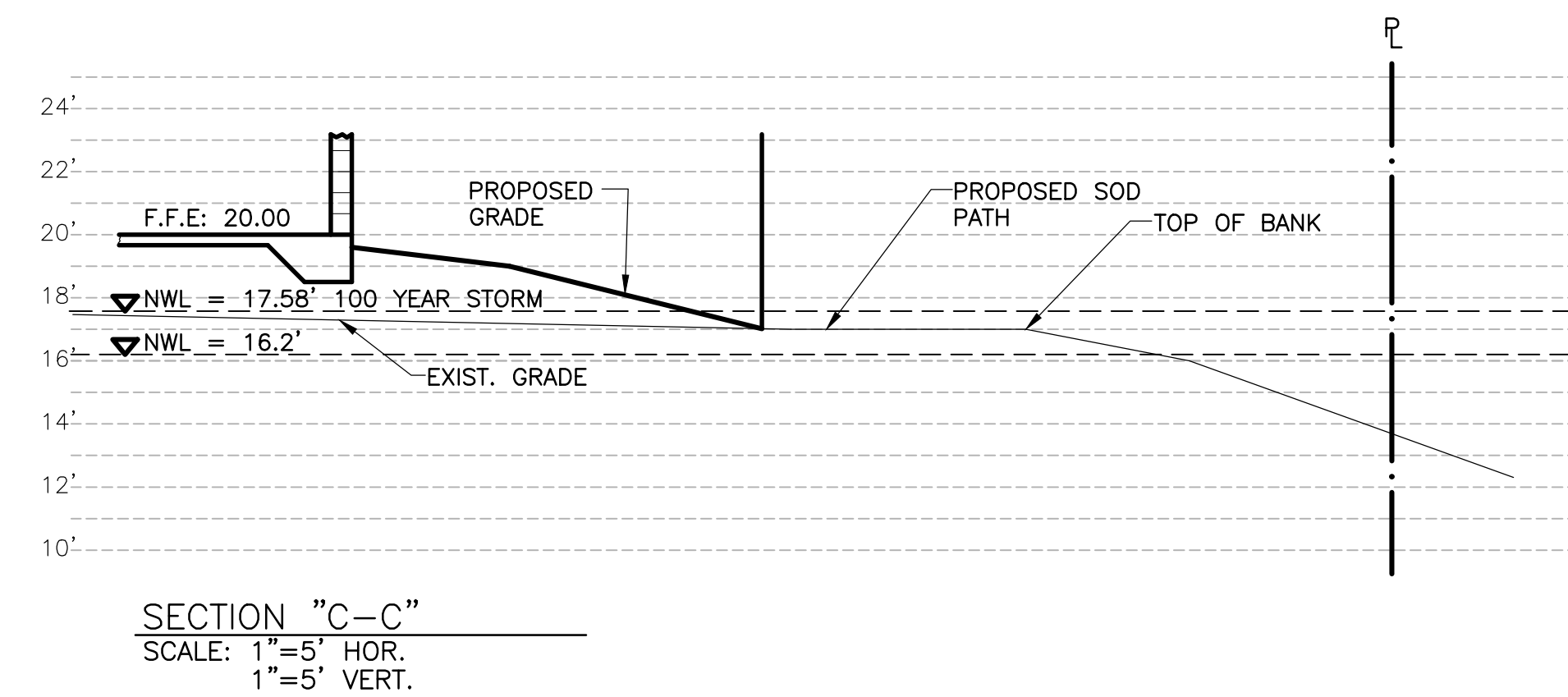
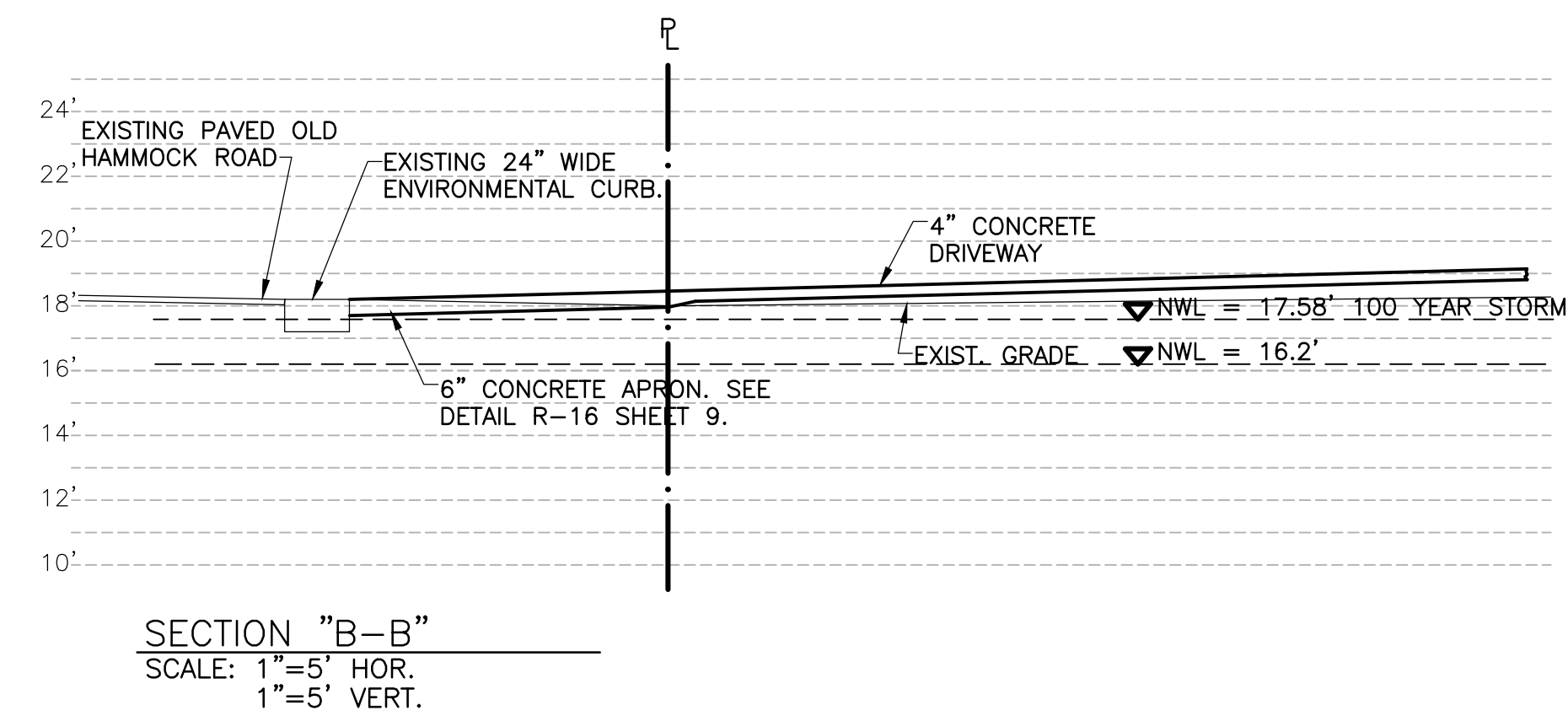
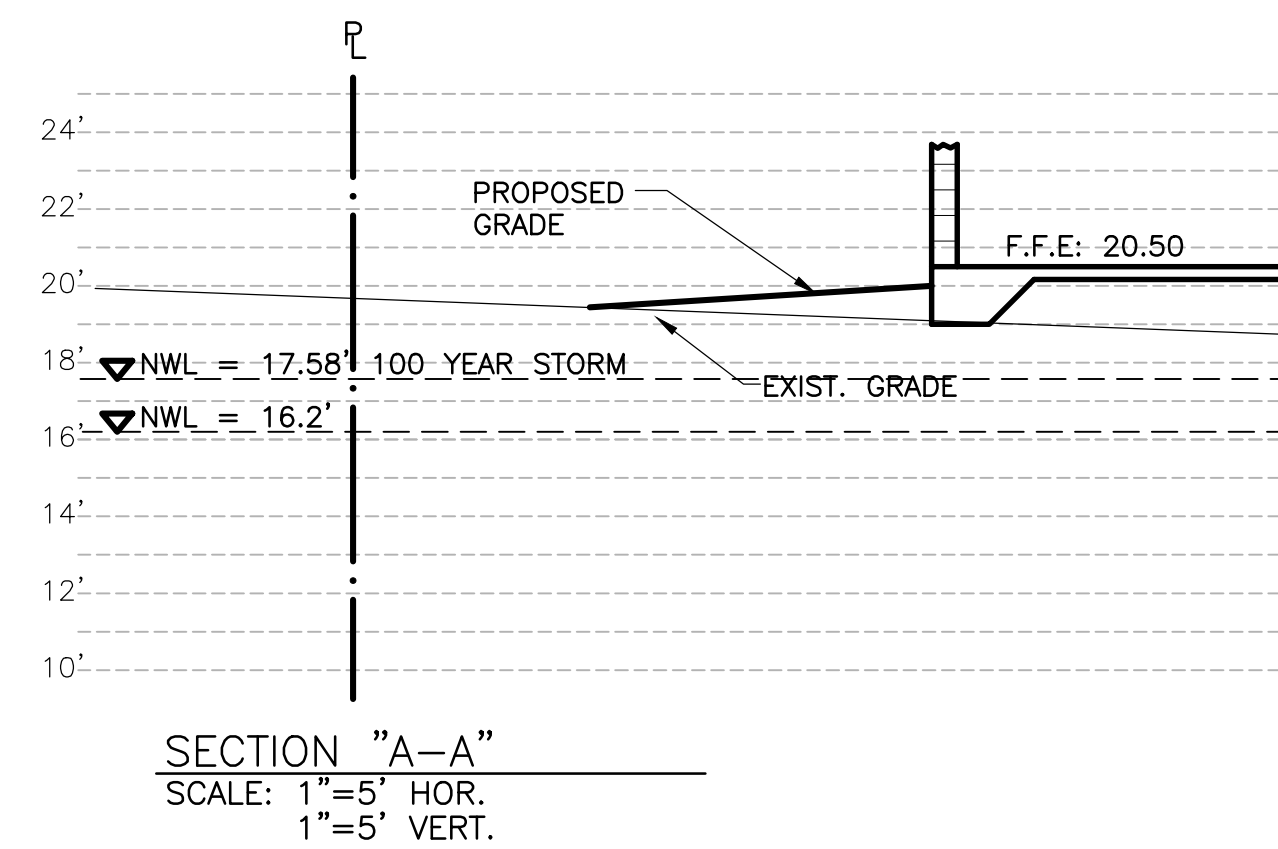
RICHARD J. DIXON, P.E.
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FL. REG.# 47544
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NEW SMYRNA BEACH, FL 32168
(386) 428-5834

**PRE & POST DRAINAGE PLAN FOR:
LEILA'S HAMMOCK**
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA

REV.	DATE:	NOTES:
1	09-01-22	R.A.I. #1 - CITY COMMENTS
DRAFTER: DBA CHECKED BY: RD PROJECT NO. 20-1282		

CLIENT: REZA (RAY) TOUTOUNCHIAN
P.O. BOX 2027
DAYTONA BEACH, FL 32115

SHEET NO.
C-5



(PERMIT SUBMITTAL SET)

DATE:
03-28-22

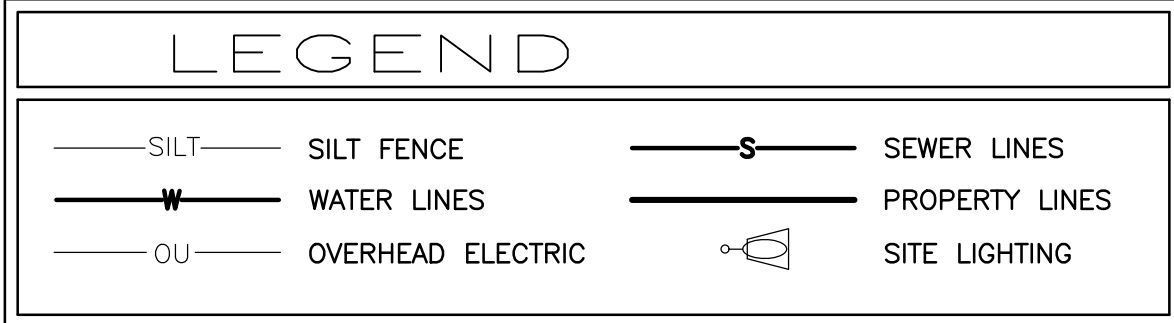
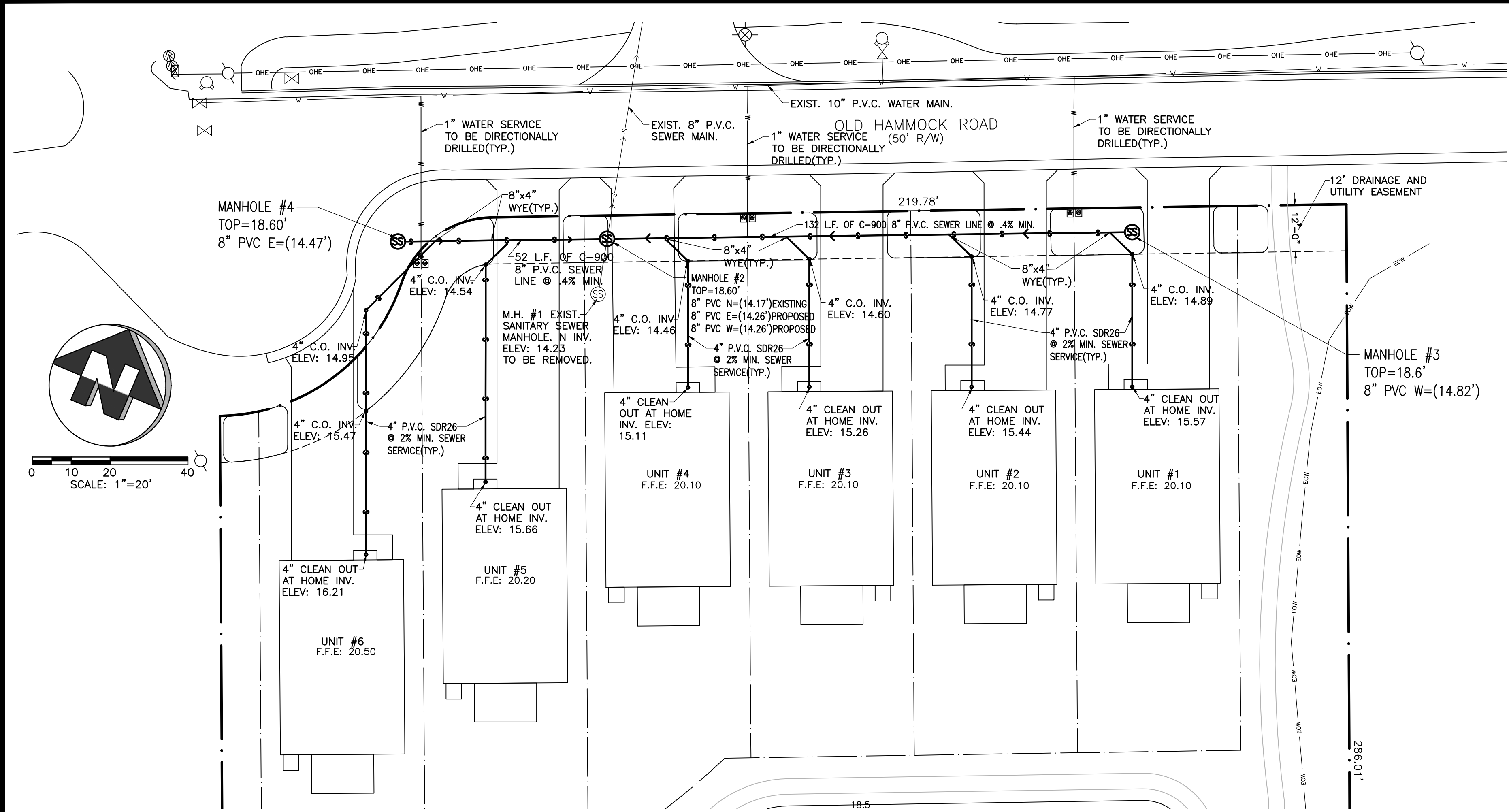
ad **ANDERSON
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PHONE: (360) 438-8924 FAX: (360) 400-2764

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NEW SMYRNA BEACH, FL
32168 (386) 428-5834

PROFILES FOR:
LEILA'S HAMMOCK
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA

REV.	REV.	NOTES:
1	09-01-22	R.A.I. #1 - CITY COMMENTS
DRAFTER:	DBA	CLIENT: REZA (RAY) TOUTOUNCHIAN P.O. BOX 2027 DAYTONA BEACH, FL 32115
CHECKED BY:	RD	
PROJECT NO.	20-1282	



- GENERAL UTILITY NOTES**
- CONTRACTOR TO LOCATE ALL UNDERGROUND UTILITIES BEFORE CONSTRUCTION. CONTACT SUNSHINE 811 FOR LOCATIONS. USE EXTREME CAUTION WHEN DIGGING AROUND EXISTING UTILITIES.
 - POTABLE WATER AND SANITARY SEWER SERVICE WILL BE PROVIDED BY THE CITY OF PORT ORANGE UTILITIES DEPARTMENT. (386) 506-5750
 - ELECTRIC SERVICE WILL BE PROVIDED BY F.P.L.
 - OWNER WILL SELECT TELECOMMUNICATIONS AND CATV SERVICE PROVIDERS. SERVICES WILL BE UNDERGROUND. GENERAL CONTRACTOR TO COORDINATE LOCATION WITH THE APPROPRIATE PROVIDER.
 - CONTRACTOR TO RESTORE THE RIGHT-OF-WAY TO AN "AS GOOD OR BETTER" CONDITION UPON COMPLETION OF WORK.
 - ALL PROPOSED UTILITIES ARE REQUIRED TO BE PROVIDED UNDERGROUND.

SANITARY SEWER MANHOLE SCHEDULE

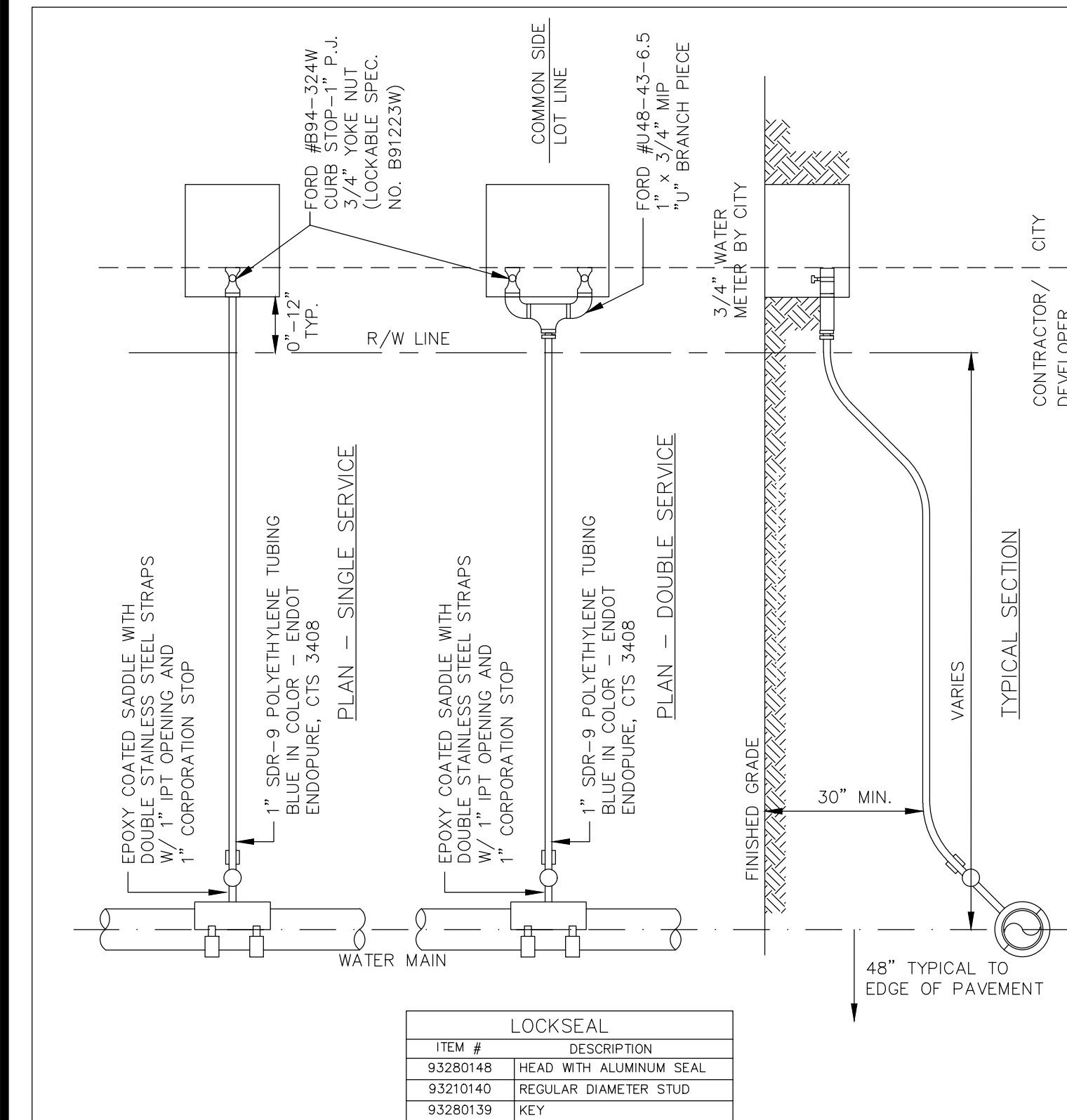
ITEM DESC.	TOP ELEV.	INVERT ELEVATIONS				NOTES:
		NORTH	WEST	SOUTH	EAST	
M.H. #1	18.62	14.23	—	—	—	EXISTING TO BE REMOVED
M.H. #2*	18.60	14.17	14.26	—	14.26	NEW(NORTH INVERT EXISTING)
M.H. #3	18.60	—	14.82	—	—	NEW
M.H. #4	18.60	—	—	—	14.47	NEW

NOTES:
SEWER MANHOLES AND LIDS TO BE FABRICATED AND INSTALLED PER THE CITY OF PORT ORANGE DETAILS.
*CONTRACTOR TO VERIFY EXISTING INVERT TO NORTH BEFORE ORDERING SHOP DRAWINGS.

- SANITARY SEWER NOTES**
- SANITARY SEWER CONSTRUCTION MUST ADHERE TO THE CITY OF PORT ORANGE STANDARD CONSTRUCTION DETAILS.
 - INSTALL 8" P.V.C. C-900 SEWER MAIN AT 0.40% IN CENTER OF 12' UTILITY EASEMENT WITH MANHOLES LOCATED AS SHOWN.
 - DEMOLISH EXISTING SEWER MANHOLE AND EXISTING P.V.C. SEWER MAIN AS NEEDED TO ACCOMMODATE INSTALLATION OF NEW SEWER MANHOLE #2
 - SEE SEWER MANHOLE SCHEDULE FOR MANHOLE ELEVATIONS. CONTRACTOR TO ADJUST FRONT YARD SWALES AROUND MANHOLE LOCATIONS.
 - LATERALS TO BE 4" P.V.C. S.D.R. 26 TO BE AT 2% SLOPE.
 - INSTALL CLEAN-OUTS AT BLDG.S. AT R/W LINE, AT CHANGE OF DIRECTION, AND AT A MAX. SPACING OF 75' PER S-11.
 - SERVICES TO BE 4" USING 8"x4" WYES WHERE SHOWN ON PLANS.
 - ALL (3) PROPOSED MANHOLES TO BE OUTFITTED WITH FIBERGLASS OR EPOXY LINER IN COMPLIANCE WITH ASTM-3753.

- ELECTRIC SERVICE NOTES**
- F.P.L. SERVICE POINT WILL BE AN EXISTING POLE ON THE NORTH SIDE OF OLD HAMMOCK ROAD.
 - SEE F.P.L. PLAN FOR PROVIDING SERVICE. (F.P.L. CONTACT 800-226-3545.)
 - SEE GENERAL NOTES FOR TELECOMMUNICATION COMPANY SERVICES.
 - EACH OF SIX RESIDENCES WILL BE METERED.

- POTABLE WATER SERVICE NOTES**
- WATER SERVICE CONSTRUCTION MUST ADHERE TO THE CITY OF PORT ORANGE STANDARD CONSTRUCTION DETAILS.
 - INSTALL DOUBLE WATER SERVICES 3/4" AT LOCATIONS SHOWN ON PLAN.
 - SEE THE CITY WATER SERVICE STANDARD DETAIL W-5 FOR TAP AND SERVICE DETAILS.
 - CITY OF PORT ORANGE TO INSTALL METER BOX, METER, AND BACKFLOW DEVICE.



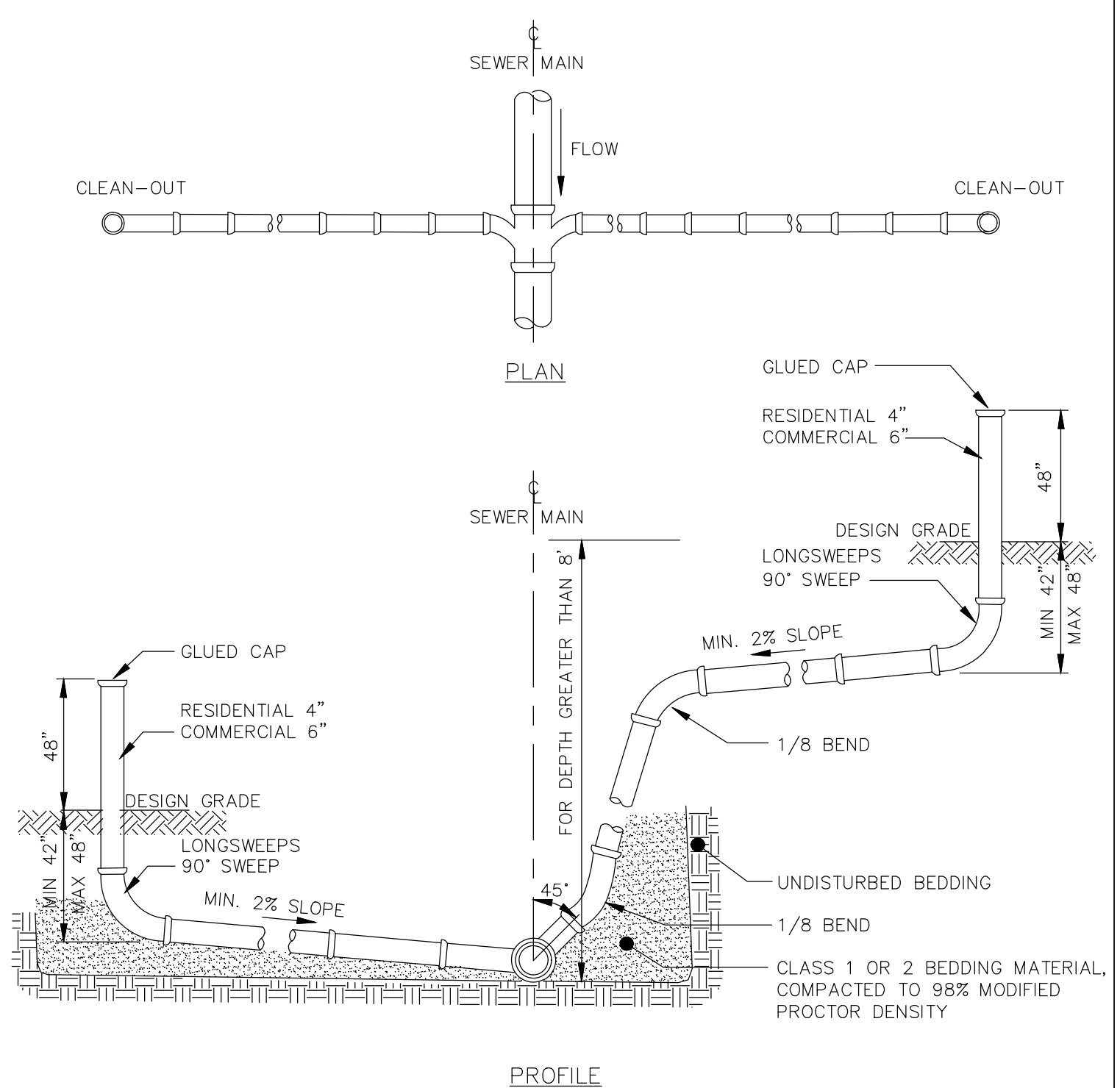
- NOTE:
- ALL VALVES SHALL BE FULL PORT.
 - DEVELOPER SHALL PROVIDE AND INSTALL BULLET LOCKS ON ALL VALVES PRIOR TO FINAL ACCEPTANCE.
 - POLYTUBING SHALL BE CONTINUOUS WITH NO COUPLINGS.



