



AGENDA
CITY OF ORMOND BEACH, FLORIDA
CITY COMMISSION MEETING
September 6, 2023
7:00 PM

Mayor Bill Partington

Zone 1 - Commissioner Lori Tolland

Zone 3 - Commissioner Susan Persis

Zone 2 - Commissioner Travis Sargent

Zone 4 - Commissioner Harold Briley

COMMISSION CHAMBERS
22 South Beach Street, Ormond Beach, FL 32174
Phone: 386-677-0311 Web: www.ormondbeach.org

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- 1. CALL TO ORDER**
 - 2. INVOCATION**
 - 3. PLEDGE OF ALLEGIANCE**
 - 4. PRESENTATIONS AND PROCLAMATIONS**
 - A. Introduction of Principals
 - B. Provision Packs – Carrie Torres
 - C. First Step Shelter – Dr. Victoria Fahlberg
 - 5. ADOPTION OF FISCAL YEAR 2023-2024 PROPOSED MILLAGE RATES AND TENTATIVE BUDGET**
 - A. **RESOLUTION NO. 2023-135:** A RESOLUTION ADOPTING PROPOSED MILLAGE RATES FOR THE 2023-2024 FISCAL YEAR; ESTABLISHING A DATE TIME AND PLACE FOR A PUBLIC HEARING TO ADOPT FINAL MILLAGE RATES AND FINAL BUDGET; AND SETTING FORTH AN EFFECTIVE DATE.
Staff Contact: *Kelly McGuire, Finance Director, (386) 676-3226*
 - B. **ORDINANCE NO. 2023-46:** AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE 2023-2024 FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING

FORTH AN EFFECTIVE DATE.

Staff Contact: Kelly McGuire, Finance Director, (386) 676-3226

6. AUDIENCE REMARKS - REGARDING ITEMS NOT ON THE AGENDA

7. APPROVAL OF MINUTES

A. Minutes from City Commission meeting - August 15, 2023

8. CONSENT AGENDA

The action proposed is stated for each item on the Consent Agenda. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items.

A. **RESOLUTION NO. 2023-136:** A RESOLUTION AUTHORIZING THE EXECUTION OF A COOPERATIVE ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE CITY OF ORMOND BEACH AND TEAM VOLUSIA ECONOMIC DEVELOPMENT CORPORATION; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Brian Rademacher, Economic Development Director, (386) 676-3266

B. **RESOLUTION NO. 2023-137:** A RESOLUTION AUTHORIZING THE EXECUTION OF A SERVICE CONTRACT BETWEEN THE CITY OF ORMOND BEACH AND THE ORMOND BEACH CHAMBER OF COMMERCE; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Brian Rademacher, Economic Development Director, (386) 676-3266

C. **RESOLUTION NO. 2023-138:** A RESOLUTION ACCEPTING A BID FROM HALIFAX PAVING, INC. FOR CONSTRUCTION SERVICES REGARDING THE DOUG THOMAS WAY EXTENSION PROJECT, UNDER BID NO. 2023-22; AUTHORIZING THE EXECUTION OF A CONTRACT AND PAYMENT THEREFOR; REJECTING ALL OTHER BIDS; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Alex Schumann, City Engineer, (386) 676-3302

D. **RESOLUTION NO. 2023-139:** A RESOLUTION ACCEPTING A BID FROM R&K CERTIFIED ROOFING OF FLORIDA, INC. FOR CONSTRUCTION SERVICES REGARDING THE AMES ROOF REPLACEMENT PROJECT, UNDER BID NO. 2023-31; AUTHORIZING THE EXECUTION OF A CONTRACT AND PAYMENT THEREFOR; REJECTING ALL OTHER BIDS; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Alex Schumann, City Engineer, (386) 676-3302

E. **RESOLUTION NO. 2023-140:** A RESOLUTION ACCEPTING THE PROPOSAL OF WILLDAN FINANCIAL SERVICES, INC. TO CONDUCT A UTILITY RATE AND IMPACT FEE UPDATE; AUTHORIZING THE EXECUTION OF AN AGREEMENT AND PAYMENT THEREFOR; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Shawn Finley, Public Works Director, (386) 676-

- F. **RESOLUTION NO. 2023-141:** A RESOLUTION ACCEPTING THE PROPOSAL OF ZEV COHEN & ASSOCIATES, INC. REGARDING THE ANDY ROMANO PARK RECONSTRUCTION DESIGN PROJECT; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION AND PAYMENT THEREFOR; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Alex Schumann, City Engineer, (386) 676-3302

- G. **RESOLUTION NO. 2023-142:** A RESOLUTION ACCEPTING A PROPOSAL FROM PAUL CULVER CONSTRUCTION, INC. FOR CONSTRUCTION MANAGEMENT SERVICES REGARDING THE POLICE DEPARTMENT ROOF REPLACEMENT PROJECT; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION AND PAYMENT THEREFOR; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Alex Schumann, City Engineer, (386) 676-3302

- H. **RESOLUTION NO. 2023-143:** A RESOLUTION ACCEPTING A PROPOSAL FROM DANUS UTILITIES, INC. TO PROVIDE CONSTRUCTION SERVICES REGARDING THE SHADOW CROSSINGS REUSE PUMP STATION UPGRADES PROJECT; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION THERETO; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Alex Schumann, City Engineer, (386) 676-3302

- I. **RESOLUTION NO. 2023-144:** A RESOLUTION AUTHORIZING EXECUTION OF A LEASE AGREEMENT BETWEEN THE CITY AND THE COUNTY OF VOLUSIA FOR THE OPERATION OF A PUBLIC LIBRARY LOCATED AT 30 SOUTH BEACH STREET; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Robert Carolin, Leisure Services Director, (386) 676-3279

- J. **CDBG Fiscal Years 2020-2021, 2021-2022, and 2022-2023 CDBG Subrecipient Agreement Amendments**

Staff Contact: Loretta Moisio, Grants Coordinator, (386) 676-3315

Disposition: Approve as recommended in the City Manager memorandum dated September 6, 2023.

- K. **Riverside Drive Closures 2023-2024**

Staff Contact: Robert Carolin, Leisure Services Director, (386) 676-3279

Disposition: Approve as recommended in the City Manager memorandum dated September 6, 2023.

- L. **251 South Atlantic Ave, Determination of Minor Modification to Development Order**

Staff Contact: Steven Spraker, Planning Director, (386) 676-3341

Disposition: Approve as recommended in the City Manager memorandum dated September 6, 2023.

M. RFP 2024-03 Workers' Compensation Claims Administration Services

Staff Contact: Kelly McGuire, Finance Director, (386) 676-3226

Disposition: Approve as recommended in the City Manager memorandum dated September 6, 2023.

N. Capital Improvement Plan Fiscal Year 2023-2024 through Fiscal Year 2027-2028

Staff Contact: Kelly McGuire, Finance Director, (386) 676-3226

Disposition: Approve as recommended in the City Manager memorandum dated September 6, 2023.

9. PUBLIC HEARINGS

- A. ORDINANCE NO. 2023-45:** AN ORDINANCE AMENDING PARAGRAPH C, OFFICIAL ZONING MAP, OF SECTION 2-01, ESTABLISHED, OF ARTICLE 1, ESTABLISHMENT OF ZONING DISTRICTS AND OFFICIAL ZONING MAP, OF CHAPTER 2, DISTRICT AND GENERAL REGULATIONS, OF THE CITY OF ORMOND BEACH LAND DEVELOPMENT CODE, BY AMENDING THE OFFICIAL ZONING MAP TO REZONE ONE PARCEL OF REAL PROPERTY TOTALING 18.6± ACRES LOCATED AT 901 AIRPORT ROAD (VOLUSIA COUNTY PARCEL NUMBER: 4238-01-40-0010) FROM I-1, LIGHT INDUSTRIAL, TO SE, SPECIAL ENVIRONMENTAL; AUTHORIZING REVISION OF OFFICIAL ZONING MAP; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

Staff Contact: Steven Spraker, Planning Director, (386) 676-3341

- B. ORDINANCE NO. 2023-47:** AN ORDINANCE AMENDING SECTION 22-23, MINIMUM METER RATES GENERALLY; 22-24, MULTIPLE MINIMUM CHARGES; 22-71, SERVICE CHARGE ESTABLISHED; 22-136, MINIMUM WATER RATES; AND 22-137, MINIMUM WASTEWATER RATES; OF CHAPTER 22, WATER AND SEWERS, OF THE CITY OF ORMOND BEACH CODE OF ORDINANCES, BY INCREASING THE MINIMUM WATER AND SEWER RATES; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Kelly McGuire, Finance Director, (386) 676-3226

10. FIRST READING OF ORDINANCES

- A. ORDINANCE NO. 2023-48:** AN ORDINANCE AMENDING CHAPTER 10, SOLID WASTE, YARD WASTE AND RECYCLABLES, SECTION 10-16, FEES FOR COLLECTION AND DISPOSAL ESTABLISHED, OF THE CITY OF ORMOND BEACH CODE OF ORDINANCES, BY INCREASING FEES FOR THE COLLECTION AND DISPOSAL OF SOLID WASTE; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Kelly McGuire, Finance Director, (386) 676-3226

11. RESOLUTIONS

- A. **RESOLUTION NO. 2023-145:** A RESOLUTION RATIFYING AND AFFIRMING A DECLARATION OF A LOCAL EMERGENCY IN THE CITY OF ORMOND BEACH FOR HURRICANE IDALIA; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Susan Dauderis, City Clerk, (386) 676-3340

12. REPORTS, SUGGESTIONS, REQUESTS

13. ADJOURNMENT

Website Address – www.ormondbeach.org

NOTICE – Pursuant to Section 286.0105 of the Florida Statutes, if any person decides to appeal any decision made by the City Commission with respect to any matter considered at this public meeting, such person will need a record of the proceedings and for such purpose, such person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.



For special accommodations, please notify the City Clerk's Office at least 72 hours in advance.
Phone: 386-677-0311



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons with a disability, such as a vision, hearing or speech impairment, or persons needing other types of assistance, and who wish to attend City Commission meetings or any other board or committee meeting may contact the City Clerk's Office in writing, or may call 386-677-0311 for information regarding available aids and services.



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:5.A

Section:	ADOPTION OF FISCAL YEAR 2023-2024 PROPOSED MILLAGE RATES AND TENTATIVE BUDGET																								
Item Category:	Resolution	Res./Ord. No:	2023-135																						
Strategic Goal:	Governance - Other																								
Department:	Finance																								
Subject:	Proposed Millage Rates for Fiscal Year 2023-2024																								
Summary:	The Fiscal Year (FY) 2023-2024 proposed millage rates include the operating tax rate and the voter approved millage for the 2010 General Obligation Bond which funded Andy Romano Beachfront Park. Millages are consistent with the Commission's direction provided during the July budget workshop, to include additional funding for Leisure Services capital projects \$500,000 and Facilities Renewal and Replacement \$300,000. The proposed rates were tentatively approved by the Commission on July 18. The budget and millage rate provide necessary funding for implementation of City strategic plan goals.																								
Financial Impact:	<table><tr><th>Proposed Tentative Millage Rate</th><th>Millage Rate</th></tr><tr><td>General Fund</td><td>3.2620</td></tr><tr><td>Facilities Renewal & Replacement</td><td>0.1650</td></tr><tr><td>Capital Improvements</td><td>0.0840</td></tr><tr><td>General Vehicle Renewal & Replacement</td><td>0.0440</td></tr><tr><td>Transportation Improvements</td><td>0.1040</td></tr><tr><td>Public Safety</td><td>0.1630</td></tr><tr><td>Leisure Services Fund</td><td>0.1040</td></tr><tr><td>Total Operating Millage</td><td>3.9260</td></tr><tr><td>2010 General Obligation Bond</td><td>0.0800</td></tr><tr><td>Total Millage</td><td>4.0060</td></tr></table>			Proposed Tentative Millage Rate	Millage Rate	General Fund	3.2620	Facilities Renewal & Replacement	0.1650	Capital Improvements	0.0840	General Vehicle Renewal & Replacement	0.0440	Transportation Improvements	0.1040	Public Safety	0.1630	Leisure Services Fund	0.1040	Total Operating Millage	3.9260	2010 General Obligation Bond	0.0800	Total Millage	4.0060
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	Total Millage	4.0060																							

Citizen Impact:	The proposed budget and millage rate will provide necessary funding to maintain critical services to the citizens of Ormond Beach.	
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the proposed millage rates. The rates were reviewed by the Budget Advisory Board and recommended for approval.	
Staff Contact:	Kelly McGuire, Finance Director, (386) 676-3226	
Attachments:	1. 23-135 FY 2023-24 Proposed Millage Rate (P23-0125G)	
Approval:	Kelly McGuire, Finance Director 8/22/2023 Claire Whitley, Assistant City Manager 8/22/2023 Joyce Shanahan, City Manager 8/28/2023	

RESOLUTION NO. 2023-135

A RESOLUTION ADOPTING PROPOSED MILLAGE RATES FOR THE 2023-2024 FISCAL YEAR; ESTABLISHING A DATE TIME AND PLACE FOR A PUBLIC HEARING TO ADOPT FINAL MILLAGE RATES AND FINAL BUDGET; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, on July 18, 2023, the Ormond Beach City Commission approved Resolution 2023-110, adopting proposed millage rates for fiscal year 2023-2024; and setting a public hearing on the aforesated proposed millage rates and tentative Fiscal Year 2023-2024 Annual Budget, to be held Wednesday, September 6, 2023 at 7:00 pm in the City Commission Chambers at Ormond Beach City Hall, 22 South Beach Street, Ormond Beach, Florida, and

WHEREAS, said public hearing has officially been held in accordance with the requirements of Section 200.065, *Florida Statutes*, and

WHEREAS, the Ormond Beach City Commission desires to adopt or re-adopt proposed millage rates for the 2023-2024 Fiscal Year, now therefore,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. After careful consideration of the estimate of receipts and the estimate of expenditures of the City of Ormond Beach, Florida (“the City”), it is hereby agreed that the rates of taxation necessary to meet such expenses will be, for each of the hereinafterstated purposes, the amounts estimated, declared and hereby levied, to-wit:

(a) in order to meet the estimate of expenses of the City, it is hereby determined and declared that the total operating millage shall be at the rate of 3.9260 mills or \$3.9260 per \$1,000 of taxable value, and the same is hereby levied and imposed upon all non-exempt taxable property within the corporate limits of the City for those purposes hereinafter described to provide for the expenditures as estimated in the Fiscal Year 2023-2024 Annual Budget;

(i) in order to meet the estimate of General Fund, Capital Improvements Fund, Facilities Renewal and Replacement Fund, Vehicle and Equipment Replacement Fund, Public Safety Vehicle and Equipment Replacement Fund, Transportation Improvements Fund, and Leisure Services Fund expenses of the City, it is hereby determined and declared that the operating millage rate (General Fund, Capital Improvements Fund, Facilities Renewal and Replacement Fund, Vehicle and Equipment Replacement Fund, Public Safety Vehicle and Equipment Replacement Fund, Transportation Improvements Fund, and Leisure Services Fund combined) shall be at the rate of 3.9260 mills or \$3.9260 per \$1,000 of taxable value, and the same is hereby levied and imposed upon all non-exempt taxable property within the corporate limits of the City for general purposes to provide for the General Fund, Capital Improvements Fund, Facilities Renewal and Replacement Fund, Vehicle and Equipment Replacement Fund, Public Safety Vehicle and Equipment Replacement Fund, Transportation Improvements Fund,

and Leisure Services Fund expenditures as estimated in the Fiscal Year 2023-2024 Annual Budget;

- (ii) the millage rate to be levied, 3.9260 mills, is an 13.71% increase over the “rolled-back” millage rate, which is \$3.4525 per \$1,000 of taxable value;
- (iii) in order to pay interest upon and sinking fund requirements for the outstanding 2010 general obligation bond issue of the City, and for the purpose of paying the expenses of servicing such bonds, it is hereby determined and declared that the debt service millage shall be at the rate of 0.0800 mills or 8.00¢ per \$1,000 of taxable value, and the same is hereby levied and imposed on all non-exempt taxable property within the corporate limits of the City for the purposes hereinbefore stated in this Subsection. Voters approved the 2010 general obligation bond issue on August 24, 2010 for the acquisition and development of a beachfront park.

SECTION TWO. A public hearing to adopt final millage rates and a final Fiscal Year 2023-2024 Annual Budget will be held on Wednesday, September 20, 2023, at 7:00 p.m., in the Commission Chambers of the Ormond Beach City Hall, 22 South Beach Street, Ormond Beach, Florida.

SECTION THREE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 6th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:5.B

Section:	ADOPTION OF FISCAL YEAR 2023-2024 PROPOSED MILLAGE RATES AND TENTATIVE BUDGET																						
Item Category:	First Reading of Ordinances	Res./Ord. No:	2023-46																				
Strategic Goal:	Governance - Other																						
Department:	Finance																						
Subject:	Fiscal Year 2023-2024 Proposed Budget																						
Summary:	The annual budget serves as the essential financial guide for the City and continues the City Commission's long legacy of careful fiscal stewardship while being mindful of the needs of the residents and business community. Preparation of the budget is driven by the goals collectively determined by the City Commission at the Strategic Goal Planning session in early 2023, along with the Commission's continued commitment to providing the highest quality services to the citizens within the framework of fiscal responsibility. The budget, <i>net of inter-fund transfers and internal charges</i> is \$97,989,953 and represents a 7.78% increase over the prior year. (See attached budget for detailed information.)																						
	<table><tr><th>ALL FUNDS SUMMARY</th><th>Budget</th></tr><tr><th>Description</th><th>FY 2023-24</th></tr><tr><td>General Fund</td><td>43,461,840</td></tr><tr><td>Special Revenue Funds</td><td>10,201,424</td></tr><tr><td>Debt Service Funds</td><td>1,357,659</td></tr><tr><td>Capital Project Funds</td><td>8,639,609</td></tr><tr><td>Water & Wastewater Funds</td><td>39,913,219</td></tr><tr><td>Solid Waste Fund</td><td>13,285,500</td></tr><tr><td>Workers Compensation Fund</td><td>806,612</td></tr><tr><td>General Liability Fund</td><td>2,455,253</td></tr></table>			ALL FUNDS SUMMARY	Budget	Description	FY 2023-24	General Fund	43,461,840	Special Revenue Funds	10,201,424	Debt Service Funds	1,357,659	Capital Project Funds	8,639,609	Water & Wastewater Funds	39,913,219	Solid Waste Fund	13,285,500	Workers Compensation Fund	806,612	General Liability Fund	2,455,253
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	General Liability Fund	2,455,253																					

Total Budget Appropriation	120,121,116
Less:	
Interfund Transfers	(15,794,186)
Fleet Operations (Internal Service Charges)	(1,823,290)
Engineering (Internal Service Charges)	(1,251,822)
Consolidated Insurance Fund (Internal Service Charges)	(3,261,865)
Total Net Budget	97,989,953

As in previous years, the budget is based upon long-term financial trends that are regularly monitored for inflation, including various consumer price indexes such as construction, and energy, as well as health insurance rates, labor union contracts, and employee turnover ratios, all of which impact the budget. The tax rate incorporated in the proposed budget of 4.0060 reflects a 4.16% increase which adds dedicated funding for Leisure Services capital projects and additional funding for Facilities Renewal & Replacement. The budget also includes sufficient funding for amenities that preserve our community's quality of life, and exceptional employees that remain steadfast in providing the highest quality service. Most importantly, the proposed budget furthers the Commission's goal of remaining fiscally conservative, with a projected year-end general fund balance of 15%. This budget follows the Commission's direction by focusing on goals identified in the City's 2023 Strategic Plan.

Transportation & Community Development:

Goal: To ensure the charm and rich history of our community is well-maintained through orderly development and redevelopment utilizing existing infrastructure, including utility service areas outside the City's municipal boundaries.

- **Priority Objective:** Determine the best redevelopment option for church property and enhance temporary use and signage.
- **Implementation:** This proposed budget includes funding to engage the services of an architect/planning consultant experienced in the design and public spaces and facilities to conduct a Needs Assessment & Land Use Study whose focus would be the highest and best use of the property located at 56 N. Beach Street. This project will produce a report detailing rooms, sizes, areas, uses, and general descriptions of the rooms and the requirements of those rooms, site and land use

	requirements of this property, as well as conceptual planning for this facility. • <u>State Appropriation:</u> Legislative funding has been approved to provide 50% of the anticipated cost of design for this project. Governance: <u>Goal:</u>To build and maintain strong governance practices internally and externally through continued civic engagement efforts with residents, effective management and operational policies and strategic partnerships with other governments and agencies to support the city's direction. • <u>Priority Objective:</u> Upgrade City Commission chambers technology; redesign website. • <u>Implementation:</u> This proposed project includes \$225,000 for upgrades to the City Commission chambers including online listening for meetings, microphones, monitors, podium, and electronic voting/commission request to speak. The budget also includes funding for the implementation of a redesigned website. Public Safety: <u>Goal:</u>To provide a safe and secure city that maintains a sense of security and responsiveness for all residents by protecting and servicing our community through the provision of effective, efficient and responsible emergency services. • <u>Priority Objective:</u> New Police Department and EOC. • <u>Implementation:</u> This proposed budget includes funding for engaging the services of an architect / planning consultant experienced in the design and planning of public safety facilities to conduct a Needs Assessment & Land Use Study whose focus would be the replacement / relocation of the current Police Station, a dedicated Emergency Operations Center (EOC) and a fire station that will serve as replacement for Volusia County Fire Station 13 upon its decommission. This project will produce a report detailing rooms, sizes, areas, uses, and general descriptions of the rooms and the requirements of those rooms, site and land use requirements for public safety.
Financial Impact:	The FY 2023-24 budget provides funding to maintain existing service levels, make necessary repairs and upgrades to City equipment and facilities, and implement the top priorities from the Commission's Strategic Plan.

Citizen Impact:	The proposed budget continues to adhere to the City's conservative approach to the budget by managing costs without compromising the services that add value and serve our residents and businesses. It provides the funds necessary to maintain and improve infrastructure, ensure qualified and responsive fire and police protection, and offer amenities that define our community through committed, dedicated, and exceptional employees that remain steadfast in our goal to provide the highest quality service.	
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the FY 2023-24 budget. The budget was reviewed by the Budget Advisory Board and recommended for approval.	
Staff Contact:	Kelly McGuire, Finance Director, (386) 676-3226	
Attachments:	1. 23-46 Adopt Annual Budget (P23-0125G) 2. Attachment A 3. Proposed Budget v2	
Approval:	Kelly McGuire, Finance Director 8/22/2023 Claire Whitley, Assistant City Manager 8/29/2023 Joyce Shanahan, City Manager 8/31/2023	

ORDINANCE NO. 2023-46

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE 2023-2024 FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, in accordance with the provisions of the City of Ormond Beach, Florida, *Charter* and *Code of Ordinances*, the City Manager has submitted to the City Commission her Annual Budget for the various funds of the City, and

WHEREAS, Section 4.04(f), *Charter*, requires the Annual Budget to be adopted by Ordinance, and

WHEREAS, the City Commission has determined that it is necessary and appropriate to adopt an annual budget as attached hereto, now therefore,

BE IT ENACTED BY THE PEOPLE OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. The City Commission hereby adopts, as its Annual Budget for the 2023-2024 Fiscal Year (October 1, 2023 through September 30, 2024, inclusive), those appropriations set forth on Attachment “A” and the FY23-24 Proposed Budget document, which are attached hereto and incorporated herein by reference, including all travel, stipend, and wage adjustments for all elected and appointed officials, and all bargaining and non-bargaining unit employees in the classified and unclassified services.

SECTION TWO. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION THREE. This Ordinance shall take effect immediately upon its adoption.

PASSED UPON at the first reading of the City Commission, this 6th day of September, 2023.

PASSED UPON at the second reading of the City Commission, this 20th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

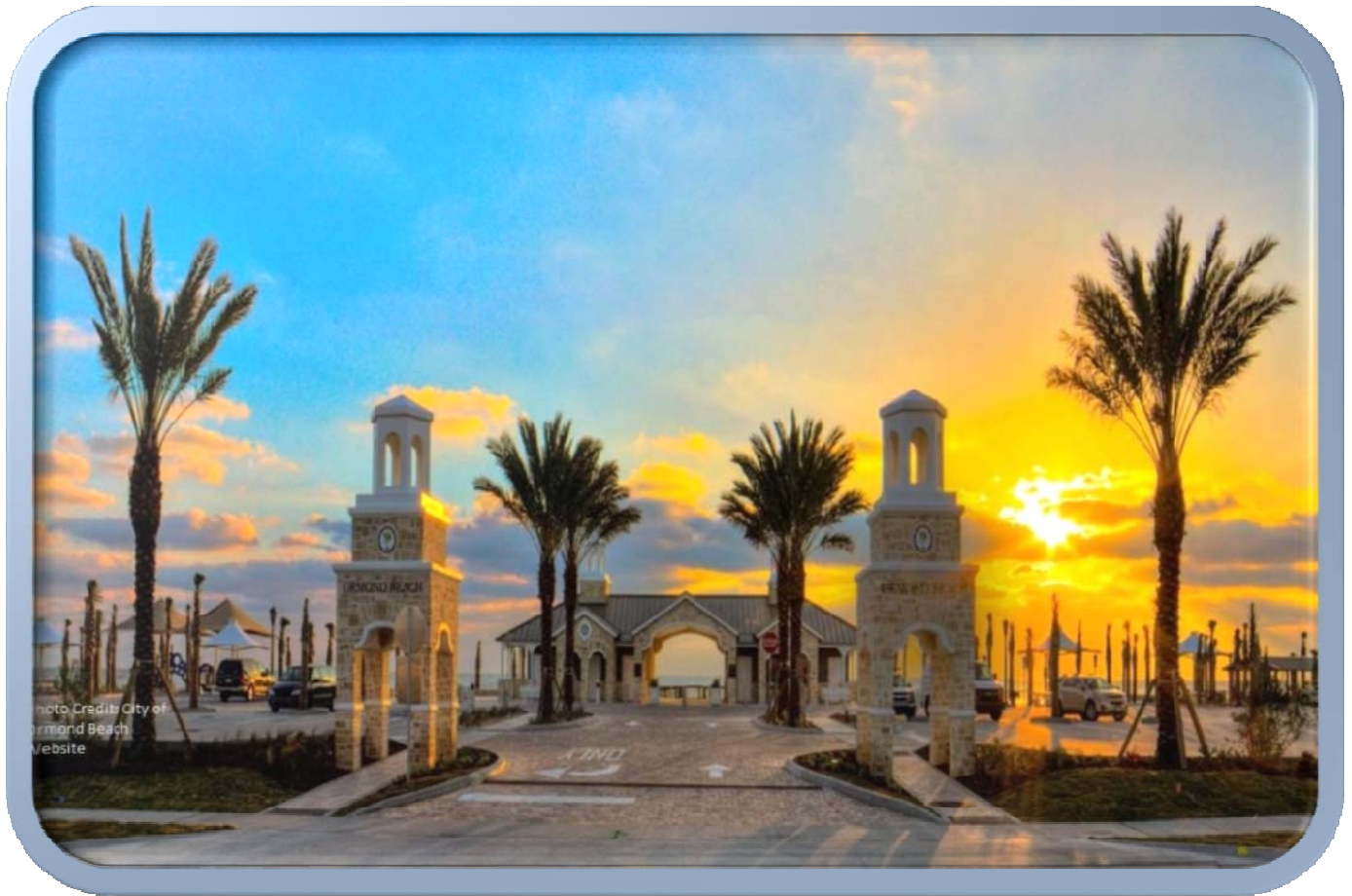
SUSAN CARROLL DAUDERIS
City Clerk

ALL FUNDS SUMMARY	
	Budget
Description	FY 2023-24
General Fund (001)	43,461,840
Special Revenue Funds:	
Downtown Redevelopment Trust Fund (104)	1,609,825
Ormond Crossings Trust Fund (106)	329,996
Stormwater Utility Fund (107)	4,478,430
Airport Fund (108)	2,725,948
Local Law Enforcement Trust Fund (109)	-
Economic Development Fund (110)	-
State Law Enforcement Trust Fund (112)	-
Pension Contribution Pass Through Fund (113)	1,000,000
Recreation Facility Fee Fund (115)	57,225
Grants Fund (116)	-
Total Special Revenue Funds	10,201,424
Debt Service Funds:	
Financing Debt Service Fund (205)	803,545
2002 GOB Debt Service Fund (209)	-
2003 GOB Debt Service Fund (210)	-
2004 Revenue Bond Fund (211)	162,000
2010 Beachfront Park Bond Fund (220)	392,114
Total Debt Service Funds	1,357,659
Capital Improvement Funds:	
Capital Improvements Fund (301)	1,614,840
Equipment Renewal & Replacement Fund (302)	290,000
Public Safety Vehicle & Equipment Fund (305)	2,455,000
Transportation Improvements Fund (308)	2,121,284
Recreational Impact Fee Fund (310)	100,000
Local Road Impact Fee Fund (316)	50,000
Facilities Renewal & Replacement Fund (317)	808,736
Stormwater Impact Fee Fund (318)	50,000
Leisure Services Capital Fund (322)	1,149,749
Total Capital Improvement Funds	8,639,609
Water and Wastewater Funds:	
Water and Wastewater Fund (401)	24,006,719
Vehicle Replacement Fund (408)	250,000
Renewal & Replacement Fund (409)	7,000,000
Water/Wastewater Consolidated Debt Service Fund (414)	5,209,000
West Ormond Reuse Impact Fee Fund (433)	-
Water System Impact Fee Fund (434)	2,772,500
Wastewater System Impact Fee Fund (435)	675,000
Total Water and Wastewater Funds	39,913,219
Solid Waste Fund (460)	13,285,500
Workers Compensation Fund (502)	806,612
General Liability Fund (504)	2,455,253
TOTAL BUDGET APPROPRIATION	120,121,116
Less: Interfund Transfers	(15,794,186)
Fleet Operations (Internal Service Charges)	(1,823,290)
Engineering (Internal Service Charges)	(1,251,822)
Consolidated Insurance Fund (Internal Service Charges)	(3,261,865)
TOTAL NET BUDGET	97,989,953



P R O P O S E D B U D G E T

CITY OF ORMOND BEACH BUDGET
FY 2023-24
OCTOBER 1, 2023 – SEPTEMBER 30, 2024



CITY COMMISSION

BILL PARTINGTON, MAYOR

LORI TOLLAND, ZONE ONE

TRAVIS SARGENT, ZONE TWO COMMISSIONER

SUSAN PERSIS, ZONE THREE COMMISSIONER

HAROLD BRILEY, DEPUTY MAYOR & ZONE FOUR COMMISSIONER

Joyce A. Shanahan
Claire Whitley
Kelly A. McGuire
Christopher D. Byle

City Manager
Asst. City Manager
Finance Director
Asst. Finance Director

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INTRODUCTION

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COMMUNITY OVERVIEW

CITY OF ORMOND BEACH

The city that is now Ormond Beach, which is located on the northeast coast of Florida, dates from the period immediately following the Civil War. J. Andrew Bostrom, a former Union soldier originally born in Sweden, settled land on the peninsula. Concentrated settlement on the mainland began in 1873 with the establishment of New Britain, founded by a small community of New Englanders intent on making their living from citrus cultivation. In 1875, New Britain was subdivided into blocks and lots, with the original plat containing eleven (11) streets. Of the eleven (11) streets, seven (7) retain their original names, with four (4) located in present downtown Ormond Beach.



By 1880, New Britain had grown enough to warrant incorporation. During the elections for incorporation, the town name was changed to Ormond, in honor of James Ormond III, descendant of an early British colonist from the 1770's. The town was legally incorporated on April 22, 1880 and adopted the banana tree as the town emblem.

The development of Ormond Beach accelerated during the 1880's when John Anderson, Joseph Price, Stephen Van Cullen White and other pioneers saw that the small wilderness community was linked by rail with the eastern United States. Their entrepreneurial spirit led to the construction of a bridge spanning the Halifax River (Atlantic Intra-coastal Waterway) from the mainland to the peninsula and the Ormond Hotel, a building that helped define the social and economic character of the community. During the late nineteenth and early twentieth centuries, Ormond became one of Florida's most recognized resort communities and the location of some of the first automobile races in the United States. Consequently, Ormond Beach became and is still known today as the "Birthplace of Speed". Ironically, following World War I, as the automobile became increasingly available to middle America, the character of Florida tourism changed, and Ormond declined in importance as a winter resort and tourist mecca, becoming a more traditional residential community.

In 1959, the City was granted 1,164 acres of land from the Federal government that was developed into a municipal airport that consists of two (2) active runways and six (6) taxiways. In addition, the City purchased 176 acres from the Federal government in 1959; a site that has since been developed into a successful commerce center. Since 1970, the city's population increased from approximately 14,000, to the present population of approximately 38,000, which has resulted from a combination of real growth and annexations. During the 1990's, residential development and the City's commercial and retail center expanded westward beyond Interstate 95 as the size of the City grew to approximately 29 square miles.

The median age of the City's residents is 48.7. Approximately 42% of households include someone over the age of 65. Median income is \$62,243 with 32% of citizens having achieved a higher education (Bachelor or Master degree).

City of Ormond Beach Mission Statement



To ensure Ormond Beach is one of the most attractive, stimulating and innovative communities in Florida, while protecting our rich history and maintaining our unique charm. Boasting an environment where our children can thrive, with a prosperously diverse and balanced economy. All the while, delivering exceptionally responsive service to our citizens and cultivating the highest quality of life.





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Ormond Beach
Florida**

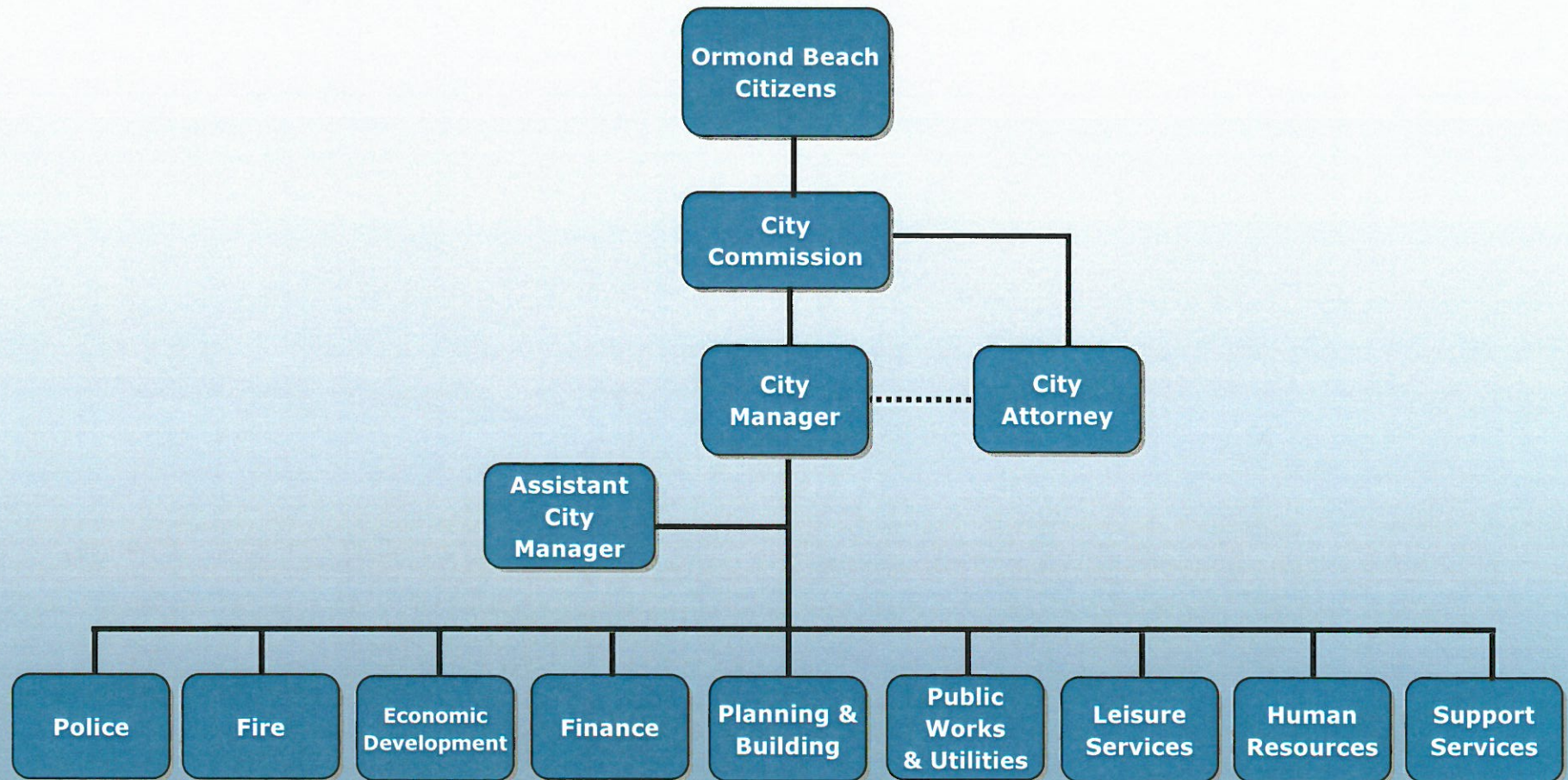
For the Fiscal Year Beginning

October 01, 2022

Christopher P. Morill

Executive Director

City of Ormond Beach Organizational Chart



This is to certify that this is the official organizational chart of the City of Ormond Beach referred to in Article II, Chapter 2, of the City of Ormond Beach, Florida, *Code of Ordinances*, adopted by Resolution No. 2016-154 on November 1, 2016.




Ed Kelley, Mayor


J. Scott McKee, City Clerk



August 29, 2023



Honorable Mayor and Members of the City Commission:

In accordance with the Charter, it is my pleasure to present the proposed budget for the Fiscal Year, beginning on October 1, 2023, and ending September 30, 2024. The FY 2023-2024 total Proposed Budget for all funds is \$120.1M and is \$7.6M more than the adopted budget of FY 2022-2023 of \$112.5M. A copy of the Proposed Budget for FY 2023-2024 is available at the City's website: <https://www.ormondbeach.org/207/Budget-Information>

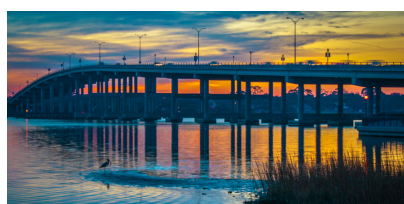
The annual budget serves as the essential financial guide for the City and continues the City Commission's long legacy of careful fiscal stewardship while being mindful of the needs of our residents and business community. Preparation of the budget is driven by the goals collectively determined by the City Commission at the Strategic Goal Planning session in early 2023 along with the Commission's continued commitment to providing the highest quality services to the citizens within the framework of fiscal responsibility.

Total City Budget – All Funds (all dollars in millions)				
	FY 2024	FY 2023	\$ Change	% Change
Revenues	\$120.12	\$112.49	\$7.63	6.78%
Expenditures	\$120.12	\$112.49	\$7.63	6.78%
10/1 Beginning Fund Balance	\$28.00	\$29.00	(\$1.00)	(3.45%)
9/30 Ending Fund Balance	\$20.20	\$28.00	(\$7.80)	(27.85%)

In order to achieve the Commission's goals and objectives, the FY 2023-2024 proposed budget includes \$120,121,116 in personnel, operating, and capital expenditures and is funded with a tax rate of 3.9260 mills.

As directed by the City Commission, the proposed budget provides funding to begin implementation of the City's top strategic priorities:

- Continued emphasis on Public Safety, including a new quint fire apparatus, four new police officers – 2 positions for FY 2023-2024, and 2 grant requested positions are carried forward to the next year because the grant was not awarded by the Department of Justice, due to the competitive nature of the grant program.





- Evaluation of needs for a new Police Department and Emergency Operations Center
- Upgrade of City Commission chamber technology
- Redesign of the City's website to include a component to promote Economic Development opportunities

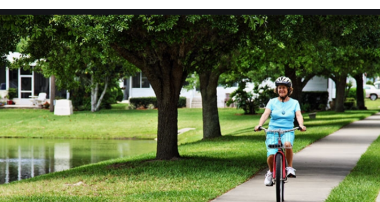
In Fiscal Year 2021-2022, the Commission approved a dedicated millage exclusively for Public Safety vehicles and equipment funding to provide the replacement of nine police vehicles and the purchase of two fire pumps. In the same year, the Police Department Access Control system was upgraded, commercial gear dryers were purchased for the Fire Department, and the emergency traffic preemption system was upgraded. In the current FY 2022-2023, nine additional police vehicles and a fire brush truck will be replaced, a wholesale tactical equipment replacement is planned, as is the purchase of two additional commercial gear dryers. The addition of a Police Lieutenant and Public Safety Information Officer were approved.

The FY 2023-2024 budget proposes to continue the City's commitment to provide necessary resources for Public Safety. The proposed budget includes increasing the dedicated millage for public safety vehicles and equipment to maintain the ability to replace the same number of vehicles as last year. The proposed budget also provides for the addition of two new Police Officers, one Fire Inspector, complete replacement of all tasers and body cameras and the implementation of an enhanced fire hydrant inspection program.

The budget not only continues the City's commitment to Public Safety but also incorporates critical additions in other areas such as Leisure Services, Public Works and Information Technology. A new dedicated millage for Leisure Services will be fund the reconstruction of Nova fields 2-5 and the purchase of LED lighting at the Ormond Beach Sports Complex. Additional funding for Facilities Renewal and Replacement will allow for the purchase of playground equipment, roof repairs, and HVAC replacement. Three additional Treatment Plant Operators, a Solid Waste Contract Manager, and a Public Works Operations Manager are proposed to ensure continued quality service in the areas of street maintenance, stormwater management, solid waste collection, and water distribution and treatment. A new telephone communication system to replace our 1980s system that failed during hurricanes Ian and Nicole, as well as software to enhance cybersecurity, have also been included in the proposed budget.

General Fund

The General Fund revenues budget for FY 2022-2023 totals \$43,461,840. This is an increase of \$1,939,351 or 4.67% compared to the current Fiscal Year budget. Revenue from franchise fees and utility tax on electric service are expected to increase in FY 2023-2024. The most significant revenue source in the General Fund budget is ad valorem taxes in the amount of \$15,988,466.





Ormond Beach's property values established by the property appraiser increased 10.16%. It is important to note that homesteaded residential property values are capped at 3% or the CPI index, whichever is less, and non-residential property is capped at 10%. The millage rate will generate \$19,243,015 of which \$3,254,550 is dedicated to specific capital funds for the necessary replacement of public safety vehicles and equipment, parks and recreation improvements, technology, transportation, and facilities maintenance.

Fund Balance

Ormond Beach remains financially strong with the projected fund balances; we remain consistent with the auditor's prior evaluation of our financial position, including General Fund reserves, which are projected at 15.2% at the conclusion of FY 2023-2024. Consistent with the City Commission's policy, the General Fund reserves will not be used to fund any ongoing expenses.

Strategic Plan

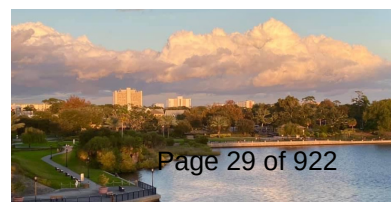
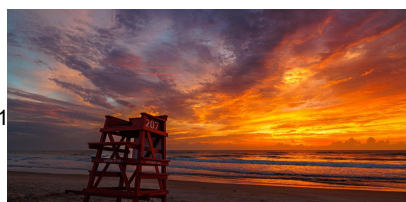
This budget follows the Commission's direction by focusing on goals identified in the City's 2023 Strategic Plan.

Transportation & Community Development:

- **Goal:** To ensure the charm and rich history of our community is well-maintained through orderly development and redevelopment utilizing existing infrastructure, including utility service areas outside the City's municipal boundaries.
- **Priority Objective:** Determine the best redevelopment option for church property and enhance temporary use and signage.
- **Implementation:** This proposed budget includes funding to engage the services of an architect/planning consultant experienced in the design and public spaces and facilities to conduct a Needs Assessment & Land Use Study whose focus would be the highest and best use of the property located at 56 N. Beach Street. This project will produce a report detailing room sizes/areas/uses, general descriptions of the rooms and the requirements of those rooms, site, and land use requirements of this property, as well as conceptual planning for this facility.
- **State Appropriation:** Legislative funding has been approved to provide 50% of the anticipated cost of design for this project.

Governance:

- **Goal:** To build and maintain strong governance practices internally and externally through continued civic engagement efforts with residents, effective management and operational policies, and strategic partnerships with other governments and agencies to support the city's directions.





- **Priority Objective:** Upgrade City Commission chambers technology; redesign website.
- **Implementation:** This proposal includes \$225,000 for upgrades to the City Commission chambers, including online listening for meetings, microphones, monitors, podium, and electronic voting/commission request to speak. The budget also includes funding for the implementation of a redesigned website.

Public Safety:

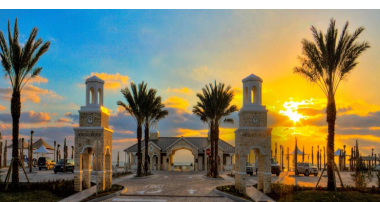
- **Goal:** To provide a safe and secure city that maintains a sense of security and responsiveness for all residents by protecting and servicing our community through the provision of effective efficient and responsible emergency services.
- **Priority Objective:** New Police Department and EOC.
- **Implementation:** This proposed budget contains funding for engaging the services of an architect / planning consultant experienced in the design and planning of public safety facilities to conduct a Needs Assessment & Land Use Study whose focus would be the replacement / relocation of the current Police Station, a dedicated Emergency Operations Center (EOC) and a fire station that will serve as replacement for Volusia County Fire Station 13 upon its decommission. This project will produce a report detailing rooms sizes / areas/uses. general descriptions of the rooms and the requirements of those rooms, site and land use requirements of the public safety.

This budget serves the citizens of the community well by providing the funds necessary to maintain and improve infrastructure, ensure qualified and responsive fire and police protection, and offer amenities that define our community through committed, dedicated, and exceptional employees that remain steadfast in our goal to provide the highest quality service.

Respectfully Submitted,

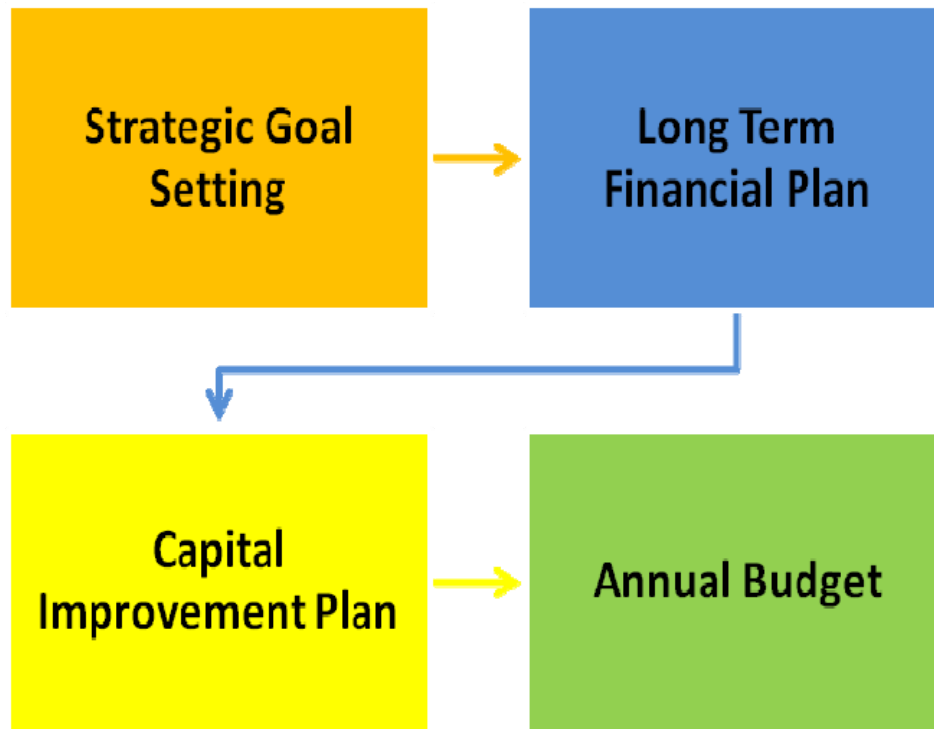
A handwritten signature in blue ink, appearing to read "Joyce Shanahan".

Joyce Shanahan, City Manager
Joyce Shanahan, City Manager



Strategic Goal Setting & Financial Planning Process

Long-term Financial Planning is based on the strategic goals set forth by the City Commission and is used to inform the Capital Improvement Plan process and the annual budget preparation process.



In 2018, the City of Ormond Beach conducted an extensive citizen engagement process, The OB Life, to fully engage the community to help determine the kind of city Ormond Beach would be in the future. A series of six community forums were held addressing community development; transportation and livable communities; environment and water quality; public safety; leisure and culture; and economic development. Nearly 700 people attended the meetings where they heard presentations from 17 speakers, participated in small group discussions, and posed more than 600 questions which are all answered by city staff and posted on the city's website.

This comprehensive process of gathering citizen input first so it can be used to guide the discussions of the Mayor and City Commissioners during their strategic planning workshop has continued to be used. The last strategic planning was held in 2023 and resulted in the following prioritization of issues and priorities



CITY OF ORMOND BEACH

STRATEGIC PLAN UPDATE

2023



MISSION STATEMENT

To ensure Ormond Beach is one of the most attractive, stimulating and innovative communities in Florida, while protecting our rich history and maintaining our unique charm. Boasting an environment where our children can thrive, with a prosperously diverse and balanced economy, within a fiscally strong community. All the while, delivering exceptionally responsive service to our citizens and cultivating the highest quality of life.

CITY COMMISSION

Mayor
Bill Partington

Deputy Mayor & Zone 4
Commissioner Harold Briley

Zone 1 Commissioner
Lori Tolland

Zone 2 Commissioner
Travis Sargent

Zone 3 Commissioner
Susan Persis

STRATEGIC PLANNING PROCESS

In a remarkable expansion of our citizen engagement process, Ormond Beach launched the OB Life project in 2018, which included six community meetings to address community issues such as development, transportation, environment, public safety, leisure services, and economic development. The input gathered from community members became a valuable resource for the strategic planning workshop, attended by the Mayor, City Commissioners, City Manager, City Attorney, and senior staff in February 2019.

During the workshop, Commissioners identified overall strategic issues and specific objectives for the city to accomplish in the next few years and published this to residents as the Strategic Plan. The City continues to utilize the OB life platform as a way to engage citizens when important issues arise and publishes annual progress updates.

In January of 2023, the City Commission met to reaffirm their commitment to the goals set for the City Ormond Beach and refine their priority objectives for implementation. They set new strategic objectives to support these goals and will use these throughout the budgeting process to ensure timely accomplishment.

MAYOR'S MESSAGE

BILL PARTINGTON

As Mayor of Ormond Beach, I cannot stress enough how essential it is for us to listen to our residents and incorporate their valuable feedback in all of our decisions. The OB Life project and its series of community forums were a fantastic way for us to engage with our residents and learn about their vision for our city's future. It's not just limited to that - we value every single email, survey, and suggestion that we receive from our residents because it's these insights that help us understand what truly matters to all of us.



2023 IDENTIFIED STRATEGIC ISSUES

- ① **TRANSPORTATION & COMMUNITY DEVELOPMENT**
- ② **ECONOMIC DEVELOPMENT**
- ③ **GOVERNANCE**
- ④ **PUBLIC SAFETY**
- ⑤ **QUALITY OF LIFE**
- ⑥ **WATER QUALITY & THE ENVIRONMENT**



TOP PRIORITIES

- 🕒 Expand reclaimed water system and reuse pond out West (8 votes)
- 🕒 Upgrade City Commission chambers technology (7 votes)
- 🕒 New Police Department and EOC West of town (7 votes)
- 🕒 Reuse or repurpose the Riverbend property (5 votes)
- 🕒 Determine the best redevelopment option for church property and enhance temporary use and signage (5 votes)
- 🕒 Historical museum (centralized in one building) and provide a 50-year lease (5 votes)
- 🕒 Continue septic to sewer conversion starting within the city limits to decrease effluent to the Halifax River (4 votes)



All top priorities appear under their appropriate categories as well.

TRANSPORTATION & COMMUNITY DEVELOPMENT

GOAL STATEMENT

- 📍 Determine the best redevelopment option for church property and enhance temporary use and signage (5 votes)
- 📍 Update airport operations, including noise abatement (3 votes)
- 📍 Encourage ER/medical presence on the beachside (3 votes)
- 📍 Build park/community center west of I-95 (2 votes)
- 📍 US-1 and I-95 Interchange construction (2 votes)
- 📍 Look at Vision Zero FDOT pledge (ped/car safety) (2 votes)

To ensure the charm and rich history of our community is well-maintained through orderly development and redevelopment utilizing existing infra-structure, including utility service areas outside the City's municipal boundaries.



ECONOMIC DEVELOPMENT

GOAL STATEMENT

- Reuse or repurpose Riverbend property (5 votes)
- Continue attracting and retaining high-wage jobs and the development of Ormond Crossings (3 votes)

To ensure the economic health and vitality of the City of Ormond Beach by providing an environment allowing businesses to thrive through retention, expansion, and attraction.



GOVERNANCE

- Upgrade City Commission chambers technology (online listening for meetings, microphones, monitors, podium, electronic voting/commission request to speak) (7 votes)
- Electronic information sign for upcoming events (2 votes)
- Website redesign (2 votes)

GOAL STATEMENT

To build and maintain strong governance practices internally and externally through continued civic engagement efforts with residents, effective management and operational policies, and strategic partnerships with other governments and agencies to support the city's directions.



PUBLIC SAFETY

- New Police Department and EOC West of town (7 votes)
- Convert city parking lots to LED (3 votes)
- Review and look at the DARE program and other programs (2 votes)
- Develop an aggressive dog ordinance (2 votes)



GOAL STATEMENT

To provide a safe and secure city that maintains a sense of security and responsiveness for all residents by protecting and serving our community through the provision of effective, efficient and responsive emergency services.



QUALITY OF LIFE



- 👁️ Historical museum (centralized in one building) and provide a 50-year lease (5 votes)
- 👁️ Complete Doug Thomas Way (3 votes)
- 👁️ Maintain lights downtown and add bridge uplighting (2 votes)
- 👁️ Rehab Chief Tomokie statue (2 votes)
- 👁️ Mental wellness signage and resources on the website/first responder assistance (2 votes)

GOAL STATEMENT



To ensure Ormond Beach remains the crown jewel of central Florida, by providing for the quality, quantity and variety of passive and active recreation areas and facilities to serve the needs of our community.



WATER QUALITY & THE ENVIRONMENT

- 👁 Expand reclaimed water system and reuse pond out West (8 votes)
- 👁 Continue septic to sewer conversion starting within the city limits to decrease effluent to the Halifax River (4 votes)
- 👁 Enhance commitment to reducing the use of plastic straws/bags/styrofoam (2 votes)



GOAL STATEMENT

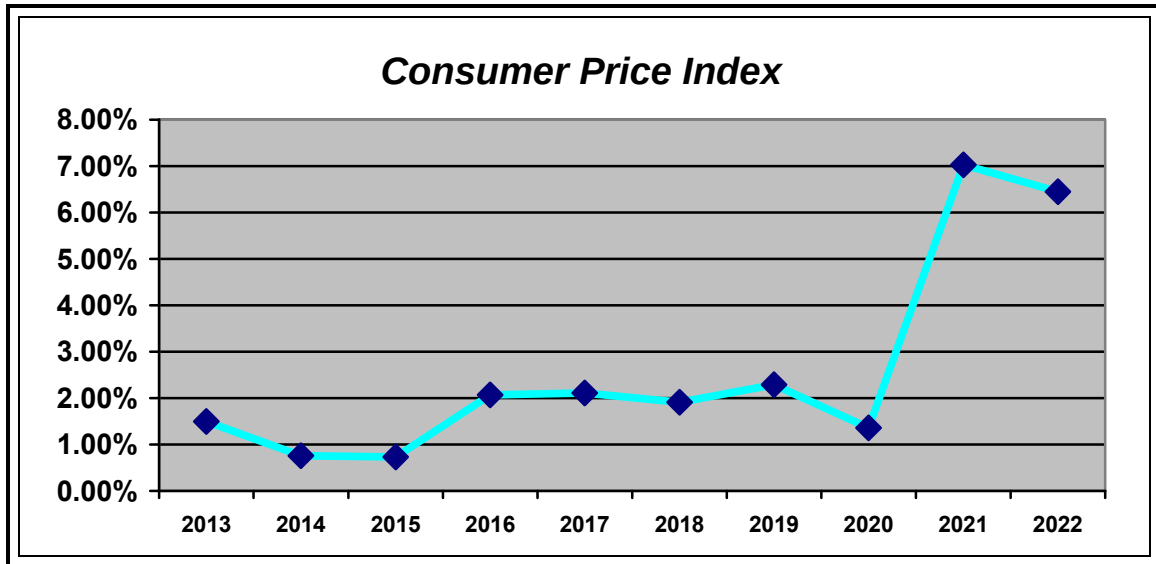
To maintain the City's environmental stewardship by reducing negative impacts of pollutants to waterbodies, such as the Halifax and Tomoka Rivers and their tributaries that decrease the quality of life of Ormond Beach residents



Financial Trends Analysis

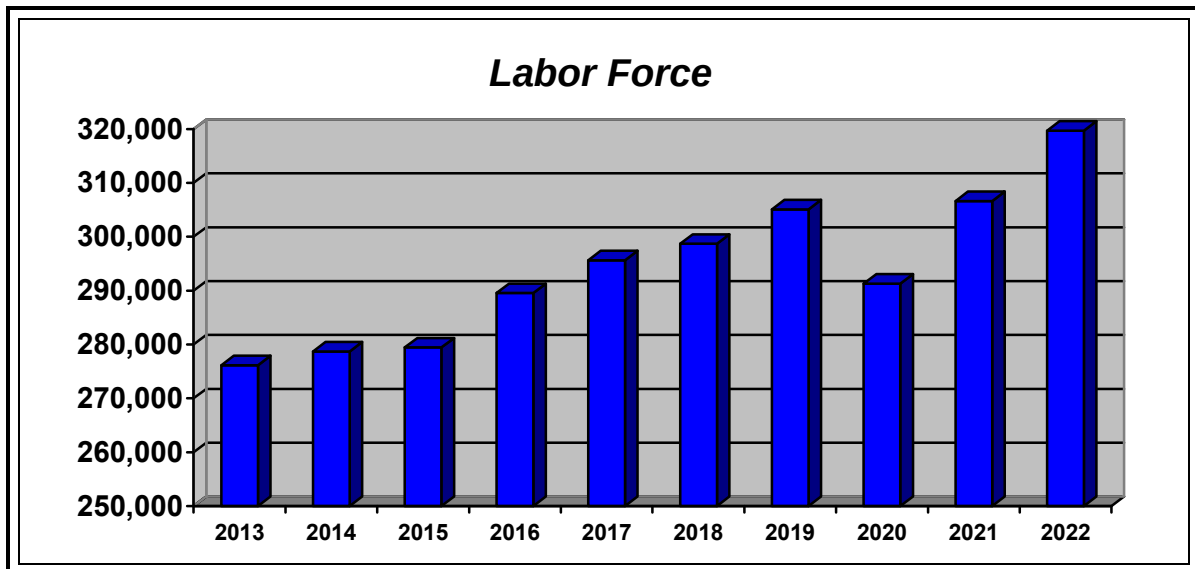
National Economy:

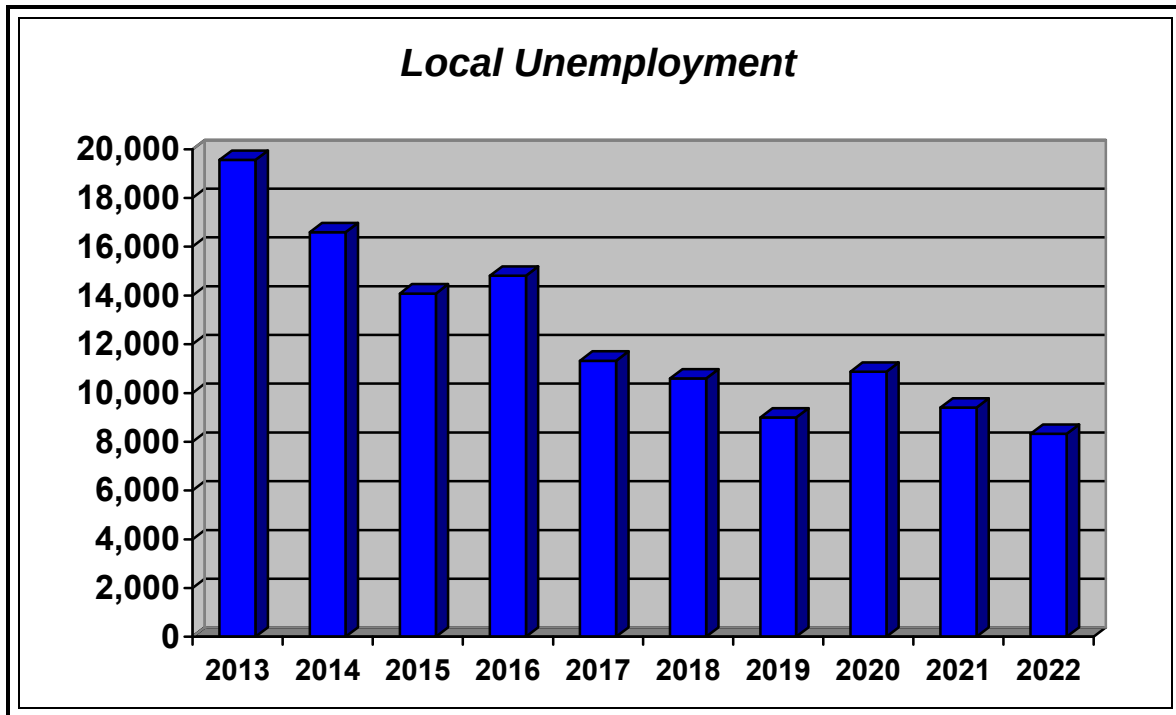
Economic indicators are useful for evaluating the environment within which the City operates. The Consumer Price Index (CPI), a widely used indicator of inflation prepared by the U.S. Bureau of Labor Statistics increased by 6.45% as of the end of calendar year 2022 as compared to 2013.



Local Economy:

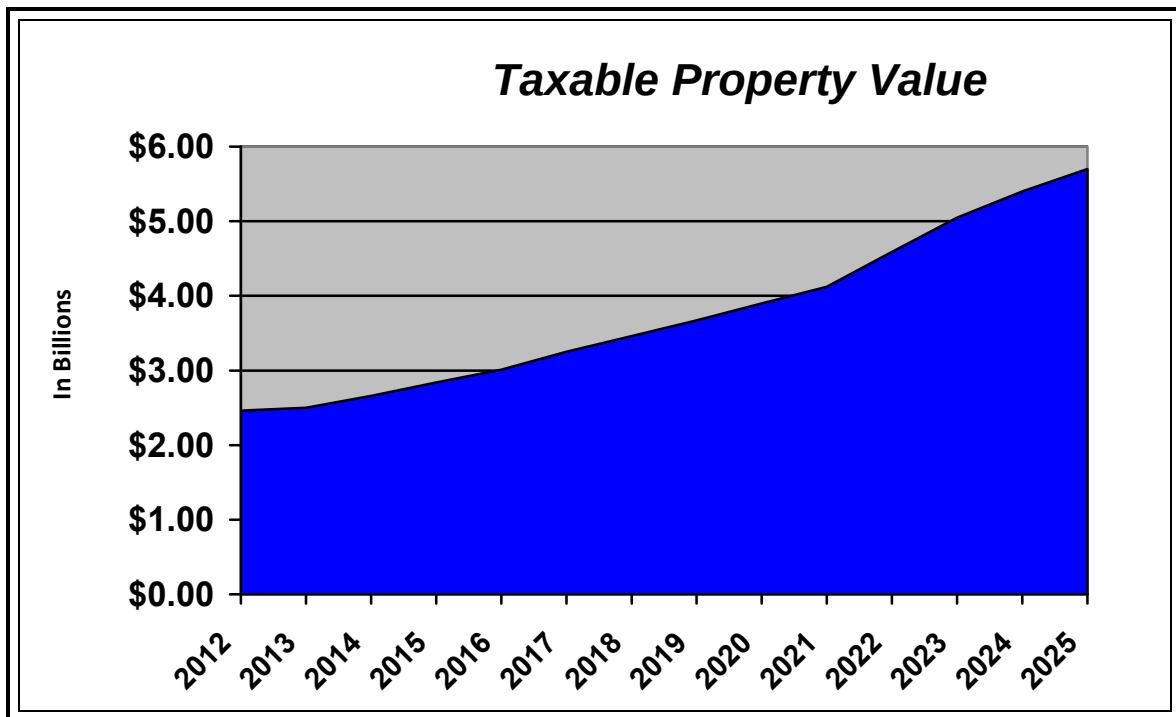
According to the U.S. Bureau of Labor Statistics, unemployment for the Deltona-Daytona Beach-Ormond Beach area has decreased by 23.5% from 2021 to 2022. As of December 2022, an estimated 8,232 people locally were unemployed.



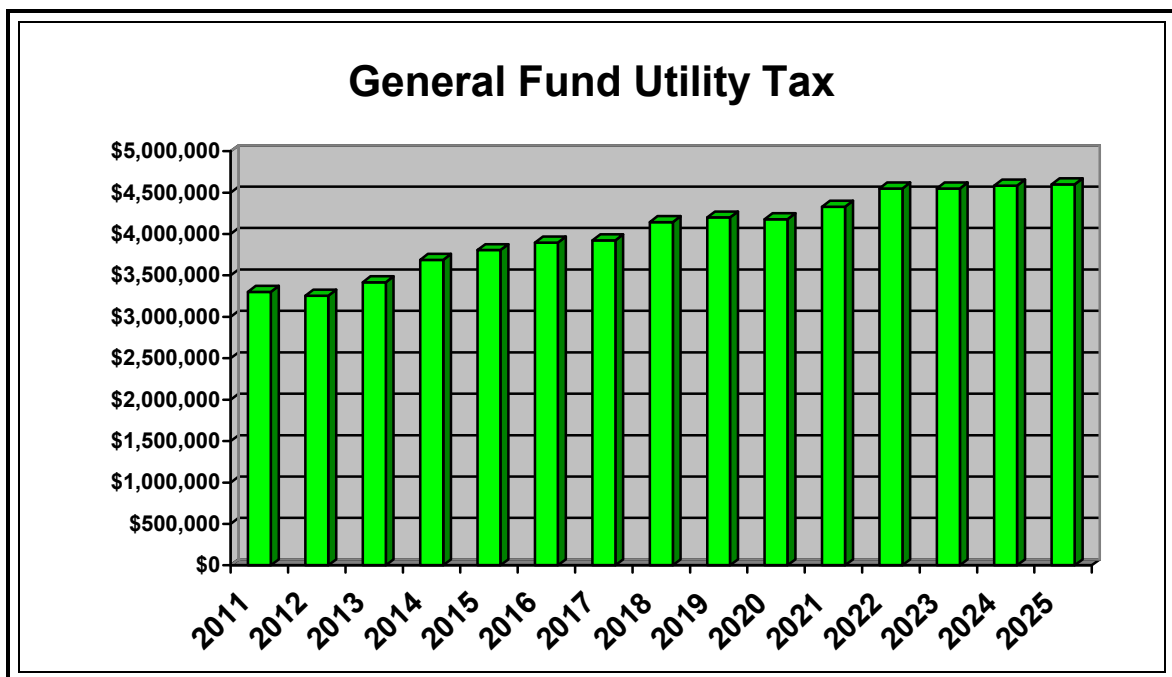
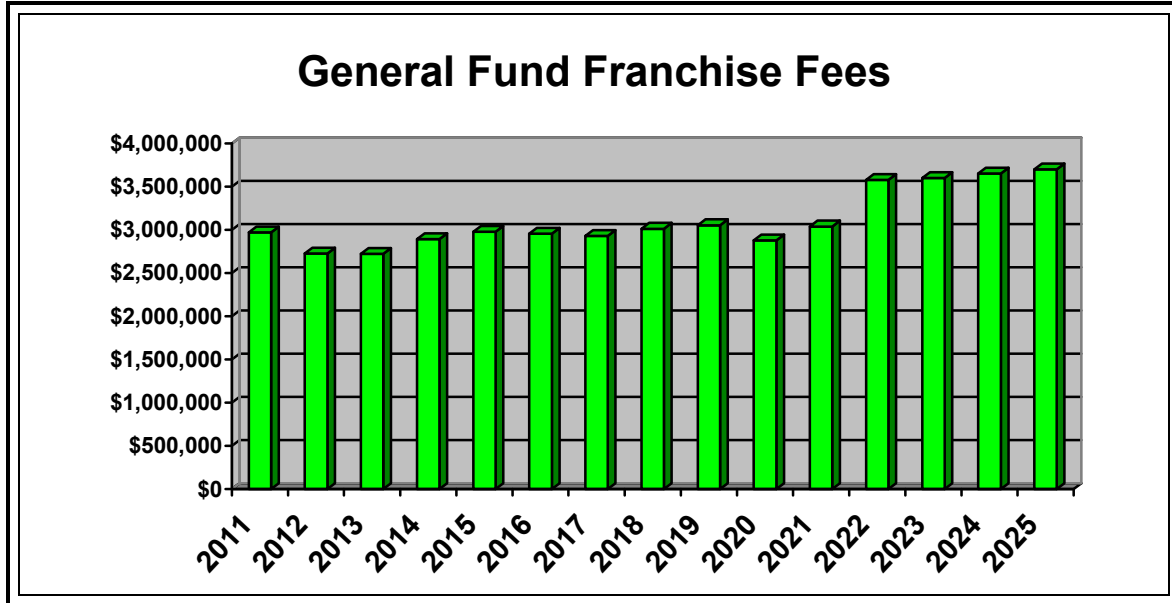


Major Revenue Sources Historical and Projected:

The 2023 taxable value is \$5.05 billion, an increase of \$466 billion from 2023. The increase includes \$411 from existing properties and \$55 million from new construction and annexations.

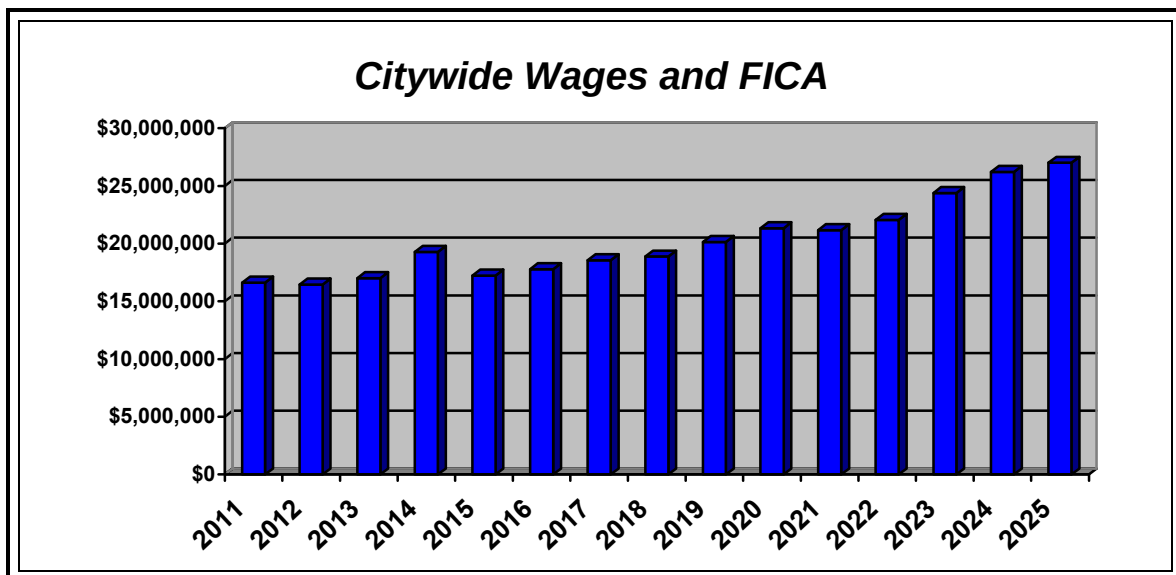
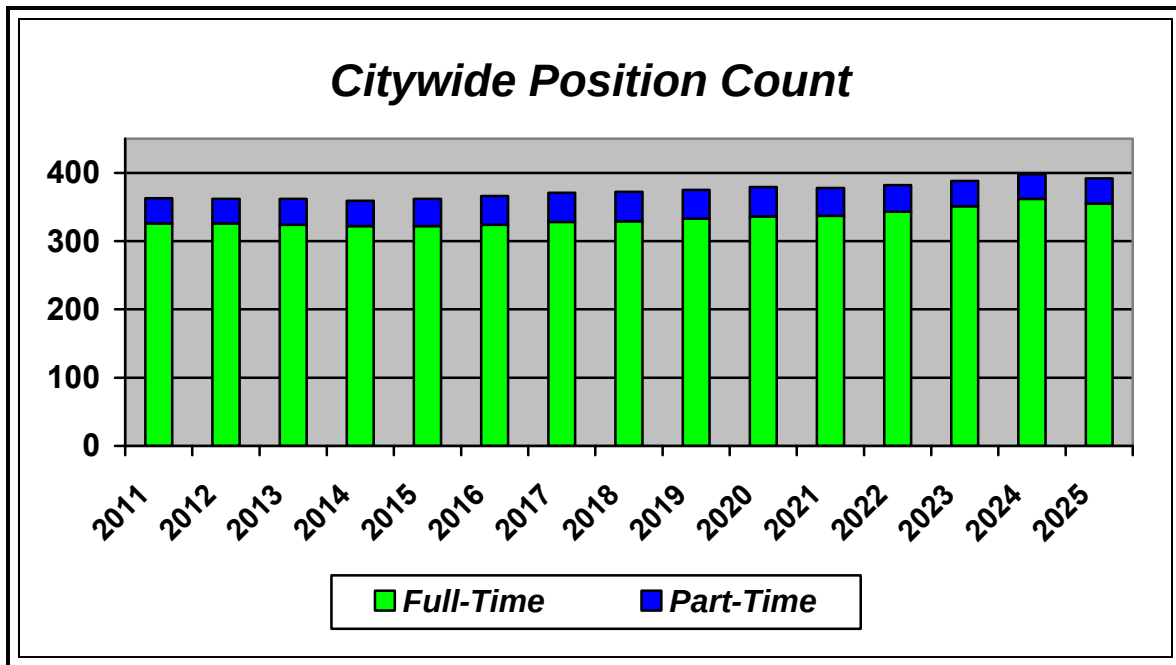


Aside from property taxes, the largest revenue sources consist of franchise fees, utility taxes, intergovernmental revenue and utility user fees are levied to fund the costs of certain activities or services. Franchise fees and utility taxes are generated from a surcharge on electric and natural gas. Intergovernmental revenue consists largely of sales tax passed through to local governments from the State. These revenues are expected to remain relatively stable.

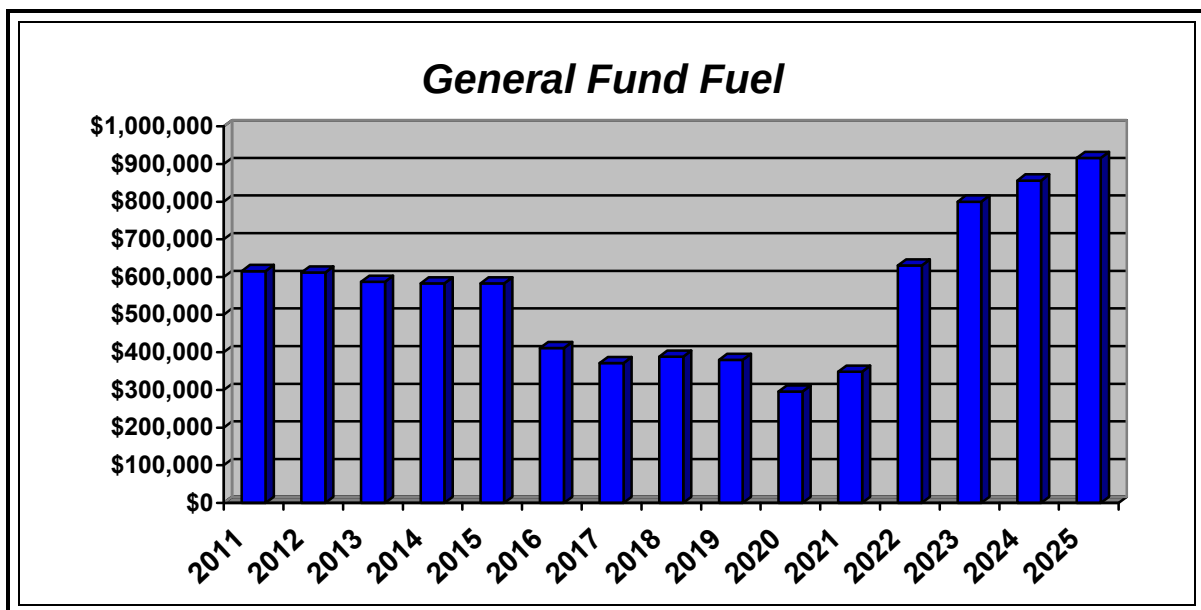
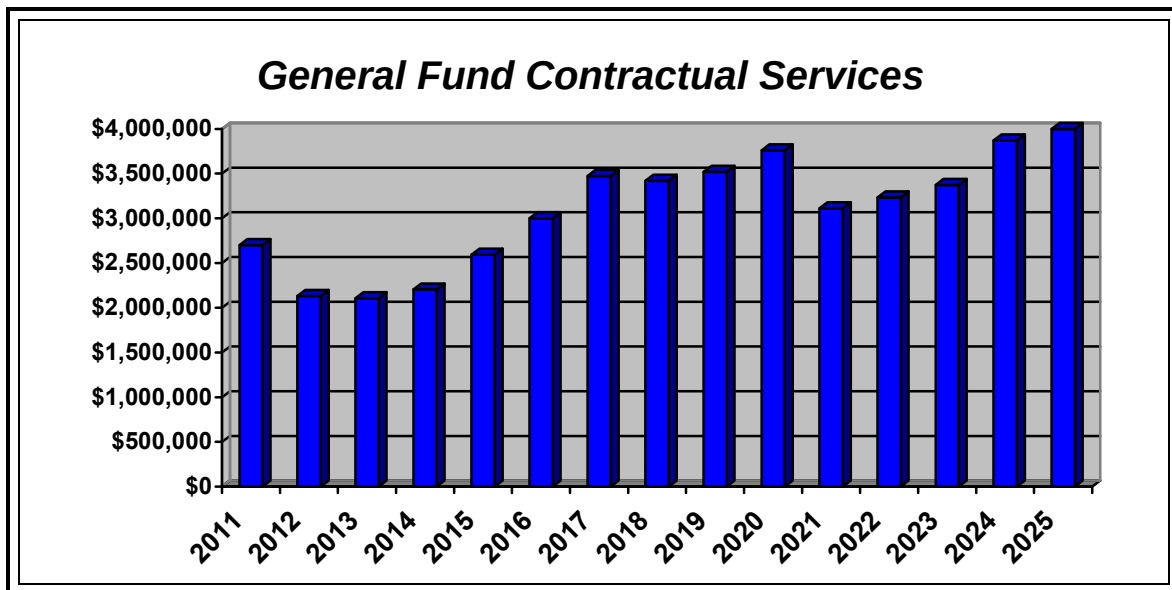


Major Expenditure Categories Historical and Projected:

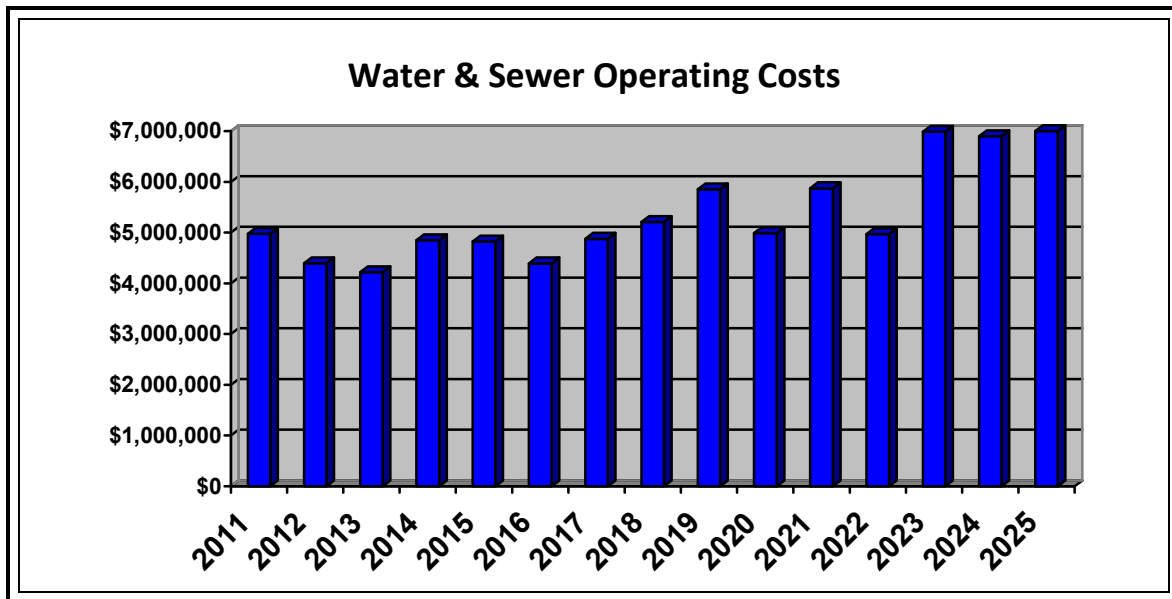
The number of positions has stayed relatively stable over the past ten years while the cost of wages has increased steadily consistent with the Collective Bargaining Agreements of the City's three unions.



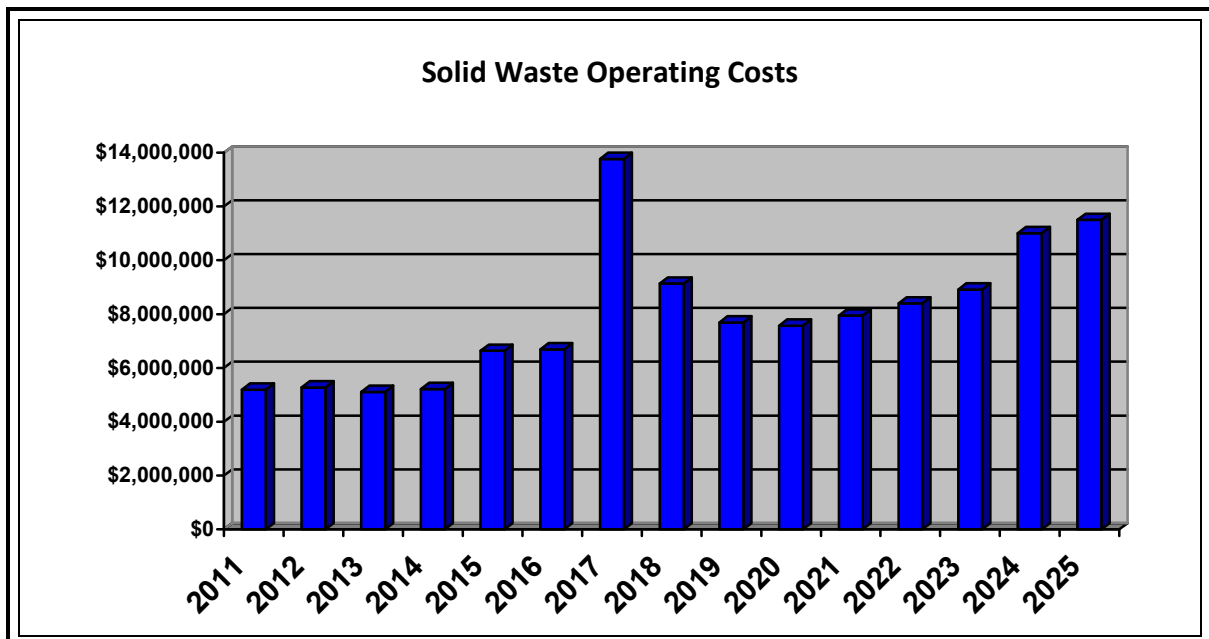
The category of contractual services is largely comprised of expenditures for landscaping medians and maintenance of the City's sports fields. These costs continue to rise. Fuel costs associated with the City vehicles also continue to rise.



Water & Sewer operating costs consist mainly of chemical and electric expenses associated with operations of the two plants. These costs have slowly increased over time consistent with inflation.



Solid Waste operating costs consist mainly of expenses paid to the contractual waste hauler for collection of trash and recycling. The costs increased significantly in 2017 when the City rebid the contract. Costs have steadily increased since that time.



Budget Assumptions

Revenues

1. Conservative revenue estimates are utilized to allow for unanticipated changes in collection levels or economic deterioration.
2. The budget was prepared using an operating millage rate of 3.7610 mills. The total millage, including debt, is 3.8410.
3. The budget includes a 3% increase in Leisure Service fees.
4. The budget was prepared without using General Fund Reserves.

Expenditures

1. As a service provider, employee costs account for a significant portion of the City's budget. The budget has been prepared according to the following assumptions:
 - a. Retirement contributions – Necessary funding for retirement benefits is based upon the most recent annual actuarial evaluation. Total contributions amount to \$4.46 million, an increase of \$585,063.
 - b. A health insurance premium – The budget provides for estimated increases in healthcare cost and includes the continuation of the annual healthcare incentive.
2. Personnel changes include the following:
 - a. The budget includes the addition of ten full-time positions: Two Police Officers, a Fire Inspection, Public Works Administrative Assistant, Public Works Operations Manager, three Treatment Plant Operators, Street Sweeper and Solid Waste Contract Manager. A Civil Engineer position is also be converted from part-time to full-time.

Cost allocation/Transfers

The City's Engineering Division provides services to capital project funds such as Transportation, Stormwater, General Capital Improvements and Water/Wastewater. The cost allocation plan provides for a direct department charge in lieu of an interfund transfer resulting in more complete financial disclosure. Similarly, the Fleet division provides services for other departments and costs are allocated accordingly.

Budget Advisory Board Recommendation

The Budget Advisory Board will review the budget and provide a recommendation at their next meeting on Tuesday, July 11th.

Capital Improvement Program Workshop

After the completion of strategic goal setting and financial trend analysis, the City develops the capital improvement program and presents it to the City Commission at a workshop. The City's Five-Year Capital Improvements Program represents a substantial effort to identify and schedule capital investments for a multi-year period. Departments submit capital improvement requests to the Finance Director (capital projects with a cost of

\$25,000 or greater). The Finance Director and City Manager meet with departments to discuss their requests. The Leisure Services Advisory Board, Quality of Life Board, Aviation Advisory Board, and Public Works Board also provide recommendations for consideration. The proposed capital improvement plan is reviewed and finalized by the City Commission during a workshop in June. Projects recommended for funding in the next fiscal year are incorporated into the proposed annual budget. The CIP workshop focuses on the following areas:

- Developing a consensus with respect to appropriating the necessary funding for the upcoming budget years.
- Developing a consensus on the level of funding for property tax supported projects included in the following categories: Facilities Renewal and Replacement, General Capital Improvement and Transportation. Also discuss the addition of a dedicated millage for General Vehicle Replacement.
- Projects included in the CIP will be funded based on one or more of the following factors with maintenance or upgrade of existing facilities being the highest priority:
 - Involves necessary or planned maintenance, renovation or construction of an existing facility, equipment or infrastructure.
 - Reflects a prior multi-year commitment previously approved by the City Commission.
 - Enhances the use or appearance of an existing facility or City-maintained public area.
 - Included in a previous Master Plan or conceptual plan previously considered and endorsed or reviewed by the City Commission.

Budget Development and Workshop

Departments submit annual budget requests (personnel and operating) to the Finance Director in April. Department requests are reviewed by the City Manager and Finance Director. Thereafter, the proposed budget is provided to the City Commission for review prior to the budget workshop held in mid-July. This workshop is a culmination of the aforementioned planning workshops. Changes to the proposed budget and tax rate are discussed during this workshop. The tentative tax rate is approved by the City Commission during a regular meeting in July. The final tax rate and budget are approved by the City Commission in September.

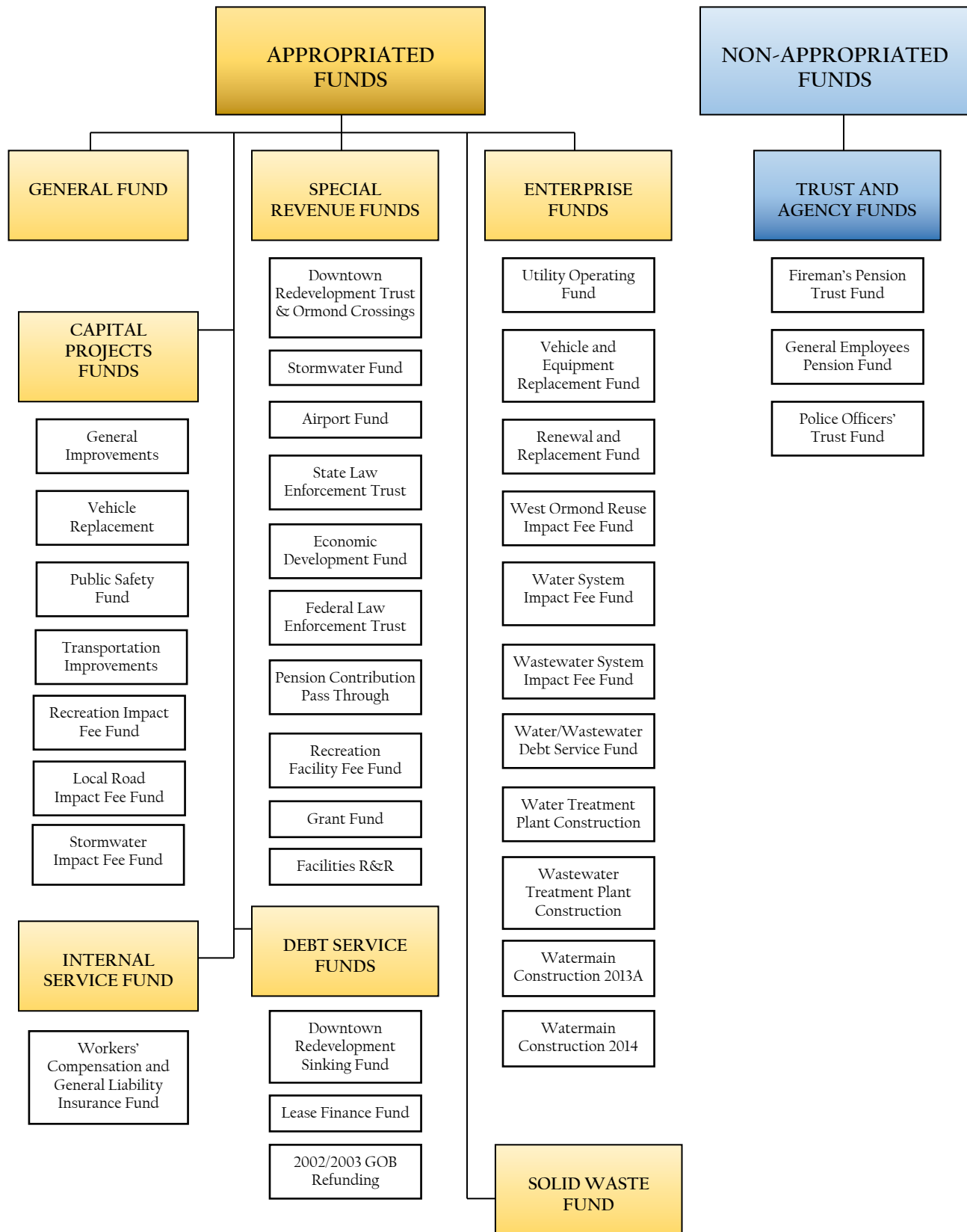
POLICIES
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BUDGET CALENDAR

DATE	ACTIVITY
May 9	Budget Requests due from Depts.
May 26	Capital Improvement Plan submitted to City Commission
June 12	Budget Review with City Manager
July 1	Certification of taxable value submitted to City
July 7	Budget document submitted to City Commission
July 18	Operating Budget Workshop
July 18	Approval of tentative millage levy at regular City Commission meeting (7:00 at City Commission Chambers)
September 6	First Public Hearing to adopt proposed millage rates and budget
September 20	Second and Final Public Hearing to adopt Final millage rates and budget.

FUND STRUCTURE



MAJOR FUNDS

GOVERNMENTAL FUND TYPES

1. **General Fund** - The General Fund is the general operating fund of the City. It is used to account for all financial resources, except those required to be accounted for in another fund.
2. **Special Revenue Funds** - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.
 - **Downtown Redevelopment Trust and Ormond Crossings Funds** - Used to account for tax increment proceeds received by the City within a specific district authorized by state statute.
 - **Stormwater Drainage Utility Fund** - The fund's purpose is to provide maintenance to the City's existing stormwater drainage system. Revenues are provided from user charges assessed to utility customers.
 - **Municipal Airport Fund** - The fund accounts for the financial activities of the Ormond Beach Airport. The airport was deeded to the City in 1959. The agreement restricts the use of the land and revenues derived from aviation related purposes. The airport is funded through rentals and lease revenues, grant revenues and transfers from the General Fund.
 - **Local Law Enforcement Trust Fund** - Used to account for proceeds generated by confiscation activities of the Police Department. Expenditures are restricted for law enforcement purposes only.
 - **Economic Development Fund** - This fund accounts for the City's proceeds of land sales and development costs associated with the City's airport business park.
 - **Federal Law Enforcement Trust Fund** - Used to account for proceeds generated by confiscation activities of the Police Department. Expenditures are restricted for law enforcement purposes only.
 - **Pension Contribution Pass Through** - Used to account for State contributions to the Police and Fire pension funds.
 - **Recreational Facility Use Fee Fund** - This fund accounts for impact fees assessed against users of recreation and cultural facilities within the City. Use of these funds is limited to expansion of those facilities.
 - **Grant Funds** - This fund accounts for proceeds of federal and state financial assistance and related capital expenditures.
 - **Facilities Renewal and Replacement** - This fund accounts for dedicated tax revenue used to maintain City facilities.
3. **Debt Service Funds** - Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

- **Financing Debt Service Fund** - This fund records principal and interest payments on various capital lease and notes payable obligations. Revenue sources include interest on investments and transfers from the General Fund.
 - **2002 General Obligation Debt Service Fund** - This fund records principal and interest payments on Series 2002 General Obligation Bonds. Revenues include ad valorem property taxes and interest on investments.
 - **2003 General Obligation Debt Service Fund** - This fund records principal and interest payments on Series 2003 General Obligation Bonds. The proceeds of this debt issue were utilized to construction Fire Station #92. Revenues include ad valorem property taxes and interest on investments.
 - **2004 Revenue Bonds** - This fund records principal and interest payments on Series 2004 Revenue Bonds. The proceeds of this bond issue were used to construct Fire Station #91.
 - **2010 General Obligation Debt Service Fund** - This fund records principal and interest payments on Series 2010 General Obligation Bonds. The proceeds of this debt issue were utilized to construction a beachfront park
4. **Capital Projects Funds** - Capital Projects Funds are used to account for financial resources to be used for equipment replacement or the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).
- **Capital Improvement Fund** - This fund is used to account for capital assets acquisitions and construction from general government resources and intergovernmental grants.
 - **Equipment Renewal and Replacement Fund** - This fund accounts for replacement of existing capital assets provided by general government resources.
 - **Public Safety Vehicle & Equipment Fund** - This fund accounts for replacement of vehicles and equipment for public safety provided by general government resources.
 - **Transportation Improvements Fund** - This fund is used to account for transportation related capital infrastructure acquisition and construction from general government resources.
 - **Recreation Facilities Impact Fee Fund** - This fund accounts for impact fees assessed and collected against new construction activities. Use of funds is restricted for expansion of existing recreational facilities or construction of new recreational facilities.
 - **Local Roads Impact Fee Fund** - This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion of existing local roadway links or construction of new local roadways.
 - **Stormwater Drainage Impact Fee Fund** - This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion of existing stormwater management facilities or construction of new stormwater management facilities.

PROPRIETARY FUND TYPES

1. **Enterprise Funds** - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.
 - **Water and Wastewater Fund** - This fund is used to account for general water and sewer operations. The primary source of funding is user charges to water and sewer customers.
 - **Water and Wastewater Vehicle and Equipment Replacement** - This fund accounts for replacement of existing vehicles and equipment for the benefit of Water and Wastewater.
 - **Water and Wastewater Renewal and Replacement** - This fund accounts for replacement of existing capital assets for the benefit of Water and Wastewater.
 - **Water and Wastewater Debt Service** - Used to account for principal and interest payments resulting from the issuance of revenue bonds and other forms of debt.
 - **West Ormond Reuse Impact Fee** - This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion and construction of reuse facilities.
 - **Water Impact Fee** - This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion and construction of water facilities.
 - **Wastewater Impact Fee** - This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion and construction of wastewater facilities.
 - **Water Treatment Plant Construction** - This fund accounts for the construction costs associated with the expansion of the water treatment plant.
 - **Wastewater Treatment Plant Construction** - Used to account for the construction costs associated with the rehabilitation and expansion of the wastewater treatment plant and wastewater system.
 - **Watermain Construction 2013A** - This fund accounts for construction costs associated with the first phase of the 2-inch watermain replacement program.
 - **Watermain Construction 2014** - This fund accounts for construction costs associated with the second phase of the 2-inch watermain replacement program.
 - **Solid Waste Fund** - Used to account for activities associated with the removal of trash and debris. Expenditures are funded through user charges to customers.
2. **Internal Service Fund** - The Internal Service Fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis.

- **Workers Compensation Fund** - This fund is used to account for expenditures associated with providing workers compensation coverage to employees.
- **General Liability Insurance Fund** - This fund is used to account for expenditures associated with providing general liability coverage to employees.

FIDUCIARY FUND TYPES

1. **Trust and Agency Funds** - Trust and Agency Funds account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. *These funds are not included in the adopted budget.*
 - **Firemen's Pension Fund** - Used to account for employee and employer contributions towards the Firemen's pension fund.
 - **Police Officer's Pension Fund** - Used to account for employee and employer contributions towards the Police Officer's pension fund.
 - **General Employee's Pension Fund** - Used to account for employee and employer contributions towards the General Employee's pension fund.

FINANCIAL POLICIES

The accounting policies of the City of Ormond Beach conform to generally accepted accounting principles as applicable to governments. The following is a summary of the most significant accounting and budgeting policies.

FUND ACCOUNTING

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The purposes of the City's various funds and account groups are as follows:

1. BASIS OF BUDGETING

The *basis of budgeting* for all funds is the same as the basis of accounting noted below.

2. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All Governmental Funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis, revenues are recognized when they become measurable and available as net current assets. Revenues that are susceptible to accrual include taxes, intergovernmental revenues, charges for services and investment earnings. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which are recognized when due.

All Proprietary Fund Types and Pension Trust Funds are accounted for using the accrual basis of accounting. Their revenues are recognized when earned and expenses are recognized when incurred.

BUDGET POLICIES

1. BALANCED BUDGET

The City will adopt a balanced budget annually. A balanced budget occurs when revenues plus use of available fund balance equals expenditures with individual funds.

2. BUDGET TRANSFERS AND AMENDMENTS

➤ Administrative Approval of Intra-departmental Budget Transfers

Any budget transfer between line item expenditures accounts (personnel service, operating, and capital outlay) that does not increase or decrease the approved total appropriation of a department within the same fund and is less than \$25,000 shall be reviewed by the Budget Director and approved by the City Manager or her designee.

➤ Commission Approval of Budget Transfers

The following budget transfers shall be approved by a majority vote of the City Commission:

- Transfers of \$25,000 or more
- All interfund transfers

➤ Commission Approval of Budget Amendments

The following budget amendments shall be approved by Resolution by a majority vote of the City Commission:

- Recognition of non-budgeted and unanticipated revenues received during the fiscal year.
- Any increase or decrease in appropriated fund balance.
- Any increase or decrease in the total approved appropriation of a fund.

REVENUE GUIDELINES

The City employs the following revenue guidelines as part of the budget development process:

1. The General Fund operating budget millage rate will be based on a 96% tax collection rate as computed against the Current Year Gross Taxable Value as shown on Form DR-420 provided to the City by the Volusia County Property Appraiser.
2. The City will annually review Charges for Service to ensure that the fee structure, at a minimum, maintains the current level of cost recovery.
3. Ensure that fees charged in enterprise operations are calculated at a level that will support all direct and indirect costs of the enterprise.
4. Ensure that the basis for computing indirect cost allocations are reviewed annually and are based on prudent and defensible assumptions.
5. Revenue projections for all major non-ad valorem revenue sources will be based on prudent trend analysis that considers current and projected economic conditions. Budget projections for State-shared revenues will consider State of Florida estimates that are contained in the Local Government Financial Information Handbook as one of several factors for determining final revenue estimates.
6. Ensure that the City does not accept any revenue source whose terms of acceptance or collection may adversely affect the City.
7. The use of revenues which have been pledged to bond holders will conform to bond covenants which commit those revenues.
8. The undesignated fund balance in the General Fund will be maintained at no less than 15% of the total General Fund budget exclusive of budgeted reserves for contingency.
9. Water and Wastewater Impact fees will be set at a level that recovers the highest percentage of the cost of future capacity as permitted by law.
10. In financing capital improvements through the use of General Obligation Bonds, the City shall limit outstanding indebtedness to no more than 5% of current gross taxable value.

APPROPRIATION GUIDELINES

1. The City Commission adopts the annual budget at the fund level, whereas department managers prepare their respective budgets at the program level and allocate appropriations to specific line items in order to provide services at the current level of service.
2. Personnel services are estimated based on collective bargaining provisions governing salary adjustments, whereas salary adjustments for non-bargaining unit employees are based on parameters defined by the City Manager and approved by the City Commission. Pension amounts are based on the defined level of funding as determined by the city's actuary. Health insurance premiums for employee coverage are estimated based on current market conditions that affect annual premium adjustments.
3. The emphasis in preparing the annual budget is on the development of performance outcomes and the relationship of those outcomes to providing the current or enhanced level of service and the budget resources needed to accomplish the identified service level.
4. The budget request for all programs will include an itemized list of capital equipment with a unit value of \$5,000 or more and a separate line item appropriation for vehicle depreciation that will fund future replacement of city vehicles and heavy equipment based on the vehicle replacement schedule developed by the Fleet Manager and Finance Director.
5. Annually, the City Manager will have a comprehensive Five Year Capital Improvements Program (CIP) developed for review and approval by the City Commission. The Five Year CIP will identify and schedule priority capital improvements and provide recommended financing and the estimated operating budget impact for each project.
6. The level of classification detail at which expenditures may not legally exceed appropriations is the fund level. Department Directors and Division Managers are held accountable for their respective budgets at the program level.
7. Encumbrances outstanding at year-end represent the estimated amount of the expenditures ultimately to result if unperformed contracts/receipt of goods or services in process at year-end are completed. Such encumbrances do not constitute expenditures or liabilities, but rather reservations of fund balance for subsequent years' appropriation.
8. Debt service millage will be set at levels which will generate sufficient revenue to make all required principal and interest payments.

CITY OF ORMOND BEACH FUND BALANCE POLICY

1. INTRODUCTION

Sound financial principles dictate that adequate fund balance will be maintained in order to reduce the risks associated with revenue shortfalls, natural disasters, and unanticipated expenditures. As such, the City hereby establishes a Fund Balance policy in accordance with Governmental Accounting and Standards Board Statement (GASB) No. 54.

2. FUND BALANCE CLASSIFICATIONS

- **Non-Spendable Fund Balance** - Amounts that cannot be spent because of the following reasons:
 - not in spendable form
 - legally or contractually required to be maintained intact. Non-Spendable Fund Balance includes items such as inventory, prepaid expenses, and long-term receivables.
- **Restricted Fund Balance** - Amounts constrained to being used for specific purposes by external parties. Examples of constraints on use of fund balance include those imposed by debt covenants, enabling legislation, and grantors.
- **Committed Fund Balance** - Amounts that can be used only for the specific purposes determined by formal action of the City Commission. The specific purpose may only be altered or removed by the City Commission taking the same formal action used to originally impose the constraint. The balance must be determined by the close of the fiscal year.
- **Assigned Fund Balance** - Amounts intended to be used for a specific purpose. The intended purpose may be determined by the City Commission, City Manager, or Finance Director.
- **Unassigned Fund Balance** - This classification represents any fund balance that has not been classified as non-spendable, restricted, committed, or assigned.

3. MINIMUM LEVEL OF UNASSIGNED FUND BALANCE (GENERAL FUND)

The City will attempt to maintain unassigned fund balance of 15% of budgeted annual expenditures for the current year in the General Fund. Unassigned fund balance in the General Fund which is in excess of the 15% target may be used for any purpose designated by the City Commission as set forth in the annual budget and subsequent budget amendments. The City will attempt to avoid use of unassigned fund balance for recurring expenditures.

If, after the annual audit, the unassigned fund balance is determined to be below 15%, the Finance Director will notify the City Commission. The Finance Director will provide a plan to reduce expenditures and/or increase revenues in order to restore the fund balance with a timeframe determined by the City Commission.

4. CLASSIFICATION OF FUND BALANCE (GENERAL FUND)

➤ **Non-Spendable Fund Balance:**

- Advances to Other Funds-Advances made by the General Fund to address negative balances in other funds.
- Prepaids
- Inventories

➤ **Restricted Fund Balance**

Restricted fund balance reserves in the General Fund consist of:

- Frazier Trust-Funds held by the City for use by the Ormond Memorial Art Museum to establish an endowment as stipulated in the final judgment entered by Judge Rouse on July 21, 1997.

➤ **Committed Fund Balance**

- Ormond Beach Sports Complex-Funds received from the Volusia County School Board in connection with an agreement dated October 21, 2008 and approved by the City Commission with Resolution 2008-202.

➤ **Assigned Fund Balance**

The City Commission hereby establishes the following assigned fund balance reserves in the General Fund:

- Assignment to Subsequent Year's Budget-Assigned fund balance may be designated for use in the subsequent year's budget by the City Commission, City Manager or Finance Director to appropriate a portion of unassigned fund balance for the purpose of eliminating projected deficits.

➤ **Unassigned Fund Balance**

The City Commission hereby establishes the following unassigned fund balance reserves in the General Fund:

- Revenue Stabilization - The City hereby establishes a budget stabilization fund of \$2 million. The budget stabilization fund will be utilized to ensure adequate funding is available to maintain services during periods of significant revenue declines (both anticipated and unforeseen). Furthermore, the reserve can be used to address unfunded mandates.

The use of budget stabilization reserves which may be appropriated in the subsequent year's budget is limited to \$1 million or 50% of the revenue stabilization fund balance available.

Use of unassigned fund balance will be authorized by the City Commission through approval of a budget ordinance in conjunction with the annual budget process or budget amendment.

- General Fund- The City will attempt to maintain unassigned fund balance of 15% of budgeted annual expenditures for the current year. This balance is in addition to the Revenue Stabilization fund balance.

5. SPENDING ORDER OF FUND BALANCES

Restricted amounts will be used first unless there is a legal prohibition to doing so. The City will then utilize committed fund balance followed by assigned fund balance. Unassigned fund balance will be used last.

The Revenue Stabilization balance will only be used to provide funding for existing services/programs and unfunded mandates when current revenues are insufficient. General Fund Unassigned Fund Balance will be used in all other cases which include funding for one-time expenditures/capital projects and increases in service levels/programming.

6. LEVEL OF AUTHORITY

Committed Fund balance may only be established and revised by approval of the City Commission. The remaining reserve levels and policies herein may be revised and approved by the City Manager or Finance Director.

7. EFFECTIVE DATE

This Policy took effect immediately upon adoption and will be applied beginning with the preparation of the City's September 30, 2011 Comprehensive Annual Financial Report and adoption of the City's Fiscal Year 2011-12 Budget.

CITY OF ORMOND BEACH PURCHASING POLICY

1. INTRODUCTION

This document serves to provide uniform purchasing procedures for all individuals authorized to make purchases on behalf of the City of Ormond Beach. Every employee involved in the purchasing process is required to adhere to the requirements of this document as well as Chapter 2, Article IX, Division 3 of the City of Ormond Beach Code of Ordinance which outlines the regulations applicable to procurement by City employees.

2. NEW VENDORS

The purchaser must submit the New Vendor Request form when making purchases from vendors who have not previously done business with the City.

3. PURCHASING PROCEDURES

- Purchases exceeding \$25,000 require issuance of an invitation to bid or RFP:
 - Bid/RFP specifications are to be submitted to the Purchasing Coordinator for review along with a Bid/RFP Request Approval form.
 - Once the specifications have been approved, the Purchasing Coordinator will advertise the bid/RFP and post to DemandStar.
 - All bids/RFP's and corresponding amendments will be provided exclusively through DemandStar unless other arrangements are approved by the Purchasing Coordinator.
 - Recommendations for award will be determined as follows:
 - For invitations to bid, the Contract Manager will determine the lowest qualified, responsive, and responsible bidder.
 - For RFP's, a review committee will determine which proposal is deemed appropriate for recommendation of award.
 - A recommendation for award (via a CM memo) will be prepared by the Contract Manager and submitted to the Finance Director for approval. Once approved, the CM memo will be forward to the City Attorney and City Clerk for placement on the appropriate agenda.
- Purchases \$2,500-\$25,000:
 - The purchaser will obtain three written quotations.
- Special Purchasing Issues:
 - Sole source procurement where there is only one source for the required item(s) or service(s).
 - The purchaser must submit a Sole Source Procurement form to the Purchasing Coordinator prior to making such purchases.
 - The Sole Source Procurement form will be posted on DemandStar for ten days prior to making such purchases.

- Emergency procurements may be authorized by the Finance Director when there exists a threat to public health, welfare or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances.
 - The purchaser must submit a memo to the Finance Director outlining the need to make an emergency purchase in advance of making such purchase.
- Change orders
 - If the cumulative value is less than \$25,000, City Commission approval is NOT required prior to the authorization of additional work. The City Commission will be notified upon completion of the project of the total change order amount.
 - If/when the cumulative value exceeds \$25,000, City Commission approval must be received prior to the authorization of additional work.

4. PURCHASE REQUISITIONS

- Purchase requisitions should be entered for ALL items/services with the following exceptions:
 - Travel reimbursement-In lieu of a purchase requisition, employees should submit a Travel Request Voucher and applicable supporting documentation prior to undertaking any travel. **An employee may elect to pay the cost of travel and receive reimbursement thereafter or have payment made directly to the appropriate vendors.**
 - Debt Service payments
 - Reimbursements to employees, civic organizations, entertainers
 - Refunds
 - Employee/Retiree benefit payments
 - Waste Management monthly disbursements
- Except as noted above, no purchases shall be made until a purchase requisition has been entered and all approvals have been received.
- Education reimbursement is first approved by submittal of the Education Reimbursement Request form. Once all necessary signatures have been obtained, a purchase requisition should be entered.
- All vendors who are providing services to the City must be licensed accordingly. It is the purchaser's responsibility to contact the City's building division and validate that the vendor has obtained all applicable business licenses.
- The purchaser is expected to verify that the vendor chosen has met the applicable insurance requirements as specified in Resolution 2011-116 dated 8/16/11.
 - Insurance requirements can be found in the New Vendor attachment.
 - Existing insurance certificates will be maintained by the Risk Manager and are available for review by the purchaser at S:\VendorInsurance

- If a valid insurance certificate is not available at S:\VendorInsurance, it is the purchaser's responsibility to obtain the necessary certificate(s) and email the certificate(s) to the Risk Manager.
 - Once the Risk Manager has received the necessary insurance certificate(s), she will approve the requisition.
- If the purchase requires obtainment of written quotations, the quotations must be emailed to the Purchasing Coordinator. All quotations (whether verbal or written) should be documented within the electronic purchase requisition.

5. REQUEST FOR PAYMENT

- Invoices submitted to the Finance Department for payment should include:
- Two signatures, one of which is a Department Head, Division Manager, or Supervisor/Foreman.
 - For purchases made with a purchase order:
 - Complete the receipts processing in Naviline.
 - Write the purchase order number on the invoice.
 - For purchases made without a purchase order, write the account number(s) on the invoice.
 - All invoices must be received by Tuesday at noon for payment on Friday of the same week.

6. CREDIT CARD USAGE

In the event a purchase can only be made via a credit card, the purchaser must first obtain the approval of the Finance Director and Purchasing Coordinator by submitting the Credit Card Approval form.

CITY OF ORMOND BEACH INVESTMENT POLICY

1. The City of Ormond Beach is hereby authorized to invest funds under its control, which are in excess of those funds required to meet short-term expenses, in the following instruments, and may divest itself of such investments, at prevailing market prices or rates, subject to the limitations stated:
 - a) The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Section 163.01, Florida Statutes;
 - b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
 - c) Savings accounts in state-certified qualified public depositories, as defined in Section 280.02, Florida Statutes;
 - d) Certificates of deposit in state-certified qualified public depositories, as defined in Section 280.02, Florida Statutes;
 - e) Direct obligations of the U.S. Treasury; and
 - f) Federal instrumentalities. Agencies and instrumentalities.
2. The securities listed in subparagraphs (c), (d), (e), and (f) of Paragraph 1 shall be invested to match investment maturities with known cash needs and anticipated cash-flow requirements.
3. This Investment Policy shall not apply to pension funds, trust funds, or funds related to the issuance of debt, provided that there are other existing policies or indentures in effect for such funds.

The complete policy can be found in the appendix of this document.

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ALL FUNDS SUMMARY

The FY 2023-24 budget includes total net appropriations of \$98 million

ALL FUNDS SUMMARY	
Description	Budget FY 2023-24
General Fund (001)	43,461,840
Special Revenue Funds:	
Downtown Redevelopment Trust Fund (104)	1,609,825
Ormond Crossings Trust Fund (106)	329,996
Stormwater Utility Fund (107)	4,478,430
Airport Fund (108)	2,725,948
Local Law Enforcement Trust Fund (109)	-
Economic Development Fund (110)	-
State Law Enforcement Trust Fund (112)	-
Pension Contribution Pass Through Fund (113)	1,000,000
Recreation Facility Fee Fund (115)	57,225
Grants Fund (116)	-
Total Special Revenue Funds	10,201,424
Debt Service Funds:	
Financing Debt Service Fund (205)	803,545
2002 GOB Debt Service Fund (209)	-
2003 GOB Debt Service Fund (210)	-
2004 Revenue Bond Fund (211)	162,000
2010 Beachfront Park Bond Fund (220)	392,114
Total Debt Service Funds	1,357,659
Capital Improvement Funds:	
Capital Improvements Fund (301)	1,614,840
Equipment Renewal & Replacement Fund (302)	290,000
Public Safety Vehicle & Equipment Fund (305)	2,455,000
Transportation Improvements Fund (308)	2,121,284
Recreational Impact Fee Fund (310)	100,000
Local Road Impact Fee Fund (316)	50,000
Facilities Renewal & Replacement Fund (317)	808,736
Stormwater Impact Fee Fund (318)	50,000
Leisure Services Capital Fund (322)	1,149,749
Total Capital Improvement Funds	8,639,609
Water and Wastewater Funds:	
Water and Wastewater Fund (401)	24,006,719
Vehicle Replacement Fund (408)	250,000
Renewal & Replacement Fund (409)	7,000,000
Water/Wastewater Consolidated Debt Service Fund (414)	5,209,000
West Ormond Reuse Impact Fee Fund (433)	-
Water System Impact Fee Fund (434)	2,772,500
Wastewater System Impact Fee Fund (435)	675,000
Total Water and Wastewater Funds	39,913,219
Solid Waste Fund (460)	13,285,500
Workers Compensation Fund (502)	806,612
General Liability Fund (504)	2,455,253
TOTAL BUDGET APPROPRIATION	120,121,116
Less: Interfund Transfers	(15,794,186)
Fleet Operations (Internal Service Charges)	(1,823,290)
Engineering (Internal Service Charges)	(1,251,822)
Consolidated Insurance Fund (Internal Service Charges)	(3,261,865)
TOTAL NET BUDGET	97,989,953

BUDGET SUMMARY

BUDGET THREE YEAR SUMMARY CITY OF ORMOND BEACH, FLORIDA

REVENUES	Actuals FY 2021-22	Budget FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Taxes	23,773,909	24,451,629	27,603,629	3,152,000	12.89%
Licenses and Permits	8,448,737	8,086,625	9,191,075	1,104,450	13.66%
Intergovernmental Revenue	14,761,262	9,958,013	10,142,644	184,631	1.85%
Charges for Service	35,116,675	35,030,065	39,934,003	4,903,938	14.00%
Fines and Forfeitures	87,026	73,000	73,000	-	0.00%
Miscellaneous Revenues	3,998,910	4,035,023	3,823,969	(211,054)	-5.23%
TOTAL SOURCES	86,186,519	81,634,355	90,768,320	9,133,965	11.19%
Transfers In	17,586,174	16,200,585	15,794,186	(406,399)	-2.51%
Bond Proceeds and Other Sources	0	14,658,849	13,558,610	(1,100,239)	-7.51%
TOTAL REVENUES, TRANSFERS AND BALANCES	103,772,693	112,493,789	120,121,116	7,627,327	6.78%
EXPENDITURES	Actuals FY 2021-22	Budget FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Government Services	10,159,359	11,747,587	13,986,274	2,238,687	19.06%
Public Safety	20,382,045	21,035,315	23,908,753	2,873,438	13.66%
Physical Environment	24,591,765	35,347,047	38,036,985	2,689,938	7.61%
Transportation	7,671,853	8,756,979	8,797,317	40,338	0.46%
Economic Environment	364,786	1,512,799	410,971	(1,101,828)	-72.83%
Human Services	132,107	291,528	291,528	-	0.00%
Leisure Services	8,299,338	8,979,882	9,272,345	292,463	3.26%
Debt Service	6,126,397	6,001,465	5,662,234	(339,231)	-5.65%
TOTAL EXPENDITURES	77,727,650	93,672,602	100,366,407	6,693,805	7.15%
Transfers Out	13,179,828	16,200,585	15,794,186	(406,399)	-2.51%
Contingency	42,504	2,620,602	3,960,523	1,339,921	51.13%
TOTAL APPROPRIATED EXPENDITURES, RESERVES AND BALANCES	90,949,982	112,493,789	120,121,116	7,627,327	6.78%

CHANGE IN FUND BALANCE

Description	Estimated Beginning Fund Balance	Budget Revenue FY 2023-24	Budget Expenditures FY 2023-24	Use of Fund Balance	Estimated Ending Fund Balance
GENERAL FUND (001)	5,800,000	43,391,840	43,461,840	70,000	5,730,000
<u>SPECIAL REVENUE FUNDS</u>					
DOWNTOWN REDEVELOPMENT TRUST FUND (104)	1,100,000	1,609,825	1,609,825	-	1,100,000
ORMOND CROSSINGS TRUST FUND (106)	900,000	329,996	329,996	-	900,000
STORMWATER UTILITY FUND (107)	7,400,000	2,625,000	4,478,430	1,853,430	5,546,570
AIRPORT FUND (108)*	(1,100,000)	2,226,255	2,725,948	499,693	(1,599,693)
LOCAL LAW ENFORCEMENT TRUST FUND (109)	-	-	-	-	0
ECONOMIC DEVELOPMENT FUND (110)	-	-	-	-	0
STATE LAW ENFORCEMENT TRUST FUND (112)	6,000	-	-	-	6,000
PENSION CONTRIBUTION PASS THROUGH (113)	-	1,000,000	1,000,000	-	0
RECREATION FACILITY FEE FUND (115)	440,000	57,225	57,225	-	440,000
TOTAL SPECIAL REVENUE FUNDS	8,746,000	7,848,301	10,201,424	2,353,123	6,392,877
<u>DEBT SERVICE FUNDS</u>					
FINANCING DEBT SERVICE FUND (205)	150,000	803,545	803,545	-	150,000
2002 GOB DEBT SERVICE FUND (209)	140,000	-	-	-	140,000
2003 GOB DEBT SERVICE FUND (210)	90,000	(96,654)	-	96,654	-6,654
2005 REVENUE BOND FUND (211)	11,000	157,000	162,000	5,000	6,000
2010 BEACHFRONT PARK BONDS (220)	-	392,114	392,114	-	0
TOTAL DEBT SERVICE FUNDS	391,000	1,256,005	1,357,659	-	391,000
<u>CAPITAL PROJECT FUNDS</u>					
CAPITAL IMPROVEMENTS FUND (301)	700,000	1,441,720	1,614,840	173,120	526,880
EQUIPMENT RENEWAL AND REPLACEMENT FUND (302)	1,800,000	215,663	290,000	74,337	1,725,663
PUBLIC SAFETY VEHICLE & EQUIPMENT FUND (305)	600,000	-	2,455,000	1,067	598,933
TRANSPORTATION IMPROVEMENTS FUND (308)	3,000,000	1,709,748	2,121,284	411,536	2,588,464
RECREATION IMPACT FEE FUND (310)	400,000	100,000	100,000	-	400,000
LOCAL ROAD IMPACT FEE FUND (316)	1,200,000	50,000	50,000	-	1,200,000
FACILITIES RENEWAL & REPLACEMENT (317)	-	808,736	808,736	-	-
STORMWATER IMPACT FEE FUND (318)	500,000	50,000	50,000	-	500,000
LEISURE SERVICES CAPITAL (322)	-	1,149,749	1,149,749	-	0
TOTAL CAPITAL PROJECTS FUNDS	8,200,000	4,375,867	7,489,860	660,060	7,539,940

*Deficit is being funded through an advance from the General Fund

REVENUE HIGHLIGHTS

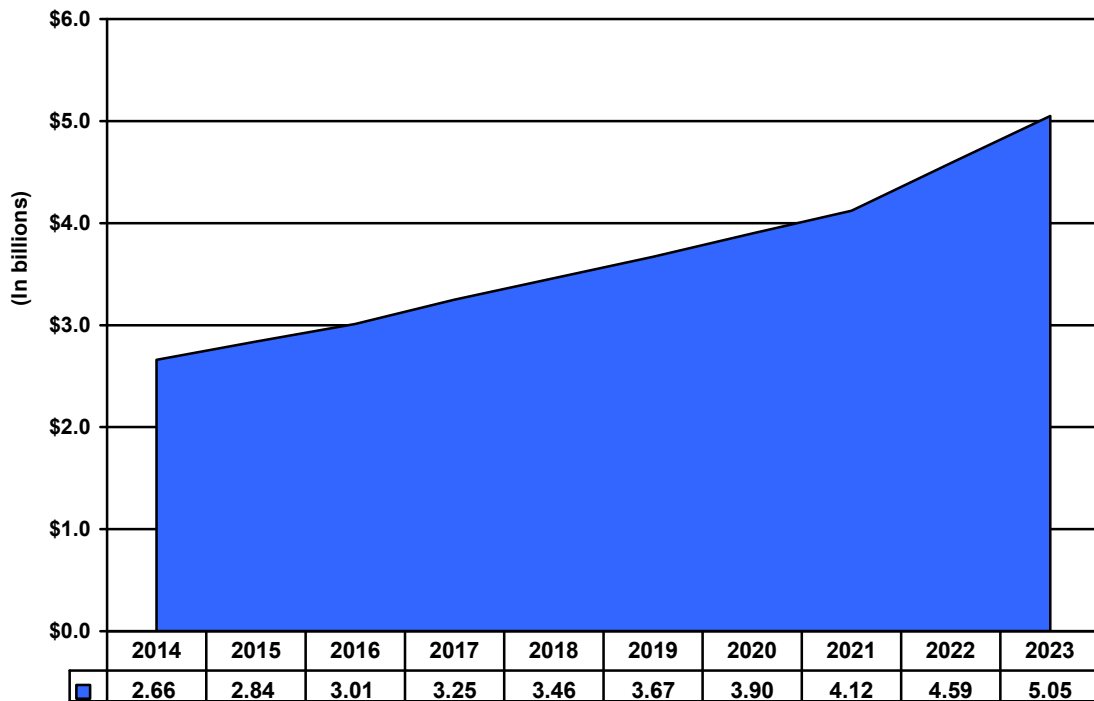
OVERVIEW:

Citywide net revenues and use of prior year's reserves for FY 2023-24 are budgeted at \$97,989,953.

TAXABLE VALUE:

The 2023 taxable value is \$5.05 billion, an increase of \$466 million from the 2022 taxable value. The increase in taxable value includes \$411 million from existing properties and \$55 million from new construction and annexations.

**Gross Taxable Value
Ten Year Trend**



PROPERTY TAX REVENUE & RATES:

General operating revenue available for general operations and capital improvements is estimated to be \$19.24 million.

Summary of Property Tax Rates

	FY 2022-23	FY 2023-24	FY 2022-23 Revenue	FY 2023-24 Revenue
General Fund	3.2480	3.2620	14,302,391.30	15,988,465.74
Facilities Renewal & Replacement	0.1150	0.1650	506,396.24	808,736.00
Capital Improvements	0.0930	0.0840	409,520.44	411,720.15
Vehicle & Equipment R & R	0.0460	0.0440	202,558.50	215,662.93
Transportation Improvements	0.1150	0.1040	506,396.24	509,748.75
Public Safety Fund	0.1440	0.1630	634,096.17	798,933.14
Leisure Services Capital Fund	-	0.1040	-	509,748.75
Subtotal - Operating Millage	3.7610	3.9260	16,561,358.8944	19,243,015.4841
2003 GOB	0.0050	-	22,017.23	-
2010 GOB	0.0800	0.0800	352,275.65	392,114.43
Subtotal - Debt Millages	0.0850	0.0800		
Combined City Tax Rate	3.8460	4.0060		

The operating tax rate is proposed to be 3.9260 mills. The total tax rate (including debt service) is proposed at 4.0060 mills.

GENERAL FUND REVENUES

General Fund net revenues are budgeted to be \$40,386,728, an increase of \$1,974,905 from the previous year. The change includes an increase in property tax revenue of \$1,683,981 resulting from an increase in the taxable value. License and Permit revenue is expected to increase by \$530,000 and Intergovernmental Revenue is expected to increase from the prior year budget by \$366,000.

The largest components of General Fund revenue include:

- Property taxes (\$16.2 million)
- Other Taxes (\$6.6 million)
- License and Permits (\$5.2 million)
- Intergovernmental revenues (\$5.3 million) which includes the half cent sales tax and municipal revenue sharing.
- Transfers to the General Fund (\$5.7 million)

DOWNTOWN REDEVELOPMENT FUND:

Tax increment proceeds are the primary revenue source for the Downtown Development Fund. The incremental taxable value of the district increased by \$16.2 million with 95% being captured within the fund. Revenue from tax increment proceeds are used for capital improvements within the district.

STORMWATER UTILITY FUND:

Revenues consist of stormwater user fees in the amount of \$2.6 million. The proposed budget assumes no increase in the monthly stormwater fee.

CAPITAL IMPROVEMENT FUND,

Pursuant to the City Commission's direction, the budget includes a dedicated millage for capital improvements which generates \$424,000 in property tax revenue.

VEHICLE/EQUIPMENT RENEWAL & REPLACEMENT:

Pursuant to the City Commission's direction, the budget includes a dedicated millage for capital improvements which generates \$222,000 in property tax revenue to fund General vehicles.

PUBLIC SAFETY VEHICLE/EQUIPMENT FUND:

In fulfillment of the City Commission's strategic plan, the budget includes a dedicated millage for public safety vehicle and equipment replacement established in FY 2021-22 which will generate \$824,000 in property tax revenue.

TRANSPORTATION FUND:

Pursuant to the City Commission's direction, the budget includes a dedicated millage for capital improvements which generates \$526,000 in property tax revenue.

FACILITIES RENEWAL & REPLACEMENT FUND:

Pursuant to the City Commission's direction, the budget includes a dedicated millage of for facilities renewal and replacement which generates \$809,000.

LEISURE SERVICES CAPITAL FUND:

Pursuant to the City Commission's direction, a new dedicated millage has been established for Leisure Service capital projects which generates \$500,000.

WATER AND WASTEWATER:

The primary revenue source of the Water and Wastewater Fund consists of user fees to customers both inside and outside the City. Water and sewer fees account for \$21.8 million.

Water/Wastewater Rate Increase History

Date	Increase	Water	Sewer	Amount
10/01/98	5.06%	\$ 14.15	\$ 19.04	\$ 33.19
10/01/02	2.47%	\$ 14.50	\$ 19.51	\$ 34.01
02/01/06	17.23%	\$ 17.00	\$ 22.87	\$ 39.87
10/01/06	5.99%	\$ 18.03	\$ 24.23	\$ 42.26
01/01/08	5.77%	\$ 19.07	\$ 25.63	\$ 44.70
10/01/08	5.97%	\$ 20.20	\$ 27.17	\$ 47.37
10/01/09	1.77%	\$ 20.56	\$ 27.65	\$ 48.21
10/01/10	2.57%	\$ 21.09	\$ 28.36	\$ 49.45
10/01/13	2.50%	\$ 21.62	\$ 29.08	\$ 50.70
10/01/15	3.94%	\$ 22.62	\$ 30.08	\$ 52.70
09/30/16	3.80%	\$ 23.62	\$ 31.08	\$ 54.70
10/1/2017	3.66%	\$ 24.62	\$ 32.08	\$ 56.70
9/30/2018	1.76%	\$ 25.12	\$ 32.58	\$ 57.70
10/01/21	1.80%	\$ 25.28	\$ 33.16	\$ 58.44
09/30/22	3.50%	\$ 26.47	\$ 34.33	\$ 60.80
10/01/23	6.00%	\$ 28.06	\$ 36.39	\$ 64.45
09/30/23	6.00%	\$ 29.73	\$ 38.58	\$ 68.31

WATER AND WASTEWATER RENEWAL & REPLACEMENT FUND:

Revenues of the Renewal and Replacement Fund include a transfer of \$6.79 million from the Water and Wastewater Operating Fund.

SOLID WASTE:

The primary revenue source is solid waste user fees (\$10.9 million). Rates needed to fund the proposed budget will take effect at the beginning of the fiscal year to offset the CPI adjustment to the garbage collection or recycling contract.

EXPENDITURE HIGHLIGHTS

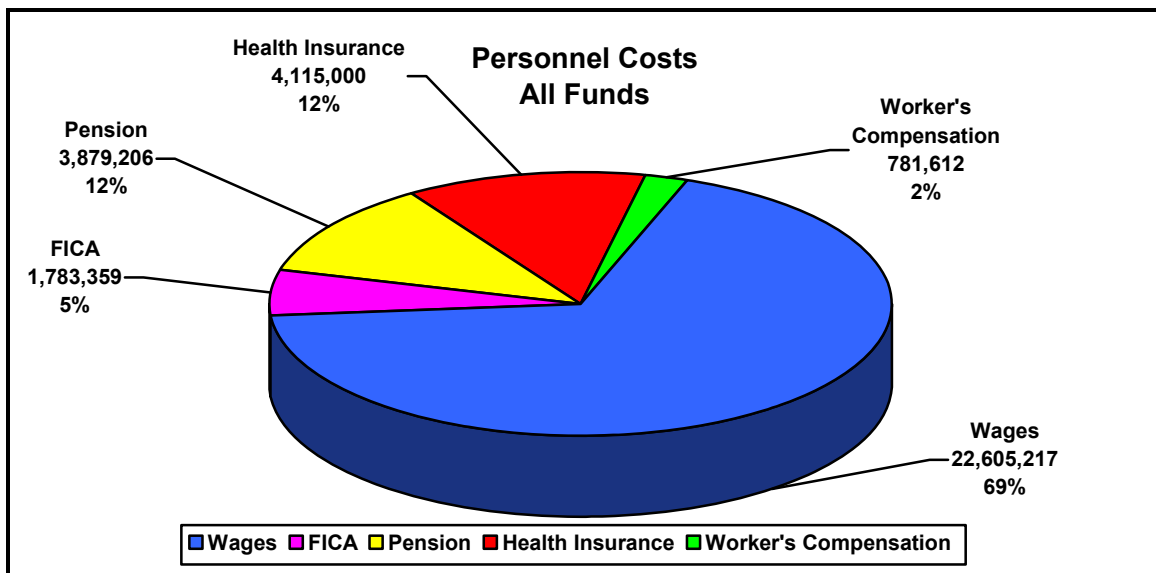
PERSONNEL COSTS:

Total personnel costs are budgeted to be \$35.6 million for FY 2023-24.

All Funds Wages and Benefits				
	Budget FY 2022-23	Budget FY 2022-23	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Wages	22,605,217	24,345,290	1,740,073	7.70%
FICA	1,783,359	1,862,413	79,054	4.43%
Pension/Deferred Comp.	3,879,206	4,464,269	585,063	15.08%
Health Insurance	4,115,000	4,124,081	9,081	0.22%
Worker's Compensation	781,612	781,612	-	0.00%
	33,164,394	35,577,665	2,413,271	7.28%

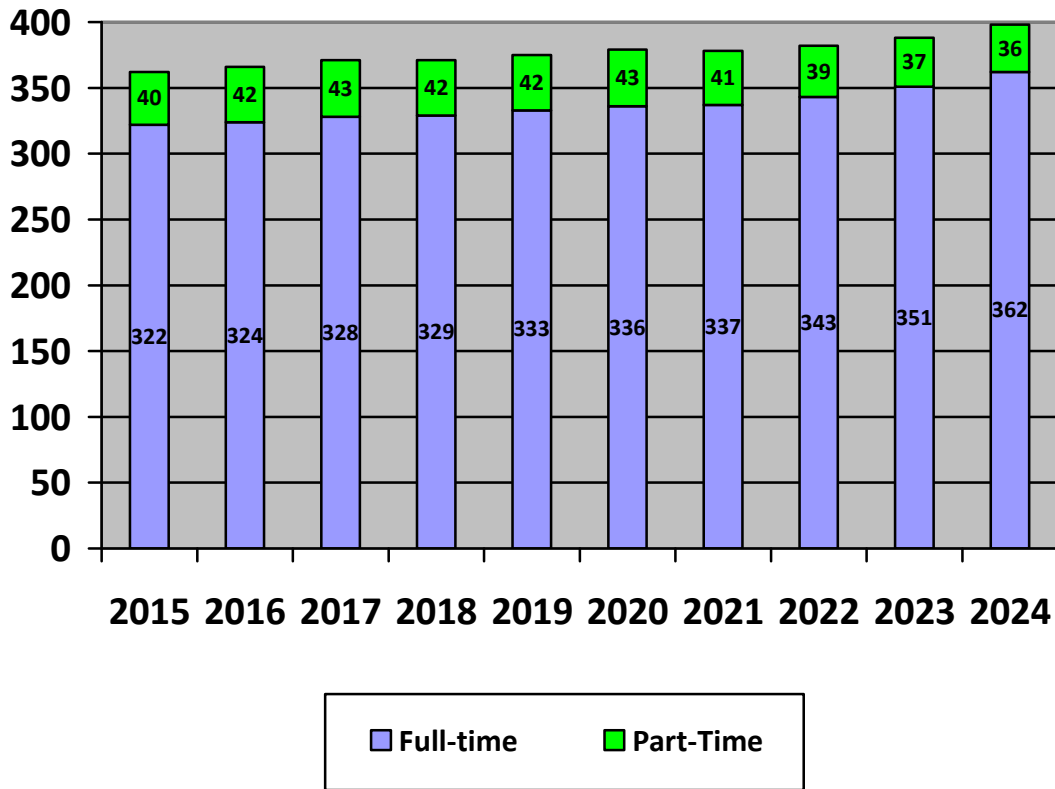
General Fund Wages and Benefits				
	Budget FY 2022-23	Budget FY 2022-23	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Wages	17,952,414	19,152,635	1,200,221	6.69%
FICA	1,427,418	1,465,175	37,757	2.65%
Pension/Deferred Comp.	3,397,125	3,905,280	508,155	14.96%
Health Insurance	3,108,812	3,100,552	(8,260)	-0.27%
Worker's Compensation	621,912	621,912	-	0.00%
	26,507,681	28,245,554	1,737,873	6.56%

Other Fund Wages and Benefits				
	Budget FY 2022-23	Budget FY 2022-23	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Wages	4,652,803	5,192,655	539,852	11.60%
FICA	355,941	397,238	41,297	11.60%
Pension/Deferred Comp.	482,081	558,989	76,908	15.95%
Health Insurance	1,006,188	1,023,529	17,341	1.72%
Worker's Compensation	159,700	159,700	-	0.00%
	6,656,713	7,332,111	675,398	10.15%



POSITION COUNT HISTORY:

The budget includes 351 full-time positions and 37 part-time positions.



AUTHORIZED POSITIONS:

	FY 21-22			FY 22-23			FY 23-24		
	Full-time	Part-time		Full-time	Part-time		Full-time	Part-time	
Department / Division	Positions	Positions	FTE	Positions	Positions	FTE	Positions	Positions	FTE
Office of City Manager	4.00	-	4.00	4.00	-	4.00	4.00	-	4.00
Support Services	4.00	-	4.00	4.00	-	4.00	4.00	-	4.00
Office of City Attorney	5.00	-	5.00	5.00	-	5.00	5.00	-	5.00
Human Resources	3.00	-	3.00	4.00	-	4.00	4.00	-	4.00
Finance Department									
Budget/Finance	10.00	-	10.00	10.00	-	10.00	10.00	-	10.00
Utility Billing	12.00		12.00	12.00		12.00	12.00		12.00
Information Technology	7.00	-	7.00	7.00	-	7.00	7.00	-	7.00
Planning Department	5.00	1.00	5.60	5.00	1.00	5.60	6.00	-	6.00
Building Inspections/Permitting	12.00	-	12.00	12.00	-	12.00	12.00	-	12.00
Economic Development	1.00	-	1.00	1.00	-	1.00	1.00	-	1.00
Police Department	90.00	1.00	90.50	93.00	-	93.00	95.00	-	95.00
Neighborhood Improvement	6.00	-	6.00	6.00	-	6.00	6.00	-	6.00
Fire Department	48.00	-	48.00	48.00	-	48.00	49.00	-	49.00
Public Works Department									
Engineering	12.00	-	12.00	12.00	-	12.00	12.00	-	12.00
Streets and Roadside Mnt.	19.00	-	19.00	19.00	-	19.00	21.00	-	21.00
Fleet Operations	5.00	1.00	5.50	5.00	1.00	5.50	5.00	1.00	5.50
Page Subtotal	243.00	3.00	244.60	247.00	2.00	248.10	253.00	1.00	253.50

AUTHORIZED POSITIONS:

	FY 21-22			FY 22-23			FY 23-24		
	Full-time	Part-time		Full-time	Part-time		Full-time	Part-time	
Department / Division	Positions	Positions	FTE	Positions	Positions	FTE	Positions	Positions	FTE
Stormwater Maintenance	10.00	-	10.00	10.00	-	10.00	11.00	-	11.00
Utilities									
Water Production	21.00	1.00	21.50	22.00	1.00	22.50	23.00	1.00	23.50
Wastewater Treatment	13.00	-	13.00	13.00	-	13.00	15.00	-	15.00
Water Distribution	13.00	1.00	13.50	14.00	-	14.00	14.00	-	14.00
Wastewater Collection	13.00	-	13.00	13.00	-	13.00	13.00	-	13.00
Solid Waste									
Collection and Disposal	1.00	-	1.00	1.00	-	1.00	2.00	-	2.00
Recycling	-	-	-	-	-	-	-	-	-
Leisure Services									
Building Maintenance	7.00	1.00	7.50	7.00	1.00	7.50	7.00	1.00	7.50
Administration	6.00	1.00	6.50	6.00	1.00	6.50	6.00	1.00	6.50
Nova Community Center	1.00	5.00	3.50	1.00	5.00	3.50	1.00	5.00	3.50
South Ormond Neighborhood Center	1.00	3.00	2.50	2.00	3.00	3.50	2.00	3.00	3.50
Gymnastics	-	-	-	-	-	-	-	-	-
Athletic Field Maintenance	4.00	7.00	7.50	4.00	7.00	7.50	4.00	7.00	7.50
Parks and Grounds Mnt.	5.00	2.00	6.00	5.00	2.00	6.00	5.00	2.00	6.00
The Casements	1.00	5.00	3.50	2.00	5.00	4.50	2.00	5.00	4.50
Environmental Discovery Center	1.00	2.00	2.00	1.00	2.00	2.00	1.00	2.00	2.00
Performing Arts Center	1.00	5.00	3.50	1.00	5.00	3.50	1.00	5.00	3.50
Senior Center	-	1.00	0.50	-	1.00	0.50	-	1.00	0.50
Community Events	1.00	2.00	2.00	1.00	2.00	2.00	1.00	2.00	2.00
Airport	1.00	-	1.00	1.00	-	1.00	1.00	-	1.00
Total FTE	343.00	39.00	362.60	351.00	37.00	369.60	362.00	36.00	380.00

FY 23-24 Changes:

	Position	FTE
Full-time:		
Add Police Officer	2.00	2.00
Add Fire Inspector	1.00	1.00
Add Civil Engineer (Part-time to Full-Time)	1.00	1.00
Add Public Works Administrative Assistant	1.00	1.00
Add Public Works Operations Manager	1.00	1.00
Add Water Treatment Plant Trainee	1.00	1.00
Add WRF Treatment Plant Trainee	2.00	2.00
Add Street Sweeper Operator	1.00	1.00
Add Solid Waste Contract Manager	1.00	1.00
Total Full Time Change	11.00	11.00
Part-time:		
Delete Civil Engineer (Part-time to Full-Time)	(1.00)	(0.60)
Total Part Time Change	(1.00)	(0.60)
	10.00	10.40

EXPENDITURES

GENERAL FUND:

General fund net expenditures are \$40,386,728 million, an increase of \$1,974,905 from the previous year. The budget includes \$4.1 million for health insurance. The budget also includes \$4.2 million for the City's annual required pension contribution which increased 15% over the current year amount.

DOWNTOWN REDEVELOPMENT FUND:

The budget includes \$283,000 for maintenance and capital improvements. Property improvement grant funding is also included in the amount of \$200,000.

STORMWATER UTILITY FUND:

The budget includes \$1.6 million for personnel and operating costs, transfers of \$254,000, and \$2.6 million in capital improvement projects.

CAPITAL IMPROVEMENT FUND:

The budget includes:

- South Ridgewood Avenue Sidewalk (\$130,000)
- City Commission Chamber Upgrades (\$225,000)
- Telecommunication Systems Upgrade (\$900,000)

TRANSPORTATION FUND:

The budget includes \$1.2 million in infrastructure improvements and \$700,000 in transfers to the General Fund for streets maintenance.

FACILITIES RENEWAL AND REPLACEMENT FUND:

The budget includes maintenance to various City facilities \$325,000 and capital improvement projects of \$161,000.

LEISURE SERVICE CAPITAL FUND:

The budget includes capital improvement projects of \$1,140,000.

WATER AND WASTEWATER:

The budget includes \$13 million of personnel and operating expenditures and \$10.9 million in transfers for capital project funding and debt service.

SOLID WASTE:

This fund receives fees for solid waste removal and recycling services from City residents and business and pays an outside contractor to perform these services. The budget includes \$11.3 million for personnel and operating expenses and \$2 million in transfers.

DEBT SUMMARY:

The Charter of the City of Ormond Beach does not provide a debt limit. Bond Series 2004 was issued to finance the construction of Fire Station #91. Series 2010, was the result of a voter referendum for the construction of a beachfront park.

GENERAL GOV'T DEBT SERVICE REQUIREMENTS

Amounts in thousands

Fiscal Year Ending	2004 Revenue Bonds Fire Station #91		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	151	6	157
Total	151	6	157

Fiscal Year Ending	2010 General Obligation Bonds Beachfront Park		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	285	62	347
2024 & Beyond	1,875	194	2,069
Total	2,160	256	2,416

Water and Sewer Bonds are issued to provide financing for the construction and rehabilitation of the City's water and wastewater system.

WATER AND SEWER REVENUE BONDS AND SRF LOAN FOR WWW

In thousands

FY Ending	Principal		Interest		Total
2024	\$	3,753	\$	577	\$ 4,330
2025	\$	3,874	\$	461	\$ 4,335
2026	\$	1,727	\$	341	\$ 2,068
2027	\$	1,775	\$	293	\$ 2,068
2028	\$	1,830	\$	245	\$ 2,075
2029	\$	1,884	\$	195	\$ 2,079
2030	\$	1,942	\$	143	\$ 2,085
2031	\$	1,517	\$	89	\$ 1,606
2032	\$	1,286	\$	53	\$ 1,339
2033	\$	853	\$	20	\$ 873
Total	\$	20,441	\$	2,417	\$ 22,858

GENERAL FUND

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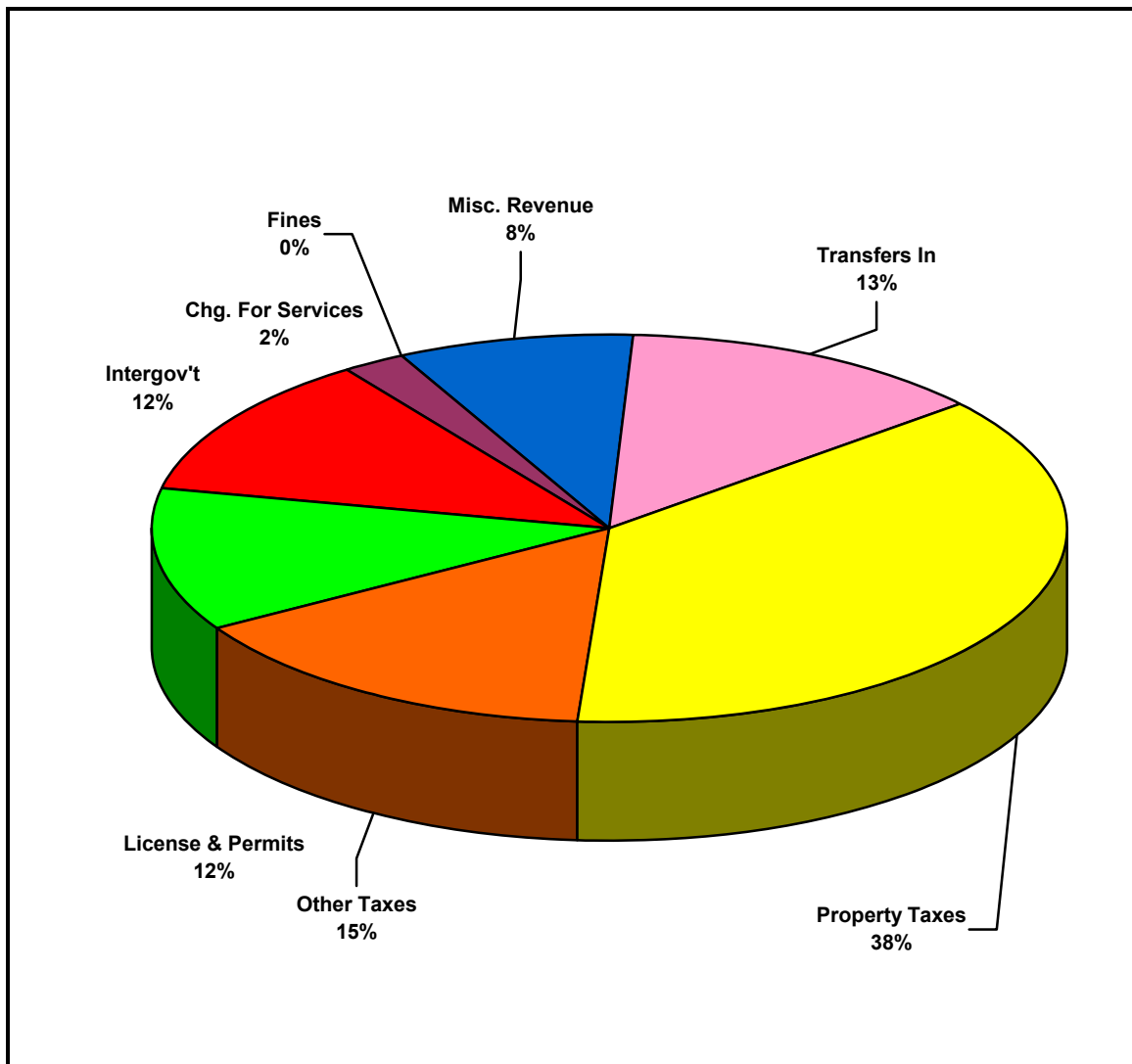
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GENERAL FUND REVENUES

General Fund Revenue Summary					
Description	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Revenues					
Property Taxes	13,318,827	14,504,485	16,188,466	1,683,981	11.61%
Other Taxes	6,465,368	6,133,500	6,568,500	435,000	7.09%
License and Permits	5,034,912	4,654,350	5,184,350	530,000	11.39%
Intergovernmental	5,335,876	4,890,300	5,256,300	366,000	7.48%
Charges for Services	1,049,279	968,000	858,138	(109,862)	-11.35%
Fines & Forfeitures	63,333	73,000	73,000	-	0.00%
Miscellaneous Revenue	3,119,009	3,434,319	3,553,765	119,446	3.48%
Transfers In	4,669,680	4,779,108	5,709,321	930,213	19.46%
Use of Fund Balance:	-	2,085,427	70,000	(2,015,427)	-96.64%
Total Revenues	39,056,284	41,522,489	43,461,840	1,939,351	4.67%
Less: Fleet	1,653,971	1,908,683	1,823,290	(85,393)	-4.47%
Less: Engineering	1,079,007	1,201,983	1,251,822	49,839	4.15%
Total Net Revenues	36,323,306	38,411,823	40,386,728	1,974,905	5.14%

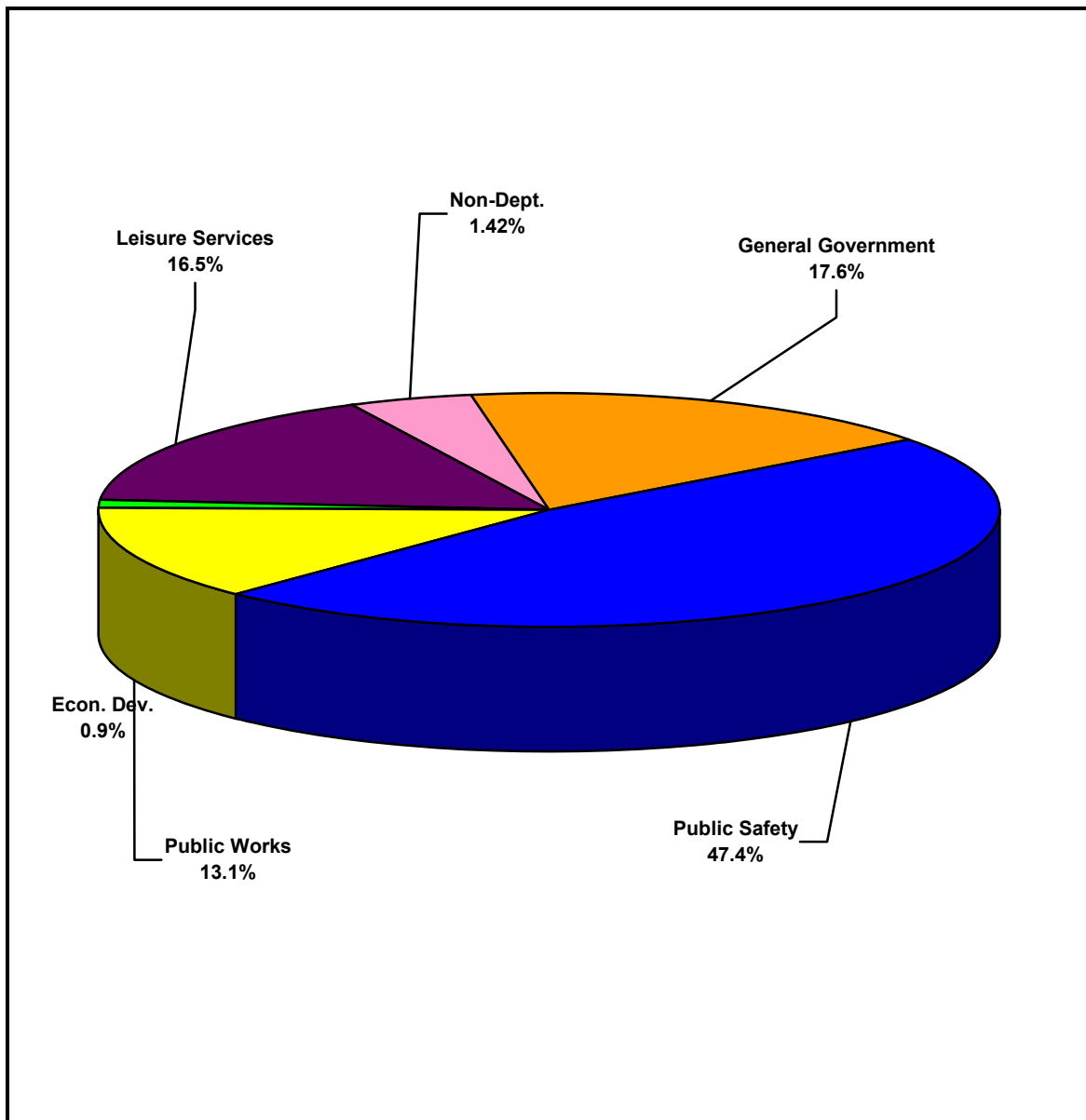
GENERAL FUND REVENUES



GENERAL FUND EXPENDITURE SUMMARY

General Fund Summary					
Description	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Government					
City Commission	369,173	393,342	398,297	4,955	1.26%
City Manager	664,331	750,099	766,686	16,587	2.21%
Support Services	450,433	458,818	436,052	(22,766)	-4.96%
City Attorney	827,622	861,962	897,617	35,655	4.14%
Finance	949,315	1,081,904	1,126,785	44,881	4.15%
Information Technology	851,625	1,140,518	1,661,794	521,276	45.71%
Human Resources	439,143	505,117	610,162	105,045	20.80%
Planning	660,323	711,727	815,894	104,167	14.64%
Building Maintenance	845,830	928,047	937,759	9,712	1.05%
Total General Government	6,057,795	6,831,534	7,651,046	819,512	12.00%
Public Safety					
Police Administration	934,343	1,098,183	1,197,397	99,214	9.03%
Police Operations	6,108,118	6,871,060	7,508,510	637,450	9.28%
Police Community Outreach	523,018	587,579	620,646	33,067	5.63%
Police Criminal Investigations	1,284,668	1,491,988	1,527,310	35,322	2.37%
Police Community Services	392,833	438,297	444,250	5,953	1.36%
Police Records	174,666	194,023	193,324	(699)	-0.36%
Neighborhood Improvements	368,797	460,629	496,897	36,268	7.87%
Fire & EMS	6,955,864	6,731,586	7,363,742	632,156	9.39%
Building Inspections	1,036,521	1,163,670	1,208,177	44,507	3.82%
Total Public Safety	17,778,828	19,037,015	20,560,253	1,523,238	8.00%
Public Works					
Roadside and Right of Way Mnt.	2,323,351	2,525,485	2,622,263	96,778	3.83%
Engineering	1,079,007	1,201,983	1,251,822	49,839	4.15%
Fleet	1,653,971	1,908,683	1,823,290	(85,393)	-4.47%
Total Public Works	5,056,329	5,636,151	5,697,375	61,224	1.09%
Economic Development	350,383	400,799	410,971	10,172	2.54%
Leisure Services					
Parks & Grounds	2,427,265	2,445,146	2,650,336	205,190	8.39%
Administration	730,861	795,835	819,430	23,595	2.96%
Cultural					
Casements	281,543	357,694	389,713	32,019	8.95%
Performing Arts Center	283,849	301,196	299,738	(1,458)	-0.48%
Senior Center	82,204	99,637	118,154	18,517	18.58%
Community Events	205,113	252,034	246,067	(5,967)	-2.37%
Environmental Learning Center	158,994	176,349	205,132	28,783	0.00%
Athletics					
Gymnastics	-	-	-	-	0.00%
Nova Recreation Center	326,655	350,757	376,439	25,682	7.32%
South Ormond Center	271,615	369,318	384,201	14,883	4.03%
Athletic Fields/City Sponsored Sport	1,360,035	1,586,785	1,657,484	70,699	4.46%
Total Leisure Services	6,128,134	6,734,751	7,146,694	411,943	6.12%
Non-Departmental					
Contributions/Contingency	109,607	635,894	277,428	(358,466)	-56.37%
Transfers	4,214,105	2,246,345	1,718,073	(528,272)	-23.52%
Total Expenditures	39,695,181	41,522,489	43,461,840	1,939,351	4.67%
Less: Fleet expenditures	1,653,971	1,908,683	1,823,290	(85,393)	-4.47%
Less: Engineering	1,079,007	1,201,983	1,251,822	49,839	4.15%
Total Net Expenditures	36,962,203	38,411,823	40,386,728	1,974,905	5.14%

GENERAL FUND EXPENDITURES



CITY COMMISSION

The City Commission is comprised of five members and is the elected legislative and governing body of the City. The City Commission is responsible for:

- Establishing policies
- Managing growth and land use
- Adopting an annual budget and tax rate
- Setting water and wastewater rates and other fees and charges for City services
- Adopting local laws and ordinances
- Hiring and overseeing the City Manager and City Attorney

Four members of the City Commission are elected from geographically defined zones and must reside within the zone to be its elected representative. The Mayor is elected by voters City-wide and must reside within the City limits of Ormond Beach. All members serve two year terms.



Pictured: From left to right; Zone 1 City Commissioner Lori Tolland, Zone 2 City Commissioner Travis Sargent, Mayor Bill Partington, Zone 3 City Commissioner Susan Persis, and Zone 4 City Commissioner and Deputy Mayor Harold Briley.

CITY COMMISSION

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	369,173	393,342	398,297	4,955	1.26%
Total	369,173	393,342	398,297	4,955	1.26%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	147,419	161,267	161,322	55	0.03%
Operating	221,754	232,075	236,975	4,900	2.11%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	369,173	393,342	398,297	4,955	1.26%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Mayor	1.00	1.00	1.00	0.00	0.00%
City Commissioners	4.00	4.00	4.00	0.00	0.00%
Total	5.00	5.00	5.00	0.00	0.00%

OFFICE OF CITY MANAGER

The City Manager is the chief executive officer of the City and provides executive leadership necessary to carry out the mission, goals, and policies established by the City Commission.

The City Manager's Office is responsible for administration of all City services and enforcement of all laws pursuant to the City Charter, including:

- appointment and removal of all employees (except City Attorney and the Attorney's staff)
- operational and financial management of City services
- preparation and recommendation of an annual operating budget and five (5) year capital improvements program
- keeping the City Commission informed as to the financial condition and future needs of the City
- preparation of the City Commission's meeting agendas
- implementing and administering the policy directives of the City Commission within the parameters of the City Charter



OFFICE OF CITY MANAGER

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	664,331	750,099	766,686	16,587	2.21%
Total	664,331	750,099	766,686	16,587	2.21%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	616,895	651,029	686,690	35,661	5.48%
Operating	47,436	99,070	79,996	(19,074)	-19.25%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	664,331	750,099	766,686	16,587	2.21%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
City Manager	1.00	1.00	1.00	0.00	0.00%
Assistant City Manager	1.00	1.00	1.00	0.00	0.00%
Public Information Officer	1.00	1.00	1.00	0.00	0.00%
Executive Secretary	1.00	1.00	1.00	0.00	0.00%
Total	4.00	4.00	4.00	0.00	0.00%

CITY COMMISSION/CITY MANAGER

GOALS:

In 2018, the City of Ormond Beach conducted an extensive citizen engagement process, The OB Life, to fully engage the community to help determine the kind of city Ormond Beach would be in the future. A series of six community forums were held addressing

- transportation and livable communities
- environment and water quality
- public safety
- community development
- economic development
- leisure and culture

Nearly 700 people attended the meetings where they heard presentations from 17 speakers, participated in small group discussions, and posed more than 600 questions which are all answered by city staff and posted on the city's website.

This comprehensive process provided community education and gathered valuable input that guided the discussions of the Mayor and City Commissioners during the strategic planning workshop held on February 27, 2019, which was also attended by the City Manager, City Attorney and the city's senior staff.

Using the information gathered from participants in The OB Life series, the Commissioners identified strategic issues the city should address along with specific objectives for the city to accomplish in the next few years. The final activity of the workshop was for the City Commission to select and refine priority objectives for implementation in the following key areas:

- COMMUNITY DEVELOPMENT
- ECONOMIC DEVELOPMENT
- GOVERNANCE
- PUBLIC SAFETY
- QUALITY OF LIFE
- TRANSPORTATION
- WATER QUALITY & ENVIRONMENT

SUPPORT SERVICES

Support services provides the following services:

- preparation of Commission meeting agenda packets and minutes
- clerical and word processing services to various City departments and advisory boards
- records management including security, retrieval and disposition for all City Commission actions
- election administration
- internal mail collection and distribution
- operating of the receptionist station on the second floor of City Hall



SUPPORT SERVICES

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	450,433	458,818	436,052	(22,766)	-4.96%
Total	450,433	458,818	436,052	(22,766)	-4.96%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	273,950	340,996	360,454	19,458	5.71%
Operating	176,483	117,822	75,598	(42,224)	-35.84%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	450,433	458,818	436,052	(22,766)	-4.96%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
City Clerk	1.00	1.00	1.00	0.00	0.00%
Office Assistant IV	1.00	0.00	0.00	0.00	0.00%
Assistant City Clerk	1.00	1.00	1.00	0.00	0.00%
Office Manager	0.00	1.00	1.00	0.00	0.00%
Administrative Assistant	1.00	1.00	1.00	0.00	0.00%
Total	4.00	4.00	4.00	0.00	0.00%

SUPPORT SERVICES

GOALS:

- Provide timely preparation and publication of the City Commission agenda packets and minutes.
- Confirm receipt and the timely fulfillment of public records requests.
- Establish a records management program and implement enhancements to the city's long-term storage facility, official records filing system, and records disposition, as well as the migration of the Clerk's Office electronic documents to Tyler Content Manager.
- Preparations necessary for a successful 2024 municipal election, including qualifying packets, meeting with candidates, and ensuring timely submittal of campaign reports.
- Ensure annual Form 1 financial disclosure forms are completed by the City Commission, and applicable Advisory Board Members and city staff.
- Coordinate with the City Manager's Office, IT, and Engineering on various upgrades to the City Commission Chambers.
- Provide general training to city employees regarding Sunshine Law/Public Records.
- Continue training and education of department staff: City Clerk to receive Certified Municipal Clerk (CMC) designation in the fall of 2023; Assistant City Clerk to begin the CMC certification process; Support Services Administrator working towards Florida Certified Records Management Certification (FCRM); and Administrative Assistant to complete training on Sunshine Law and Public Records.

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
City Commission Meetings:					
Number agenda items	274	364	400	36	10.00%
Number of items processed within 4 days of meetings	274	364	400	36	10.00%
% of minutes completed in 6 working days	100%	100%	100%	-	0.00%
Number of proclamations prepared	48	60	70	10	16.67%
Number of public records requests received and processes	568	983	1130	147	15.00%

ACCOMPLISHMENTS:

- Coordination of the November 2022 Mayoral and City Commission Election, including associated agreements, documents, and timely submittal of candidate financial reports.
- Assisted in the onboarding, development and delivery of new commissioner orientation. Coordinated the new commission's organizational meeting and board appointments.
- Implemented new agenda management program software. Developed and delivered training to all staff software users.

SUPPORT SERVICES

ACCOMPLISHMENTS:

- Provided administrative support for 20 City Commission meetings and 6 City Commission workshops, with agenda packets totaling an estimated 364 agenda items.
- Coordinated and drafted 60 City proclamations on behalf of the Mayor.
- Provided support for 4 annexation(s).
- Coordinated the City Commission's appointment of 77 citizen advisory board members to 15 city advisory boards, the city's goodwill ambassador program, and 7 intergovernmental boards in which the city is represented. Functioned as recording secretary for 5 Quality of Life board meetings and 10 Claims Committee meetings.
- Maintained efficient records management with the disposition of 88 cubic feet of records.
- Processed 983 public records requests.
- Ensured the completion of Form 1 financial disclosures.
- City Clerk completed ICMA Emerging Leaders Development 2-year program, and the Assistant City Clerk received FCRM designation.

