



REGULAR CITY COUNCIL MEETING

6:30 PM – COUNCIL CHAMBERS – CITY HALL

SEPTEMBER 6, 2016

AGENDA

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

A. OPENING

1. Pledge of Allegiance
2. Invocation - Pastor Dobberstein Our Saviors Lutheran Church
3. Roll Call
4. Rules of Procedure

B. AGENDA APPROVAL

C. PUBLIC HEARING

5. Discussion of Tentative Millage Rate and Budget for FY17
6. Resolution No. 16-44 - Adopting the Tentative Millage Rate for FY17
7. Resolution No. 16-45 - Adopting the Tentative Operating Budget for FY17
8. Resolution No. 16-46 - Adopting the Tentative Capital Budget for FY17
9. Resolution No. 16-47 - Adopting the Tentative Millage Rate for FY17 for Town Center CRA Tax Increment District
10. Resolution No. 16-48 - Adopting the Tentative Operating Budget for FY17 for Town Center CRA Tax Increment District
11. Resolution No. 16-49 - Adopting the Tentative Millage Rate for FY17 for Eastport CRA Tax Increment District
12. Resolution No. 16-50 - Adopting the Tentative Operating Budget for FY17 for Eastport CRA Tax Increment District
13. Resolution No. 16-51 - 5811 Williamson Blvd./Brownfield Area Designation Request

D. SPECIAL AWARDS, REPORTS, RECOGNITION AND PROCLAMATIONS

14. Report from KemperSports on Cypress Head Golf Course

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

F. COUNCIL COMMENTS

15. Comments/Concerns from Council Members

G. CONSENT AGENDA

16. Approval of Minutes

- a. August 11, 2016 - Special City Council Meeting/Workshop
- b. August 16, 2016 - Regular City Council Meeting
- c. August 23, 2016 - Special City Council Meeting/Workshop

17. Bid Awards and Contract Items

- a. Waive formal bidding procedures and award a Standard Contract for Services with Hach Company for FY 2017 Annual Maintenance
- b. Waive formal bidding requirements to award sole source contract to Sunstate Meter & Supply for the purchase of Neptune Meters and products
- c. Waive formal bidding requirements and approve of a Standard Contract for Services with HD Supply Water Works, LTD and its General Partner, HD Supply GP & Management, Inc.
- d. First Addendum and Extension to Broker Service Agreement
- e. Approval to negotiate HVAC contract

18. Resolution No. 16-52 - Supplemental LAP Agreement for design of Victoria Gardens Sidewalk

19. Resolution No. 16-53 - Joint Participation Agreement between the State of Florida Department of Transportation and the City of Port Orange for Landscaping Improvements on State Road 421/Dunlawton Avenue

20. Resolution No. 16-54 - Joint Participation Agreement between the State of Florida Department of Transportation and the City of Port Orange for Landscaping Improvements on State Road 5/ US1/Ridgewood Avenue

21. Resolution No. 16-55 - Budget Appropriation for Misc. Items

22. Resolution No. 16-56 - Approving Amended and Restated Adoption Agreement for 401 Plan and Authorizing Participation in ICMA-RC Umbrella Closing Agreement Program

23. PBA Lts. MOU wages 2016, August

24. License Agreement for Riverwalk Park Water Recreation Service

25. Renewal of Wright National Flood Insurance

H. REGULAR AGENDA

- 26. Cooperative Economic Development Agreement with Team Volusia Economic Development Corporation
- 27. Award of Contracts for ITB# 16-25, Professional Landscape Maintenance for Wellfield and Waiver of Payment and Performance Bond (F.S. 255.05)

I. COMMENTS

- 28. City Attorney Comments
- 29. City Manager Comments

J. COUNCIL COMMITTEE REPORTS

- 30. City Council Committee Reports
 - a. River to Sea TPO
 - b. YMCA
 - c. Police Pension
 - d. Fire Pension
 - e. General Employees' Pension

K. ADJOURNMENT

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

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE; IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 1-800-955-8771.

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.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: No

SUBJECT: Discussion of Tentative Millage Rate and Budget for FY17

DEPARTMENT: Finance

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: See Summary for needed directions.

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

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

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

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

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

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

Project Funding Account
No.: No.:

ATTACHMENTS:

1.	Guideline - Discussion of Proposed Budget and Millage Rate FY17	Guideline - Discussion of Proposed Budget and Millage Rate FY17.pdf
2.	Budget Memo	Budget memo to Council 8-31-16.pdf
3.	Proposed Budget	FY17 Prelim RV and XP Budgets for All Funds with Misc Info - for CC 8-31-16.pdf

Robin Fenwick
Tracey Riehm
Margaret Roberts
M. Jake Johansson
Robin Fenwick

Created/Initiated - 08/30/2016
Approved - 08/31/2016
Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

**Public Hearing for Adoption of Tentative Millage/Budget
September 6, 2016**

Agenda Item 5.

Announce the following:

The Fiscal Year (FY) 17 Budget commences on October 1, 2016 and continues through September 30, 2017.

"The public hearing is now convened to discuss the millage rate and budget. We will begin with the City of Port Orange City Council discussion of the tentative millage necessary to fund the FY17 tentative budget for the City of Port Orange, the Community Redevelopment Agency for Port Orange Town Center and the Community Redevelopment Agency for Eastport Business Center. The tentative millage rate to be levied is 4.4542 mills per \$1,000.00 of valuation and is a 7.3% increase in ad valorem tax revenues above the rolled-back rate. The rolled-back rate is 4.1523 mills per \$1,000.00 of valuation."

Ask for Council discussion.

Announce the following:

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

Ask for public comments.

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

Ask council if any comments or revisions

If no revisions, then go to Agenda Item 6.

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

Agenda Item 6.

Read Resolution No. 16-44 for City Millage.

Move to approve Resolution No. 16-44 adopting the City of Port Orange FY17 tentative millage rate of 4.4542 mills per \$1,000.00 of valuation. (Public Comment) (Roll call vote)

Announce the following:

"The adopted tentative millage rate of 4.4542 mills per \$1,000.00 of valuation is a 7.3% increase in ad valorem tax revenues above the rolled-back rate."

Agenda Item 7.

Read Resolution No. 16-45 for City Operating.

Motion to Approve Resolution No. 16-45 adopting the City of Port Orange FY17 tentative operating budget. (Public Comment) (Roll call vote)

Agenda Item 8.

Read Resolution No. 16-46 for City Capital.

Motion to Approve Resolution No. 16-46 adopting the City of Port Orange FY17 tentative capital budget. (Public Comment) (Roll call vote)

Agenda Item 9.

Read Resolution No. 16-47 for Town Center Millage.

Motion to Approve Resolution No. 16-47 adopting the Community Redevelopment Agency for Port Orange Town Center FY17 tentative millage rate of 4.4542 mills per \$1,000.00 of valuation. (Public Comment) (Roll call vote)

Agenda Item 10.

Read Resolution No. 16-48 for Town Center Operating.

Motion to Approve Resolution No. 16-48 adopting the Community Redevelopment Agency for Port Orange Town Center FY17 tentative operating budget. (Public Comment) (Roll call vote)

Agenda Item 11.

Read Resolution No. 16-49 for Eastport Millage.

Motion to Approve Resolution No. 16-49 adopting the Community Redevelopment Agency for Eastport Business Center FY17 tentative millage rate of 4.4542 mills per \$1,000.00 of valuation. (Public Comment) (Roll call vote)

Agenda Item 12.

Read Resolution No. 16-50 for Eastport Operating.

Motion to Approve Resolution No. 16-50 adopting the Community Redevelopment Agency for Eastport Business Center FY17 tentative operating budget. (Public Comment) (Roll call vote)

Ask for:

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

Announce the following:

"In addition to the foregoing general operating budget/millage levy, there is a voter approved millage levy of .3402 mills to fund the debt service for the 2016 general obligation bonds issued for public safety capital facilities."

"A Public Hearing will be held on September 20, 2016, at 6:30 P.M. in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida, to discuss and adopt a final millage rate, the final operating and capital budget for FY17 for the City of Port Orange, the Community Redevelopment Agency for Port Orange Town Center and the Community Redevelopment Agency for Eastport Business Center."

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



CITY OF PORT ORANGE

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

August 31, 2016

To: Mayor and Councilmembers
Jake Johansson, City Manager
From: Tracey Riehm, Finance Director *TR*
Re: FY17 Budget

The attached budget document includes all funds and incorporates guidance provided at the August 23rd workshop. The following summary schedules are included to assist you in navigating through this document:

Schedule 1 is a list of all funds and includes the FY17 tentative budget, the FY16 adopted budget, the variance and page numbers. On the electronic version of the document the page numbers are hyperlinked.

Schedule 2 is the FY17 tentative budget compared to the preliminary budgets you received on July 22nd (General Fund) and August 9th (All Other Funds). This schedule includes a comment field to explain the changes.

Schedule 3 is a General Fund Summary by department and includes the FY17 tentative budget, the FY16 adopted budget and the variance.

Schedule 4 is a General Fund Summary by department, with a breakdown by personnel, operating and capital compared to the FY16 adopted budget.

The preliminary General Fund totaled \$36,628,405 and was based on a millage rate of 4.5288. The tentative FY17 budget is \$36,446,004 (\$182,401 less than the preliminary budget), and is based on a millage rate of 4.4542. This millage rate is 7.3% more than the rollback rate of 4.1523. Subsequent to our workshop on the 23rd, it was decided that Grants Management will be retained in the City Manager's office so the associated funding has been moved from Community Development back into the City Manager's budget. Also, personnel transferring between departments resulted in a decrease to the Police Department's personnel budget and an increase to that of Community Development. Finally, we identified that the rent for the Allen Green Center is scheduled to increase mid-year. In light of the deferral of the Public Information Officer position, we added the additional expenditure authority generated by this rent increase to the City Manager's contingency line.

The following chart includes these changes as well as those addressed during the workshop:

Items Changed from FY17 Preliminary to FY17 Proposed - General Fund

#	Department	Account	Account Description	FY17 Preliminary Budget	Change	FY17 Proposed Budget
1	General Fund - Revenue	001-0000-361.15-00	Internal Interest	-	6,770	6,770
2	General Fund - Revenue	001-0000-362.12-00	Palmer Rent AGC	438,796	6,833	445,629
3	General Fund - Revenue	001-0000-311.10-00	Current Ad Valorem	11,898,988	(196,004)	11,702,984
			NET REVENUE REDUCTION		(182,401)	
4	Non Departmental	001-1000-519.31-13	Remove OPEB	60,000	(10,000)	50,000
5	Non Departmental	001-1000-519.83-00	Remove Salvation Army Bridge Bed Program	46,983	(46,983)	-
6	Mayor & Council	Various	Council : Operating Reductions	14,790	(2,200)	12,590
7	City Manager	Various	PIO Deferral	467,091	(74,098)	392,993
8	City Manager	001-1200-512.31-13	Increase PIO Professional Services & Move Grant Manager to Professional Services	3,300	78,235	81,535
9	City Manager	Various	City Manager : Operating Reductions	14,385	(5,500)	8,885
10	City Clerk	001-1500-513.52-00	City Clerk : Operating Reductions	950	(200)	750
11	Finance	Various	Finance : Operating Reductions	14,150	(2,000)	12,150
12	Admin Services - HR	Various	HR : Operating Reductions	22,000	(2,500)	19,500
13	CD - Planning	Various	Movement of Grant Manager to City Manager division as Professional Services	528,130	(63,235)	464,895
14	CD - Planning	001-1900-515.83-00	Remove Ridgewood Corridor Redevelopment Grant	20,000	(20,000)	-
15	CD - Code Enforcement	Various	Transfer Personnel from PD to Community Development	354,684	11,230	365,914
16	Fire Services	001-3100-522.12-00	Increase Division Chief of Training from 10 Months to 12 Months	6,642,197	26,098	6,668,295
17	Fire Services	001-3100-522.14-00	Reduce Overtime	222,000	(11,100)	210,900
18	Fire Services	001-3100-522.52-10	Fire : Operating Reductions	59,250	(1,185)	58,065
19	Police Department	001-3200-521.12-00	Defer the Reclassification of the Evidence Technician and the transfer of an employee from PD to Comm. Dev.	9,366,346	(11,189)	9,355,157
20	Police Department	Various	Fire : Operating Reductions	61,915	(2,500)	59,415
21	Public Works	001-4300-541.51-00	Office Supplies	4,000	(2,200)	1,800
22	Parks and Recreation	001-5100-572.31-13	Remove Master Plan	50,000	(50,000)	-
23	City Manager	001-1200-512.99-10	Contingency	-	6,926	6,926
24			NET EXPENSE REDUCTION		\$ (182,401)	

Please do not hesitate to call me on my cell (386) 756-9131 if I can be of assistance. Thank you.

FY17 Tentative / Proposed Revenue & Expense Budgets *All Funds*

Distributed to City Council
on 8-31-16

FY17 Tentative Budget Compared to FY16 Adopted Budget by Fund for 9/6/16 City Council Meeting (SCHEDULE 1)

Fund #	Fund Name	FY16 Adopted Budget	FY17 Tentative / Proposed Budget	\$ Variance	% Variance	Page
001	General Fund	\$ 32,586,698	\$ 36,446,004	\$ 3,859,306	11.8%	12
102	Eastport TIF	187,834	183,573	(4,261)	-2.3%	131
103	Town Center TIF	443,659	459,184	15,525	3.5%	134
106	Recreation Facilities	111,500	107,490	(4,010)	-3.6%	139
109	Bldg. Special Revenue	1,388,780	1,221,759	(167,021)	-12.0%	142
110	CDBG Fund	258,112	268,806	10,694	4.1%	150
201	Cap Imprv Sinking Fund	1,125	1,125	-	0.0%	153
214	2006 GO Bond Debt Svc	1,080,975	903,891	(177,084)	-16.4%	155
217	Eastport TIF Note	181,184	176,673	(4,511)	-2.5%	157
218	Town Center TIF Bond	401,192	404,591	3,399	0.8%	159
220	2014 Cap Imprv Bond	1,171,425	1,165,875	(5,550)	-0.5%	161
301	Capital Projects Fund	1,386,124	1,314,966	(71,158)	-5.1%	163
311	Fire Impact Fee	50,500	50,500	-	0.0%	167
312	Transportation Impact Fee	145,000	145,000	-	0.0%	169
317	General Capital Fund	644,000	2,182,000	1,538,000	238.8%	172
401	Water Sewer Op Fund	26,430,048	26,697,099	267,051	1.0%	174
403	W/S R&R Fund	2,621,972	2,405,000	(216,972)	-8.3%	237
405	W/S Impact Fee	1,137,000	601,000	(536,000)	-47.1%	245
410	Solid Waste	7,063,150	6,981,288	(81,862)	-1.2%	251
412	Drainage Fund	4,816,262	4,055,740	(760,522)	-15.8%	259
414	Drainage Bond Sinking	1,453,369	1,465,211	11,842	0.8%	270
416	Wetland Mitigation	41,775	41,775	-	0.0%	272
417	2012 W/S Debt Svc	2,915,292	3,897,624	982,332	33.7%	274
418	SRF Debt Service	1,805,247	2,604,611	799,364	44.3%	276
420	Forestry Management	97,375	115,409	18,034	18.5%	278
450	Golf Course Op	1,250,563	1,328,982	78,419	6.3%	280

FY17 Tentative Budget Compared to FY16 Adopted Budget by Fund for 9/6/16 City Council Meeting (SCHEDULE 1)

Fund #	Fund Name	FY16 Adopted Budget	FY17 Tentative / Proposed Budget	\$ Variance	% Variance	Page
501	Information Technology	1,947,922	1,887,135	(60,787)	-3.1%	287
503	Vehicle Maintenance	981,293	962,188	(19,105)	-1.9%	295
504	Risk Management	1,763,295	1,856,143	92,848	5.3%	301
505	Lease & Replacement	3,164,000	2,618,000	(546,000)	-17.3%	308
506	Building Maintenance	2,152,108	2,344,210	192,102	8.9%	311
508	Loan Pool	361,959	352,306	(9,653)	-2.7%	320
606	PD Benefit Trust Fund	11,500	7,700	(3,800)	-33.0%	322
607	PD Forfeiture Trust	100,000	700,000	600,000	600.0%	324
611	Recreation Impact Fee	220,069	220,068	(1)	0.0%	327
615	PD Education Trust	10,000	10,000	-	0.0%	329
621	Recreation Scholarship	40,580	39,300	(1,280)	-3.2%	331
625	PD Federal Forfeiture	91,000	50,000	(41,000)	-45.1%	333
634	PO Business Park	16,502	13,502	(3,000)	-18.2%	335
Totals:		\$ 100,530,389	\$ 106,285,728	\$ 5,755,339	5.7%	

Funds not budgeted in FY17

402	W/S Debt Srvcs	2,474,265	-	(2,474,265)	-100.0%	n/a
Revised Totals:		\$ 103,004,654	\$ 106,285,728	\$ 3,281,074	3.2%	

* The FY16 Adopted Budget for Fire and Police have been reduced by \$386,195 and \$331,402 respectively for the State Funded Retirement funds that were received. These funds are received by the City and then just "passed through" and wired back out. In FY17, they will instead just be brought in and wired out through a balance sheet account.

FY17 Tentative Budget Summary by Fund for 9/6/16 City Council Meeting (SCHEDULE 2)

Fund #	Fund Name	Preliminary Budgets *	Changes	Tentative / Proposed Budget	Comment
001	General Fund	\$ 36,628,405	\$ (182,401)	\$ 36,446,004	Reduced millage to 4.4542 based on City Council guidance from 8/23/16 Budget Workshop
102	Eastport TIF	183,573	-	183,573	Reduced millage to 4.4542 and increased appropriated equity to offset
103	Town Center TIF	460,810	(1,626)	459,184	Reduced millage to 4.4542 and reduced non-operating expenses
106	Recreation Facilities	107,490	-	107,490	
109	Bldg. Special Revenue	1,221,759	-	1,221,759	
110	CDBG Fund	268,806	-	268,806	
201	Cap Imprv Sinking Fund	1,125	-	1,125	
214	2006 GO Bond Debt Svc	903,891	-	903,891	
217	Eastport TIF Note	176,673	-	176,673	
218	Town Center TIF Bond	404,591	-	404,591	
220	2014 Cap Imprv Bond	1,165,875	-	1,165,875	
301	Capital Projects Fund	1,314,966	-	1,314,966	
311	Fire Impact Fee	50,500	-	50,500	
312	Transportation Impact Fee	145,000	-	145,000	
317	General Capital Fund	2,182,000	-	2,182,000	
401	Water Sewer Op Fund	26,722,099	(25,000)	26,697,099	Reduced equipment - purchasing a forklift in FY16 instead of FY17
403	W/S R&R Fund	2,405,000	-	2,405,000	
405	W/S Impact Fee	601,000	-	601,000	
410	Solid Waste	6,981,288	-	6,981,288	
412	Drainage Fund	4,074,841	(19,101)	4,055,740	Removed the reclassification of Maintenance Worker to Inspector
414	Drainage Bond Sinking	1,465,211	-	1,465,211	
416	Wetland Mitigation	41,775	-	41,775	
417	2012 W/S Debt Svc	3,897,624	-	3,897,624	

FY17 Tentative Budget Summary by Fund for 9/6/16 City Council Meeting (SCHEDULE 2)

Fund #	Fund Name	Preliminary Budgets *	Changes	Tentative / Proposed Budget	Comment
418	SRF Debt Service	2,604,611	-	2,604,611	
420	Forestry Management	115,409	-	115,409	
450	Golf Course Op	1,368,835	(39,853)	1,328,982	Reduced due to 451 Surcharge being combined into the 450 Fund
501	Information Technology	1,889,385	(2,250)	1,887,135	Reduced miscellaneous operating costs
503	Vehicle Maintenance	962,188	-	962,188	
504	Risk Management	1,783,927	72,216	1,856,143	Increased due to higher premium costs
505	Lease & Replacement	2,618,000	-	2,618,000	
506	Building Maintenance	2,344,210	-	2,344,210	
508	Loan Pool	392,159	(39,853)	352,306	Reduced the loan amount to the Golf Course due to the combining of the 451 Fund into the 450 Fund
606	PD Benefit Trust Fund	7,700	-	7,700	
607	PD Forfeiture Trust	700,000	-	700,000	
611	Recreation Impact Fee	220,068	-	220,068	
615	PD Education Trust	10,000	-	10,000	
621	Recreation Scholarship	39,300	-	39,300	
625	PD Federal Forfeiture	50,000	-	50,000	
634	PO Business Park	13,502	-	13,502	
		\$ 106,523,596	\$ (237,868)	\$ 106,285,728	

* The figures listed in the "Preliminary Budgets" column were published in the General Fund Budget document dated 7/22/16 and the All Funds (except General Fund) Budget document dated 8/9/16.

General Fund Summaries

Distributed to City Council
on 8-31-16

FY17 Tentative General Fund Expense Budget by Department (SCHEDULE 3)

Department Name (Division #)	FY16 Adopted *	FY17 Proposed	\$ Variance	% Variance
Non-Departmental (1000)	\$ 2,424,001	\$ 4,663,590	\$ 2,239,589	92.4%
Mayor & Council (1100)	216,897	201,830	(15,067)	-6.9%
City Manager (1200)	573,850	571,708	(2,142)	-0.4%
City Attorney (1300)	652,365	652,685	320	0.0%
City Clerk (1500)	307,967	339,615	31,648	10.3%
Finance (1600)	1,085,673	1,221,245	135,572	12.5%
Human Resources (1700)	343,609	408,231	64,622	18.8%
CD - Planning (1900)	459,507	528,839	69,332	15.1%
CD - Code (1902)	457,788	476,135	18,347	4.0%
CD - Engr (1903)	538,302	567,898	29,596	5.5%
Fire (3100) *	7,690,625	8,269,529	578,904	7.5%
Police (3200) *	11,953,253	11,990,705	37,452	0.3%
Public Works (4300)	2,516,827	2,855,080	338,253	13.4%
Parks Maintenance (4400)	2,059,495	2,315,185	255,690	12.4%
Recreation (51xx)	844,483	872,259	27,776	3.3%
Athletics (5200)	443,886	502,249	58,363	13.1%
pogTV (7000)	18,170	9,221	(8,949)	-49.3%
	32,586,698	36,446,004	3,859,306	11.8%

* The FY16 Adopted Budget for Fire and Police have been reduced by \$386,195 and \$331,402 respectively for the State Funded Retirement funds that were received. These funds are received by the City and then just "passed through" and wired back out. In FY17, they will instead just be brought in and wired out through a balance sheet account.

FY17 Tentative General Fund Expense Budget by Department (SCHEDULE 4)

Department (Division #)	FY16 Adopted *	FY17 Proposed	\$ Variance	% Variance
Non-Departmental (1000)	\$ 2,424,001	\$ 4,663,590	\$ 2,239,589	92.4%
Operating	1,887,036	1,863,888	(23,148)	-1.2%
Grants and Aid	34,500	35,194	694	2.0%
Transfers	501,125	2,413,125	1,912,000	381.5%
Non-Op. (Compression Pool)	-	114,000	114,000	n/a
Non-Op. (Contingency)	1,340	237,383	236,043	17615.1%
Mayor & Council (1100)	216,897	201,830	(15,067)	-6.9%
Personnel	99,090	100,349	1,259	1.3%
Operating	117,807	101,481	(16,326)	-13.9%
City Manager (1200)	573,850	571,708	(2,142)	-0.4%
Personnel	430,341	401,823	(28,518)	-6.6%
Operating	93,791	162,959	69,168	73.7%
Non-Op. (Contingency)	49,718	6,926	(42,792)	-86.1%
City Attorney (1300)	652,365	652,685	320	0.0%
Personnel	438,106	458,255	20,149	4.6%
Operating	214,259	194,430	(19,829)	-9.3%
City Clerk (1500)	307,967	339,615	31,648	10.3%
Personnel	172,428	198,368	25,940	15.0%
Operating	135,539	141,247	5,708	4.2%

FY17 Tentative General Fund Expense Budget by Department (SCHEDULE 4)

Department (Division #)	FY16 Adopted *	FY17 Proposed	\$ Variance	% Variance
Finance (1600)	1,085,673	1,221,245	135,572	12.5%
Personnel	938,962	1,070,382	131,420	14.0%
Operating	146,711	150,863	4,152	2.8%
Human Resources (1700)	343,609	408,231	64,622	18.8%
Personnel	222,403	279,459	57,056	25.7%
Operating	121,206	128,772	7,566	6.2%
CD - Planning (1900)	459,507	528,839	69,332	15.1%
Personnel	393,518	465,620	72,102	18.3%
Operating	65,989	63,219	(2,770)	-4.2%
CD - Code (1902)	457,788	476,135	18,347	4.0%
Personnel	320,962	367,120	46,158	14.4%
Operating	136,826	109,015	(27,811)	-20.3%
CD - Engr (1903)	538,302	567,898	29,596	5.5%
Personnel	455,053	488,919	33,866	7.4%
Operating	83,249	78,979	(4,270)	-5.1%

FY17 Tentative General Fund Expense Budget by Department (SCHEDULE 4)

Department (Division #)	FY16 Adopted *	FY17 Proposed	\$ Variance	% Variance
Fire (3100) *	7,690,625	8,269,529	578,904	7.5%
Personnel	6,486,558	6,881,795	395,237	6.1%
Operating	1,204,067	1,360,734	156,667	13.0%
Capital	-	27,000	27,000	n/a
Police (3200) *	11,953,253	11,990,705	37,452	0.3%
Personnel	9,917,194	9,822,247	(94,947)	-1.0%
Operating	1,963,559	2,103,458	139,899	7.1%
Grants and Aid	72,500	65,000	(7,500)	-10.3%
Public Works (4300)	2,516,827	2,855,080	338,253	13.4%
Personnel	923,555	995,788	72,233	7.8%
Operating	1,559,272	1,859,292	300,020	19.2%
Capital	34,000	-	(34,000)	-100.0%
Parks Maintenance (4400)	2,059,495	2,315,185	255,690	12.4%
Personnel	1,072,023	1,110,874	38,851	3.6%
Operating	950,472	1,127,311	176,839	18.6%
Capital	37,000	77,000	40,000	108.1%
Recreation (51xx)	844,483	872,259	27,776	3.3%
Personnel	551,570	576,754	25,184	4.6%
Operating	292,913	295,505	2,592	0.9%

FY17 Tentative General Fund Expense Budget by Department (SCHEDULE 4)

Department (Division #)	FY16 Adopted *	FY17 Proposed	\$ Variance	% Variance
Athletics (5200)	443,886	502,249	58,363	13.1%
Personnel	288,025	311,741	23,716	8.2%
Operating	155,861	184,508	28,647	18.4%
Capital	-	6,000	6,000	n/a
pogTV (7000)	18,170	9,221	(8,949)	-49.3%
Personnel	16,880	8,081	(8,799)	-52.1%
Operating	840	540	(300)	-35.7%
Grants and Aid	450	600	150	33.3%
Grand Total:	32,586,698	36,446,004	3,859,306	11.8%

* The FY16 Adopted Budget for Fire and Police have been reduced by \$386,195 and \$331,402 respectively for the State Funded Retirement funds that were received. These funds are received by the City and then just "passed through" and wired back out. In FY17, they will instead just be brought in and wired out through a balance sheet account.

General Fund Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
GENERAL FUND							
001-0000-311.10-00	CURRENT AD VALOREM	10,310,544	10,211,115	10,783,883	10,783,883	10,751,729	11,702,984
	LEVEL 5						
	TEXT					TEXT AMT	
	ESTIMATED PROP VALUE 2,784,425,826 X					11,502,062	
	4.3920 MILLS PER 1,000 AT 95% = 11,617,738						
	LESS TAX INCREMENT FUNDS EASTPORT = 62,881						
	LESS TAX INCREMENT FUNDS TOWN CENTER = 52,795						
	(JLM 06/24/16)						

	REVISED CALCULATIONS FOR CERTIFIED PROP VALUES					37,497	
	2,793,067,384 X 4.3920 MILLS PER 1000 AT 95% =						
	11,653,794						
	LESS TAX INCREMENT FUNDS EASTPORT = 61,440						
	LESS TAX INCREMENT FUNDS TOWN CENTER = 52,795						
	(JLM 06/29/16)						

	INCREASE MILLAGE BY .0948, KEEPING THE MILLAGE					249,078	
	LEVEL WITH THE REDUCTION SEEN FOR DEBT MILLAGE						
	2,793,067,384 X 4.4868 MILLS PER 1000 AT 95% =						
	\$11,905,338						
	LESS TAX INCREMENT FUNDS EASTPORT = 62,766						
	LESS TAX INCREMENT FUNDS TOWN CENTER = 53,935						
	(JLM 07/07/16)						

	INCREASE OF .0420 IN MILLAGE FOR OPERATING NEEDS					110,351	
	2,793,067,384 X 4.5288 MILLS PER 1000 AT 95% =						
	\$12,016,781						
	LESS TAX INCREMENT FUNDS EASTPORT = 63,353						
	LESS TAX INCREMENT FUNDS TOWN CENTER = 54,440						
	(JLM 07/14/16)						

	DECREASE OF .0746 IN MILLAGE FOR REDUCTIONS					196,004-	
	2,793,067,384 X 4.4542 MILLS PER 1000 AT 95% =						
	\$11,818,837						
	LESS TAX INCREMENT FUNDS EASTPORT = 62,310						
	LESS TAX INCREMENT FUNDS TOWN CENTER = 53,543						
	(JLM 08/26/16)						
						11,702,984	
001-0000-311.20-00	DELINQUENT	31,906	219,158	20,000	20,000	203,684	175,000
	LEVEL 5						
	TEXT					TEXT AMT	
	ESTIMATED BASED ON HISTORICAL					175,000	
						175,000	
001-0000-311.30-00	INTEREST DELINQ. TAXES	17,682	12,757	4,000	4,000	0	1,119

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
	LEVEL 5 TEXT ACM BASED ON HISTORICAL					TEXT AMT 1,119 1,119	
001-0000-312.51-00	INSURANCE PREMIUM TAX FF	386,195	391,117	386,195	386,195	0	0
	LEVEL 5 TEXT NOT A BUDGETED ITEM BEGINNING IN FY17					TEXT AMT	
001-0000-312.52-00	STATE POLICE RETIR CONTRB	331,402	345,822	331,402	331,402	0	0
	LEVEL 5 TEXT NOT A BUDGETED ITEM BEGINNING IN FY17					TEXT AMT	
001-0000-314.10-00	ELECTRIC	3,971,420	4,103,884	3,900,000	3,900,000	3,299,142	4,222,823
	LEVEL 5 TEXT BASED ON HISTORICAL TRENDS AND A STATE PROJECTION OF A 1.68% INCREASE (JLM 06/29/16)					TEXT AMT 4,222,823 4,222,823	
001-0000-314.30-00	UTILITY SERVICE TAX WATER	910,685	914,901	935,227	935,227	804,033	924,524
	LEVEL 5 TEXT BASED ON HISTORICAL MODEL THAT GENERALLY 69% OF REVENUE RECEIVED BY JUNE. DOES NOT ASSUME AN INC. (JLM 06/29/2016)					TEXT AMT 924,524 924,524	
001-0000-314.40-00	UTILITY SERVICE TAXES-GAS	119,987	135,137	108,900	108,900	108,477	124,632
	LEVEL 5 TEXT BASED ON HISTORICAL MODEL. DOES NOT ASSUME AN INCREASE (07/08/16 JLM)					TEXT AMT 124,632 124,632	
001-0000-315.20-00	COMMUNICATIONS SERVICES	1,972,034	1,886,648	1,862,251	1,862,251	1,369,915	1,722,687
	LEVEL 5 TEXT STATE PROJECTIONS (07/13/2016 JLM)					TEXT AMT 1,722,687 1,722,687	
001-0000-316.10-00	CITY-OCCUPATION	122,860	113,499	123,000	123,000	99,642	150,000
	LEVEL 5 TEXT BASED ON PRIOR YEAR ACTUALS AND YEAR TO DATE (JLM 06/25/2016)					TEXT AMT 150,000 150,000	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
001-0000-323.10-00	FPL FRANCHISE FEE	3,125,315	3,230,972	3,431,809	3,431,809	1,886,610	3,182,037
	LEVEL 5 TEXT BASED ON HISTORICAL TRENDS WITH NO PROJECTED INC (JLM 06/25/16)					TEXT AMT 3,182,037	
						3,182,037	
001-0000-323.40-00	PEOPLES GAS FRANCHISE	18,720	20,870	20,400	20,400	19,422	23,747
	LEVEL 5 TEXT BASED ON HISTORICAL TRENDS PLUS A 2.23% PROJ INCREASE (07/14/16 JLM)					TEXT AMT 23,747	
						23,747	
001-0000-323.75-00	RECYCLING	4,510	4,250	3,200	3,200	3,020	4,620
	LEVEL 5 TEXT BUDGETED 95% OF FORECAST OF FY16 ACTUALS (07/08/16 JLM)					TEXT AMT 4,620	
						4,620	
001-0000-329.10-00	FEES & PERMITS	17,955	12,980	13,790	13,790	14,180	16,039
	LEVEL 5 TEXT BASED ON HISTORICAL TRENDS THAT GENERALLY 73% OF REVENUE HAS BEEN REC. BY APRIL, PLUS AN EST OF A 3.01% INC.					TEXT AMT 16,039	
						16,039	
001-0000-329.10-08	ABANDONED PROP REG FEE	34,200	49,350	41,300	41,300	31,050	30,000
	LEVEL 5 TEXT ACM EST BASED ON STABILITY OF TOTAL PROP REGIST					TEXT AMT 30,000	
						30,000	
001-0000-331.20-05	JAG-VARIOUS GRANTS	8,156	10,000	0	7,315	0	0
001-0000-331.51-10	FEMA HMPG 08HM3G067402048	0	0	0	0	405-	0
001-0000-331.56-01	BJA-BULLETPROOF VESTS	0	0	0	0	2,596-	0
001-0000-334.01-00	DEPT OF TRANSPORTATION	6,480	0	0	0	0	0
001-0000-334.10-11	VOCA GRANT V8004	49,853	59,719	64,908	64,908	44,380	76,500
	LEVEL 5 TEXT BASED OFF 95% OF REQUESTED AMOUNT OF \$80,267					TEXT AMT 76,500	
						76,500	
001-0000-335.12-00	STATE REVENUE SHARING	1,679,572	1,838,434	1,856,144	1,856,144	1,601,681	2,067,000
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	5 ESTIMATED 6% INCREASE OVER YEAR END FORECAST (ACM)					2,067,000 2,067,000	
001-0000-335.14-00	MOBILE HOME LICENSES	137,779	148,549	137,500	137,500	139,458	143,744
	LEVEL 5 TEXT BASED ON HISTORICAL PLUS AN ESTIMATED 2.37% INC FROM STATE FORECAST (ACM)					TEXT AMT 143,744 143,744	
001-0000-335.15-00	ALCOHOLIC BEV LIC	38,238	34,593	27,310	27,310	30,824	35,767
	LEVEL 5 TEXT BASED ON HISTORICAL PLUS STATE FORECAST OF A 1.53% INC (ACM)					TEXT AMT 35,767 35,767	
001-0000-335.18-00	LOCAL GOVT 1/2[SALES TAX	2,741,746	2,956,303	3,003,804	3,003,804	2,092,341	3,305,794
	LEVEL 5 TEXT BASED ON HISTORICAL MODEL PLUS A PROJECTED 5.57% INCREASE (06/30/16 JLM)					TEXT AMT 3,305,794 3,305,794	
001-0000-335.21-00	FIRE EDUCATION PAY	28,904	26,412	28,000	28,000	26,113	26,392
	LEVEL 5 TEXT BASED ON HISTORICAL QUARTERLY REVENUE (7/8/16 JLM)					TEXT AMT 26,392 26,392	
001-0000-335.41-00	MTR FUEL TX REFUND	28,098	23,659	19,950	19,950	21,941	30,000
	LEVEL 5 TEXT ACM ESTIMATE					TEXT AMT 30,000 30,000	
001-0000-337.10-00	GRANT FROM LOCAL UNITS	3,216	0	0	0	0	0
001-0000-337.20-00	PUBLIC SAFETY	3,000	0	0	0	3,000	0
001-0000-337.32-00	VOLUSIA CTY MANTEE PRO FE	76	0	0	0	0	0
001-0000-338.20-00	COUNTY-OCCUPATION	59,355	55,041	34,390	34,390	30,317	39,000
	LEVEL 5 TEXT 95% OF ESTIMATED FY16 ACTUALS (JLM 07/08/16)					TEXT AMT 39,000 39,000	
001-0000-341.17-00	APPLICATION REVIEW FEES	314,068	297,792	250,000	250,000	505,601	340,000
	LEVEL 5 TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	ACM ESTIMATE					340,000 340,000	
001-0000-341.31-00	ENGINEERING REVIEW FEE	9,725	9,400	9,800	9,800	8,450	9,800
	LEVEL 5 TEXT BUDGET FLAT					TEXT AMT 9,800 9,800	
001-0000-341.39-00	ADMIN SERVICE FEES	1,336,750	1,418,012	1,372,725	1,372,725	1,143,937	1,575,604
	LEVEL 5 TEXT UPDATED FOR FY17 *****					TEXT AMT	
	ADMIN FEE FROM SOLID WASTE					336,904	
	ADMIN FEE FROM VEHICLE MAINT					49,639	
	ADMIN FEE FROM WATER & SEWER					772,970	
	ADMIN FEE FROM IT					92,621	
	ADMIN FEE FROM DRAINAGE					89,086	
	ADMIN FEE FROM RISK MGMT					104,589	
	ADMIN FEE FROM BLDG MAINT					68,794	
	ADMIN FEE FROM CD BLDG					42,701	
	ADMIN FEE FROM FIRE IMPACT					1,000	
	ADMIN FEE FROM TRANS IMPACT					2,800	
	ADMIN FEE FROM WS IMPACT					12,000	
	ADMIN FEE FROM REC IMPACT FEE					2,500	
						1,575,604	
001-0000-341.42-00	CLERK'S RECORDING FEES	6,725	3,103	2,000	2,000	3,610	4,000
	LEVEL 5 TEXT DEPENDENT ON PROJECTS & CUSTOMER SERVICE LIENS					TEXT AMT 4,000 4,000	
001-0000-342.20-00	SPECIAL FIRE SER	67,840	50,000	50,000	50,000	50,000	50,000
	LEVEL 5 TEXT CONTRACT WITH VOLUSIA COUNTY					TEXT AMT 50,000 50,000	
001-0000-342.31-00	FIRE CPR/EMS FEES	6,198	6,156	4,808	4,808	1,874	2,000
	LEVEL 5 TEXT FY16 PROJECTED \$2,953. SHOWING A DECREASE EACH YR					TEXT AMT 2,000 2,000	
001-0000-342.80-00	SPECIAL STREET SER	59,418	81,011	65,577	65,577	44,158	65,577
	LEVEL 5 TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	HIGHWAY MAINT MOA DATED 3/19/14, 3-YR TERM					65,577 65,577	
001-0000-342.82-00	OTHER FIRE SERVICES	1,300	1,450	0	0	1,100	0
001-0000-342.83-00	ANNUAL FIRE INSPECTIONS	6,609	6,704	6,600	6,600	6,859	6,700
LEVEL 5	TEXT BUDGETED FLAT BASED ON PY ACTUALS					TEXT AMT 6,700 6,700	
001-0000-342.84-00	BLDG PLANS REVIEW FIRE	13,097	11,094	9,975	9,975	5,710	6,000
LEVEL 5	TEXT BASED ON HISTORICAL TRENDS- DECLINING REVENUE					TEXT AMT 6,000 6,000	
001-0000-342.86-00	FIRE HYDRANT FLOW TESTS	300	495	120	120	450	400
LEVEL 5	TEXT BASED ON FY16 ACTUALS					TEXT AMT 400 400	
001-0000-343.66-00	SERVICE CHARGE/ LATE FEE	44,974-	48,983	40,000	40,000	24,244-	30,000
LEVEL 5	TEXT ACM ESTIMATE- ANTICIPATED TO BECOME MORE STABLE					TEXT AMT 30,000 30,000	
001-0000-343.66-05	SVC CHG BAD DEBT RESERVE	6,458	820,893-	0	0	0	0
001-0000-344.90-00	OTHER TRANS. REVENUE	41,667	208,492	130,667	130,667	143,513	147,787
LEVEL 5	TEXT FDOT TRAFFIC SIGNAL MAINTENANCE FY17 FDOT STATE HIGHWAY LIGHTING MAINTENANCE FY17					TEXT AMT 29,243 118,544 147,787	
001-0000-347.21-00	CAMP T-REC	2,705	0	0	0	0	0
LEVEL 5	TEXT BUDGET CONSOLIDATED IN FY14 TO 001-0000-347.54-00					TEXT AMT	
001-0000-347.54-00	OTHER RECREATION REV.	8,729	10,714	9,000	9,000	19,843	16,000
LEVEL 5	TEXT BASED ON HISTORICAL TRENDS					TEXT AMT 16,000 16,000	
001-0000-347.55-00	ART SHOW REVENUE	5,872	500	500	500	0	2,500
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	PARTNERSHIP WITH NEWSJOURNAL						2,500 2,500
001-0000-347.56-00	SUMMER RECREATION FEES	105,525	114,583	110,000	110,000	116,194	115,500
LEVEL 5	TEXT BASED OF FY16 PROJECTED ACTUAL- DOES NOT INCLUDE AN INCREASE					TEXT AMT 115,500	
						115,500	
001-0000-347.59-00	RENTAL	97,154	126,976	117,300	117,800	101,478	128,418
LEVEL 5	TEXT CONSISTENT WITH FY16 ESTIMATED ACTUALS ***** *REVENUE LINES FOR PAVILION EVENT (347.75-00) AND PAVILION (347.78-00) CONSOLIDATED INTO THIS LINE IN FY2017					TEXT AMT 128,418	
						128,418	
001-0000-347.61-00	ATHLETIC REGISTRATION	120,303	184,759	122,500	144,580	178,291	153,000
LEVEL 5	TEXT BASED ON HISTORICAL TREND ***** *REVENUE LINES FOR BABE RUTH ALL STARS (347.69-00) AND GET FIT CHALLENGE (347.71-00) CONSOLIDATED INTO THIS LINE IN FY2017					TEXT AMT 153,000	
						153,000	
001-0000-347.62-00	SPONSOR FEES	48,200	35,056	30,000	30,000	34,668	33,000
001-0000-347.67-00	GYM USAGE FEE	15,380	0	0	0	0	0
001-0000-347.69-00	BABE RUTH ALL STARS	0	0	6,902	0	0	0
LEVEL 5	TEXT FY17: CONSOLIDATED INTO ATHLETIC REGISTRATIONS 001-0000-347-69-00					TEXT AMT	
001-0000-347.71-00	GET FIT CHALLENGE	7,100	200	5,178	0	0	0
LEVEL 5	TEXT FY17: CONSOLIDATED INTO ATHLETIC REGISTRATIONS 001-0000-347.61-00					TEXT AMT	
001-0000-347.75-00	PAVILION EVENT REVENUE	30,299	612	500	0	0	0
LEVEL 5	TEXT FY17: CONSOLIDATED INTO RENTAL 001-0000-347.59-00					TEXT AMT	
001-0000-347.78-00	PAVILION ALCOHOL FEE	1,050	0	0	0	0	0
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
001-0000-349.18-00	MISC RECORDING (N JOURNAL	5 6,086	FY17: CONSOLIDATED INTO RENTAL 6,855	001-0000-347.59-00 4,517		9,079	9,000
	LEVEL 5 TEXT BASED ON FY16 ACTUALS (JLM 07/11/16)					TEXT AMT 9,000 9,000	
001-0000-351.10-00	FINES AND COURT CASES	115,301	114,883	100,000	100,000	97,932	105,000
	LEVEL 5 TEXT BASED ON HISTORICAL TREND					TEXT AMT 105,000 105,000	
001-0000-354.10-00	CODE ENFORCEMENT FINES	31,435	741,639	27,000	27,000	876,455	45,000
	LEVEL 5 TEXT CORRESPONDS WITH LINE 001-0000-354-66-05					TEXT AMT 45,000 45,000	
001-0000-354.20-01	PARKING VIOLATIONS	9,120	3,690	3,200	3,200	2,155	2,250
	LEVEL 5 TEXT BASED ON 71% OF REVENUE GENERALLY REC. BY JUNE					TEXT AMT 2,250 2,250	
001-0000-354.20-02	ANIMAL CITATIONS	7,579	4,771	5,000	5,000	2,537	2,850
	LEVEL 5 TEXT HISTORICAL TRENDS THAT GENERALLY 81% OF REVENUE REC. BY JUNE. ESTIMATING A 5% INCREASE					TEXT AMT 2,850 2,850	
001-0000-354.66-05	BAD DEBT RESERVE	0	0	0	0	810,444-	0
001-0000-359.10-01	INVESTIGATIVE RESTITUTION	1,751	1,850	2,200	2,200	1,900	2,500
	LEVEL 5 TEXT BASED ON FY16 PROJECTION OF \$2,519 (JLM 07/11/16)					TEXT AMT 2,500 2,500	
001-0000-361.10-00	INTEREST EARNINGS-INVESTM	52,430	93,025	100,000	100,000	54,912	100,000
	LEVEL 5 TEXT BASED ON HISTORICAL ACTUALS AND YTD (JLM 06/25/16)					TEXT AMT 100,000 100,000	
001-0000-361.15-00	INTERNAL INTEREST EARNING	880	880	0	0	0	6,770
	LEVEL 5 TEXT					TEXT AMT	

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FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	INCREASE (08/23/16 CC MEETING)						6,770 6,770
001-0000-362.00-00	RENTS & ROYALTIES	1,300	1,200	1,200	1,200	1,100	1,200
LEVEL 5	TEXT RON DESANTIS LOCAL OFFICE RENTAL @ \$100 PER MONTH					TEXT AMT 1,200 1,200	
001-0000-362.10-00	PALMER LAND LEASE	80,000	80,000	80,000	80,000	80,000	80,000
001-0000-362.11-00	PALMER STORAGE LEASE	8,400	8,400	8,400	8,400	7,700	8,400
LEVEL 5	TEXT PALMER STORAGE LEASE \$700/MO					TEXT AMT 8,400 8,400	
001-0000-362.12-00	PALMER RENT AGC	438,796	438,796	438,796	438,796	402,230	445,629
LEVEL 5	TEXT PALMER RENT OCT-16 THROUGH MAR-17 (NOTE 1) PALMER RENT APR-17 THROUGH SEP-17 (NOTE 2) ***** NOTE 1: \$39,108.00 PALMER RENT OCT-16 THRU MAR-17 (2,541.67) MONTHLY CREDIT ----- \$36,566.33 OCT-16 THRU MAR-17 MONTHLY RENT TOTAL NOTE 2: \$40,330.13 PALMER RENT APR-17 THRU SEP-17 (2,625.00) MONTHLY CREDIT ----- \$37,705.13 APR-17 THRU SEP-17 MONTHLY RENT TOTAL *****					TEXT AMT 219,398 226,231	
							445,629
001-0000-362.20-00	YMCA RENTAL	101,250	101,250	101,244	101,244	92,813	101,250
LEVEL 5	TEXT AS PER CONTRACT					TEXT AMT 101,250 101,250	
001-0000-362.30-00	COUNCIL ON AGING	1,500	1,500	1,500	1,500	1,375	1,500
001-0000-362.40-00	VERIZON	23,805	23,805	23,805	23,805	27,376	27,376
LEVEL 5	TEXT PER CONTRACT THROUGH 2025 (JLM 07/11/16)					TEXT AMT 27,376 27,376	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
001-0000-362.60-00	AT&T RENTAL	30,126	29,486	29,517	29,517	31,660	30,000
LEVEL 5	TEXT PER CONTRACT THROUGH 2036 (JLM 07/11/16)					TEXT AMT 30,000 30,000	
001-0000-364.22-00	PROPERTY	7,405	0	0	0	0	0
001-0000-364.23-00	SALE OF LAND	13,716	0	0	0	0	0
001-0000-365.10-00	SCRAP SALES	4,331	2,021	0	0	0	0
001-0000-366.45-00	TREE PLANTING	350	0	0	0	0	0
001-0000-366.51-00	YOUTH ADVISORY BOARD	284	411	0	0	0	0
001-0000-366.75-00	VETERANS PARK DONATIONS	2,150	2,300	0	300	350	0
001-0000-366.82-00	PET SMART GRANT	18,000	0	0	0	0	0
001-0000-366.90-00	PRIVATE DONATIONS	1,120	500	0	0	0	0
001-0000-366.90-04	SCOREBOARDS	4,735	0	0	0	0	0
001-0000-366.99-00	RECREATION DONATIONS	0	1,690	0	0	0	0
001-0000-366.99-05	CENTENNIAL DONATIONS	400	0	0	0	0	0
001-0000-367.01-00	TREE MITIGATION	81,312	11,018	0	0	0	0
001-0000-367.10-00	LICENSES	4,256	3,906	3,500	3,500	3,484	3,781
LEVEL 5	TEXT 95% OF PROJECTED FY16					TEXT AMT 3,781 3,781	
001-0000-369.36-00	ICMA FORFEITURES	25,602	59,071	0	0	0	0
001-0000-369.90-00	MISC REVENUE	15,602	35,791	20,000	20,000	18,478	20,000
LEVEL 5	TEXT BUDGETED FLAT					TEXT AMT 20,000 20,000	
001-0000-369.90-02	CASH OVER/SHORT	0	0	0	0	109	0
001-0000-369.90-07	POG TV	535	631	500	500	506	500
LEVEL 5	TEXT BRIGHHOUSE ANNUAL PAYMENT					TEXT AMT 500 500	
001-0000-369.90-15	LIEN SEARCH	46,743	56,574	50,000	50,000	50,404	28,553
LEVEL 5	TEXT ACM ESTIMATE BASED ON OUTSOURCING PROCESS					TEXT AMT 28,553 28,553	
001-0000-369.90-16	BUS BENCH	56,353	35,753	22,000	22,000	0	0
LEVEL 5	TEXT BUS BENCH ADVERTISING AGREEMENT NOT RENEWED					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
001-0000-369.91-00	MISC REVENUE POLICE	81,392	95,208	90,000	90,000	89,164	105,000
	LEVEL 5 TEXT ACM ESTIMATE BASED ON HISTORICAL					TEXT AMT 105,000 105,000	
001-0000-369.91-10	WRECKER/TOWING CNT REVENU	105,489	72,939	96,000	96,000	83,050	105,092
	LEVEL 5 TEXT BASED ON CURRENT CONTRACT					TEXT AMT 105,092 105,092	
001-0000-369.98-00	MISC. FIRE REVENUE	11	0	0	0	0	0
001-0000-381.07-01	TRANS FRM 631 FUND	65	0	0	0	0	0
001-0000-381.21-00	TRANSFER FRM DRAINAGE	0	63,649	0	0	0	0
001-0000-381.73-00	TRANSFER FROM 317 FUND	0	0	0	32,000	32,000	0
001-0000-382.20-00	IN LIEU OF TAX WATER/SWR	1,276,118	1,260,543	1,225,404	1,225,404	1,021,170	1,219,069
	LEVEL 5 TEXT FY17					TEXT AMT 1,219,069 1,219,069	
001-0000-382.21-00	IN LIEU OF TAX DRAINAGE	186,277	191,841	184,572	184,572	153,810	187,758
	LEVEL 5 TEXT FY17					TEXT AMT 187,758 187,758	
001-0000-382.70-00	SOLID WASTE	193,978	193,875	204,425	204,425	170,355	204,831
	LEVEL 5 TEXT FY17					TEXT AMT 204,831 204,831	
001-0000-389.10-00	APPROPRIATED FUND BAL	0	0	1,000,000	2,510,040	0	2,912,000
	LEVEL 5 TEXT *FY17 INITIAL AMOUNT NEEDED TO FUND THE 317 CIP PROJECTS *FY17 INITIAL AMOUNT NEEDED TO FUND THE 505 CIP LEASE & REPLACEMENT FUND *FY17 AMOUNT TO FUND ONE TIME ITEMS CITYWIDE					TEXT AMT 2,182,000 230,000 500,000 2,912,000	
*		31,463,369	32,336,740	33,304,295	34,863,950	27,421,110	36,446,004

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014	FY2015	FY2016	FY2016	FY2016	FY2017
		Actual	Actual	Orig/Adopted	Adjusted	Y-T-D ACTUAL INCLD ENCMBRNCE	
**	GENERAL FUND	31,463,369	32,336,740	33,304,295	34,863,950	27,421,110	36,446,004
		-----	-----	-----	-----	-----	-----
***	GENERAL FUND	31,463,369	32,336,740	33,304,295	34,863,950	27,421,110	36,446,004
****	GENERAL FUND	31,463,369	32,336,740	33,304,295	34,863,950	27,421,110	36,446,004

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

General Fund Expense

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
001-1000-519.31-13	OTHER PROF. SERVICES	59,067	93,201	70,000	164,650	62,212	50,000
	LEVEL 5 TEXT					TEXT AMT	
						GOVERNMENTAL CONSULTING	40,000
						OPEB UPDATED EVERY 2 YEARS	10,000
						(LAST DONE IN FY15, DUE IN FY17)	
						OTHER MISC PROFESSIONAL SERVICES	30,000
						RETIREMENT OPTIONS STUDY- NON LEGAL SERVICES	50,000
						SEE ALSO 31-12. TOTAL PROJECT ESTIMATE \$100,000	
						*CM MEETING REDUCTION (06/27/16 JLM)	25,000-
						RETIREMENT OPTIONS STUDY TO BE A TWO YR PROJECT	
						*REDUCTION PER CM MEETING (07/11/16 JLM)	20,000-
						*ELIMINATE RETIREMENT OPTIONS STUDY (7/14/16 JLM)	25,000-
						*REDUCE OPEB TO BE FUNDED IN FY16 (8/26/16 JLM)	10,000-
							50,000
001-1000-519.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	2,500
	LEVEL 5 TEXT					TEXT AMT	
						DISCLOSURE/DISSEMINATION SERVICES WITH DIGITAL	2,500
						ASSURANCE CERTIFICATION LLC (DAC)	
						(NEW IN FY17...LP 5-31-16)	
							2,500
001-1000-519.40-00	TRAVEL PER DIEM	1,776	2,167	0	0	0	0
001-1000-519.40-10	EMPLOYEE TRAINING	14,331	13,487	25,000	25,000	9,600	25,000
001-1000-519.44-13	FLEET FINANCING	1,202	1,202	1,202	1,202	1,002	601
	LEVEL 5 TEXT					TEXT AMT	
						SECURITY CAMERAS - DIAMOND QUEST. LAST PAYMENT	601
							601
001-1000-519.49-16	COMPUTER HARDWARE	0	0	0	3,351	0	0
001-1000-519.49-19	LICENSES, TAXES & FEES	2,820	13,458	11,000	11,000	8,117	8,000
	LEVEL 5 TEXT					TEXT AMT	
						PO BUSINESS PARK ASSESSMENT	8,000
						OTHER TAXES, LICENSES, & FEES	3,000
						*REDUCTION PER CM MEETING (07/11/16 JLM)	3,000-
							8,000
001-1000-519.49-20	EQUIP & OTHER NON-CAPITAL	0	6,228	0	0	0	0
001-1000-519.49-61	DATA PROCESSING 501	774,151	755,314	674,842	674,842	562,368	892,151
001-1000-519.49-64	INSURANCE 504	589,207	810,619	832,479	832,479	693,733	564,052
001-1000-519.49-66	TRF TO 506 BLDG MAINT FD	234,209	264,022	272,513	272,513	227,094	321,584
001-1000-519.52-00	OTHER OPERATING SUPPLIES	202	1,005	0	0	0	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
001-1000-519.52-02	SPECIAL INVENTORY ACCT	0	0	0	0	334,330	0
001-1000-519.52-17	AGRICULTURE SUPPLIES	1,125	1,875	0	14,624	1,920	0
001-1000-519.52-19	OTHER OPERATING-DONATED'	412	1,338	0	4,935	175	0
* OPERATING EXPENSE		1,678,502	1,963,916	1,887,036	2,004,596	1,900,551	1,863,888
001-1000-519.63-97	PROJ CAPITAL OUTLAY	0	7,800	0	103,050	100,850	0
001-1000-519.64-00	MACH & EQUIPMENT	0	5,670	0	34,478	0	0
* CAPITAL OUTLAY		0	13,470	0	137,528	100,850	0
001-1000-519.81-19	VOL CTY BUSINESS DEV CORP	0	33,730	34,500	34,500	34,480	35,194
LEVEL 5 TEXT						TEXT AMT	
						TEAM VOLUSIA BUSINESS DEV PARTNERSHIP	29,328
						(.50 PER CAPITA BASED OFF 58,656)	
						VOLUSIA TPO	5,866
						(.10 PER CAPITA BASED OFF 58,656)	
							35,194
* GRANTS & AIDE		0	33,730	34,500	34,500	34,480	35,194
001-1000-581.91-09	TRANSFER TO 109	0	2,613	0	0	0	0
001-1000-581.91-14	TRANSFER TO 401	0	9,579	0	0	0	0
001-1000-581.91-18	TRANSFER TO 410	0	888	0	0	0	0
001-1000-581.91-30	TRANSFER TO 505	0	0	0	0	0	230,000
LEVEL 5 TEXT						TEXT AMT	
						TRANSFER TO 505 LEASE FUND FOR ADD'L FUNDING	230,000
						ON THE PLANNED PURCHASE OF THE ERP	
							230,000
001-1000-581.91-33	TRANSFER TO 412 FUND	0	847,500	0	677,000	677,000	0
001-1000-581.91-41	TRANSFER TO 501	0	1,911	0	0	0	0
001-1000-581.91-44	TRANSFER TO 504	0	4,104	0	0	0	0
001-1000-581.91-51	TRANSFER TO 201	1,125	1,125	1,125	1,125	938	1,125
LEVEL 5 TEXT						TEXT AMT	
						TRANSFER TO 201 TO FUND ADMIN FEE AND	1,125
						AUDIT CONF FEE FOR 97 CAP IMPRV RV REF BNDS	
							1,125
001-1000-581.91-70	TRANSFER TO 317 FUND	250,000	596,000	500,000	500,000	0	2,182,000
LEVEL 5 TEXT						TEXT AMT	
						PLACEHOLDER FOR TRANSFER TO 317 FOR FY17 CIP	2,182,000
						PROJECTS	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
						2,182,000	
001-1000-581.91-73	TFR TO 317 GEN CP REPL FD	300,000	0	0	0	0	0
001-1000-581.91-79	TRANSFER TO 626 FUND	34,824	0	0	0	0	0
		-----	-----	-----	-----	-----	-----
*	TRANSFERS	585,949	1,463,720	501,125	1,178,125	677,938	2,413,125
001-1000-519.99-10	CONTINGENCY	0	0	1,340	18,469	0	237,383
		LEVEL	TEXT			TEXT AMT	
		5	CONTINGENCY POOL			237,383	
						237,383	
001-1000-519.99-50	COMPRESSION RESERVE	0	0	0	0	0	114,000
		LEVEL	TEXT			TEXT AMT	
		5	CONTINGENCY AMOUNT TO BE USED TO ADDRESS			114,000	
			COMPRESSION ISSUES IDENTIFIED IN EMPLOYEES- THIS				
			AMOUNT REPRESENTS THE COST FOR WAGES AND BENEFITS				
						114,000	
		-----	-----	-----	-----	-----	-----
*	NON-OPERATING EXPENSE	0	0	1,340	18,469	0	351,383
		-----	-----	-----	-----	-----	-----
**	NON DEPTMENTAL	2,264,451	3,474,836	2,424,001	3,373,218	2,713,819	4,663,590
		-----	-----	-----	-----	-----	-----
***	NON DEPARTMENTAL	2,264,451	3,474,836	2,424,001	3,373,218	2,713,819	4,663,590

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
001-1100-511.12-00	MAYOR & COUNCIL MAYOR & COUNCIL SALARIES AND WAGES	74,056	71,944	73,399	73,399	61,728	73,064
	LEVEL 5 TEXT CURRENT COUNCIL					TEXT AMT 73,064 73,064	
001-1100-511.21-00	FICA TAXES	4,925	4,782	5,619	5,619	3,830	5,593
	LEVEL 5 TEXT CURRENT COUNCIL					TEXT AMT 5,593 5,593	
001-1100-511.22-00	RETIREMENT CONTRIBUTION	465	465	468	468	388	465
	LEVEL 5 TEXT CURRENT COUNCIL					TEXT AMT 465 465	
001-1100-511.23-00	HEALTH INSURANCE	12,166	16,631	19,349	19,349	16,257	20,971
	LEVEL 5 TEXT HEALTH DENTAL LIFE					TEXT AMT 19,464 1,239 268 20,971	
001-1100-511.24-00	WORKER'S COMPENSATION	66	75	69	69	54	69
	LEVEL 5 TEXT CURRENT COUNCIL					TEXT AMT 69 69	
001-1100-511.26-00	EAP BENEFIT	187	187	186	186	156	187
	LEVEL 5 TEXT CURRENT COUNCIL					TEXT AMT 187 187	
* PERSONNEL SERVICES		91,865	94,084	99,090	99,090	82,413	100,349
001-1100-511.31-13	OTHER PROF. SERVICES	30,210	32,438	40,000	40,000	40,000	20,000
	LEVEL 5 TEXT CHAMBER OF COMMERCE CONTRACT STRATEGIC PLANNING PROCESS BASED ON QUOTES					TEXT AMT 20,000 35,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	RECEIVED THIS YEAR CM MEETING REDUCTION (06/27/16 JLM) REMOVE STRATEGIC PLANNING PROCESS						35,000- 20,000
001-1100-511.40-00	TRAVEL PER DIEM	2,443	1,876	2,000	2,000	2,765	8,510
	LEVEL 5 TEXT					TEXT AMT	
	5 COUNCILMEMBERS TO FLC CONFERENCE @ \$1,071 EACH						5,360
	5 COUNCILMEMBERS TO VLOC DINNERS @ \$210 EACH/ YR						1,050
	5 COUNCILMEMBERS TO THE CAPITAL @ \$360 EACH						1,800
	2 COUNCILMEMBERS FLC IEMO TRAINING @ \$850 EACH						1,700
	REDUCTION (08/23/16 CC MEETING)						1,400- 8,510
001-1100-511.41-00	COMMUNICATION SERVICES	4,121	4,696	2,724	2,724	3,863	3,160
	LEVEL 5 TEXT					TEXT AMT	
	5 IPADS @ \$42 PER MONTH PER COUNCILMEMBER						2,520
	1 NEW IPAD FOR NEW COUNCILMEMBER						300
	3 LANDLINES @ \$6.13/MONTH						230
	LONG DISTANCE SERVICE FOR ONE LAND LINE @ \$8.50/MO						110 3,160
001-1100-511.46-10	GENERAL EQUIP MAINT	151	112	200	200	85	100
	LEVEL 5 TEXT					TEXT AMT	
	COPIER MAINTENANCE BASED ON PRINT VOLUME 2015 ACT						100 100
001-1100-511.48-04	PUB RELATION ACTIVITY	1,574	1,503	1,625	1,625	1,232	640
	LEVEL 5 TEXT					TEXT AMT	
	STUDENT GOV DAY						123
	FAMILY DAYS PROMOTIONAL ITEMS						517 640
001-1100-511.49-66	TRF TO 506 BLDG MAINT FD	57,545	52,719	45,840	45,840	38,200	51,951
	LEVEL 5 TEXT					TEXT AMT	
	SECOND DRAFT						51,951 51,951
001-1100-511.51-00	OFFICE SUPPLIES	671	119	4,000	4,000	970	400
	LEVEL 5 TEXT					TEXT AMT	
	PAPER, PENS, BINDERS, STAPLES, ETC (ON PCARD) BASED ON HISTORICAL ACTUALS						400

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
							400
001-1100-511.52-00	OTHER OPERATING SUPPLIES	0	410	9,246	9,246	4,494	4,080
	LEVEL 5 TEXT					TEXT AMT	
							800
	ADVISORY BOARD RECEPTION						400
	FREEMANVILLE DAY						3,380
	HOLIDAY GATHERING FOR ALL STAFF						300
	REFRESHMENTS FOR STRATEGIC PLANNING						300
	OFFICIAL BUSINESS VISITOR REFRESH (H20, COFFEE)						300-
	*REDUCE REFRESH FOR STRATEGIC PLAN (7/6/116 JLM)						800-
	*ELIMINATE ADVISORY BOARD RECEPTION (08/23/16 JLM)						4,080
001-1100-511.52-15	POSTAL SERVICE	67	40	100	100	3	50
	LEVEL 5 TEXT					TEXT AMT	
							50
	BASED ON HISTORICAL ACTUALS						50
001-1100-511.54-00	DUES & MEMBERSHIPS	6,137	7,850	12,072	12,072	8,266	12,590
	LEVEL 5 TEXT					TEXT AMT	
							6,610
	FLC DUES BASED ON EST. POP 58,656 * .112659765						2,000
	VOLUSIA LEAGUE OF CITIES DUES (NO CHANGE)						3,980
	ALLIANCE FOR INNOVATION DUES						12,590
001-1100-511.54-01	BOOKS & SUBSCRIPTIONS	3,900	3,900	0	0	0	0
*	OPERATING EXPENSE	106,819	105,663	117,807	117,807	99,878	101,481
**	MAYOR & COUNCIL	198,684	199,747	216,897	216,897	182,291	201,830
***	MAYOR & COUNCIL	198,684	199,747	216,897	216,897	182,291	201,830

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
001-1200-512.12-00	CITY MANAGER CITY MANAGER SALARIES AND WAGES	325,251	337,806	335,896	342,288	300,266	306,772
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	346,850
						WAGE INCREASE	7,122
						GRANTS MANAGER MOVED TO CD 001-1900	47,200-
						NEW: PUBLIC INFORMATION OFFICER	55,147
						NEW: PROJECT MANAGER (JUNE 2017)	15,231
						*REMOVE PROJ MANAGER- CONTRACT (JLM 06/29/16)	15,231-
						*DEFER PUBLIC INFORMATION OFFICER (JLM 08/23/16)	55,147-
							306,772
001-1200-512.12-10	CAR ALLOWANCE	5,712	905	6,000	8,400	7,333	8,400
	LEVEL 5 TEXT					TEXT AMT	
						PER CM CONTRACT @ \$500/MONTH	6,000
						PER ACM CONTRACT @ \$200/MONTH	2,400
							8,400
001-1200-512.12-12	ADD'L SALARY & BENEFITS	0	0	0	3,000	0	0
001-1200-512.14-00	OVERTIME	91	0	425	425	382	430
001-1200-512.21-00	FICA TAXES	23,338	25,904	26,191	27,151	22,834	24,145
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	27,212
						WAGE INCREASE	544
						GRANTS MANAGER MOVED TO CD 001-1900	3,611-
						NEW: PUBLIC INFORMATION OFFICER	4,219
						NEW: PROJECT MANAGER (JUNE 2017)	1,166
						*REMOVE PROJ MANAGER- CONTRACT (JLM 06/29/16)	1,166-
						*DEFER PUBLIC INFORMATION OFFICER (JLM 08/23/16)	4,219-
							24,145
001-1200-512.22-00	RETIREMENT CONTRIBUTIONS	36,131	11,640	43,602	44,602	40,573	39,279
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF	45,729
						WAGE INCREASE	961
						GRANTS MANAGER MOVED TO CD 001-1900	7,411-
						NEW: PUBLIC INFORMATION OFFICER	7,170
						NEW: PROJECT MANAGER (JUNE 2017)	1,981
						*REMOVE PROJ MANAGER- CONTRACT (JLM 06/29/16)	1,981-
						*DEFER PUBLIC INFORMATION OFFICER (JLM 08/23/16)	7,170-
							39,279
001-1200-512.23-00	HEALTH INSURANCE	16,289	9,905	17,791	17,866	15,288	22,399

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	LEVEL 5 TEXT HEALTH INS DENTAL LIFE INS INCREASE ON LIFE GRANTS MANAGER MOVED TO CD 001-1900 NEW: PUBLIC INFORMATION OFFICER NEW: PROJECT MANAGER (JUNE 2017) *REMOVE PROJ MANAGER- CONTRACT (JLM 06/29/16) *DEFER PUBLIC INFORMATION OFFICER (JLM 08/23/16)					TEXT AMT 24,006 1,528 1,776 33 4,944- 7,034 1,762 1,762- 7,034- 22,399	
001-1200-512.24-00	WORKER'S COMPENSATION	256	322	298	323	585	285
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE GRANTS MANAGER MOVED TO CD 001-1900 NEW: PUBLIC INFORMATION OFFICER NEW: PROJECT MANAGER (JUNE 2017) *REMOVE PROJ MANAGER- CONTRACT (JLM 06/29/16) *DEFER PUBLIC INFORMATION OFFICER (JLM 08/23/16)					TEXT AMT 321 7 43- 491 14 14- 491- 285	
001-1200-512.26-00	EAP BENEFIT	126	63	138	138	57	113
	LEVEL 5 TEXT CURRENT STAFF GRANTS MANAGER MOVED TO CD 001-1900 NEW: PUBLIC INFORMATION OFFICER NEW: PROJECT MANAGER (JUNE 2017) *REMOVE PROJ MANAGER- CONTRACT (JLM 06/29/16) *DEFER PUBLIC INFORMATION OFFICER (JLM 08/23/16)					TEXT AMT 139 26- 37 9 9- 37- 113	
* PERSONNEL SERVICES		407,194	386,545	430,341	444,193	387,318	401,823
001-1200-512.31-13	PROFESSIONAL SERVICES	0	1,103	0	13,230	11,477	81,535
	LEVEL 5 TEXT FCCMA SHARED INTERN *INCREASE FOR CONTRACT SVCS (08/23/16 JLM) *GRNT MGR MVED FROM CD 001-1900 SALARIES (8/26/16)					TEXT AMT 3,300 15,000 63,235 81,535	
001-1200-512.40-00	TRAVEL PER DIEM	2,038	6,487	4,250	4,250	2,492	7,270

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
	LEVEL 5 TEXT CONTRACTUAL OBLIGATION FOR CM TO 3 PROF CONF CONTRACTUAL OBLIGATION FOR ACM TO 1 PROF CONF MILEAGE PER CM CONTRACT AND OTHER AT STATE RATE VLOC DINNERS FOR CM 6/YR @\$35 EACH CHAMBER OF COMMERCE LEADERSHIP PROGRAM LEADERSHIP TRAINING FOR ACM					TEXT AMT 4,040 1,060 580 420 250 920 7,270	
001-1200-512.41-00	COMMUNICATION SERVICES	4,908	4,426	3,556	3,556	3,739	4,080
	LEVEL 5 TEXT 3 CELL PHONES @ \$59/MONTH EACH 2 LAND LINES AT \$18.50/MONTH EACH 1 PHONE MODEM @ \$65/MONTH 8 PHONE LINES @ \$7.50/MONTH LONG DISTANCE					TEXT AMT 2,124 456 780 720 4,080	
001-1200-512.46-18	CONT MAINT/COMM EQUIP	0	730	0	0	100	0
	LEVEL 5 TEXT NEW IPAD FOR NEW CM WITH COMMUNICATIONS PACKAGE 1 TIME EXPENSE REMOVE IPAD PER CM					TEXT AMT 530 530-	
001-1200-512.47-00	PRINTING AND BINDING	0	0	12,000	12,000	11,660	300
	LEVEL 5 TEXT 11,322 QUARTERLY NEWSLETTERS @ \$0.124315/PIECE *4 THIS ASSUMES A 50% REDUCTION IN PRINT VOLUME MOVING TO E-QUARTERLY NEWSLETTERS *REDUCE PRINTING OF NEWSLETTER TO 500/QTR TO BE KEPT ON SITE FOR PICK UP AS REQUESTED. REMAINDER TO GO TO AN E-QUARTERLY NEWSLETTER (7/8/16 JLM)					TEXT AMT 5,630 5,330- 300	
001-1200-512.48-04	PUB RELATION ACTIVITY	0	0	0	5,100	5,100	5,000
	LEVEL 5 TEXT PUBLIC RELATIONS CAMPAIGN (GOAL 6, OBJ 3) CM MEETING REDUCTION (06/27/16 JLM)					TEXT AMT 20,000 15,000- 5,000	
001-1200-512.49-14	FURN & FIXTURE NON-CAP	0	0	0	10,900	10,750	7,000
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
5	CONTINUE UPDATE TO CM OFFICES *REDUCTION (08/23/16 JLM)						10,000 3,000- 7,000
001-1200-512.49-66	TFR TO 506 BLDG MAINT FD	57,299	52,493	45,644	45,644	38,037	51,729
LEVEL 5	TEXT SECOND DRAFT					TEXT AMT 51,729 51,729	
001-1200-512.51-00	OFFICE SUPPLIES	3,089	1,798	2,600	2,600	1,789	2,000
LEVEL 5	TEXT BASED ON STRAIGHT LINE FORECAST OFFICE SUPPLIES RELATED TO PROCESS IMPROVEMENT *CM/FIN REDUCTION (07/06/16 JLM)					TEXT AMT 3,020 1,000 2,020- 2,000	
001-1200-512.52-00	OTHER OPERATING SUPPLIES	0	558	1,571	1,571	417	1,000
LEVEL 5	TEXT BASED ON CURRENT FORECAST PLUS \$200 FOR INTERNAL PROCESS IMPROVEMENT TEAM					TEXT AMT 1,000 1,000	
001-1200-512.52-15	POSTAL SERVICE	394	410	19,200	19,200	15,458	660
LEVEL 5	TEXT MISC POSTAGE - BASED ON CURRENT FORECAST QUARTERLY NEWSLETTER \$2,690 @ 4 TIMES/YR BASED ON REDUCING # OF MAILINGS BY 50% AND MOVING TOWARDS E-MAIL *ELIMINATE MAILING OF QUARTERLY NEWSLETTER, TO BE AVAILABLE FOR PICK UP					TEXT AMT 660 10,740 10,740- 660	
001-1200-512.54-00	DUES AND MEMBERSHIPS	1,249	2,000	4,970	4,970	4,385	1,885
LEVEL 5	TEXT ICMA FOR CITY MANAGER (BASED ON SALARY) FCCMA FOR CITY MANAGER (BASED ON SALARY) FCCMA FOR ACM (BASED ON SALARY) FLORIDA BENCHMARKING CONSORTIUM (ENTIRE ORG) *ELIMINATE FL BENCHMARKING CONSORTIUM (8/23/16)					TEXT AMT 1,120 420 345 2,500 2,500- 1,885	
001-1200-512.54-01	BOOKS & SUBSCRIPTIONS	0	0	0	0	0	500
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
5	PER CITY MANAGER CONTRACT						500 500
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*	OPERATING EXPENSE	68,977	70,005	93,791	123,021	105,404	162,959
001-1200-512.99-10	CONTINGENCY	0	0	49,718	17,718	0	6,926
	LEVEL 5						
	TEXT					TEXT	AMT
	BASED ON PREVIOUS YEAR ROUNDED UP TO NEAREST 1,000						50,000
	TO BE USED FOR POSSIBLE INCENTIVE PROGRAM OR OTHER						
	UNFORESEEN EXPENSES DURING THE FISCAL YEAR						
	*REMOVAL PER CM 07/07/16 JLM						50,000-
	*INC TO BALANCE 08/23/16 JLM						6,926
							6,926
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*	NON-OPERATING EXPENSE	0	0	49,718	17,718	0	6,926
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**	CITY MANAGER	476,171	456,550	573,850	584,932	492,722	571,708
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***	CITY MANAGER	476,171	456,550	573,850	584,932	492,722	571,708

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
001-1300-514.12-00	LEGAL SERVICES LEGAL SERVICES SALARIES AND WAGES	251,599	245,941	317,955	327,955	229,890	339,697
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	327,323
						WAGE INCREASE	5,542
						NEW: PARALEGAL CERTIFICATION	2,657
						NEW: PARALEGAL DUTIES OUT OF CLASS	359
						NEW: POSSIBLE ADD'L STAFF INCREASES	5,000
						*CM MEETING REDUCTION (JLM 06/29/2016)	1,184-
							339,697
001-1300-514.12-10	CAR ALLOWANCE	0	0	3,600	3,600	1,869	3,600
	LEVEL 5 TEXT					TEXT AMT	
						ALLOWANCE FOR ASST. CITY ATTORNEY	3,600
						(\$300/MONTH)	
							3,600
001-1300-514.12-20	CAP/OTHER LABOR OFFSET	19,275-	12,150-	0	14,220-	14,220-	0
001-1300-514.14-00	OVERTIME	8,995	8,695	13,000	13,000	2,791	8,700
	LEVEL 5 TEXT					TEXT AMT	
						ORIGINAL OVERTIME REQUEST	8,700
							8,700
001-1300-514.15-10	CERTIFICATION/LICENSES	940	185	1,600	1,600	1,151	1,500
	LEVEL 5 TEXT					TEXT AMT	
						FLORIDA BAR ASSOC - \$400 PER ATTORNEY	1,200
						FL BAR REGISTERED PARALEGAL - \$150 PER PARALEGAL	300
							1,500
001-1300-514.21-00	FICA TAXES	19,103	18,200	25,599	26,364	16,782	26,933
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	25,986
						WAGE INCREASE	423
						NEW: PARALEGAL CERTIFICATION	204
						NEW: PARALEGAL DUTIES OUT OF CLASS	28
						NEW: POSSIBLE ADD'L STAFF INCREASES	383
						*CM MEETING REDUCTION (JLM 06/29/2016)	91-
							26,933
001-1300-514.22-00	RETIREMENT CONTRIBUTIONS	28,961	29,602	39,524	40,787	28,448	45,213
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	CURRENT STAFF						43,550
	WAGE INCREASE						763
	NEW: PARALEGAL CERTIFICATION						266
	NEW: PARALEGAL DUTIES OUT OF CLASS						36
	NEW: POSSIBLE ADD'L STAFF INCREASES						750
	*CM MEETING REDUCTION (JLM 06/29/2016)						152-
							45,213
001-1300-514.23-00	HEALTH INSURANCE	22,066	24,957	36,360	36,410	23,075	32,156
LEVEL 5	TEXT					TEXT AMT	
	HEALTH						29,196
	DENTAL						1,859
	LIFE						1,064
	INCREASE ON LIFE						21
	NEW: PARALEGAL CERTIFICATION						7
	NEW: POSSIBLE ADD'L STAFF INCREASES						12
	*CM MEETING REDUCTION (JLM 06/29/2016)						3-
							32,156
001-1300-514.24-00	WORKER'S COMPENSATION	183	214	263	288	186	288
LEVEL 5	TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)						277
	WAGE INCREASE						4
	NEW: PARALEGAL CERTIFICATION						3
	NEW: PARALEGAL DUTIES OUT OF CLASS						1
	NEW: POSSIBLE ADD'L STAFF INCREASES						4
	*CM MEETING REDUCTION (JLM 06/29/2016)						1-
							288
001-1300-514.25-00	UNEMPLOYMENT COMP	0	2,799	0	0	0	0
001-1300-514.26-00	EAP BENEFIT	141	152	205	205	130	168
LEVEL 5	TEXT					TEXT AMT	
	CURRENT STAFF						168
							168
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* PERSONNEL SERVICES		312,713	318,595	438,106	435,989	290,102	458,255
001-1300-514.31-12	LEGAL SERVICES	116,966	111,986	141,032	190,165	178,741	125,000
LEVEL 5	TEXT					TEXT AMT	
	PROFESSIONAL SERVICES INCLUDES PRIVATE ATTORNEYS						134,032
	SERVING AS SPECIAL LEGAL COUNSEL FOR LABOR AND						
	EMPLOYMENT, PENSION, ECONOMIC DEV. INCENTIVES,						
	CONSTRUCTION, LOCAL PROSECUTIONS, COURT REPORTERS						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	REAL ESTATE CLOSING/TITLE AND OTHER PROFESSIONAL SERVICES. *CM MEETING REDUCTION (JLM 06/29/2016)					9,032- 125,000	
001-1300-514.31-13	OTHER PROF. SERVICES	0	0	12,103	7,525	0	0
001-1300-514.34-15	TEMP HELP SERVICE FEE	1,783	5,861	0	6,500	0	0
001-1300-514.40-00	TRAVEL PER DIEM	3,458	4,471	6,018	6,018	1,967	6,270
	LEVEL 5 TEXT					TEXT AMT	
	FL MUNICIPAL ATTORNEYS ASSOC (FMAA)JULY					2,636	
	FL ASSOC OF POLICE ATTORNEYS (FAPA)SEPT-OCT					1,592	
	FL LEAGUE OF CITIES 2015 SUMMIT					48	
	CERTIFICATION REVIEW COURSE					1,790	
	ANNUAL GOV'T LAW IN FL					914	
	NATL ASSOC OF LEGAL ASSISTANTS (NALA)					1,290	
	NOTE TO CM: FMAA/CERT REVIEW COURSE/ANNUAL GOV'T LAW IN FL INCREASED FOR ADDITIONAL ATTORNEY *AMOUNTS FOR REGISTRATION MOVED TO 40-10					2,000-	
	*ADD'L ATTORNEY AND INCREASE IN ADD'L COURSEWORK RELATED TO LOCAL GOVERNMENT RESULTS IN INC. (JLM 06/29/16)						
						6,270	
001-1300-514.40-10	EMPLOYEE TRAINING	0	0	0	0	0	2,000
	LEVEL 5 TEXT					TEXT AMT	
	MOVED FROM 40-00. REGISTRATION FOR VARIOUS REQUIRED TRAINING/COURSEWORK (JLM 06/29/16)					2,000	
						2,000	
001-1300-514.41-00	COMMUNICATION SERVICE	2,935	3,252	3,000	3,000	1,954	3,000
	LEVEL 5 TEXT					TEXT AMT	
	TIME WARNER - CISCO DEPT PHONES (\$53/ MONTH)					636	
	AT&T MOBILITY - 2 EA. CELL PHONES (\$165/MONTH)					1,980	
	AT&T MOBILITY - ESTIMATED ANNUAL AIR CARD CHARGES					384	
						3,000	
001-1300-514.46-11	REGULAR MAINT/INSP EQUIP	88	808	1,200	1,200	1,063	1,200
	LEVEL 5 TEXT					TEXT AMT	
	COPY MACHINE MAINTENANCE & SUPPORT PURCHASED IN FY14					1,200	
						1,200	
001-1300-514.46-16	BUILDING MAINTENANCE	520	0	0	2,724	2,724	0
001-1300-514.46-18	CONT MAINT/COMM. EQUIP	0	200	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2017 CM PROP3
001-1300-514.49-02	COMPUTER SOFTWARE	12,011	1,927	1,200	3,596		3,593	2,165
	LEVEL 5 TEXT MAINTENANCE FOR LEGAL FILES SOFTWARE LICENSE UNDERFUNDED FY16 RECURRING COSTS OF \$1927 PLUS ADDITIONAL LICENSE PURCHASED FY16 REQUIRES MAINTENANCE COSTS OF \$238						TEXT AMT 2,165	
							2,165	
001-1300-514.49-20	EQUIP & OTHER NON-CAPITAL	2,647	2,113	500	500		0	500
	LEVEL 5 TEXT SNAP SCANNER						TEXT AMT 500 500	
001-1300-514.49-66	TFR TO 506 BLDG MAINT FD	42,951	39,353	34,221	34,221		28,518	38,780
	LEVEL 5 TEXT SECOND DRAFT						TEXT AMT 38,780 38,780	
001-1300-514.51-00	OFFICE SUPPLIES	5,234	3,154	3,085	3,085		2,740	3,085
	LEVEL 5 TEXT OFFICE SUPPLIES						TEXT AMT 3,085 3,085	
001-1300-514.52-00	OTHER OPERATING SUPPLIES	0	464	400	400		249	400
	LEVEL 5 TEXT MISCELLANEOUS						TEXT AMT 400 400	
001-1300-514.52-15	POSTAL SERVICE	405	345	500	500		197	500
	LEVEL 5 TEXT POSTAL SERVICE						TEXT AMT 500 500	
001-1300-514.54-00	DUES & MEMBERSHIPS	948	995	1,500	1,500		1,375	1,030
	LEVEL 5 TEXT INTERNATIONAL MUNICIPAL LAWYERS ASSOCIATION (IMLA) FLORIDA ASSOCIATION OF POLICE ATTORNEYS VOLUSIA COUNTY BAR ASSOCIATION-ADDITIONAL ATTORNEY						TEXT AMT 695 50 285 1,030	
001-1300-514.54-01	BOOKS & SUBSCRIPTIONS	7,044	6,183	9,500	9,500		9,440	10,500

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

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	LEVEL 5						
	TEXT					TEXT	AMT
	ADDITIONAL ATTORNEY STAFF						12,500
	BASE CONTRACT RENEWAL NEW ATTY INCREASE OF \$30000						
	*CM MEETING REDUCTION (JLM 06/29/2016)						2,000- 10,500
*	OPERATING EXPENSE	196,990	181,112	214,259	270,434	232,561	194,430
001-1300-514.64-00	MACH & EQUIPMENT	6,273	0	0	0	0	0
*	CAPITAL OUTLAY	6,273	0	0	0	0	0
**	LEGAL SERVICES	515,976	499,707	652,365	706,423	522,663	652,685
***	LEGAL SERVICES	515,976	499,707	652,365	706,423	522,663	652,685

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

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001-1500-513.12-00	CITY CLERK CITY CLERK SALARIES AND WAGES	97,494	118,164	129,804	136,842	115,740	143,117
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE					TEXT AMT 139,692 3,425 143,117	
001-1500-513.14-00	OVERTIME	0	0	0	823	759	0
001-1500-513.15-10	CERTIFICATIONS/LICENSES	0	0	0	150	105	150
	LEVEL 5 TEXT NOTARY PUBLIC CERTIFICATION AND RENEWALS					TEXT AMT 150 150	
001-1500-513.21-00	FICA TAXES	7,260	8,813	9,932	10,534	8,585	10,951
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE					TEXT AMT 10,690 261 10,951	
001-1500-513.22-00	RETIREMENT CONTRIBUTIONS	9,668	11,137	12,983	13,389	12,511	15,926
	LEVEL 5 TEXT CURRENT STAFF WAGE INCREASE					TEXT AMT 15,537 389 15,926	
001-1500-513.23-00	HEALTH INSURANCE	12,943	18,630	19,450	24,284	19,857	27,943
	LEVEL 5 TEXT HEALTH INS DENTAL INS LIFE INS INCREASE ON LIFE					TEXT AMT 25,952 1,652 331 8 27,943	
001-1500-513.24-00	WORKER'S COMPENSATION	87	117	110	117	106	131
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE					TEXT AMT 127 4 131	
001-1500-513.26-00	EAP BENEFIT	109	112	149	149	104	150
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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
* PERSONNEL SERVICES		127,561	156,973	172,428	186,288	157,767	198,368
001-1500-513.31-13	OTHER PROF. SERVICES	16,757	16,739	19,000	18,000	10,954	0
001-1500-513.34-14	CONTRACT SERVICES OTHER	LEVEL 5 TEXT (MOVED TO 3414-OTHER CONTRACTING SERVICES) 0	0	0	25,000	0	14,000
		LEVEL 5 TEXT (FUNDS MOVED FROM 3113-OTHER PROF SERVICES) SCANNING PROJECT BIS DIGITAL (RECORDING SYSTEM) CROWN SHREDDING MUNICIPAL CODE CORP (CODIFICATION OF ORDINANCES) CM MEETING REDUCTION (JLM 06/27/16) REMOVE SCANNING PROJECT				TEXT AMT 5,000 3,390 2,000 8,610 5,000- 14,000	
001-1500-513.34-15	TEMP HELP SERVICE FEE	1,532	0	0	0	0	0
001-1500-513.40-00	TRAVEL PER DEIM	320	879	1,000	1,500	1,384	2,600
		LEVEL 5 TEXT FLORIDA ASSOC OF CITY CLERK'S CONFERENCES CITY CLERK & ASST CITY CLERK TO ATTEND TWO CONFERENCES EACH YEAR FOR TRAINING.				TEXT AMT 2,600 2,600	
001-1500-513.40-10	EMPLOYEE TRAINING	1,124	2,114	1,000	1,000	540	1,730
		LEVEL 5 TEXT FLORIDA ASSOC OF CITY CLERK'S CONFERENCES (X2) FOR CITY CLERK AND ASST CITY CLERK PLUS WEBINARS & LIVE TRAINING AS AVAILABLE				TEXT AMT 1,730 1,730	
001-1500-513.41-00	COMMUNICATION SERVICES	1,194	1,202	1,680	1,680	1,709	1,800
		LEVEL 5 TEXT YEARLY EXPENSES FOR TIME WARNER, STATE OF FLORIDA, CLERK'S IPAD AND CELL PHONE				TEXT AMT 1,800 1,800	
001-1500-513.44-10	EQUIP/OTHER RENTAL/LEASE	2,292	2,700	2,700	4,360	3,911	3,770
		LEVEL 5 TEXT MAIL MACHINE LEASE COPY MACHINE LEASE (CLERK'S PORTION) (COPY LEASE MOVED FROM 4611)				TEXT AMT 2,900 870	

BUDGET PREPARATION WORKSHEET
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							3,770
001-1500-513.46-11	REGULAR MAINT/INSP EQUIP	4,105	3,885	1,660	0	0	0
	LEVEL 5 TEXT KONICA MINOLTA (ESTIMATE FOR CLERK'S COPIES) (MOVED THESE COSTS TO 4700 - PRINTING & BINDING)					TEXT AMT	
001-1500-513.47-00	PRINTING AND BINDING	0	0	0	500	500	650
	LEVEL 5 TEXT KONICA MINOLTA (ESTIMATE FOR CLERK'S COPIES)					TEXT AMT	
						650	650
001-1500-513.49-01	ADVERTISING	30,000	46,612	43,000	43,000	43,000	51,400
	LEVEL 5 TEXT LEGAL ADVERTISEMENTS					TEXT AMT	
						51,400	51,400
001-1500-513.49-02	COMPUTER SOFTWARE	3,300	0	11,420	9,220	6,000	7,200
	LEVEL 5 TEXT BOARDSYNC - AGENDA & BOARD MANAGEMENT SOFTWARE (PUBLIC RECORDS REQUEST TRACKING SYSTEM CREATED INHOUSE. \$5420 SAVED) (SUITEONE WAS RENAMED BOARDSYNC)					TEXT AMT	
						7,200	7,200
001-1500-513.49-04	OTHER CHARGES FOR SERV	18,388	15,389	14,000	14,000	14,000	14,000
	LEVEL 5 TEXT CLERK OF COURT (RECORDINGS) SIMPLIFILE (E-RECORDINGS)					TEXT AMT	
						2,000	12,000
						14,000	14,000
001-1500-513.49-14	FURN. & FIXTURES NON-CAP	0	0	0	2,100	2,018	0
001-1500-513.49-20	EQUIP & OTHER NON-CAPITAL	430	0	0	0	0	0
001-1500-513.49-66	TFR TO 506 BLDG MAINT FD	43,107	39,490	34,336	34,336	28,613	38,915
	LEVEL 5 TEXT SECOND DRAFT					TEXT AMT	
						38,915	38,915
001-1500-513.51-00	OFFICE SUPPLIES	3,701	2,984	2,630	2,630	1,893	2,500
	LEVEL 5 TEXT GENERAL OFFICE SUPPLIES FOR THE CLERK'S OFFICE					TEXT AMT	
						2,500	2,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
001-1500-513.52-00	OTHER OPERATING SUPPLIES	917	1,320	1,100	950	577	750
	LEVEL 5 TEXT INCLUDES NAME PLATES, HAND SANITIZER, & OTHER MISC. SUPPLIES *REDUCTION (08/23/16 JLM)					TEXT AMT 950 200- 750	
001-1500-513.52-15	POSTAL SERVICE	569	417	800	800	511	560
	LEVEL 5 TEXT POSTAGE					TEXT AMT 560 560	
001-1500-513.54-00	DUES & MEMBERSHIPS	235	855	1,070	1,070	785	1,190
	LEVEL 5 TEXT IIMC MEMBERSHIP X3-CLERK, ASST CLERK & ADMIN ASST FACC MEMBERSHIP X3-CLERK, ASST CLERK & ADMIN ASST FIRST AMENDMENT FOUNDATION MEMBERSHIP FLORIDA RECORDS MANAGEMENT ASSOC MEMBERSHIP					TEXT AMT 385 375 275 155 1,190	
001-1500-513.54-01	BOOKS & SUBSCRIPTIONS	174	143	143	243	222	182
	LEVEL 5 TEXT NEWSJOURNAL SUBSCRIPTION					TEXT AMT 182 182	
*	OPERATING EXPENSE	128,145	134,729	135,539	160,389	116,617	141,247
**	CITY CLERK	255,706	291,702	307,967	346,677	274,384	339,615
***	CITY CLERK	255,706	291,702	307,967	346,677	274,384	339,615

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
001-1600-513.12-00	FINANCE FINANCE SALARIES AND WAGES	468,635	575,903	706,024	692,413	544,206	787,691
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	662,488
						WAGE INCREASE	15,470
						NEW: ACCOUNTING TECHNICIAN	30,181
						NEW: ASSISTANT FINANCE DIRECTOR	75,211
						NEW: FEDERAL REGULATORY ADJUSTMENTS	8,500
						*CALCULATION REVISIONS (7/22/16 JLM)	4,159-
							787,691
001-1600-513.14-00	OVERTIME	3,524	8,553	4,500	4,500	2,023	15,000
001-1600-513.15-10	CERTIFICATIONS/LICENSES	0	0	0	0	0	600
	LEVEL 5 TEXT					TEXT AMT	
						CPA LICENSE	600
							600
001-1600-513.21-00	FICA TAXES	34,375	43,630	54,364	54,364	39,920	61,415
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	51,837
						WAGE INCREASE	1,183
						NEW: ACCOUNTING TECHNICIAN	2,309
						NEW: ASSISTANT FINANCE DIRECTOR	5,754
						NEW: FEDERAL REGULATORY ADJUSTMENTS	651
						*CALCULATION REVISIONS (7/22/16 JLM)	319-
							61,415
001-1600-513.22-00	RETIREMENT CONTRIBUTIONS	50,237	59,114	84,901	84,901	64,918	95,315
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF	80,081
						WAGE INCREASE	1,872
						NEW: ACCOUNTING TECHNICIAN	3,019
						NEW: ASSISTANT FINANCE DIRECTOR	9,778
						NEW: FEDERAL REGULATORY ADJUSTMENTS	1,105
						*CALCULATION REVISIONS (7/22/16 JLM)	540-
							95,315
001-1600-513.23-00	HEALTH INSURANCE	41,449	51,939	88,043	88,043	58,165	109,056
	LEVEL 5 TEXT					TEXT AMT	
						HEALTH	87,588
						DENTAL	5,576
						LIFE	1,782

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	INCREASE ON LIFE						43
	NEW: ACCOUNTING TECHNICIAN						6,974
	NEW: ASSISTANT FINANCE DIRECTOR						7,082
	NEW: FEDERAL REGULATORY ADJUSTMENTS						21
	*CALCULATION REVISIONS (7/22/16 JLM)						10-
							109,056
001-1600-513.24-00	WORKER'S COMPENSATION	402	579	628	628	496	725
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)						613
	WAGE INCREASE						13
	NEW: ACCOUNTING TECHNICIAN						27
	NEW: ASSISTANT FINANCE DIRECTOR						68
	NEW: FEDERAL REGULATORY ADJUSTMENTS						8
	*CALCULATION REVISIONS (7/22/16 JLM)						4-
							725
001-1600-513.25-00	UNEMPLOYMENT COMP	0	0	0	1,651	1,651	0
001-1600-513.26-00	EAP BENEFIT	318	377	502	502	368	580
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF						505
	NEW: ACCOUNTING TECHNICIAN						37
	NEW: ASSISTANT FINANCE DIRECTOR						37
	*CALCULATION REVISIONS (7/22/16 JLM)						1
							580
* PERSONNEL SERVICES		598,940	740,095	938,962	927,002	711,747	1,070,382
001-1600-513.31-13	OTHER PROF. SERVICES	764	19,988	0	17,615	17,573	0
001-1600-513.31-16	AUDIT FEE	12,750	13,703	29,200	29,200	23,540	29,120
	LEVEL 5 TEXT					TEXT AMT	
	*44% OF ANNUAL AUDIT FEE OF \$60,500 (THIS HAD BEEN 25% PRIOR TO FY16)						26,620
	----- THE ANNUAL AUDIT FEE IS NOW ALLOCATED BASED ON REVENUE AS FOLLOWS: 44% GENERAL FUND 40% WATER SEWER FUND 9% SOLID WASTE FUND 7% DRAINAGE FUND ----- 100% TOTAL *ADDITIONAL AUDIT SERVICES AS NEEDED						2,500 29,120

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
001-1600-513.34-14	CONTRACT SERVICES OTHER	0	0	0	864	862	1,000
	LEVEL 5 TEXT REQUIRED TO RUN TWO NEW LINES FOR SERVICE FOR TWO NEW REQUESTED EMPLOYEES					TEXT AMT 1,000 1,000	
001-1600-513.34-15	TEMP HELP SERVICE FEE	0	0	0	3,000	3,000	0
001-1600-513.40-00	TRAVEL PER DEIM	584	2,038	4,000	4,000	1,004	2,000
	LEVEL 5 TEXT FGFOA CONFERENCES, SUNGARD/HTE CONFERENCES, UCF SCHOOL OF GOVERNMENT, FGFOA BOOT CAMP, TRAINING RELATED TO ERP IMPLEMENTATION *REDUCTION PER CM/FIN (07/06/16 JLM)					TEXT AMT 4,000 2,000- 2,000	
001-1600-513.40-10	EMPLOYEE TRAINING	3,585	1,043	7,000	3,000	1,360	3,000
	LEVEL 5 TEXT 15 CURRENT STAFF MEMBERS 2 ADDITIONAL POSITIONS *REDUCTION PER CM/FIN (07/06/16 JLM) *REDUCTION (08/23/16 JLM)					TEXT AMT 6,500 500 3,000- 1,000- 3,000	
001-1600-513.41-00	COMMUNICATION SERVICES	1,188	1,313	1,500	1,500	1,171	2,520
	LEVEL 5 TEXT 29 DEPT PHONES ESTIMATED @ \$125/MO NEW- 2 NEW DEPT PHONES ESTIMATED @ 15/MO NEW- DEPT HEAD CELL PHONE- IPHONE & CASE NEW- DEPT HEAD CELL PHONE- SERVICE (\$60/MO)					TEXT AMT 1,500 180 120 720 2,520	
001-1600-513.46-11	REGULAR MAINT/INSP EQUIP	0	0	0	1,750	1,646	2,000
	LEVEL 5 TEXT RICOH/KONICA					TEXT AMT 2,000 2,000	
001-1600-513.46-36	SOFTWARE MAINTENANCE	1,865	0	1,119	1,119	0	0
001-1600-513.47-00	PRINTING AND BINDING	3,769	2,990	3,150	3,150	2,493	4,650
	LEVEL 5 TEXT BUDGET BOOK CAFR					TEXT AMT 1,800 1,000	

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	BLANK CHECK STOCK						2,000
	MISCELLANEOUS						350
	*REDUCTION (08/23/16 JLM)						500-
							4,650
001-1600-513.49-02	COMPUTER SOFTWARE	6,907	0	5,789	3,757	0	3,670
	LEVEL 5 TEXT					TEXT AMT	
	4 SINGLE USER MONARCH LICENSES @ \$895/EA						3,580
	1 FOXIT LICENSES @ \$90						90
							3,670
001-1600-513.49-14	FURN. & FIXTURES NON-CAP	0	0	0	0	0	3,000
	LEVEL 5 TEXT					TEXT AMT	
	DESK, CHAIR, FILE CABINET, & BOOKCASE FOR TWO NEW						3,000
	POSITIONS						3,000
001-1600-513.49-16	COMPUTER HARDWARE	0	0	500	2,532	1,594	2,000
	LEVEL 5 TEXT					TEXT AMT	
	MISC EQUIPMENT FOR 2 ADDITIONAL POSITIONS						500
	(IT IS BUDGETING FOR THE COMPUTER, MONITOR						
	OFFICE SUITE, ANTI-VIRUS ETC.)						
	NEW: SURFACE PRO X 3						4,500
	*REDUCTION PER CM MEETING (07/11/16 JLM)						3,000-
							2,000
001-1600-513.49-19	LICENSES, TAXES & FEES	89	264	100	100	0	100
001-1600-513.49-20	EQUIP & OTHER NON-CAPITAL	3,837	100	1,500	3,175	3,166	0
001-1600-513.49-66	TFR TO 506 BLDG MAINT FD	69,362	63,018	65,013	65,013	54,178	74,553
	LEVEL 5 TEXT					TEXT AMT	
	SECOND DRAFT						74,553
001-1600-513.51-00	OFFICE SUPPLIES	19,351	12,866	13,000	12,461	12,099	11,000
	LEVEL 5 TEXT					TEXT AMT	
	MISCELLANEOUS SUPPLIES AS NEEDED FOR 17						12,000
	STAFF POSITIONS						
	*REDUCTION PER CM/FIN (07/06/16 JLM)						1,000-
							11,000
001-1600-513.52-00	OTHER OPERATING SUPPLIES	4,878	5,572	6,000	4,699	1,569	4,500
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
5	MISC ITEMS FOR DEPARTMENT						6,000
	*REDUCTION PER CM/FIN (07/06/16 JLM)						1,000-
	*REDUCTION (08/23/16 JLM)						500-
							4,500
001-1600-513.52-15	POSTAL SERVICE	4,070	3,844	5,000	5,000	3,773	4,500
001-1600-513.54-00	DUES & MEMBERSHIPS	1,750	3,329	3,340	3,340	1,884	3,000
LEVEL 5	TEXT					TEXT AMT	
	FGFOA -\$35/PER PERSON TIMES 9						315
	NIGP - \$185 BASE PLUS \$80 FOR 2-10 PERSON MEMBSHP						265
	FAPPO - \$50/PER PERSON TIMES 3						150
	AICPA - \$65/PER PERSON TIMES 1						65
	APA- \$254/PER PERSON TIMES 1						254
	GFOA ANNUAL MEMBERSHIP						595
	GFOA CAFR AND BUDGET AWARD PROGRAM DUES						1,200
	BJ'S MEMBERSHIP (PURCHASING)						40
	OTHER AS NEEDED						460
	*REDUCTION PER CM/FIN (07/06/16 JLM)						344-
							3,000
001-1600-513.54-01	BOOKS & SUBSCRIPTIONS	269	15	500	500	445	250
LEVEL 5	TEXT					TEXT AMT	
	INITIAL REQUEST						500
	*REDUCTION PER CM/FIN (07/06/16 JLM)						250-
							250
*	OPERATING EXPENSE	135,018	130,083	146,711	165,775	131,357	150,863
001-1600-513.64-15	ADP EQUIPMENT	7,010	0	0	0	0	0
*	CAPITAL OUTLAY	7,010	0	0	0	0	0
**	FINANCE	740,968	870,178	1,085,673	1,092,777	843,104	1,221,245
***	FINANCE	740,968	870,178	1,085,673	1,092,777	843,104	1,221,245

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
001-1700-513.12-00	PERSONNEL PERSONNEL SALARIES AND WAGES	121,061	179,208	167,360	147,860	130,220	207,679
	LEVEL 5					TEXT AMT	
						CURRENT STAFF	162,146
						WAGE INCREASE	4,053
						NEW: HR ADMINISTRATOR	39,546
						NEW: POSSIBLE ADD'L STAFF INCREASES	1,488
						*CALCULATION REVISIONS (7/22/16 JLM)	446
							207,679
001-1700-513.12-12	ADD'L SALARY & BENEFITS	0	0	0	2,500	2,500	0
001-1700-513.14-00	OVERTIME	0	0	600	600	131	600
	LEVEL 5					TEXT AMT	
						TO HANDLE HIGH WORKLOAD VOLUMES AT VARIOUS POINTS THROUGHOUT THE YEAR-FY END,CY END,OPEN ENROLLMENT SUPPORTS GOAL 6-ORGANIZATIONAL EXCELLENCE	600
							600
001-1700-513.21-00	FICA TAXES	8,344	12,223	12,851	12,851	9,031	15,936
	LEVEL 5					TEXT AMT	
						CURRENT STAFF	12,453
						WAGE INCREASE	309
						NEW: HR ADMINISTRATOR	3,026
						NEW: POSSIBLE ADD'L STAFF INCREASES	114
						*CALCULATION REVISIONS (7/22/16 JLM)	34
							15,936
001-1700-513.22-00	RETIREMENT CONTRIBUTIONS	14,020	17,403	21,714	21,714	17,493	26,668
	LEVEL 5					TEXT AMT	
						CURRENT STAFF	21,914
						WAGE INCREASE	548
						NEW: HR ADMINISTRATOR	3,955
						NEW: POSSIBLE ADD'L STAFF INCREASES	194
						*CALCULATION REVISIONS (7/22/16 JLM)	57
							26,668
001-1700-513.23-00	HEALTH INSURANCE	15,584	17,513	19,613	13,613	11,354	28,234
	LEVEL 5					TEXT AMT	
						HEALTH	19,464
						DENTAL	1,239
						LIFE	517
						INCREASE ON LIFE	13

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	NEW: HR ADMINISTRATOR						6,996
	NEW: POSSIBLE ADD'L STAFF INCREASES						4
	*CALCULATION REVISIONS (7/22/16 JLM)						1
							28,234
001-1700-513.24-00	WORKER'S COMPENSATION	108	151	153	153	118	192
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF						150
	WAGE INCREASE						4
	NEW: HR ADMINISTRATOR						36
	NEW: POSSIBLE ADD'L STAFF INCREASES						2
							192
001-1700-513.25-00	UNEMPLOYMENT COMP	4,675	0	0	260	259	0
001-1700-513.26-00	EAP BENEFIT	98	108	112	112	92	150
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF						112
	NEW: HR ADMINISTRATOR						37
	*CALCULATION REVISIONS (7/22/16 JLM)						1
							150
* PERSONNEL SERVICES		163,890	226,606	222,403	199,663	171,198	279,459
001-1700-513.31-13	OTHER PROF. SERVICES	8,260	11,649	29,000	40,106	27,823	29,500
	LEVEL 5 TEXT					TEXT AMT	
	HSA FEES 40@\$66; FSA FEES 25@\$51; HSA/FSA 2@\$81						8,000
	DEGREE VERIFY 50@\$25; BACKGROUND CHECKS 80@\$30						
	PRE-EMPLOYMENT DRUG TESTS, PHYSICALS, PSYCH EVALS						22,000
	THIS WAS PREVIOUSLY BUDGETED IN 52-16 MEDICAL						
	AND LAB SUPPLIES. INCREASE DUE TO THE COST FOR						
	POLICE PRE-EMPLOYMENT PSYCH EXAMS INCREASING						
	SUPPORTS GOAL 6 ORGANIZATIONAL EXCELLENCE						
	*REDUCTION CM/FIN (07/06/16- JLM)						500-
							29,500
001-1700-513.34-15	TEMP HELP SERVICE FEE	0	7,372	0	17,000	10,000	0
001-1700-513.40-00	TRAVEL PER DEIM	100	2,814	6,100	3,100	2,730	6,000
	LEVEL 5 TEXT					TEXT AMT	
	FPELRA CONFERENCE (2EES), FPHRA CONFERENCE (2EES)						8,100
	OTHER INTERNAL HR STAFF TRAINING. DUE TO EVER						
	CHANGING REGULATIONS IT IS IMPORTANT HR STAFF						
	STAYS WELL TRAINED.						
	SUPPORTS GOAL 6 - ORGANIZATIONAL EXCELLENCE						

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FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
				*REDUCTION CM/FIN (07/06/16- JLM)			1,100-
				*REDUCTION (08/23/16 JLM)			1,000- 6,000
001-1700-513.40-10	EMPLOYEE TRAINING	4,242	12,687	12,500	12,500	10,158	11,500
	LEVEL 5 TEXT BIZ TRAINING STREAMING LIBRARY AND OTHER CITY-WIDE EMPLOYEE TRAINING & SUPPLIES *REDUCTION (08/23/16 JLM)					TEXT AMT 12,500 1,000- 11,500	
001-1700-513.41-00	COMMUNICATION SERVICES	714	1,147	750	898	898	750
	LEVEL 5 TEXT ORIGINAL					TEXT AMT 750 750	
001-1700-513.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	0	721	720	0
001-1700-513.47-00	PRINTING AND BINDING	0	0	0	550	550	0
001-1700-513.49-01	ADVERTISING	1,221	2,278	1,500	1,500	1,086	1,500
	LEVEL 5 TEXT ADVERTISING					TEXT AMT 1,500 1,500	
001-1700-513.49-03	SERVICE AWARDS	10,623	8,262	10,100	9,077	9,077	12,000
	LEVEL 5 TEXT SERVICE AWARDS BASED UPON EMPLOYEES RECEIVING AN AWARD THIS YEAR *REDUCTION CM/FIN (07/06/16- JLM)					TEXT AMT 15,000 3,000- 12,000	
001-1700-513.49-19	LICENSES, TAXES & FEES	677	75	0	0	0	0
001-1700-513.49-66	TFR TO 506 BLDG MAINT FD	64,931	59,487	51,727	51,727	43,106	58,622
	LEVEL 5 TEXT SECOND DRAFT					TEXT AMT 58,622 58,622	
001-1700-513.51-00	OFFICE SUPPLIES	1,448	2,554	3,000	3,060	3,006	3,000
	LEVEL 5 TEXT OFFICE SUPPLIES ADDITIONAL AMNT OF \$830 WHICH EQUALS 25% OF COPIER					TEXT AMT 2,170 830 3,000	

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
001-1700-513.52-00	OTHER OPERATING SUPPLIES	3,064	2,531	3,500	2,700	2,096	3,000
	LEVEL 5 TEXT ORIGINAL REQUEST *REDUCTION CM/FIN (07/06/16- JLM)					TEXT AMT 3,500 500- 3,000	
001-1700-513.52-10	GAS,DIESEL,OIL,& GREASE	0	60	200	200	36	200
	LEVEL 5 TEXT FOR MAINTENANCE OF CITY VEHICLE					TEXT AMT 200 200	
001-1700-513.52-15	POSTAL SERVICE	419	539	700	700	360	700
	LEVEL 5 TEXT POSTAL					TEXT AMT	
001-1700-513.52-16	MEDICAL & LAB SUPPLIES	15,689	14,228	0	0	0	0
	LEVEL 5 TEXT PRE-EMPLOYMENT DRUG TESTS, PHYSICALS, PSYCH EVALS MOVED TO 31-13 PROFESSIONAL SERVICES					TEXT AMT	
001-1700-513.54-00	DUES & MEMBERSHIPS	835	660	2,129	2,129	2,078	2,000
	LEVEL 5 TEXT SHRM NAT'L, SHRM LOCAL, IPMA, HRIC, FPELRA, FPHRA ALL HR STAFF NEED TO BE EDUCATED WITH THE TREMENDOUS AMOUNT OF CHANGES THAT OCCUR EACH YEAR (FLSA, ACA, ADA, EEOC, ETC). MORE COMPLEX ISSUES FACE HR THAN PRIOR YEARS. SUPPORTS GOAL 6- ORGANIZATIONAL EXCELLENCE *REDUCTION CM/FIN (07/06/16- JLM) *REDUCTION (08/23/16 JLM)					TEXT AMT 4,000 1,500- 500- 2,000	
001-1700-513.54-01	BOOKS & SUBSCRIPTIONS	71	0	0	0	0	0
*	OPERATING EXPENSE	112,294	126,343	121,206	145,968	113,724	128,772
**	PERSONNEL	276,184	352,949	343,609	345,631	284,922	408,231
***	PERSONNEL	276,184	352,949	343,609	345,631	284,922	408,231

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
COMMUNITY DEVELOPMENT PLANNING & DEV DIVISION							
001-1900-515.12-00	SALARIES AND WAGES	302,712	304,028	301,561	301,561	249,033	356,453
	LEVEL 5 TEXT					TEXT AMT	
							321,065
	CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)						6,813
	WAGE INCREASE						57,149
	NEW: PRINCIPAL PLANNER- TRANSPORTATION						47,200
	GRANTS MANAGER MOVED FROM CM 001-1200						28,574-
	*REDUCE TRANSPORT PLANNER TO APRIL (7/11/16 JLM)						47,200-
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)						356,453
001-1900-515.12-20	CAPITAL LABOR OFFSET	220-	0	0	0	0	0
001-1900-515.14-00	OVERTIME	152	9	0	0	0	0
001-1900-515.15-10	CERTIFICATIONS/LICENSES	0	0	0	0	0	725
	LEVEL 5 TEXT					TEXT AMT	
							725
	AICP CERTIFICATION RENEWALS FOR PLANNING STAFF						
	AND DIRECTOR. SEVERAL RENEWALS OCCUR AFTER THE						
	MIDPOINT OF THE FY.						
	INCREASE DUE TO LICENSE FUNDING LINE NOT USED IN						
	PREVIOUS YEARS. FUNDS MOVED FROM LINE 54-00.						725
001-1900-515.21-00	FICA TAXES	21,846	22,146	23,073	23,073	17,431	27,272
	LEVEL 5 TEXT					TEXT AMT	
							24,565
	CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)						521
	WAGE INCREASE						4,372
	NEW: PRINCIPAL PLANNER- TRANSPORTATION						3,611
	GRANTS MANAGER MOVED FROM CM 001-1200						2,186-
	*REDUCE TRANSPORT PLANNER TO APRIL (7/11/16 JLM)						3,611-
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)						27,272
001-1900-515.21-20	CAP PROJ BENEFIT OFFSET	70-	0	0	0	0	0
001-1900-515.22-00	RETIREMENT CONTRIBUTIONS	28,154	32,098	34,080	34,080	24,350	35,881
	LEVEL 5 TEXT					TEXT AMT	
							32,317
	CURRENT STAFF						706
	WAGE INCREASE						5,715
	NEW: PRINCIPAL PLANNER- TRANSPORTATION						7,411
	GRANTS MANAGER MOVED FROM CM 001-1200						2,857-
	*REDUCE TRANSPORT PLANNER TO APRIL (7/11/16 JLM)						7,411-
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)						35,881

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001-1900-515.23-00	HEALTH INSURANCE	28,498	35,691	34,343	34,343	25,833	42,340
	LEVEL 5						
	TEXT					TEXT AMT	
	HEALTH					35,684	
	DENTAL					2,272	
	LIFE					847	
	INCREASE ON LIFE					18	
	NEW: PRINCIPAL PLANNER- TRANSPORTATION					7,039	
	GRANTS MANAGER MOVED FROM CM 001-1200					4,944	
	*REDUCE TRANSPORT PLANNER TO APRIL (7/11/16 JLM)					3,520-	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					4,944-	
						42,340	
001-1900-515.24-00	WORKER'S COMPENSATION	246	307	266	266	1,619	2,724
	LEVEL 5						
	TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)					2,419	
	WAGE INCREASE					50	
	NEW: PRINCIPAL PLANNER- TRANSPORTATION					509	
	GRANTS MANAGER MOVED FROM CM 001-1200					43	
	*REDUCE TRANSPORT PLANNER TO APRIL (7/11/16 JLM)					254-	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					43-	
						2,724	
001-1900-515.25-00	UNEMPLOYMENT COMP	0	0	0	68	189	0
001-1900-515.26-00	EAP BENEFIT	189	213	195	195	147	225
	LEVEL 5						
	TEXT					TEXT AMT	
	CURRENT STAFF					206	
	NEW: PRINCIPAL PLANNER- TRANSPORTATION					37	
	GRANTS MANAGER MOVED FROM CM 001-1200					26	
	*REDUCE TRANSPORT PLANNER TO APRIL (7/11/16 JLM)					18-	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					26-	
						225	
* PERSONNEL SERVICES		381,507	394,492	393,518	393,586	318,602	465,620
001-1900-515.31-13	OTHER PROF. SERVICES	550	4,061	10,000	9,082	3,056	5,000
	LEVEL 5						
	TEXT					TEXT AMT	
	FUNDING FOR CONSULTANT TRAFFIC IMPACT ANALYSIS					10,000	
	REPORTS AND TRAFFIC ENGINEERING REVIEW OF						
	DEVELOPMENT PROPOSALS. PRIOR TO THE RECESSION,						
	TRAFFIC ENGINEERING CONSULTANTS REVIEWED ALL						
	DEVELOPMENT PROPOSALS AND THIS LINE WAS						
	SUBSTANTIALLY LARGER AT ABOUT \$150,000 IN THE						
	PRE-RECESSION YEARS. CURRENTLY, STAFF CONDUCTS						

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	TRAFFIC ANALYSES FOR SMALLER PROJECTS AND THE CONSULTANT SERVICES ARE NEEDED FOR MAJOR PROJECTS LIKE RESIDENTIAL SUBDIVISIONS AND LARGER COMMERCIAL DEVELOPMENTS. OTHER CONSULTANT SERVICES MAY INCLUDE: ANNUAL TRAFFIC REPORT FOR PLANNED COMMUNITY NO. 1, AS REQUIRED IN THE LDC, THE INTERLOCAL AGREEMENT WITH VOLUSIA COUNTY AS WELL AS OTHER TRAFFIC STUDIES REQUIRED AS PART OF THE COMPREHENSIVE PLAN. ALSO INCLUDES OCCASIONAL SURVEY COSTS FOR CITY BOUNDARY UPDATES, VOLUNTARY ANNEXATIONS AND ADMINISTRATIVE REZONINGS. FUNDS HAVE NOT BEEN USED IN FY14, FY15 AND FY16 BECAUSE MAJOR WESTSIDE DEVELOPMENT (WOODHAVEN) HAS NOT MOVED AT THE PACE ORIGINALLY EXPECTED BUT ARE NOW ANTICIPATED TO MOVE FORWARD IN FY 17. ALSO INCLUDES FUNDS FOR THE 10% MATCH FOR TPO FEASIBILITY STUDIES FOR SIDEWALK, TRAIL, TURN LANES, AND TRAFFIC LIGHT IMPROVEMENTS. TPO MATCH FUNDING FOR SIDEWALK GAP PROJECT. ADDED TO BUDGET PER MEETING WITH CM 4-14-16. CM MEETING REDUCTION (06/27/16 JLM)						5,000- 5,000
001-1900-515.40-00	TRAVEL PER DIEM	7,459	9,108	9,000	9,000	7,130	9,000
	LEVEL 5 TEXT THIS LINE CONTAINS FUNDING FOR ALL TRAINING AND REQUIRED CONTINUING EDUCATION CLASSES FOR THE PLANNING STAFF AND DEPARTMENT DIRECTOR. THE LINE INCLUDES FUNDS FOR REGISTRATIONS AND TRAVEL WHEN NEEDED. MOST TRAINING FOR THE PLANNING STAFF OCCUR AFTER THE MIDPOINT OF THE FY INCLUDING THE STATE PLANNING CONFERENCE IN SEPT. ALSO INCLUDES FUNDS FOR WEBINARS. 4 AICP PLANNERS REQUIRE CONTINUING EDUCATION FOR AICP CREDITS.					TEXT AMT 9,000	
							9,000
001-1900-515.41-00	COMMUNICATION SERVICES	3,182	2,125	3,000	3,000	2,082	2,500
	LEVEL 5 TEXT PHONE LINES, FAX LINE, MOBILE PHONES, AND OTHER COMMUNICATIONS. LOW USAGE CURRENT YEAR DUE TO ABSENCE OF DIRECTOR FOR 2 MONTHS. *CM/FIN REDUCTION (07/06/16 JLM)					TEXT AMT 3,000	
							500- 2,500
001-1900-515.44-13	FLEET FINANCING	5,149	2,572	2,572	2,572	2,143	2,572

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	PLANNING COMMISSION, DEVELOPMENT REVIEW COMMITTEE, DISTRIBUTION OF FEASIBILITY STUDIES FOR REVIEW BY CITY STAFF, AND PREPARATION OF APPLICATIONS FOR TPO PROJECTS. CM MEETING REDUCTION (JLM 06/27/16)						250- 2,250
001-1900-515.52-00	OTHER OPERATING SUPPLIES	132	862	2,000	2,000	156	1,500
	LEVEL 5 TEXT PUBLIC HEARING SIGNS AND POSTS FOR VARIANCES, REZONINGS, PUDS, PCDS AND ZONING AMENDMENTS. OFFICE EQUIPMENT AND FURNITURE, CAMERA EQUIPMENT FOR SITE VISIT DOCUMENTATION, NOTIFICATIONS, AND FIELD TOOLS. ALSO USED TO PURCHASE LIMITED FOOD FOR NEIGHBORHOOD AND HOA MEETINGS. CM MEETING REDUCTION (JLM 06/27/16)					TEXT AMT 2,000	500- 1,500
001-1900-515.52-10	GAS, DIESEL, OIL, & GREASE	115	62	213	213	0	250
	LEVEL 5 TEXT EST 100 GALLONS @ \$2.50 PER GAL WITH SWITCH FROM DIVISION CAR TO DEPARTMENT POOL CAR, THE USE OF A VEHICLE HAS REDUCED.					TEXT AMT 250	250
001-1900-515.52-15	POSTAL SERVICE	206	420	1,250	2,100	1,862	2,000
	LEVEL 5 TEXT POSTAGE FOR GENERAL OFFICE MAIL, CERTIFIED MAIL FOR PUBLIC HEARING NOTICES, AND STATE PLANNING TRANSMITTAL. THERE HAS BEEN AN INCREASE IN THE NUMBER OF REDEVELOPMENT PROJECTS THAT HAVE REQUIRED VARIANCES OR SPECIAL EXCEPTIONS IN THE CURRENT FISCAL YEAR AND IT IS ANTICIPATED THAT THIS TREND WILL CONTINUE AS EXISTING SITES ARE REDEVELOPED.					TEXT AMT 2,000	2,000
001-1900-515.54-00	DUES & MEMBERSHIPS	3,868	5,320	5,000	5,000	2,710	4,500
	LEVEL 5 TEXT PLANNING STAFF AND DIRECTOR MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS INCLUDING APA, URBAN LAND INSTITUTE, ICSC AND INSTITUTE OF TRANSPORTATION ENGINEERS. SEVERAL RENEWALS OCCUR AFTER THE MIDPOINT OF THE FY.					TEXT AMT 5,000	

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NOTE: EXPENDITURES WILL BE LOWER IN THE CURRENT FY BECAUSE THE DIRECTOR'S DUES WERE NOT PAID BY PORT ORANGE BUT WILL BE IN THE FY17 BUDGET. REDUCTION IS DUE TO MOVING APA AICP LICENSE FUNDING TO LINE 15-10.							
						500-	
						4,500	
001-1900-515.54-01	BOOKS & SUBSCRIPTIONS	715	706	750	750	744	750
	LEVEL 5					TEXT AMT	
						750	
						750	
*	OPERATING EXPENSE	63,438	60,986	65,989	65,921	46,350	63,219
001-1900-515.63-97	PROJ CAPITAL OUTLAY	0	0	0	10,000	10,000	0
*	CAPITAL OUTLAY	0	0	0	10,000	10,000	0
**	PLANNING & DEV DIVISION	444,945	455,478	459,507	469,507	374,952	528,839

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
CODE ENFORCEMENT 001-1902-515.12-00	SALARIES AND WAGES	235,916	230,471	234,906	234,906	206,435	266,153
LEVEL 5	TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE *CALCULATION REVISIONS (7/22/16 JLM) *PERSONNEL TRANSFER (08/23/16 JLM)					TEXT AMT 250,627 5,820 1,922 7,784 266,153	
001-1902-515.14-00	OVERTIME	133	62	1,000	1,000	145	1,000
LEVEL 5	TEXT NEW -FUNDING FOR OVERTIME FOR OCCASIONAL AFTER HRS INSPECTIONS FOR LIGHT AT NIGHT, NOISE, LED SIGNS. MANAGER HAD DONE THESE INSPECTIONS BUT NOW NO CODE STAFF IS EXEMPT. PRIMARILY USED COMP TIME IN LIEU OF OVERTIME IN PAST YEARS BUT NEED TO BUDGET FOR THIS DUE TO IMPACT ON ACCRUED LEAVE TIME.					TEXT AMT 1,000 1,000	
001-1902-515.21-00	FICA TAXES	16,643	16,453	18,052	18,052	13,740	20,441
LEVEL 5	TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE *CALCULATION REVISIONS (7/22/16 JLM) *PERSONNEL TRANSFER (08/23/16 JLM)					TEXT AMT 19,254 445 147 595 20,441	
001-1902-515.22-00	RETIREMENT CONTRIBUTIONS	28,795	27,026	30,941	30,941	27,932	38,619
LEVEL 5	TEXT CURRENT STAFF WAGE INCREASE *CALCULATION REVISIONS (7/22/16 JLM) *PERSONNEL TRANSFER (08/23/16 JLM)					TEXT AMT 34,781 816 192 2,830 38,619	
001-1902-515.23-00	HEALTH INSURANCE	31,380	29,749	34,095	34,095	28,323	38,649
LEVEL 5	TEXT HEALTH DENTAL LIFE INCREASE ON LIFE *CALCULATION REVISIONS (7/22/16 JLM)					TEXT AMT 35,684 2,272 652 18 4	

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	*PERSONNEL TRANSFER (08/23/16 JLM)						19 38,649
001-1902-515.24-00	WORKER'S COMPENSATION	1,772	2,032	1,773	1,773	1,592	2,052
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)					TEXT AMT	1,940
	WAGE INCREASE						45
	*CALCULATION REVISIONS (7/22/16 JLM)						65
	*PERSONNEL TRANSFER (08/23/16 JLM)						2
							2,052
001-1902-515.26-00	EAP BENEFIT	202	204	195	195	162	206
	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT	206
							206
* PERSONNEL SERVICES		314,841	305,997	320,962	320,962	278,329	367,120
001-1902-515.31-12	LEGAL SERVICES	18,644	16,796	28,000	22,560	15,000	20,000
	LEVEL 5 TEXT FUNDING FOR THE SPECIAL MAGISTRATE AND CODE ATTORNEY. THERE ARE 22 SCHEDULED MAGISTRATE HEARINGS FOR THE YEAR. HEARINGS ARE AVERAGING 2.5 HOURS LONG. NUMEROUS CASES ARE OF A COMPLEX NATURE AND REQUIRE THE ASSISTANCE OF THE CODE ATTORNEY TO PROSECUTE. IT IS ANTICIPATED THERE WILL BE 12 APPEARANCES FOR THE STAFF ATTORNEY. THIS IS NOW THE 3RD FULL YEAR WITH MAGISTRATE AND STAFF SUPPORT ATTORNEY. STILL ANALYZING TRENDS OF CODE CASE VIOLATIONS AND EXPENSES IN THIS LINE. PRIOR YEAR ACTUALS REFLECT SOME OF THE PRIOR APPROACH WITH A CODE BOARD AND THEN A GRADUAL TRANSITION TO A MAGISTRATE WITH A STAFF SUPPORT ATTORNEY. CM MEETING REDUCTION (JLM 06/27/16)					TEXT AMT	23,000
							3,000- 20,000
001-1902-515.31-13	OTHER PROF. SERVICES	26,850	18,352	38,000	30,704	12,419	0
	LEVEL 5 TEXT DECREASE DUE TO FUNDS MOVED TO LINE 34-14					TEXT AMT	
001-1902-515.34-14	CONTRACT SERVICES OTHER	0	0	0	5,475	0	20,000
	LEVEL TEXT					TEXT AMT	

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5	FUNDING FOR CONTRACTED VENDORS TO PROVIDE NUISANCE/CODE VIOLATION ABATEMENT SERVICE SUCH AS LAWN MOWING, DEBRIS REMOVAL, SECURING PROPERTIES, DEMOLITION, ETC. PARTIAL FUNDING OFFSET MAY COME FROM RECOVERED LIENS. ANTICIPATED WORKLOAD FOR VENDORS IS: 2 UNSAFE BUILDING ABATEMENTS (APPROX. \$7,000 EA) 1 MAJOR RESIDENTIAL CLEANUP (APPROX. \$4,000 EA) 50 LOT MOWINGS (AVERAGE APPROX. \$200 EA) 3RD FULL YEAR WITH THIS APPROACH TO NUISANCE ABATEMENT, STILL ANALYZING TRENDS OF CODE CASE VIOLATIONS AND EXPENSES. FOR THE CURRENT FY AT 50% COMPLETE, WE HAVE NOT HAD AS MANY DEMOLITIONS AS EXPECTED SO EXPENDITURES ARE BELOW EXPECTED. CM MEETING REDUCTION (JLM 06/27/16)					28,000	
						8,000- 20,000	
001-1902-515.40-00	TRAVEL PER DIEM	4,478	3,478	3,700	3,700	3,792	4,100
LEVEL 5	TEXT TRAINING FUNDING FOR 6 EMPLOYEES TO MAINTAIN THEIR CERTIFICATIONS FOR: FLORIDA ASSOCIATION OF CODE ENFORCEMENT, FLORIDA BENCHMARKING CONSORTIUM, FLORIDA ASSOCIATION OF BUSINESS TAX OFFICIALS 1 CODE SUPERVISOR/MANAGER: F.A.C.E., FBC & FABTO 4 CODE INSPECTORS: F.A.C.E. 1 BUSINESS TAX OFFICIAL: F.A.B.T.O. AND MANAGER AS A BACKUP. THIS IS A NEW INITIATIVE TO HAVE THE CODE MANAGER CERTIFIED AND TRAINED TO BACK UP THE BUSINESS TAX FUNCTION. THIS INCLUDES TRAVEL AND TRAINING FOR CONFERENCES, PER DIEM, LODGING. A MAJORITY OF TRAINING OPPORTUNITIES FOR CODE OCCUR LATE IN THE FY USUALLY BETWEEN MAY AND JUNE.					TEXT AMT 4,100	
						4,100	
001-1902-515.41-00	COMMUNICATION SERVICES	6,740	5,771	6,100	6,274	5,628	6,100
LEVEL 5	TEXT FUNDING FOR 5 MOBILE PHONES AND 5 AIR CARDS IN TABLETS. SUPPORTS COUNCIL OBJECTIVE TO HAVE MORE VISIBLE CODE ENFORCEMENT BY ALLOWING THEM TO DO MORE WORK IN THE FIELD.					TEXT AMT 6,100	
						6,100	
001-1902-515.44-13	FLEET FINANCING	4,291	8,499	11,251	11,251	9,376	15,175
001-1902-515.45-19	VEHICLE INSURANCE	2,625	2,758	2,608	2,608	2,173	1,934
001-1902-515.46-11	REGULAR MAINT/INSP EQUIP	2,174	1,992	2,100	2,100	2,100	2,100

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001-1902-515.52-10	GAS, DIESEL, OIL, & GREASE	7,052	4,715	4,500	4,500		3,226	4,500
	LEVEL 5 TEXT EST 1800 GALLONS @ \$2.50 PER GALLON						TEXT AMT 4,500 4,500	
001-1902-515.52-12	UNIFORMS	1,290	1,326	1,300	1,300		232	1,000
	LEVEL 5 TEXT FUNDING FOR UNIFORM PURCHASE. SHIRTS, JACKETS, AND PANTS FOR CODE ENFORCEMENT OFFICERS. MAXIMUM 5 SHIRTS/YEAR FOR 5 OFFICERS. SOME SAVINGS EXPECTED BASED ON ESTIMATES FROM SWITCH TO NEW COMPANY. CM MEETING REDUCTION (JLM 06/27/16)						TEXT AMT 1,200 200- 1,000	
001-1902-515.52-15	POSTAL SERVICE	4,599	3,682	5,000	5,000		3,495	4,500
	LEVEL 5 TEXT FUNDING FOR MAILING OF BUSINESS TAX RENEWAL FORMS. 1ST MAILING IN JULY (APPROX. 3,000 MAILINGS) 2ND MAILING IN DEC.(APPROX. 1,500 MAILINGS) FOR ANY DELINQUENT. APPROX 3,000 BUSINESS TAX CERTIFICATES ARE EXPECTED TO BE MAILED ONCE RENEWED.						TEXT AMT 4,500 4,500	
001-1902-515.54-00	DUES & MEMBERSHIPS	280	706	850	850		570	850
	LEVEL 5 TEXT AMERICAN ASSOCIATION OF CODE ENFORCEMENT, FLORIDA ASSOCIATION OF CODE ENFORCEMENT, FLORIDA ASSOCIATION OF BUSINESS TAX OFFICIALS, INTERNATIONAL CODE COUNCIL, AND OTHER PROFESSIONAL MEMBERSHIPS FOR 5 CODE STAFF AND 1 BUSINESS TAX OFFICER.						TEXT AMT 850 850	
001-1902-515.54-01	BOOKS & SUBSCRIPTIONS	281	70	350	350		143	350
	LEVEL 5 TEXT SUBSCRIPTIONS FOR PROFESSIONAL JOURNALS AND MAGAZINES. TRAINING BOOKS. COPIES OF INTERNATIONAL PROPERTY MAINTENANCE CODE. INCONSISTENT USE REFLECTS YEARS WHERE NO IPMC BOOKS WERE ORDERED.						TEXT AMT 350 350	

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*	OPERATING EXPENSE	118,122	108,142	136,826	130,114	85,297	109,015
001-1902-515.64-15	ADP EQUIPMENT	0	0	0	10,880	10,880	0
*	CAPITAL OUTLAY	0	0	0	10,880	10,880	0
**	CODE ENFORCEMENT	432,963	414,139	457,788	461,956	374,506	476,135

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001-1903-515.24-00	WORKER'S COMPENSATION	781	1,299	2,010	2,010	2,491	3,827
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE					TEXT AMT 3,756 71 3,827	
001-1903-515.26-00	EAP BENEFIT	125	132	220	220	157	194
	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT 194 194	
* PERSONNEL SERVICES		264,158	304,361	455,053	455,053	390,339	488,919
001-1903-515.31-13	OTHER PROF. SERVICES	127,152	63,670	50,000	51,860	27,190	40,000
	LEVEL 5 TEXT SERVICES INCLUDE SURVEY WORK FOR FINAL PLAT REVIEW, ANNEXATIONS AND OTHER ENGINEERING STUDIES AS REQUIRED, ENGINEERING SITE PLAN REVIEW SUPPORT, SMALL PROJECT DESIGN, TO SUPPLEMENT CONSTRUCTION INSPECTION TO PROVIDE BACKUP FOR INSPECTOR FOR SICK LEAVE, TRAINING AND VACATIONS, OR IN THE EVENT OF A LARGE NUMBER OF PROJECTS OR STAFF TURNOVER.					TEXT AMT 40,000 40,000	
001-1903-515.40-00	TRAVEL PER DIEM	996	1,186	2,500	1,737	2,279	3,175
	LEVEL 5 TEXT FUNDS FOR TRAINING FOR REQUIRED CEU'S FOR MANAGER /LANDSCAPE ARCHITECT & PROFESSIONAL ENGINEERS. MOST TRAINING FOR THE ENGINEERING STAFF OCCURS AFTER THE MIDPOINT OF THE FY. INCREASE DUE TO ADDITION OF ENGINEER IN FY15/16.					TEXT AMT 2,500 675 3,175	
001-1903-515.41-00	COMMUNICATION SERVICES	738	951	2,400	1,435	1,379	1,650
	LEVEL 5 TEXT FUNDING FOR MOBILE PHONE AND AIR CARD FOR THE CONSTRUCTION INSPECTOR. FULL TIME IN-HOUSE INSPECTOR IN THE FIELD ALL DAY.					TEXT AMT 1,650 1,650	

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001-1903-515.44-13	FLEET FINANCING	0	0	0	0	0	4,733
001-1903-515.45-19	VEHICLE INSURANCE	375	394	373	373	311	773
001-1903-515.46-11	REGULAR MAINT/INSP EQUIP	1,974	1,992	2,100	2,100	2,100	2,100
	LEVEL 5 TEXT TO PAY PERCENTAGE OF MAINTENANCE AGREEMENT ON DEPT COPIER AND LARGE PLAN "BLUEPRINT" COPIER.					TEXT AMT 2,100 2,100	
001-1903-515.46-12	VEH MAINT/REPAIR	880	213	2,900	2,900	1,139	1,000
	LEVEL 5 TEXT MAINTENANCE FOR NORMAL WEAR AND TEAR ON 2 VEHICLES FULL TIME IN-HOUSE INSPECTOR DRIVING VEHICLE DAILY, PLUS INTERMITTENT DRIVING BY REST OF DIVISION THROUGHOUT THE FY FOR SITE INSPECTIONS. CM MEETING REDUCTION (JLM 06/27/16)					TEXT AMT 2,000 1,000- 1,000	
001-1903-515.47-00	PRINTING & BINDING	0	30	200	100	60	200
	LEVEL 5 TEXT TO PAY FOR PRINTING OF CRS OUTREACH MATERIAL, NPDES OUTREACH MATERIAL, POSSIBLE PLANS FOR CAPITAL PROJECTS AND LANDSCAPE PLANS.					TEXT AMT 200 200	
001-1903-515.49-02	COMPUTER SOFTWARE	0	95	200	1,450	1,250	1,850
	LEVEL 5 TEXT TO PAY FOR ONE SKETCH UP PRO ANNUAL LICENSE FOR THE PREPARATION OF PLANS AND PRESENTATIONS. ICRR VERSION 4 ANNUAL LICENSE FOR THE PREPARATION OF BASIN-WIDE STORMWATER MODELS TO MANAGE RAINFALL RUNOFF INFORMATION CITY WIDE, CHANGING INPUTS FROM INFO PROVIDED AS SITES AND SUBDIVISIONS DEVELOP.					TEXT AMT 200 1,650 1,850	
001-1903-515.49-16	COMPUTER HARDWARE	0	1,330	0	600	575	0
001-1903-515.49-20	EQUIP & OTHER NON-CAPITAL	0	799	0	0	0	0
001-1903-515.49-66	TFR TO 506 BLDG MAINT FD	19,968	18,311	15,951	15,951	13,293	18,048
	LEVEL 5 TEXT SECOND DRAFT					TEXT AMT 18,048 18,048	
001-1903-515.51-00	OFFICE SUPPLIES	1,963	1,849	2,000	2,000	1,617	1,750

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	LEVEL 5 TEXT					TEXT AMT	
	STANDARD OFFICE SUPPLIES FOR STAFF OF 5.					2,000	
	CM MEETING REDUCTION (JLM 06/27/16)					250-	
						1,750	
001-1903-515.52-00	OTHER OPERATING SUPPLIES	1,031	598	1,000	900	162	750
	LEVEL 5 TEXT					TEXT AMT	
	OFFICE EQUIPMENT INCLUDING CAD ITEMS FOR SMALL					1,000	
	DESIGN PROJECTS, DIGITAL CAMERA, OFFICE FURNITURE						
	FOR NEW ENGINEER.						
	CM MEETING REDUCTION (JLM 06/27/16)					250-	
						750	
001-1903-515.52-10	GAS, DIESEL, OIL, & GREASE	564	413	1,500	1,500	179	1,000
	LEVEL 5 TEXT					TEXT AMT	
	EST 600 GALLONS @ \$2.50 PER GALLON					1,500	
	FULL TIME IN-HOUSE CONSTRUCTION INSPECTOR DRIVING						
	VEHICLE ALL DAY AND INTERMITTENT USE BY REST OF						
	STAFF FOR SITE INSPECTIONS.						
	CM MEETING REDUCTION (JLM 06/27/16)					500-	
						1,000	
001-1903-515.52-12	UNIFORMS	0	220	300	90	40	300
	LEVEL 5 TEXT					TEXT AMT	
	UNIFORMS FOR CONSTRUCTION INSPECTOR: SHIRTS,					300	
	PANTS, JACKET.					300	
001-1903-515.52-15	POSTAL SERVICE	57	87	625	125	59	325
	LEVEL 5 TEXT					TEXT AMT	
	OCCASIONAL OFFICE MAILINGS, REQUIRED MAILINGS					625	
	FOR CRS REPETITIVE LOSS AREA NOTIFICATIONS AND						
	PUBLIC OUTREACH.						
	CM MEETING REDUCTION (JLM 06/27/16)					300-	
						325	
001-1903-515.54-00	DUES & MEMBERSHIPS	694	0	1,000	1,000	570	1,125
	LEVEL 5 TEXT					TEXT AMT	
	TO PAY FOR REQUIRED PROFESSIONAL LICENSES,					450	
	MEMBERSHIPS AND PROFESSIONAL PUBLICATIONS.						
	LICENSE RENEWALS FOR ENGINEERING STAFF OCCUR AFTER						
	THE MIDPOINT OF THE FY.						