STANDARD CONSTRUCTION DETAIL
3/4"-1" METER SIZES POTABLE WATER
SERVICE CONNECTION
REV. 12/18

FILE NAME:
W5.DWG

DETAIL REF:
W-5



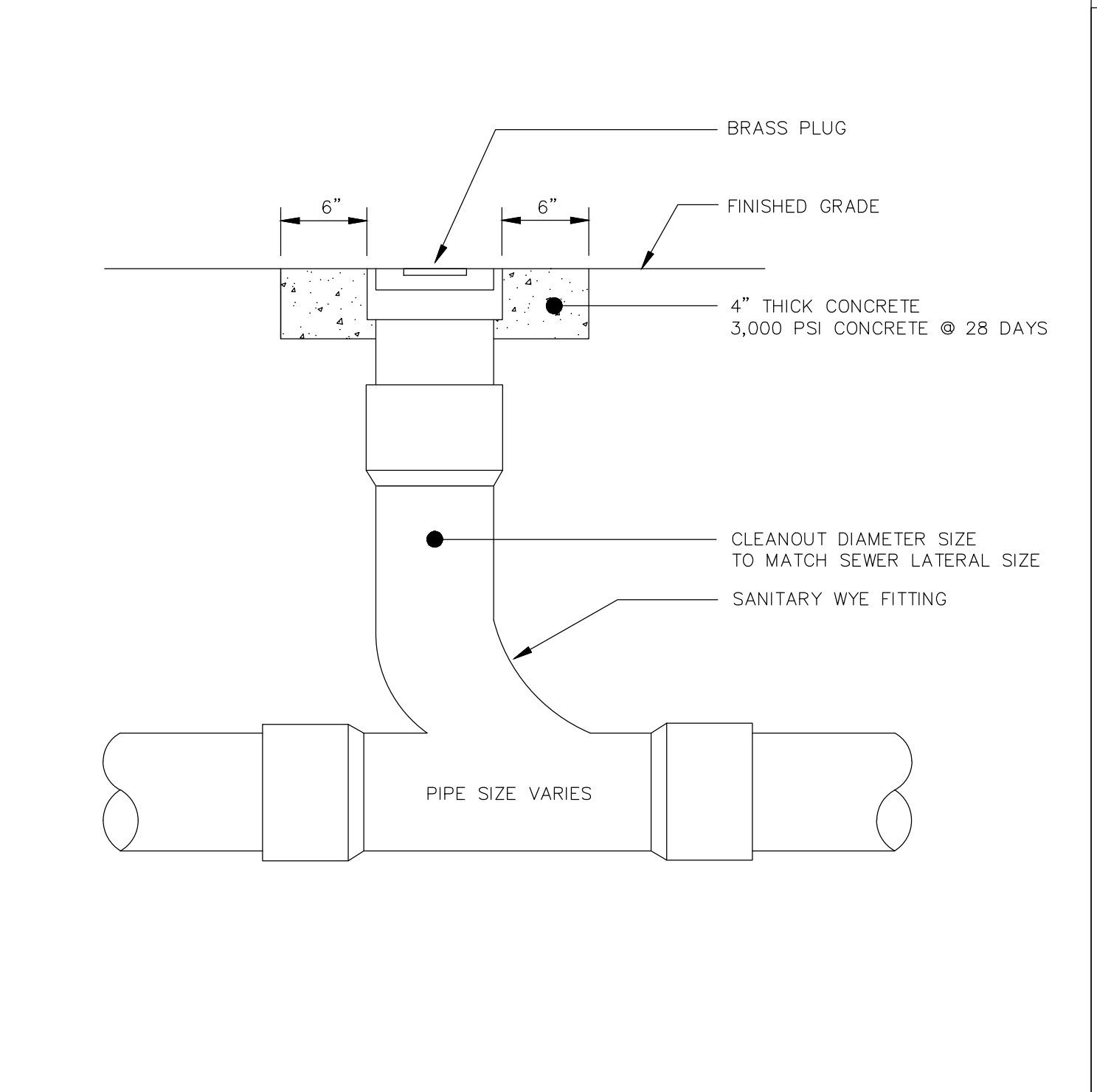
- NOTES:
- USE OF STYRENE MATERIAL WILL NOT BE PERMITTED.
 - ALL JOINTS TO BE RUBBER GASKET - NO GLUED FITTINGS.
 - USE ALL HARCO SDR26 FITTINGS OR CITY APPROVED EQUAL.
 - APPROVED EQUAL IS MULTI FITTINGS 8" X 6" OR 8" X 4" T-WYE AND 8" X 6" OR 8" X 4" WYE WITH A DATE STAMP.



STANDARD CONSTRUCTION DETAIL
SANITARY SEWER SERVICE LATERALS
REV. 12/18

FILE NAME:
S11.DWG

DETAIL REF:
S-11



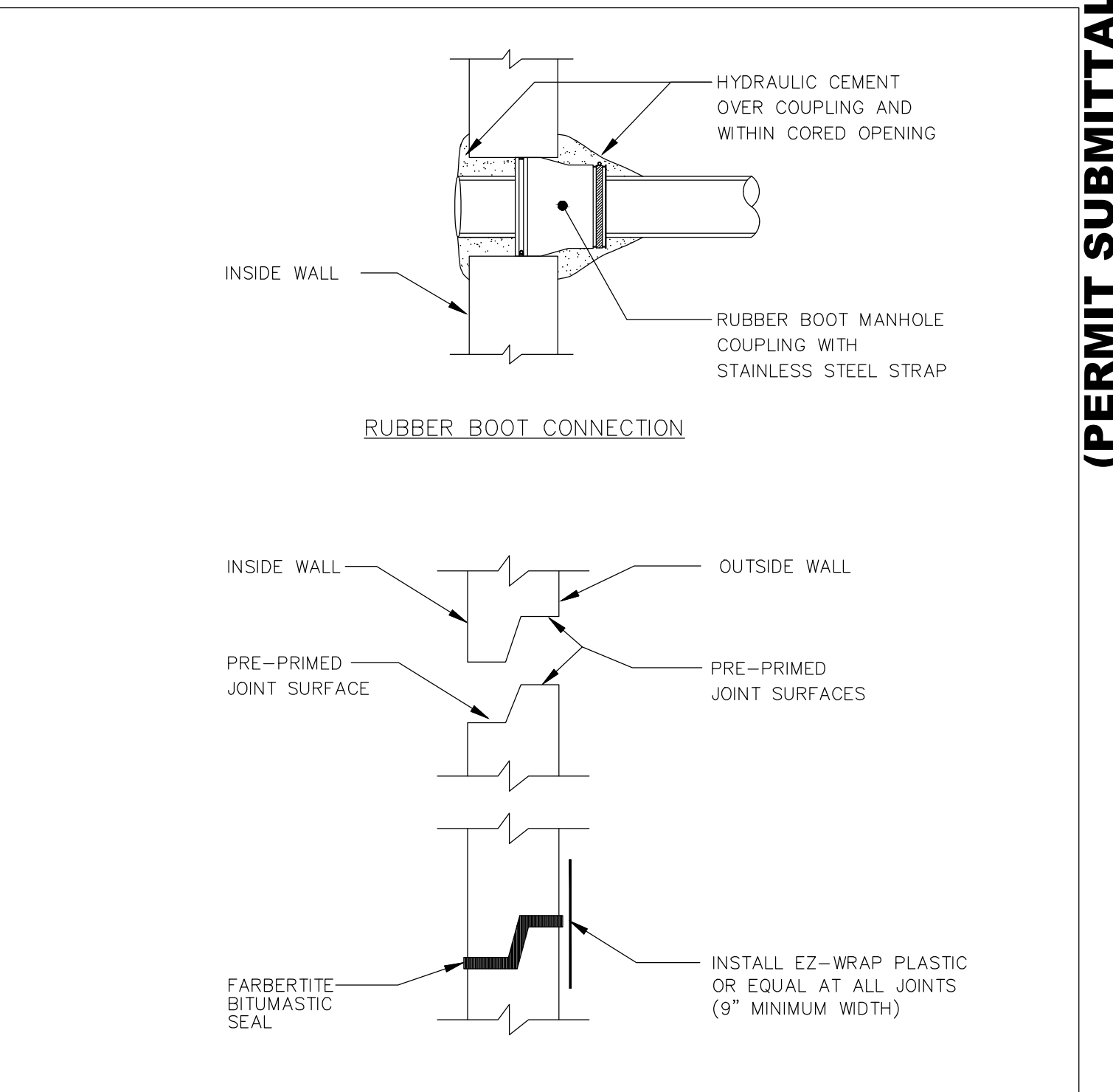
- NOTE:
- CLEANOUT SIZE SHOULD ALWAYS MATCH MAIN LINE SIZE TO ALLOW FOR PROPER CLEANING.



STANDARD CONSTRUCTION DETAIL
SANITARY SEWER SERVICE CLEANOUT
REV. 12/18

FILE NAME:
S12.DWG

DETAIL REF:
S-12



- NOTE:
- NEW SANITARY SEWER MANHOLE CONNECTIONS SHALL UTILIZE IN-FIELD INSTALLATION OF RUBBER BOOT AND STRAP AND COVER WITH HYDRAULIC CEMENT.
 - EXISTING SANITARY SEWER MANHOLE CONNECTIONS SHALL UTILIZE A CORING METHOD AND IN-FIELD INSTALLATION OF RUBBER BOOT AND STRAP AND COVER WITH HYDRAULIC CEMENT.



STANDARD CONSTRUCTION DETAIL
RUBBER BOOT AND PRECAST JOINT
CONNECTION
REV. 12/18

FILE NAME:
S10.DWG

DETAIL REF:
S-10

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UTILITY PLAN FOR:
LEILA'S HAMMOCK
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA

NOTES:

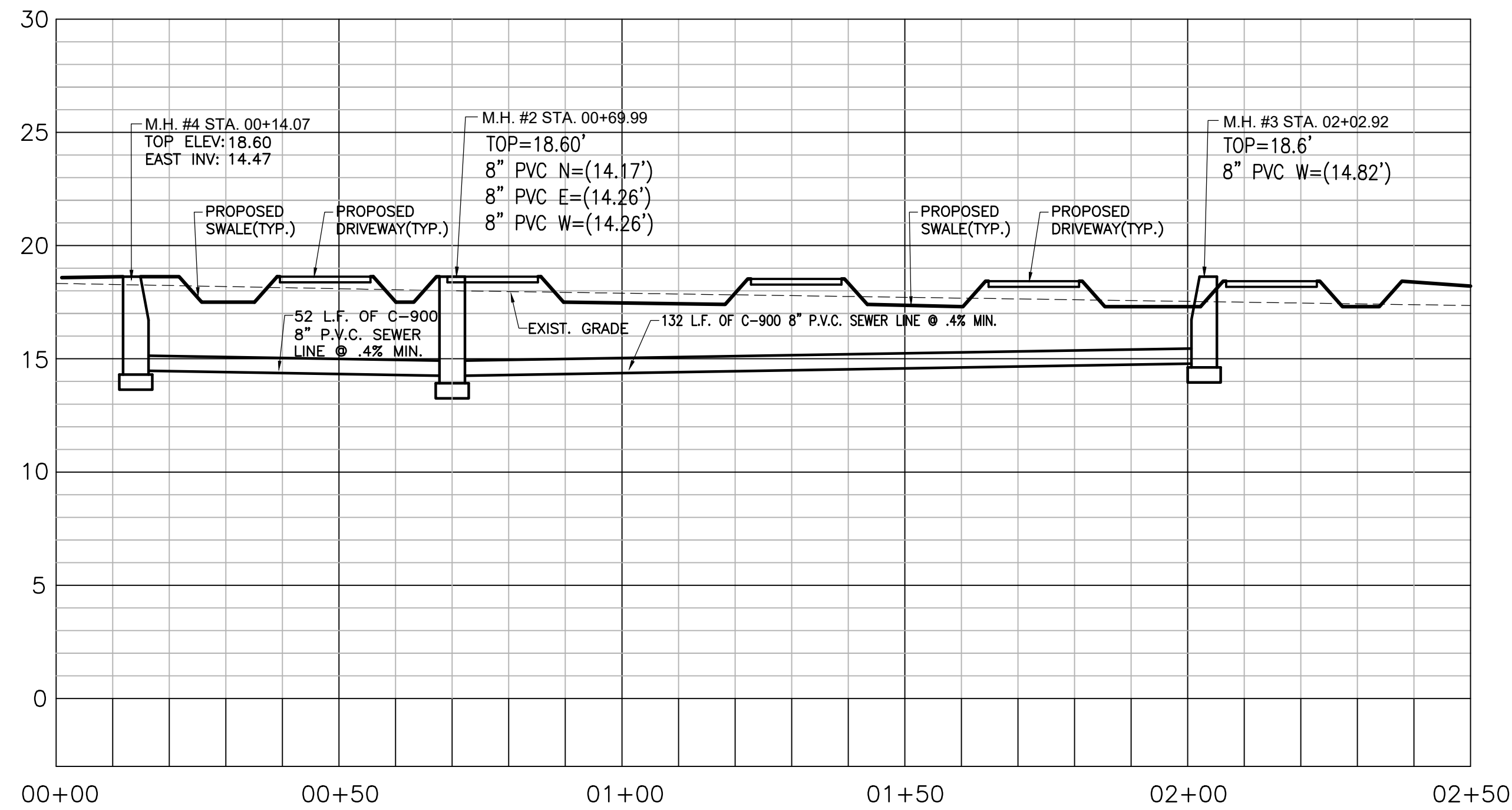
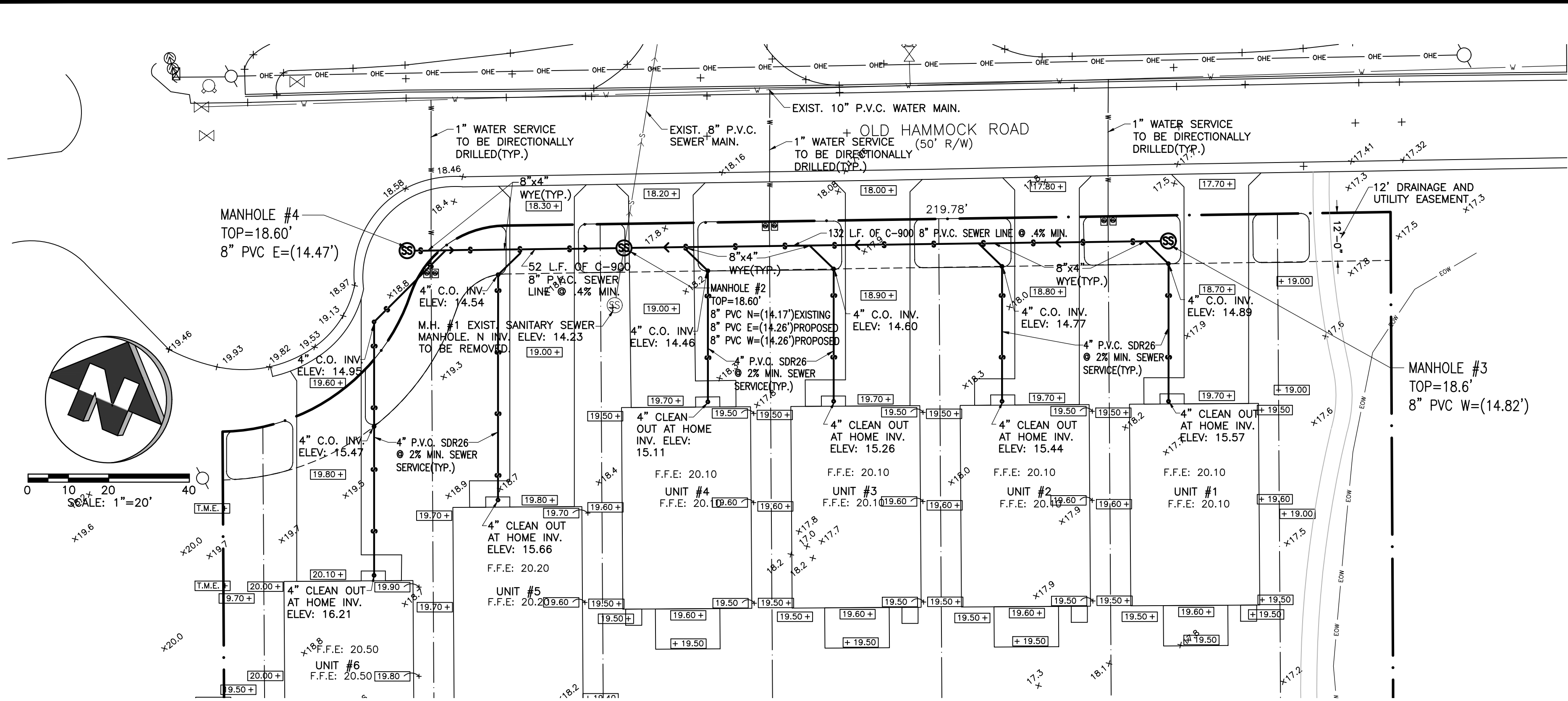
REV.	DATE:	NOTES:
1	09-01-22	R.A.I. #1 - CITY COMMENTS
2	10-12-22	R.A.I. #2 - CITY COMMENTS
3	10-27-22	R.A.I. #3 - CITY COMMENTS

CLIENT: REZA (RAY) TOUTOUNCHIAN
P.O. BOX 2027
DAYTONA BEACH, FL 32115

DRAFTER: DBA
CHECKED BY: RD
PROJECT NO: 20-1282

SHEET NO.
C-7

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SEWER PROFILE
HORZ. 1"=10'
VERT. 1"=50'

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UTILITY PLAN & PROFILE FOR:
LEILA'S HAMMOCK
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA

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DRAFTER: DBA

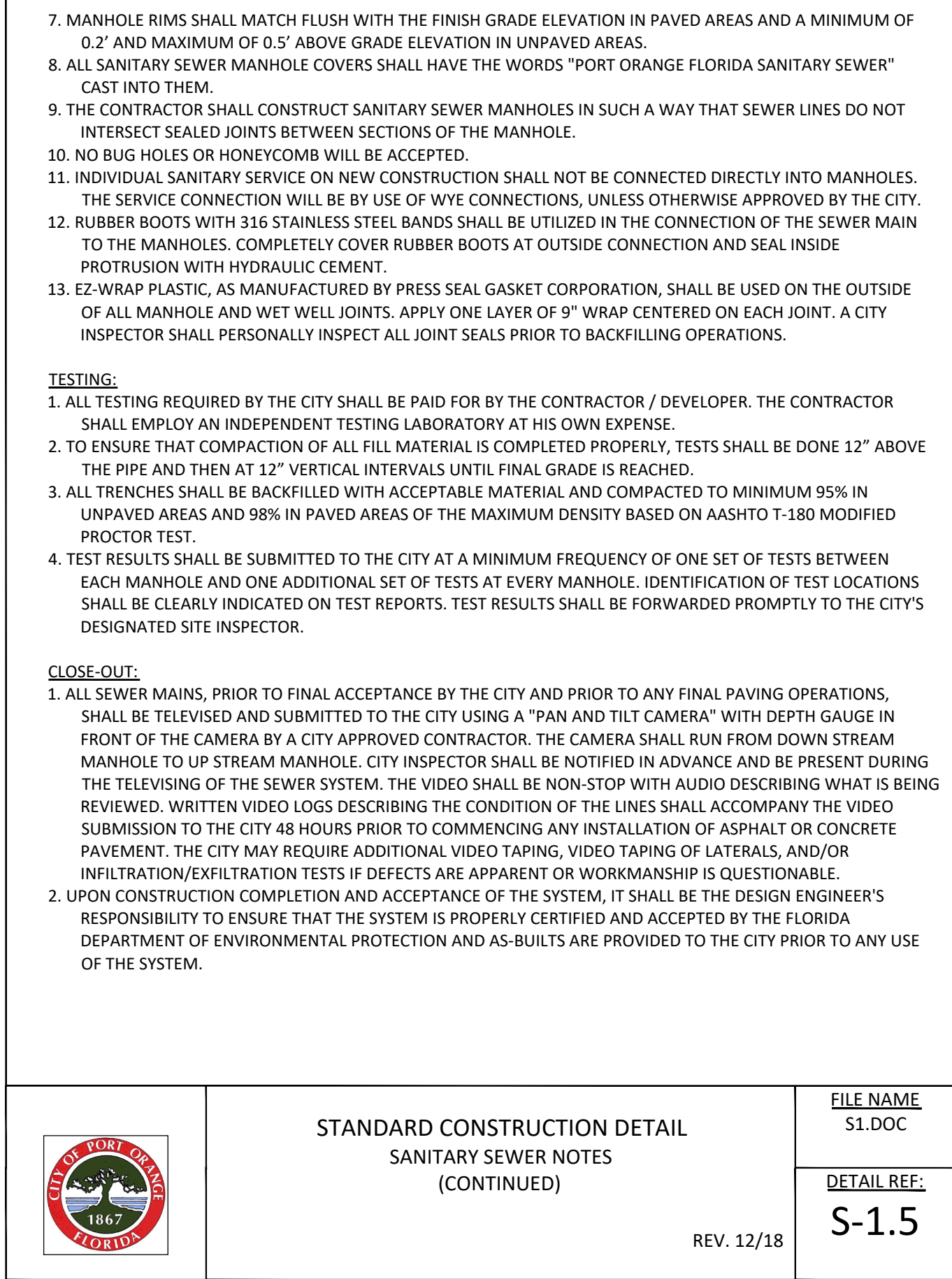
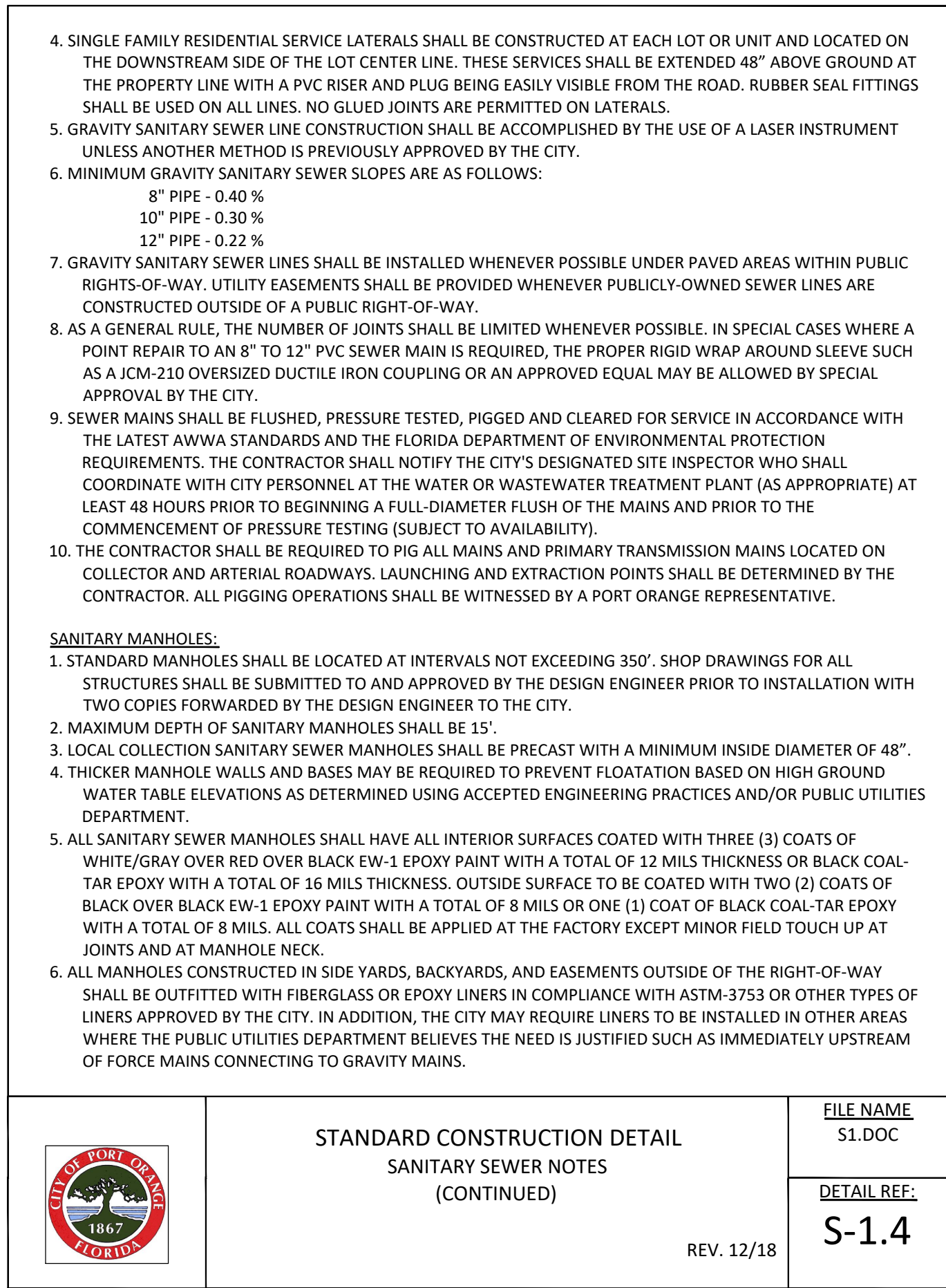
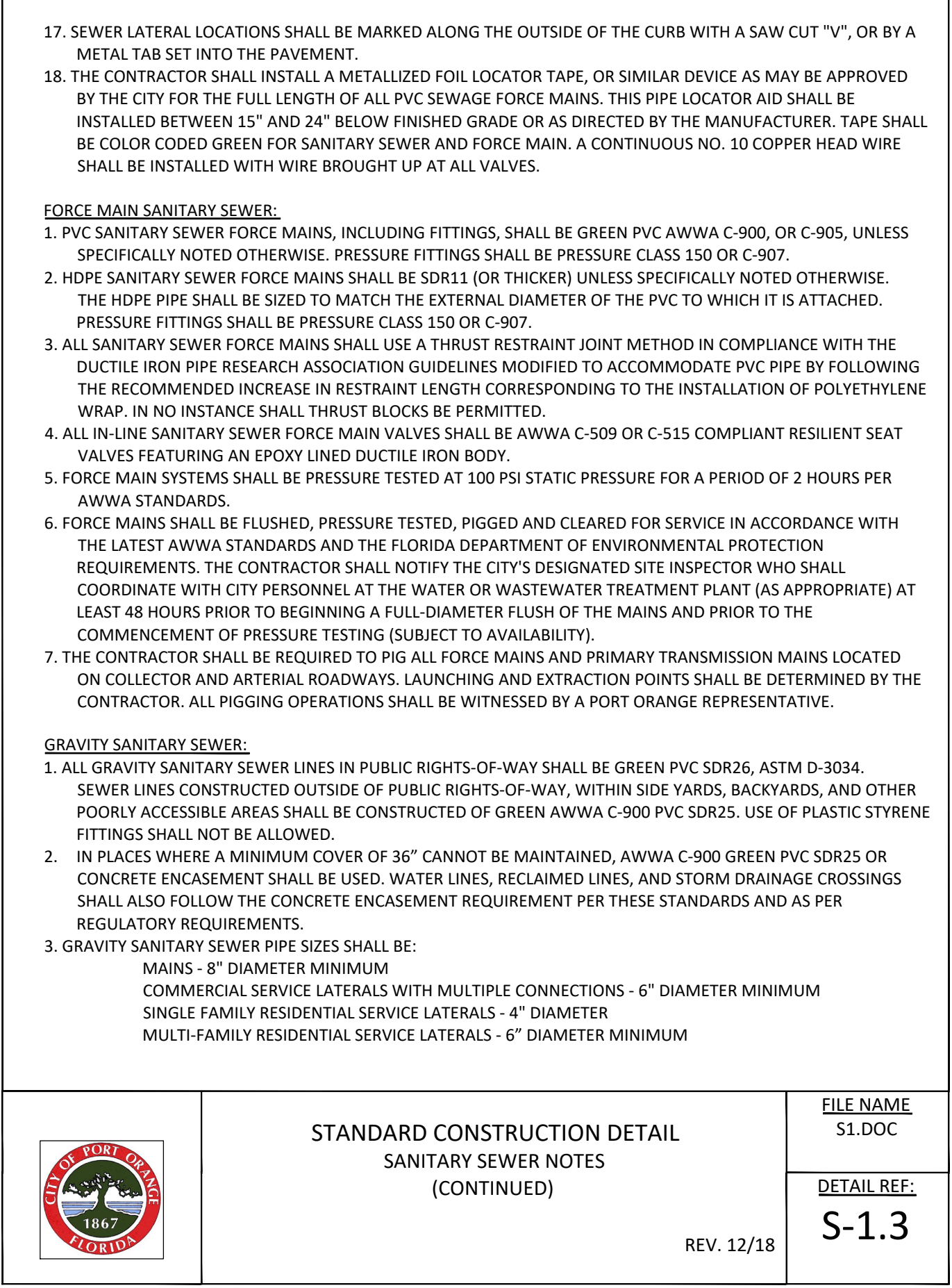
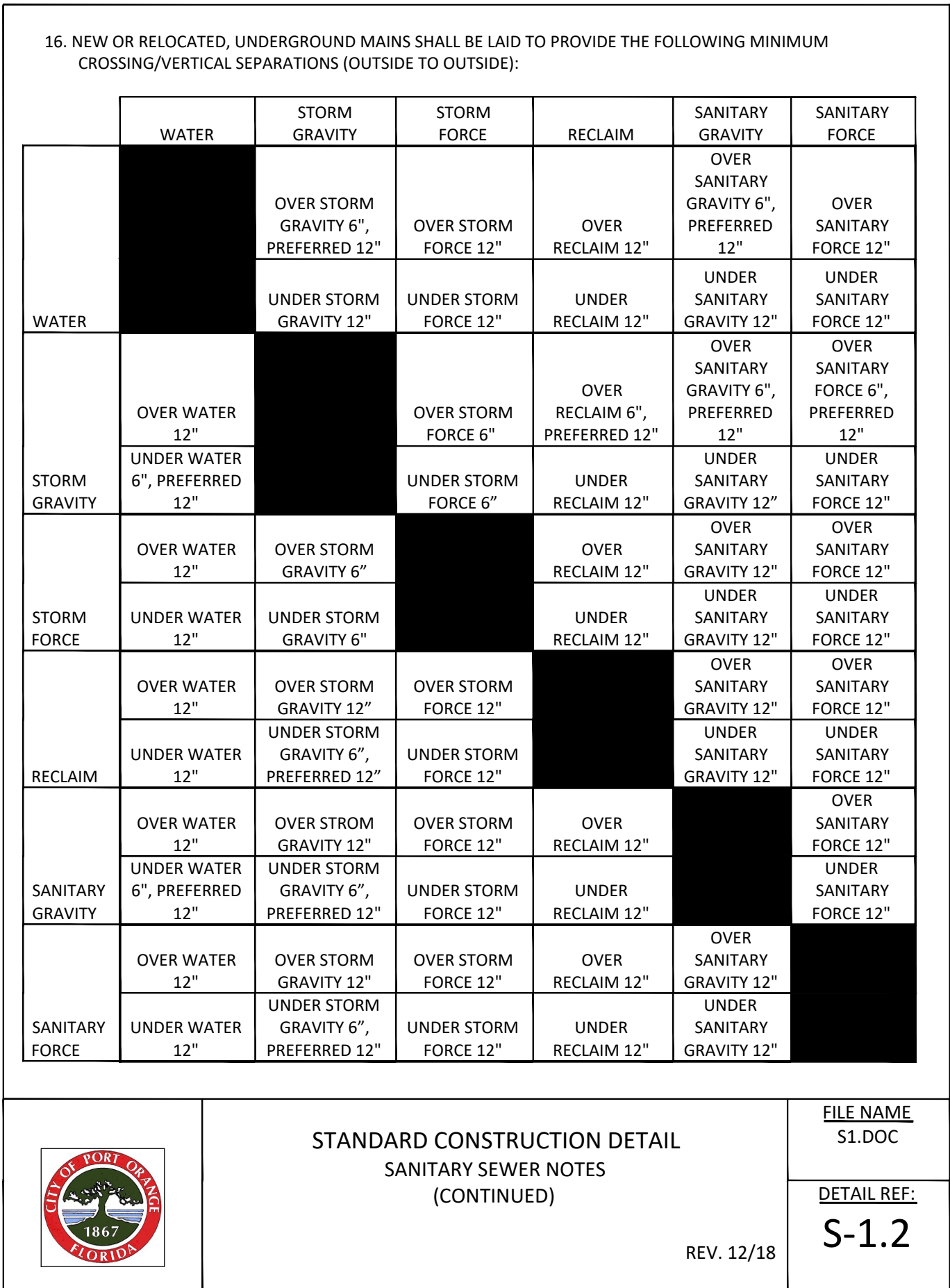
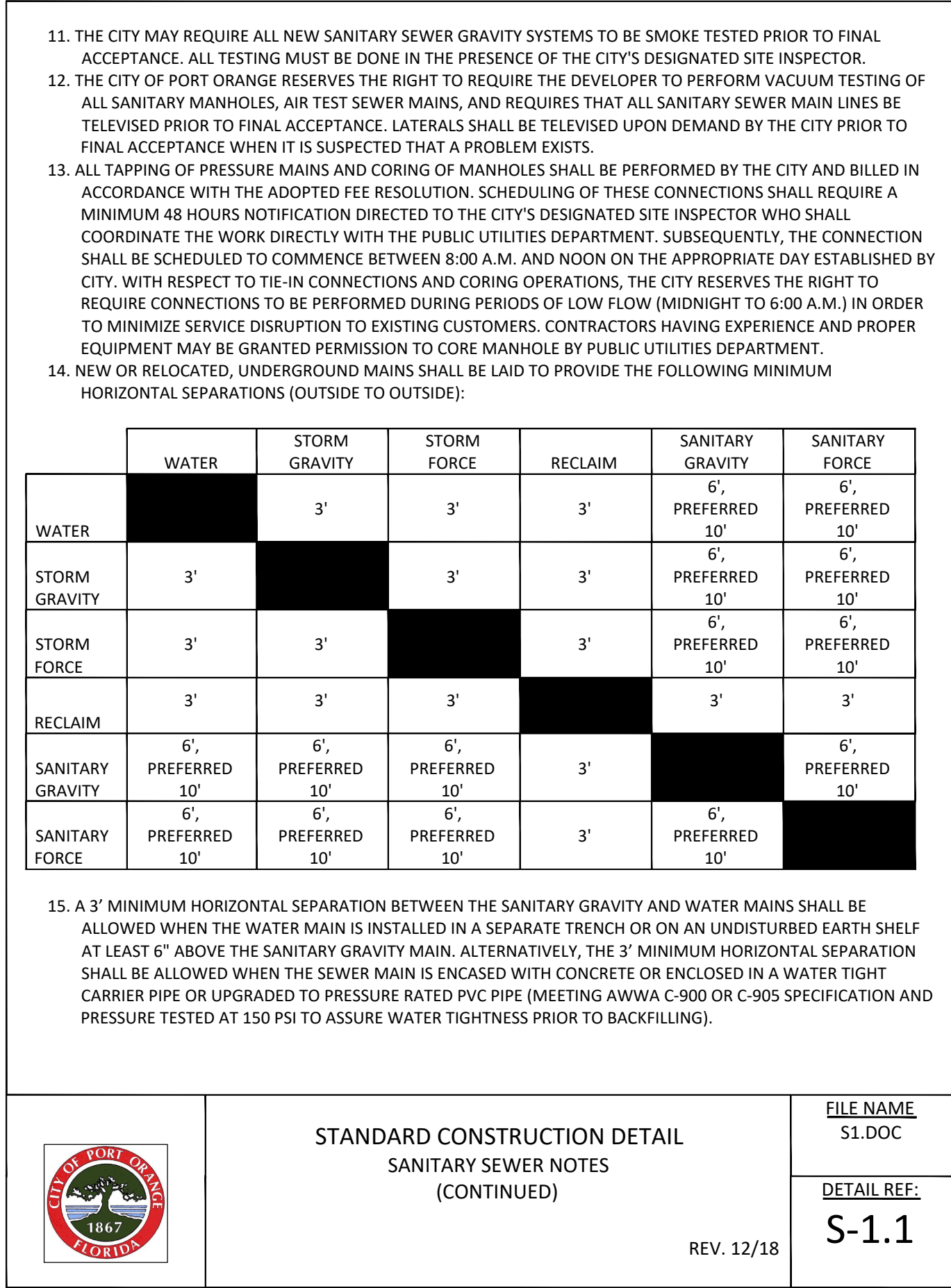
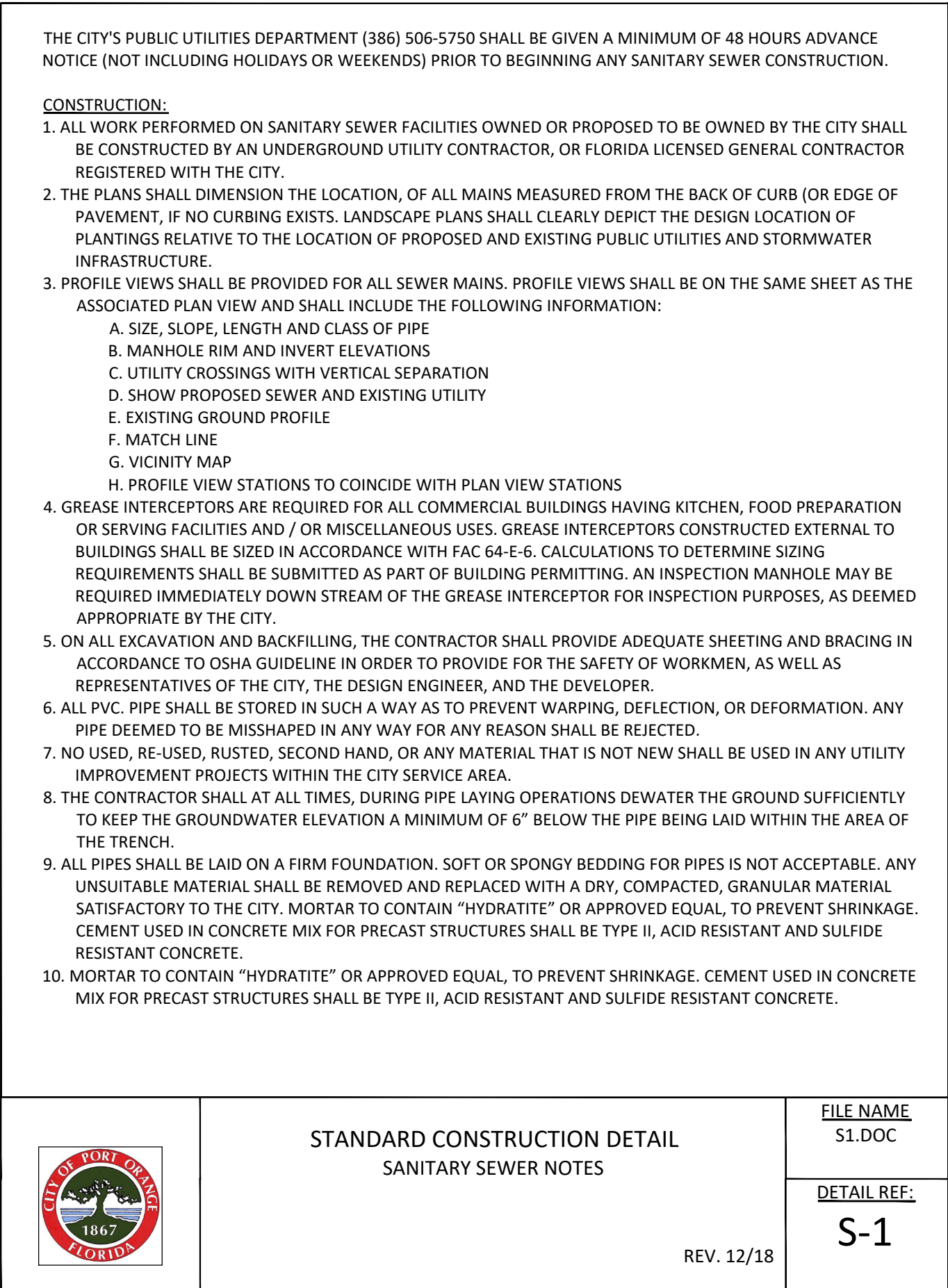
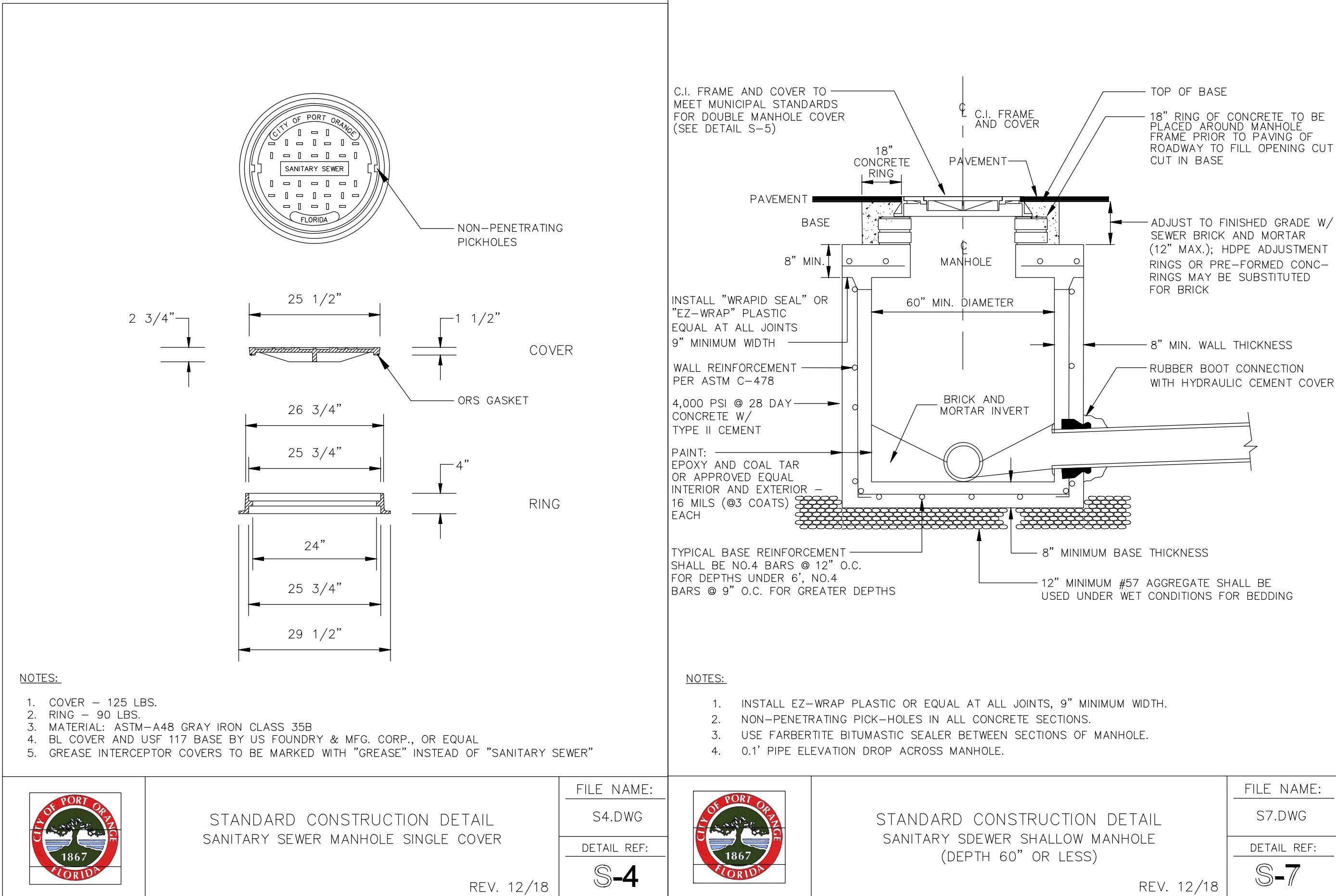
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SHEET NO.
C-7.1

PROJECT NO. 20-1282

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UTILITY DETAILS FOR:
LEILA'S HAMMOCK

OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA

REV.	DATE:	NOTES:	CLIENT: REZA (RAY) TOUTOUNCHIAN P.O. BOX 2027 DAYTONA BEACH, FL 32115
1	09-01-22	R.A.I. #1 - CITY COMMENTS	
DRAFTER:	DBA		
CHECKED BY:	RD		
PROJECT NO. 20-1282			

SHEET NO.
C-8

MATERIALS

THE INSPECTION AND TESTING OF MATERIALS AND FINISHED ARTICLES TO BE INCORPORATED IN THE WORK SHALL BE MADE BY BUREAUS, LABORATORIES, OR AGENCIES APPROVED BY THE ENGINEER OF RECORD. THE CONTRACTOR SHALL SUBMIT SUCH SAMPLES, OR SUCH SPECIAL OR TEST PIECES OF MATERIALS AS THE ENGINEER OF RECORD MAY REQUIRE. THE CONTRACTOR SHALL NOT INCORPORATE ANY MATERIAL OR FINISHED ARTICLE INTO THE WORK UNTIL THE RESULTS OF THE INSPECTION OR TESTS ARE KNOWN AND THE CONTRACTOR HAS BEEN NOTIFIED BY THE ENGINEER OF RECORD THAT THE MATERIAL OR FINISHED ARTICLE IS ACCEPTED. ALL MATERIALS MUST BE OF THE SPECIFIED QUALITY AND BE EQUAL TO THE APPROVED SAMPLE IF A SAMPLE HAS BEEN SUBMITTED. CERTIFIED COPIES OF ALL TESTS MADE SHALL BE SUBMITTED TO THE ENGINEER OF RECORD AS WELL AS TO THE CITY'S DESIGNATED SITE INSPECTOR. THE CITY'S DESIGNATED SITE INSPECTOR MUST RECEIVE COPIES OF ALL TESTING REPORTS AND CERTIFICATES PRIOR TO THE ENGINEER OF RECORD REQUESTING A FINAL PROJECT INSPECTION FROM THE CITY.

LABORATORY CONTROL AND CERTIFICATES

- SPECIFICATIONS: SAMPLING, TESTING, AND LABORATORY METHODS SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS OF THE AASHTO OR ASTM. WHERE AASHTO OR ASTM SPECIFICATIONS ARE USED, THE REFERENCE SHALL BE TO THE MOST RECENT STANDARD SPECIFICATIONS OF THE AASHTO OR ASTM IN FORCE ON THE DATE OF THE TEST.
- TEST & CERTIFICATES: THE CONTRACTOR SHALL ENGAGE AN APPROVED TESTING LABORATORY TO PROVIDE THE FOLLOWING TESTS AND CERTIFICATIONS SIGNED BY A REGISTERED ENGINEER OF THE STATE OF FLORIDA. ALL TECHNICIANS PERFORMING THE TESTS SHALL BE STATE CERTIFIED FOR THE TESTING PERFORMED. ADDITIONAL TESTS THAT MAY BE REQUIRED BY EITHER THE ENGINEER OF RECORD OR THE CITY SHALL ALSO BE PROVIDED BY THE CONTRACTOR AND THE FOLLOWING SHALL NOT BE TAKEN AS A COMPLETE AND EXHAUSTIVE LIST OF THE CONTRACTOR'S TESTING RESPONSIBILITIES.
 - SOIL ANALYSIS FOR STRUCTURAL FILL MATERIAL PRIOR TO INSTALLATION.
 - PROCTOR DENSITIES, MOISTURE CONTENT, COMPACTED FIELD DENSITIES, AND ATTERBERG LIMITS.
 - FLOWABLE FILL - MIX DESIGNS, CONSTRUCTION SUPERVISION AND COMPRESSIVE STRENGTH TESTS.
 - ANALYSIS OF RECYCLED CONCRETE BASE MATERIAL PRIOR TO INSTALLATION.
 - ASPHALT MIX DESIGN, BITUMEN CONTENT, SIEVE ANALYSIS, HUBBARD FIELD STABILITY TESTS, NUCLEAR DENSITY TESTS (BACKSCATTER METHOD), AND ANALYSIS OF CORE SAMPLES.
 - CONCRETE MIX DESIGNS FOR ALL APPLICATIONS INCLUDING PAVEMENT, CAST-IN-PLACE STRUCTURES, CURBING, GUTTERS, SIDEWALKS, BIKE PATHS, APRONS AND DRIVEWAYS.
 - COMPRESSIVE TEST CYLINDERS AND SLUMP TESTS FOR ALL APPLICATIONS OF CONCRETE, INCLUDING PAVEMENT, CAST-IN-PLACE STRUCTURES, CURBING, GUTTERS, SIDEWALKS, BIKE PATHS, APRONS, AND DRIVEWAYS.
 - CHLORINE RESIDUAL AND BACTERIOLOGICAL TESTING OF WATER MAINS.
 - PRESSURIZED LEAK TESTING OF WATER MAINS, FORCE MAINS, AND RECLAIMED WATER MAINS.



STANDARD CONSTRUCTION DETAIL
TECHNICAL SPECIFICATIONS
FOR SITES AND SUBDIVISIONS
TESTING

REV. 12/18

FILE NAME:

M2.DWG

DETAIL REF:

M-2

THE FOLLOWING MEASURES REPRESENT MINIMUM STANDARDS TO BE ADHERED TO BY THE CONTRACTOR THROUGHOUT THE CONSTRUCTION OF A PROJECT. THE CITY RESERVES THE RIGHT TO REQUIRE ADDITIONAL MEASURES TO BE EMPLOYED WHEN WARRANTED BY CONDITIONS AND/OR THE FAILURE OF THE CONTRACTOR TO EMPLOY APPROPRIATE EROSION CONTROL BEST MANAGEMENT PRACTICES. FAILURE TO COMPLY WITH THESE PROVISIONS SHALL RESULT IN THE ISSUANCE OF A "STOP WORK ORDER".

- NO DISTURBANCE OF PROPOSED CONSERVATION EASEMENTS, NATURAL BUFFERS, OR WATER BODIES IS PERMITTED. THE CONTRACTOR SHALL LOCATE THESE AREAS ON SITE AND BARRICADE THEM TO AVOID ANY UNAUTHORIZED CLEARING, BARRICADES AND OTHER PROTECTIVE FENCING ARE TO BE LOCATED AT THE DRIP LINE OF EXISTING NATIVE TREES OR AT THE EDGE OF THE NATIVE UNDER-STORY HABITAT, WHICHEVER IS FURTHEST.
- SPECIMEN AND HISTORIC TREES, CONSERVATION EASEMENTS, NATURAL VEGETATION BUFFERS, AND SIMILAR AREAS MUST BE PROTECTED BY BARRICADES OR FENCING PRIOR TO CLEARING. BARRICADES ARE TO BE SET AT THE DRIP LINE OF THE TREES, AS SPECIFIED, AND MAINTAINED THROUGHOUT THE DURATION OF THE PROJECT. BARBED WIRE IS NOT PERMITTED AS A PROTECTIVE BARRIER.
- WHERE A CHANGE OF GRADE OCCURS WITHIN THE DRIP LINE OF A SPECIMEN TREE, SILT FENCES WILL BE REQUIRED DURING CONSTRUCTION AND RETAINING WALLS MUST BE INSTALLED PRIOR TO FINAL ACCEPTANCE BY THE CITY.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO HAVE ALL PROTECTIVE VEGETATION BARRICADES AND EROSION CONTROL DEVICES AND MEASURES IN PLACE PRIOR TO THE COMMENCEMENT OF ANY EARTHWORK, INCLUDING PRELIMINARY GRUBBING. BEST MANAGEMENT PRACTICES (BMPs) ARE TO BE IMPLEMENTED, SUCH AS TEMPORARY CONSTRUCTION FENCES, SILT FENCES AND FLOATING TURBIDITY BARRIERS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO MAINTAIN ALL EROSION CONTROL DEVICES AND MEASURES THROUGHOUT THE DURATION OF THE ENTIRE PROJECT. MAINTENANCE SHALL INCLUDE, BUT NOT LIMITED TO, PERIODIC INSPECTION AND REMOVAL OF DEBRIS ABUTTING EROSION CONTROL DEVICES AS SPECIFICALLY IDENTIFIED IN LDC, CH 10, ARTICLE I, SEC. 5.
- PRIOR TO THE INSTALLATION OF ANY FILL MATERIALS ON SUBJECT SITE, SILT FENCES SHALL BE INSTALLED (1) ALONG SUBJECT SITE BOUNDARY AND/OR PROPERTY LINES, (2) AT THE EDGE OF CONSERVATION EASEMENTS AND WETLANDS, (3) ADJACENT TO NATURAL LANDSCAPE BUFFERS, (4) AROUND THE PERIMETER OF EXISTING STORM WATER TREATMENT FACILITIES, AND (5) AT ANY ADDITIONAL AREAS THAT THE CITY DEEMS NECESSARY TO BE PROTECTED FROM POTENTIAL EROSION IMPACTS DURING CONSTRUCTION. THESE CONDITIONS SHALL APPLY IN ALL INSTANCES WHERE FILL MATERIAL IS BEING INSTALLED WITHIN 25 FEET OF ANY OF THE FOREMENTIONED LOCATIONS. WHILE THESE ITEMS REPRESENT THE MINIMUM REQUIREMENTS, THE CITY RESERVES THE RIGHT TO IMPOSE ADDITIONAL PROTECTIVE MEASURES, AS DETERMINED DURING ACTUAL SITE VISITS CONDUCTED AS PART OF THE STANDARD REVIEW OF THE SITE-SPECIFIC ABC CLEARING PERMIT APPLICATION AND THROUGHOUT PROJECT CONSTRUCTION.
- WHERE FILL MATERIAL IS INTENDED TO BE INSTALLED ADJACENT TO EXISTING VEGETATION WHICH IS INTENDED TO REMAIN NATURAL, THE CONTRACTOR MAY INSTALL SILT FENCING AS A TREE PROTECTION MEASURE, IN LIEU OF INSTALLING WOOD BRACING WITH ORANGE MESH. THIS PRACTICE IS ENCOURAGED BY THE CITY. IF THE SILT FENCE FAILS TO PROVIDE ADEQUATE PROTECTION FROM IMPACT DUE TO CONSTRUCTION, THEN BARRICADES OR WOOD BRACING SHALL BE REQUIRED.
- AT A MINIMUM, THE CONTRACTOR SHALL SEED AND MULCH ALL DISTURBED AREAS. SUFFICIENT GRASS COVERAGE IS TO BE ESTABLISHED WITHIN TWO WEEKS.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR THROUGH SCHEDULING, TO MINIMIZE THE DISTURBANCE OF SITE AREAS THAT HAVE BEEN BROUGHT TO THEIR PROPOSED FINAL GRADE. WITHIN SEVEN (7) DAYS OF BRINGING A SUBJECT AREA TO ITS FINAL GRADE OR INACTIVITY IN CONSTRUCTION, THE CONTRACTOR SHALL INSTALL SEED AND MULCH OR SOD, AS REQUIRED.



STANDARD CONSTRUCTION DETAIL
CONTRACTOR REQUIREMENTS FOR
SITE CLEARING, GRADING, AND EROSION CONTROL
DESIGN AND CONSTRUCTION

REV. 12/18

FILE NAME:

M3.DWG

DETAIL REF:

M-3

SCOPE OF WORK

FURNISH AND INSTALL SOD, OR SEED AND MULCH, THE LIMITS CALLED FOR ON THE CONSTRUCTION DRAWINGS. AT A MINIMUM, ALL WORK SHALL MEET THE MINIMUM STANDARDS OF SECTION 570 OF FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, LATEST EDITION, AND MINIMUM REQUIREMENTS OF THE CITY, AS OUTLINED BELOW.

SEED

SEED SHALL BE PRE-MIXED BY A SEED COMPANY TO THE PERCENTAGES DESCRIBED BELOW, WITH CERTIFICATION FROM THE SUPPLIER PROVIDED TO THE CITY'S DESIGNATED LANDSCAPE INSPECTOR PRIOR TO USE. THE GRASS SEED MIXTURE SHALL BE:

PENSACOLA BAHIA (USE 50% SCARIFIED SEED)	50%
HULLED BERMUDA	25%
BROWN TOP MILLET	25%

NOTE: IN THE FALL AND WINTER MONTHS, AND WITH THE APPROVAL OF THE CITY, ANNUAL RYE GRASS SHALL BE SUBSTITUTED IN EQUAL AMOUNTS FOR THE BROWN TOP MILLET.

MULCH

STRAW OR HAY CONSISTING OF OATS, RYE, OR WHEAT STRAW, OR OF PANGOLA, PEANUT, COASTAL BERMUDA OR BAHIA GRASS HAY, MULCH SHALL BE FREE FROM WEED AND OTHER UNDESIRABLE GRASS. APPROXIMATELY ONE INCH (1"), LOOSE THICKNESS, OF MULCH MATERIAL SHALL BE APPLIED UNIFORMLY OVER THE SEEDED AREAS (APPROXIMATELY ONE AND ONE-HALF (1-1/2) BALES PER 1000 SQUARE FEET). THE MULCH MATERIAL SHALL BE CUT INTO THE SOIL WITH A DISC HARRROW OR OTHERWISE ANCHORED DOWN, UNDER PROPER CIRCUMSTANCES, CONTRACTOR MAY REQUEST OPTION TO INSTALL HYDRO-SEEDING, SUBJECT TO THE APPROVAL OF THE PROJECT LANDSCAPE ARCHITECT AND THE CITY.

METHOD

GRASSING SHALL BE DONE IMMEDIATELY UPON COMPLETION OF THE FINE GRADING OPERATION. HOWEVER, NO SEEDING SHALL BE DONE WHEN THE GROUND IS FROZEN OR UNDULY WET. THE RATE OF SPREAD FOR THE SEED MATERIAL SHALL BE ONE HUNDRED AND THIRTY (130) POUNDS PER ACRE.



STANDARD CONSTRUCTION DETAIL
SODDING, SEEDING AND MULCHING
NOTES

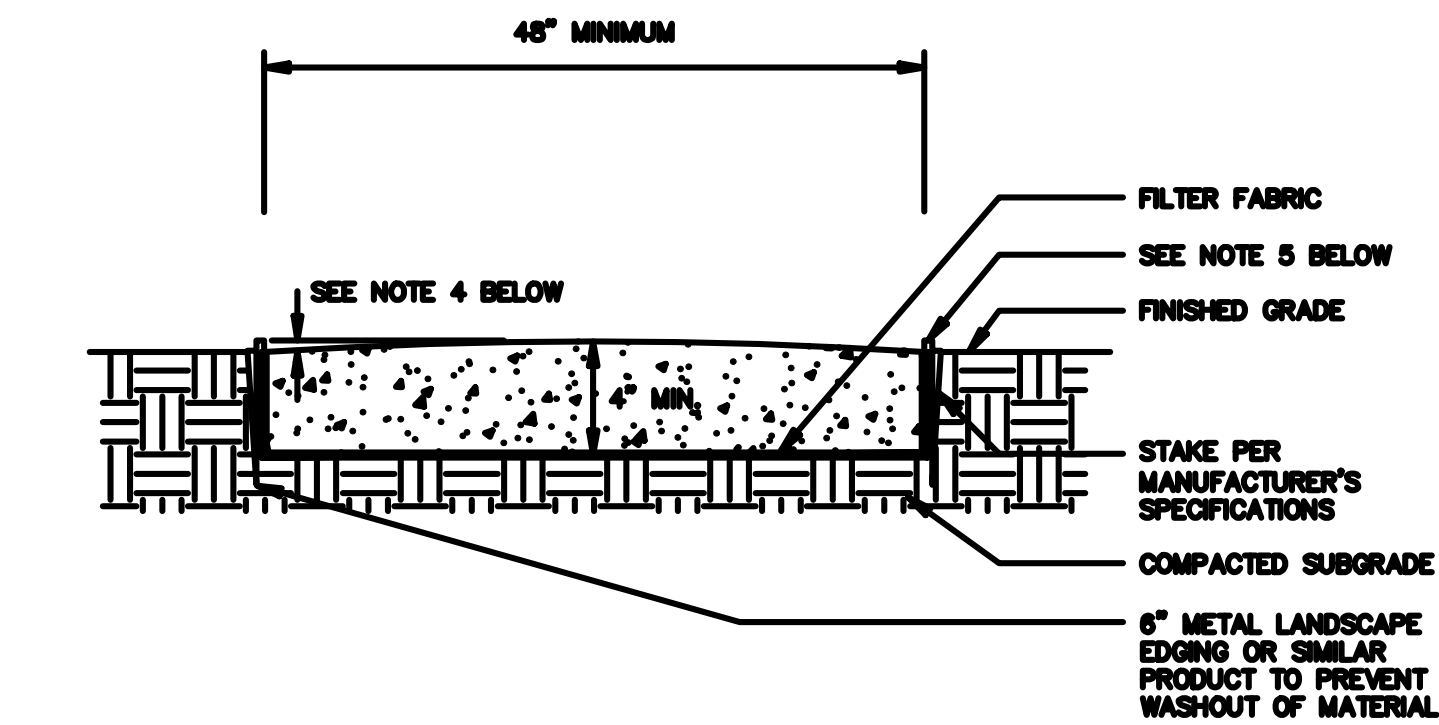
REV. 12/18

FILE NAME:

M4.DWG

DETAIL REF:

M-4



NOTE:

- THE FOLLOWING MATERIALS ARE PERMITTED TO BE USED AS A STABILIZED WALKWAY:
 - COMPACTED CRUSHED MINERAL AGGREGATE
 - COMPACTED CRUSHED SHELL
 - OTHER MATERIALS APPROVED THROUGH THE SDCR PROCESS.
- CONCRETE AND ASPHALT SHALL BE USED IN HIGH-TRAFFIC AREAS.
- MULCH SHALL NOT BE USED AS A STABILIZED WALKING PATH MATERIAL.
- THE FINAL GRADE OF THE WALKPATH SHALL BE GRADED WITH A MAXIMUM 2.08% CROSS-SLOPE AWAY FROM THE CENTERLINE OF THE PATH.
- METAL LANDSCAPE EDGING IS TO BE INSTALLED SUCH THAT THE TOP OF THE EDGING IS TO BE AT OR BELOW THE CROWN OF THE WALKING PATH, BUT NOT MORE THAN 3" ABOVE FINISHED GRADE.