CITY ATTORNEY

The Office of City Attorney is responsible for:

- providing legal advice and recommendations to the City Commission, City Department Directors, Division Managers and to the various advisory and quasi-judicial boards
- litigation brought against or on behalf of the City
- handling all legal issues involving or affecting the City
- communicating the City's position on various legislative matters to State and Federal legislative bodies.

The Office of City Attorney coordinates the City's response and strategy regarding general liability insurance claims brought against the City, handles related litigation, and determines if specialized outside legal assistance is needed.



CITY ATTORNEY

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	827,622	861,962	897,617	35,655	4.14%
Total	827,622	861,962	897,617	35,655	4.14%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	720,808	743,764	774,058	30,294	4.07%
Operating	106,814	118,198	123,559	5,361	4.54%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	827,622	861,962	897,617	35,655	4.14%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
<u>Full-time Positions:</u>					
City Attorney	1.00	1.00	1.00	0.00	0.00%
Deputy City Attorney	1.00	1.00	1.00	0.00	0.00%
Assistant City Attorney	1.00	1.00	1.00	0.00	0.00%
Para-Legal	2.00	2.00	2.00	0.00	0.00%
Total	5.00	5.00	5.00	0.00	0.00%

CITY ATTORNEY

GOALS:

- Keep the City Commission and management staff apprised of new developments in statutory, regulatory, and decisional law.
- Assist the City Commission and management staff in avoiding litigation and claims to the maximum extent possible.
- Successfully defend/prosecute litigation involving the City.
- Provide legal opinions to the City Commission and management staff in a timely manner.
- Keep City laws and policies in compliance with current law.



ACCOMPLISHMENTS:

- Informed the City Commission and management staff apprised of new developments in statutory, regulatory, and decisional law.
- Assist the City Commission and management staff in avoiding litigation and claims to the maximum extent possible.
- Successfully defend/prosecute litigation involving the City.
- Provide legal opinions to the City Commission and management staff in a timely manner.
- City laws and policies are in compliance with current law.

FINANCE

The Department is responsible for maintaining the City's financial accounting system that includes processing of all City financial transactions, maintaining and disseminating financial statements and related reports to City departments, governmental agencies and insurance and bond rating companies, and preparation of the City's bi-weekly payroll.

In addition, this program produces the City's Comprehensive Annual Financial Report (CAFR), provides assistance to the City's external auditing firm, provides pension administration services for retired City employees, oversees the investment of City funds and is responsible for debt administration.

The Department provides support service of City government responsible for coordinating and directing the development of the City's Annual Operating Budget and five-year Capital Improvement Program. In addition, the Budget Office monitors revenues and expenditures, evaluates performance results of all City programs, provides technical assistance to City departments, oversees the performance outcome system, and provides information and technical assistance to the City Manager, elected officials and City staff.

The Department is responsible for overseeing a decentralized purchasing system that reviews and processes purchase orders for commodities and services that exceed \$500. The Purchasing Office is also responsible for obtaining price quotes to ensure competitive bidding in accordance with City purchasing thresholds, coordinating and developing formal bids and requests for proposals and ensuring compliance with the City's Purchasing Ordinance and accepted industry standards.

The Department also is responsible for coordinating the City's Risk Management program through the efforts of a full time Risk Manager. This program conducts employee safety workshops and on-site inspections, keeps departments advised of safety issues, recommends loss control measures and conducts investigations on workers' compensation, accidents and general liability claims.

FINANCE

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	949,315	1,081,904	1,126,785	44,881	4.15%
Total	949,315	1,081,904	1,126,785	44,881	4.15%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	911,592	1,021,355	1,065,598	44,243	4.33%
Operating	37,723	60,549	61,187	638	1.05%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	949,315	1,081,904	1,126,785	44,881	4.15%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Finance Director	1.00	1.00	1.00	0.00	0.00%
Assistant Finance Director	1.00	1.00	1.00	0.00	0.00%
Accountant	1.00	1.00	1.00	0.00	0.00%
Accounting Technician	3.00	3.00	3.00	0.00	0.00%
Purchasing Coordinator	1.00	1.00	1.00	0.00	0.00%
Grants Coordinator	1.00	1.00	1.00	0.00	0.00%
Office Asst. III	1.00	1.00	1.00	0.00	0.00%
Risk Manager	1.00	1.00	1.00	0.00	0.00%
Total	10.00	10.00	10.00	0.00	0.00%

FINANCE

GOALS:

- Maintain the high standard and level of financial reporting in obtaining GFOA “Certificate of Achievement for Excellence in Financial Reporting”.
- Complete publication of the Comprehensive Annual Financial Report (CAFR) and submit to the City Commission no later than February following the end of the prior fiscal year.
- Process 100% of invoice payments within 25 days of approval date.
- Submit the proposed Five-Year CIP and Annual Budget documents to the City Commission five days prior to the respective scheduled budget workshops.
- Complete budget document with 30 days of adoption.
- Achieve a forecast accuracy rate (estimate vs. actual) for undesignated fund balance in the General Fund that is within 5% of audited results.
- Obtain an average of three (3) responses to formal bids and RFP's.
- Reimbursement of projected expenses for Covid (ARPA).

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Workload:					
# of A/P checks	7,100	7,350	7,100	(250)	-3.40%
# of Accounts Payable EFT	2,150	2,560	3,000	440	17.19%
# of Purchase orders issued	1,116	1,176	1,350	174	14.80%
# of Payroll checks	-	-	-	-	0.00%
# of Payroll direct deposits	9,110	9,115	9,120	5	0.05%
Effectiveness:					
% participating in direct deposit	90%	91%	91%	-	0.00%
Number of days to issue CAFR	140	140	140	-	0.00%

ACCOMPLISHMENTS:

- Continued maintaining the high standard and level of financial reporting in obtaining the GFOA “Certificate of Achievement for Excellence in Financial Reporting”.
- Completed publication of the Comprehensive Annual Financial Report (CAFR) and submitted to the City Commission in early February following the end of the prior fiscal year and implemented the final phase of Governmental Accounting Standards Board (GASB) Statement Number 34 for the inventory of the donated land, roads, sidewalks, and drainage infrastructure.
- Maintained participation in the payroll direct deposit program at 100%.
- Processed 100% of invoice payments within 25 days of approval date.
- Completed budget document within 30 days of budget adoptions.
- Submitted proposed Five-Year CIP and Annual Budget to City Commission at least five days before workshops.

INFORMATION TECHNOLOGY

Information Technology is a support service operation of City government that provides operating system support, software support and technical assistance for the City's local and Wide Area Networks (WAN). The WAN consists of an IBM AS/400 mini-computer, servers, Local Area Networks (LAN), microcomputers and the electronics that connect them. The primary mini-computer applications supported by MIS include:

- Accounting, Miscellaneous Receivables, Purchasing, and Fixed Assets
- Utility Billing
- Site Plan Review, Building Permits, Occupational Licenses and Code Enforcement
- Computer Aided Dispatch and Records Management
- Work Order/Facility Management
- Payroll and Personnel Management
- Cash Receipts
- Land/Parcel Management

In addition, there are eight supporting modules which communicate with the primary mini-computer applications which allow both citizens and city staff to conduct business processes and inquiries over the intranet/internet. A Geographic Information System module (Looking Glass) allows the City's users to produce maps from the existing GIS with integrated information from the data base of the primary mini-computer applications.

Networking and telecommunications support are provided for all City departmental systems, which include:

- Leisure Services Registration and Facility Reservation
- Support Services (City Clerk) Document Imaging System and Clerks Index
- Inventory systems for Fleet
- The Police network
- FireHouse (data management) and TeleStaff (scheduling program) for the Fire Department
- The City's internet and e-mail systems.

INFORMATION TECHNOLOGY

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	851,625	1,140,518	1,661,794	521,276	45.71%
Total	851,625	1,140,518	1,661,794	521,276	45.71%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	491,483	639,854	747,400	107,546	16.81%
Operating	360,142	500,664	914,394	413,730	82.64%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	851,625	1,140,518	1,661,794	521,276	45.71%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
IT Manager	1.00	1.00	1.00	0.00	0.00%
IT Supervisor	1.00	1.00	1.00	0.00	0.00%
Information Systems Specialist	3.00	3.00	3.00	0.00	0.00%
Chief GIS Technician	1.00	1.00	1.00	0.00	0.00%
GIS Technician	1.00	1.00	1.00	0.00	0.00%
Total	7.00	7.00	7.00	0.00	0.00%

INFORMATION TECHNOLOGY

GOALS:

- Maintain data network overall uptime at 99% or better.
- Complete 97% of hardware and software “help desk” support requests within 2 working days.
- Maintain all Servers and Workstations to current vendor service pack levels within 1 month of release.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Actual FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Workload:					
# of workstations	449	456	465	9	1.97%
# of sites maintained	22	25	25	-	0.00%
# of support calls	3,080	3,200	3,600	400	12.50%
Efficiency/Effectiveness:					
Windows Servers uptime	99.99%	99.99%	99.99%	-	0.00%
iSeries HTE system uptime	99.99%	99.99%	99.99%	-	0.00%

Sites

- | | | |
|----------------|------------------|-------------------|
| 1. City Hall | 10. Casements | 19. Ball Fields |
| 2. PD | 11. Discovery | 20. Andy Romano |
| 3. Water Plant | 12. Nova | 21. Leeway |
| 4. Wastewater | 13. SONC | 22. HDC |
| 5. FD91 | 14. PAL | 23. Senior Center |
| 6. FD92 | 15. Fleet | 24. Water Tower 1 |
| 7. FD93 | 16. Public Works | 25. Water Tower 2 |
| 8. FD94 | 17. Legal | |
| 9. PAC | 18. Airport | |

ACCOMPLISHMENTS:

- Data networks overall uptime was at 99.9% or better.
- 97% of hardware and software “help desk” support requests were completed within 2 working days.
- Maintained all Servers and Workstations at current vendor service pack levels within 1 month of release.
- Upgraded email system to Exchange 2019 for security enhancements.
- Upgraded all City computers from Office 2016 to Office 2019.
- Upgraded Tyler Munis version
- New firewalls installed offering enhanced network security
- SECNAP CloudJacketx with SOC put into place to enhance network security and monitoring
- New antivirus installed across servers and workstations
- New Password management system in place for enhanced security

HUMAN RESOURCES

The Human Resources Department provides administrative and technical support services to assist in the management of the City's workforce of approximately 400 employees. The core services provided by Human Resources include:

- Recruitment, selection and processing of new employees
- Maintenance of the pay and classification system
- Maintenance of employee personnel records
- Administration of the City's employee benefits program
- Coordination of employee and supervisory training and publishing of employee and supervisory newsletters
- Serve as the liaison with the City's Human Resources Board
- Negotiation and management of collective bargaining agreements with the City's three bargaining units.

HUMAN RESOURCES

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	439,143	505,117	610,162	105,045	20.80%
Total	439,143	505,117	610,162	105,045	20.80%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	249,487	271,780	348,624	76,844	28.27%
Operating	189,656	233,337	261,538	28,201	12.09%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	439,143	505,117	610,162	105,045	20.80%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Asst. HR Director	1.00	1.00	1.00	0.00	0.00%
HR Generalist	2.00	2.00	2.00	0.00	0.00%
Administrative Assistant	0.00	1.00	1.00	0.00	0.00%
Total	3.00	4.00	4.00	0.00	0.00%

HUMAN RESOURCES

GOALS:

- Continue to evaluate strategic health care plan and expand wellness program.
- Continue implementation and customization of time keeping, time cards, and HR components of Tyler/Munis software system.
- Develop an electric self-guided evaluation system through ESS and Tyler/Munis.
- Identify additional areas in which to implement paperless processes using Tyler/Munis.
- Continue to revise and develop employee and leadership training program.
- Continue to review and update Human Resources and Administrative Policies.
- Conduct and document updated succession planning for City departments.
- Transition new hire and benefit orientations to electronic self-guided format.
- Develop Recruitment videos for the City.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Total employee turnover in government/organization	13%	13%	13%	0.00%	0%
Number of individuals hired/placed for period	70	85	70	(15)	-17.65%
Number of new employees that left prior to one full year of service	32	35	32	(3)	-8.57%
Total number of internal HR-sourced training hours					
Number of positions filled from within ranks	43	40	43	3	7.50%
Number of positions filled from outside sources (not promotional)	70	75	70	(5)	-6.67%
Number of requisitions (request-to-fill, job opening, job order, etc.) during period	131	110	131	21	19.09%
Number of requisitions that were filled during period	113	90	113	23	25.56%
Average number of Vacancies	30	30	30	-	0.00%
Average days to fill position	60	60	60	-	0.00%
Average Vacancy Rate	8%	8%	8%	-	0.00%

ACCOMPLISHMENTS:

- Continued implementation of Tyler/Munis time keeping, payroll, and HR module.
- Expanded strategic health care plan and employee wellness program through additional health and wellness events and HSA incentive options.
- Continued to streamline new hire paperwork and transition to paperless process for various policies, contracts, and benefit enrollments.
- Transitioned terminated employee files to electronic filing.
- Started to transition current filed into Tyler Content Manager.
- Implement the Recruitment and Onboarding portion of our Tyler/Munis Software.
- Prepare and implement pay strategy to be in compliance with Amendment 2 which will amend Florida's constitution to gradually increase to \$15 an hour by 2026.

PLANNING

The Planning Department performs two distinct functions: comprehensive planning and development review.

Comprehensive planning is responsible for monitoring compliance with and administering the City's Comprehensive Plan in accordance with Chapter 163, Florida Statutes, and Chapter 9J-5, Florida Administrative Code. The primary services provided in this program include:

- review of Comprehensive Plan Amendments
- coordination with various regional and State authorities
- review for consistency with the Volusia County Growth Management Commission, City Planning Board, and the City's Official Zoning Map and Land Development Code
- review and updating of the various required elements of the Comprehensive Plan

Development Review is responsible for current planning in general and for administering the City's Land Development Code. Specific activities include:

- site plan review and permitting of proposed development applications
- inspection of all residential and commercial development projects
- staff support and liaison with the Planning Board and the Development Review Board
- interpreting and processing amendments to the Land Development Code
- coordinating the activities of the City's Site Plan Review Committee (SPRC) – this involves interdepartmental cooperation with Engineering, Building Inspection and the City Attorney
- responding to informational requests by the public regarding zoning, flood zone classification, land use information, and development regulations
- reviewing and providing comments to Volusia County for certain applications in the County but located within the Ormond Beach service area
- remaining up-to-date with Federal and State mandates and regulations that will affect development review and procedures (the Unified Mitigation Assessment Methodology, for example)

PLANNING

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Site Plan Review Fees	102,247	85,000		(85,000)	-100.00%
Zoning Variances/Appeals	96,100	92,500		(92,500)	-100.00%
General Fund	461,976	534,227	815,894	281,667	52.72%
Total	660,323	711,727	815,894	104,167	14.64%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	580,308	619,423	686,452	67,029	10.82%
Operating	80,015	92,304	129,442	37,138	40.23%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	660,323	711,727	815,894	104,167	14.64%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Planning Director	1.00	1.00	1.00	0.00	0.00%
Senior Planner	3.00	3.00	3.00	0.00	0.00%
Office Manager	1.00	1.00	1.00	0.00	0.00%
Civil Engineer	0.00	0.00	1.00	1.00	0.00%
Part-time Positions:					
Civil Engineer	0.60	0.60	0.00	-0.60	-100.00%
Total	5.60	5.60	6.00	0.40	7.14%

PLANNING

GOALS:

- 100% of all professionally prepared plans shall be electronic submittal utilizing ProjectDox.
- Reduce by 50% the amount of time devoted to each consecutive SPRC review after the first submittal by using ProjectDox simultaneous review and mark-up features.
- The Site Plan Review Committee shall provide review comments or approval for site plan submittals 14 days from the date of submittal.
- Transition all non-professionally prepared plans from paper to electronic submittal using ProjectDox.
- Completion of the impact fee study update.
- Transition from the Naviline and ProjectDox permitting systems into the Tyler/Munis permitting system.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Workload:					
# of site plans	20	50	50	-	0.00%
# of Special Exceptions	7	6	6	-	0.00%
# of LDC/City code amendments	10	10	10	-	0.00%
# of planned development amendment	6	6	6	-	0.00%
# Appeal of PD Determination	1	1	1	-	0.00%
# of annexations/annexation agreements	-	4	3	(1)	0.00%
# of Certificate of Appropriateness	3	3	3	-	0.00%
# of Variances	12	10	10	-	0.00%
# of rezonings	5	5	5	-	0.00%
# of Property Improvement Grants	2	1	1	-	0.00%
# of Volusia/Flagler County Reviews	4	4	4	-	0.00%
# of Utility Easement/ROW Vacations	10	5	5	-	0.00%
# of lot splits	3	3	3	-	0.00%
# of Land Use Plan amendments	4	4	4	-	0.00%
# of Alcohol Zoning Approvals	6	6	6	-	0.00%
# of Zoning Verifications	5	10	10	-	0.00%
# of Preliminary or Final Plats	3	7	10	3	42.86%
# of Nonconforming Determinations	-	-	-	-	0.00%
Bike Plan	-	-	-	-	0.00%
Total:	101	104	137	33	31.73%

PLANNING

ACCOMPLISHMENTS:

- Successfully completed the 2022 Community Rating System audit by maintaining activities for floodplain management.
- Assist the Leisure Service Department in the completion of a Parks & Recreation Master Plan.
- Installation of improvements consistent with the Downtown Master Plan, such as banners and cabinet wraps.
- Completed the plats for Tiger Oaks, Phase 1A.
- Completion of the seconded amended Interlocal Service Boundary Agreement.
- Provided technical reports and presentations to the Historic Landmark Preservation Board, Board of Adjustment and Appeals, Planning Board, and City Commission.
- Completion of multiple development projects, such as Ace Hardware, GRPI, Ormond Memorial Art Museum, Paradise Pointe, and Total Comfort.
- Processed a number of public hearing items including the Special Exceptions for signage in the Downtown, Plantation Oaks PRD major amendment, RidgeHaven annexation and land use amendments, and Regal Center PBD.
- Coordinated, provided plan reviews, and minutes for the Site Plan Review Committee.
- Plan review for residential and non-residential building permits, accessory uses and Business Tax receipts.

BUILDING MAINTENANCE

Building Maintenance is a support service function of City government that includes:

- repair and maintenance services for City buildings and structures, including routine electrical, plumbing, carpentry, air conditioning, painting and miscellaneous repairs.
- oversight and monitoring service of contracts for janitorial, electrical and air conditioning
- performance of one-time building and minor renovation projects when it is less costly than using an outside contractor.

Direct costs for materials and supplies that cannot be assigned or charged to a department operating budget are charged to the Building Maintenance budget. Otherwise, these costs and HVAC maintenance are charged directly to the department or program where the repair has occurred. All in-house labor costs are charged directly to the Building Maintenance budget regardless of where the work is performed.

In addition, building maintenance personnel are assisting with the maintenance of the Airport Tower and repair of the City's airport runway and taxiway lighting systems. This includes weekly lighting inspections and immediate repair of discrepancies found.

BUILDING MAINTENANCE

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	845,830	928,047	937,759	9,712	1.05%
Total	845,830	928,047	937,759	9,712	1.05%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	512,450	555,723	543,704	(12,019)	-2.16%
Operating	333,380	372,324	394,055	21,731	5.84%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	845,830	928,047	937,759	9,712	1.05%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
<u>Full-time Positions:</u>					
Office Assistant II	1.00	1.00	1.00	0.00	0.00%
Contract Manager - Buildings	1.00	1.00	1.00	0.00	0.00%
Maintenance Foreman	1.00	1.00	1.00	0.00	0.00%
Tradesworker	3.00	3.00	3.00	0.00	0.00%
Supervisor	1.00	1.00	1.00	0.00	0.00%
<u>Part-time Positions:</u>					
Maintenance Worker II	0.50	0.50	0.50	0.00	0.00%
Total	7.50	7.50	7.50	0.00	0.00%

BUILDING MAINTENANCE

GOALS:

- Complete 98% of all non-emergency work orders within two working days of request
- Create a maintenance plan for 25% of the City's 73 facilities
- Continue refurbishment of snowflake holiday decorations
- No work-related injuries
- Regular safety training classes
- Regular inspections of playground equipment
- Clean and organize the electrical area
- Reorganize the pump and air filter supply

ACCOMPLISHMENTS:

- Completed 98% of all non-emergency work orders within two working days of request
- Continued refurbishment of snowflake Christmas decorations
- Completely reorganize and clean the decorations area
- No work-related injuries
- Followed all City guidelines relating to the corona virus
- Regular safety training classes
- Notification in-person or email of the completion of a work request
- Updated workflow board for assigning and completing work orders
- Daily foreman morning meeting to review workflow and assign work for the day
- All emergency work orders were completed within 12 hours
- Completed placement of Citywide holiday decorations early
- Removed all holiday decorations 1.5 days early
- Used rented lift for the safe install and removal of bridge snowflakes
- Replenishing snowflakes including rewiring of same
- Maintained all City and DOT lighting throughout City
- Maintained all sports lighting to keep playable surfaces lit for safety of players
- Maintained airport runway lighting repairs and safety checks three times per week
- Maintained splash pads with minimal interruptions
- Keeping a clean and organized maintenance shop
- Brought a new part-time employee onboard
- Brought a new full-time on board
- Police Department chiller replaced
- Constructed and installed a new water wheel
- Vadner Park fountain and construction assistance

BUILDING MAINTENANCE

GOALS (Facilities R&R Program):

- Receive a composite rating of satisfactory or better on quarterly janitorial service ratings from 90% of respondents
- Maintain the appearance of City facilities through regular preventative maintenance and repair
- Manage the successful completion of projects described in the Facilities Renewal and Replacement Fund
- Work with Facilities Maintenance staff to identify and prioritize facility R&R projects
- Work with Engineering Department to identify C.I.P. related projects
- Update the comprehensive five-year Facilities Maintenance R&R plan



ACCOMPLISHMENTS (Facilities R&R Program):

- Managed Janitorial Services Contract with American Janitorial Inc.
- Updated the quarterly janitorial review survey to be more inclusive of specific tasks.
- Managed 17 different miscellaneous crafts and trades vendors, primarily used in completing Facilities Renewal and Replacement projects.
- Successfully managed and completed 100% of the Facilities Renewal & Replacement fund projects.
- Completed office renovations in the IT Department at City Hall.
- Managed Citywide pest control services.
- Completed installation of safety/privacy glass in select City facilities.
- Completed repainting/sealing of entire Airport Tower exterior.

POLICE DEPARTMENT

The Police Department consists of the following divisions:

- Administration
- Operations
- Community Outreach
- Community Service/Animal Control
- Criminal Investigations
- Records
- Neighborhood Improvement

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Special Duty	18,907	50,000	50,000	-	0.00%
Fines/Forfeits	71,307	45,000	45,000	-	0.00%
Code Violations	15,719	28,000	28,000	-	0.00%
General Fund	9,680,510	11,018,759	11,865,334	846,575	7.68%
Total	9,786,443	11,141,759	11,988,334	846,575	7.60%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Administration	934,343	1,098,183	1,197,397	99,214	9.03%
Operations	6,108,118	6,871,060	7,508,510	637,450	9.28%
Community Outreach	523,018	587,579	620,646	33,067	5.63%
Criminal Investigations	1,284,668	1,491,988	1,527,310	35,322	2.37%
Community Services	392,833	438,297	444,250	5,953	1.36%
Records	174,666	194,023	193,324	(699)	-0.36%
Neighborhood Improvements	368,797	460,629	496,897	36,268	7.87%
Total	9,786,443	11,141,759	11,988,334	846,575	7.60%

POLICE ADMINISTRATION

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	934,343	1,098,183	1,197,397	99,214	9.03%
Total	934,343	1,098,183	1,197,397	99,214	9.03%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	277,627	422,027	392,748	(29,279)	-6.94%
Operating	656,716	676,156	804,649	128,493	19.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	934,343	1,098,183	1,197,397	99,214	9.03%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Police Chief	1.00	1.00	1.00	0.00	0.00%
Captain	0.00	0.00	0.00	0.00	0.00%
Police Officer (Training)	0.00	0.00	0.00	0.00	0.00%
Office Manager	1.00	1.00	1.00	0.00	0.00%
Lieutenant	0.00	0.00	0.00	0.00	0.00%
Accreditation Manager	1.00	1.00	1.00	0.00	0.00%
Public Information Officer	0.00	1.00	1.00	0.00	100.00%
Total	3.00	4.00	4.00	0.00	0.00%

POLICE ADMINISTRATION

GOALS:

- Maintain the police department's staffing levels at 95% or greater.
- Provide in-service training in de-escalation, Threat Assessment, and Public Records law.
- Work with County to update CAD systems.
- Improve building by replacing worn flooring and furniture
- Convert areas of building not being used to full potential into viable work areas
- Hire a full time Public Information Officer for the Police Department
- Hire a full time Victim Advocate for the Police Department
- Hire a full time Finance employee for the Police Department
- Improve the department's Body Worn Camera System
- Improve the department's License Plate Reader program
- Improve security of the Police Department by obtaining an updated Access Control and camera system

ACCOMPLISHMENTS:

- Successfully complete the CJIS Technical Audit with no deficiencies
- Successfully completed all the required annual and quarterly audits and inventories associated with the Property and Evidence Unit to ensure compliance with Accreditation Standards.
- Successfully completed all quarterly and annual examinations and inspections throughout the year.
- Completed the quarterly and annual DAVID audits.
- Hired and trained fourteen (14) new employees.
- Hired a Part Time Evidence Custodian
- Converted Records Clerk position to supervisory position
- Promoted a current Records Clerk to Lead Records Clerk
- Promoted a current Community Service Officer to Lead Community Service Officer
- Hired a Records Clerk position
- Developed a Police Stipend Program for Basic Law Enforcement Students
- Issued new portable and mobile radios to all employees
- Developed a vehicle replacement plan that was incorporated by the City
- Transitioning the police department's fleet from sedans to sport utility vehicles

POLICE OPERATIONS

Operations is the core law enforcement and community policing arm of the Police Department that responds to approximately 60,000 to 65,000 calls for service annually and provides patrol and traditional law enforcement activities such as traffic control and initiates proactive steps to reduce crime and enhance the quality of life in Ormond Beach. Approximately 8% of all calls involve some type of serious crime, whereas all other calls are service-related.

POLICE OPERATIONS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Special Duty	18,907	50,000	50,000	-	0.00%
Fines/Forfeits	71,307	45,000	45,000	-	0.00%
General Fund	6,017,904	6,776,060	7,413,510	637,450	9.41%
Total	6,108,118	6,871,060	7,508,510	637,450	9.28%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	5,439,579	6,099,902	6,696,175	596,273	9.78%
Operating	668,539	771,158	812,335	41,177	5.34%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	6,108,118	6,871,060	7,508,510	637,450	9.28%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
<u>Full-time Positions:</u>					
Captain	2.00	2.00	2.00	0.00	0.00%
Lieutenant	2.00	3.00	3.00	0.00	0.00%
Sergeant	6.00	6.00	6.00	0.00	0.00%
Corporal	3.00	3.00	3.00	0.00	0.00%
Police Officer	46.00	46.00	48.00	2.00	4.35%
Total	59.00	60.00	62.00	2.00	3.33%

POLICE OPERATIONS

GOALS:

- To enhance the quality of life for the residents and visitors in Ormond Beach through effective, efficient, courteous, and responsive police services.
- Maintain an average response time of less than 5 minutes for all priority police calls for service.
- Continue the community policing project program to assist in the deterrence of public order crimes. This program addresses incidents such as code violations, civil infractions, public nuisance crimes, and traffic issues. By continuing this program, we will reduce the number of repeat calls and improve the overall quality of life for our citizens and visitors.
- Continue implementation of a License Plate Reader program that interacts with the systems used by other agencies within the county.
- Acquire additional traffic safety equipment, namely pole-mounted radar feedback systems.
- Continue training and equipment acquisition to activate Special Response Team.
- Establish the Aerial Tech Unit (ATU); complete training of qualified personnel to operate robots, unmanned aerial systems, and the SRT MRAP for critical incidents and special operations.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Sworn law enforcement members available for CFS response	66	68	74	6	8.82%
Sworn members assigned to Traffic Enforcement	5	4	5	1	25.00%
Members assigned to Traffic Crash Investigations	5	4	5	1	25.00%
Total patrol districts	6	6	6	-	0.00%
Total mobile computers	77	77	77	-	0.00%
Total # of calls received by agency	70,124	63,419	65,000	1,581	2.49%
Citizen-generated workload; Calls for Service (CFS)	32,854	34,569	35,000	431	1.25%
Self-initiated workload; pro-active police actions	37,270	28,850	30,000	1,150	3.99%
Traffic citations issued (moving violations only)	3,670	4,318	4,350	32	0.74%
Traffic crashes	2,069	1,968	1,900	(68)	-3.46%
Pedestrian fatalities	1	1	0	(1)	-100.00%
Total Traffic fatalities	6	6	4	(2)	-33.33%
Adult arrests	858	806	800	(6)	-0.74%
Juvenile arrests	14	23	25	2	8.70%
DUI arrests	58	56	100	44	78.57%
Total arrests	872	829	925	96	11.58%

POLICE OPERATIONS

ACCOMPLISHMENTS:

- Handled approximately 70,124 calls for service, an 11.0% decrease from FY 2020. Calls for service represent dispatched calls, self-initiated calls for service, directed patrol requests, and extra service calls.
- Maintained an average response time of 4 minutes and 32 seconds to emergency calls for service, and an average of 7 minutes and 6 seconds for other priority calls for service. Average response time for all calls (emergency and non-emergency) is 15 minutes and 3 seconds. All response times have increased since the FY 2020 report.
- Completed about 7,758 police/crime reports (down 7.6% from FY 2020)
- Issued about 6,670 traffic related citations/written warnings (down 19.3% from FY 2020).
- Conducted 5,041 traffic stops (down 39% from FY 2020).
- 1,196 Part I crimes were reported (down 42% from FY 2020) with a clearance rate of 41% (down 1% from 2020).
- Hired and trained nine (9) sworn police officers during FY 2021. Three (3) have since left.
- Acquired, outfitted, and trained with operation MRAP armored vehicle for Special Response Team. Acquired through LESO military-law enforcement surplus program.
- Acquired mobile Automated License Plate Reader (ALPR) system, which may be placed at any strategic location to alert officers to potential incoming crime threats, integrated with our current, permanently mounted ALPR system. Funded by LE Trust Fund.
- Acquired ICOR Mini-Caliber robotic system to enhance officer and public safety by increasing standoff distances from known threats while gathering better intelligence of critical situations. Funded by USDOJ grant and LE Trust Fund.
- Acquired Skydio X2 unmanned aerial system (drone). Funded by OB Police Foundation.
- Acquired four (4) pole-mounted radar speed feedback signs. Funded by USDOJ JAG grant.
- Acquired four (4) Rapid-ID fingerprint reader systems. Funded by OB Police Foundation.
- Acquired four (4) tactical ballistic shields. Funded by OB Police Foundation.
- Continued to train twelve (12) PD members and two (2) FD members for the Special Response Team.
- Continual equipment acquisition for the Special Response Team, including body armor kits, rifles, less-lethal munitions, breaching gear, Tactical Combat Casualty Care supplies, etc.
- Renewed acquisition of Narcan / Naloxone grant from Florida Department of Health; distribution to police personnel, with lives successfully saved as a result.
- Completed successful operations during numerous special events in the area to include:

POLICE OPERATIONS

ACCOMPLISHMENTS:

- Bike Week
 - Spring Break
 - Political protests (weekly, and sporadic)
 - Daytona Truck Rally
 - Biketoberfest
 - Pop-up “Invasion”-style events
 - Memorial Day Honor Ceremony
 - 9/11 Honor Walk
 - Several holiday toy drives
 - Mutual Aid to surrounding agencies for other events, escorts, etc.
- Continued use of Social Media to enhance the Police Department’s image and deploy information to the public.
 - It should be noted that procedures regarding call response and enforcement were widely affected by alternate Covid-19 protocols during this time period.

POLICE COMMUNITY OUTREACH

Community Outreach provides several educational and intervention-oriented programs that are designed to enhance life skills and prevent crime including:

- Drug Abuse Resistance Education (DARE)
- Police Athletic League (PAL)
- Explorers
- volunteers and neighborhood and business watches
- DARE program for middle schools

The program is supported in part through grant funding from the National Police Athletic League Youth Enrichment Program (PALYEP) and the Youth Leadership Council (YDC). In addition to City revenues that are the primary source of program funding, a not-for-profit PAL board raises funds for Police Athletic League activities.

POLICE-COMMUNITY OUTREACH

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	523,018	587,579	620,646	33,067	5.63%
Total	523,018	587,579	620,646	33,067	5.63%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	478,394	534,329	568,518	34,189	6.40%
Operating	44,624	53,250	52,128	(1,122)	-2.11%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	523,018	587,579	620,646	33,067	5.63%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Community Program Coordinator	1.00	1.00	1.00	0.00	0.00%
After School Aide	1.00	1.00	1.00	0.00	0.00%
Recreation Leader	1.00	1.00	1.00	0.00	0.00%
Police Officer	3.00	3.00	3.00	0.00	0.00%
Seasonal:					
Tutors	0.00	0.00	0.00	0.00	0.00%
Total	6.00	6.00	6.00	0.00	0.00%

POLICE-COMMUNITY OUTREACH

GOALS:

- The Crime Prevention/Outreach unit will continue to create and conduct programs to address the variety of needs of the community.
- The Crime Prevention/Outreach unit will continue to create and conduct events that provide information related to crime prevention. These events should also bring the community and their police department together to enhance the positive relationship already shared.
- The Crime Prevention/Outreach unit will develop and maintain positive relationships with the business owners in the city, neighborhood associations, children and citizens.
- Present Drug Abuse Resistance Education (DARE) educational programs to public and private school students and achieve a “graduation” rate of 100%.
- Provide PAL educational tutoring, science, and reading enhancement programs to 100 at risk youth in the Ormond Beach Community.
- Provide anti-bullying presentations to youth attending 5th grades at schools in the Ormond Beach community.
- Maintain the number of Police Officer hours (excluding time of assigned officers) in PAL activities at 200 annually.
- Maintain and expand community partnerships with Ormond Beach area schools through social events.
- Build a relationship with the Ormond Beach Middle School staff and students by using programs that bring officers into the school.
- Continue the 5-0 Club at the Ormond Beach Middle School, which brings presenters in to teach students about life skills.
- Continue our annual National Night Out, and make changes to fit our community’s needs.
- Train DARE Officer as a crime prevention practitioner, which is a series of (5) classes.
- Bring back Unity in the Community, that was previously cancelled due to the COVID Pandemic
- Maintain and expand partnerships with clergy members in our community to help with their needs.
- Perform Crime Prevention Surveys for business’ and schools, and provide a confidential in depth CPTED (Crime Prevention Through Environmental Design) and Crime Prevention report.
- Be an active part of the Police Academy to assist with recruiting new police officers.
- Actively attend recruiting events, and organize a recruitment board.
- Bring back Coffee with A Cop, which was previously suspended due to the COVID Pandemic.
- Use social media to reach out to our community about our events, and to have an open door for clear constant communication.

POLICE-COMMUNITY OUTREACH

ACCOMPLISHMENTS:

- “Back the Blue” Sports Challenge. Annual event took place at Riverbend Academy. The sporting exhibitions provided an opportunity for the students, staff, and the police department to strengthen their relationship.
- The annual “Shop with a COP” program was successful. This year we had a total of 25 participants.
- The 8th Annual “Santa on Patrol” was successful. This year yielded the most toy donations to the program. This resulted in more opportunities to make more stops around the city where around 800 children were contacted at city parks, pre-schools, elementary schools, and retail stores.
- Performed two fill “Fill the M-Rap” events to collect toys for Santa on Patrol and PAL.
- Ormond Beach Outreach Unit partnered with Academy Sports for a back to school shopping event. We had a total of 25 participants.
- “Coffee with a Cop” was conducted 1 time due to COVID restrictions.
- “Badges & Brunch” *Crimes Against Seniors* program was conducted at 4 locations within the city.
- “Mommy, Me & Safety” was conducted at the Casements as part of the *Mommy University* program. This program is focused on the safety of new mothers and their child. Topics like baby on board safe driving, tips for no baby left behind in a vehicle, securing their residence to prevent the child from leaving unattended and much more is covered.
- The 5.0 Club was conducted at the Ormond Beach Middle School with approximately 30 students in the class.
- Outreach presented the Ormond Beach Middle School with a Safety and Dangers of Social Media. This was presented to every student in the school.
- The annual National Night Out was a success. This was the first one planned after the COVID Pandemic, and there were approximately 800 attendees.
- The DARE Officer taught the 9 week DARE curriculum to (3) schools. There was a 100% graduation rate for all 550 students who attended.
- Outreach Officer attended DARE school, and took the first class toward becoming a Crime Prevention Practitioner.
- Assisted a member of our community who donated bicycles with a value of \$7500. Outreach partnered with Walmart, Ormond Beach and the local public schools to hold an event where approximately 60 children received bicycles and helmets
- Outreach set up a booth at the Ormond beach Halloween Highway, and passed out approximately 2000 candy bars
- Outreach attended 3 formal recruitments events, and stayed active with the police academy staff for a continued positive relationship.
- Outreach planned several Community Helper Days at local public and private school where children were presented with a vehicle static display, and educational material about safety. Students in grades 3, 4, and 5 from Ormond Beach Elementary School participated in the 2021 R.E.A.D. Reading Exploration Adventure and Discovery program. The goal of R.E.A.D is to increase reading skills in the areas of fluency, vocabulary and comprehension. Based on statistics collected by the school

POLICE-COMMUNITY OUTREACH

ACCOMPLISHMENTS:

in the majority youth attained learning gains on state tests as a result of participation in the program. Enrollment was limited to nine (9) students stay within COVID guidelines.

- The Tutors Are Us program provided an opportunity for eighty-two (82) youth in grades k-12 to receive one-on-one and small group instruction designed to assist each participant's specific academic goals. Sessions are offered in the Fall, Spring and Summer.
- Six (6) Youth Leadership Council (YLC) members qualified to attend the 2021 State of Florida Association of Police Athletic League's (SFAPAL) Annual Conference held in Orlando in July 2021. Attendance was limited do to COVID restrictions
- YLC participated/hosted in seven (7) community service projects in 2021 including a Blanket Drive for the homeless community, assisting with goody baskets for children for Easter, registration at the State of Florida PAL Cheerleading competition and Mother's Day cards for a local assisted living facility.
- Twenty-six (26) Ormond Beach Middle School Students in grades 6, 7 and 8 participated in Science on Patrol (SOP). SOP increases math and science skills through forensic science-based labs and scenarios.
- OBPAL hosted the 4th Annual Donut Dash 5K on April 24, 2021 at the Trails Shopping Center. Runner participation increased to 212. A partnership with the Daytona Running Series was established in 2021 featuring the DD5k as the final race of the series.
- Hosted the Annual OBPAL Holiday Program. Over 100 children and their families participated in the program which included a walk though toy evening and Secret Santa deliveries of bikes and specialty toys.
- OBPAL Basketball program teams participated in six (6) tournaments in 2021. The 10th grade team placed 1st in their division at the Super 6 Tournament. The I4U team placed 3rd in the State of Florida Association of Police Athletic/Activities League Tournament.

POLICE-CRIMINAL INVESTIGATIONS

The Criminal Investigations program provides follow up investigations on over 1,500 UCR reported crimes annually and conducts pro-active investigations into illegal drug sales and possession.

POLICE-CRIMINAL INVESTIGATIONS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	1,284,668	1,491,988	1,527,310	35,322	2.37%
Total	1,284,668	1,491,988	1,527,310	35,322	2.37%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	1,208,572	1,425,915	1,466,965	41,050	2.88%
Operating	76,096	66,073	60,345	(5,728)	-8.67%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,284,668	1,491,988	1,527,310	35,322	2.37%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Police Officer	7.00	7.00	7.00	0.00	0.00%
Sergeant	1.00	1.00	1.00	0.00	0.00%
Corporal	2.00	2.00	2.00	0.00	0.00%
Victim Advocate Coordinator	1.00	1.00	1.00	0.00	0.00%
Evidence/Crime Scene Supervisor	1.00	1.00	1.00	0.00	0.00%
Evidence/Crime Scene Technician	1.00	2.00	2.00	0.00	0.00%
Office Assistant	1.00	1.00	1.00	0.00	0.00%
Part-time Positions:					
Evidence/Crime Scene Custodian	0.50	0.00	0.00	0.00	100.00%
Total	14.50	15.00	15.00	0.00	0.00%

POLICE-COMMUNITY SERVICE AND ANIMAL CONTROL

Community Services provides operational and logistical support to other police department functions such as:

- animal control
- police forensics
- alcohol breath testing
- traffic control
- communications

The program's animal control responsibilities include the investigation, documentation and tracking of animal bite complaints and dangerous/vicious animals throughout the city.

The program also serves as a proving ground for employees seeking to become sworn law enforcement officers with the Police Department.

POLICE-COMMUNITY SERVICE AND ANIMAL CONTROL

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	392,833	438,297	444,250	5,953	1.36%
Total	392,833	438,297	444,250	5,953	1.36%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	334,465	359,103	373,735	14,632	4.07%
Operating	58,368	79,194	70,515	(8,679)	-10.96%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	392,833	438,297	444,250	5,953	1.36%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Community Service Officer	4.00	4.00	4.00	0.00	0.00%
Lead Community Service Officer	1.00	1.00	1.00	0.00	0.00%
Total	5.00	5.00	5.00	0.00	0.00%

POLICE-COMMUNITY SERVICE AND ANIMAL CONTROL

GOALS:

- Promote responsible pet ownership through public awareness speaking at H.O.A. meetings and “Career Days” at schools in the area.
- Double the amount of City Animal Licenses sold to residents through advertising, in the city water bill and social media.
- Expand public awareness and education regarding the availability of Low Cost Spay and Neuter programs.
- Increase the number of animals returned to owners from the Police Department without having to transport to the Humane Society to keep impound fees down social media has been a big help in reuniting animals with their families.
- Increase training and awareness of animal cruelty and dangerous dog issues.
- Partnering with ASPCA Low Cost Vaccination Clinic to assist residents pet vaccination needs.
- Equipping 1 trained CSO with all needed equipment for Chemical Capture
- Send CSO's to continuing education Training Classes now that the classes are becoming more available.
- Making sure the CSO's have all the protective equipment needed to conduct the job safely.

ACCOMPLISHMENTS:

- Community Service Officers continue to fit children with helmets for safe bicycle riding.
- No CSO reported Injuries.
- Continuing to assist patrol with low priority calls like Found and lost property.
- Continue to maintain the Mobile Speed Trailer Fleet.
- Hired and Trained 2 New CSO's
- Continue to participate in community helper day's and speak with children various schools about animal safety and handling.
- Maintain the RTF program for the City with great success, and monetary savings to the City.

POLICE-RECORDS MANAGEMENT

Records Management provides internal upkeep and management of all Police Department records through a computerized records management system, processing approximately 18,000 to 20,000 reports and citations annually. Records personnel also serve as the point of first contact in person representing the Ormond Beach Police Department to respond to information requests. Records personnel are also first point of contact for many incoming telephone calls.

POLICE-RECORDS MANAGEMENT

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	174,666	194,023	193,324	(699)	-0.36%
Total	174,666	194,023	193,324	(699)	-0.36%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	155,447	178,998	179,299	301	0.17%
Operating	19,219	15,025	14,025	(1,000)	-6.66%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	174,666	194,023	193,324	(699)	-0.36%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
<u>Full-time Positions:</u>					
Records Clerk	3.00	3.00	3.00	0.00	0.00%
Total	3.00	3.00	3.00	0.00	0.00%

POLICE-RECORDS MANAGEMENT

GOALS:

- Continually purge the old report documents that have met the retention schedule. Keeping up to date on the purging will enable the records Unit to have more usable space.
- Maintain an entry rate of 100% for reports and citations that are continually submitted to the unit on a daily basis.
- Maintain the transfer of Uniform Crime Reports entries between the two separate reporting systems with no more than 5 days of backlog.
- Work towards a completely paperless records management system.
- Streamline the report submission process.
 - Implement the use of the Trespass Form in the TRACS software for paperless submission.
 - Negate the need for an incident report where a charging affidavit is completed.
- Create a master calendar of repetitive tasks that must be completed by the unit.

ACCOMPLISHMENTS:

- Successfully uploaded the Uniform Crime Report statistics to the Florida Department of Law Enforcement on time as required.
- Continue to improve and restructured the work flow of the records department.
- Streamlined the report submission process for Baker Act Forms through paperless submission using the TRACS software.
- Streamlined the maintenance of different logs within the unit, creating paperless entry versions submitted to the "PD Records" Drive.
- Hired and trained a new Records Clerk
- Converted Position in unit to Supervisor Position
- Promoted a clerk to Lead Records Clerk.

NEIGHBORHOOD IMPROVEMENT

Neighborhood Improvement investigates approximately 5,600 cases annually to ensure compliance with City codes and ordinances through inspections, neighborhood sweeps, and citizen complaints and inquiries. More specifically, Neighborhood Improvement enforces the City's Land Development Code requirements regarding land use and development regulations, sign usage, as well as environmental code requirements. This Division also enforces the regulations contained in the Code of Ordinances with regard to water restrictions, solid waste and various other regulations. In addition, Neighborhood Improvement processes approximately 760 tree removal permits, conducts approximately 940 landscape inspections for new residential construction, and approximately 75 landscape maintenance inspections on existing commercial sites.

Neighborhood Improvement also coordinates a "partnering" effort with neighborhood associations, interested citizens and civic organizations.

NEIGHBORHOOD IMPROVEMENT

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Code Violations	15,719	28,000	28,000	-	0.00%
General Fund	353,078	432,629	-	(432,629)	-100.00%
Total	368,797	460,629	28,000	(432,629)	-93.92%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	335,112	416,605	447,355	30,750	7.38%
Operating	33,685	44,024	49,542	5,518	12.53%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	368,797	460,629	496,897	36,268	7.87%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
<u>Full-time Positions:</u>					
Neighborhood Improvement Manager	1.00	1.00	1.00	0.00	0.00%
Environmental Enforcement Officer	1.00	1.00	1.00	0.00	0.00%
Neighborhood Improvement Officer	3.00	3.00	3.00	0.00	0.00%
Office Assistant III	1.00	1.00	1.00	0.00	0.00%
Total	6.00	6.00	6.00	0.00	0.00%

NEIGHBORHOOD IMPROVEMENT

GOALS:

- Hire outside vendor to perform services related to Environmental Improvement duties (ISA Certified Arborist) as we continue to search for our future Environmental Officer (full time).
- Expedite the code enforcement notification process with the use of new equipment/technology (Tyler/Munis) as provided by the Information Technology Division. The use of Tyler has begun regarding the tracking of NID citation payment(s).
- Continue proactive pursuit of outstanding balances related to fine amounts and/or services rendered prior to the lien process.
- Achieve full staffing levels and provide all code related education/training as time and resources allow.
- Successfully complete a community partnership project to assist residents that face life challenges which delay/prevent code violations from ultimate compliance.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Number of proactive cases	169	78	82	4	5.13%
Number of reactive cases/complaints	1,682	1,054	1,107	53	5.03%
Days from complaint to first inspection	Less than 48 hrs	Less than 48 hrs	Less than 48 hrs	-	-
Total cases brought into compliance prior to citation	1,633	1,005	1,055	50	4.98%

ESTIMATES
IMPACTED BY
MANPOWER
ISSUES
and
FSS 162.06(b)

ESTIMATES
IMPACTED BY
MANPOWER
ISSUES
and
FSS 162.06(b)

ACCOMPLISHMENTS:

- As a proactive approach to unsafe structures, the Unsafe Structure Abatement Team (USAT) has been formed and continues to exist. USAT is comprised of the Chief Building Official, City Engineer, Fire Chief, Neighborhood Improvement Division Manager, and a Police Officer. The purpose of USAT is to set forth standards to ensure that structures are safe, sanitary and fit for occupancy and use, the closing and vacating of buildings and structures unfit for human occupancy and use, and if necessary, the demolition of such existing structures.
- Should the Chief Building Official determine that an unsafe structure does not meet the criteria for demolition, the Neighborhood Improvement Division can present the matter before a magistrate and pursue compliance through the hearing process.
- The Neighborhood Improvement Division has significantly reduced the use of paper files except for cases going before the Special Magistrate, cases which have resulted in a City contractor abating the violation, and for new trainees.
- Waste Pro has committed to providing a commercial roll-off container for a community partnership project.

CITY FIRE SUPPRESSION AND EMERGENCY MEDICAL SERVICES

The Fire Department is responsible for providing fire protection, technical rescue, hazardous material response/mitigation and emergency medical services within the city limits of Ormond Beach from four (4) fire station locations. The Department personnel include firefighters many of which are certified as Emergency Medical Technicians (EMT's) and certified as paramedics.

CITY FIRE SUPPRESSION AND EMERGENCY MEDICAL SERVICES

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	6,955,864	6,731,586	7,363,742	632,156	9.39%
Total	6,955,864	6,731,586	7,363,742	632,156	9.39%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	6,091,050	5,646,502	5,945,733	299,231	5.30%
Operating	864,814	1,085,084	1,418,009	332,925	30.68%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	6,955,864	6,731,586	7,363,742	632,156	9.39%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Fire Battalion Commander	3.00	3.00	3.00	0.00	0.00%
Captain	12.00	12.00	12.00	0.00	0.00%
Driver Engineer	12.00	12.00	12.00	0.00	0.00%
Firefighters	18.00	18.00	18.00	0.00	0.00%
Fire Chief	1.00	1.00	1.00	0.00	0.00%
Deputy Fire Chief	1.00	1.00	1.00	0.00	0.00%
Office Manager	1.00	1.00	1.00	0.00	0.00%
Fire Inspector	0.00	0.00	1.00	1.00	100.00%
Total	48.00	48.00	49.00	1.00	2.08%

CITY FIRE SUPPRESSION AND EMERGENCY MEDICAL SERVICES

GOALS:

- Continue evaluating the fire-rescue system and procedures to improve service.
- Continue to explore cost savings opportunities without reducing services.
- Continue apparatus replacement program - Evaluate apparatus needs; type and function for current, as well as, future needs. Replacement of secondary units such as Brush Trucks, Marine Vessels, Command units.
- Public Fire Safety & EMS Education - Continue delivering public fire safety and EMS education to our residents and ensure all residents have working smoke detectors.
- Grant Assistance - Continue to seek and apply for grant opportunities that will enhance our service delivery.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
100- Fires Total number of calls dispatched as building fires	117	96	100	4	4.17%
200- Overpressure Rutures, Explosions	3	2	4	2	100.00%
300- Emergency Medical Services	4,435	3,926	4,000	74	1.88%
400-Hazardous Condition	139	136	150	14	10.29%
500- Service Calls	1,361	1,206	1,300	94	7.79%
600- Good Intent Calls	1,332	1,050	1,100	50	4.76%
700- False Alarms	338	364	375	11	3.02%
800- Severe Weather	2	2	2	-	0.00%
900- Special Incident Type	7	7	7	-	0.00%
Real Property Value	94,128,103	16,000,000	17,600,000	1,600,000	10.00%
Fire Loss	2,610,600	1,600,000	1,760,000	160,000	10.00%
Property Saved	91,517,503	14,400,000	15,840,000	1,440,000	10.00%
Public Education Events	31	30	40	10	33.33%
Total number of people touched by Public Education	1,500	2,500	3,000	500	20.00%

CITY FIRE SUPPRESSION AND EMERGENCY MEDICAL SERVICES

ACCOMPLISHMENTS:

- Fire-Rescue responded to a total of 7,734 incidents, with. 3,299 fire-related calls for service and 4,435 Emergency Medical calls for service. Fire Loss Analysis – estimated property loss of \$2,610,000, with estimate of \$91,517,503 of property saved.
- Creation of new Public Safety Fund, supported and approved by City Commission.
- Placed two new, fully-equipped Fire Engines into service in September 2021.
- Secured funding under CARES act for replacement of new P25 compliant radios City-wide (\$900,000+ project), saving budgetary funding.
- Completion of Phase II of five-year Opticom upgrade project, replacing equipment at seven (7) intersections in the city with GPS technology, increasing responder and public safety during emergency responses.
- Set up account to purchase medical supplies at Broward Logistics at a reduced cost. This solved issues with supply shortages and increased prices due to COVID.
- Continued new COVID-19 protocols/procedures in 2021, helping to minimize impacts to staffing during the pandemic.
- Due to COVID, minimal public events and interactions were held, for the safety of the public and fire department members.

BUILDING INSPECTIONS AND SERVICES

Building Inspections provides the following services:

- review of all construction plans for residential, commercial and industrial construction
- issuance of approximately 3,000 building permits annually
- conducts approximately 13,000 building, plumbing, mechanical and electrical inspections for various types of construction within the City limits of Ormond Beach in accordance with the Florida building Code and other State and local laws.

Occupational Licensing provides the following services:

- issuance of occupational license renewals
- issuance of new occupational licenses
- completion of contractor registrations

BUILDING INSPECTIONS AND SERVICES

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Permit Fees	1,401,899	1,535,000	1,534,350	(650)	-0.04%
General Fund	(365,378)	(371,330)	(326,173)	45,157	-12.16%
Total	1,036,521	1,163,670	1,208,177	44,507	3.82%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	876,700	1,018,467	1,063,601	45,134	4.43%
Operating	159,821	145,203	144,576	(627)	-0.43%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,036,521	1,163,670	1,208,177	44,507	3.82%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Chief Building Official	1.00	1.00	1.00	0.00	0.00%
Planning Director	0.00	0.00	0.00	0.00	0.00%
Office Manager	1.00	1.00	1.00	0.00	0.00%
Permit Technician	3.00	3.00	3.00	0.00	0.00%
Plans Examiner	1.00	1.00	1.00	0.00	0.00%
Chief Building Inspector	1.00	1.00	1.00	0.00	0.00%
Building Inspector	3.00	3.00	3.00	0.00	0.00%
Engineering Inspector	2.00	2.00	2.00	0.00	0.00%
Total	12.00	12.00	12.00	0.00	0.00%

BUILDING INSPECTIONS

GOALS:

- To provide building reviews and inspections to protect the health, safety, and general welfare of the public related to building design, construction, improvements, repair, or demolition.
- To complete permit reviews within adopted timeframes.
- Continue providing time sensitive inspection response (next business day) to contractors and homeowners.
- Implement the conversion of the Tyler permitting system.
- To provide education and training of the use of the ProjectDox permitting system.
- To assist new business owners in the completion of the business tax receipt process and providing renewal notices to existing business owners.
- Provide training and professional development for building inspectors and permit technicians.

➤ ACCOMPLISHMENTS:

- 100% of all building plans were submitted electronically.
- Maintained 24 hour inspection turnaround for all requests.
- Continued to provide external user training for ProjectDox to Engineers, Architects and builders.
- Completed several complex new building construction projects including Ace Hardware, GRPI, Ormond Memorial Art Museum, Paradise Pointe, and Total Comfort, Ormond Grande and the Pineland subdivision new single-family construction.
- Updated building fee schedule.

ROADSIDE AND RIGHT OF WAY MAINTENANCE

The Roadside and Right-of-Way Maintenance program is responsible for the maintenance and repair of City Parks and Properties, 150+ mile network of local roads and related public right of way, including:

- vegetation and debris maintenance of road shoulders, and sidewalks
- right-of-way mowing on a contractual basis
- maintenance and grading of 11 miles of unpaved roads and parking lots that are under the maintenance responsibility of the City
- mowing at the Business Park, Airport and the closed class III Landfill

Program costs are offset in part by the Florida Department of Transportation (FDOT) for road shoulder maintenance and mowing rights-of-way on State roads within the City limits of Ormond Beach. Approximately 98 lane miles of roads are maintained in accordance with an agreement between the City and FDOT for State Road 40, US 1, Nova Road, and A1A (10 lane miles added on Nova Rd). Approximately \$99,000 of the \$175,000 FDOT contract amount offsets road maintenance costs with the balance dedicated to drainage maintenance.

In-house city personnel provide the services listed above except for right-of-way mowing which is a contracted operation.

ROADSIDE AND RIGHT-OF-WAY MAINTENANCE

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Right of Way Maintenance	127,138	125,000	127,138	2,138	1.71%
State Highway Lighting	132,418	135,000	135,000	-	0.00%
General Fund	2,063,795	2,265,485	2,360,125	94,640	4.18%
Total	2,323,351	2,525,485	2,622,263	96,778	3.83%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	1,083,859	1,250,338	1,435,847	185,509	14.84%
Operating	1,239,492	1,275,147	1,186,416	(88,731)	-6.96%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	2,323,351	2,525,485	2,622,263	96,778	3.83%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Public Works Operations Mgr.	0.00	0.00	1.00	1.00	0.00%
Streets Supervisor	1.00	1.00	1.00	0.00	0.00%
Foreman	1.00	1.00	1.00	0.00	0.00%
Maintenance Worker II	9.00	9.00	9.00	0.00	0.00%
Maintenance Worker III	4.00	4.00	4.00	0.00	0.00%
Maintenance Worker IV	3.00	3.00	3.00	0.00	0.00%
Office Assistant II	0.00	0.00	0.00	0.00	0.00%
Public Works Director	1.00	1.00	1.00	0.00	0.00%
Administrative Assistant	0.00	0.00	1.00	1.00	100.00%
Total	19.00	19.00	21.00	2.00	10.53%

ROADSIDE AND RIGHT OF WAY MAINTENANCE

GOALS:

- Respond to calls for customer service by the end of business daily and within 1 hour for after hour call-outs.
- Respond to non-Public Works related work orders by end of business for scheduling.
- Incur no more than twelve (12) reported deficiencies on FDOT inspections yearly.
- Complete FDOT deficiencies with 14 working days.
- Assist in providing traffic control for special events.
- Assist with emergency management issues as they arise.
- Work to create greater efficiency in all aspects of street maintenance and repair.

ACCOMPLISHMENTS:

Street & Right of Way Maintenance

- 11 miles of shell roads were graded. Projected 12 miles in FY 22/23.
- 2,049 maintenance work orders were completed. Projected 2,700 maintenance w/o in FY 22/23.
- 110 maintenance work orders were completed on FDOT roads. Most of the R/W maintenance was removed from the FDOT MOA. Projected 100 maintenance work orders for FY 22/23.
- 1,315 man-hours were expended assisting other City departments. Projected 1,500 man-hours assisting other departments in FY 22/23.
- 698 man-hours working for other departments were for maintenance in City Parks. Projected 700 in FY22/23.

Asphalt Maintenance

- 113 asphalt work orders were completed repairing city streets, requiring 410 tons of asphalt and 53 bags cold patch. Projected 115 asphalt work orders in FY 22/23, 125 tons of asphalt.

Concrete Maintenance

- 184 work orders were completed for repairs to City sidewalks, curbs, gutters and catch basin aprons, requiring 108 cubic yards of concrete, 80 tons of recycled concrete and 150 tons of limerock base material towards a grand total of 1180 cubic yards of road base materials purchased and 120 bags of Portland cement. Projected 200 concrete work orders, 150 cubic yards of concrete, 110 tons of recycled concrete and 150 tons of limerock base material in FY 22/23.
- There were 27 work orders completed on FDOT walks, curbs, and gutters, requiring 15 cubic yards of concrete. Concrete sidewalk repair is no longer in the FDOT MOA in FY 22/23, except for the Streetscape, TIF District.

Sign Maintenance

- There were 297 work orders completed for Traffic Sign installation and repair. Projected 500 work orders for Traffic Sign installation and / or repairs FY 22/23.

Urban Forestry

- There were 104 trees removed from City R/W's or properties and 6 trees were removed from FDOT R/W's. Projected FY 22/23 to remove 60 trees from City R/W's or properties and remove 6 trees from FDOT ROW's .

ENGINEERING

The Engineering Department is responsible for the following functions:

- Liaison with consultant engineers for the design and construction management for airport, road, drainage, water and sewer, recreational facility, beautification and other capital improvement projects.
- Survey and mapping and computer aided design for in-house projects that are not contracted to a consultant engineer.
- Site plan review and permitting of proposed development applications and inspection of all residential and commercial development projects.

ENGINEERING

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	1,079,007	1,201,983	1,251,822	49,839	4.15%
Total	1,079,007	1,201,983	1,251,822	49,839	4.15%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	975,470	1,127,074	1,180,070	52,996	4.70%
Operating	103,537	74,909	71,752	(3,157)	-4.21%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,079,007	1,201,983	1,251,822	49,839	4.15%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
City Engineer	1.00	1.00	1.00	0.00	0.00%
Civil Engineer	1.00	1.00	1.00	0.00	0.00%
Chief Engineering Technician	1.00	1.00	1.00	0.00	0.00%
Construction Engineer	1.00	1.00	1.00	0.00	0.00%
Engineering Inspector	3.00	3.00	3.00	0.00	0.00%
Deputy City Engineer	1.00	1.00	1.00	0.00	0.00%
Engineering Project Coordinator	1.00	1.00	1.00	0.00	0.00%
Landscape Architect	1.00	1.00	1.00	0.00	0.00%
Permit Technician	1.00	1.00	1.00	0.00	0.00%
Engineering Technician	1.00	1.00	1.00	0.00	0.00%
Total	12.00	12.00	12.00	0.00	0.00%

ENGINEERING

GOALS:

- Coordinate with all departments to complete CIP projects in a timely manner.
- Assist Leisure Service in the completion of a Parks & Recreation Master Plan.
- Assist Public Works in the completion of a Stormwater Master Plan.
- Implement the recommendations of the Downtown Master Plan within Cassen Park
- No work-related injuries
- Maintain the staffing levels at 90% or greater.
- Provide education/training toward maintain licensure as time and resources allow.
- To enhance the quality of life for the residents and visitors in Ormond Beach through effective, efficient, courteous, and responsive engineering services.
- Implement and maintain traffic calming program.
- Assist with emergency project management as projects arise.
- Complete 75% of assigned capital improvement projects within 30 days of the substantial completion date established with the Notice to Proceed.
- To receive 85% of bids below Engineer's final design cost estimate.
- Increase public involvement in City projects
- Strive to complete franchise and stormwater permit reviews within streamlined timeframes.
- Assist Utilities with Plant improvement projects and maintaining regulatory permitting compliance
- Maintain regulatory permit compliance at the Nova Landfill
- Continue success of preventive maintenance projects including the road repaving, storm water lining, and Sanitary sewer I&I.
- Complete the N US1 watermain and force main project, SONC Gym expansion, and MacDonald House repairs.

ACCOMPLISHMENTS:

2022 Roadway Rehabilitation - Resurfacing – Completed the annual road resurfacing contract with approximately 5 miles of City streets repaved.

2022 Storm & Sewer Pipe Lining – Performed restoration improvements to existing deteriorated and leaking stormdrain and sewer pipe at various locations throughout the City, using cured-in-place pipe lining.

2-Inch Water Main Replacement – Ph IV – Completed design for phase four of the project to replace sub-standard 2-inch diameter water mains. There will be two separate projects for the North Peninsula and Mainland.

385 South Olde Kings Road – Completed the site remediation and debris removal at the property which included performing a Phase II Site Assessment, demolition of the existing structure, an asbestos survey, drum disposal, debris removal, and related activities to clear the property for use by the City.

ENGINEERING

ACCOMPLISHMENTS:

ARBP ADA Ramp Repair – Designed and constructed repair/replacement of the ADA beach ramp at Andy Romano Beachfront Park that had been damaged repeatedly by storm surge.

CDBG Central Park Playground – Constructed a new playground to replace the existing that was installed in the late 1990's and is beyond its useful life. The project was partially funded by a Community Development Block Grant.

CDBG Fleming Playground – Designed and constructed the replacement of the playground off Fleming Avenue in Central Park I that was installed in the 1990's and was beyond its useful life. The project was partially funded by a Community Development Block Grant.

CDBG Sidewalk Repairs – Designed repairs to the sidewalks on the west side of South Washington Street. Construction will be partially funded by a Community Development Block Grant.

Facility Hardening – Designed and commenced construction on a Hurricane Wind Retrofit project at five City facilities to replace existing windows and doors with impact-rated windows and doors. The project is partially funded by a FDEM/FEMA Hazard Mitigation Grant Program grant.

Fiber Optic Improvements – Constructed a fiber optic line for connection to SCADA for the Wilmette Pump Station project in process.

Gazebo Replacement CP II #2 – Replaced the second Central Park II gazebo originally installed in the early 1990's and beyond its useful service life.

Leeway Storage Tank & Pump Station Rehab – Commenced design of this project for the rehabilitation of the elevated steel tank, and replacement of pumps and controls, and discharge piping modifications.

MacDonald House Restoration – Completed construction of all phases of renovations to repair and restore the exterior of the MacDonald House. This project was partially funded by an ECHO Grant.

Nova Community Park Tennis Court Lighting Improvements – Completed construction to add new LED lighting to courts 1 – 4, and to replace existing lighting on tennis courts 5 and 6 which was installed in the mid-1990's, with LED lighting. The project was partially funded by an ECHO Grant.

Parks & Recreation Master Plan Update – Completed the City's Parks and Recreation Master Plan Update.

ENGINEERING

ACCOMPLISHMENTS:

Police Station Access Control – Replaced four existing outdated access control and surveillance systems, with one new consolidated global system.

Police Station Chiller Replacement – Completed replacement of the chiller.

Police Station HVAC Upgrades – Commenced design of upgrades to the HVAC controls and pumps thermostats, VAV boxes and air handler.

Sanchez Park Playground Equipment Replacement – Constructed new playground equipment at Sanchez Park that was destroyed by fire.

Shadow Crossings Water Storage Tank Repair – Constructed repairs to the exterior of the pre-stressed composite reclaimed water storage tank.

Shell Parking Lot Restoration – Completed work on the Sanchez Park parking lot, the first project in the new annual maintenance program.

SONC Gym – Construction commenced for the new gym. The project is partially funded by a Daytona Beach Racing and Recreational Facilities District grant.

Wilmette Avenue Stormwater Pump Station – Completed construction of a permanent stormwater pump station for the Wilmette Avenue crossing of Laurel Creek. The project was partially funded by a Florida Division of Emergency Management Hazard Mitigation grant.

WRF Upgrades – Commenced design for upgrades to the Water Reclamation Facility to include master lift station pump replacement, sludge decant building rehab, bulk polymer tank improvements, post anoxic mixer installation, clarifier weir covers and grout launders, and chemical feed building repair/replacement.

WTP Improvements – Completed design and commenced construction on this water treatment plant project which includes rehabilitation of the aerator, clearwell, transfer pumps, and splitter box.

FLEET OPERATIONS

Fleet Operations is a support service function of city government provides a comprehensive array of repair and preventative maintenance services for a fleet of approximately 229 vehicles and 399 pieces of equipment and other non-rolling stock. Fleet Operations core services include:

- maintaining a parts shop and inventory
- coordination of all sublet repairs
- management of the City's vehicle replacement program
- overseeing operations of the City's central fueling facility
- maintaining management and billing information for all vehicles and equipment

As an "internal service" operation, Fleet Maintenance recovers its labor and overhead through an hourly labor rate billed to user departments and from a 25% surcharge levied on parts and sublet repairs and a 10% surcharge on fuel. The cost of all parts and sublet repairs are charged directly to the user department.

FLEET OPERATIONS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	1,653,971	1,908,683	1,823,290	(85,393)	-4.47%
Total	1,653,971	1,908,683	1,823,290	(85,393)	-4.47%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	431,491	383,771	418,666	34,895	9.09%
Operating	1,222,480	1,524,912	1,404,624	(120,288)	-7.89%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,653,971	1,908,683	1,823,290	(85,393)	-4.47%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
<u>Full-time Positions:</u>					
Garage Supervisor	1.00	1.00	1.00	0.00	0.00%
Fleet System Specialist	1.00	1.00	1.00	0.00	0.00%
Mechanic II	1.00	1.00	1.00	0.00	0.00%
Mechanic III	2.00	2.00	2.00	0.00	0.00%
<u>Part-time Positions:</u>					
Courier (part-time)	0.50	0.50	0.50	0.00	0.00%
Total	5.50	5.50	5.50	0.00	0.00%

FLEET OPERATIONS

GOALS:

- Focus Fleet Operations on rolling stock by limiting subletting of small repairs and maintenance of handheld equipment.
- Maintain vehicle downtime of no more than 8% for all Fire and Police vehicles.
- Maintain an average productivity rate for all mechanics of 85% that generates billable labor rate hours from work orders.
- Achieve ASE Blue Seal of Excellence for 15th consecutive year.
- Continue to provide for efficient, timely and cost-effective delivery of repair and maintenance service to the City.
- Pursue options for succession planning within Fleet Operations
- Continue implementation of cost savings on sublet work orders

ACCOMPLISHMENTS:

- Achieved ASE Blue Seal of Excellence for 15th consecutive year.
- Achieved a downtime rate of 6.8% for all emergency vehicles.
- Continued reduction in parts inventories by Identifying obsolete parts and provide a cost-effective recovery and disposal program.
- Continue being a GM Warranty Certified repair facility.

ECONOMIC DEVELOPMENT

The City's Economic Development Department promotes development and redevelopment in Ormond Beach, including the Airport Business Park, downtown, and other areas within the community. In addition, Economic Development works closely with private property owners and City and County officials in the creation and development of a business park in the area along north US1 and Interstate 95. Economic Development also markets the City of Ormond Beach to prospective businesses and visitors.

ECONOMIC DEVELOPMENT

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	350,383	400,799	410,971	10,172	2.54%
Total	350,383	400,799	410,971	10,172	2.54%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	154,525	164,268	168,389	4,121	2.51%
Operating	135,337	119,645	133,582	13,937	11.65%
Capital	-	-	-	-	0.00%
Economic Incentives	60,521	116,886	109,000	(7,886)	-6.75%
Total	350,383	400,799	410,971	10,172	2.54%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
<u>Full-time Positions:</u>					
Economic Development Dir.	1.00	1.00	1.00	0.00	0.00%
Total	1.00	1.00	1.00	0.00	0.00%

ECONOMIC DEVELOPMENT

GOALS:

- Retain industrial businesses through visitation program and assist with expansion projects.
- Conduct annual Business Retention Survey of target industry in the City to keep a pulse on business sentiment.
- Work with key target businesses in plant expansion and job creation initiatives.
- Collaborate with economic development partners to market & attract out-of-state businesses/visitors to the City.
- Develop/Implement Main Street economic development initiatives.
- Manage City's Business Park including:
 - Prepare marketing material and promote development opportunities at the airport and business park for attraction and expansion of target industry.
 - Work closely with businesses on improvements to the electrical and internet infrastructure.
 - Work with Public Works to develop plans and construct the extension of Signal Avenue/Tower Circle East into the Southwest Quadrant of the Airport and construct Runway Drive, a secondary access road for the Airport Business Park.
- Publish and distribute quarterly Economic Development newsletter.
- Update the Economic Development Plan Strategic Plan.
- Work closely with Tomoka Holdings to open up land in the Ormond Crossings master development project.

ACCOMPLISHMENTS:

- Worked with businesses throughout the City to retain and expand their operations and employment base, including Germfree and Maxton Group.
- Worked in partnership with the Volusia County Division of Economic Development to distribute Small Business and Home Based Business Grants to businesses impacted by the 2020 pandemic.
- Updated economic development marketing material to promote business attraction in the City, Ormond Crossings, Ormond Beach Airport and Business Park.
- Published four Ormond Beach Economic Development Update Newsletters to the business community.
- Ormond Beach became a local affiliate and launched the FastTRAC Program as part of the National League of Cities and Ewing Kauffman Foundation's City Innovation Ecosystems (CIE) program. In partnership with the Volusia/Flagler SCORE Chapter the City hosted an initial program in early Spring.
- In collaboration with the Ormond Beach Chamber of Commerce, hosted Startup Grind Fireside Chats for entrepreneur and start-up community.
- The design work for Runway Drive, a collector roadway in the airport business park is complete.
- Provided leadership and consultation to the Ormond Beach Chamber of Commerce, Main Street Inc., and Team Volusia EDC organizations to improve the business climate in the City.

PARKS AND GROUNDS MAINTENANCE

Parks and grounds maintenance program is responsible for:

- routine grounds maintenance
- mowing, general beautification and upkeep of all City's parks and on-site buildings to include:
 - grass mowing
 - flower bed and shrub maintenance
- maintenance and trash collection of the medians along AIA and State Road 40

With the exception of the Memorial Art Gardens, all parks and ground maintenance is performed on a contracted basis.

PARKS AND GROUNDS MAINTENANCE

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	2,427,265	2,445,146	2,650,336	205,190	8.39%
Total	2,427,265	2,445,146	2,650,336	205,190	8.39%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	348,209	387,877	402,934	15,057	3.88%
Operating	2,079,056	2,057,269	2,247,402	190,133	9.24%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	2,427,265	2,445,146	2,650,336	205,190	8.39%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Maintenance Foreman	1.00	1.00	1.00	0.00	0.00%
Contract Manager	1.00	1.00	1.00	0.00	0.00%
Tradesworker	1.00	1.00	1.00	0.00	0.00%
Maintenance Worker II	1.00	1.00	2.00	1.00	100.00%
Seasonal Positions:					
Maintenance Worker II (1)	0.00	0.00	0.00	0.00	0.00%
Part-time Positions:					
Maintenance Worker II (4)	2.00	2.00	1.00	-1.00	-50.00%
Total	6.00	6.00	6.00	0.00	0.00%

PARKS AND GROUNDS MAINTENANCE

GOALS:

- Ensure all parks and grounds are inspected biweekly to ensure safety, accessibility and cleanliness
- Monthly safety training
- Quarterly meetings with park staff to discuss progress and course of maintenance
- Additional leaf blowing removal/pressure washing of added concrete and wood paths
- Assist building maintenance in preparation for holiday decorations
- Develop need assessments to prioritize enhancements and/or replacement projects and relay information in weekly appraisal meetings with Building Maintenance Supervisor
- Maintain the appearance of City parks and facilities through regular maintenance
- Assist Building Maintenance with large projects

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Number acres of passive park	79	79	79	-	0.00%
Number of acres of active park	528	528	528	-	0.00%
Number of park acres maintained	607	607	607	-	0.00%
Number of volunteer hours	14,510	20,000	30,000	10,000	50.00%
Number of children registered in summer programs	130	140	147	7	5.00%
Number of available spaces in summer programs (number of registered that are placed)	130	140	146	6	4.29%
Number of children in jurisdiction	7,769	7,870	7,975	105	1.33%

PARKS AND GROUNDS MAINTENANCE

ACCOMPLISHMENTS:

- Maintained files for photographs and supporting documents
- Regular safety training classes
- Engraved, constructed and installed 25+ pads, benches and trash receptacles
- Followed standard work schedule for all part-time and full-time employees covering all parks for each week
- Continuation of repairs as required in the parks
- Weekly meetings with Parks staff to discuss progress and course of maintenance
- Additional leaf blowing and pressure washing of added concrete and wood paths
- Communicated with Building Maintenance the park needs to ensure buildings are clean, safe, and inviting to the public
- Worked with Building Maintenance in preparation for holiday decorations to be placed around the City
- Maintained a high level of appearance and safety
- Continual support of the Riverbend Bike Trail
- Brought two, new part-time employees onboard
- Brought a new full-time employee onboard
- Number of accomplishments cross with Building Maintenance
- Vadner Park fountain and construction assistance
- Organize a new container for Parks supplies

LEISURE SERVICES ADMINISTRATION/REGISTRATION

Leisure Services Administration provides the executive leadership and guidance necessary to carry out the mission, goals and policies for recreational, cultural, senior center, special events, special populations, and athletic field's maintenance programs. Leisure Services Administration also processes enrollment and completes registrations for:

- Youth and adult recreation programs
- Contractual instructor classes
- Gymnastics
- Summer camp programs
- Tennis programs
- Field and park rentals

Leisure Services manages recreation center activities held at Nova Community Center, South Ormond Neighborhood Center, Ormond Beach Gymnastics Center and Performing Arts Center.

LEISURE SERVICES ADMINISTRATION/REGISTRATION

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Liability Insurance	15,964	13,000	13,000	-	0.00%
ARBFP Concession Rental	10,000	10,000	10,000	-	0.00%
General Fund	704,897	772,835	796,430	23,595	3.05%
Total	730,861	795,835	819,430	23,595	2.96%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	490,166	557,909	581,507	23,598	4.23%
Operating	240,695	237,926	237,923	(3)	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	730,861	795,835	819,430	23,595	2.96%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
<u>Full-time Positions:</u>					
Leisure Services Director	1.00	1.00	1.00	0.00	0.00%
Asst. Leisure Services Director	1.00	1.00	1.00	0.00	0.00%
Recreation Program Specialist	1.00	1.00	1.00	0.00	0.00%
Office Manager	1.00	1.00	1.00	0.00	0.00%
Office Assistant III	2.00	2.00	2.00	0.00	0.00%
<u>Part-time Positions:</u>					
Office Assistant I	0.50	0.50	0.50	0.00	0.00%
Total	6.50	6.50	6.50	0.00	0.00%

LEISURE SERVICES ADMINISTRATION/REGISTRATION

GOALS:

- Continue to update Leisure Service website to become more user friendly and focus more on programming and activities.
- Apply for Tree City USA Growth Award through National Arbor Day Foundation in order to retain Ormond Beach's Tree City USA designation.
- Host the Mayor's Health and Fitness Challenge.
- Expand advertising for summer camps and yearly programming.
- Partner with Engineering and Grants Coordinator to apply for ECHO grants.
- Continue to promote the existing Memorial Tree and Memorial Bench programs
- Expand the continued use of volunteers
- Apply for departmental awards and accolades through agencies including FFEA.
- Continue to implement Hometown Heroes Banner Program
- Achieve all City Commission goals for Leisure Services for FY 2022-23 by the end of the fiscal year
- Continue harmonious relationship with Leisure Services Advisory Board to build a stronger community
- Continue to provide exceptional customer service to the residents of Ormond Beach
- Host Earth Day at Environmental Discovery Center to incorporate tree distribution and educational sessions

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Workload:					
# of Field/Park/Facility Rentals	380	460	550	90	19.57%
# of Online Registrations	175	285	350	65	22.81%
Efficiency/Effectiveness:					
Achieve City Commission Goals	100%	100%	100%	-	0.00%
Customer Satisfaction %	90%	90%	90%	-	0.00%

LEISURE SERVICES ADMINISTRATION/REGISTRATION

ACCOMPLISHMENTS:

- Obtained the Tree City USA Growth Award
- City was once again designated as Tree City USA
- Received statewide recognition for the Rockefeller “Millionaire Monday” Program from Florida Festivals & Events Association
- Continued to expanded digital offerings to residents via social media during the COVID-19 closures.
- Continued partnership with the Garden Club of the Halifax Country to complete Vadner Park renovations
- Host Leisure Services Employee Appreciation Day event
- Hosted successful Summer Camp Connections and Enviro Camp Programs and revamped Camp T-Rec Program
- Helped facilitate State of City
- Expanded involvement with Volusia County Recreation Directors’ Association
- Three, free fishing tournaments were once again held this year.
- Implemented new registration software for Leisure Services programming
- Planned and hosted successful Halloween Highway event with all Leisure Services division participation
- Recreation Program Specialist increased social media presence of all Leisure Services activities.
- Continued to assist our veterans with the Hometown Heroes application process, banner delivery, and drive-through luncheon
- Assist with ECHO grant process for PAC funding at Performing Arts Center
- South Ormond new gym addition
- Worked in partnership with YMCA to ensure dog park facility is maintained to a high standard for our citizens
- Completed Leisure Services Master Plan update with Barth & Associates

THE CASEMENTS

The Casements is the flagship community enrichment center on the peninsula serving nearly one third of the city's population. Programs that take place at The Casements, in Central Park or as outreach experiences include:

- environmental education such as urban homeowner's landscape conservation
- organic gardening
- safe boating
- manatee and wildlife protection classes and the arts
- Youth-at-Risk programs through story-telling
- computer enrichment classes
- arts and literacy education

Programs and classes offered at Osceola School and the Casements raise confidence and self-esteem to benefit youth, serve families and enhance community values.

As a historic facility, the former home of John D. Rockefeller, Sr., a Great Floridian is on the National Register for Historic Places and is an echo-tourism destination for visitors in Ormond Beach. It serves as an important landmark and symbol of historic preservation for the community within an urban park setting of leisure service facilities.

THE CASEMENTS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Casement Fees	91,337	45,000	75,000	30,000	66.67%
General Fund	190,206	312,694	-	(312,694)	-100.00%
Total	281,543	357,694	75,000	(282,694)	-79.03%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	152,102	212,236	225,207	12,971	6.11%
Operating	129,441	145,458	164,506	19,048	13.10%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	281,543	357,694	389,713	32,019	8.95%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Cultural Center Coordinator	1.00	1.00	1.00	0.00	0.00%
Special Events Tech	0.00	1.00	1.00	0.00	100.00%
Part-time Positions:					
Maintenance Worker (2)	1.00	1.00	1.00	0.00	0.00%
Recreation Leader (2)	1.00	1.00	1.00	0.00	0.00%
Special Events Tech (1)	0.50	0.50	0.50	0.00	0.00%
Total	3.50	4.50	4.50	0.00	0.00%

THE CASEMENTS

GOALS:

- Expand revenue through rentals, programs and events.
- Expand Gallery exhibits to local artists and groups
- Grow sponsorships with Movies on the Halifax, Swing into Spring, Once Upon a Storytime and other community events.
- Continue partnerships with Ormond MainStreet, Ormond Memorial Art Museum and Gardens, The Ormond Beach Historical Trust, Ormond Beach Chamber of Commerce, National Multiple Sclerosis, Runner's High, Ormond Beach Rotary, The Antique Automobile Association and The Jewish American Society as it relates to the various community events held on our property
- Continue monthly "Movies on the Halifax".
- Plan and execute a new program for children ages 12-15 years old
- Plan and execute a new weekday lunchtime concert series downtown on The Casements North Lawn.
- Continue monthly gallery exhibit videos
- Expand on Christmas Challenges and Easter Hunts for the upcoming year.
- Create new StoryStroll programs for the holiday season and summer.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Workload:					
Attendance/Participants:					
Special Events	56,262	59,000	60,000	1,000	1.69%
Tours *	46,193	40,000	42,500	2,500	6.25%
Programs/Classes	320	300	325	25	8.33%
# Rentals:					
Rentals/Groups - Casements	92	100	125	25	25.00%
Rentals/Groups - Riverbridge	82	90	100	10	11.11%
Efficiency/Effectiveness:					
Overall "satisfied/very satisfied" %	95	95	95	-	0.00%

THE CASEMENTS

ACCOMPLISHMENTS:

- The Casements continues to be the only beachside cultural center that offers fitness, cooking, art and various educational opportunities.
- The Casements continues to partner with Ormond MainStreet with their three major fundraisers, Celtic Festival, Taste of Ormond and Riverfest.
- The Casements hosted a very successful “Ormond Live” this year with record crowds.
- Worked with the National MS Society with their annual bike race.
- Worked closely with the Seaside Herb Society to plan and execute their annual Herb Faire and Plant Sale.
- Assisted members of the Ormond Beach Garden Club to plan and execute their annual Flower Show and Tea.
- The Casements worked closely with the coordinator of the Tomoka Marathon who hosted a Boston Marathon qualifier, and a full, half and 5K experience to over 1600 runners.
- Worked with the coordinator of Sophies Circle to offer their annual bridge walk.
- Hosted for the first time this year the Veteran’s Appreciation Day with nearly 300 in attendance.
- Hosted the Community Events Departments Memorial Day meetings and program.
- Hosted the Community Events Departments Art in the Park.
- Worked with members of the Antique Automobile Club to host their annual Gaslight Parade and Antique Car Show.
- Worked with Ormond Beach Chamber of Commerce to host their annual King of the Grill event.
- Hosted the City’s Independence Day Celebration.
- Worked with organizers from the Jewish Heritage Festival to provide a free event to the community.
- Assisted members of The Casements Guild to decorate The Casements for the holiday season.
- Assisted The Casements Guild in offering a Mother’s Day Tea.
- Worked with The Casements Guild to plan and execute the 43rd annual Christmas Gala.
- Planned and executed a successful “Breakfast with Santa” with over 360 guests.
- Worked with Community Events to offer “Holidays at The Casements” outdoor holiday concert.
- Worked with the St. Augustine Storytellers to provide a Halloween program of “Ghost Stories”
- Staff members created a spooky video for Halloween that was posted on Facebook.
- Staff members created videos of all Gallery Exhibits throughout the year.
- Staff created a time lapse video of the North Lawn and Carriage House Renovation project.
- Staff created the 2nd annual Candy Cane Challenge during the holiday season for our young guests.
- Staff created the 2nd annual Sweets and Treats challenge for Facebook participants.
- Staff posted educational facts each week on Facebook under the caption of “Did You Know?”
- Staff created a Valentine Video that posted on Facebook

THE CASEMENTS

ACCOMPLISHMENTS:

- Staff created a Christmas video that showed the evolution of the Christmas Galas on Facebook.
 - The Casements Gallery was adorned with various artwork and photographs each month from various groups including The Casements Camera Club, Ormond Beach Art Guild, Florida Women's Art Association, Joe Costanzo, and The Girl Scouts of the Citrus Council.
 - The Girl Scout's completed their Bronze Star by planting flowers in the North Lawn Gazebo and maintaining the planters throughout the year.
 - Offered eight monthly "Once Upon a Storytime" events for children ages two-four with a story, craft and special treat, sponsored by Morejon & Andrews Orthodontics.
 - Offered three weeks of watercolor workshops with artist, Janet Rogers.
 - Brought back "Swing Into Spring" with three free concerts in April on Thursday evenings.
 - Held the 43rd annual Guild Appreciation Luncheon sponsored and catered by Amber's Jewel Catering.
 - Our "Movies on the Halifax" event happened every first Friday of each month.
 - Worked with Ormond MainStreet and the Volusia County Library to offer a free "StoryStroll" in Rockefeller Gardens for the holiday season and summertime.
 - The Casements was named Outstanding Florida Youth Conservation Center Partner in 2021 for Enviro Camp.
 - The Casements planned and executed Enviro Camp at the EDC in June and July 2021 under COVID-19 standards.
 - The North Lawn Drainage and Carriage House Expansion Project was completed.
 - A new iron fence with archway and gates was placed around the courtyard.
 - A new archway and gate were placed on south Riverside Drive.
- Reached 4000 followers on Facebook and over 1562 on Instagram.

PERFORMING ARTS CENTER

The Ormond Beach Performing Arts Center (OBPAC) consists of an auditorium, rehearsal room, studio and music rooms for City-sponsored groups, professional theater and musical productions. The Center has a seating capacity for 627 people and is built in a fan-shaped, stadium-style configuration.

The Center is also used for many activities, to include:

- | | |
|-----------------------|----------------------------|
| ➤ Youth dance classes | ➤ Additional dance classes |
| ➤ Recitals | ➤ Acting classes |
| ➤ Senior shows | ➤ Voice and piano lessons |
| ➤ Music events | ➤ Children's choir |
| ➤ Children's theater | ➤ Cultural arts classes |
| ➤ Workshops | ➤ Activities seminars |

PERFORMING ARTS CENTER

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Tickets/Concessions	42,610	55,000	27,000	(28,000)	-50.91%
General Fund	241,239	246,196	272,738	26,542	10.78%
Total	283,849	301,196	299,738	(1,458)	-0.48%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	159,164	170,687	158,080	(12,607)	-7.39%
Operating	124,685	130,509	141,658	11,149	8.54%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	283,849	301,196	299,738	(1,458)	-0.48%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
P.A.C. Supervisor	1.00	1.00	1.00	0.00	0.00%
Part-time Positions:					
Maintenance Worker (2)	1.00	1.00	1.00	0.00	0.00%
Recreation Leader (1)	0.50	0.50	0.50	0.00	0.00%
Box Office Attendant (2)	1.00	1.00	1.00	0.00	0.00%
Total	3.50	3.50	3.50	0.00	0.00%

PERFORMING ARTS CENTER

GOALS:

- Achieve a 90% or better satisfaction rating from show producers, classes and instructors.
- Seek business partnerships to generate grants/donations.
- Achieve 80% or better of return contracts/rentals.
- Maintain total visits at over 40,000 for shows.
- Produce a 12-day children's summer theatre/production camp through partnership with local theatre/children's arts group.
- Produce a nine-day summer dance camp through local partnerships.
- Increase rental/facility revenue by partnering with local producer to bring in national performers.
- Work with internal show groups to improve ticket sales.
- Seek alternative revenue by increasing daily event rentals for studios/dance rooms.
- Increase day-to-day volunteerism with internal show groups.
- Increase online ticket sales by two percent over last year through public awareness campaign.
- Host internal show group leadership quarterly meetings.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Actual FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Workload:					
Rentals	717	741	772	31	4.18%
Shows/Rentals Attendance	17,220	8,140	39,326	31,186	383.12%
New Contracts	4	0	6	6	#DIV/0!
Not for Profit Shows	13	0	15	15	#DIV/0!
For Profit Shows	20	0	22	22	#DIV/0!
Efficiency/Effectiveness:		0			
Returning Contracts	15	0	18	18	#DIV/0!
Customer Satisfaction %	95%	95%	95%	0%	0.00%

PERFORMING ARTS CENTER

ACCOMPLISHMENTS:

- The Performing Arts Center hosted the Leisure Services drive-through Veteran's Day Luncheon event.
- The Performing Arts Center hosted the Leisure Services Hometown Heroes drive-through event.
- The Performing Arts Center hosted the Ormond Beach Chamber Personal Protection Equipment giveaway drive-through event.
- The Performing Arts Center hosted the City's Thank You First Responders yard sign pass-out drive-through event.
- The Performing Arts Supervisor met with the Friends of the PAC on the Renovation Project for the Performing Arts Center building.
- Performing Arts Center staff participated in the Leisure Services drive-through Halloween Highway event at the Sports Complex.
- The Performing Arts Center hosted the Florida Department of Health's drive-through COVID-19 testing site.
- The Performing Arts Center hosted an in-person and virtual Florida Department of Transportation Public Informational meeting on the A-1-A Streetscape Improvement Project.
- The Performing Arts Center hosted Ormond Beach Police training exercises.
- The Performing Arts Center hosted the Children's Musical Theater Workshop Summer Camp Program, their production of "Suessical, The Musical", Disney's "Frozen, Jr.", as well as their dance classes throughout the year.
- The Performing Arts Center hosted a variety of musical, theatrical, competitions, recitals and pageants including: Get Ready! The Motown Experience, My Tribute to John Denver by Carl Bennett, British Invasion Tribute, National Gym Association East Coast Classic Body Building Competition, Sam Cooke and Jake Wilson Tribute, John Ford Coley, The World Famous Glenn Miller Orchestra, Orlando Transit Authority Tribute to Chicago, The Rat Pack – Together Again, NY Rockabilly Rockets, Brian Hoffman's Tribute to Red Skelton, Ernie Haase and Signature Sound, Minute by Minute Doobie Brothers Tribute, The Coasters, Drifters Temptations Motown Salute, Las Vegas Master Impersonators The Edwards Twins, Kinetic Expressions Dance Academy's Production of Alice in Wonderland, Special Populations Division Shining STARS Pageant, Sinatra, The Musical Tribute, Divas of Jazz, Alborea Dances production of Phantom, A Flamenco Story, Beach Buoys Tribute to The Beach Boys, U.S. Stones Rolling Stones Tribute, Majesty of Rock Journey-Styx Tribute, Daytona Beach Concert Band, and Ms. Debby's Dancing and Acting recital.

SENIOR CENTER

The Senior Center program coordinates the activities of a multi-purpose center that includes programs for persons over 55 years of age in the following areas:

- Health
- Arts
- Languages
- Nutrition
- Theater
- Personal finance
- Technology
- Music

The Center also offers classes and activities for physically and mentally challenged citizens and those with other special needs.

In addition, the Center hosts the Ormond Senior Games and maintains the Mainland Council on Aging Senior Congregate Dining and Meals on Wheels programs.

SENIOR CENTER

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Senior Center	2,597	5,000	5,000	-	0.00%
General Fund	79,607	94,637	113,154	18,517	19.57%
Total	82,204	99,637	118,154	18,517	18.58%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	1,990	15,676	19,382	3,706	23.64%
Operating	80,214	83,961	98,772	14,811	17.64%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	82,204	99,637	118,154	18,517	18.58%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Part-time Positions:					
Maintenance Worker (1)	0.50	0.50	0.50	0.00	0.00%
Total	0.50	0.50	0.50	0.00	0.00%

SENIOR CENTER

GOALS:

- Monitor the management agreement with Council on Aging to ensure terms of the contract are met.
- Expand evening and weekend rentals to increase revenue wherever possible.

ACCOMPLISHMENTS:

- Continued the Council on Aging Lease Agreement for Operation and Meals on Wheels Congregate Dining.
- The Senior Center was the host site for Monoclonal Antibody Treatment Clinic for COVID-19 patients.
- The Senior Center hosted Granada Squares Dances.
- The Senior Center hosted City staff meetings and Advisory Board meetings.

COMMUNITY EVENTS

Community Events coordinates and produces community and City-sponsored holiday and cultural events such as the Fireworks on the Halifax & Independence Day Celebration, Santa Land, Holiday Parade, Art in the Park and the Birthplace of Speed Celebration. This division also coordinates various celebrations, dedications, remembrances, groundbreakings, historical celebrations and various other official City events. Assistance is also provided to other City departments, boards and committees, outside agencies and community service clubs with the presentation of their event schedules.

COMMUNITY EVENTS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Sponsorship	225	500	500	-	0.00%
General Fund	204,888	251,534	245,567	(5,967)	-2.37%
Total	205,113	252,034	246,067	(5,967)	-2.37%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	88,338	117,287	111,344	(5,943)	-5.07%
Operating	116,775	134,747	134,723	(24)	-0.02%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	205,113	252,034	246,067	(5,967)	-2.37%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Community Events Coordinator	1.00	1.00	1.00	0.00	0.00%
Part-time Positions:					
Community Events Leader (2)	1.00	1.00	1.00	0.00	0.00%
Total	2.00	2.00	2.00	0.00	0.00%

COMMUNITY EVENTS

GOALS:

- Continue to increase sponsorships for all annual community events.
- Continue to add new elements of health, wellness and education to the annual Mayor's Health & Fitness Challenge. Secure businesses that will provide sponsorship or be a Perks & Wellness partner during the challenge and offer additional health, wellness and educational opportunities to the challengers, to enable them to achieve their goals.
- Host three Reel in the Fun free, annual kid's fishing tournaments.
- Continue the development of the popular Art in the Park event to encompass additional components for children and event amenities.
- Assist with Memorial Day Remembrance Service event with the cooperation and support of the Memorial Committee.
- Assist with Senior Games events with the cooperation and support of the Senior Games Board.
- Assist with the September 11th Memorial Walk, hosted by the City of Ormond Police and Fire departments.
- Host the 3rd annual Halloween Highway Drive-Thru event with additional vendors and sponsors.
- Develop new partnerships for the major annual events: July 4th Independence Day Celebration, Summer Sounds Free Concert Series, Veteran's Day Celebration, Home for the Holidays Parade, Art in the Park, Memorial Day Remembrance Service and three Reel in the Fun kid's fishing tournaments.
- Assist with the organization and programming for the annual Hometown Heroes Ceremony with sponsor Halifax Health.
- Increase volunteer participation for event support.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Community Events					
Workload:					
Events Total	5	26	35	9	34.62%
Non-annual events	6	14	25	11	78.57%
Efficiency/Effectiveness:					
Customer Satisfaction % - Events	94%	94%	94%	-	0.00%

COMMUNITY EVENTS

ACCOMPLISHMENTS:

- Continued with community partnerships with many non-profits and civic groups including: Kiwanis Club, Lions Club, Boy & Girl Scouts, Ormond Beach Historical Society, The Casements Guild, Ormond Main Street, Ormond Beach Chamber of Commerce, American Legion Post 267, Civil Air Patrol, Disabled American Veterans, PACE, and Seabreeze High School.
- Hosted the Arbor Day Tree Planting and partnered with EDC Coordinator to include an arts and crafts project.
- Three successful kid's fishing tournaments were planned and presented. New and return sponsors contributed prizes, fishing poles, tackle and refreshments for the participants.
- Applied for and received grant from Florida Fish and Wildlife for free fishing poles to distribute during Reel in the Fun fishing tournaments.
- City and Memorial Day Committee hosted the Memorial Day Remembrance Service.
- Produced and organized a successful Veteran's Day Celebration for local veterans and guests.
- Produced and organized a successful Hometown Heroes Celebration for 100 local banner recipients and guests.
- Staff programmed and facilitated several successful holiday events including:
 - Decorating City Hall tree with students from PACE Center
 - Holidays at The Casements Concert
 - Breakfast with Santa
 - Letters to Santa
- Successfully hosted the Independence Day Celebration on July 4th.
- Hosted three Summer Sounds Free Concerts.
- Assisted with many cross-departmental events: Earth Day, National Night Out, and Employee Appreciation Day Luncheon.
- Assisted with the monthly "Walk with the Manager" program.
- Assisted with City Commission workshops and shade meetings.
- Assisted with State of the City luncheon and presentation.
- Assisted with the VLOC Dinner.
- Assisted with Parks and Rec Master Plan meetings.
- Assisted with two OB Life Series meetings.
- Coordinated and assisted with the renaming of the Downtown Fit Loop Ribbon Cutting.
- Coordinated and assisted with the renaming of the Rick Ferritto Limitless Playground.
- Coordinated and assisted with the Rick Boehm Softball Field Grand Opening and Ribbon Cutting.
- Assisted with Senior Games events.
- Coordinated and assisted with the Riverbend Nature Park Mountain Bike Trail Ribbon Cutting.
- Planned, coordinated and presented the Mayor's Health & Fitness Challenge.
- Attended as a department liaison at the First Responders Day event hosted by Ormond Strong.
- Coordinated and assisted with the Vadner Park Ribbon Cutting.

COMMUNITY EVENTS

ACCOMPLISHMENTS:

- Coordinator served as the department liaison to the Ormond Beach Chamber's bi-monthly Economic Prosperity Meeting.
- Coordinated and assisted with the South Ormond Neighborhood Gymnasium Groundbreaking.

ENVIRONMENTAL DISCOVERY CENTER

The Environmental Discovery Center's mission is to foster an awareness and appreciation of the natural environment by providing stimulating environmental education programs that inspire participants to be active stewards of their surrounding natural resources.

The City of Ormond Beach's Environmental Discovery Center (EDC) provides visitors with a glimpse into the diverse ecosystems of Ormond Beach, specifically Central Park. This 2,000 square foot facility is designed to be self-guided. The building serves as a hub for the programming and special events that will immerse visitors in these ecosystems and provide hands-on education.

ENVIRONMENTAL DISCOVERY CENTER

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	158,994	176,349	205,132	28,783	16.32%
Total	158,994	176,349	205,132	28,783	16.32%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	99,253	103,561	121,774	18,213	17.59%
Operating	59,741	72,788	83,358	10,570	14.52%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	158,994	176,349	205,132	28,783	16.32%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Recreation Center Coordinator	1.00	1.00	1.00	0.00	0.00%
Part-time Positions:					
Rec Leader (2)	1.00	1.00	1.00	0.00	0.00%
Seasonal Positions:					
Summer Counselors	0.00	0.00	0.00	0.00	0.00%
Total	2.00	2.00	2.00	0.00	0.00%

ENVIRONMENTAL DISCOVERY CENTER

GOALS:

- Increase overall attendance numbers (walk-ins, program participants, events, etc.) five percent each quarter.
- Create adult weekday programs (ex. craft group, guided nature walks, exercise classes).
- Increase number of school field trips by five percent each quarter.
- Continue to market field trips to teachers, scout leaders, homeschool parents.
- Develop preschool field trip curriculum and market to daycares, preschools, etc.
- Host two community events per year.
- Continue to update current exhibits and display items seasonally.
- Continue to increase volunteer force by five percent each quarter.
- Organize EDC volunteer educational events and workshops.
- Expand social media presence by posting regularly (two times per week) to increase followers and interest in the EDC.
- Increase and expand partnerships between EDC and other environmental agencies (ex. Volusia County UF/IFAS, Halifax Audubon, Volusia County Environmental Management, Florida Native Plant Society).
- Increase and expand partnerships between EDC and local civic clubs, garden clubs, adult retirement communities and organizations.
- Increase and expand partnerships between EDC and environmental degree programs at local colleges and universities.
- Attend outreach events to promote the EDC as they become scheduled (ex. Lagoonacy, Lyonia Wildlife Festival, Tomoka Fest, etc.).
- Improve the registration process for the Community Gardens and Enviro Camp by migrating the sign-ups to the new TPAR digital application.
- Host citywide Earth Day Celebration event to include tree distribution and educational sessions/booths

ACCOMPLISHMENTS:

- Presented programs for K-5 grades (“Elementary Explorers”) and ages 3-5 (“Little Learners”)
- Presented kids’ monthly craft programs.
- Presented monthly adult/family nature programs including programs on honey bees, bats, right whales and manatees.
- Continued partnership with Volusia County ECHO Rangers Program by presenting semi-annual ranger programs.
- Held field trips for public, private and homeschool groups.
- Conducted EDC tours for children’s afterschool and adult community groups.
- Partnered with Halifax Audubon to provide multiple fall and spring guided bird walks in Central Park.
- Distributed nature-themed giveaway items at the Leisure Services Halloween Highway event.
- Decorated an EDC holiday tree for The Casements holiday tree display.
- Held Community Gardens volunteer board meetings on a bimonthly basis.

ENVIRONMENTAL DISCOVERY CENTER

ACCOMPLISHMENTS:

- Provided a tree-related craft for the Arbor Day event at Ormond Beach Elementary School in January 2022.
- Presented an invasive species program to the Ponce Inlet Historical Museum.
- Promoted the EDC at a recreation day event at St. James Episcopal Church.
- Partnered with Halifax River Audubon to present the annual Great Backyard Bird Count in February 2022.
- Continued updating of the filter systems for fish, turtle and aquaponics tanks.
- Expanded the plantings in the EDC Wildflower Demonstration Garden.
- Expanded the plantings the EDC Butterfly Garden.
- Expanded our partnership with the Florida Women's Art Association to display original, nature themed art on a regular basis.
- Expanded our partnerships with the UF/IFAS Extension (Master Gardener Program), Florida Fish & Wildlife and Florida Wildflower Foundation.

Community Gardens Accomplishments:

- Assigned all empty (abandoned or relinquished) garden spaces before new planting season.
- Collaborated with Master Gardeners to hold semi-annual educational events for community gardeners.
- Both community gardens expanded the Garden To Give initiative to donate produce to a local Food Bank.

NOVA COMMUNITY CENTER

The Nova Community Center is a totally air-conditioned facility, which includes:

- Gymnasium
- family game room
- fitness room
- restrooms
- classroom
- multi-purpose activity room

There are ongoing classes and activities for both children and adults throughout the year.

Outdoor facilities located at the Nova Community Park include:

- Basketball court
- Tennis & racquetball courts
- Jogging trail
- Skateboard court
- Playground
- Baseball fields
- Wide sidewalks

NOVA COMMUNITY CENTER

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Fees	15,364	13,500	23,000	9,500	70.37%
General Fund	311,291	337,257	353,439	16,182	4.80%
Total	326,655	350,757	376,439	25,682	7.32%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	202,476	229,096	208,320	(20,776)	-9.07%
Operating	124,179	121,661	168,119	46,458	38.19%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	326,655	350,757	376,439	25,682	7.32%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Recreation Center Coordinator	1.00	1.00	1.00	0.00	0.00%
Seasonal Positions:					
Summer Counselors	0.00	0.00	0.00	0.00	0.00%
Part-time Positions:					
Recreation Leaders (4)	2.00	2.00	2.00	0.00	0.00%
Therapeutic Aide (1)	0.50	0.50	0.50	0.00	0.00%
Total	3.50	3.50	3.50	0.00	0.00%

NOVA COMMUNITY CENTER

GOALS:

NOVA COMMUNITY CENTER:

- Increase social media presence through Facebook and Instagram to promote the Nova Community Center and activities
- Continue harmonious relationship with Tennis Shack lessee
- Continue to manage Skate Park contractor to ensure safe operation of Nova Community Skate Park
- Continue to increase building rentals
- Increase usage of the game room and workout room.
- Continue to offer free summer basketball league to youth
- Continue partnership with Volusia County Human Services Summer Food Program

SPECIAL POPULATIONS:

- Maintain existing programs and events for special populations while increasing participant numbers by using improved flyers, gaining community contacts through health fairs and community days and increased social media presence.
- Continue to offer Social Squad for those special needs participants who need more individualized care adding more opportunities to learn job skills and community service
- Offer a safe and rewarding summer camp experience with Camp T-Rec in partnership with Port Orange
- Hold 5K Wanderers in different parks to introduce participants to more of the City
- Offer one hybrid program to offer both in person and virtual opportunities

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Workload:					
Total Visits (inside only) Attendance	28,096	32,782	35,000	2,218	6.77%
Special Populations					
Workload:					
Special Needs Division Programs/Events	36	43	45	2	4.65%
Special Needs Division Community Partners	-	3	4	1	100.00%
Efficiency/Effectiveness:					
Customer Satisfaction %	94%	95%	95%	-	0.00%

NOVA COMMUNITY CENTER

ACCOMPLISHMENTS:

NOVA COMMUNITY CENTER:

- Continued pickleball lessons to teach the game to new players
- Continued to offer Open Play pickleball and maintained attendance after Pictona opened
- Continued to offer Open Play basketball/weight room during time available
- Continued rental programming with Jazzercise being offered six days a week and Dance and Acting classes three days a week
- Offered Tennis Shack monthly rentals
- Offered free meals for children ages 18 and under throughout the summer through the Volusia County Summer Food Program
- Hosted a successful youth basketball league after a pause in the program due to Covid

Special Populations:

- Offer a safe and rewarding Camp-T-Rec experience following strict CDC guidelines for participants and staff
- Attended FRPA Annual Conference and Therapeutic Recreation Institute
- Transitioned Virtual Lunch Bunch to in person Social Squad with an increase in participants
- Offered four new programs a week for individuals with special needs with an increase in participants
- Hosted monthly parties to offer a safe place for spec pops to socialize with their peers.
- Offered one hybrid program to offer both in person and virtual opportunities

SOUTH ORMOND NEIGHBORHOOD CENTER

The South Ormond Neighborhood Center is an air-conditioned facility with an indoor gymnasium, weight and game room, full service kitchen, concession stand, small theatrical stage for special events, multipurpose room, and computer and learning center.

Recreational programs include:

- | | |
|--------------------------------|--------------------------|
| ➤ Arts and crafts | ➤ Boys & Girls club |
| ➤ Ceramics | ➤ Young ladies club |
| ➤ Dances | ➤ Chess club |
| ➤ Tutoring classes | ➤ Sports |
| ➤ Teen programs | ➤ Occasional field trips |
| ➤ Progressive young men's club | |

SOUTH ORMOND NEIGHBORHOOD CENTER

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Fees	15,388	14,500	12,500	(2,000)	-13.79%
General Fund	256,227	354,818	371,701	16,883	4.76%
Total	271,615	369,318	384,201	14,883	4.03%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	166,604	244,423	239,280	(5,143)	-2.10%
Operating	105,011	124,895	144,921	20,026	16.03%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	271,615	369,318	384,201	14,883	4.03%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
<u>Full-time Positions:</u>					
Recreation Center Coordinator	1.00	1.00	1.00	0.00	0.00%
Recreation Leader	0.00	1.00	1.00	0.00	100.00%
<u>Seasonal Positions:</u>					
Summer Counselors	0.00	0.00	0.00	0.00	0.00%
<u>Part-time Positions:</u>					
Recreation Leaders (3)	1.50	1.50	1.50	0.00	0.00%
Total	2.50	3.50	3.50	0.00	0.00%

SOUTH ORMOND NEIGHBORHOOD CENTER

GOALS:

- Continue to keep the South Ormond Neighborhood Center a safe and healthy environment for all users
- Further expand the South Ormond Sports Club programs to include elementary school children (3rd thru 5th graders)
- Continue to offer mentoring/life skills teaching programming with the desired outcome of having at least 100 children involved in “education through recreation” and positive behavior type activities
- Partner with Ormond Beach YMCA to expand programming opportunities and water safety instruction
- Continue to promote lifetime health activities as well as prevention and/or elimination of obesity
- Continue to promote diversity and fellowship through varied youth programming
- Hold at least two neighborhood festivals and intergenerational events
- Add one more event involving nutritional education to promote the healthy lifestyle movement (similar to our “lunch and learn” programs)
- Continue to develop a summer youth basketball programs/league as part of a new crime prevention movement (Halifax Youth Basketball Association)
- Continue to offer a safe, fun and memorable summer camp
- Continue NYSCA educational opportunities
- Continue partnership with Volusia County Human Services Summer Food Program

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Workload:					
Total Visits/Attendance	66,500	90,000	120,000	30,000	33.33%
Efficiency/Effectiveness:					
Customer Satisfaction %	90%	95%	95%	-	-

ACCOMPLISHMENTS:

- Revision of programming and tutoring in SONC Computer & Learning Center through partnership with Ormond Beach PAL during COVID-19 pandemic
- Continued the partnership with the Ormond Beach PAL in providing Arts & Crafts Programs and additional funding to promote health and positive lifestyle programs
- Continued to partner with the Ormond Beach YMCA to provide opportunities for underprivileged children at the YMCA and to aid in cross utilization of facilities
- Continued to connect with NYSCA to provide educational opportunities to staff and coaches
- Continue provided support to local families in need during the holidays
- Strengthened community relations by getting out in the neighborhood visiting families

SOUTH ORMOND NEIGHBORHOOD CENTER

ACCOMPLISHMENTS:

and seniors

- Continue to revise and run safe and successful summer camp program to meet CDC guidelines during COVID-19 pandemic
- Continued to provide meals to kids during summer months through Volusia County Human Services (Summer Food Program)
- Monitored the grounds and facility during the COVID-19 crisis to ensure the safety of the residents and the security of the building
- Help to promote the new gym idea to the community
- Added the new outdoor fitness area to the Center complex

Partnered with Holub Construction to promote sponsorship for new outdoor basketball court area

ATHLETIC FIELDS MAINTENANCE/CITY SPONSORED SPORTS

Athletic Fields Maintenance is responsible for turf maintenance and related athletic field repairs at the Nova Community Park, Ormond Beach Sports Complex and the South Ormond Neighborhood Center. Additional responsibilities include general maintenance and clean-up of various hard courts and playgrounds. Current maintenance responsibilities include the following:

- | | |
|----------------------------------|---------------------------|
| ➤ 9 playgrounds | ➤ 10 tennis courts |
| ➤ 4 major league baseball fields | ➤ 3-1/2 basketball courts |
| ➤ 9 softball fields | ➤ 4 football fields |
| ➤ 11 youth baseball fields | ➤ Skateboard park |
| ➤ 8 soccer fields | ➤ Shuffleboard courts |
| ➤ 8 handball/racquetball courts | |

City-Sponsored Sports coordinates and schedules an array of activities for City sponsored sports, parent run sports, local high schools, colleges, and outside rentals. Games and practices take place at Ormond Beach Sports Complex, Nova Community Park, Nova Community Center and South Ormond Neighborhood Center Gymnasiums.

Youth sports programs include flag football, cheerleading, volleyball, a basketball training league, girls' basketball leagues, softball sports camps, and golf clinics.

Adult sports consist of men and women's softball, coed softball, church leagues, senior softball, coed volleyball, men's basketball and various softball tournaments.

Parent Run Sports-The City acts as the facilitator by providing topnotch athletic facilities for children to play baseball, softball, basketball, and soccer. In addition to providing facilities, the Athletic Supervisor schedules all games, practices, and offers NYSCA Coaching clinics for all sports.

Outside user groups also use City facilities such as Seabreeze High School, Father Lopez High School, ERAU, BCC, and local churches. The Athletic Supervisor assists groups renting fields for tournaments.

ATHLETIC FIELDS MAINTENANCE/CITY SPONSORED SPORTS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Fees	126,135	81,000	81,000	-	0.00%
General Fund	1,233,900	1,505,785	1,576,484	70,699	4.70%
Total	1,360,035	1,586,785	1,657,484	70,699	4.46%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	396,829	436,439	466,323	29,884	6.85%
Operating	963,206	1,150,346	1,191,161	40,815	3.55%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,360,035	1,586,785	1,657,484	70,699	4.46%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Athletic Field Maint Supervisor	1.00	1.00	1.00	0.00	0.00%
Contract Manager - Grounds	0.00	0.00	0.00	0.00	0.00%
Maintenance Worker IV	0.00	0.00	0.00	0.00	0.00%
Maintenance Worker III	0.00	0.00	0.00	0.00	0.00%
Maintenance Worker II	3.00	3.00	3.00	0.00	0.00%
Part-time Positions:					
Maintenance Worker II (4)	2.00	2.00	2.00	0.00	0.00%
Athletic Coordinator (3)	1.50	1.50	1.50	0.00	0.00%
Total	7.50	7.50	7.50	0.00	0.00%

ATHLETIC FIELDS MAINTENANCE/CITY SPONSORED SPORTS

ATHLETIC FIELD MAINTENANCE:

GOALS:

- Achieve a customer satisfaction rating of “satisfactory or better” from 90% of surveyed participants regarding facility maintenance
- With new laser grader, laser grade all fields on an “as needed” basis at Nova Community Park Fields, South Ormond Field, Osceola Field and Ormond Beach Sports Complex
- Work with Public Works on mutual projects
- Track true costs to City for tournaments
- Increase use of volunteers
- Work with the sports associations in an effort to better manage practices and games to reduce wear on athletics fields
- Continue to develop preventive maintenance program by partnering with Fleet to train ballfield maintenance employees to perform a daily maintenance program with each machine
- Improve playing surfaces and pitching mounds at all baseball fields
- Continue a successful partnership with Yellowstone
- Add crimson stone to fence lines, warning tracks, front of dugouts, behind backstops and at Shuffleboard to assist with appearance, drainage and weed control

ACCOMPLISHMENTS:

- Increased the number of hours dedicated to the maintenance of South Ormond Neighborhood Center and Osceola Elementary.
- Hosted the Harry Wendelstedt Umpire School for 5 weeks
- Hosted more than (35) tournament days on the weekends
- Maintain shuffleboard courts at Sports Complex
- Added clay and surface to infields at Nova Community Park
- Leveled Nova Fields by cutting out “lips” to insure safe play
- Added clay and surface to baselines at Wendelstedt Fields
- Cut out all baselines to six feet
- Replaced carpet and hitting mats in Nova cages 1 and 4
- Edging of all infields at Nova, Sports Complex, SONC and Osceola
- Set up soccer fields at SONC for YMCA Leagues
- During COVID-19 closures, supervisor was in contact with all Athletic Associations and other field users to update of them of any changes.
- Replaced numerous batting cage and soccer goals/nets

ATHLETIC FIELDS MAINTENANCE/CITY SPONSORED SPORTS

CITY SPONSORED SPORTS:

GOALS:

- Revamp participant and coaches' surveys
- Increase player participation
- Achieve a customer service rating of higher than 90%
- Hold summer youth sports camps for children
- Hold yearly officiating clinics to focus on handling of coaches/parents, as well as on-field play
- Promote lifetime healthy activities as well as prevention and/or elimination of obesity
- Schedule Athletic Field Maintenance Department to ensure seamless preparation for daily activities
- Work hand-in-hand with the Associations (baseball/softball, soccer, basketball and football) for better utilization of fields/gyms through scheduling
- Strive to decrease light costs at the Sports and Nova complexes.
- Use volunteers for varied tasks and responsibilities.
- Serve as City liaison to the Convention and Visitors Bureau Sports Committee
- Increase rentals through partnership with Convention and Visitors Bureau Sports Committee and Central Florida Sports Commission.

ACCOMPLISHMENTS:

- Continued the reduction of electricity for utilizing overhead field lights at the Ormond Beach Sports Complex and the Nova Community Complex
- Increased outside rentals with additional adult and youth sports tournaments
- Increased high school athletic rentals
- Added PGYF, USSSA, ISA, and Athlete Sports Group tournaments for additional rentals
- Hosted successful youth flag football fall season
- Scheduled all flag football, OBYBSA softball and baseball games
- Re-elected as member of Convention and Visitors Bureau Sports Community
- Successfully managed the Athletic Field Maintenance division and City Sponsored Sports division
- Increased rentals by bringing in Additional Youth Baseball tournaments and River Bend Soccer to Sports Complexes
- Hosted Adult Coed Softball in fall and spring
- Hosted High School Districts for baseball, softball, and flag football
- Participated in Leisure Services Halloween Highway event at Sports Complex
- Hosted successful City Volleyball Program

CONTRIBUTIONS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	109,607	635,894	277,428	(358,466)	-56.37%
Total	109,607	635,894	277,428	(358,466)	-56.37%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	109,607	91,528	91,528	-	0.00%
Contingency	-	544,366	185,900	(358,466)	0.00%
Total	109,607	635,894	277,428	(358,466)	-56.37%

TRANSFERS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
General Fund	4,214,105	2,246,345	1,718,073	(528,272)	-23.52%
Total	4,214,105	2,246,345	1,718,073	(528,272)	-23.52%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Transfers	4,214,105	2,246,345	1,718,073	(528,272)	-23.52%
Total	4,214,105	2,246,345	1,718,073	(528,272)	-23.52%

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DOWNTOWN REDEVELOPMENT TRUST FUND

Used to account for tax increment proceeds received by the City within a specific district authorized by state statute.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Intergovernmental	937,804	911,308	956,586	45,278	4.97%
Miscellaneous	7,021	500	500	-	0.00%
Transfers	523,942	525,545	652,739	127,194	24.20%
Use of Fund Balance	-	3,020,205	-	(3,020,205)	-100.00%
Total	1,468,767	4,457,558	1,609,825	(2,847,733)	-63.89%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	412,393	269,511	282,526	13,015	4.83%
Capital	16,970	130,000	200,000	70,000	53.85%
Contributions and Transfers	-	200,000	200,000	-	0.00%
Contingency	-	837,842	927,299	89,457	0.00%
Total	429,363	1,437,353	1,609,825	172,472	12.00%

ORMOND CROSSINGS TRUST FUND

Used to account for tax increment proceeds received by the City within a specific district authorized by state statute.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Intergovernmental	171,263	173,240	180,503	7,263	4.19%
Miscellaneous	1,513	1,704	1,704	-	0.00%
Transfers	121,227	121,227	147,789	26,562	21.91%
Use of Fund Balance	-			-	0.00%
Total	294,003	296,171	329,996	33,825	11.42%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	296,171	329,996	33,825	11.42%
Total	-	296,171	329,996	33,825	11.42%

STORMWATER DRAINAGE UTILITY FUND

Stormwater Maintenance is responsible for maintaining the drainage systems along City-maintained roads in an effort to reduce flooding and impacts to water quality of receiving streams associated with stormwater runoff. The program responds to public concerns and needs by investigating and resolving complaints of localized flooding. Routine inspections of facilities are scheduled to ensure that all swales, ditches, drains, creeks, rivers, water retention areas and drainage structures are functioning as intended.

In accordance with a formal agreement with FDOT, the City also maintains drainage ways along US 1, SR 40, A1A and Nova Road.

Maintenance operations are supported through a monthly stormwater utility fee of \$8.00 per “equivalent residential unit” which is charged to all residential and commercial units within the City limits of Ormond Beach. The balance of all revenue generated by the fee that is not applied to maintenance operations is dedicated to the ten-year stormwater improvements program approved in FY 96-97.

STORMWATER DRAINAGE UTILITY FUND

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Intergovernmental	247,812	-	-	-	0.00%
Charges for Service	2,590,933	2,525,000	2,575,000	50,000	1.98%
Miscellaneous	19,546	500	50,000	49,500	9900.00%
Transfers	-	-	-	-	0.00%
Use of Fund Balance	-	-	1,853,430	1,853,430	0.00%
Total	2,858,291	2,525,500	4,478,430	1,952,930	77.33%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	568,799	691,803	765,499	73,696	10.65%
Operating	522,514	741,555	808,988	67,433	9.09%
Capital	1,159,928	850,000	2,649,950	1,799,950	211.76%
Contributions and Transfers	197,307	221,640	253,993	32,353	14.60%
Contingency	-	20,502		(20,502)	-100.00%
Total	2,448,548	2,525,500	4,478,430	1,952,930	77.33%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
<u>Full-time Positions:</u>					
Office Manager	1.00	1.00	1.00	0.00	0.00%
System Mnt. Supervisor	1.00	1.00	1.00	0.00	0.00%
Maintenance Worker IV	3.00	3.00	3.00	0.00	0.00%
Maintenance Worker III	1.00	1.00	2.00	1.00	100.00%
Maintenance Foreman	1.00	1.00	1.00	0.00	0.00%
Maintenance Worker II	3.00	3.00	3.00	0.00	0.00%
Total	10.00	10.00	11.00	1.00	10.00%

STORMWATER DRAINAGE UTILITY FUND

GOALS:

- Receive less than twelve (12) maintenance-related complaints annually.
- Perform 35,000 catch basin inspections annually.
- Perform 225 outfall inspections annually.
- Maintain 4 million square feet (sf.) of ditches within the City and 1.5 million sf. in the FDOT contract area.
- Clean a minimum of 55,000 linear feet of storm sewer annually.
- Sweep 5,029 curb miles
- Divert 2,125+ cubic yards of debris from the storm drain line system.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Actual FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Workload:					
Linear Ft. of lines cleaned (City)	32,643	48,696	55,000	6,304	12.95%
Sq footage of ditch maintenance (City)	4,150,984	4,886,421	7,250,000	2,363,579	48.37%
Sq footage of ditch maintenance (FDOT)	2,907,223	3,023,179	5,500,000	2,476,821	81.93%
Pump station inspections	207	209	210	1	0.48%
Outfall inspections	138	140	145	5	3.57%
Catch basin inspections	34,579	35,416	35,500	84	0.24%
Miles of street sweeping	5,029	5,150	5,029	(121)	-2.35%
Efficiency/Effectiveness:					
Diverted Debris Cubic Yards	2,115	2,263	2,125	(138)	-6.10%
Maintenance Related Downtime Days	11	8	10	2	25.00%

Linear Ft. of Line cleaned (City)

ACCOMPLISHMENTS:

- Received 9 maintenance related complaints annually
- Received 44 maintenance related compliments annually
- Performed more than 35,416 catch basin inspections.
- Performed 84 outfall inspections
- Maintained more than 2,866,821 sq. ft. of ditches within the City of Ormond Beach
- Maintained more than 1,032,879 sq. ft. of ditches within the FDOT MOA
- Completed 5,079 curb miles of street sweeping
- Diverted 2,265 cubic yards of debris from the storm drain line system

MUNICIPAL AIRPORT FUND

The Municipal Airport is located on 1,164 acres of land that was granted to the City in 1959 by the Federal Government. The Airport facility includes two (2) active runways and six (6) taxiways that are fully lighted. Aviation management and other flight support services are provided through private operations including two (2) full service Fixed Based Operators, an automated weather observation system and ten (10) specialty FBOs that include an aircraft paint shop, maintenance facilities, aircraft sales and flight instructors. In addition, there are two (2) non-precision instrument approaches and an FAA Vortac facility.

There are approximately 140 aircraft based at the airport including three (3) flight schools that are based at the airport and two (2) other flight schools that use the airport extensively for training.

MUNICIPAL AIRPORT FUND

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Intergovernmental	1,862,559	-	2,049,255	2,049,255	0.00%
Miscellaneous	(27,687)	112,000	112,000	-	0.00%
Transfers	164,009	77,573	65,000	(12,573)	-16.21%
Use of Fund Balance	66,390	99,425	499,693	400,268	402.58%
Total	2,065,271	288,998	2,725,948	2,436,950	843.24%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	117,985	122,618	127,090	4,472	3.65%
Operating	230,100	149,651	186,803	37,152	24.83%
Capital	2,043,896	-	2,394,737	2,394,737	0.00%
Contributions and Transfers	15,399	16,729	17,318	589	3.52%
Contingency	-	-	-	-	0.00%
Total	2,407,380	288,998	2,725,948	2,436,950	843.24%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Airport Manager	1.00	1.00	1.00	0.00	0.00%
Total	1.00	1.00	1.00	0.00	0.00%

MUNICIPAL AIRPORT FUND

GOALS:

- Complete the construction of the extension of Signal Avenue and East Tower Circle from the Airport Business Park into the Southwest Quadrant of the airport.
- Complete the construction of the connecting perimeter access road within the Southwest Quadrant of the airport between the new Signal Avenue and East Tower Circle access points.
- Complete the construction of the extension of Runway 9/27 and Taxiway Alpha to the west.
- Complete the rehabilitation and realignment of Taxiway Delta and the rehabilitation of Taxiway Bravo.
- Complete the construction of a new Automated Weather Observing System (AWOS) for the airport.
- Complete a land use study to assess appropriate aeronautical and non-aeronautical uses for the former golf course leasehold area on the airport.
- Commence design of new perimeter fencing and airport access systems, to include additional lighting and surveillance technology.
- Complete the construction of new directory signage at the airport.
- Assist with the development of new hangar and FBO facilities on the airport.
- Assist companies with plans to relocate their businesses to the airport.
- Market and lease available aeronautical and non-aeronautical use properties at the airport.
- Secure all FDOT and FAA grants necessary to complete airport capital improvement projects.

ACCOMPLISHMENTS:

- Completed the design phase of the project to rehabilitate and realign Taxiway Delta and rehabilitate Taxiway Bravo.
- Completed the design of the extension of Signal Avenue and East Tower Circle from the Airport Business Park into the Southwest Quadrant of the airport.
- Completed the design of the connecting perimeter access road within the Southwest Quadrant of the airport between the new Signal Avenue and East Tower Circle access points.
- Completed the design phase of the project to construct a new Automated Weather Observing System (AWOS) for the airport.
- Secured \$514,073 in state grant funds for design and construction of the airport access roads project, which will provide ground vehicle access to the Southwest Quadrant of the airport from the Airport Business Park and facilitate development in the Southwest Quadrant that will create jobs and produce additional revenue for the airport.
- Secured \$2,532,084 in federal and state grant funds for the construction phase of the projects to rehabilitate Taxiways Bravo and Delta.
- Secured \$69,000 under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), \$57,162 under the Airport Coronavirus Response Grant Program (ACRGP) and \$59,000 under the American Rescue Plan Act (ARPA) for the airport.

LOCAL LAW ENFORCEMENT TRUST FUND

This fund accounts for proceeds generated by confiscation activities of the Police Department. Expenditures are restricted for law enforcement purposes only.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Fines and Forfeits	23,693	-	-	-	0.00%
Miscellaneous	52,938	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	100.00%
Total	76,631	-	-	-	100.00%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	100.00%
Capital	84,750	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	84,750	-	-	-	100.00%

ECONOMIC DEVELOPMENT FUND

This fund accounts for the City's proceeds of land sales and development costs associated with the City's airport business park.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Intergovernmental	-	400,000	-	(400,000)	100.00%
Miscellaneous	1,191	-	-	-	0.00%
Use of Fund Balance	-	412,000	-	(412,000)	100.00%
Transfers	-	300,000	-	(300,000)	100.00%
Total	1,191	1,112,000	-	(1,112,000)	100.00%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	10,903	1,112,000	-	(1,112,000)	100.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	10,903	1,112,000	-	(1,112,000)	100.00%

FEDERAL LAW ENFORCEMENT TRUST FUND

Used to account for proceeds generated by confiscation activities of the Police Department. Expenditures are restricted for law enforcement purposes only.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Fines and Forfeits	-	-	-	-	0.00%
Miscellaneous	17	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	17	-	-	-	0.00%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	-	-	-	-	0.00%

PENSION CONTRIBUTION PASS THROUGH

Used to account for State contributions to the Police and Fire pension funds.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Intergovernmental	804,884	800,000	1,000,000	200,000	25.00%
Total	804,884	800,000	1,000,000	200,000	25.00%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	804,884	800,000	1,000,000	200,000	25.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	804,884	800,000	1,000,000	200,000	25.00%

RECREATIONAL FACILITY FEE FUND

This fund accounts for impact fees assessed against users of recreation and cultural facilities within the City. Use of these funds is limited to expansion of those facilities.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Miscellaneous (Impact Fees)	54,365	50,275	57,225	6,950	13.82%
Use of Fund Balance	-	-	-	-	0.00%
Total	54,365	50,275	57,225	6,950	13.82%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	4,516	38,931	50,414	11,483	29.50%
Capital	-	-	-	-	100.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	11,344	6,811	(4,533)	-39.96%
Total	4,516	50,275	57,225	6,950	13.82%

GRANT FUND

This fund accounts for proceeds of federal and state financial assistance and related capital expenditures.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Intergovernmental	269,467	-	-	-	0.00%
Miscellaneous	(455)	-	-	-	0.00%
Transfers	862,235	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	1,131,247	-	-	-	0.00%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	3,500	-	-	-	0.00%
Capital	999,666	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	1,003,166	-	-	-	0.00%

FINANCING DEBT SERVICE FUND

This fund records principal and interest payments on various capital lease and notes payable obligations. Revenue sources include interest on investments and transfers from the General Fund.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Miscellaneous	-	-	-	-	0.00%
Transfers	730,798	648,000	803,545	155,545	24.00%
Use of Fund Balance	-	3,688	-	(3,688)	0.00%
Total	730,798	651,688	803,545	151,857	23.30%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	721,877	641,688	802,234	160,546	25.02%
Contingency	-	10,000	1,311	(8,689)	-86.89%
Total	721,877	651,688	803,545	151,857	23.30%

2002 GENERAL OBLIGATION DEBT SERVICE FUND

This fund records principal and interest payments on Series 2002 General Obligation Bonds. Revenues include ad valorem property taxes and interest on investments.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Property Taxes	977	-	-	-	0.00%
Miscellaneous	-	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	977	-	-	-	0.00%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	-	-	-	-	0.00%

2003 GENERAL OBLIGATION DEBT SERVICE FUND

This fund records principal and interest payments on Series 2003 General Obligation Bonds. The proceeds of this debt issue were utilized to construction Fire Station #92. Revenues include ad valorem property taxes and interest on investments.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Property Taxes	115,732	22,020	-	(22,020)	-100.00%
Miscellaneous	-	-	-	-	0.00%
Transfer	-	-	-	-	0.00%
Use of Fund Balance	-	96,654	-	(96,654)	0.00%
Total	115,732	118,674	-	(118,674)	-100.00%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	110,799	113,674	-	(113,674)	-100.00%
Contingency	-	5,000	-	(5,000)	-100.00%
Total	110,799	118,674	-	(118,674)	-100.00%

2004 REVENUE BOND

This fund records principal and interest payments on Series 2004 Revenue Bonds. The proceeds of this bond issue were used to construct Fire Station #91.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Transfers	157,000	157,000	157,000	-	0.00%
Use of Fund Balance	-	5,202	5,000	(202)	0.00%
Total	157,000	162,202	162,000	(202)	-0.12%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	156,477	157,202	157,000	(202)	-0.13%
Contingency	-	5,000	5,000	-	0.00%
Total	156,477	162,202	162,000	(202)	-0.12%

2010 GENERAL OBLIGATION DEBT SERVICE FUND

This fund records principal and interest payments on Series 2010 General Obligation Bonds. The proceeds of this bond issue are for a beachfront park.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Property Taxes	354,938	352,327	392,114	39,787	11.29%
Miscellaneous	-	-	-	-	0.00%
Total	354,938	352,327	392,114	39,787	11.29%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	365,012	345,400	369,000	23,600	6.83%
Contingency and Transfers	-	6,927	23,114	16,187	233.68%
Total	365,012	352,327	392,114	39,787	11.29%

CAPITAL IMPROVEMENT FUND

This fund is used to account for capital asset acquisitions and construction from general government resources and intergovernmental grants.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Property Taxes	425,566	409,580	411,720	2,140	0.52%
Intergovernmental	608,743	751,165	130,000	(621,165)	-82.69%
Miscellaneous	1,795	430,000	-	(430,000)	0.00%
Transfers	694,847	600,000	-	(600,000)	0.00%
Use of Fund Balance	-	-	173,120	173,120	0.00%
Bond Proceeds	-	-	900,000	900,000	0.00%
Total	1,730,951	2,190,745	1,614,840	(575,905)	-26.29%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	1,454,582	2,126,165	1,587,500	(538,665)	-25.34%
Contributions and Transfers	45,118	24,642	24,987	345	1.40%
Contingency	-	39,938	2,353	(37,585)	-94.11%
Total	1,499,700	2,190,745	1,614,840	(575,905)	-26.29%

EQUIPMENT RENEWAL AND REPLACEMENT FUND

This fund accounts for replacement of existing capital assets provided by general government resources.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Property Taxes	206,537	202,588	215,663	13,075	6.45%
Miscellaneous	42,616	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Lease Financing	-	-	-	-	0.00%
Use of Fund Balance	-	144,412	74,337	(70,075)	-48.52%
Total	249,153	347,000	290,000	(57,000)	-16.43%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	55,929	299,000	242,000	(57,000)	-19.06%
Contributions and Transfers	47,363	48,000	48,000	-	0.00%
Contingency	-	-	-	-	0.00%
Total	103,292	347,000	290,000	(57,000)	-16.43%

PUBLIC SAFETY VEHICLE AND EQUIPMENT FUND

This fund accounts for replacement of public safety vehicles and equipment.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Property Taxes	619,252	634,189	798,933	164,744	100.00%
Miscellaneous	2	-	1,500,000	1,500,000	0.00%
Transfers	1,532,000	-	155,000	155,000	100.00%
Use of Fund Balance	-	299,811	1,067	(298,744)	0.00%
Total	2,151,254	934,000	2,455,000	1,521,000	100.00%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	120,000	-	(120,000)	0.00%
Capital	1,248,764	679,000	2,170,000	1,491,000	100.00%
Contributions and Transfers	218,971	135,000	285,000	150,000	100.00%
Contingency	-	-	-	-	100.00%
Total	1,467,735	934,000	2,455,000	1,521,000	100.00%

TRANSPORTATION IMPROVEMENTS FUND

This fund is used to account for transportation related capital infrastructure acquisition and construction from general government resources.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Property Taxes	505,503	506,470	509,748	3,278	0.65%
Other Taxes	1,228,263	1,180,000	1,200,000	20,000	1.69%
Intergovernmental	-	-	-	-	0.00%
Miscellaneous	10,149	-	-	-	0.00%
Bond Proceeds	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Fund Balance	-	576,019	411,536	(164,483)	-28.56%
Total	1,743,915	2,262,489	2,121,284	(141,205)	-6.24%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	228,231	193,451	186,572	(6,879)	-3.56%
Capital	427,917	1,371,900	1,234,820	(137,080)	-9.99%
Contributions and Transfers	680,946	697,138	699,892	2,754	0.40%
Contingency	-	-	-	-	0.00%
Total	1,337,094	2,262,489	2,121,284	(141,205)	-6.24%

RECREATION IMPACT FEE FUND

This fund accounts for impact fees assessed and collected against new construction activities. Use of funds is restricted for expansion of existing recreational facilities or construction of new recreational facilities.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Miscellaneous (Impact Fees)	169,545	215,000	100,000	(115,000)	-53.49%
Transfers	-	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	169,545	215,000	100,000	(115,000)	0.00%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	14,168	215,000	100,000	(115,000)	0.00%
Total	14,168	215,000	100,000	(115,000)	-53.49%

FACILITIES RENEWAL AND REPLACEMENT FUND

This fund accounts for dedicated tax revenues and corresponding facilities maintenance expenditures.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Property Taxes	532,945	506,470	808,736	302,266	59.68%
Miscellaneous	744	-	-	-	0.00%
Intergovernmental	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Fund Balance	-	189,642	-	(189,642)	100.00%
Total	533,689	696,112	808,736	112,624	16.18%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	117,661	210,000	325,000	115,000	54.76%
Capital	603,951	285,000	461,000	176,000	61.75%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	11,470	22,736	11,266	0.00%
Total	721,612	506,470	808,736	302,266	59.68%

LEISURE SERVICES CAPITAL FUND

This fund accounts for dedicated tax revenues and corresponding leisure services capital expenses.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Property Taxes	-	-	509,749	509,749	0.00%
Miscellaneous	-	-	-	-	0.00%
Intergovernmental	-	-	570,000	570,000	0.00%
Transfers	-	-	70,000	70,000	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	-	-	1,149,749	1,149,749	0.00%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	1,140,000	1,140,000	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	9,749	9,749	0.00%
Total	-	-	1,149,749	1,149,749	0.00%

ENTERPRISE AND INTERNAL SERVICE FUNDS

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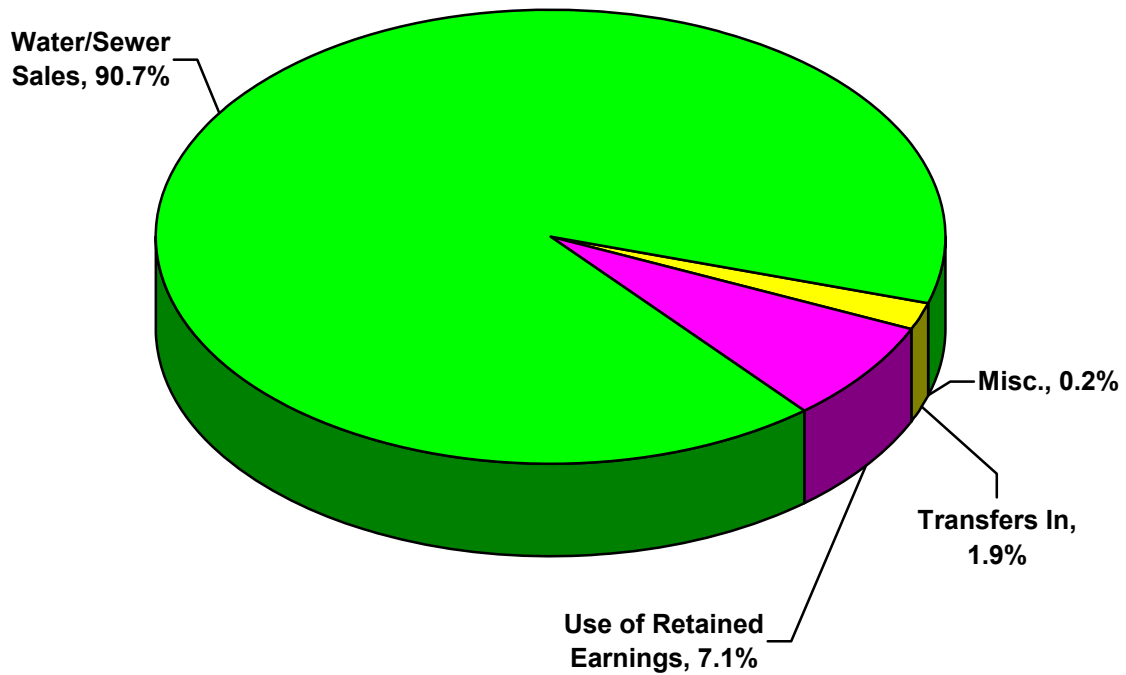
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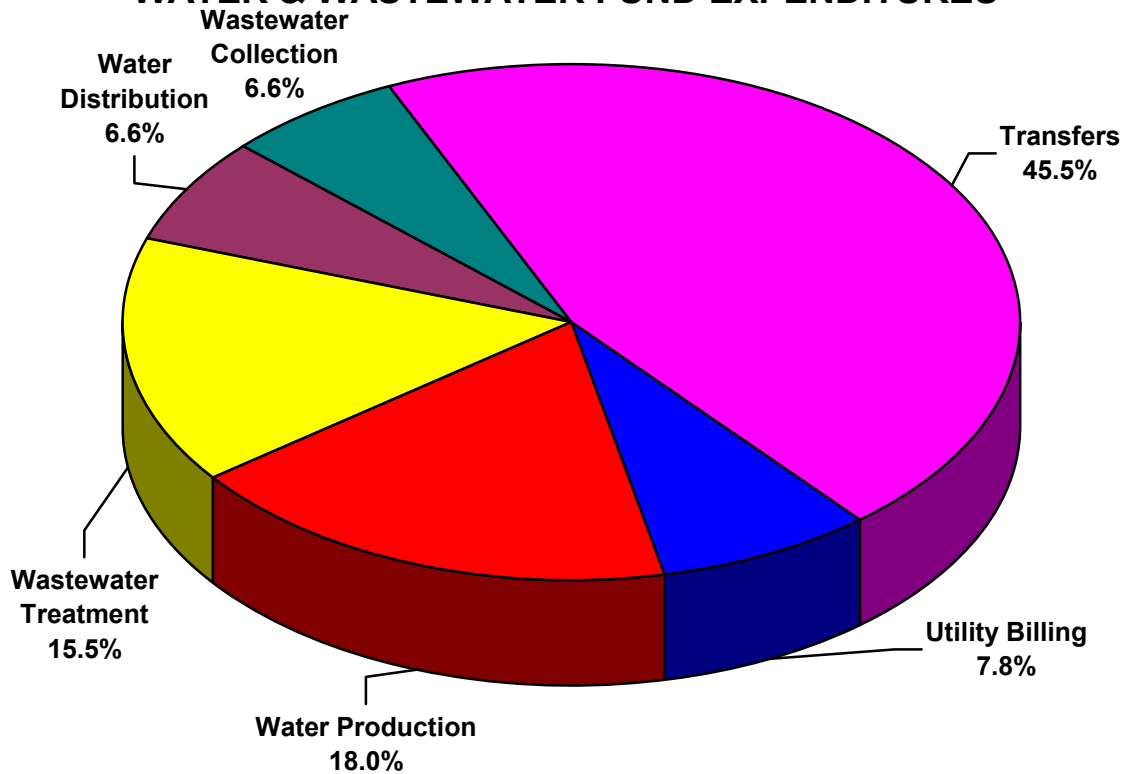
WATER AND SEWER SUMMARY

Description	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Revenues					
Water/Sewer Sales	20,776,229	20,930,000	21,773,000	843,000	4.03%
Intergovernmental	-	-	-	-	0.00%
Misc Revenue	110,053	15,000	60,000	45,000	300.00%
Transfers In	350,055	425,887	461,792	35,905	8.43%
Use of Retained Earnings	-	2,630,544	1,711,927	(918,617)	-34.92%
Total Net Revenues	21,236,337	24,001,431	24,006,719	5,288	0.02%
Expenditures					
Utility Billing	1,762,923	2,467,103	1,869,278	(597,825)	-24.23%
Water Production	3,093,975	3,803,802	4,323,844	520,042	13.67%
Wastewater Treatment	2,961,384	3,352,389	3,728,573	376,184	11.22%
Water Distribution	1,140,562	1,431,645	1,581,713	150,068	10.48%
Wastewater Collection	1,241,299	1,591,328	1,577,833	(13,495)	-0.85%
Non-Departmental	10,590,758	11,355,164	10,925,478	(429,686)	-3.78%
Total Net Expenditures	20,790,901	24,001,431	24,006,719	5,288	0.02%

WATER & WASTEWATER FUND REVENUES



WATER & WASTEWATER FUND EXPENDITURES



UTILITY BILLING AND CUSTOMER SERVICE

Utility Billing and Customer Service administers the City's utility billing system, which includes meter reading, billing and collection, and customer service support. This program produces bills annually for water and wastewater service, stormwater utility, solid waste collection and recycling and performs approximately 260,000 meter readings per year.

UTILITY BILLING AND CUSTOMER SERVICE

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Water & Wastewater	1,762,923	2,467,103	1,869,278	(597,825)	-24.23%
Total	1,762,923	2,467,103	1,869,278	(597,825)	-24.23%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	723,785	838,113	845,032	6,919	0.83%
Operating	1,039,138	1,628,990	1,024,246	(604,744)	-37.12%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,762,923	2,467,103	1,869,278	(597,825)	-24.23%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Accounting Clerk II	2.00	2.00	2.00	0.00	0.00%
Accounting Technician	3.00	3.00	3.00	0.00	0.00%
Senior Accountant	1.00	1.00	1.00	0.00	0.00%
Customer Serv. Supervisor /Acct.	1.00	1.00	1.00	0.00	0.00%
Meter Reader Supervisor	1.00	1.00	1.00	0.00	0.00%
Meter Reader	4.00	4.00	4.00	0.00	0.00%
Part-time Positions:					
Account Clerk II	0.00	0.00	0.00	0.00	0.00%
Total	12.00	12.00	12.00	0.00	0.00%

UTILITY BILLING AND CUSTOMER SERVICE

GOALS:

- Complete the tenth phase of the City-wide meter replacement program.
- Develop a future plan for City water meters as the tenth phase will complete the process of ensuring all meters throughout the City are radio read meters.
- Maintain generation of 90% of all utility bills within forty-eight hours of the meter read date.
- Maintain the active participation rate for bank drafting utility account payments at 20% of the customer base.
- Increase the active participation rate for customers paying by Internet credit card method.
- Complete 98% of utility work orders within three business days of request.
- Continue working with the utilities distribution program staff replacing commercial meters with radio read meters.
- Increase customer usage of the Interactive Voice Response System by 5%, currently 10%.
- Increase customer usage of the Online Payment Portal by 5%, currently 18%.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Workload:					
Number of utility bills	299,000	305,000	306,000	1,000	0.33%
Customers participating in bank drafting	7,000	7,250	7,500	250	3.45%
Total Number of work orders	19,765	20,000	20,500	500	2.50%
Number of work orders - delinquent cut-offs	6,950	7,013	7,150	137	1.95%
Number of work orders - reconnects	69,850	7,013	7,150	137	1.95%
Efficiency/Effectiveness:					
% customers using bank draft payment	25%	30%	35%	0	0.00%

ACCOMPLISHMENTS:

- Completed the ninth phase of the City-wide meter replacement program.
- Maintained generation of 90% of all utility bills within forty-eight hours of the meter read date.
- Maintained the active participation rate for bank drafting utility account payments.
- Maintained the active participation rate for customers using the Internet account charge and consumption inquiry at 18% of the customer base.
- Completed 98% of utility work orders within three business days of request.
- Navigated through Covid related impact to customers by removing fees and disconnections.

WATER PRODUCTION

The City's Water Production section is responsible for providing a reliable source for safe drinking water to customers contained within the City's 57-square mile service area which includes the incorporated city limits and adjacent unincorporated areas.

The Water Production program is responsible for licensed operation and maintenance of all equipment associated with the City's twelve (12) million gallons per day (mgd) Water Treatment Facility. The treatment facility includes an 8 mgd lime softening process and a 4 mgd low pressure reverse osmosis (LPRO) process. Water is blended from both treatment processes prior to distribution. The LPRO concentrate serves as an irrigation source water source as it is blended with reclaimed water for public access irrigation.

The water production section operates and maintains five (5) wellfields that withdraw groundwater from the Upper Florida aquifer through 38 existing wells to meet current and future water demands. The five wellfields, starting in the west and continuing easterly toward the city, include the Rima Ridge, Hudson, Breakaway Trails, State Road 40, and Division Avenue wellfields. Additionally, two elevated storage tanks & 2 ground storage tanks (total storage @ 4.7 mg) and five booster pumping stations are contained within the distribution system to further assist the delivery of finished water to customers.

The program also maintains the water system in conformance with the requirements of the Safe Drinking Water Act, the regulations of the Florida Department of Environmental Protection, Florida Department of Health (DOH) and the Consumptive Use Permit conditions issued by the St. Johns River Water Management District.

WATER PRODUCTION

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Water & Wastewater	3,093,975	3,803,802	4,323,844	520,042	13.67%
Total	3,093,975	3,803,802	4,323,844	520,042	13.67%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	1,375,706	1,944,038	2,131,461	187,423	9.64%
Operating	1,718,269	1,859,764	2,192,383	332,619	17.89%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	3,093,975	3,803,802	4,323,844	520,042	13.67%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Utilities Manager	1.00	1.00	1.00	0.00	0.00%
Utilities Engineer	2.00	2.00	2.00	0.00	0.00%
Office Assistant II	1.00	1.00	1.00	0.00	0.00%
Chief Treatment Plant Oper. "A"	1.00	1.00	1.00	0.00	0.00%
Supervisor of Equipment Mnt.	1.00	1.00	1.00	0.00	0.00%
Utility Mnt. Foremen	1.00	1.00	1.00	0.00	0.00%
Lead WTP Operator	1.00	1.00	1.00	0.00	0.00%
Treatment Plant Operator	8.00	8.00	8.00	0.00	0.00%
Plant/Pump Mechanic	1.00	1.00	1.00	0.00	0.00%
Utility Electrician	1.00	1.00	1.00	0.00	0.00%
Enviro. Regulatory Compl. Coord.	1.00	1.00	1.00	0.00	0.00%
Sludge Hauling Tech	1.00	1.00	1.00	0.00	0.00%
SCADA Tech.	1.00	2.00	2.00	0.00	0.00%
Part-time Positions:					
Treatment Plant Operator (1)	0.50	0.50	0.50	0.00	0.00%
Total	21.50	22.50	22.50	0.00	0.00%

* Indicates primary department

WATER PRODUCTION

GOALS:

- Maintain compliant and reliable water production activities meeting customer use demands and regulatory standards to include 4 log Removal Disinfection Certification Status for 12 MGD Water Treatment Facility (8 MGD Lime Softening / 4 MGD LPRO Processes) which requires a 0.7 mg/L Free Chlorine in all three Clearwells and a Combined Filter Effluent (CFE) turbidity of less than or equal to 1 NTU.
- Maintain compliant and reliable water production activities for control of lead and copper, specifically through the use of corrosion inhibitor, to include triennial lead and copper sampling of the distribution system and maintaining an LSI in the finished water of +/- 0.20.
- Implement Citywide Workplace Safety Program as it pertains to Utilities.
- Implement new and improved Safety Procedures including but not limited to gas detection device and use for confined space entry and other Personal Protection Equipment and usage.
- Begin input of plant equipment inventory in new Asset Management software. Get staff trained and utilize Asset Management software to generate and track preventative maintenance actions, work orders, identify assets for replacement.
- Maintain accurate records and submit regulatory reports on schedule.
- Enhance record keeping and tracking practices for water loss prevention and audit purposes.
- Continue to assess well field, in-plant and distribution system operations to identify all groundwater and finished water use.
- Maintain accurate database for recording well pumping, water distribution system flushing, leak detection, main break and fire hydrant flushing activities for quantifying water use and for adherence to regulatory permit standards.
- Promptly and efficiently address recommendations made during periodic Florida Dept. of Health (FDEP/ FDOH) inspections.
- Complete the integration and efficiently utilize the VT SCADA/ RTU systems for in-plant and remote wellfields and storage tanks and booster pumping stations.
- Continue to repaint aboveground yard piping to coincide with FDEP regulations.
- Consistently monitor the status of the new LPRO Membranes by utilizing the normalization software provided by the membrane manufacturer.
- Improve plant equipment efficiency reduce downtime through timely maintenance and replacement.
- Maintain a ZERO loss of work record by way of continuously implementing plant safety measures.
- Begin implementation of Western Service Area improvements including site evaluations of Airport Road Utility facility properties.
- Begin Consumptive Use Permit Renewal Process.
- Initiate study to site and permit additional production wells.
- Complete design and refurbishment of the aeration tank, blowers, clear well and splitter box project.
- Complete design of filters 5 and 6 replacement.
- Complete design of Leeway tank refurbishment.
- Remove Well 18SR from service due to damaged casing.

WATER PRODUCTION

GOALS:

- Add VFD motor control to the production wells to increase efficiency and save energy.
- Use cellular technology for RTU/SCADA communications to replace radios where signal strength is no longer acceptable.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Estimate FY 2022-23	Estimate FY 2023-24	<u>Change</u> FY 2022-23 to FY 2023-24	<u>% Change</u> FY 2022-23 to FY 2023-24
Volume of water (in MG) processed during reporting period	2,042	2,011	2,212	201	10.01%
Volume of wastewater (in MG) processed during reporting period	1,772	1,749	1,956	207	11.81%
Volume of Reclaimed Water (in MG) distributed during reporting period	1,230	1,090	1,200	110	10.11%
Total volume of raw sewage collected for treatment (MGD AADF) from retail customers	5.33	5.27	5.35	0	1.52%
Total number of manhole failures in collection system	201	150	125	(25)	-16.67%
Total number of leaks in distribution system	211	601	300	(301)	-50.08%
Total number of pipeline breaks in distribution system	34	55	45	(10)	-18.18%
Total number of leaks in reclaimed water system	27	36	30	(6)	-16.67%
Total number of pipeline breaks in reclaimed water system	7	12	10	(2)	-16.67%
Sum of all qualified formal training hours completed by all employees	700	700	700	-	0.00%
Number of calendar days utility was in full compliance with all drinking water quality and treatment technique requirements contained in National Primary Drinking Water Regulations	365	365	365	-	0.00%
Number of calendar days utility was in full compliance with all drinking water quality and treatment technique requirements contained in National Secondary Drinking Water Regulations	365	365	365	-	0.00%
Total number of standard non-compliance days	-	-	-	-	-
Total water treatment plant effluent flow distributed to distribution system	2,042	2,011	2,200	189	9.40%

WATER PRODUCTION

ACCOMPLISHMENTS:

- Maintained compliant Consumptive Use Permit (CUP) operating and reporting requirements and annual groundwater withdrawal allocations. Current year groundwater withdrawal allocation at 7.795 MGD. Current year annual average day groundwater withdrawals for FY 2019-20 at 6.86 MGD. Reporting includes semi-annual EN-50 Groundwater Withdrawal & Annual Wetlands Monitoring reports along with other groundwater conditions sampling, monitoring and reporting.
- Completed 2020 Annual Water Quality “Consumer Confidence” Report.
- Recorded Zero Distribution Bacteriological failures.
- Maintained compliant and reliable water production activities meeting customer use demands and regulatory standards. Current year water plant average day production is 5.57 Million Gallons per Day (MGD) with 7.89 MGD max day demand during recent 12-month period.
- Provide necessary training and continuing education opportunities to current operations staff to promote licensure certification and personnel expertise.
- Implement Citywide Workplace Safety Program as it pertains to Utilities.
- Maintained the distribution system through consistent monthly flushing programs.
- Replaced the Water Treatment Plant static mixer. Along with a new static mixer, this project included the needed upgrade of the chemical injection points and a shade structure.
- Completed the implementation of VTSCADA system for all Water, Wastewater, and Reuse facilities including Water Treatment Plant, Raw Water Wells, Storage Tanks, Booster Stations, Waste Water Treatment Plant, Lift Stations and Reuse Facilities. Team member completed advanced training course for VTSCADA.
- Replaced LPRO membranes at the water plant.
- Continued implementing the Tour Trax Asset management system to ensure that quality inspections on vital equipment are done consistently around the plant.
- Installed security surveillance equipment around the facility
- Continued the Water Plant beautification project. This project includes the remediation of rust and corrosion on the plant infrastructure, the addition of planters, shrubbery and trees, as well as painting the pipes and the interior of the Administration building.
- Completed installation of new Static Mixer.
- Completed western service area water distribution system improvements model and project alternatives for promoting improved level of service and reliability and for developing effective options for developer considerations.
- Completed Lime Slaker replacement and MCC project.
- Completed sludge Centrifuge Replacement project.
- Replaced non-operational pump/ motor assemblies at Rima 35, 36, 37, & 38.
- Replaced the underground Electric Service between Hudson wells 30 and 29.
- Complete preparation of bid documents and award for multi-year contracts for Pump and motor repair, Well Repair and Rehabilitation, and Instrumentation and Programming.

WASTEWATER TREATMENT

The City's Wastewater Treatment section is responsible for the compliant operation and maintenance of an advanced domestic wastewater treatment facility having an annual average day capacity of 8.0 million gallons per day (mgd). The treatment process utilized at the City's WWTP consists of influent pumping with odor control, primary screening, five-stage Bardenpho™ (fermentation, first anoxic, aeration, second anoxic, and re-aeration), clarification, media filtration, and disinfection. The wastewater section is also responsible for the reliable operation of over eighty (80) remote lift stations contained within the sanitary sewer service area.

The wastewater treatment facility serves as the source of water for the City's public access reclaimed water system. The reclaimed water system generally consists of two reclaimed water storage tanks (one with a capacity of 3.0 million gallons and one with a capacity of 4.0 million gallons, one high service pump station with a total installed pumping capacity rated at 9800 gpm (14.1 mgd) at 85 psi. This program produces approximately 840 million gallons of reuse water annually, providing an available alternative water source for irrigation needs for 2,345 reuse customers in addition to two golf courses. Treated effluent not reused for irrigation is discharged to the City's permitted surface water discharge, the Halifax River. De-watered residuals (or biosolids) are transported from the wastewater treatment facility and treated to Class AA residual standards by a State-licensed contractor.

Competent, State-licensed operators are responsible for operating the plant in conformance with the requirements of the Clean Water Act, the operating permit and NPDES (National Pollution Discharge Elimination System) permit issued by the Florida Department of Environmental Protection (DEP) and the Environmental Protection Agency (EPA).

WASTEWATER TREATMENT

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Water & Wastewater	2,961,384	3,352,389	3,728,573	376,184	11.22%
Total	2,961,384	3,352,389	3,728,573	376,184	11.22%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	832,693	1,123,630	1,285,038	161,408	14.36%
Operating	2,128,691	2,228,759	2,443,535	214,776	9.64%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	2,961,384	3,352,389	3,728,573	376,184	11.22%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Utility Mnt. Foreman	1.00	1.00	1.00	0.00	0.00%
Plant/Pump Mechanic	2.00	2.00	2.00	0.00	0.00%
Chief Treatment Plant Operator	1.00	1.00	1.00	0.00	0.00%
Lead Operator	1.00	1.00	1.00	0.00	0.00%
Treatment Plant Operator	8.00	8.00	9.00	1.00	12.50%
Total	13.00	13.00	14.00	1.00	7.69%

WASTEWATER TREATMENT

GOALS:

- Execute Grit Removal contract and complete annual grit removal. Improved grit removal equipment efficiency and should not need to remove grit from process tanks. Will have company take tank readings. Grit contract expired in 2021.
- Implement Citywide Workplace Safety Program as it pertains to Utilities.
- Implement new and improved Safety Procedures including but not limited to gas detection device and use for confined space entry and other Personal Protection Equipment and usage.
- Complete input of plant equipment inventory in new Asset Management software. Get staff trained and utilize Asset Management software to generate and track preventative maintenance actions, work orders, identify assets for replacement.
- Continue to maintain reliable WWTP operations monitoring and reporting standards and operation parameters for reuse and surface water discharges and Class AA residuals sludge disposal in accordance with regulatory conditions contained in the City's current FDEP Operating Permit.
- Continue optimizing reuse disposal system operations and expansion to further reduce surface water discharges to Halifax River and to promote water conservation. SWD usage has dramatically increased since river crossing repairs and will continue to increase until plan is implemented.
- Complete the annual reporting requirements for the following topics and activities: Capacity Analysis, Reuse Summary and Correlation, Pretreatment DMR, Primary and Secondary Drinking Water Standards, Summary of Water Quality and Residuals.
- Continue enhancements to SCADA monitoring and reporting program for plant and remote lift station and reuse pumping and storage systems
- Provide necessary training and continuing education opportunities to current operations staff to promote licensure certification and personnel expertise.
- Improve plant equipment and Lift Stations through maintenance, replacement and purchase of critical equipment spares.
- Permit commercial industries identified as having the capability to contribute contaminants to the sewer collection system that may exceed allowable limits.
- Complete inventory and documentation for backup meters and probes.
- Perform repairs to all concrete reclaimed water ground storage tanks.
- Complete preparation of bid documents and award for multi-year contracts for annual chemical supplies for water and wastewater treatment facilities and wastewater residuals hauling treatment and disposal contract services.
- Complete modifications to chlorine contact chamber to reduce and eliminate permit exceedances, shading to areas to inhibit algae and organism growth.
- Award and complete improvements to Master Lift Station, sludge decant and polymer injection, and post anoxic mixer.
- Replacing a sand filter with a Diamond Filter cloth media filter.
- Complete rehabilitation of Clarifier and Weir Covers to reduce and eliminate fecal permit exceedances.
- Replacement of the chemical storage building due to excessive corrosion and safety risk.
- Rehab and remodel Operations building.

WASTEWATER TREATMENT

ACCOMPLISHMENTS:

- Completed the reporting requirements for the following topics and activities: Reuse, Pretreatment DMR, Primary & Secondary Drinking Water Standards, Priority Pollutants, EPA 503 Biosolids, Reuse Summary and Correlation, Summary of Water Quality & Residuals, Bi-annual Giardia and Cryptosporidium, Semi-annual SWD Toxicity, quarterly Groundwater Monitoring and monthly Discharge Monitoring Reports.
- Plant processed 1,706 million gallons of influent flow (4.67 MGD annual avg. day) and distributed 1,224 million gallons of reuse product (3.35 MGD annual avg. day) during the annual period.
- Completed WWTP Operating Permit Renewal and approval through FDEP. This renewal included revised permit conditions for a Holly Hill Reclaim Water Interconnection to allow more flexibility with reclaimed water use during times supply shortages, conversion of an Equalization Basin into a 3rd Chlorine Contact Basin with baffle installation to improve disinfection and increase permit compliance, the elimination of chronic SWD toxicity testing and reduced frequency and the removal of the Annual Average Total Nitrogen and Total Phosphorus requirement.
- Accurately monitored and reported operation parameters for reuse and surface water discharges and Class AA residuals sludge disposal in accordance with regulatory conditions contained in the City's current FDEP Operating Permit.
- Optimized reuse disposal system operations and expansion to further reduce surface water discharges to Halifax River and to promote water conservation. SWD increased due to river crossing repairs.
- Updated City's Industrial Pretreatment Program (IPP) Enforcement Response Plan to concur with current Sewer Use Ordinance and permit renewal provisions.
- Completed Industrial Pretreatment Program (IPP) annual permitting, sampling, inspection and reporting activities.
- Provided necessary training and continuing education opportunities to current operations staff to promote licensure certification and personnel expertise.
- Completed VT SCADA system, software and integration.
- Completed project to install new centrifuges and modify the reaeration basin.
- Replace the three variable frequency drives at the influent pump station.
- Completed construction of the Reuse pumping and storage facility at Break Away Trails.
- Complete rehabilitation of Lift Stations 3M, Ashford Lakes and Tomoka Meadows.
- Complete Electrical and Lift Station upgrades at Break Away Trails.
- Completed design plans and specifications to replace the three variable frequency drives at the influent pump station.
- Coordinated Chlorine Contact Chamber CIP improvements in attempt to curtail fecal detections per DEP Consent Order.
- Installed three VFD's for the facility's effluent screw pumps.
- Repurposed Micro-C chemical storage tank to store and distribute Aluminum Sulfate and decommissioned old Alum tanks due to age and condition.
- Installed grit by-pass channel high level alarm.
- Replaced one of four Dewatering pumps to eliminate overflows.

WASTEWATER TREATMENT

ACCOMPLISHMENTS:

- Grit snail rebuilt.
- Purchased and installed new Laser Turbidity Meters.
- Multitude of plant lighting improvements for safety.
- Purchased and installed dual hypo chemical strainers to reduce plugging and potential permit exceedances
- Complete SWD CBOD investigation and corrective actions to reduce and eliminate permit exceedances.
- Complete Rehabilitation of Sand Filter 1.

WATER DISTRIBUTION

The Water Distribution Section is responsible for reliable operation of the water distribution system.

State-licensed operators and experienced technicians operate and maintain over 400 miles of potable and 25 miles of raw water mains comprised of several material types to include nearly 2000 fire hydrants and thousands of various sized valves and miscellaneous appurtenances.

In addition, this section is responsible for the installation of all new water meters, testing, calibration and/or replacement of existing water meters, enforcement of the cross connection control program and backflow prevention device maintenance. The water distribution crews also self-perform leak detection reconnaissance of the distribution system and respond to all customer requests for assistance and perform any repairs necessary to maintain system service reliability.