*	OPERATING EXPENSE	156,392	92,342	83,249	85,184	53,266	78,979
**	ENGINEERING DIVISION	420,550	396,703	538,302	540,237	443,605	567,898
***	COMMUNITY DEVELOPMENT	1,298,458	1,266,320	1,455,597	1,471,700	1,193,063	1,572,872

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FIRE SERVICES FIRE SERVICES 001-3100-522.12-00	SALARIES & WAGES	3,077,279	3,006,879	3,301,414	3,428,464	2,918,208	3,357,475
	LEVEL 5 TEXT					TEXT AMT	
						3,307,442	
	CURRENT STAFF (INC: SPECIALTY PAY, HOLIDAY PAY, RIDE UP PAY, ACCRUAL PAYOUT EST)						
	WAGE INCREASE					67,337	
	NEW: FIRE DIVISION CHIEF- TRAINING					79,151	
	NEW: ADMIN ASSISTANT					28,199	
	NEW: FIRE INSPECTOR					34,540	
	NEW: RECLASS SR ADMIN TO OFFICE MANAGER					2,227	
	*REDUCTION OF REQUEST FOR A NEW FIRE INSPECTOR, ADMIN ASSISTANT, AND RECLASS OF SR ADMIN. RECLASS VACANT FIREFIGHTER INTO THE DIV CHIEF (07/13/16 JLM)					108,643-	
	*DIV CHIEF RECLASS IN DECEMBER (7/14/16 JLM)					13,187-	
	*CALCULATION REVISIONS (7/22/16 JLM)					52,899-	
	*INCREASE DIVISION CHIEF 12 MO (08/23/16 JLM)					13,308	
						3,357,475	
001-3100-522.14-00	OVERTIME	227,397	144,212	190,000	195,139	199,179	210,900
	LEVEL 5 TEXT					TEXT AMT	
						197,000	
	INCREASE DUE TO INCIDENT COMMAND TRAINING FOR 15 STAFF MEMBERS AND MONTHLY TRAINING STANDARD ACROSS 3 SHIFTS.						
	*ADD'L OT DUE TO DECREASE IN LINE PERSONNEL (07/13/16 JLM)					25,000	
	*REDUCTION (08/23/16 JLM)					11,100-	
						210,900	
001-3100-522.15-10	CERTIFICATION/LICENSES	1,750	2,425	0	0	0	2,600
	LEVEL 5 TEXT					TEXT AMT	
						2,600	
	EMT AND PM CERTIFICATION RENEWALS					2,600	
001-3100-522.21-00	FICA TAXES	239,926	230,519	267,121	276,946	227,036	273,011
	LEVEL 5 TEXT					TEXT AMT	
						268,125	
	CURRENT STAFF (INC: SPECIALTY PAY, HOLIDAY PAY, RIDE UP PAY, ACCRUAL PAYOUT EST, OVERTIME)						
	WAGE INCREASE					5,147	
	NEW: FIRE DIVISION CHIEF					6,116	
	NEW: ADMIN ASSISTANT					2,158	
	NEW: FIRE INSPECTOR					2,643	
	NEW: RECLASS SR ADMIN TO OFFICE MANAGER					171	

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001-3100-522.24-00	WORKER'S COMPENSATION	55,725	67,527	66,909	69,450	50,050	67,552
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC: SPECIALTY PAY, HOLIDAY PAY, RIDE UP PAY, ACCRUAL PAYOUT EST, OVERTIME)	64,128
						WAGE INCREASE	1,282
						NEW: FIRE DIVISION CHIEF	1,690
						NEW: ADMIN ASSISTANT	26
						NEW: FIRE INSPECTOR	730
						NEW: RECLASS SR ADMIN TO OFFICE MANAGER	2
						*REDUCTION OF REQUEST FOR A NEW FIRE INSPECTOR, ADMIN ASSISTANT, AND RECLASS OF SR ADMIN. RECLASS VACANT FIREFIGHTER INTO THE DIV CHIEF (07/13/16 JLM)	1,170-
						*DIV CHIEF RECLASS IN DECEMBER (7/14/16 JLM)	279-
						*CALCULATION REVISIONS (7/22/16 JLM)	1,096
						*INCREASE DIVISION CHIEF 12 MO (08/23/16 JLM)	47
							67,552
001-3100-522.25-00	UEMPLOYMENT COMP	170-	370-	0	0	0	0
001-3100-522.26-00	EAP BENEFIT	2,089	2,125	2,232	2,232	1,850	2,209
	LEVEL 5					TEXT AMT	
						CURRENT STAFF	2,209
						NEW: FIRE BATTALION CHIEF	37
						NEW: STAFF ASSISTANT	37
						NEW: FIRE INSPECTOR	37
						*REDUCTION OF REQUEST FOR A NEW FIRE INSPECTOR, ADMIN ASSISTANT, AND RECLASS OF SR ADMIN. RECLASS VACANT FIREFIGHTER INTO THE DIV CHIEF (07/13/16 JLM)	111-
						*DIV CHIEF RECLASS IN DECEMBER (7/14/16 JLM)	6-
						*INCREASE DIVISION CHIEF 12 MO (08/23/16 JLM)	6
							2,209
* PERSONNEL SERVICES		7,230,681	6,521,096	6,872,753	7,081,753	5,900,223	6,881,795
001-3100-522.31-13	OTHER PROF. SERVICES	1,382	1,025	13,000	21,000	20,000	2,000
	LEVEL 5					TEXT AMT	
						MISC. ACTUARIAL AS NEEDED	2,000
						*PROMOTIONAL LIST LASTS TWO YEARS. TO BE COMPLETED IN FY18.	
							2,000
001-3100-522.34-13	UNIFORM CLEANING	967	823	1,000	1,000	1,000	1,100

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	IF IPADS ARE APPROVED IN 4916 ACCOUNT						
	*REMOVE AT&T SERVICE FOR IPADS- CM MEETING (06/30/16 JLM)						3,024-
	*REMOVE WEATHER SATELLITE SYSTEM (7/14/16 JLM)						3,850- 12,950
001-3100-522.44-13	FLEET FINANCING	218,153	294,860	359,957	359,957	299,964	426,412
001-3100-522.45-19	VEHICLE INSURANCE	18,628	15,595	15,954	15,954	13,295	7,734
001-3100-522.46-10	GENERAL EQUIP MAINT	22,459	15,400	11,500	9,500	4,331	12,500
	LEVEL 5 TEXT					TEXT AMT	
	MOBILE/BASE/PORTABLE RADIO REPAIRS (NON WARRANTY)					5,000	
	NOZZLE REPAIRS					2,500	
	FIRE EXTINGUISHER RECHARGE/REPAIR APPARATUS					1,500	
	REPAIRS/SEWING CANVAS HOSE COVERS/STRAPS					2,000	
	APPARATUS GENERATORS (PORTABLE) REPAIRS					1,500	
	**INCREASE DUE TO COST OF DOING BUSINESS						12,500
001-3100-522.46-11	REGULAR MAINT/INSP EQUIP	39,654	21,480	55,400	46,686	29,116	43,000
	LEVEL 5 TEXT					TEXT AMT	
	LIFE PAK ANNUAL MAINT.CONTRACT (COST SAVING)					14,800	
	AUTOPULSE ANNUAL MAINT.CONTRACT (COST SAVING)					8,000	
	LADDER TESTING ANNUAL (REQ. BY NFPA 1932)					3,200	
	CASCADE SYSTEM CONTRACT (FILL SCBA BOTTLES)					2,500	
	FITNESS EQUIPMENT MAINTENANCE CONTRACT					3,200	
	AMKUS/TNT TOOL MAINTENANCE					5,000	
	ANNUAL SCBA FACE MASK/REGULATOR FLOW TESTING					2,500	
	SCBA PARTS AND REPAIRS					1,500	
	HYDROSTATIC TESTING OF AIR PACKS & O2 BOTTLES					500	
	PUMP TESTING					1,800	
	**DECREASE DUE TO PURCHASE OF NEW LIFEPAK 15 CARDIAC MONITORS AND SELF CONTAINED BREATHING APPARATUS IN FY16						43,000
001-3100-522.46-12	VEH MAINT/REPAIR	191,858	151,974	175,000	175,000	148,828	170,000
001-3100-522.46-15	VEHICLE MAINT. LABOR	17,838	0	7,000	0	0	0
	LEVEL 5 TEXT					TEXT AMT	
	LABOR CHARGES FOR VEHICLE REPAIR OTHER THAN PW					7,000	
	*CM/FIN REDUCTION (JLM 07/12/16)						7,000-
001-3100-522.46-16	BUILDING MAINT	31,844	19,807	500	9,500	2,105	0
	LEVEL TEXT					TEXT AMT	

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5	CARPET CLEANING TILE CLEANING INCREASE DUE TO ALL 5 STATIONS NEED CARPET & TILE CLEANED *CM/FIN REDUCTION (JLM 07/12/16)						3,000 3,000-
001-3100-522.46-18	CONT MAINT/COMM. EQUIP	11,168	9,613	11,300	11,300	11,037	12,000
LEVEL 5	TEXT CELL PHONE REPLACEMENT AND SUPPLIES *ADD 1 NEW IPHONE HARRIS CONTRACT FOR RADIOS **INCREASE DUE TO 1 NEW EMPLOYEE REQUIRING A PHONE AND AN INCREASE IS EXPECTED IN OUR RADIO CONTRACT					TEXT AMT 1,500 10,500 12,000	
001-3100-522.47-00	PRINTING AND BINDING	1,642	1,996	3,000	2,398	1,397	2,000
LEVEL 5	TEXT INSPECTION FORMS EMS REPORT FORMS PARS TAGS LEAVE REQUEST/SICK/SHIFT EXCHANGE FORMS *CM/FIN REDUCTION (JLM 07/12/16)					TEXT AMT 800 700 200 800 500- 2,000	
001-3100-522.48-04	PUB RELATION ACTIVITY	113	4,909	5,000	1,500	724	4,000
LEVEL 5	TEXT SMOKE DETECTOR REPLACEMENT PROGRAM MISC. EDUCATIONAL ITEMS FOR CITY SPONSORED EVENTS KIDS HELMETS, PAMPHLETS, COLORING BOOKS, CRAYONS MISC. ITEMS FOR NAT'L PREPAREDNESS MONTH **NEW EMERGENCY MGMT. PROGRAMS THAT WE HAVE NOT HAD IN PREVIOUS YEARS *CM/FIN REDUCTION (07/13/2016 JLM)					TEXT AMT 2,500 2,000 800 1,300- 4,000	
001-3100-522.49-14	FURN. & FIXTURES NON-CAP	0	0	0	35,514	16,117	6,800
LEVEL 5	TEXT REPLACE MATTRESSES AT ALL STATIONS CURRENT ARE WORN AND DO NOT OFFER PROPER SUPPORT 28 MATTRESSES @ \$265.25 EACH OFFICE SPACE - CUBICLE ADDITIONS REDUCTION- CM MEETING (06/30/16 JLM)					TEXT AMT 7,427 2,573 3,200-	

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							6,800
001-3100-522.49-16	COMPUTER HARDWARE	0	0	0	9,000	9,491	4,000
	LEVEL 5 TEXT					TEXT AMT	
	IPADS FOR USE WITH FIREHOUSE REPORTING PROGRAM						
	ALLOWS INSPECTIONS AND PATIENT CARE REPORTS TO BE						
	COMPLETED ON SCENE AND INCORPORATE WITH FIRE						
	HOUSE INCIDENT REPORTING SOFTWARE						
	10 IPADS @ \$400.00 EACH **NEW						4,000
							4,000
001-3100-522.49-19	TAXES, LICENSES, AND FEES	251	0	0	0	0	0
001-3100-522.49-20	EQUIP & OTHER NON-CAPITAL	2,511	8,994	7,700	5,700	3,821	13,500
	LEVEL 5 TEXT					TEXT AMT	
	PURCHASE ALS MANIKIN INFANT (NOT CURRENTLY OWNED)						4,500
	PURCHASE 02 BAGS (BACKPACK STYLE) 8 @ 400						3,200
	PURCHASE RADIO FOR EM VEHICLE						2,800
	POWER TOOL REPLACEMENT (MOVED FROM 5200)						3,000
							13,500
001-3100-522.49-66	TFR TO 506 BLDG MAINT FD	225,116	354,343	245,512	245,512	204,593	380,421
	LEVEL 5 TEXT					TEXT AMT	
	SECOND DRAFT						380,421
							380,421
001-3100-522.51-00	OFFICE SUPPLIES	8,925	3,721	8,000	4,494	3,387	5,000
	LEVEL 5 TEXT					TEXT AMT	
	PAPER SUPPLIES						500
	WRITING SUPPLIES						150
	COMPUTER/PRINTER REPLACEMENT REPAIR						1,300
	OFFICE MACHINE REPLACEMENT (CALCULATOR, LAMINATOR)						450
	CALENDARS & JOURNAL TYPE LOG BOOKS						1,500
	PRINTER CARTRIDGES						3,100
	*CM/FIN REDUCTION (JLM 07/12/16)						2,000-
							5,000
001-3100-522.52-00	OPERATING SUPPLIES	36,879	38,426	48,400	46,635	30,890	31,000
	LEVEL 5 TEXT					TEXT AMT	
	BATTERIES						3,000
	SHOVELS/BROOMS/AXES/SMALL TOOL REPLACEMENT						2,800
	FIREFIGHTING FOAM						4,800
	STORAGE SHELVES/CONTAINERS/COMPARTMENT MATTING						2,000
	STATION & FACILITY EQUIP (VACUUMS, LOCKS, FANS						2,700

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	BLOWERS, WINDOW COVERINGS, BUCKETS, RAGS ETC) APPARATUS EQUIP (LIGHTING, SAWS, BLADES, AXES, EXTINGUISHERS, RADIO ACCESSORIES, WRENCHES, ETC)						2,000
	FOOD PREP, CONSUMPTION AND SERVING EQUIPMENT						1,450
	MSA REPLACEMENT MASKS/PARTS						1,000
	HOSE: 1000' 5"; 1000' 2-1/2"; 1000' 1-3/4"						6,000
	COFFEE AND COFFEE SUPPLIES						2,500
	POWER TOOL REPLACEMENT						4,000
	REPLACE ROPE						1,500
	SCENE LIGHTS 2 @ 625						1,250
	**DECREASE DUE TO REPLACEMENT OF SELF CONTAINED BREATHING APPARATUS BEING UNDER WARRANTY.						
	*CM/FIN REDUCTION (JLM 07/12/16)						4,000-
							31,000
001-3100-522.52-10	GAS, DIESEL, OIL, & GREASE	59,994	50,945	57,500	56,000	34,023	58,065
	LEVEL 5 TEXT					TEXT AMT	
	EST UNLEADED FUEL - 4500 GALS @ \$2.50 PER GALLON						11,250
	EST DIESEL FUEL - 10,000 GALS @ \$3.00 PER GALLON						30,000
	EST DIESEL FOR GENERATORS - 6000 GAL @ \$3.00 GAL						18,000
	INCREASE DUE TO EM VEHICLE ADDITION AND FULL YEAR FOR CHIEF VEHICLE						
	*REDUCTION (08/23/16 JLM)						1,185-
							58,065
001-3100-522.52-11	JANITORIAL SUPPLIES	11,509	8,119	8,000	8,000	4,759	7,300
	LEVEL 5 TEXT					TEXT AMT	
	PAPER PRODUCTS (TOWELS, TOILET PAPER, ETC)						2,500
	CLEANING SUPPLIES FOR STATION & APPARATUS						3,000
	DRY-SORB FOR OIL SPILLS						800
	MOPS/BUCKETS/BRUSHES/COOLER/BROOMS/						1,000
							7,300
001-3100-522.52-12	UNIFORMS	22,412	20,710	76,354	76,354	70,316	56,872
	LEVEL 5 TEXT					TEXT AMT	
	BRUSHFIRE GOGGLES, HELMETS, GEAR, RESPIRATORS						3,500
	SEARCH & RESCUE LIGHTS AND BULBS REPLACE						3,000
	NAME TAGS, COLLAR BRASS & BADGES						2,500
	NOMEX HOODS & BUNKER BOOTS						4,800
	UNIFORM T-SHIRTS, SWEATSHIRTS, KNIT CAPS						12,000
	UNIFORM PANTS, BELTS						9,500
	HELMETS AND FACESHIELDS						6,000
	UNIFORMS NEEDS MISC.						1,800
	UNIFORM BOOTS (1 PAIR PER PERSON)						4,500
	REPLACE 15 SETS BUNKER GEAR @ \$2,256 EACH						33,840

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	BRUSHFIRE BOOTS (1 PAIR EA - NEW HIRES)						1,800
	SURVIVOR FLASH LIGHTS (1 EA - NEW HIRES)						400
	DRESS SHOES FOR EVENTS WHERE CLASS A/B IS WORN						5,000
	*CM/FIN REDUCTION FOR BUNKER GEAR AND DRESS SHOES (07/13/16 JLM)						31,768-
							56,872
001-3100-522.52-15	POSTAL SERVICE	854	508	900	900	312	900
	LEVEL 5 TEXT TEXT BASED ON CURRENT USAGE MAILING OF HAZARDOUS USE PERMITS DEPARTMENT ITEMS SENT FOR REPAIR CERTIFIED MAIL ITEMS					TEXT AMT	900
							900
001-3100-522.52-16	MEDICAL & LAB SUPPLIES	39,168	50,817	52,000	45,505	35,144	48,000
	LEVEL 5 TEXT OXYGEN AIRWAY ADJUNCTS & RELATED RESPIRATORY EQUIPMENT CARDIAC MONITOR SUPPLIES BASIC LIFE SUPPORT SUPPLIES DRUGS & SOLUTIONS AUTOPULSE LIFE BANDS AED PUBLIC ACCESS DEFIBRILLATOR PROGRAM SUPPLIES EMS TRAINING EQUIPMENT AND SUPPLIES MISC. MEDICAL SUPPLIES (GLOVES, SCOPES, BACKBOARD, BANDAGING, IV, CATHETER, ETC) IMMUNIZATIONS (TB, HEP-A & B, TITER TEST) *CM/FIN REDUCTION (JLM 07/12/16)					TEXT AMT	49,500
							1,500- 48,000
001-3100-522.52-17	CPR/EMS PROGRAM SUPPLIES	4,574	5,112	2,000	6,290	4,175	6,000
	LEVEL 5 TEXT CARD STOCK FOR AHA TRAINING CENTER DVDS, BOOKS, INSTRUCTOR MATERIALS FOR AMERICAN HEART ASSOCIATION (AHA) TRAINING CENTER *INCREASE DUE TO AHA UPDATE WHICH REQUIRES ALL NEW TRAINING MATERIALS AS WELL AS NEW AED'S FOR STUDENT/INSTRUCTOR CERTIFICATIONS					TEXT AMT	6,000
							6,000
001-3100-522.52-18	SHARPS PROGRAM SUPPLIES	687	670	660	2,070	525	880
	LEVEL 5 TEXT SHARPS DISPOSAL					TEXT AMT	880

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	**ANTICIPATING A SLIGHT INCREASE IN DISPOSAL FEES **COLLECTION OF SHARPS HAS INCREASED						880
001-3100-522.54-00	DUES & MEMBERSHIPS	784	1,192	1,900	1,144	549	1,700
	LEVEL 5 TEXT					TEXT AMT	
							750
	INTL. ASSOC. OF FIRE CHIEFS (FC/CW)						300
	FLORIDA FIRE CHIEFS ASSOC. (FC/CW)						150
	VOLUSIA COUNTY FIRE CHIEFS ASSOC (DEPT MEMBERSHIP)						200
	EAST CENTRAL FLORIDA FIRE INSPECTORS ASSOC.(CW/LY)						100
	FLORIDA EMERGENCY PREPAREDNESS ASSOC.						200
	NATIONAL FIRE PROTECTION ASSOC. (FM/CW)						
	**REDUCTION DUE TO STREAMLINING OF MEMBERSHIPS						1,700
001-3100-522.54-01	BOOKS & SUBSCRIPTIONS	2,680	1,949	4,255	1,633	1,305	4,000
	LEVEL 5 TEXT					TEXT AMT	
							1,500
	NFPA CODES RENEWAL						2,500
	STATION LIBRARY FOR STAFF DEVELOPMENT						4,000
* OPERATING EXPENSE		1,021,019	1,116,602	1,204,067	1,243,067	989,530	1,360,734
001-3100-522.64-00	MACH & EQUIPMENT	16,877	8,821	0	179	0	27,000
	LEVEL 5 TEXT					TEXT AMT	
							27,000
	PURCHASE OF 4X4 SUV FOR EMERGENCY MANAGEMENT						27,000
	COORDINATOR						
* CAPITAL OUTLAY		16,877	8,821	0	179	0	27,000
** FIRE SERVICES		8,268,577	7,646,519	8,076,820	8,324,999	6,889,753	8,269,529
*** FIRE SERVICES		8,268,577	7,646,519	8,076,820	8,324,999	6,889,753	8,269,529

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001-3200-521.12-00	POLICE POLICE SALARIES AND WAGES	4,780,780	4,998,828	5,168,741	5,154,234	4,088,852	5,136,652
	LEVEL 5 TEXT					TEXT AMT	
						5,145,160	
						23,821	
						22,776	
						87,997	
						36,959	
						3,818	
						1,789	
						8,116	
						75,574-	
						26,861-	
						83,749-	
						7,600-	
						5,136,652	
001-3200-521.14-00	OVERTIME	458,349	478,935	460,000	460,000	398,386	463,000
	LEVEL 5 TEXT					TEXT AMT	
						463,000	
						463,000	
001-3200-521.21-00	FICA TAXES	374,136	394,623	430,656	430,886	317,808	428,436
	LEVEL 5 TEXT					TEXT AMT	
						429,080	
						1,821	
						1,743	
						6,732	
						2,828	
						293	
						137	
						621	
						5,782-	
						2,055-	

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	POLICE OFFICER TO AN APRIL HIRE (7/11/16 JLM)						
	*CALCULATION REVISIONS (7/22/16 JLM)						6,401-
	*DEFER EV TECH RECLASS AND TRANSFER PERS (8/26/16)						581-
							428,436
001-3200-521.22-00	RETIREMENT CONTRIBUTIONS	3,064,195	3,137,153	3,410,003	3,410,003	2,352,851	2,946,953
	LEVEL 5						
	TEXT					TEXT AMT	
	CURRENT STAFF (INCLUDING CBA WAGE AGREEMENTS)					2,977,262	
	WAGE INCREASE FOR THOSE NOT COVERED BY CBA					5,969	
	NEW: CUSTODIAN					3,576	
	NEW: 4 POLICE OFFICERS NOT TO EXCEED 5210 HRS					51,857	
	NEW: ACCREDITATION MANAGER					3,696	
	NEW: RECLASS CID LT. TO CAPT.					802	
	NEW: RECLASS EVIDENCE TECH. TO SR. EVIDENCE TECH.					281	
	*REDUCTION OF CUSTODIAN AND 3 POLICE OFFICERS CM MEETING (06/30/16 JLM)					34,690-	
	*REDUCE ACCREDIT. MGR TO A JANUARY HIRE AND THE POLICE OFFICER TO AN APRIL HIRE (7/11/16 JLM)					11,297-	
	*CALCULATION REVISIONS (7/22/16 JLM)					47,589-	
	*DEFER EV TECH RECLASS AND TRANSFER PERS (8/26/16)					2,914-	

	STATE PENSION CONTRIBUTION NOT A BUDGETED ITEM IN FY2017. WAS \$331,402 IN FY16 BUDGET.						
							2,946,953
001-3200-521.23-00	HEALTH INSURANCE	548,072	575,380	698,520	698,520	520,942	758,806
	LEVEL 5						
	TEXT					TEXT AMT	
	HEALTH					694,216	
	DENTAL					44,192	
	LIFE					11,800	
	INCREASE ON LIFE					63	
	NEW: CUSTODIAN					6,956	
	NEW: 4 POLICE OFFICERS NOT TO EXCEED 5210 HRS					17,465	
	NEW: ACCREDITATION MANAGER					6,990	
	NEW: RECLASS CID LT. TO CAPT.					10	
	NEW: RECLASS EVIDENCE TECH. TO SR. EVIDENCE TECH.					5	
	*REDUCTION OF CUSTODIAN AND 3 POLICE OFFICERS CM MEETING (06/30/16 JLM)					17,435-	
	*REDUCE ACCREDIT. MGR TO A JANUARY HIRE AND THE POLICE OFFICER TO AN APRIL HIRE (7/11/16 JLM)					5,240-	
	*CALCULATION REVISIONS (7/22/16 JLM)					197-	
	*DEFER EV TECH RECLASS AND TRANSFER PERS (8/26/16)					19-	
							758,806
001-3200-521.24-00	WORKER'S COMPENSATION	70,071	82,735	76,544	76,544	64,727	84,310
	LEVEL 5						
	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
5	CURRENT STAFF (INC: SPECIALTY PAY, HOLIDAY PAY, ACCRUAL PAYOUT EST., CLOTHING ALLOW., INCREASE) WAGE INCREASE FOR THOSE NOT COVERED BY CBA NEW: CUSTODIAN NEW: 4 POLICE OFFICERS NOT TO EXCEED 5210 HRS NEW: ACCREDITATION MANAGER NEW: RECLASS CID LT. TO CAPT. NEW: RECLASS EVIDENCE TECH. TO SR. EVIDENCE TECH. NEW: ADD'L PT HOURS- 8.5 HRS/WK *REDUCTION OF CUSTODIAN AND 3 POLICE OFFICERS CM MEETING (06/30/16 JLM) *REDUCE ACCREDIT. MGR TO A JANUARY HIRE AND THE POLICE OFFICER TO AN APRIL HIRE (7/11/16 JLM) *CALCULATION REVISIONS (7/22/16 JLM) *DEFER EV TECH RECLASS AND TRANSFER PERS (8/26/16)					84,528	
						236	
						428	
						1,419	
						596	
						62	
						29	
						142	
						1,279-	
						433-	
						1,343-	
						75-	
						84,310	
001-3200-521.25-00	UNEMPLOYMENT COMP	1,173	2,963	0	1,307	1,307	0
001-3200-521.26-00	EAP BENEFIT	3,740	3,789	4,132	4,132	3,195	4,090
LEVEL 5	TEXT					TEXT AMT	
	CURRENT STAFF					4,044	
	NEW: CUSTODIAN					37	
	NEW: 4 POLICE OFFICERS NOT TO EXCEED 5210 HRS					93	
	NEW: ACCREDITATION MANAGER					37	
	*REDUCTION OF CUSTODIAN AND 3 POLICE OFFICERS					93-	
	CM MEETING (06/30/16 JLM)						
	*REDUCE ACCREDIT. MGR TO A JANUARY HIRE AND THE					28-	
	POLICE OFFICER TO AN APRIL HIRE (7/11/16 JLM)						
						4,090	
-----		9,300,516	9,674,406	10,248,596	10,235,626	7,748,068	9,822,247
*	PERSONNEL SERVICES						
001-3200-521.31-12	LEGAL SERVICES	590	0	2,750	2,750	0	500
LEVEL 5	TEXT					TEXT AMT	
	COURT DOCUMENTS FOR CID/SIU INVESTIGATIONS					1,200	
	LAWSUITS/EMPLOYEE GRIEVANCES AND APPEALS					200	
	FEES FOR WARRANTS, COURT ORDERS, ETC TO OBTAIN						
	PHONE CALL SEARCHES AND RECORDS					750	
	SUBPOENA MEDICAL RECORDS FOR INVESTIGATIONS					300	
	DOCUMENTS FOR MOTOR VEHICLE RECORD SEARCHES					300	
	*REDUCTION- CM MEETING (06/30/16 JLM)					2,250-	
						500	
001-3200-521.31-13	OTHER PROF. SERVICES	35,788	61,188	124,915	76,178	74,053	49,415
LEVEL	TEXT					TEXT AMT	

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5	CALEA - NAT. ACCREDITATION FEES < TO \$4,065 NOT A CALEA INSPECTION YEAR. DUE IN FY18 FLORIDA ACCREDITATION POWER STANDARDS DMS PROGRAM POLICE K-9 VET CARE/MED./SHOTS 5 DOGS(>1 DOG FY15) POLICE K-9 BOARDING (K-9 OFFICERS VACATIONS) HOG TRAPPING SERVICES, <\$1,000 INTERPRETER SERVICES AGENCY TRANSCRIPTION COSTS - INVESTIGATIONS AFTER HOURS EMERGENCY ANIMAL CLINIC SERVICES FERAL CAT TNR PROGRAM - 90 COLONIES MANAGED BY CCFWA, MONTHLY COST INCREASING METH LAB CLEAN UP COSTS (FDLE NO LONGER HANDLES) CID/INVESTIGATIVE SERVICES & FUNDS MEDICAL RECORDS SEARCHES FOR INVESTIGATIONS PERSONS/PHONE/ADDRESS/ASSOCIATE SEARCHES EQUIFAX CREDIT CHECKS (INCREASED WORKLOAD) SOCIAL MEDIA/CELLULAR, MISC. SERVICES ANNUAL NSB FIRING RANGE FEE (AGREEMENT) BODY CAMERAS & DIGITAL STORAGE MOVE TO 34-14 *REDUCTION (08/23/16 JLM)						4,065 300 10,500 1,000 500 500 5,000 1,000 16,000 3,500 1,750 2,500 1,500 2,000 300 1,000- 49,415
001-3200-521.34-13	UNIFORM CLEANING	21,964	20,808	25,000	25,000	24,238	25,000
LEVEL 5	TEXT DRY CLEANING SERVICES FOR DEPARTMENT TO INCLUDE ALTERATIONS, UNIFORM REPAIRS, PATCH SEWING, ZIPPER REPLACEMENT, JAIL JUMPSUIT CLEANING, ETC					TEXT AMT 25,000 25,000	
001-3200-521.34-14	CONTRACT SERVICES OTHER	0	0	0	70,000	70,000	70,000
LEVEL 5	TEXT TASER INTERNATIONAL, BODY CAMERA LICENSING, EVIDENCE.COM LICENSING & DATA STORAGE					TEXT AMT 70,000 70,000	
001-3200-521.35-00	INVESTIGATIONS	0	368	1,000	1,000	668	3,000
LEVEL 5	TEXT CID BUY MONEY REPLENISHMENT, >\$2000					TEXT AMT 3,000 3,000	
001-3200-521.40-00	TRAVEL PER DIEM	6,419	9,502	6,500	10,500	6,868	10,000
LEVEL 5	TEXT TRAVEL FOR: FPCA, IACP, FDLE LAB RUNS, FBINAA, DRE, VFPCA, EVIDENCE COURIER RUNS, DRUG/GUN					TEXT AMT 14,950	

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	DESTRUCTS, CRIMINAL SUBPOENAS OUT OF COUNTY, STATE PAL, OUT OF COUNTY INTERVIEWS FOR DETECTIVES, & DEPT. TRAINING *REDUCTION- CM MEETING (06/30/16 JLM)						4,950- 10,000
001-3200-521.40-10	EMPLOYEE TRAINING	6,679	10,909	12,000	17,000	12,942	15,000
	LEVEL 5 TEXT VARIOUS TRAINING CLASSES FOR DEPARTMENT SWORN AND NON-SWORN PERSONNEL, ERT, CANINE, CSO, ACO, MOTORS, INVESTIGATIONS, ACCREDITATION, BACKGROUND INVESTIGATIONS, HIGH LIABILITY, MANAGEMENT CLASSES INTERNAL AFFAIRS TRAINING, PUBLIC RECORDS CLASSES, DEFENSIVE TACTICS, GROUND FIGHTING, COMBAT SHOOTING CLASSES, LEADERSHIP TRAINING, DUI/FSE, RADAR TRAINING, DEFENSIVE DRIVING, SEX CRIMES, HOSTAGE NEGOTIATIONS, ACCIDENT RECONSTRUCTION, TRAFFIC HOMICIDE TRAINING, FIELD TRAINING OFFICER CLASSES, INTERVIEWS AND INTERROGATIONS TRAINING, NARCOTICS TRAINING, ETC. INCREASING COST & TRAINING HOURS DUE TO DOJ & OTHER RECOMMENDED CHANGES TO TRAINING *REDUCTION- CM MEETING (06/30/16 JLM)					TEXT AMT 20,000	
							5,000- 15,000
001-3200-521.41-00	COMMUNICATION SERVICES	77,402	85,340	98,030	98,263	79,495	96,030
	LEVEL 5 TEXT TELEPHONE SERVICES (AT&T, BELLSOUTH, IP PHONES) CELLULAR SERVICES (AT&T) - 41 CELL/SMART PHONES AIR CARD COSTS FOR 90 AT&T AIRCARD UNITS FOR: PATROL, MOTORS, ANIMAL CONTROL FOR VCSO CAD/RMS BRIGHHOUSE NETWORK FOR INTERNET LINES (IT) CELL PHONE REPLACEMENT/SUPPLIES					TEXT AMT 11,000 42,720 40,760 1,050 500 96,030	
001-3200-521.44-10	EQUIP/OTHER RENTAL/LEASE	0	1,141	2,000	2,000	760	2,000
	LEVEL 5 TEXT RENTAL OF VEHICLES FOR THE SPECIAL INVESTIGATIONS UNIT FOR COVERT UNDERCOVER OPERATIONS AS THEIR ASSIGNED VEHICLES BECOME KNOWN. THESE VEHICLES CAN BE RENTED AS NEEDED BY THE DAY, WEEK OR MONTH.					TEXT AMT 2,000	
							2,000
001-3200-521.44-13	FLEET FINANCING	423,793	459,021	494,043	494,043	411,703	475,954
001-3200-521.45-19	VEHICLE INSURANCE	45,375	42,158	39,492	39,492	32,910	43,312

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001-3200-521.45-20	MARINE UNIT INSURANCE	0	0	280	280	0	280
	LEVEL 5 TEXT REGIONAL MARINE UNIT INSURANCE					TEXT AMT 280 280	
001-3200-521.46-10	GENERAL EQUIP MAINT	14,754	19,946	35,000	48,600	33,566	34,300
	LEVEL 5 TEXT COPY MACHINE CHARGES-MAINTENANCE/REPAIR(8 COPIERS) MAINTENANCE ON: WINDOW TINT METERS,DUI INTOXILYZER CAMCORDERS, LASER UNITS FIRE EXTINGUISHER MAINTENANCE (CARS), >200 FIREARM MAINTENANCE (PISTOLS, SHOTGUNS, AR-15'S) VIP GOLF CART MAINTENANCE/REPAIR (2 GOLF CARTS) LIVESCAN FINGERPRINT MAINT INCL. 12 RAPID ID UNITS PAPER SHREDDERS REPAIRS/MAINTENANCE TRAFFIC METRO COUNT DEVICES GUN CLEANING SYSTEMS MAINTENANCE (TWO UNITS) COMMUNITY SPEED TRAILER BATTERY REPLACEMENT (CY) TASER REPAIRS MESSAGE BOARD MAINTENANCE/REPAIRS/BATTERIES (CY) FITNESS/GYM EQUIPMENT SERVICE/MAINT., >500 ANNUAL CALIBRATION OF SOUND METERS, >100 ALPR ANNUAL MAINTENANCE CONTRACT, EFF MARCH FY16 EVIDENCE DRYER FILTERS REPLACED 4X ANNUALLY					TEXT AMT 6,600 1,174 1,200 3,500 2,000 4,200 500 500 200 1,000 2,500 1,500 1,500 600 5,184 2,142 34,300	
001-3200-521.46-12	VEH MAINT/REPAIR	258,521	259,394	290,000	260,000	201,265	290,000
	LEVEL 5 TEXT VEH. MAINTENANCE FOR PD FLEET					TEXT AMT 290,000 290,000	
001-3200-521.46-14	MOTORCYCLE MAINT	312	0	0	0	0	0
001-3200-521.46-16	BUILDING MAINT	66,404	23,363	21,500	30,100	28,094	34,360
	LEVEL 5 TEXT BLDG SECURITY SYSTEM/ACCESS CONTROL MAINT CONTRACT NEW 5 YEAR SERVICE CONTRACT, SOLE SOURCE BUILDING FIRE ALARM SYSTEM MONITORING <390					TEXT AMT 34,000 360 34,360	
001-3200-521.46-18	CONT MAINT/COMM EQUIP	41,926	44,601	58,000	51,571	39,911	54,550
	LEVEL 5 TEXT COMMUNICATIONS INT'L MONTHLY RADIO MAINTENANCE & REPAIRS FOR PORTABLE RADIOS, FLEET MOBILE RADIOS,					TEXT AMT 40,050	

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	EMERGENCY LIGHT BAR REPAIRS, SIREN REPAIRS, PA SYSTEM REPAIRS, ORION SS2000 REPAIRS LAPTOP MOUNTS/CONNECTIONS/ADAPTORS, CHARGE GUARDS, AND NECESSARY RADIO REPLACEMENT PARTS (ANTENNAS, MICS, WIRING, ETC.) >FY16 DUE TO FY15 COST REPAIRS OF MOTORS HELMET HEADSETS/PTT SYSTEMS COMM. INT'L RADAR REPAIRS FOR 2 SPEED TRAILERS BI-ANNUAL RADAR/LASER MANDATED CALIBRATIONS						2,000 2,000 10,500 54,550
001-3200-521.46-20	MARINE UNIT MAINTENANCE	2,074	2,851	2,000	2,000	1,485	2,000
	LEVEL 5 TEXT MARINE UNIT MAINTENANCE FOR 2004 BOSTON WHALER SHARED BY POPD, SDPD, PIPD AND NSBPD					TEXT AMT 2,000 2,000	
001-3200-521.47-00	PRINTING & BINDING	7,995	3,694	11,500	6,500	5,092	10,000
	LEVEL 5 TEXT LITOCRAFT, PRIDE, COUCHMAN: VARIOUS DEPARTMENT PRINTING OF FORMS, ARREST 707'S VICTIM ADVOCATE BOOKLETS, DEPARTMENT STATIONARY, ENVELOPES, DOMESTIC VIOLENCE MATERIALS, ANNUAL REPORT, AGENCY BROCHURES, BUSINESS CARDS, ANIMAL CITATIONS, WRITTEN WARNINGS, PARKING TICKETS, RED TAGS, ACCREDITATION VEHICLE DECALS, LAW ENFORCEMENT DIRECTORY, ETC. *REDUCTION (08/23/16 JLM)					TEXT AMT 11,500 1,500- 10,000	
001-3200-521.49-02	COMPUTER SOFTWARE	0	0	0	27,500	0	0
	LEVEL 5 TEXT SOFTWARE TO TRACK IA, CRASHES, PURSUITS, USE OF FORCE, ETC. (EST. \$20,000) (NEW) FTO & DOR SOFTWARE (EST. \$4,000) (NEW) *REDUCTION PER CHIEF 07/06/16 (JLM)					TEXT AMT 20,000 4,000 24,000-	
001-3200-521.49-20	EQUIP & OTHER NON-CAPITAL	63,080	70,511	50,175	117,832	87,138	60,931
	LEVEL 5 TEXT DIGITAL CAMERAS/REPLACEMENTS ASP BATONS/HANDCUFFS TASER CARTRIDGES - 25' FOR DUTY USE (150) FLASHLIGHTS - DUTY BELT/CAR ASP BATON AND TASER HOLSTERS					TEXT AMT 1,000 600 4,200 2,000 1,000	

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	REPLACEMENT PORTABLE RADIO BATTERIES (JAGUARS/MRK)						4,800
	BODY ARMOR (5 YEAR REPLACEMENT FOR 20 OFC)						13,000
	BODY ARMOR - NEW HIRES (EST. 10)						7,000
	DIGITAL VOICE RECORDERS, <500						500
	HOLSTERS/DUTY GEAR, >500						1,500
	REPLACEMENT FLARES (CRASH SCENES)						1,075
	AUDIO/VIDEO SURVEILLANCE EQUIP UNDERCOVER OPS						5,000
	ANIMAL CONTROL AMMONIA READER SUPPLIES						500
	VEH. ELECTRONIC CITATION EQUIPMENT, REPLACEMENT						10,000
	PROGRAM, 2012 FDOT GRANT FUNDED (PRINTERS,						
	SIG. PADS, USB HUBS, MAG READERS, CABLES, ETC.)						
	4 NEW OFC POS. EQUIPMENT (EST. \$8,755.93 PER OFC)						27,424
	*REDUCE NEW OFC POS. EQUIPMENT TO 1 OFFICER						18,668-
	CM MEETING (06/30/16 JLM)						60,931
001-3200-521.49-21	NON-CAP EQUIPMENT GRANT	8,842	0	0	0	0	0
001-3200-521.49-66	TFR TO 506 BLDG MAINT FD	183,919	374,587	277,053	277,053	230,878	405,094
	LEVEL 5 TEXT SECOND DRAFT					TEXT AMT	
						405,094	
						405,094	
001-3200-521.51-00	OFFICE SUPPLIES	31,386	19,400	38,000	32,000	24,886	35,000
	LEVEL 5 TEXT					TEXT AMT	
	VARIOUS DEPARTMENT OFFICE SUPPLIES: (CD'S, DVD'S,					24,500	
	PENS, PAPER CLIPS, PAPER, INVESTIGATOR NOTEBOOKS,						
	CALCULATOR TAPE, LABEL SUPPLIES, STAPLES, POST IT						
	PADS, FOLDERS, FILES, HANGING FOLDERS, BINDERS,						
	BINDER CLIPS, IA FOLDERS, CALENDARS, SCOTCH TAPE						
	TONER CARTRIDGES FOR PATROL, EVIDENCE, DETECTIVES						
	RECORDS, QUARTERMASTER, JAIL, ADMIN ASSISTANT)						
	INK PRINTER CARTRIDGES FOR 74 DEPARTMENT PRINTERS					6,000	
	FAX MACHINE PRINTER CARTRIDGES					2,000	
	THERMAL PAPER FOR PATROL VEHICLE PRINTERS					2,500	
						35,000	
001-3200-521.52-00	OTHER OPERATING SUPPLIES	88,177	75,951	86,461	82,661	59,717	86,550
	LEVEL 5 TEXT					TEXT AMT	
	DEPARTMENT AMMUNITION-QUALIFICATIONS/TRAINING/ERT					38,100	
	LESS LETHAL/SIMS/TRAINING SUPPLIES, >3000					10,000	
	PEPPER SPRAY REPLACEMENT					1,000	
	CONF. LICENSE PLATE RENEWALS (20 PD CARS) >28					1,000	
	REPLACEMENT FLEET REGISTRATIONS/TITLES (15 CARS)					2,200	
	ACO DOG/CAT FOOD, SUPPLIES & EQUIP, >500					3,000	
	FINGERPRINT KITS & CRIME SCENE SUPPLIES, <1500					1,500	

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	QUARTERLY CITY MANAGER/VIP MEETINGS						500
	ANNUAL VIP AWARDS DINNER, >200						1,200
	K-9 FOOD & SUPPLIES (5 POLICE DOGS)						8,200
	GRAPHIC REPLACEMENT FOR DAMAGED FLEET VEH >1000						2,000
	PLAQUES FOR RETIREMENTS, ETC						500
	PATROL/CID/ADMIN/EVIDENCE - MISC. SUPPLIES						4,500
	ACCREDITATION AUTO DECAL REPLACEMENT						500
	INTOXILYZER SUPPLIES						1,250
	POLICE BICYCLE SUPPLIES (4 BICYCLES)						500
	ERT SUPPLIES (GAS, LESS LETHAL, SLINGS, STRAPS, TARGETS, GAS MASK FILTERS, GOGGLES/GLASSES, ETC.)						7,500
	POLICE ID CARDS (POLICE/SHERIFFS PRESS)						300
	TRAFFIC SAFETY VESTS						300
	RAINGEAR, >200						500
	METH LAB TASK FORCE REPLACEMENT SUPPLIES						5,000
	*REDUCTION PER CHIEF (07/06/16 JLM)						3,000-
							86,550
001-3200-521.52-09	PD GRANT OP. SUPPLIES	2,235-	0	0	0	0	0
001-3200-521.52-10	GAS,DIESEL,OIL,& GREASE	301,324	215,428	227,550	187,550	150,169	229,650
	LEVEL 5 TEXT					TEXT AMT	
	87,000 GAL 87 OCTANE @ \$2.50 PER GAL & 3,200 GAL DIESEL @ \$3.00 PER GAL					227,100	
	93 OCTANE FUEL FOR 2 POLICE HARLEY MOTORCYCLES					1,600	
	NATURAL GAS FOR PD GENERATORS, HOT WATER HEATERS					950	
						229,650	
001-3200-521.52-11	JANITORIAL SUPPLIES	7,367	5,893	8,000	7,000	3,347	8,000
	LEVEL 5 TEXT					TEXT AMT	
	JANITORIAL SUPPLIES: MOPS, GARBAGE BAGS,MOP HEADS, TRASH BAG LINERS, FLOOR CLEANING SUPPLIES, BROOMS, COUNTER TOP CLEANER, BLEACH, SOAP DISPENSER SUPPLIES, TOILET PAPER, PAPER TOWELS, STAINLESS STEEL CLEANER, DISINFECTANTS, GLASS CLEANER, CARPET CLEANER, KITCHEN/DISHWASHER SOAP, LYSOL, TOILET SEAT COVERS, WET FLOOR SIGNS, DUSTING SUPPLIES, SCRUB PADS, DUST PANS, SPONGES, SPRAY CLEANERS, MAID CART SUPPLIES, MOP BUCKET/WRINGER REPLACEMENT BRUSHES/SQUEEGEES FOR FLOOR SCRUBBER REPLACEMENT VACUUM CLEANERS					8,000	
						8,000	
001-3200-521.52-12	UNIFORMS	25,404	38,218	36,000	54,027	35,750	39,081
	LEVEL 5 TEXT					TEXT AMT	
	POLICE UNIFORM SHIRTS LONG/SHORT, SUMMER SHIRTS,					36,000	

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	PANTS, ANIMAL CONTROL UNIFORMS, CSO UNIFORMS, VIP UNIFORMS, PATROL CSO UNIFORMS, RECORDS STAFF UNIFORMS, EMERGENCY RESPONSE TEAM BDU'S, HONOR GUARD UNIFORMS, SHOES, BOOTS, HATS, BALLCAPS DUTY BELTS, MOTOR BREECHES, TIES, TIE PINS, K-9 UNIFORMS, CUSTODIAN SHIRTS, WINTER JACKETS, DICKEYS, TRAINING INSTRUCTOR POLO'S, CPA SHIRTS, ETC DEPARTMENT PATCHES FOR UNIFORMS: (POLICE, VIPS,						3,081 39,081
001-3200-521.52-15	POSTAL SERVICE	1,376	2,322	2,500	2,500	1,710	2,500
	LEVEL 5 TEXT POST OFFICE SUPPLIES, STAMPS, ETC FEDERAL EXPRESS SHIPPING/POSTAL SUPPLIES REDUCED PER CM (MM 7/27/15)					TEXT AMT	1,500 1,500 500- 2,500
001-3200-521.52-16	MEDICAL & LAB SUPPLIES	4,654	4,268	4,350	6,350	5,606	6,850
	LEVEL 5 TEXT TITER TESTING FOR EMPLOYEES TETANUS SHOTS VACCINATION PROGRAM TB TESTING AND VACCINES BIO HAZARD AND EXPOSURE SUPPLIES DRUG TESTING NOT COVERED BY RISK MANAGEMENT RABIES VACCINATION FOR ANIMAL CONTROL OFFICERS PPE SUPPLIES (GLOVES, SPIT SHIELDS, FIRST AID) STERI-CYCLE BIO-HAZARD WASTE MONTHLY PICK UP NEW-90 RPD KIT SUPPLIES (I.E. CELOX/BANDAGES, ETC)					TEXT AMT	350 675 650 250 225 200 250 250 1,500 2,500 6,850
001-3200-521.52-20	MARINE UNIT SUPPLIES/FUEL	0	332	1,000	1,000	121	1,000
	LEVEL 5 TEXT MARINE UNIT MAINTENANCE AND SUPPLIES					TEXT AMT	1,000 1,000
001-3200-521.54-00	DUES & MEMBERSHIP	5,230	7,277	5,460	5,460	4,833	5,460
	LEVEL 5 TEXT POWER DMS TRAINING DUES FLORIDA POLICE CHIEFS ASSOCIATION, ROCIC, FBINAA, EQUIFAX, VOLUSIA POLICE CHIEFS ASSOCIATION, FLORIDA SWAT, FLA-PAC, NOTARY PUBLIC MEMBERSHIPS, FLORIDA ANIMAL CONTROL ASSOCIATION,					TEXT AMT	3,960 700

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	DATA SHARING CONSORTIUM, DRUG TRAK MEMBERSHIP, INT'L CHIEFS OF POLICE ASSOCIATION, ERT TACTICAL OFFICERS ASSOCIATION, PROPERTY & EVIDENCE ASSOCIATION, AMERICAN POLYGRAPH ASSOCIATION, LAW ENFORCEMENT EXECUTIVE DEVELOPMENT (LEEDA) 3SI GPS TRACKING SYSTEM DUES ANNUAL CANINE CODE BLUE LICENSING FEE (K-9)						400 400 5,460
001-3200-521.54-01	BOOKS & SUBSCRIPTIONS	2,820	665	3,000	1,000	354	7,641
	LEVEL 5 TEXT ACCURINT, IPTM, DRUG BIBLES, NATIONAL NOTARY, LEXIS/NEXIS, IAPE, ETC CRIME REPORTS.COM (FOR WEBSITE) NEWS JOURNAL PD SUBSCRIPTION NEW-ANNUAL REPLACEMENT OF LAW MANUALS					TEXT AMT	2,550 200 250 4,641 7,641
* OPERATING EXPENSE		1,731,340	1,859,136	1,963,559	2,037,210	1,627,559	2,103,458
001-3200-521.62-00	BUILDINGS AND IMPR. TO	0	0	0	7,000	7,000	0
001-3200-521.64-00	MACH & EQUIPMENT	0	15,754	0	3,907	3,906	0
	LEVEL 5 TEXT NEW-4 STATIONARY RADAR SIGNS @ \$7,650 PER *REDUCE TO 2 NEW RADAR SIGNS- CM MEETING (06/30/16 JLM) *REDUCTION PER CHIEF (07/06/16 JLM)					TEXT AMT	30,600 15,300- 15,300-
001-3200-521.64-22	GRANT CAPITAL	0	10,000	0	0	0	0
* CAPITAL OUTLAY		0	25,754	0	10,907	10,906	0
001-3200-521.81-10	AIDS TO HUMANE SOCIETY	63,451	63,331	72,500	43,500	43,500	65,000
	LEVEL 5 TEXT COSTS FOR ANIMALS PICKED UP EMANATING WITHIN THE CITY AND DELIVERED TO HALIFAX HUMANE SOCIETY BY ANIMAL CONTROL OFFICERS AND/OR A PRIVATE CITIZEN (DOMESTIC ANIMALS AND WILDLIFE) TO INCLUDE: 1,2,AND 3 DAY IMPOUNDMENT, LIVESTOCK, DECEASED ANIMALS, QUARANTINED ANIMALS, CONFISCATED ANIMALS, ALL STRAY ANIMALS, RABIES IMPOUNDMENT, INJURED ANIMALS, ETC, <7500					TEXT AMT	65,000 65,000

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
* GRANTS & AIDE		63,451	63,331	72,500	43,500	43,500	65,000
** POLICE		11,095,307	11,622,627	12,284,655	12,327,243	9,430,033	11,990,705
*** POLICE		11,095,307	11,622,627	12,284,655	12,327,243	9,430,033	11,990,705

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
001-4300-541.12-00	PUBLIC WORKS PUBLIC WORKS SALARIES AND WAGES	465,585	532,644	628,180	628,180	485,897	660,093
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	647,118
						WAGE INCREASE	12,972
						*CALCULATION REVISIONS (7/22/16 JLM)	3
							660,093
001-4300-541.12-20	CAPITAL/PROJ LABOR OFFSET	68-	0	0	0	0	0
001-4300-541.14-00	OVERTIME	14,061	20,832	16,000	16,000	15,613	30,000
	LEVEL 5					TEXT AMT	
						CALL OUTS FOR ADVERSE WEATHER, DOWN TREES, ROADWAY	25,000
						DISCREPANCIES, AND SPECIAL EVENTS. AVG MONTHLY	
						EXPENDITURES 2260 X 12 MONTHS	
						ADD'L OVERTIME FOR FLSA CHANGES (JLM 06/22/16)	5,000
							30,000
001-4300-541.15-10	CERTIFICATION/LICENSES	407	415	0	0	0	0
001-4300-541.21-00	FICA TAXES	35,510	40,979	49,289	49,289	36,550	52,802
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	52,039
						WAGE INCREASE	763
							52,802
001-4300-541.22-00	RETIREMENT CONTRIBUTIONS	57,842	61,858	93,019	93,019	71,135	96,752
	LEVEL 5					TEXT AMT	
						CURRENT STAFF	94,768
						WAGE INCREASE	1,984
							96,752
001-4300-541.23-00	HEALTH INSURANCE	85,110	87,900	119,626	119,626	88,317	136,128
	LEVEL 5					TEXT AMT	
						HEALTH	126,516
						DENTAL	8,054
						LIFE	1,524
						INCREASE ON LIFE	34
							136,128
001-4300-541.24-00	WORKER'S COMPENSATION	14,141	18,175	16,753	16,753	13,426	19,283
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	19,007

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	WAGE INCREASE						276 19,283
001-4300-541.25-00	UNEMPLOYMENT COMP	0	0	0	0	199	0
001-4300-541.26-00	OPEB / EAP BENEFIT	542	543	688	688	533	730
	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT	730 730
-----		-----	-----	-----	-----	-----	-----
* PERSONNEL SERVICES		673,130	763,346	923,555	923,555	711,670	995,788
001-4300-541.34-14	CONTRACT SERVICES OTHER	20,715	18,945	87,500	65,298	49,593	23,000
	LEVEL 5 TEXT					TEXT AMT	
	HAZARDOUS AND LARGE TREE REMOVAL SERVICE						20,000
	CABLE REPAIRS						500
	CLEANING SERVICE FOR WHITE TOWELS IN SIGN SHOP						2,500
	**NOTE: REMOVED DUNLAWTON MEDIAN FERTILIZER AND PEST CONTROL ANNUAL SERVICES \$4,500.00 AND CONTRACT HERBICIDE SPRAYING FOR WEEDS ON CURBS, SIDEWALKS, AND FLOWER BEDS. INCLUDED IN NEW LANDSCAPE CONTRACT.						
							23,000
001-4300-541.34-15	TEMP HELP SERVICE FEE	91,789	6,374	0	0	0	0
001-4300-541.34-20	MOWING CONTRACT SERVICE	106,397	257,322	492,148	539,873	554,860	895,732
	LEVEL 5 TEXT					TEXT AMT	
	MOWING CONTRACT SECTION 1-FACILITIES						337,846
	MOWING CONTRACT SECTION 2-RIGHTS OF WAY						533,076
	MOWING CONTRACT SECTION 3-PALM TREE PRUNING						24,810
	NOTE						
	CITY COUNCIL APPROVAL ON 03/15/2016 FOR INCREASED SERVICE LEVELS.						
							895,732
001-4300-541.40-00	TRAVEL PER DIEM	205	0	1,000	500	0	1,000
	LEVEL 5 TEXT					TEXT AMT	
	TRAINING SEMINARS (MOT CERT, CHAIN SAW SAFETY COURSE, HERBICIDES CERTIFICATIONS & RE-CERTIFICATIONS)						1,000
001-4300-541.40-10	EMPLOYEE TRAINING	0	385	2,500	1,446	204	2,500
	LEVEL TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
5	MAINTENANCE OF TRAFFIC CERTIFICATION, HERBICIDES/ FERTILIZATION CERTIFICATION/RENEWAL, AND SAFETY & FIRST AID TRAINING						2,500
							2,500
001-4300-541.41-00	COMMUNICATION SERVICES	15,606	11,602	8,558	9,357	7,867	8,558
LEVEL 5	TEXT CELL PHONES & SERVICE FAX AND LAND LINE BRIGHT HOUSE GPS FLEET MONITORING 23 UNITS					TEXT AMT	3,816 664 2,160 1,918 8,558
001-4300-541.43-10	ELECTRICAL SERVICES	635,320	625,894	660,000	660,000	563,859	660,000
LEVEL 5	TEXT STREET LIGHTS -- \$55K/MONTH EST REVIEWED AND APPEARS TO BE SUFFICIENT TO COVER EXPECTED FPL INC 06-02-16 TR					TEXT AMT	660,000 660,000
001-4300-541.44-10	EQUIP/OTHER RENTAL/LEASE	8,000	18,000	5,000	2,000	0	5,000
LEVEL 5	TEXT MISCELLANEOUS RENTAL OF EQUIPMENT OR TRUCKS **AS NEEDED BASIS					TEXT AMT	5,000 5,000
001-4300-541.45-19	VEHICLE INSURANCE	10,875	9,062	6,334	6,334	5,278	6,574
001-4300-541.46-10	GENERAL EQUIP MAINT	7,551	2,035	13,000	8,614	7,144	5,745
LEVEL 5	TEXT COPY MACHINE SERVICE/MAINTENANCE MISC. REPAIRS TO EQUIPMENT AS NEEDED **NOTE:MOVED EMERGENCY GENERATOR SERVICE/MAINT. TO 506-4200-539-46-10 \$6,200.00. *REDUCE COPY MACHINE MAINT.- ACM 06/30/16 (JLM)					TEXT AMT	1,500 5,300 1,055- 5,745
001-4300-541.46-11	REGULAR MAINT/INSP EQUIP	38,164	49,421	36,500	40,028	35,212	28,000
LEVEL 5	TEXT COPYTRONICS MAINT AGREEMENT (COPIER-AVER.\$70/MO) MAINTENANCE, REPAIR, & REPLACEMENT ON SHED DOORS **NOTE: PREVIOUS REQUEST FOR FUNDING OF TRAFFIC SIGNAL REPAIRS FOR NEW WILLIAMSON AND CRANE LAKES SIGNAL MOVED TO 301-4300-541-46-03 \$7,000					TEXT AMT	1,500 3,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	UNEXPECTED REPAIRS FOR TRAFFIC CONTROL AND SCHOOL ZONE SIGNALS						25,000
	*COPYTRONICS MAINT AGREE BUDGETED IN 46-10						1,500- 28,000
001-4300-541.46-12	VEH MAINT/REPAIR	78,839	73,282	96,000	94,500	47,653	90,000
	LEVEL 5 TEXT AVERAGE 9,700 PER MONTH *REDUCTION FIN/PW/CM (07/07/16 JLM)					TEXT AMT 116,400 26,400- 90,000	
001-4300-541.46-18	CONT MAINT/COMM EQUIP	0	200	0	2,352	2,452	0
001-4300-541.49-02	COMPUTER SOFTWARE	0	0	0	0	0	1,000
	LEVEL 5 TEXT *AUTOCAD-2D CAD DRAFTING, DRAWING AND DOCUMENTING SOFTWARE-ANNUAL SUBSCRIPTION (NEW) PARTIAL FUNDING IN 412-1800					TEXT AMT 1,000 1,000	
001-4300-541.49-14	FURN. & FIXTURES NON-CAP	0	0	0	16,041	16,041	0
001-4300-541.49-20	EQUIP & OTHER NON-CAPITAL	0	4,983	5,000	8,000	2,125	5,000
	LEVEL 5 TEXT MINOR EQUIPMENT AND PARTS - WEED EATERS, JET HEADS, GRINDERS, AND BLADES, ETC. TV, MOUNT, AND SUPPORT COMPUTER FOR TRAINING. *REMOVE TV, MOUNT, AND SUPPORT COMPUTER					TEXT AMT 5,000 1,500 1,500- 5,000	
001-4300-541.49-66	TRF TO 506 BLDG MAINT FD	37,755	36,455	34,599	34,599	28,833	39,196
	LEVEL 5 TEXT SECOND DRAFT					TEXT AMT 39,196 39,196	
001-4300-541.51-00	OFFICE SUPPLIES	3,028	2,938	2,500	4,000	2,172	1,800
	LEVEL 5 TEXT MISC. OFFICE SUPPLIES **NOTE: INCREASE REQUESTED DUE TO DEPARTMENT OFFICE STAFF GROWTH BY OVER 50%. *REDUCTION FIN/PW/CM (07/07/16 JLM) *REDUCTION (08/23/16 JLM)					TEXT AMT 4,500 500- 2,200- 1,800	
001-4300-541.52-00	OTHER OPERATING SUPPLIES	32,062	26,810	29,200	23,307	14,278	16,400

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
	LEVEL 5 TEXT					TEXT AMT	
						13,000	
						2,500	
						900	
						16,400	
001-4300-541.52-01	IRRIGATION	0	0	2,000	1,275	1,429	2,000
	LEVEL 5 TEXT					TEXT AMT	
						2,000	
						2,000	
001-4300-541.52-10	GAS,DIESEL,OIL,& GREASE	52,155	37,082	39,125	32,454	21,778	39,125
	LEVEL 5 TEXT					TEXT AMT	
						12,250	
						33,000	
						1,500	
						7,000-	
						625-	
						39,125	
001-4300-541.52-12	UNIFORMS	3,327	3,697	4,752	4,752	4,461	4,752
	LEVEL 5 TEXT					TEXT AMT	
						4,752	
						4,752	
001-4300-541.52-15	POSTAL SERVICE	53	32	60	60	74	60
	LEVEL 5 TEXT					TEXT AMT	
						60	
						60	
001-4300-541.52-17	AGRICULTURE SUPPLIES	2,108	3,693	17,646	7,246	1,519	10,000
	LEVEL 5 TEXT					TEXT AMT	
						5,000	
						2,000	
						8,000	
						5,000-	
						10,000	
001-4300-541.53-00	ROAD MATERIAL & SUPPLY	8,240	9,037	14,000	13,834	6,646	12,000
	LEVEL 5 TEXT					TEXT AMT	
						7,500	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	TACK						1,500
	SHELL						2,000
	LIMEROCK						3,000
	*REDUCTION FIN/PW/CM 07/07/16 JLM						2,000-
							12,000
001-4300-541.54-00	DUES & MEMBERSHIPS	0	0	1,350	1,100	0	1,350
	LEVEL 5 TEXT					TEXT AMT	
	CERTIFICATIONS FOR MOT, EROSION CONTROL, AND						1,000
	STORMWATER INSPECTION						350
	APWA MEMBERSHIP						1,350
001-4300-541.54-01	BOOKS & SUBSCRIPTIONS	605	0	500	375	0	500
	LEVEL 5 TEXT					TEXT AMT	
	SIGNS AND MOT MANUAL						500
							500
* OPERATING EXPENSE		1,152,794	1,197,249	1,559,272	1,577,345	1,373,478	1,859,292
001-4300-541.64-00	MACH & EQUIPMENT	49,286	0	34,000	35,200	35,164	0
	LEVEL 5 TEXT					TEXT AMT	
	TRAFFIC CONTROL ARROW BOARDS FOR M.O.T. USE						10,000
	(2 UNITS @\$5,000 EACH)						
	NEW EQUIPMENT - 29FT AERIAL LIFT BUCKET TRUCK TO						67,000
	BE USED FOR OVER THE ROAD TRIMMING AND TREE						
	TRIMMING IN TIGHT SPACES.						
	*REMOVE TRAFFIC CONTROL ARROW BOARDS AND AERIAL						77,000-
	LIFT BUCKET TRUCK- ACM (06/30/16 JLM)						
* CAPITAL OUTLAY		49,286	0	34,000	35,200	35,164	0
** PUBLIC WORKS		1,875,210	1,960,595	2,516,827	2,536,100	2,120,312	2,855,080
*** PUBLIC WORKS		1,875,210	1,960,595	2,516,827	2,536,100	2,120,312	2,855,080

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
001-4400-572.12-00	PARKS MAINTENANCE PARKS MAINTENANCE SALARIES AND WAGES	526,773	576,781	708,169	708,169	557,567	754,231
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	707,109
						WAGE INCREASE	14,823
						NEW PT CUSTODIAN- 28 HR/WK (MAY 2017)	6,740
						NEW PT MAINTENANCE WORKER- 25 HR/WK (MAY 2017)	7,059
						NEW PT MAINTENANCE WORKER- 25 HR/WK (MAY 2017)	7,059
						NEW MAINTENANCE WORKER (MAY 2017)	11,196
						NEW CREW CHIEF (MAY 2017)	12,792
						NEW FOREMAN (MAY 2017)	14,617
						RECLASS PT PROG SPECIAL. TO FT ADMIN. ASSIST.	12,860
						*REDUCTION OF FT MAINT. WORKER, MOVEMENT OF ADD'L NEW POSITIONS FOR RIVERWALK TO AUGUST CM MEETING (06/30/16 JLM)	40,024-
							754,231
001-4400-572.14-00	OVERTIME	33,082	28,613	34,500	24,500	23,647	31,595
	LEVEL 5 TEXT					TEXT AMT	
						ORIGINAL BUDGET	31,595
						INCREASE DUE TO INCREASED RENTALS,EVENTS, & TOURNAMENTS	2,905
						*REDUCTION ACM (06/30/16 JLM)	2,905-
							31,595
001-4400-572.21-00	FICA TAXES	39,135	42,519	56,802	56,802	40,525	60,094
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	56,708
						WAGE INCREASE	1,134
						NEW PT CUSTODIAN- 28 HRS/WK (MAY 2017)	516
						NEW PT MAINTENANCE WORKER- 25 HRS/WK (MAY 2017)	541
						NEW PT MAINTENANCE WORKER- 25 HRS/WK (MAY 2017)	541
						NEW MAINTENANCE WORKER (MAY 2017)	857
						NEW CREW CHIEF (MAY 2017)	979
						NEW FOREMAN (MAY 2017)	1,119
						RECLASS PT PROG. SPEC. TO FT ADMIN. ASSIST.	984
						*REDUCTION OF FT MAINT. WORKER, MOVEMENT OF ADD'L NEW POSITIONS FOR RIVERWALK TO AUGUST CM MEETING (06/30/16 JLM)	3,285-
							60,094
001-4400-572.22-00	RETIREMENT CONTRIBUTIONS	62,458	62,885	108,880	108,880	75,355	102,003
	LEVEL TEXT					TEXT AMT	

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	5 CURRENT STAFF						96,124
	WAGE INCREASE						2,122
	NEW MAINTENANCE WORKER (MAY 2017)						1,732
	NEW CREW CHIEF (MAY 2017)						1,983
	NEW FOREMAN (MAY 2017)						2,269
	RECLASS PT PROG. SPEC. TO FT ADMIN. ASSIST.						2,020
	*REDUCTION OF FT MAINT. WORKER, MOVEMENT OF ADD'L NEW POSITIONS FOR RIVERWALK TO AUGUST CM MEETING (06/30/16 JLM)						4,247-
							102,003
001-4400-572.23-00	HEALTH INSURANCE	82,189	88,751	151,735	151,735	98,907	148,291
	LEVEL 5 TEXT					TEXT AMT	
	HEALTH						132,486
	DENTAL						8,448
	LIFE						1,511
	INCREASE ON LIFE						35
	NEW MAINTENANCE WORKER (MAY 2017)						3,478
	NEW CREW CHIEF (MAY 2017)						3,482
	NEW FOREMAN (MAY 2017)						3,486
	RECLASS PT PROG. SPEC. TO FT ADMIN. ASSIST.						3,482
	*REDUCTION OF FT MAINT. WORKER, MOVEMENT OF ADD'L NEW POSITIONS FOR RIVERWALK TO AUGUST CM MEETING (06/30/16 JLM)						8,117-
							148,291
001-4400-572.24-00	WORKER'S COMPENSATION	8,246	10,294	10,970	10,970	9,766	13,862
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)						13,292
	WAGE INCREASE						265
	NEW PT CUSTODIAN- 28 HRS/WK (MAY 2017)						118
	NEW PT MAINTENANCE WORKER- 25 HRS/WK (MAY 2017)						121
	NEW PT MAINTENANCE WORKER- 25 HRS/WK (MAY 2017)						121
	NEW MAINTENANCE WORKER (MAY 2017)						193
	NEW CREW CHIEF (MAY 2017)						221
	NEW FOREMAN (MAY 2017)						253
	RECLASS PT PROG. SPEC. TO FT ADMIN. ASSIST.						12
	*REDUCTION OF FT MAINT. WORKER, MOVEMENT OF ADD'L NEW POSITIONS FOR RIVERWALK TO AUGUST CM MEETING (06/30/16 JLM)						734-
							13,862
001-4400-572.25-00	UNEMPLOYMENT COMPENSATION	4,636	0	0	0	0	0
001-4400-572.26-00	EAP BENEFIT	648	639	967	967	661	798
	LEVEL TEXT					TEXT AMT	

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5	CURRENT STAFF						786
	NEW MAINTENANCE WORKER (APRIL 2017)						19
	NEW CREW CHIEF (APRIL 2017)						19
	NEW FOREMAN (APRIL 2017)						19
	*REDUCTION OF FT MAINT. WORKER, MOVEMENT OF ADD'L NEW POSITIONS FOR RIVERWALK TO AUGUST CM MEETING (06/30/16 JLM)						45-
							798
-----		757,167	810,482	1,072,023	1,062,023	806,428	1,110,874
*	PERSONNEL SERVICES						
001-4400-572.31-13	OTHER PROF. SERVICES	1,803	0	0	1,900	1,900	0
001-4400-572.34-14	CONTRACT SERVICES OTHER	99,078	97,477	65,736	82,745	69,519	83,893
LEVEL	TEXT					TEXT	AMT
5	TURF MAINTENANCE CONTRACT (SPRAY & FERTILIZER)						43,152
	ATHLETIC FIELDS, DOG PARK, PARK BUILDINGS						
	* NEW CONTRACT * FOR FULL YEAR FIELD AT CORACI, RIVERWALK 1A & 5 MONTHS RIVERWALK 1B						19,407
	TREE MAINT.(TRIMMING/REMOVAL SERV)DON'S TREE SERV						4,800
	POND FOUNTAIN MAINTENANCE - FL. WATER FEATURES						3,128
	FIRE EXTINGUISHER/INSPECT,EXT. FOR ADULT CENTER, ADULT ANNEX,LAKESIDE,GYM,PARKS BUILDING,AND 3 CONCESSION STAND BUILDINGS - CERT.ELECT., MASTERCRAFT,FLORIDA FIRE						2,671
	PEST & RODENT REMOVAL(PIGS,RACOONS,ETC.)						1,300
	WELDING MAINTENANCE - DOCKS,SOCCER GOALS,BLEACHERS						3,500
	STRIPPING/WAXING FLOORS @ ADULT CENTER-BROOM HILDY						2,685
	NEW RIVERWALK SPLASH PAD MAINTENANCE 5 MONTHS						6,250
	ALLEN GREEN CENTER - VARIOUS SERVICES						2,000
	*REDUCE RIVERWALK SPLASH PAD MT. TO 1 MO. (07/07/2016 JLM)						5,000-
							83,893
001-4400-572.34-15	TEMP HELP SERVICE FEE	51,176	3,807	3,000	3,000	3,000	3,000
LEVEL	TEXT					TEXT	AMT
5	TEMP SERVICES (REMEDY)						
	SPECIAL PROJECTS,STAFF SHORTAGE COVERAGE						3,000
							3,000
001-4400-572.34-20	MOWING CONTRACT SERVICE	129,837	153,478	198,530	217,530	216,890	249,000
LEVEL	TEXT					TEXT	AMT
5	* NEW MOWING CONTRACT *						249,000
	ANNEX,LAKESIDE,AIRPORT,SPRUCE CREEK RECREATIONAL FACILITY,AMPHITEATER,CITY CENTR						

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
	GYM, MEMORIAL, RIVER FRONT, SOUTHWINDS, WHITE PLACE, WILLOW RUN, HARBOR OAKS CORACI, SKATE PARK, POWER LINE AREA @ CITY CENTER POWER LINE AREA CITY CIRCLE, RIVERWALK.					249,000	
001-4400-572.34-63	PROJECT OTHER CONTRACT	0	0	1,100	1,100	0	0
001-4400-572.40-00	TRAVEL PER DIEM	0	60	500	500	333	600
	LEVEL 5 TEXT MISC TRAVEL * NEW STAFF *					TEXT AMT 500 100 600	
001-4400-572.40-10	EMPLOYEE TRAINING	400	415	1,700	1,700	985	1,900
	LEVEL 5 TEXT TRAINING MEDIA (SAFETY VIDEOS, BOOKS, ETC.) SEMINARS, COURSES INSIDE AND OUTSIDE CITY *NEW STAFF*					TEXT AMT 1,700 200 1,900	
001-4400-572.41-00	COMMUNICATION SERVICES	6,079	1,799	7,200	7,791	3,478	4,920
	LEVEL 5 TEXT COMMUNICATIONS SERVICES - EJ WARD ST OF FL DLS SERVICE @ RUSSELL PROPERTY *REDUCTION OF FUNDS*					TEXT AMT 7,200 920 3,200- 4,920	
001-4400-572.43-10	ELECTRICAL SERVICES	0	0	0	0	0	1,100
	LEVEL 5 TEXT ALLEN GREEN CENTER -ELECTRICAL SERVICES					TEXT AMT 1,100 1,100	
001-4400-572.44-10	EQUIP/OTHER RENTAL/LEASE	8,700	12,815	12,000	17,000	14,649	15,900
	LEVEL 5 TEXT STORAGE CONTAINERS(SOS STORAGE ON SITE) SEPTIC SERVICES (GODAWA) 45FT LIFT RENTAL FOR TREE LIGHTS * NEW *LAKESIDE ROOF & CORACI NETS LIFT RENTAL SMALL LIFT FOR GYM (SOUTHERN EQUIPMENT) * NEW* LAKESIDE CEILING RENTAL					TEXT AMT 3,600 4,500 2,359 2,900 1,541 1,000 15,900	
001-4400-572.44-13	FLEET FINANCING	76,193	101,543	120,928	120,928	100,773	120,900

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
001-4400-572.45-19	VEHICLE INSURANCE	9,750	6,698	6,706	6,706	5,588	6,961
	LEVEL 5 TEXT VEHICLE INSURANCE					TEXT AMT 6,961 6,961	
001-4400-572.46-10	GENERAL EQUIP MAINT	2,420	5,223	5,500	5,500	2,416	5,500
	LEVEL 5 TEXT GENERAL EQUIPMENT MAINT/SMALL EQUIPMENT REPAIRS CHARGED BACK FROM PUBLIC WORKS ALLEN GREEN CENTER - GENERAL MAINTENANCE					TEXT AMT 2,500 3,000 5,500	
001-4400-572.46-12	VEH MAINT/REPAIR	65,366	56,574	54,746	50,746	41,115	54,746
	LEVEL 5 TEXT VEHICLE MAINTENANCE TRSF					TEXT AMT 54,746 54,746	
001-4400-572.46-16	BUILDING REPAIRS	386	14,952	110,367	100,367	76,305	117,767
	LEVEL 5 TEXT PAINTING PROJECTS MISC. *NEW* LAKESIDE CENTER EXTERIOR PAINTING AC REPAIRS - FLAIR CONTRACT ELECTRICAL REPAIRS/INSTALLATION SIDE WALK /CONCRETE REPAIRS - SPARKS CONCRETE LOCK REPAIRS TO PDL DOORS - ABC LOCK *NEW* LOCK REPAIRS TO PDL DOORS -INCREASE IN COST *NEW* RIVERWALK RESTROOM PDL DOOR LOCKS PLUMBING REPAIRS-BILL SHAFER & MASTERCRAFT PLUMB SOUND EQUIPMENT REPAIRS-CITY CENTER & EVENTS DECKING BOARD REPLACEMENT/STAINLESS STEEL SCREWS REPLACEMENT PARK FURNITURE - TABLES, TRASH CANS, ETC.FOR ALL PARKS,& CAUSEWAY REPAIR SUPPLIES FOR PARKS - LUMBER,HARDWARE,ETC. ALLEN GREEN CENTER - MISC BLDG REPAIRS					TEXT AMT 8,000 6,000 21,800 27,000 3,700 2,800 600 800 6,900 2,000 8,557 10,000 10,000 9,610 117,767	
001-4400-572.46-17	BALLFIELD MAINT.	26,043	16,272	47,554	44,699	31,222	47,554
	LEVEL 5 TEXT VARIOUS ITEMS: DIAMOND DRY 95 BAGS @ \$10.46 = \$994 FIELD DRY MARKER 110 BAGS @ \$8.66 = \$9,526 FIELD MARKER PAINT 460 CS @ \$39.00 = \$17,940 CLAY /TOP DRESS 200 YARDS @ \$ 24.00 = \$4,800					TEXT AMT 34,054	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	FIELD TOOLS (RAKES, SHOVELS, STRING, ECT) = \$794						
	REPLACE BASES, HOME PLATES, PITCHING RUBBERS, PITCHING MOUNDS, ETC.						8,000
	SPORTS FIELD IRRIGATION REPAIRS & REPLACEMENTS CLOCK, VALVES, SPRINKLER HEADS, LINES, ETC.						5,500
							47,554
001-4400-572.46-18	CONT MAINT/COMM EQUIP	0	0	0	2,436	2,436	0
001-4400-572.49-20	EQUIP & OTHER NON-CAPITAL	23,651	8,940	0	20,936	8,499	13,580
	LEVEL 5 TEXT					TEXT AMT	
	HAND TOOLS, SHOVELS, PRUNERS, DRILLS, HAMMERS, ETC.					5,800	
	GAS HAND TOOLS, WEED EATERS, BLOWERS, EDGER, POLE SAW, CHAIN SAW, ETC., SPREADERS					7,780	
							13,580
001-4400-572.49-66	TRF TO 506 BLDG MAINT FD	219,433	290,853	166,233	166,233	138,528	256,058
	LEVEL 5 TEXT					TEXT AMT	
	SECOND DRAFT TRF TO 506 BLDG FUND					256,058	
						256,058	
001-4400-572.52-00	OTHER OPERATING SUPPLIES	36,776	32,512	18,000	18,000	13,074	5,500
	LEVEL 5 TEXT					TEXT AMT	
	EVENT FOOD AND SUPPLIES					2,500	
	TAPE, ZIP TIES, CAUTION TAPE, SURVEY FLAGS, ETC.					3,000	
						5,500	
001-4400-572.52-10	GAS, DIESEL, OIL, & GREASE	38,962	28,424	36,400	31,400	18,764	39,910
	LEVEL 5 TEXT					TEXT AMT	
	EST UNLEADED 7,600 @ \$2.50 PER GALLON					19,000	
	* ADD NEW GATOR @ 5 GAL./WK,					650	
	*ADD NEW 1500 TRUCK @ 10 GAL./WK					1,300	
	EST DIESEL 4,000 & \$3.00 PER GALLON					12,000	
	*ADD NEW 2500 TRUCK @ 10 GAL./WK					1,560	
	EST DIESEL FOR GENERATORS 1,800 @ \$3.00 PER GAL					5,400	
						39,910	
001-4400-572.52-11	JANITORIAL SUPPLIES	13,690	18,328	18,000	18,000	11,491	21,500
	LEVEL 5 TEXT					TEXT AMT	
	TRASH BAGS, PAPER TOWELS, DOGGY BAGS, CLEANING SUPPLIES, VACUUM CLEANERS, ETC.					18,000	
	INCREASE IN SUPPLIES FOR RENTALS, EVENTS, TOURNAMENTS					2,500	
	NEW RIVERWALK SUPPLIES					1,000	

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							21,500
001-4400-572.52-12	UNIFORMS	2,270	5,140	5,600	5,755	4,596	6,350
	LEVEL 5 TEXT					TEXT AMT	
							4,900
							400
							700
							350
							6,350
001-4400-572.52-17	AGRICULTURE SUPPLIES	33,843	29,626	35,200	21,782	11,194	35,200
	LEVEL 5 TEXT					TEXT AMT	
							14,200
							17,000
							4,000
							35,200
001-4400-572.52-18	REP & MAINT SUPPLIES	43,561	31,108	35,472	53,622	44,693	35,472
	LEVEL 5 TEXT					TEXT AMT	
							4,000
							5,400
							1,000
							2,000
							5,672
							17,400
							4,000
							4,000-
							35,472
* OPERATING EXPENSE		889,417	916,044	950,472	1,000,376	821,448	1,127,311
001-4400-572.63-00	IMP. OTHER THAN BLDGS	105,875	0	0	0	0	20,500
	LEVEL 5 TEXT					TEXT AMT	
							14,500
							6,000

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4400-4914 ONCE ACCOUNT IS ESTABLISHED **							20,500
001-4400-572.63-97	PROJ CAPITAL OUTLAY	13,464	1,643	0	15,000	0	0
001-4400-572.64-00	MACH & EQUIPMENT	64,826	9,865	37,000	120,555	56,155	56,500
LEVEL 5		TEXT		TEXT		AMT	
		*NEW FLEET * 1500 TRUCK FOR RIVERWALK				21,000	
		*NEW FLEET * 2500 TRUCK FOR RIVERWALK				28,000	
		*NEW FLEET * GATOR ATV FOR RIVERWALK				7,500	
						56,500	
* CAPITAL OUTLAY		184,165	11,508	37,000	135,555	56,155	77,000
001-4400-581.91-32	TRANSFER TO 450/451	0	0	0	10,000	10,000	0
* TRANSFERS		0	0	0	10,000	10,000	0
** PARKS MAINTENANCE		1,830,749	1,738,034	2,059,495	2,207,954	1,694,031	2,315,185
*** PARKS MAINTENANCE		1,830,749	1,738,034	2,059,495	2,207,954	1,694,031	2,315,185

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
001-5100-572.12-00	RECREATION RECREATION SALARIES AND WAGES	300,302	334,580	366,754	366,754	307,499	314,264
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE ***** NOTE: CURRENT PROGRAM SPECIALIST FUNDING MOVED TO 001-5109 AND CURRENT SPECIAL EVENTS COORDINATOR FUNDING MOVED TO 001-5125					TEXT AMT 306,764 7,500	
						314,264	
001-5100-572.14-00	OVERTIME	234	233	7,500	3,900	3,154	3,000
	LEVEL 5 TEXT OVERTIME TO COVER HOLIDAYS, PROGRAM COVERAGE, EVENTS *REDUCTION OF OVERTIME ACM (06/30/16 JLM)					TEXT AMT 5,500 2,500- 3,000	
001-5100-572.21-00	FICA TAXES	21,633	24,821	28,636	28,636	23,153	24,275
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.) WAGE INCREASE *RELATED TO REDUCT. OF OVERTIME ACM (06/30/16 JLM)					TEXT AMT 23,892 574 191- 24,275	
001-5100-572.22-00	RETIREMENT CONTRIBUTIONS	37,594	40,743	50,374	50,374	44,136	43,894
	LEVEL 5 TEXT CURRENT STAFF WAGE INCREASE					TEXT AMT 42,822 1,072 43,894	
001-5100-572.23-00	HEALTH INSURANCE	33,754	41,073	45,674	45,674	36,116	35,500
	LEVEL 5 TEXT HEALTH DENTAL LIFE INCREASE ON LIFE					TEXT AMT 32,440 2,065 970 25 35,500	
001-5100-572.24-00	WORKER'S COMPENSATION	2,082	2,362	2,427	2,427	2,534	3,334
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)					TEXT AMT 3,300	

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	WAGE INCREASE *RELATED TO REDUCT. OF OVERTIME ACM (06/30/16 JLM)						78 44- 3,334
001-5100-572.26-00	EAP BENEFIT	266	245	260	260	230	187
	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT	187 187
* PERSONNEL SERVICES		395,865	444,057	501,625	498,025	416,822	424,454
001-5100-572.31-13	OTHER PROF. SERVICES	463	0	0	0	0	0
	LEVEL 5 TEXT HIRING FIRM TO DO AN UPDATE TO PARKS & RECREATION DEPARTMENT MASTER PLAN ** CITY COUNCIL PERFORMANCE OBJECTIVE ** *ELIMINATE MASTER PLAN (08/23/16 JLM)					TEXT AMT	50,000 50,000-
001-5100-572.34-14	CONTRACT SERVICES OTHER	0	0	1,000	1,000	251	1,000
	LEVEL 5 TEXT COPY MACHINE SERVICE					TEXT AMT	1,000 1,000
001-5100-572.40-00	TRAVEL PER DIEM	2,861	4,623	3,661	3,661	488	2,041
	LEVEL 5 TEXT TRAVEL FOR: STATE CONFERENCE - 4 EMPLOYEES AGENCY SUMMIT - 2 EMPLOYEES NATIONAL CONFERENCE - 1 EMPLOYEE *SPLIT OUT FUNDS FOR TRAINING FUND 4010*					TEXT AMT	2,041 2,041
001-5100-572.40-10	EMPLOYEE TRAINING	0	0	0	0	30	1,820
	LEVEL 5 TEXT FRPA PROGRAM CLASSES FOR EMPLOYEES					TEXT AMT	1,820 1,820
001-5100-572.41-00	COMMUNICATION SERVICES	11,917	14,914	12,000	12,000	12,280	14,292
	LEVEL 5 TEXT ST OF FL APPROX. \$221 MO.					TEXT AMT	2,652

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	ANALOG LINES = 12						
	FIRE ALARMS = 2						
	CREDIT CARD MACHINE						
	FAX LINES = 6						
	AT&T APPROX. \$835 MO.						10,020
	CELL PHONES = 15 FULL TIME EMPLOYEES						
	SUMMER CAMP = 5 EMPLOYEES						
	INTERNET LINES/ACCESS APPROX.\$115 MO.						1,380
	RUSSELL PROPERTY & PARKS BUILDINGS						
	*ADD RIVERWALK= 2 EMPLOYEES APPROX. \$120 MO.						1,440
	*REDUCE RIVERWALK EMPLOYEE PHONES TO 2 MONTHS (07/07/2016 JLM)						1,200-
							14,292
001-5100-572.46-10	GENERAL EQUIP MAINT	0	0	8,000	3,900	3,200	3,700
	LEVEL 5 TEXT					TEXT AMT	
	REC PRO MAINTENANCE					3,200	
	* NEW INCREASE DUE TO ANNUAL SERVICE/FEE					500	
	** MOVE FUNDS OF \$4800 TO ATHLETICS 4919**						3,700
001-5100-572.46-18	CONT MAINT/COMM EQUIP	0	0	0	152	152	0
001-5100-572.47-00	PRINTING AND BINDING	1,123	0	0	0	0	0
001-5100-572.49-01	ADVERTISING	1,491	0	0	0	0	0
001-5100-572.49-02	COMPUTER SOFTWARE	0	105	0	0	0	100
	LEVEL 5 TEXT					TEXT AMT	
	* ADD PHOTO SHOP					100	
						100	
001-5100-572.49-14	FURN. & FIXTURES NON-CAP	0	0	0	0	0	2,000
	LEVEL 5 TEXT					TEXT AMT	
	OFFICE FURNITURE & ACCESSORIES					2,000	
	* FUNDS MOVED FROM 4920*						2,000
001-5100-572.49-19	LICENSES, TAXES & FEES	0	0	0	3,201	0	0
001-5100-572.49-20	EQUIP & OTHER NON-CAPITAL	4,944	0	5,500	5,500	2,319	0
	LEVEL 5 TEXT					TEXT AMT	
	OFFICE FURNITURE & ACCESSORIES						
	MOVED FUNDS OF \$2000 TO 5100-4914						
001-5100-572.51-00	OFFICE SUPPLIES	3,137	3,898	3,500	4,300	3,036	4,200
	LEVEL 5 TEXT					TEXT AMT	
	OFFICE SUPPLIES FOR P & R DEPARTMENT					3,500	

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001-5101-572.12-00	SALARIES AND WAGES	0	0	0	0	0	993
	LEVEL 5					TEXT AMT	
						NEW PT PROGRAM LEADER- 10 HRS/WK (MAY 2017)	2,427
						*CHANGE REQUEST TO BEGIN IN AUGUST- CM MEETING (06/30/16 JLM)	1,434-
							993
001-5101-572.21-00	FICA TAXES	0	0	0	0	0	76
	LEVEL 5					TEXT AMT	
						NEW PT PROGRAM LEADER- 10 HRS/WK (MAY 2017)	186
						*CHANGE REQUEST TO BEGIN IN AUGUST- CM MEETING (06/30/16 JLM)	110-
							76
001-5101-572.24-00	WORKER'S COMPENSATION	0	0	0	0	0	18
	LEVEL 5					TEXT AMT	
						NEW PT PROGRAM LEADER- 10 HRS/WK (MAY 2017)	43
						*CHANGE REQUEST TO BEGIN IN AUGUST- CM MEETING (06/30/16 JLM)	25-
							18
-----		0	0	0	0	0	1,087
* PERSONNEL SERVICES							
001-5101-572.31-13	OTHER PROF. SERVICES	26,682	20,131	21,800	800	650	0
001-5101-572.34-14	CONTRACT SERVICES OTHER	0	0	0	21,000	17,980	22,100
	LEVEL 5					TEXT AMT	
						FAMILY DAYS INFLATABLES	150
						HALLOWEEN ENTERTAINMENT	300
						* ADDITIONAL DUE TO INCREASED PARTICIPATION	300
						CONCERTS IN THE PARK ENTERTAINMENT	3,500
						SPRING FAIR INFLATABLES	150
						4TH OF JULY ENTERTAINERS & INFLATABLES	8,500
						JAZZ FEST & ART FEST ENTERTAINMENT	1,000
						MUSIC LICENSES, CERTIFICATIONS, WORKSHOPS, BACKGROUND CHECKS, ETC.	3,700
						GET FIT INSTRUCTORS	500
						CHRISTMAS EVENTS	4,000
							22,100
001-5101-572.48-03	FIREWORKS	0	0	20,000	20,000	19,500	20,000
	LEVEL					TEXT	
						TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	5 JULY 4TH FIREWORKS PROGRAM					20,000 20,000	
001-5101-572.49-01	ADVERTISING	11,849	13,797	14,547	14,784	14,784	16,547
	LEVEL 5 TEXT CITY EVENT ADVERTISING					TEXT AMT 14,547	
	HALLOWEEN, GET FIT, CONCERTS, ARTFEST, 4TH OF JULY. CHRISTMAS PARADE, TREE LIGHTING, ETC. GRAPHIC DESIGN WORK * TRANSFER FROM 5125-4901					2,000 16,547	
001-5101-572.52-00	OTHER OPERATING SUPPLIES	8,162	8,871	23,327	23,327	20,636	23,327
	LEVEL 5 TEXT FAMILY DAYS SUPPLIES					TEXT AMT 200	
	HALLOWEEN DECORATIONS, PRIZES, GIFT BAGS, SUPPLIES, ECT.					780	
	GET FIT EXPO BAGS, LUNCH AND LEARN FOOD, FINALE GIVEAWAY PRIZES AND LUNCH.					3,200	
	SPRING FAIR HAND-OUTS & SUPPLIES					150	
	PARK OPENING DEDICATIONS, COUNCIL WORKSHOP/MEETING EQUIPMENT & SUPPLIES					2,197	
	SUPPLIES & DECORATIONS FOR ARTFEST, JAZZFEST, 4TH OF JULY, CHRISTMAS PROGRAMS, ETC.					16,800 23,327	
*	OPERATING EXPENSE	46,693	42,799	79,674	79,911	73,550	81,974
**	SPECIAL EVENTS	46,693	42,799	79,674	79,911	73,550	83,061

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	SENIOR DANCES						
001-5104-572.31-13	OTHER PROF. SERVICES	800	1,100	0	0	0	0
001-5104-572.52-00	OTHER OPERATING SUPPLIES	500	1,349	0	0	0	0
		-----	-----	-----	-----	-----	-----
*	OPERATING EXPENSE	1,300	2,449	0	0	0	0
		-----	-----	-----	-----	-----	-----
**	SENIOR DANCES	1,300	2,449	0	0	0	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
001-5106-572.12-00	SUMMER RECREATION SALARIES AND WAGES	13,516	9,490	25,588	25,588	8,607	20,396
	LEVEL 5 TEXT CURRENT STAFF WAGE INCREASE *REDUCTION OF HOURS- ACM MEETING (06/30/16 JLM)					TEXT AMT 24,775 619 4,998- 20,396	
001-5106-572.14-00	OVERTIME	0	12	0	0	0	0
001-5106-572.21-00	FICA TAXES	991	727	1,958	1,958	658	1,561
	LEVEL 5 TEXT CURRENT STAFF WAGE INCREASE *REDUCTION OF HOURS- ACM MEETING (06/30/16 JLM)					TEXT AMT 1,896 47 382- 1,561	
001-5106-572.22-00	RETIREMENT CONTRIBUTIONS	541	0	0	0	0	0
001-5106-572.23-00	HEALTH INSURANCE	644	0	0	0	0	0
001-5106-572.24-00	WORKER'S COMPENSATION	186	125	403	403	97	357
	LEVEL 5 TEXT CURRENT STAFF WAGE INCREASE *REDUCTION OF HOURS- ACM MEETING (06/30/16 JLM)					TEXT AMT 434 10 87- 357	
001-5106-572.26-00	EAP BENEFIT	4	0	0	0	0	0
*	PERSONNEL SERVICES	15,882	10,354	27,949	27,949	9,362	22,314
001-5106-572.31-13	OTHER PROF. SERVICES	57,279	51,722	62,500	2,500	500	0
001-5106-572.34-15	TEMP HELP SERVICE FEE	0	0	0	62,677	61,752	62,500
	LEVEL 5 TEXT REMEDY STAFFING - FOR PLAYGROUNDS 17 SEASONAL EMPLOYEES					TEXT AMT 62,500 62,500	
001-5106-572.40-10	EMPLOYEE TRAINING	0	0	0	456	0	0
001-5106-572.44-10	EQUIP/OTHER RENTAL/LEASE	27,671	29,239	33,000	29,867	30,365	33,000
	LEVEL 5 TEXT VOLUSIA COUNTY BUSES FOR FIELD TRIPS CAMP T-REC BUS SCHOOL RENTAL JUMPING BEANS INFLATABLES RENTAL					TEXT AMT 14,500 11,000 4,500 3,000	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
						33,000	
001-5106-572.47-00	PRINTING AND BINDING	300	300	300	300	300	600
	LEVEL 5 TEXT FLYERS & HANDBOOKS					TEXT AMT	
	* NEW *INCREASE DUE TO PARTICIPATION					300	
						300	
						600	
001-5106-572.52-00	OTHER OPERATING SUPPLIES	15,359	20,008	20,000	20,000	8,604	20,000
	LEVEL 5 TEXT FIELD TRIPS FOR TEEN SITE AND ELEMENTARY SITE					TEXT AMT	
	ENTRY FEES FOR THEME PARKS, ETC.					17,000	
	GAMES, MEGAPHONES, ARTS & CRAFTS, ETC.					3,000	
						20,000	
001-5106-572.52-12	UNIFORMS	2,313	1,765	2,400	2,400	2,400	2,400
	LEVEL 5 TEXT STAFF & CAMPER UNIFORMS					TEXT AMT	
	* NEW *INCREASE DUE TO PARTICIPATION					2,000	
						400	
						2,400	
001-5106-572.52-13	ED. & REC. SUPPLIES	292	2,486	0	0	0	0
001-5106-572.52-16	MEDICAL & LAB SUPPLIES	98	0	0	0	0	0
*	OPERATING EXPENSE	103,312	105,520	118,200	118,200	103,921	118,500
**	SUMMER RECREATION	119,194	115,874	146,149	146,149	113,283	140,814

BUDGET PREPARATION WORKSHEET
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
X-MAS PROGRAM							
001-5108-572.31-13	OTHER PROF. SERVICES	5,725	4,088	0	0	0	0
001-5108-572.47-00	PRINTING AND BINDING	374	390	0	0	0	0
001-5108-572.49-01	ADVERTISING	2,703	1,775	0	0	0	0
001-5108-572.52-00	OTHER OPERATING SUPPLIES	2,983	6,404	0	0	0	0
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*	OPERATING EXPENSE	11,785	12,657	0	0	0	0
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**	X-MAS PROGRAM	11,785	12,657	0	0	0	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
ADULT ACTIVITY							
001-5109-572.12-00	SALARIES AND WAGES	26	0	5,402	5,402	0	42,936
	LEVEL 5						
	TEXT					TEXT AMT	
	CURRENT STAFF					33,471	
	WAGE INCREASE					837	
	NEW: ADD'L PT HOURS- 15 HRS/WK					8,628	

	PROGRAM SPECIALIST MOVED HERE FROM 001-5100						
						42,936	
001-5109-572.14-00	OVERTIME	0	0	0	0	0	1,000
	LEVEL 5						
	TEXT					TEXT AMT	
	CURRENT STAFF					1,000	
	PROGRAM SPECIALIST MOVED FROM 001-5100					1,000	
001-5109-572.21-00	FICA TAXES	2	0	414	414	0	3,364
	LEVEL 5						
	TEXT					TEXT AMT	
	CURRENT STAFF					2,639	
	WAGE INCREASE					64	
	NEW: ADD'L PT HOURS- 15 HRS/WK					661	

	PROGRAM LEADER MOVED HERE FROM 001-5100						
						3,364	
001-5109-572.22-00	RETIREMENT CONTRIBUTIONS	0	0	0	0	0	3,474
	LEVEL 5						
	TEXT					TEXT AMT	
	CURRENT STAFF					3,389	
	WAGE INCREASE					85	

	PROGRAM LEADER MOVED HERE FROM 001-5100						
						3,474	
001-5109-572.23-00	HEALTH INSURANCE	0	0	0	0	0	6,971
	LEVEL 5						
	TEXT					TEXT AMT	
	HEALTH					6,488	
	DENTAL					413	
	LIFE					68	
	INCREASE ON LIFE					2	

	PROGRAM LEADER MOVED HERE FROM 001-5100						
						6,971	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
001-5109-572.24-00	WORKER'S COMPENSATION	0	0	85	85	0	272
	LEVEL 5 TEXT					TEXT AMT	
							119
	CURRENT STAFF						2
	WAGE INCREASE						151
	NEW: ADD'L PT HRS- 15 HRS/WK						

	PROGRAM LEADER MOVED HERE FROM 001-5100						272
001-5109-572.26-00	EAP BENEFIT	0	0	0	0	0	37
	LEVEL 5 TEXT					TEXT AMT	
							37
	CURRENT STAFF						

	PROGRAM LEADER MOVED HERE FROM 001-5100						37
-----		-----	-----	-----	-----	-----	-----
* PERSONNEL SERVICES		28	0	5,901	5,901	0	58,054
001-5109-572.31-13	OTHER PROF. SERVICES	4,463	957	1,500	1,500	1,215	1,500
	LEVEL 5 TEXT					TEXT AMT	
							1,500
	BANDS FOR DANCES & EVENTS						1,500
001-5109-572.34-14	CONTRACT SERVICES OTHER	0	0	2,500	2,500	1,652	6,500
	LEVEL 5 TEXT					TEXT AMT	
							2,000
	FLOOR WAXING & CLEANING, WINDOW CLEANING						500
	COPIER SERVICES						4,000
	* NEW COPY MACHINE *						
	** FINANCE TO MOVE FUNDS OF \$4000 TO 5109-4920						
	ONCE ACCOUNT IS CREATED.						6,500
001-5109-572.46-11	REGULAR MAINT/INSP EQUIP	0	226	800	800	632	800
	LEVEL 5 TEXT					TEXT AMT	
							800
	FIRE SPRINKLER INSPECTIONS						800
001-5109-572.47-00	PRINTING AND BINDING	80	548	0	0	0	0
001-5109-572.52-00	OTHER OPERATING SUPPLIES	445	2,335	6,000	6,000	1,957	6,000
	LEVEL 5 TEXT					TEXT AMT	
							6,000
	REFRESHMENTS/FOOD FOR CLUB PARTIES, SHELIVING,						

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	CENTER SUPPLIES, DANCE DECORATIONS,ETC.						6,000
*	OPERATING EXPENSE	----- 4,988	----- 4,066	----- 10,800	----- 10,800	----- 5,456	----- 14,800
**	ADULT ACTIVITY	----- 5,016	----- 4,066	----- 16,701	----- 16,701	----- 5,456	----- 72,854

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	CENTENNIAL CELEBRATION						
001-5121-572.31-13	OTHER PROF. SERVICES	5,220	0	0	0	0	0
*	OPERATING EXPENSE	5,220	0	0	0	0	0
**	CENTENNIAL CELEBRATION	5,220	0	0	0	0	0

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
ALLEN GREEN CENTER							
001-5124-572.34-14	CONTRACT SERVICES OTHER	0	2,238	0	0	0	0
001-5124-572.46-10	GENERAL EQUIP MAINT	620	555	0	0	0	0
001-5124-572.46-16	BUILDING REPAIRS	1,457	1,663	0	0	0	0
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*	OPERATING EXPENSE	2,077	4,456	0	0	0	0
-----		-----	-----	-----	-----	-----	-----
**	ALLEN GREEN CENTER	2,077	4,456	0	0	0	0

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
001-5125-572.24-00	WORKER'S COMPENSATION	151	233	233	233	266	342
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF						234
	WAGE INCREASE						7
	NEW: ADD'L PT HOURS- 10 HRS/WK						101

	SPECIAL EVENTS COORDINATOR MOVED HERE FRM 001-5100						342
001-5125-572.26-00	EAP BENEFIT	16	0	0	0	0	37
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF						37

	SPECIAL EVENTS COORDINATOR MOVED HERE FRM 001-5100						37
* PERSONNEL SERVICES		28,109	13,662	16,095	16,095	17,640	70,845
001-5125-572.31-13	OTHER PROF. SERVICES	8,866	8,526	7,710	0	0	0
001-5125-572.34-14	CONTRACT SERVICES OTHER	0	0	0	7,710	6,646	6,580
	LEVEL 5 TEXT					TEXT AMT	
	APS MONITOR SECURITY SYSTEM						480
	*NEW INCREASE BI-ANNUAL SECURITY INSPECTIONS						250
	COASTAL CLEAR WINDOW CLEANING						2,400
	*NEW ADD 3 ADDITIONAL CLEANINGS DUE TO USE						600
	PLANT PEOPLE SERVICES						1,500
	LINEN CLEANING SERVICES - CORNER CLEANERS						500
	MASSEY PEST SPRAY SERVICE						350
	* FIRE SUPPRESSION SERVICES-KITCHEN HOODS						250
	*NEW INCREASE SERVICE DUE TO USE						250
	**FIRE SUPPRESSION SERVICE & INSPECTIONS						
	**** FUNDS MOVED FROM 5125-4616						6,580
001-5125-572.41-00	COMMUNICATION SERVICES	0	180	360	360	312	360
	LEVEL 5 TEXT					TEXT AMT	
	TIME WARNER CABLE SERVICE \$30 MONTHLY						360
							360
001-5125-572.43-10	ELECTRICAL SERVICES	14,428	21,711	15,300	15,300	14,160	16,800
	LEVEL 5 TEXT					TEXT AMT	
	FPL ELECTRIC SERVICE AVERAGE \$1,375 MONTHLY						16,500

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
	* INCREASE DUE TO USAGE *						
	TECO GAS SERVICE \$25 MONTHLY						300
							16,800
001-5125-572.46-16	BUILDING REPAIRS	0	6,786	7,808	13,021	8,962	10,838
	LEVEL 5 TEXT					TEXT AMT	
	CEILING TILES, PAINT TOUCH-UP, ETC.						2,000
	RE-SEAL FLOORS KITCHEN & BATHROOMS						2,000
	PAINT RESTROOMS AND KITCHEN						1,000
	MASTER CRAFT PLUMBING REPAIRS						135
	AUDIO VISUAL EQUIPMENT MAINT - SOUND STAGE						1,000
	* NEW INCREASE FOR AV REPAIRS DUE TO USAGE						630
	FRIDGE/FREEZER AND ICE MACHINE SERVICE						1,673
	CARPET CLEANING SERVICES						1,200
	NEW ROTO ROOTER SEWER SERVICE/CLEANING						1,200
							10,838
001-5125-572.49-01	ADVERTISING	5,120	9,072	9,000	6,421	3,652	5,500
	LEVEL 5 TEXT					TEXT AMT	
	PERFECT WEDDING GUIDE, NEWS JOURNAL,						2,500
	MARKETING MATERIALS, FOLDERS, FLYERS, HANDOUTS, ETC.						3,000
							5,500
001-5125-572.49-14	FURN. & FIXTURES NON-CAP	0	0	0	6,525	6,465	0
001-5125-572.49-19	LICENSES, TAXES & FEES	0	0	200	200	0	200
	LEVEL 5 TEXT					TEXT AMT	
	HEALTH DEPT.						200
							200
001-5125-572.52-00	OTHER OPERATING SUPPLIES	2,530	3,734	4,000	3,763	1,708	4,600
	LEVEL 5 TEXT					TEXT AMT	
	BUILDING SUPPLIES, TABLE CLOTHS, TABLE & CHAIR						4,000
	REPLACEMENTS, TABLE DECORATIONS, MISC.						
	KITCHEN ITEMS, SIGNAGE REPLACEMENT, ETC.						
	* ADD STAFF UNIFORMS TO 5125-5212 ONCE ESTABLISHED						600
							4,600
*	OPERATING EXPENSE	30,944	50,009	44,378	53,300	41,905	44,878
**	LAKESIDE CENTER	59,053	63,671	60,473	69,395	59,545	115,723

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***	RECREATION	684,617	718,417	844,483	852,543	695,917	872,259

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
001-5200-579.12-00	ATHLETICS ATHLETICS SALARIES AND WAGES	102,750	132,720	216,990	216,990	170,234	237,636
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)					TEXT AMT	
	WAGE INCREASE					215,063	
	NEW: ADD'L PT HOURS- 27.4 HRS/WK					4,483	
	FEDERAL REGULATORY ADJUSTMENTS					14,689	
	*CALCULATION REVISIONS (7/22/16 JLM)					4,500	
						1,099-	
						237,636	
001-5200-579.14-00	OVERTIME	94	138	5,500	2,500	1,468	5,500
	LEVEL 5 TEXT OVERTIME					TEXT AMT	
	TOURNAMENTS, HOLIDAYS, EVENTS					5,500	
						5,500	
001-5200-579.21-00	FICA TAXES	7,742	9,760	17,029	17,029	12,389	18,610
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)					TEXT AMT	
	WAGE INCREASE					16,884	
	NEW: ADD'L PT HRS- 27.4 HRS/WK					341	
	FEDERAL REGULATORY ADJUSTMENTS					1,124	
	*CALCULATION REVISIONS (7/22/16 JLM)					345	
						84-	
						18,610	
001-5200-579.22-00	RETIREMENT CONTRIBUTIONS	7,324	9,745	19,373	19,373	13,823	18,265
	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT	
	WAGE INCREASE					17,278	
	FEDERAL REGULATORY ADJUSTMENTS					432	
	*CALCULATION REVISIONS (7/22/16 JLM)					707	
						152-	
						18,265	
001-5200-579.23-00	HEALTH INSURANCE	10,331	15,238	25,900	25,900	19,513	27,962
	LEVEL 5 TEXT HEALTH					TEXT AMT	
	DENTAL					25,952	
	LIFE					1,652	
	INCREASE ON LIFE					340	
	FEDERAL REGULATORY ADJUSTMENTS					9	
	*CALCULATION REVISIONS (7/22/16 JLM)					11	
						2-	
						27,962	

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001-5200-579.24-00	WORKER'S COMPENSATION	974	1,883	3,084	3,084	2,455	3,618
	LEVEL 5 TEXT					TEXT AMT	
							3,409
	CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)						66
	WAGE INCREASE						257
	NEW: ADD'L PT HRS- 27.4 HRS/WK						79
	FEDERAL REGULATORY ADJUSTMENTS						193-
	*CALCULATION REVISIONS (7/22/16 JLM)						3,618
001-5200-579.26-00	EAP BENEFIT	74	92	149	149	124	150
	LEVEL 5 TEXT					TEXT AMT	
							150
	CURRENT STAFF						150
-----		-----	-----	-----	-----	-----	-----
*	PERSONNEL SERVICES	129,289	169,576	288,025	285,025	220,006	311,741
001-5200-579.31-13	OTHER PROF. SERVICES	67,431	67,219	0	0	0	0
001-5200-579.34-14	CONTRACT SERVICES OTHER	0	0	71,558	75,730	75,720	80,045
	LEVEL 5 TEXT					TEXT AMT	
							64,650
	YOUTH & ADULT UMPIRES AND SCOREKEEPERS						3,050
	INCREASE DUE TO MORE ENROLLMENT						4,000
	NEW PROGRAM VOLLEYBALL UMPIRES & SCOREKEEPERS						1,435
	NEW PROGRAM ADULT CO-ED SOCCER UMPIRES&SCOREKEEP						2,660
	NEW PROGRAM ADULT CO-ED KICKBALL UMPIRES/SCOREKP						4,250
	BACKGROUND CHECKS @ \$15 EACH						2,658
	RECALERT-TEXT MESSAGING SYSTEM FOR RAINOUTS, ETC.						2,658-
	*RECALERT IN COMPUTER SOFTWARE						80,045
001-5200-579.40-00	TRAVEL PER DIEM	1,066	2,857	6,000	4,000	1,992	4,500
	LEVEL 5 TEXT					TEXT AMT	
							1,500
	ATHLETIC CONFERENCE / FRPA 4 EMPLOYEES						3,000
	BABE RUTH TOURNAMENTS						4,500
001-5200-579.40-10	EMPLOYEE TRAINING	0	0	0	40	304	1,500
	LEVEL 5 TEXT					TEXT AMT	
							1,500
	ATHLETIC CONFERENCE / FRPA 4 EMPLOYEES						
	ATHLETIC BUSINESS CONFERENCE / 2 EMPLOYEES						1,500

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001-5200-579.47-00	PRINTING AND BINDING	194	0	3,000	0	0	0
001-5200-579.49-01	ADVERTISING	0	0	0	1,720	1,587	4,000
	LEVEL 5 TEXT					TEXT AMT	
	ATHLETIC ADVERTISING, FLYERS, ADS, RACK CARDS, ETC.						3,000
	*NEW PROGRAM ADVERTISING - YOUTH VOLLEYBALL						700
	*NEW PROGRAM ADVERTISING - ADULT CO-ED KICKBALL						150
	*NEW PROGRAM ADVERTISING - ADULT CO-ED SOCCER						150
							4,000
001-5200-579.49-02	COMPUTER SOFTWARE	0	631	0	2,408	1,674	2,664
	LEVEL 5 TEXT					TEXT AMT	
	*NEW * SERVER FEES TO SUPPORT REC- ALERT						2,664
	AVERAGE MONTHLY FEE \$220.00						2,664
001-5200-579.49-19	TAXES, LICENSES, FEES	6,530	12,457	8,483	14,916	15,582	16,344
	LEVEL 5 TEXT					TEXT AMT	
	BABE RUTH STATE DUES						75
	BABE RUTH CHARTER FEES						1,475
	BABE RUTH INSURANCE						4,733
	* INSURANCE INCREASE DUE TO MORE TEAMS						2,461
	ALL STAR TOURNAMENT FEES						2,200
	* INCREASE DUE TO MORE TEAMS						600
	CREDIT CARD MERCHANT FEES, VISA, MASTER CARD, AM EXP,						4,800
	TELECHECK						
							16,344
001-5200-579.49-20	EQUIP & OTHER NON-CAPITAL	0	1,500	0	0	0	0
001-5200-579.52-00	OTHER OPERATING SUPPLIES	30,090	20,733	24,900	29,627	28,690	27,485
	LEVEL 5 TEXT					TEXT AMT	
	YOUTH & ADULT EQUIP., BASKETBALLS, BASEBALLS, BATS,						5,500
	HELMETS, PITCHING MACHINE, KICKBALLS,						
	CATCHER GLOVES, PENNIES, SOFTBALL MASKS,						
	SOCCER NETS, GOALS, ETC.						
	EQUIPMENT INCREASE DUE TO HIGHER PARTICIPATION						1,100
	*NEW PROGRAM VOLLEYBALL EQUIPMENT						1,000
	*NEW PROGRAM ADULT CO-ED SOCCER EQUIPMENT						300
	*NEW PROGRAM ADULT CO-ED KICKBALL EQUIPMENT						285
	MISC SUPPLIES FOR SPECIAL ACTIVITIES, TRYOUTS,						2,800
	YOUTH CLINICS, STAFF MEETINGS, ETC.						
	BANNERS						3,500
	YOUTH & ADULT TROPHIES / AWARDS						9,100
	*ADD FOR YOUTH & ADULT SPORT TROPHIES & AWARDS						1,000
	DUE TO INCREASE IN PARTICIPATION						

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	TROPHIES/AWARDS FOR NEW PROGRAM VOLLEYBALL						1,000
	*ADD TROPHIES/AWARDS INCREASE IN PARTICIPATN						400
	SENIOR GAMES EQUIPMENT & AWARDS						600
	* ADD SENIOR GAMES INCREASE IN PARTICIPATION						900
							27,485
001-5200-579.52-12	UNIFORMS	29,245	37,074	41,320	44,820	43,570	47,220
	LEVEL 5 TEXT					TEXT AMT	
	UNIFORMS FOR YOUTH SPORTS						39,200
	* INCREASE DUE TO PARTICIPATION						5,000
	NEW PROGRAM VOLLEYBALL						1,500
	ADULT SPORTS CHAMPIONSHIP SHIRTS						1,520
							47,220
001-5200-579.52-13	ED. & REC. SUPPLIES	155	0	0	0	0	0
001-5200-579.52-16	MEDICAL & LAB SUPPLIES	291	300	600	400	111	750
	LEVEL 5 TEXT					TEXT AMT	
	FIRST AID ITEMS -ICE PACKS,BANDAIDS,GLOVES,ETC.						600
	ADD INCREASE DUE TO NEW PROGRAMS						150
							750
* OPERATING EXPENSE		135,002	142,771	155,861	173,661	169,230	184,508
001-5200-579.64-00	MACH & EQUIPMENT	23,667	0	0	0	0	6,000
	LEVEL 5 TEXT					TEXT AMT	
	*NEW * SHED BUILDING FOR FIELDS 4&5 AT						6,000
	CITY CENTER BALL FIELD TO KEEP SUPPLIES NEEDED,						
	CHALK,TEE'S,MOUNTS,PITCHING MACHINE, ETC.						
	*REMOVE SHED- ACM (06/30/16 JLM)						6,000-
	*INCLUDE SHED - (07/07/16 JLM)						6,000
							6,000
* CAPITAL OUTLAY		23,667	0	0	0	0	6,000
**	ATHLETICS	287,958	312,347	443,886	458,686	389,236	502,249
***	ATHLETICS	287,958	312,347	443,886	458,686	389,236	502,249

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2017 CM PROP3
001-7000-519.12-00	ADMINISTRATION ADMINISTRATION SALARIES AND WAGES	5,143	2,092	15,666	15,666		1,364	7,500
	LEVEL 5 TEXT CURRENT STAFF WAGE INCREASE *REDUCTION PER CM (07/06/16 JLM)						TEXT AMT 15,082 377 7,959- 7,500	
001-7000-519.21-00	FICA TAXES	393	160	1,199	1,199		104	574
	LEVEL 5 TEXT CURRENT STAFF WAGE INCREASE *REDUCTION PER CM (07/06/16 JLM)						TEXT AMT 1,154 29 609- 574	
001-7000-519.24-00	WORKER'S COMPENSATION	5	2	15	15		1	7
	LEVEL 5 TEXT CURRENT STAFF *REDUCTION PER CM (07/06/16 JLM)						TEXT AMT 14 7- 7	
* PERSONNEL SERVICES		5,541	2,254	16,880	16,880		1,469	8,081
001-7000-519.31-13	OTHER PROF. SERVICES	46	0	300	300		0	0
001-7000-519.41-00	COMMUNICATION SERVICES	83	90	90	90		78	90
	LEVEL 5 TEXT TIME WARNER LONG DISTANCE CHARGES (ABOUT \$7.50/MO)						TEXT AMT 90 90	
001-7000-519.52-00	OTHER OPERATING SUPPLIES	393	539	450	450		58	450
	LEVEL 5 TEXT DVDS FOR ARCHIVING AND PUBLIC RECORDS GENERAL OFFICE SUPPLIES						TEXT AMT 400 50 450	
* OPERATING EXPENSE		522	629	840	840		136	540
001-7000-519.83-00	OTHER GRANTS AND AID	250	250	450	450		200	600
	LEVEL TEXT						TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
5	CASH PRIZES FOR FILM FESTIVAL POSTERS AND AWARDS ***** BRIGHTHOUSE COMMUNICATIONS HAS BEEN PROVIDING A \$500 SPONSORSHIP EACH YEAR TO OFFSET THESE COSTS *****						400 200 600
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*	GRANTS & AIDE	250	250	450	450	200	600
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**	ADMINISTRATION	6,313	3,133	18,170	18,170	1,805	9,221
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***	ADMINISTRATION	6,313	3,133	18,170	18,170	1,805	9,221
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****	GENERAL FUND	30,075,329	31,413,661	33,304,295	34,863,950	27,728,055	36,446,004

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	TAX INCREMENT EASTPORT						
102-0000-311.10-00	CURRENT AD VALOREM	59,619	59,471	59,699	59,699	59,699	62,310
	LEVEL 5 TEXT					TEXT AMT	
	PROPERTY VALUE 14,725,373 X 4.5288 MILLS PER 1000 AT 95%					63,353	
	PROPERTY VALUE 14,725,373 X NEW PROPOSED 4.4542 & 95% = \$62,310					1,043-	
						62,310	
102-0000-338.15-00	TAX INCREMENT FUNDS	99,907	101,651	99,482	99,482	105,630	103,771
	LEVEL 5 TEXT					TEXT AMT	
	ESTIMATED PROPERTY VALUES - \$14,725,373					91,133	
	COUNTY TIF 6.5146 @95%					12,638	
	HALIF HOSP TIF @ .9034 MILL @ 95%					103,771	
102-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,207	2,368	1,500	1,500	1,723	1,500
102-0000-369.90-00	MISC REVENUE	30	21	0	0	15	0
102-0000-389.10-00	APPROPRIATED FUND BAL	0	0	27,153	59,269	0	15,992
	LEVEL 5 TEXT					TEXT AMT	
	EST FUND BALANCE REQUIRED TO BALANCE THE FUND TO BALANCE FUND AFTER ADDITIONAL REDUCTION IN PROPOSED MILLAGE OF 0.0746. NT 08-25-16					14,949	
						1,043	
						15,992	
*		160,763	163,511	187,834	219,950	167,067	183,573
**	TAX INCREMENT EASTPORT	160,763	163,511	187,834	219,950	167,067	183,573
***	TAX INCREMENT EASTPORT	160,763	163,511	187,834	219,950	167,067	183,573
****	TAX INCREMENT EASTPORT	160,763	163,511	187,834	219,950	167,067	183,573

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
102-1000-552.12-00	SALARIES AND WAGES	24,181	0	0	0	0	0
102-1000-552.21-00	FICA TAXES	1,678	0	0	0	0	0
102-1000-552.22-00	RETIREMENT CONTRIBUTIONS	3,374	0	0	0	0	0
102-1000-552.23-00	HEALTH INSURANCE	1,409	0	0	0	0	0
102-1000-552.24-00	WORKER'S COMPENSATION	24	0	0	0	0	0
102-1000-552.26-00	EAP BENEFIT	8	0	0	0	0	0
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* PERSONNEL SERVICES		30,674	0	0	0	0	0
102-1000-552.41-00	COMMUNICATION SERVICES	139	0	0	0	0	0
102-1000-552.45-10	COMMERCIAL POLICY INS	4,882	4,950	5,000	5,000	5,116	5,250
LEVEL 5 TEXT						TEXT AMT	
						5,250	
						5,250	
102-1000-552.49-03	ADVERTISING EXPENSE	679	679	1,000	1,000	82	1,000
LEVEL 5 TEXT						TEXT AMT	
						680	
						320	
						1,000	
102-1000-552.49-64	INSURANCE 504	1,197	0	0	0	0	0
102-1000-552.49-66	TRF TO 506 BLDG MAINT FD	2,903	0	0	0	0	0
102-1000-552.52-15	POSTAL SERVICE	0	0	100	100	8	100
LEVEL 5 TEXT						TEXT AMT	
						100	
						100	
102-1000-552.54-00	DUES & MEMBERSHIPS	858	548	550	550	175	550
LEVEL 5 TEXT						TEXT AMT	
						375	
						175	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
							550
*	OPERATING EXPENSE	10,658	6,177	6,650	6,650	5,381	6,900
102-1000-552.63-00	IMP. OTHER THAN BLDGS	0	0	0	9,026	0	0
*	CAPITAL OUTLAY	0	0	0	9,026	0	0
102-1000-552.83-00	OTHER GRANTS & AIDS	0	0	0	23,090	15,000	0
*	GRANTS & AIDE	0	0	0	23,090	15,000	0
102-1000-581.91-72	TRF TO 217 EASTPORT NOTE	179,813	180,596	181,184	181,184	150,987	176,673
	LEVEL 5 TEXT FUND FY17 DEBT SERVICE IN 217 FUND					TEXT AMT 176,673 176,673	
*	TRANSFERS	179,813	180,596	181,184	181,184	150,987	176,673
**	NON DEPTMENTAL	221,145	186,773	187,834	219,950	171,368	183,573
***	NON DEPARTMENTAL	221,145	186,773	187,834	219,950	171,368	183,573
****	TAX INCREMENT EASTPORT	221,145	186,773	187,834	219,950	171,368	183,573

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	TAX INCREMENT TOWN CENTER						
103-0000-311.10-00	CURRENT AD VALOREM	31,290	39,142	42,386	42,386	42,329	53,543
	LEVEL 5 TEXT PROPERTY VALUE 12,653,431 X 4.5288 MILLS PER 1000 AT 95% ***** PROPERTY VALUE 12,653,431 X NEW PROPOSED 4.4542 & 95% = \$53,543 (NT 8-25-16) *****					TEXT AMT 54,440	897-
						53,543	
103-0000-334.69-01	#V0-P0-13-98	17,150	7,750	0	15,100	12,127	0
	LEVEL 5 TEXT PENDING FOR FY16 0 30,000			0	170,000	170,000	0
103-0000-334.69-02	#V0-P0-14-105 RIVERWALK						
	LEVEL 5 TEXT PENDING FOR FY16 0 43,763			0	56,238	0	0
103-0000-334.69-03	#V0-P0-14-106 RIVERWALK						
	LEVEL 5 TEXT PENDING FOR FY16 0 0			0	250,000	0	0
103-0000-334.69-04	#V0-P0-15-107 RIVERWALK						
103-0000-337.70-10	ECHO 15-10 RIVERWALK PH I		39,600	0	360,400	0	0
103-0000-338.15-00	TAX INCREMENT FUNDS	52,434	66,903	70,633	70,633	75,452	89,170
	LEVEL 5 TEXT ESTIMATED PROPERTY VALUE - 12,653,431 MILLS 6.5146 @95% HALIF HOSP TIF @ .9034 MILL @ 95%					TEXT AMT 78,310 10,860 89,170	
103-0000-349.30-00	PROPERTY TAX RECOVERY	3,684	3,803	0	0	3,862	3,271
	LEVEL 5 TEXT INITIAL ESTIMATE WAS \$0 ***** ADD: CARDWELL LEASE PROPERTY TAX RECOVERY - 10 MO. (JAN, 2016 - OCT, 2016) (NT 8-25-16) *****					TEXT AMT 3,271	
						3,271	
103-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,114	968	1,000	1,000	353	1,200

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
103-0000-362.15-00	CARDWELL LEASE	24,000	24,000	24,000	24,000	22,000	2,000
	LEVEL 5 TEXT LEASE EXPIRATION 12/31/16 - BUDGETING OCT,NOV, DEC 06/28/16 NT ***** LEASE TERMINATION - REDUCING THE BUDGET TO ONE MONTH ONLY (OCT, 2016) 08/25/16 NT *****					TEXT AMT 6,000 4,000- 2,000	
103-0000-362.16-00	ATLANTIC MARINE LEASE	2,817	0	0	0	0	0
	LEVEL 5 TEXT LEASE EXPIRED					TEXT AMT	
103-0000-369.90-00	MISC REVENUE		12	0	0	7	0
103-0000-381.50-00	TRANSFER FROM 508 FUND	210,000	0	304,029	304,029	0	310,000
	LEVEL 5 TEXT TRANSFER FROM LOAN POOL 508 TO COVER DEBT SRVC					TEXT AMT 310,000 310,000	
103-0000-389.10-00	APPROPRIATED FUND BAL	0	0	1,611	122,503	0	0
*		342,491	255,941	443,659	1,416,289	326,130	459,184
**	TAX INCREMENT TOWN CENTER	342,491	255,941	443,659	1,416,289	326,130	459,184
***	TAX INCREMENT TOWN CENTER	342,491	255,941	443,659	1,416,289	326,130	459,184
****	TAX INCREMENT TOWN CENTER	342,491	255,941	443,659	1,416,289	326,130	459,184
		342,491	255,941	443,659	1,416,289	326,130	459,184

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
103-1000-552.12-00	SALARIES AND WAGES	9,672	0	0	0	0	0
103-1000-552.21-00	FICA TAXES	671	0	0	0	0	0
103-1000-552.22-00	RETIREMENT CONTRIBUTIONS	1,269	0	0	0	0	0
103-1000-552.23-00	HEALTH INSURANCE	530	0	0	0	0	0
103-1000-552.24-00	WORKER'S COMPENSATION	9	0	0	0	0	0
103-1000-552.26-00	EAP BENEFIT	3	0	0	0	0	0
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* PERSONNEL SERVICES		12,154	0	0	0	0	0
103-1000-552.41-00	COMMUNICATION SERVICES	207	0	0	0	0	0
103-1000-552.43-10	ELECTRICAL SERVICES	587	584	700	700	385	700
LEVEL 5	TEXT FUNDING FOR 3999 S. RIDGEWOOD AVE. MONUMENT SIGN LIGHTING AND 3843 S. RIDGEWOOD FOR HALIFAX TRAILER PARK LIGHTING. THE HALIFAX TRAILER PARK FEES WILL BE TRANSFERRED TO THE PARKS AND REC OPERATING BUDGET WHEN THEY TAKE OVER RIVERWALK PARK.					TEXT AMT 700	
						700	
103-1000-552.43-12	LIBRARY IMPACT/UTILITY	421	228	500	500	693	2,056
LEVEL 5	TEXT FUNDING FOR WATER METERS FOR LANDSCAPING AT 3999 RIDGEWOOD AVE. FOR THE MONUMENT SIGN AREA AND 3483 RIDGEWOOD AVE. FOR WATER METERS AT THE HALIFAX TRAILER PARK AREA. THE HALIFAX TRAILER PARK FEES WILL BE TRANSFERRED TO THE PARKS AND REC OPERATING BUDGET WHEN THEY TAKE OVER RIVERWALK PARK. ***** NEW: PENNA COURT UTILITY BILL (\$129.60/MONTH) (LP 6-13-16)					TEXT AMT 500	
						1,556	
						2,056	
103-1000-552.45-10	COMMERCIAL POLICY INS	4,882	4,950	5,000	5,000	5,120	5,250
LEVEL 5	TEXT FLORIDA MUNICIPAL TRUST INSURANCE LIABILITY INSURANCE FOR CRA PROPERTY.					TEXT AMT 5,250	
						5,250	
103-1000-552.49-03	ADVERTISING EXPENSE	0	0	800	800	0	800
LEVEL 5	TEXT PUBLIC HEARING ADS FOR PLAN CHANGES IF/WHEN					TEXT AMT 800	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	DONE AND ADVERTISING FOR CRA MEETINGS WHEN HELD OUTSIDE REGULARLY SCHEDULED ANNUAL MEETINGS @ APPROX. \$375 EACH						800
103-1000-552.49-19	TAXES, LICENSES, AND FEES	3,684	3,803	4,350	4,350	3,862	4,350
	LEVEL 5 TEXT FUNDING FOR PROPERTY TAXES AND CRA TAXES					TEXT AMT	
							4,350
							4,350
103-1000-552.49-64	INSURANCE 504	479	0	0	0	0	0
103-1000-552.49-66	TRF TO 506 BLDG MAINT FD	2,903	0	0	0	0	0
103-1000-552.52-00	OTHER OPERATING SUPPLIES	0	0	0	322	0	0
103-1000-552.52-15	POSTAL SERVICE	0	0	100	100	0	100
	LEVEL 5 TEXT MAILING COSTS TO SEND AMENDED PLAN TO TAXING AUTHORITIES BY CERTIFIED MAIL AS REQUIRED BY FLORIDA STATUTE. FUNDS NEEDED IF PLAN IS AMENDED.					TEXT AMT	100
							100
103-1000-552.54-00	DUES & MEMBERSHIPS	858	548	550	550	175	550
	LEVEL 5 TEXT FLORIDA REDEVELOPMENT ASSOCIATION MEMBERSHIP \$745 ANNUALLY SPLIT BETWEEN EASTPORT AND TOWN CENTER CRA'S = \$372.50					TEXT AMT	375
	DEPARTMENT OF ECONOMIC OPPORTUNITY MEMBERSHIP \$175 ANNUALLY AS REQUIRED BY STATE STATUTE.						175
							550
* OPERATING EXPENSE		14,021	10,113	12,000	12,322	10,235	13,806
103-1000-552.61-00	LAND	0	108,575	0	191,345	180,039	0
103-1000-552.63-97	PROJ CAPITAL OUTLAY	84,736	381,325	0	780,963	777,388	0
* CAPITAL OUTLAY		84,736	489,900	0	972,308	957,427	0
103-1000-552.72-11	INTEREST INTERNAL LOANS	17,116	24,466	29,028	29,028	11,910	39,568
	LEVEL 5 TEXT INT ON \$410K LOAN POOL LOAN					TEXT AMT	10,342
	INT ON \$294,725 LOAN POOL LOAN						5,895
	INT ON FY15 \$279,964 LOAN POOL LOAN						4,200
	INT ON FY16 \$304,029 LOAN POOL LOAN						4,561
	INT ON INTERFUND LOAN OF \$44K FROM 001 FUND						880

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
				INT ON FY14 \$210,000 LOAN POOL LOAN			3,150
				INT ON FY15 \$114,000 FROM 001 FUND			2,280
				INT ON FY15 \$180,500 FROM 001 FUND			3,610
				INT ON FY17 \$310,000 LOAN POOL LOAN			4,650
							39,568
		-----	-----	-----	-----	-----	-----
*	DEBT SERVICE	17,116	24,466	29,028	29,028	11,910	39,568
103-1000-581.91-78	TFR TO 218 TWN CTR BOND	319,542	350,592	401,192	401,192	334,327	404,591
	LEVEL 5						
	TEXT FUND FY17 DEBT SERVICE ON TOWN CENTER IN 218 FUND						401,841
	FUND OTHER DEBT SERVICE FEES IN 218 FUND						2,750
							404,591
		-----	-----	-----	-----	-----	-----
*	TRANSFERS	319,542	350,592	401,192	401,192	334,327	404,591
103-1000-552.99-10	CONTINGENCY	0	0	1,439	1,439	0	1,219
		-----	-----	-----	-----	-----	-----
*	NON-OPERATING EXPENSE	0	0	1,439	1,439	0	1,219
		-----	-----	-----	-----	-----	-----
**	NON DEPTMENTAL	447,569	875,071	443,659	1,416,289	1,313,899	459,184
		-----	-----	-----	-----	-----	-----
***	NON DEPARTMENTAL	447,569	875,071	443,659	1,416,289	1,313,899	459,184
		-----	-----	-----	-----	-----	-----
****	TAX INCREMENT TOWN CENTER	447,569	875,071	443,659	1,416,289	1,313,899	459,184

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
RECREATION FACILITIES							
106-0000-347.59-00	RENTAL	33,750	33,750	33,750	33,750	30,938	33,750
	LEVEL 5 TEXT YMCA RENTAL-25% OF \$11,250*12(OTHER 75% TO GEN FN)					TEXT AMT 33,750 33,750	
106-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,538	4,858	200	200	4,254	3,000
106-0000-362.01-00	YMCA RENTAL	70,740	70,740	70,740	70,740	64,845	70,740
	LEVEL 5 TEXT YMCA R&R (\$5,895 * 12)					TEXT AMT 70,740 70,740	
106-0000-369.90-00	MISC REVENUE	103	3	0	0	0	0
106-0000-389.10-00	APPROPRIATED FUND BAL	0	0	6,810	237,010	0	0
*		107,131	109,351	111,500	341,700	100,037	107,490
**	RECREATION FACILITIES	107,131	109,351	111,500	341,700	100,037	107,490
***	RECREATION FACILITIES	107,131	109,351	111,500	341,700	100,037	107,490
****	RECREATION FACILITIES	107,131	109,351	111,500	341,700	100,037	107,490

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD	ACTUAL ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL								
NON DEPTMENTAL								
106-1000-572.31-13	OTHER PROF. SERVICES	500	0	15,000	27,770		12,770	0
106-1000-572.34-14	CONTRACT SERVICES OTHER	0	0	2,000	2,000		0	2,000
106-1000-572.43-10	ELECTRICAL SERVICES	2,169	1,620	2,500	2,500		1,381	2,500
106-1000-572.46-15	YMCA REPAIR & MAINTENNACE	2,558	35,846	7,000	10,270		7,283	4,500
	LEVEL 5						TEXT AMT	
							SANDING AND RESURFACING OF THREE RACQUET BALL COURTS AND REPLACING LINES.	4,500
								4,500
106-1000-572.46-16	BUILDING REPAIRS	0	0	10,000	10,000		4,987	0
106-1000-572.49-20	EQUIP & OTHER NON-CAPITAL	7,773	0	0	0		0	0
106-1000-572.49-64	INSURANCE 504	2,705	0	0	0		0	0
106-1000-572.52-00	OTHER OPERATING SUPPLIES	0	0	4,000	4,000		0	0
* OPERATING EXPENSE		15,705	37,466	40,500	56,540		26,421	9,000
106-1000-572.62-00	BUILDING AND IMP. TO	0	45,140	0	0		0	0
106-1000-572.63-97	PROJ CAPITAL OUTLAY	290,253	20,914	71,000	281,763		255,058	58,048
	LEVEL 5						TEXT AMT	
							*RESTORING OF THE IRRG SYSTEM-GROUNDS / POOL AREA	8,048
							* A/C PACKAGE UT#3 FOR GR EXERCISE ROOM, FREE WEIGHT AREA AND HALLWAY; A/C PACKAGE UT#4 FOR RACQUETBALL COURTS; ELECTRONIC DAMPENING SYSTEM AND THERMOSTATS REPLACEMENT QPC049	50,000
								58,048
106-1000-572.64-00	MACH & EQUIPMENT	307,632	240,054	0	0		0	0
* CAPITAL OUTLAY		597,885	306,108	71,000	281,763		255,058	58,048
106-1000-572.99-10	CONTINGENCY	0	0	0	3,397		0	40,442
* NON-OPERATING EXPENSE		0	0	0	3,397		0	40,442
** NON DEPTMENTAL		613,590	343,574	111,500	341,700		281,479	107,490
*** NON DEPARTMENTAL		613,590	343,574	111,500	341,700		281,479	107,490

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
RECREATION							
LAKESIDE CENTER							
106-5125-572.31-13	OTHER PROF. SERVICES	123	0	0	0	0	0
106-5125-572.41-00	COMMUNICATION SERVICES	684	287	0	0	0	0
106-5125-572.52-00	OTHER OPERATING SUPPLIES	25	0	0	0	0	0
* OPERATING EXPENSE		832	287	0	0	0	0
*** LAKESIDE CENTER							
*** LAKESIDE CENTER		832	287	0	0	0	0
*** RECREATION		832	287	0	0	0	0
**** RECREATION FACILITIES		614,422	343,861	111,500	341,700	281,479	107,490

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
BUILDING SPECIAL REV FUND							
109-0000-322.10-00	BUILDING	1,124,087	1,201,737	1,100,000	1,100,000	842,616	1,110,000
	LEVEL 5 TEXT BASE PROJECTION (JLM 06/28/2016)					TEXT AMT 1,110,000 1,110,000	
109-0000-329.10-04	EDUCATION & TRAINING FEE	6,033	4,387	3,000	3,000	2,852	4,500
	LEVEL 5 TEXT BASE PROJECTION (JLM 06/28/2016)					TEXT AMT 4,500 4,500	
109-0000-329.10-06	INSPECTION FEES	23,280	19,090	17,300	17,300	13,040	15,000
	LEVEL 5 TEXT RE-INSPECTION FEES ARE RECORDED IN THIS ACCOUNT					TEXT AMT 15,000 15,000	
109-0000-329.10-07	ARCHIVING FEE-BUILDING	22,645	25,165	15,900	20,240	22,835	22,000
	LEVEL 5 TEXT BASE PROJECTION (JLM 06/28/2016)					TEXT AMT 22,000 22,000	
109-0000-361.10-00	INTEREST EARNINGS-INVESTM	3,180	9,047	7,000	7,000	10,005	9,000
109-0000-369.90-00	MISC REVENUE	83	140	0	0	126	0
109-0000-381.16-00	TRANSFER FROM 001	0	2,613	0	0	0	0
109-0000-389.10-00	APPROPRIATED FUND BAL	0	0	240,580	287,081	0	25,259
	LEVEL 5 TEXT UTILIZED TO BALANCE THE FUND (JLM 06/28/2016) REDUCTION (JLM 06/30/2016) REDUCTION (JLM 07/07/2016) REDUCTION (JLM 07/27/2016)					TEXT AMT 34,160 50- 3,139- 5,712- 25,259	
109-0000-389.40-00	APPROPRIATED TRAINING FB	0	0	5,000	5,000	0	36,000
	LEVEL 5 TEXT TRAINING REGISTRATION NEWLY HIRED INSPECTOR PARTIAL SALARY NEW REQUEST: NEW INSPECTOR PARTIAL SALARY					TEXT AMT 5,000 19,000 12,000 36,000	
* -----		1,179,308	1,262,179	1,388,780	1,439,621	891,474	1,221,759

BUDGET PREPARATION WORKSHEET
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
**	BUILDING SPECIAL REV FUND	1,179,308	1,262,179	1,388,780	1,439,621	891,474	1,221,759
***	BUILDING SPECIAL REV FUND	1,179,308	1,262,179	1,388,780	1,439,621	891,474	1,221,759
****	BUILDING SPECIAL REV FUND	1,179,308	1,262,179	1,388,780	1,439,621	891,474	1,221,759

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
COMMUNITY DEVELOPMENT BUILDING DIVISION							
109-1901-515.12-00	SALARIES AND WAGES	401,801	499,332	546,400	524,700	457,329	660,881
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	552,971
						WAGE INCREASE	11,141
						NEW: BUILDING INSPECTOR/PLANS EXAMINER	49,799
						NEW: ADD'L PT HOURS- 5 HRS/WK	2,993
						NEW: OPERATIONS SUPPORT ADMIN	42,299
						*CALCULATION REVISIONS (7/22/16 JLM)	1,678
							660,881
109-1901-515.14-00	OVERTIME	31,282	20,650	10,000	29,000	24,678	20,000
	LEVEL 5					TEXT AMT	
						LIMITED AFTER HOURS WORK, SPECIAL INSPECTIONS, AND EXPEDITED REQUESTS.	20,000
						HIGH FY14 ACTUALS DUE TO A SHORTAGE OF STAFF. OVERTIME HAS DROPPED SOME IN THE PAST TWO FY WITH THE ADDITION OF A NEW INSPECTOR. OVERTIME NEEDED TO ADDRESS INCONSISTENT VOLUMES. WORKLOAD CONTINUES TO TYPICALLY EXCEED 20 INSPECTIONS PER DAY PER INSPECTOR AND THAT GENERALLY CANNOT BE DONE IN 8 HOURS.	
							20,000
109-1901-515.15-10	CERTIFICATIONS/LICENSES	0	0	0	0	0	650
	LEVEL 5					TEXT AMT	
						LICENSE RENEWALS FOR INTERNATIONAL CODE COUNCIL, INSPECTOR/PLANS EXAMINER LICENSES FOR 7 BUILDING STAFF AND 3 PERMIT TECHS.	650
						INCREASE DUE TO LINE 15-10 NOT IN USE IN PRIOR FY. MOVED FUNDS FROM LINE 54-00.	
							650
109-1901-515.21-00	FICA TAXES	31,288	37,705	42,571	44,071	34,469	52,095
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	43,260
						WAGE INCREASE	1,431
						NEW: BUILDING INSPECTOR/PLANS EXAMINER	3,810
						NEW: ADD'L PT HRS- 5 HRS/WK	229
						NEW: OPERATIONS SUPPORT ADMIN	3,236
						*CALCULATION REVISIONS (7/22/16 JLM)	129
							52,095

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109-1901-515.22-00	RETIREMENT CONTRIBUTIONS	45,552	55,576	72,058	70,058	57,426	83,696
	LEVEL 5 TEXT					TEXT AMT	
						71,968	
						2,350	
						4,980	
						4,230	
						168	
						83,696	
109-1901-515.23-00	HEALTH INSURANCE	39,448	55,143	66,755	66,255	51,458	87,765
	LEVEL 5 TEXT					TEXT AMT	
						68,124	
						4,337	
						1,265	
						29	
						7,003	
						7,003	
						4	
						87,765	
109-1901-515.24-00	WORKER'S COMPENSATION	3,450	4,366	3,971	3,971	3,086	4,416
	LEVEL 5 TEXT					TEXT AMT	
						3,793	
						138	
						443	
						3	
						38	
						1	
						4,416	
109-1901-515.26-00	EAP BENEFIT	258	313	381	381	256	468
	LEVEL 5 TEXT					TEXT AMT	
						393	
						37	
						37	
						1	
						468	
* PERSONNEL SERVICES		553,079	673,085	742,136	738,436	628,702	909,971
109-1901-515.31-13	OTHER PROF. SERVICES	17,536	9,392	10,000	57,421	57,414	0
109-1901-515.34-14	CONTRACT SERVICES OTHER	0	0	10,000	16,500	16,500	20,000
	LEVEL TEXT					TEXT AMT	

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5	OUTSOURCE SCANNING OF PLANS AND PERMITS FOR CITY OWNED BUILDINGS AND COMMERCIAL PROPERTIES.					10,000	
	CONTRACTING WITH OUTSIDE AGENCIES FOR INSPECTORS, BUILDING PLAN REVIEW FOR COMMERCIAL PROJECTS AND OTHER SERVICES INCLUDING FRONT COUNTER TEMPORARY SUPPORT. FUNDS FOR CONTRACT INSPECTORS AND PLAN REVIEWERS ARE NOT SPENT UNLESS THERE IS STAFF TURNOVER OR UNEXPECTEDLY HIGH WORKLOAD. EXPENDITURES IN THIS LINE MAY BE OFFSEST WITH REVENUE FROM PERMIT REVIEW FEES BECAUSE USE WOULD LIKELY BE THE RESULT OF HIGHER BUILDING ACTIVITY THAN NORMAL.					10,000	
						20,000	
109-1901-515.34-15	TEMP HELP SERVICE FEE	0	548	0	0	0	0
109-1901-515.40-00	TRAVEL PER DIEM	0	0	0	0	0	500
LEVEL 5	TEXT NON-CODE RELATED TRAINING SUCH AS CUSTOMER SERVICE, LEADERSHIP, COMMUNICATION AND OFFICE RELATED CLASSES THAT DO NOT DIRECTLY PERTAIN TO ENFORCING THE BUILDING CODE. INCREASE DUE TO FUNDS MOVED FROM LINE 40-01 PER FINANCE.					TEXT AMT 500	
						500	
109-1901-515.40-01	BUILD DIV TRAVEL & TRAIN	2,158	1,988	5,000	5,000	1,382	5,000
LEVEL 5	TEXT FUNDS ARE FOR TRAINING RELATED TO ENFORCEMENT OF THE FLORIDA BUILDING CODE, SUCH AS, CODE CONFERENCES, CONTINUING EDUCATION CLASSES, LICENSE TRAINING, STATE OF FLORIDA CODE HEARINGS, AND INTERNATIONAL CODES. LOW EXPENDITURES IN PRIOR FY'S DUE TO SHORTAGE OF STAFF AND LACK OF TIME TO ATTEND TRAINING DUE TO HIGH WORKLOAD. FUNDS SUPPORT 7 BUILDING STAFF WITH MULTIPLE LICENSES REQUIRING CEU'S AND ARE AVAILABLE FOR 3 PERMIT TECHNICIANS' TRAINING. A MAJORITY OF THE TRAINING OPPORTUNITIES TYPICALLY OCCUR AFTER THE MIDPOINT OF THE FY. ALSO INCLUDES TRAINING FOR 1 NEW INSPECTOR HIRED IN FY16 AND REQUESTED 2ND INSPECTOR PROPOSED FOR FY17. TRAINING PREDICTED TO TAKE 1-5 YEARS TO GET THE NEW INSPECTOR FULLY LICENSED.					TEXT AMT 5,000	
						5,000	
109-1901-515.41-00	COMMUNICATION SERVICES	10,325	10,030	10,400	10,574	8,579	10,400

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	LEVEL 5 TEXT					TEXT AMT	
	5 CHARGES FOR OFFICE TELEPHONE LINES, MOBILE PHONES, AIR CARD CHARGES AND FLEET GPS AIR CHARGES. FUNDS SUPPORT 7 INSPECTORS/PLANS EXAMINERS AND 3 PERMIT TECHNICIANS.					10,400	
						10,400	
109-1901-515.44-13	FLEET FINANCING	0	2,209	8,762	8,762	7,302	17,724
109-1901-515.45-19	VEHICLE INSURANCE	1,500	3,152	1,863	1,863	1,553	1,547
109-1901-515.46-11	REGULAR MAINT/INSP EQUIP	2,174	1,992	2,100	2,100	2,100	2,100
	LEVEL 5 TEXT					TEXT AMT	
	5 MAINTENANCE AGREEMENTS FOR COPIERS.					2,100	
						2,100	
109-1901-515.46-12	VEH MAINT/REPAIR	9,627	11,308	10,726	10,726	6,499	13,000
	LEVEL 5 TEXT					TEXT AMT	
	5 BASE INCREASE DUE TO NEW INSPECTOR POSITION. COST ESTIMATED ON AVERAGE COST PER VEHICLE IN FY15.					10,726	
						2,274	
						13,000	
109-1901-515.46-18	CONT MAINT/COMM EQUIP	0	0	0	0	1	0
109-1901-515.47-00	PRINTING & BINDING	984	659	500	500	557	500
	LEVEL 5 TEXT					TEXT AMT	
	5 PLACARDS, INSPECTION NOTICES, PERMIT APPLICATION FORMS, BUSINESS CARDS, MISCELLANEOUS FORMS, AND OTHER INFORMATIONAL FORMS AND BROCHURES.					500	
						500	
109-1901-515.49-16	COMPUTER HARDWARE	0	0	0	3,000	2,874	0
109-1901-515.49-20	EQUIP & OTHER NON-CAPITAL	0	0	3,500	500	500	0
109-1901-515.49-61	DATA PROCESSING 501	119,049	116,152	103,138	103,138	85,948	80,417
109-1901-515.49-64	INSURANCE 504	18,642	30,194	31,477	31,477	26,231	24,346
109-1901-515.49-66	TFR TO 506 BLDG MAINT FD	74,828	68,766	60,123	60,123	50,103	67,803
	LEVEL 5 TEXT					TEXT AMT	
	5 SECOND DRAFT					67,803	
						67,803	
109-1901-515.49-90	ADMIN SERVICE FEES	35,428	34,496	34,037	34,037	28,364	42,701
109-1901-515.51-00	OFFICE SUPPLIES	4,277	2,095	4,500	4,500	1,442	3,000
	LEVEL 5 TEXT					TEXT AMT	
	5 STANDARD OFFICE SUPPLIES FOR A STAFF OF 11.					3,000	

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							3,000
109-1901-515.52-00	OTHER OPERATING SUPPLIES	516	384	4,000	4,000	3,253	1,500
	LEVEL 5 TEXT OFFICE EQUIPMENT. FIELD TOOLS AND EQUIPMENT, MISCELLANEOUS GEAR AND EMERGENCY PREPAREDNESS EQUIPMENT, DISASTER ASSESSMENT SUPPLIES, MISC. FY16 BUDGET HAD INCREASED TO ADD OFFICE FURNITURE REPLACEMENT. ADDITIONAL FUNDING NOT NEEDED IN FY17					TEXT AMT 1,500	
							1,500
109-1901-515.52-10	GAS,DIESEL,OIL,& GREASE	9,101	7,062	7,700	7,700	5,051	9,200
	LEVEL 5 TEXT EST UNLEADED 3,080 GALLONS @ \$2.50 PER GALLON INCREASE UNLEADED BY 600 GALLONS @ \$2.50 DUE TO ADDITION OF NEW INSPECTOR.					TEXT AMT 7,700 1,500	
							9,200
109-1901-515.52-12	UNIFORMS	1,642	2,955	3,000	3,446	696	3,000
	LEVEL 5 TEXT UNIFORMS AND SAFETY BOOTS FOR BUILDING INSPECTORS, PLANS EXAMINER, AND PERMIT TECHS. 7 STAFF WITH EXTENSIVE FIELD WORK ON CONSTRUCTION SITES REQUIRES REGULAR REPLACEMENT. PRIOR YEAR EXPENSES VARIED WITH CONTRACT TYPE AND STAFF TURNOVER. DECREASE IS DUE TO CHANGE IN VENDORS.					TEXT AMT 3,000	
							3,000
109-1901-515.52-15	POSTAL SERVICE	271	350	600	600	277	400
	LEVEL 5 TEXT MISCELLANEOUS MAILINGS INCLUDING NOTICES TO APPLICANTS CONCERNING EXPIRATION OF PERMITS.					TEXT AMT 400	
							400
109-1901-515.54-00	DUES & MEMBERSHIPS	1,118	1,241	1,000	1,000	994	650
	LEVEL 5 TEXT MEMBERSHIP DUES FOR PROFESSIONAL ORGANIZATIONS SUCH AS: BUILDING OFFICIALS ASSOCIATION, INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS INTERNATIONAL CODE COUNCIL, AND OTHER PROFESSIONAL MEMBERSHIPS FOR 7 BUILDING STAFF AND 3 PERMIT LICENSING TECHS.					TEXT AMT 650	

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	DECREASE DUE TO LICENSE RENEWALS MOVED TO LINE ITEM 15-10.						650
109-1901-515.54-01	BOOKS & SUBSCRIPTIONS	812	4,862	2,000	2,000	220	2,000
	LEVEL 5 TEXT BOOKS AND MAGAZINE SUBSCRIPTIONS. NEW CODE BOOKS AND COMMENTARIES ARE PURCHASED LATE IN FY. INCONSISTENT SPENDING IN THIS LINE DUE TO UPDATES IN FL BUILDING CODE CAN OCCUR IN 3 YR CYCLES.					TEXT AMT 2,000	
							2,000
* OPERATING EXPENSE		309,988	309,835	314,426	368,967	307,840	305,788
109-1901-515.64-15	ADP EQUIPMENT	0	0	332,218	332,218	17,780	0
* CAPITAL OUTLAY		0	0	332,218	332,218	17,780	0
109-1901-515.99-50	COMPRESSION RESERVE	0	0	0	0	0	6,000
	LEVEL 5 TEXT CONTINGENCY AMOUNT TO BE USED TO ADDRESS COMPRESSION ISSUES IDENTIFIED IN EMPLOYEES- THIS AMOUNT REPRESENTS THE COST FOR WAGES AND BENEFITS					TEXT AMT 6,000	
							6,000
* NON-OPERATING EXPENSE		0	0	0	0	0	6,000
** BUILDING DIVISION		863,067	982,920	1,388,780	1,439,621	954,322	1,221,759
*** COMMUNITY DEVELOPMENT		863,067	982,920	1,388,780	1,439,621	954,322	1,221,759
**** BUILDING SPECIAL REV FUND		863,067	982,920	1,388,780	1,439,621	954,322	1,221,759

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
CDBG SPECIAL REVENUE FUND							
110-0000-331.19-27	CDBG MISCELLANEOUS	577,697	196,373	258,112	367,577	239,958	268,806
	LEVEL 5					TEXT AMT	
						CDBG FY2016 ACTION PLAN	268,806
						*GOING TO PUBLIC HEARING ON 8/2/16	
						TO BE APPROVED BY COUNCIL	
						MF 06/30/16	
							268,806
110-0000-361.10-00	INTEREST EARNINGS-INVESTM	35	993	0	0	1,015	0
*		577,732	197,366	258,112	367,577	240,973	268,806
**	CDBG SPECIAL REVENUE FUND	577,732	197,366	258,112	367,577	240,973	268,806
***	CDBG SPECIAL REVENUE FUND	577,732	197,366	258,112	367,577	240,973	268,806
****	CDBG SPECIAL REVENUE FUND	577,732	197,366	258,112	367,577	240,973	268,806

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
110-1904-554.12-00	COMMUNITY DEVELOPMENT ADMINISTRATION SALARIES AND WAGES	26,410	21,985	19,788	19,788	17,323	0
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)					TEXT AMT 21,235	
	WAGE INCREASE					494	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					21,729-	
110-1904-554.21-00	FICA TAXES	2,163	1,656	1,514	1,514	1,302	0
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)					TEXT AMT 1,625	
	WAGE INCREASE					38	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					1,663-	
110-1904-554.22-00	RETIREMENT CONTRIBUTIONS	3,426	2,613	3,107	3,107	2,787	0
	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT 3,099	
	WAGE INCREASE					77	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					3,176-	
110-1904-554.23-00	HEALTH INSURANCE	974	1,601	1,971	1,971	1,789	0
	LEVEL 5 TEXT HEALTH					TEXT AMT 1,946	
	DENTAL					124	
	LIFE					47	
	INCREASE ON LIFE					2	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					2,119-	
110-1904-554.24-00	WORKER'S COMPENSATION	24	21	17	17	140	0
	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT 20	
	*CALCULATION REVISIONS (7/22/16 JLM)					12	
	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)					32-	
110-1904-554.26-00	EAP BENEFIT	12	12	11	11	10	0
	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT 11	

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	*MOVED TO PROFESSIONAL SERVICES 31-13 (8/26/16 JM)						11-
* PERSONNEL SERVICES		33,009	27,888	26,408	26,408	23,351	0
110-1904-554.31-13	OTHER PROFESSIONAL SERV	0	0	25,214	42,674	39,460	53,761
	LEVEL 5 TEXT BALANCE OF PLANNING & ADMINISTRATION (P&A) BUDGET FROM THE CDBG FY2016 ACTION PLAN *TOTAL P&A FOR FY2016 IS \$53,761 *\$28,718 IS BUDGETED IN PERSONNEL SRVCS *BALANCE OF \$25,031 BUDGETED HERE (MF 06/30/16) *MOVED FROM PERSONNEL LINES (08/26/16 JM)					28,730 53,761	
110-1904-554.34-14	CONTRACT SERVICES OTHER	0	0	0	20,661	0	0
* OPERATING EXPENSE		0	0	25,214	63,335	39,460	53,761
110-1904-554.61-00	LAND	208,134	100-	0	100	0	0
110-1904-554.63-97	PROJ CAPITAL OUTLAY	341,799	169,532	206,490	277,734	200,540	215,045
	LEVEL 5 TEXT VIRGINIA & MONROE DRAINAGE IMPROVEMENTS *CDBG PROJECT NUMBER TO BE SET UP (MF 06/30/16) AUDIBLE PEDESTRIAN CROSSING SIGNALS AT SPRUCE CREEK ROAD & NOVA RD *CDBG PROJECT NUMBER TO BE SET UP (MF 06/30/16)					165,045 50,000 215,045	
* CAPITAL OUTLAY		549,933	169,432	206,490	277,834	200,540	215,045
** ADMINISTRATION		582,942	197,320	258,112	367,577	263,351	268,806
*** COMMUNITY DEVELOPMENT		582,942	197,320	258,112	367,577	263,351	268,806
**** CDBG SPECIAL REVENUE FUND		582,942	197,320	258,112	367,577	263,351	268,806

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	CAP. IMP. SINKING FUND						
201-0000-381.16-00	TRANSFER FROM 001	1,125	1,125	1,125	1,125	938	1,125
	LEVEL 5 TEXT COVER ADMIN FEE AND AUDIT CONF FEE FOR 97 CAP IMPRVMT RV REF BONDS					TEXT AMT	
						ADMIN FEE	1,100
						AUDIT CONFIRMATION FEE	25
							1,125
*		1,125	1,125	1,125	1,125	938	1,125
**	CAP. IMP. SINKING FUND	1,125	1,125	1,125	1,125	938	1,125
***	CAP. IMP. SINKING FUND	1,125	1,125	1,125	1,125	938	1,125
****	CAP. IMP. SINKING FUND	1,125	1,125	1,125	1,125	938	1,125

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NON DEPARTMENTAL NON DEPTMENTAL 201-1000-517.73-00 OTHER DEBT SERVICE		1,125	1,125	1,125	1,125	1,125	1,125
		LEVEL 5	TEXT ADMIN FEE AUDIT CONFIRMATION FEE ----- FOR CAP IMPRV RV REF BONDS, SERIES 1997			TEXT AMT 1,100 25	
						1,125	
* DEBT SERVICE		----- 1,125	----- 1,125	----- 1,125	----- 1,125	----- 1,125	----- 1,125
** NON DEPTMENTAL		----- 1,125	----- 1,125	----- 1,125	----- 1,125	----- 1,125	----- 1,125
*** NON DEPARTMENTAL		----- 1,125	----- 1,125	----- 1,125	----- 1,125	----- 1,125	----- 1,125
**** CAP. IMP. SINKING FUND		----- 1,125	----- 1,125	----- 1,125	----- 1,125	----- 1,125	----- 1,125

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'06 &'16 GO BOND DEBT SRV							
214-0000-311.10-00	CURRENT AD VALOREM	1,086,838	1,068,225	1,078,186	1,078,186	1,074,999	902,691
	LEVEL 5 TEXT 2,793,067,384 X 0.3402 MILLS @ 95%					TEXT AMT 902,691 902,691	
214-0000-311.20-00	DELINQUENT	2,787	22,430	0	0	20,189	0
214-0000-311.30-00	INTEREST DELINQ. TAXES	1,602	924	0	0	0	0
214-0000-361.10-00	INTEREST EARNINGS-INVESTM	3,426	5,498	1,200	1,200	2,034	1,200
	LEVEL 5 TEXT INTEREST EARNINGS ESTIMATE					TEXT AMT 1,200 1,200	
214-0000-385.01-00	PROCEEDS REFUNDING BONDS	0	0	0	0	89,042	0
214-0000-389.10-00	APPROPRIATED FUND BAL	0	0	1,589	1,589	0	0
*		1,094,653	1,097,077	1,080,975	1,080,975	1,186,264	903,891
**	'06 &'16 GO BOND DEBT SRV	1,094,653	1,097,077	1,080,975	1,080,975	1,186,264	903,891
***	'06 &'16 GO BOND DEBT SRV	1,094,653	1,097,077	1,080,975	1,080,975	1,186,264	903,891
****	'06 &'16 GO BOND DEBT SRV	1,094,653	1,097,077	1,080,975	1,080,975	1,186,264	903,891

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
214-1000-517.71-10	PRINCIPAL PAYMENT BONDS	370,000	385,000	400,000	400,000	400,000	540,000
214-1000-517.72-10	INTEREST BONDS	709,098	694,598	679,775	679,775	679,775	362,668
214-1000-517.73-00	OTHER DEBT SERVICE	300	750	1,200	1,200	750	1,223
214-1000-517.73-11	ISSUE COSTS	0	0	0	0	82,748	0
* DEBT SERVICE		1,079,398	1,080,348	1,080,975	1,080,975	1,163,273	903,891
** NON DEPTMENTAL		1,079,398	1,080,348	1,080,975	1,080,975	1,163,273	903,891
*** NON DEPARTMENTAL		1,079,398	1,080,348	1,080,975	1,080,975	1,163,273	903,891
**** '06 & '16 GO BOND DEBT SRV		1,079,398	1,080,348	1,080,975	1,080,975	1,163,273	903,891

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
EASTPORT TAX INC NOTE							
217-0000-361.10-00	INTEREST EARNINGS-INVESTM	31	289	0	0	32	0
217-0000-381.71-00	TRANSFER FROM EASPORT 102	179,813	180,596	181,184	181,184	150,987	176,673
		-----	-----	-----	-----	-----	-----
*		179,844	180,885	181,184	181,184	151,019	176,673
		-----	-----	-----	-----	-----	-----
**	EASTPORT TAX INC NOTE	179,844	180,885	181,184	181,184	151,019	176,673
		-----	-----	-----	-----	-----	-----
***	EASTPORT TAX INC NOTE	179,844	180,885	181,184	181,184	151,019	176,673
		-----	-----	-----	-----	-----	-----
****	EASTPORT TAX INC NOTE	179,844	180,885	181,184	181,184	151,019	176,673

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
217-1000-517.71-10	PRINCIPAL PAYMENT BONDS	105,000	110,000	115,000	115,000	115,000	115,000
217-1000-517.72-10	INTEREST BONDS	74,812	70,596	66,184	66,184	66,184	61,673
		-----	-----	-----	-----	-----	-----
*	DEBT SERVICE	179,812	180,596	181,184	181,184	181,184	176,673
		-----	-----	-----	-----	-----	-----
**	NON DEPTMENTAL	179,812	180,596	181,184	181,184	181,184	176,673
		-----	-----	-----	-----	-----	-----
***	NON DEPARTMENTAL	179,812	180,596	181,184	181,184	181,184	176,673
		-----	-----	-----	-----	-----	-----
****	EASTPORT TAX INC NOTE	179,812	180,596	181,184	181,184	181,184	176,673

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
2007 TWN CTR BOND DEBT SV							
218-0000-361.10-00	INTEREST EARNINGS-INVESTM	461	1,180	0	0	476	0
218-0000-381.57-00	TRANSFER FROM 103	319,542	350,592	401,192	401,192	334,327	404,591
	LEVEL TEXT					TEXT AMT	
	5 2007 TOWN CTR FY17 DEBT SERVICE P&I					401,841	
	FUND OTHER FY17 DEBT SERV 73-00					2,750	
						404,591	
*		320,003	351,772	401,192	401,192	334,803	404,591
**	2007 TWN CTR BOND DEBT SV	320,003	351,772	401,192	401,192	334,803	404,591
***	2007 TWN CTR BOND DEBT SV	320,003	351,772	401,192	401,192	334,803	404,591
****	2007 TWN CTR BOND DEBT SV	320,003	351,772	401,192	401,192	334,803	404,591

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
218-1000-517.71-10	PRINCIPAL PAYMENT BONDS	105,000	110,000	165,000	165,000	165,000	175,000
218-1000-517.72-10	INTEREST BONDS	242,041	237,841	233,442	233,442	233,441	226,841
218-1000-517.73-00	OTHER DEBT SERVICE	750	750	2,750	2,750	750	2,750
-----		-----					
*	DEBT SERVICE	347,791	348,591	401,192	401,192	399,191	404,591
-----		-----					
**	NON DEPTMENTAL	347,791	348,591	401,192	401,192	399,191	404,591
-----		-----					
***	NON DEPARTMENTAL	347,791	348,591	401,192	401,192	399,191	404,591
-----		-----					
****	2007 TWN CTR BOND DEBT SV	347,791	348,591	401,192	401,192	399,191	404,591

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
2014 CAPITAL IMPV BOND							
220-0000-361.10-00	INTEREST EARNINGS-INVESTM	946	6,286	10,000	10,000	392	10,000
220-0000-381.21-00	TRANSFER FRM DRAINAGE	0	83,501	83,628	83,628	69,690	83,223
	LEVEL 5 TEXT 2014 CAP IMPRV BOND (7.2% OF \$1,155,875)					TEXT AMT 83,223 83,223	
220-0000-381.56-00	TRANSFER FROM 506	0	626,257	627,170	627,170	522,642	624,173
	LEVEL 5 TEXT 2014 CAPITAL IMPRV BOND (54% OF \$1,155,875)					TEXT AMT 624,173 624,173	
220-0000-381.93-00	TRANSFER FROM 207 FUND	2,117,657	0	0	0	0	0
220-0000-389.10-00	APPROPRIATED FUND BAL	0	0	450,627	450,627	0	448,479
	LEVEL 5 TEXT OFFSET GENERAL FUND 001 & BUS DEVL P FND 626 AMTS WITH APPROPRIATED EQUITY IN THE 220 FUND					TEXT AMT 448,479	
	GEN FUND AMT: \$416,115						
	BUS DVLP AMT: 32,364						
				\$448,479	TOTAL		448,479
*		2,118,603	716,044	1,171,425	1,171,425	592,724	1,165,875
**	2014 CAPITAL IMPV BOND	2,118,603	716,044	1,171,425	1,171,425	592,724	1,165,875
***	2014 CAPITAL IMPV BOND	2,118,603	716,044	1,171,425	1,171,425	592,724	1,165,875
****	2014 CAPITAL IMPV BOND	2,118,603	716,044	1,171,425	1,171,425	592,724	1,165,875

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD	ACTUAL ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL								
NON DEPTMENTAL								
220-1000-517.71-10	PRINCIPAL PAYMENT BONDS	0	165,000	525,000	525,000		525,000	530,000
220-1000-517.72-10	INTEREST BONDS	0	446,249	636,425	636,425		636,425	625,875
220-1000-517.73-00	OTHER DEBT SERVICE	0	4,950	10,000	10,000		1,700	10,000
	LEVEL 5						TEXT	AMT
								2,500
								750
								50
								1,700
								5,000
								10,000

*	DEBT SERVICE	0	616,199	1,171,425	1,171,425		1,163,125	1,165,875

**	NON DEPTMENTAL	0	616,199	1,171,425	1,171,425		1,163,125	1,165,875

***	NON DEPARTMENTAL	0	616,199	1,171,425	1,171,425		1,163,125	1,165,875

****	2014 CAPITAL IMPV BOND	0	616,199	1,171,425	1,171,425		1,163,125	1,165,875

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
CAPITAL PROJECTS FUND							
301-0000-312.41-00	1-6[LOCAL OPTION GAS TAX	633,595	660,570	633,175	633,175	476,151	681,282
	LEVEL 5 TEXT DEPT OF REVENUE 7/08/16 ESTIMATE \$717,139 @ 95% 07/12/16 NT					TEXT AMT 681,282 681,282	
301-0000-312.42-00	1-5[LOCAL OPTION FUEL	472,917	489,605	579,968	579,968	354,166	619,025
	LEVEL 5 TEXT DEPT OF REVENUE 7/08/16 ESTIMATE \$651,605 @ 95% 07/12/16 NT					TEXT AMT 619,025 619,025	
301-0000-334.49-05	FDOT LAP 42763215801	7	0	0	0	0	0
301-0000-334.49-07	FDOT JPA 43199315801	70,000	0	0	0	0	0
301-0000-334.49-09	FDOT JPA 43120515801	29,600	0	0	0	0	0
301-0000-334.49-11	FDOT LAP 4302281586801	183,585	3,185	0	0	3,185-	0
301-0000-361.10-00	INTEREST EARNINGS-INVESTM	12,607	17,015	2,500	2,500	18,448	7,000
301-0000-369.90-00	MISC REVENUE	0	0	0	0	146	0
301-0000-389.10-00	APPROPRIATED FUND BAL	0	0	170,481	2,249,563	0	7,659
	LEVEL 5 TEXT PRELIMINARY ESTIMATE TO BALANCE FUND					TEXT AMT 7,659 7,659	
*		1,402,311	1,170,375	1,386,124	3,465,206	845,726	1,314,966
**	CAPITAL PROJECTS FUND	1,402,311	1,170,375	1,386,124	3,465,206	845,726	1,314,966
***	CAPITAL PROJECTS FUND	1,402,311	1,170,375	1,386,124	3,465,206	845,726	1,314,966
****	CAPITAL PROJECTS FUND	1,402,311	1,170,375	1,386,124	3,465,206	845,726	1,314,966

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
PUBLIC WORKS							
PUBLIC WORKS							
301-4300-541.31-11	ENGINEERING	3,877	0	0	0	0	0
301-4300-541.31-13	OTHER PROF. SERVICES	0	0	80,000	81,110	1,110	0
301-4300-541.31-63	PROJECT PROFESSIONAL SERV	3,402	3,402	0	100,000	0	0
LEVEL 5		TEXT					TEXT AMT
		OMI001 OAK STREET RR CROSSING REPAIR FOR FY16					1,701
		OMI002 CHARLES ST RR CROSSING REPAIR FOR FY16					1,701

		NOTE: MOVED TO OBJECT 46-00					3,402-

301-4300-541.44-13	FLEET FINANCING	43,016	69,089	74,722	74,722	62,268	90,064
301-4300-541.46-00	REPAIR & MAINT. SERVICES	944	0	3,402	3,402	3,402	3,402
LEVEL 5		TEXT					TEXT AMT
		OMI001 OAK STREET RR CROSSING REPAIR FOR FY17					1,701
		OMI002 CHARLES ST RR CROSSING REPAIR FOR FY17					1,701

		NOTE: MOVED HERE FROM 31-63					

							3,402
301-4300-541.46-03	TRAFFIC SIGNAL MAINT	0	0	0	35,000	8,928	47,000
LEVEL 5		TEXT					TEXT AMT
		*REPAIR OF ALL TRAFFIC SIGNALS THROUGHOUT THE CITY.					47,000
		**NOTE: INCREASED DUE TO THE ADDITION OF TWO NEW SIGNALS @ WILLIAMSON AND CRANE LAKES.					
							47,000
301-4300-541.49-20	EQUIP & OTHER NON-CAPITAL	0	0	0	0	0	13,500
LEVEL 5		TEXT					TEXT AMT
		*BARRICADES WITH SOLAR LIGHTS- QUANTITY (80)					10,000
		*TRAFFIC CONES- \$35/EACH, QUANTITY (100)					3,500
							13,500
301-4300-541.53-63	PROJECT RD MATERIAL/SUPP	173,683	246,571	210,000	422,349	242,150	410,000
LEVEL 5		TEXT					TEXT AMT
		OMI007 SIDEWALK REPAIR					300,000
		IMI002 STRIPING PROGRAM					50,000
		IMI001 SIGNAGE					25,000
		IMI006 GUARDRAIL RENEWAL PROGRAM					35,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
						410,000	
*	OPERATING EXPENSE	224,922	319,062	368,124	716,583	317,858	563,966
301-4300-541.63-97	PROJ CAPITAL OUTLAY	2,215,378	113,604	1,003,000	2,714,733	1,324,632	751,000
	LEVEL 5						
	TEXT DUNLWTN AVE WESTBOUND RIGHT TURN LANE						
	FEASIBILITY STUDY IMI011						3,000

	ROAD RESURFACING AND RECONSTRUCTION POL041						748,000
	(05-20-16 NT)						751,000
301-4300-541.64-00	MACH & EQUIPMENT	0	0	15,000	13,890	10,268	0
301-4300-541.64-15	ADP EQUIPMENT	0	0	0	20,000	19,350	0
*	CAPITAL OUTLAY	2,215,378	113,604	1,018,000	2,748,623	1,354,250	751,000
301-4300-541.81-10	CONTRIBUTIONS ROAD & STR	71,510	1,344	0	0	0	0
*	GRANTS & AIDE	71,510	1,344	0	0	0	0
**	PUBLIC WORKS	2,511,810	434,010	1,386,124	3,465,206	1,672,108	1,314,966

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	PUBLIC WORKS-GRANT EXP						
301-4310-541.63-97	PROJ CAPITAL OUTLAY	126,567	0	0	0	0	0
*	CAPITAL OUTLAY	126,567	0	0	0	0	0
**	PUBLIC WORKS-GRANT EXP	126,567	0	0	0	0	0
***	PUBLIC WORKS	2,638,377	434,010	1,386,124	3,465,206	1,672,108	1,314,966
****	CAPITAL PROJECTS FUND	2,638,377	434,010	1,386,124	3,465,206	1,672,108	1,314,966

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
FIRE IMPACT FEE FUND							
311-0000-324.11-00	RESIDENTIAL PUBLIC SAFETY	41,040	32,670	25,000	25,000	19,980	25,000
311-0000-324.12-00	COMMERCIAL PUBLIC SAFETY	15,697	19,890	25,000	25,000	16,599	25,000
311-0000-361.10-00	INTEREST EARNINGS-INVESTM	623	1,734	500	500	1,964	500
311-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	177	0	0
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*		57,360	54,294	50,500	50,677	38,543	50,500
-----		-----	-----	-----	-----	-----	-----
**	FIRE IMPACT FEE FUND	57,360	54,294	50,500	50,677	38,543	50,500
-----		-----	-----	-----	-----	-----	-----
***	FIRE IMPACT FEE FUND	57,360	54,294	50,500	50,677	38,543	50,500
-----		-----	-----	-----	-----	-----	-----
****	FIRE IMPACT FEE FUND	57,360	54,294	50,500	50,677	38,543	50,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
FIRE SERVICES							
FIRE SERVICES							
311-3100-522.49-90	ADMIN SERVICE FEES	1,135	1,051	1,000	1,000	833	1,000
*	OPERATING EXPENSE	1,135	1,051	1,000	1,000	833	1,000
311-3100-522.64-00	MACH & EQUIPMENT	7,224	0	0	177	0	0
*	CAPITAL OUTLAY	7,224	0	0	177	0	0
311-3100-522.99-10	CONTINGENCY	0	0	49,500	49,500	0	49,500
*	NON-OPERATING EXPENSE	0	0	49,500	49,500	0	49,500
**	FIRE SERVICES	8,359	1,051	50,500	50,677	833	50,500
***	FIRE SERVICES	8,359	1,051	50,500	50,677	833	50,500
****	FIRE IMPACT FEE FUND	8,359	1,051	50,500	50,677	833	50,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
TRANSPORTATION IMPACT FEE							
312-0000-324.31-00	RESIDENTIAL TRANSPORTATIO	269,699	114,736	70,000	70,000	43,085	70,000
312-0000-324.32-00	COMMERCIAL TRANSPORTATION	105,503	168,809	70,000	70,000	231,505	70,000
312-0000-334.49-12	FDOT LAP 43007913801	26,940	325	0	0	13-	0
312-0000-334.49-13	FDOT LAP 4300791586801	0	279,882	0	196,230	270,596-	0
312-0000-334.49-14	FDOT LAP 433666-1-58/6801	0	0	0	296,122	170,408	0
312-0000-334.49-15	FDOT LAP 43550013801	0	0	0	71,429	40,210	0
312-0000-334.49-16	FDOT LAP 435536-1-38-01	0	0	0	80,156	0	0
312-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,754	9,629	5,000	5,000	6,043	5,000
312-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	538,001	0	0
*-----		404,896	573,381	145,000	1,326,938	220,642	145,000
**-----		404,896	573,381	145,000	1,326,938	220,642	145,000
***-----		404,896	573,381	145,000	1,326,938	220,642	145,000
****-----		404,896	573,381	145,000	1,326,938	220,642	145,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
PUBLIC WORKS							
PUBLIC WORKS							
312-4300-541.31-63	PROJECT PROFESSIONAL SERV	0	0	0	15,890	0	0
312-4300-541.49-90	ADMIN SERVICE FEES	7,504	5,671	2,800	2,800	2,333	2,800
-----		-----		-----		-----	
*	OPERATING EXPENSE	7,504	5,671	2,800	18,690	2,333	2,800
312-4300-541.63-97	PROJ CAPITAL OUTLAY	107,058	382,975	12,000	534,902	39,449	63,000
LEVEL		TEXT		TEXT		AMT	
5		YORKTOWNE BLVD N SECTION (NAUTICA LAKES)-				6,000	
		VICTORIA GARDENS BLVD SIDEWALK - OMI018				4,000	
		MCDONALD ROAD SIDEWALK - OMI019				50,000	
		HALIFAX DR LINEAR PARK				3,000	
						63,000	
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*	CAPITAL OUTLAY	107,058	382,975	12,000	534,902	39,449	63,000
312-4300-541.99-10	CONTINGENCY	0	0	130,200	132,311	0	79,200
-----		-----		-----		-----	
*	NON-OPERATING EXPENSE	0	0	130,200	132,311	0	79,200
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**	PUBLIC WORKS	114,562	388,646	145,000	685,903	41,782	145,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	PUBLIC WORKS-GRANT EXP						
312-4310-541.63-97	PROJ CAPITAL OUTLAY	26,982	283,351	0	641,035	372,975	0
*	CAPITAL OUTLAY	26,982	283,351	0	641,035	372,975	0
**	PUBLIC WORKS-GRANT EXP	26,982	283,351	0	641,035	372,975	0
***	PUBLIC WORKS	141,544	671,997	145,000	1,326,938	414,757	145,000
****	TRANSPORTATION IMPACT FEE	141,544	671,997	145,000	1,326,938	414,757	145,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
GENERAL CAPITAL REPL FUND							
317-0000-337.70-08	ECHO CORACI PHASE IV	0	143,577	0	185,921	0	0
317-0000-337.70-09	ECHO 15-09 TRAIN DEPOT	0	0	0	78,125	0	0
317-0000-361.10-00	INTEREST EARNINGS-INVESTM	735	7,861	0	0	5,531	0
317-0000-381.16-00	TRANSFER FROM 001	550,000	596,000	500,000	500,000	0	2,182,000
	LEVEL TEXT						
	5 FY17 FUNDING FROM GENERAL FUND					TEXT AMT 2,182,000 2,182,000	
317-0000-389.10-00	APPROPRIATED FUND BAL	0	0	144,000	1,270,194	0	0
*		550,735	747,438	644,000	2,034,240	5,531	2,182,000
**	GENERAL CAPITAL REPL FUND	550,735	747,438	644,000	2,034,240	5,531	2,182,000
***	GENERAL CAPITAL REPL FUND	550,735	747,438	644,000	2,034,240	5,531	2,182,000
****	GENERAL CAPITAL REPL FUND	550,735	747,438	644,000	2,034,240	5,531	2,182,000

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
317-1000-519.61-00	LAND	1,555	25,646	0	166,199	152,087	0
317-1000-519.62-00	BUILDINGS AND IMP. TO	0	0	0	400,000	0	0
317-1000-519.63-97	PROJ CAPITAL OUTLAY	435,304	653,233	644,000	1,373,747	760,322	2,182,000
LEVEL	TEXT					TEXT AMT	
5	PLACEHOLDER FOR FY17 CIP PROJECTS					2,182,000	

	AI0017 - CITY ENTRANCE SIGN W LANDSCAPING -40K						
	AI0027 - S. RIDGEWOOD LANDSCAPE IMPRV - 56K						
	AI0004 - RIVERWALK PARK ENG/PLANNING - 25K						
	AI0014 - FORMER POLICE DEPT RENOV - 800K						
	CITY HALL REPURPOSING - 30K						
	CITY HALL DATACENTER RENOVATIONS - 25K						
	ZMI003 - POGTV STUDIO UPGRADES - 47K						
	QPC062 - CAUSEWAY DOCK REFURBISHMENT - 130K						
	QPC068 - PLAYGROUND RESURFACING - 70K						
	HVAC REPLACEMENT - LAKESIDE - 54K						
	PLAYGROUND REPLACEMENT - 35K						
	REPLACE HVAC CONTROLLER AT CITY HALL - 220K						
	CITY CENTER LANDSCAPE IMPROVEMENTS - 650K						
						2,182,000	
317-1000-519.64-00	MACH & EQUIPMENT	8,624	14,350	0	1,250	1,250	0
317-1000-519.64-15	ADP EQUIPMENT	0	0	0	38,000	37,552	0
*	CAPITAL OUTLAY	445,483	693,229	644,000	1,979,196	951,211	2,182,000
317-1000-581.91-22	TRANSFER TO 001	0	0	0	32,000	32,000	0
*	TRANSFERS	0	0	0	32,000	32,000	0
317-1000-519.99-10	CONTINGENCY	0	0	0	23,044	0	0
*	NON-OPERATING EXPENSE	0	0	0	23,044	0	0
**	NON DEPTMENTAL	445,483	693,229	644,000	2,034,240	983,211	2,182,000
***	NON DEPARTMENTAL	445,483	693,229	644,000	2,034,240	983,211	2,182,000
****	GENERAL CAPITAL REPL FUND	445,483	693,229	644,000	2,034,240	983,211	2,182,000

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	BGT PROJ BASED ON BURTON FIN STUDY ***NOTE*** RATE RESO 14-82:USAGE @ \$3.46/TGALS				07/22/16 LB 07/22/16 LB	1,106,424 1,106,424	
401-0000-343.58-00	SW SERVICE PONCE INLET	854,648	879,549	877,100	877,100	780,162	877,100
LEVEL 5	TEXT BGT PROJ BASED ON BURTON FIN STUDY **NOTES*** RATE RESO 14-82: \$50/MO + \$4.24/TGALS INTERLOCAL AGREEMENT FOR SW SVCS EXP DT 05/12/2016				07/22/16 LB 07/22/16 LB	TEXT AMT 877,100 877,100	
401-0000-343.59-00	SEWER ENERGY ADJ CHARGE	1,015,630	438,651	0	0	2,597-	0
401-0000-343.63-00	SEWER CONNECT	10,820	17,790	29,800	29,800	10,140	29,800
LEVEL 5	TEXT BGT PROJ BASED ON BURTON FIN STUDY				07/22/16 LB	TEXT AMT 29,800 29,800	
401-0000-343.64-00	RECLAIMED WATER CONNECT	76,652	65,525	56,200	56,200	53,527	56,200
LEVEL 5	TEXT BGT PROJ BASED ON BURTON FIN STUDY				07/22/16 LB	TEXT AMT 56,200 56,200	
401-0000-343.65-00	WATER CONNECTION	97,041	109,405	90,000	90,000	95,213	90,000
LEVEL 5	TEXT BGT PROJ BASED ON BURTON FIN STUDY				07/22/16 LB	TEXT AMT 90,000 90,000	
401-0000-343.66-00	SERVICE CHARGE/ LATE FEE	754,099	603,978	715,308	715,308	464,422	715,308
LEVEL 5	TEXT BGT PROJ BASED ON BURTON FIN STUDY				07/22/16 LB	TEXT AMT 715,308 715,308	
401-0000-343.66-01	MISC BILLING REVENUE	929-0	0	0	0	0	0
401-0000-349.12-00	ENGINEERING FEES	0	0	1,100	1,100	0	1,100
LEVEL 5	TEXT BGT PROJ BASED ON BURTON FIN STUDY				07/22/16 LB	TEXT AMT 1,100 1,100	
401-0000-361.10-00	INTEREST EARNINGS-INVESTM	15,233	51,414	54,500	54,500	78,417	74,448
LEVEL	TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	BGT PROJ BASED ON BURTON FIN STUDY				07/22/16 LB		74,448 74,448
401-0000-365.10-00	SCRAP SALES	23,373	20,620	20,000	20,000	61,589	20,000
LEVEL 5	TEXT BGT PROJ BASED ON BURTON FIN STUDY				07/22/16 LB	TEXT AMT 20,000 20,000	
401-0000-369.35-00	SETTLEMENT PROCEEDS	40,000	0	0	0	0	0
401-0000-369.90-00	MISC REVENUE	22,443	38,449	15,153	15,153	26,017	15,153
LEVEL 5	TEXT BGT PROJ BASED ON BURTON FIN STUDY				07/22/16 LB	TEXT AMT 15,153 15,153	
401-0000-369.90-02	CASH OVER/SHORT	0	35	0	0	3	0
401-0000-381.16-00	TRANSFER FROM 001	0	9,579	0	0	0	0
401-0000-389.10-00	APPROPRIATED FUND BAL	0	0	1,358,913	1,815,798	0	1,964,638
LEVEL 5	TEXT REQUIRED TO BALANCE FUND *****				07/22/2016 LB	TEXT AMT 2,361,931	
	REDUCE BY \$372,293 07-27-16 NT REDUCTION AFTER 08/23/16 COUNCIL DIRECTION					372,293- 25,000- 1,964,638	
401-0000-389.80-10	DEVELOPER SW CONTRIBUTION	116,193	838,976	0	0	0	0
401-0000-389.80-11	DEVELOPER WA CONTRIBUTION	67,393	276,305	0	0	0	0
401-0000-399.10-32	FRM 402 WS DEBT SERVICE	4,100,127	3,711,234	0	0	0	0
401-0000-399.10-35	FRM 417 WS 2003 DEBT SERV	0	420,000	0	0	0	0
401-0000-399.10-36	FRM 418 SRLF DEBT SERVICE	1,237,281	1,272,774	0	0	0	0
*		30,476,288	32,386,767	26,430,048	26,886,933	22,582,568	26,697,099
**	W&S O&M REVENUE FUND	30,476,288	32,386,767	26,430,048	26,886,933	22,582,568	26,697,099
***	W&S O&M REVENUE FUND	30,476,288	32,386,767	26,430,048	26,886,933	22,582,568	26,697,099
****	W&S O&M REVENUE FUND	30,476,288	32,386,767	26,430,048	26,886,933	22,582,568	26,697,099

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
CUSTOMER SERVICE CUSTOMER SERVICE							
401-0100-536.12-00	SALARIES AND WAGES	349,948	351,324	377,129	377,129	321,853	409,081
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	389,605
						WAGE INCREASE	8,898
						NEW: ADD'L PT HRS- 5 HRS/WK	3,068
						FEDERAL REGULATORY ADJUSTMENTS	1,000
						*CALCULATION REVISIONS (7/22/16 JLM)	6,510
							409,081
401-0100-536.12-11	COMPENSATED ABSENCE	11,842	86-	0	0	0	0
401-0100-536.14-00	OVERTIME	7,236	8,338	7,500	7,500	4,380	7,500
	LEVEL 5 TEXT					TEXT AMT	
						BASE AMT	7,500
							7,500
401-0100-536.21-00	FICA TAXES	26,893	26,034	29,430	29,430	22,806	31,877
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	30,384
						WAGE INCREASE	683
						NEW: ADD'L PT HRS- 5 HRS/WK	235
						FEDERAL REGULATORY ADJUSTMENTS	77
						*CALCULATION REVISIONS (7/22/16 JLM)	498
							31,877
401-0100-536.22-00	RETIREMENT CONTRIBUTIONS	33,734	32,526	44,770	44,770	37,623	45,308
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF	43,548
						WAGE INCREASE	1,018
						FEDERAL REGULATORY ADJUSTMENTS	130
						*CALCULATION REVISIONS (7/22/16 JLM)	612
							45,308
401-0100-536.23-00	HEALTH INSURANCE	49,631	58,003	77,543	77,543	58,454	80,367
	LEVEL 5 TEXT					TEXT AMT	
						HEALTH	74,612
						DENTAL	4,750
						LIFE	967
						3% INCREASE ON LIFE	20
						FEDERAL REGULATORY ADJUSTMENTS	3
						*CALCULATION REVISIONS (7/22/16 JLM)	15
							80,367

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
401-0100-536.24-00	WORKER'S COMPENSATION	311	347	299	299	296	431
	LEVEL 5 TEXT					TEXT AMT	
							362
	CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)						8
	WAGE INCREASE						54
	NEW: ADD'L PT HRS- 5 HRS/WK						1
	FEDERAL REGULATORY ADJUSTMENTS						6
	*CALCULATION REVISIONS (7/22/16 JLM)						431
401-0100-536.26-00	OPEB / EAP BENEFIT	358	335	484	484	315	449
	LEVEL 5 TEXT					TEXT AMT	
							449
	CURRENT STAFF						449
-----		479,953	476,821	537,155	537,155	445,727	575,013
*	PERSONNEL SERVICES						
401-0100-536.31-13	OTHER PROF. SERVICES	38,952	13,996	0	77	77	0
	LEVEL 5 TEXT					TEXT AMT	
							10,000
	COLLECTION SERVICE FEES- TRANSWORLD SYSTEM, INC						10,000
	MISC RATE MODIFICATION EXPENSE						8,040
	BRINKS DEPOSIT PICK UP SERVICES						
	(NEW SERVICE STARTED IN FY14-\$670*12 MONTHS)						
	GUARDIAN SECURITY MONITORING, MISC MAINTENANCE						500
	IF REQUIRED						

	NOTE: ALL BUDGET MOVED TO OBJECT 34-14						28,540-

401-0100-536.31-16	AUDIT FEE	12,750	13,703	21,450	21,450	20,865	24,200
	LEVEL 5 TEXT					TEXT AMT	
							24,200
	40% OF ANNUAL AUDIT FEE OF \$60,500						
	(THIS HAD BEEN 25% PRIOR TO FY16)						

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

	100% TOTAL						

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
							24,200
401-0100-536.34-14	CONTRACT SERVICES OTHER	0	0	28,540	28,463	6,175	10,700
	LEVEL 5 TEXT					TEXT AMT	
							200
	COLLECTION SERV.FEES- TRANSWORLD						10,000
	BRINKS DEPOSIT PICK UP SERVICES (\$670X12 MONTHS)						
	PLUS EXTRA COSTS FOR OVER DEP LIMIT						500
	GUARDIAN SECURITY MONITORING, MISC MAINTENANCE						
	IF REQUIRED						
	***** TRIEHM 6-16-16						10,700
401-0100-536.40-00	TRAVEL PER DIEM	0	0	2,000	500	0	2,000
	LEVEL 5 TEXT					TEXT AMT	
							2,000
	ATTEND SOFTWARE TRAINING						2,000
401-0100-536.40-10	EMPLOYEE TRAINING	0	85	7,000	7,000	0	5,000
	LEVEL 5 TEXT					TEXT AMT	
							3,250
	CUSTOMER SERVICE TRAINING FOR 13 EMPLOYEES@ \$250EA						1,750
	ATTENDANCE AT SOFTWARE CONFERENCE						5,000
401-0100-536.41-00	COMMUNICATION SERVICES	4,773	4,778	4,800	4,800	4,372	4,800
	LEVEL 5 TEXT					TEXT AMT	
							4,800
	BHN AND TW MONTHLY PHONE CHARGES \$400 PER MONTH						4,800
401-0100-536.44-10	EQUIP/OTHER RENTAL/LEASE	0	851	1,500	1,500	1,500	1,500
	LEVEL 5 TEXT					TEXT AMT	
							1,500
	KONICA COPIER LEASE AND COPY CHARGES						1,500
401-0100-536.44-13	FLEET CHARGES	16,397	26,482	23,327	23,327	19,439	20,171
401-0100-536.46-10	GENERAL EQUIP MAINT	12,611	1,397	16,330	16,330	2,941	4,330
	LEVEL 5 TEXT					TEXT AMT	
							830
	CREDITRON SCANNING MACHINE HARDWARE MAINTENANCE						1,500
	MISC SAFE REPAIRS/SERVICES						2,000
	OTHER MISC REPAIRS/DRIVE THRU ETC.						4,330
401-0100-536.46-16	BUILDING MAINT	0	0	0	14,000	13,890	0

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BEEN CHARGED TO 401-0300-536-49-19 AND WERE MOVED HERE IN FY16. *****							
						160,000	
401-0100-536.49-20	EQUIP & OTHER NON-CAPITAL	5,527	3,272	1,600	2,400	2,357	700
	LEVEL 5 TEXT					TEXT AMT	
							550
							150
							700
401-0100-536.49-66	TFR TO 506 BLDG MAINT FD	40,971	37,533	32,633	32,633	27,194	36,987
	LEVEL 5 TEXT					TEXT AMT	
							36,987
							36,987
401-0100-536.51-00	OFFICE SUPPLIES	5,380	4,772	6,000	6,700	6,448	5,500
	LEVEL 5 TEXT					TEXT AMT	
							5,500
							5,500
401-0100-536.52-00	OTHER OPERATING SUPPLIES	7,971	3,678	4,000	4,000	2,580	4,000
	LEVEL 5 TEXT					TEXT AMT	
							4,000
							4,000
401-0100-536.52-15	POSTAL SERVICE	138,845	134,855	146,500	147,329	138,660	143,700
	LEVEL 5 TEXT					TEXT AMT	
							139,000
							200
							500
							4,000
							143,700
401-0100-536.54-01	BOOKS & SUBSCRIPTIONS	134	0	0	0	0	0
*	OPERATING EXPENSE	309,755	312,314	533,127	548,553	462,440	499,468
401-0100-536.63-99	FIXED ASSET TRANSFERS	0	10,332	0	0	0	0
401-0100-536.64-00	MACH & EQUIPMENT	0	10,332	0	4,668	0	0
*	CAPITAL OUTLAY	0	0	0	4,668	0	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014	FY2015	FY2016	FY2016	FY2016	FY2017
		Actual	Actual	Orig/Adopted	Adjusted	Y-T-D ACTUAL INCLD ENCMBRNCE	
				Budget	Budget		CM PROP3
**	CUSTOMER SERVICE	789,708	789,135	1,070,282	1,090,376	908,167	1,074,481
***	CUSTOMER SERVICE	789,708	789,135	1,070,282	1,090,376	908,167	1,074,481

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
401-0200-533.12-00	WATER PRODUCTION 1987 BOND PROJECTS SALARIES & WAGES	613,569	612,968	658,150	658,150	536,176	934,221
LEVEL 5	TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE ***** A REORGANIZATION ELIMINATING THE 401-0600 DIVISION OCCURRED IN FY2017 FOR PERSONNEL BUDGET					TEXT AMT 913,418 20,803	
						934,221	
401-0200-533.12-11	COMPENSATED ABSENCE	1,206-	5,571-	0	0	0	0
401-0200-533.14-00	OVERTIME	64,092	60,242	50,000	59,000	48,052	72,000
LEVEL 5	TEXT WATER PLANT - OVERTIME REQUEST MAINTENANCE - OVERTIME REQUEST					TEXT AMT 50,000 22,000 72,000	
401-0200-533.15-10	CERTIFICATION/LICENSES	482	1,183	2,100	2,700	200	2,700
LEVEL 5	TEXT WATER PLANT CERTIFICATIONS MAINTENANCE CERTIFICATIONS					TEXT AMT 2,100 600 2,700	
401-0200-533.21-00	FICA TAXES	48,652	48,532	54,179	54,179	42,048	76,986
LEVEL 5	TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE ***** A REORGANIZATION ELIMINATING THE 401-0600 DIVISION OCCURRED IN FY2017 FOR PERSONNEL BUDGET					TEXT AMT 75,394 1,592	
						76,986	
401-0200-533.22-00	RETIREMENT CONTRIBUTIONS	73,596	67,971	80,654	80,654	66,220	110,232
LEVEL 5	TEXT CURRENT STAFF WAGE INCREASE *CALCULATION REVISIONS (7/22/16 JLM) ***** A REORGANIZATION ELIMINATING THE 401-0600 DIVISION OCCURRED IN FY2017 FOR PERSONNEL BUDGET					TEXT AMT 110,162 2,580 2,510-	
						110,232	

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401-0200-533.23-00	HEALTH INSURANCE	76,286	73,387	84,735	84,735	73,062	133,280
	LEVEL 5						
	TEXT					TEXT AMT	
	HEALTH					123,272	
	DENTAL					7,847	
	LIFE					2,111	
	INCREASE ON LIFE					50	

	A REORGANIZATION ELIMINATING THE 401-0600 DIVISION						
	OCCURRED IN FY2017 FOR PERSONNEL BUDGET						
						133,280	
401-0200-533.24-00	WORKER'S COMPENSATION	10,016	10,885	10,491	10,491	8,836	16,645
	LEVEL 5						
	TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)					16,294	
	WAGE INCREASE					351	

	A REORGANIZATION ELIMINATING THE 401-0600 DIVISION						
	OCCURRED IN FY2017 FOR PERSONNEL BUDGET						
						16,645	
401-0200-533.26-00	EAP BENEFIT	483	456	484	484	424	711
	LEVEL 5						
	TEXT					TEXT AMT	
	CURRENT STAFF					711	

	A REORGANIZATION ELIMINATING THE 401-0600 DIVISION						
	OCCURRED IN FY2017 FOR PERSONNEL BUDGET						
						711	
* PERSONNEL SERVICES		885,970	870,053	940,793	950,393	775,018	1,346,775
401-0200-533.31-13	OTHER PROF. SERVICES	7,672	42,186	38,700	44,325	43,337	15,140
	LEVEL 5						
	TEXT					TEXT AMT	
	VOL COUNTY HEALTH DEPT - PERMIT MODIFICATIONS					2,000	
	FLORIDA DEPARTMENT OF HEALTH- TESTING REQUIREMENT					840	
	CONTRACT: BIOLOGICAL CONSULTING SERVICES					12,300	
						15,140	
401-0200-533.34-11	LANDFILL SERVICES	33,017	37,778	40,000	40,000	40,000	45,000
	LEVEL 5						
	TEXT					TEXT AMT	
	CONTRACT: ACET RECYCLING CONTRACT FOR LIME SLUDGE					45,000	
	REMOVAL:						
	CONTRACT TERMS: 10/1/2015-9/30/2017 INITIAL						

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	RENEWAL 1:			10/1/2017-9/30/2018			
	RENEWAL 2:			10/1/2018-9/30/2019			
	RENEWAL 3:			10/1/2019-9/30/2020			
	RENEWAL 4:			10/1/2020-9/30/2021			
						45,000	
401-0200-533.34-14	CONTRACT SERVICES OTHER	0	0	0	18,410	0	100,203
	LEVEL 5 TEXT					TEXT AMT	
	** VENDOR CONTRACTS FOR REPAIR/INSTALL SVC **						
	HACH COMPANY- ANNUAL MAINTENANCE					22,256	
	CUMMINS POWER SOUTH - PREVENTATIVE MAINT					7,447	
	DATA FLOW, INC - SOLE SOURCE CONTRACT					10,000	
	ECONOMY ELECTRIC - PIGGYBACK AGREEMENT					17,500	
	FLAIR INC, - PIGGYBACK AGREEMENT					5,000	
	SITSESECURE - PIGGYBACK AGREEMENT (SECURITY)					8,000	
	STEWARTS ELECTRIC - PIGGYBACK AGREEMENT					25,000	
	OTHER CONTRACT SERVICES AS NEEDED NOT COVERED UNDER ONE OF THE ABOVE CONTRACTS					5,000	
						100,203	
401-0200-533.34-20	MOWING CONTRACT SERVICE	0	12,480	15,000	19,371	12,480	12,480
	LEVEL 5 TEXT					TEXT AMT	
	MOWING CONTRACT ON FILE WITH BRAUNS LAWN						
	FIVE YEAR AGREEMENT						
	LOCATIONS INCLUDED ARE:						
	*ENVIRONMENTAL CONTROL (SP CRK RD - OLD WTR TANK)					270	
	*NORTH BRIGHTON LIFT STATION					480	
	*WILLIAMSON BOULEVARD WATER TANK					1,380	
	*GARNSEY WATER PLANT					4,650	
	*WASTEWATER PLANT					5,100	
	*WASTEWATER LAB					600	

	NOTE: THIS CONTRACT IS SPLIT BETWEEN THE 0200 & 0400 DIVISIONS.						