STANDARD CONSTRUCTION DETAIL
STABILIZED WALKING PATH

REV. 12/18

FILE NAME:

M10.DWG

DETAIL REF:

M-10



STANDARD CONSTRUCTION DETAIL
PIPE BEDDING AND TRENCH

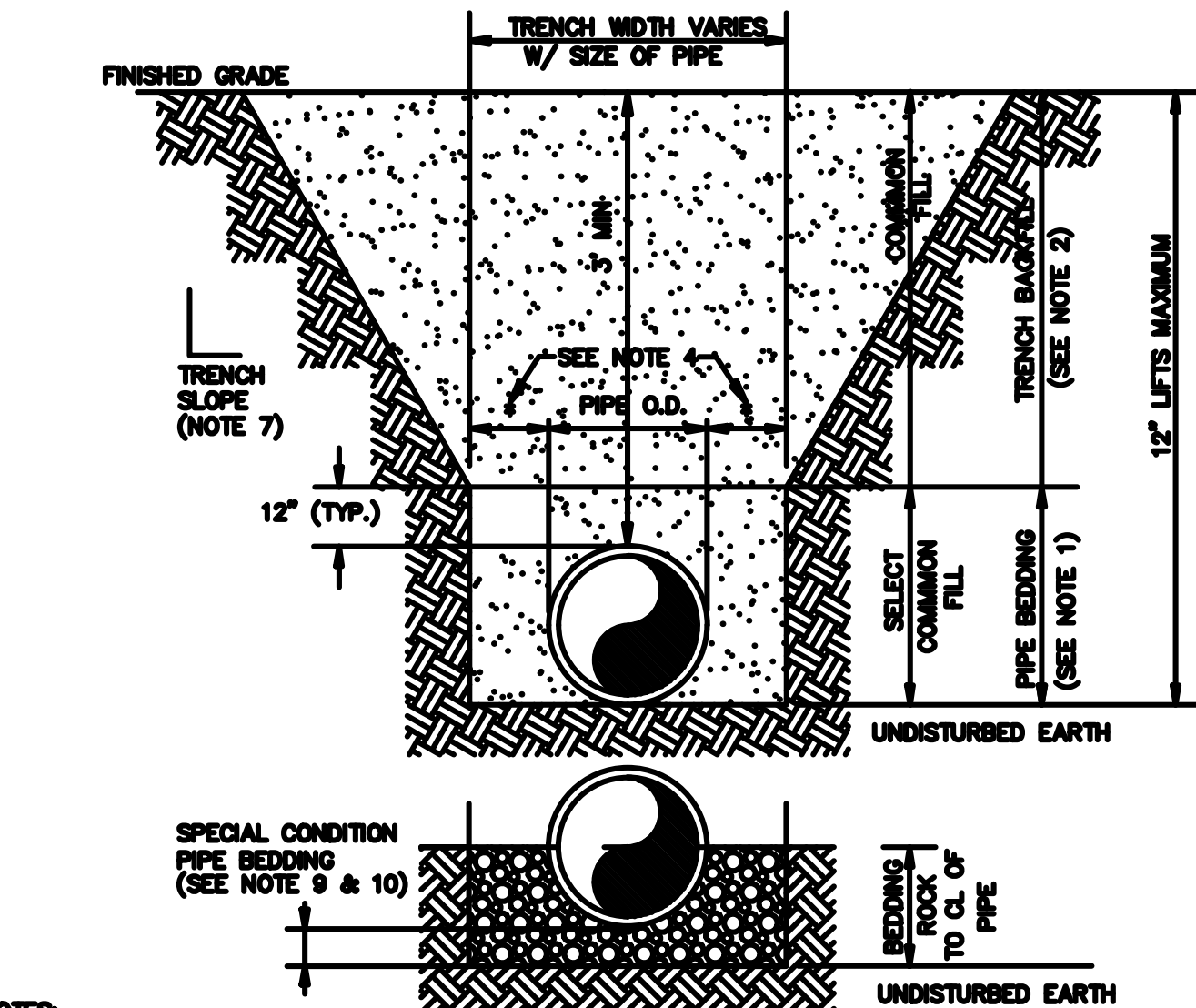
REV. 12/18

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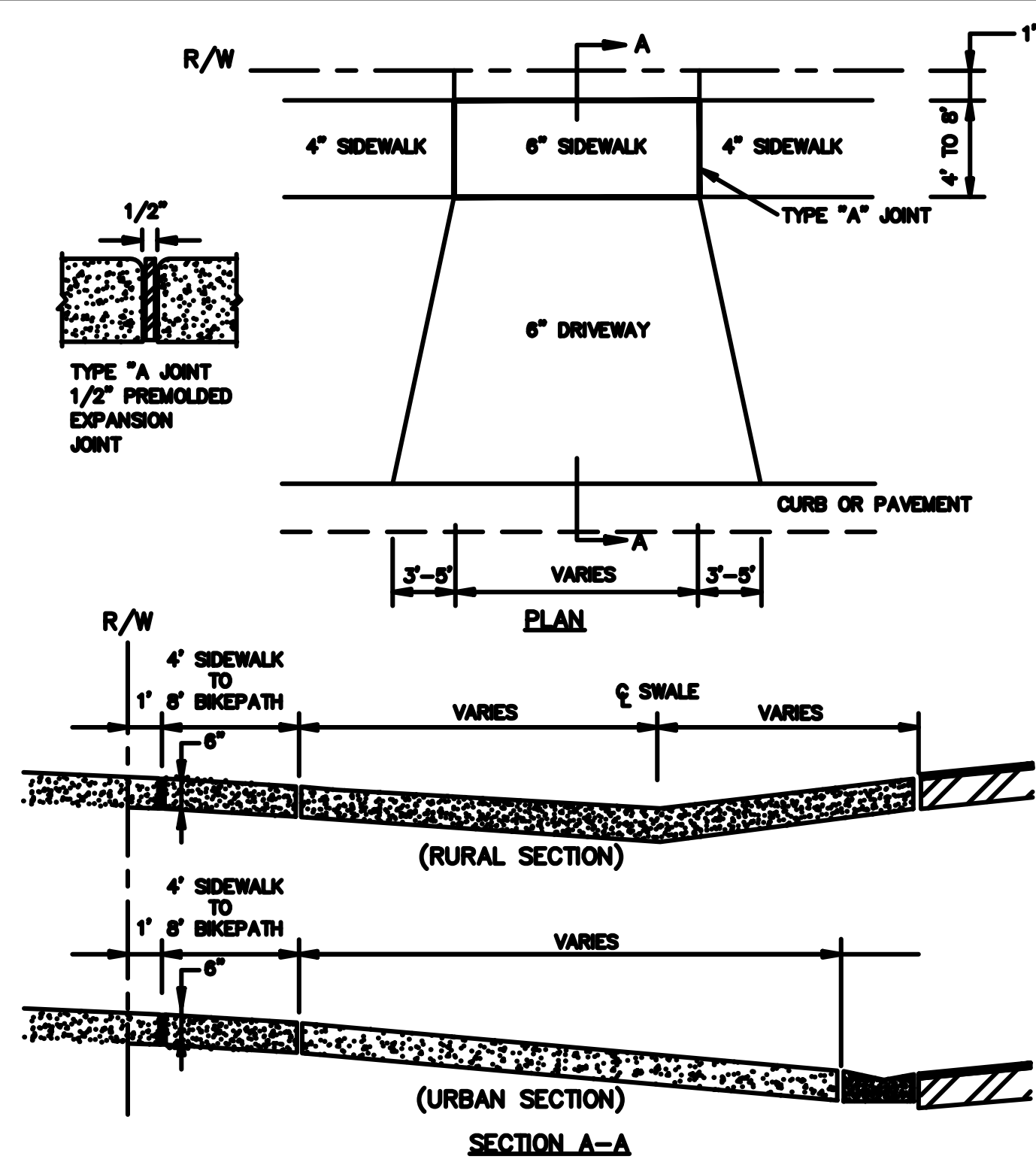
DETAIL REF:

M-27



NOTES:

- PIPE BEDDING: SELECT COMMON FILL COMPACTED TO 95% OF THE MAXIMUM DENSITY AS PER AASHTO T-180.
- TRENCH BACKFILL: COMMON FILL COMPACTED TO 95% OF THE MAXIMUM DENSITY AS PER AASHTO T-180. 95% DENSITY REQUIRED UNDER DRIVEWAYS, PAVEMENT AND STRUCTURES.
- PIPE BEDDING UTILIZING SELECT COMMON FILL OR BEDDING ROCK IN ACCORDANCE WITH TYPE "A" BEDDING AND TRENCHING DETAIL MAY BE REQUIRED AS DIRECTED BY THE CITY.
- (*) 15" MAX. FOR PIPE DIAMETER LESS THAN 24", AND 24" MAX. FOR PIPE DIAMETER 24" AND LARGER.
- WATER SHALL NOT BE PERMITTED IN THE TRENCH DURING CONSTRUCTION.
- ALL PIPE TO BE INSTALLED WITH BELL FACING UPSTREAM TO THE DIRECTION OF FLOW.
- REFER TO OSHA REQUIREMENTS FOR SLOPING, SHEETING AND BRACING IN EXCAVATIONS.
- FINAL RESTORATION IN IMPROVED AREAS SHALL BE IN COMPLIANCE WITH ALL APPLICABLE REGULATIONS OF GOVERNING AGENCIES. SURFACE RESTORATION WITHIN RIGHT-OF-WAY SHALL COMPLY WITH REQUIREMENTS OF RIGHT-OF-WAY UTILIZATION REGULATIONS AND ROAD CONSTRUCTION SPECIFICATIONS.
- GRAVITY SEWERS SHALL UTILIZE BEDDING ROCK WHERE UNSUITABLE MATERIAL EXISTS. BEDDING DEPTH SHALL BE 4" MINIMUM FOR PIPE DIAMETER LESS THAN 15", AND 6" MINIMUM FOR PIPE DIAMETER 16" AND LARGER.
- DEPTH FOR REMOVAL OF UNSUITABLE MATERIAL SHALL GOVERN DEPTH OF BEDDING ROCK BELOW THE PIPE. CITY SHALL DETERMINE IN THE FIELD REQUIRED REMOVAL OF UNSUITABLE MATERIAL TO REACH SUITABLE FOUNDATION.



NOTES:

- DRIVEWAY APRON BASE TO BE COMPACTED AND TESTED TO 95% DENSITY WITH MINIMUM LBR 40 BASED ON AASHTO T-180 MODIFIED PROCTOR TEST.
- DRIVEWAY APRON CONCRETE - 2,500 PSI AT 28 DAY.



STANDARD CONSTRUCTION DETAIL
DRIVEWAY APRON

REV. 12/18

FILE NAME:

R16.DWG

DETAIL REF:

R-16

DATE:
03-28-22

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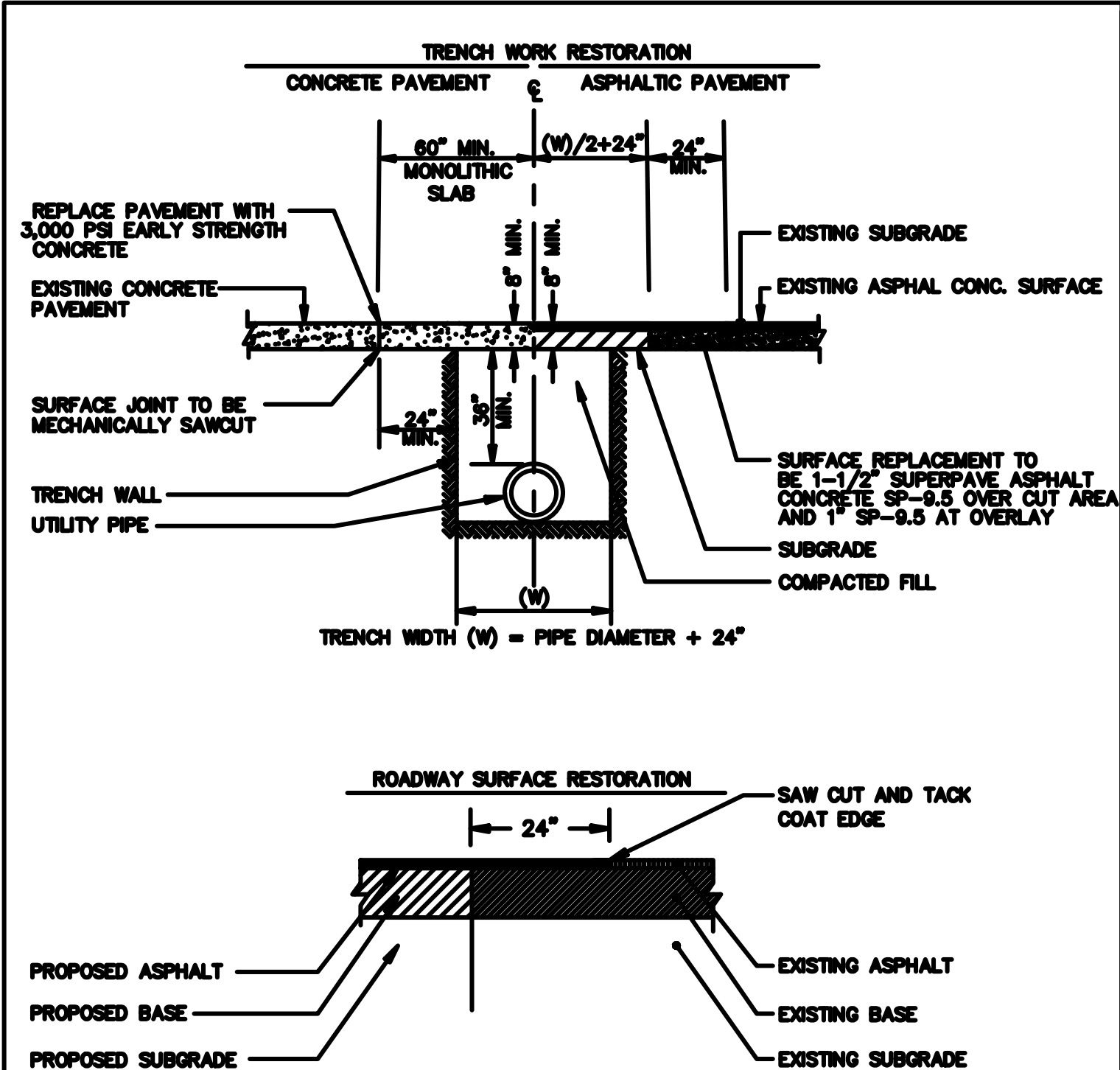
DETAILS FOR:
LEILA'S HAMMOCK
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA

NOTES:
DATE: 09-01-22
REV. 1
R.A.I. #1 - CITY COMMENTS
CLIENT: REZA (RAY) TOUTOUNCHIAN
P.O. BOX 2027
DAYTONA BEACH, FL 32115
DRAFTER: DBA
CHECKED BY: RD
PROJECT NO. 20-1282

SHEET NO.
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- NOTES:
1. PAVING REPLACEMENT SHALL INCLUDE RAISING ALL MANHOLE FRAMES/LIDS AND VALVE BOXES/LIDS, AND SIMILAR APPURTENANCES, TO FINAL ELEVATION PRIOR TO RESURFACING.
 2. REPLACEMENT BASE MATERIAL TO BE LIMEROCK OR RECYCLED CONCRETE. BASE AND ANY SUBBASE TO BE COMPACTED TO 98% DENSITY BASED ON AASHTO T-190 MODIFIED PROCTOR TEST.
 3. IN AREAS WHERE CONCRETE PAVEMENT IS TO BE UTILIZED, AREA MUST REMAIN FREE OF VEHICULAR TRAFFIC FOR A MINIMUM OF 3 DAYS.

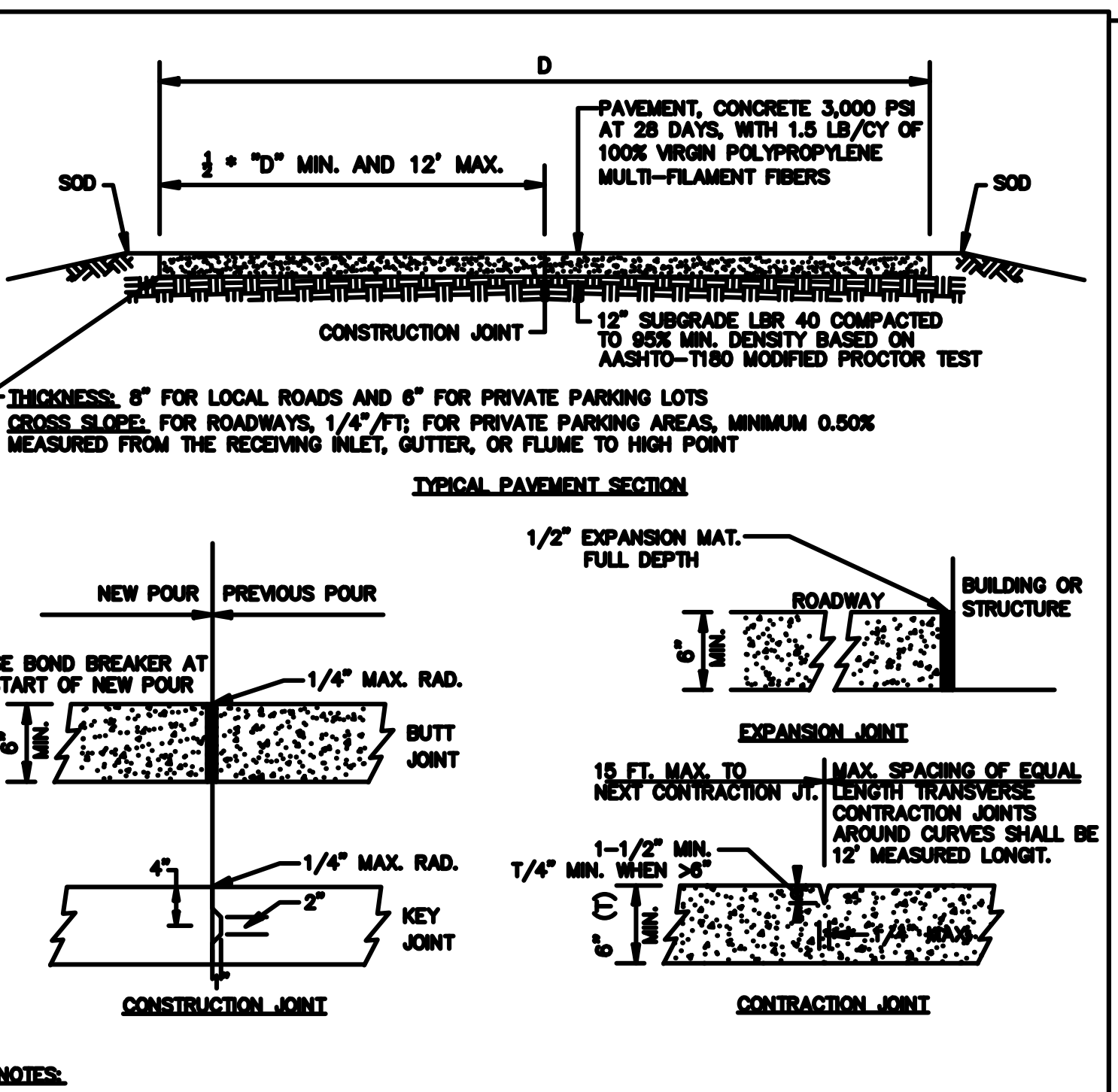


STANDARD CONSTRUCTION DETAIL
PAVEMENT RESTORATION

REV. 12/18

FILE NAME:
R13.DWG

DETAIL REF:
R-13



- NOTES:
1. CONTRACTION JOINTS MAY BE HAND FORMED, SAWED OR CONSTRUCTED WITH A 1/4\"/>
 2. EXPANSION JOINTS TO BE PLACED BETWEEN STRUCTURE AND CURB AND AT ANY PERMANENT STRUCTURE ABUTTING OR WITHIN THE PAVED AREA, INCLUDING SIDEWALKS. USE OF WOOD IS NOT ACCEPTABLE.
 3. FINAL DETERMINATION OF CONTRACTION JOINT SELECTION AND APPLICATION SHALL BE MADE BY THE ENGINEER OF RECORD BASED ON PROJECT REQUIREMENTS AND LOCATION.
 4. CONTRACTION JOINTS WITHIN THE SLAB AREA SHOULD NOT CONTAIN PRE-MOLDED EXPANSION JOINT FILLER.
 5. CONCRETE PAVEMENT CONSTRUCTION SHALL BE IN ACCORDANCE WITH ACI PUBLICATION 330R-87.

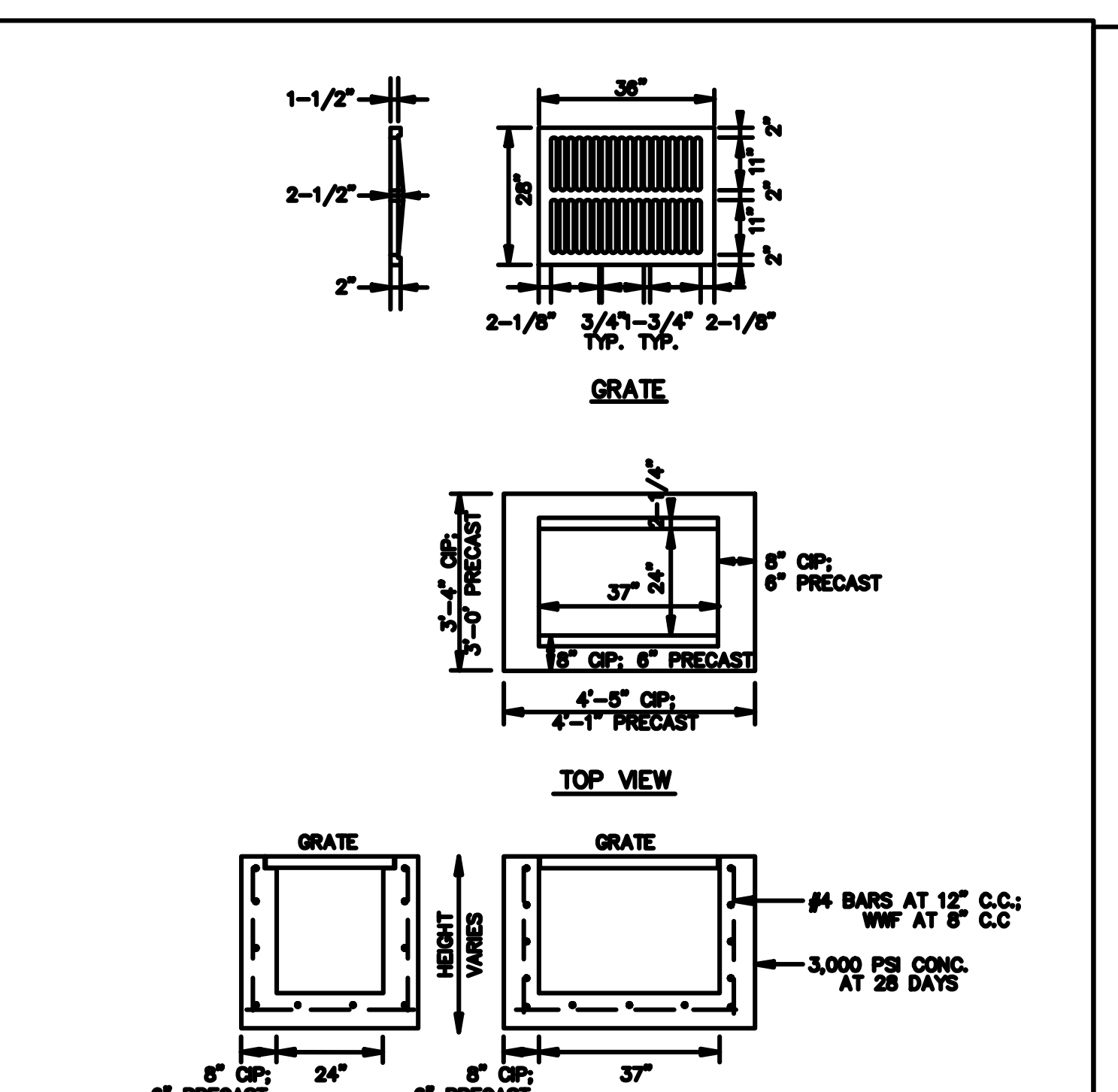


STANDARD CONSTRUCTION DETAIL
CONCRETE PAVEMENT DETAILS

REV. 12/18

FILE NAME:
R14.DWG

DETAIL REF:
R-14



- NOTE:
1. 6\"/>
 2. MAXIMUM PIPE DIAMETER 16\"/>
 3. MAXIMUM PIPE DIAMETER 24\"/>
 4. SEE FDOT INDEX 232 FOR ADDITIONAL DETAIL.

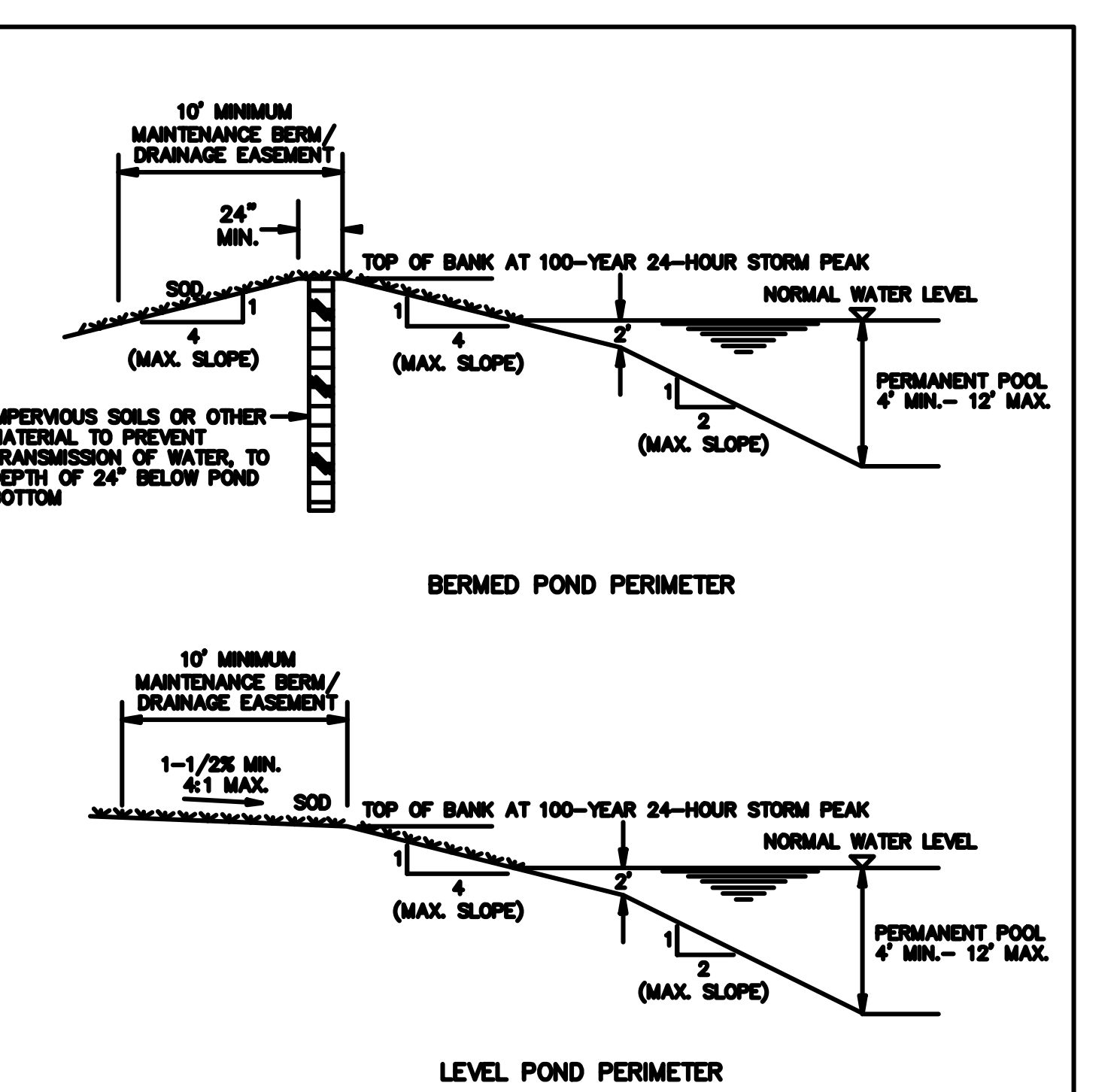


STANDARD CONSTRUCTION DETAIL
TYPE "C" STORM INLET

REV. 12/18

FILE NAME:
ST4.DWG

DETAIL REF:
ST-4



- NOTES:
1. SOD IS TO BE PLACED TO THE NORMAL WATER LEVEL.
 2. A PLANTED LITTORAL ZONE IS NOT PERMISSIBLE FOR SLOPES EXCEEDING 6:1 (HORIZONTAL:VERTICAL).
 3. AS AN OPTION TO A LITTORAL ZONE, THE DESIGNER CAN EITHER:
 - A) PROVIDE AN ADDITIONAL 50% OF THE PERMANENT POOL VOLUME.
 - B) PROVIDE PRETREATMENT OF THE STORMWATER PRIOR TO ENTERING THE WET DETENTION POND.