WATER DISTRIBUTION

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Water & Wastewater	1,140,562	1,431,645	1,581,713	150,068	10.48%
Total	1,140,562	1,431,645	1,581,713	150,068	10.48%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	698,272	917,884	1,008,981	91,097	9.92%
Operating	442,290	513,761	572,732	58,971	11.48%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,140,562	1,431,645	1,581,713	150,068	10.48%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Supervisor of Water Distribution	1.00	1.00	1.00	0.00	0.00%
Office Assistant II	0.25	0.00	0.00	0.00	0.00%
Utility Mapping/Locate Tech.	0.50	2.00	2.00	0.00	0.00%
System Maintenance Foreman	2.00	2.00	2.00	0.00	0.00%
Water Distribution Operators	8.00	8.00	8.00	0.00	0.00%
Utility Electrician	0.25	0.00	0.00	0.00	0.00%
Water Quality Control Tech	1.00	1.00	1.00	0.00	0.00%
Part-time Positions:					
Utility Mapping/Locate Tech.	0.50	0.00	0.00	0.00	0.00%
Total	13.50	14.00	14.00	0.00	0.00%

WATER DISTRIBUTION

GOALS:

- Maintain reliable water distribution system operations for meeting customers use and quality demands.
- Continue to search for sources of unaccounted for water with emphasis on leak detection program, frequent large meter testing and maintenance of accurate flushing record database to detect all usage throughout City's distribution system. Perform leak detection with in-house personnel for distribution system annually.
- Implement Citywide Workplace Safety Program as it pertains to Utilities.
- Implement new and improved Safety Procedures including but not limited to gas detection device and use for confined space entry and other Personal Protection Equipment and usage.
- Ensure main breaks and service interruptions are repaired in a timely manner and noticed in accordance with pertinent Florida Dept. of Health Regulations.
- Test and inspect all City owned backflow preventers on an annual basis.
- Complete 100% of all service work orders prepared for fire hydrants as identified by Utilities and Fire Department inspections.
- Complete maintenance of all fire hydrants in Ormond by the Sea per yearly contract condition with Volusia County.
- Complete input of asset inventory in new Asset Management software. Get staff trained and utilize Asset Management software to generate and track preventative maintenance actions, work orders, identify assets for replacement.
- Continue enhancements to City's Cross Connection Control Program and compliance rating.
- Modify for efficiencies and continue to improve current distribution system monitoring, sampling and flushing programs to promote better understanding of system operating conditions and improve water quality.
- Install all new meter requests received due to new development or new customer requests for service.
- Perform accuracy testing on water meters in accordance with or exceeding AWWA standards as referenced in the Water Meter Testing and Repair Manual.
- Complete the Phase IV design for the water main replacement project.
- Construct a parallel water main to improve service and redundancy to the north US1 corridor.
- Construct a secondary 24" raw water main along SR40 from Hunters Ridge to Williamson Boulevard.
- Award bid and complete Leeway Storage Tank and Pump Station Rehabilitation and Improvements project.
- Complete installation of N. US 1 water main expansion project.
- Begin implementation of Western service area improvements including completion of SR 40 / Airport Road water main loop project.

WATER DISTRIBUTION

ACCOMPLISHMENTS:

- Maintained reliable water distribution system operations for meeting customer water use demands and water quality concerns.
- Continued activities and focus to minimize unaccounted water with emphasis on large meter testing, leak detection, flushing database records, small meter replacement and raw water metering accuracy and reporting.
- Repaired all water main breaks and service interruptions in a timely manner and notified affected customers in accordance with pertinent FDEP/ FDOH regulations. Water distribution system returned to service within 12 hours of widespread distribution main ruptures due to extensive tree uprooting during Hurricane Matthew.
- Inspected and/ or repaired all city owned backflow prevention devices (BFPD). Continue installation of BFPD on city owned irrigation systems lacking protection.
- Installed new or exchanged approximately 400 water meters.
- Serviced approximately 283 fire hydrants in Ormond-by-the-Sea that are under a maintenance contract with Volusia County Fire Dept., performed maintenance activities on 152 fire hydrants within city limits located between Beach St and US1 starting from south city limits.
- Responded to and performed repairs on approximately 45 main breaks and 415 service laterals and prepared the necessary Precautionary Boil Water Notices.
- Tested and repaired 100% of all meters within City sized 3" and larger scheduled for this fiscal year. Continue scheduling four to six-year testing program on 2" and 1 ½" water meters
- Replaced approximately 15 non-operable isolation valves of various sizes throughout distribution system.
- Performed scheduled valve maintenance activity on approximately 280 water main valves and as necessary in support of scheduled system shutdowns associated with capital projects or water distribution main and services breaks.
- Flushed water mains for Cl2 residual and overall water quality maintenance from US1 to west City Limits.
- Serviced 26 automatic flushing devices in various locations throughout distribution system.
- Replaced a leaking GSP water main causing low pressure to residents on Rocky Ridge Trail.

WASTEWATER COLLECTION AND REUSE DISTRIBUTION

The City's wastewater collection system section is responsible for maintaining reliable operating characteristics throughout the City's wastewater customer service area for:

- 182 miles of gravity sewer main
- 54 miles of force mains
- 24 miles of reuse water mains
- 23 miles of low-pressure sewer mains

The Wastewater Collections program services and maintains over 1,600 Pretreatment Effluent Pumping (PEP) systems serving the low pressure sewer collection needs at the Hunter's Ridge and Breakaway Trails development areas.

The wastewater collection and reuse distribution program performs various preventative maintenance functions to include televising sewer mains for determination of repair needs and identifying inflow-infiltration areas of concern, root control, and periodic pigging of force mains due to main pressure fluctuations affecting operational reliability.

This program also provides round the clock piping and manhole repair activities and response to customer requests for assistance in the event of a sewer backup or reuse irrigation service interruption.

WASTEWATER COLLECTION AND REUSE DISTRIBUTION

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Water & Wastewater	1,241,299	1,591,328	1,577,833	(13,495)	-0.85%
Total	1,241,299	1,591,328	1,577,833	(13,495)	-0.85%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	634,226	833,773	913,189	79,416	9.52%
Operating	607,073	757,555	664,644	(92,911)	-12.26%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,241,299	1,591,328	1,577,833	(13,495)	-0.85%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
System Mnt. Foremen	2.00	2.00	2.00	0.00	0.00%
Supervisor of Collection/Reuse	1.00	1.00	1.00	0.00	0.00%
Plant/Pump Mechanic	2.00	2.00	2.00	0.00	0.00%
Maintenance Worker II	3.00	3.00	3.00	0.00	0.00%
Maintenance Worker III	3.00	3.00	3.00	0.00	0.00%
Maintenance Worker IV	2.00	2.00	2.00	0.00	0.00%
Total	13.00	13.00	13.00	0.00	0.00%

WASTEWATER COLLECTION AND REUSE DISTRIBUTION

GOALS:

- Maintain reliable wastewater collection system (gravity and force main) and reuse storage and distribution operations for customers.
- Implement Citywide Workplace Safety Program as it pertains to Utilities.
- Implement new and improved Safety Procedures including but not limited to gas detection device and use for confined space entry and other Personal Protection Equipment and usage.
- Continue sanitary sewer lining projects citywide.
- Prioritize multi-year lining contract scope of work and renewal to correct known defects or deteriorated portions of sewer mains to ensure the integrity of the system and reduce inflow and infiltration.
- Clean and televise approximately 10,000 feet of gravity sewer main and 200 each sewer laterals. PM activities are performed to prioritize and correct defects in deteriorated portions of sewer mains/ service laterals to reduce likelihood of overflows, inflow and infiltration.
- Begin input of asset inventory in new Asset Management software. Get staff trained and utilize Asset Management software to generate and track preventative maintenance actions, work orders, identify assets for replacement.
- Rehabilitation of 50 PEP Systems in Hunter's Ridge and Breakaway Trails Areas.
- Complete construction for Lift Station Rehabilitation Projects including station piping, valves and controls upgrades.
- Perform root control services on gravity sanitary sewer as necessary.
- Support Reuse Service area expansion and service to include recent priority to serve south peninsula area customers.
- Develop a Fats, Oils and Grease (FOG) program plan to assist in reducing the amount of the FOG clogging the sewer transmission lines. Initiate records database for development of inspection program for grease interceptors installed at commercial restaurants within the City's sewer collection service area.
- Review best practices concerning flushable items with all Daycare and Senior care facilities to enhance awareness of potentially harmful disposal methods.
- Repair settled manholes on A1A.
- Begin implementation of western service area improvements related to wastewater collection and conveyance including extension of SR 40 Force main and site evaluation of Airport Road Utility Parcels.

WASTEWATER COLLECTION AND REUSE DISTRIBUTION

ACCOMPLISHMENTS:

- Successfully operated City-wide reuse system for annual period delivering reuse product to over 3,200 residential and 2 golf course customers having demand in excess of 1.3 Billion Gallons.
- Submitted the Annual Reuse Report 2019 per FDEP WWTF permit requirements illustrating 4.2 MGD of the 4.43 MGD annual average day flow received at the City's treatment facility is utilized for land application irrigation purposes.
- Maintained Standard Operating Procedures for Reuse Distribution System including responses to extended dry and wet weather conditions and notification to customers regarding service interruptions or other changes.
- Identified locations for additional meters and valves to provide better operational control and water accounting. Installation commenced.
- PEP System PM Activities: Completed rehabilitation of 18 units, replacement of 7 units, performed installation of 0 new units and performed electrical upgrades to 136 PEP System units replaced in West Ormond Low Pressure Sewer Service area.
- Cleaned approximately 8,800 feet of gravity sewer main and 103 each sewer laterals. Televised approximately 750 feet of gravity sewer main and 333 each sewer laterals. Performed root control program activities on approximately 110 each sewer laterals.
- Completed monthly and annual scheduled preventative maintenance service calls for 90 sewage lift stations throughout the collection system which includes reassembly of each duplex configured pump and motor. Responded to all emergency call outs from SCADA and WIN911 Lift Station monitoring system after hours calls for service alarms (annual average 3 calls per week). Ongoing accomplishment
- Completed approximately 1250 repairs to collection system (gravity, force main, services and manhole) service calls and 252 reuse system leaks and main breaks.
- Completed a variety of lift station and motor replacements and repairs at various lift stations throughout the sanitary sewer collection system.
- Maintained reliable wastewater collection system (gravity and force main) and reuse storage and distribution operations for customers.
- Assisted reuse system installation project for North US Hwy 1 Median Landscape Project.
- Completed master developer service agreement for Hunter's Ridge – DRI – Flagler Co. to include approval of an overall water and sewer master plan and model.
- Prepared bid specifications for upgrades to PEP System components and awarded a contract for replacement pumps.
- Completed construction for Breakaway Trails Yard Electrical and Pump Upgrades project.
- Prepared design plans and specifications for bidding Lift Station Rehabilitation Project to include 4M and 5M lift station piping, valves and controls upgrades.
- Prepared design plans and specifications and completed construction for the Shadow Crossings Reuse Pump Facility Upgrades Project.
- Complete reclaimed water interconnection with City of Holly Hill.
- Rehabilitation of 50 PEP Systems in Hunter's Ridge and Breakaway Trails Areas.
- Construct a parallel force main to improve service and redundancy to the north US1 corridor

WASTEWATER COLLECTION AND REUSE DISTRIBUTION

ACCOMPLISHMENTS:

- Constructed North US 1 force main improvements project for promoting improved level of service and reliability and for developing effective options for developer considerations.

WATER AND WASTEWATER TRANSFERS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Water & Wastewater	10,590,758	11,355,164	10,925,478	(429,686)	-3.78%
Total	10,590,758	11,355,164	10,925,478	(429,686)	-3.78%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contingency	-	-	-	-	100.00%
Contributions and Transfers	10,590,758	11,355,164	10,925,478	(429,686)	-3.78%
Total	10,590,758	11,355,164	10,925,478	(429,686)	-3.78%

WATER AND WASTEWATER VEHICLE AND EQUIPMENT REPLACEMENT FUND

This fund accounts for replacement of existing vehicles and equipment for the benefit of Water and Wastewater.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Miscellaneous	22,375	-	-	-	0.00%
Transfer	150,000	150,000	250,000	100,000	66.67%
Use of Fund Balance	-	218,000	-	(218,000)	-100.00%
Total	172,375	368,000	250,000	(118,000)	-32.07%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	99,880	368,000	230,000	(138,000)	-37.50%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	20,000	20,000	0.00%
Total	99,880	368,000	250,000	(118,000)	-32.07%

WATER AND WASTEWATER RENEWAL AND REPLACEMENT FUND

This fund accounts for replacement of existing capital assets for the benefit of Water and Wastewater.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Bond Proceeds	-	5,279,000	3,700,000	(1,579,000)	0.00%
Intergovernmental	4,934,862	-	-	-	100.00%
Charges for Services	218,764	187,000	187,000	-	0.00%
Miscellaneous	17,480	-	-	-	0.00%
Transfers	2,500,000	3,672,745	3,113,000	(559,745)	-15.24%
Use of Retained Earnings	-	355,667	-	(355,667)	100.00%
Total	7,671,106	9,494,412	7,000,000	(2,494,412)	-26.27%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	595,365	862,412	-	(862,412)	-100.00%
Capital	3,148,457	8,632,000	6,791,967	(1,840,033)	-21.32%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	208,033	208,033	0.00%
Total	3,743,822	9,494,412	7,000,000	(2,494,412)	-26.27%

WATER AND WASTEWATER CONSOLIDATED DEBT SERVICE FUND

Used to account for principal and interest payments resulting from the issue of revenue bonds and debt financing.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Bond Proceeds		-	-	-	0.00%
Transfer	5,228,000	4,743,500	4,209,000	(534,500)	-11.27%
Use of Fund Balance	-	10,000	1,000,000	990,000	0.00%
Total	5,228,000	4,753,500	5,209,000	(534,500)	-11.24%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	4,781,292	4,743,500	5,209,000	465,500	9.81%
Contributions and Transfers	(4,406,346)	10,000	-	(10,000)	0.00%
Contingency	-	-	-	-	0.00%
Total	374,946	4,753,500	5,209,000	455,500	9.58%

WEST ORMOND REUSE IMPACT FEE FUND

This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion and construction of West Ormond irrigation facilities.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Intergovernmental	-	-	-	-	0.00%
Miscellaneous (Impact Fees)	1,182	-	-	-	0.00%
Use of Retained Earnings	-	850,000	-	(850,000)	0.00%
Total	1,182	850,000	-	(850,000)	0.00%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	850,000	-	(850,000)	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	-	850,000	-	(850,000)	0.00%

WATER SYSTEM IMPACT FEE FUND

This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion and construction of water facilities.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Intergovernmental	-	-	-	-	0.00%
Miscellaneous (Impact Fees)	842,450	725,000	700,000	(25,000)	-3.45%
Transfers	-	-	-	-	0.00%
Use of Retained Earnings	-	-	2,072,500	2,072,500	0.00%
Total	842,450	725,000	2,772,500	2,047,500	282.41%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	6,269	300,000	2,572,500	2,272,500	757.50%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	425,000	200,000	(225,000)	0.00%
Total	6,269	725,000	2,772,500	2,047,500	282.41%

WASTEWATER SYSTEM IMPACT FEE FUND

This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion and construction of wastewater facilities.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Intergovernmental	-	2,032,000	-	(2,032,000)	0.00%
Miscellaneous (Impact Fees)	681,070	675,000	675,000	-	0.00%
Bond Issue	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Retained Earnings	-	1,593,000	-	(1,593,000)	0.00%
Total	681,070	4,300,000	675,000	(3,625,000)	-84.30%

Expenditures:

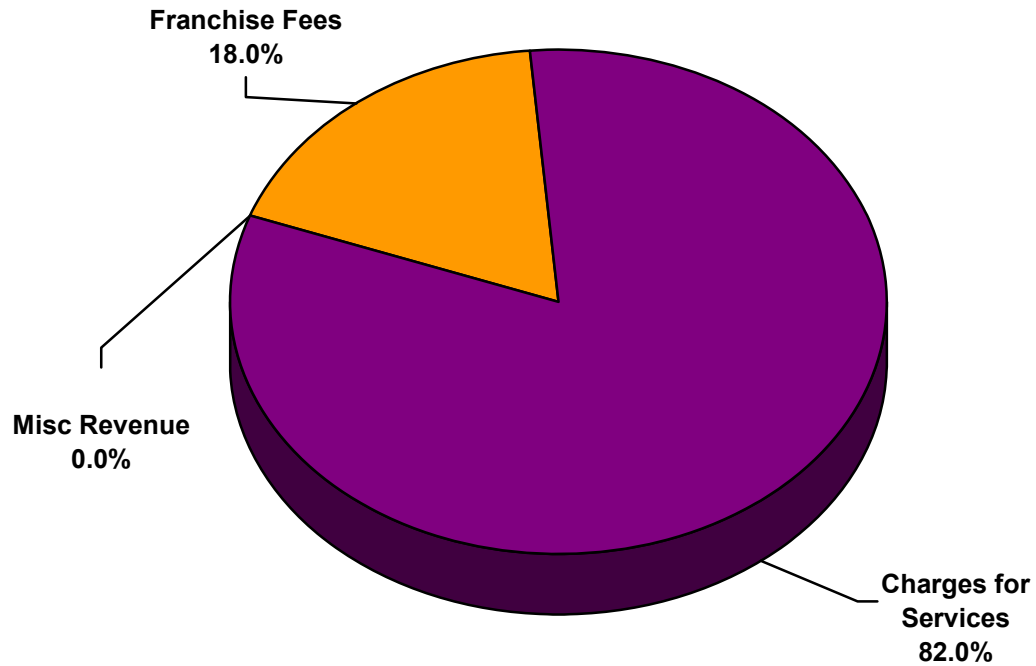
	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	4,300,000	-	(4,300,000)	0.00%
Contingency	-	-	675,000	675,000	0.00%
Total	-	4,300,000	675,000	(3,625,000)	-84.30%

SOLID WASTE FUND SUMMARY

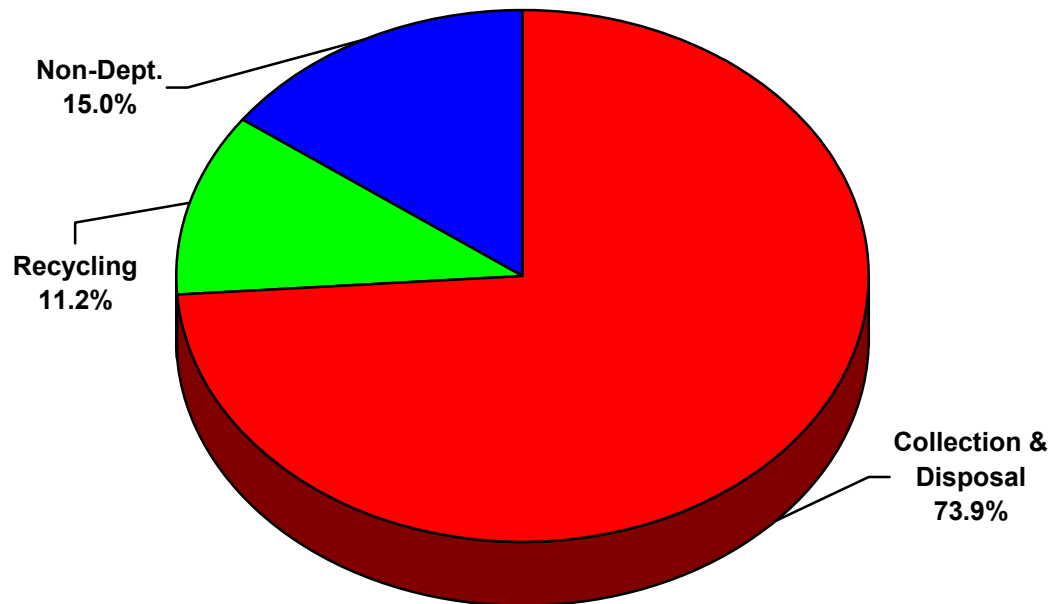
Description	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Revenues					
Franchise Fees	1,607,070	1,648,000	2,394,500	746,500	45.30%
Intergovernmental	2,176	-	-	-	0.00%
Other Charges for Services	8,364,690	8,178,200	10,890,000	2,711,800	33.16%
Misc. Revenue	49,428	1,000	1,000	-	0.00%
Transfers In	-	-	-	-	0.00%
Use of Retained Earnings	-	-	-	-	0.00%
Total Net Revenues	10,023,364	9,827,200	13,285,500	3,458,300	35.19%

Expenditures					
Collection & Disposal	7,509,260	7,306,235	9,816,266	2,510,031	34.35%
Recycling	1,120,390	1,133,960	1,482,796	348,836	30.76%
Non-Departmental	1,278,742	1,387,005	1,986,438	599,433	43.22%
Total Net Expenditures	9,908,392	9,827,200	13,285,500	3,458,300	35.19%

SOLID WASTE FUND REVENUES



SOLID WASTE FUND EXPENDITURES



SOLID WASTE COLLECTION AND DISPOSAL

Through an exclusive franchise with a private contractor, the Collection and Disposal program provides for curbside collection of Class I residential solid waste twice per week and yard once per week. The contractor also collects solid waste from all commercial businesses a minimum of three (3) days per week to a maximum of six (6) days per week.

The contractor disposes of all Class I solid waste at the Volusia County solid waste facility. Residential customers pay a monthly fee to cover the costs of collection and disposal. Commercial customers are presently charged per cubic yard of solid waste disposed in two, four, six and eight cubic yard containers.

Approximately 28,000 tons of solid waste consisting of residential (15,000 tons) and commercial (13,000 tons) is collected annually (excludes 8,300 tons of yard waste).

SOLID WASTE COLLECTION AND DISPOSAL

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Solid Waste	7,509,260	7,306,235	9,816,266	2,510,031	34.35%
Total	7,509,260	7,306,235	9,816,266	2,510,031	34.35%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	223,253	184,854	255,821	70,967	38.39%
Operating	7,286,007	7,121,381	9,525,445	2,404,064	33.76%
Capital	-	-	35,000	35,000	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	7,509,260	7,306,235	9,816,266	2,510,031	34.35%

Staffing Summary:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Full-time Positions:					
Public Works Operations Mgr.	0.00	1.00	1.00	0.00	0.00%
Total	0.00	1.00	1.00	0.00	0.00%

SOLID WASTE COLLECTION AND DISPOSAL

GOALS:

Collection and Disposal:

- Complete 100% of daily residential and commercial collections no later than 7:00 p.m. each day.
- Achieve an on-time daily collection rate of at least 95% (collections time variance of no more than four (4) hours from original time).

Recycling:

- Achieve a monthly participation rate for residential customers of 93%.
- Divert a total of 33% from all solid waste (includes C/D, yard waste tires, etc.) generated within the City from being disposed at a certified Class I Landfill (includes commercial recycling).
- Maintain the number of recyclables collected per residential unit at an average of five point eighty-five (5.85) pounds.

PERFORMANCE MEASURES:

	Actual FY 2021-22	Actual FY 2022-23	Estimate FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Workload:					
Residential collections	17,650	17,882	17,900	18	0.10%
Commercial collections	550	519	522	3	0.58%
Recycling customers	18,125	18,502	18,510	8	0.04%
Miles of street sweeping	5,150	5,386	51,400	46,014	854.33%
Efficiency/Effectiveness:					
Inquiries-Residential collections monthly average	73	61	65	4	6.56%
Inquiries-Commercial collections monthly average	17	8	10	2	25.00%

ACCOMPLISHMENTS:

Collection & Disposal:

- Completed 100% of solid waste collections on time (residential/commercial)
- Achieved a 100% on-time daily collection rate.
- Received compliments for excellence in service provided

Recycling:

- Achieved a monthly participation rate of 91.80%.
- Achieved a diversion rate of 30.65% (elimination of glass 5/19)
- Maintained 12 recyclable items collected curbside.
- Maintained a 100% compliance with daily recycling bin delivery.
- Maintained an average 5.05 pounds per household of recyclables collected curbside.
- Successfully promoted recycling program changes, elimination of glass from recycling collection to the community

SOLID WASTE RECYCLING

The Recycling program provides curbside collection of fourteen (14) different recyclable products for all residential customers on a once per week basis through a private contractor. The program was initiated on a citywide basis on July 1, 1991 in order to meet the requirements of the 1988 Solid Waste Management Act, which requires cities and counties in the State of Florida to reduce the amount of solid waste disposed at landfills by 30%.

Approximately 3,500 tons of recyclable materials are collected annually. Residential customers pay a monthly fee to cover the costs of recycling.

In addition, the program provides educational classes and materials through publications, trade shows and in-school presentations.

SOLID WASTE RECYCLING

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Solid Waste	1,120,390	1,133,960	1,482,796	348,836	30.76%
Total	1,120,390	1,133,960	1,482,796	348,836	30.76%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	243	-	-	-	0.00%
Operating	1,120,147	1,133,960	1,482,796	348,836	30.76%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,120,390	1,133,960	1,482,796	348,836	30.76%

SOLID WASTE TRANSFERS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Solid Waste	1,278,742	1,387,005	1,986,438	599,433	43.22%
Total	1,278,742	1,387,005	1,986,438	599,433	43.22%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Debt Service	-	-	-	-	0.00%
Contributions and Transfers	1,278,742	1,343,962	1,709,480	365,518	27.20%
Contingency	-	43,043	276,958	233,915	0.00%
Total	1,278,742	1,387,005	1,986,438	599,433	43.22%

WORKERS COMPENSATION FUND

This fund is used to account for expenditures associated with providing workers compensation coverage to employees.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Internal Service Charges	781,612	781,612	781,612	-	0.00%
Miscellaneous	96,994	20,000	25,000	5,000	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	878,606	801,612	806,612	5,000	0.62%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	484,983	727,500	732,500	5,000	0.69%
Capital	-	-	-	-	0.00%
Contributions and Transfers	74,112	74,112	74,112	-	0.00%
Total	559,095	801,612	806,612	5,000	0.62%

GENERAL LIABILITY INSURANCE FUND

This fund is used to account for expenditures associated with providing general liability coverage to employees.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Internal Service Charges	1,346,253	1,460,253	2,455,253	995,000	68.14%
Miscellaneous	349,486	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	1,695,739	1,460,253	2,455,253	995,000	68.14%

Expenditures:

	Actual FY 2021-22	Estimate FY 2022-23	Budget FY 2023-24	Change FY 2022-23 to FY 2023-24	% Change FY 2022-23 to FY 2023-24
Personnel Services	-	-	-	-	0.00%
Operating	1,806,032	1,422,400	2,417,400	995,000	69.95%
Capital	-	-	-	-	0.00%
Contributions and Transfers	245,853	37,853	37,853	-	0.00%
Total	2,051,885	1,460,253	2,455,253	995,000	68.14%

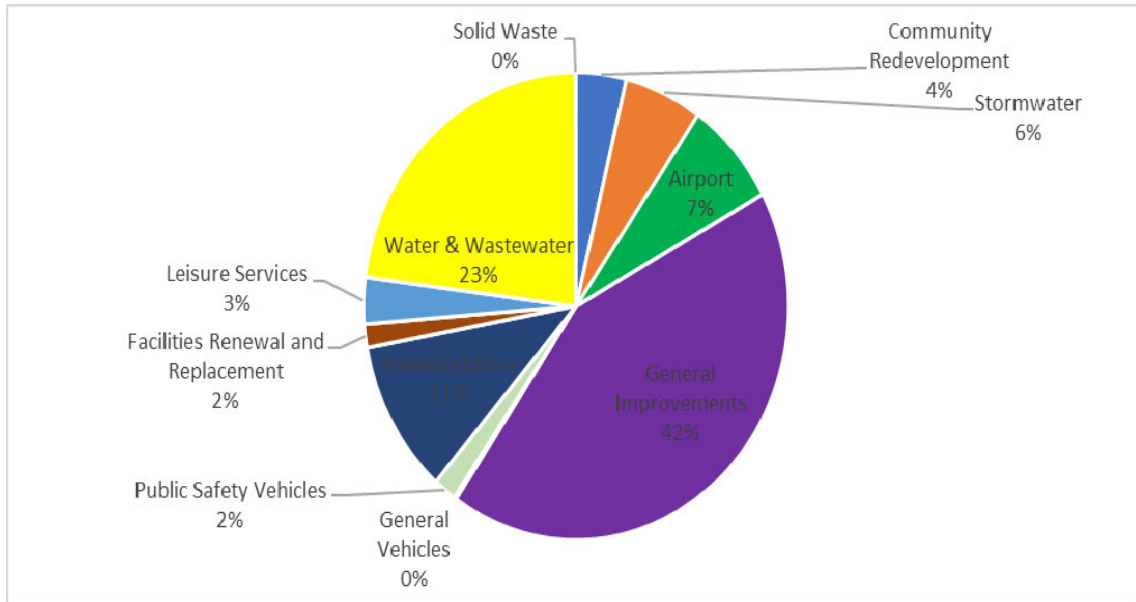
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CAPITAL IMPROVEMENTS

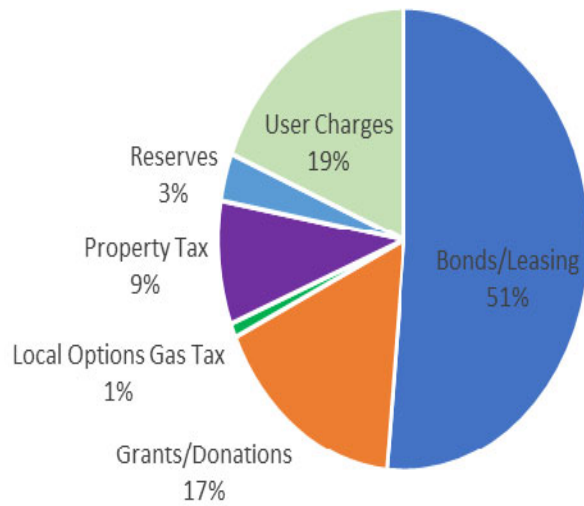
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Overview

The City's Five-Year Capital Improvements Program represents a substantial effort to identify and schedule capital investments for a multi-year period complete with a project description, justification and recommended financing for each project. The CIP reflects projects that have been identified as being essential to the organization. .



Category	Total
Community Redevelopment	\$4,784,989
Stormwater	7,449,950
Airport	9,218,517
General Improvements	53,405,000
General Vehicles	224,000
Public Safety Vehicles	2,188,000
Transportation	13,425,790
Facilities Renewal and Replacement	2,023,000
Leisure Services	4,040,000
Water & Wastewater	28,898,912
Solid Waste	35,000
TOTAL	\$125,693,158



Category	Total
Bonds/Leasing	\$64,757,050
Grants/Donations	20,853,753
Local Options Gas Tax	1,250,000
Property Tax	10,887,940
Reserves	4,167,602
User Charges	23,776,813
TOTAL	\$125,693,158

FY 2023-24 CIP Projects

Fund 104-Community Redevelopment

Downtown improvements are funded through property tax revenue which is expendable only within the downtown area. For FY 2023-24 the primary focus is the analysis of the Beach Street property for possible use as a Community Center (\$60,000). Also proposed for funding is Public Art (\$80,000) and the annual allocation to Upgrades and Improvements (\$60,000).

Fund 107-Stormwater Drainage Improvements

FY 2023-24 projects include N US1 & Ormond Lakes Drainage Study (\$150,000), OBSC Access and Drainage Improvements (\$484,950) and Willis Drive Storm Improvements (\$200,000). The continuation of the Stormwater Piping Replacement project (\$950,000), Stormwater Construction (\$300,000) and Vehicle Replacements (\$565,000).

Fund 108-Airport Fund

An Aeronautical Survey (\$118,700), Airport Access Roads (\$2,102,037) and Design related to the Rehabilitation of Taxiway Bravo Apron & Ramp (\$160,000) are planned.

Fund 301-General Improvement Fund

Projects included for FY 2023-24 are South Ridgewood Avenue Sidewalks funded by CDBG funds (\$130,000), Chamber Upgrade (\$225,000), Engineering Renovation (\$100,000), Fire Station 93 Generator (\$125,000), Telecommunication System Upgrade (\$900,000) and Needs Analysis for an Emergency Operations Center.

Fund 302-General Vehicle and Equipment Replacement

The FY 2023-24 plan includes the replacement of three Public Works vehicles and one Building Maintenance vehicle (\$224,000).

Fund 305-Public Safety Vehicle and Equipment Replacement

The FY 2023-24 plan includes the replacement of eight Patrol Vehicles, two Special Unit vehicles and one motorcycle (\$625,000), replacement of the 2006 Quint (\$1.5 million), purchase of new fire vehicle (\$45,000) and EOC satellite phones (\$18,000).

Fund 308-Transportation

Transportation projects include Neighborhood Traffic Calming (\$70,000), Railroad

Crossings (\$100,000), Road Rehabilitation (\$750,000), Sidewalk Repairs & Replacements (\$217,800). Also proposed is the annual allocation for Street Light and Traffic Signal Maintenance (\$97,020).

Fund 317-Facility Renewal and Replacement

For FY 2023-24, projects include Shell Parking Lot Refurbishment (\$51,000), Central Park 2 & 3 Overlook (\$40,000), OBSC Baseball Netting Replacement (\$70,000), Central Park I Playground Equipment (\$40,000), Engineering Department Roof (\$48,000), PAC Box Office Roof (\$35,000) and Fire Station 93 HVAC (\$35,000). *Projects below the CIP threshold will be included as part of the annual operating budget.*

Fund 322-Leisure Service Capital

The new funding provided for FY 2023-24 will be utilized to complete Nova Sports Field Reconstruction (\$340,000) and OBSC LED Softball Quad Lighting (\$800,000). Both projects will be funding with a combination of new dedicated property taxes and grant funding.

408-Water & Wastewater Vehicle and Equipment Replacement

The FY 2023-24 plan includes the replacement of two large dump trucks. (\$230,000).

Fund 409-Water and Wastewater System Improvements

Annual recurring projects (\$1.8 million total) include Fire Hydrant & Valve Expansion Program (\$175,000), General Facility and System Upgrades (\$850,000), Lift Station Rehabilitation (\$75,000), Manhole Rehabilitation Program (\$150,000) Meter Installation (\$90,000), PEP Tank Replacement (\$180,000), and Sanitary Sewer Inflow Infiltration (\$300,000). Non-recurring projects (\$4,148,000) include Airport Road Reclaim Water Main (\$1.1 million), Shadow Crossings Reuse Pump Facility (\$415,000), Water Main Replacement (\$2.6 million) and SR40 Utility Adjustments (\$33,000).

Fund 434 & 435-Water & Wastewater Impact Fees

The FY 2023-24 plan is to proceed with the Hudson Wellfield Expansion (\$2.57 million).

Fund 460-Solid Waste Fund

The FY 2023-24 plan is to purchase one vehicle (\$35,000)

Operating Expenditures

During the capital improvement process, additional staffing requirements and ongoing operating expenses are identified for inclusion in the appropriate department's operating budget. No significant increases in operating revenue or expenditures are anticipated as a result of capital projects. Below is a matrix, by fund, detailing the additional annual operating expenditures anticipated if the identified capital projects were not funded.

Category	Total
Community Redevelopment	\$250,000
Stormwater	350,000
Airport	200,000
Economic Development	50,000
General Improvements	250,000
General Vehicles	0
Transportation	300,000
Facilities Renewal and Replacement	50,000
Water & Wastewater	500,000
Solid Waste	15,000

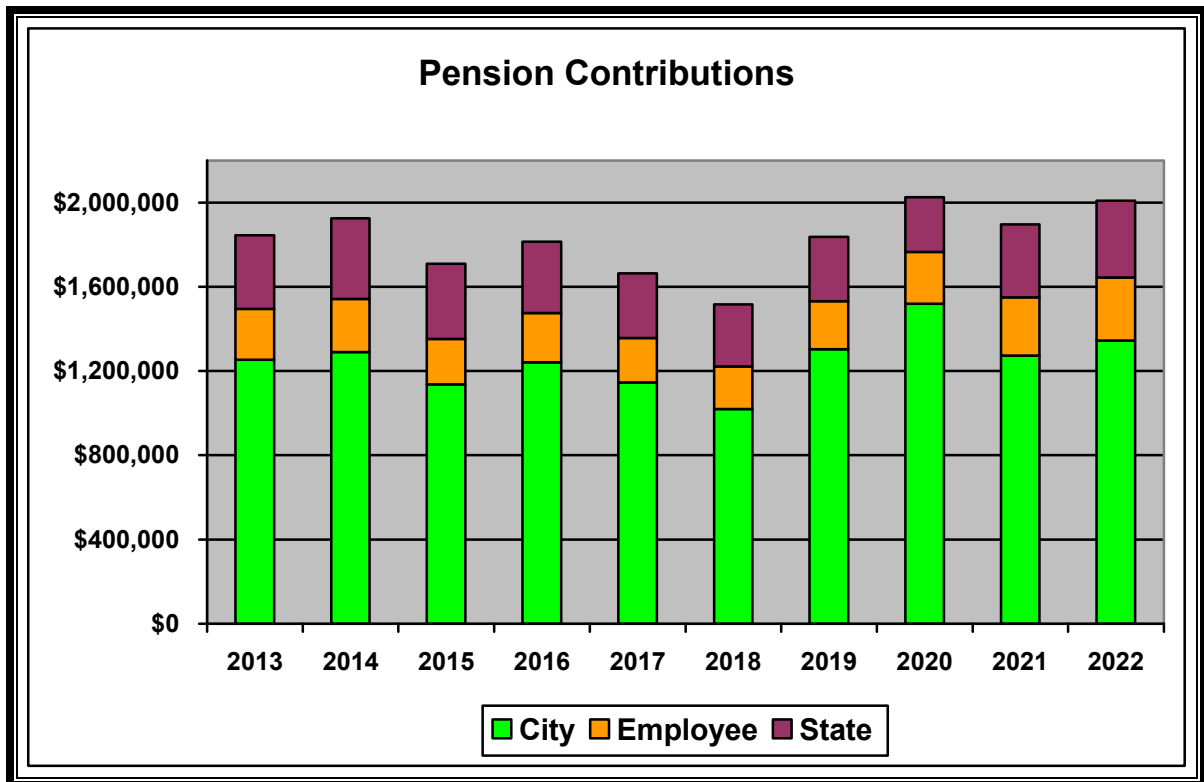
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**CITY OF ORMOND BEACH, FLORIDA
MUNICIPAL FIREFIGHTERS' RETIREMENT TRUST
REVENUES BY SOURCE
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2022
(In Thousands)**

Revenues by Source

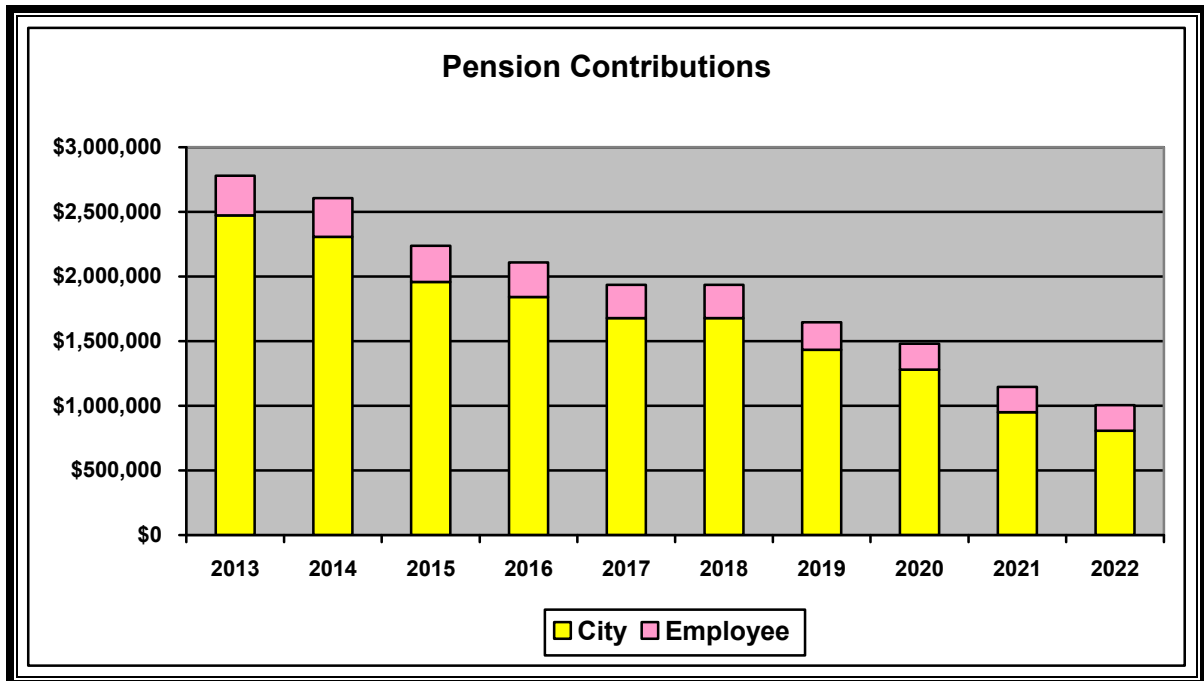
Fiscal Year Ended	Employee Contributions	Employer Contributions	State Contributions	Investment Income	Other	Total
2013	241	1,254	349	2,505	-	4,349
2014	252	1,290	383	2,473	-	4,398
2015	216	1,136	358	(399)	-	1,311
2016	235	1,241	338	2,036	-	3,850
2017	212	1,145	306	3,046	-	4,709
2018	203	1,019	295	3,046	-	4,563
2019	228	1,303	306	921	-	2,758
2020	246	1,520	259	2,423	-	4,448
2021	277	1,273	346	6,283	-	8,179
2022	300	1,344	365	(5,787)	-	(3,778)



**CITY OF ORMOND BEACH, FLORIDA
GENERAL EMPLOYEES PENSION
REVENUES BY SOURCE
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2022
(In Thousands)**

Revenues by Source

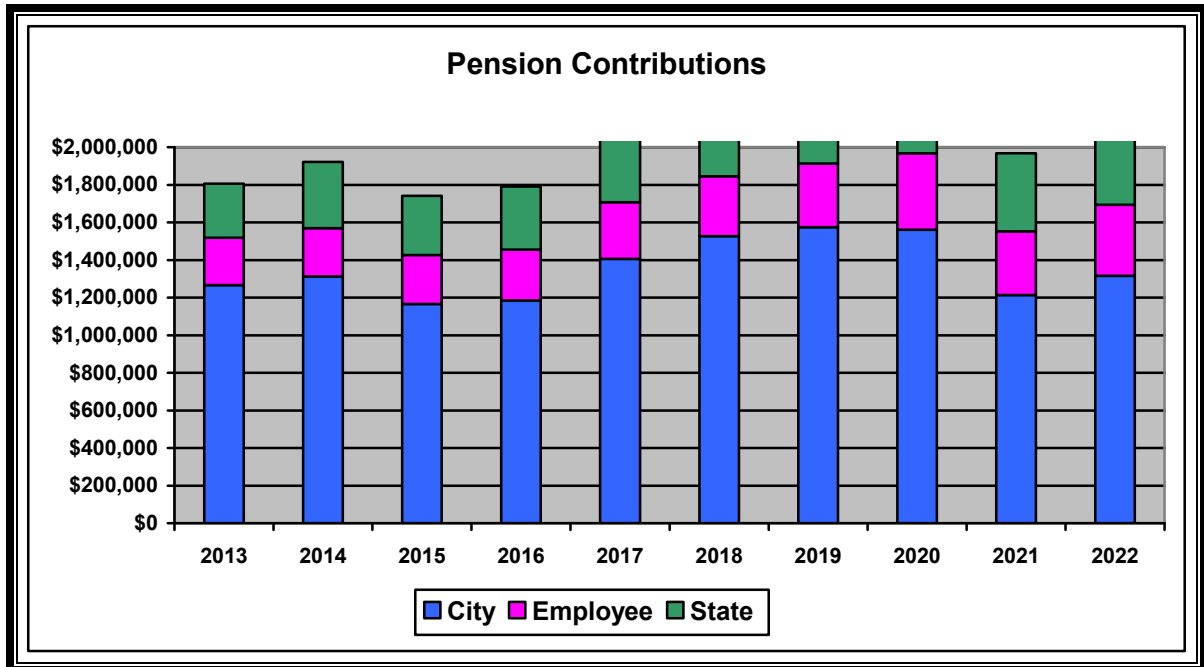
Fiscal Year Ended	Employee Contributions	Employer Contributions	Investment Income	Total
2012	313	1,998	5,430	7,741
2013	307	2,473	4,484	7,264
2014	298	2,308	4,408	7,014
2015	280	1,958	(584)	1,654
2016	268	1,842	3,480	5,590
2017	258	1,677	5,035	6,970
2018	258	1,677	5,035	6,970
2019	212	1,433	1,501	3,146
2020	201	1,280	3,775	5,256



**CITY OF ORMOND BEACH, FLORIDA
MUNICIPAL POLICE OFFICERS' RETIREMENT TRUST
REVENUES BY SOURCE
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2022
(In Thousands)**

Revenues by Source

Fiscal Year Ended	Employee Contributions	Employer Contributions	State Contributions	Investment Income	Total
2013	251	1,267	288	3,080	4,886
2014	258	1,312	351	3,049	4,970
2015	260	1,166	315	(472)	1,269
2016	272	1,184	334	2,355	4,145
2017	302	1,406	343	5,432	7,483
2018	318	1,527	379	3,475	5,699
2019	338	1,575	407	978	3,298
2020	406	1,561	411	2,849	5,227
2021	340	1,213	415	7,218	9,186
2022	378	1,316	440	(6,706)	(4,572)



**CITY OF ORMOND BEACH, FLORIDA
DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2022**

Fiscal Year	Population⁽¹⁾	Personal Income (In thousands)	Per Capita Personal Income⁽²⁾	Median Age⁽³⁾	Unemployment Rate⁽⁵⁾
2013	38,557	1,336,424	34,661	46.1	5.50%
2014	39,455	1,376,980	34,900	46.3	5.00%
2015	40,013	1,447,230	36,169	46.6	5.00%
2016	40,366	1,541,860	38,197	46.6	5.20%
2017	40,722	1,591,660	39,086	47.0	3.70%
2018	42,816	1,427,314	33,336	51.0	3.20%
2019	43,475	1,503,322	34,579	51.5	3.20%
2020	43,759	1,523,645	34,819	50.8	5.90%
2021	44,043	1,533,533	34,819	50.2	4.30%
2022	43,517	1,665,874	38,281	52.5	2.80%

Sources: (1) Bureau of Economic and Business Research, University of Florida
Metropolitan Statistical Area
(3) Volusia County, Florida
(4) Bureau of Labor Statistics

Source: City of Ormond Beach Finance Department

CITY OF ORMOND BEACH, FLORIDA
PRINCIPAL EMPLOYERS
CURRENT YEAR AND TEN YEARS AGO
SEPTEMBER 30, 2022

Fiscal Year 2022			Fiscal Year 2013		
Employer	Number of Employees	Percent of Total Employment	Employer	Number of Employees	Percent of Total Employment
Volusia County School Board	7,977	3.06	Board	8,917	3.42
Adventhealth System	6,448	2.47	Halifax Community Health	4,037	1.55
Halifax Community Health	4,000	1.53	Divisions	3,723	1.43
Publix Supermarkets, Inc.	3,795	1.45	County of Volusia	3,314	1.27
County of Volusia	3,305	1.27	Incorporated	2,841	1.09
Walmart Associates, Inc.	3,248	1.24	Walmart	2,769	1.06
State of Florida	2,743	1.05	State of Florida	2,178	0.83
Embry Riddle Aeronautical University	1,628	0.62	Daytona State College	1,702	0.65
Amazon	1,500	0.57	U.S Government	1,274	0.49
Daytona State College	1,383	0.53	Embry Riddle Aeronautical University	1,125	0.43
Total	36,027	13.79	Total	31,880	12.22

Estimated total workforce

261,059

Estimated total workforce

252,471

Note: No statistics are kept on primary employers within the City of Ormond Beach, Florida

Sources: County of Volusia, Department of Economic Development (Latest Available Data)
Labor Market Statistics, Florida Research and Economic Database

**SCHEDULE 26
CITY OF ORMOND BEACH, FLORIDA
AUTHORIZED POSITIONS BY DEPARTMENT/DIVISION/SECTION
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2022**

	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
City Administration	4.00	4.00	4.00	3.00	3.00	2.60	2.60	2.60	2.60	2.60
Support Services	4.00	4.00	3.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
City Attorney	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Human Resources	3.00	3.00	4.00	5.00	4.50	4.50	4.00	4.00	4.00	4.00
Finance:										
Budget/Finance	10.00	10.00	9.65	6.65	6.65	6.65	6.65	6.90	7.15	7.15
Utility and Customer Services	12.00	12.00	12.35	12.35	12.35	12.35	11.85	11.85	11.85	11.85
Information Technology	7.00	7.00	7.00	6.00	6.00	6.00	6.00	5.00	5.00	5.00
Planning	5.60	5.60	5.25	5.25	5.25	5.25	5.25	5.25	5.25	5.25
Building Inspection/Permitting	12.00	11.00	11.35	11.35	10.35	10.35	9.35	9.35	9.35	9.35
Economic Development	1.00	1.00	0.90	1.00	0.90	0.90	0.90	0.90	0.90	0.90
Police Department	91.50	88.50	89.50	88.50	87.82	87.82	90.32	85.32	86.32	87.32
Neighborhood Improvement	6.00	6.00	6.00	6.00	6.00	6.00	6.00	5.00	5.00	5.00
Fire Department	48.00	48.00	47.00	47.00	47.00	47.00	47.00	50.00	50.00	51.00
Public Works Department:										
Public Works Administration										-
Engineering	12.00	12.00	12.25	12.25	12.25	11.83	10.83	10.83	10.83	10.83
Streets and Roadside Maintenance	19.00	19.00	19.05	19.05	18.05	16.80	16.80	17.80	17.00	17.00
Fleet Operations Management	5.50	5.50	5.50	4.50	4.50	5.50	5.50	5.50	5.50	5.50
Stormwater Drainage	10.00	10.00	9.90	9.90	9.00	8.70	8.70	8.70	8.70	8.70
Water Treatment and Distribution	34.00	34.00	30.10	29.60	29.60	29.05	28.60	27.60	27.60	27.60
Wastewater Collection and Treatment	25.00	25.00	28.10	27.60	27.60	27.60	27.60	27.10	27.10	27.10
Solid Waste Collection and Disposal	1.00	1.00	0.65	0.65	1.65	1.65	1.65	1.65	1.65	1.65
Recycling	-	-	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35

GLOSSARY

Accounting Basis- Method used to determine when revenues and expenses (with associated assets and liabilities) are recognized in the accounts of a firm, and reported in its financial statements. In accrual basis accounting, for example, revenues are recognized when earned and expenses are recognized when incurred, whether or not any cash is received or paid. In cash basis accounting, however, revenues and expenses are recognized only when cash is received or paid, irrespective of the timing of actual sales or purchases.

Accrual- A basis of accounting in which revenues are recognized when they are measurable and earned and expenditures are recorded when incurred.

Appropriation- Authorization by the City Commission that allows expenditures to be made on behalf of the City against governmental resources.

Audit- An examination of internal controls and financial statements.

Balance Sheet- A statement which presents the financial position of an entity as of a specified date.

Budget- A financial plan or proposed revenues and expenditures for a specified period of time (usually one year).

Budgetary Accounting- Used by governments where a formal budget is adopted through an extensive approval process as an expression of public policy. The budget is a statement of financial intent indicating how the government plans to raise revenue and expend its resources.

Budget Calendar- The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budgets.

Budget Deficit- A budget in which expenditures exceed the projected funds available.

CAFR- (comprehensive annual financial report) a standard accounting requirement followed by local and state governments to show how tax money is spent. The report serves several purposes which also help explain various aspects of government activity for taxpayers.

Capital Expenditures- Expenditures for items which exceed \$25,000 in value and have a useful life of 1 year or more.

Capital Projects- Have long range returns, useful life spans, are relatively expensive, and have physical presence such as buildings, roads, sewage systems, water systems, etc.

CIP- (capital improvement project) New or continued and approved capital projects for the maintenance or improvement of city assets.

Committed- Fund balance classification that can only be used for a specific purpose pursuant to constraints imposed by formal action of the government's highest level of decision making authority.

Debt Service- The City's obligation to pay principal and interest according to a predetermined schedule.

Debt Service Fund- The funds created to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Department- A major organizational unit that indicates management responsibility for a group of related operations.

DEP- (Florida Department of Environmental Protection) Florida agency devoted to environmental management and stewardship. Florida's environmental priorities include achieving regulatory certainty, consistency and protection, and achieving the highest water quality.

Depreciation- The periodic expiration of an asset's useful life. Depreciation is a requirement in proprietary-type funds, such as enterprise and internal service funds. It is not used in any other fund. Depreciation is a non-cash expense and while it is recorded in the annual financial statements, it is not budgeted.

Encumbrances- Commitments against an appropriation.

EPA- (Environmental Protection Agency) an independent federal agency, created in 1970, that sets and enforces rules and standards that protect the environment and control pollution.

Enterprise Fund- The funds established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Estimated Revenues- Projections of funds to be received during the fiscal year.

FAA- (Federal Aviation Administration) is a component of the U.S. Department of Transportation that sets standards for the air-worthiness of all civilian aircraft, inspects and licenses them and regulates civilian and military air traffic control centers.

FDOT- (Florida Department of Transportation) a decentralized agency charged with the establishment, maintenance, and regulation of public transportation in the state of Florida.

Franchise Fees- Fees levied on a corporation in return for granting privilege, sanctioning a monopoly, or permitting the use of public property, usually subject to regulation.

Fund Balance- The amount by which assets exceed liabilities.

GIS- (geographic information system) allows the city's users to produce maps from the existing GIS with integrated information from the data base of the primary mini-computer application.

Impact Fees- A connection's contribution toward its equitable share of the cost of capital improvements required to serve new customers.

Interfund Transfers- Amounts transferred from one fund to another.

Intergovernmental Revenues- Revenues received from another government.

Internal Service Funds- The funds established for the financing of goods or services provided by one department to other departments within the City on a cost reimbursement basis. Examples are the Data Processing Fund and the Insurance Fund.

LAN- (local area network) a computer network covering a small local area, such as a home or office.

Levy- Imposed taxes, special assessments, or service charges.

MGD- (million gallons per day) a measurement standard for city owned water treatment pumps.

Modified Accrual Method- Method under which revenues are recognized in the period they become available and measurable, and expenditures are recognized in the period the associated liability is incurred. Most government accounting follows this method.

NPDES- (national pollution discharge elimination system) a national program under Section 402 of the Clean Water Act for regulation of discharges of pollutants from point sources to waters of the United States. Discharges are illegal unless authorized by an NPDES permit.

OBPAC- (Ormond Beach Performing Arts Center) consists of an auditorium, rehearsal room, studio and music rooms for city sponsored groups, professional theater and musical productions.

Operating Expenditures- Ongoing expenditures that are not wages, benefits or capital in nature.

Ordinance- A formal legislative enactment by the governing board of a municipality.

Personal Property- Livestock, commercial equipment and furnishings, attachments to mobile homes, railroad cars, and similar possessions that are taxable under State law.

Real Property- Land and the buildings and other structures attached to it that are taxable under state law.

Reserved- Indicates that a portion of fund balance is restricted for a specific purpose.

Roll back tax rate- The tax rate that generates the same amount of revenue as the prior year exclusive of gains from new construction.

SOH- (save our homes) an amendment to the Florida Constitution that mandates that the assessed value of your Homestead property can increase by no more than 3% above last year's assessed value (or the consumer price index, whichever is less).

Special Revenue Fund- Account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

State Revenue Sharing- Allocations to municipalities from a trust fund primarily supported by State cigarette and motor fuel taxes.

Taxable Value- Assessed value of property minus any exceptions, which may be applicable.

Tax Base- The total property valuations on which each taxing agency levies its tax rates.

Tentative Millage- The tax rate adopted at the first public hearing of a taxing agency. Under State law, the agency may reduce, but not increase, the tentative millage during the second budget hearing.

Truth in Millage- State law establishing mandatory procedures, including advertising requirements and the holding of public hearings, for adoption of budgets and tax rates.

Unassigned- Fund balance classification that has not been assigned to other fund balance classifications.

Utility Tax- Municipal charges levied by the City in each and every purchase of a public service within the corporate limits of the City. Public service is electricity, gas, fuel oil, water, and telephone service.

WAN- (wide area network) a large, integrated computer network with multiple access points and users. An example would be the World Wide Web.

**MINUTES
ORMOND BEACH CITY COMMISSION
HELD AT CITY HALL COMMISSION CHAMBERS**

August 15, 2023

7:00 p.m.

Commission Chambers

Present: Mayor Bill Partington, Commissioners Lori Tolland, Travis Sargent, Susan Persis and Harold Briley, City Manager Joyce Shanahan, City Attorney Randy Hayes, Assistant City Manager Claire Whitley and City Clerk Susan Carroll Dauderis.

A G E N D A

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PRESENTATIONS AND PROCLAMATIONS**
 - A. Sue Bower
 - B. Volusia County Schools - Angel Gomez
- 5. AUDIENCE REMARKS - REGARDING ITEMS NOT ON THE AGENDA**
- 6. APPROVAL OF MINUTES**
 - A. Minutes from City Commission meeting - August 1, 2023
- 7. CONSENT AGENDA**

The action proposed is stated for each item on the Consent Agenda. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items.

- A. **RESOLUTION NO. 2023-127:** A RESOLUTION AUTHORIZING THE SUBMITTAL OF AN ON-LINE GRANT APPLICATION IN THE AMOUNT OF \$13,079 TO THE UNITED STATES DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, UNDER THE EDWARD BYRNE JUSTICE ASSISTANCE GRANT PROGRAM; AUTHORIZING THE EXECUTION OF ALL DOCUMENTS INCIDENTAL THERETO, INCLUDING ANY CONTRACT NECESSARY FOR THE CITY TO ACCEPT THE GRANT AWARD; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: *Loretta Moio, Grants Coordinator, (386) 676-3315*

- B. **RESOLUTION NO. 2023-128:** A RESOLUTION AUTHORIZING THE SOLE SOURCE PROCUREMENT OF THREE PEERLESS PUMPS FROM TOM EVANS ENVIRONMENTAL FOR THE CITY'S WATER TREATMENT PLANT; APPROVING AND AUTHORIZING THE EXECUTION OF A PURCHASE AUTHORIZATION AND PAYMENT THEREFORE; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: *Bob Preis, Utilities Manager, (386) 676-3305*

- C. **RESOLUTION NO. 2023-129:** A RESOLUTION ACCEPTING A BID FROM B&B OUTDOOR, LLC FOR CONSTRUCTION SERVICES REGARDING THE ARBOR DRIVE DRAINAGE IMPROVEMENTS PROJECT, UNDER BID NO. 2023-29; AUTHORIZING THE EXECUTION OF A CONTRACT AND PAYMENT THEREFOR; REJECTING ALL OTHER BIDS; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: *Alex Schumann, City Engineer, (386) 676-3302*

- D. **RESOLUTION NO. 2023-130:** A RESOLUTION AUTHORIZING A COST OF LIVING INCREASE BASED ON THE CONSUMER PRICE INDEX PURSUANT TO THE AMENDMENT AND RESTATEMENT OF AGREEMENT FOR FIELD MAINTENANCE SERVICES BETWEEN THE CITY OF ORMOND BEACH AND AUSTIN OUTDOOR, LLC D/B/A YELLOWSTONE LANDSCAPE, INC.; AND SETTING FORTH AN EFFECTIVE DATE.
Staff Contact: *Robert Carolin, Leisure Services Director, (386) 676-3279*
- E. **RESOLUTION NO. 2023-131:** A RESOLUTION AUTHORIZING A COST OF LIVING INCREASE BASED ON THE CONSUMER PRICE INDEX PURSUANT TO THE GROUNDS MAINTENANCE SERVICES AGREEMENT BETWEEN THE CITY OF ORMOND BEACH AND AUSTIN OUTDOOR, LLC D/B/A YELLOWSTONE LANDSCAPE, INC.; AND SETTING FORTH AN EFFECTIVE DATE.
Staff Contact: *Robert Carolin, Leisure Services Director, (386) 676-3279*
- F. **RESOLUTION NO. 2023-132:** A RESOLUTION AUTHORIZING THE EXECUTION OF A PUBLIC TRANSPORTATION GRANT AGREEMENT BETWEEN THE CITY AND THE FLORIDA DEPARTMENT OF TRANSPORTATION REGARDING FUNDING FOR AN AERONAUTICAL SURVEY AND OBSTACLE ACTION PLAN FOR THE ORMOND BEACH MUNICIPAL AIRPORT; AUTHORIZING THE EXECUTION OF ALL NECESSARY DOCUMENTS INCIDENTAL THERETO FOR THE CITY TO ACCEPT THE GRANT AWARD; AND SETTING FORTH AN EFFECTIVE DATE.
Staff Contact: *Steven Lichliter, Airport Manager, (386) 615-7019*
- G. **RESOLUTION NO. 2023-133:** A RESOLUTION AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION FOR THE PURCHASE OF FOURTEEN LIGHT BAR PACKAGES FROM DANA SAFETY SUPPLY; AND SETTING FORTH AN EFFECTIVE DATE.
Staff Contact: *Kevin Gray, Deputy Public Works Director, (386) 676-3325*
- H. **RESOLUTION NO. 2023-134:** A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A PROPORTIONATE FAIR SHARE AGREEMENT AND TEMPORARY CONSTRUCTION EASEMENT IN RELATION TO THE TATTERSALL AT TYMBER CREEK PLANNED RESIDENTIAL DEVELOPMENT; AND SETTING FORTH AN EFFECTIVE DATE.
Staff Contact: *Steven Spraker, Planning Director, (386) 676-3341*
- I. **Fiscal Year 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) County-wide Funds Distribution**
Staff Contact: *Loretta Moisio, Grants Coordinator, (386) 676-3315*
Disposition: Approve as recommended in the City Manager memorandum dated August 15, 2023.
- J. **Auto Renewal - Information Technology Contracting Services**
Staff Contact: *Chuck Osteen, Information Technology Manager, (386) 615-7031*
Disposition: Approve as recommended in the City Manager memorandum dated August 15, 2023.

- K. **Stanley Steamer - Auto Renew**
Staff Contact: Robert Carolin, Leisure Services Director, (386) 676-3279
Disposition: Approve as recommended in the City Manager memorandum dated August 15, 2023.

- L. **Request for Proposals - Management & Operation of Ormond Beach Tennis Center**
Staff Contact: Robert Carolin, Leisure Services Director, (386) 676-3279
Disposition: Approve as recommended in the City Manager memorandum dated August 15, 2023.

- M. **Florida Job Growth Grant Fund**
Staff Contact: Brian Rademacher, Economic Development Director, (386) 676-3266
Disposition: Approve as recommended in the City Manager memorandum dated August 15, 2023.

- N. **City Hall Landscape Improvements**
Staff Contact: Alex Schumann, City Engineer, (386) 676-3302
Disposition: Approve as recommended in the City Manager memorandum dated August 15, 2023.

- O. **Telecommunications Utility Registration - Hotwire Communications**
Staff Contact: Alex Schumann, City Engineer, (386) 676-3302
Disposition: Approve as recommended in the City Manager memorandum dated August 15, 2023.

- P. **City Manager's Monthly Report, August 2023**
Staff Contact: Joyce Shanahan, City Manager, (386) 676-3200
Disposition: Approve as recommended in the City Manager memorandum dated August 15, 2023.

8. **PUBLIC HEARINGS**

- A. **ORDINANCE NO. 2023-44:** AN ORDINANCE ANNEXING SIX PARCELS OF REAL PROPERTY INTO THE CITY OF ORMOND BEACH, SAID PROPERTY LOCATED SOUTH OF PENNSYLVANIA AVENUE, WEST OF PLANTATION OAKS BOULEVARD AND EAST OF INTERSTATE I-95 (VOLUSIA COUNTY PARCEL NUMBERS: 3136-01-09-0001, 3136-01-08-0010, 3136-01-07-0010, 3136-01-01-0021, 3136-01-21-0050, AND 3136-01-01-001A); AND ANNEXING PORTIONS OF THE INDIANA AVENUE RIGHT-OF-WAY, BENTON STREET RIGHT-OF-WAY, AND ROSEMARY STREET RIGHT-OF-WAY; SETTING FORTH ZONING PRIVILEGES AND OBLIGATIONS REGARDING THE PROPERTY; REDEFINING THE TERRITORIAL BOUNDARIES OF THE CITY OF ORMOND BEACH TO INCLUDE THE PROPERTY; REDESIGNATING THE BOUNDARIES OF ZONE 1 OF THE CITY OF ORMOND BEACH TO INCLUDE THE PROPERTY; PROVIDING FOR TRANSMISSION; PROVIDING FOR SEVERABILITY; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

Staff Contact: Steven Spraker, Planning Director, (386) 676-3341

- B. **ORDINANCE NO. 2023-45:** AN ORDINANCE AMENDING PARAGRAPH C, OFFICIAL ZONING MAP, OF SECTION 2-01, ESTABLISHED, OF ARTICLE 1, ESTABLISHMENT OF ZONING DISTRICTS AND OFFICIAL ZONING MAP, OF CHAPTER 2, DISTRICT AND GENERAL REGULATIONS, OF THE CITY OF ORMOND BEACH LAND DEVELOPMENT CODE, BY AMENDING THE OFFICIAL ZONING MAP TO REZONE ONE PARCEL OF REAL PROPERTY TOTALING 18.6± ACRES LOCATED AT 901 AIRPORT ROAD (VOLUSIA COUNTY PARCEL NUMBER: 4238-01-40-0010) FROM I-1, LIGHT INDUSTRIAL, TO SE, SPECIAL ENVIRONMENTAL; AUTHORIZING REVISION OF OFFICIAL ZONING MAP; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: Steven Spraker, Planning Director, (386) 676-3341

9. REPORTS, SUGGESTIONS, REQUESTS

10. ADJOURNMENT

MINUTES

Item #1 – Meeting Call to Order

Mayor Partington called the meeting to order at 7:00 p.m.

Item #2 – Invocation

Pastor Floyd Narcisse, Historic New Bethel AME Church, provided the invocation.

Item #3 – Pledge of Allegiance

Mayor Partington led the Pledge of Allegiance.

Item #4 – Presentations and Proclamations

Item #4A – Sue Bower

Mayor Partington presented Ms. Sue Bower with a proclamation, flowers, and a Key to the City for her work in Congressman Michael Waltz's office as well as prior Congressmen and wished her well in her retirement.

Ms. Bower thanked the Commission for their support and discussed her time with the Congressmen.

Item #4B – Volusia County Schools – Angel Gomez

Mr. Angel Gomez, Volusia County Schools, introduced himself and discussed the first day of school and statistics. He reviewed staffing, meal preparation and transportation. He noted he would be visiting other local municipalities to provide the same information, and stated he would like to attend three Commission meetings a year to provide updates. Mr. Gomez thanked the Commission and provided them with a Volusia County Schools pamphlet.

Commissioner Persis and Commissioner Briley thanked Mr. Gomez for his time.

Item #5 – Audience Remarks

Belvedere Terminals Property Development

Mayor Partington explained there were 27 speakers signed up to speak during the audience remarks portion of the agenda related to the Belvedere Terminals "fuel farm" development. He stated the city had no jurisdiction over the property and requested the

members of the public who speak also speak with the Volusia County Council representatives and requested staff take photos of the turn out to pass along to Volusia County. He requested Planning Director Steven Spraker and City Attorney Randy Hayes provide information on the item before the speakers began.

Mr. Steven Spraker, Planning Director, stated the property was located at 874 Hull Road in unincorporated Volusia County and owned by FEC Railroad. He explained Volusia County had a zoning of I-2, Heavy Industrial, with some A-2, Rural Agricultural, on the western boundary of the property. He noted city staff met with Volusia County staff regarding the use of fuel distribution, including oil and propane, where the Volusia County staff stated the use was permitted by right in the I-2 zoning classification. He stated staff was aware no development application was submitted to Volusia County and was aware of a newspaper publication for the notice of intent to issue an air permit by the Florida Department of Environmental Protection (FDEP). He clarified the city provides utilities to the area. He stated the Site Plan Review Committee (SPRC) had a pre-application meeting with representatives from Belvedere on June 22, 2022 noting the discussion focused on utilities. He clarified there were no applications through the SPRC for utility connections. He stated the city's Comprehensive Plan and Land Development Code contain requirements that connection to utility and annexation was required, and noted as part of the annexation the city was required to provide land use and zoning. He reviewed the recent annexation of Halifax Paving and explained the creation of the I-2 based on the need for a matching zoning to Volusia County.

Mayor Partington inquired if Volusia County had an application; whereby, Mr. Spraker explained Volusia County staff stated there was no application to their development review board. He requested clarification on whether FEC Railroad owned the property; whereby, Mr. Spraker confirmed that was correct.

Commissioner Briley inquired if the property was outside of the Interlocal Boundary Service Agreement; whereby, Mr. Spraker confirmed.

Mayor Partington stated the city had no authority or control over the property and noted the Commission could work on how to help and strategize with those in attendance. He expressed concern for the location and its neighboring properties.

Mr. Randy Hayes, City Attorney, stated the comments made by Mr. Spraker and Mayor Partington were correct. He clarified the property was in Volusia County and zoned for the use and the city had no regulatory authority over an application that may be submitted on any property in unincorporated Volusia County as a matter of law. He noted the concerned residents should also speak with the Volusia County Council as those were the people who would review a submitted application for development. He reviewed the city's legal obligation with annexations. He stated staff was collecting as much information as possible to continue to provide information to the Commission and residents.

Commissioner Briley moved, seconded by Commissioner Persis, to allow all residents who submitted a card to speak at the beginning of the meeting, allowing audience remarks to proceed longer than the designated 30-minute limit.

The motion passed by a voice vote.

Ms. Fran Canfield, 136 Bear Creek Path, stated the Bear Creek community felt there was a clear violation of disclosure noting the June 22, 2022 SPRC meeting. She expressed concerns for the future of Ormond Beach and demanded the Commission do their due diligence, find the property not in the best interest of the community and deny any applications from Belvedere Terminals.

Mr. Alan Cohen, 192 Bear Foot Trail, voiced opposition to the proposed development due to location and safety. He reviewed the cause of major accidents from fuel farms over the past 20 years.

Mr. Jeff Boyle, 614 North Halifax Drive, stated a county permit was granted for the development without a public hearing. He expressed concern for the proximity, traffic, airborne fuel vapors and accidents. He referenced the SPRC meeting and the processes discussed. He requested the city appeal the FDEP permit.

Mr. Anthony Iorlano, 1218 Crown Pointe Lane, expressed concerns regarding quality of life, property values, increased traffic, safety, noise level, location and inquired what the positive impact would be.

Ms. Connie Colby, 108 Roble Lane, indicated her confusion with the annexation and zoning of Halifax Paving. She reviewed the conditional use versus permitted use for the newly created I-2 zoning. She provided the Commission an enlarged aerial photograph of the property and expressed concerns regarding the location.

Mr. Raymond Franzem, 31 Gentle Ben Path, voiced concerns regarding the location, safety, terrorism, and potential accidents.

Mr. David H. Smith, 7 Grackle Lane, objected to the annexation and the city providing utilities to the property noting the risks including ground contamination, vapor, toxic spills, and proximity to the airport and recreation facility.

Ms. Donna Smith, 1066 Shockney Drive, shared her history with the city and concerns regarding developments near her property. She stated she did not feel supported by the government.

Reverend Vincent Brady, 17 Buckskin Lane, reviewed his history with the city and his past experiences with fuel refinery explosions. He expressed concern regarding the safety of residents.

Mr. Jean-Yves Robin, 81 Grizzly Bear Path, indicated he was a chemical engineer who previously worked in a chemical company and reviewed the number of accidents he saw. He noted even with procedures in place accidents would happen.

Ms. Ashley DuFrene, 118 North St. Andrews Drive, stated she was fighting developments for over two years. She expressed concerns regarding location and potential river contamination, and requested the Commission speak on behalf of all the residents against the development.

Mr. Richard Lyon, 14 Moonglow Drive, expressed concerns regarding traffic and proximity to airport and the potential accidents.

Ms. Mary Beth Cunningham, 54 Grizzly Bear Path, wanted the Commission to know how strongly the residents felt about the proposed development. She expressed concerns regarding exhaust, smells, environmental contamination; and noted she planned on going to the county as well.

Mr. Gary Biermann, 115 Bear Creek Path, shared his history with safety and security assessments on refineries. He stated he provided a detailed email to Commissioner Tolland in which he asked she share with the Commission and County Council. He stated independent studies were completed by the county regarding safety, security, traffic impacts and ecological impacts.

Mr. Craig Smith, 3036 Silvermines Avenue, echoed the concerns previously mentioned. He added the county should look at roads and maintenance upkeep from the heavy use by the large trucks. He inquired if a petition could be completed to be presented at the county level; whereby, Mayor Partington stated he anticipated the county to be expecting petitions, signs, t-shirts and more from the concerned citizens.

Mayor Partington stated he texted Volusia County Council member Troy Kent regarding the turnout; whereby, Councilman Kent responded stating he was “totally against it and would be talking about it at the county later in the evening and would rally to get all other Council members with him as it was the wrong location.”

Ms. Robin Flannery, 46 Grizzly Bear Path, stated she understood the city’s hands were tied. She inquired if there was any ground on endangered species and potential sink holes. She requested if the project was approved for there to be mitigating conditions including new roads specifically for the trucks, buffer zones, and taxes or concessions for the two nearby elementary schools.

Ms. Bonnie Gibert, 84 South Beach Street, thanked the Commission for their support. She expressed concerns regarding safety, green space, and air quality.

Mr. Arthur Gibert, 84 South Beach Street Unit 102, shared his experience with three different explosions. He expressed concerns regarding economic impacts, traffic, environment impact, groundwater impacts, heat waves, train wrecks, and tanker truck accidents.

Ms. Nancy Bates, 1 Indian Bear Path, requested the Commission help the residents prevent the property development. She voiced concerns regarding the proximity of the property to her home, home insurance increases, and property values lowering.

Mr. Tom Fitzgibbon, 51 South St. Andrews Drive, reviewed his history with the city and expressed concerns of overcrowding, increased traffic, city provided utilities for Daytona Beach's Avalon Park, well water pollution, jets at the airport, and increased property taxes.

Mr. Joe Will, 78 Emerald Oaks Lane, reviewed his history with the city and expressed opposition to the development. He requested the Commission do something to help prevent the development.

Ms. Cindy Panarello, 102 Bear Foot Trail, stated the residents were relying on the Commission to prevent the development. She stated there was no documentation regarding the positives of the development to the residents and community. She inquired if there were any intervention options available to the Commission.

Mr. J.C. Juanis, 22 Koala Bear Path, expressed concerns regarding the public disclosure of the project and noted his opposition to the project.

Mr. David Bell, 153 Seminole Drive, voiced concerns regarding the tanker trucks, traffic, proximity, and citizen and child safety.

Ms. Sheila Lind, 35 Grizzly Bear Path, expressed concerns regarding the public disclosure of the project, the interstate interchange redesign, property values, and potential accidents. She noted if a train stopped at the property it would block the back exit from the Bear Creek community leaving only one exit in the event of an emergency.

Ms. Lynnette Johnson, 26 Waterbluff Drive, explained concerns regarding over-development, traffic, and issues during special events and flooding. She inquired about the zoning and payment of needed infrastructure.

Ms. Rebecca Mansali, 764 Hope Street, voiced concerns regarding the lack of healthcare resources including medical emergency services, overcrowded hospitals, lack of availability with primary care physicians, and potential increase of cancer. She inquired if the city could purchase the land and what the city could do to help.

Mayor Partington explained the FDEP decision would need to be appealed within 30 days, noting it was filed on August 1, 2023.

Commissioner Briley thanked the residents for speaking and noted he agreed with several of the concerns including traffic, location, and potential airport accident.

Commissioner Briley moved, seconded by Commissioner Sargent, for staff to compose a letter of objection on behalf of the Commission to the FDEP regarding the Air Construction Permit for Belvedere Terminals.

Commissioner Persis agreed with Commissioner Briley and was in favor of opposing the development and to do whatever the city could to stop the development.

Commissioner Tolland explained the impact of those who spoke, thanked Mayor Partington for his remarks, and was pleased the Commission was engaging the Volusia County Council for their support.

Ms. Shanahan stated there was not another Commission meeting before the 30-day deadline and was seeking direction for staff to prepare the letter; whereby, all were in agreeance. Ms. Shanahan stated she would work with Mr. Hayes to draft the letter.

Mayor Partington inquired if the entire Commission should sign; whereby, Mr. Hayes stated the city would look into other avenues and staff would report back at an upcoming City Commission meeting. Mr. Hayes stated if the Commission provided broad general direction to take any and all appropriate action whether administrative or through legal

processes deemed appropriate by the City Attorney and City Manager in their professional opinions they could proceed without a special meeting.

Mayor Partington agreed wanting an appeal of the letter by FDEP also termed as an objection by Commission Briley. Mayor Partington inquired if the Commission agreed with what Mr. Hayes proposed; whereby, all were agreeable.

Call Vote:	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
	Commissioner Persis	Yes
	Commissioner Briley	Yes
Carried.	Mayor Partington	Yes

Commissioner Sargent moved, seconded by Commissioner Tolland, for staff to compose a letter of opposition on behalf of the Commission to the Volusia County Council and all Volusia County legislative delegates including the Governor and Congressman regarding the development of the facility.

Call Vote:	Commissioner Sargent	Yes
	Commissioner Persis	Yes
	Commissioner Briley	Yes
	Commissioner Tolland	Yes
Carried.	Mayor Partington	Yes

Commissioner Tolland moved, seconded by Commissioner Persis, for staff to compose a letter on behalf of the Commission to Belvedere Terminals expressing their concerns regarding the intended use not being at an appropriate location.

Call Vote:	Commissioner Persis	Yes
	Commissioner Briley	Yes
	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
Carried.	Mayor Partington	Yes

Mayor Partington recessed the City Commission meeting at 8:44 p.m.

Mayor Partington reconvened the City Commission meeting at 8:52 p.m.

Item #6 – Approval of Minutes

Mayor Partington advised the minutes of the August 1, 2023, meeting had been sent to the Commission for review and were posted on the city’s website for public viewing. He asked for any corrections, additions, or omissions. He stated hearing no corrections, the minutes would stand approved as presented.

Commissioner Briley moved, seconded by Commissioner Sargent, for approval of the August 1, 2023, City Commission meetings minutes.

The motion passed by voice vote.

Item #7 – Consent Agenda

Mayor Partington advised the actions proposed for the items on the Consent Agenda were so stated on the agenda. He asked if any member of the Commission had questions or wished to discuss any items separately.

Commissioner Sargent requested Items 7D and 7E be pulled from the Consent Agenda.

Mayor Partington requested Item 7I be pulled from the Consent Agenda.

Commissioner Persis moved, seconded by Commissioner Briley, for approval of the consent agenda absent Items 7D, 7E, and 7I.

Call Vote:	Commissioner Briley	Yes
	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
	Commissioner Persis	Yes
Carried.	Mayor Partington	Yes

Item #7D – CPI Rate Adjustment - Athletic Field Maintenance Services

City Clerk Susan C. Dauderis read by title only:

RESOLUTION NO. 2023-130
A RESOLUTION AUTHORIZING A COST OF LIVING INCREASE BASED ON THE CONSUMER PRICE INDEX PURSUANT TO THE AMENDMENT AND RESTATEMENT OF AGREEMENT FOR FIELD MAINTENANCE SERVICES BETWEEN THE CITY OF ORMOND BEACH AND AUSTIN OUTDOOR, LLC D/B/A YELLOWSTONE LANDSCAPE, INC.; AND SETTING FORTH AN EFFECTIVE DATE.

Commissioner Briley moved, seconded by Commissioner Persis, for approval of Resolution No. 2023-130, as read by title only.

Commissioner Sargent inquired about the Commission approving the Yellowstone Landscape, Inc. contract renewal about two months ago and now subsequently reviewing a request for a cost of living increase for items 7D and 7E totaling around \$75,000 and requested the increase be approved simultaneously with the renewal; whereby, Ms. Shanahan stated the vendor was entitled to request the increase per the contract.

Mayor Partington clarified the vendor was entitled to ask; whereby, Ms. Shanahan stated that was correct.

Commissioner Sargent expressed concern for the increase and noted he still had concerns regarding the mulch and weeds in the medians.

Mr. Robert Carolin, Leisure Services Director, explained the increase could not be included with the renewal as the Consumer Price Index (CPI) was calculated at a certain time each year and the contract renewal was before the CPI was officially calculated.

Call Vote:	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
	Commissioner Persis	Yes
	Commissioner Briley	Yes
Carried.	Mayor Partington	Yes

Item #7E – CPI Adjustment for Grounds Maintenance

City Clerk Susan C. Dauderis read by title only:

RESOLUTION NO. 2023-131
A RESOLUTION AUTHORIZING A COST OF LIVING INCREASE BASED ON THE CONSUMER PRICE INDEX PURSUANT TO THE GROUNDS MAINTENANCE SERVICES AGREEMENT BETWEEN THE CITY OF ORMOND BEACH AND AUSTIN OUTDOOR, LLC D/B/A YELLOWSTONE LANDSCAPE, INC.; AND SETTING FORTH AN EFFECTIVE DATE.

Commissioner Briley moved, seconded by Commissioner Persis, for approval of Resolution No. 2023-131, as read by title only.

Commissioner Sargent explained the item was pulled for the same reason as 7D.

Call Vote:	Commissioner Sargent	Yes
	Commissioner Persis	Yes
	Commissioner Briley	Yes
	Commissioner Tolland	Yes
Carried.	Mayor Partington	Yes

Item #7I – FY 2022 Edward Byrne Memorial JAG County-wide Program Funds

Commissioner Persis moved, seconded by Commissioner Briley, for approval of Item 7I, Disposition Item titled FY 2022 Edward Byrne Memorial JAG County-wide Program Funds.

Mayor Partington explained he pulled the item as retired Judge Joseph Will was present and wanted to acknowledge the funding for the SMA Healthcare Adult Drug Court program, noting Judge Will founded the program.

Judge Will expressed his support of the program.

Call Vote:	Commissioner Persis	Yes
	Commissioner Briley	Yes
	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
Carried.	Mayor Partington	Yes

Comments on the Consent Agenda

Commissioner Tolland commented on Items 7D and 7E regarding the landscaping and maintenance, noting she hoped Yellowstone would look into the mulch and see if there were any areas where native ground cover could be utilized instead of mulch recognizing Item 7N as a pilot program for using native ground covering. She provided a brochure for the Florida Friendly Landscape for Communities to Mr. Spraker. She inquired about Item 7J regarding the Information Technology contract and cybersecurity; whereby, Ms. Shanahan stated there were regulations that affected cities and counties differently and noted the city was on track for the 2024 deadline.

Commissioner Persis expressed her support for Item 7G regarding the lighting packages for the police vehicles.

Item #8 – Public Hearings

Mayor Partington opened the Public Hearings.

Item #8A – Bradford Park, Annexation

City Clerk Susan C. Dauderis read by title only:

ORDINANCE NO. 2023-44
AN ORDINANCE ANNEXING SIX PARCELS OF REAL PROPERTY INTO THE CITY OF ORMOND BEACH, SAID PROPERTY LOCATED SOUTH OF PENNSYLVANIA AVENUE, WEST OF PLANTATION OAKS BOULEVARD AND EAST OF INTERSTATE I-95 (VOLUSIA COUNTY PARCEL NUMBERS: 3136-01-09-0001, 3136-01-08-0010, 3136-01-07-0010, 3136-01-01-0021, 3136-01-21-0050, AND 3136-01-01-001A); AND ANNEXING PORTIONS OF THE INDIANA AVENUE RIGHT-OF-WAY, BENTON STREET RIGHT-OF-WAY, AND ROSEMARY STREET RIGHT-OF-WAY; SETTING FORTH ZONING PRIVILEGES AND OBLIGATIONS REGARDING THE PROPERTY; REDEFINING THE TERRITORIAL BOUNDARIES OF THE CITY OF ORMOND BEACH TO INCLUDE THE PROPERTY; REDESIGNATING THE BOUNDARIES OF ZONE 1 OF THE CITY OF ORMOND BEACH TO INCLUDE THE PROPERTY; PROVIDING FOR TRANSMISSION; PROVIDING FOR SEVERABILITY; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

Commissioner Persis moved, seconded by Commissioner Tolland, for approval of Ordinance No. 2023-44, on second reading, as read by title only.

Call Vote:	Commissioner Briley	Yes
	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
	Commissioner Persis	Yes
Carried.	Mayor Partington	Yes

Item #8B – 901 Airport Road, Zoning Map Amendment

City Clerk Susan C. Dauderis read by title only:

ORDINANCE NO. 2023-45
AN ORDINANCE AMENDING PARAGRAPH C, OFFICIAL ZONING MAP, OF SECTION 2-01, ESTABLISHED, OF ARTICLE 1, ESTABLISHMENT OF ZONING DISTRICTS AND OFFICIAL ZONING MAP, OF CHAPTER 2,

DISTRICT AND GENERAL REGULATIONS, OF THE CITY OF ORMOND BEACH LAND DEVELOPMENT CODE, BY AMENDING THE OFFICIAL ZONING MAP TO REZONE ONE PARCEL OF REAL PROPERTY TOTALING 18.6+ ACRES LOCATED AT 901 AIRPORT ROAD (VOLUSIA COUNTY PARCEL NUMBER: 4238-01-40-0010) FROM I-1, LIGHT INDUSTRIAL, TO SE, SPECIAL ENVIRONMENTAL; AUTHORIZING REVISION OF OFFICIAL ZONING MAP; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE.

Commissioner Briley moved, seconded by Commissioner Tolland, for approval of Ordinance No. 2023-45, on first reading, as read by title only.

Mayor Partington stated the Item came with a six to zero Planning Board recommendation.

Call Vote:	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
	Commissioner Persis	Yes
	Commissioner Briley	Yes
Carried.	Mayor Partington	Yes

Mayor Partington closed the public hearings.

Item #9 – Reports, Suggestions, Requests

Condolences

Ms. Shanahan thanked the Commission for their condolences on the loss of the two city employees.

Events and Congratulations

Ms. Claire Whitley, Assistant City Manager, explained there may need to be a special meeting regarding the Tomoka Reserve project and offered September 26, 2023 or September 27, 2023 as potential dates dependent upon the August 21, 2023 Planning Board meeting; whereby the entire Commission was available for both dates. She stated the meeting date would be confirmed at the next City Commission meeting.

Commissioner Briley discussed the events he attended including a Volusia League of Cities dinner and Florida League of Cities (FLC) convention.

Commissioner Tolland congratulated Ms. Bower on her retirement. She discussed the events she attended and upcoming meetings including the FLC convention, Ormond Beach MainStreet (MainStreet), and the Opioid Abatement Task Force meeting. She inquired if there could be a workshop regarding the Cassen Park design; whereby, Ms. Whitley explained Public Works Director Shawn Finley was working with the designers to schedule a meeting to review the final draft in the next couple of weeks, noting then staff would schedule a workshop to bring back to the Commission.

Commissioner Sargent thanked staff for their work on the budget.

Commissioner Persis discussed the events she attended including Ormond Beach Police Officer Gregory Stokes’ retirement, Ormond Beach Chamber of Commerce Business After Hours, and the FLC convention and the meetings she attended while there.

Mayor Partington stated he attended the FLC convention, where he received the Gold Certificate of Excellence, and discussed the meetings he attended. He congratulated Ms. Bower on her retirement. He stated he received a survey from MainStreet and requested the rest of the Commission complete the survey they received.

Commissioner Briley, Commissioner Tolland and Mayor Partington thanked Mr. Spraker and Mr. Glenn Storch for their presentation at the FLC convention.

Bidding Process

Commissioner Briley inquired when the last time the city bid out the insurance brokers for the employee benefits; whereby, Ms. Shanahan stated the insurance broker contract renewed in early September and requires a 90-day notice of cancellation. She stated if

Mayor Partington expressed support for staff to look at the insurance contract and suggested any contracts that were not recently bid on city wide could be re-bid to make sure the city was receiving a fair competitive rate.

Susan Carroll Dauderis,
City Clerk



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:8.A

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	Res./Ord. No:	2023-136
Strategic Goal:	Economic Development - Continue attracting and retaining high-wage jobs and the development of Ormond Crossings		
Department:	Economic Development		
Subject:	Team Volusia Service Contract		
Summary:	This agreement assists in the implementation of the City's Economic Development Strategic Plan by providing a business recruitment program. The primary focus of Team Volusia Economic Development Corporation (TVEDC) is to increase the level of qualified business prospects for the available industrial land and property at the Airport Business Park and Airport, Ormond Crossings Planned Development, and other available private properties throughout the City. Volusia County assists the cities with business retention and expansion initiatives. The TVEDC represents Ormond Beach at trade shows throughout the U.S. and internationally, and provides contact and company names of those that express interest in the City and surrounding areas; operates a countywide interactive website that promotes available properties to site selectors and companies searching for new corporate locations; and creates promotional materials and statistical data for the City and region related to economic development. Over the past year, TVEDC staff has worked closely with the City to promote several sites for business prospects. Follow-up visits and meetings with some of the prospects are anticipated over the coming months. The City has had similar contracts over the past 12 years. The funding formula for municipalities within Volusia is \$.60 per capita. Based on figures from the University of Florida's Bureau of Economic Business Research, the City's population is 44,677, therefore the City's commitment is \$26,806.20. This amount qualifies the City for a seat on the TVEDC Executive Committee, which has greater governance and fiduciary oversight of the TVEDC. Brian Rademacher, Economic Development Director, serves on the Economic Development Practitioners Council.		

Financial Impact:	The \$26,806.20 funding level is included in the Fiscal Year 2023-2024 budget.
Citizen Impact:	This agreement positively impacts the community as it improves the business climate and provides additional capital expenditure and job creation opportunities.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the economic development service agreement for FY 2023-2024 with TVEDC.
Staff Contact:	Brian Rademacher, Economic Development Director, (386) 676-3266
Attachments:	23-136 Team Volusia Service Contract (P23-0149G) 2023-2024 Cooperative Economic Development Agreement
Approval:	Kelly McGuire, Finance Director 8/3/2023 Claire Whitley, Assistant City Manager 8/16/2023 Joyce Shanahan, City Manager 8/28/2023

RESOLUTION NO. 2023-136

A RESOLUTION AUTHORIZING THE EXECUTION OF A COOPERATIVE ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE CITY OF ORMOND BEACH AND TEAM VOLUSIA ECONOMIC DEVELOPMENT CORPORATION; AND SETTING FORTH AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. The Mayor and the City Manager are hereby authorized and directed to execute a Cooperative Economic Development Agreement between the City of Ormond Beach and Team Volusia Economic Development Corporation (TVEDC) for the purposes set forth therein. A copy of said service contract is attached hereto and incorporated herein by reference.

SECTION TWO. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 6th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

COOPERATIVE ECONOMIC DEVELOPMENT AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2023 by and between the City of Ormond Beach, a Florida municipal corporation, hereinafter referred to as "City", and Team Volusia Economic Development Corporation, a Florida non-profit corporation, hereinafter "TVEDC".

WHEREAS 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, when requested by the City, 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 TVEDC; and

WHEREAS, the City Commission of the City of Ormond Beach have agreed to appropriate the amount of **Twenty-Six Thousand Eight Hundred Six Dollars and .20 cents (\$26,806.20)** at .60 cents per capita (Ormond Beach population 44,677 as indicated at www.bebr.ufl.edu/population), in the budget for the fiscal year 2023-2024 to support economic development activities, such sum qualifies the City for a seat on TVEDC Executive Committee.

WHEREAS the City desires to contract with 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 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 TVEDC in order to provide for implementation of the economic and business development program and to ensure accountability for the use of public funds.
2. **Program Funding.** The City shall pay to TVEDC the sum of **Twenty-Six Thousand Eight Hundred Six Dollars and .20 cents (\$26,806.20)** at .60 cents per capita ("City Funding"), 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 payment equal to the City Funding on or before October 15, 2023. The City will receive quarterly reports which details the activities of TVEDC including the revenues and expenses for the period. The City shall contact TVEDC in writing when future funding for TVEDC is discussed at a public meeting.

3. Program Requirements.

- a. TVEDC shall plan, implement and evaluate a program to recruit new businesses to the City; to foster expansion of existing businesses within the City upon the City's request; and in a manner provided herein to forestall the relocation of businesses located in the City to a location outside of Volusia County. TVEDC will not assist the City or any existing business with the City's and/or existing business' attempt to relocate such existing business from any other city or Volusia County who is a member of TVEDC ("Other Governmental Entity"), unless either the City or such business provides TVEDC with written consent for such assistance from the Other Governmental Entity. TVEDC will not assist any Other Governmental Entity or any existing business with such Other Governmental Entity's and/or existing business' attempt to relocate such existing business from the City to any Other Governmental Entity, unless the Other Governmental Entity or such existing business provides TVEDC with written consent for such assistance from the City, which the City may refuse to provide in the City's sole discretion.
- b. It is the desire of the parties that businesses within Volusia County provide stable and rewarding employment for local citizens and that businesses respect the environment, appearance, and well-being of the City. TVEDC shall engage in good faith efforts to foster the goals of diversity and equitable minority participation in its economic development outreach, planning and programming actions. TVEDC shall pursue the goal of full economic participation in actions supportive of the ethnic and racial diversity of the City's community. Except as provided in Section 3.a. above, TVEDC shall disregard boundaries within Volusia County in its program and shall make all reasonable efforts to work with all sectors of local government and the Chamber Alliance, who shall be composed of the executives of several area Chambers of Commerce, in the implementation of its program. TVEDC shall use the funds herein provided for expenditures generally recognized as appropriate for economic and business development purposes. TVEDC shall separately account for use of public funds provided under this Agreement through generally accepted accounting methods. TVEDC shall also provide promotional materials and statistical studies to the City related to economic development.

- 4. Promotional Efforts** TVEDC also agrees to create and maintain a landing page for the City on TVEDC's website providing factual redevelopment/economic development information requested by TVEDC and supplied by the City. The City will timely provide TVEDC with information regarding the City as requested from time to time by TVEDC for inclusion by TVEDC on the City's landing page. In addition, it is hereby agreed that TVEDC in its promotional materials will specifically include positive aspects of the City and, upon request, will provide (a) prospective businesses and industry outside Volusia County's jurisdictional limits and only as contemplated in Section 3.a. above, in Other Governmental Entity jurisdictional limits, and (b) existing businesses and industry inside the City's jurisdictional limits with the latest statistics on the City's growth and desirable features as a place to locate and expand. The City agrees to provide TVEDC with access to whatever information it has available to accomplish this task. Consistent

with the purposes set forth in Paragraph 1 above, TVEDC will promote the City's special districts and all other industrial/commercial sites located in the City.

5. **Fiscal Impact Analysis.** TVEDC will provide professional advice on proposed industrial/commercial sites located in the City and any other future areas deemed important by the City. As part of its scope of services, TVEDC shall perform, at the City's request, a fiscal impact analysis of its recommendation; such analysis shall include but not be limited to:
 - Present cost of direct out-of-pocket City and County incentives if any
 - Cost of tax revenues forgone, if any, plus interest
 - The amount of other tax revenue streams to be collected by the City
 - An estimate of any economic multipliers to be derived based upon a company's local purchases, etc.
 - An estimate of the break-even year
6. **Economic Development Intent** TVEDC's primary focus its effort on job creation and economic development. TVEDC shall actively work with and coordinate its efforts with the City and the Chamber Alliance. The City shall assign a staff member to serve on any of TVEDC Committees as needed and required. TVEDC shall provide the City with an annual report outlining the creation of all jobs within Volusia County and the City.
7. **Report of Operations.** Upon request, TVEDC shall provide the City with a copy of its annual audit performed by an independent certified public accounting firm.
8. **Future Funding.** Nothing in this Agreement shall obligate or commit the City to appropriate any funds in any subsequent fiscal year.
9. **Term of Agreement.** This Agreement shall commence on October 1, 2023 and shall continue in force for a one-year period ending September 30, 2024. In addition, this Agreement may be terminated upon any of the following events;
 - a. Written notice by TVEDC to the City terminating the Agreement with or without cause.
 - b. Written notice by the City to TVEDC of termination of the Agreement for failure or breach of TVEDC to perform its obligations hereunder.
 - c. Approval of a resolution by the City Commission amending the City budget to reduce or rescind the funds provided under this Agreement in accordance with Paragraph 2 above.

Because TVEDC is reasonably likely to have made financial commitments based upon the City Funding received, the effective date of any termination of this Agreement contemplated herein shall be effective thirty (30) calendar days after receipt by the non-terminating party ("Termination Effective Date"). Unless otherwise agreed by the City and TVEDC, upon termination of this Agreement by the City or by TVEDC prior to the end of the Term, TVEDC will reimburse to the City one quarter (1/4th) of the City Funding for each full calendar quarter of the Term remaining from the Termination Effective Date through the end of the Term, with payment being made within ten (10) business days after the Termination Effective Date.

10. Compliance with Florida Public Records Law. Contractor expressly agrees that it shall comply with the public records law provided in Florida Statutes, Chapter 119, and specifically to:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the contracted 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 Chapter 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, at no cost, to the City 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.

(e) Failure of the Contractor to comply with Public Records Law as provided by Florida Statutes, Chapter 119, shall subject the Agreement to termination for cause by the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32174. (386) 676-3331
cityclerk@ormondbeach.org**

Ref: Fla. Stat. §119.0701(2016)

11. Notices. Notices required under this Agreement shall be sent by U. S. Mail, first class, certified return receipt requested, or nationally recognized express document service to the following persons representing the parties:

City:	Joyce Shanahan, City Manager
	City of Ormond Beach
	22 S Beach Street
	Ormond Beach, FL 32174

TVEDC: Keith A. Norden, CEcD
President and CEO
Team Volusia Economic Development Corporation
One Daytona Blvd., Suite 240
Daytona Beach, FL 32114

12. **Indemnification.** 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 performance of its operations under this Agreement.

13. **Amendments.** This Agreement may be amended or modified only by an instrument of equal formality signed by the respective parties.

14. **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 _____ 2023.

CITY OF ORMOND BEACH a Florida Municipal Corporation.

By: _____ Date: _____
City of Ormond Beach, Mayor

Attest: _____ Date: _____
City of Ormond Beach, City Manager

Attest: _____ Date: _____
City of Ormond Beach, City Clerk

Team Volusia Economic Development Corporation, Inc., a Florida not-for-profit corporation

By: Keith Norden Date: July 10, 2023

Title: President + CEO

Attest: Abraham J. Robbins Date: July 10, 2023



City of Ormond Beach

AGENDA ITEM

September 6, 2023 - City Commission

Number:8.B

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	Res./Ord. No:	2023-137
Strategic Goal:	Economic Development - Other		
Department:	Economic Development		
Subject:	Contract Renewal with Ormond Beach Chamber of Commerce		
Summary:	This item requests approval of a one-year renewal of the service contract with the Ormond Beach Chamber of Commerce (Chamber) which currently expires on September 30, 2023. For approximately 35 years, the City has provided varying levels of financial support to the Chamber. The partnership with the City utilizes public funds to provide a variety of programs, events, services, and publications which are vital to enhancing the quality of life for residents. The Chamber initiatives promote economic development, stimulate the local business climate, welcome tourists and new residents, and present a positive image of Ormond Beach. Additionally, the Chamber works closely with the City to accomplish several major annual joint events, including the Mayor's State of the City Address, Ormond Leadership Program, Economic Prosperity Hour bi-monthly meetings, publication of the Doing Business in Ormond Beach Business Guide, and publication of the Ormond Beach Tourism Brochure.		
Financial Impact:	The \$35,000 funding amount is included in the Fiscal Year 2023-2024 General Fund budget.		
Citizen Impact:	The Chamber works closely with the City to enhance the economic development program of business retention, expansion, and recruitment. The funding of the annual contract is a positive impact to the citizens, as it improves the business climate and provides additional capital expenditure and job creation opportunities.		
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the continued financial support and contract with the Chamber.		
Staff Contact:	Brian Rademacher, Economic Development Director, (386) 676-3266		

Attachments:	1. 23-137 OB Chamber Service Agr (P23-0150G) 2. Chamber of Commerce Service Agr (P23- 0150G) 3. 2023_2024 City Service Contract Funding request
Approval:	Kelly McGuire, Finance Director 8/3/2023 Claire Whitley, Assistant City Manager 8/16/2023 Joyce Shanahan, City Manager 8/28/2023

RESOLUTION NO. 2023-137

A RESOLUTION AUTHORIZING THE EXECUTION OF A SERVICE CONTRACT BETWEEN THE CITY OF ORMOND BEACH AND THE ORMOND BEACH CHAMBER OF COMMERCE; AND SETTING FORTH AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. The Mayor and the City Manager are hereby authorized and directed to execute a Service Contract between the City of Ormond Beach and the Ormond Beach Chamber of Commerce, a copy of which is attached hereto and incorporated herein by reference.

SECTION TWO. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 6th day of September, 2023.

BILL PARTINGTON

Mayor

ATTEST:

SUSAN CARROLL DAUDERIS

City Clerk

SERVICE CONTRACT

AGREEMENT made this ____ day of September, 2023, by and between the **CITY OF ORMOND BEACH**, a Florida municipal corporation (“the City”), and the **ORMOND BEACH CHAMBER OF COMMERCE**, a Florida non-profit corporation (“the Chamber”).

WHEREAS, the City is willing to pay public funds to the Chamber in order to accomplish various public purposes, as hereinafter more particularly set forth, and

WHEREAS, the City desires sufficient control over the public funds to be paid in order to comply with the requirements of the law as articulated by the Florida Supreme Court in *O’Neill v. Burns*, 198 So.2d 1 (Fla. 1967) and by the Attorney General of Florida in *Op.Atty.Gen.* 075-221 (July 24, 1975),

NOW THEREFORE, in consideration of their mutual promises made herein, and for other good and valuable consideration, receipt of which is hereby acknowledged by each party, the parties, intending to be legally bound, hereby agree as follows:

1 *Recitals.* The parties agree that the foregoing recitals are true and correct and are incorporated herein by reference and are part of this Agreement.

2. *Term.* This Agreement shall become effective on October 1, 2023 and shall continue in effect through and including September 30, 2024. Thereafter, this Agreement may be renewed for additional one (1) year periods based upon the City’s fiscal year, which fiscal year begins on October 1 of each given year and ends on September 30 of the following year.

3. *Responsibilities of the Respective Parties.*

a. *The Chamber shall be responsible for the following:*

i. prepare and update (or obtain from other sources) the City of Ormond Beach's visitor attraction guidebooks, area maps, economic development materials, real estate brochures, tourism publications, and school information;

ii. distribute the materials described in ¶(3)(a)(i) at the Chamber's public Welcome Center; *via* telephone, mail, and personal requests by the general public; and to the five (5) State of Florida Welcome Centers at the state boundaries;

iii. answer the public's walk-in, telephone, and mail inquiries about the Ormond Beach area;

iv. be open for business from 9:00 a.m. until 5:00 p.m., Monday through Friday, exclusive of legal holidays, special Chamber events and meetings, and modified summer hours;

v. provide, in cooperation with the Central Florida Better Business Bureau, mediation and referral services for consumer complaints against businesses licensed to operate within the corporate limits of the City;

vi. provide semi-annual reports, due on March 31 and September 30 of each year, to the City, which reports shall summarize the number of requests for visitor/relocation information, better business inquiries, community/social events, and miscellaneous requests, the types of business complaints received, and the disposition of the complaints. The annual estimated number of inquiries, by category, is indicated by the number in parenthesis;

vii. maintain a Small Business Partnership with VISIT FLORIDA. The State's official tourism marketing corporation that serves as Florida's official source for travel planning to visitors; and

viii. provide and maintain a public information website www.ormondchamber.com. In addition, the Chamber owns three website domains www.Visitormondbeach.org, www.visitormond.com and www.northeastvolusiachamber.com. The Chamber website is a resource for information about Ormond Beach visitors, residents and the business community.

b. *The City:* The City shall pay to the Chamber the total sum of thirty-five thousand and 00/100 dollars (\$35,000.00), in a single payment, within ten (10) days of the date of execution of this Agreement by both parties.

4. *Board Appointment.* The Mayor shall be appointed as an honorary director of the Chamber's Board of Directors. The City Manager shall serve as the City's liaison to the Board of Directors of the Chamber, in accordance with the Charter and By-Laws of the Chamber. Both Mayor and City Manager or his designee shall have all rights to participation except for the right to vote.

5. *Termination of Agreement.* Either party may terminate this Agreement, without cause, upon giving the other party at least sixty (60) days' prior written notice of the intention to terminate this Agreement.

6. *Relationship of Parties.* Neither the City, including any of its elected or appointed officers, employees, agents or other representatives, nor the Chamber, including any of its directors, officers, employees, agents or other representatives, are the employee, agent, or other representative of the other party, and all activities performed by either party pursuant to and in furtherance of this Agreement, whether directly or indirectly related to this Agreement, shall constitute the separate and independent act of the respective party performing such act.

7. *Liability and Indemnification.* The Chamber shall fully defend, indemnify, save, and hold the City, including its elected and appointed officers, employees, agents, and other representatives, harmless from and against all suits, action, claims, proceedings, demands, or liability of any nature whatsoever, including attorney's fees through and including all appeals, arising from any injury, loss, or damage to any person or property, which is directly or indirectly caused by or results from any act or negligence of the Chamber, including its directors, officers, employees, agents and other representatives.

8. *Miscellaneous.* The Chamber shall:

- a.** obtain and maintain at its sole expense, all applicable licenses, permits and certificates which are necessary to discharge The Chamber's duties under this Agreement;
- b.** be solely responsible for paying all costs relative to the discharge of its duties under this Agreement, except as otherwise indicated herein; and
- c.** comply with all applicable federal, state, and local laws, rules, and regulations.

9. *Assignment.* Neither this Agreement nor any part thereof may be assigned to any other person or entity without the prior written consent of the City Commission of the City and the Board of Directors of the Chamber.

10. *Sovereign Immunity.* The City expressly retains all rights, privileges, immunities, and benefits of sovereign immunity. This provision shall be construed broadly in favor of the City.

11. *Complete Agreement.* This Agreement constitutes the entire and complete agreement by and between the parties, and the promises and covenants herein contained shall survive the life of this Agreement.

12. *Amendments.* This Agreement may not be amended unless such amendments are reduced to writing and approved by the City Commission and by the Board of Directors of the Chamber, and signed by both parties.

13. *Compliance With Florida Public Records Law.* Contractor expressly agrees that it shall comply with the public records law provided in Florida Statutes, Chapter 119, and specifically to:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the contracted 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 Chapter 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, at no cost, to the City 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.

(e) Failure of the Contractor to comply with Public Records Law as provided by Florida Statutes, Chapter 119, shall subject the Agreement to termination for cause by the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32174
(386) 676-3331
CITYCLERK@ORMONDBEACH.ORG**

Ref: Fla. Stat. §119.0701(2016)

IN WITNESS WHEREOF, the parties have signed this Agreement as of the day and year first above written.

Witnesses:

CITY OF ORMOND BEACH, a Florida
municipal corporation

Signature: _____
Print: _____

By: _____
BILL PARTINGTON
Mayor

Signature: _____
Print: _____

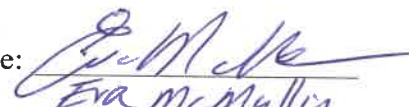
Attest: _____
JOYCE A. SHANAHAN
City Manager

Witnesses:

**ORMOND BEACH CHAMBER OF
COMMERCE, INC.**, a Florida corporation

Signature: 
Print: ROBERT MACKLIN

By: 
DEBBIE COTTON
President and Chief Executive Officer

Signature: 
Print: Eva McMullin

Attest: 
Mary Jo Allen
Chair



MEMORANDUM

July 30, 2023

- **TO:** Joyce Shanahan
(City Manager – City of Ormond Beach) cc: file
- **FROM:** Debbie Cotton
President/CEO – Ormond Beach Chamber of Commerce
- **SUBJECT:** Service Contract Report

Mission Statement

- To serve the community by advocating for businesses, developing leaders and promoting economic growth.

General Points About the Chamber

The Ormond Beach Chamber works to improve the business environment in Ormond Beach by advocating policies that encourage business success while respecting the interests of residents and the natural environment. The Chamber helps small businesses succeed and grow through participation in our networking opportunities, publications, high-traffic website, distribution of brochures at the Visitor Information Center, and more. Chamber members share their business knowledge and experience on a variety of committees which provide further benefit to the community.

- The Ormond Beach Chamber of Commerce assures businesses joining the chamber they are investing in a 501(C)6 not-for-profit corporation whose revenues are utilized for business and public good and not personal gain. In addition, standard procedures/policies and best practices are in place. The Chamber shall observe all local, state and federal laws which apply to Nonprofit organizations defined in Section 501(c)(6) of the Internal Revenue Code.
- The Ormond Beach Chamber is governed by a volunteer Board of Directors. It is nonpartisan and nonsectarian, and takes no part in nor lends its influence, either directly or indirectly, to the nomination, election, or appointment of any candidate for office in the City, County, State, or Nation. Chamber funds are limited to Chamber projects, which advance the commercial, residential, industrial, civic, and general interests of the City of Ormond Beach as provided for in the Articles of Incorporation and By Laws. No funds are otherwise distributed.

- Ormond Beach Chamber of Commerce is a Certified Plus Chamber, designation was awarded in 2019 by the Florida Association of Chamber Professionals. The certification is awarded to top chambers in the state of Florida for their outstanding achievement and dedication to the industry. The Certified Plus Designation is given to chambers that score an 86 or above during the judging process and recognize chambers that have met high standards such as excellence in organization management, service intent and capacity, professional administration, financial management and marketing/public relations. Certified Plus Chambers also strengthened free enterprise by protecting the business environment.

Ormond Beach Chamber of Commerce Service Contract Responsibilities

The Ormond Beach Chamber of Commerce and the City of Ormond Beach has entered into an agreement to provide the following services:

- Prepare and update (or obtain from other sources) the City of Ormond Beach's Business Annual Visitor Guide & Chamber Membership Directory Publication, bi-annual Area Map, Economic Development Materials such as the Bi-Annual "Doing Business in Ormond Beach" publication, real estate and other business brochures, and school information.
- Distribute/display/convey above materials at the Chamber's public Visitor's Welcome Center, via telephone, mail, e-mail, and internet, personal requests by the general public.
- Maintain a Small Business Partnership with VISIT FLORIDA. The State's official tourism marketing corporation that serves as Florida's official source for travel planning to visitors.
- Provide and maintain a public information website www.ormondchamber.com. In addition, the Chamber owns three main website domains. www.Visitormondbeach.org, www.visitormond.com and www.northeastvolusiachamber.com The chamber website is a resource for information about Ormond Beach visitors, residents and the business community.
- Answer/assist the general public's walk-in, telephone, e-mail, internet and mail inquiries about Ormond Beach and the surrounding area.
- Maintain open business hours from 9:00 a.m. to 5:00 p.m., Monday through Friday. Summer hours are 9:00 a.m. to noon to accommodate the seasons. Exclusive of legal holidays, special chamber events and meetings.

- Provide, in cooperation with the Central Florida Better Business Bureau, as a referral service for consumer complaints against businesses licensed to operate within the corporate limits of the city.
- Provide reporting to the city, summarizing the number of requests for visitor/relocation information, better business inquiries, community/social events, and miscellaneous requests.

Benefit to City of Ormond Beach Residents/Businesses

The Ormond Beach Chamber of Commerce serves the residents, as well as the businesses, of our city by engaging in a variety of economic development programs designed to:

- Increase wealth and prosperity for residents.
- Ensure job opportunities for residents.
- Expand the tax base of the City of Ormond Beach to provide greater services and reduce the financial burden on residents.
- Improve the quality of life of residents by increasing the standard of living.
- Ensure a bright economic future for the city.
- Be a total business and community resource.
- Located on one of the busiest roads in Volusia County, our location provides countless opportunities for visitors and new residents. The Ormond Beach Chamber of Commerce serves as the official visitor center for Northeast Volusia County and works with the Daytona CVB, increasing our reach and effectiveness in representing the City of Ormond Beach as a vacation and business destination. The Chamber also partners with VISIT Florida, the State of Florida's official tourism marketing corporation. The Chamber's partnership provides access to VISIT Florida's extensive tourism marketing resources.
- The Ormond Beach Chamber operates as a distribution center for a host of publications including a Visitor's Map, Membership Directory (which includes Ormond Beach history, demographics, school information, economic development information), Doing Business in Ormond Beach publication, club & organization lists, street maps, City of Ormond Beach publications and several additional brochures and information highlighting and promoting Chamber members. Information and brochures are provided at no charge to our visitors and members.

- The Chamber works with the Cities GIS Department to produce the Ormond Beach Map every 18- 24 month.
- The Chamber accepts requests for information through the mail, walk-in traffic, telephone, e-mail, through the Chamber website www.ormondchamber.com. The chamber has a page on the website for individuals to request information 24/7 <http://business.ormondchamber.com/info/> .
- The Chamber updates and shares information on our Facebook page daily with up-to-date alerts that are relevant to our residents, visitors and businesses. To date we have over 6,000 followers. <https://www.facebook.com/ormondchamber/> . Other Social media channels include:
 - **Instagram:** <https://www.instagram.com/ormondbeachchamber/>
 - **LinkedIn:** <https://www.linkedin.com/company/ormond-beach-chamber-of-commerce/?viewAsMember=true>
 - **YouTube:** <https://www.youtube.com/channel/UCgWHdFDL8QvEAYCSvXnj6NA>
 - **Ormond Beach take out, delivery and curbside Pickup Facebook group**
- The Ormond Beach Chamber of Commerce represents about 650 business members and indirectly benefits the 2,124 licensed businesses (City BTR) and 21,000 labor force reported by the Florida Department of Economic Opportunity in 2020. We strive to serve over 43,000 residents of Ormond Beach according to the US Census, through the above programs and promotion of “business,” as well as through a myriad of Chamber hosted events and programs/initiatives.
- The Chamber receives a weekly list of new business license that contains on average 15 new BTR. Staff reaches out to each to introduce the chamber and our services to the business community. 52 weeks x average 15 new BTR= 780 phone calls per year by chamber staff.
- The Chamber continues to remain a resource to our businesses/residents and is very active in communicating information to the public prior to and after a natural disaster or a public health pandemic.

Other Chamber Activities of Benefit to Members, Residents and Businesses:

- Monthly Networking Business After-Hours which showcase a host venue business and provide connectivity for members of the business community. This event is open to all businesses in the community and held on the 2nd Wednesday of each month from 4:30 to 6:30 pm. This timeline allows our business members to attend the event and still be home with their families earlier in the evening.

- The annual “**Leadership Ormond Beach Program**” graduated class XIX (19) in May 2023, the program is 9 half-day sessions. Leadership Ormond Beach program initiated by the Ormond Beach Chamber of Commerce is designed to increase awareness of our community, city and educational services and, to provide a forum for emerging community leaders. The classes average around 25 business and community members each year. Class XX (20) will begin in March of 2024.
- The Chamber graduated the first **Youth Leadership Class** in November of 2022. **Class 2** will begin in August of 2023 and consists of 22 students from Seabreeze High School and Father Lopez High School. The Youth Leadership program is designed for 8 afternoon sessions on early release days.

Sessions to include Reaction Course, Health & Wellness, Government, Public Safety, Historical Day, Economic Development and Graduation. This program introduces students to all different career opportunities in our community and allows them to learn more about Ormond Beach.

- Four established Networking Groups comprised of Business Owners and representatives, formed for the purpose of generating local Business to Business and Chamber Member to Chamber member leads, referrals and doing business locally. All four groups meet at the chamber office and utilize the Chamber’s audio-visual equipment for presentations.
- The Ambassador Committee consists of 16 chamber members who attend and represent the Chamber at various functions including, but not limited to, ribbon cuttings, grand openings, member visitation, city events and special events. Ribbon cuttings are held on Thursday afternoons at 4:00 PM and are listed on the chamber’s calendar on our website, promoted on our Facebook page and promoted in the Ormond Beach Observer newspaper each week.

The Ambassador committee reaches out to the business community monthly by welcoming new members and visits renewing members when appropriate.

- In 2022 the Chamber conducted 13 new business Ribbon Cutting Ceremonies.
 - 2023 Ribbon cuttings to date, as of August 2023: 11
- The Ormond Beach Chamber has partnered with Halifax Health to host bi-monthly **Economic Prosperity Breakfast** forum. The Chamber fully supports the forum which brings community leaders, business owners and government officials together. We continue working with the City’s Economic Development Director to present to our members various challenges and/or viewpoints facing the local business community, demographic market shifts, and economic diversification and to recognize our local business leaders. This event is open to all businesses in the community.

- The 2023 calendar includes 6 events on the 3rd Wednesday in February, April, June, August, October and (December event will be the first Wednesday) of 2022. Three of which are on-site events at Halifax Health, CO2 Meter and Super Petrel.
- The Chamber's Education Committee continues to focus on our teachers through the **Teacher of the Quarter Awards and end of the year luncheon**. The chamber has coordinated this program for 20+ years.
 - The Chamber continues to recognize our teachers in the following schools: Seabreeze high, Beachside Elementary, Ormond Beach Elementary, Ormond Beach Middle, Pine Trail Elementary, Pathways Elementary, Hinson Middle and Tomoka Elementary Schools.
 - TOQ Annual Luncheon is held at the end of each school year and hosted at an Ormond Beach restaurant. The chamber invites all 36 teachers and school principals we have recognized throughout the year to a nice lunch with their peers to once again thank them for shaping our future leaders. The Chamber also invites the Mayor and our Volusia County School Board members, District 4 and OBCC Board members.
- 2023 is the 8th year the Chamber offered the **Rob Ridder Scholarship** to Volusia County High School seniors that are children of Ormond Beach Chamber members. To date the chamber has awarded 43 scholarships for a total of \$43,000. Scholarships are based on community activity, GPA and financial need. Our chamber continues to raise funds to distribute \$1,000.00 (one-time) scholarships.

The committee conducts interviews with each candidate during the months of April & May and this year (2023) selected 8 recipients. 4 - Seabreeze High School, 2- Spruce Creek High School, 1- DeLand High School and - Flagler/Palm Coast High School. Board members attended Seabreeze high school's award ceremony to present the award checks to the students and the remaining 4 checks were presented checks at the May Board of Directors meeting at the Chamber.

- The Government Affairs Committee works on behalf of our businesses to advocate for businesses and will take up issues locally or statewide. We have signed support letters with the Florida Chamber to support initiatives that effect our business community.

Committee Description: The Ormond Beach Chamber of Commerce Government Affairs committee (known as GA committee) takes a proactive approach in addressing local, state and national issues important to the Chamber and its mission of our membership and business community. This committee works to understand issues of interest to the businesses in the Ormond Beach and Volusia County area and to educate and communicate issues to the chamber members and community

leaders.

Governmental Affairs Mission Statement: Identify and monitor legislative activity by promoting Public Policy in our state, region and city that affect the economy and culture of the Ormond Beach area.

- **Workforce Committee** – launched in January 2023, in line with our Strategic Plan the Chamber has proudly established a dynamic Workforce Committee this year. Our mission is to attract, grow and train the workforce to support Ormond Beach’s current and future business needs.

Our key responsibilities include:

1. Crafting and executing innovative workforce development programs and dynamic training initiatives.
2. Analyzing the local labor market to identify trends and skill gaps for targeted actions.
3. Collaborating closely with local community partners to align programs seamlessly with specific business needs.
4. Advocating for workforce-related policies and legislation that elevate the local workforce landscape.
5. Unlocking the workforce’s voice through data-rich surveys, guiding our actions with precision.
6. Equipping business with invaluable resources and guidance to help address workforce challenges.
7. Creating an atmosphere of networking opportunities and peer learning among businesses to foster knowledge exchange.

Together, the committee aims to support business in attracting and retaining skilled talent while contributing to the overall economic growth and prosperity of the Ormond Beach community. We are committed to fulfilling this mission through dedicated efforts and collaborative partnerships.

- **BOSS program: Business Owners Sharing Solutions** – This program is one of our mission driven programs. BOSS is a bi-annual, educational platform for the business community and promotes professional development. This program features a four-person panel of experts from the chamber membership that have expertise in business topics, some of our past topics have been:
 - How to Set Goals
 - How to be an Effective Leader
 - How to Network and Build Relationships
 - How to give amazing Customer Service
 - How to enhance your social media Presence

- Chamber President, Debbie Cotton serves as the Treasurer for the Volusia County Alliance. The Alliance is a non-profit organization, with a focus on public education, existing industry expansion, new business recruitment and job creation for the citizens of Volusia County and all her cities. The Alliance consists of all 7 chambers in Volusia County. We are partnering together to connect, inspire and grow our business community. Each year the Alliance hosts a Mega Mixer, which combines a business expo and a business after-hours. This annual event offers chamber members from all our chambers the chance to display and advertise their products and service to a large number of potential customers. Typically, we have over 100 vendors and 500 in attendance.
- The Chamber maintains an informative, functional website which contains over 1,000 links to local businesses, city services, county information, etc.
 - 2022 - Business Member Page hits- 82,104 & Member search hits – 196,642
 - 2023 - January to June:
 - Member page hits – 67,908 & Member search hits - 131,821
 - Member page hits- An increase of \$114% over same time January to June 2022.
 - Member search hits- an increase of 35% over the same time January to June 2022.

The Chamber is undergoing a website design refresh and should be ready to launch in September of 2023.

2023 Established Signature Events:

2022

- January 28th - Annual Installation/Awards Banquet- Hard Rock Hotel, DB
- March 24th - Women2Women Spring Luncheon- Hard Rock Hotel, DB
- April 28th - 54th Annual Mayors Golf Tournament, Halifax Plantation
- June 8th - Chamber Alliance Mega Mixer (Multi chamber business expo)
- August 30th - Morning, Mix & Mingle, Oceanside Country Club
- September 12th - Nine & Dine, LPGA Golf Club
- October 10th State of the City Luncheon, Oceanside Country Club
- November 2nd Women2Women Fall Seminar & Luncheon, Hard Rock Hotel, DB

2023 Recurring events/programs

- 2nd Wednesday Monthly Business After-Hours
- Quarterly- Chamber, Coffee, Connect (New Member Orientation)
- Weekly Ribbon Cuttings for New Business
- Bi-Monthly Economic Prosperity Hour events
- Bi- Weekly Net Group meetings for 4 groups

Visitor Center Update:

- The Chamber invested \$35,000 in capitol improvements to the building in July 2022 with \$25,000 in new flooring and \$10,000 in new board room furniture.
- In the 4th quarter of 2023 or 1st quarter of 2024 the chamber will be replacing the air conditioning system, a \$13,000 investment.
- The Chamber and Visitor Information Center at 165 W. Granada Boulevard, presents a positive public image of Ormond Beach to tens of thousands of people each year. Our full-time staff welcomes thousands of visitors and hundreds of new residents to Ormond Beach each year. The Chamber distributes publications, handles better business services, and works on a host of community projects.

Visitor/Inquiry tallies for the period indicated below:

<u>2022-2023</u>	Oct.	Nov.	Dec.	Jan.	Feb	Mar	April	May	June	July	Aug	Sept	Totals
<u>Walk ins</u>	120	99	167	166	189	140	195	209	180				1465
<u>Telephone</u>	196	98	138	204	166	193	85	98	100				1178
<u>Totals</u>	316	197	305	370	355	333	280	307	280				2743

<u>2021-2022</u>	Oct.	Nov.	Dec.	Jan.	Feb	Mar	April	May	June	July	Aug	Sept	Totals
<u>Walk ins</u>	230	240	153	404	231	291	164	129	108	113	206	119	2388
<u>Telephone</u>	266	278	160	303	97	221	209	233	112	198	145	105	2327
<u>Totals</u>	496	518	313	707	328	512	373	362	220	311	351	224	4715

Summary: The Chamber has had over **600 email/web inquiries** from January to June of 2023 for visitor and relocation information. The Chamber has 4 full-time staff that are working with businesses and visitors daily. Our season trends to fall and winter for visitors, snowbirds and relocation inquiry. We typically are very slow in the summer months (May- September) with walk-in traffic and phone inquiries. The Annual Visitor Guide & Membership Directory is our main tool for visitors and people wanting to relocate to our area, we print and distribute 1500 copies a year.

2022– 2023 Highlights

- 2022 – 113 new members.
 - 2023 – 59 New members to date 07/30/2023
 - 2022 Retention Rate 85%, down 2% from 2021
 - Members to date (06/30/2023) – 648
 - Member locations: 563 businesses located in Ormond Beach
-
- 2023- the Annual 2023-2024 Visitors Guide & Membership Directory was completed and received in June 2023. This publication features all the chamber members, city information for relocation and tourist information. This is distributed to all chamber members, HOA's, city staff and anyone looking for information on our business community. The chamber prints 1,500 copies. A digital flipbook is available on the front page of the website to allow our guests to use our business members.
 - 2023-2023 Media partnerships include the following media outlets: Money Pages, Ormond Beach Observer to showcase current or upcoming Chamber activities and new members.
 - 2023 - The new visitor street map is being updated in summer of 2023 and will be delivered in 4th quarter 2023 and the chamber has over 5,000 copies to provide visitors as they come to the office. The map is updated every 18 months
 - 2023 - Doing Business in Ormond Beach publication will be published in 4th quarter of 2023. DBIO won a Communications Award at the Florida Association of Chamber Professionals Annual Conference in September 2022. This publication is a partnership between OBCC and Ormond Beach's Economic Development Department to help new or relocated business be successful in Ormond Beach.
 - The Chamber's electronic newsletter, "The Chamber Insider" is sent out weekly on Fridays with a distribution to over 2,700 businesses, with an average open rate of 42% open rate, up 82% from 2022. The newsletter features chamber events, community events and member highlights. The Chamber continues to enhance our visibility with information provided through our website, consistent with Social Media presence.
 - Social Media is where we find most people follow us with news and chamber updates. Facebook is our main channel with 6.7K followers, other channels include: Instagram, you tube and Linked In.
 - The Chamber continues the "Partnership" Program. The Chamber and Business Members entered into an annual agreement for overall sponsorship/advertising/consistent exposure throughout the year. This program

continues to grow with the addition of 2 new partnerships as of June 30, 2023, this brings us to 26 business partners.

COMPLIANCE WITH FLORIDA PUBLIC RECORDS LAW

Contractor expressly agrees that it shall comply with the public records law provided in Florida Statutes, Chapter 119, and specifically to:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the contracted 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 Chapter 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, at no cost, to the City 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.

(e) Failure of the Contractor to comply with Public Records Law as provided by Florida Statutes, Chapter 119, shall subject the Agreement to termination for cause by the City.

The above report is a synopsis of all the services, programs, functions, events the Chamber has performed.

We respectfully request consideration for an Annual Contract Amount requested by Ormond Beach Chamber of Commerce for 2023-2024: **\$ 35,000.00**

This requested amount is an increase over last year, a 9% increase over last year and will offset cost of capital improvements made to the Visitor Center in 2022 and 2023.

The Ormond Beach Chamber of Commerce respectfully submits this request for renewal of contract services, to the City of Ormond Beach, for consideration during its budget preparation process. The requested amount represents approximately 14% of our operating budget.

Thank you for your consideration in allowing us to continue to provide high quality services to the business community and to those who visit our City and relocate here.

If any additional information is required, please do not hesitate to contact me directly.

Respectfully submitted,

Debbie Cotton

Debbie Cotton, FCCP, IOM
President/CEO
Ormond Beach Chamber of Commerce



2022 YEAR IN REVIEW

650
MEMBERS

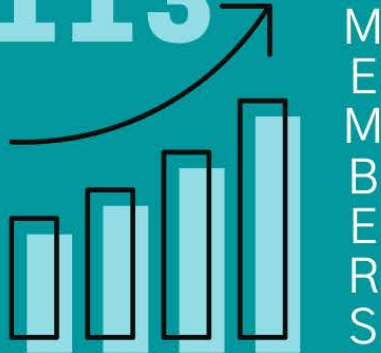


RETENTION
RATE

85%



113 NEW
MEMBERS



CHAMBER
PARTNERS



PLATINUM **3**

GOLD **2**

SILVER **8**

BRONZE **11**

RIBBON
CUTTINGS

13



47,300

VISITORS
(WALK-INS, CALLS,
INQUIRIES)



EVENT
ATTENDEES

3,200+



COMMUNICATION IS KEY



32%

NEWSLETTER
OPEN RATE



51,302

PEOPLE
REACHED



8,668

SOCIAL
MEDIA
FOLLOWERS



2700+

NEWSLETTER
SUBSCRIBERS

THANKS TO OUR MEMBERS FOR A WONDERFUL YEAR!



STRATEGIC PLAN

STRATEGIC | RESPONSIVE | COLLABORATIVE

MISSION

The mission of the Ormond Beach Chamber of Commerce is to serve the community by advocating for businesses, developing leaders and promoting economic growth.

VISION

The Ormond Beach Chamber of Commerce is recognized as the resource businesses rely on to connect and thrive.

VALUES

Branding, Relevance, Advocacy, Leadership and Support



Membership Development & Engagement

- Build our Chamber Brand around "invest" vs "join".
- Review annually that our value proposition connects with member needs.
- Educate members on Chamber mission and value points of investment beyond events.
- Review and implement updated membership tiers and investments to encompass diverse business types.

Workforce/ Education Development

- Create an Education/Workforce committee.
- Expand scholarship opportunities.
- Strengthen the Chamber Brand outside of our membership with community strategic partners.
- Establish a 501C3 Foundation.

Advocacy Development

- Revitalize Government Affairs committee.
- Be an educational resource for public policy and advocacy.

Event Development

- Focus on mission driven events, determine the benefits of each event for members and Chamber. quality vs. quantity.
- Conduct event audits annually.

2022-2025 Strategic Goals

To jumpstart our path forward, the Chamber Board has identified these foundational priority areas. This plan will and should adjust as our economic conditions dictate agility.



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:8.C

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	Res./Ord. No:	2023-138
Strategic Goal:	Quality of Life - Complete Doug Thomas Way		
Department:	Public Works - Engineering		
Subject:	Bid Award - Doug Thomas Way Extension		
Summary:	This is a bid award for the construction of the Doug Thomas Way Extension project. A critical enhancement to the Ormond Beach Sports Complex, the Sport Complex Loop Road (Doug Thomas Way) was conceptualized in the 2005 Parks & Recreation Master Plan Study completed by Wood + Partners, Inc. In this study, a need was highlighted for improvements that not only enhanced the entry experience to the Sports Complex, but also provided for better vehicular circulation within the facility, improved parking for visitors, and allowed for improvements to storm drainage. This looped road will allow bikers, walkers and joggers to exercise within the confines of the park, and allow visitors of the park access to all amenities within the park without leaving the park. The design for the Doug Thomas Way Extension consists of extending the existing road approximately 2,150 ft to the East and South, making the connection near the Hull Road front gate which will allow entry to the park without traveling through the industrial properties that line Hull Road. The project will also construct an access/service road of approximately 350 linear feet to the existing City maintenance building. This project has been fully permitted through the St. Johns River Water Management District. On July 17, 2023, bids were opened, and five bids were received, ranging from \$1,426,806.91 to \$908,015 for Doug Thomas Way and the Service Road. An alternate was also included in this bid that provided for the service road to be constructed of concrete rather than asphalt; staff is not recommending award of the alternate with this action. The low bid in the amount of \$908,015 from Halifax Paving, Inc. of Ormond Beach, FL. is over the original engineer's estimate of \$792,000. Volusia County has witnessed two consecutive years of asphalt price increases accounting for this cost increase.		

Financial Impact:	Per the 2021-22 Capital Improvement Plan, funding for the Doug Thomas Way Extension project is available from Fund 308-Transportation in the amount of \$792,000. A budget amendment would be required for the additional \$116,015 to award this bid.
Citizen Impact:	This project will greatly improve the interconnectivity and usability of the park. Disruption to OBSC during construction is anticipated to be minimal.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends award of the bid for the Doug Thomas Way Extension project, bid number 2023-22, to Halifax Paving, Inc., at the contract amount of \$908,015.
Staff Contact:	Alex Schumann, City Engineer, (386) 676-3302
Attachments:	1. 23-138 Doug Thomas Way Ext-Halifax Paving (P23-0142G) 2. Halifax Paving Bid 3. BID 2023-22 Signed Bid Tabulation
Approval:	Kelly McGuire, Finance Director 8/22/2023 Claire Whitley, Assistant City Manager 8/29/2023 Joyce Shanahan, City Manager 8/30/2023

RESOLUTION NO. 2023-138

A RESOLUTION ACCEPTING A BID FROM HALIFAX PAVING, INC. FOR CONSTRUCTION SERVICES REGARDING THE DOUG THOMAS WAY EXTENSION PROJECT, UNDER BID NO. 2023-22; AUTHORIZING THE EXECUTION OF A CONTRACT AND PAYMENT THEREFOR; REJECTING ALL OTHER BIDS; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City advertised for bids (Bid No. 2023-22) for construction services regarding the Doug Thomas Way extension project (“the Project”) pursuant to section 2-300, *Code of Ordinances*, and

WHEREAS, the City's professional staff have reviewed the bids received and have determined that the bid submitted by Halifax Paving, Inc. with a base bid for the Doug Thomas Way extension in the amount of \$758,090.00, plus a bid for the service road extension in the amount of \$149,925.00, plus a bid alternate in the amount of \$13,760.00, for a total bid amount of \$921,775.00 (a copy of which is attached hereto and incorporated herein by reference) is the lowest responsible and responsive bid, and

WHEREAS, Section 2-300(i), *Code of Ordinances*, provides that a bid may be accepted or rejected, in whole or in part, and

WHEREAS, the City's professional staff have determined that the bid alternate will be deleted from the underlying bids, and

WHEREAS, the City's professional staff recommend awarding the bid to Halifax Paving, Inc. for the base bid and the service road extension bid for a total bid award of \$908,015.00, and

WHEREAS, the City Manager has certified that funds for the Project will be appropriated to the credit of the Transportation Fund (308) and will not be appropriated for any other purpose, and

WHEREAS, the City Commission concurs with the foregoing recommendations, now therefore,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. The bid submitted by Halifax Paving, Inc. to perform the Project at a total cost not to exceed \$908,015.00 is hereby accepted.

SECTION TWO. All other bids relative to the aforescribed Project shall be deemed rejected upon the execution of a contract with Halifax Paving, Inc.

SECTION THREE. The Mayor and the City Manager are hereby authorized and directed to execute a contract with Halifax Paving, Inc. for the performance of the Project at the said price, and to pay the cost thereof from the Transportation Fund.

SECTION FOUR. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 6th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

DOUG THOMAS WAY EXTENSION

Bid No. 2023-22



City of Ormond Beach

Project Manual

PREPARED BY:

UPHAM, INC.

**265 Kenilworth Avenue
Ormond Beach, FL 32174**

SECTION 00300

BID

CONTRACTORS NAME HALIFAX PAINTING, INC. LICENSE NO. CGC1510308

PROJECT IDENTIFICATION:

DOUG THOMAS WAY EXTENSION

CONTRACT IDENTIFICATION AND NUMBER:

Bid No. 2023-22

THIS BID IS SUBMITTED TO:

(Name and Address of Owner)

City of Ormond Beach
22 South Beach Street
Ormond Beach, Florida 32174

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

2. BIDDER certifies that he has investigated the requirements to do business in the jurisdiction where the project is located, and that he is either qualified to do business or will obtain such prequalification prior to award of the contract.

3. BIDDER accepts all of the terms and conditions of the Instructions to Bidders (Section 00100) including, without limitation, those dealing with the disposition of Bid Security, Public Entity Crimes, and Minority Policies. This Bid will remain open for 90 days after the day of Bid opening. BIDDER will sign the Agreement and submit the Contract security and other documents required by the Contract Documents within ten (10) days after the date of OWNER'S Notice of Award.

4. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:

(a) BIDDER has examined copies of all the Contract Documents and of the following addenda:

<u>Date</u>	<u>Number</u>
<u>6-23-23</u>	<u>1</u>
<u>7-6-23</u>	<u>2</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

(receipt of all of which is hereby acknowledged) and also copies of the Advertisement to Bid and the Instructions to Bidders;

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

(b) BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary.

(c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over OWNER; and

5. BIDDER will complete the Work for the following price(s):

BID SCHEDULE
Doug Thomas Way Extension

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Estimated Price</u>
100.	General Conditions	<u>1</u>	LS	<u>\$20000.00</u>	<u>\$ 20,000.00</u>
101.	Mobilization/Demobilization	<u>1</u>	LS	<u>\$25000.00</u>	<u>\$ 25,000.00</u>
102.	Survey and Layout	<u>1</u>	LS	<u>\$35000.00</u>	<u>\$ 35,000.00</u>
103.	Certified As-Built Drawings	<u>1</u>	LS	<u>\$3000.00</u>	<u>\$ 3,000.00</u>
104.	Maintenance of Traffic	<u>1</u>	LS	<u>\$15000.00</u>	<u>\$ 15,000.00</u>
105.	Construction Entrance	<u>2</u>	EA	<u>\$3000.00</u>	<u>\$ 6,000.00</u>
106.	Staked Sediment Fence	<u>4,300</u>	LF	<u>\$ 2.00</u>	<u>\$ 8,600.00</u>
107.	Erosion Control (Each End of Culvert)	<u>2</u>	EA	<u>\$1500.00</u>	<u>\$ 3,000.00</u>
108.	Turbidity Barriers	<u>1</u>	LS	<u>\$2000.00</u>	<u>\$ 2,000.00</u>
109.	Clearing and Grubbing	<u>3.95</u>	AC	<u>\$15000.00</u>	<u>\$ 59,250.00</u>
110.	Pavement Removal	<u>60</u>	SF	<u>\$ 50.00</u>	<u>\$ 3,000.00</u>

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

BID SCHEDULE (Continued)
Doug Thomas Way Extension

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Estimated Price</u>
111.	Import Fill	<u>4,120</u>	CY	\$ <u>16.00</u>	\$ <u>65,920.00</u>
112.	Earthwork and Grading	<u>3.95</u>	AC	\$ <u>20,000.00</u>	\$ <u>79,000.00</u>
113.	38" x 60" ERCP	<u>48</u>	LF	\$ <u>550.00</u>	\$ <u>26,400.00</u>
114.	38"x60" Concrete Endwall	<u>2</u>	EA	\$ <u>22,000.00</u>	\$ <u>44,000.00</u>
115.	W-Beam Guardrail with Timber Posts / Rounded End	<u>112</u>	LF	\$ <u>75.00</u>	\$ <u>8,400.00</u>
116.	1.5" Asphaltic Pavement Surface Course (SP-9.5)	<u>5,820</u>	SY	\$ <u>14.00</u>	\$ <u>81,480.00</u>
117.	6" Limerock Base or Crushed Concrete	<u>5,820</u>	SY	\$ <u>22.00</u>	\$ <u>128,040.00</u>
118.	12" Stabilized Subgrade (Incl 18" Depth at Shoulder)	<u>8,300</u>	SY	\$ <u>10.00</u>	\$ <u>83,000.00</u>
119.	Signage and Pavement Markings	<u>1</u>	LS	\$ <u>6000.00</u>	\$ <u>6,000.00</u>
120.	Bahia Sod	<u>13,400</u>	SY	\$ <u>4.00</u>	\$ <u>53,600.00</u>
121.	Erosion Control Blanket	<u>400</u>	SF	\$ <u>6.00</u>	\$ <u>2,400.00</u>

SUBTOTAL BID \$ 758,090.00
(Figures)

SEVEN HUNDRED FIFTY EIGHT THOUSAND NINETY DOLLARS
AND ZERO CENTS (Words)

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

BID SCHEDULE
Service Road Extension

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Estimated Price
200.	General Conditions	<u>1</u>	LS	\$ <u>5000.00</u>	\$ <u>5,000.00</u>
201.	Mobilization/Demobilization	<u>1</u>	LS	\$ <u>12500.00</u>	\$ <u>12,500.00</u>
202.	Survey and Layout	<u>1</u>	LS	\$ <u>5000.00</u>	\$ <u>5,000.00</u>
203.	Certified As-Built Drawings	<u>1</u>	LS	\$ <u>1000.00</u>	\$ <u>1,000.00</u>
204.	Maintenance of Traffic	<u>1</u>	LS	\$ <u>3000.00</u>	\$ <u>3,000.00</u>
205.	Construction Entrance	<u>1</u>	EA	\$ <u>3000.00</u>	\$ <u>3,000.00</u>
206.	Staked Sediment Fence	<u>580</u>	LF	\$ <u>2.00</u>	\$ <u>1,160.00</u>
207.	Clearing and Grubbing	<u>0.44</u>	AC	\$ <u>20000.00</u>	\$ <u>8,800.00</u>
208.	14" x 23" ERCP	<u>42</u>	LF	\$ <u>250.00</u>	\$ <u>10,500.00</u>
209.	14"x23" MES	<u>2</u>	EA	\$ <u>2800.00</u>	\$ <u>5,600.00</u>
210.	Import Fill	<u>260</u>	CY	\$ <u>25.00</u>	\$ <u>6,500.00</u>
211.	Earthwork and Grading	<u>0.44</u>	AC	\$ <u>50000.00</u>	\$ <u>22,000.00</u>
212.	2" Asphaltic Pavement Surface Course (SP-12.5)	<u>820</u>	SY	\$ <u>24.00</u>	\$ <u>19,680.00</u>
213.	6" Limerock Base or Crushed Concrete	<u>820</u>	SY	\$ <u>25.00</u>	\$ <u>20,500.00</u>
214.	12" Stabilized Subgrade	<u>900</u>	SY	\$ <u>20.00</u>	\$ <u>18,000.00</u>
215.	Signage and Pavement Markings	<u>1</u>	LS	\$ <u>485.00</u>	\$ <u>485.00</u>
216.	Bahia Sod	<u>1,800</u>	SY	\$ <u>4.00</u>	\$ <u>7,200.00</u>
SUBTOTAL BID				\$ <u>149,925.00</u>	

(Figures)

ONE HUNDRED FORTY NINE THOUSAND NINE HUNDRED TWENTY FIVE DOLLARS AND ZERO CENTS
 (Words)

00300-4

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

BID SCHEDULE (Continued)
Service Road Extension

Bid Alternate (Separate Cost Not to be Included in Base Bid)

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Estimated Price</u>
212.	Deduct 2" SP-12.5 Pavement	<u>160</u>	SY	\$ <u>24.00</u>	\$ <u><3,840.00></u>
213.	Deduct 6" Base Course	<u>160</u>	SY	\$ <u>25.00</u>	\$ <u><4,000.00></u>
217.	Add 8" 4,000 PSI Concrete	<u>160</u>	SY	\$ <u>135.00</u>	\$ <u>21,600.00</u>

SUBTOTAL DEDUCT OR ADD \$ 13,760.00
(Figures)

THIRTEEN THOUSAND SEVEN HUNDRED SIXTY DOLLARS
AND ZERO CENTS (Words)

TOTAL BID BOTH ROADWAYS (EXCLUDING ALTERNATE) \$ 908,015.00
(Figures)

NINE HUNDRED EIGHT THOUSAND FIFTY DOLLARS
AND ZERO CENTS (Words)

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

BIDDER acknowledges that the quantities are not guaranteed and final payment will be based on actual quantities determined as provided in the Contract Documents.

BIDDER agrees that the Work will be substantially completed within **120** calendar days after the date when the Contract Time commences to run, and completed within **150** calendar days after the date when the Contract Time commences to run.

BIDDER recognizes that time is of the essence to complete this Project and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The BIDDER also recognize the delays, expense and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by OWNER if the Work is not substantially complete on time. Accordingly, instead of requiring any such proof, OWNER has determined and BIDDER agrees to accept that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER **Five Hundred Dollars (\$500.00)** for each calendar day that expires after the time specified above for substantial completion until the Work is substantially complete. After substantial completion, if CONTRACTOR shall neglect, refuse or fail to complete the remaining Work within the time specified above for completion and readiness for final payment or any proper extension thereof granted by OWNER, CONTRACTOR shall pay the OWNER an amount equal to all actual expenses incurred by the OWNER as a direct result of the CONTRACTOR'S negligence, refusal, or failure to so complete the remaining work. In the event the CONTRACTOR is terminated or abandons the work prior to the scheduled date for final completion, the CONTRACTOR may be liable for both liquidated damages attributable to delay and for excess completion costs.

6. The following documents are attached to and made a condition of this Bid:

(a) Required Bid Security in the form of

(1) a certified check drawn in favor of the City of Ormond Beach in the amount of 5 percent of the total bid; or

(2) a Bid Bond in the amount of 5 percent of the total bid.

(b) Equipment, Material, and Subcontractors List

(c) All information required by the Trench Safety Act (Part VI, Chapter 553, Florida Statutes).

(d) Drug Free Workplace Certificate

(e) Conflict, Non-Conflict of Interest, Litigation Statement

(f) Local Vendor Preference

(g) Verification of Employment Status Using E-Verify System

7. Communications to the BIDDER concerning this Bid shall be addressed to:

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

Mailing Address: _____

Street Address: _____

City, State, Zip Code: _____

Email: _____

Telephone No.: _____ Fax No.: _____

8. The terms used in this Bid which are defined in the General Conditions of the Construction Contract included as part of the Contract DOCUMENTS have the meanings assigned to them in the General Conditions.

SUBMITTED on _____, 20 ____.

If BIDDER is:

An Individual

By _____
(Individual's Name - Signature)

(Individual's Name - Typed or Printed) (SEAL)

doing business as _____

Business address: _____

Phone No.: _____

Fax No.: _____

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

If BIDDER is:

A Partnership

By _____ (SEAL)
(Firm Name)

(General Partner - Signature)

(General Partner - Typed or Printed)

Business Address: _____

Phone No.: _____

Fax No.: _____

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

If BIDDER is:

A Corporation

By HALIFAX TAVENL, INC.
(Corporation Name)

FLORIDA
(State of Incorporation)

By [Signature]
(Name of Person Authorized to Sign - Signature)

JOSEPH L. DURRANCE
(Name of Person Authorized to Sign - Typed or Printed)

VICE - PRESIDENT
(Title)

(Corporate Seal)

Attest Amanda Durrance, SECRETARY

Business address: 814 Hull Road
ORMOND BEACH, FL 32174

Phone No.: 386-676-0200

Fax No.: 386-676-0803

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

If BIDDER is:

A Joint Venture

By _____
(Name - Signature)

(Name - Typed or Printed)

Address: _____

Phone No.: _____

Fax No.: _____

By _____
(Name - Signature)

(Name - Typed or Printed)

Address: _____

Phone No.: _____

Fax No.: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

EQUIPMENT AND SUBCONTRACTORS LIST

List the names of the manufacturers whose product is proposed for use. No more than one manufacturer's name shall be inserted for each item of material and/or equipment listed. Failure to list materials and equipment supplier may result in the Bid being rejected as incomplete and nonresponsive. If any Subcontractors are proposed to be used for any portions of the Work, the names, addresses, phone numbers and work classifications of each such Subcontractor must be listed. The failure to list all Subcontractors proposed for the work may result in the Bid being rejected as incomplete and nonresponsive. If more than one manufacturer or subcontractor is listed, selection will be made by the OWNER. If none is listed, those listed as the "Basis for Design" will be used.

Materials and Equipment:

<u>Item</u>	<u>Supplier</u>
CONCRETE	CEMEX
RCP	COUNTY MATERIALS

Subcontractors:

Work Classification: STRIPING & SIGNS

Name: BETTER BARRICADES, INC.

Address: 1725 TIGLIA ROAD NSB, FL 32168

Phone Number: 386-427-4971 Fax Number: 386-427-8285

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

Subcontractors:

Work Classification: STORM DRAINAGE

Name: BUILT-RITE CONSTRUCTION

Address: 402 N. CENTER STREET PEEBSON, FL 32180

Phone Number: 386-749-0312 Fax Number: _____

Work Classification: EROSION CONTROL

Name: ROGERS ENVIRONMENTAL

Address: 4820 SR 11 DELEON SPRINGS, FL 32130

Phone Number: 386-931-6247 Fax Number: _____

Work Classification: GUARDRAIL

Name: SAFETY CONTRACTORS

Address: 5307 WACISSA AVE. JACKSONVILLE, FL 32254

Phone Number: 904-355-6331 Fax Number: _____

Work Classification: GRASSING

Name: STRICKLAND SOD

Address: 443 CO RD 304 BUNNELL, FL 32110

Phone Number: 386-437-0062 Fax Number: _____

Work Classification: _____

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA
TRENCH SAFETY STANDARDS

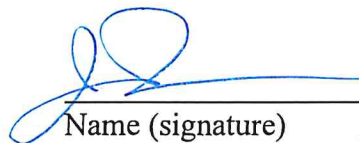
If this project includes trench excavation in excess of five (5) feet in depth, the following trench safety standards will be in effect during the period of construction of the project:

The Occupational Safety and Health Administration's excavation safety standards, 29 C.F.R.s. 1926.650 Subpart P, and any regulation promulgated there under are hereby incorporated as the standard for this project.

The Bidder hereby certifies that the Contractor performing the trench excavation will comply with the applicable trench safety standards.

The Bidder further certifies that the cost (which is included in his unit cost) of compliance with applicable trench safety standards is:

	<u>Estimated Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Estimated Price</u>
<u>ITEM</u>				
1. Trench Excavation	<u>90</u>	L.F.	<u>\$10.00</u>	<u>\$900.00</u>
2. Sheet piling/Shoring	<u> </u>	S.F.	<u> </u>	<u> </u>



Name (signature)

7-17-23

Date

JOSEPH L. DURRANCE

Name (typed or printed)

VICE - PRESIDENT

Title

DRUG-FREE WORKPLACE CERTIFICATION

- 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 violation.
- 3) Give each employee that engages 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) calendar days after such conviction.
- 5) Impose sanctions 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 this section.

00300-14

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

1.

- ☒ To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients or contracts for this project.
- ☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients or contracts for this project.

2.

- ☒ The undersigned firm has had no litigation on any project in the last five (5) years.
- ☐ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation during the past five (5) years.

HALIFAX PAVING, INC.
COMPANY NAME

[Signature]
AUTHORIZED SIGNATURE

JOSEPH L. DURIZANCE
NAME (PRINT OR TYPE)

VICE-PRESIDENT
TITLE

7-17-23
DATE

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

LOCAL VENDOR PREFERENCE

The following is taken from the Code of Ordinances, City of Ormond Beach, Chapter 2, Financial Matters, Division 3, Purchasing, Article IX, Section 2-304:

Except where otherwise provided by federal or state law or other funding source restrictions, purchases of goods and services under the Purchasing Code shall give preference to local businesses as follows:

- (a) Under a competitive bid solicitation, the City *may* give a local preference in the amount of three percent (3%) of the bid price or \$25,000, whichever is less. The bid price shall include not only the base bid price but all alternatives which are part of the bid and actually purchased or awarded.
- (b) A *local business* shall mean a vendor that has a valid occupational license issued by the City of Ormond Beach at least one year prior to bid opening, with a physical business address located within the municipal boundaries of the City of Ormond Beach from which the vendor operates or performs business on a day-to-day basis that is a substantial component of the goods or services being offered and has provided a Local Vendor Affidavit of Eligibility at the time the bid is submitted.
- (c) A *Local Vendor Affidavit of Eligibility* shall accompany the bid submittal to be considered valid and shall include, but not be limited to, the following information:
 - (1) A physical business and location address;
 - (2) A copy of current City of Ormond Beach Local Business Tax Receipt (occupational license) to verify the business location;
 - (3) Proof of payment of business tax and real property tax due to the City of Ormond Beach;
 - (4) A copy of the firm's most recent annual corporation report to the Florida Division of Corporations;
 - (5) Any additional information necessary to verify local status.
- (d) *Exemptions:* Goods or services provided under a cooperative purchasing agreement, contracts for professional services subject to Consultants' Competitive Negotiation Act, purchases or contracts funded in whole or part by a governmental entity that does not allow local preferences, purchases made under another agency's agreements or contracts (piggybacking), purchases under emergency or sole source situations and procurements subject to formal proposals including but not limited to request for proposals (RFP) or continuing contract, and request for quotes (RFQ) versus straight competitive bids.
- (e) This section shall not be deemed to require the granting of a local preference, and nothing herein prohibits the award of a contract to a non-local vendor where such award is in the public interest.

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

LOCAL VENDOR AFFIDAVIT OF ELIGIBILITY

I certify that my company meets all of the following qualifications to be eligible for the local vendor preference:

- a. My company has a physical business address located within the municipal boundaries of the City of Ormond Beach which is used to perform business on a day-to-day basis.
- b. My company holds any business (occupational) or contractor license required by the City of Ormond Beach at least one year prior to bid opening.
- c. Payment of business tax and real property tax due to the City of Ormond Beach is current
- d. My company is in compliance with annual reporting to the Florida Division of Corporations

Company Name: N/A

Address: _____

Business or Contractor License Number: _____

Phone Number: _____ Fax Number: _____

Owner's Name: _____ Signature: _____

Sworn to before me this _____ day of _____

Notary Public for the State of _____ My Commission Expires _____

Notary Public Signature: _____

Printed Name: _____

To be approved as a local bidder and receive bid preference on an eligible local project, this affidavit of eligibility, a copy of your local business or contractor license, copy of business tax/real property tax and a copy of the firm's most recent annual corporation report must be submitted with your bonafide BID package. Bid preference is provided at the City's sole discretion.

VENDOR DO NOT COMPLETE BELOW

To be verified and completed by an authorized representative of the City of Ormond Beach's Purchasing Department:

Vendor Certified by: _____ Date: _____

BID (Cont'd.)
DOUG THOMAS WAY EXTENSION
ORMOND BEACH, FLORIDA

VERIFICATION OF EMPLOYMENT STATUS USING E-VERIFY SYSTEM

1. Undersigned firm warrants it **IS** currently registered with the U.S. Department of Homeland Security's E-Verify system, **and** is compliant with the requirements of Sections 448.09 and 448.095, *Florida Statutes*.
2. Undersigned firm warrants it **has not** had any contracts terminated as a result of violations of Sections 448.09 or 448.095, *Florida Statutes*, that prohibit it from contracting with a public agency.
3. Undersigned firm warrants that if it enters into an agreement with a subcontractor, an express provision shall be included in all of its subcontracts requiring subcontractors, who perform work or provide services pursuant to the contract, to use the E-Verify system to verify employment eligibility of all new employees hired by the subcontractor during the contract term.
4. Undersigned firm understands that any subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and the contractor understands it shall maintain any such affidavits for the duration of the contract, and the contract with the subcontractor must be immediately terminated if the City has a good faith belief that the subcontractor knowingly violated Section 448.09 (1), *Florida Statutes*.
5. Undersigned firm understands that in the event the City has a good faith belief that the contractor has knowingly violated Section 448.09 (1), *Florida Statutes*, the City shall terminate the contract, and the contractor may not be awarded a public contract for a period of at least one (1) year after the date of termination. The contractor may be held liable for any additional costs incurred by the City as a result of termination of the contract.

HALIFAX PAVING, INC.
COMPANY NAME

[Signature]
AUTHORIZED SIGNATURE

JOSEPH L. DURZANCE
NAME (PRINT OR TYPE)

VICE - PRESIDENT
TITLE

7-17-23
DATE

END OF BID

00300-18

**SECTION 00410
BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we Halifax Paving, Inc.

(hereinafter called Principal) and

Merchants National Bonding, Inc.

(hereinafter called the Surety) a corporation chartered and existing under the Laws of the State
Iowa of with its principal offices in the County of
Polk and authorized to do business in the State of Florida, in the full and just
sum of Five Percent of the Amount Bid
----- Dollars (\$ -----5%-----) good and lawful money of the
United States of America, to be paid upon demand of the -----, Florida, to
which payment well and truly to be made we bind ourselves, our heirs, executors, administrators, and
assigns, jointly and severally and firmly by these presents,

WHEREAS, the Principal is about to submit, or has submitted to the City of Ormond Beach,
Florida, a bid for work to be done on the **Doug Thomas Way Extension (Bid No. 2023-22)** in, and for the
City and

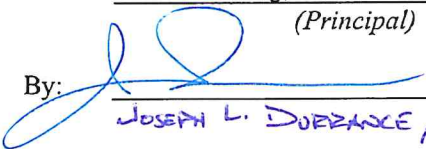
WHEREAS, the Principal desires to file this bond in accordance with law, in lieu of a certified or
cashier's check otherwise required to accompany this Bid.

NOW, THEREFORE: the conditions of this obligation are such that if the Bid be accepted the
Principal shall within ten (10) days after the receipt of notification of the acceptance thereof execute a
contract in accordance with the Bid and upon the terms, conditions and unit or lump sum prices set forth
therein, in the form and manner required by the Owner, and execute a sufficient and satisfactory Contract
Bond payable to the Owner, in an amount not less than the total contract price, as indicated by the
approximate quantities shown in the Bid, in form and with security satisfactory to the said City, then this
obligation to be void; otherwise to be and remain in full force and virtue in law; and the Surety shall upon
the failure of the Principal to comply with any or all of the foregoing requirements within the time
specified above, immediately pay to the aforesaid City upon demand the amount hereof in good and lawful
money of the United States of America, not as a penalty, but as liquidated damages.

IN TESTIMONY WHEREOF, the Principal and Surety have caused these presents to be duly
signed and sealed this 28th day June, 2023.

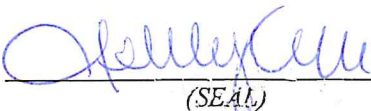
Halifax Paving, Inc.

(Principal)

By: 

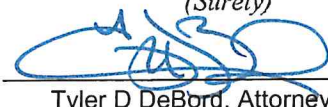
JOSEPH L. DURANCE, J.P.

ATTEST:


(SEAL)

Merchants National Bonding, Inc.

(Surety)

By: 

Tyler D DeBord, Attorney-In-Fact

**END OF SECTION
00410 - 1**

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Pamela J Thompson; Steve P Farmer; Tyler D DeBord

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 8th day of December, 2022.



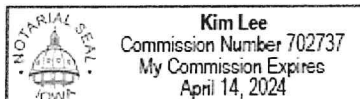
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 8th day of December, 2022, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Kim Lee
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 28th day of June, 2023.



William Warner Jr.
Secretary



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:8.D

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	Res./Ord. No:	2023-139
Strategic Goal:	Quality of Life - Other		
Department:	Public Works - Engineering		
Subject:	Bid Award - Ames Roof Replacement		
Summary:	The three buildings at Ames Park (Ames House, the Summer House, and the restroom building) all incurred roof damage during Hurricane Ian. Following a roof inspection of these buildings, full roof replacements were recommended On July 2, 2023, the Ames Roof Replacement project was publicly advertised for bids, and bids were opened on August 10. Three bids were received, ranging in price from \$26,316.43 to \$53,252.85. R & K Certified Roofing of Florida (R&K) submitted the low bid, however it had two calculation errors, which upon correction increased their bid total to \$35,516.43. The second low bid from NexGen Restoration & Roofing for \$29,010.97 was deemed unresponsive, due to discrepancies and non-responsive bid items. Therefore, R&K with a corrected bid of \$35,516.43 is the lowest, responsible and responsive bidder, and is recommended for bid award.		
Financial Impact:	Approval of this item will require a budget amendment to allocate funding to Fund 317 - Facilities Renewal and Replacement. The City expects to receive reimbursement of 87.5% of the repair costs from FEMA and the State of Florida since the roof damage was a result from Hurricane Ian. If awarded reimbursement from FEMA, the City share will be \$4,439.56.		
Citizen Impact:	It is anticipated that there will be minimal construction impacts on park visitors or employees working in Ames House related to this project.		
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends awarding the bid for the Ames Roof Replacement, Bid Number 2023-31, to R&K for the corrected bid amount of \$35,516.43.		

Staff Contact:	Alex Schumann, City Engineer, (386) 676-3302	
Attachments:	1. 23-139 Ames House Roof-R&K (P23-0163G) 2. 00300 RK Roofing 3. Bid Schedule Line Item Price Confirmation Letter 4. signed bid tab	
Approval:	Kelly McGuire, Finance Director 8/22/2023 Claire Whitley, Assistant City Manager 8/22/2023 Joyce Shanahan, City Manager 8/28/2023	

RESOLUTION NO. 2023-139

A RESOLUTION ACCEPTING A BID FROM R&K CERTIFIED ROOFING OF FLORIDA, INC. FOR CONSTRUCTION SERVICES REGARDING THE AMES ROOF REPLACEMENT PROJECT, UNDER BID NO. 2023-31; AUTHORIZING THE EXECUTION OF A CONTRACT AND PAYMENT THEREFOR; REJECTING ALL OTHER BIDS; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City advertised for bids (Bid No. 2023-31) regarding construction services for the Ames roof replacement project (“the Project”) pursuant to section 2-300, *Code of Ordinances*, and

WHEREAS, the City's professional staff have reviewed the three bids received and have determined that the bid submitted by NexGen Restoration & Roofing, the lowest bid submitted at \$29,010.97, was unresponsive and should be rejected due to discrepancies and non-responsive bid items, and

WHEREAS, the bid submitted by R&K Certified Roofing of Florida, Inc. in the amount of \$35,516.43 is the best lowest responsible and responsive bid (a copy of said bid being attached hereto and incorporated herein by reference), and

WHEREAS, the City Manager has certified that funds for the project will be appropriated to the Facilities Renewal and Replacement Fund (317), through a budget amendment; it is anticipated that the city will be reimbursed 87.5% of the repair costs through FEMA, and

WHEREAS, the City Commission concurs with the foregoing recommendations, now therefore,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. The bid submitted by R&K Certified Roofing of Florida, Inc. to perform the Project at a total cost not to exceed \$35,516.43 is hereby accepted.

SECTION TWO. All other bids relative to the aforescribed Project shall be deemed rejected upon the execution of a contract with R&K Certified Roofing of Florida, Inc.

SECTION THREE. The Mayor and the City Manager are hereby authorized and directed to execute a contract with R&K Certified Roofing of Florida, Inc. for the performance of the Project at the said price, and to pay the cost thereof from the Facilities Renewal and Replacement Fund.

SECTION FOUR. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 6th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

SECTION 00300
BID

CONTRACTORS NAME *Rak Certified Roofing of Florida Inc. LICENSE NO. *CCC 1328712
*GCC 1526358

PROJECT IDENTIFICATION:

AMES ROOF REPLACEMENT

CONTRACT IDENTIFICATION AND NUMBER:

Bid No. 2023-31

THIS BID IS SUBMITTED TO:

(Name and Address of Owner)

City of Ormond Beach
22 South Beach Street
Ormond Beach, Florida 32174

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents. This work must be completed on a weekend at time coordinated with the office of City Attorney.

2. BIDDER certifies that he has investigated the requirements to do business in the jurisdiction where the project is located, and that he is either qualified to do business or will obtain such prequalification prior to award of the contract.

3. BIDDER accepts all of the terms and conditions of the Instructions to Bidders (Section 00100) including, without limitation, those dealing with the disposition of Bid Security, Public Entity Crimes, and Minority Policies. This Bid will remain open for 90 days after the day of Bid opening. BIDDER will sign the Agreement and submit the Contract security and other documents required by the Contract Documents within ten (10) days after the date of OWNER'S Notice of Award.

4. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:

(a) BIDDER has examined copies of all the Contract Documents and of the following addenda:

<u>Date</u>
<u>08/02/2023</u>

<u>Number</u>
<u>1</u>

(receipt of all of which is hereby acknowledged) and also copies of the Advertisement to Bid and the Instructions to Bidders;

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

(b) BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary.

(c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over OWNER; and

5. BIDDER will complete the Work for the following price(s):

BID SCHEDULE

Item Description	Item Quantity	Units	Unit Price	Total Estimated Price
Mobilization/Demobilization	1	LS	\$2,100	\$2,100
Roof removal and replacement, Ames house	2405	SF	\$5.63	\$13,540.15
Roof removal and replacement, Summer house	822	SF	\$4.14	\$3,403.08
Roof removal and replacement, Restroom	288	SF	\$3.91	\$1,123.20
Repair Damaged Exterior Plywood Sheathing (5/8" x 8' x 4')	137	EA	\$100.00	\$13,700.00 \$13,700.00
Gutterwork	50	LF	\$13.00	\$1,150 \$650.00
Permit Fee and Miscellaneous Allowances	1	LS		\$1,000

TOTAL BASE BID

~~\$26,316.43~~ **\$35,516.43**
 (Figures)

Thirty Five Thousand Five

~~Twenty six thousand three hundred sixteen dollars and forty three cents~~
 (Words)

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

BIDDER acknowledges that the quantities are not guaranteed and final payment will be based on actual quantities determined as provided in the Contract Documents.

BIDDER agrees that the Work will be substantially completed within 60 calendar days after the date when the Contract Time commences to run, and completed within 90 calendar days after the date when the Contract Time commences to run.

BIDDER recognizes that time is of the essence to complete this Project and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The BIDDER also recognize the delays, expense and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by OWNER if the Work is not substantially complete on time. Accordingly, instead of requiring any such proof, OWNER has determined and BIDDER agrees to accept that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER Five Hundred Dollars (\$ 500.00) for each calendar day that expires after the time specified above for substantial completion until the Work is substantially complete. After substantial completion, if CONTRACTOR shall neglect, refuse or fail to complete the remaining Work within the time specified above for completion and readiness for final payment or any proper extension thereof granted by OWNER, CONTRACTOR shall pay the OWNER an amount equal to all actual expenses incurred by the OWNER as a direct result of the CONTRACTOR'S negligence, refusal, or failure to so complete the remaining Work. In the event the CONTRACTOR is terminated or abandons the Work prior to the scheduled date for final completion, the CONTRACTOR may be liable for both liquidated damages attributable to delay and for excess completion costs.