						12,480	
401-0200-533.40-00	TRAVEL PER DIEM	4,462	1,603	7,000	3,654	1,561	9,500
	LEVEL 5 TEXT					TEXT AMT	
	MANDATORY CERTIFICATIONS					4,000	
	CEU FOR ST LICENSING OUT OF TOWN					1,000	
	THREE EMPLOYEES TO ATTEND 3 DAY EVENTS					4,500	
						9,500	
401-0200-533.40-10	EMPLOYEE TRAINING	487	0	1,000	3,344	945	2,250

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	LEVEL 5					TEXT AMT	
						LOCAL TRAINING - DAYTONA STATE COLLEGE CLASSES FOR THE WATER PLANT EMPLOYEES	1,125
						LOCAL TRAINING - DAYTONA STATE COLLEGE CLASSES FOR THE MAINTENANCE EMPLOYEES	1,125
							2,250
401-0200-533.41-00	COMMUNICATION SERVICES	15,976	14,373	14,965	16,409	14,020	17,976
	LEVEL 5					TEXT AMT	
						STATE OF FLORIDA (\$223/MTH) ANALOG PHONE/FAX LINES	2,676
						AT&T MOBILITY (257.50/MTH)	3,090
						TIME WARNER (165/MTH)	1,980
						BRIGHTHOUSE (ADMIN BY IT)	9,500
						EJ WARD - GPS (ADMIN BY PW) \$60.82/MTH	730
						*** ALL THE ABOVE ARE BASED ON AN AVERAGE MONTHLY EXPENSE & INCLUDES THE INCORORATION OF MAINTENANCE	
							17,976
401-0200-533.43-10	ELECTRICAL SERVICES	544,999	499,587	541,000	439,000	373,963	500,000
	LEVEL 5					TEXT AMT	
						DETAIL: WATER PLANT VARIOUS WELLS AND GATES ***** PRICE IS BASED ON A MONTHLY AVERAGE OF \$41,632.21 EXPENSE PER FY2015	500,000
							500,000
401-0200-533.43-12	WATER/SEWER SERVICES	1,215	4,255	1,500	2,420	1,096	2,700
	LEVEL 5					TEXT AMT	
						UTILITY BILLS FOR THE FOLLOWING LOCATIONS:	
						#43689-24909 - 4400 WELLFIELD DR (AVG \$85/MTH)	1,020
						#123-11147 - 5837 TRAILWOOD DR (AVR \$20/MTH)	240
						PONCE INLET MASTER LIFT STATIONS (MVD FROM 0600)	
						4356 S PENINSULA DRIVE (AVE \$20/MTH)	240
						4639 S ATLANTIC AVENUE (AVG \$20/MTH)	240
						4668 S PENINSULA AVENUE (AVG \$20/MTH)	240
						ADDITIONAL FUNDING TO COVER COST OF ANY LEAKS	720
						** ALL ABOVE ARE BASED ON ACTUAL EXPENSES **	
							2,700
401-0200-533.43-14	DRAINAGE	1,980	1,980	2,000	2,000	1,815	1,260
	LEVEL 5					TEXT AMT	
						DRAINAGE CHARGES FOR THE FOLLOWING LOCATION:	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	#43689-4909 - 4400 WELLFIELD DRIVE (\$105 MTHLY) ** BASED ON ACTUAL EXPENSES **						1,260 1,260
401-0200-533.44-10	EQUIP/OTHER RENTAL/LEASE	0	1,920	1,000	869	5	3,925
	LEVEL 5 TEXT EMERGENCY EQUIPMENT RENTAL AS NEEDED					TEXT AMT	
							1,000 2,925 3,925
401-0200-533.44-14	INVENTORY SHORT/OVER	4,096-	453-	0	0	0	0
401-0200-533.45-19	VEHICLE INSURANCE	1,875	1,576	745	1,366	931	1,547
	LEVEL 5 TEXT VEHICLE INSURANCE					TEXT AMT	1,547
							1,547
401-0200-533.46-10	GENERAL EQUIP MAINT	789	300	1,000	11,632	4,988	109,500
	LEVEL 5 TEXT LAB EQUIPMENT REPAIR / MAINT (WATER PLANT) ** VENDORS UNDER CONTRACT FOR REQ MAINT SVC **					TEXT AMT	2,000
							37,500 5,000 12,500 2,500 5,000 10,000 15,000 5,000 5,000 5,000 109,500
401-0200-533.46-11	REGULAR MAINT/INSP EQUIP	814	0	2,000	2,000	846	2,000
	LEVEL 5 TEXT FIRE EXTINGUISHERS PLANT EQUIPMENT SERVICE SECURITY SYSTEMS OFFICE / SHOP EQUIPMENT					TEXT AMT	200 300 1,250 250 2,000

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5	WATER PLANT ANNUAL OPERATING PERMIT FEES						21,025 21,025
401-0200-533.49-20	EQUIP & OTHER NON-CAPITAL	21,217	3,379	5,000	8,672	5,656	5,000
LEVEL 5	TEXT REPLACEMENT OF VARIOUS LAB TESTING EQUIPMENT THAT COSTS OVER \$500 BUT LESS THAN \$5000					TEXT AMT 5,000 5,000	
401-0200-533.51-00	OFFICE SUPPLIES	2,808	2,547	2,500	3,232	412	2,500
LEVEL 5	TEXT MISC OFFICE SUPPLIES AS NEEDED FOR THE WATER PLANT AND MAINTENANCE					TEXT AMT 2,500 2,500	
401-0200-533.52-00	OTHER OPERATING SUPPLIES	16,582	13,397	15,000	21,786	14,489	15,000
LEVEL 5	TEXT VARIOUS LAB TOOLS, HAND TOOLS, AND OTHER NON OFFICE RELATED ITEMS FOR THE WATER PLANT AND MAINTENANCE					TEXT AMT 15,000 15,000	
401-0200-533.52-10	GAS,DIESEL,OIL,& GREASE	17,183	11,938	14,350	24,802	7,151	50,235
LEVEL 5	TEXT WATER PLANT FUEL FOR VEHICLE, EQ & ROLLING STOCK 755 GAL @ \$2.50 3,774 GAL @ \$3.00 **** MAINTENANCE FUEL FOR VEH, EQ & ROLLING STOCK 1,441 GAL @ \$2.50 2,308 GAL @ \$3.00 **** GENTRY OIL - EMERGENCY GENERATOR FILL UPS SPECIALIZED OILS / LUBRICANTS					TEXT AMT 1,888 11,322 3,602 6,923 24,000 2,500 50,235	
401-0200-533.52-11	JANITORIAL SUPPLIES	1,906	2,593	1,750	2,511	2,511	1,750
LEVEL 5	TEXT VARIOUS CLEANING SUPPLIES FOR THE WATER PLANT AND MAINTENANCE BUILDINGS					TEXT AMT 1,750 1,750	
401-0200-533.52-12	UNIFORMS	1,640	1,980	2,000	3,005	1,500	2,000

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						532,718	
401-0200-533.54-00	DUES & MEMBERSHIPS	575	560	1,500	1,660	1,120	1,675
	LEVEL 5 TEXT FWPCOA, FRWA, & SEDA MEMBERSHIPS WATER PLANT & MAINTENANCE					TEXT AMT 1,675	
						1,675	
401-0200-533.54-01	BOOKS & SUBSCRIPTIONS	244	0	425	425	0	425
	LEVEL 5 TEXT TRAINING & SAFETY MATERIALS					TEXT AMT 425 425	
* OPERATING EXPENSE		1,228,984	1,211,387	1,336,280	1,455,085	1,161,794	1,543,254
401-0200-533.63-97	PROJ CAPITAL OUTLAY	21,063	1,905	0	0	0	0
401-0200-533.63-99	FIXED ASSET TRANSFERS	121,833	100,383	0	0	0	0
401-0200-533.64-00	MACH & EQUIPMENT	0	6,759	5,000	3,304	0	0
401-0200-533.64-97	PROFESSIONAL SERVICES	100,770	91,719	0	1,147	449	0
* CAPITAL OUTLAY		0	0	5,000	4,451	449	0
401-0200-533.99-02	DEPRECIATION EXPENSE	33,414	35,448	0	0	0	0
* NON-OPERATING EXPENSE		33,414	35,448	0	0	0	0
**	1987 BOND PROJECTS	2,148,368	2,116,888	2,282,073	2,409,929	1,937,261	2,890,029
***	WATER PRODUCTION	2,148,368	2,116,888	2,282,073	2,409,929	1,937,261	2,890,029

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NON DEPARTMENTAL BOND PROJECTS							
401-0300-536.22-99	NON CASH GASB 68 EXPENSE	0	172,063	0	0	0	0
401-0300-536.26-01	OPEB	56,024	48,427	0	0	0	0
* PERSONNEL SERVICES		56,024	220,490	0	0	0	0
401-0300-536.31-13	OTHER PROF. SERVICES	19,685	7,974	0	0	0	0
401-0300-536.44-13	FLEET CHARGES	4,207	4,207	4,207	4,207	3,506	4,207
	LEVEL 5 TEXT					TEXT AMT	
						NAVILINE UTILITY IMAGING INTERFACE	4,207
							4,207
401-0300-536.49-19	TAXES, LICENSES, AND FEES	154,323	144,392	0	0	0	0
	LEVEL 5 TEXT					TEXT AMT	
						*BUDGET OF \$155,967 MOVE TO CUSTOMER SERVICE	
						ACCOUNT 401-0100-536-49-19. THIS WAS FOR	
						CREDIT CARD FEES AND MERCHANT FEES.	
401-0300-536.49-61	DATA PROCESSING 501	423,153	412,856	410,900	410,900	342,417	411,417
401-0300-536.49-64	INSURANCE 504	237,820	324,078	324,994	324,994	270,828	190,357
401-0300-536.49-90	ADMIN SERVICE FEES	717,661	681,453	668,593	668,593	557,161	772,970
401-0300-536.52-07	OBSOLETE INVENTORY	0	10,666	0	0	19,687	0
* OPERATING EXPENSE		1,556,849	1,585,626	1,408,694	1,408,694	1,193,599	1,378,951
401-0300-536.63-97	PROJ CAPITAL OUTLAY	15,127	16,234	350,000	220,000	0	605,000
	LEVEL 5 TEXT					TEXT AMT	
						CIP: WATER SYS REPLACEMENTS URP001	325,000
						CIP: UTILITY MAPPING MMP001	100,000
						CIP: REPLACE EXISTING LIFT STATIONS	180,000
							605,000
401-0300-536.63-99	FIXED ASSET TRANSFERS	21,156	16,234	0	0	0	0
* CAPITAL OUTLAY		6,029	0	350,000	220,000	0	605,000
401-0300-536.71-11	PRINCIPAL INTERNAL LOANS	0	0	254,723	254,723	0	0
401-0300-536.72-10	INTEREST BONDS	25,908	15,188	0	0	0	0
401-0300-536.72-11	INTEREST INTERNAL LOANS	14,912	10,039	5,070	5,070	3,802	0
401-0300-536.73-02	AMORTIZATION EXP	178,266	159,547	0	0	0	0
* DEBT SERVICE		167,270	154,398	259,793	259,793	3,802	0
401-0300-536.81-18	V.C.O.G.	18,972	0	0	0	0	0

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* GRANTS & AIDE		18,972	0	0	0	0	0
401-0300-599.96-10	SINKING (402,413,417,418)	4,774,553	4,774,553	4,684,557	4,684,557	3,903,798	3,892,624
	LEVEL 5 TEXT TRANSFER TO 417 FOR 2012 W/S DEBT					TEXT AMT 3,892,624 3,892,624	
401-0300-599.96-12	TO 418 SRLF DEBT SERVICE	1,574,805	1,574,806	1,574,806	1,574,806	1,312,338	2,604,611
	LEVEL 5 TEXT SRF LOAN 3030 SRF LOAN 5080 SRF LOAN 5090 SRF LOAN 513P SRF LOAN 514S					TEXT AMT 295,477 614,276 291,354 914,135 489,369 2,604,611	
401-0300-599.96-13	TO 403 W/S R&R FUND	2,400,000	2,400,000	2,400,000	2,400,000	2,000,000	2,400,000
401-0300-599.96-37	TO 421 DEFER CONST RESRV	1,000,000	0	0	0	0	0
* TRANSFERS		9,749,358	8,749,359	8,659,363	8,659,363	7,216,136	8,897,235
401-0300-536.99-02	DEPRECIATION EXPENSE	5,334,361	5,473,444	0	0	0	0
401-0300-536.99-50	COMPRESSION RESERVE	0	0	0	0	0	47,000
	LEVEL 5 TEXT CONTINGENCY AMOUNT TO BE USED TO ADDRESS COMPRESSION ISSUES IDENTIFIED IN EMPLOYEES- THIS AMOUNT REPRESENTS THE COST FOR WAGES AND BENEFITS					TEXT AMT 47,000 47,000	
* NON-OPERATING EXPENSE		5,334,361	5,473,444	0	0	0	47,000
** BOND PROJECTS		16,876,805	16,183,317	10,677,850	10,547,850	8,413,537	10,928,186

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INTER FUND TRANSFERS							
401-0301-581.91-25	IN LIEU OF TAX TRANSFER	1,276,118	1,260,543	1,225,404	1,225,404	1,021,170	1,219,069
*	TRANSFERS	1,276,118	1,260,543	1,225,404	1,225,404	1,021,170	1,219,069
**	INTER FUND TRANSFERS	1,276,118	1,260,543	1,225,404	1,225,404	1,021,170	1,219,069
***	NON DEPARTMENTAL	18,152,923	17,443,860	11,903,254	11,773,254	9,434,707	12,147,255

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*WASTEWATER TREATMENT WASTEWATER TREATMENT							
401-0400-535.12-00	SALARIES AND WAGES	604,460	573,226	605,763	605,763	521,313	997,518
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	924,328
						WAGE INCREASE	20,475
						NEW: PLANT MAINTENANCE TECHNICIAN	50,306
						*CALCULATION REVISIONS (7/22/16 JLM)	2,409

						A REORGANIZATION ELIMINATING THE 401-0600 DIVISION OCCURRED IN FY2017 FOR PERSONNEL BUDGET	
							997,518
401-0400-535.12-11	COMPENSATED ABSENCE	26,485-	16,426-	0	0	0	0
401-0400-535.14-00	OVERTIME	109,482	111,427	84,000	94,000	95,641	106,000
	LEVEL 5					TEXT AMT	
						RECLAIMED WATER PLANT	84,000
						MAINTENANCE	22,000
							106,000
401-0400-535.14-20	CAPITAL OVERTIME OFFSET	3,463-	0	0	0	0	0
401-0400-535.15-10	CERTIFICATION/LICENSES	647	1,277	1,900	2,500	400	2,500
	LEVEL 5					TEXT AMT	
						EMPLOYEE CERTIFICATIONS - RECLAIMED PLANT	1,900
						EMPLOYEE CERTIFICATIONS - MAINTENANCE	600
							2,500
401-0400-535.21-00	FICA TAXES	49,962	49,030	52,774	52,774	44,725	84,429
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	78,830
						WAGE INCREASE	1,566
						NEW: PLANT MAINTENANCE TECHNICIAN	3,849
						*CALCULATION REVISIONS (7/22/16 JLM)	184

						A REORGANIZATION ELIMINATING THE 401-0600 DIVISION OCCURRED IN FY2017 FOR PERSONNEL BUDGET	
							84,429
401-0400-535.22-00	RETIREMENT CONTRIBUTIONS	71,353	68,585	92,002	92,002	74,278	137,241
	LEVEL 5					TEXT AMT	
						CURRENT STAFF	125,349
						WAGE INCREASE	2,988
						NEW: PLANT MAINTENANCE TECHNICIAN	7,873

* PERSONNEL SERVICES	887,959	871,081	930,651	941,251	815,718	1,499,352
401-0400-535.31-13 OTHER PROF. SERVICES	21,058	52,708	37,300	46,188	35,142	32,300
LEVEL TEXT					TEXT AMT	

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5	MISC ENGINEERING REQUEST						5,000
	PERMIT MODIFICATION FEES						
	BIOLOGICAL CONSULTING SVC FOR THE						
	FOLLOWING SERVICES (TOTAL \$12,300):						12,300
	PORT ORANGE WELLFIELD CUP						
	PORT ORANGE RECLAIMED LAKES						
	DATA LOGGER REFURBISHMENT (7 TOTAL)						15,000
	DEP PERMIT REQUIREMENTS						32,300
401-0400-535.34-11	LANDFILL SERVICES	388,794	438,870	1,000	1,000	0	0
401-0400-535.34-14	CONTRACT SERVICES OTHER	0	0	634,500	557,701	497,414	686,081
LEVEL 5	TEXT					TEXT AMT	
	CLEAR WATERS LONG LEAF - 5 YEAR CONTRACT FOR LAKE						6,050
	MANAGEMENT						
	HACH COMPANY - EQ WARRANTY PLUS SERVICE CONTRACT						31,181
	SHELLEY'S ENVIRONMENTAL CONTRACT - 4/16 THRU 4/17						525,000
	DENORA WATER TECH - SOLE SOURCE MULTI YEAR CONT						3,000
	CLEANING OF 5 MASTER LIFT STA TWICE A YEAR						50,000
	THIS CONTRACT WILL BE ISSUED BY QUOTE/BID						
	CUMMINS POWER SOUTH - MULTI YEAR FOR PREV MAINT						10,850
	DATA FLOW SYSTEMS- SOLE SOURCE CONTRACT						10,000
	ECONOMY ELECTRIC - PIGGYBACK AGREEMENT						10,000
	FLAIR, INC - PIGGYBACK AGREEMENT						5,000
	SITESecure, INC - PIGGYBACK AGREEMENT						5,000
	STEWARTS ELECTRIC - PIGGYBACK AGREEMENT						25,000
	MISC CONTRACT FOR SERVICES NOT COVERED UNDER						5,000
	ANY OF THE ABOVE CONTRACTS						
							686,081
401-0400-535.34-20	MOWING CONTRACT SERVICE	0	12,480	15,000	24,360	12,480	60,840
LEVEL 5	TEXT					TEXT AMT	
	BRAUN'S LAWN - MULTI YEAR MOWING CONTRACT FOR THE						
	FOLLOWING LOCATIONS, THIS CONTRACT IS SPILT						
	BETWEEN 0200 AND 0400: (\$24,960 ANN / 2 = \$12,480)						
	ENVIRONMENTAL CONTROL (\$540 ANNUAL /2 = \$270)						270
	NORTH BRIGHTON LIFT STA (\$960 ANNUAL /2 = \$480)						480
	WILLIAMSON WATER TANK (\$2760 ANNUAL /2 = \$1380)						1,380
	GARNSEY WATER PLANT (\$9300/ANNUAL /2 = \$4650)						4,650
	RECLAIMED PLANT (\$10,200 ANNUAL /2 = \$5100)						5,100
	LAB OP'S AREA (1200 ANNUAL/2 = \$600)						600

	ALLAND, INC - BID B16-04 MOWING OF RECLAIMED LAKES						23,760
	THIS IS A NEW CONTRACT FOR 0400, THIS WAS ONCE						
	FUNDED OUT OF THE 416/420 FUNDS						

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	KB LAWCARE, STANDARD CONTRACT W/ A CONTRACT AMENDMENT NO 1 FOR THE FOLLOWING: 3 PUMP STATIONS (\$300 MTH = \$3,600 ANNUAL) 1 AUGMENTATION STA (\$200 MTH = \$2,400 ANNUAL) 55 LIFSTATIONS @ VARIOUS LOCATIONS (\$1,550 MTH = \$18,600 ANNUAL) *****						24,600
							60,840
401-0400-535.40-00	TRAVEL PER DIEM	9,055	1,572	6,800	11,006	10,897	9,500
	LEVEL 5 TEXT 7 OPERATORS, 5 DAY SHORT SCHOOL 8 ONE DAY EVENTS @ \$125 MISC TRAINING SESSIONS, CEU REQUIREMENTS TRAINING FOR MAINTENANCE					TEXT AMT 5,000 1,000 1,000 2,500 9,500	
401-0400-535.40-10	EMPLOYEE TRAINING	57	818	2,000	524	524	1,000
	LEVEL 5 TEXT LOCAL TRAINING AND CLASSES AT DAYTONA STATE					TEXT AMT 1,000 1,000	
401-0400-535.41-00	COMMUNICATION SERVICES	4,475	3,861	4,020	5,361	5,300	7,063
	LEVEL 5 TEXT AT&T MOBILITY (CELL PHONES & AIR CARDS) \$155/MTH EJ WARD - GPS STATE OF FLORIDA (\$80/MTH) ANALOG PHONE/FAX LINES TIME WARNER (\$85/MTH) ADDITIONAL EXPENSE FOR MAINTENANCE REORG					TEXT AMT 2,000 250 850 850 3,113 7,063	
401-0400-535.43-10	ELECTRICAL SERVICES	733,190	763,407	810,716	730,716	649,633	800,000
	LEVEL 5 TEXT DETAILS AS FOLLOWS RECLAIMED WATER PLANT (2 METERS) CENTRAL LAB LAB OPERATIONS (RUTH STREET) WAREHOUSE & METER SHOP FIELD OPERATIONS SHOP RECHARGE RESERVOIR PUMP STATION & GST MEMORIAL, CYPRESS HEAD POND, KEN BURNS, WILLIAMSON BLVD PUMPS APPROX 106 VARIOUS LIFT STATIONS - WE WILL BE PLACING ALL DIGESTERS ONLINE IN FY17					TEXT AMT 800,000	

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						800,000	
401-0400-535.43-12	WATER/SEWER SERVICES	8,620	5,084	5,000	5,000	4,942	5,160
	LEVEL 5 TEXT					TEXT AMT	
	UTILITY BILLS FOR THE FOLLOWING LOCATIONS:						
	#21969-20959 825 OAK STREET WW PLANT \$110/MTH AVG					1,320	
	#21967-20958 825 OAK STREET LAB \$200/MTH AVG					2,400	
	#123-39868 RECLAIMED @ 704 DUNLAWTON \$60/MTH AVG					720	
	#123-39869 RECLAIMED @ 539 RUTH ST \$50/MTH AVG					600	
	#133881-38002 RECLAIMED @ 3889 SUNSET COVE \$10/MTH					120	
						5,160	
401-0400-535.43-14	DRAINAGE	933	1,287	1,300	1,300	1,180	1,320
	LEVEL 5 TEXT					TEXT AMT	
	DRAINAGE UTILITY BILLS FOR FOLLOWING LOCATION:						
	#21969-20959 OAK STREET \$110/MTH AVG					1,320	
						1,320	
401-0400-535.44-10	EQUIP/OTHER RENTAL/LEASE	720	0	0	2,870	2,744	2,925
	LEVEL 5 TEXT					TEXT AMT	
	REQUIRED FOR CRANE & LIFT RENTAL AS NEEDED					2,925	
						2,925	
401-0400-535.45-19	VEHICLE INSURANCE	1,125	1,970	1,118	1,739	1,242	1,160
	LEVEL 5 TEXT					TEXT AMT	
	RECLAIMED PLANT VEH INSURANCE						
	MAINTENANCE REORG VEH INSURANCE						
401-0400-535.46-10	GENERAL EQUIP MAINT	6,137	3,979	20,000	40,632	12,454	172,500
	LEVEL 5 TEXT					TEXT AMT	
	VENDORS UNDER CONTRACT FOR EQ MAINT SVC						
	BARNEY'S PUMP - SOLE SOURCE CONTRACT					37,500	
	CARL ERIC JOHNSON - PIGGYBACK AGREEMENT					5,000	
	CUMMINS POWER SOUTH - PIGGYBACK AGREEMENT - REPAIR					12,500	
	DIGITAL CONTROL COMPANY - SOLE SOURCE CONTRACT					2,500	
	EUTEK/HYDRO INT - SOLE SOURCE CONTRACT					10,000	
	FLUID CONTROLS - SOLE SOURCE CONTRACT					5,000	
	KELLER ANGELILLIS DESIGN - SOLE SOURCE CONTRACT					5,000	
	RJH TECH SVC - PIGGYBACK AGREEMENT					15,000	
	SANDERS COMPANY - SOLE SOURCE CONTRACT					25,000	
	WATER RESOURCE TECH - SOLE SOURCE CONTRACT					10,000	
	WATER TREATMENT & CONTROLS - SOLE SOURCE CONTRACT					5,000	
	XYLEM WATER SOLUTION USA - SOLE SOURCE CONTRACT					20,000	
	OTHER REPAIRS/SERVICES NOT COVERED UNDER ONE					20,000	

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401-0400-535.49-16	COMPUTER HARDWARE	0	0	0	6,000	5,758	0
401-0400-535.49-19	TAXES, LICENSE, & FEES	13,750	7,000	7,500	7,500	7,000	7,500
	LEVEL 5 TEXT OPERATING PERMITS & LICENSES DEP ANNUAL PERMIT					TEXT AMT 7,500 7,500	
401-0400-535.49-20	EQUIP & OTHER NON-CAPITAL	8,341	6,198	5,000	16,555	14,990	8,100
	LEVEL 5 TEXT PURCHASE OF A COMPOSITE SAMPLER FOR THE RECHARGE RES OUTFALL PURCHASE OF MISC ITEMS OVER \$500 BUT UNDER THE \$5000 CAPITAL THRESHOLD					TEXT AMT 5,100 3,000 8,100	
401-0400-535.51-00	OFFICE SUPPLIES	3,764	3,022	4,000	4,732	2,487	5,000
	LEVEL 5 TEXT VARIOUS OFFICE SUPPLIES AS NEEDED FOR THE RECLAIMED PLANT & MAINTENANCE REORG					TEXT AMT 5,000 5,000	
401-0400-535.52-00	OTHER OPERATING SUPPLIES	31,652	14,496	28,000	45,951	42,391	30,000
	LEVEL 5 TEXT OTHER OPERATING SUPPLIES AS FOLLOWS: *PAPER PRODUCTS (TOWELS, TOILET) *DISPOSABLE LATEX GLOVES, RAGS *ANTIBACTERIAL SOAP, HAND SANITIZER *PAINTING PRODUCTS (PAINT,BRUSHES,ROLLERS) *PIPE & PIPE FITTINGS (PVC, 316 STAINLESS STEEL) *FASTENERS 316 STAINLESS STEEL (NUTS, BOLTS, WASHERS,SCREWS) *VALVES (PVC, 316 STAINLESS STEEL) *CHARTS, CHART PENS, HOSES (VARIOUS SIZES) *FLASHLIGHTS, BATTERIES *ADHESIVE TAPE (VARIOUS) *OTHER MISC. OPERATING SUPPLY ITEMS AS NEEDED ***** NOTE: DUE TO EXTREMELY HARSH CONDITIONS AT THE RECLAIMED PLANT, WE PURCHASE LARGE AMOUNTS OF CERTAIN ITEMS. *****					TEXT AMT 30,000	
							30,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
401-0400-535.52-10	GAS, DIESEL, OIL, & GREASE	1,986	1,291	3,180	13,633	6,965	30,405
	LEVEL 5 TEXT					TEXT AMT	
	FUEL FOR THE VEHICLES, EQ, AND ROLLING STOCK						1,380
	REGULAR FUEL: 552 GAL @ \$2.50 = \$1,380 ANNUAL						
	DIESEL FUEL: NO USAGE						
	FUEL FOR MAINTENANCE VEH, EQ, AND ROLLING STOCK						10,525
	REGULAR FUEL: 1,441 GAL @ \$2.50 = \$3,602.50						
	DIESEL FUEL: 2,370.50 GAL @ \$3.00 = \$6,922.50						

	GENTRY OIL - MULTI YEAR CONTRACT TO FILL EMEG						16,000
	GENERATORS						

	SPECIALIZED SYNTHETIC OILS						2,500
							30,405
401-0400-535.52-11	JANITORIAL SUPPLIES	2,497	4,372	2,500	3,261	1,535	3,000
	LEVEL 5 TEXT					TEXT AMT	
	VARIOUS CLEANING SUPPLIES						3,000
	FOR RECLAIMED PLANT AND MAINTENANCE REORG						
							3,000
401-0400-535.52-12	UNIFORMS	2,576	5,316	3,000	4,518	4,517	3,500
	LEVEL 5 TEXT					TEXT AMT	
	REPLACEMENT UNIFORMS, RUBBER BOOTS, RAIN GEAR &						3,500
	JACKETS						
	RECLAIMED PLANT AND MAINTENANCE REORG						
							3,500
401-0400-535.52-16	MEDICAL & LAB SUPPLIES	17,237	12,558	20,000	22,476	10,948	20,000
	LEVEL 5 TEXT					TEXT AMT	
	FISHER SCIENTIFIC - STATE CONTRACT						10,000
	HACH COMPANY - SOLE SOURCE CONTRACT						10,000
							20,000
401-0400-535.52-18	REP & MAINT SUPPLIES	2,095	4,517	14,000	80,203	69,159	34,000
	LEVEL 5 TEXT					TEXT AMT	
	GRAINGER, INC - ST OF FLORIDA CONTRACT						14,000
	RECLAIMED PLANT REPAIR & MAINT						
	P-CARD PURCHASES TO THE FOLLOWING VENDORS FOR						20,000
	VARIOUS REPAIR & MAINTENANCE SUPPLIES						
	AAA FENCE						
	CONSOLIDATED ELECTRIC DISTRIBUTORS INC						
	DAYTONA BOLT & NUT						

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	WALMART HOME DEPOT INTERSTATE BATTERY LOWES SUMNER HARDWARE ***** RECLAIMED PLANT \$14,000 MAINTENANCE \$20,000 *****						
						34,000	
401-0400-535.52-19	CHEMICALS	627,774	579,600	770,000	679,901	577,280	764,282
	LEVEL 5 TEXT					TEXT AMT	
	ALLIED UNIVERSAL - LIQ SODIUM HYPOCHLORITE					202,520	
	CEDARCHEM, LLC - POLYALUMINUM					53,325	
	ENVIRONMENTAL OPR SOL - RECYCLED METHANOL					128,800	
	POLYDYNE, INC - EMULSION POLYMER					34,155	
	PREMIER MAGNESIA LLC - MAGNESIUM HYDROXIDE SLURRY					149,400	
	THATCHER CHEMICALS - VIRGIN METHANOL					165,000	
	THATCHER CHEMICALS - LIQ SODIUM BISULFITE					31,082	

	CC APPROVED CONTRACTS ON FILE WITH THE FOLLOWING TERMS: INITIAL: 10/1/15 - 12/31/16 RENEWAL: 1/1/17 - 12/31/17 *****						
						764,282	
401-0400-535.54-00	DUES & MEMBERSHIPS	305	654	1,190	1,350	864	390
401-0400-535.54-01	BOOKS & SUBSCRIPTIONS	365	335	1,000	268	140	1,000
	LEVEL 5 TEXT					TEXT AMT	
	SAFETY TRAINING MATERIALS					1,000	
						1,000	
*	OPERATING EXPENSE	1,922,083	2,021,853	2,433,824	2,406,728	2,035,731	2,748,971
401-0400-535.62-00	BUILDINGS AND IMP. TO	0	795	25,000	2,600	0	0
401-0400-535.63-00	IMP. OTHER THAN BLDGS	0	0	0	22,400	9,600	0
401-0400-535.63-97	PROJ CAPITAL OUTLAY	26,575	3,346	1,060,000	1,324,255	358,545	1,000,000
	LEVEL 5 TEXT					TEXT AMT	
	CIP: SEWER SYSTEM REHABILITATION URH001					1,000,000	
						1,000,000	
401-0400-535.63-99	FIXED ASSET TRANSFERS	86,366-	36,752-	0	0	0	0

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401-0400-535.64-00	MACH & EQUIPMENT	59,791	32,611	0	156,338	123,379	0
	LEVEL 5 TEXT					TEXT AMT	
						25,000	
	PURCHASE OF A FORKLIFT FOR THE RECLAIMED WATER PLANT AND MAINTENANCE ***** WE PURCHASED ONE FOR THE WATER PLANT IN FY16 AND THE PRICE WAS \$24,293 ***** THIS WILL ASSIST WITH THE UNLOADING OF BULK CHEMICALS THAT ARE PURCHASE BY BARREL OR TOTE, CURRENTLY WE HAVE TO BORROW ONE FROM THE WAREHOUSE IF IT IS NOT BEING USED BY WAREHOUSE STAFF OR PUBLIC WORKS ***** REDUCTION AFTER 08/23/16 COUNCIL DIRECTION						
						25,000-	
* CAPITAL OUTLAY		0	0	1,085,000	1,505,593	491,524	1,000,000
401-0400-535.99-02	DEPRECIATIN EXPENSE	8,069	6,722	0	0	0	0
* NON-OPERATING EXPENSE		8,069	6,722	0	0	0	0
** WASTEWATER TREATMENT		2,818,111	2,899,656	4,449,475	4,853,572	3,342,973	5,248,323
*** *WASTEWATER TREATMENT		2,818,111	2,899,656	4,449,475	4,853,572	3,342,973	5,248,323

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
METER READER METER READER 401-0500-536.12-00	SALARIES AND WAGES	340,841	343,537	348,546	348,546	289,211	354,442
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE *CALCULATION REVISIONS (7/22/16 JLM)					TEXT AMT 347,970 8,289 1,817- 354,442	
401-0500-536.12-11	COMPENSATED ABSENCE	27,811-	16,373-	0	0	0	0
401-0500-536.14-00	OVERTIME	67,760	64,960	40,000	112,944	80,997	35,000
	LEVEL 5 TEXT AFTER HOURS CALL OUTS NOT RELATED TO PROJECTS					TEXT AMT 35,000 35,000	
401-0500-536.21-00	FICA TAXES	27,337	28,644	29,729	36,259	26,771	29,798
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE *CALCULATION REVISIONS (7/22/16 JLM)					TEXT AMT 29,302 635 139- 29,798	
401-0500-536.22-00	RETIREMENT CONTRIBUTIONS	36,299	36,739	46,720	46,720	41,399	47,754
	LEVEL 5 TEXT CURRENT STAFF WAGE INCREASE *CALCULATION REVISIONS (7/22/16 JLM)					TEXT AMT 46,819 1,171 236- 47,754	
401-0500-536.23-00	HEALTH INSURANCE	46,792	53,563	64,671	64,671	58,912	69,826
	LEVEL 5 TEXT HEALTH DENTAL LIFE INCREASE ON LIFE *CALCULATION REVISIONS (7/22/16 JLM)					TEXT AMT 64,880 4,130 799 21 4- 69,826	
401-0500-536.24-00	WORKER'S COMPENSATION	5,495	5,649	4,591	6,061	5,005	6,125
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE					TEXT AMT 6,026 130	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
*CALCULATION REVISIONS (7/22/16 JLM)							31- 6,125
401-0500-536.26-00	OPEB / EAP BENEFIT	332	351	372	372	338	374
	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT	374 374
-----		497,045	517,070	534,629	615,573	502,633	543,319
* PERSONNEL SERVICES							
401-0500-536.31-13	OTHER PROF. SERVICES	1,502	456	0	0	0	0
401-0500-536.34-14	CONTRACT SERVICES OTHER	0	0	25,500	25,500	16,719	60,600
	LEVEL 5 TEXT					TEXT AMT	
	SENSUS LOGIC SOFTWARE ANNUAL BILLING						16,500
	TOWER MAINTENANCE						2,500
	CUSTOMER NOTIFICATION SOFTWARE SUPPORT(NEW FY17)						40,000

	PURCHASING IS PREPARING RFP 16-21 FOR THE CUST						
	ALERTING SYSTEM, THIS AMOUNT IS FOR THE ANNUAL						
	MAINTENANCE AGREEMENT						

	THE ACTUAL PURCHASE OF THIS SOFTWARE IS BEING						
	FUNDED OUT OF 401 0500 536 4902						

	***ADD'L FUNDS FOR CUSTOMER NOTIFICATION SYS						1,600
	DUE TO RFP SUBMISSIONS (LP 6-30-16)						60,600
401-0500-536.40-00	TRAVEL PER DIEM	0	0	2,000	2,000	0	1,500
	LEVEL 5 TEXT					TEXT AMT	
	SENSUS USER CONFERENCE						1,500 1,500
401-0500-536.40-10	EMPLOYEE TRAINING	3,130	0	3,000	3,000	0	1,500
	LEVEL 5 TEXT					TEXT AMT	
	LOCAL SCHOOL & IN HOUSE TRAINING / CPR						500
	SAFETY TRAINING & CERTIFICATIONS						500
	CLASSES AT DAYTONA STATE						500 1,500
401-0500-536.41-00	COMMUNICATION SERVICES	9,062	5,148	5,300	5,578	4,108	5,300
	LEVEL 5 TEXT					TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	AT&T MOBILITY (CELL PHONES & AIR CARDS) \$350/MTH EJ WARD (GPS) \$66.67/MTH TIME WARNER (\$25.00 MTH) ***** THIS IS BASED ON FY16 ACTUAL *****						4,200 800 300
							5,300
401-0500-536.45-19	VEHICLE INSURANCE	3,375	3,546	3,353	3,353	2,794	3,480
LEVEL 5	TEXT VEHICLE INSURANCE					TEXT AMT 3,480 3,480	
401-0500-536.46-10	GENERAL EQUIP MAINT	7,669	9,091	5,000	13,591	12,507	5,000
LEVEL 5	TEXT REPAIR OF METER READERS HAND HELD METER READING DEVICES					TEXT AMT 5,000 5,000	
401-0500-536.46-11	REGULAR MAINT/INSP EQUIP	41	0	27,000	13,303	219	2,000
LEVEL 5	TEXT ALARM SYSTEM - FIRE AND SECURITY ***** PRIOR YEAR ITEMS HAVE BEEN RECLASSIFIED OR NO LONGER REQUIRE BUDGETING *****					TEXT AMT 2,000	
							2,000
401-0500-536.46-12	VEH MAINT/REPAIR	19,620	24,232	23,000	23,000	15,619	23,000
LEVEL 5	TEXT REPAIRS AND MAINTENANCE AS NEEDED ON VEHICLES AND EQUIPMENT ***** BASED ON FY16 ACTUAL EXPENSES *****					TEXT AMT 23,000	
							23,000
401-0500-536.46-18	CONT MAINT/COMM EQUIP	3,659	402	500	500	378	500
LEVEL 5	TEXT RADIO / CELL PHONE REPAIRS & MAINTENANCE					TEXT AMT 500 500	
401-0500-536.47-00	PRINTING AND BINDING	0	420	0	0	0	500

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	LEVEL 5 TEXT					TEXT AMT	
	DOOR TAGS REQUIRED FOR CUSTOMER NOTIFICATIONS AND BUSINESS CARDS FOR STAFF					500	
						500	
401-0500-536.49-02	COMPUTER SOFTWARE	0	9,516	0	1,000	1,000	39,000
	LEVEL 5 TEXT					TEXT AMT	
	CUSTOMER NOTIFICATION SOFTWARE (NEW FY17) ***** RFP 16-21 IS BEING PREPARED BY PURCHASING. THIS IS THE BUDGET TO PURCHASE THE ACTUAL SOFTWARE ***** ANNUAL MAINTENANCE THAT IS ASSOCIATED WITH THIS PURCHASE IS BEING FUNDED OUT OF 3414 ***** ***ADD'L FUNDS DUE TO RFP SUBMISSIONS (LP 6-30-06)					30,000	
						9,000	
						39,000	
401-0500-536.49-20	EQUIP & OTHER NON-CAPITAL	4,795	2,409	5,000	0	0	5,100
	LEVEL 5 TEXT					TEXT AMT	
	REPLACEMENT OF 2 HAND HELD PROGRAMMERS ** APPROX. COST OF \$2500 EACH					5,100	
						5,100	
401-0500-536.49-31	NON-CAP RPLMT MTR INSTALL	0	0	20,000	43,697	43,696	0
	LEVEL 5 TEXT					TEXT AMT	
	*** MOVED TO 5218 *** THESE FUNDS WERE MOVED TO 5218 BECAUSE THIS IS FOR THE PURCHASE OF VARIOUS REPAIR ITEMS, METER BOXES, LIDS. THESE ITEMS ARE NOT RELATED TO THE ZMI044 PROJECT. THIS MOVE WAS TO CORRECT PROPER LINE ITEM FUNDING *****						
401-0500-536.49-66	TFR TO 506 BLDG MAINT FD	10,257	9,596	8,655	8,655	7,213	9,484
	LEVEL 5 TEXT					TEXT AMT	
	SECOND DRAFT					9,484	
						9,484	
401-0500-536.51-00	OFFICE SUPPLIES	5,285	4,097	3,000	3,000	2,848	4,000
	LEVEL 5 TEXT					TEXT AMT	
	PURCHASE OF VARIOUS OFFICE SUPPLIES INCLUDING					4,000	

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							4,000
401-0500-536.52-00	OTHER OPERATING SUPPLIES	16,397	7,377	7,500	11,500	8,197	8,000
	LEVEL 5 TEXT VARIOUS OPERATING SUPPLIES OTHER THAN OFFICE					TEXT AMT 8,000 8,000	
401-0500-536.52-10	GAS, DIESEL, OIL, & GREASE	22,652	17,706	16,750	16,750	11,665	18,000
	LEVEL 5 TEXT REGULAR FUEL: 7,200 GAL @ \$2.50 DIESEL FUEL: NOT CURRENTLY USED *****					TEXT AMT 18,000	
							18,000
401-0500-536.52-12	UNIFORMS	1,381	2,163	2,000	2,000	1,089	2,000
	LEVEL 5 TEXT REPLACEMENT OF UNIFORMS, RUBBER BOOTS, RAIN GEAR					TEXT AMT 2,000 2,000	
401-0500-536.52-15	POSTAL SERVICE	273	50	300	300	0	300
	LEVEL 5 TEXT REQUIRED TO MAIL METER READING DEVICES TO VENDOR FOR REPAIR					TEXT AMT 300 300	
401-0500-536.52-18	REP & MAINT SUPPLIES	0	4,511	10,000	0	0	50,000
	LEVEL 5 TEXT THIS LINE ITEM IS USED TO PURCHASE REPAIR PARTS, METER BOXES, LIDS, ETC THAT IS NOT PROJECT RELATED ***** FUNDS MOVED FROM 4931 TO 5218 *****					TEXT AMT 30,000 20,000 50,000	
401-0500-536.54-00	DUES & MEMBERSHIPS	0	0	100	100	0	0
401-0500-536.55-31	NON-CAP RPLC MTR INSTALLS	0	19,695	0	0	0	0
* OPERATING EXPENSE		109,098	120,415	167,958	176,827	128,052	239,264
401-0500-536.63-99	FIXED ASSET TRANSFERS	0	5,000-	0	0	0	0
401-0500-536.64-15	ADP EQUIPMENT	0	5,000	0	0	0	0

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* CAPITAL OUTLAY		0	0	0	0	0	0
** METER READER		606,143	637,485	702,587	792,400	630,685	782,583
*** METER READER		606,143	637,485	702,587	792,400	630,685	782,583

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W/S MAINTENANCE							
W/S MAINT. DIVISION							
401-0600-536.12-00	SALARIES AND WAGES	536,744	516,320	588,802	588,802	421,821	0
401-0600-536.12-11	COMPENSATED ABSENCE	21,832-	11,832-	0	0	0	0
401-0600-536.14-00	OVERTIME	62,149	56,653	44,000	44,000	44,334	0
401-0600-536.14-20	CAPITAL LABOR OT OFFSET	327-	0	0	0	0	0
401-0600-536.15-10	CERTIFICATION/LICENSES	625	475	1,200	0	0	0
401-0600-536.21-00	FICA TAXES	39,526	38,921	48,417	48,417	32,364	0
401-0600-536.22-00	RETIREMENT CONTRIBUTIONS	66,444	60,979	78,323	78,323	63,720	0
401-0600-536.23-00	HEALTH INSURANCE	81,476	79,208	97,223	97,223	75,658	0
401-0600-536.24-00	WORKER'S COMPENSATION	8,690	9,351	7,724	7,724	7,111	0
401-0600-536.26-00	OPEB / EAP BENEFIT	517	480	558	558	442	0
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* PERSONNEL SERVICES		774,012	750,555	866,247	865,047	645,450	0
401-0600-536.31-13	OTHER PROF. SERVICES	0	0	0	0	111-	0
401-0600-536.34-14	CONTRACT SERVICES OTHER	2,462	1,160	200,000	133,179	133,178	0
401-0600-536.34-20	MOWING CONTRACT SERVICE	33,108	26,247	26,250	24,630	24,629	0
401-0600-536.40-00	TRAVEL PER DIEM	80	0	9,000	5,692	5,692	0
401-0600-536.40-10	EMPLOYEE TRAINING	484	6,090	1,500	812	812	0
401-0600-536.41-00	COMMUNICATION SERVICES	9,623	7,042	6,708	4,549	4,549	0
401-0600-536.43-12	WATER/SEWER SERVICES	0	0	1,440	520	519	0
401-0600-536.44-10	EQUIP/OTHER RENTAL/LEASE	4,047	8,791	5,850	111	111	0
401-0600-536.45-19	VEHICLE INSURANCE	4,125	4,334	3,726	2,484	2,484	0
401-0600-536.46-10	GENERAL EQUIP MAINT	161,796	184,491	270,000	282,736	279,836	0
401-0600-536.46-11	REGULAR MAINT/INSP EQUIP	8	0	35,000	0	0	0
401-0600-536.46-12	VEH MAINT/REPAIR	23,630	22,729	32,000	7,003	7,003	0
401-0600-536.46-16	BUILDING MAINT	0	1,508	3,000	1,851	1,850	0
401-0600-536.46-18	CONT MAINT/COMM EQUIP	466	0	3,000	2,272	2,272	0
401-0600-536.46-36	SOFTWARE MAINTENANCE	0	0	2,500	0	0	0
401-0600-536.47-00	PRINTING AND BINDING	24	0	0	0	0	0
401-0600-536.49-20	EQUIP & OTHER NON-CAPITAL	15,038	7,620	10,000	0	0	0
401-0600-536.51-00	OFFICE SUPPLIES	1,046	2,357	1,500	36	36	0
401-0600-536.52-00	OTHER OPERATING SUPPLIES	11,836	8,341	10,000	8,428	8,427	0
401-0600-536.52-10	GAS,DIESEL,OIL,& GREASE	71,479	33,848	72,000	48,344	48,344	0
401-0600-536.52-11	JANITORIAL SUPPLIES	250	1,322	1,600	78	77	0
401-0600-536.52-12	UNIFORMS	2,130	5,549	4,000	1,990	1,989	0
401-0600-536.52-18	REP & MAINT SUPPLIES	210,174	177,107	35,000	40,486	40,486	0
401-0600-536.52-19	CHEMICALS	0	161	2,000	0	0	0
401-0600-536.54-00	DUES & MEMBERSHIPS	60	180	350	30	30	0
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* OPERATING EXPENSE		551,866	498,877	736,424	565,231	562,213	0
401-0600-536.63-99	FIXED ASSET TRANSFERS	0	29,422-	0	0	0	0
401-0600-536.64-00	MACH & EQUIPMENT	0	29,422	25,000	8,305	8,305	0
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* CAPITAL OUTLAY		0	0	25,000	8,305	8,305	0

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
401-0600-536.99-02	DEPRECIATION EXPENSE	2,101	4,747	0	0	0	0
*	NON-OPERATING EXPENSE	2,101	4,747	0	0	0	0
**	W/S MAINT. DIVISION	1,327,979	1,254,179	1,627,671	1,438,583	1,215,968	0
***	W/S MAINTENANCE	1,327,979	1,254,179	1,627,671	1,438,583	1,215,968	0

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
401-0800-536.12-00	W/S DISTRIBUTION WATER DISTRIBUTION SALARIES AND WAGES	544,811	554,844	701,950	646,200	551,514	687,516
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE *CALCULATION REVISIONS (7/22/16 JLM)					TEXT AMT 661,091 16,138 10,287 687,516	
401-0800-536.12-11	COMPENSATED ABSENCE	15,763	13,455-	0	0	0	0
401-0800-536.14-00	OVERTIME	81,554	108,992	153,070	205,019	107,923	153,045
	LEVEL 5 TEXT CALL OUT, METER REPLACEMENTS, AND EMERGENCIES CIP: PROJECT OVERTIME (ZMI044)					TEXT AMT 50,000 103,045 153,045	
401-0800-536.15-10	CERTIFICATION/LICENSES	500	800	1,700	1,700	275	2,000
	LEVEL 5 TEXT BACKFLOW, CDL RENEWALS AND DISTRIBUTION LICENSES STATE LICENSING					TEXT AMT 2,000 2,000	
401-0800-536.21-00	FICA TAXES	45,948	46,899	65,423	71,953	47,412	64,312
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE *CALCULATION REVISIONS (7/22/16 JLM)					TEXT AMT 62,295 1,229 788 64,312	
401-0800-536.22-00	RETIREMENT CONTRIBUTIONS	64,542	63,948	104,020	104,020	82,136	101,331
	LEVEL 5 TEXT CURRENT STAFF WAGE INCREASE *CALCULATION REVISIONS (7/22/16 JLM)					TEXT AMT 95,841 2,392 3,098 101,331	
401-0800-536.23-00	HEALTH INSURANCE	100,338	96,778	135,769	135,769	108,655	139,644
	LEVEL 5 TEXT HEALTH DENTAL LIFE INCREASE ON LIFE					TEXT AMT 129,760 8,260 1,556 42	

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
*CALCULATION REVISIONS (7/22/16 JLM)							26 139,644
401-0800-536.24-00	WORKER'S COMPENSATION	7,882	9,551	11,750	13,220	8,582	12,371
	LEVEL 5 TEXT					TEXT AMT	
							11,990
							225
							156
							12,371
401-0800-536.25-00	UEMPLOYMENT COMP	4,675	0	0	750	245	0
401-0800-536.26-00	OPEB / EAP BENEFIT	648	613	781	781	646	749
	LEVEL 5 TEXT					TEXT AMT	
							749
							749
* PERSONNEL SERVICES		866,661	868,970	1,174,463	1,179,412	907,388	1,160,968
401-0800-536.31-13	OTHER PROF. SERVICES	109,379	156,638	0	0	0	0
401-0800-536.34-14	CONTRACT SERVICES OTHER	23,700	0	160,000	145,000	138,557	176,000
	LEVEL 5 TEXT					TEXT AMT	
							130,000
							25,000
							5,000
							5,000
							11,000
							176,000
401-0800-536.40-00	TRAVEL PER DIEM	1,341	512	15,100	5,100	0	12,100
	LEVEL 5 TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	MANDATORY CERTIFICATIONS (5 @ \$1,500 EA) SPECIALIZED TRAINING FOR THE TV TRUCK CONFINED SPACE CERTIFICATIONS OSHA SAFETY TRAINING *****						7,500 2,400 2,200 12,100
401-0800-536.40-10	EMPLOYEE TRAINING	259	3,199	6,000	5,500	1,454	3,000
LEVEL 5	TEXT LOCAL AND IN HOUSE TRAINING CLASSES AT DAYTONA STATE COLLEGE					TEXT AMT	3,000 3,000
401-0800-536.41-00	COMMUNICATION SERVICES	10,245	6,600	6,100	11,726	7,448	6,600
LEVEL 5	TEXT AT&T MOBILE CELL PHONES & AIR CARDS (AVG \$400/MT) EJ WARD GPS (AVG \$150/MTH) ** BASED ON ACTUAL EXPENSES FY16**					TEXT AMT	4,800 1,800 6,600
401-0800-536.44-10	EQUIP/OTHER RENTAL/LEASE	1,763	1,198	1,000	1,000	11	1,200
LEVEL 5	TEXT EMERGENCY FIELD EQUIPMENT RENTAL					TEXT AMT	1,200 1,200
401-0800-536.45-19	VEHICLE INSURANCE	9,000	6,698	6,334	6,334	5,278	7,347
LEVEL 5	TEXT VEHICLE INSURANCE					TEXT AMT	7,347 7,347
401-0800-536.46-10	GENERAL EQUIP MAINT	975	2,631	10,500	23,500	17,056	10,000
LEVEL 5	TEXT EQUIPMENT MAINTENANCE TV TRUCK, VACCON TRUCK & ON SITE MECHANIC VISITS NOT COVERED BY ANY WARRANTY CONTRACT ON FILE WITH CUES FOR EXP UP TO \$25,000 VACTRUCK MAINTENANCE (CONTRACT ON FILE WITH SOUTHERN SEWER EQ FOR EXP UP TO \$25,000) REPAIRS TO SMALL EQUIPMENT					TEXT AMT	5,000 4,500 500 10,000
401-0800-536.46-11	REGULAR MAINT/INSP EQUIP	116	99	1,000	3,500	2,302	500
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	MISC INSPECTION SERVICES FOR DISTRIBUTION AND COLLECTIONS LOCATIONS *VARIOUS EQUIPMENT (SAWS, PUMPS, ETC.) *FIRE EXTINGUISHER						500
							500
401-0800-536.46-12	VEH MAINT/REPAIR	37,579	32,030	45,000	37,500	30,933	45,000
LEVEL 5	TEXT REPAIRS & MAINTENANCE FOR DEPT VEHICLES & EQUIP. BASED ON PRIOR YEAR AVERAGE					TEXT AMT 45,000	
						45,000	
401-0800-536.46-16	BUILDING MAINT	1,884	1,179	2,000	2,000	1,440	2,000
LEVEL 5	TEXT DISTRIBUTION BUILDING COLLECTIONS BUILDING *****					TEXT AMT 1,000 1,000	
						2,000	
401-0800-536.46-18	CONT MAINT/COMM EQUIP	168	393	2,000	2,000	189	1,000
LEVEL 5	TEXT RADIO AND CELL PHONE REPAIRS & MAINTENANCE					TEXT AMT 1,000 1,000	
401-0800-536.46-36	SOFTWARE MAINTENANCE	0	0	10,000	3,000	3,000	10,000
LEVEL 5	TEXT INFRAMAP ANNUAL SOFTWARE SUPPORT ***** THIS SOFTWARE WAS PURCHASED IN FY16 AND IS USED FOR THE VALVE EXERCISING AND HYDRANT MAINTENANCE PROGRAMS *****					TEXT AMT 10,000	
						10,000	
401-0800-536.47-00	PRINTING AND BINDING	228	89	300	800	593	300
LEVEL 5	TEXT PRINTING OF MISC CUSTOMER NOTIFICATIONS LOCATE TICKETS					TEXT AMT 150 150 300	
401-0800-536.49-20	EQUIP & OTHER NON-CAPITAL	7,339	4,301	5,000	20,000	11,373	5,000
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
5	REPLACEMENT OF AGING NON CAPITAL EQUIPMENT CONCRETE SAWS BLOWERS PUMPS ROOT CUTTER						5,000
							5,000
401-0800-536.49-31	NON-CAP RPLMT MTR INSTALL	0	0	760,500	789,675	789,674	760,500
LEVEL 5	TEXT CIP: METER REPLACEMENT PROGRAM ZMI044 MOVE BALANCE TO THE PROPER ACCOUNTS 07-27-16 NT \$100,000 - MASTER METER RPLC 401-0800-536-64-31 \$103,045 - OVERTIME ZMI044 401-0800-536-14-00 \$7,884 - FICA TAX - 401-0800-536-21-00 \$1,571 - WORKER'S COMP 401-0800-536-24-00					TEXT AMT 973,000 212,500-	
							760,500
401-0800-536.49-33	NON-CAP NEW MTR INSTALLS	0	0	100,000	93,850	38,689	100,000
LEVEL 5	TEXT NON CAPITAL NEW METER INSTALLATIONS, NEW SERVICES ***** THERE ARE THREE NEW SUBDIVISIONS SET FOR FY17 1.) WATERSEDGE - LAST PHASE 2.) WOODHAVEN 3.) BROWNS LANDING NORTH ***** THIS WAS ONCE FUNDING IN THE 5532 ACCOUNT WAS MOVED TO 4933 *****					TEXT AMT 100,000	
							100,000
401-0800-536.51-00	OFFICE SUPPLIES	396	351	2,000	2,000	165	2,000
LEVEL 5	TEXT DISTRIBUTION CREW COLLECTIONS CREW					TEXT AMT 1,000 1,000 2,000	
401-0800-536.52-00	OTHER OPERATING SUPPLIES	54,164	57,375	58,000	65,020	54,014	47,000
LEVEL 5	TEXT MISC HAND TOOLS FOR DISTRIBUTION & COLLECTIONS MISC SUPPLIES USED TO MARK LOCATES BATTERIES, FLASH LIGHTS, SAFETY EQUIPMENT SAW BLADES, RAKES, SHOVELS, ETC NON OFFICE SUPPLIES RELATED ITEMS					TEXT AMT 47,000	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

		FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
ACCOUNT NUMBER	ACCOUNT DESCRIPTION						

						47,000	
401-0800-536.52-10	GAS, DIESEL, OIL, & GREASE	39,575	26,791	32,650	32,650	23,096	31,000
	LEVEL 5 TEXT					TEXT AMT	
						10,000	
	REGULAR FUEL: 4,000 GAL @ \$2.50					21,000	
	DIESEL FUEL: 7,000 GAL @ 3.00					31,000	
401-0800-536.52-11	JANITORIAL SUPPLIES	2,106	2,675	2,500	2,500	566	3,500
	LEVEL 5 TEXT					TEXT AMT	
						3,500	
	DISTRIBUTION AND COLLECTIONS BUILDING CLEANING						
	SUPPLIES AND SUPPLIES TO CLEAN VEHICLES					3,500	
401-0800-536.52-12	UNIFORMS	4,077	6,373	6,000	6,000	5,420	6,000
	LEVEL 5 TEXT					TEXT AMT	
						6,000	
	UNIFORMS FOR NEW EMPLOYEES, REPLACEMENT UNIFORMS						
	RUBBER BOOTS, RAIN GEAR, HATS, GLOVES, ETC					6,000	
401-0800-536.52-18	REP & MAINT SUPPLIES	119,952	73,060	75,000	137,000	102,498	125,000
	LEVEL 5 TEXT					TEXT AMT	
						125,000	
	DISTRIBUTION, HYDRANT & IRRIGATION SYSTEM						
	COLLECTION SYSTEMS, LININGS						
	VARIOUS PARTS RELATING TO THE REPAIRS TO MAIN						
	BREAKS & LEAKS						

	THIS ACCOUNT IS NOT USED FOR PROJECT RELATED						
	ITEMS						

						125,000	
401-0800-536.53-00	ROAD MATERIAL & SUPPLY	19,260	22,404	30,000	30,000	27,049	27,500
	LEVEL 5 TEXT					TEXT AMT	
						25,000	
	OPEN CUT REPAIRS BY PUBLIC WORKS, CRUSHED CONCRETE						
	GRAVEL & LIME ROCK						
	(SPARKS CONTRACT ON FILE UP TO \$50,000)						
	SOD NEEDED FOR REPAIR SITE RESTORATION					2,500	
						27,500	
401-0800-536.54-00	DUES & MEMBERSHIPS	0	360	450	450	0	450
	LEVEL 5 TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
5	18 MEMBERSHIPS TO FWPCOA @ \$25/EA						450 450
401-0800-536.54-01	BOOKS & SUBSCRIPTIONS	0	0	350	350	0	350
LEVEL 5	TEXT SAFETY TRAINING MATERIALS					TEXT AMT 350 350	
401-0800-536.55-31	NON-CAP RPLC MTR INSTALLS	133,733	920,826	50,000	0	0	0
401-0800-536.55-32	NON-CAP NEW MTR INSTALLS	0	51,829	0	0	0	0
*	OPERATING EXPENSE	577,239	1,377,611	1,387,784	1,426,455	1,260,805	1,383,347
401-0800-536.63-97	PROJ CAPITAL OUTLAY	0	0	25,000	68,000	0	25,000
LEVEL 5	TEXT CIP: UTILITY COORDINATION URL007					TEXT AMT 25,000 25,000	
401-0800-536.63-99	FIXED ASSET TRANSFERS	0	52,458-	0	0	0	0
401-0800-536.64-00	MACH & EQUIPMENT	0	12,845	10,000	6,150	6,150	12,000
LEVEL 5	TEXT PURCHASE OF TWO (2) 2" LINE STOP MACHINES ***** THESE MACHINES ARE A NEW REQUEST AND HAVE NOT BEEN FUNDED IN PRIOR YEARS *****					TEXT AMT 12,000	
							12,000
401-0800-536.64-15	ADP EQUIPMENT	0	20,714	0	7,475	7,475	0
401-0800-536.64-31	CAP NEW METER INSTALLS	0	0	50,000	50,000	31,970	150,000
LEVEL 5	TEXT REPLACEMENT OF LARGE METERS (COST OVER \$5000 EA) ***** THIS IS BUDGETED ON AN ANNUAL BASES TO PURCHASE LARGE METERS THAT ARE IN NEED OF REPLACEMENT DUE TO AGE ***** CIP : MASTER METER REPLACEMENT PROGRAM (NEW/REPLACEMENT METERS) 07-27-16 NT					TEXT AMT 50,000	
							100,000
							150,000
401-0800-536.67-31	CAP NEW MTR INST/RPLC	0	18,900	0	0	0	0
*	CAPITAL OUTLAY	0	1	85,000	131,625	45,595	187,000

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
401-0800-536.99-02	DEPRECIATION EXPENSE	14,765	6,399	0	0	0	0
*	NON-OPERATING EXPENSE	14,765	6,399	0	0	0	0
**	WATER DISTRIBUTION	1,458,665	2,252,981	2,647,247	2,737,492	2,213,788	2,731,315

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
UTILITIES LAB DIVISION							
401-0824-536.12-00	SALARIES AND WAGES	233,178	192,837	192,328	192,328	152,272	224,654
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	188,014
						WAGE INCREASE	4,521
						NEW: LAB TECHNICIAN	32,119
							224,654
401-0824-536.12-11	COMPENSATED ABSENCE	9,532-	24,058-	0	0	0	0
401-0824-536.14-00	OVERTIME	9,245	14,097	8,500	8,500	2,881	8,500
	LEVEL 5 TEXT					TEXT AMT	
						HOLIDAY COVERAGE, LINE BREAKS, EMERGENCIES	8,500
							8,500
401-0824-536.15-10	CERTIFICATION/LICENSES	0	110	5,000	500	0	1,500
	LEVEL 5 TEXT					TEXT AMT	
						CERTIFICATIONS FOR LAB EMPLOYEES	1,500
							1,500
401-0824-536.21-00	FICA TAXES	17,280	13,814	15,366	15,366	11,578	17,841
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	15,038
						WAGE INCREASE	345
						NEW: LAB TECHNICIAN	2,458
							17,841
401-0824-536.22-00	RETIREMENT CONTRIBUTIONS	28,907	21,042	25,989	25,989	22,560	31,538
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF	25,874
						WAGE INCREASE	647
						NEW: LAB TECHNICIAN	5,017
							31,538
401-0824-536.23-00	HEALTH INSURANCE	23,651	18,226	26,023	26,023	17,712	35,028
	LEVEL 5 TEXT					TEXT AMT	
						HEALTH	25,952
						DENTAL	1,652
						LIFE	435
						INCREASE ON LIFE	11
						NEW: LAB TECHNICIAN	6,978
							35,028

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
401-0824-536.24-00	WORKER'S COMPENSATION	3,378	2,950	2,574	2,574	2,408	3,964
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE NEW: LAB TECHNICIAN					TEXT AMT 3,342 77 545 3,964	
401-0824-536.26-00	OPEB / EAP BENEFIT	149	133	149	149	131	187
	LEVEL 5 TEXT CURRENT STAFF NEW: LAB TECHNICIAN					TEXT AMT 150 37 187	
* PERSONNEL SERVICES		306,256	239,151	275,929	271,429	209,542	323,212
401-0824-536.31-13	OTHER PROF. SERVICES	66,765	65,631	130,000	114,000	104,100	110,000
	LEVEL 5 TEXT ** CONTRACTS ON FILE WITH THE FOLLOWING VENDORS FOR VARIOUS LOCAL & STATE TESTING REQUIREMENTS PACE ANALYTICAL FLOWERS CHEMICAL MISC TESTING NOT COVERED UNDER THE ABOVE CONTRACTS *****					TEXT AMT 50,000 50,000 10,000 110,000	
401-0824-536.34-15	TEMP HELP SERVICE FEE	0	0	0	9,885	9,885	0
	LEVEL 5 TEXT TEMP HELP WAS USED IN FY16 FOR COVERAGE OF AN EMPL ON MATERNITY LEAVE, WILL NOT BE NEEDED IN FY17 *****					TEXT AMT	
401-0824-536.40-00	TRAVEL PER DIEM	764	450	2,500	1,500	373	1,500
	LEVEL 5 TEXT CEU REQUIREMENTS FOR LAB MANAGER CEU REQUIREMENTS FOR ASSIST. LAB MGR & LAB TECHS					TEXT AMT 500 1,000 1,500	
401-0824-536.40-10	EMPLOYEE TRAINING	110	310	500	500	120	500
	LEVEL 5 TEXT LOCAL SCHOOL AND IN-HOUSE TRAINING DAYTONA STATE COLLEGE ONE DAY COURSES					TEXT AMT 500	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2017 CM PROP3
								500
401-0824-536.41-00	COMMUNICATION SERVICES	751	212	500	276		167	500
	LEVEL 5 TEXT EJ WARD GPS (\$41.67/MTH)						TEXT AMT 500 500	
401-0824-536.45-19	VEHICLE INSURANCE	750	788	745	745		621	1,160
	LEVEL 5 TEXT VEHICLE INSURANCE						TEXT AMT 1,160 1,160	
401-0824-536.46-10	GENERAL EQUIP MAINT	0	191	500	0		0	500
	LEVEL 5 TEXT LAB EQUIPMENT MAINT						TEXT AMT 500 500	
401-0824-536.46-11	REGULAR MAINT/INSP EQUIP	0	0	500	380		380	500
	LEVEL 5 TEXT SAFETY EQUIPMENT INSPECTIONS SERVICES						TEXT AMT 500 500	
401-0824-536.46-12	VEH MAINT/REPAIR	1,297	3,058	4,000	4,000		1,910	4,000
	LEVEL 5 TEXT REPAIR & MAINTENANCE OF DEPT. VEHICLES & EQUIP.						TEXT AMT 4,000 4,000	
401-0824-536.46-16	BUILDING MAINT	0	2,495	0	0		0	2,500
	LEVEL 5 TEXT MISC UPGRADES TO THE LAB AREA						TEXT AMT 2,500 2,500	
401-0824-536.46-18	CONT MAINT/COMM EQUIP	0	0	0	294		294	0
401-0824-536.47-00	PRINTING AND BINDING	24	0	0	0		0	0
401-0824-536.49-19	TAXES, LICENSES, AND FEES	1,700	1,500	2,000	2,000		1,500	2,000
	LEVEL 5 TEXT ANNUAL LICENSE FOR LAB CERTIFICATION						TEXT AMT 2,000 2,000	
401-0824-536.49-20	EQUIP & OTHER NON-CAPITAL	457	757	1,000	600		592	1,000
	LEVEL TEXT						TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	REPLACE SMALL LAB TOOLS OVER \$500 BUT UNDER \$5,000						1,000
							1,000
401-0824-536.51-00	OFFICE SUPPLIES	2,382	1,678	1,000	1,000	693	1,500
LEVEL 5	TEXT PURCHASE OF VARIOUS OFFICE SUPPLIES PENS, PAPER, INK, DESK ITEMS					TEXT AMT	1,500
							1,500
401-0824-536.52-00	OTHER OPERATING SUPPLIES	1,262	2,180	1,500	2,300	2,167	2,000
LEVEL 5	TEXT MISC SUPPLIES OTHER THAN OFFICE SUPPLIES					TEXT AMT	2,000
							2,000
401-0824-536.52-10	GAS, DIESEL, OIL, & GREASE	2,393	1,244	1,938	1,938	907	1,938
LEVEL 5	TEXT REGULAR FUEL: 775 GAL @ \$2.50 = \$1,937.50 DIESEL: NOT UTILIZED AT THIS TIME					TEXT AMT	1,938
							1,938
401-0824-536.52-11	JANITORIAL SUPPLIES	832	567	800	800	441	800
LEVEL 5	TEXT MISC OFFICE CLEANING SUPPLIES					TEXT AMT	800
							800
401-0824-536.52-12	UNIFORMS	1,188	1,007	1,000	1,100	1,001	1,500
LEVEL 5	TEXT REPLACEMENT UNIFORMS, RUBBER BOOTS, RAIN GEAR UNIFORMS FOR NEW EMPLOYEES					TEXT AMT	1,500
							1,500
401-0824-536.52-16	MEDICAL/LAB SUPPLIES	43,167	38,704	35,000	47,479	39,999	40,000
LEVEL 5	TEXT ** CONTRACTS ON FILE WITH THE FOLLOWING VENDORS FOR MISC. LAB SUPPLIES, CONTRACTS ARE FOR MULTIPLE YEARS **					TEXT AMT	
	HARDY DIAGNOSTICS						10,000
	IDEXX DISB.						10,000
	FISHER SCIENTIFIC						5,000
	HACH COMPANY						10,000
	MISC LAB SUPPLIES NOT COVERED UNDER THE ABOVE						5,000

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CONTRACTS *****							
						40,000	
401-0824-536.52-18	REP & MAINT SUPPLIES	34	295	450	6	6	400
	LEVEL 5 TEXT MISC REPAIRS SUPPLIES					TEXT AMT 400 400	
401-0824-536.54-00	DUES & MEMBERSHIPS	212	250	325	225	30	500
	LEVEL 5 TEXT FWPCOA, FRWA, FIPA, FSEA ANNUAL DUES					TEXT AMT 500 500	
401-0824-536.54-01	BOOKS & SUBSCRIPTIONS	0	150	200	0	0	100
	LEVEL 5 TEXT SAFETY MATERIAL					TEXT AMT 100 100	
*	OPERATING EXPENSE	124,088	121,467	184,458	189,028	165,186	172,898
**	UTILITIES LAB DIVISION	430,344	360,618	460,387	460,457	374,728	496,110
***	W/S DISTRIBUTION	1,889,009	2,613,599	3,107,634	3,197,949	2,588,516	3,227,425

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401-0900-536.12-00	UTILITY ADMINISTRATION UTILITY ADMINISTRATION SALARIES AND WAGES	597,554	650,464	692,005	687,779	523,992	690,738
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	683,130
						WAGE INCREASE	13,035
						*CALCULATION REVISIONS (7/22/16 JLM)	5,427-
							690,738
401-0900-536.12-10	CAR ALLOWANCE	0	2,054	0	3,000	2,215	3,000
	LEVEL 5 TEXT					TEXT AMT	
						PER DEPT HEAD CONTRACT (\$175/MTH)	3,000
							3,000
401-0900-536.12-11	COMPENSATED ABSENCE	14,676	12,632	0	0	0	0
401-0900-536.12-12	ADD. SALARY & BENEFITS	2,636	2,959	0	0	0	0
401-0900-536.12-20	CAPITAL LABOR OFFSET	2,441-	0	0	0	0	0
401-0900-536.14-00	OVERTIME	4,520	1,571	5,000	5,000	1,379	8,500
	LEVEL 5 TEXT					TEXT AMT	
						HOURLY EMPLOYEES	8,500
						UTILITY INSPECTOR	
						RIGHT OF WAY AGENT	
						ADMINISTRATIVE ASSISTANT	

						THE UTILITY INSPECTOR HAS SEVERAL LARGE PROJECTS	
						UPCOMING IN FY17 AND WILL REQUIRE ADDITIONAL FIELD	
						TIME.	

							8,500
401-0900-536.15-10	CERTIFICATION/LICENSES	100	404	2,000	2,000	0	2,000
	LEVEL 5 TEXT					TEXT AMT	
						FLA BOARD OF ENGINEERS (4)	500
						DEP	500
						RIGHT OF WAY AGENT	500
						WATER LICENSE RENEWAL (2)	500
							2,000
401-0900-536.21-00	FICA TAXES	43,999	48,466	53,327	53,327	38,851	53,729
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	53,147
						WAGE INCREASE	997
						*CALCULATION REVISIONS (7/22/16 JLM)	415-

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							53,729
401-0900-536.21-20	CAP PROJ BENEFIT OFFSET	760-	0	0	0	0	0
401-0900-536.22-00	RETIREMENT CONTRIBUTIONS	74,849	79,218	94,835	94,835	71,049	95,285
	LEVEL 5 TEXT					TEXT AMT	
						94,145	
						1,831	
						691-	
						95,285	
401-0900-536.23-00	HEALTH INSURANCE	54,571	55,475	67,881	67,881	50,529	72,939
	LEVEL 5 TEXT					TEXT AMT	
						67,021	
						4,266	
						1,633	
						33	
						14-	
						72,939	
401-0900-536.24-00	WORKER'S COMPENSATION	4,938	6,483	6,262	6,262	4,133	5,589
	LEVEL 5 TEXT					TEXT AMT	
						5,379	
						98	
						112	
						5,589	
401-0900-536.25-00	UNEMPLOYMENT COMP	0	1,089	0	0	0	0
401-0900-536.26-00	OPEB / EAP BENEFIT	342	321	384	384	248	387
	LEVEL 5 TEXT					TEXT AMT	
						387	
						387	
* PERSONNEL SERVICES		794,984	861,136	921,694	920,468	692,396	932,167
401-0900-536.31-13	OTHER PROF. SERVICES	74,561	98,594	100,000	125,842	106,116	100,000
	LEVEL 5 TEXT					TEXT AMT	
						15,000	
						5,000	
						25,000	
						25,000	
						3,000	
						27,000	

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						100,000	
401-0900-536.34-14	CONTRACT SERVICES OTHER	0	0	0	0	420-	0
401-0900-536.34-15	TEMP HELP SERVICE FEE	11,771	0	0	0	0	0
401-0900-536.40-00	TRAVEL PER DIEM	2,411	1,049	1,125	1,125	549	1,125
	LEVEL 5 TEXT					TEXT AMT	
						1,125	
	TRAVEL PER DIEM, 15 DAYS X \$75						
	SEMINARS AND CONFERENCES					1,125	
401-0900-536.40-10	EMPLOYEE TRAINING	2,427	3,397	4,800	2,800	2,077	4,800
	LEVEL 5 TEXT					TEXT AMT	
	LOCAL TRAINING:						
	4 - ONE DAY EVENTS @ \$150 EA					600	
	3 - THREE DAY EVENTS @ \$500 EA					1,500	
	UTILITY MANAGEMENT TRAINING SCHOOL					1,000	
	ENGINEER PROF. DEVELOPMENT HOURS (4 @ \$425 EA)					1,700	
						4,800	
401-0900-536.41-00	COMMUNICATION SERVICES	2,413	2,653	2,520	4,124	3,172	3,020
	LEVEL 5 TEXT					TEXT AMT	
	AT&T MOBILITY (\$150/MTH)					1,800	
	EJ WARD (GPS) (\$60/MTH)					720	
	UPGRADED PHONE SERVICES					500	
						3,020	
401-0900-536.44-10	EQUIP/OTHER RENTAL/LEASE	1,081	603	16,000	13,416	11,386	16,000
	LEVEL 5 TEXT					TEXT AMT	
	MISC. EQUIPMENT RENTAL					1,000	
	FEC ANNUAL RIGHT OF WAY LICENSE AGREEMENT					15,000	
						16,000	
401-0900-536.45-19	VEHICLE INSURANCE	750	788	745	745	621	5,414
	LEVEL 5 TEXT					TEXT AMT	
	VEHICLE INSURANCE					5,414	
						5,414	
401-0900-536.46-10	GENERAL EQUIP MAINT	0	0	0	0	0	500
	LEVEL 5 TEXT					TEXT AMT	
	MISC OFFICE EQUIPMENT MAINTENANCE AS NEEDED					500	
						500	

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401-0900-536.46-11	REGULAR MAINT/INSP EQUIP	360	281	500	500	232	500
	LEVEL 5 TEXT DOCUMENT TECH (COPIER) \$125/QTR)					TEXT AMT 500 500	
401-0900-536.46-12	VEH MAINT/REPAIR	329	856	2,000	5,500	4,975	2,000
	LEVEL 5 TEXT REPAIR & MAINTENANCE OF DEPT VEHICLES & EQUIP. BASED ON FY16 MTHLY AVERAGE					TEXT AMT 2,000 2,000	
401-0900-536.46-16	BUILDING MAINT	0	0	500	0	0	0
401-0900-536.46-18	CONT MAINT/COMM EQUIP	49	1,248	1,000	84	84	1,000
	LEVEL 5 TEXT REPAIR / REPLACE OF CELL PHONES AND RADIOS					TEXT AMT 1,000 1,000	
401-0900-536.47-00	PRINTING AND BINDING	73	60	200	300	209	200
	LEVEL 5 TEXT FLYERS, NOTICES, MISC FORMS, BUSINESS CARDS					TEXT AMT 200 200	
401-0900-536.48-04	PUB RELATION ACTIVITY	0	2,000	3,000	3,000	0	3,000
	LEVEL 5 TEXT PUBLIC INFORMATION, FAMILY DAYS					TEXT AMT 3,000 3,000	
401-0900-536.49-01	ADVERTISING	1,485	878	0	1,226	1,226	0
401-0900-536.49-02	COMPUTER SOFTWARE	790	6,632	0	0	0	0
401-0900-536.49-14	FURN & FIXTURE NON-CAP	0	0	0	5,000	1,423	0
401-0900-536.49-19	TAXES, LICENSES, AND FEES	10,319	11,578	0	0	0	0
401-0900-536.49-20	EQUIP & OTHER NON-CAPITAL	3,725	6,534	0	0	0	5,000
	LEVEL 5 TEXT REPLACE COLOR PRINTERS AND VARIOUS EQUIPMENT OVER \$500 BUT UNDER \$5,000					TEXT AMT 5,000 5,000	
401-0900-536.49-66	TFR TO 506 BLDG MAINT FD	104,194	94,409	80,442	80,442	67,035	92,900
	LEVEL 5 TEXT SECOND DRAFT					TEXT AMT 92,900 92,900	

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401-0900-536.51-00	OFFICE SUPPLIES	11,343	7,595	5,000	5,000	3,707	5,000
	LEVEL 5 TEXT MISC OFFICE SUPPLIES PENS, PAPER, PRINTER INK, VARIOUS OFFICE SUPPLIES					TEXT AMT 5,000 5,000	
401-0900-536.52-00	OTHER OPERATING SUPPLIES	8,227	6,381	5,000	7,500	7,249	5,000
	LEVEL 5 TEXT MISC SUPPLIES OTHER THAN OFFICE SUPPLIES					TEXT AMT 5,000 5,000	
401-0900-536.52-10	GAS, DIESEL, OIL, & GREASE	1,056	784	2,000	2,000	408	750
	LEVEL 5 TEXT REGULAR FUEL: 300 GAL @ \$2.50 DIESEL FUEL: NOT UTILIZED AT THIS TIME					TEXT AMT 750 750	
401-0900-536.52-11	JANITORIAL SUPPLIES	0	0	0	0	0	500
	LEVEL 5 TEXT MISC CLEANING SUPPLIES AS NEEDED					TEXT AMT 500 500	
401-0900-536.52-12	UNIFORMS	0	0	0	0	0	500
	LEVEL 5 TEXT UNIFORMS FOR UTILITY INSPECTOR THIS IS NEWLY FUNDED FOR FY17					TEXT AMT 500 500	
401-0900-536.52-15	POSTAL SERVICE	1,146	305	500	500	266	500
	LEVEL 5 TEXT POSTAGE					TEXT AMT 500 500	
401-0900-536.54-00	DUES & MEMBERSHIPS	8,308	6,143	6,500	7,000	6,723	7,780
	LEVEL 5 TEXT AWWA ANNUAL DEPARTMENT MEMBERSHIP FL ENGINEERING SOCIETY (4 @ \$335.00 EA) RIGHT OF WAY AGENT - IRWA RIGHT OF WAY AGENT - NALA DAYTONA BEACH NEWS JOURNAL					TEXT AMT 5,650 1,340 230 140 300	

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	FWPCOA (4 EA @ \$30.00) ***** WHEN PU ADMIN IS FULLY STAFFED OUR ANNUAL DUES WILL INCREASE. WE WILL BE FULLY STAFFED IN FY17 *****						120
						7,780	
401-0900-536.54-01	BOOKS & SUBSCRIPTIONS	2,054	386	1,050	1,050	213	1,050
	LEVEL 5 TEXT SAFETY, OSHA, WATER INDUSTRY PUBLICATIONS DAYTONA BEACH NEWS JOURNAL					TEXT AMT 750 300 1,050	
*	OPERATING EXPENSE	248,872	253,154	232,882	267,154	217,251	256,539
401-0900-536.62-00	BUILDINGS AND IMP. TO	0	0	0	10,379	10,379	0
*	CAPITAL OUTLAY	0	0	0	10,379	10,379	0
**	UTILITY ADMINSTRATION	1,043,856	1,114,290	1,154,576	1,198,001	920,026	1,188,706

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401-0901-536.12-00	UTILITY WAREHOUSE SALARIES AND WAGES	50,310	65,800	66,342	66,342	60,208	68,123
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE					TEXT AMT 66,466 1,657 68,123	
401-0901-536.12-11	COMPENSATED ABSENCE	6,771	198-	0	0	0	0
401-0901-536.14-00	OVERTIME	3,683	13,253	4,000	8,383	9,000	5,000
	LEVEL 5 TEXT WAREHOUSE ON CALL FOR STOREKEEPER OFFICE ASSISTANT - OFFICE COVERAGE & BACKFLOW ISSUES					TEXT AMT 4,000 1,000 5,000	
401-0901-536.21-00	FICA TAXES	4,453	5,908	5,382	5,382	5,109	5,596
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE					TEXT AMT 5,469 127 5,596	
401-0901-536.22-00	RETIREMENT CONTRIBUTIONS	4,993	7,355	8,263	8,263	8,475	9,658
	LEVEL 5 TEXT CURRENT STAFF WAGE INCREASE					TEXT AMT 9,422 236 9,658	
401-0901-536.23-00	HEALTH INSURANCE	7,633	12,393	12,915	12,915	11,774	13,950
	LEVEL 5 TEXT HEALTH DENTAL LIFE INCREASE ON LIFE					TEXT AMT 12,976 826 145 3 13,950	
401-0901-536.24-00	WORKER'S COMPENSATION	579	737	630	630	600	729
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE					TEXT AMT 713 16 729	
401-0901-536.26-00	OPEB / EAP BENEFIT	49	75	112	112	68	75

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	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT	
							75 75
* PERSONNEL SERVICES		78,471	105,323	97,644	102,027	95,234	103,131
401-0901-536.31-13	OTHER PROF. SERVICES	1,247	197	0	0	0	0
401-0901-536.34-14	CONTRACT SERVICES OTHER	0	0	1,200	1,200	658	1,200
	LEVEL 5 TEXT WAREHOUSE SECURITY SYSTEM (\$200 QTRLY)					TEXT AMT	
							800
	ABC LOCK AND SAFE						200
	OTHER ADDITIONAL SERVICES AS NEEDED						200
							1,200
401-0901-536.40-00	TRAVEL PER DIEM	0	0	1,000	0	0	1,000
	LEVEL 5 TEXT SCHOOLS, SEMINARS, CONFERENCES					TEXT AMT	
							250
	WAREHOUSE MANAGEMENT TRAINING						250
	CROSS CONNECTION TRAINING						500
							1,000
401-0901-536.40-10	EMPLOYEE TRAINING	0	0	510	0	0	510
	LEVEL 5 TEXT CLASSES HELD AT DAYTONA STATE (6 EA @ \$85.00)					TEXT AMT	
							510
							510
401-0901-536.41-00	COMMUNICATION SERVICES	1,498	961	1,930	1,930	717	1,665
	LEVEL 5 TEXT COMMUNICATION SERVICES AS FOLLOWS:					TEXT AMT	
	ST OF FLA - OFFICE PHONES (\$25/MTH)						575
	AT&T MOBILITY - CALL OUT PHONE (\$30/MTH)						360
	TIME WARNER -CABLE/INTERNET SVC (\$40/MTH)						480
	EJ WARD - GPS (\$20.84/MTH)						250
							1,665
401-0901-536.44-10	EQUIP/OTHER RENTAL/LEASE	0	29	500	500	442	500
	LEVEL 5 TEXT EMERGENCY RENTAL OF FORK LIFT					TEXT AMT	
							500
							500
401-0901-536.45-19	VEHICLE INSURANCE	375	394	373	373	311	387

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	LEVEL 5 TEXT VEHICLE INSURANCE					TEXT AMT 387 387	
401-0901-536.46-10	GENERAL EQUIP MAINT	123	27	200	200	25	200
	LEVEL 5 TEXT REPAIR & MAINTENANCE FOR SCANNERS/BARCODE EQUIP					TEXT AMT 200 200	
401-0901-536.46-11	REGULAR MAINT/INSP EQUIP	0	179	500	500	219	500
	LEVEL 5 TEXT ANNUAL WAREHOUSE FIRE AND ALARM INSPECTION SERVICE					TEXT AMT 500 500	
401-0901-536.46-12	VEH MAINT/REPAIR	604	786	1,000	0	556	1,000
	LEVEL 5 TEXT REPAIR & MAINTENANCE FOR DEPT VEHICLES & EQUIP.					TEXT AMT 1,000 1,000	
401-0901-536.46-16	BUILDING MAINT	0	888	500	500	307	600
	LEVEL 5 TEXT VARIOUS REPAIRS/MAINTENANCE AT WAREHOUSE FACILITY					TEXT AMT 600 600	
401-0901-536.46-18	CONT MAINT/COMM EQUIP	0	0	300	0	0	300
	LEVEL 5 TEXT REPAIR OR REPLACEMENT OF CELL PHONE OR RADIO					TEXT AMT 300 300	
401-0901-536.47-00	PRINTING AND BINDING	0	0	100	0	0	0
	LEVEL 5 TEXT					TEXT AMT	
401-0901-536.49-02	COMPUTER SOFTWARE	0	790	1,500	1,000	790	800
	LEVEL 5 TEXT TOKAY - CROSS CONNECTIONS SOFTWARE UPDATE					TEXT AMT 800 800	
401-0901-536.49-20	EQUIP & OTHER NON-CAPITAL	1,001	0	1,000	0	0	0
401-0901-536.49-66	TFR TO 506 BLDG MAINT FD	8,789	9,393	13,839	13,839	11,533	15,929

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	LEVEL 5 TEXT SECOND DRAFT					TEXT AMT 15,929 15,929	
401-0901-536.51-00	OFFICE SUPPLIES	2,304	2,899	2,500	2,500	302	2,500
	LEVEL 5 TEXT PURCHASE OF VARIOUS OFFICE SUPPLIES					TEXT AMT 2,500 2,500	
401-0901-536.52-00	OTHER OPERATING SUPPLIES	5,623	5,833	6,000	6,000	4,085	6,000
	LEVEL 5 TEXT PURCHASE OF VARIOUS NON-OFFICE RELATED SUPPLIES					TEXT AMT 6,000 6,000	
401-0901-536.52-10	GAS, DIESEL, OIL, & GREASE	819	395	500	500	312	500
	LEVEL 5 TEXT REGULAR FUEL: 80 GAL @ \$2.50 DIESEL FUEL: NOT UTILIZED AT THIS TIME LP GAS FOR FORKLIFTS: \$50/FILL @ 6 TIMES PER YEAR					TEXT AMT 200 300 500	
401-0901-536.52-12	UNIFORMS	0	352	500	500	0	500
	LEVEL 5 TEXT UNIFORMS FOR STORE KEEPER & PARTTIME REPAIR TECH					TEXT AMT 500 500	
401-0901-536.52-15	POSTAL SERVICE	0	676	500	1,000	795	675
	LEVEL 5 TEXT MAILING OF BACKFLOW LETTERS FOR COMPLIANCE					TEXT AMT 675 675	
401-0901-536.54-00	DUES & MEMBERSHIPS	214	226	100	0	0	100
401-0901-536.54-01	BOOKS & SUBSCRIPTIONS	0	0	300	300	226	300
	LEVEL 5 TEXT DAYTONA BEACH NEWS JOURNAL SUBSCRIPTION					TEXT AMT 300 300	
* OPERATING EXPENSE		22,597	24,025	34,852	30,842	21,278	35,166
401-0901-536.64-00	MACH & EQUIPMENT	6,029	0	0	0	0	0

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* CAPITAL OUTLAY		6,029	0	0	0	0	0
** UTILITY WAREHOUSE		107,097	129,348	132,496	132,869	116,512	138,297
*** UTILITY ADMINISTRATION		1,150,953	1,243,638	1,287,072	1,330,870	1,036,538	1,327,003
**** W&S O&M REVENUE FUND		28,883,194	28,998,440	26,430,048	26,886,933	21,094,815	26,697,099

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W/S R&R FUND (A)							
403-0000-334.38-00	ST JOHNS WATER MANAGEMENT	0	0	0	638,646	0	0
403-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,851	12,058	5,000	5,000	8,515	5,000
403-0000-389.10-00	APPROPRIATED FUND BAL	0	0	216,972	2,399,953	0	0
403-0000-399.10-12	FRM 401 WATER/SEWER REV	2,400,000	2,400,000	2,400,000	2,400,000	2,000,000	2,400,000
*		2,402,851	2,412,058	2,621,972	5,443,599	2,008,515	2,405,000
**	W/S R&R FUND (A)	2,402,851	2,412,058	2,621,972	5,443,599	2,008,515	2,405,000
***	W/S R&R FUND (A)	2,402,851	2,412,058	2,621,972	5,443,599	2,008,515	2,405,000
****	W/S R&R FUND (A)	2,402,851	2,412,058	2,621,972	5,443,599	2,008,515	2,405,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
WATER PRODUCTION							
1987 BOND PROJECTS							
403-0200-533.44-13	FLEET FINANCING	214,836	245,876	296,972	296,972	247,477	316,294

*	OPERATING EXPENSE	214,836	245,876	296,972	296,972	247,477	316,294
403-0200-533.63-97	PROJ CAPITAL OUTLAY	580,947	345,439	500,000	851,550	255,805	680,000
LEVEL 5		TEXT				TEXT AMT	
		CIP: WATER SUPPLY WELLS WWW002				50,000	
		CIP: POTABLE WTR PLNT RENO/RPLC WWP003				430,000	
		CIP: TELEMETRY MME003				200,000	
						680,000	
403-0200-533.63-99	FIXED ASSET TRANSFERS	706,371-	351,999-	0	0	37,084-	0
403-0200-533.64-97	PROFESSIONAL SERVICES	125,424	9,010	180,000	147,881	57,969	0

*	CAPITAL OUTLAY	0	2,450	680,000	999,431	276,690	680,000

**	1987 BOND PROJECTS	214,836	248,326	976,972	1,296,403	524,167	996,294

***	WATER PRODUCTION	214,836	248,326	976,972	1,296,403	524,167	996,294

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
NON DEPARTMENTAL							
BOND PROJECTS							
403-0300-536.63-97	PROJ CAPITAL OUTLAY	0	0	750,000	750,000	0	0
403-0300-536.63-99	FIXED ASSET TRANSFERS	0	2,450-	0	0	0	0
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*	CAPITAL OUTLAY	0	2,450-	750,000	750,000	0	0
403-0300-536.99-10	CONTINGENCY	0	0	0	0	0	223,706
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*	NON-OPERATING EXPENSE	0	0	0	0	0	223,706
-----		-----	-----	-----	-----	-----	-----
**	BOND PROJECTS	0	2,450-	750,000	750,000	0	223,706
-----		-----	-----	-----	-----	-----	-----
***	NON DEPARTMENTAL	0	2,450-	750,000	750,000	0	223,706

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FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	WASTEWATER COLLECTION						
403-0401-535.63-97	PROJ CAPITAL OUTLAY	203,563	494,366	200,000	683,062	683,062	0
403-0401-535.63-99	FIXED ASSET TRANSFERS	203,563-	494,366-	0	0	0	0
		-----	-----	-----	-----	-----	-----
*	CAPITAL OUTLAY	0	0	200,000	683,062	683,062	0
		-----	-----	-----	-----	-----	-----
**	WASTEWATER COLLECTION	0	0	200,000	683,062	683,062	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	SRF PROJECTS/OTHR GRANTS						
403-0410-535.63-97	PROJ CAPITAL OUTLAY	0	0	0	638,646	342,392	0
*	CAPITAL OUTLAY	0	0	0	638,646	342,392	0
**	SRF PROJECTS/OTHR GRANTS	0	0	0	638,646	342,392	0
***	*WASTEWATER TREATMENT	0	0	320,000	2,230,638	1,260,851	885,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	METER READER						
	METER READER						
403-0500-536.49-31	NON-CAP RPLMT MTR INSTALL	0	0	0	288,664	145,740	0
403-0500-536.55-31	NON-CAP RPLC MTR INSTALLS	891,237	186,576	0	8,681	8,681	0
		-----	-----	-----	-----	-----	-----
*	OPERATING EXPENSE	891,237	186,576	0	297,345	154,421	0
		-----	-----	-----	-----	-----	-----
**	METER READER	891,237	186,576	0	297,345	154,421	0
		-----	-----	-----	-----	-----	-----
***	METER READER	891,237	186,576	0	297,345	154,421	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
403-0800-533.63-97	W/S DISTRIBUTION WATER DISTRIBUTION PROJ CAPITAL OUTLAY	202,550	33,468	575,000	869,213	401,389	300,000
	LEVEL 5 TEXT CIP: WATER SYSTEM REPLACEMENTS URP001					TEXT AMT 300,000 300,000	
403-0800-533.63-99	FIXED ASSET TRANSFERS	202,550-	33,468-	0	0	180,012-	0
*	CAPITAL OUTLAY	0	0	575,000	869,213	221,377	300,000
**	WATER DISTRIBUTION	0	0	575,000	869,213	221,377	300,000
***	W/S DISTRIBUTION	0	0	575,000	869,213	221,377	300,000
****	W/S R&R FUND (A)	1,106,073	432,452	2,621,972	5,443,599	2,160,816	2,405,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
IMPACT FEE							
405-0000-324.21-00	RESIDENTIAL PHYSICAL ENVI	1,468,271	0	0	0	346,169	0
405-0000-324.21-30	RESIDENTIAL WATER	0	228,475	150,000	150,000	0	150,000
	LEVEL 5 TEXT INITIAL ESTIMATE FOR FY17					TEXT AMT 150,000	
	*****					150,000	
405-0000-324.21-50	RESIDENTIAL SEWER	0	233,616	150,000	150,000	0	150,000
	LEVEL 5 TEXT INITIAL ESTIMATE FOR FY17					TEXT AMT 150,000	
	*****					150,000	
405-0000-324.22-00	COMMERCIAL PHYSICAL ENVIR	226,841	0	0	0	220,487	0
405-0000-324.22-30	COMMERCIAL WATER	0	189,956	150,000	150,000	0	150,000
	LEVEL 5 TEXT INITIAL ESTIMATE FOR FY17					TEXT AMT 150,000	
						150,000	
405-0000-324.22-50	COMMERCIAL SEWER	0	159,532	150,000	150,000	0	150,000
	LEVEL 5 TEXT INITIAL ESTIMATE FOR FY17					TEXT AMT 150,000	
						150,000	
405-0000-361.10-00	INTEREST EARNINGS-INVESTM	4,165	24,088	1,000	1,000	11,183	1,000
405-0000-369.90-00	MISC REVENUE	9,392	7,533	0	0	0	0
405-0000-389.10-00	APPROPRIATED FUND BAL	0	0	536,000	3,313,569	0	0
405-0000-389.40-01	OTHER GRANTS/DONATIONS	0	6,000	0	0	0	0
*		1,708,669	849,200	1,137,000	3,914,569	577,839	601,000
**	IMPACT FEE	1,708,669	849,200	1,137,000	3,914,569	577,839	601,000
***	IMPACT FEE	1,708,669	849,200	1,137,000	3,914,569	577,839	601,000
****	IMPACT FEE	1,708,669	849,200	1,137,000	3,914,569	577,839	601,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	WATER PRODUCTION						
	1987 BOND PROJECTS						
405-0200-533.63-97	PROJ CAPITAL OUTLAY	0	0	225,000	158,552	0	0
*	CAPITAL OUTLAY	0	0	225,000	158,552	0	0
**	1987 BOND PROJECTS	0	0	225,000	158,552	0	0
***	WATER PRODUCTION	0	0	225,000	158,552	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
NON DEPARTMENTAL BOND PROJECTS							
405-0300-536.49-90	ADMIN SERVICE FEES	33,902	16,037	12,000	12,000	10,000	12,000
*	OPERATING EXPENSE	33,902	16,037	12,000	12,000	10,000	12,000
405-0300-536.99-10	CONTINGENCY	0	0	0	0	0	64,000
*	NON-OPERATING EXPENSE	0	0	0	0	0	64,000
**	BOND PROJECTS	33,902	16,037	12,000	12,000	10,000	76,000
***	NON DEPARTMENTAL	33,902	16,037	12,000	12,000	10,000	76,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
*WASTEWATER TREATMENT							
WASTEWATER TREATMENT							
405-0400-535.63-97	PROJ CAPITAL OUTLAY	156,659	1,030,143	625,000	2,904,039	1,773,628	0
405-0400-535.63-99	FIXED ASSET TRANSFERS	156,659-	1,030,143-	0	0	0	0
		-----	-----	-----	-----	-----	-----
*	CAPITAL OUTLAY	0	0	625,000	2,904,039	1,773,628	0
		-----	-----	-----	-----	-----	-----
**	WASTEWATER TREATMENT	0	0	625,000	2,904,039	1,773,628	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
405-0401-535.63-97	WASTEWATER COLLECTION PROJ CAPITAL OUTLAY	21,395	194,340	25,000	150,880	81,782	50,000
	LEVEL 5 TEXT CIP: CITY COST PARTICIPATION UCP001					TEXT AMT 50,000 50,000	
405-0401-535.63-99	FIXED ASSET TRANSFERS	21,395-	194,340-	0	0	0	0
*	CAPITAL OUTLAY	0	0	25,000	150,880	81,782	50,000
**	WASTEWATER COLLECTION	0	0	25,000	150,880	81,782	50,000
***	*WASTEWATER TREATMENT	0	0	650,000	3,054,919	1,855,410	50,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
W/S DISTRIBUTION							
WATER DISTRIBUTION							
405-0800-533.63-97	PROJ CAPITAL OUTLAY	155,346	76,700	250,000	689,098	497,606	475,000
	LEVEL 5						
	TEXT					TEXT AMT	
	CIP: WATER SYSTEM REPLACEMENT URP001					375,000	
	CIP: WATER SYSTEM EXTENSION /UPSIZING UET001					50,000	
	CIP: CITY COST PARTICIPATION UCP001					50,000	
						475,000	
405-0800-533.63-99	FIXED ASSET TRANSFERS	155,346-	76,700-	0	0	273,518-	0
*	CAPITAL OUTLAY	0	0	250,000	689,098	224,088	475,000
**	WATER DISTRIBUTION	0	0	250,000	689,098	224,088	475,000
***	W/S DISTRIBUTION	0	0	250,000	689,098	224,088	475,000
****	IMPACT FEE	33,902	16,037	1,137,000	3,914,569	2,089,498	601,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
SOLID WASTE							
410-0000-343.41-00	GARBAGE-CURBSIDE	4,760,393	5,289,926	5,132,030	5,132,030	4,489,716	5,200,000
	LEVEL 5 TEXT PROJ REV BASED ON JUN15-MAY16 ACTUALS 06/27/16 JLM DOES NOT ASSUME AN INCR					TEXT AMT 5,200,000	
						5,200,000	
410-0000-343.42-00	ENERGY FEE-GARBAGE	605,398	612,058	608,460	608,460	526,616	613,359
	LEVEL 5 TEXT PROJ REV BASED ON JUN15-MAY16 ACTUALS 06/27/16 JLM DOES NOT ASSUME A RATE INCR					TEXT AMT 613,359	
						613,359	
410-0000-343.43-00	LANDFILL FEE	586,172	0	0	0	739-	0
410-0000-343.44-00	COMMERCIAL-GARBAGE CONTAI	969,152	1,118,817	1,228,560	1,228,560	977,474	1,128,629
	LEVEL 5 TEXT PROJ REV BASED ON JUN15-MAY16 ACTUALS 06/27/16 JLM DOES NOT ASSUME A RATE INCR					TEXT AMT 1,128,629	
						1,128,629	
410-0000-343.46-00	COMMERCIAL-ROLL OFF	22,140	16,265	13,000	13,000	13,105	17,000
	LEVEL 5 TEXT PROJ REV BASED ON JUN15-MAY16 ACTUALS 06/27/16 JLM					TEXT AMT 17,000	
						17,000	
410-0000-343.66-00	SERVICE CHARGE/ LATE FEE	0	0	0	0	37	0
410-0000-361.10-00	INTEREST EARNINGS-INVESTM	6,580	13,809	14,000	14,000	17,050	14,000
410-0000-369.90-00	MISC REVENUE	37	42	0	0	11	0
410-0000-369.97-00	RECYCLING PROCEEDS	41,711	15,273	67,100	67,100	9,234	8,300
	LEVEL 5 TEXT PROJ REV BASED ON JUN15-MAY16 ACTUALS 06/27/16 JLM					TEXT AMT 8,300	
						8,300	
410-0000-381.16-00	TRANSFER FROM 001	0	888	0	0	0	0
*		6,991,583	7,067,078	7,063,150	7,063,150	6,032,504	6,981,288
**	SOLID WASTE	6,991,583	7,067,078	7,063,150	7,063,150	6,032,504	6,981,288
***	SOLID WASTE	6,991,583	7,067,078	7,063,150	7,063,150	6,032,504	6,981,288

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
*****	SOLID WASTE	6,991,583	7,067,078	7,063,150	7,063,150	6,032,504	6,981,288

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
410-6100-534.12-00	SOLID WASTE SOLID WASTE ADMIN. SALARIES & WAGES	156,383	168,173	174,763	220,968	156,064	168,007
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	175,035
						WAGE INCREASE	2,936
						NEW: CUSTOMER SERVICE REP	26,343
						FEDERAL REGULATORY ADJUSTMENTS	120
						REMOVE CUSTOMER SERVICE REP (JLM 6/22/16)	26,343-
						*CALCULATION REVISIONS (7/22/16 JLM)	10,084-

						NOTE: SOLID WASTE MANAGER APPROVE MID YEAR FY16	
							168,007
410-6100-534.12-11	COMPENSATED ABSENCE	18,076	5,267-	0	0	0	0
410-6100-534.14-00	OVERTIME	9	101	0	0	21	0
	LEVEL 5 TEXT					TEXT AMT	
						NONE ANTICIPATED	
410-6100-534.21-00	FICA TAXES	13,237	12,257	13,371	16,906	11,470	12,855
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	13,392
						WAGE INCREASE	224
						NEW: CUSTOMER SERVICE REP	2,016
						FEDERAL REGULATORY ADJUSTMENTS	10
						REMOVE CUSTOMER SERVICE REP (JLM 06/22/16)	2,016-
						*CALCULATION REVISIONS (7/22/16 JLM)	771-
							12,855
410-6100-534.22-00	RETIREMENT CONTRIBUTIONS	18,339	18,386	22,865	30,120	21,205	19,591
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF	20,576
						WAGE INCREASE	352
						NEW: CUSTOMER SERVICE REP	2,635
						FEDERAL REGULATORY ADJUSTMENTS	16
						REMOVE CUSTOMER SERVICE REP (JLM 06/22/16)	2,635-
						*CALCULATION REVISIONS (7/22/16 JLM)	1,353-
							19,591
410-6100-534.22-99	NON CASH GASB 68 EXPENSE	0	5,091	0	0	0	0
410-6100-534.23-00	HEALTH INSURANCE	16,342	19,388	21,541	28,049	19,637	23,235
	LEVEL 5 TEXT					TEXT AMT	
						HEALTH	21,410
						DENTAL	1,363

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	LIFE						476
	INCREASE ON LIFE						9
	NEW: CUSTOMER SERVICE REP						6,965
	FEDERAL REGULATORY ADJUSTMENTS						1
	REMOVE CUSTOMER SERVICE REP (JLM 06/22/16)						6,965-
	*CALCULATION REVISIONS (7/22/16 JLM)						24-
							23,235
410-6100-534.24-00	WORKER'S COMPENSATION	2,380	3,530	3,756	3,797	2,656	1,064
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)						1,043
	WAGE INCREASE						19
	NEW: CUSTOMER SERVICE REP						401
	FEDERAL REGULATORY ADJUSTMENTS						1
	REMOVE CUSTOMER SERVICE REP (JLM 06/22/16)						401-
	*CALCULATION REVISIONS (7/22/16 JLM)						1
							1,064
410-6100-534.26-00	OPEB / EAP BENEFIT	112	117	123	159	112	124
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF						124
	NEW: CUSTOMER SERVICE REP						37

	REMOVE CUSTOMER SERVICE REP (JLM 06/22/16)						37-
							124
410-6100-534.26-01	OPEB	1,829	1,589	0	0	0	0
*	PERSONNEL SERVICES	226,707	223,365	236,419	299,999	211,165	224,876
410-6100-534.31-13	OTHER PROF. SERVICES	8,000	0	0	0	0	0
410-6100-534.31-16	AUDIT FEE	12,750	13,703	5,500	5,500	5,350	5,445
	LEVEL 5 TEXT					TEXT AMT	
	9% OF ANNUAL AUDIT FEE OF \$60,500						5,445
	(THIS HAD BEEN 25% PRIOR TO FY16)						

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

	100% TOTAL						5,445

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
410-6100-534.34-11	LANDFILL SERVICES	1,359,973	1,393,923	1,430,000	1,430,000	1,429,535	1,430,000
	LEVEL 5 TEXT					TEXT AMT	
						1,397,244	
						32,756	
						1,430,000	
410-6100-534.34-14	CONTRACT SERVICES OTHER	4,388,445	4,375,170	4,545,744	4,476,164	4,476,164	4,482,163
	LEVEL 5 TEXT					TEXT AMT	
						4,254,636	
						227,527	
						4,482,163	
410-6100-534.34-15	TEMP HELP SERVICE FEE	12,041	0	0	6,000	2,851	0
410-6100-534.41-00	TELECOMMUNICATION	631	0	170	170	14	85
	LEVEL 5 TEXT					TEXT AMT	
						85	
						85	
410-6100-534.43-10	ELECTRICAL SERVICES	383	858	720	720	494	720
	LEVEL 5 TEXT					TEXT AMT	
						720	
						720	
410-6100-534.44-13	FLEET FINANCING	3,681	2,630	5,168	5,168	4,307	0
410-6100-534.45-19	VEHICLE INSURANCE	375	394	373	373	311	387
410-6100-534.46-12	VEH MAINT/REPAIR	914	1,970	2,250	1,250	252	2,250
	LEVEL 5 TEXT					TEXT AMT	
						1,000	
						1,250	
						2,250	
410-6100-534.47-00	PRINTING AND BINDING	11,260	11,360	0	0	0	0
410-6100-534.48-03	FIREWORKS	19,985	19,500	0	0	0	0
410-6100-534.49-61	DATA PROCESSING 501	184,214	179,732	182,305	182,305	151,921	171,132
410-6100-534.49-64	INSURANCE 504	8,017	10,332	10,611	10,611	8,843	6,295
410-6100-534.49-66	TFR TO 506 BLDG MAINT FD	5,929	5,281	4,356	4,356	3,630	6,628
	LEVEL 5 TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	SECOND DRAFT						6,628 6,628
410-6100-534.49-90	ADMIN SERVICE FEES	188,404	310,217	309,387	309,387	257,823	336,904
410-6100-534.52-00	OTHER OPERATING SUPPLIES	313	0	300	9,370	8,374	1,325
LEVEL 5	TEXT OPERATING SUPPLIES					TEXT AMT	1,325 1,325
410-6100-534.52-10	GAS, DIESEL, OIL, & GREASE	1,950	2,022	2,680	2,680	790	2,680
LEVEL 5	TEXT EST UNLEADED 1,000 GAL @ \$2.50 PER GALLON EST DIESEL 60 GAL @ \$3.00 PER GALLON					TEXT AMT	2,500 180 2,680
410-6100-534.52-12	UNIFORMS	0	159	175	175	115	0
410-6100-534.52-15	POSTAL SERVICE	19,623	21,195	0	0	0	0
410-6100-534.54-00	DUES & MEMBERSHIPS	1,460	644	300	300	0	300
LEVEL 5	TEXT ANNUAL MEMBERSHIP FEES FOR AMERICAN PUBLIC WORKS ASSOCIATION. FEES ARE BASED ON POPULATION AND WE FALL INTO THE 50,000 TO 100,000 RANGE. *ESTIMATE PER EMPLOYEE IS APPROX. \$150/EACH TOTAL COMES TO \$1,460, \$1,160 WILL BE CHARGED AS FOLLOWS TO DEPARTMENTS: 2 EA SOLID WASTE FUND 410 \$300 1 EA. BUILDING MAINTENANCE FUND 506 \$150 3 EA. DRAINAGE FUND 412 \$450 4 EA. IN GENERAL FUND 001-4300 \$600 *****					TEXT AMT	300
							300
* OPERATING EXPENSE		6,228,348	6,349,090	6,500,039	6,444,529	6,350,774	6,446,314
410-6100-534.99-02	DEPRECIATION EXPENSE	957	957	0	0	0	0
410-6100-534.99-10	CONTINGENCY	0	0	122,267	114,197	0	105,267
LEVEL 5	TEXT UTILIZED TO BALANCE FUND (JLM 06/27/2016) UTILIZED TO BALANCE FUND (NT 07/28/16)					TEXT AMT	85,034 20,233 105,267
* NON-OPERATING EXPENSE		957	957	122,267	114,197	0	105,267

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
		-----	-----	-----	-----	-----	-----
**	SOLID WASTE ADMIN.	6,456,012	6,573,412	6,858,725	6,858,725	6,561,939	6,776,457

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
INTERFUND TRANSFERS							
410-6101-581.91-25	IN LIEU OF TAX TRANSFER	193,978	193,875	204,425	204,425	170,355	204,831
*	TRANSFERS	193,978	193,875	204,425	204,425	170,355	204,831
**	INTERFUND TRANSFERS	193,978	193,875	204,425	204,425	170,355	204,831
***	SOLID WASTE	6,649,990	6,767,287	7,063,150	7,063,150	6,732,294	6,981,288
****	SOLID WASTE	6,649,990	6,767,287	7,063,150	7,063,150	6,732,294	6,981,288

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
DRAINAGE CONST OPERATING							
412-0000-325.20-00	CHARGES FOR PUBLIC SERVIC	3,805,631	3,860,256	3,978,063	3,978,063	3,809,508	3,967,009
	LEVEL 5						
	TEXT					TEXT AMT	
	NON-AD VALOREM ASSESSMENT (37,500*99) 07-05-16 NT					3,712,500	
	DRAINAGE BILLED ON UT BILLS (PRELIM)					225,270	

	REVISED CALC 40,897*100*97%= \$3,967,009					29,239	
	NON-AD VALOREM ASSES (38,154*100*97%)= \$3,700,938						
	DRAINAGE BILLED ON UT BILLS = \$266,071						
						3,967,009	
412-0000-334.21-15	CAMBRIDGE CANAL LP64040	500,000	0	0	0	0	0
412-0000-334.21-16	CAMBRIDGE CANAL LP64041	0	255,496	0	1,041,704	300	0
412-0000-334.36-02	PENDING-WHITE ACRES FY16	0	0	750,000	750,000	0	0
412-0000-361.10-00	INTEREST EARNINGS-INVESTM	15,357	22,783	26,700	26,700	15,109	26,700
412-0000-369.90-00	MISC REVENUE	127	218	0	0	258	0
412-0000-381.16-00	TRANSFER FROM 001	0	847,500	0	677,000	677,000	0
412-0000-389.10-00	APPROPRIATED FUND BAL	0	0	61,499	1,844,034	0	62,031
	LEVEL 5						
	TEXT					TEXT AMT	
	FY17 PROPOSED AMOUNT TO BALANCE FUND					110,371	
	REDUCTION (JLM 08/02/16)					29,239-	
	REDUCTION (CC MEETING 08/23/16)					19,101-	
						62,031	
412-0000-399.10-59	FRM 414 DRNAGE BOND SINKN	950,309	1,340,469	0	0	0	0
*		5,271,424	6,326,722	4,816,262	8,317,501	4,502,175	4,055,740
**	DRAINAGE CONST OPERATING	5,271,424	6,326,722	4,816,262	8,317,501	4,502,175	4,055,740
***	DRAINAGE CONST OPERATING	5,271,424	6,326,722	4,816,262	8,317,501	4,502,175	4,055,740
****	DRAINAGE CONST OPERATING	5,271,424	6,326,722	4,816,262	8,317,501	4,502,175	4,055,740

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
412-1800-541.12-00	DRAINAGE UTILITY DRAINAGE UTILITY SALARIES AND WAGES	518,005	517,397	655,231	655,231	453,062	679,700
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	664,953
						WAGE INCREASE	13,810
						NEW: STORMWATER ENGINEER	55,460
						NEW: RECLASS MAINT. WORKER TO INSPECTOR	15,238
						FEDERAL REGULATORY ADJUSTMENTS	120
						*REDUCTION OF STORMWATER ENGINEER- CM MEETING (6/30/16 JLM)	55,460-
						*CALCULATION REVISIONS (7/22/16 JLM)	817
						*REDUCE RECLASSIFICATION (8/23/16 CC MTG)	15,238-
							679,700
412-1800-541.12-11	COMPENSATED ABSENSE	3,424	14,753-	0	0	0	0
412-1800-541.14-00	OVERTIME	4,284	3,223	3,000	3,000	1,932	5,000
	LEVEL 5 TEXT					TEXT AMT	
						FLOOD CONTROL, AFTER HOUR CALL OUTS, AND SUPPORT OF SPECIAL EVENT; FAMILY DAYS, FIREWORKS, ART FEST NON-CITY EVENTS; 5K RUNS AND SOCIAL EVENTS.	5,000
							5,000
412-1800-541.21-00	FICA TAXES	37,376	35,634	50,364	50,364	32,309	52,388
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)	51,258
						WAGE INCREASE	1,057
						NEW: STORMWATER ENGINEER	4,243
						NEW: RECLASS MAINT. WORKER TO INSPECTOR	1,166
						FEDERAL REGULATORY ADJUSTMENTS	10
						*REDUCTION OF STORMWATER ENGINEER- CM MEETING (6/30/16 JLM)	4,243-
						*CALCULATION REVISIONS (7/22/16 JLM)	63
						*REDUCE RECLASSIFICATION (8/23/16 CC MTG)	1,166-
							52,388
412-1800-541.22-00	RETIREMENT CONTRIBUTIONS	60,350	59,994	94,985	94,985	61,152	94,320
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF	92,228
						WAGE INCREASE	1,988
						NEW: STORMWATER ENGINEER	7,210
						NEW: RECLASS MAINT. WORKER TO INSPECTOR	2,393
						FEDERAL REGULATORY ADJUSTMENTS	16
						*REDUCTION OF STORMWATER ENGINEER- CM MEETING	7,210-

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
	(6/30/16 JLM)						
	*CALCULATION REVISIONS (7/22/16 JLM)						88
	*REDUCE RECLASSIFICATION (8/23/16 CC MTG)						2,393- 94,320
412-1800-541.22-99	NON CASH GASB 68 EXPENSE	0	24,951	0	0	0	0
412-1800-541.23-00	HEALTH INSURANCE	76,400	82,528	108,277	108,277	70,328	117,027
	LEVEL 5					TEXT AMT	
						HEALTH	108,350
						DENTAL	6,897
						LIFE	1,739
						INCREASE ON LIFE	38
						NEW: STORMWATER ENGINEER	7,035
						NEW: RECLASS MAINT. WORKER TO INSPECTOR	37
						FEDERAL REGULATORY ADJUSTMENTS	1
						*REDUCTION OF STORMWATER ENGINEER- CM MEETING (6/30/16 JLM)	7,035-
						*CALCULATION REVISIONS (7/22/16 JLM)	2
						*REDUCE RECLASSIFICATION (8/23/16 CC MTG)	37-
							117,027
412-1800-541.24-00	WORKER'S COMPENSATION	11,397	15,794	17,076	17,076	8,799	14,490
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	13,911
						WAGE INCREASE	304
						NEW: STORMWATER ENGINEER	970
						NEW: RECLASS MAINT. WORKER TO INSPECTOR	267
						FEDERAL REGULATORY ADJUSTMENTS	1
						*REDUCTION OF STORMWATER ENGINEER- CM MEETING (6/30/16 JLM)	970-
						*CALCULATION REVISIONS (7/22/16 JLM)	274
						*REDUCE RECLASSIFICATION (8/23/16 CC MTG)	267-
							14,490
412-1800-541.26-00	OPEB / EAP BENEFIT	525	536	621	621	449	625
	LEVEL 5					TEXT AMT	
						CURRENT STAFF	625
						NEW: STORMWATER ENGINEER	37
						*REDUCTION OF STORMWATER ENGINEER- CM MEETING (6/30/16 JLM)	37-
							625
412-1800-541.26-01	OPEB	9,256	8,522	0	0	0	0
*	PERSONNEL SERVICES	721,017	733,826	929,554	929,554	628,031	963,550

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
412-1800-541.31-13	OTHER PROF. SERVICES	14,097	14,255	17,000	17,000	14,272	83,500
	LEVEL 5 TEXT					TEXT AMT	
							3,000
	*FEC WATCHMAN NEEDED WHEN CLEANING DITCH ALONG RR TRACKS 2ND & 3RD ST. CANAL & OAK ST						20,500
	*COUNTY FEE TO CHRG DRAINAGE ON PROPERTY TAX BILL \$.55 PER ASSESSMENT UNIT FOR 37,500 UNITS						60,000
	*STORMWATER UTILITY METHODOLOGY UPDATES						83,500
412-1800-541.31-16	AUDIT FEE	12,750	13,703	3,850	3,850	3,745	4,235
	LEVEL 5 TEXT					TEXT AMT	
	7% OF ANNUAL AUDIT FEE OF \$60,500 (THIS HAD BEEN 25% PRIOR TO FY16)						4,235

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

	100% TOTAL						4,235
412-1800-541.31-63	PROJECT PROFESSIONAL SERV	9,014	7,089	10,000	12,601	8,190	10,000
	LEVEL 5 TEXT					TEXT AMT	
	EMERGENCY DRAINAGE ENGINEERING SERVICE						10,000
							10,000
412-1800-541.34-14	CONTRACT SERVICES OTHER	46,313	48,982	68,642	80,449	40,866	106,142
	LEVEL 5 TEXT					TEXT AMT	
	*CONTRACT AQUATIC SPRAYING OF RETENTION PONDS						40,212
	*TECHNICAL SERVICE OF ALUM STATION						13,430
	NOTE: INCREASE FROM FY16 DUE TO ADDED REPAIR OF ALUM STATION AT COMMONWEALTH						
	*MISCELLANEOUS ENGINEERING SURVEY						5,000
	*CONCRETE REPAIR AND REPLACEMENT-NEW						10,000
	*RETENTION PONDS FOUNTAIN MAINTENANCE						20,000
	*NAVA STORMWATER ASSESSMENT-(TRIEHM 6-16-16)						17,500
							106,142
412-1800-541.34-15	TEMP HELP SERVICE FEE	6,432	0	0	0	0	0
412-1800-541.34-20	MOWING CONTRACT SERVICE	8,050	21,936	26,268	26,268	11,442	77,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	LEVEL 5 TEXT ANNUAL MOW PROGRAM FOR RETENTION PONDS. **NOTE: CITY COUNCIL APPROVED ON 03/15/2016 AN INCREASE IN SERVICE LEVELS.					TEXT AMT 77,000	
						77,000	
412-1800-541.40-00	TRAVEL PER DIEM	0	0	200	200	0	200
	LEVEL 5 TEXT TRAINING AND CONFERENCE TRAVEL					TEXT AMT 200 200	
412-1800-541.40-10	EMPLOYEE TRAINING	0	837	1,100	1,100	1,100	1,100
	LEVEL 5 TEXT STORM WATER OPERATOR CERTIFICATION MAINTENANCE OF TRAFFIC CERTIFICATION PUMP OPERATOR COURSE, VACCON OPERATOR COURSE MENZI MUCK OPERATOR COURSE					TEXT AMT 500 300 300 1,100	
412-1800-541.41-00	COMMUNICATION SERVICES	5,050	1,375	2,285	2,737	2,285	2,285
	LEVEL 5 TEXT GPS MONITORING 13 UNITS CELL PHONE SERVICES					TEXT AMT 1,085 1,200 2,285	
412-1800-541.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	8,500	8,703	8,702	8,500
	LEVEL 5 TEXT *FEC DISCHARGE OUTLET N SIDE LEMON AT POWERS FEC DRAINAGE DITCH ALONG EAST ROW EXTENDING 930 DEGREES NORTH OF OAK ST FEC 42" STORMWATER PIPE AT HOWES ST					TEXT AMT 8,500 8,500	
412-1800-541.44-13	FLEET FINANCING	173,870	157,524	163,598	163,598	136,332	256,018
412-1800-541.45-19	VEHICLE INSURANCE	6,375	5,122	5,216	5,216	4,347	5,414
412-1800-541.46-10	GENERAL EQUIP MAINT	1,281	0	3,191	3,191	1,885	3,200
	LEVEL 5 TEXT *GENERATOR MAINTENANCE - FL DETROIT DIESEL *UNEXPECTED REPAIRS OR REPLACEMENTS FOR PUMP HOSES, CONNECTS, AND IMPELLERS					TEXT AMT 1,700 1,500 3,200	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
412-1800-541.46-12	VEH MAINT/REPAIR	92,313	141,756	115,000	115,000	65,351	120,000
	LEVEL 5 TEXT *AVERAGE 10,000 X 12					TEXT AMT 120,000 120,000	
412-1800-541.46-18	CONT MAINT/COMM EQUIP	0	0	0	252	252	0
412-1800-541.49-01	ADVERTISING	0	0	0	0	0	500
	LEVEL 5 TEXT *OUTSIDE ADVERTISING TO SUPPORT WITH RECRUITMENT EFFORTS.					TEXT AMT 500 500	
412-1800-541.49-02	COMPUTER SOFTWARE	0	0	0	1,680	0	2,195
	LEVEL 5 TEXT *ICPR4 SOFTWARE AND TECH SUPPORT LICENSE (NEW) *AUTOCAD-2D CAD DRAFTING, DRAWING AND DOCUMENTING SOFTWARE-ANNUAL SUBSCRIPTION (NEW) PARTIAL FUNDING IN 001-4300 NOTE: SUPPORT FOR ENGINEERING DIVISION IN MODELING STORMWATER MANAGEMENT SYSTEMS.					TEXT AMT 1,200 995 2,195	
412-1800-541.49-19	LICENSES, TAXES, FEES	0	0	0	0	0	11,200
	LEVEL 5 TEXT *NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)PERMIT. GENERAL PERMIT FOR STORMWATER DISCHARGE.					TEXT AMT 11,200 11,200	
412-1800-541.49-20	EQUIP & OTHER NON-CAPITAL	1,543	2,690	10,000	6,480	2,219	10,000
	LEVEL 5 TEXT *PURCHASE OF PRE-FORMED CATCH BASINS AND INLETS					TEXT AMT 10,000 10,000	
412-1800-541.49-61	DATA PROCESSING 501	175,807	171,528	189,015	189,015	157,513	168,123
412-1800-541.49-64	TFR TO 504 SELF INSUR FD	35,298	51,659	53,695	53,695	44,746	33,456
412-1800-541.49-66	TRF TO 506 BLDG MAINT FD	35,068	33,768	32,063	32,063	26,719	45,894
	LEVEL 5 TEXT SECOND DRAFT					TEXT AMT 45,894 45,894	
412-1800-541.49-90	ADMIN SERVICE FEES	85,019	83,673	78,768	78,768	65,640	89,086

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	*FLORIDA STORMWATER ASSOCIATION DUES						700 700
* OPERATING EXPENSE		772,247	822,632	862,453	875,676	641,909	1,145,998
412-1800-541.61-00	LAND	51,314	0	20,000	20,000	0	0
412-1800-541.63-97	PROJ CAPITAL OUTLAY	1,806,658	417,693	384,000	3,507,625	1,171,539	109,000
LEVEL 5	TEXT CIP FY17 PLACEHOLDER					TEXT AMT 109,000 109,000	
412-1800-541.63-99	FIXED ASSET TRANSFERS	1,923,531-	436,693-	0	0	0	0
412-1800-541.64-00	MACH & EQUIPMENT	65,560	19,000	25,000	369,391	343,151	94,000
LEVEL 5	TEXT *NEW REQUEST - MINI EXCAVATOR FOR VARIOUS SMALLER DRAINAGE JOBS WHERE MATERIAL NEEDS TO BE EXCAVATED IN TIGHT AREAS					TEXT AMT 48,000	
	*NEW VEHICLE - ENGINEERING MANAGER POSITION					23,000	
	*NEW VEHICLE - NEW OPERATIONS MANAGER					23,000 94,000	
412-1800-541.64-15	ADP EQUIPMENT	0	0	0	20,000	20,000	0
* CAPITAL OUTLAY		1	0	429,000	3,917,016	1,534,690	203,000
412-1800-541.71-11	PRINCIPAL INTERNAL LOANS	0	0	40,653	40,653	0	0
412-1800-541.72-10	INTEREST BONDS/BANS	13,201	11,335	0	0	0	0
412-1800-541.72-11	INTEREST INTERNAL LOANS	15,088	8,719	2,033	2,033	2,033	0
* DEBT SERVICE		28,289	20,054	42,686	42,686	2,033	0
412-1800-541.91-22	TRANSFER TO 001	0	63,649	0	0	0	0
412-1800-599.96-31	414 DRAINAGE BOND SINKING	1,396,002	1,756,425	1,453,369	1,453,369	1,211,141	1,465,211
LEVEL 5	TEXT 2005 STORM 2008 STORM 2003B CAP IMPRVMT 5100 SRF 5150 SRF OTHER DEBT SRVC IN 73-00					TEXT AMT 222,935 550,983 104,206 107,668 475,319 4,100 1,465,211	
* TRANSFERS		1,396,002	1,820,074	1,453,369	1,453,369	1,211,141	1,465,211

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
412-1800-541.99-02	DEPRECIATION EXPENSE	11,711	1,188,666	0	0	0	0
412-1800-541.99-50	COMPRESSION RESERVE	0	0	0	0	0	7,000
	LEVEL 5						
	TEXT						
	CONTINGENCY AMOUNT TO BE USED TO ADDRESS						7,000
	COMPRESSION ISSUES IDENTIFIED IN EMPLOYEES- THIS						
	AMOUNT REPRESENTS THE COST FOR WAGES AND BENEFITS						7,000
412-1800-541.99-60	CAPITAL PROJECT RESERVE	0	0	831,000	81,000	0	0
*	NON-OPERATING EXPENSE	11,711	1,188,666	831,000	81,000	0	7,000
**	DRAINAGE UTILITY	2,929,267	4,585,252	4,548,062	7,299,301	4,017,804	3,784,759

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
INTERFUND TRANSFERS							
412-1801-581.91-25	IN LIEU OF TAX TRANSFER	186,277	191,841	184,572	184,572	153,810	187,758
412-1801-581.91-29	TRANSFER TO 220 FUND	0	83,501	83,628	83,628	69,690	83,223
	LEVEL 5 TEXT 2014 CAP IMPRV BOND (7.2% OF \$1,155,875 DEBT SRV)					TEXT AMT	
						83,223	83,223
412-1801-581.91-58	TRANSFER TO 207 FUND	83,520	0	0	0	0	0
*	TRANSFERS	269,797	275,342	268,200	268,200	223,500	270,981
**	INTERFUND TRANSFERS	269,797	275,342	268,200	268,200	223,500	270,981

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	DRAINAGE GRANTS						
412-1810-541.63-97	PROJ CAPITAL OUTLAY	0	0	0	750,000	750,000	0
*	CAPITAL OUTLAY	0	0	0	750,000	750,000	0
**	DRAINAGE GRANTS	0	0	0	750,000	750,000	0
***	DRAINAGE UTILITY	3,199,064	4,860,594	4,816,262	8,317,501	4,991,304	4,055,740
****	DRAINAGE CONST OPERATING	3,199,064	4,860,594	4,816,262	8,317,501	4,991,304	4,055,740

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
DRAINAGE BOND SINKING							
414-0000-361.10-00	INTEREST EARNINGS-INVESTM	5,229	7,224	0	0	6,297	0
414-0000-399.10-21	FRM 412 DRAINAGE CONST OP	1,396,002	1,756,425	1,453,369	1,453,369	1,211,141	1,465,211
	LEVEL TEXT					TEXT AMT	
	5 2005 STORM					222,935	
	2008 STORM					550,983	
	2003B CAP IMPRVMNT					104,206	
	5100 SRF					107,668	
	5150 SRF					475,319	
	OTHER DEBT SRVC 73-00					4,100	
						1,465,211	
*		1,401,231	1,763,649	1,453,369	1,453,369	1,217,438	1,465,211
**	DRAINAGE BOND SINKING	1,401,231	1,763,649	1,453,369	1,453,369	1,217,438	1,465,211
***	DRAINAGE BOND SINKING	1,401,231	1,763,649	1,453,369	1,453,369	1,217,438	1,465,211
****	DRAINAGE BOND SINKING	1,401,231	1,763,649	1,453,369	1,453,369	1,217,438	1,465,211

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
	DRAINAGE UTILITY						
	DRAINAGE UTILITY						
414-1800-541.71-10	PRINCIPAL PAYMENT BONDS	0	0	1,049,417	1,049,417	1,003,789	1,085,930
	LEVEL 5					TEXT AMT	
						2003B	95,000
						SRF 5100	93,339
						2005 STORM	
						2008 STORM	525,000
						SRF 5150	372,591
							1,085,930
414-1800-541.72-10	INTEREST BONDS/BANS	430,119	398,134	399,852	399,852	391,645	375,181
	LEVEL 5					TEXT AMT	
						2003B	9,206
						SRF 5100	14,329
						SRF 5150	102,728
						2005 STORM	222,935
						2008 STORM	25,983
							375,181
414-1800-541.73-00	OTHER DEBT SERVICE	2,000	2,000	4,100	4,100	2,750	4,100
	LEVEL 5					TEXT AMT	
						ARBITRAGE RPT FEE 2005 STORM	3,000
						ESCROW AGENT FEE 2008 STORM	100
						ADMIN FEE 98 STORM	1,000
							4,100
*	DEBT SERVICE	432,119	400,134	1,453,369	1,453,369	1,398,184	1,465,211
414-1800-599.96-33	412 DRAINAGE CONST OPERAT	950,309	1,340,469	0	0	0	0
*	TRANSFERS	950,309	1,340,469	0	0	0	0
**	DRAINAGE UTILITY	1,382,428	1,740,603	1,453,369	1,453,369	1,398,184	1,465,211
***	DRAINAGE UTILITY	1,382,428	1,740,603	1,453,369	1,453,369	1,398,184	1,465,211
****	DRAINAGE BOND SINKING	1,382,428	1,740,603	1,453,369	1,453,369	1,398,184	1,465,211

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
WETLAND MITIGATION CREDIT							
416-0000-329.10-05	STATE WETLAND MITIGATION	60,000	0	0	0	0	0
416-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,605	5,276	3,000	3,000	5,270	3,000
416-0000-361.15-00	INTERNAL INTEREST EARNING	8,825	5,941	2,999	2,999	2,250	0
416-0000-389.10-00	APPROPRIATED FUND BAL	0	0	35,776	152,971	0	38,775
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*		71,430	11,217	41,775	158,970	7,520	41,775
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**	WETLAND MITIGATION CREDIT	71,430	11,217	41,775	158,970	7,520	41,775
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***	WETLAND MITIGATION CREDIT	71,430	11,217	41,775	158,970	7,520	41,775
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****	WETLAND MITIGATION CREDIT	71,430	11,217	41,775	158,970	7,520	41,775

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD	ACTUAL ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL								
BOND PROJECTS								
416-0300-536.12-00	SALARIES AND WAGES	30,244	124-	0	0		0	0
416-0300-536.21-00	FICA TAXES	2,310	0	0	0		0	0
416-0300-536.22-00	RETIREMENT CONTRIBUTIONS	2,540	0	0	0		0	0
416-0300-536.23-00	HEALTH INSURANCE	1,473	0	0	0		0	0
416-0300-536.24-00	WORKER'S COMPENSATION	21	0	0	0		0	0
416-0300-536.26-00	OPEB / EAP BENEFIT	9	0	0	0		0	0
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*	PERSONNEL SERVICES	36,597	124-	0	0		0	0
416-0300-536.31-13	OTHER PROF. SERVICES	26,460	51,845	0	41,326		22,429	0
416-0300-536.34-14	CONTRACT SERVICES OTHER	0	0	41,775	37,775		31,498	41,775
LEVEL 5		TEXT		TEXT		AMT		
		25% OF CLEAR WATER LONG LEAF CONTRACT				16,125		
		TOTAL CONTRACT \$64,500 WITH 75% CHARGED						
		TO THE 420 FUND AT \$48,375						
		BIOLOGICAL CONSULTING CONTRACT - MITIGATION BANK				10,650		
		BIOLOGICAL CONSULTING CONTRACT - FDEP				15,000		
						41,775		
416-0300-536.34-20	MOWING CONTRACT SERVICE	0	0	0	4,000		0	0
416-0300-536.52-00	OTHER OPERATING SUPPLIES	2,089	0	0	2,912		0	0
416-0300-536.52-17	AGRICULTURE SUPPLIES	0	0	0	72,957		0	0
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*	OPERATING EXPENSE	28,549	51,845	41,775	158,970		53,927	41,775
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**	BOND PROJECTS	65,146	51,721	41,775	158,970		53,927	41,775
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***	NON DEPARTMENTAL	65,146	51,721	41,775	158,970		53,927	41,775
		-----	-----	-----	-----	-----	-----	-----
****	WETLAND MITIGATION CREDIT	65,146	51,721	41,775	158,970		53,927	41,775

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
2003 & 2012 WS DEBT SVC							
417-0000-361.10-00	INTEREST EARNINGS-INVESTM	3,376	8,277	5,000	5,000	1,082-	5,000
	LEVEL 5 TEXT FUND OTHER DEBT SERVICE IN 73-00					TEXT AMT	
417-0000-389.10-00	APPROPRIATED FUND BAL	0	0	700,000	700,000	0	0
417-0000-399.10-12	FRM 401 WATER/SEWER REV	464,464	1,676,152	2,210,292	2,210,292	1,841,910	3,892,624
	LEVEL 5 TEXT TRANSFER FROM 401 FOR 2012 W/S NOTE					TEXT AMT	
						3,892,624	
						3,892,624	
*		467,840	1,684,429	2,915,292	2,915,292	1,840,828	3,897,624
**	2003 & 2012 WS DEBT SVC	467,840	1,684,429	2,915,292	2,915,292	1,840,828	3,897,624
***	2003 & 2012 WS DEBT SVC	467,840	1,684,429	2,915,292	2,915,292	1,840,828	3,897,624
****	2003 & 2012 WS DEBT SVC	467,840	1,684,429	2,915,292	2,915,292	1,840,828	3,897,624

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL BOND PROJECTS							
417-0300-536.71-10	PRINCIPAL PAYMENTS BONDS	0	0	2,475,000	2,475,000	2,475,000	3,510,000
	LEVEL 5 TEXT 2012 W/S					TEXT AMT 3,510,000 3,510,000	
417-0300-536.72-10	INTEREST BONDS	464,464	460,768	435,292	435,292	435,292	382,624
	LEVEL 5 TEXT 2012 W/S					TEXT AMT 382,624 382,624	
417-0300-536.73-00	OTHER DEBT SERVICE	0	0	5,000	5,000	0	5,000
*	DEBT SERVICE	464,464	460,768	2,915,292	2,915,292	2,910,292	3,897,624
417-0300-599.96-14	TO 401 W&S O&M REV	0	420,000	0	0	0	0
*	TRANSFERS	0	420,000	0	0	0	0
**	BOND PROJECTS	464,464	880,768	2,915,292	2,915,292	2,910,292	3,897,624
***	NON DEPARTMENTAL	464,464	880,768	2,915,292	2,915,292	2,910,292	3,897,624
****	2003 & 2012 WS DEBT SVC	464,464	880,768	2,915,292	2,915,292	2,910,292	3,897,624

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
ST REV LOAN FUND DEBT SER							
418-0000-361.10-00	INTEREST EARNINGS-INVESTM	5,636	3,806	0	0	2,277	0
418-0000-389.10-00	APPROPRIATED FUND BAL	0	0	230,441	230,441	0	0
418-0000-399.10-12	FRM 401 WATER/SEWER REV	1,574,805	1,574,806	1,574,806	1,574,806	1,312,338	2,604,611
	LEVEL 5						
	TEXT					TEXT AMT	
	SRF 3030					295,477	
	SRF 5080					614,276	
	SRF 5090					291,354	
	SRF 513P					914,135	
	SRF 514S					489,369	
						2,604,611	
*		1,580,441	1,578,612	1,805,247	1,805,247	1,314,615	2,604,611
**	ST REV LOAN FUND DEBT SER	1,580,441	1,578,612	1,805,247	1,805,247	1,314,615	2,604,611
***	ST REV LOAN FUND DEBT SER	1,580,441	1,578,612	1,805,247	1,805,247	1,314,615	2,604,611
****	ST REV LOAN FUND DEBT SER	1,580,441	1,578,612	1,805,247	1,805,247	1,314,615	2,604,611

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
NON DEPARTMENTAL BOND PROJECTS							
418-0300-536.71-10	PRINCIPAL PAYMENTS BONDS	0	0	1,309,290	1,309,290	650,015	2,152,249
	LEVEL 5 TEXT					TEXT AMT	
						SRF 3030	224,311
						SRF 513P	751,165
						SRF 514S	371,381
						SRF 5080	541,497
						SRF 5090	263,895
							2,152,249
418-0300-536.72-10	INTEREST BONDS	567,965	532,472	495,957	495,957	252,608	452,362
	LEVEL 5 TEXT					TEXT AMT	
						SRF 3030	71,166
						SRF 5080	72,779
						SRF 5090	27,459
						SRF 513P	162,970
						SRF 514S	117,988
							452,362
* DEBT SERVICE		567,965	532,472	1,805,247	1,805,247	902,623	2,604,611
418-0300-599.96-14 TO 401 W&S O&M REV		1,237,281	1,272,774	0	0	0	0
* TRANSFERS		1,237,281	1,272,774	0	0	0	0
** BOND PROJECTS		1,805,246	1,805,246	1,805,247	1,805,247	902,623	2,604,611
*** NON DEPARTMENTAL		1,805,246	1,805,246	1,805,247	1,805,247	902,623	2,604,611
**** ST REV LOAN FUND DEBT SER		1,805,246	1,805,246	1,805,247	1,805,247	902,623	2,604,611

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
FORESTRY MANAGEMENT							
420-0000-329.50-00	GOPHER TORTOISE RELOC FEE	0	3,250	0	0	7,500	0
420-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,700	5,500	2,000	2,000	6,222	2,000
420-0000-361.15-00	INTERNAL INTEREST EARNING	6,087	4,098	2,069	2,069	1,552	0
420-0000-362.00-00	RENTS & ROYALTIES	77,991	76,961	77,333	77,333	142,758	78,409
LEVEL 5		TEXT SMOKEY HUNT CLUB LEASE ANNUAL AMOUNT RENT IS PAID ANNUALLY AND LEASE IS VALID THROUGH 07/31/2017 (07-28-16 NT)					TEXT AMT 78,409
							78,409
420-0000-362.50-00	BILLBOARD RENTAL	43,140	24,661	35,000	35,000	45,284	35,000
420-0000-367.50-00	GOPHER TORTOISE RELOC FEE	0	750	0	0	0	0
420-0000-389.10-00	APPROPRIATED FUND BAL	0	0	19,027-	52,465	0	0
*		128,918	115,220	97,375	168,867	203,316	115,409
** FORESTRY MANAGEMENT		128,918	115,220	97,375	168,867	203,316	115,409
*** FORESTRY MANAGEMENT		128,918	115,220	97,375	168,867	203,316	115,409
**** FORESTRY MANAGEMENT		128,918	115,220	97,375	168,867	203,316	115,409

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
420-1000-536.12-00	SALARIES AND WAGES	6,049	25-	0	0	0	0
420-1000-536.21-00	FICA TAXES	462	0	0	0	0	0
420-1000-536.22-00	RETIREMENT CONTRIBUTIONS	508	0	0	0	0	0
420-1000-536.23-00	HEALTH INSURANCE	294	0	0	0	0	0
420-1000-536.24-00	WORKER'S COMPENSATION	4	0	0	0	0	0
420-1000-536.26-00	OPEB / EAP BENEFIT	2	0	0	0	0	0
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* PERSONNEL SERVICES		7,319	25-	0	0	0	0
420-1000-536.31-13	OTHER PROF. SERVICES	0	23,815	0	44,354	12,967	0
420-1000-536.31-63	PROJECT PROFESSIONAL SERV	64,912	49,761	0	27,138	16,000	0
420-1000-536.34-14	CONTRACT SERVICES OTHER	0	0	48,375	48,375	48,375	48,375
LEVEL 5		TEXT		TEXT		AMT	
		75% OF CLEAR WATER LONG LEAF CONTRACT				48,375	
		TOTAL CONTRACT \$64,500 WITH 25% CHARGED					
		TO THE 416 FUND AT \$16,125				48,375	
420-1000-536.34-20	MOWING CONTRACT SERVICE	0	0	49,000	49,000	0	11,192
LEVEL 5		TEXT		TEXT		AMT	
		MOWING SERVICES PER BID 16-25				11,192	
		(2 YEAR CONTRACT)				11,192	
420-1000-536.40-00	TRAVEL PER DIEM	0	1,845	0	0	0	0
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* OPERATING EXPENSE		64,912	75,421	97,375	168,867	77,342	59,567
420-1000-536.99-10	CONTINGENCY	0	0	0	0	0	55,842
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* NON-OPERATING EXPENSE		0	0	0	0	0	55,842
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** NON DEPTMENTAL		72,231	75,396	97,375	168,867	77,342	115,409
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*** NON DEPARTMENTAL		72,231	75,396	97,375	168,867	77,342	115,409
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**** FORESTRY MANAGEMENT		72,231	75,396	97,375	168,867	77,342	115,409

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
GOLF COURSE OPERATING							
450-0000-347.36-00	GOLF COURSE RESTAURANT	0	0	27,000	27,000	24,750	27,000
	LEVEL 5 TEXT RESTAURANT RENT (\$2,250 FOR 12 MONTHS)					TEXT AMT 27,000 27,000	
450-0000-347.50-01	AGENT	1,493,004	1,004,270	1,130,527	1,130,527	1,034,627	1,219,823
	LEVEL 5 TEXT AGENT REQUEST					TEXT AMT 1,219,823 1,219,823	
450-0000-347.51-00	CITY SURCHARGE R&R	12,065	0	35,106	35,106	32,935-	39,853
450-0000-347.51-01	GOLF COURSE	12,065-	0	0	0	32,935	0
450-0000-361.10-00	INTEREST EARNINGS-INVESTM	317	896-	0	0	94	0
450-0000-369.90-00	MISC REVENUE	175	335	0	0	147	0
450-0000-381.16-00	TRANSFER FROM 001	0	0	0	10,000	10,000	0
450-0000-381.62-00	TRANSFER FROM 508 FUND	0	0	57,930	57,930	0	42,306
	LEVEL 5 TEXT TRANSFER FROM LOAN POOL TO BALANCE FUND REDUCE (08/23/16 JLM)					TEXT AMT 82,159 39,853- 42,306	
*		1,493,496	1,003,709	1,250,563	1,260,563	1,069,618	1,328,982
**	GOLF COURSE OPERATING	1,493,496	1,003,709	1,250,563	1,260,563	1,069,618	1,328,982
***	GOLF COURSE OPERATING	1,493,496	1,003,709	1,250,563	1,260,563	1,069,618	1,328,982
****	GOLF COURSE OPERATING	1,493,496	1,003,709	1,250,563	1,260,563	1,069,618	1,328,982

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL							
BOND PROJECTS							
450-0300-579.34-00	OTHER CONTRACT SERVICES	0	7	0	0	5,000	0
450-0300-579.34-01	AGENT	1,329,639	0	1,112,155	1,110,669	0	0
	LEVEL 5 TEXT					TEXT AMT	
	MOVED TO DIVISION 5300						
450-0300-579.46-16	BUILDING REPAIRS	0	0	0	13,440	4,727	0
450-0300-579.49-19	TAXES, LICENSES, FEES	0	0	0	0	159	0
450-0300-579.49-20	EQUIP & OTHER NON-CAPITAL	0	0	0	6,765	6,765	0
450-0300-579.59-01	AGENT	3,147	0	0	0	0	0
* OPERATING EXPENSE		1,332,786	7	1,112,155	1,130,874	16,651	0
450-0300-579.62-01	AGENT	0	0	20,000	2,805	0	0
	LEVEL 5 TEXT					TEXT AMT	
	A/C REPLACEMENT					5,000	
	DRAINAGE IMPROVEMENTS					2,000	
	COURSE R&R PROGRAM					15,000	
	PRO SHOP UPGRADES					1,500	
	MAINTENANCE FACILITY UPGRADES					10,500	
	OUTDOOR LIGHTING REPLACEMENT/UPGRADES					1,000	

	MOVED TO 450-0350-579.46-16					35,000-	
* CAPITAL OUTLAY		0	0	20,000	2,805	0	0
450-0300-599.96-29	451 GOLF CRS CAP RESERVE	38,076	24,901	0	0	0	0
* TRANSFERS		38,076	24,901	0	0	0	0
450-0300-579.99-02	DEPRECIATION EXPENSE	114,103	131,182	0	0	0	0
* NON-OPERATING EXPENSE		114,103	131,182	0	0	0	0
** BOND PROJECTS		1,484,965	156,090	1,132,155	1,133,679	16,651	0

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
450-0350-579.46-16	SURCHARGE / R&R BUILDING REPAIRS	0	0	0	0	0	35,000
	LEVEL 5						
	TEXT					TEXT	AMT
	A/C REPLACEMENT						5,000
	DRAINAGE IMPROVEMENTS						2,000
	COURSE R&R PROGRAM						15,000
	PRO SHOP UPGRADES						1,500
	MAINTENANCE FACILITY UPGRADES						10,500
	OUTDOOR LIGHTING REPLACEMENT/UPGRADES						1,000
							35,000
*	OPERATING EXPENSE	0	0	0	0	0	35,000
**	SURCHARGE / R&R	0	0	0	0	0	35,000
***	NON DEPARTMENTAL	1,484,965	156,090	1,132,155	1,133,679	16,651	35,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
* ADMINISTRATION							
450-5300-579.34-01	AGENT	0	1,249,033	0	0	950,471	1,171,079
	LEVEL 5 TEXT ORIGINAL REDUCE (08/23/16 JLM)					TEXT AMT 1,210,932 39,853- 1,171,079	
450-5300-579.41-00	COMMUNICATION SERVICES	1,486	0	0	1,486	498	0
450-5300-579.44-13	FLEET FINANCING	0	0	0	0	0	122,903
	LEVEL 5 TEXT GOLF CARTS EQUIPMENT LEASE					TEXT AMT 64,268 58,635 122,903	
450-5300-579.49-19	TAXES, LICENSES, FEES	220	0	0	0	0	0
450-5300-579.52-00	OTHER OPERATING SUPPLIES	9,540	0	0	0	0	0
* OPERATING EXPENSE		11,246	1,249,033	0	1,486	950,969	1,293,982
450-5300-579.99-02	DEPRECIATION EXPENSE	814	9,405	0	0	0	0
* NON-OPERATING EXPENSE		814	9,405	0	0	0	0
** ADMINISTRATION		12,060	1,258,438	0	1,486	950,969	1,293,982
*** *		12,060	1,258,438	0	1,486	950,969	1,293,982

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
* 450-5400-579.44-13	GOLF COURSE EXPENSE FLEET FINANCING	61,912	53,939	54,140	54,140	45,116	0
		LEVEL 5	TEXT MOVED TO DIVISION 5300			TEXT AMT	
450-5400-579.46-20	IRRIGATION REPAIR	0	0	0	6,990	6,990	0
* OPERATING EXPENSE		61,912	53,939	54,140	61,130	52,106	0
** GOLF COURSE EXPENSE		61,912	53,939	54,140	61,130	52,106	0
*** *		61,912	53,939	54,140	61,130	52,106	0

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
* GOLF CARTS							
450-5500-579.44-13	FLEET FINANCING	72,386	72,386	64,268	64,268	53,556	0
		LEVEL 5	TEXT MOVED TO	DIVISION 5300		TEXT AMT	
* OPERATING EXPENSE		72,386	72,386	64,268	64,268	53,556	0
** GOLF CARTS		72,386	72,386	64,268	64,268	53,556	0
*** *		72,386	72,386	64,268	64,268	53,556	0

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
* 450-5800-579.41-00	GOLF COURSE RESTAURANT COMMUNICATION SERVICES	1,581	0	0	0	139	0
* 450-5800-579.41-00	OPERATING EXPENSE	1,581	0	0	0	139	0
** 450-5800-579.41-00	GOLF COURSE RESTAURANT	1,581	0	0	0	139	0
*** 450-5800-579.41-00	*	1,581	0	0	0	139	0
**** 450-5800-579.41-00	GOLF COURSE OPERATING	1,632,904	1,540,853	1,250,563	1,260,563	1,073,421	1,328,982

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
INFORMATION TECHNOLOGY							
501-0000-341.20-12	WATER AND SEWER FD (401)	423,153	412,856	410,900	410,900	342,417	411,417
501-0000-341.20-16	GENERAL FUND (001)	774,151	755,314	674,842	674,842	562,368	892,151
501-0000-341.20-17	SOLID WASTE FUND (410)	184,214	179,732	182,305	182,305	151,921	171,132
501-0000-341.20-21	DRAINAGE FUND (412)	175,807	171,528	189,015	189,015	157,513	168,123
501-0000-341.20-24	VEHICLE MAINT. FD (503)	38,189	37,261	57,642	57,642	48,035	42,357
501-0000-341.20-56	BUILDING MAINT. FD (506)	4,168	4,066	7,160	7,160	5,967	7,958
501-0000-341.20-69	CD BLDG SPECIAL REV 109	119,049	116,152	103,138	103,138	85,948	80,417
501-0000-361.10-00	INTEREST EARNINGS-INVESTM	459	2,666	1,500	1,500	1,415	1,500
501-0000-364.41-00	EQUIPMENT	345	0	0	0	0	0
501-0000-369.90-00	MISC REVENUE	419	768	0	0	2,184	0
501-0000-381.16-00	TRANSFER FROM 001	0	1,911	0	0	0	0
501-0000-389.10-00	APPROPRIATED FUND BAL	0	0	321,420	429,493	0	112,080
LEVEL	TEXT					TEXT	AMT
5	FY17 APPROPRIATED EQUITY USED FOR TRANSFERS						114,600
	CALCULATION						
	CHANGE IN BUDGETED EXPENDITURES						270-
	ESTIMATED ENDING FUND BALANCE IN FY16 \$214,558						
	REDUCTION AFTER 08/23/16 CC MEETING						2,250-
							112,080
*		1,719,954	1,682,254	1,947,922	2,055,995	1,357,768	1,887,135
**	INFORMATION TECHNOLOGY	1,719,954	1,682,254	1,947,922	2,055,995	1,357,768	1,887,135
***	INFORMATION TECHNOLOGY	1,719,954	1,682,254	1,947,922	2,055,995	1,357,768	1,887,135
****	INFORMATION TECHNOLOGY	1,719,954	1,682,254	1,947,922	2,055,995	1,357,768	1,887,135