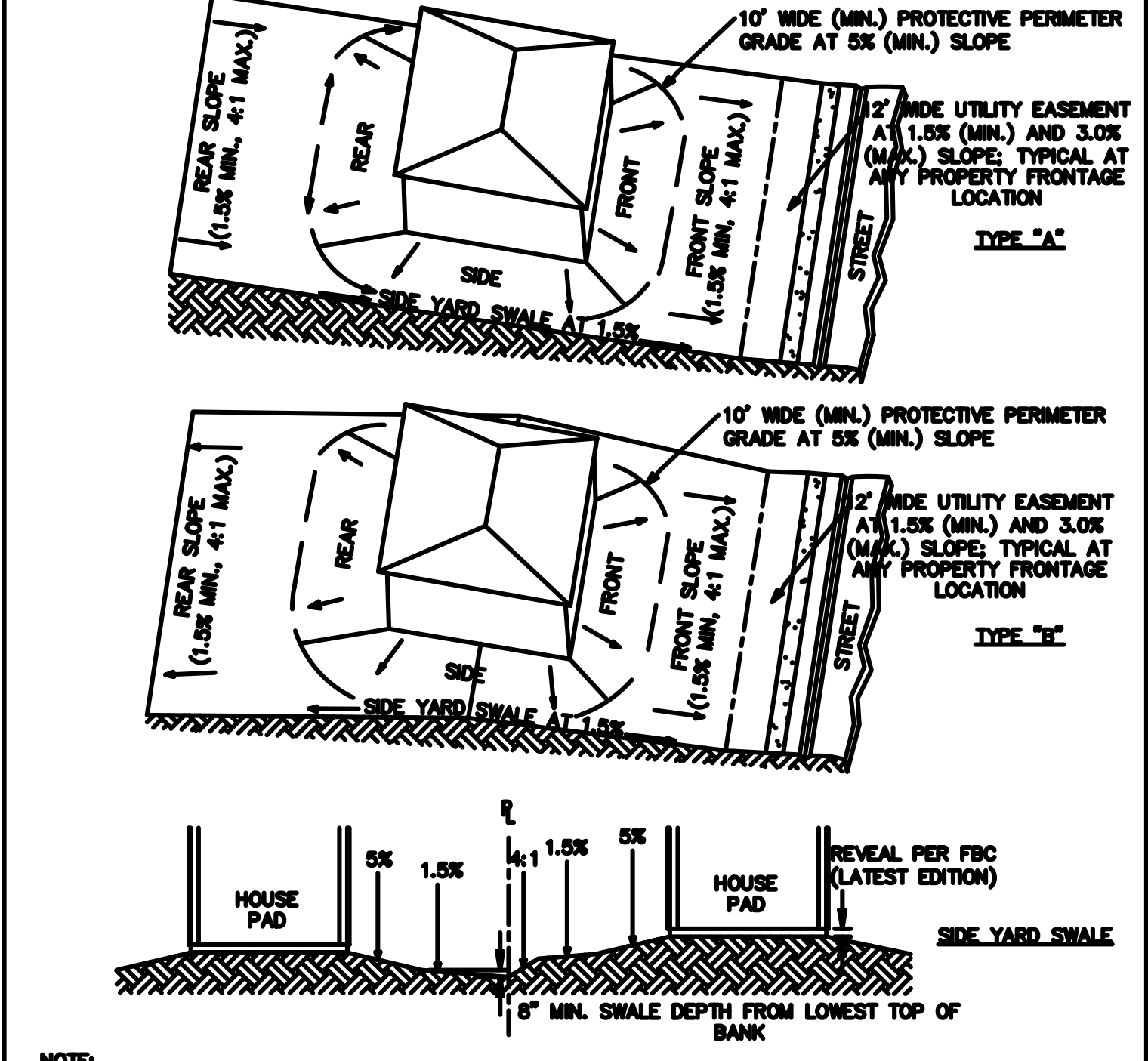


STANDARD CONSTRUCTION DETAIL
WET POND

REV. 12/18

FILE NAME:
ST9.DWG

DETAIL REF:
ST-9



- NOTE:
1. ALL FINISHED FLOOR ELEVATIONS SHALL BE SET A MINIMUM OF 12\"/>
 2. TYPE "C" LOT GRADING REQUIRES FLORIDA PROFESSIONAL ENGINEER'S DESIGN AND APPROVAL BY CITY.
 3. SIDE YARD SWALE LONGITUDINAL GRADE MAY BE REDUCED TO 1.0% FROM 1.5% WHERE WELL DRAINED SOILS ARE PRESENT AND APPROVED BY CITY.
 4. SIDE YARD SWALE SHALL BE CENTERED ON THE COMMON PROPERTY LINES FOR NEW CONSTRUCTION AND INSTALLED COMPLETELY WITHIN PARCEL LIMITS OF INFILL PROPERTIES.
 5. ALL SLOPES SHALL NOT EXCEED 4:1 RATIO.



STANDARD CONSTRUCTION DETAIL
RESIDENTIAL LOT GRADING

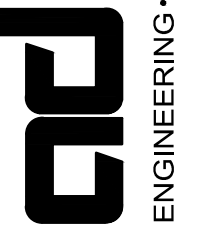
REV. 12/18

FILE NAME:
ST10.DWG

DETAIL REF:
ST-10

(PERMIT SUBMITTAL SET)

DATE:
03-28-22



ANDERSON
DIXON

RICHARD J. DIXON, P.E.
PROFESSIONAL ENGINEER
FL. REG.# 47544
102 SOUTH ORANGE STREET
NEW SMYRNA BEACH, FL 32168
(386) 428-5634 - FAX: (386) 409-3781

ENGINEERING-PLANNING-PERMITTING

DETAILS FOR:

LEILA'S HAMMOCK

OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA

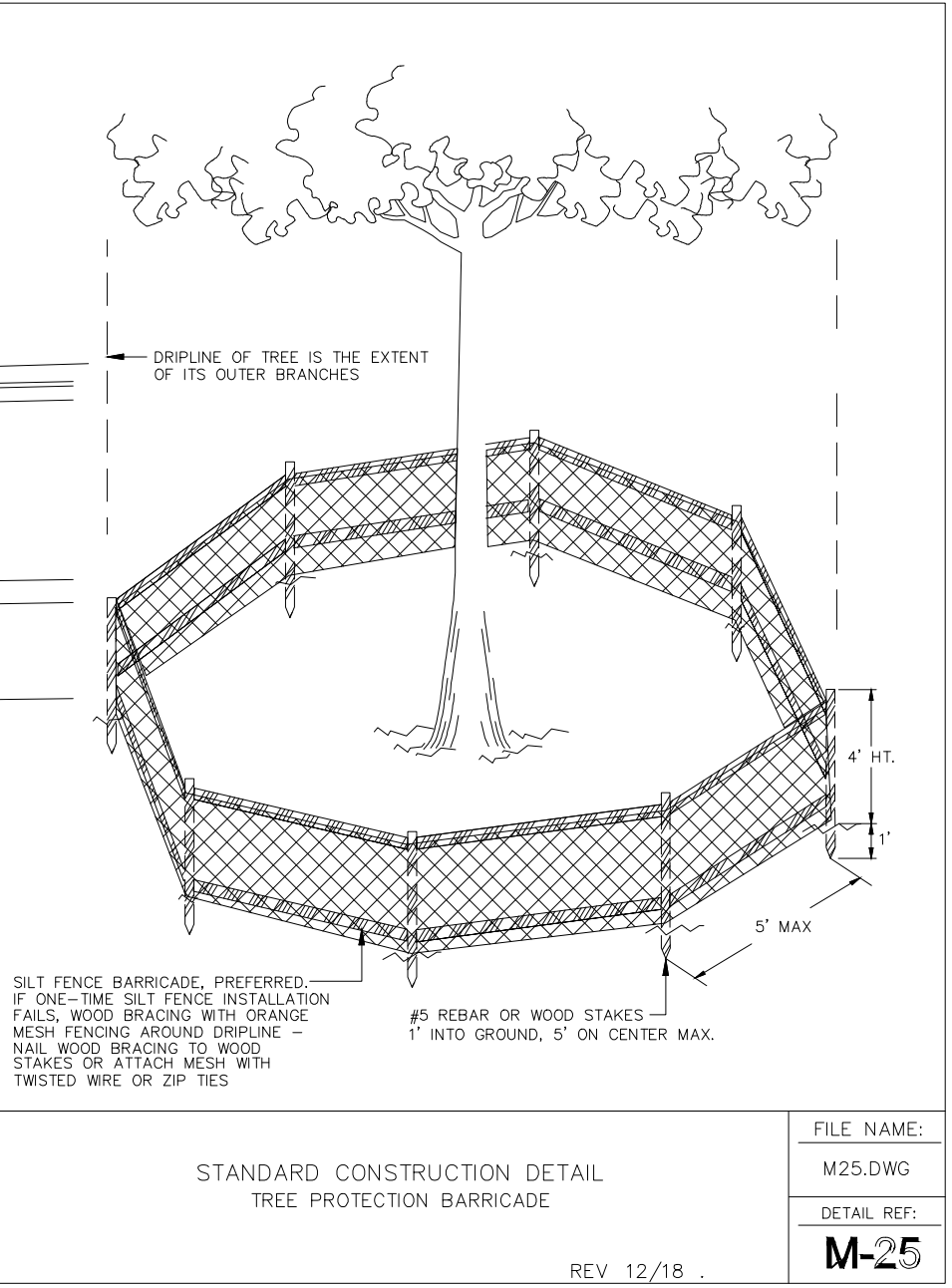
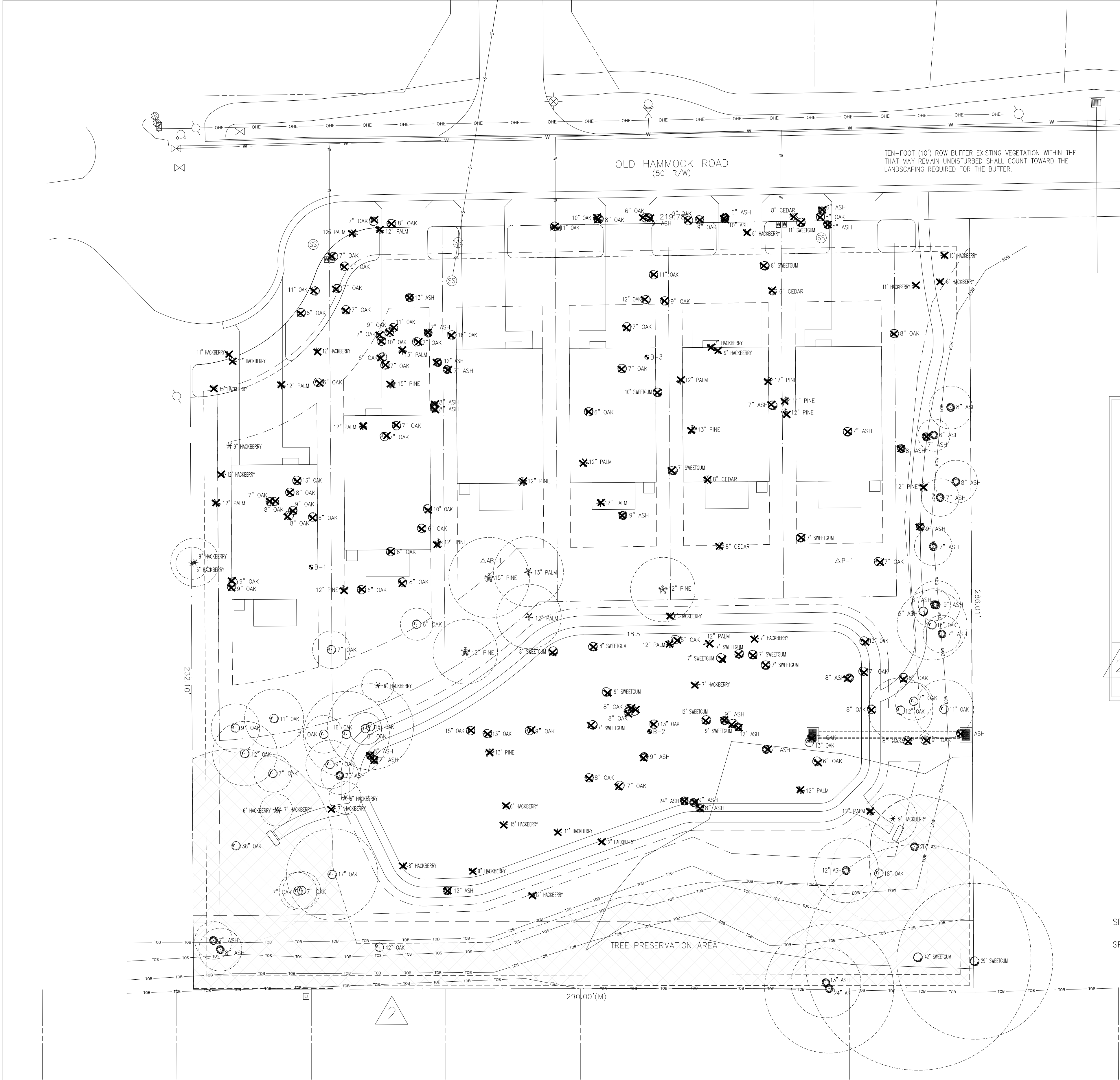
REV.	DATE:	NOTES:
1	09-01-22	R.A.I. #1 - CITY COMMENTS

CLIENT: REZA (RAY) TOUTOUNCHIAN
P.O. BOX 2027
DAYTONA BEACH, FL 32115

DRAFTER: DBA
CHECKED BY: RD
PROJECT NO. 20-1282

SHEET NO.

C-10



TREE PRESERVATION CALCULATIONS

1.84Ac PROJECT AREA (80,349 SF)
12,052 S.F. REQUIRED TREE PRESERVATION (15%)
12,483 S.F. PROVIDED TREE PRESERVATION (16%)

SITE TREE REQUIREMENTS

1.84Ac TOTAL PROJECT AREA (80,349 SF)
(0.86) Ac RESIDENTIAL LOT AREA (37,488.7 SF)
(0.98) Ac PROJECT SITE AREA (42,691.7 SF)
ONE (1) TREE/2,500 SF = SEVENTEEN (17) TREES REQUIRED (EXISTING AND PROPOSED)

LANDSCAPE REQUIRED ON EACH LOT AT TIME OF EACH HOUSE CONSTRUCTION PER LDC
ONE (1) TREE / 2,500 sf OF RESIDENTIAL LOT AREA AND EITHER

(12) TO (20) SHRUBS DEPENDING ON LOT SIZE
NO LANDSCAPE BUFFER REQUIRED ACROSS THE FRONT OF THE SINGLE FAMILY LOTS

SITE TREE REMOVAL CALCULATIONS / MITIGATION

SPECIMEN TREE SITE REQUIREMENTS AS PER PUD AGREEMENT
ORIGINAL TREE SURVEY SHOWED A 24" ELM WHICH WAS TO BE REMOVED.
THE UPDATED SURVEY SHOWS THE TREE TO ACTUALLY BE A 24" ASH WHICH HAS NO MITIGATION REQUIRED SINCE THE TREE IS NOT A SPECIMEN TREE.

SITE TREE REMOVAL QUANTITY						
	ASH	CED	HACK	OAK	PALM	PINE
6"	3	1	4	11	0	0
7"	7	0	4	16	0	0
8"	7	3	1	14	0	0
9"	6	0	3	11	0	0
10"	1	0	0	2	0	0
11"	0	0	4	4	0	1
12"	3	0	4	1	12	6
13"	1	0	1	4	1	2
14"	0	0	0	0	0	0
15"	0	0	2	1	0	1
16"	0	0	0	1	0	0
17"	0	0	0	0	0	0
18"	0	0	0	0	0	0
19"	0	0	0	0	0	0
20"	0	0	0	0	0	0
24"	1	0	0	0	0	0

TOTAL NON-SPECIMEN TREES REMOVED	29	4	23	65	13	10
SPECIMEN TREES REMOVED	0	0	0	0	0	0

48 HOURS
BEFORE YOU DIG
"CALL SUNSHINE"
1-800-432-4770

CITY OF PORT ORANGE

APPROVAL STAMP BLOCK

GENERAL NOTES

ALL PLANT MATERIAL THAT IS INSTALLED MUST BE FLORIDA NO. 1 GRADE OR BETTER ACCORDING TO THE CURRENT GRADES AND STANDARDS FOR NURSERY PLANTS, STATE OF FLORIDA, DEPARTMENT OF AGRICULTURE.

ANY VARIATIONS FROM THE APPROVED LANDSCAPE PLAN MUST BE INITIALLY REVIEWED BY THIS LANDSCAPE ARCHITECT PRIOR TO ANY PROPOSED REVISIONS TO THE LANDSCAPE PLANTING PLAN. FAILURE TO COMPLY WITH THIS PROCEDURE MAY RESULT IN REQUIRED MITIGATION AND/OR DELAY OF THIS PROJECT.

ALL FILL DIRT TO BE PLACED IN THE PROPOSED LANDSCAPE AREAS AND/OR BERMS, MUST HAVE A pH RANGE BETWEEN 5.5 AND 7.5, BE ORGANIC IN NATURE, FREE OF ROCKS AND DEBRIS, AND MATCH NATIVE EXISTING SOILS.

CURVILINEAR LANDSCAPE BEDS ARE TO BE EDGED WITH SMOOTH FLOWING CURVES. STRAIGHT-LINE LANDSCAPE BEDS ARE TO BE EDGED IN A STRAIGHT LINE AND MUST BE PARALLEL TO PARKING LOTS, WALKWAYS, AND/OR STRUCTURES UNLESS INTENTIONALLY DESIGNED TO MEANDER.

BAHIA ARGENTINE SOLID SOD IS TO BE USED IN ALL OPEN SODDED AREAS AS SHOWN ON THIS PLAN AND THE LANDSCAPE IRRIGATION PLAN. ALL OPEN SPACE AREAS, INCLUDING BUT NOT LIMITED TO ALL DISTURBED AREAS, RETENTION AREAS, AREAS SUBJECT TO POSSIBLE EROSION, RIGHT-OF-WAYS (R.O.W.), ETC. SHALL ALSO BE SODDED WITH BAHIA ARGENTINE SOLID SOD OR SOLID BERMUDA SOD. ALSO, REFERENCE AND SEE CIVIL ENGINEERING DWGS FOR SODDING LIMITATIONS OF SOD AT WET AND/OR DRY RETENTION AREAS, AND THE EDGE OF PAVEMENTS AND

THE IRRIGATION SYSTEM SHALL MEET SECTION 808.04 OF THE VOLUSIA CODE.

REMOVE ALL NON-BIODEGRADABLE NYLON TREE BALL STRAPPING AND REMOVE THE BURLAP FROM THE TOPS OF ALL ROOTBALLS THAT ARE B&B (BURLAPPED AND BALLED) IF CONTAINER TREES ARE NOT INSTALLED. ALSO, REMOVE THE TREE BALL HOISTING BASKET HOOKS. SEE TREE PLANTING DETAIL.

ALL IRRIGATION BACK-FLOW DEVICES WILL BE VISUALLY SCREENED WITH LANDSCAPING AND PAINTED BLACK AND/OR NILE GREEN. MODIFY ALL SHRUB PLANTINGS AND IRRIGATION HEAD LAYOUT FOR EXISTING TREE AND PALMS ON SITE DESIGNED TO REMAIN.

A MINIMUM FIVE-FOOT (5') GRASS RING SHALL BE INSTALLED AROUND EACH CATCH BASIN LOCATED WITHIN ANY LANDSCAPE AREA. THE CONTRACTOR IS TO BE SURE THAT NO MULCH CAN FLOW INTO THESE BASINS.

THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ANY PROPOSED TREES AND SHRUBS TO BE PRESERVED. SEE TREE PROTECTION DETAIL. NO VEHICLES OR MATERIALS SHALL BE PLACED UNDER OR AROUND THESE TREES TO REMAIN.

ALL EXISTING SHRUBS, GROUND COVERS AND TREES NOT SHOWN TO REMAIN ARE TO BE REMOVED ALONG WITH THEIR ROOT SYSTEM. ALL UNDERBRUSH, STUMPS, AND DEAD BRANCHES ARE TO BE REMOVED ON ALL EXISTING REMAINING TREES AND PALMS. ALL WORK AROUND SPECIMEN TREES WILL BE LIMITED TO HAND LABOR AND TOOLS.

ALL EVASIVE EXOTIC PLANTS, AS LISTED ON THE FLORIDA EXOTIC PEST PLANT COUNCIL'S INVASIVE PLANT SPECIES LIST, SHALL BE REMOVED. THIS SHALL INCLUDE ALL BRAZILIAN PEPPER WHICH IS EXISTING.

ALL EXISTING HARDSCAPE SURFACES WHICH ARE SHOWN TO BE REMOVED, SHALL HAVE THEIR LIMEROCK AND/OR COMPACTED BASES REMOVED DOWN TO THE NATIVE SOIL BASE.

THE LOCATION OF ALL REQUIRED TREES MUST NOT CONFLICT WITH THE LIGHTING FIXTURES, SIGNS, UNDERGROUND AND OVERHEAD UTILITIES, FIRE HYDRANTS, ETC.

ALL TREES NOT LOCATED WITHIN A MULCHED PLANTING BED SHALL HAVE A MINIMUM FIVE-FOOT (5') MULCH RING INSTALLED AROUND THE TRUNK AREA. TREES SHALL BE PLANTED A MINIMUM OF FIVE-FOOT (5') FROM BACK OF CURB OR SIDEWALK (TYP).

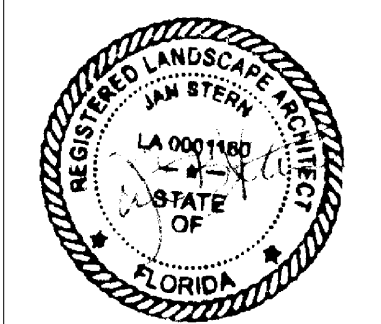
SEE ENGINEER'S PLAN FOR ALL EXISTING AND PROPOSED EASEMENTS, COVENANTS, R.O.W., BUFFER DIMENSIONS, AND ALL SITE LAYOUT DIMENSIONING.

PROJECT MULCH SHALL BE PINE BARK NUGGETS AND BE INSTALLED A MINIMUM OF THREE-INCHES (3") THICK AND A MINIMUM OF TWELVE-INCHES (12") FROM ANY PLANTED TREE TRUNK.

NO.	DATE	DESCRIPTION
1.	08/12/22	REV SITE PLAN
2.	10/09/22	REV SITE PLAN

THE STERN DESIGN GROUP, P.A.
LANDSCAPE ARCHITECTS • LAND PLANNERS
1685 Promenade Circle, Port Orange, Florida 32129
(386) 788-3788 CELL (386) 290-6411
SternDesignGroup@aol.net

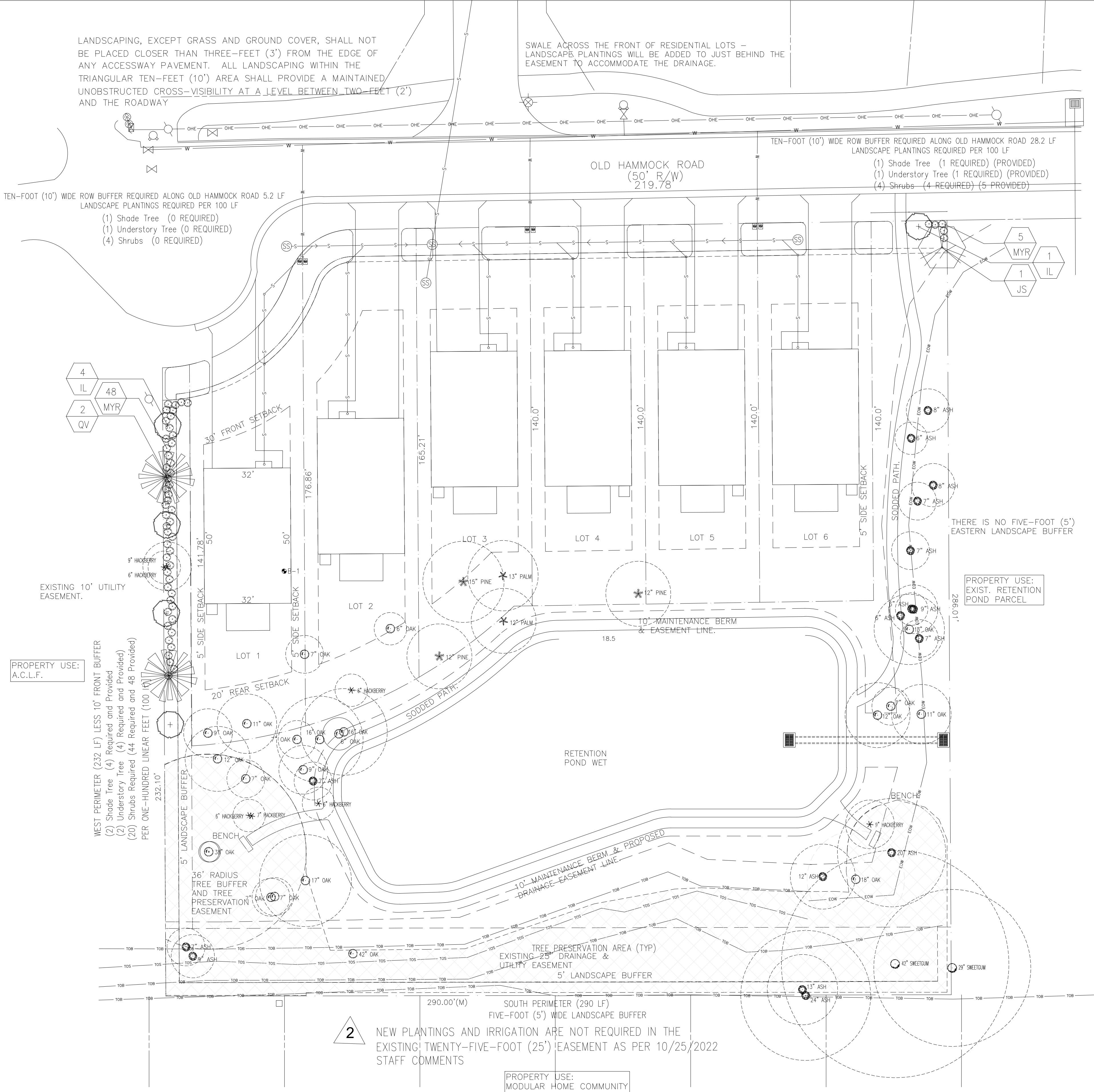
SITE TREE REMOVAL PLAN
OLD HAMMOCK HOMES
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA



SHEET TITLE
SITE TREE
REMOVAL PLAN

SCALE: 1" = 20 FT

SHEET
L-1
OF 4



CITY OF PORT ORANGE

APPROVAL STAMP BLOCK

NO.	DATE	DESCRIPTION
1.	08/12/22	REV SITE PLAN
2.	10/26/22	SOUTH BUFFER

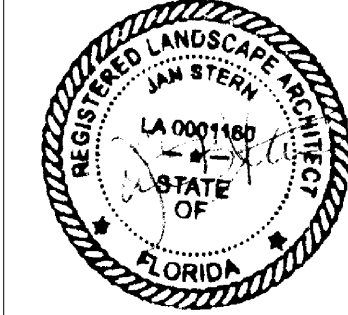
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SternDesignGroup@att.net

2

PROPOSED TREES					
KEY	QTY	BOTANICAL/COMMON NAMES	HT.	SPR.	REMARKS
IL	5	Ilex x attenuata 'Eagleston' Eagleston Holly	8'-10'	3'-4'	Min 2" Cal Shape/Full
JS	1	Juniperus silicicola Southern Red Cedar	10'-12'	3'	Min 2 1/2" Cal Shape/Full
QV	2	Quercus virginiana Live Oak	10'-12'	4'	Min 2 1/2" Cal Shape/Full

PROPOSED SHRUBS AND GROUND COVERS					
KEY	QTY	BOTANICAL/COMMON NAMES	HT.	SPR.	REMARKS
MYR	53	Myrica cerifera	28"	14"	3 Gal Cont
		Wax Myrtle Shrub	Min 5 Branches	PP 36"	O.C.