6. The following documents are attached to and made a condition of this Bid:

- (a) Required Bid Security in the form of
 - (1) a certified check drawn in favor of the City of Ormond Beach in the amount of 5 percent of the total bid; or
 - (2) a Bid Bond in the amount of 5 percent of the total bid.
- (b) Equipment, Material, and Subcontractors List
- (c) All information required by the Trench Safety Act (Part VI, Chapter 553, Florida Statutes).
- (d) Drug Free Workplace Certificate
- (e) Conflict, Non-Conflict of Interest, Litigation Statement
- (f) Verification of Employment Status Using E-Verify System

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

7. Communications to the BIDDER concerning this Bid shall be addressed to:

Mailing Address: 4551 US HW 1 North
Street Address: 4551 US HW 1 North
City, State, Zip Code: Bunnell FL 32110
Email: management@rkroof.com
Telephone No.: 386 446 3100 Fax No.: 386-445-6074

8. The terms used in this Bid which are defined in the General Conditions of the Construction Contract included as part of the Contract DOCUMENTS have the meanings assigned to them in the General Conditions.

SUBMITTED on August 10, 2023.

If BIDDER is:

An Individual

By _____
(Individual's Name - Signature)

(Individual's Name - Typed or Printed) (SEAL)

doing business as _____

Business address: _____

Phone No.: _____

Fax No.: _____

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

If BIDDER is:

A Partnership

By _____ (SEAL)
(Firm Name)

(General Partner - Signature)

(General Partner - Typed or Printed)

Business Address: _____

Phone No.: _____

Fax No.: _____

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

If BIDDER is:

* A Corporation

By R * K Certified Roofing of Florida, Inc
(Corporation Name)

State of Florida
(State of Incorporation)

By 
(Name of Person Authorized to Sign - Signature)

Angela Reed
(Name of Person Authorized to Sign - Typed or Printed)

VPD
(Title)

(Corporate Seal)

Attest _____

Business address: _____

Phone No.: _____

Fax No.: _____

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

If BIDDER is:

A Joint Venture

By _____
(Name - Signature)

(Name - Typed or Printed)

Address: _____

Phone No.: _____

Fax No.: _____

By _____
(Name - Signature)

(Name - Typed or Printed)

Address: _____

Phone No.: _____

Fax No.: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

EQUIPMENT AND SUBCONTRACTORS LIST

List the names of the manufacturers whose product is proposed for use. No more than one manufacturer's name shall be inserted for each item of material and/or equipment listed. Failure to list materials and equipment supplier may result in the Bid being rejected as incomplete and nonresponsive. If any Subcontractors are proposed to be used for any portions of the Work, the names, addresses, phone numbers and work classifications of each such Subcontractor must be listed. The failure to list all Subcontractors proposed for the Work may result in the Bid being rejected as incomplete and nonresponsive. If more than one manufacturer or subcontractor is listed, selection will be made by the OWNER. If none is listed, those listed as the "Basis for Design" will be used.

* Materials and Equipment:

<u>Item</u>	<u>Supplier</u>
Shingles - Atlas	Suncast
Drip Edge - Aluminum	Suncast
Deel and Stick - Atlas	Suncast
plywood	Home Depot
Boots - Bullet	Suncast
Flashing metal	Suncast
Lift	Rentall Construction

* Subcontractors:

Work Classification: _____

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

Subcontractors:

Work Classification: _____

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Work Classification: _____

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Work Classification: _____

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Work Classification: _____

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Work Classification: _____

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

TRENCH SAFETY STANDARDS

If this project includes trench excavation in excess of five (5) feet in depth, the following trench safety standards will be in effect during the period of construction of the project:

The Occupational Safety and Health Administration's excavation safety standards, 29 C.F.R.s. 1926.650 Subpart P, and any regulation promulgated there under are hereby incorporated as the standard for this project.

The Bidder hereby certifies that the Contractor performing the trench excavation will comply with the applicable trench safety standards.

The Bidder further certifies that the cost (which is included in his unit cost) of compliance with applicable trench safety standards is:

	<u>Estimated Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Estimated Price</u>
<u>ITEM</u>				
1. Trench Excavation	_____	L.F.	_____	_____
2. Sheeting/Shoring	_____	S.F.	_____	_____

Name (signature)Date

Name (typed or printed)

Title

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

*** DRUG-FREE WORKPLACE CERTIFICATION**

Identical Or "Tie" Bids: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal in respect to price, quality, and service are received by the State or by any political subdivision 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 violation.
- 3) Give each employee that engages 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) calendar days after such conviction.
- 5) Impose sanctions 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 this section.

 _____ Name (signature)	8/10/23 _____ Date
Angela Reed _____ Name (typed or printed)	
VPD _____ Title	

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

*** CONFLICT, NON-CONFLICT OF INTEREST STATEMENT**
LITIGATION STATEMENT

1.

- ☒ To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients or contracts for this project.
- ☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients or contracts for this project.

2.

- ☒ The undersigned firm has had no litigation on any project in the last five (5) years.
- ☐ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation during the past five (5) years.

R & K Certified Roofing of Florida, Inc.

COMPANY NAME



AUTHORIZED SIGNATURE

Angela Reed

NAME (PRINT OR TYPE)

VPD

TITLE

8/10/23

DATE

BID (Cont'd.)
AMES ROOF REPLACEMENT
ORMOND BEACH, FLORIDA

*** VERIFICATION OF EMPLOYMENT STATUS USING E-VERIFY SYSTEM**

1. Undersigned firm warrants it **IS** currently registered with the U.S. Department of Homeland Security's E-Verify system, **and** is compliant with the requirements of Sections 448.09 and 448.095, *Florida Statutes*.
2. Undersigned firm warrants it **has not** had any contracts terminated as a result of violations of Sections 448.09 or 448.095, *Florida Statutes*, that prohibit it from contracting with a public agency.
3. Undersigned firm warrants that if it enters into an agreement with a subcontractor, an express provision shall be included in all of its subcontracts requiring subcontractors, who perform work or provide services pursuant to the contract, to use the E-Verify system to verify employment eligibility of all new employees hired by the subcontractor during the contract term.
4. Undersigned firm understands that any subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and the contractor understands it shall maintain any such affidavits for the duration of the contract, and the contract with the subcontractor must be immediately terminated if the City has a good faith belief that the subcontractor knowingly violated Section 448.09 (1), *Florida Statutes*.
5. Undersigned firm understands that in the event the City has a good faith belief that the contractor has knowingly violated Section 448.09 (1), *Florida Statutes*, the City shall terminate the contract, and the contractor may not be awarded a public contract for a period of at least one (1) year after the date of termination. The contractor may be held liable for any additional costs incurred by the City as a result of termination of the contract.

R & K Certified Roofing of FL, Inc
COMPANY NAME


AUTHORIZED SIGNATURE

Angela Reed
NAME (PRINT OR TYPE)

VPD
TITLE

8.10.23
DATE

END OF BID

00300-13



August 15, 2023

Daniel D'Amato, P.E.
City of Ormond Beach
22 S. Beach Street
Ormond Beach, FL 32174
(386) 676-3307

Regarding the calculation errors in the bid for the Ames Park Roofs:

The proper price calculation would be to use the "per unit" price for the line items.

Gutterwork: $\$13 \times 50 = \650

Exterior Plywood Sheathing: $\$137 \times 100 = \$13,700$

Including these corrections would change the total bid for this project to \$35,516.13

Thank you for the opportunity to clarify this discrepancy.

Jonathan Edwards
Commercial Bid Estimator

R&K Certified Roofing of Florida, Inc.
4551 US 1 North, Suite A
Palm Coast, Florida, 32110
(386)446-3100



Date and Time: Wednesday, August 10, 2023 3:00 PM

Please Note: The bid proposals are currently being reviewed. All submittals accepted by the City of Ormond Beach are subject to the City's terms and conditions and any and all additional terms and conditions submitted by the bidders are rejected and shall have no force and effect. Bid documents from the bidders listed herein are the only submittals received timely as of the above opening date and time. All other bid documents submitted in response to this solicitation, if any, are hereby rejected as late.

Page 375 of 922



City of Ormond Beach

AGENDA ITEM

September 6, 2023 - City Commission

Number:8.E

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	Res./Ord. No:	2023-140
Strategic Goal:	Water Quality & the Environment - Other		
Department:	Public Works		
Subject:	RFP Award - Utility Rate & Impact Fee Study		
Summary:	This item is a request to accept a bid proposal from Willdan Financial Services ("Willdan") to update the City's usage rates impact fee schedule for utilities including water, sewer, and reclaimed water for the customers of the City. On March 26, 2023, the City issued a Request for Proposals. On June 15, 2023, one proposal was received from Willdan in the amount of \$77,850. The proposal was evaluated by three staff members and received a score based on the RFP written criteria/evaluation form. Review of this proposal found Willdan to be a highly qualified respondent; Willdan has experience in rate studies for both retail and wholesale providers and has completed over 240 similar studies in the past year, including studies for the cities of Oviedo, Delray Beach, and South Daytona. Willdan presented a highly qualified team to provide a useful product. The project has a nine-month timeframe with a conclusion scheduled in May 2024.		
Financial Impact:	Funding for the \$77,850 will be paid from Funds 434 & 435 Water & Wastewater Impact Fees.		
Citizen Impact:	There is an expectation that new construction should pay for the costs associated with its infrastructure impact. The study would provide an update to establish impact fees based on the infrastructure impacts of new development, and provide the basis to ensure that utility rates are equitably distributed among all City's Utility Service Area customers.		
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends acceptance of the bid proposal from Willdan Financial Services in the amount of \$77,850 to perform the impact fee study update.		
Staff Contact:	Shawn Finley, Public Works Director, (386) 676-3292		

Attachments:	1. 23-140 Utility Rate Study-Willdan (P23-0139G) 2. Ormond Beach RFP No 2023-26_Willdan Submittal 3. Willdan Financial Agreement
Approval:	Kelly McGuire, Finance Director 8/3/2023 Claire Whitley, Assistant City Manager 8/16/2023 Joyce Shanahan, City Manager 8/28/2023

RESOLUTION NO. 2023-140

A RESOLUTION ACCEPTING THE PROPOSAL OF WILLDAN FINANCIAL SERVICES, INC. TO CONDUCT A UTILITY RATE AND IMPACT FEE UPDATE; AUTHORIZING THE EXECUTION OF AN AGREEMENT AND PAYMENT THEREFOR; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City solicited proposals for professional services to conduct a utility rate and impact fee update (the Project) (City RFP No. 2023-26), in accordance with Section 2-300, *Code of Ordinances*, and

WHEREAS, the City's evaluation committee reviewed the only proposal received and determined that the most advantageous proposal for the City, taking into consideration the firm's qualifications, similar project experience, project approach, current workload, references and fee schedule, is the proposal submitted by Willdan Financial Services, Inc. to conduct a utility rate and impact fee update in the amount of \$77,850.00 (a copy of said proposal being incorporated in the contract which is attached hereto and incorporated herein by reference), and

WHEREAS, based on the foregoing the City's professional staff recommends that the City Commission accept the proposal of Willdan Financial Services, Inc. and execute an agreement for the Project, now therefore,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. The proposal of Willdan Financial Services, Inc. to conduct a utility rate and impact fee update for the City is hereby accepted.

SECTION TWO. The Mayor and the City Manager are hereby authorized and directed to execute an Agreement between the City and Willdan Financial Services, Inc. for the

Project in an amount of \$77,850.00, and to pay the cost thereof from the Water & Wastewater Impact Fee Funds (434/435).

SECTION FOUR. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 6th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

City of Ormond Beach, FL

Proposal to Conduct a

Utility Rate and Impact Fee Update

June 15, 2023



Section 1 – Introduction

June 15, 2023

Mr. Rob Hart
Purchasing Coordinator
City of Ormond Beach
22 South Beach Street, Room 102
Ormond Beach, Florida 32174

Re: *Proposal to Conduct a Utility Rate and Impact Fee Update on behalf of the City of Ormond Beach*

Dear Mr. Hart:

Willdan Financial Services ("Willdan") appreciates the opportunity to submit our proposal to the City of Ormond Beach ("City") to conduct a Utility Rate and Impact Fee Update associated with the water, sewer and reclaimed water utility systems. This proposal outlines our experience, expertise and project understanding.

We have worked with numerous government utilities to address their utility-related concerns in order to meet their objectives. Willdan is one of the largest public sector economic and financial consulting firms in the United States. Over the past three decades, we have helped over 800 public agencies successfully address a broad range of financial challenges, such as financing the costs of growth and generating revenues to fund desired services. Our team is comprised of professionals with decades of experience in utility operations and economic/financial management, and the Willdan project team is highly qualified for this engagement. These qualifications are further detailed below.

Project Team/Experience — For this engagement, Willdan has assembled a senior level project team that collectively brings more than 90 years of rate consulting and engineering experience. In addition, the proposed project manager for this engagement, Ms. Tara Hollis has provided utility rate consulting services in Florida and the Southeast region since 1999. Additional team members include Managing Principal Jeffrey McGarvey, Principal Consultant Daryll Parker and Senior Analyst Michael Cronan.

Unique Approach — Our approach to utility rate development has been carefully honed over the years. Unlike individual engineering and financial firms that may specialize in one area or the other, Willdan combines unsurpassed utility rate modeling and financial planning (Willdan's specialty) with proven operational and economic analysis. We will work collaboratively with City staff to carefully assess and understand the unique concerns and issues of each utility system, and develop a tailored, rather than a "cookie-cutter," approach.

Willdan's interactive approach will result in a customized Microsoft Excel financial model that is easy to use, and that the City will retain. The model and accompanying documentation will provide a focused and tailored analysis of the City's current rates, revenues, capital project costs, operational expenditures, debt commitments, reserve funding, and other financial needs. The culmination of our analyses will be a comprehensive financial management plan that develops projected system operating results and rate path for up to ten years.

We will employ our proven interactive approach, supported with advanced financial modeling techniques, to develop a sophisticated and flexible financial model to help us guide the City through operating and financial scenarios, while evaluating the impact of policy assumptions, and performing sensitivity analysis on utility rate and financial strategies.

Communicating the Results — Sound technical analysis is only one element of this process. To gain political and community acceptance, it will be equally important to effectively communicate results and implications of the proposed rate and fee structures to City staff, the Commission, key stakeholders and, ultimately, to those that will be subject to the new rates. Willdan works with clients to develop educational materials, bill inserts, and changes to information provided on utility bills necessary to help educate stakeholders.

We have a proven track record of completing projects on time and staying within the quoted budget. We encourage you to contact the references listed herein for feedback on our performance, commitment to our clients and adherence to project milestones.

When called upon, our proposed project team of qualified and experienced consultants can provide the consulting expertise you require. Listed below is a brief highlight of our experience.

- National company and one of the fastest growing consulting firms in the country;
- Development of a Microsoft Excel-based dashboard model designed specifically for your needs;
- Partnership approach with City staff members;
- Fixed-fee pricing with no change orders unless expanded scope items are requested by the City;
- An industry leader (AWWA Manuals/Professional Speaking);
- Subject matter experts, "Best Practices" guidance;
- Ability to balance both financial and political realities;
- Focus on open communication with frequent project updates; and
- Stringent internal Quality Assurance/Quality Control program.

In response to the RFP requirements, this submittal in its entirety shall remain valid for a period of no less than 90 days from the closing date of June 15, 2023.

Willdan would like to thank you for your consideration and for the opportunity to submit this proposal. If you have any questions, then please do not hesitate to contact me at (407) 255-2928 or via email at thollis@willdan.com.

Respectfully submitted,

Willdan Financial Services



Jeff McGarvey
Managing Principal – Vice President



Tara Hollis, CPA, CVA
Project Manager, Principal Consultant



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Section 2 – Company Background

Firm Profile

Willdan Financial Services is an operating division within Willdan Group, Inc. (WGI), which was founded in 1964 as an engineering firm working with local governments. Today, WGI is a publicly traded company (NASDAQ: WLDN). WGI, through its subsidiaries, provides professional, technical and consulting services that ensure the quality, value and security of our nation's infrastructure, systems, facilities, and environment. The firm has pursued two primary service objectives since its inception—ensuring the success of its clients and enhancing its surrounding communities.

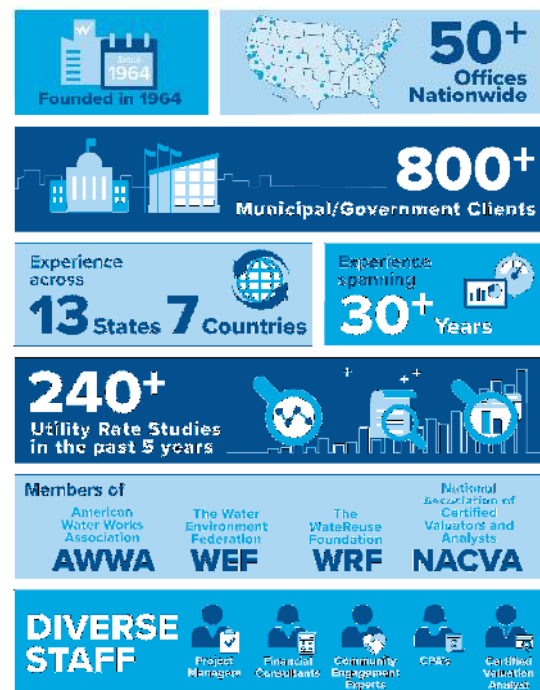
A financially stable company, Willdan has approximately 1,500 employees working in more than a dozen states across the U.S. Our employees include a number of nationally recognized subject matter experts for all areas related to the broadest definition of connected communities—**four of whom are committed to contribute their expertise throughout the duration of the engagement.**

Willdan has solved economic, engineering and energy challenges for local communities and delivered industry-leading solutions that have transformed government and commerce. Today, we are leading our clients into a future accelerated by change in resources, infrastructure, technology, regulations, and industry trends.

Willdan Financial Services

Established on June 24, 1988, Willdan Financial Services, is a national firm and one of the largest public sector economic and financial analysis consulting firms in the United States. Since that time, we have helped over 800 public agencies successfully address a broad range of infrastructure challenges.

Our staff of over 70 full-time employees support our clients by conducting year-round workshops and on-site training to assist them in keeping current with the latest developments in our areas of expertise. Willdan assists local public agencies by providing the services listed in the table below.



Willdan Financial Services	
Services	
- Utility rate and cost of service studies - User fee studies - Cost allocation studies - Real estate economic analysis - Tax increment finance district formation & amendment - Property tax audits - Economic development strategic plans - District administration services	- Development impact fee establishment & analysis - Municipal advisory services - Feasibility studies - Arbitrage rebate & continuing disclosure services - Debt issuance support - Long-term financial plans and cash flow modeling

Utility Rate Experience

Willdan's professional staff has provided professional consulting services, including financial planning; rate and cost-of-service studies; alternative and feasibility analyses; and operational and management studies for water, reclaimed water, sewer, solid waste, and stormwater utility clients across the United States for over two decades. Additionally, Willdan staff are involved with the development of the rate-setting methodologies set forth in the American Water Works Association ("AWWA") M1 manual "Principles of Water Rates, Fees and Charges" and the AWWA M29 manual, "Water Utility Capital Financing," and serve on the AWWA Rates Committee. Willdan is nationally recognized for its expertise with staff frequently being called upon to speak or instruct on utility financial matters, as subject matter experts, including the AWWA Utility Management conference.



Willdan staff is experienced in a broad range of utility planning services; and therefore, understand the importance of an approach that integrates elements of utility planning, engineering, and finance. Willdan team members possess considerable experience in utility rate and cost-of-service studies and have performed these services for hundreds of utilities throughout the country. Our team includes staff with **more than 30 years** of public sector experience that have been on the forefront of utility ratemaking and rate-modeling. In addition, team members understand the financial, operational, and political realities faced by local government staff and management; we craft solutions, which are sensitive to this.

Our expertise spans across the following utility financial planning services.

Willdan Financial Services	
Utility Financial Planning Experience and Expertise	
▪ Retail and wholesale rate studies ▪ Revenue sufficiency analyses ▪ Utility management and policy assistance ▪ Rate ordinance drafting ▪ Miscellaneous fee and charge studies ▪ Renewal and replacement sufficiency analyses ▪ Comprehensive alternatives analyses ▪ Capital project funding studies	▪ Interactive rate model development with dashboards showing Key Performance Indicators ("KPIs") ▪ Connection fee / system development charge studies ▪ CIP financial scenario planning ▪ Billing system validation / rate testing ▪ Bond feasibility reports ▪ Valuation / divestiture studies ▪ Life cycle costs analyses

Willdan will work with the City of Ormond Beach to identify and prioritize operational and fiscal objectives, and match these to specific rate attributes; and use this information throughout the engagement to develop a comprehensive financial plan and design utility rates that effectively meet these goals. The culmination of our analyses will be rate policies that guide the rate setting process, and a financial management plan that develops projected system operating results for each utility for the forecast period. Willdan will employ its proven interactive approach, coupled with advanced financial modeling techniques to design rates and a financial plan that meets established goals and performance criteria. These modeling techniques serve as a powerful decision-making tool and provide the City with genuine business solutions and recommendations as to the strategic direction of its utilities.

Executive Summary

Willdan | City of Ormond Beach Partnership

It is Willdan's understanding that the City of Ormond Beach ("City") is interested in hiring a professional consultant to conduct a Utility Rate and Impact Fee Update (hereinafter, the "Studies") for water, sewer and reclaimed water. To that point, Willdan has provided transformative solutions to financial, rate and capital planning challenges for communities nationwide. Today, we are leading our clients into a future accelerated by change in resources, technology, regulations, and industry trends.

Such a partnership leads to consensus among your many stakeholders.

58 Years of Success Serving Government Authorities & Community Stakeholders



Financing Plans



Rate and Capital Planning Management



Stakeholder Outreach

The Willdan Difference: From Data to Decisions

Any provider can tout their model as "the best." But a model is only as good as the experts driving it. While we provide the support needed to be self-sufficient, our experts also work with you to make your data meaningful and actionable.

Our models are easy to use, answer "what-if" scenarios, generate customized reports as inputs are changed, produce financial measures and ratios, and accompanied by interactive user support.

- Custom solutions to each client engagement.
- We serve as an extension of your team.
- Long-term relationships and friendships developed through 30-plus years of utility rate experience.

Model Forecasting Capability

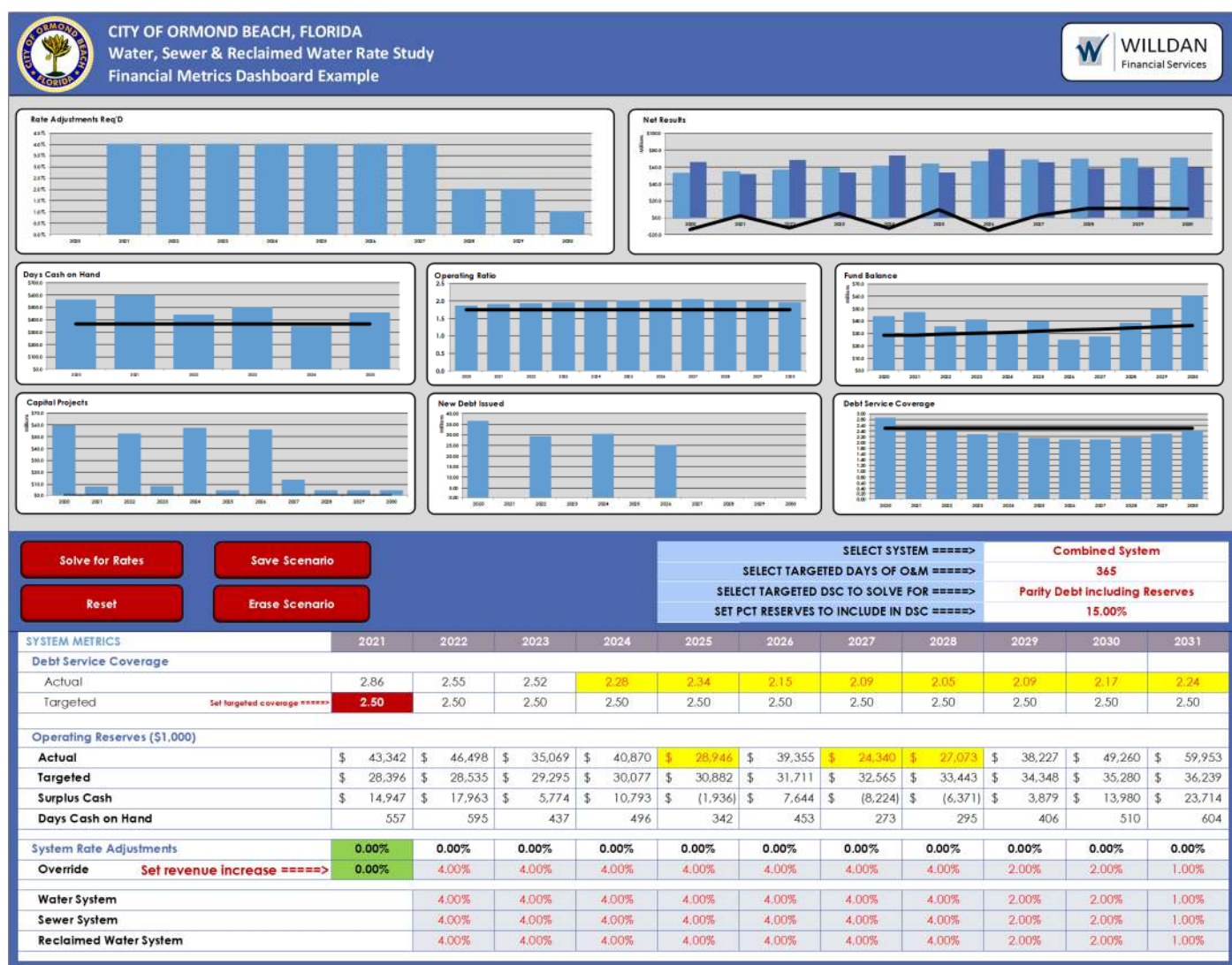
To address questions that may arise during project team meetings with staff or elected officials, the dynamic modeling used by Willdan will help to gain consensus regarding the rate and financial plan which best addresses your needs. Subsequent to careful development and validation of the baseline forecast, a series of alternative forecasts (projections) can be prepared illustrating results in the following general categories.

- **What if things turn out differently?** These alternatives will demonstrate the sensitivity of the forecast to the significant assumptions used. This results in a sound understanding of areas where a conservative forecast approach is warranted.
- **What happens when we try this?** This series of alternatives focuses on different financial management approaches. For example, the use of different financing techniques such as capitalized interest, interim short-term financing, and capital appreciation bonds may be explored.

- **What can we do to make it better?** This approach to forecasting identifies the factors that may be causing significant rate increases in a given year and explores alternatives. For example, if a large capital project in a single year is the culprit, we would work with staff and the consulting engineers to determine whether this project could be phased or delayed.
- **How will any adjustments affect our customers?** In examining rate structure alternatives, we will demonstrate and discuss how users in various categories or classifications will be impacted. Our team will use our rate design model to explore the impact of various rate structures on bills for each customer class over the relevant consumption range.

Graphic Depiction of the Model Dashboard

The sample dashboard graphic below illustrates how we can summarize data, assumptions, and calculations into an easy-to-understand graphical interface that updates with each alternative scenario evaluated. To summarize, rate model development is an integral part of the Willdan consulting process, and one in which staff and other stakeholders play a collaborative role.

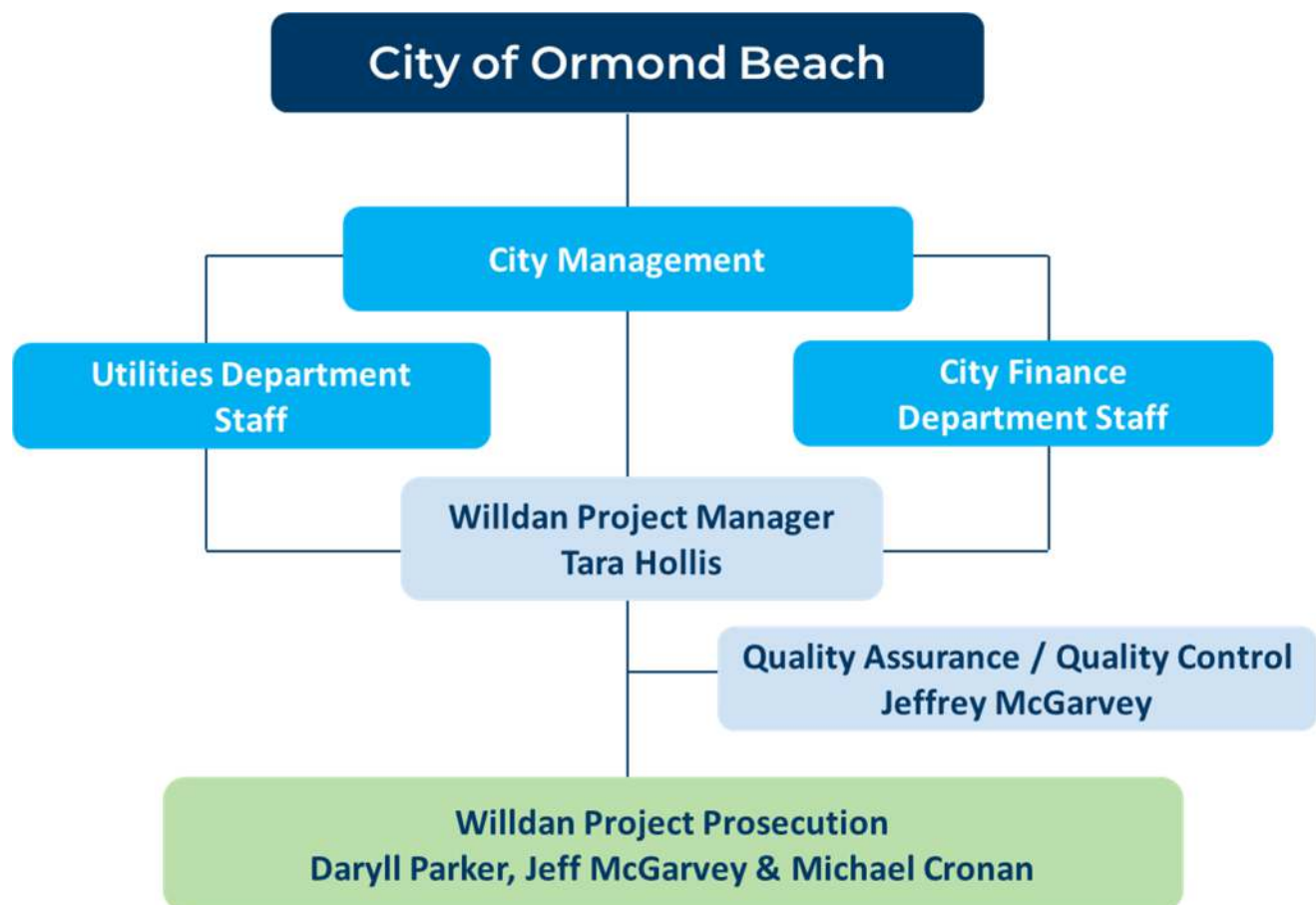


Training

Willdan can offer a hands-on training session to staff members responsible for using the model as well as post-project phone consultations. Training can take place at City offices, or via a webinar, and provides staff members with an opportunity to learn the dynamic interactions of the rate model. In addition, Willdan will be available to provide future instruction on an hourly basis either at City offices or via webinar.

Organizational Chart

The organizational chart below demonstrates the reporting relationship of the Willdan project team members proposed for the City's Utility Rate and Impact Fee Update engagement. Willdan will not require the assistance of a subconsultant to complete the scope of services identified within Request for Proposals (RFP) No. 2023-26.



Section 3 – Key Personnel Introduction

Our management and supervision of the project team is very simple: staff every position with experienced, capable personnel in sufficient numbers to deliver a superior product to the City, on time and on budget. With that philosophy in mind, we have selected experienced professionals for this engagement. We are confident that our team possesses the depth of experience to successfully fulfill the required work performance.

The table below identifies each team member and their areas of expertise specific to Utility Rate and Financial Analyses.

Willdan Project Team			
Jeff McGarvey, Managing Principal — Project Principal & Quality Assurance/Control			
Areas of Expertise:	Rate and Cost-of-Service Studies; Impact/Capacity Fees; Expert Witness Testimony; Debt Issuance Support; Financial and Cash Flow Analyses; Bond Feasibility Reports; Revenue Sufficiency Studies		
Office Location:	200 South Orange Avenue, Suite 1550, Orlando, FL 32801		
Telephone:	(407) 459-7117	Email:	jmcgarvey@willdan.com
Tara Hollis, CPA, CVA, MBA, Principal Consultant — Project Manager			
Areas of Expertise:	Budgeting and Forecasting; Cost-of-Service Studies; Rate Studies; Expert Witness Testimony; Management Accounting; Impact/Capacity Fees; Bond Covenant Annual Reports; Bond Feasibility Reports; Revenue Sufficiency Studies, Assessment Programs		
Office Location:	200 South Orange Avenue, Suite 1550, Orlando, FL 32801		
Telephone:	(407) 255-2928	Email:	thollis@willdan.com
Daryll Parker, MBA, Principal Consultant — Project Support			
Areas of Expertise:	Rate and Cost-of-Service Studies; Impact/Capacity Fees; Bond Feasibility Studies/Reports; Utility System Valuations; Revenue Sufficiency Studies		
Office Location:	200 South Orange Avenue, Suite 1550, Orlando, FL 32801		
Telephone:	(407) 409-8755	Email:	dparker@willdan.com
Michael Cronan, Senior Analyst — Lead Analyst			
Areas of Expertise:	Budgeting and Forecasting; Cost-of-Service Studies; Rate Analyses; Impact/Capacity Fees; Bond Feasibility Analyses; Revenue Sufficiency Studies; Dynamic Spreadsheet Development; Customer Data Analysis		
Office Location:	200 South Orange Avenue, Suite 1550, Orlando, FL 32801		
Telephone:	(407) 734-2110	Email:	mcronan@willdan.com

Resumes

Resumes for each proposed team member have been provided on the pages that follow.

Jeffrey J. McGarvey, Managing Principal

Project Principal & Quality Assurance/Control

Mr. McGarvey is a Managing Principal and Vice President in Willdan's Financial Consulting Services group and resides in the firm's Orlando, Florida office. For more than 32 years, he has provided professional consulting services to municipal water, sewer, solid waste, and electric utilities throughout the country.

He possesses a broad range of experience, including special expertise in complex alternatives analyses; utility rate analyses; utility valuations and acquisitions; regionalization and consolidation studies; debt issuance support; capital financing analyses; strategic planning; rate and regulatory assistance; and instituting financial mechanisms to provide for the sufficient recovery of operating and capital costs.

Rate & Cost-of-Service Studies – Mr. McGarvey possesses extensive experience specific to utility rate and cost-of-service analyses, having *conducted over 200 studies throughout the country*. Such experience generally relates to performing budget analyses, customer and usage analyses, development of revenue requirements, cost-of-service allocations and sensitivity analyses related to the implementation of rate structures designed to promote desired usage characteristics. It should also be noted that Mr. McGarvey has *prosecuted over 40 impact/capacity fee studies* throughout the course of his career.

Revenue Bonds, Feasibility Analyses and Capital Funding – Mr. McGarvey has been involved in the preparation of capital financing plans and financial feasibility studies associated with the *issuance of over \$1 billion in municipal revenue bonds*. The funding proceeds have been utilized for such purposes as utility acquisitions, expansion of facilities and various other capital improvement needs.

In addition, he has developed capital funding strategies utilizing various combinations of bonds, bank loans, government assistance loans (i.e., State Revolving Funds) and grants. He has also made numerous presentations on behalf of clients to various bond insurers and rating agencies (Moody's, Standard & Poor's, and Fitch).

Business and Strategic Planning – Mr. McGarvey has experience developing complex financial and economic evaluation models for utility systems located throughout the country. Such experience generally relates to the development of business and strategic plans as well as performing structured alternatives analyses and sensitivity analyses related to the evaluation and implementation of system modifications such as service and operational changes, as well as planning for customer growth and capital expenditures.

32 Years of Experience

With Willdan Since

2012

Areas of Expertise

- Rate & Cost-of-Service Studies
- Rate Design
- Dynamic Computer Modeling
- Impact/Connection Fee Studies
- Revenue Bonds
- Capital & Financial Planning
- Acquisitions & Mergers
- Utility Valuations
- Long Term Strategic Planning

Presentations

"Wall Street's Perception of North Carolina Water and Sewer Utilities: Positioning for Success," presented at the North Carolina AWWA-WEA Annual Conference

"Renewal and Replacement Costs: How Much is Enough?" presented at the AWWA/WEF Utility Management Conference

Education

BSBA - University of Central Florida

Tara L. Hollis, CPA, CVA, MBA

Project Manager

Ms. Hollis is a Principal Consultant with Willdan Financial Services and has more than 24 years of experience. She resides in the firm's Orlando, Florida office and has provided consulting services throughout the southeast and across the country.

Ms. Hollis has provided utility rate, financial, economic, and capital planning services for water, sewer, stormwater, reclaimed water, solid waste, and electric utility systems. She specializes in rate and cost-of-service studies, capital planning, feasibility and financial reports, debt structuring analyses for the issuance of utility indebtedness, non-ad valorem assessment programs, and valuation studies for mergers or acquisitions.

Rate & Cost-of-Service Studies – Ms. Hollis has extensive experience with utility rate and cost-of-service analysis, having *prosecuted more than 200 studies*. Such experience generally relates to performing budget analyses, customer and usage analyses, development of revenue requirements, cost-of-service allocations and sensitivity analyses related to the implementation of rate structures designed to promote desired usage characteristics. It should also be noted that Ms. Hollis has *prosecuted over 50 impact/connection fee studies* throughout the course of her career.

Revenue Bonds, Feasibility Analyses and Capital Funding – Ms. Hollis has been involved in the preparation of bond resolutions, official statement financial feasibility reports, certificates of compliance, additional bond test certificates, and other related documents *in support of \$1.75 billion of long-term indebtedness*. The funding proceeds have been utilized for such purposes as utility acquisitions, expansion of facilities and various other capital improvement needs. In addition, she has developed capital funding strategies utilizing various combinations of bonds, bank loans, government assistance loans (i.e., State Revolving Funds) and grants. She also has extensive experience related to reviewing and analyzing compliance with bond covenant requirements and contractual obligations.

Utility System Valuations – Ms. Hollis has *conducted over 250 valuation studies* using various techniques including the cost approach, income approach, and comparable sales approach for water, sewer, and electric utility systems. She has developed detailed financial forecasts and cash flow models to be used in utility acquisition assistance including contract negotiations, transitional, transactional, and financial feasibility analysis. Additionally, Ms. Hollis is a Certified Valuation Analyst, designated by the National Association of Certified Valuators and Analysts.

24 Years of Experience

With Willdan Since

2014

Certifications

C.P.A. Florida, No. AC-0031100

Certified Valuation Analyst

Areas of Expertise

- Rate Studies
- Revenue Bonds
- Capital & Financial Planning
- Impact/Connection Fee Studies
- Valuations, Acquisitions & Mergers
- Assessment Programs
- Expert Witness Testimony
- Utility Optimization Services

Presentations

"Long Term Capital & Financial Planning for Public Utility Systems," EUCI Training Course

"Financial Forces Impacting Utility Systems," presented at the Growth and Infrastructure Consortium Conference in Florida

"Financial Sustainability as a Basis for Utility Management" presented at the South Carolina Rural Water Association Conference

"Financial Forces Impacting Small Utility Systems" presented at the AWWA Section Conference in Indiana

Education

MBA - University of Central Florida

BSBA - University of Central Florida

Daryll B. Parker, MBA

Project Team Support

Mr. Parker is a Principal Consultant with Willdan Financial Services and has more than 29 years of water and sewer utility rate, financial, economic, and capital planning experience. He resides in the firm's Orlando, Florida office and his expertise includes rate and cost-of-service studies, wholesale rates, system development/impact fee studies, capital planning, debt issuance support, and regionalization studies.

Rate & Cost-of-Service Studies – Mr. Parker has extensive experience with water and sewer rate and cost-of-service analysis, having *prosecuted more than 250 studies*. Such studies generally require developing revenue requirements, performing budget analyses, customer and usage analyses and cost-of-service allocations, preparing the financing plan for the capital improvement program, developing user rates to meet client goals and objectives, and creating a dynamic “dashboard driven” model. It should be noted that Mr. Parker has *prosecuted over 80 impact/connection fee studies* throughout the course of his career.

Management Consulting – Mr. Parker has been involved with many different facets of management consulting for water and sewer utility systems including strategic planning, assisting with rate and regulatory matters, analyzing capital funding alternatives and instituting financial mechanisms to provide for sufficient and equitable recovery of operating and capital costs.

Dynamic “Dashboard Driven” Modeling – Mr. Parker has extensive experience developing “custom” Microsoft Excel rate models that are user-friendly, apply easy navigational aids and include a dynamic dashboard tool that supports unlimited “what-if” analyses. Separate dashboard functionality is developed for each utility system, as well as for the combined enterprise system (if applicable). The dashboard tool is especially useful in explaining rate options to elected officials, utility advisory boards and members of the public. In addition, the dashboard has interactive graphics, the ability to produce a series of reports as inputs are changed, and the ability to produce financial measures and ratios. It also includes the ability to show alternative pricing structures (uniform versus tiered rates), scenarios/sensitivity analysis post-study, and fiscal budget submissions including rate proposals.

Revenue Bonds, Feasibility Analyses and Capital Funding – Mr. Parker has been involved in the preparation of Financial Feasibility Reports (for inclusion in the Official Statement offering document) in *support of more than \$1.5 billion of long-term indebtedness*. He has also made presentations to local government commissions, rating agencies and bond insurers (i.e., Moody's, Standard & Poor's, Fitch, Ambac, FSA, etc.).

29 Years of Experience

With Willdan Since

2014

Areas of Expertise

- Rate & Cost-of-Service Studies
- Rate Design
- Dynamic Computer Modeling
- Impact/Connection Fee Studies
- Revenue Bond Feasibility Reports
- Capital & Financial Planning
- Acquisitions & Mergers
- Valuation Studies

Presentations/Training

“Long Term Capital & Financial Planning for Public Utility Systems,” EUCI Training Course

“System Development Fees Case Study,” presented at the North Carolina Government Finance Officers Association Conference

“Utility Rate Studies & Rate Surveys,” presented at the South Carolina Utility Billing Association Annual Meeting

“Getting Ready for Wall Street,” presented at the South Carolina Environmental Conference

“The Reclaimed Water Pricing Paradox,” presented at the North Carolina AWWA/WEA Water Reuse Seminar

Education

MBA - University of Florida

BSBA - University of Florida

Michael Cronan

Analytical Support

Mr. Cronan is a Senior Analyst within Willdan's Financial Consulting Services group and resides in the firm's Orlando, Florida office. His primary function is to support principal consultants with utility rate studies and other financial analyses. He specializes in Microsoft Excel capabilities and has performed dynamic analyses for a variety of entities, including cities, counties, public service districts and public utilities.

Utility Rate Study Experience

- City of Oviedo, FL
- City of Delray Beach, FL
- City of South Daytona, FL
- Gainesville Regional Utility; Gainesville, FL
- Bay Laurel Center Community Development District; Ocala, FL
- Gateway Services Community Development District; Ft. Myers, FL
- Emerald Coast Utilities Authority, FL
- City of Aiken, SC
- James Island Public Service District; Charleston, SC
- City of Clemson, SC
- City of Folly Beach, SC
- Hilton Head Public Service District No. 1; Hilton Head, SC
- City of Walterboro, SC
- Johnston County, NC
- City of La Palma, CA
- City of Richmond, CA

Impact/Capacity Fee Studies

- Town of Carolina Beach, NC
- City of Gastonia, NC
- City of Inman, SC
- City of Kannapolis, NC
- City of Monroe, NC
- City of Greensboro, NC

Other Financial Analyses

- Nassau County, FL
- MEAG; Atlanta, GA
- City and County of Denver, CO
- City of College Station, TX
- Central Coast Power Community Choice Aggregation Feasibility Study; Counties of Santa Barbara, Ventura and San Luis Obispo, CA

6 Years of Experience

With Willdan Since

2016

Areas of Expertise

- *Utility Rate Studies*
- *Impact/Capacity Fee Studies*
- *User Fee Studies*
- *Financial Forecast Modeling*
- *Dashboard Development*

Education

BSBA - University of Central Florida

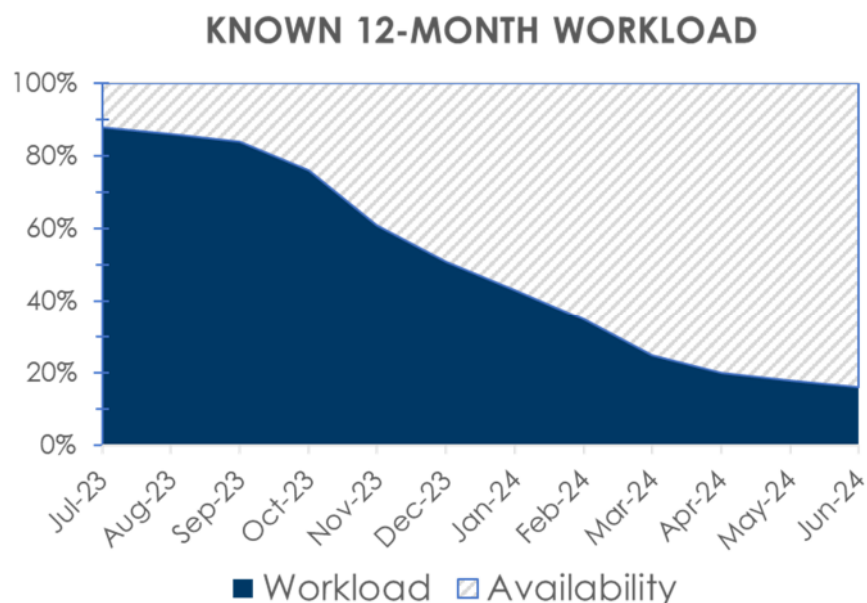
Estimated Time Assigned to Project

Willdan is sufficiently staffed to prosecute the proposed engagement for the City. Our Financial Consulting Services group is currently staffed with 22 employees; 4 of whom will be devoted to the project in some capacity, with sufficient resources remaining in the group should they be needed for assistance. Moreover, the firm as a whole is staffed with over 70 employees. The availability of our team members is shown in the table below and is expressed as a percentage of personnel's available time. Additionally, key personnel identified below will not be substituted without written permission from the City.

Team Member Availability	
Name	Availability
Jeffrey McGarvey	10%
Tara Hollis	20%
Daryll Parker	15%
Michael Cronan	35%

Current and Projected Workload

Although the project team members currently have work in progress, this workload is at a manageable level with sufficient capacity to meet the needs of the City. Please be assured that the current and projected workload will not detract from the ability of Willdan to provide timely, high quality and cost-effective services consistent with both industry standards and those required by the City. The chart below provides a summary of the Orlando office's known and measurable workload for the next 12 months.



Similar Projects

A representative listing of projects in the Southeast performed by Willdan and its project team members is provided below. These engagements are similar in nature to those requested by the City. Willdan's proposed project team has been providing rate and financial consulting services to municipalities across the country for more than 30 years.

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
FL	Alachua, County of		✓			✓	✓							
FL	Apopka, City of	✓	✓	✓	✓		✓	✓			✓	✓		
FL	Atlantic Beach, City of	✓	✓		✓	✓	✓	✓			✓			
FL	B&C Water Resources, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Bay Laurel Center Community Development District	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
FL	Bay, County of	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
FL	Bluefield Utilities, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Callaway, City of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Cape Coral, City of	✓	✓				✓	✓		✓	✓			
FL	Carrabelle, City of	✓	✓				✓	✓		✓	✓			
FL	Casselberry, City of	✓	✓			✓	✓	✓		✓	✓		✓	
FL	Citrus, County of		✓			✓	✓	✓			✓		✓	
FL	Clay, County of	✓	✓				✓	✓		✓	✓			
FL	Clermont, City of		✓			✓	✓	✓			✓			
FL	D&E Water Resources, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Dade City, City of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Dania Beach, City of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	DeFuniak Springs, City of	✓	✓				✓	✓		✓	✓			
FL	DeLand, City of	✓	✓		✓	✓	✓	✓		✓	✓	✓		
FL	Delray Beach, City of		✓			✓	✓	✓						
FL	Deltona, City of		✓			✓	✓	✓			✓			
FL	DeSoto, County of	✓	✓				✓	✓		✓	✓			
FL	Dunedin, City of	✓	✓				✓	✓		✓	✓			
FL	Emerald Coast Utilities Authority	✓	✓				✓	✓		✓	✓			
FL	Eustis, City of		✓			✓	✓	✓			✓			
FL	Farnton Water Resources, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Fellsmere, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
FL	Fernandina Beach, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
FL	Florida Governmental Utility Authority	✓	✓			✓	✓	✓		✓	✓			
FL	Fort Meade, City of	✓	✓		✓	✓	✓	✓		✓	✓	✓		
FL	Fort Myers Beach, City of	✓	✓		✓	✓	✓	✓		✓	✓	✓		
FL	Fort Myers, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Fort Walton Beach, City of	✓	✓		✓	✓	✓	✓		✓	✓			

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
FL	Gateway Services Community Development District	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Grove Land Utilities, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Gulf Breeze, City of	✓	✓				✓	✓		✓	✓			
FL	Hernando, County of	✓	✓	✓			✓	✓		✓	✓			
FL	Hialeah, City of		✓			✓	✓	✓			✓			
FL	Hillsborough, County of					✓	✓	✓		✓	✓			
FL	Jacksonville Electric Authority	✓	✓				✓	✓		✓	✓			
FL	Kissimmee, City of	✓	✓	✓			✓	✓		✓	✓			
FL	Lake Wales, City of	✓	✓	✓	✓		✓	✓		✓	✓			
FL	Lake Worth, City of					✓					✓		✓	
FL	Lakeland, City of	✓	✓				✓	✓		✓	✓			
FL	Lauderhill, City of	✓	✓		✓		✓	✓		✓	✓			
FL	Leesburg, City of		✓	✓		✓					✓			
FL	Longboat Key, Town of				✓	✓							✓	
FL	Longwood, City of	✓	✓				✓	✓		✓	✓			
FL	Madison, City of	✓	✓				✓	✓		✓	✓			
FL	Marco Island, City of					✓	✓	✓			✓			
FL	Marion, County of	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
FL	Miami Springs, City of	✓	✓		✓		✓	✓		✓	✓			
FL	Miami-Dade Solid Waste		✓			✓				✓	✓	✓		
FL	Miami-Dade Water and Sewer	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
FL	Mulberry, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
FL	Naples, City of	✓	✓		✓		✓	✓		✓	✓			
FL	Nassau - Amelia Island Utilities, County of					✓	✓	✓			✓			
FL	Neptune Beach, City of	✓	✓				✓	✓		✓	✓			
FL	New Port Richey, City of	✓	✓				✓	✓		✓	✓			
FL	North Bay Village, City of	✓	✓		✓		✓	✓		✓	✓			
FL	North Beach Utilities	✓	✓		✓		✓	✓		✓	✓			
FL	North Lauderdale, City of	✓	✓		✓		✓	✓		✓	✓			
FL	North Miami Beach, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
FL	North Peninsula Utility Company					✓	✓	✓			✓			
FL	North Port, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Ocala, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Ocoee, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Okaloosa, County of	✓	✓			✓	✓	✓		✓	✓			
FL	Okeechobee Utility Authority	✓	✓	✓		✓	✓	✓		✓	✓			
FL	Orange City, City of	✓	✓		✓	✓	✓	✓		✓	✓	✓		
FL	Orange, County of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	OrangeTree Utilities, Inc.	✓	✓			✓	✓	✓		✓	✓			

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
FL	Orlando, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Oviedo, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Palm Bay, City of	✓	✓	✓		✓	✓	✓		✓	✓			
FL	Palm Beach, County of					✓	✓	✓			✓			
FL	Panama City, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Peace River Manasota Regional Water Supply Authority		✓	✓		✓					✓			
FL	Pinellas Park, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Polk City, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
FL	Polk, County of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Port Richey, City of					✓	✓	✓			✓			
FL	Port St. Lucie, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
FL	Punta Gorda, City of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Riviera Beach, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Rolling Oaks Utilities					✓	✓	✓			✓			
FL	Sanibel, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
FL	Sarasota, City of	✓	✓			✓	✓	✓			✓			
FL	Sarasota, County of	✓	✓			✓	✓	✓		✓	✓			
FL	South Daytona, City of	✓	✓		✓	✓	✓	✓			✓	✓	✓	
FL	St Johns River Water Management District					✓					✓			
FL	St. Johns Service Company	✓	✓			✓	✓	✓		✓	✓			
FL	St. Johns, County of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Stuart, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Tamarac, City of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Tampa Bay Water		✓	✓		✓					✓			
FL	Tarpon Springs, City of	✓	✓	✓		✓	✓	✓			✓			
FL	Tindall Hammock Irrigation and Soil Conservation District	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Tohopekaliga Water Authority	✓	✓	✓		✓	✓	✓		✓	✓			
FL	Tymber Creek Utilities Incorporated	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Volusia Water Alliance					✓								
FL	Winter Haven, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Winter Park, City of					✓							✓	
FL	Woodstock Utilities, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
GA	Cobb County, GA	✓	✓	✓		✓	✓	✓		✓	✓			
GA	DeKalb, County of	✓	✓	✓		✓	✓	✓		✓	✓			
GA	Glynn, County of	✓	✓	✓		✓	✓	✓			✓			
GA	Jefferson, City of		✓			✓	✓	✓						
LA	New Orleans, City of					✓							✓	
NC	Albemarle, City of	✓	✓			✓	✓	✓		✓	✓			

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
NC	Apex, Town of		✓	✓		✓	✓	✓		✓	✓			
NC	Belmont, City of			✓		✓	✓	✓			✓			
NC	Bessmer City, City of			✓		✓	✓	✓			✓			
NC	Broad River Water Authority	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Cape Fear Public Utility Authority	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
NC	Cape Fear Water District		✓			✓	✓	✓			✓			
NC	Carolina Beach, Town of	✓	✓			✓	✓	✓		✓	✓			
NC	Cherryville, City of		✓			✓	✓	✓			✓			
NC	Concord, City of	✓	✓	✓		✓	✓	✓		✓	✓		✓	
NC	Cramerton, Town of			✓		✓								
NC	Dallas, Town of					✓		✓					✓	✓
NC	Fayetteville, City of		✓	✓		✓	✓	✓			✓			
NC	French Broad Electric Cooperative						✓	✓					✓	✓
NC	Gaston County		✓			✓	✓	✓	✓		✓			
NC	Gastonia, City of	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
NC	Greensboro, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Greenville Utilities Commission	✓	✓	✓		✓	✓	✓		✓	✓		✓	
NC	Harnett, County of	✓	✓	✓		✓								
NC	Henderson, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Hickory, City of	✓	✓			✓	✓	✓		✓	✓			
NC	High Point, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	High Shoals, Town of			✓		✓								
NC	Hillsborough, Town of			✓		✓								
NC	Johnston, County of		✓		✓	✓	✓	✓		✓	✓			
NC	Kannapolis, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
NC	Kings Mountain, City of	✓	✓	✓		✓	✓	✓		✓	✓		✓	
NC	Kinston, City of	✓	✓			✓	✓	✓		✓	✓			
NC	Lexington, City of	✓	✓			✓	✓	✓		✓	✓			
NC	Lincoln County	✓	✓			✓	✓	✓		✓	✓			
NC	Lincolnton, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Lowell, City of		✓			✓	✓	✓			✓			
NC	Lower Cape Fear Water & Sewer Authority	✓	✓			✓	✓	✓		✓	✓			
NC	McAdenville, Town of			✓		✓			✓					
NC	Metropolitan Sewerage District of Buncombe County	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Monroe, City of	✓	✓	✓		✓	✓	✓		✓	✓		✓	
NC	Mooresville, Town of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
NC	Morganton, City of	✓	✓			✓	✓	✓		✓	✓			
NC	Mount Airy, City of	✓	✓			✓	✓	✓		✓	✓			
NC	Mount Holly, City of		✓			✓	✓	✓			✓			

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
NC	New Hanover County	✓	✓	✓		✓	✓	✓		✓	✓			
NC	New River Light & Power Co.					✓								✓
NC	Onslow County Water & Sewer Authority	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
NC	Orange Water & Sewer Authority		✓	✓		✓	✓	✓			✓			
NC	Raleigh, City of	✓	✓			✓	✓	✓		✓	✓			
NC	Ranlo, Town of			✓		✓			✓					
NC	Rocky Mount, City of					✓							✓	
NC	Shelby, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Spencer Mountain, Town of			✓		✓								
NC	Thomasville, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Stanley, Town of			✓		✓								
NC	Union, County of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
NC	Wake, County of	✓	✓			✓	✓	✓		✓	✓			
NC	Wilson, City of												✓	
NC	Winston-Salem, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Winterville, Town of													✓
SC	Abbeville, City of		✓			✓	✓	✓			✓			
SC	Anderson, City of	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
SC	Beaufort Jasper Water & Sewer Authority		✓			✓	✓	✓			✓			
SC	Beaufort, City of	✓	✓			✓	✓	✓		✓	✓			
SC	Bennettsville, City of	✓	✓	✓		✓	✓	✓		✓	✓		✓	
SC	Berkeley County Water & Sanitation	✓	✓			✓	✓	✓		✓	✓			
SC	Camden, City of					✓	✓	✓					✓	✓
SC	Cayce, City of	✓	✓	✓		✓	✓	✓		✓	✓			
SC	Clemson, City of	✓	✓			✓	✓	✓		✓	✓			
SC	Clinton, City of	✓	✓			✓	✓	✓		✓	✓			
SC	Clover, Town of	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Columbia, City of	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Dorchester County	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Due West, Town of					✓	✓	✓					✓	✓
SC	Easley Combined Utility System	✓	✓	✓		✓	✓	✓		✓	✓			
SC	East Richland County PSD					✓	✓	✓						
SC	Florence, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
SC	Fort Mill, Town of	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Gaffney Board of Public Works	✓	✓			✓	✓	✓		✓	✓			
SC	Georgetown, City of	✓	✓			✓	✓	✓		✓	✓			✓
SC	Greenville Water System	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
SC	Greenwood Commission of Public Works	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
SC	Greenwood Metropolitan District	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
SC	Greer Commission of Public Works	✓	✓	✓	✓	✓	✓	✓		✓	✓			
SC	Hilton Head Public Service District	✓	✓	✓		✓	✓	✓			✓			
SC	Laurens Commission of Public Works					✓	✓	✓		✓				
SC	Lexington County Joint Municipal Water & Sewer Commission	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Lowcountry Regional Water System	✓				✓	✓		✓	✓				
SC	Newberry, City of	✓	✓	✓		✓	✓	✓		✓	✓			
SC	North Augusta, City of	✓	✓			✓	✓	✓		✓	✓			
SC	North Charleston Sewer District	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
SC	Pickens, City of	✓	✓			✓	✓	✓		✓	✓			
SC	ReWa (Greater Greenville, Wastewater)	✓	✓		✓	✓	✓	✓	✓	✓	✓			
SC	Richland, County of		✓		✓	✓	✓	✓			✓			
SC	Rock Hill, City of	✓	✓		✓	✓	✓	✓		✓	✓			
SC	SJWD Water District	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Sumter, City of	✓	✓	✓		✓	✓	✓		✓	✓			
SC	Tega Cay, City of					✓			✓		✓			
SC	Union, City of	✓	✓			✓	✓	✓		✓	✓			
SC	Winnsboro, Town of					✓	✓	✓						
SC	Woodruff Roebuck Water District	✓	✓	✓		✓	✓	✓		✓	✓			
SC	York, City of	✓	✓		✓	✓	✓	✓		✓	✓			
TN	Brentwood, City of		✓			✓	✓	✓			✓			
VA	Arlington, County of	✓	✓		✓	✓	✓	✓		✓	✓			
VA	Danville, City of	✓	✓			✓	✓	✓		✓	✓			
VA	Henrico, County of	✓	✓			✓	✓	✓		✓	✓			
VA	Isle of Wight County	✓	✓		✓	✓	✓	✓		✓	✓			
VA	Manassas, City of	✓	✓			✓	✓	✓		✓	✓			
VA	Norfolk, City of	✓	✓	✓		✓	✓	✓		✓	✓			
VA	Virginia Municipal Electric Assoc.												✓	
VA	WaterReuse Foundation Research	✓	✓				✓	✓		✓	✓			

Section 4 – Past Performance Experience

Provided below are similar projects conducted on behalf of Florida public agencies, highlighting the breadth and depth of our team experience and knowledge.

City of Delray Beach, FL

Water, Wastewater & Reclaimed Water Rate Study

Willdan conducted a utility rate study, which included a comprehensive revenue requirement, cost-of-service analysis, and rate design for the water, wastewater and reclaimed water utility systems. The City had not adjusted rates in more than 10 years and was facing a capital program of more than \$150 million over the next 5 years. The study included a comprehensive review of existing rates, operating expenses, revenues and rate classes, development of cost-of-service by rate class, and proposed rate design changes with implementation over the next five-year period. The final project cost did not exceed the proposed cost and it was completed according to the requested client schedule. Principal Consultant Daryll Parker presented study results to management, staff and the City Commission.

Client Contact:	Hassan Hadjimiry, Utilities Director 100 NW First Avenue, Delray Beach, FL 33444 Tel #: (561) 243-7303 Email: hadjimiryh@mydelraybeach.com
Performance Period:	July 2021 – June 2022
Willdan Project Team:	Jeff McGarvey, Daryll Parker, Michael Cronan

City of Oviedo, FL

Comprehensive Utility Rate and Financial Services

The City of Oviedo, located in Seminole County, has maintained steady growth over the years and has grown from a sleepy little citrus town to a thriving and vibrant community. The City is responsible for a regional utility that provides service to approximately 30,000 residents in Oviedo and Seminole County. Water, wastewater, reclaimed water and stormwater service is provided to residential, multi-family and commercial establishments. The Utilities Division also provides reuse (irrigation quality) water to the local golf course and residential and commercial reclaimed zones throughout the City.

Willdan was selected in 2013 to provide a variety of utility rate and financial consulting services. The City sought a consulting firm to provide services on an as-needed basis which included rates and charges; financial policies and practices; capital program activity and funding sources; and debt issuance support. Mr. McGarvey, Ms. Hollis and Mr. Cronan have worked with the City on a variety of matters specific to their utility systems. They have also had the privilege of working on a broad range of other projects that include, among other things: development of assessment methodologies for street lighting and fire services; solid waste contractual issues; utility billing system audit; cost allocation analysis; and fiscal impact analysis for a proposed new development. Ms. Hollis is currently serving as project manager for the Water, Sewer, and Reclaimed Rate Study, Stormwater Rate Study, and Water and Sewer Impact Fee Study.

Client Contact:	Jerry Boop, Finance Director 400 Alexandria Boulevard, Oviedo, FL 32765 Tel #: (407) 971-5544 Email: jboop@cityofoviedo.net
Performance Period:	February 2014 to present
Willdan Project Team:	Jeff McGarvey, Tara Hollis, Michael Cronan

City of South Daytona, FL Water and Wastewater Rate Study and Impact Fee Study

The City of South Daytona provides water and sewer service to over 5,000 customer accounts. The water and wastewater utility is structured as an enterprise activity and therefore is expected to generate revenues sufficient to meet fiscal requirements. The revenue generation system is comprised of impact fees; contributions; ancillary charges for specifically requested services; transfers from other sources; and user fees consisting of a monthly base charge which includes usage of 1,000 gallons and volume charges per 1,000 gallons of metered service above the gallonage included in the base.

The City of South Daytona requested that Willdan conduct a Water and Wastewater Rate Study and Impact Fee Study. During the course of the study, it was determined that the City's user rates and charges should meet a number of goals and objectives including: 1) equitable recovery of costs; 2) continued conservation initiatives; 3) revenue sufficiency; 4) administrative compatibility; and 5) public understandability. Another important item that influenced the study was the anticipated need for capital funding in the near future. The goals, objectives, and capital funding were considered with utmost priority during the course of developing the proposed rate structure modifications and rate adjustments.

After reviewing the customer data and usage patterns, Willdan developed recommendations concerning conversion of the monthly base charge to a service availability charge to be applied per AWWA meter equivalencies, changes to the usage blocks, and the consolidation of the pass-through adder from the City of Daytona into the monthly gallonage rates for both water and sewer. Additionally, as part of this assignment, Willdan customized its interactive water and wastewater rate model for the City to be used as a dynamic tool to review the impacts of various changes to the City's rate structure. Willdan held two work sessions with the City Council to develop a final rate plan that was adopted by the City for Fiscal Year 2020.

In addition to the utility rate study, Willdan acts as the City's Utility Rate Consultant on various matters. Willdan recently completed an analysis of historical operating information for both water and sewer to be used by the City in conjunction with entering into a new wholesale agreement with the City of Daytona Beach.

Client Contact:	James L. Gillis, Jr., City Manager 1672 S Ridgewood Avenue, South Daytona, FL 32119 Tel #: (386) 322-3014 Email: lgillis@southdaytona.org
Performance Period:	March 2018 – January 2019
Willdan Project Team:	Tara Hollis, Daryll Parker, Michael Cronan

Bay Laurel Center Community Development District; Ocala, FL
Comprehensive Utility Rate and Financial Services

Bay Laurel Center Community Development District (the "District") in Marion County, Florida, retained Willdan to provide professional utility consulting services for various projects. Recent services provided included preparation of a Water, Sewer, and Reclaimed Water Rate Study and Miscellaneous Service Charge Study; Valuation and Appraisal Services for the Acquisition of Water Treatment Plant No. 3; and serving as the Bond Feasibility Consultant.

With regard to the Rate and Charge Study, services were provided in respect to rate structure and multi-year rate adjustment recommendations for the water and sewer utility to maintain revenue sufficiency in support of the operations, maintenance, and capital improvement initiatives of the utility with respect to water, sewer, and reclaimed water. In addition to the monthly user rates and charges, Willdan prepared a review and update to the District's miscellaneous charges. This included Allowance for Funds Prudently Invested ("AFPI") charges, grease trap surcharge, fire protection charges, deposit amounts, turn-on/turn-off fees during and after hours, vandalism charges, late payment charges, illegal water use fees, and several other fees deemed appropriate. The results of both studies were placed into effect for Fiscal Year 2019.

Historically, the District had leased Water Treatment Plant No. 3 (WTP) from a developer. As the community has continued to grow, the District decided it was time to purchase WTP. Willdan prepared a Uniform Standards of Professional Appraisal Practice (USPAP) compliant appraisal of the WTP. This appraisal included the replacement cost, income, and comparable sales approaches to value as well as a land appraisal for the WTP site. This appraisal was used to support the purchase price of WTP.

To secure the funding to purchase WTP No. 3, as well as the District's current five-year CIP, Willdan recently served as the District's Bond Feasibility Consultant and prepared the Utility System Bond Feasibility Study to be included in the District's Series 2022 Bonds. The Series 2022 Bonds are comprised of two separate issues; the Series 2022A for the purpose of refunding the District's outstanding Series 2011 Bonds and the Series 2022B Bonds for the acquisition of the WTP and current CIP projects. The overall issues were approximately \$154 million.

Ms. Hollis continues to provide utility rate, financial and capital planning services on an as-needed basis and is currently preparing a Water, Sewer, Reclaimed Water, Miscellaneous Charge, and AFPI (Capacity Fee) Study.

Client Contact:	Crystal House, Office Manager 8470 SW 79 th Street Road, Suite 3, Ocala, FL 34481 Tel #: (352) 414-5454, ext. 4100 Email: crystal.house@blccdd.com
Performance Period:	January 2018 to present
Willdan Project Team:	Jeff McGarvey, Tara Hollis, Michael Cronan

Gateway Services Community Development District; Fort Myers, FL
Utility Rate Studies and Connection Fee Study

The Gateway Services Community Development District ("District") was established on May 22, 1986, by the Florida Land and Water Adjudicatory Commission Chapter 42F-1, pursuant to the provisions of Chapter 190, Florida Statutes. The District consists of approximately 4,488 acres located in Lee County. The main powers of the District are to plan, finance, construct, operate and maintain community-wide infrastructure and services specifically for the benefit of its residents. Responsibilities include stormwater management, potable and irrigation water supply, sewer, and wastewater management.

Principal Consultant Daryll Parker completed a comprehensive water, wastewater and irrigation rate study and connection fee study for the District. During the project, he worked closely with the District Manager and Finance Director, with input from staff members. As part of the project, Mr. Parker developed a comprehensive, dynamic dashboard model that was used to assist the District with its long-term capital, rate and financial planning. The model takes into consideration the cost-of-service, capital needs, impact on rates and revised rate design based on American Water Works Association (AWWA) standards. The final project cost did not exceed the proposed cost and it was completed according to the requested client schedule.

Client Contact:	Chris Shoemaker, District Manager 13240 Griffin Drive, Fort Myers, FL 33913 Tel #: (239) 561-1313 Email: chris.shoemaker@gatewaydistrict.org
Performance Period:	December 2017 – March 2018
Willdan Project Team:	Daryll Parker, Michael Cronan

Section 5 – References

We are proud of our reputation for customer service and encourage you to contact these clients regarding our commitment to excellence.

Reference 1			
Organization Name:	City of Oviedo, FL		
Location (Address):	400 Alexandria Boulevard, Oviedo, FL 32765		
Contact Name:	Jerry Boop, Finance Director		
Telephone #:	(407) 971-5544	Date Service Began:	February 2014
Email:	jboop@cityofoviedo.net	Date Service Ended:	Present
Services Provided:	Comprehensive Utility Rate and Financial Services		
Reference 2			
Organization Name:	City of Delray Beach, FL		
Location (Address):	100 NW First Avenue, Delray Beach, FL 33444		
Contact Name:	Hassan Hadjimiry, Utilities Director		
Telephone #:	(561) 243-7303	Date Service Began:	July 2021
Email:	hadjimiryh@mydelraybeach.com	Date Service Ended:	June 2022
Services Provided:	Water, Wastewater & Reclaimed Water Rate Study		
Reference 3			
Organization Name:	City of South Daytona, FL		
Location (Address):	1672 S Ridgewood Avenue, South Daytona, FL 32119		
Contact Name:	James L. Gillis, Jr., City Manager		
Telephone #:	(386) 322-3014	Date Service Began:	March 2018
Email:	lgillis@southdaytona.org	Date Service Ended:	January 2019
Services Provided:	Water and Wastewater Rate Study and Impact Fee Study		

Reference 4			
Organization Name:	Bay Laurel Center Community Development District; Ocala, FL		
Location (Address):	8470 SW 79 th Street Road, Suite 3, Ocala, FL 34481		
Contact Name:	Crystal House, Office Manager		
Telephone #:	(352) 414-5454, ext. 4100	Date Service Began:	January 2018
Email:	crystal_house@blccdd.com	Date Service Ended:	Present
Services Provided:	Comprehensive Utility Rate and Financial Services		
Reference 5			
Organization Name:	Gateway Services Community Development District; Fort Myers, FL		
Location (Address):	13240 Griffin Drive, Fort Myers, FL 33913		
Contact Name:	Chris Shoemaker, District Manager		
Telephone #:	(239) 561-1313	Date Service Began:	December 2017
Email:	chris.shoemaker@gatewaydistrict.org	Date Service Ended:	March 2018
Services Provided:	Utility Rate Studies and Connection Fee Study		

Section 6 – Methodology and Technical Approach

Scope of Services

Based on our understanding of the City's needs, the following scope of services has been segmented into three parts consisting of the 1) Utility Rate Study, 2) Impact Fee Study, and 3) Meetings & Presentations. Furthermore, it is understood that a key component of this engagement is to recommend utility rates and fees for those users citywide outside the boundaries of the Western Ormond Utility District service area, as well as for users inside the District's boundaries.

Willdan welcomes this opportunity to provide a fresh perspective and approach to the planning and rate-making process, and to work with the City to develop a comprehensive financial and rate model, as well as evaluate the financial plan and rate alternatives.

PART 1 – Utility Rate Study

Provided herein is a description of the scope of work anticipated to complete the Water, Sewer, and Reclaimed Water Rate Study project. The proposed scope of work is intended to develop a multi-year rate and capital planning model that will include estimated rate impacts and provide a review process that will allow the City to accomplish the changes in rates necessary to recover costs equitably, fund future capital projects and remain financially strong.

Task 1: Data Collection and Review

Task 1.1 – Data Collection. As a means of initiating the project activities, the City will be provided with an initial list of basic data needed to conduct the utility rate study. The data request will include items such as financial and operating data, customer account and billing data, reports prepared by others (including the Western Service Area Update), budgets, audits, capital improvement programs, fixed asset records, official bond statements, debt service schedules, master plans, ordinances, previous rate studies and policy statements.

Task 1.2 – Data Review. Data will be reviewed for relative completeness and to ensure a sufficient understanding of historical utility operations. Willdan is not responsible for verifying the accuracy of financial, capital or engineering data provided by the City or other entities.

Task 2: Revenue Requirements and Rate Determinants

Task 2.1 – Historical Billing Data Analysis. It is anticipated that the billing information will be provided in a format necessary to summarize the water, sewer and reclaimed water system accounts and volumes by customer class, meter size and usage blocks for recent historical periods. The customers and flows provide the basis on which operating revenues are derived and are therefore the primary factors utilized in reviewing the user rates and charges.

Task 2.2 – Customer and Flow Projections. Water, sewer and reclaimed water system accounts and flows will be forecast for a ten-year planning period. Such projections will be developed by considering historical growth trends, local economic conditions, potential for adding/losing major utility customers, changes in customer class usage patterns over time (based on client input) and experienced judgment.

The flow projections will be based on the projected number of utility accounts and a usage per account analysis to differentiate the historical effects of account growth and increased (decreased) average usage by customer class.

Task 2.3 – Projected Revenues Under Existing Rates (Revenue Sufficiency). Projections of each system's revenues under existing rates for the planning period will be developed, recognizing projected accounts, flow volumes, and usage patterns by customer class (as determined in the billing analysis under prior tasks). Such revenue projections will assume that the existing user rates and rate structures remain constant at the existing levels.

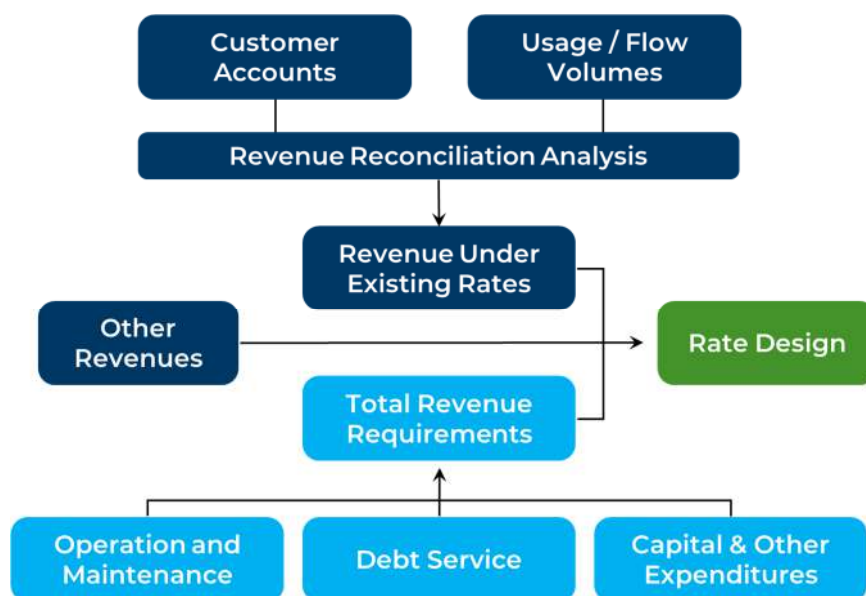
Task 2.4 – Miscellaneous Revenue Projections. The revenues to be generated from other existing sources including such items as interest income, tapping fees, late payment charges, and other miscellaneous service charges will be projected for the planning period. It should be noted that prior to projection, each ancillary revenue source will be reviewed for a general level of reasonableness based on standard cost principles and concepts.

Task 2.5 – Projected Revenue Requirements. Revenue requirements (i.e., utility system expenditures) will be developed based on an analysis of historical, currently budgeted, and anticipated operating and capital expenditures. The revenue requirements will be projected on a fiscal year cash flow basis taking into account expected operational changes, changes in staffing or operating expenditures for new facilities, system growth occurring from new development, anticipated extraordinary expenses, and allowances for inflation.

The projections will include, but not be limited to, the following: operation and maintenance expenses; outlay for Routine Annual Capital Additions and Replacements, if applicable; debt service and reserve requirements (liquidity) on existing and anticipated debt; transfers to fund major capital improvements; and other expenditures and transfers.

Task 2.6 – Projected Operating Results Based on Existing Rates. The projected revenues and revenue requirements will be summarized into a ten-year cash flow statement providing the projected operating results of each system under the existing rates. The ten-year cash flow statement will be used to estimate annual adjustments in utility revenues necessary to fund expenditure requirements, meet existing bond covenant requirements, and maintain prudent utility management practices.

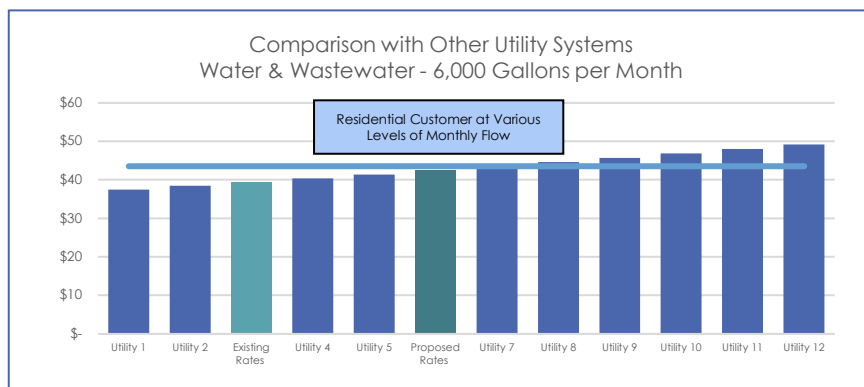
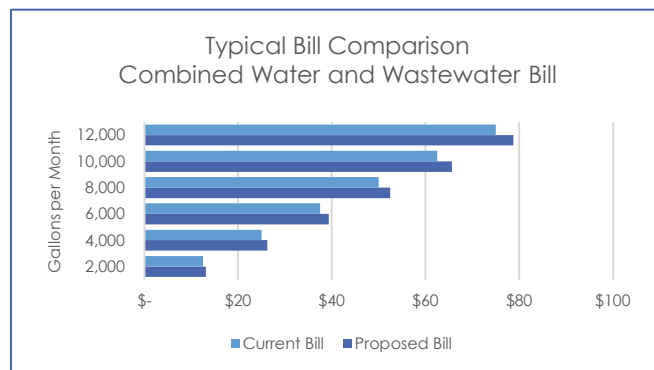
The estimated timing and magnitude of future debt issues required to finance proposed capital improvements, as provided by the City's Financial Advisor (if applicable), will also be included in the ten-year cash flow statement. Concurrent with the development of the projected operating results, Key Performance Indicators (or "KPIs") will be developed which will show the general financial health of the utility operations. If necessary, Willdan will work with the City's Financial Advisor to make recommendations for future debt issuance needs, required/targeted fund balances or reserves (liquidity), and debt service coverage ratios to maintain financial integrity and a stable bond rating.



Task 3: Resulting Rate/Revenue Revisions

Task 3.1 – Projected Operating Results Based on Proposed Rates. If the projected revenues under the existing rates are insufficient to fund the projected revenue requirements, the rates will be adjusted on a percentage basis to estimate the revenues to be generated for the projection period. The projected revenues will consider possible changes in usage characteristics that may occur from revising the rate structure. In addition, similar to the process described in **Task 2.6**, the ten-year cash flow statement will identify annual adjustments in revenues necessary to meet existing bond covenant requirements specific to the applicable utility system, prudent management practices, and/or sound capital financing considerations.

Task 3.2 – Typical Bill Comparison. A comparison of typical monthly utility bills under the existing and proposed rates will be developed for the residential customer class under various levels of usage. The comparison will calculate the rate impacts on typical customers for the majority of the customer base both inside and outside the West Ormond Utility District service area.

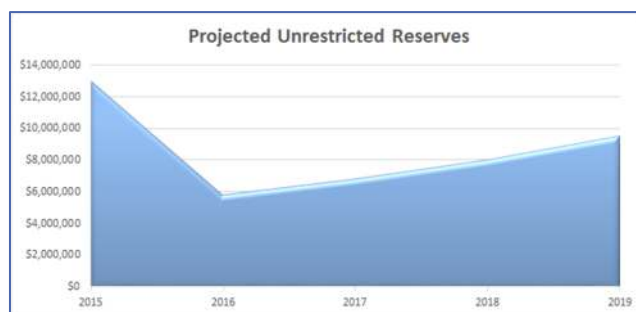


Task 3.3 – Neighboring Utility Comparison. A comparison will be prepared to assess the difference between the existing and proposed rates of the City with those of other public utility systems in the same geographic region. This will include the existing and proposed rates for customers both inside and outside the West Ormond Utility District service area.

Task 4: Capital Financing Analysis

Task 4.1 – Review Capital Improvement Program (CIP). The City's existing CIPs will be reviewed in conjunction with conversations with staff. The objective of such a review is to gain an understanding of the types of projects scheduled, the timing associated with such projects, and associated expenditure requirements.

Task 4.2 – Develop Capital Financing Plan. Based on the findings in **Task 3.1**, a general financing plan will be developed to provide for the anticipated capital expenditure activities, including potential debt issuances, relative to the CIPs. Willdan will rely on City staff or the City's Financial Advisor for any assumptions specific to future debt service issuances. Such a financing plan will include consideration for the use of restricted and unrestricted funds, surplus operating reserves, connection and impact fee revenues, debt service and future rate adjustments.



Task 5: Reports and Deliverables

Task 5.1 – Draft Report Preparation. A preliminary draft report will be prepared addressing the study findings and recommendations. Contents will also include salient assumptions relied upon for the projection of customers and service characteristics, revenue requirements, revenues, operating results, and any proposed adjustments to the water, sewer and/or reclaimed water utility rates. An electronic (PDF) copy of the preliminary draft report will be submitted for staff review.

Task 5.2 – Final Report Preparation. Based on comments received from staff and other participants, the draft report will be revised to incorporate the agreed upon changes. Upon completion, an electronic (PDF) copy of the final rate study report will be provided for the City's records.

Task 5.3 – Final Dashboard Model. As previously addressed, an interactive dashboard model will be developed to allow for the consideration of alternative rate structures (if deemed appropriate) that meet the funding needs of the applicable system. The Microsoft Excel-based rate model will possess the elements necessary to conduct a full financial analysis and to provide the output necessary for the water, sewer and reclaimed water rate study. Features of the analysis model include the ability to incorporate line-item data and assumptions that are then summarized in a graphical dashboard to show KPIs for the system. Upon completion of the rate study project, the final dashboard model will be provided to the City for continued use as necessary by staff.

PART 2 – Impact Fee Study (Connection Fees)

The calculation of impact fees will employ generally accepted accounting, engineering, and planning methodologies. Common methodologies include the buy-in, incremental cost or marginal cost, and combined cost. A brief description of each as identified within the American Water Works Association ("AWWA") Manual M1 is described below.

- *Buy-in Method.* Based on the value of the existing system's capacity. Under this method, new development "buys" a proportionate share of capacity at the cost (value) of the existing facilities.
- *Incremental/Marginal Cost Method.* Based on the value or cost to expand the existing system's capacity. This method assigns to new development the incremental cost of future system expansion needed to serve new development.
- *Combined Cost Method.* Based upon a blended value of both the existing and expanded system capacity. This method uses a combination of the buy-in and incremental/marginal cost methods.

Each of these methods will be developed for consideration in calculating the impact fees. The scope of work anticipated to complete the City's utility impact fee study immediately follows. The proposed scope of work is intended to equitably recover the historical and projected capital investments made by the City in the major treatment, supply and transmission, and distribution/collection infrastructure in compliance with applicable State legislation.

Task 1: Data Collection and Review

Willdan will provide a data request outlining the information required to perform the impact fee study. Once received, Willdan will review the data for completeness to ensure it is sufficient for use in calculating the fee structures. The types of data requested may include, but not be limited to, the following: detailed asset listing; the current Five-Year or Ten-Year Capital Improvement Plan ("CIP"); engineering documents describing existing and planned facilities, including the 2015 Utility Master Plan Update; existing applicable impact fee ordinances; and detailed amortization schedules for outstanding debt issued to fund existing facilities.

Task 2: Identification of System Capacities

The available master planning and capital improvement information will be utilized to identify the existing and future supply and transmission capacities for the water, sewer and reclaimed water systems. Such information will be used to determine the existing and future levels of supply, treatment and transmission capacities for use in calculating the respective impact fees.

Task 3: Buy-In-Analysis

Task 3.1 – Allocation of Existing Assets. Utilize detailed data of the existing water, sewer and reclaimed water system assets as provided by the City in order to allocate the assets between major facility components of supply, treatment, transmission and distribution/collection. Identify which asset or portions of the asset that may have been funded through grants or contributed by developers as these amounts would be excluded as recoverable assets in the development of the impact fees.

Task 3.2 – Determination of Replacement Cost of Assets. The replacement cost of each asset line item will be determined using construction cost indices set forth in such publications as the Handy-Whitman Index or the Engineering News Record.

Task 3.3 – Determination of Replacement Cost Less Depreciation (RCLD). The depreciation amount for each asset line item will be deducted from the replacement cost for that line item. The total of Replacement Cost Less Depreciation ("RCLD") value of all assets will be used as the basis to determine the buy-in method's fees.

Task 3.4 – Determination of Applicable Credits and/or Financing Costs. Depending upon the funding and/or financing mechanisms used to pay for existing capital facilities, it may be appropriate to apply debt service credits. In addition to debt service, the analysis will consider credits for grants and other generally accepted valuation adjustments.

Task 4: Incremental/Marginal Cost Analysis

Task 4.1 – Functional Allocation of CIP. The most current CIP(s) will be reviewed and summarized, and the level of future growth/capacity related capital expenditures will be identified in order to determine the projected amount of growth-related capital expenditures to be incurred during the planning horizon. This will involve the identification of planned capital project costs incurred as a result of customer growth and will include utilization of information provided in Master Plans or other engineering reports prepared for the utility (if available). The analysis will include costs of construction or expansion that are necessitated by and attributable to new development. The planned capital costs will be allocated between major facility components of supply, treatment, transmission and distribution/collection.

Task 4.2 – Determination of Applicable Credits. The analysis will include a credit against the projected aggregate cost of water, sewer and/or reclaimed water capital improvements. The credit will be determined based upon generally accepted calculations and will reflect a deduction of outstanding debt principal.

Task 5: Calculation of Impact Fees

Task 5.1 – Buy-In Method. The asset values, as adjusted for applicable credits, and capacity information will be utilized to develop impact fees that equitably recover the capacity-related cost of existing water, sewer and reclaimed water facilities.

Task 5.2 – Incremental/Marginal Cost Method. The applicable growth-related project costs allocated between treatment, supply and distribution/collection, and the capacity added by those projects will be utilized to develop impact fees that equitably recover the cost of future growth-related projects.

Task 5.3 – Combined Cost Method. The buy-in and incremental/marginal cost methods will be combined to calculate the impact fees for each utility, as well as for those users within the Western Ormond Utility District service area. The calculation methodology will separate fees by major utility component (supply and transmission). The proposed fees will include an equivalency or conversion table for use in determining the fees applicable for various categories of demand.

Task 6: Neighboring Utility Comparisons

A customer impact comparison will be prepared in order to assess the comparability of the proposed impact fees to those of other municipal utility systems in the same geographical region. The fees used for other systems/municipalities will be the most current fees available.

Task 7: Reports and Deliverables

Task 7.1 – Draft Report Preparation. A preliminary draft report will be prepared addressing the impact fee study findings and recommendations. Contents will also include salient assumptions relied upon for the proposed water, sewer and/or reclaimed water impact fees. An electronic (PDF) copy of the preliminary draft report will be submitted for staff review.

Task 7.2 – Final Report Preparation. Based on review comments received from staff and other participants, the draft report will be revised to incorporate the agreed upon changes. Upon completion, an electronic (PDF) copy of the final impact fee study report will be provided for the City's records.

Task 7.3 – Draft Ordinance. Willdan will assist City staff with drafting the ordinance to amend the utility impact fees.

PART 3 – Meetings & Presentations

Projects of this nature require a certain amount of personal interaction through meetings, web conferences and public presentations. Provided herein is a description of the meetings and presentations anticipated for the combined project, referred to as "Studies."

Initial Kick-Off Meeting. An initial kick-off meeting will be scheduled with representatives from the City during a mutually convenient time at the start of the project to discuss project requirements, finalize scheduling and reporting requirements, and receive overall project direction. The meeting is part of the project initiation activities and will help ensure that the project objectives are clearly defined and understood by all parties for the Utility Rate and Impact Fee Update.

Project Status Meetings. After data has been gathered and analyzed, and significant progress has been made, project meetings will be scheduled to provide status updates of the preliminary analysis performed to City staff in order to obtain input as the Studies progress. These meetings will be held in-person or via web conference during the time period prior to completion of the draft report for each study.

Draft Report Meeting. After allowing sufficient review time from the delivery of the draft report for each study, a meeting will be scheduled to present the results to staff. The purpose will be to 1) provide staff members with a better understanding of the analyses and assumptions applied in developing the proposed utility rates and impact/connection fees, and 2) obtain personal feedback and comments from staff members responsible for implementing any proposed revisions.

Public Presentation. If desired, the results of the Studies will be presented to the Commission during a public meeting (i.e., a general workshop session or public hearing). This presentation will offer the supporting rationale for the proposed revisions and address any questions and/or concerns raised by Commission Members prior to action being taken on the utility rates and impact fees. Willdan will also attend two Commission Meetings for the adoption of the rate and impact fee ordinances.

Project Disclaimer

The City of Ormond Beach represents, acknowledges, and agrees that:

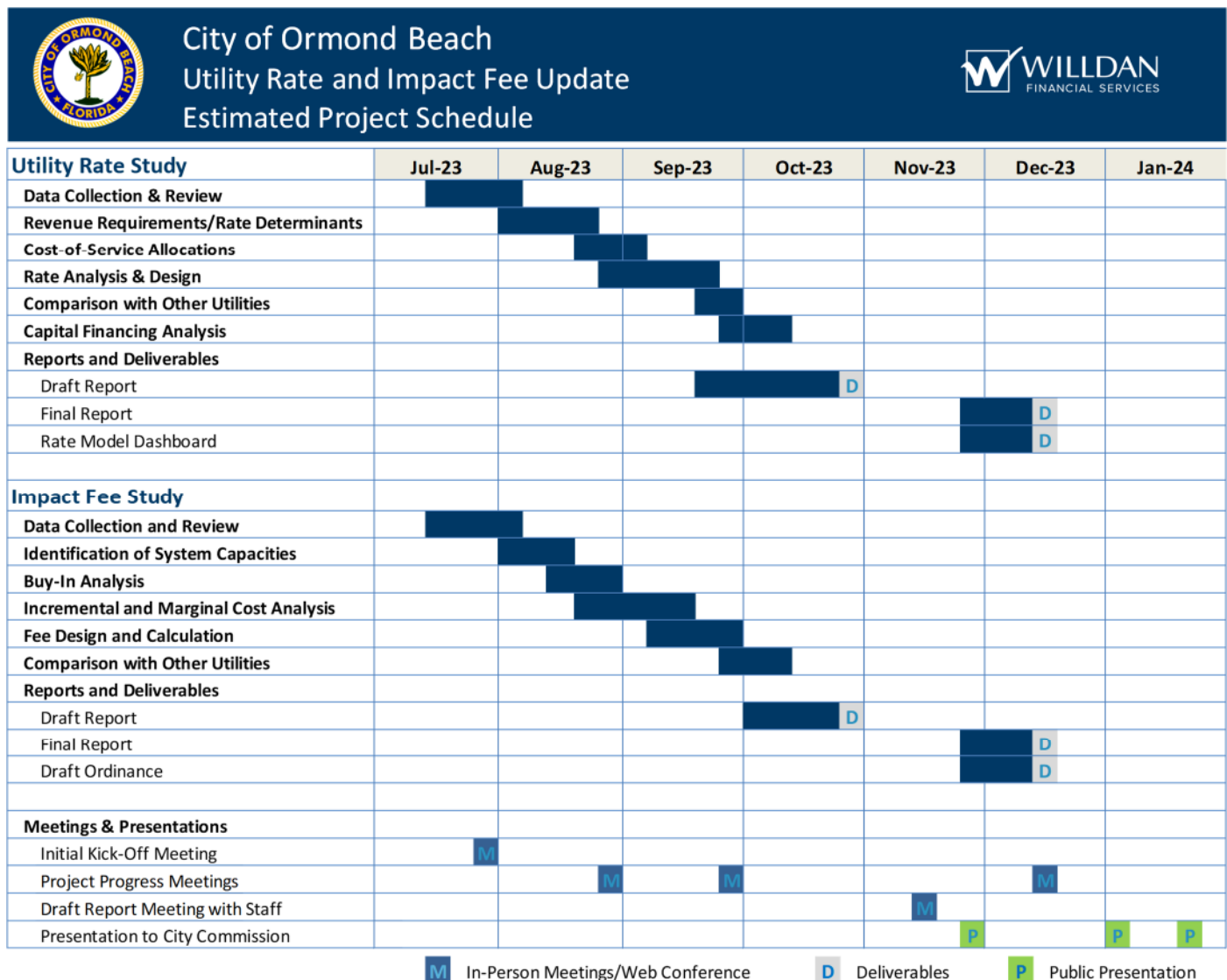
- (i) The City uses the services of one or more municipal advisors registered with the SEC to advise it in connection with municipal financial products and the issuance of municipal securities;
- (ii) The City is not looking to Willdan to provide, and the City shall not otherwise request or require Willdan to provide, any advice or recommendations with respect to municipal financial products or the issuance of municipal securities;
- (iii) Provisions of this proposal and the services to be provided are not intended to constitute or include any municipal advisory services within the meaning of Section 15B of the U.S. Securities Exchange Act of 1934, as amended, and the rules and regulations adopted thereunder;
- (iv) For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the City with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities, (A) any projections, studies and analyses shall be based upon assumptions, opinions or views established by the City, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to municipal financial products or municipal securities issuances; and
- (v) Notwithstanding the foregoing, the City recognizes that interpretive guidance regarding municipal advisory activities is currently limited and is likely to evolve and develop during the term of the potential engagement and, to that end, the City will work with Willdan throughout the term of the potential Agreement to ensure that the Agreement and the services to be provided hereunder, is interpreted by the parties, and if necessary amended, in a manner intended to ensure that the City is not asking Willdan to provide, and Willdan is not in fact providing or required to provide, any municipal advisory services.

Implementation Schedule

The project schedule below shows the estimated timeline for completion of the City's utility rate study and impact fee update engagement. Even though Willdan has shown separate scopes of work for each study, it is our belief that both should be prosecuted simultaneously, hence the project schedule shown below.

It is understood that the project will likely be awarded at the regularly scheduled Commission meeting in July 2023, and the term of the engagement will be no longer than 270 days. Willdan recognizes the City's desire to complete this project in a timely manner. As part of the project kick-off meeting, Willdan will work with the City to refine a project schedule including milestones and deliverables. It is important to note the schedule will be impacted by the City's ability to provide the necessary data in a quality, form, and format that is sufficient for the conduct of each task. Also, the schedule will be impacted by the availability of City staff and other stakeholders to attend meetings and provide critical feedback and direction.

Please be assured that Willdan has the workforce availability and resources to provide the requested services and meet the City's timing needs. The timeline below will be updated accordingly in conjunction with input from City staff and a more detailed schedule will be provided after the project kick-off meeting is held and the project details have been fully discussed.



Fee Proposal

The fees charged by Willdan are reflective of our belief and commitment to providing high quality, cost-effective consulting services to our clients. As such, we have adopted a billing philosophy whereby out of pocket costs such as reproduction, printing, postage, shipping, telephone, and travel are considered part of the project and included in the proposed fees set forth herein. This is accomplished by utilizing a fixed fee approach based on a defined scope of services, and not requesting change orders or budget amendments unless additional services are requested by the client.

Based on the Scope of Services described herein, we propose a fixed fee of **\$77,850** for the Utility Rate Study and Impact Fee Update. The proposed fixed fee amount includes anticipated project costs with no additional charges for travel, administration, printing/copying, courier services, etc.

Notes

- The City will be invoiced on a monthly percentage-completion basis. Invoices will include a description of services, as well as a summary of costs to date by task.
- We will perform additional tasks, outside our scope of services, as requested and authorized by the City for an additional fee.
- Willdan will rely on the validity and accuracy of the City's data and documentation to complete our analyses. Willdan will rely on the data as being accurate without performing an independent verification of accuracy, and we will not be responsible for any errors that result from inaccurate data provided by the client or a third party.
- The City shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to the City or relating to this project. Reimbursement shall be at Willdan's rates in effect at the time of such response.

Additional Services

Additional services may be authorized by the City and will be billed at our then-current hourly overhead consulting rates. Our current hourly rates are listed in the table below.

Willdan Financial Services Hourly Rate Schedule		
Position	Team Member	Hourly Rate
Managing Principal	Jeffrey McGarvey	\$220
Principal Consultant	Tara Hollis & Daryll Parker	\$200
Senior Analyst	Michael Cronan	\$125

Section 7 – Required Forms

Provided within this section are the following completed forms.

- Proposer Acknowledgement Form
- RFP Response Form
- Drug-free Workplace Certification
- Conflict, Non-Conflict of Interest Statement and Litigation Statement
- Verification of Employment Status Using E-Verify System

Proposer Acknowledgement Form



City of Ormond Beach

22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3374

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

RFP TITLE: **Utility Rate and Impact Fee Update**

RFP NUMBER: **2023-26**

RFP OPENING DATE & TIME: **April 27, 2023 at 2:30 PM**

RFP OPENING LOCATION: **Training Room at Ormond Beach City Hall (breezeway)**

PRE-PROPOSAL MEETING DATE & TIME: **April 6, 2023 at 2:00 PM, Room 103 at Ormond Beach City Hall**

SUBMITTALS RECEIVED AFTER THE ABOVE DATE AND TIME WILL NOT BE ACCEPTED.

PROPOSER'S NAME: Willdan Financial Services

PROPOSER'S MAILING ADDRESS: 200 South Orange Avenue, Suite 1550

CITY-STATE-ZIP: Orlando, Florida 32801

F.E.I.N.: 33-0302345

PHONE NUMBER: (407) 872-2467

EMAIL: jmcgarvey@willdan.com

If returning as a "No Submittal", please state reason (s): _____

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, services, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP for the Proposer. In submitting a RFP to the City of Ormond Beach, the Proposer offers and agrees that if the Proposal is accepted, the Proposer will convey, assign or transfer to the City of Ormond Beach all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Antitrust 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 Ormond Beach. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the Proposer.

X

AUTHORIZED SIGNATURE (MANUAL)

Jeffrey McGarvey

NAME (TYPED)

Vice President, Managing Principal
TITLE

June 1, 2023
DATED

RFP Response Form

**City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)**

RFP RESPONSE FORM

THIS RESPONSE IS SUBMITTED TO:

Purchasing Coordinator
City of Ormond Beach
22 S. Beach Street
Ormond Beach, Florida 32174

The undersigned SUBMITTER proposes and agrees, if this Submittal is accepted, to enter into a Contract with the CITY that reflects the items of this Request for Proposal (RFP) and to provide all services, as specified or indicated in the RFP Documents, in full accordance with the terms and conditions set forth in therein.

SUBMITTER accepts all of the terms and conditions of the General Conditions. SUBMITTER will sign the Contract) and submit the Contract security (when applicable) and other documents required by the Contract Documents within ten (10) days after the date of CITY's Notice of Award.

In submitting this information, SUBMITTER represents, as more fully set forth in the Agreement, that:

SUBMITTER has examined copies of all the RFP Documents and of the following Addenda:

<u>Addendum Date</u>	<u>Addendum Number</u>
<u>April 27, 2023</u>	<u>1</u>
<u>May 1, 2023</u>	<u>2</u>
<u>May 5, 2023</u>	<u>3</u>

Receipt of all of which is hereby acknowledged.

This Submittal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; SUBMITTER has not directly or indirectly induced or solicited any other Submitter to submit a false or sham Submittal; SUBMITTER has not solicited or induced any person, firm or a corporation to refrain from bidding; and SUBMITTER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the CITY.

THIS RESPONSE IS SUBMITTED BY:

COMPANY NAME: Willdan Financial Services

VENDOR/CONSULTANT LICENSE NUMBER Not Applicable

ADDRESS: 200 South Orange Avenue, Suite 1550
Orlando, Florida 32801

PHONE NO.: (407) 872-2467

SUBMITTER'S NAME: Jeffrey McGarvey
(Typed or Printed in Ink)

TITLE: Vice President, Managing Principal

AUTHORIZED SIGNATURE: I,  hereby
(Original signature required in each document)

declare that I have read and fully understand the entire RFP Documents, and that I am duly authorized to sign and submit this Proposal.

The CITY reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof as the CITY, in its sole discretion, determines to be in the best interest of the CITY.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THIS RFP RESPONSE FORM. OMISSION OF A SIGNATURE ON THIS PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

Drug-free Workplace Certification

**City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)**

DRUG-FREE WORKPLACE CERTIFICATION

IDENTICAL OR "TIE" SUBMITTALS: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal in respect to price, quality, and service are received by the State or by any political subdivision 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 violation.
- 3) Give each employee that engages 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) calendar days after such conviction.
- 5) Impose sanctions 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 this section.

Willdan Financial Services

Company Name

Authorized Signature
Jeffrey McGarvey

Print Name

Vice President, Managing Principal

Title

Conflict, Non-Conflict of Interest Statement and Litigation Statement

City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

1.

- ☒ To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients or contracts for this project.
- ☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients or contracts for this project.

2.

- ☒ The undersigned firm has had no litigation on any project in the last five (5) years.
- ☐ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation during the past five (5) years.

Willdan Financial Services
COMPANY NAME


AUTHORIZED SIGNATURE

Jeffrey McGarvey
NAME (PRINT OR TYPE)

Vice President, Managing Principal
TITLE

June 1, 2023
DATE

Verification of Employment Status Using E-Verify System

**City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)**

VERIFICATION OF EMPLOYMENT STATUS USING E-VERIFY SYSTEM

1. Undersigned firm warrants it **is** currently registered with the U.S. Department of Homeland Security's E-Verify system, **and** is compliant with the requirements of Sections 448.09 and 448.095, *Florida Statutes*.
2. Undersigned firm warrants it **has not** had any contracts terminated as a result of violations of Sections 448.09 or 448.095, *Florida Statutes*, that prohibit it from contracting with a public agency.
3. Undersigned firm warrants that if it enters into an agreement with a subcontractor, an express provision shall be included in all of its subcontracts requiring subcontractors, who perform work or provide services pursuant to the contract, to use the E-Verify system to verify employment eligibility of all new employees hired by the subcontractor during the contract term.
4. Undersigned firm understands that any subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and the contractor understands it shall maintain any such affidavits for the duration of the contract, and the contract with the subcontractor must be immediately terminated if the City has a good faith belief that the subcontractor knowingly violated Section 448.09 (1), *Florida Statutes*.
5. Undersigned firm understands that in the event the City has a good faith belief that the contractor has knowingly violated Section 448.09 (1), *Florida Statutes*, the City shall terminate the contract, and the contractor may not be awarded a public contract for a period of at least one (1) year after the date of termination. The contractor may be held liable for any additional costs incurred by the City as a result of termination of the contract.

Willdan Financial Services

COMPANY NAME

AUTHORIZED SIGNATURE

Jeffrey McGarvey

NAME

Vice President, Managing Principal

TITLE

June 1, 2023

DATE



200 South Orange Avenue, Suite 1550
Orlando, FL 32801
407.872.2467 | Fax: 888.326.6864

www.willdan.com



AGREEMENT

THIS AGREEMENT is made and entered into by and between the **City of Ormond Beach** ("City"), a Florida municipal corporation, 22 South Beach Street, Ormond Beach, Volusia County, Florida and **Willdan Financial Services, Inc.** ("Contractor"), 200 South Orange Avenue, Suite 1550, Orlando, FL 32801, and in consideration of the mutual promises and covenants herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to the following:

1. **Scope of Work.** The Request for Proposal (RFP 2023-26, "Utility Rate and Impact Fee Update") attached hereto as Exhibit "A", and the Proposal dated June 15, 2023 attached hereto as Exhibit "B", are incorporated herein by reference and are a material part of this Agreement. The Contractor shall fully comply with the terms and conditions described in the attached exhibits.
2. **Term.** This Agreement shall be effective on the date it is fully executed by the parties. It shall remain in effect for the duration of the project which is estimated to be 270 days from notice to proceed.
3. **Consideration.** Contractor shall perform the services at the prices set forth on the attached exhibits. Contractor shall prepare and submit invoices to the City at the address set forth in Paragraph 9 of this Agreement. All such invoices shall be paid by the City within thirty (30) days.
4. **Delivery.** Contractor shall complete the project within the time frame set forth on the attached exhibits.
5. **Termination of Agreement.**
 - (a) The City Commission shall have the right to terminate the Agreement in the event the Contractor files any petition or proceeding for bankruptcy relief, or is adjudicated to be bankrupt or insolvent, or fails to pay just debts as they ordinarily become due; or for a material breach of this agreement that remains uncured for at least thirty days after prior written receipt of a notice of violation of same.
 - (b) This Agreement may not be terminated by the Contractor.
6. **Assignment.** The Contractor shall not assign, convey or transfer all or any part of this Agreement, or all or any part of Contractor's interest herein, or all or any part of any interest in the Contractor, without the prior written consent of the City Commission, which consent shall not be unreasonably withheld.
7. **Complete Agreement.** This Agreement, including the provisions set forth in the exhibits attached hereto and incorporated by reference herein, constitutes the entire and complete agreement of the parties, and the promises and covenants herein contained shall survive the life of this Agreement.

8. **Amendment to Agreement.** Any amendment, change, or modification of this Agreement must be in writing and fully executed by both parties.
9. **Notices.** All notices which are required by this Agreement shall be provided to the parties at the following addresses, or such other addresses as may be requested in writing by either party:

City of Ormond Beach
Joyce Shanahan, City Manager
(copy to City Attorney)
22 South Beach Street
Ormond Beach, FL 32174

Willdan Financial Services, Inc.
Jeffrey McGarvey, Vice President
200 South Orange Avenue, Suite 1550
Orlando, FL 32801

10. **Sovereign Immunity.** The City expressly retains and reserves all rights, privileges, immunities, and benefits of sovereign immunity. This provision shall be construed broadly in favor of the City.
11. **Venue.** The terms and conditions of this Agreement shall be construed and enforced under the laws of the State of Florida. Any action or proceeding, either at law or in equity, regarding this Agreement shall be brought in the circuit court, Seventh Judicial Circuit in and for Volusia County, Florida. Venue in any other jurisdiction or forum, whether it be any other circuit, state or federal venue, is hereby expressly waived.
12. **Waiver of Conditions.** No waiver by the City of any condition or breach of performance by the Contractor shall constitute an irrevocable, continuing, or subsequent waiver by the City of the same condition or breach of performance, or of any other condition or other breach of performance.
13. **Severability.** If any part of this Agreement is declared to be unenforceable or void by a court of competent jurisdiction, the remaining parts of the Agreement shall remain in full force and effect as long as the services to be provided by the Contractor are not materially affected, altered or impaired as a result of said judicial declaration.
14. **Conflicting Provisions.** In the event of any conflict between the provisions of this Agreement and any exhibits, the provision most favorable to the City shall control and shall be given full force and effect.
15. **Indemnification.** The City, its agents, employees, and officials, both elected and appointed, shall be indemnified and held harmless by Contractor from any and all liabilities, claims, and causes of action which may arise out of the willful, negligent, or unlawful acts or omissions of the Contractor or its subcontractors in the performance of this Agreement, unless such claims are a result of the City's sole negligence, as determined by the final decision maker of such claim.

16. **Duty to Defend.** The Contractor shall defend all suits and administrative actions, including all appellate proceedings, brought against the City, its agents, employees, and officials, both elected and appointed and shall pay all attorneys' fees and costs associated with the City's legal defense, as may be selected by the City, arising from all claims and causes of action described in Section 15 above. Such payment on behalf of the City shall be in addition to any and all other legal or equitable remedies available to the City and shall not be considered to be the City's exclusive remedy.
17. **Contractor's Insurance.** The Contractor shall purchase and maintain for the entire life of this Agreement, including any and all approved time extensions, until its final acceptance by the City, such insurance as will protect the Contractor from claims under Workers' Compensation, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees; from claims insured by usual or unusual injury liability coverage; from claims or injury to or destruction of tangible property and from claims insured by usual Commercial General Liability coverage. This includes loss of use resulting therefrom, any or all of which may arise out of the Contractor's operations under this Agreement, whether such operations be by the Contractor, or by any Subcontractor, or by anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. The Contractor's deductibles/self-insured retentions shall be disclosed to the City and may be disapproved by the City, and may be reduced or eliminated at the sole discretion of the City. The Contractor is responsible for the amount of any deductible or self-insured retention.
18. **Types of Insurance and Limits of Liability**

The insurance required herein shall be written for not less than any limits of liability specified and incorporated as part of the Contract Documents or as required by law, whichever is greater, and shall include and not limited to the following:

- (a) Workers' Compensation Insurance in statutory limits for the State of Florida with Coverage B - Employer's Liability limits of not less than:

\$100,000 Each Accident Bodily Injury by Accident
\$100,000 Each Employee Bodily Injury by Disease
\$500,000 Policy Limit Bodily Injury by Disease

Certificate of Exemptions. If the contractor has a State-issued Certificate of Exemption, the contractor may provide a copy in place of the requirement for coverage. However, if the contractor subcontracts or retains any other person or entity to perform under the contract, that person or entity must provide proof of workers' compensation insurance as required by law or provide a Certificate of Exemption.

It is the intent of the City that any individual who either contracts directly with the city or performs any work on behalf of any such contractor be covered by workers' compensation insurance or have a valid exemption from said coverage.

(If applicable to the Project, the policy must include benefits under the United States Longshoremen's and Harbor Workers' Act and the Jones Act coverage--all maritime coverage.)

(b) Commercial General Liability Insurance shall be written on a coverage form as broad as Insurance Services Office (ISO) Form CG 00 01 11 85, or its successor form, including but not limited to the following coverage (any deviation shall be noted on the Certificates of Insurance):

- a. Premises, Operations, Products and Completed Operations
- b. Owners' & Contractors' Protective
- c. Products & Completed Operation
- d. Explosion, Collapse & Underground Conditions
- e. Blanket Contractual Liability
- f. Personal Injury Liability
- g. Broad Form Property Damage Endorsement, including Completed Operations
- h. Independent Contractors
- i. Watercraft--Owned and Non-Owned (if applicable, endorsement must be included in General Liability policy or a separate Protection & Indemnity Policy must be written)
- j. Pollution Liability (if applicable)
- k. Asbestos Abatement (if applicable)
- l. Fire Damage Liability

Certain coverage outlined above may not be required if they do not relate to the Project, as may be determined at the sole discretion of the City.

Commercial General Liability Coverage shall be written on an occurrence basis and the limits shall be no less and not limited to the following amounts:

Limits (not less than)

\$1 Million Each Occurrence
\$2 Million General Aggregate
\$1 Million Aggregate Products & Completed Operations

NOTE: Commercial General Liability Coverage must be purchased on either a project basis (separate policy per contract) or an endorsement allocating an aggregate limit per location or specified project.

- (c) Automobile Liability Insurance is required if an Automobile(s) is used in the performance of the contract.

ISO Symbol 1 (Any Auto), or alternatively a combination of Symbol 2 (Owned Autos), Symbol 8 (Hired Autos), and Symbol 9 (Non-Owned Autos), and limits shall be no less than:

\$1 Million	Combined Single Limit for Bodily Injury and Property Damage
-------------	--

- (d) Excess Liability

For contracts \$250,000 or greater an Excess Liability Policy of at least but not limited to \$1,000,000 in addition to the scheduled underlying policies for Commercial General Liability, Automobile Liability and Employers' Liability, the Contractor shall also provide an Excess Liability Policy with a maximum self-insured retention not to exceed \$25,0000 per occurrence.

- (e) Builder's Risk

Contractor shall purchase Builder's Risk Insurance for any contracts that are deemed to be vertical construction on an All-Risk policy, and shall also include coverage for wind, hail, and named storm. Limits of coverage shall be at least and not limited to the value of the project.

- (f) Professional Liability, Malpractice and/or Errors and Omissions

The Contractor shall purchase and maintain professional liability, malpractice, or errors or omissions insurance with minimum limits of \$1,000,000 per occurrence. If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts. Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great a duration as is available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provides a retroactive date no later than the inception date of claims made coverage.

19. **Requirements for Certificates of Insurance.**

- (a) With the execution of this Agreement, the Contractor shall provide certificates of such insurance acceptable to the City. These certificates and insurance policies shall contain a provision that the coverage under the policies will not be canceled, non-renewed or materially changed until at least **thirty (30) days'** prior written notice of such cancellation, non-renewal or change [except for nonpayment of premium, which shall be **ten (10) days**] has been given to the City. The Contractor shall be required to replace any expired or canceled policies in like amount and coverage to the satisfaction of the City. The Certificate of Insurance shall be the ACORD

FORM 25-S (7/90), or its successor form, and shall be made a part of this Agreement.

- (b) New certificates of insurance shall be provided to the City at least fifteen (15) days prior to coverage renewals.
- (c) If requested by the City, the Contractor shall furnish complete copies of the Contractor's insurance policies, forms and endorsements.
- (d) For Commercial General Liability coverage the Contractor shall, at the option of the City, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage. If the Commercial General Liability form of coverage includes an annual aggregate limitation on the amount of insurance provided, a separate project aggregate limit may be required by the City for the given contract.
- (e) If the Contractor fails to obtain and maintain for the life of the Agreement the insurance required hereby or to replace any such expired or canceled policy, the City may obtain and maintain such insurance with such company as it deems satisfactory. Any amounts expended by the City in payment of premiums for such insurance shall be deducted by the City from the amount due the Contractor for the work covered by the Agreement.

(f) **Policies of Insurance**

1. Except as otherwise provided herein, all insurance policies shall be issued by insurers licensed to do business in the State of Florida on an admitted basis or which is an eligible surplus lines insurer in the State of Florida, and any such insuring company is required to have a minimum financial rating of (A-) in the latest edition of "Best's Key Rating Guide", published by A. M. Best Co., Inc., or some similarly nationally recognized rating authority, including Standard and Poors and Demotech.

2. For Workers' Compensation coverage only, self-insurance programs are acceptable with a minimum A- rated reinsurance carriers; written confirmation is required.

3. All policies of insurance or certificates thereof referred to herein shall be deposited with the City Clerk.

4. The City shall be named an Additional Insured on General Liability and Automobile Liability policies of insurance and certificates thereof.

20. **Enforcement of Costs.** If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provision of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorneys' fees, court

costs, and all expenses even if not taxable court costs (including, without limitation, all such fees, costs and expenses incident to arbitration, appellate, bankruptcy, and post-judgment proceedings), incurred in that action or proceeding or any appeal, in addition to any other relief to which the party or parties may be entitled. Attorneys' fees include legal assistant fees, expert witness fees, investigative fees, administrative costs, and all other charges billed by the attorney for the prevailing party.

21. **Compliance With Laws.** Contractor shall comply with all applicable federal, state and local laws and regulations.

22. **Compliance With Florida Public Records Law.** Contractor expressly agrees that it shall comply with the public records law provided in Florida Statutes, Chapter 119, and specifically to:

(a) Keep and maintain public records required by the City to perform the contracted service.

(b) Upon request from the City Clerk, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the City.

(d) Upon completion of the contract, transfer at no cost, to the City all public records in possession of the contractor or keep and maintain public records required by the City to perform the service. If the contractor transfers all public records to the City upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon the completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City Clerk, in a format that is compatible with the information technology systems of the City.

(e) Failure of the Contractor to comply with Public Records Law as provided by Florida Statutes, Chapter 119, shall subject the Contractor to penalties under Chapter 119.10 and subject this Agreement to termination for cause by the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32175. (386)677-0311
CITYCLERK@ORMONDBEACH.ORG

Ref: Fla. Stat. §119.0701(2016)

23. **Limitation of Remedy and Liability.** Contractor and Owner expressly waive any claim for consequential damages against the other including but not limited to, a waiver of claims for diminished bonding capacity, loss of financing, loss of business reputation, lost profits on other projects or other lost opportunity damage claims.

Contractor expressly agrees that any claim (tort, contract, claim in equity, or otherwise) by Contractor for damages against Owner shall not exceed the total amount of the contract price, less any amounts actually paid to the Contractor by the Owner.

24. **Waiver of Right to Jury Trial.** THE PARTIES HEREBY KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVE ANY RIGHT WHICH ANY PARTY MAY HAVE TO TRIAL BY JURY IN RESPECT OF ANY PROCEEDING, LITIGATION OR COUNTERCLAIM BASED ON, OR ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR ACTIONS OF ANY PARTY. IF THE SUBJECT MATTER OF ANY LAWSUIT IS ONE IN WHICH THE WAIVER OF JURY TRIAL IS PROHIBITED, NO PARTY TO THIS AGREEMENT SHALL PRESENT AS A NON-COMPULSORY COUNTERCLAIM IN ANY SUCH LAWSUIT ANY CLAIM BASED ON, OR ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT. FURTHERMORE, NO PARTY TO THIS AGREEMENT SHALL SEEK TO CONSOLIDATE ANY SUCH ACTION IN WHICH A JURY TRIAL CANNOT BE WAIVED.

25. **Verification of Employment Status Using E-Verify System**

- (a) Section 448.09, *Florida Statutes*, makes it unlawful for any person to knowingly employ, hire, recruit, or refer, either for herself or himself, or on behalf of another, for private or public employment within the state, an alien who is not duly authorized to work in the United States. Contractor warrants that it is registered with the U.S. Department of Homeland Security's E-Verify system, and is compliant with the requirements of Sections 448.09 and 448.095, *Florida Statutes*.
- (b) Contractor agrees that if the contractor enters into an agreement with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and contractor warrants it shall maintain any such affidavits for the duration of the contract. If the City has a good faith belief that a subcontractor knowingly violated

Section 448.09 (1), the City shall promptly notify the contractor and order the contractor to immediately terminate the contract with the subcontractor.

- (c) In the event the City has a good faith belief that the contractor has knowingly violated Section 448.09 (1), *Florida Statutes*, the City shall terminate the contract, and as provided by statute, the contractor may not be awarded a public contract for at least one (1) year after the date of termination. The contractor may also be held liable for any additional costs incurred by the City as a result of the termination of the contract.

26. **No Conflict of Interest.** The Contractor warrants and agrees that neither it, nor any of its employees, agents, officers, directors, shareholders and independent contractors are, or will become, under contract with or accept compensation from any individual, business, corporation or governmental entity that has the possibility of an adverse interest to those of the City of Ormond Beach. The Contractor and its officers, directors, shareholders, employers, agents and subcontractors, agree not to provide any services or assistance to any entity directly or indirectly relating to the services provided to the City and to immediately notify the City Manager and City Attorney of any contact with any entity that has, or potentially has, a conflict of interest with the City of Ormond Beach. This provision shall be interpreted as broadly as possible to prevent any potential or actual conflict of interest presently or in the future by the Contractor.
27. **Effective Date.** This Agreement shall become effective upon the date last signed by the parties hereto.

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed on the dates indicated hereinbelow.

DATED this _____ day of _____, 2023.

Witnesses:

CITY OF ORMOND BEACH

Print Name: _____

By: _____
BILL PARTINGTON
Mayor

Print Name: _____

By: _____
JOYCE SHANAHAN
City Manager

DATED this _____ day of _____, 2023.

Witnesses:

WILLDAN FINANCIAL SERVICES, INC.

Print Name: _____

Print Name: _____

By: _____

Print Name: _____

Title: _____

Attest: _____

Print Name: _____

Title: _____

Proposer Acknowledgement Form



City of Ormond Beach

22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3374

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

RFP TITLE: Utility Rate and Impact Fee Update

RFP NUMBER: 2023-26

RFP OPENING DATE & TIME: April 27, 2023 at 2:30 PM

RFP OPENING LOCATION: Training Room at Ormond Beach City Hall (breezeway)

PRE-PROPOSAL MEETING DATE & TIME: April 6, 2023 at 2:00 PM, Room 103 at Ormond Beach City Hall

SUBMITTALS RECEIVED AFTER THE ABOVE DATE AND TIME WILL NOT BE ACCEPTED.

PROPOSER'S NAME: Willdan Financial Services

PROPOSER'S MAILING ADDRESS: 200 South Orange Avenue, Suite 1550

CITY-STATE-ZIP: Orlando, Florida 32801

F.E.I.N.: 33-0302345

PHONE NUMBER: (407) 872-2467

EMAIL: jmcgarvey@willdan.com

If returning as a "No Submittal", please state reason (s): _____

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, services, supplies, or equipment, and it is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP for the Proposer. In submitting a RFP to the City of Ormond Beach, the Proposer offers and agrees that if the Proposal is accepted, the Proposer will convey, assign or transfer to the City of Ormond Beach all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Antitrust 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 Ormond Beach. At the City's discretion, such assignment shall be made and become effective at the time the City renders final payment to the Proposer.

X

Jeffrey McGarvey
AUTHORIZED SIGNATURE (MANUAL)

Jeffrey McGarvey
NAME (TYPED)

Vice President, Managing Principal
TITLE

June 1, 2023
DATED

GENERAL CONDITIONS

PUBLIC ENTITY CRIMES: 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases or 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.

DISCRIMINATION: Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bid or proposal 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.

PUBLIC RECORDS/NON-CONFIDENTIALITY OF BIDS AND/OR PROPOSALS. The City of Ormond Beach cannot and does not warrant the confidentiality of any information submitted in response to this solicitation. Florida law provides that municipal records shall at all times be open for personal inspection by any person, Section 119.01, F.S., The Public Records Law. Information and materials received by the City of Ormond Beach in connection with all Proposers' response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 30 days after bid opening, whichever occurs first. Section 119.071, F.S.

DISTRIBUTION OF BIDS AND RFP'S: The City uses the services of DemandStar (www.demandstar.com) to distribute its bids and RFP's on-line on the Internet. If you have received a copy of this RFP from any source other than DemandStar, please be aware that you may not have received the latest version of the RFP or any related addendums.

SUBMISSION OF RESPONSES: All Submittals shall be delivered in a sealed envelope. The Request for Proposals (RFP) number, title, and opening date shall be clearly displayed on the outside of the sealed envelope (and on the outside of any express shipping package). The delivery of said submittal to the Purchasing Office on or before the specified opening date and time is solely and strictly the responsibility of the Submitter. Any submittal received by the Purchasing Office after the specified date and time will not be accepted. Submittals must be presented on forms provided by the City. No other forms will be accepted. Telephone, telefax and telegraph Submittals will not be considered. No Submittal may be modified after opening. No Submittal may be withdrawn after opening for a period of ninety (90) days unless otherwise specified.

EXECUTION OF SUBMITTAL: Submittals must contain a manual signature of authorized representative in the space(s) provided. Submittals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by Submitter to any Submittal entry must be initialed.

The company name and Federal Employer Identification Number (F.E.I.N.) number shall appear in the space(s) provided.

RFP OPENING: Submittals shall be opened and the name of the submitters shall be read publicly. No discussion of the Submittals will occur at this time.

SUBMITTAL TABULATION: Any submitter wishing to receive a copy of the tabulation is required to enclose a stamped, self-addressed envelope with their Submittal response.

CLARIFICATION/CORRECTION OF RFP ENTRY: The City of Ormond Beach reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.

INTERPRETATION: Any questions concerning conditions and specifications shall be directed to the Purchasing Coordinator. Those interpretations which may affect the eventual outcome of this Submittal will be furnished in writing to all prospective Submitters. No interpretation shall be considered binding unless provided in writing by the City of Ormond Beach.

MINORITY POLICIES: The City of Ormond Beach, Florida, encourages the full participation of Disadvantaged and Women Business Enterprises (D&WBE) in the provision of goods and services.

LICENSES AND PERMITS: The Vendor/Contractor is responsible for obtaining all necessary permits and licenses to comply with all Federal, State, local laws, rules and regulations required to perform work in accordance with the specifications.

ADDITIONAL TERMS AND CONDITIONS: The City of Ormond Beach reserves the right to reject Submittals containing any additional terms or conditions not specifically requested in the original conditions and specifications.

TAXES: The City of Ormond Beach is exempt from Federal Excise Taxes and all sales taxes.

SILENCE OF SPECIFICATIONS: The apparent silence of any specification and any supplemental specifications as to any details or the omission from same of any detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size, and design are to be used. All workmanship is to be first quality. All interpretations of the specifications shall be made upon the basis of this statement.

ASSIGNMENT: Any purchase order or contract issued pursuant to a Submittal and the monies which may become due hereunder are not assignable except with the prior written approval of the City Manager or City Commissioner, whichever authorized the purchase or Agreement.

LIABILITY: The Contractor shall hold and save the City of Ormond Beach, its officers, agents, and employees harmless against claims by third parties resulting from the Contractor's or supplier's breach of contract or negligence, including all attorney's fees and costs, and shall pay any and all damages, fees, and costs assessed on behalf of the City. The City expressly reserves all rights, privileges and benefits of sovereign immunity.

PATENTS AND ROYALTIES: The Contractor, without exception, shall indemnify and save harmless the City of Ormond Beach and its employees from liability of any kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Ormond Beach. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the Submittal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

NON-APPROPRIATION OF FUNDS: In the event sufficient budget funds are not available for a new fiscal period, the CITY shall notify the VENDOR/CONTRACTOR of such occurrence and the contract shall terminate on the last day of the current fiscal period, without any penalty or expense to the CITY of any kind whatsoever.

AWARDS: The CITY reserves the right, in its sole discretion, as the best interest of the CITY may require, to make award(s) by individual item, group of items, all or none, or a combination thereof; on a geographical basis and/or with one or more vendors, contractors, consultants or specialists; or to reject any and all Submittals or waive any minor irregularity or technicality in the Submittals received.

OTHER AGENCIES: All Bidder(s) awarded contracts from this bid or proposal may, permit any municipality or other government agency to participate in the contract under the same prices, terms, and conditions, if agreed to by both parties.

It is understood that at no time will any city, municipality, or other agency be obligated for placing an order for any other city, municipality, or agency: nor will any city, municipality, or agency be obligated for any bills incurred by any other city, municipality, or agency. Further, it is understood that each agency will issue its own purchase orders to the awarded bidder(s).

COMPLIANCE WITH FLORIDA PUBLIC RECORDS LAW:

Contractor expressly agrees that it shall comply with the public records law provided in Florida Statutes, Chapter 119, and specifically to:

- (a) Keep and maintain public records required by the City to perform the contracted service.
- (b) Upon request from the City Clerk, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the City.
- (d) Upon completion of the contract, transfer at no cost, to the City all public records in possession of the contractor or keep and maintain public records required by the City to perform the service. If the contractor transfers all public records to the City upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon the completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to

the City, upon request from the City Clerk, in a format that is compatible with the information technology systems of the City.

(e) Failure of the Contractor to comply with Public Records Law as provided by Florida Statutes, Chapter 119, shall subject the Contractor to penalties under Chapter 119.10 and subject this Agreement to termination for cause by the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32174
(386)677-0311
CITYCLERK@ORMONDBEACH.ORG
or online at
<https://www.ormondbeach.org/prr>**

Ref: Fla. Stat. §119.0701(2016)

THE CITY OF ORMOND BEACH RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, AND TO WAIVE INFORMALITIES AS MAY BE DEEMED TO BE IN THE BEST INTEREST OF THE CITY.

TERMS AND CONDITIONS

- I. The City of Ormond Beach reserves the right without prejudice to reject any or all proposals, to request clarification of information submitted, and to request additional information of one or more proposers.
- II. The City reserves the right to award the contract to the next most qualified firm if the successful firm fails to execute a contract within two weeks after the award of the contract by the City Commission.
- III. In accordance with federal, State, and local regulations, the firm shall not discriminate under the contract against any person.
- IV. The firm shall not assign or transfer any interest in the contract without prior approval of the City Commission.
- V. The City reserves the right to terminate the contract at any time due to the vendor's default under terms of agreement.
- VI. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Ormond Beach and the firm selected.
- VII. Submittals should include a copy of firm's insurance certificate, Conflict, Non-Conflict of Interest Statement/Litigation Statement, Drug Free Workplace Certificate and E-Verify Statement.

I. BACKGROUND

Ormond Beach is a coastal community within Volusia County with an estimated population of approximately 42,000. As a Utility, The City currently charges usage rates and impact fees for water, sewer, and reclaimed wastewater. Per Chapter 22, Article VI of the Code of Ordinances of the City of Ormond Beach, a Western Ormond Utilities District has been established. Utility rates and impact fees for those developments within this Utilities District are defined separately from those elsewhere within the City's Utility Service Area.

Impact fees are collected from new construction at the time a building permit is issued and used to construct system improvements needed to accommodate new development. Impact fees are an important component of the City's comprehensive planning process and a necessary tool to ensure that new growth pays its fair share of capital improvement costs. The Comprehensive Plan identifies the future growth that is projected to occur, the capital facilities required to serve that growth, and a minimum Level-of-Service (LOS) standard that will be provided for new development. The City has adopted LOS standards for potable water, sanitary sewer, solid waste, drainage, parks, roads/mobility, and fire services, but does not collect impact fees for all of these services.

A Utilities District was established by Ormond beach Ordinance #89-43 which which established certain lands generally west of I-95 and north of the Daytona-Ormond Service Area line to be within the West Ormond Utilities District for purposes of providing water and sewer services, establishment of a line extension development policy, and an impact fee schedule to aid in the development of these lands in the western portion of the City.

II. OBJECTIVE OF THE REQUEST FOR PROPOSALS

The City of Ormond Beach, Florida, is soliciting proposals from qualified individuals or firms to study water, sewer, and reclaimed wastewater rates and impact fees. The purpose of the Rate study and Impact Fee Update is to provide expert review and recommendations relating to the City's usage rates for utilities and impact fees for these utilities.

The selected consultant shall prepare a water and sewer rates and impact fee report which recommends an economically and legally supportable set of water, sewer and reclaimed water usage rates, as well as impact fees for water, sewer, and reclaimed water to offset the costs for development and connection to the Citywide utility. The Consultant is further requested to provide usage rates and an impact fee analysis for the City's Western Utility District and provide sufficient supporting calculations and information to ensure the rational nexus between capital improvements and impact fees.

III. SCOPE OF SERVICES

The Contractor shall prepare a water and sewer rates and impact fee report which recommends an economically and legally supportable set of water, sewer and impact fees to offset the costs of water and sewer demands related to development. The below scope of services is for proposal development and evaluation. The Proposer shall expand on this scope in their proposal.

Task 1: Review of Existing Documentation:

a. Consultant shall review the following existing impact fee ordinances:

1. Ordinance No. 89-43, which establishes and describes the West Ormond Utilities District.

2. Ordinance No. 96-63, which provided a mechanism for financing impact fees on single-family owner-occupied affordable housing within the Community Development Block Grant Program "Priority Area".
3. Ordinance No. 96-65, which established collection of fees for local roads, water and sewer, reclaimed water (west Ormond service area only), parks and recreation, and stormwater.
4. Ordinance No. 2015-44, which amended the impact fee credit provisions.
- b. Consultant shall review and become knowledgeable of the policies and implementation strategies contained in the city's Comprehensive Plan, Land Development Code (LDC), Code of Ordinances, and 5-Year Capital Improvement Program.
- c. Consultant shall review and become knowledgeable of State and County plans and fee schedules that may impact the City of Ormond Beach.
- d. Review the existing Equivalent Living Units formulas for water and sewer impact fees for non-residential development.
- e. Consultant shall review the current Five-Year Capital Improvement Plan specific to utility projects and related to improvement production and delivery/collection of water, wastewater, and reclaimed water.
- f. Consultant shall review the Utility Master Plan Update (2015) prepared by Quentin L. Hampton & Associates.
- g. Consultant shall review the Western Service Area Update prepared by Mead Hunt, Inc.

Task 2: Develop land use assumptions and development projections

Review, along with City Staff, current demographics, vacant land areas, and trends related to growth and development and seek to determine the likely development future for Ormond Beach in terms of new population, housing units, and non-residential building area over the next twenty (20) years. In this task, current development estimates and projections of future development shall be updates based on the Census and other applicable sources, such as the University of Florida Bureau of Economic and Business Research (BEBR).

Task 3: Qualitative analysis of impact fees – determination of capital facility needs and service levels

This task shall include an evaluation of the impact of development on the need for additional facilities and the costs eligible for impact fee funding. Items to be included in the evaluation include:

- a. Review of existing utility impact fees and appropriate amendments.
- b. Review of any potential new impact fees and provide recommendations.
- c. Review, in consultation with City, existing Level-of-Service standards within the Comprehensive Plan.
- d. Consultant shall identify any legal considerations for the current and recommended impact fee schedule including the minimum requirements for a legally defensible impact fee system.
- e. Consultant shall prepare a fee comparison report between the recommended fees, and fees of surrounding Municipal and County governments to ensure reasonableness, consistency, and feasibility.

- f. The Consultant may include any other analysis that may have been omitted in the determination of capital facility funding and Level of Services. A statement of need should be provided for any additional analysis.
- g. Development of a draft report and PowerPoint for the required meetings.

Task 4: Analysis and recommendation of Utility Usage Rates and Fees.

This task shall include an evaluation of the operation, maintenance, and administration of the City's water, sewer, and reclaimed water utilities. This analysis shall consider the costs to operate this system and provide for the ongoing maintenance of the treatment facilities, distribution and collection systems, and all other facilities comprising the Utility. Items to be included in the evaluation include:

- a. Review of existing utility rates.
- b. Review, in consultation with the City, all facilities and operational elements of the City's Utility.
- c. Review, in consultation with City of operational and maintenance budgets for the Utility.
- e. Review, in consultation with City, the current Capital Improvement Plan and objectives of this plan with regards to Utility System maintenance and upgrades.
- f. Consultant shall prepare a rate comparison report between the recommended rates, and rates of surrounding Municipal and County governments to ensure reasonableness, consistency, and feasibility.
- g. Development of a draft report and PowerPoint for the required meetings.

Task 5: Required Meetings:

- a. The Consultant shall conduct meetings with City Staff, in person or virtual, as needed to complete the Impact Fee Update including review of objectives, methodology, exchange of information, timing and scheduling of tasks. The following public meetings shall be required:

Meeting purpose:	Organization
Draft report reviews to include impact fees and proposed impact fee amounts	Building community
Presentation of Draft Report. Key tasks: 1. Summary of findings. 2. Discuss Level of Services. 3. Draft recommendations and report. 4. Summary of building community meeting 5. City Commission review and comments.	City Commission Workshop. Goal date November 28, 2023
Presentation of Final Report at a public hearing for adoption of impact fee amendments	City Commission (1 st reading)
Presentation of Final Report at a public hearing for adoption of impact fee amendments and Ordinance.	City Commission (2 nd reading)

- b. The Consultant will be responsible for preparation of materials used in the presentation to the City Commission. Materials/information to be presented at the meeting shall be provided to the City, in final format, at least ten (10) days prior to the meeting. City Staff shall provide the meeting locations and any required meeting advertising.

Task 5: Completion: Consultant will prepare a final report submitted to the City with background information, methodology, findings, supporting justification and recommendations. More specifically, the Consultant shall prepare a report containing, but not limited to, the following:

- a. Background information.
- b. Recommended utility usage rates for water, wastewater, and reclaimed water for those users Citywide outside the boundaries of the Western Ormond Utility District service area, as well as recommended utility rates for those users within the Western Ormond Utility District service area.
- c. Recommended utility impact fee rates for water, wastewater, and reclaimed water for those users Citywide outside the boundaries of the Western Ormond Utility District service area, as well as recommended impact fee rates for those users within the Western Ormond Utility District service area.
- d. Recommended modifications to the boundary of the Western Ormond Utility District service area.
- e. Rate and Impact Fee Update study per the tasks 1 through 4.
- f. Calculations that demonstrate the legal nexus between recommended fees and the impact created by new development. Relationship between the fee's use and the type of project on which it would be imposed.
- g. Ordinance to amend the City impact fees.
- h. Any recommendations to Level of Service standards. City Staff shall perform any necessary Level of Service amendments.

IV. TERM OF AGREEMENT:

The contract will be for the duration of this project.

V. DEADLINE AND DELIVERABLES:

The Consultant shall complete the impact fee study within 270 days of Notice to Proceed based on the following proposed calendar. The Consultant will be responsible for providing one (1) electronic copy to Project Manager of the Impact Fee Update study, Ordinance, and any recommendations to Level of Service standards. All reports shall be delivered to the Engineering Division. The Consultant shall use software authorized by the City for development of the final report, tables, graphs and maps.

Task	Expected Completion Time
Task 1: Review of Existing Documentation.	Within 45-days of Notice to Proceed
Task 2: Develop land use assumptions and development projections	Within 90-days of Notice to Proceed
Task 3: Qualitative analysis of impact fees.	Within 120-days of Notice to Proceed
Task 4: Required Public Meetings Building community and City Commission workshop	Within 150-days of Notice to Proceed.
Task 4: Required Public Meetings City Commission adoption of Ordinance	Within 210-days of Notice to Proceed.
Task 5: Completion of Impact Fee Study	Within 270-days of Notice to Proceed.

VI. PROPOSAL PROCESS

The firm or individual(s) interested in this contract should include a response to each of the following items in their written proposal:

Professional Qualifications: Any firm or individual with proven professional experience in impact fee studies, and having interest in providing these services to the City of Ormond Beach, is invited to submit a Letter of Interest and Proposal.

Information to be Submitted: The proposal package shall consist of the following:

<u>Section 1</u>	
Introduction	1. One (1) original letter of interest
<u>Section 2</u>	
	1. Philosophy and general project approach of the firm or individual.
Company Background	2. Proposed organizational chart. Include sub consultants, if appropriate.
<u>Section 3</u>	
Key Personnel Introduction	1. Detailed resumes of key person(s) to be assigned to the project, including but not limited to:
	a. Name and title
	b. Job assignments for other projects
	c. Percentage of time to be assigned to this project
	d. Current and projected workload of key individuals
	e. Number of years with this firm
	f. Number of years with other firms
	g. Experience (type of projects, size of projects, specific project involvement)
	h. Education and active registration(s)
	i. Additional experience/qualifications that is relevant to this project.

<u>Section 4</u>	
Past Performance Experience	1. The proposer should have proven professional experience in preparation of impact fee studies. No less than three (3) studies within the state of Florida are to be detailed identifying specific measures taken to accomplish each of the tasks identified (if applicable), and identifying specific deliverables and measures taken to implement the plan recommendations.
	2. For each of the three (3) projects demonstrating past performance experience, please provide the following details:
	a. Name and location of the completed master plan, the year of commencement and of completion, and the name and telephone number for the client's contract manager.
	b. The names of your firm's staff which were directly responsible for the impact fee study, specifically, those working directly with the local government representatives.
	c. The names and telephone numbers of the persons representing the individual agencies which the identified key staff worked with to complete the impact fee study.
	d. The name and telephone number of the contracting agency and local government official responsible for oversight of the impact fee study.

<u>Section 5</u>	
References	1. List five (5) references that can comment on your firm's ability to complete an impact fee study. The references shall be contacted as part of the committee's decision-making process. Include
	a. Name and Title,
	b. Firm Name and Address
	b. Telephone number
	c. E-mail address

<u>Section 6</u>	
Methodology and Technical Approach	- Specify the firms approach to completing the tasks specified in the proposed RFP. - Include an implementation schedule with a final delivery date and note key project milestones and timelines for deliverables. Identify any assumptions used in developing the schedule. - Current and projected workload of the company - Fee Proposal - The Consultant shall provide the City with a detailed fee proposal that provides a lump sum price for the outlined scope of services and includes the fee rate for staff for additional services if requested by City staff.

<u>Section 7</u>	
Required Forms	1. Conflict, Non-Conflict of Interest Statement and Litigation Statement
	2. Drug Free Workplace Certificate
	3. Addendum Acknowledgement, if applicable

VII. PROPOSAL SUBMITTAL

Please check the contents of your RFP package carefully to ensure that you have in your possession all the necessary documents, as referenced within this RFP, including any addenda. If you are missing any items, please contact the City's Purchasing Coordinator at 386-676-3223, or by e-mail at: Rob.Hart@ormondbeach.org.

Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of this RFP and the contents of the proposal submitted by the successful proposer may become contractual obligations if an Agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award of contract.

The City reserves the right to withdraw this RFP at any time without prior notice. All proposals submitted in response to this RFP become the property of the City of Ormond Beach.

Deadline for Submission: To be considered, proposals must be received no later than **2:00 p.m., April 27, 2023**.

Inquiries: Technical questions may arise as firms are preparing their proposals. The City will accept written inquiries regarding this RFP until seven (7) working days prior to the RFP due date. Questions received after that time will not be responded to. Answers to questions that warrant attention of all the potential proposers will be distributed in the form of an addendum. Please direct written inquiries to:

Rob Hart
Purchasing Coordinator
22 South Beach Street
Ormond Beach, Florida 32174
Telephone: (386) 676-3223
Email: Rob.Hart@ormondbeach.org

The deadline to submit questions is April 18, 2023 at 5:00pm.

Signature Requirements: Proposals must be signed by a duly authorized official(s) of the proposing firm. Consortiums, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal shall indicate the entity responsible for execution on behalf of the proposal team.

Proposal Delivery: The City of Ormond Beach must receive one (1) unbound original plus one

(1) electronic copy on compact disk (CD) or flash drive of the proposal no later than the date and time specified above. Submit proposals to: Rob Hart, Purchasing Coordinator, at City Hall down stairs in Room 101, 22 South Beach Street, Ormond Beach, FL 32174. The RFP title and number shall be plainly marked on the outside of the delivery envelope or package. It is solely the responsibility of the submitter to ensure that the Proposal is delivered on or before the specified date and time. Late proposals will not be accepted.

Addenda and Supplements to the Request for Proposals (RFP): In the event that it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable the proposing firm to make an adequate interpretation of the provisions of this RFP, an addendum to the RFP will be provided to each firm that has requested a copy of this document.

Rejection Rights: The City of Ormond Beach reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this RFP including, but not limited to, the deadlines for submission and submission requirements. The City further reserves the right to reject any or all submittals, to cancel or withdraw this RFP at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.

Cost of Proposal Preparation: No reimbursement will be made by the City of Ormond Beach for any costs incurred in the preparation of the proposal or presentation.

Proposals to be in Effect: Each proposal shall state that it is valid for a period of not less than 90 days from date of receipt.

VIII. EVALUATION PROCESS AND CRITERIA

The City of Ormond Beach will conduct an evaluation of all proposals, submitted by the deadline, to determine compliance with proposal requirements and mandatory document submissions. The committee will consist of members of the Public Works and Finance Departments. The committee will evaluate proposals and select the Proposer that meets the best interests of the City, and will make a recommendation of Award of Contract to the City Commission.

The City reserves the following rights:

- Modify, extend, or cancel this RFP at any time to obtain additional proposals or for any other reason the City determines to be in its best interest;
- Issue a new RFP with terms and conditions that are the same, similar or substantially different as those set forth in this or a previous RFP in order to obtain additional proposals or for any other reason the City determines to be in its best interest;
- Conduct pre-award discussion and/or pre-award negotiations with any or all responsive and responsible proposer(s) who submit proposals determined to be reasonably acceptable of being selected for award; and, conduct personal interviews or require presentations of any or all proposer(s) prior to selection.
- Request that proposer(s) furnish additional information as the City may reasonably require.
- Accept or reject qualifications or proposals in part or whole, and/or waive any defect or deficiency in any proposal, if in the City's sole judgment, the defect or deficiency is not material in response to this RFP;
- Limit and/or determine the actual services to be included in a contract.
- Engage outside experts to assist staff in evaluating the merits and viability of each proposer.
- Obtain information for use in evaluating submittals from any source.
- Verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the City of Ormond Beach reserves the right to reject that proposal. If it is determined that an Agreement was awarded as a result of false statements or other data submitted in response to this RFP, the City of Ormond Beach reserves the right to terminate the agreement without prejudice.

The City shall be the sole judge of the proposer's qualifications.

Evaluation Criteria: The most important evaluation emphasis will be placed upon the experience and past performance of the firm. The evaluation criteria are as follows:

	Evaluation Criteria	Potential Points
1.	Qualifications of staff	15
2.	Similar/Past Projects	25
3.	Project Approach	20
4.	Current Workload	10
5.	References	20
6.	Fee Proposal	10

Responsive proposals will be ranked in each of the criteria

IX. SCHEDULE OF PROPOSAL

March 26, 2023	Legal Advertisement
April 6, 2023 2:00 PM	Non-mandatory pre-submittal meeting.
April 18, 2023 5:00 PM	Last day for questions
April 27, 2023 2:30 PM	Proposals Due - one (1) original of the complete proposal packet along with one (1) fully complete electronic file in pdf format on either a CD or thumb drive. Both versions must be in a single sealed envelope. Submit proposals to the <u>Purchasing Coordinator, City Hall Room 101, 22 South Beach Street, Ormond Beach, FL 32174.</u>
May 10, 2023 10:00 AM	Proposal Review and Rankings
May 17, 2023 2:00 PM	Pre-award meeting with selected consultant
June 6, 2023	City Commission Award
June 20, 2023	Notice to Proceed and Kick off Meeting

RFP Response Form

**City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)**

RFP RESPONSE FORM

THIS RESPONSE IS SUBMITTED TO:

Purchasing Coordinator
City of Ormond Beach
22 S. Beach Street
Ormond Beach, Florida 32174

The undersigned SUBMITTER proposes and agrees, if this Submittal is accepted, to enter into a Contract with the CITY that reflects the items of this Request for Proposal (RFP) and to provide all services, as specified or indicated in the RFP Documents, in full accordance with the terms and conditions set forth in therein.

SUBMITTER accepts all of the terms and conditions of the General Conditions. SUBMITTER will sign the Contract) and submit the Contract security (when applicable) and other documents required by the Contract Documents within ten (10) days after the date of CITY's Notice of Award.

In submitting this information, SUBMITTER represents, as more fully set forth in the Agreement, that:

SUBMITTER has examined copies of all the RFP Documents and of the following Addenda:

Addendum Date
April 27, 2023
May 1, 2023
May 5, 2023

Addendum Number
1
2
3

Receipt of all of which is hereby acknowledged.

This Submittal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; SUBMITTER has not directly or indirectly induced or solicited any other Submitter to submit a false or sham Submittal; SUBMITTER has not solicited or induced any person, firm or a corporation to refrain from bidding; and SUBMITTER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the CITY.

THIS RESPONSE IS SUBMITTED BY:

COMPANY NAME: Willdan Financial Services

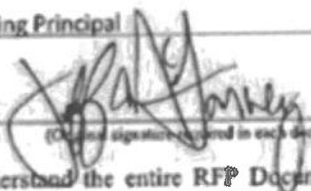
VENDOR/CONSULTANT LICENSE NUMBER Not Applicable

ADDRESS: 200 South Orange Avenue, Suite 1550
Orlando, Florida 32801

PHONE NO.: (407) 872-2457

SUBMITTER'S NAME: Jeffrey McGarvey
(Typed or Printed in Ink)

TITLE: Vice President, Managing Principal

AUTHORIZED SIGNATURE: I  hereby
(Original signature required in each document)

declare that I have read and fully understand the entire RFP Documents, and that I am duly authorized to sign and submit this Proposal.

The CITY reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof as the CITY, in its sole discretion, determines to be in the best interest of the CITY.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THIS RFP RESPONSE FORM. OMISSION OF A SIGNATURE ON THIS PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

Drug-free Workplace Certification

**City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)**

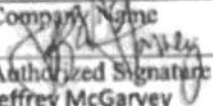
DRUG-FREE WORKPLACE CERTIFICATION

IDENTICAL OR "TIE" SUBMITTALS: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal in respect to price, quality, and service are received by the State or by any political subdivision 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 violation.
- 3) Give each employee that engages 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) calendar days after such conviction.
- 5) Impose sanctions 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 this section.

Willdan Financial Services

Company Name

Authorized Signature


Jeffrey McGarvey

Print Name

Vice President, Managing Principal

Title

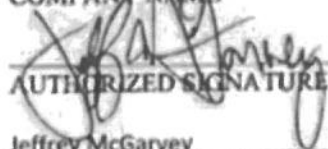
Conflict, Non-Conflict of Interest Statement and Litigation Statement

City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

- 1.
- ☒ To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients or contracts for this project.
- ☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients or contracts for this project.
- 2.
- ☒ The undersigned firm has had no litigation on any project in the last five (5) years.
- ☐ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation during the past five (5) years.

Willdan Financial Services
COMPANY NAME


AUTHORIZED SIGNATURE

Jeffrey McGarvey
NAME (PRINT OR TYPE)

Vice President, Managing Principal
TITLE

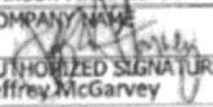
June 1, 2023
DATE

Verification of Employment Status Using E-Verify System

**City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)**

VERIFICATION OF EMPLOYMENT STATUS USING E-VERIFY SYSTEM

1. Undersigned firm warrants it ~~is~~ currently registered with the U.S. Department of Homeland Security's E-Verify system, ~~and~~ is compliant with the requirements of Sections 448.09 and 448.095, *Florida Statutes*.
2. Undersigned firm warrants it ~~has not~~ had any contracts terminated as a result of violations of Sections 448.09 or 448.095, *Florida Statutes*, that prohibit it from contracting with a public agency.
3. Undersigned firm warrants that if it enters into an agreement with a subcontractor, an express provision shall be included in all of its subcontracts requiring subcontractors, who perform work or provide services pursuant to the contract, to use the E-Verify system to verify employment eligibility of all new employees hired by the subcontractor during the contract term.
4. Undersigned firm understands that any subcontractor must provide the contractor with an affidavit stating that the subcontractor ~~does not~~ employ, contract with, or subcontract with an unauthorized alien, and the contractor understands it shall maintain any such affidavits for the duration of the contract, and the contract with the subcontractor must be immediately terminated if the City has a good faith belief that the subcontractor knowingly violated Section 448.09 (1), *Florida Statutes*.
5. Undersigned firm understands that in the event the City has a good faith belief that the contractor has knowingly violated Section 448.09 (1), *Florida Statutes*, the City shall terminate the contract, and the contractor may not be awarded a public contract for a period of at least one (1) year after the date of termination. The contractor may be held liable for any additional costs incurred by the City as a result of termination of the contract.

Willdan Financial Services
COMPANY NAME

AUTHORIZED SIGNATURE
Jeffrey McGarvey
NAME
Vice President, Managing Principal
TITLE
June 1, 2023
DATE

**EVALUATION FORM
UTILITY RATE AND IMPACT FEE STUDY
RFP No. 2023-26**

Name of Firm: _____

Reviewer: _____

Date: _____

Points

Qualifications of Staff (15 pts max.) _____

Similar/Pasts Projects (25 pts max.) _____

Project Approach (20 pts max.) _____

Current Workload (10 pts max.) _____

References (20 pts. max.) _____

Fee Proposal (10 pts. max.) _____

TOTAL POINTS: _____

Scoring Criteria:

Each reviewer will score each firm and scores for that firm will be added together. The firm with the highest score may be awarded with Commission approval for this project.

CITY OF ORMOND BEACH
RISK MANAGEMENT AND INSURANCE REQUIREMENTS

A. Payment and Performance Bonds

1. Except as otherwise provided herein, the Contractor shall, prior to beginning performance, deliver to the City, and the City shall record in the public records of Volusia County, Florida, the Contractor's Payment and Performance Bond in an amount equal to the full amount of the Contract.
2.
 - (a) Payment and Performance Bonds shall not be required for any contract except those which are for the construction of a public building, for the prosecution and completion of a public work (as described in Section 180.06, **Florida Statutes**, as amended from time to time) or for repairs upon a public building or public work (as described in Section 180.06, **Florida Statutes**, as amended from time to time).
 - (b) With respect to those Contracts for which Payment and Performance Bonds are otherwise required:
 - i. Unless the City Manager, or designee, determines such Bond to be necessary to protect the interests of the City, no Contractor shall be required to provide a Payment and Performance Bond for any Contract which is for \$25,000.00 or less.
 - ii. Upon the request of the contractor, good cause shown by the Contractor, and a determination that the public health, safety and welfare will be sufficiently protected, the City Commission may exempt the contractor from the requirement of providing a Payment and Performance Bond for any Contract which is for more than \$25,000.00 but is less than \$200,000.00.
3. The Payment and Performance Bond shall list the Contractor as Principal and be issued by a surety insurer authorized to do business in Florida as a surety and listed as an acceptable surety in the Federal Register.
4. The Payment and Performance Bond shall be executed pursuant to Section 255.05, **Florida Statutes**, and be in a form substantially similar to the form set forth in Section 255.05(3), **Florida Statutes**.
5. The Payment and Performance Bond shall specifically provide coverage for delay damages due to a default by the Contractor.
6. The Payment and Performance Bond shall not make the Contract part of the Bond agreement.

7. In lieu of the Payment and Performance Bond, the Contractor may file with the Finance Director of the City, in an amount equal to the full amount of the Contract, cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in Part II, Chapter 625, **Florida Statutes**.
8. In the event the surety on any Payment and Performance Bond furnished by the Contractor is declared bankrupt or becomes insolvent, or its right to do business in the State of Florida is terminated, the Contractor shall, within five (5) working days thereafter, substitute another Payment and Performance Bond and surety acceptable to the City.
9. The Contractor is totally and solely responsible for keeping its surety informed as to the Base Contract Price as bid, significant changes in the Project Scope, and the overall progress and completion of the Project for the entire life of the Contract.
10. The payment and performance bond requirements stated herein above shall not be applicable to service-related contracts unless otherwise determined by the City Manager in order to protect the health, safety and welfare of the general public.

B. Contractual Provisions Relative to Risk Management

All contracts for any public works to be performed, and service-related contracts, for or on behalf of the City shall include at a minimum, the following, or substantially similar, provisions:

1. Hold Harmless and Indemnity

The Contractor agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor, its agents, officers, contractors, subcontractors, employees, or anyone else employed or utilized by the Contractor in the performance of this Contract. The Contractor's liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this provision.

2. Payment on Behalf of City

The Contractor shall pay all costs of the City's legal defense, as may be selected by the City, for all claims described in the Hold Harmless paragraph.

Such payment on behalf of the City shall be in addition to any and all other legal remedies available to the City and shall not be considered to be the City's exclusive remedy.

3. Loss Control/Safety

Precaution shall be exercised at all times by the Contractor for the protection of all persons, including employees and property. The Contractor shall comply with all applicable laws, regulations and ordinances related to safety and health, shall make special efforts to detect hazardous conditions, and shall take prompt action when loss control/safety measures are reasonably necessary.

The City may order work to be stopped if conditions exist that present an immediate danger to persons or property. The Contractor acknowledges that such work stoppage will not shift responsibility for any damages from the Contractor to the City.

4. Service Bond

For Service-related contracts only, the City may require the Contractor to secure a service bond with a minimum \$25,000 coverage limit for the period of the service agreement. The service bond covers dishonest acts of the contractor's employees against the City. A copy of the bond shall be provided to the City when the agreement commences.

Service-related contracts include and are not limited to businesses providing janitorial, pest control, general repair, security, carpet cleaning, locksmith, temporary employment, painting, moving services or other contracts as determined in the discretion of the Risk Manager as necessary to minimize loss.

C. Contractor's Insurance

1. General

The Contractor, including service-related contractors, shall purchase and maintain for the entire life of the Project, including any and all approved time extensions, until its final acceptance by the City, such insurance as will protect the Contractor from claims under Workers' Compensation, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees; from claims insured by usual or unusual injury liability coverage; from claims or injury to or destruction of tangible property and from claims insured by usual Commercial General Liability coverage. This includes loss of use resulting therefrom, any or all of which may arise out of the Contractor's operations under the Contract Documents, whether such operations be by the Contractor, by any Subcontractor, or by anyone directly or indirectly employed by any of them or for whose acts any

of them may be legally liable. The Contractor's deductibles/self-insured retentions shall be disclosed to the City and may be disapproved by the City, and may be reduced or eliminated at the sole discretion of the City. The Contractor is responsible for the amount of any deductible or self-insured retention.

2. Types of Insurance and Limits of Liability

The insurance required herein shall be written for not less than any limits of liability specified and incorporated as part of the Contract Documents or as required by law, whichever is greater, and shall include and not limited to the following:

- (a) Workers' Compensation Insurance in statutory limits for the State of Florida with Coverage B - Employer's Liability limits of not less than:

\$100,000 Each Accident Bodily Injury by Accident
\$100,000 Each Employee Bodily Injury by Disease
\$500,000 Policy Limit Bodily Injury by Disease

Certificate of Exemptions. If the contractor has a State-issued Certificate of Exemption, the contractor may provide a copy in place of the requirement for coverage. However, if the contractor subcontracts or retains any other person or entity to perform under the contract, that person or entity must provide proof of workers' compensation insurance as required by law or provide a Certificate of Exemption.

It is the intent of the City that any individual who either contracts directly with the city or performs any work on behalf of any such contractor be covered by workers' compensation insurance or have a valid exemption from said coverage.

(If applicable to the Project, the policy must include benefits under the United States Longshoremen's and Harbor Workers' Act and the Jones Act coverage--all maritime coverage.)

- (b) Commercial General Liability Insurance shall be written on a coverage form as broad as Insurance Services Office (ISO) Form CG 00 01 11 85, or its successor form, including but not limited to the following coverage (any deviation shall be noted on the Certificates of Insurance):

- a. Premises, Operations, Products and Completed Operations
- b. Owners' & Contractors' Protective
- c. Products & Completed Operation
- d. Explosion, Collapse & Underground Conditions
- e. Blanket Contractual Liability
- f. Personal Injury Liability

- g. Broad Form Property Damage Endorsement, including Completed Operations
- h. Independent Contractors
- i. Watercraft--Owned and Non-Owned (if applicable, endorsement must be included in General Liability policy or a separate Protection & Indemnity Policy must be written)
- j. Pollution Liability (if applicable)
- k. Asbestos Abatement (if applicable)
- l. Fire Damage Liability

Certain coverage outlined above may not be required if they do not relate to the Project, as may be determined at the sole discretion of the City.

Commercial General Liability Coverage shall be written on an occurrence basis and the limits shall be no less and not limited to the following amounts:

Limits (not less than)

\$1 Million Each Occurrence
 \$2 Million General Aggregate
 \$1 Million Aggregate Products & Completed Operations

NOTE: Commercial General Liability Coverage must be purchased on either a project basis (separate policy per contract) or an endorsement allocating an aggregate limit per location or specified project.

- (c) Automobile Liability Insurance is required if an Automobile(s) is used in the performance of the contract.

ISO Symbol 1 (Any Auto), or alternatively a combination of Symbol 2 (Owned Autos), Symbol 8 (Hired Autos), and Symbol 9 (Non-Owned Autos), and limits shall be no less than:

\$1 Million	Combined Single Limit for Bodily Injury and Property Damage
-------------	--

- (d) Excess Liability

For contracts \$250,000 or greater an Excess Liability Policy of at least but not limited to \$1,000,000 in addition to the scheduled underlying policies for Commercial General Liability, Automobile Liability and Employers' Liability, the Contractor shall also provide an Excess Liability Policy with a maximum self-insured retention not to exceed \$25,0000 per occurrence.

(e) Builder's Risk

Contractor shall purchase Builder's Risk Insurance for any contracts that are deemed to be vertical construction on an All-Risk policy, and shall also include coverage for wind, hail, and named storm. Limits of coverage shall be at least and not limited to the value of the project.

(f) Professional Liability, Malpractice and/or Errors and Omissions

The Contractor shall purchase and maintain professional liability, malpractice, or errors or omissions insurance with minimum limits of \$1,000,000 per occurrence. If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts. Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great a duration as is available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provides a retroactive date no later than the inception date of claims made coverage.

D. Requirements for Certificates of Insurance

1. With the execution of the Contract Documents, the Contractor, including service-related contractors, shall provide certificates of such insurance acceptable to the City. These certificates and insurance policies shall contain an endorsement that the coverage under the policies will not be canceled, non-renewed or materially changed until at least thirty (30) days' prior written notice of such cancellation, non-renewal or change (except for nonpayment of premium, which shall be ten (10) days) and a copy of the cancellation endorsement signed by an authorized representative of the insurer, be given to the City. The contractor shall be required to replace any expired or canceled policies in like amount and coverage to the satisfaction of the City. The Certificate of Insurance shall be the ACORD FORM 25-S (7/90), or its successor form, and shall be made a part of the Contract Documents.
2. New certificates of insurance shall be provided to the City at least fifteen (15) days prior to coverage renewals.
3. If requested by the City, the contractor shall immediately furnish complete copies of the Contractor's insurance policies, forms and endorsements.
4. For Commercial General Liability coverage the Contractor shall, at the option of the City, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage. If the Commercial General Liability form of coverage includes an annual aggregate limitation on the

amount of insurance provided, a separate project aggregate limit may be required by the City for the given contract.

5. If the Contractor fails to obtain and maintain for the life of the Project the insurance required hereby or to replace any such expired or canceled policy, the City may obtain and maintain such insurance with such company as it deems satisfactory. Any amounts expended by the City in payment of premiums for such insurance shall be deducted by the City from the amount due the Contractor for the work covered by the Contract.

E. Policies of Insurance

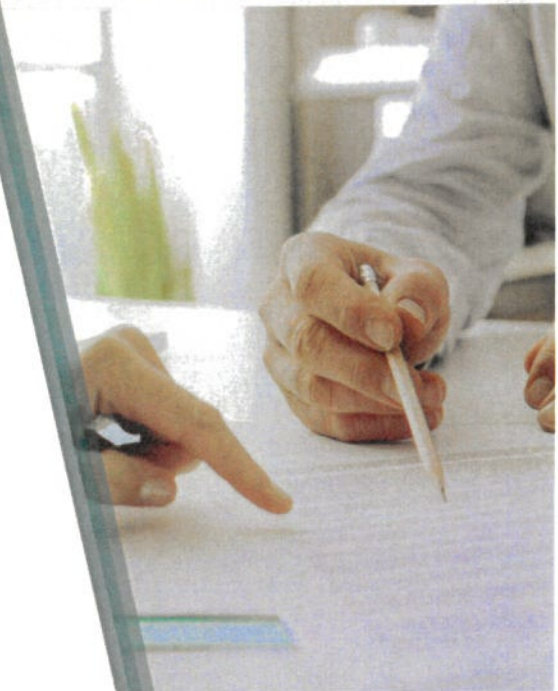
1. Except as otherwise provided in this Exhibit, all insurance policies shall be issued by insurers licensed to do business in the State of Florida on an admitted basis or which is an eligible surplus lines insurer in the State of Florida, and any such insuring company is required to have a minimum financial rating of (A-), in the latest edition of "Best's Key Rating Guide", published by A. M. Best Co., Inc., or some similarly nationally recognized rating authority, including Standard and Poors and Demotech.
2. For Workers' Compensation coverage only, self-insurance programs are acceptable with a minimum A- rated reinsurance carrier; written confirmation is required.
3. All policies of insurance or certificates thereof referred to in this Exhibit shall be deposited with the City Clerk.
4. The City shall be named an Additional Insured on General Liability including products and completed operations and Automobile Liability policies of insurance and certificates thereof.

City of Ormond Beach, FL

Proposal to Conduct a

Utility Rate and Impact Fee Update

June 15, 2023



Section 1 – Introduction

June 15, 2023

Mr. Rob Hart
Purchasing Coordinator
City of Ormond Beach
22 South Beach Street, Room 102
Ormond Beach, Florida 32174

Re: Proposal to Conduct a Utility Rate and Impact Fee Update on behalf of the City of Ormond Beach

Dear Mr. Hart:

Willdan Financial Services ("Willdan") appreciates the opportunity to submit our proposal to the City of Ormond Beach ("City") to conduct a Utility Rate and Impact Fee Update associated with the water, sewer and reclaimed water utility systems. This proposal outlines our experience, expertise and project understanding.