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
DATA PROCESSING							
DATA PROCESSING							
501-0700-519.12-00	SALARIES AND WAGES	518,499	556,730	595,889	595,889	499,755	613,664
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	597,405
						WAGE INCREASE	13,939
						NEW: RECLASS WEB DEVELOP. TO DATABASE ADMIN.	2,320
						NEW: IT SPECIALIST	36,959
						*REMOVE IT SPECIALIST- CM MEETING 6/30/16 (JLM)	36,959-
							613,664
501-0700-519.12-11	COMPENSATED ABSENCE	1,809	5,812	0	0	0	0
501-0700-519.12-12	ADD. SALARY & BENEFITS	0	0	0	1,250	1,250	0
501-0700-519.14-00	OVERTIME	0	2,032	0	608	607	7,200
	LEVEL 5 TEXT					TEXT AMT	
						IT SPECIALIST 40 HRS OT	995
						IT SPECIALIST (PUBLIC SAFETY) 40 HRS OT	1,055
						SENIOR IT SPECIALIST 40 HRS OT	1,110
						ADD'L OT FOR FLSA GUIDELINES (JLM 06/23/16)	4,040
							7,200
501-0700-519.15-10	CERTIFICATIONS/LICENSES	0	0	0	0	0	2,450
	LEVEL 5 TEXT					TEXT AMT	
						VMWARE VDI CERTIFICATIONS FOR 2	700
						MICROSOFT MTA DB CERTIFICATION	350
						CERTIFIED GOVERNMENT CHIEF INFORMATION OFFICER	2,450
						REDUCTION AFTER 08/23/16 CC MEETING	1,050-
							2,450
501-0700-519.21-00	FICA TAXES	37,391	41,508	45,593	45,593	36,145	47,503
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	46,259
						WAGE INCREASE	1,066
						NEW: RECLASS WEB DEVELOP. TO DATABASE ADMIN.	178
						NEW: IT SPECIALIST	2,828
						*REMOVE IT SPECIALIST- CM MEETING 6/30/16 (JLM)	2,828-
							47,503
501-0700-519.22-00	RETIREMENT CONTRIBUTIONS	60,308	61,472	71,798	71,798	61,322	73,883
	LEVEL 5 TEXT					TEXT AMT	
						CURRENT STAFF	71,807
						WAGE INCREASE	1,711
						NEW: RECLASS WEB DEVELOP. TO DATABASE ADMIN.	365

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	NEW: IT SPECIALIST						3,696
	*REMOVE IT SPECIALIST- CM MEETING 6/30/16 (JLM)						3,696- 73,883
501-0700-519.23-00	HEALTH INSURANCE	55,120	59,931	79,804	79,804	61,213	86,067
	LEVEL 5 TEXT					TEXT AMT	
	HEALTH					79,478	
	DENTAL					5,059	
	LIFE					1,487	
	INCREASE ON LIFE					37	
	NEW: RECLASS WEB DEVELOP. TO DATABASE ADMIN.					6	
	NEW: IT SPECIALIST					6,990	
	*REMOVE IT SPECIALIST- CM MEETING 6/30/16 (JLM)					6,990- 86,067	
501-0700-519.24-00	WORKER'S COMPENSATION	466	543	528	928	774	1,192
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)					1,169	
	WAGE INCREASE					20	
	NEW: RECLASS WEB DEVELOP. TO DATABASE ADMIN.					3	
	NEW: IT SPECIALIST					329	
	*REMOVE IT SPECIALIST- CM MEETING 6/30/16 (JLM)					329- 1,192	
501-0700-519.26-00	EAP BENEFIT	417	419	456	456	387	459
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF					459	
	NEW: IT SPECIALIST					37	
	*REMOVE IT SPECIALIST- CM MEETING 6/30/16 (JLM)					37- 459	
* PERSONNEL SERVICES		674,010	728,447	794,068	796,326	661,453	832,418
501-0700-519.31-13	OTHER PROF. SERVICES	43,735	51,437	83,500	156,045	131,579	11,250
	LEVEL 5 TEXT					TEXT AMT	
	CISCO VOIP ENGINEERING SERVICES (100 HOURS)					15,000	
	*REDUCTION TO 75 HOURS (07/12/16 JLM)					3,750- 11,250	
501-0700-519.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	66,896
	LEVEL 5 TEXT					TEXT AMT	
	*BARRACUDA CLOUD OFFSITE BACKUP					17,398	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	NETWORK & FIBER OPTIC CABLING						10,000
	CENTREX PHONE/FAX LINES						500
	CIVICPLUS WEBSITE HOSTING & MAINTENANCE(NEW MAINT)						11,840
	AMAZON AWS EC2 CLOUD INSTANCES						1,800
	AMAZON AWS S3 CLOUD STORAGE						600
	ELECTRICAL SERVICES & REPAIR						5,000
	PRINTER REPAIR SERVICES						1,000
	SUNGARD CUSTOM MODULE SUPPORT						10,000
	PHOENIX DATACENTER COLOCATION						12,758
	*BASED ON FY 16 ACTUAL						
	*REDUCTION OF NETWORK & FIBER OPTIC CABLING AND ELECTRICAL SERVICES AND REPAIRS (7/12/16- JLM)						4,000-
							66,896
501-0700-519.40-00	TRAVEL PER DIEM	9,828	5,294	3,000	7,000	5,489	3,500
	LEVEL 5 TEXT					TEXT AMT	
	TRAVEL/LODGING EXPENSES RELATED TO TRAINING						3,500
	SMALL INCREASE DUE TO ESTIMATE FROM FY 16						3,500
501-0700-519.40-10	EMPLOYEE TRAINING	845	16,974	18,000	18,000	16,662	20,500
	LEVEL 5 TEXT					TEXT AMT	
	GLOBALKNOWLEDGE IT TRAINING (7 CLASSES)						17,500
	SUNGARD EDUCATION CITYWIDE SUBSCRIPTION PLAN						8,900
	CITYWIDE TRAINING MOVED FROM 46-36						
	FLGISA ANNUAL CONFERENCE FOR 2						1,000
	*REDUCE SUNGARD EDUCATION CITYWIDE SUBSCRIPTION TO A PER COURSE BASIS (JLM 07/12/16)						6,900-
							20,500
501-0700-519.41-00	COMMUNICATION SERVICES	116,792	109,419	103,613	103,735	88,222	81,540
	LEVEL 5 TEXT					TEXT AMT	
	CELL PHONE SERVICE-ATT WIRELESS						3,100
	AT&T MOBILE DATA CARD SERVICE						1,620
	CUSTOMER SERVICE PANIC BUTTONS (NEW)						330
	HR/CITY MANAGER PANIC BUTTONS (NEW)						330
	FLEET GPS CHARGES-2 VEHICLES						1,260
	BRIGHTHOUSE ENTERPRISE INTERNET SVC 500 MBPS						47,400
	BRIGHTHOUSE INTERNET SERVICE REMOTE LOCATIONS						12,800
	BRIGHTHOUSE ENTERPRISE TELEPHONY 48 SIP SESSIONS						9,600
	BRIGHTHOUSE LONG DISTANCE BUNDLE 5000 MINUTES						1,500
	BRIGHTHOUSE INTERNET BACKUP EOC CONNECTION						3,600
	NEW BRIGHTHOUSE CONTRACT PER RFP 16-13 NO LONGER TIME WARNER						
							81,540

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
501-0700-519.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	0	0	0	3,611
	LEVEL 5 TEXT					TEXT AMT	
							3,000
							611
							3,611
501-0700-519.44-13	FLEET FINANCING	152,009	185,964	359,499	359,499	299,583	309,943
501-0700-519.45-19	VEHICLE INSURANCE	1,125	788	745	745	621	773
501-0700-519.46-10	GENERAL EQUIP MAINT	51,911	15,463	80,854	53,847	38,433	58,401
	LEVEL 5 TEXT					TEXT AMT	
							2,241
							9,093
							4,852
							4,000
							5,000
							1,600
							2,500
							6,315
							1,100
							2,500
							4,900
							10,000
							9,300
							4,500-
							500-
							58,401
501-0700-519.46-12	VEH MAINT/REPAIR	3,897	2,403	3,000	3,000	572	3,000
501-0700-519.46-18	CONT MAINT/COMM EQUIP	575	974	4,000	4,000	3,650	500
	LEVEL 5 TEXT					TEXT AMT	
							1,000
							500-
							500
501-0700-519.46-36	GENERAL SOFTWARE MAINT	181,871	167,851	202,450	213,351	200,388	164,515
	LEVEL 5 TEXT					TEXT AMT	
							116,664
							8,111
							7,900
							2,200
							170
							5,370

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
	ONBASE DOCUMENT IMAGING SOFTWARE						6,000
	EXECUTIME TIME & ATTENDANCE						3,750
	IT HELPDESK WORKORDER SOFTWARE						3,950
	ZIPCODE SOFTWARE						2,500
	GENETEC SURVEILLANCE SOFTWARE						4,000
	ADAUDIT-USER ACTIVITY REPORTING SOFTWARE						2,000
	ADMANAGER-USER ACCOUNT CONTROL SOFTWARE						2,000
	IVISIONMOBILE REVERSE SMS SOFTWARE						2,400
	*REMOVE ADMANAGER AND REDUCE FOXIT PHANTOM (JLM 07/12/16)						2,500-
							164,515
501-0700-519.49-02	COMPUTER SOFTWARE	29,897	52,839	56,400	59,400	37,951	97,436
	LEVEL 5 TEXT					TEXT AMT	
	ANTI-MALWARE SOFTWARE						5,500
	CITYWIDE 0365 SHAREPOINT/OFFICE/ONEDRIVE/EMAIL MOVED OUT OF CIP - SAAS						76,500
	MICROSOFT SERVER 2016 UPGRADE						5,000
	ADOBE PHOTOSHOP GRAPHIC DESIGN (2 LICENSES)						936
	MICROSOFT SERVER CLIENT ACCESS LICENSES						7,500
	FOXIT PHANTOM PDF EDITING SOFTWARE						2,000
	NOTE: FY 17 NEW PERSONNEL SOFTWARE NEEDS IS ADDRESSED IN SHAREPOINT ABOVE						
							97,436
501-0700-519.49-16	COMPUTER HARDWARE	45,968	46,644	61,000	86,000	78,544	63,000
	LEVEL 5 TEXT					TEXT AMT	
	APC DESKTOP BATTERY BACKUPS						2,500
	DESKTOP PERIPHERALS & COMPONENTS						8,500
	DESKTOP PRINTERS/SCANNERS						2,500
	FLAT SCREEN MONITORS						8,000
	THIN CLIENTS FOR VIRTUAL DESKTOPS ACCESS						25,000
	TABLETS/IPADS						5,000
	ONBASE COMPATIBLE SCANNERS						2,000
	CISCO IP PHONE REPLACEMENTS						8,000
	FY17 PERSONNEL REQUESTS HARDWARE						5,000
	*REDUCTION (07/12/16 JLM)						3,000-
	REDUCTION AFTER 08/23/16 CC MEETING						500-
							63,000
501-0700-519.49-64	INSURANCE 504	28,717	34,697	36,172	36,172	30,143	25,045
501-0700-519.49-66	TRF TO 506 BLDG MAINT FD	41,997	38,478	33,460	33,460	27,883	37,917
	LEVEL 5 TEXT					TEXT AMT	
	SECOND DRAFT						37,917
							37,917

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
501-0700-519.49-90	ADMIN SERVICES FEES	90,098	90,313	80,120	80,120	66,767	92,621
501-0700-519.51-00	OFFICE SUPPLIES	0	0	0	2,000	78	0
501-0700-519.52-00	OTHER OPERATING SUPPLIES	8,869	10,542	11,046	13,046	12,480	5,701
	LEVEL 5 TEXT					TEXT AMT	
	8.5 X 11 PRINTER PAPER						900
	MOBILE PHONE/TABLET ACCESSORIES						300
	ETHERNET PATCH CABLES						200
	FIBER OPTIC PATCH CABLES						300
	USB THUMB DRIVES						500
	GIS PLOTTER INK						1,500
	GIS LARGE FORMAT PRINTER PAPER						500
	LABELS						100
	PC TECHNICIAN TOOLS & SUPPLIES						250
	INKJET PRINTER CARTRIDGES						400
	TIME CARDS						551
	PENS, STAPLES, CLIPS, ETC						300
	PAPER TOWELS, KLEENEX, ETC						100
	REDUCTION AFTER 08/23/16 CC MEETING						200-
							5,701
501-0700-519.52-10	GAS, DIESEL, OIL & GREASE	287	207	718	718	142	718
	LEVEL 5 TEXT					TEXT AMT	
	FUEL 287 GALS @ \$2.50						718
							718
501-0700-519.52-15	POSTAL SERVICE	32	45	100	100	11	100
501-0700-519.54-00	DUES & MEMBERSHIPS	195	494	500	500	494	500
	LEVEL 5 TEXT					TEXT AMT	
	FLGISA MEMBERSHIP J HICKS/D FRANKLIN						250
	SUNGARD USER GROUP MEMBERSHIP M PETERSON						250
							500
501-0700-519.54-01	BOOKS & SUBSCRIPTIONS	175	259	500	500	21	250
	LEVEL 5 TEXT					TEXT AMT	
	MISC ONLINE SUBSCRIPTIONS						500
	*REDUCTION (JLM 07/12/16)						250-
							250
* OPERATING EXPENSE		808,823	831,085	1,138,677	1,231,238	1,039,713	1,047,717
501-0700-519.63-99	FIXED ASSET TRANSFERS	11,072-	0	0	0	0	0
501-0700-519.64-15	ADP EQUIPMENT	11,072	0	0	13,254	3,975	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
*	CAPITAL OUTLAY	0	0	0	13,254	3,975	0
501-0700-519.99-02	DEPRECIATION EXPENSE	15,488	13,942	0	0	0	0
501-0700-519.99-10	CONTINGENCY	0	0	15,177	15,177	0	0
501-0700-519.99-50	COMPRESSION RESERVE	0	0	0	0	0	7,000
	LEVEL 5						
	TEXT						
	CONTINGENCY AMOUNT TO BE USED TO ADDRESS						7,000
	COMPRESSION ISSUES IDENTIFIED IN EMPLOYEES- THIS						
	AMOUNT REPRESENTS THE COST FOR WAGES AND BENEFITS						7,000
*	NON-OPERATING EXPENSE	15,488	13,942	15,177	15,177	0	7,000
**	DATA PROCESSING	1,498,321	1,573,474	1,947,922	2,055,995	1,705,141	1,887,135
***	DATA PROCESSING	1,498,321	1,573,474	1,947,922	2,055,995	1,705,141	1,887,135
****	INFORMATION TECHNOLOGY	1,498,321	1,573,474	1,947,922	2,055,995	1,705,141	1,887,135

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
VEHICLE MAINTENANCE SER.							
503-0000-341.20-08	FLEET RENTAL GOLF 450	0	739	0	0	0	0
503-0000-341.20-11	INTERNAL FLEET RENTALS	720	0	0	0	0	0
503-0000-341.20-12	WATER AND SEWER FD (401)	107,182	111,133	131,500	131,500	87,251	135,200
503-0000-341.20-16	GENERAL FUND (001)	609,618	550,586	626,234	626,234	446,486	609,746
LEVEL 5		TEXT INITIAL PROJECTION *REDUCTION - 07/07/16 JLM				TEXT AMT 637,146 27,400- 609,746	
503-0000-341.20-17	SOLID WASTE FUND (410)	914	1,970	2,250	2,250	252	2,250
503-0000-341.20-19	IT FUND (501)	3,897	2,403	3,000	3,000	572	3,000
503-0000-341.20-21	DRAINAGE FUND (412)	92,313	141,756	120,000	120,000	65,263	120,000
503-0000-341.20-56	BUILDING MAINT. FD (506)	0	21	0	0	5,548	7,000
503-0000-341.20-69	CD BLDG SPECIAL REV 109	9,627	11,308	10,726	10,726	6,499	13,000
503-0000-341.20-70	RISK MGMT (504)	0	0	0	0	137	0
503-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,080	1,552	1,000	1,000	566	1,000
503-0000-365.10-00	SCRAP SALES	120	0	0	0	0	0
503-0000-369.90-00	MISC REVENUE	2,455	2,338	0	0	2,900	0
503-0000-389.10-00	APPROPRIATED FUND BAL	0	0	86,583	166,364	0	70,992
LEVEL 5		TEXT TO BALANCE THE FUND (JLM 07/07/16) REDUCTION (JLM 07/27/16)				TEXT AMT 75,063 4,071- 70,992	
*		827,926	823,806	981,293	1,061,074	615,474	962,188
** VEHICLE MAINTENANCE SER.		827,926	823,806	981,293	1,061,074	615,474	962,188
*** VEHICLE MAINTENANCE SER.		827,926	823,806	981,293	1,061,074	615,474	962,188
**** VEHICLE MAINTENANCE SER.		827,926	823,806	981,293	1,061,074	615,474	962,188

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
503-4500-519.12-00	VEHICLE MAINTENANCE VEHICLE MAINTENANCE SALARIES AND WAGES	218,375	200,509	210,914	210,914	180,646	253,913
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE NEW: FLEET SERVICE WRITER *CALCULATION REVISIONS (7/22/16 JLM)					TEXT AMT 218,371 5,368 30,181 7- 253,913	
503-4500-519.12-11	COMPENSATED ABSENCE	3,970-	1,382	0	0	0	0
503-4500-519.14-00	OVERTIME	3,313	2,431	4,500	4,500	1,528	3,500
	LEVEL 5 TEXT AFTER HOUR CALL OUTS AND SUPPORT OF SPECIAL EVENTS *REDUCE OT PW/FIN MEETING (07/05/16 JLM)					TEXT AMT 4,500 1,000- 3,500	
503-4500-519.21-00	FICA TAXES	15,949	15,346	16,482	16,482	13,635	19,695
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY) WAGE INCREASE NEW: FLEET SERVICE WRITER *REDUCT RELATED TO OT PW/FIN MEETING (7/5/16 JLM) *CALCULATION REVISIONS (7/22/16 JLM)					TEXT AMT 17,055 409 2,309 77- 1- 19,695	
503-4500-519.22-00	RETIREMENT CONTRIBUTIONS	26,353	24,755	30,432	30,432	25,848	33,709
	LEVEL 5 TEXT CURRENT STAFF WAGE INCREASE NEW: FLEET SERVICE WRITER *CALCULATION REVISIONS (7/22/16 JLM)					TEXT AMT 29,942 749 3,019 1- 33,709	
503-4500-519.23-00	HEALTH INSURANCE	37,525	37,241	38,828	38,828	35,115	48,911
	LEVEL 5 TEXT HEALTH DENTAL LIFE INCREASE ON LIFE NEW: FLEET SERVICE WRITER					TEXT AMT 38,928 2,478 517 14 6,974 48,911	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
503-4500-519.24-00	WORKER'S COMPENSATION	2,308	2,909	2,560	2,560	2,247	2,929
	LEVEL 5 TEXT					TEXT AMT	
							2,849
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)						67
	WAGE INCREASE						27
	NEW: FLEET SERVICE WRITER						14-
	*REDUCT RELATED TO OT PW/FIN MEETING (7/5/16 JLM)						2,929
503-4500-519.26-00	EAP BENEFIT	242	225	223	223	202	262
	LEVEL 5 TEXT					TEXT AMT	
							225
	CURRENT STAFF						37
	NEW: FLEET SERVICE WRITER						262
-----		300,095	284,798	303,939	303,939	259,221	362,919
*	PERSONNEL SERVICES						
503-4500-519.31-13	OTHER PROF. SERVICES	1,945	0	0	0	0	0
503-4500-519.34-15	TEMP HELP SERVICE FEE	7,610	0	0	0	0	0
503-4500-519.40-00	TRAVEL PER DIEM	0	441	2,000	1,450	157	1,000
	LEVEL 5 TEXT					TEXT AMT	
							1,000
	TRAVEL REQUIRING OVERNIGHT STAY						1,000
	**ANNUAL GOVERNMENT FLEET EXPO						
503-4500-519.40-10	EMPLOYEE TRAINING	1,992	3,570	3,000	3,000	2,619	4,000
	LEVEL 5 TEXT					TEXT AMT	
							500
	AUTOMOTIVE SERVICE EXCELLENCE (ASE) CERTIFICATION						
	AND RECERTIFICATION						2,000
	EMERGENCY VEHICLE TECHNICIAN (EVT) CERTIFICATION						
	AND RECERTIFICATION						1,500
	CERTIFIED AUTOMOTIVE FLEET MANAGER TRAINING						
	AND CERTIFICATION						
	*NOTE:INCREASE TO FY17 EMPLOYEE TRAINING SUPPORTED						4,000
	BY A DECREASE TO TRAVEL PER DIEM.						
503-4500-519.41-00	COMMUNICATION SERVICES	2,101	1,481	2,100	2,587	1,645	1,400
	LEVEL 5 TEXT					TEXT AMT	
							2,600
	E.J. WARD GPS MONITORING						1,200-
	*AVG PER MO. OF \$97.30 @ 12 MO = \$1,168. REDUCE						
	FIN/PW MEETING 07/05/16 (JLM)						1,400

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
503-4500-519.44-10	EQUIP/OTHER RENTAL/LEASE	4,000	0	0	0	0	0
503-4500-519.44-13	FLEET FINANCING	39,190	47,668	38,503	38,503	32,086	31,400
503-4500-519.44-14	INVENTORY SHORT/OVER	4,979	23	0	0	0	0
503-4500-519.45-19	VEHICLE INSURANCE	3,000	0	2,608	2,608	2,173	2,707
503-4500-519.46-10	GENERAL EQUIP MAINT	3,122	14,121	12,200	17,200	12,416	16,300
LEVEL 5	TEXT					TEXT AMT	
	FUEL SYSTEM SOFTWARE MAINTENANCE						7,000
	NEW-FUEL SYSTEM REPAIR PARTS						2,500
	LIGHT DUTY VEHICLE DIAGNOSTIC SOFTWARE						1,500
	LARGE VEHICLE DIAGNOSTIC SOFTWARE						1,500
	FUEL TANK ANNUAL REGISTRATION FEES**PREVIOUSLY CODED TO 52-00						550
	SHOP VEHICLE LIFT MAINTENANCE**PREVIOUSLY CODED TO 52-00						1,000
	FUEL TANK LEAK MONITORING CERTIFICATION						1,500
	MISCELLANEOUS MAINTENANCE AND REPAIR						750
							16,300
503-4500-519.46-18	CONT MAINT/COMM EQUIP	0	0	0	252	252	0
LEVEL 5	TEXT					TEXT AMT	
	NEW 2WAY RADIO REPAIR AND BATTERIES						1,500
	*REDUCE PW/FIN MEETING 07/05/16 (JLM)						1,500-
503-4500-519.49-61	DATA PROCESSING 501	38,189	37,261	57,642	57,642	48,035	42,357
503-4500-519.49-64	INSURANCE 504	16,752	18,505	19,292	19,292	16,077	13,230
503-4500-519.49-66	TRF TO 506 BLDG MAINT FD	29,645	26,398	21,758	21,758	18,132	33,136
LEVEL 5	TEXT					TEXT AMT	
	SECOND DRAFT						33,136
							33,136
503-4500-519.49-90	ADMIN SERVICES FEES	48,244	46,756	43,509	43,509	36,258	49,639
503-4500-519.52-00	OTHER OPERATING SUPPLIES	28,018	25,351	25,000	25,420	25,955	26,500
LEVEL 5	TEXT					TEXT AMT	
	NUTS, BOLTS, GLOVES, SHOP RAGS, ABSORBENT, TOOLS.						25,000
	QUARTERLY DISPOSAL OF USED OIL						
	**AVERAGE 1400 GALLONS ANNUALLY. COST \$1,500.						1,500
							26,500
503-4500-519.52-10	GAS, DIESEL, OIL & GREASE	15,369	13,185	20,000	21,975	18,339	3,000
LEVEL 5	TEXT					TEXT AMT	
	FLEET DIVISION USE ONLY						3,000

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**NOTE:PREVIOUSLY FUNDED ALL DEPARTMENTS. \$3000 IS ONLY FOR FLEET. THE OTHER \$17,000 IS NOW FUNDED OUT OF 52-27							
						3,000	
503-4500-519.52-12	UNIFORMS	4,396	3,149	3,500	3,500	3,500	4,000
LEVEL 5	TEXT UNIFORMS INCLUDING CLEANING. ONE REPLACEMENT SET OF UNIFORMS PER YEAR PER EMPLOYEE					TEXT AMT 4,000	
						4,000	
503-4500-519.52-20	VEHICLE PARTS	304,656	357,713	408,242	428,965	391,253	350,000
LEVEL 5	TEXT DETERMINED BY DEPARTMENTS *REDUCE PW/FIN MEETING 07/05/16 (JLM)					TEXT AMT 408,242 58,242- 350,000	
503-4500-519.52-27	BULK OIL & GREASE	0	0	0	0	0	17,000
LEVEL 5	TEXT BULK OIL, GREASE, ANTIFREEZE, DEF **ALL DEPARTMENTS EXCEPT FLEET** **WAS PREVIOUSLY FUNDED FROM 52-10**					TEXT AMT 17,000	
						17,000	
503-4500-519.54-00	DUES & MEMBERSHIPS	340	489	0	550	100	600
LEVEL 5	TEXT NATIONAL ASSOCIATION OF FLEET ADMINISTRATORS(NAFA) FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS (FLAGFA)					TEXT AMT 500 100 600	
* OPERATING EXPENSE		553,548	596,111	659,354	688,211	608,997	596,269
503-4500-519.63-99	FIXED ASSET TRANSFERS	10,130-	0	0	0	0	0
503-4500-519.64-00	MACH & EQUIPMENT	10,130	0	18,000	18,000	16,443	0
LEVEL 5	TEXT REPLACE OLD AIR COMPRESSOR FOR SHOP-NOT REPAIRABLE VEHICLE DIAGNOSTIC COMPUTER *REDUCE PW/FIN MEETING 07/05/16 (JLM)					TEXT AMT 7,000 10,000 17,000-	
503-4500-519.64-15	ADP EQUIPMENT	0	0	0	45,000	22,500	0

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*	CAPITAL OUTLAY	0	0	18,000	63,000	38,943	0
503-4500-519.99-02	DEPRECIATION EXPENSE	935	24,206	0	0	0	0
503-4500-519.99-10	CONTINGENCY	0	0	0	5,924	0	0
503-4500-519.99-50	COMPRESSION RESERVE	0	0	0	0	0	3,000
	LEVEL 5						
	TEXT						
	CONTINGENCY AMOUNT TO BE USED TO ADDRESS						3,000
	COMPRESSION ISSUES IDENTIFIED IN EMPLOYEES- THIS						
	AMOUNT REPRESENTS THE COST FOR WAGES AND BENEFITS						3,000
*	NON-OPERATING EXPENSE	935	24,206	0	5,924	0	3,000
**	VEHICLE MAINTENANCE	854,578	905,115	981,293	1,061,074	907,161	962,188
***	VEHICLE MAINTENANCE	854,578	905,115	981,293	1,061,074	907,161	962,188
****	VEHICLE MAINTENANCE SER.	854,578	905,115	981,293	1,061,074	907,161	962,188

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
RISK MANAGEMENT FUND							
504-0000-341.20-12	WATER AND SEWER FD (401)	237,820	324,078	324,994	324,994	270,828	190,357
504-0000-341.20-16	GENERAL FUND (001)	589,207	810,619	832,479	832,479	693,733	564,052
504-0000-341.20-17	SOLID WASTE FUND (410)	8,017	10,332	10,611	10,611	8,843	6,295
504-0000-341.20-19	IT FUND (501)	28,717	34,697	36,172	36,172	30,143	25,045
504-0000-341.20-20	W/C PERSONAL SERVICES	228,482	277,766	272,713	272,713	217,009	302,785
504-0000-341.20-21	DRAINAGE FUND (412)	35,298	51,659	53,695	53,695	44,746	33,456
504-0000-341.20-24	VEHICLE MAINT. FD (503)	16,752	18,505	19,292	19,292	16,077	13,230
504-0000-341.20-41	VEHICLE INSURANCE	121,753	106,609	100,901	100,901	84,084	100,158
504-0000-341.20-55	TAX INCRMT EASTPORT (102)	1,197	0	0	0	0	0
504-0000-341.20-56	BUILDING MAINT. FD (506)	11,080	18,135	21,317	21,317	17,764	18,203
504-0000-341.20-57	TAX INCRMT TOWNCENTER 103	479	0	0	0	0	0
504-0000-341.20-67	RECREATION FACILITIES 106	2,705	0	0	0	0	0
504-0000-341.20-69	CD BLDG SPECIAL REV 109	18,642	30,194	31,477	31,477	26,231	24,346
504-0000-361.10-00	INTEREST EARNINGS-INVESTM	5,595	6,140	6,000	6,000	6,750	6,000
504-0000-369.30-00	INS. PROCEEDS	67,792	82,264	0	32,646	74,433	0
504-0000-369.35-00	SETTLEMENT PROCEEDS	100	0	0	0	0	0
504-0000-369.90-00	MISC REVENUE	5	107,409	0	0	53	0
504-0000-381.16-00	TRANSFER FROM 001	0	4,104	0	0	0	0
504-0000-389.10-00	APPROPRIATED FUND BAL	0	0	53,644	53,644	0	572,216
LEVEL 5	TEXT FY16 USAGE OF APPR. EQUITY FUND ENDING BALANCE EXPECTED AT \$1.791M *INCREASE FOR FMIT RENEWAL RATES 8/23/16					TEXT AMT 500,000 72,216 572,216	
*		1,373,641	1,882,511	1,763,295	1,795,941	1,490,694	1,856,143
**	RISK MANAGEMENT FUND	1,373,641	1,882,511	1,763,295	1,795,941	1,490,694	1,856,143
***	RISK MANAGEMENT FUND	1,373,641	1,882,511	1,763,295	1,795,941	1,490,694	1,856,143
****	RISK MANAGEMENT FUND	1,373,641	1,882,511	1,763,295	1,795,941	1,490,694	1,856,143

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
NON DEPARTMENTAL NON DEPTMENTAL 504-1000-519.12-00	SALARIES AND WAGES	160,671	208,434	209,942	210,862	172,283	219,222
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	208,776
						WAGE INCREASE	5,085
						NEW: POSSIBLE ADD'L STAFF INCREASES	5,000
						NEW: PARALEGAL DUTIES- OUT OF CLASS	361
							219,222
504-1000-519.12-11	COMPENSATED ABSENCE	4,448-	3,705	0	0	0	0
504-1000-519.12-12	ADD. SALARY & BENEFITS	0	0	0	1,250	1,250	0
504-1000-519.14-00	OVERTIME	1,623	1,448	2,500	2,500	1,553	2,500
504-1000-519.21-00	FICA TAXES	11,084	14,964	16,254	16,326	12,131	16,966
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	16,165
						WAGE INCREASE	390
						NEW: POSSIBLE ADD'L STAFF INCREASES	383
						NEW: PARALEGAL DUTIES- OUT OF CLASS	28
							16,966
504-1000-519.22-00	RETIREMENT CONTRIBUTIONS	18,983	24,198	27,850	27,850	23,956	29,081
	LEVEL 5					TEXT AMT	
						CURRENT STAFF	27,603
						WAGE INCREASE	691
						NEW: POSSIBLE ADD'L STAFF INCREASES	750
						NEW: PARALEGAL DUTIES- OUT OF CLASS	37
							29,081
504-1000-519.23-00	HEALTH INSURANCE	15,436	31,545	21,710	21,710	18,354	23,302
	LEVEL 5					TEXT AMT	
						HEALTH	21,086
						DENTAL	1,342
						LIFE	842
						INCREASE ON LIFE	20
						NEW: POSSIBLE ADD'L STAFF INCREASES	12
							23,302
504-1000-519.24-00	WORKER'S COMPENSATION	122	172	174	570	506	661
	LEVEL 5					TEXT AMT	
						CURRENT STAFF (INC. ACCRUAL PAYOUT EST.)	640
						WAGE INCREASE	16
						NEW: POSSIBLE ADD'L STAFF INCREASES	4

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	NEW: PARALEGAL DUTIES- OUT OF CLASS						1 661
504-1000-519.26-00	EAP BENEFIT	99	113	121	121	106	122
	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT 122 122	
-----		203,570	284,579	278,551	281,189	230,139	291,854
* PERSONNEL SERVICES							
504-1000-519.31-12	LEGAL SERVICES	0	0	10,000	10,000	0	0
	LEVEL 5 TEXT OUTSIDE LEGAL COUNSEL FOR RISK/HR RELATED CASES REMOVED FROM BUDGET (JLM 06/30/16)					TEXT AMT 10,000 10,000-	
504-1000-519.31-13	OTHER PROF. SERVICES	68,257	19,736	98,100	93,530	10,201	62,400
	LEVEL 5 TEXT HEALTH AND WELLNESS BENEFITS BROKER FEE IBNR ACTUARIAL SERVICES *MULTIPLE ITEMS MOVED TO 34-14					TEXT AMT 60,000 2,400 62,400	
504-1000-519.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	42,400
	LEVEL 5 TEXT ADVANCED URGENT CARE WORK.COMP. DRUG TESTING ONE CARE CDL ALCH/ DRUG TESTING PROGRAM CENTRA CARE NON-DOT ALCH/DRUG TESTING INFECTION CONTROL PROGRAM PREVENTION CARE EMPLOYEE MED AFTERHOURS DRUG/ALCH TESTING BUSINESS TRAINING LIBRARY HEALTHCARE CONSULTING SERVICES REMEDIAL AND REFRESHER PROFESSIONAL TRAINING EMPLOYEE SAFETY PROGRAMS/PROFES.TRAINING (NEW) DRIVER SAFETY PROGRAMS/PROFES. INSTRUCTION (NEW) SOUTHEASTERN SECURITY CONSULTANTS DRIVER RECORDS FHC AFTERHOURS DRUG TESTING *MULTIPLE ITEMS MOVED INTO THIS ACCOUNT FROM 45-20 AND 31-13					TEXT AMT 1,100 3,000 1,200 5,000 2,500 2,500 10,000 6,600 2,000 2,000 5,500 1,000 42,400	
504-1000-519.40-00	TRAVEL PER DIEM	0	13	500	500	0	500
	LEVEL 5 TEXT					TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
5	EMPLOYEE TRAVEL PER DIEM						500 500
504-1000-519.40-10	EMPLOYEE TRAINING	0	20	2,000	2,000	1,029	2,000
	LEVEL 5 TEXT MANDATED OR SPECIALIZED TRAINING					TEXT AMT 2,000 2,000	
504-1000-519.41-00	COMMUNICATION SERVICES	0	491	1,300	1,300	733	1,300
	LEVEL 5 TEXT IP PHONE LINE MOBILE PHONE FOR RISK MANAGER CONFIDENTIAL MEDICAL FAX ANNUAL FEE					TEXT AMT 100 800 400 1,300	
504-1000-519.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	0	1,009	720	870
	LEVEL 5 TEXT EQUIPMENT RENTALS COPY MACHINE (NOTE: RISK'S SHARE OF RENTAL IS \$72.50/MONTH X12 MONTHS)					TEXT AMT 870	
							870
504-1000-519.45-10	COMMERCIAL POLICY INS	965,752	964,025	817,381	817,381	803,522	837,234
	LEVEL 5 TEXT FMIT INSURANCE PACKAGE (LIABILITY/AUTO) BROWN AND BROWN (B&B) FID LIABILITY (3/21 RENEW) B&B PO BUSINESS PARK (8/4 RENEW) B&B WRIGHT FLOOD INS. (9/14 RENEW) 9% INCREASE B&B ENVIRONMENTAL LEGAL LIABILITY (6/21RENEWAL) OTHER POLICIES AND PLANS- RUNOVERS PGIT (PREFERRED GOVT. INS. TRUST) JW EDENS WAIVER OF RECOURSE POLICE PENS. (10/5) FMIT EXECUTIVE TRAVEL LIABILITY (10/1) B&B ACC.DEATH & DISMEMBER.(10/1RENEW) B&B FIRE ST.74 FLOOD INS.(4/1 RENEW) B&B PROPERTY/CRIME/INLAND MARINE/TERRORISM 10/1 B&B EXCESS CRIME (10/1RENEW) B&B RECLAIM PUMP STA. BLDG23 PROPERTY INS (10/3) B&B BOILER/MACHINERY/EQUIP (10/1 RENEW) B&B DENITRIFICA. BLDG 21 PROPERTY INS (10/3 RENEW) *MOST PLANS INCLUDE AN ESTIMATED 4% INCREASE OVER CURRENT EXCEPT FOR FLOOD INSURANCE WHICH INCLUDES AN ESTIMATED 9% INCREASE AND FMIT WHICH ESTIMATES A 10% INC. DUE TO LEGISLATIVE					TEXT AMT 353,680 3,500 884 45,355 36,000 20,271 7,280 75 1,820 4,500 2,628 296,435 1,396 1,799 6,301 2,245	

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CHANGES							
*INCREASE FOR FMIT RENEWAL RATES 8/23/16							53,065 837,234
504-1000-519.45-16	WORKERS COMP INSURANCE	252,281	342,405	276,665	276,665	261,746	322,021
LEVEL 5	TEXT					TEXT AMT	
	FMIT WORK COMP INS PLAN ANNUAL PREMIUM (10/1)					281,215	
	ALT SERV CONCEPTS WORK COMP CLAIMS					5,000	
	PGCS (PREFERRED GOVT. CLAIMS COV.) DEDUCTIBLES					2,080	
	OTHER WC CLAIMS DEDUCTIBLES/PLAN EXPENSES					14,575	
	(NOTE: INCREASE IN THIS ACCOUNT DUE TO LOSS OF PREMIUM REDUCTION APPLIED TO FMIT LAST YEAR)						
	*INCREASE FOR FMIT RENEWAL RATES 8/23/16					19,151	
						322,021	
504-1000-519.45-20	CLAIMS LOSS	152,547	215,759	181,243	212,414	156,626	184,000
LEVEL 5	TEXT					TEXT AMT	
	AMERISYS WC SCRIPT CLAIMS LOSS MANAGEMENT					1,000	
	FMIT DESIG. PRESCRIPTION CLAIMS LOSS MANAGEMENT					2,000	
	HALIFAX HEALTH - EMPLOY MED WC CLAIMS					2,000	
	UNDER DEDUCTIBLE ANNUAL CLAIMS LOSS					179,000	
	*MULTIPLE ITEMS MOVED TO 34-14						
						184,000	
504-1000-519.45-23	CHANGE IN IBNR	44,599	5,000	0	0	0	0
504-1000-519.46-10	GENERAL EQUIP MAINT	0	5	0	0	0	0
LEVEL 5	TEXT					TEXT AMT	
	INSTALLATION CONFIDENTIAL FAX					400	
	REMOVAL (JLM 06/29/2016)					400-	
504-1000-519.46-12	VEH MAINT/REPAIR	0	0	0	137	137	0
504-1000-519.47-00	PRINTING AND BINDING	0	0	1,430	1,430	250	850
LEVEL 5	TEXT					TEXT AMT	
	NEW EMPLOYEE ORIENTATION RISK AND SAFETY PACKETS					100	
	DOT RANDOM TESTING PROGRAM TRAINING MATERIALS					100	
	DRUG FREE WORKPLACE PROGRAM TRAINING MATERIALS					100	
	SAFETY TRAINING MATERIALS					100	
	WORKERS COMP, OTHER LIABILITY COPY MATERIALS					200	
	RISK. MGMT PORTION COPY PAPER					250	
						850	
504-1000-519.49-19	LICENSES, TAXES & FEES	684	613	0	771	641	650
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
5	ADMIN SERVICES WELLS FARGO BANKING FEES (NOTE: IN CONJUNCTION WITH ALTERNATIVE SERVICES CONCEPTS WORKERS COMP CASE MANAGEMENT						650
							650
504-1000-519.49-20	EQUIP & OTHER NON-CAPITAL	0	0	400	400	0	0
504-1000-519.49-90	ADMIN SERVICES FEES	73,701	88,744	89,715	89,715	74,763	104,589
LEVEL 5	TEXT ADMIN SERVICES FEES					TEXT AMT 104,589 104,589	
504-1000-519.51-00	OFFICE SUPPLIES	674	2,934	1,820	1,820	994	1,820
LEVEL 5	TEXT OFFICE SUPPLIES- PAPER,PENS,FOLDERS,BINDERS ET AL.					TEXT AMT 1,820 1,820	
504-1000-519.52-00	OTHER OPERATING SUPPLIES	607	10	1,100	1,100	23	550
LEVEL 5	TEXT OTHER GOVERNMENTAL EDUCATIONAL/INSTRUCTOR SERVICES SAFETY VESTS, HARD HATS, GLOVES, SAFETY GLASSES SAFETY TRAINING MATERIALS AND TRAINING VIDEOS FIRST AID KIT REPLENISHMENTS REDUCTION (JLM 06/29/16)					TEXT AMT 350 350 200 200 550- 550	
504-1000-519.52-10	GAS, DIESEL, OIL & GREASE	0	0	0	15	15	0
504-1000-519.52-15	POSTAL SERVICE	3	15	50	50	21	105
LEVEL 5	TEXT DOT AND DFW NOTIFICATION LETTERS WORKERS COMP,LIABILITY CORRESPONDENCE SPECIALIZED TRAINING GIVE AWAYS					TEXT AMT 10 20 75 105	
504-1000-519.54-00	DUES & MEMBERSHIPS	2,750	1,360	1,400	1,400	584	2,500
LEVEL 5	TEXT SUNSHINE SAFETY COUNCIL RISK MANAGER PROFESSIONAL DEVELOPMENT SOCIETY HUMAN RESOURCE MGMT. PROFESSIONAL DUES SUBSTANCE ABUSE PROFESSIONAL (SAP) DUES CLINICAL LICENSURE DOT ALC. DRUG TESTING PROGRAM MASTER ADDICTION CREDENTIALING DUES FLORIDA SAFETY COUNCIL - SAFE DRIVER PROG. MEMB HUMAN RESOURCE CREDENTIALING INC.-SPHR DUES					TEXT AMT 500 900 200 125 350 125 100 200	

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
							2,500
504-1000-519.54-01	BOOKS & SUBSCRIPTIONS	0	0	1,640	1,640	315	500
	LEVEL 5					TEXT AMT	
							200
							300
							500
*	OPERATING EXPENSE	1,561,855	1,641,130	1,484,744	1,513,277	1,312,320	1,564,289
504-1000-519.64-00	MACH & EQUIPMENT	0	0	0	1,475	1,475	0
*	CAPITAL OUTLAY	0	0	0	1,475	1,475	0
**	NON DEPTMENTAL	1,765,425	1,925,709	1,763,295	1,795,941	1,543,934	1,856,143
***	NON DEPARTMENTAL	1,765,425	1,925,709	1,763,295	1,795,941	1,543,934	1,856,143
****	RISK MANAGEMENT FUND	1,765,425	1,925,709	1,763,295	1,795,941	1,543,934	1,856,143

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
LEASE & REPLACEMENT FUND							
505-0000-341.20-01	FLEET RENTAL GENERAL FD	728,781	867,697	989,953	989,953	824,961	1,046,347
505-0000-341.20-02	FLEET RENTAL DRAINAGE 412	173,870	157,524	163,598	163,598	136,332	256,018
505-0000-341.20-03	FLEET RENTAL GAS TAX	43,016	69,089	74,722	74,722	62,268	90,064
505-0000-341.20-04	FLEET RENTAL W/S R&R	214,836	245,876	296,972	296,972	247,477	316,294
505-0000-341.20-05	FLEET RENTAL GARB. R&R	3,681	2,630	5,168	5,168	4,307	0
505-0000-341.20-06	FLEET RENTAL D/P (501)	152,009	185,964	359,499	359,499	299,583	309,943
505-0000-341.20-07	FLEET RENTAL VEH MNT 503	39,190	47,668	38,503	38,503	32,086	31,400
505-0000-341.20-08	FLEET RENTAL GOLF 450	134,298	126,325	118,408	118,408	98,673	122,903
	LEVEL 5						
	TEXT					TEXT	AMT
	LEASE FOR EQUIPMENT						58,635
	LEASE FOR GOLF CART						64,268
							122,903
505-0000-341.20-10	FLEET RENTAL CD BLDG 109	0	2,209	8,762	8,762	7,302	17,724
505-0000-341.20-14	FLEET FIN. RENTAL	20,604	30,689	27,534	27,534	22,945	24,378
505-0000-341.20-15	FLEET RENTAL BLDG MT 506	0	0	6,807	6,807	5,673	9,050
505-0000-361.10-00	INTEREST EARNINGS-INVESTM	8,492	20,375	5,500	5,500	12,043	5,500
505-0000-364.41-00	EQUIPMENT	1,853	0	0	0	86,005	0
505-0000-364.49-00	GAIN/(LOSS) ON SALE F/A	178,461	132,021	0	0	0	0
505-0000-369.90-00	MISC REVENUE	0	15	0	0	0	0
505-0000-381.16-00	TRANSFER FROM 001	0	0	0	0	0	230,000
505-0000-389.10-00	APPROPRIATED FUND BAL	0	0	1,068,574	3,238,988	0	158,379
*		1,699,091	1,888,082	3,164,000	5,334,414	1,839,655	2,618,000
** LEASE & REPLACEMENT FUND		1,699,091	1,888,082	3,164,000	5,334,414	1,839,655	2,618,000
*** LEASE & REPLACEMENT FUND		1,699,091	1,888,082	3,164,000	5,334,414	1,839,655	2,618,000
**** LEASE & REPLACEMENT FUND		1,699,091	1,888,082	3,164,000	5,334,414	1,839,655	2,618,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
505-1000-519.46-12	VEH MAINT/REPAIR	0	0	0	87,811	87,811	0
505-1000-519.49-02	COMPUTER SOFTWARE	1,478	18,622	0	40,798	17,005	0
505-1000-519.49-16	COMPUTER HARDWARE	20,181	24,887	0	121,294	59,779	0
505-1000-519.49-20	EQUIP & OTHER NON-CAPITAL	0	49,692	0	50,000	21,468	0
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* OPERATING EXPENSE		21,659	93,201	0	299,903	186,063	0
505-1000-519.63-99	FIXED ASSET TRANSFERS	2,183,322	1,857,238	0	0	0	0
505-1000-519.64-00	MACH & EQUIPMENT	2,046,026	1,691,406	2,019,000	2,802,494	2,556,047	1,918,000
LEVEL 5		TEXT		TEXT AMT			
		*FY17 VEHICLES				1,385,000	
		*FY17 EQUIPMENT				501,000	
		*FY17 CYPRESS HEAD EQUIP & GOLF CARTS				32,000	
		EQUIPMENT: FIR003 12 LEAD HEART MONITORS \$60K					
		EQUIPMENT: FIR014 EXTRICATION EQUIP \$40K					
		EQUIPMENT: FIR007 RADIO REPLC P-25 \$401K					
		(TOTAL EQUIPMENT \$501K)					
		(NT 05-19-16)					
						1,918,000	
505-1000-519.64-06	COMMUNICATIONS EQUIPMENT	14,803	24,338	0	0	0	0
505-1000-519.64-15	ADP EQUIPMENT	122,495	141,494	1,145,000	2,210,624	193,065	700,000
LEVEL 5		TEXT		TEXT AMT			
		*FY17 EQUIPMENT - IT PROJECTS				700,000	

		IT PROJECT - ZMI015 \$45K					
		IT PROJECT - ZMI016 \$85K					
		IT PROJECT - ZMI040 \$40K					
		IT PROJECT - ZMI032 \$30K					
		IT PROJECT - ZMI054 \$400K					
		IT PROJECT - ZMI058 \$100K					
		(05-19-16 NT)					
						700,000	
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* CAPITAL OUTLAY		2	0	3,164,000	5,013,118	2,749,112	2,618,000
505-1000-519.99-02	DEPRECIATION EXPENSE	1,281,481	1,373,713	0	0	0	0
505-1000-519.99-10	CONTINGENCY	0	0	0	21,393	0	0
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* NON-OPERATING EXPENSE		1,281,481	1,373,713	0	21,393	0	0
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** NON DEPTMENTAL		1,303,142	1,466,914	3,164,000	5,334,414	2,935,175	2,618,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
***	NON DEPARTMENTAL	1,303,142	1,466,914	3,164,000	5,334,414	2,935,175	2,618,000
****	LEASE & REPLACEMENT FUND	1,303,142	1,466,914	3,164,000	5,334,414	2,935,175	2,618,000

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD	ACTUAL ENCMBRNCE	FY2017 CM PROP3
BUILDING MAINTENANCE								
506-0000-341.20-12	WATER AND SEWER FD (401)	164,211	150,931	135,569	135,569		112,974	155,300
	LEVEL 5 TEXT SECOND DRAFT						TEXT AMT 155,300 155,300	
506-0000-341.20-16	GENERAL FUND (001)	1,312,019	1,696,880	1,333,725	1,333,725		1,111,437	1,785,954
	LEVEL 5 TEXT SECOND DRAFT						TEXT AMT 1,785,954 1,785,954	
506-0000-341.20-17	SOLID WASTE FUND (410)	5,929	5,281	4,356	4,356		3,630	6,628
	LEVEL 5 TEXT SECOND DRAFT						TEXT AMT 6,628 6,628	
506-0000-341.20-19	IT FUND (501)	41,997	38,478	33,460	33,460		27,883	37,917
	LEVEL 5 TEXT SECOND DRAFT						TEXT AMT 37,917 37,917	
506-0000-341.20-21	DRAINAGE FUND (412)	35,068	33,768	32,063	32,063		26,719	45,894
	LEVEL 5 TEXT SECOND DRAFT						TEXT AMT 45,894 45,894	
506-0000-341.20-24	VEHICLE MAINT. FD (503)	29,645	26,398	21,758	21,758		18,132	33,136
	LEVEL 5 TEXT SECOND DRAFT						TEXT AMT 33,136 33,136	
506-0000-341.20-55	TAX INCRMT EASTPORT (102)	2,903	0	0	0		0	0
506-0000-341.20-57	TAX INCRMT TOWNCENTER 103	2,903	0	0	0		0	0
506-0000-341.20-69	CD BLDG SPECIAL REV 109	74,828	68,766	60,123	60,123		50,103	67,803
	LEVEL 5 TEXT SECOND DRAFT						TEXT AMT 67,803 67,803	
506-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,458	4,804	1,850	1,850		3,466	1,850
506-0000-365.10-00	SCRAP SALES	2,000	0	0	0		0	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
BUILDING MAINTENANCE BUILDING MAINTENANCE 506-4200-539.12-00	SALARIES AND WAGES	150,340	185,188	242,439	242,439	148,516	321,019
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)					TEXT AMT 309,032	
	WAGE INCREASE					6,626	
	NEW: CUSTODIAN					22,776	
	NEW: RECLASS FOREMAN TO INSPECTOR					5,361	
	*REMOVE NEW CUSTODIAN (JLM 07/11/16)					22,776-	
						321,019	
506-4200-539.12-11 506-4200-539.14-00	COMPENSATED ABSENCE OVERTIME	2,358- 5,650	5,267- 959	0 6,000	0 6,000	0 3,064	0 3,000
	LEVEL 5 TEXT *AFTER HOURS CALL OUTS					TEXT AMT 3,000	
	**NOTE:REDUCED DUE TO A DECLINE IN USE OF OVERTIME IN PREVIOUS FISCAL YEARS.						
						3,000	
506-4200-539.21-00	FICA TAXES	10,972	13,148	19,009	19,009	11,068	24,793
	LEVEL 5 TEXT CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)					TEXT AMT 24,106	
	WAGE INCREASE					276	
	NEW: CUSTODIAN					1,743	
	NEW: RECLASS FOREMAN TO INSPECTOR					411	
	*REMOVE NEW CUSTODIAN (JLM 07/11/16)					1,743-	
						24,793	
506-4200-539.22-00	RETIREMENT CONTRIBUTIONS	17,484	20,524	33,312	33,312	20,644	46,830
	LEVEL 5 TEXT CURRENT STAFF					TEXT AMT 44,997	
	WAGE INCREASE					991	
	NEW: CUSTODIAN					3,576	
	NEW: RECLASS FOREMAN TO INSPECTOR					842	
	*REMOVE NEW CUSTODIAN (JLM 07/11/16)					3,576-	
						46,830	
506-4200-539.23-00	HEALTH INSURANCE	17,392	26,205	38,907	38,907	22,583	55,961
	LEVEL 5 TEXT HEALTH					TEXT AMT 51,904	
	DENTAL					3,305	
	LIFE					723	
	INCREASE ON LIFE					16	

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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
	NEW: CUSTODIAN						6,956
	NEW: RECLASS FOREMAN TO INSPECTOR						13
	*REMOVE NEW CUSTODIAN (JLM 07/11/16)						6,956-
							55,961
506-4200-539.24-00	WORKER'S COMPENSATION	3,099	6,519	6,321	6,321	3,626	9,124
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF (INC. ACCRUAL PAYOUT AND SPEC. PAY)						8,958
	WAGE INCREASE						74
	NEW: CUSTODIAN						428
	NEW: RECLASS FOREMAN TO INSPECTOR						92
	*REMOVE NEW CUSTODIAN (JLM 07/11/16)						428-
							9,124
506-4200-539.26-00	EAP BENEFIT	145	207	260	260	156	337
	LEVEL 5 TEXT					TEXT AMT	
	CURRENT STAFF						337
	NEW: CUSTODIAN						37
	*REMOVE NEW CUSTODIAN (JLM 07/11/16)						37-
							337
* PERSONNEL SERVICES		202,724	247,483	346,248	346,248	209,657	461,064
506-4200-539.31-13	OTHER PROF. SERVICES	0	0	0	3,660	3,660	0
506-4200-539.31-15	JANITORIAL SERVICE	4,500	4,790	0	0	0	0
506-4200-539.34-14	CONTRACT SERVICES OTHER	62,639	60,385	31,300	35,514	32,614	15,381
	LEVEL 5 TEXT					TEXT AMT	
	OFFICE PLANT SERVICES						3,200
	PEST CONTROL-ALL FACILITIES						4,500
	TERMITE BOND						541
	LAUNDRY SERVICES						800
	WINDOW CLEANING FOR CITY HALL & POLICE DEPARTMENT						6,340
	**NOTE:ELEVATOR SERVICE INSPECTION MOVED TO 46-11						
							15,381
506-4200-539.41-00	COMMUNICATION SERVICES	354	94	1,200	1,200	1,086	1,200
	LEVEL 5 TEXT					TEXT AMT	
	*DEPARTMENTAL PHONES RENTAL AND SERVICES						1,200
	*ONE SMART PHONE AND ONE STANDARD PHONE						
	*(1) IPAD TO USE BY SIGN TECHNICIANS FOR THE						
	MAINTENANCE OF THE SCHOOL ZONE WARNING FLASHERS						500
	*REMOVE IPAD- PW/FIN DISCUSSION (JLM 07/14/16)						500-
							1,200

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506-4200-539.43-10	ELECTRICAL SERVICES	334,817	408,205	480,000	480,000	442,965	500,000
	LEVEL 5 TEXT					TEXT AMT	
	*ELECTRIC - AVERAGE 40,000/MO. X 12					480,000	
	**NOTE:ALL BUILDINGS						
	PROJECTING 4% INCREASE BASED ON FPL PRICE INC					20,000	
	06-02-16 TR						
						500,000	
506-4200-539.43-12	WATER/SEWER SERVICES	109,172	140,142	132,000	132,000	120,948	132,000
	LEVEL 5 TEXT					TEXT AMT	
	*AVERAGE 11,000 PER MONTH X 12 MOS					132,000	
	**NOTE:INCLUDES ADDITION OF PD						
						132,000	
506-4200-539.43-14	DRAINAGE	31,262	32,277	35,975	35,975	29,610	63,708
	LEVEL 5 TEXT					TEXT AMT	
	*PORT ORANGE APPROX. \$2,559/MONTH X 12					30,708	
	**NOTE:INCLUDES PD AND FD STATIONS						
	ADDITIONAL ADDED					5,267	
	*PW/FIN REDUCTION (JLM 07/14/16)					2,267-	
	*INC DUE TO ADD'L ELU (JLM 08/02/16)					30,000	
						63,708	
506-4200-539.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	1,500	1,500	0	1,000
	LEVEL 5 TEXT					TEXT AMT	
	*AREAL LIFTS/SCISSORS LIFT					1,000	
						1,000	
506-4200-539.44-13	FLEET FINANCING	0	0	6,807	6,807	5,673	9,050
506-4200-539.45-19	VEHICLE INSURANCE	0	0	1,490	1,490	1,242	1,547
506-4200-539.46-10	GENERAL EQUIP MAINT	1,737	5,203	18,955	15,955	9,546	34,257
	LEVEL 5 TEXT					TEXT AMT	
	*CITY HALL MESSAGE BOARD SIGN ANNUAL MAINT					2,500	
	*BUILDINGS EQUIPMENT REPAIRS/REPLACEMENTS					3,000	
	*ICE MACHINE MAINT/REPAIR/REPLACEMENT					6,000	
	*APPLIANCE REPAIRS					2,000	
	*EMERGENCY GENERATOR SERVICE					20,757	
	**NOTE: FOR ALL FACILITIES. FIRE, CITY HALL, YMCA,						
	AND PUBLIC WORKS FEES MOVED FROM 46-11.						
						34,257	
506-4200-539.46-11	REGULAR MAINT/INSP EQUIP	0	2,755	41,025	33,025	28,876	29,000

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	LEVEL 5 TEXT *FIRE ALARM SYSTEM INSPECTIONS (REQUIRED BY LAW) *FIRE SPRINKLER SYSTEM INSPECTIONS (REQUIRED) *HVAC SYSTEM MAINTENANCE (QUARTERLY) *FIRE SYSTEMS BACKFLOW INSPECTIONS FIRE EXTINGUISHER REPAIR/REPLACEMENT *****NOTES***** **GENERATOR MAINTENANCE CONTRACTS MOVED TO 46-10 **ELEVATOR REPAIRS AND MAINTENANCE-MOVED TO 46-16 **FIRE EXTINGUISHER MAINT/REPAIR MOVED FROM 46-10 *ELEVATOR SERVICE INSPECTION CH & PD **NOTE:ELEVATOR INSPECTIONS MOVED FROM 34-14 TEXT AMT 3,200 2,800 8,000 2,000 1,600 3,500 7,900 29,000						
506-4200-539.46-12	VEH MAINT/REPAIR	0	3,021	0	0	2,565	5,000
	LEVEL 5 TEXT VEHICLE REPAIRS *PW/FIN REDUCTION (JLM 07/14/16) TEXT AMT 7,000 2,000- 5,000						
506-4200-539.46-16	BUILDING MAINT	78,314	130,821	246,665	240,479	211,428	207,500
	LEVEL 5 TEXT MISCELLANEOUS REPAIRS AS FOLLOWS: *REPLACE DETERIORATED STEEL DOORS AND LOCKS WITH FIBERGLASS DOORS-FIRE STATIONS *REPLACE RESTROOM FIXTURES, TOILETS, AND SINKS AND INSTALL ELECTRIC HAND DRYERS @ CITY FACILITIES *REPLACE CITY FACILITIES PARKING LOT LIGHTS AND POLES A/C MAINTENANCE AND REPAIRS MINOR ROOF REPAIRS & WARRANTY COSTS ELECTRICAL MAINTENANCE AND REPAIR SMOKING GAZEBO FOR PUBLIC WORKS & CITY HALL **2 @ \$5,000 INSTALLED WITH SEATING STAINLESS STEEL SMOKE POLE \$250 X 2 OVERHEAD DOOR REPAIRS *REMOVE RESTROOM REPAIRS/IMPROVEMENT (JLM 7/14/16) *REDUCTION FIN/PW (JLM 07/14/16) TEXT AMT 20,000 10,000 40,000 80,000 2,000 50,000 10,000 500 10,000 10,000- 5,000- 207,500						
506-4200-539.46-18	CONT MAINT/COMM EQUIP	0	0	0	252	252	0
506-4200-539.49-20	EQUIP & OTHER NON-CAPITAL	0	0	1,500	1,500	1,992	1,500
	LEVEL 5 TEXT MINOR EQUIPMENT SUCH AS PRESSURE WASHER, TEXT AMT 1,500						

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNCE	FY2017 CM PROP3
	BUFFER, AND VACUUM CLEANERS						
							1,500
506-4200-539.49-61	DATA PROCESSING 501	4,168	4,066	7,160	7,160	5,967	7,958
506-4200-539.49-64	INSURANCE 504	11,080	18,135	21,317	21,317	17,764	18,203
506-4200-539.49-90	ADMIN SERVICE FEES	49,355	55,972	50,296	50,296	41,913	68,794
506-4200-539.52-00	OTHER OPERATION SUPPLIES	11,022	6,166	13,500	27,682	14,356	13,500
	LEVEL 5 TEXT					TEXT AMT	
	PAINT					3,000	
	MISC. MAINTENANCE SUPPLIES (LIGHT FIXTURES, DOOR HANDLES, ETC.)					4,500	
	VARIOUS FILTERS FOR FACILITIES HVAC UNITS					1,000	
	LOCK/KEY REPLACEMENT					1,000	
	FLAGS/NATIONAL ENSIGN REPLACEMENT (NEW)					1,000	
	WOOD SHOP SUPPLIES AND EQUIPMENT					2,500	
	*REDUCTION FIN/PW (JLM 07/14/16)					1,000-	
						13,500	
506-4200-539.52-10	GAS,DIESEL,OIL,& GREASE	93	348	0	0	2,519	2,000
	LEVEL 5 TEXT					TEXT AMT	
	*GAS, DIESEL, OIL & GREASE FOR BUILDING MAINT. VEHICLES.					2,000	
						2,000	
506-4200-539.52-11	JANITORIAL SUPPLIES	9,120	10,864	11,000	11,000	6,513	8,000
	LEVEL 5 TEXT					TEXT AMT	
	*JANITORIAL CLEANING SUPPLIES AND EQUIPMENT					5,500	
	*EQUIPMENT REPLACEMENT, VAC BAGS, BUCKETS, & CARTS					2,500	
						8,000	
506-4200-539.52-12	UNIFORMS	0	0	0	0	0	175
	LEVEL 5 TEXT					TEXT AMT	
	SUPERINTENDENT UNIFORM					175	
	PREVIOUSLY FUNDED IN 410-6100 (JLM 06/23/16)					175	
506-4200-539.54-00	DUES & MEMBERSHIPS	0	0	0	155	0	0
* OPERATING EXPENSE		707,633	883,244	1,101,690	1,106,967	981,489	1,119,773
506-4200-539.62-00	BUILDINGS AND IMP. TO	0	0	0	3,080	3,080	33,700
	LEVEL 5 TEXT					TEXT AMT	
	*REPLACEMENT SIGNAGE FOR CITY HALL					7,000	

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
5	CONTINGENCY AMOUNT TO BE USED TO ADDRESS COMPRESSION ISSUES IDENTIFIED IN EMPLOYEES- THIS AMOUNT REPRESENTS THE COST FOR WAGES AND BENEFITS						4,000
							4,000
*	NON-OPERATING EXPENSE	93,752	94,030	0	3,932	0	4,000
**	BUILDING MAINTENANCE	1,630,508	1,851,014	2,152,108	2,225,280	1,814,946	2,344,210
***	BUILDING MAINTENANCE	1,630,508	1,851,014	2,152,108	2,225,280	1,814,946	2,344,210
****	BUILDING MAINTENANCE	1,630,508	1,851,014	2,152,108	2,225,280	1,814,946	2,344,210

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
LOAN POOL							
508-0000-361.10-00	INTEREST EARNINGS-INVESTM	8,970	25,471	10,000	10,000	14,145	10,000
508-0000-361.15-00	INTERNAL INTEREST EARNING	86,539	79,403	69,636	69,636	52,517	62,421
	LEVEL 5 TEXT					TEXT AMT	
	611 FUND INTERNAL INTEREST					29,625	
	103 FUND INTERNAL INTEREST					32,796	
						62,421	
508-0000-389.10-00	APPROPRIATED FUND BAL	0	0	282,323	282,323	0	279,885
	LEVEL 5 TEXT					TEXT AMT	
	FUND LOANS TO TOWN CENTER (103) AND GOLF					310,000	
	COURSE 08-02-16 NT					9,738	
	REDUCTION OF APPROPRIATED FUND BALANCE					39,853-	
						279,885	
*-----		95,509	104,874	361,959	361,959	66,662	352,306
** LOAN POOL		95,509	104,874	361,959	361,959	66,662	352,306
*** LOAN POOL		95,509	104,874	361,959	361,959	66,662	352,306
**** LOAN POOL		95,509	104,874	361,959	361,959	66,662	352,306

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL NON DEPTMENTAL 508-1000-590.91-32	TRANSFER TO 450/451 fund	0	0	57,930	57,930	0	42,306
	LEVEL 5 TEXT TRANSFER TO 450 TO BALANCE FUND REDUCTION AFTER THE 08-23-16 MEETING. NT 08-25-16					TEXT AMT 82,159 39,853- 42,306	
508-1000-590.91-54	TRANSFER TO 103 FUND	210,000	0	304,029	304,029	0	310,000
	LEVEL 5 TEXT TRANSFER TO THE 103 FUND FOR DEBT SERVICE					TEXT AMT 310,000 310,000	
* TRANSFERS		210,000	0	361,959	361,959	0	352,306
** NON DEPTMENTAL		210,000	0	361,959	361,959	0	352,306
*** NON DEPARTMENTAL		210,000	0	361,959	361,959	0	352,306
**** LOAN POOL		210,000	0	361,959	361,959	0	352,306

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
POLICE BENEFIT TRST FUND							
606-0000-361.10-00	INTEREST EARNINGS-INVESTM	55	110	100	100	79	100
606-0000-366.90-00	PRIVATE DONATIONS	0	1,988	0	0	200	0
606-0000-366.90-32	HOLIDAY DONATIONS	1,085	1,602	0	0	832	0
606-0000-369.90-00	MISC REVENUE	328	35	100	100	63	0
606-0000-369.90-03	CRIME PREVENTION	1,750	2,588	0	1,500	1,500	0
606-0000-369.90-05	COKE MACHINE RECEIPTS	3,096	2,503	2,400	2,400	2,142	2,400
606-0000-389.10-00	APPROPRIATED FUND BAL	0	0	8,900	8,900	0	5,200
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*		6,314	8,826	11,500	13,000	4,816	7,700
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**	POLICE BENEFIT TRST FUND	6,314	8,826	11,500	13,000	4,816	7,700
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***	POLICE BENEFIT TRST FUND	6,314	8,826	11,500	13,000	4,816	7,700
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****	POLICE BENEFIT TRST FUND	6,314	8,826	11,500	13,000	4,816	7,700

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
POLICE POLICE 606-3200-521.40-00	TRAVEL PER DIEM	135	695	1,300	1,300	673	1,300
	LEVEL 5 TEXT TOUR DE FORCE, ANNUAL, FROM CP FUNDS					TEXT AMT 1,300 1,300	
606-3200-521.52-00	OTHER OPERATING SUPPLIES	6,310	7,510	6,000	6,000	3,222	4,000
	LEVEL 5 TEXT VENDING MACHINE, MISC EXPENSES, ANNUAL					TEXT AMT 4,000 4,000	
606-3200-521.52-02	CRIME PREVENTION	77	1,687	1,000	2,500	1,372	1,000
	LEVEL 5 TEXT CRIME PREVENTION EXPENSES					TEXT AMT 1,000 1,000	
606-3200-521.52-03	HOLIDAY DONATIONS PROGRAM	1,359	1,242	1,400	1,400	1,345	1,400
	LEVEL 5 TEXT HOLIDAY DONATIONS (VA, XMAS TOYS, ETC.) VA606					TEXT AMT 1,400 1,400	
606-3200-521.52-12	UNIFORMS	0	0	1,800	1,800	0	0
*	OPERATING EXPENSE	7,881	11,134	11,500	13,000	6,612	7,700
**	POLICE	7,881	11,134	11,500	13,000	6,612	7,700
***	POLICE	7,881	11,134	11,500	13,000	6,612	7,700
****	POLICE BENEFIT TRST FUND	7,881	11,134	11,500	13,000	6,612	7,700

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
POLICE FORFEITURE TRUST							
607-0000-351.11-00	CASH FORFEITURES	13,982-	14,194	10,000	10,000	708,098	0
607-0000-358.20-00	SALE OF CONFISCATED PROP	0	10,868	0	0	519	0
607-0000-361.10-00	INTEREST EARNINGS-INVESTM	519	1,144	1,000	1,000	3,819	1,000
607-0000-369.91-00	MISC REVENUE POLICE	0	0	0	0	28,025	10,000
607-0000-389.10-00	APPROPRIATED FUND BAL	0	0	89,000	92,591	0	689,000
607-0000-399.10-25	FRM 608 POLICE EVIDENCE	104,271	50,911	0	1,369	4,004	0
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*		90,808	77,117	100,000	104,960	744,465	700,000
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**	POLICE FORFEITURE TRUST	90,808	77,117	100,000	104,960	744,465	700,000
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***	POLICE FORFEITURE TRUST	90,808	77,117	100,000	104,960	744,465	700,000
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****	POLICE FORFEITURE TRUST	90,808	77,117	100,000	104,960	744,465	700,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
POLICE POLICE 607-3200-521.31-12	LEGAL SERVICES	21,500	13,569	50,000	39,900	29,906	50,000
	LEVEL 5 TEXT ANNUAL LEGAL EXPENSES (CITY ATTORNEY & OTHER FEES)					TEXT AMT 50,000 50,000	
607-3200-521.31-13	OTHER PROF. SERVICES	0	0	0	1,100	1,100	0
607-3200-521.40-13	LAW ENFORCEMENT ED	0	2,185	3,000	3,000	0	5,000
	LEVEL 5 TEXT TRAVEL/TRAINING FOR ITEMS THAT EXCEED 001 FUNDS					TEXT AMT 5,000 5,000	
607-3200-521.49-02	COMPUTER SOFTWARE	1,615	0	0	0	0	0
607-3200-521.49-04	OTHER CHARGES FOR SERVICE	0	0	0	3,000	2,184	5,000
	LEVEL 5 TEXT RAHMAN PROPERTY FEE (\$1,091 PER QTR)					TEXT AMT 5,000 5,000	
607-3200-521.49-20	EQUIP & OTHER NON-CAPITAL	0	0	0	27,788	25,189	69,300
	LEVEL 5 TEXT VARIOUS NON-CAPITAL EQUIP. INCL. BUT NOT LIMIT TO: WEAPONS FOR 4 NEW OFC POS. (HANDGUN, SHOTGUN, AR) (EST @ \$1,900 PER OFFICER) ERT TACTICAL VEST (EST @ \$24,000) SURVEILLANCE EQUIPMENT (EST @ \$5,000) ERT SHIELD (EST @ \$4,000) POLE CAMERA (EST @ \$5,000) *REDUCE 4 NEW OFC POS. WEAPONS TO ONE NEW OFFICER CM MEETING 06/30/16 (JLM)					TEXT AMT 75,000 5,700- 69,300	
607-3200-521.52-00	OTHER OPERATING SUPPLIES	46,117	30,828	36,300	10,472	3,631	50,000
	LEVEL 5 TEXT FOR MISC UNFORESEEN NON-CAPITAL OPERATING EXPENSES THAT EXCEED 001 FUNDS					TEXT AMT 50,000 50,000	
607-3200-529.40-10	EMPLOYEE TRAINING	651	1,181	700	700	399	700
	LEVEL 5 TEXT COMM. RELATIONS, EMPLOYEE TRAINING					TEXT AMT 700 700	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
607-3200-529.52-00	OTHER OPERATING SUPPLIES	7,001	7,771	10,000	10,000	3,780	10,000
	LEVEL 5 TEXT COMM. RELATIONS EXPENSES					TEXT AMT 10,000 10,000	
* OPERATING EXPENSE		76,884	55,534	100,000	95,960	66,189	190,000
607-3200-521.63-97	PROJ CAPITAL OUTLAY	0	0	0	0	0	435,000
	LEVEL 5 TEXT FY17 CIP - PUBLIC SAFETY TRAINING FACILITY					TEXT AMT 435,000 435,000	
607-3200-521.64-00	MACH & EQUIPMENT	15,156	32,034	0	9,000	8,808	75,000
	LEVEL 5 TEXT FATS SYSTEM (EST \$50,000-\$60,000) SURVEILLANCE EQUIPMENT (EST \$10,000-\$25,000)					TEXT AMT 75,000 75,000	
* CAPITAL OUTLAY		15,156	32,034	0	9,000	8,808	510,000
**	POLICE	92,040	87,568	100,000	104,960	74,997	700,000
***	POLICE	92,040	87,568	100,000	104,960	74,997	700,000
****	POLICE FORFEITURE TRUST	92,040	87,568	100,000	104,960	74,997	700,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
RECREATION IMPACT FUND							
611-0000-324.61-00	RESIDENTIAL CULTURE/RECRE	228,226	181,475	125,000	125,000	111,325	125,000
611-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,522	2,445	0	0	2,022	0
611-0000-389.10-00	APPROPRIATED FUND BAL	0	0	95,069	145,069	0	95,068
*-----		229,748	183,920	220,069	270,069	113,347	220,068
**-----		229,748	183,920	220,069	270,069	113,347	220,068
***-----		229,748	183,920	220,069	270,069	113,347	220,068
****-----		229,748	183,920	220,069	270,069	113,347	220,068

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
	RECREATION						
	RECREATION						
611-5100-572.49-90	ADMIN SERVICE FEES	4,565	3,630	2,500	2,500	2,083	2,500
*	OPERATING EXPENSE	4,565	3,630	2,500	2,500	2,083	2,500
611-5100-572.63-97	PROJ CAPITAL OUTLAY	265,315	1,092	0	50,000	0	0
*	CAPITAL OUTLAY	265,315	1,092	0	50,000	0	0
611-5100-572.71-11	PRINCIPAL L/P	0	0	178,994	178,994	0	187,943
	LEVEL 5 TEXT PRINCIPAL ON \$1.6M LOAN FOR CORACI PARK					TEXT AMT 187,943 187,943	
611-5100-572.72-11	LOAN POOL INTEREST	55,215	47,098	38,575	38,575	38,574	29,625
	LEVEL 5 TEXT INTEREST ON \$1.6M LOAN FOR CORACI PARK					TEXT AMT 29,625 29,625	
*	DEBT SERVICE	55,215	47,098	217,569	217,569	38,574	217,568
**	RECREATION	325,095	51,820	220,069	270,069	40,657	220,068
***	RECREATION	325,095	51,820	220,069	270,069	40,657	220,068
****	RECREATION IMPACT FUND	325,095	51,820	220,069	270,069	40,657	220,068

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
POLICE EDUCATION TRUST							
615-0000-351.30-00	POLICE EDUCATION	10,215	11,788	10,000	10,000	9,592	10,000
615-0000-361.10-00	INTEREST EARNINGS-INVESTM	42	21	0	0	33	0
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*		10,257	11,809	10,000	10,000	9,625	10,000
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**	POLICE EDUCATION TRUST	10,257	11,809	10,000	10,000	9,625	10,000
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***	POLICE EDUCATION TRUST	10,257	11,809	10,000	10,000	9,625	10,000
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****	POLICE EDUCATION TRUST	10,257	11,809	10,000	10,000	9,625	10,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
POLICE POLICE 615-3200-521.40-13	LAW ENFORCEMENT ED	24,350	7,876	10,000	10,000	5,638	10,000
	LEVEL 5 TEXT OFFICER TRAINING ONLY					TEXT AMT 10,000 10,000	
*	OPERATING EXPENSE	24,350	7,876	10,000	10,000	5,638	10,000
**	POLICE	24,350	7,876	10,000	10,000	5,638	10,000
***	POLICE	24,350	7,876	10,000	10,000	5,638	10,000
****	POLICE EDUCATION TRUST	24,350	7,876	10,000	10,000	5,638	10,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
RECREATION SCHOLARSHIP							
621-0000-347.22-00	CONCESSION PROCEEDS	18,764	16,715	18,000	18,000	16,311	18,000
621-0000-347.35-00	GOLF TOURNAMENTS	8,960	7,423	10,080	10,080	9,030	8,000
621-0000-361.10-00	INTEREST EARNINGS-INVESTM	206	319	0	0	387	300
621-0000-366.90-00	PRIVATE DONATIONS	94	0	0	0	0	0
621-0000-366.95-00	MAYORS FUND RAISING	10,820	11,270	10,000	10,000	8,920	10,000
	LEVEL 5 TEXT GOLF TOURNAMENT CONTRIBUTIONS					TEXT AMT 10,000 10,000	
621-0000-369.90-05	COKE MACHINE RECEIPTS	3,268	3,009	2,500	2,500	3,228	3,000
*		42,112	38,736	40,580	40,580	37,876	39,300
**	RECREATION SCHOLARSHIP	42,112	38,736	40,580	40,580	37,876	39,300
***	RECREATION SCHOLARSHIP	42,112	38,736	40,580	40,580	37,876	39,300
****	RECREATION SCHOLARSHIP	42,112	38,736	40,580	40,580	37,876	39,300

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
621-1000-572.52-00	OTHER OPERATING SUPPLIES	10,767	11,081	12,000	12,000	11,422	16,450
	LEVEL 5 TEXT					TEXT AMT	
	SCHOLARSHIP FUNDS-CONCESSION & SNACK MACHINE ITEMS					12,000	
	HOT DOGS,SODA,CHIPS,GATORAIDE,CANDY,ETC.						
	MISC. PREP ITEMS,CLEANING SUPPLIES,						
	HOT DOG ROLLER,FRIDGE						
	NEW ICE MACHINE & INSTALL @ CITY CENTER FIELD					4,000	
	* NEW HEALTH DEPT. INSPECTION FOR 3 CONCESSIONS					330	
	@ \$110 EACH						
	* NEW STAFF FOOD HANDLING CERTIFICATIONS \$40EA.					120	
						16,450	
621-1000-572.52-20	GOLF TOURNAMENT EXPENSE	13,068	12,158	12,000	12,000	14,368	12,000
*	OPERATING EXPENSE	23,835	23,239	24,000	24,000	25,790	28,450
621-1000-572.83-00	OTHER GRANTS & AIDS	3,510	3,213	10,000	10,000	0	10,000
*	GRANTS & AIDE	3,510	3,213	10,000	10,000	0	10,000
621-1000-572.99-10	CONTINGENCY	0	0	6,580	6,580	0	850
*	NON-OPERATING EXPENSE	0	0	6,580	6,580	0	850
**	NON DEPTMENTAL	27,345	26,452	40,580	40,580	25,790	39,300
***	NON DEPARTMENTAL	27,345	26,452	40,580	40,580	25,790	39,300
****	RECREATION SCHOLARSHIP	27,345	26,452	40,580	40,580	25,790	39,300

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNCE	FY2017 CM PROP3
FEDERAL POLICE FORFEITURE							
625-0000-361.10-00	INTEREST EARNINGS-INVESTM	573	1,301	1,000	1,000	1,136	1,000
625-0000-389.10-00	APPROPRIATED FUND BAL	0	0	90,000	165,084	0	49,000
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*		573	1,301	91,000	166,084	1,136	50,000
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**	FEDERAL POLICE FORFEITURE	573	1,301	91,000	166,084	1,136	50,000
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***	FEDERAL POLICE FORFEITURE	573	1,301	91,000	166,084	1,136	50,000
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****	FEDERAL POLICE FORFEITURE	573	1,301	91,000	166,084	1,136	50,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D INCLD ENCMBRNC	FY2017 CM PROP3
POLICE							
POLICE							
625-3200-521.34-14	CONTRACT SERVICES OTHER	0	0	0	75,092	71,747	0
625-3200-521.49-16	COMPUTER HARDWARE	0	0	0	1,905	1,905	0
625-3200-521.49-20	EQUIP & OTHER NON-CAPITAL	0	0	0	15,634	15,526	0
625-3200-521.52-00	OTHER OPERATING SUPPLIES	1,000	0	1,000	1,000	0	25,000
LEVEL 5 TEXT						TEXT	AMT
							25,000
							25,000
* OPERATING EXPENSE		1,000	0	1,000	93,631	89,178	25,000
625-3200-521.64-00	MACH & EQUIPMENT	0	0	0	0	0	25,000
LEVEL 5 TEXT						TEXT	AMT
							25,000
							25,000
625-3200-521.64-15	ADP EQUIPMENT	7,345	0	90,000	72,453	72,453	0
* CAPITAL OUTLAY		7,345	0	90,000	72,453	72,453	25,000
** POLICE		8,345	0	91,000	166,084	161,631	50,000
*** POLICE		8,345	0	91,000	166,084	161,631	50,000
**** FEDERAL POLICE FORFEITURE		8,345	0	91,000	166,084	161,631	50,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
PO BUSINESS PK PROP OWNER							
634-0000-363.45-00	PO BUSINESS PARK POA	17,212	15,867	16,502	16,502	16,521	13,502
	LEVEL 5					TEXT AMT	
				PROJECTED BUDGET; BOARD MEETING TO ADOPT FORMAL BUDGET WILL BE HELD IN JANUARY 2017 07/28/16 NT *****			16,502
				REDUCTION IN RV BASED ON A REDUCTION OF EXPENSE IN THE GEN FUND NON-DEPTMTAL LINE 49-19 (LP 7-28-15)			3,000-
							13,502
* -----		17,212	15,867	16,502	16,502	16,521	13,502
** -----		17,212	15,867	16,502	16,502	16,521	13,502
*** -----		17,212	15,867	16,502	16,502	16,521	13,502
**** -----		17,212	15,867	16,502	16,502	16,521	13,502
-----		17,212	15,867	16,502	16,502	16,521	13,502

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2017

ACCOUNTING PERIOD 11/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 Actual	FY2015 Actual	FY2016 Orig/Adopted Budget	FY2016 Adjusted Budget	FY2016 Y-T-D ACTUAL INCLD ENCMBRNC	FY2017 CM PROP3
NON DEPARTMENTAL							
NON DEPTMENTAL							
634-1000-580.31-13	OTHER PROF. SERVICES	1,000	1,750	1,000	1,290	1,040	1,000
634-1000-580.34-20	MOWING SERVICES	13,215	12,365	13,552	13,262	5,166	10,552
	LEVEL 5						
	TEXT ORIGINAL REQUEST REDUCTION (LP 7-28-16)						
							13,552
							3,000-
							10,552
634-1000-580.43-12	LIBRARY IMPACT/UTILITY	704	1,038	1,040	1,040	987	1,040
634-1000-580.45-10	COMMERCIAL POLICY INS	1,672	826	840	840	0	840
634-1000-580.49-19	TAXES, LICENSES, AND FEES	131	70	70	70	70	70
*	OPERATING EXPENSE	16,722	16,049	16,502	16,502	7,263	13,502
**	NON DEPTMENTAL	16,722	16,049	16,502	16,502	7,263	13,502
***	NON DEPARTMENTAL	16,722	16,049	16,502	16,502	7,263	13,502
****	PO BUSINESS PK PROP OWNER	16,722	16,049	16,502	16,502	7,263	13,502



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: No

SUBJECT: Resolution No. 16-44 - Adopting the Tentative Millage Rate for FY17

DEPARTMENT: Finance

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve Resolution No. 16-44.

SUMMARY: The attached Resolution will establish the City of Port Orange's Tentative Millage rate of 4.4542 mills for the FY17 (October 1, 2016 to September 30, 2017) Operating and Capital Budgets, and a Tentative Millage rate of .3402 mills for voter approved debt service.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 16-44	Reso. No. 16-44.pdf
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Robin Fenwick
Tracey Riehm
Margaret Roberts
M. Jake Johansson
Robin Fenwick

Created/Initiated - 08/30/2016
Approved - 08/30/2016
Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

RESOLUTION NO. 16-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PORT ORANGE, VOLUSIA COUNTY, FLORIDA;
ADOPTING THE TENTATIVE PROPERTY TAX MILLAGE
RATES TO BE LEVIED FOR FISCAL YEAR 2017
(OCTOBER 1, 2016 TO SEPTEMBER 30, 2017); AND
PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange, Florida, has determined the amount of revenue required to meet the City's operating and capital objectives for fiscal year 2017; and

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

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

WHEREAS, a public hearing on the proposed millage rate has been conducted by City Council at 6:30 P.M. on September 6, 2016, and will be conducted on September 20, 2016, in the City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

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

Section 1. The tentative millage rate for fiscal year 2017 for the City of Port Orange is hereby levied at 4.4542 mills per \$1,000.00 of valuation. This tentative millage rate is a 7.3% increase above the rolled-back rate, which is the percentage increase in property taxes adopted by the City Council for general government operating and capital purposes.

Section 2. The millage rate of .3402 mills per \$1,000.00 of valuation is hereby adopted as a voter approved levy of additional millage necessary to fund debt service payments on bonds issued for public safety capital facilities.

Section 3. This resolution shall take effect immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the 6th day of September, 2016

Reviewed and Approved:

Matthew J. Jones, Deputy City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: No

SUBJECT: Resolution No. 16-45 - Adopting the Tentative Operating Budget for FY17

DEPARTMENT: Finance

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve Resolution No. 16-45.

SUMMARY: The attached Resolution will establish the City of Port Orange's Tentative Operating Budget for FY17 (October 1, 2016 to September 30, 2017).

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 16-45	Reso. No. 16-45.pdf
2.	Reso. No. 16-45 Tentative Operating Budget Composite Exhibit A - revised	1.2 Reso. No. 16-45 Tent Operating Budget Composite Exhibits A - revised.pdf

Robin Fenwick
Tracey Riehm
Margaret Roberts
M. Jake Johansson
Robin Fenwick

Created/Initiated - 08/30/2016
Approved - 08/30/2016
Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

RESOLUTION NO. 16-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017 FOR THE CITY OF PORT ORANGE; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$96,064,662; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION AND PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

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

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

WHEREAS, the City Manager of the City of Port Orange has prepared the annual report and budget for the City of Port Orange for fiscal year 2017 (October 1, 2016 to September 30, 2017) and has submitted same to the City Council; and

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

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

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

WHEREAS, a public hearing on the proposed budget has been conducted by the City Council at 6:30 PM on September 6, 2016 and will be conducted on September 20, 2016, in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

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

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

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
001	General Fund	\$ 36,446,004
106	Recreation Facilities Fund	107,490
109	Building Special Revenue Fund	1,221,759
110	CDBG Special Revenue Fund	268,806
201	Capital Improvement Sinking Fund	1,125
214	2006/2016 GO Debt Service Fund	903,891
217	2007 Eastport Note Debt Service	176,673
218	2007 Town Center Bond Debt Service Fund	404,591
220	Debt Service Fund 2014 Bonds	1,165,875
401	Water and Sewer O & M Revenue Fund	26,697,099
410	Solid Waste Fund	6,981,288
412	Stormwater Utility Operating Fund	4,055,740
414	Stormwater Utility Bond Sinking Fund	1,465,211
417	Debt Service Fund 2012 W/S Bonds	3,897,624
418	State Revolving Loan Fund Debt Service Fund	2,604,611
420	Forestry Management Fund	115,409
450	Golf Course Operating Fund	1,328,982
501	Information Technology Fund	1,887,135
503	Vehicle Maintenance Service Fund	962,188
504	Risk Management Fund	1,856,143
506	Building Maintenance Fund	2,344,210
508	Loan Pool Fund	352,306
606	Police Benefit Trust Fund	7,700
607	Police Forfeiture Trust Fund	700,000
615	Police Education Trust	10,000
621	Recreation Scholarship Fund	39,300
625	Federal Police Forfeiture	50,000
634	Port Orange Business Park	<u>13,502</u>
TOTAL		<u>\$ 96,064,662</u>

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

Section 2. The 2017 fiscal year operating budget for the City of Port Orange, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the City departments, is hereby tentatively adopted.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures of the City during the ensuing fiscal year effective October 1, 2016 through September 30, 2017.

Section 4. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the City Council and the City Manager as deemed necessary in strict compliance with the procedures specified in Chapter 2, Article VI, Division 3, Code of Ordinances, City of Port Orange, Florida.

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

MAYOR ALLEN GREEN

ATTEST:

Robin L Fenwick, CMC, City Clerk

Passed and adopted on the 6th day of September, 2016

Reviewed and Approved: _____
Matthew J. Jones, Deputy City Attorney

FY 2017: GENERAL FUND (#001)
 PREPARED: August 29, 2016
 FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Ad Valorem Taxes (4.4542 mills)	11,702,984
Delinquent Taxes & Interest	176,119
Sale and Use	3,305,794
Business Tax	150,000
State pension contributions	-
Franchise Taxes	3,210,404
Utility Service Tax	5,271,979
Telecommunications Services Tax	1,722,687
License & Permits	46,039
Intergovernmental Revenue	2,418,403
Charges for Services	1,119,682
Fines & Forfeitures	157,600
Interest Revenue	106,770
Miscellaneous Revenues	958,281
Admin. Fees	1,575,604
Transfers from other funds	1,611,658
Appropriated Equity	2,912,000
<u>TOTAL REVENUES:</u>	<u>36,446,004</u>

EXPENDITURES:

NonDepartmental	4,663,590
Mayor & Council	201,830
City Manager	571,708
City Attorney	652,685
City Clerk	339,615
Finance	1,221,245
Human Resources	408,231
Community Development	1,572,872
Fire Services	8,269,529
Police Services	11,990,705
Public Works	2,855,080
Parks Maintenance	2,315,185
Recreation	872,259
Athletics	502,249
POG TV	9,221
<u>TOTAL EXPENDITURES:</u>	<u>36,446,004</u>

FY 2017: Recreation Facilities Fund (#106)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Services	33,750
Misc. Revenue	73,740
Appropriated Equity	-
TOTAL REVENUES:	107,490
<u>EXPENDITURES:</u>	
Non-Departmental	107,490
TOTAL EXPENDITURES:	107,490

FY 2017: Building Special Revenue Fund (#109)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
License & Permits	1,110,000
Charges for Service	41,500
Interest Earnings	9,000
Appropriated Equity	61,259
TOTAL REVENUES:	1,221,759
<u>EXPENDITURES:</u>	
Community Development-Building	1,221,759
TOTAL EXPENDITURES:	1,221,759

FY 2017: CDBG Special Revenue Fund (#110)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Federal Grant Revenue	<u>268,806</u>
TOTAL REVENUES:	<u>268,806</u>
<u>EXPENDITURES:</u>	
Non-Departmental	<u>268,806</u>
TOTAL EXPENDITURES:	<u>268,806</u>

FY 2017: Capital Impv Sinking Fund (#201)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Transfer	<u>1,125</u>
TOTAL REVENUES:	<u><u>1,125</u></u>
<u>EXPENDITURES:</u>	
Debt Service	<u>1,125</u>
TOTAL EXPENDITURES:	<u><u>1,125</u></u>

FY 2017: Debt Service Fund 2006/2016 GO Bonds (#214)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Ad Valorem Tax	902,691
Appropriated Equity	-
Interest Revenue	1,200
TOTAL REVENUES:	903,891
<u>EXPENDITURES:</u>	
Debt Service	903,891
TOTAL EXPENDITURES:	903,891

FY 2017: Debt Service Fund Eastport Tax Inc Note (#217)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Transfer From Other Funds	<u>176,673</u>
TOTAL REVENUES:	<u><u>176,673</u></u>
 <u>EXPENDITURES:</u>	
Debt Service	<u>176,673</u>
TOTAL EXPENDITURES:	<u><u>176,673</u></u>

FY 2017: Debt Service Fund 2007 Town Center Tax Inc Bonds (#218)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Transfer From Other Funds	<u>404,591</u>
TOTAL REVENUES:	<u><u>404,591</u></u>
<u>EXPENDITURES:</u>	
Debt Service	<u>404,591</u>
TOTAL EXPENDITURES:	<u><u>404,591</u></u>

FY 2017: Debt Service Fund 2014 Bonds (#220)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Interest Revenue	10,000
Appropriated Equity	448,479
Transfers from other funds	707,396
TOTAL REVENUES:	1,165,875
<u>EXPENDITURES:</u>	
Debt Service	1,165,875
TOTAL EXPENDITURES:	1,165,875

FY 2017: Water & Sewer O&M Fund (#401)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Services	24,622,860
Interest Revenue	74,448
Miscellaneous Revenue	35,153
Appropriated Equity	1,964,638
TOTAL REVENUES:	26,697,099
<u>EXPENDITURES:</u>	
Non Departmental	12,147,255
Meter Readers	782,583
Customer Service	1,074,481
Water/Sewer Distribution	2,731,315
Water Production	2,890,029
Sewer Service	5,248,323
Maintenance	-
Lab	496,110
Warehouse	138,297
Administration	1,188,706
TOTAL EXPENDITURES:	26,697,099

FY 2017: Solid Waste Fund (#410)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Service	6,958,988
Miscellaenous Revenue	<u>22,300</u>
TOTAL REVENUES:	<u><u>6,981,288</u></u>
<u>EXPENDITURES:</u>	
Solid Waste	<u>6,981,288</u>
TOTAL EXPENDITURES:	<u><u>6,981,288</u></u>

FY 2017: Drainage Fund (#412)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Fees	3,967,009
Pending State Grants	-
Interest Revenue	26,700
Appropriated Equity	62,031
TOTAL REVENUES:	4,055,740
<u>EXPENDITURES:</u>	
Drainage Utility	4,055,740
TOTAL EXPENDITURES:	4,055,740

FY 2017: Drainage Bond Sinking Fund (#414)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Transfer from Other Funds	<u>1,465,211</u>
TOTAL REVENUES:	<u><u>1,465,211</u></u>
<u>EXPENDITURES:</u>	
Debt Service	<u>1,465,211</u>
TOTAL EXPENDITURES:	<u><u>1,465,211</u></u>

FY 2017: W/S 2003 Bond Debt Service Fund (#417)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Interest Revenue	5,000
Transfer from Other Funds	3,892,624
Appropriated Equity	-
TOTAL REVENUES:	<u>3,897,624</u>
<u>EXPENDITURES:</u>	
Debt Service	<u>3,897,624</u>
TOTAL EXPENDITURES:	<u>3,897,624</u>

FY 2017: State Revolving Loan Fund (#418)
PREPARED: August 29, 2016
FINANCE: Finance Staff

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

FY 2017: Forestry Fund (#420)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Miscellaneous Revenue	78,409
Billboard Rental	35,000
Appropriated Equity	-
Interest Earnings	2,000
TOTAL REVENUES:	115,409
<u>EXPENDITURES:</u>	
Non-Departmental	115,409
TOTAL EXPENDITURES:	115,409

FY 2017: Golf Course Operating Fund (#450)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Services	1,286,676
Transfer	42,306
TOTAL REVENUES:	1,328,982
<u>EXPENDITURES:</u>	
Non Departmental	-
Surcharge/R&R	35,000
Administration/Agent	1,293,982
TOTAL EXPENDITURES:	1,328,982

FY 2017: Information Technology Fund (#501)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Service	1,773,555
Miscellaneous Revenue	1,500
Appropriated Equity	<u>112,080</u>
TOTAL REVENUES:	<u>1,887,135</u>
<u>EXPENDITURES:</u>	
Information Technology	<u>1,887,135</u>
TOTAL EXPENDITURES:	<u>1,887,135</u>

FY 2017: Vehicle Maintenance Fund (#503)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Service	890,196
Appropriated Equity	70,992
Misc. Revenue	1,000
TOTAL REVENUES:	962,188
<u>EXPENDITURES:</u>	
Vehicle Maintenance	962,188
TOTAL EXPENDITURES:	962,188

FY 2017: Risk Management Fund (#504)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Interest Revenue	6,000
Charges for Service	1,277,927
Appropriated Equity	572,216
TOTAL REVENUES:	1,856,143
<u>EXPENDITURES:</u>	
Non-Departmental	1,856,143
TOTAL EXPENDITURES:	1,856,143

FY 2017: Building Maintenance Fund (#506)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Services	2,132,632
Interest Revenue	1,850
Appropriated Equity	209,728
TOTAL REVENUES:	<u>2,344,210</u>
<u>EXPENDITURES:</u>	
Building Maintenance	<u>2,344,210</u>
TOTAL EXPENDITURES:	<u>2,344,210</u>

FY 2017: Loan Pool Fund (#508)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Interest Revenue	72,421
Appropriated Equity	<u>279,885</u>
TOTAL REVENUES:	<u>352,306</u>
<u>EXPENDITURES:</u>	
Transfers	<u>352,306</u>
TOTAL EXPENDITURES:	<u>352,306</u>

FY 2017: POLICE BENEFIT TRST FUND (#606)
PREPARED: August 29, 2016
FINANCE: Finance Staff

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

FY 2017: POLICE FORFEITURE TRST FUND (#607)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Misc Revenue	10,000
Interest Revenue	1,000
Appropriated Equity	689,000
TOTAL REVENUES:	700,000
<u>EXPENDITURES:</u>	
Police - (pursuant to the Florida Contraband Forfeiture Act)	700,000
TOTAL EXPENDITURES:	700,000

FY 2017: POLICE EDUCATION TRST FUND (#615)
PREPARED: August 29, 2016
FINANCE: Finance Staff

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

FY 2017: RECREATION SCHOLARSHIP FUND (#621)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Charges for Service	26,000
Interest Revenue	300
Misc Revenue	13,000
TOTAL REVENUES:	39,300
<u>EXPENDITURES:</u>	
Recreation	39,300
TOTAL EXPENDITURES:	39,300

FY 2017: FEDERAL POLICE FORFEITURE FUND (#625)
PREPARED: August 29, 2016
FINANCE: Finance Staff

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

FY 2017: PORT ORANGE BUSINESS PARK FUND (#634)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Port Orange Business Park	<u>13,502</u>
TOTAL REVENUES:	<u><u>13,502</u></u>
<u>EXPENDITURES:</u>	
Non-Departmental	<u>13,502</u>
TOTAL EXPENDITURES:	<u><u>13,502</u></u>



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: No

SUBJECT: Resolution No. 16-46 - Adopting the Tentative Capital Budget for FY17

DEPARTMENT: Finance

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve Resolution No. 16-46.

SUMMARY: The attached Resolution adopts the Tentative Capital Budget for FY17 (October 1, 2016 to September 30, 2017).

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 16-46 and Exhibit A	Reso. No. 16-46 and Exhibit A.pdf
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Robin Fenwick
Tracey Riehm
Margaret Roberts
M. Jake Johansson
Robin Fenwick

Created/Initiated - 08/30/2016
Approved - 08/30/2016
Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

RESOLUTION NO. 16-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE CAPITAL BUDGET FOR FISCAL YEAR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017 FOR THE CITY OF PORT ORANGE; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE AMOUNT OF \$9,578,309; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION EXPENDITURES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange approved the Capital Improvement Program for FY2017 – FY2022 by Resolution No. 16-41 on August 2, 2016; and

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

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

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

WHEREAS, a public hearing on the proposed program was conducted by the City Council at 6:30 PM on August 2, 2016, in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida; and

WHEREAS, a public hearing on the Tentative Capital Budget was conducted by the City Council at 6:30 P.M. on September 6, 2016, and will be conducted on September 20, 2016 in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida; and

WHEREAS, the City Council hereby adopts a tentative capital budget for fiscal year October 1, 2016 through September 30, 2017 as reflected herein.

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

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

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
301	Capital Projects	\$ 1,314,966
311	Fire Impact Fee Fund	50,500
312	Transportation Impact Fee	145,000
317	General Capital Projects Fund	2,182,000
403	W & S Renewal & Replacement	2,405,000
405	W & S Impact Fee	601,000
416	Wetland Mitigation Credit	41,775
505	Lease and Replacement	2,618,000
611	Recreation Impact Fee Fund	220,068
Total:		<u>\$ 9,578,309</u>

Section 2. The 2017 fiscal year (October 1, 2016 through September 30, 2017) capital budget for the City of Port Orange for the Capital Projects Fund, Fire Impact Fee Fund, Transportation Impact Fee Fund, General Capital Projects Fund, Water and Sewer Renewal and Replacement Fund, Water and Sewer Impact Fee Fund, Wetland Mitigation Credit Fund, Lease and Replacement Fund, and Recreation Impact Fee Fund, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the City departments, is hereby tentatively adopted. An operating summary of the revenues and appropriations by fund is attached hereto as Composite Exhibit A.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures for the City during the ensuing fiscal year effective October 1, 2016 through September 30, 2017.

Section 4. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the City Council and the City Manager as deemed necessary in strict compliance with the procedures specified in Chapter 2, Article VI, Division 3, Code of Ordinances, City of Port Orange, Florida.

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

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the ____ day of September, 2016.

Reviewed and Approved: _____
Matthew J. Jones, Deputy City Attorney

COMPOSITE EXHIBIT A**Resolution Number: 16 - 46**

FY 2017 **Capital Projects Fund #301**
PREPARED: **8/29/16**
FINANCE: **Nadia Todor**

PROPOSED BUDGET

REVENUES:

Gasoline Tax	1 - 6 cent	681,282
Gasoline Tax	1 - 5 cent	619,025
Interest Revenue		7,000
Appropriated Fund Equity		7,659

TOTAL REVENUES:	1,314,966
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EXPENDITURES:

Public Works Expenditures	1,314,966
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TOTAL EXPENDITURES:	1,314,966
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COMPOSITE EXHIBIT A**Resolution Number: 16 - 46**

FY 2017 **Fire Impact Fee Fund #311**
PREPARED: **8/29/16**
FINANCE: **Nadia Todor**

	PROPOSED BUDGET
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REVENUES:

Interest Revenue	500
Fire Impact Fee	50,000

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

Fire Services Expenditures	50,500
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TOTAL EXPENDITURES:	<u><u>50,500</u></u>
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COMPOSITE EXHIBIT A**Resolution Number: 16 - 46**

FY 2017 **Transportation Impact Fee Fund #312**
PREPARED: **8/29/16**
FINANCE: **Nadia Todor**

	PROPOSED BUDGET
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REVENUES:

Interest Revenue	5,000
Transportation Impact Fee	140,000

TOTAL REVENUES:	145,000
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EXPENDITURES:

Public Works Expenditures	145,000
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TOTAL EXPENDITURES:	145,000
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COMPOSITE EXHIBIT A**Resolution Number: 16 - 46**

FY 2017 **General Capital Projects Fund #317**
PREPARED: **8/29/16**
FINANCE: **Nadia Todor**

PROPOSED BUDGET

REVENUES:

Transfer from General Fund **2,182,000**

TOTAL REVENUES: **2,182,000**

EXPENDITURES:

Non-Departmental Expenditures **2,182,000**

TOTAL EXPENDITURES: **2,182,000**

COMPOSITE EXHIBIT A**Resolution Number: 16 - 46**

FY 2017 **Water and Sewer Renewal and Replacement Fund #403**
PREPARED: **8/29/16**
FINANCE: **Nadia Todor**

	PROPOSED BUDGET
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REVENUES:

Transfers from Other Funds	2,400,000
Interest Revenue	5,000
TOTAL REVENUES:	<u>2,405,000</u>

EXPENDITURES:

Water & Sewer Expenditures	2,405,000
TOTAL EXPENDITURES:	<u>2,405,000</u>

COMPOSITE EXHIBIT A**Resolution Number: 16 - 46**

FY 2017 **Water and Sewer Impact Fee Fund #405**
PREPARED: **8/29/16**
FINANCE: **Nadia Todor**

PROPOSED BUDGET

REVENUES:

Impact Fees	600,000
Interest Revenue	1,000
TOTAL REVENUES:	<u>601,000</u>

EXPENDITURES:

Water & Sewer Expenditures	601,000
TOTAL EXPENDITURES:	<u>601,000</u>

COMPOSITE EXHIBIT A**Resolution Number: 16 - 46**

FY 2017 **Wetland Mitigation Credit Fund #416**
PREPARED: **8/29/16**
FINANCE: **Nadia Todor**

PROPOSED BUDGET	
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REVENUES:

Interest Revenue	3,000
Appropriated Fund Equity	38,775

TOTAL REVENUES:	41,775
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EXPENDITURES:

Non-Departmental Expenditures	41,775
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TOTAL EXPENDITURES:	41,775
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COMPOSITE EXHIBIT A**Resolution Number: 16 - 46**

FY 2017 **Lease and Replacement Fund #505**
PREPARED: **8/29/16**
FINANCE: **Nadia Todor**

	PROPOSED BUDGET
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REVENUES:

Interest Revenue	5,500
Transfer from Other Funds	2,454,121
Appropriated Equity	158,379
TOTAL REVENUES:	<u>2,618,000</u>

EXPENDITURES:

Non-Departmental Expenditures	2,618,000
TOTAL EXPENDITURES:	<u>2,618,000</u>

COMPOSITE EXHIBIT A**Resolution Number: 16 - 46**

FY 2017 **Recreation Impact Fee Fund #611**
PREPARED: **8/29/16**
FINANCE: **Nadia Todor**

	PROPOSED BUDGET
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REVENUES:

Recreation Impact Fees	125,000
Appropriated Fund Equity	95,068

TOTAL REVENUES:	220,068
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EXPENDITURES:

Recreation Expenditures	220,068
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TOTAL EXPENDITURES:	220,068
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CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: No

SUBJECT: Resolution No. 16-47 - Adopting the Tentative Millage Rate for FY17 for Town Center CRA Tax Increment District

DEPARTMENT: Finance

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve Resolution No. 16-47.

SUMMARY: The attached Resolution will establish the Tentative Millage rate of 4.4542 mills for the Town Center tax increment district for FY17 (October 1, 2016 to September 30, 2017).

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 16-47	Reso. No. 16-47.pdf
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Robin Fenwick	Created/Initiated - 08/30/2016
Tracey Riehm	Approved - 08/30/2016
Margaret Roberts	Approved - 09/01/2016
M. Jake Johansson	Approved - 09/01/2016
Robin Fenwick	Final Approval - 09/01/2016

RESOLUTION NO. 16-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PORT ORANGE, VOLUSIA COUNTY, FLORIDA;
ADOPTING THE TENTATIVE PROPERTY TAX MILLAGE
RATE TO BE LEVIED FOR THE TOWN CENTER TAX
INCREMENT DISTRICT, FOR FISCAL YEAR 2017
(OCTOBER 1, 2016 TO SEPTEMBER 30, 2017); AND
PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange, Florida, has determined the amount of revenue required to meet the Town Center Tax increment district operating and capital objectives for fiscal year 2017; and

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

WHEREAS, a public hearing on the tentative millage rate has been conducted by City Council at 6:30 P.M. on September 6, 2016, and will be conducted on September 20, 2016, in the City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

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

Section 1. The tentative millage rate for fiscal year 2017 for the Community Redevelopment Agency for Port Orange Town Center Tax Increment District of the City of Port Orange is hereby levied at 4.4542 mills per \$1,000.00 of valuation. This tentative millage rate is a 7.3% increase above the rolled-back rate, which is the percentage increase in property taxes adopted by the City Council for tax increment district operating and capital purposes.

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

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the 6th day of September, 2016

Reviewed and Approved:

Matthew J. Jones, Deputy City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: No

SUBJECT: Resolution No. 16-48 - Adopting the Tentative Operating Budget for FY17 for Town Center CRA Tax Increment District

DEPARTMENT: Finance

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve Resolution No. 16-48.

SUMMARY: The attached Resolution will establish the tentative operating budget for the Town Center CRA tax increment district for FY17 (October 1, 2016 to September 30, 2017).

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 16-48 and Exhibit	Reso. No. 16-48 and Exhibit.pdf
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Robin Fenwick	Created/Initiated - 08/30/2016
Tracey Riehm	Approved - 08/30/2016
Margaret Roberts	Approved - 09/01/2016
M. Jake Johansson	Approved - 09/01/2016
Robin Fenwick	Final Approval - 09/01/2016

RESOLUTION NO. 16-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE TOWN CENTER TAX INCREMENT DISTRICT OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$459,184; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION AND PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

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

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

WHEREAS, the City Manager of the City of Port Orange has prepared the annual report and budget for the Town Center Tax increment district of the City of Port Orange for fiscal year 2017 (October 1, 2016 to September 30, 2017) and has submitted same to the City Council; and

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

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

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

WHEREAS, a public hearing on the proposed budget has been conducted by the City Council at 6:30 PM on September 6, 2016 and will be conducted on September 20, 2016, in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

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

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

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
103	Tax Increment Town Center Fund	<u>459,184</u>
TOTAL		\$ <u>459,184</u>

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

Section 2. The 2017 fiscal year operating budget for the Community Redevelopment Agency for Port Orange Town Center Tax Increment District of the City of Port Orange, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the district, is hereby tentatively adopted.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures of the Town Center tax increment district of the City during the ensuing fiscal year effective October 1, 2016 through September 30, 2017.

Section 4. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the City Council and the City Manager as deemed necessary in strict compliance with the procedures specified in Chapter 2, Article VI, Division 3, Code of Ordinances, City of Port Orange, Florida.

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

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed and adopted on the 6th day of September, 2016

Reviewed and Approved:

Matthew J. Jones, Deputy City Attorney

COMPOSITE EXHIBIT A**Resolution Number: 16-48**

FY 2017: TAX INCREMENT TOWNCENTER FUND (#103)
PREPARED: August 29, 2016
FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	53,543
Interest Revenue	1,200
Rentals	2,000
Intergovernmental Revenue	89,170
Transfer from other Funds	310,000
Property Tax Recovery	3,271
TOTAL REVENUES:	459,184
<u>EXPENDITURES:</u>	
Town Center Tax Increment expenses	459,184
TOTAL EXPENDITURES:	459,184



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: No

SUBJECT: Resolution No. 16-49 - Adopting the Tentative Millage Rate for FY17 for Eastport CRA Tax Increment District

DEPARTMENT: Finance

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve Resolution No. 16-49.

SUMMARY: The attached Resolution will establish the Tentative Millage rate of 4.4542 mills for the Eastport tax increment district for FY17 (October 1, 21016 to September 30, 2017).

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 16-49	Reso. No. 16-49.pdf
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Robin Fenwick	Created/Initiated - 08/30/2016
Tracey Riehm	Approved - 08/30/2016
Margaret Roberts	Approved - 09/01/2016
M. Jake Johansson	Approved - 09/01/2016
Robin Fenwick	Final Approval - 09/01/2016

RESOLUTION NO. 16-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PORT ORANGE, VOLUSIA COUNTY, FLORIDA;
ADOPTING THE TENTATIVE PROPERTY TAX MILLAGE
RATE TO BE LEVIED FOR THE EASTPORT TAX
INCREMENT DISTRICT, FOR FISCAL YEAR 2017
(OCTOBER 1, 2016 TO SEPTEMBER 30, 2017); AND
PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange, Florida, has determined the amount of revenue required to meet the Eastport Tax increment district operating and capital objectives for fiscal year 2017; and

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

WHEREAS, a public hearing on the tentative millage rate has been conducted by City Council at 6:30 P.M. on September 6, 2016, and will be conducted on September 20, 2016, in the City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

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

Section 1. The tentative millage rate for fiscal year 2017 for the Community Redevelopment Agency for Eastport Business Center of the City of Port Orange is hereby levied at 4.4542 mills per \$1,000.00 of valuation. This tentative millage rate is a 7.3% increase above the rolled-back rate, which is the percentage increase in property taxes adopted by the City Council for tax increment district operating and capital purposes.

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

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the 6th day of September, 2016

Reviewed and Approved: _____
Matthew J. Jones, Deputy City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: No

SUBJECT: Resolution No. 16-50 - Adopting the Tentative Operating Budget for FY17 for Eastport CRA Tax Increment District

DEPARTMENT: Finance

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve Resolution No. 16-50.

SUMMARY: The attached Resolution will establish the tentative operating budget for the Eastport CRA tax increment district for FY17 (October 1, 2016 to September 30, 2017).

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 16-50 and Exhibit	Reso. No. 16-50 and Exhibit.pdf
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Robin Fenwick	Created/Initiated - 08/30/2016
Tracey Riehm	Approved - 08/30/2016
Margaret Roberts	Approved - 09/01/2016
M. Jake Johansson	Approved - 09/01/2016
Robin Fenwick	Final Approval - 09/01/2016

RESOLUTION NO. 16-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE EASTPORT TAX INCREMENT DISTRICT OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$183,573; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION AND PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

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

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

WHEREAS, the City Manager of the City of Port Orange has prepared the annual report and budget for the Eastport Tax increment district of the City of Port Orange for fiscal year 2017 (October 1, 2016 to September 30, 2017) and has submitted same to the City Council; and

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

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

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

WHEREAS, a public hearing on the proposed budget has been conducted by the City Council at 6:30 PM on September 6, 2016 and will be conducted on September 20, 2016, in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

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

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

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
102	Tax Increment Eastport Fund	<u>183,573</u>
TOTAL		\$ <u>183,573</u>

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

Section 2. The 2017 fiscal year operating budget for the Community Redevelopment Agency for Eastport Business Center tax increment district of the City of Port Orange, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the district, is hereby tentatively adopted.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures of the Eastport tax increment district of the City during the ensuing fiscal year effective October 1, 2016 through September 30, 2017.

Section 4. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the City Council and the City Manager as deemed necessary in strict compliance with the procedures specified in Chapter 2, Article VI, Division 3, Code of Ordinances, City of Port Orange, Florida.

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

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed and adopted on the 6th day of September, 2016

Reviewed and Approved:

Matthew J. Jones, Deputy City Attorney

COMPOSITE EXHIBIT A

Resolution Number: 16-49

FY 2017: TAX INCREMENT EASTPORT FUND (#102)

PREPARED: August 29, 2016

FINANCE: Finance Staff

	PROPOSED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	62,310
Intergovernmental Revenue	103,771
Appropriated Fund Balance	15,992
Interest	<u>1,500</u>
TOTAL REVENUES:	<u><u>183,573</u></u>
<u>EXPENDITURES:</u>	
Eastport Tax Increment Expenses	<u>183,573</u>
TOTAL EXPENDITURES:	<u><u>183,573</u></u>



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: No

SUBJECT: Resolution No. 16-51 - 5811 Williamson Blvd./Brownfield Area Designation Request

DEPARTMENT: Community Development

GOAL: 3 - Economic Development

OBJECTIVE: 2 - Develop strategy for use of appropriate incentives for desirable development

RECOMMENDED MOTION: Motion to authorize the announcement of the City's intent to consider the adoption of a Resolution No. 16-51 for a brownfield designation of the property located at 5811 Williamson Boulevard, Port Orange, Florida.

(9/6/16): Move to consider Resolution 16-51 at a duly advertised public hearing on September 20, 2016.

(9/20/16): Move to approve Resolution 16-51.

SUMMARY: During discussion at a workshop on March 29, 2016, City Council consensus was to support establishing additional brownfield areas as a means of providing another economic development tool to those that may choose to utilize it if the request was initiated by an applicant/owner rather than City-initiated.

Michael Sznajstajler, an attorney with Cobb Cole in Daytona Beach, and Immediate Past President and Board Member of the Florida Brownfields Association, representing Preferred Realty, Inc., has requested the City designate property located at 5811 Williamson Boulevard (Parcel ID#631900000190) as a Brownfield Area in accordance with Section 376.80, Florida Statutes.

A Brownfield Area means, "A contiguous area of one or more brownfield sites, some of which may not be contaminated, and which has been designated by a local government by resolution. Such areas may include all or portions of community redevelopment areas, enterprise zones, empowerment zones, other such designated economically deprived communities and areas, and Environmental Protection Agency-designated brownfield pilot projects." [Section 376.79(4) Florida Statutes]

The currently established Brownfield Areas within the City include the Newport Brownfield Area (Resolution 08-19) and the Riverwalk Brownfield Area (Resolution 10-40).

Preferred Realty is interested in redeveloping the subject property for commercial uses,

including, but not limited to a climate controlled self-storage facility. The redevelopment of the property is complicated by actual and/or perceived environmental issues associated with the former use of the property as a truck stop and the use of an adjacent property as a gas station. Accordingly, the property meets the definition of a Brownfield Site and a Brownfield Area set forth in Section 376.79, Florida Statutes. Preferred Realty is interested in redeveloping the property through the Florida Brownfields Redevelopment Program to facilitate investigation, assessment and cleanup of the actual and/or perceived environmental issues.

Some of the potential economic incentives offered by the brownfield program include: Voluntary Cleanup Tax Credit (VCTC) – Tax relief on corporate income taxes for voluntarily cleaning up a Brownfields site. Sales Tax Refunds - paid for building materials used in the construction of certain mixed-use and qualified housing projects. Risk-Based Corrective Action (RBCA) - allows for expedient and cost-effective cleanup activities on Brownfields sites. Job Bonus Refund - provides up to \$2,500 per job for businesses that create a minimum of 10 new jobs at a Brownfield site. Loan Guarantee – provided by the State for certain development activities. Liability Protection - in conjunction with a Brownfields Site Rehabilitation Agreement (BSRA).

Pursuant to Section 376.80(2)(c), Florida Statutes, a local government must designate a property as a Brownfield Area if the applicant can meet the applicable criteria provided for in the statute. A description of said criteria and an analysis of how the Developer meets the same is provided in the attached Request Letter dated August 4, 2016.

Florida Statutes require the City to hold two (2) public hearings on the resolution designating the subject Brownfield Area. The first public hearing (9/6/16) is to announce the second hearing on the resolution. The second public hearing (9/20/16) is to consider the proposed resolution.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 16-51	Reso. No. 16-51.pdf
2.	Request Letter	August 4, 2016 Letter to W. Clark request Brownfield Area Designation.pdf
3.	Location map	Location Map - 5811 Williamson Blvd.png

Penelope Cruz	Created/Initiated - 08/22/2016
Wayne Clark	Approved - 08/22/2016
Margaret Roberts	Approved - 09/01/2016
M. Jake Johansson	Approved - 09/01/2016
Robin Fenwick	Final Approval - 09/01/2016

RESOLUTION NO. 16-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, DESIGNATING THE PROPERTY SET OUT ON EXHIBITS "A" AND "B", WHICH IS 5811 WILLIAMSON BOULEVARD, LOCATED AT I-95 AND TAYLOR ROAD, IN THE CITY OF PORT ORANGE, AS A BROWNFIELD AREA FOR THE PURPOSE OF ENVIRONMENTAL REMEDIATION, REHABILITATION AND ECONOMIC DEVELOPMENT; DIRECTING THE CITY CLERK TO NOTIFY THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION OF SAID DESIGNATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the State of Florida has provided in Ch. 97-277, Laws of Florida, codified as Sections 376.77 through 376.86, Florida Statutes, for the designation by resolution of certain areas as Brownfield areas, and for the corresponding provisions of environmental remediation, rehabilitation, and economic development for such areas; and

WHEREAS, Midwest Transit, Inc., as shown on Exhibit "A", is the owner of the property located at 5811 Williamson Boulevard, as shown on Exhibits "A" and "B" hereof; and

WHEREAS, Preferred Realty, Inc. has received authorization from Midwest Transit, Inc. to request designation of the property legally described on Exhibit "A" hereof and depicted on Exhibit "B" hereof as a Brownfield area; and

WHEREAS, the City of Port Orange has considered: (1) whether the Brownfield area warrants economic development and has a reasonable potential for such activities; (2) whether the proposed area to be designated represents a reasonably focused approach and is not overly large in geographic coverage; (3) whether the area has potential to interest the private sector in participating in rehabilitation; and (4) whether the area contains sites or parts of sites suitable for limited recreational open space, cultural, or historical preservation purposes; and

WHEREAS, the City of Port Orange has considered the requirements for Brownfield area designation as provided in Section 376.80(2)(c), Florida Statutes, and finds:

1. That Preferred Realty, Inc. has agreed to rehabilitate and redevelop the property within the Brownfield area;

2. The rehabilitation and redevelopment of the proposed Brownfield area will result in economic productivity of the area, along with the creation of at least 5 new permanent jobs which are full-time equivalent jobs not associated with the implementation of the Brownfield site rehabilitation and redevelopment;

3. The redevelopment of the proposed Brownfield area is consistent with the City of Port Orange's comprehensive plan and is a permissible use under the City's land development regulations;

4. Notice of the Brownfield area designation and proposed applicable rehabilitation has been provided to neighboring property owners and nearby residents of the proposed area to be designated, and an opportunity has been afforded to those receiving notice for comments and suggestions about rehabilitation; and

5. Preferred Realty, Inc. has provided reasonable assurance that it has sufficient financial resources to implement and complete the applicable rehabilitation agreement and redevelopment plan on the property; and

WHEREAS, the City of Port Orange finds that City Hall is a location reasonably proximate to the area described herein and provides a fair and convenient venue for public input; and

WHEREAS, the notice, publication and public hearing requirements set forth in Section 376.80(1), Florida Statutes, have been satisfied; and

WHEREAS, the City of Port Orange shall notify the Florida Department of Environmental Protection in writing and provide a copy of this Resolution setting forth the designation of the property legally described on Exhibit "A" hereof and depicted on Exhibit "B" hereof, as a Brownfield area.

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

Section 1. In accordance with the Florida Brownfields Redevelopment Act, Sections 376.77 through 376.86, Florida Statutes, the Property legally described on Exhibit "A" hereof and depicted on Exhibit "B" hereof is hereby designated as a "Brownfield area."

Section 2. Preferred Realty, Inc. shall be responsible for the Brownfield site remediation and rehabilitation on the property currently owned by Midwest Transit, Inc. within the Brownfield area.

Section 3. The City Clerk is hereby directed to notify the Florida Department of Environmental Protection of the City of Port Orange's decision to designate a Brownfield area for remediation, rehabilitation and economic development for the purposes set forth in Sections 376.77 through 376.86, Florida Statutes, by providing the Department a copy of this Resolution.

Section 4. Designating said area as a Brownfield area shall in no way render the City of Port Orange responsible for costs of site rehabilitation or source removal, as those terms are defined in Section 376.79(17) and (18), Florida Statutes, or for any other costs that may arise or be incurred.

Section 5. In accordance with Chapter 2, Article III, Division 4, Sec. 2-117(c) of the Port Orange Code of Ordinances, the City of Port Orange's Environmental Advisory Board shall serve as the advisory board for Brownfield sites in this Brownfield area.

Section 6. If any provision of this resolution or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or application of this resolution which can be given effect without the invalid provision or application, and to thios end the provision of this resolution are severable.

Section 7. This resolution shall become effective immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Feniwck, CMC, City Clerk

Adopted on the ____ day of _____, 2016

Reviewed and Approved: _____
Matthew J. Jones, Deputy City Attorney

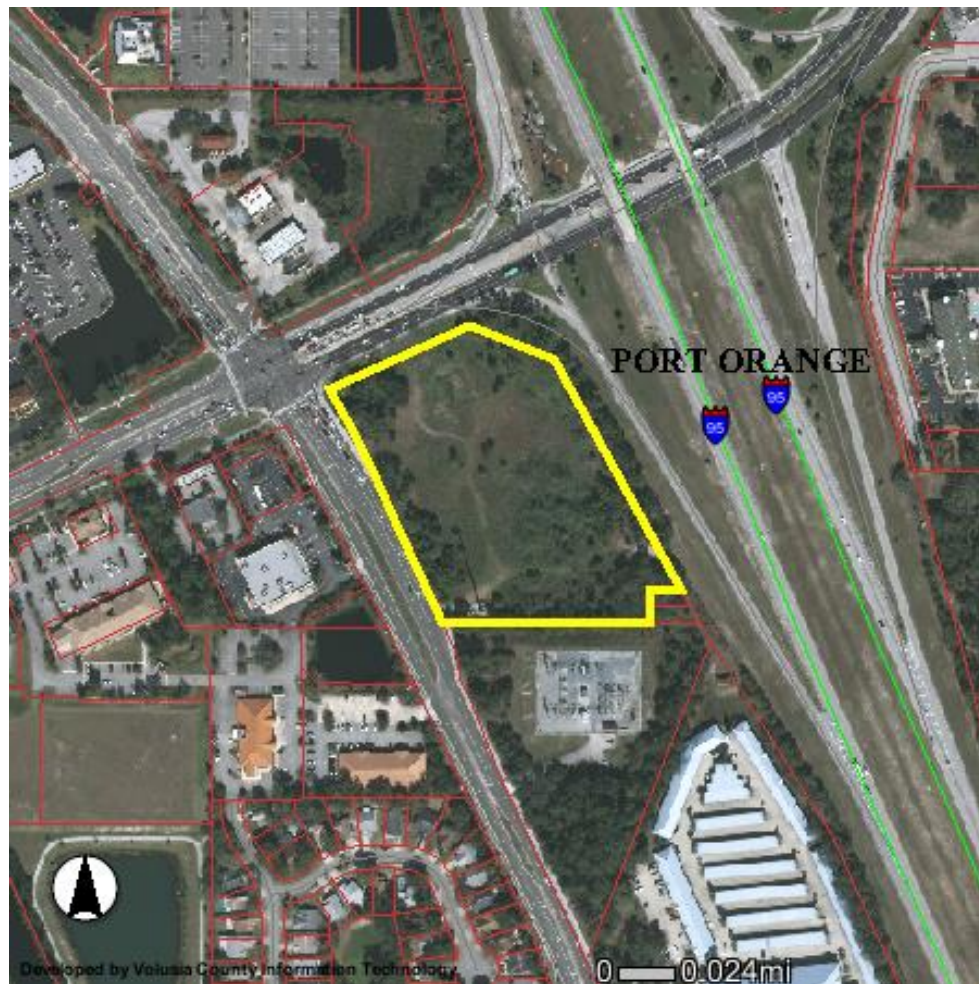
Exhibit A

Legal Description

19 16 33 IRREG PARCEL IN NE 1/4 LYING S OF TAYLOR RD & W OF I-95 R/W MEAS 565 FT ON W/L & MEAS 484.73 FT ON S/L & MEAS 609.33 FT ON E/L & 190.69 FT ON NE/L EXC NEW R/W FOR WILLIAMSON BLVD IN W 28.93 FT ON S/L PER OR 4098 PG 4639

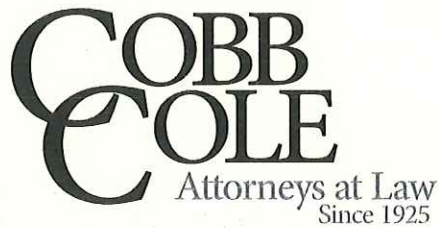
Exhibit B

Location of Brownfield Area



William M. Cobb
(1881-1939)
Thomas T. Cobb
(1916-2004)
W. Warren Cole, Jr.
(1926-2008)
C. Allen Watts
(1946-2015)

Harold C. Hubka
Scott W. Cichon
Robert A. Merrell III
Bruce A. Hanna
John P. Ferguson
Thomas J. Leek
Mark A. Watts
Heather Bond Vargas



Daytona Beach • DeLand

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DeLand, Florida 32724

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CobbCole.com

August 4, 2016

Andrea M. Kurak
Matthew S. Welch
Kelly Parsons Kwiatek
Michael J. Woods
Katherine Hurst Miller
Michael O. Sznajstajler
Melissa B. Murphy
Pam Masters

OF COUNSEL

Thomas S. Hart
Larry D. Marsh
Maja Sander Bowler
William A. Parsons

RETIRED

Jay D. Bond, Jr.
Rhoda Bess Goodson

VIA ELECTRONIC AND US MAIL

City of Port Orange
Attn: Mr. Wayne Clark
Director of Community Development
1000 City Center Circle
Port Orange, FL 32129

Re: Request for Brownfield Area Designation
5811 Williamson Boulevard, Port Orange, FL 32128
Parcel ID No. 19-16-33-00-00-0190

Dear Mr. Clark:

Cobb Cole has the pleasure of representing Preferred Realty, Inc. (the "Preferred Realty") with respect to the property located at 5811 Williamson Boulevard in Port Orange, Florida (the "Property"). A figure depicting the approximate location of the Property is attached hereto as Exhibit A. Please accept this letter as the Preferred Realty's request to have the City of Port Orange (the "City") designate the Property as a Brownfield Area in accordance with Section 376.80, Florida Statutes.

Preferred Realty is a development corporation with more than 35 years of experience in developing and managing commercial real estate. Preferred Realty's developments throughout Florida include commercial, industrial, multi-family, office and mixed-use projects. Preferred Realty is interested in redeveloping the Property for commercial uses, including, but not limited to a Class A Climate Controlled Self-Storage Facility. The proposed facility is one of three planned phases.

As you may know, the redevelopment of the Property is complicated by actual and/or perceived environmental issues associated with the former use of the Property as a truck stop and the use of an adjacent property as a gas station. Accordingly, the Property meets the definition of a Brownfield Site and a Brownfield Area set forth in Section 376.79, Florida Statutes. Preferred Realty is interested in redeveloping the Property through the Florida Brownfields Redevelopment Program (the "Program") to facilitate investigation, assessment and cleanup of

the actual and/or perceived environmental issues. Pursuant to Section 376.80(2)(c), Florida Statutes, a local government must designate a property as a Brownfield Area if the applicant can meet the applicable criteria provided for in the statute. A description of said criteria and an analysis of how the Preferred Realty meets the same is provided below.

Section 376.80(2)(c)1, Florida Statutes. A person who owns or controls a potential brownfield site is requesting the designation and has agreed to rehabilitate and redevelop the brownfield site.

Preferred Realty is the contract purchaser for the Property and has received authorization from the owner of the Property to request the Brownfield Area designation. A copy of the owner's authorization is attached hereto as Exhibit B. Following the designation of the Property as a Brownfield Area, the Preferred Realty plans to enter into a Brownfield Site Rehabilitation Agreement with the Florida Department of Environmental Protection to facilitate site rehabilitation and redevelopment of the brownfield site.

Section 376.80(2)(c)2, Florida Statutes. The rehabilitation and redevelopment of the proposed brownfield site will result in economic productivity of the area, along with the creation of at least 5 new permanent jobs at the brownfield site that are full-time equivalent positions not associated with the implementation of the brownfield site rehabilitation agreement and that are not associated with redevelopment project demolition or construction activities pursuant to the redevelopment of the proposed brownfield site or area.

The Property is the site of the former Port Orange Truck Stop and has been vacant since approximately 1989. The redevelopment of the Property for commercial uses will result in increased economic productivity in one of the City's primary commercial corridors. Preferred Realty anticipates that the redevelopment of the Property for a Class A Climate Controlled Self-Storage Facility alone (i.e., Phase I of III) will result in the creation of at least 10 new permanent, full-time equivalent jobs that are not associated with redevelopment project demolition or construction at the Property.

Section 376.80(2)(c)3, Florida Statutes. The redevelopment of the proposed brownfield site is consistent with the local comprehensive plan and is a permissible use under the applicable local land development regulations.

Redevelopment of the Property for commercial uses, including a Class A Climate Controlled Self-Storage Facility, is consistent with Port Orange's Comprehensive Plan and is a permissible use under Port Orange's Land Development Code. The Property's Future Land Use designation is Commercial, which allows shopping centers, retail stores, restaurants, automobile service facilities, personal services, offices, and similar uses. In addition, the Property is located in the Interchange Commercial Development ("ICD") zoning district, which provides land uses designed to meet the commercial needs of the local community, traveling motorist, and businesses within the adjoining commercial areas. Commercial, office, and retail uses are

Mr. Wayne Clark
August 4, 2016
Page 3

generally permitted within the ICD district and, the City Council recently approved a Land Development Code amendment that allows the proposed self-storage facility in the ICD district by Special Exception.

Section 376.80(2)(c)4, Florida Statutes. Notice of the proposed rehabilitation of the brownfield area has been provided to neighbors and nearby residents of the proposed area to be designated pursuant to paragraph (1)(c), and the person proposing the area for designation has afforded to those receiving notice the opportunity for comments and suggestions about rehabilitation. Notice pursuant to this subparagraph must be posted in the affected area.

Preferred Realty is committed to providing proper notice and facilitating public involvement in the brownfield area designation process and the redevelopment of the Property. Preferred Realty will assist the City in complying with the required notice provisions for the Brownfield Area, including notifying neighbors and residents, providing the City with any and all comments and suggestions it receives regarding site rehabilitation, posting the notice at the proposed Brownfield Area, and reimbursing the City with all costs incurred in complying with the notice requirements.

Section 376.80(2)(c)5, Florida Statutes. The person proposing the area for designation has provided reasonable assurances that he or she has sufficient financial resources to implement and complete the rehabilitation agreement and redevelopment of the brownfield site.

Preferred Realty is a Florida corporation with more than 35 years' experience in commercial real estate development. Over the past 20 years, Preferred Realty has developed and managed commercial real estate assets with a value of more than \$150 million. Preferred Realty has sufficient financial resources to implement and complete site rehabilitation and redevelopment of the Property.

Assessment and cleanup of the Property through the Florida Brownfields Redevelopment Program will facilitate the redevelopment of a vacant and underutilized property to a new commercial use while serving as a catalyst for economic growth. Preferred Realty respectfully requests that the City designate the Property as a Brownfield Area.

Cobb Cole appreciates the opportunity to bring this request before the City of Port Orange. If you have any questions or comments, please do not hesitate to contact me.

Mr. Wayne Clark
August 4, 2016
Page 4

Sincerely,



Michael O. Sznapstajler

Direct Dial (386) 323-9222
Michael.Sznapstajler@CobbCole.com
Fax (386) 944-7963

Enclosures

cc: Mr. Jake Johansson
Ms. Penelope Cruz
Preferred Realty
(each with enclosures)

Exhibit A

Subject Property

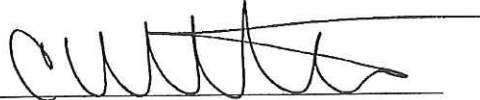


NOTARIZED AUTHORIZATION OF OWNER

MIDWEST TRANSIT, INC ("Owner"), as the sole fee simple title holder of the property described as Tax Parcel ID 19-16-33-00-00-0190, authorizes Preferred Realty, Inc, by Thomas R. Speno, to seek any necessary applications and other regulatory approvals with the City of Port Orange in connection with the designation of the above referenced property as a Brownfield Area.

MIDWEST TRANSIT, INC

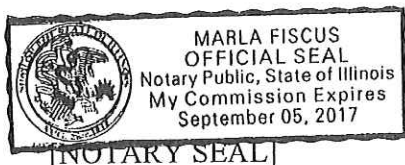
a Florida corporation

By: 
Name: Michael Witters
Title: PST

STATE OF ILLINOIS

COUNTY OF WARASH

The foregoing instrument was acknowledged before me this 4th day of August, 2016, by Michael Witters, as PST of MIDWEST TRANSIT, INC, a Florida corporation, who is personally known to me ~~or has produced~~ as identification



[NOTARY SEAL]


Notary Public
Print Name: Marla Fiscus
Commission No.: _____
My commission expires: _____





**The Golf Club at Cypress Head
Course Cash Flow Report
July 31, 2016**

	<u>July</u>	<u>YTD</u>
EBITDA	(\$8,659.33)	\$44,267.87
Management Fee Expense	(5,712.85)	(58,785.25)
Depreciation & Amortization	<u>(381.00)</u>	<u>(3,810.00)</u>
Net Income	(14,753.18)	(18,327.38)
Working Capital Changes		
Inventory	269.88	1,090.44
Receivables	(26.26)	155,887.57
Payables	(5,557.63)	(5,085.20)
Due to from the City	0.17	1,906.56
Prepays	4,172.01	4,015.18
Accrued Liabilities	7,199.91	(20,315.72)
Other Liabilities	(22,423.74)	(123,897.34)
Depreciation & Amortization	<u>381.00</u>	<u>3,810.00</u>
Operating Cash Flow	(30,737.84)	(915.89)
Investing Cash Flows	<u> </u>	<u> </u>
Financing Cash Flow	<u> </u>	<u> </u>
Net Cash Flows	<u>(30,737.84)</u>	<u>(915.89)</u>
Beginning Cash	79,936.00	50,114.05
Net Cash Flows	<u>(30,737.84)</u>	<u>(915.89)</u>
Ending Cash	<u>49,198.16</u>	<u>49,198.16</u>

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2016

	<u>07/31/16</u>	<u>09/30/15</u>	<u>07/31/15</u>
ASSETS			
CURRENT ASSETS:			
Cash			
Cash - Operating	0	49,118	30,352
Cash - Depository	50,278	0	0
Cash - Manual Checks	850	750	750
Cash - Housebank & Other	<u>(1,930)</u>	<u>246</u>	<u>(1,329)</u>
Total Cash	<u>49,198</u>	<u>50,114</u>	<u>29,773</u>
Accounts Receivable			
A/R Member	<u>5,719</u>	<u>161,607</u>	<u>4,366</u>
Total Accounts Recievable	<u>5,719</u>	<u>161,607</u>	<u>4,366</u>
Other Current Assets			
Inventory - Merchandise	14,080	11,682	12,948
Inventory - Food & Beverage	0	3,488	4,470
Prepaid Insurance	14,424	18,108	17,862
Prepaid Exp - Other	<u>16,096</u>	<u>11,428</u>	<u>1,926</u>
Total Other Current Assets	<u>44,600</u>	<u>44,706</u>	<u>37,206</u>
TOTAL CURRENT ASSETS	<u>99,517</u>	<u>256,426</u>	<u>71,345</u>
PROPERTY, PLANT AND EQUIPMENT:			
Land	54,143	54,143	64,835
Furniture and Fixtures	9,045	9,045	26,625
Machinery & Equipment	<u>16,000</u>	<u>16,000</u>	<u>17,712</u>
Property Plant and Equipment	79,187	79,187	109,171
Accumulated Depreciation	<u>(59,939)</u>	<u>(56,129)</u>	<u>(80,518)</u>
TOTAL PROPERTY, PLANT AND EQUIPMENT	<u>19,248</u>	<u>23,058</u>	<u>28,653</u>
OTHER ASSETS:			
Deposits (in ST section of chart)	<u>0</u>	<u>5,000</u>	<u>5,000</u>
TOTAL OTHER ASSETS	<u>0</u>	<u>5,000</u>	<u>5,000</u>
TOTAL ASSETS	<u><u>118,766</u></u>	<u><u>284,485</u></u>	<u><u>104,998</u></u>

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2016

	<u>07/31/16</u>	<u>09/30/15</u>	<u>07/31/15</u>
LIABILITIES AND STOCKHOLDERS' EQUITY			
CURRENT LIABILITIES:			
Accts Pay - Trade	12,722	17,808	15,132
Accts Pay - Other	10,126	8,220	259,093
Accrued Expenses	618	14,437	0
Accrued Payroll	21,137	20,979	13,870
Accrued Taxes	4,590	47	0
Accrued Interest	0	11,197	0
Deferred Revenue	87,900	211,797	40,368
TOTAL CURRENT LIABILITIES	<u>137,093</u>	<u>284,485</u>	<u>328,464</u>
 TOTAL LIABILITIES	 <u>137,093</u>	 <u>284,485</u>	 <u>328,464</u>
 STOCKHOLDER'S EQUITY			
Retained Earnings	<u>(18,327)</u>	<u>0</u>	<u>(223,465)</u>
Net Retained Earnings	<u>(18,327)</u>	<u>0</u>	<u>(223,465)</u>
Stockholders Equity	<u>(18,327)</u>	<u>0</u>	<u>(223,465)</u>
TOTAL STOCKHOLDER'S EQUITY	<u>(18,327)</u>	<u>0</u>	<u>(223,465)</u>
 TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY	 <u><u>118,766</u></u>	 <u><u>284,485</u></u>	 <u><u>104,998</u></u>

The Golf Club at Cypress Head
Course Cash Flow Report
For the Year Ended September 30, 2016

	OCT Actual	NOV Actual	DEC Actual	JAN Actual	FEB Actual	MAR Actual	APR Actual	MAY Actual	JUN Actual	JUL Actual	AUG Actual	SEP Actual	TOTAL
EBITDA	(98,875)	11,091	(114)	16,429	54,217	56,210	43,439	(6,053)	(23,418)	(8,659)	12,219	0	56,487
Management Fee Expense	(7,370)	(5,713)	(5,713)	(5,713)	(5,713)	(5,713)	(5,713)	(5,713)	(5,713)	(5,713)	0	0	(58,785)
Depreciation & Amortization	(381)	(381)	(381)	(381)	(381)	(381)	(381)	(381)	(381)	(381)	0	0	(3,810)
Net Income	(106,625)	4,998	(6,208)	10,335	48,123	50,117	37,346	(12,146)	(29,512)	(14,753)	12,219	0	(6,108)
Working Capital Changes													
Inventory	(5,361)	1,910	1,009	1,917	(944)	3,169	(287)	(593)	0	270	0	0	1,090
Receivables	133,706	18,846	5,539	3,158	77	(2,798)	1,343	(811)	(3,145)	(26)	0	0	155,888
Prepaid Expenses	290	6,243	6,850	3,750	(9,137)	4,655	7,200	(952)	(19,059)	4,172	0	0	4,015
Payables	34,124	(25,368)	(19,078)	1,130	44,945	(46,197)	24,940	(10,893)	(3,131)	(5,558)	(1,853)	0	(6,938)
Due to from the City	10,018	10,018	10,018	10,018	(29,944)	10,124	(18,348)	5	(3)	0	0	0	1,907
Accrued Expenses	(2,045)	(21,210)	2,458	6,296	(2,799)	10,345	(1,815)	(19,753)	1,007	7,200	(12,219)	0	(32,535)
Deferred Revenues	54,717	(15,136)	(13,450)	(21,990)	(21,861)	(20,938)	(21,402)	(21,754)	(19,660)	(22,424)	0	0	(123,897)
Depreciation & Amortization	381	381	381	381	381	381	381	381	381	381	0	0	3,810
Operating Cash Flow	119,204	(19,318)	(12,482)	14,995	28,842	8,861	29,357	(66,514)	(73,123)	(30,738)	(1,853)	0	(2,769)
Investing Activities													
Financing Activities													
Net Cash Flows	119,204	(19,318)	(12,482)	14,995	28,842	8,861	29,357	(66,514)	(73,123)	(30,738)	(1,853)	0	(2,769)
Beginning Cash	50,114	169,318	150,000	137,518	152,513	181,355	190,216	219,573	153,059	79,936	49,198	47,345	1,580,146
Net Cash Flows	119,204	(19,318)	(12,482)	14,995	28,842	8,861	29,357	(66,514)	(73,123)	(30,738)	(1,853)	0	(2,769)
Ending Cash	169,318	150,000	137,518	152,513	181,355	190,216	219,573	153,059	79,936	49,198	47,345	47,345	1,577,378

The Golf Club at Cypress Head
Comparative Income Statement
For the Ten Months Ending July 31, 2016

	MTD	YTD	Audited	Percent	MTD	YTD	Annual	Percent
	Prior Year	Prior Year	Prior Year	of Total	Actual	Actual	Budget	of Total
REVENUES								
Green Fees & Cart Fees	637	714,342	714,869	100%	79,621	944,926	1,023,426	92%
Merchandise	246	53,518	53,694	100%	5,080	46,537	61,281	76%
Other Pro Shop	2,576	9,231	10,198	91%	1,305	13,312	10,769	124%
Range	0	16,885	16,885	100%	2,379	29,851	35,044	85%
Food and Beverage	0	182,967	182,967	100%	0	0	0	
Membership Initiation Fees	0	0	750		0	0	0	
Other Operating Revenues	0	24,901	24,901	100%	3,188	32,935	35,106	94%
Other G&A Income	0	0	(866)		0	0	0	
TOTAL REVENUE	3,459	1,001,843	1,003,396	100%	91,573	1,067,562	1,165,626	92%
COST OF SALES								
Merchandise	451	44,215	44,543	99%	2,757	31,811	33,672	94%
Food & Beverage	(1)	72,592	72,592	100%	0	0	0	
TOTAL COGS	450	116,807	117,135	100%	2,757	31,811	33,672	94%
COGS - Merchandise %	183.0%	82.6%	83.0%	99.6%	54.3%	68.4%	54.9%	124.4%
COGS - Food %		39.8%	39.8%	100.0%				
PAYROLL								
Course and Grounds	23,357	240,873	291,280	83%	32,392	285,000	302,225	94%
Carts, Range, Starters, Etc.	0	39,741	39,741	100%	6,306	68,832	73,469	94%
Pro Shop	0	33,566	33,566	100%	4,636	45,328	53,508	85%
Food and Beverage	0	94,245	94,245	100%	0	0	0	
General and Administrative	9,098	105,915	126,613	84%	11,335	106,884	127,761	84%
Marketing	2,348	37,985	45,103	84%	3,976	41,070	45,604	90%
TOTAL PAYROLL	34,803	552,324	630,548	88%	58,646	547,114	602,567	91%
OPERATING EXPENSES								
Course and Grounds	22,944	166,956	220,151	76%	17,170	173,051	194,632	89%
Carts, Range, Starters, Etc.	6,919	100,431	113,365	89%	6,249	68,120	85,831	79%
Pro Shop	1,926	9,119	10,087	90%	195	8,666	11,155	78%
Food and Beverage	595	29,730	30,128	99%	0	322	0	
General and Administrative	13,777	162,619	182,159	89%	13,915	163,148	197,717	83%
Marketing	974	20,971	29,588	71%	1,302	31,062	39,686	78%
TOTAL OPERATING EXPENSES	47,135	489,827	585,477	84%	38,831	444,369	529,021	84%
TOTAL EXPENSES	82,388	1,158,957	1,333,159	87%	100,233	1,023,294	1,165,260	88%
OTHER INCOME (EXPENSE)								
MANAGEMENT FEES	(3,685)	(62,541)	(66,226)	94%	(5,713)	(58,785)	(65,296)	90%
Depreciation & Amortization	1,005	(3,810)	(9,405)	41%	(381)	(3,810)	(6,420)	59%
TOTAL OTHER INCOME (EXPENSE)	(2,680)	(66,351)	(75,631)	88%	(6,094)	(62,595)	(71,716)	87%
NET INCOME	(81,609)	(223,465)	(405,394)	55%	(14,753)	(18,327)	(71,350)	26%
Paid Rounds	0	25,909	25,909	50%	2,961	30,535	38,507	79%
Annual Pass Rounds	0	2,970	2,970	55%	678	7,474	4,295	174%
Other Rounds	0	1,772	1,772	60%	269	2,100	2,819	74%
Total Rounds	0	30,651	30,651	51%	3,908	40,109	45,621	88%
Revenue/Paid Rounds	0	39	39	99%	31	35	30	115%
Revenue/Total Rounds	0	33	33	97%	23	27	26	104%

The Golf Club at Cypress Head
Summary of All Units
For the Ten Months Ending July 31, 2016

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
42,673	41,404	103%	637	6701%	Green Fees	542,094	524,629	103%	425,627	127%	604,248	542,620
36,948	32,709	113%	0	0%	Cart Fee	402,832	364,308	111%	288,715	140%	419,178	402,832
0	0	0%	0	0%	Initiation Fees	0	0	0%	0	0%	0	750
40	20	200%	0	0%	Handicap Fee	4,839	4,476	108%	4,392	110%	4,516	4,839
1,025	250	410%	0	0%	Lessons	5,943	2,529	235%	4,07	1461%	3,029	5,943
0	0	0%	2,576	0%	Other Pro Shop Revenue	74	0	0%	2,576	3%	0	1,041
240	200	120%	0	0%	Rental Clubs	2,457	2,824	87%	1,856	132%	3,224	2,457
5,080	4,800	106%	246	2063%	Retail	46,537	52,881	88%	53,518	87%	61,281	46,713
2,379	2,879	83%	0	0%	Range	29,851	29,545	101%	16,885	177%	35,044	29,851
0	0	0%	0	0%	Food & Beverage	0	0	0%	104,050	0%	0	0
0	0	0%	0	0%	Beer	0	0	0%	44,563	0%	0	0
0	0	0%	0	0%	Liquor	0	0	0%	26,928	0%	0	0
0	0	0%	0	0%	Wine	0	0	0%	6,826	0%	0	0
0	0	0%	0	0%	F&B Other	0	0	0%	600	0%	0	0
3,188	3,088	103%	0	0%	City Surcharge R & R	32,935	30,423	108%	24,901	132%	35,106	32,935
0	0	0%	0	0%	Miscellaneous G&A	0	0	0%	0	0%	0	(866)
91,573	85,350	107%	3,459	2647%	Total Revenues	1,067,562	1,011,615	106%	1,001,843	107%	1,165,626	1,069,115
COST OF GOODS SOLD												
2,757	2,637	105%	451	612%	COGS - Merchandise	31,811	29,058	109%	44,215	72%	33,672	32,139
0	0	0%	(1)	0%	COGS - Food & Beverage	0	0	0%	47,068	0%	0	0
0	0	0%	0	0%	COGS - Beer	0	0	0%	16,879	0%	0	0
0	0	0%	0	0%	COGS - Liquor	0	0	0%	5,659	0%	0	0
0	0	0%	0	0%	COGS - Wine	0	0	0%	2,986	0%	0	0
2,757	2,637	105%	450	613%	Total COGS	31,811	29,058	109%	116,807	27%	33,672	32,139
88,817	82,713	107%	3,009	2951%	GROSS MARGIN	1,035,750	982,557	105%	885,036	117%	1,131,954	1,036,976
54.26%	54.94%	98.77%	183.01%	29.65%	COGS - Merchandise %	68.36%	54.95%	124.40%	82.62%	82.74%	54.95%	1092.70%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Food & Beverage %	0.00%	0.00%	0.00%	45.24%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Beer %	0.00%	0.00%	0.00%	37.88%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Liquor %	0.00%	0.00%	0.00%	21.01%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Wine %	0.00%	0.00%	0.00%	43.74%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - All Food & Bev	0.00%	0.00%	0.00%	39.81%	0.00%	0.00%	0.00%
PAYROLL												
25,158	18,072	139%	14,816	170%	Gross Payroll - Salaried	188,515	180,720	104%	184,580	102%	216,864	223,501
0	0	0%	0	0%	Gross Kitchen Payroll - Salaried	0	0	0%	24,498	0%	0	0
23,958	22,972	104%	12,506	192%	Gross Payroll - Hourly	258,111	218,926	118%	176,989	146%	264,129	283,390
0	0	0%	0	0%	Gross Kitchen Payroll - Hourly	0	0	0%	51,389	0%	0	0
49,116	41,044	120%	27,322	180%	S/T Wages	446,626	399,646	112%	437,456	102%	480,993	506,891
3,715	3,139	118%	2,321	160%	Payroll Tax - FICA	33,611	30,567	110%	33,813	99%	36,789	38,067
336	363	93%	73	463%	Payroll Tax - UC	5,282	6,241	85%	10,223	52%	6,837	5,478
800	882	91%	842	95%	Payroll Tax - WC	9,819	8,317	118%	10,915	90%	10,066	11,047
4,679	6,006	78%	4,246	110%	Benefits	51,775	55,871	93%	59,915	86%	67,882	63,835
9,529	10,390	92%	7,481	127%	S/T Adders	100,487	100,996	99%	114,867	87%	121,574	118,446
58,646	51,434	114%	34,803	169%	TOTAL PAYROLL	547,114	500,642	109%	552,324	99%	602,567	625,338
OPERATING EXPENSES												
0	0	0%	0	0%	Bar Supplies	0	0	0%	2,165	0%	0	0
0	15	0%	0	0%	Cart Supplies	1,160	590	197%	521	223%	590	1,160
267	12	2221%	8	3374%	Course Accessories	2,123	4,335	49%	4,133	51%	4,676	2,249
0	0	0%	0	0%	Dining Room Supplies	0	0	0%	92	0%	0	0
537	913	59%	7,907	7%	Fertilizer	20,933	8,973	233%	20,547	102%	10,531	29,810
0	100	0%	0	0%	Flowers/Decor	607	400	152%	0	0%	400	607
1,629	2,070	79%	1,256	130%	Fuel	8,031	11,238	71%	8,049	100%	13,010	10,658
0	200	0%	0	0%	Fungicides	2,204	2,235	99%	1,320	167%	2,461	3,417
2,056	971	212%	1,645	125%	Herbicides	12,281	10,583	116%	12,486	98%	12,141	16,930
386	3,993	10%	2,239	17%	Insecticides	7,557	11,892	64%	8,751	86%	14,046	13,624
430	257	167%	14	3108%	Janitorial Supplies	3,521	4,352	81%	4,278	82%	4,739	3,579
0	0	0%	0	0%	Kitchen Supplies	0	0	0%	3,816	0%	0	0
0	0	0%	0	0%	Laundry/Linens	0	0	0%	3,772	0%	0	0
14	0	0%	0	0%	Laundry/Uniforms	69	2,528	3%	2,038	3%	2,651	69
140	237	59%	81	172%	Office Supplies	3,857	3,234	119%	2,334	165%	4,186	4,068
0	0	0%	0	0%	Printing	0	100	0%	72	0%	100	0
0	0	0%	0	0%	Range Balls	2,550	3,712	69%	3,675	69%	3,712	2,550
0	0	0%	0	0%	Range Equipment	1,258	624	202%	173	728%	724	1,258
0	0	0%	0	0%	Range Expenses	23	918	3%	463	5%	930	23
1,294	0	0%	0	0%	Sand/Topdress	7,655	2,035	376%	746	1026%	2,640	13,815
0	0	0%	0	0%	Seeds/Trees	3,469	16,286	21%	16,125	22%	16,286	5,909
0	0	0%	0	0%	Small Tools	55	171	32%	186	30%	211	55
0	133	0%	0	0%	Staff/Volunteer Uniforms	0	1,419	0%	283	0%	1,419	0
0	0	0%	0	0%	Supplies	1,489	4,085	36%	2,145	69%	4,085	1,489

The Golf Club at Cypress Head
Summary of All Units
For the Ten Months Ending July 31, 2016

MTD	MTD	% of	MTD	% of		YTD	YTD	% of	YTD	% of	Annual	
Actual	Budget	Budget	Prior Year	PY		Actual	Budget	Budget	Prior Year	PY	Budget	
0	0	0%	1,530	0%	Tournament Expense	910	701	130%	1,580	58%	701	1,877
313	171	183%	91	346%	Alarm System	1,804	1,927	94%	1,337	135%	2,159	1,985
0	0	0%	0	0%	Carpet Cleaning	0	850	0%	300	0%	1,190	0
0	200	0%	477	0%	Cart Repairs	1,032	2,000	52%	24,835	4%	2,400	1,032
204	258	79%	151	135%	Computer Service	2,793	3,008	93%	2,718	103%	3,526	3,028
0	0	0%	130	0%	Contract Cleaning	0	500	26%	3,999	3%	500	390
0	0	0%	135	0%	Guest Relations	0	0	0%	0	0%	0	135
0	28	0%	396	0%	Handicap Expense	4,417	4,337	102%	4,662	95%	4,495	4,417
0	0	0%	0	0%	Indoor Plant Maint	0	200	0%	0	0%	200	0
589	963	61%	403	146%	Irrigation	4,704	5,140	92%	6,461	73%	6,794	5,569
195	101	193%	0	0%	Lesson Expense	1,080	524	206%	319	339%	524	1,080
0	115	0%	0	0%	Pest Control	0	1,265	0%	920	0%	1,495	0
1,073	2,003	54%	1,237	87%	Repair & Maint - Equipment	22,366	20,339	110%	22,908	98%	22,374	27,971
510	78	653%	2,580	20%	Repair & Maint - Building	3,083	5,372	57%	1,016	304%	5,372	5,144
0	0	0%	0	0%	Repair & Maint - Other	0	0	0%	907	0%	0	0
0	0	0%	0	0%	Security	0	600	0%	0	0%	600	0
5,356	5,356	100%	6,032	89%	Cart Lease	53,556	53,560	100%	60,322	89%	64,266	65,621
4,512	4,512	100%	4,495	100%	Equipment Lease	45,116	45,119	100%	45,800	99%	54,144	54,106
168	157	107%	157	107%	Off-Site Storage	1,717	1,413	122%	1,747	98%	1,727	2,042
1,159	1,020	114%	636	182%	Utilities - Electric	10,582	13,072	81%	11,914	89%	15,256	12,047
0	0	0%	0	0%	Utilities - Gas	0	0	0%	6,026	0%	0	0
5,139	3,662	140%	4,166	123%	Utilities - Other	40,128	34,470	116%	33,476	120%	41,992	45,908
233	242	96%	199	117%	Utilities - Telephone/Fax	2,225	2,428	92%	2,432	92%	2,914	2,569
226	182	125%	234	97%	Utilities - Water	2,682	2,025	132%	2,183	123%	2,409	3,193
1,302	1,459	89%	(1,126)	-116%	Advertising & Promotion	16,044	22,311	72%	18,638	86%	23,866	24,660
140	17	824%	(155)	-91%	Bank Charges	2,070	678	305%	685	302%	746	2,102
(229)	0	0%	(19)	1198%	Cash Short/(Over)	(510)	0	0%	(42)	1223%	0	(474)
150	175	86%	125	120%	Cell Phone	1,825	1,750	104%	1,350	135%	2,100	2,125
3,188	3,088	103%	0	0%	City Surcharge R & R	32,935	30,423	108%	24,901	132%	35,106	32,935
39	84	46%	0	0%	Copier/Photocopies	658	1,199	55%	955	69%	1,291	658
1,217	2,000	61%	402	303%	Credit Card Discounts	21,092	21,866	96%	21,126	100%	25,500	21,179
0	0	0%	131	0%	Donations	164	0	0%	1,444	11%	0	709
0	0	0%	55	0%	Dues & Subscriptions	609	1,025	59%	1,083	56%	1,125	719
0	0	0%	230	0%	Education & Training	0	410	0%	535	0%	410	0
163	190	86%	90	181%	Employee Relations	1,512	1,817	83%	1,484	102%	2,050	1,844
32	28	116%	0	0%	Employee Testing	206	56	368%	0	0%	113	351
3,504	3,665	96%	3,796	92%	Insurance Expense	37,286	37,744	99%	38,481	97%	45,074	44,878
0	0	0%	0	0%	Member Relations	131	406	32%	283	46%	659	131
36	23	155%	44	81%	Messenger Service - Fedex	318	378	84%	315	101%	447	352
0	0	0%	0	0%	Miscellaneous	13,291	10,000	133%	41	3277%	10,000	13,291
0	0	0%	0	0%	O/S - Accounting	12,000	13,200	91%	12,000	100%	13,200	12,000
0	0	0%	2,213	0%	O/S - Legal	0	80	0%	2,648	0%	160	0
1,233	0	0%	0	0%	O/S - Other	9,872	5,809	170%	3,952	250%	7,627	9,872
510	305	167%	608	84%	Payroll Processing Fee	3,397	3,439	99%	3,567	95%	4,009	3,608
0	121	0%	0	0%	Postage/Shipping	97	396	25%	269	36%	560	288
0	0	0%	0	0%	Professional Dues	0	0	0%	0	0%	0	565
45	(30)	-150%	75	60%	Tax/Licenses/Fees	(195)	(70)	279%	1,857	-11%	(130)	(36)
0	0	0%	595	0%	Theft Loss	106	0	0%	5,711	2%	0	504
0	0	0%	0	0%	Travel - Meals	1,424	0	0%	54	2658%	0	1,424
1,072	543	197%	1,906	56%	Travel - Other	9,712	11,826	82%	10,966	89%	13,128	13,877
0	0	0%	2,100	0%	Website Expenses	3,000	5,000	60%	2,100	143%	5,000	3,000
0	200	0%	0	0%	Employee Meals	25	1,996	1%	1,395	2%	2,396	74
38,831	39,817	98%	47,135	82%	TOTAL OPERATING EXPENSES	444,369	460,299	97%	489,827	91%	529,021	540,019
(8,659)	(8,538)	101%	(78,929)	11%	EBITDA	44,268	21,616	205%	(157,114)	-28%	366	(128,381)
5,713	5,601	102%	3,685	155%	Management Fee	58,785	54,094	109%	62,541	94%	65,296	62,470
5,713	5,601	102%	3,685	155%	Management Fees	58,785	54,094	109%	62,541	94%	65,296	62,470
0	154	0%	(1,386)	0%	Deprec - Office F.F&E	0	1,540	0%	0	0%	1,848	0
98	98	100%	98	100%	Deprec - Mach & Equip	976	976	100%	976	100%	1,171	746
283	283	100%	283	100%	Deprec - Buildings	2,835	2,835	100%	2,835	100%	3,401	8,659
381	535	71%	(1,005)	-38%	S/T DEPR. & AMORT	3,810	5,350	71%	3,810	100%	6,420	9,405
(14,753)	(14,674)	101%	(81,609)	18%	NET INCOME	(18,327)	(37,828)	48%	(223,465)	8%	(71,350)	(200,256)

The Golf Club at Cypress Head
Course & Grounds
For the Ten Months Ending July 31, 2016