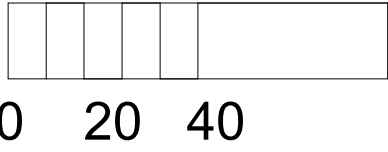
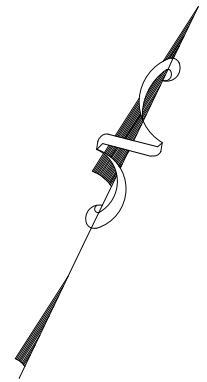
SITE TREE REMOVAL PLAN
OLD HAMMOCK HOMES
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA

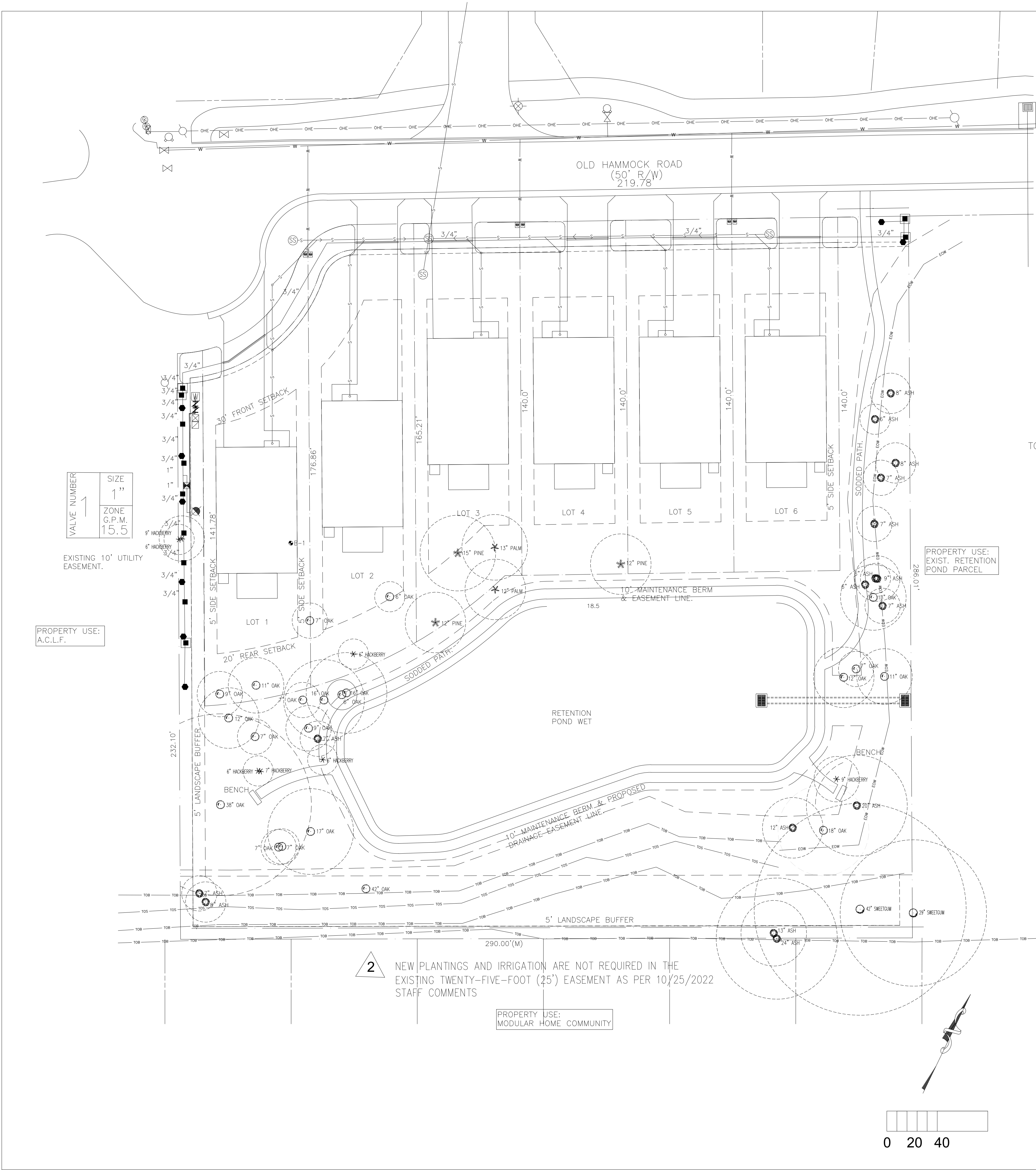


SHEET TITLE
SITE
LANDSCAPE
PLANTING
PLAN

SCALE: 1" = 20 FT

SHEET
L-2
OF 4





LEGEND

DESCRIPTION	
WATER SOURCE	Shallow Well Irrigation To Produce 25gpm@40psi
RPZ	1" Backflow Preventer
SCH 40 MAIN-LINE	1.25" SCH 40 PVC
SLEEVE	SCH 40 PVC IRRIGATION SLEEVE WHERE NEEDED 1.5x IRRIGATION LATERAL/MAIN LINE

COUNTY OF VOLUSIA LOW-VOLUME IRRIGATION COMPLIANCE

PROJECT AREA 42,691.7 SF (0.98 Ac)
PROJECT LANDSCAPE AREA 26,636.7 SF
REQUIRED LANDSCAPE AREA FOR LOW-VOLUME IRRIGATION 6,659.2 SF (25%)
LANDSCAPE AREA PROVIDED (BAHIA SOD/NATURAL AREA) 10,598.7 SF (38%)

WATERING SCHEDULE -CLOCK A

PROGRAM	ZONE	G.P.M.	MINUTES	DAYS/WEEK	WATER USAGE
A	1	15.50	20	2	M

IRRIGATION RUN TIMES WILL VARY MONTHLY DUE TO TEMPERATURE AND RAINFALL. CHECK WEEKLY FOR BREAKS IN PIPES, CLOGGED HEADS, AND DRY/WET SOIL CONDITIONS. AFTER PLANT MATERIAL ESTABLISHMENT, SYSTEM RUN-TIME CAN BE REDUCED OR DISCONTINUED.

TORO, or equal manufacturer, 500 MPR Plus Spray Nozzles, at 30 p.s.i., with pressure compensating nozzles, installed where shown (Adjust for Site Compensation)

- End Strip Series, 4' x 15' @ 0.50 G.P.M.
- Side Strip Series, 4' x 30' @ 1.50 G.P.M.
- Flood Bubbler @ 0.50 G.P.M.

"Rainbird", or equal manufacturer, plastic solenoid valves, EP Series, sized as shown on Landscape Irrigation Plans, with flow control and bleed screw installed in a "meter" plastic valve box (green cover for potable water; purple cover for non-potable water), square 8"x12" top installed in ground. Keep all valves a minimum of four-feet (4') from all walkways, driveways, etc. QTY=1

"Rainbird", or equal manufacturer, Electro-Mechanical Station Time Clock, wall mounted inside appropriate building, or where shown on Landscape Irrigation Plans, or as per Owner with 117v./24v. With LPP-K primary and valve lightning surge protection respectively controller master circuit connected to 110v. Master valve solenoid. QTY= One • (1) Four-Zone (4)

"Rainbird", or equal manufacturer, PVB Series Dual Check Valve and Backflow Preventer, sized as required, mounted above ground as per local City and/or County Codes. QTY= One (1)

"Hunter", or equal manufacturer, RAIN-CLIK (Rain Shut-Off Device) installed as per manufacturer's instructions where shown on Landscape Irrigation Plans. QTY= One (1)

- Pipe Connected
- Pipe NOT Connected
- Pipe in Sleeve
- Sleeve Only

Shows connection point of solenoid valve lateral to project main-line

ALL HEADS SHALL HAVE CHECK VALVES AND BE PRESSURE COMPENSATING.

A MAINTENANCE CHECKLIST SHALL BE PROVIDED TO THE OWNER BY THE IRRIGATION CONTRACTOR IT SHALL HAVE A MAINTENANCE SCHEDULE, PROPER IRRIGATION SETTINGS ACCORDING TO SEASON, RECOMMENDATIONS FOR CHECKING THE RAIN SENSOR DEVICE, FILTER CLEANING RECOMMENDATIONS AND INFORMATION ON CURRENT WATER RESTRICTIONS.

THE IRRIGATION CONTRACTOR SHALL SUBMIT A COMPLETED AND ENCLOSED CHECKLIST ON A FORM PROVIDED BY THE PERMITTING AUTHORITY. IT SHALL BE ACCOMPANIED BY AN AS-BUILT SKETCH OF THE IRRIGATION SYSTEM. THIS SHALL BE SUPPLIED WITHIN 30 DAYS OF THE COMPLETION OF THE IRRIGATION SYSTEM OR WITH THE REQUEST FOR FINAL INSPECTION.

A HIGH VOLUME AREA IS ANY ZONE USING ROTARY HEADS OR REQUIRING 1" OF WATER PER WEEK. THE RUN TIME ON THESE AREAS SHALL BE SET TO NOT APPLY MORE THAN 1" OF WATER PER WEEK. ALL ST. AUGUSTINE SOD ZONES SHALL BE CONSIDERED HIGH VOLUME IRRIGATION.

A MEDIUM VOLUME AREA IS ANY ZONE OF SPRAY HEADS. THE RUN TIME ON THESE AREAS SHALL BE SET TO APPLY 0.5" OF WATER PER WEEK. ALL SHRUB AREAS SHALL BE CONSIDERED MEDIUM VOLUM IRRIGATION.

A LOW VOLUME AREA IS ANY ZONE OF BUBBLER OR DRIP SPRAY HEADS. THE RUN TIME ON THESE AREAS SHALL BE SET TO APPLY 0.25" OF WATER PER WEEK. ALL DRIP OR TREE BUBBLER AREAS SHALL BE CONSIDERED LOW VOLUM IRRIGATION.



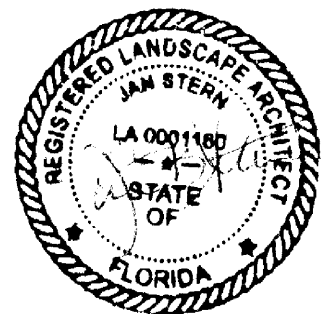
CITY OF PORT ORANGE

APPROVAL STAMP BLOCK

NO.	DATE	DESCRIPTION
1.	08/31/22	REV SITE PLAN
2.	10/26/22	SOUTH BUFFER

THE STERN DESIGN GROUP, P.A.
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(386) 788-3788 CELL (386) 290-6411
SternDesignGroup@att.net

SITE LANDSCAPE IRRIGATION PLAN
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA



SHEET TITLE

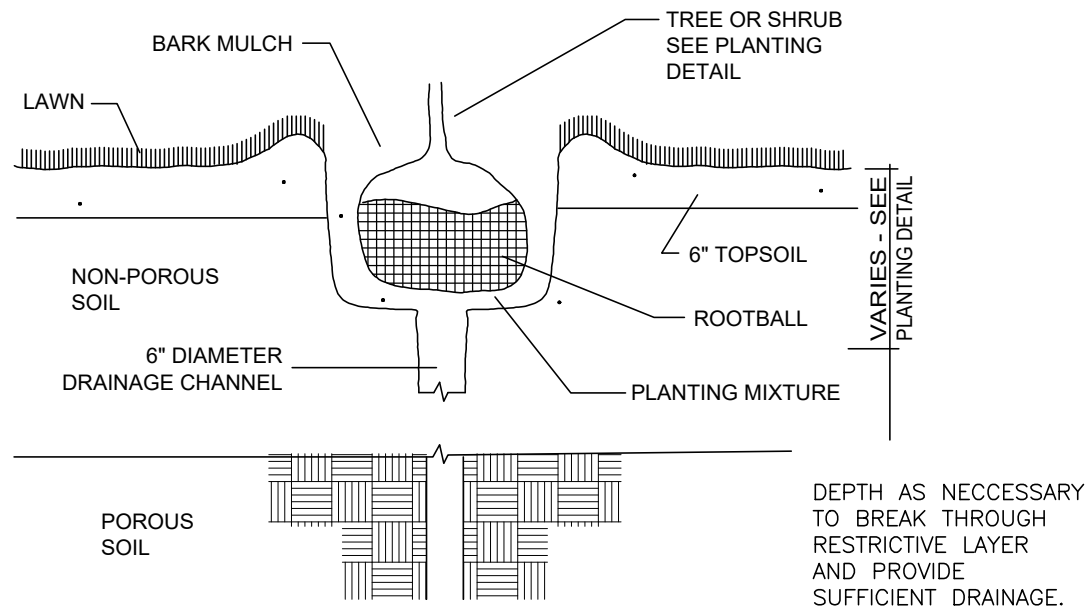
SITE
IRRIGATION
PLAN

SCALE: 1" = 20 FT

SHEET

L-3

OF 4



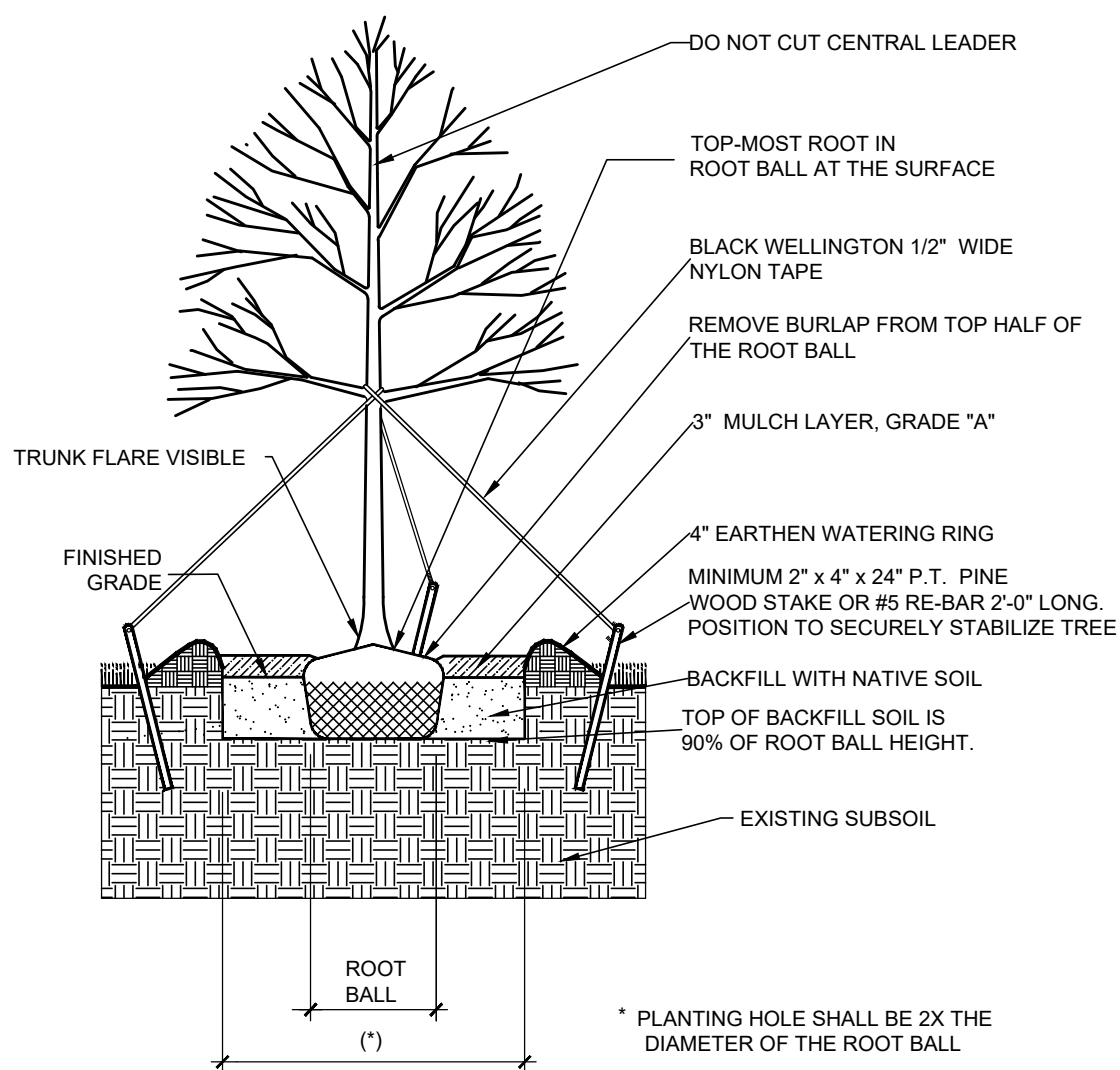
DRAINAGE TESTING/DRAINAGE CHANNEL REQUIREMENTS

PRIOR TO PLANTING PITS SELECTED FOR TESTING SHALL BE TESTED IN THE FOLLOWING MANNER:

- DIG EACH PLANTING PIT TO THE MINIMUM SPECIFIED SIZE.
- FILL PLANTING PIT TWELVE INCHES (12") OF WATER. IF THE WATER LEVEL DROPS FOUR INCHES (4") OR MORE WITHIN FOUR (4) HOURS, THE DRAINAGE IS SUFFICIENT AND DRAINAGE CHANNEL IS NOT REQUIRED. IF HOWEVER, THE WATER LEVEL DROPS LESS THAN FOUR INCHES (4") WITHIN THE FOUR (4) HOUR PERIOD, A DRAINAGE CHANNEL IS REQUIRED.
- WHERE REQUIRED, THE DRAINAGE CHANNEL MUST EXTEND DOWN THROUGH THE NON-POROUS SOIL AND INTO POROUS SOIL. (SEE DETAIL)
- ALL MATERIAL REMOVED FROM THE DRAINAGE CHANNEL SHALL BE DISCARDED.
- WHEN BACKFILLING PLANTING PITS WITH PLANTING MIXTURE, CARE MUST BE TAKEN TO KEEP THE CONSISTENCY OF THE SOIL MIX THE SAME THROUGHOUT THE PLANTING PIT AND DRAINAGE CHANNEL.

DRAINAGE CHANNEL DETAIL

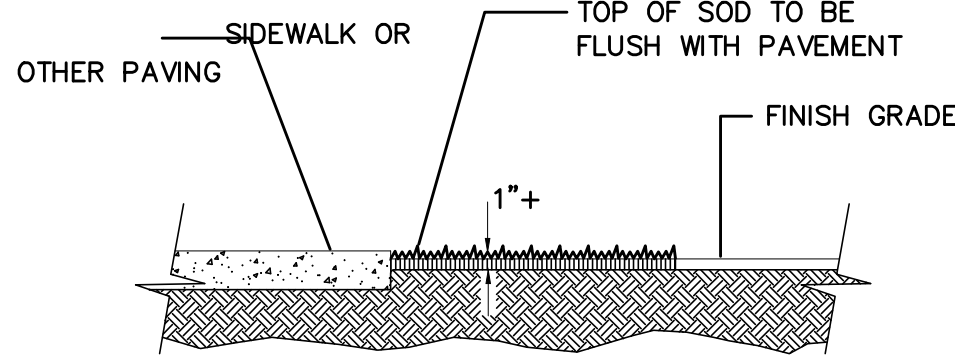
NOT TO SCALE



STANDARD CONSTRUCTION DETAIL

LARGE TREE PLANTING DETAILS

NTS

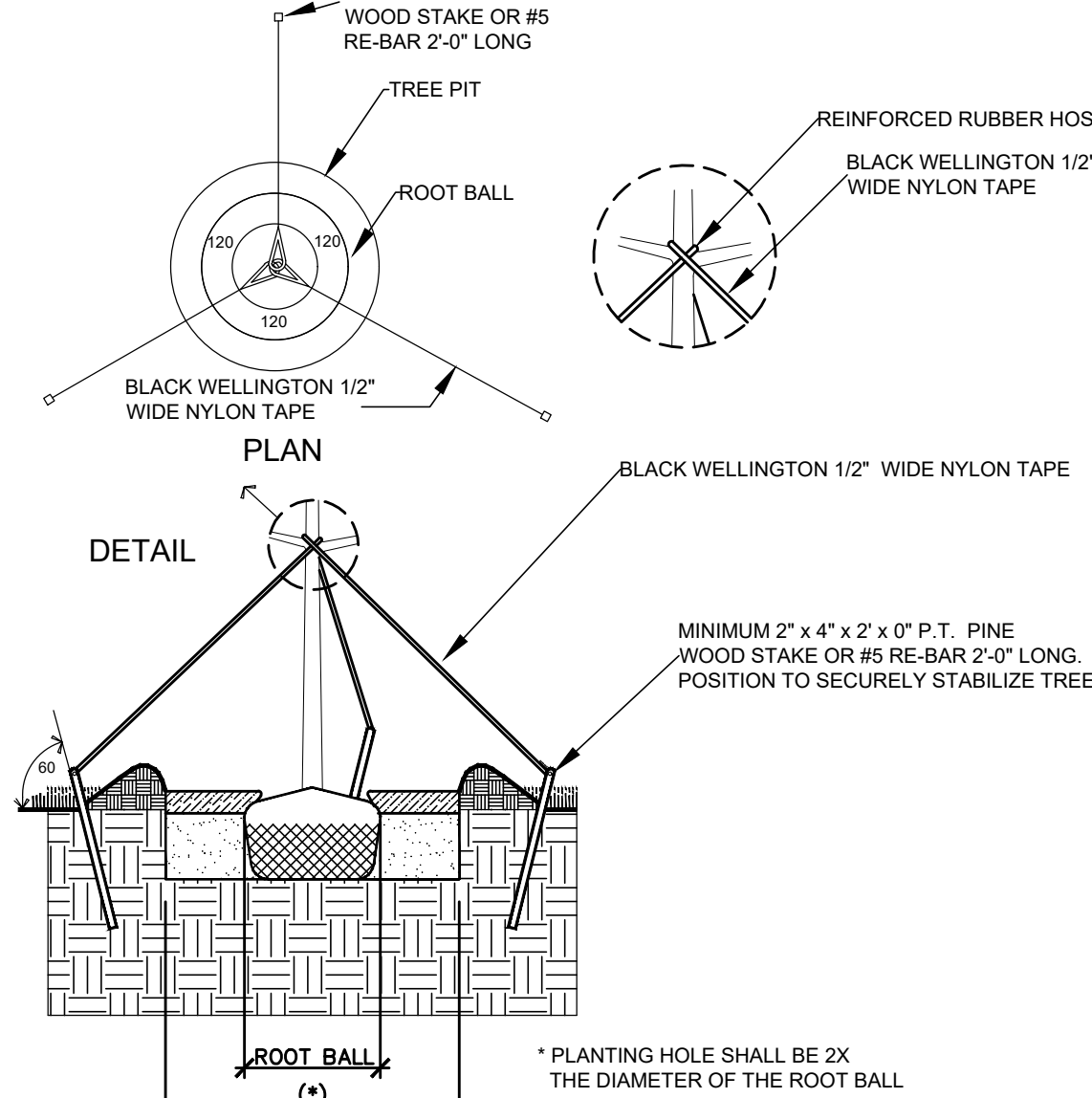


SOD PLACEMENT ADJ. TO PAVEMENT

Scale: N.T.S.

STANDARD CONSTRUCTION DETAIL

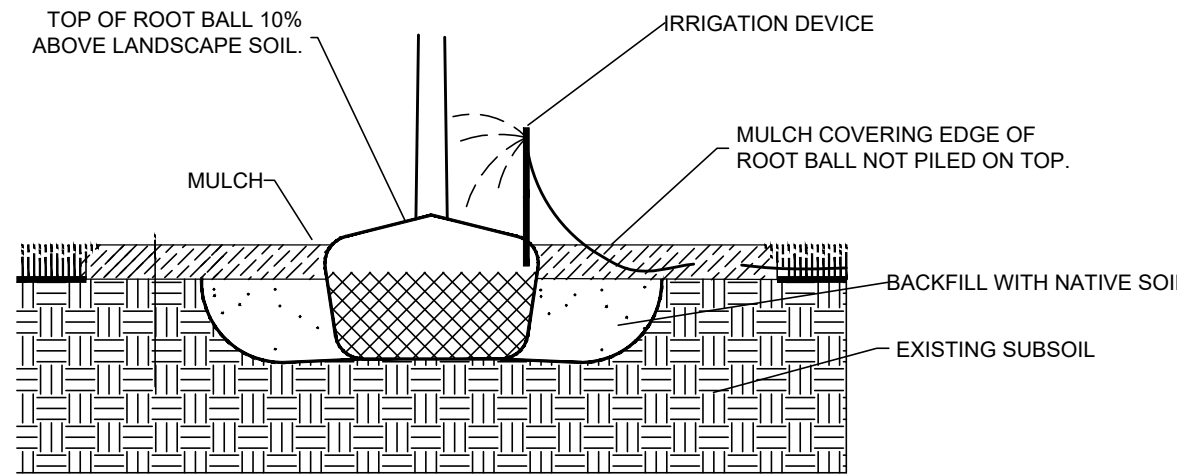
STRAIGHT TRUNK PALM PLANTING DETAIL



STANDARD CONSTRUCTION DETAIL

TYPICAL TREE GUYING DETAIL

NTS

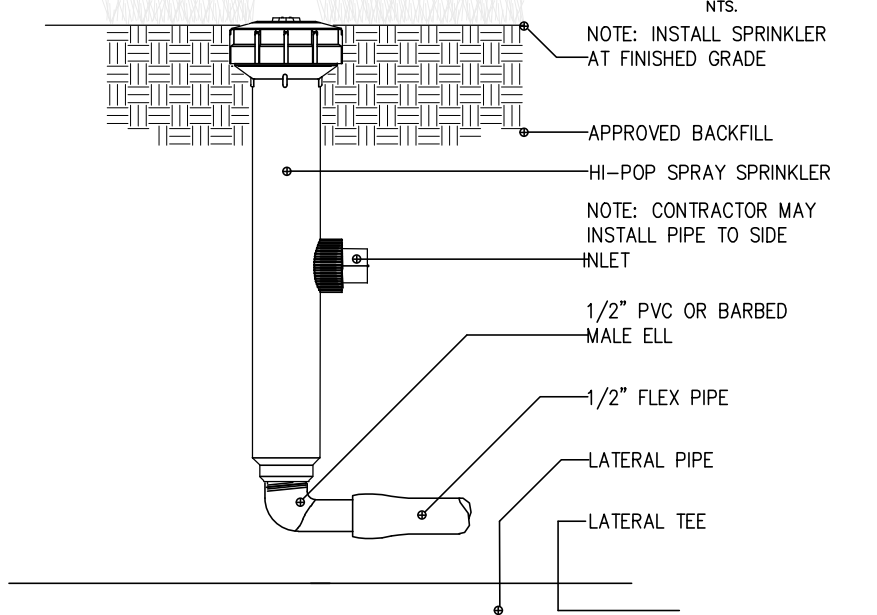


NEVER PLACE ANY SOIL OVER THE ROOT BALL. THE ROOT BALL SHOULD BE POSITIONED IN THE HOLE SHALLOW ENOUGH SO THE FINISHED GRADE OF THE BACKFILL SOIL DOES NOT REACH THE TOP. IN OTHER WORDS, LEAVE THE TOP FEW INCHES OF THE ROOT BALL SIDES EXPOSED TO THE AIR. MULCH WILL COVER THE REMAINING COUPLE INCHES. THE TOP OF THE ROOT BALL SHOULD BE SEVERAL INCHES HIGHER THAN THE SURROUNDING LANDSCAPE SOIL. BE SURE THAT WHEN YOU ARE FINISHED PLANTING, THERE IS NO SOIL OVER THE ROOT BALL. SOIL (AS WELL AS THICK MULCH LAYERS MORE THAN 3 INCHES DEEP) OVER THE ROOT BALL CAN PREVENT WATER AND AIR FROM ENTERING THE ROOT BALL. YOU SHOULD BE ABLE TO SEE THE TOP-MOST ROOT ORIGINATING FROM THE TRUNK AT THE SOIL SURFACE OR WITHIN THE TOP INCH OF SOIL IN THE ROOT BALL. THE TRUNK FLARE SHOULD BE VISIBLE.

MULCH SHOULD COVER ONLY THE EDGE OF THE ROOT BALL, SINCE THICK LAYERS OVER THE ROOT BALL CAN KEEP THE TRUNK TOO MOIST OR TOO DRY AND CAN CAUSE OTHER PROBLEMS. LOCATE THE IRRIGATION DEVICE SO IT DELIVERS WATER DIRECTLY TO THE ROOT BALL. THERE IS USUALLY NO NEED TO WATER AREAS OUTSIDE THE ROOT BALL. NO AMENDMENTS OF ANY KIND ARE NECESSARY IN THE BACKFILL SOIL, BECAUSE EXTENSIVE RESEARCH CLEARLY SHOWS THAT THEY TYPICALLY DO NOT INCREASE THE SURVIVAL, NOR GROWTH AFTER PLANTING. NO SOIL BERM IS NEEDED IF TREES WILL BE IRRIGATED WITH A LOW-VOLUME DEVICE. PLACE THE BERM AT THE EDGE OF THE ROOT BALL IF THE ROOT BALL IS FINER TEXTURE THAN THE BACKFILL SOIL. THIS WILL HELP INSURE THAT WATER PERCOLATES INTO THE ROOT BALL.