We have worked with numerous government utilities to address their utility-related concerns in order to meet their objectives. Willdan is one of the largest public sector economic and financial consulting firms in the United States. Over the past three decades, we have helped over 800 public agencies successfully address a broad range of financial challenges, such as financing the costs of growth and generating revenues to fund desired services. Our team is comprised of professionals with decades of experience in utility operations and economic/financial management, and the Willdan project team is highly qualified for this engagement. These qualifications are further detailed below.

Project Team/Experience — For this engagement, Willdan has assembled a senior level project team that collectively brings more than 90 years of rate consulting and engineering experience. In addition, the proposed project manager for this engagement, Ms. Tara Hollis has provided utility rate consulting services in Florida and the Southeast region since 1999. Additional team members include Managing Principal Jeffrey McGarvey, Principal Consultant Daryll Parker and Senior Analyst Michael Cronan.

Unique Approach — Our approach to utility rate development has been carefully honed over the years. Unlike individual engineering and financial firms that may specialize in one area or the other, Willdan combines unsurpassed utility rate modeling and financial planning (Willdan's specialty) with proven operational and economic analysis. We will work collaboratively with City staff to carefully assess and understand the unique concerns and issues of each utility system, and develop a tailored, rather than a "cookie-cutter," approach.

Willdan's interactive approach will result in a customized Microsoft Excel financial model that is easy to use, and that the City will retain. The model and accompanying documentation will provide a focused and tailored analysis of the City's current rates, revenues, capital project costs, operational expenditures, debt commitments, reserve funding, and other financial needs. The culmination of our analyses will be a comprehensive financial management plan that develops projected system operating results and rate path for up to ten years.

We will employ our proven interactive approach, supported with advanced financial modeling techniques, to develop a sophisticated and flexible financial model to help us guide the City through operating and financial scenarios, while evaluating the impact of policy assumptions, and performing sensitivity analysis on utility rate and financial strategies.

Communicating the Results — Sound technical analysis is only one element of this process. To gain political and community acceptance, it will be equally important to effectively communicate results and implications of the proposed rate and fee structures to City staff, the Commission, key stakeholders and, ultimately, to those that will be subject to the new rates. Willdan works with clients to develop educational materials, bill inserts, and changes to information provided on utility bills necessary to help educate stakeholders.

We have a proven track record of completing projects on time and staying within the quoted budget. We encourage you to contact the references listed herein for feedback on our performance, commitment to our clients and adherence to project milestones.

When called upon, our proposed project team of qualified and experienced consultants can provide the consulting expertise you require. Listed below is a brief highlight of our experience.

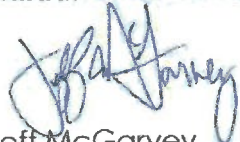
- National company and one of the fastest growing consulting firms in the country;
- Development of a Microsoft Excel-based dashboard model designed specifically for your needs;
- Partnership approach with City staff members;
- Fixed-fee pricing with no change orders unless expanded scope items are requested by the City;
- An industry leader (AWWA Manuals/Professional Speaking);
- Subject matter experts, "Best Practices" guidance;
- Ability to balance both financial and political realities;
- Focus on open communication with frequent project updates; and
- Stringent internal Quality Assurance/Quality Control program.

In response to the RFP requirements, this submittal in its entirety shall remain valid for a period of no less than 90 days from the closing date of June 15, 2023.

Willdan would like to thank you for your consideration and for the opportunity to submit this proposal. If you have any questions, then please do not hesitate to contact me at (407) 255-2928 or via email at thollis@willdan.com.

Respectfully submitted,

Willdan Financial Services



Jeff McGarvey
Managing Principal – Vice President



Tara Hollis, CPA, CVA
Project Manager, Principal Consultant



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Section 2 – Company Background

Firm Profile

Willdan Financial Services is an operating division within Willdan Group, Inc. (WGI), which was founded in 1964 as an engineering firm working with local governments. Today, WGI is a publicly traded company (NASDAQ: WLDN). WGI, through its subsidiaries, provides professional, technical and consulting services that ensure the quality, value and security of our nation's infrastructure, systems, facilities, and environment. The firm has pursued two primary service objectives since its inception—ensuring the success of its clients and enhancing its surrounding communities.

A financially stable company, Willdan has approximately 1,500 employees working in more than a dozen states across the U.S. Our employees include a number of nationally recognized subject matter experts for all areas related to the broadest definition of connected communities—**four of whom are committed to contribute their expertise throughout the duration of the engagement.**

Willdan has solved economic, engineering and energy challenges for local communities and delivered industry-leading solutions that have transformed government and commerce. Today, we are leading our clients into a future accelerated by change in resources, infrastructure, technology, regulations, and industry trends.

Willdan Financial Services

Established on June 24, 1988, Willdan Financial Services, is a national firm and one of the largest public sector economic and financial analysis consulting firms in the United States. Since that time, we have helped over 800 public agencies successfully address a broad range of infrastructure challenges.

Our staff of over 70 full-time employees support our clients by conducting year-round workshops and on-site training to assist them in keeping current with the latest developments in our areas of expertise. Willdan assists local public agencies by providing the services listed in the table below.



Willdan Financial Services	
Services	
- Utility rate and cost of service studies - User fee studies - Cost allocation studies - Real estate economic analysis - Tax increment finance district formation & amendment - Property tax audits - Economic development strategic plans - District administration services	- Development impact fee establishment & analysis - Municipal advisory services - Feasibility studies - Arbitrage rebate & continuing disclosure services - Debt issuance support - Long-term financial plans and cash flow modeling

Utility Rate Experience

Willdan's professional staff has provided professional consulting services, including financial planning; rate and cost-of-service studies; alternative and feasibility analyses; and operational and management studies for water, reclaimed water, sewer, solid waste, and stormwater utility clients across the United States for over two decades. Additionally, Willdan staff are involved with the development of the rate-setting methodologies set forth in the American Water Works Association ("AWWA") M1 manual "Principles of Water Rates, Fees and Charges" and the AWWA M29 manual, "Water Utility Capital Financing," and serve on the AWWA Rates Committee. Willdan is nationally recognized for its expertise with staff frequently being called upon to speak or instruct on utility financial matters, as subject matter experts, including the AWWA Utility Management conference.



Willdan staff is experienced in a broad range of utility planning services; and therefore, understand the importance of an approach that integrates elements of utility planning, engineering, and finance. Willdan team members possess considerable experience in utility rate and cost-of-service studies and have performed these services for hundreds of utilities throughout the country. Our team includes staff with **more than 30 years** of public sector experience that have been on the forefront of utility ratemaking and rate-modeling. In addition, team members understand the financial, operational, and political realities faced by local government staff and management; we craft solutions, which are sensitive to this.

Our expertise spans across the following utility financial planning services.

Willdan Financial Services

Utility Financial Planning Experience and Expertise

- | | |
|--|--|
| ▪ Retail and wholesale rate studies | ▪ Interactive rate model development with dashboards showing Key Performance Indicators ("KPIs") |
| ▪ Revenue sufficiency analyses | ▪ Connection fee / system development charge studies |
| ▪ Utility management and policy assistance | ▪ CIP financial scenario planning |
| ▪ Rate ordinance drafting | ▪ Billing system validation / rate testing |
| ▪ Miscellaneous fee and charge studies | ▪ Bond feasibility reports |
| ▪ Renewal and replacement sufficiency analyses | ▪ Valuation / divestiture studies |
| ▪ Comprehensive alternatives analyses | ▪ Life cycle costs analyses |
| ▪ Capital project funding studies | |

Willdan will work with the City of Ormond Beach to identify and prioritize operational and fiscal objectives, and match these to specific rate attributes; and use this information throughout the engagement to develop a comprehensive financial plan and design utility rates that effectively meet these goals. The culmination of our analyses will be rate policies that guide the rate setting process, and a financial management plan that develops projected system operating results for each utility for the forecast period. Willdan will employ its proven interactive approach, coupled with advanced financial modeling techniques to design rates and a financial plan that meets established goals and performance criteria. These modeling techniques serve as a powerful decision-making tool and provide the City with genuine business solutions and recommendations as to the strategic direction of its utilities.

Executive Summary

Willdan | City of Ormond Beach Partnership

It is Willdan's understanding that the City of Ormond Beach ("City") is interested in hiring a professional consultant to conduct a Utility Rate and Impact Fee Update (hereinafter, the "Studies") for water, sewer and reclaimed water. To that point, Willdan has provided transformative solutions to financial, rate and capital planning challenges for communities nationwide. Today, we are leading our clients into a future accelerated by change in resources, technology, regulations, and industry trends.

Such a partnership leads to consensus among your many stakeholders.

58 Years of Success Serving Government Authorities & Community Stakeholders



Financing Plans



Rate and Capital Planning Management



Stakeholder Outreach

The Willdan Difference: From Data to Decisions

Any provider can tout their model as "the best." But a model is only as good as the experts driving it. While we provide the support needed to be self-sufficient, our experts also work with you to make your data meaningful and actionable.

Our models are easy to use, answer "what-if" scenarios, generate customized reports as inputs are changed, produce financial measures and ratios, and accompanied by interactive user support.

- Custom solutions to each client engagement.
- We serve as an extension of your team.
- Long-term relationships and friendships developed through 30-plus years of utility rate experience.

Model Forecasting Capability

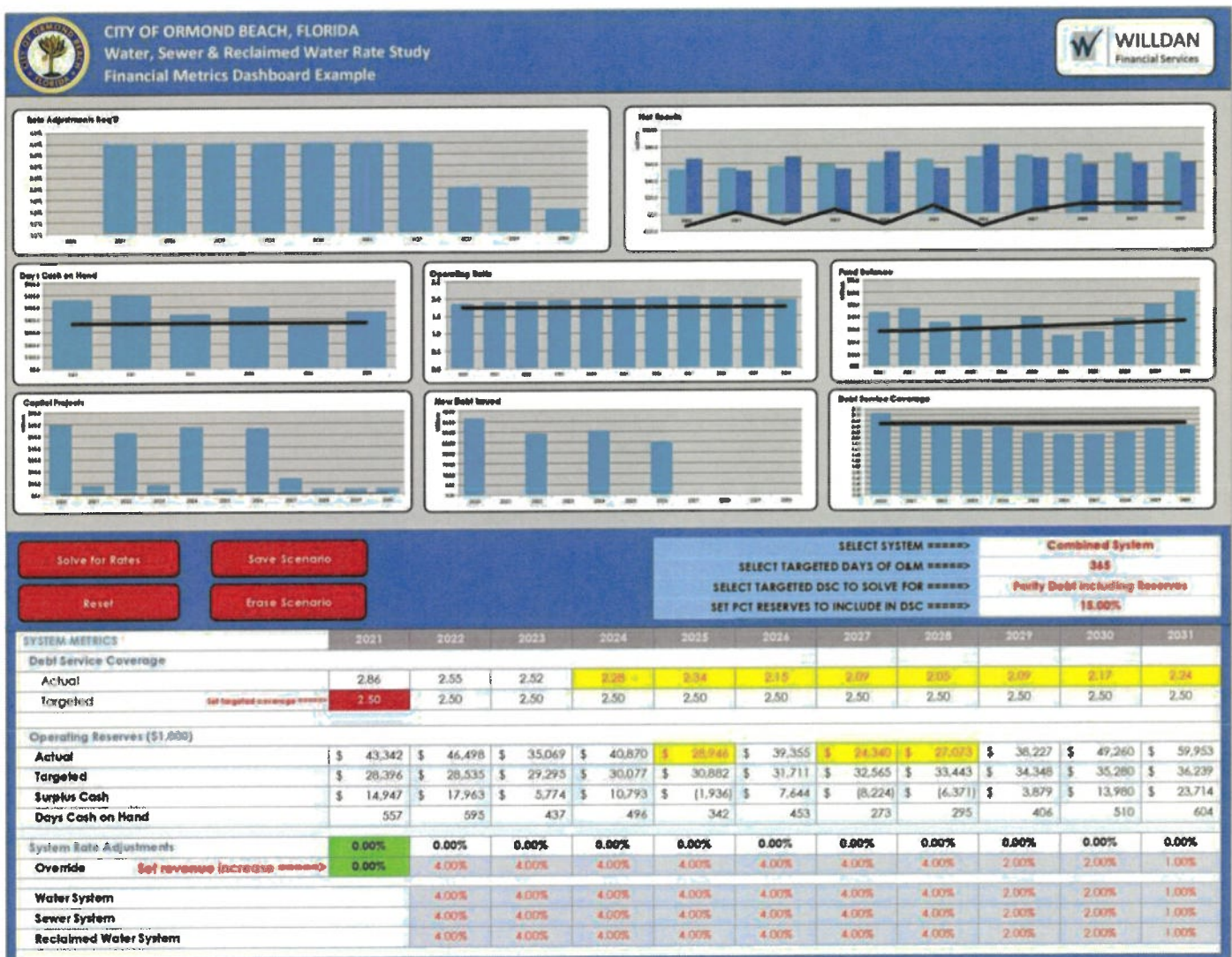
To address questions that may arise during project team meetings with staff or elected officials, the dynamic modeling used by Willdan will help to gain consensus regarding the rate and financial plan which best addresses your needs. Subsequent to careful development and validation of the baseline forecast, a series of alternative forecasts (projections) can be prepared illustrating results in the following general categories.

- **What if things turn out differently?** These alternatives will demonstrate the sensitivity of the forecast to the significant assumptions used. This results in a sound understanding of areas where a conservative forecast approach is warranted.
- **What happens when we try this?** This series of alternatives focuses on different financial management approaches. For example, the use of different financing techniques such as capitalized interest, interim short-term financing, and capital appreciation bonds may be explored.

- **What can we do to make it better?** This approach to forecasting identifies the factors that may be causing significant rate increases in a given year and explores alternatives. For example, if a large capital project in a single year is the culprit, we would work with staff and the consulting engineers to determine whether this project could be phased or delayed.
- **How will any adjustments affect our customers?** In examining rate structure alternatives, we will demonstrate and discuss how users in various categories or classifications will be impacted. Our team will use our rate design model to explore the impact of various rate structures on bills for each customer class over the relevant consumption range.

Graphic Depiction of the Model Dashboard

The sample dashboard graphic below illustrates how we can summarize data, assumptions, and calculations into an easy-to-understand graphical interface that updates with each alternative scenario evaluated. To summarize, rate model development is an integral part of the Willdan consulting process, and one in which staff and other stakeholders play a collaborative role.

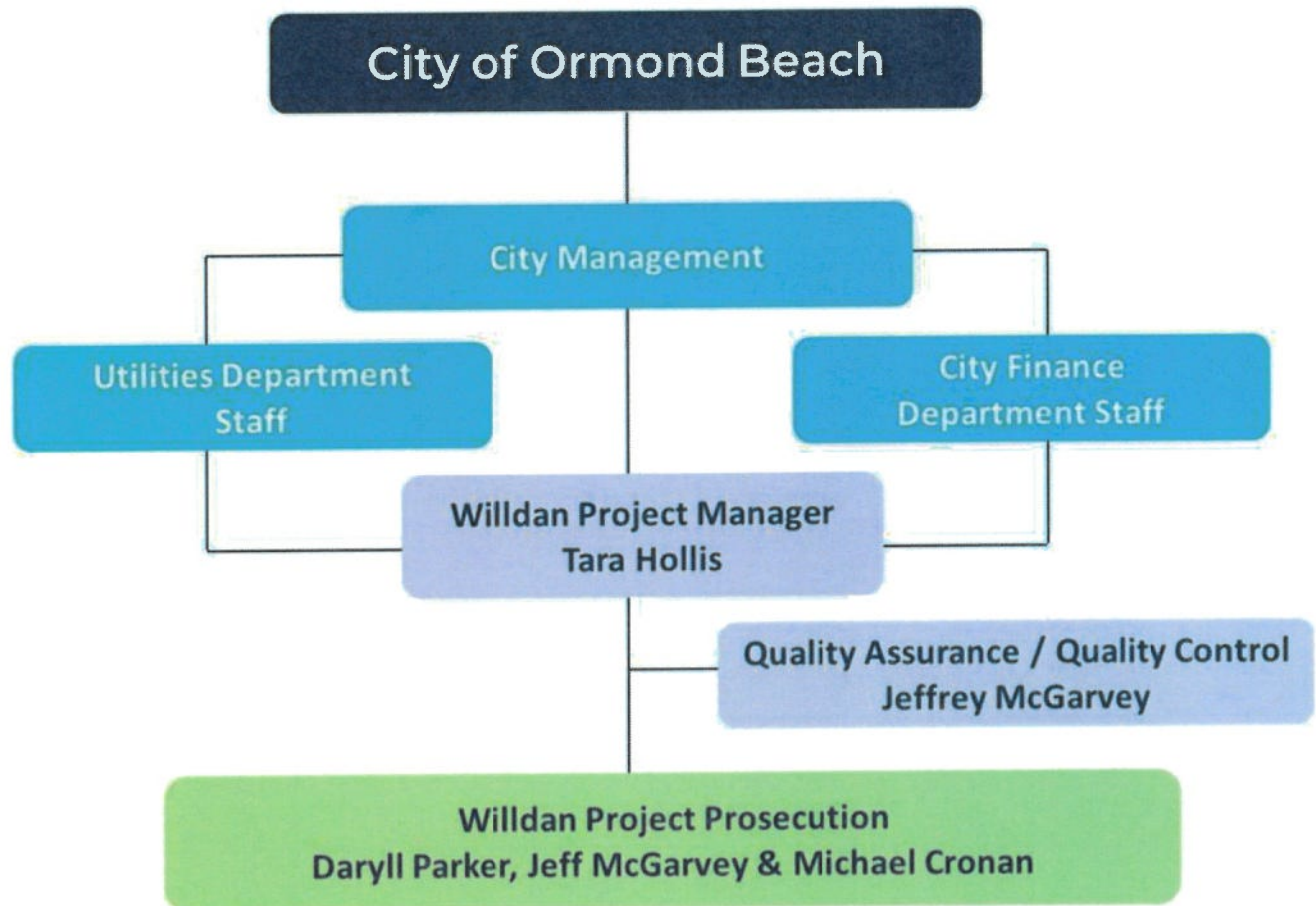


Training

Willdan can offer a hands-on training session to staff members responsible for using the model as well as post-project phone consultations. Training can take place at City offices, or via a webinar, and provides staff members with an opportunity to learn the dynamic interactions of the rate model. In addition, Willdan will be available to provide future instruction on an hourly basis either at City offices or via webinar.

Organizational Chart

The organizational chart below demonstrates the reporting relationship of the Willdan project team members proposed for the City's Utility Rate and Impact Fee Update engagement. Willdan will not require the assistance of a subconsultant to complete the scope of services identified within Request for Proposals (RFP) No. 2023-26.



Section 3 – Key Personnel Introduction

Our management and supervision of the project team is very simple: staff every position with experienced, capable personnel in sufficient numbers to deliver a superior product to the City, on time and on budget. With that philosophy in mind, we have selected experienced professionals for this engagement. We are confident that our team possesses the depth of experience to successfully fulfill the required work performance.

The table below identifies each team member and their areas of expertise specific to Utility Rate and Financial Analyses.

Willdan Project Team			
Jeff McGarvey, Managing Principal — Project Principal & Quality Assurance/Control			
Areas of Expertise:	Rate and Cost-of-Service Studies; Impact/Capacity Fees; Expert Witness Testimony; Debt Issuance Support; Financial and Cash Flow Analyses; Bond Feasibility Reports; Revenue Sufficiency Studies		
Office Location:	200 South Orange Avenue, Suite 1550, Orlando, FL 32801		
Telephone:	(407) 459-7117	Email:	jmcgarvey@willdan.com
Tara Hollis, CPA, CVA, MBA, Principal Consultant — Project Manager			
Areas of Expertise:	Budgeting and Forecasting; Cost-of-Service Studies; Rate Studies; Expert Witness Testimony; Management Accounting; Impact/Capacity Fees; Bond Covenant Annual Reports; Bond Feasibility Reports; Revenue Sufficiency Studies, Assessment Programs		
Office Location:	200 South Orange Avenue, Suite 1550, Orlando, FL 32801		
Telephone:	(407) 255-2928	Email:	thollis@willdan.com
Daryll Parker, MBA, Principal Consultant — Project Support			
Areas of Expertise:	Rate and Cost-of-Service Studies; Impact/Capacity Fees; Bond Feasibility Studies/Reports; Utility System Valuations; Revenue Sufficiency Studies		
Office Location:	200 South Orange Avenue, Suite 1550, Orlando, FL 32801		
Telephone:	(407) 409-8755	Email:	dparker@willdan.com
Michael Cronan, Senior Analyst — Lead Analyst			
Areas of Expertise:	Budgeting and Forecasting; Cost-of-Service Studies; Rate Analyses; Impact/Capacity Fees; Bond Feasibility Analyses; Revenue Sufficiency Studies; Dynamic Spreadsheet Development; Customer Data Analysis		
Office Location:	200 South Orange Avenue, Suite 1550, Orlando, FL 32801		
Telephone:	(407) 734-2110	Email:	mcronan@willdan.com

Resumes

Resumes for each proposed team member have been provided on the pages that follow.

Jeffrey J. McGarvey, Managing Principal

Project Principal & Quality Assurance/Control

Mr. McGarvey is a Managing Principal and Vice President in Willdan's Financial Consulting Services group and resides in the firm's Orlando, Florida office. For more than 32 years, he has provided professional consulting services to municipal water, sewer, solid waste, and electric utilities throughout the country.

He possesses a broad range of experience, including special expertise in complex alternatives analyses; utility rate analyses; utility valuations and acquisitions; regionalization and consolidation studies; debt issuance support; capital financing analyses; strategic planning; rate and regulatory assistance; and instituting financial mechanisms to provide for the sufficient recovery of operating and capital costs.

Rate & Cost-of-Service Studies – Mr. McGarvey possesses extensive experience specific to utility rate and cost-of-service analyses, having *conducted over 200 studies throughout the country*. Such experience generally relates to performing budget analyses, customer and usage analyses, development of revenue requirements, cost-of-service allocations and sensitivity analyses related to the implementation of rate structures designed to promote desired usage characteristics. It should also be noted that Mr. McGarvey has *prosecuted over 40 impact/capacity fee studies* throughout the course of his career.

Revenue Bonds, Feasibility Analyses and Capital Funding – Mr. McGarvey has been involved in the preparation of capital financing plans and financial feasibility studies associated with the *issuance of over \$1 billion in municipal revenue bonds*. The funding proceeds have been utilized for such purposes as utility acquisitions, expansion of facilities and various other capital improvement needs.

In addition, he has developed capital funding strategies utilizing various combinations of bonds, bank loans, government assistance loans (i.e., State Revolving Funds) and grants. He has also made numerous presentations on behalf of clients to various bond insurers and rating agencies (Moody's, Standard & Poor's, and Fitch).

Business and Strategic Planning – Mr. McGarvey has experience developing complex financial and economic evaluation models for utility systems located throughout the country. Such experience generally relates to the development of business and strategic plans as well as performing structured alternatives analyses and sensitivity analyses related to the evaluation and implementation of system modifications such as service and operational changes, as well as planning for customer growth and capital expenditures.

32 Years of Experience

With Willdan Since

2012

Areas of Expertise

- Rate & Cost-of-Service Studies
- Rate Design
- Dynamic Computer Modeling
- Impact/Connection Fee Studies
- Revenue Bonds
- Capital & Financial Planning
- Acquisitions & Mergers
- Utility Valuations
- Long Term Strategic Planning

Presentations

"Wall Street's Perception of North Carolina Water and Sewer Utilities: Positioning for Success," presented at the North Carolina AWWA-WEA Annual Conference

"Renewal and Replacement Costs: How Much is Enough?" presented at the AWWA/WEF Utility Management Conference

Education

BSBA - University of Central Florida

Tara L. Hollis, CPA, CVA, MBA

Project Manager

Ms. Hollis is a Principal Consultant with Willdan Financial Services and has more than 24 years of experience. She resides in the firm's Orlando, Florida office and has provided consulting services throughout the southeast and across the country.

Ms. Hollis has provided utility rate, financial, economic, and capital planning services for water, sewer, stormwater, reclaimed water, solid waste, and electric utility systems. She specializes in rate and cost-of-service studies, capital planning, feasibility and financial reports, debt structuring analyses for the issuance of utility indebtedness, non-ad valorem assessment programs, and valuation studies for mergers or acquisitions.

Rate & Cost-of-Service Studies – Ms. Hollis has extensive experience with utility rate and cost-of-service analysis, having *prosecuted more than 200 studies*. Such experience generally relates to performing budget analyses, customer and usage analyses, development of revenue requirements, cost-of-service allocations and sensitivity analyses related to the implementation of rate structures designed to promote desired usage characteristics. It should also be noted that Ms. Hollis has *prosecuted over 50 impact/connection fee studies* throughout the course of her career.

Revenue Bonds, Feasibility Analyses and Capital Funding – Ms. Hollis has been involved in the preparation of bond resolutions, official statement financial feasibility reports, certificates of compliance, additional bond test certificates, and other related documents *in support of \$1.75 billion of long-term indebtedness*. The funding proceeds have been utilized for such purposes as utility acquisitions, expansion of facilities and various other capital improvement needs. In addition, she has developed capital funding strategies utilizing various combinations of bonds, bank loans, government assistance loans (i.e., State Revolving Funds) and grants. She also has extensive experience related to reviewing and analyzing compliance with bond covenant requirements and contractual obligations.

Utility System Valuations – Ms. Hollis has *conducted over 250 valuation studies* using various techniques including the cost approach, income approach, and comparable sales approach for water, sewer, and electric utility systems. She has developed detailed financial forecasts and cash flow models to be used in utility acquisition assistance including contract negotiations, transitional, transactional, and financial feasibility analysis. Additionally, Ms. Hollis is a Certified Valuation Analyst, designated by the National Association of Certified Valuators and Analysts.

24 Years of Experience

With Willdan Since

2014

Certifications

C.P.A. Florida, No. AC-0031100

Certified Valuation Analyst

Areas of Expertise

- Rate Studies
- Revenue Bonds
- Capital & Financial Planning
- Impact/Connection Fee Studies
- Valuations, Acquisitions & Mergers
- Assessment Programs
- Expert Witness Testimony
- Utility Optimization Services

Presentations

"Long Term Capital & Financial Planning for Public Utility Systems," EUCI Training Course

"Financial Forces Impacting Utility Systems," presented at the Growth and Infrastructure Consortium Conference in Florida

"Financial Sustainability as a Basis for Utility Management" presented at the South Carolina Rural Water Association Conference

"Financial Forces Impacting Small Utility Systems" presented at the AWWA Section Conference in Indiana

Education

MBA - University of Central Florida

BSBA - University of Central Florida

Daryll B. Parker, MBA

Project Team Support

Mr. Parker is a Principal Consultant with Willdan Financial Services and has more than 29 years of water and sewer utility rate, financial, economic, and capital planning experience. He resides in the firm's Orlando, Florida office and his expertise includes rate and cost-of-service studies, wholesale rates, system development/impact fee studies, capital planning, debt issuance support, and regionalization studies.

Rate & Cost-of-Service Studies – Mr. Parker has extensive experience with water and sewer rate and cost-of-service analysis, having *prosecuted more than 250 studies*. Such studies generally require developing revenue requirements, performing budget analyses, customer and usage analyses and cost-of-service allocations, preparing the financing plan for the capital improvement program, developing user rates to meet client goals and objectives, and creating a dynamic "dashboard driven" model. It should be noted that Mr. Parker has *prosecuted over 80 impact/connection fee studies* throughout the course of his career.

Management Consulting – Mr. Parker has been involved with many different facets of management consulting for water and sewer utility systems including strategic planning, assisting with rate and regulatory matters, analyzing capital funding alternatives and instituting financial mechanisms to provide for sufficient and equitable recovery of operating and capital costs.

Dynamic "Dashboard Driven" Modeling – Mr. Parker has extensive experience developing "custom" Microsoft Excel rate models that are user-friendly, apply easy navigational aids and include a dynamic dashboard tool that supports unlimited "what-if" analyses. Separate dashboard functionality is developed for each utility system, as well as for the combined enterprise system (if applicable). The dashboard tool is especially useful in explaining rate options to elected officials, utility advisory boards and members of the public. In addition, the dashboard has interactive graphics, the ability to produce a series of reports as inputs are changed, and the ability to produce financial measures and ratios. It also includes the ability to show alternative pricing structures (uniform versus tiered rates), scenarios/sensitivity analysis post-study, and fiscal budget submissions including rate proposals.

Revenue Bonds, Feasibility Analyses and Capital Funding – Mr. Parker has been involved in the preparation of Financial Feasibility Reports (for inclusion in the Official Statement offering document) in *support of more than \$1.5 billion of long-term indebtedness*. He has also made presentations to local government commissions, rating agencies and bond insurers (i.e., Moody's, Standard & Poor's, Fitch, Ambac, FSA, etc.).

29 Years of Experience

With Willdan Since

2014

Areas of Expertise

- Rate & Cost-of-Service Studies
- Rate Design
- Dynamic Computer Modeling
- Impact/Connection Fee Studies
- Revenue Bond Feasibility Reports
- Capital & Financial Planning
- Acquisitions & Mergers
- Valuation Studies

Presentations/Training

"Long Term Capital & Financial Planning for Public Utility Systems," EUCI Training Course

"System Development Fees Case Study," presented at the North Carolina Government Finance Officers Association Conference

"Utility Rate Studies & Rate Surveys," presented at the South Carolina Utility Billing Association Annual Meeting

"Getting Ready for Wall Street," presented at the South Carolina Environmental Conference

"The Reclaimed Water Pricing Paradox," presented at the North Carolina AWWA/WEA Water Reuse Seminar

Education

MBA - University of Florida

BSBA - University of Florida

Michael Cronan

Analytical Support

Mr. Cronan is a Senior Analyst within Willdan's Financial Consulting Services group and resides in the firm's Orlando, Florida office. His primary function is to support principal consultants with utility rate studies and other financial analyses. He specializes in Microsoft Excel capabilities and has performed dynamic analyses for a variety of entities, including cities, counties, public service districts and public utilities.

Utility Rate Study Experience

- City of Oviedo, FL
- City of Delray Beach, FL
- City of South Daytona, FL
- Gainesville Regional Utility; Gainesville, FL
- Bay Laurel Center Community Development District; Ocala, FL
- Gateway Services Community Development District; Ft. Myers, FL
- Emerald Coast Utilities Authority, FL
- City of Aiken, SC
- James Island Public Service District; Charleston, SC
- City of Clemson, SC
- City of Folly Beach, SC
- Hilton Head Public Service District No. 1; Hilton Head, SC
- City of Walterboro, SC
- Johnston County, NC
- City of La Palma, CA
- City of Richmond, CA

Impact/Capacity Fee Studies

- Town of Carolina Beach, NC
- City of Gastonia, NC
- City of Inman, SC
- City of Kannapolis, NC
- City of Monroe, NC
- City of Greensboro, NC

Other Financial Analyses

- Nassau County, FL
- MEAG; Atlanta, GA
- City and County of Denver, CO
- City of College Station, TX
- Central Coast Power Community Choice Aggregation Feasibility Study; Counties of Santa Barbara, Ventura and San Luis Obispo, CA

6 Years of Experience

With Willdan Since

2016

Areas of Expertise

- *Utility Rate Studies*
- *Impact/Capacity Fee Studies*
- *User Fee Studies*
- *Financial Forecast Modeling*
- *Dashboard Development*

Education

BSBA - University of Central
Florida

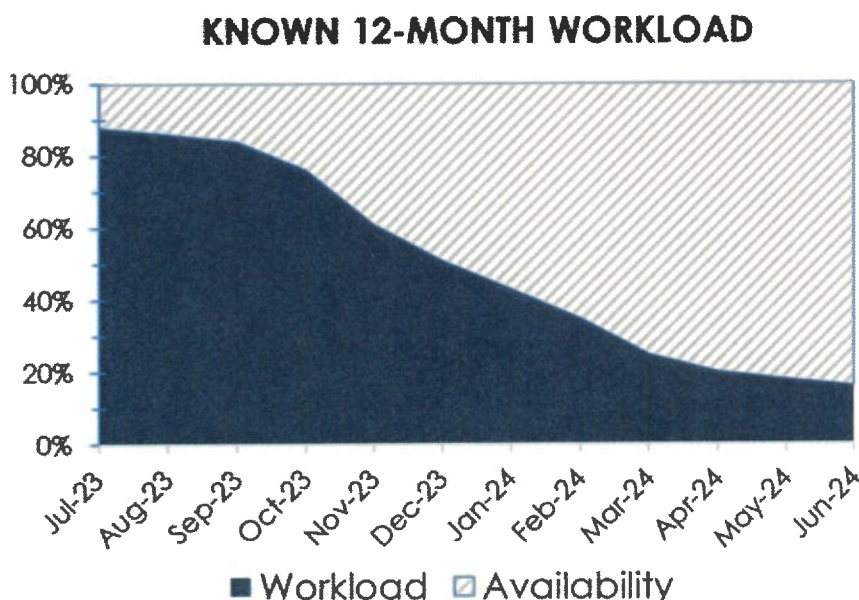
Estimated Time Assigned to Project

Willdan is sufficiently staffed to prosecute the proposed engagement for the City. Our Financial Consulting Services group is currently staffed with 22 employees; 4 of whom will be devoted to the project in some capacity, with sufficient resources remaining in the group should they be needed for assistance. Moreover, the firm as a whole is staffed with over 70 employees. The availability of our team members is shown in the table below and is expressed as a percentage of personnel's available time. Additionally, key personnel identified below will not be substituted without written permission from the City.

Team Member Availability	
Name	Availability
Jeffrey McGarvey	10%
Tara Hollis	20%
Daryll Parker	15%
Michael Cronan	35%

Current and Projected Workload

Although the project team members currently have work in progress, this workload is at a manageable level with sufficient capacity to meet the needs of the City. Please be assured that the current and projected workload will not detract from the ability of Willdan to provide timely, high quality and cost-effective services consistent with both industry standards and those required by the City. The chart below provides a summary of the Orlando office's known and measurable workload for the next 12 months.



Similar Projects

A representative listing of projects in the Southeast performed by Willdan and its project team members is provided below. These engagements are similar in nature to those requested by the City. Willdan's proposed project team has been providing rate and financial consulting services to municipalities across the country for more than 30 years.

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
FL	Alachua, County of		✓			✓	✓							
FL	Apopka, City of	✓	✓	✓	✓		✓	✓			✓	✓		
FL	Atlantic Beach, City of	✓	✓		✓	✓	✓	✓			✓			
FL	B&C Water Resources, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Bay Laurel Center Community Development District	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
FL	Bay, County of	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
FL	Bluefield Utilities, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Callaway, City of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Cape Coral, City of	✓	✓				✓	✓		✓	✓			
FL	Carrabelle, City of	✓	✓				✓	✓		✓	✓			
FL	Casselberry, City of	✓	✓			✓	✓	✓		✓	✓		✓	
FL	Citrus, County of		✓			✓	✓	✓			✓		✓	
FL	Clay, County of	✓	✓				✓	✓		✓	✓			
FL	Clermont, City of		✓			✓	✓	✓			✓			
FL	D&E Water Resources, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Dade City, City of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Dania Beach, City of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	DeFuniak Springs, City of	✓	✓				✓	✓		✓	✓			
FL	DeLand, City of	✓	✓		✓	✓	✓	✓		✓	✓	✓		
FL	Delray Beach, City of		✓			✓	✓	✓						
FL	Deltona, City of		✓			✓	✓	✓			✓			
FL	DeSoto, County of	✓	✓				✓	✓		✓	✓			
FL	Dunedin, City of	✓	✓				✓	✓		✓	✓			
FL	Emerald Coast Utilities Authority	✓	✓				✓	✓		✓	✓			
FL	Eustis, City of		✓			✓	✓	✓			✓			
FL	Farnton Water Resources, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Fellsmere, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
FL	Fernandina Beach, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
FL	Florida Governmental Utility Authority	✓	✓			✓	✓	✓		✓	✓			
FL	Fort Meade, City of	✓	✓		✓	✓	✓	✓		✓	✓	✓		
FL	Fort Myers Beach, City of	✓	✓		✓	✓	✓	✓		✓	✓	✓		
FL	Fort Myers, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Fort Walton Beach, City of	✓	✓		✓	✓	✓	✓		✓	✓			

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
FL	Gateway Services Community Development District	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Grove Land Utilities, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Gulf Breeze, City of	✓	✓				✓	✓		✓	✓			
FL	Hernando, County of	✓	✓	✓			✓	✓		✓	✓			
FL	Hialeah, City of		✓			✓	✓	✓			✓			
FL	Hillsborough, County of					✓	✓	✓		✓	✓			
FL	Jacksonville Electric Authority	✓	✓				✓	✓		✓	✓			
FL	Kissimmee, City of	✓	✓	✓			✓	✓		✓	✓			
FL	Lake Wales, City of	✓	✓	✓	✓		✓	✓		✓	✓			
FL	Lake Worth, City of					✓					✓		✓	
FL	Lakeland, City of	✓	✓				✓	✓		✓	✓			
FL	Lauderhill, City of	✓	✓		✓		✓	✓		✓	✓			
FL	Leesburg, City of		✓	✓		✓					✓			
FL	Longboat Key, Town of				✓	✓							✓	
FL	Longwood, City of	✓	✓				✓	✓		✓	✓			
FL	Madison, City of	✓	✓				✓	✓		✓	✓			
FL	Marco Island, City of					✓	✓	✓			✓			
FL	Marion, County of	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
FL	Miami Springs, City of	✓	✓		✓		✓	✓		✓	✓			
FL	Miami-Dade Solid Waste		✓			✓				✓	✓	✓		
FL	Miami-Dade Water and Sewer	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
FL	Mulberry, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
FL	Naples, City of	✓	✓		✓		✓	✓		✓	✓			
FL	Nassau - Amelia Island Utilities, County of					✓	✓	✓			✓			
FL	Neptune Beach, City of	✓	✓				✓	✓		✓	✓			
FL	New Port Richey, City of	✓	✓				✓	✓		✓	✓			
FL	North Bay Village, City of	✓	✓		✓		✓	✓		✓	✓			
FL	North Beach Utilities	✓	✓		✓		✓	✓		✓	✓			
FL	North Lauderdale, City of	✓	✓		✓		✓	✓		✓	✓			
FL	North Miami Beach, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
FL	North Peninsula Utility Company					✓	✓	✓			✓			
FL	North Port, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Ocala, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Ocoee, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Okaloosa, County of	✓	✓			✓	✓	✓		✓	✓			
FL	Okeechobee Utility Authority	✓	✓	✓		✓	✓	✓		✓	✓			
FL	Orange City, City of	✓	✓		✓	✓	✓	✓		✓	✓	✓		
FL	Orange, County of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	OrangeTree Utilities, Inc.	✓	✓			✓	✓	✓		✓	✓			

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
FL	Orlando, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Oviedo, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Palm Bay, City of	✓	✓	✓		✓	✓	✓		✓	✓			
FL	Palm Beach, County of					✓	✓	✓			✓			
FL	Panama City, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Peace River Manasota Regional Water Supply Authority		✓	✓		✓					✓			
FL	Pinellas Park, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Polk City, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
FL	Polk, County of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Port Richey, City of					✓	✓	✓			✓			
FL	Port St. Lucie, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
FL	Punta Gorda, City of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Riviera Beach, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Rolling Oaks Utilities					✓	✓	✓			✓			
FL	Sanibel, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
FL	Sarasota, City of	✓	✓			✓	✓	✓			✓			
FL	Sarasota, County of	✓	✓			✓	✓	✓		✓	✓			
FL	South Daytona, City of	✓	✓		✓	✓	✓	✓			✓	✓	✓	
FL	St Johns River Water Management District					✓					✓			
FL	St. Johns Service Company	✓	✓			✓	✓	✓		✓	✓			
FL	St. Johns, County of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Stuart, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Tamarac, City of	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Tampa Bay Water		✓	✓		✓					✓			
FL	Tarpon Springs, City of	✓	✓	✓		✓	✓	✓			✓			
FL	Tindall Hammock Irrigation and Soil Conservation District	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
FL	Tohopekaliga Water Authority	✓	✓	✓		✓	✓	✓		✓	✓			
FL	Tymber Creek Utilities Incorporated	✓	✓		✓	✓	✓	✓		✓	✓			
FL	Volusia Water Alliance					✓								
FL	Winter Haven, City of	✓	✓			✓	✓	✓		✓	✓			
FL	Winter Park, City of					✓							✓	
FL	Woodstock Utilities, LLC	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	
GA	Cobb County, GA	✓	✓	✓		✓	✓	✓		✓	✓			
GA	DeKalb, County of	✓	✓	✓		✓	✓	✓		✓	✓			
GA	Glynn, County of	✓	✓	✓		✓	✓	✓			✓			
GA	Jefferson, City of		✓			✓	✓	✓						
LA	New Orleans, City of					✓							✓	
NC	Albemarle, City of	✓	✓			✓	✓	✓		✓	✓			

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
NC	Apex, Town of		✓	✓		✓	✓	✓		✓	✓			
NC	Belmont, City of			✓		✓	✓	✓			✓			
NC	Bessmer City, City of			✓		✓	✓	✓			✓			
NC	Broad River Water Authority	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Cape Fear Public Utility Authority	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
NC	Cape Fear Water District		✓			✓	✓	✓			✓			
NC	Carolina Beach, Town of	✓	✓			✓	✓	✓		✓	✓			
NC	Cherryville, City of		✓			✓	✓	✓			✓			
NC	Concord, City of	✓	✓	✓		✓	✓	✓		✓	✓		✓	
NC	Cramerton, Town of			✓		✓								
NC	Dallas, Town of					✓		✓					✓	✓
NC	Fayetteville, City of		✓	✓		✓	✓	✓			✓			
NC	French Broad Electric Cooperative						✓	✓					✓	✓
NC	Gaston County		✓			✓	✓	✓	✓		✓			
NC	Gastonia, City of	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
NC	Greensboro, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Greenville Utilities Commission	✓	✓	✓		✓	✓	✓		✓	✓		✓	
NC	Harnett, County of	✓	✓	✓		✓				✓	✓			
NC	Henderson, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Hickory, City of	✓	✓			✓	✓	✓		✓	✓			
NC	High Point, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	High Shoals, Town of			✓		✓								
NC	Hillsborough, Town of			✓		✓								
NC	Johnston, County of		✓		✓	✓	✓	✓		✓	✓			
NC	Kannapolis, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
NC	Kings Mountain, City of	✓	✓	✓		✓	✓	✓		✓	✓		✓	
NC	Kinston, City of	✓	✓			✓	✓	✓		✓	✓			
NC	Lexington, City of	✓	✓			✓	✓	✓		✓	✓			
NC	Lincoln County	✓	✓			✓	✓	✓		✓	✓			
NC	Lincolnton, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Lowell, City of		✓			✓	✓	✓			✓			
NC	Lower Cape Fear Water & Sewer Authority	✓	✓			✓	✓	✓		✓	✓			
NC	McAdenville, Town of			✓		✓			✓					
NC	Metropolitan Sewerage District of Buncombe County	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Monroe, City of	✓	✓	✓		✓	✓	✓		✓	✓		✓	
NC	Mooresville, Town of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
NC	Morganton, City of	✓	✓			✓	✓	✓		✓	✓			
NC	Mount Airy, City of	✓	✓			✓	✓	✓		✓	✓			
NC	Mount Holly, City of		✓			✓	✓	✓			✓			

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
NC	New Hanover County	✓	✓	✓		✓	✓	✓		✓	✓			
NC	New River Light & Power Co.					✓								✓
NC	Onslow County Water & Sewer Authority	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
NC	Orange Water & Sewer Authority		✓	✓		✓	✓	✓			✓			
NC	Raleigh, City of	✓	✓			✓	✓	✓		✓	✓			
NC	Ranlo, Town of			✓		✓			✓					
NC	Rocky Mount, City of					✓							✓	
NC	Shelby, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Spencer Mountain, Town of			✓		✓								
NC	Thomasville, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Stanley, Town of			✓		✓								
NC	Union, County of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
NC	Wake, County of	✓	✓			✓	✓	✓		✓	✓			
NC	Wilson, City of												✓	
NC	Winston-Salem, City of	✓	✓	✓		✓	✓	✓		✓	✓			
NC	Winterville, Town of													✓
SC	Abbeville, City of		✓			✓	✓	✓			✓			
SC	Anderson, City of	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
SC	Beaufort Jasper Water & Sewer Authority		✓			✓	✓	✓			✓			
SC	Beaufort, City of	✓	✓			✓	✓	✓		✓	✓			
SC	Bennettsville, City of	✓	✓	✓		✓	✓	✓		✓	✓		✓	
SC	Berkeley County Water & Sanitation	✓	✓			✓	✓	✓		✓	✓			
SC	Camden, City of					✓	✓	✓					✓	✓
SC	Cayce, City of	✓	✓	✓		✓	✓	✓		✓	✓			
SC	Clemson, City of	✓	✓			✓	✓	✓		✓	✓			
SC	Clinton, City of	✓	✓			✓	✓	✓		✓	✓			
SC	Clover, Town of	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Columbia, City of	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Dorchester County	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Due West, Town of					✓	✓	✓					✓	✓
SC	Easley Combined Utility System	✓	✓	✓		✓	✓	✓		✓	✓			
SC	East Richland County PSD					✓	✓	✓						
SC	Florence, City of	✓	✓	✓	✓	✓	✓	✓		✓	✓			
SC	Fort Mill, Town of	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Gaffney Board of Public Works	✓	✓			✓	✓	✓		✓	✓			
SC	Georgetown, City of	✓	✓			✓	✓	✓		✓	✓			✓
SC	Greenville Water System	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
SC	Greenwood Commission of Public Works	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	

Willdan Project Team Experience		Affordability	Capital Funding	Debt Issuance Support	Capacity/Impact Fees	Model Development	Rate Structure	Rate Study	Regionalization	Revenue Enhancement	Scenario & Risk Analysis	Miscellaneous Fees	Testimony	Wholesale Rates
State	Entity													
SC	Greenwood Metropolitan District	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
SC	Greer Commission of Public Works	✓	✓	✓	✓	✓	✓	✓		✓	✓			
SC	Hilton Head Public Service District	✓	✓	✓		✓	✓	✓			✓			
SC	Laurens Commission of Public Works					✓	✓	✓		✓				
SC	Lexington County Joint Municipal Water & Sewer Commission	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Lowcountry Regional Water System	✓				✓	✓		✓	✓				
SC	Newberry, City of	✓	✓	✓		✓	✓	✓		✓	✓			
SC	North Augusta, City of	✓	✓			✓	✓	✓		✓	✓			
SC	North Charleston Sewer District	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
SC	Pickens, City of	✓	✓			✓	✓	✓		✓	✓			
SC	ReWa (Greater Greenville, Wastewater)	✓	✓		✓	✓	✓	✓	✓	✓	✓			
SC	Richland, County of		✓		✓	✓	✓	✓			✓			
SC	Rock Hill, City of	✓	✓		✓	✓	✓	✓		✓	✓			
SC	SJWD Water District	✓	✓		✓	✓	✓	✓		✓	✓			
SC	Sumter, City of	✓	✓	✓		✓	✓	✓		✓	✓			
SC	Tega Cay, City of					✓			✓		✓			
SC	Union, City of	✓	✓			✓	✓	✓		✓	✓			
SC	Winnsboro, Town of					✓	✓	✓						
SC	Woodruff Roebuck Water District	✓	✓	✓		✓	✓	✓		✓	✓			
SC	York, City of	✓	✓		✓	✓	✓	✓		✓	✓			
TN	Brentwood, City of		✓			✓	✓	✓			✓			
VA	Arlington, County of	✓	✓		✓	✓	✓	✓		✓	✓			
VA	Danville, City of	✓	✓			✓	✓	✓		✓	✓			
VA	Henrico, County of	✓	✓			✓	✓	✓		✓	✓			
VA	Isle of Wight County	✓	✓		✓	✓	✓	✓		✓	✓			
VA	Manassas, City of	✓	✓			✓	✓	✓		✓	✓			
VA	Norfolk, City of	✓	✓	✓		✓	✓	✓		✓	✓			
VA	Virginia Municipal Electric Assoc.												✓	
VA	WaterReuse Foundation Research	✓	✓				✓	✓		✓	✓			

Section 4 – Past Performance Experience

Provided below are similar projects conducted on behalf of Florida public agencies, highlighting the breadth and depth of our team experience and knowledge.

City of Delray Beach, FL

Water, Wastewater & Reclaimed Water Rate Study

Willdan conducted a utility rate study, which included a comprehensive revenue requirement, cost-of-service analysis, and rate design for the water, wastewater and reclaimed water utility systems. The City had not adjusted rates in more than 10 years and was facing a capital program of more than \$150 million over the next 5 years. The study included a comprehensive review of existing rates, operating expenses, revenues and rate classes, development of cost-of-service by rate class, and proposed rate design changes with implementation over the next five-year period. The final project cost did not exceed the proposed cost and it was completed according to the requested client schedule. Principal Consultant Daryll Parker presented study results to management, staff and the City Commission.

Client Contact:	Hassan Hadjimiry, Utilities Director 100 NW First Avenue, Delray Beach, FL 33444 Tel #: (561) 243-7303 Email: hadjimiryh@mydelraybeach.com
Performance Period:	July 2021 – June 2022
Willdan Project Team:	Jeff McGarvey, Daryll Parker, Michael Cronan

City of Oviedo, FL

Comprehensive Utility Rate and Financial Services

The City of Oviedo, located in Seminole County, has maintained steady growth over the years and has grown from a sleepy little citrus town to a thriving and vibrant community. The City is responsible for a regional utility that provides service to approximately 30,000 residents in Oviedo and Seminole County. Water, wastewater, reclaimed water and stormwater service is provided to residential, multi-family and commercial establishments. The Utilities Division also provides reuse (irrigation quality) water to the local golf course and residential and commercial reclaimed zones throughout the City.

Willdan was selected in 2013 to provide a variety of utility rate and financial consulting services. The City sought a consulting firm to provide services on an as-needed basis which included rates and charges; financial policies and practices; capital program activity and funding sources; and debt issuance support. Mr. McGarvey, Ms. Hollis and Mr. Cronan have worked with the City on a variety of matters specific to their utility systems. They have also had the privilege of working on a broad range of other projects that include, among other things: development of assessment methodologies for street lighting and fire services; solid waste contractual issues; utility billing system audit; cost allocation analysis; and fiscal impact analysis for a proposed new development. Ms. Hollis is currently serving as project manager for the Water, Sewer, and Reclaimed Rate Study, Stormwater Rate Study, and Water and Sewer Impact Fee Study.

Client Contact:	Jerry Boop, Finance Director 400 Alexandria Boulevard, Oviedo, FL 32765 Tel #: (407) 971-5544 Email: jboop@cityofoviedo.net
Performance Period:	February 2014 to present
Willdan Project Team:	Jeff McGarvey, Tara Hollis, Michael Cronan

City of South Daytona, FL Water and Wastewater Rate Study and Impact Fee Study

The City of South Daytona provides water and sewer service to over 5,000 customer accounts. The water and wastewater utility is structured as an enterprise activity and therefore is expected to generate revenues sufficient to meet fiscal requirements. The revenue generation system is comprised of impact fees; contributions; ancillary charges for specifically requested services; transfers from other sources; and user fees consisting of a monthly base charge which includes usage of 1,000 gallons and volume charges per 1,000 gallons of metered service above the gallonage included in the base.

The City of South Daytona requested that Willdan conduct a Water and Wastewater Rate Study and Impact Fee Study. During the course of the study, it was determined that the City's user rates and charges should meet a number of goals and objectives including: 1) equitable recovery of costs; 2) continued conservation initiatives; 3) revenue sufficiency; 4) administrative compatibility; and 5) public understandability. Another important item that influenced the study was the anticipated need for capital funding in the near future. The goals, objectives, and capital funding were considered with utmost priority during the course of developing the proposed rate structure modifications and rate adjustments.

After reviewing the customer data and usage patterns, Willdan developed recommendations concerning conversion of the monthly base charge to a service availability charge to be applied per AWWA meter equivalencies, changes to the usage blocks, and the consolidation of the pass-through adder from the City of Daytona into the monthly gallonage rates for both water and sewer. Additionally, as part of this assignment, Willdan customized its interactive water and wastewater rate model for the City to be used as a dynamic tool to review the impacts of various changes to the City's rate structure. Willdan held two work sessions with the City Council to develop a final rate plan that was adopted by the City for Fiscal Year 2020.

In addition to the utility rate study, Willdan acts as the City's Utility Rate Consultant on various matters. Willdan recently completed an analysis of historical operating information for both water and sewer to be used by the City in conjunction with entering into a new wholesale agreement with the City of Daytona Beach.

Client Contact:	James L. Gillis, Jr., City Manager 1672 S Ridgewood Avenue, South Daytona, FL 32119 Tel #: (386) 322-3014 Email: lgillis@southdaytona.org
Performance Period:	March 2018 – January 2019
Willdan Project Team:	Tara Hollis, Daryll Parker, Michael Cronan

Bay Laurel Center Community Development District; Ocala, FL Comprehensive Utility Rate and Financial Services

Bay Laurel Center Community Development District (the "District") in Marion County, Florida, retained Willdan to provide professional utility consulting services for various projects. Recent services provided included preparation of a Water, Sewer, and Reclaimed Water Rate Study and Miscellaneous Service Charge Study; Valuation and Appraisal Services for the Acquisition of Water Treatment Plant No. 3; and serving as the Bond Feasibility Consultant.

With regard to the Rate and Charge Study, services were provided in respect to rate structure and multi-year rate adjustment recommendations for the water and sewer utility to maintain revenue sufficiency in support of the operations, maintenance, and capital improvement initiatives of the utility with respect to water, sewer, and reclaimed water. In addition to the monthly user rates and charges, Willdan prepared a review and update to the District's miscellaneous charges. This included Allowance for Funds Prudently Invested ("AFPI") charges, grease trap surcharge, fire protection charges, deposit amounts, turn-on/turn-off fees during and after hours, vandalism charges, late payment charges, illegal water use fees, and several other fees deemed appropriate. The results of both studies were placed into effect for Fiscal Year 2019.

Historically, the District had leased Water Treatment Plant No. 3 (WTP) from a developer. As the community has continued to grow, the District decided it was time to purchase WTP. Willdan prepared a Uniform Standards of Professional Appraisal Practice (USPAP) compliant appraisal of the WTP. This appraisal included the replacement cost, income, and comparable sales approaches to value as well as a land appraisal for the WTP site. This appraisal was used to support the purchase price of WTP.

To secure the funding to purchase WTP No. 3, as well as the District's current five-year CIP, Willdan recently served as the District's Bond Feasibility Consultant and prepared the Utility System Bond Feasibility Study to be included in the District's Series 2022 Bonds. The Series 2022 Bonds are comprised of two separate issues; the Series 2022A for the purpose of refunding the District's outstanding Series 2011 Bonds and the Series 2022B Bonds for the acquisition of the WTP and current CIP projects. The overall issues were approximately \$154 million.

Ms. Hollis continues to provide utility rate, financial and capital planning services on an as-needed basis and is currently preparing a Water, Sewer, Reclaimed Water, Miscellaneous Charge, and AFPI (Capacity Fee) Study.

Client Contact:	Crystal House, Office Manager 8470 SW 79 th Street Road, Suite 3, Ocala, FL 34481 Tel #: (352) 414-5454, ext. 4100 Email: crystal.house@blccdd.com
Performance Period:	January 2018 to present
Willdan Project Team:	Jeff McGarvey, Tara Hollis, Michael Cronan

Gateway Services Community Development District; Fort Myers, FL Utility Rate Studies and Connection Fee Study

The Gateway Services Community Development District ("District") was established on May 22, 1986, by the Florida Land and Water Adjudicatory Commission Chapter 42F-1, pursuant to the provisions of Chapter 190, Florida Statutes. The District consists of approximately 4,488 acres located in Lee County. The main powers of the District are to plan, finance, construct, operate and maintain community-wide infrastructure and services specifically for the benefit of its residents. Responsibilities include stormwater management, potable and irrigation water supply, sewer, and wastewater management.

Principal Consultant Daryll Parker completed a comprehensive water, wastewater and irrigation rate study and connection fee study for the District. During the project, he worked closely with the District Manager and Finance Director, with input from staff members. As part of the project, Mr. Parker developed a comprehensive, dynamic dashboard model that was used to assist the District with its long-term capital, rate and financial planning. The model takes into consideration the cost-of-service, capital needs, impact on rates and revised rate design based on American Water Works Association (AWWA) standards. The final project cost did not exceed the proposed cost and it was completed according to the requested client schedule.

Client Contact:	Chris Shoemaker, District Manager 13240 Griffin Drive, Fort Myers, FL 33913 Tel #: (239) 561-1313 Email: chris.shoemaker@gatewaydistrict.org
Performance Period:	December 2017 – March 2018
Willdan Project Team:	Daryll Parker, Michael Cronan

Section 5 – References

We are proud of our reputation for customer service and encourage you to contact these clients regarding our commitment to excellence.

Reference 1			
Organization Name:	City of Oviedo, FL		
Location (Address):	400 Alexandria Boulevard, Oviedo, FL 32765		
Contact Name:	Jerry Boop, Finance Director		
Telephone #:	(407) 971-5544	Date Service Began:	February 2014
Email:	jboop@cityofoviedo.net	Date Service Ended:	Present
Services Provided:	Comprehensive Utility Rate and Financial Services		
Reference 2			
Organization Name:	City of Delray Beach, FL		
Location (Address):	100 NW First Avenue, Delray Beach, FL 33444		
Contact Name:	Hassan Hadjimiry, Utilities Director		
Telephone #:	(561) 243-7303	Date Service Began:	July 2021
Email:	hadjimiryh@mydelraybeach.com	Date Service Ended:	June 2022
Services Provided:	Water, Wastewater & Reclaimed Water Rate Study		
Reference 3			
Organization Name:	City of South Daytona, FL		
Location (Address):	1672 S Ridgewood Avenue, South Daytona, FL 32119		
Contact Name:	James L. Gillis, Jr., City Manager		
Telephone #:	(386) 322-3014	Date Service Began:	March 2018
Email:	lgillis@southdaytona.org	Date Service Ended:	January 2019
Services Provided:	Water and Wastewater Rate Study and Impact Fee Study		

Reference 4			
Organization Name:	Bay Laurel Center Community Development District; Ocala, FL		
Location (Address):	8470 SW 79 th Street Road, Suite 3, Ocala, FL 34481		
Contact Name:	Crystal House, Office Manager		
Telephone #:	(352) 414-5454, ext. 4100	Date Service Began:	January 2018
Email:	crystal_house@blccdd.com	Date Service Ended:	Present
Services Provided:	Comprehensive Utility Rate and Financial Services		
Reference 5			
Organization Name:	Gateway Services Community Development District; Fort Myers, FL		
Location (Address):	13240 Griffin Drive, Fort Myers, FL 33913		
Contact Name:	Chris Shoemaker, District Manager		
Telephone #:	(239) 561-1313	Date Service Began:	December 2017
Email:	chris.shoemaker@gatewaydistrict.org	Date Service Ended:	March 2018
Services Provided:	Utility Rate Studies and Connection Fee Study		

Section 6 – Methodology and Technical Approach

Scope of Services

Based on our understanding of the City's needs, the following scope of services has been segmented into three parts consisting of the 1) Utility Rate Study, 2) Impact Fee Study, and 3) Meetings & Presentations. Furthermore, it is understood that a key component of this engagement is to recommend utility rates and fees for those users citywide outside the boundaries of the Western Ormond Utility District service area, as well as for users inside the District's boundaries.

Willdan welcomes this opportunity to provide a fresh perspective and approach to the planning and rate-making process, and to work with the City to develop a comprehensive financial and rate model, as well as evaluate the financial plan and rate alternatives.

PART 1 – Utility Rate Study

Provided herein is a description of the scope of work anticipated to complete the Water, Sewer, and Reclaimed Water Rate Study project. The proposed scope of work is intended to develop a multi-year rate and capital planning model that will include estimated rate impacts and provide a review process that will allow the City to accomplish the changes in rates necessary to recover costs equitably, fund future capital projects and remain financially strong.

Task 1: Data Collection and Review

Task 1.1 – Data Collection. As a means of initiating the project activities, the City will be provided with an initial list of basic data needed to conduct the utility rate study. The data request will include items such as financial and operating data, customer account and billing data, reports prepared by others (including the Western Service Area Update), budgets, audits, capital improvement programs, fixed asset records, official bond statements, debt service schedules, master plans, ordinances, previous rate studies and policy statements.

Task 1.2 – Data Review. Data will be reviewed for relative completeness and to ensure a sufficient understanding of historical utility operations. Willdan is not responsible for verifying the accuracy of financial, capital or engineering data provided by the City or other entities.

Task 2: Revenue Requirements and Rate Determinants

Task 2.1 – Historical Billing Data Analysis. It is anticipated that the billing information will be provided in a format necessary to summarize the water, sewer and reclaimed water system accounts and volumes by customer class, meter size and usage blocks for recent historical periods. The customers and flows provide the basis on which operating revenues are derived and are therefore the primary factors utilized in reviewing the user rates and charges.

Task 2.2 – Customer and Flow Projections. Water, sewer and reclaimed water system accounts and flows will be forecast for a ten-year planning period. Such projections will be developed by considering historical growth trends, local economic conditions, potential for adding/losing major utility customers, changes in customer class usage patterns over time (based on client input) and experienced judgment.

The flow projections will be based on the projected number of utility accounts and a usage per account analysis to differentiate the historical effects of account growth and increased (decreased) average usage by customer class.

Task 2.3 – Projected Revenues Under Existing Rates (Revenue Sufficiency). Projections of each system's revenues under existing rates for the planning period will be developed, recognizing projected accounts, flow volumes, and usage patterns by customer class (as determined in the billing analysis under prior tasks). Such revenue projections will assume that the existing user rates and rate structures remain constant at the existing levels.

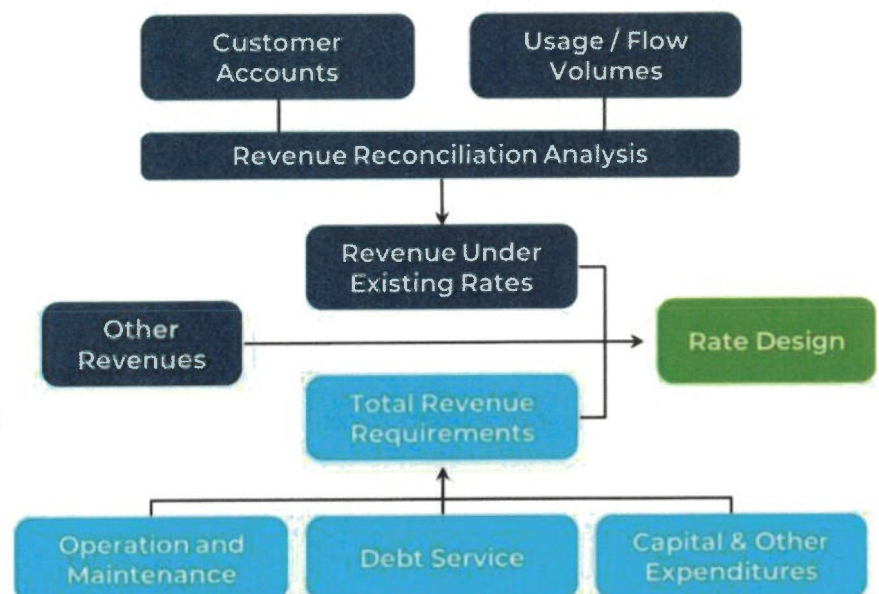
Task 2.4 – Miscellaneous Revenue Projections. The revenues to be generated from other existing sources including such items as interest income, tapping fees, late payment charges, and other miscellaneous service charges will be projected for the planning period. It should be noted that prior to projection, each ancillary revenue source will be reviewed for a general level of reasonableness based on standard cost principles and concepts.

Task 2.5 – Projected Revenue Requirements. Revenue requirements (i.e., utility system expenditures) will be developed based on an analysis of historical, currently budgeted, and anticipated operating and capital expenditures. The revenue requirements will be projected on a fiscal year cash flow basis taking into account expected operational changes, changes in staffing or operating expenditures for new facilities, system growth occurring from new development, anticipated extraordinary expenses, and allowances for inflation.

The projections will include, but not be limited to, the following: operation and maintenance expenses; outlay for Routine Annual Capital Additions and Replacements, if applicable; debt service and reserve requirements (liquidity) on existing and anticipated debt; transfers to fund major capital improvements; and other expenditures and transfers.

Task 2.6 – Projected Operating Results Based on Existing Rates. The projected revenues and revenue requirements will be summarized into a ten-year cash flow statement providing the projected operating results of each system under the existing rates. The ten-year cash flow statement will be used to estimate annual adjustments in utility revenues necessary to fund expenditure requirements, meet existing bond covenant requirements, and maintain prudent utility management practices.

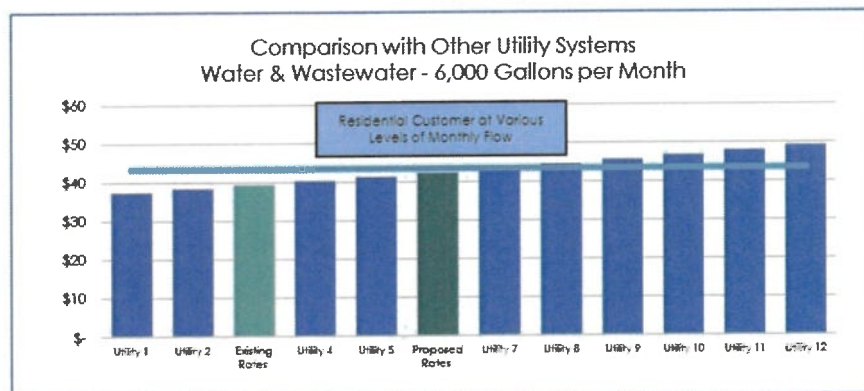
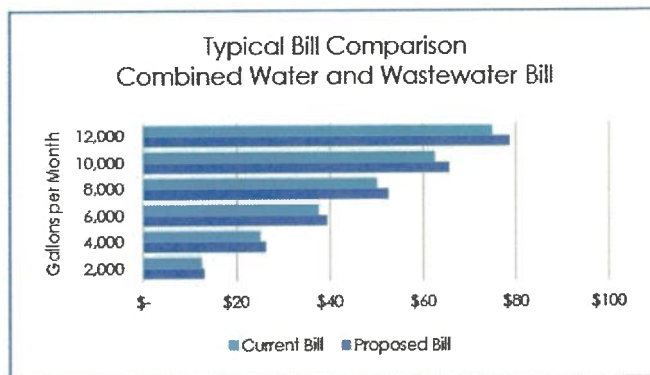
The estimated timing and magnitude of future debt issues required to finance proposed capital improvements, as provided by the City's Financial Advisor (if applicable), will also be included in the ten-year cash flow statement. Concurrent with the development of the projected operating results, Key Performance Indicators (or "KPIs") will be developed which will show the general financial health of the utility operations. If necessary, Willdan will work with the City's Financial Advisor to make recommendations for future debt issuance needs, required/targeted fund balances or reserves (liquidity), and debt service coverage ratios to maintain financial integrity and a stable bond rating.



Task 3: Resulting Rate/Revenue Revisions

Task 3.1 – Projected Operating Results Based on Proposed Rates. If the projected revenues under the existing rates are insufficient to fund the projected revenue requirements, the rates will be adjusted on a percentage basis to estimate the revenues to be generated for the projection period. The projected revenues will consider possible changes in usage characteristics that may occur from revising the rate structure. In addition, similar to the process described in **Task 2.6**, the ten-year cash flow statement will identify annual adjustments in revenues necessary to meet existing bond covenant requirements specific to the applicable utility system, prudent management practices, and/or sound capital financing considerations.

Task 3.2 – Typical Bill Comparison. A comparison of typical monthly utility bills under the existing and proposed rates will be developed for the residential customer class under various levels of usage. The comparison will calculate the rate impacts on typical customers for the majority of the customer base both inside and outside the West Ormond Utility District service area.

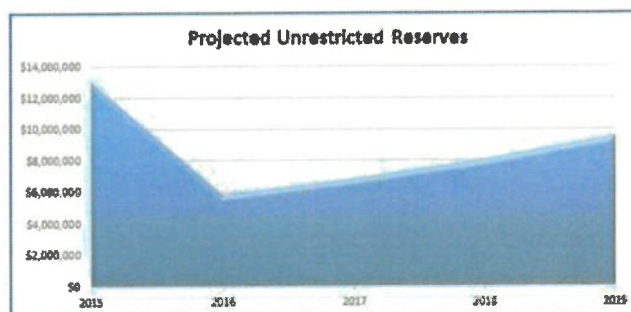


Task 3.3 – Neighboring Utility Comparison. A comparison will be prepared to assess the difference between the existing and proposed rates of the City with those of other public utility systems in the same geographic region. This will include the existing and proposed rates for customers both inside and outside the West Ormond Utility District service area.

Task 4: Capital Financing Analysis

Task 4.1 – Review Capital Improvement Program (CIP). The City's existing CIPs will be reviewed in conjunction with conversations with staff. The objective of such a review is to gain an understanding of the types of projects scheduled, the timing associated with such projects, and associated expenditure requirements.

Task 4.2 – Develop Capital Financing Plan. Based on the findings in **Task 3.1**, a general financing plan will be developed to provide for the anticipated capital expenditure activities, including potential debt issuances, relative to the CIPs. Willdan will rely on City staff or the City's Financial Advisor for any assumptions specific to future debt service issuances. Such a financing plan will include consideration for the use of restricted and unrestricted funds, surplus operating reserves, connection and impact fee revenues, debt service and future rate adjustments.



Task 5: Reports and Deliverables

Task 5.1 – Draft Report Preparation. A preliminary draft report will be prepared addressing the study findings and recommendations. Contents will also include salient assumptions relied upon for the projection of customers and service characteristics, revenue requirements, revenues, operating results, and any proposed adjustments to the water, sewer and/or reclaimed water utility rates. An electronic (PDF) copy of the preliminary draft report will be submitted for staff review.

Task 5.2 – Final Report Preparation. Based on comments received from staff and other participants, the draft report will be revised to incorporate the agreed upon changes. Upon completion, an electronic (PDF) copy of the final rate study report will be provided for the City's records.

Task 5.3 – Final Dashboard Model. As previously addressed, an interactive dashboard model will be developed to allow for the consideration of alternative rate structures (if deemed appropriate) that meet the funding needs of the applicable system. The Microsoft Excel-based rate model will possess the elements necessary to conduct a full financial analysis and to provide the output necessary for the water, sewer and reclaimed water rate study. Features of the analysis model include the ability to incorporate line-item data and assumptions that are then summarized in a graphical dashboard to show KPIs for the system. Upon completion of the rate study project, the final dashboard model will be provided to the City for continued use as necessary by staff.

PART 2 – Impact Fee Study (Connection Fees)

The calculation of impact fees will employ generally accepted accounting, engineering, and planning methodologies. Common methodologies include the buy-in, incremental cost or marginal cost, and combined cost. A brief description of each as identified within the American Water Works Association ("AWWA") Manual M1 is described below.

- *Buy-in Method.* Based on the value of the existing system's capacity. Under this method, new development "buys" a proportionate share of capacity at the cost (value) of the existing facilities.
- *Incremental/Marginal Cost Method.* Based on the value or cost to expand the existing system's capacity. This method assigns to new development the incremental cost of future system expansion needed to serve new development.
- *Combined Cost Method.* Based upon a blended value of both the existing and expanded system capacity. This method uses a combination of the buy-in and incremental/marginal cost methods.

Each of these methods will be developed for consideration in calculating the impact fees. The scope of work anticipated to complete the City's utility impact fee study immediately follows. The proposed scope of work is intended to equitably recover the historical and projected capital investments made by the City in the major treatment, supply and transmission, and distribution/collection infrastructure in compliance with applicable State legislation.

Task 1: Data Collection and Review

Willdan will provide a data request outlining the information required to perform the impact fee study. Once received, Willdan will review the data for completeness to ensure it is sufficient for use in calculating the fee structures. The types of data requested may include, but not be limited to, the following: detailed asset listing; the current Five-Year or Ten-Year Capital Improvement Plan ("CIP"); engineering documents describing existing and planned facilities, including the 2015 Utility Master Plan Update; existing applicable impact fee ordinances; and detailed amortization schedules for outstanding debt issued to fund existing facilities.

Task 2: Identification of System Capacities

The available master planning and capital improvement information will be utilized to identify the existing and future supply and transmission capacities for the water, sewer and reclaimed water systems. Such information will be used to determine the existing and future levels of supply, treatment and transmission capacities for use in calculating the respective impact fees.

Task 3: Buy-In-Analysis

Task 3.1 – Allocation of Existing Assets. Utilize detailed data of the existing water, sewer and reclaimed water system assets as provided by the City in order to allocate the assets between major facility components of supply, treatment, transmission and distribution/collection. Identify which asset or portions of the asset that may have been funded through grants or contributed by developers as these amounts would be excluded as recoverable assets in the development of the impact fees.

Task 3.2 – Determination of Replacement Cost of Assets. The replacement cost of each asset line item will be determined using construction cost indices set forth in such publications as the Handy-Whitman Index or the Engineering News Record.

Task 3.3 – Determination of Replacement Cost Less Depreciation (RCLD). The depreciation amount for each asset line item will be deducted from the replacement cost for that line item. The total of Replacement Cost Less Depreciation ("RCLD") value of all assets will be used as the basis to determine the buy-in method's fees.

Task 3.4 – Determination of Applicable Credits and/or Financing Costs. Depending upon the funding and/or financing mechanisms used to pay for existing capital facilities, it may be appropriate to apply debt service credits. In addition to debt service, the analysis will consider credits for grants and other generally accepted valuation adjustments.

Task 4: Incremental/Marginal Cost Analysis

Task 4.1 – Functional Allocation of CIP. The most current CIP(s) will be reviewed and summarized, and the level of future growth/capacity related capital expenditures will be identified in order to determine the projected amount of growth-related capital expenditures to be incurred during the planning horizon. This will involve the identification of planned capital project costs incurred as a result of customer growth and will include utilization of information provided in Master Plans or other engineering reports prepared for the utility (if available). The analysis will include costs of construction or expansion that are necessitated by and attributable to new development. The planned capital costs will be allocated between major facility components of supply, treatment, transmission and distribution/collection.

Task 4.2 – Determination of Applicable Credits. The analysis will include a credit against the projected aggregate cost of water, sewer and/or reclaimed water capital improvements. The credit will be determined based upon generally accepted calculations and will reflect a deduction of outstanding debt principal.

Task 5: Calculation of Impact Fees

Task 5.1 – Buy-In Method. The asset values, as adjusted for applicable credits, and capacity information will be utilized to develop impact fees that equitably recover the capacity-related cost of existing water, sewer and reclaimed water facilities.

Task 5.2 – Incremental/Marginal Cost Method. The applicable growth-related project costs allocated between treatment, supply and distribution/collection, and the capacity added by those projects will be utilized to develop impact fees that equitably recover the cost of future growth-related projects.

Task 5.3 – Combined Cost Method. The buy-in and incremental/marginal cost methods will be combined to calculate the impact fees for each utility, as well as for those users within the Western Ormond Utility District service area. The calculation methodology will separate fees by major utility component (supply and transmission). The proposed fees will include an equivalency or conversion table for use in determining the fees applicable for various categories of demand.

Task 6: Neighboring Utility Comparisons

A customer impact comparison will be prepared in order to assess the comparability of the proposed impact fees to those of other municipal utility systems in the same geographical region. The fees used for other systems/municipalities will be the most current fees available.

Task 7: Reports and Deliverables

Task 7.1 – Draft Report Preparation. A preliminary draft report will be prepared addressing the impact fee study findings and recommendations. Contents will also include salient assumptions relied upon for the proposed water, sewer and/or reclaimed water impact fees. An electronic (PDF) copy of the preliminary draft report will be submitted for staff review.

Task 7.2 – Final Report Preparation. Based on review comments received from staff and other participants, the draft report will be revised to incorporate the agreed upon changes. Upon completion, an electronic (PDF) copy of the final impact fee study report will be provided for the City's records.

Task 7.3 – Draft Ordinance. Willdan will assist City staff with drafting the ordinance to amend the utility impact fees.

PART 3 – Meetings & Presentations

Projects of this nature require a certain amount of personal interaction through meetings, web conferences and public presentations. Provided herein is a description of the meetings and presentations anticipated for the combined project, referred to as "Studies."

Initial Kick-Off Meeting. An initial kick-off meeting will be scheduled with representatives from the City during a mutually convenient time at the start of the project to discuss project requirements, finalize scheduling and reporting requirements, and receive overall project direction. The meeting is part of the project initiation activities and will help ensure that the project objectives are clearly defined and understood by all parties for the Utility Rate and Impact Fee Update.

Project Status Meetings. After data has been gathered and analyzed, and significant progress has been made, project meetings will be scheduled to provide status updates of the preliminary analysis performed to City staff in order to obtain input as the Studies progress. These meetings will be held in-person or via web conference during the time period prior to completion of the draft report for each study.

Draft Report Meeting. After allowing sufficient review time from the delivery of the draft report for each study, a meeting will be scheduled to present the results to staff. The purpose will be to 1) provide staff members with a better understanding of the analyses and assumptions applied in developing the proposed utility rates and impact/connection fees, and 2) obtain personal feedback and comments from staff members responsible for implementing any proposed revisions.

Public Presentation. If desired, the results of the Studies will be presented to the Commission during a public meeting (i.e., a general workshop session or public hearing). This presentation will offer the supporting rationale for the proposed revisions and address any questions and/or concerns raised by Commission Members prior to action being taken on the utility rates and impact fees. Willdan will also attend two Commission Meetings for the adoption of the rate and impact fee ordinances.

Project Disclaimer

The City of Ormond Beach represents, acknowledges, and agrees that:

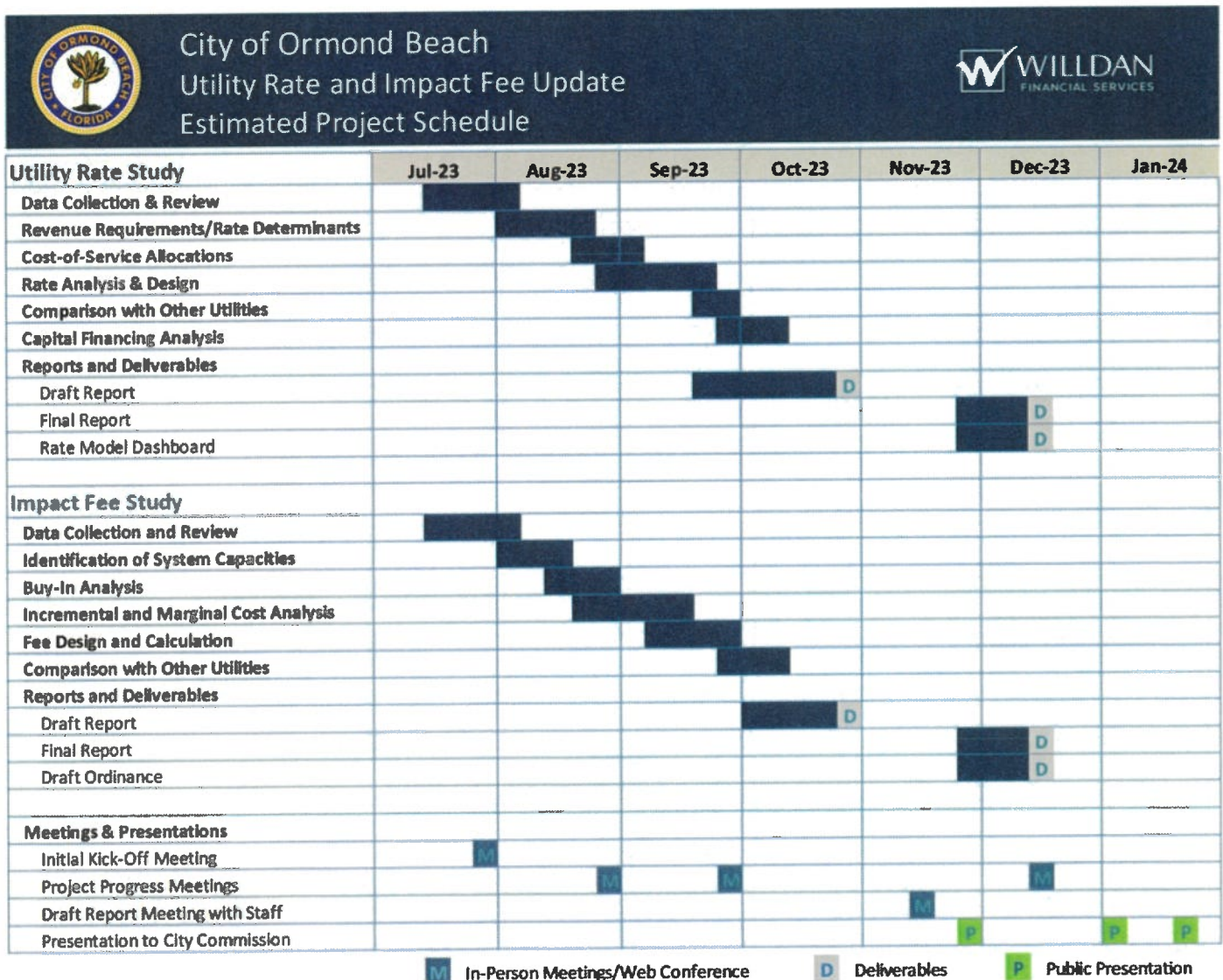
- (i) The City uses the services of one or more municipal advisors registered with the SEC to advise it in connection with municipal financial products and the issuance of municipal securities;
- (ii) The City is not looking to Willdan to provide, and the City shall not otherwise request or require Willdan to provide, any advice or recommendations with respect to municipal financial products or the issuance of municipal securities;
- (iii) Provisions of this proposal and the services to be provided are not intended to constitute or include any municipal advisory services within the meaning of Section 15B of the U.S. Securities Exchange Act of 1934, as amended, and the rules and regulations adopted thereunder;
- (iv) For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the City with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities, (A) any projections, studies and analyses shall be based upon assumptions, opinions or views established by the City, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to municipal financial products or municipal securities issuances; and
- (v) Notwithstanding the foregoing, the City recognizes that interpretive guidance regarding municipal advisory activities is currently limited and is likely to evolve and develop during the term of the potential engagement and, to that end, the City will work with Willdan throughout the term of the potential Agreement to ensure that the Agreement and the services to be provided hereunder, is interpreted by the parties, and if necessary amended, in a manner intended to ensure that the City is not asking Willdan to provide, and Willdan is not in fact providing or required to provide, any municipal advisory services.

Implementation Schedule

The project schedule below shows the estimated timeline for completion of the City's utility rate study and impact fee update engagement. Even though Willdan has shown separate scopes of work for each study, it is our belief that both should be prosecuted simultaneously, hence the project schedule shown below.

It is understood that the project will likely be awarded at the regularly scheduled Commission meeting in July 2023, and the term of the engagement will be no longer than 270 days. Willdan recognizes the City's desire to complete this project in a timely manner. As part of the project kick-off meeting, Willdan will work with the City to refine a project schedule including milestones and deliverables. It is important to note the schedule will be impacted by the City's ability to provide the necessary data in a quality, form, and format that is sufficient for the conduct of each task. Also, the schedule will be impacted by the availability of City staff and other stakeholders to attend meetings and provide critical feedback and direction.

Please be assured that Willdan has the workforce availability and resources to provide the requested services and meet the City's timing needs. The timeline below will be updated accordingly in conjunction with input from City staff and a more detailed schedule will be provided after the project kick-off meeting is held and the project details have been fully discussed.



Fee Proposal

The fees charged by Willdan are reflective of our belief and commitment to providing high quality, cost-effective consulting services to our clients. As such, we have adopted a billing philosophy whereby out of pocket costs such as reproduction, printing, postage, shipping, telephone, and travel are considered part of the project and included in the proposed fees set forth herein. This is accomplished by utilizing a fixed fee approach based on a defined scope of services, and not requesting change orders or budget amendments unless additional services are requested by the client.

Based on the Scope of Services described herein, we propose a fixed fee of **\$77,850** for the Utility Rate Study and Impact Fee Update. The proposed fixed fee amount includes anticipated project costs with no additional charges for travel, administration, printing/copying, courier services, etc.

Notes

- The City will be invoiced on a monthly percentage-completion basis. Invoices will include a description of services, as well as a summary of costs to date by task.
- We will perform additional tasks, outside our scope of services, as requested and authorized by the City for an additional fee.
- Willdan will rely on the validity and accuracy of the City's data and documentation to complete our analyses. Willdan will rely on the data as being accurate without performing an independent verification of accuracy, and we will not be responsible for any errors that result from inaccurate data provided by the client or a third party.
- The City shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to the City or relating to this project. Reimbursement shall be at Willdan's rates in effect at the time of such response.

Additional Services

Additional services may be authorized by the City and will be billed at our then-current hourly overhead consulting rates. Our current hourly rates are listed in the table below.

Willdan Financial Services Hourly Rate Schedule		
Position	Team Member	Hourly Rate
Managing Principal	Jeffrey McGarvey	\$220
Principal Consultant	Tara Hollis & Daryll Parker	\$200
Senior Analyst	Michael Cronan	\$125

Section 7 – Required Forms

Provided within this section are the following completed forms.

- Proposer Acknowledgement Form
- RFP Response Form
- Drug-free Workplace Certification
- Conflict, Non-Conflict of Interest Statement and Litigation Statement
- Verification of Employment Status Using E-Verify System

Proposer Acknowledgement Form



City of Ormond Beach

22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3374

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

RFP TITLE: Utility Rate and Impact Fee Update

RFP NUMBER: 2023-26

RFP OPENING DATE & TIME: April 27, 2023 at 2:30 PM

RFP OPENING LOCATION: Training Room at Ormond Beach City Hall (breezeway)

PRE-PROPOSAL MEETING DATE & TIME: April 6, 2023 at 2:00 PM, Room 103 at Ormond Beach City Hall

SUBMITTALS RECEIVED AFTER THE ABOVE DATE AND TIME WILL NOT BE ACCEPTED.

PROPOSER'S NAME: Willdan Financial Services

PROPOSER'S MAILING ADDRESS: 200 South Orange Avenue, Suite 1550

CITY-STATE-ZIP: Orlando, Florida 32801

F.E.I.N.: 33-0302345

PHONE NUMBER: (407) 872-2467

EMAIL: jmcgarvey@willdan.com

If returning as a "No Submittal", please state reason (s):

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, services, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP for the Proposer. In submitting a RFP to the City of Ormond Beach, the Proposer offers and agrees that if the Proposal is accepted, the Proposer will convey, assign or transfer to the City of Ormond Beach all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Antitrust 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 Ormond Beach. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the Proposer.

X

AUTHORIZED SIGNATURE (MANUAL)

Jeffrey McGarvey
NAME (TYPED)

Vice President, Managing Principal
TITLE

June 1, 2023
DATED

RFP Response Form

**City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)**

RFP RESPONSE FORM

THIS RESPONSE IS SUBMITTED TO:

Purchasing Coordinator
City of Ormond Beach
22 S. Beach Street
Ormond Beach, Florida 32174

The undersigned **SUBMITTER** proposes and agrees, if this Submittal is accepted, to enter into a Contract with the **CITY** that reflects the items of this Request for Proposal (RFP) and to provide all services, as specified or indicated in the RFP Documents, in full accordance with the terms and conditions set forth therein.

SUBMITTER accepts all of the terms and conditions of the General Conditions. **SUBMITTER** will sign the Contract) and submit the Contract security (when applicable) and other documents required by the Contract Documents within ten (10) days after the date of **CITY's** Notice of Award.

In submitting this information, **SUBMITTER** represents, as more fully set forth in the Agreement, that:

SUBMITTER has examined copies of all the RFP Documents and of the following Addenda:

Addendum Date
April 27, 2023
May 1, 2023
May 5, 2023

Addendum Number
1
2
3

Receipt of all of which is hereby acknowledged.

This Submittal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; **SUBMITTER** has not directly or indirectly induced or solicited any other Submitter to submit a false or sham Submittal; **SUBMITTER** has not solicited or induced any person, firm or a corporation to refrain from bidding; and **SUBMITTER** has not sought by collusion to obtain for himself any advantage over any other Bidder or over the **CITY**.

THIS RESPONSE IS SUBMITTED BY:

COMPANY NAME: Willdan Financial Services

VENDOR/CONSULTANT LICENSE NUMBER Not Applicable

ADDRESS: 200 South Orange Avenue, Suite 1550
Orlando, Florida 32801

PHONE NO.: (407) 872-2467

SUBMITTER'S NAME: Jeffrey McGarvey
(Typed or Printed in Ink)

TITLE: Vice President, Managing Principal

AUTHORIZED SIGNATURE: I,  hereby
(Original signature required in each document)

declare that I have read and fully understand the entire RFP Documents, and that I am duly authorized to sign and submit this Proposal.

The CITY reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof as the CITY, in its sole discretion, determines to be in the best interest of the CITY.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THIS RFP RESPONSE FORM. OMISSION OF A SIGNATURE ON THIS PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

Drug-free Workplace Certification

**City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)**

DRUG-FREE WORKPLACE CERTIFICATION

IDENTICAL OR "TIE" SUBMITTALS: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal in respect to price, quality, and service are received by the State or by any political subdivision 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 violation.
- 3) Give each employee that engages 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) calendar days after such conviction.
- 5) Impose sanctions 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 this section.

Willdan Financial Services

Company Name

Authorized Signature
Jeffrey McGarvey

Print Name

Vice President, Managing Principal

Title

Conflict, Non-Conflict of Interest Statement and Litigation Statement

City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

- 1.
- ☒ To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients or contracts for this project.
- ☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients or contracts for this project.
- 2.
- ☒ The undersigned firm has had no litigation on any project in the last five (5) years.
- ☐ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation during the past five (5) years.

Willdan Financial Services

COMPANY NAME


AUTHORIZED SIGNATURE

Jeffrey McGarvey

NAME (PRINT OR TYPE)

Vice President, Managing Principal

TITLE

June 1, 2023

DATE

Verification of Employment Status Using E-Verify System

**City of Ormond Beach
Request for Proposals (RFP)
UTILITY RATE AND IMPACT FEE STUDY
(RFP No. 2023-26)**

VERIFICATION OF EMPLOYMENT STATUS USING E-VERIFY SYSTEM

1. Undersigned firm warrants it **is** currently registered with the U.S. Department of Homeland Security's E-Verify system, **and** is **compliant** with the requirements of Sections 448.09 and 448.095, *Florida Statutes*.
2. Undersigned firm warrants it **has not** had any contracts terminated as a result of violations of Sections 448.09 or 448.095, *Florida Statutes*, that prohibit it from contracting with a public agency.
3. Undersigned firm warrants that **if** it enters into an agreement with a subcontractor, an express provision shall be included in all of its subcontracts requiring subcontractors, who perform work or provide services pursuant to the contract, to use the E-Verify system to verify employment eligibility of all new employees hired by the subcontractor during the contract term.
4. Undersigned firm understands that any subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and the contractor understands it shall maintain any such affidavits for the duration of the contract, and the contract with the subcontractor must be immediately terminated if the City has a good faith belief that the subcontractor knowingly violated Section 448.09 (1), *Florida Statutes*.
5. Undersigned firm understands that in the event the City has a good faith belief that the contractor has knowingly violated Section 448.09 (1), *Florida Statutes*, the City shall terminate the contract, and the contractor may not be awarded a public contract for a period of at least one (1) year after the date of termination. The contractor may be held liable for any additional costs incurred by the City as a result of termination of the contract.

Willdan Financial Services
COMPANY NAME

AUTHORIZED SIGNATURE
Jeffrey McGarvey
NAME
Vice President, Managing Principal
TITLE
June 1, 2023
DATE



200 South Orange Avenue, Suite 1550
Orlando, FL 32801
407.872.2467 | Fax: 888.326.6864

www.willdan.com





City of Ormond Beach

AGENDA ITEM

September 6, 2023 - City Commission

Number:8.F

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	Res./Ord. No:	2023-141
Strategic Goal:	Quality of Life - Other		
Department:	Public Works - Engineering		
Subject:	Work Authorization - Andy Romano Beachfront Park Seawall Replacement Project		
Summary:	This is a request for approval of a Work Authorization for the Andy Romano Beachfront Park Seawall Replacement Project. As a result of Hurricane Nicole, the seawall at Andy Romano Beachfront Park experienced a partial failure. The seawall was inspected by a structural engineer, who determined the damaged wall is not repairable and does not meet current codes. The structural engineer has provided a recommendation for wall replacement of the wall to meet current building codes. On May 16, 2023, the City Commission authorized staff to advertise a Request for Proposals for design services for this project. On June 20, 2023, one proposal was received and on June 27, 2023, the ranking committee met to rank the proposal. Zev Cohen & Associates was selected and negotiated with Staff on a scope of services and a fee for the project, which is outlined in the attached proposal of \$93,965 for design, permitting and bidding. Zev Cohen & Associates has a detailed understanding of the park as they originally designed the park in 2010. Zev Cohen and their sub-consultants will work with Staff and the Florida Department of Environmental Protection and Federal Emergency Management Agency to permit the project. With this wall replacement, a new ADA-compliant ramp will be integrated. The proposed ramp is constructed of concrete and located on the North side of the park to better withstand the effects of tides and hurricanes.		
Financial Impact:	Approval of this item will require a budget amendment to allocate funding in Fund 301- General Capital Improvement. The City expects to receive reimbursement of 87.5% of the repair costs from FEMA and the State of Florida as the damage was the result of Hurricanes Ian		

	and Nicole. Funding of \$11,745.63 is needed for the City's match. Funding is available from Fund 301 - General Fund and will require a future budget amendment if the bid is awarded.
Citizen Impact:	There is no impact on citizens during the design phase of this project. Once the construction phase of this project begins, there will be temporary impacts on the use of Andy Romano Beachfront Park. However, the proposed design allows for the wall to be installed from the beach, minimizing the impact of construction on park activities and visitors. As the design progresses, the Engineer and Staff will work to minimize the impact on park visitors.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of a work authorization to Zev Cohen & Associates for the Andy Romano Park Reconstruction Design, RFP Number 2023-30, for the agreed upon amount of \$93,965
Staff Contact:	Alex Schumann, City Engineer, (386) 676-3302
Attachments:	1. 23-141 ARBP Seawall-Zev Cohen (P23-0154G) 2. Work Authorization-Zev Cohen & Assoc.
Approval:	Kelly McGuire, Finance Director 8/22/2023 Claire Whitley, Assistant City Manager 8/22/2023 Joyce Shanahan, City Manager 8/28/2023

RESOLUTION NO. 2023-141

A RESOLUTION ACCEPTING THE PROPOSAL OF ZEV COHEN & ASSOCIATES, INC. REGARDING THE ANDY ROMANO PARK RECONSTRUCTION DESIGN PROJECT; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION AND PAYMENT THEREFOR; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City solicited proposals for design services for the Andy Romano Park reconstruction project, which includes design of a seawall and handicap access ramp (the Project) (City RFP No. 2023-30), in accordance with Section 2-300, *Code of Ordinances*, and

WHEREAS, the City's professional staff reviewed the only proposal received and determined that the most advantageous proposal for the City is the proposal submitted by Zev Cohen & Associates, Inc. to provide design services in the amount of \$93,965.00 (a copy of said proposal being incorporated in the Work Authorization which is attached hereto and incorporated herein by reference), and

WHEREAS, the City Manager has certified that funds for the project will be appropriated to the General Fund (301), through a budget amendment; it is anticipated that the city will be reimbursed 87.5% of the repair costs through FEMA, and

WHEREAS, based on the foregoing the City's professional staff recommends that the City Commission accept the proposal of Zev Cohen & Associates, Inc. and execute a Work Authorization for the Project, now therefore,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. The proposal of Zev Cohen & Associates, Inc. to provide design services for the City is hereby accepted.

SECTION TWO. The Mayor and the City Manager are hereby authorized and directed to execute a Work Authorization between the City and Zev Cohen & Associates, Inc. for the Project in an amount of \$93,965.00, and to pay the cost thereof from the General Fund through a budget amendment.

SECTION THREE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 6th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

WORK AUTHORIZATION

In accordance with and incorporating the terms of the City's Request for Proposals 2023-30, the following Scope of Work and Schedule of Payments are agreed to by the parties: the City of Ormond Beach, Florida, and Zev Cohen & Associates, Inc.

Project Title: Andy Romano Beachfront - Park Seawall and Handicap Ramp Repairs

Project Description: Design of ADA ramp and stairs damaged by Hurricane Ian, a new seawall damaged by Hurricane Nicole, and landscaping replacement in the areas disturbed by the new construction, as detailed in the attached proposal and fee schedule dated August 9, 2023.

Estimated Project Construction Cost: N/A

Schedule of Payments and Fee Basis

<u>Required Work Task</u>	<u>Fee Basis</u>	<u>Fee</u>
<u>Seawall Replacement-Hurricane Nicole</u>		
Structural Engineering	Fixed Fee	\$24,000.00
Civil Engineering	Fixed Fee	\$18,000.00
Survey	Fixed Fee	\$4,965.00
Environmental Services	Fixed Fee	\$9,000.00
Project Management	Fixed Fee	\$1,750.00
Meetings	Fixed Fee	\$4,500.00
Reimbursable Expenses	Actual Cost	\$750.00
<u>Handicap Access Ramp-Hurricane Ian</u>		
Preliminary Engineering	Fixed Fee	\$4,500.00
Final Engineering & Permitting	Fixed Fee	\$10,500.00
Environmental Services	Fixed Fee	\$9,000.00
Project Management	Fixed Fee	\$1,750.00
Meetings	Fixed Fee	\$4,500.00
Reimbursable Expenses	Actual Cost	\$750.00

Total Fee Authorized: **Not to Exceed** **\$93,965.00**

Funding Source: General Fund (301)/FEMA Reimbursement

Estimated Time for Completion: 5 Months from Authorization to Proceed

AUTHORIZED:
CITY OF ORMOND BEACH

ACCEPTED:
ZEV COHEN & ASSOCIATES, INC.

By: _____
Bill Partington
Mayor

By: _____
M. Dwight DuRant, P.E.
President

Date: _____

Date: _____

By: _____
Joyce A. Shanahan
City Manager

Date: _____

I. COMPLIANCE WITH FLORIDA PUBLIC RECORDS LAW

Contractor expressly agrees that it shall comply with the public records law provided in Florida Statutes, Chapter 119, and specifically to:

- (a) Keep and maintain public records required by the City to perform the contracted service.
- (b) Upon request from the City Clerk, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the City.
- (d) Upon completion of the contract transfer, at no cost to the City, all public records in possession of the contractor or keep and maintain public records required by the City to perform the service. If the contractor transfers all public records to the City upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon the completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City Clerk, in a format that is compatible with the information technology systems of the City.
- (e) Failure of the Contractor to comply with Public Records Law as provided by Florida Statutes, Chapter 119, shall subject the Contractor to penalties under Chapter 119.10 and subject this Agreement to termination for cause by the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32174 (386) 676-3331
CITYCLERK@ORMONDBEACH.ORG**

Ref: Fla. Stat. §119.0701(2016)

II. VERIFICATION OF EMPLOYMENT STATUS USING E-VERIFY SYSTEM

- 1. Section 448.09, *Florida Statutes*, makes it unlawful for any person to knowingly employ, hire, recruit, or refer, either for herself or himself, or on behalf of another, for private or public employment within the state, an alien who is not duly authorized to work in the United States. Contractor warrants that it is registered with the U.S. Department of Homeland Security's E-Verify system, and is compliant with the requirements of Sections 448.09 and 448.095, *Florida Statutes*.
- 2. Contractor agrees that if the contractor enters into an agreement with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and contractor warrants it shall maintain any such affidavits for the duration of the contract. If the City has a good faith belief that a subcontractor knowingly violated Section 448.09 (1), the City shall promptly notify the contractor and order the contractor to immediately terminate the contract with the subcontractor.
- 3. In the event the City has a good faith belief that the contractor has knowingly violated Section 448.09 (1), *Florida Statutes*, the City shall terminate the contract, and as provided by statute, the contractor may not be awarded a public contract for at least one (1) year after the date of termination. The contractor may also be held liable for any additional costs incurred by the City as a result of the termination of the contract.

VIA EMAIL
(alex.schumann@ormondbeach.org)

July 31, 2023
Revised August 9, 2023

Mr. Alex Schumann, P.E.
City Engineer
City of Ormond Beach
22 S. Beach Street
Ormond Beach, FL 32174

Hereinafter referred to as Client.

RE: Ormond Beach Andy Romano
Beachfront Park Seawall Replacement
ZC 23150 F

Dear Alex:

Thank you for requesting a Contract/Agreement from Zev Cohen & Associates, Inc., (ZCA also referred to as Consultant) for civil site engineering and environmental services for the above referenced project. We look forward to working with you and the City for assessment and design to replace the existing seawall that was damaged by Hurricane Nicole. With this proposal, we also propose to design and permit a new handicap ramp/walkway from the existing park to the Milsap Road ramp.

ZCA is pleased to offer this scope of services in accordance with the terms and conditions of City of Ormond Beach RFP 2023-30.

PROPOSAL FOR SERVICES
ZCA PROJECT NO. 23150 F

The following Contract for Services is an agreement between ZCA and the City of Ormond Beach, (Client) with the terms specified herein. ZCA agrees to perform the following tasks:

Project Name: Ormond Beach – Andy Romano Beachfront Park Seawall Replacement
Project Location: Ormond Beach, Florida

More specifically, ZCA is pleased to provide you with this Contract for professional services concerning the damaged seawall design and permitting to replace the wall based on our previous assessment. As a part of this project, we also plan to design and permit a permanent concrete handicap access ramp between the Park side wall and the existing Milsap Road ramp. Secondary services will

include miscellaneous Park and separate documentation of repairs (and costs) needed from the two (2) storms (Ian and Nicole).

Project Summary

The subject project site is located at the existing Andy Romano Beachfront Park in Ormond Beach, Florida. The proposed project consists of providing design and permitting services to replace the existing damaged wall and add a permanent handicap ramp. For purposes of this proposal, we are assuming no park site re-design or full site landscape plans will be required. Although partial replacement landscape plans will be provided.

Scope of Services

I. Wall Replacement

The scope of service is based on the existing wall not being repairable and will have to be demolished and replaced with a new structure. Permitting will be required through the Florida Department of Environmental Protection (FDEP) through an individual CCCL permit application. The anticipated scope is as follows:

A. *Structural and Civil Engineering*

1. ZCA shall coordinate with the City's Geotechnical Engineer and our Sub-Consultant Surveyor, to further investigate the existing conditions of the wall.
2. ZCA shall generate:
 - a. A dimensioned site plan showing wall layout and impacted surface improvements. ZCA assumes surface improvements will be replaced as previously developed.
 - b. A grading plan that includes a table detailing cut and fill volumes.
 - c. Cross-sections from the CCCL to the mean high water line.
3. John Simko shall design a new seawall providing required details, specifications, and plans for construction. Services will include design consultation, demolition plans, structural calculations and drawings sealed by a Florida Registered Structural Engineer, review of structural submittal, and coordination with the design team and client. The seawall replacement will be a new cantilever wall placed in front of the existing damaged wall.

B. *Survey – Atlantic Drafting Services*

See Attached.

C. *Environmental – Ardea Environmental Consultants*

See Attached.

II. Project Management and Funding

Funding for the project is contingent upon separating and documenting costs associated with structural improvements, erosion protection, and replacement of improvements as they relate to the two (2) different storms. Fees, bid documents and bids will require project management. Federal specifications will be required.

III. Handicap Access Ramp

A. Preliminary Engineering

ZCA shall coordinate with the City's Geotechnical Engineer and our surveyor, CCCL Consultant and Structural Engineer to prepare a Preliminary Engineering Plan (PEP). The PEP will be based upon a sketch provide by the City. The PEP will show existing improvements such as roadways, parking areas, sidewalks, drainage features and general site information along with the proposed ramp improvements. This plan will be used for a pre-application meeting (or conference) with Volusia County and FDEP.

B. Final Engineering and Permitting

ZCA shall prepare Construction Plans for Civil and Structural improvements in accordance with the Ormond Beach Land Development Code. Construction Plans shall be based upon the PEP. The Civil Site improvements shall be limited to the beach approach area. ZCA shall prepare a construction costs budget estimate

The following permit applications shall be prepared for the Client's signature and submitted to the regulatory agencies:

1. Ormond Beach Site Plan (Permitting through SPRC is not anticipated)
2. FDEP Coastal Construction Line (CCCL) Permit
3. Volusia County Right-of-Way Use Permit

C. Environmental – Ardea Environmental Consultants

See Attached.

IV. Meetings and Opinions of Costs

ZCA shall attend meetings (i.e., government, Client, Project Consultants, public hearings, etc.) requested by the Client and provide an Engineer's Opinion of Costs for the proposed improvements. We have budgeted sixty (60) hours for this service.

Fee Schedule

ZCA shall provide the above described professional services for the proposed following fees:

	<u>TASK</u>	<u>FEE</u>
I.	Wall Replacement (Hurricane Nicole)	
A.	Structural Engineering	\$24,000.00
	Civil Engineering	\$18,000.00
B.	Survey	\$4,965.00
C.	Environmental – Ardea Environmental Consultants	\$9,000.00
D.	Project Management and Funding	\$1,750.00
E.	Meetings and Opinions of Costs	\$4,500.00
F.	Reimbursable Expenses	\$750.00
II.	Handicap Access Ramp (Hurricane Ian)	
A.	Preliminary Engineering	\$4,500.00
B.	Final Engineering and Permitting	\$10,500.00
C.	Environmental	\$9,000.00
D.	Project Management and Funding	\$1,750.00
E.	Meetings and Opinions of Cost	\$4,500.00
F.	Reimbursable Expenses	\$750.00

TOTAL FIXED FEE \$93,965.00

All permit application and resubmittal fees shall be paid by the Client prior to submittal.

Services Not Included

The following services are not included in this contract. However, they can be provided as authorized, if determined necessary during the design. Compensation will be based on our Hourly Rates or a negotiated fee. Consultant's services shall be limited to those expressly set forth above, and Consultant shall have no other obligations or responsibilities for the Project except as agreed to in writing or as provided in this Agreement.

1. Variances, special exceptions, etc.
2. City of Ormond Beach Site Plan Approval
3. Full Site Landscape Plans
4. Off-Site roadway, utility or stormwater improvements
5. Permit applications for impacts to protected species
6. Color Rendering/Graphic Representations
7. Site lighting or turtle permitting

Client Initials _____

Client Responsibilities

The Client shall be responsible for providing the following services or information for ZCA's use:

1. Geotechnical Engineering (soil borings, seasonal groundwater table determination, drawdown analysis, soil samples, etc.)
2. Electrical Design (lighting and electrical design)
3. Architectural Services

All permit application and resubmittal fees shall be paid by the Client prior to submittal. Reimbursable expenses are in addition to the above referenced fees. The above fee does not include services not specifically listed. Should additional services be required, they can be furnished with additional compensation. Similarly, in the event that modifications to the Construction Plans are required by the Client or Client Representative, the modifications shall be considered additional service, and additional compensation shall be required.

Thank you for requesting this contract from our firm. We look forward to working with you on this project and on many more in the future. If you have any questions, please feel free to contact me.

Sincerely,
ZEV COHEN & ASSOCIATES, INC.



M. Dwight DuRant, P.E.
President

MDD/ns

23150c01 F REV 8.9.23

cc: Samuel C. Hamilton, Jr., P.E.
Robert J. Ball, P.E.
Randy M. Hudak, P.E.
Jake Stehr, RLA
Jill Eckstein
Viviana Vargas
File

City of Ormond Beach

ZC 23150

Andy Romano Beachfront Park Seawall Replacement

Task	Principal \$145.00	Department Director \$130.00	Registered Landscape Architect \$110.00	Senior CADD Technician \$85.00	Senior Clerical \$50.00	Subtotal
Wall Replacement - Civil Engineering	20 \$2,900.00	40 \$5,200.00	40 \$4,400.00	50 \$4,250.00	25 \$1,250.00	175 \$18,000.00
Wall Replacement - Structural	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$24,000.00
Project Management and Funding	10 \$1,450.00	12 \$1,560.00	0 \$0.00	0 \$0.00	10 \$500.00	32 \$3,500.00
Handicap Access Ramp - Preliminary Engineering	8 \$1,160.00	16 \$2,080.00	0 \$0.00	10 \$850.00	8 \$400.00	42 \$4,500.00
Handicap Access Ramp - Final Engineering/Permitting	16 \$2,320.00	40 \$5,200.00	10 \$1,100.00	20 \$1,700.00	4 \$200.00	90 \$10,500.00
Meetings and Opinions of Cost	30 \$4,350.00	20 \$2,600.00	10 \$1,100.00	0 \$0.00	19 \$950.00	79 \$9,000.00
Total Hours by Task	84	128	60	80	66	418
Total Fees by Task	\$12,180.00	\$16,640.00	\$6,600.00	\$6,800.00	\$3,300.00	\$69,500.00

Subconsultant Services						
Survey						\$4,965.00
Wall Replacement - Environmental						\$9,000.00
Handicap Ramp - Environmental						\$9,000.00

Reimbursable Expenses
GRAND TOTAL

\$ 1,500.00
\$93,965.00



130 S. Indian River Drive, Suite 202
Fort Pierce, Florida 34950
(772) 577-4141
ardeaenvironmental.com

July 21, 2023

Mr. Dwight Durant, P.E., President
Zev Cohen & Associates, Inc.
300 Interchange Boulevard, Suite C
Ormond Beach, FL 32174

Re: Andy Romano Beachfront Park Permanent Concrete HC Ramp/Stairs and Landscaping
Coastal Construction Control Line Permitting

Dear Mr. Durant:

This letter constitutes a proposed Agreement for Professional Services (Agreement) for environmental permitting services to obtain a Florida Department of Environmental Protection (FDEP) Coastal Construction Control Line (CCCL) permit for the proposed landscape improvements and concrete handicap (HC) ramp/stairs (Project) to be located within a portion of the existing Milsap Road vehicular access ramp adjacent to Andy Romano Beachfront Park (Project) located seaward of the Volusia County CCCL between FDEP Monuments R-65 and R-66 at 839 S. Atlantic Avenue, Ormond Beach, Volusia County, Florida. The following are proposed terms of agreement for professional services to be provided by Ardea Environmental Services, LLC (ARDEA) for Zev Cohen & Associates, Inc. (ZCA) on behalf of the City of Ormond Beach (CITY):

Task 1 – FDEP Pre-Application Telephone Conference: Following ARDEA's receipt of the survey and conceptual plan, ARDEA will arrange, attend, and chair a FDEP CCCL pre-application telephone conference with Doug Aarons, FDEP CCCL Program Administrator, FDEP Project Manager and Zev Cohen & Associates. The purpose of the pre-application meeting will be to: provide a summary of the proposed Project; briefly present known existing conditions; identify potential regulatory issues and appropriate options to address those issues and confirm permit requirements. ARDEA will provide a written summary of the meeting.

Task 2 – FDEP CCCL Permit Application Preparation and Submittal: ARDEA will prepare and submit the FDEP CCCL permit application with the proposed Project design drawings prepared by the CITY's professionals. ARDEA will review Project drawings for consistency with CCCL Rule and Statute. ARDEA will coordinate with the CITY's professionals to address questions and provide guidance for plans and drawings required for the formal CCCL application. ARDEA will prepare the proposed Project Description to be used within the issued permit. The team goal is to submit a complete application. FDEP has 90 days to review and issue a permit after receipt of a complete application.

The CITY or CITY's professionals will provide ARDEA the following FDEP required information:

- 1) Drawings including plan view, grading plan, and cross-sections (signed and sealed);
- 2) a survey (signed and sealed) no more than 6 months old;
- 3) a copy of the Warranty Deed for the Project site;
- 4) proposed cut/fill quantities and locations;
- 5) geotechnical report;

- 6) landscaping plans (showing existing and proposed vegetation);
- 7) a letter from the CITY indicating that the proposed activity, as submitted to the FDEP, does not contravene local setback requirements or zoning codes;
- 8) a construction schedule; and,
- 9) a check made payable to the Florida Department of Environmental Protection for the CCCL permit application fee.

If any lights are proposed, the CITY or CITY's professionals will also provide a detailed lighting plan with location of all proposed permanent lighting fixtures and corresponding fixture table and manufacturer's catalog sheets for review and approval by the Florida Fish & Wildlife Commission (FWC).

Task 3 – FDEP CCCL Permit Coordination: Within 14 days from the date of CCCL permit application submittal, ARDEA will contact FDEP staff to identify the permit file number, verify the application fee, identify staff concerns and questions and any required additional information. As may be required, ARDEA will meet (one time) with FDEP staff in Tallahassee to assist with agency review of the application. Prior to 30 days following CCCL application submittal, ARDEA will confer with the CITY's professionals to obtain revised or additional information or clarification to complete the FDEP application.

Task 4 – Meetings and Consultation: ARDEA will attend meetings or prepare additional information not included in this Agreement when requested by ZCA, the CITY, or CITY's Professionals. These services and expenses will be provided at our hourly rates and expenses basis, attached to this Agreement. ARDEA will provide a written summary of meetings attended.

General Terms: ARDEA will perform the services as described in this proposed Agreement and under the attached Contract General Conditions – 2023 document, as well as the following terms and conditions.

ZCA or the CITY will provide all application fees, publishing fees, surveys and testing reports required by the FDEP. Additional surveys, studies or analyses may be required. These surveys, studies, or analyses are beyond the scope of this work but may be provided by ARDEA or others under separate authorization.

Fees:

Task	Task Description	Fee Structure	Fees
1	FDEP Pre-Application Telephone Conference	Fixed Cost	\$1,000
2	FDEP CCCL Permit Application	Fixed Cost	\$2,500
3	FDEP CCCL Permit Coordination	Fixed Cost	\$3,250
4	Meetings and Consultation (Estimated at 18 hours)	Hourly (\$125/hour)	\$2,250
TOTAL FEES			\$9,000

Payment: ARDEA's Tasks 1, 2 and 3 services will be invoiced monthly on a percent complete basis. Total fees for Task 4 are estimated at \$2,250. If meetings under Task 4 exceed the estimated fees, this will be considered additional services. Invoices shall be payable in full within 30 days of receipt. Such invoice shall be deemed correct, due, payable, and not subject to dispute unless ZCA raises an objection in writing within fourteen (14) days of receipt of the invoice.

Schedule:

Upon authorization, ARDEA will immediately commence the work as described above including coordination with ZCA and CITY's professionals for the required exhibits/survey. ARDEA will update ZCA and the CITY's professionals via email and phone regarding the progress of the work.

Task 1: ARDEA will request the FDEP pre-application meeting immediately upon receipt of the concept plan and CCCL survey.

Task 2: It is expected that ARDEA may submit the formal CCCL permit application within 10 working days of receipt of ZCA authorization and the required exhibits and survey.

Task 3: It is estimated that the FDEP will complete their review and issue the requested permit within 90 days of receipt of the complete formal CCCL application; however, ARDEA can make no guarantee as to the obtainment, timing, or approval of the FDEP CCCL permit.

Task 4 is expected to be ongoing throughout the performance of this Agreement's services but only at ZCA, CITY and/or CITY's professionals' request.

If you would like us to proceed with the services described above, please sign this Agreement, and return to me electronically. If you have any questions regarding this matter, please contact me or Kim Colstad at 772-577-4141. We look forward to working with ZCA and the CITY's team of professionals. Thank you.

Sincerely,



Lois A. Edwards
Manager
lois@ardeaenvironmental.com

SIGNED: _____ DATE: _____
M. Dwight Durant, P.E.
ZCA, President

cc: Kim Colstad, Ardea Environmental Consultants – kim@ardeaenvironmental.com



130 S. Indian River Drive, Suite 202
Fort Pierce, Florida 34950
(772) 577-4141
ardeaenvironmental.com

July 21, 2023

Mr. Dwight Durant, P.E., President
Zev Cohen & Associates, Inc.
300 Interchange Boulevard, Suite C
Ormond Beach, FL 32174

Re: Andy Romano Beachfront Park Replacement Seawall
Coastal Construction Control Line Permitting

Dear Mr. Durant:

This letter constitutes a proposed Agreement for Professional Services (Agreement) for environmental permitting services to obtain a Florida Department of Environmental Protection (FDEP) Coastal Construction Control Line (CCCL) permit for the proposed replacement seawall fronting Andy Romano Beachfront Park (Project) located seaward of the Volusia County CCCL between FDEP Monuments R-65 and R-66 at 839 S. Atlantic Avenue, Ormond Beach, Volusia County, Florida. The following are proposed terms of agreement for professional services to be provided by Ardea Environmental Services, LLC (ARDEA) for Zev Cohen & Associates, Inc. (ZCA) on behalf of the City of Ormond Beach (CITY):

Task 1 – FDEP Pre-Application Telephone Conference: Following ARDEA's receipt of the survey and conceptual plan, ARDEA will arrange, attend, and chair a FDEP CCCL pre-application telephone conference with Doug Aarons, FDEP CCCL Program Administrator, Derek Bellamy, and Zev Cohen & Associates. The purpose of the pre-application meeting will be to: provide a summary of the proposed Project; briefly present known existing conditions; identify potential regulatory issues and appropriate options to address those issues and confirm permit requirements. ARDEA will provide a written summary of the meeting.

Task 2 – FDEP CCCL Permit Application Preparation and Submittal: ARDEA will prepare and submit a FDEP CCCL permit application (Form 73-100) for a replacement seawall with the proposed Project design drawings prepared by the CITY's professionals. The plans will identify the location of the seawall relative to the CCCL, the distance from the CCCL to the seaward extent of the seawall, elevation of the seawall cap, dimensions of the seawall, the stockpile area for materials, and the accessway to the beach for construction. ARDEA will review Project drawings for consistency with CCCL Rule and Statute. ARDEA will coordinate with ZCA and the CITY's professionals to address questions and provide guidance for plans and drawings required for the CCCL application.

If the design is concluded before the Emergency Order expires (current expiration date August 29, 2023 but is expected to be extended), ARDEA will submit an Emergency CCCL Permit Application. There are no fees required for applications submitted under the Emergency Order. FDEP should expeditiously review and issue an emergency permit for the replacement seawall.

ZCA, the CITY or CITY's professionals will provide ARDEA the following FDEP required information:

- 1) drawings including plan view, grading plan, and cross-sections (signed and sealed);
- 2) a survey (signed and sealed) no more than 6 months old;
- 3) a copy of the Warranty Deed for the Project site;
- 4) recent photographs;
- 5) Construction Methodology including Project Need;
- 6) proposed cut/fill quantities and locations;
- 7) geotechnical report;
- 8) a letter from the CITY indicating that the proposed activity, as submitted to the FDEP, does not contravene local setback requirements or zoning codes;
- 9) a construction schedule; and,
- 10) a check made payable to the Florida Department of Environmental Protection for the CCCL permit application fee.

Task 3 – FDEP CCCL Permit Coordination: Within 14 days from the date of CCCL permit application submittal, ARDEA will contact FDEP staff to identify the permit file number, verify the application fee, identify staff concerns and questions and any required additional information. As may be required, ARDEA will meet (one time) with FDEP staff in Tallahassee to assist with agency review of the application. Prior to 30 days following CCCL application submittal, ARDEA will confer with the CITY's professionals to obtain revised or additional information or clarification to complete the FDEP application. This effort should enable the FDEP to issue the CCCL permit within 90 days of FDEP's receipt of the CCCL application.

Task 4 – Meetings and Consultation: ARDEA will attend meetings or prepare additional information not included in this Agreement when requested by ZCA, the CITY, or CITY's Professionals. These services and expenses will be provided at our hourly rates and expenses basis, attached to this Agreement. ARDEA will provide a written summary of meetings attended.

General Terms: ARDEA will perform the services as described in this proposed Agreement and under the attached Contract General Conditions – 2023 document, as well as the following terms and conditions.

ZCA or the CITY will provide all application fees, publishing fees, surveys and testing reports required by the FDEP. Additional surveys, studies or analyses may be required. These surveys, studies, or analyses are beyond the scope of this work but may be provided by ARDEA or others under separate authorization.

Fees:

Task	Task Description	Fee Structure	Fees
1	FDEP Pre-Application Telephone Conference	Fixed Cost	\$1000
2	FDEP CCCL Permit Application	Fixed Cost	\$2,750
3	FDEP CCCL Permit Coordination	Fixed Cost	\$3,000
4	Meetings and Consultation (Estimated @ 18 hours)	Hourly (\$125/Hour)	\$2,250
TOTAL FEES			\$9,000

Payment: ARDEA's Tasks 1, 2 and 3 will be invoiced monthly on a percent complete basis. If initiated by ZCA or the CITY, Task 4 services will be invoiced monthly on an hourly basis. If meetings under Task 4 exceed the estimated fees, this will be considered additional services. Invoices shall be payable in full

within 30 days of receipt. Such invoice shall be deemed correct, due, payable, and not subject to dispute unless ZCA raises an objection in writing within fourteen (14) days of receipt of the invoice.

Schedule: Upon authorization, ARDEA will immediately commence the work as described above including coordination with ZCA and CITY's professionals for the required exhibits/survey. ARDEA will update ZCA and the CITY's professionals via email and phone regarding the progress of the work.

Task 1: ARDEA will request the FDEP pre-application meeting immediately upon receipt of the concept plan and CCCL survey.

Task 2: It is expected that ARDEA may submit the formal CCCL permit application within 10 working days of receipt of ZCA authorization and the required exhibits and survey.

Task 3: It is estimated that the FDEP will complete their review and issue the requested permit within 90 days of receipt of the complete CCCL application; however, ARDEA can make no guarantee as to the obtainment, timing, or approval of the FDEP CCCL permit.

Task 4 is expected to be ongoing throughout the performance of this Agreement's services but only at ZCA, CITY and/or CITY's professionals' request.

If you would like us to proceed with the services described above, please sign this Agreement, and return to me electronically. If you have any questions regarding this matter, please contact me or Kim Colstad at 772-577-4141. We look forward to working with ZCA and the CITY's team of professionals. Thank you.

Sincerely,



Lois A. Edwards
Manager
lois@ardeaenvironmental.com

SIGNED: _____ DATE: _____

M. Dwight Durant, P.E.
ZCA, President

cc: Kim Colstad, Ardea Environmental Consultants – kim@ardeaenvironmental.com

2023 CONTRACT GENERAL CONDITIONS

Section 1 – Basic Services

Ardea Environmental Consultants, LLC (Environmental Consultant) shall perform the services as described in the attached Agreement and under these General Conditions for the Client. As used herein the term “this Agreement” refers to the Agreement to which these General Conditions are attached and to these General Conditions, as if they were part of one and the same document.

Section 2 – Additional Services of Environmental Consultant

The Environmental Consultant may provide additional services as may be cited in the Agreement or as agreed upon by the Environmental Consultant and Client.

Section 3 – Client’s Responsibilities

3(a) Client shall provide all criteria and full information as to Client’s requirements for the Project; designate a person to act with authority on Client’s and Owner’s behalf in all aspects of the Project; examine and respond promptly to Environmental Consultant’s submissions; and give prompt written notice to Environmental Consultant whenever Client observes or otherwise becomes aware of any defect in the work.

3(b) If the following services are not explicitly listed in Environmental Consultant’s Agreement for Professional Services, and if this information is required for the Project, the Client shall do the following and pay all costs incident thereto: Furnish to the Environmental Consultant engineer drawings or permit sketches; payment to agencies for permit application fees; borings, probings, and subsurface explorations, bathymetric surveys, laboratory tests and inspections of samples, materials, and equipment; appropriate professional interpretations of all of the foregoing; environmental assessments not performed by Environmental Consultant; property, boundary, easement, right-of-way, topographic, and utility surveys; property descriptions; zoning and deed restrictions; all of which Environmental Consultant may rely upon in performing services hereunder.

3(c) The Client shall guarantee access to and make all provisions for Environmental Consultant to enter private and public property.

Section 4 – Miscellaneous

4(a) All documents prepared or furnished by Environmental Consultant (and Environmental Consultant’s sub-consultants, if applicable) pursuant to this Agreement are instruments of service in respect to the Project, and the Environmental Consultant shall retain an ownership and property interest therein whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the use and occupancy of the Project by Client and/or others. However, such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project.

4(b) Progress invoices will be submitted to the Client monthly or other agreed-upon schedule, and a final invoice will be submitted upon completion of the services. A detailed separation of charges and backup data can be provided at the Client’s request. However, each invoice is due within 15 days upon receipt of the invoice. If Client fails to make any payment due Environmental Consultant for services and expenses within 30 days after receipt of the invoice, the amounts due Environmental Consultant may be increased at the rate of 1.5% per month from said 15th day, and in addition, Environmental Consultant may suspend services under this Agreement until Environmental Consultant has been paid in full all amounts due for services, expenses, and charges. The Client’s obligation to pay for the contracted work is no way dependent upon the Client’s ability to obtain financing, governmental approvals, or upon the successful completion of the Project.

4(c) Professional Hourly Rate Schedule:

Permit & Compliance Manager	@ \$125/hour
Certified Ecologist	@ \$125/hour
Administrative	@ \$50/hour
Reimbursable Expenses	Cost
Mileage	@ \$0.655/mile

Environmental Consultant reserves the right to revise the above schedule on an annual basis, January 1.

4(d) **Reimbursable Expenses:** Actual expenses incurred by Environmental Consultant or Environmental Consultant’s independent professional sub-consultants directly or indirectly in connection with the Project, such as expenses for transportation, lodging, and subsistence incidental thereto; special materials and equipment unique to the Project; reproduction of reports, costs for overnight or expedited delivery, and similar Project-related items.

4(e) **Insurance:** The Environmental Consultant maintains Comprehensive Commercial General Liability Insurance in the amount of \$1,000,000 limit each occurrence, \$2,000,000 general aggregate each occurrence, hired and non-owned automobile liability of \$1,000,000 each occurrence and \$2,000,000 aggregate and professional liability insurance \$1,000,000 limit each occurrence and \$2,000,000 aggregate. Should the Client require additional coverage, the Environmental Consultant will secure additional coverage at the Client’s expense, provided such insurance is commercially available.

4(f) **Limits of Liability:** In recognition of relative risks and benefits of the Project to both parties, the risks have been allocated as such that the Client agrees to the fullest extent permitted by law to limit the liability of the Environmental Consultant and sub-consultants to the Environmental Consultant for any and all claims, losses, costs, damages of any nature or claims, expenses from any cause or causes

2023 CONTRACT GENERAL CONDITIONS

so that the total aggregate liability of Ardea Environmental Consultants LLC to the Client shall not exceed the limits of the Consultant's insurance coverage identified under 4(e). It is intended that this limitation apply to any and all liability or cause of action (strict liability or breach of contract) however alleged or arising unless prohibited by law.

4(g) Indemnification: The Environmental Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Environmental Consultant's negligent performance of professional environmental services under this Agreement and that of their sub-consultants or anyone for whom the Client is legally liable. Neither the Client nor the Environmental Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

4(h) Personal Liability: In **no** event shall the Client's officers, employees, sub-consultants, or agents of Ardea Environmental Consultants LLC be personally liable for any damages, claims, or causes arising out of, or allegedly arising out of performance of services under this contract. Such damages, claims and/or causes include, but are not limited to strict liability, breach of contract, punitive damages, penalties, consequential damages, indirect or incidental damages.

4(i) Successors and Assigns:

- (1) Client and Environmental Consultant each is hereby bound and the partners, successors, executors, administrators and legal representatives of Client and Environmental Consultant [and to the extent permitted by paragraph 4(i)(2) the assigns of Client and Environmental Consultant] are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- (2) Neither Client nor Environmental Consultant shall assign, sublet, or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due), this Agreement without the written consent of the other, except by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Environmental Consultant from employing such independent professional sub-consultants as Environmental Consultant may deem appropriate to assist in the performance of services hereunder.

- (3) Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Client and Environmental Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Environmental Consultant and not for the benefit of any other party.

- (4) This Agreement is between the Client and Environmental Consultant, and unless specifically stated and agreed to in writing by both parties, a third-party administrator or project manager acting as the Client's representative will not be allowed.

4(j) Termination: The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Environmental Consultant will be paid for all services rendered to the date of termination, all Reimbursable Expenses and termination expenses.

4(k) Permitting: Environmental Consultant can make no guarantee as to the obtainment or timing of permits or approvals. Our interpretation of the rules and laws governing this Project are based on our experience as Environmental Consultants. Any conclusions or representation of these rules and laws should be confirmed by the Client's legal counsel.

4(l) Controlling Law: This Agreement is to be governed by the law of the principal place of business of Environmental Consultant, which is St. Lucie County, Florida or otherwise mutually agreed upon.

END OF 2023 CONTRACT GENERAL CONDITIONS



Atlantic Drafting & Surveying, Inc.
1362 N. US Hwy 1, Suite 304
Ormond Beach, Florida 32174
Phone: 386-264-8490

Topographic Survey
Andy Romano Park
Ormond Beach, Volusia County, Florida
Property Appraiser Parcel Id 422401180010

July 29, 2023

PROFESSIONAL SERVICES PROPOSAL

Proposal #2023-069

Mr. Dwight DuRant
Zev Cohen & Associates, Inc.
300 Interchange Boulevard, Suite C
Ormond Beach, Florida 32174
386-677-2482
ddurant@zevcohen.com

RE: Andy Romano Park
Topographic Survey

Dear Mr. Durant:

Atlantic Drafting & Surveying, Inc. is pleased to provide this proposal for professional services at the above referenced site.

Please refer to the "SCOPE OF SERVICES" and the "COMPENSATION AND METHOD OF COMPENSATION" to be provided and Attachment "A" for SUPPLEMENTAL INFORMATION to this proposal.

We look forward to working with you and appreciate the opportunity to provide the requested services. If you have any questions about our proposal please feel free to call.

Sincerely,

Atlantic Drafting & Surveying, Inc.



Joseph "Jay" Wooldridge, PSM
Vice President

Enclosures: Attachments B and C

P:\AD&S Estimates\2023-069

July 29, 2023

PROFESSIONAL SERVICES PROPOSAL
"SCOPE OF SERVICES"

Proposal #2023-069

I. Scope of Service

The standard services provided by Atlantic Drafting & Surveying, Inc. are as follows:

1. Prepare a topographic survey of a part of Andy Romano Park located on S. Atlantic Avenue, Ormond Beach, Florida as shown on Attachment "A".

II. Assumptions

1. Horizontal datum will be referenced to the Florida State Plane East Zone Coordinate System, North American Datum 1983(2011).
2. Vertical control and elevations will be referenced to the North American Vertical Datum of 1988 (NAVD88).
3. If property monumentation is recovered at the boundary corner locations, it will be shown on the face of the survey; however, this will not constitute a boundary survey and should not be relied upon as such.
4. Planimetric information to be shown on the survey will include site improvements such as: buildings, sheds, fences, concrete pads, sidewalks, planter areas, steps, landings, seawall and the adjacent roadway at the north end.
5. Surface and aerial utilities will be shown on the survey if they are apparent with corresponding rim, lid or grate elevations. Invert and top of operating nut elevations will be determined if structures are accessible.
6. Topographic information shown on the survey will be collected at approximately fifty (50) foot intervals and will be limited to the area outlined on Attachment "A".
7. No survey data will be collected within any covered or enclosed structure.
8. Two (2) semi-permanent horizontal and vertical control points will be set on or near the site for future development purposes.
9. Preparing a TIN/3D existing topographic surface is included with this scope of service.
10. Scaled FEMA NFIP flood zone information will be shown on the survey.
11. The survey will be certified to Zev Cohen & Associates and the City of Ormond Beach.
12. An additional fee for copies beyond those specified in item III. Deliverables will be charged in accordance with Atlantic Drafting & Surveying, Inc.'s standard rates.
13. Any work requested that is not explicitly included in item I. Scope of Service or item II. Assumptions can be performed at Atlantic Drafting & Surveying, Inc.'s standard hourly rates only upon the Client's written approval.
14. All survey maps or documents prepared as part of this scope of service will be maintained in an active file by Atlantic Drafting & Surveying, Inc. for a period of one year. Thereafter, a fee may be charged to recover any archived information.

July 29, 2023

PROFESSIONAL SERVICES PROPOSAL

Proposal #2023-069

15. Surveying services and deliverables will be prepared per Florida Statutes Section 472.027 and in compliance with the Standards of Practice outlined in Chapter 5J-17 Florida Administrative Code.
16. Atlantic Drafting & Surveying, Inc. will schedule the field services outlined in item I. Scope of Service once the signed agreement and retainer, if required, are received.

III. Deliverables

1. Two (2) signed and sealed topographic survey maps on 24 inch by 36 inch media will be provided.
2. One (1) electronic AutoCAD (.dwg) file and one (1) Adobe (.pdf) file will be provided.

IV. Schedule

1. Atlantic Drafting & Surveying, Inc. anticipates scheduling the services outline in item I. Scope of Service within seven (7) calendar weeks from the receipt of the signed client authorization and approximately eight (8) calendar weeks to the completion of the requested services.
2. The above anticipated scheduling times are subject to change if this proposal has not been authorized within fifteen (15) calendar days from the date hereon.

"COMPENSATION AND METHOD OF COMPENSATION"

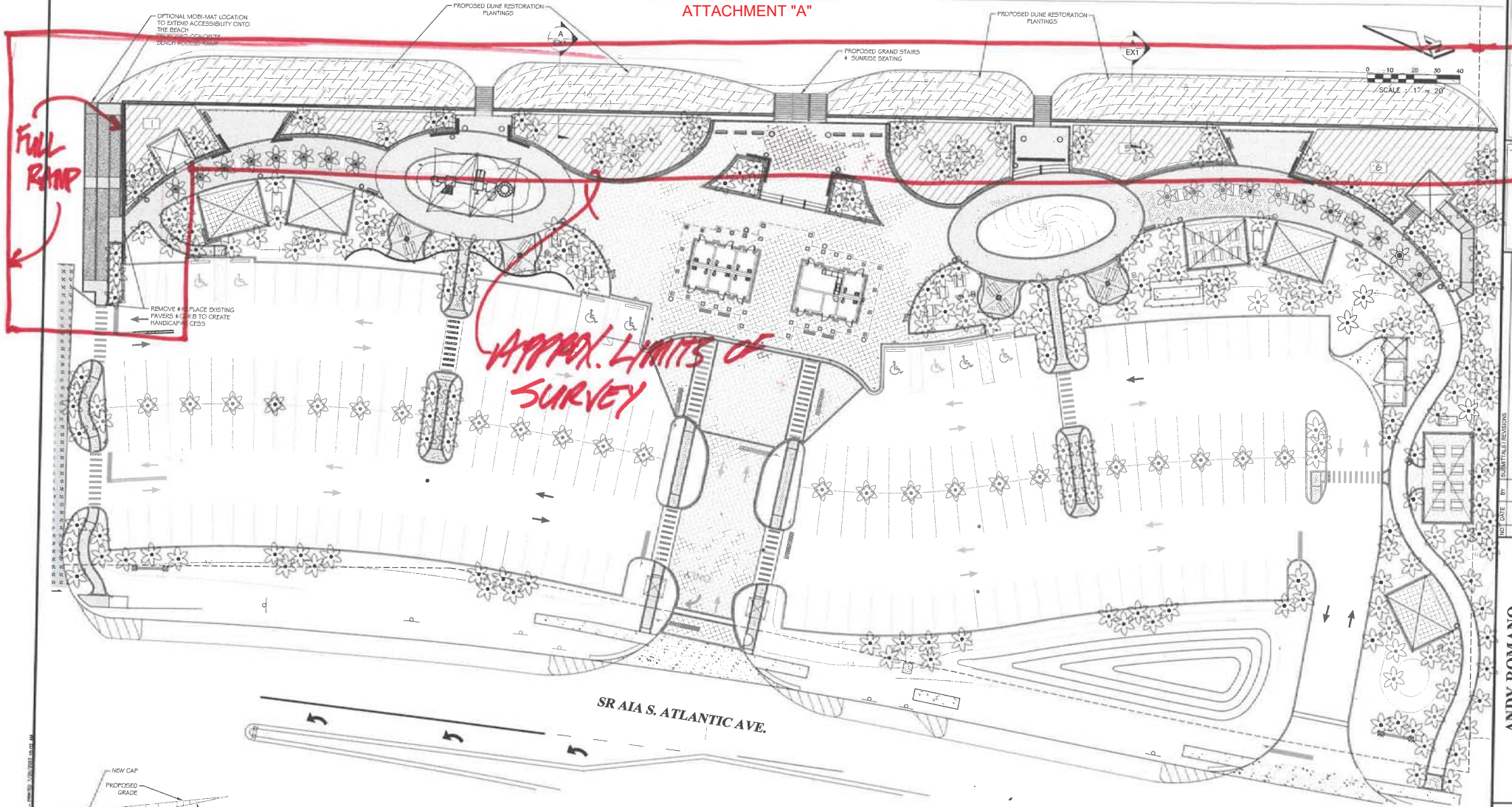
Fee:

The Client agrees to compensate the Consultant for the professional services called for under the "SCOPE OF SERVICES" of this Agreement for the Fee as specified below. Any retainer indicated must be returned with the signed Client Authorization prior to the project beginning. The balance of the Fee (less the retainer) must be remitted prior to the release of the specified deliverables.

Professional Services	
Topographic Survey Preparation	\$4,965.00
Project Retainer (30%)	(\$0.00)
TOTAL LUMP SUM FEE (INCLUDING RETAINER)	\$4,965.00

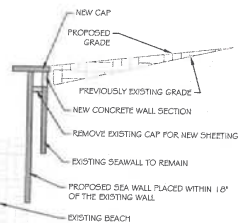
Note: The fees and scheduling times outlined in this proposal are subject to change if this proposal is not authorized within fifteen (15) calendar days from the date hereon.

ATTACHMENT "A"



DUNE ECOSYSTEM REESTABLISHMENT - PLANTING LIST

- | | | |
|---|--|--|
| <p>1 980 S.F. (848 PLANTS @ 18" O.C.)</p> <p>120 - HELIANTHUS DEBILIS / DUNE SUNFLOWER (35%)
 109 - SPARTINA PATENS / SALT-MEADOW CORDGRASS (30%)
 41 - GAILLARDIA PULCHELLA / BLANKET FLOWER (12%)
 28 - GLANDULARIA MARITIMA / COASTAL MOCK VERNAIN (8%)
 28 - IPOMEA PES-CAPRAE / RAILROAD VINE (8%)
 17 - IPOMOPSIS RUPEA / STANDING CYPRESS (5%)
 6 - UNIOLE PANICULATA / SEA OATS (2%)</p> | <p>3 1,750 S.F. (1,768 PLANTS @ 18" O.C.)</p> <p>267 - HELIANTHUS DEBILIS / DUNE SUNFLOWER (35%)
 250 - SPARTINA PATENS / SALT-MEADOW CORDGRASS (30%)
 12 - GAILLARDIA PULCHELLA / BLANKET FLOWER (12%)
 61 - GLANDULARIA MARITIMA / COASTAL MOCK VERNAIN (8%)
 61 - IPOMEA PES-CAPRAE / RAILROAD VINE (8%)
 39 - IPOMOPSIS RUPEA / STANDING CYPRESS (5%)
 14 - UNIOLE PANICULATA / SEA OATS (2%)</p> | <p>5 1,250 S.F. (847 PLANTS @ 18" O.C.)</p> <p>191 - HELIANTHUS DEBILIS / DUNE SUNFLOWER (35%)
 164 - SPARTINA PATENS / SALT-MEADOW CORDGRASS (30%)
 66 - GAILLARDIA PULCHELLA / BLANKET FLOWER (12%)
 44 - GLANDULARIA MARITIMA / COASTAL MOCK VERNAIN (8%)
 44 - IPOMEA PES-CAPRAE / RAILROAD VINE (8%)
 27 - IPOMOPSIS RUPEA / STANDING CYPRESS (5%)
 11 - UNIOLE PANICULATA / SEA OATS (2%)</p> |
| <p>2 780 S.F. (834 PLANTS @ 18" O.C.)</p> <p>117 - HELIANTHUS DEBILIS / DUNE SUNFLOWER (35%)
 100 - SPARTINA PATENS / SALT-MEADOW CORDGRASS (30%)
 40 - GAILLARDIA PULCHELLA / BLANKET FLOWER (12%)</p> | <p>4 1,575 S.F. (641 PLANTS @ 18" O.C.)</p> <p>242 - HELIANTHUS DEBILIS / DUNE SUNFLOWER (35%)
 207 - SPARTINA PATENS / SALT-MEADOW CORDGRASS (30%)
 66 - GAILLARDIA PULCHELLA / BLANKET FLOWER (12%)</p> | <p>6 2,498 S.F. (1,048 PLANTS @ 18" O.C.)</p> <p>884 - HELIANTHUS DEBILIS / DUNE SUNFLOWER (35%)
 824 - SPARTINA PATENS / SALT-MEADOW CORDGRASS (30%)</p> |



PROJECT: DUNE ECOSYSTEM REESTABLISHMENT
 DESIGNER: ANDY ROMANO
 DRAFTER: ANDY ROMANO
 CHECKER: ANDY ROMANO
 DATE: 10/10/2018
 SHEET: 1 OF 1



City of Ormond Beach

AGENDA ITEM

September 6, 2023 - City Commission

Number:8.G

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	Res./Ord. No:	2023-142
Strategic Goal:	Public Safety - Other		
Department:	Public Works - Engineering		
Subject:	OBPD Roof Project		
Summary:	The Ormond Beach Police Department roof, installed in 2001, has exceeded its useful life and is in need of replacement. This Capital Improvement Project includes labor, materials and equipment; cleaning and preparing the existing TPO roof membrane, adding additional drains, incorporating tapered ISO at three locations, installing a 3 oz separation sheet, and implementing a 60 mil TPO single ply roof system; and new cladded edged metal, termination flashing and existing penetrations to be heat welded in accordance with manufacturer specifications. In 2022, the City Commission approved a contract with Paul Culver Construction, Inc., for Construction Management Services on a Continuing Contract Basis. Under this contract, Paul Culver Construction acts as a General Contractor and contracts with specialty subcontractors through a competitive bidding process. Paul Culver has submitted a Guaranteed Maximum Price of \$318,744 for the project, which includes the construction management fee.		
Financial Impact:	Funding in the amount of \$345,000 is available from the 301-General Improvement Fund.		
Citizen Impact:	Repairing the roof at the Police Department allows the headquarters to remain fully operational and provide a safe environment for City staff.		
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the Work Authorization to Paul Culver Construction, Inc. for the amount of \$318,744.		
Staff Contact:	Alex Schumann, City Engineer, (386) 676-3302		

Attachments:	1. 23- 142 PD Roof-Paul Culver (P23-0156G) 2. Paul Culver PD Roof Replacement-Work Authorization
Approval:	Kelly McGuire, Finance Director 8/16/2023 Claire Whitley, Assistant City Manager 8/17/2023 Joyce Shanahan, City Manager 8/28/2023

RESOLUTION NO. 2023-142

A RESOLUTION ACCEPTING A PROPOSAL FROM PAUL CULVER CONSTRUCTION, INC. FOR CONSTRUCTION MANAGEMENT SERVICES REGARDING THE POLICE DEPARTMENT ROOF REPLACEMENT PROJECT; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION AND PAYMENT THEREFOR; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, pursuant to the Continuing Engineering Services Agreement between the City and Paul Culver Construction, Inc., the appropriate City staff members have negotiated with Paul Culver Construction, Inc. to provide construction management services for the police department roof replacement project (“the Project”), as described on the attached Work Authorization and Scope of Work, at a cost not to exceed \$318,744.00, and

WHEREAS, the City Manager has certified that funds have been appropriated to the credit of the General Improvement Fund (301) for the Project and have not been appropriated for any other purpose, and

WHEREAS, the City Commission concurs with the foregoing recommendations, now therefore,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. The proposal submitted by Paul Culver Construction, Inc. to perform the Project at a total cost not to exceed \$318,744.00 is hereby accepted.

SECTION TWO. The Mayor and the City Manager are hereby authorized and directed to execute a Work Authorization with Paul Culver Construction, Inc. for the

performance of the Project at the said price, and to pay the cost thereof from the General Fund (301).

SECTION THREE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 6th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

WORK AUTHORIZATION

In accordance with and incorporating the terms of the Contract for Construction Management Services on a Continuing Basis dated September 7, 2022 between the City of Ormond Beach, Florida, and Paul Culver Construction, Inc., the following Scope of Work and Schedule of Payments are agreed to by the parties to the Agreement:

Project Title: Police Department Roof Replacement

Project Description: Construction management services to provide all project management and supervision, labor, materials, and equipment to install a new the roof on the Police Department facility. The scope of work includes installation of a 60 mil TPO single ply roof system, new cladded edged metal as needed, termination flashing as required, removing and replacing existing roof equipment, removing existing Lightning Protection System and installing a new system, all as detailed in the attached Guaranteed Maximum Price proposal dated August 21, 2023.

Schedule of Payments and Fee Basis

<u>Required Work Task</u>	<u>Fee Basis</u>	<u>Fee</u>
PD Roof Replacement	Guaranteed Maximum Price	\$318,744.00
Total Fee Authorized:	Not to Exceed	<u>\$318,744.00</u>

Funding Source: General Fund (301)

Estimated Time for Completion: 7 Months from Authorization to Proceed

AUTHORIZED:
CITY OF ORMOND BEACH

ACCEPTED:
PAUL CULVER CONSTRUCTION, INC.

By: _____
Bill Partington
Mayor

By: _____
Paul K. Culver
President

Date: _____

Date: _____

By: _____
Joyce A. Shanahan
City Manager

Date: _____

I. COMPLIANCE WITH FLORIDA PUBLIC RECORDS LAW

Contractor expressly agrees that it shall comply with the public records law provided in Florida Statutes, Chapter 119, and specifically to:

- (a) Keep and maintain public records required by the City to perform the contracted service.
- (b) Upon request from the City Clerk, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the City.
- (d) Upon completion of the contract transfer, at no cost to the City, all public records in possession of the contractor or keep and maintain public records required by the City to perform the service. If the contractor transfers all public records to the City upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon the completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City Clerk, in a format that is compatible with the information technology systems of the City.
- (e) Failure of the Contractor to comply with Public Records Law as provided by Florida Statutes, Chapter 119, shall subject the Contractor to penalties under Chapter 119.10 and subject this Agreement to termination for cause by the City.

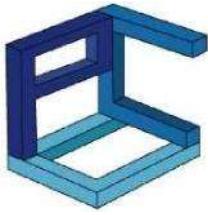
IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32174 (386) 676-3331
CITYCLERK@ORMONDBEACH.ORG**

Ref: Fla. Stat. §119.0701(2016)

II. VERIFICATION OF EMPLOYMENT STATUS USING E-VERIFY SYSTEM

- 1. Section 448.09, *Florida Statutes*, makes it unlawful for any person to knowingly employ, hire, recruit, or refer, either for herself or himself, or on behalf of another, for private or public employment within the state, an alien who is not duly authorized to work in the United States. Contractor warrants that it is registered with the U.S. Department of Homeland Security's E-Verify system, and is compliant with the requirements of Sections 448.09 and 448.095, *Florida Statutes*.
- 2. Contractor agrees that if the contractor enters into an agreement with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and contractor warrants it shall maintain any such affidavits for the duration of the contract. If the City has a good faith belief that a subcontractor knowingly violated Section 448.09 (1), the City shall promptly notify the contractor and order the contractor to immediately terminate the contract with the subcontractor.
- 3. In the event the City has a good faith belief that the contractor has knowingly violated Section 448.09 (1), *Florida Statutes*, the City shall terminate the contract, and as provided by statute, the contractor may not be awarded a public contract for at least one (1) year after the date of termination. The contractor may also be held liable for any additional costs incurred by the City as a result of the termination of the contract.



PAUL CULVER CONSTRUCTION, INC.

QUALITY WORK BY SKILLED CRAFTSMEN. EST 2005

License # CGC 059149

August 21, 2023

Daniel D'Amato, P.E.
Civil Engineer
City of Ormond Beach
22 S. Beach Street
Ormond Beach, FL 32174

Dan.DAmato@ormondbeach.org

Re: **Ormond Beach Police Department – Roof Replacement**

Dear Dan:

We are pleased to submit our Revised Proposal for the Ormond Beach Police Department – Roof Replacement as indicated in the exhibits contained herein for the guaranteed maximum price of **THREE HUNDRED EIGHTEEN THOUSAND SEVEN HUNDRED FORTY-FOUR DOLLARS & 00/100's (\$318,744.00)**.

We have based our Guaranteed Maximum Price on the following exhibits, which are attached hereto:

Exhibit "A" Clarifications & Qualifications
Exhibit "B" GMP Cost Breakdown
Exhibit "C" Drawing List

Upon receipt of an executed contract and approval of all applicable permits, we anticipate the construction duration to be six (6) weeks to substantial completion.

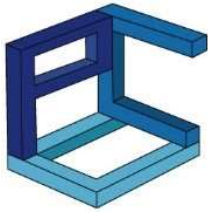
We are available to meet with you at your convenience to discuss this proposal and to answer any questions you may have.

Thank you again for this opportunity to be of service and we look forward to working with you and all the City of Ormond Beach staff in building this very important project.

Sincerely,

Paul K. Culver

Paul K. Culver
President



PAUL CULVER CONSTRUCTION, INC.

QUALITY WORK BY SKILLED CRAFTSMEN. EST 2005

License # CGC 059149

ORMOND BEACH POLICE DEPARTMENT

ROOF REPLACEMENT

CLARIFICATIONS & QUALIFICATIONS

EXHIBIT "A"

The following Clarifications & Qualifications are included in the Scope of Work for the Ormond beach Police Department Roof Replacement:

- Permit
- Dumpster
- Supervision
- Daily cleanup
- Remove existing equipment on roof as needed
- Remove existing Lightning Protection System from the roof
- Clean and prep existing TPO roof membrane to prepare for reover roof system
- Add additional drains as sub drains where needed
- Add tapered ISO at (3) three locations needed for adequate drainage
- Install 3 oz separation sheet over existing TPO where ISO will not be used (prelamination mechanical attachment)
- Install 60 mil TPO single ply roof system over separation sheet (mechanically attached)
- Install 60 mil TPO single ply roof system over Tapered ISO boards (mechanically attached)
- Install new cladded edged metal over existing edged metal (as needed)
- Install new termination flashing along walls at locations of existing termination bars
- Heat weld existing penetrations per manufacturer specs
- Reinstall new Aluminum Lightning Protection System & connect to existing down leads
- Reinstall existing equipment on roof
- Final cleanup

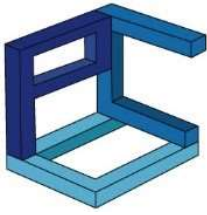
Paul Culver Construction, Inc.
 201 Osceola Avenue
 Daytona Beach, FL 32114
 386-763-4190 OFC
 386-322-0007 FAX
www.paulculverconstruction.com



**ORMOND BEACH POLICE DEPARTMENT
 ROOF REPLACEMENT**

EXHIBIT "B" - COST SUMMARY

EXHIBIT "B" - GMP COST BREAKDOWN					
BID ITEM	Description	Quantity	UM	Line Item Cost	Total Cost
1A	Project Management	6	WKS	3,000.00	
1A	Superintendent	6	WKS	6,000.00	
1A	Vehicle / Gas & Oil	6	WKS	500.00	
1A	Phones, Computers, Document Reproduction	6	WKS	400.00	
1A	Daily & Final Clean-Up	6	WKS	3,100.00	
1A	Dumpsters	6	EA	2,595.00	
1A	Permitting Allowance	1	LS	2,585.00	18,180.00
2A	Roofing (DDR ROOFING)	1	LS	177,212.00	177,212.00
2A	Interior Plumbing for Roof Drains (SUBCONTRACTOR ALLOWANCE)	1	LS	19,500.00	19,500.00
2A	Remove & Reinstall Equipment (SUBCONTRACTOR ALLOWANCE)	1	LS	11,103.00	11,103.00
2A	Temporary Safety & Security Barricades (PCC)	1	LS	9,090.00	9,090.00
2A	Daily Dry-Ins (PCC)	1	LS	8,225.00	8,225.00
2B	Contingency	1	LS	15,000.00	15,000.00
3A	Lightning Protection (SUBCONTRACTOR ALLOWANCE)	1	LS	23,870.00	23,870.00
	SUBTOTAL				282,180.00
	General Liability Insurance	0.53%			1,482.00
	Builders Risk Insurance	0.00%			0.00
	Performance & Payment Bond	1.15%			3,262.00
	Overhead and Profit	10.00%			31,820.00
	GRAND TOTAL				318,744.00



PAUL CULVER CONSTRUCTION, INC.

QUALITY WORK BY SKILLED CRAFTSMEN. EST 2005

License # CGC 059149

ORMOND BEACH POLICE DEPARTMENT

ROOF REPLACEMENT

LIST OF DRAWINGS

EXHIBIT "C"

- Phasing Plan & Drain Locations (Attached)

353 N. Gower Ave.
Waco, TX 76706
254/767-1006





City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:8.H

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	Res./Ord. No:	2023-143
Strategic Goal:	Water Quality & the Environment - Other		
Department:	Public Works - Engineering		
Subject:	Shadow Crossings Reuse Facility Upgrades		
Summary:	The Shadow Crossings reuse facility was constructed in 1990. The station contains one 25 horsepower pump, one 50 horsepower pump, and one 60 horsepower high service pump. The 25 and 50 horsepower pumps are undersized to meet present day peak irrigation demands. Pump and motor assemblies and piping modifications are recommended for replacement of aged and undersized equipment to meet existing irrigation demand and improve reliability of reuse supply to fire hydrants. The scope of work for this project includes suction/discharge manifolds to facilitate pump maintenance and repairs, pump concrete pedestals, and check valves. In 2020, the City Commission authorized the Request for Qualifications for construction management at risk for underground utility services. On October 6, 2020, the City Commission approved continuing contracts with four underground utility contractors. Danus, one of those contractors, was selected to provide the services for this project. Danus has extensive experience with the City's reuse stations, which allows them to provide a well suited, economical construction management services proposal. Staff has negotiated construction management services at a Guaranteed Maximum Price of \$187,860 for this project.		
Financial Impact:	The Fiscal Year 2022 - 2023 budget of Fund 409 - Water and Wastewater Renewal and Replacement (Capital) includes \$240,000 for this project.		
Citizen Impact:	Scheduling priority-based repairs for utilities infrastructure provides for reliable reuse facilities for the City's utility customers.		

Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the Work Authorization for the Shadow Crossings Reuse Facility Upgrades to Danus Utilities Inc., for the not-to-exceed amount of \$187,860.	
Staff Contact:	Alex Schumann, City Engineer, (386) 676-3302	
Attachments:	1. 23-143 Shadow Crossings Upgrades-Danus (P23-0155G) 2. Danus Work Authorization	
Approval:	Kelly McGuire, Finance Director 8/16/2023 Claire Whitley, Assistant City Manager 8/22/2023 Joyce Shanahan, City Manager 8/28/2023	

RESOLUTION NO. 2023-143

A RESOLUTION ACCEPTING A PROPOSAL FROM DANUS UTILITIES, INC. TO PROVIDE CONSTRUCTION SERVICES REGARDING THE SHADOW CROSSINGS REUSE PUMP STATION UPGRADES PROJECT; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION THERETO; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City solicited a proposal from Danus Utilities, Inc., an engineering firm under continuing contract with the City, to provide construction services regarding the Shadow Crossings reuse pump station upgrades project (“the Project”) in accordance with the provisions of Section 2-300(c) of the *Code of Ordinances*, and

WHEREAS, the appropriate City staff have reviewed the proposal received and determined that the proposal submitted by Danus Utilities, Inc. to provide construction services for the aforescribed project at a cost not to exceed \$187,860.00 is in the best overall interest of the City, and recommends that the said proposal (a copy being attached to the Work Authorization which is attached hereto and incorporated herein by reference) be accepted, and

WHEREAS, the City Commission concurs in the said determination and recommendation, and

WHEREAS, the City Manager has certified that the money for the payment of the Project has been deposited to the credit of the Water & Wastewater Renewal & Replacement Fund (409) and has not been appropriated for any other purpose, now therefore,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. The proposal submitted by Danus Utilities, Inc. to provide construction services regarding the Shadow Crossings reuse pump station upgrades project at a cost not to exceed \$187,860.00 is hereby accepted.

SECTION TWO. The Mayor and the City Manager are hereby authorized and directed to execute a Work Authorization between the City and Danus Utilities, Inc. to provide construction services for the Project at the said price, and to pay the cost therefor from the Water & Wastewater Renewal & Replacement Fund.

SECTION THREE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 6th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

WORK AUTHORIZATION

In accordance with and incorporating the terms of the Contract for Underground Utility Construction Management Services on a Continuing Basis dated October 6, 2020 between the City of Ormond Beach, Florida, and Danus Utilities, Inc., the following Scope of Work and Schedule of Payments are agreed to by the parties to the Agreement:

Project Title: Shadow Crossings Reuse Pump Station - Piping & Concrete Pedestals

Project Description: Construction services to provide all labor, equipment, and materials necessary to demolish and install new suction and discharge pipe connections and manifold headers, and to demolish, form, and pour concrete pedestals, as detailed in the attached proposal dated August 7, 2023.

Schedule of Payments and Fee Basis

<u>Required Work Task</u>	<u>Fee Basis</u>	<u>Fee</u>
Shadow Crossing Reuse Pump Station Improvements	Guaranteed Maximum Price	\$187,860.00
Total Fee Authorized:	Not to Exceed	<u>\$187,860.00</u>

Funding Source: Water & Wastewater R&R Fund (409)

Estimated Time for Completion: 7 Months from Authorization to Proceed

AUTHORIZED:
CITY OF ORMOND BEACH

ACCEPTED:
DANUS UTILITIES, INC.

By: _____
Bill Partington
Mayor

By: _____
Daniel J. Pardus
President

Date: _____

Date: _____

By: _____
Joyce A. Shanahan
City Manager

Date: _____

I. COMPLIANCE WITH FLORIDA PUBLIC RECORDS LAW

Contractor expressly agrees that it shall comply with the public records law provided in Florida Statutes, Chapter 119, and specifically to:

- (a) Keep and maintain public records required by the City to perform the contracted service.
- (b) Upon request from the City Clerk, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the City.
- (d) Upon completion of the contract transfer, at no cost to the City, all public records in possession of the contractor or keep and maintain public records required by the City to perform the service. If the contractor transfers all public records to the City upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon the completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City Clerk, in a format that is compatible with the information technology systems of the City.
- (e) Failure of the Contractor to comply with Public Records Law as provided by Florida Statutes, Chapter 119, shall subject the Contractor to penalties under Chapter 119.10 and subject this Agreement to termination for cause by the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32174 (386) 676-3331
CITYCLERK@ORMONDBEACH.ORG**

Ref: Fla. Stat. §119.0701(2016)

II. VERIFICATION OF EMPLOYMENT STATUS USING E-VERIFY SYSTEM

- 1. Section 448.09, *Florida Statutes*, makes it unlawful for any person to knowingly employ, hire, recruit, or refer, either for herself or himself, or on behalf of another, for private or public employment within the state, an alien who is not duly authorized to work in the United States. Contractor warrants that it is registered with the U.S. Department of Homeland Security's E-Verify system, and is compliant with the requirements of Sections 448.09 and 448.095, *Florida Statutes*.
- 2. Contractor agrees that if the contractor enters into an agreement with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and contractor warrants it shall maintain any such affidavits for the duration of the contract. If the City has a good faith belief that a subcontractor knowingly violated Section 448.09 (1), the City shall promptly notify the contractor and order the contractor to immediately terminate the contract with the subcontractor.
- 3. In the event the City has a good faith belief that the contractor has knowingly violated Section 448.09 (1), *Florida Statutes*, the City shall terminate the contract, and as provided by statute, the contractor may not be awarded a public contract for at least one (1) year after the date of termination. The contractor may also be held liable for any additional costs incurred by the City as a result of the termination of the contract.



Proposal #: 080723-3R

Date: 8/07/2023

Submitted to: Mike S.

Company: City of Ormond

Email:

mike.stephenson@ormondbeach.org

2320 Beardall Ave, Sanford, FL 32771

P.O. BOX 291671-32129 (386) 882-6200

State License #CUC 1224744

Job Description: Shadow Crossing HSP Building Re-pipe

Item	Description	Material Cost	Labor Cost Per Day	Total
1	Disconnect both small HSP from header manifold & cap piping	\$1,120.00		\$1,120.00
2	Demo & Hauling small HSP piping, pumps & concrete pedestals (not to exceed 1.3 days)	\$0.00	\$6,500.00	\$8,450.00
3	F&I suction pipe connection & pipe header manifold	\$37,850.00		\$37,850.00
4	F&I discharge pipe connection & pipe header manifold	\$43,310.00		\$43,310.00
5	Form & pour concrete pedestal under (2) new HSP	\$1,920.00		\$1,920.00
6	Form & pour concrete pedestal under (1) relocated HSP	\$960.00		\$960.00
7	Labor Hours for job completion (not to exceed 14.5 days)		\$6,500.00	\$94,250.00
			GRAND TOTAL	\$187,860.00

NOTE: Laser alignment by others.

Terms Net 30 Days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. This proposal is subject to acceptance within 30 days and is void thereafter at the option of the undersigned.

Authorized Signature:

Raymond Rogers

(386) 882-6200

raymond@danusutilities.com



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:8.I

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	Res./Ord. No:	2023-144
Strategic Goal:	Quality of Life - Other		
Department:	Leisure Services		
Subject:	Volusia County Library Lease Agreement		
Summary:	The Ormond Beach Regional Library, located at 30 South Beach Street, Ormond Beach, has provided public library services to Ormond Beach residents since December 1993. The County of Volusia currently leases this building from the City for use as a public library as part of its public library service program. The County has expressed interest in extending their lease agreement (set to expire November of 2023) for another ten years in order to continue providing library services at this location. Since the beginning of the lease between the County and the City, the cost of \$134,000 per year was paid by the County to the City for the 30 year term. The total amount remitted to the City represented the construction cost of the building spread out over the lease period. In November 2023, the construction costs will have been paid in full. Accordingly, the lease renewal includes a nominal fee of \$1 per year for a period of ten years. This agreement is consistent with the majority of municipal library lease agreements in Volusia County. The proposed lease agreement will be for a term of ten years with the option to extend the lease for one additional ten-year term upon written mutual agreement. Either party may terminate the lease without cause upon one year prior written notice to the other party. The County does and shall continue to maintain the premises at their own cost, be responsible for all utilities or any costs acquired during operation, and is not permitted to sublet all or any part of the premises without the written consent of the City in each instance.		
Financial Impact:	The County of Volusia shall pay the City of Ormond Beach \$1 dollar per year for the proposed 10-year lease term.		

Citizen Impact:	The Ormond Beach Regional Library provides an important service to the community. By extending the agreement, it will continue to allow the library to provide a safe and welcoming environment for citizens to gather, interact, and engage in various activities.						
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the lease agreement with the County of Volusia.						
Staff Contact:	Robert Carolin, Leisure Services Director, (386) 676-3279						
Attachments:	23-144 Volusia County Library Lease(P23-XXXXG) - Library Lease Agr						
Approval:	<table> <tr> <td>Kelly McGuire, Finance Director</td> <td>8/10/2023</td> </tr> <tr> <td>Claire Whitley, Assistant City Manager</td> <td>8/16/2023</td> </tr> <tr> <td>Joyce Shanahan, City Manager</td> <td>8/28/2023</td> </tr> </table>	Kelly McGuire, Finance Director	8/10/2023	Claire Whitley, Assistant City Manager	8/16/2023	Joyce Shanahan, City Manager	8/28/2023
Kelly McGuire, Finance Director	8/10/2023						
Claire Whitley, Assistant City Manager	8/16/2023						
Joyce Shanahan, City Manager	8/28/2023						

RESOLUTION NO. 2023-144

A RESOLUTION AUTHORIZING EXECUTION OF A LEASE AGREEMENT BETWEEN THE CITY AND THE COUNTY OF VOLUSIA FOR THE OPERATION OF A PUBLIC LIBRARY LOCATED AT 30 SOUTH BEACH STREET; AND SETTING FORTH AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. The Mayor and the City Manager are hereby authorized and directed to execute a Lease Agreement between the City of Ormond Beach and the County of Volusia for the operation of a public library located at 30 South Beach Street, a copy of said Lease being attached hereto and incorporated herein by reference.

SECTION TWO. The City Clerk is hereby authorized and directed to forward two (2) duplicate executed originals of the Lease Agreement to the Chairman of the Volusia County Council for consideration by the Council at its next available meeting.

SECTION THREE. Upon approval by the Volusia County Council, the City Clerk is hereby authorized and directed to record the fully executed originals of the Lease Agreement with Exhibit "A" as a public record with the Volusia County Clerk of Circuit Court.