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
42,673	41,404	103%	637	6701%	Green Fees	542,094	524,629	103%	425,627	127%	604,248	542,620
3,188	3,088	103%	0	0%	City Surcharge R & R	32,935	30,423	108%	24,901	132%	35,106	32,935
45,861	44,492	103%	637	7202%	Total Revenues	575,029	555,052	104%	450,527	128%	639,354	575,556
45,861	44,492	103%	637	7202%	GROSS MARGIN	575,029	555,052	104%	450,527	128%	639,354	575,556
PAYROLL												
13,154	6,679	197%	5,737	229%	Gross Payroll - Salaried	74,469	66,790	111%	64,125	116%	80,148	88,200
14,094	13,240	106%	12,506	113%	Gross Payroll - Hourly	156,258	129,837	120%	123,946	126%	155,890	181,537
27,248	19,919	137%	18,243	149%	S/T Wages	230,727	196,627	117%	188,071	123%	236,038	269,737
1,981	1,524	130%	1,341	148%	Payroll Tax - FICA	16,467	15,043	109%	13,335	123%	18,058	19,207
183	76	241%	73	252%	Payroll Tax - UC	2,589	2,799	92%	3,609	72%	2,899	2,785
429	428	100%	357	120%	Payroll Tax - WC	4,890	4,089	120%	4,435	110%	4,936	5,632
2,552	3,574	71%	3,343	76%	Benefits	30,328	33,147	91%	31,423	97%	40,294	38,047
5,145	5,602	92%	5,114	101%	S/T Adders	54,273	55,078	99%	52,802	103%	66,187	65,670
32,392	25,521	127%	23,357	139%	TOTAL PAYROLL	285,000	251,705	113%	240,873	118%	302,225	335,407
OPERATING EXPENSES												
267	12	2221%	8	3374%	Course Accessories	2,123	4,335	49%	4,133	51%	4,676	2,249
537	913	59%	7,907	7%	Fertilizer	20,933	8,973	233%	20,547	102%	10,531	29,810
0	100	0%	0	0%	Flowers/Decor	607	400	152%	0	0%	400	607
1,629	2,070	79%	1,256	130%	Fuel	8,031	11,238	71%	8,049	100%	13,010	10,658
0	200	0%	0	0%	Fungicides	2,204	2,235	99%	1,320	167%	2,461	3,417
2,056	971	212%	1,645	125%	Herbicides	12,281	10,583	116%	12,486	98%	12,141	16,930
386	3,993	10%	2,239	17%	Insecticides	7,557	11,892	64%	8,751	86%	14,046	13,624
1,294	0	0%	0	0%	Sand/Topdress	7,655	2,035	376%	746	1026%	2,640	13,815
0	0	0%	0	0%	Seeds/Trees	3,469	16,286	21%	16,125	22%	16,286	5,909
0	0	0%	0	0%	Small Tools	55	171	32%	186	30%	211	55
0	133	0%	0	0%	Staff/Volunteer Uniforms	0	1,419	0%	283	0%	1,419	0
589	963	61%	403	146%	Irrigation	4,704	5,140	92%	6,461	73%	6,794	5,569
1,073	1,917	56%	1,237	87%	Repair & Maint - Equipment	21,808	17,841	122%	15,908	137%	19,876	27,296
0	0	0%	0	0%	Repair & Maint - Building	270	1,026	26%	662	41%	1,026	270
4,512	4,512	100%	4,495	100%	Equipment Lease	45,116	45,119	100%	44,949	100%	54,144	54,106
265	308	86%	226	117%	Utilities - Electric	2,041	2,752	74%	2,575	79%	3,343	2,637
2,469	1,397	177%	2,917	85%	Utilities - Other	18,114	13,899	130%	15,508	117%	16,807	21,545
99	92	107%	92	107%	Utilities - Telephone/Fax	1,009	850	119%	935	108%	1,036	1,154
228	182	125%	234	97%	Utilities - Water	2,682	2,025	132%	2,183	123%	2,409	3,193
0	0	0%	230	0%	Education & Training	0	0	0%	230	0%	0	0
504	0	0%	54	936%	Employee Relations	513	92	557%	145	354%	92	513
32	28	116%	0	0%	Employee Testing	206	56	368%	0	0%	113	351
1,233	0	0%	0	0%	O/S - Other	9,872	5,732	172%	3,875	255%	7,550	9,872
0	0	0%	0	0%	Professional Dues	0	0	0%	0	0%	0	565
0	303	0%	0	0%	Travel - Other	1,800	3,015	60%	900	200%	3,621	2,100
17,170	18,094	95%	22,944	75%	TOTAL OPERATING EXPENSES	173,051	167,114	104%	166,956	104%	194,632	226,245
(3,702)	877	-422%	(45,664)	8%	EBITDA	116,979	136,233	86%	42,698	274%	142,497	13,903
(3,702)	877	-422%	(45,664)	8%	NET INCOME	116,979	136,233	86%	42,698	274%	142,497	13,903

The Golf Club at Cypress Head
Carts
For the Ten Months Ending July 31, 2016

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
					REVENUES							
36,948	32,709	113%	0	0%	Cart Fee	402,832	364,308	111%	288,715	140%	419,178	402,832
36,948	32,709	113%	0	0%	Total Revenues	402,832	364,308	111%	288,715	140%	419,178	402,832
36,948	32,709	113%	0	0%	GROSS MARGIN	402,832	364,308	111%	288,715	140%	419,178	402,832
					PAYROLL							
5,663	5,861	97%	0	0%	Gross Payroll - Hourly	61,172	53,516	114%	34,791	176%	65,049	61,172
5,663	5,861	97%	0	0%	S/T Wages	61,172	53,516	114%	34,791	176%	65,049	61,172
434	448	97%	0	0%	Payroll Tax - FICA	4,787	4,093	117%	2,636	182%	4,975	4,787
109	198	55%	0	0%	Payroll Tax - UC	1,504	1,692	89%	1,532	98%	2,061	1,504
91	126	72%	0	0%	Payroll Tax - WC	1,280	1,116	115%	719	178%	1,364	1,280
9	0	0%	0	0%	Benefits	89	0	0%	62	142%	0	89
643	772	83%	0	0%	S/T Adders	7,660	6,901	111%	4,950	155%	8,420	7,660
6,306	6,633	95%	0	0%	TOTAL PAYROLL	68,832	60,417	114%	39,741	173%	73,469	68,832
					OPERATING EXPENSES							
0	15	0%	0	0%	Cart Supplies	1,160	590	197%	521	223%	590	1,160
0	200	0%	477	0%	Cart Repairs	1,032	2,000	52%	24,835	4%	2,400	1,032
5,356	5,356	100%	6,032	89%	Cart Lease	53,556	53,560	100%	60,322	89%	64,266	65,621
893	712	125%	410	218%	Utilities - Electric	8,541	10,320	83%	9,339	91%	11,913	9,410
6,249	6,283	99%	6,919	90%	TOTAL OPERATING EXPENSES	64,289	66,470	97%	95,018	68%	79,169	77,223
24,393	19,793	123%	(6,919)	-353%	EBITDA	269,711	237,421	114%	153,957	175%	266,540	256,778
24,393	19,793	123%	(6,919)	-353%	NET INCOME	269,711	237,421	114%	153,957	175%	266,540	256,778

The Golf Club at Cypress Head
Range
For the Ten Months Ending July 31, 2016

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
2,379	2,879	83%	0	0%	REVENUES							
2,379	2,879	83%	0	0%	Range	29,851	29,545	101%	16,885	177%	35,044	29,851
2,379	2,879	83%	0	0%	Total Revenues	29,851	29,545	101%	16,885	177%	35,044	29,851
2,379	2,879	83%	0	0%	GROSS MARGIN	29,851	29,545	101%	16,885	177%	35,044	29,851
0	0	0%	0	0%	OPERATING EXPENSES							
0	0	0%	0	0%	Range Balls	2,550	3,712	69%	3,675	69%	3,712	2,550
0	0	0%	0	0%	Range Equipment	1,258	624	202%	173	728%	724	1,258
0	0	0%	0	0%	Range Expenses	23	918	3%	463	5%	938	23
0	0	0%	0	0%	Repair & Maint - Equipment	0	1,288	0%	1,103	0%	1,288	0
0	0	0%	0	0%	TOTAL OPERATING EXPENSES	3,831	6,542	59%	5,414	71%	6,662	3,831
2,379	2,879	83%	0	0%	EBITDA	26,020	23,003	113%	11,471	227%	28,382	26,020
2,379	2,879	83%	0	0%	NET INCOME	26,020	23,003	113%	11,471	227%	28,382	26,020

The Golf Club at Cypress Head
F & B Cafe
For the Ten Months Ending July 31, 2016

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
0	0	0%	0	0%	Food & Beverage	0	0	0%	104,050	0%	0	0
0	0	0%	0	0%	Beer	0	0	0%	44,563	0%	0	0
0	0	0%	0	0%	Liquor	0	0	0%	26,928	0%	0	0
0	0	0%	0	0%	Wine	0	0	0%	6,826	0%	0	0
0	0	0%	0	0%	F&B Other	0	0	0%	600	0%	0	0
0	0	0%	0	0%	Total Revenues	0	0	0%	182,967	0%	0	0
COST OF GOODS SOLD												
0	0	0%	(1)	0%	COGS - Food & Beverage	0	0	0%	47,068	0%	0	0
0	0	0%	0	0%	COGS - Beer	0	0	0%	16,879	0%	0	0
0	0	0%	0	0%	COGS - Liquor	0	0	0%	5,659	0%	0	0
0	0	0%	0	0%	COGS - Wine	0	0	0%	2,986	0%	0	0
0	0	0%	(1)	0%	Total COGS	0	0	0%	72,592	0%	0	0
0	0	0%	1	0%	GROSS MARGIN	0	0	0%	110,375	0%	0	0
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Food & Beverage %	0.00%	0.00%	0.00%	45.24%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Beer %	0.00%	0.00%	0.00%	37.88%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Liquor %	0.00%	0.00%	0.00%	21.01%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - Wine %	0.00%	0.00%	0.00%	43.74%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%	COGS - All Food & Bev	0.00%	0.00%	0.00%	39.81%	0.00%	0.00%	0.00%
PAYROLL												
0	0	0%	0	0%	Gross Kitchen Payroll - Salaried	0	0	0%	24,498	0%	0	0
0	0	0%	0	0%	Gross Kitchen Payroll - Hourly	0	0	0%	51,389	0%	0	0
0	0	0%	0	0%	S/T Wages	0	0	0%	75,887	0%	0	0
0	0	0%	0	0%	Payroll Tax - FICA	0	0	0%	6,459	0%	0	0
0	0	0%	0	0%	Payroll Tax - UC	0	0	0%	3,142	0%	0	0
0	0	0%	0	0%	Payroll Tax - WC	0	0	0%	2,039	0%	0	0
0	0	0%	0	0%	Benefits	0	0	0%	6,719	0%	0	0
0	0	0%	0	0%	S/T Adders	0	0	0%	18,358	0%	0	0
0	0	0%	0	0%	TOTAL PAYROLL	0	0	0%	94,245	0%	0	0
OPERATING EXPENSES												
0	0	0%	0	0%	Bar Supplies	0	0	0%	2,165	0%	0	0
0	0	0%	0	0%	Dining Room Supplies	0	0	0%	92	0%	0	0
0	0	0%	0	0%	Kitchen Supplies	0	0	0%	3,816	0%	0	0
0	0	0%	0	0%	Laundry/Linens	0	0	0%	3,772	0%	0	0
0	0	0%	0	0%	Office Supplies	0	0	0%	57	0%	0	0
0	0	0%	0	0%	Repair & Maint - Equipment	79	0	0%	4,898	2%	0	79
0	0	0%	0	0%	Equipment Lease	0	0	0%	851	0%	0	0
0	0	0%	0	0%	Utilities - Gas	0	0	0%	6,026	0%	0	0
0	0	0%	0	0%	Cash Short/(Over)	137	0	0%	0	0%	0	137
0	0	0%	0	0%	Tax/Licenses/Fees	0	0	0%	2,343	0%	0	0
0	0	0%	595	0%	Theft Loss	106	0	0%	5,711	2%	0	504
0	0	0%	595	0%	TOTAL OPERATING EXPENSES	322	0	0%	29,730	1%	0	720
0	0	0%	(594)	0%	EBITDA	(322)	0	0%	(13,600)	2%	0	(720)
0	0	0%	(594)	0%	NET INCOME	(322)	0	0%	(13,600)	2%	0	(720)

The Golf Club at Cypress Head
Golf Shop
For the Ten Months Ending July 31, 2016

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
40	20	200%	0	0%	Handicap Fee	4,839	4,476	108%	4,392	110%	4,516	4,839
1,025	250	410%	0	0%	Lessons	5,943	2,529	235%	407	1461%	3,029	5,943
0	0	0%	2,576	0%	Other Pro Shop Revenue	74	0	0%	2,576	3%	0	1,041
240	200	120%	0	0%	Rental Clubs	2,457	2,824	87%	1,856	132%	3,224	2,457
5,080	4,800	106%	246	2063%	Retail	46,537	52,881	88%	53,518	87%	61,281	46,713
6,385	5,270	121%	2,822	226%	Total Revenues	59,849	62,710	95%	62,748	95%	72,050	60,992
COST OF GOODS SOLD												
2,757	2,637	105%	451	612%	COGS - Merchandise	31,811	29,058	109%	44,215	72%	33,672	32,139
2,757	2,637	105%	451	612%	Total COGS	31,811	29,058	109%	44,215	72%	33,672	32,139
3,629	2,633	138%	2,372	153%	GROSS MARGIN	28,038	33,652	83%	18,533	151%	38,378	28,853
54.26%	54.94%	98.77%	183.01%	29.65%	COGS - Merchandise %	68.36%	54.95%	124.40%	82.62%	82.74%	54.95%	1092.70%
PAYROLL												
0	0	0%	0	0%	Gross Payroll - Salaried	0	0	0%	13,317	0%	0	0
4,202	3,871	109%	0	0%	Gross Payroll - Hourly	40,681	35,573	114%	13,792	295%	43,190	40,681
4,202	3,871	109%	0	0%	S/T Wages	40,681	35,573	114%	27,109	150%	43,190	40,681
323	296	109%	0	0%	Payroll Tax - FICA	3,142	2,721	115%	1,980	159%	3,304	3,142
44	89	50%	0	0%	Payroll Tax - UC	682	960	71%	679	100%	1,067	682
68	83	82%	0	0%	Payroll Tax - WC	822	742	111%	636	129%	906	822
0	437	0%	0	0%	Benefits	0	4,167	0%	3,162	0%	5,041	0
434	905	48%	0	0%	S/T Adders	4,646	8,590	54%	6,457	72%	10,318	4,646
4,636	4,776	97%	0	0%	TOTAL PAYROLL	45,328	44,163	103%	33,566	135%	53,508	45,328
OPERATING EXPENSES												
0	20	0%	0	0%	Office Supplies	739	544	136%	178	416%	584	739
0	0	0%	0	0%	Printing	0	100	0%	72	0%	100	0
0	0	0%	0	0%	Supplies	1,489	4,085	36%	2,145	69%	4,085	1,489
0	0	0%	1,530	0%	Tournament Expense	910	701	130%	1,580	58%	701	1,877
0	28	0%	396	0%	Handicap Expense	4,417	4,337	102%	4,662	95%	4,495	4,417
195	101	193%	0	0%	Lesson Expense	1,080	524	206%	319	339%	524	1,080
0	0	0%	0	0%	Repair & Maint - Building	31	666	5%	164	19%	666	31
195	149	131%	1,926	10%	TOTAL OPERATING EXPENSES	8,666	10,957	79%	9,119	95%	11,155	9,633
(1,202)	(2,292)	52%	446	-270%	EBITDA	(25,956)	(21,468)	121%	(24,152)	107%	(26,285)	(26,108)
(1,202)	(2,292)	52%	446	-270%	NET INCOME	(25,956)	(21,468)	121%	(24,152)	107%	(26,285)	(26,108)

The Golf Club at Cypress Head
G & A
For the Ten Months Ending July 31, 2016

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
0	0	0%	0	0%	Initiation Fees	0	0	0%	0	0%	0	750
0	0	0%	0	0%	Miscellaneous G&A	0	0	0%	0	0%	0	(866)
0	0	0%	0	0%	Total Revenues	0	0	0%	0	0%	0	(116)
0	0	0%	0	0%	GROSS MARGIN	0	0	0%	0	0%	0	(116)
PAYROLL												
8,729	8,333	105%	7,233	121%	Gross Payroll - Salaried	80,357	83,330	96%	76,440	105%	99,996	95,962
0	0	0%	0	0%	Gross Payroll - Hourly	0	0	0%	4,461	0%	0	0
8,729	8,333	105%	7,233	121%	S/T Wages	80,357	83,330	96%	80,901	99%	99,996	95,962
741	637	116%	754	98%	Payroll Tax - FICA	6,788	6,370	107%	6,920	98%	7,644	8,120
0	0	0%	0	0%	Payroll Tax - UC	344	527	65%	921	37%	527	344
160	179	89%	426	37%	Payroll Tax - WC	2,141	1,730	124%	2,274	94%	2,088	2,509
1,706	1,558	110%	685	249%	Benefits	17,254	14,390	120%	14,899	116%	17,506	20,647
2,606	2,374	110%	1,865	140%	S/T Adders	26,528	23,017	115%	25,014	106%	27,765	31,620
11,335	10,707	106%	9,098	125%	TOTAL PAYROLL	106,884	106,347	101%	105,915	101%	127,761	127,582
OPERATING EXPENSES												
430	257	167%	14	3108%	Janitorial Supplies	3,521	4,352	81%	4,278	82%	4,739	3,579
14	0	0%	0	0%	Laundry/Uniforms	69	2,528	3%	2,038	3%	2,651	69
140	217	65%	81	172%	Office Supplies	3,117	2,690	116%	2,100	148%	3,602	3,328
313	171	183%	91	346%	Alarm System	1,804	1,927	94%	1,337	135%	2,159	1,985
0	0	0%	0	0%	Carpet Cleaning	0	850	0%	300	0%	1,190	0
204	258	79%	151	135%	Computer Service	2,793	3,008	93%	2,718	103%	3,526	3,028
0	0	0%	130	0%	Contract Cleaning	130	500	26%	3,999	3%	500	390
0	0	0%	0	0%	Guest Relations	135	0	0%	0	0%	0	135
0	0	0%	0	0%	Indoor Plant Maint	0	200	0%	0	0%	200	0
0	115	0%	0	0%	Pest Control	0	1,265	0%	920	0%	1,495	0
0	86	0%	0	0%	Repair & Maint - Equipment	479	1,210	40%	999	48%	1,210	596
510	78	653%	2,580	20%	Repair & Maint - Building	2,782	3,680	76%	190	1465%	3,680	4,843
0	0	0%	0	0%	Repair & Maint - Other	0	0	0%	907	0%	0	0
0	0	0%	0	0%	Security	0	600	0%	0	0%	600	0
168	157	107%	157	107%	Off-Site Storage	1,717	1,413	122%	1,747	98%	1,727	2,042
2,670	2,265	118%	1,249	214%	Utilities - Other	22,014	20,571	107%	17,968	123%	25,185	24,363
135	150	90%	107	126%	Utilities - Telephone/Fax	1,216	1,578	77%	1,497	81%	1,878	1,416
140	17	824%	(155)	-91%	Bank Charges	2,070	678	305%	685	302%	746	2,102
(229)	0	0%	(19)	1198%	Cash Short/(Over)	(647)	0	0%	(42)	1552%	0	(611)
150	175	86%	125	120%	Cell Phone	1,825	1,750	104%	1,350	135%	2,100	2,125
3,188	3,088	103%	0	0%	City Surcharge R & R	32,935	30,423	108%	24,901	132%	35,106	32,935
39	84	46%	0	0%	Copier/Photocopies	658	1,199	55%	955	69%	1,291	658
1,217	2,000	61%	402	303%	Credit Card Discounts	21,092	21,866	96%	21,126	100%	25,500	21,179
0	0	0%	131	0%	Donations	164	0	0%	1,444	11%	0	709
0	0	0%	55	0%	Dues & Subscriptions	609	1,025	59%	1,083	56%	1,125	719
0	0	0%	0	0%	Education & Training	0	410	0%	305	0%	410	0
(341)	190	-179%	36	-945%	Employee Relations	999	1,725	58%	1,339	75%	1,958	1,331
3,504	3,665	96%	3,796	92%	Insurance Expense	37,286	37,744	99%	38,481	97%	45,074	44,878
0	0	0%	0	0%	Member Relations	131	406	32%	283	46%	659	131
36	23	155%	44	81%	Messenger Service - Fedex	318	378	84%	315	101%	447	352
0	0	0%	0	0%	Miscellaneous	1,675	0	0%	0	0%	0	1,675
0	0	0%	0	0%	O/S - Accounting	12,000	13,200	91%	12,000	100%	13,200	12,000
0	0	0%	2,213	0%	O/S - Legal	0	80	0%	2,648	0%	160	0
0	0	0%	0	0%	O/S - Other	0	77	0%	0	0%	77	0
510	305	167%	608	84%	Payroll Processing Fee	3,397	3,439	99%	3,567	95%	4,009	3,608
0	121	0%	0	0%	Postage/Shipping	97	396	25%	269	36%	560	288
45	(30)	-150%	75	60%	Tax/Licenses/Fees	(195)	(70)	279%	(486)	40%	(130)	(36)
0	0	0%	0	0%	Travel - Meals	1,424	0	0%	54	2658%	0	1,424
1,072	190	564%	1,906	56%	Travel - Other	7,509	8,142	92%	9,873	76%	8,687	11,374
0	200	0%	0	0%	Employee Meals	25	1,996	1%	1,395	2%	2,396	74
13,915	13,782	101%	13,777	101%	TOTAL OPERATING EXPENSES	163,148	171,236	95%	162,619	100%	197,717	182,688
(25,250)	(24,489)	103%	(22,875)	110%	EBITDA	(270,032)	(277,583)	97%	(268,534)	101%	(325,478)	(310,387)
5,713	5,601	102%	3,685	155%	Management Fee	58,785	54,094	109%	62,541	94%	65,296	62,470
5,713	5,601	102%	3,685	155%	Management Fees	58,785	54,094	109%	62,541	94%	65,296	62,470
0	154	0%	(1,386)	0%	Deprec - Office F,F&E	0	1,540	0%	0	0%	1,848	0
98	98	100%	98	100%	Deprec - Mach & Equip	976	976	100%	976	100%	1,171	746
283	283	100%	283	100%	Deprec - Buildings	2,835	2,835	100%	2,835	100%	3,401	8,659
381	535	71%	(1,005)	-38%	S/T DEPR. & AMORT	3,810	5,350	71%	3,810	100%	6,420	9,405

For the Ten Months Ending July 31, 2016

MTD	MTD	% of	MTD	% of
Actual	Budget	Budget	Prior Year	PY
(31,344)	(30,625)	102%	(25,555)	123%

NET INCOME

YTD	YTD	% of	YTD	% of	Annual
Actual	Budget	Budget	Prior Year	PY	Budget
(332,628)	(337,027)	99%	(334,885)	99%	(397,194)
					(382,262)

The Golf Club at Cypress Head
Marketing
For the Ten Months Ending July 31, 2016

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
					PAYROLL							
3,276	3,060	107%	1,846	177%	Gross Payroll - Salaried	33,690	30,600	110%	30,698	110%	36,720	39,339
3,276	3,060	107%	1,846	177%	S/T Wages	33,690	30,600	110%	30,698	110%	36,720	39,339
237	234	101%	225	105%	Payroll Tax - FICA	2,426	2,340	104%	2,484	98%	2,808	2,830
0	0	0%	0	0%	Payroll Tax - UC	163	263	62%	339	48%	263	163
52	66	78%	59	88%	Payroll Tax - WC	687	640	107%	813	84%	772	804
412	437	94%	218	189%	Benefits	4,105	4,167	99%	3,650	112%	5,041	5,053
701	737	95%	502	140%	S/T Adders	7,380	7,410	100%	7,287	101%	8,884	8,850
3,976	3,797	105%	2,348	169%	TOTAL PAYROLL	41,070	38,010	108%	37,985	108%	45,604	48,188
					OPERATING EXPENSES							
1,302	1,459	89%	(1,126)	-116%	Advertising & Promotion	16,044	22,311	72%	18,638	86%	23,866	24,660
0	0	0%	0	0%	Miscellaneous	11,616	10,000	116%	41	28646%	10,000	11,616
0	50	0%	0	0%	Travel - Other	402	669	60%	193	209%	820	402
0	0	0%	2,100	0%	Website Expenses	3,000	5,000	60%	2,100	143%	5,000	3,000
1,302	1,509	86%	974	134%	TOTAL OPERATING EXPENSES	31,062	37,980	82%	20,971	148%	39,686	39,679
(5,278)	(5,306)	99%	(3,322)	159%	EBITDA	(72,132)	(75,990)	95%	(58,956)	122%	(85,290)	(87,867)
(5,278)	(5,306)	99%	(3,322)	159%	NET INCOME	(72,132)	(75,990)	95%	(58,956)	122%	(85,290)	(87,867)

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2016

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
79,621	74,113	107%	637	12504%	Green Fees & Cart Fees	944,926	888,937	106%	714,342	132%	1,023,426	945,453
5,080	4,800	106%	246	2063%	Merchandise	46,537	52,881	88%	53,518	87%	61,281	46,713
1,305	470	278%	2,576	51%	Other Pro Shop	13,312	9,829	135%	9,231	144%	10,769	14,280
2,379	2,879	83%	0	0%	Range	29,851	29,545	101%	16,885	177%	35,044	29,851
0	0	0%	0	0%	Food and Beverage	0	0	0%	182,967	0%	0	0
0	0	0%	0	0%	Membership Initiation Fees	0	0	0%	0	0%	0	750
3,188	3,088	103%	0	0%	Other Operating Revenues	32,935	30,423	108%	24,901	132%	35,106	32,935
0	0	0%	0	0%	Other G&A Income	0	0	0%	0	0%	0	(866)
91,573	85,350	107%	3,459	2647%	TOTAL REVENUE	1,067,562	1,011,615	106%	1,001,843	107%	1,165,626	1,069,115
COST OF SALES												
2,757	2,637	105%	451	612%	Merchandise	31,811	29,058	109%	44,215	72%	33,672	32,139
0	0	0%	(1)	0%	Food & Beverage	0	0	0%	72,592	0%	0	0
2,757	2,637	105%	450	613%	TOTAL COGS	31,811	29,058	109%	116,807	27%	33,672	32,139
54.3%	54.9%	98.8%	183.0%	29.6%	COGS - Merchandise %	68.4%	54.9%	124.4%	82.6%	82.7%	54.9%	1092.7%
0.0%	0.0%	0.0%	0.0%	0.0%	COGS - Food %	0.0%	0.0%	0.0%	39.8%	0.0%	0.0%	0.0%
PAYROLL												
32,392	25,521	127%	23,357	139%	Course and Grounds	285,000	251,705	113%	240,873	118%	302,225	335,407
6,306	6,633	95%	0	0%	Carts, Range, Starters, Etc.	68,632	60,417	114%	39,741	173%	73,469	68,632
4,636	4,776	97%	0	0%	Pro Shop	45,328	44,163	103%	33,566	135%	53,508	45,328
0	0	0%	0	0%	Food and Beverage	0	0	0%	94,245	0%	0	0
11,335	10,707	106%	9,098	125%	General and Administrative	106,884	106,347	101%	105,915	101%	127,761	127,582
3,976	3,797	105%	2,348	169%	Marketing	41,070	38,010	108%	37,985	108%	45,604	48,188
58,646	51,434	114%	34,803	169%	TOTAL PAYROLL	547,114	500,642	109%	552,324	99%	602,567	625,338
OPERATING EXPENSES												
17,170	18,094	95%	22,944	75%	Course and Grounds	173,051	167,114	104%	166,956	104%	194,632	226,245
6,249	6,283	99%	6,919	90%	Carts, Range, Starters, Etc.	68,120	73,012	93%	100,431	68%	85,831	81,054
195	149	131%	1,926	10%	Pro Shop	8,666	10,957	79%	9,119	95%	11,155	9,633
0	0	0%	595	0%	Food and Beverage	322	0	0%	29,730	1%	0	720
13,915	13,782	101%	13,777	101%	General and Administrative	163,148	171,236	95%	162,619	100%	197,717	182,688
1,302	1,509	86%	974	134%	Marketing	31,062	37,980	82%	20,971	148%	39,686	39,679
38,831	39,817	98%	47,135	82%	TOTAL OPERATING EXPENSES	444,369	460,299	97%	489,827	91%	529,021	540,019
100,233	93,888	107%	82,388	122%	TOTAL EXPENSES	1,023,294	989,999	103%	1,158,957	88%	1,165,260	1,197,496
(8,659)	(8,538)	101%	(78,929)	11%	EBITDA	44,268	21,616	205%	(157,114)	-28%	366	(128,381)

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2016

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
(8,659)	(8,538)	101%	(78,929)	11%	EBITDA	44,268	21,616	205%	(157,114)	-28%	366	(128,381)
(5,713)	(5,601)	102%	(3,685)	155%	MANAGEMENT FEES	(58,785)	(54,094)	109%	(62,541)	94%	(65,296)	(62,470)
(381)	(535)	71%	1,005	-38%	OTHER INCOME (EXPENSE)	(3,810)	(5,350)	71%	(3,810)	100%	(6,420)	(9,405)
(381)	(535)	71%	1,005	-38%	Depreciation & Amortization	(3,810)	(5,350)	71%	(3,810)	100%	(6,420)	(9,405)
(14,753)	(14,674)	101%	(81,609)	18%	TOTAL OTHER INCOME (EXPENSE)	(18,327)	(37,828)	48%	(223,465)	8%	(71,350)	(200,256)
					NET INCOME							
2,961	3,275	90%	0	0%	Paid Rounds	30,535	33,060	92%	25,909	118%	38,507	30,535
678	340	199%	0	0%	Annual Pass Rounds	7,474	3,727	201%	2,970	252%	4,295	7,474
269	310	87%	0	0%	Other Rounds	2,100	2,379	88%	1,772	119%	2,819	2,100
3,908	3,925	100%	0	0%	Total Rounds	40,109	39,166	102%	30,651	131%	45,621	40,109
31	26	119%	0	0%	Revenue/Paid Rounds	35	31	114%	39	90%	30	339
23	22	108%	0	0%	Revenue/Total Rounds	27	26	103%	33	81%	26	261

TRIAL BALANCE SUMMARY FOR 2015

The Golf Club at Cypress Head

General Ledger

Ranges: From:

Date: 7/1/2016

Account: First

To:

7/31/2016

Last

Sorted By:

Account

Include:

Posting, Unit

Print Currency In:

Functional (Z-US\$)

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	10020-5950-900	Cash - Course Depository NEW	\$101,915.31	\$77,765.39	\$129,402.59	(\$51,637.20)	\$50,278.11
	10100-5950-900	Cash - Course Other	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00
	10120-5950-900	Cash - New Payroll	(\$23,329.31)	\$67,694.78	\$46,795.42	\$20,899.36	(\$2,429.95)
	10180-5950-900	Cash - Pro Shop Bank	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00
	11160-5950-900	A/R Member	\$5,692.98	\$3,488.87	\$3,462.61	\$26.26	\$5,719.24
	12000-5950-900	Inventory - Merchandise	\$14,349.72	\$2,516.77	\$2,786.65	(\$269.88)	\$14,079.84
	13020-5950-900	Prepaid Insurance	\$17,928.74	\$0.00	\$3,504.31	(\$3,504.31)	\$14,424.43
	13040-5950-900	Prepaid Exp - Other	\$16,763.33	\$15,634.26	\$16,301.96	(\$667.70)	\$16,095.63
	20040-5950-900	Furniture & Fixtures	\$9,044.50	\$0.00	\$0.00	\$0.00	\$9,044.50
	20100-5950-900	Machinery & Equipment	\$15,999.94	\$0.00	\$0.00	\$0.00	\$15,999.94
	20160-5950-900	Land	\$54,142.76	\$0.00	\$0.00	\$0.00	\$54,142.76
	22020-5950-900	Accum. Deprec - Office F,F&E	(\$9,044.50)	\$0.00	\$0.00	\$0.00	(\$9,044.50)
	22040-5950-900	Accum. Deprec - Mach & Equip	(\$12,453.12)	\$0.00	\$97.55	(\$97.55)	(\$12,550.67)
	22080-5950-900	Accum. Deprec - Buildings	(\$38,060.33)	\$0.00	\$283.45	(\$283.45)	(\$38,343.78)
	30000-5950-900	Accts Pay - Trade	(\$18,280.00)	\$47,060.24	\$41,502.61	\$5,557.63	(\$12,722.37)
	30040-5950-900	Accts Pay - Other	(\$10,125.95)	\$10,125.95	\$10,126.12	(\$0.17)	(\$10,126.12)
	31000-5950-900	Accrued Expenses	\$0.00	\$0.00	\$617.74	(\$617.74)	(\$617.74)
	31020-5950-900	Accrued Payroll	(\$15,740.47)	\$6,205.26	\$11,601.75	(\$5,396.49)	(\$21,136.96)
	31220-5950-900	Accrued Sales Tax	(\$3,403.94)	\$3,403.94	\$4,589.62	(\$1,185.68)	(\$4,589.62)
	31400-5950-900	Accrued City Surcharge	\$0.00	\$3,188.01	\$3,188.01	\$0.00	\$0.00
	32000-5950-900	Deferred Rev - Rainchecks	(\$3,581.12)	\$483.07	\$347.43	\$135.64	(\$3,445.48)
	32020-5950-900	Deferred Rev - Outing Deposits	(\$2,835.61)	\$1.33	\$0.00	\$1.33	(\$2,834.28)
	32040-5950-900	Deferred Rev - Legacy GF Passes	(\$17,047.74)	\$5,682.58	\$0.00	\$5,682.58	(\$11,365.16)
	32050-5950-900	Deferred Revenue - Cypress GF Passes	(\$18,390.00)	\$6,130.00	\$0.00	\$6,130.00	(\$12,260.00)
	32060-5950-900	Deferred Rev - Gift Certificates	(\$4,639.14)	\$72.42	\$72.42	\$0.00	(\$4,639.14)
	32070-5950-900	Deferred Rev - Gift Cards	(\$19,088.25)	\$1,114.94	\$479.78	\$635.16	(\$18,453.09)
	32100-5950-900	Deferred Rev - Credit Books	(\$15,474.01)	\$733.88	\$650.84	\$83.04	(\$15,390.97)
	32120-5950-900	Deferred Rev - Trail Fee Pass	(\$28,981.13)	\$9,660.37	\$0.00	\$9,660.37	(\$19,320.76)
	32220-5950-900	Deferred Rev - Founders Pass	(\$286.86)	\$95.62	\$0.00	\$95.62	(\$191.24)
	50000-5950-100	Green Fees - Annual Pass	(\$94,692.87)	\$0.00	\$11,908.20	(\$11,908.20)	(\$106,601.07)
	50040-5950-100	Green Fees - Member	(\$375,298.85)	\$0.00	\$27,576.60	(\$27,576.60)	(\$402,875.45)
	50070-5950-100	Green Fees - (surcharge)	(\$29,429.52)	\$3,188.01	\$6,376.02	(\$3,188.01)	(\$32,617.53)
	50500-5950-200	Cart Fee 18	(\$290,078.62)	\$0.00	\$27,287.78	(\$27,287.78)	(\$317,366.40)
	50520-5950-200	Cart Fee - Annual Trail	(\$75,805.36)	\$0.00	\$9,660.37	(\$9,660.37)	(\$85,465.73)
	52090-5950-600	Handicap Fee	(\$4,799.00)	\$0.00	\$40.00	(\$40.00)	(\$4,839.00)
	52150-5950-600	Lessons	(\$4,918.06)	\$0.00	\$1,025.00	(\$1,025.00)	(\$5,943.06)
	52220-5950-600	Other Pro Shop Revenue	(\$73.61)	\$0.00	\$0.00	\$0.00	(\$73.61)
	52280-5950-600	Rental Clubs	(\$2,216.63)	\$0.00	\$240.00	(\$240.00)	(\$2,456.63)
	52310-5950-600	Retail	(\$41,456.30)	\$0.00	\$5,080.36	(\$5,080.36)	(\$46,536.66)
	53050-5950-220	Range Pass Revenue	(\$27,472.26)	\$0.00	\$2,379.14	(\$2,379.14)	(\$29,851.40)
	56120-5950-100	City Surcharge R & R	(\$29,747.24)	\$0.00	\$3,188.01	(\$3,188.01)	(\$32,935.25)
	60000-5950-600	COGS - Merchandise - Accessories	\$29,054.87	\$2,756.57	\$0.00	\$2,756.57	\$31,811.44
	70000-5950-100	Gross Payroll - Salaried	\$61,315.43	\$14,120.20	\$966.44	\$13,153.76	\$74,469.19
	70000-5950-900	Gross Payroll - Salaried	\$71,627.92	\$11,391.70	\$2,663.01	\$8,728.69	\$80,356.61
	70000-5950-950	Gross Payroll - Salaried	\$30,414.12	\$3,679.04	\$403.52	\$3,275.52	\$33,689.64
	70010-5950-100	Gross Payroll - Hourly	\$142,164.13	\$16,166.53	\$2,072.71	\$14,093.82	\$156,257.95
	70010-5950-200	Gross Payroll - Hourly	\$55,509.27	\$6,543.65	\$881.11	\$5,662.54	\$61,171.81
	70010-5950-600	Gross Payroll - Hourly	\$36,479.15	\$4,794.14	\$592.16	\$4,201.98	\$40,681.13
	71000-5950-100	Payroll Tax - FICA	\$14,486.05	\$2,223.76	\$243.12	\$1,980.64	\$16,466.69
	71000-5950-200	Payroll Tax - FICA	\$4,353.50	\$504.44	\$70.50	\$433.94	\$4,787.44
	71000-5950-600	Payroll Tax - FICA	\$2,819.90	\$369.88	\$47.37	\$322.51	\$3,142.41
	71000-5950-900	Payroll Tax - FICA	\$6,047.30	\$806.97	\$66.38	\$740.59	\$6,787.89
	71000-5950-950	Payroll Tax - FICA	\$2,189.26	\$269.49	\$32.28	\$237.21	\$2,426.47
	71010-5950-100	Payroll Tax - UC	\$2,405.94	\$183.08	\$0.00	\$183.08	\$2,589.02
	71010-5950-200	Payroll Tax - UC	\$1,394.84	\$108.71	\$0.00	\$108.71	\$1,503.55
	71010-5950-600	Payroll Tax - UC	\$638.22	\$44.11	\$0.00	\$44.11	\$682.33
	71010-5950-900	Payroll Tax - UC	\$344.12	\$0.00	\$0.00	\$0.00	\$344.12

TRIAL BALANCE SUMMARY FOR 2015

The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	71010-5950-950	Payroll Tax - UC	\$162.62	\$0.00	\$0.00	\$0.00	\$162.62
	71020-5950-100	Payroll Tax - WC	\$4,460.36	\$429.18	\$0.00	\$429.18	\$4,889.54
	71020-5950-200	Payroll Tax - WC	\$1,189.28	\$91.15	\$0.00	\$91.15	\$1,280.43
	71020-5950-600	Payroll Tax - WC	\$753.84	\$67.81	\$0.00	\$67.81	\$821.65
	71020-5950-900	Payroll Tax - WC	\$1,981.52	\$159.73	\$0.00	\$159.73	\$2,141.25
	71020-5950-950	Payroll Tax - WC	\$634.79	\$51.72	\$0.00	\$51.72	\$686.51
	71030-5950-100	Benefits	\$27,775.74	\$4,309.16	\$1,757.27	\$2,551.89	\$30,327.63
	71030-5950-200	Benefits	\$79.44	\$42.56	\$33.31	\$9.25	\$88.69
	71030-5950-900	Benefits	\$15,548.37	\$3,201.49	\$1,495.43	\$1,706.06	\$17,254.43
	71030-5950-950	Benefits	\$3,692.75	\$600.51	\$188.68	\$411.83	\$4,104.58
	80110-5950-200	Cart Supplies	\$1,159.83	\$0.00	\$0.00	\$0.00	\$1,159.83
	80170-5950-100	Course Accessories	\$1,856.27	\$266.57	\$0.00	\$266.57	\$2,122.84
	80230-5950-100	Fertilizer	\$20,395.92	\$536.97	\$0.00	\$536.97	\$20,932.89
	80250-5950-100	Flowers/Decor	\$606.96	\$0.00	\$0.00	\$0.00	\$606.96
	80270-5950-100	Fuel	\$6,401.62	\$1,628.99	\$0.00	\$1,628.99	\$8,030.61
	80280-5950-100	Fungicides	\$2,204.22	\$0.00	\$0.00	\$0.00	\$2,204.22
	80320-5950-100	Herbicides	\$10,225.58	\$2,055.64	\$0.00	\$2,055.64	\$12,281.22
	80370-5950-100	Insecticides	\$7,171.38	\$385.95	\$0.00	\$385.95	\$7,557.33
	80380-5950-900	Janitorial Supplies	\$3,091.52	\$429.50	\$0.00	\$429.50	\$3,521.02
	80420-5950-900	Laundry/Uniforms	\$55.03	\$14.18	\$0.00	\$14.18	\$69.21
	80520-5950-600	Office Supplies	\$739.46	\$0.00	\$0.00	\$0.00	\$739.46
	80520-5950-900	Office Supplies	\$2,977.23	\$140.19	\$0.00	\$140.19	\$3,117.42
	80610-5950-220	Range Balls	\$2,550.00	\$0.00	\$0.00	\$0.00	\$2,550.00
	80620-5950-220	Range Equipment	\$1,258.00	\$0.00	\$0.00	\$0.00	\$1,258.00
	80630-5950-220	Range Expenses	\$23.15	\$0.00	\$0.00	\$0.00	\$23.15
	80690-5950-100	Sand/Topdress	\$6,361.42	\$1,293.89	\$0.00	\$1,293.89	\$7,655.31
	80710-5950-100	Seeds/Trees	\$3,468.51	\$0.00	\$0.00	\$0.00	\$3,468.51
	80730-5950-100	Small Tools	\$55.30	\$0.00	\$0.00	\$0.00	\$55.30
	80780-5950-600	Supplies	\$1,489.13	\$0.00	\$0.00	\$0.00	\$1,489.13
	80810-5950-600	Tournament Expense	\$909.70	\$0.00	\$0.00	\$0.00	\$909.70
	81010-5950-900	Alarm System	\$1,490.25	\$626.50	\$313.25	\$313.25	\$1,803.50
	81090-5950-200	Cart Repairs	\$1,031.95	\$0.00	\$0.00	\$0.00	\$1,031.95
	81130-5950-900	Computer Service	\$2,588.60	\$447.64	\$243.32	\$204.32	\$2,792.92
	81140-5950-900	Contract Cleaning	\$130.00	\$0.00	\$0.00	\$0.00	\$130.00
	81200-5950-900	Guest Relations	\$134.55	\$0.00	\$0.00	\$0.00	\$134.55
	81220-5950-600	Handicap Expense	\$4,417.00	\$0.00	\$0.00	\$0.00	\$4,417.00
	81250-5950-100	Irrigation	\$4,114.80	\$589.03	\$0.00	\$589.03	\$4,703.83
	81270-5950-600	Lesson Expense	\$885.36	\$424.52	\$229.83	\$194.69	\$1,080.05
	81350-5950-100	Repair & Maint - Equipment	\$20,735.44	\$1,072.59	\$0.00	\$1,072.59	\$21,808.03
	81350-5950-540	Repair & Maint - Equipment	\$78.90	\$0.00	\$0.00	\$0.00	\$78.90
	81350-5950-900	Repair & Maint - Equipment	\$479.45	\$0.00	\$0.00	\$0.00	\$479.45
	81360-5950-100	Repair & Maint - Building	\$270.00	\$0.00	\$0.00	\$0.00	\$270.00
	81360-5950-600	Repair & Maint - Building	\$30.88	\$0.00	\$0.00	\$0.00	\$30.88
	81360-5950-900	Repair & Maint - Building	\$2,272.70	\$509.50	\$0.00	\$509.50	\$2,782.20
	82000-5950-200	Cart Lease	\$48,200.68	\$5,355.67	\$0.00	\$5,355.67	\$53,556.35
	82020-5950-100	Equipment Lease	\$40,604.68	\$4,511.67	\$0.00	\$4,511.67	\$45,116.35
	82060-5950-900	Off-Site Storage	\$1,548.80	\$168.00	\$0.00	\$168.00	\$1,716.80
	83000-5950-100	Utilities - Electric	\$1,775.76	\$265.09	\$0.00	\$265.09	\$2,040.85
	83000-5950-200	Utilities - Electric	\$7,647.64	\$893.41	\$0.00	\$893.41	\$8,541.05
	83020-5950-100	Utilities - Other	\$15,645.35	\$2,468.69	\$0.00	\$2,468.69	\$18,114.04
	83020-5950-900	Utilities - Other	\$19,343.56	\$2,669.96	\$0.00	\$2,669.96	\$22,013.52
	83030-5950-100	Utilities - Telephone/Fax	\$910.88	\$98.57	\$0.00	\$98.57	\$1,009.45
	83030-5950-900	Utilities - Telephone/Fax	\$1,080.73	\$134.83	\$0.00	\$134.83	\$1,215.56
	83050-5950-100	Utilities - Water	\$2,453.96	\$228.00	\$0.00	\$228.00	\$2,681.96
	84030-5950-950	Adv/Promo - Local/Regional Print	\$1,322.00	\$0.00	\$0.00	\$0.00	\$1,322.00
	84040-5950-950	Adv/Promo - Mktg/Bus Dev	\$12,678.51	\$1,792.57	\$490.92	\$1,301.65	\$13,980.16
	84050-5950-950	Adv/Promo - Newsletter	\$214.35	\$0.00	\$0.00	\$0.00	\$214.35
	84110-5950-950	Adv/Promo - Website	\$527.00	\$0.00	\$0.00	\$0.00	\$527.00
	85020-5950-900	Bank Charges	\$1,929.48	\$140.05	\$0.00	\$140.05	\$2,069.53
	85050-5950-540	Cash Short/(Over)	\$137.02	\$0.00	\$0.00	\$0.00	\$137.02
	85050-5950-900	Cash Short/(Over)	(\$417.46)	\$66.11	\$295.46	(\$229.35)	(\$646.81)
	85060-5950-900	Cell Phone	\$1,675.00	\$150.00	\$0.00	\$150.00	\$1,825.00
	85070-5950-900	City Surcharge R & R	\$29,747.24	\$3,188.01	\$0.00	\$3,188.01	\$32,935.25

TRIAL BALANCE SUMMARY FOR 2015

The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	85110-5950-900	Copier/Photocopies	\$619.16	\$38.52	\$0.00	\$38.52	\$657.68
	85120-5950-900	Credit Card Discounts	\$19,874.67	\$1,217.39	\$0.00	\$1,217.39	\$21,092.06
	85140-5950-900	Donations	\$164.05	\$0.00	\$0.00	\$0.00	\$164.05
	85150-5950-900	Dues & Subscriptions	\$609.00	\$0.00	\$0.00	\$0.00	\$609.00
	85190-5950-100	Employee Relations	\$8.99	\$503.61	\$0.00	\$503.61	\$512.60
	85190-5950-900	Employee Relations	\$1,339.87	\$1,130.08	\$1,470.81	(\$340.73)	\$999.14
	85200-5950-100	Employee Testing	\$173.75	\$32.45	\$0.00	\$32.45	\$206.20
	85280-5950-900	Insurance Expense	\$33,781.52	\$3,504.31	\$0.00	\$3,504.31	\$37,285.83
	85320-5950-900	Member Relations	\$131.18	\$0.00	\$0.00	\$0.00	\$131.18
	85330-5950-900	Messenger Service - Fedex	\$281.95	\$35.63	\$0.00	\$35.63	\$317.58
	85340-5950-900	Miscellaneous	\$1,674.92	\$0.00	\$0.00	\$0.00	\$1,674.92
	85340-5950-950	Miscellaneous	\$11,616.12	\$0.00	\$0.00	\$0.00	\$11,616.12
	85390-5950-900	O/S - Accounting	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00
	85430-5950-100	O/S - Other	\$8,639.27	\$2,465.54	\$1,232.77	\$1,232.77	\$9,872.04
	85480-5950-900	Payroll Processing Fee	\$2,887.47	\$790.39	\$280.70	\$509.69	\$3,397.16
	85490-5950-900	Postage/Shipping	\$97.20	\$0.00	\$0.00	\$0.00	\$97.20
	85610-5950-900	Tax/Licenses/Fees	(\$240.00)	\$75.00	\$30.00	\$45.00	(\$195.00)
	85660-5950-540	Loss/Theft	\$105.82	\$0.00	\$0.00	\$0.00	\$105.82
	85710-5950-900	Travel - Meals	\$1,423.98	\$0.00	\$0.00	\$0.00	\$1,423.98
	85720-5950-100	Travel - Other	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
	85720-5950-900	Travel - Other	\$6,436.84	\$1,072.36	\$0.00	\$1,072.36	\$7,509.20
	85720-5950-950	Travel - Other	\$402.34	\$0.00	\$0.00	\$0.00	\$402.34
	85730-5950-950	Website Expenses	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
	89020-5950-900	Employee Meals	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
	90000-5950-900	Management Fee	\$53,072.40	\$11,425.70	\$5,712.85	\$5,712.85	\$58,785.25
	98020-5950-900	Deprec - Mach & Equip	\$877.95	\$97.55	\$0.00	\$97.55	\$975.50
	98040-5950-900	Deprec - Buildings	\$2,551.05	\$283.45	\$0.00	\$283.45	\$2,834.50
	RCMWD-5950-100	Rounds - Complimentary - Weekday	9,848.00	0.00	0.00	0.00	9,848.00
	REMWD-5950-100	Rounds - Employee - Weekday	16,252.00	0.00	0.00	0.00	16,252.00
	RMBWD-5950-100	Rounds - Member - Weekday	54,843.00	0.00	0.00	0.00	54,843.00
	RPKWD-5950-100	Rounds - Peak - Weekday	294,837.00	0.00	0.00	0.00	294,837.00
	RPKWE-5950-100	Rounds - Peak - Weekend	5,071.00	0.00	0.00	0.00	5,071.00



August 20th, 2016

Robin Fenwick
City of Port Orange
100 City Center Circle
Port Orange, FL 32129

Dear Ms. Fenwick,

The following is the financial and operational summary report for July 2016 at Cypress Head Golf Club.

FINANCIAL SUMMARY FOR MONTH ENDING July 2016								
	Current				Year to Date			
	Actual	Budget	Variance vs. Budget		Actual	Budget	Prior Year	Variance vs. Budget
Revenue								
Green Fees	\$ 42,673	\$ 41,404	\$ 1,269		\$ 542,094	\$ 524,629	\$ 425,627	\$ 17,465
Cart Fees	\$ 36,948	\$ 32,709	\$ 4,239		\$ 402,832	\$ 364,308	\$ 288,715	\$ 38,524
Range	\$ 2,379	\$ 2,879	\$ (500)		\$ 29,851	\$ 29,545	\$ 16,885	\$ 306
Pro- Shop Revenues	\$ 6,385	\$ 5,270	\$ 1,115		\$ 59,850	\$ 62,710	\$ 62,749	\$ (2,860)
City Surcharge R/R	\$ 3,188	\$ 3,088	\$ 100		\$ 32,935	\$ 30,423	\$ 24,901	\$ 2,512
Total Revenue	\$ 91,573	\$ 85,350	\$ 6,223		\$ 1,067,562	\$ 1,011,615	\$ 818,877	\$ 55,947
Cost of Sales	\$ 2,757	\$ 2,637	\$ 120	54%	\$ 31,811	\$ 29,058	\$ 44,215	\$ 2,753
Merchandise	\$ 2,757	\$ 2,637	\$ 120		\$ 31,811	\$ 29,058	\$ 44,215	\$ 2,753
Gross Margin	\$ 88,816	\$ 82,713	\$ 6,103		\$ 1,035,751	\$ 982,557	\$ 774,662	\$ 53,194
Total Payroll	\$ 58,646	\$ 51,434	\$ 7,212		\$ 547,114	\$ 500,642	\$ 458,079	\$ 46,472
Total Operating Expenses	\$ 38,831	\$ 39,817	\$ (986)		\$ 444,369	\$ 460,299	\$ 459,097	\$ (15,930)
Net Operating Income	\$ (8,661)	\$ (8,538)	\$ (123)		\$ 44,268	\$ 21,616	\$ (142,514)	\$ 22,652
Other Expenses	\$ 6,094	\$ 6,136	\$ (42)		\$ 62,595	\$ 59,444	\$ 66,351	\$ 3,151
Management Fee	\$ 5,713	\$ 5,601	\$ 112		\$ 58,785	\$ 54,094	\$ 62,541	\$ 4,691
Interest Expense	\$ -		\$ -					\$ -
Depreciation	\$ 381	\$ 535	\$ 545		\$ 3,810	\$ 5,350	\$ 3,810	\$ (1,540)
Net Cash From Ops	\$ (14,755)	\$ (14,674)	\$ (81)		\$ (18,327)	\$ (37,828)	\$ (208,865)	\$ 19,501
Rounds								
Total Rounds	3,908	3,925	(17)		40,109	39,166	30,651	943
Avg. Green Fee/Cart Fee	\$20.37	\$18.88	\$ 1.49		\$23.56	\$22.70	\$23.31	\$ 0.86
Avg. Merchandise/round	\$1.63	\$1.34	\$ 0.29		\$1.49	\$1.60	\$2.05	\$ (0.11)



Food & Beverage totals have been removed from 14/15 Actuals in Total Revenues and Payroll expenses to properly reflect comparisons to fiscal year 2015/2016.

Overview:

The month of July has been exciting for everyone here at Cypress Head Golf Course. We hosted a Volusia /Flagler Junior golf event, we welcomed a new head superintendent and we said goodbye to Dennis Pickavance who has worked at Cypress Head for over 20 years.

Total revenues for the month exceeded budget by 6.8% with operating expenses remaining slightly under budget. Our payroll expenses were increased as a result of having the cost of two superintendent salaries for the month of July. This was necessary to allow a proper transition of the procedures required to maintain the golf course.

The month of July continued to bring record heat where daily temperatures were in the mid 90's with heat indexes over 100 degrees. The extended heat has had an effect on players as well as some areas of the golf course which has been affected by the lack of rainfall. The greens, tees and fairways have been carefully monitored to insure proper irrigation is always maintained.

Key Performance Highlights:

- Total revenues for the year to date are over the proposed budget by 5.2% for a total of \$55,947. The operating expenses year to date is 3.6% under the proposed budget by \$15,930.
- The staff at Cypress Head Golf Course continues to be involved in hosting multiple clinics designed for ladies & juniors to help bring new players to Cypress Head golf course to experience all that the club has to offer.
- We continued our junior summer camp during July and the program was well attended. These camps are designed to bring the young golfers to Cypress Head and teach them the fundamentals of the golf game which includes driving, chipping, putting, sand play and etiquette. We are excited about having them enjoy the camp and meeting new friends. We have one more session scheduled for August.
- We continue to host several after work golf leagues that are playing regularly in the evenings. We have the Raydon league, The Hodak league, The Teed-off golfer league and the Chamber of Commerce league. These groups have been well attended and they have enjoyed the camaraderie of playing weekly here at Cypress Head.

- Ms. Reggie Hunter, our Director of Sales & Marketing, continues to work diligently in promoting to all groups and outings that play at Cypress Head, that this is the best place to host their event. We continue to receive a tremendous amount of positive publicity throughout Port Orange and Volusia County which has been generated by all the guests who are either playing golf, taking lessons, practicing at our range or enjoying the new menus from the Tavern restaurant.

Recognition and Awards:

- Cypress Head was voted the best golf course in Volusia County by the News Journal Reader's choice awards for the seventh straight year. We also received the award for best golf course pro shop for this year as well. These awards were attained as a direct result of offering outstanding customer service and excellent course conditioning.

R&R Projects pending:

- There were no R & R projects outlined for the month of July.

Tee Sheet Activity:

- We had over 2961 paid rounds for the month as well as 678 Annual and Cypress Pass member rounds.
- The Golf staff continues to monitor daily tee sheet activity and they are trained to recognize underutilization of the tee sheet and offer promotional prices to increase the number of potential players.

July 2016 and YTD rounds mix:

Type	Actual	Budget	Month- P.Y.	Y.T.D	P.Y-Y.T.D
Paid	2961	3275	0	30535	25909
Annual	678	340	0	7474	2970
Other rounds	269	310	0	2100	1772
Total Rounds	3908	3925	0	40109	30651

Departmental Summaries:**Course & Grounds/Range**

- Dennis Pickavance, our long term superintendent and employee for over 20 years retired at the end of July. He was honored at the city council meeting and was presented a proclamation for his many years of dedication and service to Cypress Head Golf Course and the city of Port Orange. He will be missed by us here at Cypress Head and we wish him the best in his retirement.
- Our new superintendent, Jason Chennault, was hired on July 1st and he assisted Dennis and his team during the transition period to gather as much information possible to continue maintaining our course to its highest level. Jason was one of the original workers on the golf course back in 1992 and he has come full circle in returning to Cypress Head as the head superintendent. He has been involved with maintaining and building golf courses all over the world and we are excited to have him join the Cypress Head team.
- The maintenance team has been following a regular program of verticutting and top dressing to maintain healthy green conditions. Our team continues to follow all the maintenance programs that have been outlined for proper care and fertilization of the entire golf course as we prepare for the upcoming fall season.

- The weather continued to be an issue during the month of July since we experienced record breaking heat indexes in the hundreds as well as drought conditions. The rainfall was minimal during the month and our team was able to respond by controlling proper irrigation of all greens, tees and fairways.
- The range continues to be a benefit to all players improving their skills due to the much improved drainage as a result of the renovations. The practice facility is available from early morning until dusk and a new chipping practice area is currently being built to enhance the overall experience for the golfers.

Golf Shop/Carts

- As previously mentioned, we received the award for the best golf shop in Volusia County. We are receiving new merchandise on a regular basis to help enhance the professional nature of the golf shop and increase merchandise sales. Vendors include Footjoy, Titleist, Callaway, Bridgestone, Page & Tuttle, Nancy Lopez, Bermuda Sands, Ahead headwear and St Andrews products. We continue to hold weekly specials promoting different manufacturers to compete with the large box stores locally. The use of demo Callaway drivers and irons has allowed players to test equipment first hand. This program will assist in promoting more sales and attract more golfers to our range facility. We had over \$500.00 in gift card sales for the month as well as over \$6,385.00 in pro-shop sales.
- We continue to follow all regular maintenance procedures regarding the cart fleet which includes registering monthly totals for battery amperage and mileage as well as proper watering of all batteries to protect all warranties associated with the new fleet. In addition to the monthly process our carts are inspected daily for any damage which may have occurred during normal play. We continue to be committed to providing quality carts for the enjoyment of all our players.

Marketing and Sales:

- The Sales & Marketing director has been very busy responding to all guest inquiries and she has booked multiple events for the month of August, September and October. Ms. Hunter continues her involvement with the POSD Chamber, POSD Ambassadors program, Daytona Beach Chamber, SEV Chamber and the POSD Rotary club promoting the course as well as keeping Cypress Head “Top of Mind” in the local community.

- We hosted the Volusia Flagler Junior Golf Association in July with over 45 participants and their families coming to Cypress Head from both counties. The event was well attended and enjoyed by all players who participated. This event has helped to increase the awareness of all local golfers that Cypress Head has maintained excellent course conditions.
- We are continuing our involvement with Daytona CVB, Golf Pac, and Tee-Times USA along with other National wholesaler and Golf Now to maximize utilization of our tee sheet.
- We continue to maintain our database of emails with over 9500 unique e-mail addresses. The golf team continues to register player profiles including residency, phone numbers and proper classifications of all players. This process will allow us an opportunity to offer promotions to our database to experience all that Cypress Head has to offer.
- The team continues to be very active on social media including Facebook, Twitter and email blasts promoting all the events and programs offered at Cypress Head.
- The city of Port Orange is also involved with promoting the golf course through the POG channel and the Parks & Recreation department has been helpful in posting golf clinics at their facilities.

Mindshare Reviews and Comments:

Report run: 8/15/2016 1:42 PM MDT
Data current as of: 8/15/2016 1:41 PM MDT

REPORT CRITERIA	
Date of Survey	7/1/16 - 7/31/16
Select level:	Cypress Head

Number of Surveys: 19

	#	Zip Code	Date Golfer	Date of Survey	Tee Time	Overall Rating	Service Rating	Course Rating	Food Rating	Recommend Rating	NPS	Overall Rating w/o F&B	Comments	
Totals						9.1	9.3	8.7	7.0	9.4	84.2	9.1		
Cypress Head						9.1	9.3	8.7	7.0	9.4	84.2	9.1		
Golf						9.1	9.3	8.7	7.0	9.4	84.2	9.1		

- There were over 600 questionnaires mailed out to players during the month with an overall rating for the golf course receiving a 9.1. We also received a recommended rating of 9.4 and our service rating is at 9.3. The majority of the comments are directly related to the improved course conditioning regarding the greens, bunkers and fairways.
- Our service rating index has also improved as we continue to assist all players by helping them to enjoy their experience here at Cypress Head. There were some reviews that had constructive ideas to help us improve in some areas which we will evaluate as a team. The comments returned by the players in this avenue are useful tools in helping our maintenance and golf staff team improve. We also review all negative comments and they are discussed by our team and if required we will contact the individual to help us better understand their concerns.

Corporate Support:

- Kemper Sports Center for Excellence – Ongoing resource.

Summary:

- The entire team here at Cypress Head is continuing our community outreach by assisting with the Spruce Creek High School boys and girls golf teams as well as the Atlantic High boys golf team. They have begun practicing at Cypress Head and we offer them complimentary range balls and practice rounds to improve their skills for competition.
- We are hearing many positive comments from our annual pass holders and other golfers regarding the improved course conditioning. The new Cypress passes will be available beginning in September and we expect most of the current pass holders to renew as well as increasing our sales for next season.
- Many have said that the course is the best conditioned course in Volusia County. It has been a pleasure for the entire staff to showcase the investment made by the city for its residents as we continue to offer the best possible experience for all players and guests.
- We have several local charity tournaments already planned for the Month of August, September and October. The highlight for August will be the Heston Golf Tournament which is an event for a local 6 year old boy who is suffering from a rare disorder that affects his bone marrow, pancreas and other organs. We have received a large outpouring of support from the local community and we are expecting a large turnout.

Respectfully Submitted,

Bob Duquette, PGA

General Manager
The Golf Club at Cypress Head.

PORT ORANGE CITY COUNCIL
SPECIAL MEETING/WORKSHOP MINUTES
COUNCIL CHAMBERS
1000 CITY CENTER CIRCLE
AUGUST 11, 2016

THE CITY COUNCIL SPECIAL MEETING/WORKSHOP of the City of Port Orange was called to order by Mayor Green at 5:00 p.m.

Pledge of Allegiance

Silent Invocation

PRESENT: Councilman Bob Ford
Councilman Donald Burnette
Councilman Scott Stiltner
Vice Mayor Drew Bastian
Mayor Allen Green

ALSO PRESENT: Jake Johansson, City Manager
Margaret Roberts, City Attorney
Robin Fenwick, City Clerk

Portions of the Rules of Procedure as approved by City Council on May 3, 2016 were read by Robin Fenwick, City Clerk.

5. Riverwalk summary overview for POTC CRA and City Council meeting

Wayne Clark, Community Development Director, provided a detailed overview of the objective of the meeting with the Town Center CRA and Council.

Margaret Roberts, City Attorney, provided advice regarding the procedure for this meeting. The agenda items considered, recommended, and approved shall not be final until all agenda items have been approved by the City Council at the time of second meeting of the ordinances, which is currently scheduled for September 13, 2016. She recommended Council open all items at the same time so that full discussion can be held.

Council recessed at 5:26 p.m. to hold the Town Center CRA Meeting, minutes of which are under separate cover. The Town Center CRA members discussed many of these same agenda items in detail.

Council reconvened at 7:09 p.m.

ACTION ITEMS

6. First Reading - Ordinance No. 2016-14 - relating to the 2016 Amendment to the Port Orange Town Center (POTC) Redevelopment Plan, Case No. 16-15000001

ORDINANCE NO. 2016-14

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, RELATING TO COMMUNITY REDEVELOPMENT; AMENDING THE COMMUNITY REDEVELOPMENT AREA PLAN FOR PORT ORANGE TOWN CENTER; REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance No. 2016-14 on first reading was made by Vice Mayor Bastian, and Seconded by Councilman Burnette. Motion carried unanimously by roll call vote.

7. First Reading - Ordinance No. 2016-15 – Riverwalk Amended and Restated Master Development Agreement and Conceptual Development Plan, Case No. 16-40000003

ORDINANCE NO. 2016-15

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, APPROVING THE AMENDMENT AND RESTATEMENT OF THE RIVERWALK MARINA AND RIVERBOAT MASTER DEVELOPMENT AGREEMENT AND CONCEPTUAL DEVELOPMENT PLAN FOR APPROXIMATELY 11.9 ACRES LOCATED WITHIN THE PLANNED COMMUNITY-PORT ORANGE RIVERWALK (PC-R) DISTRICT; PROVIDING FOR CONFLICTING ORDINANCES, SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

Modification requests were made by the Developer as noted on the attached document.

Motion to approve subject to revisions as presented and recommended by the Town Center CRA was made by Vice Mayor Bastian, and Seconded by Councilman Burnette. Motion carried unanimously by roll call vote.

DISCUSSION ITEMS

8. Deed of Dedication with Consent and Joinder Agreement
9. Resolution No. 16-42 - Vacating a portion of the Halifax Dr. right-of-way
10. Resolution No. 16-43 - Limiting vehicular access for a portion of Ocean Ave.
11. Economic Incentive Agreement
12. Exchange Agreement for the Cardwell Funeral Home Property
 - a. Escrow Agreement
 - b. Proposed funeral home Deed for Escrow
 - c. Temporary construction easement for demolition
 - d. Bond in the amount of average annual lease revenues
13. Blanket easement covering proposed subdivision Lots 1-6 and 9 with legal description by metes and bounds
14. Subdivision Replat and Plans - Riverwalk at Port Orange, Case No. 16-50000001
15. License Agreement for temporary off-site sign located at the intersection of Ridgewood Avenue and Dunlawton Avenue, 3999 Ridgewood Avenue
16. Temporary Construction Easement for Public Trail and Park
17. Phase 1 Riverwalk - Targeted Business Program Incentive Request

There were no further questions from Council on items #8-17.

Motion to bring back items #8-17 at the same meeting as the second reading of ordinances above was made by Vice Mayor Bastian, and Seconded by Councilman Burnette. Motion carried unanimously by roll call vote.

Mr. Johansson thanked the City Attorney's Office as well as Community Development Staff for their efforts.

ADJOURNMENT – 7:13 p.m.

Mayor Allen Green

Attest:

Robin Fenwick, City Clerk

REGULAR CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
AUGUST 16, 2016

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

Pledge of Allegiance

Silent Invocation

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

Portions of the Rules of Procedure as approved by City Council on May 3, 2016 were read by Robin Fenwick, City Clerk.

AGENDA APPROVAL

Items pulled for further discussion: 12(b) and 12(g)

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

PUBLIC HEARING

5. Final Plat & Plans, License Agreement, and Concurrency and Fair-Share Agreement/Westport Reserve Subdivision, Case No. 16-50000002

Motion to approve was made by Vice Mayor Bastian, and Seconded by Councilman Burnette.

Tim Burman, Planner, provided details of the item as requested. Staff recommended approval.

Michael Woods, Attorney for applicant, advised Council that the name on the License Agreement has changed to the HOA rather than the developer.

Motion to amend the original motion to include the revision of the License Agreement as stated was made by Vice Mayor Bastian, and Seconded by Councilman Burnette. Motion carried unanimously by voice vote.

Amended Motion carried 4-1 by roll call vote, with Councilman Burnette voting no.

BOARD APPOINTMENTS, INTERVIEWS, REPORTS

6. Citizen Advisory Committee for TPO

Bobby Ball provided details of the most recent CAC meeting.

7. Planning Commission Appointments

Steve Johnson, citizen, addressed Council regarding the need for continuity on the boards. He supports the re-appointment of Lance Green and Mike Arminio because of their previous service on the Planning Commission.

Tom Kehr, citizen, agreed with Mr. Johnson's comments and would like to see Mr. Green and Mr. Arminio re-appointed. He does not support the re-appointment of Mr. Frank Crooks.

Jack Goldey, citizen, also supports the re-appointment of Mr. Green and Mr. Arminio.

Vice Mayor Bastian believes Darrell Bofamy would be a good fit although he could not attend the Council meeting.

Motion to appoint Darrell Bofamy was made by Vice Mayor Bastian, and Seconded by Councilman Ford. Motion carried 3-2 by roll call vote with Councilman Burnette and Mayor Green voting no.

Motion to appoint Lance Green was made by Councilman Stiltner, and Seconded by Vice Mayor Bastian. Motion carried unanimously by roll call vote.

Motion to appoint Thomas Jordan was made by Councilman Burnette, and Seconded by Vice Mayor Bastian. Motion carried unanimously by roll call vote.

Motion to appoint Mike Arminio was made by Vice Mayor Bastian, and Seconded by Councilman Stiltner. Motion carried 4-1 by roll call vote with Councilman Ford voting no.

Councilman Burnette thanked Frank Crooks for his service on the Planning Commission. Mayor Green thanked him for his service throughout the community.

8. Golf Advisory Board Report

Al Angelone, Chairman, provided a report to Council regarding the most recent meeting of the Golf Advisory Board. Mayor Green asked that the Board consider a price increase to cover the budget needs. Councilman Ford asked Staff to look at the fencing issues at the golf course. He is concerned with safety issues with people wandering onto the course. He asked the Board to provide a recommendation to Council for building a fence.

9. Library Advisory Board Appointment

Danielle Elwood introduced herself to Council.

Motion to appoint Danielle Elwood to the Library Advisory Board was made by Vice Mayor Bastian, and Seconded by Councilman Stiltner. Motion carried unanimously by roll call vote.

CITIZEN PARTICIPATION (Non-Agenda – 15 minutes)

There were none.

COUNCIL COMMENTS

10. Comments/Concerns from Council Members

Councilman Ford asked that the Parks & Recreation Advisory Board to review the concern from citizens relating to golf balls being hit. Mr. Johansson said the property belongs to the school. Councilman Ford requested a quarterly report regarding the

mitigation on the flooding issues. Mr. Johansson will pull the information from the weekly updates and provide it in one document.

Councilman Burnette asked for an update on the Dunlawton Avenue walklights. Mr. Johansson said there are more issues with the walklights than can be handled quickly. Some lights are owned by the city; some are privately owned. Wayne Clark, Community Development Director, explained the issues with the walklights in more detail.

G. CONSENT AGENDA

11. Approval of Minutes

- a. August 2, 2016 - Regular City Council Meeting
- b. August 9, 2016 - City Council Budget Workshop

12. Bid Awards and Contract Items

- a. Authorization of up to \$1,430,000 in Encumbrance for Landfill Tipping Fees in FY2017
- b. Intent to Award RFP 16-21 Customer Portal Alerting System for Water Utilities to American Conservation & Billing Solutions, Inc. (AmCoBi)
- c. Allied Universal Corporation Change Order No 1 to the Standard Contract for Services, signed September 22, 2015
- d. Carmeuse Lime & Stone, Inc. - Change Order No 1 to the Standard Contract for Services, signed September 22, 2015
- e. Award of RFP #16-22, Disaster Debris Removal and Disposal Services
- f. CedarChem, LLC - Change Order No 1 to the Standard Contract for Services, signed September 22, 2015.
- g. First Addendum to Broker Service Agreement
- h. Change Order No. 1 with Ameritech Homes, Inc.
- i. Task Authorization No 3 to ATS Land Surveying, LLC for the Centerline Elevation Survey of Storm Water Drainage Swales

13. Historic Tree Removal, Badcock Home Furniture and More, 4610 S. Clyde Morris Boulevard

14. Historic Tree Removal – 267 Manhattan Way

15. Historic Tree Removal – 5566 Trailside Drive

16. FRDAP Unique Abilities Grant Application - Willow Run Playground ADA Improvements

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

Item #12(b) - Intent to Award RFP 16-21 Customer Portal Alerting System for Water Utilities to American Conservation & Billing Solutions, Inc. (AmCoBi)

Councilman Burnette asked for clarification on the item. Rick Wilson, Interim Public Utilities Director, said it is to notify customer when they have leaks. Customers will need to sign up for the program.

Motion to approve the award subject to the final contract documents being prepared and approved by the City Attorney was made by Councilman Burnette, and Seconded by Vice Mayor Bastian. Motion carried unanimously by roll call vote.

Item #12(g) - First Addendum to Broker Service Agreement

Matt Jones, Deputy City Attorney, asked that this item be pulled and returned to Staff until September 6, 2016. Council agreed.

REGULAR AGENDA

17. Crime Report

Tom Grimaldi, Police Chief, provided details from the most recent crime report and advised Council of the uptick in automobile burglaries, all other larcenies, and simple physical assaults. Councilman Ford thanked the Police Department for their help with a recent incident with a resident near him. He asked what Council can do to help with the 911 Dispatch system, specifically afterhours calls for assistance when it's not an emergency. Mr. Johansson is concerned with outsourcing the customer service that has traditionally been handled by staff. Councilman Stiltner thanked staff for the public relations campaign on social media. Councilman Burnette is happy to see the body cameras have been implemented.

18. 3rd Quarter Strategic Plan Update

Alan Rosen, Assistant City Manager, provided an update of the Strategic Plan for the third quarter.

19. Expires 9/30/16 Approval of Annual Contract with the Port Orange South Daytona Chamber of Commerce for Economic Development Services

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

Debbie Connors, Executive Director, encouraged Council to approve the agreement as presented.

Motion carried unanimously by roll call vote.

COMMENTS

20. City Attorney Comments

Mr. Jones requested outside counsel to assist with the public requests request relating to the City logo. The money is available in the budget and should not exceed \$5,000.

Motion to approve was made by Vice Mayor Bastian, and Seconded by Councilman Stiltner. Motion carried unanimously by roll call vote.

21. City Manager Comments

Mr. Johansson has worked with Sean Pittman to schedule a "Port Orange" day in Tallahassee. He introduced Lynn Stevens as the new Public Utilities Director to begin on or about September 12, 2016.

COUNCIL COMMITTEE REPORTS

22. City Council Committee Reports

- a. ArtHaus – Councilman Burnette reported on the recent and upcoming events.
- b. Port Orange/South Daytona Chamber of Commerce – Councilman Burnette reported on the recent and upcoming events.
- c. Roundtable of Elected Officials – Mayor Green was unable to attend the meeting.

ADJOURNMENT: 8:10 p.m.

Attest:

Mayor Allen Green

Robin Fenwick, CMC
City Clerk

CITY COUNCIL SPECIAL MEETING/WORKSHOP MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
AUGUST 23, 2016

THE CITY COUNCIL SPECIAL MEETING/WORKSHOP of the City of Port Orange was called to order by Mayor Allen Green at 6:30 p.m.

Pledge of Allegiance

Silent Invocation

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

Portions of the Rules of Procedure as approved by City Council on May 3, 2016 were read by Robin Fenwick, City Clerk.

ACTION ITEMS

5. ICMA- RC Retirement Health Savings Plan #801334

Margaret Roberts, City Attorney, explained the participation changes and asked Council to approve the required changes. There are no changes in costs to the City.

Motion to approve was made by Vice Mayor Bastian, and Seconded by Councilman Burnette. Motion carried unanimously by roll call vote.

DISCUSSION ITEMS

6. Annexation Opportunities and Strategies Discussion

Penny Cruz, Planner, discussed opportunities for annexing properties into the City of Port Orange and asked for direction on the strategy Council would like to take regarding same. Past practice has been to process voluntary applications for annexation only. Incentives can be provided to the property owners to annex into the City.

Mayor Green is concerned with the expenses for City services being provided to the enclaves.

Council is in favor of pursuing the enclaves. They would like it to be voluntary and would agree to waive the fees and legal advertisement costs involved.

7. Dunlawton/US 1 Fountain Options Discussion

Branford Adamuah, Public Works Director, discussed the background and options for the fountain located at the intersection of Dunlawton Avenue and US 1. Maintenance requirements and costs were also discussed.

Mayor Green spoke with Ben Talluto regarding the fountain, which is named after him. He would prefer to see Mr. Talluto honored in a different way.

Councilman Ford was hoping the fountain could be fixed and maintained.

Jake Johansson, City Manager, suggested a small, low cost project to clean up the corner and make it look pleasant and wait until development takes place along US 1 with Riverwalk and other projects.

Council would like the corner cleaned up/painted, new plantings installed, and lit at night. The fountain is in the wrong place to maintain it properly.

8. Monthly Financial Report - July 31, 2016

Tracey Riehm, Finance Director, provided details from the financial report of July 31, 2016.

9. FY17 Budget Review and Discussion

Ms. Riehm discussed changes made recently to the proposed budget. She asked Council for direction in preparation of the September 6, 2016 Council meeting where the millage rate and budget will be adopted.

Mr. Noftall addressed Council regarding his concerns with the budget being requested.

Mr. Johansson asked for direction from Council as to their desired cuts. With the current cuts as proposed tonight the millage rate is close to 4.4430, which would result in a zero net change in millage rate.

Discussion was held with Department Directors regarding personnel requests. Council agreed to Staff's proposed cuts as presented with the exception of Babe Ruth, which should stay in the budget. Council increased the budget request for a Division Chief – Training in the Fire Department to fund the position for 12 months rather than only ten. Council did not agree to fund the reclassification of a Maintenance Worker to an Inspector for Public Works. All other personnel requests were approved.

City Council Special Meeting/Workshop

August 23, 2016

Page **3** of **3**

ADJOURNMENT: 9:03 p.m.

Mayor Allen Green

Attest:

Robin Fenwick, CMC, City Clerk



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: Waive formal bidding procedures and award a Standard Contract for Services with Hach Company for FY 2017 Annual Maintenance

DEPARTMENT: Public Utilities

GOAL: N/A

OBJECTIVE: N/A

RECOMMENDED MOTION: Move to approve the waiver of formal bidding procedures and award a Standard Contract for Services with Hach Company for Annual Maintenance of Hach monitoring equipment, in an amount not to exceed \$50,245.25 for the fiscal year 2017; and to authorize the Mayor and City Clerk to execute all required contract documents, subject to the city attorney review and approval of the final contract documents.

SUMMARY: The Purchasing Department has approved the Sole Source request to Hach Company to provide the Annual Maintenance Agreement for all the Hach monitoring equipment.

The Charles B Garnsey Water Plant (GWP) and the Dwayne Huffman Reuse Water Plant (WWTP), and various remote pump stations have numerous Hach monitoring devices that are utilized to fine tune process control and efficiently regulate chemical dosages thereby improving water quality and reducing the annual chemical expenditures. The remaining devices are utilized to continuously monitor process parameters that are a requirement for maintaining the 4-log permit status at the GWP and the 5-5-3-1 compliance monitoring at the WWTP, which are mandated by the Florida Department of Environmental Regulations.

The annual service contract provides for quarterly field visits by a certified Hach technician to calibrate and service the equipment. The service agreement also provides for unlimited services calls with all parts and labor included to affect any repairs on any malfunctioning equipment. Hach is the only company authorized to repair and service its own equipment and will not warrant or guarantee its equipment if unauthorized technicians are utilized.

Authorization is contingent upon approval of the FY2017 Operating Budget.

Project No.: none
none

Funding Account No.: 40102005333414
40104005353414

ATTACHMENTS:

1.	FY2017 Sole Source Posting - Approved	Approved SS for Hach Company.pdf
2.	Hach Compay Cert of Insurance	COI Hach Cmpany.pdf
3.	Scope of Services - Garnsey Water Plant	HACH195039 - City of Port Orange.pdf
4.	Scope of Service - Reclaimed Water Plant	HACH386902 - City of Port Orange, Renewal Quotation - Reclaimed Plant.pdf

Julia Wiggins	Created/Initiated - 07/22/2016
Julia Wiggins	Approved - 07/22/2016
Rick Wilson	Approved - 07/22/2016
Diana Fye	Approved - 08/05/2016
Tracey Riehm	Approved - 08/08/2016
Margaret Roberts	Approved - 09/01/2016
M. Jake Johansson	Approved - 09/01/2016
Robin Fenwick	Final Approval - 09/01/2016



SINGLE/SOLE SOURCE JUSTIFICATION

(Waiver of Competitive Quotes / Bids)

DATE: 07/22/201

Selected Vendor: Hach Company Vendor # in Naviline: 78938

Vendor E-Mail: ccooper@hach.com

Amount requested for current fiscal year expenditure with above Vendor: \$ 49,926.17

Department: Public Utilities Fiscal Year: \$2017

City Contact Name: Julia Wiggins Phone Ext: 5751

Brief Description of Purchase: Annual Service Agreement with Hach Company

(Section I) SOURCE JUSTIFICATION – Check boxes as appropriate:

Part A Award to SINGLE SOURCE. (Check one) * Attach a departmental memorandum (Justification of Request)

- ☐ Service Agreements and/or repair services/parts unavailable from any other source except original equipment manufacturer or their designated servicing dealer.

*** Attach manufacturer's written certification that item is OEM.**

*** Attach the manufacturer's (not distributor's) written certification that no other distributor exists.**

- ☐ Compatibility of equipment or supplies required. List equipment with which purchase will be used:
Model # _____ Serial # _____ Manufacturer _____

- ☐ Upgrade to existing software. Available only from the producer of this software who sells on direct basis only.

A. Attach the producer's written certification stating sold on direct basis only and no other distributor exists.

- ☐ Used or demonstration equipment available at a lower-than-new cost. (Provide copy of quote showing used vs. new pricing.)

- ☐ Other. (Explain in Section II)

Part B Award to SOLE SOURCE. (Check box below) * Attach a departmental memorandum (Justification of Request)

- ☐ Patent, copyright or unique design restrictions ***Attach verification from Manufacturer***
- ☒ Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.) which can only be determined through extensive laboratory analysis and examination ***Attach verification from Manufacturer***
- ☒ Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function ***Attach verification from Manufacturer***
- ☐ Only known source in the market. (Explain in Section II technical or other reasons why similar or like items are not available.)

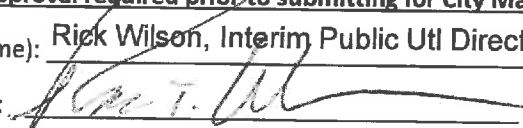
(Section II) **EXPLANATION.** *(Use additional sheet if needed)*
Please see attached Memo for the department

(Section III) **AUTHORIZATION/APPROVALS**

DEPARTMENT APPROVAL:

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this single/sole source justification be authorized as single/sole source for the service or material. **Purchasing approval required prior to submitting for City Manager approval.**

Department Head Approval (Print Name): Rick Wilson, Interim Public Util Director

Department Head Approval Signature:  Date: 07/22/2016

Software or hardware purchases only:

IT Approval (Print Name): _____

IT Approval Signature: _____ Date: _____

PURCHASING APPROVAL:

Single/Sole source requests shall be posted on Quote Wire for seven (7) business days by Purchasing. Prospective vendors shall provide information regarding their ability to supply the commodities or contractual services described. If no complaints or protests are received from vendors after seven days of posting, the single/sole source shall be deemed a valid request. **(Result of Quote Wire post attached.) Purchasing Manager approval required prior to submitting for City Manager approval.**

Quote Wire #: DMF16-03 Date Posted: 7/22/16 Complaints/Protest - Yes ☐ No ☒

Posted by (Print Name): Diana M Fye Date Reviewed: 8/1/16

Purchasing Manager Approval Signature:  Date: 8/1/16
Diana M. Fye, Purchasing Manager

CITY MANAGER APPROVAL:

City Manager Approval: _____ Date: _____
M.H. Johansson, City Manager



Memorandum

To: Diana Fye, Purchasing Manager
From: Rick Wilson, Interim Public Utilities Director
Subject: **Sole Source Justification Request for Hach Company, Annual Service Agreement FY2017**
Date: July 22, 2016

The Garnsey Water Plant and the Wastewater Treatment Plant have numerous Hach monitoring devices that are utilized to fine tune process control efficiently. Hach is the only company authorized to repair and service its own equipment and will not warrant or guarantee its equipment if unauthorized technicians are utilized.

HACH USA Service Centers
Ames, Iowa
Loveland, Colorado



services@hach.com
P 800-227-4224 ext 6180
F 970-461-3924

Hach Company Instrument Service and Parts

Dear Customer:

The instruments you purchased, part of the following family of brands — Hach, Great Lakes Instruments, American Sigma, Radiometer-Analytical, Lachat, Marsh-McBirney, OptiQuat, Astro, Anatel, Orbisphere, ELE, HIAC, MetOne, & Polymetron — were designed to be reliable, durable and easy to operate. Our goal is to design and manufacture instruments that give accurate readings with minimum maintenance requirements.

The Hach Service Representative is a highly trained professional that has a thorough, in-depth knowledge of the workings of each manufactured instrument. Our factory-trained service personnel are the only people authorized to perform any repair, start-up service or maintenance on these instruments. Because of the many different parameters and types of analyzers, we do not recognize or authorize any other service organization to perform repair or recalibration on these analyzers. As an ISO 9001 certified company, we maintain the highest standards for quality assurance and NIST traceable test and calibration equipment. Also, unauthorized repairs will result in voiding the instrument's warranty.

All parts used in our instruments meet our specifications and conform to our high standards. Many parts that may be available from a local vendor go through a testing procedure before being available as a Hach authorized part to ensure that they meet the performance tolerances specified for proper instrument performance. Additionally, the use of non-Hach supplied parts will result in voiding the instrument's warranty.

We have service repair centers that can repair and return instruments efficiently and economically. For on-site services we have an extensive field service organization.

Please contact the Hach Company Service Center for additional information.

Sincerely

A handwritten signature in dark ink, appearing to read "M. Rembelski".

Mike Rembelski
Director, NA Service and Support



	HACH SERVICE PARTNERSHIP QUOTATION Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	Page : 1 of 5 Partnership Number : HACH195039 WebSite: www.hach.com	Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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Partnership Number :	HACH195039	Version :	0.15	Quotation Date :	07-JUL-16
Hach Company Contact :	Cooper, Cindy A	Service Partnership Phone :		Expiration Date :	05-OCT-16
Customer Ref :	Renewal Quotation	Customer Fax :		Service Partnership Email :	Ccooper@hach.com
Customer Phone :	386-295-4735			Customer Contact :	MILLER, STEVE
				Customer Email :	stmiller@port-orange.org

Bill-To Account # 035894
Ship-To Account # 035894

Customer Name	CITY OF PORT ORANGE	Customer Name	CITY OF PORT ORANGE	Payment Terms:	Net 30
Address4	PUBLIC UTILITIES	Address4	PUBLIC UTILITIES WATER PLANT	Billing Method:	Annually
Address1	1000 CITY CENTER CIRCLE	Address1	4400 WELL FIELD RD	Currency:	USD
Address2	ATTN: JULIA WIGGINS (INVOICES)	Address2			
Address3		Address3			
City,State, PostalCode	PORT ORANGE-FL-32129-9619	City,State, Postalcode	PORT ORANGE-FL-32129		
Province/Country	US	Province/Country	US		

Line	Service Name	Start Date	End Date	Description/Serial Number	Line Total
1	FSPCL17	01-DEC-16	30-SEP-17	Fld Svc-2V CL17 Cl(current):01-DEC-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 2 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. CL17 FINAL ASSEMBLY W/KITS ; 101000372847	\$2,700.00
1.1	5440000				

	HACH SERVICE PARTNERSHIP QUOTATION		Page : 2 of 5 Partnership Number : HACH195039
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com	Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

1.2	5440000				CL17 FINAL ASSEMBLY W/KITS ; 101000373052	
1.3	5440000				CL17 FINAL ASSEMBLY W/KITS ; 110100381001	
2	FSP1720E	01-DEC-16	30-SEP-17		Fld Svc-4V 1720E Turb Sensor:01-DEC-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 4 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. 1720E LR TURBIDITY SENSOR, HACH ; 101100373506	\$566.67
2.1	LPV417.99.00002					
3	FSPSC100	01-DEC-16	30-SEP-17		ff RENEWAL ONLY - NO new Service Agreement sales:01-DEC-2016:30-SEP-2017 oo SC100, Hach ; 10100C1485	\$165.00
3.1	LXV401.52.00002					
4	FSPAPA6000	01-DEC-16	30-SEP-17		Fld Svc-4V APA6000 - ALL:01-DEC-2016:30-SEP-2017 APA6000,AMM/MONOCHLORAMI NE W/AT/KITS ; 030100000324 APA6000,AMM/MONOCHLORAMI NE W/AT/KITS ; 090200309651 APA6000,AMM/MONOCHLORAMI NE W/AT/KITS ; 100400357859 APA6000,AMM/MONOCHLORAMI NE W/AT/KITS ; 110200392715 APA6000,AMM/MONOCHLORAMI NE W/AT/KITS ; 110200392716	\$15,987.50
4.1	5500600					
4.2	5500600					
4.3	5500600					
4.4	5500600					
4.5	5500600					
5	HACH PM 3 VISIT	01-DEC-16	30-SEP-17		3 ON SITE VISITS:01-DEC-2016:30-SEP-2017	\$0.00
5.1	FIELD CONTRACT SITE				Field Service Contract site visit ; HACH195039	

Sub Total : \$19,419.17
 Tax: \$0.00
 Total : \$19,419.17

Partnership Notes :

CONFIRMATION OF TYPE OF PAYMENT IS DUE AT THE TIME OF PARTNERSHIP ACTIVATION.

*INVOICE WILL GENERATE ON PARTNERSHIP START DATE FOR TOTAL DOLLARS AND THE INVOICE WILL BE

	HACH SERVICE PARTNERSHIP QUOTATION Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	Page : 3 of 5 Partnership Number : HACH195039 WebSite: www.hach.com	Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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MAILED TO YOU FOR PAYMENT*

Please keep in mind that if you allow the service coverage to lapse, then an evaluation may be required on your instrument(s). Any repairs required, above a preventative maintenance, must be taken care of as a separate billable charge.

To avoid being billed at the time and material rates, which may include parts, labor, and travel, and to ensure your visits remain on schedule, it would be best to complete your renewal at least 30 days before expiry.

SEND CONFIRMING PURCHASE ORDER FOR ORDERS \$25,000 OR MORE TO MY EMAIL ADDRESS OR FAX NUMBER 970-669-2932.

To schedule onsite visits, please contact dispatch@hach.com Please reference your partnership agreement number when calling.

FOR IMMEDIATE TECHNICAL ASSISTANCE, CONTACT OUR EXCLUSIVE PARTNERSHIP TECHNICAL SUPPORT GROUP AT 1-866-902-HACH (4224). PLEASE REFERENCE YOUR PARTNERSHIP AGREEMENT NUMBER WHEN CALLING IN.

SINCERELY,

CINDY COOPER

COORDINATOR 3, FIELD ADMINISTRATOR

ccooper@hach.com

1-800-227-4224, press# and then ext. 6752

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are incorporated by reference into each of Hach's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Hach's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Hach TCS, subject to Hach's final credit approval: (i) Buyer's issuance of a purchase order document against Hach's offer or quotation; (ii) Hach's acknowledgement of Buyer's order; or (iii) commencement of any performance by Hach in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of these Terms and Conditions of Sale shall be null and void and not considered part of the Contract

Customer Name : CITY OF PORT ORANGE

Customer P.O. Number : _____

Customer Reference Number : _____

TERMS & CONDITIONS OF SALE FOR HACH COMPANY PRODUCTS AND SERVICES

This document sets forth the Terms & Conditions of Sale for goods manufactured and/or supplied, and services provided, by Hach Company of Loveland, Colorado ("Hach") and sold to the original purchaser thereof ("Buyer"). Unless otherwise specifically stated herein, the term "Hach" includes only Hach Company and none of its affiliates. Unless otherwise specifically stated in a previously-executed written purchase agreement signed by authorized representatives of Hach and Buyer, these Terms & Conditions of Sale establish the rights, obligations and remedies of Hach and Buyer which apply to this offer and any resulting order or contract for the sale of Hach's goods and/or services ("Products").

1. APPLICABLE TERMS & CONDITIONS:

These Terms & Conditions of Sale are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale ("Contract") in accordance with these Terms & Conditions: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of these Terms & Conditions of Sale are not a part of the Contract.

2. CANCELLATION:

Buyer may cancel goods orders subject to fair charges for Hach's expenses including handling, inspection, restocking, freight and invoicing charges as applicable, provided that Buyer returns such goods to Hach at Buyer's expense within 30 days of delivery and in the same condition as received. Buyer may cancel service orders on ninety (90) day's prior written notice and refunds will be prorated based on the duration of the service plan. Inspections and reinstatement fees may apply upon cancellation or expiration of service programs. Seller may cancel all or part of any order prior to delivery without liability if the order includes any Products that Seller determines may not comply with export, safety, local certification, or other applicable compliance requirements.

3. DELIVERY:

Delivery will be accomplished FCA Hach's facility located in Ames, Iowa or Loveland, Colorado, United States (Incoterms 2010). For orders having a final destination within the U.S., legal title and risk of loss or damage pass to Buyer upon transfer to the first carrier. For orders having a final destination outside the U.S., legal title and risk of loss or damage pass to Buyer when the Products enter international waters or airspace or cross an international frontier. Hach will use commercially reasonable efforts to deliver the Products ordered herein within the time specified on the face of this Contract or, if no time is specified, within Hach's normal lead-time necessary for Hach to deliver the Products sold hereunder. Upon prior agreement with Buyer and for an additional charge, Hach will deliver the Products on an expedited basis. Standard service delivery hours are 8 am – 5 pm Monday through Friday, excluding holidays.

4. INSPECTION:

Buyer will promptly inspect and accept any Products delivered pursuant to this Contract after receipt of such Products. In the event the Products do not conform to any applicable specifications, Buyer will promptly notify Hach of such nonconformance

	HACH SERVICE PARTNERSHIP QUOTATION Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	Page : Partnership Number : WebSite: www.hach.com	4 of 5 HACH195039 Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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In writing, Hach will have a reasonable opportunity to repair or replace the nonconforming product at its option. Buyer will be deemed to have accepted any Products delivered hereunder and to have waived any such nonconformance in the event such a written notification is not received by Hach within thirty (30) days of delivery.

5. PRICES & ORDER SIZES:

All prices are in U.S. dollars and are based on delivery as stated above. Prices do not include any charges for services such as insurance; brokerage fees; sales, use, inventory or excise taxes; import or export duties; special financing fees; VAT, income or royalty taxes imposed outside the U.S.; consular fees; special permits or licenses; or other charges imposed upon the production, sale, distribution, or delivery of Products. Buyer will either pay any and all such charges or provide Hach with acceptable exemption certificates, which obligation survives performance under this Contract. Hach reserves the right to establish minimum order sizes and will advise Buyer accordingly.

6. PAYMENTS:

All payments must be made in U.S. dollars. For Internet orders, the purchase price is due at the time and manner set forth at www.hach.com. Invoices for all other orders are due and payable NET 30 DAYS from date of the invoice without regard to delays for inspection or transportation, with payments to be made by check to Hach at the above address or by wire transfer to the account stated on the front of Hach's invoice, or for customers with no established credit, Hach may require cash or credit card payment in advance of delivery. In the event payments are not made or not made in a timely manner, Hach may, in addition to all other remedies provided at law, either: (a) declare Buyer's performance in breach and terminate this Contract for default; (b) withhold future shipments until delinquent payments are made; (c) deliver future shipments on a cash-with-order or cash-in-advance basis even after the delinquency is cured; (d) charge interest on the delinquency at a rate of 1-1/2% per month or the maximum rate permitted by law, if lower, for each month or part thereof of delinquency in payment plus applicable storage charges and/or inventory carrying charges; (e) repossess the Products for which payment has not been made; (f) recover all costs of collection including reasonable attorney's fees; or (g) combine any of the above rights and remedies as is practicable and permitted by law. Buyer is prohibited from setting off any and all monies owed under this from any other sums, whether liquidated or not, that are or may be due Buyer, which arise out of a different transaction with Hach or any of its affiliates. Should Buyer's financial responsibility become unsatisfactory to Hach in its reasonable discretion, Hach may require cash payment or other security. If Buyer fails to meet these requirements, Hach may treat such failure as reasonable grounds for repudiation of this Contract, in which case reasonable cancellation charges shall be due Hach. Buyer grants Hach a security interest in the Products to secure payment in full, which payment releases the security interest but only if such payments could not be considered an avoidable transfer under the U.S. Bankruptcy Code or other applicable laws. Buyer's insolvency, bankruptcy, assignment for the benefit of creditors, or dissolution or termination of the existence of Buyer, constitutes a default under this Contract and affords Hach all the remedies of a secured party under the U.C.C., as well as the remedies stated above for late payment or non-payment.

7. LIMITED WARRANTY:

Hach warrants that Products sold hereunder will be free from defects in material and workmanship and will, when used in accordance with the manufacturer's operating and maintenance instructions, conform to any express written warranty pertaining to the specific goods purchased, which for most Hach instruments is for a period of twelve (12) months from delivery. Hach warrants that services furnished hereunder will be free from defects in workmanship for a period of ninety (90) days from the completion of the services. Parts provided by Hach in the performance of services may be new or refurbished parts functioning equivalent to new parts. Any non-functioning parts that are repaired by Hach shall become the property of Hach. No warranties are extended to consumable items such as, without limitation, reagents, batteries, mercury cells, and light bulbs. All other guarantees, warranties, conditions and representations, either express or implied, whether arising under any statute, law, commercial usage or otherwise, including implied warranties of merchantability and fitness for a particular purpose, are hereby excluded. The sole remedy for Products not meeting this Limited Warranty is replacement, credit or refund of the purchase price. This remedy will not be deemed to have failed of its essential purpose so long as Hach is willing to provide such replacement, credit or refund.

8. INDEMNIFICATION:

Indemnification applies to a party and to such party's successors-in-interest, assignees, affiliates, directors, officers, and employees ("Indemnified Parties"). Hach is responsible for and will defend, indemnify and hold harmless the Buyer Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to Hach's breach of the Limited Warranty. This indemnification is provided on the condition that the Buyer is likewise responsible for services by the Buyer or any third party affiliated or in privity with Buyer.

9. PATENT PROTECTION:

Subject to all limitations of liability provided herein, Hach will, with respect to any Products of Hach's design or manufacture, indemnify Buyer from any and all damages and costs as finally determined by a court of competent jurisdiction in any suit for infringement of any U.S. patent (or European patent for Products that Hach sells to Buyer for end use in a member state of the EU) that has issued as of the delivery date, solely by reason of the sale or normal use of any Products sold to Buyer hereunder and from reasonable expenses incurred by Buyer in defense of such suit if Hach does not undertake the defense thereof, provided that Buyer promptly notifies Hach of such suit and offers Hach either (i) full and exclusive control of the defense of such suit when Products of Hach only are involved, or (ii) the right to participate in the defense of such suit when products other than those of Hach are also involved. Hach's warranty as to use patents only applies to infringement arising solely out of the inherent operation of the Products according to their applications as envisioned by Hach's specifications. In case the Products are in such suit held to constitute infringement and the use of the Products is enjoined, Hach will, at its own expense and at its option, either procure for Buyer the right to continue using such Products or replace them with non-infringing products, or modify them so they become non-infringing, or remove the Products and refund the purchase price (prorated for depreciation) and the transportation costs thereof. The foregoing states the entire liability of Hach for patent infringement by the Products. Further, to the same extent as set forth in Hach's above obligation to Buyer, Buyer agrees to defend, indemnify and hold harmless Hach for patent infringement related to (x) any goods manufactured to the Buyer's design, (y) services provided in accordance with the Buyer's instructions, or (z) Hach's Products when used in combination with any other devices, parts or software not provided by Hach hereunder.

10. TRADEMARKS AND OTHER LABELS:

Buyer agrees not to remove or alter any indicia of manufacturing origin or patent numbers contained on or within the Products, including without limitation the serial numbers or trademarks on nameplates or cast, molded or machined components.

11. SOFTWARE:

All licenses to Hach's separately-provided software products are subject to the separate software license agreement(s) accompanying the software media. In the absence of such terms and for all other software, Hach grants Buyer only a personal, non-exclusive license to access and use the software provided by Hach with Products purchased hereunder solely as necessary for Buyer to enjoy the benefit of the Products. A portion of the software may contain or consist of open source software, which Buyer may use under the terms and conditions of the specific license under which the open source software is distributed. Buyer agrees that it will be bound by any and all such license agreements. Title to software remains with the applicable licensor(s).

12. PROPRIETARY INFORMATION; PRIVACY:

"Proprietary Information" means any information, technical data or know-how in whatever form, whether documented, contained in machine readable or physical components, mask works or artwork, or otherwise, which Hach considers proprietary, including but not limited to service and maintenance manuals, Buyer and its customers, employees and agents will keep confidential all such Proprietary Information obtained directly or indirectly from Hach and will not transfer or disclose it without Hach's prior written consent, or use it for the manufacture, procurement, servicing or calibration of Products or any similar products, or cause such products to be manufactured, serviced or calibrated by or procured from any other source, or reproduce or otherwise appropriate it. All such Proprietary Information remains Hach's property. No right or license is granted to Buyer or its customers, employees or agents, expressly or by implication, with respect to the Proprietary Information or any patent right or other proprietary right of Hach, except for the limited use licenses implied by law. Hach will manage Customer's information and personal data in accordance with its Privacy Policy, located at <http://www.hach.com/privacy-policy>.

13. CHANGES AND ADDITIONAL CHARGES:

Hach reserves the right to make design changes or improvements to any products of the same general class as Products being delivered hereunder without liability or obligation to incorporate such changes or improvements to Products ordered by Buyer unless agreed upon in writing before the Products' delivery date. Services which must be performed as a result of any of the following conditions are subject to additional charges for labor, travel and parts: (a) equipment alterations not authorized in writing by Hach; (b) damage resulting from improper use or handling, accident, neglect, power surge, or operation in an environment or manner in which the instrument is not designed to operate or is not in accordance with Hach's operating manuals; (c) the use of parts or accessories not provided by Hach; (d) damage resulting from acts of war, terrorism or nature; (e) services outside standard business hours; (f) site prework not complete per proposal; or (g) any repairs required to ensure equipment meets manufacturer's specifications upon activation of a service agreement.

14. SITE ACCESS / PREPARATION / WORKER SAFETY / ENVIRONMENTAL COMPLIANCE:

In connection with services provided by Hach, Buyer agrees to permit prompt access to equipment. Buyer assumes full responsibility to back-up or otherwise protect its data against loss, damage or destruction before services are performed. Buyer is the operator and in full control of its premises, including those areas where Hach employees or contractors are performing service, repair and maintenance activities. Buyer will ensure that all necessary measures are taken for safety and security of working conditions, sites and installations during the performance of services. Buyer is the generator of any resulting wastes, including without limitation hazardous wastes. Buyer is solely responsible to arrange for the disposal of any wastes at its own expense. Buyer will, at its own expense, provide Hach employees and contractors working on Buyer's premises with all information and training required under applicable safety compliance regulations and Buyer's policies. If the instrument to be serviced is in a Confined Space, as that term is defined under OSHA regulations, Buyer is solely responsible to make it available to be serviced in an unconfined space. Hach service technicians will not work in Confined Spaces. In the event that a Buyer requires Hach employees or contractors to attend safety or compliance training programs provided by Buyer, Buyer will pay Hach the standard hourly rate and expense reimbursement for such training attended. The attendance at or completion

	HACH SERVICE PARTNERSHIP QUOTATION Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	Page : 5 of 5 Partnership Number : HACH195039 WebSite: www.hach.com	Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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of such training does not create or expand any warranty or obligation of Hach and does not serve to alter, amend, limit or supersede any part of this Contract.

15. LIMITATIONS ON USE:

Buyer will not use any Products for any purpose other than those identified in Hach's catalogs and literature as intended uses. Unless Hach has advised the Buyer in writing, in no event will Buyer use any Products in drugs, food additives, food or cosmetics, or medical applications for humans or animals. In no event will Buyer use in any application any Product that requires FDA 510(k) clearance unless and only to the extent the Product has such clearance. Any warranty granted by Hach is void if any goods covered by such warranty are used for any purpose not permitted hereunder.

16. EXPORT AND IMPORT LICENSES AND COMPLIANCE WITH LAWS:

Unless otherwise specified in this Contract, Buyer is responsible for obtaining any required export or import licenses. Hach represents that all Products delivered hereunder will be produced and supplied in compliance with all applicable laws and regulations. Buyer will comply with all laws and regulations applicable to the installation or use of all Products, including applicable import and export control laws and regulations of the U.S., E.U. and any other country having proper jurisdiction, and will obtain all necessary export licenses in connection with any subsequent export, re-export, transfer and use of all Products and technology delivered hereunder. Buyer will not sell, transfer, export or re-export any Hach Products or technology for use in activities which involve the design, development, production, use or stockpiling of nuclear, chemical or biological weapons or missiles, nor use Hach Products or technology in any facility which engages in activities relating to such weapons. Buyer will comply with all local, national, and other laws of all jurisdictions globally relating to anti-corruption, bribery, extortion, kickbacks, or similar matters which are applicable to Buyer's business activities in connection with this Contract, including but not limited to the U.S. Foreign Corrupt Practices Act of 1977, as amended (the "FCPA"). Buyer agrees that no payment of money or provision of anything of value will be offered, promised, paid or transferred, directly or indirectly, by any person or entity, to any government official, government employee, or employee of any company owned in part by a government, political party, political party official, or candidate for any government office or political party office to induce such organizations or persons to use their authority or influence to obtain or retain an improper business advantage for Buyer or for Hach, or which otherwise constitute or have the purpose or effect of public or commercial bribery, acceptance of or acquiescence in extortion, kickbacks or other unlawful or improper means of obtaining business or any improper advantage, with respect to any of Buyer's activities related to this Contract. Hach asks Buyer to "Speak Up!" if aware of any violation of law, regulation or our Standards of Conduct ("SOC") in relation to this Contract. See <http://danaher.com/integrity-and-compliance> and www.danaherintegrity.com for a copy of the SOC and for access to our Helpline portal.

17. FORCE MAJEURE:

Hach is excused from performance of its obligations under this Contract to the extent caused by acts or omissions that are beyond its control of, including but not limited to Government embargoes, blockages, seizures or freeze of assets, delays or refusals to grant an export or import license or the suspension or revocation thereof, or any other acts of any Government; fires, floods, severe weather conditions, or any other acts of God; quarantines; labor strikes or lockouts; riots; strife; insurrections; civil disobedience or acts of criminals or terrorists; war; material shortages or delays in deliveries to Hach by third parties. In the event of the existence of any force majeure circumstances, the period of time for delivery, payment terms and payments under any letters of credit will be extended for a period of time equal to the period of delay. If the force majeure circumstances extend for six months, Hach may, at its option, terminate this Contract without penalty and without being deemed in default or in breach thereof.

18. NON ASSIGNMENT AND WAIVER:

Buyer will not transfer or assign this Contract or any rights or interests hereunder without Hach's prior written consent. Failure of either party to insist upon strict performance of any provision of this Contract, or to exercise any right or privilege contained herein, or the waiver of any breach of the terms or conditions of this Contract will not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same will continue and remain in force and effect as if no waiver had occurred.

19. LIMITATION OF LIABILITY:

None of the Hach Indemnified Parties will be liable to Buyer under any circumstances for any special, treble, incidental or consequential damages, including without limitation, damage to or loss of property other than for the Products purchased hereunder; damages incurred in installation, repair or replacement; lost profits, revenue or opportunity; loss of use; losses resulting from or related to downtime of the products or inaccurate measurements or reporting; the cost of substitute products; or claims of Buyer's customers for such damages, however caused, and whether based on warranty, contract, and/or tort (including negligence, strict liability or otherwise). The total liability of the Hach Indemnified Parties arising out of the performance or nonperformance hereunder or Hach's obligations in connection with the design, manufacture, sale, delivery, and/or use of Products will in no circumstance exceed in the aggregate a sum equal to twice the amount actually paid to Hach for Products delivered hereunder.

20. APPLICABLE LAW AND DISPUTE RESOLUTION:

The construction, interpretation and performance hereof and all transactions hereunder shall be governed by the laws of the State of Colorado, without regard to its principles or laws regarding conflicts of laws. If any provision of this Contract violates any Federal, State or local statutes or regulations of any country having jurisdiction of this transaction, or is illegal for any reason, said provision shall be self-deleting without affecting the validity of the remaining provisions. Unless otherwise specifically agreed upon in writing between Hach and Buyer, any dispute relating to this Contract which is not resolved by the parties shall be adjudicated in order of preference by a court of competent jurisdiction (i) in the State of Colorado, U.S.A. if Buyer has minimum contacts with Colorado and the U.S., (ii) elsewhere in the U.S. if Buyer has minimum contacts with the U.S. but not Colorado, or (iii) in a neutral location if Buyer does not have minimum contacts with the United States.

21. ENTIRE AGREEMENT & MODIFICATION:

These Terms & Conditions of Sale constitute the entire agreement between the parties and supersede any prior agreements or representations, whether oral or written. No change to or modification of these Terms & Conditions shall be binding upon Hach unless in a written instrument specifically referencing that it is amending these Terms & Conditions of Sale and signed by an authorized representative of Hach. Hach rejects any additional or inconsistent Terms & Conditions of Sale offered by Buyer at any time, whether or not such terms or conditions materially alter the Terms & Conditions herein and irrespective of Hach's acceptance of Buyer's order for the described goods and services.

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Partnership Number :	HACH386902	Version :	0.28	Quotation Date :	05-JUL-16
Hach Company Contact :	Cooper, Cindy A	Service Partnership Phone :		Expiration Date :	03-SEP-16
Customer Ref :	Renewal Quotation	Customer Fax :		Service Partnership Email :	Ccooper@hach.com
Customer Phone :	386-506-5786			Customer Contact :	TROUTMAN, THOMAS
				Customer Email :	TTROUTMAN@PORT-ORANGE.ORG

Bill-To Account # 40225971
Ship-To Account # 035894

Customer Name	CITY OF PORT ORANGE	Customer Name	CITY OF PORT ORANGE	Payment Terms:	Net 30
Address4		Address4		Billing Method:	Annually
Address1	PO BOX 291759	Address1	817 OAK ST	Currency:	USD
Address2		Address2			
Address3		Address3			
City,State,PostalCode	PORT ORANGE-FL-32129	City,State,Postalcode	PORT ORANGE-FL-32127-4331		
Province/Country	US	Province/Country	US		

Line	Service Name	Start Date	End Date	Description/Serial Number	Line Total
1	FSPSC200	01-OCT-16	30-SEP-17	Fld Svc-1V SC200 Controller:01-OCT-2016:30-SEP-2017	\$2,964.00
1.1	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1306C0080082	
1.2	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1306C0080179	
1.3	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090825	
1.4	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090826	
1.5	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090830	
1.6	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090831	
1.7	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101056	
1.8	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101058	

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1.9	LXV404.99.00552				sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101059	
1.10	LXV404.99.00552				sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101061	
1.11	LXV404.99.00552				sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101063	
1.12	LXV404.99.00552				sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101068	
1.13	LXV404.99.00552				sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1408C0100177	
2	FSPAMTAXSC	01-OCT-16	30-SEP-17		Fld Svc-2V Amtax SC V.2006:01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 2 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. Coverage does NOT include Filtrax or Filterprobe. These units must be covered under a separate FSP offering. db AMTAX sc AMMONIA ANLZR 115-230V, 1 CH ; 1498974	\$2,044.00
2.1	LXV421.99.13002					
3	FSPPHOSPHAXSC	01-OCT-16	30-SEP-17		Fld Svc-2V Phosphax sc V.2006:01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 2 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. Coverage does NOT include Filtrax or Filterprobe. These units must be covered under a separate FSP offering.	\$2,030.00

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3.1		LXV422.99.13002		db PHOSPHAX sc PHOSP ANLZ 115-230V, 1 CH ; 1497575	
4	FSPFILTRAX	01-OCT-16	30-SEP-17	Fld Svc-4V Filtrax:01-OCT-2016:30-SEP-2017 db FILTRAX CONTROL MODULE, 115VAC ; 1492811 db FILTRAX CONTROL MODULE, 115VAC ; 1497569	\$5,320.00
4.1		LXV294.54.00000			
4.2		LXV294.54.00000			
5	FSPNITRATAX	01-OCT-16	30-SEP-17	Fld Svc-2V Nitratax Sensor:01-OCT-2016:30-SEP-2017 db NITRATAX PLUS SC 5 MM ; 1498305 db NITRATAX PLUS SC 2MM ; 1562958 db NITRATAX PLUS SC 2MM ; 1560391	\$3,234.00
5.1		LXV417.99.50002			
5.2		LXV417.99.20002			
5.3		LXV417.99.20002			
6	FSP1720E	01-OCT-16	30-SEP-17	Fld Svc-4V 1720E Turb Sensor:01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 4 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. 1720E LR TURBIDITY SENSOR, HACH ; 130708221603	\$680.00
6.1		LPV417.99.00002			
7	FSPCL17	01-OCT-16	30-SEP-17	Fld Svc-2V CL17 Cl(current):01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 2 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements.	\$2,160.00

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	7.1	5440000			CL17 FINAL ASSEMBLY W/KITS ; 130700478917	
	7.2	5440000			CL17 FINAL ASSEMBLY W/KITS ; 140200493294	
8	FSP LDO2		01-OCT-16	30-SEP-17	Fld Svc LDO2 - 1 visit:01-OCT-2016:30-SEP-2017	\$5,902.00
	8.1	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140220000011	
	8.2	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140630000020	
	8.3	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140640000003	
	8.4	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140700000004	
	8.5	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140700000005	
	8.6	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140700000013	
	8.7	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140710000076	
	8.8	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000013	
	8.9	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000014	
	8.10	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000027	
	8.11	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000028	
	8.12	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000030	
	8.13	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000033	
9	PMP-GLPHORP-1V		01-OCT-16	30-SEP-17	PMP-GLI pH ORP PROBE-1V (FRV 1):01-OCT-2016:30-SEP-2017	\$1,048.00
	9.1	DRD1R5			Digital ORP Sensor,Ryton,Convertible ; 1402442366	
	9.2	DRD1R5			Digital ORP Sensor,Ryton,Convertible ; 1402443201	
	9.3	DRD1R5			Digital ORP Sensor,Ryton,Convertible ; 1403435866	
	9.4	DPD1P1			Digital pH Sensor, PEEK, Convertible ; 1311444033	
10	FSP2100N		01-OCT-16	30-SEP-17	Fld Svc-1V 2100N Turb:01-OCT-2016:30-SEP-2017	\$371.00
	10.1	4700000			2100N LAB TURB, EPA 1821 ; 12040C028719	
11	BSPDR2700		01-OCT-16	30-SEP-17	Bnch Svc-DR2700	\$409.00

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	11.1	DR2700-01			Spec:01-OCT-2016:30-SEP-2017 oo db DR2700 SPECTROPHOTOMETER ; 1431756	
12	BSPDR3900		01-OCT-16	30-SEP-17	Bnch Svc-DR3900 (FRV1):01-OCT-2016:30-SEP-2017	\$678.00
	12.1	LPV440.99.00012			db aa DR3900 SPECTROPHOTOMETER WITH RFID ; 1446628	
13	BSPDRB200		01-OCT-16	30-SEP-17	Bnch Svc-DRB200 COD Reactor:01-OCT-2016:30-SEP-2017	\$454.00
	13.1	DRB200-03			REACTOR 115V 15X13/15X13 (2 BLOCKS) ; 12040C0053	
	13.2	LTV082.53.42001			DRB200 REACTOR, 110V 21X16MM, 4X20MM ; 13090C0190	
14	BSPHQD		01-OCT-16	30-SEP-17	Bnch Svc-HQD Series:01-OCT-2016:30-SEP-2017	\$254.00
	14.1	HQ40D			vv HQ40d MULTI PORTABLE METER ; 100800044931	
15	FSPSD900 CONTROLLER ONLY		01-OCT-16	30-SEP-17	Fld Svc SD900 Controller only 1 VST:01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 1 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. Coverage does NOT include refrigerator. For coverage on the AWRS only, please use p/n: FSPREFRIGERATION AWRS ONLY 1 VST	\$757.00
	15.1	900SDRAWRS1			oo SD900 AWRS (115V) w/5.5 GAL BTTLE KIT ; 131100486582	
16	FSPREFRIGERATION AWRS ONLY 1 VST		01-OCT-16	30-SEP-17	Fld Svc AWRS only Refrigeration 1 VST:01-OCT-2016:30-SEP-2017 Field Service will be performed by an approved contractor that is handled by Hach. The FSP includes: All parts, labor, and travel for on-site repairs, 1 on-site calibrations per year, factory	\$906.00

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					recommended maintenance (including required parts), and unlimited technical support calls. Coverage does NOT include Controllers	
16.1	900SDRAWRS1				oo SD900 AWRS (115V) w/5.5 GAL BTTL KIT ; 131100486582	
16.2	ASA.CXXX				ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001487	
16.3	ASA.CXXX				ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001488	
17	FSPAS950 CONTROLLER ONLY	01-OCT-16	30-SEP-17		Fld Svc AS950 Controller only 1 VST:01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 1 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. Coverage does NOT include refrigerator. For coverage on the AWRS only, please use p/n: FSPREFRIGERATION AWRS ONLY 1 VST	\$1,296.00
	17.1	ASA.CXXX			ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001487	
	17.2	ASA.CXXX			ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001488	
18	HACH PM 4 VISIT	01-OCT-16	30-SEP-17		4 ON SITE VISITS:01-OCT-2016:30-SEP-2017	\$0.00
	18.1	FIELD CONTRACT SITE			Field Service Contract site visit ; HACH386902	

Sub Total : \$30,507.00
Tax: \$0.00
Total : \$30,507.00

Partnership Notes :

CONFIRMATION OF TYPE OF PAYMENT IS DUE AT THE TIME OF PARTNERSHIP ACTIVATION.

INVOICE WILL GENERATE ON PARTNERSHIP START DATE FOR TOTAL DOLLARS AND THE INVOICE WILL BE MAILED TO YOU FOR PAYMENT

Please keep in mind that if you allow the service coverage to lapse, then an evaluation may be required on your instrument(s). Any

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repairs required, above a preventative maintenance, must be taken care of as a separate billable charge.

To avoid being billed at the time and material rates, which may include parts, labor, and travel, and to ensure your visits remain on schedule, it would be best to complete your renewal at least 30 days before expiry.

SEND CONFIRMING PURCHASE ORDER FOR ORDERS \$25,000 OR MORE TO MY EMAIL ADDRESS OR FAX NUMBER 970-669-2932.

To schedule onsite visits, please contact dispatch@hach.com Please reference your partnership agreement number when calling. FOR IMMEDIATE TECHNICAL ASSISTANCE, CONTACT OUR EXCLUSIVE PARTNERSHIP TECHNICAL SUPPORT GROUP AT 1-866-902-HACH (4224). PLEASE REFERENCE YOUR PARTNERSHIP AGREEMENT NUMBER WHEN CALLING IN.

SINCERELY,

CINDY COOPER

COORDINATOR 3, FIELD ADMINISTRATOR

ccooper@hach.com

1-800-227-4224, press# and then ext. 6752

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are incorporated by reference into each of Hach's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Hach's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Hach TCS, subject to Hach's final credit approval: (i) Buyer's issuance of a purchase order document against Hach's offer or quotation; (ii) Hach's acknowledgement of Buyer's order; or (iii) commencement of any performance by Hach in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of these Terms and Conditions of Sale shall be null and void and not considered part of the Contract

Customer Name : CITY OF PORT ORANGE

Customer P.O. Number : _____

Customer Reference Number : _____

TERMS & CONDITIONS OF SALE FOR HACH COMPANY PRODUCTS AND SERVICES

This document sets forth the Terms & Conditions of Sale for goods manufactured and/or supplied, and services provided, by Hach Company of Loveland, Colorado ("Hach") and sold to the original purchaser thereof ("Buyer"). Unless otherwise specifically stated herein, the term "Hach" includes only Hach Company and none of its affiliates. Unless otherwise specifically stated in a previously-executed written purchase agreement signed by authorized representatives of Hach and Buyer, these Terms & Conditions of Sale establish the rights, obligations and remedies of Hach and Buyer which apply to this offer and any resulting order or contract for the sale of Hach's goods and/or services ("Products").

1. APPLICABLE TERMS & CONDITIONS:

These Terms & Conditions of Sale are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale ("Contract") in accordance with these Terms & Conditions: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of these Terms & Conditions of Sale are not a part of the Contract.

2. CANCELLATION:

Buyer may cancel goods orders subject to fair charges for Hach's expenses including handling, inspection, restocking, freight and invoicing charges as applicable, provided that Buyer returns such goods to Hach at Buyer's expense within 30 days of delivery and in the same condition as received. Buyer may cancel service orders on ninety (90) day's prior written notice and refunds will be prorated based on the duration of the service plan. Inspections and reinstatement fees may apply upon cancellation or expiration of service programs. Seller may cancel all or part of any order prior to delivery without liability if the order includes any Products that Seller determines may not comply with export, safety, local certification, or other applicable compliance requirements.

3. DELIVERY:

Delivery will be accomplished FCA Hach's facility located in Ames, Iowa or Loveland, Colorado, United States (Incoterms 2010). For orders having a final destination within the U.S., legal title and risk of loss or damage pass to Buyer upon transfer to the first carrier. For orders having a final destination outside the U.S., legal title and risk of loss or damage pass to Buyer when the Products enter international waters or airspace or cross an international frontier. Hach will use commercially reasonable efforts to deliver the Products ordered herein within the time specified on the face of this Contract or, if no time is specified, within Hach's normal lead-time necessary for Hach to deliver the Products sold hereunder. Upon prior agreement with Buyer and for an additional charge, Hach will deliver the Products on an expedited basis. Standard service delivery hours are 8 am - 5 pm Monday through Friday, excluding holidays.

4. INSPECTION:

Buyer will promptly inspect and accept any Products delivered pursuant to this Contract after receipt of such Products. In the event the Products do not conform to any applicable specifications, Buyer will promptly notify Hach of such nonconformance in writing. Hach will have a reasonable opportunity to repair or replace the nonconforming product at its option. Buyer will be deemed to have accepted any Products delivered hereunder and to have waived any such nonconformance in the event such a written notification is not received by Hach within thirty (30) days of delivery.

	HACH SERVICE PARTNERSHIP QUOTATION	Page : Partnership Number :	8 of 9 HACH386902
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389	WebSite: www.hach.com	Remittance 2207 Collections Center Dr Chicago, IL 60693
	Purchase Orders		Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

5. PRICES & ORDER SIZES:

All prices are in U.S. dollars and are based on delivery as stated above. Prices do not include any charges for services such as insurance; brokerage fees; sales, use, inventory or excise taxes; import or export duties; special financing fees; VAT, income or royalty taxes imposed outside the U.S.; consular fees; special permits or licenses; or other charges imposed upon the production, sale, distribution, or delivery of Products. Buyer will either pay any and all such charges or provide Hach with acceptable exemption certificates, which obligation survives performance under this Contract. Hach reserves the right to establish minimum order sizes and will advise Buyer accordingly.

6. PAYMENTS:

Payments must be made in U.S. dollars. For internet orders, the purchase price is due at the time and manner set forth at www.hach.com. Invoices for all other orders are due and payable NET 30 DAYS from date of the invoice without regard to delays for inspection or transportation, with payments to be made by check to Hach at the above address or by wire transfer to the account stated on the front of Hach's invoice, or for customers with no established credit, Hach may require cash or credit card payment in advance of delivery. In the event payments are not made or not made in a timely manner, Hach may, in addition to all other remedies provided at law, either: (a) declare Buyer's performance in breach and terminate this Contract for default; (b) withhold future shipments until delinquent payments are made; (c) deliver future shipments on a cash-with-order or cash-in-advance basis even after the delinquency is cured; (d) charge interest on the delinquency at a rate of 1-1/2% per month or the maximum rate permitted by law, if lower, for each month or part thereof of delinquency in payment plus applicable storage charges and/or inventory carrying charges; (e) repossess the Products for which payment has not been made; (f) recover all costs of collection including reasonable attorney's fees; or (g) combine any of the above rights and remedies as is practicable and permitted by law. Buyer is prohibited from setting off any and all monies owed under this from any other sums, whether liquidated or not, that are or may be due Buyer, which arise out of a different transaction with Hach or any of its affiliates. Should Buyer's financial responsibility become unsatisfactory to Hach in its reasonable discretion, Hach may require cash payment or other security. If Buyer fails to meet these requirements, Hach may treat such failure as reasonable grounds for repudiation of this Contract, in which case reasonable cancellation charges shall be due Hach. Buyer grants Hach a security interest in the Products to secure payment in full, which payment releases the security interest but only if such payments could not be considered an avoidable transfer under the U.S. Bankruptcy Code or other applicable laws. Buyer's insolvency, bankruptcy, assignment for the benefit of creditors, or resolution or termination of the existence of Buyer, constitutes a default under this Contract and affords Hach all the remedies of a secured party under the U.C.C., as well as the remedies stated above for late payment or non-payment.

7. LIMITED WARRANTY:

Hach warrants that Products sold hereunder will be free from defects in material and workmanship and will, when used in accordance with the manufacturer's operating and maintenance instructions, conform to any express written warranty pertaining to the specific goods purchased, which for most Hach instruments is for a period of twelve (12) months from delivery. Hach warrants that services furnished hereunder will be free from defects in workmanship for a period of ninety (90) days from the completion of the services. Parts provided by Hach in the performance of services may be new or refurbished parts functioning equivalent to new parts. Any non-functioning parts that are repaired by Hach shall become the property of Hach. No warranties are extended to consumable items such as, without limitation, reagents, batteries, mercury cells, and light bulbs. All other guarantees, warranties, conditions and representations, either express or implied, whether arising under any statute, law, commercial usage or otherwise, including implied warranties of merchantability and fitness for a particular purpose, are hereby excluded. The sole remedy for Products not meeting this Limited Warranty is replacement, credit or refund of the purchase price. This remedy will not be deemed to have failed of its essential purpose so long as Hach is willing to provide such replacement, credit or refund.

8. INDEMNIFICATION:

Indemnification applies to a party and to such party's successors-in-interest, assignees, affiliates, directors, officers, and employees ("Indemnified Parties"). Hach is responsible for and will defend, indemnify and hold harmless the Buyer Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to Hach's breach of the Limited Warranty. This indemnification is provided on the condition that the Buyer is likewise responsible for and will defend, indemnify and hold harmless the Hach Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to the negligence or misuse or misapplication of any goods or services by the Buyer or any third party affiliated or in privity with Buyer.

9. PATENT PROTECTION:

Subject to all limitations of liability provided herein, Hach will, with respect to any Products of Hach's design or manufacture, indemnify Buyer from any and all damages and costs as finally determined by a court of competent jurisdiction in any suit for infringement of any U.S. patent (or European patent for Products that Hach sells to Buyer for end use in a member state of the E.U.) that has issued as of the delivery date, solely by reason of the sale or normal use of any Products sold to Buyer hereunder and from reasonable expenses incurred by Buyer in defense of such suit if Hach does not undertake the defense thereof, provided that Buyer promptly notifies Hach of such suit and offers Hach either (i) full and exclusive control of the defense of such suit when Products of Hach only are involved, or (ii) the right to participate in the defense of such suit when products other than those of Hach are also involved. Hach's warranty as to use patents only applies to infringement arising from the sole use of the inherent operation of the Products according to their applications as envisioned by Hach's specifications. In case the Products are in such suit held to constitute infringement and the use of the Products is enjoined, Hach will, at its own expense and at its option, either procure for Buyer the right to continue using such Products or replace them with non-infringing products, or modify them so they become non-infringing, or remove the Products and refund the purchase price (prorated for depreciation) and the transportation costs thereof. The foregoing states the entire liability of Hach for patent infringement by the Products. Further, to the same extent as set forth in Hach's above obligation to Buyer, Buyer agrees to defend, indemnify and hold harmless Hach for patent infringement related to (x) any goods manufactured to the Buyer's design, (y) services provided in accordance with the Buyer's instructions, or (z) Hach's Products when used in combination with any other devices, parts or software not provided by Hach hereunder.

10. TRADEMARKS AND OTHER LABELS:

Buyer agrees not to remove or alter any indicia of manufacturing origin or patent numbers contained on or within the Products, including without limitation the serial numbers or trademarks on nameplates or cast, molded or machined components.

11. SOFTWARE:

All licenses to Hach's separately-provided software products are subject to the separate software license agreement(s) accompanying the software media. In the absence of such terms and for all other software, Hach grants Buyer only a personal, non-exclusive license to access and use the software provided by Hach with Products purchased hereunder solely as necessary for Buyer to enjoy the benefit of the Products. A portion of the software may contain or consist of open source software, which Buyer may use under the terms and conditions of the specific license under which the open source software is distributed. Buyer agrees that it will be bound by any and all such license agreements. Title to software remains with the applicable licensor(s).

12. PROPRIETARY INFORMATION; PRIVACY:

"Proprietary Information" means any information, technical data or know-how in whatever form, whether documented, contained in machine readable or physical components, mask works or artwork, or otherwise, which Hach considers proprietary, including but not limited to service and maintenance manuals. Buyer and its customers, employees and agents will keep confidential all such Proprietary Information obtained directly or indirectly from Hach and will not transfer or disclose it without Hach's prior written consent, or use it for the manufacture, procurement, servicing or calibration of Products or any similar products, or cause such products to be manufactured, serviced or calibrated by or procured from any other source, or reproduce or otherwise appropriate it. All such Proprietary Information remains Hach's property. No right or license is granted to Buyer or its customers, employees or agents, expressly or by implication, with respect to the Proprietary Information or any patent right or other proprietary right of Hach, except for the limited use licenses implied by law. Hach will manage Customer's information and personal data in accordance with its Privacy Policy, located at <http://www.hach.com/privacy-policy>.

13. CHANGES AND ADDITIONAL CHARGES:

Hach reserves the right to make design changes or improvements to any products of the same general class as Products being delivered hereunder without liability or obligation to incorporate such changes or improvements to Products ordered by Buyer unless agreed upon in writing before the Product's delivery date. Services which must be performed as a result of any of the following conditions are subject to additional charges for labor, travel and parts: (a) equipment alterations not authorized in writing by Hach; (b) damage resulting from improper use or handling, accident, neglect, power surge, or operation in an environment or manner in which the instrument is not designed to operate or is not in accordance with Hach's operating manuals; (c) the use of parts or accessories not provided by Hach; (d) damage resulting from acts of war, terrorism or nature; (e) services outside standard business hours; (f) site prework not complete per proposal; or (g) any repairs required to ensure equipment meets manufacturer's specifications upon activation of a service agreement.

14. SITE ACCESS / PREPARATION / WORKER SAFETY / ENVIRONMENTAL COMPLIANCE:

In connection with services provided by Hach, Buyer agrees to permit prompt access to equipment. Buyer assumes full responsibility to back-up or otherwise protect its data against loss, damage or destruction before services are performed. Buyer is the operator and in full control of its premises, including those areas where Hach employees or contractors are performing service, repair and maintenance activities. Buyer will ensure that all necessary measures are taken for safety and security of working conditions, sites and installations during the performance of services. Buyer is the generator of any resulting wastes, including without limitation hazardous wastes. Buyer is solely responsible to arrange for the disposal of any wastes at its own expense. Buyer will, at its own expense, provide Hach employees and contractors working on Buyer's premises with all information and training required under applicable safety compliance regulations and Buyer's policies. If the instrument to be serviced is in a Confined Space, as that term is defined under OSHA regulations, Buyer is solely responsible to make it available to be serviced in an unconfined space. Hach service technicians will not work in Confined Spaces. In the event that a Buyer requires Hach employees or contractors to attend safety or compliance training programs provided by Buyer, Buyer will pay Hach the standard hourly rate and expense reimbursement for such training attended. The attendance at or completion of such training does not create or expand any warranty or obligation of Hach and does not serve to alter, amend, limit or supersede any part of this Contract.

15. LIMITATIONS ON USE:

	HACH SERVICE PARTNERSHIP QUOTATION	Page : Partnership Number :	9 of 9 HACH386902
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389	WebSite: <u>www.hach.com</u>	Remittance 2207 Collections Center Dr Chicago, IL 60693
	Purchase Orders		Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

Buyer will not use any Products for any purpose other than those identified in Hach's catalogs and literature as intended uses. Unless Hach has advised the Buyer in writing, in no event will Buyer use any Products in drugs, food additives, food or cosmetics, or medical applications for humans or animals. In no event will Buyer use in any application any Product that requires FDA 510(k) clearance unless and only to the extent the Product has such clearance. Any warranty granted by Hach is void if any goods covered by such warranty are used for any purpose not permitted hereunder.

16. EXPORT AND IMPORT LICENSES AND COMPLIANCE WITH LAWS:

Unless otherwise specified in this Contract, Buyer is responsible for obtaining any required export or import licenses. Hach represents that all Products delivered hereunder will be produced and supplied in compliance with all applicable laws and regulations. Buyer will comply with all laws and regulations applicable to the installation or use of all Products, including applicable import and export control laws and regulations of the U.S., E.U. and any other country having proper jurisdiction, and will obtain all necessary export licenses in connection with any subsequent export, re-export, transfer and use of all Products and technology delivered hereunder. Buyer will not sell, transfer, export or re-export any Hach Products or technology for use in activities which involve the design, development, production, use or stockpiling of nuclear, chemical or biological weapons or missiles, nor use Hach Products or technology in any facility which engages in activities relating to such weapons. Buyer will comply with all local, national, and other laws of all jurisdictions globally relating to anti-corruption, bribery, extortion, kickbacks, or similar matters which are applicable to Buyer's business activities in connection with this Contract, including but not limited to the U.S. Foreign Corrupt Practices Act of 1977, as amended (the "FCPA"). Buyer agrees that no payment of money, political party official, or candidate for any government office or political party office to induce such organizations or persons to use their authority or influence to obtain or retain an improper business advantage for Buyer or for Hach, or which otherwise constitute or have the purpose or effect of public or commercial bribery, acceptance of or acquiescence in extortion, kickbacks or other unlawful or improper means of obtaining business or any improper advantage, with respect to any of Buyer's activities related to this Contract. Hach asks Buyer to "Speak Up" if aware of any violation of law, regulation or our Standards of Conduct ("SOC") in relation to this Contract. See <http://danaher.com/integrity-and-compliance> and www.danaherintegrity.com for a copy of the SOC and for access to our Helpline portal.

17. FORCE MAJEURE:

Hach is excused from performance of its obligations under this Contract to the extent caused by acts or omissions that are beyond its control of, including but not limited to Government embargoes, blockages, seizures or freeze of assets, delays or refusals to grant an export or import license or the suspension or revocation thereof, or any other acts of any Government, fire, floods, severe weather conditions, or any other acts of God; quarantines; labor strikes or lockouts; riots; strife; insurrections; civil disobedience or acts of criminals or terrorists; war; material shortages or delays in deliveries to Hach by third parties. In the event of the existence of any force majeure circumstances, the period of time for delivery, payment terms and payments under any letters of credit will be extended for a period of time equal to the period of delay. If the force majeure circumstances extend for six months, Hach may, at its option, terminate this Contract without penalty and without being deemed in default or in breach thereof.

18. NON ASSIGNMENT AND WAIVER:

Buyer will not transfer or assign this Contract or any rights or interests hereunder without Hach's prior written consent. Failure of either party to insist upon strict performance of any provision of this Contract, or to exercise any right or privilege contained herein, or the waiver of any breach of the terms or conditions of this Contract will not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same will continue and remain in force and effect as if no waiver had occurred.

19. LIMITATION OF LIABILITY:

None of the Hach Indemnified Parties will be liable to Buyer under any circumstances for any special, treble, incidental or consequential damages, including without limitation, damage to or loss of property other than for the Products purchased hereunder; damages incurred in installation, repair or replacement; lost profits, revenue or opportunity; loss of use; losses resulting from or related to downtime of the products or inaccurate measurements or reporting; the cost of substitute products; or claims of Buyer's customers for such damages, however caused, and whether based on warranty, contract, and/or tort (including negligence, strict liability or otherwise). The total liability of the Hach Indemnified Parties arising out of the performance or nonperformance hereunder or Hach's obligations in connection with the design, manufacture, sale, delivery, and/or use of Products will in no circumstance exceed in the aggregate a sum equal to twice the amount actually paid to Hach for Products delivered hereunder.

20. APPLICABLE LAW AND DISPUTE RESOLUTION:

The construction, interpretation and performance hereof and all transactions hereunder shall be governed by the laws of the State of Colorado, without regard to its principles or laws regarding conflicts of laws. If any provision of this Contract violates any Federal, State or local statutes or regulations of any countries having jurisdiction of this transaction, or is illegal for any reason, said provision shall be self-deleting without affecting the validity of the remaining provisions. Unless otherwise specifically agreed upon in writing between Hach and Buyer, any dispute relating to this Contract which is not resolved by the parties shall be adjudicated in order of preference by a court of competent jurisdiction (i) in the State of Colorado, U.S.A. if Buyer has minimum contacts with Colorado and the U.S., (ii) elsewhere in the U.S. if Buyer has minimum contacts with the U.S. but not Colorado, or (iii) in a neutral location if Buyer does not have minimum contacts with the United States.

21. ENTIRE AGREEMENT & MODIFICATION:

These Terms & Conditions of Sale constitute the entire agreement between the parties and supersede any prior agreements or representations, whether oral or written. No change to or modification of these Terms & Conditions shall be binding upon Hach unless in a written instrument specifically referencing that it is amending these Terms & Conditions of Sale and signed by an authorized representative of Hach. Hach rejects any additional or inconsistent Terms & Conditions of Sale offered by Buyer at any time, whether or not such terms or conditions materially alter the Terms & Conditions herein and irrespective of Hach's acceptance of Buyer's order for the described goods and services.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/21/2016

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

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

PRODUCER
MARSH USA INC.
1050 CONNECTICUT AVENUE, SUITE 700
WASHINGTON, DC 20036-5386
Attn: Danaher.certrequest@marsh.com Fax (212) 948-0503

CONTACT
NAME:
PHONE:
(A/C, No, Ext):
E-MAIL:
ADDRESS:
FAX (A/C, No):

040108-ALL-7/1-16-17 HACH NO

INSURED
HACH COMPANY
5600 LINDBERGH DRIVE
PO BOX 389
LOVELAND, CO 80539

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: ACE American Insurance Company

22667

INSURER B: Indemnity Ins Co Of North America

43575

INSURER C: ACE Fire Underwriters Insurance Company

20702

INSURER D: Agri General Insurance Company

42757

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

CLE-004660930-14

REVISION NUMBER: 10

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☐ Contractual Liability ☒ Broad Form PD GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		HDOG27853614	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS	X		ISAH09043019	07/01/2016	07/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB DED: RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.	Y/N N	N/A	WLRC48606593 (AOS) WLRC48606611 (CA, MA) SCFC4860660A (WI) WLRC48606623 (TN)	07/01/2016 07/01/2016 07/01/2016 07/01/2016	07/01/2017 07/01/2017 07/01/2017 07/01/2017	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CITY OF PORT ORANGE IS INCLUDED AS ADDITIONAL INSURED (EXCEPT FOR WORKERS COMPENSATION) ONLY AS REQUIRED BY WRITTEN CONTRACT WITH RESPECT TO THE OPERATIONS OF THE NAMED INSURED.

CERTIFICATE HOLDER

CITY OF PORT ORANGE
PUBLIC UTILITIES
1000 CITY CENTER CIRCLE
PORT ORANGE, FL 32129

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Manashi Mukherjee

Manashi Mukherjee

User: **Fye, Diana** Organization: **City of Port Orange - Finance Department**[Logout](#) | [Help](#)[My DemandStar](#)[Buyers](#)[Account Info](#)[Log Bid](#)[View Bids](#)[Log Quote](#)[\[View Quotes\]](#)[Supplier Search](#)[Build Broadcast List](#)[Reports](#)

Quote Details

Quote Number	DMF16-03
Quote Name	Service & Maintenance of Hach Equipment
Broadcast Date	7/22/2016 5:02:00 PM Eastern
Date Due	7/29/2016 5:00:00 PM Eastern
Delivery Requirements	None specified
Shipping Notes	None specified
Additional Specifications	See attached.
Insurance & Additional Requirements	Additional requirements may apply.
Terms & Conditions	Net 30 upon receipt and approval.
Status Notes	
Broadcast List Filtered	No
Commodity Codes	View
Documents	View

Suppliers

Line Items

97 Supplier(s) found.

Response Status:

Supplier	City	Attributes	Programs	Response Status	Quote Total	Delivery (days ARO)	Complete / Partial	Actions
Walker Miller Equipment Company	Orlando, FL	1. Small Business 2. Woman Owned		No Response				
Santa Cruz Construction, Inc.	Merritt Island, FL	1. Hispanic Owned		No Response				
Fisher Science Education	Hanover Park, IL			No Response				
Construction Journal, Ltd.	Stuart, FL			No Response				
Electro Mechanical South, Inc.	Sarasota, FL	1. Small Business 2. Woman Owned		No Response				
Kaplan Early Learning Company	Lewisville, NC			No Response				
Electric Sales Associates, Inc.	Weston, FL			No Response				
	St. Augustine, FL			No Response				

Ring Power Corp - WCC			
School Health Corporation - Enablemart	Hanover Park, IL		No Response
Gresco Utility Supply, Inc.	Wildwood, FL		No Response
Hudson Pump & Equipment	Lakeland, FL		No Response
R.C. Beach & Associates	Dunedin, FL	1. Small Business	No Response
Kaman Industrial Technologies Corporation	Miami, FL		No Response
Power & Pumps, Inc.	Jacksonville, FL	1. Small Business	No Response
Pat's Pump & Blower	Orlando, FL		No Response
Cues	Orlando, FL		No Response
USA BlueBook	Waukegan, IL		No Response
ZEV COHEN & ASSOCIATES	ORMOND BEACH, FL		No Response
PRIDE Enterprises	Cross City, FL		No Response
Municipal Equipment Company, LLC	Orlando, FL		No Response
Trinova Inc	Lakeland, FL		No Response
Traffic Control Devices, Inc.	Altamonte Springs, FL		No Response
Glover Oil Company	Melbourne, FL		No Response
Ferguson Enterprises, Inc.	Tampa, FL		No Response
United Rentals, Inc.	Port St. Lucie, FL		No Response
Odyssey Manufacturing Co	Tampa, FL		No Response
Water Treatment And Controls Company	Pensacola, FL	1. Small Business	No Response
Gately Communication Company	Hampton, VA	1. Small Business	No Response
Physio-Control, Inc.	Redmond, WA		No Response
School Specialty	Greenville, WI		No Response
Siemens Healthcare Diagnostics	Deerfield, IL		No Response
Atlantic Machinery, Inc.	Silver Spring, MD		No Response
Chinchor Electric, Inc.	Enterprise, FL	1. Small Business	No Response
Henry Schein, Inc.	Melville, NY		No Response
Space Coast Fire And Safety	Merritt Island, FL	1. Small Business	No Response
Janek Corp	Tuckerton, NJ	1. Small Business	No Response

Grove Welders, Inc.	Vero Beach, FL	1. Small Business	No Response
Electrical Contracting Service, Inc.	Hialeah, FL		No Response
Mills Electric Service, Inc.	Fort Lauderdale, FL		No Response
Spensieri Diversified, LLC	Haines City, FL	1. Small Business	No Response
Mader Electric Motors	North Fort Meyers, FL	1. Small Business	No Response
RR Waste Solutions LP	Dripping Springs, TX	1. Small Business	No Response
Condo Electric Industrial Supply, Inc.	Hialeah, FL		No Response
Florida Industrial Scale Co.	Longwood, FL		No Response
Aries Industries Inc.	Waukesha, WI		Pending Broadcast
DeJonge Excavating Contractors, Inc.	Nokomis, FL	1. Woman Owned	No Response
Synagro Technologies, Inc.	Baltimore, MD		No Response
Kenyon & Partners, Inc	Tampa, FL	1. Small Business	No Response
Daniel B. Stephens & Associates, Inc.	Albuquerque, NM	1. Small Business	Pending Broadcast
Capital Truck, Inc.	Tallahassee, FL		No Response
EvolvTec	Davie , FL		No Response
ICON Supply, Inc. d/b/a ICON Technologies	Tampa, FL	1. Hispanic Owned 2. Woman Owned	No Response
Heyward Incorporated	Winter Park , FL		No Response
US Peroxide, LLC	Atlanta, GA	1. Small Business	No Response
Florida Minority Supplier Development Council (FMSDC)	Orlando, FL		No Response
Safety Products, Inc.	Eaton Park, FL		No Response
Praxair Distribution Southeast, LLC	Tequesta, FL		No Response
Arrow Directional Boring, Inc.	Coral Springs, FL	1. Small Business	No Response
All Service Contracting Corp.	Decatur, IL	1. Small Business 2. Woman Owned	No Response

Marine Contracting Group Inc.	Punta Gorda, FL	1. Small Business	No Response
Mechanical Industrial Services	Tampa, FL	1. Small Business 2. Veteran Owned	No Response
Metzger & Willard, Inc.	Tampa, FL	1. Small Business 2. Woman Owned	No Response
Sargent Welch	Arlington heights, IL		No Response
Reliability Consulting Services, Inc.	Apollo Beach, FL	1. Small Business 2. Veteran Owned	No Response
Hologic	San Diego, CA		No Response
Central Florida Controls, Inc	Ocala, FL	1. Small Business 2. Veteran Owned	No Response
SEAL Analytical, Inc.	Mequon, WI	1. Small Business	No Response
Johnson Scientific Inc.	Williamstown, NJ		No Response
Noble Sales Co., Inc.	Norwell, MA	1. Woman Owned	No Response
Full Spectrum Analytics Inc.	Orange, CA		No Response
Barney's Pumps, Inc.	Lakeland, FL		No Response
CEI - Carbon Enterprises Inc.	Circleville, OH	1. Small Business	No Response
Med-Electronics	Beltsville, MD	1. Small Business	No Response
Perkinelmer	Shelton, CT		No Response
Burns & McDonnell	Kansas City , MO		Pending Broadcast
Godwin Pumps of America, Inc.	Bridgeport, NJ		No Response
Bob's Barricades	Sunrise, FL		No Response
Thermo Electron North America LLC	West Palm Beach, FL		No Response
Florida Environmental	Fort Lauderdale,, FL		No Response
Sirchie Fingerprints Labs, Inc.	Youngsville, NC		No Response
Ricoh USA, INC	Riverview, FL		No Response
Xenco Laboratory	Stafford, TX		No Response
Instrument Specialties Inc.	Sanford, FL		No Response
R&M Service Solutions	Trilby, FL		No Response
	Lexington, KY		No Response

Scott Gross Company		1. Small Business	
Grainger	Northbrook, IL		Pending Broadcast
CEC Motor & Utility Services, LLC	Palmetto, FL		No Response
Praxair Distribution SE LLC	Tequesta, FL		No Response
Oerlikon Leybold Vacuum	Export, PA		Pending Broadcast
American Safety Associates, LLC	Homestead, FL	1. Hispanic Owned 2. Small Business	No Response
Burns & McDonnell	Kansas City, MO		No Response
Nexair, LLC	Memphis, TN	1. Small Business	No Response
Fisher Scientific	Hanover Park, IL		No Response
American Bio Clean Inc	New Smyrna Beach, FL	1. Small Business 2. Woman Owned	No Response
American Water Enterprises	Voohrees, NJ		No Response
Solantic	Jacksonville, FL		No Response
Prosysis Information Systems Inc	Indialantic, FL	1. Woman Owned	Not Quoting

Details

Subtotals will be rounded up to the nearest cent

<< Return

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/21/2016

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

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

PRODUCER MARSH USA INC. 1050 CONNECTICUT AVENUE, SUITE 700 WASHINGTON, DC 20036-5386 Attn: Danaher.certrequest@marsh.com Fax (212) 948-0503		CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS:	
040108-ALL-7/1-16-17 HACH NO		INSURER(S) AFFORDING COVERAGE	
INSURED HACH COMPANY 5600 LINDBERGH DRIVE PO BOX 389 LOVELAND, CO 80539		NAIC #	
		INSURER A: ACE American Insurance Company 22667	
		INSURER B: Indemnity Ins Co Of North America 43575	
		INSURER C: ACE Fire Underwriters Insurance Company 20702	
		INSURER D: Agri General Insurance Company 42757	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

CLE-004660930-14

REVISION NUMBER:10

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liability ☒ Broad Form PD GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		HDOG27853614	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS	X		ISAH09043019	07/01/2016	07/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WLRC48606593 (AOS) WLRC48606611 (CA, MA) SCFC4860660A (WI) WLRC48606623 (TN)	07/01/2016 07/01/2016 07/01/2016 07/01/2016	07/01/2017 07/01/2017 07/01/2017 07/01/2017	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

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

CITY OF PORT ORANGE IS INCLUDED AS ADDITIONAL INSURED (EXCEPT FOR WORKERS COMPENSATION) ONLY AS REQUIRED BY WRITTEN CONTRACT WITH RESPECT TO THE OPERATIONS OF THE NAMED INSURED.

CERTIFICATE HOLDER

CANCELLATION

CITY OF PORT ORANGE PUBLIC UTILITIES 1000 CITY CENTER CIRCLE PORT ORANGE, FL 32129	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>

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	HACH SERVICE PARTNERSHIP QUOTATION	Page : 1 of 5 Partnership Number : HACH195039
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593



Partnership Number : HACH195039 **Version :** 0.15 **Quotation Date :** 07-JUL-16
Hach Company Contact : Cooper, Cindy A **Service Partnership Phone :** **Expiration Date :** 05-OCT-16
Customer Ref : Renewal Quotation **Customer Contact :** MILLER, STEVE
Customer Phone : 386-295-4735 **Customer Fax :** **Customer Email :** stmiller@port-orange.org

<u>Bill-To Account # 035894</u>		<u>Ship-To Account # 035894</u>		
Customer Name	CITY OF PORT ORANGE	Customer Name	CITY OF PORT ORANGE	Payment Terms: Net 30
Address4	PUBLIC UTILITIES	Address4	PUBLIC UTILITIES WATER PLANT	Billing Method: Annually
Address1	1000 CITY CENTER CIRCLE	Address1	4400 WELL FIELD RD	Currency: USD
Address2	ATTN: JULIA WIGGINS (INVOICES)	Address2		
Address3		Address3		
City,State,PostalCode	PORT ORANGE-FL-32129-9619	City,State,Postalcode	PORT ORANGE-FL-32129	
Province/Country	US	Province/Country	US	

Line	Service Name				Line Total
	Covered Product	Start Date	End Date	Description/Serial Number	
1	FSPCL17	01-DEC-16	30-SEP-17	Fld Svc-2V CL17 Cl(current):01-DEC-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 2 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. CL17 FINAL ASSEMBLY W/KITS ; 101000372847	\$2,700.00
1.1	5440000				

	HACH SERVICE PARTNERSHIP QUOTATION	Page : Partnership Number :	2 of 5 HACH195039
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com	Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

1.2	5440000			CL17 FINAL ASSEMBLY W/KITS ; 101000373052	
1.3	5440000			CL17 FINAL ASSEMBLY W/KITS ; 110100381001	
2	FSP1720E	01-DEC-16	30-SEP-17	Fld Svc-4V 1720E Turb Sensor:01-DEC-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 4 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. 1720E LR TURBIDITY SENSOR, HACH ; 101100373506	\$566.67
2.1	LPV417.99.00002				
3	FSPSC100	01-DEC-16	30-SEP-17	ff RENEWAL ONLY - NO new Service Agreement sales:01-DEC-2016:30-SEP-2017 oo SC100, Hach ; 10100C1485	\$165.00
3.1	LXV401.52.00002				
4	FSPAPA6000	01-DEC-16	30-SEP-17	Fld Svc-4V APA6000 - ALL:01-DEC-2016:30-SEP-2017 APA6000,AMM/MONOCHLORAMI NE W/AT/KITS ; 030100000324 APA6000,AMM/MONOCHLORAMI NE W/AT/KITS ; 090200309651 APA6000,AMM/MONOCHLORAMI NE W/AT/KITS ; 100400357859 APA6000,AMM/MONOCHLORAMI NE W/AT/KITS ; 110200392715 APA6000,AMM/MONOCHLORAMI NE W/AT/KITS ; 110200392716	\$15,987.50
4.1	5500600				
4.2	5500600				
4.3	5500600				
4.4	5500600				
4.5	5500600				
5	HACH PM 3 VISIT	01-DEC-16	30-SEP-17	3 ON SITE VISITS:01-DEC-2016:30-SEP-2017 Field Service Contract site visit ; HACH195039	\$0.00
5.1	FIELD CONTRACT SITE				
Sub Total : Tax: Total :					\$19,419.17 \$0.00 \$19,419.17

Partnership Notes :

CONFIRMATION OF TYPE OF PAYMENT IS DUE AT THE TIME OF PARTNERSHIP ACTIVATION.

*INVOICE WILL GENERATE ON PARTNERSHIP START DATE FOR TOTAL DOLLARS AND THE INVOICE WILL BE

	HACH SERVICE PARTNERSHIP QUOTATION Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	Page : Partnership Number : WebSite: www.hach.com	3 of 5 HACH195039 Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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MAILED TO YOU FOR PAYMENT*

Please keep in mind that if you allow the service coverage to lapse, then an evaluation may be required on your instrument(s). Any repairs required, above a preventative maintenance, must be taken care of as a separate billable charge.

To avoid being billed at the time and material rates, which may include parts, labor, and travel, and to ensure your visits remain on schedule, it would be best to complete your renewal at least 30 days before expiry.

SEND CONFIRMING PURCHASE ORDER FOR ORDERS \$25,000 OR MORE TO MY EMAIL ADDRESS OR FAX NUMBER 970-669-2932.

To schedule onsite visits, please contact dispatch@hach.com Please reference your partnership agreement number when calling.

FOR IMMEDIATE TECHNICAL ASSISTANCE, CONTACT OUR EXCLUSIVE PARTNERSHIP TECHNICAL SUPPORT GROUP AT 1-866-902-HACH (4224). PLEASE REFERENCE YOUR PARTNERSHIP AGREEMENT NUMBER WHEN CALLING IN.

SINCERELY,

CINDY COOPER

COORDINATOR 3, FIELD ADMINISTRATOR

ccooper@hach.com

1-800-227-4224, press# and then ext. 6752

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are incorporated by reference into each of Hach's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Hach's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Hach TCS, subject to Hach's final credit approval: (i) Buyer's issuance of a purchase order document against Hach's offer or quotation; (ii) Hach's acknowledgement of Buyer's order; or (iii) commencement of any performance by Hach in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of these Terms and Conditions of Sale shall be null and void and not considered part of the Contract

Customer Name : CITY OF PORT ORANGE

Customer P.O. Number : _____

Customer Reference Number : _____

TERMS & CONDITIONS OF SALE FOR HACH COMPANY PRODUCTS AND SERVICES

This document sets forth the Terms & Conditions of Sale for goods manufactured and/or supplied, and services provided, by Hach Company of Loveland, Colorado ("Hach") and sold to the original purchaser thereof ("Buyer"). Unless otherwise specifically stated herein, the term "Hach" includes only Hach Company and none of its affiliates. Unless otherwise specifically stated in a previously-executed written purchase agreement signed by authorized representatives of Hach and Buyer, these Terms & Conditions of Sale establish the rights, obligations and remedies of Hach and Buyer which apply to this offer and any resulting order or contract for the sale of Hach's goods and/or services ("Products").

1. APPLICABLE TERMS & CONDITIONS:

These Terms & Conditions of Sale are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale ("Contract") in accordance with these Terms & Conditions: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of these Terms & Conditions of Sale are not a part of the Contract.

2. CANCELLATION:

Buyer may cancel goods orders subject to fair charges for Hach's expenses including handling, inspection, restocking, freight and invoicing charges as applicable, provided that Buyer returns such goods to Hach at Buyer's expense within 30 days of delivery and in the same condition as received. Buyer may cancel service orders on ninety (90) day's prior written notice and refunds will be prorated based on the duration of the service plan. Inspections and reinstatement fees may apply upon cancellation or expiration of service programs. Seller may cancel all or part of any order prior to delivery without liability if the order includes any Products that Seller determines may not comply with export, safety, local certification, or other applicable compliance requirements.

3. DELIVERY:

Delivery will be accomplished FCA Hach's facility located in Ames, Iowa or Loveland, Colorado, United States (Incoterms 2010). For orders having a final destination within the U.S., legal title and risk of loss or damage pass to Buyer upon transfer to the first carrier. For orders having a final destination outside the U.S., legal title and risk of loss or damage pass to Buyer when the Products enter international waters or airspace or cross an international frontier. Hach will use commercially reasonable efforts to deliver the Products ordered herein within the time specified on the face of this Contract or, if no time is specified, within Hach's normal lead-time necessary for Hach to deliver the Products sold hereunder. Upon prior agreement with Buyer and for an additional charge, Hach will deliver the Products on an expedited basis. Standard service delivery hours are 8 am – 5 pm Monday through Friday, excluding holidays.

4. INSPECTION:

Buyer will promptly inspect and accept any Products delivered pursuant to this Contract after receipt of such Products. In the event the Products do not conform to any applicable specifications, Buyer will promptly notify Hach of such nonconformance

	HACH SERVICE PARTNERSHIP QUOTATION	Page : 4 of 5 Partnership Number : HACH195039
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

in writing. Hach will have a reasonable opportunity to repair or replace the nonconforming product at its option. Buyer will be deemed to have accepted any Products delivered hereunder and to have waived any such nonconformance in the event such a written notification is not received by Hach within thirty (30) days of delivery.

5. PRICES & ORDER SIZES:

All prices are in U.S. dollars and are based on delivery as stated above. Prices do not include any charges for services such as insurance; brokerage fees; sales, use, inventory or excise taxes; import or export duties; special financing fees; VAT, income or royalty taxes imposed outside the U.S.; consular fees; special permits or licenses; or other charges imposed upon the production, sale, distribution, or delivery of Products. Buyer will either pay any and all such charges or provide Hach with acceptable exemption certificates, which obligation survives performance under this Contract. Hach reserves the right to establish minimum order sizes and will advise Buyer accordingly.

6. PAYMENTS:

All payments must be made in U.S. dollars. For Internet orders, the purchase price is due at the time and manner set forth at www.hach.com. Invoices for all other orders are due and payable NET 30 DAYS from date of the invoice without regard to delays for inspection or transportation, with payments to be made by check to Hach at the above address or by wire transfer to the account stated on the front of Hach's invoice, or for customers with no established credit, Hach may require cash or credit card payment in advance of delivery. In the event payments are not made or not made in a timely manner, Hach may, in addition to all other remedies provided at law, either: (a) declare Buyer's performance in breach and terminate this Contract for default; (b) withhold future shipments until delinquent payments are made; (c) deliver future shipments on a cash-with-order or cash-in-advance basis even after the delinquency is cured; (d) charge interest on the delinquency at a rate of 1-1/2% per month or the maximum rate permitted by law, if lower, for each month or part thereof of delinquency in payment plus applicable storage charges and/or inventory carrying charges; (e) repossess the Products for which payment has not been made; (f) recover all costs of collection including reasonable attorney's fees; or (g) combine any of the above rights and remedies as is practicable and permitted by law. Buyer is prohibited from setting off any and all monies owed under this from any other sums, whether liquidated or not, that are or may be due Buyer, which arise out of a different transaction with Hach or any of its affiliates. Should Buyer's financial responsibility become unsatisfactory to Hach in its reasonable discretion, Hach may require cash payment or other security. If Buyer fails to meet these requirements, Hach may treat such failure as reasonable grounds for repudiation of this Contract, in which case reasonable cancellation charges shall be due Hach. Buyer grants Hach a security interest in the Products to secure payment in full, which payment releases the security interest but only if such payments could not be considered an avoidable transfer under the U.S. Bankruptcy Code or other applicable laws. Buyer's insolvency, bankruptcy, assignment for the benefit of creditors, or dissolution or termination of the existence of Buyer, constitutes a default under this Contract and affords Hach all the remedies of a secured party under the U.C.C., as well as the remedies stated above for late payment or non-payment.

7. LIMITED WARRANTY:

Hach warrants that Products sold hereunder will be free from defects in material and workmanship and will, when used in accordance with the manufacturer's operating and maintenance instructions, conform to any express written warranty pertaining to the specific goods purchased, which for most Hach instruments is for a period of twelve (12) months from delivery. Hach warrants that services furnished hereunder will be free from defects in workmanship for a period of ninety (90) days from the completion of the services. Parts provided by Hach in the performance of services may be new or refurbished parts functioning equivalent to new parts. Any non-functioning parts that are repaired by Hach shall become the property of Hach. No warranties are extended to consumable items such as, without limitation, reagents, batteries, mercury cells, and light bulbs. **All other guarantees, warranties, conditions and representations, either express or implied, whether arising under any statute, law, commercial usage or otherwise, including implied warranties of merchantability and fitness for a particular purpose, are hereby excluded.** The sole remedy for Products not meeting this Limited Warranty is replacement, credit or refund of the purchase price. This remedy will not be deemed to have failed of its essential purpose so long as Hach is willing to provide such replacement, credit or refund.

8. INDEMNIFICATION:

Indemnification applies to a party and to such party's successors-in-interest, assignees, affiliates, directors, officers, and employees ("Indemnified Parties"). Hach is responsible for and will defend, indemnify and hold harmless the Buyer Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to Hach's breach of the Limited Warranty. This indemnification is provided on the condition that the Buyer is likewise responsible for and will defend, indemnify and hold harmless the Hach Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to the negligence or misuse or misapplication of any goods or services by the Buyer or any third party affiliated or in privity with Buyer.

9. PATENT PROTECTION:

Subject to all limitations of liability provided herein, Hach will, with respect to any Products of Hach's design or manufacture, indemnify Buyer from any and all damages and costs as finally determined by a court of competent jurisdiction in any suit for infringement of any U.S. patent (or European patent for Products that Hach sells to Buyer for end use in a member state of the E.U.) that has issued as of the delivery date, solely by reason of the sale or normal use of any Products sold to Buyer hereunder and from reasonable expenses incurred by Buyer in defense of such suit if Hach does not undertake the defense thereof, provided that Buyer promptly notifies Hach of such suit and offers Hach either (i) full and exclusive control of the defense of such suit when Products of Hach only are involved, or (ii) the right to participate in the defense of such suit when products other than those of Hach are also involved. Hach's warranty as to use patents only applies to infringement arising solely out of the inherent operation of the Products according to their applications as envisioned by Hach's specifications. In case the Products are in such suit held to constitute infringement and the use of the Products is enjoined, Hach will, at its own expense and at its option, either procure for Buyer the right to continue using such Products or replace them with non-infringing products, or modify them so they become non-infringing, or remove the Products and refund the purchase price (prorated for depreciation) and the transportation costs thereof. The foregoing states the entire liability of Hach for patent infringement by the Products. Further, to the same extent as set forth in Hach's above obligation to Buyer, Buyer agrees to defend, indemnify and hold harmless Hach for patent infringement related to (x) any goods manufactured to the Buyer's design, (y) services provided in accordance with the Buyer's instructions, or (z) Hach's Products when used in combination with any other devices, parts or software not provided by Hach hereunder.

10. TRADEMARKS AND OTHER LABELS:

Buyer agrees not to remove or alter any indicia of manufacturing origin or patent numbers contained on or within the Products, including without limitation the serial numbers or trademarks on nameplates or cast, molded or machined components.

11. SOFTWARE:.

All licenses to Hach's separately-provided software products are subject to the separate software license agreement(s) accompanying the software media. In the absence of such terms and for all other software, Hach grants Buyer only a personal, non-exclusive license to access and use the software provided by Hach with Products purchased hereunder solely as necessary for Buyer to enjoy the benefit of the Products. A portion of the software may contain or consist of open source software, which Buyer may use under the terms and conditions of the specific license under which the open source software is distributed. Buyer agrees that it will be bound by any and all such license agreements. Title to software remains with the applicable licensor(s).

12. PROPRIETARY INFORMATION; PRIVACY:

"Proprietary Information" means any information, technical data or know-how in whatever form, whether documented, contained in machine readable or physical components, mask works or artwork, or otherwise, which Hach considers proprietary, including but not limited to service and maintenance manuals. Buyer and its customers, employees and agents will keep confidential all such Proprietary Information obtained directly or indirectly from Hach and will not transfer or disclose it without Hach's prior written consent, or use it for the manufacture, procurement, servicing or calibration of Products or any similar products, or cause such products to be manufactured, serviced or calibrated by or procured from any other source, or reproduce or otherwise appropriate it. All such Proprietary Information remains Hach's property. No right or license is granted to Buyer or its customers, employees or agents, expressly or by implication, with respect to the Proprietary Information or any patent right or other proprietary right of Hach, except for the limited use licenses implied by law. Hach will manage Customer's information and personal data in accordance with its Privacy Policy, located at <http://www.hach.com/privacypolicy>.