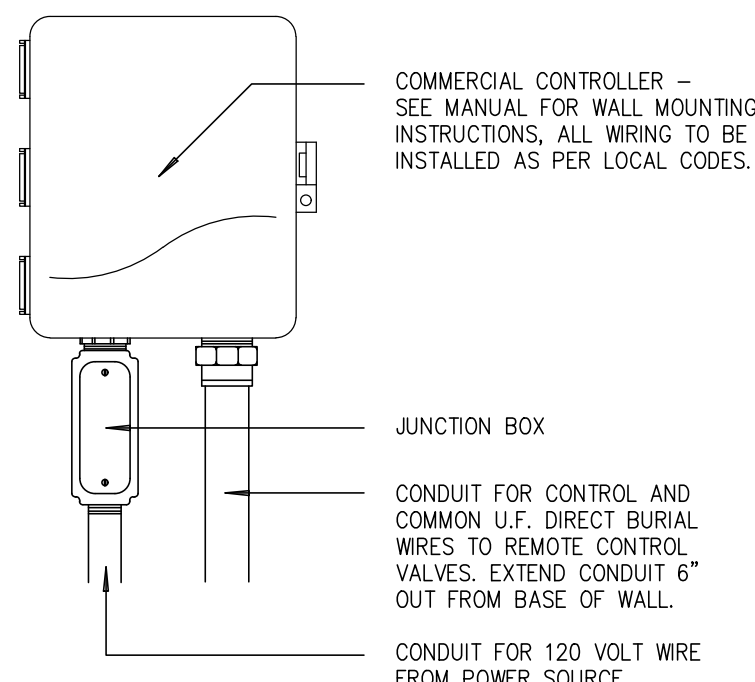
STANDARD CONSTRUCTION DETAIL

PLANT LIKE THIS DETAIL



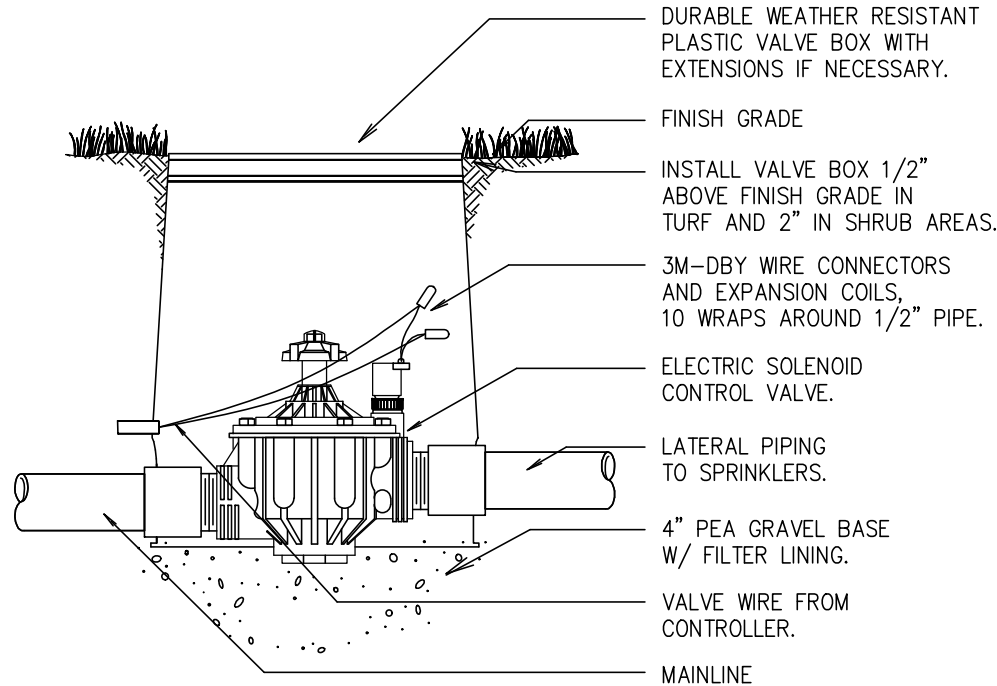
TYPICAL HI-POP SPRAY SPRINKLER

NOT TO SCALE



TYPICAL WALL MOUNT CONTROLLER

NOT TO SCALE



TYPICAL SOLENOID VALVE

NOT TO SCALE

PLANTING NOTES

- ALL MATERIALS ARE TO BE FLORIDA #1 OR BETTER, INSTALLED ACCORDING TO THE HIGHEST NURSERY STANDARDS.
- MULCH IS TO BE 100% SHREDDED CYPRESS, GRADE "A", INSTALLED A MINIMUM OF 2" THICK IN ALL PLANTING AREAS. MULCHED PLANTING BEDS SHALL BE A MINIMUM OF 10" WIDE AND SHALL BE CONTINUOUS WHERE PLANTINGS ARE PROPOSED.
- ALL AREAS MARKED SOD ON THE PLANS, SHALL BE SODDED WITH 95% WEED-FREE ST. AUGUSTINE "FLORATAM" SOLID SOD. SOD SHALL BE INSTALLED WITH TIGHT JOINTS, BOLLED, AND FERTILIZED. NUTRIENTS SHALL BE ADDED TO THE SOIL AS PER SOIL TESTING RESULTS.
- BAHA SOLID SOD SHALL BE USED ON ALL AREAS SO MARKED AS IN SWALES, RIGHT-OF-WAYS, DISTURBED AREAS, OR OTHER AREAS SUBJECT TO EROSION.
- GRASS SEEDING AREAS SHALL MEET FLORIDA STATE DEPARTMENT OF TRANSPORTATION STANDARDS.
- LANDSCAPE CONTRACTOR IS TO LOCATE AND VERIFY ALL UNDERGROUND UTILITIES PRIOR TO COMMENCING THE WORK. THE LANDSCAPE ARCHITECT SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO UTILITY OR IRRIGATION.
- LANDSCAPE CONTRACTOR IS TO VERIFY ALL DRAWINGS AND CHECK FOR DISCREPANCIES AND BRING THEM TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO COMMENCING WITH THE WORK.
- THE PLANT MATERIALS SCHEDULE IS PROVIDED FOR THE CONVENIENCE OF THE LANDSCAPE CONTRACTOR. SHOULD THERE BE ANY DISCREPANCY, PLANTING PLANS SHALL TAKE PRECEDENCE OVER THE PLANT LIST.
- NO SUBSTITUTIONS WILL BE MADE AT THE TIME OF BIDDING OR CHANGES OF ANY KIND, SO AS TO PROVIDE FOR FAIR COMPARISONS. NO FURTHER CHANGES ARE TO BE MADE WITHOUT PRIOR CONSENT OF THE LANDSCAPE ARCHITECT.
- 100% AUTOMATIC IRRIGATION SYSTEM IS TO BE INSTALLED ACCORDING TO THE IRRIGATION PLAN AND SPECIFICATIONS WITH A MINIMUM 50% OVERLAP. ALL IRRIGATION AND ELECTRICAL LINES ARE TO BE LOCATED AT THE PERIMETER OF ALL PLANTERS AND/OR PLANTING AREAS.
- ALL BUILDING MATERIALS AND LABOR ARE TO CONFORM TO THE SOUTHERN BUILDING CODE AND ALSO TO ALL LOCAL CODES THAT HAVE JURISDICTION.
- ALL PERMIT AND VARIANCE APPLICATION ARE TO BE MADE BY THE CONTRACTOR.
- PRIOR TO THE INSTALLATION OF THE IRRIGATION SYSTEM, A WATER TEST IS TO BE CONDUCTED ON THE WATER SOURCE TO DETERMINE PH. IT IS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO NOTIFY THE LANDSCAPE ARCHITECT IF THE RESULTING WATER PH REQUIRES AMENDING PLANT SELECTIONS OR MODIFYING WATER SOURCE.
- PRIOR TO CONSTRUCTION OF PLANTING BEDS, ALL AREAS ARE TO HAVE SOIL TESTS CONDUCTED TO DETERMINE PH AND FERTILITY. IT IS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO AMEND THE SOIL TO MEET ADEQUATE FERTILITY AND PH. FOR CORRESPONDING PLANT MATERIALS.
- PRIOR TO THE LAND CLEARING STAGE, THE CONTRACTOR SHALL CLEARLY MARK ANY TREE, TREE GROUPS OR SHRUBS TO BE MAINTAINED IN THE PROXIMITY OF ANY AREA WHERE LAND CLEARING EQUIPMENT IS TO BE OPERATED. THE MARKINGS SHALL REMAIN IN PLACE DURING CONSTRUCTION. SAID EQUIPMENT SHALL BE OPERATED IN A MANNER AS TO NOT INJURE OR DESTROY THREE (3) FEET IN HEIGHT SHALL BE FORMED A MINIMUM RADIUS OF SIX (6) FEET FROM THE BASE OF THE TREES OR SHRUBS, AND THE DEVELOPER SHALL NOT CAUSE OR ALLOW THE CLEARING OF EQUIPMENT OR MATERIAL WITHIN THE DRIP LINE OF ANY TREE OR GROUPS OF TREES TO BE MAINTAINED. NEITHER SHALL THE DEVELOPER CAUSE OR ALLOW THE DISPOSAL OF WASTE MATERIAL, SUCH AS PAINT, OIL, SOLVENTS, ASPHALT, CONCRETE, MORTAR OR OTHER MATERIALS HARMFUL TO THE LIFE OF A TREE WITHIN THE DRIP LINE OF ANY TREE OR GROUPS OF TREES. NO ATTACHMENT WIRES (OTHER THAN PROTECTION GUY WIRES), SIGNS, OR PERMITS MAY BE FASTENED TO A TREE.
- REMOVE ALL TAGS FROM INSTALLED PLANT MATERIALS.
- PLACE TERRA SORB UNDER THE ROOT BALL OF ALL PLANT MATERIALS.
- ALL TREES ARE TO BE GUYED WITH "DUCKBILL" ANCHORING SYSTEMS OR AN APPROVED EQUAL.
- ALL TREE CALIPERS ARE TO BE MEASURED ACCORDING TO LOCAL CODES AND ORDINANCES.
- ALL QUESTIONS CONCERNING THE PLAN AND/OR SPECIFICATIONS ARE TO BE DIRECTED TO THE LANDSCAPE ARCHITECT. (904-677-4486)
- ALL PLANT MATERIAL TO BE GUARANTEED FOR A PERIOD OF NOT LESS THAN ONE (1) YEAR FROM THE TIME OF FINAL ACCEPTANCE. ALL REPLACEMENTS TO BE MADE WITHIN TWO (2) WEEKS OF CONTRACTOR NOTIFICATION.

IRRIGATION NOTES

- ALL PIPE NOT SIZED TO BE 1/2" CLASS 1120-160 P.S.I. P.V.C.
- ALL SLEEVES AND MAIN LINE TO BE SCHEDULE 40 P.V.C. PIPE.
- THE ENTIRE SYSTEM TO BE INSTALLED IN COMPLIANCE WITH ALL LOCAL CODES. CONTRACTOR TO SUPPLY AND INSTALL ALL CHECK VALVES, BACKFLOW PREVENTORS, PERMITS, ETC. AS REQUIRED BY THESE CODES EVEN IF THOSE ITEMS ARE NOT SHOWN ON DRAWINGS.
- ALL SLEEVES UNDER ASPHALT PAVEMENT TO BE BURIED 24" BELOW PAVEMENT SURFACE. ALL SLEEVES UNDER SIDEWALKS TO BE BURIED 6"-12" BELOW WALK SURFACE.
- MAIN LINE LOCATION IS SHOWN SCHEMATICALLY. WHEREVER POSSIBLE LATERAL LINES ARE TO BE BURIED IN COMMON TRENCH WITH MAIN LINE.
- ALL LOW VOLTAGE WIRING TO BE #14 DIRECT BURIAL WIRE.
- ALL SPRAY HEADS OR NOZZLES IN PLANTING BEDS TO BE PLACED ON RISERS (SCHEDULE 40) OF APPROPRIATE HEIGHT TO PLANTING AND RISERS TO BE PAINTED COLOR TO MATCH HEAD OR NOZZLE COLOR.
- ALL HEADS IN OPEN LAWN AREAS TO BE MOUNTED ON SWING JOINTS.
- ALL WORK TO BE DONE IN GOOD WORKMAN LIKE MANNER AND IN
- ALL LINE LOCATIONS ARE APPROXIMATE. CONTRACTOR TO ADJUST TRENCHING IN FIELD FOR EXISTING CONDITIONS, PLANTINGS AND STRUCTURES.
- HEAD LOCATIONS ARE APPROXIMATE. CONTRACTOR TO MAINTAIN 100% COVERAGE WITH APPROXIMATE 50% OVERLAP WHEN MINOR HEAD LOCATIONS CHANGES ARE NECESSARY DUE TO FIELD CONDITIONS.
- ALL ELECTRICAL WORK NOT LOW VOLTAGE IN NATURE IS NOT PART OF THE IRRIGATION CONTRACT.
- CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION AND EXISTENCE OF ALL UNDERGROUND UTILITIES. CONTRACTOR SHALL VERIFY UTILITIES IN THE FIELD. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE AND ANY DAMAGE TO EXISTING UTILITIES OR STRUCTURES.
- THERE SHALL BE A ONE (1) YEAR GUARANTEE ON ALL PARTS AND A NINETY (90) DAY GUARANTEE ON LABOR FROM THE DATE OF FINAL ACCEPTANCE.
- AT THE END OF 90 DAYS FROM THE DATE OF ACCEPTANCE, THE CONTRACTOR SHALL CHECK AND ADJUST (IF NECESSARY) THE ENTIRE SYSTEM.
- CONTRACTOR SHALL MARK STATIONS ON THE CONTROLLER PANEL TO CORRESPOND WITH THE ZONE NUMBERS ON THIS PLAN AND SET OPERATING SEQUENCE TO CORRESPOND TO THE NUMBERING.
- ALL SLEEVES UNDER ASPHALT OR WALKS TO BE INSTALLED PRIOR TO PAVING INSTALLATIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PUMP(S) AND WELL(S) SIZES.
- IRRIGATION CONTRACTOR IS TO VERIFY ALL DRAWINGS AND CHECK FOR DISCREPANCIES AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO COMMENCING WITH THE WORK.
- IRRIGATION CONTRACTOR IS RESPONSIBLE FOR A FINAL FINISHED WORKING IRRIGATION SYSTEM.
- IRRIGATION CONTRACTOR IS TO VERIFY ALL LOCATIONS OF EXISTING HEADS AND ZONES. THE EXISTING SYSTEM IS TO BE MODIFIED AND MODIFIED TO ACCEPT THIS NEW DESIGN.

CITY OF PORT ORANGE

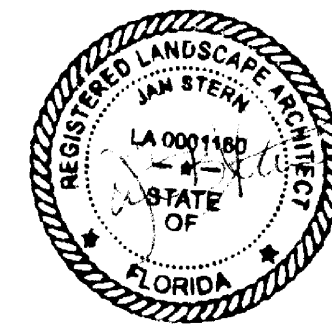
APPROVAL STAMP BLOCK



NO.	DATE	DESCRIPTION
1	8/21/22	Per April 21 Comments
2	8/31/22	REV SITE PLAN

THE STERN DESIGN GROUP, P.A.
LANDSCAPE ARCHITECTS • LAND PLANNERS
1685 Promenade Circle, Port Orange, Florida 32129
(386) 788-3788 CELL (386) 290-6411
SternDesignGroup@att.net

PLANTING AND IRRIGATION DETAILS
OLD HAMMOCK HOMES
OLD HAMMOCK ROAD
PORT ORANGE, FLORIDA



SHEET TITLE

LND DTLs
PLANT SPECS

SCALE: AS SHOWN

SHEET

L-4

OF 4



CITY COUNCIL AGENDA ITEM

COUNCIL MEETING DATE 12/13/2022

SUBJECT: (F13) Update from Raftelis on Utility Rate Study - Water, Wastewater, Reclaimed Water rates, miscellaneous service charges and fees

DEPARTMENT: Finance

GOAL: 5 - Fiscal Sustainability

RECOMMENDED MOTION: Staff is seeking direction from the Council on water, wastewater, reclaimed water rates, miscellaneous service charges and fees.

SUMMARY: On June 21, 2022, staff entered into an agreement with Raftelis Financial Consultants, Inc. to provide utility rate and management consulting services.

During a workshop on October 25, 2022, City Council discussed the methodology of city funds cost allocation to ensure the distribution of the direct and indirect costs to the respective funds was fair and accurate for the services they receive. This was a critical step for Raftelis to complete prior to the review of the utility rates, building permit, and municipal impact fees.

The second step in Raftelis' process is the review of the water, wastewater, reclaimed water, miscellaneous service charges and fees, developing tap fees, meter installation fees, turn-on/turn-off fees, meter test fees, after-hour service fees, and deposits. Raftelis will then develop proposed fees based on costs compiled in conjunction with City staff.

Based on the direction received from Council, staff will bring back the recommended water, wastewater, and reclaimed water rates for the miscellaneous service charges and fees at the January 17, 2023 Council meeting. These potential new fees would be recommended with an effective date of April 2023.

Upcoming steps in Raftelis' process:

1. In January 2023, Council will discuss final proposed water, wastewater, and reclaimed water rates for the miscellaneous service charges and fees.
2. In February 2023, Council will discuss stormwater fees, impact fees and building permit and inspection service fees.

PRESENTER: John McKinney

ATTACHMENTS:

1.	Water and Wastewater Utility Rate Study Status Update Presentation 12-13-2022 updated	Water and Wastewater Utility Rate Study Status Update Presentation 12-13-2022 updated.pptx
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John McKinney

Created/Initiated - 10/24/2022

John McKinney

Approved - 11/23/2022

Wayne Clark

Approved - 12/6/2022

Robin Fenwick

Final Approval - 12/6/2022

City of Port Orange

Water, Wastewater, and Reclaimed Water Utility Rate Study Status Report

Presented: December 13, 2022

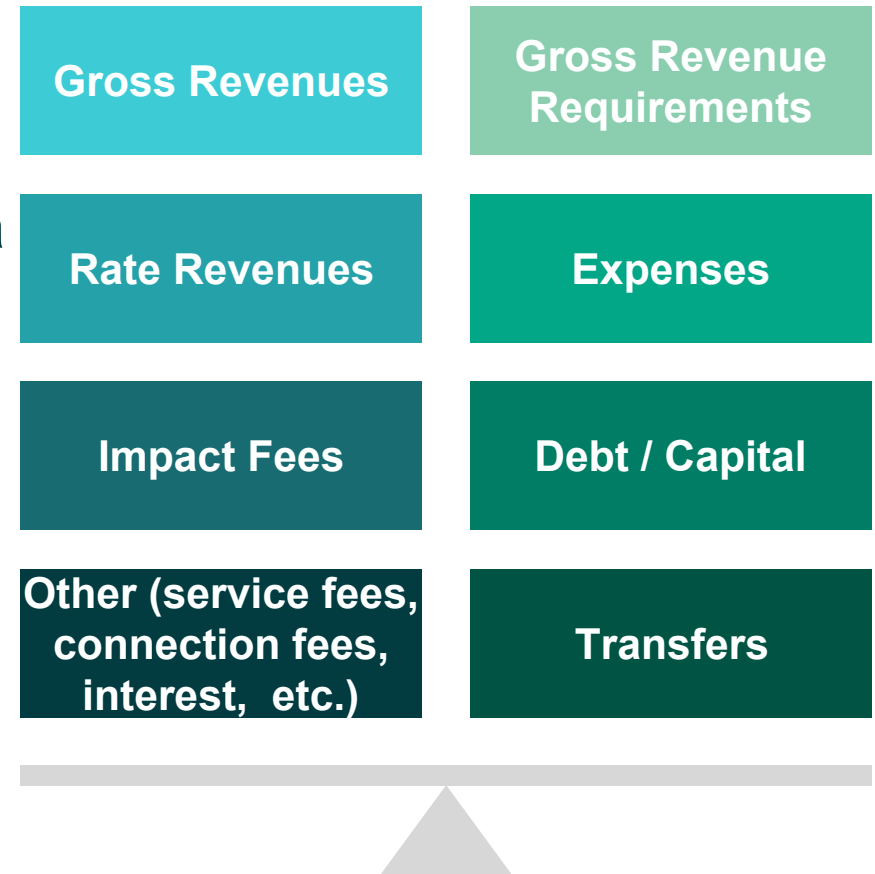


Project Background and Status

- The last major rate change was in 2014 to the water, wastewater, reclaimed water and miscellaneous charges / fees.
- Utility rate study project kicked off in September 2022
- Scope includes development of detailed financial forecast, proposed rate adjustments, and proposed miscellaneous service fees
- Currently near completion for recommended rate changes beginning April 2023

Study Tasks and Approach

- Develop financial forecast to project water and wastewater system operations for Fiscal Years 2022 through 2027
- Evaluate historical expenditure trends and data
- Project revenues and revenue requirements
- Develop funding strategy for capital improvement plan
- Evaluate cash reserve targets and financial performance requirements
- Determine adequacy of revenues at existing rates



Study Goals and Considerations

- Use existing available cash reserves to phase in rate adjustments to extent possible
- Compliance with debt service covenants
 - › Senior lien required coverage - 110% and 120% or 115%
 - › Subordinate lien required coverage - 115%
 - › All-In coverage target - 150%
- Implement updated impact fees
 - › Impact fees to be updated in next phase of project and presented in February

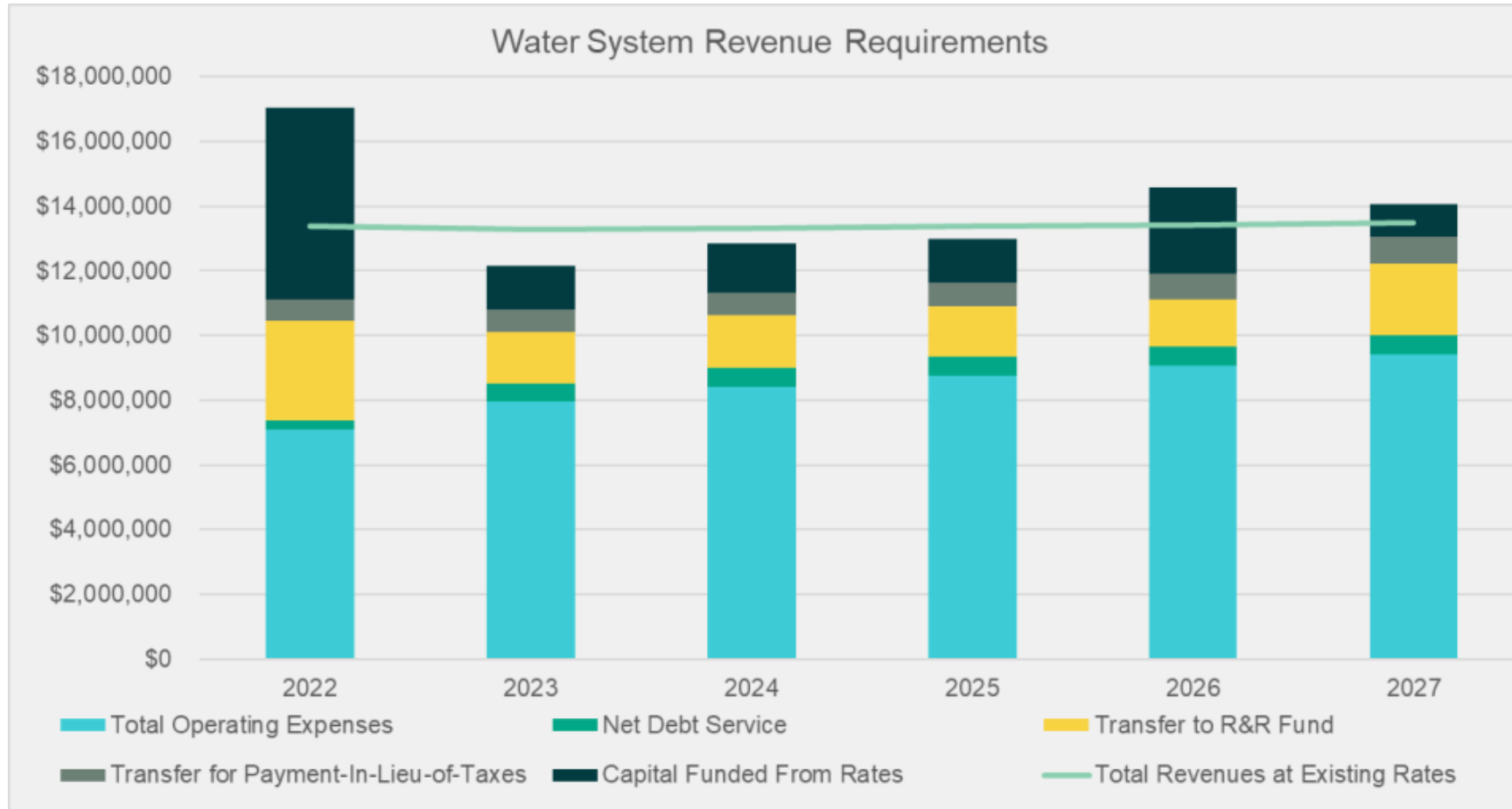
System Customers, Growth, and Revenues

- Approximately 28,600 water accounts, 26,400 wastewater accounts, and 8,000 reclaimed accounts in FY 2022
- Customer account growth of approximately 0.7% - 1.0% per year
- Combined system revenues at existing rates of about \$27.1 million in FY 2022 increasing to \$28.1 million by FY 2027
 - › Only due to growth projections / no rate adjustments
- Other Revenues of approximately \$0.9 million per year
 - › Misc. charges (connection fees, rental fees, etc.)
 - › Interest income
- Impact Fee Revenues of approximately \$1.0 million per year
 - › Based on projected customer growth the impact fee revenue starts at \$2.3 million in 2023 and decreasing to \$600,000 annually by 2027

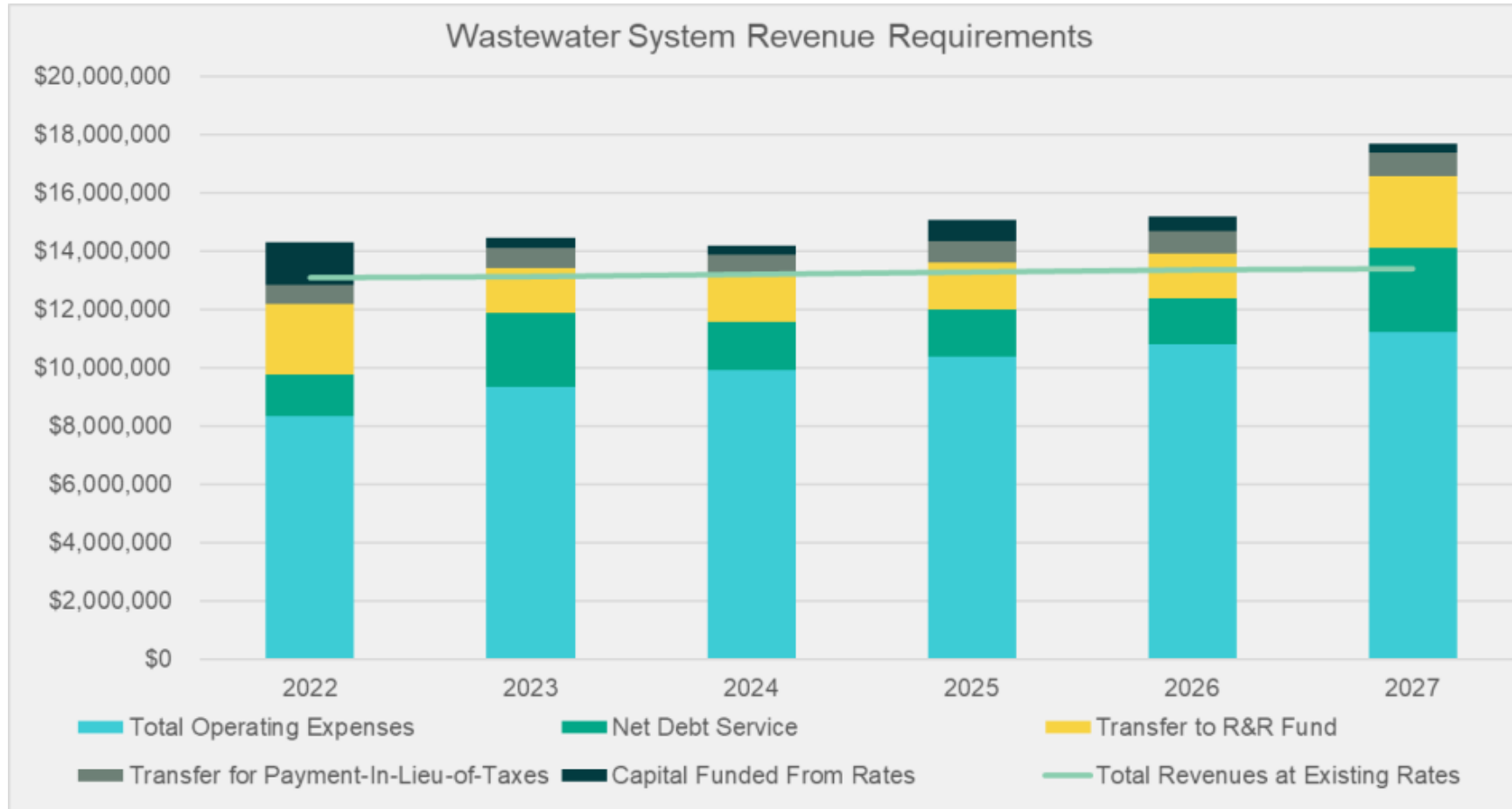
Revenue Requirements

- Operating expenses of \$16.5 million in FY 2022 increasing to \$21.7 million by FY 2027 – Average annual increase of approximately 5.7% per year
 - › No new FTEs over the forecast period
 - › Includes revised indirect cost allocation transfer from recently completed cost analysis (+\$150,000)
- Existing water and wastewater debt service of approximately \$1.7 million in 2023 decreasing to \$295k by 2027
- Payment In Lieu Of Taxes (PILOT) \$1.4 million in FY 2022 increasing to \$1.8 million by FY 2027
- Capital Improvement Plan (CIP) of \$121.2 million from FY 2022 through FY 2027
 - › \$6.8 Million in grant funded projects (6% of plan)
 - › \$42.3 Million in proposed debt funded projects (35% of plan)
 - › \$72.1 Million in rate and reserve funded projects (59% of plan)
- Transfer to Renewal and Replacement (R&R) Fund averaging approximately \$4.0 million per year as required to fund R&R projects included in the CIP
- Proposed new annual debt service of \$1.4 million per year starting in FY 2023 and increasing to \$3.8 million in FY 2027 to fund major capital improvements included in the CIP

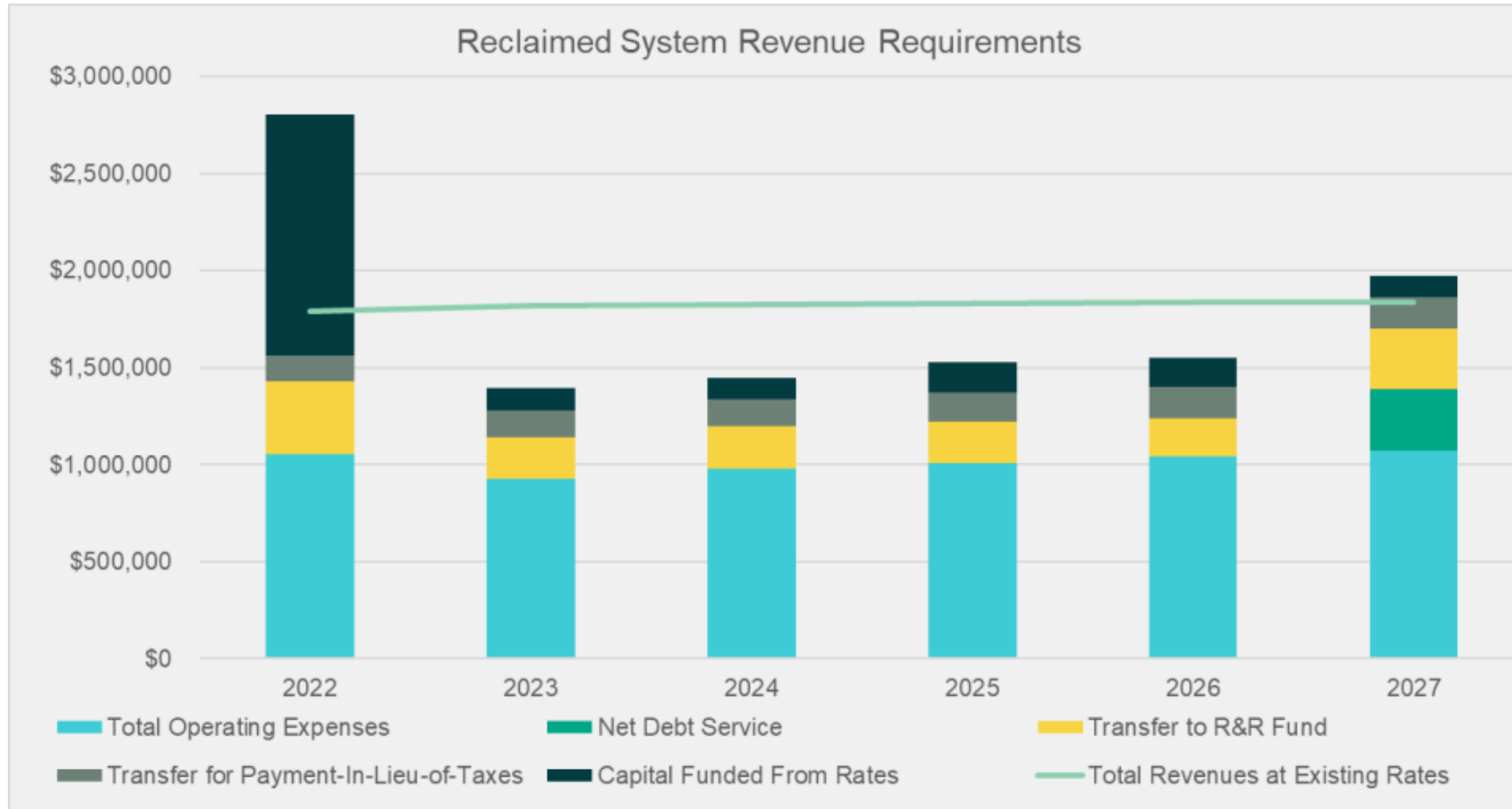
Adequacy of Existing Rates



Adequacy of Existing Rates (cont.)