SECTION FOUR. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 6th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

**LEASE AGREEMENT BETWEEN COUNTY OF VOLUSIA
AND CITY OF ORMOND BEACH**

THIS Lease, is hereby made and executed, by and between the COUNTY OF VOLUSIA, a political subdivision of the State of Florida, whose address is 123 West Indiana Avenue, DeLand, Florida, 32720-4613, (hereinafter referred to as "Lessee"), and the CITY OF ORMOND BEACH, a municipal corporation of the State of Florida, whose address is 22 South Beach Street, Ormond Beach, Florida 32174 (hereinafter referred to as "Lessor").

RECITALS

WHEREAS, the Volusia County Council is acting under the authority of its Volusia County Home Rule Charter for operation of a free public library; and

WHEREAS, the City of Ormond Beach, acting under its own corporate powers, desires to cooperate in a countywide plan for a public library service program and to lease to the County of Volusia its facility at 30 South Beach Street in the Ormond Beach, Florida, for a public library as part of the public library service program.

NOW, THEREFORE, in consideration of the foregoing recitals which are incorporated herein by reference, and other specific consideration set forth in this Lease, the receipt and sufficiency of which is acknowledged by the LESSOR and LESSEE, the parties agree and stipulate as follows:

SECTION 1. PROPERTY

The Lessor hereby leases to Lessee that certain real property in Volusia County, Florida, located at 30 South Beach Street in the City of Ormond Beach, Florida, hereinafter referred to as the "Demised Premises," and more particularly described as follows:

Those portions of Lot B of Lot 5, and of Lots B, C, and D of Lot 7, all of Assessor's sub of River Lots 1-14, inclusive, Map Book 3, Page 124, of the public records of Volusia County, Florida as lie southerly of the Ormond Beach City Hall "Plaza" and easterly of the Ormond Beach City Hall/Library parking lot, as the same exist on the date of execution of this Lease Agreement, and as shown on the aerial photograph attached hereto as EXHIBIT "A" and incorporated herein by reference.

SECTION 2. TERM OF LEASE

The initial term of this Lease shall be for a period of ten (10) years, with said term to commence December 1, 2023 and end November 30, 2033. The parties may extend the Lease for one additional ten (10) year term upon written mutual agreement. Thereafter, this Lease may be renegotiated based on the mutual consent of the Lessor and Lessee.

Lessor or Lessee may terminate this Lease without cause upon one year prior written notice to the other Party. In addition to any right of termination or any other right herein given Lessor or Lessee, may terminate this Lease by giving sixty (60) days written notice to the other party, given upon or promptly after the happening of any one of the following events:

Breach of Covenants. The breach by the offending party of any of the covenants or agreements contained herein on its part to be kept and performed, and the failure of the offending party to remedy such breach for a period of thirty (30) days after receipt of written notice of the existence of such breach.

Inability to Use Leased Premises. The inability of Lessor or Lessee to use the Demised Premises continuing for a longer period than thirty (30) days, due to any law or order, rule or regulations of any appropriate governmental authority having jurisdiction over the Demised Premises, or with the operation of Lessor or Lessee, or due to war, earthquake, or other casualty, or other fault, not caused by Lessor or Lessee, which renders the Demised

Premises unusable by Lessor or Lessee.

SECTION 3. RENT

In addition to other good and valuable consideration provided by Lessee under the terms of this Lease, the Lessor shall receive from the Lessee, the sum of One Dollar (\$1.00) per year, for the ten (10) year term, payable in advance upon the execution of this Lease. Lessee's obligation under this Lease is limited to legally available non-ad valorem tax revenues.

SECTION 4. INSURANCE PROVISIONS AND SOVEREIGN IMMUNITY

Lessee further covenants and agrees with Lessor that from and after the time when this Lease commences, the Lessee will maintain all-risk property insurance coverage for the replacement costs of the structure and Lessee's leasehold improvements or that it will provide for such coverage as a part of its self-insurance program. Insurable value shall be the replacement cost of the structure(s) leased and Lessor shall be the loss payee for the same, excluding contents value.

No Waiver of Sovereign Immunity. Lessor and Lessee expressly retain all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in this Lease to the contrary, nothing in this Lease shall be deemed as a waiver of Lessor's or Lessee's immunity or of any limits of liability of Lessor or Lessee beyond any statutory limited waiver of immunity or limits of liability which may have been or may be adopted by the Florida Legislature, and the cap on the amount and liability of Lessor or Lessee for damages, regardless of the number or nature of claims whether in tort, equity or contract, shall not exceed the dollar amounts set by the legislature for tort claims.

No Third Party Beneficiaries. Nothing in this Lease shall inure to the benefit of any third

party for the purpose of allowing any claim against Lessor or Lessee, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

SECTION 5. WARRANTIES OF TITLE AND QUIET POSSESSION

Lessor covenants that it is seized of the Demised Premises in fee simple and has full right to make this Lease and that Lessee shall have quiet and peaceful possession of the Demised Premises during the Term of this Lease.

SECTION 6. DELIVERY OR POSSESSION

Upon the execution of this Lease, or as otherwise agreed by the parties in writing, the Lessor shall permit possession of the Demised Premises to be continued by the Lessee. The parties recognize that Lessee has continuously occupied the Demised Premises under the lease agreement dated November 09, 1993.

SECTION 7. USES

Lessor hereby leases the Demised Premises to the Lessee for the use and purpose of a public library only and its customary associated activities. This use shall include, the opportunity for appropriate organizations, including those of the Lessor, to meet in or use said library and related facilities as authorized by the Division of Library Services. Any use of the Demised Premises other than as a public library and its customary associated activities, such as use as a voting precinct, shall require written consent of the Lessor. The Lessee also agrees to provide and administer such funds as are necessary and available to maintain the highest standards possible for public library service throughout Volusia County as determined by the County Council through its County Library Advisory Board and the Division of Library Services.

SECTION 8. CANCELLATION

All funds for payment by the Lessee under this Lease are subject to the availability of an annual appropriation for this purpose by the Lessee. In the event of non-appropriation of funds by the County Council of Volusia County for the Lease, the Lease will terminate, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year covered by this Lease is spent, whichever event occurs first, and the Lessee shall not be further obligated under the Lease. If at any time funds are not appropriated for the continuance of this Lease, cancellation shall be accepted by the Lessor without one (1) years' written notice. Lessee shall provide Lessor with written notice of non-appropriation within five (5) business days following the budget hearing of the County Council of Volusia County at which the County Council took final action on the budget for the next fiscal budget year. For the purposes of this paragraph, non-appropriation occurs if the County fails to budget sufficient funds to pay any rents or other expenses associated with the lease of the premises and operation thereof as a library, including, but not limited to, any costs for: (i) labor, staffing, software, utilities, or equipment; (ii) repair, maintenance, improvements to, or upkeep of the grounds or building; (iii) any library materials or supplies; and/or (iv) insurance.

SECTION 9. WASTE AND NUISANCE PROHIBITED

During the term of this Lease, Lessee shall comply with all applicable laws affecting the Demised Premises, breach of which might result in penalty on the Lessor or forfeiture of the Lessor's title to the premises. Lessee shall not commit or suffer to be committed any waste, or any nuisance to the Demised Premises.

SECTION 10. LESSOR'S RIGHT OF ENTRY

Lessee shall permit Lessor and its agents and employees to enter into and upon the Demised Premises at all reasonable times for the purpose of inspecting same.

SECTION 11. GOVERNING LAWS

All of the rights and remedies of the respective parties to this Lease shall be governed by the provisions of this Lease and by the laws of the State of Florida. Venue for any litigation between the parties shall be in the County of Volusia, Florida, any trial shall be non-jury. Any disputes between the respective parties may be resolved by the "Florida Governmental Conflict Resolution Act" pursuant to Chapter 164, *Florida Statutes*.

SECTION 12. SUBLETTING AND ASSIGNMENT

Lessee shall not assign this Lease, in whole or in part, nor sublet all or any part of the Demised Premises, without the prior written consent of Lessor in each instance. The consent by Lessor to any assignment or subletting shall not constitute a waiver of the necessity for such consent to any subsequent assignment or subletting.

SECTION 13. NOTICES

All notices, demands or other writing in this Lease are to be given, or made or sent, or which may be given or made or sent, by either party through this Lease to the other, shall be deemed to have been given, made or sent when made in writing and deposited in the United States mail, certified, return receipt requested and postage prepaid and addressed as follows:

In the case of Lessee:	with a copy of legal notices to:
County of Volusia Attn: Library Services Director Address: 1290 Indian Lake Road Daytona Beach, Florida 32124 Phone: 386-248-1745	County of Volusia Attn: County Attorney Address: 123 W. Indiana Ave., Rm. 301 DeLand, Florida 32720 Phone: 386-736-5950

In the case of Lessor:	with a copy of legal notices to:
City of Ormond Beach Attn: City Manager Address: 22 South Beach Street Ormond Beach, FL 32174	City of Ormond Beach Attn: City Attorney Address: 173 South Beach Street Ormond Beach, FL 32174

The address to which any notice, demand or other writing may be given, or made, or sent, as above provided, may be changed by written notice given by such party as above provided.

SECTION 14. MAINTENANCE, REPAIRS AND DESTRUCTION OF IMPROVEMENTS

Lessee, throughout the term of this Lease, at its own cost, and without any expense to the Lessor, shall keep and maintain the Demised Premises, including any buildings and improvements thereon, in good repair. Such maintenance and repair shall include painting, janitorial, fixtures and appurtenances (lighting, heating, plumbing and air-conditioning), and landscaping of grounds immediately adjacent to said buildings and improvements, commonly known as the public library on the Demised Premises. Such repair may also include structural repair, if deemed necessary by the Lessee, and with consultation with the Lessor. Lessor shall not be obligated to make any repairs, replacements or renewals of any kind, nature or description whatsoever to the Demised Premises, including any buildings or improvements thereon. Lessee shall also comply and abide by all federal, state, municipal and other government statutes, ordinances, laws and regulations to which the Lessee is subject that affect the Demised Premises, including buildings and improvements thereon, or

any other activities or condition on or in such Demised Premises.

If the Demised Premises is partially damaged by any casualty insurable under the Lessee's insurance policy, or its self-insurance program, Lessor shall, upon receipt of the insurance proceeds, repair the same in the manner it deems necessary and appropriate. Provided, however, if the Demised Premises, including building and improvements thereon: (a) are rendered wholly untenable by reason of such occurrence or (b) damaged, in whole or in part, to the extent of FIFTY PERCENT (50%) or more of the replacement cost on date of loss thereof, in the sole judgment of the Lessee, then in either such event, Lessor may repair the damage, or Lessor or Lessee may cancel this Lease by notice of cancellation within sixty (60) days after either of the above-described events occur, and thereupon this Lease shall terminate, and Lessee shall vacate and surrender the Demised Premises to Lessor. In the event of such cancellation due to either of the above-described events, the Lessor shall receive proceeds from any policy of insurance or proceeds from the self-insurance program.

SECTION 15. SURRENDER OF PREMISES

At the expiration of the tenancy hereby created, Lessee shall surrender the Demised Premises in the same condition as the Demised Premises existed upon delivery of possession to the Lessee under this Lease, reasonable wear and tear excepted and damage by unavoidable casualty excepted. Lessee shall remove all of its equipment before surrendering the Demised Premises and shall repair any damage to the premises caused thereby. Lessee's obligation to observe or perform this covenant shall survive the expiration or other termination of the term of this Lease.

SECTION 16. BOOKS AND EQUIPMENT

Lessee shall provide all the books, furniture, equipment, and associated items now being used in its library for as long as the library shall be administered under this Lease.

SECTION 17. UTILITIES

Lessee shall fully and promptly pay all water, gas, heat, light, power, telephone service, garbage, sewer, and any other public utilities of any kind furnished to the Demised Premises throughout the term of this Lease, and other costs and expenses to which the Lessee is subject to, with regard to the use, operation, and maintenance of the Demised Premises. Lessor shall have no responsibility of any kind for such costs and expenses.

SECTION 18. ATTORNEYS' FEES

If any action at law or equity shall be brought on breach of, or to enforce or interpret any covenants, terms or conditions of this Lease, or for recovery of possession of the Demised Premises, each party shall bear its own attorney's fees and costs.

SECTION 19. REMEDIES CUMULATIVE

All remedies conferred on either party shall be deemed cumulative and no one exclusive of the other, or any other remedy conferred by law.

SECTION 20. WAIVER

Waiver by Lessor or Lessee of, or failure of Lessor or Lessee to take action with respect to any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or subsequent breach of the same, or any other term, covenant, or condition herein contained.

SECTION 21. PARTIES BOUND

The covenants and conditions herein contained shall, subject to the provision as to assignment, transfer, and subletting, apply to bind the successors, and assigns of the parties to this Lease; and the parties to this Lease shall be jointly and severally liable under this Lease.

SECTION 22. SEVERABILITY

Should any court of competent jurisdiction hold any section, term, covenant, condition, provision, sentence or part thereof of this Lease invalid or unenforceable, the remaining terms and provisions, shall, nevertheless, remain in full force and effect to the extent feasible and in accordance with the original mutual intent of the parties.

SECTION 23. CONDITION OF PREMISES

It is understood and agreed that the Lessee herein accepts the Demised Premises in its present condition, being governed by its own inspection of the Demised Premises.

SECTION 24. AMENDMENT

This Lease may be amended upon mutual consent of the Lessor and Lessee.

SECTION 25. COMPLETE LEASE

Lessor and Lessee agree and declare it is their intention by this section that all of the foregoing constitutes the complete and final expression of their agreement.

SECTION 26. ELECTRONIC SIGNATURES

Lessor acknowledges that Bill Partington, Mayor (the "Authorized Signatory") is authorized to execute contracts/agreements with the County of Volusia and any affixed electronic or conformed signature of the Authorized Signatory shall be the act of and attributable to the

Authorized Signatory. By signing this Lease electronically, the Authorized Signatory does thereby adopt the electronic or conformed signature as his or her own and designates a copy of same for use as an official record by the County of Volusia.

IN WITNESS WHEREOF the Parties hereunto have duly executed this Lease between City of Ormond Beach and County of Volusia, Florida on the respective dates under each signature.

**Signed, Sealed and Delivered
In the Presence of:**

**LESSOR:
CITY OF ORMOND BEACH**

Name: _____

By: _____
Bill Partington
Mayor

Date: _____

Date: _____

ATTEST:

Name: _____

By: _____
Joyce Shanahan
City Manager

Date: _____

Date: _____

(THIS SPACE INTENTIONALLY LEFT BLANK)

**Signed, Sealed and Delivered
In the Presence of:**

**LESSEE:
COUNTY OF VOLUSIA**

ATTEST:

By: _____
George Recktenwald
County Manager

By: _____
Jeffrey S. Brower
County Chair

Date: _____



EXHIBIT "A"



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:8.J

Section:	CONSENT AGENDA		
Item Category:	Consent - Disposition Item	Res./Ord. No:	
Strategic Goal:	Quality of Life - Other		
Department:	Finance - Grants		
Subject:	CDBG Fiscal Years 2020-2021, 2021-2022, and 2022-2023 CDBG Subrecipient Agreement Amendments		
Summary:	This is a request for approval to add a new Community Development Block Grant (CDBG) eligible project and redirection of excess funds from CDBG Fiscal Year (FY) 2020-2021 and FY 2021-2022, and use a portion of FY 2022-2023 CDBG funds for a <u>Tomoka Avenue Sidewalk Improvement Project</u>, on the Northside from S. Ridgewood Avenue to Eileen Butts Street. The project would remove the existing 3.5' and 4' wide non-ADA deteriorated sidewalk and replace it with a new 4' and 5' wide ADA compliant sidewalk including ADA-compliant detectable mats and curbing. The cost estimate is \$42,590 and could be funded as follows: - FY 2020-21 excess of \$4,115.05 from the Central Park Fleming Avenue Playground project - FY 2021-22 excess of \$33,542.40 from the S. Washington Street Sidewalk Improvement project - FY 2022-23 available funding from the N. Ridgewood Avenue Sidewalk Improvement Project; project has \$149,403 allocated with an approved bid award of \$118,224, leaving a \$31,179 balance. \$4,932.55 could be used from this project and still have \$26,246.45 remaining for the N. Ridgewood Ave project if needed. If approved, the Subrecipient Agreement amendments for the current and prior years will be brought to the City Commission for approval.		
Financial Impact:	The City's budget will not be affected by the use of CDBG funds as outlined. The City would be reimbursed by Volusia County for the project costs.		

Citizen Impact:	This section of sidewalk is heavily used, is within the City's CDBG Priority Area which borders the southern perimeter of Ormond Beach Elementary School, and will provide a safe and ADA compliant sidewalk.	
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends an application be submitted to Volusia County Community Assistance to add the Tomoka Avenue Sidewalk Improvement Project as a new activity and initiate funding amendments. On July 20, 2023, the Neighborhood Improvement Advisory Board held a regular meeting and discussed recommendations for the use of excess CDBG funds. By unanimous vote of the Board, it was recommended that the excess funds be used for the Tomoka Avenue Sidewalk Improvement Project.	
Staff Contact:	Loretta Moisio, Grants Coordinator, (386) 676-3315	
Attachments:	1. DRAFT FY 22-23 Tomoka Avenue Sidewalk Improvement Application 2. DRAFT NIAB Minutes 7-20-2023	
Approval:	Kelly McGuire, Finance Director Claire Whitley, Assistant City Manager Joyce Shanahan, City Manager	8/22/2023 8/23/2023 8/28/2023



County of Volusia

PY 2022/23

Community Development Block Grant (CDBG) Program

Capital Improvement Project Application

City of Ormond Beach

Applicant City or Department/Division

Tomoka Avenue Sidewalk Improvement Project – North Side Only

Project Name

A. Application Checklist

PY 2022/23 CDBG Capital Project - Jurisdiction Funding Application Checklist

*Applicant **MUST** place this initialed and signed checklist on top of all submitted proposals*

Initials of CDBG Primary Contact or Representative	Necessary Application Document/Information
LM	Applicant Information
LM	Project description/Location & Implementation Responsibility
LM	Plan of Action
LM	Budget
LM	Procurement Description
LM	Applicable Procurement Policy (attach only the pages referenced)
	<u>Signed and Completed</u> Certification of Construction Need (Required for existing structures or facilities)
	Signed and Completed Conflict of Interest Statement
LM	Attached Maps and/or Photos
	Other (If applicable) _____

Note: When filing out this application please refer to the PY 2022/23 CDBG Funding Application Instructions and Guidance

B. Applicant Information

Name of Applicant (City, Department/Division) City of Ormond Beach

CDBG Primary Contact Name and Title:

(should be the same for all proposals) Loretta Moisio, Grants Coordinator

[Loretta.Moisio@ormondbeach](mailto:Loretta.Moisio@ormondbeach.org)

Email Address: h.org

Phone Number: 386-676-3315

Project Manager Name and Title:
(Implementation)

Cara Culliver, Principal Landscape Architect

[Cara.Culliver@ormondbeach.](mailto:Cara.Culliver@ormondbeach.org)

Email Address: org

Phone Number: 386-676-3288

Tomoka Avenue Sidewalk Improvement: From S. Ridgewood

Proposed Project Title: Avenue to Eileen Butts Street (North side)

Total Amount Requested: \$4,932.55

Total Estimated Project Cost: \$42,590.00

Additional Funds Available to Leverage, if applicable: \$37,657.45

\$4,115.05 – CDBG FY 20-21; and,

Source of Additional Funds, if applicable: \$33,542.40 – CDBG FY 21-22

Tomoka Avenue from S. Ridgewood Avenue to

Physical Location of Proposed Project:

Eileen Butts Street – North Side Only

Certifying Representative

▪ Person authorized to sign contract, if project is selected

▪ City Manager or Authorized City Official

▪ Please sign in **BLUE INK**

To the best of my knowledge and belief, data in this proposal are true and correct and the
governing body of the applicant has duly authorized the document.

Signature:

Name: Joyce Shanahan

Date Signed

Title: City Manager

C. Project Description

Type of Project:

- | | |
|---|--|
| ☐ Acquisition of Real Property | ☐ Flood/Drainage Improvements |
| ☐ Clearance/Demolition | ☐ Code Enforcement |
| ☐ Public Facility Improvements (General) | ☐ Water/Sewer Improvements |
| ☐ Senior Centers | ☐ Non-Residential Historic Preservation |
| ☐ Neighborhood Facilities | ☒ Street/Sidewalk Improvements |
| ☐ Parks, Recreational Facilities | ☐ ADA Accessibility |

Exact location/project address:

Tomoka Avenue from S. Ridgewood Avenue to Eileen Butts Street

If applicable please indicate the following:

Address Start: S. Ridgewood Ave. Address End: Eileen Butts St. Linear Feet: 500

Summary of project:

This project will remove the existing 3.5' and 4' side non-ADA compliant deteriorated sidewalk and replace it with a new 4' and 5' wide ADA sidewalk including ADA compliant detectable mats and curbing. This project is located within the City's CDBG Priority Area.

Project Need and Justification:

(Include demand and location of similar facilities)

This roadway is one block south of Granada Blvd., the City's downtown area and main thoroughfare, and is located on the southside of Ormond Beach Elementary School. This section of sidewalk is heavily used and the use significantly increases when school is in session. Parents and students use the sidewalk for walking to school from the adjacent neighborhood as well as to pick them up in the afternoon. Eileen Butts Street separates the public parking lot at City Hall and City Hall serves as a location for many events throughout the year whereby the sidewalks are used for access.

Anticipated accomplishments and/or outcomes:

It is anticipated that residents who live on this street, and on the neighboring streets, along with visitors to the area, will use the sidewalk on a daily basis.

Describe the designated service area and beneficiaries:

(Provide a detailed description and a map that clearly shows the project site and area that will benefit, include photos if applicable)

Tomoka Avenue from S. Ridgewood Avenue to Eileen Butts Street is included within the City's CDBG Priority Area and those residents will be the primary users of the sidewalk.

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D. National Objective

Activity will meet a national objective by: *(choose one of the two options)*



Area Benefit

(choose one of the two options)

☒ Census tract block group data

or

☐ Income survey conducted by city and approved by county and HUD



Limited Clientele Benefit

(choose one of the two options)

☐ Will be income verified

or

☐ Presumed low-income by HUD

Area Benefit: *(if applicable)*

Census Tract	Block Group	Total Population	Low/Mod Population	% Low/Mod Population
080600	2	1885	1015	53.85
Total		1885	1015	53.85

Limited Clientele Benefit: *(if applicable)*

Qualifying group

Number of persons served

Similar Projects:

(Describe any past similar projects carried out, and the outcomes)

In previous years, CDBG eligible and completed projects have included sidewalks for Halifax Drive (2020, 2021); Ramsey Terrace (2017); Flormond Avenue (2018); S. Washington Street (2023). The N. Ridgewood Avenue Sidewalk Project is in progress as an approved project in CDBG FY 22-23.

Feasibility of Maintaining Project:

(Explain future maintenance as a result of the project)

The sidewalk will be maintained by the City of Ormond Beach.

Citizen Participation:

(Explain what input citizens had in identifying the need, identifying the project, or approving the project)

This project was brought before the Neighborhood Improvement Advisory Board (NIAB) at its meeting of July 20, 2023, regular meeting, to discuss recommendations for the use of excess CDBG funding. All meetings are open to the public and are included on the City's website in addition to the weekly calendar of meetings published in the Daytona Beach News-Journal.

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E. Project Timeframe

Implementation Responsibility:

☒ Subrecipient (City or Department Applying for funds) ☐ City or Department Employees ☒ Contractor	☐ County of Volusia <i>(If applicant is a city and the proposed project is being implemented by the County of Volusia please provide documentation showing the communication and planning done between the subrecipient and the county department)</i>
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Comments about implementation responsibility (if needed):

Plan of Action:

Plan of Action below will become part of the Subrecipient Agreement if project is approved (Clearly explain who created the POA provided below (i.e. purchasing analyst, public works director...), what factors were considered, what is unique to this project timeline, and note any potential concerns)

Cara Culliver, Principal Landscape Architect, prepared the Plan of Action and serves as the project manager for the City's CDBG capital projects.

CDBG PY 2022/23 Plan of Action		
Milestones	Planned Date	Notes (not required)
Authorization to Proceed Received	10/1/22	Remaining dates will adjust if ATP is not received by this date
Technical Design & Procurement Documents Complete	1/29/24	
Complete Solicitation Package Submitted to Volusia County	2/5/24	
Solicitation Package Approved by Volusia County (Allow one week)	2/12/24	
Solicitation Advertised	3/10/24	
Pre-Solicitation Meeting	3/28/24	
Solicitation Opening	4/11/24	
Contract Award	5/2/24	
Pre-Construction Meeting	6/10/24	
Issue a Notice to Proceed	6/17/24	
Project Start Date	6/17/24	
Project Completed	9/15/24	
All Reimbursement Requests Submitted to Volusia County	11/18/24	

F. Project Budget

(Applicants must either fill out the following budget, or attach an additional budget)

Budget Categories	Project Cost Estimate	Sources of Funds		
		CDBG Funds	Applicant Funds	Other:
		AMOUNT	AMOUNT	AMOUNT
Materials Costs	14,183	14,183		
Labor Costs	26,407	26,407		
Engineering Services	0	0		
Other: <u>Concrete Testing</u>	2,000	2,000		
Other: _____				
Other: _____				
SOURCE TOTAL (Column total)		42,590		
TOTAL PROJECT COST (the total project costs, all funding sources)	42,590			

**Please note, due to grant-based accounting method used by HUD, funds cannot be transferred between fiscal years. As a result, remaining program year balances that are less than \$1,000 will revert to countywide funds.*

Description of Budget:

(Explain the budget above. Include the resources that will be used for the project prior to reimbursement, any potential funding concerns, completeness of budget given, and estimates used. Backup documentation for the budget amounts should be available upon request. If project is to be implemented by the county, attach correspondence with relevant County of Volusia department stating the budget reasoning.)

The budget was developed by the Engineering Division based on other recent similar projects.

Leveraged Funds:

(Clearly explain what funds, if any, are being used to match CDBG funds for the project)

We would like to use excess CDBG funds from FY 20-21 in the amount of \$4,115.05 from the Central Park (Fleming Avenue) playground completed activity; and, excess CDBG funds from FY 21-22 in the amount of \$33,542.40 from the completed S. Washington Street sidewalk project.

Outstanding Balance:

(Explain any remaining CDBG balances from prior year capital projects)

Currently, the City of Ormond Beach has CDBG funds remaining in FY 20-21 in the amount of \$4,115.05 which are excess funds from the completed Central Park (Fleming Avenue) playground project; \$33,542.40 in FY 21-22 which are excess funds from the completed S. Washington Street sidewalk project. In FY 22-23, there is \$149,403 allocated to the N.

Ridgewood Avenue sidewalk project which began in August with an approved bid of \$118,224.

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G. § 570.611 Conflict of Interest

Please read and sign at the bottom of the next page, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) *Applicability.* (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) *Conflicts prohibited.* The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

(c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

- (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii) Any other relevant considerations.

Name	Conflicts/Potential
Joyce Shanahan	Loretta Moisio
City Manager or Department Director (or authorized official)	CDBG Liaison

Signature	Date	Signature	Date
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H. Procurement

Eligible procurement:

Purchases must be handled fairly and in a manner that encourages full and open competition; documentation must be maintained that demonstrates this. Additionally, subrecipients or subgrantees are required to abide by the most strict of the following when purchasing services, supplies, materials, or equipment:

- The municipality or agency purchasing and procurement policy
- All applicable federal procurement rules, most specifically those contained in 24 CFR 85.36
- A Volusia County CDBG entitlement program threshold of \$50,000 for small purchases, which will be outlined in the PY 2022/23 Subrecipient Agreement. Purchases above this threshold must be awarded through a formal competitive bid or proposal process, even if the limit established in the subrecipient's or subgrantee's procurement policy allows a higher threshold for a formal competitive bid. In the event that the municipality or agency procurement policy requires a formal bid for purchases less than \$50,000, the municipality or agency shall follow their policy.

Please note: Approval of the application including the process outlined below does not eliminate the requirement to approve all steps of the project procurement and implementation with Community Assistance prior to moving forward, this is mandatory to ensure that projects remain compliant and eligible for CDBG reimbursement.

What method of procurement will be used for this project:

Include the name of the procurement method, a brief summary of the steps that will be taken, and a reference to the procurement policy of the municipality or agency implementing the project. Attach the page of the policy that applies to the reference to this submission.

The City will use a formal bidding process.

Procurement Reasoning:

(Clearly explain why the method of procurement noted above is the best choice for this project)

The City's procurement policy requires purchases over \$25,000 to use a formal bidding process.

Procurement Management:

(Explain who will be responsible for implementing the procurement method above, including their position.)

Cara Culliver, Principal Landscape Architect, will be responsible for procurement. Cara serves as project manager for a variety of City capital projects.

I. Certification of Construction Need

The purpose of this form is to differentiate between the two categories of public facility or infrastructure projects shown below:

- Maintenance of a public facility or infrastructure, and
- Necessary rehabilitation of a public facility or infrastructure.

The jurisdiction that is implementing the proposed capital project must designate an employee to confirm which category, from the two listed above, of which the project best fits. The employee should have the knowledge and experience to make an informed determination and explanation regarding the proposed project, the facility, the past use, and the current condition.

Jurisdictions should exercise reasonable judgment in choosing an employee to certify the construction need of a project. It is not the intent of the entitlement community, County of Volusia, to have the jurisdiction incur any additional costs or to hire outside experts. Due to the vast differences in the organization of different jurisdictions, specific employee positions cannot be defined. A certification completed by the CDBG contact(s) for the jurisdiction would not be appropriate. Please discuss potential certifications with Volusia County if you have any questions or concerns.

Name and Title of Certifying Employee: Alex Schumann, City Engineer

Alex.Schumann@ormondbeach.org

Email Address: ch.org

Phone Number: 386-676-3302

Tomoka Avenue Sidewalk Improvement: From S. Ridgewood

Proposed Project Title: Avenue to Eileen Butts Street – North Side Only

Project should be classified as:

☐ Maintenance

☐ Deferred
Maintenance

☐ Rehabilitation

☒ New Construction

Reason for determination given: (Attach additional pages or documentation as needed)

Alex Schumann

Certifying Employee Printed Name

Certifying Employee Signature

Date



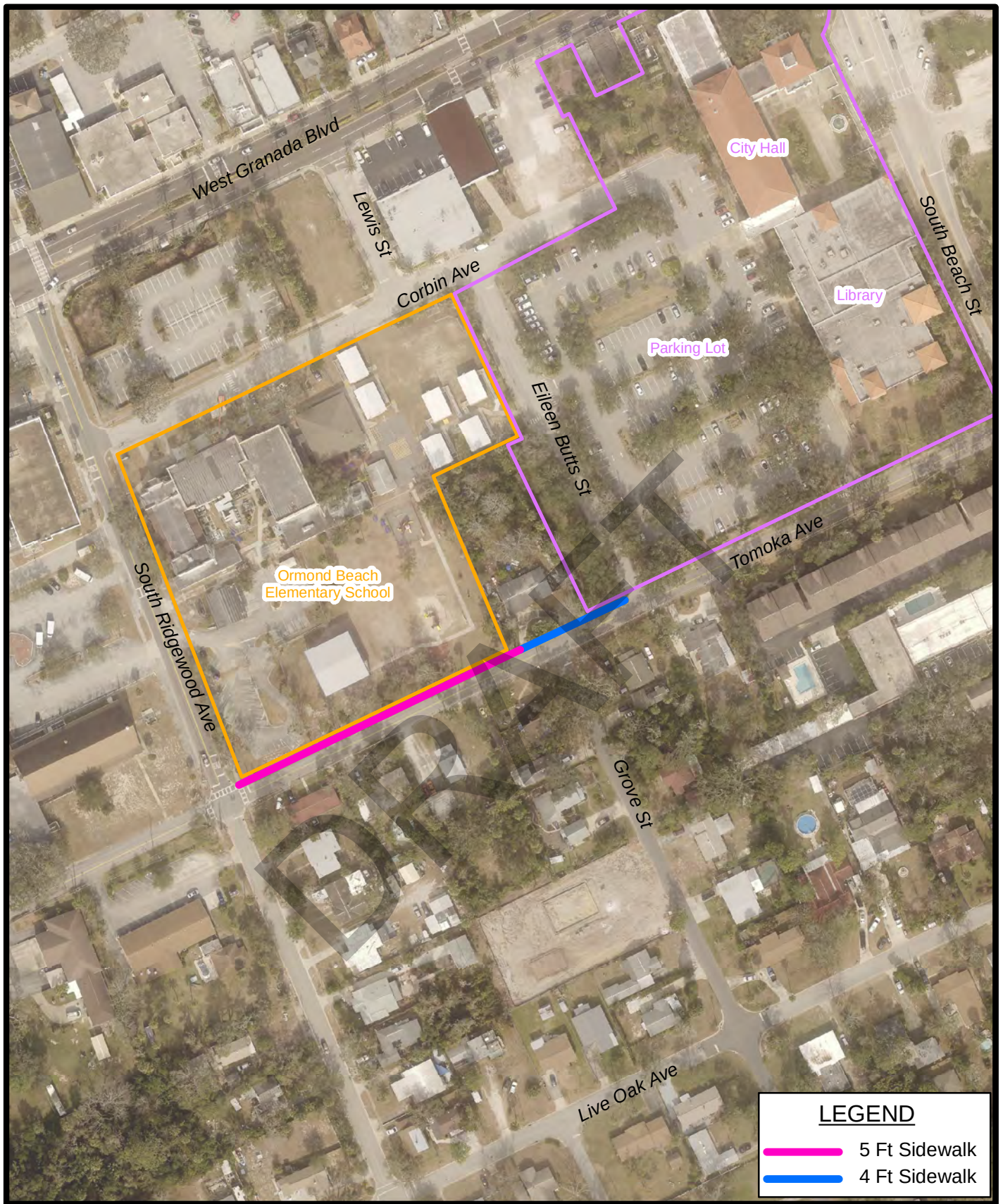
A Guide for Contractors and Suppliers
rev. October 2022

Introduction	The Purchasing Office should be your first point of contact with the City. Our role is to bring together users and suppliers to ensure that the City receives the best value for the services, materials, supplies and equipment needed to effectively and efficiently operate the City. We are here to help you understand how best to do business with the City of Ormond Beach. As can be expected, there are rules to follow and we will do our best to inform you of these rules, or as we call them, the City's <u>Code of Ordinances</u>. Should you ever have a question or concern we encourage you to contact the Purchasing Coordinator directly at (386) 676-3223. We hope you will find this information helpful. One of the unique things about working with the City is that we are local government; therefore, we are accountable to various elected officials, auditors and most importantly, taxpayers. Consequently, everything we do is considered "public information" and may be subject to public inspection. As a result, we believe the best way to protect the interest of the citizens we serve is to deal ethically, fairly and objectively with all vendors, contractors and suppliers.
Vendor List and Internet-Based Bidding System	The City of Ormond Beach utilizes the services of DemandStar.com to maintain our vendor database and issue all requests for bids and RFP's. Vendors wishing to be placed on the City of Ormond Beach's vendor list and receive automatic notification of bids and RFP's are encouraged to register with DemandStar.com. For more detailed information, please refer to the page titled "<u>Internet Based Bidding</u>," or visit the DemandStar.com website at www.demandstar.com. You may also contact them by phone at (206) 940-0305.
Purchasing Thresholds	The Purchasing Office has the responsibility of conducting City business in a professional manner. Each department has funds allocated to it; however, from a purchasing perspective, there is only one kind of money, the public's money. The City's operating funds comes from local taxpayers, State and Federal governments, various fees, grants, special activities, etc. Therefore, all purchases no matter how large or small must be made in accordance with the City's established Code of Ordinances. The City's <u>Code of Ordinances</u> dictates what method of procurement that must be used for each type of purchase: Purchases from \$2,500 - \$24,999 — requires 3 Written Quotes Purchases over \$25,000 — requires Formal Bid or Request for Proposal It is against the City's Purchasing Ordinance to split a purchase into two or more orders to avoid the \$2,500 limit and related requirement for three verbal quotes. Local vendors are provided with a list of City employees who are authorized to make purchases under \$2,500 without a purchase order. The list is updated regularly.

Competitive Solicitations	In general, price competition is the best way to make money go further. That is why we advocate competition "wherever practicable" in an effort to promote fairness and better pricing. Written Quotes are required when the purchase is over \$2,500 but less than \$24,999. Again, the using department will generally contact the suppliers for quotes and prepare a purchase order for approval by the appropriate authorities. Copies of the written quotes will be attached to the purchase order. Formal Solicitation is required when the purchase is anticipated to exceed \$25,000. There are two basic types of formal solicitations: 1. Invitation to Bid (ITB) 2. Request for Proposal (RFP) Both the ITB and RFP require advertisement in the local newspaper and may also be advertised in other area newspapers and professional trade journals. The intent with these solicitations is to generate as much involvement as possible with qualified suppliers. There are some significant differences between the ITB and RFP. The primary difference is award criteria. Generally, the ITB is awarded to the lowest responsive and responsible bidder. In other words, the bidder who submits a bid that meets all of the requirements and specifications of the ITB at the lowest overall cost. On the other hand, the RFP is typically awarded to the responsive and responsible respondent receiving the highest overall ranking, as decided by a selection committee. During the RFP evaluation process, the top ranked respondents may be asked to give a formal presentation to the committee. Additionally, the price and other terms of agreement may be negotiated with the firm receiving the highest overall ranking by the committee.
Brand Name and Substitute Items	The City is always seeking the best value for the money. Occasionally, a brand name is used in specifications to establish a standard grade or quality and will generally be followed by the words "or equal.". The City will consider any substitute item(s) that meet or exceed all the requirements of the specifications. It is the supplier's responsibility to provide all the information on any substitute item(s) they use in their bid. The City reserves the right to review and either accept or reject any substitute item(s).
Questions on Specifications	Questions pertaining to an ITB or RFP should be directed to the Purchasing Coordinator at (386) 676-3223, or to the City's Project Manager, if so listed. The City will frequently hold a public "prebid" or "preproposal" meeting to review the specifications and answer any questions prior to the ITB or RFP opening date. When appropriate, a site visit may be conducted following the "prebid" or "preproposal" meeting. We strongly encourage all prospective bidders or respondents to attend these meetings. When revisions or clarifications to the ITB or RFP are necessary, the City will issue an addendum. An addendum is a written document that modifies the ITB or RFP and becomes part of the ITB or RFP documents. Sometimes it is necessary to issue

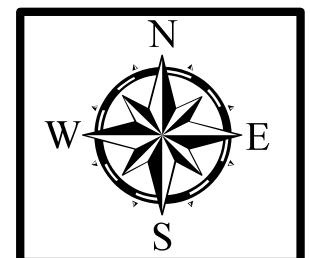
	more than one addendum. Each bidder on the list of bidders (or plan holders list) will receive a copy of each addendum. All addenda need to be acknowledged on the appropriate page of the ITB or RFP document when submitting a bid or proposal.
Insurance Requirements	The City of Ormond Beach requires anyone who is performing any work on City owned property to provided the following forms of insurance: General Liability Automobile Liability Workers Compensation The amount of the coverage for each of these forms of insurance depends on the total dollar value of the contract. Please read the ITB or RFP specifications and check with your insurance agent to make sure that you comply with all of the City's insurance requirements before submitting your quote, bid or proposal.
Submitting Your Bid	Be sure to read the entire bid package and complete all the required documents. Check the figures to make sure that the unit prices and the extended amounts agree. In the event there is a discrepancy between the unit price and the extended amount, the unit price will prevail. Likewise, if there is a discrepancy between the amount shown in numbers and the amount shown in written words, the written words will prevail. Be sure to SIGN YOUR BID OR PROPOSAL BEFORE YOU SUBMIT IT. ITB and RFP opening times are strictly adhered to. Any bids or proposals submitted after the time specified in the ITB or RFP, or in an addendum, will NOT BE ACCEPTED and will be returned to the bidder unopened. Faxed or other electronically submitted bids or proposals are NOT ACCEPTABLE. All bids or proposals need to be delivered to the City as specified in the bid or proposal specifications.
Mistake in Bidding	If you realize that you have made a mistake in your bid or proposal prior to the bid opening date and time, you may take your bid back and correct it and resubmit it before the bid opening date and time, or you may submit a sealed statement clarifying the error before the bid opening date and time. Bids and proposals CAN NOT be corrected or withdrawn after the bid opening date and time.
What is "Piggybacking?"	In short, "piggybacking" refers to using competitive bids obtained by other governmental entities. The City may utilize a competitive bid solicited by any other municipal, county, state, federal governmental agency, any combination of such agencies or any other competitive bid deemed to be in the best interest of the City. By piggybacking other bids the City can avoid the time consuming process of soliciting bids for the same commodity or service. We also purchase directly off the State Term contract, which, as the name implies, are bids solicited and awarded by the State of Florida, Department of Management Services. The State of Florida also offers a State Negotiated Agreement Price Schedule (SNAPS agreement), which permits, but does not obligate, us to purchase supplies and services without soliciting bids or quotes. Please advise us of any Term contracts or SNAPS agreement you have been awarded by the State of Florida, or of contracts that have been awarded to you by other governmental entities.
Award	Once quotes, bids, or proposals are received, the department requesting the purchase will be involved in evaluating the results. For purchases under \$25,000 the

	City Manager or her designee will approve the purchase. For purchases valued at \$25,000 or more the City Manager will make a recommendation to the City Commission who, in turn, will vote on the award at a scheduled City Commission Meeting. Once an award is made, a purchase order or a written contract is prepared with all the supporting documentation (i.e. insurance certificates, payment and performance bonds) attached. The appropriate parties then sign the purchase order or written contract document, and the order is placed.
Payment	Payments are made from approved invoices. To avoid delays, submit a complete invoice that includes: the purchase order number, if applicable, a description of the item(s) or service, who received the item(s) or service, and the quantity, unit price, delivery charges and total price, along with any discount terms that may apply. The City will make payments in accordance with the Florida Prompt Payment Act, Florida Statutes, Chapter 218, Part VII. The City usually makes payments within 30 days after receipt of an approved invoice.
Submit Invoices To:	City of Ormond Beach Accounts Payable, Finance Department P.O. Box 277 Ormond Beach, FL 32175-0277



**Proposed CDBG Sidewalk
from South Ridgewood Avenue
to Eileen Butts Street Along
Tomoka Avenue**

Prepared By: The City of Ormond Beach
G.I.S. Department - August 4, 2023



Tomoka Avenue Sidewalk: From South Ridgewood Avenue to Eileen Butts Street



Tomoka Avenue Sidewalk: From South Ridgewood Avenue to Eileen Butts Street



**BEACH
NEIGHBORHOOD IMPROVEMENT ADVISORY BOARD
REGULAR MEETING**

**July 20, 2023
Training Room
22 South Beach Street
Ormond Beach, FL**

6:00 P.M.

CALL TO ORDER – ROLL CALL

Members present were: Josh Pringle, David Glasser, Matthew Shapiro, Frank Ganz and Margaret Sharifi.

There were two (2) members from the community in attendance.

Staff present were: Grants Coordinator Loretta Moisio, Landscape Architect Cara Culliver and Recording Secretary Ida Hop.

APPROVAL OF MINUTES – March 16, 2023

Mr. Glasser moved, seconded by Mr. Shapiro, to approve the minutes of the March 16, 2023, meeting. The motion passed unanimously.

AUDIENCE REMARKS

Ms. Elaine Davis, 76 Melrose Avenue, asked what the Board does. Mr. Pringle responded that the Board members were nominated and approved by the City Commission and recommend the allocation of funds received by the City from the Department of Development and Urban Housing (CDBG) Community Development Block Grant via Volusia County.

Ms. Judy Dragon, 33 Wilmette Avenue, was looking for assistance with code enforcement in the Ormond Terrace neighborhood. She questioned how much funding is received. Mr. Pringle stated it averaged about \$170,000 over the past few years. He also mentioned that part of the funding is typically allocated for public services to organizations like Hope Place (Halifax Urban Ministries).

DISCUSSION – UPDATES

Mr. Pringle mentioned a \$37,657 balance from previous year allocations needs to be reallocated.

Ms. Moisio stated there is \$4,115 from the Central Park playground project on Fleming Avenue and \$33,542 from South Washington Street Sidewalk Improvement project that was left over.

Ms. Cara Culliver presented maps with available options:

- 1) Tomoka Avenue Sidewalk: Between South Ridgewood Avenue and Eileen Butts Street the sidewalk on the north side is in deplorable condition and runs adjacent to Ormond Beach Elementary. This project would remove the existing 3.5' and 4' wide non-ADA deteriorated sidewalk and replace with a new 4' and 5' wide ADA compliant sidewalk and would also include ADA compliant detectable mats and curbing. The cost estimate for this project is \$42,600.
- 2) Environmental Discovery Center: Build an eight (8) foot wide concrete sidewalk and attach to the wooden boardwalk system. The cost estimate for this project is \$30,000.

Mr. Glasser motioned, seconded by Ms. Sharifi, to recommend excess funding for the Tomoka Avenue Sidewalk Improvements. The motion passed unanimously.

Mr. Pringle suggested at the next meeting to consider changing the name to more closely reflect the actual intent and goals of this Board.

NEXT MEETING DATE

October 19, 2023 at 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Respectfully Submitted:

Ida Hop, Recording Secretary

Attest:

Josh Pringle, Chairman



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:8.K

Section:	CONSENT AGENDA																													
Item Category:	Consent - Disposition Item	Res./Ord. No:																												
Strategic Goal:	Quality of Life - Other																													
Department:	Leisure Services																													
Subject:	Riverside Drive Closures 2023-2024																													
Summary:	This is a request for the City Commission to authorize the closure of Riverside Drive for various upcoming events, as done in the past several years for the purpose of pedestrian safety for various community events. The closure requests are for the following events: <table border="1"> <tr> <td>Ormond Beach's National Night Out</td><td>Oct. 3, 2023</td><td>8:00 a.m. - 11:00 p.m.</td></tr> <tr> <td>Movies on the Halifax- Realty Pros Truck or Treat</td><td>Oct. 6, 2023</td><td>3:00 p.m. - 12:00 a.m.</td></tr> <tr> <td>MS Society Bike Event</td><td>Oct. 7, 2023 - Oct. 9, 2023</td><td>12:00 a.m. - 8:00 p.m.</td></tr> <tr> <td>Halloween</td><td>Oct. 31, 2023</td><td>5:00 p.m. - 11:00 p.m.</td></tr> <tr> <td>Riverfest – Ormond Mainstreet</td><td>Nov. 17, 2023 - Nov. 19, 2023</td><td>8:00 a.m. - 11:00 p.m.</td></tr> <tr> <td>Gaslight Parade</td><td>Nov. 24, 2023</td><td>5:00 p.m. - 8:00 p.m.</td></tr> <tr> <td>Christmas Gala – The Casements Guild</td><td>Dec. 1, 2023 - Dec. 3, 2023</td><td>11:00 a.m. - 5:00 p.m.</td></tr> <tr> <td>Holiday's at The Casements</td><td>Dec. 14, 2023</td><td>4:00 p.m. - 10:00 p.m.</td></tr> <tr> <td>Calvary Christian Concert</td><td>December 17, 2023</td><td>5:00 p.m - 10:00 p.m.</td></tr> </table>			Ormond Beach's National Night Out	Oct. 3, 2023	8:00 a.m. - 11:00 p.m.	Movies on the Halifax- Realty Pros Truck or Treat	Oct. 6, 2023	3:00 p.m. - 12:00 a.m.	MS Society Bike Event	Oct. 7, 2023 - Oct. 9, 2023	12:00 a.m. - 8:00 p.m.	Halloween	Oct. 31, 2023	5:00 p.m. - 11:00 p.m.	Riverfest – Ormond Mainstreet	Nov. 17, 2023 - Nov. 19, 2023	8:00 a.m. - 11:00 p.m.	Gaslight Parade	Nov. 24, 2023	5:00 p.m. - 8:00 p.m.	Christmas Gala – The Casements Guild	Dec. 1, 2023 - Dec. 3, 2023	11:00 a.m. - 5:00 p.m.	Holiday's at The Casements	Dec. 14, 2023	4:00 p.m. - 10:00 p.m.	Calvary Christian Concert	December 17, 2023	5:00 p.m - 10:00 p.m.
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Salty Church Christmas Celebration	Dec. 23, 2023	2:00 p.m. - 10:00 p.m.
Taste of Ormond – Ormond MainStreet	Mar. 3, 2024	8:00 a.m. - 10:00 p.m.
Veteran's Appreciation Day	Mar. 9, 2024	7:00 a.m. - 7:00 p.m.
Tomoka Marathon	March 16, 2024	4:00 a.m. - 4:00 p.m.
Calvary Christian Church, Easter Celebration	Mar. 29, 2024 - Mar. 30, 2024	9:00 a.m. - 9:00 p.m.
Jewish Heritage Festival	Apr. 6, 2024 - Apr. 7, 2024	8:00 a.m. - 10:00 p.m.
Celtic Festival – Ormond Mainstreet	Apr. 19, 2024 - Apr. 21, 2024	8:00 a.m. - 10:00 p.m.
Art in the Park	May 3, 2024 - May 5, 2024	9:00 a.m. - 9:00 p.m.
Craft Beer Festival, Ormond Beach Rotary	May 11, 2024	7:00 a.m. - 10:00 p.m.
Memorial Day Rehearsal	May 25, 2024	6:00 a.m. - 2:00 p.m.
Memorial Day Remembrance	May 27, 2024	6:00 a.m. - 2:00 p.m.
Independence Day Celebration	Jul. 4, 2024	8:00 a.m. - 12:00 a.m. (midnight)
Ormond LIVE!	Sept. 28, 2024 - Sept. 29, 2024	6:00 a.m. - 12:00 a.m. (midnight)

The City Commission is not required to approve the closing of other streets in the City; however, for your information, **Beach Street** will be closed as follows:

Independence Day	South Beach Street between Granada Boulevard and Tomoka Avenue July 4, 2024, Noon - 10:00 p.m.
	North Beach Street between Granada Boulevard and New Britain Avenue July 4, 2024, Noon - 10:00 p.m.
Home for the Holidays Parade	South Beach Street between Granada Boulevard and Tomoka Avenue. Saturday, December 9, 2023 from Noon- 10:00 p.m.

Financial Impact:	There is no budget impact.	
Citizen Impact:	The residents will continue to enjoy special events safely.	
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of closing Riverside Drive from Granada Boulevard to Casements Drive in accordance with this schedule.	
Staff Contact:	Robert Carolin, Leisure Services Director, (386) 676-3279	
Attachments:		
Approval:	Kelly McGuire, Finance Director	7/20/2023
	Claire Whitley, Assistant City Manager	8/22/2023
	Joyce Shanahan, City Manager	8/28/2023



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:8.L

Section:	CONSENT AGENDA		
Item Category:	Consent - Disposition Item	Res./Ord. No:	
Strategic Goal:	Transportation & Community Development - Other		
Department:	Planning & Building		
Subject:	251 South Atlantic Ave, Determination of Minor Modification to Development Order		
Summary:	On January 24, 2023, the City Commission authorized a development order for a five story hotel of approximately 95,700 square feet with 137 rooms. The development order includes building elevations of the proposed hotel. The project team for the hotel has submitted a letter request, August 7, 2023, to modify the exterior of the proposed building. The requests are a change in building materials and, according to the project architect, are the “result of macroeconomic and construction industry challenges.” Some building changes along the oceanfront were required as a result of permitting by the Florida Department of Environmental Protection. Section 1-14(5) of the Land Development Code details modification of a development order. This section allows the Planning Director to approve minor modifications, “when such modifications are consistent with the requirements of this Land Development Code, and do not have a substantial impact on the overall impact and intent of the development order.” Section 1-14(5)(a)(3) of the Land Development Code states the following are minor changes, “Changes of landscape or construction materials that are deemed to be similar or equivalent to those approved.” Members of the Site Plan Review Committee, including building staff, have reviewed the changes and conclude that the changes are to materials only and the project would comply with adopted architectural standards. The Planning Director has prepared a draft determination letter regarding the changes. Since the project was approved by the City Commission, <u>the Planning Director seeks to confirm his determination that the architectural</u>		

	<u>modifications are minor modifications</u> . If there is agreement with the proposed modifications, the Planning Director would complete the minor modification process. If the architectural modifications are determined to be major changes, the project would either need to: (1) construct the originally approved building elevations within the development order or (2) amend the development order that would include a neighborhood meeting, Planning Board review and recommendation, and City Commission action.	
Financial Impact:	There is no financial impact regarding this item.	
Citizen Impact:	There is no anticipated citizen impact regarding this item. The revised building elevation complies with the city's architectural requirements.	
Recommended Action (Staff, Advisory Board and/or Other):	Staff has determined the proposed architectural changes are minor amendments based on compliance with required architectural regulations. Because the project was approved by the City Commission as an Ordinance, the Planning Director believes the City Commission should be aware of the changes and be provided an opportunity to provide any concerns or objections. If there is agreement with the Planning Director's determination, no action is required. If there is a belief that the proposed architectural modifications are a major change, the disposition item should be pulled from the consent agenda and voted upon to determine if the request is a major change.	
Staff Contact:	Steven Spraker, Planning Director, (386) 676-3341	
Attachments:	1. DRAFT, 251 South Atlantic Avenue, Residence Inn by Marriott, minor modification determination 2. 251 S. Atlantic Ave - Letter to Ormond Beach City Commission 3. 251 S. Atlantic Avenue - Proposed Exterior Change Imagery 4. Exhibit D, site plans - From approved Ordinance 2023-05 (8.5X11)	
Approval:	Kelly McGuire, Finance Director 8/11/2023 Claire Whitley, Assistant City Manager 8/22/2023 Joyce Shanahan, City Manager 8/28/2023	



CITY OF ORMOND BEACH

Planning • 22 S. Beach Street • Ormond Beach • Florida • 32174 • (386) 676-3311 • Fax (386) 676-3361

September 7, 2023

Christopher Sandkuhler
Studio Z Architecture/Architect
619 S. Cedar Street, Suite B
Charlotte, NC 29202
E-mail: chris@studioz-architecture.com

TRANSMITED VIA Electronic Mail

Re: 251 South Atlantic Avenue, Residence Inn by Marriott, minor modification determination

Dear Mr. Sandkuhler:

City staff received your letter dated August 7, 2023, regarding the proposed exterior design changes for the proposed building at 251 South Atlantic Avenue, the Residence Inn by Marriott. This project was approved by the City Commission on January 24, 2023 with Ordinance 2023-05 with certain building elevations approved within Exhibit "D" of the development order. A summary of the changes are included within your letter and are the "result of macroeconomic and construction industry challenges". Some changes along the oceanfront were required as a result of permitting with the Florida Department of Environmental Protection.

Section 1-14(5) of the Land Development Code details modification of a development order. This section allows the Planning Director to approve minor modifications, "when such modifications are consistent with the requirements of this Land Development Code, and do not have a substantial impact on the overall impact and intent of the development order." Section 1-14(5)(a)(3) of the Land Development Code states the following are minor changes, "Changes of landscape or construction materials that are deemed to be similar or equivalent to those approved."

Based Section 1-14(5) of the Land Development Code and the proposed changes summarized in your August 7, 2023 letter and detailed in rendering provided, my determination is that the architectural changes are a minor modification based upon similar/equivalent materials to the approved development order and would not have a substantial impact on the overall impact and intent of the development order. The proposed building would exceed the city's architectural requirements. If you have any questions or require additional information, please contact me at (386) 676-3341 or by e-mail at Steven.Spraker@ormondbeach.org.

Sincerely,

Steven Spraker, AICP
Planning Director

STUDIO Z

ARCHITECTURE

August 07, 2023

Mr. Steven Spraker, AICP
22 South Beach Street, Room 104
Ormond Beach, FL 32174

251. S. Atlantic Avenue Exterior Design Changes

Dear Mr. Spraker,

On behalf of the development team for the proposed hotel project at 251 S. Atlantic Avenue in Ormond Beach Florida, I am writing you to provide additional clarification regarding our proposed exterior design changes. As a result of macroeconomic and construction industry challenges, over the past few months, our team of architects, engineers, and general contractors has diligently worked to refine the proposed hotel project's exterior design, focusing on innovative solutions to achieve significant cost savings without compromising the overall aesthetic appeal. We believe our team has successfully maintained the building's traditional Floridian form and detailing that was previously well received at all levels of city review, while balancing project cost and feasibility.

The exterior design updates we have implemented include:

- The originally proposed White Horizontal Fiber Cement Siding product will be replaced by a Dryvit EIFS system with a horizontal plank appearance. The design intent is to replicate the white color, the textured wood-grain finish, and the horizontal plank look of the fiber cement product.
- All fiber cement horizontal banding, vertical banding, ornamentation, and window surrounds are to be replaced by an EIFS system. The design intent is to match the color and dimensions of the originally proposed façade details.
- The originally proposed Blue Vertical Fiber Cement Panel product will be replaced with an EIFS system. The design intent is to match the blue color of the originally proposed Fiber Cement panel product.
- The horizontal open plank-style Longboard metal screening system, screening the drop off area and a portion of the parking in the current design, has been removed. A cmu wall clad in EIFS and brick will replace the metal screening system. The design intent of the change is to provide a solution that is more cost-effective, offers a more robust screening effect, and adheres to the building's overall architectural style.
- The lattice screens located on the ground level between columns have been removed. Here, EIFS clad framed walls are to be used in lieu of screens. The design intent is for the proposed solution to convey a similar level of articulation and color contrast as the current screening system.

Studio Z Architecture, PLLC
619-B S Cedar St.
Charlotte, NC 28202

- The lattice screens located on the ground level between columns on the beach facing façade will be removed. CMU walls clad in EIFs and brick will be used in lieu of the removed screens. EIFS banding is to be used as additional ornamentation on the new walls. This change was driven by cost savings as well as direction from the FWC as a part of the FDEP CCCL Permit process. The FWC representatives requested a wall capable of providing a fully opaque screen at night to protect nesting turtles from any residual glow from the covered parking area.
- The wood finish at all window and storefront openings has been replaced by a metal finish. The glazing here is unaffected; this change only affects mullions and internal muntins. The design intent is for the color of the new metal finish to match the current design as closely as possible.

Enclosed with this letter, you will find a series of architectural renderings depicting the project's exterior design as originally proposed to the city commission compared to the updated exterior design. Thank you for your time and consideration. We look forward to this project beginning construction and helping to provide another exceptional hospitality development in the city of Ormond Beach.

Sincerely,

Christopher Sandkuhler
Studio Z Architecture / Architect
251 S. Atlantic Avenue Residence Inn by Marriott

















































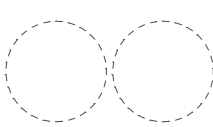
ATLANTIC AVENUE - PERSPECTIVE



419 S. BROADWAY
CHARLOTTE, NC 28202
WWW.STUDIO9ARCHITECTURE.COM

ORMOND BEACH
HOLDINGS, LLC

SCALE



PROJECT AND CLIENT INFO

ORMOND BEACH HOLDINGS, LLC
RESIDENCE INN - #58636
251 S. ATLANTIC AVENUE
ORMOND BEACH, FL 32176

DATE, STATUS AND DATE

DATE TITLE PERCENT
10/06/2021 100%

REVISIONS

#	REVISION TITLE	DATE

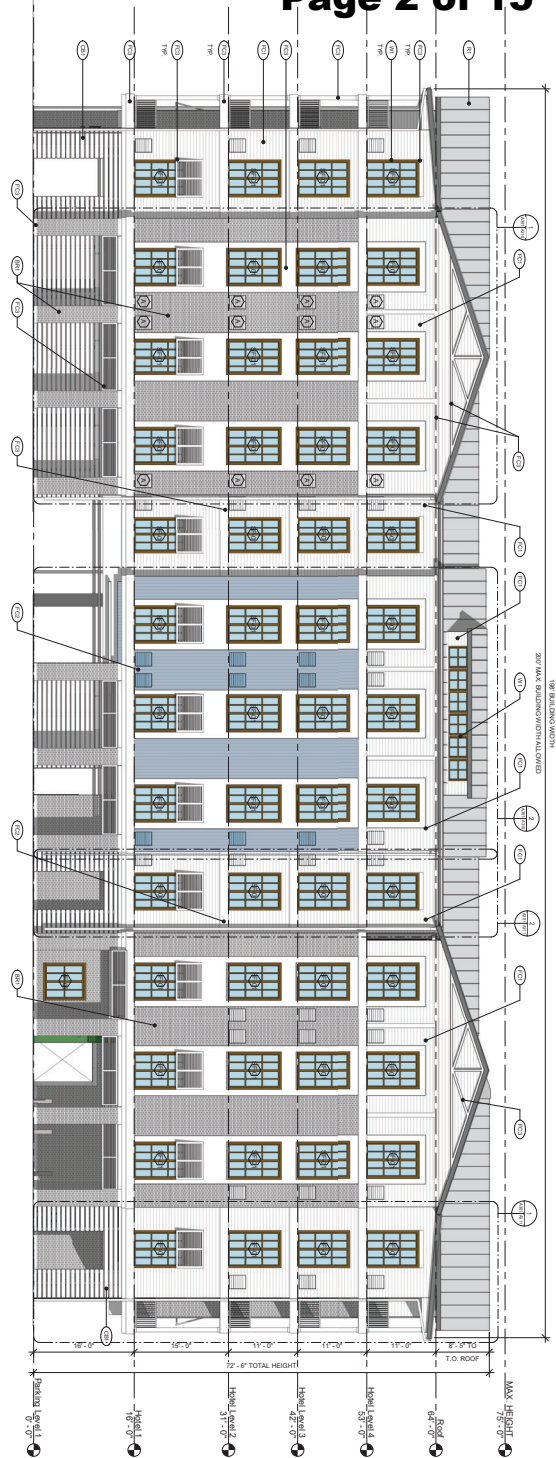
SHEET TITLE

EXTERIOR
PERSPECTIVE

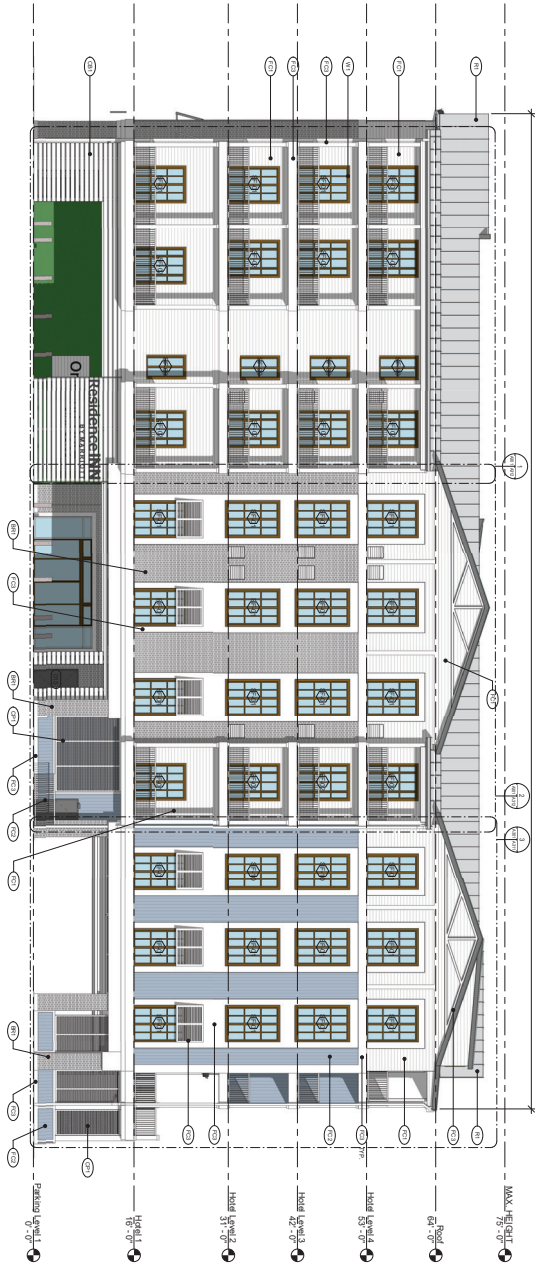
DRAWING NUMBER

A901

2 WEST ELEVATION
18'-0" WIDE



1 SOUTH ELEVATION
18'-0" WIDE



GENERAL NOTES

1. REFER TO THE GENERAL NOTES FOR A COMPLETE LIST OF NOTES.
2. REFER TO THE GENERAL NOTES FOR A COMPLETE LIST OF NOTES.
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ELEVATION FINISH LEGEND

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- 9. 1/256" X 1/4" SQUARE TILE - 12" X 12" TILE
- 10. 1/512" X 1/4" SQUARE TILE - 12" X 12" TILE
- 11. 1/1024" X 1/4" SQUARE TILE - 12" X 12" TILE
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- 94. 1/9903520314283042199192993792" X 1/4" SQUARE TILE - 12" X 12" TILE
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- 98. 1/158456325028528675187087900672" X 1/4" SQUARE TILE - 12" X 12" TILE
- 99. 1/316912650057057350374175801344" X 1/4" SQUARE TILE - 12" X 12" TILE
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- 195. 1/25108406941290723055343157692830665433825091874459746304" X 1/4" SQUARE TILE -

1 NORTH ELEVATION
18' - 0" x 142'



2 EAST ELEVATION
18' - 0" x 142'



GENERAL NOTES

1. REFER TO ALL OTHER SHEETS FOR NOTES AND SPECIFICATIONS.
2. ALL MATERIALS AND FINISHES SHALL BE APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION.
3. ALL MATERIALS AND FINISHES SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.
4. ALL MATERIALS AND FINISHES SHALL BE INSTALLED IN ACCORDANCE WITH THE ARCHITECT'S SPECIFICATIONS.
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ELEVATION FINISH LEGEND

- 1. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 2. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 3. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 4. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 5. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 6. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 7. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 8. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 9. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 10. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 11. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 12. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 13. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 14. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 15. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 16. FINE GRAIN OF PINE, HARBOR PLANK STAIN
- 17. FINE GRAIN OF PINE, HARBOR PLANK STAIN

LOCAL A/JI NOTES

1. REFER TO ALL OTHER SHEETS FOR NOTES AND SPECIFICATIONS.
2. ALL MATERIALS AND FINISHES SHALL BE APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION.
3. ALL MATERIALS AND FINISHES SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.
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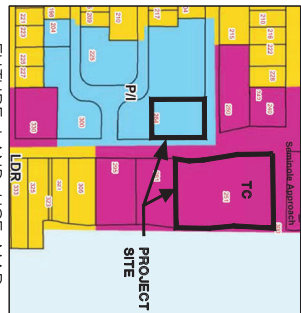
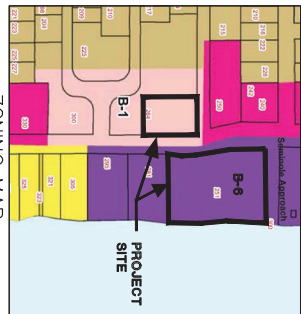
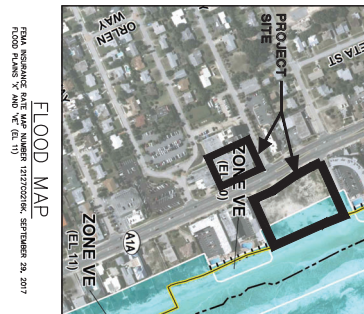
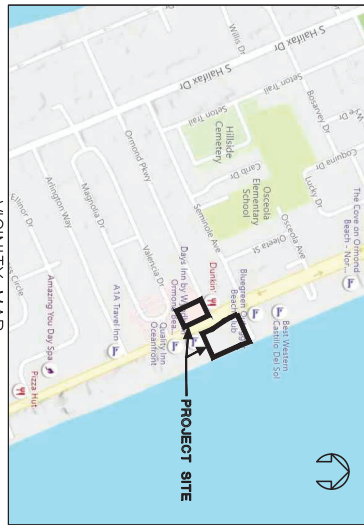
ORMOND BEACH HOLDINGS, LLC
ORMOND BEACH, FLORIDA

GENERAL NOTES:

- 1. MAINTENANCE OF TRAFFIC TO BE SUPERVISED BY PERSONNEL CERTIFIED BY PDOT IN ADVANCED WOT.
- 2. CONSTRUCTION WITHIN THE PDOT RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH THE PDOT DESIGN STANDARDS, SPECIFICATIONS AND PDOT MANUAL.
- 3. ALL WORK ASSIGNED WITHIN THE PDOT RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH THE PDOT DESIGN STANDARDS, SPECIFICATIONS AND PDOT MANUAL.
- 4. IF THE DEPARTMENT DETERMINES THAT A-SHALL CONDITIONS VARY SIGNIFICANTLY WITH A RECORD DRAWINGS REPORT BY PERMITTEES.
- 5. IT WILL BE THE RESPONSIBILITY OF THE PERMITTEE TO OBTAIN NECESSARY PERMITS FROM THE PDOT FOR ANY CONSTRUCTION OF THE PROJECT.
- 6. CONCRETE THAT IS FRESH OR CURED, DEPOSITED IN SHAPE, NOTED, VISIBLE, SURFACE, IRREGULARITIES, AND OTHER DEFECTS, CONCRETE OUTER SHALL BE REPAIRED TO THE SATISFACTION OF THE PDOT.
- 7. ALL MATERIALS INSTALLED WITHIN PDOT RIGHT-OF-WAY SHALL BE LIMITED TO THOSE ON THE PDOT QUALIFIED PRODUCTS LIST OR APPROVED PRODUCT LIST OF TRAFFIC CONTROL SIGNALS AND DEVICES.

PDOT GENERAL NOTES

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ZONING MAP

FUTURE LAND USE MAP

Legend: P1 - Professional Office-Hospital, P2 - Professional Office-Hospital, P3 - Professional Office-Hospital

TABLE OF CONTENTS

Table with 2 columns: Page No. and Description. Includes sections like Project Description, Boundary & Topography, Survey, etc.

PARKER MYNCHENBERG & ASSOCIATES, INC.

PROFESSIONAL ENGINEERS • LANDSCAPE ARCHITECTS
1728 RIDGEWOOD AVENUE • HOLLY HILL, FLORIDA 32117
(407) 577-8891 FAX (407) 577-8892
E-MAIL: holly@parkermynchenberg.com

GENERAL INFORMATION

- OWNER (EAST SITE): ORMOND BEACH HOLDINGS, LLC
- OWNER (WEST SITE): ORMOND BEACH HOLDINGS, LLC
- DEVELOPER: PARKER MYNCHENBERG & ASSOCIATES, INC.
- SURVEYOR: JAMES H. HARRIS, P.E.
- SITE DESIGNER, ENGINEER: PARKER MYNCHENBERG & ASSOCIATES, INC.
- LAND USE ATTORNEY: JAMES H. HARRIS, P.E.

SITE INFORMATION

- PROJECT DESCRIPTION: 137 ROOMS, 500,000 SQ. FT. HOTEL, WITH 137 ROOMS, ASSOCIATED DRIVEWAYS, PARKING (108 SPACES EAST OF AIA, AND 62 SPACES WEST OF AIA), STORM PUBLIC SPILLWAY AND ADA BRIDGE ACCESS, AND PRIVATE ADA BRIDGE ACCESS.
- SITE INFORMATION: PROJECT NAME: ORMOND BEACH HOLDINGS, LLC
- PROPOSED ZONING: EAST SITE: B-1 PROFESSIONAL OFFICE-HOSPITAL
- STREET ADDRESS/LOCATION: EAST SITE - 291 SOUTH ATLANTIC AVENUE



SOILS MAP

Table with 2 columns: Map Unit Symbol and Map Unit Name. Includes symbols for A1, A2, and A3.

SPECIFIC NOTES:

- 1. THERE ARE NO SETBACKS LOCATED WITHIN THE PROJECT BOUNDARY.

PARKER MYNCHENBERG & ASSOCIATES, INC.
PROFESSIONAL ENGINEERS • LANDSCAPE ARCHITECTS
1728 RIDGEWOOD AVENUE • HOLLY HILL, FLORIDA 32117
(386) 677-8891 FAX (386) 677-2114 E-MAIL: holly@parkermynchenberg.com

ORMOND BEACH HOLDINGS, LLC
ORMOND BEACH • FLORIDA
COVER SHEET

Table with 2 columns: Sheet No. and Date. Includes sheet number 1 and date 11-20-21.

Table with 4 columns: No., Date, Description, and By. Includes revision information.



ORMOND BEACH HOLDINGS, LLC		PARKER MYNCHENBERG & ASSOCIATES, INC.			
ORMOND BEACH • FLORIDA		PROFESSIONAL ENGINEERS • LANDSCAPE ARCHITECTS			
DEMOLITION & EROSION CONTROL PLAN		1729 RIDGEWOOD AVENUE HOLLY HILL, FLORIDA 32117			
		(386) 677-6891 FAX (386) 677-2114 E-MAIL: info@parkermynchenberg.com			
		PARKER MYNCHENBERG P.C. 20205 R.L.A. #000555			
		STEVE BUSHELL P.E. #23865 R.L.A. #A667011			
		CERTIFICATE OF AUTHORIZATION NUMBER 00003910			
SHEET NO. 2		NO. DATE DESCRIPTION BY			
Rev. No. 21-51					
Drawn By: MBB					
Date: 11-20-21					
SCALE: 1"=30'					

EXHIBIT "D"
Page 7 of 15

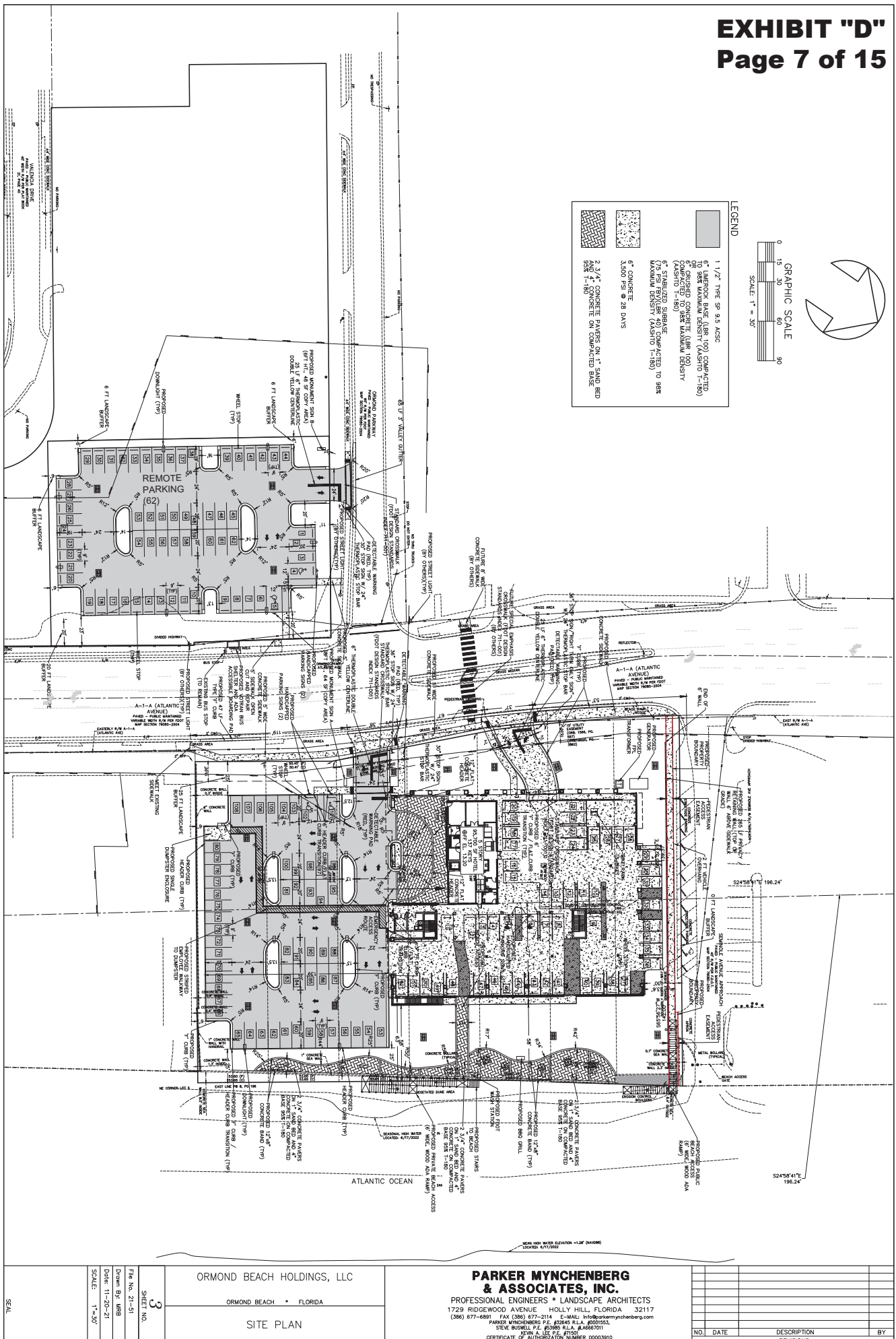


EXHIBIT "D"
Page 8 of 15

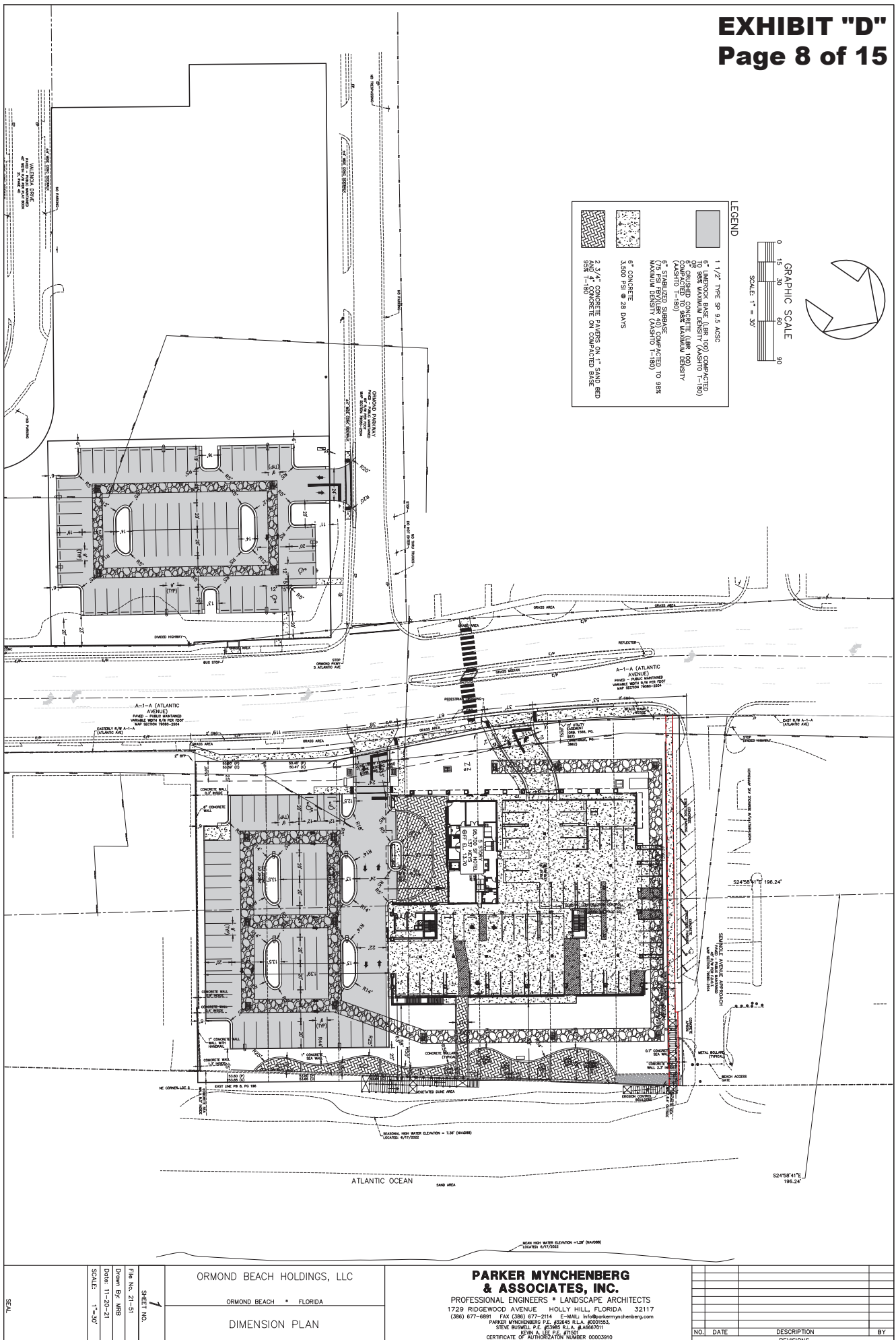
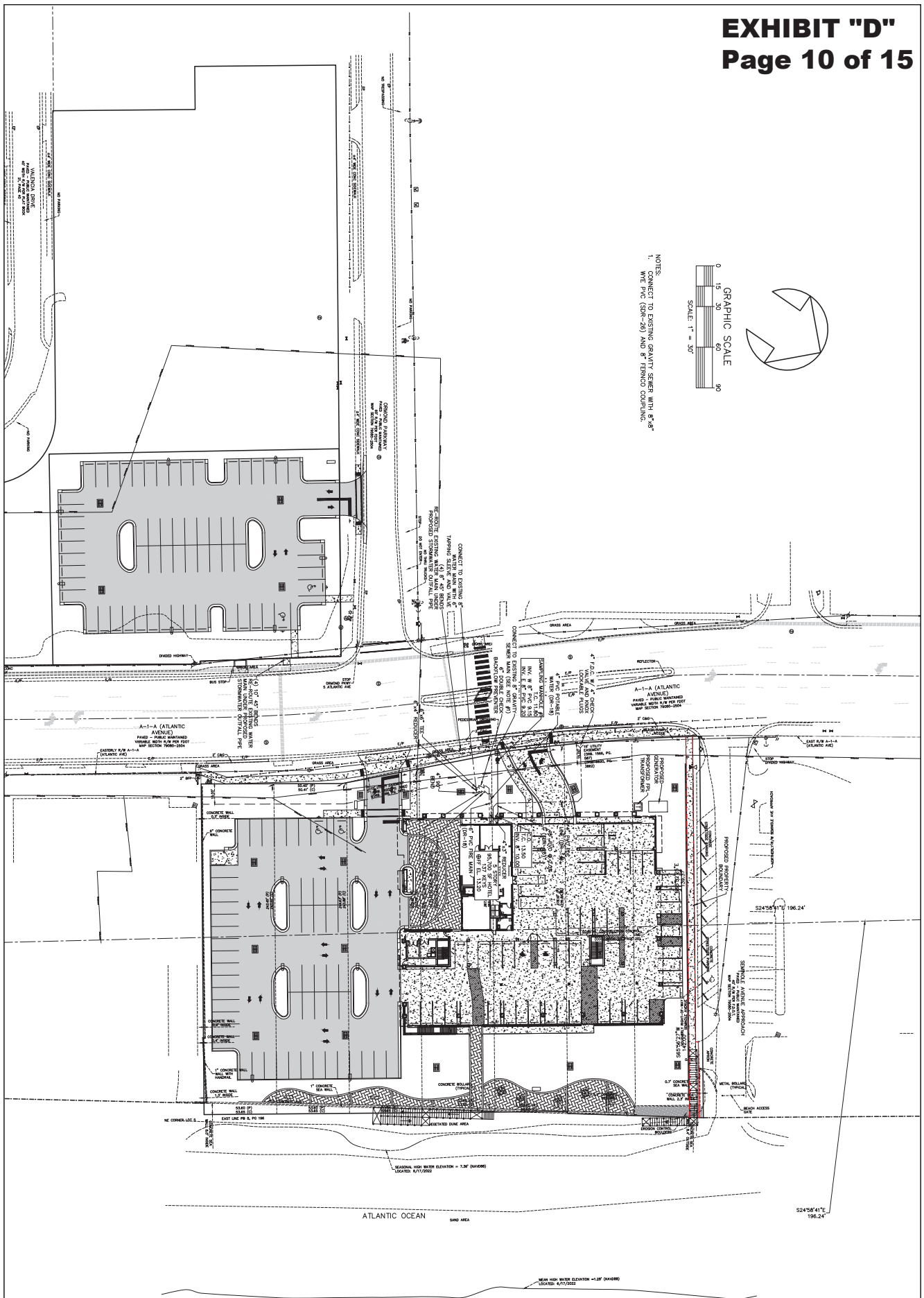


EXHIBIT "D"
Page 10 of 15



ORMOND BEACH HOLDINGS, LLC		PARKER MYNCHENBERG & ASSOCIATES, INC.			
ORMOND BEACH • FLORIDA		PROFESSIONAL ENGINEERS • LANDSCAPE ARCHITECTS			
UTILITY PLAN		1729 RIDGEWOOD AVENUE HOLLY HILL, FLORIDA 32117			
		(386) 677-6891 FAX (386) 677-2114 E-MAIL: info@parkermynchenberg.com			
		PARKER MYNCHENBERG P.E. 82545 R.L.A. 8001553			
		STEVE BUSHWELL P.E. 82385 R.L.A. 81667011			
		20 YRS. A.L.S. P.E. 87401			
		CERTIFICATE OF AUTHORIZATION NUMBER 00003910			
SHEET NO. 5	FILE NO. 21-51	DRAWN BY MBB	DATE 11-20-21	SCALE 1"=30'	NO.
					DATE
SFAL					DESCRIPTION
					REVISIONS
					BY

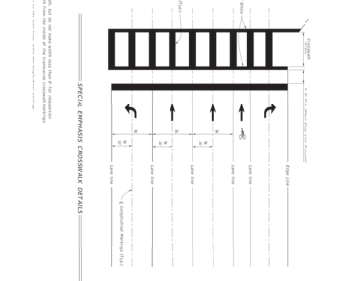
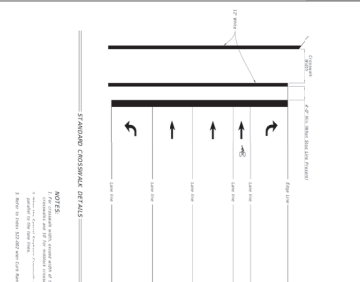
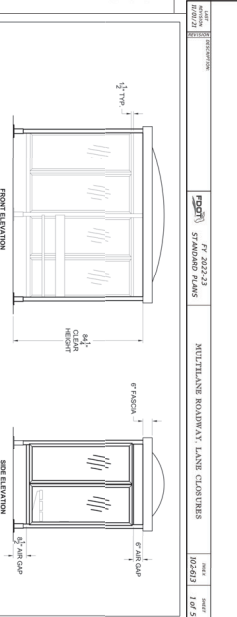
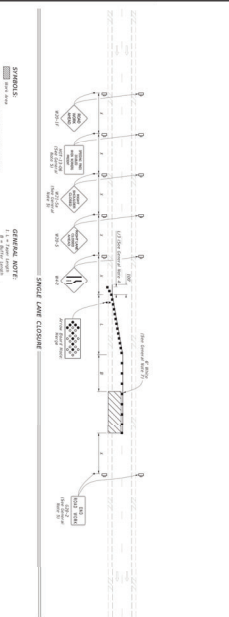
FEET REQUIRED

308 FT X 40 SHRUBS/100 FT = 123.2 (12)

STYLISH		HABIT		QTY.	STYLISH NAME	COMMON NAME	SIZE
PLANT LIST (EAST SITE)							
	HP	324	HELANDIA PATENS		HELANDIA PATENS	1 GAL., 20" O.C.	
	HP	324	HELANDIA PATENS		HELANDIA PATENS	1 GAL., 20" O.C.	
	HP	324	HELANDIA PATENS		HELANDIA PATENS	1 GAL., 20" O.C.	
	HP	324	HELANDIA PATENS		HELANDIA PATENS	1 GAL., 20" O.C.	
	HP	324	HELANDIA PATENS		HELANDIA PATENS	1 GAL., 20" O.C.	
	HP	324	HELANDIA PATENS		HELANDIA PATENS	1 GAL., 20" O.C.	
	HP	324	HELANDIA PATENS		HELANDIA PATENS	1 GAL., 20" O.C.	
	HP	324	HELANDIA PATENS		HELANDIA PATENS	1 GAL., 20" O.C.	
	HP	324	HELANDIA PATENS		HELANDIA PATENS	1 GAL., 20" O.C.	
	HP	324	HELANDIA PATENS		HELANDIA PATENS	1 GAL., 20" O.C.	
	HP	324	HELANDIA PATENS		HELANDIA PATENS	1 GAL., 20" O.C.	

218 T A 20 GROUND COVER/100 FT =
TREES PROVIDED = 4 TREES
SHRUBS PROVIDED = 50 SHRUBS
GROUND COVER = 45 GROUND COVER

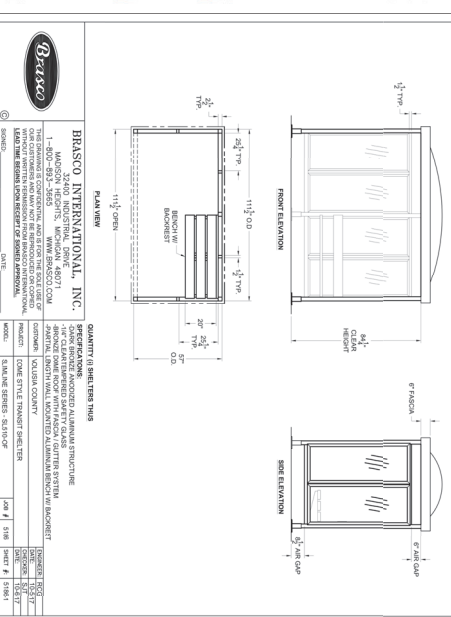
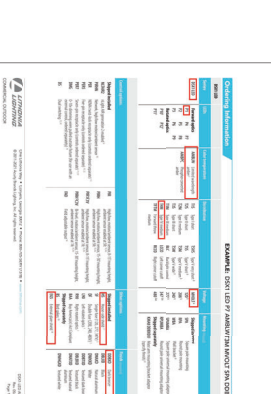


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ORMOND BEACH HOLDING

ORMOND BEACH • FLORENCE

PAVING AND DRAINAGE

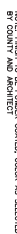


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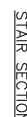
NOTE:
HANDRAIL SHALL BE POWDER COATED ALUMINUM TO MATCH NEW GUARDRAIL ON THE SEAWALL.



BY COUNTY AND ARCHITECT



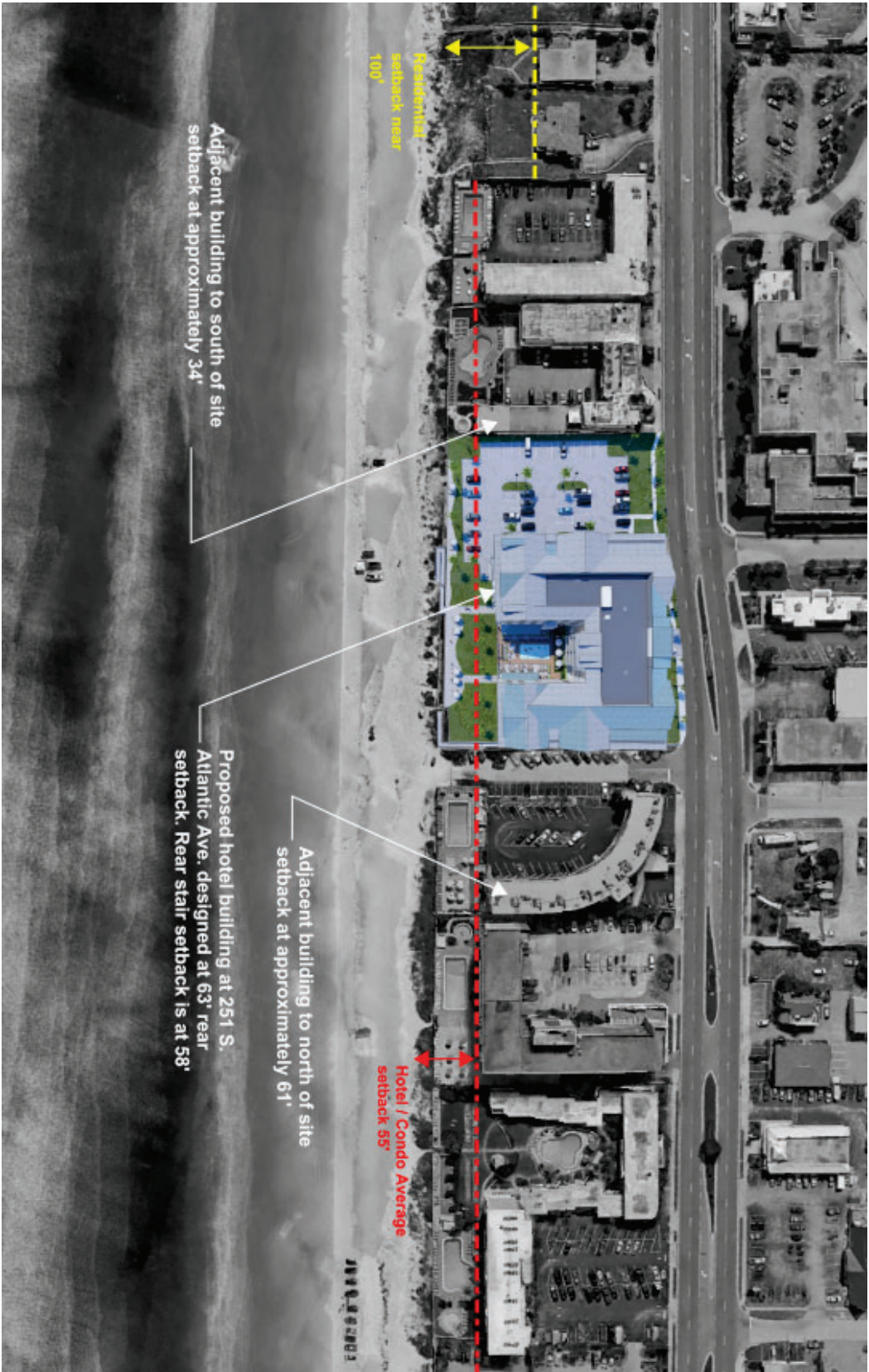
TYPICAL ALUM. GUARDRAIL ELEVATION



NOTE: CLEARANCE TO BE MAINTAINED IF THE ELEVATION OF THE BEACH RISES OR COVERS AFTER CONSTRUCTION.



**PARKER MYNCHENBERG
& ASSOCIATES, INC.**
PROFESSIONAL ENGINEERS • LANDSCAPE ARCHITECTS
1729 RIDGEWOOD AVENUE HOLLY HILL, FLORIDA 32117
(386) 677-6891 FAX (386) 677-2114 E-MAIL: info@parkermynchenberg.com
PARKER MYNCHENBERG P.E. #32645 R.L.A. #0001553,
STEVE BROWNELL P.E. #3085 R.L.A. #00467011
KEVIN A. LEE P.E. #71501



Adjacent building to south of site
setback at approximately 34'

Proposed hotel building at 251 S.
Atlantic Ave. designed at 63' rear
setback. Rear stair setback is at 58'

Adjacent building to north of site
setback at approximately 61'

Proposed
setback near
100'

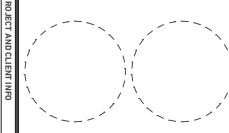
Hotel / Condo Average
setback 55'



635 S. BEACH
CHARLOTTE, NC 28202
WWW.STUDIO635ARCHITECTURE.COM

ORMOND BEACH
HOLDINGS, LLC

SEALS



7/10 ACT AND CLIENT INFO

ORMOND BEACH HOLDINGS, LLC
RESIDENCE INN - #58636
251 S. ATLANTIC AVENUE
ORMOND BEACH, FL 32176

DATE STAMP AND DATE

DATE FILE 7/10/27
DATE DATE 08/1/2027

REVISIONS

#	REVISIONS	DATE

SHEET INFO
SHEET NO. 2100
DRAWN BY: [Name]
CHECKED BY: [Name]

SHEET TITLE
AERIAL SITE
RENDERING

DRAWING NUMBER

A900



City of Ormond Beach

AGENDA ITEM

September 6, 2023 - City Commission

Number:8.M

Section:	CONSENT AGENDA		
Item Category:	Consent - Disposition Item	Res./Ord. No:	
Strategic Goal:	Governance - Other		
Department:	Finance		
Subject:	RFP 2024-003 Workers' Compensation Claims Administration Services		
Summary:	The City currently has a service agreement for workers' compensation claims administration, which includes bill review, subrogation, use of physician and/or pharmacy networks, setting of claim reserves, coordination of medical, compliance, and legal reporting, banking, and loss control. The current provider was awarded the contract in 2007, 2010 and 2015, as the result of the Request for Proposal (RFP) process. This RFP is being conducted in accordance with the City's established purchasing procedures.		
Financial Impact:	The annual cost is estimated at \$30,000 and funding has been included in the FY 2023-24 budget within Fund 502-Workers Compensation.		
Citizen Impact:	There is no direct citizen impact.		
Recommended Action (Staff, Advisory Board and/or Other):	No formal action is required. The City intends to publicly advertise this request for proposals/bids, unless otherwise directed by the City Commission.		
Staff Contact:	Kelly McGuire, Finance Director, (386) 676-3226		
Attachments:	1. RFP 2024-03 Workers' Compensation Claims TPA		
Approval:	Kelly McGuire, Finance Director Claire Whitley, Assistant City Manager Joyce Shanahan, City Manager 8/16/2023 8/17/2023 8/28/2023		



City of Ormond Beach

22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3374

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

RFP TITLE: **Third Party Administration Services for Workers' Compensation**

RFP NUMBER: **2024-03**

RFP OPENING DATE & TIME: **October 10, 2023 at 2:00 pm**

RFP OPENING LOCATION: **City Hall Training Room at Ormond Beach City Hall**

PRE-PROPOSAL MEETING DATE & TIME: **None**

PRE-SUBMITTAL MEETING: **N/A**

Submittals Received After The Above Date And Time Will Not Be Accepted.

PROPOSER'S NAME: _____

PROPOSER'S MAILING ADDRESS: _____

CITY-STATE-ZIP: _____

F.E.I.N.: _____

PHONE NUMBER: _____

EMAIL: _____

If returning as a "No Submittal", please state reason (s) _____

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, services, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP for the Proposer. In submitting a RFP to the City of Ormond Beach, the Proposer offers and agrees that if the Proposal is accepted, the Proposer will convey, assign or transfer to the City of Ormond Beach all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Antitrust 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 Ormond Beach. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the Proposer.

X _____
AUTHORIZED SIGNATURE (MANUAL)

NAME (TYPED)

TITLE

DATED

GENERAL CONDITIONS

PUBLIC ENTITY CRIMES: 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases or 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.

DISCRIMINATION: Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bid or proposal 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.

PUBLIC RECORDS/NON-CONFIDENTIALITY OF BIDS AND/OR PROPOSALS. The City of Ormond Beach cannot and does not warrant the confidentiality of any information submitted in response to this solicitation. Florida law provides that municipal records shall at all times be open for personal inspection by any person, Section 119.01, F.S., The Public Records Law. Information and materials received by the City of Ormond Beach in connection with all Proposers' response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 30 days after bid opening, whichever occurs first. Section 119.071, F.S.

DISTRIBUTION OF BIDS AND RFP'S: The City uses the services of DemandStar (www.demandstar.com) to distribute its bids and RFP's on-line on the Internet. If you have received a copy of this RFP from any source other than DemandStar, please be aware that you may not have received the latest version of the RFP or any related addendums.

SUBMISSION OF RESPONSES: All Submittals shall be delivered in a sealed envelope. The Request for Proposals (RFP) number, title, and opening date shall be clearly displayed on the outside of the sealed envelope (and on the outside of any express shipping package). The delivery of said submittal to the Purchasing Office on or before the specified opening date and time is solely and strictly the responsibility of the Submitter. Any submittal received by the Purchasing Office after the specified date and time will not be accepted. Submittals must be presented on forms provided by the City. No other forms will be accepted. Responses submitted by telephone, fax or email will not be considered. No Submittal may be modified after opening. No Submittal may be withdrawn after opening for a period of ninety (90) days unless otherwise specified.

EXECUTION OF SUBMITTAL: Submittals must contain a manual signature of authorized representative in the space(s) provided. Submittals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by Submitter to any Submittal entry must be initialed. The company name and Federal Employer Identification Number (F.E.I.N.) number shall appear in the space(s) provided.

RFP OPENING: Submittals shall be opened and the name of the submitters shall be read publicly. No discussion of the Submittals will occur at this time.

SUBMITTAL TABULATION: The RFP Tabulation will be posted on Demandstar (www.demandstar.com). Any submitter wishing to receive a paper copy of the tabulation is required to enclose a stamped, self-addressed envelope with their Submittal response.

CLARIFICATION/CORRECTION OF RFP ENTRY: The City of Ormond Beach reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.

INTERPRETATION: Any questions concerning conditions and specifications shall be directed to the Purchasing Coordinator. Those interpretations which may affect the eventual outcome of this Submittal will be furnished in writing to all prospective Submitters. No interpretation shall be considered binding unless provided in writing by the City of Ormond Beach.

MINORITY POLICIES: The City of Ormond Beach, Florida, encourages the full participation of Disadvantaged and Women Business Enterprises (D&WBE) in the provision of goods and services.

LICENSES AND PERMITS: The Vendor/Contractor is responsible for obtaining all necessary permits and licenses to comply with all Federal, State, local laws, rules and regulations required to perform work in accordance with the specifications.

ADDITIONAL TERMS AND CONDITIONS: The City of Ormond Beach reserves the right to reject Submittals containing any additional terms or conditions not specifically requested in the original conditions and specifications.

TAXES: The City of Ormond Beach is exempt from Federal Excise Taxes and all sales taxes.

SILENCE OF SPECIFICATIONS: The apparent silence of any specification and any supplemental specifications as to any details or the omission from same of any detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size, and design are to be used. All workmanship is to be first quality. All interpretations of the specifications shall be made upon the basis of this statement.

ASSIGNMENT: Any purchase order or contract issued pursuant to a Submittal and the monies which may become due hereunder are not assignable except with the prior written approval of the City Manager or City Commissioner, whichever authorized the purchase or Agreement.

LIABILITY: The Contractor shall hold and save the City of Ormond Beach, its officers, agents, and employees harmless against claims by third parties resulting from the Contractor's or supplier's breach of contract or negligence, including all attorney's fees and costs, and shall pay any and all damages, fees, and costs assessed on behalf of the City. The City expressly reserves all rights, privileges and benefits of sovereign immunity.

PATENTS AND ROYALTIES: The Contractor, without exception, shall indemnify and save harmless the City of Ormond Beach and its employees from liability of any kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Ormond Beach. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the Submittal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

NON-APPROPRIATION OF FUNDS: In the event sufficient budget funds are not available for a new fiscal period, the CITY shall notify the VENDOR/CONTRACTOR of such occurrence and the contract shall terminate on the last day of the current fiscal period, without any penalty or expense to the CITY of any kind whatsoever.

AWARDS: The CITY reserves the right, in its sole discretion, as the best interest of the CITY may require, to make award(s) by individual item, group of items, all or none, or a combination thereof; on a geographical basis and/or with one or more vendors, contractors, consultants or specialists; or to reject any and all Submittals or waive any minor irregularity or technicality in the Submittals received.

OTHER AGENCIES: All Bidder(s) awarded contracts from this bid or proposal may, permit any municipality or other government agency to participate in the contract under the same prices, terms, and conditions, if agreed to by both parties.

It is understood that at no time will any city, municipality, or other agency be obligated for placing an order for any other city, municipality, or agency: nor will any city, municipality, or agency be obligated for any bills incurred by any other city, municipality, or agency. Further, it is understood that each agency will issue its own purchase orders to the awarded bidder(s).

COMPLIANCE WITH FLORIDA PUBLIC RECORDS LAW:

Contractor expressly agrees that it shall comply with the public records law provided in Florida Statutes, Chapter 119, and specifically to:

- (a) Keep and maintain public records required by the City to perform the contracted service.
- (b) Upon request from the City Clerk, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the City.
- (d) Upon completion of the contract, transfer at no cost, to the City all public records in possession of the contractor or keep and maintain public records required by the City to perform the service. If the contractor transfers all public records to the City upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon the completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City Clerk, in a format that is compatible with the information technology systems of the City.
- (e) Failure of the Contractor to comply with Public Records Law as provided by Florida Statutes, Chapter 119, shall subject the Contractor to penalties under Chapter 119.10 and subject this Agreement to termination for cause by the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32174
(386)677-0311
CITYCLERK@ORMONDBEACH.ORG
or online at
<https://www.ormondbeach.org/prr>

Ref: Fla. Stat. §119.0701(2016)

City of Ormond Beach
Request for Proposal
Third Party Administration Services for Workers' Compensation
(RFQ No. 2024-03)

STATEMENT OF PURPOSE

The City of Ormond Beach, Florida is seeking experienced and qualified firms that demonstrate the highest level of ability to provide Third Party Administration Services including Managed Care for Workers' Compensation claims.

TERM OF AGREEMENT

The initial term of this Agreement shall be for a period of five (5) years and may be renewed for additional one (1) year periods upon mutual agreement of the parties. The contract for services will commence upon acceptance by the City Commission. Either party may cancel the Agreement at any time by providing written notice of such cancellation at least sixty (60) days prior to the date of cancellation. The parties may mutually agree to waive the sixty (60) day notice requirement.

GENERAL INSTRUCTIONS

1. Inquiries: Technical questions may arise as firms are preparing their proposals. The City will accept written inquiries regarding this RFP until seven (7) working days prior to the RFP due date. Questions received after that time will not be responded to. Answers to questions that warrant attention of all the potential proposers will be distributed in the form of an addendum.

Please direct written inquiries to:

Rob Hart
City of Ormond Beach
22 South Beach Street, Room 102
Ormond Beach, Florida 32174
Telephone: (386) 676-3223
FAX: (386) 676-3374
rob.hart@ormondbeach.org

1. Signature Requirements: Submittals must be signed by a duly authorized official(s) of the proposing firm. Consortiums, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal shall indicate the entity responsible for execution on behalf of the proposal team.
2. Submittal Delivery: The City of must receive one (1) signed original of the complete proposal packet and one (1) complete electronic pdf format copy on thumb drive or CD, by the closing date and time. Submit proposals to: Rob Hart, Purchasing Coordinator, City Hall, 22 South Beach Street, Room 102, Ormond Beach, FL 32174. The RFP title and number shall be plainly marked on the outside of the delivery envelope or package. It is solely the responsibility of the submitter to ensure that the Proposal is delivered on or before the specified date and time. Late proposals will not be accepted.

3. Addenda and Supplements to the Request for Proposal (RFP): In the event that it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable the proposing firm to make an adequate interpretation of the provisions of this RFP, addendums or supplements to the RFP will be issued. Efforts will be made to provide such addendums or supplements to each firm that has requested a copy of this RFP document, however, it remains the Submitters responsibility for ascertaining if addendums or supplements have been issued, and if so, to obtain them.
4. Rejection Rights: The City of Ormond Beach reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this RFP including, but not limited to, the deadlines for submission and submission requirements. The City further reserves the right to reject any or all submittals, to cancel or withdraw this RFP at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposer or proposers.
5. Cost of Submittal Preparation: No reimbursement will be made by the City of Ormond Beach for any costs incurred in the preparation of the submittal or presentation.
6. Submittals to be in Effect: Each submittal shall be valid for a period of not less than ninety (90) days from date of receipt.
7. Qualification of Submitter: The City of Ormond Beach reserves the right to require any Submitter to provide such evidence of qualifications as it may deem necessary and may consider evidence available concerning the financial and other qualifications and abilities of a Submitter. The Submitter will have a minimum of **ten (10) years** experience in the field. Failure to provide any required information may result in the proposal being rejected as nonresponsive.

SCOPE OF SERVICES

The City of Ormond Beach (City hereafter) is soliciting Third Party Administration for Workers' Compensation claims including Managed Care Services, bill review, and subrogation services. Proposers should presume they will handle all workers' compensation claims.

SELECTION PROCESS

The City's Insurance Program Committee established by Sec. 2-312 of the Ormond Beach Code of Ordinances will serve as the final reviewing committee and will utilize the evaluation criteria on the Submission Form in selecting a firm/individual to perform these services.

Professional Qualifications: Any firm/individual qualified to perform the required work, having demonstrable professional experience in the Worker's Compensation Claims Administration arena and the proper licensing, and having interest in providing such services to the City of Ormond Beach, is invited to submit a Letter of Interest and Submittal.

Information to be Submitted: The proposal package shall consist of the following:

1. One (1) original letter of interest, loose and unbound.
2. One (1) signed original of the complete packet and one (1) complete electronic pdf format copy on thumb drive or CD including the following:

- a) Copy of the letter of interest.
 - b) Completed Request for Proposal (RFP) form, and Addendum Acknowledgement.
 - c) Philosophy and general project approach of the firm or individual.
 - d) **Complete the Submission Form.**
3. **Certification.** Submitters must certify they have the capacity to provide claims administration services, as described herein, and that they have successfully participated in similar Agreements within the past ten (10) years. The applicants must also certify that they are in good professional standing and that they understand and will comply with all Federal, State and Local guidelines that may pertain to the provision of these services.
 4. Submitters must provide copies of all professional certifications for the services to be provided.
 5. Documentation as to whether or not the firm or individual is a certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985.
 6. Copy of firm's current Operational Business License renewal. Upon award of contract, the firm must register with the City's Licensing and Permitting Office.
 7. Copy of firm's Errors and Omissions insurance certificate.
 8. Conflict, Non-Conflict of Interest Statement and Litigation Statement
 9. Drug Free Workplace Certificate
 10. E-Verify Form

Registration Requirements

VENDORS/CONTRACTORS/CONSULTANTS doing business within the City Limits must be **Registered** with the City of Ormond Beach. Requirements for registering a business are as follows:

STATE CERTIFIED CONTRACTORS

- Copy of City Occupational License (where your business is located).
- Copy of State License (If applicable).
- Certificate of Insurance showing General Liability and Workers' Comp (or State Workers' Comp Exemption form).
- Application Fee: **\$25.00** (voluntary - with certain restrictions) For more information, contact the City's Licensing and Permit Coordinator.

STATE REGISTERED CONTRACTORS

- Copy of City Business Tax Receipt (where your business is located).
- Copy of State Registration.
- Certificate of Insurance showing General Liability and Workers' Comp (or State Workers' Comp Exemption form).
- Letter of Reciprocity (from City or County that sponsored you for your Block Exam).
- Total Application Fee: **\$40.00** (\$15.00 for Comp Card and \$25.00 for Business Registration; payable to the City of Ormond Beach) For more information, contact the City's Permit Manager. Submit Letter of Reciprocity and completed Application Form to:

City of Ormond Beach
Permit Manager
Post Office Box 277
Ormond Beach, FL 32175-0277
Phone: (386) 676-3235
Fax: (386) 676-3361

RISK MANAGEMENT, BONDING AND INSURANCE REQUIREMENTS

A. Payment and Performance Bonds

1. Except as otherwise provided herein, the Contractor shall, prior to beginning performance, deliver to the City, and the City shall record in the public records of Volusia County, Florida, the Contractor's Payment and Performance Bond in an amount equal to the full amount of the Contract.
2.
 - (a) Payment and Performance Bonds shall not be required for any contract except those which are for the construction of a public building, for the prosecution and completion of a public work (as described in Section 180.06, **Florida Statutes**, as amended from time to time) or for repairs upon a public building or public work (as described in Section 180.06, **Florida Statutes**, as amended from time to time).
 - (b) With respect to those Contracts for which Payment and Performance Bonds are otherwise required:
 - i. Unless the City Manager, or designee, determines such Bond to be necessary to protect the interests of the City, no Contractor shall be required to provide a Payment and Performance Bond for any Contract which is for \$25,000.00 or less.
 - ii. Upon the request of the contractor, good cause shown by the Contractor, and a determination that the public health, safety and welfare will be sufficiently protected, the City Commission may exempt the contractor from the requirement of providing a Payment and Performance Bond for any Contract which is for more than \$25,000.00 but is less than \$200,000.00.
3. The Payment and Performance Bond shall list the Contractor as Principal and be issued by a surety insurer authorized to do business in Florida as a surety and listed as an acceptable surety in the Federal Register.
4. The Payment and Performance Bond shall be executed pursuant to Section 255.05, **Florida Statutes**, and be in a form substantially similar to the form set forth in Section 255.05(3), **Florida Statutes**.
5. The Payment and Performance Bond shall specifically provide coverage for delay damages due to a default by the Contractor.
6. The Payment and Performance Bond shall not make the Contract part of the Bond agreement.
7. In lieu of the Payment and Performance Bond, the Contractor may file with the Finance Director of the City, in an amount equal to the full amount of the Contract, cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in Part II, Chapter 625, **Florida Statutes**.
8. In the event the surety on any Payment and Performance Bond furnished by the Contractor is declared bankrupt or becomes insolvent, or its right to do business in the State of Florida is terminated, the Contractor shall, within five (5) working days

thereafter, substitute another Payment and Performance Bond and surety acceptable to the City.

9. The Contractor is totally and solely responsible for keeping its surety informed as to the Base Contract Price as bid, significant changes in the Project Scope, and the overall progress and completion of the Project for the entire life of the Contract.
10. The payment and performance bond requirements stated herein above shall not be applicable to service-related contracts unless otherwise determined by the City Manager in order to protect the health, safety and welfare of the general public.

B. Contractual Provisions Relative to Risk Management

All contracts for any public works to be performed, and service-related contracts, for or on behalf of the City shall include at a minimum, the following, or substantially similar, provisions:

1. Hold Harmless and Indemnity

The Contractor agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor, its agents, officers, contractors, subcontractors, employees, or anyone else employed or utilized by the Contractor in the performance of this Contract. The Contractor's liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this provision.

2. Payment on Behalf of City

The Contractor shall pay all costs of the City's legal defense, as may be selected by the City, for all claims described in the Hold Harmless paragraph.

Such payment on behalf of the City shall be in addition to any and all other legal remedies available to the City and shall not be considered to be the City's exclusive remedy.

3. Loss Control/Safety

Precaution shall be exercised at all times by the Contractor for the protection of all persons, including employees and property. The Contractor shall comply with all applicable laws, regulations and ordinances related to safety and health, shall make special efforts to detect hazardous conditions, and shall take prompt action when loss control/safety measures are reasonably necessary.

The City may order work to be stopped if conditions exist that present an immediate danger to persons or property. The Contractor acknowledges that such work stoppage will not shift responsibility for any damages from the Contractor to the City.

4. Service Bond

For Service-related contracts only, the City may require the Contractor to secure a service bond with a minimum \$25,000 coverage limit for the period of the service agreement. The service bond covers dishonest acts of the contractor's employees against the City. A copy of the bond shall be provided to the City when the agreement commences.

Service-related contracts include and are not limited to businesses providing janitorial, pest control, general repair, security, carpet cleaning, locksmith, temporary employment, painting, moving services or other contracts as determined in the discretion of the Risk Manager as necessary to minimize loss.

C. Contractor's Insurance

1. General

The Contractor, including service-related contractors, shall purchase and maintain for the entire life of the Project, including any and all approved time extensions, until its final acceptance by the City, such insurance as will protect the Contractor from claims under Workers' Compensation, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees; from claims insured by usual or unusual injury liability coverage; from claims or injury to or destruction of tangible property and from claims insured by usual Commercial General Liability coverage. This includes loss of use resulting therefrom, any or all of which may arise out of the Contractor's operations under the Contract Documents, whether such operations be by the Contractor, by any Subcontractor, or by anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. The Contractor's deductibles/self-insured retentions shall be disclosed to the City and may be disapproved by the City, and may be reduced or eliminated at the sole discretion of the City. The Contractor is responsible for the amount of any deductible or self-insured retention.

2. Types of Insurance and Limits of Liability

The insurance required herein shall be written for not less than any limits of liability specified and incorporated as part of the Contract Documents or as required by law, whichever is greater, and shall include and not limited to the following:

- (a)** Workers' Compensation Insurance in statutory limits for the State of Florida with Coverage B - Employer's Liability limits of not less than:

- \$100,000 Each Accident Bodily Injury by Accident
 - \$100,000 Each Employee Bodily Injury by Disease
 - \$500,000 Policy Limit Bodily Injury by Disease

Certificate of Exemptions. If the contractor has a State-issued Certificate of Exemption, the contractor may provide a copy in place of the requirement for coverage. However, if the contractor subcontracts or retains any other person or entity to perform under the contract, that person or entity must provide proof of workers' compensation insurance as required by law or provide a Certificate of Exemption.

It is the intent of the City that any individual who either contracts directly with the city or performs any work on behalf of any such contractor be covered by workers' compensation insurance or have a valid exemption from said coverage.

(If applicable to the Project, the policy must include benefits under the United States Longshoremen's and Harbor Workers' Act and the Jones Act coverage--all maritime coverage.)

(b) Commercial General Liability Insurance shall be written on a coverage form as broad as Insurance Services Office (ISO) Form CG 00 01 11 85, or its successor form, including but not limited to the following coverage (any deviation shall be noted on the Certificates of Insurance):

- a. Premises, Operations, Products and Completed Operations
- b. Owners' & Contractors' Protective
- c. Products & Completed Operation
- d. Explosion, Collapse & Underground Conditions
- e. Blanket Contractual Liability
- f. Personal Injury Liability
- g. Broad Form Property Damage Endorsement, including Completed Operations
- h. Independent Contractors
- i. Watercraft--Owned and Non-Owned (if applicable, endorsement must be included in General Liability policy or a separate Protection & Indemnity Policy must be written)
- j. Pollution Liability (if applicable)
- k. Asbestos Abatement (if applicable)
- l. Fire Damage Liability

Certain coverage outlined above may not be required if they do not relate to the Project, as may be determined at the sole discretion of the City.

Commercial General Liability Coverage shall be written on an occurrence basis and the limits shall be no less and not limited to the following amounts:

Limits (not less than)

\$1 Million Each Occurrence

\$2 Million General Aggregate

\$1 Million Aggregate Products & Completed Operations

NOTE: Commercial General Liability Coverage must be purchased on either a project basis (separate policy per contract) or an endorsement allocating an aggregate limit per location or specified project.

(c) Automobile Liability Insurance is required if an Automobile(s) is used in the performance of the contract.

ISO Symbol 1 (Any Auto), or alternatively a combination of Symbol 2 (Owned Autos), Symbol 8 (Hired Autos), and Symbol 9 (Non-Owned Autos), and limits shall be no less than:

\$1 Million	Combined Single Limit for Bodily Injury and Property Damage
-------------	--

(d) Excess Liability

For contracts \$250,000 or greater an Excess Liability Policy of at least but not limited to \$1,000,000 in addition to the scheduled underlying policies for Commercial General Liability, Automobile Liability and Employers' Liability, the Contractor shall also provide an Excess Liability Policy with a maximum self-insured retention not to exceed \$25,0000 per occurrence.

(e) Builder's Risk

Contractor shall purchase Builder's Risk Insurance for any contracts that are deemed to be vertical construction on an All-Risk policy, and shall also include coverage for wind, hail, and named storm. Limits of coverage shall be at least and not limited to the value of the project.

(f) Professional Liability, Malpractice and/or Errors and Omissions

The Contractor shall purchase and maintain professional liability, malpractice, or errors or omissions insurance with minimum limits of \$1,000,000 per occurrence. If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts. Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great a duration as is available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provides a retroactive date no later than the inception date of claims made coverage.

D. Requirements for Certificates of Insurance

1. With the execution of the Contract Documents, the Contractor, including service-related contractors, shall provide certificates of such insurance acceptable to the City. These certificates and insurance policies shall contain an endorsement that the coverage under the policies will not be canceled, non-renewed or materially changed until at least thirty (30) days' prior written notice of such cancellation, non-renewal or change (except for nonpayment of premium, which shall be ten (10) days) and a copy of the cancellation endorsement signed by an authorized representative of the insurer, be given to the City. The contractor shall be required to replace any expired or canceled policies in like amount and coverage to the satisfaction of the City. The Certificate of Insurance shall be the ACORD FORM 25-S (7/90), or its successor form, and shall be made a part of the Contract Documents.

2. New certificates of insurance shall be provided to the City at least fifteen (15) days prior to coverage renewals.
3. If requested by the City, the contractor shall immediately furnish complete copies of the Contractor's insurance policies, forms and endorsements.
4. For Commercial General Liability coverage, the Contractor shall, at the option of the City, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage. If the Commercial General Liability form of coverage includes an annual aggregate limitation on the amount of insurance provided, a separate project aggregate limit may be required by the City for the given contract.
5. If the Contractor fails to obtain and maintain for the life of the Project the insurance required hereby or to replace any such expired or canceled policy, the City may obtain and maintain such insurance with such company as it deems satisfactory. Any amounts expended by the City in payment of premiums for such insurance shall be deducted by the City from the amount due the Contractor for the work covered by the Contract.

E. Policies of Insurance

1. Except as otherwise provided in this Exhibit, all insurance policies shall be issued by insurers licensed to do business in the State of Florida on an admitted basis or which is an eligible surplus lines insurer in the State of Florida, and any such insuring company is required to have a minimum financial rating of (A-), in the latest edition of "Best's Key Rating Guide", published by A. M. Best Co., Inc., or some similarly nationally recognized rating authority, including Standard and Poors and Demotech.
2. For Workers' Compensation coverage only, self-insurance programs are acceptable with a minimum A- rated reinsurance carrier; written confirmation is required.
3. All policies of insurance or certificates thereof referred to in this Exhibit shall be deposited with the City Clerk.
4. The City shall be named an Additional Insured on General Liability including products and completed operations and Automobile Liability policies of insurance and certificates thereof.

City of Ormond Beach
Request for Qualifications
Agent of Record for Property & Casualty Insurance
(RFQ No. 2024-03)

RFQ RESPONSE FORM

THIS RESPONSE IS SUBMITTED TO:

Purchasing Coordinator
City of Ormond Beach
22 S. Beach Street, Room 102
Ormond Beach, Florida 32174

The undersigned SUBMITTER proposes and agrees, if this Submittal is accepted, to enter into an Agreement with the CITY in the form included in the Request for Proposal (RFP) Documents to complete all Work, as specified or indicated in the RFP Documents, for the agreed upon Contract Price and within the Contract Time and in full accordance with the conditions of the Contract Documents.

SUBMITTER certifies that he has investigated the requirements to do business in the jurisdiction where the project is located, and that he is either qualified to do business or will obtain such prequalification prior to award of the contract.

SUBMITTER accepts all of the terms and conditions of the General Conditions. SUBMITTER will sign the Agreement (Contract) and submit the Contract security (when applicable) and other documents required by the Contract Documents within ten (10) days after the date of CITY's Notice of Award.

In submitting this information, SUBMITTER represents, as more fully set forth in the Agreement, that:

SUBMITTER has examined copies of all the RFP Documents and of the following Addenda:

Addendum Date

Addendum Number

Receipt of all of which is hereby acknowledged.

SUBMITTER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as SUBMITTER deems necessary.

This Submittal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; SUBMITTER has not directly or indirectly induced or solicited any other Submitter to submit a false or sham Submittal; SUBMITTER has not solicited or induced any person, firm or a corporation to refrain from bidding; and SUBMITTER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the CITY.

THIS RESPONSE IS SUBMITTED BY:

COMPANY NAME: _____

VENDOR/CONTRACTOR LICENSE NUMBER: _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

SUBMITTER'S NAME: _____

(Typed or Printed in Ink)

TITLE: _____

AUTHORIZED SIGNATURE: I, _____ hereby

(Original signature required in each document)

declare that I have read and fully understand the RFQ Documents, including the General Conditions and the Scope of Work and that I am duly authorized to sign and submit this Submittal.

The CITY reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof as the CITY, in its sole discretion, determines to be in the best interest of the CITY.

THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

City of Ormond Beach

Request for Proposal

Third Party Administration for Workers' Compensation Claims

(RFP No. 2024-03)

City of Ormond Beach

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT LITIGATION
STATEMENT

1.

- ☐ To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients or contracts for this project.
- ☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients or contracts for this project.

2.

- ☐ The undersigned firm has had no litigation on any project in the last five (5) years.
- ☐ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation during the past five (5) years.

COMPANY NAME

AUTHORIZED SIGNATURE

SIGNER'S NAME (PRINT OR TYPE)

TITLE

DATE

THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

City of Ormond Beach
Request for Proposal
Third Party Administration for Workers' Compensation Claims
(RFP No. 2024-03)

DRUG-FREE WORKPLACE CERTIFICATION

IDENTICAL OR "TIE" SUBMITTALS: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal in respect to price, quality, and service are received by the State or by any political subdivision 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 violation.
- 3) Give each employee that engages 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) calendar days after such conviction.
- 5) Impose sanctions 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 this section.

Signature

Print Name

Title

City of Ormond Beach
Request for Proposal
Third Party Administration for Workers' Compensation Claims
(RFP No. 2024-03)

VERIFICATION OF EMPLOYMENT STATUS USING E-VERIFY SYSTEM

Undersigned firm warrants it IS currently registered with the U.S. Department of Homeland Security's E-Verify system, and is compliant with the requirements of Sections 448.09 and 448.095, Florida Statutes.

Undersigned firm warrants it has not had any contracts terminated as a result of violations of Sections 448.09 or 448.095, Florida Statutes, that prohibit it from contracting with a public agency.

Undersigned firm warrants that if it enters into an agreement with a subcontractor, an express provision shall be included in all of its subcontracts requiring subcontractors, who perform work or provide services pursuant to the contract, to use the E-Verify system to verify employment eligibility of all new employees hired by the subcontractor during the contract term.

Undersigned firm understands that any subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and the contractor understands it shall maintain any such affidavits for the duration of the contract, and the contract with the subcontractor must be immediately terminated if the City has a good faith belief that the subcontractor knowingly violated Section 448.09 (1), Florida Statutes.

Undersigned firm understands that in the event the City has a good faith belief that the contractor has knowingly violated Section 448.09 (1), Florida Statutes, the City shall terminate the contract, and the contractor may not be awarded a public contract for a period of at least one (1) year after the date of termination. The contractor may be held liable for any additional costs incurred by the City as a result of termination of the contract.

COMPANY NAME

AUTHORIZED SIGNATURE

NAME

TITLE

DATE

SUBMISSION FORM

VENDOR REQUIREMENTS/INFORMATION

Proposers must attach the response to each item listed below.

Office/Personnel & Use of Outside Services: (20 points)

-
1. Provide details regarding the claims office and claim-handling personnel.
 2. Explain claim-handling method, that is, amount of in-house adjusting and the amount of work handled by field adjusters.
 3. Provide the average number of claims or workload handled by an adjuster. Does the adjuster handle medical only and indemnity files?
 4. Provide an explanation of the types of outside services you use and the additional cost for each, e.g., surveillance, subrogation, and case management. Please provide credentials for these persons.
-

Fees and Costs: (20 points)

Please provide a complete list of services and the associated costs. Provide comments when addressing overrides your company will pay/receive when dealing with outside firms serving as loss control, managed care, pharmacy benefits, etc.

1. **Open claims:** state the cost for handling the city's open claims as of the inception of the proposed claims administration contract.
2. **Claim handling beyond termination of contract:** Proposer should state its responsibility and cost for handling claims to conclusion if after the termination of the claim handling contract.
3. Please provide a listing of the types of charges and method for charging. Please also indicate the extent travel charges for field case management applied.

Claim Handling: (25 points)

1. Prompt and accurate claims handling is expected. Please describe the methods the city may contact your company to report a claim, make an inquiry, discuss a problem, etc.
2. The claim adjuster should exercise their best judgment in determining the reserves for future payments, settling or denying a claim, and compliance with all applicable laws and regulations. Please describe your methods to:
 - a. Perform necessary investigation to assure validity of claim.
 - b. Establish and maintain complete file for each claim.
 - c. Properly review, process, and pay claims in a timely manner.
 - d. Properly notify excess insurers as required by excess insurance policies.
 - e. Pursue all subrogation and recovery opportunities.
 - f. Continuously practice cost control measures.
 - g. Coordinate with special service providers, e.g. surveillance.

Hold Harmless/Indemnification: The administrator shall agree to hold harmless and indemnify the city for any errors in handling claims and for any fines which may result from the fault of the administrator.

- Proposer shall agree that any payments in excess of valid claims that cannot be recovered shall be refunded to the city.
- **Control:** The administrator may be directed in writing by the city regarding the settlement of claims.

- **Legal services:** Describe the extent the administrator is involved in litigation management. The City Attorney selects the attorney to handle and control all litigated matters. You may recommend a well qualified legal counselor for the city's consideration.
- **Right to Inspect/Copy/Audit:** The city shall have the right to inspect, copy, or audit files including using an outsider auditor to conduct these functions on its behalf.
- **Claims Records as City Property:** Proposer shall comment on its understanding that all claims file and other related records are the property of the city, not the administrator and shall be given to the city upon the termination of the contract.

Claim Reports: (10 points)

Proposer must provide monthly and annual summary reports for all claims, recapping, by year, experience. Reports should be provided annually with October 1 as the anniversary date. Proposer should comment on ability to provide special reports and on-line access to claims management information systems.

- Proposer should state claim retention procedure.
- Cost for each special report.
- Ability to evaluate the city's experience modification and cost for the same.

Provider Network: (15 points)

Proposer must be able to offer a high quality, accessible provider network. Provider networks should include hospital, physician, and other provider groups in Volusia, Flagler, St. John's, Seminole, Orange, and Lake Counties.

Plan Implementation: It is a requirement that the proposer awarded this contract provides representative(s) to assist with implementation and ongoing assistance with routine plan administration.

Proposer qualifications: (10 points)

Proposer should provide information regarding size of firm, services, and a statement regarding handling self-insured programs/public entities.

- Proposer should describe Errors & Omissions and Employee Dishonesty coverage for their organization.

BACKGROUND & UNDERWRITING INFORMATION

Background summary

Current services are provided by Relation Insurance Services, in Stuart, Florida. Relation (formerly Ascension/EMI) was contracted on October 1, 2007. Prior to Ascension/EMI, The County of Volusia provided claims administration services. The current contract has renewed annually.

PAID CLAIMS REPORT



Summary Loss Report City of Ormond Beach All Claims as of 7/31/2023 12:00:00 AM

Fiscal	LOB Code	Claim Type Desc	Outstanding Reserves	Paid to Date	Total Inured	Total Claim Count	Open Claim Count
2015	WC	Became Lost Time	\$0.00	\$168,519.71	\$168,519.71	3	0
	WC	Medical Only	\$0.00	\$56,858.02	\$56,858.02	22	0
2015			\$0.00	\$225,377.73	\$225,377.73	25	0
2016	WC	Became Lost Time	\$20,442.70	\$68,505.13	\$88,947.83	3	1
	WC	Medical Only	\$0.00	\$115,324.37	\$115,324.37	32	0
2016			\$20,442.70	\$183,829.60	\$204,272.20	35	1
2017	WC	Became Lost Time	\$0.00	\$7,997.09	\$7,997.09	1	0
	WC	Lost Time	\$0.00	\$915,211.06	\$915,211.06	2	0
	WC	Medical Only	\$0.00	\$32,373.06	\$32,373.06	26	0
2017			\$0.00	\$955,681.21	\$955,681.21	29	0
2018	WC	Became Lost Time	\$0.00	\$49,266.50	\$49,266.50	3	0
	WC	Lost Time	\$0.00	\$463,716.23	\$463,716.23	3	0
	WC	Medical Only	\$0.00	\$122,363.10	\$122,363.10	43	0
2018			\$0.00	\$635,345.83	\$635,345.83	49	0
2019	WC	Became Lost Time	\$0.00	\$187,960.50	\$187,960.50	7	0
	WC	Lost Time	\$13,635.49	\$247,719.61	\$261,355.10	2	1
	WC	Medical Only	\$0.00	\$52,165.67	\$52,165.67	31	0
2019			\$13,635.49	\$487,845.78	\$601,481.27	40	1
2020	WC	Became Lost Time	\$0.00	\$60,524.03	\$60,524.03	2	0
	WC	Lost Time	\$233,143.24	\$481,873.95	\$715,017.19	6	2
	WC	Medical Only	\$0.00	\$56,988.15	\$56,988.15	24	0
2020			\$233,143.24	\$699,386.13	\$932,629.37	32	2
2021	WC	Became Lost Time	\$6,005.19	\$87,994.81	\$94,000.00	1	1
	WC	Lost Time	\$0.00	\$3,690.92	\$3,690.92	4	0
	WC	Medical Only	\$4,101.15	\$44,239.20	\$48,340.35	28	2
2021			\$10,106.34	\$135,924.93	\$146,031.27	33	3
2022	WC	Became Lost Time	\$16,515.33	\$23,363.42	\$39,878.75	3	3
	WC	Medical Only	\$14,441.59	\$21,372.06	\$35,813.65	25	9
2022			\$30,956.92	\$44,735.48	\$75,692.40	28	12
			\$308,284.89	\$3,288,028.69	\$3,578,311.28	271	19

QUESTIONNAIRE

Proposers must respond to each question listed below (please attach a separate sheet labeled with your responses to this section):

GENERAL QUESTIONS

1. Please provide a list of names, contact persons and telephone numbers of three clients for whom you provide similar coverage(s) in Central Florida with more than 300 covered employees.
2. Will you agree to indemnify and hold harmless the City (including all its agencies) and its employees and agents, with respect to any and all claims, suits, actions, liabilities, and costs on any kind arising from your actions or those of network providers under the managed medical care program?
3. Describe any performance guarantee programs your company proposes. Please indicate the group name, address, name of person to contact, and telephone number of up to three firms in Florida to whom your company has forfeited money because of service problems in the last three years.

NETWORK OPERATION / QUALITY ASSURANCE QUESTIONS

Provide a directory of the primary care physicians and specialists in Volusia who are contracted in your or the rented network. Separately provide the same information for Flagler County and Orange County.

Do you hold any contracts with physicians, hospitals, specialists, leased networks or subcontractors? If so, please describe the arrangement(s).

DATA & REPORTING REQUIREMENTS

Each proposer must list the name of each periodic report with a description of the data contained and frequency of each.



City of Ormond Beach

AGENDA ITEM

September 6, 2023 - City Commission

Number:8.N

Section:	CONSENT AGENDA		
Item Category:	Consent - Disposition Item	Res./Ord. No:	
Strategic Goal:	Governance - Other		
Department:	Finance		
Subject:	Capital Improvement Plan FY 2023-24 through FY 2027-28		
Summary:	Granting agencies prefer a formally adopted capital improvement plan (CIP) when determining eligibility for funding. Staff is requesting approval via a resolution of the plan which was discussed in detail during the budget workshops beginning on June 6, 2023. The CIP has been updated to reflect the City Commission's directive at the August 15th workshop. New funding of \$500,000 has been added for Leisure Services capital projects. A summary of these projects can be found on page 15 of the CIP document. Projects planned for Fiscal Year (FY) 2023-2024 are detailed on pages 136-137. Additionally, funding for Facilities Renewal and Replacement has been increased by \$300,000 and projects planned for FY 2023-2024 are summarized on page 14 and detailed on pages 127-133.		
Financial Impact:	Projects included in the CIP for FY 2023-24 were included in the proposed budget of the appropriate capital fund.		
Citizen Impact:	The CIP represents a substantial effort to identify and schedule capital investment for a multi-year period which have been identified as important to the community.		
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the Capital Improvement Plan.		
Staff Contact:	Kelly McGuire, Finance Director, (386) 676-3226		
Attachments:	1. FY 2023-24 Adopted CIP		

Approval:

Kelly McGuire, Finance Director	8/9/2023
Claire Whitley, Assistant City Manager	8/23/2023
Joyce Shanahan, City Manager	8/28/2023



CAPITAL IMPROVEMENT PLAN
FY 2023-24 - FY 2027-28



CITY OF ORMOND BEACH

August 15, 2023

Honorable Mayor Partington, City Commissioners and the Citizens of Ormond Beach

Enclosed is the Five-Year Capital Improvements Program (CIP) for the period FY 2023-24 through FY 2027-28 as required by Section 2-294 of the City Code of Ordinances. The Five-Year Capital Improvement Program totals \$125,693,158 with \$20,864,007 for FY 2023-24.

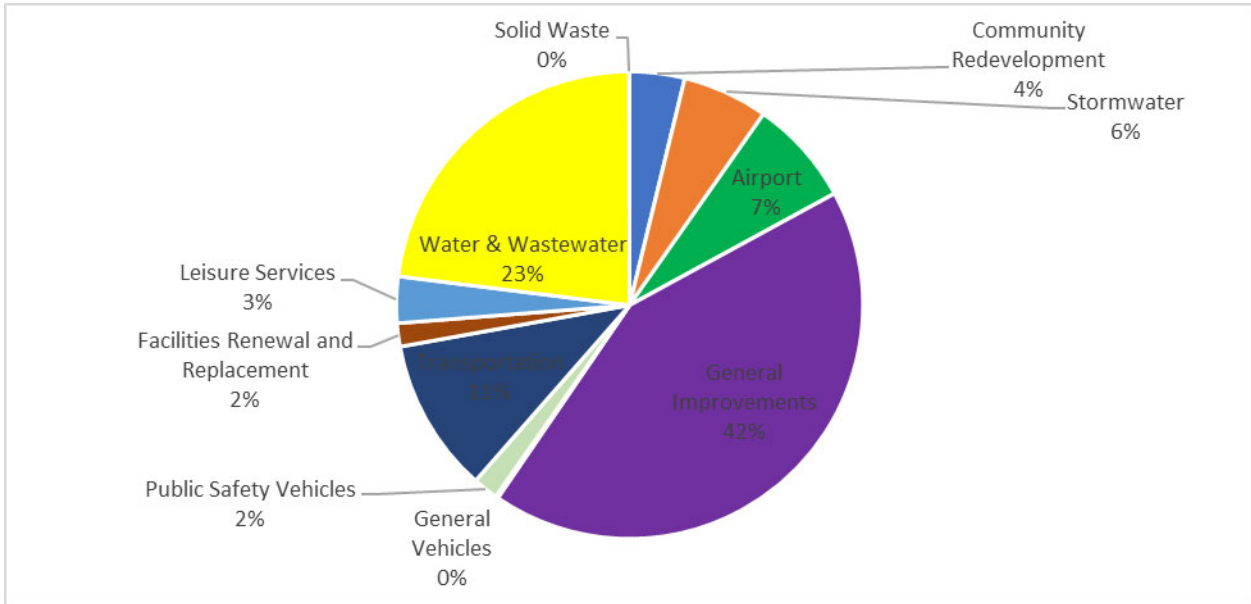
Projects included in the CIP reflect one or more of the following factors with maintenance or upgrade of existing facilities being the highest priority:

- ☐ Involves necessary or planned maintenance, renovation or construction of an existing facility, equipment or infrastructure.
- ☐ Reflects a prior multi-year commitment previously approved by the City Commission.
- ☐ Enhances the use or appearance of an existing facility or City-maintained public area.
- ☐ Included in a previous Master Plan or conceptual plan previously considered and endorsed or reviewed by the City Commission.

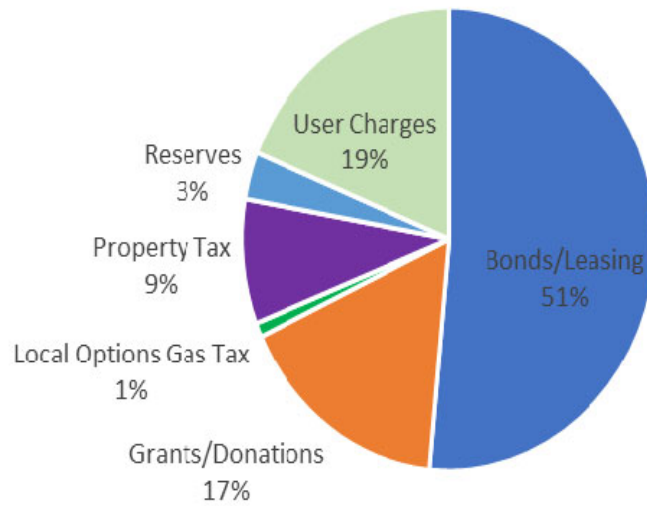
Property tax funded projects for General Capital Improvements, General Vehicle Replacements, and Transportation are proposed with funding levels consistent with the current Long-term Financial Plan. Per the City Commission's directive, Facilities Renewal and Replacement funding has been increased by \$300,000 and \$500,000 has been added for Leisure Service capital projects.

Overview

The City's Five-Year Capital Improvements Program represents a substantial effort to identify and schedule capital investments for a multi-year period complete with a project description, justification and recommended financing for each project. The CIP reflects projects that have been identified as being essential to the organization. .



Category	Total
Community Redevelopment	\$4,784,989
Stormwater	7,449,950
Airport	9,218,517
General Improvements	53,405,000
General Vehicles	224,000
Public Safety Vehicles	2,188,000
Transportation	13,425,790
Facilities Renewal and Replacement	2,023,000
Leisure Services	4,040,000
Water & Wastewater	28,898,912
Solid Waste	35,000
TOTAL	\$125,693,158



Category	Total
Bonds/Leasing	\$64,757,050
Grants/Donations	20,853,753
Local Options Gas Tax	1,250,000
Property Tax	10,887,940
Reserves	4,167,602
User Charges	23,776,813
TOTAL	\$125,693,158

FY 2023-24 CIP Projects

Fund 104-Community Redevelopment

Downtown improvements are funded through property tax revenue which is expendable only within the downtown area. For FY 2023-24 the primary focus is the analysis of the Beach Street property for possible use as a Community Center (\$60,000). Also proposed for funding is Public Art (\$80,000) and the annual allocation to Upgrades and Improvements (\$60,000).

Fund 107-Stormwater Drainage Improvements

FY 2023-24 projects include N US1 & Ormond Lakes Drainage Study (\$150,000), OBSC Access and Drainage Improvements (\$484,950) and Willis Drive Storm Improvements (\$200,000). The continuation of the Stormwater Piping Replacement project (\$950,000), Stormwater Construction (\$300,000) and Vehicle Replacements (\$565,000).

Fund 108-Airport Fund

An Aeronautical Survey (\$118,700), Airport Access Roads (\$2,102,037) and Design related to the Rehabilitation of Taxiway Bravo Apron & Ramp (\$160,000) are planned.

Fund 301-General Improvement Fund

Projects included for FY 2023-24 are South Ridgewood Avenue Sidewalks funded by CDBG funds (\$130,000), Chamber Upgrade (\$225,000), Engineering Renovation (\$100,000), Fire Station 93 Generator (\$125,000), Telecommunication System Upgrade (\$900,000) and Needs Analysis for an Emergency Operations Center.

Fund 302-General Vehicle and Equipment Replacement

The FY 2023-24 plan includes the replacement of three Public Works vehicles and one Building Maintenance vehicle (\$224,000).

Fund 305-Public Safety Vehicle and Equipment Replacement

The FY 2023-24 plan includes the replacement of eight Patrol Vehicles, two Special Unit vehicles and one motorcycle (\$625,000), replacement of the 2006 Quint (\$1.5 million), purchase of new fire vehicle (\$45,000) and EOC satellite phones (\$18,000).

Fund 308-Transportation

Transportation projects include Neighborhood Traffic Calming (\$70,000), Railroad Crossings (\$100,000), Road Rehabilitation (\$750,000), Sidewalk Repairs & Replacements (\$217,800). Also proposed is the annual allocation for Street Light and Traffic Signal Maintenance (\$97,020).

Fund 317-Facility Renewal and Replacement

For FY 2023-24, projects include Shell Parking Lot Refurbishment (\$51,000), Central Park 2 & 3 Overlook (\$40,000), OBSC Baseball Netting Replacement (\$70,000), Central Park I Playground Equipment (\$40,000), Engineering Department Roof (\$48,000), PAC Box Office Roof (\$35,000) and Fire Station 93 HVAC (\$35,000). ***Projects below the CIP threshold will be included as part of the annual operating budget.***

Fund 322-Leisure Service Capital

The new funding provided for FY 2023-24 will be utilized to complete Nova Sports Field Reconstruction (\$340,000) and OBSC LED Softball Quad Lighting (\$800,000). Both projects will be funding with a combination of new dedicated property taxes and grant funding.

408-Water & Wastewater Vehicle and Equipment Replacement

The FY 2023-24 plan includes the replacement of two large dump trucks. (\$230,000).

Fund 409-Water and Wastewater System Improvements

Annual recurring projects (\$1.8 million total) include Fire Hydrant & Valve Expansion Program (\$175,000), General Facility and System Upgrades (\$850,000), Lift Station Rehabilitation (\$75,000), Manhole Rehabilitation Program (\$150,000) Meter Installation (\$90,000), PEP Tank Replacement (\$180,000), and Sanitary Sewer Inflow Infiltration (\$300,000). Non-recurring projects (\$4,148,000) include Airport Road Reclaim Water Main (\$1.1 million), Shadow Crossings Reuse Pump Facility (\$415,000), Water Main Replacement (\$2.6 million) and SR40 Utility Adjustments (\$33,000).

Fund 434 & 435-Water & Wastewater Impact Fees

The FY 2023-24 plan is to proceed with the Hudson Wellfield Expansion (\$2.57 million).

Fund 460-Solid Waste Fund

The FY 2023-24 plan is to purchase one vehicle (\$35,000)

Projects by Funding Source

Page #	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
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104-TIF

EXPENDITURE

22 Downtown Community Center	60,000	0	0	0	0	60,000
23 Downtown: Public Art	80,000	50,000	50,000	50,000	50,000	280,000
24 Downtown: Upgrades and Improveme	60,000	60,000	60,000	60,000	60,000	300,000
25 Downtown: Traffic calming	0	100,000	100,000	0	0	200,000
28 Downtown: Stormwater Improvements	0	0	1,100,000	0	0	1,100,000
30 Downtown: Thompson Creek, Phase I	0	0	0	624,716	2,220,273	2,844,989
TOTAL EXPENDITURES	200,000	210,000	1,310,000	734,716	2,330,273	4,784,989

FUNDING

Property Taxes-CRA	60,000	0	0	0	0	60,000
Property Taxes-TIF	140,000	210,000	1,010,000	172,472	332,028	1,864,500
Stormwater Charges	0	0	300,000	0	0	300,000
TPO (Grant Pending)	0	0	0	562,244	1,998,245	2,560,489
TOTAL FUNDING	200,000	210,000	1,310,000	734,716	2,330,273	4,784,989

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107-Stormwater

EXPENDITURE

32 N US1 & Ormond Lakes Drainage Stu	150,000	0	0	0	0	150,000
35 OBSC Access and Drainage	484,950	0	0	0	0	484,950
37 Stormwater Construction	300,000	250,000	250,000	250,000	250,000	1,300,000
38 Stormwater Piping	950,000	950,000	950,000	950,000	950,000	4,750,000
40 Willis Drive Storm Improvements	200,000	0	0	0	0	200,000
42 Vehicle Replacement-Stormwater	565,000	0	0	0	0	565,000
TOTAL EXPENDITURES	2,649,950	1,200,000	1,200,000	1,200,000	1,200,000	7,449,950

FUNDING

Stormwater Charges	2,649,950	1,200,000	1,200,000	1,200,000	1,200,000	7,449,950
TOTAL FUNDING	2,649,950	1,200,000	1,200,000	1,200,000	1,200,000	7,449,950

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108-Airport

EXPENDITURE

48	Aeronautical Survey and Obstacle Act	118,700	0	0	0	0	118,700
50	Airport Access Roads	2,102,037	0	0	0	0	2,102,037
55	Rehabilitate Taxiway Bravo Apron & R	160,000	2,500,000	0	0	0	2,660,000
58	Airport Wildlife Mitigation & Security	0	58,500	2,762,500	242,500	0	3,063,500
60	Airport Master Plan Update	0	250,000	0	0	0	250,000
61	Airport Tower Handrail Replacement	0	0	60,000	0	0	60,000
62	Rehabilitate, Mark and Light Taxiway "	0	0	150,000	814,280	0	964,280
TOTAL EXPENDITURES		2,380,737	2,808,500	2,972,500	1,056,780	0	9,218,517

FUNDING

Airport Fund (Loan)	331,481	55,000	3,000	16,286	0	405,767
FAA	250,830	2,475,000	2,621,250	732,852	0	6,079,932
FDOT	1,325,925	266,800	233,000	259,142	0	2,084,867
FDOT Special Appropriation	472,500	0	0	0	0	472,500
General Fund Reserves	0	11,700	115,250	48,500	0	175,450
TOTAL FUNDING	2,380,737	2,808,500	2,972,500	1,056,780	0	9,218,517

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301-General Improvement Fund

EXPENDITURE

64 CDBG South Ridgewood Ave. East Si	130,000	0	0	0	0	130,000
69 Chambers Upgrade	225,000	0	0	0	0	225,000
73 Engineering Planning Renovation	100,000	0	0	0	0	100,000
74 Fire Station 92 & 93 Generators	125,000	0	0	0	125,000	250,000
75 Telecommunication System Upgrade	900,000	0	0	0	0	900,000
76 Police Station / EOC	100,000	2,900,000	24,000,000	24,000,000	0	51,000,000
80 SAN Replacement	0	260,000	0	0	0	260,000
82 Server Replacement	0	0	175,000	0	0	175,000
84 Station Alerting	0	0	240,000	0	0	240,000
85 City Hall Access Control	0	0	0	100,000	0	100,000
86 Wi-Fi replace and upgrade	0	0	0	0	25,000	25,000
TOTAL EXPENDITURES	1,580,000	3,160,000	24,415,000	24,100,000	150,000	53,405,000

FUNDING

CDBG	130,000	0	0	0	0	130,000
General Fund Reserves	100,000	0	0	0	0	100,000
Lease Purchase	900,000	0	0	0	0	900,000
Legislative Funding	0	1,450,000	0	0	0	1,450,000
Property Taxes-General CIP	450,000	260,000	415,000	100,000	150,000	1,375,000
To Be Determined	0	1,450,000	24,000,000	24,000,000	0	49,450,000
TOTAL FUNDING	1,580,000	3,160,000	24,415,000	24,100,000	150,000	53,405,000

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302-General Vehicle Replacement Fund

EXPENDITURE

90 Vehicle Replacement-General	224,000	0	0	0	0	224,000
TOTAL EXPENDITURES	224,000	0	0	0	0	224,000

FUNDING

Property Taxes-Vehicles	224,000	0	0	0	0	224,000
TOTAL FUNDING	224,000	0	0	0	0	224,000

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305-Public Safety Vehicle & Equipment Fund

EXPENDITURE

94 EOC - Satellite Phones	18,000	0	0	0	0	18,000
95 Vehicle Replacement-Public Safety	670,000	0	0	0	0	670,000
96 Quint Fire Apparatus	1,500,000	0	0	0	0	1,500,000
TOTAL EXPENDITURES	2,188,000	0	0	0	0	2,188,000

FUNDING

Lease Purchase	1,500,000	0	0	0	0	1,500,000
Property Taxes-Public Safety	688,000	0	0	0	0	688,000
TOTAL FUNDING	2,188,000	0	0	0	0	2,188,000

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308-Transportation

EXPENDITURE

100 Neighborhood Traffic Calming	70,000	50,000	50,000	50,000	50,000	270,000
102 Railroad Crossing	100,000	100,000	100,000	100,000	100,000	500,000
103 Road Rehabilitation	750,000	750,000	750,000	750,000	750,000	3,750,000
111 Sidewalk Repair and Replacement	217,800	112,000	112,000	112,000	112,000	665,800
112 Street Light Maintenance	25,520	24,640	19,360	0	95,920	165,440
115 Traffic Signal Maintenance	71,500	84,000	82,500	80,000	0	318,000
117 Pineland Trail Roadway Improvement	0	0	0	0	5,761,250	5,761,250
120 US 1 North Sidewalk	0	0	0	0	1,995,300	1,995,300
TOTAL EXPENDITURES	1,234,820	1,120,640	1,113,860	1,092,000	8,864,470	13,425,790

FUNDING

Local Option Gas Tax	250,000	250,000	250,000	250,000	250,000	1,250,000
Property Taxes - Transportation	467,020	458,640	451,860	430,000	445,920	2,253,440
River to Sea TPO Grant Funding (pending)	0	0	0	0	4,770,315	4,770,315
TPO Grant (pending)	0	0	0	0	1,735,650	1,735,650
Transportation Reserves	517,800	412,000	412,000	412,000	1,662,585	3,416,385
TOTAL FUNDING	1,234,820	1,120,640	1,113,860	1,092,000	8,864,470	13,425,790

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317-Facilities Renewal and Replacement

EXPENDITURE

122	Shell Parking lot	51,000	51,000	51,000	51,000	51,000	255,000
124	Central Park 2 & 3 Overlook Replace	40,000	0	0	0	0	40,000
126	OBSC Baseball Netting Replacement	70,000	0	0	0	0	70,000
127	Central Park I Playground Equipment	40,000	0	0	0	0	40,000
128	Engineering Dept. Roof Replacement	48,000	0	0	0	0	48,000
129	PAC Box Office Roof Replacement	35,000	0	0	0	0	35,000
130	Fire Station 93 HVAC installation	35,000	0	0	0	0	35,000
131	Nova Field 5 Fencing	50,000	0	0	0	0	50,000
132	Nova Field 5 Shade Structure	50,000	0	0	0	0	50,000
133	OBSC Limitless Playground	42,000	0	0	0	0	42,000
	Sanchez Fishing Pier	0	100,000	0	0	0	100,000
	Nova Skate Park Hand Rails	0	25,000	0	0	0	25,000
	Nova Magic Forest Playground Repair	0	25,000	0	0	0	25,000
	Fire Station 91 Playground Replacem	0	185,000	0	0	0	185,000
	OBSC Playground Replacement	0	0	115,000	0	0	115,000
	Riviera Park Fishing Pier	0	0	250,000	0	0	250,000
	Nova Magic Forest Repairs	0	0	0	58,000	0	58,000
	Bailey Riverbridge Garden Fishing Pie	0	0	0	140,000	0	140,000
	Central Park II Playground Equipment	0	0	0	130,000	0	130,000
	Nova Recreation Batting Cage Repair	0	0	0	0	30,000	30,000
	OBSC Limitless Playground Phase II	0	0	0	0	100,000	100,000
	OBSC Shade Structure Supports	0	0	0	0	75,000	75,000
	SONC Ballfield Renovations	0	0	0	0	125,000	125,000
TOTAL EXPENDITURES		461,000	386,000	416,000	379,000	381,000	2,023,000

FUNDING

Property Taxes-Facilities R&R	0	25,000	0	0	0	25,000
Property Taxes-Facilities R&R	461,000	361,000	166,000	379,000	381,000	1,748,000
Propety Taxes-Facilities R&R	0	0	250,000	0	0	250,000
TOTAL FUNDING	461,000	386,000	416,000	379,000	381,000	2,023,000

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322-Leisure Services Capital Fund

EXPENDITURE

136 Nova Sports Fields Reconstruction	340,000	0	0	0	0	340,000
137 OBSC LED Softball Quad Lighting	800,000	0	0	0	0	800,000
138 OBSC Sotball Field Reconstruction	0	400,000	0	0	0	400,000
139 Nova Field #1 Relocation	0	0	1,000,000	500,000	0	1,500,000
140 Central Park Trail Systems	0	0	0	0	1,000,000	1,000,000
TOTAL EXPENDITURES	1,140,000	400,000	1,000,000	500,000	1,000,000	4,040,000

FUNDING

Echo Grant	570,000	0	500,000	0	500,000	1,570,000
Fund Balance	70,000	0	0	0	0	70,000
Property Taxes-LS	500,000	400,000	500,000	500,000	500,000	2,400,000
TOTAL FUNDING	1,140,000	400,000	1,000,000	500,000	1,000,000	4,040,000

408-Water and Wastewater Vehicle Repl.

EXPENDITURE

144 Vehicle Replacement-Water & WWW	230,000	0	0	0	0	230,000
TOTAL EXPENDITURES	230,000	0	0	0	0	230,000

FUNDING

Water & Sewer Charges	230,000	0	0	0	0	230,000
TOTAL FUNDING	230,000	0	0	0	0	230,000

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409-Water and Wastewater R and R (Annual)

EXPENDITURE

148	Fire Hydrant and Valve Expansion Pro	175,000	175,000	175,000	175,000	175,000	875,000
150	General Facility and System Upgrade	850,000	850,000	850,000	850,000	850,000	4,250,000
152	Lift Station Rehabilitation	75,000	1,383,362	600,000	600,000	600,000	3,258,362
155	Manhole Rehabilitation Program	150,000	150,000	150,000	150,000	150,000	750,000
157	Meter Installation	90,000	90,000	90,000	90,000	90,000	450,000
158	Pretreatment Effluent Pump Replace	180,000	180,000	180,000	180,000	0	720,000
160	Sanitary Sewer Inflow Infiltration	300,000	300,000	300,000	300,000	300,000	1,500,000
TOTAL EXPENDITURES		1,820,000	3,128,362	2,345,000	2,345,000	2,165,000	11,803,362

FUNDING

Water & Sewer Charges	1,820,000	3,128,362	2,345,000	2,345,000	2,165,000	11,803,362
TOTAL FUNDING	1,820,000	3,128,362	2,345,000	2,345,000	2,165,000	11,803,362

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409-Water and Wastewater R and R (Capital)

EXPENDITURE

164	Airport Road Reclaim Water Main PH	1,100,000	0	0	0	0	1,100,000
165	Shadow Crossings Reuse Pump Facil	415,000	0	0	0	0	415,000
167	Water Main Replacement	2,600,000	300,000	0	0	0	2,900,000
172	SR40 Utility Adjustments	33,000	0	0	0	0	33,000
173	WRF Filter Modifications	0	320,000	5,215,000	0	0	5,535,000
175	Halifax River Force Main Crossing	0	0	153,000	1,913,300	0	2,066,300
177	Existing Wellfield Repairs	0	0	0	145,000	1,778,750	1,923,750
TOTAL EXPENDITURES		4,148,000	620,000	5,368,000	2,058,300	1,778,750	13,973,050

FUNDING

Bond Proceeds	3,700,000	300,000	5,215,000	1,913,300	1,778,750	12,907,050
Water & Sewer Charges	448,000	320,000	153,000	145,000	0	1,066,000
TOTAL FUNDING	4,148,000	620,000	5,368,000	2,058,300	1,778,750	13,973,050

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434-Water Impact Fees

EXPENDITURE

180 Hudson Wellfield Expansion	2,572,500	0	0	0	0	2,572,500
182 Utility Master Plan Update	0	320,000	0	0	0	320,000
TOTAL EXPENDITURES	2,572,500	320,000	0	0	0	2,892,500

FUNDING

Wastewater Impact Fees	0	160,000	0	0	0	160,000
Water Impact Fees	2,572,500	160,000	0	0	0	2,732,500
TOTAL FUNDING	2,572,500	320,000	0	0	0	2,892,500

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460-Solid Waste Fund

EXPENDITURE

184 Vehicle Replacement-Solid Waste	35,000	0	0	0	0	35,000
TOTAL EXPENDITURES	35,000	0	0	0	0	35,000

FUNDING

User Charges	35,000	0	0	0	0	35,000
TOTAL FUNDING	35,000	0	0	0	0	35,000

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499-Water and Wastewater R and R (West Ormond)

EXPENDITURE

186	West Ormond Utilities Area A WM FM	200,000	2,500,000	0	0	0	2,700,000
188	West Ormond Utilities Potable Tank a	375,000	5,025,000	0	0	0	5,400,000
190	West Ormond Utilities SR40 WM FM	6,280,000	0	0	0	0	6,280,000
192	West Ormond Utilities WRF	6,500,000	37,250,000	37,250,000	0	0	81,000,000
194	West Ormond Utilities WRF Site Impr	1,620,000	0	0	0	0	1,620,000
196	West Ormond Utilities Airport Rd FM	0	275,000	3,059,500	0	0	3,334,500
198	West Ormond Utilities - New Rima W	0	0	300,000	3,007,500	0	3,307,500
200	West Ormond Utilities Hand Ave FM	0	0	300,000	4,020,000	0	4,320,000
202	West Ormond Utilities SR40 Parallel	0	0	225,000	2,880,000	0	3,105,000
204	West Ormond Utilities WTP Evaluatio	0	0	0	300,000	0	300,000
206	West Ormond Utilities - New Raw Wat	0	0	0	0	20,452,500	20,452,500
208	West Ormond Utilities WTP	0	0	0	0	47,250,000	47,250,000
TOTAL EXPENDITURES		14,975,000	45,050,000	41,134,500	10,207,500	67,702,500	179,069,500

FUNDING

Daytona Beach	1,890,000	9,550,000	10,353,000	0	0	21,793,000
To Be Determined	13,085,000	35,500,000	30,781,500	10,207,500	67,702,500	157,276,500
TOTAL FUNDING	14,975,000	45,050,000	41,134,500	10,207,500	67,702,500	179,069,500

104-COMMUNITY REDEVELOPMENT FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

Downtown Community Center

PROJECT#

CATEGORY

Facility Construction and Renovation

FUND

104-TIF

PROJECT LOCATION

56 North Beach Street

MANAGEMENT

Engineering

PROJECT SCOPE

This project proposes engaging the services of a architect / planning consultant experienced in the design and public spaces and facilities to conduct a Needs Assessment & Land Use Study whose focus would be the highest and best use of the property located at 56 N. Beach Street. This project will produce a report detailing rooms sizes / areas/uses. general descriptions of the rooms and the requirements of those rooms, site and land use requirements of this property, as well as conceptual planning for this facility.

JUSTIFICATION

The Downtown Master Plan Update of 2019 identified the need for a community center/civic event plaza in the downtown to serve residents and visitors as a gathering space for community events and functions. In 2018 the City purchased a parcel of land in the downtown that is suitable for the center. This project will provide the necessary steps for a shovel ready project for a new Community Center.

PROJECT COST METHODOLOGY

Updated cost estimated prepared for 56 North Beach Street feasibility study.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Needs Analysis	60,000	0	0	0	0	60,000
Total	60,000	0	0	0	0	60,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-CRA	60,000	0	0	0	0	60,000
Total	60,000	0	0	0	0	60,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Downtown: Public Art

PROJECT#

CATEGORY

Beautification

FUND

104-TIF

PROJECT LOCATION

Downtown CRA

MANAGEMENT

PROJECT SCOPE

Public Art Implementation Plan

JUSTIFICATION

The 2019 Downtown Master Plan contains an Arts & Culture theme with the mission to utilize art, social events and cultural and historic assets to enhance the shared feeling of community. The Downtown area has focus on infrastructure improvements on public property and grants on private property. The implementation plan seeks to develop a strategy to integrate art into the downtown area. The first budget year is for the implementation plan and the outlying years are for art rated projects.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Public Art	80,000	50,000	50,000	50,000	50,000	280,000
Total	80,000	50,000	50,000	50,000	50,000	280,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-TIF	80,000	50,000	50,000	50,000	50,000	280,000
Total	80,000	50,000	50,000	50,000	50,000	280,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Downtown: Upgrades and Improvements

PROJECT#

104057

CATEGORY

Community Redevelopment

FUND

104-TIF

PROJECT LOCATION

Downtown CRA District

MANAGEMENT

Engineering

PROJECT SCOPE

This category provides the necessary enhancements of existing or proposed improvements within the redevelopment area. This would include, but not be limited to, mast arm and decorative light pole upgrades, decorative light pole and fixture purchase, installation and upgrade of, wood decking and handrails, landscape, irrigation, signage and other public improvements.

JUSTIFICATION

The 2007 adopted Downtown Master Plan (pages 26 and 30) identified the need to retain, replace and/ or upgrade the public infrastructure and hardscape improvements that have been invested in the Downtown. This project provides funding to make improvements to the existing infrastructure with the CRA District.

PROJECT COST METHODOLOGY

Projects allocations and estimates are based on actual bids or quotations from past projects of similar scope of work.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Enhancements	60,000	60,000	60,000	60,000	60,000	300,000
Total	60,000	60,000	60,000	60,000	60,000	300,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-TIF	60,000	60,000	60,000	60,000	60,000	300,000
Total	60,000	60,000	60,000	60,000	60,000	300,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Downtown: Traffic calming

PROJECT#

104078

CATEGORY

Community Redevelopment

FUND

104-TIF

PROJECT LOCATION

CRA

MANAGEMENT

Engineering/Planning

PROJECT SCOPE

Implement traffic calming techniques throughout the CRA, including side streets

JUSTIFICATION

A common theme throughout the Downtown master plan update was the need to provide additional traffic calming measures. Under the Sense of Place & Appearance theme in the master plan, traffic calming and walkability enhancements were identified top priorities. FY22-23 seeks the installation of four radar feed back signs, two at each end of the Granada Bridge. The item is budgeted as an outer year project with specific improvements to be determined in the capital year which the expenditures would occur.