13. CHANGES AND ADDITIONAL CHARGES:

Hach reserves the right to make design changes or improvements to any products of the same general class as Products being delivered hereunder without liability or obligation to incorporate such changes or improvements to Products ordered by Buyer unless agreed upon in writing before the Products' delivery date. Services which must be performed as a result of any of the following conditions are subject to additional charges for labor, travel and parts: (a) equipment alterations not authorized in writing by Hach; (b) damage resulting from improper use or handling, accident, neglect, power surge, or operation in an environment or manner in which the instrument is not designed to operate or is not in accordance with Hach's operating manuals; (c) the use of parts or accessories not provided by Hach; (d) damage resulting from acts of war, terrorism or nature; (e) services outside standard business hours; (f) site prework not complete per proposal; or (g) any repairs required to ensure equipment meets manufacturer's specifications upon activation of a service agreement.

14. SITE ACCESS / PREPARATION / WORKER SAFETY / ENVIRONMENTAL COMPLIANCE:

In connection with services provided by Hach, Buyer agrees to permit prompt access to equipment. Buyer assumes full responsibility to back-up or otherwise protect its data against loss, damage or destruction before services are performed. Buyer is the operator and in full control of its premises, including those areas where Hach employees or contractors are performing service, repair and maintenance activities. Buyer will ensure that all necessary measures are taken for safety and security of working conditions, sites and installations during the performance of services. Buyer is the generator of any resulting wastes, including without limitation hazardous wastes. Buyer is solely responsible to arrange for the disposal of any wastes at its own expense. Buyer will, at its own expense, provide Hach employees and contractors working on Buyer's premises with all information and training required under applicable safety compliance regulations and Buyer's policies. If the instrument to be serviced is in a Confined Space, as that term is defined under OSHA regulations, Buyer is solely responsible to make it available to be serviced in an unconfined space. Hach service technicians will not work in Confined Spaces. In the event that a Buyer requires Hach employees or contractors to attend safety or compliance training programs provided by Buyer, Buyer will pay Hach the standard hourly rate and expense reimbursement for such training attended. The attendance at or completion

	HACH SERVICE PARTNERSHIP QUOTATION Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	Page : 5 of 5 Partnership Number : HACH195039 WebSite: www.hach.com	Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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of such training does not create or expand any warranty or obligation of Hach and does not serve to alter, amend, limit or supersede any part of this Contract.

15. LIMITATIONS ON USE:

Buyer will not use any Products for any purpose other than those identified in Hach's catalogs and literature as intended uses. Unless Hach has advised the Buyer in writing, in no event will Buyer use any Products in drugs, food additives, food or cosmetics, or medical applications for humans or animals. In no event will Buyer use in any application any Product that requires FDA 510(k) clearance unless and only to the extent the Product has such clearance. Any warranty granted by Hach is void if any goods covered by such warranty are used for any purpose not permitted hereunder.

16. EXPORT AND IMPORT LICENSES AND COMPLIANCE WITH LAWS:

Unless otherwise specified in this Contract, Buyer is responsible for obtaining any required export or import licenses. Hach represents that all Products delivered hereunder will be produced and supplied in compliance with all applicable laws and regulations. Buyer will comply with all laws and regulations applicable to the installation or use of all Products, including applicable import and export control laws and regulations of the U.S., E.U. and any other country having proper jurisdiction, and will obtain all necessary export licenses in connection with any subsequent export, re-export, transfer and use of all Products and technology delivered hereunder. Buyer will not sell, transfer, export or re-export any Hach Products or technology for use in activities which involve the design, development, production, use or stockpiling of nuclear, chemical or biological weapons or missiles, nor use Hach Products or technology in any facility which engages in activities relating to such weapons. Buyer will comply with all local, national, and other laws of all jurisdictions globally relating to anti-corruption, bribery, extortion, kickbacks, or similar matters which are applicable to Buyer's business activities in connection with this Contract, including but not limited to the U.S. Foreign Corrupt Practices Act of 1977, as amended (the "FCPA"). Buyer agrees that no payment of money or provision of anything of value will be offered, promised, paid or transferred, directly or indirectly, by any person or entity, to any government official, government employee, or employee of any company owned in part by a government, political party, political party official, or candidate for any government office or political party office to induce such organizations or persons to use their authority or influence to obtain or retain an improper business advantage for Buyer or for Hach, or which otherwise constitute or have the purpose or effect of public or commercial bribery, acceptance of or acquiescence in extortion, kickbacks or other unlawful or improper means of obtaining business or any improper advantage, with respect to any of Buyer's activities related to this Contract. Hach asks Buyer to "Speak Up!" if aware of any violation of law, regulation or our Standards of Conduct ("SOC") in relation to this Contract. See <http://danaher.com/integrity-and-compliance> and www.danaherintegrity.com for a copy of the SOC and for access to our Helpline portal.

17. FORCE MAJEURE:

Hach is excused from performance of its obligations under this Contract to the extent caused by acts or omissions that are beyond its control of, including but not limited to Government embargoes, blockages, seizures or freeze of assets, delays or refusals to grant an export or import license or the suspension or revocation thereof, or any other acts of any Government; fires, floods, severe weather conditions, or any other acts of God; quarantines; labor strikes or lockouts; riots; strife; insurrections; civil disobedience or acts of criminals or terrorists; war; material shortages or delays in deliveries to Hach by third parties. In the event of the existence of any force majeure circumstances, the period of time for delivery, payment terms and payments under any letters of credit will be extended for a period of time equal to the period of delay. If the force majeure circumstances extend for six months, Hach may, at its option, terminate this Contract without penalty and without being deemed in default or in breach thereof.

18. NON ASSIGNMENT AND WAIVER:

Buyer will not transfer or assign this Contract or any rights or interests hereunder without Hach's prior written consent. Failure of either party to insist upon strict performance of any provision of this Contract, or to exercise any right or privilege contained herein, or the waiver of any breach of the terms or conditions of this Contract will not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same will continue and remain in force and effect as if no waiver had occurred.

19. LIMITATION OF LIABILITY:

None of the Hach Indemnified Parties will be liable to Buyer under any circumstances for any special, treble, incidental or consequential damages, including without limitation, damage to or loss of property other than for the Products purchased hereunder; damages incurred in installation, repair or replacement; lost profits, revenue or opportunity; loss of use; losses resulting from or related to downtime of the products or inaccurate measurements or reporting; the cost of substitute products; or claims of Buyer's customers for such damages, howsoever caused, and whether based on warranty, contract, and/or tort (including negligence, strict liability or otherwise). The total liability of the Hach Indemnified Parties arising out of the performance or nonperformance hereunder or Hach's obligations in connection with the design, manufacture, sale, delivery, and/or use of Products will in no circumstance exceed in the aggregate a sum equal to twice the amount actually paid to Hach for Products delivered hereunder.

20. APPLICABLE LAW AND DISPUTE RESOLUTION:

The construction, interpretation and performance hereof and all transactions hereunder shall be governed by the laws of the State of Colorado, without regard to its principles or laws regarding conflicts of laws. If any provision of this Contract violates any Federal, State or local statutes or regulations of any countries having jurisdiction of this transaction, or is illegal for any reason, said provision shall be self-deleting without affecting the validity of the remaining provisions. Unless otherwise specifically agreed upon in writing between Hach and Buyer, any dispute relating to this Contract which is not resolved by the parties shall be adjudicated in order of preference by a court of competent jurisdiction (i) in the State of Colorado, U.S.A. if Buyer has minimum contacts with Colorado and the U.S., (ii) elsewhere in the U.S. if Buyer has minimum contacts with the U.S. but not Colorado, or (iii) in a neutral location if Buyer does not have minimum contacts with the United States.

21. ENTIRE AGREEMENT & MODIFICATION:

These Terms & Conditions of Sale constitute the entire agreement between the parties and supersede any prior agreements or representations, whether oral or written. No change to or modification of these Terms & Conditions shall be binding upon Hach unless in a written instrument specifically referencing that it is amending these Terms & Conditions of Sale and signed by an authorized representative of Hach. Hach rejects any additional or inconsistent Terms & Conditions of Sale offered by Buyer at any time, whether or not such terms or conditions materially alter the Terms & Conditions herein and irrespective of Hach's acceptance of Buyer's order for the described goods and services.

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Partnership Number : HACH386902 **Version :** 0.28 **Quotation Date :** 05-JUL-16
Hach Company Contact : Cooper, Cindy A **Service Partnership Phone :** **Expiration Date :** 03-SEP-16
Customer Ref : Renewal Quotation **Customer Fax :** **Service Partnership Email :** Ccooper@hach.com
Customer Phone : 386-506-5786 **Customer Contact :** TROUTMAN, THOMAS
Customer Email : TTROUTMAN@PORT-ORA.NGE.ORG

<u>Bill-To Account # 40225971</u>		<u>Ship-To Account # 035894</u>			
Customer Name	CITY OF PORT ORANGE	Customer Name	CITY OF PORT ORANGE	Payment Terms:	Net 30
Address4		Address4		Billing Method:	Annually
Address1	PO BOX 291759	Address1	817 OAK ST	Currency:	USD
Address2		Address2			
Address3		Address3			
City,State,PostalCode	PORT ORANGE-FL-32129	City,State,Postalcode	PORT ORANGE-FL-32127-4331		
Province/Country	US	Province/Country	US		

Line	Service Name				Line Total
	Covered Product	Start Date	End Date	Description/Serial Number	
1	FSPSC200	01-OCT-16	30-SEP-17	Fld Svc-1V SC200 Controller:01-OCT-2016:30-SEP-2017	\$2,964.00
	1.1	LXV404.99.00552		sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1306C0080082	
	1.2	LXV404.99.00552		sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1306C0080179	
	1.3	LXV404.99.00552		sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090825	
	1.4	LXV404.99.00552		sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090826	
	1.5	LXV404.99.00552		sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090830	
	1.6	LXV404.99.00552		sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090831	
	1.7	LXV404.99.00552		sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101056	
	1.8	LXV404.99.00552		sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101058	

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1.9	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101059	
1.10	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101061	
1.11	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101063	
1.12	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101068	
1.13	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1408C0100177	
2	FSPAMTAXSC	01-OCT-16	30-SEP-17	Fld Svc-2V Amtax SC V.2006:01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 2 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. Coverage does NOT include Filtrax or Filterprobe. These units must be covered under a separate FSP offering. db AMTAX sc AMMONIA ANLZR 115-230V,1 CH ; 1498974	\$2,044.00
2.1	LXV421.99.13002				
3	FSPPHOSPHAXSC	01-OCT-16	30-SEP-17	Fld Svc-2V Phosphax sc V.2006:01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 2 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. Coverage does NOT include Filtrax or Filterprobe. These units must be covered under a separate FSP offering.	\$2,030.00

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	3.1	LXV422.99.13002			db PHOSPHAX sc PHOSP ANLZ 115-230V,1 CH ; 1497575	
4	FSPFILTRAX		01-OCT-16	30-SEP-17	Fld Svc-4V Filtrax:01-OCT-2016:30-SEP-2017 db FILTRAX CONTROL MODULE, 115VAC ; 1492811 db FILTRAX CONTROL MODULE, 115VAC ; 1497569	\$5,320.00
	4.1	LXV294.54.00000				
	4.2	LXV294.54.00000				
5	FSPNITRATAX		01-OCT-16	30-SEP-17	Fld Svc-2V Nitratax Sensor:01-OCT-2016:30-SEP-2017 db NITRATAX PLUS SC 5 MM ; 1498305 db NITRATAX PLUS SC 2MM ; 1562958 db NITRATAX PLUS SC 2MM ; 1560391	\$3,234.00
	5.1	LXV417.99.50002				
	5.2	LXV417.99.20002				
	5.3	LXV417.99.20002				
6	FSP1720E		01-OCT-16	30-SEP-17	Fld Svc-4V 1720E Turb Sensor:01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 4 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. 1720E LR TURBIDITY SENSOR, HACH ; 130708221603	\$680.00
	6.1	LPV417.99.00002				
7	FSPCL17		01-OCT-16	30-SEP-17	Fld Svc-2V CL17 Cl(current):01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 2 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements.	\$2,160.00

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	7.1	5440000			CL17 FINAL ASSEMBLY W/KITS ; 130700478917	
	7.2	5440000			CL17 FINAL ASSEMBLY W/KITS ; 140200493294	
8	FSPLDO2		01-OCT-16	30-SEP-17	Fld Svc LDO2 - 1 visit:01-OCT-2016:30-SEP-2017 ASSY, PROBE, LDO MODEL 2, HACH ; 140220000011 ASSY, PROBE, LDO MODEL 2, HACH ; 140630000020 ASSY, PROBE, LDO MODEL 2, HACH ; 140640000003 ASSY, PROBE, LDO MODEL 2, HACH ; 140700000004 ASSY, PROBE, LDO MODEL 2, HACH ; 140700000005 ASSY, PROBE, LDO MODEL 2, HACH ; 140700000013 ASSY, PROBE, LDO MODEL 2, HACH ; 140710000076 ASSY, PROBE, LDO MODEL 2, HACH ; 140720000013 ASSY, PROBE, LDO MODEL 2, HACH ; 140720000014 ASSY, PROBE, LDO MODEL 2, HACH ; 140720000027 ASSY, PROBE, LDO MODEL 2, HACH ; 140720000028 ASSY, PROBE, LDO MODEL 2, HACH ; 140720000030 ASSY, PROBE, LDO MODEL 2, HACH ; 140720000033	\$5,902.00
	8.1	9020000				
	8.2	9020000				
	8.3	9020000				
	8.4	9020000				
	8.5	9020000				
	8.6	9020000				
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	8.8	9020000				
	8.9	9020000				
	8.10	9020000				
	8.11	9020000				
	8.12	9020000				
	8.13	9020000				
9	PMP-GLPHORP-1V		01-OCT-16	30-SEP-17	PMP-GLI pH ORP PROBE-1V (FRV 1):01-OCT-2016:30-SEP-2017 Digital ORP Sensor,Ryton,Convertible ; 1402442366 Digital ORP Sensor,Ryton,Convertible ; 1402443201 Digital ORP Sensor,Ryton,Convertible ; 1403435866 Digital pH Sensor, PEEK, Convertible ; 1311444033	\$1,048.00
	9.1	DRD1R5				
	9.2	DRD1R5				
	9.3	DRD1R5				
	9.4	DPD1P1				
10	FSP2100N		01-OCT-16	30-SEP-17	Fld Svc-1V 2100N Turb:01-OCT-2016:30-SEP-2017 2100N LAB TURB, EPA 1821 ; 12040C028719	\$371.00
	10.1	4700000				
11	BSPDR2700		01-OCT-16	30-SEP-17	Bnch Svc-DR2700	\$409.00

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11.1	DR2700-01			Spec:01-OCT-2016:30-SEP-2017 oo db DR2700 SPECTROPHOTOMETER ; 1431756	
12	BSPDR3900	01-OCT-16	30-SEP-17	Bnch Svc-DR3900 (FRV1):01-OCT-2016:30-SEP-2017	\$678.00
12.1	LPV440.99.00012			db aa DR3900 SPECTROPHOTOMETER WITH RFID ; 1446628	
13	BSPDRB200	01-OCT-16	30-SEP-17	Bnch Svc-DRB200 COD Reactor:01-OCT-2016:30-SEP-2017	\$454.00
13.1	DRB200-03			REACTOR 115V 15X13/15X13 (2 BLOCKS) ; 12040C0053	
13.2	LTV082.53.42001			DRB200 REACTOR, 110V 21X16MM, 4X20MM ; 13090C0190	
14	BSPHQD	01-OCT-16	30-SEP-17	Bnch Svc-HQD Series:01-OCT-2016:30-SEP-2017	\$254.00
14.1	HQ40D			vv HQ40d MULTI PORTABLE METER ; 100800044931	
15	FSPSD900 CONTROLLER ONLY	01-OCT-16	30-SEP-17	Fld Svc SD900 Controller only 1 VST:01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 1 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. Coverage does NOT include refrigerator. For coverage on the AWRS only, please use p/n: FSPREFRIGERATION AWRS ONLY 1 VST	\$757.00
15.1	900SDRAWRS1			oo SD900 AWRS (115V) w/5.5 GAL BTTLT KIT ; 131100486582	
16	FSPREFRIGERATION AWRS ONLY 1 VST	01-OCT-16	30-SEP-17	Fld Svc AWRS only Refrigeration 1 VST:01-OCT-2016:30-SEP-2017 Field Service will be performed by an approved contractor that is handled by Hach. The FSP includes: All parts, labor, and travel for on-site repairs, 1 on-site calibrations per year, factory	\$906.00

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					recommended maintenance (including required parts), and unlimited technical support calls. Coverage does NOT include Controllers	
16.1	900SDRAWRS1				oo SD900 AWRS (115V) w/5.5 GAL BTTL KIT ; 131100486582	
16.2	ASA.CXXX				ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001487	
16.3	ASA.CXXX				ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001488	
17	FSPAS950 CONTROLLER ONLY	01-OCT-16	30-SEP-17		Fld Svc AS950 Controller only 1 VST:01-OCT-2016:30-SEP-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 1 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. Coverage does NOT include refrigerator. For coverage on the AWRS only, please use p/n: FSPREFRIGERATION AWRS ONLY 1 VST	\$1,296.00
17.1	ASA.CXXX				ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001487	
17.2	ASA.CXXX				ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001488	
18	HACH PM 4 VISIT	01-OCT-16	30-SEP-17		4 ON SITE VISITS:01-OCT-2016:30-SEP-2017	\$0.00
18.1	FIELD CONTRACT SITE				Field Service Contract site visit ; HACH386902	

Sub Total : \$30,507.00
Tax: \$0.00
Total : \$30,507.00

Partnership Notes :

CONFIRMATION OF TYPE OF PAYMENT IS DUE AT THE TIME OF PARTNERSHIP ACTIVATION.

INVOICE WILL GENERATE ON PARTNERSHIP START DATE FOR TOTAL DOLLARS AND THE INVOICE WILL BE MAILED TO YOU FOR PAYMENT

Please keep in mind that if you allow the service coverage to lapse, then an evaluation may be required on your instrument(s). Any

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repairs required, above a preventative maintenance, must be taken care of as a separate billable charge.

To avoid being billed at the time and material rates, which may include parts, labor, and travel, and to ensure your visits remain on schedule, it would be best to complete your renewal at least 30 days before expiry.

SEND CONFIRMING PURCHASE ORDER FOR ORDERS \$25,000 OR MORE TO MY EMAIL ADDRESS OR FAX NUMBER 970-669-2932.

To schedule onsite visits, please contact dispatch@hach.com Please reference your partnership agreement number when calling.

FOR IMMEDIATE TECHNICAL ASSISTANCE, CONTACT OUR EXCLUSIVE PARTNERSHIP TECHNICAL SUPPORT GROUP AT 1-866-902-HACH (4224). PLEASE REFERENCE YOUR PARTNERSHIP AGREEMENT NUMBER WHEN CALLING IN.

SINCERELY,

CINDY COOPER

COORDINATOR 3, FIELD ADMINISTRATOR

ccooper@hach.com

1-800-227-4224, press# and then ext. 6752

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are incorporated by reference into each of Hach's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Hach's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Hach TCS, subject to Hach's final credit approval: (i) Buyer's issuance of a purchase order document against Hach's offer or quotation; (ii) Hach's acknowledgement of Buyer's order; or (iii) commencement of any performance by Hach in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of these Terms and Conditions of Sale shall be null and void and not considered part of the Contract

Customer Name : CITY OF PORT ORANGE

Customer P.O. Number : _____

Customer Reference Number : _____

TERMS & CONDITIONS OF SALE FOR HACH COMPANY PRODUCTS AND SERVICES

This document sets forth the Terms & Conditions of Sale for goods manufactured and/or supplied, and services provided, by Hach Company of Loveland, Colorado ("Hach") and sold to the original purchaser thereof ("Buyer"). Unless otherwise specifically stated herein, the term "Hach" includes only Hach Company and none of its affiliates. Unless otherwise specifically stated in a previously-executed written purchase agreement signed by authorized representatives of Hach and Buyer, these Terms & Conditions of Sale establish the rights, obligations and remedies of Hach and Buyer which apply to this offer and any resulting order or contract for the sale of Hach's goods and/or services ("Products").

1. APPLICABLE TERMS & CONDITIONS:

These Terms & Conditions of Sale are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale ("Contract") in accordance with these Terms & Conditions: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of these Terms & Conditions of Sale are not a part of the Contract.

2. CANCELLATION:

Buyer may cancel goods orders subject to fair charges for Hach's expenses including handling, inspection, restocking, freight and invoicing charges as applicable, provided that Buyer returns such goods to Hach at Buyer's expense within 30 days of delivery and in the same condition as received. Buyer may cancel service orders on ninety (90) day's prior written notice and refunds will be prorated based on the duration of the service plan. Inspections and reinstatement fees may apply upon cancellation or expiration of service programs. Seller may cancel all or part of any order prior to delivery without liability if the order includes any Products that Seller determines may not comply with export, safety, local certification, or other applicable compliance requirements.

3. DELIVERY:

Delivery will be accomplished FCA Hach's facility located in Ames, Iowa or Loveland, Colorado, United States (Incoterms 2010). For orders having a final destination within the U.S., legal title and risk of loss or damage pass to Buyer upon transfer to the first carrier. For orders having a final destination outside the U.S., legal title and risk of loss or damage pass to Buyer when the Products enter international waters or airspace or cross an international frontier. Hach will use commercially reasonable efforts to deliver the Products ordered herein within the time specified on the face of this Contract or, if no time is specified, within Hach's normal lead-time necessary for Hach to deliver the Products sold hereunder. Upon prior agreement with Buyer and for an additional charge, Hach will deliver the Products on an expedited basis. Standard service delivery hours are 8 am – 5 pm Monday through Friday, excluding holidays.

4. INSPECTION:

Buyer will promptly inspect and accept any Products delivered pursuant to this Contract after receipt of such Products. In the event the Products do not conform to any applicable specifications, Buyer will promptly notify Hach of such nonconformance in writing. Hach will have a reasonable opportunity to repair or replace the nonconforming product at its option. Buyer will be deemed to have accepted any Products delivered hereunder and to have waived any such nonconformance in the event such a written notification is not received by Hach within thirty (30) days of delivery.

	HACH SERVICE PARTNERSHIP QUOTATION	Page : 8 of 9 Partnership Number : HACH386902
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

5. PRICES & ORDER SIZES:

All prices are in U.S. dollars and are based on delivery as stated above. Prices do not include any charges for services such as insurance; brokerage fees; sales, use, inventory or excise taxes; import or export duties; special financing fees; VAT, income or royalty taxes imposed outside the U.S.; consular fees; special permits or licenses; or other charges imposed upon the production, sale, distribution, or delivery of Products. Buyer will either pay any and all such charges or provide Hach with acceptable exemption certificates, which obligation survives performance under this Contract. Hach reserves the right to establish minimum order sizes and will advise Buyer accordingly.

6. PAYMENTS:

All payments must be made in U.S. dollars. For Internet orders, the purchase price is due at the time and manner set forth at www.hach.com. Invoices for all other orders are due and payable NET 30 DAYS from date of the invoice without regard to delays for inspection or transportation, with payments to be made by check to Hach at the above address or by wire transfer to the account stated on the front of Hach's invoice, or for customers with no established credit, Hach may require cash or credit card payment in advance of delivery. In the event payments are not made or not made in a timely manner, Hach may, in addition to all other remedies provided at law, either: (a) declare Buyer's performance in breach and terminate this Contract for default; (b) withhold future shipments until delinquent payments are made; (c) deliver future shipments on a cash-with-order or cash-in-advance basis even after the delinquency is cured; (d) charge interest on the delinquency at a rate of 1-1/2% per month or the maximum rate permitted by law, if lower, for each month or part thereof of delinquency in payment plus applicable storage charges and/or inventory carrying charges; (e) repossess the Products for which payment has not been made; (f) recover all costs of collection including reasonable attorney's fees; or (g) combine any of the above rights and remedies as is practicable and permitted by law. Buyer is prohibited from setting off any and all monies owed under this from any other sums, whether liquidated or not, that are or may be due Buyer, which arise out of a different transaction with Hach or any of its affiliates. Should Buyer's financial responsibility become unsatisfactory to Hach in its reasonable discretion, Hach may require cash payment or other security. If Buyer fails to meet these requirements, Hach may treat such failure as reasonable grounds for repudiation of this Contract, in which case reasonable cancellation charges shall be due Hach. Buyer grants Hach a security interest in the Products to secure payment in full, which payment releases the security interest but only if such payments could not be considered an avoidable transfer under the U.S. Bankruptcy Code or other applicable laws. Buyer's insolvency, bankruptcy, assignment for the benefit of creditors, or dissolution or termination of the existence of Buyer, constitutes a default under this Contract and affords Hach all the remedies of a secured party under the U.C.C., as well as the remedies stated above for late payment or non-payment.

7. LIMITED WARRANTY:

Hach warrants that Products sold hereunder will be free from defects in material and workmanship and will, when used in accordance with the manufacturer's operating and maintenance instructions, conform to any express written warranty pertaining to the specific goods purchased, which for most Hach instruments is for a period of twelve (12) months from delivery. Hach warrants that services furnished hereunder will be free from defects in workmanship for a period of ninety (90) days from the completion of the services. Parts provided by Hach in the performance of services may be new or refurbished parts functioning equivalent to new parts. Any non-functioning parts that are repaired by Hach shall become the property of Hach. No warranties are extended to consumable items such as, without limitation, reagents, batteries, mercury cells, and light bulbs. **All other guarantees, warranties, conditions and representations, either express or implied, whether arising under any statute, law, commercial usage or otherwise, including implied warranties of merchantability and fitness for a particular purpose, are hereby excluded.** The sole remedy for Products not meeting this Limited Warranty is replacement, credit or refund of the purchase price. This remedy will not be deemed to have failed of its essential purpose so long as Hach is willing to provide such replacement, credit or refund.

8. INDEMNIFICATION:

Indemnification applies to a party and to such party's successors-in-interest, assignees, affiliates, directors, officers, and employees ("Indemnified Parties"). Hach is responsible for and will defend, indemnify and hold harmless the Buyer Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to Hach's breach of the Limited Warranty. This indemnification is provided on the condition that the Buyer is likewise responsible for and will defend, indemnify and hold harmless the Hach Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to the negligence or misuse or misapplication of any goods or services by the Buyer or any third party affiliated or in privity with Buyer.

9. PATENT PROTECTION:

Subject to all limitations of liability provided herein, Hach will, with respect to any Products of Hach's design or manufacture, indemnify Buyer from any and all damages and costs as finally determined by a court of competent jurisdiction in any suit for infringement of any U.S. patent (or European patent for Products that Hach sells to Buyer for end use in a member state of the E.U.) that has issued as of the delivery date, solely by reason of the sale or normal use of any Products sold to Buyer hereunder and from reasonable expenses incurred by Buyer in defense of such suit if Hach does not undertake the defense thereof, provided that Buyer promptly notifies Hach of such suit and offers Hach either (i) full and exclusive control of the defense of such suit when Products of Hach only are involved, or (ii) the right to participate in the defense of such suit when products other than those of Hach are also involved. Hach's warranty as to use patents only applies to infringement arising solely out of the inherent operation of the Products according to their applications as envisioned by Hach's specifications. In case the Products are in such suit held to constitute infringement and the use of the Products is enjoined, Hach will, at its own expense and at its option, either procure for Buyer the right to continue using such Products or replace them with non-infringing products, or modify them so they become non-infringing, or remove the Products and refund the purchase price (prorated for depreciation) and the transportation costs thereof. The foregoing states the entire liability of Hach for patent infringement by the Products. Further, to the same extent as set forth in Hach's above obligation to Buyer, Buyer agrees to defend, indemnify and hold harmless Hach for patent infringement related to (x) any goods manufactured to the Buyer's design, (y) services provided in accordance with the Buyer's instructions, or (z) Hach's Products when used in combination with any other devices, parts or software not provided by Hach hereunder.

10. TRADEMARKS AND OTHER LABELS:

Buyer agrees not to remove or alter any indicia of manufacturing origin or patent numbers contained on or within the Products, including without limitation the serial numbers or trademarks on nameplates or cast, molded or machined components.

11. SOFTWARE:.

All licenses to Hach's separately-provided software products are subject to the separate software license agreement(s) accompanying the software media. In the absence of such terms and for all other software, Hach grants Buyer only a personal, non-exclusive license to access and use the software provided by Hach with Products purchased hereunder solely as necessary for Buyer to enjoy the benefit of the Products. A portion of the software may contain or consist of open source software, which Buyer may use under the terms and conditions of the specific license under which the open source software is distributed. Buyer agrees that it will be bound by any and all such license agreements. Title to software remains with the applicable licensor(s).

12. PROPRIETARY INFORMATION; PRIVACY:

"Proprietary Information" means any information, technical data or know-how in whatever form, whether documented, contained in machine readable or physical components, mask works or artwork, or otherwise, which Hach considers proprietary, including but not limited to service and maintenance manuals. Buyer and its customers, employees and agents will keep confidential all such Proprietary Information obtained directly or indirectly from Hach and will not transfer or disclose it without Hach's prior written consent, or use it for the manufacture, procurement, servicing or calibration of Products or any similar products, or cause such products to be manufactured, serviced or calibrated by or procured from any other source, or reproduce or otherwise appropriate it. All such Proprietary Information remains Hach's property. No right or license is granted to Buyer or its customers, employees or agents, expressly or by implication, with respect to the Proprietary Information or any patent right or other proprietary right of Hach, except for the limited use licenses implied by law. Hach will manage Customer's information and personal data in accordance with its Privacy Policy, located at <http://www.hach.com/privacypolicy>.

13. CHANGES AND ADDITIONAL CHARGES:

Hach reserves the right to make design changes or improvements to any products of the same general class as Products being delivered hereunder without liability or obligation to incorporate such changes or improvements to Products ordered by Buyer unless agreed upon in writing before the Products' delivery date. Services which must be performed as a result of any of the following conditions are subject to additional charges for labor, travel and parts: (a) equipment alterations not authorized in writing by Hach; (b) damage resulting from improper use or handling, accident, neglect, power surge, or operation in an environment or manner in which the instrument is not designed to operate or is not in accordance with Hach's operating manuals; (c) the use of parts or accessories not provided by Hach; (d) damage resulting from acts of war, terrorism or nature; (e) services outside standard business hours; (f) site prework not complete per proposal; or (g) any repairs required to ensure equipment meets manufacturer's specifications upon activation of a service agreement.

14. SITE ACCESS / PREPARATION / WORKER SAFETY / ENVIRONMENTAL COMPLIANCE:

In connection with services provided by Hach, Buyer agrees to permit prompt access to equipment. Buyer assumes full responsibility to back-up or otherwise protect its data against loss, damage or destruction before services are performed. Buyer is the operator and in full control of its premises, including those areas where Hach employees or contractors are performing service, repair and maintenance activities. Buyer will ensure that all necessary measures are taken for safety and security of working conditions, sites and installations during the performance of services. Buyer is the generator of any resulting wastes, including without limitation hazardous wastes. Buyer is solely responsible to arrange for the disposal of any wastes at its own expense. Buyer will, at its own expense, provide Hach employees and contractors working on Buyer's premises with all information and training required under applicable safety compliance regulations and Buyer's policies. If the instrument to be serviced is in a Confined Space, as that term is defined under OSHA regulations, Buyer is solely responsible to make it available to be serviced in an unconfined space. Hach service technicians will not work in Confined Spaces. In the event that a Buyer requires Hach employees or contractors to attend safety or compliance training programs provided by Buyer, Buyer will pay Hach the standard hourly rate and expense reimbursement for such training attended. The attendance at or completion of such training does not create or expand any warranty or obligation of Hach and does not serve to alter, amend, limit or supersede any part of this Contract.

15. LIMITATIONS ON USE:

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	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com	Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

Buyer will not use any Products for any purpose other than those identified in Hach's catalogs and literature as intended uses. Unless Hach has advised the Buyer in writing, in no event will Buyer use any Products in drugs, food additives, food or cosmetics, or medical applications for humans or animals. In no event will Buyer use in any application any Product that requires FDA 510(k) clearance unless and only to the extent the Product has such clearance. Any warranty granted by Hach is void if any goods covered by such warranty are used for any purpose not permitted hereunder.

16. EXPORT AND IMPORT LICENSES AND COMPLIANCE WITH LAWS:

Unless otherwise specified in this Contract, Buyer is responsible for obtaining any required export or import licenses. Hach represents that all Products delivered hereunder will be produced and supplied in compliance with all applicable laws and regulations. Buyer will comply with all laws and regulations applicable to the installation or use of all Products, including applicable import and export control laws and regulations of the U.S., E.U. and any other country having proper jurisdiction, and will obtain all necessary export licenses in connection with any subsequent export, re-export, transfer and use of all Products and technology delivered hereunder. Buyer will not sell, transfer, export or re-export any Hach Products or technology for use in activities which involve the design, development, production, use or stockpiling of nuclear, chemical or biological weapons or missiles, nor use Hach Products or technology in any facility which engages in activities relating to such weapons. Buyer will comply with all local, national, and other laws of all jurisdictions globally relating to anti-corruption, bribery, extortion, kickbacks, or similar matters which are applicable to Buyer's business activities in connection with this Contract, including but not limited to the U.S. Foreign Corrupt Practices Act of 1977, as amended (the "FCPA"). Buyer agrees that no payment of money or provision of anything of value will be offered, promised, paid or transferred, directly or indirectly, by any person or entity, to any government official, government employee, or employee of any company owned in part by a government, political party, political party official, or candidate for any government office or political party office to induce such organizations or persons to use their authority or influence to obtain or retain an improper business advantage for Buyer or for Hach, or which otherwise constitute or have the purpose or effect of public or commercial bribery, acceptance of or acquiescence in extortion, kickbacks or other unlawful or improper means of obtaining business or any improper advantage, with respect to any of Buyer's activities related to this Contract. Hach asks Buyer to "Speak Up!" if aware of any violation of law, regulation or our Standards of Conduct ("SOC") in relation to this Contract. See <http://danaher.com/integrity-and-compliance> and www.danaherintegrity.com for a copy of the SOC and for access to our Helpline portal.

17. FORCE MAJEURE:

Hach is excused from performance of its obligations under this Contract to the extent caused by acts or omissions that are beyond its control of, including but not limited to Government embargoes, blockages, seizures or freeze of assets, delays or refusals to grant an export or import license or the suspension or revocation thereof, or any other acts of any Government; fires, floods, severe weather conditions, or any other acts of God; quarantines; labor strikes or lockouts; riots; strife; insurrections; civil disobedience or acts of criminals or terrorists; war; material shortages or delays in deliveries to Hach by third parties. In the event of the existence of any force majeure circumstances, the period of time for delivery, payment terms and payments under any letters of credit will be extended for a period of time equal to the period of delay. If the force majeure circumstances extend for six months, Hach may, at its option, terminate this Contract without penalty and without being deemed in default or in breach thereof.

18. NON ASSIGNMENT AND WAIVER:

Buyer will not transfer or assign this Contract or any rights or interests hereunder without Hach's prior written consent. Failure of either party to insist upon strict performance of any provision of this Contract, or to exercise any right or privilege contained herein, or the waiver of any breach of the terms or conditions of this Contract will not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same will continue and remain in force and effect as if no waiver had occurred.

19. LIMITATION OF LIABILITY:

None of the Hach Indemnified Parties will be liable to Buyer under any circumstances for any special, treble, incidental or consequential damages, including without limitation, damage to or loss of property other than for the Products purchased hereunder; damages incurred in installation, repair or replacement; lost profits, revenue or opportunity; loss of use; losses resulting from or related to downtime of the products or inaccurate measurements or reporting; the cost of substitute products; or claims of Buyer's customers for such damages, howsoever caused, and whether based on warranty, contract, and/or tort (including negligence, strict liability or otherwise). The total liability of the Hach Indemnified Parties arising out of the performance or nonperformance hereunder or Hach's obligations in connection with the design, manufacture, sale, delivery, and/or use of Products will in no circumstance exceed in the aggregate a sum equal to twice the amount actually paid to Hach for Products delivered hereunder.

20. APPLICABLE LAW AND DISPUTE RESOLUTION:

The construction, interpretation and performance hereof and all transactions hereunder shall be governed by the laws of the State of Colorado, without regard to its principles or laws regarding conflicts of laws. If any provision of this Contract violates any Federal, State or local statutes or regulations of any countries having jurisdiction of this transaction, or is illegal for any reason, said provision shall be self-deleting without affecting the validity of the remaining provisions. Unless otherwise specifically agreed upon in writing between Hach and Buyer, any dispute relating to this Contract which is not resolved by the parties shall be adjudicated in order of preference by a court of competent jurisdiction (i) in the State of Colorado, U.S.A. if Buyer has minimum contacts with Colorado and the U.S., (ii) elsewhere in the U.S. if Buyer has minimum contacts with the U.S. but not Colorado, or (iii) in a neutral location if Buyer does not have minimum contacts with the United States.

21. ENTIRE AGREEMENT & MODIFICATION:

These Terms & Conditions of Sale constitute the entire agreement between the parties and supersede any prior agreements or representations, whether oral or written. No change to or modification of these Terms & Conditions shall be binding upon Hach unless in a written instrument specifically referencing that it is amending these Terms & Conditions of Sale and signed by an authorized representative of Hach. Hach rejects any additional or inconsistent Terms & Conditions of Sale offered by Buyer at any time, whether or not such terms or conditions materially alter the Terms & Conditions herein and irrespective of Hach's acceptance of Buyer's order for the described goods and services.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: Waive formal bidding requirements to award sole source contract to Sunstate Meter & Supply for the purchase of Neptune Meters and products

DEPARTMENT: Public Utilities

GOAL: 1 - Infrastructure Preservation

OBJECTIVE: 4 - Enhance the infrastructure maintenance programs in order to extend the full life of capital investments

RECOMMENDED MOTION: Move to waive formal bidding requirements and to approve a Standard Contract for Services with Sunstate Meter & Supply for the sole source purchase of Neptune water meters and products for an amount not to exceed \$500,000; and to authorize the Mayor and City Clerk to execute all required contract documents.

SUMMARY: Sunstate Meter & Supply is the sole source distributor of Neptune Products in Florida. We purchase Neptune Meters of various sizes and several different Neptune products to install or repair these meters. We are continuing the Meter Replacement Program. The approval of this contract will provide flexibility to purchase additional Neptune meters and products in a timely manner to meet any existing and future utility customer demands.

In FY2016, the Public Utilities Department originally requested a contract for \$750,000; but Council only approved \$500,000. The City Council was not comfortable with authorizing the full amount.

The Public Utilities Department has successfully utilized the full resources as additionally approved on June 21, 2016 in Change Order No 2 for an additional \$250,000 for a revised contract amount of \$750,000. It will be possible that we will need to process a change order June of 2017 if the full amount is not authorized by this request in order to fulfill the goals of the department for purchasing meters for replacement and new installations.

Contingent upon the approval of the approval of the FY17 CIP and Operating Budgets.

On 8/30/16, Sole Source request JW17-01 was approved by the Purchasing Manager, no protest was recorded. All documents have been attached.

Note: CIP Funding amount for ZMI044 in FY17 is set for \$760,500 there will be carry over CIP funds from FY16.

Project No.: ZMI044
ZMI044

Funding Account No.: 40108005364931
40108005366431

ATTACHMENTS:

1.	Standard Contract for Services	Sunstate Meter & Supply, Inc. Standard Contract for Services with City of Port Orange.pdf
2.	Port Orange Neptune Meter Pricing 2016-2017	Port Orange Neptune Meter Pricing 2016-2017.pdf
3.	JW17-01 Demand Star Sole Source Posting	JW17-01 Sunstate Meter & Supply Demand Star Posting.pdf
4.	APPROVED - JW17-01 Sunstate Meter & Supply Sole Source	Sunstate Meter JW17-01 Aprpoved SS documents.pdf

Julia Wiggins	Created/Initiated - 08/23/2016
Julia Wiggins	Approved - 08/23/2016
Rick Wilson	Approved - 08/23/2016
Tracey Riehm	Approved - 08/30/2016
Margaret Roberts	Approved - 09/01/2016
M. Jake Johansson	Approved - 09/01/2016
Robin Fenwick	Final Approval - 09/01/2016



CITY OF PORT ORANGE STANDARD CONTRACT FOR SERVICES

This Standard Contract for Services ("Contract") is entered into this ____ day of _____, 2016, by and between the **CITY OF PORT ORANGE**, a Florida municipal corporation, whose principal address is 1000 City Center Circle, Port Orange, Florida 32129 (the "City"), and **SUNSTATE METER & SUPPLY, INC.** ("Contractor"), a Florida corporation whose principal address is 14001 West Newberry Road, Newberry, Florida 32669 (The City and Contractor are collectively referred to herein as the "Parties").

1. Provision of Services

- (a) The Contractor hereby agrees to provide the City of Port Orange with Neptune water meters and products.
- (b) The time, manner and place for performance of such services shall be:

Term: The term of this Contract shall commence on October 1, 2016 and shall continue until September 30, 2017 (the "Term").

Manner and Place: In accordance with and in a manner as required by all current federal, state, county, fire, building and land development codes, laws, ordinances and regulations, and with applicable permits and licenses per the City Code of Ordinances. Contractor shall not deliver goods or services without a written Purchase Order(s), signed by an authorized agent of the City of Port Orange.

Time and Essence: Contractor acknowledges that time is of the essence for Purchase Order(s) issued hereunder.

Authorization for Services: This Contract standing alone does not authorize the purchase of any goods or services or require the City to place any orders for goods or service. Authorization for the purchase of goods or services from Contractor under this Contract shall be in the form of a written Purchase Order(s) issued and executed by the City. The City reserves the right to contract with other parties for the goods and services contemplated by this Contract, as determined in the City's sole and absolute discretion.

2. City Obligations. In return for the services identified above, the City agrees to compensate the Contractor at the unit prices set forth in Exhibit "1," subject to a limit up to but not to exceed Five Hundred Thousand and 00/100 Dollars (\$500,000.00) during the term of this Contract. The City's obligation to pay Contractor under this Contract is limited to the budgeted amount for the fiscal year approved by the Port Orange City Council for the then current fiscal year. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

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

4. Contract Administration. The Interim Public Utilities Director, Rick Wilson, shall perform contract administration of this Contract. For notice provisions, see the paragraph below entitled "Notice."

5. Termination for Convenience of the City

(a) The parties agree that the City may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or part, whenever the City Manager of Port Orange shall determine that such termination is in the best interest of the City.

(b) Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the City Manager or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

(c) Upon receipt of such Notice, the Contractor shall:

- (i) cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
- (ii) place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
- (iii) terminate all subcontracts except those made with respect to contract performance not subject to the Notice;
- (iv) settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Finance Director of Port Orange; and
- (v) use best efforts to mitigate any damages which may be sustained by the Contractor as a consequence of termination under this clause.

(d) After complying with the provisions of subparagraph (c), above, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of termination, unless one or more extensions of three (3) months each are granted by the Finance Director.

(e) The Finance Director, with the approval of the City Manager, shall pay from the using department's budget, reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or work completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the supplies not delivered or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

(f) In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Finance Director shall pay the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

- (i) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - (1) the cost of work performed or supplies delivered;
 - (2) the cost of settling and paying any reasonable claims as provided in paragraph (c) (iv), above;
 - (3) a sum as profit on (a) determined by the Finance Director to be fair and reasonable.
- (ii) The total sum to be paid under (i) above shall not exceed the contract price, as further reduced by the contract price of work or supplies not terminated.

(g) In the event that the Contractor is not satisfied with any payments which the Finance Director shall determine to be due under this clause, the Contractor may appeal any claim to the City Council in accordance with Paragraph 20 of this contract concerning disputes.

6. Termination for Convenience for Subcontractors. In accordance with the termination for the convenience of the City provision of this contract, the Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the City whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

7. Termination for Default. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

8. Examination of Records

(a) The Contractor agrees that the City, or any duly authorized representative, shall, until the expiration of five (5) years after final payment hereunder, have access to and the right to examine and copy any pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the City or any duly authorized representative shall, until the expiration of five (5) years after final payment under the subcontract, have access to and the right to examine and copy any pertinent books, documents, papers and records of such contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

9. Public Records Compliance. Contractor shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:

(a) Keep and maintain public records required by the City to perform the service.

(b) Upon request from the City's custodian of public records, provide the City with a copy of the requested record or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the City.

(d) Upon completion of the Contract, Contractor shall transfer to the City, at no cost, all public records in possession of the Contractor and destroy any duplicate public records that are exempt from public records disclosure requirements. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

If Contractor does not comply with a public records request, the City shall deem the non-compliance a breach of this Contract, and the Contractor may be subject to penalties under Section 119.10, Florida Statutes.

CONTRACTOR QUESTIONS RELATING TO CONTRACTOR'S DUTIES TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT MUST BE FORWARDED TO THE OFFICE OF THE CITY CLERK, CITY HALL, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129 TELEPHONE: (386) 506-5563 E-MAIL: CITYCLERK@PORT-ORANGE.ORG.

10. Termination for Non-Appropriation of Funds

(a) If funds are not appropriated for any succeeding fiscal years subsequent to the one in which this contract is entered into, for the purpose of this Contract, then the City may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the City shall be liable only for payments due through the date of termination.

(b) The City agrees that should it terminate in accordance with this Section, it shall not obtain services which are substantially equal to or similar to those for which this contract was entered into. This provision shall survive any termination of the Contract.

11. Insurance. Contractor shall maintain insurance during the life of this Contract. Contractor shall provide to the City a certificate of insurance identifying the City of Port Orange as an additional insured. For workers' compensation coverage, the bidder's insurance certificate shall include the insurer's waiver of subrogation in lieu of naming the city as an additional insured for workers' compensation.

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

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

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

Comprehensive Business, Automobile Liability to include all automobiles.	<u>Limits:</u>	Auto Liability Bodily Injury: \$100,000 each person \$300,000 each occurrence. Property Damage Liability \$100,000 each occurrence.	Or \$500,000 Combined Single Limit for Bodily Injury and Property Damage
<u>Additional Coverage:</u>		Non-Owned, Hired Car	
Property Insurance — Builders Risk.	<u>Limits:</u>	Buildings — Completed value of contract.	If the Contract requires handling or installation of Owner's equipment, coverage should be furnished on "All Risk" form, including transit and Owner shall be named.
<u>Additional Coverage:</u>		"All Risk" coverage on latest ISO form or its equivalent. Permission granted to occupy. Owner named as insured AIMA	
Professional Liability — (Errors & Omissions)	<u>Limits:</u>	Coverage — \$1,000,000 minimum	

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

13. Modifications or Changes to this Contract

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

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

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

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

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

any claim against the City which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

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

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

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

17. Inspection

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

(b) In the event any supplies or lots of supplies are defective in material or workmanship, or otherwise not in conformity with the requirements of this Contract, the City shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Finance Director, corrected in place by and at the expense of Contractor promptly after notice, and shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed or promptly to replace or correct such supplies or lots of supplies, the City may either (i) by contract or otherwise replace or correct such supplies and charge Contractor the cost for such replacement or correction; or (ii) may terminate this Contract for default as provided in the clause of this Contract entitled "Termination for Default." Unless Contractor corrects or replaces such supplies within the delivery schedule, the Finance Director may require the delivery of such supplies at a reduction in price, which is equitable under the circumstances. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract. Failure to inspect and accept or reject supplies shall neither relieve Contractor from responsibility for such supplies as are not in accordance with the Contract requirements nor impose liability on the City therefor.

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

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

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

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

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

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

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

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

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

23. Additional Provisions. This Contract includes all additional provisions as may have been outlined in written quotes and purchase orders and any attachments or exhibits to this Contract whether delivered herewith or subsequently approved as a part hereof, such as drawings or technical specifications prepared in the performance of this work.

24. Integration. This Contract and the documents incorporated herein by reference shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

25. Notice. For purposes of this agreement, notices shall be sent as follows:

City: City of Port Orange
Attention: City Manager
1000 City Center Circle
Port Orange, Florida 32129
(386) 506-5501

Copy to: City of Port Orange
Attention: Rick Wilson, Interim Public Utilities Director
1000 City Center Circle
Port Orange, Florida 32129
(386) 506-5750

Contractor: Sunstate Meter & Supply, Inc.
Attention: Jeff Kimbrough, Sales Representative
Sunstate Meter & Supply, Inc.
14001 W. Newberry Road
Newberry, Florida 32669
(352) 332-7106 – business
(352) 516-9791 – mobile
(352) 332-5601 – facsimile
JJKimbrow@cs.com

Any notice or other communication given under the Contract will be in writing and delivered by hand, sent by facsimile (provided acknowledgement of receipt thereof is delivered to the sender), sent by certified, registered mail, or sent by any nationally recognized overnight courier service to the addresses provided herein. The parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by at least 10 days written notice to the other party.

26. Contract Construction

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

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

[Remainder of this page intentionally left blank]

Witnesses:

SUNSTATE METER & SUPPLY, INC.

By: _____

N. A. Ellenburg, President

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

Printed Name: _____

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF ALACHUA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by N. A. Ellenburg, as President of Sunstate Meter & Supply, Inc., a Florida corporation, and who:

[Notary: Please select one]

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

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____
Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

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

Witnesses:

ATTEST:

Printed Name: _____

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

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

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

[CA 5558]

**Sunstate Meter & Supply, Inc.**

14001 W. Newberry Road, Newberry, FL 32669

*"Florida's Leading Distributor of Automated Meter Reading Systems"***Phone: 352.332.7106****Fax: 352.332.5604**

August 16, 2016

Ms. Rick Wilson
Assistant Utilities Director
City of Port Orange
500 Oak St.
Port Orange, FL 32127

RE: NEPTUNE WATER METER PRICE AGREEMENT / FISCAL YEAR 2016-2017

Mr. Wilson,

Listed below are the prices you have requested:

Description	Unit Price
5/8"x3/4" T10 Double Check Meter Complete W/Ecoder Pit Gallon Encoder	\$210.31
5/8"x3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$85.52
5/8"x3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$88.52
3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$113.06
3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$116.06
1" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$146.26
1" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$149.26
1 1/2" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$297.62
2" T10 Meter Complete W/Ecoder Pit Gallon Encoder	\$412.90
1 1/2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (10" Length)	\$519.50
1 1/2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (10" Length)	\$522.50
1 1/2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (13" Length)	\$677.05
1 1/2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (13" Length)	\$680.05
2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (10" Length)	\$620.31
2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (10" Length)	\$623.31
3" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$794.84
3" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$797.84

EXHIBIT "1"

**Sunstate Meter & Supply, Inc.**

14001 W. Newberry Road, Newberry, FL 32669

*"Florida's Leading Distributor of Automated Meter Reading Systems"***Phone: 352.332.7106****Fax: 352.332.5604**

4" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$980.12
4" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$983.12
6" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$2,001.89
6" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$2,004.89
8" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$2,918.24
8" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$2,921.24
10" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$4,934.21
10" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$4,937.21
2" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$1,220.00
3" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$1,446.89
4" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$2,083.78
6" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$3,367.13
4"x1" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$6,443.15
6" x 1 1/2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$9,935.11
8"x2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$14,067.36
10"x2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$17,776.89
3" Fire Hydrant Meter W/Direct Read Gallon Register – With Connections	\$899.90
1 1/2" Bronze Meter Strainer	\$321.05
2" Bronze Meter Strainer	\$328.94
3" Bronze Meter Strainer	\$552.97
4" Bronze Meter Strainer	\$627.48
6" Bronze Meter Strainer	\$1,096.01
8" Bronze Meter Strainer	\$2,596.49
10" Bronze Meter Strainer	\$3,649.12
1 1/2" Rislant Coated DI Strainer	\$274.38
2" Rislant Coated DI Strainer	\$280.70
3" Rislant Coated DI Strainer	\$400.00
4" Rislant Coated DI Strainer	\$572.36
6" Rislant Coated DI Strainer	\$894.73
8" Rislant Coated DI Strainer	\$1,529.97
10" Rislant Coated DI Strainer	\$2,364.21
1 1/2" Strainer Accessory Kit	\$16.42
2" Strainer Accessory Kit	\$16.42
3" Strainer Accessory Kit	\$18.52

**Sunstate Meter & Supply, Inc.**

14001 W. Newberry Road, Newberry, FL 32669

*"Florida's Leading Distributor of Automated Meter Reading Systems"***Phone: 352.332.7106****Fax: 352.332.5604**

4" Strainer Accessory Kit	\$32.00
6" Strainer Accessory Kit	\$60.12
8" Strainer Accessory Kit	\$69.05
10" Strainer Accessory Kit	\$136.42
Any Size/Model Ecoder Pit Gallon Encoder Only W/16" Pigtails	\$58.50
Any Size/Model Ecoder Pit RECLAIMED Gallon Encoder Only W/16" Pigtails	\$61.50
Any Size/Model Tricon Digital Transmitter W/4-20 mA Output	\$491.23
Black Register Seal Pin	\$.16
Full Set, 1 1/2" Lead Free Bronze Flg. Meter Connections <u>W/SS Bolts & Nuts</u>	\$83.63
Full Set, 2" Lead Free Bronze Flg. Meter Connections <u>W/SS Bolts & Nuts</u>	\$87.42
1 1/2" Oval Flange Rubber Meter Gasket	\$1.45
2" Oval Flange Rubber Meter Gasket	\$1.93
5/8" T10 Maincase Gasket	\$.67
3/4" T10 Maincase Gasket	\$1.34
1" T10 Maincase Gasket	\$1.53
1 1/2" T10 Maincase Gasket	\$3.89
2" T10 Maincase Gasket	\$7.64
1 1/2"-2" HPT Maincase Gasket	\$3.38
3" HPT Maincase Gasket	\$4.06
4" HPT Maincase Gasket	\$7.30
6" HPT Maincase Gasket	\$7.45
8" HPT Maincase Gasket	\$7.45
10" HPT Maincase Gasket	\$7.45
2" Tru Flo Compound Maincase Gasket	\$6.69
3" Tru Flo Compound Maincase Gasket	\$4.20
4" Tru Flo Compound Maincase Gasket	\$5.73
6" Tru Flo Compound Maincase Gasket	\$9.74
5/8" T10 Measuring Chamber	\$27.11
3/4" T10 Measuring Chamber	\$36.27
1" T10 Measuring Chamber	\$69.47
1 1/2" T10 Measuring Chamber	\$158.12
2" T10 Measuring Chamber	\$203.36
1 1/2"-2" HPT UME With Ecoder Pit Gallon Encoder Register	\$383.00
1 1/2"-2" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$386.00
3" HPT UME With Ecoder Pit Gallon Encoder Register	\$560.00
3" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$563.00

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4" HPT UME With Ecoder Pit Gallon Encoder Register	\$737.00
4" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$740.00
6" HPT UME With Ecoder Pit Gallon Encoder Register	\$1,090.00
6" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$1,093.00
8" HPT UME With Ecoder Pit Gallon Encoder Register	\$1,444.00
8" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$1,447.00
10" HPT UME With Ecoder Pit Gallon Encoder Register	\$1,797.00
10" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$1,800.00
2" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$766.00
3" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$1,120.00
4" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$1,473.00
6" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$2,122.00
4" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$1,444.00
6" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$2,151.00
8" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$2,858.00
10" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$3,566.00

ALL METERS PER PORT ORANGE SPECIAL:***POTABLE METERS – S1162******RECLAIMED METERS – S1163******Potable 1 ½"-2" Flanged T10 Meters – S1211***

- *Pit Gallon Ecoder Registers W/6' pigtails*
- *10 Digit Ecoder ID# with sticker on side of register – CANNOT BEGIN WITH "0"*
- *8 Digit Meter Serial Number stamped only on meter body*
- *10 Digit Ecoder ID# lazer cut on register cover*
- *All meters programmed 6 wheels active.*

Pricing Term: 10/1/2016 – 9/30/2017

Freight: Allowed

We appreciate the opportunity to present this quotation to you. If you have any questions please do not hesitate to contact me.

Respectfully submitted,

Jeff Kimbrough

Jeff Kimbrough - Sales Representative

Sunstate Meter & Supply, Inc.

352-516-9791

**Sunstate Meter & Supply, Inc.**

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August 16, 2016

Ms. Rick Wilson
Assistant Utilities Director
City of Port Orange
500 Oak St.
Port Orange, Fl. 32127

RE: NEPTUNE WATER METER PRICE AGREEMENT / FISCAL YEAR 2016-2017

Mr. Wilson,

Listed below are the prices you have requested:

Description	Unit Price
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3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$113.06
3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$116.06
1" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$146.26
1" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$149.26
1 1/2" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$297.62
2" T10 Meter Complete W/Ecoder Pit Gallon Encoder	\$412.90
1 1/2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (10" Length)	\$519.50
1 1/2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (10" Length)	\$522.50
1 1/2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (13" Length)	\$677.05
1 1/2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (13" Length)	\$680.05
2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (10" Length)	\$620.31
2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (10" Length)	\$623.31
3" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$794.84
3" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$797.84

**Sunstate Meter & Supply, Inc.**

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4" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$980.12
4" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$983.12
6" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$2,001.89
6" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$2,004.89
8" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$2,918.24
8" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$2,921.24
10" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$4,934.21
10" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$4,937.21
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3" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$1,446.89
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6" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$3,367.13
4"x1" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$6,443.15
6" x 1 1/2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$9,935.11
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3" Fire Hydrant Meter W/Direct Read Gallon Register – With Connections	\$899.90
1 1/2" Bronze Meter Strainer	\$321.05
2" Bronze Meter Strainer	\$328.94
3" Bronze Meter Strainer	\$552.97
4" Bronze Meter Strainer	\$627.48
6" Bronze Meter Strainer	\$1,096.01
8" Bronze Meter Strainer	\$2,596.49
10" Bronze Meter Strainer	\$3,649.12
1 1/2" Rislco Coated DI Strainer	\$274.38
2" Rislco Coated DI Strainer	\$280.70
3" Rislco Coated DI Strainer	\$400.00
4" Rislco Coated DI Strainer	\$572.36
6" Rislco Coated DI Strainer	\$894.73
8" Rislco Coated DI Strainer	\$1,529.97
10" Rislco Coated DI Strainer	\$2,364.21
1 1/2" Strainer Accessory Kit	\$16.42
2" Strainer Accessory Kit	\$16.42
3" Strainer Accessory Kit	\$18.52

**Sunstate Meter & Supply, Inc.**

14001 W. Newberry Road, Newberry, FL 32669

*"Florida's Leading Distributor of Automated Meter Reading Systems"***Phone: 352.332.7106****Fax: 352.332.5604**

4" Strainer Accessory Kit	\$32.00
6" Strainer Accessory Kit	\$60.12
8" Strainer Accessory Kit	\$69.05
10" Strainer Accessory Kit	\$136.42
Any Size/Model Ecoder Pit Gallon Encoder Only W/16" Pigtails	\$58.50
Any Size/Model Ecoder Pit RECLAIMED Gallon Encoder Only W/16" Pigtails	\$61.50
Any Size/Model Tricon Digital Transmitter W/4-20 mA Output	\$491.23
Black Register Seal Pin	\$.16
Full Set, 1 1/2" Lead Free Bronze Flg. Meter Connections <u>W/SS Bolts & Nuts</u>	\$83.63
Full Set, 2" Lead Free Bronze Flg. Meter Connections <u>W/SS Bolts & Nuts</u>	\$87.42
1 1/2" Oval Flange Rubber Meter Gasket	\$1.45
2" Oval Flange Rubber Meter Gasket	\$1.93
5/8" T10 Maincase Gasket	\$.67
3/4" T10 Maincase Gasket	\$1.34
1" T10 Maincase Gasket	\$1.53
1 1/2" T10 Maincase Gasket	\$3.89
2" T10 Maincase Gasket	\$7.64
1 1/2"-2" HPT Maincase Gasket	\$3.38
3" HPT Maincase Gasket	\$4.06
4" HPT Maincase Gasket	\$7.30
6" HPT Maincase Gasket	\$7.45
8" HPT Maincase Gasket	\$7.45
10" HPT Maincase Gasket	\$7.45
2" Tru Flo Compound Maincase Gasket	\$6.69
3" Tru Flo Compound Maincase Gasket	\$4.20
4" Tru Flo Compound Maincase Gasket	\$5.73
6" Tru Flo Compound Maincase Gasket	\$9.74
5/8" T10 Measuring Chamber	\$27.11
3/4" T10 Measuring Chamber	\$36.27
1" T10 Measuring Chamber	\$69.47
1 1/2" T10 Measuring Chamber	\$158.12
2" T10 Measuring Chamber	\$203.36
1 1/2"-2" HPT UME With Ecoder Pit Gallon Encoder Register	\$383.00
1 1/2"-2" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$386.00
3" HPT UME With Ecoder Pit Gallon Encoder Register	\$560.00
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8" HPT UME With Ecoder Pit Gallon Encoder Register	\$1,444.00
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10" HPT UME With Ecoder Pit Gallon Encoder Register	\$1,797.00
10" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$1,800.00
2" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$766.00
3" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$1,120.00
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6" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$2,122.00
4" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$1,444.00
6" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$2,151.00
8" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$2,858.00
10" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$3,566.00

ALL METERS PER PORT ORANGE SPECIAL:***POTABLE METERS – S1162******RECLAIMED METERS – S1163******Potable 1 1/2"-2" Flanged T10 Meters – S1211***

- ***Pit Gallon Ecoder Registers W/6' pigtails***
- ***10 Digit Ecoder ID# with sticker on side of register – CANNOT BEGIN WITH "0"***
- ***8 Digit Meter Serial Number stamped only on meter body***
- ***10 Digit Ecoder ID# lazer cut on register cover***
- ***All meters programmed 6 wheels active.***

Pricing Term: 10/1/2016 – 9/30/2017

Freight: Allowed

We appreciate the opportunity to present this quotation to you. If you have any questions please do not hesitate to contact me.

Respectfully submitted,

Jeff Kimbrough

Jeff Kimbrough - Sales Representative

Sunstate Meter & Supply, Inc.

352-516-9791

User: **Wiggins, Julia**

Organization:

City of Port Orange - Finance Department[Logout](#)[Help](#)[My DemandStar](#)[Buyers](#)[Account Info](#)[View Bids](#)[\[Log Quote\]](#)[View Quotes](#)[Supplier Search](#)[Build Broadcast List](#)[Reports](#)

Quote Wire(sm)



Quote Preview

Quote Information

[EDIT](#)**Buyer** City of Port Orange - Finance Department**Quote Title** Neptune Meters & Products**Quote Number** JW17-01**Quote Due Date** 8/29/2016 5:00:00 PM Eastern**Quote Year** 2017

Delivery Requirements

Contact Information Julia Wiggins
City of Port Orange - Finance Department
1000 City Center CirclePort Orange, FL 32129
United States of America
Phone: 3865065751
Fax: 3865065711
jwiggins@port-orange.org**Shipping Information** Julia Wiggins
City of Port Orange - Finance Department
1000 City Center CirclePort Orange, FL 32129
United States of America
Phone: 3865065751**Shipping Notes** All items are shipped to 500 Oak Street, Port Orange, FL 32129

Item Information

[EDIT](#)

	Description	Quantity
1.	The City of Port Orange intends to award Sunstate Meter & Supply as a sole source vendor for the purchase of Neptune Meters & Products.	1 ea
2.	"In accordance with Florida Statue 287.057, this notice below reflects commodities or contractual services sought by the City of Port Orange, Florida that are thought to be only available from a single source. Prospective vendors are requested to provide information regarding the ability to supply the commodity or contractual services described in the notice."	1 ea

Additional Specifications

Insurance Requirements**Terms and Conditions**

Net 30 upon receipt and approval.

Uploaded Documents

1. JW17-01 Sunstate Meter & Supplies

EDIT**Commodity Codes Assigned To This Quote**

- | | |
|-----------------|--|
| 00199877 | Parking and Water Meters, Sale of Surplus and Obsolete Items |
| 01693691 | Water Supply and Sewage Treatment Equipment Maintenance and Repair |

EDIT[\(View Matching Suppliers \)](#)**Supplemental Suppliers****1 Supplemental Supplier(s)**

Post Quote

Save and Finish Later

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Quotes

Supplier Broadcast

Your quote request has been queued for broadcast. Please check back shortly to view the Quote Details.

Supplier

- 1 All American Poly
- 2 All Service Contracting Corp.
- 3 American Bio Clean Inc
- 4 American Water Enterprises
- 5 Aries Industries Inc.
- 6 Atlantic Machinery, Inc.
- 7 Barney's Pumps, Inc.
- 8 Bermex, Inc.
- 9 Bob's Barricades
- 10 Burns & McDonnell
- 11 Cale America, Inc.
- 12 Came Americas Automation
- 13 Capital Truck, Inc.
- 14 CEC Motor & Utility Services, LLC
- 15 CEI - Carbon Enterprises Inc.
- 16 Central Florida Controls, Inc
- 17 Chief Law Enforcement Supply
- 18 Chinchor Electric, Inc.
- 19 Condo Electric Industrial Supply, Inc.
- 20 Construction Journal, Ltd.
- 21 Container System & Equipment Co., Inc.
- 22 Cues
- 23 Dana Safety Supply | Operating as Central Public Safety Equipment & Central Firearms
- 24 Dana Safety Supply | Operating as Dana Safety Supply & DSS Firearms and Defense
- 25 Dana Safety Supply | Operating as Dana Safety Supply of Miami
- 26 Dana Safety Supply | Operating as Dana Safety Supply of Orlando
- 27 Dana Safety Supply | Operating as Southern Public Safety Equipment & Southern Firearms
- 28 DeJonge Excavating Contractors, Inc.
- 29 Dell Inc.
- 30 Ecolab Inc.
- 31 Electric Sales Associates, Inc.
- 32 Electrical Contracting Service, Inc.
- 33 Electro Mechanical South, Inc.
- 34 Environmental Products of Florida
- 35 Ernie Morris Enterprises, Inc.
- 36 ESG Operations
- 37 Ferguson Enterprises
- 38 Ferguson Enterprises, Inc.
- 39 Ferguson Enterprises, Inc. - Waterworks
- 40 Flagler Construction Equipment LLC
- 41 Florida Minority Supplier Development Council (FMSDC)
- 42 Gately Communication Company
- 43 George & Associates Consulting Engineers, Inc.

Location

Piscataway, NJ
Decatur, IL
New Smyrna Beach, FL
Voorhees, NJ
Waukesha, WI
Silver Spring, MD
Lakeland, FL
Clinton Township, MI
Sunrise, FL
Kansas City, MO
Tampa, FL
Medley, FL
Tallahassee, FL
Palmetto, FL
Circleville, OH
Ocala, FL
Charlotte, NC
Enterprise, FL
Hialeah, FL
Stuart, FL
Daytona Beach, FL
Orlando, FL
Tampa, FL
Jacksonville, FL
Doral, FL
Orlando, FL
Greensboro, NC
Nokomis, FL
Ellisville, MO
St. Paul, MN
Weston, FL
Hialeah, FL
Sarasota, FL
Apopka, FL
Bushnell, FL
Macon, GA
Melbourne, FL
Tampa, FL
Orlando, FL
Orlando, FL
Orlando, FL
Hampton, VA
Tallahassee, FL

- 44 Glover Oil Company
- 45 Godwin Pumps of America, Inc.
- 46 Grove Welders, Inc.
- 47 Heyward Incorporated
- 48 Hudson Pump & Equipment
- 49 ICON Supply, Inc. d/b/a ICON Technologies
- 50 Innovative Metering
- 51 IPS Group, Inc.
- 52 Janek Corp
- 53 Kaman Industrial Technologies Corporation
- 54 Kaplan Early Learning Company
- 55 M & B Products, Inc.
- 56 Mader Electric Motors
- 57 Marine Contracting Group Inc.
- 58 Maudlin International Trucks Inc
- 59 McKesson Medical-Surgical Minnesota Supply Inc
- 60 Mechanical Industrial Services
- 61 Mills Electric Service, Inc.
- 62 Mueller Sysetms
- 63 Municipal Equipment Company, LLC
- 64 Municipal Water Works, Inc.
- 65 Odyssey Manufacturing Co
- 66 Otto Environmental Systems, LLC
- 67 Pango USA LLC
- 68 Pat's Pump & Blower
- 69 Perkinelmer
- 70 Power & Pumps, Inc.
- 71 Prosysis Information Systems Inc
- 72 R&M Service Solutions
- 73 R.C. Beach & Associates
- 74 Reliability Consulting Services, Inc.
- 75 Resource One Cleaning Supplies
- 76 RG 3
- 77 Ricoh USA, INC
- 78 Ring Power Corp - WCC
- 79 Safety Products, Inc.
- 80 Santa Cruz Construction, Inc.
- 81 School Health Corporation - Enablemart
- 82 Sherwin-Williams
- 83 Space Coast Fire And Safety
- 84 Spensieri Diversified. LLC
- 85 Sunstate Meter & Supply
- 86 Synagro Technologies, Inc.
- 87 The Middlesex Corporation
- 88 TOTER LLC
- 89 Traffic Control Devices, Inc.
- 90 Trane US, Inc.
- 91 United Rentals, Inc.
- 92 VenTek International
- 93 Walker Miller Equipment Company
- 94 Water Treatment And Controls Company

- Melbourne, FL
 Bridgeport, NJ
 Vero Beach, FL
 Winter Park , FL
 Lakeland, FL
 Tampa, FL
 Odessa , FL
 San Diego, CA
 Tuckerton, NJ
 Miami, FL
 Lewisville, NC
 Tampa, FL
 North Fort Meyers, FL
 Punta Gorda, FL
 Orlando, FL
 GOLDEN VALLEY, MN
 Tampa, FL
 Fort Lauderdale, FL
 Cleveland, NC
 Orlando, FL
 Sanford, FL
 Tampa, FL
 Charlotte, NC
 New York, NY
 Orlando, FL
 Shelton, CT
 Jacksonville, FL
 Indialantic, FL
 Trilby, FL
 Dunedin, FL
 Apollo Beach, FL
 Sarasota, FL
 longview, TX
 Riverview, FL
 St. Augustine, FL
 Eaton Park, FL
 Merritt Island, FL
 Hanover Park, IL
 Cleveland, OH
 Merritt Island, FL
 Haines City, FL
- Baltimore, MD
 Littleton, MA
 STATESVILLE, NC
 Altamonte Springs, FL
 Maitland, FL
 Port St. Lucie, FL
 Petaluma, CA
 Orlando, FL
 Pensacola, FL

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SINGLE/SOLE SOURCE JUSTIFICATION

(Waiver of Competitive Quotes / Bids)

DATE: 08/22/201

Selected Vendor: Sunstate Meter and Supply Vendor # in Naviline: 198247
Vendor E-Mail: jeff@kimbroughsales.com
Amount requested for current fiscal year expenditure with above Vendor: \$ 750,000.00
Department: Public Utilities Fiscal Year: \$2017
City Contact Name: Julia Wiggins Phone Ext: 5751
Brief Description of Purchase: Neptune Meters and products per price list attached

(Section I) **SOURCE JUSTIFICATION** – Check boxes as appropriate:

Part A Award to SINGLE SOURCE. (Check one) * **Attach a departmental memorandum (Justification of Request)**

- ☐ Service Agreements and/or repair services/parts unavailable from any other source except original equipment manufacturer or their designated servicing dealer.
* **Attach manufacturer's written certification that item is OEM.**
* **Attach the manufacturer's (not distributor's) written certification that no other distributor exists.**
- ☐ Compatibility of equipment or supplies required. List equipment with which purchase will be used:
Model # _____ Serial # _____ Manufacturer _____
- ☐ Upgrade to existing software. Available only from the producer of this software who sells on direct basis only.
A. **Attach the producer's written certification stating sold on direct basis only and no other distributor exists.**
- ☐ Used or demonstration equipment available at a lower-than-new cost. (Provide copy of quote showing used vs. new pricing.)
- ☒ Other. (Explain in Section II)

Part B Award to SOLE SOURCE. (Check box below) * **Attach a departmental memorandum (Justification of Request)**

- ☐ Patent, copyright or unique design restrictions ***Attach verification from Manufacturer***
- ☒ Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.) which can only be determined through extensive laboratory analysis and examination ***Attach verification from Manufacturer***
- ☐ Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function ***Attach verification from Manufacturer***
- ☐ Only known source in the market. (Explain in Section II technical or other reasons why similar or like items are not available.)

(Section II) **EXPLANATION.** (Use additional sheet if needed)
Please see attached Memo for the department

(Section III) **AUTHORIZATION/APPROVALS**

DEPARTMENT APPROVAL:

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this single/sole source justification be authorized as single/sole source for the service or material. Purchasing approval required prior to submitting for City Manager approval.

Department Head Approval (Print Name): Rick Wilson, Interim Public Utl Director

Department Head Approval Signature: [Signature] Date: 08/22/2016

Software or hardware purchases only:

IT Approval (Print Name): _____

IT Approval Signature: _____ Date: _____

PURCHASING APPROVAL:

Single/Sole source requests shall be posted on Quote Wire for seven (7) business days by Purchasing. Prospective vendors shall provide information regarding their ability to supply the commodities or contractual services described. If no complaints or protests are received from vendors after seven days of posting, the single/sole source shall be deemed a valid request. (Result of Quote Wire post attached.) Purchasing Manager approval required prior to submitting for City Manager approval.

Quote Wire #: JW17-01 Date Posted: 8/22/16 Complaints/Protest - Yes ☐ No ☒

Posted by (Print Name): Julia Wiggins Date Reviewed: 8/30/16 ⁰⁴

Purchasing Manager Approval Signature: [Signature] Date: 8/30/16
Diana M. Fye, Purchasing Manager

CITY MANAGER APPROVAL:

City Manager Approval: _____ Date: _____
M.H. Johansson, City Manager



Memorandum

To: Diana Fye, Purchasing Manager
From: Julia Wiggins, PU Budget Analyst *ju*
Subject: **Sole Source Justification for Sunstate Meter**
Date: August 22, 2016

Over the past few years, staff have installed, evaluated, and tested Neptune meters. They have meet all of our specifications which include lead free brass construction, reading accuracy, comparable pricing, and are made in America. The Neptune Meters integrate with our FlexNet System.

This is allowing us to utilize standardization in our utility system. Sunstate Meter & Supply, Inc. is the sole source supplies of Neptune Meters within the State of Florida. They also supply us with various Neptune repair parts.

August 16, 2016

Mr. Rick Wilson
Assistant Utilities Director
City of Port Orange
502 Oak St.
Port Orange, Fl. 32127

Mr. Wilson,

Please note that Sunstate Meter and Supply is the sole Authorized Neptune Distributor for sales, service and warranty of Neptune water products and AMR systems for the State of Florida.

The geographical are of responsibility assigned to them includes all Counties within the State of Florida.

Type: Classes of customers exclusively assigned are: Municipalities, private water companies, contractors, and plumbers.

Hence, our distributor is required to maintain sufficient inventory of Neptune products to provide customer field servicing. Sunstate Meter and Supply has sold and supported Neptune products for many years in the Florida Market and they provide a high level of sales and service to the customer. Therefore, we encourage Utilities in the State of Florida to purchase Neptune products through Sunstate Meter and Supply, Inc.

Please feel free to contact me if you have any questions or concerns. I can be reached at 407-493-5385.

Regards,

Terry Gullett

Terry Gullett
Territory Manager
Neptune Technology Group Inc.

**Sunstate Meter & Supply, Inc.**

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Fax: 352.332.5604

August 16, 2016

Ms. Rick Wilson
Assistant Utilities Director
City of Port Orange
500 Oak St.
Port Orange, FL 32127

RE: NEPTUNE WATER METER PRICE AGREEMENT / FISCAL YEAR 2016-2017

Mr. Wilson,

Listed below are the prices you have requested:

Description	Unit Price
5/8"x3/4" T10 Double Check Meter Complete W/Ecoder Pit Gallon Encoder	\$210.31
5/8"x3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$85.52
5/8"x3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$88.52
3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$113.06
3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$116.06
1" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$146.26
1" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$149.26
1 1/2" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$297.62
2" T10 Meter Complete W/Ecoder Pit Gallon Encoder	\$412.90
1 1/2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (10" Length)	\$519.50
1 1/2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (10" Length)	\$522.50
1 1/2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (13" Length)	\$677.05
1 1/2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (13" Length)	\$680.05
2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (10" Length)	\$620.31
2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (10" Length)	\$623.31
3" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$794.84
3" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$797.84

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4" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$980.12
4" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$983.12
6" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$2,001.89
6" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$2,004.89
8" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$2,918.24
8" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$2,921.24
10" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$4,934.21
10" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$4,937.21
2" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$1,220.00
3" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$1,446.89
4" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$2,083.78
6" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$3,367.13
4"x1" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$6,443.15
6" x 1 1/2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$9,935.11
8"x2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$14,067.36
10"x2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$17,776.89
3" Fire Hydrant Meter W/Direct Read Gallon Register - With Connections	\$899.90
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4" Strainer Accessory Kit	\$32.00
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Any Size/Model Ecoder Pit Gallon Encoder Only W/16" Pigtails	\$58.50
Any Size/Model Ecoder Pit RECLAIMED Gallon Encoder Only W/16" Pigtails	\$61.50
Any Size/Model Tricon Digital Transmitter W/4-20 mA Output	\$491.23
Black Register Seal Pin	\$.16
Full Set, 1 1/2" Lead Free Bronze Flg. Meter Connections <u>W/SS Bolts & Nuts</u>	\$83.63
Full Set, 2" Lead Free Bronze Flg. Meter Connections <u>W/SS Bolts & Nuts</u>	\$87.42
1 1/2" Oval Flange Rubber Meter Gasket	\$1.45
2" Oval Flange Rubber Meter Gasket	\$1.93
5/8" T10 Maincase Gasket	\$.67
3/4" T10 Maincase Gasket	\$1.34
1" T10 Maincase Gasket	\$1.53
1 1/2" T10 Maincase Gasket	\$3.89
2" T10 Maincase Gasket	\$7.64
1 1/2"-2" HPT Maincase Gasket	\$3.38
3" HPT Maincase Gasket	\$4.06
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4" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$1,473.00
6" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$2,122.00
4" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$1,444.00
6" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$2,151.00
8" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$2,858.00
10" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$3,566.00

ALL METERS PER PORT ORANGE SPECIAL:**POTABLE METERS - S1162****RECLAIMED METERS - S1163****Potable 1 1/2"-2" Flanged T10 Meters - S1211**

- Pit Gallon Ecoder Registers W/6' pigtails
- 10 Digit Ecoder ID# with sticker on side of register - CANNOT BEGIN WITH "0"
- 8 Digit Meter Serial Number stamped only on meter body
- 10 Digit Ecoder ID# lazer cut on register cover
- All meters programmed 6 wheels active.

Pricing Term: 10/1/2016 - 9/30/2017

Freight: Allowed

We appreciate the opportunity to present this quotation to you. If you have any questions please do not hesitate to contact me.

Respectfully submitted,

Jeff Kimbrough

Jeff Kimbrough - Sales Representative

Sunstate Meter & Supply, Inc.

352-516-9791



INTENT TO AWARD SOLE SOURCE

SOLE SOURCE COVER SHEET

The City of Port Orange intends to procure the item(s) as described on the attached Sole Source Justification Form and attached documentation justifying this purchase a sole source.

This notice will be posted on Quote Wire for a period of seven days. Prospective vendors shall provide information regarding their ability to supply the commodities or contractual services described by emailing the City of Port Orange Purchasing Division. No complaints or protests will be considered after seven days of this posting.

FOR CITY OF PORT ORANGE USE ONLY:

Date: 08/22/2016

Quote Wire #: JW17-01

Contact Person: Julia Wiggins, Public Utilities Administration

Phone: (386) 506-5751

Email: jwiggins@port-orange.org

Purchasing Division: purchasing@port-orange.org

Item Description:

The City of Port Orange intends to award Sunstate Meter & Supply as a sole source vendor for the purchase of Neptune Meters and products.

Quote Details - Onvia DemandStar

User: Fye, Diana

Organization:

City of Port Orange - Finance Department

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Supplier Search

Build Broadcast List

Reports

Quote Details

Quote Number	JW17-01
Quote Name	Neptune Meters & Products
Broadcast Date	8/22/2016 3:32:00 PM Eastern
Date Due	8/29/2016 5:00:00 PM Eastern
Delivery Requirements	None specified
Shipping Notes	All items are shipped to 500 Oak Street, Port Orange, FL 32129
Additional Specifications	None specified
Insurance & Additional Requirements	None specified
Terms & Conditions	Net 30 upon receipt and approval.
Status Notes	
Broadcast List Filtered	No
Commodity Codes	View
Documents	View

Suppliers

Line Items

90 Supplier(s) found.

Response Status:

All

Search

Supplier	City	Attributes	Programs	Response Status	Quote Total	Delivery (days ARO)	Complete / Partial	Actions
Walker Miller Equipment Company	Orlando, FL	1. Small Business 2. Woman Owned		No Response				
Santa Cruz Construction, Inc.	Merritt Island, FL	1. Hispanic Owned		No Response				
The Middlesex Corporation	Littleton, MA			No Response				
Construction Journal, Ltd.	Stuart, FL			Viewed Quote				
Electro Mechanical South, Inc.	Sarasota, FL	1. Small Business 2. Woman Owned		No Response				
Kaplan Early Learning Company	Lewisville, NC			No Response				
Electric Sales Associates, Inc.	Weston, FL			No Response				
	St. Augustine, FL			No Response				

Quote Details - Onvia DemandStar

Ring Power Corp - WCC			
School Health Corporation - Enablemart	Hanover Park, IL		No Response
Environmental Products of Florida	Apopka, FL		No Response
TOTER LLC	STATESVILLE, NC		No Response
Hudson Pump & Equipment	Lakeland, FL		No Response
R.C. Beach & Associates	Dunedin, FL	1. Small Business	No Response
Chief Law Enforcement Supply	Charlotte, NC		No Response
Flagler Construction Equipment LLC	Orlando, FL		No Response
Kaman Industrial Technologies Corporation	Miami, FL		No Response
All American Poly	Piscataway, NJ		No Response
Power & Pumps, Inc.	Jacksonville, FL	1. Small Business	No Response
Pat's Pump & Blower	Orlando, FL		No Response
Cues	Orlando, FL		No Response
Ernie Morris Enterprises, Inc.	Bushnell, FL		No Response
Ferguson Enterprises, Inc. - Waterworks	Orlando, FL		No Response
Maudlin International Trucks Inc	Orlando, FL		No Response
Municipal Equipment Company, LLC	Orlando, FL		No Response
Traffic Control Devices, Inc.	Altamonte Springs, FL		No Response
Glover Oil Company	Melbourne, FL		No Response
Resource One Cleaning Supplies	Sarasota, FL		No Response
Ferguson Enterprises, Inc.	Tampa, FL		No Response
United Rentals, Inc.	Port St. Lucie, FL		No Response
Odyssey Manufacturing Co	Tampa, FL		No Response
Water Treatment And Controls Company	Pensacola, FL	1. Small Business	No Response
Gately Communication Company	Hampton, VA	1. Small Business	No Response
Atlantic Machinery, Inc.	Silver Spring, MD		No Response
Bermex, Inc.	Clinton Township, MI		No Response
Container System & Equipment Co., Inc.	Daytona Beach, FL		No Response

Quote Details - Onvia DemandStar

Chinchor Electric, Inc.	Enterprise, FL	1. Small Business	No Response
Mckesson Medical-Surgical Minnesota Supply Inc	GOLDEN VALLEY, MN		No Response
Space Coast Fire And Safety	Merritt Island, FL	1. Small Business	No Response
Janek Corp	Tuckerton, NJ	1. Small Business	No Response
Grove Welders, Inc.	Vero Beach, FL	1. Small Business	No Response
Electrical Contracting Service, Inc.	Hialeah, FL		No Response
M & B Products, Inc.	Tampa, FL		No Response
Dell Inc.	Ellisville, MO		Pending Broadcast
Mills Electric Service, Inc.	Fort Lauderdale, FL		No Response
Spensieri Diversified, LLC	Haines City, FL	1. Small Business	No Response
Otto Environmental Systems, LLC	Charlotte, NC		No Response
Mader Electric Motors	North Fort Meyers, FL	1. Small Business	No Response
Condo Electric Industrial Supply, Inc.	Hialeah, FL		No Response
Aries Industries Inc.	Waukesha, WI		Pending Broadcast
DeJonge Excavating Contractors, Inc.	Nokomis, FL	1. Woman Owned	No Response
Synagro Technologies, Inc.	Baltimore, MD		No Response
Mueller Sysetms	Cleveland, NC		No Response
George & Associates Consulting Engineers, Inc.	Tallahassee, FL	1. Small Business	No Response
Capital Truck, Inc.	Tallahassee, FL		No Response
ICON Supply, Inc. d/b/a ICON Technologies	Tampa, FL	1. Hispanic Owned 2. Woman Owned	No Response
Heyward Incorporated	Winter Park, FL		No Response
Florida Minority Supplier Development Council (FMSDC)	Orlando, FL		No Response
Safety Products, Inc.	Eaton Park, FL		No Response
VenTek International	Petaluma, CA		No Response
All Service Contracting Corp.	Decatur, IL		No Response

Quote Details - Onvia DemandStar

		1. Small Business 2. Woman Owned	
Marine Contracting Group Inc.	Punta Gorda, FL	1. Small Business	No Response
Mechanical Industrial Services	Tampa, FL	1. Small Business 2. Veteran Owned	No Response
Reliability Consulting Services, Inc.	Apollo Beach, FL	1. Small Business 2. Veteran Owned	No Response
Cale America, Inc.	Tampa, FL		Viewed Quote
Central Florida Controls, Inc	Ocala, FL	1. Small Business 2. Veteran Owned	No Response
Barney's Pumps, Inc.	Lakeland, FL		No Response
CEI - Carbon Enterprises Inc.	Circleville, OH	1. Small Business	No Response
Dana Safety Supply Operating as Southern Public Safety Equipment & Southern Firearms	Greensboro, NC	1. Small Business	No Response
Perkinelmer	Shelton, CT		No Response
IPS Group, Inc.	San Diego, CA		No Response
Municipal Water Works, Inc.	Sanford, FL	1. Small Business 2. Woman Owned	Viewed Quote
Godwin Pumps of America, Inc.	Bridgeport, NJ		No Response
Bob's Barricades	Sunrise, FL		No Response
Ricoh USA, INC	Riverview, FL		No Response
RG 3	Longview, TX		No Response
R&M Service Solutions	Trilby, FL		No Response
Innovative Metering	Odessa, FL		No Response
Ferguson Enterprises	Melbourne, FL		No Response
Dana Safety Supply Operating as Dana Safety Supply of Miami	Doral, FL		No Response
CEC Motor & Utility Services, LLC	Palmetto, FL		No Response
Burns & McDonnell	Kansas City, MO		No Response
Pango USA LLC	New York, NY		Pending Broadcast
Came Americas Automation	Medley, FL		No Response

Quote Details - Onvia DemandStar

American Bio Clean Inc	New Smyrna Beach, FL	1. Small Business 2. Woman Owned	No Response
American Water Enterprises	Voorhees, NJ		No Response
Dana Safety Supply Operating as Central Public Safety Equipment & Central Firearms	Tampa, FL		No Response
Dana Safety Supply Operating as Dana Safety Supply & DSS Firearms and Defense	Jacksonville, FL		No Response
Dana Safety Supply Operating as Dana Safety Supply of Orlando	Orlando, FL		No Response
Prosysis Information Systems Inc	Indianapolis, FL	1. Woman Owned	Viewed Quote
Sunstate Meter & Supply			No Response

Subtotals will be rounded up to the nearest cent

[<< Return](#)

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Quote Wire(sm) - Onvia DemandStar

User: Wiggins, Julia

Organization:

City of Port Orange - Finance Department

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Quote Wire(sm)



Quote Preview

Quote Information

EDIT

Buyer City of Port Orange - Finance Department

Quote Title Neptune Meters & Products

Quote Number JW17-01

Quote Due Date 8/29/2016 5:00:00 PM Eastern

Quote Year 2017

Delivery Requirements

Contact Information Julia Wiggins
City of Port Orange - Finance Department
1000 City Center Circle

Port Orange, FL 32129
United States of America
Phone: 3865065751
Fax: 3865065711
jwiggins@port-orange.org

Shipping Information Julia Wiggins
City of Port Orange - Finance Department
1000 City Center Circle

Port Orange, FL 32129
United States of America
Phone: 3865065751

Shipping Notes All items are shipped to 500 Oak Street, Port Orange, FL 32129

Item Information

EDIT

	Description	Quantity
1.	The City of Port Orange intends to award Sunstate Meter & Supply as a sole source vendor for the purchase of Neptune Meters & Products.	1 ea
2.	"In accordance with Florida Statue 287.057, this notice below reflects commodities or contractual services sought by the City of Port Orange, Florida that are thought to be only available from a single source. Prospective vendors are requested to provide information regarding the ability to supply the commodity or contractual services described in the notice."	1 ea

Additional Specifications

Quote Wire(sm) - Onvia DemandStar
Insurance Requirements

Terms and Conditions

Net 30 upon receipt and approval.

Uploaded Documents

1. JW17-01 Sunstate Meter & Supplies

EDIT

Commodity Codes Assigned To This Quote

- 00199877 Parking and Water Meters, Sale of Surplus and Obsolete Items
01693691 Water Supply and Sewage Treatment Equipment Maintenance and Repair

EDIT

(View Matching Suppliers)

Supplemental Suppliers

1 Supplemental Supplier(s)

Post Quote

Save and Finish Later

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Supplier Search

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Supplier Broadcast

Your quote request has been queued for broadcast. Please check back shortly to view the Quote Details.

Supplier	Location
1 All American Poly	Piscataway, NJ
2 All Service Contracting Corp.	Decatur, IL
3 American Bio Clean Inc	New Smyrna Beach, FL
4 American Water Enterprises	Voorhees, NJ
5 Aries Industries Inc.	Waukesha, WI
6 Atlantic Machinery, Inc.	Silver Spring, MD
7 Barney's Pumps, Inc.	Lakeland, FL
8 Bermex, Inc.	Clinton Township, MI
9 Bob's Barricades	Sunrise, FL
10 Burns & McDonnell	Kansas City, MO
11 Cale America, Inc.	Tampa, FL
12 Came Americas Automation	Medley, FL
13 Capital Truck, Inc.	Tallahassee, FL
14 CEC Motor & Utility Services, LLC	Palmetto, FL
15 CEI - Carbon Enterprises Inc.	Circleville, OH
16 Central Florida Controls, Inc	Ocala, FL
17 Chief Law Enforcement Supply	Charlotte, NC
18 Chinchor Electric, Inc.	Enterprise, FL
19 Condo Electric Industrial Supply, Inc.	Hialeah, FL
20 Construction Journal, Ltd.	Stuart, FL
21 Container System & Equipment Co., Inc.	Daytona Beach, FL
22 Cues	Orlando, FL
23 Dana Safety Supply Operating as Central Public Safety Equipment & Central Firearms	Tampa, FL
24 Dana Safety Supply Operating as Dana Safety Supply & DSS Firearms and Defense	Jacksonville, FL
25 Dana Safety Supply Operating as Dana Safety Supply of Miami	Doral, FL
26 Dana Safety Supply Operating as Dana Safety Supply of Orlando	Orlando, FL
27 Dana Safety Supply Operating as Southern Public Safety Equipment & Southern Firearms	Greensboro, NC
28 DeJonge Excavating Contractors, Inc.	Nokomis, FL
29 Dell Inc.	Ellisville, MO
30 Ecolab Inc.	St. Paul, MN
31 Electric Sales Associates, Inc.	Weston, FL
32 Electrical Contracting Service, Inc.	Hialeah, FL
33 Electro Mechanical South, Inc.	Sarasota, FL
34 Environmental Products of Florida	Apopka, FL
35 Ernie Morris Enterprises, Inc.	Bushnell, FL
36 ESG Operations	Macon, GA
37 Ferguson Enterprises	Melbourne, FL
38 Ferguson Enterprises, Inc.	Tampa, FL
39 Ferguson Enterprises, Inc. - Waterworks	Orlando, FL
40 Flagler Construction Equipment LLC	Orlando, FL
41 Florida Minority Supplier Development Council (FMSDC)	Orlando, FL
42 Gately Communication Company	Hampton, VA
43 George & Associates Consulting Engineers, Inc.	Tallahassee, FL

- 44 Glover Oil Company
- 45 Godwin Pumps of America, Inc.
- 46 Grove Welders, Inc.
- 47 Heyward Incorporated
- 48 Hudson Pump & Equipment
- 49 ICON Supply, Inc. d/b/a ICON Technologies
- 50 Innovative Metering
- 51 IPS Group, Inc.
- 52 Janek Corp
- 53 Kaman Industrial Technologies Corporation
- 54 Kaplan Early Learning Company
- 55 M & B Products, Inc.
- 56 Mader Electric Motors
- 57 Marine Contracting Group Inc.
- 58 Maudlin International Trucks Inc
- 59 McKesson Medical-Surgical Minnesota Supply Inc
- 60 Mechanical Industrial Services
- 61 Mills Electric Service, Inc.
- 62 Mueller Systems
- 63 Municipal Equipment Company, LLC
- 64 Municipal Water Works, Inc.
- 65 Odyssey Manufacturing Co
- 66 Otto Environmental Systems, LLC
- 67 Pango USA LLC
- 68 Pat's Pump & Blower
- 69 Perkinelmer
- 70 Power & Pumps, Inc.
- 71 Prosys Information Systems Inc
- 72 R&M Service Solutions
- 73 R.C. Beach & Associates
- 74 Reliability Consulting Services, Inc.
- 75 Resource One Cleaning Supplies
- 76 RG 3
- 77 Ricoh USA, INC
- 78 Ring Power Corp - WCC
- 79 Safety Products, Inc.
- 80 Santa Cruz Construction, Inc.
- 81 School Health Corporation - Enablemart
- 82 Sherwin-Williams
- 83 Space Coast Fire And Safety
- 84 Spensieri Diversified, LLC
- 85 Sunstate Meter & Supply
- 86 Synagro Technologies, Inc.
- 87 The Middlesex Corporation
- 88 TOTER LLC
- 89 Traffic Control Devices, Inc.
- 90 Trane US, Inc.
- 91 United Rentals, Inc.
- 92 VenTek International
- 93 Walker Miller Equipment Company
- 94 Water Treatment And Controls Company

- Melbourne, FL
 Bridgeport, NJ
 Vero Beach, FL
 Winter Park, FL
 Lakeland, FL
 Tampa, FL
 Odessa, FL
 San Diego, CA
 Tuckerton, NJ
 Miami, FL
 Lewisville, NC
 Tampa, FL
 North Fort Meyers, FL
 Punta Gorda, FL
 Orlando, FL
 GOLDEN VALLEY, MN
 Tampa, FL
 Fort Lauderdale, FL
 Cleveland, NC
 Orlando, FL
 Sanford, FL
 Tampa, FL
 Charlotte, NC
 New York, NY
 Orlando, FL
 Shelton, CT
 Jacksonville, FL
 Indialantic, FL
 Trilby, FL
 Dunedin, FL
 Apollo Beach, FL
 Sarasota, FL
 Longview, TX
 Riverview, FL
 St. Augustine, FL
 Eaton Park, FL
 Merritt Island, FL
 Hanover Park, IL
 Cleveland, OH
 Merritt Island, FL
 Haines City, FL
- Baltimore, MD
 Littleton, MA
 STATESVILLE, NC
 Altamonte Springs, FL
 Maitland, FL
 Port St. Lucie, FL
 Petaluma, CA
 Orlando, FL
 Pensacola, FL

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CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: Waive formal bidding requirements and approve of a Standard Contract for Services with HD Supply Water Works, LTD and its General Partner, HD Supply GP & Management, Inc.

DEPARTMENT: Public Utilities

GOAL: 1 - Infrastructure Preservation

OBJECTIVE: 4 - Enhance the infrastructure maintenance programs in order to extend the full life of capital investments

RECOMMENDED MOTION: Move to waive formal bidding requirements and approve a Standard Contract for Services with HD Supply Water Works, LTD and its General Partner, HD Supply GP & Management, Inc. for the sole source purchase of Single and Dual Port 520M Transmitters for Sensus FlexNet for an amount not to exceed \$500,000; and to authorize the Mayor and City Clerk to execute all required contract documents.

SUMMARY: HD Supply Waterworks has been approved as the sole source supplier of Sensus FlexNet Transmitters within the State of Florida (see attached). It has been the direction of the City to transform all current and new meter installs to have a Transceiver Unit, also known as 520M Transmitters, mounted with each meter. For the purpose of maintaining consistency in our current Utility System, we are requesting permission to continue purchasing and installing Sensus 520M Transmitters. This will allow the Meter Replacement Program to continue.

On June 31, 2016 the Purchasing Manager verified and approved Sole Source JW17-02 documents for HD Supply Waterworks, no protest was received. Documents attached.

Contingent upon approval of the FY2017 Capital and Operating Budgets

Note: CIP Funding amount for ZMI044 in FY17 is set for \$760,500, there will be carry over CIP funds from FY16

Project No.: <u>ZMI044</u>	Funding Account No.: <u>401-0800-536.49-31</u>
<u>ZMI044</u>	<u>401-0800-536.64-31</u>
<u>none</u>	<u>401-0800-536.49-33</u>

ATTACHMENTS:

1.	Standard Contract for Services	HD Supply Waterworks, LTD Standard Contract
----	--------------------------------	---

		for Services with City of Port Orange.pdf
2.	HD Supply Waterworks Pricing	Transmitter Pricing Aug 2016.pdf
3.	JW17-02 HD Supply Waterworks Demand Star Posting	JW17-02 HD Supply Waterworks Demand Star Posting.pdf
4.	Approved JW17-02 HD Supply Waterworks	HD Supply FY17 Approved Sole Source.pdf

Julia Wiggins	Created/Initiated - 08/23/2016
Julia Wiggins	Approved - 08/23/2016
Rick Wilson	Approved - 08/23/2016
Tracey Riehm	Approved - 08/30/2016
Margaret Roberts	Approved - 09/01/2016
M. Jake Johansson	Approved - 09/01/2016
Robin Fenwick	Final Approval - 09/01/2016



CITY OF PORT ORANGE STANDARD CONTRACT FOR SERVICES

This Standard Contract for Services ("Contract") is entered into this ____ day of _____, 2016, by and between the **CITY OF PORT ORANGE**, a Florida municipal corporation, whose principal address is 1000 City Center Circle, Port Orange, Florida 32129 (the "City"), and **HD SUPPLY WATERWORKS, LTD.** ("Contractor"), a Florida limited partnership whose principal address is 3100 Cumberland Boulevard, Suite 1700, Atlanta, Georgia 30339 (The City and Contractor are collectively referred to herein as the "Parties").

1. Provision of Services

- (a) The Contractor hereby agrees to provide the City of Port Orange with Single and Dual Port 520M Transmitters for Sensus FlexNex, as further described in HD Supply Waterworks, LTD letter dated August 22, 2016, attached hereto as Exhibit "1."

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

Term: The term of this Contract shall commence on October 1, 2016 and shall continue until September 30, 2017 (the "Term").

Manner and Place: In accordance with Exhibit "1," and in a manner as required by all current federal, state, county, fire, building and land development codes, laws, ordinances and regulations, and with applicable permits and licenses per the City Code of Ordinances. Contractor shall not deliver goods or services without a written Purchase Order(s), signed by an authorized agent of the City of Port Orange.

Time and Essence: Contractor acknowledges that time is of the essence for Purchase Order(s) issued hereunder.

Authorization for Services: This Contract standing alone does not authorize the purchase of any goods or services or require the City to place any orders for goods or service. Authorization for the purchase of goods or services from Contractor under this Contract shall be in the form of a written Purchase Order(s) issued and executed by the City. The City reserves the right to contract with other parties for the goods and services contemplated by this Contract, as determined in the City's sole and absolute discretion

2. City Obligations. In return for the services identified above, the City agrees to compensate the Contractor at the prices set forth in Exhibit "1," subject to a limit up to but not to exceed Five Hundred Thousand and 00/100 Dollars (\$500,000.00) during the term of this Contract. The City's obligation to pay Contractor under this Contract is limited to the budgeted amount for the fiscal year approved by the Port Orange City Council for the then current fiscal year. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

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

4. Contract Administration. The Interim Public Utilities Director, Rick Wilson, shall perform contract administration of this Contract. For notice provisions, see the paragraph below entitled "Notice."

5. Termination for Convenience of the City

(a) The parties agree that the City may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or part, whenever the City Manager of Port Orange shall determine that such termination is in the best interest of the City.

(b) Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the City Manager or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

(c) Upon receipt of such Notice, the Contractor shall:

- (i) cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
- (ii) place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
- (iii) terminate all subcontracts except those made with respect to contract performance not subject to the Notice;
- (iv) settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Finance Director of Port Orange; and
- (v) use best efforts to mitigate any damages which may be sustained by the Contractor as a consequence of termination under this clause.

(d) After complying with the provisions of subparagraph (c), above, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of termination, unless one or more extensions of three (3) months each are granted by the Finance Director.

(e) The Finance Director, with the approval of the City Manager, shall pay from the using department's budget, reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or work completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the supplies not delivered or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

(f) In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Finance Director shall pay the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

- (i) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - (1) the cost of work performed or supplies delivered;
 - (2) the cost of settling and paying any reasonable claims as provided in paragraph (c) (iv), above;
 - (3) a sum as profit on (a) determined by the Finance Director to be fair and reasonable.

- (ii) The total sum to be paid under (i) above shall not exceed the contract price, as further reduced by the contract price of work or supplies not terminated.

(g) In the event that the Contractor is not satisfied with any payments which the Finance Director shall determine to be due under this clause, the Contractor may appeal any claim to the City Council in accordance with Paragraph 20 of this contract concerning disputes.

6. Termination for Convenience for Subcontractors. In accordance with the termination for the convenience of the City provision of this contract, the Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the City whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

7. Termination for Default. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

8. Examination of Records

(a) The Contractor agrees that the City, or any duly authorized representative, shall, until the expiration of five (5) years after final payment hereunder, have access to and the right to examine and copy any pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the City or any duly authorized representative shall, until the expiration of five (5) years after final payment under the subcontract, have access to and the right to examine and copy any pertinent books, documents, papers and records of such contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

9. Public Records Compliance. Contractor shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:

(a) Keep and maintain public records required by the City to perform the service.

(b) Upon request from the City's custodian of public records, provide the City with a copy of the requested record or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the City.

(d) Upon completion of the Contract, Contractor shall transfer to the City, at no cost, all public records in possession of the Contractor and destroy any duplicate public records that are exempt from public records disclosure requirements. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

If Contractor does not comply with a public records request, the City shall deem the non-compliance a breach of this Contract, and the Contractor may be subject to penalties under Section 119.10, Florida Statutes.

CONTRACTOR QUESTIONS RELATING TO CONTRACTOR'S DUTIES TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT MUST BE FORWARDED TO THE OFFICE OF THE CITY CLERK, CITY HALL, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129 TELEPHONE: (386) 506-5563 E-MAIL: CITYCLERK@PORT-ORANGE.ORG.

10. Termination for Non-Appropriation of Funds

(a) If funds are not appropriated for any succeeding fiscal years subsequent to the one in which this contract is entered into, for the purpose of this Contract, then the City may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the City shall be liable only for payments due through the date of termination.

(b) The City agrees that should it terminate in accordance with this Section, it shall not obtain services which are substantially equal to or similar to those for which this contract was entered into. This provision shall survive any termination of the Contract.

11. Insurance. Contractor shall maintain insurance during the life of this Contract. Contractor shall provide to the City a certificate of insurance identifying the City of Port Orange as an additional insured. For workers' compensation coverage, the bidder's insurance certificate shall include the insurer's waiver of subrogation in lieu of naming the city as an additional insured for workers' compensation.

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

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

Insurance	Standards	Comments
Workers' Compensation	Coverage A - Statutory Coverage B - \$100,000	If the contract requires work on or about navigable waters, require Longshoreman's and Harbor Workers' Coverage. If vessels involved, require Jones Act coverage with limits of \$500,000.
<u>Additional Coverage:</u>	All States (Broad Form) Voluntary Compensation	

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

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

13. Modifications or Changes to this Contract

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

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

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

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

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

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

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

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

17. Inspection

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

(b) In the event any supplies or lots of supplies are defective in material or workmanship, or otherwise not in conformity with the requirements of this Contract, the City shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Finance Director, corrected in place by and at the expense of Contractor promptly after notice, and shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed or promptly to replace or correct such supplies or lots of supplies, the City may either (i) by contract or otherwise replace or correct such supplies and charge Contractor the cost for such replacement or correction; or (ii) may terminate this Contract for default as provided in the clause of this Contract entitled "Termination for Default." Unless Contractor corrects or replaces such supplies within the delivery schedule, the Finance Director may require the delivery of such supplies at a reduction in price, which is equitable under the circumstances. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract. Failure to inspect and accept or reject supplies shall neither relieve Contractor from responsibility for such supplies as are not in accordance with the Contract requirements nor impose liability on the City therefor.

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

18. Liability for Loss or Damage. Contractor shall be liable for any loss of, or damage to, City property caused by the negligence, recklessness, or intended wrongful misconduct of Contractor, his/its agents, servants and

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

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

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

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

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

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

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

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

23. Additional Provisions. This Contract includes all additional provisions as may have been outlined in written quotes and purchase orders and any attachments or exhibits to this Contract whether delivered herewith or subsequently approved as a part hereof, such as drawings or technical specifications prepared in the performance of this work.

24. Integration. This Contract and the documents incorporated herein by reference shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

25. Notice. For purposes of this agreement, notices shall be sent as follows:

City:	City of Port Orange Attention: City Manager 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5501
Copy to:	City of Port Orange Attention: Rick Wilson, Interim Public Utilities Director 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5750
Contractor:	HD Supply Waterworks, Ltd. Attention: Paul Thomas 590 Ferguson Drive Orlando, Florida 32805 (321) 689-1322 Paul.Thomas@HDSupply.com

Any notice or other communication given under the Contract will be in writing and delivered by hand, sent by facsimile (provided acknowledgement of receipt thereof is delivered to the sender), sent by certified, registered mail, or sent by any nationally recognized overnight courier service to the addresses provided herein. The parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by at least 10 days written notice to the other party.

26. Contract Construction

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

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

[Remainder of this page intentionally left blank]

Witnesses:

HD SUPPLY WATERWORKS, LTD.

By: HD SUPPLY GP & MANAGEMENT, INC.
General Partner

Printed Name: _____

By: _____

Printed Name: _____

Title: _____

Printed Name: _____

Date: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by _____, as _____ of HD Supply GP & Management, Inc., a Delaware corporation, and who:

[Notary: Please select one]

☐ is personally known to me; or

☐ has produced _____ as identification.

Notary Public, State of _____

Printed, typed or stamped name, commission and expiration:

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____
Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

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

Witnesses:

ATTEST:

Printed Name: _____

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

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

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

[CA 5559]



Paul Thomas
590 Ferguson Dr.
Orlando, FL 32805

August 22, 2016

Mr. Rick Wilson
1000 City Center Circle
Port Orange, Florida 32129

Dear Mr. Wilson,

HD Supply Waterworks appreciated the opportunity to provide metering equipment and services to the City of Port Orange. The price for each transmitter will be increased by 3% this year as required by Sensus. Beginning on October 1, 2016, we will charge prices for any new orders at the below listed pricing. HD Supply will provide written notice of any intent to increase pricing with a minimum of 30 days' notice.

New Transmitter Pricing effective October 1, 2016:

520M Single Port Transmitter (wired) for Sensus FlexNet (2 Way)	\$123.71
520M Dual Port Transmitter (wired) for Sensus FlexNet (2 Way)	\$134.00
Splice Kits (includes 3 – 3M Gel Caps and 1 – Grease Tube)	\$ 4.00

Please let me know if you have any further questions regarding transmitter pricing. I will forward a copy of our Sole Distributor letter from Sensus for Port Orange soon.

Sincerely,

Paul B. Thomas

Paul Thomas

Paul.Thomas@HDSupply.com

(321) 689-1322 Cell Phone

(407) 291-1545 Office

EXHIBIT "1"



Paul Thomas
590 Ferguson Dr.
Orlando, FL 32805

August 22, 2016

Mr. Rick Wilson
1000 City Center Circle
Port Orange, Florida 32129

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Sincerely,

Paul B. Thomas

Paul Thomas
Paul.Thomas@HDSupply.com
(321) 689-1322 Cell Phone
(407) 291-1545 Office

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Quote Wire(sm)



Quote Preview

Quote Information

[EDIT](#)**Buyer** City of Port Orange - Finance Department**Quote Title** Sensus FlexNet Transmitters**Quote Number** JW17-02**Quote Due Date** 8/30/2016 1:00:00 PM Eastern**Quote Year** 2017

Delivery Requirements

Contact Information Julia Wiggins
City of Port Orange - Finance Department
1000 City Center Circle

Port Orange, FL 32129
United States of America
Phone: 3865065751
Fax: 3865065711
jwiggins@port-orange.org

Shipping Information Julia Wiggins
City of Port Orange - Finance Department
1000 City Center Circle

Port Orange, FL 32129
United States of America
Phone: 3865065751

Shipping Notes All orders are shipped to 500 Oak Street, Port Orange, FL 32129

Item Information

[EDIT](#)

	Description	Quantity
1.	The City of Port Orange intends to award HD Supply Waterworks, Ltd. as a sole source vendor for the purchase of Single & Dual Port 520 Transmitters for Sensus Flexnet.	1 ea
2.	"In accordance with Florida Statue 287.057, this notice below reflects commodities or contractual services sought by the City of Port Orange, Florida that are thought to be only available from a single source. Prospective vendors are requested to provide information regarding the ability to supply the commodity or contractual services described in the notice."	1 ea

Additional Specifications

Insurance Requirements**Terms and Conditions**

Net 30 upon receipt and approval.

Uploaded Documents

1. JW17-02 HD Supply Waterworks

[EDIT](#)**Commodity Codes Assigned To This Quote****01254597** Water, Potable (See 390-91 for Bottled Water)[EDIT](#)[\(View Matching Suppliers \)](#)**Supplemental Suppliers****1 Supplemental Supplier(s)**[Post Quote](#)[Save and Finish Later](#)DemandStar is a product of **Onvia, Inc.** (c) 1997-2016. All rights reserved. | [Terms of Use](#) | [Privacy](#)



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Quotes

Supplier Broadcast

Your quote request has been queued for broadcast. Please check back shortly to view the Quote Details.

Supplier	Location
1 CEC Motor & Utility Services, LLC	Palmetto, FL
2 Condo Electric Industrial Supply, Inc.	Hialeah, FL
3 Electric Sales Associates, Inc.	Weston, FL
4 Electro Mechanical South, Inc.	Sarasota, FL
5 Environmental Products of Florida	Apopka, FL
6 Ernie Morris Enterprises, Inc.	Bushnell, FL
7 Everglades Farm Equipment	Belle Grade, FL
8 Ferguson Enterprises, Inc. - Waterworks	Orlando, FL
9 Florida Minority Supplier Development Council (FMSDC)	Orlando, FL
10 Glover Oil Company	Melbourne, FL
11 Grainger	Northbrook, IL
12 Grainger	Tallahassee , FL
13 Grainger	Northbrook, IL
14 Grainger	Northbrook, IL
15 Grove Welders, Inc.	Vero Beach, FL
16 HD Supply Waterworks	
17 L.J. Ruffin & Associates	Orlando, FL
18 Miller Bearings a division of Motion Industries, Inc.	Orlando, FL
19 Noble Sales Co., Inc.	Norwell, MA
20 Paxton Patterson	Chicago, IL
21 Praxair	Burr Ridge, IL
22 Ring Power Corp - WCC	St. Augustine, FL
23 Santa Cruz Construction, Inc.	Merritt Island, FL
24 SATCO SUPPLY	MIAMI, FL
25 School Specialty	Greenville, WI
26 Synagro Southeast	Houston, TX
27 United Rentals	Clackamas, OR
28 Walker Miller Equipment Company	Orlando, FL

Log Another Quote



SINGLE/SOLE SOURCE JUSTIFICATION

(Waiver of Competitive Quotes / Bids)

DATE: 08/22/201

Selected Vendor: HD Supply Waterworks, Ltd. Vendor # in Naviline: 258311
Vendor E-Mail: Paul.Thomas@Hdsupply.com
Amount requested for current fiscal year expenditure with above Vendor: \$ 500,000.00
Department: Public Utilities Fiscal Year: \$2017
City Contact Name: Julia Wiggins Phone Ext: 5751
Brief Description of Purchase: Single & Dual Port 520 Transmitters for Sensus Flexnet

(Section I) SOURCE JUSTIFICATION – Check boxes as appropriate:

Part A Award to SINGLE SOURCE. (Check one) * Attach a departmental memorandum (Justification of Request)

- ☐ Service Agreements and/or repair services/parts unavailable from any other source except original equipment manufacturer or their designated servicing dealer.
* Attach manufacturer's written certification that item is OEM.
* Attach the manufacturer's (not distributor's) written certification that no other distributor exists.
- ☐ Compatibility of equipment or supplies required. List equipment with which purchase will be used:
Model # _____ Serial # _____ Manufacturer _____
- ☐ Upgrade to existing software. Available only from the producer of this software who sells on direct basis only.
A. Attach the producer's written certification stating sold on direct basis only and no other distributor exists.
- ☐ Used or demonstration equipment available at a lower-than-new cost. (Provide copy of quote showing used vs. new pricing.)
- ☐ Other. (Explain in Section II)

Part B Award to SOLE SOURCE. (Check box below) * Attach a departmental memorandum (Justification of Request)

- ☐ Patent, copyright or unique design restrictions *Attach verification from Manufacturer*
- ☒ Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.) which can only be determined through extensive laboratory analysis and examination
Attach verification from Manufacturer
- ☐ Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function *Attach verification from Manufacturer*
- ☐ Only known source in the market. (Explain in Section II technical or other reasons why similar or like items are not available.)

(Section II) **EXPLANATION.** (Use additional sheet if needed)

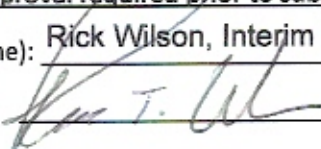
Please see attached Memo for the department

(Section III) **AUTHORIZATION/APPROVALS**

DEPARTMENT APPROVAL:

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this single/sole source justification be authorized as single/sole source for the service or material. Purchasing approval required prior to submitting for City Manager approval.

Department Head Approval (Print Name): Rick Wilson, Interim Public Util Director

Department Head Approval Signature:  Date: 08/22/2016

Software or hardware purchases only:

IT Approval (Print Name): _____

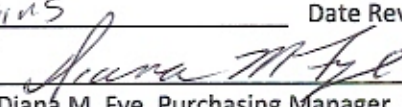
IT Approval Signature: _____ Date: _____

PURCHASING APPROVAL:

Single/Sole source requests shall be posted on Quote Wire for seven (7) business days by Purchasing. Prospective vendors shall provide information regarding their ability to supply the commodities or contractual services described. If no complaints or protests are received from vendors after seven days of posting, the single/sole source shall be deemed a valid request. (Result of Quote Wire post attached.) Purchasing Manager approval required prior to submitting for City Manager approval.

Quote Wire #: JW17-02 Date Posted: _____ Complaints/Protest - Yes ☐ No ☒

Posted by (Print Name): Julia Wiggins Date Reviewed: 8/30/16

Purchasing Manager Approval Signature:  Date: 8/30/16
Diana M. Fye, Purchasing Manager

CITY MANAGER APPROVAL:

City Manager Approval: _____ Date: _____

M.H. Johansson, City Manager



Memorandum

To: Diana Fye, Purchasing Manager
From: Julia Wiggins, PU Budget Analyst *JW*
Subject: **Sole Source Justification for Sunstate Meter**
Date: August 22, 2016

Over the past few years, staff have installed, evaluated, and tested Neptune meters. They have meet all of our specifications which include lead free brass construction, reading accuracy, comparable pricing, and are made in America. The Neptune Meters integrate with our FlexNet System.

This is allowing us to utilize standardization in our utility system. Sunstate Meter & Supply, Inc. is the sole source supplies of Neptune Meters within the State of Florida. They also supply us with various Neptune repair parts.



MaryAnn Junk
Bid/Quote Administrator
Contract & Proposal Management
Marketing

450 North Gallatin Avenue
P.O. Box 487
Uniontown, PA 15401 USA
maryann.junk@sensus.com

T: 800-638-3748
F: 800-888-2403
www.sensus.com



August 22, 2016

The City of Port Orange
Port Orange, Florida

Subject: Authorized Distributor

To Whom It May Concern:

Sensus USA is pleased to confirm that HD Supply of Florida is the exclusive Authorized Sensus distributor for your area and are committed to stocking your specifications of Sensus' products such as Water Meters, Transmitters, Meter Reading Systems, Testing Equipment, and Repair Parts.

Thank you for your continuing business.

Sincerely,

Sensus USA, Inc.

MaryAnn Junk

MaryAnn Junk
Bid/Quote Administrator
Contract and Proposal Management, Marketing

cc: Griff Machinski, Sensus, Territory Manager
Stephen Hemingway, HD Supply, Florida



Paul Thomas
590 Ferguson Dr.
Orlando, FL 32805

August 22, 2016

Mr. Rick Wilson
1000 City Center Circle
Port Orange, Florida 32129

Dear Mr. Wilson,

HD Supply Waterworks appreciated the opportunity to provide metering equipment and services to the City of Port Orange. The price for each transmitter will be increased by 3% this year as required by Sensus. Beginning on October 1, 2016, we will charge prices for any new orders at the below listed pricing. HD Supply will provide written notice of any intent to increase pricing with a minimum of 30 days' notice.

New Transmitter Pricing effective October 1, 2016:

520M Single Port Transmitter (wired) for Sensus FlexNet (2 Way)	\$123.71
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Splice Kits (includes 3 – 3M Gel Caps and 1 – Grease Tube)	\$ 4.00

Please let me know if you have any further questions regarding transmitter pricing. I will forward a copy of our Sole Distributor letter from Sensus for Port Orange soon.

Sincerely,

Paul B. Thomas

Paul Thomas

Paul.Thomas@HDSupply.com

(321) 689-1322 Cell Phone

(407) 291-1545 Office



INTENT TO AWARD SOLE SOURCE

SOLE SOURCE COVER SHEET

The City of Port Orange intends to procure the item(s) as described on the attached Sole Source Justification Form and attached documentation justifying this purchase a sole source.

This notice will be posted on Quote Wire for a period of seven days. Prospective vendors shall provide information regarding their ability to supply the commodities or contractual services described by emailing the City of Port Orange Purchasing Division. No complaints or protests will be considered after seven days of this posting.

FOR CITY OF PORT ORANGE USE ONLY:

Date: 08/23/2016

Quote Wire #: JW17-02

Contact Person: Julia Wiggins, Public Utilities Administration

Phone: (386) 506-5751

Email: jwiggins@port-orange.org

Purchasing Division: purchasing@port-orange.org

Item Description:

The City of Port Orange intends to award HD Dupply Waterworks, Ltd. as a sole source vendor for the purchase of Single and Dual Port 520 Transmitters for Sensus Flexnet.

User: **Fye, Diana** Organization: **City of Port Orange - Finance Department**

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[Reports](#)

Quote Details

Quote Number JW17-02
 Quote Name Sensus FlexNet Transmitters
 Broadcast Date 8/23/2016 2:22:01 PM Eastern
 Date Due 8/30/2016 1:00:00 PM Eastern
 Delivery Requirements None specified
 Shipping Notes All orders are shipped to 500 Oak Street, Port Orange, FL 32129
 Additional Specifications None specified
 Insurance & Additional Requirements None specified
 Terms & Conditions Net 30 upon receipt and approval.
 Status Notes
 Broadcast List Filtered No
 Commodity Codes [View](#)
 Documents [View](#)

Suppliers

Line Items

27 Supplier(s) found.

Response Status:

Supplier	City	Attributes	Programs	Response Status	Quote Total	Delivery (days ARO)	Complete / Partial	Actions
Walker Miller Equipment Company	Orlando, FL	1. Small Business 2. Woman Owned		No Response				
Santa Cruz Construction, Inc.	Merritt Island, FL	1. Hispanic Owned		No Response				
Electro Mechanical South, Inc.	Sarasota, FL	1. Small Business 2. Woman Owned		No Response				
L.J. Ruffin & Associates	Orlando, FL			No Response				
Electric Sales Associates, Inc.	Weston, FL			No Response				
Ring Power Corp - WCC	St. Augustine, FL			No Response				
Environmental Products of Florida	Apopka, FL			No Response				
Everglades Farm Equipment	Belle Grade, FL			No Response				

Miller Bearings a division of Motion Industries, Inc.	Orlando, FL		No Response
Ernie Morris Enterprises, Inc.	Bushnell, FL		No Response
Ferguson Enterprises, Inc. - Waterworks	Orlando, FL		No Response
Glover Oil Company	Melbourne, FL		No Response
SATCO SUPPLY	MIAMI, FL		No Response
School Specialty	Greenville, WI		No Response
Grove Welders, Inc.	Vero Beach, FL	1. Small Business	No Response
Synagro Southeast	Houston, TX		No Response
Condo Electric Industrial Supply, Inc.	Hialeah, FL		No Response
Paxton Patterson	Chicago, IL		No Response
Grainger	Northbrook, IL		No Response
Florida Minority Supplier Development Council (FMSDC)	Orlando, FL		No Response
Praxair	Burr Ridge, IL		No Response
Noble Sales Co., Inc.	Norwell, MA	1. Woman Owned	No Response
Grainger	Northbrook, IL		Pending Broadcast
CEC Motor & Utility Services, LLC	Palmetto, FL		No Response
Grainger	Northbrook, IL		No Response
United Rentals	Clackamas, OR		No Response
HD Supply Waterworks			No Response

Subtotals will be rounded up to the nearest cent

[<< Return](#)

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Quote Wire(sm)



Quote Preview

Quote Information

[EDIT](#)**Buyer** City of Port Orange - Finance Department**Quote Title** Sensus FlexNet Transmitters**Quote Number** JW17-02**Quote Due Date** 8/30/2016 1:00:00 PM Eastern**Quote Year** 2017

Delivery Requirements

Contact Information Julia Wiggins
City of Port Orange - Finance Department
1000 City Center Circle

Port Orange, FL 32129
United States of America
Phone: 3865065751
Fax: 3865065711
jwiggins@port-orange.org

Shipping Information Julia Wiggins
City of Port Orange - Finance Department
1000 City Center Circle

Port Orange, FL 32129
United States of America
Phone: 3865065751

Shipping Notes All orders are shipped to 500 Oak Street, Port Orange, FL 32129

Item Information

[EDIT](#)

	Description	Quantity
1.	The City of Port Orange intends to award HD Supply Waterworks, Ltd. as a sole source vendor for the purchase of Single & Dual Port 520 Transmitters for Sensus Flexnet.	1 ea
2.	"In accordance with Florida Statue 287.057, this notice below reflects commodities or contractual services sought by the City of Port Orange, Florida that are thought to be only available from a single source. Prospective vendors are requested to provide information regarding the ability to supply the commodity or contractual services described in the notice."	1 ea

Additional Specifications

Quote Wire(sm) - Onvia DemandStar

Insurance Requirements

Terms and Conditions

Net 30 upon receipt and approval.

Uploaded Documents

1. JW17-02 HD Supply Waterworks

EDIT

Commodity Codes Assigned To This Quote

01254597 Water, Potable (See 390-91 for Bottled Water)

EDIT

(View Matching Suppliers)

Supplemental Suppliers

1 Supplemental Supplier(s)

Post Quote

Save and Finish Later

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Quotes

Supplier Broadcast

Your quote request has been queued for broadcast. Please check back shortly to view the Quote Details.

Supplier	Location
1 CEC Motor & Utility Services, LLC	Palmetto, FL
2 Condo Electric Industrial Supply, Inc.	Hialeah, FL
3 Electric Sales Associates, Inc.	Weston, FL
4 Electro Mechanical South, Inc.	Sarasota, FL
5 Environmental Products of Florida	Apopka, FL
6 Ernie Morris Enterprises, Inc.	Bushnell, FL
7 Everglades Farm Equipment	Belle Glade, FL
8 Ferguson Enterprises, Inc. - Waterworks	Orlando, FL
9 Florida Minority Supplier Development Council (FMSDC)	Orlando, FL
10 Glover Oil Company	Melbourne, FL
11 Grainger	Northbrook, IL
12 Grainger	Tallahassee, FL
13 Grainger	Northbrook, IL
14 Grainger	Northbrook, IL
15 Grove Welders, Inc.	Vero Beach, FL
16 HD Supply Waterworks	
17 L.J. Ruffin & Associates	Orlando, FL
18 Miller Bearings a division of Motion Industries, Inc.	Orlando, FL
19 Noble Sales Co., Inc.	Norwell, MA
20 Paxton Patterson	Chicago, IL
21 Praxair	Burr Ridge, IL
22 Ring Power Corp - WCC	St. Augustine, FL
23 Santa Cruz Construction, Inc.	Merritt Island, FL
24 SATCO SUPPLY	MIAMI, FL
25 School Specialty	Greenville, WI
26 Synagro Southeast	Houston, TX
27 United Rentals	Clackamas, OR
28 Walker Miller Equipment Company	Orlando, FL

[Log Another Quote](#)



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: First Addendum and Extension to Broker Service Agreement

DEPARTMENT: Community Development

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve First Addendum and Extension to Broker Service Agreement and authorize the Mayor and City Clerk to execute the same.

SUMMARY: This addendum will extend the broker service agreement for an additional year. The City Council has identified properties for sale pursuant to Resolution No. 16-13. The City Manager shall authorize the broker services in writing for each property the City Manager identifies from the city council approved list. No property shall be brokered without the City Manager's written authorization. Finally, the addendum will also provide for broker opinion of value service upon request at a set rate of \$500 for properties not already identified for sale.

Project Funding Account
No.: No.:

ATTACHMENTS:

1.	Amendment No. 1 and Extension Agreement	Revised Amendment No 1 and Extension Agreement for Renewal No 1.pdf
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Matthew Jones
Wayne Clark
Margaret Roberts
M. Jake Johansson
Robin Fenwick

Created/Initiated - 08/30/2016
Approved - 08/30/2016
Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

**AMENDMENT NO. 1 AND EXTENSION AGREEMENT FOR RENEWAL NO. 1
OF STANDARD CONTRACT FOR SERVICES DATED NOVEMBER 10, 2015**

THIS AMENDMENT NO. 1 ("Agreement") is made and entered into the day and year set forth hereinafter by and between the **CITY OF PORT ORANGE, FLORIDA**, a Florida municipal corporation located at 1000 City Center Circle, Port Orange, Volusia County, Florida 32129 (the "City"), and **ALLIANCE REAL ESTATE ADVISORS, LLC d/b/a SVN ALLIANCE COMMERCIAL REAL ESTATE ADVISORS** ("Contractor"), a Florida limited liability corporation whose principal address is 1275 West Granada Boulevard, Suite 5B, Ormond Beach, Florida 32174 (collectively "the Parties").

WHEREAS, on the 10th day of November, 2015, Transact Realty Commercial Services, Inc. entered into a Contract for real estate broker/firm services to sell various city properties with the City, pursuant to Request for Proposal No. 15-31 (the "Contract"); and

WHEREAS, the Contract provides for an initial term commencing on November 10, 2015 and continuing until September 30, 2016, and may be renewed for three (3) additional one (1) year terms; and

WHEREAS, on the 19th day of July, 2016, the City, Transact Realty Commercial Services, and the Contractor mutually agreed to have the Contract assigned from Transact Realty Commercial Services to the Contractor; and

WHEREAS, the Parties desire to amend the scope of services to include real estate broker/firm services to sell various city properties, identified by the City Manager; and

WHEREAS, the Parties desire to amend the Contract to provide for updated provision of services, include a broker opinion of value clause, and update public records compliance pursuant to Florida Statute; and

WHEREAS, the Parties desire to utilize the first renewal option and extend the Contract for a period commencing on October 1, 2016 and continuing until September 30, 2017; and

WHEREAS, the Port Orange City Council has determined that the execution of this Contract 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:

1. *Provision of Services.* The provision of services is hereby amended as follows:
 - a. Contractor hereby agrees to provide the City of Port Orange real estate broker/firm services to sell various city properties, as identified by the City Manager in writing. The City agrees to provide Contractor an updated list of properties identified for broker/firms services, as such properties may be added or removed, with reasonable notice. The Parties have agreed that a contract for purchase and sale executed by the City on or before February 5, 2016 for the property located at 3875 Yorktowne Boulevard, Lot 8 of Port Orange Gateway Center Replat per Map Book 50 , Pages 24-27 of the Public Records of Volusia County, Florida, with the Purchaser as follows: Harry Patel, Sage Development Group or their successors and assigns; shall not require the services of the Contractor and the City shall not and the Purchaser shall not be obligated to compensate the Contractor under the terms of this Contract.

- b. Term. Renewal Term No. 1 of this Contract is hereby amended and extended. Notwithstanding the date of execution, this Contract shall continue until September 30, 2017, subject to the City's right to amend this Agreement, in the City's sole discretion, upon 90 days' written notice to the Contractor (the "Term").

2. Broker Opinion of Value. Contractor shall be compensated at a rate of Five Hundred and 00/100 Dollars (\$500.00), per broker opinion of value received, for those properties requested by the City, and not identified as requiring broker/firm services, as set forth in this Contract.

3. Sale and Purchase Contract Documents. Contractor acknowledges that the Florida Association of Relators and the Florida Bar Contract for Sale and Purchase ("FAR-BAR") shall not be utilized for the sale and purchase of City properties. All contracts for the sale and purchase of City properties shall utilize the City of Port Orange Contract for Sale and Purchase of Real Property, as prepared by the City Attorney's Office.

4. Public Records Compliance. Contractor shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:

- (a) Keep and maintain public records required by the City to perform the service.
- (b) Upon request from the City's custodian of public records, provide the City with a copy of the requested record or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the City.
- (d) Upon completion of the Contract, Contractor shall transfer to the City, at no cost, all public records in possession of the Contractor and destroy any duplicate public records that are exempt from public records disclosure requirements. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

If Contractor does not comply with a public records request, the City shall deem the non-compliance a breach of this Contract, and the Contractor may be subject to penalties under Section 119.10, Florida Statutes.

CONTRACTOR QUESTIONS RELATING TO CONTRACTOR'S DUTIES TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT MUST BE FORWARDED TO THE OFFICE OF THE CITY CLERK, CITY HALL, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129 TELEPHONE: (386) 506-5563 E-MAIL: CITYCLERK@PORT-ORANGE.ORG

5. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

6. All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have signed, sealed, and delivered this Agreement on the day and year stated hereinafter.

Witnesses:

ALLIANCE REAL ESTATE ADVISORS, LLC
d/b/a SVN ALLIANCE COMMERCIAL REAL ESTATE ADVISORS

Printed Name: _____

By: _____

Carl Lentz, IV, Managing Member

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

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Carl Lentz, IV, as Managing Member of Alliance Real Estate Advisors, LLC d/b/a SVN Alliance Commercial Real Estate Advisors, a Florida limited liability corporation, and who:

[Notary: Please select one]

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

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

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____
Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the City, and who is personally known to me.

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

Witnesses:

ATTEST:

Printed Name: _____

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

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the City, and who is personally known to me.

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



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: Approval to negotiate HVAC contract

DEPARTMENT: Parks & Recreation

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to waive sealed bids and to authorize the city manager to contract for the purchase of the A/C services and equipment with one of the existing contracted vendors subject to a written contract not to exceed \$40,000.00 for repair and replacement services.

SUMMARY: On June 24, 2016, we issued an Invitation to Bid # 16-28 for the replacement of the HVAC system (Addison Fresh Air Unit and Trane 10 Ton A/C Unit) at the Allen Green Center. Two local firms were contacted directly by Purchasing through email with the bid documents attached. 264 vendors were notified electronically through Onvia/DemandStar. On July 23, 2016, we received no responses. Checking with four planholders of the bid documents posted on Onvia/Demandstar, one firm stated a staff member had been assigned the project of submitting the bid (but failed to do so), a second firm stated they had trouble sending questions at the email address and did not attempt to contact us by phone. Two local firms did not provide a reason for no bid.

The project was re-bid with a broader category of vendors on July 15, 2016 under ITB 16-35 with a mandatory pre-bid conference scheduled for July 22, 2016. Seven (7) vendors were contacted directly by Purchasing regarding the new bid. We also attached the bid documents with the notification. 825 vendors were notified electronically through Onvia/DemandStar of which six (6) downloaded documents. No one was in attendance for the mandatory pre-bid conference.

Purchasing does not see any benefit in extending the due date and scheduling another pre-bid conference.

The City has existing HVAC contracts with DG Meyer and Flair. Staff would like to obtain a quote from DG Meyer and Flair Air and take lowest proposal not to exceed \$40,000 and the city manager is requesting city council authorization to issue the contract consistent with the best and lowest quote.

Project No.: Funding Account No.: 001-4400-572-64-00

ATTACHMENTS:

Susan Lovallo	Created/Initiated - 07/29/2016
Susan Lovallo	Approved - 07/29/2016
Diana Fye	Approved - 07/29/2016
Tracey Riehm	Approved - 08/04/2016
Margaret Roberts	Approved - 09/01/2016
M. Jake Johansson	Approved - 09/01/2016
Robin Fenwick	Final Approval - 09/01/2016



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: Resolution No. 16-52 - Supplemental LAP Agreement for design of Victoria Gardens Sidewalk

DEPARTMENT: Community Development

GOAL: 1 - Infrastructure Preservation

OBJECTIVE: 1 - Develop shovel ready projects in preparation for funding opportunities

RECOMMENDED MOTION: Move to approve Resolution No. 16-52 and the Supplemental LAP Agreement for the for design of the Victoria Gardens Sidewalk and to authorize the Mayor and City Clerk to execute the Agreement and Resolution.

SUMMARY: The FDOT has requested the City execute the attached Local Area Project (LAP) Supplemental Agreement and Resolution for the design of the Victoria Gardens Boulevard Sidewalk. In accordance with FDOT policy, the total design funding amount has been reduced to the amount of the design fee negotiated and awarded to Traffic Engineering Data Solutions, Inc. (TEDS). Based on the contract award amount, the City's contribution is being reduced to \$6,374.00, with the federal funding amount being reduced to \$57,366.00.

Project No.: OMI018
OMI018

Funding Account No.: 312-4310-541.63-97
312-4300-541.63-97

ATTACHMENTS:

1.	Reso. No. 16-52	Reso. No. 16-52.pdf
----	-----------------	---------------------

Margaret Momberger
Wayne Clark
Tracey Riehm
Margaret Roberts
M. Jake Johansson
Robin Fenwick

Created/Initiated - 08/20/2016
Approved - 08/22/2016
Approved - 08/28/2016
Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

RESOLUTION NO. 16-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, APPROVING A LOCAL AGENCY PROGRAM AGREEMENT FPN 435536-1-38-01; FOR THE DESIGN OF THE VICTORIA GARDENS BOULEVARD SIDEWALK PROJECT; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST THE AGREEMENT, RESPECTIVELY, WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida Department of Transportation and the City of Port Orange desire to facilitate the Local Agency Program Agreement for the design of the Victoria Gardens Boulevard sidewalk project; and

WHEREAS, the State of Florida Department of Transportation has requested the City of Port Orange to execute and deliver to the State of Florida Department of Transportation the Local Agency Program Agreement for the aforementioned project, FPN 435536-1-38-01.

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

Section 1. The City Council of the City of Port Orange, Florida, hereby approves and authorizes the Mayor and City Clerk to make, execute, and deliver to the State of Florida Department of Transportation the Local Agency Program Agreement for the project FPN 435536-1-38-01, a copy of which is attached hereto as **Exhibit "A"**

Section 2. This resolution shall become effective immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the day of

Reviewed and Approved: _____
Matthew J. Jones, Deputy City Attorney

Exhibit "A"

525-010-32
PROGRAM MANAGEMENT
01/15

Page 1 of 3

SUPPLEMENTAL NO. 1 DUNS NO. 80-939-7102	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT	FPN 435536-1-38-01 CONTRACT NO. G0B16
--	---	--

The Florida Department of Transportation and the City of Port Orange desires to supplement the original Agreement entered into and executed on May 27, 2016 as identified above. All provisions in the original Agreement and supplements, if any, remain in effect except as expressly modified by this supplement.

The changes to the Agreement and supplements, if any, are described as follows:

PROJECT DESCRIPTION

Name Sidewalk along the east/south side of Victoria Gardens Avenue Length Approximately 0.30 miles

Termini Clyde Morris Boulevard to Applevue Way

Description of Work:

This project consists of the design of a minimum 5-foot wide sidewalk along the east/south side of Victoria Gardens Boulevard from Clyde Morris Boulevard to Applevue Way. The project length is approximately 0.30 miles (1600 ft). The project will include crosswalks, pavement and concrete removal, gravity wall, pedestrian handrail, pavement and crosswalk markings, current ADA compliant ramps, detectable warning surfaces and signing. Drainage efforts will include the re-grading of existing swales due to sidewalk construction. Drainage will not be significantly changed; therefore, no drainage permit should be required. R/W is not anticipated for this project. A 100% gopher tortoise survey will be required to determine if tortoise relocation and permit are needed within the project limits.

Reason for Supplement and supporting engineering and/or cost analysis:

Pursuant to **Paragraph 4.0 Project Estimate and Disbursement Schedule** of the Local Agency Program Agreement, the Agency and the Department acknowledge and agree that the Schedule of Funding for design that includes the authorized and encumbered Federal funding for the project shall be reduced to an amount equal to the Agency's design contract award amount of \$63,740.00. The River to Sea TPO has requested that the City contribute matching funds totaling 10% of the project cost. Based on the contract award amount, the City's contribution will be reduced to **\$6,374.00**, with the federal funding amount being reduced to **\$57,366.00**. Said revisions are reflected in the attached **ADJUSTED EXHIBIT "B" SCHEDULE OF FUNDING**.

A portion of the contract award in the amount of \$5,115.00 is attributed to post-design services, which are ineligible for reimbursement under this design agreement. While the cost of these services will be applied toward the City's 10% match, they will not be presented on invoices for reimbursement. As such, the amount of local funding to be applied as a match to invoice payments is the difference between the total match (\$6,374.00) and the post design services (\$5,115.00) or \$1,259.00. Based on the match balance, invoices presented to the Department will be reimbursed at **97.85%** of the total amount requested for each invoice.

ADJUSTED EXHIBIT B SCHEDULE OF FUNDING

Page 2 of 3

SUPPLEMENTAL NO. 1 DUNS NO. 80-939-7102	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT	FPN 435536-1-38-01 CONTRACT NO. G0B16
--	---	--

TYPE OF WORK By Fiscal Year	FUNDING				
	(1) PREVIOUS TOTAL PROJECT FUNDS	(2) ADDITIONAL PROJECT FUNDS	(3) CURRENT TOTAL PROJECT FUNDS	(4) TOTAL AGENCY FUNDS	(5) TOTAL STATE & FEDERAL FUNDS
Planning					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total Planning Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Development & Environment (PD&E)					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total PD&E Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design					
FY: 2015-2016	\$80,156.00	(\$22,790.00)	\$57,366.00	\$0.00	\$57,366.00
FY: 2015-2016	\$8,910.00	(\$2,536.00)	\$6,374.00	\$6,374.00	\$0.00
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total Design Cost	\$89,066.00	(\$25,326.00)	\$63,740.00	\$6,374.00	\$57,366.00
Right-of-Way					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total Right-of-Way Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total Construction Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Engineering and Inspection (CEI)					
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
FY: _____	_____	_____	_____	_____	_____
Total CEI Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Construction & CEI Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL COST OF THE PROJECT	\$89,066.00	(\$25,326.00)	\$63,740.00	\$6,374.00	\$57,366.00

SUPPLEMENTAL NO. 1 DUNS NO. 80-939-7102	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT	FPN 435536-1-38-01 CONTRACT NO. G0B16
--	---	--

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

AGENCY CITY OF PORT ORANGE

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

By: _____
Name: Allen Green
Title: Mayor

By: _____
Name: Frank J. O'Dea, P.E.
Title: Director of Transportation Development

Attest: _____
Name: Robin L. Fenwick
Title: City Clerk

Attest: _____
Name: _____
Title: Executive Secretary

Date: _____

Date: _____

Legal Review:

See attached Encumbrance Form for date of funding approval by Comptroller.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

525-010-40
PROGRAM MANAGEMENT
1/15
Page 1 of 1

EXHIBIT 1

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.205
CFDA Title: Highway Planning and Construction
Federal-Aid Highway Program, Federal Lands Highway Program
CFDA Program Site: <https://www.cfda.gov/>
Award Amount: \$57,366.00
Awarding Agency: Florida Department of Transportation
Award is for R&D: No
Indirect Cost Rate: N/A

FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards
<http://www.ecfr.gov/>

OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*
http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf

OMB Circular A-133 Compliance Supplement 2014
http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2014

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

OMB Circular A-87 (Revised), *Cost Principles for State, Local and Indian Tribal Governments*
http://www.whitehouse.gov/omb/circulars_a087_2004/

OMB Circular A-102, *Grants and Cooperative Agreements with State and Local Governments*
http://www.whitehouse.gov/omb/circulars_a102/

Title 23 – Highways, United States Code
<http://uscode.house.gov/browse/prelim@title23&edition=prelim>

Title 49 – Transportation, United States Code
<http://uscode.house.gov/browse/prelim@title49&edition=prelim>

Map-21 – Moving Ahead for Progress in the 21st Century, Public Law 112-141
<http://www.gpo.gov/fdsys/pkg/PLAW-112publ141/pdf/PLAW-112publ141.pdf>

Federal Highway Administration – Florida Division
<http://www.fhwa.dot.gov/fldiv/>

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
<https://www.fsr.gov/>



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: Resolution No. 16-53 - Joint Participation Agreement between the State of Florida Department of Transportation and the City of Port Orange for Landscaping Improvements on State Road 421/Dunlawton Avenue

DEPARTMENT: Community Development

GOAL: 2 - Quality of Life

OBJECTIVE: 1 - Maintain existing beautification efforts and implement phases not yet complete

RECOMMENDED MOTION: Move to approve Resolution No. 16-53 approving the Joint Participation Agreement (JPA) for the construction of the landscaping improvements on State Road 421/Dunlawton Avenue and authorize the Mayor and City Clerk to execute the Agreement and Resolution.

SUMMARY: The FDOT has requested the City execute the attached Joint Participation Agreement (JPA) for the construction of the landscaping improvements on State Road 421/Dunlawton Avenue. The FDOT has agreed to fund \$850,000 to refurbish the landscaping in the Dunlawton medians from Spruce Creek Road to I-95. City CIP funds are budgeted to cover the cost of non-eligible grant items (irrigation and sod). Design and permitting of the project is underway. This project is scheduled to go out to bid by the end of 2016 so that construction is underway in early 2017 to coincide with Spring planting season. Bidding of this project is on the same schedule as the Ridgewood Avenue landscape improvement project so as to attract more bidders and to time planting in early spring 2017.

Project No.: AIO022
AIO022

Funding Account No.: 317-1000-519.63-97
317-1000-519.63-97

ATTACHMENTS:

1.	Reso. No. 16-53	Reso. No. 16-53.pdf
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Margaret Momberger
Wayne Clark
Tracey Riehm
Margaret Roberts
M. Jake Johansson
Robin Fenwick

Created/Initiated - 08/20/2016
Approved - 08/22/2016
Approved - 08/30/2016
Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

RESOLUTION NO. 16-53

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, APPROVING THE JOINT PARTICIPATION AGREEMENT ("JPA") FINANCIAL MANAGEMENT NO. 437854-1-58-01 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION ("FDOT") FOR THE CONSTRUCTION OF THE LANDSCAPING IMPROVEMENTS ON STATE ROAD 421/DUNLAWTON AVENUE; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, FDOT and the City of Port Orange desire to entered into a JPA for the construction of the landscaping improvements on State Road 421/Dunlawton Avenue; and

WHEREAS, FDOT has requested the City of Port Orange to execute and deliver to FDOT the JPA Financial Management No. 437854-1-58-01.

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

Section 1. The City Council of the City of Port Orange, Florida, hereby approves and authorizes the Mayor and City Clerk to make, execute, and deliver to the FDOT the JPA Financial Management No. 437854-1-58-01, a copy of which is attached hereto as **Exhibit "1"**

Section 2. This resolution shall become effective immediately upon adoption

ALLEN GREEN, MAYOR

Attest:

Robin L. Fenwick, CMC, City Clerk

Adopted on this _____ day of _____, 2016

Reviewed and Approved: _____
Matthew J. Jones, Deputy City Attorney

Exhibit "1"

FM #437854-1-58-01
Page 1 of 28

Original Draft: 5/16/2016
Revised: 8/22/2016

Financial Management No.: 437854-1-58-01 Agency: City of Port Orange Contract No:	Fund: DDR Activity: 215 Contract Amount: \$850,000.00	FLAIR Approp: 088716 FLAIR Obj: 563000 Org. Code: 55054010508 Vendor No.: F 596000412 018
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JOINT PARTICIPATION AGREEMENT
BETWEEN
THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
AND
THE CITY OF PORT ORANGE

This Agreement, made and entered into this _____ day of _____, 2016, by and between the **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION** (hereinafter referred to as the DEPARTMENT) and the **CITY OF PORT ORANGE**, a Florida Municipal Corporation (hereinafter referred to as the LOCAL GOVERNMENT),

WITNESSETH:

WHEREAS, the Parties have been granted specific legislative authority to enter into this Agreement pursuant to Section 339.12, Florida Statutes; and

WHEREAS, the LOCAL GOVERNMENT by Resolution No. _____ dated the _____ day of _____, 2016, a copy of which is attached hereto as Exhibit "G" and made a part hereof, has authorized its officers to execute this Agreement on its behalf.

WHEREAS, the DEPARTMENT is prepared, in accordance with its Five Year Work Program, to undertake the Project described as the "Landscaping Improvements on State Road 421/Dunlawton Avenue between Interstate 95 and Spruce Creek Road", in the DEPARTMENT'S Fiscal Year 2016/2017, said Project being known as Financial Management Number (FM #) 437854-1-58-01, hereinafter referred to as the "Project"; and

WHEREAS, the Project is on the State Highway System, is not revenue producing and is contained in the adopted Five Year Work Program; and

WHEREAS, the implementation of the Project is in the interest of both the DEPARTMENT and the LOCAL GOVERNMENT and it would be most practical, expeditious, and economical for the LOCAL GOVERNMENT to perform the services to complete the Project; and;

WHEREAS, the intent of this Agreement is to establish the terms and conditions of the funding and the production of this Project.

NOW, THEREFORE, in consideration of the mutual benefits to be derived from the joint participation of this Agreement, the parties agree as follows:

1. TERM

A. The term of this Agreement shall begin upon the date of signature of the last party to sign. The LOCAL GOVERNMENT agrees to complete the Project by August 31, 2017, in accordance with the schedule described and contained in Exhibit "C" attached hereto. If the LOCAL GOVERNMENT does not complete the Project within the time period allotted, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph, unless an extension of the time period is requested by the LOCAL GOVERNMENT and granted in writing by the DEPARTMENT prior to the expiration of the Agreement. Expiration of this Agreement will be considered termination of the Project. After the Project is complete, the term of this Agreement shall continue in effect and be binding on the parties in perpetuity for maintenance responsibilities of the LOCAL GOVERNMENT. The DEPARTMENT will review the need for the LOCAL GOVERNMENT to continue maintenance of the Improvements on a five year basis, and if it is determined by the DEPARTMENT that maintenance is no longer needed, the DEPARTMENT may unilaterally terminate the Agreement, upon thirty (30) days written notice to the LOCAL GOVERNMENT.

2. SERVICES AND PERFORMANCES

A. The LOCAL GOVERNMENT shall furnish the services with which to construct the Project. The Project includes preparing all planting areas by removing sod, adding soil and adjusting grade for proper planting; purchasing all materials for the project and the installation of the landscaping improvements to the specifications shown in the accepted Landscape Plan; maintaining the material shown in the Landscape Plan for the duration of the project; staking all trees planted; and supplying Maintenance of Traffic in any roadway areas, if necessary. The LOCAL GOVERNMENT shall perform necessary preliminary engineering, prepare all design plans for the Project, perform the construction, provide all necessary engineering supervision, and otherwise perform all other necessary work to complete the Project, as specified in Exhibit "A" attached hereto and by this reference made a part hereof. All work provided by the LOCAL GOVERNMENT hereunder shall be undertaken consistent with and in accordance with the Terms & Conditions set forth in

Exhibit "D" hereto. Nothing herein shall be construed as requiring the LOCAL GOVERNMENT to perform any activity which is outside of the scope of services of the Project.

B. In addition to the Terms & Conditions set forth in Exhibit "D", the LOCAL GOVERNMENT agrees to undertake the design and construction of the Project in accordance with all applicable federal, state and local statutes, rules and regulations, including DEPARTMENT standards and specifications.

C. The landscaping design shall meet the DEPARTMENT'S criteria for Bold Landscape Requirements with more emphasis on more large trees and fewer shrubs to increase "curb appeal". Shrubs can be used when and where they are part of the best design solution.

D. This Agreement shall act to supersede the normal requirements of the LOCAL GOVERNMENT to secure separate DEPARTMENT permits for drive-way connection, right-of-way utilization, storm-water discharge and utilities and this Agreement is deemed to constitute such permits.

E. The LOCAL GOVERNMENT shall be responsible for obtaining clearances/permits required for the construction of the Project from the appropriate permitting authorities.

F. The LOCAL GOVERNMENT understands that they are responsible for the preparation of all design plans for the Project, at the expense of the LOCAL GOVERNMENT, suitable for reproduction on 11 inch by 17 inch sheets, together with a complete set of specifications covering all construction requirements for the Project. The LOCAL GOVERNMENT shall assure that the design, construction, installation, and maintenance is consistent with and meets all criteria and limitations of Rule 14-40.030, Florida Administrative Code, as it relates to Vegetation Management at Outdoor Advertising Signs. One (1) copy of the design plans shall be provided to the DEPARTMENT'S Design Project Manager at the address listed on Page 14. The DEPARTMENT shall review the plans for conformance to the DEPARTMENT'S requirements and feasibility within forty-five (45) days of delivery by the LOCAL GOVERNMENT. The DEPARTMENT'S review shall not be considered an adoption of the plans nor a substitution for the engineer's responsibility for the plans, however, all changes requested by the DEPARTMENT shall be made by the

Engineer of Record/LOCAL GOVERNMENT with the understanding that final decision rest with the DEPARTMENT. All corrected plans shall be provided to the DEPARTMENT in a timely manner. The LOCAL GOVERNMENT shall provide a copy of the Final Bid documents to the DEPARTMENT within ten (10) days of the receipt of said documents. After approval of the plans and prior to commencing the work described herein, the LOCAL GOVERNMENT shall request a Notice to Proceed from the DEPARTMENT'S Point of Contact listed on page 14, or from an appointed designee. **Any work performed prior to the issuance of the Notice to Proceed is not subject to reimbursement.**

G. The expenditure of funds pursuant to this Agreement shall comply with the terms of Section 334.044(26), Florida Statutes, as amended. To the greatest extent practical, at least 50% of these funds shall be used to purchase large plant materials (large plant materials have been defined by the Florida Department of Transportation to be five (5) gallon or larger containers as defined by the Florida Department of Agriculture's "Grades and Standards for Nursery Plants") with the remaining funds for other plant materials. Except as prohibited by applicable law or regulation, all of the plant materials purchased shall be purchased from Florida commercial nursery stock in this state on a uniform competitive bid basis.

H. The LOCAL GOVERNMENT shall hire a Pre-qualified Landscape Contractor or, in accordance with the requirements set forth in Exhibit "D" and Exhibit "E", the LOCAL GOVERNMENT may hire an experience qualified contractor using the LOCAL GOVERNMENT'S normal bid procedures to perform the construction work for the Project.

I. The LOCAL GOVERNMENT shall hire a DEPARTMENT Pre-qualified Consultant Construction Engineering Inspection firm (hereinafter "CCEI") to perform construction oversight including the obligation to assure that any and all verification testing is performed in accordance with the \Standard Specifications for Road and Bridge Construction, current edition, and as amended from time to time. The LOCAL GOVERNMENT'S Attorney shall certify to the DEPARTMENT that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes. The DEPARTMENT shall have the right, but not the obligation, to perform independent assurance testing during the course of construction of the Project. The CCEI firm shall not be the same firm as that of the Engineer of Record for the Project.

J. The LOCAL GOVERNMENT shall require the LOCAL GOVERNMENT'S contractor to post a bond in accordance with Section 337.18(1), Florida Statutes.

K. The LOCAL GOVERNMENT shall be responsible to ensure that the construction work under this Agreement is performed in accordance with the approved construction documents, and that it will meet all applicable DEPARTMENT standards and that the work is performed in accord with the Terms and Conditions contained in Exhibit "D".

L. If the LOCAL GOVERNMENT utilizes its own work force for any services for the Project, all costs and expenses thereof shall not be subject to reimbursement.

M. Upon request, the LOCAL GOVERNMENT agrees to provide progress reports to the DEPARTMENT in the standard format used by the LOCAL GOVERNMENT and at intervals established by the DEPARTMENT. The DEPARTMENT will be entitled at all times to be advised, at its request, as to the status of the Project being constructed by the LOCAL GOVERNMENT and of details thereof. Either party to the Agreement may request and shall, within a reasonable time thereafter, be granted a conference with the other party.

N. Upon completion of the work authorized by this Agreement, the LOCAL GOVERNMENT shall notify the DEPARTMENT in writing of the completion; and for all design work that originally required certification by a Registered Landscape Architect, this notification shall contain a Landscape Architect's Certification of Compliance, signed and sealed by a Registered Landscape Architect, the form of which is attached hereto as Exhibit "F". The certification shall state that work has been completed in compliance with the Project construction plans and specifications. If any deviations are found from the accepted plans, the certification shall include a list of all deviations along with an explanation that justifies the reason to accept each deviation.

3. MAINTENANCE

A. The DEPARTMENT and the LOCAL GOVERNMENT agree that until such time as the landscaping and all other improvements constructed or installed in the Department's Right of Way need to be removed from the Right of Way, the LOCAL GOVERNMENT shall, at all times, maintain the Project in a reasonable manner and with due care in accordance with all applicable DEPARTMENT guidelines, standards, and procedures (Project Standards) and as herein below specified.

- i) The LOCAL GOVERNMENT hereby agrees to have the landscaping installed on the Project as specified in the Landscape Plan(s). Such installation shall be in conformance with Florida Administrative Code Rule 14-40.003, as it may be amended from time to time. The LOCAL GOVERNMENT shall not change or deviate from said plan(s) without written approval of the DEPARTMENT.
- ii) The LOCAL GOVERNMENT agrees to maintain the landscaping installed by the Project in accordance with the Landscape Maintenance Plan(s). Said maintenance will be in accordance with Florida Administrative Code Rule 14-40.003, as it may be amended from time to time. The LOCAL GOVERNMENT'S responsibility for maintenance shall be consistent with the requirements of Florida Administrative Code Rule 14.40.003(5), as it may be amended from time to time. The maintenance functions to be performed by the LOCAL GOVERNMENT shall be subject to periodic inspections by the DEPARTMENT. The LOCAL GOVERNMENT shall not change or deviate from said plan(s) without written approval of the DEPARTMENT.
- iii) The LOCAL GOVERNMENT shall have the continuous obligation to monitor the maintenance of traffic pursuant to the Design Standards Index Series 600, and Rule 14-40.003, Florida Administrative Code, as it may be amended from time to time, during the course of the maintenance functions so that the safe and efficient movement of the traveling public is maintained. During maintenance functions, the LOCAL GOVERNMENT shall take measures, including the placing and display of safety devices that are necessary in order to safely conduct the public through the maintenance area in accordance with the latest and current version of the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, and the DEPARTMENT'S Standard Specifications for Road and Bridge

construction, current edition, and the DEPARTMENT'S Roadway and Traffic Design Standards, current edition, and as those sources may be amended from time to time.

- iv) If at any time after the LOCAL GOVERNMENT has assumed the landscaping installation or maintenance responsibility above-mentioned, it shall come to the attention of the DEPARTMENT that the Project, as will be designed by the LOCAL GOVERNMENT, or a part thereof is not properly installed or maintained pursuant to the terms of this Agreement, the District Secretary or his/her designee may issue a written notice that a deficiency or deficiencies exist(s), by sending a certified letter to the LOCAL GOVERNMENT to place said LOCAL GOVERNMENT on notice thereof. Thereafter, the LOCAL GOVERNMENT shall have a period of thirty (30) calendar days within which to correct the cited deficiencies. If said deficiencies are not corrected within this time period, the DEPARTMENT may terminate the Agreement, in which case the LOCAL GOVERNMENT shall at its own expense and within sixty (60) calendar days after written notice by the DEPARTMENT, remove all of the landscaping that the DEPARTMENT directs be removed and return the Right-of-Way to its original condition. The LOCAL GOVERNMENT will own such materials it removes and the DEPARTMENT shall own any materials remaining.
- v) It is understood between the parties hereto that the landscaping covered by this Agreement may be removed, relocated or adjusted by the DEPARTMENT at any time in the future as determined to be necessary by the DEPARTMENT in order that the state road be widened, altered or otherwise changed to meet with future criteria or planning of the DEPARTMENT. The LOCAL GOVERNMENT shall be given sixty (60) calendar days notice to remove said landscaping after which time the DEPARTMENT may remove the same.

4. COMPENSATION AND REIMBURSEMENT

A. Project Cost: The total estimated cost of the Project is **\$850,000.00 (Eight Hundred Fifty Thousand Dollars and No/100)**. The DEPARTMENT agrees to compensate the LOCAL GOVERNMENT for services described in Exhibit "A" – Scope of Services. The Method of Compensation is included in Exhibit "B" attached hereto.

B. DEPARTMENT Participation: The DEPARTMENT agrees to reimburse the LOCAL GOVERNMENT in an amount not to exceed **\$850,000.00 (Eight Hundred Fifty Thousand Dollars and No/100)** for actual costs incurred, excluding LOCAL GOVERNMENT overhead. The funding for this Project is contingent upon annual appropriation by the Florida Legislature. The DEPARTMENT shall reimburse the LOCAL GOVERNMENT only for the cost of purchase of the plant materials, fertilizer, and the cost for labor associated with the installation of the planting. Notwithstanding the fact that said work is not reimbursable, any and all additional work to be performed by the LOCAL GOVERNMENT within the limits of this Project shall be included in the LOCAL GOVERNMENT'S DEPARTMENT accepted plans and in Exhibit "A", Scope of Services. No work may be performed in the Department's Right of Way that has not specifically been approved by the Department. The LOCAL GOVERNMENT agrees to bear all expenses in excess of the DEPARTMENT'S participation. Travel costs will not be reimbursed.

C. The LOCAL GOVERNMENT shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project, identified as Project Number 437854-1-58-01, and the quantifiable, measurable, and verifiable units of deliverables are described more fully in Exhibit A – Scope of Services.

D. Invoices shall be submitted by the LOCAL GOVERNMENT in detail sufficient for a proper pre-audit and post-audit thereof, based on the quantifiable, measurable, and verifiable deliverables as established in Exhibit "A", Scope of Services. Deliverables must be received and accepted in writing by the Department's Project Manager or designee prior to payment.

E. Supporting documentation must establish that the deliverables were received and accepted in writing by the LOCAL GOVERNMENT and must also establish that the

required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in Exhibit "A" – Scope of Services was met.

F. There shall be no reimbursement for travel expenses under this Agreement.

G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the DEPARTMENT determines that the performance of the LOCAL GOVERNMENT is unsatisfactory, the DEPARTMENT shall notify the LOCAL GOVERNMENT of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the DEPARTMENT. The LOCAL GOVERNMENT shall, within five (5) days after notice from the DEPARTMENT, provide the DEPARTMENT with a corrective action plan describing how the LOCAL GOVERNMENT will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the DEPARTMENT, the LOCAL GOVERNMENT shall be assessed a non-performance retainage equivalent to ten percent (10%) of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the LOCAL GOVERNMENT resolves the deficiency. If the deficiency is subsequently resolved, the LOCAL GOVERNMENT may bill the DEPARTMENT for the retained amount during the next billing period. If the LOCAL GOVERNMENT is unable to resolve the deficiency, the funds may be forfeited at the end of the Agreement term.

i) All costs charged to the Project by the LOCAL GOVERNMENT shall be supported by detailed invoices, proof of payments, contracts or vouchers evidencing in sufficient detail the nature and propriety of the charges.

H. The LOCAL GOVERNMENT providing goods and services to the DEPARTMENT should be aware of the following time frames. Inspection and approval of goods or services shall take no longer than twenty (20) working days, upon receipt of an invoice. The DEPARTMENT has twenty (20) days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

I. If a payment is not available within forty (40) days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount to the LOCAL GOVERNMENT. Interest penalties of less than one dollar (\$1.00) will not be enforced unless the LOCAL GOVERNMENT requests payment. Invoices which have to be returned to the LOCAL GOVERNMENT because of LOCAL GOVERNMENT preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the DEPARTMENT.

J. A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for the LOCAL GOVERNMENT who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

K. Records of costs incurred under terms of this Agreement shall be maintained and made available upon reasonable request to the DEPARTMENT at all times during the period of this Agreement and for five (5) years after final payment is made. Copies of these documents and records shall be furnished to the DEPARTMENT upon request. Records of costs incurred include the LOCAL GOVERNMENT'S general accounting records and the Project records, together with supporting documents and records, of the Electric Utility Company and all subcontractors performing work on the Project, and all other records of the Electric Utility Company and subcontractors considered necessary by the DEPARTMENT for a proper audit of costs. Any discrepancies revealed by any such audit shall be resolved by a corrected final billing from the LOCAL GOVERNMENT to the DEPARTMENT.

L. In the event this Agreement is in excess of \$25,000.00 (TWENTY-FIVE THOUSAND DOLLARS AND NO/100) and a term for a period of more than one (1) year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated as follows:

“The DEPARTMENT, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The DEPARTMENT shall require a statement from the Comptroller of

the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one (1) year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the DEPARTMENT which are for an amount in excess of \$25,000.00 and which have a term for a period of more than one (1) year.”

M. The contractor/consultant/vendor agrees to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.

N. The DEPARTMENT’S performance and obligation to pay under this contract is contingent upon an annual appropriation by the Florida Legislature. The parties agree that in the event funds are not appropriated to the DEPARTMENT for the Project, this Agreement may be terminated, which shall be effective upon the DEPARTMENT giving notice to the LOCAL GOVERNMENT to that effect.

O. If the DEPARTMENT determines that the performance of the COUNTY is not satisfactory, the DEPARTMENT shall have the option of (a) immediately terminating the Agreement, or (b) notifying the COUNTY of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the Agreement will be terminated at the end of such time, or (c) taking whatever action is deemed appropriate by the DEPARTMENT.

5. COMPLIANCE WITH LAWS

A. The LOCAL GOVERNMENT shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the LOCAL GOVERNMENT in conjunction with this Agreement. Failure by the LOCAL GOVERNMENT to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the DEPARTMENT.

B. The LOCAL GOVERNMENT shall comply with all federal, state and local laws and ordinances applicable to the work or payment for work thereof. The LOCAL

GOVERNMENT shall not discriminate on the grounds of race, color, religion, sex or national origin in the performance of work under this Contract.

C. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch, or a state agency.

D. The LOCAL GOVERNMENT and the DEPARTMENT agree that the LOCAL GOVERNMENT, its employees, and subcontractors are not agents of the DEPARTMENT as a result of this Contract.