Adequacy of Existing Rates (cont.)



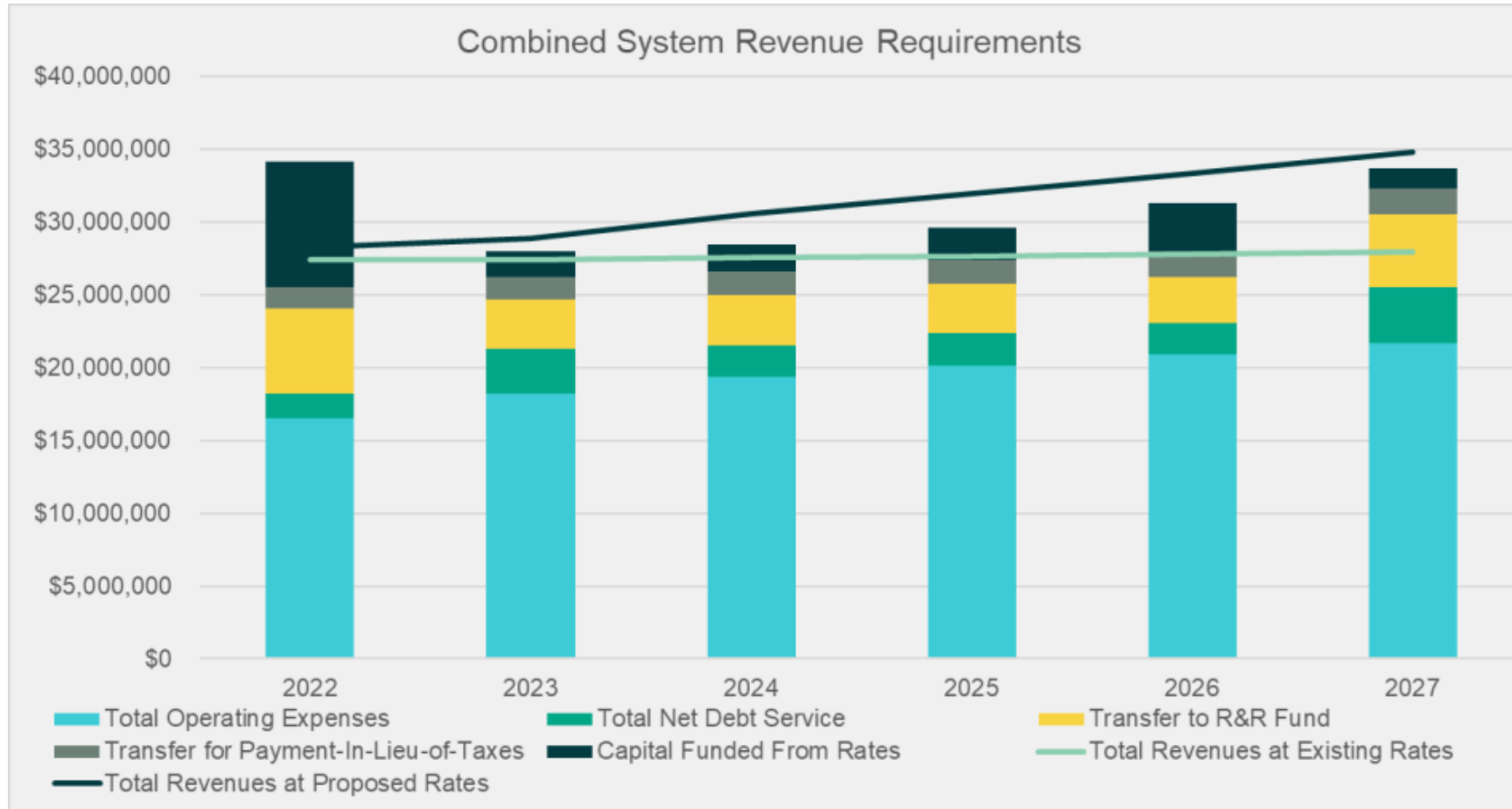
Issues Affecting Future Rates

- Inflationary increases in operating and capital expenditures
- Increases in annual transfers
 - › Indirect Cost Allocation
 - › PILOT
- Future increase in annual debt service payments due to additional borrowing to fund major capital projects in the capital improvement plan
 - › Offset by payoff of two existing loans during forecast period

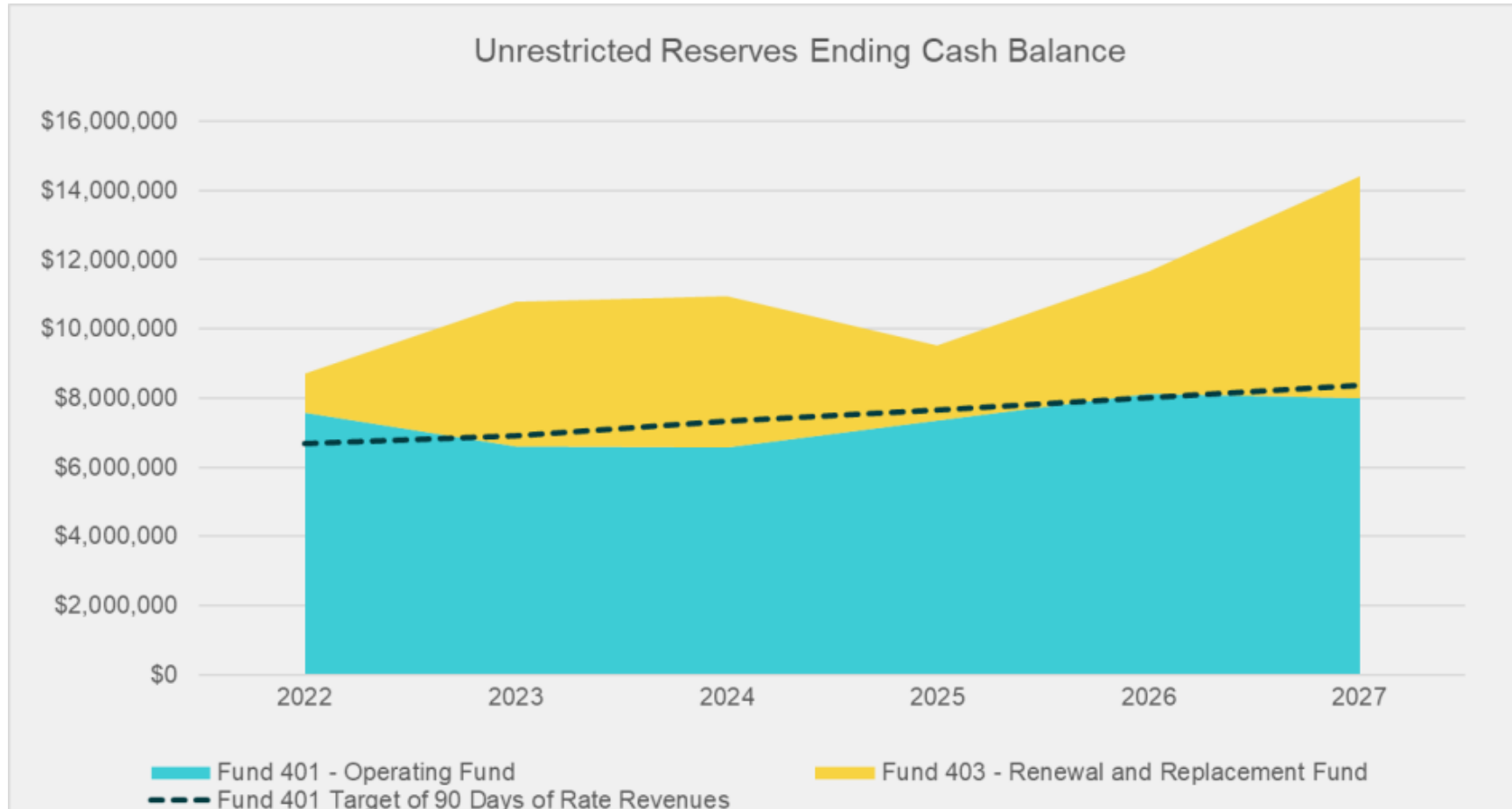
Preliminary Rate Adjustments Identified in the Financial Forecast

	2023	2024	2025	2026	2027
Water System	5.0%	2.0%	2.0%	2.0%	2.0%
Wastewater System	5.0%	6.0%	6.0%	6.0%	6.0%
Reclaimed System	5.0%	4.0%	4.0%	4.0%	4.0%
Effective Date	April. 1, 2023	Jan. 1, 2024	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027

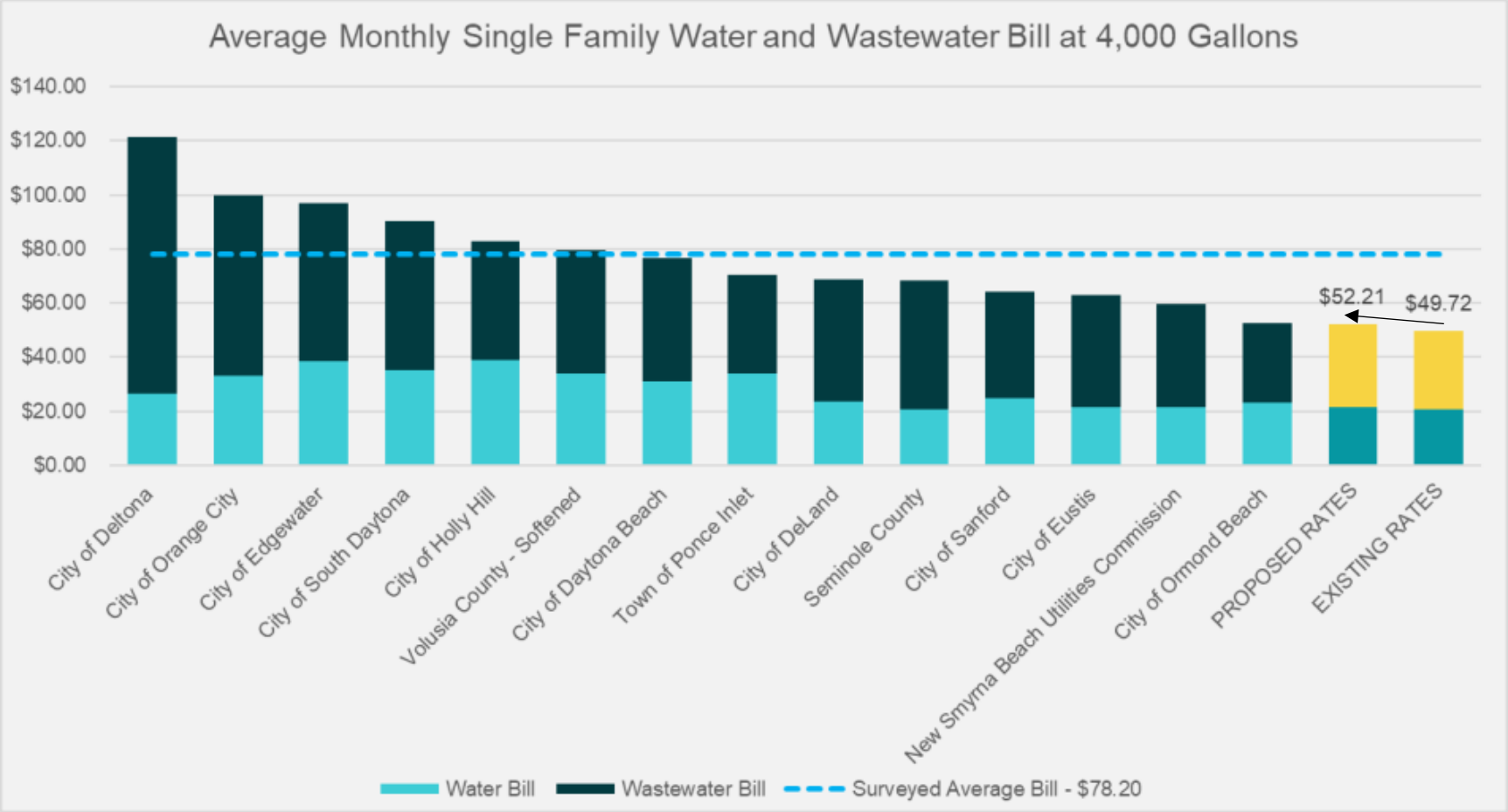
Adequacy of Proposed Rates



Adequacy of Proposed Rates – (cont.)



Rate Comparison



Preliminary Observations – Financial Forecast

- Existing rates are not projected to be sufficient through Fiscal Year 2027
- Due to increasing operating expenses, capital costs related to system renewals and replacements, system upgrades, and additional debt service costs rate adjustments are proposed for Fiscal Years 2023 through 2027
 - › Water system: 5.0% in 2023 and 2.0% per year for 2023 - 2027
 - › Wastewater system: 5.0% in 2023 and 5.5% per year for 2023 - 2027
 - › Reclaimed water system: 5.0% in 2023 and 4.0% per year for 2023 - 2027

Rate Structure Issues

- Existing residential water and wastewater rates

Monthly Water Rates	
<u>Single Family</u>	<u>Amount</u>
Base Charge Per Unit:	\$9.90
Usage Charges:	
0 - 2,000 Gallons	\$1.48
2,001 – 12,000 Gallons	\$3.88
12,001 – 18,000 Gallons	\$6.70
18,000+ Gallons	\$10.72
<u>Multi-Family</u>	
Base Charge Per Unit:	\$9.90
Usage Charges All Flow	\$3.21

Monthly Wastewater Rates	
<u>Single Family</u>	<u>Amount</u>
Base Charge Per Unit:	\$11.70
Usage Charges:	
0 - 12,000 Gallons	\$4.35
12,001+ Gallons	\$0.00
<u>Multi-Family</u>	
Base Charge Per Unit:	\$11.70
Usage Charges All Flow	\$4.35

Rate Structure Issues (cont.)

- Existing commercial water and wastewater rates

Monthly Water Rates	
<u>Commercial</u>	<u>Amount</u>
Base Charges:	
¾ Inch	\$9.90
1 Inch	\$16.50
1 ½ Inch	\$33.00
2 Inch	\$52.80
3 Inch	\$99.00
4 Inch	\$165.00
6 Inch	\$330.00
8 Inch	\$528.00
10 Inch	\$759.00
Usage Charges All Flow:	\$3.21

Monthly Wastewater Rates	
<u>Commercial</u>	<u>Amount</u>
Base Charges:	
¾ Inch	\$11.70
1 Inch	\$19.50
1 ½ Inch	\$39.00
2 Inch	\$62.40
3 Inch	\$117.00
4 Inch	\$195.00
6 Inch	\$390.00
8 Inch	\$624.00
10 Inch	\$897.00
Usage Charges All Flow	\$4.35

Rate Structure Issues (cont.)

- Existing reclaimed water rates for all classes

Monthly Reclaimed Water Rates	
All Classes	
<u>Base Charges:</u>	<u>Amount</u>
¾ Inch	
1 Inch	\$14.58
1 ½ Inch	\$29.17
2 Inch	\$46.67
3 Inch	\$87.50
4 Inch	\$145.83
6 Inch	\$291.67
8 Inch	\$466.67
10 Inch	\$670.83
<u>Usage Charges:</u>	
Block 1	\$0.22
Block 2	\$0.39
Block 3	\$0.44

Reclaimed Water Blocks			
<u>Meter Size</u>	<u>Block 1</u>	<u>Block 2</u>	<u>Block 3</u>
¾ Inch	0 – 12,000	12,001 – 18,000	18,000+
1 Inch	0 – 20,000	20,001 – 30,000	30,000+
1 ½ Inch	0 – 40,000	40,001 – 60,000	60,000+
2 Inch	0 – 64,000	64,001 – 96,000	96,000+
3 Inch	0 – 120,000	120,001 – 180 000	180,000+
4 Inch	0 – 200,000	200,001 – 300,000	300,000+
6 Inch	0 – 400,000	400,001 – 600,000	600,000+
8 Inch	0 – 640,000	640,001 – 960,000	960,000+
10 Inch	0 – 920,000	920,001 – 1,380,000	1,380,000+

Master Metered Rates

- Related to the provision of service to trailer parks on private property
- Certain customers have master metered service and rates
- The City also reads individual meters for several trailer parks
- Industry practice typically utilizes master metered rates to service this type of customer
 - › Liability associated with entering private property to read meters
 - › Property should be responsible for line losses and maintenance of privately owned lines and meters
 - › Should treat all customers the same

Next Steps

- Fine tune revenue requirements based on input from the workshop
 - › Update proposed rate trajectories if necessary
- Finalize review of miscellaneous service charges
- Conduct a public hearing in January 2023 for proposed rate and miscellaneous fee adoption
- Finalize utility impact fee analysis for presentation in late February
- Future review of agreements with Daytona Beach Shores and Ponce Inlet

Q&A



Thank you!

Contact: Henry Thomas / Shawn Ocasio
407 628 2600 / hthomas@raftelis.com / socasio@raftelis.com



CITY COUNCIL AGENDA ITEM

COUNCIL MEETING DATE 12/13/2022

SUBJECT: (F14) Discussion on Legislative Priorities

DEPARTMENT: City Manager

GOAL: 1 - Public Safety 2 - Infrastructure 3 - Quality of Life 4 - Economic Development
5 - Fiscal Sustainability

RECOMMENDED MOTION: No motion is needed. Staff is requesting consensus on the project list to be considered for legislative appropriation requests.

SUMMARY: Staff will present possible priorities for legislative appropriation requests for Council feedback and discussion. The staff is working with the Pittman Law Group as our lobbyist on these requests and will also meet with our local representatives before formally requesting funds through the legislative process.

PRESENTER: Wayne Clark, Robin Fenwick

ATTACHMENTS:

1.	Legislative Priorities 23	Legislative Priorities 23.pdf
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Robin Fenwick	Created/Initiated - 11/29/2022
Wayne Clark	Approved - 12/6/2022
Robin Fenwick	Final Approval - 12/8/2022



Legislative Priorities

Discussion Item



Overview of Legislative Involvement

- Pittman Law Group serves as the City's lobbyist
- Florida League of Cities and numerous professional organizations
- Appropriation Requests
- Regular Session Starts March 7, 2023
- Visits to Tallahassee
- Ongoing relationships

2023 Legislative Session Expectations

- Infrastructure
- Water Projects
- Environment
- Economic Recovery
- Affordable Housing
- Resiliency
- Personal Injury Protection
- Data Privacy & Technology
- Healthcare
- Gaming
- Preemption (Surfside)
- Tourism & Cruises

History

- 2021 - \$750,000/Sewer System Rehabilitation Pipelining
- 2018- \$750,000/Port Orange Flooding Mitigation and Stormwater Quality Improvement (Virginia Ave./Monroe St.)
- 2017- \$750,000/Port Orange Flooding Mitigation and Stormwater Quality Improvement (Virginia Ave./Monroe St.)

Legislative Appropriation Projects Being Considered

Transportation and Infrastructure Projects

CONSTRUCTION:

- Cambridge Stormwater Basin Outfall Project
- North Commonwealth Water Main Replacement
- Sewer and Water System River Crossing
- Extension of Yorktowne Blvd.

DESIGN:

- Ridgewood Ave Water Main Replacement Phase II

Pump Station

Retaining Wall Failure

Cambridge Canal

Leisure Cir

Sagewood Dr

Wiltshire Blvd

Abby Ln

Spruce Creek Rd

Innrock Pl

Volusia ECHO is a granting opportunity

Florida East Coast

Page 225 of



North Commonwealth Blvd. Water Main Replacement

- Replacement of potable water pipeline
- Currently at 90% design
- \$4M Construction
- Replaces aging infrastructure
- Replaces undersized 2" pipe with 6" piping
- Removes galvanized pipe and replaces it with PVC
- Adds additional fire protection
- Improves drinking water quality and quantity
- Located in CDBG low- and moderate-income tract

Sewer and Water System River Crossing

- \$14.6M
 - Sewer System Rehab
\$8.6M (\$3M from ARPA funds)
 - Water System Rehab
\$6M (\$2M from ARPA funds)
- Sewer System in design (60%)
- Water System also in design (60%)
- Potential joint application with Daytona Beach Shores and Ponce Inlet



Extension of Yorktowne Blvd

- Yorktowne Blvd. from Hidden Lakes Drive to Willow Run Blvd.
- 3,600 linear feet
 - +/- .64 mile
- \$4M total cost estimate



Design-Ridgewood Ave. Water Main Replacement Phase II

- Phase II is from Niver Street north to Dunlawton Avenue
- Phase I is from Farmbrook Road north to Niver Street. Construction is at 95% complete.
- Upsizing of the galvanized 2" to a 6" PVC pipeline
- Adding fire hydrants, as needed, improving fire safety
- Estimated needs in CIP:
 - FY23: \$90,000 Design Phase II
 - FY24: \$900,000 Construction Phase II
 - FY25: \$90,000 Design Phase III
 - FY26: \$900,000 Construction Phase III
- Phase III will be from Dunlawton north to the city limits
- Promotes economic development in the Ridgewood Corridor



Parks and Recreation Requests

- Train Depot Renovation
- Renovation of White Place Park Design



Train Depot Renovations

- Add restroom facility
- Add handicapped parking and access
- Seal building and add air conditioning
- \$500K - \$1M Project
- ECHO Grant funds were used for purchase in 2016 and may be another funding opportunity for this project

Design - Renovations of White Place Park

- Est. \$60,000
- Pickleball Courts
- Small Playground
- Walking path
- Stormwater improvements
- Located in CDBG low- and moderate-income tract
- Will consider ECHO Grant funds



Large Scale Future Projects Being Reviewed

Coraci Park Expansion & Land Acquisition

S. Williamson Blvd. Widening

Pioneer Trail Widening

Police Training Facility Expansion

Future Facility Needs

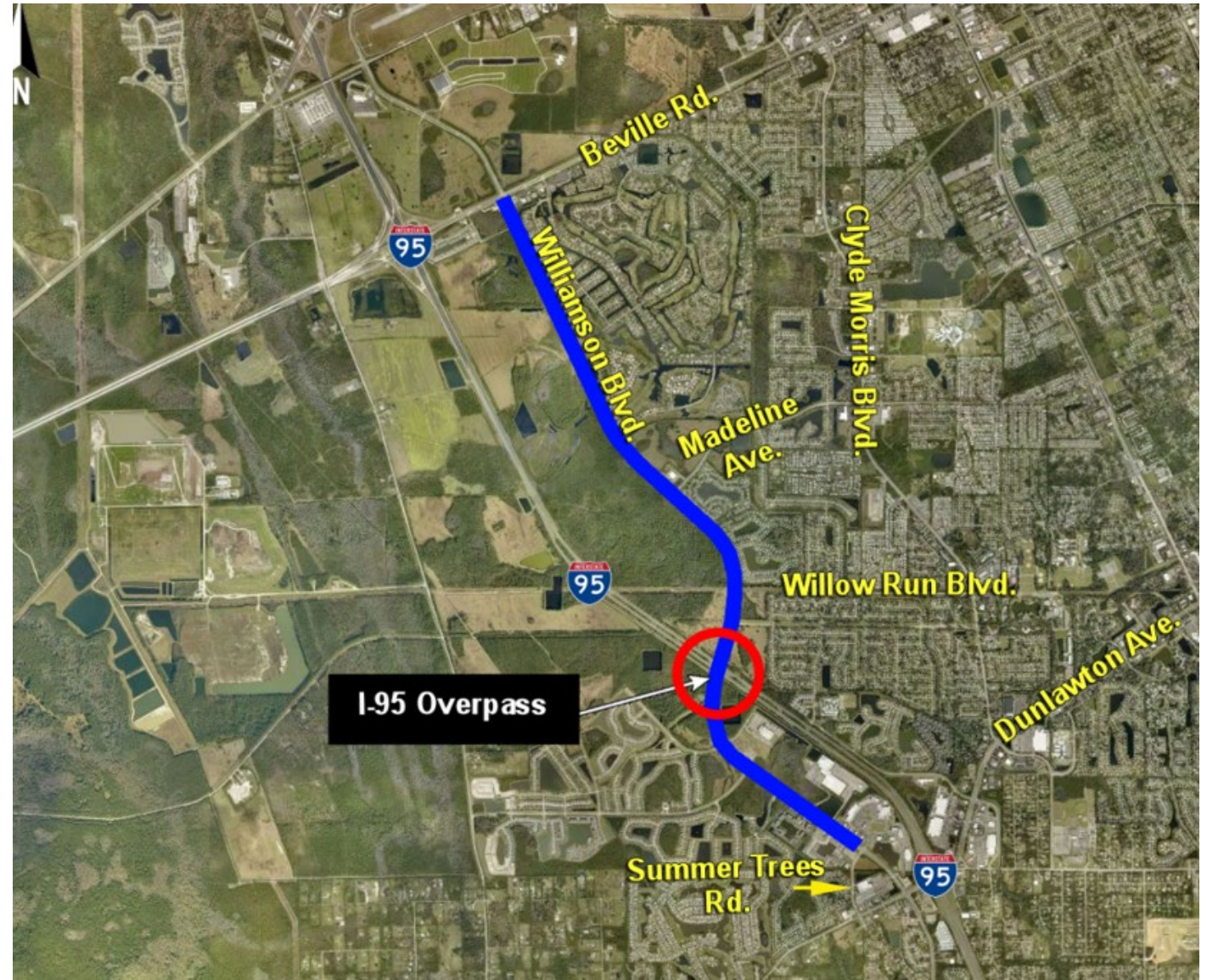


Coraci Park Expansion & Land Acquisition

- Needs Assessment
- Master Plan
- Land Acquisition
- 6 Soccer fields, 4 baseball fields, pavilions, and recreation trail throughout park
- Considering FRDAP and ECHO Grants

S. Williamson Blvd. Widening

- Multi-jurisdiction (County Road)
- From the Pavilion north to Beville Rd. - +/- 4.28 miles
- Widening of the I-95 Bridge
- 2019 Estimates of \$33M+
- Not Designed
- Likely will involve a phased request



Pioneer Trail Widening

- Multi-jurisdictional
- Four-lane connectivity from Airport Road to the Pioneer Trail I-95 Interchange
 - Interchange
Project Anticipated in 2026
- Not Designed



Expansion of Police Training Facility

- Shoot House
- Driving Track
- Lighting
- Live-fire simulation training house
- Classrooms



Future Facility Needs



Wastewater Treatment Plant



Water Treatment Plant Upgrades



Emergency Operations Center



City Hall



Public Safety Facility Remodels

Discussion