PROJECT COST METHODOLOGY

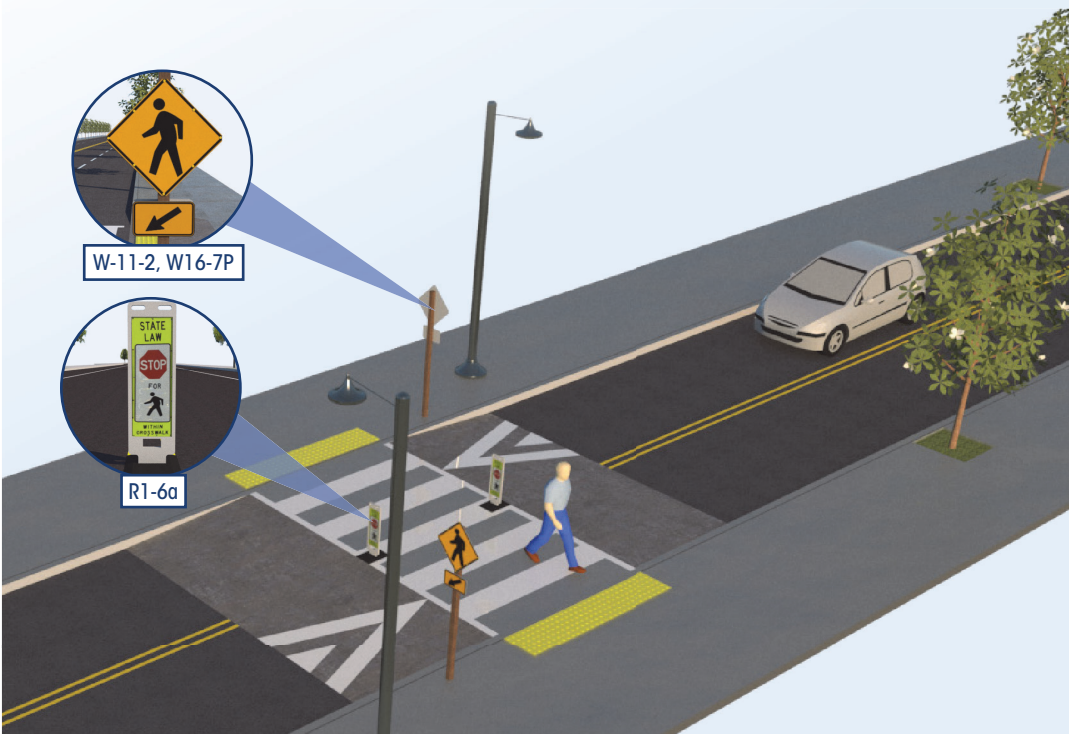
<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Traffic calming	0	100,000	100,000	0	0	200,000
Total	0	100,000	100,000	0	0	200,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-TIF	0	100,000	100,000	0	0	200,000
Total	0	100,000	100,000	0	0	200,000

Raised Crosswalk

SAFE TRANSPORTATION FOR EVERY PEDESTRIAN

COUNTERMEASURE TECH SHEET



Raised crosswalks are ramped speed tables spanning the entire width of the roadway, often placed at midblock crossing locations. The crosswalk is demarcated with paint and/or special paving materials. These crosswalks act as traffic-calming measures that allow the pedestrian to cross at grade with the sidewalk.

In addition to their use on local and collector streets, raised crosswalks can be installed in campus settings, shopping centers, and pick-up/drop-off zones (e.g., airports, schools, transit centers).

Raised crosswalks are flush with the height of the sidewalk. The crosswalk table is typically at least 10 feet wide and designed to allow the front and rear wheels of a passenger vehicle to be on top of the table at the same time. Detectable warnings (truncated domes) and curb ramps are installed at the street edge for pedestrians with impaired vision.

 Local and collector roads with high speeds pose a significant challenge for pedestrians crossing the roadway.

 A raised crosswalk can reduce vehicle speeds and enhance the pedestrian crossing environment.

.....

Raised crosswalks can reduce pedestrian crashes by

45%



.....

FEATURES:

- Elevated crossing makes the pedestrian more prominent in the driver's field of vision, and allows pedestrians to cross at grade with the sidewalk
- Approach ramps may reduce vehicle speeds and improve motorist yielding

OFTEN USED WITH:

- Crosswalk visibility enhancements

Raised Crosswalk

EDC-4 STEP: https://www.fhwa.dot.gov/innovation/everydaycounts/edc_4/step.cfm



CONSIDERATIONS

Raised crosswalks are typically installed on 2-lane or 3-lane roads with speed limits of 30 mph or less and annual average daily traffic (AADT) below about 9,000. Raised crossings should generally be avoided on truck routes, emergency routes, and arterial streets.

Drainage can be an issue. Raised crosswalks may be installed with curb extensions where parking exists. They may also be used at intersections, particularly at the entrance of the minor street.

Since this countermeasure can cause discomfort and noise (especially with larger vehicles), it may be appropriate to get public buy-in. Raised crosswalks may not be appropriate for bus transit routes or primary emergency vehicle routes. For States that experience regular snowfall, snowplowing can be a concern.

COST

The cost associated with a raised crosswalk ranges from \$7,110 to \$30,880 each, with the average cost estimated at \$8,170.

References

Federal Highway Administration. (2013). "Raised Pedestrian Crossings" in PEDSAFE: Pedestrian Safety Guide and Countermeasure Selection System. Available: http://www.pedbikesafe.org/PEDSAFE/countermeasures_detail.cfm?CM_NUM=7

Thomas, L., Thirsk, N. J., & Zegeer, C. (2016). NCHRP Synthesis 498: Application of Pedestrian Crossing Treatments for Streets and Highways. Transportation Research Board, Washington D.C.

Bushell, M., Poole, B., Zegeer, C., & Rodriguez, D. (2013). Costs for Pedestrian and Bicyclist Infrastructure Improvements: A Resource for Researchers, Engineers, Planners, and the General Public. Pedestrian and Bicycle Information Center.

Elvik, R., Christensen, P., and Amundsen, A. (2004). "Speed and Road Accidents An Evaluation of the Power Model." Transportøkonomisk Institutt, Oslo, Norway.

CAPITAL PROJECT DETAIL

PROJECT TITLE

Downtown: Stormwater Improvements

PROJECT#

104044

CATEGORY

Community Redevelopment

FUND

104-TIF

PROJECT LOCATION

Downtown CRA

MANAGEMENT

Engineering

PROJECT SCOPE

Implement recommendations of study for stormwater improvements

JUSTIFICATION

The 2007 adopted Downtown Master Plan (pages 15, 27, 31, 32) stated a need to evaluate storm water needs and implement a program of off-line retention where practical to support intensive redevelopment of existing sites. With the assistance of consultant, a Stormwater Master Plan for the Downtown CRA was developed which allowed for the issuance of a conceptual permit for work in the CRA being granted by the St. Johns River Water Management Project. Recent activity in redevelopment of the CRA indicates that the area that may receive the most and earliest impact from a construction project would be the River District, north of Granada and lying between North Beach Street and Ridgewood Avenue. Phase 1 of this project was budgeted and completed in the most recent FY allowing for stormwater treatment for future redevelopment of the north side of New Britain Avenue as well as the construction of a passive park on Lincoln Avenue. This second project involves the construction of an exfiltration system within the New Britain Right of way which provides treatment for the redevelopment of the New Britain Avenue roadway, as well as properties south of New Britain. Costs do not include the acquisition of property and/or easements however it is anticipated that providing credit in the form of stormwater capacity from the regional stormwater facility will offset a large portion of obtaining land rights. The proposed second project is proposed to occur in two phases with infrastructure construction scheduled to occur in the first phase (2018/19) and landscape and hardscape improvements to complete the project in its second phase (2019/2020).

PROJECT COST METHODOLOGY

Historic Cost Data (Lincoln Stormwater Park, Andy Romano Park / John Anderson Drive Improvements).

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Construction -Phase 2	0	0	1,100,000	0	0	1,100,000
Total	0	0	1,100,000	0	0	1,100,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Downtown: Stormwater Improvements

PROJECT#

104044

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-TIF	0	0	800,000	0	0	800,000
Stormwater Charges	0	0	300,000	0	0	300,000
Total	0	0	1,100,000	0	0	1,100,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Downtown: Thompson Creek, Phase II

PROJECT#

104046

CATEGORY

Transportation

FUND

104-TIF

PROJECT LOCATION

Thompson Creek

MANAGEMENT

Planning & Engineering

PROJECT SCOPE

10 foot wide multi-use path from Division to Wilmette.

JUSTIFICATION

The Thompson Creek Multi-Use path is contained in the adopted Downtown Plan and Multi-Modal Plan, and the proposed 2016 Bike Plan. The path is 6000 linear feet more or less of pavement and decking with a crossing at Granada Boulevard. The City approved Resolution 2016-43 requesting a feasibility study from the River to Sea Transportation Planning Organization (R2CTPO). This feasibility study provided for an alternate that allows for crossing Granada Blvd. at Orchard Street. This project has been submitted to the R2CTPO for funding due to higher rated projects. The City will provide a match of 10% towards the design and construction costs.

PROJECT COST METHODOLOGY

This project is partly funded from Transportation fund for the portion of the trail that runs from Wilmette Avenue to Division Avenue and remainder is funded from the River to Sea Transportation Planning Organization (R2CTPO). The proposed trail is 6,000 linear feet. The portion of the trail in the Downtown CRA is from Lincoln Avenue to Tomoka Avenue. Costs estimates were obtained by using FDOT LRE for bike facilities and comparing said costs to similar trail projects including SR 40 sidewalk project (Phase 1 and 3) and the Tomoka State Park Trail.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Design	0	0	0	624,716	2,220,273	2,844,989
Total	0	0	0	624,716	2,220,273	2,844,989

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
TPO (Grant Pending)	0	0	0	562,244	1,998,245	2,560,489
Property Taxes-TIF	0	0	0	62,472	222,028	284,500
Total	0	0	0	624,716	2,220,273	2,844,989

107-STORMWATER FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

N US1 & Ormond Lakes Drainage Study

PROJECT#

CATEGORY

Stormwater Improvements

FUND

107-Stormwater

PROJECT LOCATION

North US1- Ormond Lakes

MANAGEMENT

Engineering

PROJECT SCOPE

Drainage study for the N US1 and Ormond Lakes Corridor

JUSTIFICATION

This project is recommended in the stormwater master plan. This project will aid in the review of the upcoming proposed development of the Plantation Oaks Corridor. The results of the study may also suggest improvements in the area and the responsible parties for addressing these issues.

PROJECT COST METHODOLOGY

Stormwater Master Plan

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Drainage Study	150,000	0	0	0	0	150,000
Total	150,000	0	0	0	0	150,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Stormwater Charges	150,000	0	0	0	0	150,000
Total	150,000	0	0	0	0	150,000

10.6 North Highway US1 Drainage

Problem Area Description

North Highway US1 Drainage consists of largely undeveloped parcels approximately 14 acres in size surrounded by commercial and industrial development. The problem area is surrounded by North US 1 to the northeast, Broadway Avenue to the northwest, and the FEC Railroad system to the southwest. The area is bisected by Flagler Road and Gowers Street (much of the streets vacated).

Topography: The elevations in the area range from approximately 30 feet to 27 feet NAVD 1988 in the areas abutting US 1.

Soils: Soils are dual hydrological class A/D (less freely draining, higher water table).

Landuse: The area is predominantly undeveloped uplands (with no degree of impervious area).

Floodplains: The area has no based flood identified (Zone X).

Infrastructure: A roadside ditch runs parallel to the problem area and North US 1. The ditch is connected through a FDOT owned pipe, located under North US 1, that directs collected stormwater southeast to an inlet located approximately 500 feet southeast of Plantation Oaks Boulevard. This drains through a culvert north to a County ditch on the south side of Addison Drive. This County ditch connects under Addison Road through a 36-inch CMP, which then directs stormwater into a County ditch that runs parallel along Addison Drive drainage east then north towards the Ormond Lakes stormwater system.

Problem Summary

Geosyntec reviewed the available public information, and observations documented during a site visit completed on February 19, 2020 with City of Ormond Beach personnel. The City reported that the low-lying undeveloped areas in and adjacent to the problem area south of US 1 become overwhelmed by stormwater during rainfall events, which causes nuisance flooding along US 1 and near the surrounding commercial property area located directly southeast of problem area.

The outfall for the area travels through pipes north under US 1 to the County ditch along Addison Drive. According to the City's GIS data, there was a historical County ditch approximately 1300 feet long that connects the North Highway US1 Drainage ditch system to the ditch system on Addison Drive. It was mentioned during the site visit that most of the ditch was converted to a series of underground pipes. The remaining ditch system was observed to be overgrown and were either saturated or filled with stormwater.

Refer to **Figure 10-6** for a map of the specific area.

Photos of the Problem Area



Looking south on North US Highway 1 of FDOT pipe connection to North Highway US1 Drainage swale. (Google Maps Imagery, 2019)



Headwall of FDOT pipe that connects the North Highway US1 Drainage swale to the FDOT pipe system. (2/19/2020)

CAPITAL PROJECT DETAIL

PROJECT TITLE

OBSC Access and Drainage

PROJECT#

NA

CATEGORY

Recreation and Cultural Facility Improvement

FUND

107-Stormwater

PROJECT LOCATION

Ormond Beach Sports Complex

MANAGEMENT

Engineering

PROJECT SCOPE

Construct a perimeter drainage swale south of the Kiwanis Ball Field and a paved access road to the complex main office.

JUSTIFICATION

Currently the access road to the maintenance building and the offices require vehicular traffic through the internal portions of the sports complex. This has created an ongoing safety concern for both players and spectators who use the park. By increasing the water retention area and providing access to Doug Thomas Way for access to the maintenance building and office building, we would be increasing the playability of the Kiwanis field by preventing ongoing cancellations due to flooding while enhancing the safety of the children and patrons who use the park by preventing internal traffic through the park.

PROJECT COST METHODOLOGY

Unit pricing

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Enlarge and Interconnect ponds	211,700	0	0	0	0	211,700
Design	208,750	0	0	0	0	208,750
Relocate Utilities	64,500	0	0	0	0	64,500
Total	484,950	0	0	0	0	484,950

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Stormwater Charges	484,950	0	0	0	0	484,950
Total	484,950	0	0	0	0	484,950

OBSC ACCESS & DRAINAGE IMPROVEMENTS



CAPITAL PROJECT DETAIL

PROJECT TITLE

Stormwater Construction

PROJECT#

CATEGORY

Stormwater Improvements

FUND

107-Stormwater

PROJECT LOCATION

City wide

MANAGEMENT

Engineering

PROJECT SCOPE

Construction of various stormwater facilities

JUSTIFICATION

The Stormwater Master Plan recommended many different construction projects, this annual project seeks to construct those projects in a timely fashion.

PROJECT COST METHODOLOGY

Based on similar project costs

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	300,000	250,000	250,000	250,000	250,000	1,300,000
Total	300,000	250,000	250,000	250,000	250,000	1,300,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Stormwater Charges	300,000	250,000	250,000	250,000	250,000	1,300,000
Total	300,000	250,000	250,000	250,000	250,000	1,300,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Stormwater Piping

PROJECT#

107154

CATEGORY

Stormwater Improvements

FUND

107-Stormwater

PROJECT LOCATION

Stormwater Service Areas

MANAGEMENT

Engineering

PROJECT SCOPE

Rehabilitation of existing corrugated metal storm piping throughout the City that has been identified as failing due to corrosion and age.

JUSTIFICATION

Much of the City's older stormwater piping, which was installed in excess of 25 years ago, was constructed with corrugated metal piping. This piping has surpassed its design life expectancy and in many areas of the City has significantly corroded, especially along the river outfalls. Rainfall runoff from recent hurricanes resulted in increased flows and debris being conveyed through these pipes which also significantly contributed to the pipe's deterioration. In order to reduce impacts to roads and the public, this project intends to rehabilitate the storm pipes utilizing no-dig slip lining technology.

PROJECT COST METHODOLOGY

Estimate has been based on unit pricing for cured in place PVC lining as obtained from recent quotations for lining projects.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	950,000	950,000	950,000	950,000	950,000	4,750,000
Total	950,000	950,000	950,000	950,000	950,000	4,750,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Stormwater Charges	950,000	950,000	950,000	950,000	950,000	4,750,000
Total	950,000	950,000	950,000	950,000	950,000	4,750,000

Street name:		Size (in)	Length(ft)	Units	Unit Price	Probable Construction Cost
Lincoln Ave	Furnish and install 12" RCP Pipe	10 12	43	LF	\$ 220.00	\$ 9,460.00
	Furnish and install 15" RCP Pipe	12 15	1031	LF	\$ 230.00	\$ 237,130.00
	Remove and replace, Concrete Sidewalk and Driveways		555	SY	\$ 75.00	\$ 41,625.00
	Asphalt Cut and Patch		100	SY	\$ 70.00	\$ 7,000.00
	Restoration		1	LS		\$ 20,000.00
					Total	\$ 315,215.00
Highland Ave	Furnish and install 12" RCP Pipe	10 12	36	LF	\$ 220.00	\$ 7,920.00
	Furnish and install 15" RCP Pipe	12 15	972	LF	\$ 230.00	\$ 223,560.00
	Furnish and install 18" RCP Pipe	15 18	84	LF	\$ 255.00	\$ 21,420.00
	Remove and replace, Concrete Sidewalk and Driveways		555	SY	\$ 75.00	\$ 41,625.00
	Asphalt Cut and Patch		100	SY	\$ 70.00	\$ 7,000.00
	Restoration		1	LS		\$ 20,000.00
					Total	\$ 321,525.00
Dix Ave	Furnish and install 12" RCP Pipe	8 12	30	LF	\$ 220.00	\$ 6,600.00
	Furnish and install 12" RCP Pipe	10 12	60	LF	\$ 220.00	\$ 13,200.00
	Furnish and install 15" RCP Pipe	12 15	1305	LF	\$ 230.00	\$ 300,150.00
	Furnish and install 18" RCP Pipe	15 18	60	LF	\$ 255.00	\$ 15,300.00
	Remove and replace, Concrete Sidewalk and Driveways		555	SY	\$ 75.00	\$ 41,625.00
	Asphalt Cut and Patch		100	SY	\$ 70.00	\$ 7,000.00
	Restoration		1	LS		\$ 20,000.00
					Total	\$ 403,875.00
Hernandez Ave	Furnish and install 12" RCP Pipe	10 12	48	LF	\$ 220.00	\$ 10,560.00
	Furnish and install 15" RCP Pipe	12 15	633	LF	\$ 230.00	\$ 145,590.00
	Furnish and install 18" RCP Pipe	15 18	865	LF	\$ 255.00	\$ 220,575.00
	Remove and replace, Concrete Sidewalk and Driveways		555	SY	\$ 75.00	\$ 41,625.00
	Asphalt Cut and Patch		100	SY	\$ 70.00	\$ 7,000.00
	Restoration		1	LS		\$ 20,000.00
					Total	\$ 445,350.00
Rosewood Ave	Furnish and install 18" RCP Pipe	18 24	442	LF	\$ 275.00	\$ 121,550.00
	Furnish and install 24" RCP Pipe	24 30	496	LF	\$ 300.00	\$ 148,800.00
	Remove and replace, Concrete Sidewalk and Driveways		555	SY	\$ 75.00	\$ 41,625.00
	Asphalt Cut and Patch		100	SY	\$ 70.00	\$ 7,000.00
	Restoration		1	LS		\$ 20,000.00
					Total	\$ 338,975.00

CAPITAL PROJECT DETAIL

PROJECT TITLE

Willis Drive Storm Improvements

PROJECT#

CATEGORY

Stormwater Improvements

FUND

107-Stormwater

PROJECT LOCATION

Willis Drive

MANAGEMENT

Engineering

PROJECT SCOPE

Rehabilitation of existing concrete piping that has been identified as failing due to inadequate reinforcement and age of the system.

JUSTIFICATION

Much of the City's stormwater pipes were installed in excess of 25 years ago. The existing pipes in this area are concrete pipes that are not reinforced with steel. This has caused issues, such as leaking around the joints, cracking and lack of structural integrity.

PROJECT COST METHODOLOGY

Estimate has been based on unit pricing for cured in place lining as obtained from recent quotations for lining projects.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	200,000	0	0	0	0	200,000
Total	200,000	0	0	0	0	200,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Stormwater Charges	200,000	0	0	0	0	200,000
Total	200,000	0	0	0	0	200,000

28-Apr-23

Willis Drive Storm Improvements

Probable Cost

GENERAL INFORMATION: Rehabilitation of existing concrete piping that has been identified as failing due to inadequate reinforcement and age of the system.

Probable Cost Breakdown:

Construction Cost Breakdown

Item Num	Size (in)	Length (ft)	Unit	Unit Cost	Item Cost
1	18	50	LF	\$ 86.00	\$ 4,300.00
2	48	730	LF	\$ 285.00	\$ 208,050.00

Sub-Total (Construction)= \$ 212,350.00

Subtotal (1) \$ 212,350.00

**Budget for design and
construction= \$ 213,000.00**

CAPITAL PROJECT DETAIL

PROJECT TITLE

Vehicle Replacement-Stormwater

PROJECT#

107VEH

CATEGORY

Vehicle and Equipment Replacement

FUND

107-Stormwater

PROJECT LOCATION

Various City Departments

MANAGEMENT

Fleet

PROJECT SCOPE

The project involves the continued implementation of a comprehensive vehicle replacement schedule for the City's fleet. Vehicles beyond the first year of the program will be evaluated at the appropriate time. These vehicles are being shown for scheduling purposes only and will not necessarily be replaced in the year shown.

JUSTIFICATION

The replacement schedule has been designed to replace vehicles which have been identified by the Fleet Manager as: 1) incurring the greatest maintenance expense over the life of the vehicle, 2) reaching or exceeding their expected life in terms of age, and 3) having relatively high mileage.

The benefits of the replacement program are reflected in the reduction of the City's Fleet Maintenance operating and labor costs, as well as lower vehicle downtime which in turn increases service availability to the community.

PROJECT COST METHODOLOGY

State contract pricing.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Vehicle Replacement	565,000	0	0	0	0	565,000
Total	565,000	0	0	0	0	565,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Stormwater Charges	565,000	0	0	0	0	565,000
Total	565,000	0	0	0	0	565,000

CIP Work Sheet FY 2023-24

Description	Year	Department	#	2023-24
Ford F350	2013	Stormwater	565	40,000
Gradall X	2006	Stormwater	276	225,000
Street Sweeper	New	Stormwater	NA	300,000
Total Stormwater Fund 107				565,000

Vehicle & Motorized Equipment Serviceability Report

Department/Division: 3011 Storm water Priority 5 of 5

This request is included in: ☒ Budget Submission ☐ List of Adds

Vehicle/Equipment #: 565	Vehicle/Equipment Type (make, model, etc.): 2013 Ford F350 dually
Mileage/hour 69,163	Estimated Repair Cost: \$3,750.00

A bumper-to-bumper inspection has been performed on this vehicle/equipment:

Technician: Danny McIlrath

Date: 09/20/21

The following parts/repairs are required for this vehicle/equipment, but have been deferred:

	Estimated Cost (materials & Labor)
Body and truck bed and tail gate paint repair	\$1,500.00
Engine and trans oil leak repair.	\$1,000.00
Headlight repair	\$500.00
Interior repair	\$750.00

Total: \$3,750.00

Two-year maintenance history:

Year	Cost (materials & labor):	Days Out-of-Service
2018	\$4,279.49	3
2019	\$2,478.12	2

Fleet Recommendation:

☒ Remove from Front Line ☐ High Maintenance ☐ Do Not Replace ☐ Defer Vehicle

Comments:

This truck will be dropped from a front line vehicle and only be assigned as a loaner. We need to upgrade this truck to 4X4 with a lift gate for use in Stormwater Maintenance.

Fleet Maintenance Supervisor: Danny McIlrath

Date: 09/20/21

Fleet Systems Specialist: Christine Jarrell

Date: 09/20/21

Deputy Public Works Director: Kevin M Gray

Date: 09/20/21

City Manager Concurrence:

☐ Approved ☐ Denied

City Manager: _____

Date: _____

Vehicle and Equipment Repair/Replacement Evaluation		
Gradall #276	Evaluated by: Howard Rubright, Fleet Ops Supervisor	
Dept.: #3011	Supervisor: Kevin M Gray, Deputy Public Works Director	
	Points Assigned	Comments
Year of vehicle. One point assigned per year. Example: A 2000 vehicle would be assigned 22 points because it is 22 years old.	16	2006 Gradall
Mileage or hours of use. One point is assigned for each 10,000 miles or 1,500 hours of operation. Example: A vehicle with 87,000 miles would receive 9 points as it is rounded up.	1	1,848
General overall condition. This category takes into consideration body condition, rust, interior condition, anticipated repairs, etc. A scale from 1-5 is used, with 5 being an extremely poor...possibly unsafe condition.	5	This equipment needs most of the hydraulic hose's replaced, the rotary turret is damp at seal area, the contactor will soon need replacing, the body is faded and has fiberglass panels broken. The seat needs reupholstered, the weather seals around doors and glass are torn, dry rotted or missing. Tires are near the end of service life.
Type of service. Points are assigned as either 1,3,or 5 depending on the type of use the vehicle had during most of its life. Example: A '5' would be assigned to vehicles that were utilized as patrol cars as that is considered severe service, while a staff car would be a '1'.	5	Stormwater
Reliability of vehicle. Points are assigned as 1-5 depending on the frequency that the vehicle is in the shop for repairs. A '5' should be assigned to a vehicle that is in the shop 3 or more times a month on average. A '1' would be used for once every 3 months or less.	4	This vehicle has been in the shop 15 times in 1 yr.
Total operating cost. Points are assigned as 1,3,or 5 depending on the total cost per mile factor. This figure includes maintenance and operational costs in relation to other vehicles utilized for the same purpose.	4	Purchase Price \$188,785.00 total \$57,477.00 LTD M&R 33% of Purchase Price
Have warranties expired?	yes	☐ Check if general overall condition can
Total Points	35	(Shop Supervisor approval required)
28 + points	X	Needs immediate replacement
23-27 points		Condition is borderline
18-22 points		Condition is fair/good
Under 18 points		Condition is good/excellent

Vehicle and Equipment Repair/Replacement Evaluation		
Vehicle: # 565	Evaluated by: Danny McIlrath	
Dept.3011 Stormwater	Supervisor: Kevin M Gray, Deputy PW Director	
	Points Assigned	Comments
Year of vehicle. One point assigned per year. Example: A 2000 vehicle would be assigned 21 points because it is 21 years old.	8	2013 Ford F350
Mileage or hours of use. One point is assigned for each 10,000 miles or 1,500 hours of operation. Example: A vehicle with 87,000 miles would receive 9 points as it is rounded up.	7	69,163 miles
General overall condition. This category takes into consideration body condition, rust, interior condition, anticipated repairs, etc. A scale from 1-5 is used, with 5 being an extremely poor...possibly unsafe condition.	3	Cab and body scratches all around body tail gate paint coming off. Engine and transmission have small oil leaks. Interior badly worn and dirty. Headlight lenses fading out.
Type of service. Points are assigned as either 1,3,or 5 depending on the type of use the vehicle had during most of its life. Example: A '5' would be assigned to vehicles that were utilized as patrol cars as that is considered severe service, while a staff car would be a '1'.	2	Stormwater
Reliability of vehicle. Points are assigned as 1-5 depending on the frequency that the vehicle is in the shop for repairs. A '5' should be assigned to a vehicle that is in the shop 3 or more times a month on average. A '1' would be used for once every 3 months or less.	1	Every couple of months or so.
Total operating cost. Points are assigned as 1,3,or 5 depending on the total cost per mile factor. This figure includes maintenance and operational costs in relation to other vehicles utilized for the same purpose.	2	Purchase Price \$21,336.00 \$13,990.38 LTD M&R 65% of Purchase Price Cost per mile \$.20
Have warranties expired?	yes	☐ Check if general overall condition can defer vehicle replacement
Total Points	23	(Shop Supervisor approval required)
28 + points		Needs immediate replacement
23-27 points	X	Condition is borderline
18-22 points		Condition is fair/good
Under 18 points		Condition is good/excellent

108-AIRPORT FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

Aeronautical Survey and Obstacle Action Plan

PROJECT#

CATEGORY

Airport Improvements

FUND

108-Airport

PROJECT LOCATION

Airport

MANAGEMENT

Airport Manager

PROJECT SCOPE

This project will conduct an aeronautical survey and provide obstruction analysis services for the purpose of developing a comprehensive Obstacle Action Plan for the airport.

JUSTIFICATION

In accordance with direction from the Federal Aviation Administration, the Airport is required to provide an aeronautical survey with obstruction mapping to develop an Obstacle Action Plan for Runways 09/27 and 17/35. All work on this project must be compliant with FAA Advisory Circulars 150-5300/16, 17, and 18 and be completed through the FAA AGIS aeronautical survey process.

PROJECT COST METHODOLOGY

Cost estimate has been provided by Hoyle, Tanner & Associates

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Professional Services	118,700	0	0	0	0	118,700
Total	118,700	0	0	0	0	118,700

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
FAA	106,830	0	0	0	0	106,830
FDOT	9,496	0	0	0	0	9,496
Airport Fund (Loan)	2,374	0	0	0	0	2,374
Total	118,700	0	0	0	0	118,700

Manhours, Overhead, Profit, and Expenses Analysis						
Salary Costs	8	41				
<i>Title</i>	<i>Project and Cost Administration</i>	<i>Final Design</i>		<i>Total Hours</i>	<i>Hourly Rate</i>	<i>Extended Costs (\$)</i>
Principal	12	8		20	\$212.00	\$4,240
Project Manager		32		32	\$170.00	\$5,440
Sr. CAD Technician		160		160	\$153.00	\$24,480
Project Planner I		96		96	\$94.00	\$9,024
Total Hours per Phase	12	296		308		
SubTotal Labor	2,544.00	40,640.00				43,184.00
Travel	\$500	\$500				\$500
Phase 11 SubConsultants - AGIS			\$73,700			\$73,700
Other, Misc.,Postage,Photos,Fees	\$456	\$360				\$360
SubTotal Subconsultants and Expenses	956.00	860.00	73,700.00			75,516.00
Total Fees	\$3,500	\$41,500	\$73,700			
Total						\$118,700.00

CAPITAL PROJECT DETAIL

PROJECT TITLE

Airport Access Roads

PROJECT#

108066

CATEGORY

Airport Improvements

FUND

108-Airport

PROJECT LOCATION

Airport

MANAGEMENT

Airport Manager

PROJECT SCOPE

This project consists of construction and construction engineering work required to extend Tower Circle East and Signal Avenue from the Airport Business Park into the southwest quadrant of the airport, and to build a perimeter access road connecting these two access points. Completion of both phases of this project will result in the addition of approximately 1,510 linear feet of roadway.

JUSTIFICATION

The southwest quadrant of the airport is currently inaccessible by ground vehicles via existing ingress and egress routes at the airport or the Airport Business Park. Successful development of the southwest quadrant will require such access, and will benefit both the airport and the business park by affording co-location of airside and non-airside business parcels. This project will also extend utilities from the business park into the southwest quadrant. Acquisition by the airport of approximately 0.6 acres of business park property has been accomplished in order to accommodate these access roads. Design work for this project was authorized by the City Commission via Resolution 2020-72. Design work is complete and the project is ready for bidding.

PROJECT COST METHODOLOGY

Cost estimates have been provided by Hoyle, Tanner & Associates

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	2,102,037	0	0	0	0	2,102,037
Total	2,102,037	0	0	0	0	2,102,037

CAPITAL PROJECT DETAIL

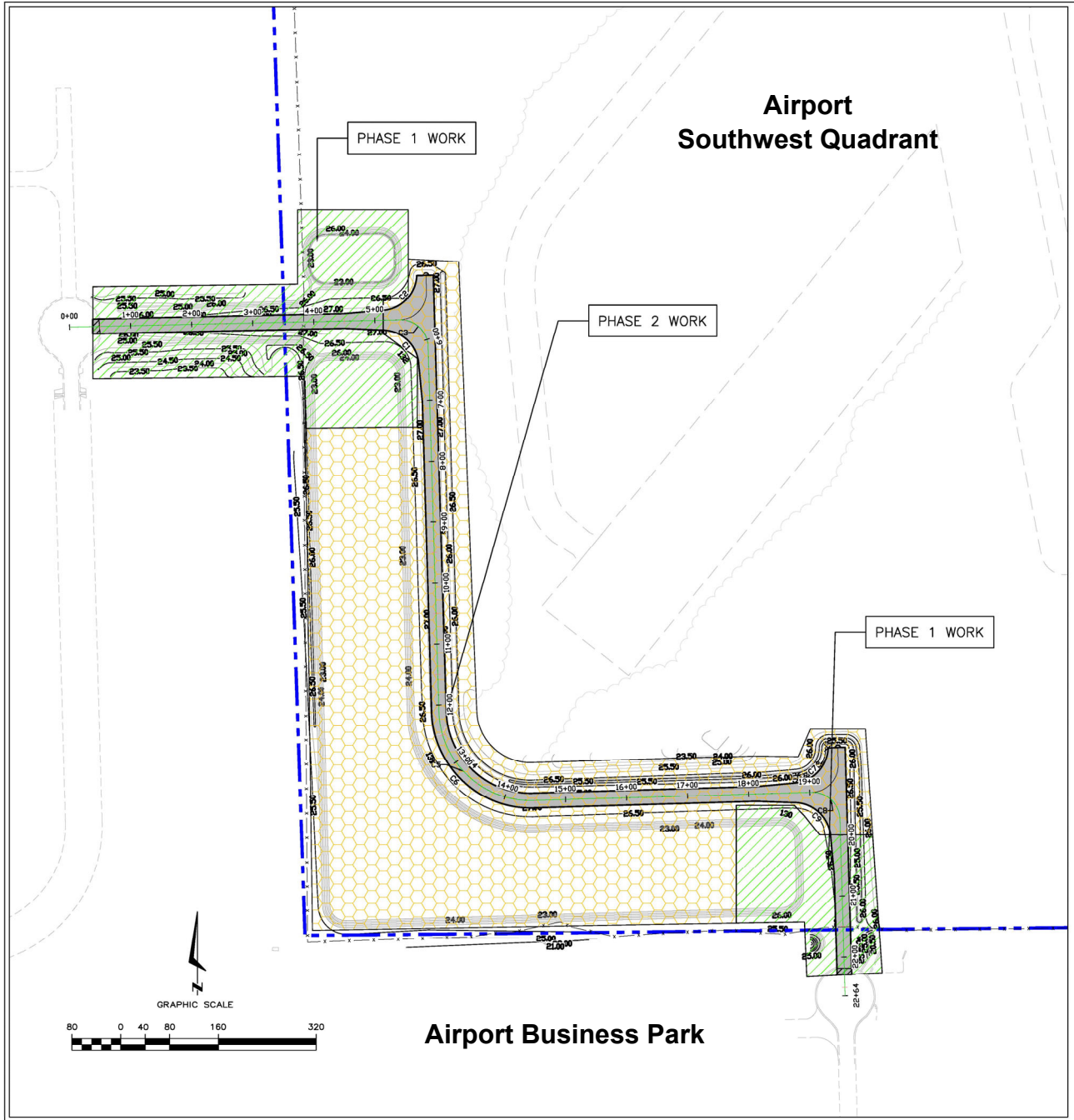
PROJECT TITLE

Airport Access Roads

PROJECT#

108066

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
FDOT	1,303,629	0	0	0	0	1,303,629
FDOT Special Appropriation	472,500	0	0	0	0	472,500
Airport Fund (Loan)	325,907	0	0	0	0	325,907
Total	2,102,037	0	0	0	0	2,102,037



- PHASING NOTES:**
1. THIS PROJECT WILL BE COMPLETED IN TWO (2) PHASE, AS SHOWN BY PHASING HATCH PATTERNS. PHASING IS DEPENDENT ON AVAILABILITY OF CONSTRUCTION FUNDS.
 2. CONTRACTOR MUST MAINTAIN SECURED AIRFIELD AT ALL TIMES, AS DESCRIBED ON SITE AND SAFETY PLAN.
 3. PHASE 1 WORK INCLUDES ALL WORK FROM STA 0+00 TO STA 5+11.7 AND STA 19+95 TO STA 22+64.
 4. PHASE 2 WORK INCLUDES ALL WORK FROM STA 5+11.7 TO STA 19+95.

PHASING		
PHASE	DESCRIPTION	DURATION
PHASE 0	MOBILIZATION	5 CALENDAR DAYS
PHASE 1	PERFORM ALL CLEARING, DEMOLITION, GRADING, DRAINAGE WORK, PAVEMENT CONSTRUCTION, CURING (5 CALENDAR DAYS), MARKING, SIGNAGE, LANDSCAPING, AND FENCING WORK IN ALL AREAS INDICATED BY PHASE 1 HATCH PATTERN.	55 CALENDAR DAYS
PHASE 2	PERFORM ALL CLEARING, DEMOLITION, GRADING, DRAINAGE WORK, PAVEMENT CONSTRUCTION, CURING (5 CALENDAR DAYS), MARKING, SIGNAGE, LANDSCAPING, AND FENCING WORK IN ALL AREAS INDICATED BY PHASE 2 HATCH PATTERN.	60 CALENDAR DAYS
TOTAL PROJECT TIME TO SUBSTANTIAL COMPLETION		120 CALENDAR DAYS

ENGINEER OF RECORD	
IRYNA S. AFONG FL LICENSE NO. 80310	
PROJECT NO.	C88752
CADD FILE	88752005
95 E. MITCHELL HAMMOCK RD., SUITE 200 ORLANDO, FL 32835 TEL: (407) 389-1919 FAX: (407) 389-1438 WWW.HOYLETANNER.COM	DES. BY: ISA CHK. BY: WJM
DATE: NOV 2020	SCALE: GRAPHIC
PHASING PLAN AND NOTES	
DRAWING 5	
SHEET 5 OF 47	

Airport SW Quad Access Road - Construction Engineering Services						
Manhours, Overhead, Profit & Expenses Analysis						
Tasks	Principal \$230	Sr. Project Mgr \$175	Project Engineer \$120	Total Hours	Mis Expenses & Subconsultants	Extended Costs (\$)
Construction Administration	20	80	160	260	\$2,200.00	\$40,000
Project & Cost Administration:	40			40	\$800.00	\$10,000
Record Drawings	2	8	20	30	\$740.00	\$5,000
Control & Testing of Materials						
SubConsultants					\$15,000	\$15,000
Hours by Task	62	88	180			
Fees by Task	\$14,260	\$15,400	\$21,600			
					Total Fee	\$70,000

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

Airport: Ormond Beach Municipal Airport (OMN)
Project: SW Quad Access Road
Phase:

Project Item No.	Spec Item No.	Description	Unit	Quantity	Unit Cost	Cost
BID SCHEDULE A- ACCESS ROAD NORTH AND SOUTH SEGMENTS						
1	C-105-1	Mobilization	LS	1	\$90,000.00	\$90,000.00
2	C-102-1	Temporary Air and Water Pollution, Soil Erosion, and Siltation Control	LS	1	\$3,000.00	\$3,000.00
3	D-701-1	Pipe for Storm Drains and Culverts: 18" RCP	LF	96	\$145.00	\$13,920.00
4	D-701-2	Pipe for Storm Drains and Culverts: 24" RCP	LF	312	\$200.00	\$62,400.00
5	D-701-4	Pipe for Storm Drains and Culverts: 29"x45" ERCP	LF	120	\$200.00	\$24,000.00
6	D-701-5	Pipe for Storm Drains and Culverts: 48" RCP	LF	104	\$450.00	\$46,800.00
7	D-701-6	Pipe for Storm Drains and Culverts: 60" RCP	LF	120	\$600.00	\$72,000.00
8	D-701-7	Pipe for Storm Drains and Culverts: 38"x60" ERCP	LF	56	\$650.00	\$36,400.00
9	D-701-8	Mitered End Section 18" RCP	EA	1	\$3,500.00	\$3,500.00
10	D-701-9	Mitered End Section 24" RCP	EA	1	\$3,700.00	\$3,700.00
11	D-701-11	Mitered End Section 29"x45" ERCP	EA	2	\$5,000.00	\$10,000.00
12	D-701-12	Mitered End Section for 48" RCP	EA	2	\$10,000.00	\$20,000.00
13	D-701-13	Mitered End Section for 60" RCP	EA	2	\$12,000.00	\$24,000.00
14	D-701-14	Mitered End Section 38"X60" ERCP	EA	1	\$12,000.00	\$12,000.00
15	D-751-1	FDOT Type C Inlet with Cast Iron Grate	EA	1	\$10,000.00	\$10,000.00
16	D-751-2	FDOT Type H Inlet with Cast Iron Grate	EA	1	\$15,000.00	\$15,000.00
17	D-752-1	Concrete Collar Over Existing 24" RCP	EA	1	\$3,500.00	\$3,500.00
18	H-030-1	General Demolition	LS	1	\$5,000.00	\$5,000.00
19	H-300-1	Site Dewatering and Demucking	LS	1	\$5,000.00	\$5,000.00
20	F-162-2	Remove FDOT Type B Fence 6' with 3-Strand Barbed Wire	LF	500	\$5.00	\$2,500.00
21	F-162-3	24' Electric Roll Gate with Gate Operator and Access Control System	EA	2	\$25,000.00	\$50,000.00
22	F-164-1	8' Chainlink Galvanized Wildlife Exclusion Fencing with Top Rail, 3-Strand Barbed Wire, and 5' Wildlife Deterrent Skirt	LF	460	\$100.00	\$46,000.00
23	P-101-1	Asphalt Pavement Structure Removal (Base and Surface)	SY	58	\$10.00	\$580.00
24	P-151-1	Clearing and Grubbing	AC	5.30	\$4,000.00	\$21,200.00
25	P-152-1	Excavation, Subgrade, Embankment, and Fill	LS	1	\$120,000.00	\$120,000.00
26	P-152-2	Stripping and Stockpiling 6" Depth	CY	365	\$25.00	\$9,125.00
27	S-102-1	Maintenance of Traffic	LS	1	\$5,000.00	\$5,000.00
28	S-160-1	Subbase 6" (Compacted to 98% Density, LBR=40)	SY	2,100	\$25.00	\$52,500.00
29	S-285-1	8" Limerock Base Course	SY	2,100	\$45.00	\$94,500.00
30	S300-1	FDOT Prime Coat	GAL	22	\$7.00	\$154.00
31	S-334-1	Superpave Asphalt Concrete SP-9.5	TON	230	\$150.00	\$34,500.00
32	S-520-1	Transition to FDOT Miami and FDOT Type F Curb and Gutter	LF	26	\$50.00	\$1,300.00
33	S-536-1	FDOT Index 536 TL-2 Guardrail	LF	285	\$30.00	\$8,550.00
34	S-630-1	2" Sch 40 Fiber Optic Cable Conduit Installed in Trench in Turf Area Complete	LF	720	\$16.00	\$11,520.00
35	S-630-2	Fiber Optic Cable Route Markers	EA	3	\$250.00	\$750.00
36	S-635-1	Pull and Splice Boxes for Fiberoptics per FDOT Index 635	EA	4	\$2,500.00	\$10,000.00
37	S-700-1	FDOT Sign, Single Post (Furnish and Install Complete) (less than 12 SF)	EA	10	\$500.00	\$5,000.00
38	S-710-1	Painted Pavement Markings - Thermoplastic Yellow, 6"	SF	805	\$2.50	\$2,012.50
39	S-710-2	Painted Pavement Markings - Thermoplastic , White, Width Varies	SF	755	\$2.50	\$1,887.50
40	T-901-1	Seeding	KSF	135	\$250.00	\$33,750.00
41	T-904-1	Sodding	SY	6,035	\$5.00	\$30,175.00
Estimated Total Bid Schedule A Cost						\$1,001,224.00

Project Item No.	Spec Item No.	Description	Unit	Quantity	Unit Cost	Cost
BID SCHEDULE B- ACCESS ROAD CENTER SEGMENT						
1	C-105-1	Mobilization	LS	1	\$90,000.00	\$90,000.00
2	C-102-1	Temporary Air and Water Pollution, Soil Erosion, and Siltation Control	LS	1	\$5,000.00	\$5,000.00
3	D-701-1	Pipe for Storm Drains and Culverts: 18" RCP	LF	144	\$145.00	\$20,880.00
4	D-701-3	Pipe for Storm Drains and Culverts: 30" RCP	LF	424	\$250.00	\$106,000.00
5	D-701-8	Mitered End Section 18" RCP	EA	2	\$3,500.00	\$7,000.00
6	D-701-10	Mitered End Section for 30" RCP	EA	2	\$5,000.00	\$10,000.00
7	D-751-1	FDOT Type C Inlet with Cast Iron Grate	EA	2	\$10,000.00	\$20,000.00
8	H-030-1	General Demolition	LS	1	\$5,000.00	\$5,000.00
9	H-300-1	Site Dewatering and Demucking	LS	1	\$5,000.00	\$5,000.00
10	F-162-1	Reinstall FDOT Type B Fence 6' with 3-Strand Barbed Wire	LF	260	\$50.00	\$13,000.00
11	F-162-2	Remove FDOT Type B Fence 6' with 3-Strand Barbed Wire	LF	260	\$5.00	\$1,300.00
12	P-151-1	Clearing and Grubbing	AC	7.85	\$4,000.00	\$31,400.00
13	P-152-1	Excavation, Subgrade, Embankment, and Fill	LS	1	\$70,000.00	\$70,000.00
14	P-152-2	Stripping and Stockpiling 6" Depth	CY	920	\$25.00	\$23,000.00
15	S-102-1	Maintenance of Traffic	LS	1	\$1,000.00	\$1,000.00
16	S-160-1	Subbase 6" (Compacted to 98% Density, LBR=40)	SY	5,300	\$25.00	\$132,500.00
17	S-285-1	8" Limerock Base Course	SY	5,300	\$45.00	\$238,500.00
18	S300-1	FDOT Prime Coat	GAL	55	\$7.00	\$385.00
19	S-334-1	Superpave Asphalt Concrete SP-9.5	TON	590	\$150.00	\$88,500.00
20	S-630-1	2" Sch 40 Fiber Optic Cable Conduit Installed in Turf Area Complete, Including all Incidentals	LF	1,810	\$16.00	\$28,960.00
21	S-630-2	Fiber Optic Cable Route Markers	EA	7	\$250.00	\$1,750.00
22	S-635-1	Pull and Splice Boxes for Fiberoptics per FDOT Index 635	EA	5	\$2,500.00	\$12,500.00
22	S-700-1	FDOT Sign, Single Post (Furnish and Install Complete) (less than 12 SF)	EA	18	\$500.00	\$9,000.00
22	S-710-1	Painted Pavement Markings - Thermoplastic Yellow, 6"	SF	1,525	\$2.50	\$3,812.50
22	S-710-2	Painted Pavement Markings - Thermoplastic , White, Width Varies	SF	1,600	\$2.50	\$4,000.00
22	T-901-1	Seeding	KSF	230	\$250.00	\$57,500.00
22	T-904-1	Sodding	SY	8,965	\$5.00	\$44,825.00
Estimated Total Bid Schedule B Cost						\$1,030,812.50

Estimated Total Project Cost Bid Schedule A plus Bid Schedule B					\$2,032,036.50
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CAPITAL PROJECT DETAIL

PROJECT TITLE

Rehabilitate Taxiway Bravo Apron & Ramp Area

PROJECT#

CATEGORY

Airport Improvements

FUND

108-Airport

PROJECT LOCATION

Airport

MANAGEMENT

Airport Manager

PROJECT SCOPE

This project will produce the necessary design and permitting documents required to reconstruct the pavement of the Taxiway Bravo apron and ramp area, south of the intersection of Taxiways Bravo and Delta, and the taxi lane behind hangars 1 through 22 that are served by the Bravo apron and ramp.

JUSTIFICATION

According to the most recent Statewide Airfield Pavement Management Program report for OMN, the Taxiway Bravo apron and ramp area exhibits significantly aged pavement with large amounts of medium severity block and alligator cracking, along with longitudinal and transverse cracking, depression, patching, and raveling. Based upon the quantities and severities of the observed distresses, the apron and ramp pavement is beyond its useful life and should be considered for major rehabilitation. The pavement management report indicates that the apron and ramp pavement condition varies from very poor to fair, with an average pavement condition rating of 37 based upon the number of sample units inspected. As a result, the report gives the Taxiway Bravo apron and ramp area an average condition of "very poor." The taxi lane behind hangars 1 through 22 has a pavement condition rating of 9, which indicates an average condition of "failed."

PROJECT COST METHODOLOGY

Project cost estimates have been provided by Hoyle, Tanner and Associates, Inc.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Design Engineering	160,000	0	0	0	0	160,000
Construction	0	2,500,000	0	0	0	2,500,000
Total	160,000	2,500,000	0	0	0	2,660,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

PROJECT#

Rehabilitate Taxiway Bravo Apron & Ramp Area

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
FAA	144,000	2,250,000	0	0	0	2,394,000
FDOT	12,800	200,000	0	0	0	212,800
Airport Fund (Loan)	3,200	50,000	0	0	0	53,200
Total	160,000	2,500,000	0	0	0	2,660,000



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ORMOND BEACH MUNICIPAL AIRPORT ORMOND BEACH, FLORIDA TAXIWAY BRAVO APRON AREA	DRAWING		1
	SCALE: GRAPHIC	DATE: DEC 2019	DES. BY: WJM DR. BY: WJM CHKD. BY: DNN
	HOYLE TANNER ASSOCIATES, INC. Consulting Engineers 98 E MITCHELL HANCOCK RD SUITE 200 ORMOND, FL 32765 TEL: 407-886-1100 FAX: 407-886-1101 WWW.HOYLETANNER.COM		
	PROJECT NO.	088700	CADD FILE TWB-APRON
		REV	DESCRIPTION
		1	1
		2	2
		3	3
		4	4
		5	5
		6	6
		7	7
		8	8
		9	9
		10	10

CAPITAL PROJECT DETAIL

PROJECT TITLE

Airport Wildlife Mitigation & Security

PROJECT#

108078

CATEGORY

Facility Construction and Renovation

FUND

108-Airport

PROJECT LOCATION

Airport

MANAGEMENT

Airport Manager

PROJECT SCOPE

This project will address the recommendations contained in the Statewide General Aviation Airport Security Assessment report provided to the City by the Florida Department of Transportation (FDOT), and the recent Wildlife Hazard Assessment (WHA) required by the Federal Aviation Administration (FAA).

The project consists of three elements to be performed in consecutive annual phases; preparation of a vulnerability assessment and security program, construction of wildlife/security fencing, gates, and perimeter access systems, and construction of new surveillance and lighting systems.

JUSTIFICATION

A vulnerability assessment followed by the development of a security plan is necessary to evaluate the airport's regulatory compliance and the existing level of security so that the airport can identify and effectively respond to its potential vulnerabilities. The City recently completed a year-long Wildlife Hazard Assessment (WHA). The study evaluated wildlife hazard risks and wildlife attractants at the airport.

The WHA concluded the existing 6-foot perimeter fence, gates, and the associated access control systems are inadequate to secure the Aircraft Operating Area (AOA). The WHA recommends installation of a new 10' high perimeter fence with 18-inch outriggers and three strands of barbed wire to effectively secure the perimeter of the AOA in accordance with FAA standards. The existing gates and access control systems at the airport have exceeded their useful life. The airport's motorized gates are governed by antiquated technology that fails or works intermittently depending on factors such as humidity and weather. The installation of new slide gates, gate motors and access control systems will advance Airport Improvement Program (AIP) policy by providing safe and operable access to the AOA by airport users as well as emergency responders. A new, reliable gate and access control system will allow the airport's limited staff to more effectively monitor and maintain airport security. Installation of improved surveillance and lighting systems will permit the airport's limited staff to monitor the perimeter security of the airfield from any location, providing an increase in safety and security consistent with the spirit of the Airport Improvement Program's core principles.

The airport currently has a system of CCTV cameras which allow tower controllers to monitor critical areas of the AOA and gates. This system has exceeded its useful life and needs replacement. A new CCTV system will be installed with a monitoring system in the tower, and remote monitoring capabilities for airport staff, city personnel, and emergency responders. The existing cameras will be re-used or replaced when necessary, and new cameras will be added to allow the tower to monitor several areas of the airfield that are currently not monitored, including taxilanes around hangar buildings. For these camera systems to operate as intended, LED area lights will be added at strategic locations to illuminate gate signs, card readers, and the adjacent areas within each camera's monitoring range.

PROJECT COST METHODOLOGY

Project cost estimates provided by Gale Associates, Inc.

CAPITAL PROJECT DETAIL

PROJECT TITLE

Airport Wildlife Mitigation & Security

PROJECT#

108078

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	0	58,500	0	0	0	58,500
Security & Lighting	0	0	2,762,500	242,500	0	3,005,000
Total	0	58,500	2,762,500	242,500	0	3,063,500

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
FDOT	0	46,800	221,000	194,000	0	461,800
General Fund Reserves	0	11,700	55,250	48,500	0	115,450
FAA	0	0	2,486,250	0	0	2,486,250
Total	0	58,500	2,762,500	242,500	0	3,063,500

CAPITAL PROJECT DETAIL

PROJECT TITLE

Airport Master Plan Update

PROJECT#

CATEGORY

Airport Improvements

FUND

108-Airport

PROJECT LOCATION

Airport

MANAGEMENT

Airport Manager

PROJECT SCOPE

This project is required to update the information, analysis, and recommendations contained in the 2014 Airport Master Plan Update and subsequent interim Airport Layout Plan updates.

JUSTIFICATION

The FAA recommends periodic updates of the Airport Master Plan and Airport Layout Plan to reflect changes in local conditions. This project will update the current Airport Layout Plan to reflect the airport improvement projects completed since the prior update. Failure to conduct these updates could have a negative impact on the availability of necessary state and federal funding for the airport.

PROJECT COST METHODOLOGY

Cost estimates have been provided by Hoyle, Tanner & Associates

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Professional Services	0	250,000	0	0	0	250,000
Total	0	250,000	0	0	0	250,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
FAA	0	225,000	0	0	0	225,000
FDOT	0	20,000	0	0	0	20,000
Airport Fund (Loan)	0	5,000	0	0	0	5,000
Total	0	250,000	0	0	0	250,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Airport Tower Handrail Replacement

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

108-Airport

PROJECT LOCATION

Airport

MANAGEMENT

Engineering

PROJECT SCOPE

Remove and replace the safety handrail around the observation deck

JUSTIFICATION

The current safety handrail was installed when the tower was constructed and has begun to rust and deteriorate making it unsafe. This should be scheduled for a complete replacement.

PROJECT COST METHODOLOGY

Cost based on similar city projects

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Completely replace the safety	0	0	60,000	0	0	60,000
Total	0	0	60,000	0	0	60,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
General Fund Reserves	0	0	60,000	0	0	60,000
Total	0	0	60,000	0	0	60,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Rehabilitate, Mark and Light Taxiway "E"

PROJECT#

108069

CATEGORY

Airport Improvements

FUND

108-Airport

PROJECT LOCATION

Airport

MANAGEMENT

Airport Manager

PROJECT SCOPE

This project will involve milling and overlaying the surface of Taxiway "E" with new asphalt and will also afford new edge lighting and signage for the taxiway.

JUSTIFICATION

The FDOT Statewide Airfield Pavement Management Program Report has established a Pavement Condition Index (PCI) of 43 for Taxiway Echo. This PCI value equates to a condition rating of "poor" and indicates that action is required to improve the taxiway surface.

PROJECT COST METHODOLOGY

Project cost estimates have been provided by Hoyle, Tanner & Associates.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Design	0	0	150,000	0	0	150,000
Construction	0	0	0	814,280	0	814,280
Total	0	0	150,000	814,280	0	964,280

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
FAA	0	0	135,000	732,852	0	867,852
FDOT	0	0	12,000	65,142	0	77,142
Airport Fund (Loan)	0	0	3,000	16,286	0	19,286
Total	0	0	150,000	814,280	0	964,280

Table I: Condition Summary by Branch

Branch Name	Area Weighted PCI	PCI Range	Average Condition Rating	FDOT Minimum Service Level	MicroPAVER Minimum PCI	Action Required
CENTER APRON	46	46 - 53	POOR	65	65	X
EAST APRON - HANGAR AREA	24	24	SERIOUS	65	65	X
RUN-UP APRON	100	100	GOOD	65	65	
AP T-HANG	71	71	SATISFACTORY	65	65	
WEST APRON	62	29 - 67	FAIR	65	65	X
RUNWAY 17-35	75	74 - 76	SATISFACTORY	75	65	X
RUNWAY 8-26	67	67	FAIR	75	65	X
TAXIWAY ALPHA	100	100	GOOD	65	65	
TAXIWAY BRAVO	55	37 - 100	POOR	65	65	X
TAXIWAY CHARLIE	100	100	GOOD	65	65	
TAXIWAY DELTA	52	43 - 100	POOR	65	65	X
TAXIWAY ECHO	61	41 - 100	FAIR	65	65	X
TAXIWAY FOXTROT	50	48 - 51	POOR	65	65	X
TAXIWAY TO T-HANGARS	31	31	VERY POOR	65	65	X

“Action Required” in **Table I** is triggered when a section within the identified Branch Facility falls below the FDOT Minimum Service Level. Year 1 Major Rehabilitation needs are triggered in **Table III** when a section in the identified Branch falls below the MicroPAVER Minimum PCI. Major Rehabilitation is also triggered in **Table III** when the section PCI is above critical and the section exhibits significant structural related distresses.

For project level planning and inspection development; the airfield pavement facilities have been divided at the branch level based on facility use and designation, and at the section level based on pavement construction history, composition (e.g. asphalt versus concrete), aircraft traffic operations, and pavement surface conditions. **Table II** provides the overall area weighted condition of the pavement based on facility branch use.



301-GENERAL CAPITAL IMPROVEMENT FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

CDBG South Ridgewood Ave. East Sidewalk

PROJECT#

CATEGORY

Beautification

FUND

301-General Improvement Fund

PROJECT LOCATION

Granada Blvd to Central Avenue

MANAGEMENT

Engineering

PROJECT SCOPE

South Ridgewood Avenue East Side Sidewalk Project from Granada Blvd. to Central Avenue Improvements

JUSTIFICATION

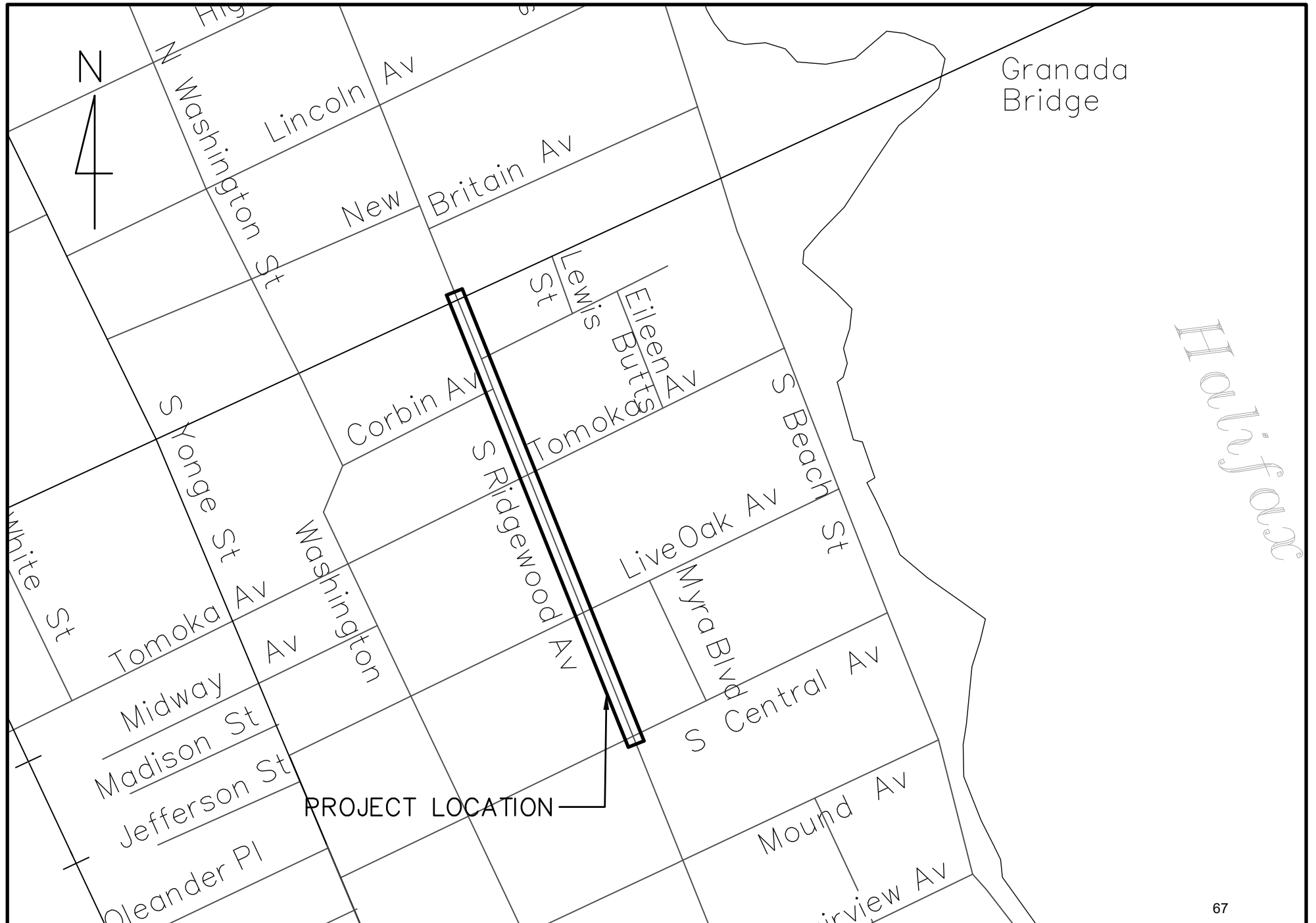
Remove existing 3.5', 4', & 5' non ADA deteriorated sidewalk and replace with a new 5' wide ADA compliant sidewalk. Project also includes ADA compliant detectable mats & curbing.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	130,000	0	0	0	0	130,000
Total	130,000	0	0	0	0	130,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
CDBG	130,000	0	0	0	0	130,000
Total	130,000	0	0	0	0	130,000

S RIDGEWOOD AVE EAST SIDE SIDEWALK



S. Ridgewood Avenue Sidewalk (Granada Blvd. to Central Ave) - Phase 1

Item #	Item Description	Length	Qty	Unit	Unit Cost	Value
1	Sidewalk Removal (5' wide)(Granada to Tomoka)	410	2050	SF	\$ 6.56	\$ 13,448.00
2	Sidewalk Removal (4' wide)(Tomoka to Live Oak)	420	1680	SF	\$ 6.56	\$ 11,020.80
3	Sidewalk Removal (4' wide)(Live Oak to Central)	385	1540	SF	\$ 6.56	\$ 10,102.40
4	Prop. 5' wide Concrete Sidewalk	1215	6075	SF	\$ 6.56	\$ 39,852.00
5	Sidewalk crossing driveways (6" depth)	140	700	SF	\$ 7.67	\$ 5,369.00
6	Removal of Miami Curb (20 lf x 1' wide)(8 Qty)	160	160	SF	\$ 8.00	\$ 1,280.00
7	Re-pour Modify Miami Curb to ADA (8 Qty)	160	160	LF	\$ 40.00	\$ 6,400.00
8	Tree & Vegetation Removal & Bahia Sod		1	LS	\$ 5,000.00	\$ 5,000.00
9	Detectable Mats (20 sf x \$30; 2'x10 area)		10	EA	\$ 700.00	\$ 7,000.00
10	Permits/Bonds/Conc Testing 2K		1	EA	\$ 5,000.00	\$ 5,000.00

SUB TOTAL= \$ 104,472.20

Contingency= 20%

COST ESTIMATE= \$ 125,370.00

CAPITAL PROJECT DETAIL

PROJECT TITLE

Chambers Upgrade

PROJECT#

CATEGORY

Technology

FUND

301-General Improvement Fund

PROJECT LOCATION

City Hall Chambers and rm103

MANAGEMENT

Information Technology Department

PROJECT SCOPE

Upgrade City Commission chambers technology (online listening for meetings, microphones, monitors, podium, electronic voting/commission request to speak)

JUSTIFICATION

The goals of the audio/visual upgrade are the following; 1. Improved video display and recording capabilities. 2. Improved audio capabilities. 3. Improved reliability and energy efficiency. 4. Install and implement designed audio, video, and sound system solution into the existing City Council Chambers. 5. Improved ease of use for the City Clerk and Mayor for conducting meetings, recording and online streaming of meetings, integration of in-person and online meeting participants for hybrid meetings. 6. Integration and ease of use with streaming and archival software, with both current and other named vendors. The upgrade should include but not be limited to the following areas

- Dias
- City Clerk
- Podium
- Staff Table
- Chamber Room
- Chamber Lobby
- Meeting Room 103
- Broadcast control room

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Video and Recording in Chambers	225,000	0	0	0	0	225,000
Total	225,000	0	0	0	0	225,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

PROJECT#

Chambers Upgrade

REVENUE	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-General CIP	225,000	0	0	0	0	225,000
Total	225,000	0	0	0	0	225,000

Budget estimate: \$225,000

below are three proposals received by the City of Lakeland in 2022

On April 14, 2022, Purchasing received the following three proposals:

1. Encore Broadcast Equipment Sales, Inc. – Tampa, FL \$224,984.36
2. Innovated Solutions Inc. – Lakeland, FL \$218,336.77
3. Swagit Productions, LLC – Dallas, TX \$108,990.00

Upgrade City Commission chambers technology (online listening for meetings, microphones, monitors, podium, electronic voting/commission request to speak) (7 votes)

- Team Lead: Chuck Osteen & Susan Dauderis & Expert Consultant
- Support Team: Jesse Godfrey, Robert Carolin, Stefan Sibley, Claire Whitley, Jenn Elston

The objective of this meeting is to determine the requirement to write an RFP to identify an Audio Video System Consultant that's capable of evaluating the City's existing Chambers technology, identify the best technology solution for the City, assist with the preparation of BID/RFP documents for construction and implementation, construction oversight, and the assisting with the removal of the old technology in the Chambers

Here is some recommendation for your consideration:

The goals of the audio/visual upgrade are the following; 1. Improved video display and recording capabilities. 2. Improved audio capabilities. 3. Improved reliability and energy efficiency. 4. Install and implement designed audio, video, and sound system solution into the existing City Council Chambers. 5. Improved ease of use for the City Clerk and Mayor for conducting meetings, recording and online streaming of meetings, integration of in-person and online meeting participants for hybrid meetings. 6. Integration and ease of use with streaming and archival software, with both current and other named vendors.

The upgrade should include but not be limited to the following technologies:

- Chambers upgrade all services and equipment for producing high definition (HD) audio and video broadcast and recordings to integrate the latest technology in council chambers, and the City Manager's Multi-purpose overflow/conference room and
- implement and design a A/V control room.
- Update audio and video components to HD quality to stream to service providers including AT&T, Spectrum, and Civic Plus.
- Integrate methods for council members and board members to participate remotely.
- Introduce technology that allows members to interact using the latest digital mediums (i.e. voting systems, touchscreens, personal screens at each seat)

- Updated technology that gives the audience an improved digital experience during meetings (i.e. viewing presentations)
- Integrate methods to stream meetings online through social media and allow citizen participation through enterprise virtual communications
- Integrate Physical Security with the City Enterprise Security system (Verkada) by place Security Cameras and Card access in the appropriate places. Patron screening Detection Solution

The upgrade should include but not be limited to the following areas

- **Dias**
- **City Clerk**
- **Podium**
- **Staff Table**
- **Chamber Room**
- **Chamber Lobby**
- **Meeting Room 103**
- **Broadcast control room**
- **Other Requirements**

CAPITAL PROJECT DETAIL

PROJECT TITLE

Engineering Planning Renovation

PROJECT#

CATEGORY

Facility Construction and Renovation

FUND

301-General Improvement Fund

PROJECT LOCATION

City Hall

MANAGEMENT

Planning/Engineering

PROJECT SCOPE

Increase functional space in planning & engineering by renovating the interior walls

JUSTIFICATION

Engineering and planning offices are disjointed and crowded. This project would allow for a better, more thoughtful use of space and allow for additional office space.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	75,000	0	0	0	0	75,000
Design	25,000	0	0	0	0	25,000
Total	100,000	0	0	0	0	100,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-General CIP	100,000	0	0	0	0	100,000
Total	100,000	0	0	0	0	100,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Fire Station 92 & 93 Generators

PROJECT#

CATEGORY

Vehicle Replacement

FUND

301-General Improvement Fund

PROJECT LOCATION

Fire Station 92 & 93

MANAGEMENT

Fleet/Engineering

PROJECT SCOPE

Replace Generator and Automatic Transfer Switch

JUSTIFICATION

The existing generators have reached the end of their service life and are in need of replacement. Station 92 houses the City's EOC and reliable power is imperative to citywide operations. Sta. 93's generator has experienced recent major failures, and is not adequate to power the entire station. This project would replace the generator, automatic transfer switch and associated electrical upgrades. Additional work included would be site work related to flood and wind hazard mitigation, including replacement of concrete pads, elevation of pad at Sta. 93, and protective enclosure at Sta. 93. This project has been submitted for FEMA Hurricane Mitigation Grant Program funding, which would provide 75% funding, leaving a required City match of approx. \$62,500. Should the grant not be successful, see recommended timeline and funding allocations as noted below.

PROJECT COST METHODOLOGY

Quotes

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Fire Station 93 Generator	125,000	0	0	0	0	125,000
Fire Station 92 Generator	0	0	0	0	125,000	125,000
Total	125,000	0	0	0	125,000	250,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Property Taxes-General CIP	125,000	0	0	0	125,000	250,000
Total	125,000	0	0	0	125,000	250,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Telecommunication System Upgrade

PROJECT#

CATEGORY

Technology

FUND

301-General Improvement Fund

PROJECT LOCATION

City-wide

MANAGEMENT

Information Technology

PROJECT SCOPE

Replace existing telecommunication system.

JUSTIFICATION

The City currently utilizes an AT&T Central Exchange (Centrex) telecommunications system. This system is over 30 years old and relies on antiquated equipment that is no longer manufactured, and has only limited technical support from AT&T. The inability to obtain both parts and reliable support for the system, significantly hinders the city's ability to communicate and provide services to city residents, businesses, and visitors. For example, as a result of damage caused by Hurricane Ian, Public Works suffered a major service interruption to its phone system that lasted nearly 3 months. The utility billing phone system that accepts telephonic utility payments was disabled for 26 days, and most recently, the Police Department had several lines down for over 2 weeks.

PROJECT COST METHODOLOGY

Estimate based on similar projects in other Cities

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Telecommunication System Upgrade	900,000	0	0	0	0	900,000
Total	900,000	0	0	0	0	900,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Lease Purchase	900,000	0	0	0	0	900,000
Total	900,000	0	0	0	0	900,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Police Station / EOC

PROJECT#

CATEGORY

Facility Construction and Renovation

FUND

301-General Improvement Fund

PROJECT LOCATION

Airport Business Park

MANAGEMENT

Engineering

PROJECT SCOPE

This project proposes engaging the services of a architect / planning consultant experienced in the design and planning of public safety facilities to conduct a Needs Assessment & Land Use Study whose focus would be the replacement / relocation of the current Police Station, , a dedicated Emergency Oeprations Center (EOC) and a fire station that will serve as replacement for Volusia County Fire Station 13 upon its decommission. This project will produce a report detailing rooms sizes / areas/uses. general descriptions of the rooms and the requirements of those rooms, site and land use requirements of the public safety campus, general site requirements for potential locations as well as conceptual planning for this facility.

JUSTIFICATION

A top priority identified by the City Commission at their January 31, 2023 Strategic Planning Workshop was for the development of a new Police Station and Emoercgency Operations Center (EOC). Specifically, this priority identified a need to located this facility west of the current Police Station and EOC to a location both near the geographic center of the City which would in turn provide for a location less succeptable to the impact of sever weather events.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Initial Planning	100,000	0	0	0	0	100,000
Planning, Design, and Permitting	0	2,900,000	0	0	0	2,900,000
Construction	0	0	14,000,000	24,000,000	0	48,000,000
Total	100,000	2,900,000	14,000,000	24,000,000	0	51,000,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Police Station / EOC

PROJECT#

REVENUE	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
General Fund Reserves	100,000	0	0	0	0	100,000
To Be Determined	0	1,450,000	4,000,000	24,000,000	0	49,450,000
Legislative Funding	0	1,450,000	0	0	0	1,450,000
Total	100,000	2,900,000	4,000,000	24,000,000	0	51,000,000

New Police Station / EOC Capital Cost - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Land Acquisition	15.8	AC	\$0	\$0
2	Building Construction -PD/ EOC	77,610	GSF	\$425	\$32,984,250
3	Fire Station	17,500	GSF	\$275	\$4,812,500
4	Site Work	14	AC	\$400,000	\$5,680,000
Construction Sub-Total					\$43,476,750
Contingency @ 10%					\$4,347,675
Design, Survey, Geotech, and Permitting					\$2,869,466
Total Estimated Project Cost					\$50,693,891

New Police Station / EOC Capital Cost - Annual Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Police Station Admin Budget *	1	LS	\$370,000	\$370,000
2	Fire Station Admin Budget *	1	LS	\$50,000	\$50,000
3	EOC Admin Budget	1	LS	\$50,000	\$50,000
4	PoliceStation / EOC Replacement Reserve	1	LS	\$1,100,000	\$1,100,000
5	Fire Station Replacement Reserve	1	LS	\$160,000	\$160,000
	* Admin Cost - Taken from Previous Year Rollup (150 +% Scale Up applied as appropriate)				
Annual Cost Subtotal Operation					\$470,000
Annual Cost Replacement Reserve					\$1,260,000
Total Estimated Annual Cost					\$1,730,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

OBSC LED Softball Quad Lighting

PROJECT#

CATEGORY

Recreation and Cultural Facility Improvement

FUND

301-General Improvement Fund

PROJECT LOCATION

Ormond Beach Sports Complex

MANAGEMENT

Engineering

PROJECT SCOPE

Improvements will include LED lighting at the Softball Quad

JUSTIFICATION

Installation of new LED lighting to the softball Quad using Musco Lighting with automated remote control access. The new lighting comes with a 25 year guarantee and will provide more efficient and environmentally-friendly lighting. The lighting project will be beneficial to the softball programs and will be an added asset in obtaining future softball rentals.

PROJECT COST METHODOLOGY

Musco lighting proposal to convert the softball quad to LED lighting

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Construction	0	740,000	0	0	0	740,000
Total	0	740,000	0	0	0	740,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Property Taxes-General CIP	0	370,000	0	0	0	370,000
Echo Grant	0	370,000	0	0	0	370,000
Total	0	740,000	0	0	0	740,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

SAN Replacement

PROJECT#

CATEGORY

Technology

FUND

301-General Improvement Fund

PROJECT LOCATION

HDC/ Police Department

MANAGEMENT

IT Department

PROJECT SCOPE

Upgrading Storage Area Network including hardware and ongoing support and maintenance

JUSTIFICATION

The City is looking for a replacement storage system to operate our production and virtual environment. The current system is end of life and but currently under support until 2026 and will be moved into a secondary backup system over at the Police Department. The SAN over at the Police Department is end of life and end of support! This unit currently act as our DR and snap shot storage. The workloads are a mix of production VMware VMs, including 18 of the most critical VMs for City operations. Windows user profiles are on these VMs. File servers peak at about 300 concurrent user sessions. There are about 5 database servers, mostly Windows SQL Server with some Linux database servers. Our email runs on Exchange is also stored here file servers

PROJECT COST METHODOLOGY

Estimate via Quote

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
SAN replacement	0	260,000	0	0	0	260,000
Total	0	260,000	0	0	0	260,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Property Taxes-General CIP	0	260,000	0	0	0	260,000
Total	0	260,000	0	0	0	260,000

**Empire Computing and Consulting Inc**

120 N Frederick Ave
Daytona Beach, FL 32114
386-253-6506 Fax: 386-253-6508

Quote #:	18670
Quote Date:	4/19/2023
Page:	1
Customer #:	148

Quoted To:

City of Ormond Beach
City Hall 22 S. Beach Street
Attn
Ormond Bch, FL 32174

Valid Through: 5/19/2023

Phone: 386-615-7031		Cust PO:	Terms: net 30	
Reference: CoOB Nimble6030		Ship Via: Ground	Salesperson: GLORIAB	
Stock Code	Description	Quantity	Price	Extended
R4U29A	HPE Alletra 6030 Dual Controller Configure-to-order Base Array	1.00	47,344.80	47,344.80
R0R12A	HPE Alletra 6000 2x10/25GbE 2-port FIO Adapter Kit	2.00	3,860.40	7,720.80
R7D07A	HPE Alletra 6000 2x25Gb SFP28 SR 100m FIO Transceiver	2.00	1,834.80	3,669.60
R7D05A	HPE Alletra 6000 2x10Gb SFP+ SR FIO Transceiver	2.00	700.80	1,401.60
R7S82A	HPE Alletra 6000 46TB (24x1.92TB) NVMe Flash Carrier FIO Flash Bundle	1.00	128,448.00	128,448.00
R9D23A	HPE C13 - C14 2m WW PDU FIO Pwr Cord	4.00	15.00	60.00
R9X15A	HPE Alletra Tier 1 Storage Array Std Trk	1.00	0.00	0.00
R7G13A	HPE Alletra 6000/H 4x1600W FIO AC PS Kit	1.00	4,320.00	4,320.00
Q8G27B	HPE Nimble Storage NOS Default FIO Software	1.00	1.00	1.00
S1E76AAE CTH	5yr Subscription	284.00	150.00	42,600.00
HA124A1	HPE Technical Installation Startup SVC	1.00	0.00	0.00
HA124A1 5MR	HPE Tier 1 Storage Array Startup SVC	1.00	5,757.05	5,757.05
HU4A6A5 ZUN	HPE Alletra 6000 2x10/25GbE 2p Kit Supp	2.00	354.45	708.90
HU4A6A5 ZUF	HPE Alletra 6030 Base Array Supp	1.00	4,387.70	4,387.70
HU4A6A5 ZV4	HPE Alletra 6000 AF 46TB 1.92 Flash Supp	1.00	11,774.20	11,774.20

SubTotal:	258,193.65
Tax:	0.00
Shipping:	0.00
Total:	258,193.65

CAPITAL PROJECT DETAIL

PROJECT TITLE

Server Replacement

PROJECT#

CATEGORY

Technology

FUND

301-General Improvement Fund

PROJECT LOCATION

HDC

MANAGEMENT

Information Technology Department

PROJECT SCOPE

Server Replacement

JUSTIFICATION

The City has 6 physical servers with 3 running 35 virtual servers that are up for replacement and have reached end of life and are no longer under warranty.

Server replacement and hardware upgrades will keep the City's computer system up to date to industry requirements and maintain a reliable computer environment .

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Server replacment	0	0	175,000	0	0	175,000
Total	0	0	175,000	0	0	175,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-General CIP	0	0	175,000	0	0	175,000
Total	0	0	175,000	0	0	175,000

Servers listed below are expired and End of Life and Support and estimate at \$30,000 each to replace

Customer No	Customer Name	Tag	Ship Date	Contract End Date	Brand Description	Partner	PO Number	Tag Zip Code
4307499	CITY OF ORMOND BEACH	BW048Y1*	8/13/2013	8/14/2020	POWEREDGE R520	CITY OF ORMOND BEACH	11741	32174-6386
4307499	CITY OF ORMOND BEACH	BW058Y1*	8/13/2013	8/14/2020	POWEREDGE R520	CITY OF ORMOND BEACH	11741	32174-6386
4307499	CITY OF ORMOND BEACH	BW038Y1*	8/13/2013	8/14/2020	POWEREDGE R520	CITY OF ORMOND BEACH	11741	32174-6386
4307499	CITY OF ORMOND BEACH	55909Y1*	8/28/2013	8/29/2020	POWEREDGE R720	CITY OF ORMOND BEACH	11741	32174-6386
4307499	CITY OF ORMOND BEACH	55839Y1*	8/28/2013	8/29/2020	POWEREDGE R720	CITY OF ORMOND BEACH	11741	32174-6386
4307499	CITY OF ORMOND BEACH	55829Y1*	8/28/2013	8/29/2020	POWEREDGE R720	CITY OF ORMOND BEACH	11741	32174-6386

CAPITAL PROJECT DETAIL

PROJECT TITLE

Station Alerting

PROJECT#

CATEGORY

Facility Construction and Renovation

FUND

301-General Improvement Fund

PROJECT LOCATION

Fire Stations

MANAGEMENT

Fire

PROJECT SCOPE

Replacement of Fire Station Alerting Systems

JUSTIFICATION

This request is to replace systems which alert personnel of a call at each of the four fire stations. Every fire station in Volusia County will need to meet this requirement. The County pending update to the dispatch system will not work with our current alerting system. The County will be going out for RFP and then the type of system will be offered to the municipal providers. The consultant has estimated this could take approximately 17 months. Ormond Beach has four fire stations and this is the primary we receive our calls for service from main dispatch. The estimate cost for this project is about \$50,000 to 75,000 per station. We are estimating \$60,000 per station for a total of \$240,000

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Alerting Systems	0	0	240,000	0	0	240,000
Total	0	0	240,000	0	0	240,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-General CIP	0	0	240,000	0	0	240,000
Total	0	0	240,000	0	0	240,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

City Hall Access Control

PROJECT#

CATEGORY

Facility Construction and Renovation

FUND

301-General Improvement Fund

PROJECT LOCATION

City Hall

MANAGEMENT

Engineering

PROJECT SCOPE

Install RFID locks and integrated cameras at City Hall

JUSTIFICATION

This project would enable better building security, and allow for a more holistic control and monitoring of who enters the building and when.

PROJECT COST METHODOLOGY

Received Quote from Empire

EXPENDITURE

	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Installation	0	0	0	100,000	0	100,000
Total	0	0	0	100,000	0	100,000

REVENUE

	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-General CIP	0	0	0	100,000	0	100,000
Total	0	0	0	100,000	0	100,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Wi-Fi replace and upgrade

PROJECT#

CATEGORY

Technology

FUND

301-General Improvement Fund

PROJECT LOCATION

City Wide

MANAGEMENT

Information Technology Department

PROJECT SCOPE

Upgrade our Wi-Fi to next Gen Wi-Fi 6g

JUSTIFICATION

Our Wi-fi AP's will be nearing end of life and since nearly all new devices, from notebooks to tablets, camera, phones, support Wi-Fi 6. The City should replace its Wi-Fi infrastructure with Wi-Fi 6. Wi-Fi is about to get faster with the release of its new IEEE standard 802.11ax, known as Wi-Fi 6. This latest update to the Wi-Fi protocol is designed to transmit data faster, better negotiate bandwidth among several computers and devices connected to a network, and offers more reliable delivery of high-bandwidth applications, such as streaming video.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Wif-Fi to Wi-Fi 6 upgrade and	0	0	0	0	25,000	25,000
Total	0	0	0	0	25,000	25,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-General CIP	0	0	0	0	25,000	25,000
Total	0	0	0	0	25,000	25,000

Estimated cost at: \$25,000

SCOPE OF SERVICES: The IT Department is seeking thru this project to purchase and install a Wi-Fi 6 protocol wireless network solution, comprised of hardware, such as access points, mounting systems, and controllers, and including management system software, authentication services. Wi-Fi 6 is backwards compatible with older Wi-Fi clients, and also has greater speeds and better connectivity, as well as increased support for multiple, high-bandwidth devices. Project will include all wireless networking hardware and software (including installation, configuration, basic testing, and coordination) to make that possible.



302-GENERAL VEHICLE AND EQUIPMENT FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

Vehicle Replacement-General

PROJECT#

302VEH

CATEGORY

Vehicle and Equipment Replacement

FUND

302-General Vehicle Replacement Fund

PROJECT LOCATION

Various City Departments

MANAGEMENT

Fleet

PROJECT SCOPE

The project involves the continued implementation of a comprehensive vehicle replacement schedule for the City's fleet. Vehicles beyond the first year of this program will be evaluated at the appropriate time. These vehicles are being shown for scheduling purposes only and will not necessarily be replaced in the year shown.

JUSTIFICATION

The replacement schedule has been designed to replace vehicles which have been identified as incurring the greatest maintenance expense over the life of the vehicle, reaching or exceeding the expected life in terms of age, and having relative high mileage. The benefits of the replacement program are reflected in the reduction of the City's Fleet Maintenance operating and labor costs, as well as lower vehicle downtime.

PROJECT COST METHODOLOGY

State contract pricing.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Vehicles	224,000	0	0	0	0	224,000
Total	224,000	0	0	0	0	224,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Vehicles	224,000	0	0	0	0	224,000
Total	224,000	0	0	0	0	224,000

CIP Work Sheet FY 2023-24

Description	Year	Department	#	2023-24
Sterling 14 yard dump truck	2004	Street Maint.	272	130,000
Ford 250 4x4	2014	Street Maint.	208	29,000
Chevy Van 1 Ton	2002	Building Maint.	403	30,000
Total General Fund 302				189,000

Vehicle and Equipment Repair/Replacement Evaluation		
Vehicle: #272	Evaluated by : Howard Rubright	
Dept.: 3003	Supervisor: Kevin M Gray	
	Points Assigned	Comments
Year of vehicle. One point assigned per year. Example: A 2000 vehicle would be assigned 20 points because it is 20 years old.	19	2004 Sterling 14 Yard Dump
Mileage or hours of use. One point is assigned for each 10,000 miles or 1,500 hours of operation. Example: A vehicle with 87,000 miles would receive 9 points as it is rounded up.	4	56,422
General overall condition. This category takes into consideration body condition, rust, interior condition, anticipated repairs, etc. A scale from 1-5 is used, with 5 being an extremely poor...possibly unsafe condition.	5	Dash is cracked badly parts unavailable, this company is out of production. Many scratches and dents all around. Interior worn driver seat needs rework. Dump bed has been repaired several times due to rust out and damage from incorrect loading of materials. Has numerous dents and Headlights and paint is faded. Suspension worn.
Type of service. Points are assigned as either 1,3,or 5 depending on the type of use the vehicle had during most of its life. Example: A '5' would be assigned to vehicles that were utilized as patrol cars as that is considered severe service, while a staff car would be a '1'.	5	Roadside/Streets
Reliability of vehicle. Points are assigned as 1-5 depending on the frequency that the vehicle is in the shop for repairs. A '5' should be assigned to a vehicle that is in the shop 3 or more times a month on average. A '1' would be used for once every 3 months or less.	3	This vehicle has been in the shop 6 times this year.
Total operating cost. Points are assigned as 1,3,or 5 depending on the total cost per mile factor. This figure includes maintenance and operational costs in relation to other vehicles utilized for the same purpose.	5	Purchase Price \$66,980.00 total \$73,147.89 LTD M&R 109% of Purchase Price Cost per mile \$1.29
Have warranties expired?	yes	☐ Check if general overall condition can defer vehicle replacement
Total Points	41	(Shop Supervisor approval required)
28 + points	X	Needs immediate replacement
23-27 points		Condition is borderline
18-22 points		Condition is fair/good
Under 18 points		Condition is good/excellent

305-PUBLIC SAFETY VEHICLE EQUIPMENT FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

EOC - Satellite Phones

PROJECT#

CATEGORY

Technology

FUND

305-Public Safety Vehicle & Equipment Fund

PROJECT LOCATION

EOC/Fire/Police

MANAGEMENT

EOC and IT

PROJECT SCOPE

Satellite Communications

JUSTIFICATION

Satellite mobile phones utilize satellites to communicate with landline, cellular, or other satellite phones in most regions of the world. City Leaders use satellite mobile phones for emergency communications in order to coordinate response and recovery efforts in remote areas, where there are no landline or cellular telephone networks, or in areas where existing networks are damaged or overloaded during a natural disaster (e.g., severe weather) or a man-made incident, including potential chemical, biological, radiological, nuclear, or explosive events.

PROJECT COST METHODOLOGY

Quote

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>	<u>Other Requests without identified funding source</u>
EOC - Satellite Phones	18,000	0	0	0	0	18,000	0
Total	18,000	0	0	0	0	18,000	0

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>	<u>Other Requests without identified funding source</u>
Property Taxes-Public Safety	18,000	0	0	0	0	18,000	0
Total	18,000	0	0	0	0	18,000	0

CAPITAL PROJECT DETAIL

PROJECT TITLE

Quint Fire Apparatus

PROJECT#

CATEGORY

Vehicle and Equipment Replacement

FUND

305-Public Safety Vehicle & Equipment Fund

PROJECT LOCATION

Fire Station

MANAGEMENT

Fire

PROJECT SCOPE

Purchase an aerial apparatus to replace a 2006 quint apparatus, and place our 2011 front-line quint into reserve status.

JUSTIFICATION

Both current units have had several major/costly repairs, and are due for replacement. With currently-funded engine apparatus completing its last lease/purchase payment in FY 22, we would like to continue that funding into the requested quint, in FY 24. We have many options when it comes to leasing large emergency apparatus. Fire Rescue has been working with our current vendor Ten-8 Fire Apparatus on options. PNC Equipment finances Pierce units and works with 10-8 on options. Fire Rescue has identified a 12 year replacement scheduled that would include leasing the units for 10 years, then trading back the units. This program would keep the frontline units operational with a lower repair cost and reduces down time. This program also includes major equipment replacement with the new units. It should be noted that industry-wide, production timelines have increased from 12 months to 30 months to take delivery.

PROJECT COST METHODOLOGY

FSA purchasing contract pricing, option changes, and equipment quotes

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>	<u>Other Requests without identified funding source</u>
Quint Fire Apparatus	1,500,000	0	0	0	0	1,500,000	0
Total	1,500,000	0	0	0	0	1,500,000	0

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>	<u>Other Requests without identified funding source</u>
Lease Purchase	1,500,000	0	0	0	0	1,500,000	0
Total	1,500,000	0	0	0	0	1,500,000	0

CAPITAL PROJECT DETAIL

PROJECT TITLE

Vehicle Replacement-Public Safety

PROJECT#

305VEH

CATEGORY

Vehicle Replacement

FUND

305-Public Safety Vehicle & Equipment Fund

PROJECT LOCATION

Police Department

MANAGEMENT

Police

PROJECT SCOPE

Annual Vehicle Replacement Program

JUSTIFICATION

Replacement of Police Vehicles on the following schedule: Patrol every seven years; Special Unit every ten years; Motorcycles every 4 years

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Police Vehicles	625,000	0	0	0	0	625,000
Fire Vehicles	45,000	0	0	0	0	45,000
Total	670,000	0	0	0	0	670,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Public Safety	670,000	0	0	0	0	670,000
Total	670,000	0	0	0	0	670,000

CIP Work Sheet FY 2023-24

Description	Year	Department	#	2023-24
Chevy 1500	2012	Police CSO	115	35,000
Chevy Malibu	2012	Police Admin	120	45,000
Chevy Caprice	2011	Police	132	65,000
Chevy Caprice	2011	Police	137	65,000
Chevy Caprice	2011	Police	143	65,000
Chevy Caprice	2013	Police	144	65,000
Chevy Caprice	2013	Police	220	65,000
Chevy Caprice	2013	Police	198	65,000
Harley Motor	2017	Police	M98	45,000
Total Public Safety Fund 305				515,000



308-TRANSPORTATION FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

Neighborhood Traffic Calming

PROJECT#

308234

CATEGORY

Transportation

FUND

308-Transportation

PROJECT LOCATION

Citywide

MANAGEMENT

Engineering

PROJECT SCOPE

Installation of traffic calming devices on neighborhood streets as part of neighborhood traffic calming program

JUSTIFICATION

The issue of installing traffic calming measures within the City has been the topic of discussion in recent years. The basis of a neighborhood traffic calming program was presented to the City Commission that utilized a combination of mainly physical measures to reduce the negative effect of motorized vehicle use and improve conditions for non-motorized street users. Traffic calming measures have inherent advantages including the reduction of speed, increased safety, reduction of cut-through traffic, and enhancement of the street environment. The traffic calming program will produce candidate streets on a semi-annual basis through priority data analysis.

PROJECT COST METHODOLOGY

Based on recent construction projects

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Traffic Calming Measures	70,000	50,000	50,000	50,000	50,000	270,000
Total	70,000	50,000	50,000	50,000	50,000	270,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Property Taxes - Transportation	70,000	50,000	50,000	50,000	50,000	270,000
Transportation Reserves	0	0	0	0	0	0
Total	70,000	50,000	50,000	50,000	50,000	270,000

Neighborhood Traffic Calming

Project Notes: Project to include for FY 2022/2023 installation of speed tables and radar feedback signs as a part of the City's Neighborhood Traffic Calming Program

Project Probable Cost

Construction

Item No.	Description	Estimated Quantity	Unit	Unit Price	Item Price
1	Mobilization/ Demobilization (~5%)	1	LS	\$2,250.00	\$2,250
2	Speed Tables	12	EA	\$2,750.00	\$33,000
3	Radar Feedback Signs	2	EA	\$4,500.00	\$9,000
4	Additional Signage	1	LS	\$1,000.00	\$1,000
5	Electric	1	LS	\$500.00	\$500
6	Restoration	1	LS	\$500.00	\$500
7	Permitting and fees	1	LS	\$0.00	\$0
8	Maintenance of Traffic	1	LS	\$1,000.00	\$1,000

Construction **\$47,250**

Construction Budget **\$50,000**

CAPITAL PROJECT DETAIL

PROJECT TITLE

Railroad Crossing

PROJECT#

308123

CATEGORY

Transportation

FUND

308-Transportation

PROJECT LOCATION

Various

MANAGEMENT

Engineering

PROJECT SCOPE

Reconstruction of the railroad crossings by the Florida East Coast Railroad

JUSTIFICATION

The City through an agreement with the Florida East Coast Railroad (FEC) for roadway crossings of the railway is required to fund the railroad crossing improvements as identified by the FEC. Average costs for repairs average around \$100,000. FEC does not have a planned improvement program that they are able to provide.

PROJECT COST METHODOLOGY

Estimated amount from previous years. Cost varies depending of number of lanes and work to be done

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Railroad Crossing	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes - Transportation	100,000	100,000	100,000	100,000	100,000	500,000
Transportation Reserves	0	0	0	0	0	0
Total	100,000	100,000	100,000	100,000	100,000	500,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Road Rehabilitation

PROJECT#

308225

CATEGORY

Transportation

FUND

308-Transportation

PROJECT LOCATION

Various

MANAGEMENT

Engineering

PROJECT SCOPE

Resurfacing of City streets as part of an on-going maintenance policy in order to prevent street deterioration and excessive reconstruction costs.

JUSTIFICATION

The results of a 1995 survey of City residents regarding their satisfaction with City services indicated that street repair was the lowest rated City service.. In addition, based on the level of funding that existed prior to 1997, the backlog of resurfacing would continue to increase and the condition of local roads would deteriorate further to the point where reconstruction would be necessary at an average cost of \$1,367,000 per mile rather than \$170,000 per mile for resurfacing.

In FY 2017 the City began using Micro surfacing and other Pavement preservation techniques. Micro surfacing results in a final product indistinguishable from traditional mill and resurface with asphalt but comes at a cost on 60,000 per mile, a nearly 65% cost savings. With installation issues, and having to resurface some recently micro surfaced roads, staff is re-evaluating the use of micro surfacing and is currently slotting future rehabilitation efforts as Mill and Resurface only.

Consequently, a comprehensive road improvement plan with dedicated funding source was developed and approved by the City Commission. The road improvement program is intended to reduce the projected road improvement backlog to a manageable level and protect the City's 187-mile road network that is valued at \$51 million.

PROJECT COST METHODOLOGY

Estimates are base upon unit pricing from recent bids of similar roadway resurfacing project within the City.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
2024 Roadway resurfacing	750,000	0	0	0	0	750,000
2025 Roadway Resurfacing	0	750,000	0	0	0	750,000
2026 Roadway Resurfacing	0	0	750,000	0	0	750,000
2027 Roadway Resurfacing	0	0	0	750,000	750,000	1,500,000
2026 Roadway Microsurfacing	0	0	0	0	0	0
2022 Roadway resurfacing	0	0	0	0	0	0
2023 Roadway resurfacing	0	0	0	0	0	0
2021 Roadway Microsurfacing	0	0	0	0	0	0
2022 Roadway Microsurfacing	0	0	0	0	0	0

CAPITAL PROJECT DETAIL

PROJECT TITLE

PROJECT#

Road Rehabilitation

308225

2023 Roadway Microsurfacing	0	0	0	0	0	0
2021 Roadway resurfacing	0	0	0	0	0	0
2024 Roadway Microsurfacing	0	0	0	0	0	0
2027 Roadway Microsurfacing	0	0	0	0	0	0
2025 Roadway Microsurfacing	0	0	0	0	0	0
Total	750,000	750,000	750,000	750,000	750,000	3,750,000

REVENUE

2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Transportation Reserves	300,000	300,000	300,000	300,000	1,500,000
Local Option Gas Tax	250,000	250,000	250,000	250,000	1,250,000
Property Taxes - Transportation	200,000	200,000	200,000	200,000	1,000,000
Total	750,000	750,000	750,000	750,000	3,750,000

Year	Name	FrSegment	ToSegment	Length	ASPHALT TONNAGE	REPAIR COST
2023-2024	POINTVIEW LN	ORMOND LAKES BLVD	CUL-DE-SAC	370	117	\$ 15,202.03
2023-2024	BLOCKHOUSE CT	ORMOND LAKES BLVD	CUL-DE-SAC	1220	262	\$ 34,012.03
2023-2024	CLIFFSIDE DR	ORMOND LAKES BLVD	DEERSKIN LN	1155	227	\$ 29,465.02
2023-2024	MOONGLOW DR	CLIFFSIDE DR	FLOWERTREE DR	854	160	\$ 20,748.82
2023-2024	FLOWERTREE DR	MOONGLOW DR	E & W CUL-DE-SACS	895	200	\$ 25,906.87
2023-2024	LOCHWIND LN	CLIFFSIDE DR	CUL-DE-SAC	474	130	\$ 16,814.08
2023-2024	INDIAN BOW LN	CLIFFSIDE DR	CUL-DE-SAC	198	75	\$ 9,773.08
2023-2024	DEERSKIN LN	CLIFFSIDE DR	E & W CUL-DE-SACS	790	187	\$ 24,218.29
2023-2024	DEPARDO LN	MOONGLOW DR	CUL-DE-SAC	395	97	\$ 12,571.32
2023-2024	GRACKLE LN	FLOWERTREE DR	CUL-DE-SAC	253	80	\$ 10,308.81
2023-2024	SHERRINGTON DR	ORMOND LAKES BLVD	ORMOND LAKES BLVD	1170	230	\$ 29,847.69
2023-2024	WAYLAND CIR	SHERRINGTON DR	CUL-DE-SAC	470	115	\$ 14,878.90
2023-2024	STONEY RIDGE LN	SHERRINGTON DR	CUL-DE-SAC	1016	213	\$ 27,658.61
2023-2024	VOLUNTEER LN	STONEY RIDGE LN	CUL-DE-SAC	514	119	\$ 15,462.00
2023-2024	INDIAN HEAD DR	ORMOND LAKES BLVD	CUL-DE-SAC	1768	364	\$ 47,118.53
2023-2024	CYPRESS PARK CT	INDIAN HEAD DR	CUL-DE-SAC	318	83	\$ 10,701.19
2023-2024	COTTON MILL CT	INDIAN HEAD DR	CUL-DE-SAC	314	82	\$ 10,604.01
2023-2024	NOCOROCO CT	INDIAN HEAD DR	CUL-DE-SAC	246	69	\$ 8,951.88
2023-2024	KING PHILLIPS WAY	ORMOND LAKES BLVD	INDIAN HEAD DR	339	64	\$ 8,236.36
2023-2024	SAWTOOTH LN	OLD TOMOKA RD	SOUTHERN PINE TRL	1100	217	\$ 28,061.93
2023-2024	ROCKY BLUFF DR	ORMOND LAKES BLVD	LAKEBLUFF DR	1386	312	\$ 40,409.18
2023-2024	PINION CIR	FIESTA DR.	CUADRO PLACE	2000	375	\$ 48,592.08
2023-2024	JOLYNN DR	ORMOND LAKES BLVD	CUL-DE-SAC	439	114	\$ 14,828.54
2023-2024	CROSSINGS TRL	CLYDE MORRIS BLVD	CUL-DE-SAC	835	227	\$ 29,444.37
2023-2024	WANDERING OAKS DR	PARKSIDE DR	BROOKSIDE DR	2000	375	\$ 48,592.08
2023-2024	GOWERS ST	N US 1	FLAGLER RD	405	76	\$ 9,839.90
2023-2024	S. CENTER ST	TOMOKA AVE	SANDY OAKS BLVD	800	150	\$ 19,436.83
2023-2024	SHERRINGTON DR	ORMOND LAKES BLVD	ORMOND LAKES BLVD	1170	230	\$ 29,847.69
2023-2024	WINDING WOODS TRL	SR 40	CUL-DE-SAC	1600	300	\$ 38,873.67
2023-2024	OLD WIGGINS LN	LAKEBLUFF DR	CUL-DE-SAC	399	119	\$ 15,406.79
2023-2024	OLD CANYON LN	ORMOND LAKES BLVD	CUL-DE-SAC	798	209	\$ 27,039.73
2023-2024	WOODLANDS CIR	WOODLAND BLVD	CUL-DE-SAC	400	75	\$ 9,718.42

Total \$ 732,570.72

Year	Name	FrSegment	ToSegment	Length	ASPHALT TONNAGE	REPAIR COST
2024-2025	LAKEBLUFF DR	ORMOND LAKES BLVD	CLIFFVIEW LN	920	190	\$ 24,587.59
2024-2025	LAKEBLUFF DR	CLIFFVIEW LN	CAMP MACRAE	1020	210	\$ 27,260.16
2024-2025	LAKEBLUFF DR	CAMP MCRAE LN	ORMOND LAKES BLVD	3086	694	\$ 89,973.10
2024-2025	JOLYNN DR	ORMOND LAKES BLVD	CUL-DE-SAC	439	114	\$ 14,829.09
2024-2025	WILD FERN LN	JOLYNN DR	LORELANE DR	996	187	\$ 24,198.86
2024-2025	WATERBLUFF DR	WILD FERN LN	WILD FERN LN	970	182	\$ 23,567.16
2024-2025	LORELANE DR	ORMOND LAKES BLVD	CUL-DE-SAC	348	65	\$ 8,455.02
2024-2025	WILD CAT LN	ORMOND LAKES BLVD	CUL-DE-SAC	698	186	\$ 24,124.75
2024-2025	OLD CANYON LN	ORMOND LAKES BLVD	CUL-DE-SAC	798	209	\$ 27,040.28
2024-2025	ROCKY BLUFF DR	ORMOND LAKES BLVD	LAKEBLUFF DR	1386	312	\$ 40,409.18
2024-2025	COQUINA CLIFF CIR	ROCKY BLUFF DR	CUL-DE-SAC	109	54	\$ 6,952.31
2024-2025	OLD MCDUFFIE CIR	ROCKY BLUFF DR	CUL-DE-SAC	214	77	\$ 10,013.61
2024-2025	OLD WIGGINS LN	LAKEBLUFF DR	CUL-DE-SAC	399	119	\$ 15,407.33
2024-2025	CLIFFWOOD CIR	LAKEBLUFF DR	CUL-DE-SAC	219	64	\$ 8,295.88
2024-2025	TIMUCUAN DR	LAKEBLUFF DR	LAKEBLUFF DR	1885	353	\$ 45,798.04
2024-2025	MINNOW DR	LAKEBLUFF DR	LAKEBULFF DR	1161	218	\$ 28,207.70
2024-2025	HIGHLAND OAKS TRL	SAWTOOTH LN	CUL-DE-SAC	250	81	\$ 10,440.01
2024-2025	SAINT ANDREWS TER	S. ST. ANDREWS DR	S. ST. ANDREWS DR	445	88	\$ 11,352.33
2024-2025	OLD MCDUFFIE CIR	ROCKY BLUFF DR	CUL-DE-SAC	214	77	\$ 10,013.06
2024-2025	SOUTHERN PINE TRL	SAWTOOTH LN	CUL-DE-SACS N&S	754	185	\$ 23,957.11
2024-2025	FOXBROW LOOK	HUNTERS RIDGE BLVD	HUNTERS RIDGE BLVD	376	71	\$ 9,135.31
2024-2025	WYNDHAM LOOK	HAMLET TRACE	CUL-DE-SAC	121	71	\$ 9,234.59
2024-2025	COTTEN SEED TRL	SADDLE CREEK TRL	CUL-DE-SAC	198	75	\$ 9,773.08
2024-2025	OLD BARN TRL	SADDLE CREEK TRL	CUL-DE-SAC	220	80	\$ 10,334.32
2024-2025	HAMLET CIR	WOODLAND BLVD	CUL-DE-SAC	400	75	\$ 9,718.42
2024-2025	HIGHLAND OAKS TRL	SAWTOOTH LN	CUL-DE-SAC	250	81	\$ 10,440.01
2024-2025	SAINT ANDREWS TER	S. ST. ANDREWS DR	S. ST. ANDREWS DR	445	88	\$ 11,352.33
2024-2025	OLD MCDUFFIE CIR	ROCKY BLUFF DR	CUL-DE-SAC	214	77	\$ 10,013.06
2024-2025	SOUTHERN PINE TRL	SAWTOOTH LN	CUL-DE-SACS N&S	754	185	\$ 23,957.11
2024-2025	FOXBROW LOOK	HUNTERS RIDGE BLVD	HUNTERS RIDGE BLVD	376	71	\$ 9,135.31
2024-2025	WYNDHAM LOOK	HAMLET TRACE	CUL-DE-SAC	121	71	\$ 9,234.59
2024-2025	COTTEN SEED TRL	SADDLE CREEK TRL	CUL-DE-SAC	198	75	\$ 9,773.08
2024-2025	OLD BARN TRL	SADDLE CREEK TRL	CUL-DE-SAC	220	80	\$ 10,334.32
2024-2025	LOCHMERE LN	LAKEBLUFF DR	CUL-DE-SAC	410	103	\$ 13,348.79
2024-2025	GREENFERN CIR	LAUREL DR	CUL-DE-SAC	600	113	\$ 14,577.63
2024-2025	PINE SHADOWS TRL	CROSSINGS TRL	CUL-DE-SAC	452	120	\$ 15,593.20
2024-2025	CYPRESS VIEW TRL	CROSSING TRL	CUL-DE-SAC	503	126	\$ 16,380.39
2024-2025	BAYBERRY CT	ROCKEFELLER DR	ROCKEFELLER DR	400	68	\$ 8,746.58
2024-2025	GOLDEN OAK LANE	HIDDEN HILLS DR	SPANISH OAK LN	329	62	\$ 7,993.40
2024-2025	OLD CREEK CIR	TIMUCUAN DR	CUL-DE-SAC	245	69	\$ 8,926.91
2024-2025	ECLIPSE TRL	MAIN TRL	CUL-DE-SAC	250	47	\$ 6,074.01
2024-2025	INVERRAY CT	OCEAN PINES DR	CUL-DE-SAC	214	79	\$ 10,181.26

2024-2025	ALICEN CT	WINDING WOODS TRL	CUL-DE-SAC	300	56	\$ 7,288.81
2024-2025	IRONWOOD CT	SYCAMORE CIR	CUL-DE-SAC	233	73	\$ 9,395.28
2024-2025	SHELLEY WAY	WINDING WOODS TRL	MARJORIE TRL	400	75	\$ 9,718.42

Total \$ 745,542.81

Year	Name	FrSegment	ToSegment	Length	ASPHALT TONNAGE	REPAIR COST
2025-2026	PRINCESS CIR	MINNOW DR	CUL-DE-SAC	293	78	\$ 10,093.79
2025-2026	CAMP MCRAE LN	LAKEBLUFF DR	LAKECLIFF DR	350	69	\$ 8,928.80
2025-2026	CLIFFVIEW LN	LAKEBLUFF DR	CUL-DE-SAC	512	123	\$ 15,951.57
2025-2026	WATERCLIFF LN	LAKEBLUFF DR	CUL-DE-SAC	407	117	\$ 15,104.85
2025-2026	OLD CREEK CIR	TIMUCUAN DR	CUL-DE-SAC	245	69	\$ 8,927.58
2025-2026	OLD PORT CIR	TIMUCAN DR	CUL-DE-SAC	216	63	\$ 8,223.00
2025-2026	OSCELOT CT	LAKEBLUFF DR	CUL-DE-SAC	311	81	\$ 10,531.12
2025-2026	LAKECLIFF DR	LAKEBLUFF DR	CUL-DE-SAC	1200	236	\$ 30,613.01
2025-2026	LOCHMERE LN	LAKEBLUFF DR	CUL-DE-SAC	410	103	\$ 13,349.46
2025-2026	WINDWILLOW LN	ORMOND LAKES BLVD	CUL-DE-SAC	149	66	\$ 8,523.05
2025-2026	Ormond Lakes BLVD	N US 1	LAKEBLUFF DR	2727	869	\$ 112,634.02
2025-2026	Ormond Lakes BLVD	LAKEBLUFF DR	JOLYNN DR	2053	654	\$ 84,795.62
2025-2026	Ormond Lakes BLVD	JOLYNN DR	WILD CAT LN	1811	577	\$ 74,800.22
2025-2026	Ormond Lakes BLVD	WILD CAT LN	PINE TREE DR	2554	718	\$ 93,078.14
2025-2026	BROOKSIDE CT	BROOKSIDE DR	CUL-DE-SAC	400	75	\$ 9,718.42
2025-2026	SANDPIPER CIR	WOODLANDS BLVD	CUL-DE-SAC	400	75	\$ 9,718.42
2025-2026	RIVER PINE WAY	NORTHSIDE DR	OVERBROOK DR	200	38	\$ 4,859.21
2025-2026	FOXCROFT RUN	ASHTON LOOK	CAMBRIDGE TRACE	2042	383	\$ 49,612.52
2025-2026	GREY DAPPLE WAY	PERUVIAN LN	GREY DAPPLE WAY	2324	436	\$ 56,464.00
2025-2026	CASTILLA ST	US1	PLAZA GRANDE	900	152	\$ 19,679.79
2025-2026	WAYLAND CIR	SHERRINGTON DR	CUL-DE-SAC	470	115	\$ 14,879.44
2025-2026	FLAGLER RD	BENTON ST	GOWERS ST	844	158	\$ 20,505.86
2025-2026	BUSINESS CENTER DR	N US 1	SOUTHLAND RD	2050	596	\$ 77,200.67

Total \$ 758,192.54

Year	Name	FrSegment	ToSegment	Length	ASPHALT TONNAGE	REPAIR COST
2026-2027	NORTHSIDE DR	OAKBROOK DR	EDGEWOOD WAY	2800	525	\$ 67,997.31
2026-2027	TARA PL	CHARLESTON SQ	CHARLESTON SQ	670	126	\$ 16,270.78
2026-2027	HIGHWOODRIDGETRL	HUNTERS RIDGE BLVD	CUL-DE-SAC	590	153	\$ 19,862.50
2026-2027	LAKEBLUFF DR	ORMOND LAKES BLVD	CLIFFVIEW LN	920	190	\$ 24,576.17
2026-2027	CALADIUM DR	CHRYSANTHEMUM DR	BETWEEN 26 & 30	1125	211	\$ 27,320.35
2026-2027	RIVERVIEW DR	S. RIDGEWOOD AVE	S. BEACH ST	1234	220	\$ 28,469.02
2026-2027	CUADRO PL	FIESTA DR	WINDING WOODS TRL	1200	225	\$ 29,141.70
2026-2027	WINDWARD LN	ROYAL PALM AVE	WINDWARD CIR	800	225	\$ 29,141.70
2026-2027	SHERBOURNE WAY	NORTHBROOK DR	WANDERING OAKS DR	1220	229	\$ 29,627.40
2026-2027	ANDALUSIA AVE	DIVISION AVE	HAND AVE	1320	248	\$ 32,055.87
2026-2027	MARJORIE TRL	WINDING WOODS TRL	CUL-DE-SAC	1600	300	\$ 38,855.61
2026-2027	CHARLESTON SQ	FLEMING AVE	FLEMING AVE	1680	315	\$ 40,798.39
2026-2027	MAGNOLIA DR	VALENCIA DR	VALENCIA DR	1724	323	\$ 41,866.91
2026-2027	HANGAR WAY	HANGAR WAY	DEAD END	2372	445	\$ 57,603.44
2026-2027	TORREY PINES CT	OCEAN PINES DR	CUL-DE-SAC	323	95	\$ 12,296.58
2026-2027	DORADO BEACH CT	OCEAN PINES DR	CUL-DE-SAC	319	99	\$ 12,853.92
2026-2027	CYPRESS POINT CT	OCEAN PINES DR	CUL-DE-SAC	420	119	\$ 15,429.32
2026-2027	SUGAR CREEK CT	OCEAN PINES DR	CUL-DE-SAC	438	123	\$ 15,888.30
2026-2027	WOODGROVE ST	CENTER ST	DEAD END	683	128	\$ 16,586.49
2026-2027	SPIVEYS CT	CENTER ST	CUL-DE-SAC	612	157	\$ 20,396.76
2026-2027	MAINSAIL CIR	FLEMING AVE	CUL-DE-SAC	525	147	\$ 19,045.32
2026-2027	PALMETTO DUNES CT	OCEAN PINES DR	CUL-DE-SAC	636	162	\$ 20,937.10
2026-2027	SAGE BRUSH TRL	S. FORTY TRL	CUL-DE-SAC	876	209	\$ 27,056.86
2026-2027	WINDWARD CIR	ROYAL PALM AVE	DEAD END	800	225	\$ 29,141.70
2026-2027	COTTONWOOD FLAT	CAMBRIDGE TRACE	CUL-DE-SAC	350	100	\$ 12,988.15
2026-2027	CHOCTAW TRL	IROQUOIS TRL	CUL-DE-SAC	390	77	\$ 9,944.61
2026-2027	AZTEC TRL	CHOCTAW TRL	CUL-DE-SAC	265	52	\$ 6,757.23
2026-2027	PARK CROSSING CIR	PARK RIDGE WAY	CUL-DE-SAC	143	76	\$ 9,779.47
2026-2027	SANDPIPER LN	650WESTOFKNOLLWOOD	BRAMBLE WOOD LN	350	66	\$ 8,499.66
2026-2027	OVERBROOK CT	NORTHBROOK DR	CUL-DE-SAC	240	45	\$ 5,828.34
2026-2027	MISNERS WAY	MISNERS TRL	MISNERS TRL	301	56	\$ 7,309.71
2026-2027	ACACIA CT	POPLAR DR	CUL-DE-SAC	205	40	\$ 5,227.29
2026-2027	SUNDROP WATCH	LAUREL RIDGE BREAK	CUL-DE-SAC	189	81	\$ 10,486.16
2026-2027	PARK MEADOW CIR	PARK RIDGE WAY	CUL-DE-SAC	205	81	\$ 10,512.87
2026-2027	CYPRESS PARK CT	INDIAN HEAD DR	CUL-DE-SAC	318	83	\$ 10,695.55
2026-2027	ROYAL DUNES BLVD	OCEAN SHORE BLVD	ROYAL DUNES CIR	221	41	\$ 5,366.93
2026-2027	OX BOW TRL	SADDLE CREEK TRL	CUL-DE-SAC	232	72	\$ 9,365.42

Total \$ **785,980.90**

Year	Name	FrSegment	ToSegment	Length	ASPHALT TONNAGE	REPAIR COST
2027-2028	N SAINT ANDREWS DR	TOMOKA OAKS BLVD	EAGLE DR	6200	1279	\$ 165,622.02
2027-2028	HUNTERS RIDGE BLVD	SHADWCROSSINGSBLVD	EndroadbuckthornLook	1060	298	\$ 38,612.76
2027-2028	CHOCTAW TRL	IROQUOIS TRL (NE)	IROQUOIS TRL	1615	318	\$ 41,180.87
2027-2028	LINCOLN AVE	N. ORCHARD ST	N. YONGE ST	2260	424	\$ 54,883.54
2027-2028	WALDEN LN	SYCAMORE CIR	SYCAMORE CIR	466	92	\$ 11,882.53
2027-2028	BRYANT ST	FLEMING AVE	BURNS AVE	680	121	\$ 15,687.95
2027-2028	SEMINOLE AVE	S. ATLANTIC AVE	S. HALIFAX DR	2200	413	\$ 53,426.46
2027-2028	VALENCIA DR	S. ATLANTIC AVE	S. HALIFAX DR	2000	375	\$ 48,569.51
2027-2028	PARQUE DR	HAND AVE	FLEMING AVE	1400	263	\$ 33,998.65
2027-2028	WILLOUGHBY TRACE	BRIARGATE LOOK	CUL-DE-SAC	359	90	\$ 11,691.23
2027-2028	STAGHOUND LOOK	HUNT MASTER CT	CUL-DE-SAC	275	96	\$ 12,438.65
2027-2028	FOREST QUEST	AIRPORT ROAD	CUL-DE-SAC	985	227	\$ 29,459.50
2027-2028	KING EDWARD DR	S. KINGS RD	QUEEN ANN CT	477	89	\$ 11,583.83
2027-2028	WILLIS DR	S. HALIFAX DR	RIVERSIDE DR	600	113	\$ 14,570.85
2027-2028	ROBLE LN	SANDY OAKS BLVD	HAMMOCK LN	644	121	\$ 15,639.38
2027-2028	W VICTORIA CIR	LAUREL DR	LAUREL DR	730	137	\$ 17,727.87
2027-2028	E VICTORIA CIR	LAUREL DR	LAUREL DR	960	180	\$ 23,313.36
2027-2028	ASTON CIR	FLEMING AVE	FLEMING AVE	1355	254	\$ 32,905.84
2027-2028	PARK RIDGE WAY	S. CENTER ST	PARKVIEW LN	1558	292	\$ 37,835.65
2027-2028	CARMEL CT	RIVER BLUFF DR	CUL-DE-SAC	165	59	\$ 7,656.98
2027-2028	SAINT MARK CIR	N. HALIFAX DR	CUL-DE-SAC	320	60	\$ 7,771.12
2027-2028	ROSEMARY ST	N US 1	END PUBLIC ROAD	348	65	\$ 8,451.09
2027-2028	JAMES ST	S. ORCHARD ST	GROOVER AVE	269	45	\$ 5,879.34
2027-2028	COTTON MILL CT	INDIAN HEAD DR	CUL-DE-SAC	314	82	\$ 10,598.41
2027-2028	BURNS ST	COLLINS ST	CAMEO DR	387	69	\$ 8,928.29
2027-2028	ALDEN PL	STANDISH DR	DIANNE DR	257	48	\$ 6,241.18
2027-2028	SOUTHWIND DR	N. HALIFAX DR	ELLCOTT DR	565	106	\$ 13,720.89
2027-2028	LAKE MEADOW WAY	PARK RIDGE WAY	PARK RIDGE WAY	670	126	\$ 16,270.78
2027-2028	WOODGATE CT	HAND AVE	CUL-DE-SAC	617	158	\$ 20,452.62

Total \$ 777,001.16

CAPITAL PROJECT DETAIL

PROJECT TITLE

Sidewalk Repair and Replacement

PROJECT#

CATEGORY

Transportation

FUND

308-Transportation

PROJECT LOCATION

Citywide

MANAGEMENT

Engineering

PROJECT SCOPE

Repair and Replace City sidewalks both within Parks and along City streets

JUSTIFICATION

Damage to sidewalks both in parks and along public streets is a significant ongoing maintenance challenge. In 2020 public works received 97 work orders for over 2,000 square yards of sidewalk. Of that total approximately 700 square yards was in City parks. This ongoing project seeks to repair sidewalk damage from tree roots, as well as normal wear and tear. The main focus for the initial rollout will be to repair the whole of a few exceptionally in-need neighborhoods, and install root barriers and geogrids to protect the new sidewalk so the City can avoid removing trees. Once the initial rollout is complete, the goal will be continuing maintenance within the City's streets and parks.

PROJECT COST METHODOLOGY

Cost based on construction costs received

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Sidewalks	217,800	112,000	112,000	112,000	112,000	665,800
Total	217,800	112,000	112,000	112,000	112,000	665,800

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Transportation Reserves	217,800	112,000	112,000	112,000	112,000	665,800
Total	217,800	112,000	112,000	112,000	112,000	665,800

CAPITAL PROJECT DETAIL

PROJECT TITLE

Street Light Maintenance

PROJECT#

308125

CATEGORY

Transportation

FUND

308-Transportation

PROJECT LOCATION

Nova Road

MANAGEMENT

Engineering

PROJECT SCOPE

Painting and maintenance of City street lights.

JUSTIFICATION

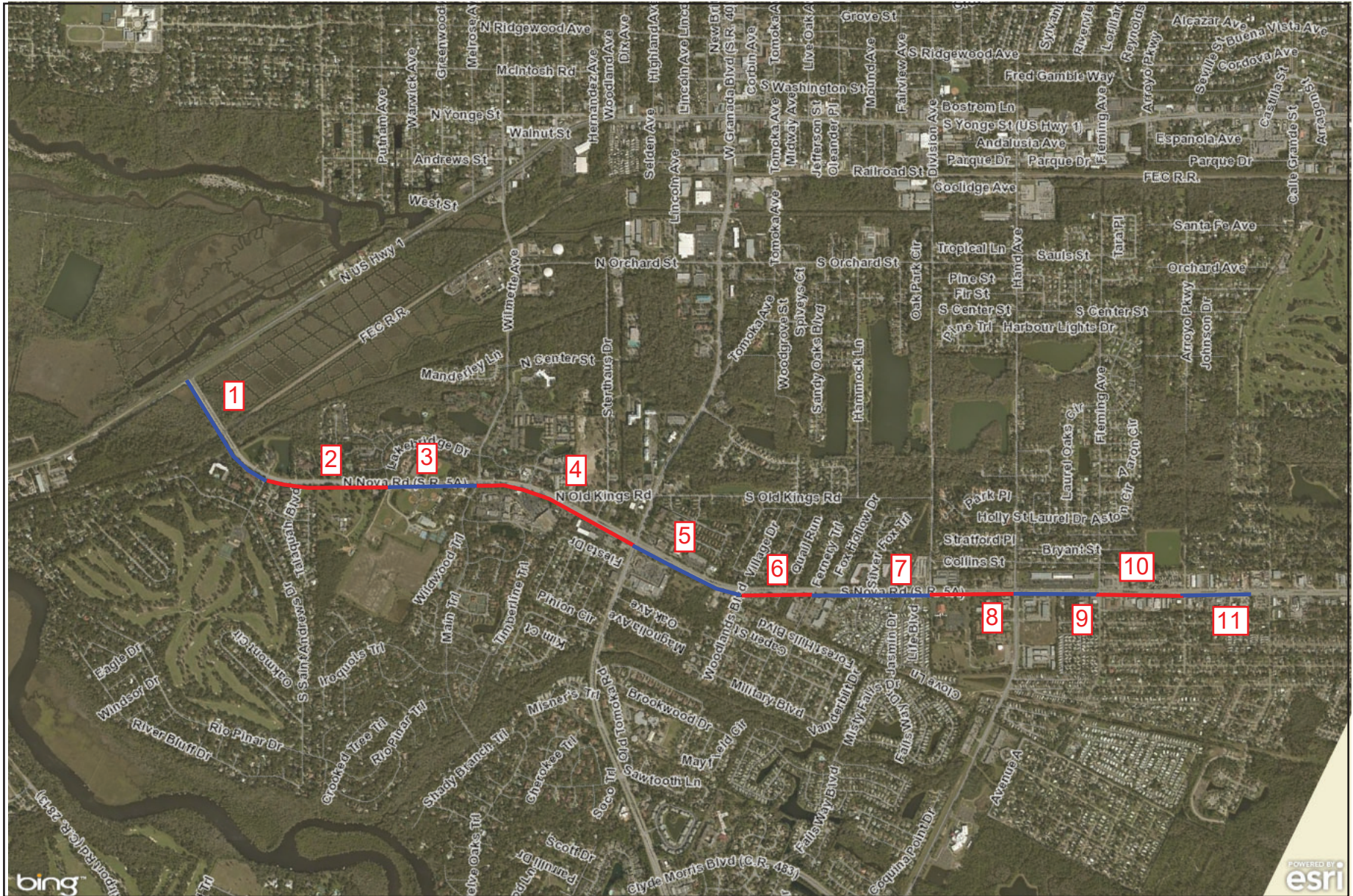
Maintenance of light posts to prevent against corrosion and normal wear.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Street Light Maintenance	25,520	24,640	19,360	0	95,920	165,440
Total	25,520	24,640	19,360	0	95,920	165,440

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes - Transportation	25,520	24,640	19,360	0	95,920	165,440
Total	25,520	24,640	19,360	0	95,920	165,440

Nova Road Street Light Maintenance



2,524 ft



GIS data is provided on an "as is" basis. The accuracy or reliability of the data is not guaranteed or warranted in any way. The City of Ormond Beach specifically disclaims any warranty either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular use. The entire risk as to quality and performance of the data is with the end user. In no event will the City, its staff or it's representatives be liable for any direct, indirect, incidental, special, consequential, or other damages, including loss of profit, arising out of the use of this data even if the City has been advised of the possibility of such

Nova Road Street Light Maintenance

#	Segment From	Segment To	Number of Poles	Cost Per Pole	Cost Per Segment	Yr
1	US 1	Tomoka Oaks	11	\$ 800.00	\$ 8,800.00	2022/2023
2	Tomoka Oaks	Nova Rec- N	11	\$ 800.00	\$ 8,800.00	2022/2023
3	Nova Rec - N	Main Trail	8	\$ 800.00	\$ 6,400.00	2022/2023
4	Main Trail	West Granada	17	\$ 800.00	\$ 13,600.00	2023/2024
5	West Granada	Woodlands	12	\$ 800.00	\$ 9,600.00	2023/2024
6	Woodlands	Moreland blvd	7	\$ 800.00	\$ 5,600.00	2024/2025
7	Moreland Blvd	Division	12	\$ 800.00	\$ 9,600.00	2024/2025
8	Division	Hand	9	\$ 800.00	\$ 7,200.00	2024/2025
9	Hand	Flemming	9	\$ 800.00	\$ 7,200.00	2025/2026
10	Flemming	Arroyo Pkway	8	\$ 800.00	\$ 6,400.00	2025/2026
11	Arroyo Pkway	S. City Limits	5	\$ 800.00	\$ 4,000.00	2025/2026

	2022/2023	2023/2024	2024/2025	2025/2026
Segments	1 - 3	4 - 5	6 - 8	9 - 11
Cost	\$ 24,000.00	\$ 23,200.00	\$ 22,400.00	\$ 17,600.00
Permit/Engineering	\$ 2,400.00	\$ 2,320.00	\$ 2,240.00	\$ 1,760.00
Budget	\$ 26,400.00	\$ 25,520.00	\$ 24,640.00	\$ 19,360.00

CAPITAL PROJECT DETAIL

PROJECT TITLE

Traffic Signal Maintenance

PROJECT#

308115

CATEGORY

Transportation

FUND

308-Transportation

PROJECT LOCATION

City Wide

MANAGEMENT

Engineering

PROJECT SCOPE

Maintenance and upgrades to existing traffic signals to include repainting of traffic signals and other traffic control devices as needed on a City-wide basis. The attached schedule and map provides those intersections and the years for which maintenance has been assigned.

JUSTIFICATION

Normal wear and tear under extreme weather conditions requires refurbishing of these highly visible traffic signals to be required every 5-7 years. If regular maintenance including the painting of the mast arms is not performed, the mast arms are subject to corrosion and potential structural failure. The proposed schedule factors in the time since last painting and completes the current re-painting cycle. Inspection of these signals this spring indicates that they are wearing well and will likely be able to make it to the later part of the expected 5 -7 year life cycle (Year 6). We will continue to evaluate them on a yearly basis and if necessary make adjustments.

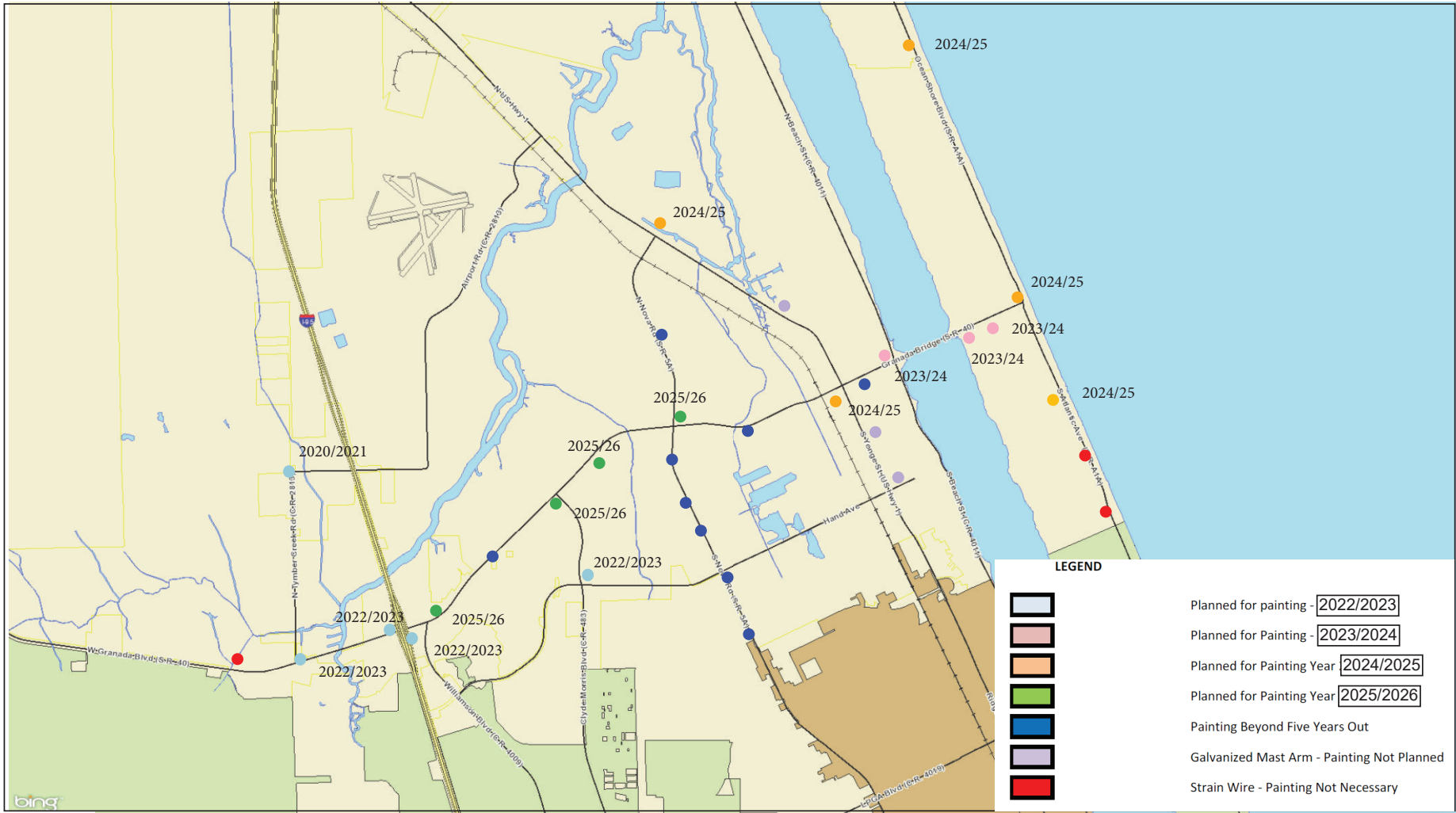
PROJECT COST METHODOLOGY

Historic Bid Information

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Signal Rehabilitation	71,500	84,000	82,500	80,000	0	318,000
Total	71,500	84,000	82,500	80,000	0	318,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes - Transportation	71,500	84,000	82,500	80,000	0	318,000
Total	71,500	84,000	82,500	80,000	0	318,000

Mast Arm Painting Schedule



GIS data is provided on an "as is" basis. The accuracy or reliability of the data is not guaranteed or warranted in any way. The City of Ormond Beach specifically disclaims any warranty either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular use. The entire risk as to quality and performance of the data is with the end user. In no event will the City, its staff or it's representatives be liable for any direct, indirect, incidental, special, consequential, or other damages, including loss of profit, arising out of the use of this data even if the City has been advised of the possibility of such damages.



CAPITAL PROJECT DETAIL

PROJECT TITLE

Pineland Trail Roadway Improvements

PROJECT#

CATEGORY

Transportation

FUND

308-Transportation

PROJECT LOCATION

Pineland Trail (Airport Road to Broadway)

MANAGEMENT

Engineering

PROJECT SCOPE

Reconstruction of Pineland Trail to City Roadway Standards, upgrade of roadway drainage facilities, construction of mixed use path along roadway.

JUSTIFICATION

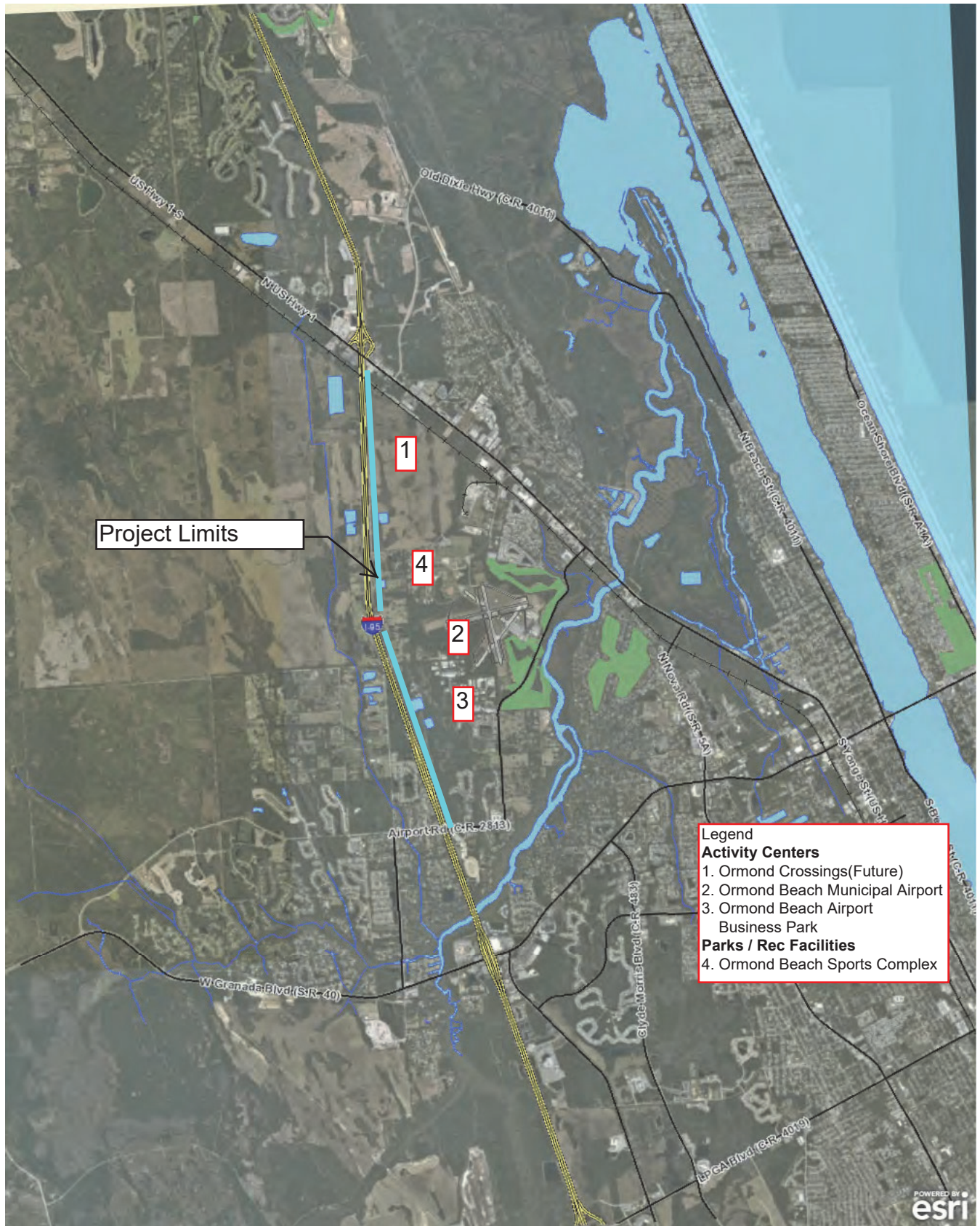
Pineland Trail was originally constructed by Volusia County. Although recent paving projects have improved the drivability of This project will bring this roadway, designated as a Minor Arterial Roadway, up to City Standard roadway conditions. Development activity in this area, including the construction of Security First property at Ormond Crossings and the proposed extension of Business Park Drive would increase use of this roadway as an important north-south roadway within the City of Ormond Beach. Improving drainage facilities in this corridor provides an additional benefit for the properties along Pineland Trail, and the construction of a mixed use path further promotes the City's Trail network by providing access to the Ormond Beach Sports Complex facilities from Airport Road and future sidewalk along US 1.

PROJECT COST METHODOLOGY

Estimates are base upon unit pricing from recent bids of similar roadway projects within the City.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Construction	0	0	0	0	4,609,000	4,609,000
Design	0	0	0	0	691,350	691,350
Construction Admin/Engineering	0	0	0	0	460,900	460,900
Total	0	0	0	0	5,761,250	5,761,250

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
River to Sea TPO Grant Funding	0	0	0	0	4,770,315	4,770,315
Transportation Reserves	0	0	0	0	990,935	990,935
Total	0	0	0	0	5,761,250	5,761,250



LOCATION MAP
Pineland Trail Location Map



Proposed Roadway Improvements - Pineland Trail

Project Notes: Total length of route, from Airport Rd to Broadway Ave is approximately 3.95 miles.
This project includes 10' Sidewalk, drainage improvements and roadway upgrades.

Airport Road to Broadway Avenue, route distance 3.95 miles

20,825.00 ft

Project Probable Cost

Construction

Item No.	Description	Estimated Quantity	Unit	Unit Price	Item Price
1	Mobilization/ Demobilization (~5%)	1	LS	\$199,000.00	\$199,000
2	Mill Existing Surface	46278	SY	\$ 2.00	\$92,556
3	Mill and Remove existing Asphalt and Base	0	SY	\$ 5.50	\$0
4	2" SP-9.5 ASPHALT	55,533	SY	\$ 13.50	\$749,700
5	12" Stabilized Subgrade	13883	SY	\$ 3.75	\$52,063
6	8" Crushed Concrete Base	9256	SY	\$ 9.37	\$86,725
7	CONCRETE SIDEWALK & DRIVEWAYS, 4"	23139	SY	\$ 40.00	\$925,556
8	Drainage Swale Modification	10,413	LF	\$100.00	\$1,041,250
9	CONCRETE CURB & GUTTER, TYPE F	41650	LF	\$ 17.00	\$708,050
10	Utility Relocation and adjustments	1	LS	\$ 25,000.00	\$25,000
11	Furnish & Install ADA Ramp and Detectable Pad	8	EA	\$400.00	\$3,200
12	Furnish & Install Bahia Sod	28,960	SY	\$3.00	\$86,880
13	Thermoplastic Striping	1	LS	\$25,000.00	\$25,000
14	Furnish and Install Signage	1	LS	\$10,000.00	\$10,000
15	Geotechnical Services	1	LS	\$25,000.00	\$25,000
16	Maintenance of Traffic	1	LS	\$120,000.00	\$120,000
17	As-Builts & Survey Site Layout	1	LS	\$40,000.00	\$40,000

Construction	\$4,189,978	TPO Funding	City Match
Contingency (10%)	\$418,998		
Construction Budget	\$4,609,000	\$ 4,148,100.00	\$ 460,900.00
Engineering (15%)	\$691,350	\$ 622,215.00	\$ 69,135.00
Construction Administration (10%)	\$460,900	\$ 414,810.00	\$ 46,090.00
		\$ 4,562,910.00	\$ 506,990.00
TOTAL PROBABLE PROJECT COST		\$5,761,250	

CAPITAL PROJECT DETAIL

PROJECT TITLE

US 1 North Sidewalk

PROJECT#

308236

CATEGORY

Transportation

FUND

308-Transportation

PROJECT LOCATION

North US 1 Between Wilmette Ave. and Broadway A

MANAGEMENT

Engineering

PROJECT SCOPE

Construction of an eight foot wide sidewalk along US 1 in two phase connecting Wilmette Avenue, Nova Road, Airport Road, and Airport Road to Broadway Ave.

JUSTIFICATION

The Florida Department of Transportation working with the River to Sea TPO completed a report for the US 1 Corridor Improvement Program in April, 2014. A component in this report is the construction of a connecting sidewalk along US 1, north from Wilmette Avenue connecting northern areas to the central City core. This project proposes extending sidewalk to the northern City Limits in a phase project. In Phase 1, a connection is proposed that connects Wilmette Avenue to Nova Road, across the Tomoka River, and to Airport Road for use by pedestrians and bicyclists. Phase 2 continues this project extending northerly from Airport Road, connecting Hull Road, and Broadway Avenue. Design and construction of Phase 1, and design of Phase 2 will occur within this five year period, construction of Phase 2 would be planned in year 6.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Construction	0	0	0	0	1,336,000	1,336,000
Design	0	0	0	0	592,500	592,500
Construction Admin/ Engineering	0	0	0	0	66,800	66,800
Total	0	0	0	0	1,995,300	1,995,300

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
TPO Grant (pending)	0	0	0	0	1,735,650	1,735,650
Transportation Reserves	0	0	0	0	259,650	259,650
Total	0	0	0	0	1,995,300	1,995,300

317-FACILITIES RENEWAL AND REPLACEMENT FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

Shell Parking lot

PROJECT#

CATEGORY

Facility Construction and Renovation

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Citywide

MANAGEMENT

Engineering

PROJECT SCOPE

Add shell to all unpaved city parking lots

JUSTIFICATION

Each of the unpaved parking lots are in need of annual replenishment of materials. This project removes the burden of this cost from the parks and streets operating accounts.

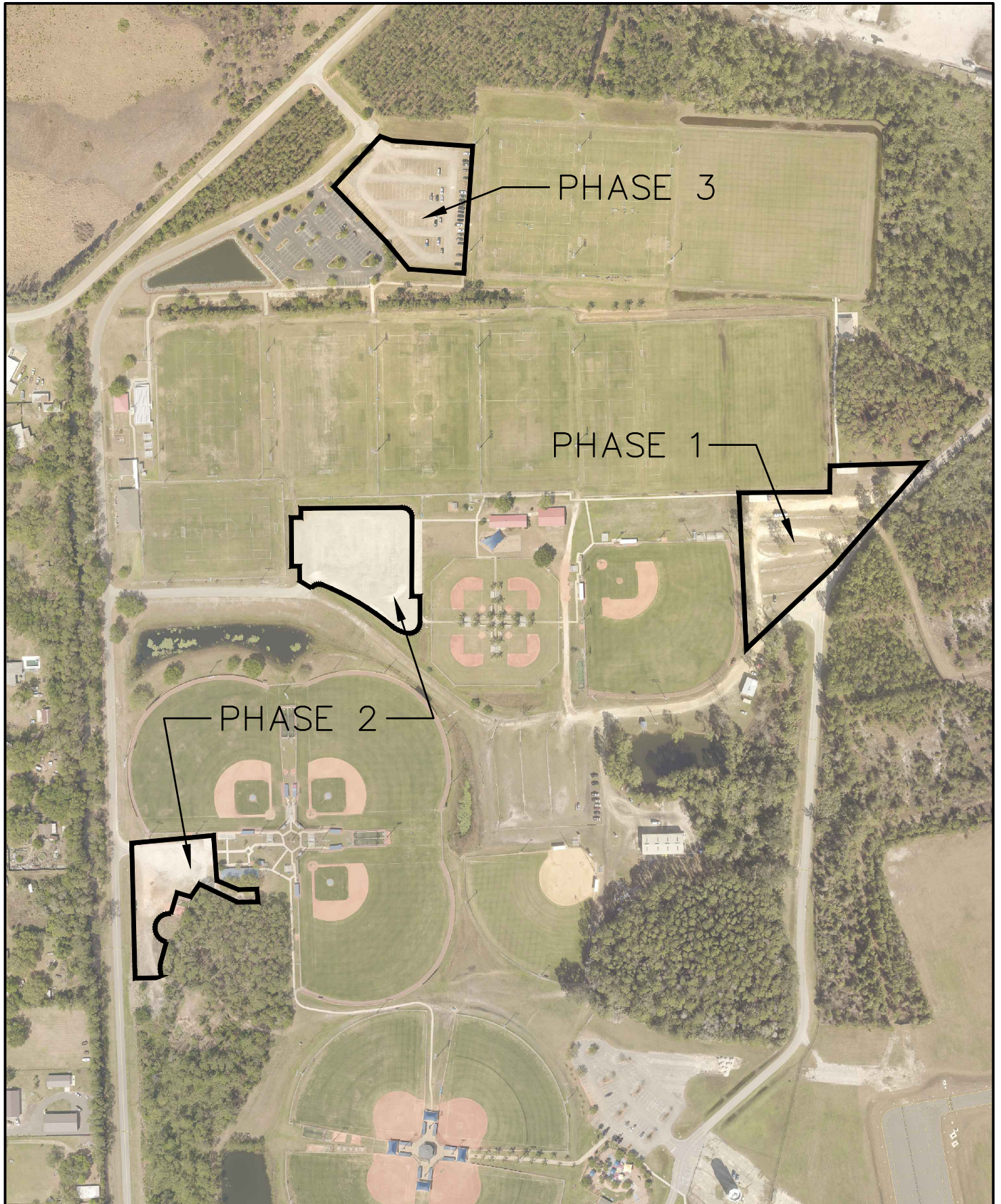
PROJECT COST METHODOLOGY

Based on similar projects

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Shell Parking	51,000	51,000	51,000	51,000	51,000	255,000
Total	51,000	51,000	51,000	51,000	51,000	255,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Facilities R&R	51,000	51,000	51,000	51,000	51,000	255,000
Total	51,000	51,000	51,000	51,000	51,000	255,000

SHELL PARKING RESTORATION



PHASING PLAN

CAPITAL PROJECT DETAIL

PROJECT TITLE

Central Park 2 & 3 Overlook Replacement

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Central Park 2 & 3

MANAGEMENT

Engineering

PROJECT SCOPE

Rebuild the Wooden Overlook

JUSTIFICATION

This overlook was constructed when the park was built in the early 90's. decking has been replace multiple times, but now the stringers underneath are deteriorating to the point that fasteners will not catch in the pressure treated lumber. The overlooks needs to be rebuilt completely.

PROJECT COST METHODOLOGY

Written estimate from Custom Built Docks

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Rebuild the wooden overlook	40,000	0	0	0	0	40,000
Total	40,000	0	0	0	0	40,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Facilities R&R	40,000	0	0	0	0	40,000
Total	40,000	0	0	0	0	40,000



CAPITAL PROJECT DETAIL

PROJECT TITLE

OBSC Baseball Netting Replacement

PROJECT#

CATEGORY

Facility Construction and Renovation

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

O.B.Sports Complex

MANAGEMENT

Engineering

PROJECT SCOPE

Remove and replace the safety netting and support posts at the baseball fields

JUSTIFICATION

The support posts are showing substantial deterioration and will need to be replaced. Epoxy coatings have been applied, and repairs to the netting have been made, but replacement will be necessary soon.

PROJECT COST METHODOLOGY

Cost based on a quote for a single baseball field, extrapolated to the whole complex.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Baseball netting and support post	70,000	0	0	0	0	70,000
Total	70,000	0	0	0	0	70,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Facilities R&R	70,000	0	0	0	0	70,000
Total	70,000	0	0	0	0	70,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Central Park I Playground Equipment

PROJECT#

CATEGORY

Facility Construction and Renovation

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Central Park Phase I

MANAGEMENT

Leisure Services

PROJECT SCOPE

Remove and replace the playground equipment

JUSTIFICATION

The current playground equipment has been in place for approx.15 years and is showing signs of deterioration. Some replacement parts are already unavailable.

PROJECT COST METHODOLOGY

Cost based on similar city projects

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Playground Equipment replacement	40,000	0	0	0	0	40,000
Total	40,000	0	0	0	0	40,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Facilities R&R	40,000	0	0	0	0	40,000
Total	40,000	0	0	0	0	40,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Engineering Dept. Roof Replacement

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

City Hall

MANAGEMENT

Engineering

PROJECT SCOPE

Replace the Flat Roof Above the Engineering/Planning Dept.

JUSTIFICATION

This flat roof has been repaired multiple times over the years, and a temporary recoat was applied two years ago. The membrane has worn thin as it is in direct sunlight most of the day and should be replaced entirely.

PROJECT COST METHODOLOGY

Written Quote From AAT Roofing

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Replace the flat roof above	48,000	0	0	0	0	48,000
Total	48,000	0	0	0	0	48,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Facilities R&R	48,000	0	0	0	0	48,000
Total	48,000	0	0	0	0	48,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

PAC Box Office Roof Replacement

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Performing Arts Center

MANAGEMENT

Engineering

PROJECT SCOPE

Replace the flat roof above the box office

JUSTIFICATION

This flat roof is over 20 years old and is starting to "alligator". The granules from the roofing material have been worn down from the weather and has become very thin and should be scheduled for replacement.

PROJECT COST METHODOLOGY

Cost based on similar city projects

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Replace the box office roof	35,000	0	0	0	0	35,000
Total	35,000	0	0	0	0	35,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Facilities R&R	35,000	0	0	0	0	35,000
Total	35,000	0	0	0	0	35,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Fire Station 93 HVAC installation

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Fire Station 93

MANAGEMENT

Fire Department

PROJECT SCOPE

Install HVAC to east side portion of FS 93

JUSTIFICATION

This request is to install HVAC system to the east side of Station 93. This portion of the station currently houses PPE and EMS supply storage rooms. This portion of the station was originally open to the apparatus bay, but was enclosed approx. 15 years ago to separate these functional areas from the diesel exhaust in the bay. They were never put under HVAC, and have contributed to moisture/mildew issues, which effect the storage of PPE and supplies.

PROJECT COST METHODOLOGY

TBD

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
HVAC system and installation	35,000	0	0	0	0	35,000
Total	35,000	0	0	0	0	35,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Facilities R&R	35,000	0	0	0	0	35,000
Total	35,000	0	0	0	0	35,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Nova Field 5 Fencing

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Nova Recreation Center

MANAGEMENT

Leisure Services

PROJECT SCOPE

Fencing Replacement

JUSTIFICATION

Fencing at Nova Field 5 has deteriorated and requires replacement.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Fencing	50,000	0	0	0	0	50,000
Total	50,000	0	0	0	0	50,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Facilities R&R	50,000	0	0	0	0	50,000
Total	50,000	0	0	0	0	50,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Nova Field 5 Shade Structure

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Nova Recreation Center

MANAGEMENT

Leisure Services

PROJECT SCOPE

Shade Structure Replacement

JUSTIFICATION

The existing shade structure has met its useful life and is in need of replacement.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Shade Structure	50,000	0	0	0	0	50,000
Total	50,000	0	0	0	0	50,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Facilities R&R	50,000	0	0	0	0	50,000
Total	50,000	0	0	0	0	50,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

OBSC Limitless Playground

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

OBSC

MANAGEMENT

Leisure Services

PROJECT SCOPE

Replacement of playground components

JUSTIFICATION

Certain components of the Limitless Playground have begun to deteriorate and are in need of replacement. Replacement of additional components is planned for FY 2027-28.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Component Replacement	42,000	0	0	0	0	42,000
Total	42,000	0	0	0	0	42,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-Facilities R&R	42,000	0	0	0	0	42,000
Total	42,000	0	0	0	0	42,000



322-LEISURE SERVICES CAPITAL FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

Nova Sports Fields Reconstruction

PROJECT#

CATEGORY

Recreation and Cultural Facility Improvements

FUND

322-Leisure Services Capital Fund

PROJECT LOCATION

Nova Recreation Ceneter

MANAGEMENT

Leisure Services

PROJECT SCOPE

Refurbishment of fields 2-5.

JUSTIFICATION

Fields 2-5 were last rehabilitated 15-20 years ago These fields have reached a point where maintenance is becoming costlier. Over time, natural wear and tear, weather conditions, and heavy usage can deteriorate the playing surface. Reconstructing the fields will result in a more consistent playing surface and help extend the lifespan of the fields. Each field will be approximately \$85,000 to refurbish.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	340,000	0	0	0	0	340,000
Total	340,000	0	0	0	0	340,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Echo Grant	170,000	0	0	0	0	170,000
Property Taxes-LS	100,000	0	0	0	0	100,000
Fund Balance	70,000	0	0	0	0	70,000
Total	340,000	0	0	0	0	340,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

OBSC LED Softball Quad Lighting

PROJECT#

CATEGORY

Recreation and Cultural Facility Improvements

FUND

322-Leisure Services Capital Fund

PROJECT LOCATION

Ormond Beach Sports Complex

MANAGEMENT

Engineering

PROJECT SCOPE

Improvements will include LED lighting at the Softball Quad

JUSTIFICATION

The existing lights consist of older technology which has exceeded its useful life and become costly to repair. Installation of new LED lighting to the softball Quad using Musco Lighting with automated remote control access is proposed. The new lighting comes with a 25 year guarantee and will provide more efficient and environmentally-friendly lighting. The lighting project will be beneficial to the softball programs and will be an added asset in obtaining future softball rentals.

PROJECT COST METHODOLOGY

Musco lighting proposal to convert the softball quad to LED lighting

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	800,000	0	0	0	0	800,000
Total	800,000	0	0	0	0	800,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Echo Grant	400,000	0	0	0	0	400,000
Property Taxes-LS	400,000	0	0	0	0	400,000
Total	800,000	0	0	0	0	800,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

OBSC Sotball Field Reconstruction

PROJECT#

CATEGORY

Recreation and Cultural Facility Improvements

FUND

322-Leisure Services Capital Fund

PROJECT LOCATION

OBSC

MANAGEMENT

PROJECT SCOPE

Rehabilitate fields

JUSTIFICATION

The fields have reached a point where maintenance of the fields is becoming costlier. Refurbishing the fields will result in a more consistent playing surface and help extend the lifespan of the fields. Over time, natural wear and tear, weather conditions, and heavy usage can deteriorate the playing surface. Refurbishment of the fields will enhance play.

PROJECT COST METHODOLOGY

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Field Reconstruction	0	400,000	0	0	0	400,000
Total	0	400,000	0	0	0	400,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-LS	0	400,000	0	0	0	400,000
Total	0	400,000	0	0	0	400,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Nova Field #1 Relocation

PROJECT#

CATEGORY

Recreation and Cultural Facility Improvements

FUND

322-Leisure Services Capital Fund

PROJECT LOCATION

Nova Community Center

MANAGEMENT

Engineering/Leisure Services

PROJECT SCOPE

Rehabilitate the field, restroom building and bleachers

JUSTIFICATION

Nova Field #1 is one of the oldest fields in the city. The fields have also reached a point where maintenance of the fields is becoming costlier. This field is separate from the other four fields at Nova Recreation Center which is not an optimal situation for users of the field. In lieu of repairing the existing field, the property could be converted to a passive use and a new ballfield and amenities would be constructed near fields 2-5, if possible, or at the OBSC.

PROJECT COST METHODOLOGY

Based on similar project costs

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Design & Construction	0	0	1,000,000	500,000	0	1,500,000
Total	0	0	1,000,000	500,000	0	1,500,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Property Taxes-LS	0	0	500,000	500,000	0	1,000,000
Echo Grant	0	0	500,000	0	0	500,000
Total	0	0	1,000,000	500,000	0	1,500,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Central Park Trail Systems

PROJECT#

NA

CATEGORY

Recreation and Cultural Facility Improvements

FUND

322-Leisure Services Capital Fund

PROJECT LOCATION

Central Park

MANAGEMENT

Engineering

PROJECT SCOPE

Construction (3) wooden land bridges, concrete sidewalks, wood boardwalk, perform selective pruning and invasive plant removal. Installation of outdoor amphitheater will be determine when a master plan for the island is designed.

JUSTIFICATION

The EDC was completed in 2016. The existing island, west of the EDC building is the prime location for the first outdoor encounter area within Central Park. Connecting this island with two wooden land bridges will provide connectivity to the existing concrete trail system, allow better pedestrian access within the park and will eliminate the dead-end trail north of Division Avenue. The concrete trail/ elevated boardwalk will provide connectivity from the EDC to the existing elevated wooden walkway to the east where a amphitheater is planned. With recently acquiring the Duncan Property and completion of the Parks & Recreation Master Plan which identifies that 69 percent of Ormond Beach residents want more walking and hiking nature trails. The attached Central Park trail system map, expands this idea by incorporating a 10' wide concrete primary trail which will connect to the existing north & south trails. Future secondary trail systems will branch of the primary which will include boardwalk overlooks and other outdoor amenities.

PROJECT COST METHODOLOGY

Based on actual construction costs to construct wooden land bridges, docks and concrete sidewalk.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Construction	0	0	0	0	1,000,000	1,000,000
Total	0	0	0	0	1,000,000	1,000,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Central Park Trail Systems

PROJECT#

NA

REVENUE	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Echo Grant	0	0	0	0	500,000	500,000
Property Taxes-LS	0	0	0	0	500,000	500,000
Total	0	0	0	0	1,000,000	1,000,000



408-WATER WASTEWATER VEHICLE AND EQUIPMENT FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

Vehicle Replacement-Water & WWW

PROJECT#

408VEH

CATEGORY

Vehicle and Equipment Replacement

FUND

408-Water and Wastewater Vehicle Repl.

PROJECT LOCATION

Various City Departments

MANAGEMENT

Fleet

PROJECT SCOPE

The project involves the continued implementation of a comprehensive vehicle replacement schedule for the City's fleet. Vehicles beyond the first year of the program will be evaluated at the appropriate time. These vehicles are being shown for scheduling purposes only and will not necessarily be replaced in the year shown.

JUSTIFICATION

The replacement schedule has been designed to replace vehicles which have been identified by the Fleet Manager as: 1) incurring the greatest maintenance expense over the life of the vehicle, 2) reaching or exceeding their expected life in terms of age, and 3) having relatively high mileage. The benefits of the replacement program are reflected in the reduction of the City's Fleet Maintenance operating and labor costs, as well as lower vehicle downtime which in turn increases service availability to the community.

PROJECT COST METHODOLOGY

State contract pricing.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Vehicle Replacement	230,000	0	0	0	0	230,000
Total	230,000	0	0	0	0	230,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Water & Sewer Charges	230,000	0	0	0	0	230,000
Total	230,000	0	0	0	0	230,000

CIP Work Sheet FY 2023-24

Description	Year	Department	#	2023-24
All Wheel Drive (Sludge)	1975	Wastewater	346	150,000
Dump Truck	2012	Wastewater	354	80,000
Total Water-Wastewater Fund 408				230,000



409-WATER WASTEWATER CAPITAL IMPROVEMENT FUND ANNUAL PROJECTS

CAPITAL PROJECT DETAIL

PROJECT TITLE

Fire Hydrant and Valve Expansion Program

PROJECT#

CATEGORY

Water and Wastewater Improvements

FUND

409-Water and Wastewater R and R (Annual)

PROJECT LOCATION

City Service Area

MANAGEMENT

Utilities

PROJECT SCOPE

Installation of new fire hydrants and valves throughout the City's service area

JUSTIFICATION

Current Land Development Code (LDC) standards dictate the installation of a fire hydrant on potable lines every 500 lineal feet and valves on any utility transmission mains every 1,000 lineal feet. These standards were implemented to provide adequate fire protection and also to reduce the amount of customers affected during any utility outage. These standards, however, are not currently reflected in the regions of the City's service area that were constructed prior to the standards being implemented. This program is intended to allow the City to bring these non-confirming sections up to current standards.

PROJECT COST METHODOLOGY

Staff Estimates and historical costs

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	175,000	175,000	175,000	175,000	175,000	875,000
Total	175,000	175,000	175,000	175,000	175,000	875,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Water & Sewer Charges	175,000	175,000	175,000	175,000	175,000	875,000
Total	175,000	175,000	175,000	175,000	175,000	875,000

Fire Hydrant and Valve Insertion Program - Preliminary Cost Estimate - 2023					
1	Fire Hydrant Assembly	10	EA	\$7,000	\$70,000
2	Inserta Valve - 12-inch Main	4	EA	\$15,000	\$60,000
3	Inserta Valve - 6-inch Main	5	EA	\$9,000	\$45,000
Construction Sub-Total					\$175,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

General Facility and System Upgrades

PROJECT#

409221/409222

CATEGORY

Water and Wastewater Improvements

FUND

409-Water and Wastewater R and R (Annual)

PROJECT LOCATION

Water Plant & Reclamation Facility

MANAGEMENT

Utilities

PROJECT SCOPE

An annual allocation to fund water and wastewater plants and lift stations critical equipment emergency repairs and scheduled replacement.

JUSTIFICATION

In order for the City to remain reliable and efficient in the operation and maintenance of its water and wastewater system, reoccurring maintenance of critical equipment replacement at the WTP and WRF is necessary. Emergency repairs of failed equipment is included. Equipment replacement examples are for pumps, motors, gear boxes, valves, mixers, instrumentation, SCADA equipment, recycle and transfer pump stations, clarifiers, sludge return pump building, filters and chlorine contact tank, chemical storage tanks, generator and control buildings, the centrifuge structure and safety components such as hand railings, non-skid grating and stairs.

PROJECT COST METHODOLOGY

Historical expenditures and Cost Estimates

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Upgrades-Water 409221	425,000	425,000	425,000	425,000	425,000	2,125,000
Upgrades-Wastewater 409222	425,000	425,000	425,000	425,000	425,000	2,125,000
Total	850,000	850,000	850,000	850,000	850,000	4,250,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Water & Sewer Charges	850,000	850,000	850,000	850,000	850,000	4,250,000
Total	850,000	850,000	850,000	850,000	850,000	4,250,000

6.13. WT-13 WTP Maintenance Program (Yearly)

The existing WTP currently has a lot of miscellaneous work that needs to be performed around the plant. This miscellaneous work includes, but is not limited to, painting piping/structures, replacing worn out fittings, servicing pumps/motors, miscellaneous electrical items replacement, etc. **Table 6-13** showcases the preliminary cost estimates to perform these maintenance tasks with the assumption that the City chooses to elicit an outside contractor to perform the work. We recommend, however, that the City choose to elect to have some of the work performed by City staff or under their maintenance program. Having the work performed internally would require hiring additional staff but would likely reduce the overall project cost and be more beneficial in the long term. Overall, these items are needing to be addressed today but they will also need to be addressed again sometime in the future as they are reoccurring items.

Table 6-13: WT-13 WTP Maintenance Program Preliminary Cost Estimate

Item	Description	Qty	Unit	Unit Cost	Total Cost
1	Pipe Painting Program	1	LS	\$50,000	\$50,000
2	Piping/Fitting Replacement Program	1	LS	\$50,000	\$50,000
3	Pump/Motors Servicing	1	LS	\$50,000	\$50,000
4	Miscellaneous Electrical/SCADA Work	1	LS	\$50,000	\$50,000
5	Clean Interior of Recarbonation Tank	1	LS	\$25,000	\$25,000
6	Clean Interior of ClariCones®	2	EA	\$10,000	\$20,000
7	Replace ClariCone® Concentrator Gates	2	EA	\$10,000	\$20,000
8	Install Blind Flange at ClariCone® Upper Level Piping	1	LS	\$1,500	\$1,500
9	Screen in Filters 1-4	1	LS	\$1,500	\$1,500
10	Replace Filters 1-4 Media	4	EA	\$40,000	\$160,000
11	WTP Site Fencing Replacement	1	LS	\$5,000	\$5,000
Total Estimated Construction					\$433,000
Contingency @ 40%					\$173,000
Eng., C.A., & Inspection @ 18%					\$78,000
TOTAL ESTIMATED PROJECT COST					\$684,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Lift Station Rehabilitation

PROJECT#

409231

CATEGORY

Water and Wastewater Improvements

FUND

409-Water and Wastewater R and R (Annual)

PROJECT LOCATION

WW Collection System - Various

MANAGEMENT

Utilities

PROJECT SCOPE

Rehabilitation of wastewater lift station wetwell and valve vault structures and replacement of lift station electrical and mechanical equipment. A work authorization for the design of lift station 4P Rehabilitation has been executed with McKim & Creed.