6. TERMINATION AND DEFAULT

A. This Agreement may be canceled by the DEPARTMENT in whole or in part, at any time the interest of the DEPARTMENT requires such termination. The DEPARTMENT also reserves the right to seek termination or cancellation of this Agreement in the event the LOCAL GOVERNMENT shall be placed in either voluntary or involuntary bankruptcy. The DEPARTMENT further reserves the right to terminate or cancel this Agreement in the event an assignment is made for the benefit of creditors.

B. If the DEPARTMENT determines that the performance of the LOCAL GOVERNMENT is not satisfactory, the DEPARTMENT shall have the option of (a) immediately terminating the Agreement, or (b) notifying the LOCAL GOVERNMENT of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the Agreement will be terminated at the end of such time, or (c) taking whatever action is deemed appropriate by the DEPARTMENT.

C. If the DEPARTMENT requires termination of the Agreement for reasons other than unsatisfactory performance of the LOCAL GOVERNMENT, the DEPARTMENT shall notify the LOCAL GOVERNMENT of such termination, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

D. If the Agreement is terminated before performance is completed, the LOCAL GOVERNMENT shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed an amount which is the same percentage of the contract price as the amount of work satisfactorily completed is a percentage of the total work called for by this Agreement. All work in progress will become the property of the DEPARTMENT and will be turned over promptly by the LOCAL GOVERNMENT.

7. MISCELLANEOUS

A. In no event shall the making by the DEPARTMENT of any payment to the LOCAL GOVERNMENT constitute or be construed as a waiver by the DEPARTMENT of any breach of covenant or any default which may then exist, on the part of the LOCAL GOVERNMENT, and the making of such payment by the DEPARTMENT while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the DEPARTMENT with respect to such breach or default.

B. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Florida. Any provision herein determined by a court of competent jurisdiction, or any other legally constituted body having jurisdiction, to be invalid or unenforceable shall be severable and the remainder of this Agreement shall remain in full force and effect, provided that the invalidated or unenforceable provision is not material to the intended operation of this Agreement.

C. This Agreement shall be effective upon execution by both parties and shall continue in effect and be binding on the parties until the Project is completed, any subsequent litigation is complete and terminated, final costs are known, and legislatively appropriated reimbursements, if approved, are made by the DEPARTMENT. The DEPARTMENT may, at any stage, amend or terminate the Project in whole or in part if the DEPARTMENT determines that such action is in the best interest of the public.

D. PUBLIC ENTITY CRIME INFORMATION AND ANTI-DISCRIMINATION STATEMENT: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for

the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

E. The DEPARTMENT and the LOCAL GOVERNMENT acknowledge and agree to the following:

i) The LOCAL GOVERNMENT shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the LOCAL GOVERNMENT during the term of the contract; and

ii) The LOCAL GOVERNMENT shall expressly require any contractors and subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the contractor/subcontractor during the contract term.

F. All notices required pursuant to the terms hereof shall be sent by First Class United States Mail. Unless prior written notification of an alternate address for notices is sent, all notices shall be sent to the following addresses:

DEPARTMENT

Point of Contact:

Holly Lopenski

Program Coordinator

719 South Woodland Boulevard, M.S. 4-520

DeLand, Florida 32720-6834

PH: (386) 943-5520

Holly.Lopenski@dot.state.fl.us

Richard Grooms
Design Project Manager/MS 3-510
719 South Woodland Boulevard
DeLand, Florida 32720-6834
PH: (386) 943-5374
Richard.Grooms@dot.state.fl.us

Vince Vacchiano
Construction Project Manager/MS 3-506
719 South Woodland Boulevard
DeLand, Florida 32720-6834
PH: (386) 943-5406
Vincent.Vacchiano@dot.state.fl.us

LOCAL GOVERNMENT

Margaret E. Momberger, RLA, LEED AP
Construction and Engineering Manager
1000 City Center Circle
Port Orange, Florida 32129
PH: (386) 506-5661
mmomberger@port-orange.org

IN WITNESS WHEREOF, the LOCAL GOVERNMENT has executed this Agreement this _____ day of _____, 2016, and the DEPARTMENT has executed this Agreement this _____ day of _____, 2016.

CITY OF PORT ORANGE

By: _____
Name: Allen Green
Title: Mayor

As approved by the Board on:

Robin L. Fenwick, City Clerk
Attest:

Legal Review:

Local Government Attorney

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

By: _____
Name: Frank J. O'Dea, P.E.
Title: Director of Transportation Development

Attest:

Executive Secretary

Legal Review:

Financial Provisions Approval by
The Office of the Comptroller on:

November 20, 2015

Authorization Received from the Office of
the Comptroller as to Availability of Funds:

Exhibit “A”

SCOPE OF SERVICES

Financial Management Number: 437858-1-58-01

Project Description and Limits of Construction:

The LOCAL GOVERNMENT shall cause to be installed landscaping and other improvements within the Right of Way of State Road 421/Dunlawton Avenue between Interstate 95 and Spruce Creek Road (Section 79230000: Milepost 0.331 to Milepost 3.288). The LOCAL GOVERNMENT will also be responsible for construction engineering and inspection.

The landscaping design shall meet the DEPARTMENT’S criteria for Bold Landscape Requirements with more emphasis on more large trees and fewer shrubs to increase “curb appeal”. Shrubs can be used when and where they are part of the best design solution.

Any and all other work to be performed within the Department’s Right of Way as a part of this Project shall be reflected on Design Plans for the Project. In no instance may improvements be installed or constructed within Department Right of Way unless and until Design Plans have been reviewed and accepted and a Notice to Proceed has been issued by the Department.

Deliverables:

The LOCAL GOVERNMENT shall construct and complete the Project in accordance with the approved plans, the Special Provisions set forth in this Agreement (Exhibit “E” hereto), and the Standard Specifications for Road and Bridge Construction, current edition, and as amended from time to time.

The DEPARTMENT shall reimburse the LOCAL GOVERNMENT only for the cost of purchase of the plant materials, fertilizer, and the cost for labor associated with the installation of the planting. The LOCAL GOVERNMENT agrees to bear all expenses in excess of the DEPARTMENT’S participation.

- The Local Government will be responsible to prepare all planting areas by removing sod, adding soil amendments and adjusting grade for proper planting as specified in the plans when accepted by the DEPARTMENT.
- The Local Government will purchase all trees, palms, and plants for the project and will install them to the specifications shown in the accepted Landscape Plans when accepted by the DEPARTMENT.
- The Local Government will be responsible for fertilizing all trees, palms, and plants.
- The Local Government will purchase, supply and spread organic Mulch on all new plant beds.

- The Local Government will be responsible for staking of all trees planted.
- The Local Government will furnish water to all trees, palms, and plants for the described maintenance period called for in the Landscape Plan specifications.
- The Local Government will be responsible for the growth of all plants for the establishment period called for in the Landscape Plan specifications.
- The Local Government will establish proper Maintenance of Traffic, as needed.
- All work on the Project shall be undertaken and completed in accord with the Terms & Conditions set forth in Exhibit "D".

Any proposed additional work to be performed by the LOCAL GOVERNMENT within the limits of this Project, and not reimbursable under this Agreement, shall be included in the LOCAL GOVERNMENT'S DEPARTMENT accepted plans and in Exhibit "A", Scope of Services.

The parties hereto acknowledge and agree that the design plans for this Project are not yet complete and are subject to review by the DEPARTMENT. Upon final acceptance by the DEPARTMENT, this Agreement shall be amended to include said plans in the Agreement. The parties further agree that the plans will be incorporated into the terms of this Agreement by reference and that the City of Port Orange hereby approves and delegates to M.H. Johansson, City Manager, the authority to enter into an amendment of this Agreement to accomplish said task. No further Board or Council action shall be required to amend this Agreement for the sole purpose of incorporating the plans.

No work shall be undertaken on the Project until a written Notice to Proceed has been issued by the Department.

Exhibit “B”

METHOD OF COMPENSATION

Financial Management Number: 437854-1-58-01

For satisfactory completion of all services related to the purchase of the plant materials, fertilizer, and the cost for labor associated with the installation of the planting detailed in Exhibit “A” (Scope of Work) of this Agreement, the DEPARTMENT will reimburse the LOCAL GOVERNMENT an amount not to exceed **\$850,000.00 (Eight Hundred Fifty Thousand Dollars and No/100)** for actual costs incurred.

The LOCAL GOVERNMENT may receive progress payments for actual costs incurred for deliverables based on a percentage of services that have been completed, approved and accepted to the satisfaction of the DEPARTMENT when properly supported by detailed invoices and acceptable evidence of payment. The final balance due under this Agreement will be reimbursed upon the completion of all Project services, receipt of final construction cost documentation and proper submission of a detailed invoice and when the Project has been inspected, approved and accepted to the satisfaction of the DEPARTMENT in writing.

Exhibit “C”

ESTIMATED PROJECT PRODUCTION SCHEDULE

Financial Management Number: 437854-1-58-01

Advertises for bids	November, 2016
Bids Construction (bid opening)	December, 2016
Select Construction Firm (BCC approval)	January, 2017
Give NTP	January, 2017
Earliest Construction Start	January, 2017
Latest Construction Finish	June, 2017
Construction Contract Closeout	July, 2017
Final Invoice and Closeout Documentation to the Department	August, 2017

Exhibit "D"

TERMS & CONDITIONS OF CONSTRUCTION

Financial Management Number: 437854-1-58-01

1. The LOCAL GOVERNMENT is authorized, subject to the conditions set forth herein, to enter DEPARTMENT right-of-way to perform all activities necessary for the construction of the Project (as described more fully in Exhibit "A"). The Project shall be constructed in accordance with construction plans and specifications to be accepted by the DEPARTMENT and consistent with the requirements of the DEPARTMENT. The plans shall include an appropriate plan for maintenance of traffic. Should any significant (as defined by §4-3 of Standard Specifications for Road and Bridge Construction, current edition, and as amended from time to time) changes to the plans be required during construction of the Project, the LOCAL GOVERNMENT shall be required to notify the DEPARTMENT of the changes and receive approval from the DEPARTMENT prior to the changes being constructed. The DEPARTMENT reserves the right to adjust the plans to meet the requirements of permits. The LOCAL GOVERNMENT shall be responsible to maintain the area of the Project at all times during construction of the Project. All payment and performance bonds shall name the DEPARTMENT as an additional obligee. All warranties on any product or material used in construction of said Project shall be in favor of the DEPARTMENT. The LOCAL GOVERNMENT shall assure that the Engineer of Record performs all necessary post-design services that may be required.

2. The LOCAL GOVERNMENT shall have the affirmative responsibility to locate all existing utilities, both aerial and underground and that all utility locations shall be represented on the construction plans. All utility conflicts shall be fully resolved directly with the applicable utility. The LOCAL GOVERNMENT shall be obligated to design around any utility installation for which the conflict cannot be resolved. Said utility work shall be deemed to be undertaken on behalf of and for the benefit of the DEPARTMENT and the LOCAL GOVERNMENT shall assure that utility work schedules are obtained for the Project.

3. The work performed pursuant to this Agreement may require authorization under the Clean Water Act, by the U.S. Environmental Protection Agency for Storm Water Discharges from construction sites. The LOCAL GOVERNMENT is responsible for obtaining the National Pollutant Discharge Elimination System Permit and all other necessary permits for construction of the Project. When applicable, such permits will be processed in the name of the DEPARTMENT; however, in such event, the LOCAL GOVERNMENT will comply with all terms and conditions of such permit in construction of the subject facilities.

4. This Agreement shall act to supersede the normal requirements of the LOCAL GOVERNMENT to secure separate DEPARTMENT permits for drive-way connection, right-of-way utilization, storm-water discharge and utilities and this Agreement is deemed to constitute such permits.

5. It is expressly agreed by the parties that this Agreement creates a permissive use only and that neither the granting of the permission herein to use DEPARTMENT and/or LOCAL GOVERNMENT right-of-way nor the placing of facilities upon DEPARTMENT

and/or LOCAL GOVERNMENT land shall operate to create or vest any property right in the LOCAL GOVERNMENT except as otherwise provided in separate agreements.

6. The DEPARTMENT shall appoint and authorize a single individual to serve as the DEPARTMENT'S representative to coordinate and manage the DEPARTMENT review of LOCAL GOVERNMENT activities pursuant to this Agreement. The LOCAL GOVERNMENT shall provide a current construction schedule to the DEPARTMENT'S representative and shall notify the representative at least 48 hours in advance of starting proposed work and again immediately upon completion of work.

7. The LOCAL GOVERNMENT shall hire a Pre-qualified contractor or the LOCAL GOVERNMENT may hire an experienced qualified contractor that has specific expertise and experience in the performance of **Roadway Landscape** projects. In order for the Contractor to utilize an experienced qualified contractor and to submit a bid relying on an experienced qualified contractor, the following requirements must be provided to the DEPARTMENT by the LOCAL GOVERNMENT:

(a) The Experience form (FDOT form number 850-070-09) must be filled out and submitted with the bid to the LOCAL GOVERNMENT. The form must be signed by the Owner or an Officer of the Company and dated and must reflect the following experience and credentials.

(1) At least five (5) complete years of experience in the performance of **Roadway Landscape** projects or the company Superintendent must have at least five (5) years of like experience as a Superintendent.

(2) The contractor must also provide independent written endorsements from two (2) separate Florida Registered Landscape Architects on company letterhead. These endorsements shall attest to the Florida Registered Landscape Architect's support of the contractor's skills, efficiency, and competence. Each Florida Registered Landscape Architect shall sign the endorsement, provide their license number, and include the following:

(i) Project name with a brief description that evaluates the landscape work performance.

(ii) Location of the project (city, state).

(iii) Professional substantiation of the contractor's skills, efficiency, and competence.

(3) FDOT Prequalification in **Landscaping** can be substituted for the required work experience.

8. The LOCAL GOVERNMENT shall hire a DEPARTMENT Pre-qualified Consultant Construction Engineering Inspection firm (CCEI) to perform construction oversight including the obligation to assure that any and all verification testing is performed in accordance with the Standard Specifications for Road and Bridge Construction, current edition, and as amended from time to time. The DEPARTMENT shall have the right, but

not the obligation, to perform independent assurance testing during the course of construction of the Project. The CCEI firm shall not be the same firm as that of the Engineer of Record for the Project.

9. The LOCAL GOVERNMENT shall require the LOCAL GOVERNMENT'S contractor to post a bond in accordance with Section 337.18, Florida Statutes.

10. The LOCAL GOVERNMENT shall not modify the intent of the design plans or the maintenance of traffic concept without appropriate submission by the Engineer of Record (the "Engineer") and approval by the DEPARTMENT. Provided, however, in the event of an emergency, the LOCAL GOVERNMENT shall immediately make any necessary changes and notify the DEPARTMENT and the Engineer of Record after the modifications.

11. The DEPARTMENT may request and shall be granted a conference with the LOCAL GOVERNMENT and at the LOCAL GOVERNMENT'S option, the LOCAL GOVERNMENT'S CEI firm, to discuss any part of the Project activities that the DEPARTMENT determines to be inconsistent with the accepted design plans and specifications. The LOCAL GOVERNMENT will monitor the corrective action and provide the DEPARTMENT status reports at such intervals as are reasonable, based on the corrective action undertaken, and the DEPARTMENT may, but is not obligated to, review independently the progress of the corrective action. Provided however, if the DEPARTMENT determines a condition exists which threatens the public's safety, the DEPARTMENT may, at its discretion, issue an immediate stop work order.

12. The LOCAL GOVERNMENT shall have the continuous obligation to monitor the maintenance of traffic and construction operation during the course of the Project so that the safe and efficient movement of the traveling public is maintained. The LOCAL GOVERNMENT is further obligated to make such changes to the maintenance of traffic plans as may be necessary. During construction, the LOCAL GOVERNMENT shall take measures, including the placing and display of safety devices that are necessary in order to safely conduct the public through the Project area in accordance with the latest and current version of the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, and the DEPARTMENT'S Standard Specifications for Road and Bridge construction, current edition, and the DEPARTMENT'S Roadway and Traffic Design Standards, current edition, and as those sources may be amended from time to time. The LOCAL GOVERNMENT may assign the responsibility of this paragraph to the Contractor or its' CEI for the construction of the Project.

13. Prior to the Project bidding, the LOCAL GOVERNMENT shall provide a project schedule that includes, at a minimum, the date the Project will be advertised for bid, the bid opening date, the award date and the date of the preconstruction conference.

14. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the DEPARTMENT'S right, title and interest in the land to be entered upon and used by the LOCAL GOVERNMENT. Any additional right or privilege required to undertake and to complete construction of the Project shall be secured by the LOCAL GOVERNMENT.

15. Upon completion of the work in accord with the Plans, the LOCAL GOVERNMENT shall furnish a set of "as-built" plans prepared in accordance with the

FDOT Construction Project Administration Manual, Chapter 5.12 (FDOT Procedure #700-000-00). The “as-built” plans shall be certified by the Engineer of Record/CEI that the necessary improvements have been completed in accordance with the Plans as the same may be modified in accord with the terms of this Agreement. This certification shall include a statement that necessary inspections, tests, and physical measurements have been made, and that all materials entering into the work conform to the Plans, conform to the applicable specifications contained in the Standard Specifications for Road and Bridge Construction, current edition, and as amended from time to time, or otherwise conform to or meet generally accepted professional practices. Additionally, the LOCAL GOVERNMENT shall assure that all post construction survey monumentation required by Florida Statutes is completed and evidence of such is provided to the DEPARTMENT in a manner acceptable to the DEPARTMENT. Upon acceptance of right-of-way documents, then the Project shall be deemed accepted by and turned over to the DEPARTMENT.

16. In the event contaminated soil is encountered by the LOCAL GOVERNMENT or anyone within the DEPARTMENT right of way, the LOCAL GOVERNMENT shall immediately cease work and notify the DEPARTMENT. The DEPARTMENT shall coordinate with the appropriate agencies and notify the LOCAL GOVERNMENT of any required action related thereto.

17. It is acknowledged by the parties that construction plans and specifications are still being prepared by the LOCAL GOVERNMENT as of the date of this Agreement. Construction of the Project will not commence until the DEPARTMENT has accepted the construction plans and specifications as provided for in Paragraph 1 and all required right-of-way has been properly obtained and certified (if applicable) as such by the DEPARTMENT’S Right of Way Manager.

18. If applicable, the LOCAL GOVERNMENT shall assure that load ratings are submitted on any vehicular bridge prior to the final submission of the structure plans for DEPARTMENT review. Structures shall not be opened to traffic until a signed and sealed final bridge load rating that meets the Florida legal loads standard is complete.

19. The Special Provisions set forth in Exhibit “E” hereto shall apply to this Agreement and to all work on the Project.

Exhibit “E”

SPECIAL PROVISIONS

Financial Management Number: 437854-1-58-01

Subletting or Assignment of Contracts:

The Contractor shall not sell, transfer, assign or otherwise dispose of the Contract or Contracts or any portion thereof, or of the right, title, or interest therein, without written consent of the LOCAL GOVERNMENT. If the Contractor chooses to sublet any portion of the Contract, the Contractor must provide a written request to sublet work on the Certification of Sublet Work form developed by the DEPARTMENT for this purpose. With the Engineer's acceptance of the request, the Contractor may sublet a portion of the work. The Certification of Sublet Work request will be deemed acceptable by the LOCAL GOVERNMENT for purposes of the LOCAL GOVERNMENT's consent, unless the Engineer notifies the Contractor within 5 business days of receipt of the Certification of Sublet Work that the LOCAL GOVERNMENT is not consenting to the requested subletting.

Include in the total Contract amount the cost of materials and manufactured component products, and their transportation to the project site. For the purpose of meeting this requirement the LOCAL GOVERNMENT will not consider off-site commercial production of materials and manufactured component products that the Contractor purchases, or their transportation to the project, as subcontracted work.

Execute all agreements to sublet work in writing and include all pertinent provisions and requirements of the Contract. Upon request, furnish the LOCAL GOVERNMENT with a copy of the subcontract. The subletting of work does not relieve the Contractor or the surety of their respective liabilities under the Contract.

The LOCAL GOVERNMENT recognizes a subcontractor only in the capacity of an employee or agent of the Contractor, and the Engineer may require the Contractor to remove the subcontractor as in the case of an employee.

Illicit Discharge Training

All persons employed by the Contractor or Subcontractors working within the DEPARTMENT's FDOT right-of-way must have Tier 1 Illicit Discharge Detection and Elimination (IDDE) training. The computer based training is provided by video on the following web page: <http://www.dot.state.fl.us/emo/sched/train1.shtm>.

Provide a list of persons trained prior to submittal of the first invoice. Provide an updated list of new Contractor/Subcontractor employees annually thereafter.

Landscaping Provisions (Section 580)

580-1 Description.

Install landscaping as indicated in the Contract Documents.

580-2 Materials.

580-2.1 Plants:

580-2.1.1 Sizes: Small plants includes all ground covers, shrubs to less than 7 gallon, trees to less than 7 gallon, clustering type palms less than 6 foot overall height, cycads to less than 7 gallon, and incidental landscaping.

Large plants include shrubs 7 gallon or greater, trees 7 gallon or greater, all single trunk palms, and clustering type palms 6 foot overall height and greater.

580-2.1.2 Grade Standards and Conformity with Type and Species: Only use nursery grown plant materials purchased from Florida based Nurseryman Stock that comply with all required inspection, grading standards, and plant regulations in accordance with the latest edition of the Florida Department of Agriculture's "Grades and Standards for Nursery Plants."

Unless otherwise specified, minimum grade for all plants is Florida No. 1 or better. All plants must be the specified size and grade at the time of delivery to the site and the minimum grade maintained until final acceptance.

Use only plants that are true to type and species and ensure that the plants not specifically covered by Florida Department of Agriculture's "Grades and Standards for Nursery Plants" conform in type and species with the standards and designations in general acceptance by Florida nurseries. Prior to planting, certify to the Engineer (or Landscape Architect) that all plant materials have been purchased from Florida based Nurseryman Stock.

A minimum of two plants of each species on each shipment must be shipped with tags stating the botanical nomenclature and common name of the plant. Should discrepancies between botanical nomenclature and common name arise, the botanical name will take precedence.

580-2.1.3 Inspection and Transporting: Move nursery stock in accordance with all Federal and State regulations and accompany each shipment with the required inspection certificates for filing with the Engineer (or Landscape Architect).

580-2.2 Water: Meet the requirements of Section 983.

580-2.3 Mulching: Use of cypress mulch is prohibited.

580-3 Installation.

580-3.1 Delivery: All materials must be available for inspection before installation and will be subject to approval or rejection.

580-3.2 Layout: Mark proposed mowing limits, planting beds and individual locations of trees and palms as shown in the Contract Documents for the Engineer's (or Landscape Architect's) review, prior to excavation or planting.

Make no changes to the layout, materials or any variations of plant materials from the Contract Documents without the Engineer's (or Landscape Architect's) written approval.

580-3.3 Soil Drainage: All planting holes and beds must drain sufficiently prior to installing any plants. Immediately notify the Engineer (or Landscape Architect) of drainage or percolation problems before plant installation.

580-3.4 Planting: Meet the requirements of the Design Standards, Index No. 544.

Exhibit "F"

NOTICE OF COMPLETION

JOINT PARTICIPATION AGREEMENT

Between

**THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
and the City of Port Orange**

PROJECT DESCRIPTION: "Landscaping Improvements on State Road 421/Dunlawton Avenue between Interstate 95 and Spruce Creek Road"

FINANCIAL MANAGEMENT ID# 437854-1-58-01

In accordance with the Terms and Conditions of the JOINT PARTICIPATION AGREEMENT, the undersigned hereby provides notification that the work authorized by this Agreement is complete as of _____, 20____.

By: _____

Name: _____

Title: _____

LANDSCAPE ARCHITECT'S CERTIFICATION OF SUBSTANTIAL

COMPLIANCE

In accordance with the Terms and Conditions of the JOINT PARTICIPATION AGREEMENT, the undersigned hereby certifies that all work which originally required certification by a Registered Landscape Architect has been completed in substantial compliance with the Project construction plans and specifications. If any deviations have been made from the accepted plans, a list of all deviations along with an explanation that justifies the reason to accept each deviation will be attached to this Certification.

By: _____, P.E.

SEAL:

Name: _____

Date: _____

Exhibit “G”

RESOLUTION

Financial Management Number: 437854-1-58-01



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: Resolution No. 16-54 - Joint Participation Agreement between the State of Florida Department of Transportation and the City of Port Orange for Landscaping Improvements on State Road 5/ US1/Ridgewood Avenue

DEPARTMENT: Community Development

GOAL: 2 - Quality of Life

OBJECTIVE: 1 - Maintain existing beautification efforts and implement phases not yet complete

RECOMMENDED MOTION: Move to approve Resolution No. 16-54 approving the Joint Participation Agreement (JPA) for the construction of the landscaping improvements on US1/Ridgewood Avenue and authorize the Mayor and City Clerk to execute the Agreement and Resolution.

SUMMARY: The FDOT has requested the City execute the attached Joint Participation Agreement (JPA) for the construction of the landscaping improvements on US1/Ridgewood Avenue. The FDOT has agreed to fund \$500,000 for landscaping in the Ridgewood medians from Dunlawton Avenue south to the Rose Bay Bridge. City CIP funds are budgeted to cover the cost of non-eligible grant items (irrigation and sod). Design and permitting of the project is approximately 90 percent complete. Bidding of this project is on the same schedule as the Dunlawton Avenue landscape improvement project so as to attract more bidders and to time planting in early spring 2017.

Project No.: AIO027
AIO026

Funding Account No.: 317-1000-519.63-97
317-1000-519.63-97

ATTACHMENTS:

1.	Reso. No. 16-54	Reso. No. 16-54.pdf
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Margaret Momberger
Wayne Clark
Tracey Riehm
Margaret Roberts
M. Jake Johansson
Robin Fenwick

Created/Initiated - 08/20/2016
Approved - 08/22/2016
Approved - 08/28/2016
Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

RESOLUTION NO. 16-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, APPROVING THE JOINT PARTICIPATION AGREEMENT ("JPA") FINANCIAL MANAGEMENT NO. 437858-1-58-01 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION ("FDOT") FOR THE CONSTRUCTION OF THE LANDSCAPING IMPROVEMENTS ON US1/RIDGEWOOD AVENUE; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, FDOT and the City of Port Orange desire to entered into a JPA for the construction of the landscaping improvements on US1/Ridgewood Avenue; and

WHEREAS, FDOT has requested the City of Port Orange to execute and deliver to FDOT the JPA Financial Management No. 437858-1-58-0-1.

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

Section 1. The City Council of the City of Port Orange, Florida, hereby approves and authorizes the Mayor and City Clerk to make, execute, and deliver to the FDOT the JPA Financial Management No. 437858-1-58-01, a copy of which is attached hereto as **Exhibit "1"**

Section 2. This resolution shall become effective immediately upon adoption

ALLEN GREEN, MAYOR

Attest:

Robin L. Fenwick, CMC, City Clerk

Adopted on this _____ day of _____, 2016

Reviewed and Approved: _____
Matthew J. Jones, Deputy City Attorney

Exhibit "1"

FM #437858-1-58-01
Page 1 of 28

Original Draft: 5/16/2016
Revised: 8 /22/2016

Financial Management No.: 437858-1-58-01 Agency: City of Port Orange Contract No:	Fund: DDR Activity: 215 Contract Amount: \$500,000.00	FLAIR Approp: 088716 FLAIR Obj: 563000 Org. Code: 55054010508 Vendor No.: F 596000412 018
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JOINT PARTICIPATION AGREEMENT
BETWEEN
THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
AND
THE CITY OF PORT ORANGE

This Agreement, made and entered into this _____ day of _____, 2016, by and between the **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION** (hereinafter referred to as the DEPARTMENT) and the **CITY OF PORT ORANGE**, a Florida Municipal Corporation (hereinafter referred to as the LOCAL GOVERNMENT),

WITNESSETH:

WHEREAS, the Parties have been granted specific legislative authority to enter into this Agreement pursuant to Section 339.12, Florida Statutes; and

WHEREAS, the LOCAL GOVERNMENT by Resolution No. _____ dated the _____ day of _____, 2016, a copy of which is attached hereto as Exhibit "G" and made a part hereof, has authorized its officers to execute this Agreement on its behalf.

WHEREAS, the DEPARTMENT is prepared, in accordance with its Five Year Work Program, to undertake the Project described as the "Landscaping Improvements on State Road 5/US 1/Ridgewood Avenue between North of Rose Bay Bridge and State Road 421/Dunlawton Avenue", in the DEPARTMENT'S Fiscal Year 2016/2017, said Project being known as Financial Management Number (FM #) 437858-1-58-01, hereinafter referred to as the "Project"; and

WHEREAS, the Project is on the State Highway System, is not revenue producing and is contained in the adopted Five Year Work Program; and

WHEREAS, the implementation of the Project is in the interest of both the DEPARTMENT and the LOCAL GOVERNMENT and it would be most practical, expeditious, and economical for the LOCAL GOVERNMENT to perform the services to complete the Project; and;

WHEREAS, the intent of this Agreement is to establish the terms and conditions of the funding and the production of this Project.

NOW, THEREFORE, in consideration of the mutual benefits to be derived from the joint participation of this Agreement, the parties agree as follows:

1. TERM

A. The term of this Agreement shall begin upon the date of signature of the last party to sign. The LOCAL GOVERNMENT agrees to complete the Project by August 31, 2017, in accordance with the schedule described and contained in Exhibit "C" attached hereto. If the LOCAL GOVERNMENT does not complete the Project within the time period allotted, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the LOCAL GOVERNMENT and granted in writing by the DEPARTMENT prior to the expiration of the Agreement. Expiration of this Agreement will be considered termination of the Project. After the Project is complete, the term of this Agreement shall continue in effect and be binding on the parties in perpetuity for maintenance responsibilities of the LOCAL GOVERNMENT. The DEPARTMENT will review the need for the LOCAL GOVERNMENT to continue maintenance of the Improvements on a five year basis, and if it is determined by the DEPARTMENT that maintenance is no longer needed, the DEPARTMENT may unilaterally terminate the Agreement, upon thirty (30) days written notice to the LOCAL GOVERNMENT.

2. SERVICES AND PERFORMANCES

A. The LOCAL GOVERNMENT shall furnish the services with which to construct the Project. The Project includes preparing all planting areas by removing sod, adding soil and adjusting grade for proper planting; purchasing all materials for the project and the installation of the landscaping improvements to the specifications shown in the accepted Landscape Plan; maintaining the material shown in the Landscape Plan for the duration of the project; staking all trees planted; and supplying Maintenance of Traffic in any roadway areas, if necessary. The LOCAL GOVERNMENT shall perform necessary preliminary engineering, prepare all design plans for the Project, perform the construction, provide all necessary engineering supervision, and otherwise perform all other necessary work to complete the Project, as specified in Exhibit "A" attached hereto and by this reference

made a part hereof. All work provided by the LOCAL GOVERNMENT hereunder shall be undertaken consistent with and in accordance with the Terms & Conditions set forth in Exhibit "D" hereto. Nothing herein shall be construed as requiring the LOCAL GOVERNMENT to perform any activity which is outside of the scope of services of the Project.

B. In addition to the Terms & Conditions set forth in Exhibit "D", the LOCAL GOVERNMENT agrees to undertake the design and construction of the Project in accordance with all applicable federal, state and local statutes, rules and regulations, including DEPARTMENT standards and specifications.

C. The landscaping design shall meet the DEPARTMENT'S criteria for Bold Landscape Requirements with more emphasis on more large trees and fewer shrubs to increase "curb appeal". Shrubs can be used when and where they are part of the best design solution.

D. This Agreement shall act to supersede the normal requirements of the LOCAL GOVERNMENT to secure separate DEPARTMENT permits for drive-way connection, right-of-way utilization, storm-water discharge and utilities and this Agreement is deemed to constitute such permits.

E. The LOCAL GOVERNMENT shall be responsible for obtaining clearances/permits required for the construction of the Project from the appropriate permitting authorities.

F. The LOCAL GOVERNMENT understands that they are responsible for the preparation of all design plans for the Project, at the expense of the LOCAL GOVERNMENT, suitable for reproduction on 11 inch by 17 inch sheets, together with a complete set of specifications covering all construction requirements for the Project. The LOCAL GOVERNMENT shall assure that the design, construction, installation, and maintenance is consistent with and meets all criteria and limitations of Rule 14-40.030, Florida Administrative Code, as it relates to Vegetation Management at Outdoor Advertising Signs. One (1) copy of the design plans shall be provided to the DEPARTMENT'S Design Project Manager at the address listed on Page 14. The DEPARTMENT shall review the plans for conformance to the DEPARTMENT'S requirements and feasibility within forty-five (45) days of delivery by the LOCAL GOVERNMENT. The DEPARTMENT'S review shall

not be considered an adoption of the plans nor a substitution for the engineer's responsibility for the plans, however, all changes requested by the DEPARTMENT shall be made by the Engineer of Record/LOCAL GOVERNMENT with the understanding that final decision rest with the DEPARTMENT. All corrected plans shall be provided to the DEPARTMENT in a timely manner. The LOCAL GOVERNMENT shall provide a copy of the Final Bid documents to the DEPARTMENT within ten (10) days of the receipt of said documents. After approval of the plans and prior to commencing the work described herein, the LOCAL GOVERNMENT shall request a Notice to Proceed from the DEPARTMENT'S Point of Contact listed on page 14, or from an appointed designee. **Any work performed prior to the issuance of the Notice to Proceed is not subject to reimbursement.**

G. The expenditure of funds pursuant to this Agreement shall comply with the terms of Section 334.044(26), Florida Statutes, as amended. To the greatest extent practical, at least 50% of these funds shall be used to purchase large plant materials (large plant materials have been defined by the Florida Department of Transportation to be five (5) gallon or larger containers as defined by the Florida Department of Agriculture's "Grades and Standards for Nursery Plants") with the remaining funds for other plant materials. Except as prohibited by applicable law or regulation, all of the plant materials purchased shall be purchased from Florida commercial nursery stock in this state on a uniform competitive bid basis.

H. The LOCAL GOVERNMENT shall hire a Pre-qualified Landscape Contractor or, in accordance with the requirements set forth in Exhibit "D" and Exhibit "E", the LOCAL GOVERNMENT may hire an experience qualified contractor using the LOCAL GOVERNMENT'S normal bid procedures to perform the construction work for the Project.

I. The LOCAL GOVERNMENT shall hire a DEPARTMENT Pre-qualified Consultant Construction Engineering Inspection firm (hereinafter "CCEI") to perform construction oversight including the obligation to assure that any and all verification testing is performed in accordance with the \Standard Specifications for Road and Bridge Construction, current edition, and as amended from time to time. The LOCAL GOVERNMENT'S Attorney shall certify to the DEPARTMENT that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes. The DEPARTMENT shall have the right, but not the obligation, to perform

independent assurance testing during the course of construction of the Project. The CCEI firm shall not be the same firm as that of the Engineer of Record for the Project.

J. The LOCAL GOVERNMENT shall require the LOCAL GOVERNMENT'S contractor to post a bond in accordance with Section 337.18(1), Florida Statutes.

K. The LOCAL GOVERNMENT shall be responsible to ensure that the construction work under this Agreement is performed in accordance with the approved construction documents, and that it will meet all applicable DEPARTMENT standards and that the work is performed in accord with the Terms and Conditions contained in Exhibit "D".

L. If the LOCAL GOVERNMENT utilizes its own work force for any services for the Project, all costs and expenses thereof shall not be subject to reimbursement.

M. Upon request, the LOCAL GOVERNMENT agrees to provide progress reports to the DEPARTMENT in the standard format used by the LOCAL GOVERNMENT and at intervals established by the DEPARTMENT. The DEPARTMENT will be entitled at all times to be advised, at its request, as to the status of the Project being constructed by the LOCAL GOVERNMENT and of details thereof. Either party to the Agreement may request and shall, within a reasonable time thereafter, be granted a conference with the other party.

N. Upon completion of the work authorized by this Agreement, the LOCAL GOVERNMENT shall notify the DEPARTMENT in writing of the completion; and for all design work that originally required certification by a Registered Landscape Architect, this notification shall contain a Landscape Architect's Certification of Compliance, signed and sealed by a Registered Landscape Architect, the form of which is attached hereto as Exhibit "F". The certification shall state that work has been completed in compliance with the Project construction plans and specifications. If any deviations are found from the accepted plans, the certification shall include a list of all deviations along with an explanation that justifies the reason to accept each deviation.

3. MAINTENANCE

A. The DEPARTMENT and the LOCAL GOVERNMENT agree that until such time as the landscaping and all other improvements constructed or installed in the Department's Right of Way need to be removed from the Right of Way, the LOCAL GOVERNMENT shall, at all times, maintain the Project in a reasonable manner and with due

care in accordance with all applicable DEPARTMENT guidelines, standards, and procedures (Project Standards) and as herein below specified.

- i) The LOCAL GOVERNMENT hereby agrees to have the landscaping installed on the Project as specified in the Landscape Plan(s). Such installation shall be in conformance with Florida Administrative Code Rule 14-40.003, as it may be amended from time to time. The LOCAL GOVERNMENT shall not change or deviate from said plan(s) without written approval of the DEPARTMENT.
- ii) The LOCAL GOVERNMENT agrees to maintain the landscaping installed by the Project in accordance with the Landscape Maintenance Plan(s). Said maintenance will be in accordance with Florida Administrative Code Rule 14-40.003, as it may be amended from time to time. The LOCAL GOVERNMENT'S responsibility for maintenance shall be consistent with the requirements of Florida Administrative Code Rule 14.40.003(5), as it may be amended from time to time. The maintenance functions to be performed by the LOCAL GOVERNMENT shall be subject to periodic inspections by the DEPARTMENT. The LOCAL GOVERNMENT shall not change or deviate from said plan(s) without written approval of the DEPARTMENT.
- iii) The LOCAL GOVERNMENT shall have the continuous obligation to monitor the maintenance of traffic pursuant to the Design Standards Index Series 600, and Rule 14-40.003, Florida Administrative Code, as it may be amended from time to time, during the course of the maintenance functions so that the safe and efficient movement of the traveling public is maintained. During maintenance functions, the LOCAL GOVERNMENT shall take measures, including the placing and display of safety devices that are necessary in order to safely conduct the public through the maintenance area in accordance with the latest and current version of the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways,

and the DEPARTMENT'S Standard Specifications for Road and Bridge construction, current edition, and the DEPARTMENT'S Roadway and Traffic Design Standards, current edition, and as those sources may be amended from time to time.

- iv) If at any time after the LOCAL GOVERNMENT has assumed the landscaping installation or maintenance responsibility above-mentioned, it shall come to the attention of the DEPARTMENT that the Project, as will be designed by the LOCAL GOVERNMENT, or a part thereof is not properly installed or maintained pursuant to the terms of this Agreement, the District Secretary or his/her designee may issue a written notice that a deficiency or deficiencies exist(s), by sending a certified letter to the LOCAL GOVERNMENT to place said LOCAL GOVERNMENT on notice thereof. Thereafter, the LOCAL GOVERNMENT shall have a period of thirty (30) calendar days within which to correct the cited deficiencies. If said deficiencies are not corrected within this time period, the DEPARTMENT may terminate the Agreement, in which case the LOCAL GOVERNMENT shall at its own expense and within sixty (60) calendar days after written notice by the DEPARTMENT, remove all of the landscaping that the DEPARTMENT directs be removed and return the Right-of-Way to its original condition. The LOCAL GOVERNMENT will own such materials it removes and the DEPARTMENT shall own any materials remaining.
- v) It is understood between the parties hereto that the landscaping covered by this Agreement may be removed, relocated or adjusted by the DEPARTMENT at any time in the future as determined to be necessary by the DEPARTMENT in order that the state road be widened, altered or otherwise changed to meet with future criteria or planning of the DEPARTMENT. The LOCAL GOVERNMENT shall be given sixty (60) calendar days notice to remove said landscaping after which time the DEPARTMENT may remove the same.

4. COMPENSATION AND REIMBURSEMENT

A. Project Cost: The total estimated cost of the Project is **\$500,000.00 (Five Hundred Thousand Dollars and No/100)**. The DEPARTMENT agrees to compensate the LOCAL GOVERNMENT for services described in Exhibit "A" – Scope of Services. The Method of Compensation is included in Exhibit "B" attached hereto.

B. DEPARTMENT Participation: The DEPARTMENT agrees to reimburse the LOCAL GOVERNMENT in an amount not to exceed **\$500,000.00 (Five Hundred Thousand Dollars and No/100)** for actual costs incurred, excluding LOCAL GOVERNMENT overhead. The funding for this Project is contingent upon annual appropriation by the Florida Legislature. The DEPARTMENT shall reimburse the LOCAL GOVERNMENT only for the cost of purchase of the plant materials, fertilizer, and the cost for labor associated with the installation of the planting. Notwithstanding the fact that said work is not reimbursable, any and all additional work to be performed by the LOCAL GOVERNMENT within the limits of this Project shall be included in the LOCAL GOVERNMENT'S DEPARTMENT accepted plans and in Exhibit "A", Scope of Services. No work may be performed in the Department's Right of Way that has not specifically been approved by the Department. The LOCAL GOVERNMENT agrees to bear all expenses in excess of the DEPARTMENT'S participation. Travel costs will not be reimbursed.

C. The LOCAL GOVERNMENT shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project, identified as Project Number 437858-1-58-01, and the quantifiable, measurable, and verifiable units of deliverables are described more fully in Exhibit A – Scope of Services.

D. Invoices shall be submitted by the LOCAL GOVERNMENT in detail sufficient for a proper pre-audit and post-audit thereof, based on the quantifiable, measurable, and verifiable deliverables as established in Exhibit "A", Scope of Services. Deliverables must be received and accepted in writing by the Department's Project Manager or designee prior to payment.

E. Supporting documentation must establish that the deliverables were received and accepted in writing by the LOCAL GOVERNMENT and must also establish that the

required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in Exhibit "A" – Scope of Services was met.

F. There shall be no reimbursement for travel expenses under this Agreement.

G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the DEPARTMENT determines that the performance of the LOCAL GOVERNMENT is unsatisfactory, the DEPARTMENT shall notify the LOCAL GOVERNMENT of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the DEPARTMENT. The LOCAL GOVERNMENT shall, within five (5) days after notice from the DEPARTMENT, provide the DEPARTMENT with a corrective action plan describing how the LOCAL GOVERNMENT will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the DEPARTMENT, the LOCAL GOVERNMENT shall be assessed a non-performance retainage equivalent to ten percent (10%) of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the LOCAL GOVERNMENT resolves the deficiency. If the deficiency is subsequently resolved, the LOCAL GOVERNMENT may bill the DEPARTMENT for the retained amount during the next billing period. If the LOCAL GOVERNMENT is unable to resolve the deficiency, the funds may be forfeited at the end of the Agreement term.

i) All costs charged to the Project by the LOCAL GOVERNMENT shall be supported by detailed invoices, proof of payments, contracts or vouchers evidencing in sufficient detail the nature and propriety of the charges.

H. The LOCAL GOVERNMENT providing goods and services to the DEPARTMENT should be aware of the following time frames. Inspection and approval of goods or services shall take no longer than twenty (20) working days, upon receipt of an invoice. The DEPARTMENT has twenty (20) days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

I. If a payment is not available within forty (40) days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount to the LOCAL GOVERNMENT. Interest penalties of less than one dollar (\$1.00) will not be enforced unless the LOCAL GOVERNMENT requests payment. Invoices which have to be returned to the LOCAL GOVERNMENT because of LOCAL GOVERNMENT preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the DEPARTMENT.

J. A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for the LOCAL GOVERNMENT who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

K. Records of costs incurred under terms of this Agreement shall be maintained and made available upon reasonable request to the DEPARTMENT at all times during the period of this Agreement and for five (5) years after final payment is made. Copies of these documents and records shall be furnished to the DEPARTMENT upon request. Records of costs incurred include the LOCAL GOVERNMENT'S general accounting records and the Project records, together with supporting documents and records, of the Electric Utility Company and all subcontractors performing work on the Project, and all other records of the Electric Utility Company and subcontractors considered necessary by the DEPARTMENT for a proper audit of costs. Any discrepancies revealed by any such audit shall be resolved by a corrected final billing from the LOCAL GOVERNMENT to the DEPARTMENT.

L. In the event this Agreement is in excess of \$25,000.00 (TWENTY-FIVE THOUSAND DOLLARS AND NO/100) and a term for a period of more than one (1) year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated as follows:

“The DEPARTMENT, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The DEPARTMENT shall require a statement from the Comptroller of

the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one (1) year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the DEPARTMENT which are for an amount in excess of \$25,000.00 and which have a term for a period of more than one (1) year.”

M. The contractor/consultant/vendor agrees to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.

N. The DEPARTMENT’S performance and obligation to pay under this contract is contingent upon an annual appropriation by the Florida Legislature. The parties agree that in the event funds are not appropriated to the DEPARTMENT for the Project, this Agreement may be terminated, which shall be effective upon the DEPARTMENT giving notice to the LOCAL GOVERNMENT to that effect.

O. If the DEPARTMENT determines that the performance of the COUNTY is not satisfactory, the DEPARTMENT shall have the option of (a) immediately terminating the Agreement, or (b) notifying the COUNTY of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the Agreement will be terminated at the end of such time, or (c) taking whatever action is deemed appropriate by the DEPARTMENT.

5. COMPLIANCE WITH LAWS

A. The LOCAL GOVERNMENT shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the LOCAL GOVERNMENT in conjunction with this Agreement. Failure by the LOCAL GOVERNMENT to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the DEPARTMENT.

B. The LOCAL GOVERNMENT shall comply with all federal, state and local laws and ordinances applicable to the work or payment for work thereof. The LOCAL

GOVERNMENT shall not discriminate on the grounds of race, color, religion, sex or national origin in the performance of work under this Contract.

C. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch, or a state agency.

D. The LOCAL GOVERNMENT and the DEPARTMENT agree that the LOCAL GOVERNMENT, its employees, and subcontractors are not agents of the DEPARTMENT as a result of this Contract.

6. TERMINATION AND DEFAULT

A. This Agreement may be canceled by the DEPARTMENT in whole or in part, at any time the interest of the DEPARTMENT requires such termination. The DEPARTMENT also reserves the right to seek termination or cancellation of this Agreement in the event the LOCAL GOVERNMENT shall be placed in either voluntary or involuntary bankruptcy. The DEPARTMENT further reserves the right to terminate or cancel this Agreement in the event an assignment is made for the benefit of creditors.

B. If the DEPARTMENT determines that the performance of the LOCAL GOVERNMENT is not satisfactory, the DEPARTMENT shall have the option of (a) immediately terminating the Agreement, or (b) notifying the LOCAL GOVERNMENT of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the Agreement will be terminated at the end of such time, or (c) taking whatever action is deemed appropriate by the DEPARTMENT.

C. If the DEPARTMENT requires termination of the Agreement for reasons other than unsatisfactory performance of the LOCAL GOVERNMENT, the DEPARTMENT shall notify the LOCAL GOVERNMENT of such termination, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

D. If the Agreement is terminated before performance is completed, the LOCAL GOVERNMENT shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed an amount which is the same percentage of the contract price as the amount of work satisfactorily completed is a percentage of the total work called for by this Agreement. All work in progress will become the property of the DEPARTMENT and will be turned over promptly by the LOCAL GOVERNMENT.

7. MISCELLANEOUS

A. In no event shall the making by the DEPARTMENT of any payment to the LOCAL GOVERNMENT constitute or be construed as a waiver by the DEPARTMENT of any breach of covenant or any default which may then exist, on the part of the LOCAL GOVERNMENT, and the making of such payment by the DEPARTMENT while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the DEPARTMENT with respect to such breach or default.

B. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Florida. Any provision herein determined by a court of competent jurisdiction, or any other legally constituted body having jurisdiction, to be invalid or unenforceable shall be severable and the remainder of this Agreement shall remain in full force and effect, provided that the invalidated or unenforceable provision is not material to the intended operation of this Agreement.

C. This Agreement shall be effective upon execution by both parties and shall continue in effect and be binding on the parties until the Project is completed, any subsequent litigation is complete and terminated, final costs are known, and legislatively appropriated reimbursements, if approved, are made by the DEPARTMENT. The DEPARTMENT may, at any stage, amend or terminate the Project in whole or in part if the DEPARTMENT determines that such action is in the best interest of the public.

D. PUBLIC ENTITY CRIME INFORMATION AND ANTI-DISCRIMINATION STATEMENT: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for

the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

E. The DEPARTMENT and the LOCAL GOVERNMENT acknowledge and agree to the following:

i) The LOCAL GOVERNMENT shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the LOCAL GOVERNMENT during the term of the contract; and

ii) The LOCAL GOVERNMENT shall expressly require any contractors and subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the contractor/subcontractor during the contract term.

F. All notices required pursuant to the terms hereof shall be sent by First Class United States Mail. Unless prior written notification of an alternate address for notices is sent, all notices shall be sent to the following addresses:

DEPARTMENT

Point of Contact:

Holly Lopenski
Program Coordinator
719 South Woodland Boulevard, M.S. 4-520
DeLand, Florida 32720-6834
PH: (386) 943-5520
Holly.Lopenski@dot.state.fl.us

Richard Grooms
Design Project Manager/MS 3-510
719 South Woodland Boulevard
DeLand, Florida 32720-6834
PH: (386) 943-5374
Richard.Grooms@dot.state.fl.us

Vince Vacchiano
Construction Project Manager/MS 3-506
719 South Woodland Boulevard
DeLand, Florida 32720-6834
PH: (386) 943-5406
Vincent.Vacchiano@dot.state.fl.us

LOCAL GOVERNMENT

Margaret E. Momberger, RLA, LEED AP
Construction and Engineering Manager
1000 City Center Circle
Port Orange, Florida 32129
PH: (386) 506-5661
mmomberger@port-orange.org

IN WITNESS WHEREOF, the LOCAL GOVERNMENT has executed this Agreement this _____ day of _____, 2016, and the DEPARTMENT has executed this Agreement this _____ day of _____, 2016.

CITY OF PORT ORANGE

By: _____
Name: Allen Green
Title: Mayor

As approved by the Board on:

Attest:

Robin L. Fenwick, City Clerk

Legal Review:

Local Government Attorney

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

By: _____
Name: Frank J. O'Dea, P.E.
Title: Director of Transportation Development

Attest:

Executive Secretary

Legal Review:

Financial Provisions Approval by
The Office of the Comptroller on:

November 20, 2015

Authorization Received from the Office of
the Comptroller as to Availability of Funds:

Exhibit "A"

SCOPE OF SERVICES

Financial Management Number: 437858-1-58-01

Project Description and Limits of Construction:

The LOCAL GOVERNMENT shall cause to be installed landscaping and other improvements within the Right of Way of State Road 5/US 1/Ridgewood Avenue between North of Rose Bay Bridge and State Road 421/Dunlawton Avenue (Section 79010000: Milepost 24.737 to Milepost 27.568). The LOCAL GOVERNMENT will also be responsible for construction engineering and inspection.

The landscaping design shall meet the DEPARTMENT'S criteria for Bold Landscape Requirements with more emphasis on more large trees and fewer shrubs to increase "curb appeal". Shrubs can be used when and where they are part of the best design solution.

Any and all other work to be performed within the Department's Right of Way as a part of this Project shall be reflected on Design Plans for the Project. In no instance may improvements be installed or constructed within Department Right of Way unless and until Design Plans have been reviewed and accepted and a Notice to Proceed has been issued by the Department.

Deliverables:

The LOCAL GOVERNMENT shall construct and complete the Project in accordance with the approved plans, the Special Provisions set forth in this Agreement (Exhibit "E" hereto), and the Standard Specifications for Road and Bridge Construction, current edition, and as amended from time to time.

The DEPARTMENT shall reimburse the LOCAL GOVERNMENT only for the cost of purchase of the plant materials, fertilizer, and the cost for labor associated with the installation of the planting. The LOCAL GOVERNMENT agrees to bear all expenses in excess of the DEPARTMENT'S participation.

- The Local Government will be responsible to prepare all planting areas by removing sod, adding soil amendments and adjusting grade for proper planting as specified in the plans when accepted by the DEPARTMENT.
- The Local Government will purchase all trees, palms, and plants for the project and will install them to the specifications shown in the accepted Landscape Plans when accepted by the DEPARTMENT.
- The Local Government will be responsible for fertilizing all trees, palms, and plants.
- The Local Government will purchase, supply and spread organic Mulch on all new plant beds.

- The Local Government will be responsible for staking of all trees planted.
- The Local Government will furnish water to all trees, palms, and plants for the described maintenance period called for in the Landscape Plan specifications.
- The Local Government will be responsible for the growth of all plants for the establishment period called for in the Landscape Plan specifications.
- The Local Government will establish proper Maintenance of Traffic, as needed.
- All work on the Project shall be undertaken and completed in accord with the Terms & Conditions set forth in Exhibit "D".

Any proposed additional work to be performed by the LOCAL GOVERNMENT within the limits of this Project, and not reimbursable under this Agreement, shall be included in the LOCAL GOVERNMENT'S DEPARTMENT accepted plans and in Exhibit "A", Scope of Services.

The parties hereto acknowledge and agree that the design plans for this Project are not yet complete and are subject to review by the DEPARTMENT. Upon final acceptance by the DEPARTMENT, this Agreement shall be amended to include said plans in the Agreement. The parties further agree that the plans will be incorporated into the terms of this Agreement by reference and that the City of Port Orange hereby approves and delegates to M.H. Johansson, City Manager, the authority to enter into an amendment of this Agreement to accomplish said task. No further Board or Council action shall be required to amend this Agreement for the sole purpose of incorporating the plans.

No work shall be undertaken on the Project until a written Notice to Proceed has been issued by the Department.

Exhibit “B”

METHOD OF COMPENSATION

Financial Management Number: 437858-1-58-01

For satisfactory completion of all services related to the purchase of the plant materials, fertilizer, and the cost for labor associated with the installation of the planting detailed in Exhibit “A” (Scope of Work) of this Agreement, the DEPARTMENT will reimburse the LOCAL GOVERNMENT an amount not to exceed **\$500,000.00 (Five Hundred Thousand Dollars and No/100)** for actual costs incurred.

The LOCAL GOVERNMENT may receive progress payments for actual costs incurred for deliverables based on a percentage of services that have been completed, approved and accepted to the satisfaction of the DEPARTMENT when properly supported by detailed invoices and acceptable evidence of payment. The final balance due under this Agreement will be reimbursed upon the completion of all Project services, receipt of final construction cost documentation and proper submission of a detailed invoice and when the Project has been inspected, approved and accepted to the satisfaction of the DEPARTMENT in writing.

Exhibit "C"

ESTIMATED PROJECT PRODUCTION SCHEDULE

Financial Management Number: 437858-1-58-01

Advertises for bids	November, 2016
Bids Construction (bid opening)	December, 2016
Select Construction Firm (BCC approval)	January, 2017
Give NTP	January, 2017
Earliest Construction Start	January, 2017
Latest Construction Finish	June, 2017
Construction Contract Closeout	July, 2017
Final Invoice and Closeout Documentation to the Department	August, 2017

Exhibit "D"

TERMS & CONDITIONS OF CONSTRUCTION

Financial Management Number: 437858-1-58-01

1. The LOCAL GOVERNMENT is authorized, subject to the conditions set forth herein, to enter DEPARTMENT right-of-way to perform all activities necessary for the construction of the Project (as described more fully in Exhibit "A"). The Project shall be constructed in accordance with construction plans and specifications to be accepted by the DEPARTMENT and consistent with the requirements of the DEPARTMENT. The plans shall include an appropriate plan for maintenance of traffic. Should any significant (as defined by §4-3 of Standard Specifications for Road and Bridge Construction, current edition, and as amended from time to time) changes to the plans be required during construction of the Project, the LOCAL GOVERNMENT shall be required to notify the DEPARTMENT of the changes and receive approval from the DEPARTMENT prior to the changes being constructed. The DEPARTMENT reserves the right to adjust the plans to meet the requirements of permits. The LOCAL GOVERNMENT shall be responsible to maintain the area of the Project at all times during construction of the Project. All payment and performance bonds shall name the DEPARTMENT as an additional obligee. All warranties on any product or material used in construction of said Project shall be in favor of the DEPARTMENT. The LOCAL GOVERNMENT shall assure that the Engineer of Record performs all necessary post-design services that may be required.

2. The LOCAL GOVERNMENT shall have the affirmative responsibility to locate all existing utilities, both aerial and underground and that all utility locations shall be represented on the construction plans. All utility conflicts shall be fully resolved directly with the applicable utility. The LOCAL GOVERNMENT shall be obligated to design around any utility installation for which the conflict cannot be resolved. Said utility work shall be deemed to be undertaken on behalf of and for the benefit of the DEPARTMENT and the LOCAL GOVERNMENT shall assure that utility work schedules are obtained for the Project.

3. The work performed pursuant to this Agreement may require authorization under the Clean Water Act, by the U.S. Environmental Protection Agency for Storm Water Discharges from construction sites. The LOCAL GOVERNMENT is responsible for obtaining the National Pollutant Discharge Elimination System Permit and all other necessary permits for construction of the Project. When applicable, such permits will be processed in the name of the DEPARTMENT; however, in such event, the LOCAL GOVERNMENT will comply with all terms and conditions of such permit in construction of the subject facilities.

4. This Agreement shall act to supersede the normal requirements of the LOCAL GOVERNMENT to secure separate DEPARTMENT permits for drive-way connection, right-of-way utilization, storm-water discharge and utilities and this Agreement is deemed to constitute such permits.

5. It is expressly agreed by the parties that this Agreement creates a permissive use only and that neither the granting of the permission herein to use DEPARTMENT and/or LOCAL GOVERNMENT right-of-way nor the placing of facilities upon DEPARTMENT

and/or LOCAL GOVERNMENT land shall operate to create or vest any property right in the LOCAL GOVERNMENT except as otherwise provided in separate agreements.

6. The DEPARTMENT shall appoint and authorize a single individual to serve as the DEPARTMENT'S representative to coordinate and manage the DEPARTMENT review of LOCAL GOVERNMENT activities pursuant to this Agreement. The LOCAL GOVERNMENT shall provide a current construction schedule to the DEPARTMENT'S representative and shall notify the representative at least 48 hours in advance of starting proposed work and again immediately upon completion of work.

7. The LOCAL GOVERNMENT shall hire a Pre-qualified contractor or the LOCAL GOVERNMENT may hire an experienced qualified contractor that has specific expertise and experience in the performance of **Roadway Landscape** projects. In order for the Contractor to utilize an experienced qualified contractor and to submit a bid relying on an experienced qualified contractor, the following requirements must be provided to the DEPARTMENT by the LOCAL GOVERNMENT:

(a) The Experience form (FDOT form number 850-070-09) must be filled out and submitted with the bid to the LOCAL GOVERNMENT. The form must be signed by the Owner or an Officer of the Company and dated and must reflect the following experience and credentials.

(1) At least five (5) complete years of experience in the performance of **Roadway Landscape** projects or the company Superintendent must have at least five (5) years of like experience as a Superintendent.

(2) The contractor must also provide independent written endorsements from two (2) separate Florida Registered Landscape Architects on company letterhead. These endorsements shall attest to the Florida Registered Landscape Architect's support of the contractor's skills, efficiency, and competence. Each Florida Registered Landscape Architect shall sign the endorsement, provide their license number, and include the following:

(i) Project name with a brief description that evaluates the landscape work performance.

(ii) Location of the project (city, state).

(iii) Professional substantiation of the contractor's skills, efficiency, and competence.

(3) FDOT Prequalification in **Landscaping** can be substituted for the required work experience.

8. The LOCAL GOVERNMENT shall hire a DEPARTMENT Pre-qualified Consultant Construction Engineering Inspection firm (CCEI) to perform construction oversight including the obligation to assure that any and all verification testing is performed in accordance with the Standard Specifications for Road and Bridge Construction, current

edition, and as amended from time to time. The DEPARTMENT shall have the right, but not the obligation, to perform independent assurance testing during the course of construction of the Project. The CCEI firm shall not be the same firm as that of the Engineer of Record for the Project.

9. The LOCAL GOVERNMENT shall require the LOCAL GOVERNMENT'S contractor to post a bond in accordance with Section 337.18, Florida Statutes.

10. The LOCAL GOVERNMENT shall not modify the intent of the design plans or the maintenance of traffic concept without appropriate submission by the Engineer of Record (the "Engineer") and approval by the DEPARTMENT. Provided, however, in the event of an emergency, the LOCAL GOVERNMENT shall immediately make any necessary changes and notify the DEPARTMENT and the Engineer of Record after the modifications.

11. The DEPARTMENT may request and shall be granted a conference with the LOCAL GOVERNMENT and at the LOCAL GOVERNMENT'S option, the LOCAL GOVERNMENT'S CEI firm, to discuss any part of the Project activities that the DEPARTMENT determines to be inconsistent with the accepted design plans and specifications. The LOCAL GOVERNMENT will monitor the corrective action and provide the DEPARTMENT status reports at such intervals as are reasonable, based on the corrective action undertaken, and the DEPARTMENT may, but is not obligated to, review independently the progress of the corrective action. Provided however, if the DEPARTMENT determines a condition exists which threatens the public's safety, the DEPARTMENT may, at its discretion, issue an immediate stop work order.

12. The LOCAL GOVERNMENT shall have the continuous obligation to monitor the maintenance of traffic and construction operation during the course of the Project so that the safe and efficient movement of the traveling public is maintained. The LOCAL GOVERNMENT is further obligated to make such changes to the maintenance of traffic plans as may be necessary. During construction, the LOCAL GOVERNMENT shall take measures, including the placing and display of safety devices that are necessary in order to safely conduct the public through the Project area in accordance with the latest and current version of the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, and the DEPARTMENT'S Standard Specifications for Road and Bridge construction, current edition, and the DEPARTMENT'S Roadway and Traffic Design Standards, current edition, and as those sources may be amended from time to time. The LOCAL GOVERNMENT may assign the responsibility of this paragraph to the Contractor or its' CEI for the construction of the Project.

13. Prior to the Project bidding, the LOCAL GOVERNMENT shall provide a project schedule that includes, at a minimum, the date the Project will be advertised for bid, the bid opening date, the award date and the date of the preconstruction conference.

14. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the DEPARTMENT'S right, title and interest in the land to be entered upon and used by the LOCAL GOVERNMENT. Any additional right or privilege required to undertake and to complete construction of the Project shall be secured by the LOCAL GOVERNMENT.

15. Upon completion of the work in accord with the Plans, the LOCAL GOVERNMENT shall furnish a set of "as-built" plans prepared in accordance with the FDOT Construction Project Administration Manual, Chapter 5.12 (FDOT Procedure #700-000-00). The "as-built" plans shall be certified by the Engineer of Record/CEI that the necessary improvements have been completed in accordance with the Plans as the same may be modified in accord with the terms of this Agreement. This certification shall include a statement that necessary inspections, tests, and physical measurements have been made, and that all materials entering into the work conform to the Plans, conform to the applicable specifications contained in the Standard Specifications for Road and Bridge Construction, current edition, and as amended from time to time, or otherwise conform to or meet generally accepted professional practices. Additionally, the LOCAL GOVERNMENT shall assure that all post construction survey monumentation required by Florida Statutes is completed and evidence of such is provided to the DEPARTMENT in a manner acceptable to the DEPARTMENT. Upon acceptance of right-of-way documents, then the Project shall be deemed accepted by and turned over to the DEPARTMENT.

16. In the event contaminated soil is encountered by the LOCAL GOVERNMENT or anyone within the DEPARTMENT right of way, the LOCAL GOVERNMENT shall immediately cease work and notify the DEPARTMENT. The DEPARTMENT shall coordinate with the appropriate agencies and notify the LOCAL GOVERNMENT of any required action related thereto.

17. It is acknowledged by the parties that construction plans and specifications are still being prepared by the LOCAL GOVERNMENT as of the date of this Agreement. Construction of the Project will not commence until the DEPARTMENT has accepted the construction plans and specifications as provided for in Paragraph 1 and all required right-of-way has been properly obtained and certified (if applicable) as such by the DEPARTMENT'S Right of Way Manager.

18. If applicable, the LOCAL GOVERNMENT shall assure that load ratings are submitted on any vehicular bridge prior to the final submission of the structure plans for DEPARTMENT review. Structures shall not be opened to traffic until a signed and sealed final bridge load rating that meets the Florida legal loads standard is complete.

19. The Special Provisions set forth in Exhibit "E" hereto shall apply to this Agreement and to all work on the Project.

Exhibit “E”

SPECIAL PROVISIONS

Financial Management Number: 437858-1-58-01

Subletting or Assignment of Contracts:

The Contractor shall not sell, transfer, assign or otherwise dispose of the Contract or Contracts or any portion thereof, or of the right, title, or interest therein, without written consent of the LOCAL GOVERNMENT. If the Contractor chooses to sublet any portion of the Contract, the Contractor must provide a written request to sublet work on the Certification of Sublet Work form developed by the DEPARTMENT for this purpose. With the Engineer's acceptance of the request, the Contractor may sublet a portion of the work. The Certification of Sublet Work request will be deemed acceptable by the LOCAL GOVERNMENT for purposes of the LOCAL GOVERNMENT's consent, unless the Engineer notifies the Contractor within 5 business days of receipt of the Certification of Sublet Work that the LOCAL GOVERNMENT is not consenting to the requested subletting.

Include in the total Contract amount the cost of materials and manufactured component products, and their transportation to the project site. For the purpose of meeting this requirement the LOCAL GOVERNMENT will not consider off-site commercial production of materials and manufactured component products that the Contractor purchases, or their transportation to the project, as subcontracted work.

Execute all agreements to sublet work in writing and include all pertinent provisions and requirements of the Contract. Upon request, furnish the LOCAL GOVERNMENT with a copy of the subcontract. The subletting of work does not relieve the Contractor or the surety of their respective liabilities under the Contract.

The LOCAL GOVERNMENT recognizes a subcontractor only in the capacity of an employee or agent of the Contractor, and the Engineer may require the Contractor to remove the subcontractor as in the case of an employee.

Illicit Discharge Training

All persons employed by the Contractor or Subcontractors working within the DEPARTMENT's FDOT right-of-way must have Tier 1 Illicit Discharge Detection and Elimination (IDDE) training. The computer based training is provided by video on the following web page: <http://www.dot.state.fl.us/emo/sched/train1.shtm>.

Provide a list of persons trained prior to submittal of the first invoice. Provide an updated list of new Contractor/Subcontractor employees annually thereafter.

Landscaping Provisions (Section 580)

580-1 Description.

Install landscaping as indicated in the Contract Documents.

580-2 Materials.

580-2.1 Plants:

580-2.1.1 Sizes: Small plants includes all ground covers, shrubs to less than 7 gallon, trees to less than 7 gallon, clustering type palms less than 6 foot overall height, cycads to less than 7 gallon, and incidental landscaping.

Large plants include shrubs 7 gallon or greater, trees 7 gallon or greater, all single trunk palms, and clustering type palms 6 foot overall height and greater.

580-2.1.2 Grade Standards and Conformity with Type and Species: Only use nursery grown plant materials purchased from Florida based Nurseryman Stock that comply with all required inspection, grading standards, and plant regulations in accordance with the latest edition of the Florida Department of Agriculture's "Grades and Standards for Nursery Plants."

Unless otherwise specified, minimum grade for all plants is Florida No. 1 or better. All plants must be the specified size and grade at the time of delivery to the site and the minimum grade maintained until final acceptance.

Use only plants that are true to type and species and ensure that the plants not specifically covered by Florida Department of Agriculture's "Grades and Standards for Nursery Plants" conform in type and species with the standards and designations in general acceptance by Florida nurseries. Prior to planting, certify to the Engineer (or Landscape Architect) that all plant materials have been purchased from Florida based Nurseryman Stock.

A minimum of two plants of each species on each shipment must be shipped with tags stating the botanical nomenclature and common name of the plant. Should discrepancies between botanical nomenclature and common name arise, the botanical name will take precedence.

580-2.1.3 Inspection and Transporting: Move nursery stock in accordance with all Federal and State regulations and accompany each shipment with the required inspection certificates for filing with the Engineer (or Landscape Architect).

580-2.2 Water: Meet the requirements of Section 983.

580-2.3 Mulching: Use of cypress mulch is prohibited. 580-3 Installation.

580-3.1 Delivery: All materials must be available for inspection before installation and will be subject to approval or rejection.

580-3.2 Layout: Mark proposed mowing limits, planting beds and individual locations of trees and palms as shown in the Contract Documents for the Engineer's (or Landscape Architect's) review, prior to excavation or planting.

Make no changes to the layout, materials or any variations of plant materials from the Contract Documents without the Engineer's (or Landscape Architect's) written approval.

580-3.3 Soil Drainage: All planting holes and beds must drain sufficiently prior to installing any plants. Immediately notify the Engineer (or Landscape Architect) of drainage or percolation problems before plant installation.

580-3.4 Planting: Meet the requirements of the Design Standards, Index No. 544.

Exhibit "F"

NOTICE OF COMPLETION

JOINT PARTICIPATION AGREEMENT

Between

**THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
and the City of Port Orange**

PROJECT DESCRIPTION: "Landscaping Improvements on State Road 5/US 1/Ridgewood Avenue between North of Rose Bay Bridge and State Road 421/Dunlawton Avenue".

FINANCIAL MANAGEMENT ID# 437858-1-58-01

In accordance with the Terms and Conditions of the JOINT PARTICIPATION AGREEMENT, the undersigned hereby provides notification that the work authorized by this Agreement is complete as of _____, 20_____.

By: _____

Name: _____

Title: _____

**LANDSCAPE ARCHITECT'S CERTIFICATION OF SUBSTANTIAL
COMPLIANCE**

In accordance with the Terms and Conditions of the JOINT PARTICIPATION AGREEMENT, the undersigned hereby certifies that all work which originally required certification by a Registered Landscape Architect has been completed in substantial compliance with the Project construction plans and specifications. If any deviations have been made from the accepted plans, a list of all deviations along with an explanation that justifies the reason to accept each deviation will be attached to this Certification.

By: _____, P.E.

SEAL:

Name: _____

Date: _____

Exhibit “G”

RESOLUTION

Financial Management Number: 437858-1-58-01



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: Resolution No. 16-55 - Budget Appropriation for Misc. Items

DEPARTMENT: Finance

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve Resolution No. 16-55.

SUMMARY: *Salary Payouts

*City Clerk Advertising Cost

*Donations

*Insurance Proceeds

*Police Forfeiture Settlements

Project Funding Account

No.: No.:

ATTACHMENTS:

1.	Reso. No. 16-55	Reso. No. 16-55.pdf
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Jamie Miller

Tracey Riehm

Margaret Roberts

M. Jake Johansson

Robin Fenwick

Created/Initiated - 08/31/2016

Approved - 08/31/2016

Approved - 09/01/2016

Approved - 09/01/2016

Final Approval - 09/01/2016

RESOLUTION NO. 16-55

A RESOLUTION OF THE CITY OF PORT ORANGE,
VOLUSIA COUNTY, FLORIDA, APPROPRIATING
OPERATING FUNDS TO BUDGET FOR SALARY
PAYOUTS, LEGAL ADVERTISEMENT EXPENSES,
VETERAN'S PARK DONATIONS, INSURANCE PROCEEDS
RECEIVED, AND POLICE FORFEITURE SETTLEMENTS;
SETTING FORTH REVENUES AND EXPENDITURES; AND
PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to fund salary payouts in the amount of \$21,000; and

WHEREAS, the City Council desires to fund an increase in legal advertisements; and

WHEREAS, the City has received \$50.00 in donations for Veteran's Park Brick and Tree Program, City Project QPC046; and

WHEREAS, the City has received insurance proceeds in the amount of \$41,786.00 from March until August of 2016; and

WHEREAS, the City periodically receives a retained amount from the settlement of various forfeiture cases for the Police Department; and

WHEREAS, the City Council desires to appropriate the funds related to various operating items, and to set forth, appropriate and change appropriations of certain revenues and expense.

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

Section 1. The funds for the City operating items are hereby appropriated as set forth in Composite Exhibit A, attached hereto, which reflects revenues and corresponding expenditures for the designated projects.

Section 2. The Budget item adopted in the preceding section shall govern the expenditures relating to such operations for the City during the current fiscal year effective October 1, 2015 through September 30, 2016.

Section 3. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the City Council and the City Manager as deemed necessary in strict compliance with the procedures specified in Chapter 2, Article VI, Division 3, Code of Ordinances, City of Port Orange, Florida.

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

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the day of

Reviewed and Approved: _____
Matthew J. Jones, Deputy City Attorney

COMPOSITE EXHIBIT A**Resolution No. 16-55**

FY2016 **General Fund (Fund 001)**
PREPARED: **September 1, 2016**
FINANCE: **Jamie Miller**

	BUDGET
	INCREASE(DECREASE)

REVENUES:

Appropriated Equity	21,000
Charges for Service	4,562
Donations - Veteran's Park	50
TOTAL REVENUES:	25,612

EXPENDITURES:

City Manager	21,000
City Clerk	10,000
City Manager	(5,438)
Non-Departmental	50
TOTAL EXPENDITURES:	25,612

To budget for salary payouts due to a separation of service, to cover increased expense related to Legal Advertisements in City Clerk, and donations received for the Veteran's Park Brick and Tree Program, City project QPC046.

COMPOSITE EXHIBIT A**Resolution No. 16-55**

FY2016 **Risk Management Fund (Fund 504)**
PREPARED: **September 1, 2016**
FINANCE: **Jamie Miller**

	BUDGET INCREASE(DECREASE)
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REVENUES:

Insurance Proceeds	41,786
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TOTAL REVENUES:	41,786
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EXPENDITURES:

Non-Departmental	41,786
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TOTAL EXPENDITURES:	41,786
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To budget for insurance proceeds received from March 2016 - August 2016.

COMPOSITE EXHIBIT A**Resolution No. 16-55**

FY2016 **Police Forfeiture Trust (Fund 607)**
PREPARED: **September 1, 2016**
FINANCE: **Jamie Miller**

	BUDGET INCREASE(DECREASE)
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REVENUES:

Transfer From 608 Fund	2,635
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TOTAL REVENUES:	2,635
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EXPENDITURES:

Public Safety	2,635
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TOTAL EXPENDITURES:	2,635
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To budget for proceeds from Police forfeiture settlements.

The Police Property Evidence Trust Fund (608) is the fund used to track evidence currently in custody by the City. As funds become forfeited to the City, the amounts are transferred into the Police Forfeiture Trust Fund (607) to be spent as per State guidelines.

COMPOSITE EXHIBIT A**Resolution No. 16-55**

FY2016 **Police Property & Evidence (Fund 608)**
PREPARED: **September 1, 2016**
FINANCE: **Jamie Miller**

	BUDGET INCREASE(DECREASE)
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REVENUES:

Appropriated Fund Balance	2,635
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TOTAL REVENUES:	2,635
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EXPENDITURES:

Public Safety - Transfer to 607 Fund	2,635
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TOTAL EXPENDITURES:	2,635
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To budget for proceeds from Police forfeiture settlements.

The Police Property Evidence Trust Fund (608) is the fund used to track evidence currently in custody by the City. As funds become forfeited to the City, the amounts are transferred into the Police Forfeiture Trust Fund (607) to be spent as per State guidelines.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: Resolution No. 16-56 - Approving Amended and Restated Adoption Agreement for 401 Plan and Authorizing Participation in ICMA-RC Umbrella Closing Agreement Program

DEPARTMENT: Administrative Services

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve Resolution No. 16-56; to authorize the City's participation in the ICMA-RC Umbrella Closing Agreement Program; and to authorize the Mayor and City Clerk to execute all necessary documents on behalf of the City.

SUMMARY: See attached Resolution No. 16-56 for adjustments as required by IRS.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 16-56	Reso. No. 16-56.pdf
2.	Exhibit A - 401(A) Plan 106920 Adoption Agreement Ajustments	Exhibit A - 401(A) Plan 106920 Adoption Agreement Ajustments.pdf
3.	401 Consent to Participate Form	401Consent to Participate Form.pdf

Matthew Jones
Cindy DePina
Tracey Riehm
Margaret Roberts
M. Jake Johansson
Robin Fenwick

Created/Initiated - 06/30/2016
Approved - 09/01/2016
Approved - 09/01/2016
Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

RESOLUTION NO. 16-56

A RESOLUTION OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE 401(A) PLAN 106920, PROVIDING FOR ADJUSTMENTS AS REQUIRED BY THE INTERNAL REVENUE SERVICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the Employer has established a qualified retirement plan for such employees that serves the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personal management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the continuance of the qualified retirement plan will serve these objectives.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, that the Employer hereby amends and restates the qualified retirement plan (the "Plan") with adjustments as set forth in **Exhibit "A"**, attached hereto, in the form of: (select one)

☒ The ICMA Retirement Corporation Governmental Money Purchase Plan & Trust

OR

☐ The Plan and Trust and any associated amendments provided by the Employer (executed copies attached hereto)

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee ("Trustee"), for the exclusive benefit of Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose. The Trustee's beneficial ownership of Plan assets held in VantageTrust shall be held for the further exclusive benefit of the Plan participants and their beneficiaries;

BE IT FURTHER RESOLVED the employer hereby agrees to serve as Trustee under the Plan.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, City Clerk

Adopted on the day of

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

I, Robin L. Fenwick, City Clerk of the City of Port Orange, do hereby certify that the foregoing resolution proposed by the City of Port Orange, was duly passed and adopted by the City Council of the City of Port Orange at a regular meeting thereof assembled this _____ day of _____, 2016, by the following vote:

AYES:

NAYS:

ABSENT:

Robin L. Fenwick, CMC, City Clerk

(SEAL)

Exhibit "A"

ICMA RETIREMENT CORPORATION

**GOVERNMENTAL MONEY PURCHASE PLAN & TRUST
ADOPTION AGREEMENT**



**ICMA RETIREMENT CORPORATION
GOVERNMENTAL MONEY PURCHASE PLAN & TRUST
ADOPTION AGREEMENT**

Plan Number 106920

The Employer hereby establishes a Money Purchase Plan and Trust to be known as CITY OF PORT ORANGE
(the "Plan") in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust.

This Plan is an amendment and restatement of an existing defined contribution money purchase plan.

☒ Yes

☐ No

If yes, please specify the name of the defined contribution money purchase plan which this Plan hereby amends and restates:

CITY OF PORT ORANGE

I. Employer: CITY OF PORT ORANGE

II. Effective Dates

- ☒ 1. **Effective Date of Restatement.** If this document is a restatement of an existing plan, the effective date of the Plan shall be January 1, 2007 unless an alternate effective date is hereby specified: _____

(Note: An alternate effective date can be no earlier than January 1, 2007.)

- ☐ 2. **Effective Date of New Plan.** If this is a new Plan, the effective date of the Plan shall be the first day of the Plan Year during which the Employer adopts the Plan, unless an alternate Effective Date is hereby specified: _____

3. **Special Effective Dates.** Please note here any elections in the Adoption Agreement with an effective date that is different from that noted in 1. or 2. above.

(Note provision and effective date.)

III. Plan Year will mean:

- ☐ The twelve (12) consecutive month period which coincides with the limitation year. (See Section 5.03(f) of the Plan.)
- ☒ The twelve (12) consecutive month period commencing on 10/01 and each anniversary thereof.

IV. Normal Retirement Age shall be age 55.0 (not to exceed age 65).

Important Note to Employers: Normal Retirement Age is significant for determining the earliest date at which the Plan may allow for in-service distributions. Normal Retirement Age also defines the latest date at which a Participant must have a fully vested right to his/her Account. There are IRS rules that limit the age that may be specified as the Plan's Normal Retirement Age. The Normal Retirement Age cannot be earlier than what is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed. An age under 55 is presumed not to satisfy this requirement, unless the Commissioner of Internal Revenue determines that the facts and circumstances show otherwise.

Whether an age between 55 and 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good

Whether an age between 55 and 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good faith, reasonable determination will generally be given deference. A special rule, however, applies in the case of a plan where substantially all of the participants in the plan are qualified public safety employees within the meaning of section 72(t)(10)(B) of the Code, in which case an age of 50 or later is deemed not to be earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed.

V. ELIGIBILITY REQUIREMENTS

1. The following group or groups of Employees are eligible to participate in the Plan:

- ☐ All Employees
- ☐ All Full Time Employees
- ☐ Salaried Employees
- ☐ Non union Employees
- ☐ Management Employees
- ☐ Public Safety Employees
- ☐ General Employees
- ☒ Other Employees (Specify the group(s) of eligible employees below. Do not specify employees by name. Specific positions are acceptable.) FORMER CITY MANAGER

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other material in effect in the state or locality of the Employer. The eligibility requirements cannot be such that an Employee becomes eligible only in the Plan Year in which the Employee terminates employment. **Note:** As stated in Sections 4.07 and 4.08, the Plan may, however, provide that Final Pay Contributions or Accrued Leave Contributions are the only contributions made under the Plan.

2. The Employer hereby waives or reduces the requirement of a twelve (12) month Period of Service for participation. The required Period of Service shall be (write N/A if an Employee is eligible to participate upon employment) N/A

If this waiver or reduction is elected, it shall apply to all Employees within the Covered Employment Classification.

3. A minimum age requirement is hereby specified for eligibility to participate. The minimum age requirement is N/A (not to exceed age 21. Write N/A if no minimum age is declared.)

VI. CONTRIBUTION PROVISIONS

1. **The Employer shall contribute as follows:** (Choose all that apply, but at least one of Options A or B. If Option A is not selected, Employer must pick up Participant Contributions under Option B.)

Fixed Employer Contributions With or Without Mandatory Participant Contributions. (If Option B is chosen, please complete section C.)

- ☒ A. Employer Contributions. The Employer shall contribute on behalf of each Participant 10% of Earnings or \$ _____ for the Plan Year (subject to the limitations of Article V of the Plan).

Mandatory Participant Contributions

☒ are required ☐ are not required

to be eligible for this Employer Contribution.

- ☒ B. Mandatory Participant Contributions for Plan Participation.

Required Mandatory Contributions. A Participant is required to contribute (subject to the limitations of Article V of the Plan) the specified amounts designated in items (i) through (iii) of the Contribution Schedule below:

☒ Yes ☐ No

Employee Opt-In Mandatory Contributions. Each Employee eligible to participate in the Plan shall be given the opportunity to irrevocably elect to participate in the Mandatory Participant Contribution portion of the Plan by electing to contribute the specified amounts designated in items (i) through (iii) of the Contribution Schedule below for each Plan Year (subject to the limitations of Article V of the Plan):

☒ Yes ☐ No

Contribution Schedule.

- (i) _____ 5% of Earnings,
- (ii) \$ _____, or
- (iii) a whole percentage of Earnings between the range of _____ (insert range of percentages between 1% and 20% inclusive (e.g., 3%, 6%, or 20%; 5% to 7%)), as designated by the Employee in accordance with guidelines and procedures established by the Employer for the Plan Year as a condition of participation in the Plan. A Participant must pick a single percentage and shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

Employer "Pick up". The Employer hereby elects to "pick up" the Mandatory Participant Contributions¹ (pick up is required if Option A is not selected).

☐ Yes ☒ No (*"Yes" is the default provision under the Plan if no selection is made.*)

- ☒ C. Election Window (Complete if Option B is selected):
Newly eligible Employees shall be provided an election window of 30 days (no more than 60 calendar days) from the date of initial eligibility during which they may make the election to participate in the Mandatory Participant Contribution portion of the Plan. Participation in the Mandatory Participant Contribution portion of the Plan shall begin the first of the month following the end of the election window.

An Employee's election is irrevocable and shall remain in force until the Employee terminates employment or ceases to be eligible to participate in the Plan. In the event of re-employment to an eligible position, the Employee's original election will resume. In no event does the Employee have the option of receiving the pick-up contribution amount directly.

2. The Employer may also elect to contribute as follows:

- ☐ A. Fixed Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant _____% of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has contributed _____% of Earnings or \$ _____. Under this option, there is a single, fixed rate of Employer contributions, but a Participant may decline to make the required Participant contributions in any Plan Year, in which case no Employer contribution will be made on the Participant's behalf in that Plan Year.
- ☐ B. Variable Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):
_____ % of the Voluntary Participant Contributions made by the Participant for the Plan Year (not including Participant contributions exceeding _____% of Earnings or \$ _____);

¹ Neither an IRS advisory letter nor a determination letter issued to an adopting Employer is a ruling by the Internal Revenue Service that Participant contributions that are "picked up" by the Employer are not includable in the Participant's gross income for federal income tax purposes. Pick-up contributions are not mandated to receive private letter rulings; however, if an adopting employer wishes to receive a ruling on pick-up contributions they may request one in accordance with Revenue Procedure 2012-4 (or subsequent guidance).

PLUS _____ % of the contributions made by the Participant for the Plan Year in excess of those included in the above paragraph (but not including Voluntary Participant Contributions exceeding in the aggregate _____ % of Earnings or \$ _____).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$ _____ or _____ % of Earnings, whichever is _____ more or _____ less.

3. Each Participant may make a voluntary (unmatched), after tax contribution, subject to the limitations of Section 4.05 and Article V of the Plan:

☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

4. Employer contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

WEEKLY

5. Participant contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

WEEKLY

6. In the case of a Participant performing qualified military service (as defined in Code section 414(u)) with respect to the Employer:

- A. Plan contributions will be made based on differential wage payments:

☐ Yes ☒ No (*"Yes" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective beginning January 1, 2009 unless another later effective date is filled in here:

- B. Participants who die or become disabled will receive Plan contributions with respect to such service:

☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective for participants who died or became disabled while performing qualified military service on or after January 1, 2007, unless another later effective date is filled in here:

VII. EARNINGS

Earnings, as defined under Section 2.09 of the Plan, shall include:

1. Overtime
☐ Yes ☒ No
2. Bonuses
☐ Yes ☒ No
3. Other Pay (specifically describe any other types of pay to be included below)

VIII. ROLLOVER PROVISIONS

1. The Employer will permit rollover contributions in accordance with Section 4.12 of the Plan:
☒ Yes ☐ No (*"Yes" is the default provision under the Plan if no selection is made.*)
2. Direct rollovers by non-spouse beneficiaries are effective for distributions after 2006 unless the Plan delayed making them available. If the Plan delayed making such rollovers available, check the box below and indicate the later effective date in the space provided.
☐ Effective Date is _____
(*Note: Plans must offer direct rollovers by non-spouse beneficiaries no later than plan years beginning after December 31, 2009.*)

IX. LIMITATION ON ALLOCATIONS

If the Employer maintains or ever maintained another qualified plan in which any Participant in this Plan is (or was) a participant or could possibly become a participant, the Employer hereby agrees to limit contributions to all such plans as provided herein, if necessary in order to avoid excess contributions (as described in Section 5.02 of the Plan).

1. If the Participant is covered under another qualified defined contribution plan maintained by the Employer, the provisions of Section 5.02(a) through (e) of the Plan will apply unless another method has been indicated below.
☐ Other Method. (Provide the method under which the plans will limit total Annual Additions to the Maximum Permissible Amount, and will properly reduce any excess amounts, in a manner that precludes Employer discretion.)
2. The Limitation Year is the following 12 consecutive month period: _____
3. Unless the Employer elects a delayed effective date below, Article 5 of the Plan will apply to limitations years beginning on or after July 1, 2007. _____
(*The effective date listed cannot be later than 90 days after the close of the first regular legislative session of the legislative body with authority to amend the plan that begins on or after July 1, 2007.*)

X. VESTING PROVISIONS

The Employer hereby specifies the following vesting schedule, subject to (1) the minimum vesting requirements and (2) the concurrence of the Plan Administrator. (For the blanks below, enter the applicable percent – from 0 to 100 (with no entry after the year in which 100% is entered), in ascending order.)

Period of Service Completed	Percent Vested
Zero	100 %
One	100 %
Two	100 %
Three	100 %
Four	100 %
Five	100 %
Six	100 %
Seven	100 %
Eight	100 %
Nine	100 %
Ten	100 %

XI. WITHDRAWALS AND LOANS

1. In-service distributions are permitted under the Plan after a participant attains (select one of the below options):

- ☐ Normal Retirement Age
☐ Age 70½ (*"70½" is the default provision under the Plan if no selection is made.*)
☐ Alternate age (after Normal Retirement Age): _____
☒ Not permitted at any age

2. A Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services for more than 30 days.

- ☐ Yes ☐ No (*"Yes" is the default provision under the plan if no selection is made.*)

3. Tax-free distributions of up to \$3,000 for the direct payment of qualifying insurance premiums for eligible retired public safety officers are available under the Plan.

- ☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

4. In-service distributions of the Rollover Account are permitted under the Plan, as provided in Section 9.07.

- ☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

5. Loans are permitted under the Plan, as provided in Article XIII of the Plan:

- ☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

XII. SPOUSAL PROTECTION

The Plan will provide the following level of spousal protection (select one):

- ☐ 1. Participant Directed Election. The normal form of payment of benefits under the Plan is a lump sum. The Participant can name any person(s) as the Beneficiary of the Plan, with no spousal consent required.
- ☒ 2. Beneficiary Spousal Consent Election (Article XII). The normal form of payment of benefits under the Plan is a lump sum. Upon death, the surviving spouse is the Beneficiary, unless he or she consents to the Participant's naming another Beneficiary. (*"Beneficiary Spousal Consent Election" is the default provision under the Plan if no selection is made.*)
- ☐ 3. QJSA Election (Article XVII). The normal form of payment of benefits under the Plan is a 50% qualified joint and survivor annuity with the spouse (or life annuity, if single). In the event of the Participant's death prior to commencing payments, the spouse will receive an annuity for his or her lifetime. (If C is selected, the spousal consent requirements in Article XII also will apply.)

XIII. FINAL PAY CONTRIBUTIONS

The Plan will provide for Final Pay Contributions if either 1 or 2 below is selected.

The following group of Employees shall be eligible for Final Pay Contributions:

- ☒ All Eligible Employees
- ☐ Other: _____

Final Pay shall be defined as (select one):

- ☐ A. Accrued unpaid vacation
- ☐ B. Accrued unpaid sick leave
- ☒ C. Accrued unpaid vacation and sick leave
- ☐ D. Other (*insert definition of Final Pay – must be leave that Employee would have been able to use if employment had continued and must be bona fide vacation and/or sick leave*):

- ☐ 1. **Employer Final Pay Contribution.** The Employer shall contribute on behalf of each Participant _____ % of Final Pay to the Plan (subject to the limitations of Article V of the Plan).
- ☒ 2. **Employee Designated Final Pay Contribution.** Each Employee eligible to participate in the Plan shall be given the opportunity at enrollment to irrevocably elect to contribute _____ % (insert fixed percentage of final pay to be contributed) or up to 100% (insert maximum percentage of final pay to be contributed) of Final Pay to the Plan (subject to the limitations of Article V of the Plan).

Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XIV. ACCRUED LEAVE CONTRIBUTIONS

The Plan will provide for accrued unpaid leave contributions annually if either 1 or 2 is selected below.

The following group of Employees shall be eligible for Accrued Leave Contributions:

☒ All Eligible Employees

☐ Other: _____

Accrued Leave shall be defined as (select one):

☐ A. Accrued unpaid vacation

☐ B. Accrued unpaid sick leave

☒ C. Accrued unpaid vacation and sick leave

☐ D. Other (insert definition of accrued leave that is bona fide vacation and/or sick leave):

☐ 1. **Employer Accrued Leave Contribution.** The Employer shall contribute as follows (choose one of the following options):

☐ For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant the unused Accrued Leave in excess of _____ (insert number of hours/days/weeks (circle one)) to the Plan (subject to the limitations of Article V of the Plan).

☐ For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant _____% of unused Accrued Leave to the Plan (subject to the limitations of Article V of the Plan).

☒ 2. **Employee Designated Accrued Leave Contribution.**

Each eligible Participant shall be given the opportunity at enrollment to irrevocably elect to contribute _____% (insert fixed percentage of accrued unpaid leave to be contributed) or up to 100 % (insert maximum percentage of accrued unpaid leave to be contributed) of Accrued Leave to the Plan (subject to the limitations of Article V of the Plan). Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XV. The Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

XVI. The Employer understands that this Adoption Agreement is to be used with only the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust. This ICMA Retirement Corporation Governmental Money Purchase Plan and Trust is a restatement of a previous plan, which was submitted to the Internal Revenue Service for approval on April 2, 2012, and received approval on March 31, 2014.

The Plan Administrator hereby agrees to inform the Employer of any amendments to the Plan made pursuant to Section 14.05 of the Plan or of the discontinuance or abandonment of the Plan. The Employer understands that an amendment(s) made pursuant to Section 14.05 of the Plan will become effective within 30 days of notice of the amendment(s) unless the Employer notifies the Plan Administrator, in writing, that it disapproves of the amendment(s). If the Employer so disapproves, the Plan Administrator will be under no obligation to act as Administrator under the Plan.

XVII. The Employer hereby appoints the ICMA Retirement Corporation as the Plan Administrator pursuant to the terms and conditions of the ICMA RETIREMENT CORPORATION GOVERNMENTAL MONEY PURCHASE PLAN & TRUST.

The Employer hereby agrees to the provisions of the Plan and Trust.

- XVIII.** The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in disqualification of the Plan.
- XIX.** An adopting Employer may rely on an advisory letter issued by the Internal Revenue Service as evidence that the Plan is qualified under section 401 of the Internal Revenue Code to the extent provided in applicable IRS revenue procedures and other official guidance.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this _____ day of _____, 20 **16**.

EMPLOYER
CITY OF PORT ORANGE

ICMA RETIREMENT CORPORATION
777 North Capitol St., NE Suite 600
Washington, DC 20002
800-326-7272

By: _____

By: _____

Print Name: **Allen Green**

Print Name: _____

Title: **Mayor**

Title: _____

Attest: _____

Attest: _____

Robin L. Fenwick, City Clerk

EXHIBIT "A"

401(A) Plan 106920 Adoption Agreement Adjustments

Section V. ELIGIBILITY REQUIREMENTS should read as such:

Unclassified employees who are not members of a defined benefit plan.

Section XIV. ACCRUED LEAVE CONTRIBUTIONS 2. Employee Designated Accrued Leave Contribution Should read as such:

Each eligible Participant shall be given the opportunity at enrollment to irrevocably elect to contribute ____% (insert fixed percentage of accrued unpaid leave to be contributed) or up to 100 % of the allowable amount (insert maximum percentage of accrued unpaid leave to be contributed) of Accrued Leave to the Plan (subject to the limitations of Article V of the Plan). Once elected, an Employee's election shall remain in force and may not be revised or revoked.



401 PLAN DOCUMENT ADOPTION: CONSENT TO PARTICIPATE IN ICMA-RC UMBRELLA CLOSING AGREEMENT

Plan sponsors who missed the April 30, 2016 deadline to execute an adoption agreement for the plan document restatement incorporating provisions required under the Pension Protection Act and other IRS provisions ("PPA Amendment") must still execute an adoption agreement for the current plan before they may consent to be covered by ICMA-RC's Umbrella Closing Agreement ("UCA"). The UCA allows plan sponsors to correct the plan document error and return their plans to compliance.

- Who should complete this form? Plan sponsors who have a 401(a) Money Purchase Plan with ICMA-RC and use the ICMA Retirement Corporation Governmental Money Purchase Plan & Trust document but did not meet the April 30, 2016 deadline to adopt the PPA Amendment.
- Plans adopting the ICMA-RC document for the first time — Note that plan sponsors who previously used an individually designed plan document and are adopting the ICMA-RC plan document for the first time have until April 30, 2017 to adopt the PPA Amendment and do not need to complete this form.

1 PLAN SPONSOR INFORMATION

Plan Number: 106920 Plan Name: City of Port Orange 401A (Former City Manager)
Plan Sponsor Name: City of Port Orange
Name of Authorized Plan Representative (Last, First, M.I.): Heather Carrizales
Title: Human Resources Manager
Preferred Phone Number: (386) 506-5569 Email Address: HCarrizales@Port-Orange.org
Mailing Address Street: 1000 City Center Circle
City: Port Orange State: FL Zip Code: 32129 - 4144

2 ADOPTION AGREEMENT EXECUTION DATE

Please specify the date when the adoption agreement for your plan was executed:

Adoption Agreement Executed as of Date (mm/dd/yyyy) 09/06/2016

3 PLAN SPONSOR/EMPLOYER CONSENT

By signing, (a) the plan sponsor makes the following certifications:

- **The plan sponsor certifies** the adoption agreement for the PPA Amendment was executed as of the date specified above.
- **The plan sponsor consents** to be included in ICMA-RC's request for an Umbrella Closing Agreement.
- **The plan sponsor confirms** that the prior plan document incorporating changes required by EGTRRA was timely adopted.

Employer Signature: _____ Date (mm/dd/yyyy) 09/06/2016
Name (Please Print): Allen Green, Mayor

Return this form and the executed adoption agreement to ICMA-RC via email to PlanAdoptionServices@icmarc.org or fax to 202-962-4601 ATTN: NBS Analyst.

ICMA-RC will submit a proposal to the IRS for an Umbrella Closing Agreement shortly after obtaining consent from at least 20 plan sponsors. To have your plan covered by the ICMA-RC Umbrella Closing Agreement, be sure to return your executed consent form to ICMA-RC no later than April 21, 2017. Assets in plans that are out of compliance are not eligible to be rolled-over to qualified retirement plans. **We will treat your plan as in compliance with the plan adoption requirements as of the date we receive your executed Consent to Participate in ICMA-RC Umbrella Closing Agreement form.**



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: PBA Lts. MOU wages 2016, August

DEPARTMENT: Administrative Services

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve the MOU with the PBA Lts. and authorize the Mayor and City Clerk to execute on behalf of the City.

SUMMARY: PBA Lts. CBA was open for wages only, Effective 10-1-2016 through 10-1-2017 (10-1-2017 the entire contract will be open). We were able to settle the wages article quickly. The attached MOU is a result of the negotiations. The PBA Lts. have already signed off on the MOU. Finance staff, Chief Grimaldi and Administrative Services Director all reviewed and revised drafts until the attached MOU was developed.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	PBA Lts MOU	PBA LTs 2016 Aug MOU wages.pdf
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Cindy DePina	Created/Initiated - 08/15/2016
Cindy DePina	Approved - 08/18/2016
Margaret Roberts	Approved - 09/01/2016
Tracey Riehm	Approved - 09/01/2016
M. Jake Johansson	Approved - 09/01/2016
Robin Fenwick	Final Approval - 09/01/2016

Agreement Between
The City of Port Orange
And
Coastal Florida Police Benevolent Association Lieutenants
PERC Cert. # 5561

The City of Port Orange (The City) and the Coastal Florida Benevolent Association Lieutenants # 5561 (PBA LT.) agree to following changes for wages, Article # 24:

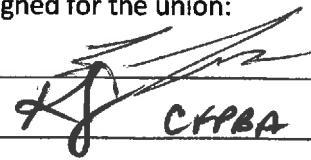
Wages Article 24

Effective the first full pay period in October, 2016, The City will increase the pay for the two employees who as of July, 2016 currently making less than \$32.97 and bring them to the amount of \$32.97 per hour. Any employee promoted from today (July 1, 2016), will be promoted according to the policy and process available to the Chief and not subject to the \$32.97. It is agreed that the minimum pay for Lieutenants will not change.

It is further agreed that for any employee above the \$32.97 they will receive a lump sum in the amount of 2% of their annual base pay.

Signed for the City:

Signed for the union:

 - ERIC FISHER - PBA
CFPBA



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: License Agreement for Riverwalk Park Water Recreation Service

DEPARTMENT: Parks & Recreation

GOAL:

OBJECTIVE:

RECOMMENDED MOTION: Move to approve the license agreement with Sandy Point Progressive Sports Inc. and authorize the Mayor and City Clerk to execute the associated documents.

SUMMARY: On July 22, 2016 RFP 16-27 was opened and the city received one proposal to provide water recreational services at Riverwalk Park. The committee agreed that Sandy Point Progressive Sports Inc.(SPPS) met the requirements of the bid. Staff recommends that the city enter into a license agreement with SPPS to rent water recreational equipment at Riverwalk park for two years. SPPS will pay the city \$200 per month for use of the 200 square foot building located in the park.

Project No.: Funding Account No.: 103-0000-362.xx-00

ATTACHMENTS:

1.	License Agreement	Sandy+Point+License+Agreement+w.+Exbts+8.31.16.pdf
2.	Intent to award	RFP 16-27 Intent to Award.pdf
3.	Sandy Point response	Sandy Point Progressive Sports RFP 16-27.pdf
4.	Bid Tab	RFP 16-27 Tabulation.pdf

Susan Lovallo
Susan Lovallo
Matthew Jones
Diana Fye
Tracey Riehm
Margaret Roberts
M. Jake Johansson
Robin Fenwick

Created/Initiated - 07/29/2016
Approved - 07/29/2016
Approved - 08/29/2016
Approved - 08/29/2016
Approved - 08/30/2016
Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

This Document Prepared by:

Matthew J. Jones
Deputy City Attorney
1000 City Center Circle
Port Orange, FL 32129

Parcel No.: 6303-10-01-0011

This Space Reserved for Recording Data

LICENSE AGREEMENT

THIS **LICENSE AGREEMENT** is made and entered into this ____ day of _____, 2016, by and between the City of Port Orange, Florida, a chartered municipal corporation ("City"), 1000 City Center Circle, Port Orange, FL 32129, ("Licensor"), and Sandy Point Progressive Sports, Inc., whose mailing address is 3090 S. Ridgewood Avenue, S. Daytona, FL 32119, ("Licensee").

PREMISES

WHEREAS, the Licensee is the successful bidder to the City's RFP #16-27 to provide water recreation rental operations to the public; and

WHEREAS, the Licensor is the owner of real property located at 3441 S. Ridgewood Avenue, Port Orange, Florida 32127, commonly known as the Riverwalk Park Phase I, hereinafter referred to as the "Subject Property", and described on **Exhibit "A"**; and

WHEREAS, the Licensor has constructed improvements at the Subject Property which include a +/- 400 sq. ft. concession/vendor building with two restrooms, a 30' wide canoe/kayak launch, a canoe kayak rack area, and public parking, hereinafter referred to as the "License Areas", as depicted on the attached **Exhibit "B"**; and

WHEREAS, the Licensee hereby warrants to the City that the Licensee has full power and authority to enter into this Agreement, and that the Licensee agrees to be bound by the terms and conditions hereof; and

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree as follows:

1. **Use.** The City hereby grants to the Licensee a license to access the Subject Property described on Exhibit "A", and to the non-exclusive use of the License Areas, as shown on Exhibit "B", subject to the terms and conditions herein contained, for the purpose of operating a water recreation rental operation ("License").

2. Term. This License shall commence upon the execution of this License Agreement and shall continue for a period of two (2) years, with two optional two (2) year extensions thereafter. Notwithstanding the foregoing, either party may terminate this License at any time by giving sixty (60) days' written notice to the other party. At the expiration or earlier termination of this License, Licensee shall immediately cease use of the License Areas and remove any personal property located thereon.

3. License Fee. Licensee shall pay to Licensor a license fee at the monthly rate of **TWO HUNDRED AND 00/100 DOLLARS (\$200.00)**. The first payment shall be made prior to the Licensee's use of the License Area, and shall thereafter be paid on the 1st day of the month until expiration or earlier termination of this License. Payments shall be made to the Finance Department of the City of Port Orange.

4. Taxes.

(a) In the event that taxes are legally imposed, Licensee is solely responsible for all taxes, if any, imposed under Section 212.031, Florida Statutes, or as that provision may be amended, by the Florida Department of Revenue or locally imposed through a surtax, accruing during the term of the License Agreement or any renewal thereof. In the event that taxes are legally imposed, Licensee is solely responsible for Licensee's pro rata share of ad valorem and non-ad valorem taxes, impact fees, and assessments levied, if any, against the Subject Property as more particularly described in Exhibit "A" to this License Agreement, accruing during the term of the License Agreement or any renewal thereof. Licensee shall pay all such legally imposed taxes imposed under Section 212.031, Florida Statutes, directly to the respective taxing authority.

(b) All ad valorem and non-ad valorem taxes that are legally imposed shall be advanced and paid by Licensor on behalf of Licensee directly to the Volusia County Tax Collector's Office and reimbursed by Licensee to Licensor within thirty (30) days of delivery of an invoice therefor to Licensee.

(c) Licensee acknowledges that any taxes legally imposed on the License under Section 212.031, Florida Statutes, or as that provision may be amended, by the Florida Department of Revenue or locally imposed through a surtax, if any, are imposed on Licensee, and not on Licensor. Licensee acknowledges that any ad valorem taxes legally imposed on the Subject Premises under Section 196.199, Florida Statutes (taxation of government leaseholds), any non-ad valorem taxes, impact fees and assessments, if any, are imposed on Licensee, and that Licensor, as a governmental entity, is immune or exempt from such imposition.

5. Conditions Applicable to License. This License is subject to all existing covenants, conditions, reservations, contracts, leases, licenses, easements, encumbrances, restrictions and rights of way with respect to the License Areas, whether or not of record.

6. City Use. The City reserves the right to use the License Areas and/or Subject Property at any time. Licensor may request removal of any and all personal property of the Licensee located at or on the Subject Property in the event that the City needs to utilize the Subject Property for City purposes, such as special events, maintenance work, or other public uses. The City shall endeavor to give at least ten (10) days prior notice to the Licensee. If the Licensee's personal property is not removed within the time specified by the City or in cases

where emergency work by the City becomes necessary, the City may remove or cause to be removed the Licensee's personal property without any liability to the City. The Licensee shall be responsible for any and all expenses for the storage of Licensee's personal property.

7. Signage. Licensor shall not install or construct permanent signage at the Subject Property; however, temporary signage may be displayed during the Licensee's regular operating hours, so long as it is displayed in accordance with the City of Port Orange Land Development Code. Signage design, layout and location, or any modification thereto, shall be submitted to the Parks and Recreation Director for review and approval prior to display. Such approval shall not be valid unless in writing.

8. Operating Hours. The Licensee may operate daily from dawn to dusk. Licensee may request additional hours of operation by providing a written request to the Parks and Recreation Director fifteen (15) days in advance of the special event requiring additional hours.

9. Licensee Obligations.

(a) Licensee shall operate a non-motorized marine equipment rental operation serving the general public in accordance with the City's RFP 16-27, as modified by Addendum 1, and Licensee's proposal in response thereto, attached hereto as **Exhibit "C"** and incorporated herein by reference. In the event that there is a conflict between the terms of this License Agreement and the terms of RFP 16-27, as modified by Addendum 1, or the Licensee's proposal in response thereto, the terms of this License Agreement shall control.

(b) All operating costs, including the cost of utilities used exclusively by the Licensee, its employees or its patrons, shall be the responsibility of the Licensee.

(c) Licensee shall be responsible for securing and safeguarding its equipment and other personal property. Licensor shall not be responsible for vandalism or theft of property while located in or on the Subject Property.

(d) Licensee shall maintain the License Areas to keep a neat and clean appearance. This maintenance shall include, but is not limited to daily refuse removal, sweeping, mopping, and cleaning the License Areas and areas immediately surrounding the License Areas daily, and screening of any refuse collection from public view prior to disposal.

(e) All equipment and staffing necessary to meet the public demand shall be provided by the Licensee at its own expense.

(f) Licensee shall conduct regular inspections of all rental equipment and safety equipment to ensure the safety of those individuals renting the equipment. Licensee shall not use or rent equipment that is damaged or defective, and shall repair or replace any damaged or defective equipment at its own expense.

(g) Licensee shall train each renter on water safety and equipment operation prior to renting equipment, and shall develop standard equipment rental procedures to ensure the safety of all participants.

(h) Licensee shall conduct annually, at its expense, a Florida Department of

Law Enforcement (FDLE) Level 1 background check for any and all employees of the Licensee involved in the operations described in this License Agreement. Documented evidence of such check shall be maintained by the Licensee for the entire duration of employment for each employee and shall be made available for inspection by the Parks and Recreation Director upon request.

10. Equipment Rental Pricing. The maximum allowable equipment rental rates shall be those rates set forth in Licensee's proposal submitted in response to RFP 16-27 (see Exhibit "C").

11. No Transfer or Assignment. The License is personal to the Licensee and shall not inure to the successors or assigns of the Licensee. The rights, privileges and permission granted herein shall not be assignable by the Licensee in whole or in part.

12. Permits and Regulations. Licensee shall be responsible for securing any required approvals, permits and authorizations from any federal, state or local agencies and shall comply with all applicable laws and regulations, including strict adherence to the regulations set forth in Chapters 327 and 328 of the Florida Statutes, as may be amended.

13. No Interference. Licensee shall not interfere with the normal operation and activities of Licensor, and Licensee shall conduct its activities on the License Areas to minimize damage to the License Areas and inconvenience to Licensor, its agents, employees and invitees.

14. Repair and Restoration. If Licensee, its employees or agents cause any damage to the License Areas, or to any improvements located at or on the Subject Property in connection with the exercise of this License, Licensee shall repair and restore the License Areas and Subject Property to their original condition prior to Licensee's use. Licensee shall perform the repair and restoration required hereunder prior to the expiration of this License, or within ten (10) days of the earlier termination of Licensee's rights hereunder. In the event that repair and restoration is performed following the termination this License, the Licensee's indemnity and insurance obligations set forth herein shall continue until repair and restoration is completed as provided herein.

15. Security Deposit. Licensee shall provide Licensor with a security deposit in the form of irrevocable letters of credit, cash deposits or surety instruments satisfactory to the Licensor prior to the effective date of the License. The security deposit amount shall be **FOUR HUNDRED AND 00/100 DOLLARS (\$400.00)** to be used to offset any damage to the Subject Property or License Areas caused by the Licensee.

16. Insurance. Licensee, at its sole cost and expense, shall insure its activities in connection with this License and obtain, keep in force, and maintain insurance as follows:

(a) Commercial General Liability Insurance (contractual liability included) with minimum limits as follows:

- (1) Each Occurrence - \$1,000,000
- (2) General Aggregate - \$2,000,000
- (3) Products/Completed Operations Aggregate - \$2,000,000
- (4) Personal and Advertising Injury - \$1,000,000

(b) Property Insurance, Fire and Extended Coverage in an amount sufficient to reimburse Licensee for all of its equipment and other personal property located at or on the Subject Property.

(c) Workers Compensation as required by Florida Law.

(d) Such other insurance in such amounts which from time to time may be reasonably required by the Licensor.

The coverages required herein shall not limit the liability of the Licensee. The coverage set for the in (a) of this section shall include the Licensor as an additional insured. Licensee shall provide to Licensor a Certificate of Insurance annually as proof of insurance coverage in accordance with this section. The policies herein required shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insurers are required to have a minimum rating of "A" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Licensee shall provide Licensor notice of cancellation, nonrenewal or any other changes in coverage no later than (10) days prior to the effective date of the change.

17. Hold Harmless and Indemnification. The Licensee shall not claim any damages from the City for any injuries or damages in connection with or on account of the exercise of such rights, privileges or permission, the condition of the City's property, or the use of the City's property pursuant to this License. The Licensee shall indemnify and hold harmless the City, its officers, employees and agents, from and against all claims, damages, losses and expenses, attorneys' fees and costs, arising out of, resulting from, or in any way connected with the condition of the City's property, the use of the property by Licensee, his invitees and members of the public, the exercise of the license granted by this License Agreement, the failure on the part of the Licensee to comply with any of the provisions specified herein, or otherwise permitted by this License Agreement. The City shall not be liable to the Licensee if for any reason the Licensee's use of the Subject Property is hindered or disturbed.

18. Notice. Any notice required hereunder shall be in writing and shall be addressed as follows:

Licensor: City of Port Orange
Parks and Recreation Director
1000 City Center Circle
Port Orange, FL 32129

Licensee: Sandy Point Progressive Sports, Inc.
c/o Mike Klein
3090 S. Ridgewood Avenue
South Daytona, Florida 32119

19. Lien Free Condition. Licensee shall not cause or permit any liens to be placed against the Premises or against Licensor's other property as a result of Licensee's exercise of rights under this License. In the event of the filing of any such liens, Licensee shall promptly cause such liens to be removed. In no event shall such lien removal require more than thirty (30) days.

20. License Administrator. The Parks and Recreation Director for the City of Port Orange shall perform the administration of this License Agreement.

21. Entire Agreement. This License Agreement constitutes the entire agreement between the parties. There are no further or other agreements or understandings, written or oral, in effect between the parties, relating to the subject matter hereof. This License Agreement may be amended or modified only by an instrument of equal formality signed by the respective parties.

[Remainder of Page Left Blank]

IN WITNESS WHEREOF, the parties hereto have executed this License Agreement on the respective dates below.

WITNESSES:

LICENSOR:

Printed Name:_____

CITY OF PORT ORANGE, FLORIDA
a chartered municipal corporation

Printed Name:_____

By:_____
Allen Green, Mayor

Printed Name:_____

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

Printed Name:_____

(SEAL)

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Allen Green, as Mayor of the City of Port Orange, Florida, who acknowledged that he is duly authorized to execute the foregoing LICENSE AGREEMENT on behalf of the **CITY OF PORT ORANGE, FLORIDA**, a chartered municipal corporation, and who ☐ is personally known to me, or ☐ has produced _____ as identification.

Notary Public, State of Florida at Large
Printed name, commission and expiration:

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Robin L. Fenwick, as the City Clerk of the City of Port Orange, Florida, who acknowledged that she is duly authorized to execute the foregoing LICENSE AGREEMENT on behalf of the **CITY OF PORT ORANGE, FLORIDA**, a chartered municipal corporation, and who ☐ is personally known to me, or ☐ has produced _____ as identification.

Notary Public, State of Florida at Large
Printed name, commission and expiration:

WITNESSES:

LICENSEE:

Sandy Point Progressive Sports, Inc.
a Florida corporation

Printed Name: _____

Steven B. Gottlieb, President

Printed Name: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Steven B. Gottlieb, as President of Sandy Point Progressive Sports, Inc., a Florida corporation, on behalf of the corporation, who is authorized to execute the foregoing LICENSE AGREEMENT, and who ☐ is personally known to me, or ☐ has produced _____ as identification.

Notary Public, State of Florida at Large
Printed name, commission and expiration:

EXHIBIT "A"

Riverwalk Park Phase 1 3441 Ridgewood Avenue, Port Orange, FL 32129

Full Parcel ID:

03-16-33-10-01-0011

Short Parcel ID:

6303-10-01-0011

Legal Description:

A portion of the Parcel ID listed above.

EXHIBIT "A"



EXHIBIT "B"

RIVERWALK PARK PHASE 1A

Dredging & Marine Consultants

DMC

ENGINEERS • SCIENTISTS

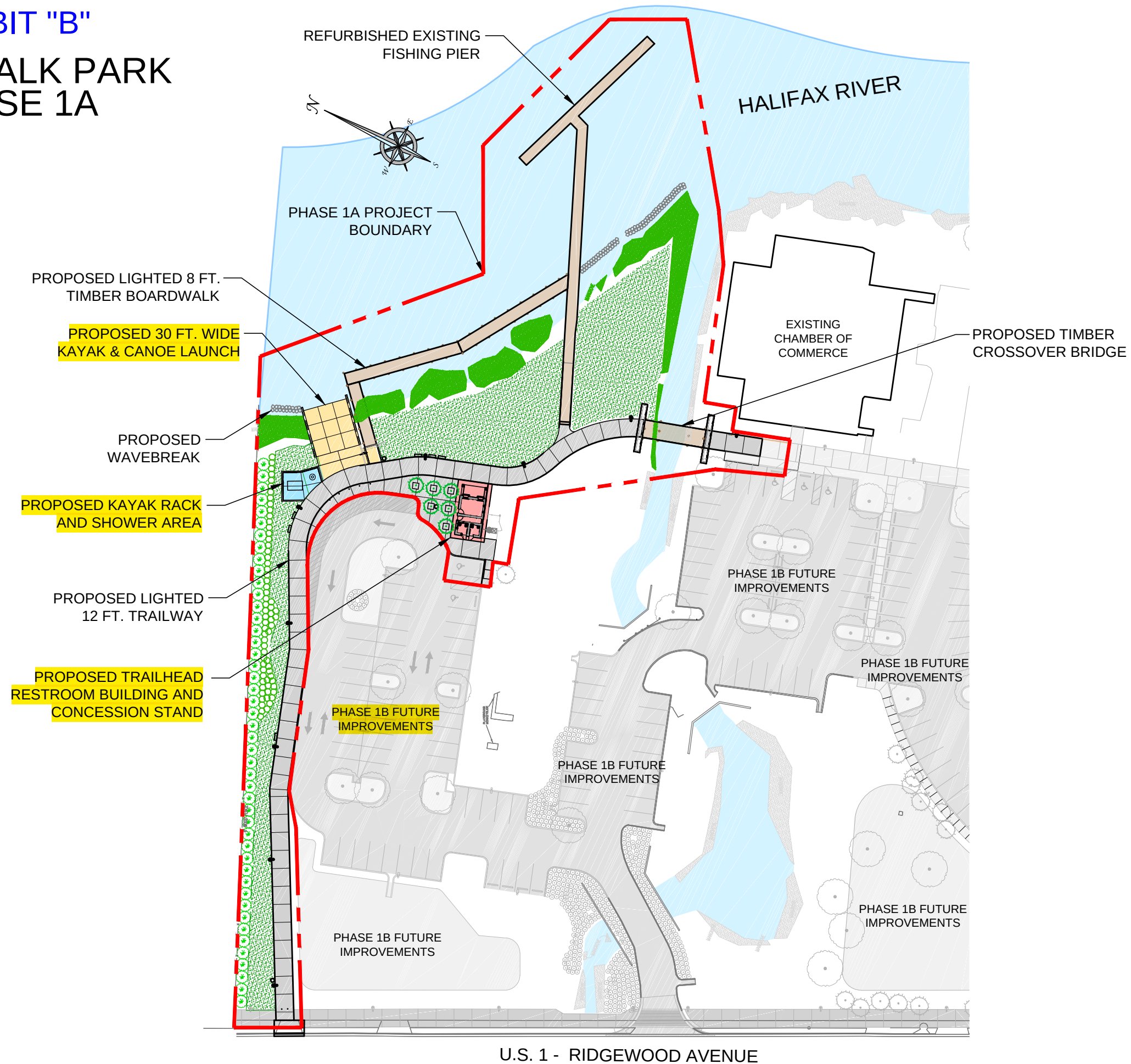


EXHIBIT "C"

CITY OF PORT ORANGE, FLORIDA

REQUEST FOR PROPOSALS

WATER RECREATION RENTAL OPERATIONS

RFP #16-27



City of Port Orange Purchasing Division
Diana M. Fye, CPPB, FCPA, Purchasing Manager

Prepared by: Diana Fye, Purchasing Manager

Release Date: June 10, 2016

Proposal Due Date and Time: July 15, 2016 at 2:30 p.m.

City of Port Orange, Florida
1000 City Center Circle
Port Orange, FL 32129
(386) 506-5718
purchdiv@port-orange.org
www.port-orange.org



Legal Notice to Proposers

RFP #16-27 WATER RECREATION RENTAL OPERATIONS

Notice is hereby given that the City of Port Orange is soliciting proposals for WATER RECREATION RENTAL OPERATIONS. Proposals will be accepted in the City Clerk's Office, Port Orange City Hall, 1000 City Center Circle, Port Orange, Florida 32129 until **2:30 P.M. on July 15, 2016** which may be amended by addendum issued by the City. All untimely proposals will not be considered and will be returned to the proposer unopened. All proposals will be evaluated to ensure they contain all required forms in order to deem the proposer responsive or non-responsive. Proposals will be opened and read aloud at 2:30 P.M. in Council Chambers.

There will be a Non-Mandatory Pre-Proposal Conference and site visit for the project at **10:00 A.M.** (local time) on **June 24, 2016** at City Hall, Council Chambers (1st floor) 1000 City Center Circle, Port Orange, Florida 32129. All attendees to the Pre-Proposal Conference must sign in. The representative of each Proposer shall be an authorized employee of the Proposer and shall sign in accordingly

DESCRIPTION: The City of Port Orange is seeking proposals from qualified firms to enter into a lease agreement for water recreation rental operations at Riverwalk Park, 3441 South Ridgewood Avenue, Port Orange, Florida 32127.

All proposals are solicited and shall be made pursuant to the Code of Ordinances, City of Port Orange, Chapter 2, Article VI, Division 2, Section 2-256, and all proposals will be evaluated in accordance with the provisions thereof. Code of Ordinances, City of Port Orange is on file in the Office of the City Clerk, City Hall, 1000 City Center Circle, Port Orange, Florida 32129, and at www.municode.com. Local vendors may be given a local preference pursuant to the Code of Ordinances, City of Port Orange, Chapter 2, Article VI, Division 2, Section 2-275.

Copies of the proposal documents, requirements, scope of service and all other pertinent information necessary to submit a complete package may be obtained electronically from Onvia (DemandStar) via their website at www.demandstar.com. All questions shall be directed **in writing** to the Purchasing Manager, Diana M. Fye, CPPB, FCPA, purchdiv@port-orange.org and reference "Questions on RFP #1627 WATER RECREATION RENTAL OPERATIONS" in the subject line. Last day for questions will be **July 1, 2016 at 5:00 PM.**

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

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

Proposals shall be **submitted in the City Clerk's office** with one (1) original and one (1) digital (CD or flash drive) version in pdf format, addressed to Diana M. Fye, CPPB, FCPA, Purchasing Manager, Finance Department, City Hall, 1000 City Center Circle, Port Orange, Florida 32129 in a **SEALED ENVELOPE/PACKAGE** plainly marked on the outside: **"RFP #16-27 WATER RECREATION RENTAL OPERATIONS"**.

Diana M. Fye, CPPB, FCPA, Purchasing Manager
Legal Ad - One Time – **June 10, 2016**

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



SEALED PROPOSAL • DO NOT OPEN	
SEALED PROPOSAL NO.	RFP #16-27 _____
PROPOSAL TITLE:	WATER RECREATION RENTAL OPERATIONS _____
DUE DATE/TIME:	July 15, 2016 at 2:30 pm _____
SUBMITTED BY:	_____ (Name of Company)
DELIVER TO:	City of Port Orange City Clerk's Office Attn: Diana M. Fye, CPPB, FCPA Purchasing Manager Finance Department 1000 City Center Circle Port Orange, Florida 32129
DATE/TIME RECEIVED:	_____ (To be stamped by Clerk's Office)

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SECTION 1 – PURPOSE AND OVERVIEW

The purpose for this Request for Proposals (RFP) is to solicit competitive sealed proposals from vendors for the provision of entering into a lease agreement for water recreation rental operations at Riverwalk Park, 3441 South Ridgewood Avenue, Port Orange, Florida 32127, as described herein.

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

[Remainder of this page left intentionally blank]

SECTION 2 – INSTRUCTIONS TO PROPOSERS

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

TIMELINE (Local Time):

The City reserves the right to alter dates as needed.

Date of Distribution:June 10, 2016
Non-Mandatory Pre-Proposal ConferenceJun 24, 2016 at 10:00 a.m.
Deadline for Questions: July 1, 2016 by 5:00 p.m.
Final Addendum Posting: July 7, 2016
Proposals Due: July 15, 2016 by 2:30 p.m.
Evaluation Committee MeetingJuly 22, 2016 at 1:30 p.m.
Shortlisted Firms Presentations/Discussions (if required)To Be Determined

Proposals must be delivered in a sealed envelope/package and delivered to the City of Port Orange City Clerk's Office, Attn: Diana M. Fye, CPPB, FCPA, Purchasing Manager, Finance Department, 1000 City Center Circle, Port Orange, Florida 32129 no later than the date and time listed in the Timeline above. All times referenced are local time.

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

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

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

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

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

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

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

NON-MANDATORY PRE-PROPOSAL CONFERENCE/SITE VISIT:

There will be a Non-Mandatory Pre-Proposal Conference and Site Visit for the project on the date and time referenced in the Timeline above at City Hall, Council Chambers (1st floor), 1000 City Center Circle, Port Orange, Florida 32129. All prospective Proposers are strongly encouraged to attend because the Pre-Proposal Conference will offer potential Proposers the opportunity to ask questions and discuss the project directly with staff. All attendees to the Pre-Proposal Conference must sign in. The representative of each Proposer shall be an authorized employee of the Proposer and shall sign in accordingly.

All prospective Proposers are strongly encouraged to attend because this will be the ONLY opportunity to tour the sites. City staff will not give individual tours after the scheduled Pre-Proposal Meeting.

CONE OF SILENCE:

Proposers shall not direct any queries or statements concerning their proposal to the City Council, City staff and/or Evaluation Committee Member during the selection process, from the time of submission of a proposal until recommendation of award. Any Proposer who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement.

QUESTIONS REGARDING THIS RFP:

All questions shall reference "Questions on RFP # 16-27 WATER RECREATION RENTAL OPERATIONS" in the subject line. All questions concerning this RFP shall be submitted in writing no later than the date and time referenced in the Timeline above to:

Diana M. Fye, CPPB, FCPA
Purchasing Manager
1000 City Center Circle
Port Orange, FL 32129
purchdiv@port-orange.org

ADDENDA REGARDING THE REQUEST FOR PROPOSALS:

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

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

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

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

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

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

CLARIFICATIONS:

It is the Proposer's responsibility to become familiar with and fully informed regarding the terms, conditions and specifications of this RFP. Lack of understanding and/or misinterpretation of any portions of this RFP shall not be cause for withdrawal of your proposal after opening or for subsequent protest of award. Proposers must contact the Purchasing Representative, at the email provided, should clarification be required.

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

MINIMUM QUALIFICATIONS:

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

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

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

EXCEPTIONS TO SPECIFICATIONS:

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

PROPOSAL SUBMISSION AND WITHDRAWAL:

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

PRICING SHEETS:

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

LITIGATION HISTORY:

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

AUTHORITY TO CONDUCT BUSINESS IN FLORIDA:

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

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

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

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

CORRECTION OF PROPOSALS:

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

WITHDRAWAL OF PROPOSALS:

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

OPENING OF PROPOSALS:

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

REJECTION OF PROPOSALS:

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

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

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

NO LOBBYING:

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

OWNERSHIP OF DOCUMENTS:

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

AMERICANS WITH DISABILITIES ACT (ADA):

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

[Remainder of this page left intentionally blank]

SECTION 3 – SCOPE OF SERVICES

The City of Port Orange is seeking proposals from qualified firms or companies to enter into a lease agreement for water recreation rental operations at Riverwalk Park, 3441 South Ridgewood Avenue, Port Orange, Florida 32127. The premises shall be used for purposes consistent with related marine use such as canoe, kayak, paddleboard, and other non-motorized equipment. The Proposer shall be responsible for all self-contained maintenance, trash, sewer, cable, phone internet and other utilities required for adequate operation of the facility. Electricity and water availability is to be included in the lease fee.

The Proposer shall furnish all necessary labor and equipment for the operations and provide rental preparations as requested by the customers. The proposer shall also be responsible for the collection of all rental fees, contracts and records for the rental operation.

The agreement terms contained in this solicitation shall be part of a final agreement to be approved by the City Council. Proposers are advised to fully review all terms and conditions expressed in the solicitation as the contents of that document have precedence in all regards and will govern the operations of all parties in the provision of the required services.

Objectives:

To serve the general public as a full service outfitter in an attractive setting in compliance with all governmental codes and regulations, subject to inspection and review by the City of Port Orange and to generate revenue for the City through the base rent component of the lease agreement. The City's goal is to have the outfitter fully operational for Riverwalk Park on August 1, 2016.

Proposers must provide a sample of services with pricing for services with their operation plan. (See Tab E under Section 7 – Proposal Submittal and Requirements.)

Lease Terms:

The term of the lease is two years with the option to renew two (2) times in two (2) year intervals.

Lease terms will include a monthly base rent. Monthly lease costs include the concession area of the building and designated park areas as well as shared use of the restrooms, (attached as Exhibit 1). The Lease will also include electric, water, sewer and trash removal. The Lease will not include cable, phone and internet.

The Proposer shall provide the City with a security deposit in the form of irrevocable letters of credit, cash deposits, or surety instruments satisfactory to the City upon signing the negotiated lease. The amount of the total deposit will be the total of first and last month's rent. The anticipated lease will be a net lease in which the Tenant will pay all operating expenses.

Outfitter Operation:

The Tenant shall be responsible for operations, marketing and advertising, staffing, cleaning, security, cost of some utilities, including but not limited to cable, satellite TV service, internet and maintenance within the leased areas, and obtaining all required permits and licenses.

The City will in no way be obligated to subsidize or support the operation of the operation of the outfitter. The City will not pledge any revenues, taxes, fees, or other financial resources to pay expenses incurred by the Proposer that enters into the Contract with the City. It will be the complete responsibility of the successful Proposer to ensure that the outfitter operates in a financially responsible manner.

Background Information:

Port Orange's Riverwalk Park covers approximately sixteen (16) acres and is located along Halifax River (ICW) situated between Ocean Avenue and Dunlawton Avenue on US 1. The park amenities include a paved trail used by walkers and bikers and alike. There are playgrounds, restroom facilities, picnic areas, splash pad and fishing piers. The Riverwalk Park will serve as host to a variety of activities and special events throughout the year.

The Facility:

The Riverwalk Park, located at 3441 South Ridgewood Ave, Port Orange, FL, 32127, is a 16-acre park located along the intercostal waterway. The Park is owned by the City of Port Orange and operated by Department of Parks and Recreation.

The Riverwalk Floor Plan indicates the area available to lease. Any interior modifications can be negotiated between the successful Proposer and the City. All equipment will be provided by tenant.

The Building: The electric system meets code, water, sanitary sewer is all currently available in the facility. Phone, cable television and High speed internet are the tenant's responsibility.

The concession building is 202 square feet and has a three basin sink, roll up concession windows and electrical outlets. Outside restrooms attached to building are open to the public and maintained by the city.

Any improvements installed by the Lessee shall be approved by the City of Port Orange and shall be code compliant. Suggestions for specific improvements by the Proposer should be reviewed by the Building Department prior to submittal of the Proposal. All suggested improvements are negotiable.

The Tenant will keep and maintain the premises in good condition and repair in a neat, sanitary and orderly manner to comply with all applicable City, County, and State regulations, and shall bear the expense of any and all painting and decoration furnished to the interior of the building, and of custodial services.

Signage:

Signage, including way-finding signs, may be included in the Proposal for consideration. Proposers should suggest signage locations which the City may consider.

Signage adjacent to US1 on park property is permitted for 24sq. ft. and will be the responsibility of the tenant to pay, permit, and install and maintain the sign.

Operating Hours:

The concession(s) may be open at all appropriate times during regular park hours from dawn to dusk. Required hours of operation by the City include:

<u>Weekends</u> Jan. – May	<u>Weekends</u> Sep. – Dec.	<u>Weekly</u> Jun. – Aug.	<u>Weekly</u> Volusia County Schools Breaks and National Holidays
9:00 A.M. To 4:00 P.M.	9:00 A.M. To 4:00 P.M.	9:00 A.M. To 4:00 P.M.	9:00 A.M. To 4:00 P.M.

Vendor may request authorization from the City fifteen (15) calendar days in advance to stay open later on special occasions and holidays or to be closed.

The City Reserves the Right to:

Block out dates, limit hours of operation, or authorize other vendors that may compete with the successful proposer as a result of special events taking place at Riverwalk Park.

Equipment Rentals:

Rentals may include canoe, kayak, paddle board, and other non-motorized equipment. The following requirements for water recreation rental services shall be followed:

- Vendor shall be in compliance with all requirements of Florida Statutes 327 and 328 and State of Florida Boating Safety Laws, and any amendments or additions thereto. Vessel registrations shall be provided by the successful respondent.
- All rental items must be in good working order and pass inspection prior to being placed on the water.

Taxes:

The Tenant will pay all federal, state, and local taxes in connection with the lease, including sales tax due on the rental of the facility, as well as employment taxes and other federal taxes.

Maintenance:

Successful proposer shall be responsible for the following:

- Keeping the staging area neat, clean and in good standing;
- Removing rental-related refuse to the dumpster daily;
- Arranging seating area (if applicable);
- Sweeping, mopping and cleaning the public area surrounding the staging area daily upon completion of usage;
- Do not allow boxes, cartons, barrels trash or similar items to be in the view of the public.

- Evaluation of maintenance compliance will be at the City's sole discretion. If found to be in default, the City will issue a letter of non-compliance. The vendor will have two (2) working days to correct noncompliance items. If not corrected, vendor will be considered in breach of contract.

Parking:

The outfitter has non-exclusive use of the parking lot which must be shared among general public.

Employee Standards:

Successful Proposer shall ensure a staff that is fully responsible for all on-site operations to include but not limited to:

- Courteous and friendly service.
- To recruit, train, supervise and direct its employees in additions to having a number of employees to match the work requirements.
- Every employee will be clean and well-groomed and be professional and friendly to the public.

Rental Inspection/Pricing:

The Proposer shall charge reasonable prices for all rental services. The City reserves the right, but shall not have the obligation, to inspect rental equipment to make sure assure its safety to the public as well as the prices to make sure they are fair and reasonable.

There will be no sale or dispensing of alcoholic beverages, tobacco products, or any other item that is not in consonance with general community standards.

Proposal Requirements:

Any and all offers must include the following:

- **Operating Plan:** Proposals must include a staffing and operational plan to address the items listed in Section 3 Scope of work. This operational plan must also address procedures and methods that will ensure outstanding customer service to the customer of the concession at Riverwalk Park. (See Tab E in Section 7 – Proposal Submittal & Requirements)
- **Financial Plan:** Proposals must include a two (2) year financial plan consisting of, but not limited to proforma (forecasted) income statement, balance sheet and statement of cash flows. (See Tab G in Section 7 – Proposal Submittal & Requirements)
- **Marketing Plan:** Proposals must include a marketing plan indicating services to be provided, pricing of services, target markets, proposed marketing budget, advertising campaign, promotions to be offered or any marketing related activities. (See Tab F in Section 7 – Proposal Submittal & Requirements)
- **Financial Solvency:** Please note that selected proposers with highest evaluation score will be asked to provide proof of financial solvency, which may include providing copies of financial statements, tax records, sworn statements, and/or any other relevant documents. All information will be kept confidential. (See Tab D in Section 7 – Proposal Submittal & Requirements)

Background Checks:

The Successful Proposer shall provide, at their expense, a 2-year Florida Department of Law Enforcement (FDLE) Level 1 background check for any and all employees of the successful respondent involved in the performance of this contract on the City of Port Orange property within ten (10) business days following contract execution and, in the event of employee changes, throughout the term of the contract. Documentation must be submitted to the Parks and Recreation Director.

[Remainder of this page left intentionally blank]

SECTION 4 – STANDARD PURCHASE DEFINITIONS

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

1. **Addendum** means a written instrument issued by the Contract Awarding Authority that modifies or clarifies the Solicitation prior to the Due Date. “Addenda” is the plural form of the word.
2. **Alternate Bid** means multiple Bids with substantive variations from the same Bidder in response to a Solicitation.
3. **Appropriate, Appropriated, or Appropriation** means the adoption by the City Council of the City of a budget for a fiscal year that includes payments to be made under the Contract during the respective fiscal year.
4. **Bid** is a complete, properly signed response to an Invitation to Bid, which if accepted, would bind the Bidder to perform the resultant Contract.
5. **Bidder or Proposer** is a person, firm, or entity that submits a Response to a Solicitation. Any Bidder/Proposer may be represented by an agent after submitting evidence demonstrating the agent’s authority. The agent cannot certify as to his own agency status.
6. **Bid Guaranty (Bid Bond)** guarantees that the Bidder (a) will not withdraw the Bid within the period specified for acceptance, and (b) will execute a Contract and furnish required bonds and any necessary insurance within the time specified in the Solicitation, unless a longer time is allowed by the City. The guarantee will be returned to the Bidder upon execution of a Contract
7. **City** means the City of Port Orange.
8. **Competitive Negotiation** means a method for acquiring goods, services, and construction for public use in which discussions or negotiations may be conducted with responsible offerors who submit Responses through a Request for Proposals, Request for Statements of Qualifications, or Invitation to Negotiate.
9. **Construction** means the process of building, repairing, improving, and alterations, conversion or extension of building, parks, utilities, streets or other improvements or alterations to real property.
10. **Contractor** means the person, firm or entity selling goods or services to the City under a Contract.
11. **Deliverables** means the goods, products, materials, and/or services to be provided to the City by a Bidder.
12. **Due Date** means the date and time specified for receipt of Responses to a Solicitation.
13. **Goods** are supplies, materials, or equipment.
14. **Invitation to Bid (ITB) or Bid** means a formal request to prospective vendors requesting pricing for a specified Good or Service which has been advertised for Bid in a newspaper.

15. **Invitation to Negotiate (ITN)** means a formal request to prospective vendors requesting proposed specifications and pricing of a product and/or service which has been advertised for replies in a newspaper.
16. **Lowest Responsible Bid means the responsive Bid** meeting all requirements of the specifications, terms, and conditions of the Invitation to Bid resulting in the lowest cost to the City in a total cost concept or based solely on price, taking into consideration the financial and practical ability of the Bidder to perform the Contract, past performance of the Bidder, and compliance with all City ordinances concerning the purchasing process.
17. **Lowest Responsible Bidder** means the Bidder submitting Lowest Responsible Bid.
18. **Non-Professional Services** are services performed that are not of a professional nature such as lawn care, security, janitorial, etc.
19. **Offer** means a complete signed Response submitted to the City in response to a Solicitation including, but not limited to, a Bid submitted in response to an Invitation to Bid, a Proposal submitted in response to a Request for Proposal, a Quote submitted in response to a Request for Quotation, a Statement of Qualifications and interest submitted in response to a Request for Statements of Qualifications, or a Reply submitted in response to an Invitation to Negotiate.
20. **Outlier** is a bid, offer, or proposal which is determined by the Purchasing Director or Manager to be significantly dissimilar to or inconsistent with, competing bids or offers.
21. **Pre-Bid/Proposal/Statement/Reply Conference** means a meeting conducted by the Purchasing Office, held in order to allow Bidders/Proposers to ask questions about the proposed Contract and particularly the Contract specifications with the City department requesting the goods/services.
22. **Professional Services** means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.
23. **Proposal** is a complete, properly signed Response to a Request for Proposal, based on performance that is offered rather than on that of price alone, which if accepted, would bind the Proposer to perform the resultant Contract.
24. **Purchase Order** is an order placed by the Purchasing Division for the purchase of Goods or Services written on the City's standard Purchase Order form and which, when accepted by the Bidder, becomes a contract. The Purchase Order is the Bidder's authority to deliver and invoice the City for Goods or Services specified, and the City's commitment to accept the Goods or Services for an agreed upon price.
25. **Request for Proposal (RFP)** means a formal request to prospective vendors requesting qualifications of the vendor and pricing for a specified Good or Service which has been advertised for Proposal in a newspaper.

26. **Request for Statement of Qualifications (RFSQ)** means a formal request to prospective vendors requesting statements of qualifications pursuant to Florida Statute 287.055 "Consultant's Competitive Negotiation Act" which has been advertised for Statement in a newspaper.
27. **Response/Submission** means submission of a Bid, Proposal, Reply, or Quote to a formal Solicitation.
28. **Services** include all work or labor performed for the City on an independent contractor basis other than construction.
29. **Solicitation** means a formal request, as applicable, for prospective vendors to submit responses to an Invitation to Bid, Request for Proposal, Request for Qualifications, Invitation to Negotiate, or a Request for Quotation.
30. **Subcontractor** means a person, firm or entity providing goods or services to a Bidder/Proposer to be used in the performance of the Bidder's/Proposer's obligations under the Contract.
31. **Unbalanced Bid** means a Bid that is based on prices which are significantly less than cost for some bid items and significantly more than cost for others.

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SECTION 5 – GENERAL TERMS AND CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Port Orange Purchasing Division. General Requirements apply to all advertised Solicitations; however, these may be superseded, in whole or in part, by the SPECIAL REQUIREMENTS/INSTRUCTIONS OR OTHER DATA CONTAINED HEREIN. READ THIS ENTIRE DOCUMENT CAREFULLY. FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND THEM.

1. ACCEPTANCE BY CITY

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

2. ADDENDA

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

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

3. ANTI-COLLUSION STATEMENT

By submitting this Response to a Formal Solicitation, the Bidder/Proposer affirms that this Response is without previous understanding, agreement, or connection with any person, business, or corporation submitting a Response for the same materials, supplies, or equipment, and that this Response is in all respects fair, and without collusion or fraud. Additionally, Bidder/Proposer agrees to abide by all conditions of this Solicitation and certifies that they are authorized to sign this Response for the Bidder/Proposer. In submitting a Response to the City of Port Orange, the Bidder/Proposer offers and agrees that if the Response is accepted, the

Bidder/Proposer shall convey, sell, assign or transfer to the City of Port Orange all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Port Orange. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the Bidder/Proposer.

4. APPLICABLE LAWS

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

5. ASSIGNMENT

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

6. AWARDS

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

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

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

7. CONE OF SILENCE

Bidders/Proposers shall not direct any queries or statements concerning their Response to a Formal Solicitation to the City Council, City staff and/or Evaluation Committee during the selection process, from the time of submission of a Response until recommendation of award. Any Bidder/Proposer who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement.

8. CONTRACT

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

irregularity in Responses received, whenever such waiver or rejection is in the best interest of the City.

9. SOLICITATION FORM COMPLETION, SUBMISSION AND RECEIPT OF RESPONSES

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

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

10. BID RETURNS

Bidder/Proposers shall return all completed Responses to the City of Port Orange at the address set forth in paragraph 7 above on the date and at the time specified. Late submissions will not be accepted and shall be returned to Bidder/Proposers unopened.

11. BID PROTEST

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

welfare. The City shall provide an opportunity to resolve the protest by mutual agreement between the parties. The policy this City has established is as follows:

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

12. BID/PROPOSAL TABULATION

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

13. BONDS

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

14. BIDDER'S/PROPOSER'S PRODUCT OR SERVICES:

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

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

15. CHANGE ORDERS

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders shall be made in writing by the City of Port Orange Purchasing Division.

16. CONDUCT OF BIDDERS/PROPOSERS

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

17. CONFLICT OF INTEREST

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

18. CONFLICT OF INSTRUCTIONS

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

19. CONTRACT OBLIGATION

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

20. CONTRACT RENEWALS

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

21. COOPERATIVE PURCHASING

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

22. COPYRIGHT AND PATENT RIGHTS

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

23. COST INCURRED BY BIDDER/PROPOSER

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

24. DEFAULT PROVISIONS

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

25. DELIVERY OF GOODS/SERVICES

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

Delivery dates pertaining to this invitation must be clearly stated in the bid form where required and include weekends and holidays. Failure to comply with this requirement may be a cause for disqualification of bid. Unless otherwise specified, delivery at the earliest date is required. The

Bidder/Proposer shall clearly state in the bid the time required for delivery upon receipt of contract or purchase order. Proposed delivery time must be specific and such phrases “as required,” “as soon as possible” or “prompt” may result in disqualification of the bid. Delivery time will be a factor for any orders placed as a result of this bid. The City reserves the right to cancel such order(s) or any part thereof, without obligation, if delivery is not made within the time(s) specified herein and hold the vendor in default.

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

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

26. DETERMINATION OF LOWEST AND BEST RESPONSIBLE BIDDER /PROPOSER

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

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

- j. Such other factors as appear to the city council to be pertinent to the bid or the contract under all of the circumstances involved.

27. DISCLOSURE OF CONFLICTS

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

28. DISQUALIFICATION OF BIDDER/PROPOSER

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

29. EVALUATION

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

30. EVALUATING RFPs/RFSQs/ITNs

The evaluation process is formally conducted by a committee appointed by the Purchasing Manager or requesting department as required by general law. The Purchasing Manager leads and oversees the entire process. The evaluation is based upon specific criteria outlined in the Solicitation. The user department shall assign a weight to each of the evaluation criteria by its relative importance, with the total weights equaling 100. Each committee member establishes a summary of total scores for all the vendors. The summary of total scores is used to rank the vendors. Based upon the scores/ranking of the committee members, consensually a short list is obtained. In this Solicitation process this short list will consist of no less than three vendors

(unless less than three were received). This committee falls under the Florida Sunshine Law and therefore cannot speak with one another concerning the Solicitation unless in a public committee meeting. These meetings also shall be announced publicly in a designated area and meetings are recorded. In the case of the Solicitation, one member of the Evaluation Committee may consist of one (1) member from the City Council; and at least one (1) member from the user department, except as otherwise required by general law. The Evaluation Committee, through the Purchasing Division, schedules oral presentations from the firms that were short-listed. At the oral presentation, the short listed firms present an over view of their company and their approach to the scope of work outlined. Upon conclusion of the oral presentations, with the same criteria and procedures used to evaluate the written Responses, the committee members then evaluate those three firms again to determine a second ranking. Then, by consensus a final ranking is determined. That final ranking is then presented to the City Council by the using department head requesting approval to negotiate with the individual/firm ranked as number one. A contract is completed pursuant to the negotiations with this individual and/or firm. If a successful contract cannot be obtained with the number one ranked firm, the negotiations then move to the team ranked as number two, never to return to the number one again.

31. EXCEPTIONS TO SPECIFICATIONS

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

32. FACILITIES

The City reserves the right to inspect the Bidder's/Proposer's facilities at any time.

33. FAILURE TO RESPOND

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

34. GOVERNING FORMS

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

35. GOVERNING LAW

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

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

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

36. GRANT FUNDING

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

37. HIPAA COMPLIANCE

Bidder/Proposer agrees to comply with the Standards for Privacy of Individually Identifiable Health Information of the Health Insurance Portability and Accountability Act of 1996, PL 104-191, 45 CFR Parts 160-164, as amended, referred to as "HIPAA," to the extent that the Bidder/Proposer uses, discloses or has access to protected health information as defined by HIPAA.

38. IDENTICAL TIE BIDS

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

39. INDEMNIFICATION/HOLD HARMLESS

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

40. INDEPENDENT CONTRACTOR

It is expressly understood and agreed by both parties hereto that the City is contracting with the successful vendor as an independent contractor. The parties hereto understand and agree that

the City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by the successful vendor under this contract and that the successful vendor has no authority to bind the City.

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

41. INSPECTIONS AND TESTING

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

42. INSURANCE

Please submit a copy of your insurance certificate with your Response. Upon execution of a contract, the Proposer shall maintain insurance during the life of this agreement, and the City of Port Orange shall be listed as additional insured on that insurance document. A waiver of subrogation must be added in all areas and shall suffice in lieu of additional insured on workers' compensation, in an amount and a form set forth herein, to insure against risks, which are identified herein. Insurance providers must be rated "A" or better accordingly to the A.M. Best Company.

43. INSURANCE CANCELLATION

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

44. INVOICES AND PAYMENTS

All invoices shall be sent to: City of Port Orange, Accounts Payable, P.O. Box 291759, Port Orange, Florida, 32129. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of merchandise and a proper invoice. The City will attempt to pay within fewer days if Bidder/Proposer offers a payment discount. The City cannot make advance payments, make deposits in advance of receipt of goods, or pay C.O.D. Bidder/Proposers should state any payment discount in the space provided on the bid form for construction services.

45. IRREVOCABILITY OF RESPONSES

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

46. LATE SUBMISSIONS, LATE MODIFICATIONS AND LATE WITHDRAWALS

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

47. LEGAL REQUIREMENTS

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

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

48. LICENSES, PERMITS AND TAXES

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

49. LITERATURE (if applicable):

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

50. MAINTENANCE

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

51. NAME BRANDS

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

52. NON DISCRIMINATION

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

53. NON-EXCLUSIVITY OF CONTRACT:

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

54. NOTICE TO CONTRACTOR

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

55. OPTIONAL CONTRACT USAGE

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

56. PATENTS/COPYRIGHTS

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

57. PRE-BID CONFERENCE OR PRE-PROPOSAL CONFERENCE

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

58. PREPARATION OF RESPONSES

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

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

59. POSTPONEMENT / CANCELLATION / WAIVER OF IRREGULARITIES

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

60. PRICING

Bidder/Proposer certifies that prices, terms and conditions in the Response will be firm for acceptance for a period of ninety (90) days from the date of Response opening unless otherwise stated by the City. Responses may not be withdrawn before the expiration of ninety (90) days. Prices shall be firm, with no escalator clauses unless specified by the City. Responses may be withdrawn after ninety (90) days only upon written notification to the City. Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. Prices shall be all inclusive: no price changes, additions, or subsequent qualifications will be honored during the course of the contract. All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, Bidder/Proposer shall indicate the items required and attendant costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails. In the event of any discrepancy between the written amounts and the numerals, the written amounts shall govern and will be considered as the price bid.

61. PROTECTION

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

62. PROPRIETY INFORMATION

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

63. PUBLIC ENTITY CRIMES

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

64. PUBLIC RECORDS/PUBLIC MEETINGS EXEMPTION STATEMENT

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

65. PURCHASE ORDER AND DELIVERY

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

66. QUESTIONS, INTERPRETATIONS

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

67. QUALITY

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

68. RIGHT OF WITHDRAWAL

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

69. RIGHTS TO SOLICITATION SUBMITTED MATERIAL

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

70. RIGHT OF NEGOTIATION RFP/RFSQ/ITN

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

71. RECORDS/AUDIT

The Bidder/Proposer shall maintain records sufficient to document their completion of the scope of services as a public record and as a requirement of the Contract. At all reasonable times, these records, unless exempt or confidential, shall be subject to review, inspection, copy and audit by persons duly authorized by the City. These records shall be kept for a minimum of three (3) years after completion of the Contract and in accordance with the requirements of public records

retention as prescribed by general law. Records which relate to any litigation, appeals or settlements of claims arising from performance under this requirement shall be made available until a final disposition has been made of such litigation, appeals, or claims.

72. RECYCLED MATERIALS

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

73. REQUEST FOR ADDITIONAL INFORMATION

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

74. REJECTING OF RESPONSES, REBIDDING

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

75. REVIEW OF RESPONSES/SUBMISSIONS

Each Response will be reviewed to determine if the Response is responsive to the submission requirements outlined in the Solicitation. A responsive Response is one which follows the requirements of the Solicitation, includes all required documentation, is submitted in the format outlined in the Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem your Response non-responsive.

76. RULES, REGULATIONS AND LICENSING REQUIREMENT

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

77. SAMPLES

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

78. SEPARATION AND DISTRIBUTION

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

The City will utilize Demand Star for distribution of Formal Solicitations at:

www.demandstar.com.

79. SEVERABILITY

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

80. SIGNATURE REQUIRED

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

81. SIGNED RESPONSE CONSIDERED AN OFFER

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

82. SILENCE OF SPECIFICATIONS

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

83. STATE LICENSING REQUIREMENTS

All entities defined under Chapters 607, 608, 617 or 620, Florida Statutes, seeking to do business with the City shall be on file and in good standing with the State of Florida's Department of State. Prior to making an offer, the Bidder/Proposer shall have met the license, certification, and any other requirements of the state, county, city and/or other agency of authority with jurisdiction in such matters and should provide copies of documentation that evidence such qualifications with the response to the Solicitation; and, that the Bidder/Proposer shall provide follow-up evidence that the Bidder/Proposer maintains such credentials throughout the period of the agreement. A copy of a current certificate of authority from the Secretary of State authorizing the

Bidder/Responder to do business in the State of Florida, or other evidence of legal authority to do business in the state, county, city and/or any other agency of authority should be provided with your response to the Solicitation. Information concerning certification with the Secretary of State may be obtained at <http://ccfcorp.dos.state.fl.us/index.html>. Contract documents shall be executed by the entity's duly authorized officer as evidence by entity records.

84. SUBCONTRACTING:

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

85. SUPPLEMENTAL MATERIALS

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

86. TAXES

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

87. TERM CONTRACTS

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

88. TERMINATION

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

89. TERMINATION - NOTICE

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

90. TITLE TRANSFER

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

91. USE OF SOLICITATION FORMS

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

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

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

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

92. VARIANCES

For purposes of Response evaluation, Bidders/Proposers must indicate any variances, no matter how slight, contained in the Response. No variations or exceptions by a Bidder/Proposer will be considered or deemed a part of the Response submitted unless such variances or exceptions are listed in the Response and referenced in the space provided on the Response pages. If variances are not stated, or referenced as required, it will be assumed that the product or service complies with the City's terms, conditions and specifications. By receiving a Response, the City does not necessarily accept any variances contained in the Response. All variances submitted are subject to review and approval by the City. If any Response contains material variances that, in the City's sole opinion, make that Response conditional in nature, the City reserves the right to reject the Response or part of the Response that is declared, by the City, as conditional.

93. WAIVER OF IRREGULARITIES

The City of Port Orange reserves the right to waive and/or reject any non-substantial irregularity in Responses received whenever such waiver or rejection is in the best interest of the City and/or it does not meet the minimum requirements set forth. All reasonably responsive Responses will be considered. However, the City reserves the right to waive formalities or informalities in Responses, to reject, with or without cause, any or all Responses or portions of Responses, or to interview or not interview individual Bidders/Proposers, and to accept any Responses or portions of Responses deemed to be in the best interest of the City. The city council shall have the authority to waive any and all non-substantial irregularities in any and all formal Solicitations. (Code 1981, § 8-29)

94. WARRANTIES

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

95. PUBLIC RECORDS COMPLIANCE

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

- a. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.
- b. Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the Contractor upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

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

96. NON-EXCLUSIVITY:

The City of Port Orange reserves the right to procure items herein described in any manner it sees fit, including but not limited to: awarding of other contracts, the use of contracts awarded by GSA, federal agencies, the State of Florida, any county or municipality, or any authorized contract, whichever is considered in the best interest of the City.

97. LOCAL PREFERENCE:

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

(a) Competitive Bids

- (1) Port Orange Business: In any competitive bidding process where a bid submitted by a Port Orange business is within eight percent (8%) of the lowest and best responsible bid

submitted by a non-Port-Orange business, then the Port Orange business shall have the opportunity to submit, within five (5) working days of the bid opening, a best and final bid equal to or lower than the amount of the original low bid. The bid shall then be awarded to the lowest and best responsible bidder.

- (2) Volusia County business: In any competitive bidding process where a Volusia County business is within five percent (5%) of the lowest and best responsible bid submitted by a business other than a Port Orange business or Volusia County business, then the Volusia County business shall have the opportunity to submit, within five (5) working days of the bid opening, a best and final bid equal to or lower than the amount of the original low bid. The bid shall then be awarded to the lowest and best responsible bidder.
 - (3) Florida Business: In any competitive bidding process where a State of Florida business is within three percent (3%) of the lowest and best responsible bid submitted by a non-local business, then the Florida business shall have the opportunity to submit, within five (5) working days of the bid opening, a best and final bid equal to or lower than the amount of the original low bid. The bid shall then be awarded to the lowest and best responsible bidder.
 - (4) Tied Bid Preference: In case of a tie bid between a local business and a non-local business, the local business shall prevail. In case of a tie between two or more local businesses, the following order of preference shall control: first priority to Port Orange business, second priority to Volusia County business, and third priority to Florida business.
- (b) Request for Proposals, Qualifications or other Qualitative Submittals. In any ranking conducted pursuant to a request for proposals, qualifications, or other qualitative submittals where the bidders are rated by a point system, local businesses shall be granted the following preference:
- (1) Port Orange business shall be granted up to eight percent (8%) of the available points.
 - (2) Volusia County business shall be granted up to five percent (5%) of the available points.
 - (3) Florida business shall be granted up to three percent (3%) of the available points.
 - (4) Tied bid preference. In case of a tie between a local business and a non-local business, the local business shall prevail. In case of a tie between two or more local businesses, the following order of preference shall control: first priority to Port Orange business, second priority to Volusia County business, and third priority to Florida business.
- (c) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

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

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

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

98. INSURANCE REQUIREMENTS

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

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

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

Insurance	Limits: Standards	Comments
Workers' Compensation	Coverage A - Statutory Coverage B - \$100,000	If the contract requires work on or about navigable waters, require Longshoreman's and Harbor Workers' Coverage. If vessels involved, require Jones Act coverage with limits of \$500,000.
<u>Additional Coverage:</u>	All States (Broad Form) Voluntary Compensation	

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

[Remainder of this page left intentionally blank]

SECTION 6 – SPECIAL CONDITIONS

PRECEDENCE IN TERMS:

In the event of a conflict, the Special Terms and Conditions shall take precedence over all other sections.

PERIOD OF OFFER VALIDITY:

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

CONTRACT TERM / COMPLETION TIME:

The Term of the lease shall be for a two (2) year period with two (2) additional two (2) year renewal options.

ELIGIBILITY OF PROPOSER:

To be eligible to respond to this RFP, the Proposer must have prior successful experience working with rentals and water recreational activities. Please provide eligibility experience.

[Remainder of this page left intentionally blank]

SECTION 7 – PROPOSAL SUBMITTAL & REQUIREMENTS

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

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

In conjunction with other material and information requested in the RFP, all Proposers responding to this solicitation shall provide one (1) original, and one (1) digital (CD or flash drive) version in PDF format, and all attachments of the following in 8 ½" by 11" format, clearly legible, tabbed and bound in the following order:

TABLE OF CONTENTS:

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

TAB A – STATEMENT OF INTEREST:

The responding firm will provide a letter, on letterhead, not exceeding two (2) pages, which serves as a statement of interest and introduction to the submittal. The Statement of Interest shall show the RFP number and title. This letter must be signed by the person authorized to bind the firm, company, or corporate entity.

TAB B – FIRM AND STAFF QUALIFICATIONS and REFERENCES:

To be eligible to respond to this RFP, the Proposer must have prior successful experience working with rentals and water recreational activities. Please provide eligibility experience.

Include the following information about your firm in the proposal:

- Qualifications and experience of the respondent, including type of business entity, organizational size, structure and history of the organization, experience in the provision of services, and location of the office that would contract for services to the City of Port Orange.
- A listing of the firm's personnel that will be assigned to the City, along with a summary of their qualifications and specific responsibilities.
- References: List at least five (5) contracts with similar sized cities completed within the last two (2) years for the services described in this RFP, indicating the type of entity, the name, email address and telephone number of the public officer in charge of the contract, and the years in which the services have been provided. ***City of Port Orange shall not be listed as a current contract. *The information provided under this tab, must be current and the City must be able to contact for verification as part of the evaluation process.**

- Provide a complete list of all cities and counties for which the firm has completed similar strategic plan facilitations with elected officials within the last five (5) years.
- Have any contracts been terminated for any reason? If so, please elaborate.
- Any other information that the respondent believes would be helpful to the City in evaluating the respondent's ability to provide the services described in this RFP.

TAB C – LICENSES/INSURANCE:

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

TAB D – FINANCIAL STABILITY/LITIGATION:

- It is essential that the Proposer clearly demonstrates the financial ability to reliably deliver services.
- The Selected Proposer with the highest evaluation score will be requested to provide proof of financial solvency, which may include providing copies of financial statements, tax records, sworn statements, and/or any other relevant documents. All information will be kept confidential.
- This Tab shall contain information on the nature and magnitude of any litigation or proceeding whereby, during the past five (5) years, a court or any administrative agency has ruled against the firm in any matter related to the professional activities of the firm.
- This shall include any class actions within your company where named, industry investigations by Attorneys General, in addition to individual cases.
- Respondent must indicate whether any contract awarded by another government agency has been terminated in default or convenience.
- Respondent has a continuing duty to inform the City of any new claims filed against the Respondent.

TAB E – OPERATING PLAN:

- State your firm’s plans and approach for providing the goods and services outlined in this RFP.
- Sample of services with pricing for services.
- Operating Plan – Proposals must include a staffing and operational plan to address the items listed in Section 3 – Scope of Work. This operational plan must also address procedures and methods that will ensure outstanding customer service to the customer of the concession at Riverwalk Park.
- The information presented shall be in enough detail to enable the City to ascertain the Proposer understands the effort to be accomplished and should essentially outline the steps in the total services proposed.

TAB F – MARKETING PLAN:

Provide a marketing plan indicating services to be provided, pricing of services, target markets, proposed marketing budget, advertising campaign, promotions to be offered or any other marketing related activities.

TAB G – FINANCIAL PLAN:

Provide a two (2) year financial plan consisting of, but not limited to proforma (forecasted) income statement, balance sheet and statement of cash flows.

TAB H – PROPOSED MONTHLY LEASE FEE:

- Attached Exhibit 1– Proposed Monthly Lease Fee must be submitted with your proposal under Tab H.

TAB I – REQUIRED DOCUMENTS:

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

- Form 9.1 Proposal Submittal Checklist
- Form 9.2 Proposer Acknowledgement Form
- Form 9.3 Addendum Acknowledgement Form
- Form 9.4 Drug Free Preference Statement
- Form 9.5 Sworn Statement on Public Entity Crimes
- Form 9.6 Affidavit of Anti-Collusion Form
- Form 9.7 Authorized Signatures/Negotiators
- Form 9.8 Local Business Affidavit of Eligibility
- Form 9.9 Vendor Application and W-9 Form

[Remainder of this page left intentionally blank]

SECTION 8 – EVALUATION OF PROPOSALS

EVALUATION CRITERIA:

Firms submitting the required criteria will have their proposals evaluated and scored for quality of response, qualifications and experience and cost. The following represents the principal selection criteria, which will be considered during the evaluation process. Criteria will be weighted based on 100% of total value.

EVALUATION CRITERIA FOR WRITTEN PROPOSALS

CATEGORY SCORE

A. QUALIFICATIONS AND RELATED EXPERIENCE: (Max 10 points outlined below)

(1) General Qualifications and Capabilities of Firm and Key Principal(5 points)

- 4-5 points – More than 5 years of related experience
- 2-3 points – 3 to 4 years of related experience
- 1 point – 1 to 2 years related experience
- 0 points – No prior related experience

(2) Experience with Related Scope of Work Required with this RFP (5 points)

- 4-5 points – 3 or more directly related projects
- 2-3 points – 1 to 2 directly related projects
- 1 point – Similar but not directly related projects
- 0 points – No directly related or similar projects

B. STRENGTH OF PROPOSAL AND PRESENTATION: (Max 80 points outlined below)

(1) Clarity/Completeness of Proposal..... (10 points)

- 8-10 points – Proposal is exceptionally well written and clearly addresses
- all issues outlined in the RFP
- 4-7 points – Proposal is understandable and addresses most of the specific
- issues outlined in the RFP
- 1-3 points – Proposal is somewhat understandable and addresses some of the
- issues outlined in the RFP
- 0 points – Proposal does not address issues outlined in the RFP

(2) Understanding of Scope of Requirements (10 points)

- 8-10 points – Demonstrated exceptional understanding of the scope and
- goals of the project
- 4-7 points – Understands the scope and goals of the project
- 1-3 points – Has some understanding of the scope requirements and goals
- of the project
- 0 points – Has no solid or working understanding of the scope of services or
- Goals of the project

(3) Marketing Plan..... (20 points)

- 15-20 points – Marketing plan is exceptionally detailed, well organized and shows services to be provided, pricing, target markets, proposed budget, advertising campaign, promotions, all related marketing activities and clearly demonstrates capacity to carry out the objectives.
- 8-14 points – Marketing plan is generally organized, and shows ability to carry out tasks but lacks sufficient detail on services to be provided, pricing, target markets, proposed budget, advertising campaign, promotions, and all related marketing activities in order to carry out the objectives.
- 1-7 points – Marketing plan appears to be addressed but is poorly organized and lacks sufficient detail of the services to be provided, pricing, target markets, proposed budget, advertising campaign, promotions and all related marketing activities. In order to carry out the objectives.
- 0 points – Marketing plan appears difficult to understand, poorly organized and lacks details of the services to be provided, pricing, target markets, proposed budget, advertising campaign, promotions and all related marketing activities. In order to carry out the objectives.

(4) Operating Plan..... (20 points)

- 15-20 points – Operating plan is highly detailed and directly addresses all items listed in Section 3 – Scope of Services, including a sample of services with pricing for services.
- 8-14 points – Operating plan is modestly detailed and addresses most of the items listed in Section 3 – Scope of Services, including a sample of services with pricing for services.
- 1-7 points – Operating plan lacks detail and only addresses some of the items listed in Section 3 – Scope of Services, and the sample of services with pricing for services is vague.
- 0 points – Operating plan is difficult to understand and addresses a few or none of the items in Section 3 – Scope of Services, and does not include a sample of services with pricing for services.

(5) Financial Plan (20 points)

- 15-20 points – Financial plan is highly detailed and includes a proforma (forecasted) income statement, balance sheet and statement of cash flows for a two year plan.
- 8-14 points – Financial plan is modestly detailed and includes a proforma (forecasted) income statement, balance sheet and statement of cash flows for a two year plan.
- 1-7 points – Financial plan lacks detail and does not include all the required proforma (forecasted) forms: income statement, balance sheet and statement of cash flows for a two year plan.
- 0 points – Financial plan is difficult to understand and does not provide a two year plan.

C. Proposed Monthly Lease Fee (Exhibit 1)..... (5 points)

D. REFERENCES: (Max 5 points overall)

(1) A minimum of three (3) references all from similar projects that have been successfully completed within the past 5 years (4 points)

(2) References were able to be contacted and verified..... (1 points)

Total Maximum Points (100 points)

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

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

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

RFP EVALUATION SCHEDULE:

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

EVALUATION PROCEDURE:

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

All proposals will be subject to a review and evaluation process. It is the intent of the City that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible proposals received in its evaluation and award process. The committee may choose to conduct an oral interview with each finalist.

The City's evaluation criteria, as identified above, for written proposals will include consideration of, but will not be limited to the following:

1. Responsiveness of the proposal related to the Scope of Services;
2. The ability, capability and skill of the proposer to perform the contract, including the range of services offered.
3. Whether the provider can perform the contract within the time specified without delay or interference.
4. The quality, availability and adaptability of the supplies or contractual services to the particular use required;
5. The character, integrity, reputation, judgment, experience and efficiency of the proposer;
6. Professional licensure required when service of a skilled nature is required by law to perform such service and/or skill;
7. The quality of performance of previous contracts;
8. The number and scope of conditions attached to the bid or proposal;

9. Responsiveness of client references;
10. Net costs; and
11. Such other information as may be secured.
12. Local preference policy (if applicable)

FORMAL ORAL PRESENTATIONS/INTERVIEWS (If Required):

The City may choose to conduct oral interviews with, or receive oral presentations from no less than three (unless less than three proposals were received) of the Proposers. If the City chooses to allow oral interviews and/or presentations, such interviews or oral presentations will not be open to the public pursuant to the conditions set forth in Florida Statute 286.0113. If oral presentations or interviews are held the following guidelines will be used:

The City's Purchasing Division will establish the schedule and Proposers will be notified via www.demandstar.com at least five (5) calendar days in advance of the date, time and place of the presentations. The specific format of each presentation will be provided to Proposers with the notifications.

The City will allot equal time for each proposer divided into two sequential parts: formal presentations and question and answers. The times allotted are maximums and no firm will be penalized for using less than the allotted time.

FINAL RANKING AND RECOMMENDATION FOR AWARD:

After the oral presentation is completed, the Evaluation Committee will re-score all short-listed proposals, using the same criteria utilized for evaluation of the written proposals, to determine a final ranking of the short-listed proposers considered to be most capable of performing the required project in the best interest of the City.

The Evaluation Committee's final ranking will be provided to the Purchasing Manager to read aloud. The City's Project Manager will provide a notice of intent to award to the Purchasing Manager. The final ranking sheets by the committee will be posted on www.demandstar.com The City project manager will create an agenda item recommending award to the City Council. City Council's decision will be final.

[Remainder of page intentionally left blank]

SECTION 9 – REQUIRED FORMS

FORM 9.1 – PROPOSAL SUBMITTAL CHECKLIST

- _____ Form 9.2 – Proposer’s Acknowledgement Form
- _____ Form 9.3 – Addendum Acknowledgement
- _____ Form 9.3 – Drug Free Preference Statement
- _____ Form 9.4 – Sworn Statement Pursuant to Section 287.133 (3)(a) F.S. in Public Entity Crimes (BS-2)
- _____ Form 9.5 – Affidavit of Anti-Collusion Form
- _____ Form 9.6 – Authorized Signatures/Negotiators
- _____ Form 9.7 – Local Business Affidavit of Eligibility
- _____ Form 9.8 – Vendor Application Form
- _____ Exhibit 1 – Monthly Lease Fee Proposal
- _____ W-9 Form
- _____ Copy of Certificate of Insurance
- _____ Submission of one (1) original marked “ORIGINAL”, and one (1) digital (CD or flash drive) version in PDF format.

BY: _____
Proposer

Authorized Signature

_____ Date

This document must be completed and returned with your Submittal

FORM 9.2 – PROPOSER’S ACKNOWLEDGEMENT FORM

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

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

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

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

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

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

NO EXCEPTIONS ALLOWED AFTER THE PROPOSAL IS SUBMITTED:

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

NAME OF BUSINESS

MAILING ADDRESS

AUTHORIZED SIGNATURE

CITY, STATE & ZIP CODE

NAME, TITLE, TYPED

TELEPHONE NUMBER / FAX NUMBER

FEDERAL IDENTIFICATION #

E-MAIL ADDRESS

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this day of _____, 20____ by _____, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires:

Notary Public

This document must be completed and returned with your Submittal

FORM 9.3 – ADDENDUM ACKNOWLEDGEMENT

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

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

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

Name of Business

Authorized Signature

Date

Print Name

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this day of _____, 20____ by _____, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires:

Notary Public

This document must be completed and returned with your Submittal

FORM 9.4 – DRUG FREE PREFERENCE STATEMENT

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

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

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

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

Name of Firm: _____

By: _____
(Name and Title)

Date: _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, as _____ of _____ and who: [] is personally known to me; or [] has produced _____ as identification.

Notary Public, State of

This document must be completed and returned with your Submittal

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

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

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

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

(Authorized Signature)

(Date)

(Print Name)

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, as _____ of _____ and who: ☐ is personally known to me; or ☐ has produced _____ as identification.

Notary Public, State of _____
Printed Name, Commission Seal and Term Expiration Date

This document must be completed and returned with your Submittal

FORM 9.6 – ANTI-COLLUSION FORM

ANTI-COLLUSION STATEMENT PROPOSAL FORM:

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

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

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

NAME OF FIRM: _____

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

PRINTED SIGNATURE: _____

TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX: _____

COMPLETION TIME: _____

F.E.I.N. NUMBER: _____

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

NO PROPOSAL (REASON): _____

This document must be completed and returned with your Submittal

FORM 9.7 – AUTHORIZED SIGNATURES/NEGOTIATORS

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

Name	Title	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Authorized Signature)

This document must be completed and returned with your Submittal

FORM 9.8 – LOCAL BUSINESS AFFIDAVIT OF ELIGIBILITY

City of Port Orange

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

THIS AFFIDAVIT IS SUBMITTED IN REFERENCE TO THE FOLLOWING SOLICITATION:

RFSQ/RFP/ITN/BID/CONTRACT/PROJECT # (as applicable): BUSINESS NAME: _____

CONTACT PERSON/TITLE: _____

MAILING ADDRESS: _____

CITY-STATE-ZIP: _____

Length of Time at Address Provided: _____

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

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

FEIN (Federal Employer Identification Number): _____

BUSINESS STRUCTURE: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietorship

☐ Other (Specify): _____

PHONE NUMBER: _____ FAX: _____

EMAIL: _____

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

ATTESTATION – I understand that:

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

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

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

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

- The information contained herein may be subject to verification.

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

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

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

SWORN AND SUBSCRIBED BEFORE ME

SIGNATURE OF NOTARY PUBLIC

NOTARY SEAL

THIS _____ DAY OF _____, 20____

My Commission Expires: _____

SIGNATURE OF AFFIANT DATE

PRINTED NAME OF AFFIANT / TITLE

COMPANY

This document must be completed and returned with your Submittal



FORM 9.9 - VENDOR APPLICATION

City of Port Orange
Vendor Application

City of Port Orange

Attn: Lisa Pallante

(386) 506-5712

lpallante@port-orange.org

1000 City Center Circle

Port Orange, FL 32129

Date: _____

FIRM NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

If remittance payment address is different than application or W9 please fill out below:

ADDRESS: _____

TEL. # (including area code): _____ FAX.# _____

SIGNATURE PERSON FILING APPLICATION: _____

PRINTED NAME: _____

TITLE: _____

FEDERAL I.D. (F.E.I.N.) # _____

E-MAIL ADDRESS: _____

(Authorized Company Representative)

COMPANY STATUS:

INCOPRORATED: ☐ Y ☐ N State Incorporated: _____ Year: _____

TYPE OF ORGANIZATION: ☐ Indiv. ☐ Partnership ☐ Corp. ☐ Non-Profit ☐ LLC

ATTORNEY TRUST ACCOUNT NAME: _____

INSURANCE: Proof of adequate coverage for professional general liability, errors and omissions and workers' compensation may be required for certain types of procurements.

☐ Check this box to waive insurance requirements **only** if you are providing goods for F.O.B destination with no installation services.

*** NOTE TO VENDORS***

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

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

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

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

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

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

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

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

Signature of Person Completing Form: _____

Printed/Types Name: _____ Title: _____

Commodity/Services _____

This document must be completed and returned with your Submittal

Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)..... ☐ Other (see instructions) ^a	☐ Exempt payee
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

--	--	--

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									
			-						

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).
4. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person

Date _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

This document must be completed and returned with your Submittal



EXHIBIT I - MONTHLY LEASE FEE PROPOSAL
RFP # 16-27
WATER RECREATION RENTAL OPERATIONS

(Include under Tab H of Proposal)

NAME OF BUSINESS:

CONTACT PERSON:

EMAIL ADDRESS:

AUTHORIZED SIGNATURE:

PROPOSED MONTHLY LEASE FEE		Fee Per Month
1	Lease Fee per Month	\$ -
Annual Lease (Monthly Lease Fee x 12 Months)		\$ -



CITY OF PORT ORANGE

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

ADDENDUM NO. 1

July 11, 2016

RFP 16-27 WATER RECREATION RENTAL OPERATIONS

To All Bidders:

The following changes, clarifications and additions are hereby made part of the bidding and specifications for the above referenced project dated June 10, 2016 and prepared by the City of Port Orange Purchasing Division as fully and completely as if the same were fully set forth therein. It is the sole responsibility of bidder to confirm that all addenda have been received prior to submitting bid and acknowledge such in the bid documents.

A. CHANGES TO SPECIFICATIONS: The following changes to specifications for RFP 16-27 Water Recreation Rental Operations have been made. Vendors are to make note of these changes to in their copies of the RFP document.

1. All references to "lease" or "lease agreement" within this bid are deleted and replaced by "license" or "license agreement".
2. All references to "rent" or "rental fee" within this bid are deleted and replaced by "fee" or "license fee".
3. All references to "tenant" within this bid are deleted and replaced by "Licensee".
4. Section 3 – SCOPE OF SERVICES, shall be amended to read as follows:

The City of Port Orange is seeking proposals from qualified firms or companies to enter into a **license** ~~lease~~ agreement for water recreation rental operations at Riverwalk Park, 3441 South Ridgewood Avenue, Port Orange, Florida 32127. The premises shall be used for purposes consistent with related marine use such as canoe, kayak, paddleboard, and other non-motorized equipment. The Proposer shall be responsible for **all operating costs including but not limited to water, electricity, waste removal, sewer, cable, phones, internet and other utilities.** ~~self contained maintenance, trash, sewer, cable, phone internet and other utilities required for adequate operation of the facility. Electricity and water availability is to be included in the lease fee.~~

License Lease Terms:

The term of the **license agreement** lease is two years with the option to renew two (2) times in two (2) year intervals. **However, the license is subject to revocation upon a sixty (60) day notice to the Licensee by the City.**

The license will be subject to a monthly license fee. ~~Lease terms will include a monthly base rent. Licensee shall be permitted to use the concession area of the building and designated park areas as well as shared use of the restrooms, (attached as Exhibit 1). Monthly lease costs include the concession area of the building and designated park areas as well as shared use of the restrooms, (attached as Exhibit 1).~~ **The Licensee will be responsible for all operating expenses, including but not limited to water, electricity, waste removal, sewer, cable, phones, internet and other utilities.** ~~The Licensee will not include cable, phone and internet. The Lease will also include electric, water, sewer and trash removal. The Lease will not include cable, phone and internet.~~

The Proposer shall provide the City with a security deposit in the form of irrevocable letters of credit, cash deposits, or surety instruments satisfactory to the City upon signing the **license agreement** ~~negotiated lease~~. The amount of the ~~total~~ deposit, **to offset any damage to property caused by the Licensee**, will be **determined upon negotiation of the contract** ~~the total of first and last month's rent. The anticipated lease will be a net lease in which the Tenant will pay all operating expenses.~~

Outfitter Operation:

The Tenant shall be responsible for operations, marketing and advertising, staffing, cleaning, security, **and** cost of ~~some~~ utilities, including but not limited to **water, electricity, waste removal, sewer, cable, phones, internet** ~~cable, satellite TV service, internet and maintenance within the leased areas, and obtaining all required permits and licenses.~~

The Facility:

The Riverwalk Floor Plan indicates the area available to **use** ~~lease~~. **The Licensee shall not make any modification to the interior or exterior of the facilities used.** ~~Any interior modifications can be negotiated between the successful Proposer and the City. All equipment will be provided by Licensee tenant.~~

The Building: The electric system meets code, water, sanitary sewer is all currently available in the facility. **The cost of using any utilities shall be the responsibility of the Licensee.** ~~Phone, cable television and High speed internet are the tenant's responsibility.~~

~~Any improvements installed by the Lessee shall be approved by the City of Port Orange and shall be code compliant. Suggestions for specific improvements by the Proposer~~

~~should be reviewed by the Building Department prior to submittal of the Proposal. All suggested improvements are negotiable.~~

Signage:

Signage, including way-finding signs, may be included in the Proposal for consideration. Proposers should suggest signage locations which the City may consider.

No permanent signage may be constructed by the Licensee. ~~Signage adjacent to US1 on park property is permitted for 24sq. ft. and will be the responsibility of the tenant to pay, permit, and install and maintain the sign.~~

Operating Hours:

The concession(s) may be used at all appropriate times during regular park hours from dawn to dusk. ~~Required hours of operation by the City include:~~

Maintenance:

Successful proposer shall be responsible for the following:

- Keeping the staging area neat, clean and in good standing;
- Removing rental-related refuse to the dumpster daily;
- Arranging seating area (if applicable);
- Sweeping, mopping and cleaning the public area surrounding the staging area daily upon completion of usage;
- Do not allow boxes, cartons, barrels trash or similar items to be in the view of the public.
- Evaluation of maintenance compliance will be at the City's sole discretion. **If Licensee fails to maintain to the standards of the City, the License may be revoked.** ~~If found to be in default, the City will issue a letter of non-compliance. The vendor will have two (2) working days to correct noncompliance items. If not corrected, vendor will be considered in breach of contract.~~

In all other respects, except as specifically stated herein, the subject RFP 16-27 remains unchanged.

END OF ADDENDUM NO. 1

Sandy Point Progressive Sports

Proposal

Water recreation rental operations

Mike Klein
7/11/2016

Table of contents

Page

- 2. Tab A: Statement of interest
- 3. Tab B: Firm and staff qualifications and references
- 5. Tab C: Licenses/insurance
- 10. Tab D: Financial stability/litigation
- 11. Tab E: Operating plan
- 17. Tab F: Marketing plan
- 18. Tab G: Financial plan
- 19. Tab H: Proposed monthly lease fee
- 20. Tab I: Required documents

Tab A: Statement of interest

Sandy Point Progressive Sports is presenting this proposal for a “Water Recreation Rental Operation” RFP #16-27, located at Riverwalk Park, 3441 South Ridgewood Ave, Port Orange, FL 32127. We believe our decades of experience in the water sports industry serving the communities of Volusia County and beyond shall provide evidence of our ability to professionally setup, manage and maintain a water recreation rental operation at this location.

As a water recreation rental operation we would operate and maintain an adequate number of rental kayaks, SUP’s, windsurfing rigs and small sailboats to serve the community in both the high season and low. We would staff the location with a professional employee who would be able to assist all patrons regardless of skill level. We pride our company on staffing our retail location and service operations with staff that has the experience in all disciplines of water sports activities that we sell.

In addition to providing an adequate supply of equipment and a professional staff our organization will offer rental equipment that will be unique and unavailable from other local outfitters which will draw special interest and attention to the park and rental operation. This equipment will be in the kayak, SUP and sail sports.

In conclusion, in this proposal for RFP #16-27 Water Recreation Rental Operations, we will not only express our interest to operate this rental operation, but we will also provide information that will show we have the financial capability, experience, knowledge, passion and staff to operate the rental operation.

Name: _____ Signature: _____

Tab B: Firm and staff qualifications

Founded in 1983 Sandy Point Progressive Sports has professionally served our community in the retail sales of kayaks, sailboats, windsurfing, surfing and other watersports equipment for over 30 years. In addition, we also set up community events on an annual, monthly and weekly basis to help educate and train our community on proper water safety, equipment instruction and environmental awareness. These events have included, but not limited to, free kayak demo's, free sup demo's, eco tours, kayak and sup tours, competitive watersports events, windsurfing and kitesurfing instruction. We are committed to the promotion and safety of water sports activities.

The Riverwalk Park is located on the back yard of Sandy Point Progressive Sports. Our previous location of almost 20 years was located just a few blocks north of the Riverwalk Park on the water. For that period of time we successfully operated, without incident, kayak and windsurfing rentals, tours and lessons on that stretch of the ICW. Our staff has spent years, then and now, kayaking and sailing up and down that portion of the ICW and the surrounding islands.

During that time we operated a kayak rental concession with over 20 kayaks. Our staff was trained and operated in the highest regard to safety. On a daily basis our staff assisted renters with: Choosing the correct kayak for their size and experience, inspecting the kayak to make sure it was suited for rent and had all the proper safety equipment, making sure the renter had proper footwear, reviewing with the renter the proper procedure for entering and exiting the kayak, giving the renter an overview of the waterway including areas to avoid and points of interest, assisting the renter to the water and making sure the renter successfully launches and is in proper kayaking form. Our passion and attention to water safety and promotion of the watersports we rent is evident in our 30 plus years of a successful rental operation from our facility without incident.

We have some of the most dedicated and professional staff in the area. Our primary staff has been with Sandy Point for 10-20+ years and our average employee stays with us for 5-6 years. We employ only the most professional personnel in our industry that have the highest knowledge and passion of the water sports equipment we sell and rent.

We have no previous contracts with any cities or counties in regards to a rental concession. However, we have successfully organized and partnered with several

private organizations in which we setup and operated large competitive events. For these events we organized the finances, marketing, operations, equipment, staffing and personally operated the events day to day. These events have included the several Kona Worlds Competitions, an event that brought competitors from around the world to the Florida Keys for a week long competition. We also organized a West coast tour of competitive events that had a dozen stops along the West coast of the US, including several demos around the US for multiple sporting activities.

Our ability to setup, staff and manage a water recreation rental operation at the Riverwalk Park will hopefully be evident in our 30 plus year of experience.

Tab C: License/Insurance



2016 Florida Annual Resale Certificate for Sales Tax

THIS CERTIFICATE EXPIRES ON DECEMBER 31, 2016

DR-13
R. 10/15

Business Name and Location Address

Certificate Number

SANDY POINT PROGRESSIVE SPORTS INC
3090 S RIDGEWOOD AVE
SOUTH DAYTONA, FL 32119-3546



By extending this certificate or the certificate number to a selling dealer to make eligible purchases of taxable property or services exempt from sales tax and discretionary sales surtax, the person or business named above certifies that the taxable property or services purchased or rented will be resold or re-rented for one or more of the following purposes:

- Resale as tangible personal property.
- Re-rental as tangible personal property.
- Resale of services.
- Re-rental as commercial real property.
- Incorporation into and sale as part of the repair of tangible personal property by a repair dealer.
- Re-rental as transient rental property.
- Incorporation as a material, ingredient, or component part of tangible personal property that is being produced for sale by manufacturing, compounding, or processing.

Florida law provides for criminal and civil penalties for fraudulent use of a *Florida Annual Resale Certificate*.

The *Florida Annual Resale Certificate* is issued to active, registered sales and use tax dealers. **As a buyer**, use your certificate to purchase or rent property or services tax exempt that you intend to resell or re-rent to your customers. You cannot use this certificate to purchase or rent property or services that you will use in your business. **As a seller**, you must collect sales tax and discretionary sales surtax imposed on retail sales or rentals of taxable property or services, unless the transaction is exempt.

Seller Certificate Verification – Verify resale or exemption certificates using a customer's sales tax certificate number:

- Phone: **877-FL-RESALE** (877-357-3725)
- Online: Go to **www.myflorida.com/dor** and select "More e-Services" and then "Verify resale and exemption certificates"
- Mobile App: **Florida Tax (FL Tax)** mobile app for iPhone, iPad, Android phones and tablets, Windows Phone

If you obtain an authorization number for each tax-exempt sale, or for all sales to a specific customer, you do **not** need to keep a copy of the customer's *Florida Annual Resale Certificate*.



**CITY OF SOUTH DAYTONA
LOCAL BUSINESS TAX RECEIPT**

SUBJECT TO
LOCAL BUSINESS
TAX RECEIPT ORDINANCE

VALID PERIOD: 10/01/2015-09/30/2016

BUSINESS CLASSIFICATION

MERCHANTS WHOLESALE RETAIL
RETAIL SALES-SPORTING GOODS
300,000 INVENTORY
SIGNS OVER 15 S.F.(1)

ACCOUNT ID RECEIPT NUMBER

██████████ ██████████

AMOUNT DUE: IF PAID BY:

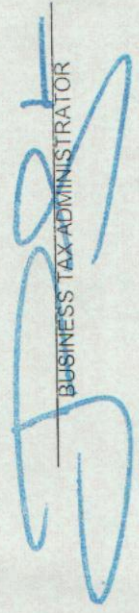
260.00	SEPT. 30
286.00	10/31/2015
299.00	11/30/2015
312.00	12/31/2015
325.00	01/31/2016

LOCATION

3090 RIDGEWOOD AVENUE

ISSUED TO

SANDY POINT PROGRESSIVE SPORTS
GOTTLIEB, STEVE AND MARTY
SANDY POINT PROGRESSIVE SPORTS
3090 S RIDGEWOOD AVENUE
SOUTH DAYTONA, FL 32119


BUSINESS TAX ADMINISTRATOR

PAID NOV 30 2015

POST IN CONSPICUOUS PLACE AT BUSINESS LOCATION

2015/2016

Volusia County Business Tax Receipt

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



Volusia County
FLORIDA

Receipt # [REDACTED] Expires: September 30, 2016
Business Location: 3090 S RIDGEWOOD AV
Business Name: SANDY PT PROGRESSIVE SPORTS
Owner Name: POINT PROGRESSIVE SPORTS SANDY
Mailing Address: 3090 S RIDGEWOOD AVE
SOUTH DAYTONA, FL 32119

BUSINESS TYPE	CODE	COUNT	TAX
Retail / Wholesale Sales	482	10	\$30.00

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

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



CERTIFICATE OF LIABILITY INSURANCE

SANDY-3

OP ID: SZ

DATE (MM/DD/YYYY)
07/13/2016

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

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

PRODUCER
Brown & Brown of Florida, Inc.
Daytona Beach Office
P.O. Box 2412
Daytona Beach, FL 32115-2412
Joann Keenan

CONTACT NAME: STEPHANIE REYNOLDS

PHONE (A/C, No, Ext): 386-239-4058

FAX (A/C, No): 386-323-9110

E-MAIL ADDRESS: SREYNOLDS@BBDAYTONA.COM

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Westfield Ins Co

24112

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
SANDY POINT PROGRESSIVE SPORTS
AEROTECH SAILS, INC
3090 S. RIDGEWOOD AVE.
SOUTH DAYTONA, FL 32119

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR			CWP7706040	09/17/2015	09/17/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:						
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Marty

From: donotreply@sunbiz.org
Sent: Thursday, April 23, 2015 1:39 PM
To: marty@progressivesports.com
Subject: Sunbiz.org Payment Receipt

Thank you for submitting your payment to Florida Department of State, Division of Corporations. This email will serve as confirmation that your payment was received by our office. Your filing will be posted on our website <http://www.sunbiz.org/> within 1-3 business days.

The transaction information is listed below:

Receipt Number: [REDACTED]
Transaction Date/Time: 04/23/2015 01:38 PM
Card Number: [REDACTED] 6986
Card Type: MC
Approval Code: 85423P
Payment Amount: \$150.00
Tracking Number: [REDACTED]
Document Number: [REDACTED]

Tab D: Financial Stability/Litigation

In the past 5 years no litigation or proceedings have been ruled against Sandy Point Progressive Sports, Inc.

There have been no government contracts that have been awarded to Sandy Point Progressive Sports, Inc. that have been terminated in default or convenience.

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Serve the general public as a full service outfitter of non-motorized water sports equipment at the Riverwalk Park, 3441 South Ridgewood Ave, Port Orange, FL , 32127. Market and operate a water recreation rental operation and promote water safety while providing a fun and professional atmosphere.

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Sandy Point Progressive Sports will employ and provide one staff member to operate the water recreation rental operation for the term of the lease. This staff member will meet all current requirements of any staff member of Sandy Point Progressive Sports. Sandy Point Progressive Sports will have additional staff members to support the primary staff member during lunch periods, sick days, time off and during times of high volume when additional staff is required.

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Sandy Point Progressive Sports will provide kayaks, stand up paddle boards and small sailing crafts as needed to supply the demand of the rental concession. As demand increases or decreases equipment will added or removed from the fleet. All equipment will be supplied at the expense of Sandy Point Progressive Sports and secured onsite at the Riverwalk Park.

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Rental Pricing:

Sandy Point Progressive Sports will use its current pricing structure for kayak, sup and small sailing craft rentals. This pricing will remain unchanged and in effect for the term of this lease.

Kayaks	Single Kayak	Tandem Kayak	Hobie Single Mirage Kayak
Per hour	\$20	\$30	\$40
Stand up paddle boards	Standard		
Per hour	\$20		
Windsurfer	Standard		
Per hour	\$35		
Small Sailing Craft	Standard		
Per hour	\$50		

Rental Procedures:

All staff will be required and trained to follow a strict guideline for renting equipment. This guideline is outline below:

1. Greet all potential renters with a professional and courteous attitude.
2. Require all renters to properly fill out Sandy Point Progressive Sports waiver forms.
3. Make sure all minors are accompanied by an adult who can cosign the rental waiver forms.
4. Obtain payment and a deposit for all vessels rented.
5. Fit all renters with the proper fitting life vest and explain the vest must be worn at all times.
6. Make sure all renters have the proper footwear.
7. Remove vessels from rack and review the vessels features and proper standing/sitting and paddling techniques. If a sailing craft is being rented, previous sailing knowledge is required and renter must be questioned about sailing experience. Questions will be in detail and only qualified sailors should be able to appropriately respond.
8. Accompany renter to the launch with the vessel.
9. Educate and the renter about the local waterway including all hazards, points of interest and waypoints for navigation.
10. Make sure renter is aware of their launch time and required return time.
11. Help renter launch.

12. A returning renter should be helped back into the launch area or immediately greeted if they have already returned.
13. Renter should be questioned about their experience and if they experienced any troubles.
14. Rental equipment should be checked in for any damage or missing pieces.
15. Renter may be returned their deposit slip if all equipment is returned in satisfactory condition. Only major damage or missing pieces should be considered when returning deposit.
16. Rental equipment must be cleaned and inspected before returning to the rental rack to ensure all equipment is suitable for further rental.

Below are copies of the waiver forms provided by our insurance company that will be used in the water recreation rental operation.

14 | Page



Sandy Point Progressive Sports
3090 S. Ridgewood Ave, S. Daytona, FL 32119



PROTECTIVE HEADGEAR REFUSAL AGREEMENT

Please read and be certain you understand the implications of signing.

I, FOR MYSELF AND/OR ON BEHALF OF MY CHILD OR LEGAL WARD, HAVE BEEN FULLY WARNED AND ADVISED BY SANDY POINT PROGRESSIVE SPORTS THAT WE SHOULD WEAR A PROPERLY FITTED HELMET IN ORDER TO REDUCE SOME OR ALL OF OUR HEAD INJURIES AS THE RESULT OF A FALL OR ANY OTHER OCCURRENCE ASSOCIATED WITH THIS HAZARDOUS ACTIVITY. WE REALIZE WE ARE SUBJECT TO INJURY FROM THIS ACTIVITY WHICH WE ARE EXPOSING OURSELVES PURELY VALUNTARILY.

AGAINST THIS ADVICE, WE ARE REFUSING THIS CRITICAL SAFETY PRECATION.

I/WE THE UNDERSIGNED, HAVE READ THE FOREGOING STATEMENT AND DO UNDERSTAND IT'S WARNINGS AND ASSUMPTION OF RISKS.

S/ _____
Signature of Adult Rider

Name of Adult Rider (Please Print)

Date

FOR PARTICIPANTS OF MINORITY AGE: This is to certify that I, as a Parent, Guardian, Temporary Guardian with legal responsibility for this participant, do consent and agree not only to his/her release of all Releasees, but also to release and indemnify the Releasees from any and all liabilities incident to his/her involvement in these programs for myself, my heirs, assigns, and next of kin.

S/ _____
Signature of Parent or adult age legal
Guardian if Participant is a Minor, and
By their signature, they on my behalf
Release all claims that both they and
I have

Name of Parent or adult legal Guardian
(Please Print)

Date

Minor's Full Name

Date

RJ526 (03/2006)



Sandy Point Progressive Sports
3090 S. Ridgewood Ave, S. Daytona, FL 32119



Declaration of Fitness To Use The Rental Equipment

I hereby declare that I am physically fit. I do not, and have not, suffered from any of the following conditions, which I understand may lead to a dangerous situation with regard to other persons or myself during activities:

Epilepsy, fits, severe head injury, recurrent blackouts or giddiness, disease of the brain or nervous system, high blood pressure, lung or heart disease, recurrent weakness or dislocation of any limb, diabetes, mental illness, drug or alcohol addiction, recent back injury, arthritis and severe joint sprains, chronic bronchitis, asthma, rheumatic fever, thyroid adrenal or other glandular disorder, recent blood donation or any condition that requires the regular use of drugs.

I hereby declare that I have no physical or mental condition that should preclude me from participating in my chosen activity, that I am not participating against medical advice or treatment and that I have not been diagnosed by a registered doctor as having a terminal illness.

I further declare that in the event that I feel ill or unwell, have any physical complaints whatsoever or if an injury is sustained of any kind during the course of activities, I will notify the instructor / guide / employee of the insured immediately and before moving away from the immediate vicinity.

I have read the above Declarations, understand them, and I agree to be bound by them.

S/ _____ Signature of
Adult Participant Name of Adult Participant (Please Print) _____ Date _____

Address of Adult Participant _____ Contact No# _____

S/ _____ Signature of
Parent or Guardian if Participant is a Minor, and by their signature, they on my behalf Name of Parent or Guardian (Please Print) _____ Date _____
release all claims that both they and I have

Address of Parent or Guardian _____ Contact No# _____

Name of Minor (Please Print) _____ Date _____

.....
If you cannot sign the above declaration because of any of the above conditions, you must notify the Instructor / Guide / Employee of the Insured immediately before you use the equipment or commence any activities.
.....

Attention of the Authorised Insured Only (Counter- Sign upon full and correct completion)

S/ _____ Counter-
Signature of Authorised Insured Name of Authorised Insured (Please Print) _____ Date _____

RJ526 (03/2006)

Tab F: Marketing Plan

Sandy Point Progressive Sports will be marketing a water recreation rental operation located at the Riverwalk Park to two primary markets; the local community and the tourism market. Given the success of our current rental operation we will extend our current marketing plan to include the Riverwalk Park as a rental location. This will be most effective as a large portion of the inquiries we receive are looking for a location on the water.

Marketing Strategies:

1. Produce and distribute kayak rental cards to be placed in hotels along beachside. Rental Card printing and distribution cost per year \$400.
2. Discovery Maps: We will have the Riverwalk Park Rental Location added to the Discovery Maps which is free map that is distributed to hotels and businesses in Volusia county. This is an annual fee of \$655.
3. Website page and online marketing. We will add the location of the Riverwalk Park to our website and continue to promote that page through an online pay per click campaign targeting the following keywords 'Daytona Kayak Rental', 'Daytona SUP Rental', 'Daytona Boat Rental'. Current annual budget \$1000.
4. Listing and promotion of the Riverwalk Park as a kayak rental location on the website www.Florida-Kayak-Tours.com. Current annual listing fee is \$99.

Tab G: Financial Plan

Given Sandy Point Progressive Sports current rental operation revenue we have extended out a 2 year financial plan based on the increase in rental operations revenue for the proposed water recreation rental operations.

2 Year Financial Plan	
Startup Expenses/ Assets	
Kayaks	\$4,740.00
SUP's	\$4,104.00
Windsurfing equipment	\$2,700.00
Small sailing craft	\$2,564.00
Total Assets	\$14,108.00
Expenses	
Employees	\$36,000.00
Lease	\$4,800.00
Advertising	\$4,308.00
Asset depreciation	\$5,643.20
Total Expenses	\$50,751.20
Income	
Projected rental sales	\$57,000.00
Projected accessory sales	\$8,640.00
Total Income	\$65,640.00
Projected Net Income	\$14,888.80

Tab H: Proposed Monthly Lease Fee

RFP #16-27

Water Recreation Rental Operations

Name of Business:	Sandy Point Progressive Sports
Contact Person:	Mike Klein
Email Address:	mike@progressivesports.com
Authorized Signature:	

Proposed Monthly Lease Fee		Fee Per Month
1	Lease Fee per Month	\$200.00
Annual Lease(Monthly Lease Fee x 12 Months)		\$2400.00



INTENT TO AWARD

ITB # 16-27

RFP #16-27 WATER RECREATION RENTAL OPERATIONS

August 3, 2016

On July 15, 2016 Purchasing received One (1) submittals for RFP # 16-27 Water Recreation Rental Operations.

After review of the proposals submitted, City staff have determined Intent to Award in accordance to the specification in RFP 16-27 to Sandy Point Progressive Sports of Daytona Beach, Florida.

Recommendation to award will be presented for City Council approval on August 16, 2016.

**Diana M. Fye, CPPB, FCPA
Purchasing Manager**

Sandy Point Progressive Sports

Proposal

Water recreation rental operations

Mike Klein
7/11/2016

Table of contents

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- 2. Tab A: Statement of interest
- 3. Tab B: Firm and staff qualifications and references
- 5. Tab C: Licenses/insurance
- 10. Tab D: Financial stability/litigation
- 11. Tab E: Operating plan
- 17. Tab F: Marketing plan
- 18. Tab G: Financial plan
- 19. Tab H: Proposed monthly lease fee
- 20. Tab I: Required documents

Tab A: Statement of interest

Sandy Point Progressive Sports is presenting this proposal for a “Water Recreation Rental Operation” RFP #16-27, located at Riverwalk Park, 3441 South Ridgewood Ave, Port Orange, FL 32127. We believe our decades of experience in the water sports industry serving the communities of Volusia County and beyond shall provide evidence of our ability to professionally setup, manage and maintain a water recreation rental operation at this location.

As a water recreation rental operation we would operate and maintain an adequate number of rental kayaks, SUP’s, windsurfing rigs and small sailboats to serve the community in both the high season and low. We would staff the location with a professional employee who would be able to assist all patrons regardless of skill level. We pride our company on staffing our retail location and service operations with staff that has the experience in all disciplines of water sports activities that we sell.

In addition to providing an adequate supply of equipment and a professional staff our organization will offer rental equipment that will be unique and unavailable from other local outfitters which will draw special interest and attention to the park and rental operation. This equipment will be in the kayak, SUP and sail sports.

In conclusion, in this proposal for RFP #16-27 Water Recreation Rental Operations, we will not only express our interest to operate this rental operation, but we will also provide information that will show we have the financial capability, experience, knowledge, passion and staff to operate the rental operation.

Name: _____ Signature: _____

Tab B: Firm and staff qualifications

Founded in 1983 Sandy Point Progressive Sports has professionally served our community in the retail sales of kayaks, sailboats, windsurfing, surfing and other watersports equipment for over 30 years. In addition, we also set up community events on an annual, monthly and weekly basis to help educate and train our community on proper water safety, equipment instruction and environmental awareness. These events have included, but not limited to, free kayak demo's, free sup demo's, eco tours, kayak and sup tours, competitive watersports events, windsurfing and kitesurfing instruction. We are committed to the promotion and safety of water sports activities.

The Riverwalk Park is located on the back yard of Sandy Point Progressive Sports. Our previous location of almost 20 years was located just a few blocks north of the Riverwalk Park on the water. For that period of time we successfully operated, without incident, kayak and windsurfing rentals, tours and lessons on that stretch of the ICW. Our staff has spent years, then and now, kayaking and sailing up and down that portion of the ICW and the surrounding islands.

During that time we operated a kayak rental concession with over 20 kayaks. Our staff was trained and operated in the highest regard to safety. On a daily basis our staff assisted renters with: Choosing the correct kayak for their size and experience, inspecting the kayak to make sure it was suited for rent and had all the proper safety equipment, making sure the renter had proper footwear, reviewing with the renter the proper procedure for entering and exiting the kayak, giving the renter an overview of the waterway including areas to avoid and points of interest, assisting the renter to the water and making sure the renter successfully launches and is in proper kayaking form. Our passion and attention to water safety and promotion of the watersports we rent is evident in our 30 plus years of a successful rental operation from our facility without incident.

We have some of the most dedicated and professional staff in the area. Our primary staff has been with Sandy Point for 10-20+ years and our average employee stays with us for 5-6 years. We employ only the most professional personnel in our industry that have the highest knowledge and passion of the water sports equipment we sell and rent.

We have no previous contracts with any cities or counties in regards to a rental concession. However, we have successfully organized and partnered with several

private organizations in which we setup and operated large competitive events. For these events we organized the finances, marketing, operations, equipment, staffing and personally operated the events day to day. These events have included the several Kona Worlds Competitions, an event that brought competitors from around the world to the Florida Keys for a week long competition. We also organized a West coast tour of competitive events that had a dozen stops along the West coast of the US, including several demos around the US for multiple sporting activities.

Our ability to setup, staff and manage a water recreation rental operation at the Riverwalk Park will hopefully be evident in our 30 plus year of experience.

Tab C: License/Insurance



2016 Florida Annual Resale Certificate for Sales Tax

THIS CERTIFICATE EXPIRES ON DECEMBER 31, 2016

DR-13
R. 10/15

Business Name and Location Address

Certificate Number

74-8012065552-9

SANDY POINT PROGRESSIVE SPORTS INC
3090 S RIDGEWOOD AVE
SOUTH DAYTONA, FL 32119-3546

By extending this certificate or the certificate number to a selling dealer to make eligible purchases of taxable property or services exempt from sales tax and discretionary sales surtax, the person or business named above certifies that the taxable property or services purchased or rented will be resold or re-rented for one or more of the following purposes:

- Resale as tangible personal property.
- Re-rental as tangible personal property.
- Resale of services.
- Re-rental as commercial real property.
- Incorporation into and sale as part of the repair of tangible personal property by a repair dealer.
- Re-rental as transient rental property.
- Incorporation as a material, ingredient, or component part of tangible personal property that is being produced for sale by manufacturing, compounding, or processing.

Florida law provides for criminal and civil penalties for fraudulent use of a *Florida Annual Resale Certificate*.

The *Florida Annual Resale Certificate* is issued to active, registered sales and use tax dealers. **As a buyer**, use your certificate to purchase or rent property or services tax exempt that you intend to resell or re-rent to your customers. You cannot use this certificate to purchase or rent property or services that you will use in your business. **As a seller**, you must collect sales tax and discretionary sales surtax imposed on retail sales or rentals of taxable property or services, unless the transaction is exempt.

Seller Certificate Verification – Verify resale or exemption certificates using a customer's sales tax certificate number:

- Phone: **877-FL-RESALE** (877-357-3725)
- Online: Go to **www.myflorida.com/dor** and select "*More e-Services*" and then "*Verify resale and exemption certificates*"
- Mobile App: **Florida Tax (FL Tax)** mobile app for iPhone, iPad, Android phones and tablets, Windows Phone

If you obtain an authorization number for each tax-exempt sale, or for all sales to a specific customer, you do **not** need to keep a copy of the customer's *Florida Annual Resale Certificate*.



**CITY OF SOUTH DAYTONA
LOCAL BUSINESS TAX RECEIPT**

SUBJECT TO
LOCAL BUSINESS
TAX RECEIPT ORDINANCE

VALID PERIOD: 10/01/2015-09/30/2016

BUSINESS CLASSIFICATION

MERCHANTS WHOLESALE RETAIL
RETAIL SALES-SPORTING GOODS
300,000 INVENTORY
SIGNS OVER 15 S.F.(1)

ACCOUNT ID RECEIPT NUMBER

1223 1216

AMOUNT DUE: IF PAID BY:

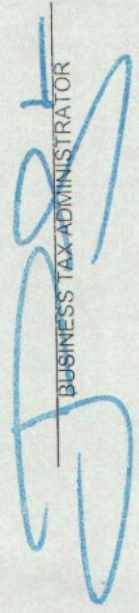
260.00	SEPT. 30
286.00	10/31/2015
299.00	11/30/2015
312.00	12/31/2015
325.00	01/31/2016

LOCATION

3090 RIDGEWOOD AVENUE

ISSUED TO

SANDY POINT PROGRESSIVE SPORTS
GOTTLIEB, STEVE AND MARTY
SANDY POINT PROGRESSIVE SPORTS
3090 S RIDGEWOOD AVENUE
SOUTH DAYTONA, FL 32119


BUSINESS TAX ADMINISTRATOR

PAID NOV 30 2015

POST IN CONSPICUOUS PLACE AT BUSINESS LOCATION

2015/2016

Volusia County Business Tax Receipt

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

Receipt # 199605080025 Expires: September 30, 2016
Business Location: 3090 S RIDGEWOOD AV



Business Name: SANDY PT PROGRESSIVE SPORTS
Owner Name: POINT PROGRESSIVE SPORTS SANDY
Mailing Address: 3090 S RIDGEWOOD AVE
SOUTH DAYTONA, FL 32119

BUSINESS TYPE	CODE	COUNT	TAX
Retail / Wholesale Sales	482	10	\$30.00

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

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



CERTIFICATE OF LIABILITY INSURANCE

SANDY-3 OP ID: SZ

DATE (MM/DD/YYYY)
07/13/2016

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

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

PRODUCER
Brown & Brown of Florida, Inc.
Daytona Beach Office
P.O. Box 2412
Daytona Beach, FL 32115-2412
Joann Keenan

CONTACT NAME: STEPHANIE REYNOLDS
PHONE (A/C, No, Ext): 386-239-4058 FAX (A/C, No): 386-323-9110
E-MAIL ADDRESS: SREYNOLDS@BBDAYTONA.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Westfield Ins Co	24112
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
SANDY POINT PROGRESSIVE SPORTS
AEROTECH SAILS, INC
3090 S. RIDGEWOOD AVE.
SOUTH DAYTONA, FL 32119

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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Marty

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To: marty@progressivesports.com
Subject: Sunbiz.org Payment Receipt

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The transaction information is listed below:

Receipt Number:	3640444015
Transaction Date/Time:	04/23/2015 01:38 PM
Card Number:	XXXX XXXX XXXX 6986
Card Type:	MC
Approval Code:	85423P
Payment Amount:	\$150.00
Tracking Number:	CC6139582105
Document Number:	P96000000815

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Safety equipment will be provided by Sandy Point Progressive Sports and all crafts will comply with any and all coast guard regulations upon entering the water. All safety equipment will be continuously inspected for damage or defects that would jepordize the safety of the renter and will be replaced or repaired at the expense of Sandy Point Progressive Sports. Additional equipment and supplies that would add to the safety and well being of the renter will be sold onsite. Additional equipment and supplies include: proper water shoes, sunscreen and water.

Rental Pricing:

Sandy Point Progressive Sports will use its current pricing structure for kayak, sup and small sailing craft rentals. This pricing will remain unchanged and in effect for the term of this lease.

Kayaks	Single Kayak	Tandem Kayak	Hobie Single Mirage Kayak
Per hour	\$20	\$30	\$40
Stand up paddle boards	Standard		
Per hour	\$20		
Windsurfer	Standard		
Per hour	\$35		
Small Sailing Craft	Standard		
Per hour	\$50		

Rental Procedures:

All staff will be required and trained to follow a strict guideline for renting equipment. This guideline is outline below:

1. Greet all potential renters with a professional and courteous attitude.
2. Require all renters to properly fill out Sandy Point Progressive Sports waiver forms.
3. Make sure all minors are accompanied by an adult who can cosign the rental waiver forms.
4. Obtain payment and a deposit for all vessels rented.
5. Fit all renters with the proper fitting life vest and explain the vest must be worn at all times.
6. Make sure all renters have the proper footwear.
7. Remove vessels from rack and review the vessels features and proper standing/sitting and paddling techniques. If a sailing craft is being rented, previous sailing knowledge is required and renter must be questioned about sailing experience. Questions will be in detail and only qualified sailors should be able to appropriately respond.
8. Accompany renter to the launch with the vessel.
9. Educate and the renter about the local waterway including all hazards, points of interest and waypoints for navigation.
10. Make sure renter is aware of their launch time and required return time.
11. Help renter launch.

12. A returning renter should be helped back into the launch area or immediately greeted if they have already returned.
13. Renter should be questioned about their experience and if they experienced any troubles.
14. Rental equipment should be checked in for any damage or missing pieces.
15. Renter may be returned their deposit slip if all equipment is returned in satisfactory condition. Only major damage or missing pieces should be considered when returning deposit.
16. Rental equipment must be cleaned and inspected before returning to the rental rack to ensure all equipment is suitable for further rental.

Below are copies of the waiver forms provided by our insurance company that will be used in the water recreation rental operation.

14 | Page



Sandy Point Progressive Sports
3090 S. Ridgewood Ave, S. Daytona, FL 32119



PROTECTIVE HEADGEAR REFUSAL AGREEMENT

Please read and be certain you understand the implications of signing.

I, FOR MYSELF AND/OR ON BEHALF OF MY CHILD OR LEGAL WARD, HAVE BEEN FULLY WARNED AND ADVISED BY SANDY POINT PROGRESSIVE SPORTS THAT WE SHOULD WEAR A PROPERLY FITTED HELMET IN ORDER TO REDUCE SOME OR ALL OF OUR HEAD INJURIES AS THE RESULT OF A FALL OR ANY OTHER OCCURRENCE ASSOCIATED WITH THIS HAZARDOUS ACTIVITY. WE REALIZE WE ARE SUBJECT TO INJURY FROM THIS ACTIVITY WHICH WE ARE EXPOSING OURSELVES PURELY VALUNTARILY.

AGAINST THIS ADVICE, WE ARE REFUSING THIS CRITICAL SAFETY PRECATION.

I/WE THE UNDERSIGNED, HAVE READ THE FOREGOING STATEMENT AND DO UNDERSTAND IT'S WARNINGS AND ASSUMPTION OF RISKS.

S/ _____
Signature of Adult Rider

Name of Adult Rider (Please Print)

Date

FOR PARTICIPANTS OF MINORITY AGE: This is to certify that I, as a Parent, Guardian, Temporary Guardian with legal responsibility for this participant, do consent and agree not only to his/her release of all Releasees, but also to release and indemnify the Releasees from any and all liabilities incident to his/her involvement in these programs for myself, my heirs, assigns, and next of kin.

S/ _____
Signature of Parent or adult age legal
Guardian if Participant is a Minor, and
By their signature, they on my behalf
Release all claims that both they and
I have

Name of Parent or adult legal Guardian
(Please Print)

Date

Minor's Full Name

Date

RJ526 (03/2006)



Sandy Point Progressive Sports
3090 S. Ridgewood Ave, S. Daytona, FL 32119



Declaration of Fitness To Use The Rental Equipment

I hereby declare that I am physically fit. I do not, and have not, suffered from any of the following conditions, which I understand may lead to a dangerous situation with regard to other persons or myself during activities:

Epilepsy, fits, severe head injury, recurrent blackouts or giddiness, disease of the brain or nervous system, high blood pressure, lung or heart disease, recurrent weakness or dislocation of any limb, diabetes, mental illness, drug or alcohol addiction, recent back injury, arthritis and severe joint sprains, chronic bronchitis, asthma, rheumatic fever, thyroid adrenal or other glandular disorder, recent blood donation or any condition that requires the regular use of drugs.

I hereby declare that I have no physical or mental condition that should preclude me from participating in my chosen activity, that I am not participating against medical advice or treatment and that I have not been diagnosed by a registered doctor as having a terminal illness.

I further declare that in the event that I feel ill or unwell, have any physical complaints whatsoever or if an injury is sustained of any kind during the course of activities, I will notify the instructor / guide / employee of the insured immediately and before moving away from the immediate vicinity.

I have read the above Declarations, understand them, and I agree to be bound by them.

S/ _____ Signature of
Adult Participant Name of Adult Participant (Please Print) _____ Date _____

Address of Adult Participant _____ Contact No# _____

S/ _____ Signature of
Parent or Guardian if Participant is a Minor, and by their signature, they on my behalf Name of Parent or Guardian (Please Print) _____ Date _____
release all claims that both they and I have

Address of Parent or Guardian _____ Contact No# _____

Name of Minor (Please Print) _____ Date _____

.....
If you cannot sign the above declaration because of any of the above conditions, you must notify the Instructor / Guide / Employee of the Insured immediately before you use the equipment or commence any activities.
.....

Attention of the Authorised Insured Only (Counter- Sign upon full and correct completion)

S/ _____ Counter-
Signature of Authorised Insured Name of Authorised Insured (Please Print) _____ Date _____

RJ526 (03/2006)

Tab F: Marketing Plan

Sandy Point Progressive Sports will be marketing a water recreation rental operation located at the Riverwalk Park to two primary markets; the local community and the tourism market. Given the success of our current rental operation we will extend our current marketing plan to include the Riverwalk Park as a rental location. This will be most effective as a large portion of the inquiries we receive are looking for a location on the water.

Marketing Strategies:

1. Produce and distribute kayak rental cards to be placed in hotels along beachside. Rental Card printing and distribution cost per year \$400.
2. Discovery Maps: We will have the Riverwalk Park Rental Location added to the Discovery Maps which is free map that is distributed to hotels and businesses in Volusia county. This is an annual fee of \$655.
3. Website page and online marketing. We will add the location of the Riverwalk Park to our website and continue to promote that page through an online pay per click campaign targeting the following keywords 'Daytona Kayak Rental', 'Daytona SUP Rental', 'Daytona Boat Rental'. Current annual budget \$1000.
4. Listing and promotion of the Riverwalk Park as a kayak rental location on the website www.Florida-Kayak-Tours.com. Current annual listing fee is \$99.

Tab G: Financial Plan

Given Sandy Point Progressive Sports current rental operation revenue we have extended out a 2 year financial plan based on the increase in rental operations revenue for the proposed water recreation rental operations.

2 Year Financial Plan	
Startup Expenses/ Assets	
Kayaks	\$4,740.00
SUP's	\$4,104.00
Windsurfing equipment	\$2,700.00
Small sailing craft	\$2,564.00
Total Assets	\$14,108.00
Expenses	
Employees	\$36,000.00
Lease	\$4,800.00
Advertising	\$4,308.00
Asset depreciation	\$5,643.20
Total Expenses	\$50,751.20
Income	
Projected rental sales	\$57,000.00
Projected accessory sales	\$8,640.00
Total Income	\$65,640.00
Projected Net Income	\$14,888.80

Tab H: Proposed Monthly Lease Fee

RFP #16-27

Water Recreation Rental Operations

Name of Business:	Sandy Point Progressive Sports
Contact Person:	Mike Klein
Email Address:	mike@progressivesports.com
Authorized Signature:	

Proposed Monthly Lease Fee		Fee Per Month
1	Lease Fee per Month	\$200.00
Annual Lease(Monthly Lease Fee x 12 Months)		\$2400.00



CITY OF PORT ORANGE, FLORIDA
RFP TABULATION SHEET

ALL PROPOSALS ACCEPTED BY THE CITY OF PORT ORANGE ARE SUBJECT TO THE CITY'S TERMS AND CONDITIONS. ANY AND ALL ADDITIONAL TERMS AND CONDITIONS SUBMITTED BY THE PROPOSERS ARE REJECTED AND SHALL HAVE NO FORCE AND EFFECT. PROPOSALS FROM THE PROPOSERS LISTED HEREIN ARE THE ONLY PROPOSALS RECEIVED TIMELY AS OF THE OPENING DATE AND TIME. ALL OTHER PROPOSALS SUBMITTED IN RESPONSE TO THIS SOLICITATION, IF ANY, ARE HEREBY REJECTED AS LATE. ALL PROPOSALS ARE SUBJECT TO REVIEW BY THE CITY AND AWARD REQUIRES A FORMAL CONTRACT AND APPROVAL BY CITY COUNCIL.

RFP NUMBER: RFP-16-27
RFP TITLE: WATER RECREATION RENTAL OPERATIONS
OPENING DATE/TIME: 07-15-16 AT 2:30 P.M.

		Response 1	Response 2	Response 3	Response 4
Submittal Required Forms (mark "yes" or "no")		Sandy Point Progressive Sports Daytona Florida.			
1	Form 9.1 Submittal Checklist	YES			
2	Form 9.2 Proposer's Acknowledgment	YES			
3	Form 9.3 Addendum Acknowledgement	YES			
4	Form 9.4 Drug Free Preference Statement	YES			
5	Form 9.5 Statement on Public Entity Crimes	YES			
6	Form 9.6 Affidavit of Anti-Collusion	YES			
7	Form 9.7 Authorized Signatures/Negotiators	YES			
8	Form 9.8 Local Business Affidavit of Eligibility	YES			
9	Form 9.9 Vendor Application Form & W-9	YES			
10	Exhibit 1-Monthly Lease Fee Proposal	YES			
1 Original and 1 Digital Copy		YES			
	Deemed Responsive?	YES			

Opened and tabulated by: Diana M. Fye, CPPB, FCPA, Purchasing Manager
Witnessed by: David Battaglia, Purchasing Agent



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: Yes

SUBJECT: Renewal of Wright National Flood Insurance

DEPARTMENT: Administrative Services

GOAL: Provide appropriate level of insurance to 26 buildings in the event of flooding.

OBJECTIVE:

RECOMMENDED MOTION: Move to approve the renewal of Wright National Flood Insurance for FY 2016-2017. Effective 9-14-2017 at a cost of \$45,510.00 and to authorize the Mayor and City Clerk to execute all necessary documents.

SUMMARY: Request approval from Council to renew Wright National Flood Insurance for FY 2016-2017. This policy protects 26 properties within the City located in special flood zones. The coverage is for damage to buildings and damage to contents inside the buildings caused by flood. The coverage amount for each location varies depending on the property's value.

The current policy premium (9/14/15 - 9/13/16) is \$44,970. The renewal policy premium will be \$45,510 for the policy year (9/14/16 - 9/13/17). These rates are set by the National Flood Insurance Program.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Flood Insurance Premium Breakdown	Copy of PORT ORANGE POLICY SCHEDULE FLOOD ONLY 9-14-16.pdf
----	-----------------------------------	--

Paula DiChiara
Cindy DePina
Tracey Riehm
Margaret Roberts
M. Jake Johansson
Robin Fenwick

Created/Initiated - 08/04/2016
Approved - 08/31/2016
Approved - 08/31/2016
Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

CITY OF PORT ORANGE 9/14/16-9/13/17 FLOOD POLICY SCHEDULE				
POLICY TYPE-LOCATION	POLICY #	EFFECTIVE DATE	FLOOD ZONE	Premium
Flood (Master Lift Station - Oak Street)	09115007736707	9/14/2016	AE	\$ 2,919.00
Flood (Lab Building)	09115007736807	9/14/2016	AE	\$ 1,994.00
Flood (Collections Systems Office)	09115007736907	9/14/2016	AE	\$ 2,047.00
Flood (Maintenance Building)	09115109044903	9/14/2016	X	\$ 1,330.00
Flood (Generator Building)	09115007737407	9/14/2016	X	\$ 467.00
Flood (Generator Building #2)	09115007737607	9/14/2016	AE	\$ 461.00
Flood (Electrical Building)	09115007737507	9/14/2016	AE	\$ 670.00
Flood (Adult Activity Center)	09115007737707	9/14/2016	AE	\$ 2,330.00
Flood (Art Haus Building)	09115007737807	9/14/2016	AE	\$ 1,961.00
Flood (Office Building)	09115007701407	9/14/2016	AE	\$ 2,973.00
Flood (The Palace-Storage)	09115007701107	9/14/2016	X	\$ 1,510.00
Flood (Garage)	09115007737907	9/14/2016	X	\$ 662.00
Flood (Public Utility Office)	09115007701207	9/14/2016	X	\$ 2,406.00
Flood (Storage Bays)	09115007701307	9/14/2016	X	\$ 1,510.00
Flood (Pre-School-Adult Center)	09115007738107	9/14/2016	AE	\$ 3,356.00
Flood (Fire Station)	09115007738207	9/14/2016	AE	\$ 1,670.00
Flood (Allum Feed Building #2)	09115007738507	9/14/2016	X	\$ 2,327.00
Flood (Parks & Recreation)	09115007738307	9/14/2016	AE	\$ 4,684.00
Flood (All Childrens Park Restroom Building)	09115007738707	9/14/2016	AE	\$ 431.00
Flood (Shelter Rec Building)	09115007738807	9/14/2016	AE	\$ 368.00
Flood (Public Works)	09115007701007	9/14/2016	X	\$ 3,097.00
Flood (Control Office Building)	09115007737207	9/14/2016	AE	\$ 2,031.00
Flood (Allum Feed Building #1)	09115007738407	9/14/2016	AE	\$ 1,146.00
Flood (Old Lift Station)	09115007737007	9/14/2016	AE	\$ 931.00
Flood (Master Lift Station - Central Park Blvd)	09115007738607	9/14/2016	AE	\$ 1,552.00
Flood (Plant Storage Office)	09115007737107	9/14/2016	AE	\$ 677.00
				\$ 45,510.00



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: No

SUBJECT: Cooperative Economic Development Agreement with Team Volusia Economic Development Corporation

DEPARTMENT: City Manager

GOAL: 3 - Economic Development

OBJECTIVE: N/A

RECOMMENDED MOTION: Move to approve the cooperative economic development agreement with Team Volusia Economic Development Corporation in the amount of \$29,328 for fiscal year 2017 and authorize Mayor and City Clerk to execute all applicable documents.

SUMMARY: Team Volusia Economic Development Council (TVEDC) serves as a countywide public-private economic development agency. TVEDC coordinates economic development activities and prospects with City staff as well as the Volusia County Department of Economic Development and the annual contract amount of \$29,328 ensures the City Manager a position on the Executive Board.

TVEDC's primary purpose is to support business growth and recruit new businesses to the area. The contract requires them to report quarterly to the City Council.

Funding for public agencies is based upon a rate of \$0.50 per capita. The Bureau of Economic and Business Research (BEBR) April 1, 2015 Estimates of Population report was used to determine the estimated 2015 population.

The contract for FY 2017 is \$595 more than the current contract due to population changes.

Project No.: Funding Account No.: 001-1000-519.81-19

ATTACHMENTS:

1.	Cooperative Economic Development Agreement	Port Orange 2016-2017 Cooperative Agreement.pdf
2.	Population Estimates	estimates_2015.pdf

Alan Rosen
Tracey Riehm

Created/Initiated - 08/15/2016
Approved - 08/16/2016

Margaret Roberts
M. Jake Johansson
Robin Fenwick

Approved - 09/01/2016
Approved - 09/01/2016
Final Approval - 09/01/2016

COOPERATIVE ECONOMIC DEVELOPMENT AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2016 by and between the City of Port Orange, a Florida municipal corporation, hereinafter referred to as "City", and the "Team Volusia Economic Development Corporation" a Florida non-profit corporation, hereinafter TVEDC.

WHEREAS, the TVEDC intends to engage in a cooperative venture between the public and private sectors for the purpose of recruiting new businesses to Volusia County and fostering expansion of existing businesses within Volusia County; and

WHEREAS, to avoid a fragmentation of efforts and jurisdictional competition, various municipalities of Volusia County and the business community have come together to support a unified business development effort through the TVEDC; and

WHEREAS, the City Council of the City of Port Orange has as agreed to appropriate the amount of **Twenty-Nine Thousand, Three Hundred Twenty-eight Dollars (\$29,328.00)** at 50 cents per capita (Port Orange population 58,656 as indicated at www.bebr.ufl.edu/population), in the budget for the fiscal year 2016–2017 to support economic development activities, and such sum qualifies the City for a seat on the TVEDC Executive Committee.

WHEREAS, the City of Port Orange desires to contract with the TVEDC to perform such economic development activities and to insure accountability for use of public funds.

NOW, THEREFORE, in consideration of the covenants hereinafter set forth, the City and the TVEDC hereby agree as follows:

1. **Purpose of Agreement.** The purpose of this Agreement is to support and implement a program of economic and business development and expansion throughout Volusia County in order to enhance the economic well being of the citizens of the City. To this end, the City desires to contract with the TVEDC in order to provide for implementation of the economic development program and to ensure accountability for the use of public funds.
2. **Program Funding.** The City shall pay to the TVEDC the sum of Twenty-Nine Thousand, Three Hundred Twenty-eight Dollars (\$29,328.00), such sum being the total compensation to be paid by the City for the work performed under this Agreement, unless this amount is reduced or rescinded as provided herein. The City may make one (1) annual, two (2) semi-annual or four (4) quarterly payments that total the agreed amount beginning on October 1, 2016. The TVEDC shall use the funds herein provided for expenditures generally recognized as appropriate for economic development purposes. The TVEDC shall separately account for use of public funds provided under this Agreement through generally accepted accounting methods. The City will receive quarterly reports which detail the activities of the TVEDC including the most recent monthly financial statement. The City shall contact the TVEDC in writing when future funding for the TVEDC is discussed at a public meeting.

3. **Program Requirements.** The TVEDC shall plan, implement and evaluate a program to recruit new businesses to the City of Port Orange and to foster expansion of existing businesses within the City of Port Orange; pursuant to TVEDC's Program of Work approved by TVEDC Board of Directors.
4. **Report of Operations.** Upon request, the TVEDC shall provide the City with a copy of its annual audit performed by an independent certified public accounting firm.
5. **Future Appropriations.** Nothing in this Agreement shall obligate or commit the City to appropriate any funds in any subsequent fiscal year.
6. **Term of Agreement.** This agreement shall commence on October 1, 2016 and shall continue in force for a one-year period ending September 30, 2017. In addition, this agreement may be terminated upon any of the following events;
 - a. Written notice by the TVEDC to the City termination of the Agreement with or without cause.
 - b. Written notice by either party to the other party of termination of the Agreement for failure or breach of the other party to perform its obligations hereunder.
 - c. Approval of a resolution by the City Council amending the City budget to reduce or rescind the funds provided under this Agreement in accordance with Paragraph 2 above.
7. **Notices.** Notices required under this Agreement shall be sent by email, first class, certified return receipt requested, or nationally recognized express document service to the following persons representing the parties:

City:	City Manager City of Port Orange 1000 City Center Circle Port Orange, FL 32129
TVEDC:	Keith Norden President & CEO Team Volusia EDC One Daytona Blvd, Suite 240 Daytona Beach, FL 32114
8. **Indemnification.** The TVEDC shall indemnify and hold harmless the City from and against all claims, damages, losses and expenses, including attorneys' fees and costs, arising out of or resulting from the grossly negligent or malicious performance of its operations under this Agreement.

9. **Amendments.** This Agreement may be amended or modified only by an instrument of equal formality signed by the respective parties.
10. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. There are no further or other agreements or understandings, written or oral in effect between the parties relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties hereto set their hands and seals this _____ day of _____ 2016.

City of Port Orange, a Florida municipal corporation

By: _____ Date: _____
City of Port Orange, Mayor

Attest: _____ Date: _____
City of Port Orange – City Clerk

Team Volusia Economic Development Corporation, a Florida non-profit corporation

By: _____ Date: _____

Title: _____ Date: _____

Attest: _____ Date: _____

Florida Estimates of Population 2015

April 1, 2015

**Bureau of Economic and Business Research
College of Liberal Arts and Sciences
University of Florida
720 SW 2nd Avenue, Suite 150
P.O. Box 117148
Gainesville, Florida 32611-7148**

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Richard Doty, GIS Coordinator/Research Demographer
Suzanne Roulston-Doty, GIS Project Manager/Research Demographer
Stanley K. Smith, Professor
Ying Wang, Research Demographer



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Table 1. Estimates of Population by County and City in Florida: April 1, 2015

(Continued)

County, City, and State	April 1 2015 Estimate	Total Change	April 1 2010 Census	<u>Revenue Sharing Use Only</u>	
				Inmates	Estimates less Inmates April 1, 2015
Seminole County	442,903	20,185	422,718	88	442,815
Altamonte Springs	43,325	1,829	41,496	0	43,325
Casselberry	27,614	1,373	26,241	6	27,608
Lake Mary	15,905	2,083	13,822	0	15,905
Longwood	13,974	317	13,657	0	13,974
Oviedo	36,819	3,477	33,342	0	36,819
Sanford	56,900	3,330	53,570	18	56,882
Winter Springs	34,901	1,619	33,282	0	34,901
UNINCORPORATED	213,465	6,157	207,308	64	213,401
Sumter County	115,657	22,237	93,420	8,528	107,129
Bushnell	2,459	41	2,418	0	2,459
Center Hill	981	-7	988	0	981
Coleman	694	-9	703	0	694
Webster	768	-17	785	0	768
Wildwood	7,473	764	6,709	0	7,473
UNINCORPORATED	103,282	21,465	81,817	8,528	94,754
Suwannee County	44,452	2,901	41,551	2,920	41,532
Branford	687	-25	712	0	687
Live Oak	6,853	3	6,850	0	6,853
UNINCORPORATED	36,912	2,923	33,989	2,920	33,992
Taylor County	22,824	254	22,570	3,058	19,766
Perry	7,016	-1	7,017	0	7,016
UNINCORPORATED	15,808	255	15,553	3,058	12,750
Union County	15,918	383	15,535	4,903	11,015
Lake Butler	1,831	-66	1,897	0	1,831
Raiford	252	-3	255	0	252
Worthington Springs*	386	-21	407	0	386
UNINCORPORATED*	13,449	473	12,976	4,903	8,546
Volusia County	510,494	15,901	494,593	1,932	508,562
Daytona Beach	63,534	2,529	61,005	29	63,505
Daytona Beach Shores	4,263	16	4,247	0	4,263
DeBary	20,002	682	19,320	0	20,002
DeLand	30,493	3,462	27,031	0	30,493
Deltona	87,497	2,315	85,182	0	87,497
Edgewater	20,958	208	20,750	0	20,958
Flagler Beach (part)	60	0	60	0	60
Holly Hill	11,712	53	11,659	0	11,712
Lake Helen	2,651	27	2,624	0	2,651
New Smyrna Beach	24,285	1,821	22,464	0	24,285

Table 1. Estimates of Population by County and City in Florida: April 1, 2015

(Continued)

County, City, and State	April 1 2015 Estimate	Total Change	April 1 2010 Census	Revenue Sharing Use Only	
				Inmates	Estimates less Inmates April 1, 2015
Volusia County (Continued)					
Oak Hill	1,869	77	1,792	0	1,869
Orange City	11,569	970	10,599	0	11,569
Ormond Beach	40,013	1,876	38,137	6	40,007
Pierson	1,691	-45	1,736	0	1,691
Ponce Inlet	3,047	15	3,032	0	3,047
Port Orange	58,656	2,608	56,048	0	58,656
South Daytona	12,538	286	12,252	0	12,538
UNINCORPORATED	115,656	-999	116,655	1,897	113,759
Wakulla County					
St. Marks	31,283	507	30,776	3,300	27,983
Sopchoppy	281	-12	293	0	281
UNINCORPORATED	459	2	457	0	459
UNINCORPORATED	30,543	517	30,026	3,300	27,243
Walton County					
DeFuniak Springs	60,687	5,644	55,043	1,459	59,228
Freeport	5,429	252	5,177	36	5,393
Paxton	2,667	880	1,787	0	2,667
UNINCORPORATED	622	-22	644	0	622
UNINCORPORATED	51,969	4,534	47,435	1,423	50,546
Washington County					
Caryville	24,975	79	24,896	2,534	22,441
Chipley	278	-133	411	0	278
Ebro	3,512	-93	3,605	0	3,512
Vernon	220	-50	270	0	220
Wausau	689	2	687	0	689
UNINCORPORATED	388	5	383	0	388
UNINCORPORATED	19,888	348	19,540	2,534	17,354
Florida*					
Incorporated*	19,815,183	1,013,851	18,801,332	123,645	19,691,538
Unincorporated*	10,018,127	564,946	9,453,181	19,620	9,998,507
Unincorporated*	9,797,056	448,905	9,348,151	104,025	9,693,031

* Includes US Census Bureau corrections as of February 11, 2014.

** The Village of Estero was incorporated on December 31, 2014.

*** The City of Islandia was disincorporated as of March 6, 2012.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/06/2016

Consent item: No

SUBJECT: Award of Contracts for ITB# 16-25, Professional Landscape Maintenance for Wellfield and Waiver of Payment and Performance Bond (F.S. 255.05)

DEPARTMENT: Public Utilities

GOAL: N/A

OBJECTIVE: N/A

RECOMMENDED MOTION: Move to approve the following:

- (a) Move to award Class "G" and "H" Landscape Maintenance Bid to Rocking B Enterprises, Inc., for an amount not to exceed, \$24,992 annually;
- (b) Move to award Alternate No. 1 Bid for one-time land clearing around City Dirt Stockpile to Keane Field Services for an amount not to exceed \$4,000, one time;
- (c) Move to approve waiver of Payment and Performance Bond (F.S. Sec. 255.05) requirements for both bid awards under Bid # 16-25;

and to authorize the Mayor and City Clerk to execute all required contract documents.

SUMMARY: Public Utilities solicited bids under ITB# 16-25 for professional landscape maintenance throughout the central wellfield. Non-mandatory pre-bid meeting and optional, escorted site visit was scheduled for interested contractors. A total of Seven (7) bids were submitted for the annual maintenance and alternate for a one-time land clearing of the 25-acre pasture around the city dirt stockpile site at Shunz Road.

The Public Utilities Department maintains oversight of the restricted access wellfield and all facilities where the routine mowing occurs and the city dirt stockpile is located. Upon completion of each mowing cycle, Utilities Staff will inspect the areas during routine rounds and confirm the work has been completed in a satisfactory manner and report to administrative personnel in advance of payment approvals. Therefore, staff believes payment and performance bonds, which normally apply to construction work are not necessary for these contracts.

Staff recommends awarding Bid #16-25 for Class "G" and "H" Landscape Maintenance to Rocking B Enterprises, Inc. for a 2-year term at the bid amount of \$24,992.00 per 12-month mowing cycle; with two (2) optional, 1-year renewal terms, with CPI rate increase applied Oct. 1 of each renewal period.

The lowest responsive bidder for Bid# 16-25 Alternate No. 1 was Well-Groomed Lawn Services LLC., \$3,755; however they declined the award because they were not the lowest bid overall.

Staff recommends awarding Bid# 16-25 Alternate No. 1 for the one-time land clearing of 25-acre +/- pasture around the City dirt stockpile to Keane Field Services at the bid amount of \$4,000.

Staff requests the two awards be made with waivers of the requirement for statutory payment and performance bond for the wellfield mowing and land clearing services to be performed under the standard contract for services awarded by Bid #16-25 with strict oversight by Public Utilities Staff as stated above.

This item spans fiscal years. FY 17 expenses are contingent upon approval of the FY17 budget.

Project No.: <u>none</u>	Funding Account No.: <u>40104005353420</u>
<u>none</u>	<u>40104005353420</u>
<u>EFM001</u>	<u>42010005363420</u>
<u>EFM001</u>	<u>42010005363420</u>

ATTACHMENTS:

1.	Rocking B Enterprises, Inc. Standard Contract for Services	Rocking B Enterprises, Inc. Standard Contract for Services with City of Port Orange.pdf
2.	Keane Field Services Standard Contract for Services	Keane Field Services Standard Contract for Services with City of Port Orange.pdf
3.	ITB 16-25 Intent to Award	ITB 16-25 Intent to Award (07.21.16).pdf
4.	ITB 16-25 Bid Tabulation	ITB 16-25 Tabulation Sheet (07-01-16).pdf
5.	ITB 16-25 Rocking B Enterprises Inc	ITB 16-25 Rocking B Enterprises Inc submission.pdf
6.	Vendor Packet - Rocking B Ent	Rocking B Ent - Vendor Application.pdf
7.	ITB 16-25 Keane Field Services	ITB 16-25 Keane Field Services.pdf
8.	Vendor Packet - Keane Field Svc	Keane Field Services - Vendor Application.pdf

Julia Wiggins	Created/Initiated - 07/22/2016
Julia Wiggins	Approved - 07/22/2016
Linda Johnson	Approved - 07/22/2016
Rick Wilson	Approved - 07/22/2016
Diana Fye	Approved - 07/28/2016
Tracey Riehm	Approved - 08/04/2016
Margaret Roberts	Approved - 09/01/2016
M. Jake Johansson	Approved - 09/01/2016
Robin Fenwick	Final Approval - 09/01/2016



CITY OF PORT ORANGE STANDARD CONTRACT FOR SERVICES

This Standard Contract for Services ("Contract") is entered into this ____ day of _____, 2016, by and between the **CITY OF PORT ORANGE**, a Florida municipal corporation, whose principal address is 1000 City Center Circle, Port Orange, Florida 32129 (the "City"), and **ROCKING B ENTERPRISES, INC.** ("Contractor"), a Florida corporation, whose principal address is 12440 South West 43rd Street Road, Ocala, Florida 34481 (The City and Contractor are collectively referred to herein as the "Parties").

1. Provision of Services

- (a) The Contractor hereby agrees to provide the City of Port Orange with Professional Landscape Maintenance for Wellfields, which shall include Class "G," and Class "H," as more specifically described in Invitation to Bid No. 16-25 ("ITB 16-25") and Rocking B Enterprises, Inc. proposal, attached hereto as Exhibit "1." Contractor acknowledges that all maintenance visits of the season, for Class "G" and Class "H," shall commence upon the effective date of this Contract. Class "G" shall have a total of six (6) maintenance visits annually. Class "H" shall have a total of four (4) maintenance visits annually. A copy of ITB 16-25 is available in the Office of the City Clerk, City Hall, 1000 City Center, Port Orange, Florida 32129.

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

Term: The term of this Contract shall commence on the last day the Contract is signed by the Parties and continue for a two (2) year period (the "Initial Term").

Renewals: This contract may be renewed at the end of the Initial Term for two (2) additional one (1) year term(s) upon written agreement of the Parties.

Manner and Place: As outlined in Exhibit "1," in accordance with and in a manner as required by all current federal, state, county, fire, building and land development codes, laws, ordinances and regulations, and with applicable permits and licenses per the City Code of Ordinances. Contractor shall not deliver goods or services without a written purchase order(s), signed by an authorized agent of the City of Port Orange. Contractor shall cause goods to be delivered to the City in the most expedient, cost effective manner.

Time and Essence: Contractor acknowledges that time is of the essence for the performance of this Contract.

Authorization for Services: This Contract standing alone does not authorize the purchase of any goods or services or require the City to place any orders for goods or service. Authorization for the purchase of goods and services from Contractor under this Contract shall be in the form of a written Purchase Order(s) issued and executed by the City. The City reserves the right to contract with other parties for the goods and services contemplated by this Contract, as determined in the City's sole and absolute discretion.

2. City Obligations. In return for the services identified above, the City agrees to compensate Contractor at the prices set forth in Exhibit "1," subject to a limit up to but not to exceed Twenty-Four Thousand, Nine Hundred Ninety-Two and 00/100 Dollars (\$24,992.00) annually for the term(s) of the contract. The City's obligation to pay Contractor under this Contract is limited to the budgeted amount for the fiscal year approved by the Port Orange City Council for the then current fiscal year. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

3. Contract Administration. The Interim Public Utilities Director, Rick Wilson, shall perform contract administration of this Contract. For notice provisions, see the paragraph below entitled "Notice."

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

5. Termination for Convenience of the City

(a) The parties agree that the City may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or part, whenever the City Manager of Port Orange shall determine that such termination is in the best interest of the City.

(b) Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the City Manager or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

(c) Upon receipt of such Notice, the Contractor shall:

- (i) cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
- (ii) place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
- (iii) terminate all subcontracts except those made with respect to contract performance not subject to the Notice;
- (iv) settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Finance Director of Port Orange; and
- (v) use best efforts to mitigate any damages which may be sustained by the Contractor as a consequence of termination under this clause.

(d) After complying with the provisions of subparagraph (c), above, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of termination, unless one or more extensions of three (3) months each are granted by the Finance Director.

(e) The Finance Director, with the approval of the City Manager, shall pay from the using department's budget, reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or work completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the supplies not delivered or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

(f) In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Finance Director shall pay the Contractor the amounts determined as

follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

- (i) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - (1) the cost of work performed or supplies delivered;
 - (2) the cost of settling and paying any reasonable claims as provided in paragraph (c) (iv), above;
 - (3) a sum as profit on (a) determined by the Finance Director to be fair and reasonable.
- (ii) The total sum to be paid under (i) above shall not exceed the contract price, as further reduced by the contract price of work or supplies not terminated.

(g) In the event that the Contractor is not satisfied with any payments which the Finance Director shall determine to be due under this clause, the Contractor may appeal any claim to the City Council in accordance with Paragraph 20 of this contract concerning disputes.

6. Termination for Convenience for Subcontractors. In accordance with the termination for the convenience of the City provision of this contract, the Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the City whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

7. Termination for Default. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

8. Examination of Records

(a) The Contractor agrees that the City, or any duly authorized representative, shall, until the expiration of five (5) years after final payment hereunder, have access to and the right to examine and copy any pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the City or any duly authorized representative shall, until the expiration of five (5) years after final payment under the subcontract, have access to and the right to examine and copy any pertinent books, documents, papers and records of such contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

9. Public Records Compliance. Contractor shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:

- (a) Keep and maintain public records required by the City to perform the service.

(b) Upon request from the City's custodian of public records, provide the City with a copy of the requested record or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the City.

(d) Upon completion of the Contract, Contractor shall transfer to the City, at no cost, all public records in possession of the Contractor and destroy any duplicate public records that are exempt from public records disclosure requirements. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

If Contractor does not comply with a public records request, the City shall deem the non-compliance a breach of this Contract, and the Contractor may be subject to penalties under Section 119.10, Florida Statutes.

CONTRACTOR QUESTIONS RELATING TO CONTRACTOR'S DUTIES TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT MUST BE FORWARDED TO THE OFFICE OF THE CITY CLERK, CITY HALL, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129 TELEPHONE: (386) 506-5563 E-MAIL: CITYCLERK@PORT-ORANGE.ORG

10. Termination for Non-Appropriation of Funds

(a) If funds are not appropriated for any succeeding fiscal years subsequent to the one in which this contract is entered into, for the purpose of this Contract, then the City may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the City shall be liable only for payments due through the date of termination.

(b) The City agrees that should it terminate in accordance with this Section, it shall not obtain services which are substantially equal to or similar to those for which this contract was entered into. This provision shall survive any termination of the Contract.

11. Insurance. Contractor shall maintain insurance during the life of this Contract. Contractor shall provide to the City a certificate of insurance identifying the City of Port Orange as an additional insured. For workers' compensation coverage, the bidder's insurance certificate shall include the insurer's waiver of subrogation in lieu of naming the city as an additional insured for workers' compensation.

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

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

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

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

13. Modifications or Changes to this Contract

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

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

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

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

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

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

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

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

17. **Inspection**

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

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

reduction in price, which is equitable under the circumstances. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract. Failure to inspect and accept or reject supplies shall neither relieve Contractor from responsibility for such supplies as are not in accordance with the Contract requirements nor impose liability on the City therefor.

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

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

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

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

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

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

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

21. Force Majeure. Neither party shall be liable for any delay in performance or failure to perform any obligation hereunder if, and to the extent that, such failure or delay is caused by an event of Force Majeure. Force Majeure shall mean any act, event or condition that is beyond the party's reasonable control, that materially and

adversely affects the party's ability to perform its obligations hereunder, and that is not the result of the party's willful neglect, error, omission or failure to exercise reasonable due diligence.

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

23. Additional Provisions. This Contract includes all additional provisions as may have been outlined in written quotes and purchase orders and any attachments or exhibits to this Contract, whether delivered herewith or subsequently approved as a part hereof, such as drawings or technical specifications prepared in the performance of this work. In the event of a conflict between ITB 16-25 and this Contract, this Contract shall control.

24. Integration. This Contract and the documents incorporated herein by reference shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

25. Notice. For purposes of this agreement, notices shall be sent as follows:

City:	City of Port Orange Attention: City Manager 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5501
Copy to:	City of Port Orange Attention: Rick Wilson, Interim Public Utilities Director 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5750
Contractor:	Rocking B Enterprises, Inc. Attention: Robert C. Bratcher, President 12440 South West 43 rd Street Road Ocala, Florida 34481 (386) 547-2317 – business rockingbenterprises@yahoo.com

Any notice or other communication given under the Contract will be in writing and delivered by hand, sent by facsimile (provided acknowledgement of receipt thereof is delivered to the sender), sent by certified, registered mail, or sent by any nationally recognized overnight courier service to the addresses provided herein. The parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by at least 10 days written notice to the other party.

26. Contract Construction

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

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

[Remainder of this page intentionally left blank]

Witnesses:

ROCKING B ENTERPRISES, INC.

By: _____

Robert C. Bratcher, President

Printed Name: _____

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 MARION

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Robert C. Bratcher, as President of Rocking B Enterprises, Inc., a Florida corporation, and who:

[Notary: Please select one]

☐ is personally known to me; or

☐ has produced _____ as identification.

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____
Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

Witnesses:

ATTEST:

Printed Name: _____

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

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

[CA 5502]

EXHIBIT 1 - BID PROPOSAL
CITY OF PORT ORANGE
PROFESSIONAL LANDSCAPE MAINTENANCE FOR WELL FIELDS
ITB 16-25

Completed "Exhibit 1" form **MUST** be included with Bid Submission.
 Instructions to save Attachment from website: Perform "File Save As" and save spreadsheet to your computer.
 Fill in pricing in highlighted cells, preferably electronically.
 Bidders are required to complete all fields shaded in green. All other fields will be automatically calculated.

NAME OF BUSINESS:	Rocking B Enterprises Inc.
CONTACT PERSON:	Robert C. Bratcher
EMAIL ADDRESS:	rockingbenterprises@yahoo.com
AUTHORIZED SIGNATURE:	<i>Robert C. Bratcher</i>

A. WELL FIELD SITE MAINTENANCE								
CLASS "G" MAINTENANCE								
ITEM #	SITE DESCRIPTION	FROM	TO	SQUARE FOOTAGE	ACRES	NUMBER OF MOWS PER YEAR	COST PER MOW	TOTAL ANNUAL COST
1	Reservoir Lake "A"	South End of Bear Trail		334,620	7.68	6	\$ 1,150.00	\$ 6,900.00
2	Reservoir Lake "B"	East of Lake "A"		372,270	8.55	6	\$ 1,150.00	\$ 6,900.00
SUB-TOTAL (A)								\$ 13,800.00
B. WELL FIELD RIGHTS OF WAY								
CLASS "H" MAINTENANCE								
ITEM #	SITE DESCRIPTION	FROM	TO	SQUARE FOOTAGE	ACRES	NUMBER OF MOWS PER YEAR	COST PER MOW	TOTAL ANNUAL COST
3	Shunz Road Right of Way	County Road 415	Flow Way	1,267,200	29.09	4	\$ 582.00	\$ 2,328.00
4	Shunz Road Right of Way	Flow Way	Interstate 4 (I-4)	361,800	7.27	4	\$ 145.00	\$ 580.00
5	Bear Trail Right of Way	Shunz Road (southeastward)	The Reclaimed Storage Tank	79,200	1.82	4	\$ 40.00	\$ 160.00
6	Flow Way Right of Way	Shunz Road (southward)	Road End	79,200	1.82	4	\$ 40.00	\$ 160.00
7	Campsite Road Right of Way	Shunz Road (northward)	Road End	20,400	0.47	4	\$ 10.00	\$ 40.00
8	Campsite Road Right of Way	Shunz Road (southward)	Road End	950,400	21.82	4	\$ 436.00	\$ 1,744.00
9	Harley Road Right of Way	Shunz Road (northward)	Road End	31,500	0.72	4	\$ 50.00	\$ 200.00
10	Harley Road Right of Way	Shunz Road (southward)	Road End	221,760	5.09	4	\$ 103.00	\$ 412.00
11	Artesian Drive Right of Way	Harley Road (southward)	Road End	205,800	4.72	4	\$ 94.00	\$ 376.00
12	Puddle Lane Right of Way	Harley Road (westward)	Road End	79,200	1.82	4	\$ 39.00	\$ 156.00
13	Drema Way Right of Way	Shunz Road (southward)	Puddle Lane	126,720	2.91	4	\$ 59.00	\$ 236.00
14	Pasture Around Dirt Stockpile Lot	Shunz Road (south side)	East of Florida Powerline	1,089,000	25	4	\$ 1,200.00	\$ 4,800.00
SUB-TOTAL (B)								\$ 11,192.00
TOTAL BID AMOUNT (A and B)								\$ 24,992.00
ALTERNATE No.1: 25 acres +/- around Dirt Stockpile to be cleared for return to pasture-like conditions.							\$ -	\$ -

EXHIBIT "1"

EXHIBIT “1”

ITB 16-25

Available in the Office of the City Clerk, City Hall, 1000 City Center, Port Orange, Florida 32129



CITY OF PORT ORANGE STANDARD CONTRACT FOR SERVICES

This Standard Contract for Services ("Contract") is entered into this ____ day of _____, 2016, by and between the **CITY OF PORT ORANGE**, a Florida municipal corporation, whose principal address is 1000 City Center Circle, Port Orange, Florida 32129 (the "City"), and **KEANE FIELD SERVICES** ("Contractor"), a Florida business, whose mailing address is 1100 Radford Avenue, Deltona, Florida 32738 (The City and Contractor are collectively referred to herein as the "Parties").

1. Provision of Services

- (a) The Contractor hereby agrees to provide the City of Port Orange with Professional Landscape Maintenance for Wellfields, which shall include "Alternate No. 1" Bid for land clearing around City Dirt Stockpile, a one-time service, as more specifically described in Invitation to Bid No. 16-25 ("ITB 16-25") and Keane Field Services proposal, attached hereto as Exhibit "1." A copy of ITB 16-25 is available in the Office of the City Clerk, City Hall, 1000 City Center, Port Orange, Florida 32129.

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

Term: The term of this Contract shall commence on the last day the Contract is signed by the Parties and continue until October 31, 2016 (the "Term").

Manner and Place: As outlined in Exhibit "1," in accordance with and in a manner as required by all current federal, state, county, fire, building and land development codes, laws, ordinances and regulations, and with applicable permits and licenses per the City Code of Ordinances. Contractor shall not deliver goods or services without a written purchase order(s), signed by an authorized agent of the City of Port Orange. Contractor shall cause goods to be delivered to the City in the most expedient, cost effective manner.

Time and Essence: Contractor acknowledges that time is of the essence for the performance of Purchase Order(s) issued hereunder, and the work described in Exhibit "1" shall be completed within 120 days of issuance of a written Purchase Order and receipt of Notice to Proceed, with an additional 30 days allowed for unforeseen issues due to weather.

Authorization for Services: This Contract standing alone does not authorize the purchase of any goods or services or require the City to place any orders for goods or service. Authorization for the purchase of goods and services from Contractor under this Contract shall be in the form of a written Purchase Order(s) issued and executed by the City. The City reserves the right to contract with other parties for the goods and services contemplated by this Contract, as determined in the City's sole and absolute discretion.

2. City Obligations. In return for the services identified above, the City agrees to compensate Contractor at the prices set forth in Exhibit "1," subject to a limit up to but not to exceed Four Thousand and 00/100 Dollars (\$4,000.00) for the term of the contract. The City's obligation to pay Contractor under this Contract is limited to the budgeted amount for the fiscal year approved by the Port Orange City Council for the then current fiscal year. All

payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

3. Contract Administration. The Interim Public Utilities Director, Rick Wilson, shall perform contract administration of this Contract. For notice provisions, see the paragraph below entitled "Notice."

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

5. Termination for Convenience of the City

(a) The parties agree that the City may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or part, whenever the City Manager of Port Orange shall determine that such termination is in the best interest of the City.

(b) Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the City Manager or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

(c) Upon receipt of such Notice, the Contractor shall:

- (i) cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
- (ii) place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
- (iii) terminate all subcontracts except those made with respect to contract performance not subject to the Notice;
- (iv) settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Finance Director of Port Orange; and
- (v) use best efforts to mitigate any damages which may be sustained by the Contractor as a consequence of termination under this clause.

(d) After complying with the provisions of subparagraph (c), above, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of termination, unless one or more extensions of three (3) months each are granted by the Finance Director.

(e) The Finance Director, with the approval of the City Manager, shall pay from the using department's budget, reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or work completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the supplies not delivered or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

(f) In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Finance Director shall pay the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

- (i) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:

- (1) the cost of work performed or supplies delivered;
 - (2) the cost of settling and paying any reasonable claims as provided in paragraph (c) (iv), above;
 - (3) a sum as profit on (a) determined by the Finance Director to be fair and reasonable.
- (ii) The total sum to be paid under (i) above shall not exceed the contract price, as further reduced by the contract price of work or supplies not terminated.

(g) In the event that the Contractor is not satisfied with any payments which the Finance Director shall determine to be due under this clause, the Contractor may appeal any claim to the City Council in accordance with Paragraph 20 of this contract concerning disputes.

6. Termination for Convenience for Subcontractors. In accordance with the termination for the convenience of the City provision of this contract, the Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the City whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

7. Termination for Default. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

8. Examination of Records

(a) The Contractor agrees that the City, or any duly authorized representative, shall, until the expiration of five (5) years after final payment hereunder, have access to and the right to examine and copy any pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the City or any duly authorized representative shall, until the expiration of five (5) years after final payment under the subcontract, have access to and the right to examine and copy any pertinent books, documents, papers and records of such contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

9. Public Records Compliance. Contractor shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:

(a) Keep and maintain public records required by the City to perform the service.

(b) Upon request from the City's custodian of public records, provide the City with a copy of the requested record or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the City.

(d) Upon completion of the Contract, Contractor shall transfer to the City, at no cost, all public records in possession of the Contractor and destroy any duplicate public records that are exempt from public records disclosure requirements. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

If Contractor does not comply with a public records request, the City shall deem the non-compliance a breach of this Contract, and the Contractor may be subject to penalties under Section 119.10, Florida Statutes.

CONTRACTOR QUESTIONS RELATING TO CONTRACTOR'S DUTIES TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT MUST BE FORWARDED TO THE OFFICE OF THE CITY CLERK, CITY HALL, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129 TELEPHONE: (386) 506-5563 E-MAIL: CITYCLERK@PORT-ORANGE.ORG

10. Termination for Non-Appropriation of Funds

(a) If funds are not appropriated for any succeeding fiscal years subsequent to the one in which this contract is entered into, for the purpose of this Contract, then the City may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the City shall be liable only for payments due through the date of termination.

(b) The City agrees that should it terminate in accordance with this Section, it shall not obtain services which are substantially equal to or similar to those for which this contract was entered into. This provision shall survive any termination of the Contract.

11. Insurance. Contractor shall maintain insurance during the life of this Contract. Contractor shall provide to the City a certificate of insurance identifying the City of Port Orange as an additional insured. For workers' compensation coverage, the bidder's insurance certificate shall include the insurer's waiver of subrogation in lieu of naming the city as an additional insured for workers' compensation.

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

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

Insurance	Standards	Comments
Workers' Compensation <u>Limits:</u>	Coverage A - Statutory Coverage B - \$100,000	If the contract requires work on or about navigable waters, require Longshoreman's and Harbor Workers' Coverage. If vessels involved, require Jones Act coverage with limits of \$500,000.
<u>Additional Coverage:</u>	All States (Broad Form) Voluntary Compensation	

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

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

13. Modifications or Changes to this Contract

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

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

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

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

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

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

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

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

17. Inspection

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

(b) In the event any supplies or lots of supplies are defective in material or workmanship, or otherwise not in conformity with the requirements of this Contract, the City shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Finance Director, corrected in place by and at the expense of Contractor promptly after notice, and shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed or promptly to replace or correct such supplies or lots of supplies, the City may either (i) by contract or otherwise replace or correct such supplies and charge Contractor the cost for such replacement or correction; or (ii) may terminate this Contract for default as provided in the clause of this Contract entitled "Termination for Default." Unless Contractor corrects or replaces such supplies within the delivery schedule, the Finance Director may require the delivery of such supplies at a reduction in price, which is equitable under the circumstances. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract. Failure to inspect and accept or reject supplies shall neither relieve Contractor from responsibility for such supplies as are not in accordance with the Contract requirements nor impose liability on the City therefor.

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

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

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

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

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

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

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

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

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

23. Additional Provisions. This Contract includes all additional provisions as may have been outlined in written quotes and purchase orders and any attachments or exhibits to this Contract, whether delivered herewith or subsequently approved as a part hereof, such as drawings or technical specifications prepared in the performance of this work. In the event of a conflict between ITB 16-25 and this Contract, this Contract shall control.

24. Integration. This Contract and the documents incorporated herein by reference shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

25. Notice. For purposes of this agreement, notices shall be sent as follows:

City:	City of Port Orange Attention: City Manager 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5501
Copy to:	City of Port Orange Attention: Rick Wilson, Interim Public Utilities Director 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5750
Contractor:	Keane Field Services Attention: Thomas Adam Keane, Owner 1100 Radford Drive Deltona, Florida 32738 (904) 571-8511 – business keanefieldservices@gmail.com

Any notice or other communication given under the Contract will be in writing and delivered by hand, sent by facsimile (provided acknowledgement of receipt thereof is delivered to the sender), sent by certified, registered mail, or sent by any nationally recognized overnight courier service to the addresses provided herein. The parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by at least 10 days written notice to the other party.

26. Contract Construction

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

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

[Remainder of this page intentionally left blank]

Witnesses:

KEANE FIELD SERVICES

By: _____

Thomas Adam Keane, Owner

Printed Name: _____

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 this ____ day of _____, 2016, by Thomas Adam Keane, as Owner of Keane Field Services, a Florida business, and who:

[Notary: Please select one]

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

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____
Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

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

Witnesses:

ATTEST:

Printed Name: _____

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

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

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

[CA 5540]

**EXHIBIT 1 - BID PROPOSAL****CITY OF PORT ORANGE
PROFESSIONAL LANDSCAPE MAINTENANCE FOR WELL FIELDS**

ITB 16-25

Completed "Exhibit 1" form MUST be included with Bid Submission.

Instructions to save Attachment from website: Perform "File Save As" and save spreadsheet to your computer.

Fill in pricing in highlighted cells, preferably electronically.

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

NAME OF BUSINESS:

Keane Field Services

CONTACT PERSON:

Thomas Keane

EMAIL ADDRESS:

keanefieldse@keane@gmail.com

AUTHORIZED SIGNATURE:

A. WELL FIELD SITE MAINTENANCE**CLASS "G" MAINTENANCE**

ITEM #	SITE DESCRIPTION	FROM	TO	SQUARE FOOTAGE	ACRES	NUMBER OF MOWS PER YEAR	COST PER MOW	TOTAL ANNUAL COST
1	Reservoir Lake "A"	South End of Bear Trail		334,620	7.68	6	\$ 472.32	\$ 2,833.92
2	Reservoir Lake "B"	East of Lake "A"		372,270	8.55	6	\$ 525.83	\$ 3,154.95
SUB-TOTAL (A)								\$ 5,988.87

B. WELL FIELD RIGHTS OF WAY**CLASS "H" MAINTENANCE**

ITEM #	SITE DESCRIPTION	FROM	TO	SQUARE FOOTAGE	ACRES	NUMBER OF MOWS PER YEAR	COST PER MOW	TOTAL ANNUAL COST
3	Shunz Road Right of Way	County Road 415	Flow Way	1,267,200	29.09	4	\$ 1,789.04	\$ 7,156.14
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14	Pasture Around Dirt Stockpile Lot	Shunz Road (south side)	East of Florida Powerline	1,089,000	25	4	\$ 1,875.00	\$ 7,500.00
SUB-TOTAL (B)								\$ 26,577.30
TOTAL BID AMOUNT (A and B)								\$ 32,566.17
ALTERNATE No.1: 25 acres +/- around Dirt Stockpile to be cleared for return to pasture-like conditions.							\$ 4,000.00	\$ 4,000.00

EXHIBIT “1”

ITB 16-25

Available in the Office of the City Clerk, City Hall, 1000 City Center, Port Orange, Florida 32129



INTENT TO AWARD

ITB # 16-25

PROFESSIONAL LANDSCAPE MAINTENANCE FOR WELL FIELDS

07/21/2016

Purchasing received SEVEN (7) bid submittals for ITB # 16-25, PROFESSIONAL LANDSCAPE MAINTENANCE FOR WELLFIELD.

After review of the bids submitted, City staff has determined intent to award as follows:

- **ROCKING B ENTERPRISES, INC., Ocala, Florida, Base Bid Scope A and B: Class G and H Maintenance combined bid in the amount of \$ 24,992.00 annually, with waiver of payment and performance bond; and**
- **KEANE FIELD SERVICES, Deltona, Florida, Alternate Bid for land clearing around City Dirt Stockpile, a one-time service, in the amount of \$4,000.00; with waiver of payment and performance bond.**

Recommendation to award will be presented to the City Council on August 16, 2016 for approval, with contracts signed by the above-named bidders.

**Diana M. Fye, CPPB, FCPA
Purchasing Manager**



CITY OF PORT ORANGE, FLORIDA

ITB TABULATION SHEET

ALL BIDS ACCEPTED BY THE CITY OF PORT ORANGE ARE SUBJECT TO THE CITY'S TERMS AND CONDITIONS. ANY AND ALL ADDITIONAL TERMS AND CONDITIONS SUBMITTED BY THE BIDDERS ARE REJECTED AND SHALL HAVE NO FORCE AND EFFECT. BIDS FROM THE BIDDERS LISTED HEREIN ARE THE ONLY BIDS RECEIVED TIMELY AS OF THE OPENING DATE AND TIME. ALL OTHER BIDS SUBMITTED IN RESPONSE TO THIS SOLICITATION, IF ANY, ARE HEREBY REJECTED AS LATE. ALL BIDS ARE SUBJECT TO REVIEW BY THE CITY AND AWARD REQUIRES A FORMAL CONTRACT AND APPROVAL BY CITY COUNCIL.

ITB NUMBER:

ITB-16-25

ITB TITLE:

PROFESSIONAL LANDSCAPE MAINTENANCE FOR WELL FIELDS

OPENING DATE/TIME:

July 01, 2016 AT 2:30 P.M.

		Response 1	Response 2	Response 3	Response 4
Submittal Required Forms (mark "yes" or "no")		Alland, Inc. New Smyrna Beach, Florida	Barton & Barton Ormond Beach, Florida	Integrity Lawns Okeechobee, Florida	Keane Field Services Deltona, Florida
1	Form 7.2 Bidder's Acknowledgment	YES	YES	YES	YES
2	Form 7.3 Addendum Acknowledgement Form	YES	YES	YES	YES
3	Form 7.4 Statement of Bidder's Qualifications	YES	YES	YES	YES
4	Form 7.5 Drug Free Preference Statement	YES	YES	YES	YES
5	Form 7.6 Sworn Statement Entity Crimes	YES	YES	YES	YES
6	Form 7.7 Affidavit of Anti-Collusion Form	YES	YES	YES	YES
7	Form 7.8 Local Business Affidavit of Eligibility	YES	YES	YES	YES
8	Form 7.9 Vendor Application Form W-9	YES	YES	YES	YES
9	Form 7.10 Professional References Experience	YES	YES	YES	YES
10	Form 7.11 Listing of Subcontractors	YES	YES	YES	YES
11	Exhibit 1 – Bid Proposal	YES	YES	YES	YES
12	Copy of Certificate of Insurance	YES	YES	YES	YES
13	1 Original, 1 Digital Copy	YES	YES	YES	YES
14	Deemed Responsive	YES	YES	YES	YES
15	Total Base Bid	NO BID	\$ 45,460.00	\$ 32,992.70	Submitted Total: Actual Total: \$32,566.17 \$32,566.31
16	Alternate No.1	\$ 23,255.00	\$ 26,000.00	\$ 18,501.60	\$ 4,000.00
17	TOTAL BID WITH ALTERNATE	\$ 23,255.00	\$ 71,460.00	\$ 51,494.30	\$ 36,566.31

Opened and tabulated by:

David Battaglia, Purchasing Agent

Witnessed by:

Diana M. Fye, CPPB, FCPA, Purchasing Manager



**CITY OF PORT ORANGE, FLORIDA
ITB TABULATION SHEET**

ALL BIDS ACCEPTED BY THE CITY OF PORT ORANGE ARE SUBJECT TO THE CITY'S TERMS AND CONDITIONS. ANY AND ALL ADDITIONAL TERMS AND CONDITIONS SUBMITTED BY THE BIDDERS ARE REJECTED AND SHALL HAVE NO FORCE AND EFFECT. BIDS FROM THE BIDDERS LISTED HEREIN ARE THE ONLY BIDS RECEIVED TIMELY AS OF THE OPENING DATE AND TIME. ALL OTHER BIDS SUBMITTED IN RESPONSE TO THIS SOLICITATION, IF ANY, ARE HEREBY REJECTED AS LATE. ALL BIDS ARE SUBJECT TO REVIEW BY THE CITY AND AWARD REQUIRES A FORMAL CONTRACT AND APPROVAL BY CITY COUNCIL.

ITB NUMBER: ITB-16-25
ITB TITLE: PROFESSIONAL LANDSCAPE MAINTENANCE FOR WELL FIELDS
OPENING DATE/TIME: July 01, 2016 AT 2:30 P.M.

		Response 5	Response 6	Response 7	Response 8
Submittal Required Forms (mark "yes" or "no")		Rocking B Enterprises, Inc. Ocala, Florida	Smokey Hunt Club Cocoa, Florida	Well-Groomed Lawn Services LLC Debary, Florida	
1	Form 7.2 Bidder's Acknowledgment	YES	YES	YES	
2	Form 7.3 Addendum Acknowledgement Form	YES	YES	YES	
3	Form 7.4 Statement of Bidder's Qualifications	YES	YES	YES	
4	Form 7.5 Drug Free Preference Statement	YES	YES	YES	
5	Form 7.6 Sworn Statement Entity Crimes	YES	YES	YES	
6	Form 7.7 Affidavit of Anti-Collusion Form	YES	YES	YES	
7	Form 7.8 Local Business Affidavit of Eligibility	YES	YES	YES	
8	Form 7.9 Vendor Application & Form W-9	YES	YES	YES	
9	Form 7.10 Professional References Experience	YES	YES	YES	
10	Form 7.11 Listing of Subcontractors	YES	YES	YES	
11	Exhibit 1 – Bid Proposal	YES	YES	YES	
12	Copy of Certificate of Insurance	YES	YES	YES	
13	1 Original, 1 Digital Copy	YES	YES	YES	
14	Deemed Responsive	YES	YES	YES	
15	Total Base Bid	\$ 24,992.00	\$ 45,682.20	\$ 55,326.00	\$ -
16	Alternate No.1	NO BID	NO BID	\$ 3,755.00	\$ -
17	TOTAL BID WITH ALTERNATE	\$ 24,992.00	\$ 45,682.20	\$ 59,081.00	\$ -

Opened and tabulated by: David Battaglia, Purchasing Agent

Witnessed by: Diana M. Fye, CPPB, FCPA, Purchasing Manager

SECTION 7 – REQUIRED FORMS

FORM 7.1 – BID SUBMITTAL CHECKLIST

- RB Form 7.2 – Bidder's Acknowledgement Form
- RB Form 7.3 – Addendum Acknowledgement Form
- RB Form 7.4– Statement of Bidder's Qualifications
- RB Form 7.5 – Drug Free Preference Statement
- RB Form 7.6 – Sworn Statement Pursuant to Section 287.133 (3)(a) F.S. in Public Entity Crimes (BS-2)
- RB Form 7.7 – Affidavit of Anti-Collusion Form
- RB Form 7.8 – Local Business Affidavit of Eligibility
- RB Form 7.9 – Vendor Application Form
- RB W-9 Form
- RB Form 7.10 – Professional References for Previous Experience
- RB Form 7.11 – Listing of Subcontractors
- RB Exhibit 1 – Bid Proposal
- RB Copy of Certificate of Insurance
- RB Submission of one (1) original marked "ORIGINAL" and one (1) digital (CD or flash drive) version in PDF format.

BY:

Rocking B Enterprises Inc.
Proposer

Robert C. Britton
Authorized Signature

6/29/16

Date

FORM 7.2 – BIDDER'S ACKNOWLEDGEMENT FORM

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

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

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

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

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

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

NO EXCEPTIONS ALLOWED AFTER THE BID IS SUBMITTED:

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

Rocking B Enterprises Inc.

NAME OF BUSINESS

Robert C. Bratcher

AUTHORIZED SIGNATURE

Robert C. Bratcher, President

NAME, TITLE, TYPED

47-2130084

FEDERAL IDENTIFICATION #

12440 SW 43rd Street Rd.

MAILING ADDRESS

Ocala, FL 34481

CITY, STATE & ZIP CODE

386-547-2317

TELEPHONE NUMBER / FAX NUMBER

rockingbenterprises@yahoo.com

E-MAIL ADDRESS

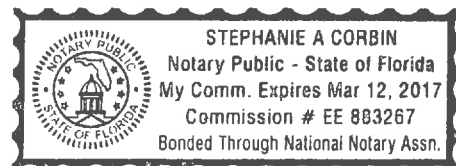
STATE OF Florida COUNTY OF Levy

The foregoing instrument was acknowledged before me this day of June 29th, 2016 by Robert C. Bratcher, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires:

March 12th 2017

Stephanie A Corbin
Notary Public



FORM 7.3 – ADDENDUM ACKNOWLEDGEMENT

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

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

Addendum # 1 Date: 6-14-16 Addendum # _____ Date: _____
Addendum # _____ Date: _____ Addendum # _____ Date: _____

Rocking B Enterprises Inc.

Name of Business

Robert C. Bratcher

Authorized Signature

6/29/16

Date

Robert C. Bratcher

Print Name

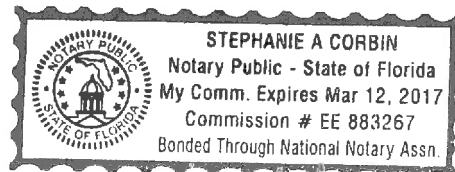
STATE OF Florida COUNTY OF Levy

The foregoing instrument was acknowledged before me this day of June 29th, 2016 by Robert C. Bratcher, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires:

March 12th 2017

Stephanie A. Corbin
Notary Public



FORM 7.4 – STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

- A. Name of bidder.
- B. Permanent main office address.
- C. Date organized.
- D. If a corporation, where incorporated.
- E. How many years have you been engaged in the contracting business under your present firm or trade name?
- F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.)
- G. General character of work performed by your company.
- H.⁽¹⁾ Have you ever failed to complete any work awarded to you? If so, where and why?
- H.⁽²⁾ Provide list of any lawsuits or judgments filed by or against your company in the last three years, indicating the nature and outcome.
- I. Have you ever defaulted on a contract? If so, where and why?
- J. List the more important projects recently completed by your company, stating the approximate cost for each and the month and year completed.
- K. List your major equipment currently owned or leased.
- L. Experience in work similar to this type of project.
- M. Background and experience of the principal members of your organization, including the officers.
- N. Credit currently available: \$ _____
- O. Give bank reference: _____
- P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner?
- Q. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

(Form 7.4 Statement of Bidder's Qualifications – Page 2)

Dated this 29 day of June, 2016.

Rocking B Enterprises Inc.
Name of Bidder

By: Robert C. Bratcher, President
Title

State of Florida

County of Levy

Robert C Bratcher being duly sworn deposes and says that he is the
President of Rocking B Enterprises and that the answers to the
Name of Organization

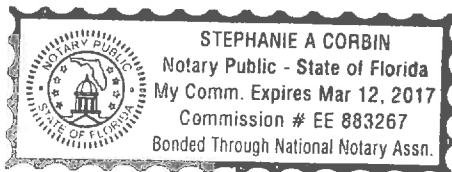
Foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this 29th day of June, 2016.

Stephanie A. Corbin
Notary Public

My commission expires:

March 12th 2017



Form 7.4-STATEMENT OF BIDDERS QUALIFICATIONS

A. Rocking B Enterprises Inc.

B. 12440 SW 43rd Street Rd.

Ocala, FL 34481

C. October 2014

D. State of Florida

E. Approximately 2 Years.

F. No current contracts. However I currently do work for several companies that are listed in the references section of the bid:

- 1) Y-Lo Racing Stables, 2) Kimball Site Prep and Development,
- 3) Kevin Thomas/Smokey Hunt Club.

G. At Rocking B Enterprises Inc. we use every resource available to make our customers happy with the work that we do.

H. No.

I. No

J. 1. Smokey hunting club annual mowing: October 2014-2016

Approximately \$5600.00. 2. Y-Lo racing stables monthly batwing

and zero turn mowing with approximately \$1500.00 monthly.

Years 2013-2015. 3. Kimball Site Prep and Development,

occasional work of around \$1000.00

K. Land Pride 15 foot heavy-duty batwing mower, 90 HP Kioti

cabbed tractor. New Kubota diesel zero turn mower.

L. Rocking B Enterprises Inc. provides mowing services to farms in

Volusia county and Marion and Levy counties as well. We mow

very large parcels of land and lakes that require large equipment to

complete them. The farms range from 5 acre parcels to 500 acre

parcels.

M. Both the President and Vice President of Rocking B Enterprises

are fully engaged in the business. Using the equipment on a

regular basis provides us the experience to get the job done right

and to standards. In our projects, we must be very familiar with the

equipment to get the job done in a timely manner.

N. \$5,000.00

O. Wells Fargo Bank N.A.

P. Yes

FORM 7.5 – DRUG FREE PREFERENCE STATEMENT

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

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

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

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

Name of Firm: Rocking B Enterprises Inc.

By: Robert C. Batcher
(Name and Title)

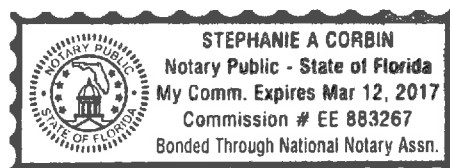
Date: 6/29/16

The foregoing instrument was acknowledged before me this 29th day of June, 2016 by Robert C. Batcher as President of Rocking B Enterprises and who: ☐ is personally known to me; or ☐ has produced _____ as identification.

Stephanie A Corbin

Notary Public, State of

Printed Name, Commission Seal and Term Expiration Date



FORM 7.6 – SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

Before me, the undersigned Authority, personally appeared affiant Robert C. Bratcher, who, being by me first duly sworn, made the following statement:

1. The business address of Rocking B Enterprises (name of Offeror or business) is 12440 SW 43rd Street Rd. Ocala, FL 34481.
2. My relationship to Rocking B Enterprises (name of Offeror or business) is President (relationship such as sole proprietor, partner, president, vice president).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. ~~There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____ . A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)~~

Robert C. Bratcher
(Authorized Signature)

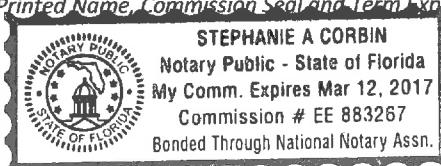
6/30/16
(Date)

Robert C. Bratcher
(Print Name)

STATE OF Florida COUNTY OF Levy

The foregoing instrument was acknowledged before me this 30th day of June, 2016, by Robert C. Bratcher as President of Rocking B Enterprises and who: ☐ is personally known to me; or ☐ has produced _____ as identification.

Stephanie A. Corbin
Notary Public, State of
Printed Name, Commission Seal and Term Expiration Date



FORM 7.7 – ANTI-COLLUSION FORM

ANTI-COLLUSION STATEMENT BID FORM:

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

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

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

NAME OF FIRM: Rocking B Enterprises Inc.

SIGNED BY:

Robert C. Bratcher

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

PRINTED SIGNATURE: Robert C. Bratcher

TITLE: President

ADDRESS: 12440 SW 43rd Street Rd

CITY: Ocala

STATE: FL

ZIP CODE: 34481

TELEPHONE: 386-547-2317

FAX: _____

COMPLETION TIME: June 30th, 2010

F.E.I.N. NUMBER: 47-2130084

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

NO BID (REASON): _____

FORM 7.8 – LOCAL BUSINESS AFFIDAVIT OF ELIGIBILITY

City of Port Orange

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

THIS AFFIDAVIT IS SUBMITTED IN REFERENCE TO THE FOLLOWING SOLICITATION:

RFSQ/RFP/ITN/BID/CONTRACT/PROJECT # (as applicable): BID 16-25

BUSINESS NAME: Rocking B Enterprises Inc.

CONTACT PERSON/TITLE: Robert C. Bratcher/President

MAILING ADDRESS: 12440 SW 43rd Street Rd

CITY-STATE-ZIP: Ocala, FL 34481

Length of Time at Address Provided: 2 Years

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

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

FEIN (Federal Employer Identification Number): 47-2130084

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

PHONE NUMBER: 386-547-2317 FAX: _____

EMAIL: rockingbenterprises@yahoo.com

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

ATTESTATION – I understand that:

- In accordance with City Of Port Orange City Code 2-275, local businesses shall have five (5) business days from bid/proposal opening to submit a best and final bid for evaluation. To qualify: A Port Orange business initial bid must be within (8%) of the lowest and best responsible bid from a non-Port Orange business; A Volusia County business initial bid must be within (5%) of the lowest and best responsible bid from a non-Volusia County business; A State of Florida business initial bid must be within (3%) of the lowest and best responsible bid from a non-State of Florida business.
- A local business must have its headquarters, manufacturing facility, or locally owned franchise located within the legal boundaries of the City of Port Orange, Volusia County, or the State of Florida, as indicated herein, for at least twelve (12) months prior to the bid or proposal opening date and a valid business license, issued by the corresponding government agency. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. Bidders shall attach to this affidavit of eligibility with a bid or proposal, a copy of a valid business tax receipt or such other documentation, to the city's satisfaction, demonstrating the physical business presence of the firm within corresponding local limits.
- The preference does not apply to goods or services exempted by statute or prohibited by Federal law, State law, or other funding source restrictions.
- The preference established in this policy does not prohibit the right of the City, or other authorized purchasing authority, to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals.
- The information contained herein may be subject to verification.
- A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the City of Port Orange will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference for a period of one (1) year. The City Manager may also recommend that the firm be referred for debarment.

BEFORE ME: the undersigned authority, in and for the State of Florida and the City of Port Orange personally appeared Robert C Bratcher who, after being sworn according to law, stated that he or she was authorized to represent Rocking B Enterprises and to execute this affidavit on behalf of the said Business Entity and attests, under penalty of perjury, to the above.

SWORN AND SUBSCRIBED BEFORE ME

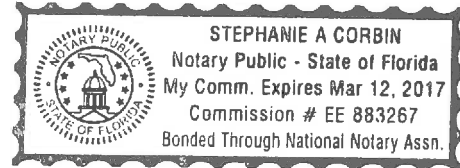
Stephanie A Corbin

SIGNATURE OF NOTARY PUBLIC

THIS 29th DAY OF June, 2016

My Commission Expires: March 12th 2017

NOTARY SEAL



Robert C. Bratcher 6/29/16

SIGNATURE OF AFFIANT

DATE

Robert C. Bratcher, President

PRINTED NAME OF AFFIANT / TITLE

Rocking B Enterprises, Inc.

COMPANY

FORM 7.9 - VENDOR APPLICATION



**City of Port Orange
Vendor Application**

City of Port Orange
Attn: Lisa Pallante
(386) 506-5712

Date: 7/1/16

1000 City Center Circle
Port Orange, FL 32129

FIRM NAME: Rocking B Enterprises Inc.

ADDRESS: 12440 SW 43rd Street Rd

CITY: Ocala STATE: FL ZIP CODE: 34481

If remittance payment address is different than application or W9 please fill out below:

ADDRESS: _____

TEL. # (including area code): 386-547-2317 FAX.# _____

SIGNATURE PERSON FILING APPLICATION:

PRINTED NAME: Robert C. Bratcher

TITLE: President

FEDERAL I.D. (F.E.I.N.) # 47-2130084

E-MAIL ADDRESS: rockingbenterprises@yahoo.com

(Authorized Company Representative)

COMPANY STATUS:

INCOPRORATED: ☒ Y ☐ N State Incorporated: Florida Year: 2014

TYPE OF ORGANIZATION: ☐ Indiv. ☐ Partnership ☒ Corp. ☐ Non-Profit ☐ LLC

ATTORNEY TRUST ACCOUNT NAME: _____

INSURANCE: Proof of adequate coverage for professional general liability, errors and omissions and workers' compensation may be required for certain types of procurements.

☐ Check this box to waive insurance requirements **only** if you are providing goods for F.O.B destination with no installation services.

*** NOTE TO VENDORS***

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

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

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

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

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

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

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

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

Signature of Person Completing Form: Robert C. Bratcher

Printed/Types Name: Robert C. Bratcher Title: President

Commodity/Services 018-906-56/ 022-909-76/ 022-968-88/022-988-36/ 022-988-88

Request for Taxpayer
Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Rocking B Enterprises Inc.	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, Partnership) _____ ☐ Other (see instructions)* _____	
	☐ Exempt payee	
	Address (number, street, and apt. or suite no.) 12440 SW 43rd Street Rd. City, state, and ZIP code Ocala, FL 34481	
List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
				-				

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									
4	7	-	2	1	3	0	0	8	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person <i>Robert C Butler</i>	Date <i>6/29/2016</i>
-----------	---	-----------------------

FORM 7.10 – PROFESSIONAL REFERENCES FOR PREVIOUS EXPERIENCE

The bidder proposes that he/she is qualified to perform the referenced work and has successfully done so on recent projects similar in nature and size. The City reserves the right to check references and confirm information provided herein.

Please provide three (3) current and correct references from clients for similar services.

- | | | |
|----|--|---|
| 1. | Company Name: | <u>Y-Lo Racing Stables LLC.</u> |
| | Contact Person: | <u>Lolita Raquiza, General Managing Partner</u> |
| | City, State: | <u>Sherman Oaks, California</u> |
| | Telephone Number: | <u>818-981-1267</u> |
| | Email Address: | <u>lraquiza@sbcglobal.net</u> |
| | Description of goods or Services provided: | <u>Mowing Services</u> |
| | Contract Amount: | <u>Approximately \$4000.00-\$5000.00</u> |
| | Start/End Date of Contract: | <u>2014-2016</u> |

- | | | |
|----|--|--|
| 2. | Company Name: | <u>Kimball Site Prep and Development</u> |
| | Contact Person: | <u>Daniel Kimball, Owner</u> |
| | City, State: | <u>Williston, FL</u> |
| | Telephone Number: | <u>352-558-4473</u> |
| | Email Address: | <u></u> |
| | Description of goods or Services provided: | <u>Mowing/ Site Work</u> |
| | Contract Amount: | <u>Varies by Year</u> |
| | Start/End Date of Contract: | <u>2012-Present</u> |

- | | | |
|----|--|-----------------------------|
| 3. | Company Name: | <u>Smokey Hunt Club</u> |
| | Contact Person: | <u>Kevin Thomas</u> |
| | City, State: | <u>New Smyrna Beach, FL</u> |
| | Telephone Number: | <u>386-523-6957</u> |
| | Email Address: | <u></u> |
| | Description of goods or Services provided: | <u>Mowing</u> |
| | Contract Amount: | <u>Varied By Year</u> |
| | Start/End Date of Contract: | <u>2012-2015</u> |

FORM 7.11 – LISTING OF SUBCONTRACTORS

The bidder proposes that the following subcontractors are qualified to perform the referenced work and have successfully done so on recent projects similar in nature and size. All subcontractors whose work product accounts for 5% or more of the total contract value shall be listed. Upon approval of subcontractors listed, the successful bidder shall not substitute subcontractors without approval from the Engineer. Bidder shall attach additional sheets as necessary.

Subcontractor No. 1

NONE

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 2

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 3

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 4

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____

Subcontractor No. 5

Name: _____

Description of Work: _____

Percent of Contract Price: _____

Previous Experience Together: Yes/No _____



EXHIBIT 1 - BID PROPOSAL
CITY OF PORT ORANGE
PROFESSIONAL LANDSCAPE MAINTENANCE FOR WELL FIELDS
ITB 16-25

Completed "Exhibit 1" form MUST be included with Bid Submission.
Instructions to save Attachment from website: Perform "File Save As" and save spreadsheet to your computer.
Fill in pricing in highlighted cells, preferably electronically.
Bidders are required to complete all fields shaded in green. All other fields will be automatically calculated.

NAME OF BUSINESS: Rocking B Enterprises Inc.
CONTACT PERSON: Robert C. Bratcher
EMAIL ADDRESS: rockingbenterprises@yahoo.com
AUTHORIZED SIGNATURE: *Robert C. Bratcher*

A. WELL FIELD SITE MAINTENANCE								
CLASS "G" MAINTENANCE								
ITEM #	SITE DESCRIPTION	FROM	TO	SQUARE FOOTAGE	ACRES	NUMBER OF MOWS PER YEAR	COST PER MOW	TOTAL ANNUAL COST
1	Reservoir Lake "A"	South End of Bear Trail		334,620	7.68	6	\$ 1,150.00	\$ 6,900.00
2	Reservoir Lake "B"	East of Lake "A"		372,270	8.55	6	\$ 1,150.00	\$ 6,900.00
SUB-TOTAL (A)								\$ 13,800.00
B. WELL FIELD RIGHTS OF WAY								
CLASS "H" MAINTENANCE								
ITEM #	SITE DESCRIPTION	FROM	TO	SQUARE FOOTAGE	ACRES	NUMBER OF MOWS PER YEAR	COST PER MOW	TOTAL ANNUAL COST
3	Shunz Road Right of Way	County Road 415	Flow Way	1,267,200	29.09	4	\$ 582.00	\$ 2,328.00
4	Shunz Road Right of Way	Flow Way	Interstate 4 (I-4)	361,800	7.27	4	\$ 145.00	\$ 580.00
5	Bear Trail Right of Way	Shunz Road (southeastward)	The Reclaimed Storage Tank	79,200	1.82	4	\$ 40.00	\$ 160.00
6	Flow Way Right of Way	Shunz Road (southward)	Road End	79,200	1.82	4	\$ 40.00	\$ 160.00
7	Campsite Road Right of Way	Shunz Road (northward)	Road End	20,400	0.47	4	\$ 10.00	\$ 40.00
8	Campsite Road Right of Way	Shunz Road (southward)	Road End	950,400	21.82	4	\$ 436.00	\$ 1,744.00
9	Harley Road Right of Way	Shunz Road (northward)	Road End	31,500	0.72	4	\$ 50.00	\$ 200.00
10	Harley Road Right of Way	Shunz Road (southward)	Road End	221,760	5.09	4	\$ 103.00	\$ 412.00
11	Artesian Drive Right of Way	Harley Road (southward)	Road End	205,800	4.72	4	\$ 94.00	\$ 376.00
12	Puddle Lane Right of Way	Harley Road (westward)	Road End	79,200	1.82	4	\$ 39.00	\$ 156.00
13	Drema Way Right of Way	Shunz Road (southward)	Puddle Lane	126,720	2.91	4	\$ 59.00	\$ 236.00
14	Pasture Around Dirt Stockpile Lot	Shunz Road (south side)	East of Florida Powerline	1,089,000	25	4	\$ 1,200.00	\$ 4,800.00
SUB-TOTAL (B)								\$ 11,192.00
TOTAL BID AMOUNT (A and B)								\$ 24,992.00
ALTERNATE No.1: 25 acres +/- around Dirt Stockpile to be cleared for return to pasture-like conditions.							\$ -	\$ -



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/08/2016

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

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

PRODUCER ORDWAY & CO INC 3131 SW COLLEGE RD STE 405 OCALA FL 34474-4473	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C No): (-)
INSURED ROCKING B ENTERPRISES, INC 12440 SW 43RD ST RD OCALA FL 34481	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: Cypress Property & Casualty	
	INSURER B:	
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		FGL 5004344 00	12/08/2015	12/08/2016	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE \$ 1,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ Included
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	NON-OWNED AUTOS						\$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ WC STATUTORY LIMITS ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	☐ N/A					E.L. DISEASE - EA EMPLOYEE \$
	Contractor's E&O						E.L. DISEASE - POLICY LIMIT \$
	CLAIMS MADE ☐ OCCUR						Per Claim Limit \$
							Annual Aggregate \$

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

CERTIFICATE HOLDER

CANCELLATION

CITY OF PORT ORANGE
1000 CITY CENTER CIR
PORT ORANGE FL 32129

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
ORDWAY & CO INC
OCALA FL

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
CITY OF PORT ORANGE 1000 CITY CENTER CIR PORT ORANGE FL 32129	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

- A. Section II - Who is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

- B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



JEFF ATWATER
CHIEF FINANCIAL OFFICER

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF WORKERS' COMPENSATION

**** CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW ****

NON-CONSTRUCTION INDUSTRY EXEMPTION

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

EFFECTIVE DATE: 10/29/2014

EXPIRATION DATE: 10/28/2016

PERSON: BRATCHER

ROBERT

C

FEIN: 472130084

BUSINESS NAME AND ADDRESS:

ROCKING B ENTERPRISES INC

12440 SW 43RD STREET RD

Ocala

FL

34481

SCOPES OF BUSINESS OR TRADE:

FARM: GARDENING

FARM: ORCHARD OR
GROVE & DR

LAWN OR SHRUB
SPRAYING & DRIVE

BUILDING OR PROPERTY
MANAGEMENT

Pursuant to Chapter 440.05(14), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter. Pursuant to Chapter 440.05(12), F.S., Certificates of election to be exempt... apply only within the scope of the business or trade listed on the notice of election to be exempt. Pursuant to Chapter 440.05(13), F.S., Notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a

FORM 7.9 - VENDOR APPLICATION



**City of Port Orange
Vendor Application**

City of Port Orange
Attn: Lisa Pallante
(386) 506-5712

Date: 7/1/16

1000 City Center Circle
Port Orange, FL 32129

FIRM NAME: Rocking B Enterprises Inc.

ADDRESS: 12440 SW 43rd Street Rd

CITY: Ocala STATE: FL ZIP CODE: 34481

If remittance payment address is different than application or W9 please fill out below:

ADDRESS: _____

TEL. # (including area code): 386-547-2317 FAX # _____

SIGNATURE PERSON FILING APPLICATION: _____

PRINTED NAME: Robert C. Bratcher

TITLE: President

FEDERAL I.D. (F.E.I.N.) # 47-2130084

E-MAIL ADDRESS: rockingbenterprises@yahoo.com
(Authorized Company Representative)

COMPANY STATUS:

INCOPRORATED: ☒ Y ☐ N State Incorporated: Florida Year: 2014

TYPE OF ORGANIZATION: ☐ Indiv. ☐ Partnership ☒ Corp. ☐ Non-Profit ☐ LLC

ATTORNEY TRUST ACCOUNT NAME: _____

INSURANCE: Proof of adequate coverage for professional general liability, errors and omissions and workers' compensation may be required for certain types of procurements.

☐ Check this box to waive insurance requirements **only** if you are providing goods for F.O.B destination with no installation services.

*** NOTE TO VENDORS***

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

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

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

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

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

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

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

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

Signature of Person Completing Form:



Printed/Types Name: **Robert C. Bratcher**

Title: **President**

Commodity/Services **018-906-56/ 022-909-76/ 022-968-88/022-988-36/ 022-988-88**

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)
Rocking B Enterprises Inc.

Business name (if registered entity name, if different from above)

Last account number is here (optional)

$$47 - 2130037$$

Date = 6/29/2016



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/08/2016

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

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

PRODUCER	ORDWAY & CO INC 3131 SW COLLEGE RD STE 405 OCALA FL 34474-4473	CONTACT NAME:		
		PHONE (A/C, No, Ext)	FAX (A/C, No, Ext)	
		E-MAIL ADDRESS:		
		PRODUCER CUSTOMER ID #:		
INSURED	ROCKING B ENTERPRISES, INC 12440 SW 43RD ST RD OCALA FL 34481	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Cypress Property & Casualty		10953
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		

COVERAGES

CERTIFICATE NUMBER

REVISION NUMBER

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

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		FGL 5004344 00	12/08/2015	12/08/2016	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (\$a occurrence) \$ 100,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GENERAL AGGREGATE \$ 1,000,000						
	PRODUCTS - COMP/OP AGG \$ Include						
	GEN'L AGGREGATE LIMIT APPLIES PER						
	☒ POLICY ☐ PRO-JECT ☐ LOC						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Per accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS						
	NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.S. EACH ACCIDENT \$
	Contractor's E&O						E.L. DISEASE - EA EMPLOYEE \$
	CLAIMS MADE ☐ OCCUR						E.L. DISEASE - POLICY LIMIT \$
							Per Claim Limit \$
							Annual Aggregate \$

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

CERTIFICATE HOLDER

CANCELLATION

CITY OF PORT ORANGE
1000 CITY CENTER CIR
PORT ORANGE FL 32129

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
ORDWAY & CO INC
OCALA FL

FB #16- 25 PROFESSIONAL LANDSCAPE MAINTENANCE FOR WELL FIELDS

SECTION 7 – REQUIRED FORMS

FORM 7.1 – BID SUBMITTAL CHECKLIST

- ☒ Form 7.2 – Bidder's Acknowledgement Form
- ☒ Form 7.3 – Addendum Acknowledgement Form
- ☒ Form 7.4 – Statement of Bidder's Qualifications
- ☒ Form 7.5 – Drug Free Preference Statement
- ☒ Form 7.6 – Sworn Statement Pursuant to Section 287.133 (3)(a) F.S. in Public Entity Crimes (BS-2)
- ☒ Form 7.7 – Affidavit of Anti-Collusion Form
- ☒ Form 7.8 – Local Business Affidavit of Eligibility
- ☐ Form 7.9 – Vendor Application Form
- ☐ W-9 Form
- ☐ Form 7.10 – Professional References for Previous Experience
- ☐ Form 7.11 – Listing of Subcontractors
- ☐ Exhibit 1 – Bid Proposal
- ☐ Copy of Certificate of Insurance
- ☐ Submission of one (1) original marked "ORIGINAL" and one (1) digital (CD or flash drive) version in PDF format.

BY: _____
Proposer

Authorized Signature

Date

This document must be completed and returned with your Submittal

FORM 7.2 – BIDDER'S ACKNOWLEDGEMENT FORM

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

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

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

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

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

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

NO EXCEPTIONS ALLOWED AFTER THE BID IS SUBMITTED:

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

Keane Field Services
NAME OF BUSINESS

[Signature]
AUTHORIZED SIGNATURE

Thomas A Keane
NAME, TITLE, TYPED

46-0999150
FEDERAL IDENTIFICATION #

STATE OF Florida COUNTY OF Volusia

1100 Radford Dr.
MAILING ADDRESS

Deltona, FL 32738
CITY, STATE & ZIP CODE

904-571-8511
TELEPHONE NUMBER / FAX NUMBER

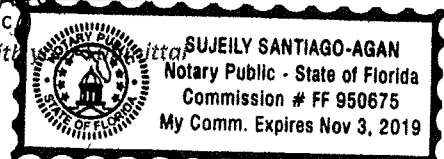
KeaneFieldServices@gmail.com
E-MAIL ADDRESS

The foregoing instrument was acknowledged before me this day of July, 2010 by Thomas A Keane, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires: 11-7-19

[Signature]
Notary Public

This document must be completed and returned with



FORM 7.3 – ADDENDUM ACKNOWLEDGEMENT

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

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

Addendum # 1 Date: 06-14-16 Addendum # _____ Date: _____
Addendum # _____ Date: _____ Addendum # _____ Date: _____

Keane Field Services
Name of Business

[Signature]
Authorized Signature

7/1/2016
Date

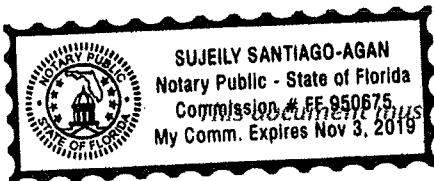
Thomas A Keane
Print Name

STATE OF Florida COUNTY OF Volusia

The foregoing instrument was acknowledged before me this day of July 1, 2016 by Thomas Keane, who is personally known to me or who has produced ad identification and who did take an oath.

My Commission Expires: 11-3-19

[Signature]
Notary Public



This document must be completed and returned with your Submittal

FORM 7.4 – STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

- A. Name of bidder. Keane Field Services
- B. Permanent main office address. 1100 Radford Dr. Deltona, FL 32738
- C. Date organized. 08/27/2010
- D. If a corporation, where incorporated. N/A
- E. How many years have you been engaged in the contracting business under your present firm or trade name? 6 years
- F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.) (See attached form)
- G. General character of work performed by your company. landscape maintenance
- H.⁽¹⁾ Have you ever failed to complete any work awarded to you? If so, where and why? NO
- H.⁽²⁾ Provide list of any lawsuits or judgments filed by or against your company in the last three years, indicating the nature and outcome. N/A
- I. Have you ever defaulted on a contract? If so, where and why? NO
- J. List the more important projects recently completed by your company, stating the approximate cost for each and the month and year completed. (See attached form)
- K. List your major equipment currently owned or leased. (see attached equipment list)
- L. Experience in work similar to this type of project. (see attached form)
- M. Background and experience of the principal members of your organization, including the officers. (see attached form)
- N. Credit currently available: \$ N/A
- O. Give bank reference: TD Bank | Chase Bank
- P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner? Yes
- Q. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

(Form 7.4 Statement of Bidder's Qualifications – Page 2)

Dated this 1st day of July 2016.

KEANE FIELD SERVICES
Name of Bidder

By: Owner
Title

State of Florida

County of Volusia

Thomas A Keane being duly sworn deposes and says that he is the
Owner of Keane Field Services and that the answers to the
Keane Field Services
Name of Organization

Foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this 1 day of July, 2016.

[Signature]
Notary Public

My commission expires:

11-3-19



This document must be completed and returned with your Submittal

ATTACHED FORM 7.4 (ADDITIONAL INFORMATION)

F. Contracts on hand:

1. County of Volusia: 16-Q-53KT, Mowing, Trash and Debris Removal
Start/end date: April 2016 -April 2017 (with option of renewal)
Contract Amount: \$60 per man hr
2. Palatka Housing Authority: PHA-16-IFB-LS-01 Mowing, Large communities
Start/end date: June 2016 - June 2017 (with option of renewal)
Contract Amount \$43,100
3. Birdsey Property Solutions: Property Preservation Services
Start/end date: October 2014 -current
Contract Amount: Variable
4. Reo Pro Solutions: Property Preservation Services
Start/end date: April 2016- current
Contract Amount: Variable

J. Projects completed:

1. Palatka Housing Authority: initial lawn maintenance for three large communities
cost approx: \$4600 completed June 2016
2. County of Volusia: Code violation mowing acre lot
cost approx: \$250 completed May 2016
3. Birdsey Property Solutions: Vegetation trimming and tree trimming
cost approx: \$1100 completed June 2016
4. Reo Pro Solutions: Debris removal
cost approx: \$1000 completed June 2016

L. Keane Field Services has been in business for 6 years as a field services provider. Our background is extensive within the landscape and general maintenance industry. Previous contracts that have been held are more within the foreclosure industry mowing and maintaining 200-300 properties a week and it is within the last year that as a company we have began to pursue more municipal contracts. Currently we hold municipal contracts with both Volusia County and The Palatka Housing Authority.

M. Thomas Keane (owner) has been within the lawn maintenance and preservation industry for nearly 10 years. Working with several different clients from national banks to residential property owners he is well versed in the expectations and demands of the industry.

Equipment List

- 2013 Ford F150
- 2007 Toyota Tundra
- 2008 Nissan Titan
- 2009 Dodge Ram 1500
- 2016 Ford F250
- 14ft Enclosed Trailer
- 16ft Open Trailer
- 12ft Open Trailer
- 12ft Open Trailer
- 3 Digital cameras/smart phones (digital time stamp and geo tracked)
- Hustler Xone1 52inch Commercial Mower
- Scag Tiger Cub 52 inch Commercial Mower
- Scag V-Ride 36 Inch Commercial Mower
- Scag Tiger Cub 48 Inch Commercial Mower
- Wright Stander 52 inch Commercial Mower
- 1 Stihl FS90 Weed Whacker
- 1 Echo SR225 Weed Whacker
- 1 Stihl FS70R Weed Whacker
- 1 Stihl FS90 Weed Whacker
- 1 Kawasaki Weed Whacker
- 1 Echo SR225 Edger
- 1 Echo SR230 Edger
- 1 Stihl FC 90 Edger
- 1 Stihl BR430 Blower
- 1 Stihl BR200 Blower
- 1 Stihl SH 96 CE Blower
- 1 Stihl BG 56 CE Blower
- 1 Redmax EBZ6500 Blower
- 1 Stihl Pole Saw (and extension)
- 1 Stihl Hedge Trimmer
- 1 Echo Hedge Trimmer
- 2 Stihl Chainsaws (36' and 48")
- 1 leaf vacuum

FORM 7.5 – DRUG FREE PREFERENCE STATEMENT

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

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

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

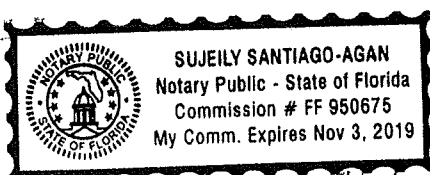
As an authorized representative of the firm, I certify that this firm complies fully with the above requirements.

Name of Firm: Keane Field Services

By: Thomas Keane
(Name and Title)

Date: 7/1/2016

The foregoing instrument was acknowledged before me this 1 day of July, 2016 by Thomas Keane, as owner of Keane Field Services and who: ☐ is personally known to me; or ☒ has produced FCDL as identification.



[Signature]
Notary Public, State of

Printed Name, Commission Seal and Term Expiration Date

This document must be completed and returned with your Submittal

FORM 7.6 – SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

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

1. The business address of 1106 Radford Dr (name of Offeror or business) is Deltona, FL 32738.
2. My relationship to Keane Field Services (name of Offeror or business) is owner (relationship such as sole proprietor, partner, president, vice president).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

[Signature]
(Authorized Signature)

7/1/2016
(Date)

Thomas KEANE
(Print Name)

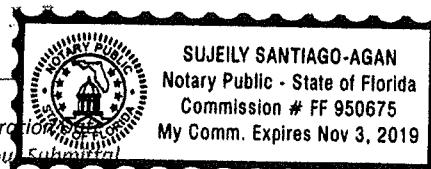
STATE OF Florida COUNTY OF Volusia

The foregoing instrument was acknowledged before me this 1 day of July, 2016, by Thomas Keane as owner of Keane Field Services and who: ☐ is personally known to me; or ☒ has produced FLDL as identification.

[Signature]
Notary Public, State of

Printed Name, Commission Seal and Term Expires

This document must be completed and returned with you. Submittal



FORM 7.7 – ANTI-COLLUSION FORM

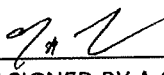
ANTI-COLLUSION STATEMENT BID FORM:

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

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

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

NAME OF FIRM: Keane Field Services

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

PRINTED SIGNATURE: Thomas A KEANE

TITLE: owner

ADDRESS: 1100 Radford Dr.

CITY: Deltona STATE: FL ZIP CODE: 32738

TELEPHONE: 904-571-8511 FAX: —

COMPLETION TIME: _____

F.E.I.N. NUMBER: 46-0999150

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

NO BID (REASON): _____

This document must be completed and returned with your Submittal

FORM 7.8 – LOCAL BUSINESS AFFIDAVIT OF ELIGIBILITY

City of Port Orange

*This declaration is executed under penalty of perjury of the laws to the United States and State of Florida***THIS AFFIDAVIT IS SUBMITTED IN REFERENCE TO THE FOLLOWING SOLICITATION:**

RFSQ/RFP/ITN/BID/CONTRACT/PROJECT # (as applicable): _____

BUSINESS NAME: Keane Field ServicesCONTACT PERSON/TITLE: Thomas Keane /ownerMAILING ADDRESS: 1100 Radford DrCITY-STATE-ZIP: Deltona, FL 3Length of Time at Address Provided: 6 yrsPhysical Presence of Business: ☒ Headquarters, ☐ Manufacturing Facility, or ☐ Locally Owned FranchiseAnd within Legal Boundaries: ☐ The City of Port Orange ☒ Volusia County ☐ The State of FloridaFEIN (Federal Employer Identification Number): 46-0999150BUSINESS STRUCTURE: ☐ Corporation ☐ LLC ☐ Partnership ☒ Sole Proprietorship☐ Other (Specify): _____PHONE NUMBER: 904-571-8511 FAX: N/AEMAIL: keanefieldservices@gmail.com****Please attach a valid business tax receipt, or other such documentation******ATTESTATION – I understand that:**

- In accordance with City Of Port Orange City Code 2-275, local businesses shall have five (5) business days from bid/proposal opening to submit a best and final bid for evaluation. To qualify: A Port Orange business initial bid must be within (8%) of the lowest and best responsible bid from a non-Port Orange business; A Volusia County business initial bid must be within (5%) of the lowest and best responsible bid from a non-Volusia County business; A State of Florida business initial bid must be within (3%) of the lowest and best responsible bid from a non-State of Florida business.
- A local business must have its headquarters, manufacturing facility, or locally owned franchise located within the legal boundaries of the City of Port Orange, Volusia County, or the State of Florida, as indicated herein, for at least twelve (12) months prior to the bid or proposal opening date and a valid business license, issued by the corresponding government agency. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. Bidders shall attach to this affidavit of eligibility with a bid or proposal, a copy of a valid business tax receipt or such other documentation, to the city's satisfaction, demonstrating the physical business presence of the firm within corresponding local limits.
- The preference does not apply to goods or services exempted by statute or prohibited by Federal law, State law, or other funding source restrictions.
- The preference established in this policy does not prohibit the right of the City, or other authorized purchasing authority, to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals.
- The information contained herein may be subject to verification.
- A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the City of Port Orange will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference for a period of one (1) year. The City Manager may also recommend that the firm be referred for debarment.

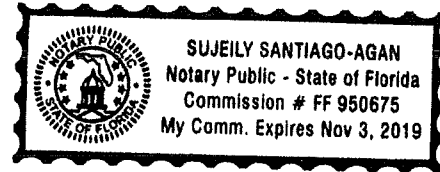
BEFORE ME; the undersigned authority, in and for the State of Florida and the City of Port Orange personally appeared Thomas Keane who, after being sworn according to law, stated that he or she was authorized to represent Keane Field Services and to execute this affidavit on behalf of the said Business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

(Form 7.8 – Local Business Affidavit of Eligibility – Page 2)

SWORN AND SUBSCRIBED BEFORE ME

[Signature]
SIGNATURE OF NOTARY PUBLIC
THIS 1 DAY OF July, 2016
My Commission Expires: 11-3-19

NOTARY SEAL



[Signature] 7/1/16
SIGNATURE OF AFFIANT DATE

Thomas KEANE
PRINTED NAME OF AFFIANT / TITLE

KEANE FIELD SERVICE
COMPANY

This document must be completed and returned with your Submittal

FORM 7.9 - VENDOR APPLICATION



**City of Port Orange
Vendor Application**

City of Port Orange

Attn: Lisa Pallante

(386) 506-5712

lpallante@port-orange.org

1000 City Center Circle

Port Orange, FL 32129

Date: 06/30/2016

FIRM NAME: Keane Field Services

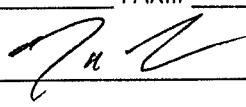
ADDRESS: 1100 Radford Dr

CITY: Deltona STATE: FL ZIP CODE: 32738

If remittance payment address is different than application or W9 please fill out below:

ADDRESS: 1100 Radford Dr. Deltona, FL 32738

TEL. # (including area code): 904-571-8511 FAX.# —

SIGNATURE PERSON FILING APPLICATION: 

PRINTED NAME: Thomas KEANE

TITLE: Owner

FEDERAL I.D. (F.E.I.N.) # 46-0999150

E-MAIL ADDRESS: KeaneFieldServices@gmail.com
(Authorized Company Representative)

COMPANY STATUS:

INCOPRORATED: ☐ Y ☒ N State Incorporated: _____ Year: _____

TYPE OF ORGANIZATION: ☒ Indiv. ☐ Partnership ☐ Corp. ☐ Non-Profit ☐ LLC

ATTORNEY TRUST ACCOUNT NAME: _____

INSURANCE: Proof of adequate coverage for professional general liability, errors and omissions and workers' compensation may be required for certain types of procurements.

☐ Check this box to waive insurance requirements **only** if you are providing goods for F.O.B destination with no installation services.

*** NOTE TO VENDORS***

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

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

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

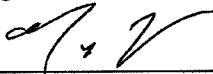
It is also the vendor's responsibility to keep the Purchasing Division informed as to any change of address or insurance that may occur.

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

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

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

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

Signature of Person Completing Form: 

Printed/Types Name: Thomas KEME Title: Owner

Commodity/Services

This document must be completed and returned with your Submittal

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Thomas Adam Keane

Business name/disregarded entity name, if different from above
Keane Field Services

Check appropriate box for federal tax classification (required): ☒ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, Partnership)^a _____

☐ Other (see instructions)^a _____

Address (number, street, and apt. or suite no.)
1100 Redford Dr

City, state, and ZIP code
Deltona, FL 32738

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line. To avoid backup withholding, for individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, *How to get a TIN* on page 3.

Social security number

--	--	--	--	--	--	--	--	--	--

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number

4	6	-	0	9	9	9	1	5	0
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person *gar* Date **7/1/2016**

This document must be completed and returned with your Submittal

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Cat. No. 10231X

Form Page 30 of 32W-9 (Rev. 1-2011)

[Remainder of this page left intentionally blank]

FORM 7.10 – PROFESSIONAL REFERENCES FOR PREVIOUS EXPERIENCE

The bidder proposes that he/she is qualified to perform the referenced work and has successfully done so on recent projects similar in nature and size. The City reserves the right to check references and confirm information provided herein.

Please provide three (3) current and correct references from clients for similar services.
(Do not include the City of Port Orange)

1. Company Name: Birdsey Prop. Solutions
Contact Person: Megan Neff
City, State: Atlanta, GA
Telephone Number: 678-212-6258
Email Address: mneff@birdseypropertiesolutions.com
Description of goods or Services provided: landscape maintenance & general maintenance
Contract Amount: Variable
Start/End Date of Contract: October 2014 - current

2. Company Name: Aim Your Way
Contact Person: Nathan Sandy
City, State: Allen, TX
Telephone Number: 972-727-9800
Email Address: nathansandy@aimyourway.com
Description of goods or Services provided: landscape maintenance & general maintenance
Contract Amount: Varies
Start/End Date of Contract: April 2015 - Feb 2016

3. Company Name: Priority Field Services
Contact Person: Maryann Krause
City, State: Ocala, FL
Telephone Number: 352-552-1072 / 352-625-3413
Email Address: pfs5101@men.com
Description of goods or Services provided: landscape & general maintenance & inspections
Contract Amount: Varies
Start/End Date of Contract: November 2013 - current

This document must be completed and returned with your Submittal.

FORM 7.11 – LISTING OF SUBCONTRACTORS

N/A all in house

The bidder proposes that the following subcontractors are qualified to perform the referenced work and have successfully done so on recent projects similar in nature and size. All subcontractors whose work product accounts for 5% or more of the total contract value shall be listed. Upon approval of subcontractors listed, the successful bidder shall not substitute subcontractors without approval from the Engineer. Bidder shall attach additional sheets as necessary.

Subcontractor No. 1

Name: _____
Description of Work: _____
Percent of Contract Price: _____
Previous Experience Together: Yes/No _____

Subcontractor No. 2

Name: _____
Description of Work: _____
Percent of Contract Price: _____
Previous Experience Together: Yes/No _____

Subcontractor No. 3

Name: _____
Description of Work: _____
Percent of Contract Price: _____
Previous Experience Together: Yes/No _____

Subcontractor No. 4

Name: _____
Description of Work: _____
Percent of Contract Price: _____
Previous Experience Together: Yes/No _____

Subcontractor No. 5

Name: _____
Description of Work: _____
Percent of Contract Price: _____
Previous Experience Together: Yes/No _____

This document must be completed and returned with your Submittal



EXHIBIT 1 - BID PROPOSAL

CITY OF PORT ORANGE
PROFESSIONAL LANDSCAPE MAINTENANCE FOR WELL FIELDS

ITB 16-25

Completed "Exhibit 1" form MUST be included with Bid Submission.

Instructions to save Attachment from website: Perform "File Save As" and save spreadsheet to your computer.

Fill in pricing in highlighted cells, preferably electronically.

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

NAME OF BUSINESS:	Keane Field Services
CONTACT PERSON:	Thomas Keane
EMAIL ADDRESS:	keanefieldservices@gmail.com
AUTHORIZED SIGNATURE:	

A. WELL FIELD SITE MAINTENANCE

CLASS "G" MAINTENANCE

ITEM #	SITE DESCRIPTION	FROM	TO	SQUARE FOOTAGE	ACRES	NUMBER OF MOWS PER YEAR	COST PER MOW	TOTAL ANNUAL COST
1	Reservoir Lake "A"	South End of Bear Trail		334,620	7.68	6	\$ 472.32	\$ 2,833.92
2	Reservoir Lake "B"	East of Lake "A"		372,270	8.55	6	\$ 525.83	\$ 3,154.95
SUB-TOTAL (A)								\$ 5,988.87

B. WELL FIELD RIGHTS OF WAY

CLASS "H" MAINTENANCE

ITEM #	SITE DESCRIPTION	FROM	TO	SQUARE FOOTAGE	ACRES	NUMBER OF MOWS PER YEAR	COST PER MOW	TOTAL ANNUAL COST
3	Shunz Road Right of Way	County Road 415	Flow Way	1,267,200	29.09	4	\$ 1,789.04	\$ 7,156.14
4	Shunz Road Right of Way	Flow Way	Interstate 4 (I-4)	361,800	7.27	4	\$ 447.11	\$ 1,788.42
5	Bear Trail Right of Way	Shunz Road (southeastward)	The Reclaimed Storage Tank	79,200	1.82	4	\$ 111.93	\$ 447.72
6	Flow Way Right of Way	Shunz Road (southward)	Road End	79,200	1.82	4	\$ 111.93	\$ 447.72
7	Campsite Road Right of Way	Shunz Road (northward)	Road End	20,400	0.47	4	\$ 28.91	\$ 115.62
8	Campsite Road Right of Way	Shunz Road (southward)	Road End	950,400	21.82	4	\$ 1,341.93	\$ 5,367.72
9	Harley Road Right of Way	Shunz Road (northward)	Road End	31,500	0.72	4	\$ 44.28	\$ 177.12
10	Harley Road Right of Way	Shunz Road (southward)	Road End	221,760	5.09	4	\$ 313.04	\$ 1,252.14
11	Artesian Drive Right of Way	Harley Road (southward)	Road End	205,800	4.72	4	\$ 290.28	\$ 1,161.12
12	Puddle Lane Right of Way	Harley Road (westward)	Road End	79,200	1.82	4	\$ 111.93	\$ 447.72
13	Drema Way Right of Way	Shunz Road (southward)	Puddle Lane	126,720	2.91	4	\$ 178.97	\$ 715.86
14	Pasture Around Dirt Stockpile Lot	Shunz Road (south side)	East of Florida Powerline	1,089,000	25	4	\$ 1,875.00	\$ 7,500.00
SUB-TOTAL (B)								\$ 26,577.30
TOTAL BID AMOUNT (A and B)								\$ 32,566.17
ALTERNATE No. 1: 25 acres +/- around Dirt Stockpile to be cleared for return to pasture-like conditions.							\$ 4,000.00	\$ 4,000.00



CERTIFICATE OF LIABILITY INSURANCE

DATE: 00000000
1/27/2016

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

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

PRODUCER
BRUNSWICK INS AGCY. INC
2657 RIVIERA DR
FAIRLAWN, OH 44333

CONTACT
PHONE: (888) 449-4953 FAX: (877) 737-8498
EMAIL: Certificate@hanover.com
ADDRESS: Hanover Insurance Co
NAI: 22292

INSURED
THOMAS KEANE
DBA KEANE FIELD SERVICES
1100 RADFORD DR
DELTONA FL 32738

NAI: 22292
NAI: 22292
NAI: 22292
NAI: 22292
NAI: 22292

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

TYPE OF INSURANCE	INS. NO.	INS. DATE	INS. TO	INS. FROM	INS. TO	INS. FROM	INS. TO	INS. FROM
GENERAL LIABILITY								
A ☒ COMMERCIAL GEN. LIABILITY								\$ 1,000,000
A ☒ CLAIM-MADE OCCUR								\$ 100,000
A ☒ \$5,000 Deductible								Excluded
A ☒ Errors and Omission								\$ 1,000,000
A ☒ RETROACTIVE DATE: 04/01/2013								\$ 2,000,000
AUTOMOBILE LIABILITY								
A ☒ ANY AUTO								\$ 1,000,000
A ☒ SCHEDULED AUTO								\$ 100,000
A ☒ UNINSURED AUTOS								\$ 100,000
UNEMPLOYMENT								
A ☒ EXCESS LIAB								\$ 1,000,000
A ☒ CLAIM-MADE								\$ 100,000
WORKERS COMPENSATION								
A ☒ ANY EMPLOYER LIABILITY								\$ 1,000,000
A ☒ SCHEDULED EMPLOYEE								\$ 100,000
A ☒ UNEMPLOYMENT								\$ 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, 102 and 103 as required. If more space is required, attach additional pages.)
The Certificate Holder is included as Additional Insured ATIMA where required by written contract. This policy applies to a wrongful act committed anywhere in the world, provided that the claim is made and suit is brought against the insured within the United States, its territories or possessions or Canada, subject to the policy's terms and conditions. Certificate holder is additional insured subject to the policy's terms and conditions. Coverage is limited to claims that arise from Mortgage Field Services work as defined in the policy.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

[Signature]

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/27/2016

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

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

PRODUCER Trigen Insurance Solutions, Inc. 315 SE Mizner Blvd Suite 213 Boca Raton FL 33432		CONTACT NAME: _____ PHONE (Ac, Hq, Est): (877) 987-4436 FAX (Ac, Hq): (954) 252-4426 E-MAIL: certa@trigengroupinc.com ADDRESS: _____	
INSURED Fortune Financial Inc. dba Fortune Business Solutions Alt. Emplr; Thomas Adam Keane dba dba Keane Field Services 13101 Telecom Drive, Suite 100 Tampa FL 33637		INSURER(S) AFFORDING COVERAGE INSURER A: Technology Insurance Company, NAIC # 42376 INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____	

COVERAGES

CERTIFICATE NUMBER: Cert ID 11343

REVISION NUMBER:

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

INSUR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
LN		IND/WRD		(MM/DD/YYYY)	(MM/DD/YYYY)	
	COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE OCCUR					EACH OCCURRENCE \$
						DAMAGE TO RENTED \$
						PREMIER'S LIABILITY \$
						MED EXP (any one person) \$
						PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$
	POLICY PRO-JECT LOC					PRODUCTS - COMP/OP AGG \$
	OTHER					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT \$
	ANY AUTO					(EA accident) \$
	ALL OWNED					BODILY INJURY (Per person) \$
	AUTOS	SCHEDULED				BODILY INJURY (Per accident) \$
	HIRED AUTOS	NON-OWNED				PROPERTY DAMAGE \$
		AUTOS				(Per accident) \$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	DED	RE-ENTIONS				\$
X	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	TWC3509766	10/1/2015	10/1/2016	X 1 PLR 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH)	N/A				EL EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					EL DISEASE - EA EMPLOYEE \$ 1,000,000
						EL DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Coverage is provided for all leased employees but not subcontractors of THOMAS ADAM KEANE dba KEANE FIELD SERVICES. Location coverage effective 10/1/2015.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carla Davis

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ACORD 25 (2014/01)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/9/2016

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

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

PRODUCER Auto Insurance Specialists 17785 Center Court Drive Suite 500 Cerritos CA 90703	CONTACT NAME:		
	PHONE (A/C, No, Ext): 866-570-7335 FAX (A/C, No): 800-498-3293 E-MAIL ADDRESS: commercial@aisinsurance.com		
INSURED Thomas Keane DBA: Keane Field Services 1100 Radford Dr. Deltona FL 32738	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hartford Accident & Indemnity Company		22357
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			72UECHA2840	03/09/2016	03/09/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

For your records

CERTIFICATE HOLDER**CANCELLATION**

For information purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

State of Florida

Department of State

I certify from the records of this office that KEANE FIELD SERVICES is a Fictitious Name registered with the Department of State on August 27, 2010.

The Registration Number of this Fictitious Name is G10000079238.

I further certify that said Fictitious Name Registration is active.

I further certify that said Fictitious Name Registration filed a renewal on January 7, 2016, and expires on December 31, 2021.

*Given under my hand and the Great Seal of
Florida, at Tallahassee, the Capital, this the
Eighth day of January, 2016*

Ken DeFina

Secretary of State



Authentication ID: 400280782084-010816-G10000079238

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.

<https://efile.sunbiz.org/certauthver.html>

FLORIDA DEPARTMENT OF STATE DIVISION OF CORPORATIONS		Sunbiz	
Home	Contact Us	E-Filing Services	Document Searches
Forms	Help		
Previous on List	Next on List	Return to List	Fictitious Name Search
Filing History	Submit		
Fictitious Name Detail			
<u>Fictitious Name</u>			
KEANE FIELD SERVICES			
<u>Filing Information</u>			
Registration Number	G10000079239		
Status	ACTIVE		
Filed Date	09/27/2010		
Expiration Date	12/31/2021		
Current Owners	1		
County	VOLUSIA		
Total Pages	3		
Events Filed	2		
FEI/EIN Number	NONE		
<u>Mailing Address</u>			
1100 RADFORD DRIVE DELTONA, FL 32738			
<u>Owner Information</u>			
KEANE, THOMAS ADAM 1100 RADFORD DRIVE DELTONA, FL 32738 FEI/EIN Number: NONE Document Number: NONE			
<u>Document Images</u>			
09/27/2010 - Fictitious Name Filing	View image in PDF format		
10/17/2010 - Fictitious Name Renewal Filing	View image in PDF format		
05/11/2012 - CHANGE NAME/ADDRESS	View image in PDF format		
Previous on List	Next on List	Return to List	Fictitious Name Search
Filing History	Submit		
Home Contact Us Document Searches E-Filing Services Forms Help Copyright © and Privacy Policy State of Florida, Department of State			



Volusia County Revenue Division

2016 Details — Business Tax Account KEANE FIELD SERVICES

Business Tax Account #201008319006

Account details

Account history

	2016	2015	2014	2013	2012	2011
	Paid	Paid	Paid	Paid	Paid	Paid
Account number:	201008319006					
Business start date:	08/31/2010					
Physical business location:	Deltona					
Business address:	KEANE FIELD SERVICES 1290 DARTMOR AVE DELTONA, FL 32738					
Mailing address:	THOMAS A KEANE 1290 DARTMOR AVE DELTONA, FL 32738					
Owner(s):	THOMAS A KEANE 1290 DARTMOR AVE DELTONA, FL 32738					

Receipts And Occupations

Receipt 201008319006

Business Service 10/01/2015-09/30/2016 Units: 1
Business Service

[Return to Search](#)



FORM 7.9 - VENDOR APPLICATION



**City of Port Orange
Vendor Application**

City of Port Orange

Attn: Lisa Pallante

(386) 506-5712

lpallante@port-orange.org

1000 City Center Circle

Port Orange, FL 32129

Date: 06/30/2016

FIRM NAME: Keane Field Services

ADDRESS: 1100 Radford Dr

CITY: Deltona STATE: FL ZIP CODE: 32738

If remittance payment address is different than application or W9 please fill out below:

ADDRESS: 1100 Radford Dr. Deltona, FL 32738

TEL. # (including area code): 904-571-8511 FAX.# -

SIGNATURE PERSON FILING APPLICATION: [Signature]

PRINTED NAME: Thomas KEANE

TITLE: Owner

FEDERAL I.D. (F.E.I.N.) # 46-0999150

E-MAIL ADDRESS: KeaneFieldServices@gmail.com
(Authorized Company Representative)

COMPANY STATUS:

INCOPRORATED: ☐ Y ☒ N State Incorporated: _____ Year: _____

TYPE OF ORGANIZATION: ☒ Indiv. ☐ Partnership ☐ Corp. ☐ Non-Profit ☐ LLC

ATTORNEY TRUST ACCOUNT NAME: _____

INSURANCE: Proof of adequate coverage for professional general liability, errors and omissions and workers' compensation may be required for certain types of procurements.

☐ Check this box to waive insurance requirements **only** if you are providing goods for F.O.B destination with no installation services.

*** NOTE TO VENDORS***

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

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

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

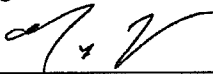
It is also the vendor's responsibility to keep the Purchasing Division informed as to any change of address or insurance that may occur.

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

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

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

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

Signature of Person Completing Form: 

Printed/Types Name: Thomas Keme Title: Owner

Commodity/Services

This document must be completed and returned with your Submittal

Request for Taxpayer
Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) <u>Thomas Adam Keane</u>	
Business name/disregarded entity name, if different from above <u>Keane Field Services</u>	
Check appropriate box for federal tax classification (required): ☒ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate	
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, partnership)* _____	
☐ Other (see instructions)* _____	
☐ Exempt payee	
Address (number, street, and apt. or suite no.) <u>1100 Redford Dr</u>	Requester's name and address (optional)
City, state, and ZIP code <u>Deltona, FL 32738</u>	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" to avoid backup withholding. For individuals, this is your social security number (SSN). However, for resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
				-			-	

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number								
4	6	-	0	9	9	9	1	5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person <i>WAL</i>	Date <i>7/1/2016</i>
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This document must be completed and returned with your Submittal

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding. If you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

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