JUSTIFICATION

In order for the City to encourage reliable and efficient operation and maintenance of its wastewater collection system, a planned schedule of improvement and a commitment to investing in regular system improvements is necessary. Many of the components in the wastewater lift station system have been in service for several decades. The 2015 Water/ Wastewater Master Plan Update identified specific needs and established a priority for implementation of the City lift station system rehabilitative needs. Additionally, operations staff assesses current year facility operations and makes determination as to the level of rehabilitation necessary to effect efficient operations. maintenance support reported by operational staff. Periodic power service and pump upgrades are recommended based upon increased pressure conditions encountered in adjacent force main systems serving the area.

PROJECT COST METHODOLOGY

Recent Projects Bids and Staff provided Costs

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Breakaway Trails Valve Vault Rehab	75,000	0	0	0	0	75,000
Lift Station 4P Rehabilitation	0	1,383,362	0	0	0	1,383,362
Lift Station 11M Rehab	0	0	0	0	0	0
Sports Complex Lift Station Rehab	0	0	0	0	0	0
Lift Station 4P Rehabilitation Design	0	0	0	0	0	0
Future Lift Station Rehabilitation	0		600,000	600,000	600,000	
Total	75,000	1,383,362	600,000	600,000	600,000	3,258,362

CAPITAL PROJECT DETAIL

PROJECT TITLE

Lift Station Rehabilitation

PROJECT#

409231

REVENUE	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Water & Sewer Charges	75,000	1,383,362	600,000	600,000	600,000	3,258,362
Total	75,000	1,383,362	600,000	600,000	600,000	3,258,362

Lift Station 4P Rehabilitation - Preliminary Cost Estimate - 2023

Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Mobilization and General Conditions	1	LS	\$105,000	\$105,000
2	Odor Control Improvements	1	LS	\$125,000	\$125,000
3	Lift Station Building Rehabilitation	1	LS	\$285,000	\$285,000
4	Electrical Upgrades	1	LS	\$175,000	\$175,000
5	Instrumentation Upgrades	1	LS	\$85,000	\$85,000
6	Site Improvements & As-builts	1	LS	\$200,000	\$200,000
Construction Sub-Total					\$975,000
Contingency @ 20%					\$195,000
Engineering Design					\$164,612
Engineering Limited CEI @ 5%					\$48,750
Total Estimated Project Cost					\$1,383,362

Lift Station 4P - Approximate Project Location



CAPITAL PROJECT DETAIL

PROJECT TITLE

Manhole Rehabilitation Program

PROJECT#

CATEGORY

Wastewater System Improvements

FUND

409-Water and Wastewater R and R (Annual)

PROJECT LOCATION

Throughout Service Area

MANAGEMENT

Utilities

PROJECT SCOPE

Rehabilitation of manholes throughout the City's Service Area

JUSTIFICATION

There are in excess of 4,100 public manholes in the sanitary collection system. Based upon field observation, City staff believe approximately 550 manholes are in need of repair. Manhole repair operations would include, but not be limited to, plugging leaks, removing loose material, removing tree roots, overall cleaning, and installation of a cementitious liner product to protect the manhole against hydrogen sulfide (H₂S) gas commonly found in collection systems. Staff currently believes the cost per manhole rehabilitation will average \$5,000 per manhole when contracted out. Staff does not currently have the ability to repair manholes in house. Rehabilitating these manholes will also decrease the likelihood of roadway failure in the vicinity of the manholes.

PROJECT COST METHODOLOGY

Staff Estimates and historical costs

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	150,000	150,000	150,000	150,000	150,000	750,000
Total	150,000	150,000	150,000	150,000	150,000	750,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Water & Sewer Charges	150,000	150,000	150,000	150,000	150,000	750,000
Total	150,000	150,000	150,000	150,000	150,000	750,000

Manhole Rehabilitation Program - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Rehabilitate Manholes	30	EA	\$5,000	\$150,000
Construction Sub-Total					\$150,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Meter Installation

PROJECT#

409178

CATEGORY

Water and Wastewater Improvements

FUND

409-Water and Wastewater R and R (Annual)

PROJECT LOCATION

Distribution System - City Wide

MANAGEMENT

Utilities Division

PROJECT SCOPE

Estimated new meter purchases for both residential and commercial applications. Purchase of repair and replacement equipment for meter register components. Meter testing results indicate the existing aged meters sampled were within acceptable tolerance ranges for accuracy. Future year testing will be performed from time to time to determine frequency of necessary meter replacement activities. Estimated Commercial Meter Needs: 3/4" (100 ea.), 1" (25 ea.), 1-1/2" - 2" (25 ea.), 3" (5 ea.), 4" & above (5 ea.). Estimated Residential Meter Needs to include irrigation meter requests: 3/4" - 1" (100 ea.).

JUSTIFICATION

New meters are required to be purchased, for installation by distribution system crew staff, for all new residential and commercial development project requests during the annual period. New commercial and residential meter requests fluctuate from year to year and staff has estimated the anticipated meter purchase needs for the upcoming year. Future year needs will be adjusted based upon rate of development indicators. Additionally, meter replacement needs are also currently funded from this budget allocation.

PROJECT COST METHODOLOGY

Recent purchase prices contained in current purchase agreement with Sunstate (Neptune) Meters.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Commercial Meters - Various Sized	60,000	60,000	60,000	60,000	60,000	300,000
Residential Meters - 3/4" & 1"	20,000	20,000	20,000	20,000	20,000	100,000
Electronic Register R/R	10,000	10,000	10,000	10,000	10,000	50,000
Total	90,000	90,000	90,000	90,000	90,000	450,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Water & Sewer Charges	90,000	90,000	90,000	90,000	90,000	450,000
Total	90,000	90,000	90,000	90,000	90,000	450,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Pretreatment Effluent Pump Replacement

PROJECT#

409177

CATEGORY

Water and Wastewater Improvements

FUND

409-Water and Wastewater R and R (Annual)

PROJECT LOCATION

West Ormond Low Pressure Sewer System

MANAGEMENT

Utilities

PROJECT SCOPE

Intended rehabilitation efforts include replacement of approximately 50 low-pressure effluent pump systems per year with more durable cast iron pumps in the West Ormond low pressure sewer system. Additionally, the project includes rehabilitation of approximately 25 systems to include necessary tank and riser repairs and pump replacement. The project also includes an estimated 10 new PEP System installation per year for developing lots.

JUSTIFICATION

The wastewater system in a portion of West Ormond (HR/ BAT areas) utilizes a low pressure pump to pump wastewater after primary treatment from each home's pretreatment effluent tank system consisting of approximately 1,600 PEP tanks. The original and historic replacement pumps have exhibited a relatively short life cycle ranging from 3 to 5 years. The tank itself has a life expectancy of 15 years and many tanks are at that age now.

Several original low-pressure pumps, Type E-3 and Type ME-40 were made of less durable materials and were replaced over the years with a more durable pump system. The expected life of the replacement pumps, Tsurumi 4-PSHA are found to add 3 plus years of useful life than previous models used. The PEP tank rehabilitation costs include removal of accumulated solids and replacement of components found deteriorated to include: electrical junction and control box, pump and chamber, float, riser and redundant check valve.

PROJECT COST METHODOLOGY

Updated PEP System Tank, Components and Pump Quotations from existing and interested vendors

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
PEP System Rehabilitation	115,000	115,000	115,000	115,000	0	460,000
PEP System Tank Systems	65,000	65,000	65,000	65,000	0	260,000
Total	180,000	180,000	180,000	180,000	0	720,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Pretreatment Effluent Pump Replacement

PROJECT#

409177

REVENUE	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Water & Sewer Charges	180,000	180,000	180,000	180,000	0	720,000
Total	180,000	180,000	180,000	180,000	0	720,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Sanitary Sewer Inflow Infiltration

PROJECT#

409179

CATEGORY

Water and Wastewater Improvements

FUND

409-Water and Wastewater R and R (Annual)

PROJECT LOCATION

Wastewater Collection System

MANAGEMENT

Engineering

PROJECT SCOPE

The updated Utility Master Plan recommends that a City-wide Sanitary Sewer investigation and repair project be undertaken to address Infiltration and inflow that is occurring.

JUSTIFICATION

Inflow and infiltration can result in surcharging of sewer lines, hydraulic overload of the pump stations and inadequate treatment at the plant because of the increased hydraulic loading. In economic terms, the effects of inflow and infiltration result in the City incurring additional costs to collect, pump, treat and dispose of surface water and groundwater that are flowing into the system. Furthermore, I/I reductions can extend the capacity life of the facility by reducing unnecessary groundwater and surface water flows to the collection system. Many of the older system sanitary manholes are constructed of brick and have a higher likelihood of leakage compared to newer precast concrete manholes meeting current standards. Re-lining the old brick manholes with corrosion-resistant material has been found effective to reduce inflow and infiltration and prolong manhole life. There are in excess of 2800 public manholes in the Sanitary collection system. Current observations show a failure rate of approximately 20%, that is, an estimated 550 manholes.

A significant portion of gravity sewer pipeline consists of old clay pipe with joints every five (5) feet. Consequently, these pipelines need to be assessed periodically to determine whether infiltration is occurring as a result of needed repairs. Many of the older system sanitary manholes are constructed of brick and have a higher likelihood of leakage compared to newer precast concrete manholes meeting current standards. Re-lining the old brick manholes with corrosive resistant material has been found effective to reduce inflow and infiltration and prolong manhole life. Force mains provide the corridors for pumped sewerage received by the City's collection system.

PROJECT COST METHODOLOGY

Updated Master Plan. Actual pipeline repair costs will be determined once gravity sewer pipeline investigation work is completed.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Reline and Restoration	300,000	300,000	300,000	300,000	300,000	1,500,000
Total	300,000	300,000	300,000	300,000	300,000	1,500,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Sanitary Sewer Inflow Infiltration

PROJECT#

409179

REVENUE	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Water & Sewer Charges	300,000	300,000	300,000	300,000	300,000	1,500,000
Total	300,000	300,000	300,000	300,000	300,000	1,500,000



409-WATER WASTEWATER CAPITAL IMPROVEMENT FUND
CAPITAL (NON-RECURRING)

CAPITAL PROJECT DETAIL

PROJECT TITLE

Airport Road Reclaim Water Main PH 2

PROJECT#

409210

CATEGORY

Water and Wastewater Improvements

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

Airport Road

MANAGEMENT

Engineering

PROJECT SCOPE

Construction of a 16" Reclaimed water main along Airport Road from Ormond Green to Breakaway Trails

JUSTIFICATION

As part of the Phase 1 of the Airport Road Forcemain Extension project completed in 2013, the existing 10" diameter force main from Breakaway Trails to River Bend golf course was left in place and converted from a force main to reuse service thus enabling service to Breakaway Trails and Hunter's Ridge. The force main is undersized to meet future demands. It is recommended to upgrade the 10" force main to a 16" diameter main as well as adding an additional connection to River Bend Golf Club.

PROJECT COST METHODOLOGY

Updated Utility Master Plan

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Construction	1,100,000	0	0	0	0	1,100,000
Design	0	0	0	0	0	0
Total	1,100,000	0	0	0	0	1,100,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Bond Proceeds	1,100,000	0	0	0	0	1,100,000
Total	1,100,000	0	0	0	0	1,100,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Shadow Crossings Reuse Pump Facility

PROJECT#

409151

CATEGORY

Water and Wastewater Improvements

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

Shadow Crossings Reuse Storage Facility

MANAGEMENT

Utilities/Engineering

PROJECT SCOPE

Irrigation and Fire Protection System Pump, Piping and Electrical Controls Upgrades

JUSTIFICATION

Existing Shadow Crossings (Hunter's Ridge) Pumping Facility is nearly 30 years old. Pump & motor assemblies, piping modifications and electrical upgrades are recommended for replacement of aged and undersized equipment for meeting current irrigation demand and to improve reliability of fire protection system also provided by the facility. A work authorization for the design of this project has been executed with Parker Lynchburg & Associates, Inc. The project is anticipated to bid in the early fall.

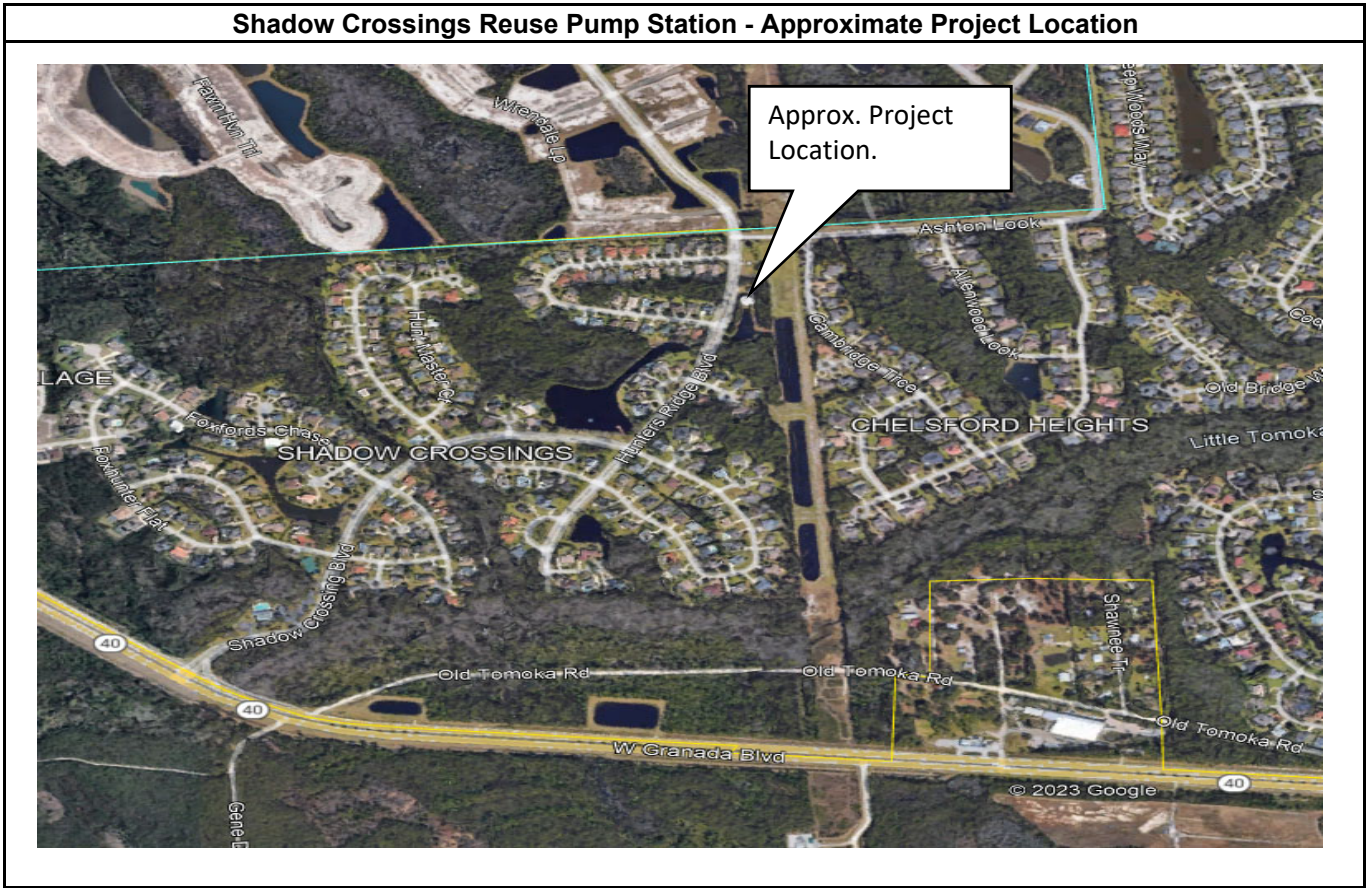
PROJECT COST METHODOLOGY

Engineering Estimate - Preliminary

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construct Mech, Elec and Controls	415,000	0	0	0	0	415,000
Total	415,000	0	0	0	0	415,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Water & Sewer Charges	415,000	0	0	0	0	415,000
Total	415,000	0	0	0	0	415,000

Shadow Crossings Reuse Pump Station - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Mobilization	1	LS	\$45,000	\$45,000
2	Mechanical Equipment	1	LS	\$85,000	\$85,000
3	Electrical Upgrades	1	LS	\$125,000	\$125,000
4	Instrumentation Upgrades	1	LS	\$25,000	\$25,000
5	As-builts	1	LS	\$10,000	\$10,000
6	Restoration	1	LS	\$15,000	\$15,000
Construction Sub-Total					\$305,000
Contingency @ 20%					\$61,000
Engineering Design and CEI					\$46,390
Total Estimated Project Cost					\$412,390



CAPITAL PROJECT DETAIL

PROJECT TITLE

Water Main Replacement

PROJECT#

409245

CATEGORY

Water and Wastewater Improvements

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

Water Service Area

MANAGEMENT

Engineering

PROJECT SCOPE

As part of the Utility Master Plan Update, the City's water system was modeled to determine improvements needed to reinforce and increase water pressures throughout the City. The report identified these areas and made recommendations on system improvements. Replacement of substandard 2-inch diameter water mains throughout the City was identified as a priority recommendation. The majority of the 2-inch mains throughout the City are in excess of 30 years old and have outlived their service life. When feasible the mains are replaced concurrently with stormwater and road improvement projects. In addition, replacement of asbestos cement pipe will also be included within streets undergoing improvements when the asbestos cement pipe will be in conflict with proposed improvements or is identified as a maintenance problem main. At the commission's request staff has accelerated the replacement schedule to address the most significant problem areas known to staff and address the replacement recommendations within the City's Utility Master Plan.

JUSTIFICATION

Hydraulic modeling of the distribution system demonstrated that under fire flow conditions residual pressures below the minimum allowed (20 psi) were observed in certain areas throughout the City. Most of the low pressures were due to commercial fire demands of 2,000 gallons per minute. Reinforcement of the City's distribution system with construction of larger mains and improved looping will increase pressures to provide adequate fire service and system pressures during peak demand periods. The utility system contains extensive areas of 2-inch diameter water main. In certain areas of the distribution system this small diameter pipe is resulting in lower than desired distribution system pressures during peak demand. In addition, metallic 2-inch diameter pipe presents corrosion, taste, odor, and "black/red water" concerns. The current standard in the City's Land Development Code is a minimum size of an 8-inch main for new subdivisions, which is the minimum size recommended for fire suppression. The replacement program allows for the systematic replacement of small diameter pipe with larger diameter pipe that will achieve lower pressure losses, reduce high service pumping costs, improve fire suppression capability and enhance distribution system water quality. Furthermore, the 30 to 40 year old asbestos-cement pipe is prone to failure if disturbed by local construction activities, and is difficult to repair because it is no longer manufactured.

PROJECT COST METHODOLOGY

Costs based on Engineer's Opinion of Probable Cost

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
North Peninsula Construction	2,600,000	0	0	0	0	2,600,000
Phase V Design	0	300,000	0	0	0	300,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

PROJECT#

Water Main Replacement

409245

Total	2,600,000	300,000	0	0	0	2,900,000
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REVENUE

2023-24	2024-25	2025-26	2026-27	2027-28	2027-28
2,600,000	300,000	0	0	0	2,900,000
2,600,000	300,000	0	0	0	2,900,000

ENGINEER'S OPINION OF PROBABLE COST
2" WATER MAIN REPLACEMENT
NORTH PENINSULA PROJECT AREA - PHASE 4
CITY OF ORMOND BEACH
100% SUBMITTAL
FEBRUARY 25, 2022

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
BASE BID					
1	Mobilization / Demobilization (Maximum of 5% of Bid)	1	LS	\$111,900.00	\$111,900.00
2	Survey and Layout	1	LS	\$12,000.00	\$12,000.00
3	Remove Existing 2-inch Valve Box	32	EA	\$450.00	\$14,400.00
4	Remove Existing Blow-Off Assembly	12	EA	\$900.00	\$10,800.00
5	Abandon and Cap Existing 2-inch GSP Water Main	30,000	LF	\$1.00	\$30,000.00
6	Furnish & Install Blow-Off Assembly	12	EA	\$2,500.00	\$30,000.00
7	Furnish & Install Water Mains with Restrained Joints (Open Cut)				
	a. 8-inch PVC	865	LF	\$60.00	\$51,900.00
	b. 6-Inch PVC	230	LF	\$55.00	\$12,650.00
	c. 2-inch HDPE	925	LF	\$40.00	\$37,000.00
8	Furnish & Install Water Mains with Non-Restrained Joints (Open Cut)				
	a. 8-inch PVC	620	LF	\$55.00	\$34,100.00
	b. 6-inch PVC	350	LF	\$50.00	\$17,500.00
9	Furnish & Install HDPE Water Main by Horizontal Directional Drill				
	a. 8-inch	8,100	LF	\$80.00	\$648,000.00
	b. 2-inch	2,200	LF	\$35.00	\$77,000.00
10	Furnish & Install Short Side Water Service Pipe	305	EA	\$750.00	\$228,750.00
11	Furnish & Install Long Side Water Service Pipe	270	EA	\$1,050.00	\$283,500.00
12	Furnish & Install Compact Ductile Iron Fittings	0.77	TON	\$15,000.00	\$11,550.00



**ENGINEER'S OPINION OF PROBABLE COST
2" WATER MAIN REPLACEMENT
NORTH PENINSULA PROJECT AREA - PHASE 4
CITY OF ORMOND BEACH
100% SUBMITTAL
FEBRUARY 25, 2022**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
13	Furnish & Install Valves and Valve Boxes				
	a. 8-inch Gate	6	EA	\$2,000.00	\$12,000.00
	b. 6-inch Gate	4	EA	\$1,625.00	\$6,500.00
14	Furnish & Install Fire Hydrant Assemblies	11	EA	\$5,300.00	\$58,300.00
15	Remove Existing Fire Hydrant and Replace with New Hydrant	15	EA	\$4,300.00	\$64,500.00
16	Cut-Ins and Connections to Existing Mains				
	a. 8-inch Cut-In for Valves	7	EA	\$2,500.00	\$17,500.00
	b. 8-inch Cut-In for Fire Hydrant Assembly	8	EA	\$4,500.00	\$36,000.00
	c. 8-inch x 8-inch Wet Tap	1	EA	\$5,000.00	\$5,000.00
	d. 8-inch Wet Connection	3	EA	\$2,000.00	\$6,000.00
	e. 8-inch x 2-inch Wet Tap	4	EA	\$2,000.00	\$8,000.00
	f. 6-inch x 6-inch Wet Tap	6	EA	\$3,800.00	\$22,800.00
	g. 6-inch Wet Connection	14	EA	\$2,000.00	\$28,000.00
	h. 6-inch Cut-In for Valves	5	EA	\$2,300.00	\$11,500.00
	i. 6-inch Cut-In for Fire Hydrant Assembly	12	EA	\$5,300.00	\$63,600.00
	j. 6-inch x 2-inch Wet Tap	4	EA	\$2,000.00	\$8,000.00
17	Connect to Existing Water Meters	493	EA	\$240.00	\$118,320.00
18	Relocate Existing Water Meters up to Five (5) Feet from Property Line	38	EA	\$250.00	\$9,500.00
19	Relocate Existing Water Meters that Exceed Five (5) Feet from Property Line	72	EA	\$700.00	\$50,400.00
20	Furnish & Install Sample Station	5	EA	\$4,000.00	\$20,000.00



**ENGINEER'S OPINION OF PROBABLE COST
2" WATER MAIN REPLACEMENT
NORTH PENINSULA PROJECT AREA - PHASE 4
CITY OF ORMOND BEACH
100% SUBMITTAL
FEBRUARY 25, 2022**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
21	Pavement Removal and Replacement (CONT'D)				
	a. Asphalt Road Patch	800	SY	\$60.00	\$48,000.00
	b. Concrete Driveway/Parking Apron	400	SY	\$65.00	\$26,000.00
	c. Gravel Driveway	110	SY	\$25.00	\$2,750.00
	d. Concrete Sidewalk	170	SY	\$60.00	\$10,200.00
	e. Concrete Curb and Gutter	230	LF	\$42.00	\$9,660.00
22	Grout Fill Existing 6-inch Pipe	520	LF	\$25.00	\$13,000.00
23	Furnish & Install Thermoplastic Striping				
	a. Standard Double Yellow, Solid, 6-inch Wide	120	LF	\$2.50	\$300.00
	b. Standard White, Solid, 18-inch Wide	16	LF	\$7.00	\$112.00
24	Cleaning and Pigging of New Water Mains	1	LS	\$12,000.00	\$12,000.00
25	Bacteriological Clearance	1	LS	\$7,500.00	\$7,500.00
26	Erosion and Sedimentation Control	1	LS	\$8,600.00	\$8,600.00
27	Sod Restoration	6,000	SY	\$4.00	\$24,000.00
28	Surface Restoration	1	LS	\$8,000.00	\$8,000.00
29	Maintenance of Traffic	1	LS	\$15,000.00	\$15,000.00
30	Submit Certified "As-Built" Drawings	1	LS	\$8,500.00	\$8,500.00
TOTAL BASE BID (Item Nos. 1-30)					\$2,350,592.00
Contingency (10%)					\$235,059.20
Estimate of Probable Cost					\$2,585,651.20



CAPITAL PROJECT DETAIL

PROJECT TITLE

SR40 Utility Adjustments

PROJECT#

CATEGORY

Transportation

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

SR40 from US1 east to A1A

MANAGEMENT

Engineering

PROJECT SCOPE

Relocate/Adjust utilities that are in conflict with FDOTs proposed Improvements on Granada

JUSTIFICATION

Some of the City's Utilities are in conflict with the proposed improvements on SR40/Granada. FDOT requires the City to relocate the utilities that are in conflict in their right of way.

PROJECT COST METHODOLOGY

Unit Cost

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	33,000	0	0	0	0	33,000
Total	33,000	0	0	0	0	33,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Water & Sewer Charges	33,000	0	0	0	0	33,000
Total	33,000	0	0	0	0	33,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

WRF Filter Modifications

PROJECT#

CATEGORY

Wastewater System Improvements

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

Water Reclamation Facility

MANAGEMENT

Engineering

PROJECT SCOPE

Replacement of current sand filters with three dimensional cloth media increasing wetted surface area and allowing increased filtration capacity.

JUSTIFICATION

The Water Reclamation Facility Condition Assessment Report prepared by Mead Hunt in April, 2020 identified this project as a critical improvement to the facility. The current sand filters require extensive maintenance due to their age and technology. Cloth media filters have been developed in recent years that reduce the levels of maintenance necessary for operation while increasing efficiency. Filtration of the effluent is a critical process step prior to distributing into the reclaimed water system or discharging into the Halifax River.

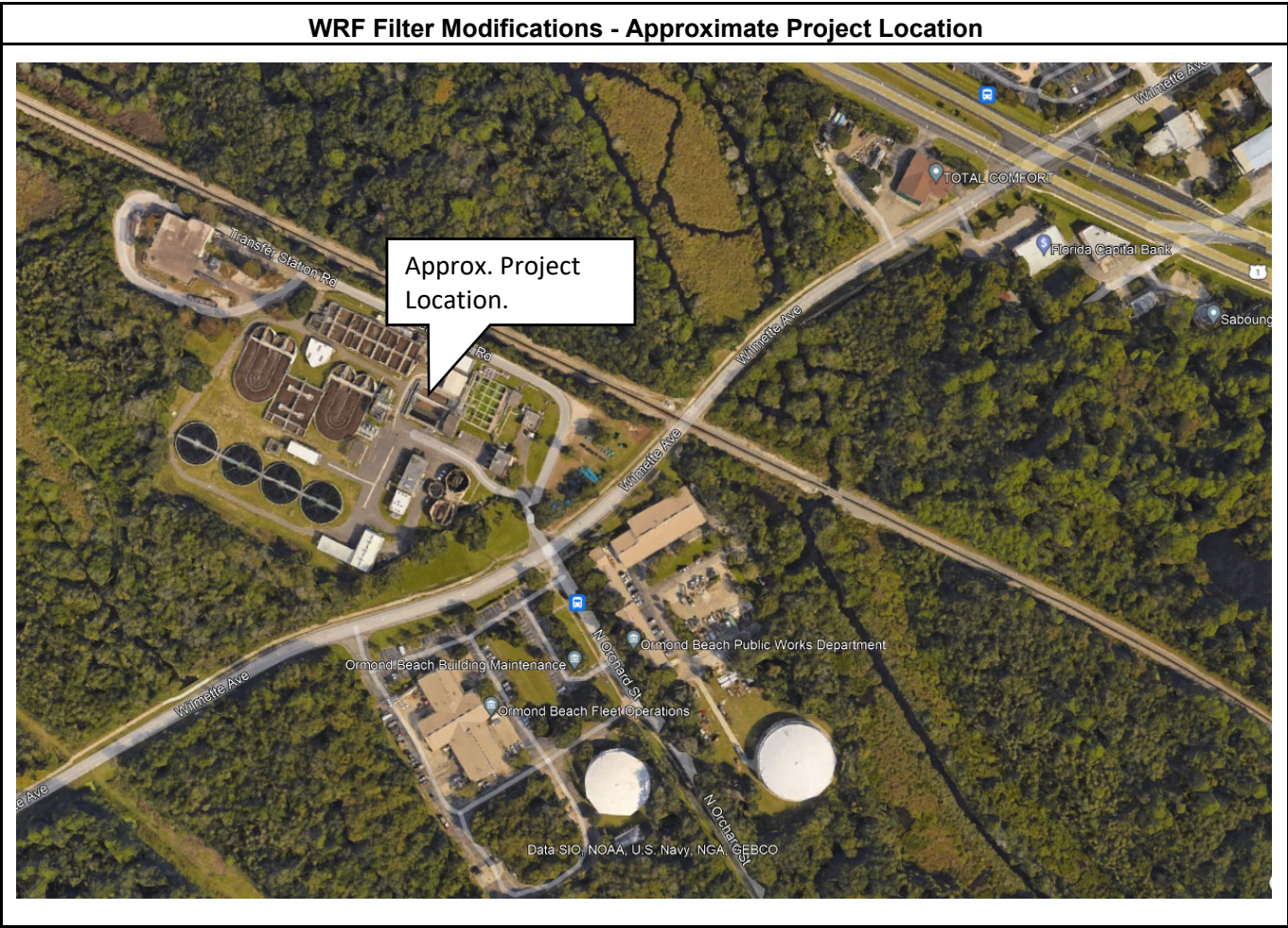
PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Design	0	320,000	0	0	0	320,000
Construction	0	0	4,920,000	0	0	4,920,000
CEI Services	0	0	295,000	0	0	295,000
Total	0	320,000	5,215,000	0	0	5,535,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Water & Sewer Charges	0	320,000	0	0	0	320,000
Bond Proceeds	0	0	5,215,000	0	0	5,215,000
Total	0	320,000	5,215,000	0	0	5,535,000

WRF Filter Modifications - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Filter Basin Modifications	2	EA	\$250,000	\$500,000
2	Filter Equipment and Install	2	EA	\$1,600,000	\$3,200,000
3	Electrical and Instrumentation	2	EA	\$200,000	\$400,000
Construction Sub-Total					\$4,100,000
Contingency @ 20%					\$820,000
Engineering Design and CEI @ 15%					\$615,000
Total Estimated Project Cost					\$5,535,000



CAPITAL PROJECT DETAIL

PROJECT TITLE

Halifax River Force Main Crossing

PROJECT#

435043

CATEGORY

Wastewater System Improvements

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

Halifax River at Granada

MANAGEMENT

Engineering

PROJECT SCOPE

Construct a force main across the Halifax River for wastewater transmission

JUSTIFICATION

The existing collection system includes two river force main crossings. The existing force main located near Granada is ductile iron and was installed in 1981 according to City records. As such, the existing line is at the end of its intended service life and should be replaced. Constructing a new secondary force main is essential for the City to maintain wastewater service to the beachside customers.

PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Design	0	0	153,000	0	0	153,000
Construction	0	0	0	1,836,800	0	1,836,800
CEI Services	0	0	0	76,500	0	76,500
Total	0	0	153,000	1,913,300	0	2,066,300

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Water & Sewer Charges	0	0	153,000	0	0	153,000
Bond Proceeds	0	0	0	1,913,300	0	1,913,300
Total	0	0	153,000	1,913,300	0	2,066,300

Halifax River Force Main Crossing - Preliminary Cost Estimate - 2023

Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	24-inch Force Main	3,400	LF	\$300	\$1,020,000
2	Valves and Fittings	1	LS	\$160,000	\$160,000
3	Tie-Ins	2	EA	\$50,000	\$100,000
4	As-builts and Restoration	2	EA	\$125,000	\$250,000
Construction Sub-Total					\$1,530,000
Contingency @ 20%					\$306,000
Engineering Design and CEI @ 15%					\$229,500
Total Estimated Project Cost					\$2,065,500

Halifax River Force Main Crossing - Approximate Project Location



CAPITAL PROJECT DETAIL

PROJECT TITLE

Existing Wellfield Repairs

PROJECT#

CATEGORY

Water System Improvements

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

SR40 Wellfield

MANAGEMENT

Utilities

PROJECT SCOPE

Rehabilitation of the SR40 wellfield

JUSTIFICATION

The City currently has two wells in the SR40 wellfield that are currently offline. These wells were taken offline due to comprised casings and a variety of other reasons. This proposed project will allow the City to redrill two new wells to replace the old wells. These two wells are currently counted for within the City's Consumptive Use Permit

PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Design	0	0	0	145,000	0	145,000
Construction	0	0	0	0	1,710,000	1,710,000
CEI Services	0	0	0	0	68,750	68,750
Total	0	0	0	145,000	1,778,750	1,923,750

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Water & Sewer Charges	0	0	0	145,000	0	145,000
Bond Proceeds	0	0	0	0	1,778,750	1,778,750
Total	0	0	0	145,000	1,778,750	1,923,750

**433 434 435-REUSE, WATER AND WASTEWATER IMPACT FEE
FUNDS**

CAPITAL PROJECT DETAIL

PROJECT TITLE

Hudson Wellfield Expansion

PROJECT#

435041

CATEGORY

Water and Wastewater Improvements

FUND

434-Water Impact Fees

PROJECT LOCATION

Hudson Wellfield

MANAGEMENT

Engineering

PROJECT SCOPE

Construction of three (3) additional wells within the Hudson Wellfield. Including one new power generator for all three wells.

JUSTIFICATION

The City's existing consumptive use permit included the construction of three new wells within the Hudson Wellfield. The three wells are estimated to pump 300 GPM resulting in an additional capacity of 1.29 MGD. A work authorization for the design of this project has been executed with Mead & Hunt, Inc.

PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Construction	2,450,000	0	0	0	0	2,450,000
CEI Services	122,500	0	0	0	0	122,500
Design	0	0	0	0	0	0
Total	2,572,500	0	0	0	0	2,572,500

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Water Impact Fees	2,572,500	0	0	0	0	2,572,500
Total	2,572,500	0	0	0	0	2,572,500

Hudson Wellfield Expansion - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	New UFA Wells, Pumps, and Mechanical Equipment	3	EA	\$375,000	\$1,125,000
2	Well Access and Site Work	1	LS	\$650,000	\$650,000
3	Raw Water Main Piping	1	LS	\$275,000	\$275,000
4	Electrical and Instrumentation	1	LS	\$200,000	\$200,000
5	Emergency Power Generator	1	EA	\$200,000	\$200,000
Construction Sub-Total					\$2,450,000
Contingency @ 20%					\$490,000
Engineering Design					\$292,964
Engineering Limited CEI @ 5%					\$122,500
Total Estimated Project Cost					\$3,355,464

CAPITAL PROJECT DETAIL

PROJECT TITLE

Utility Master Plan Update

PROJECT#

CATEGORY

Water and Wastewater Improvements

FUND

434-Water Impact Fees

PROJECT LOCATION

City-wide

MANAGEMENT

Utilities

PROJECT SCOPE

Update to the Utility Master Plan including flow demands and projections, population projections, current system capacity and evaluation of improvements to the water, wastewater, and reuse systems, update of system models to identify deficiencies and recommend improvements, develop a schedule for future planning of CIP projects and required funding.

JUSTIFICATION

The Utility Master Plan provides a long term planning document which will identify the short, mid, and long range needs pertaining to the City's water and wastewater infrastructure. The most current comprehensive Utility Master Plan was completed in 2015. The plan was supplemented by a Western Service Area Master Plan Update initiated in 2019 and completed in 2020. Additionally, separate WTP & WRF Infrastructure Assessment Reports were completed in 2020 supplementing the latest Master Plan. Typically, comprehensive updates to the utility master plan are scheduled on a 5-10 year basis depending on development, population growths, and other needs that arise within the City's service area that impact the water and sewer infrastructure.

PROJECT COST METHODOLOGY

Costs based on previous master plan update costs adjusted for inflation.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Utility Master Plan	0	320,000	0	0	0	320,000
Total	0	320,000	0	0	0	320,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Wastewater Impact Fees	0	160,000	0	0	0	160,000
Water Impact Fees	0	160,000	0	0	0	160,000
Total	0	320,000	0	0	0	320,000

460-SOLID WASTE FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

Vehicle Replacement-Solid Waste

PROJECT#

CATEGORY

Vehicle and Equipment Replacement

FUND

460-Solid Waste Fund

PROJECT LOCATION

Various City Departments

MANAGEMENT

Fleet

PROJECT SCOPE

The project involves the continued implementation of a comprehensive vehicle replacement schedule for the City's fleet. Vehicles beyond the first year of the program will be evaluated at the appropriate time. These vehicles are being shown for scheduling purposes only and will not necessarily be replaced in the year shown.

JUSTIFICATION

The replacement schedule has been designed to replace vehicles which have been identified by the Fleet Manager as: 1) incurring the greatest maintenance expense over the life of the vehicle, 2) reaching or exceeding their expected life in terms of age, and 3) having relatively high mileage.

The benefits of the replacement program are reflected in the reduction of the City's Fleet Maintenance operating and labor costs, as well as lower vehicle downtime which in turn increases service availability to the community.

PROJECT COST METHODOLOGY

State contract pricing.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Vehicle Replacement	35,000	0	0	0	0	35,000
Total	35,000	0	0	0	0	35,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
User Charges	35,000	0	0	0	0	35,000
Total	35,000	0	0	0	0	35,000

499-WATER WASTEWATER CAPITAL IMPROVEMENT FUND
WEST ORMOND

CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities Area A WM FM

PROJECT#

CATEGORY

Water and Wastewater System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

Hand Avenue

MANAGEMENT

Engineering

PROJECT SCOPE

Installation of water main and force main to connect the development region Area A to existing utilities located on Hand Avenue.

JUSTIFICATION

Installation of a water main and force main along Hand Avenue to the Area A region is vital to the City in order to serve utilities for future developments in the western region of the City's service area.

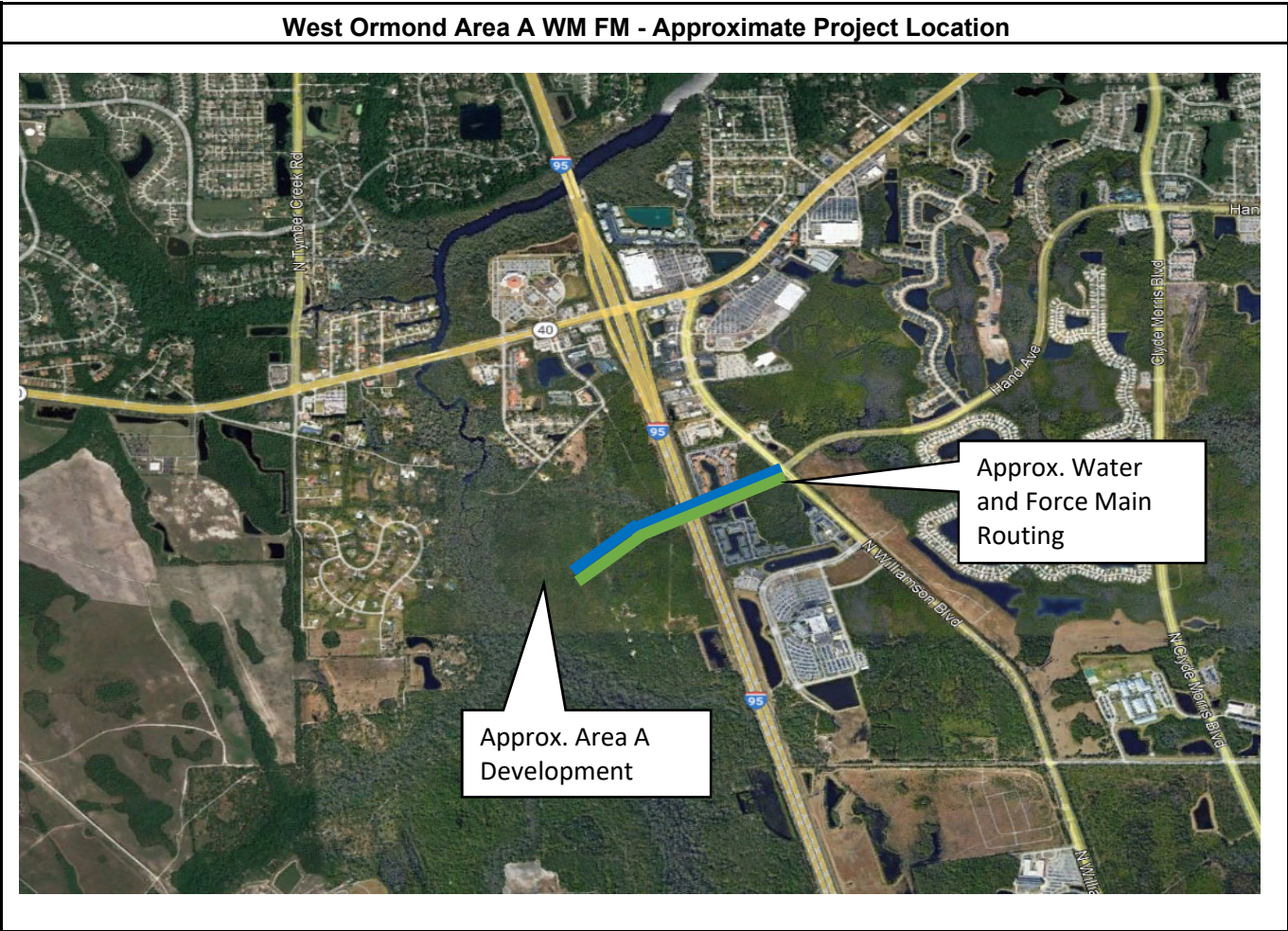
PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Design	200,000	0	0	0	0	200,000
Construction	0	2,400,000	0	0	0	2,400,000
CEI Services	0	100,000	0	0	0	100,000
Total	200,000	2,500,000	0	0	0	2,700,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
To Be Determined	200,000	2,500,000	0	0	0	2,700,000
Total	200,000	2,500,000	0	0	0	2,700,000

West Ormond Area A WM FM - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Water Main	1	LS	\$1,150,000	\$1,150,000
2	Force Main	1	LS	\$850,000	\$850,000
Construction Sub-Total					\$2,000,000
Contingency @ 20%					\$400,000
Engineering Design and CEI @ 15%					\$300,000
Total Estimated Project Cost					\$2,700,000



CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities Potable Tank and Station

PROJECT#

CATEGORY

Water System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

West SR 40

MANAGEMENT

Utilities

PROJECT SCOPE

Construction of a 3 million gallon potable water storage tank and pump station to serve the western portion of the City's service area.

JUSTIFICATION

Constructing a new potable storage tank and pump station project in the western region of the City's service area would allow the City to satisfy projected fire flow demands for future development.

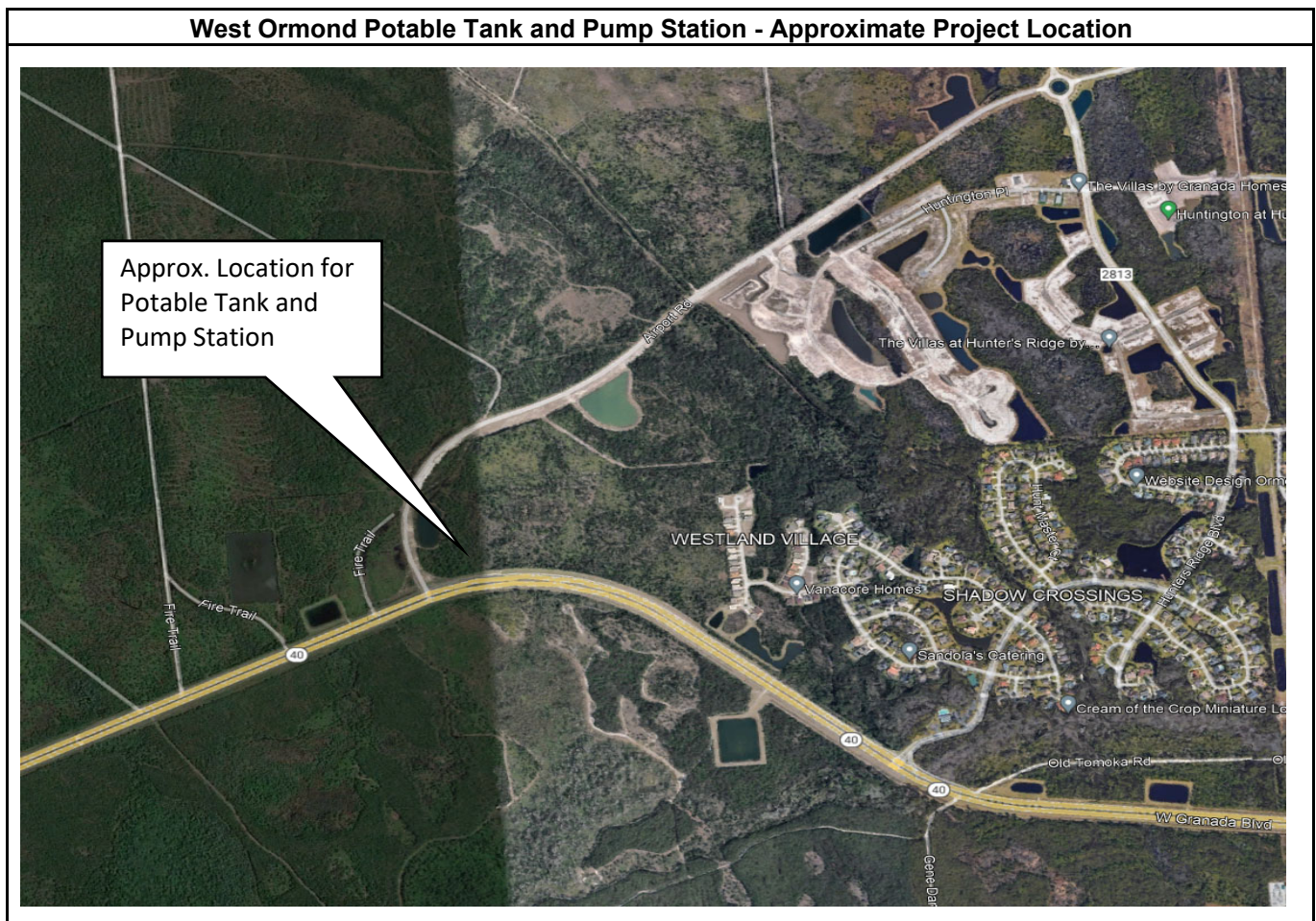
PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Design	375,000	0	0	0	0	375,000
Construction	0	4,800,000	0	0	0	4,800,000
CEI Services	0	225,000	0	0	0	225,000
Total	375,000	5,025,000	0	0	0	5,400,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
To Be Determined	375,000	5,025,000	0	0	0	5,400,000
Total	375,000	5,025,000	0	0	0	5,400,000

West Ormond Potable Tank and Pump Station - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Mobilization and General Conditions	1	LS	\$300,000	\$300,000
2	Locate and Expose Utilities	1	LS	\$15,000	\$15,000
3	Sitework and Yard Piping	1	LS	\$140,000	\$140,000
4	20-inch Water Main	500	LF	\$130	\$65,000
5	3 MG Storage Tank	1	LS	\$2,150,000	\$2,150,000
6	Pump Station	1	LS	\$825,000	\$825,000
7	Electrical and Instrumentation	1	LS	\$325,000	\$325,000
8	Potable Water Main Tie-Ins	2	EA	\$18,000	\$36,000
9	Add/Delete Ductile Iron Fittings	2	TN	\$15,000	\$30,000
10	As-Builts/Layout	1	LS	\$30,000	\$30,000
11	Clearing, MOT, and Restoration	1	LS	\$60,000	\$60,000
Construction Sub-Total					\$3,976,000
Contingency @ 20%					\$795,200
Engineering Design and CEI @ 15%					\$596,400
Total Estimated Project Cost					\$5,367,600



CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities SR40 WM FM Loop

PROJECT#

CATEGORY

Water and Wastewater System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

SR40 and Airport Rd

MANAGEMENT

Engineering

PROJECT SCOPE

Installation of water main and force main to connect the existing utilities on SR40 to the existing utilities on Airport Rd, thereby creating a looped system.

JUSTIFICATION

Completion of a utility loop system in the western region along SR 40 and Airport Rd is vital to the City in order to supply water and wastewater transmission capabilities for future developments in the western region of the City's service area. The design of the water main loop has already been completed by Zev Cohen and Associates.

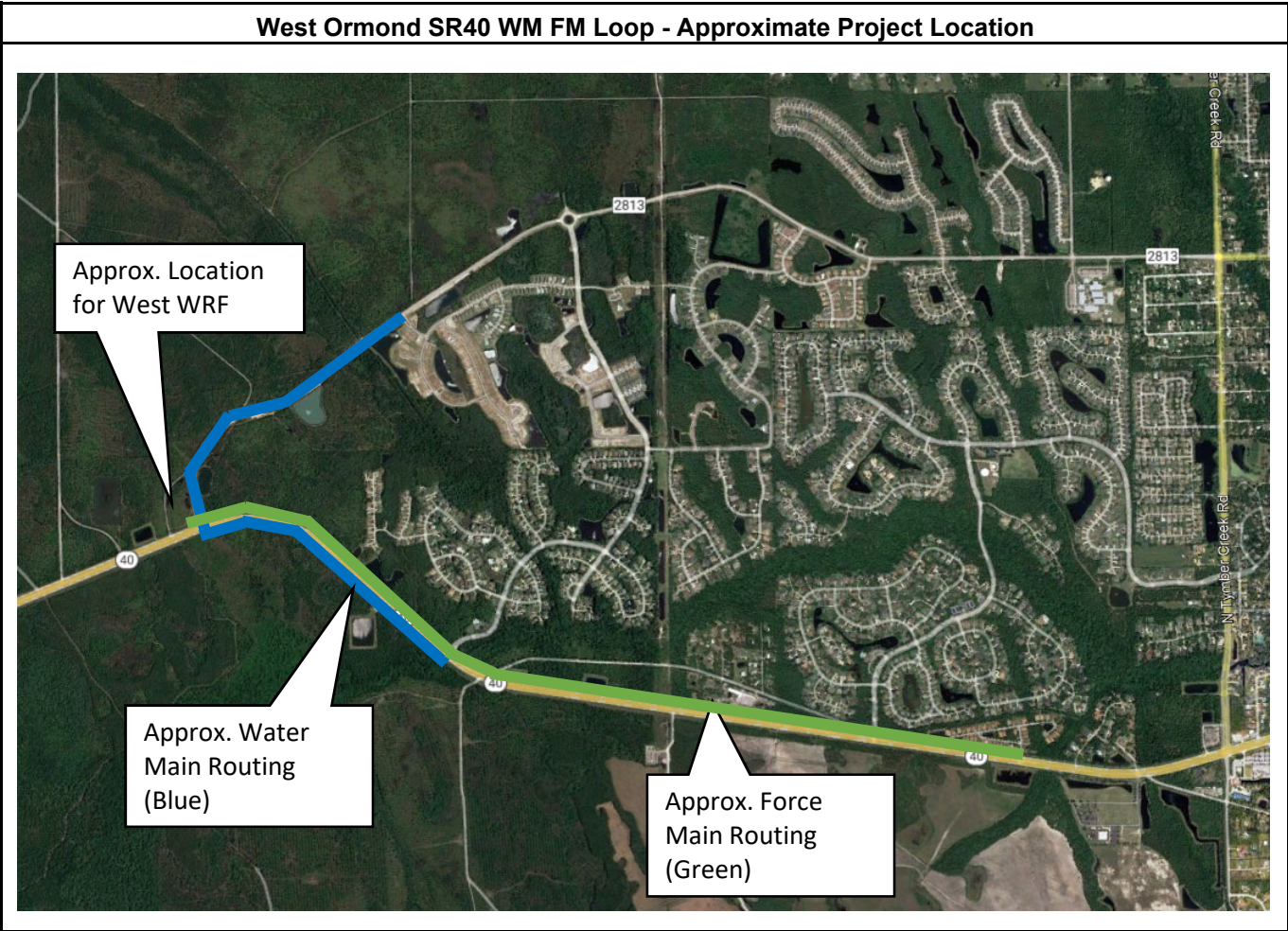
PROJECT COST METHODOLOGY

Zev Cohen Engineer's Opinion of Probable Cost and Staff Estimates

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Construction	5,580,000	0	0	0	0	5,580,000
CEI Services	625,000	0	0	0	0	625,000
Design	75,000	0	0	0	0	75,000
Total	6,280,000	0	0	0	0	6,280,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
To Be Determined	6,280,000	0	0	0	0	6,280,000
Total	6,280,000	0	0	0	0	6,280,000

West Ormond SR40 WM FM Loop - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Water Main Loop	1	LS	\$1,850,000	\$1,850,000
2	Force Main Loop	1	LS	\$2,800,000	\$2,800,000
Construction Sub-Total					\$4,650,000
Contingency @ 20%					\$930,000
Engineering Design and CEI @ 15%					\$697,500
Total Estimated Project Cost					\$6,277,500



CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities WRF

PROJECT#

CATEGORY

Wastewater System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

West SR 40

MANAGEMENT

Engineering

PROJECT SCOPE

Construction of a 4 million gallon per day Water Reclamation Facility to serve the western portion of the City's service area.

JUSTIFICATION

Constructing a new water reclamation facility in the western region of the City's service area would aid the City with the projected wastewater flow demands for future development.

PROJECT COST METHODOLOGY

Ormond Beach Wastewater Treatment Plant Site Planning and Technology Assessment Report

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Design	6,500,000	0	0	0	0	6,500,000
Construction and CEI	0	37,250,000	17,250,000	0	0	74,500,000
Total	6,500,000	37,250,000	17,250,000	0	0	81,000,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
To Be Determined	4,610,000	27,800,000	17,800,000	0	0	60,210,000
Daytona Beach	1,890,000	9,450,000	9,450,000	0	0	20,790,000
Total	6,500,000	37,250,000	17,250,000	0	0	81,000,000

West Ormond WRF - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	General Conditions and Mobilization	1	LS	\$3,000,000	\$3,000,000
2	Site Civil and Stormwater	1	LS	\$3,300,000	\$3,300,000
3	Concrete	1	LS	\$8,000,000	\$8,000,000
4	Misc. Metals	1	LS	\$1,750,000	\$1,750,000
5	Paints and Coatings	1	LS	\$1,450,000	\$1,450,000
6	Process Equipment	1	LS	\$15,000,000	\$15,000,000
7	Pre-Fab Buildings, Arch. And HVAC	1	LS	\$4,500,000	\$4,500,000
8	Prestressed Circular Concrete Tanks	1	LS	\$4,500,000	\$4,500,000
9	Mechanical	1	LS	\$9,000,000	\$9,000,000
10	Electrical and Instrumentation	1	LS	\$9,500,000	\$9,500,000
Construction Sub-Total					\$60,000,000
Contingency @ 20%					\$12,000,000
Engineering Design and CEI @ 15%					\$9,000,000
Total Estimated Project Cost					\$81,000,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities WRF Site Improvements

PROJECT#

CATEGORY

Wastewater System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

West SR40

MANAGEMENT

Engineering

PROJECT SCOPE

Construction of site improvements to serve a future 4 million gallon per day Water Reclamation Facility to serve the western portion of the City's service area.

JUSTIFICATION

Constructing site improvements at the location of where a future water reclamation facility is scheduled to be built would aid the City in properly preparing for the major expense associated with the new facility.

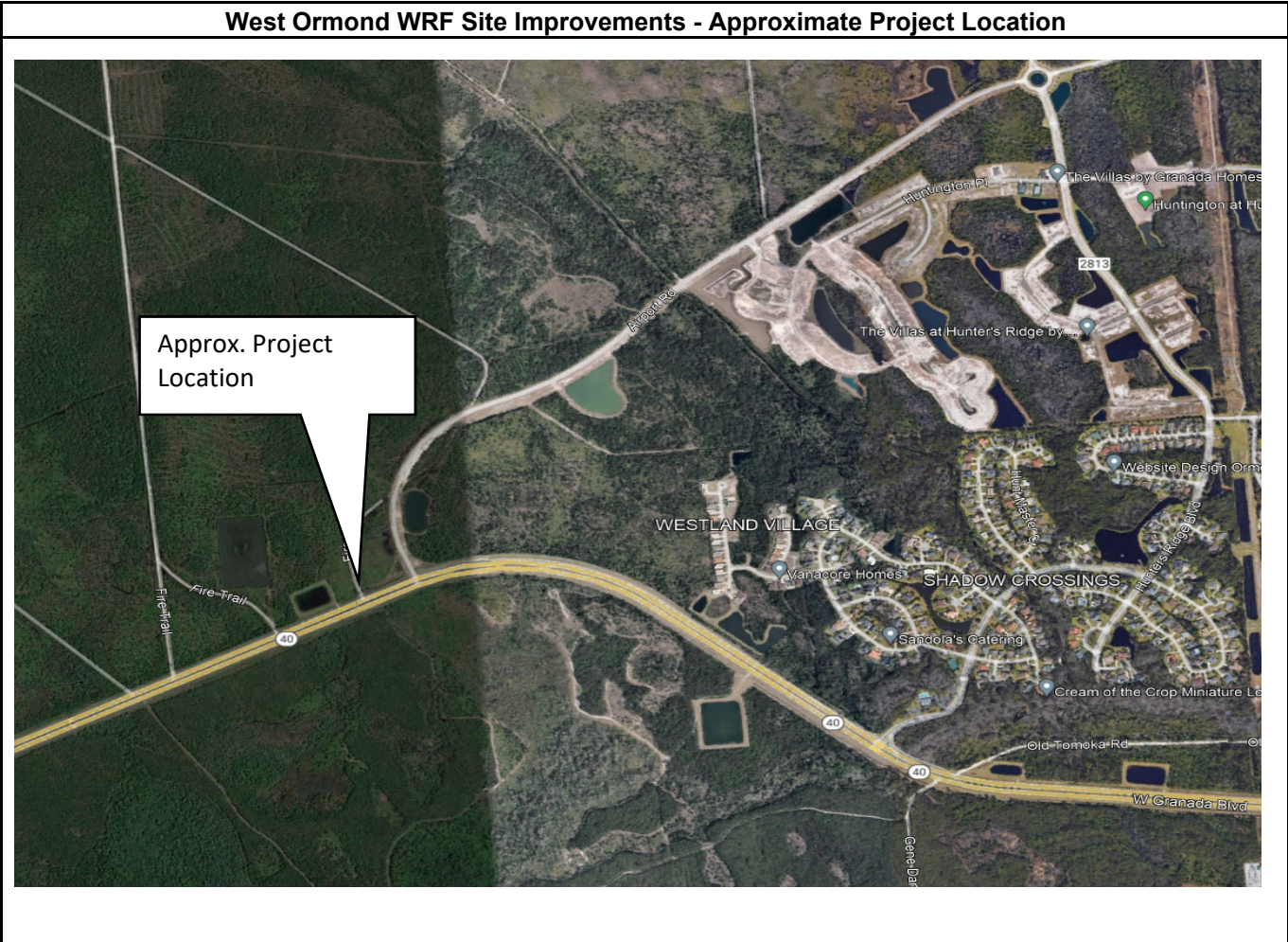
PROJECT COST METHODOLOGY

Ormond Beach Wastewater Treatment Plant Site Planning and Technology Assessment Report

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Construction	1,620,000	0	0	0	0	1,620,000
Total	1,620,000	0	0	0	0	1,620,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
To Be Determined	1,620,000	0	0	0	0	1,620,000
Total	1,620,000	0	0	0	0	1,620,000

West Ormond WRF Site Improvements - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	General Site Improvements	1	LS	\$1,200,000	\$1,200,000
Construction Sub-Total					\$1,200,000
Contingency @ 20%					\$240,000
Engineering Design and CEI @ 15%					\$180,000
Total Estimated Project Cost					\$1,620,000



CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities Airport Rd FM Extension

PROJECT#

CATEGORY

Wastewater System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

West Airport Rd

MANAGEMENT

Utilities

PROJECT SCOPE

Construction of a force main along Airport Road to the future Water Reclamation Facility to serve the western portion of the City's service area.

JUSTIFICATION

This force main project would extend the existing force main on Airport Road to the future western Water Reclamation Facility. Extending this force main would allow the collection system to divert future wastewater flows to the new treatment plant, thereby increasing the City's wastewater treatment redundancies.

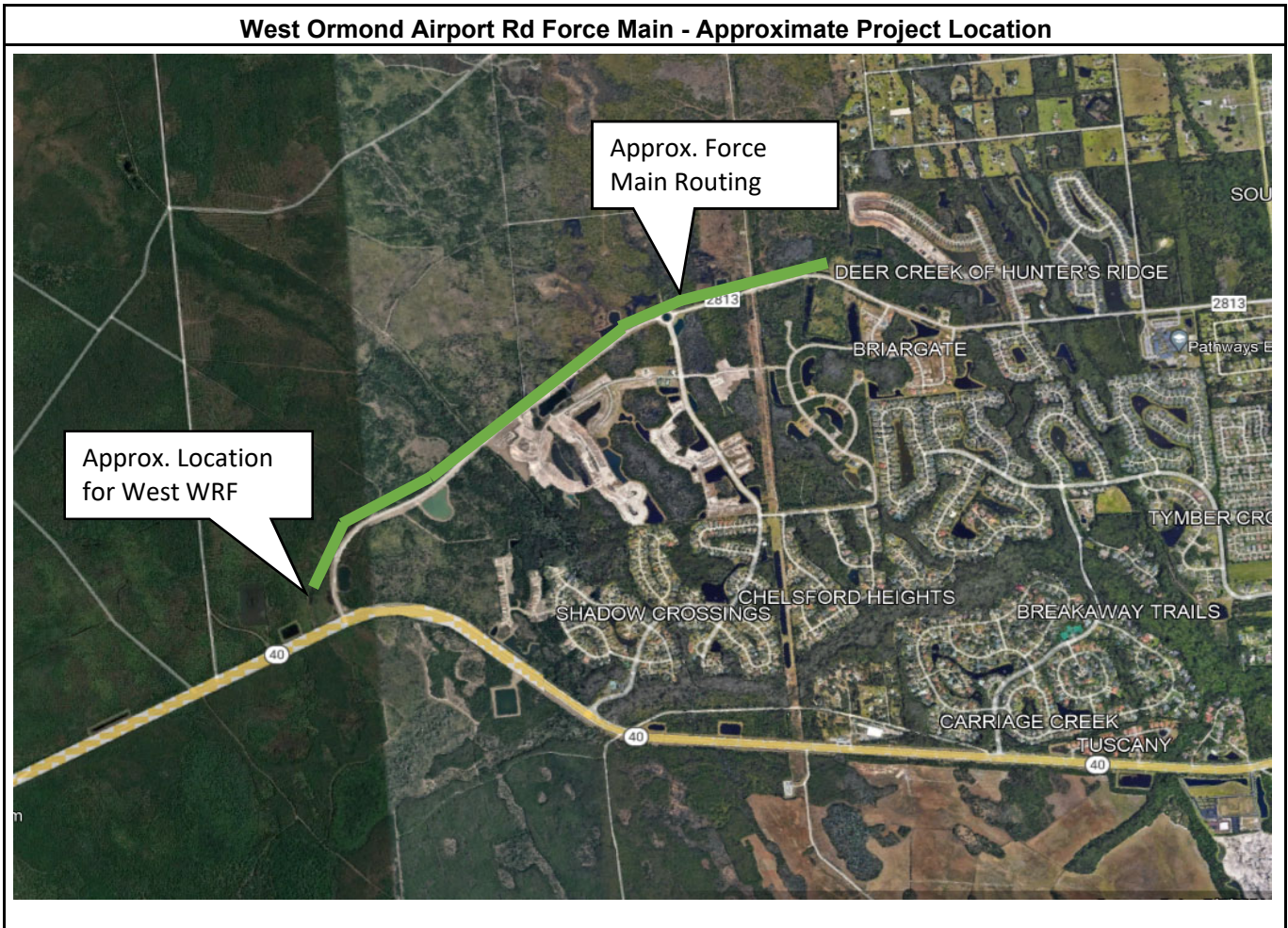
PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
Design	0	275,000	0	0	0	275,000
Construction	0	0	3,059,500	0	0	3,059,500
Total	0	275,000	3,059,500	0	0	3,334,500

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	Total 2023-24 to 2027-28
To Be Determined	0	175,000	2,156,500	0	0	2,331,500
Daytona Beach	0	100,000	903,000	0	0	1,003,000
Total	0	275,000	3,059,500	0	0	3,334,500

West Ormond Airport Rd Force Main - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Mobilization and General Conditions	1	LS	\$350,000	\$350,000
2	12-inch Force Main	10,200	LF	\$80	\$816,000
3	Gate Valves	16	EA	\$9,000	\$144,000
4	Tie-Ins	5	EA	\$12,000	\$60,000
5	Clearing, Restoration, & As-builts	1	LS	\$1,100,000	\$1,100,000
Construction Sub-Total					\$2,470,000
Contingency @ 20%					\$494,000
Engineering Design and CEI @ 15%					\$370,500
Total Estimated Project Cost					\$3,334,500



CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities - New Rima Wells

PROJECT#

CATEGORY

Water System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

City property near SR 40

MANAGEMENT

PROJECT SCOPE

Construction of three additional wells at the Rima Ridge wellfield on the western portion of the City's service area.

JUSTIFICATION

Due to anticipated growth in the western portion of the City's service area, the City should plan on constructing three additional wells in the Rima Ridge wellfield. Having these wells constructed would aid in meeting future raw water needs. The City is currently in the process of discussing future wells with SJRWMD as a part of the Consumptive Use Permit renewal.

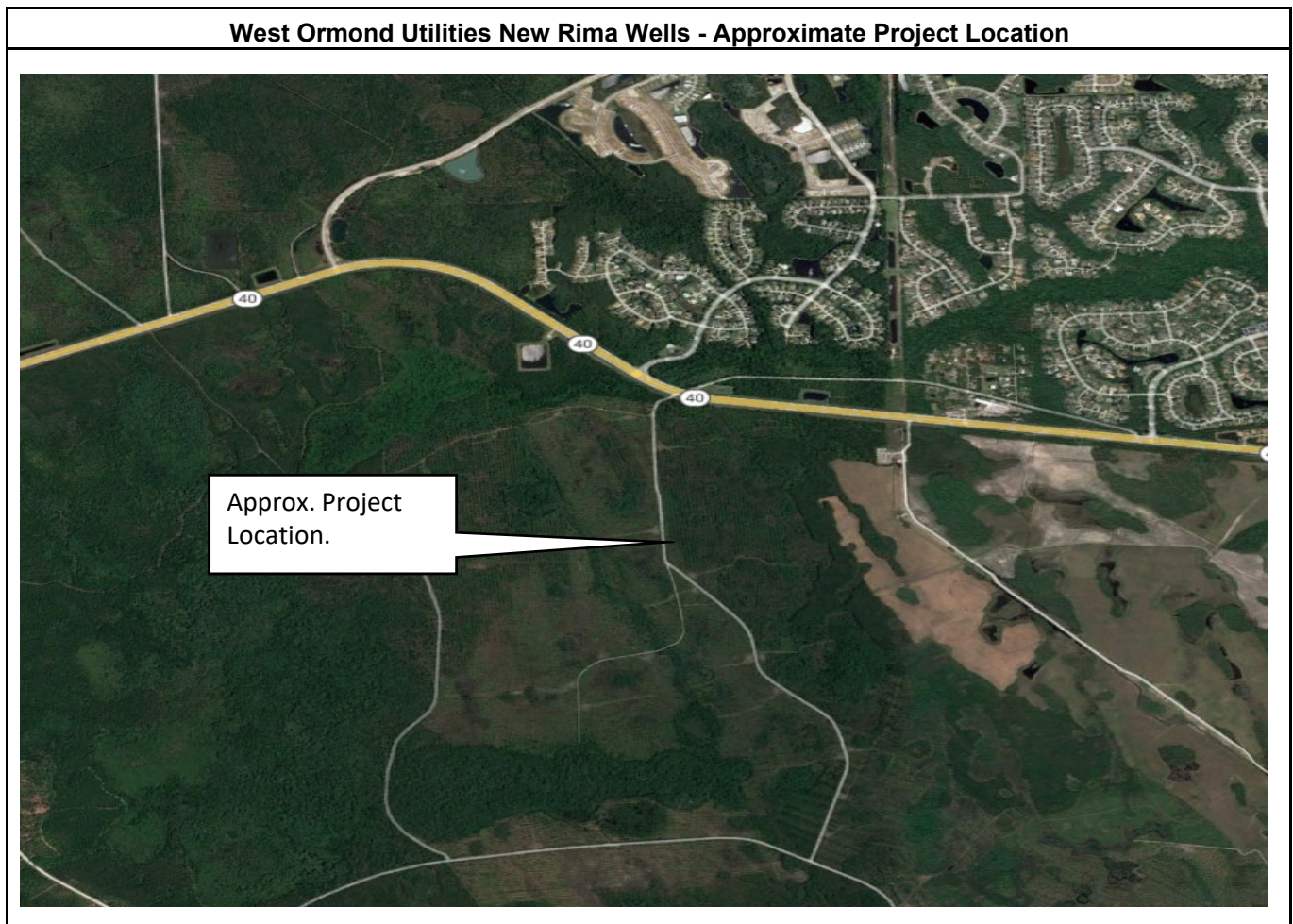
PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Design	0	0	300,000	0	0	300,000
Construction	0	0	0	2,885,000	0	2,885,000
CEI Services	0	0	0	122,500	0	122,500
Total	0	0	300,000	3,007,500	0	3,307,500

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
To Be Determined	0	0	300,000	3,007,500	0	3,307,500
Total	0	0	300,000	3,007,500	0	3,307,500

West Ormond Utilities - New Rima Wells - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	New UFA Wells, Pumps, and Mechanical Equipment	3	EA	\$375,000	\$1,125,000
2	Well Access and Site Work	1	LS	\$650,000	\$650,000
3	Raw Water Main Piping	1	LS	\$275,000	\$275,000
4	Electrical and Instrumentation	1	LS	\$200,000	\$200,000
5	Emergency Power Generator	1	EA	\$200,000	\$200,000
Construction Sub-Total					\$2,450,000
Contingency @ 20%					\$490,000
Engineering Design and CEI @ 15%					\$367,500
Total Estimated Project Cost					\$3,307,500



CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities Hand Ave FM

PROJECT#

CATEGORY

Wastewater System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

Hand Avenue

MANAGEMENT

Engineering

PROJECT SCOPE

Installation of a new force main on Hand Avenue.

JUSTIFICATION

Installation of an additional force main along Hand Avenue will be vital to the City in order to supply wastewater transmission capabilities for future developments in the western region of the City's service area. This parallel force main would direct flow on Hand Avenue to the existing lift station 5M. Exact routing of the force main is subject to change in the future.

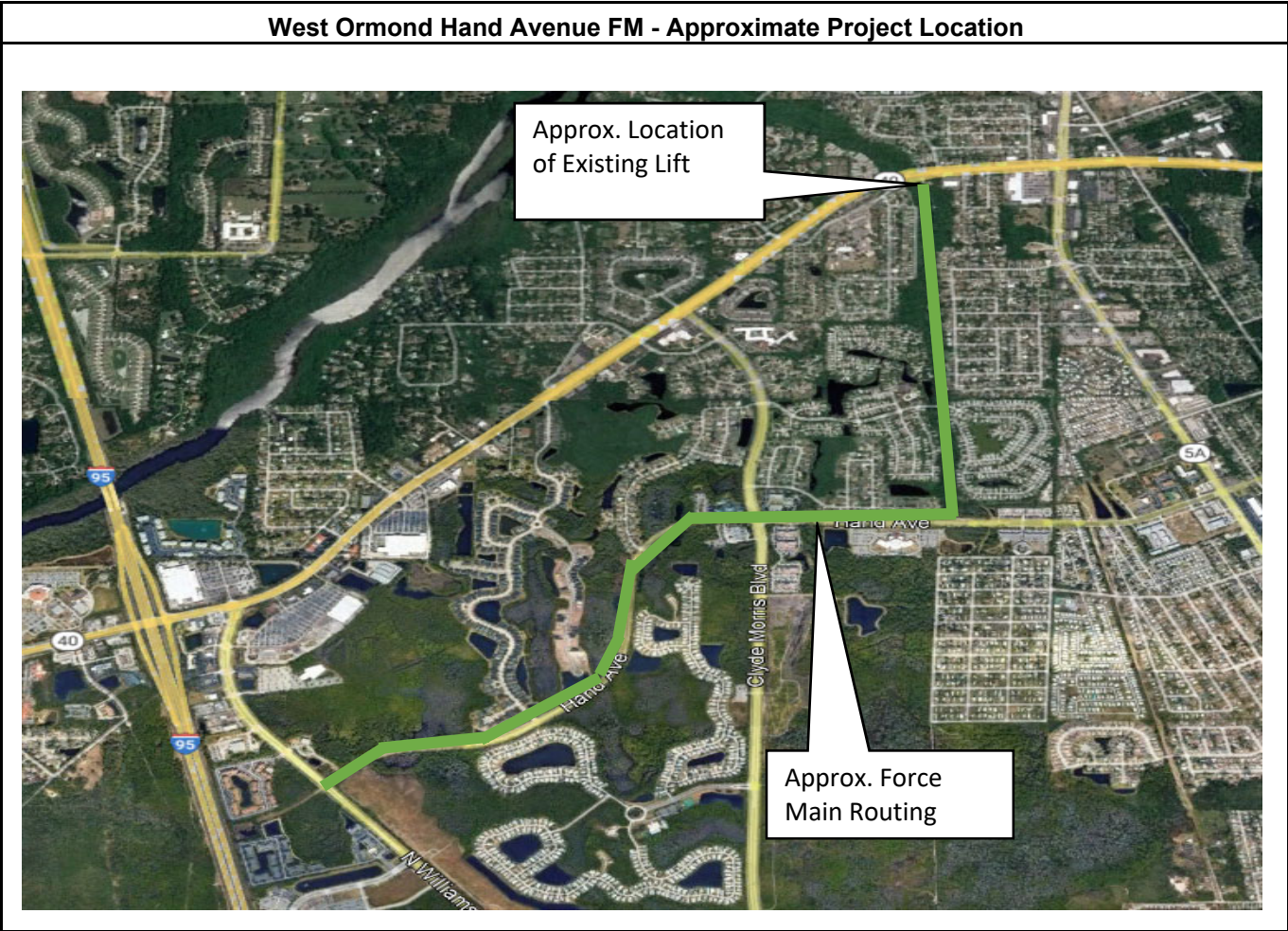
PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Design	0	0	300,000	0	0	300,000
Construction	0	0	0	3,840,000	0	3,840,000
CEI Services	0	0	0	180,000	0	180,000
Total	0	0	300,000	4,020,000	0	4,320,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
To Be Determined	0	0	300,000	4,020,000	0	4,320,000
Total	0	0	300,000	4,020,000	0	4,320,000

West Ormond Hand Avenue FM - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Hand Avenue Force Main	1	LS	\$3,200,000	\$3,200,000
Construction Sub-Total					\$3,200,000
Contingency @ 20%					\$640,000
Engineering Design and CEI @ 15%					\$480,000
Total Estimated Project Cost					\$4,320,000



CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities SR40 Parallel FM

PROJECT#

CATEGORY

Wastewater System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

SR40

MANAGEMENT

Engineering

PROJECT SCOPE

Installation of a parallel force main on State Road 40.

JUSTIFICATION

Installation of a secondary parallel force main along SR 40 will be vital to the City in order to supply wastewater transmission capabilities for future developments in the western region of the City's service area. This parallel force main would direct flow to the western Water Reclamation Facility once that facility is operational.

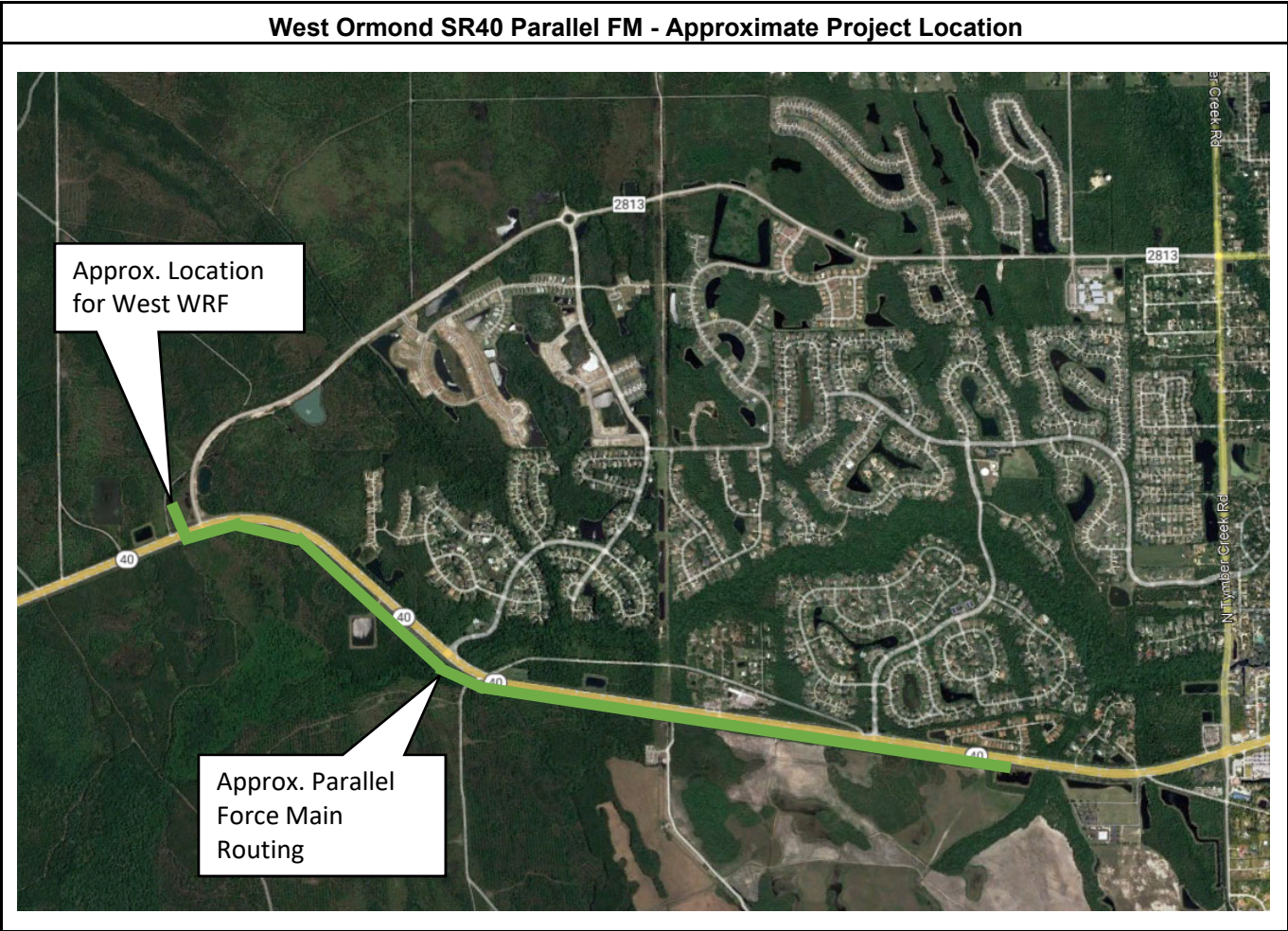
PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Design	0	0	225,000	0	0	225,000
Construction	0	0	0	2,760,000	0	2,760,000
CEI Services	0	0	0	120,000	0	120,000
Total	0	0	225,000	2,880,000	0	3,105,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
To Be Determined	0	0	225,000	2,880,000	0	3,105,000
Total	0	0	225,000	2,880,000	0	3,105,000

West Ormond SR40 Parallel FM - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	SR40 Parallel Force Main	1	LS	\$2,300,000	\$2,300,000
Construction Sub-Total					\$2,300,000
Contingency @ 20%					\$460,000
Engineering Design and CEI @ 15%					\$345,000
Total Estimated Project Cost					\$3,105,000



CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities WTP Evaluation

PROJECT#

CATEGORY

Water System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

West SR40

MANAGEMENT

Engineering

PROJECT SCOPE

Design work effort aimed at outlining the steps the City will need to accomplish in order to bring a new Water Treatment Plant online.

JUSTIFICATION

Construction of a new Water Treatment Plant in the western region of the City's service area would aid the City with the projected water flow demands for future development. This undertaking, however, is vary complex and extensive. To improve the success rate for the City, this site Evaluation and Technology Selection Report would provide guidance regarding future steps the City needs to accomplish.

PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation.

<u>EXPENDITURE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
Evaluation Report	0	0	0	300,000	0	300,000
Total	0	0	0	300,000	0	300,000

<u>REVENUE</u>	2023-24	2024-25	2025-26	2026-27	2027-28	Total 2023-24 to 2027-28
To Be Determined	0	0	0	300,000	0	300,000
Total	0	0	0	300,000	0	300,000

West Ormond WTP Evaluation and Technology Report - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Site Eval and Technology Report	1	LS	\$250,000	\$250,000
Contingency @ 20%					\$50,000
Total Estimated Project Cost					\$300,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities - New Raw Water Wellfield

PROJECT#

CATEGORY

Water System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

West SR 40

MANAGEMENT

Engineering

PROJECT SCOPE

Construction of fourteen additional wells at a new wellfield on the western portion of the City's service area.

JUSTIFICATION

The City's projected raw water demand for the calendar year of 2031 is currently listed as being 11.32 MGD. Recommendations from the City's most recent Master Plan suggest that the City would need to construct an additional fourteen wells to satisfy the overall increased raw water demand. The City is currently discussing future raw water demand prospects with the Saint Johns River Water Management District as part of the CUP renewal process. Project includes seven (7) new generators to serve the fourteen wells.

PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation. Pricing is subject to change based upon proposed wellfield location.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Construction	0	0	0	0	18,180,000	18,180,000
Design	0	0	0	0	1,515,000	1,515,000
CEI Services	0	0	0	0	757,500	757,500
Total	0	0	0	0	20,452,500	20,452,500

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
To Be Determined	0	0	0	0	20,452,500	20,452,500
Total	0	0	0	0	20,452,500	20,452,500

West Ormond Raw Water Wellfield - Preliminary Cost Estimate - 2023

Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	New UFA Wells, Pumps, and Mechanical Equipment	14	EA	\$375,000	\$5,250,000
2	Well Access and Site Work	1	LS	\$3,500,000	\$3,500,000
3	Raw Water Main Piping	1	LS	\$2,500,000	\$2,500,000
4	Electrical and Instrumentation	1	LS	\$1,800,000	\$1,800,000
5	Emergency Power Generator	7	EA	\$300,000	\$2,100,000
Construction Sub-Total					\$15,150,000
Contingency @ 20%					\$3,030,000
Engineering Design and CEI @ 15%					\$2,272,500
Total Estimated Project Cost					\$20,452,500

West Ormond Raw Water Wellfield - Tentative Project Location



CAPITAL PROJECT DETAIL

PROJECT TITLE

West Ormond Utilities WTP

PROJECT#

CATEGORY

Water System Expansion

FUND

499-Water and Wastewater R and R (West Ormond)

PROJECT LOCATION

West SR 40

MANAGEMENT

Engineering

PROJECT SCOPE

Construction of a 3 million gallon per day Water Treatment Plant to serve the western portion of the City's service area.

JUSTIFICATION

Constructing a new Water Treatment Plant in the western region of the City's service area would aid the City with the projected water flow demands for future development.

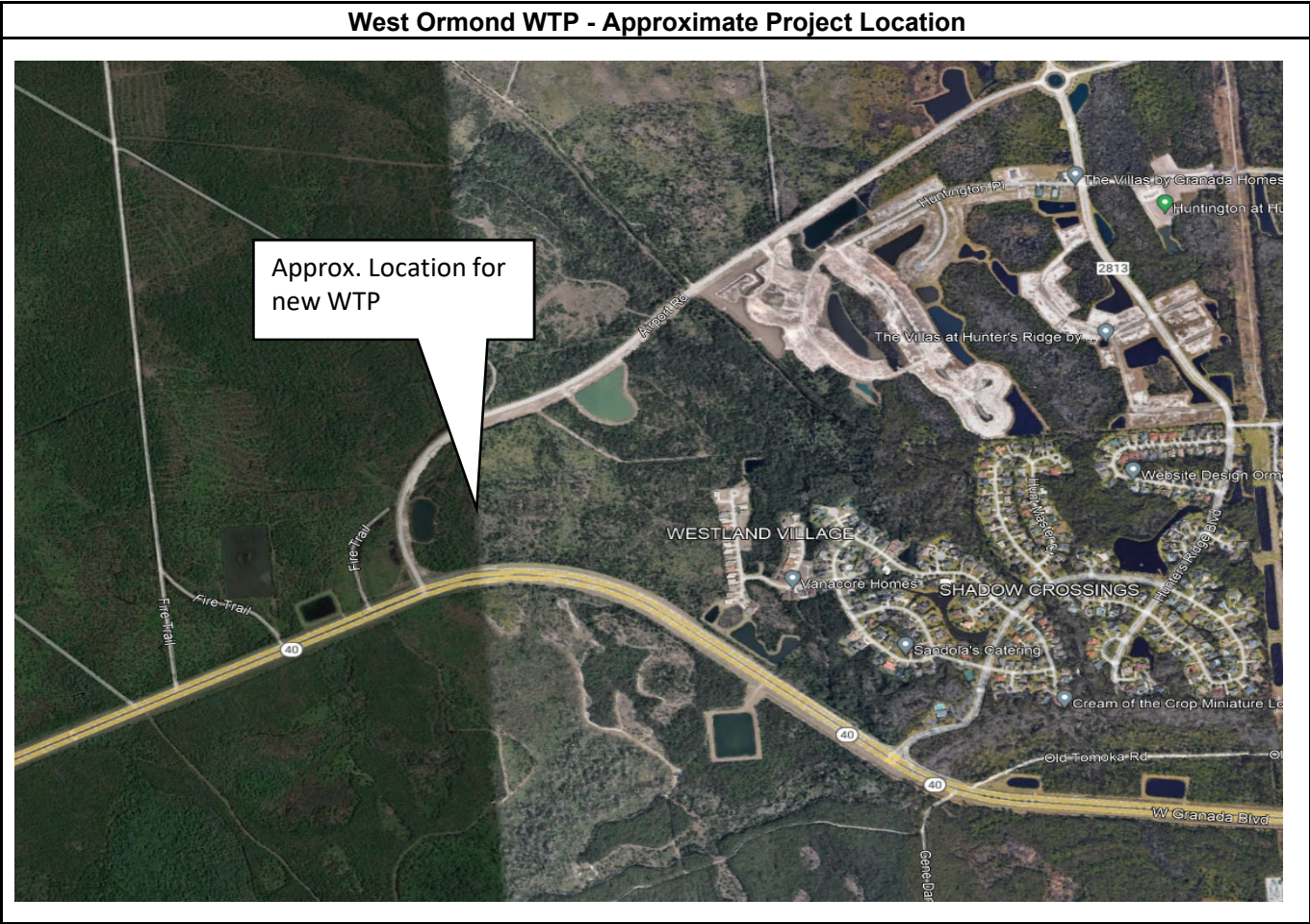
PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation.

<u>EXPENDITURE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
Construction and CEI	0	0	0	0	42,750,000	42,750,000
Design	0	0	0	0	4,500,000	4,500,000
Total	0	0	0	0	47,250,000	47,250,000

<u>REVENUE</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>Total 2023-24 to 2027-28</u>
To Be Determined	0	0	0	0	47,250,000	47,250,000
Total	0	0	0	0	47,250,000	47,250,000

West Ormond WTP - Preliminary Cost Estimate - 2023					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	3.0 MGD Water Treatment Plant	1	LS	\$35,000,000	\$35,000,000
Construction Sub-Total					\$35,000,000
Contingency @ 20%					\$7,000,000
Engineering Design and CEI @ 15%					\$5,250,000
Total Estimated Project Cost					\$47,250,000





Other Request without identified funding sources

	Other Requests
EXPENDITURE	
Airport Business Park Site Developme	1,610,000
Airport Business Park Street Lights	188,500
Andy Romano Shade Structure & Fabr	116,205
Development of a BC and DR plan	100,000
Fiber Optic Connectivity	620,000
Fire Station bay floor and concrete rep	120,000
Fleet Fuel Island Canopy	250,000
Granada Street Lights	3,960,000
Network and Security Assessment	35,000
Nova LED Baseball Lighting	3,208,000
Nova Parking & Fitness Stations	901,300
OBSC Parking	632,000
Ormond Crossings Pump Station	5,266,150
Ormond Crossings Road Improvement	225,000
Ormond Crossings Transmission Main	13,129,500
PAL House	790,000
Point to Point Wireless Upgrades	27,000
Pretreatment Structure Replacement	7,936,000
Riverside Dr Force Main Improvement	3,032,000
RW Reservoir Tank and Station	4,011,000
RWM Extension to Reservoir	4,911,000
SCADA and Networking Upgrade	885,000
Secondary Reclaimed Water Crossing	4,416,850
Sports Complex Challenge Course	315,000
Western Community Center	18,545,278
WTP Chemical Feed System Upgrade	580,750
WTP Scrubbers and De-gasifiers Reh	3,247,000
WWTP Odor Control	1,422,000
TOTAL EXPENDITURES	80,480,533



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:9.A

Section:	PUBLIC HEARINGS		
Item Category:	Public Hearing - Ordinances	Res./Ord. No:	2023-45
Strategic Goal:	Transportation & Community Development - Other		
Department:	Planning & Building		
Subject:	901 Airport Road, Zoning Map Amendment (SECOND READING)		
Summary:	This is a joint request from the City of Ormond Beach and the County of Volusia, as property owners, for a zoning map amendment for a 18.6± acre property located at 901 Airport Road, Volusia County parcel identification number 4238-01-40-0010, from Ormond Beach I-1, Light Industrial to Ormond Beach SE, Special Environmental. The property located at 901 Airport Road is connected to the Riverbend Nature Park off of Airport Road. The property creates and expands upon the area's passive, conservation-compatible, recreational activities available for the public to enjoy. The City is concurrently processing a Future Land Use amendment to change from "Light Industrial/Utilities" to "Open Space/Conservation". For this reason, the zoning map designation is recommended to be changed from I-1, Light Industrial to Ormond Beach SE, Special Environmental, to be consistent with the "Open Space/Conservation" Future Land Use designation. The Future Land Use Map designation is undergoing an amendment to "Open Space/Conservation". Section 2-02 of the Land Development Code, Future Land Use map designations and zoning districts states that the SE, Special Environmental zoning district is consistent with the "Open Space/Conservation" land use. The Planning Board reviewed the zoning map amendment at the May 11, 2023 meeting and recommended approval with a 6-0 vote. There were no individuals who spoke for or against the amendment.		
Financial Impact:	There is no budget impact as the result of this zoning map amendment.		

Citizen Impact:	There is no negative citizen impact anticipated with this zoning map amendment. The amendment aligns the property's zoning with the intention for the preservation of the parcel and allowance of passive park activities.	
Recommended Action (Staff, Advisory Board and/or Other):	The Planning Board recommended (6-0) the City Commission approve the zoning map amendment for a 18.6± acre property located at 901 Airport Road, Volusia County parcel identification number 4238-01-40-0010, from Ormond Beach I-1, Light Industrial to Ormond Beach SE, Special Environmental.	
Staff Contact:	Steven Spraker, Planning Director, (386) 676-3341	
Attachments:	1. 23-45 901 Airport Road ZMA (P23-0133G) 2. Exhibit A, 901 Airport legal description 3. Exhibit B, 901_Airport_Rd_AMEND_ZONING_ACRES 4. #23-038, 901 Airport Rd, Zoning, PB Staff Report pkg 5. 901 Airport Road, ZMA, Planning Board Minutes	
Approval:	Kelly McGuire, Finance Director 8/16/2023 Claire Whitley, Assistant City Manager 8/16/2023 Joyce Shanahan, City Manager 8/28/2023	

ORDINANCE NO. 2023-45

AN ORDINANCE AMENDING PARAGRAPH C, OFFICIAL ZONING MAP, OF SECTION 2-01, ESTABLISHED, OF ARTICLE 1, ESTABLISHMENT OF ZONING DISTRICTS AND OFFICIAL ZONING MAP, OF CHAPTER 2, DISTRICT AND GENERAL REGULATIONS, OF THE CITY OF ORMOND BEACH *LAND DEVELOPMENT CODE*, BY AMENDING THE OFFICIAL ZONING MAP TO REZONE ONE PARCEL OF REAL PROPERTY TOTALING 18.6± ACRES LOCATED AT 901 AIRPORT ROAD (VOLUSIA COUNTY PARCEL NUMBER: 4238-01-40-0010) FROM I-1, LIGHT INDUSTRIAL, TO SE, SPECIAL ENVIRONMENTAL; AUTHORIZING REVISION OF OFFICIAL ZONING MAP; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the County of Volusia and the City of Ormond Beach (“Property Owners”) are the fee simple owners of certain real property consisting of approximately 18.6 acres located at 901 Airport Road (Volusia County parcel number: 4238-01-40-0010), which is legally described and depicted in Exhibit “A” (“Property”) attached hereto and incorporated herein, and

WHEREAS, the Property Owners have submitted an application to re-zone the Property from I-1, Light Industrial, to SE, Special Environmental, and

WHEREAS, the Property to be re-zoned is more than ten contiguous acres, consisting of approximately 18.6 contiguous acres, and

WHEREAS, the Planning Board held a public hearing regarding this matter as required by Chapter 1, Article II, Section 1-15(d)(3), of the *Land Development Code*, and

WHEREAS, the City Commission held a public hearing regarding this matter as required by Section 166.041(3)(c)(2), *Florida Statutes*, and

WHEREAS, all applicable legal notice requirements have been complied with, and

WHEREAS, the City Commission finds the proposed rezoning to be consistent with the Future Land Use Element, and the Future Land Use Map, of the City's adopted *Comprehensive Plan*, now therefore,

BE IT ENACTED BY THE PEOPLE OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. The foregoing recitals are incorporated herein as the findings of the City Commission.

SECTION TWO. Paragraph C, Official Zoning Map, of Section 2-01, Established, of Article I, Establishment of Zoning Districts and Official Zoning Map, of Chapter 2, District and General Regulations, of the *Land Development Code* of the City of Ormond Beach, Florida is hereby amended by amending the Official Zoning Map, to change the zoning designation of one parcel of property located at 901 Airport Road (Volusia County parcel number:

4238-01-40-0010), as more particularly described and depicted in Exhibit “A” from I-1, Light Industrial, to SE, Special Environmental, as shown and depicted in Exhibit “B”.

SECTION THREE. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION FOUR. This Ordinance shall be effective immediately upon its adoption.

PASSED UPON at the first reading of the City Commission, this 15th day of August, 2023.

PASSED UPON at the second and final reading of the City Commission, this 6th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

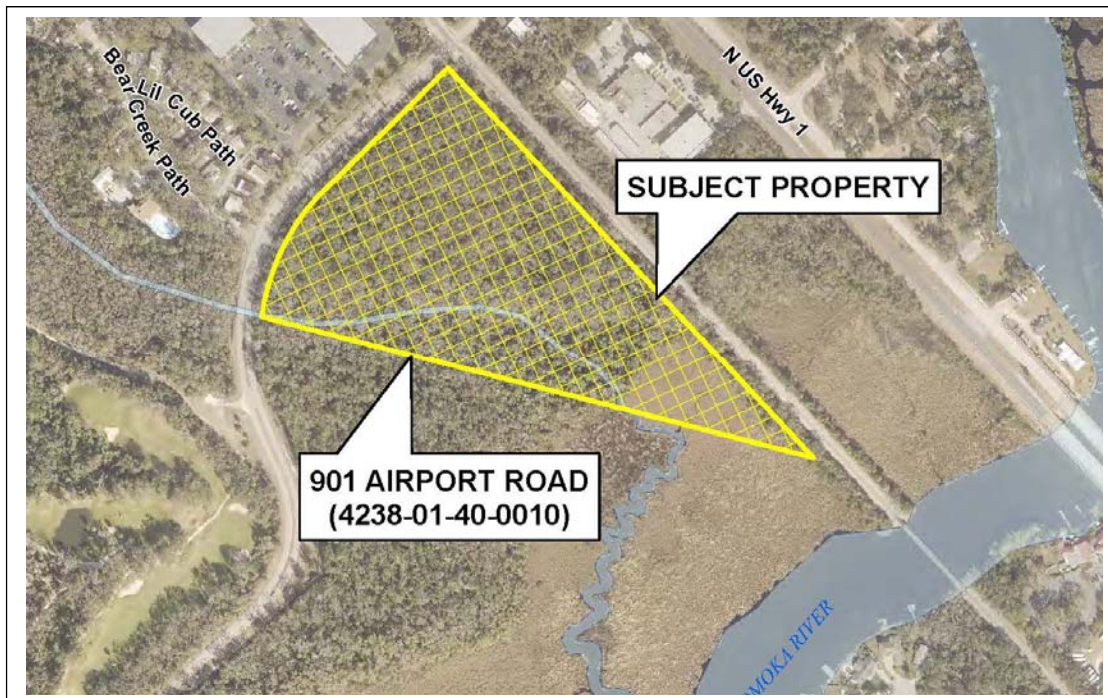
EXHIBIT “A”

Legal Description

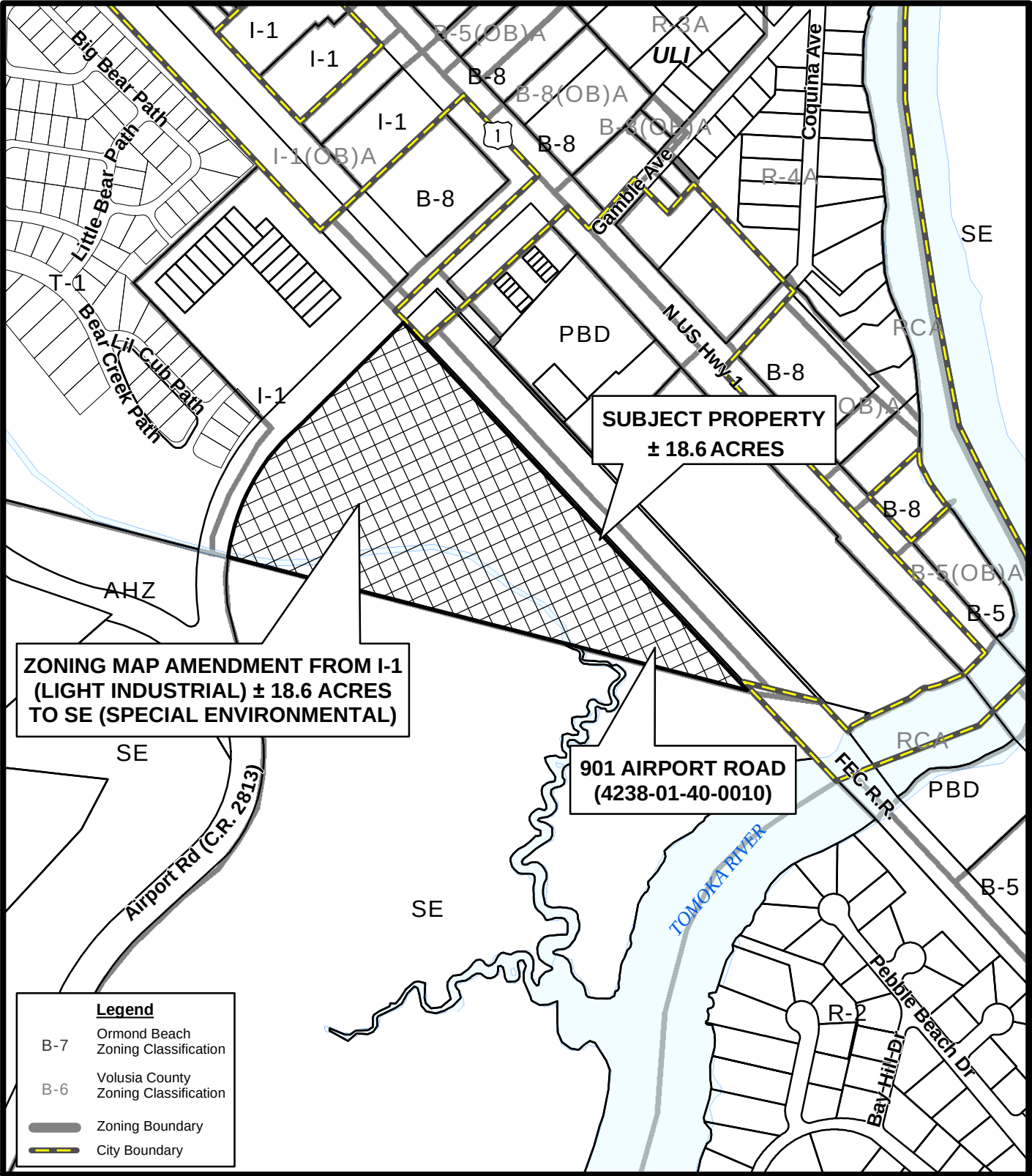
(From Warranty Deed at Book 8356, Page 2114)

A portion of The George Anderson Grant, Section 38, Township 14 South, Range 32 East, Volusia County, Florida; being more particularly described as follows: From the Southwest corner of said Section 38, as a point of reference, run S 75°43'17" E along the Southerly line of said Section 38, a distance of 4449.69 feet to a found iron rod; thence departing said Southerly line N 46°55'33" E a Distance of 930.39 feet, thence continuing N 46°55'33" E, a distance of 565.00' to the Southwesterly right of way of the Florida East Coast Railway, a 120' right of way, thence along said railroad right of way S 43°01'53" E, a distance of 597.75' to the right of way of Airport Road, a 100' right of way as now laid out, thence continue S 43°01'53" E, a distance of 100' across said road right of way to the point of beginning. Thence continue S 43°01'53" E along said railroad right of way a distance of 1633.56' to an intersection with the Southerly line of the said Section 38, thence N 75°43'17" W, a distance of 1754.56' to the apparent East right of way of Airport Road a 100' right of way as now laid out, thence run Easterly along the South right of way of Airport Road to the point of beginning. 18.6 acres more or less.

Location Map

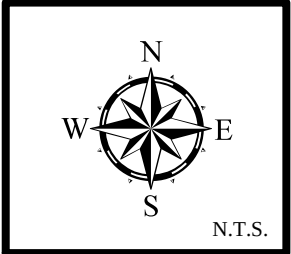


PARCEL ID:	4238-01-40-0010
OWNER:	COUNTY OF VOLUSIA & CITY OF ORMOND BEACH
SITE ADDRESS:	901 AIRPORT ROAD, ORMOND BEACH, FL 32174



PROPOSED ZONING MAP
901 AIRPORT ROAD
(4238-01-40-0010)

Prepared By: The City of Ormond Beach
G.I.S. Department - March 9, 2023



STAFF REPORT

City of Ormond Beach Department of Planning

MEETING DATE: May 11, 2023

SUBJECT: 901 Airport Road, Volusia County Parcel ID:
4238-01-40-0010– Zoning Map Amendment

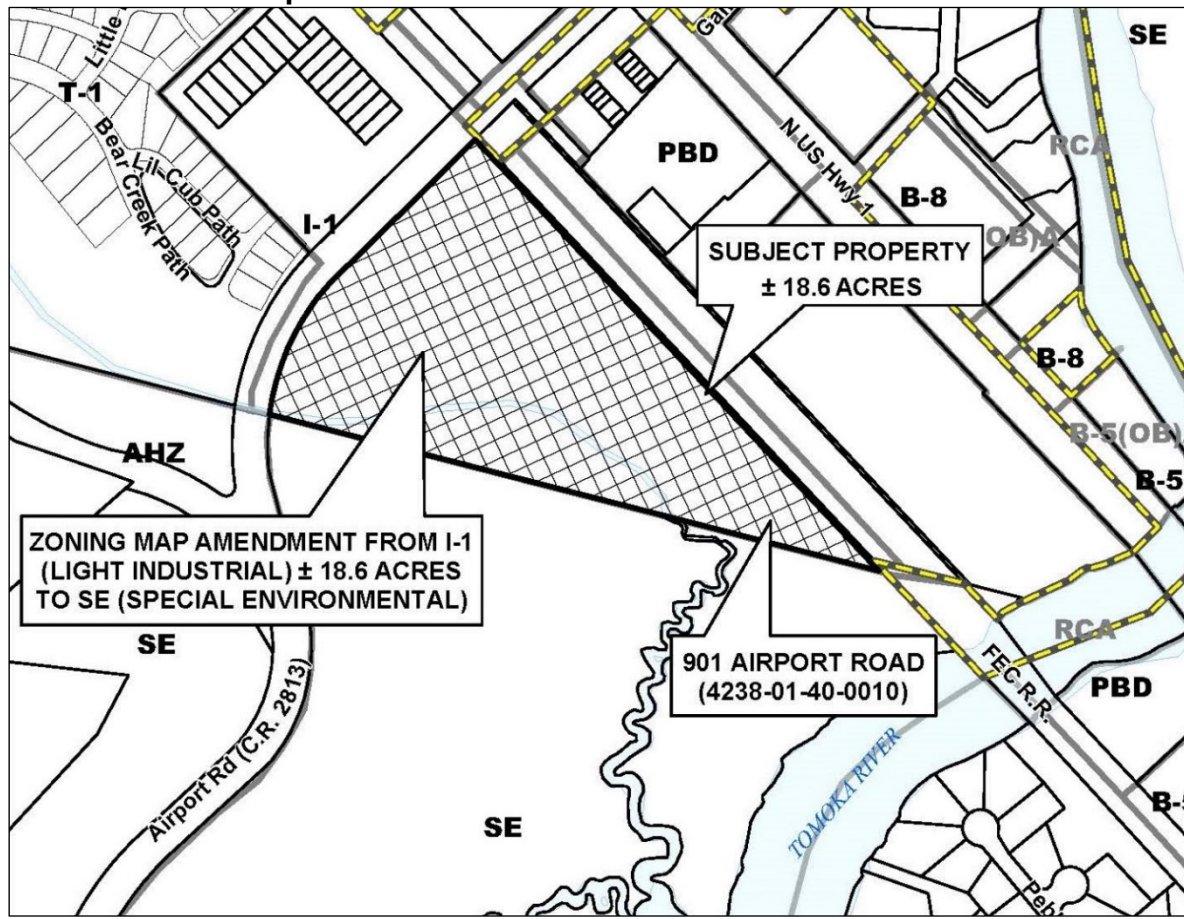
APPLICANT: City of Ormond Beach and County of Volusia

NUMBER: ZMA 2023-038

PROJECT PLANNER: Becky Weedo, AICP, CFM Senior Planner

INTRODUCTION: This is a joint request from the City of Ormond Beach and the County of Volusia for an administrative Zoning Map amendment for a ± 18.6 -acre property located at 901 Airport Road, Volusia County parcel 4238-01-40-0010, from Ormond Beach I-1 (Light Industrial) to Ormond Beach SE (Special Environmental). The subject property is shown in Exhibit 1:

EXHIBIT 1: 901 Airport Road



BACKGROUND: The subject property located at 901 Airport Road, is jointly owned by the City of Ormond Beach and the County of Volusia. The property is approximately 18.6 acres.

In November 2021, Volusia County mailed letters to local jurisdictions seeking interest in participating in the Volusia Forever Program. Volusia Forever is a voter-approved and taxpayer-funded program created in 2000 and extended in 2020. The mission of the Volusia Forever Program is to: Finance the acquisition and improvement of environmentally sensitive, water resource protection, and outdoor recreation lands, and to manage these lands as conservation stewards in perpetuity.

The property at 901 Airport Road was purchased by the Volusia Forever Program, St. Johns River Water Management District (SJRWMD), and the City of Ormond Beach. The partnership for purchase of the property included: 1) St. Johns River Water Management District to ensure the ecological values of the property remains protected with a conservation easement over the land; 2) City of Ormond Beach to manage the park land area; and 3) County of Volusia to retain joint ownership with the city.

The property located at 901 Airport Road is connected to the Riverbend Nature Park off of Airport Road. The property creates and expands upon the area's passive, conservation-compatible recreational activities available for the public to enjoy.

The City is concurrently processing a Future Land Use amendment to change from "Light Industrial/Utilities" to "Open Space/Conservation". For this reason, the zoning map designation is recommended to be changed from I-1 (Light Industrial) to Ormond Beach SE (Special Environmental) to be consistent with the "Open Space/Conservation" Future Land Use designation.

Section 2-08 of the Ormond Beach Land Development Code states the purpose of the proposed SE (Special Environmental) zoning district is:

"To protect persons and private property from the hazards of floodwater inundation and to conserve important natural, ecological, historic, or unique resources for the enjoyment and education of current and future residents, while providing for limited public or commercial outdoor activities and facilities such as equestrian trails, campgrounds, commercial recreation facilities and other centralized outdoor facilities. This classification is primarily intended to be applied to environmentally sensitive lands, public lands, lands held in trust for future open space use or lands held by nonprofit organizations or homeowners' associations and intended for open space uses."

Section 2-08 of the Land Development Code, the SE (Special Environmental) zoning district is included in Attachment 3.

Application process: The proposed land use amendment schedule of the subject property is as follows:

EXHIBIT 2: Tentative land use amendment schedule:

Action/Board	Date
Planning Board	May 11, 2023
City Commission 1 st Reading	August 1, 2023
City Commission 2 nd Reading	August 15, 2023

CONCLUSION/CRITERIA FOR APPROVAL:

Section 1-15(D)(3) of the Land Development Code states that the Planning Board shall review non-planned development rezonings based on the Development Order criteria in Section 1-18(E) of the Land Development Code which are analyzed below:

- 1. The proposed development conforms to the standards and requirements of this Code and will not create undue crowding beyond the conditions normally permitted in the zoning district, or adversely affect the public health, safety, welfare, or quality of life.**

The purpose of the zoning map amendment is to assign a SE (Special Environmental) zoning designation. The SE (Special Environmental) is consistent with the public ownership of the property and the intended uses of a passive park and land preservation. The zoning map amendment will not adversely affect public health, safety, welfare, or the quality of life.

- 2. The proposed development is consistent with the Comprehensive Plan.**

The Future Land Use Map designation is undergoing an amendment to "Open Space/Conservation". Section 2-02 of the Land Development Code, Future land use map designations and zoning districts states that the SE (Special Environmental) zoning district is consistent with the "Open Space/Conservation" land use. The city recently adopted the Park & Recreation Master Plan update. The update demonstrated that passive recreational trails and land preservation were high priorities. The proposed land use is consistent with the intended use of the property and the Goals, Objectives, and Policies of the Comprehensive Plan.

- 3. The proposed development will not adversely impact environmentally sensitive lands or natural resources, including but not limited to waterbodies, wetlands, xeric communities, wildlife habitats, endangered or threatened plants and animal species or species of special concern, wellfields, and individual wells.**

The purpose of the 901 Airport Road purchase was the protection of environmental resources. The subject property has an existing St. Johns River Water Management District conservation easement over the entire property. The proposed zoning map amendment will not adversely impact environmentally sensitive lands or natural resources, including but not limited to waterbodies, wetlands, xeric communities,

wildlife habitats, endangered or threatened plants and animal species or species of special concern, wellfields, and individual wells.

- 4. The proposed use will not substantially or permanently depreciate the value of surrounding property; create a nuisance; or deprive adjoining properties of adequate light and air; create excessive noise, odor, glare, or visual impacts on the neighborhood and adjoining properties.**

This proposed zoning map amendment will not have an impact on adjoining properties.

- 5. There are adequate public facilities to serve the development, including but not limited to roads, sidewalks, bike paths, potable water, wastewater treatment, drainage, fire and police safety, parks and recreation facilities, schools, and playgrounds.**

There is no development proposed so the criterion is not applicable.

- 6. Ingress and egress to the property and traffic patterns are designed to protect and promote motorized vehicle and pedestrian/bicycle safety and convenience, allow for desirable traffic flow and control, and provide adequate access in case of fire or catastrophe. This finding shall be based on a traffic report where available, prepared by a qualified traffic consultant, engineer or planner which details the anticipated or projected effect of the project on adjacent roads and the impact on public safety.**

There is no development proposed so the criterion is not applicable.

- 7. The proposed development is functional in the use of space and aesthetically acceptable.**

There is no development proposed so the criterion is not applicable.

- 8. The proposed development provides for the safety of occupants and visitors.**

There is no development proposed so the criterion is not applicable.

- 9. The proposed use of materials and architectural features will not adversely impact the neighborhood and aesthetics of the area.**

There is no development proposed so the criterion is not applicable.

- 10. The testimony provided at public hearings.**

There has not been a public hearing at this time. The comments from the Planning Board meeting will be incorporated into the City Commission packet.

RECOMMENDATION:

Staff recommends that the Planning Board recommend **APPROVAL** to the City Commission for a Zoning Map amendment for a ±18.6-acre property located at 901 Airport Road, Volusia County :4238-01-40-0010, from Ormond Beach I-1 (Light Industrial) to Ormond Beach SE (Special Environmental).

Attachments:

Attachment 1: Volusia County application as co-owner of property

Attachment 2: Zoning Map Amendment

Attachment 3: Section 2-08, SE (Special Environmental)

ATTACHMENT 1

County of Volusia Application



Updated October 1, 2021

City of Ormond Beach Public Hearing Application Fees

Planning Department

22 South Beach Street, Room 104, Ormond Beach, FL 32174

(386) 676-3238

www.ormondbeach.org

comdev@ormondbeach.org

INSTRUCTIONS

Site plan submittals require the submittal of applications per Ordinance 2021-30, codified in Section 8-10, Application processing fees, of the Code of Ordinances. All applications shall calculate the fees which shall be verified by city staff. **Assistance is available by e-mailing comdev@ormondbeach.org or calling (386) 676-3238.**

PUBLIC HEARING FEES (Ordinance 2021-30 - Section 8-10 of Code of Ordinances)

Check all that apply	SPRC reviews	Fee	Advertising	Total fee
☐	Annexation	No fee	No fee	No fee
☐	Annexation Agreement	No fee	No fee	No fee
☒	Comprehensive Plan, small area amendment	\$2,000 <i>Fee waived</i>	\$1,025	\$3,025
☐	Comprehensive Plan, large-scale amendment	\$2,000	\$2,250	\$4,250
☐	Concurrency, traffic impact analysis	\$3,000 (deposit)	NA	\$3,000
☐	Development of Regional Impact amendment	\$600	\$2,250	\$2,850
☐	Planned Development	\$2,500	\$2,400	\$4,900
☐	Planned Development, major amendment	\$1,000	\$2,400	\$3,400
☐	Regulatory amendment, zoning map, under 10 acres	\$1,500	\$850	\$2,350
☒	Regulatory amendment, zoning map, over 10 acres	\$1,500 <i>Fee waived</i>	\$1,650	\$3,150
☐	Regulatory amendment, LDC amendment	\$1,000	\$700	\$1,700
☐	Regulatory amendment, LDC amendment (zoning districts)	\$1,000	\$1,500	\$2,500
☐	Special Exception	\$850	\$850	\$1,700
☐	Special Exception, CRA	\$400	\$850	\$1,250
☐	Street vacation	\$500	\$1,925	\$2,425
☐	Subdivision, Preliminary plat	\$1,500 plus \$25 per lot	NA	\$1,500 plus \$25 per lot
☐	Subdivision, Final plat	\$1,000 plus \$25 per lot	\$350	\$1,350 plus \$25 per lot
☐	Subdivision, city surveyor review	Actual costs	NA	Actual costs
☐	Subdivision, Recording of plat	Actual costs	NA	Actual costs
☐	Other:			
TOTALS:				



Updated October 1, 2021

City of Ormond Beach Public Hearing Application

Planning Department

22 South Beach Street, Room 104, Ormond Beach, FL 32174

(386) 676-3238

www.ormondbeach.org

comdev@ormondbeach.org

INSTRUCTIONS

Public hearing applications require City Commission action with many types being reviewed by the Planning Board to provide a recommendation. Some public hearing items require site plan review. Please complete the application and fee worksheet. Assistance is available by e-mailing comdev@ormondbeach.org or calling (386) 676-3238.

PROJECT INFORMATION

Project Type:*	CRA AND REZONING	*Complete fee sheet (page 3)
Project Name:	AIRPORT ROAD PASSIVE PARK	
Project Address:	901 AIRPORT ROAD	
Volusia County parcel number(s):	4238-01-40-0010	
Description:	1) FUTURE LAND USE AMENDMENT FROM LIGHT INDUSTRIAL / UTILITIES TO OPEN SPACE / CONSERVATION 5.2 ACRES 2) REZONING FROM LIGHT INDUSTRIAL TO SPECIAL ENVIRONMENTAL (18.6 ACRES)	
Pre-application date:		Pre-application waiver granted:

PROJECT COORDINATOR

Name:	TRISH SMITH, AICP PLANNING + DEVELOPMENT SERVICES
Address:	123 W. INDIANA AV. ROOM 202
City, State, Zip code:	DELAND, FL 32720-4604
Telephone:	386-736-5959, x12943
E-mail:	pssmith@volusia.org

APPLICANT INFORMATION

Same as project coordinator	☐	Same as property owner	☒
Name:	GEORGE RECKENWALD, COUNTY MANAGER, VOLUSIA CO.		
Address:	123 W. INDIANA AV.		
City, State, Zip code:	DELAND, FL 32720		
Telephone:	386-736-5920		
E-mail:	greckenwald@volusia.org		

PROPERTY OWNER

Same as project coordinator	☐	Same as property owner	☒
Name:			
Address:			
City, State, Zip code:			
Telephone:			
E-mail:			

VIEW ONLY ACCESS TO PROJECT DOX (Provides viewing access to project)

Name:		E-mail:	
Name:		E-mail:	
Name:		E-mail:	
Name:		E-mail:	

CERTIFICATION

By submitting this application, I hereby certify that the information provided is true and correct to the best of my knowledge and that I am aware of the application submittal requirements and the review process for this application. I authorize Ormond Beach staff to access the subject property during typical business hours to review the public hearing application.

Signature: _____

STATE OF FLORIDA

COUNTY OF Volusia

The forgoing instrument was acknowledged before me this 10 day of March, 2023, by George Recktenwald as County Manager (title*) for County of Volusia (name of corporation*), who () provided _____ as identification, or (X) who is personally known to me.



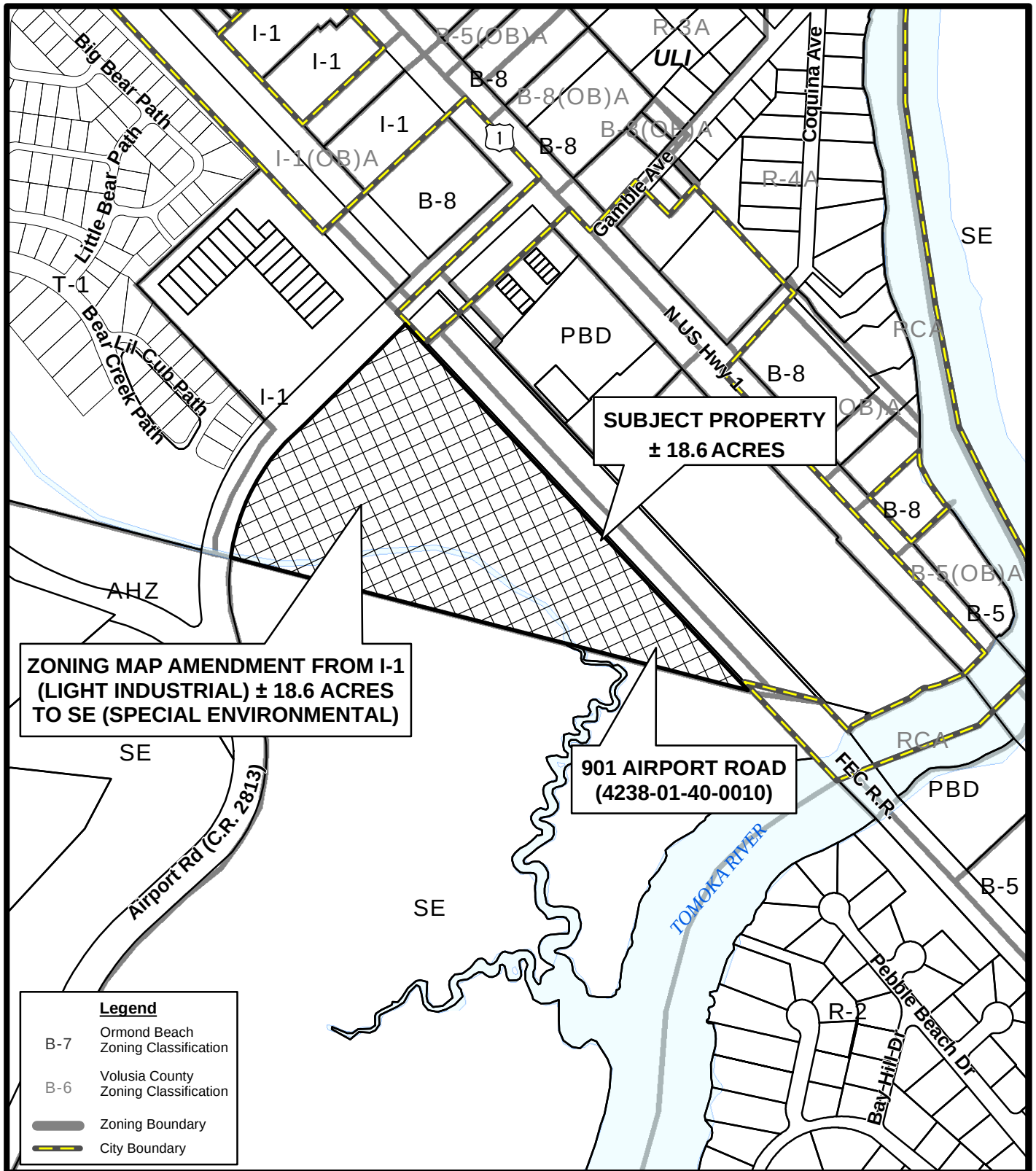
KRISTEN RAY
Notary Public
State of Florida
Comm# HH289688
Expires 7/19/2026

Kristen Ray
Notary Public, State of Florida
My Commission Expires:

* If you are executing this document on behalf of a corporation please complete the spaces with your title and the name of your company as indicated.

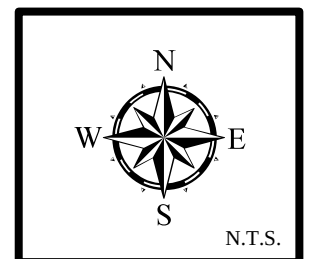
ATTACHMENT 2

Proposed Zoning Map Amendment



PROPOSED ZONING MAP
901 AIRPORT ROAD
(4238-01-40-0010)

Prepared By: The City of Ormond Beach
 G.I.S. Department - March 9, 2023



ATTACHMENT 3

Section 2-08,
SE (Special Environmental)

Sec. 2-08. SE, Special Environment Zoning District.

A. PURPOSE: To protect persons and private property from the hazards of floodwater inundation and to conserve important natural, ecological, historic, or unique resources for the enjoyment and education of current and future residents, while providing for limited public or commercial outdoor activities and facilities such as equestrian trails, campgrounds, commercial recreation facilities and other centralized outdoor facilities. This classification is primarily intended to be applied to environmentally sensitive lands, public lands, lands held in trust for future open space use or lands held by nonprofit organizations or homeowners' associations and intended for open space uses.												
B. DIMENSIONAL STANDARDS												
1. Density	2. Maximum Building Height	3. Maximum Building Coverage	4. Maximum Impervious Lot Coverage	5. Minimum Lot Size	6. Minimum Lot Width	7. Minimum Lot Depth	8. Minimum Perimeter	9. Setbacks				
								a. Front	b. Rear	c. Side	d. Street Side/Corner	e. Waterbody
—	30'	35%	75%	1 acre	120'	200'	None	50'	30'	20'	50'	50'
C. PERMITTED USES			D. CONDITIONAL USES				E. SPECIAL EXCEPTION USES			F. OTHER STANDARDS		
1. Wildlife Management Area, Fishing and Hunting 2. Wetland Preservation Area			1. Parks and Recreation Facilities, Private 2. Parks and Recreation Facilities, Public 3. Telecommunication Tower/Antennas, Camouflaged 4. Wind Energy System				1. Campground 2. Golf Course/Country Club 3. Hunting Lodge 4. Riding Stables, Horse 5. Telecommunication Tower			All development must comply with setback requirements for: 1. Wetlands (chapter 3, article II). 2. Special corridors and buffer requirements (chapter 3, article I). 3. See conditional and special exception regulations (chapter 2, article IV).		
G. PERMITTED ACCESSORY USES: Accessory uses customarily associated with, dependent on and incidental to their permitted principal uses, provided that such uses conform to the regulations set forth in chapter 2, article III.												

Planning Board minutes from May 11, 2023

ITEM:

ZMA 2023-038

901 Airport Road

Zoning Map Amendment

Ms. Shull motioned to approve FLUM 2023-036, 204 Magnolia Drive, Future Land Use Map Amendment. Mr. Galloway seconded it. Vote was called, and the motion was approved (6-0).

B. FLUM 2023-037, 901 Airport Road, Future Land Use Map Amendment

Ms. Becky Weedo, Senior Planner, explained that FLUM 2023-037, is a joint request from the City of Ormond Beach and the County of Volusia for an administrative Small-Scale Comprehensive Plan Land Use Map amendment for a ±5.2-acre portion of property located at 901 Airport Road from Ormond Beach “Light Industrial/Utilities” to Ormond Beach “Open Space/Conservation”.

Ms. Weedo added that the property was identified as a candidate for the Volusia Forever program and was purchased by St. Johns River Water Management District (SJRWMD), County of Volusia and the City of Ormond Beach. The partnership for purchase of the property included: 1) St. John’s River Water Management District to ensure the ecological values of the property remains protected with a conservation easement over the land; 2) City of Ormond Beach to manage the park area; and 3) County of Volusia to retain joint ownership with the city. Ms. Weedo continued that since the property was purchased with Volusia Forever and St. John’s River Water Management District (SJRWMD) funds for the purpose of preserving the land as conservation and passive park purposes, the future land use of “Light Industrial/Utilities” is required to be changed to “Open Space/Conservation”. Ms. Weedo concluded that staff recommends approval, noting the tentative City Commission dates of July 18, 2023 and August 1, 2023.

Chairman Thomas opened it up to the Board and entertained a motion.

Board Questions

Ms. Shull inquired about if the zoning lasts forever. Ms. Weedo replied that it does and added that the land is environmentally sensitive and that there is an easement over the entire land so that it cannot be changed.

Mr. Jorczak asked what can be done with the property and if it could be used for biking and walking trails or if the City can develop further. Ms. Weedo replied that the land can be used for trails and any passive park features such as nature kiosks and benches. She confirmed that pavilions, building or structures are not allowed.

Mr. Galloway motioned to approve FLUM 2023-037, 901 Airport Road, Future Land Use Map Amendment. Mr. Jorczak seconded it. Vote was called, and the motion was approved (6-0).

C. ZMA 2023-038, 901 Airport Road, Zoning Map Amendment

Ms. Becky Weedo, Senior Planner, explained the joint request from the City of Ormond Beach and the County of Volusia is for an administrative Zoning Map amendment for a ±18.6-acre property located at 901 Airport Road, from Ormond Beach I-1 (Light Industrial) to Ormond Beach SE (Special Environmental). She explained that the zoning map amendment is for consistency with the Future Land Use map change to “Open Space/Conservation”. Ms. Weedo added that since the property was purchased with Volusia Forever and SJRWMD funds for the purpose

of preserving the land as conservation and passive park purposes, the zoning map is required to be changed to Ormond Beach Special Environmental. Ms. Weedo concluded that staff recommends approval and the tentative City Commission dates are August 1, 2023 and August 15, 2023.

Chairman Thomas opened it up to the Board for discussion and entertained a motion.

Mr. Galloway motioned to approve ZMA 2023-038, 901 Airport Road, Zoning Map Amendment. Ms. Shull seconded it. Vote was called, and the motion was approved (6-0).

D. LDC 2023-050, Land Development Code Amendment Sections 1-14 and 1-19, Certificate of Use

Ms. Robin Gawel, Senior Planner, explained the administrative amendment to the Land Development Code (LDC), Chapter 1, General Administration, Article II, Administration and Enforcement, Section 1-14, Development Orders and Building Permits and Section 1-19, Appeals to amend language in the existing text and establish requirements for a Certificate of Use.

Ms. Gawel stated that the proposed amendments involve three elements of the code that govern the occupancy and use of structures and land for residential and non-residential purposes.

Certificate of Occupancy – issued one time for the life of the building at the completion of the building and site improvements for new residential and non-residential structures.

Certificate of Use – issued primarily to non-residential locations and residential properties operating a home-based business.

Business Tax Receipt – receipt issued as proof of payment of the tax assessed to a business for operating within the city’s jurisdiction.

Ms. Gawel added that Florida Statute 205 grants municipalities the authority to levy a tax for engaging in business within its jurisdiction. The Business Tax Receipt is issued as proof of payment of the tax assessed in accordance with Chapter 12 of the Code of Ordinances. The regulations in Chapter 12 of the City’s Code of Ordinances currently uses the Business Tax Receipt as the method by which the City approves the use prior to accepting payment and issuing the receipt. The process included three reviews and one inspection.



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:9.B

Section:	PUBLIC HEARINGS																		
Item Category:	Public Hearing - Ordinances	Res./Ord. No:	2023-47																
Strategic Goal:	Water Quality & the Environment - Other																		
Department:	Finance																		
Subject:	Amendment to Water and Wastewater Rates																		
Summary:	As discussed with the City Commission during the budget workshop, rate increases are necessary to provide sufficient funding for ongoing operations, capital projects and associated debt service within the Water & Wastewater Fund. The proposed rate adjustment on water and wastewater rates for all inside city users is 6% effective October 1, 2023 and 6% September 30, 2024. The additional funding will mitigate the rising cost of operating expenses such as electricity, chemicals and necessary components to maintain the distribution and collection systems. <table border="1"> <thead> <tr> <th>Rates for average customer 5,000 gallons</th><th>Current</th><th>10/1/2023</th><th>9/30/2024</th></tr> </thead> <tbody> <tr> <td>Water</td><td>\$26.47</td><td>\$28.06</td><td>\$29.73</td></tr> <tr> <td>Wastewater</td><td>\$34.33</td><td>\$36.39</td><td>\$38.58</td></tr> <tr> <td>Total</td><td>\$60.80</td><td>\$64.45</td><td>\$68.31</td></tr> </tbody> </table>			Rates for average customer 5,000 gallons	Current	10/1/2023	9/30/2024	Water	\$26.47	\$28.06	\$29.73	Wastewater	\$34.33	\$36.39	\$38.58	Total	\$60.80	\$64.45	\$68.31
Rates for average customer 5,000 gallons	Current	10/1/2023	9/30/2024																
Water	\$26.47	\$28.06	\$29.73																
Wastewater	\$34.33	\$36.39	\$38.58																
Total	\$60.80	\$64.45	\$68.31																
Financial Impact:	The rate adjustments are anticipated to generate sufficient revenue to fund expenses included in the FY 2023-24 budget and offset any cost increases likely to be incurred during FY 2024-25, and are necessary for operations and capital projects related to water and water quality.																		
Citizen Impact:	The average household uses 5,000 gallons per month and can expect a monthly increase of \$3.65 beginning October 1, 2023.																		

Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the ordinance amendment. The Budget Advisory Board has reviewed this item and provided a recommendation to approve.	
Staff Contact:	Kelly McGuire, Finance Director, (386) 676-3226	
Attachments:	1. 23-47 W & WW rate incr (P23-0151G)	
Approval:	Kelly McGuire, Finance Director 8/30/2023 Claire Whitley, Assistant City Manager 8/30/2023 Joyce Shanahan, City Manager 8/31/2023	

ORDINANCE NO. 2023-47

AN ORDINANCE AMENDING SECTION 22-23, MINIMUM METER RATES GENERALLY; 22-24, MULTIPLE MINIMUM CHARGES; 22-71, SERVICE CHARGE ESTABLISHED; 22-136, MINIMUM WATER RATES; AND 22-137, MINIMUM WASTEWATER RATES; OF CHAPTER 22, WATER AND SEWERS, OF THE CITY OF ORMOND BEACH *CODE OF ORDINANCES*, BY INCREASING THE MINIMUM WATER AND SEWER RATES; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. Section 22-23, Minimum meter rates generally, of Article I, Water, Division 2, Rates and Charges, of Chapter 22, Water and Sewers, of the City of Ormond Beach, Florida, *Code of Ordinances* is hereby amended to read as follows:

Sec. 22-23. - Minimum meter rates generally.

The following minimum meter rates shall be applied to all retail quantities of water as shown by monthly meter readings to have been delivered; except that this section is not applicable for water service of two days or less:

(1) *Residential rate.*

a. *Inside city limits.*

Monthly Usage (gallons)	Rate, Effective 10/1/ 2021 2023	Rate, Effective 9/30/ 2022 2024
2,000 or less, minimum	\$15.86 17.41	\$16.42 18.45
Excess over 2,000, per 1,000	\$3.24 3.55	\$3.35 3.76
Excess over 6,000, per 1,000	\$3.84 4.21	\$3.97 4.46

Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.

b. *Outside city limits.*

Monthly Usage (gallons)	Rate, Effective 10/1/2021-2023	Rate, Effective 9/30/2022-2024
2,000 or less, minimum	\$23.79 <u>26.11</u>	\$24.63 <u>27.67</u>
Excess over 2,000, per 1,000	\$4.86 <u>5.33</u>	\$5.03 <u>5.65</u>
Excess over 6,000, per 1,000	\$5.76 <u>6.31</u>	\$5.96 <u>6.69</u>

Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.

- (2) *Commercial rate.* Commercial, industrial and service accounts shall not be subject to the multiple minimum charge, except as set forth in the last paragraph of this subsection. In lieu of the multiple minimum:

- a. Inside the city limits the commercial rate will be:

Monthly Usage (gallons)	Rate, Effective 10/1/2021-2023	Rate, Effective 9/30/2022-2024
2,000 or less, minimum	\$15.86 <u>17.41</u>	\$16.42 <u>18.45</u>
Excess over 2,000, per 1,000	\$3.98 <u>4.37</u>	\$4.12 <u>4.63</u>
Excess over 6,000, per 1,000	\$4.75 <u>5.22</u>	\$4.92 <u>5.53</u>

Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.

- b. Outside of the city limits the commercial rate will be:

Monthly Usage (gallons)	Rate, Effective 10/1/2021-2023	Rate, Effective 9/30/2022-2024
2,000 or less, minimum	\$23.79 <u>26.11</u>	\$24.63 <u>27.67</u>
Excess over 2,000, per 1,000	\$5.97 <u>6.55</u>	\$6.18 <u>6.94</u>
Excess over 6,000, per 1,000	\$7.13 <u>7.82</u>	\$7.38 <u>8.29</u>

Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.

SECTION TWO. Section 22-24, Multiple minimum charges, of Article I, Water, Division 2, Rates and Charges, of Chapter 22, Water and Sewers, of the City of Ormond Beach, Florida, *Code of Ordinances* is hereby amended to read as follows:

Sec. 22-24. - Multiple minimum charges.

- (a) *Inside city; minimum charge where meter installation serves more than one equivalent living unit.* Each meter installation serving more than one equivalent living unit shall be allowed to use 2,000 gallons per unit per month under the minimum charge for each unit served from a single meter inside the city.

Monthly Usage (gallons)	Rate, Effective 10/1/ 2021 2023	Rate, Effective 9/30/ 2022 2024
First Unit:		
2,000 or less, minimum	\$15.86 17.41	\$16.42 18.45
Excess over 2,000, per 1,000	\$3.24 3.55	\$3.35 3.76
Excess over 6,000, per 1,000	\$3.84 4.21	\$3.97 4.46
Each Additional Unit:		
2,000 or less, minimum	\$15.13 16.60	\$15.66 17.60
Excess over 2,000, per 1,000	\$3.24 3.55	\$3.35 3.76
Excess over 6,000, per 1,000	\$3.84 4.21	\$3.97 4.46

- (b) *Outside city; minimum charge where meter installation serves more than one equivalent living unit.* Each meter installation serving more than one equivalent living unit shall be allowed to use 2,000 gallons per unit per month under the minimum charge for each unit served from a single meter outside the city.

Monthly Usage (gallons)	Rate, Effective 10/1/ 2021 2023	Rate, Effective 9/30/ 2022 2024
First Unit:		
2,000 or less, minimum	\$23.79 26.11	\$24.63 27.67
Excess over 2,000, per 1,000	\$4.86 5.33	\$5.03 5.65
Excess over 6,000, per 1,000	\$5.76 6.31	\$5.96 6.69
Each Additional Unit:		
2,000 or less, minimum	\$22.69 24.89	\$23.48 26.38
Excess over 2,000, per 1,000	\$4.86 5.33	\$5.03 5.65
Excess over 6,000, per 1,000	\$5.76 6.31	\$5.96 6.69

SECTION THREE. Section 22-71, Service charge established, of Article II, Sewers, Division 1, Generally, of Chapter 22, Water and Sewers, of the City of Ormond Beach, Florida, *Code of Ordinances* is hereby amended to read as follows:

Sec. 22-71. - Service charge established.

The following minimum rates for the use or availability for use of the sanitary sewage facilities of the city by water consumption as shown by monthly meter readings to have been delivered shall be:

(1) *Residential rate.*

a. *Inside city limits.*

Monthly Usage (gallons)	Rate, Effective 10/1/ 2021 <u>2023</u>	Rate, Effective 9/30/ 2022 <u>2024</u>
2,000 or less, minimum	\$19.63 <u>21.54</u>	\$20.32 <u>22.83</u>
Excess over 2,000, per 1,000	\$4.51 <u>4.95</u>	\$4.67 <u>5.25</u>

Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.

b. *Outside city limits.*

Monthly Usage (gallons)	Rate, Effective 10/1/ 2021 <u>2023</u>	Rate, Effective 9/30/ 2022 <u>2024</u>
2,000 or less, minimum	\$29.45 <u>32.31</u>	\$30.48 <u>34.25</u>
Excess over 2,000, per 1,000	\$6.77 <u>7.43</u>	\$7.01 <u>7.87</u>

Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.

(2) *Commercial rate.*

a. *Inside city limits:*

Monthly Usage (gallons)	Rate, Effective 10/1/ 2021 <u>2023</u>	Rate, Effective 9/30/ 2022 <u>2024</u>
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2,000 or less, minimum	\$19.63 <u>21.54</u>	\$20.32 <u>22.83</u>
Excess over 2,000, per 1,000	\$5.59 <u>6.14</u>	\$5.79 <u>6.51</u>

Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.

b. *Outside city limits:*

Monthly Usage (gallons)	Rate, Effective 10/1/ 2021 <u>2023</u>	Rate, Effective 9/30/ 2022 <u>2024</u>
2,000 or less, minimum	\$29.45 <u>32.31</u>	\$30.48 <u>34.25</u>
Excess over 2,000, per 1,000	\$8.39 <u>9.21</u>	\$8.69 <u>9.76</u>

Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.

(3) *Multiple minimum charges.*

- a. *Inside city; minimum charge where meter installation serves more than one equivalent living unit.* Each meter installation serving more than one equivalent living unit shall be allowed to use 2,000 gallons per unit per month under the minimum charge for each additional unit served from a single meter inside the city.

Monthly Usage (gallons)	Rate, Effective 10/1/ 2021 <u>2023</u>	Rate, Effective 9/30/ 2022 <u>2024</u>
First Unit:		
2,000 or less, minimum	\$19.63 <u>21.54</u>	\$20.32 <u>22.83</u>
Excess over 2,000, per 1,000	\$4.51 <u>4.95</u>	\$4.67 <u>5.25</u>
Each Additional Unit:		
2,000 or less, minimum	\$18.56 <u>20.36</u>	\$19.21 <u>21.58</u>
Excess over 2,000, per 1,000	\$4.51 <u>4.95</u>	\$4.67 <u>5.25</u>

- b. *Outside city; minimum charge where meter installation serves more than one equivalent living unit.* Each meter installation serving more than one equivalent living unit shall be allowed to use 2,000 gallons per unit per month under the minimum charge for each unit served from a single meter outside the city.

Monthly Usage (gallons)	Rate, Effective 10/1/ 2021 <u>2023</u>	Rate, Effective 9/30/ 2022 <u>2024</u>
First Unit:		

2,000 or less, minimum	\$29.45 <u>32.31</u>	\$30.48 <u>34.25</u>
Excess over 2,000, per 1,000	\$6.77 <u>7.43</u>	\$7.01 <u>7.88</u>
Each Additional Unit:		
2,000 or less, minimum	\$27.84 <u>30.55</u>	\$28.82 <u>32.38</u>
Excess over 2,000, per 1,000	\$6.77 <u>7.43</u>	\$7.01 <u>7.88</u>

SECTION FOUR. Section 22-136, Minimum water rates, of Article IV, Hunter's Ridge-Flagler County DRI Service Area, of Chapter 22, Water and Sewers, of the City of Ormond Beach, Florida, *Code of Ordinances* is hereby amended to read as follows.

Sec. 22-136. Minimum water rates.

The following minimum rates shall be applied to all retail quantities of water as shown by monthly meter readings to have been delivered; except that this section is not applicable for water service of two days or less:

(1) *Residential rate.*

Monthly Usage (gallons)	Rate, Effective 11/2/2021 <u>10/1/2023</u>	Rate, Effective 9/30/2022 <u>2024</u>
2,000 or less, minimum	\$19.83 <u>21.76</u>	\$20.53 <u>23.06</u>
Excess over 2,000, per 1,000	\$4.05 <u>4.44</u>	\$4.19 <u>4.71</u>
Excess over 6,000, per 1,000	\$4.80 <u>5.26</u>	\$4.96 <u>5.58</u>

Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.

(2) *Commercial, industrial and service rate.*

- a. Commercial, industrial and service accounts shall not be subject to the multiple minimum charge in subsection (3) of this section, except as set forth in subsection (2)b of this section. In lieu of the multiple minimum:

Monthly Usage (gallons)	Rate, Effective 11/2/2021 <u>10/1/2023</u>	Rate, Effective 9/30/2022 <u>2024</u>
2,000 or less, minimum	\$19.83 <u>21.76</u>	\$20.53 <u>23.06</u>
Excess over 2,000, per 1,000	\$4.98 <u>5.46</u>	\$5.15 <u>5.79</u>
Excess over 6,000, per 1,000	\$5.94 <u>6.52</u>	\$6.15 <u>6.91</u>

- b. Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.
- (3) *Multiple minimum charges.* Each meter installation serving more than one equivalent living unit shall be allowed to use 2,000 gallons per unit per month under the minimum charge for each unit served from a single meter outside the city.

Monthly Usage (gallons)	Rate, Effective 11/2/2021 <u>10/1/2023</u>	Rate, Effective 9/30/2022 <u>2024</u>
First Unit:		
2,000 or less, minimum	\$19.83 <u>21.76</u>	\$20.53 <u>23.06</u>
Excess over 2,000, per 1,000	\$4.05 <u>4.44</u>	\$4.19 <u>4.71</u>
Excess over 6,000, per 1,000	\$4.80 <u>5.26</u>	\$4.96 <u>5.58</u>
Each Additional Unit:		
2,000 gallons or less, minimum	\$18.91 <u>20.75</u>	\$19.58 <u>21.99</u>
Excess over 2,000, per 1,000	\$4.05 <u>4.44</u>	\$4.19 <u>4.71</u>
Excess over 6,000, per 1,000	\$4.80 <u>5.26</u>	\$4.96 <u>5.58</u>

SECTION FIVE. Section 22-137, Minimum wastewater rates, of Article IV, Hunter's Ridge-Flagler County DRI Service Area, of Chapter 22, Water and Sewers, of the City of Ormond Beach, Florida, *Code of Ordinances* is hereby amended to read as follows.

Sec. 22-137. Minimum wastewater rates.

The minimum rates for the use or availability of use of the city's sanitary sewer or wastewater facilities shall be based upon water consumption as shown by monthly meter readings to have been delivered, and shall be:

- (1) *Residential rate.*

Monthly Usage (gallons)	Rate, Effective 11/2/2021 <u>10/1/2023</u>	Rate, Effective 9/30/2022 <u>2024</u>
2,000 or less, minimum	\$24.54 <u>26.92</u>	\$25.40 <u>28.54</u>
Excess over 2,000, per 1,000	\$5.64 <u>6.19</u>	\$5.84 <u>6.56</u>

Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.

(2) *Commercial, industrial and service rate.*

Monthly Usage (gallons)	Rate, Effective 11/2/2021 <u>10/1/2023</u>	Rate, Effective 9/30/2022 <u>2024</u>
2,000 or less, minimum	\$24.54 <u>26.92</u>	\$25.40 <u>28.54</u>
Excess over 2,000, per 1,000	\$6.99 <u>7.67</u>	\$7.24 <u>8.13</u>

Each monthly bill shall be rendered for an amount of not less than the minimum which shall allow the use of 2,000 gallons of water per month per meter unit so billed.

(3) *Multiple minimum charges.* Each meter installation serving more than one equivalent living unit shall be allowed to use 2,000 gallons per unit per month under the minimum charge for each unit served from a single meter outside the city.

Monthly Usage (gallons)	Rate, Effective 11/2/2021 <u>10/1/2023</u>	Rate, Effective 9/30/2022 <u>2024</u>
First Unit:		
2,000 or less, minimum	\$24.54 <u>26.92</u>	\$25.40 <u>28.54</u>
Excess over 2,000, per 1,000	\$5.64 <u>6.19</u>	\$5.84 <u>6.56</u>
Each Additional Unit:		
2,000 gallons or less, minimum	\$23.20 <u>25.45</u>	\$24.01 <u>26.98</u>
Excess over 2,000, per 1,000	\$5.64 <u>6.19</u>	\$5.84 <u>6.56</u>

SECTION SIX. This Ordinance and the water rate and wastewater rate adjustments provided herein shall be effective October 1, 2023. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

PASSED UPON at the first reading of the City Commission, this 6th day of September, 2023.

PASSED UPON at the second reading of the City Commission, this 20th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk



City of Ormond Beach

AGENDA ITEM

September 6, 2023 - City Commission

Number:10.A

Section:	FIRST READING OF ORDINANCES																		
Item Category:	First Reading of Ordinances	Res./Ord. No:	2023-48																
Strategic Goal:	Water Quality & the Environment - OtGovernance - Otherher																		
Department:	Finance																		
Subject:	Amendment to Solid Waste Rates																		
Summary:	As discussed at the budget workshop, the cost of the City's contractual solid waste hauler continues to increase as a result of rising fuel and employment expenses. The Solid Waste fund is a self-supporting entity. The cost paid to the contractual solid waste hauler is typically passed along in its entirety to the customer. While the City has previously subsidized a portion of the customer rate with Solid Waste Reserves, the rates must be adjusted to reflect the full rate paid to the solid waste hauler in order to keep the operation financially sound. The proposed rate adjustments are effective October 1, 2023 and September 30, 2024. <table border="1"> <thead> <tr> <th>Monthly Charge</th><th>Current</th><th>10/1/2023</th><th>9/30/2024</th></tr> </thead> <tbody> <tr> <td>Residential collection</td><td>\$18.38</td><td>\$24.26</td><td>\$25.72</td></tr> <tr> <td>Recycling</td><td>\$5.16</td><td>\$6.81</td><td>\$7.22</td></tr> <tr> <td>Container Service per cubic yard</td><td>\$8.99</td><td>\$11.87</td><td>\$12.58</td></tr> </tbody> </table>			Monthly Charge	Current	10/1/2023	9/30/2024	Residential collection	\$18.38	\$24.26	\$25.72	Recycling	\$5.16	\$6.81	\$7.22	Container Service per cubic yard	\$8.99	\$11.87	\$12.58
Monthly Charge	Current	10/1/2023	9/30/2024																
Residential collection	\$18.38	\$24.26	\$25.72																
Recycling	\$5.16	\$6.81	\$7.22																
Container Service per cubic yard	\$8.99	\$11.87	\$12.58																
Financial Impact:	The rate adjustments are anticipated to generate sufficient revenue to fund expenses included in the FY 2023-24 budget for contractual solid waste collection, disposal, yard waste and recycling. The adjustment will also offset any cost increases likely to be incurred during FY 2024-25, and are necessary for operations and capital projects related to providing solid waste services.																		

Citizen Impact:	The proposed rate increase is \$7.53 per month for residential waste collection and recycling.	
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the ordinance amendment. The Budget Advisory Board reviewed the rate adjustment and also recommended approval.	
Staff Contact:	Kelly McGuire, Finance Director, (386) 676-3226	
Attachments:	1. 23-48 Solid Waste rate incr (P23-0152G)	
Approval:	Kelly McGuire, Finance Director 8/16/2023 Claire Whitley, Assistant City Manager 8/29/2023 Joyce Shanahan, City Manager 8/31/2023	

ORDINANCE NO. 2023-48

AN ORDINANCE AMENDING CHAPTER 10, SOLID WASTE, YARD WASTE AND RECYCLABLES, SECTION 10-16, FEES FOR COLLECTION AND DISPOSAL ESTABLISHED, OF THE CITY OF ORMOND BEACH *CODE OF ORDINANCES*, BY INCREASING FEES FOR THE COLLECTION AND DISPOSAL OF SOLID WASTE; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF ORMOND BEACH, FLORIDA, THAT:

SECTION ONE. Section 10-16, Fees for collection and disposal established, of Article 1, In General, of Chapter 10, Solid Waste, Yard Waste and Recyclables, of the City of Ormond Beach, Florida, *Code of Ordinances* is hereby amended to read as follows:

Sec. 10-16. Fees for collection and disposal established.

The fees for collection and disposal of garbage and for the removal of other trash (i.e., trees, shrubs trimmings, leaves, grass, papers, cardboard, etc.), shall be as follows:

(1) *Single-family residential.*

- a. *Generally.* Garbage fees shall commence when the house water meter is officially turned on and a certificate of occupancy has been issued; billing shall continue until the house meter is officially cut off. Monthly garbage fees are as follows:

	Effective 10/1/ 2021 <u>2023</u>	Effective 9/30/ 2022 <u>2024</u>
Residential collection, per month	\$17.84 <u>24.26</u>	\$18.38 <u>25.72</u>

b. *Mobile home parks.*

1. Except as provided in subsection (2)b of this section, mobile home parks will use containers approved, provided and located in one or more areas by the city as determined by the director of public works. There will be a review

every six months to determine any changes in the size of the containers to be provided.

2. When requested by the owner, the city, at its own option, may provide individual pickup for each mobile home, provided that the following conditions are met:
 - (i) The mobile home park streets meet all design and construction standards for a public street as required in the land development code and state statutes.
 - (ii) The mobile home park owner shall receive a single bill for the entire park and shall be responsible for all mobile home units, regardless of occupancy.
 - (iii) The garbage fee for each unit shall be the same as for residential collection.

	Effective 10/1/2021 <u>2023</u>	Effective 9/30/2022 <u>2024</u>
Per unit collection, per month	\$17.84 <u>24.26</u>	\$18.38 <u>25.72</u>

(2) *Residential multiple dwellings.*

- a. Where served by one water meter and where cans are used, the fee per living unit, regardless of occupancy, shall be:

	Effective 10/1/2021 <u>2023</u>	Effective 9/30/2022 <u>2024</u>
Residential can service, per month	\$17.84 <u>24.26</u>	\$18.38 <u>25.72</u>

- b. Where served by one water meter and where containers are used, the fee per cubic yard pickup shall be:

	Effective 10/1/2021 <u>2023</u>	Effective 9/30/2022 <u>2024</u>
Residential container service, per cubic yard pickup, per month	\$8.73 <u>11.87</u>	\$8.99 <u>12.58</u>

- c. Where each living unit is served by an individual water meter and where cans are used, the fee per living unit regardless of occupancy shall be:

	Effective 10/1/2021 <u>2023</u>	Effective 9/30/2022 <u>2024</u>
Per unit can service, per month	\$17.84 <u>24.26</u>	\$18.38 <u>25.72</u>

- d. Where each living unit is served by an individual water meter and where containers are used, the fee per cubic yard per pickup shall be:

	Effective 10/1/2021 <u>2023</u>	Effective 9/30/2022 <u>2024</u>
Per unit container service, per cubic yard per pickup	\$8.73 <u>11.87</u>	\$8.99 <u>12.58</u>

(3) *Commercial.*

- a. Commercial establishments (defined to include hotels, restaurants, lodges, churches and other such businesses and places not commonly described as residential) with cubic yard containers shall pay per cubic yard per pickup:

	Effective 10/1/2021 <u>2023</u>	Effective 9/30/2022 <u>2024</u>
Commercial container service, per cubic yard per pickup	\$8.73 <u>11.87</u>	\$8.99 <u>12.58</u>

Additional charges for waste tire disposal:

1. \$1.50 per passenger tire;
 2. \$3.00 per truck/oversize tire;
 3. \$15.00 per heavy equipment/off-road tire.
- b. Commercial establishments, as defined above, using cans shall pay per business or unit in the establishment:

	Effective 10/1/2021 <u>2023</u>	Effective 9/30/2022 <u>2024</u>
Per business or unit commercial can service, per cubic yard pickup, per month	\$23.88 <u>32.47</u>	\$24.60 <u>34.42</u>

Additional charges for waste tire disposal as set forth in subsection (c)(1) of this section.

- c. The director shall further have the authority to charge an additional ~~\$35.00~~ 55.00 plus \$10.00 per cubic yard, for extraordinary commercial pickup should extraordinary circumstances warrant.
- d. Commercial establishments, as defined above, using compactors shall pay:

	Effective 10/1/2021 <u>2023</u>	Effective 9/30/2022 <u>2024</u>
Commercial compactor service, per cubic yard pickup, per month	\$15.45 <u>21.00</u>	\$15.91 <u>22.26</u>

- (4) *Extraordinary service.* Where extraordinary service is required for other than commercial establishments pursuant to subsection (c)(3) of this section, there shall be a charge therefore determined by the director which charge shall not exceed the actual total cost to the city of collection and disposal.
- (5) *Rental units.*
- a. Rental cubic yard container units shall be available for special service (e.g., unusual yard trash, construction, etc.) at a cost of \$40.00 per pickup. The person requesting such unit shall either provide the director of public works with a utility account number to be charged (with written authorization from the holder of that account) or pay an advance fee of \$80.00, to be applied to the pickup fees. Any unused portion thereof will be refunded to the payor without interest.
- b. Rental open top roll-off containers shall be available at a cost not to exceed \$135.00 per pull, with a minimum charge equal to one pull every two weeks, plus the then-current fees charged for dumping such container in the county landfill and any overweight charges and fines attributable to the container.
- (6) *Recycling.* Each residential account shall be charged a monthly fee for recycling services. Such charge shall be included in the garbage fee and billed in accordance with section 10-17.

	Effective 10/1/2021 <u>2023</u>	Effective 9/30/2022 <u>2024</u>
Residential recycling, per month	\$5.01 <u>6.81</u>	\$5.16 <u>7.22</u>

SECTION TWO. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION THREE. This Ordinance shall take effect on October 1, 2023.

PASSED UPON at the first reading of the City Commission, this 6th day of September, 2023.

PASSED UPON at the second reading of the City Commission this 20th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk



City of Ormond Beach AGENDA ITEM

September 6, 2023 - City Commission

Number:11.A

Section:	RESOLUTIONS		
Item Category:	Resolution	Res./Ord. No:	2023-145
Strategic Goal:	Governance - Other		
Department:	Support Services		
Subject:	Declaration of Local Emergency - Hurricane Idalia		
Summary:	Governor Ron DeSantis declared a state of emergency on August 26, 2023 for the state of Florida (amended on August 28, 2023 to include Volusia County) in response to Tropical Storm Idalia, and the County of Volusia declaration of local emergency was issued on August 28, 2023. The City of Ormond Beach issued a declaration of local emergency on August 29, 2023 for Hurricane Idalia. The State Emergency Management Act, Chapter 252, Florida Statutes (F.S.), provides a municipality with the power and authority to take every prudent action necessary to ensure the health, safety, and welfare of the community in response to a natural disaster. This resolution ratifies the declaration of emergency issued by the Mayor on August 29, 2023 in anticipation and preparation for the storm. Depending on the severity and outcome of the storm, the declaration may have been needed to enact emergency administrative procedures and the immediate repair of damage and tree removal.		
Financial Impact:	None		
Citizen Impact:	The declaration of emergency was issued to ensure the protection of the health, safety, and welfare of the citizens and businesses of the City of Ormond Beach.		
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the resolution ratifying the declaration of emergency in response to preparing for Hurricane Idalia.		
Staff Contact:	Susan Dauderis, City Clerk, (386) 676-3340		

Attachments:	1. 23-145 Ratify Declaration of Emergency Hur Idalia (P23-0167G) 2. Ormond Beach Idalia 08-29-23 3. Idalia_8-28-23.1 4. EO-23-172-1
Approval:	Kelly McGuire, Finance Director 8/30/2023 Claire Whitley, Assistant City Manager 8/30/2023 Joyce Shanahan, City Manager 8/30/2023

RESOLUTION NO. 2023-145

A RESOLUTION RATIFYING AND AFFIRMING A
DECLARATION OF A LOCAL EMERGENCY IN THE CITY
OF ORMOND BEACH FOR HURRICANE IDALIA; AND
SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, on August 26, 2023, Governor Ron DeSantis declared a State of Emergency for 33 Florida counties, by Executive Order Number 23-171, due to Invest 93L; and

WHEREAS, on August 28, 2023, Governor Ron DeSantis issued Executive Order 23-172, amending Executive Order 23-171, expanding a State of Emergency to 46 Florida counties, as Invest 93L had strengthened into Tropical Storm Idalia, and was forecast to become a major hurricane making landfall along Florida's West Coast; and

WHEREAS, on August 28, 2023, Volusia County Chair Jeffrey S. Brower declared a Local Emergency for Tropical Storm Idalia; and

WHEREAS, on August 29, 2023, the National Weather Service reported Tropical Storm Idalia strengthened into Hurricane Idalia while over the Caribbean, and was on a forecast track heading for the west coast of Florida; and

WHEREAS, on August 29, 2023, Mayor Bill Partington signed a Declaration of Local Emergency for Hurricane Idalia, a copy of which is attached hereto and incorporated herein by reference, now therefore,

**BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF
ORMOND BEACH, FLORIDA, THAT:**

SECTION ONE. The City Commission hereby ratifies and affirms the Declaration of Local Emergency for Hurricane Idalia signed by Mayor Bill Partington on August 29, 2023.

SECTION TWO. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 6th day of September, 2023.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

DECLARATION OF LOCAL EMERGENCY
FOR HURRICANE IDALIA

WHEREAS, on August 26, 2023, Governor Ron DeSantis declared a State of Emergency for 33 Florida counties, by Executive Order Number 23-171, due to Invest 93L; and

WHEREAS, on August 28, 2023, Governor Ron DeSantis issued Executive Order 23-172, amending Executive Order 23-171, expanding a State of Emergency to 46 Florida counties, as Invest 93L had strengthened into Tropical Storm Idalia, and was forecast to become a major hurricane making landfall along Florida's West Coast; and

WHEREAS, on August 28, 2023, Volusia County Chair Jeffrey S. Brower declared a Local Emergency for Tropical Storm Idalia; and

WHEREAS, the city of Ormond Beach is a municipality empowered to exercise broad home rule powers in accordance with Section 2, Article VIII of the Florida Constitution; Chapter 166, Florida Statutes and other general laws of the state; and the Charter of the city of Ormond Beach, including sections 1.01, 1.03 and 3.05; and

WHEREAS, section 252.38(2), Florida Statutes, a general law of the state of Florida, authorizes municipalities to exercise emergency management powers consistent with a declaration of emergency issued by the governor, and consistent with the exercise of emergency management powers by a county emergency management program.

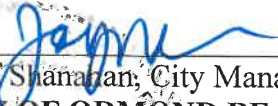
NOW THEREFORE, consistent with the foregoing authority and consistent with the declarations of emergency issued by the State of Florida and by Volusia County, and as Mayor of the city of Ormond Beach, Florida, I do hereby declare a local emergency throughout the city of Ormond Beach that shall be effective to, and shall run concurrent with, the period prescribed in the Volusia County declaration of emergency.

ORDERED this 29 day of August, 2023.



Bill Partington, Mayor
CITY OF ORMOND BEACH

ATTEST:



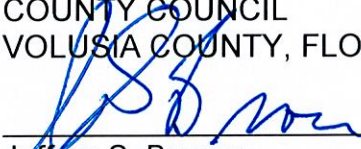
Joyce Shanahan, City Manager
CITY OF ORMOND BEACH

DECLARATION OF LOCAL EMERGENCY
FOR TROPICAL STORM IDALIA

Pursuant to section 252.38(3)(a)(5), Florida Statutes, and section 46-143, Code of Ordinances, County of Volusia, the county council hereby declares a State of Local Emergency, effective throughout Volusia County as of noon on August 28, 2023, on this date for a period of seven days due to Tropical Storm Idalia. Idalia is expected to become a hurricane with probabilities of tropical storm force winds, especially gusts, and rainfall exist in Volusia County. In addition to Tropical Storm Idalia, along with Hurricane Franklin in the Atlantic Ocean, the risk of storm effects exists along the eastern coast along with other portions of Volusia County.

ORDERED this 28th day of August, 2023.

COUNTY COUNCIL
VOLUSIA COUNTY, FLORIDA



Jeffrey S. Brower
County Chair

ATTEST:



George Recktenwald
County Manager

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 23-172

(Amending Executive Order 23-171, Emergency Management – Tropical Storm Idalia)

WHEREAS, on August 26, 2023, I issued Executive Order 23-171, declaring a state of emergency for several counties in Florida due to the dangers presented by Invest 93L, a broad area of low pressure off the west coast of Central America; and

WHEREAS, as of 11:00 PM EDT on August 27, 2023, Invest 93L strengthened into Tropical Storm Idalia, with maximum sustained winds of 60 miles per hour and is moving north-northeast towards the southeastern Gulf of Mexico; and

WHEREAS, as of 5:00 AM EDT on August 28, 2023, Tropical Storm Idalia was approximately 124 miles south of the westernmost point of Cuba; and

WHEREAS, Tropical Storm Idalia is forecasted to become a major hurricane before making landfall along areas of the Florida Gulf Coast and portions of the Florida Panhandle; and

WHEREAS, the Florida Division of Emergency Management, working together with the National Hurricane Center to evaluate weather predictions, has determined that there is a continuing risk of dangerous storm surge, heavy rainfall, flash flooding, strong winds, hazardous seas, and isolated tornadic activity for the Florida Peninsula and portions of the Florida Big Bend; and

WHEREAS, the threat posed by Tropical Storm Idalia requires that timely precautions must be taken to protect the communities, critical infrastructure, and general welfare of the people of Florida; and

WHEREAS, as the Governor of Florida, I am responsible to meet the dangers presented to the State of Florida and its people by this emergency.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section 1(a) of the Florida Constitution and by the Florida Emergency Management Act, as amended, and all other applicable laws, promulgate the following Executive Order, to take immediate effect:

Section 1. Section 1 of Executive Order 23-171 is amended to read as follows:

Because of the foregoing conditions, which are projected to constitute a major disaster, I declare that a state of emergency exists in Alachua, Baker, Bay, Bradford, Calhoun, Charlotte, Citrus, Clay, Collier, Columbia, DeSoto, Dixie, Duval, Flagler, Franklin, Gadsden, Gilchrist, Gulf, Hamilton, Hardee, Hernando, Hillsborough, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Liberty, Madison, Manatee, Marion, Nassau, Pasco, Pinellas, Polk, Putnam, Sarasota, Seminole, St. Johns, Sumter, Suwannee, Taylor, Union, Volusia, and Wakulla Counties.

Section 2. Except as amended herein, Executive Order 23-171 is ratified and reaffirmed.

Section 3. This Executive Order is effective immediately and shall expire upon the expiration of Executive Order 23-171.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 28th day of August, 2023.


RON DESANTIS, GOVERNOR

ATTEST:


SECRETARY OF STATE

FILED
2023 AUG 28 AM 9:25
DEPARTMENT OF STATE
TALLAHASSEE, FL